

# **KUMASI TECHNICAL UNIVERSITY**



## **PROJECT WORK/THESIS/DISSERTATION POLICY**

**October, 2020**



# Table of Contents

Introduction.....	2
The Structure of the Project Report Writing.....	4
Chapter One .....	9
1.0 Introduction .....	9
1.1 Background to the study.....	9
1.2 Statement of the problem .....	9
1.3 Aim(s)/Objective(s) of the study.....	9
1.4 Research Questions/Hypothesis.....	9
1.5 Justification/Significance of the study.....	10
1.6 The Scope of the study .....	10
1.7 Brief Methodology (optional) .....	10
1.8 The limitation/delimitation of the study .....	10
1.9 Organisation of the report (optional) .....	10
Chapter Two.....	11
2.0 Literature Review .....	11
Chapter Three .....	12
3.0 Methodology.....	12
3.1 Research/Experimental Design.....	12
3.1.1 Sources of data .....	12

3.1.2 Primary data.....	12
3.2 Secondary data.....	12
3.3 Population .....	13
3.4 Sample Techniques.....	13
3.5 Data Collection Instruments .....	13
3.5.1 Questionnaire.....	13
3.5.2 Interview .....	14
3.5.3 Observation.....	14
3.6 Data Analysis Techniques .....	14
3.7 Organisational Profile.....	14
Chapter Four.....	15
4.0 Results and Discussion (Sciences) .....	15
4.1 Data Presentation, Analysis and Discussion of Findings.....	15
Chapter Five.....	15
5.0 Summary of Findings, Conclusions and Recommendations .....	15
6.0 Back Matter .....	16
6.1 Reference .....	16
Other General Considerations and Guidelines.....	16
Integrity in Research .....	18

*Required Number of Pages* ..... 21

*Tables, Figures And Equations*..... 24

Appendix 1 .....26



## **Preface and Copyright Notice**

This document is a general guide to the presentation and submission of students' project work / thesis and dissertations. It also contains additional information about related policies and procedures for assessment. The policy should be read alongside the relevant regulations, statutes and handbooks of the University.

### **© Kumasi Technical University**

All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission by the copyright owner.

## Introduction

A Project work, thesis or dissertation is the written report of a research study undertaken in fulfilment or partial fulfilment of award of degree such as a doctorate, master's degree, bachelors (honours) degree, a postgraduate diploma, Higher National diploma and other diploma.

It is an undertaking that allows you to explore areas or problems in detail, develop and utilise your thinking, and analytical skills. Your project work, thesis or dissertation should demonstrate a capacity for independent thinking, contribute to existing scholarship and must meet international standards for such scholarly research.

Every University, Faculty or Department may have its own in-house formatting, defence rules and regulation. However, there are certain basic formalities that cut across all thesis, dissertations, project works or long essays, whichever name is adopted.

The main chapter numbers and titles, (in upper case letters and emboldened) that cut across all and these are;

CHAPTER ONE	INTRODUCTION
CHAPTER TWO	LITERATURE REVIEW/THEORETICAL FRAMEWORK
CHAPTER THREE	METHODOLOGY AND ORGANISATIONAL PROFILE (if it is a case study research)
CHAPTER FOUR	DATA PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS
CHAPTER FIVE	SUMMARY OF FINDINGS, CONCLUSION AND RECOMMENDATIONS



Furthermore, data presented is in the form of a table or figure, the analysis and discussion follow leading to the findings. This may not be appropriate at the doctoral level since this level may require six or more chapters. The main intention of the policy is to address some of the basic elements or ingredients that go into thesis writing and defence.

In the absence of an adopted in-house guide for formatting and defending thesis, the supervisors and candidates may adopt styles that may lack uniformity and consistency. This development is a fertile ground for supervisors and external examiners to have divergent opinions on what the ideal style should be. Cases of supervisors and external examiners expressing divergent opinions on thesis formatting are not uncommon at defence sessions.

To minimize the divergent opinions between supervisors and examiners that often characterize thesis formatting and defence, all examiners particularly the external examiners, should be provided with the University's departmental guidelines on thesis formatting and defence for compliance. The policy has been organized in such a way that it addresses the sequential order of writing and formatting thesis. That is, from the title page (beginning) to the appendix (end).

Thesis defence, is the climax of a long period of thesis-based academic journey through which a candidate tells a panel of examiners what his thesis contains. It is the oral presentation and examination of the thesis. The candidate does this by making a presentation along a prescribed format to a panel of examiners and answers questions from them. The main rationale behind thesis defence is to determine whether the candidate wrote the thesis himself or not. Even though the exercise sometimes appears to be stressful, if the candidate wrote the thesis himself, he should have the confidence

that would enable him to defend the thesis successfully. A very good thesis does not automatically guarantee graduation from a particular academic achievement.

## **The Structure of the Project Report Writing**

- i. COVER PAGE
- ii. TITLE PAGE
- iii. ABSTRACT
- iv. ACKNOWLEDGEMENT
- v. DEDICATION
- vi. DECLARATION
- vii. TABLE OF CONTENTS
- viii. LIST OF FIGURES
- ix. LIST OF ABBREVIATIONS
- x. CHAPTERS 1 – 5
- xi. REFERENCES

Sample of the designed structure is attached as appendix 1

- i. **Cover Page**
  - (a) The name of the Institution
  - (b) The name of the Faculty
  - (c) The name of the Department
  - (d) The Project Topic
  - (e) Student's(s') Name and Index Number(s)
  - (f) Month and year of submission

In order to ensure standardization, the date for submission should be in line with the academic calendar and should be the deadline for submission. However, any student(s) who misses the deadlines should only get the opportunity to graduate in the subsequent graduation. This is to ensure uniformity.

The following are also proposed;

- **Font size:** Headings and Sub headings: 14 points (capitalise each word)
- **Main text:** 12 points (sentence case)
- **Font type:** Times New Roman (TNR) (All pages)
- **Page size:** A4
- **Position of Text:** Centred
- **Text:** Not bold and no borders
- **Margins:** All pages
  - **Left:** 5.0cm/ 2inches
  - **Right:** 2.5cm/ 1inch
  - **Bottom:** 2.5cm/ 1 inch
  - **Up:** 2.5cm/ 1 inch
- **Paragraphs:** Additional space for paragraph (No indent)
- **Line Spacing:** Double line spacing
- **Alignment:** Main Headings (Centred), Main text and Sub headings (Justified)
- **Colour** of paper card for binding cover page and spine
  - **Higher / Professional Diploma:** Pale Green

- Bachelor of Technology (BTech): Pale Blue
- Master of Technology (MTech): Blue
- Doctor of Technology (**DTech**): Blue-Black (Navy Blue)

ii. ***Title Page***

The title page is the page that deals with the title of the thesis, full name of the candidate, followed by other qualification, department in the faculty/school/college in the university, purpose of the thesis (in full/partial fulfilment of the requirements for the award of the HND, degree of.) the type of HND/degree, faculty/school of the university, the college and the month and year in which the thesis was submitted. The title page is identified by the Roman numeral (i) by way of pagination though not actually stated on the page.

The Title Page should contain the following;

- (a) The name of the Institution
- (b) The name of the Faculty
- (c) The name of the Department
- (d) The Project Topic
- (e) "By"
- (f) Student's(s') Name and Index Number(s) (SURNAME, Other Name(s)) as approved by the certifying authority
- (g) Statement of Award
- (h) Month and year of submission

The text formatting shall be as follows:

- **Font size:** 14 points
- **Font type:** Times New Roman (TNR)
- **Position of Text:** Centred but justified
- **Text:** Not Bolden and there must be no borders

The statement of award should read as follows:

A PROJECT WORK SUBMITTED TO THE DEPARTMENT OF.....,  
IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD  
OF ..... (Type of Degree i.e (HIGHER NATIONAL DIPLOMA  
(HND)/ DIPLOMA, BACHELOR OF TECHNOLOGY (BTECH), MASTER  
OF TECHNOLOGY (MTECH) and DOCTOR OF TECHNOLOGY (DTECH)  
IN ..... (NAME OF PROGRAMME)

- **Preliminary Pages**
- **Declaration**

Student's(s') declaration, supervisor's(s') and Head of Department's certification must all be on a single page.

- **Font size:** 12 points
- **Font type:** Times New Roman (TNR)
- **Page title:** Centred
- **Position of Text:** Justified
- **Numbering:** Use Roman Numerals (RN) to number all preliminary pages.
- **Position of page number:** Centre-bottom of page

iii. ***Student's(s') Declaration***

I/We hereby declare that the information contained in the project report is the result of my/our own efforts and due citation have been made. I/ We further declare that it contains no material previously published by another person nor material which has been accepted for the award of any other degree or diploma in the University, or elsewhere except where due acknowledgement has been made.

iv. ***External Examiner's Signature***

This is an exception in the case of departments that the External Examiners attend to and examine the project works to also sign.

v. ***Abstract***

It must be a maximum of one page, in a single paragraph. It must contain a brief introduction, the methodology used, relevant findings and conclusions. It should be in a reported speech (past tense) and may be in single line spacing.

vi. ***Acknowledgement***

It may be up to one page and reasons must be assigned for acknowledgments made. The supervisor should be properly acknowledged.

vii. ***Dedication***

This should be optional and limited to a maximum of one paragraph. There should not be any reason(s) assigned to the dedication. The title must be centred and the text justified.

## **Chapter One**

### **1.0 Introduction**

#### **1.1 Background to the study**

This is the general background or framework of the subject matter of the study. It addresses the general issues relevant to the topic of the thesis. It starts with the general opening statement that stimulates interest as well as conveying the issues being studied.

#### **1.2 Statement of the problem**

This section identifies the research gaps to justify the conduct of the study. It leads one to state the research questions the study hopes to answer and serves as the guide in formulating the specific objectives of the study.

#### **1.3 Aim(s)/Objective(s) of the study**

Every thesis has certain objectives to achieve. Thus, objectives are a list of goals which must be achieved at the end of the thesis. About 3 or 4 objectives are appropriate. Avoid too many objectives.

#### **1.4 Research Questions/Hypothesis**

The nature of the research will determine whether to use research questions or hypothesis or both. Where research question are used, they should be open-ended. That is they should not elicit either 'yes' or 'no' answers.

## **1.5 Justification/Significance of the study**

This refers to the 'Rationale for the study'; the 'importance of the study' the 'Justification for the study'; or the 'Relevance of the study'. This addresses the reason(s) for conducting the research.

## **1.6 The Scope of the study**

The scope of the study has to do with delimitation of the study, that is, the coverage of the study. Every research activity has a scope which defines the boundaries of the research study.

## **1.7 Brief Methodology (optional)**

A summary of the detailed methodology addressed in Chapter three should be provided in this segment. Emphasis should be placed on the method and tools of data collection.

## **1.8 The limitation/delimitation of the study**

This deals with the difficulties and challenges associated with the study. This include limited financial resources, time constraints, appropriate sample size to use, data collection techniques and others.

## **1.9 Organisation of the report (optional)**

The part of the thesis that requires a description of how the thesis has been organized or arranged into chapters. The description of the order through which the thesis has been organized should follow the sequence of arrangement of the materials and items of the thesis.



## **Chapter Two**

### **2.0 Literature Review**

This chapter entails an analysis of relevant previous studies. It must establish what is already known and why it is still relevant. Any such work must be duly referenced or cited (in-text) depending on the style adopted in the department.

Literature should be able to define and explain the key concepts associated with the topic. The literature materials consulted should aim at identifying, defining and explaining the main terms or concepts that will be used. However, literature materials should be based on the key concepts in the specific objectives which have been converted into the research questions.

The chapter must be sectionalized into appropriate sub-heading to reflect the topic of the study. Example of the sections includes:

**2.1**

**2.2**

**2.3**

**2.4 Etc.**

In view of the fact that referencing styles are varied and can be unique for each discipline, the University has adopted the Harvard style for all the Faculties, Schools and Institutes.

## **Chapter Three**

### **3.0 Methodology**

This chapter should involve basically how students go about the project work. The content should include;

#### **3.1 Research/Experimental Design**

The research design is about the nature or type of research and the procedure for carrying out data collection and analysis. This should be clearly outlined so that whatever follows will be in accordance or conformity with the design.

##### **3.1.1 Sources of data**

There is the need to identify the main sources from which data would be collected. There are two main sources; i.e. the primary and secondary sources.

##### **3.1.2 Primary data**

Primary data are data from an original source that is the first-hand information collected from the field which might not have been used before. They are usually collected through the use of questionnaires, interviews, observations etc.

##### **3.2 Secondary data**

Secondary data are data which already exist and might have been used before. They may be from books, theses, reports, journals, newspapers, bulletins etc.

### **3.3 Population**

Population refers to the total number of people in a particular area, organisation, department/section/unit of the organization from which the sample would be selected.

### **3.4 Sample Techniques**

Sampling techniques constitute the main methods that would be used to select an appropriate and ideal number of respondents from the population. When selecting the population, cognizance should be taken of what research methodology experts consider to be the ideal sample out of a particular population.

### **3.5 Data Collection Instruments**

Appropriate sample should be selected from the population, and the next stage is to collect data from the sample through the use of certain instruments. The main tools for collecting data are questionnaires, interviews and observations. The nature of the research would determine the instrument to be used.

#### **3.5.1 Questionnaire**

Questionnaire constitutes an important instrument for collecting data. The questions and statements in the questionnaire should be prepared from the main concepts addressed in the specific objectives and the research questions/propositions/assumptions which also inform the literature write up.

### **3.5.2 Interview**

Interview is a face to face conversational encounter with a purpose. As an instrument for gathering data or information for research, the interviewer should always have a section on prepared questions to guide him.

### **3.5.3 Observation**

Observation is another instrument that should be used to collect data or information from respondents. It takes the form of the researcher critically observing how something is done or carried out. He should ask questions to satisfy his curiosity and makes notes on them.

## **3.6 Data Analysis Techniques**

A very critical aspect of thesis writing is how to effectively analyse the data or the information collected from the field. It is one thing collecting valid data and/or information and another thing being able to effectively analyse them.

## **3.7 Organisational Profile**

If the study is a case study, it is necessary for the researcher to provide some information about the case study organisation or the location under study. Information required under this section may cover the following areas:

- i. Brief history of the organisation including its mission and vision
- ii. Staffing situation
- iii. Main activities carried out

- iv. Brief discussion on the subject matter of the thesis as applied in the organisation.

## **Chapter Four**

### **4.0 Results and Discussion (Sciences)**

#### **4.1 Data Presentation, Analysis and Discussion of Findings**

This is where the student presents the data, analyses it and presents the results of the key findings. The key findings must directly relate to the Objectives and Research Questions/Hypothesis. It must be presented and supported with well labelled tables or graphs or pictures.

**NOTE:** The numbering of the tables and figures should flow throughout the work and not be limited to the chapters. The Chapter heading and sub-headings should be independent of each other. The tables and figures should be well formatted and placed within the page margins. The caption for the figures should be directly under the relevant figures whereas the captions for tables shall be placed on top of the relevant table. Captions must be short and precise. The legends should be legible.

## **Chapter Five**

### **5.0 Summary of Findings, Conclusions and Recommendations**

In this chapter, the students must present the essentials of the key elements or findings that follow logically from the content of the project report. Conclusions should be drawn based on the key

findings and should logically lead to recommendations. There should be linkage to confirm or deny the objective(s).

Students should explain the results by establishing a link with the Objectives, Research Questions/Hypothesis and Literature Review. No table, no graphs or pictures would be required. However, students should reference to them when necessary.

Recommendations should be made based on the conclusions arrived at for the resolution of the project problem.

## **6.0 Back Matter**

The back matter of every thesis is made up of References, Bibliography and Appendices.

### **6.1 Reference**

The difference between reference list contains details of any item referred to, cited or quoted in the thesis. The bibliography is a list of items made use of in the thesis but not referred to, cited, or quoted in the thesis. Pagination for the reference list should be in Arabic numerals that are i, ii, iii etc.

In view of the fact that referencing styles are varied and can be unique for each discipline, the University has adopted the Harvard style for all Faculties/Institutes/Schools. The Harvard style is presented in Appendix 2

## **Other General Considerations and Guidelines**

### **i. *Where can I get help?***

If you require assistance with the presentation and submission of your Project work, thesis or dissertation, your supervisors and department/faculty are your

principal sources of support. However, several other service divisions at the University are also able to assist you. Sources of support are outlined below.

ii. ***Supervisor***

The responsibility for the preparation and submission of your project work, thesis or dissertation is yours as the student; however, the decision as to when it is ready is crucial, and you should seek and heed guidance from your supervisor. The final stage of the project work, thesis or dissertation is demanding and you are likely to need supervisory support and expertise as you prepare to submit your project work.

iii. ***Academic Advisor***

The Departmental Academic Adviser (DAA) is another expert who may be able to give you advice about departmental or disciplinary requirements for the presentation of your project work, thesis or dissertation. Should any difficulties arise at any stage that you cannot resolve with your supervisor, the Departmental Academic Adviser is able to give advice and direction.

iv. ***Institute of Research, Innovation and Development***

The University's team of Senior Research Fellows and Data Analysis Consultants and project work / thesis and dissertation advisers are located on the fifth floor of the Multi-purpose Building (MP-Block) opposite the Sports Complex. Staff can advise you and offer help in every aspect of your project work, thesis or dissertation. Their doors are open from 8.30am to 5pm each weekday.

v. **Graduate School**

The Graduate School and postgraduate student advisers are located at the third floor of the Multi-purpose Building (MP-Block) opposite the Sports Complex. Staff can advise you on regulations, Post-graduate diplomas, masters and doctoral administration, examination processes, thesis submission, dispute and appeals procedures, and the role of the Board of Graduate Studies in the successful completion of your course. Their doors are open from 8.30am to 5pm each weekday.

vi. **The University Library**

Librarians and their assisting staff can assist you with searching for literature and many other areas of information retrieval techniques to facilitate your project work, thesis or dissertation. Visit the Technical University of Kumasi Library from 8.30am to 5:00pm each weekday.

vii. **External Supervisors**

Sometimes projects may be supervised by a lecturer of the University and another who may be outside the university. Those outside the university are referred to as the external supervisor. They may be from another university or an industry.

## **Integrity in Research**

i. **Applying for Ethics Approvals**

If your project work, thesis or dissertation involves human participants or animals in any way, you must



obtain ethics approval from the KsTU Research Ethics Committee as well as any other relevant ethics committee. Discuss with your supervisor the appropriate way to document your ethics approval within your project work, thesis or dissertation. Guidelines can be downloaded from the Research Ethics Policy of the Technical University of Kumasi.

## ii. **Avoiding Plagiarism**

In any project work, thesis or dissertation, unacknowledged copying of someone's research or plagiarism is not acceptable.

- (a) Plagiarism is defined as using the work of others in preparing an assignment and presenting it as your own without explicitly acknowledging — or referencing — where it came from.
- (a) Plagiarism can also mean not acknowledging the full extent of indebtedness to a source.

A Work can be plagiarised from many sources including books, articles, the internet, and other students' project work, thesis or dissertation.

Plagiarism can also occur unconsciously or inadvertently. Direct copying is definitely plagiarism. Paraphrasing of another work without attribution is also plagiarism. Submitting someone else's work or ideas without acknowledgement or attribution is not evidence of your own grasp of the material and cannot earn you marks.

Any student undertaking a project work, thesis or dissertation should refer to the University's Student

handbook, research ethics policy and other relevant documents of the Technical university which define 'academic misconduct', explain the procedures for investigating claims of academic misconduct, and outline the penalties for students found guilty of academic misconduct.

This Policy Document (Project work/Thesis/Dissertation Policy) strictly recommends a workshop for all final year students and candidates on Academic Integrity. Such a course will provide information about academic integrity at the University, how to avoid academic dishonesty, acknowledge the work of others, use copyrighted material correctly and the consequences of academic dishonesty at the Technical University of Kumasi. There may also be a session on Citing and Avoiding Plagiarism.

All final student's final year students of the University shall attend such workshops.

For the avoidance of any doubt, the consequences of academic dishonesty as stipulated in the research ethics policy of this University shall apply to all students, whether present or absent from such workshops.

ii. ***Turn-it-in***

Turn-it-in is a web-based originality checking service that is used by many universities worldwide. When a student's work is submitted to Turn-it-in, it is matched against millions of internet pages, electronic journals, books, and a database of all previously and concurrently submitted assignments. Turn-it-in then generates an

originality report providing a summary of matching or similar text found in the submitted work. Turn-it-in can be used to check sources have been correctly acknowledged and cited.

Student of the University should ensure that irrespective of the results of the Turn-it-in originality report, all copyright requirements as well as the University's standard on avoiding plagiarism are met.

All students of this Technical University, (Most especially Masters and doctoral students) who wish to submit a draft of their project work, thesis or dissertation through Turn-it-in can either arrange this through their supervisor, or contact the Library and the Institute of Research, Innovation and Development (IRID). (or the ICT Directorate)

For the avoidance of any possible doubt, ALL STUDENTS of this Technical University, (most especially masters and doctoral students) shall submit a draft of their project work, thesis or dissertation together with Originality report for final assessment.

A project work, thesis or dissertation of this Technical University shall be deemed fit for assessment only when it passes a minimum of 20% originality.

## **Required Number of Pages**

The following are recommended as the required number of pages (total number of words);

<b>Programme</b>	<b>Number of Pages</b>	<b>Number of Words</b>
Higher/Professional Diploma	40 – 55	42000 – 55000
Bachelor of Technology (BTech)	55 –80	55000 – 84000
Master of Technology (MTech)	80 – 150	84000 – 157000
Doctor of Technology (DTech)	200 – 300	210000 – 315000

It should be noted that the entire preliminary pages as well as appendices are excluded from the number of pages (or words) listed above.

In case of a group work, the number of students should not exceed four (4) in each group.

i. **Page Numbers**

Page numbers should be located at a consistent position throughout the thesis (either bottom right-hand corner or centre is recommended). The recommended order of material in a thesis is as follows:

Elements of a thesis	Pagination
Title page	Counted but not numbered
Declaration	Numbered in Roman numerals
Abstract	
Dedication ( <i>optional</i> )	
Preface and/or acknowledgements	
Table of contents	
Lists of tables, figures, etc ( <i>optional</i> )	
Definition of terms ( <i>optional</i> )	
Main text of Project work, thesis or dissertation	Numbered in Arabic numerals starting at 1
Appendices ( <i>optional</i> )	
Bibliography/List of references	

After the title page, each page in the thesis, including pages with tables, figures, references and appendices, must include a page number. The front matter (all pages preceding the first page of Chapter 1), including the title page, is numbered using lower-case Roman numerals (ii, iii, iv, etc.) The title page is considered page “i” but is the only page that does not include a number on the page.

The first page of Chapter 1 is page 1. All pages that follow, including the narrative, any figures or tables, bibliography and appendices, are numbered consecutively in Arabic numerals. Do not renumber from the start of each chapter.

## ii. **Chapters and Sections**

Thesis should be divided appropriately into chapters, sections and subsections. The system of headings must be consistent and should provide a clear indication of

changes in content, emphasis and other features that occur at each stage of the work.

iii. **Headings**

It is recommended that all headings be emboldened. The recommended style is: 14-point with capitalised initial letters for chapter headings; 12-point with capitalised initial letters for section headings; 12-point italicised for subsection-headings. All headings should be on separate lines from the text. Each chapter must begin on a new page and the heading should be preceded by the word Chapter and the appropriate number.

**Note:**

Chapter Headings and titles (no numbering) – font size 14, caps and bold

Sub-headings

Level 1 (1.1) – font size 14, bold and initial caps

Level 2 (1.1.1) – font size 12, bold and initial caps

Level 3 (1.1.1.1) – font size 12, bold, initial caps and italics.

## **Tables, Figures And Equations**

i. **Tables and Figures**

Tables, figures etc. shall be numbered either consecutively throughout the thesis – Table 1, Figure 1 etc., or within individual chapters Chapter – Table 1.1, but not within sections or sub-sections. Within the text tables should be referred to as table 1 etc. The heading

of the Tables must appear at the top, while Figures have their headings below.

ii. ***Equations***

Equations placed on separate lines from the text should be numbered whether or not they are referred to in the text. Numbering should appear in round brackets at the right hand side of the page and be ordered consecutively either throughout the thesis as (1) etc, or in each chapter (1.1) etc. Equations should be referred to in the text as equation (1) etc.

iii. ***Use of Colour***

Colour may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity. The use of colour must be the same in all presentation copies of the thesis.

## **Appendix 1**

**KUMASI TECHNICAL UNIVERSITY**

**FACULTY/SCHOOL/INSTITUTE OF .....**

**DEPARTMENT OF .....**

**TITLE OF PROJECT/ THESIS / DISSERTATION**

**BY**

**NAME OF STUDENT**

**INDEX NUMBER**

**DATE (MONTH, YEAR)**



**KUMASI TECHNICAL UNIVERSITY**

**FACULTY OF .....**

**DEPARTMENT OF .....**

**TITLE OF PROJECT/ THESIS / DISSERTATION**

BY

**NAME OF STUDENT**

**INDEX NUMBER**

A PROJECT WORK SUBMITTED TO (INSERT NAME OF DEPARTMENT) IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF (INSERT THE TYPE OF DEGREE) IN (INSERT AREA OF SPECIALISATION HERE)

DATE (MONTH, YEAR)

## DECLARATION

### Student's(s') Declaration

I/We hereby declare that the information contained in the project report is the result of my/our own efforts and due citation have been made. I/ We further declare that it contains no material previously published by another person nor material which has been accepted for the award of any other degree or diploma in the University, or elsewhere except where due acknowledgement has been made.

SIGNATURE..... DATE .....

### Supervisor's(s') Certification

Certified by: Name of Supervisor

SIGNATURE..... DATE .....

### Head of Department's Certification

Certified by: Name of HOD

SIGNATURE..... DATE .....

### External Examiner's Signature (optional)

In the case where External Examiners are involved, the Examiners must also sign the report.

Name of External Examiner:

SIGNATURE..... DATE .....

## **DEDICATION**

This should be optional and limited to a maximum of one paragraph. There should not be any reason(s) assigned to the dedication. The title must be centred and the text justified.

## **ACKNOWLEDGEMENT**

It may be up to one page and reasons must be assigned for acknowledgments made. The supervisor should be properly acknowledged.

## **ABSTRACT**

It must be a maximum of one page, in a single paragraph. It must contain a brief introduction, the methodology used, relevant findings and conclusions. It should be in a reported speech (past tense) and may be in single line spacing.

## **TABLE OF CONTENTS**

The table of contents should capture the relevant headings, sub-headings, tables and figures.

## **CHAPTER ONE**

### **INTRODUCTION**

- 1.1 Background to the study
- 1.2 Statement of the problem
- 1.3 Aim(s)/Objective(s) of the study
- 1.4 Research Questions / Hypothesis
- 1.5 Justification/Significance of the study
- 1.6 The Scope of the study
- 1.7 Brief Methodology (optional)
- 1.8 The limitation/delimitation of the study
- 1.9 Organisation of the report (optional)

## **CHAPTER TWO**

### **LITERATURE REVIEW**

This chapter entails an analysis of relevant previous studies. It must establish what is already known and why it is still relevant. Any such work must be duly referenced or cited (in-text) depending on the style adopted in the department. The chapter must be sectionalised into appropriate sub-headings to reflect the topic of the study. Examples of the sections include:

**2.1**

**2.2**

**2.3**

**2.4**

**Etc.**



## **CHAPTER THREE**

### **METHODOLOGY**

This chapter involves basically how students go about the project work. The content should include;

- Research/Experimental Design
- Material/Methods
- Experimental Procedures (where applicable)
- Data collection techniques
- Sampling method
- Data analysis technique
- The case study area/profile of organisation where applicable

The method of data analysis will depend on the research method adopted by the researcher.

## **CHAPTER FOUR**

### **RESULTS AND DISCUSSION (SCIENCES)**

#### **DATA PRESENTATION, ANALYSIS AND DISCUSSION (BUSINESSES)**

This is where the student presents the data, analyses and the results of the key findings. The key findings must directly relate to the Objectives and Research Questions/Hypothesis. It must be presented and supported with well-labelled tables, graphs or pictures.

**NOTE:** The numbering of the tables and figures should flow throughout the work and not be limited to the chapters. The chapter heading and sub-headings should be independent of each other. The tables and figures should be well formatted and placed within the page margins. The caption for the figures should be directly under the relevant figures and must be short and precise. The legends should be legible.

## **CHAPTER FIVE**

### **SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS**

In this chapter, the students must present the essentials of the key elements or findings that follow logically from the content of the project report. Conclusions should be drawn based on the key findings and should logically lead to recommendations. There should be a linkage to confirm or deny the objective(s).

Students should explain the results by establishing link with the Objectives, Research Questions/Hypothesis and Literature Review. No table, no graphs or pictures would be required. However, students should reference to them when necessary.

Recommendations should be made based on the conclusions arrived at for the resolution of the project problem.

## **REFERENCE**

The approved referencing format of the University for all the Faculties, Schools, Institutes is the Harvard style.

## Appendix 2

### KUMASI TECHNICAL UNIVERSITY STUDENTS PROJECT REPORT ASSESSMENT FORM

NAME AND INDEX NUMBER(S) OF STUDENT(S):

1. ....
2. ....
3. ....
4. ....

PROGRAMME(HND, BTech, MTech): .....

DEPARTMENT: .....

TITLE OF PROJECT/THESIS: .....

.....

No.	AREA OF ASSESSMENT	MAXIMUM MARKS %	MARKS AWARDED %
1	Abstract – (Preliminary Pages)	5	
2	Introduction	15	
3	Literature Review	15	
4	Methodology	20	
5	Results and Discussion/ Data Presentation, Analysis and Discussion	30	
6	Conclusion(s) and Recommendation(s)	10	
7	References	5	
	TOTAL	*100	

*Kumasi Technical University*

\*note: the whole work should be marked over 100% and then scaled down to 60%.

Name of Supervisor: ..... DATE .....

### Appendix 3

**KUMASI TECHNICAL UNIVERSITY  
STUDENTS PROJECT ASSESSMENT FORM  
ORAL DEFENCE/EXHIBITION**

NAME AND INDEX NUMBER(S) OF STUDENT(S):

1. ....
2. ....
3. ....
4. ....

PROGRAMME(HND, BTech, MTech, DTECH): .....

DEPARTMENT: .....

TITLE OF PROJECT/THESIS: .....

.....  
.....  
.....

<b>NO.</b>	<b>AREA OF ASSESSMENT</b>	<b>DETAILS</b>	<b>MAXIMUM MARKS (%)</b>	<b>MARKS AWARDED (%)</b>
1	General Presentation at the Oral Defence/ Exhibition	Presence of mind, appropriateness of slides, confidence, articulation, appearance etc.	10	
2	Understanding of the Subject Matter	Demonstration of the understanding between theory and practice and how they relate.	40	
3	Response To Questions	Mastery of Research Questions and skills Ability to explain research data and ability to link data to findings etc.	50	
	<b>TOTAL</b>		<b>*100</b>	

\*note: the whole work should be marked over 100% and then scaled down to 40%.

Name of Examiner: .....

Signature: ..... Date: .....



## KUMASI TECHNICAL UNIVERSITY

### Dissertation/Thesis work Template (Form B)

Title of Research:	
Background (Not more than 150 words)	
The Problem (not more than 100 words)	
The Research Gap (not more than 100 words)	
The Statement of the Problem	
Purpose of the study (Not more than 30 words)	

This write-up must be submitted in soft copy (in PDF) and Hard Copy through the Class Rep.

Variables	Dependent	1	Independent	1
		2		2
Research Objectives	Research Questions	Research Hypothesis (if any)	Analytical Technique	Reason for choice of Analytical Technique
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
Student Name and Number				

**NB:** This write up should NOT exceed 2 pages. Decide on the number of objectives. Use font size of 10 in Times New Roman. Sample write-up can be found on the uccodedbs bloc.