**PROPOSED PROJECT PRESENTATION FORMAT**

***Preliminary pages (in roman numeral)***

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**CHAPTER 1: INTRODUCTION AND PRESENTATION OF ENTERPRISE**

*Few lines for introduction of the chapter; not more than one page.*

1.1BACKGOUND TO TE STUDY.......................................  **1**

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1.5 RESEARCH HYPOTHESES ..............................................

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2.2 Conceptual Review ............................................

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2.4.1 Presentation of the internship ...........................................

2.4.2 Activities carried out .........................................................

2.4.3 Internship experience ........................................................

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| --- | --- |
| Social sciences | Engineering sciences (SWE) |
| **CHAPTER3: METHODOLOGY**  3.1 Research Design .........................................................  3.2 Population of the study  3.2.1 M other population  3.2.2 Target population  3.2.3 Accessible population  3.3Sampling frame  3.3.1 Sample size .......................................................................  3.3.2 Sampling technique ..........................................................  3.4 Sources of data collection  3.4.1 Primary data  3.4.2 Secondary data  3.5Validity and reliability of the instrument  3.5.1Validity of the instrument .................................................  3.5.2 Reliability of the instrument ............................................  3.6Method of data analysis...........................................  **CHAPTER 4: PRESENTATION ANALYSIS AND PRESENTATION OF RESULTS**  4.1Presentation of descriptive statistics  4.2.Presentation of inferential statistics: Hypothesis testing **(Optional to HND Students)**  **CHAPTER 5: DISCUSSION, CONCLUSION AND RECOMMENDATIONS**  5.1 Discussion of findings........................................................  5.2Conclusion................................................  5.3 Policy Implications…………………………  5.4Recommendations......................................... | **CHAPTER 3: METHODOLOGY AND MATERIAL USED**   * 1. Introduction (brief description of what the chapter is talking about)   2. Description of the architecture of the system or application   3. Data collection method and user’s need      1. observation      2. interviews      3. experiments etc      4. user’s needs   4. Functional requirements   5. Function specifications      1. Role played by each actor in the system      2. Functionalities of the system   6. Technical specifications   7. Non technical specification   8. Research design   9. Analysis methods   10. Object oriented methods       1. OMT method       2. UML method       3. UP method etc   11. Functional methods       1. SADT method       2. MERISE method etc   12. Choice of method   13. Application of (UML or UP or MERISE or SADT etc) method       1. Actors       2. Diagrams (e.g use case, activity etc)       3. Components of the system or application etc (e.g login interface etc)   14. Various models of the method (UML or UP or MERISE or SADT etc) used for design       1. Data dictionary, CDM etc       2. Roles to move from one data model or diagram to another data model   15. Software used (e.g win design, wamp server etc )   16. Programming languages (e.g C, Python etc)   17. Hardware used (e.g computer etc)   18. Modules of the designed system or application   19. Physical organization (structure) of the application or system   **CHAPTER 4: RESULTS AND DISCUSSION**  4.1 Introduction (brief description of what the chapter is talking about)  4.2 Results  4.3 Presentation of Scenarios and a brief explanation of each scenario    **CHAPTER 5: CONCLUSION AND RECOMMENDATIONS**  5.1 Summary of findings  5.2 Difficulties (limitations) encountered  5.3 Recommendations  **N.B**: Not necessarily all what is mentioned in chapter 3 must be seen in all projects because the actual content of chapter 3 is based on the choice of methodology (UML, MERISE etc). But the order in which the items appear must be respected |

**REFERENCES (APA)**.........................................................................

**APPENDIX**

**SPECIFIC REQUIREMENTS**

* **FONT**: Times New Roman
* **FONT SIZE**: Body text = 12 Titles = 14
* **Line spacing**: 1.5
* **Page number position**: **BOTTOM** To the **MIDDLE**
* **Alignment:**
* Chapter headings to the centre
* Subheadings to the left
* Justify text
* NUMBER OF PAGES

**HND and Diploma** MINIMUM **40 AND MAX 60**

**DEGREE**: MINIMUN **50 AND MAX 80**

***Approved copy* The Director**

GUIDELINES FOR SUPERVISION

Project or thesis supervision is an academic exercise that follows strictly lay down principles and guidelines.The key **role of a** **supervisor** is to assist and support a student throughout their academic studies. The following factors are taken into consideration while allocating supervisors:

* Priority is given to permanent staff who qualify as supervisor or member of jury;
* Priority is given to HODs as supervisor or member of jury;
* Priority is given to those who have terminal degrees;
* Longevity in CITEC-HITM and holding qualification to supervise is given priority;
* Newly recruits have a period of one year to observe before they qualify as supervisors;
* Qualification of the supervisor;
* Bad supervision record;
* Those on sanction shall not supervised nor sit as members of jury;
* Supervisors shall sign a follow up during the process, which will be submitted to the Office of the Director at the end of the process;

**RUNNING OF JURY SESSIONS**

**ROLE OF SUPERVISOR**

* Presents the candidate
* May come in if given the opportunity by the president
* Follow instruction from president

**ROLE OF EXAMINER**

* Cross examines the work
* Follow instruction from president

**ROLE OF PRESIDENT**

* Moderator
* Introduces the session;
* Serve as time keeper;
* May give the floor to examiner of supervisor
* Closes the session

***The Director***