

POLICY GUIDELINES FOR INDEPENDENT RESEARCH STUDY & SUPERVISION

In order to strengthen the quality of academic research work being carried out at SZABIST, Islamabad Campus, the following policy guidelines are framed and enforced with immediate effect. All the research students and their supervisors shall follow these guidelines in carrying out their independent research studies (ISs). The policy is binding on all the students.

1. Quality of ISs

SZABIST quests for the quality standards par excellence in all its academic research endeavors. The quality of research and research supervision go hand in hand. The ISs advisors have to ensure that the scholars' work is up to the mark, and that they have gone through the details and are satisfied with the entire report (i.e. the topic, its significance, the review of the extant literature, the methodology, the statistical tools used, the results and the analysis followed by sufficient discussion, and the contribution to the body of knowledge on the subject). The overall objective remains steering the work done towards publishing in the peer-reviewed journals.

2. Plagiarism Policy

In line with the HEC's plagiarism guidelines, we strictly follow anti-plagiarism policy. The scholars and their respective advisors need to critically adhere to the SZABIST Plagiarism Policy of **maximum 10 percent similarity index or less**. Any IS found above 10% similarity mark shall straight away be rejected with an award of "F" grade, and no chance will be given to resubmit the same.

The details of our anti-plagiarism policy are available on our website <http://research.szabist-isb.edu.pk>. In addition, research students are reminded time and again to strictly adhere to the originality of research work.

3. Research scholar's Meeting schedule with the Advisor

As per policy, **a total of 08 meetings are mandatory between supervisor and the research student conducting ISs. The record of these meetings** is a pre-requisite for submission of the ISs. We emphasize these meetings to ensure that quality of ISs and their timely completion and submission is achieved through constant monitoring and evaluation of the work done by the scholars. This also imposes a caution on the students not to take this activity casually. Following aspects need attention:

- i. If a student fails to meet regularly or remains absent for three consecutive meetings, the supervisor should immediately inform SZABIST.
- ii. Despite reminders to the students by the respective advisor, if the student does not attend such meetings, or show a casual response toward research work, the supervisor

has the option to disown the student giving the detailed account of his/her behavior to the SZABIST.

- iii. In case of official engagements of supervisor abroad, students and the Program Manager MSMS at SZABIST shall be informed well in time. The supervisor is, therefore, expected to reschedule the meetings in such a manner so as to complete it well before his/her departure abroad.

4. Format of ISs

A comprehensive IS format has been uploaded at <http://research.szabist-isb.edu.pk/> Supervisors are expected to monitor and ensure that students strictly follow the laid down format for standardization.

5. Publishing of ISs in HEC recognized Journal

The ISs conducted by our students are SZABIST property. Student/authors can only get these published showing affiliations with SZABIST. The advisors shall also show their affiliation as “Adjunct faculty”, SZABIST, Islamabad Campus, while supervising, or publishing the same. In case of non-compliance, SZABIST reserves the right to take remedial/legal measures.

For publishing the IS in a national /international academic journal, following procedure shall strictly be followed:

- i. Written permission of the Doctoral Committee through the Program Manager MSMS shall be sought by the principal author.
- ii. Supervisor’s name shall be reflected as co-author.
- iii. Since SZABIST has copyright of ISs, the co-author is not expected to write the name of his/her organization where he/she is working or affiliated.
- iv. Student/author is not allowed to include other names, whatsoever.
- v. For sending the IS to any journal or conference, he/she is bound to get permission from his advisor and keep him in the loop.
- vi. Half of the payment for publication in the HEC recognized (impact factor) paid Journals will be contributed by SZABIST; however, prior approval of the MS/PhD Program Manager before sending papers to the journals is a must.

6. Timely Submission of ISs

We appreciate timely submission of ISs by the students. The students must submit the ISs to their respective supervisors at least 10 days in advance, for review and final reading, to reflect on any deficiency or improvement. This would also give ample time to students to insert changes in their work, if any, before submission to SZABIST. The supervisors, however, have the discretion to adjust this time to suit their engagement. For exact dates of the 16th National Research Conference (NRC) please visit our page at <http://research.szabist-isb.edu.pk/>

The students are required to submit a certificate duly signed by the supervisor that the ISs are complete in all respects. We strongly encourage students to submit the ISs before/by due date. Late submission of ISs is not accepted and such cases are referred to the Doctoral Committee for final decision. **All the ISs shall be submitted to Mr. Saleem ud Din at SZABIST.** On receipt, the ISs shall be sent for plagiarism check through **Turnitin** and after that to the reviewers to judge on the quality of the same, before its final defense in the 16th NRC.

7. Supervisors' Participation in Presentation of ISs in 16th National Research Conference

The ISs are presented and defended in the 16th National Research Conference of SZABIST, Islamabad Campus. The students' participation and successful IS defense is a must to secure a good passing grade. The presence of supervisor is mandatory during defense by their respective students.

The supervisors are also expected to be as objective as possible while awarding letter grades to the student, in case of A⁺, or A, the advisor must mention the most strong points of the IS that qualifies for such a higher consideration.

P.S.

The policy guidelines shall be revised as and when required. In case of some discrepancy, the MS/PhD Doctoral Committee has the powers to consider any such matter. The decision of the Committee shall be final.