



BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

GUIDELINES FOR SECOND SEMINAR (PRE-SUBMISSION/THESIS PAPER PRESENTATION) FOR MASTER OF PHILOSOPHY (MPhil) PROGRAM

Introduction

1. All the fellows enrolled in MPhil program under the Centre for Higher Studies and Research (CHSR), Bangladesh University of Professions (BUP) are required to undergo course works for one (01) year. After successful completion of course works, they are required to present their first seminar (Research Proposal) in the beginning of second year. At the end of second year, on completion of necessary corrections pointed out in the first seminar, data collection and data analysis, the fellow will present his/her final **Thesis Paper** in the **Pre-submission Seminar**.

Outline

2. Whilst originality is very much appreciated in a thesis, the thesis is still bound by certain academic conventions and rules, which must be observed. It is, therefore, important that the researcher should have knowledge of these conventions and rules, as required by academia at large, and also as stipulated by the university. This paper is a reference and guide to these conventions and rules, intended to help researchers in ensuring that they conform to formats which fulfill the requirements of the university. The guideline contains both general and specific guidelines for the final submission of the thesis and presentation including clear instructions on matters relating to format, length, footnotes, tables and appendices, bibliography, citation and referencing styles, the words required for abstracts, plagiarism, publication prior to submission, chapters, and permissible languages.

Publication

3. For details about publication paragraph 7 of Guidelines for First Seminar under heading Publications is referred.

Plagiarism

4. **Plagiarism is Completely Forbidden.** For other details about plagiarism paragraph 8 of Guidelines for First Seminar under heading Plagiarism is referred.

Pre-submission Seminar

5. Pre-submission seminar is the final presentation of the thesis for the MPhil program. Here the researcher will present in details covering all the chapters. This is a requirement for submitting final thesis and facing defense of the thesis on successful completions of the presentation. In this seminar researcher, in consultation with panel members and supervisor, should update the various contents of previous seminars along with final results/findings of the study.

6. The presentation of the thesis is maximum 40-45 minutes. There will be at least 10 minutes scheduled for questions and answers, and 20 minutes for feedback and discussion by research experts. Researcher should submit the thesis (Ten hard bound copies) along with a short **Biography** of him/her **One Month** prior to the schedule presentation date to the CHSR. The thesis should be limited to 30,000 to 50,000 words.

Thesis Paper

7. The culmination of a postgraduate researcher's journey is seen on completion of his/her research work in the form of a thesis. As a document, the thesis is evidence of the researcher's knowledge and competence in his/her area of specialization. The thesis is the mark of the researcher's achievement as a postgraduate researcher, and marks the researcher's entry into the world of academia.

8. A thesis may vary in length (minimum seven and maximum nine chapters). A thesis shall be presented in a number of chapters, starting with Introduction and ending with Conclusions. Each of the chapter will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections, sub-sections and sub-sub-section* so as to present the content discretely and with due emphasis.

9. In this guideline seven **chapters** of a **thesis** are mentioned namely the introduction, literature review, conceptual/theoretical framework, methodology, data analysis, discussions, and conclusions and recommendation. However, in case of a thesis containing more than seven chapters, the researcher is independent of naming

these chapters depending on the topic of research and the research outcome he/she intends to bring out. But chapters of the thesis will not be more than Nine (09). The researcher should keep a blank page with a write up Chapter One/Two etc., before starting a new chapter. The contents of the seven major chapters are as follows:

Contents of Pre-submission Seminar

10. The contents of Pre-submission seminar are as under:
 - a. Title
 - b. Abstract and Keywords
 - c. Chapter One : **Introduction**
 - d. Chapter Two : **Literature Review**
 - e. Chapter Three : **Conceptual/Theoretical Framework**
 - f. Chapter Four : **Methodology**
 - g. Chapter Five : **Data Analysis**
 - h. Chapter Six : **Discussions**
 - i. Chapter Seven : **Concluding Remarks**
 - j. Bibliography

Title

11. Title should be as per paragraphs 10 and 11 of Guidelines for First Seminar under heading Title. However, here the modified title (final) as recommended by supervisor/panel experts may replace the title proposed in the First Seminar. The title of the thesis should not exceed 10 to 15 words.

Abstract and Keywords

12. An abstract is a summary of the Thesis. To capture the essence of the work, the abstract should summarize all the elements of the paper, except the bibliography. It starts by describing the background of the study. It then presents briefly the research statement and proposed research objectives and approach. It concludes with the results and recommendation and/or future study. **The number of words should not exceed 200.**

13. **Keywords** should be as per paragraph 13 of Guidelines for First Seminar under heading Abstract and Keywords.

Chapter One: Introduction

14. The title of **Chapter One** shall be “**Introduction**”. In introduction researcher should cover the following aspects:

- Background of the Study
- Problem Statement/s
- Rationale of the Study
- Research Question and/or Hypothesis
- Research Objective/s
- Limitations of the Study
- Definitions of Terms Used in Thesis
- Outline of the Thesis

15. **Definitions of Terms:** It means the way researcher defines a particular term in his/her research. It is important that the Introduction is well written. Without a clearly defined purpose and strong theoretical rounding, the thesis or dissertation is fundamentally flawed from the outset. The final section of the Introduction should provide a brief overview of each of the main chapters that the reader will encounter. For other details about the parts mentioned above, paragraphs 14 to 19 and 25 (for limitation) of the study of Guidelines for First Seminar are referred.

16. Outline of the thesis refers the organizations of the chapters (after Introduction) of the thesis.

Chapter Two: Literature Review

17. Literature review should be as per paragraphs 20 and 21 of Guidelines for First Seminar under heading Literature Review. Moreover, researcher should do the extensive literature review in Pre- submission Seminar along with the recommended literatures by supervisor/panel experts. All the additional literatures along with previous literatures review to be incorporated in this Seminar.

Chapter Three: Conceptual/Theoretical Framework

18. For other details about **Conceptual/Theoretical Framework** paragraph 22 of Guidelines for First Seminar under heading **Conceptual/Theoretical Framework** is referred.

Chapter Four: Methodology

19. Research Method should be as per paragraph 23 of Guidelines for First Seminar under heading Research Methodology. However, researcher should explain Research Method as detail as possible in Pre-submission Seminar along with the modification recommended by supervisor/panel experts. All the parts (Design, Sample, Instruments, and Procedure) should be clear and well explained.

Chapter Five: Data Analysis

20. **Analysis of data**, also known as **data** analytics, is a process of inspecting, cleansing, transforming, and modeling **data** with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. For all the tables and figures, a separate caption must be mentioned. For the table/s, caption and number should be written top of the table. And for figures the caption and number must be written bottom of the figure/s. This procedure (caption and numbering) is not only applicable for the data analysis section; however, researcher should follow the same instruction in all the places where table and figures are available in the paper.

Chapter Six: Discussions

21. The purpose of this chapter is not just to reiterate the findings, but discuss the observations in relation to the theoretical body of knowledge on the topic. This chapter should also address the implication of the findings. Interpret results in terms of the background laid out in the introduction. The results are actual statements of observations, including statistics, tables and graphs. Mention negative results as well as positive. Break up results into logical segments by using subheadings. Key results should be stated in clear sentences. Do not repeat in the text all the values given in tables. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation.

Chapter Seven: Conclusions and Recommendations

22. Conclusion of the study will start with a few sentences that summarize the most important results and conclude by giving the strongest and most important statement that highlights the outcomes of the study. The conclusion should provide answers or solutions to the questions or problems raised in the introduction. The argument of the thesis should be summarized briefly if appropriate. The recommendation and future research direction should also be mentioned elaborately.

Bibliography

23. Previously researchers were advised to prepare the Reference list. Therefore, all publications only cited in the Research Proposal were mentioned in the References list. However, in this stage (Pre-submission), researchers are advised to prepare the **Bibliography** instead of References. So, researchers are to include details of all the resources he/she used to produce the assignment, including those he/she did not quote or paraphrase.

24. The format of **Bibliography should be same as References**. For details refer paragraphs 29 to 48 of under heading References in the Guidelines for First Seminar under heading References.

GENERAL REQUIREMENT

Introduction

1. This guide is intended to assist the researcher of CHSR in the preparation of their thesis in terms of formatting and writing conventions. Researchers should refer closely to this guide and seek clarification from CHSR on specific matters relating to the preparation of their thesis. The general requirements for preparing the thesis paper are as under:

Language

2. The thesis should be written in English. Language use should be consistent throughout the thesis, especially in terms of spelling (American or British). The Roman alphabet should be used unless otherwise required by the discipline.

Technical Specifications

3. The thesis must be printed on a letter quality or laser printer. Only the original copy of a thesis or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted. Print should be with dark black characters that are consistently clear and dense.

Page Layout

4. The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

Type of Paper

5. White simile A4 size (210mm x 297mm) paper (80g) or paper of equivalent quality should be used. Researchers must include an extra blank sheet for the front and back of the thesis. Photocopies of the thesis must be on similar quality paper.

Typeface and Font Size

6. The text of the paper must be produced with the same font or typeface. Times New Roman font size should be 12-point and should not be scripted or italicized except for scientific names and terms in a different language. Footnotes and text in tables should not be less than 8-point.

Margins

7. The left margin should be at least 40 mm, and the right, top and bottom margins at least 25 mm. Margin specifications are meant to facilitate binding and trimming.

Spacing

8. The thesis should be 1.5-spaced, with four spaces between paragraphs and sections. The following, however, should be single spaced:

- i. Footnotes (if absolutely necessary);
- ii. Quotations
- iii. References and bibliography;
- iv. Multi-line captions (tables, figures);
- v. Appendices, such as questionnaires, letters; and
- vi. Headings or subheadings.

Pagination

9. All pages (**except cover page and title fly**) should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices. Page numbers should be centred either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on one side of each sheet only. Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc). Pages placed before starting any chapter like Chapter-One, Chapter-Two, Chapter-Three and so on should not be numbered. Page 1 is the first page from where introduction begins.

Binding

10. Before making the required number of copies and binding the thesis, ensure that all University requirements have been met and necessary signatures have been obtained. Check that all pages are in the correct order. The thesis should be bound with a deep olive green background with golden font color and the binding should be of a fixed kind in which pages are permanently secured (hard binding). The researchers should not use rank, designation, degree etc., before or after his/her name.

Submission

11. Researchers should take following actions:
 - a. Submit ten (10) hard-bound copies of the thesis at least One Month prior to Pre-submission seminar.
 - b. Submit soft copy of the thesis along with hard copies
12. For defence, following actions to be taken for submission:
 - a. 15 days if the thesis is accepted with distinction;
 - b. 30 days if the thesis is accepted with minor modifications; or
 - c. 60 days if the thesis is accepted with major modifications after the successful completion of Pre-submission Seminar.
13. The final copy of the thesis, after defence, should be submitted to CHSR as per paragraph 12 above.

Chapters, Sections and Sub-Sections

14. Thesis should be divided as appropriate into chapters, sections and subsections. The system of headings must be consistent and should provide a clear indication of changes in content, emphasis and other features that occur at each stage of the work.
15. Numbering Arabic numerals should be used in the format 1, 2 etc. (for chapters), 1.1 etc. for sections and 1.1.1 etc. for subsections. There should be no further subdivision.

Headings

16. It is recommended that all headings should be **Bold**. The recommended style is: 14 point with capitalised initial letters for section headings; 12-point with capitalised initial letters for sub-section headings; 12-point italicised for sub-subsection-headings. All headings should be on separate lines from the text.

Headers and Footers

17. If headers are used then the recommended style is:

Chapter One

Introduction

The font will be 14-point with **Bold**. The full chapter title should be used and the header will be in the center (as shown above). Footers must be used only for pagination.

Tables and Figures

18. Tables and Figures shall be numbered consecutively throughout the paper—Table 1, Figure 1 etc. Within the text tables should be referred to as table 1 etc. For the table/s caption and number should be written top of the table. And for figures the caption and number must be written bottom of the figure/s. This procedure (caption and numbering) is applicable in all the places where table and figures are available in the paper.

Equations

19. Equations placed on separate lines from the text should be numbered whether or not they are referred to in the text. Numbering should appear in round brackets at the right hand side of the page and be ordered consecutively either throughout the thesis as (1) etc, or in each chapter (1.1) etc. Equations should be referred to in the text as equation (1) etc.

Use of Colour

20. Colour may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity. The use of colour must be the same in all presentation copies of the thesis.

Cover Page

Cover page displays thesis title, concerned faculty including university, MPhil candidate's name, name of supervisor and date. Cover page should have deep olive green background with golden font color.

Title of Thesis
(capital, bold, and inverted Pyramid form)



A Thesis Submitted to the Faculty of....., Bangladesh University of Professionals for Partial Fulfillment of the Requirements for the Degree of Master of Philosophy

By
xxx

Under Supervision of
xxx, PhD
xxxx

Month, Year

Title Fly

Title fly displays thesis title, concerned faculty including university, MPhil candidate's name, name of supervisor and date.

Title of Thesis
(capital, bold, and inverted Pyramid form)



A Thesis Submitted to the Faculty of....., Bangladesh University of Professionals for Partial Fulfillment of the Requirements for the Degree of Master of Philosophy

By
xxx

Under Supervision of
xxx, PhD
xxx

Month, Year

Dedication

The author may dedicate his/her thesis in this page.

DEDICATION

To my xxx

Acknowledgements

Here the author recognizes the help rendered by supervisors, technical staff, family and anyone else who offered support or advice.

ACKNOWLEDGEMENTS

Declaration by Researcher

Here the author declares that the material has not been used for other awards from other institutions and all sources are acknowledged.

DECLARATION

I hereby declare that the research work entitled “xxx” has been carried out under the Faculty of xxx, Bangladesh University of Professionals in fulfillment of the requirement for the Degree of Master of Philosophy. I have composed this thesis based on original research findings from xxx acquired by me along with references from published literature. This has not been submitted in part or full for to other institution to any other degree. I also certify that there is no plagiarized content in this thesis.

DD/Month/Year

Name : xxx
Roll No.: xxx
Registration No.: xxx
Session: xxx
Faculty of xxx
Bangladesh University of Professionals (BUP)

Declaration by Supervisor

Here the supervisor declares that the researcher worked under his/her supervision. Moreover, supervisor also declares that the material has not been used for other awards from other institutions and all sources are acknowledged.

CERTIFICATE OF THE SUPERVISOR

This is to certify that Ms./Mr. xxx carried out his/her MPhil study under my guidelines and supervision, and hence prepared the thesis entitled xxx. So far as I am aware, the researcher duly acknowledged the other researchers' materials and sources used in this work. Further, the thesis was not submitted to any other universities or institutions for any other degree or diplomas.

It is thus recommended that the thesis be submitted to the Faculty of xxx, Bangladesh University of Professionals, in fulfillment of the requirements for the award of the degree of Doctor of Philosophy. I also certify that there is no plagiarized content in this thesis.

DD/Month/Year

Name: xxx
Faculty of xxx
University of xxx.

Abstract

9. An abstract is a summary of the Thesis. To capture the essence of the work, the abstract should summarize all the elements of the paper, except the references. It starts by describing the background of the study. It then presents briefly the research statement and proposed research objectives and approach. It concludes with the results and recommendation and/or future study. **The number of words should not exceed 200.**

*Keywords: Write 5 -6 keywords from the thesis. Keywords should be **Italic**.*

Table of Contents

It must be noted that all the chapters should have a separate titles. Here all the major divisions and chapter titles should be listed including page numbers. Chapter will start with an introduction/preliminary and end with conclusions. The body of each chapter will be divided by section and sub-section. A thesis will cover **Seven** to **Nine** Chapters.

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Note: Before proceeding to a new chapter a page will be blank with a write up **CHAPTER xxx**. A sample is given in page 23.

List of Tables

A sample of List of Tables page is shown below:

LIST OF TABLES

SL.	Content	Page No.
1.	Table 1:	
2.	Table 2:	

List of Figures

A sample of List of Figures page is shown below:

LIST OF FIGURES

SL.	Content	Page No.
1.	Figure 1:	
2.	Figure 2:	

List of Charts

A sample of List of Charts page is shown below:

LIST OF CHARTS

SL.	Content	Page No.
1.	Chart 1:	
2.	Chart 2:	

List of Acronyms and Abbreviation

A sample of List of Acronyms and Abbreviation page is shown below:

LIST OF ACRONYMS AND ABBREVIATIONS

Acronyms/Abbreviation	Expressions
BUP	Bangladesh University of Professionals (BUP)
ADB	Asian Development Bank

CHAPTER ONE