SZABIST

# PROPOSAL FORM

# INDEPENDENT RESEARCH STUDY

**Master of Sciences (Project Management) MSPM**

## Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am interested in completing my Independent Research Study on the topic mentioned below (write exact title signed by the *advisor* from the list posted on ZabDesk). Form must be signed and submitted to the Program Support Officer latest by the end of second week of classes along with the IRS Proposal.\* IRS Proposal Form will not be accepted after the second week of classes. Final title and Abstract must be submitted at least two weeks before final exam week. *Independent Research Study Report must be submitted (in both hard and soft copy formats*†*) to Program Support Officer at least two weeks before final examination week as per APA guidelines. Default grade is F. All IRSs will be presented in an open forum on the 2nd Saturday of May and December every year. \*\*\*strictly follow the IRS task schedule attached.*

|  |  |
| --- | --- |
| Topic\* | Independent Research Study Advisor |
|  | Advisor’s Sign (Sign Page 2) |

† 2 hard copy requirements: long report & short report (about 3000 words as per “JISR author’s guidelines for submitting papers” format) & soft copies of both reports on CD.

\* IRS Proposal: Fill out Page 2.

\*\*\* IRS task schedule as separate Page 3.

\*\* IRS Cover Page Report format Page 4.

#### I have registered for 3 Credits of Independent Research Study.

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Student Program Support Officer MS/PhD Program Manager HoD Dean

(Sign Pg 2)

Revised February 8, 2018

Page 1 - 4

**IRS PROPOSAL**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The student is required to verify from all previously published Independent Research Study and Thesis reports in the Library (and on website [www.szabist.edu.pk/cmd](http://www.szabist.edu.pk/cmd)) that similar work has not been done at SZABIST/ or elsewhere in the last two years).

1. IRS Proposal (attach separately, about 400 words and 2 references minimum).
2. Independent Research Study Report Search: Identify IRS reports in the library published in last 2

years which have similar topic (attach separately).

1. How is your IRS proposal different from the above IRS reports (give reasons not exceeding 200 words) (attach separately).
2. Area of Independent Research Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Search Key words : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. In case of new study which is being conducted first time and no material available in library and online too, student and advisor to confirm (serial 3 above) that there is all together new study and no relevance to answer serial 3 above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Sign Advisor’s Sign

|  |  |
| --- | --- |
| **Student Information** | **Advisor’s Information** |
| Cell#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you Registered at \*RGMSPM egroup? YES \_\_\_ NO \_\_\_If **“NO”** contact Mr. Hafeez Abbasi, Head of IT at hafeez@szabist.edu.pk. | Cell#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you Registered at \*RGMSPM egroup?  YES \_\_\_ NO \_\_\_If **“NO”** contact Mr. Hafeez Abbasi, Head of IT at hafeez@szabist.edu.pk. |

\*Research Group MSPM

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Page 2 – 4

***Note: This page to be returned to student for record once IS Proposal Form is received by (PSO/ ASO)***

***Program Support Officer (PSO) / Academic Support Officer (ASO for Media Sciences Program Only)***

**INDEPENDENT RESEARCH STUDY (IRS) TASK SCHEDULE – INTEGRATED WITH IRS PRESENTATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester****Week** | **Task** | **Task Deadline** | **Deliverable** | **Delivered by** | **Delivered to** |
|  | Registration in ZabDesk | Same as Registration | Online Registration Request  | Student | ZabDesk |
|  | Get IS Proposal approved from Advisor | End of 2nd Week | IS Proposal | Student | Advisor  |
|  | MS/PhD Program Manager Approval  | End of 2nd Week | Advisor approval (IS Proposal + IS Proposal Form) | Student | MS/PhD Program Manager  |
|  | Final IS Proposal Submission | End of 2nd WeekEnd of 2nd Week | Program Manager Approval Research ProposalRequest for Advisor Appointment Letters | StudentPSO / ASO | PSO / ASOPresident |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Mid Semester Progress Draft/ Presentation | End of 8th Week | As per Advisor Requirements | Student | Advisor/ Research Coordination Committee |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Final IS Report Submission to Advisor  | End of 12th Week | (1) Long Report (2) Short Report | Student | Advisor |
|  | Dead Week – Advisor Final Feedback / Review  | End of 13th Week | Advisor Feedback / IS Approval Form | Advisor  | Student |
|  | Final IS Reports Approval by Program Manager  | End of 14th Week | Advisor approved (Long and Short Report) | Student | MS/PhD Program Manager |
|  | IS Submission to AcademicsMeeting Report Submission to Academics | End of 15th WeekEnd of 15th Week | (1) Long Report (2) Short Report (3) CD (soft copy of IS)Meeting Record Form + IS Result + IS Questions  | StudentAdvisor  | PSO/ ASOPSO/ ASO |
|  | Finalized Submission (IRS Short Reports) | End of 16th Week | Camera Ready Short Reports (as per JISR format) | Student | Academics / Research Coordination Committee |
|  | Finalized List / Abstracts | End of 17th Week | IRS Schedule | PSO / ASO | All |
|  | Final IRS Presentations  |  | Session Chair Results | Session Chair | Program Manager  |
|  | Final Result SubmissionAdvisor Clearance  |  | Semester IS ResultsAdvisor Clearance | Program Manager PSO/ ASO | PSO/ ASOFinance |

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Student Advisor

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**For Program Support Officer / (Academic Support Officer for Media Sciences Program Only)**

IS Proposal was received on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Title of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Page 3-4 -IRS Task Schedule

**Format of Cover Page for IRS Proposal**

Topic

 (Font: Times New Roman- Font size 16)

Student Name

(Font: Times New Roman- Font size 14 and Bold)

Registration No.

(Font: Times New Roman- Font size 12)

Program

(Font: Times New Roman- Font size 14)

Supervisor’s Name

(Font: Times New Roman- Font size 14)

*Supervisor’s Signature (with a blue pen and don’t mention this line only have it signed)*

**SZABIST Karachi Campus**

(Font: Times New Roman- Font size 16 and Bold)

Note: Format to be centralized

Page 3- 4