

- Remuneration for supervising IS of BS/BBA student will be Rs. 4000.

20. Thesis/Dissertation/Independent Study Guideline

20.1 Writing Proposal/Synopsis

20.1.1 Proposal/Synopsis

Synopsis/proposal of a thesis describes the problem to be investigated by a scholar. It is a document of agreement between student, department and ORIC and ASRB (Advanced Studies and Research Board) of the university regarding contents of satisfactory thesis or dissertation.

Synopsis/proposal is a requirement to be fulfilled before initiating a research thesis. Therefore, it should provide precise and focused research outline and other necessary requirements.

20.1.2 Required Sequence for Contents of Proposal

The ability to describe a research project briefing which includes scheme of study, for addressing the problem is one of the skills that the proposal process requires. Therefore, all thesis proposals / synopsis are required to follow strict guidelines.

A thesis/independent study/final research project will be written using the following contents:

- Title of the Study
- Statement of Problem
- Objective of the Study
- Significance / Purpose of the Study
- Literature Review
- Methods & Plan of Action
- Facilities / Resource Required
- Annexure if needed

20.1.3 Formatting Requirements

- Research title should not be no more than 100 characters in length. It may be modified as when research develops or as suited by the student during the course of study.
- Font size is required to be 12pt; whereas font type is required to be Times New Roman. Margin requirements include 4 cm left & top while 2.5cm right & bottom.

- It should be printed single sided with double line spacing and must not exceed 15 pages in length.

20.2 Thesis Submission

The structure of the research thesis / dissertation and/or independent study report should follow guidelines as per the standard below:

20.2.1 Contents for Thesis Report

Required / mandatory contents for successful completion of thesis / dissertation / independent study report should contain the following:

- Title Page
- Abstract
- Acknowledgement
- Introduction to Author
- Declaration of originality and approval
- Table of Contents
- Lists of abbreviations, tables, appendices
- Introduction
- Literature Review
- Research Methodology
- Findings
- Conclusions
- Discussion and Recommendations
- References
- Appendices
- Plagiarism Report

Brief Description and Template for Standardization

a. Title page

- The title page comes after the cover page and should therefore contain complete research title, student name and program and year of submission (template Annexure A).
- Font should be 16 pt. Times new Roman with double line spacing. Text should be centralized.

- Margin specification include 4.5 cm from top and bottom, whereas 4 cm from left and right.

b. Abstract

- An abstract is a brief note about the research study. It should contain summary of statement of a problem, the methods used and findings reported in the thesis.
- Translation of abstract in Urdu and Sindhi may also be attached.
- An abstract must not exceed 350 words, 12 pt; Times New Roman font type with double line spacing.

c. Acknowledgments

- Acknowledgement carry words of appreciation or credit to those whose work have made significant contribution in the completion of the thesis.
- It should not exceed more than a page or 275 words, 12 pt; Times new Roman font with double line spacing

d. Introduction to author

- In this section, brief introduction of the author / student must be given with research interests and future prospective.

e. Declaration of originality and approval

- Declaration of originality and approval signifies students own work and effort for the research study. It also authorizes data collected and findings as specified and analyzed under the guidance of supervisor and departmental heads.
- Template / proforma used for the declaration is attached in Annexure B. All relevant signatories should sign the document before final submission in order to process the thesis review.

f. Table of Contents

This section provides an outline of thesis chapters and sub topics with their page numbers. It should use 12 pt font size and Times New Roman font type with page numbers as per the format below:

Chapter One pg.No

Chapter Two.....pg.No

Sub topicpg.No

Sub topic	pg.no
Chapter Three.....	pg.No
Sub topic	pg.No
Sub topic	pg.no

g. List of abbreviations, tables, appendices

- This list contains the titles of figures, tables and appendices that appear throughout the text with their page numbers.
- A student may put these lists (if required) in separate pages after table of content or in a sequence with table of content.

h. Introduction

- Introduction in the thesis report refers to the brief overview of the research under consideration.
- The chapter discusses, thesis purpose, scope, aims and objectives and overall structure of the research report/thesis.

i. Literature Review

This chapter refers to secondary sources available reflecting the research. It should critically analyze all the relevant literature pertaining to the topic with clear focus and direction. Flow and organization of the literature review should give a sense to the reader that student has covered all the potential secondary sources that may be significant for current domain of work. It should also cite all references properly.

j. Methodology

This chapter describes research design, data collection methods, sampling tools as well as tools used for analysis. This chapter plays important role in guiding the readers about where the data is coming from and what tools are used for the study.

k. Findings:

This chapter narrates all the significant findings from the study. Results may be presented in the form of tables, figures as well as texts that best explains the research question.

l. Discussion & Recommendations:

This chapter discusses research primary findings with that of the secondary sources. All results are interpreted for further studies and recommendations are presented for future implications. Findings are compared in relation to variables and then summarized for suggestions for future work.

m. Conclusion

This chapter usually outlines the summary of the main findings of the research and any final comments by the author. It may also contain limitations, and any implications of the further studies and work.

n. References

In-text as well as end of the chapter references should be cited using American Psychological Association (APA) format. The list should be arranged alphabetically and may not necessarily be numbered.

All sourced materials in the thesis should be referred appropriately as per the following format.

End of the report:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.*

Location: Publisher.

In-text:

- (author last name, year of publication)
- (author last name, year of publication, p. page number)
- (author last name, year of publication; author last name, year of publication)
- Author (year of publication)

o. Appendices:

Appendices are not mandatory but if used, it should appear at the end of the report. They are numbered consecutively as part of the text and should also be referred and added to the table of contents as appropriate.

New appendices should begin with a new page and font size should be 12 pt; Times New Roman.

p. Plagiarism Report:

As per the HEC guidelines, students must submit a plagiarism report. It should not be exceeding the limit of 19% and should be duly signed by the supervisor, Dean/Chairperson of the department and focal person for similarity index. ORIC/QEC may also cross check and submit the report for the said thesis. Template attached in annexure C.

20.3 Format Specifications

20.3.1 Paper and Printing

- Thesis report should use high quality white A4 paper (8.27" x 11.69") with single side printing.
- Font type should be Times New Roman, 12 pt (except specified otherwise), double line spacing, justified and compiled using Microsoft Word.
- All chapters may begin with a new page and each chapter title may be centralized and bold for identification. Sub-topics may be underlined for separate identifications. Other than that no markers or colors be used.
- Printing should be legible with no misprints or ink-spread.

a. Margin Specifications

The body of the report should take note of the following specifications (except cover and title page)

Top: 01inch

Right: 01 inch

Left: 1.5 inch

Bottom: 01 inch

b. Pagination:

- All pages in the thesis report should be numbered and must be consecutive throughout.
- All page numbers must be centered 0.5" from the bottom right of the page. Font type must be Times New Roman; 10 pt. and should start from the main body of the research.
- Roman numerals (i, ii, iii etc.) may be used for Abstract, Acknowledgements, Introduction to Author and Declaration pages.

c. Tables & Figures

Tables and figures should follow APA style formatting. It should be used within the text at the

center placement and captions are required to be placed below the table/figure with appropriate label (table 1.2, figure 2.3 and so on).

If placed tables/figures are sourced from secondary materials, it should be referred in the table/figure caption. Sample/template given below

Table/figure number: Title / caption (author, year of publications)

Cell 1	Cell 2

d. Hard binding format and specifications:

- For the purpose of thesis defense and review presentation in departmental seminar, **3** (Three) copies of research report/thesis should be submitted in **spiral** bound to the research coordinator.
- For final submission, 06 copies of research report/thesis submitted should be **hard cover** bound in Dark Green color rexine (artificial leather).
- The copies should be submitted to following stakeholders:
 - i. Library copy (1)
 - ii. ORIC copy (1)
 - iii. Examination Department (1)
 - iv. Concerned Department

e. Cover page

- The thesis cover must be of A4 size (8.27" x 11.69") and must contain complete research title, student name and program and year of submission.
- For cover page only, font should be 16 pt. Times New Roman golden color with double line spacing. Text should be centralized. Template attached in Annexure D. Spine should also contain research topic, year of submission and student name attached in Annexure E.

Appendix A: TITLE PAGE

	4.5c	
	↑↓	
←→	TITLE OF THESIS	←→
4c		4c
NAME OF CANDIDATE		
Department		
Sindh Madressatul Islam University		
Year of		
	4.5c	
	↑↓	

Appendix B – DECLARATION OF ORIGINALITY AND APPROVAL

Sindh Madressatul Islam University Declaration of Originality and Formal Approval.

Student Name: _____

Student ID: _____

Program: _____

Department: _____

Title of Research Thesis /Dissertation

I do solemnly and sincerely declare that

1. This is my own work;
2. Use of any secondary work is referred appropriately and in genuine manner with standard referencing requirements. Excerpt or extract from, or reference to or reproduction of any used work has been disclosed sufficiently.
3. I hereby assign all rights of copyright and use in any form for this work to the Sindh Madressatul Islam University as it was conducted under the course of study.
4. This work was done under the supervision of my supervisor _____ (name and designation) after the approval of departmental committee and all formal approvals were taken as required.
5. I am fully aware that if in the course of making this Work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by the Competent Authority.

Candidate Signature

Date

Supervisor: _____
(Name and signature)

Date: _____

Deans / Chairperson: _____
(Name and signature)

Appendix C – PLAGIARISM REPORT



Alma-Mater of Quaid-e-Azam Muhammad Ali Jinnah
SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI
Enter to Learn Go Forth to Serve

Plagiarism Report

Title of the Thesis

Name: _____ ID: _____

Program: _____ Department: _____

Supervisor: _____

This is to report that the above thesis was processed for similarity detection and has been submitted in turnitin repository. Process and outcome is given below:

Software used: **Turnitin** _____ Similarity Index: _____

Date: _____ Total word count: _____

File Name: _____ Digital Receipt No: _____

Total pages: _____


Name & Signature of the Student

Date

Checked by _____
(Focal Person for Checking Similarity Index)

Signature

Appendix D – COVER PAGE

	4.0	
	↑ ↓	
	TITLE OF REPORT	
4.0 cm ←→		←→ 4.0
		
	NAME OF CANDIDATE	
	THESIS REPORT SUBMITTED TO DEPARTMENT OF	
	SINDH MADRESSATUL ISLAM UNIVERSITY	
	IN FULFILMENT OF REQUIREMENTS FOR COMPLETION	
	OF THE DEGREE OF	
	YEAR OF SUBMISSION	

Appendix E-SPINE FORMAT

Approximately 2 cm

Research Scholar Name		
	Topic of Research Thesis	
Year of Submission		