**GUIDELINES FOR INDEPENDENT STUDIES**

Independent Study (IS) provides an opportunity to the students to develop, practice and apply research concepts enabling them to undertake subsequent thesis writing in a befitting manner. Following guidelines are suggested to streamline the IS process.

**1. Selection of Supervisor.** Though the choice of selection of supervisor rests with the student, however, it is strongly recommended that priority of selection should go to the faculty members. Alternatively, researchers/academia from other institutions may be selected from the list of approved supervisors. Students are advised to select the supervisors who are readily available and approachable to them for necessary guidance. Once the supervisor is selected, students must have formal and informal meetings with the supervisor periodically. Students must meet the supervisor along with the following information:

a. Proposed topic of the IS.

b. Details of previous projects, IS, assignments etc. Comprehensive details of the research done by the students would enable supervisor to conclude that the IS topic is new, novel, and not a mere repetition of some research work already done by the other students.

c. After approval of research theme by the supervisor, students should start working on IS proposal immediately. IS proposal should be in accordance with the format provided in Annex A.

2. **Submission of IS Proposal.** The proposal of IS should be finalized and submitted as per the schedule issued by ASO.

3. **Acceptance of IS Proposal**. The IS proposals shall be discussed and scrutinized in the Graduate Committee meeting which will accord final approval of the proposal. Change, if any, shall be communicated to students accordingly.

4. **Mandatory Meetings with Supervisor:** At least eight meetings with the supervisor are mandatory. Record of such meeting shall be maintained by the respective supervisor. Students are advised to get a clear schedule of the meeting dates and time from the supervisors. Periodic monitoring of IS process shall be undertaken by the administration as deemed appropriate. Students failing to have desired numbers of meetings shall be liable for penalty including disowning him/her by the supervisor.

5. **Plagiarism Check of IS**. Supervisor and administration would assist students to undertake plagiarism check before final submission of the IS. The maximum permissible limit is “15%” for similarity. Students having more than 15% similarity in their IS shall be dealt with as per SZABIST Anti Plagiarism Policy.

6. **Final Submission of IS.** Students would submit the completed IS (both long and short reports) by due dates. The final IS report shall supplement a copy of Plagiarism Check Report and a certificate as required viz-a-viz SZABIST Anti-Plagiarism Policy. Three copies of long report will be submitted for review by evaluators. **No IS shall be accepted without formal approval of the respective supervisor.**

7. **Presentation of IS in National Research Conference (NCR).** The IS shall be submitted in the NCR for which a detailed programme shall be issued separately and the students have to deliver presentations of their research work. During presentation, mere reading from the slides is strictly prohibited.

8. **Publication of IS in HEC Approved Journal.** Copyrights of IS rest with SZABIST. The name of the supervisor shall be indicated as second author. Before submission to HEC Approved Journals, plagiarism of the paper must be checked to ensure its originality.

8. **Research Ethics.** A high standard of research ethics is expected from the students. Graduate Committee / Supervisor have the discretion to seek any information or document to verify the authenticity of data, source code and referenced material provided in the IS.

9. **Important Dates:** For Spring Semester 2011, following are the important dates. Students are advised to keep a note of these dates and plan their IS work accordingly.

a. Selection of Supervisor 1st Week of Semester

b. Meeting / Discussion with Supervisor: Up to 27 February

c. Registration for IS **19 Feb ( Last Date)**

d. Submission of IS Proposals **28 Feb ( Last Date)**

e. Acceptance of IS proposal and 7 March

intimation to students

f. Submission of IS to Supervisor 19 May (Supervisor may modify)

for reading / comments

g. Final Submission of IS  **30 May (Last Date)**