

Writing up your university assignments and research projects a practical handbook File PDF

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Embarking on the journey of completing university assignments and research projects can be both exciting and daunting. A well-structured write-up not only reflects your understanding but also significantly influences your academic success. This practical handbook aims to guide students through the essential steps and best practices for crafting clear, comprehensive, and impactful academic work.

Understanding the Importance of a Well-Written Academic Report

Before diving into the writing process, it's crucial to recognize why a well-crafted assignment or research report matters:

- **Demonstrates your understanding:** Showcases your grasp of the subject matter.
- **Builds academic credibility:** A clear, logical presentation increases your credibility.
- **Contributes to your grades:** Well-structured work often scores higher.
- **Prepares for future research and professional writing:** Develops essential communication skills.

Understanding these benefits motivates a disciplined and strategic approach to your writing process.

Planning Your Assignment or Research Project

Effective writing begins long before you put pen to paper or keyboard to screen. Proper planning ensures a focused, manageable, and coherent document.

1. Clarify the Assignment Requirements

Start by thoroughly understanding the assignment brief:

- Identify the question or task you need to address.
- Note the required length, formatting style, and submission deadline.

- Check for specific guidelines regarding structure, sources, or methodology.

2. Conduct Preliminary Research

Gather initial information to familiarize yourself with the topic:

- Use reputable sources such as academic journals, books, and official websites.
- Take notes and bookmark key references.
- Identify gaps or areas needing further exploration.

3. Develop a Clear Thesis or Research Question

Your thesis or research question guides your entire project:

- Ensure it is specific, manageable, and relevant.
- Formulate it as a statement (for essays) or a question (for research projects).

4. Create an Outline

Organize your ideas logically:

- Identify main sections such as introduction, literature review, methodology, results, discussion, and conclusion.
- List key points and supporting evidence for each section.
- Adjust your outline as your understanding deepens.

Structuring Your Academic Writing

A clear structure enhances readability and coherence. Most academic papers follow a standard format:

1. Title Page

Includes the project title, your name, institution, course details, and submission date.

2. Abstract (if applicable)

A brief summary (150-250 words) highlighting the purpose, methods, main findings, and

conclusions.

3. Introduction

Sets the context:

- Introduces the topic and its significance.
- States the research question or thesis.
- Outlines the structure of the document.

4. Literature Review (for research projects)

Reviews existing research:

- Summarizes key theories and findings relevant to your topic.
- Identifies gaps your work aims to fill.

5. Methodology

Describes how you conducted your research:

- Participants, tools, procedures, and data collection methods.
- Justification for chosen methods.

6. Results

Presents your findings:

- Use tables, figures, or charts where applicable.
- Describe key patterns or observations without interpretation.

7. Discussion

Interprets results:

- Links findings to your research questions or hypotheses.

- Discusses implications, limitations, and possible future research.

8. Conclusion

Summarizes your work:

- Restates main findings or arguments.
- Highlights significance and potential applications.

9. References/Bibliography

Lists all sources cited, following the required referencing style (APA, MLA, Chicago, etc.).

10. Appendices (if necessary)

Includes supplementary material such as raw data, questionnaires, or detailed calculations.

Writing Tips for Clarity and Impact

Effective academic writing combines clarity, coherence, and precision. Consider the following tips:

1. Use Formal, Concise Language

Avoid slang, colloquialisms, and overly complex sentences. Be direct and precise.

2. Maintain Logical Flow

Ensure each paragraph transitions smoothly to the next. Use linking words like "however," "furthermore," and "consequently."

3. Support Claims with Evidence

Back up statements with references or data. Avoid unsupported opinions.

4. Be Critical and Analytical

Evaluate sources and data critically rather than accepting information at face value.

5. Proofread and Edit

Review your work multiple times:

- Check for grammatical errors and typos.
- Ensure adherence to formatting guidelines.
- Seek feedback from peers or tutors.

Referencing and Avoiding Plagiarism

Proper referencing is vital:

- Always cite sources when paraphrasing or quoting directly.
- Use citation management tools like Zotero, EndNote, or Mendeley.
- Familiarize yourself with your institution's preferred citation style.

Avoid plagiarism by understanding that copying someone else's work without acknowledgment is a serious academic offense.

Time Management and Deadlines

Effective planning includes:

- Breaking down tasks into manageable steps with individual deadlines.
- Starting early to allow ample time for research, writing, and revisions.
- Using tools like calendars or task managers to stay organized.

Meeting deadlines not only reduces stress but also ensures your work is polished and well-prepared.

Utilizing Resources and Support

Take advantage of available resources:

- University writing centers or academic support services.
- Online tutorials and guides on academic writing.
- Peer review groups for constructive feedback.
- Advisors and supervisors for guidance on research and structure.

Seeking help early can clarify doubts and improve the quality of your work.

Final Checks Before Submission

Before submitting, ensure:

- Your work adheres to all guidelines.
- All references are correctly cited.
- The document is free of grammatical and typographical errors.
- Formatting, spacing, and layout are consistent.
- You have a backup copy of your work.

A polished, error-free submission reflects professionalism and attention to detail.

Conclusion

Writing up university assignments and research projects may seem challenging, but with a structured approach, clarity, and careful planning, you can produce high-quality academic work that effectively communicates your ideas. Remember to understand your assignment requirements, organize your thoughts with a detailed outline, write clearly and concisely, and revise thoroughly. By following these practical steps, you'll develop the skills necessary not only for academic success but also for professional communication in your future career.

Embark on your writing journey with confidence, knowing that a systematic approach will help you craft compelling, well-founded, and impactful academic documents.

Writing up your university assignments and research projects: a practical handbook is an essential resource for students aiming to excel in academic writing. Navigating the complexities of structuring, researching, and presenting academic work can be daunting, especially for those new to university life or unfamiliar with scholarly conventions. This handbook offers comprehensive guidance, step-by-step strategies, and practical tips to help students produce clear, coherent, and impactful assignments and research papers. Whether you're tackling essays, reports, dissertations, or research proposals, this resource aims to demystify the process and empower you to communicate your ideas effectively.

Understanding the Foundations of Academic Writing

The Purpose of Academic Writing

Academic writing serves to communicate ideas, present research findings, and contribute to

scholarly conversations. Its primary purpose is to inform, analyze, and persuade based on evidence, ensuring clarity and rigor. Recognizing this purpose helps students craft their work with appropriate tone, structure, and depth.

Core Features of Effective Academic Writing

- Clarity and Precision: Use clear language to convey ideas effectively.
- Objectivity: Maintain a neutral tone, supported by evidence.
- Critical Analysis: Go beyond description; analyze and evaluate sources.
- Proper Referencing: Attribute ideas correctly to avoid plagiarism.
- Structured Organization: Present ideas logically with clear sections.

Planning Your Assignment or Research Project

Understanding the Assignment Brief

Before starting, carefully read the assignment instructions. Clarify the requirements, such as word count, formatting style, submission date, and specific questions or hypotheses.

Developing a Research Question or Thesis

A well-defined research question or thesis guides your work. It should be specific, manageable, and focused on your area of interest.

Creating a Work Timeline

Break down the task into manageable stages:

- Topic selection
- Literature review
- Data collection
- Drafting
- Revisions
- Final editing

Using a timetable helps manage your workload and deadlines effectively.

Gathering and Managing Sources

Identify credible sources such as academic journals, books, and reputable websites. Use reference management tools (e.g., Zotero, EndNote) to organize your sources and citations.

Pros of using reference managers:

- Simplifies citation formatting
- Prevents plagiarism
- Keeps sources organized

Cons:

- Learning curve
- Software costs (for some tools)

Research and Literature Review

Conducting an Effective Literature Search

Use academic databases like JSTOR, Google Scholar, and your university library portal. Use relevant keywords and Boolean operators to refine searches.

Evaluating Sources

Assess sources for credibility, relevance, authorship, and date. Prioritize peer-reviewed articles and scholarly publications.

Synthesizing Literature

Identify common themes, debates, and gaps. Organize findings to build a solid foundation for your argument or research.

Structuring Your Assignment or Research Paper

Standard Structure

Most academic papers follow a conventional structure:

- Introduction: Present your research question, objectives, and significance.

- Literature Review: Summarize existing research and identify gaps.
- Methodology: Describe research design, data collection, and analysis methods.
- Results: Present findings objectively, using tables and figures.
- Discussion: Interpret results, relate them to your research question, and discuss implications.
- Conclusion: Summarize key points, limitations, and suggestions for future research.
- References: List all sources cited in your work.

Tips for Effective Structuring

- Use headings and subheadings for clarity.
- Ensure logical flow between sections.
- Keep paragraphs focused and concise.
- Use topic sentences to introduce each paragraph.

Writing Your Draft

Starting the Writing Process

Begin with a draft rather than aiming for perfection. Focus on getting your ideas down; refinement comes later.

Writing Style and Tone

Maintain an academic tone—formal, objective, and precise. Avoid colloquialisms and contractions.

Incorporating Evidence

Support claims with evidence from your sources. Use quotations sparingly; paraphrase effectively while citing.

Using Clear Language and Transition

Employ signposting language (e.g., "Firstly," "In contrast," "Furthermore") to guide the reader through your arguments.

Referencing and Citations

Choosing a Citation Style

Check your course guidelines for preferred styles such as APA, MLA, Chicago, or Harvard.

In-Text Citations

Always cite sources when paraphrasing, quoting, or referring to ideas.

Creating a Reference List or Bibliography

List all sources alphabetically, following the specific style guide.

Common Citation Features

- Author(s) name
- Year of publication
- Title of work
- Source details (journal, publisher, URL)

Tip: Use citation generators cautiously; double-check for accuracy.

Editing and Revising Your Work

The Importance of Revision

Revising refines your argument, corrects errors, and improves clarity.

Self-Editing Techniques

- Read aloud to catch awkward phrasing
- Check for coherence and logical flow
- Verify all citations and references
- Ensure adherence to formatting guidelines

Seeking Feedback

Share drafts with peers, tutors, or writing centers for constructive criticism.

Proofreading

Look for grammar, spelling, punctuation, and typographical errors.

Finalizing Your Submission

Formatting the Document

Apply consistent formatting: font, margins, headings, page numbers, and spacing.

Creating a Cover Page or Title Page

Include essential details such as your name, course, assignment title, and submission date.

Submitting Your Work

Ensure electronic files are correctly named and uploaded before the deadline.

Additional Tips for Successful Academic Writing

- Start early: Avoid last-minute stress.
- Stay organized: Keep track of sources and drafts.
- Follow instructions meticulously: Small details matter.
- Seek support: Utilize university writing centers or workshops.
- Maintain academic integrity: Avoid plagiarism by proper citation.

Conclusion

Writing up your university assignments and research projects requires careful planning, thorough research, clear writing, and meticulous editing. This practical handbook provides a structured approach to mastering each stage of the process, empowering students to produce high-quality work that meets academic standards. Remember, effective academic writing is a skill developed over time?practice, patience, and persistence are key. By applying these principles and strategies, you can navigate your assignments confidently and achieve academic success.

Features at a Glance:

- Step-by-step guidance for each phase of writing
- Tips for effective research and source management
- Clear explanations of structuring and formatting
- Practical advice for revision and final submission
- Emphasis on academic integrity and quality standards

Pros:

- Comprehensive coverage of academic writing processes
- Suitable for students across disciplines
- Emphasizes practical, actionable strategies
- Encourages critical thinking and originality

Cons:

- Requires time investment to implement all steps
- May need supplementary resources for specific styles or advanced research techniques

By integrating the advice from this handbook into your workflow, you'll develop the confidence and skills to produce compelling, well-structured university assignments and research projects.

Question What are the key steps to effectively structure my university assignments? Begin with understanding the assignment brief, conduct thorough research, create an outline, write a clear introduction, develop the main body with supporting evidence, conclude effectively, and finally revise and proofread your work to ensure clarity and coherence. **Answer** How can I ensure proper academic referencing in my research projects? Familiarize yourself with the required citation style (e.g., APA, MLA, Chicago), keep detailed records of all sources during research, use reference management tools like Zotero or EndNote, and double-check citations for accuracy before submission. What are some common mistakes to avoid when writing up assignments? Avoid plagiarism by properly citing sources, don't ignore assignment instructions, avoid overgeneralizations, ensure your arguments are supported by evidence, and proofread to eliminate grammatical and typographical errors. How can I improve the clarity and coherence of my research project write-up? Use clear and concise language, organize your sections logically, employ transitions between ideas, and seek feedback from peers or supervisors to identify areas needing clarification. What tools or software can help streamline the writing and editing process? Utilize word processors with grammar and style checks (e.g., Microsoft Word, Google Docs), reference management software (Zotero, Mendeley), plagiarism checkers (Turnitin), and writing aid tools like Grammarly or Hemingway Editor. How do I effectively present data and research findings in my assignments? Use appropriate visual aids like charts, tables, and graphs to illustrate data clearly, label all visuals accurately, and interpret the data within your text to highlight key insights and relevance. What strategies can help me manage my time when writing lengthy assignments or research projects? Break the task into smaller, manageable sections with deadlines, create a detailed timetable, prioritize tasks, avoid procrastination, and allocate regular periods for revision and editing. How important is proofreading, and what are effective ways to do it? Proofreading is crucial to catch errors and improve clarity. Read your work aloud, take breaks before editing, use spell-check tools, and consider peer review or professional editing services for comprehensive feedback. What are best practices for incorporating feedback into my assignment revisions? Carefully review all feedback, identify recurring issues, revise your work systematically, seek

clarification if needed, and use the feedback as a learning opportunity to improve your future writing.

Related keywords: academic writing, research report, thesis preparation, dissertation tips, referencing techniques, writing structure, editing and proofreading, academic integrity, project management, study skills

Kisii University 2013 Graduation

kisii university 2013 graduation marked a significant milestone in the academic journey of numerous students who had dedicated years of hard work and perseverance to achieve their dreams. As one of Kenya's reputable institutions of higher learning, Kisii University has continually emphasized academic excellence, community service, and personal development. The 2013 graduation ceremony was particularly memorable, characterized by inspiring speeches, proud families, and the celebration of accomplishments across various disciplines. This article provides a comprehensive overview of the Kisii University 2013 graduation, exploring its significance, the ceremony details, notable graduates, and the impact on the university community.

Overview of Kisii University

Before delving into the specifics of the 2013 graduation, it is essential to understand the institution's background and its role in higher education in Kenya.

History and Establishment

Kisii University, located in Kisii County in southwestern Kenya, evolved from the University of Nairobi's Kisii Campus. It gained university status in 2010, becoming a full-fledged university committed to providing quality education, research, and community engagement. The university's mission revolves around fostering innovation, leadership, and holistic development among students.

Academic Programs and Faculties

Kisii University offers a diverse range of undergraduate and postgraduate programs across various faculties, including:

- Faculty of Education
- Faculty of Business and Economics

- Faculty of Science and Technology
- Faculty of Health Sciences
- Faculty of Arts and Social Sciences

This broad academic portfolio attracts students from different regions, fostering a vibrant campus culture.

The 2013 Graduation Ceremony

Date and Venue

The Kisii University 2013 graduation took place on a memorable date—likely in late 2013, typically around December—at the university's main campus. The event was attended by students, faculty, family members, government officials, and distinguished guests, all gathered to celebrate academic achievements.

Significance of the 2013 Graduation

For many graduates, this ceremony was the culmination of years of effort and sacrifice. It represented not just personal success but also the university's growth and commitment to producing competent professionals. The 2013 graduation was also a reflection of the university's expanding reputation and its role in Kenya's development.

Highlights of the 2013 Graduation

Number of Graduates

In 2013, Kisii University graduated hundreds of students across various disciplines. The exact number varied, but reports indicated that over 1,000 students received their degrees and diplomas during this ceremony, marking a significant increase from previous years.

Academic Excellence and Awards

Outstanding students were recognized for their exemplary performance. Several graduates received academic awards, scholarships, and medals for achieving top honors in their respective fields. These recognitions served to motivate others and uphold a culture of excellence.

Keynote Speeches and Addresses

Prominent figures, including university administrators, government officials, and industry leaders, delivered speeches emphasizing the importance of education, innovation, and service. The keynote

address often highlighted Kenya's development goals and the role of graduates in national progress.

Notable Graduates and Their Achievements

Prominent Alumni

While specific names from the 2013 graduation may not be publicly documented, many graduates from this cohort have gone on to excel in various sectors such as education, healthcare, business, and government. Some have become community leaders, entrepreneurs, or academics contributing to societal development.

Success Stories

- Entrepreneurs: Several 2013 graduates established startups in Kisii and beyond, contributing to local economies.
- Public Servants: Others joined government agencies, bringing fresh ideas and youthful energy to public service.
- Academicians: Some pursued postgraduate studies and academia, further enhancing Kisii University's reputation.

Impact of the 2013 Graduation on Kisii University

Institutional Growth

The successful graduation of a large cohort showcased the university's capacity to deliver quality education and manage large-scale ceremonies. It helped boost the institution's profile both locally and nationally.

Community and Economic Development

Graduates from 2013 have played vital roles in their communities, contributing to social development, education, health, and entrepreneurship. Their achievements reflect positively on Kisii University's mission to produce socially responsible graduates.

Enhanced Reputation and Future Prospects

The 2013 graduation reinforced Kisii University's reputation as an institution committed to academic excellence. It paved the way for future expansions, new programs, and increased student enrollment.

Post-Graduation Pathways and Opportunities

Employment and Career Development

Many 2013 graduates found employment within Kenya's growing economy. Some entered the public sector, while others ventured into private enterprises or started their own businesses.

Further Education

A significant number of graduates pursued postgraduate studies locally and abroad, enhancing their qualifications and opening doors to advanced career opportunities.

Community Engagement and Impact

Graduates have continued to serve their communities through leadership roles, mentorship programs, and social initiatives, embodying the values instilled during their time at Kisii University.

Conclusion

The Kisii University 2013 graduation remains a landmark event in the university's history, symbolizing achievement, hope, and future potential. It not only celebrated individual success but also highlighted the institution's role in shaping Kenya's future leaders. As graduates from 2013 continue to make their mark across various sectors, their journey underscores the importance of dedication, resilience, and the transformative power of education. For prospective students and alumni alike, the 2013 graduation serves as a reminder of the possibilities that come with perseverance and academic excellence at Kisii University.

Kisii University 2013 Graduation: A Landmark Event in Academic Excellence and Community Development

The Kisii University 2013 graduation marked a pivotal milestone in the institution's history, symbolizing academic achievement, community growth, and the university's rising stature within Kenya's higher education landscape. This graduation ceremony not only celebrated the accomplishments of hundreds of graduates but also reinforced Kisii University's commitment to producing competent professionals who would contribute significantly to national development. In this comprehensive guide, we delve into the significance of the 2013 graduation, explore the event's highlights, and analyze its broader implications for students, faculty, and the community.

Background of Kisii University and Its 2013 Graduation

Kisii University, located in the heart of Kisii County in Kenya, has grown steadily since its

establishment. Originally a constituent college of Moi University, it gained full university status in 2010, making the 2013 graduation one of its early major ceremonies as an independent university. The event was characterized by a sense of pride, progress, and hope for future generations.

The 2013 graduation was held at the university's main grounds, attracting thousands of students, faculty members, family, and dignitaries. It was a moment of celebration for the university's academic community, marking the culmination of years of hard work and dedication.

Significance of the 2013 Graduation for Kisii University

A Milestone in Institution Development

- **Transition to a Full University:** The 2013 graduation underscored Kisii University's transition from a college to an autonomous university, reflecting its growth in size, academic programs, and research capacity.
- **Recognition and Prestige:** The event elevated the university's profile nationally and regionally, attracting prospective students, partnerships, and funding opportunities.
- **Academic Milestone:** Hundreds of students graduated with degrees, diplomas, and certificates across various disciplines, showcasing the university's diverse academic portfolio.

Community and Economic Impact

- **Local Development:** The graduation boosted local businesses, with increased demand for accommodation, catering, transportation, and retail services.
- **Social Impact:** Graduates from this event became vital contributors to the Kisii County economy, health sector, education, and governance sectors, embodying the university's mission to serve community needs.

Highlights of the Kisii University 2013 Graduation Ceremony

Keynote Addresses and Dignitaries

The event was graced by prominent figures including:

- The Minister of Education or his representative
- The university's Vice-Chancellor and senior administrators
- Local government officials
- Representatives from partnering universities and organizations

These speakers emphasized the importance of higher education in national development, innovation, and community service.

Academic Achievements and Awards

- Degrees Conferred: The ceremony saw the graduation of over 2,000 students across various faculties including Education, Business and Economics, Science, Health Sciences, and Social Sciences.
- Special Awards: Outstanding students received awards for academic excellence, leadership, and community service, inspiring peers to pursue excellence.

Unique Features of the 2013 Graduation

- Cultural Displays: Traditional Kisii dances and music were showcased, highlighting local culture.
- Innovative Initiatives: The university announced new programs and partnerships aimed at enhancing research and community engagement.
- Dress Code: Graduates wore academic regalia, with some faculties adopting distinctive colors representing their disciplines.

Academic Programs and Disciplines Celebrated

The 2013 graduation covered a broad spectrum of disciplines, reflecting the university's commitment to comprehensive education:

- Bachelor's Degrees: Education, Business Administration, Economics, Computer Science, Environmental Science, Nursing, and more.
- Diplomas and Certificates: Various technical and vocational programs aimed at skill development.
- Postgraduate Awards: Masters and PhDs in diverse fields, fostering advanced research and specialization.

Notable Graduates and Their Contributions

Many graduates from the 2013 cohort have since made significant impacts in their respective fields:

- Leaders in Education: Some have become teachers, administrators, and policymakers within Kenya.

- Entrepreneurs: Several graduates have started successful businesses, contributing to local employment.
- Health Sector Professionals: Many are working as nurses, doctors, and public health officers across Kenya.
- Researchers and Innovators: Some have pursued further studies or contributed to community-based research projects.

Challenges Faced and Lessons Learned

While the 2013 graduation was largely successful, it also highlighted areas for improvement:

- Capacity Building: The need for increased infrastructure, such as lecture halls and laboratories, to accommodate growing student populations.
- Curriculum Development: Ensuring programs remain relevant to changing industry needs and technological advancements.
- Student Support Services: Enhancing career guidance, counseling, and internship opportunities to better prepare graduates for employment.

The university's leadership acknowledged these challenges and committed to continuous improvement, laying a foundation for subsequent graduations.

Broader Impacts and Future Outlook

The Kisii University 2013 graduation set a precedent for subsequent ceremonies, emphasizing the importance of academic excellence, community involvement, and institutional growth. It fostered a culture of achievement and inspired future generations of students.

Looking ahead, Kisii University aimed to:

- Expand research and innovation hubs.
- Strengthen industry partnerships.
- Promote entrepreneurship among graduates.
- Enhance infrastructure to support higher enrollment and quality education.

The event also reinforced the university's role in Kenya's Vision 2030, particularly in education, health, and economic development sectors.

Conclusion

The Kisii University 2013 graduation remains a landmark event that encapsulates the institution's journey towards academic excellence and community development. It symbolized the aspirations of students, faculty, and the broader Kisii community to pursue knowledge, innovation, and societal progress. As graduates moved forward into their careers, they carried with them the university's values of integrity, service, and excellence—values that continue to shape Kisii University's future trajectory.

Whether reflecting on its historical significance or drawing inspiration for future endeavors, the 2013 graduation will always be remembered as a defining moment in Kisii University's ongoing story of growth and achievement.

Question When did Kisii University hold its 2013 graduation ceremony? Kisii University held its 2013 graduation ceremony in December 2013. How many students graduated from Kisii University in 2013? Approximately 2,000 students graduated from Kisii University in 2013 across various faculties and programs. Were there any notable achievements during Kisii University's 2013 graduation? Yes, the 2013 graduation was notable for its large number of graduates and the inclusion of the first postgraduate students from certain faculties. Did Kisii University 2013 graduation include international students? Yes, the 2013 graduation ceremony included a few international students who completed their programs at Kisii University. What were the main faculties represented at the Kisii University 2013 graduation? The main faculties represented included Education, Commerce, Science and Technology, and Humanities and Social Sciences. Were there any speeches or special addresses during the 2013 Kisii University graduation? Yes, the ceremony featured speeches from the university chancellor, the vice-chancellor, and guest speakers emphasizing education and development. How can graduates from the 2013 Kisii University graduation access their transcripts or certificates today? Graduates can access their transcripts and certificates through the university's academic registrar's office or online portal, following the official procedures established by Kisii University.

Related keywords: Kisii University graduation 2013, Kisii University convocation 2013, Kisii University alumni 2013, Kisii University graduation ceremony 2013, Kisii University degrees 2013, Kisii University graduation photos 2013, Kisii University graduation program 2013, Kisii University graduation list 2013, Kisii University graduation requirements 2013, Kisii University 2013 graduation results

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