

GUIDELINES FOR THE PREPARATION AND EVALUATION OF HIGHER DEGREE RESEARCH THESES



ACCRA TECHNICAL UNIVERSITY

2025

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1.0 Introduction

The primary objective of graduate studies at Accra Technical University (ATU) is to equip students for exceptional scholarly and professional accomplishments by providing education in their discipline's skills, as well as the intellectual and ethical foundations of research. This process aims to cultivate each student's ability for independent critical thinking and motivates them to apply their knowledge and skills for the advancement of society. All graduate programs at ATU include a research component, which can take the form of either a "Thesis" or "Dissertation." The term "Thesis" pertains to the research conducted for MPhil and Ph.D. degrees, while "Dissertation" is associated with non-research master's programs. Both the thesis and dissertation must be composed in English and should contain an abstract outlining the problem statement, objectives, methodology/materials and methods, as well as findings/results, conclusions, and recommendations. The research must be conducted under the guidance of faculty members who possess the necessary qualifications and relevant teaching or research experience. Also, both the thesis and dissertation must be original and innovative.

Additionally, the data must be presented in either a table or figure format, followed by an analysis and discussion that lead to the conclusions. This structure might not be suitable for doctoral-level work, which often requires six or more chapters. The primary goal of the policy is to address fundamental components that contribute to effective thesis writing and defense.

In the absence of an established internal guide for thesis formatting and defense, both supervisors and candidates may adopt inconsistent styles. This inconsistency can lead to varied opinions among supervisors and external examiners regarding the preferred formatting style. It is not uncommon during defense sessions for supervisors and external examiners to have differing views on thesis formatting.

To reduce the discrepancies between supervisors and examiners that often arise during thesis formatting and defense, all examiners, particularly external ones, should be provided with the departmental guidelines on thesis formatting and defense from the university for adherence. The policy is structured to cover the logical sequence of writing and formatting a thesis, starting from the title page to the appendix.

The thesis defense represents the culmination of an extended thesis-focused academic journey, where the candidate presents the contents of their thesis to a panel of examiners. This process involves an oral presentation followed by an examination, during which the candidate delivers their presentation in line with a specified format and responds to questions from the panel. The primary purpose of the thesis defense is to ascertain whether the candidate authored the thesis independently. While this process can be daunting, if the candidate is the original author of the thesis, they should possess the confidence necessary for a successful defense. However, it is important to note that an exceptional thesis does not automatically ensure graduation for a given academic qualification.

2.0 Doctoral Thesis

A doctoral candidate is required to undertake original and impactful research on a sanctioned topic, subsequently presenting the findings in a thesis. Those pursuing a doctorate must exhibit advanced knowledge of both theoretical concepts and research methodologies. The research should introduce new and significant contributions to our understanding of the world. The thesis must be well-defended through scholarly argumentation, offering unique insights or enhancements to the existing body of knowledge in the selected field that were not previously accessible. Consequently, the thesis cannot be based on the ideas or findings of others; it should be an original piece authored solely by the candidate. The primary purpose of a thesis is to clarify the conclusions drawn from the research undertaken.

As part of their training, residency is mandatory for doctoral candidates. This experience enables students to focus on their academic pursuits, cultivate the necessary habits, attitudes, skills, and insights to contribute to scholarly work, and collaborate closely with fellow researchers. Residency goals can be achieved through various means, including:

- I. Presentation at scholarly seminars.
- II. Participation in scholarly seminars III. Participation in conferences.
- IV. Publications or other forms of scholarly dissemination and V. Passing other mandatory courses.

3.0 Thesis for a Master of Philosophy Degree

A Master of Philosophy (MPhil) candidate must conduct research on an approved topic and present their findings in a thesis. This thesis should demonstrate the candidate's mastery of relevant theoretical and methodological knowledge and provide evidence of their understanding of the research process. While the scope of work for an MPhil is typically smaller than that of a doctoral programme, a significant contribution to knowledge is not required for the degree to be awarded.

4.0 Thesis for Taught Master's Degree

A student pursuing a taught master's programme is required to participate in various lectures, seminars, assignments, and examinations. They must also conduct research on an approved subject and present their findings in a dissertation. While the requirements are less rigorous than those for a Master of Philosophy, students are still expected to exhibit a sufficient understanding of research methodologies.

A master's thesis is designed to enhance knowledge and skills relevant to one's career. In contrast, a doctorate thesis seeks to cultivate advanced research, analytical, and writing abilities to address existing gaps in industry knowledge. The master's thesis emphasizes the development of critical thinking and problem-solving capabilities, concentrating on mastering skills specific to the

industry. Conversely, the doctorate thesis prioritizes research, analysis, and writing, aiming to foster transferable skills that can bridge those knowledge gaps in the industry.

5.0 Major Components of the Thesis

The main body of a thesis is divided into chapters which are further organized using sub-headings. This helps show the logical progression and relationship between topics. All chapter headings should be consistently formatted. Where sub-headings are used, each level must be distinct visually, using typography to reflect their hierarchical importance (higher level headings should appear more prominent). Always add at least one extra line of space above sub-headings, and preferably below. Students should limit themselves to a maximum of four sub-heading levels.

The main body of this thesis should be structured into the following chapters:

- **Introduction** - This section covers the *why*, the *what*, and the *so what* of this work.
- **Review of Literature** - Existing Knowledge and Gaps.
- **Methodology** - Outlining the Process for Achieving the Aim. (Focuses on the "how" process).
- **Finding** - The outcome of the findings.
- **Discussion** – what does it mean? The outcome be in line with the literature.
- **Conclusions** - What is the significance of the thesis in terms of its contributions to the existing body of knowledge? How does it build upon or challenge previous research in the field?
- **References** - What resources were used in the research and writing of this thesis? The Graduate School offers postgraduate students two thesis structure options: a monograph-style thesis or a manuscript-based thesis. The selection of which option to use depends on departmental tradition, subject matter, research methodologies, and the specific needs of the student's research project and their supervisor's preferences. Further information regarding these options can be found in the subsequent section of this Guide.

5.1 OPTION 1: MONOGRAPH

Introduction – Chapter 1

A thesis introduction should start with a broad overview, outlining the study's purpose and importance. It must justify the chosen research topic by demonstrating its value, typically through referencing existing research. This involves pinpointing unexplored areas, research gaps, or situations where new findings warrant a reevaluation of established ideas. The introduction should then clearly and precisely define the research problem(s), potentially as questions with subquestions where relevant. A proposed solution to the problem should be offered, explicitly stating the research objectives rather than simply expressing an intent to explore or discuss. The study should be anchored by a well-defined and clearly articulated hypothesis. Furthermore, the introduction should highlight the research's original contribution to the theoretical knowledge base

and its practical implications. A strong, well-written introduction is vital, linking existing knowledge to the specific research question. A clearly defined problem and strong theoretical grounding are foundational, without them, the thesis is fundamentally compromised from the start.

The introduction to your research should immediately engage the reader and clearly indicate the study's direction. A central conceptual framework, acting as a unifying theme, should be defined to connect all arguments throughout your work. Clearly state the theoretical assumptions underpinning your research and discuss their limitations. Furthermore, the introduction should articulate the expected outcomes, demonstrating the research's necessity and identifying its beneficiaries. This concise and well-written section, typically one to two pages, should culminate in specific research objectives that will be addressed in subsequent chapters. Some departments may require subheadings like justification, scope, methodology summary, limitations, and thesis organization, which can be included while following this approach.

Literature Review – Chapter 2

The chapter titled "Literature Review" must consist of the most recent and applicable literature related to the field of study. The objective is to summarize, assess, and compare the primary advancements and current debates within the field, specifically those that pertain to the research topic of the thesis. The literature review should also aim to identify ways in which the present research program can address these issues. It is essential to provide appropriate references to support any statements that go beyond basic textbook or electronic knowledge. The literature review should also summarize, evaluate, and correlate the major changes in the related field to the research subject that forms the thesis. It is important to cite key papers that significantly contribute to the field of study, rather than quoting from those that only provide minor contributions. Additionally, only papers that have been thoroughly read should be cited. The number of relevant papers to include will depend on the specific field of study.

The research process requires a cohesive approach. Students should thoughtfully incorporate relevant schemes and diagrams into their literature review. However, they should refrain from exploring topics tangentially to their research focus, and they must always cite sources when using textbook images, proofs, or derivations. When presenting concepts crucial to the study, ensure clear and comprehensive explanations are provided. The literature review should move beyond simply listing other researchers' findings. It must analyze and describe previous research, clearly identifying the origin of the research problem, current knowledge, and existing methods of solving it. Importantly, gaps in the existing knowledge should be highlighted and discussed. The body of research should be analyzed to clearly distinguish between what is known and what remains to be explored, and these identified gaps should directly inform the study's objectives.

Methodology – Chapter 3

This chapter details the study's design, including the sampling methods, data collection tools (both quantitative and qualitative), and the procedures for processing and reducing quantitative data in preparation for model testing and validation.

Results and Discussion – Chapter 4

The data analysis section is a critical component of any research endeavor. It encompasses both the raw data collected during the research process and the researcher's interpretation of that data. A successful analysis section hinges on the comprehensive and accessible presentation of the collected data and accompanying analyses. Data must be analyzed systematically, aligning with and progressing towards the study's stated objectives. The analysis should be presented in an appropriate and sufficiently detailed format to address these objectives directly. Quantitative data can be effectively visualized through tables, charts, and figures, which should be thoroughly explained and discussed within the study's specific context. Furthermore, the results of the analysis should be connected to real-world implications. In instances of negative results, clear justification should be provided. The discussion section then builds upon these findings, exploring their significance in light of existing literature and established knowledge. Therefore, the discussion must logically follow from the analysis results and explicitly connect back to the literature review. A standard HDR (Higher Degree by Research) thesis typically consists of individual objectives, each of which can be developed into a standalone chapter. In such a structure, the fourth chapter could be dedicated to the analysis and discussion of a specific objective, providing a comprehensive and in-depth exploration of that aspect of the research as follows: **Chapter 4.1. Heading that reflects the first objective**

Chapter 4.2. Heading that reflects the second objectives

Chapter 4. 3. Heading that reflects the third objectives

The number of sub-chapters under chapter four depends on the number of specific objectives in the study.

General Discussion – Chapter 5

The general discussion should synthesize the entire study, integrating results from each sub-chapter to enhance understanding. This chapter must incorporate the latest research and relevant knowledge available at the time of the student's work, comparing these facts to the study's findings. Students should draw implications from the entire study, directly addressing the initial research questions or objectives. Furthermore, the discussion should highlight the novelty and significance of the work, clearly stating its contribution and implications. For instance, were the objectives met, and were the hypotheses or research questions answered?

Conclusion and Recommendations – Chapter 6

- I. Conclude with a strong, impactful statement that highlights the most important takeaway or outcome.
- II. Listing conclusions as points might be helpful for the student.
- III. The students should answer the questions and solve the problems presented in the introduction.
- IV. Explain how this research contributes to the broader knowledge base of the field and discuss its practical and other implications. Summarize the key findings and how they can be used.
- V. Outline different versions, expansions, or applications of this idea. VI. How can future research improve upon the students' work?
- VII. Potential areas for future research or work can be identified.

5.2 Option 2 Manuscript-Based Thesis

The format of Chapters 1 and 2 in this manuscript-based thesis is consistent with the description provided under OPTION 1.

Chapter 3 Topical or Thematic Chapter - 1

Divide the main text into logical sub-chapters, each focusing on a specific research objective or theme. These thematic chapters should each include:

- a. heading
- b. brief introduction
- c. approach and methodology
- d. results and interpretations
- e. discussion (or combined results/discussion).

NB: Each chapter should be self-contained and suitable for publication as a paper or manuscript.

5.3 Topical or Thematic Chapter One

Heading

- I. It's important to focus on each specific objective and
- II. sentences should be concise and appropriately couched to reflect the chapter's specific objective.

5.3.1 Introduction

- I. This section will identify the problem and the specific hypothesis or question to be explored.
- II. What is the importance of this aspect to the overall problem?
- III. Relevance of this in contributing to solving the problem(s) prescribed or identified in the main objective.
- IV. The introduction must also highlight the existing "gaps" that require attention. These gaps represent underexplored areas within the thematic focus.
- V. Use current research and publications to analyze developmental problems in this area, the goal is to make an original theoretical contribution.
- VI. A conceptual model can conceptually answer the introductory question.
- VII. The introduction must be consistent with the general introduction (Chapter and avoid repetition.

5.3.2 Methodology

- I. This section describes data-gathering methods, justifying its appropriateness, and presents data analysis plan.
- II. The method should be described clearly, meticulously, and with exact reproducibility, and must be detailed and purposeful to generate accurate results or sufficient data.
- III. Candidates should examine the methods used in previous theses or sources before implementing them.
- IV. Detail the research design, including every step of data gathering and analysis.
- V. When discussing the method, restrict citations to only data sources and references that provide a comprehensive description of the process.
- VI. A full exposition of the research design, the experimental setup, or the survey process is presented.
- VII. Measurements and operational definitions: Include detailed discussions of indexes and scales. Specify methods used to assess validity and reliability.
- VIII. Analysis: Techniques to be used and justification. Nature of relationships expected – asymmetrical, symmetrical, reciprocal, linear, monotonic, other curvilinear, necessary, etc.
- IX. Describe the statistical tests used. For qualitative or historical work, identify the themes or categories and how they were derived.
- X. Tests of hypotheses: ANOVAs, cross-tabulations, correlations, etc, depending on techniques used should be given in the same order as hypotheses.

5.3.3 Results and Interpretation

- I. A thorough interpretation of data is necessary to solve each problem.

- II. The results section should describe experimental data without extensive interpretation.
- III. Describe the results of experiments that provide evidence in support of the thesis: Make actual statements of observation, including statistics, tables and graphs or figures.
- IV. Discuss both the positive and negative implications of the results.
- V. All units in this thesis conform to the International System of Units (SI).
- VI. Categorize the results into logical segments, employing subheadings for each.
- VII. Clearly state the key results using concise sentences.
- VIII. Avoid repeating all table values within the text.
- IX. Tables and/or figures should be used to illustrate and summarise all numeric information.
- X. Avoid showing identical data in both a graph/figure and table.
- XI. The findings section should present the results of the data analysis and the outcomes of the hypothesis tests.
- XII. Use error bars if possible.

5.3.4 Discussion

- I. Explain your results based on the background information in the Introduction. II. Divide the section into logical parts, using subheadings to organize them.
- III. Include the evidence of line of reasoning supporting each interpretation.
- IV. Interpret the observations within the context of the existing theoretical and empirical framework on the topic.
- V. Discuss relevant papers that report related findings and interpret your results within the context of existing literature.
- VI. Review the relevant literature and analyze whether the findings are novel, confirm, or contradictory to published work.
- VII. Move past summarizing findings; discuss their theoretical significance and professional relevance.
- VIII. Commence by analyzing the findings in light of the theoretical framework detailed in the Literature Review.
- IX. Consider the practical applications and pedagogical significance of the study's results for communication professionals.
 - Focus on interpreting the data, do not repeat; keep explanations concise.
 - Consider the theoretical meaning and the practical impact of these results.
 - Provide only findings-based interpretations.
 - This section will outline the study's limitations and suggest areas for future research.
- X. The thesis should end with a brief conclusion that provides closure

NOTE: In Departments where students present results and discussion together, subsection 3.1.3 would be written as follows:

5.3.5 Results and Discussion

- i. Results and discussion are often presented together
- ii. A long thesis with numerous pages of results can hinder the reader's ability to remember those results before the discussion.
- iii. When presenting results, it's important to detail the experimental conditions for each set and to analyze how these findings fit within the existing body of knowledge, whether they support or contradict it.
- iv. Do the findings align with existing theories? Do they offer new insights? Do they point towards new theories or mechanisms?
- v. Use appropriate statistical analyses.
- vi. Use appropriate statistical tests. Where applicable, show measurement errors and standard errors on the graphs.
- vii. errors and standard errors on the graphs.
- viii. Make use of the correct statistical tests. If necessary, show measurement errors and standard errors on the graphs.
- ix. Demonstrate how the findings are valued by other experts in the field. Are there any implications beyond what you asked?

5.5.1 Topical/Thematic Chapters

The format for these should be as described in 3.1 above.

Chapter 4: General Discussion

The discussion/synthesis chapter must integrate findings from all sub-chapters to provide a cohesive understanding of the study. You must include and compare the latest relevant research to your findings. Critically analyze the implications of the whole study, based on the original objectives or questions. Highlight the novelty and significance of your work, and directly address whether those objectives, hypotheses, or questions were achieved.

Chapter 5: Conclusions and Recommendations

- i. Summarize the most important results in a few sentences and finally make the strongest and most important statement that highlights the result of the study. It should be reasonably short.
- ii. It might be helpful for the student to formulate the conclusions in the form of points.
- iii. The chapter provides answers or solutions to the questions or problems raised in the introduction.
- iv. Explain how the research findings advance the field of study, outlining their broader implications and potential applications. Summarize the key learnings and describe their practical use.

- v. Explain how the research findings advance the field of study, outlining their broader implications and potential applications. Summarize the key learnings and describe their practical use.

6.0 Students' Dissertation/Thesis Research Progression

At the end of each semester, the Departments will provide the School/Faculty Postgraduate Board with progress reports on research students, who will then present these reports to the Dean of the School of Graduate Studies.

6.1.1 Submission of Dissertation/Thesis

- c) The dissertation or thesis must be composed in English. It should contain an abstract that does not exceed one page, summarizing the problem statement, objectives, methodology, materials and methods, findings, discussion, conclusion, and recommendations.
- b) A dissertation or thesis should reflect the candidate's original research work and be validated by their supervisor.
- c) An ideal dissertation or thesis should not surpass the specified word count or page limit, excluding preliminary sections and appendices. Refer to the table below for details.

Degree	Minimum	Maximum
MSc/MTech	60 pages/15,000 words	80 pages/20,000 words
MPhil	80 pages/20,000 words	150 pages/50,000 words
PhD	150 pages/ 50,000 words	300 pages/75,000 words

- d) A candidate is not allowed to submit a dissertation or thesis for which a degree has already been awarded by ATU or any other university. Nevertheless, a candidate may include work that has previously been submitted for a degree at this or another university, as long as they clearly indicate both on their entry form and within the dissertation/thesis any such incorporated work.
- e) The dissertation or thesis must include signed declaration statements from the following parties.
 - i. Candidate
 - ii. Supervisor(s)
- f) If it is later found that the Declaration was inaccurate, the dissertation or thesis, regardless of its success, would be rendered null and void.
- g) Graduate candidates must send a signed PDF version of their thesis to the Head of the Department.

- h) The Head of Department will submit copies to the Dean of School/Faculty, who will forward them to the Dean of Graduate School for assessment.
- i) If the candidate passes the examination overall, they must submit one hard copy of the corrected dissertation/thesis, bound in hardcover, along with a digital version, to the Board of the Graduate School prior to receiving the degree.

6.1.2 Structure of Dissertation/Thesis

Completing a dissertation or thesis is essential for fulfilling the criteria for earning advanced degrees at Accra Technical University. The conferral of any higher degree is contingent upon adherence to the established guidelines for dissertation/thesis writing.

All dissertations/theses are composed of three main components: the preliminaries, the main text or body of the report, and the Appendices.

6.1.3 Preliminaries

This includes the spine, outer cover, declaration, abstract, acknowledgments, dedication (if desired), table of contents, list of tables, list of figures, list of plates, and list of acronyms as necessary.

6.1.4 Spine

On the spine is printed the name of DEGREE, the FULL NAME OF THE CANDIDATE and the YEAR of the presentation in that order (three blocks). An example of that order is specified in the brackets below must be presented in horizontal order:

[Name of Degree] [Full name of Candidate] [Year]

The Spine of Joseph Kofi Greene’s DTech thesis will read as below:

DTech JOSEPH KOFI GREENE 2024

The Spine of Esther Naa Kwaley Quartey’s MTech / MSc thesis will read as below:

MTech ESTHER NAA KWALEY QUARTEY 2024

6.1.5 Outsider Cover

On the Outside Cover, Accra Technical University must be printed at the top of the page (12 single spaces or 5cm, from the top of the page), the *TITLE OF THE REPORT* (dissertation/thesis) in the middle page, the authour's *FULL NAME* (without titles) and the *YEAR* of presentation printed at the bottom half of the page, the author's *FULL NAME* (without titles) and the *YEAR* of presentation printed at the bottom half of the page (four blocks) example is shown below:

[*Name of the University*]

[*Title of Dissertation/Thesis*]

[*Full Name of Candidate (without titles)*]

[*Year*]

The Outside Cover of Joseph Kofi Greene's PhD thesis will read as below:

ACCRA TECHNICAL UNIVERSITY

**SUSTAINABLE CONSTRUCTION PRACTICES: EVALUATING THEIR IMPACT ON
PROJECT COST AND TIME PERFORMANCE**

JOSEPH KOFI GREENE

2024

Note: 'BY' and titles like Mr., Ms., Mrs., Rev., etc., are not acceptable on the Outside Cover. Refer to appendix 1

6.1.6 Inside Cover

The page that follows is the **INSIDE COVER** or **TITLE PAGE**. It features **FIVE BLOCKS OF WORDS**. The first block is **ACCRA TECHNICAL UNIVERSITY**, position five single spaces from the top of the page and centered between the margins. The second block contains the **TITLE** of the **THESIS/DISSERTATION**. The third block presents **CANDIDATE'S FULL NAME**. The next block specifies the **DEPARTMENT** and **FACULTY** of the **UNIVERSITY** to which the thesis /dissertation is submitted, along with the degree being sought. The fifth block indicates the **MONTH** and **YEAR** (on a single horizontal line) when the report is submitted. A double space

should separate each of these blocks. The title page is designated as page one (using ROMAN NUMERALS) of the preliminaries or Front Matter; however, it is not numbered or included in the report itself.

An example of the required information presented in the vertical order is provided below:

[Name of University]

[Title of Thesis/Dissertation]

[By]

[Name of Candidate (without titles)]

[Index Number]

[Thesis submitted to the Department of Building Technology of the Faculty of Built Environment, Accra Technical University in partial fulfillment of the requirements for the award of Master of Technology in the degree in Construction Project Management]

[Month and Year]

For example, the Inside Cover of Joseph Kofi Greene's thesis should be as this

ACCRA TECHNICAL UNIVERSITY

**SUSTAINABLE CONSTRUCTION PRACTICES: EVALUATING THEIR IMPACT ON
PROJECT COST AND TIME PERFORMANCE**

BY

Joseph Kofi Greene (01351112M)

A thesis submitted to the Graduate School, Accra Technical University in partial fulfillment of the requirements for the award of a Master of Technology degree in Construction Project Management.

AUGUST 2024

Note that ‘BY’ should be used here. However, titles are still not acceptable. Refer to Appendix II

6.1.7 Declaration Page

In all cases, the top half of the page should be in the candidate’s declaration and the second half for the supervisor(s).

a. MSc/MTech Dissertation

The Declaration page should contain the following statement (appendix III)

Candidate’s Declaration

I hereby declare that this dissertation except for quotations and references contained in published works which have been duly acknowledge; is the result of my own original work and that no part of it has been presented for other degree at this university or elsewhere.

Candidate’s Names:
Signature:..... Date:

Supervisor’s Declaration

I hereby declare that the preparation and presentation of this dissertation were supervised in accordance with guidelines on supervision of dissertation laid down by the Accra Technical University.

Supervisor’s Name:
Signature: Date:

b. DTech Thesis

Candidate’s Declaration

I hereby declare that this dissertation except for quotations and references contained in published works which have been duly acknowledge; is the result of my own original work and that no part of it has been presented for other degree at this university or elsewhere.

Supervisor’s Name:
Signature: Date:

Supervisors' Declaration

We hereby declare that the preparation and presentation of the thesis were supervised in accordance with the guidelines on supervision of thesis laid down by the Accra Technical University.

Principal Supervisor's Name:

Signature: Date.....

Co-Supervisor's Name:

Signature: Date.....

6.1.8 Acknowledgement

This section provides the student an opportunity to acknowledge and thank those who played a direct role in supporting them throughout the dissertation/thesis process. This could include mentors, supervisors, organizations, officials, leaders, and peers.

6.1.9 Dedication

It's important to understand that the Dedication page is distinct from an acknowledgments page. It should feature a brief inscription, limited to five lines with just a few words.

For instance: ... to my family.

6.2.1 Table of Contents

All Doctoral or Master theses are required to have a Table of Contents. All chapter titles must be written in uppercase and bold font. Subheadings should be formatted in title case and in bold. The page numbers for both headings and subheadings should be specified.

6.2.2 List of Tables/List of Plates/List of Acronyms (Abbreviations)

A list of figures and tables should show the table or figure numbers, their titles, and page number. A list of Plates and Acronyms may also be included where applicable.

6.2.3 Ethical Approval

If the thesis or other examinable work involves human beings or animals, a page containing the name(s) of the relevant University and/or other ethics committee, as well as the approval numbers(s), must be inserted in sequence in the soft-bound copies of the print thesis or other examinable print work.

6.2.4 Professional Editorial Assistance

If the candidate received professional editorial support during their research and the creation of the examinable work, and if written permission was acquired prior to obtaining such assistance, they

must provide the name of the editor along with a brief description of the services rendered on a separate page within the thesis or other examinable material, under the heading "Professional Editorial Assistance." Additionally, if the professional editor has a current or past academic specialization that aligns with the candidate's, this information should be included in the introductory section of the thesis or other examinable work. The role of professional editing for a candidate's thesis or examinable work is restricted to formatting, grammar, and style, and it must not alter or enhance the substantive content of the thesis.

6.2.5 Confidential Material

If there is any confidential content in the thesis or other examinable work, either due to commercial reasons or other considerations—whether for a specific duration or indefinitely—it is necessary to identify the confidential material, the timeframe, and the justification for its confidentiality on a separate page. This page should be included in sequence under the title "Confidential Material." Additionally, a statement must be displayed on the cover of soft-bound copies of the thesis or other examinable work, stating: "This thesis contains confidential material as outlined on page [insert page number]." The thesis should not be distributed to anyone who is not directly involved in its examination [or portfolio]. The Head of the Department responsible for the thesis must provide a cover letter confirming that the thesis contains confidential information. This letter will ensure that the administration is informed and will prevent public access to the thesis.

7.0 ABSTRACT

The abstract must sum up the essence of the thesis, providing an overview of the problem statement, research objectives, methodology, key findings, and recommendations. It should consist of a minimum of five hundred (500) words and must not extend beyond one page. The content should be organized into a coherent paragraph. Additionally, it is important to refrain from using symbols, references, or specialized terminology in the abstract, except under rare circumstances.

- vi. Explain how the core concept can be modified, expanded upon, or used in different situations.
- vii. How could future researchers build upon or refine this student's work?
- viii. Recommendations for future research or projects can be proposed.

Chapter One: Introduction

- 1.1 Background to the Study
- 1.2 Problem Statement
- 1.3 Objectives of the Study
- 1.4 Research Questions
- 1.5 Research Hypothesis (if any)
- 1.6 Significance of the Study
- 1.7 Scope of the Study

- 1.8 Limitations of the Study
- 1.9 Organisation of the Study

Chapter Two: Literature Review

- 2.1 Introduction
- 2.2 Theoretical Review
- 2.3 Conceptual Review
- 2.4 Empirical Review
- 2.5 Conceptual Framework
- 2.6 Chapter Summary

Chapter Three Methodology

- 3.1 Introduction
- 3.2 Research Design and Strategy
- 3.3 Population
- 3.4 Sampling Techniques
- 3.4 Data Collection Technique
- 3.5 Validity and Reliability
- 3.6 Data Analysis Technique
- 3.7 Model Specification
- 3.8 Definition of Variables
- 3.9 Estimation Technique/Strategy
- 3.10.2 Chapter Summary

Chapter Four: Research Findings and Discussions

- 4.1 Introduction
- 4.2 Data Presentation
- 4.3 Demographics of Respondents
- 4.4 Descriptive Analysis/Statistics (if applicable)
- 4.5 Inferential Analysis/Statistics (if applicable)
- 4.6 Discussions of Findings
- 4.7 Chapter Summary

Chapter Five: Summary of Findings, Conclusion and Recommendations

- 5.1 Introduction
- 5.2 Summary of Findings
- 5.3 Conclusion
- 5.4 Recommendation/ Policy Implications
- 5.5 Future Research Direction

7.0 Numbering of Sections or Subsections of the Thesis/Dissertation

The numbering of sections and subsections should be numbered to only sub-level three, e.g., 2.1.1. Tables and figures should be numbered serially from 1.

Line Spacing and Font Size

The thesis/dissertation should be doubled-spaced throughout, including the References. The font type should be Times New Roman and the size should be twelve (12).

Page layout

The standard margin should be 3.75cm on the left before binding and 2.5cm on the right. The top and bottom spaces are also 2.5cm each. All footnotes should be incorporated into the main text. There should be no endnote references at the end of each chapter.

The main body of the text should be set in double spacing with enough margins. The text should be spaced from the top and bottom of the page. Work should be justified to the margins. Use a legible typeface like Times New Roman. Other uncommon typefaces should be avoided unless they are required to emphasise certain words. Use italics or bold to emphasis certain words. Use italics or bold to emphasise this circumstance. It is suggested that you use a font size of 12 pt.

Paragraphing:

The first line each paragraph may be indented or blocked as adopted by the Department. The text should be in justified format.

Footnotes/Endnotes

The Footnotes should be used when necessary.

Pagination

All page numbers within the text, from abstract to the end of the text should be placed at the bottom and centered. Page numbers in the remaining text should be Arabic numerals.

Titles and Levels

The following should be considered:

Heading 1 (level 1) should typically be used for the thesis chapter headings. They should be numbered sequentially, beginning with 1. The chapter headings will be begin centered and written below the chapter number (see Appendix G). Each new chapter will begin on a new page; a chapter may be broken into any acceptable number of sub-divisions (sections) with

second-level titles that are also continually numbered. This system of division and numbering can be contained to any level of theory but should be limited to the third level, the fourth level. As a result, just the first three level should be numbered.

Title Level	Font	Vertical Spacing Before Paragraph	Vertical Spacing After Paragraph
Headline (Headline 1)	15	24- point	18-point
First section header (Heading 2)	14	18-point	6-point
Second section header (Heading 3)	14	12-point	6-point

viii Paper Size

A4 (8.27 in. x 11. 29in.) paper should be used. When you first open new Microsoft Word document, the default Paper size is Letter; make sure you change it to appropriate Paper Size (i.e., A4).

ix. Tables and Figures

Tables, figures and plates should be placed on the same page or not far away from the reference discussion(s). in the text, the caption and number of table should appear on top of the table and be bold. The caption and number of a figure or plate should appear below the figure or plate. Tables are not to be drawn with vertical and horizontal lines forming cells. However, two horizontal lines may be needed for the top bottom parts of the Table. If a Table spills over to the next page, there should be an indication, as *Table 3 continued*. Tables, figures and Plates are not to be enclosed in border lines.

Charts

- (1) Each chart shall have a chart number and name caption to the chapter. The caption and number should appear below the chart and be made bold. No punctuation is allowed in the chart. There should always be reference made in the main body of the chart, such as “see chart 1.1”, as shown in chart 1.1,” etc. Do not separate a chart into two pages.
- (2) The chart title is placed in the middle below the chart. If the title exceeds one line, it will be placed in the middle below the chart, but the name shall be left justified. Consider academic integrity and plagiarism
- (3) Chart titles shall be descriptive (clear) of their content. Parameters in the chart shall indicate the symbols quantity and units. Candidates should use the equation editors in word processors.

Formula

Formula shall begin on a new line and be placed in the middle (center) of the line. Serial numbers of formulas should be aligned to the right. Use “see formula (1.1)” or based on formula (1.1)” to quote the formula. If the formula is long, wrap the formula at the equal sign “=”; If this is difficult, switch another line at +, -, ×, ÷ operators. When switching the line, operators could only be written once before the switched line without repetition.

Figures, charts and formulars should be captioned in Arabic numerals consecutively for each chapter. For example, figures 2.5 (the fifth of chapter 2), Chart 3.2 (the second chart of chapter three), Formula (5.1) (the first formula of chapter five), etc. put physical quantities and symbols in figures and charts in italic. If there are notes in figures and charts, give numbers to them in capital letters. Notes shall be put under the figure or chart.

Referencing

Referencing must consist of all works consulted and must be listed and cited in the text of the dissertation/thesis.

Referencing Style

The standard referencing style for all dissertations and theses is the American Psychological Association (APA) Referencing style (current edition).

Appendices

Appendices are useful for keeping track of complicated mathematical or other formulas, descriptions of experiments or apparatus and any other specialized or lengthy material, such as codes of computer programmes or other instrumental outputs, that would otherwise detract from the text’s readability. After reading the primary text, the reader should be able to study or refer to these afterward and only if they decide to do so. The appendices should be placed immediately after the list of references. To make locating the appendices in the text easier, they be numbered or lettered in order. Every appendix should begin on a new page.

All detailed calculations, data collection instruments and other detailed information may be placed as Appendices. They must be placed after the reference numbered Appendix I, II, III, etc.

Plagiarism Check

All dissertations and theses must be submitted to the Graduate School office for plagiarism check before initial submission to the Department for assessment. Supervisors must ensure that theses have been checked before approving and

Signing them for onward submission. A similarity index of not more than 20% is recommended for acceptance.

Submission Requirements

- a) For a Ph.D. degree, the candidate should:
 - i. Pass a Comprehensive Examination (a written examination, submission of a review paper/research proposal and an oral examination) with a minimum mark of 60%
 - ii. Submit a Turnitin report of final thesis with Similarity Index not exceeding 15%.
 - iii. Submit and successfully defend thesis and iv. Show evidence of acceptance of at least two (2) manuscripts from the thesis for publication in a peer-reviewed journal.
- b. For an MPhil degree, the candidate should:
 - i Submit a Turnitin report of final thesis with Similarity Index not exceeding 20%. ii Submit and successfully defend thesis; and iii Show evidence of acceptance of at least one (1) manuscript from the thesis for publication in a peer-reviewed journal.

7.1.1 Printing Requirements

Dissertation Cover is unified in ATU. Black cover for doctorate dissertation, Wine for academic postgraduate dissertation and canary cover for professional postgraduate dissertation.

7.1.2 Number of Copies Required


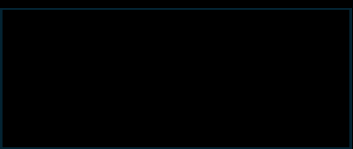
Two (2) printed copies should be submitted for DTech., MPhil, MSc and MTech.

1. Colours for Dissertation Thesis

The following shall be the colours of the various categories

- a. MPhil, MSc and MTech - Wine
- b. DTech - Black

Details of the colours are provided in the table below:

Colour Picture	Colour Name & Code	Programme
	Wine	DTech
	Black	MPhil MSc MTech

8.0 EXTERNAL EXAMINATION OF THESIS SCORESHEET

BACKGROUND INFORMATION

1. Candidate ID:
2. Name of Candidate:
3. Programme:
4. Title:

Area of Assessment	Maximum Obtainable (MA/ MTECH/MSc/MPhil/DTech) Marks	Marks Awarded
General Information	10	
Literature Review and Theoretical Foundation	15	
Design and Relevance of Methodology Used	25	
Major Findings from the Research	25	
Clarity & Justification of Candidate's Conclusion and Recommendation	10	
General Comments	15	
Total	100	

PLEASE TAKE NOTE OF THE REGULATIONS FOR GRADUATE THESIS/DISSERTATION GRADING IN ACCRA TECHNICAL UNIVERSITY IS AS FOLLOWS:

GRADE	NUMERICAL MARKS (%)	NUMERICAL EQUIVALENT	INTERPRETATION
A+	85-100	5.00	Outstanding
A	80-84	4.50	Excellent
B+	75-79	4.00	Very good
B	70-74	3.50	Good
C+	65-69	3.00	Above average
C	60-64	2.50	Average
D+	55-59	2.00	Pass
D	50-54	1.50	Weak Pass
F	Below 50	0.00	Fail

AWARD GRADING

1. Distinction – 4.5 A and A+

2. Merit 3.00 – 3.99 B and B+
3. Pass C
4. Fail

Appendix 1: Outside Cover

ACCRA TECHNICAL UNIVERSITY

**SUSTAINABLE CONSTRUCTION PRACTICES: EVALUATING THEIR IMPACT ON
PROJECT COST AND TIME PERFORMANCE**

JOSEPH KOFI GREENE

2024

Appendix II: Inside Cover

ACCRA TECHNICAL UNIVERSITY

**SUSTAINABLE CONSTRUCTION PRACTICES: EVALUATING THEIR IMPACT ON
PROJECT COST AND TIME PERFORMANCE**

BY

Joseph Kofi Greene (01351112M)

A thesis submitted to the Graduate School, Accra Technical University in partial fulfillment of the requirements for the award of a Master of Technology degree in Construction Project Management

AUGUST

2024

Appendix III: Declaration for MSc/MTech Dissertation

Candidate's Declaration

I hereby declare that this dissertation except for quotations and references contained in published works which have been duly acknowledge; is the result of my own original work and that no part of it has been presented for other degree at this university or elsewhere.

Candidate's Names:

Signature: Date:

Supervisor's Declaration

I hereby declare that the preparation and presentation of this dissertation were supervised in accordance with guidelines on supervision of dissertation laid down by the Accra Technical University.

Supervisor's Name:

Signature: Date:

Appendix IV: Declaration for DTech/ MPhil

Candidate's Declaration

I hereby declare that this dissertation except for quotations and references contained in published works which have been duly acknowledge; is the result of my own original work and that no part of it has been presented for other degree at this university or elsewhere.

Supervisor's Name:

Signature: Date:

Supervisors' Declaration

We hereby declare that the preparation and presentation of the thesis were supervised in accordance with the guidelines on supervision of thesis laid down by the Accra Technical University.

Principal Supervisor's Name:

Signature: Date:

Co-Supervisor's Name:

Signature: Date: