# ISBAT UNIVERSITY

## FACULTY OF BUSINESS AND COMMERCE

**GUIDELINES**

**On**

## RESEARCH PROJECT FORMAT FOR HEC

**Introduction**

Research Project report is the requirement for the partial fulfillment of the Bachelor/Master degree courses from ISBAT University.

The objective for the Research project is to enhance the relevance of the business undergraduate program and to allow students to apply concepts and theories they have learnt in classroom through working on the practical business problems. The research project is an integral part of the undergraduate degree programs of Faculty of Business and Commerce, and if properly chosen will serve the following purposes:

- A synthesis of various aspects of learning on the bachelors/Masters of respective programs.

- A demonstration of students understanding of concepts, techniques and skills acquired during the program, through their application in real situations.
- A demonstration of a student's ability to write a substantial report in a well-structured manner.

**Internship/Apprenticeship**

1. Each student will have to choose a company/firm/ etc. in any industry where the student will be able to study the practical aspects of their field of study.

2. Students should apply for their practical training at the end of semester (5) using the Bonafide letter from the University

3. Students are encouraged to apply for practical training places that match their research interest.

**APPOINTMENT OF ADVISOR AND SECOND EXAMINER**

Supervisors from the Faculty of Business and Commerce will be assigned by the Dean to supervise and support the students' in analysis and writing project. The appointment will be made known to students and supervisors before the end of semester five. All students are advised to contact freely with your guide to complete and submit the final project on time as well as in appropriate university guidelines.

**Introduction**
Once the student and the supervisor already decided what topic you will be writing about, the next thing you should pay attention to is the scope of your project or what you will be including in your discussion. The broader your topic is, the more difficult it is to discuss your topic in full details. This is why you should establish beforehand the scope and limitations of your study and this will be the foundation of your research paper outline. Basically, your outline will constitute three main parts namely the Introduction, the Body and the Conclusion. But to make sure your project is complete, consult your instructor for specific parts he/she wants to be included in your research project.

**But first, let us discuss the main parts of your paper and what information each should cover.**
  - ➢ The research project dissertation will consist of five chapters.
  - ➢ Before the starting the chapter writings, there is need for preliminary pages.
  - **1. The preliminary pages consist of:**
  - a) **The title page:** It consist of the topic, the student's name, roll number, the supervisor's name, the name of the university, the month and the year of the research. E.g Impact of Working Capital Management on Firms' Performance: A Case Study of Nile Breweries Limited, Uganda.  Submitted by WERE ERIAH FUNNAH ROLL No. 1504000059, in

partial fulfillment of the requirement for the award of the degree Of MB   AIN Finance Under the guidance of  Khurram Khan, ISBAT University, JAN   2017

b) **Company certificate**
c) **Bonafide Certificate:** Should be signed by the supervisor and the Dean of the department
d) *Declaration page:* it consists of the students name and signature to declare that he/she owns the research and has the intellectual rights on it.
e) *Dedication page:*  The student dedicates his/her work to whom has played to the success of the work.
f) *Acknowledgement page:* The student acknowledges the contribution of others towards his/her work
g) *Table of content:* *consist of all the lists of all headings and sub-headings and page numbers in the work*
h) **List of figures**
i) **List of tables**
j) **List of Acronyms or abbreviation page**
k) **Abstract page**

2. **Body: The body of your paper is where you will be presenting all your arguments to support your thesis statement.**

## CHAPTER ONE
## INTRODUCTION

1.1 Introduction
1.2 Background to the study
  1.2.1 Historical Background ( Global outlook of the study)
  2.2.2 Conceptual background (key concepts of the study e.g motivation)
  1.2.3 Theoretical background (one or two theories that informed the study)
  1.2.4 Contextual background (about the industry or the company)
1.3 Statement of the Problems
1.4 Research objectives or purpose of the study
  1.4.1   General Objective
  1.4.2   Specific Objectives
1.5 Research questions
1.6 Research hypotheses
1.7 Conceptual Framework
1.8 Significance of the study
1.9 Scope of the study
  1.9.1   Content scope
  1.9.2    Geographical scope
  1.9.3    Time scope
1.10 Limitations of the study

## CHAPTER TWO
## LITERATURE REVIEW

2.1 Introduction

2.2 Thematic Review (here the review is done base on themes or objectives by objectives basing on chapter one). It requires critical analysis to so what other literature has said and failed to say in regards to the study.

2.3 Summary of Literature Review (the researcher identifies the gaps in the study for knowledge bridging).

2.4 Recommendations of the Study

2.5  Conclusion of the Study

2.6 Contributions of the study

2.7 Future research

**Guidelines for Report Format for preparation and submission**

The project report must be, minimum of 40 pages for HEC and
Text pages should be printed on one side of the A4 size paper.
The full content of the report must be hard bound.
A Copy of the title page& cover page, Bonafide certificate format can be accessed from the project coordinator.

FORMAT FOR TYPING:
Font: Times New Roman
Text: text in printed copies must be in black colors
Font Size: Chapter Title: 18 pts Heading: 14 pts. Body Text: 12 Pts.
Paragraph: 1.5 Line spacing
Margin: 2" on the left and 1" on the right
Page numbers: at the bottom of center each page
Color for binding: Black Color (Hard bound)
Chapters: use separate index sheets for all chapters. Each chapter should start from a new page