



KOFORIDUA TECHNICAL UNIVERSITY

UNIFIED GUIDELINES AND FORMAT FOR STUDENTS' PROJECT WORK SUPERVISION AND PRESENTATION

March, 2022

KOFORIDUA TECHNICAL UNIVERSITY

**Faculty
Department**



Topic

By

Name of Student

Date

KOFORIDUA TECHNICAL UNIVERSITY

**Faculty
Department**



Topic

By

Name of Student: Student Index Number

A PROJECT WORK SUBMITTED TO THE DEPARTMENT OF

(Department Name), (Faculty Name)

IN PARTIAL FULFILMENT OF THE

**AWARD OF HIGHER NATIONAL DIPLOMA/BACHELOR OF TECHNOLOGY
CERTIFICATE**

IN (Name of Programme)

Date

STUDENT'S DECLARATION

I hereby declare that this research is the result of my own original research and that no part of it has been presented for another certificate in this Institution or elsewhere.

.....

(Student Name/ID)

.....

(Date)

SUPERVISOR'S CERTIFICATION

I hereby certify that this project work was supervised in accordance with the University's guidelines for supervision of project work.

.....

(Supervisor's Name)

.....

(Date)

DEDICATION (OPTIONAL)

ACKNOWLEDGEMENT

We would like to thank Management of Koforidua Technical University for ...

ABSTRACT

TABLE OF CONTENTS

ELEMENTS OF STUDENTS' PROJECTWORK

Title page

All text on the title page are centered vertically and horizontally. The title page has no page number and it is not counted in any page numbering.

Page layout

Left margin: 2"

Right margin: 1"

Top margin: 1"

Bottom margin: 1"

Page numbering

Pages should be numbered at the bottom and centered. Arabic numeric (, 2, 3, and so on) page numbering should begin with the first page of Chapter 1. Preliminary pages (from acknowledgement to abstract) should also be numbered at the bottom and centered using Roman numerals (i, ii , iii and so on).

Spacing and Alignment

The text should be double-spaced, except for long quotations and the bibliography (which are single-spaced and indented). The full text should be justified. All sub-headings should be left-aligned and all major headings should be centered.

Font type and size

The font type and size should be Times New Roman and 12 points respectively. Generally, the same font type and size must **be used throughout the text.**

Headings

1. Use upper case for all major headings and bolden, (That is, chapter and chapter name, i.e. CHAPTER 1: INTREODUCTION).
2. Use title case for all sub-heading (i.e. Statement of the Problem, Objectives of the study, etc.)

References

APA/Harvard format should be used to cite references. If the name of the author comes at the beginning of the sentence, then put year in parentheses. For example:

Jones (2004), found that ...

If the author's name does not begin the sentence, then both the author's name and year are enclosed in parentheses separated by a comma. For example:

One researcher (Jones, 2004) found that...

A complete reference is attached at the end of chapter 5. The first line of each reference below the author(s) is indented.

OUTLINE OF CHAPTERS AND SECTIONS

Title Page

Declaration

Certification

Dedication (optional)

Acknowledgements

Abstract – maximum of 1 page

Table of Contents

List of Tables

List of Figures

Nomenclature/Definition of Terms (Optional)

CHAPTER ONE – INTRODUCTION

- 1.1. Background of the Study
- 1.2. Motivation (Option)
- 1.3. Statement of the Problem
- 1.4. Aims/Objectives of the Study
- 1.5. Research Questions and/or Hypotheses
- 1.6. Significance of the study
- 1.7. Scope
- 1.8. Limitations
- 1.9. Organization of Project Work

CHAPTER TWO - LITERATURE REVIEW

Introduction

- 2.1. Review of theories
- 2.1. Review of existing systems (*Project Development only*)
- 2.2. Chapter summary

CHAPTER THREE – METHODOLOGY (*Other Students*)

Introduction

- 3.1. Research Design
- 3.2. Population, Sample and Sampling Procedure(s)
- 3.3. Research Instruments and Data Collection Procedure(s)
- 3.4. Tools for Data Analysis
- 3.5. Chapter summary

CHAPTER THREE – MATERIALS AND METHODOLOGY (*Engineering Students only*)

Introduction

- 3.1. Design of Experiment
- 3.2. Equipment and Specifications
- 3.3. Experimental set-ups (*for test only*)
- 3.4. Experimental procedure and standards
- 3.5. Modelling and simulation (*design only*)
- 3.6. Material/Parts list and cost (*design and fabrication only*)
- 3.7. Chapter summary

CHAPTER THREE – SYSTEM ANALYSIS AND DESIGN (*Computer Science Students only*)

- 3.1. Analysis
 - 3.1.1. Introduction to current system
 - 3.1.1. Characterization of the current system
 - 3.1.2. Proposed system
 - 3.1.3. Requirement gathering and analysis
 - 3.1.3.1. Functional requirements
 - 3.1.3.2. Non-functional
 - 3.1.4. Model of the existing system
- 3.2. Design

- 3.2.1 Introduction to design
- 3.2.2 Detailed design
 - 3.2.2.1 Model for the proposed system
 - 3.2.2.2 Interface design
 - 3.2.2.3 Input/output design
 - 3.2.2.4 File/Database design
- 3.2.3 Chapter summary/conclusion

CHAPTER THREE – MATERIALS AND METHODOLOGY (*Hospitality, Food & Post Harvest Students only*)

Introduction

- 3.1. Design of Experiment
 - 3.1.1 Source of Raw Material
 - 3.1.2 Sampling
 - 3.1.3 Preparation of Raw Materials
 - 3.1.4 Apparatus/Equipment
 - 3.1.5 Processing Procedure
 - 3.1.6 Treatments
 - 3.1.7 Replication (repetition)
 - 3.1.8 Description Measurements
 - 3.2 Scope of the Study
 - 3.3. Proximate Analysis
 - 3.4. Sensory Evaluation
 - 3.4.1 Type of Sensory Panel
 - 3.4.2 Number of Panel Members
 - 3.4.3 Scale for Measurement of sensory properties (Hedonic Scales, Ranking, etc.)
 - 3.4.4 Qualities of Food Evaluated

3.5 Chapter summary

CHAPTER FOUR – RESULTS AND DISCUSSION

Introduction

4.1 Presentation and Discussion of Results

CHAPTER FOUR – RESULTS AND DISCUSSION (*Product Development students only*)

Introduction

4.1 Introduction to coding and implementation

4.2 Testing and validation

4.2.1 Unit testing

4.2.2 Integration testing

4.2.3 Browser testing (if necessary)

4.3 Chapter Summary/conclusion

CHAPTER FIVE – SUMMARY OF FINDINGS, CONCLUSION AND RECOMMENDATIONS

Introduction

5.1 Summary of findings

5.2. Conclusion

5.3 Recommendations

REFERENCES

All students are expected to use APA referencing style with exception of students of Engineering. They are expected to use Harvard referencing style)

Appendix/Appendices

Attach other relevant documents that were used including maps, research administration tool (questionnaire, interview guide, etc.).