

## **MBA FAQ's**

### **FREQUENTLY ASKED QUESTIONS FROM MBA STUDENTS**

#### **How do I formulate a topic?**

In formulating the topic, the student needs to have a managerial idea of what he/she wants to research about. Then turn it into a topic. Guidance is provided by the research department

- Choose an area of interest, usually a problem area.
- Consider the organisation that you work in.
- Management/business perspective- MBA requirement (coursework)
- Avoid ambiguous and broad topics (i.e. longitudinal studies)
- Refrain from developing topics based on the premise of providing recommendations.
- Choose a topic that investigates a problem, with proposed recommendations as an objective of the study.

#### **Does RBS provide topics?**

No. RBS does not provide any topics to students. However, students are welcome to call in and speak to a research consultant who will advise them accordingly.

#### **What's the process for approving my dissertation topic?**

The MBA dissertation topic must have a managerial aspect in it, with a clear aim, and objectives together with a brief research methods outline (please be guided by the RBS template provided in the welcome email). Should all the necessary requirements be met, the topic will be approved. Once the topic is submitted, it is evaluated by the research committee. After this stage, the student will be expected to submit a proposal.

### **Why do I need a letter of permission to conduct my study?**

The student will need to provide a letter of permission on an official company letterhead (from the company under study) in order to conduct the study. This letter is then reviewed by the research committee and ethics committee for potential approval and ethical purposes. Kindly take note that gaining permission from the organisation that the student has chosen – is solely between the student and the organisation. With reference to the above statement – the time that is taken to obtain the letter from the organisation of study cannot be reallocated to you and thus the original deadlines will still be applicable. With Regards to SMME studies kindly contact the research department for clarification.

### **What are the Research Proposal requirements?**

A proposal should be between 30-35 pages, with a strong emphasis on the literature review (min of 8 pages adequately covering variables). The approval of the proposal will be considered once all documents i.e. (ethical clearance form, permission letter, questionnaire/interview schedule and the letter to participants) are included, and other necessary areas are completed and justified (Please be guided by the RBS template provided in the welcome email).

### **How long does it take to be appointed a supervisor?**

Once the student's proposal has been approved and the letter of permission has been verified, the research committee will deliberate on a supervisor that is suited for his/her topic. This process takes approximately ten (10) working days. Students are not permitted to choose their own supervisors as supervisors are allocated by the research committee based on availability and area of expertise. RBS has a database of approved Supervisors

The reallocation of supervisors cannot be done on the student's request. However, if the situation warrants then an official enquiry will be conducted by RBS and the outcomes will be communicated to the student and supervisor respectively.

### **What can I expect from my supervisor and what does my supervisor expect from me?**

From the supervisor, the student can expect advice, guidance, and direction regarding the dissertation. The supervisor will expect him/her to meet deadlines, address changes and respond as frequently as possible.

### **How soon should I expect to receive feedback from my Supervisor?**

A supervisor should provide feedback within ten (10) working days after submission. Please notify the research department should this not be adhered to by the supervisor.

### **Is there a particular thesis structure I have to follow?**

Yes, there is, kindly refer to the dissertation writing guide provided in the welcome mail- it is advised that students read the guide before attempting the dissertation. Further guidance will be provided by the allocated supervisor.

### **What style of writing is expected?**

When writing a dissertation, students are expected to use the academic style of writing with proper Harvard style referencing. Please see guidelines for stylistics.

### **What is a literature review?**

A literature review is an evaluative report of information found in the literature related to the selected area of study. The student will need to consider the critical points of current knowledge including substantive findings, as well as theoretical and methodological contributions to a particular topic.

### **How long must a dissertation be?**

A dissertation should be between 80-100 pages excluding the attachments

### **When my final draft is approved, is the dissertation done?**

Once the dissertation is complete, and the supervisor is satisfied with the work produced, he/she will submit the dissertation to RBS, the dissertation will not be accepted if it is not from the supervisor. The dissertation will thereafter be submitted to the internal examiner and sent back to the student with comments. Whilst the internal examiner is reviewing the

submission it is simultaneously submitted to Turnitin (plagiarism index software). The internal reviewers report together with a plagiarism report is sent back to the student. It is in the students' best interest to address the required changes. When the comments from the internal examiner have been addressed in conjunction with the plagiarism report, the dissertation will go through to the external examiner.

Once recieved from the student the dissertation is presented to the resreach committee for ratification. Futher communication from the research department will follow once this process is completed. The student should not proceed to bind their dissertation without RBS' official communication, the dissertation will not be accepted if the prior step has not bneen adhered to.