

**FACULTY OF MANAGEMENT
TRIBHUVAN UNIVERSITY**

**REQUIREMENTS AND GUIDELINES FOR THE PREPARATION
OF MBM RESEARCH PROJECT REPORT**

**Office of the Dean
Kirtipur
2015**

GUIDELINES FOR MBM RESEARCH PROJECT WRITING

INTRODUCTION

Research project assignment is an integral part of the MBM degree at Faculty of Management (FOM), Tribhuvan University. Towards the end of your MBM study at FOM, you are required to undertake a research assignment and prepare an integrative research project report in any areas of management as approved by the Research Committee of your college.

A research project explores business questions as they relate to industries, business climate, and business practices, focusing on findings in related research plus the methodological alternatives. The research project thus involves conceptualizing, planning, implementing, and writing up a report, which extends knowledge in the subject area under investigation.

OBJECTIVES OF THE RESEARCH PROJECT

The research project is intended to provide you with an opportunity to synthesize and apply the knowledge gained from your related coursework while at the same time affording you to focus on a particular area of interest. It also provides you an opportunity to develop a level of expertise in research methodology and in the area of your specific interest.

Specifically, the objectives of the research project include:

- To provide you an opportunity to integrate classroom knowledge and practice.
- To enable you to do an independent study to reflect a creative endeavour that can make a significant contribution to knowledge in a given field.
- To develop your ability to read professional literature, reports, and other works critically in their design, treatment of data, and conclusions.
- To strengthen your ability in presenting your research work in a clear, concise, and logical manner and enable other readers to use the results of their investigations.

This assignment thus specifically aims to develop knowledge, skills and attitudes necessary for conduct of individual research at a level which will make a distinct contribution to knowledge. You are expected to demonstrate the use of appropriate research, methodology, and written skills through the preparation and presentation of a substantial investigation.

ACTIVITIES INVOLVED IN WRITING A RESEARCH PROJECT

The following activities will be involved in the research project report writing:

- Selecting a relevant topic or issue for study.
- Submitting the proposal to the Research Committee.
- Locating the relevant literature.
- Locating the sources of information.
- Extracting the relevant information from these sources.
- Identifying the various dimensions of the problem or issue.
- Organizing and analyzing the data effectively.
- Drawing inferences and conclusions.
- Writing a research project report.

RESEARCH PROJECT PROPOSAL

You should submit a research project proposal to the Research Committee of your college/campus. The proposal should explicitly state the problem being addressed or gap in knowledge to be filled, describe the objectives and research techniques to be employed, and include a review of the principal relevant published literature.

The proposal needs to outline in fairly detailed form the nature and intent of the research project as outlined below:

- Background of the problem
- Problem statement
- Purpose of the study
- Research questions/hypotheses
- Rationale of the study
- Very brief review of the latest available literature
- Research methods
- References

The proposal must be approved by the Research Committee before you can proceed with your research project. You need to be sure to get approval from your supervisor for any changes you intend to make in your research project.

APPROVAL AND SUPERVISION OF THE RESEARCH PROJECT

Your research project report shall comply with the following requirements:

- The proposed field of study or topic of your research must be approved by the concerned supervisor and the Research Committee of the concerned college.
- Research project work must comply with any requirements advised by the concerned supervisor.
- The work in a research project must reach a satisfactory standard of expression and presentation.
- You must maintain close and regular contact with your supervisor and the Chairperson of the Research Committee.

REPORTING REQUIREMENTS

You shall prepare a research report embodying the results of your research. The research report submitted by you shall:

- Be an accurate account of research.
- Relate to the approved research topic.
- Not include work which has been submitted for any other academic award.
- Be written in English.
- Achieve a satisfactory standard of expression and presentation.
- Acknowledge any substantial assistance provided to you during the conduct of the research and writing the report.
- Conform to the rules and format of FOM for the presentation of the research report.

LENGTH OF THE RESEARCH PROJECT REPORT

The length for the research project report shall be around 22,000 – 24,000 words (approximately 75 – 80 pages). This length is exclusive of the materials included in appendices.

NUMBER OF COPIES REQUIRED

Initially, you shall submit one loose-bound copy of your research project report to your supervisor and the Research Committee of your college for their initial comments and corrections.

Printed Copies

After satisfactorily accommodating all recommended corrections, you shall submit, with the consent of your supervisor, two hard-bound copies of your research project report to the Research Committee. Photocopies or laser printed originals are acceptable. Each hard copy shall be bound blue.

Digital Copy

The research project report is also to be submitted to the Research Committee both as an unprotected (no passwords) PDF and source text (Quelltext) formatted file.

EVALUATION OF THE RESEARCH PROJECT

The research project shall be evaluated by two examiners, one of whom shall be the faculty member of your college. The internal examiner shall be appointed by the Research Committee and the external examiner by the Examination Section, Office of the Dean, Faculty of Management.

You will be required to attend the viva-voce examination and defend your work satisfactorily. Weightage given for viva and the research project report will be 30 percent and 70 percent respectively.

STRUCTURE OF THE RESEARCH PROJECT REPORT

You must carefully read your course information details to ensure that you comply with what your supervisor stipulates. A research project report is typically made up of three main divisions: (1) preliminary, (2) body, and (3) supplementary. Each of the sections contains different kind of contents. You are required to assemble the research project report in the following order:

Preliminary Materials

Title page of the Research Project
Approval Page
Statement of Authorship and Originality
Acknowledgments
Table of Contents
List of Tables and Figures
Common Abbreviations Used
Executive Summary

Body of the Report

Chapter I Introduction
Chapter II Related Literature and Conceptual Frame
Chapter III Research Methods
Chapter IV Results and Discussion
Chapter V Conclusion and Implications

Supplementary Materials

References
Appendices

BODY OF THE RESEARCH PROJECT REPORT

Introduction - Background information on the topic so that you are able to 'place' your research in the context. The contents of this chapter may include:

- Background of the Problem
- Problem Statement
- Purpose of the Study
- Primary Research Questions or Hypotheses
- Scope and Limitations of the Study
- Definition of Terms
- Structure of the Report

Related Literature and Conceptual Frame - You must carefully structure your findings of the literature survey. It may be useful to do a chronological format where you discuss from the earliest to the latest research, placing your research appropriately in the chronology.

The conceptual foundation is the framework that emerges from the literature review and provides a perspective upon which the study is based. This framework establishes the intellectual context of research related to your subject. Finally, you will need to state where the knowledge gap exists which justifies your research.

Research Methods - You clearly outline what methodology you used in your research i.e. what you did and how you did it. It must be clearly written so that it would be easy for another researcher to duplicate your research if they wished to. The contents of this chapter may include:

- Research Approach
- Subjects
- Instruments
- Procedures
- Statistical Analysis

Results and Discussion

- **Results** - Data are analyzed statistically and results are presented and interpreted. This is where you indicate what you found in your research. You give the results of your research. Based on these results you give your interpretation. You also discuss the relevance of your results and how your findings fit with other research in the area. It will relate back to your literature review and your introductory research project problem statement.
- **Discussion** – This section is the most important section of your report. Make sure that you allocate enough time and space for a good discussion. This is your opportunity to show that you have understood the significance of your findings and that you are capable of applying theory in an independent manner.

The discussion will mainly consist of argumentation. To discuss means to question your findings, and to consider different interpretations. In other words, you investigate the phenomenon from several different perspectives.

Conclusion and Implications

- **Conclusion** - This includes key facts from your research findings to help explain your results as needed. You have to summarize, compare and evaluate your research results in the context of existing theories, and make comments about its success and effectiveness.
 - The conclusion of a research project reaffirms the problem statement, discusses the issues, and reaches a final judgment. The conclusion is not a

summary; it is a belief based on your reasoning and on the evidence you have accumulated.

- Your research project needs to identify why and how the analyses and interpretations were made and the way key concepts in the analyses evolved. In addition, you need to inform the reader of any unexpected findings or patterns that emerged from the data and report a range of evidence to support assertions or interpretations presented.
- Your research project report must pull together all of the parts of your argument and refer the reader back to the focus you have outlined in your introduction.

▪ ***Theoretical/Practical Implications***

Your conclusion chapter should also incorporate the implications of your findings in terms of theory, policy or practice in your area of study. What are the implications of your research for people working in the field that you have studied? Implications should include:

- Remedial actions to solve the problem.
- Further research to fill in gaps in our understanding.
- Directions for future investigations on this or related topics.

TYPING, STYLE AND FORMATTING

MBM research projects are kept in FOM's records. As such, they must conform to a standardized "look and feel" in order to achieve consistency. The following are the rules concerning research project typing and formatting:

- A research project report shall be a typescript paper document. It shall not be submitted in an electronic format.
- A research project report is to be typed on ISO A4 size white bond paper. If diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used.
- Typing is to be done on one side of each sheet only, with pages numbered consecutively throughout the report. The following minimal margins are to be observed:
 - Left: 1.5"
 - Top 1.5"
 - Bottom 1"
 - Right 1"

- A research project report must be 1.5-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, appendices, and references.
- Typing should be done using the Times New Roman and font size of 12 or equivalent, except for text in the tables.
- Beginning with the first page of the main body of the text, pages are numbered consecutively with Arabic numerals (1, 2, 3, 4, etc.). All pages preceding the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv, etc.). The title page is counted but the number is not printed on the page.
- Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.
- FOM expects a high standard of editing of the work submitted to it for examination. The manuscript is to be neat in appearance and without error.
- Report writing format should follow the APA styles of citation and references.
- Except for text in the tables, all other text must always be justified.

Reference Book

For styles of citation and references and for report writing formats, please refer to:
Prem R. Pant (2015). *Social Science Research and Thesis Writing*. Kathmandu: Buddha Academic Enterprises.

Example of the Title Page

TITLE OF THE RESEARCH PROJECT

Candidate's Full Name

Roll No.

Registration No.

A Research Project Submitted to

.....College

Faculty of Management

Tribhuvan University

In partial fulfillment of the requirements for the degree of

Master of Business Management (MBM)

Place of Submission

Month, Year

STATEMENT OF AUTHORSHIP AND ORIGINALITY

The statement of authorship and originality to be signed by the candidate would appear as follows:

I hereby certify that I am the author of this document and that any assistance I received in its preparation is fully acknowledged and disclosed in the document. I have also cited all sources from which I obtained data, ideas or words that are copied directly or paraphrased in the document. Sources are properly credited according to accepted standards for professional publications.

I also certify that this research project report was prepared by me for the purpose of partial fulfillment of requirements for the MBM degree of Faculty of Management, Tribhuvan University.

Name of the Candidate
Signature

Date

**Faculty of Management
Tribhuvan University**

APPROVAL PAGE

We, the undersigned, certify that we have carefully read the research project report submitted byand conducted the viva-voce examination of the candidate. We are fully satisfied with the quality and academic standard of the research project report. The candidate has defended his/her research work very satisfactorily. We therefore recommend that the research project entitled.....
..... be accepted as partial fulfilment of the requirements for the award of the degree of Master of Business Management (MBM) of Tribhuvan University.

Research Project Supervisor
Signature

Internal Examiner
Signature

External Examiner
Signature

Chairperson, Research Committee
Signature

Date

**FACULTY OF MANAGEMENT
TRIBHUVAN UNIVERSITY**

**GUIDELINES FOR WRITING
MBS THESIS**

Office of the Dean
Kirtipur
2015

GUIDELINES FOR THESIS WRITING

INTRODUCTION

Thesis is an integral part of the MBS studies at Faculty of Management (FOM), Tribhuvan University. The thesis is normally the final piece of work you will undertake for your degree and is equivalent to 3 credit hours. This assignment provides you with the opportunity to show that you have gained the necessary skills and knowledge in order to organise and conduct a research project. Thesis is an individual undertaking, and the final responsibility for its successful planning and completion rests with you, though supervisory guidance will be given.

A thesis explores business questions as they relate to industries, business climate, and business practices, focusing on findings in related research plus the methodological alternatives. The thesis thus involves conceptualizing, planning, implementing, and writing up a report, which extends knowledge in the subject area under investigation.

OBJECTIVES OF THE THESIS

Specifically, the objectives of the thesis assignment include:

- To provide you an opportunity to integrate classroom knowledge and practice.
- To enable you to do an independent study to reflect a creative endeavour that can make a significant contribution to knowledge in a given field.
- To develop your ability to read professional literature, reports, and other works critically in their design, treatment of data, and conclusions.
- To strengthen your ability in presenting your research work in a clear, concise, and logical manner and enable other readers to use the results of their investigations.

This assignment thus specifically aims to develop knowledge, skills and attitudes necessary for conduct of individual research. You are expected to demonstrate the use of appropriate research, methodology, and written skills through the preparation and presentation of a substantial investigation.

ACTIVITIES INVOLVED IN THESIS WRITING

The following activities will be involved in thesis writing:

- Seeking approval for your topic.
- Submitting the proposal to the research committee.
- Locating the relevant literature.
- Locating the sources of information.
- Extracting the relevant information from these sources.
- Identifying the various dimensions of the problem or issue.
- Organizing and analyzing the data effectively.
- Drawing inferences and conclusions.
- Writing a thesis report.

THESIS PROPOSAL

The research proposal is an important working document for you as well as your supervisor. You must submit a thesis proposal to the Research Committee of your college/campus. Once approved, the proposal will become your road map through the thesis process. The proposal needs to outline in fairly detailed form the nature and intent of the thesis as outlined below:

- Background of the study
- Problem statement and research questions
- Objectives of the study
- Significance of the study
- Very brief review of the latest available literature
- Methodology
- References

REPORTING REQUIREMENTS

You shall prepare the thesis report embodying the results of the research. The research report submitted by you shall:

- Be an accurate account of research.
- Relate to the approved research topic.
- Not include work which has been submitted for any other academic award.
- Be written in English.
- Achieve a satisfactory standard of expression and presentation.
- Acknowledge any substantial assistance provided to you during the conduct of the research and writing the report.
- Conform to the rules and format of FOM for the presentation of the research report.

LENGTH OF THE THESIS

The thesis must normally be of 14,000 - 16,000 words (approximately 50 - 60 typed pages). This length is exclusive of the materials included in appendices.

NUMBER OF COPIES REQUIRED

You shall submit, initially, one loose-bound copy of your thesis to your supervisor and the Research Committee of your college for their initial comments and corrections.

Printed Copies

After satisfactorily accommodating all recommended corrections, you shall submit, with the consent of your supervisor, two hard-bound copies of your thesis to the Research Committee. Each hard copy shall be bound black.

Digital Copy

The thesis report is also to be submitted to the Research Committee both as an unprotected (no passwords) PDF and source text (Quelltext) formatted file.

SUPERVISION OF THE THESIS

You will be supported through the thesis by an academic supervisor. You should meet your supervisor regularly to agree on the plan of your research and to arrange the schedule of meetings to complete the assignment on time.

The supervisor will advise you in your choice of topic, give bibliographic guidance, provide comments on your plan of work and on written drafts, and will check that you understand and follow the guidelines for presentation and submission of the thesis.

ASSESSMENT OF THE THESIS

The thesis report shall be assessed by two examiners, one of whom shall be the faculty member of your college. The internal examiner shall be appointed by the Research Committee, and the external examiner by the Examination Section, Office of the Dean, Faculty of Management.

You will be required to attend the viva-voce examination and defend your work satisfactorily. Weightage given for viva and the thesis report will be 25 percent and 75 percent respectively.

STRUCTURE OF THE THESIS

A thesis is typically made up of three main divisions: (1) preliminary, (2) body, and (3) supplementary. Each of the sections contains different kind of contents. You are required to assemble the thesis report in the following order:

Preliminary Materials

- Title Page of the Thesis
- Approval Sheet
- Certification of Authorship
- Acknowledgments
- Table of Contents
- List of Tables and Figures
- Abstract

The thesis should contain an abstract of up to 350 words. An abstract represents a brief summary of the results of the thesis. By summarising the results of the research, it allows other people to get an idea of what was accomplished without having to read through the whole thesis.

Body of the Report

Chapter I	Introduction
Chapter II	Literature Review
Chapter III	Methodology
Chapter IV	Results
Chapter V	Conclusions

Supplementary Materials

References
Appendices

BODY OF THE THESIS REPORT

Introduction - Background information on the topic so that you are able to 'place' your research in the context. The contents of this chapter may include:

- Background of the Study
- Problem Statement and Research Questions
- Purpose of the Study
- Significance of the Study

Literature Review – This chapter should include the following:

- Present and to analyse, in a critical manner, that part of the published literature which is relevant to your research topic and which acts as the basis for a fuller understanding of the context in which you are conducting your research.
- Show that you know what the key variables and trends are in the context of your study.

- Show that not only have you discovered and reported what you have found to be relevant in the literature search, but that you have understood it and that you are able to analyse it in a critical manner.
- Identify and state where the knowledge gap exists which justifies your research.

Methodology - You clearly outline what methodology you used in your research i.e. what you did and how you did it. It must be clearly written so that it would be easy for another researcher to duplicate your research if they wished to. The contents of this chapter may include:

- Research Approach
- Respondents and Sampling Procedure
- Research Instruments
- Collection of Data
- Statistical Treatment of Data

Results – This chapter has two sections. In the first section data are analyzed statistically and results are presented and interpreted. This is where you indicate what you found in your research. You give the results of your research.

In the second section, based on these results, you give your interpretation. You are supposed to develop analytic and critical thinking on primary results and analysis. The discussion will basically consist of argumentation. In other words, you investigate a phenomenon from several different perspectives. To discuss means to question your findings in the context of your research questions and objectives.

Conclusions - This chapter includes key facts from your research findings to help explain your results as needed. You have to summarize, compare and evaluate your research results in the context of existing theories, and make comments about its success and effectiveness. You should also bring back your research questions and state clearly your understanding of those questions. Be careful not to make claims that are not substantiated from the evidence you have presented in earlier chapters.

You could also indicate some areas where your research has limitations and where further research would be useful. Implications of the research for furthering understanding of the research problem need to be explored.

THESIS FORMAT AND LAYOUT

MBS theses reports are kept in FOM's records. As such, they must conform to a standardized "look and feel" in order to achieve consistency. The following are the rules concerning thesis report typing and formatting:

- A thesis report shall be a typescript paper document. It shall not be submitted in an electronic format.
- A thesis report is to be typed on ISO A4 size white bond paper. If diagrams, maps, tables and similar presentations do not fit readily on this sheet size, ISO B4 size may be used.
- Typing is to be done on one side of each sheet only, with pages numbered consecutively throughout the report. The following minimal margins are to be observed:

Left:	1.5”
Top	1.5”
Bottom	1”
Right	1”

- A thesis report must be 1.5-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, appendices, and references.
- Typing should be done using the Times New Roman and font size of 12 or equivalent, except for text in the tables.
- Beginning with the first page of the main body of the text, pages are numbered consecutively with Arabic numerals (1, 2, 3, 4, etc.). All pages preceding the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv, etc.). The title page is counted but the number is not printed on the page.
- Figures and tables should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures. Tables have their titles and numbers above.
- FOM expects a high standard of editing of the work submitted to it for examination. The manuscript is to be neat in appearance and without error.
- Report writing format should follow the APA styles of citation and references.
- Except for text in the tables, all other text must always be justified.

Reference Book

For styles of citation and references and for report writing formats, please refer to:
 Prem R. Pant (2015). *Social Science Research and Thesis Writing*. Kathmandu: Buddha Academic Enterprises.

Example of the Title Page

TITLE OF THE THESIS

A Thesis
By
Candidate's Full Name
.....Campus
Roll No.
Registration No.

Submitted in partial fulfillment of the requirements for the degree of
Master of Business Studies (MBS)
in the
Faculty of Management
Tribhuvan University

Place of Submission
Month, Year

Certification of Authorship

The certification of authorship to be signed by the candidate would appear as follows:

I certify that the work in this thesis has not previously been submitted for a degree nor has it been submitted as part of requirements for a degree except as fully acknowledged within the text.

I also certify that the thesis has been written by me. Any help that I have received in my research work and the preparation of the thesis itself has been acknowledged. In addition, I certify that all information sources and literature used are indicated in the reference section of the thesis.

Name of the Candidate
Signature

Date

**Faculty of Management
Tribhuvan University**

APPROVAL SHEET

We, the undersigned, have examined the thesis entitled.....
.....presented by, a
candidate for the degree of **Master of Business Studies** (MBS) and conducted the viva
voce examination of the candidate. We hereby certify that the thesis is worthy of
acceptance.

Thesis Supervisor
Signature

Internal Examiner
Signature

External Examiner
Signature

Chairperson, Research Committee
Signature

Date