

Foreword

The Dissertation Guidelines Handbook was prepared to provide undergraduates with set of appropriate guidelines in relation to the preparation of final dissertation as a partial fulfillment of the requirement of the Degree of B.Sc. Business Management (Special) of Department of Business Management, Faculty of Business Studies & Finance, Wayamba University of Sri Lanka.

Students are advised to go through the Handbook and ensure their compliance to the set guidelines.

Head,

Department of Business Management

Faculty of Management Studies and Finance

Wayamba University of Sri Lanka

Kuliyapitiya

Guidelines for Dissertation

MGT 4246

Department of Business Management

Faculty of Management Studies and Finance

Wayamba University of Sri Lanka

2017

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Guidelines for Preparation of Dissertation

1. Dissertation

Students are expected to write an independent research report, in the field of Business Management under the supervision of an academic member nominated by the Department. A series of workshop will be arranged to assist students on how to apply the underlying principles in research methodology in doing research. The students are allowed to conduct a survey, an audit, an evaluative study, causal comparative study or any systematic study under this subject. At the end, the undergraduates should submit the final report on or before the deadline declared by the Department.

2. Process of Assessment

- **Research Proposal**
- **Final Report** (Dissertation)
- **Oral Presentation (Proposal and Final Presentations)**

Research Proposal

The fresh research proposal must be submitted by every student on a topic of their choice subject on or before the deadline to the approval of the Department and for the supervision of a senior academic staff member. (See Annexure I for guidelines on preparing the Research Proposal).

Final Report (Dissertation)

A Comprehensive Report (spiral binding) must be submitted by every student at the end of training. The report should be prepared under the supervision of the Internal Supervisor by which it is examined by two Examiners where these Examiners are appointed by the Department. (See Annexure II for guidelines on preparing the Final Report). The Final Report that is approved by the Internal Supervisor and Examiners (Hard binding – Annexure III) should be submitted on or before the deadline to the Department together with the extended abstract in the format of compact disk (CD). The date of submission will not be extended without a reason acceptable to Head of Department.

Oral Examination

All trainees should present their proposal and Final Report of the training program as specified by the Department.

Oral presentations which are based on the proposal and Final Report will be organized by the Department. Presentations will be evaluated by a panel of Examiners.

- Total time for oral examination – 20 minutes (15 minutes presentation and 5 minutes for discussion)
- Student should prepare a power point presentation and can use other tools of presentation.
- A printed copy of the presentation together with Progress Record (Annexure IV) should be submitted to the internal supervisor before he/she starts the presentation.

Detailed assessment criteria are available in following table.

MGT 44246 - Industrial Training & Dissertation

Marking Scheme

Industrial Training <ul style="list-style-type: none">• Presentation on Industrial Training (PIT)• Confidential Reports	10% 10%	20%
Dissertation <ul style="list-style-type: none">• Final Report (Dissertation)• Viva Voce Examination• Research Proposal• Proposal Presentation	50% 20% 05% 05%	80
Total		100%

Annexure I

Guidelines for Preparing the Research Proposal

Research Proposal Format

Topic - State the topic clearly so that it conveys to the reader the subject matter of your proposed work. It is ideally stated as a relationship between two concepts. The title should be brief (not more than 12 words).

1. Introduction

1.1 Background

1.2 Problem statement – describe the nature of the problem with the support of preliminary data you have collected (pilot study). You should present a clear and brief statement of the management problem and substantiate it with specific evidence.

1.3 Research questions

1.4 Objectives of the study

1.5 Significance of the research

1.6 Scope of the research

1.7 Limitations of the study.

2. Literature review

2.1 Relationship between literature and problem statement – summarize and critically review the current state of knowledge on the subject.

2.2 Statement of the relationship between the important variables under consideration. The literature review should naturally lead to the conceptual framework.

2.3 Your conceptualization of the problem, leading to the conceptual framework.

2.4 Hypotheses

3. Methodology

3.1 Study Design

3.2 Operationalize concepts used, reducing them to variables, indicators and measures.

3.3 Population, Sample & Sampling technique

3.4 Data collection

3.5 Data analysis techniques

4. Plan of study

Give a time schedule, an estimate of resources required, and how you (as the researcher) will devote your time during the plan period.

5. Appendices

5.1 Copies of instruments that will be used.

5.2 Result of the pilot studies (actual data).

6. References

Length of research proposal 08-10 pages.

7. Formatting of the Proposal

The Report should be organized according to the structure given below. The report should be type- written

- Paper size : A4
- Line Spacing : 1.5
- Font : Times New Roman
- Font size : 12
- Alignment : Justified
- Margins : Left 1.5", right, top and bottom 1"
- Number of pages : 10 pages maximum (5000 words)

Annexure II
Guidelines for Preparing the Research Report

(a) Research Paper Format

Declaration

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Chapter 1: INTRODUCTION

- 1.1. Background
- 1.2. Research Problem
- 1.3. Research Questions
- 1.4. Research Objectives
- 1.5. Significance of the Study
- 1.6. Scope of the Study
- 1.7. Chapter Framework

Chapter 2: LITERATURE REVIEW

- 2.1 Introduction
- 2.2 Theoretical Framework
- 2.3 Conceptualization of the research model
- 2.4 Hypotheses
- 2.5 Summary

Chapter 3: METHODOLOGY

- 3.1 Introduction
- 3.2 Study Design
- 3.3 Population, Sample & Sampling Technique
- 3.4 Operationalization
- 3.5 Data collection
- 3.6 Data Presentation & Analysis
- 3.7 Summary

Chapter 4: DATA PRESENTATION AND ANALYSIS

- 4.1 Introduction
- 4.2 Description of the Actual Sample
- 4.3 Examining the Data
- 4.4 Descriptive Analysis
- 4.5 Testing of the Hypothesis
- 4.6 Summary

Chapter 5: CONCLUSION AND RECOMMENDATIONS

- 5.1 Introduction
- 5.2 Summary of the Findings
- 5.3 Discussion of the Findings
- 5.4 Implications of the Study
- 5.5 Limitations and Suggestions for Future Research
- 5.6 Conclusion

List of References

Bibliography (if needed)

Appendix I: Questionnaire

Appendix II: Interview Guide

Appendix III:

Appendix IV:

(b) Details of Research Paper Format

TABLE OF CONTENT

This must appear at the beginning of the report and should be centered on the page. Indicate the chapter numbers and the relevant pages.

Abstract

- A Research paper should have an Abstract (Limit it to one page)
- The Abstract is written in the past tense, as it is written after completing the study.
- The abstract provides the essence of the entire report. It should be a stand- alone document and, therefore must be written concisely with separate paragraphs giving a statement of the problem, methodology of the study, main findings and main conclusions. It should not contain sub headings or statistical tables.

Chapter 1: INTRODUCTION

- State the background of the research
- State the problem/ issue clearly, describe it in detail going into all its dimensions and aspects, and substantiate it with hard evidence to show that it is a real (and not an imaginary) problem.
- Specifically mention the research questions
- State the objectives of the study using active verbs
- State the significance of the study, both from a research angle (fills a knowledge gap) and then its practical significance (i.e. offered through your recommendations)
- State the scope of the study (e.g. limited to the private sector, Colombo City, etc)
- Present the chapter framework of the research

Chapter 2: LITERATURE REVIEW

- The Literature review must be a review of literature relevant to the research problem and not an unconnected assemblage of excerpts from texts.
- It must cover the important readings on the problem/ issues studied.
- It must be up to date

- Any excerpts drawn from texts must be acknowledged. Plagiarism is a serious offence. (i.e. in Chapter 5 of the Report)
- The literature review must help the researcher to develop the conceptual framework and identify the variables to be studied.
- It also helps the writer to conduct a useful discussion of the findings later.
- The Conceptual Framework must be derived from the literature review
- Independent variables explaining the dependent variable must be clearly identified and described.
- Hypotheses must be clear and specified
- Hypotheses must be testable variables must be reduced to observable and measurable terms.
- Hypotheses must not be truisms, but should be open to challenge and falsification.
- Hypotheses must be stated in advance.
- State the hypotheses using subscripts (H_1 , H_2 , etc.). .
- State the operationalization of the variables.

Chapter 3: METHODOLOGY

- The researcher must clearly indicate the sampling technique used to derive the sample
- The sample must be selected carefully so as to be representative of the population.
- The researcher must clearly indicate the procedure for data collection (questionnaire, interview guide, etc)
- Issues of validity and reliability must be addressed through the questionnaire.
- The procedure for data presentation and analysis techniques should be explained clearly

Chapter 4: DATA ANALYSIS AND FINDINGS

- For each hypothesis, first present the qualitative data and thereafter the quantitative data gathered.
- Present clear tables and figures and provide a description under each.
- Tables must have a number and a title at the top and the source at the bottom.

- The data analysis should be followed by clearly listed and described findings which must relate directly to the hypotheses.
- Findings must be derived from the data analysis and should not be based on your own experiences and personal likes and dislikes.
- Discussion must relate to the hypotheses that were formulated. It should be a descriptive account of the findings and their implications.
- Relate the discussion to previous studies (Compare and contrast).

Chapter 5: CONCLUSION AND RECOMMENDATIONS

- State the limitations of the study (e.g. size of sample, confidentiality of information, tendency to provide responses that are socially acceptable/ desirable)
- Conclusions and recommendations must flow from the discussion of the findings.
- Recommendations must address the problem. These should be practical and actionable.
- Arrange recommendations in a hierarchy, according to their priority and order of importance.

© Formatting of the Report

The Report should be organized according to the structure given below. The report should be type- written

- Paper size : A4
- Line Spacing : 1.5
- Font : Times New Roman
- Font size : 12
- Alignment : Justified
- Margins : Left 1.5", right, top and bottom 1"
- Number of pages : 50 pages minimum (10000 words)

(d) Guidelines for preparing/ submitting the report

- The Report should be prepared under the supervision of the Internal Supervisor.
- The Report shall not be accepted until the Internal Supervisor is acknowledged.
- The Report should be structured as specified above.
- The Report must be submitted to the Department within one month after the end of the Training.

(e) Title page Format

..... **(Title of the Research)**.....

(Font Size - 18, Font Style - Times New Roman, Uppercase, Centered, Bold)

By

..... **(Name with Initials)**

..... **(Registration Number)**

(Font size - 16, Font Style – Times New Roman, Uppercase, Centered, Bold)

This Research is submitted in partial fulfillment of the requirement of the

Degree of

B.Sc. Business Management (Special)

Of

Department of Business Management

Faculty of Business Studies & Finance

Wayamba University of Sri Lanka

.....**(Year of Publication)**

(Font size - 14, Font Style – Times New Roman, Uppercase, Centered, Bold)

(f) Declaration

Declaration

I hereby certify that this research does not incorporate any material previously submitted for a degree in any University or Institution to the best of my knowledge and it does not contain any material previously published or written by any other person except where due references have been made in the Text.

.....

Date

.....

Signature of the Student

I hereby recommend that this research was prepared under my supervision by.....
..... in the
partial fulfillment of the Bachelor of Science in Business Management (Special) Degree.

Signature of the Academic Supervisor:.....

Name.....

Date.....

Annexure III

Guidelines for Oral Presentation

- Oral presentation should be based on the final report
- 20 minutes will be allocated for the presentation
- Presentation will be evaluated by a panel appointed by the Department of Business Management
- Guidance for the presentation will be provided by the Internal supervisor

Guidelines for Internal Supervisor

Internal Supervisors should:

- Provide all the necessary guidance for Industrial Trainees.
- Continuously evaluate the performance of Trainees by holding once a month Evaluation forms.
- Feedback to External Supervisors and Students.
- Ensure the smooth running of the Training programme.

Guidelines for External Supervisors

External Supervisor should:

- Involve genuinely and regularly with Training Activities throughout the training period.
- Help the Department of Business Management to conduct a successful training program by providing necessary feedback. (i.e. confidential progress report, training records book)
- Continuously evaluate the performance of the Trainees in the organization
- Concern the clarity about expectation of students and feedback to them about their performance.
- Provide the necessary guidance for students to achieve Training Objectives by providing opportunities to deal with current practices of management.

Guidelines for Industrial Trainee

Industrial Trainees should:

- Find out placement opportunities that facilitate achievement of training objectives and acceptable to the department.
- Actively participate in the Training Programme.
- Respect company norms of punctuality, dress, etc and behave in an ethical and professional manner.
- Work together collaboratively with the Department, Internal Supervisor, External Supervisor and the Company.
- Engage in self- evaluation and receive constructive feedback.
- Keep the company and DBM informed of movements relating to the placement and observing normal courtesies such as notifying the company of sickness or inability to keep an appointment.
- Be available for the course works according the timetable noticed by the Department.
- Report the progress of the training to the Internal Supervisor by regularly attending the Training Evaluation Forms.
- Maintain Training Record Book as instructed by the Department and produce duly completed above documents to the Internal Supervisors.

Annexure IV

Guidelines for submitting Hard Bind Copies (Final Version) of the Dissertation.

1. Colour of the **Cover** should be **Black**.
2. Should use a **Hard Cover**.
3. The Title of the Dissertation along with the **Name, Name of the Degree & the University, Year** of submission should be printed on the cover as follows;


Title - Font Size - **18**, Font Style - **Times New Roman, Uppercase, Centered, Bold in Gold Coloured** letters embossed on the cover.

Name - Font size - **16**, Font Style – **Times New Roman, Uppercase, Centered, Bold in Gold Coloured**

Name of Degree - Font size - **14**, Font Style – **Times New Roman, Uppercase, Centered, Bold in Gold Coloured**

Name of University & Year - Font size - **14**, Font Style – **Times New Roman, Uppercase, Centered, Bold in Gold Coloured**

4. Alignment of page should be centered
5. On the bound side of the Dissertation the Title of the Research, Name of the author and year of submission should be printed (embossed) in gold coloured letters Font size – **10**, Font style – **Times New Roman in Block Capitals**
6. Two numbers of hard bind copies of the Dissertation duly certified by the supervisor should be submitted to the Head/ Department of Business Management of the Wayamba University of Sri Lanka on or before **due date**.

<p>TITLE</p> <p>NAME OF STUDENT WITH INITIALS</p> <p>YEAR</p>	<div style="text-align: center;">  <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;"> <div style="text-align: center; margin-right: 10px;"> \longleftrightarrow 2.5 cm </div> <div style="text-align: center; margin-right: 10px;"> \updownarrow 3.5 cm </div> <div style="text-align: center;"> <p>Colour Printing for</p> <p>*</p> </div> </div> <p>TITLE</p> <p>(Font Size - 18, Font Style - Times New Roman, Uppercase, Centered, Bold in Gold Coloured letters embossed on the cover)</p> <p>NAME OF STUDENT WITH INITIALS</p> <p>(Font size - 16, Font Style - Times New Roman, Uppercase, Centered, Bold in Gold Coloured)</p> <p>NAME OF DEGREE</p> <p>(Eg. B.SC. (SP.) DEGREE IN BUSINESS MANAGEMENT)</p> <p>WAYAMBA UNIVERSITY OF SRI LANKA</p> <p>YEAR</p> <p>(Font size - 14, Font Style - Times New Roman, Uppercase, Centered, Bold in Gold Coloured)</p> </div>
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Note :-

The Right, Top & Bottom margins should be 1", Left margin should be 1.5" in A₄ paper.

Annexure V

Progress Record (PR)

Department of Business Management

MGT 4246 – Industrial Training and Dissertation

Name of the Student :

Registration No. :

Name of the Supervisor :

Title of the Dissertation Study

.....

.....

Each student is required to maintain this record after consulting the HOD/ internal supervisor for their dissertation. It is the responsibility of candidate to obtain remarks and signature of the HOD/ academic supervisor at the end of each meeting which ensures that all the instruction given by the HOD/ supervisor are adhered and incorporated.

Ser. No.	Completed Tasks	Signature
01	Submission of the Industrial Training Information Form	
02	Presentation on Industrial Training	
03	Submission of Confidential Progress Report	
04	Submission of the research topic	
05	Workshop 01: How to write a winning research proposal	
06	Submission of the research proposal	
07	Proposal presentation	
08	Workshop 02: Development of the first chapter	
09	Submission of the first chapter to supervisor	

10	Workshop 03: Development of the second chapter	
11	Submission of the second chapter to supervisor	
12	Workshop 04: Development of the third chapter	
13	Submission of the third chapter to supervisor	
14	Development of the questionnaire	
15	Workshop 05: Development of the fourth chapter	
16	Submission of the fourth chapter to supervisor	
17	Workshop 06: Development of the fifth chapter	
18	Submission of the fifth chapter to supervisor	
19	Submission of the spiral binding	
20	Viva presentation	
21	Submission of the hard copy	
22	Submission of the extended abstract	

Signature of the student.....

Date.....

This dissertation is recommended for examination.

Signature of the supervisor.....

Date.....

Important:

1. Every student needs to complete all the above tasks.
2. If any student fails to complete, the dissertation will not be taken up for examination.
3. It is the duty of the supervisor not to recommend such dissertation for examination.
4. The student should submit this report along with the dissertation, when the dissertation is submitted for examination.