SZABIST

INDEPENDENT STUDY PROPOSAL FORM
(Management Sciences)

Semester _____ 20___

Name: _____ Registration No.: _____

Credit Hours: _____ Program: _____ Degree: _____

I am interested in completing my Independent 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 fourth week of classes along with the Research Proposal.* IS Proposal Form will not be accepted after the fourth week of classes. Final title and Abstract must be submitted at least two weeks before final exam week. *Independent 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 ISs will be presented in an open forum on the 2nd Saturday of May and December every year. **Strictly follow the IS Task Schedule attached.*

Topic*	Independent Study Advisor

† 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.
* Research Proposal: Fill out Page 2.
** IS task Schedule as separate Page 3.

I have registered for 3 Credits of Independent Study.

_____ _____ _____ _____ _____
Student   Advisor   Program Support Officer   HoD/MS/PhD Program Manager   Controller Academics
(Sign Pg 2)   (Sign Pg 2)

_____ _____ _____ _____ _____
Date   Date   Date   Date   Date

RESEARCH PROPOSAL

Name: _____   **Registration No.:** _____

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

1. Research Proposal (attach separately, about 400 words and 2 references minimum).

2. Independent Study Report Search: Identify IS reports in the library published in last 2 years which have similar topic (attach separately).

3. How is your IS proposal different from the above IS reports (give reasons not exceeding 200 words) (attach separately).

4. Area of Independent Study: _____

5. Search Key words : _____

6. 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.

7. Are you repeating you're IS, if Yes then fill the below portion.

Topic	Advisor Name	Semester

_____   _____
        Student's Sign   Advisor's Sign

Student Information	Advisor's Information
Cell#: _____	Cell#: _____
Email ID: _____	Email ID: _____
Are you receiving emails YES ___ NO ___	Are you receiving emails YES ___ NO ___
If **"NO"** contact Mr. M. Sajid Iqbal, Manager Systems at sajid@szabist-isb.edu.pk	If **"NO"** contact Mr. M. Sajid Iqbal, Manager Systems at sajid@szabist-isb.edu.pk

Format of Cover Page for IS-Research 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 Islamabad Campus
(Font: Times New Roman- Font size 16 and Bold)

Note: Format to be centralized

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 STUDY (IS) TASK SCHEDULE – INTEGRATED WITH NATIONAL RESEARCH CONFERENCE (NRC)

Semester Week	Task	Task Deadline	Deliverable	Delivered by	Delivered to
1	Registration in ZabDesk	Same as Registration	Online Registration Request	Student	ZabDesk
2	Get IS Proposal approved from Advisor	End of 2nd Week	IS Proposal	Student	Advisor
3	MS/PhD Program Manager Approval	End of 3rd Week	Advisor approval (IS Proposal + IS Proposal Form)	Student	MS/PhD Program Manager
4	Final IS Proposal Submission	End of 4th Week End of 4th Week	Program Manager Approval Research Proposal Request for Advisor Appointment Letters	Student PSO / ASO	PSO / ASO
5					
6					
7					
8	Mid Semester Progress Draft/ Presentation	End of 8th Week	As per Advisor Requirements	Student	Advisor/ Research Coordination Committee
9					
10					
11					
12	Final IS Report Submission to Advisor	End of 12th Week	(1) Long Report (2) Short Report	Student	Advisor
13	Dead Week – Advisor Final Feedback / Review	End of 13th Week	Advisor Feedback / IS Approval Form	Advisor	Student
14	Final IS Reports Approval by Program Manager	End of 14th Week	Advisor approved (Long and Short Report)	Student	MS/PhD Program Manager
15	IS Submission to Academics Meeting Report Submission to Academics	End of 15th Week End of 15th Week	(1) Long Report (2) Short Report (3) CD (soft copy of IS) Meeting Record Form + IS Result + IS Questions	Student Advisor	PSO/ ASO PSO/ ASO
16	Finalized NRC Submission (IS Short Reports)	End of 16th Week	Camera Ready Short Reports (as per JISR format)	Student	Academics / Research Coordination Committee
17	Finalized NRC List / Abstracts	End of 17th Week	NRC Schedule	PSO/ASO	All
18	NRC Presentations		Sessions Chair Results	Session Chair	Program Manager
19	Final Result Submission Advisor Clearance		Semester IS Results Advisor Clearance	Program Manager PSO/ASO	PSO/ASO Finance

_____   _____
Student   Advisor

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

IS Proposal was received on_____.

Title of study:_____.

Received by: _____   Date:_____ Signature: _____

Revised Fall 2014-August 25, 2014