ACCRA INSTITUTE OF TECHNOLOGY

The University of the Future

Capstone Quality Assurance Checklist

Name of Student: **Student ID:** **Email Address:**

Supervisor: **Phone No:**

Topic:

Instructions to the Auditor

Please tick (x) to indicate whether the item has been properly done, needs improvement or poorly done.

Sl.No	GENERAL EDDITTING GUIDELINES	RIGHTLY DONE	POORLY DONE	FURTHER COMENTS IF (ANY)
1	Cover Page and Relevant Details	☐	☐	
2	Chapter Headings and numbering	☐	☐	
3	Positioning of content headings	☐	☐	
4	Paragraphing and Spacing	☐	☐	
5	Grammar, Tenses and Sentence construction	☐	☐	
6	References (APA Format)	☐	☐	

7	Appendix (Questionnaire and Other Documents)			
PRELIMINARY PAGES		**RIGHTLY DONE**	**POORLY DONE**	**FURTHER COMENTS IF (ANY)**
8	Abstract	☐	☐	
9	Declaration page and contents	☐	☐	
10	Dedication	☐	☐	
11	Acknowledgement	☐	☐	
12	Table of Contents and Numbering	☐	☐	
CHAPTER ONE: GENERAL INTRODUCTION AND SUMMARY		**RIGHTLY DONE**	**POORLY DONE**	**FURTHER COMENTS IF (ANY)**
13	Introduction	☐	☐	
14	Field and subject of Study	☐	☐	
14	Purpose of study	☐	☐	
15	Research Objectives	☐	☐	
16	Problem Statement	☐	☐	
17	Research Questions/Hypothesis	☐	☐	
18	Significance of the study	☐	☐	
19	Background and Justification of the study	☐	☐	
20	Expected Results and Possible Usage	☐	☐	
21	Limitations of the Study	☐	☐	

22	Chapter Layout	☐	☐	
CHAPTER TWO: LITERATURE REVIEW				**FURTHER COMENTS IF (ANY)**
23	Introduction	☐	☐	
24	Previous relevant studies and research work	☐	☐	
24	Theoretical Framework	☐	☐	
25	Empirical studies or Literature **(For Empirical research)**	☐	☐	
26	Methodological and other Issues	☐	☐	
27	Literature Gaps and Conclusion	☐	☐	

CHAPTER THREE: RESEARCH METHODOLOGY			**RIGHTLY DONE**	**POORLY DONE**	**FURTHER COMENTS IF (ANY)**
	OPTION A: STATISTICAL/EMPIRICAL-BASED RESEARCH PROJECT	**OPTION B ENGINEERING/COMPUTER SCIENCE/IT – SYSTEMS/PROCESS/PRODUCT DEVELOPMENT RESEARCH PROJECT**			
28	Introduction	System/Process/Product Analysis and Design Methods and/or Materials to be used	☐	☐	
29	Research Design	System/Process/Product Dev/Construction Methods	☐	☐	
30	Population, Sample and Sampling Procedure	System/Process/Product Dev/Construction Methods	☐	☐	

31	Data, collection Tools and Administration	System/Process/Product Implementation Approach	☐	☐	
32	Data Analysis	Adopted System/Process/Product Testing Scheme/Plan Techniques/Procedures	☐	☐	
CHAPTER FOUR: DATA ANALYSIS AND DISCUSSION			**RIGHTLY DONE**	**POORLY DONE**	**FURTHER COMENTS IF (ANY)**
	OPTION A: STATISTICAL-BASED STUDIES	**OPTION B: ENGINEERING/ SYSTEMS /PROCESS/PRODUCT DEVELOPMENT RESEARCH PRROJECT**			
33	[Description of statistical analyses in relation to research questions/hypotheses/objectives and presentation of relevant tables and figures)]	[The requirement analysis, the design, development implementation/construction and testing, demonstration of the required output (system/ process/procedure/product) of the research project]	☐	☐	
CHAPTER FIVE: FINDINGS, CONCLUSIONS AND RECOMMENDATIONS			**RIGHTLY DONE**	**POORLY DONE**	**FURTHER COMENTS IF (ANY)**
34	Introduction		☐	☐	
35	Summary of Findings		☐	☐	
36	Conclusions		☐	☐	
37	Recommendations		☐	☐	

Name of Officer: **Signature:** **Date:**

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Approved for Final Printing and Binding: ***Yes*** ☐ ***No*** ☐

If no provide Reason:

Approved by QA Officer: _____ **Signature:** _____ **Date:** _____