

## **Commonwealth Executive MBA/MPA Guidelines for Project Course**

Students can take up the project course only after completing the eight core courses for their respective programme and enrolling for the course on Research Methodology. As the project course comprises 6 credits, a workload of 120 hours is expected to be undertaken by the learner. The student must forward the project proposal to Dr. J.D. Mosley-Matchett and undertake the project on work when the approval of the proposal is received from the Professional Development Centre (PDC).

The student may choose a project supervisor in accordance with the eligibility criteria described below and is expected to work closely with the supervisor for the project course.

### **Objective**

The objective of the project course is to help the student develop the ability to apply multidisciplinary concepts, tools and techniques to solve organizational problems.

### **Type of Project**

The project may be from any one of the following research methodologies:

- Comprehensive case study (covering single organization/multifunctional area problem formulation, analysis and recommendations).
- Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management or developmental practices.
- Field study (empirical study).

The learner is expected to select the project in consultation with his/her project supervisor.

### **PROJECT PROPOSAL (SYNOPSIS)**

#### **Proposal Formulation**

A synopsis of the project must be prepared in consultation with the supervisor and sent to the PDC Director, Dr. Mosley-Matchett. The synopsis must clearly state the objectives and research methodology of the proposed project to be undertaken. It must include full detail of the rationale, sampling, data collection instruments to be used, analysis techniques to be used, limitations if any, and further directions for further research, etc.

#### **Eligible Project Supervisor**

- PDC Graduate Faculty
- Credentialed Academic Counsellors **having relevant experience and holding at least a Master's degree in a relevant academic discipline**
- Professionals holding a Master's degree in **Management or Public Administration or allied disciplines and having a minimum of 5 years experience in the relevant area.**

In exceptional cases, a supervisor with a B.E/B Tech. Degree and 10 years relevant experience may also be approved.

Students are advised to send their project synopsis and bio-data-contact details of the supervisor, (in case (ii) and (iii) above, which must be duly signed by the supervisor) to the PDC Director.

In case the proposed supervisor is not acceptable to the PDC Director, the student shall be advised so. In such cases the student should change the supervisor before the proposal is considered for approval. In such cases, the project proposal would not be considered for approval, as the new supervisor may or may not agree to the present proposal. Hence the student will submit the project proposal afresh with the signature of the new supervisor, as it will be considered a new proposal.

**At any given point of time, a supervisor should not guide more than 5 students.**

*Note: Students are advised to select supervisors who are active professionals in the relevant area of their selected topic. That is, if the topic is in the area of finance, the supervisor should be a specialist in Finance and so on.*

### **Project Proposal Submission and Approval**

After finalizing the topic and selection of the supervisor, students must send the Project Proposal Proforma along with one copy of the synopsis and bio-data of the supervisor to the PDC Director for approval. Proposals incomplete in any respect are likely to be rejected. Students are advised to retain a copy of the synopsis.

### **Communication of Approval**

A written communication regarding the approval/non-approval of the project proposal will be sent to you within 8 weeks of the receipt of the proposal in the PDC. The reasons for non-approval will be clearly communicated to you so that modification can be made accordingly and the proposal re-submitted on receipt of the project proposal. Upon approval, you may conduct your study and prepare the project report for submission to the PDC.

## **PROJECT REPORT**

### **Formulation**

- The length of the report should be approximately 50-60 double-spaced typed pages, not exceeding approximately 18,000 words (excluding appendices and exhibits). However, 10% variation on either side of the recommended page count is permissible.
- Each project report must adequately explain the research methodology adopted and the directions for future research.
- The project report must also contain the following:
  - Copy of the project proforma and synopsis
  - Certificate of originality of the work by the supervisor.

## Components of the Project Report

- Cover Page—including student's name, supervisor's name, and title of the project
- Abstract
  - Detailed synopsis of the project and its key results
  - Keywords, usable as online search terms
- Table of Contents—with page numbers
  - All pages of the project report must be numbered as reflected in the table of contents.
- Proforma of Project Proposal—approved and signed by PDC Director.
- Certificate of Originality—duly signed by the student and the supervisor, with dates.
- Introduction
- Literature Review
- Rationale
- Statement of the Problem
- Objectives of the Project
- Scope of the Study
- Research Methodology
  - Research Design
  - Nature and source of data/information
  - Sample and sampling method with rationale
  - Details of the research tools:
    - The Questionnaire and other methods used and their purpose
    - Reliability and validity of the tools used
    - Administration of tools and techniques
  - Data collection
  - Data handling—statistical tools used for data analysis
  - Data interpretation and findings
- Recommendations
- Summary and conclusion
- Limitations of the Project
- Direction for Further Research
- Bibliography
- Appendices—questionnaire used, interview notes, etc.

**Note:** **APA style must be used throughout the research report.**  
Consult the Purdue Online Writing Lab (OWL) for specific guidance.

## Submission of Project Report

One electronic copy and one printed copy of the project report is to be submitted to the PDC Director.

## **Project Evaluation**

Project evaluation shall be done by the PDC Director and by an examiner, approved by the PDC Director and other than the supervisor.

## **Enquiries**

Enquiries regarding the project approval shall be addressed to: Dr. J.D. Mosley-Matchett, [jmosley-matchett@ucci.edu.ky](mailto:jmosley-matchett@ucci.edu.ky) or (345) 623-0552. E-mailed enquiries are preferred.

### **SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL**

- 1) Send only one copy of the project proposal, and retain a copy with you.
- 2) "Graduate Research Project" should be written prominently on the envelope and should be addressed to Dr. J.D. Mosley-Matchett, Director of Graduate Studies.
- 3) Ensure the inclusion of the following items when submitting the proposal:
  - i) Proforma for approval of the project proposal, duly filled and signed by both the student and the supervisor
  - ii) Detailed bio-data of the supervisor duly signed by him/her (in case of 18.4 (ii) and (iii) above)
  - iii) Synopsis of the project.

The Synopsis of your project proposal must include the following:

- i) Rationale for the study,
- ii) Objectives of the study,
- iii) Research methodology to be used for carrying out the study (detailed), and
- iv) The expected contribution from the study.

### **SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT**

- 1) The project report must be submitted (1) in electronic format double-spaced and (2) as a supplemental printed version on letter size (8.5 x 11 in.) paper.
- 2) Before submitting the project report, the student should ensure that it contains the following:
  - i) Approved Project Proposal Proforma
  - ii) Synopsis, and
  - iii) A certificate of originality of the work.

Candidates must submit a statement, certifying that the work is an original one and has not been submitted earlier to this University or to any other institution for fulfillment of the requirement of a course of study. The certificate must be countersigned by the project supervisor.

If any Project Report is received in the absence of the above, the same will be returned to the student for compliance.

- 3) Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student.

Project Proposal Number: \_\_\_\_\_  
(To be assigned by the PDC)

### Proforma for Approval of Project Proposal

Student's Name: \_\_\_\_\_

Student's Postal Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Title of the Project: \_\_\_\_\_

Subject Area: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's E-mail: \_\_\_\_\_

Supervisor's Telephone Number: \_\_\_\_\_

Is the Supervisor a member of the PDC's Graduate Faculty?    Yes: \_\_\_\_\_    No: \_\_\_\_\_

If not, explain eligibility criteria: \_\_\_\_\_

Number of graduate students this supervisor is currently advising: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please also submit the Project Proposal and signed Supervisor's Bio-data.*

For Office Use Only

<b>Proposal:</b>	<b>Supervisor:</b>	<b>Signature of PDC Director:</b>
Approved	Approved	
Not Approved	Not Approved	Date: _____

## CERTIFICATE OF ORIGINALITY

This is to certify that the project entitled “ \_\_\_\_\_  
\_\_\_\_\_ ”

is an original work of the Student and is being submitted in partial fulfillment for the award of a Master-level Degree from the University College of the Cayman Islands. This report has not been submitted earlier, either to this University College nor to any other University/Institution for the fulfillment of the requirement of a course of study.

**Supervisor's Signature:** \_\_\_\_\_ **Student's Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

***Note:** This certificate is to be scanned and submitted as part of the Project Report.*