



**Office of the Registrar
FATA UNIVERSITY FR KOHAT**

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June 04, 2026

NOTIFICATION

Consequent upon the recommendations of 21st Academic Council under agenda item No 03 and subsequent approval by the syndicate in its 28th meeting held on 22.05.2026 under Agenda Item No 02, approved/adopted the Internship Policy and the standardized Project, Synopsis and Thesis Formats for Undergraduate and Graduate Degree Programs.

All academic departments shall implement the approved policy and formats in letter and spirit for all future internship, project, synopsis and thesis-related academic activities.


**Deputy Registrar
(Academics)**

Copy to:

1. Controller of Examinations.
2. PA to Registrar.
3. All Head of Teaching Departments.
4. PA to Vice Chancellor
5. 28th Syndicate File
6. Office Copy


**Deputy Registrar
(Academics)**

RESEARCH PROPOSAL

Time new roman
18 Bold

(Title of the Research Proposal)

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14 Bold



2.5"

3"

Scholar's Name: _____

Scholar's ID # _____

Program: _____

Department of Physical & Numerical Sciences

Date of Submission: _____

Supervisor: _____

Co-supervisor with address (if any): _____

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Time new roman 18 Bold

FATA University FR Kohat
Session: 22-2026

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14
Bold

Research Proposal Certificate by Supervisor

Title should be in Time new
roman 18 Bold

(Title of Research Proposal)

Submitted by

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Roman 12
Normal

(Scholar's Name)

(Scholar's ID.)

I have thoroughly checked this proposal as per guidelines issued by Graduate Research Committee (GRC).

(Mark where applicable)

General Format
Literature Review
Research Methodology
References
Appendix

CHECKED N/A

All the
boxes
should be
marked

I certify and endorse the final submission of this proposal.

Supervisor:

(Signature)

Co-Supervisor:

(Signature)

Note: The Research Proposal would not be accepted by Graduate Research Committee (GRC) for submission if it is not duly signed by supervisor or incomplete.

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FR Kohat

Self-Assessment Report by the Scholar

Checklist:

	<u>Yes</u>	<u>No</u>
Format of Thesis in APA		
Cover and Title Page		
Certificate from Supervisor		
Table of Contents		
Language & Grammar		
Problem Statement		
Purpose/ Objective of the Study		
Theoretical Framework		
Research questions/Hypotheses		
Significance of the Study		
Delimitations / Limitations		
Definition of Terms		
Literature Review		
Research Design		
Sampling		
Variables		
Methods of Data Collection		
References in APA Format		
Appendices		

I _____ hereby declare that I have prepared the attached Research Proposal under the guidelines of prescribed format of FATA University, FR Kohat.

Scholar's Signature: _____

Scholar's ID: _____

For Graduate Research Committee Use:

- ☐ I recommend that the Research Proposal be revised.
- ☐ I recommend that the Research Proposal be accepted & forwarded to ASRB.
- ☐ I recommend that Research Proposal be accepted with minor amendments & forwarded to ASRB




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Chairman/Member (GRC) _____

Instructions for Scholars

The title must be provided on the first line below the page header.

All materials must be typed (12-point font, Times New Roman) and double-spaced on A-4 paper. The text should be provided under headings. Headings and subheadings for different sections should be clearly indicated. Abbreviations should be used consistently throughout the text and must be clearly defined in full on first use. Synopsis should be between 5 to 10 pages properly paginated.

Headings in Research Proposal

Introduction (Times New Roman 12 bold)

Each synopsis should have a brief Introduction. The Introduction should provide the background of topic and study. It should also include critical analysis of the available sufficient and appropriate literature to identify an objective whose accomplishment will provide a significant contribution to the field. The introduction should end with the highlight of the present research work.

Literature Review (Times New Roman 12 bold)

A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books and other reliable sources relevant to a particular area of research. The review should enumerate, describe, summarize, objectively evaluate and clarify this previous research. It should give a theoretical base for the research and help you (the author) determine the nature of your research. The literature review acknowledges the work of previous researchers and in so doing, assures the reader that your work has been well conceived. It is assumed that by mentioning a previous work in the field of study, that the author has read, evaluated and assimilated that work into the work at hand. All the papers mentioned in text must be included in the reference list at the end. The reference cited in the text must be between 15 to 20 for MS/M. Phil and 25 to 30 for PhD research proposals.

Problem Statement (Times New Roman 12 bold)

Writing a statement of the problem should help you clearly identify the purpose of the research project you will propose. Often, the statement of the problem will also serve as the basis for the introductory section of your final proposal, directing your reader's attention quickly to the issues that your proposed project will address and providing the reader with a concise statement of the proposed project itself. A statement of problem need not be long and elaborate: one page is more than enough for a good statement of problem.

A good research problem should have the following characteristics:

- It should address the gap in knowledge.
- It should be significant enough to contribute to the existing body of research
- It should lead to further research
- The problem should render itself to investigation through collection of data
- It should be of interest to the researcher and suit his/her skills, time, and resources
- The approach towards solving the problem should be ethical

Aims and Objectives (Times New Roman 12 bold)

Aims and objectives, significance, review of previous research in the area showing the need for conducting the proposed research, proposed methods, expected outcomes and their importance must be provided.



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Methodology (Times New Roman 12 bold)

The proposed research methodology should be described including collection of samples, processing of samples, analytical protocol, and analysis of samples using state of the art instruments to be used (if any). This section should highlight the tools, techniques and methods to be used in this research. The flow chart of the methodology should be provided.

Plan of Work/Gantt Chart (Times New Roman 12 bold)

Plan of work should outline the phase-wise distribution of the conduct of proposed research so that the desired outcome is accomplished within the periods prescribed for the degree pursued in accordance with the University's MS/M.Phil and PhD rules.

Significance of Study (Times New Roman 12 bold)

What is the advantage and impact of your research work? Explain briefly.

References (Times New Roman 12 bold)

References in the text should be cited using automatic tool in one of the following ways:

- by number e.g. results indicated [3], [7], [8],
- by author name and date e.g. (Andres et al., 1997).

Please note while Citing References in Text

1. The references should be in American Psychological Association (APA)/IEEE format.
2. Collect references in a list under the heading "References" at the end of the text. They should not be treated as footnotes.
3. Put a reference list at the end in alphabetical order if references were cited by author name and date. If you choose to use numerical references, begin with 1 and then number each reference consecutively which ever format mentioned above is chosen, be stick to the same in all the references. Mixed format is not acceptable.
4. Do not leave blank lines between references.
5. If a reference is cited more than once, it does not receive a new number.
6. If citing more than one reference at a time, include reference numbers in increasing order separated by commas.
7. Verify the accuracy of all references before citation.
8. Citation of References to unpublished materials that are not generally available to the scientific public should be avoided.
9. Articles, conference proceedings, books, theses/dissertations, letters and reports can be cited.

APA References Style

1. Journal Articles

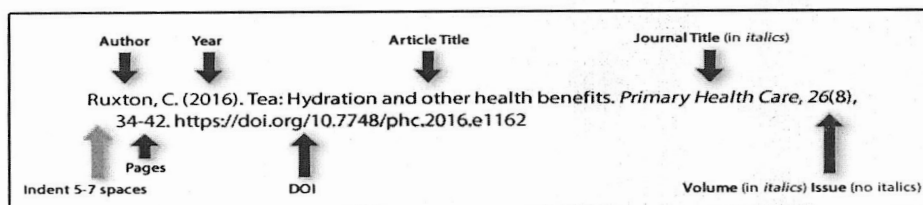
A basic reference list entry for a journal article in APA must include:

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- Author(s). The surname is followed by first initials.
- Year of publication of the article in parenthesis ().
- Article title.
- Journal title (in italic).
- Volume of journal (in italic).
- Issue number of journal in round brackets (no italic).
- Page range of article.
- DOI or URL
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example:

Ruxton, C. (2016). Tea: Hydration and other health benefits, *Primary Health Care*, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>



Two authors:

Ruxton, C. and Bohner, P. (2016). Tea: Hydration and other health benefits, *Primary Health Care*, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

Three authors:

Ruxton, C., Toress, M. and Bohner, P. (2016). Tea: Hydration and other health benefits, *Primary Health Care*, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

- For more than three authors, the same pattern should be followed.

2. Book

A basic reference list entry for a book from a library database in APA must include:

- Author or authors. The surname is followed by first initials.
- Year of publication of the book in parenthesis ().
- Book title, ISBN number (in italic).
- Edition in parenthesis (), if other than first edition.
- Publisher.
- DOI optional (where a book has a DOI this must be included, even if you are referring to a printed book).

Example: Arnott, G. D. (2017). *The disability support worker* (2nd ed.). Cengage Learning.

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Author	Year	Title (in <i>italics</i>)	Edition	Publisher
↓	↓	↓	↓	↓
Arnott, G. D. (2017). <i>The disability support worker</i> (2nd ed.). Cengage Learning.				
↑				
Indent 5-7 spaces				



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Department of Management Sciences

FATA University FR Kohat

Session: 22-2026

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Headings in Research Proposal

1. Introduction (Times New Roman 14 Bold not more than two pages)

The thesis must clearly state its theme, objectives, the research question(s), and hypotheses and provide sufficient background information to enable a non-specialist scholar to understand them.

Besides, it should include the following;

- Value of research in the field
- Existing researches in relevant area (previous studies and their contribution)
- Gap in research (identify the problem and gap in previous studies)
- Purpose of the research

1.1. Problem Statement (Times New Roman 14 Bold)

A problem statement is a brief overview of the issues or problems existing in the concerned area selected for the research. It is an explanation of the issues prevalent in a particular sector which drives the researcher to take interest in that sector for in-depth study and analysis, so as to understand and solve them.

1.2. Research Questions (Times New Roman 14 Bold)

A good research question is essential to guide your research paper, project or thesis. It pinpoints exactly what you want to find out and gives your work a clear focus and purpose.

1.3. Research Objectives (Times New Roman 14 Bold)

Research objectives should be specific, measurable, realistic and time bound.

1.4. Significance of Study (Times New Roman 14 Bold)

- What is the advantage and impact of your research work? Explain briefly.

1.5. Organization of the study (Times New Roman 14 Bold)

Chapter1 Introduction

Chapter2 Literature review

Chapter3 Research methodology

Chapter4 Result and Discussion

Chapter5 Conclusion and Recommendations

Note: the chapterisation can be varied as per the requirement of the discipline

2. Literature Review (Times New Roman 14 Bold)

The aim of a literature review is to show a reader that researcher have read, and have a good grasp of, the main published work concerning a particular topic or question in the field. The review should not be simply a description of what others have published in the form of a set of summaries, but should take the form of a critical discussion, showing insight and an awareness of

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differing arguments, theories and approaches. It should be a synthesis and analysis of the relevant published work, linked at all times to your own purpose and rationale. A good literature review, therefore, is critical of what has been written, identifies areas of controversy, raises questions and identifies areas which need further research.

The literature review should have a detailed description of variables, their dimension and their relationship. Moreover, the literature review should have theoretical background, theoretical framework and development of hypotheses (if any). Besides, sources of theoretical frame work must be mentioned below the model. *

*** Note: Theoretical framework and hypothesis should be as per the discipline**

2.1. Rationale of the study (Optional) (Times New Roman 14 Bold)

It includes the sum up of the literature review and identifies the problem and gap in previous literature. How the current study will fill the gap? This section also includes variables and their dimensions, consider for current study and their sources.

The maximum size of the MS proposal should be 15-20 while for PhD proposal the range should be 20-25. However, care should be needed that intext citation should match references list of the proposal.

3. Methodology (Times New Roman 14 Bold)

Research methods is a systematically reviews of the tools and techniques which are used to undertake a particular research study. In research methodology, it is very significant to use concepts and theories underlie them and justify with the clear reason for the choice of any particular methods. It is essential to mention the appropriateness of the particular research method and how research questions and hypotheses from those methods are addressed.

3.1. Research Design (Times New Roman 12 Bold)

- a. Research philosophy (positivism, realism, interpretive etc) Optional for MS
- b. Research approach (deductive or inductive)
- c. Strategy (case study, survey, grounded theory)
- d. methodological choices (mixed method, mono method or multi -method)
- e. Time horizon (cross sectional or longitudinal)
- f. Techniques and procedures (data collection, data analysis)

3.2. Population of the study (Times New Roman 12 Bold)

3.3. Sample size, sample frame and sampling technique (method for determining the sample size should be clearly mentioned with relevant source) (Times New Roman 12 Bold)

3.4. Sources of data (primary* & secondary data) (Times New Roman 12 Bold)



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3.5. Data collection Tools/methods*(mention the tools/methods for collecting primary data, and provide justification of selecting any method/tool. Further, also mention the source from where the tool is adopted or idea taken for developing or constructing your own scales/tools for data collection) (Times New Roman 12 Bold)

3.6. Data collection procedure (write the details of steps that will be followed for data collection) (Times New Roman 12 Bold)

3.7. Operational definition of the variables (Times New Roman 12 Bold)

3.8. Data analysis technique (Detail of qualitative and quantitative methods/techniques as per requirements of the discipline and study should be written.) (Times New Roman 12 Bold)

**As per the requirement of the study as well as discipline*

References (Times New Roman 12 Bold)

References should be as per APA referencing style and only those references should be added here in the reference list which was used in in-text citation.



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