

## **CAPSTONE RESEARCH PROJECT GUIDELINES**

### **BS-History (AIOU)**

### **Course Code:9486**

#### **Research Project/Plan Template for BS History Students**

After the completion of core and advanced-level courses in the BS program, students are required to undertake a Capstone Project. This final semester project provides students with the opportunity to apply theoretical knowledge to real-world problems through independent research or problem-solving. The project helps bridge academic learning with professional skills required in industry or further academic research.

#### **Capstone Project Objectives**

The Capstone Project aims to:

- Integrate multidisciplinary knowledge and skills
- Apply research methods to a real or simulated business/financial issue
- Enhance students' analytical, communication, and report-writing abilities
- Foster problem-solving, critical thinking, and decision-making skills
- Strengthen readiness for the job market or postgraduate studies

Therefore, it is a template for the students of BS History at Allama Iqbal Open University to submit their research project/plan in compliance with a thoroughly approved template by the Department of History.

Receiving a degree in BS History, the students may need to write a Research Project on any given/selected topic for a period of six weeks (proposed time limit). The research project lets the students comprehend how theoretical knowledge of history can be applied for writing an academic piece of paper; so that the students can acquire the appropriate knowledge, and skills for their future academic utilization.

After completion of the project, the students are required to submit a draft copy of the Research Product to the History department. In case, the research product is not up to the prescribed standards and format, the students would be asked to improve it as per comments of the supervisor and resubmit it. The students, who submit an approved copy of the research, would be considered pass in the subject.

### **Selection of Project Topic**

Students should propose a topic aligned with their specialization (e.g., finance, auditing, taxation, banking, entrepreneurship). The topic should be approved by the department and meet the criteria of:

- i. Relevance to the BS-History programme objectives
- ii. Research-ability and availability of the relevant resources
- iii. Feasibility within the time-frame

### **Suggested Project Areas:**

- i. Research on any topic, which may come under the domain of History Discipline, such as on significant personalities, regional history, comparative history, history of people, events, governments, and so on and so forth

### **Role and Responsibility of the Student:**

Students are expected to:

- i. Conduct independent research or fieldwork
- ii. Adhere to ethical research standards and academic integrity
- iii. Maintain regular contact with the assigned supervisor
- iv. Submit work as per deadlines and guidelines
- v. Demonstrate seriousness, originality, and academic discipline

### **Word Limit of the Research Project/Plan, Department of History**

A Capstone Research project should consist of 4000-6000 typed words (excluding annex). The quality of the product, specifically the scope of idea, critical analysis, and justification would be given preference. Plagiarism policy will be strictly followed as per the rule. The similarity index should be within 19%.

Turabian research manual would be followed for all the degree programmes in the Department of History; so, the same would be followed by the BS History students for the Capstone Research Project.

### **Major Components of Research Project/Plan**

A research plan should consist of the following three important components/sections.

1. Introduction of the Research/ Project Idea
2. Operation plan
3. Distribution/Publishing Plan

### **General Guidelines, and the Department Process (Research Project/Plan)**

1. Register the course code with the department.

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2. Upon topic approval, the department will assign a faculty supervisor who will guide the student throughout the project.
3. An online orientation session (minimum 2 hours) will be arranged at the start of the semester to guide students about the objectives, structure, ethics, and report writing of the Capstone Project.
4. Students must follow ethical standards and avoid plagiarism. Projects with over 19% similarity (Turnitin or equivalent) may be rejected or penalized.
5. Present and discuss the idea of the Research plan with an allocated supervisor.
6. Provide the research proposal/synopsis along with the supervisor's signed form to the Department of History.
7. The submitted research plan/proposal will be evaluated at the Department of History for approval.
8. Submission of the first draft of the approved research plan
9. Incorporate the comments/corrections/suggestions given by the reviewers at the department.
10. Submit the final copy to the department for the final evaluation and marks on the basis of the Quality of the report, Originality and depth of analysis, Relevance of recommendations, and Adherence to structure and format.
11. The passing marks for the Capstone Project are 50 out of 100. Failure to meet the minimum score will result in a re-enrolment requirement.
12. Evaluation may be conducted by the supervisor or tutors may be assigned for evaluation, not exceeding 50 students per evaluator.
13. The University holds no financial liability related to any field visits or data collection undertaken by the student.

### Research Project Formatting Guidelines

- i. **Table of Contents:** Add auto feature of MS Word for table of contents
- ii. **Page:** A4 size page
- iii. **Font Style:** Times New Roman, **Font Size:** 12 (main body), 14 for each section's sub-heading (e.g. Cash flows, and 12 for further 16 for the section title.
- iv. **Line Spacing:** 2
- v. Add space after each paragraph and the paragraph must be justified
- vi. All headings and their subheadings should be properly formatted using heading rules.
- vii. **Margins:** Margins should be adjusted to 1 for top, bottom, right and for left 1.5
- viii. **Tables and Figures:** Table inserted within the text should be numbered and captioned on the top of the table. The same format may be used for figures and charts etc.
- ix. **Page Numbering:** Every page should be numbered.

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- x. **Spelling and Grammar Check:** Don't forget to apply spelling and grammar features before submission of the report.
- xi. **Binding:** The Plan should be submitted in spiral binding and final draft is required to be submitted in hard binding.

### Sections of Capstone Project Report:

## LIST OF CONTENTS

	Title Page
Supervisor's Certificate	
Abstract	iii
Acknowledgement	iv
List of tables (if required)	v
List of figures (if required)	vi
1. Introduction	1
2. Main Body	...
3. Conclusion	...
4. Bibliography	...
5. Annex. (if required)	...
 <b>6. Contents of the Report (Minimum Requirements)</b>	
i. <b>Introduction (max. 700 words):</b> Problem background, objectives, scope	
ii. <b>Literature Review (max. 1000 words):</b> Theoretical base, past studies	
iii. <b>Historic Research Methodology (max. 800 words):</b> Research type, tools, data collection, oral history	
iv. <b>Organisation of the study(1500–2000 words):</b> qualitative analysis, interpretation	
v. <b>Conclusion &amp; Recommendations (600–800 words):</b> Findings, suggestions, policy implications	

### Assessment Criteria:

The following criteria would be applied for the assessment of the research product/outcome of the student:

- |  |      |
|--|------|
| a). Research Product in writing form based on the <b>Turabian</b> manual | 100% |
|--|------|

### Work Plan

The student may develop a work plan to pursue while researching on the project, as given below:

**Research Work Plan (6 Weeks, Proposed Time plan)**

<b>Time</b>	<b>Activities</b>
<b>Week 1</b>	<ul style="list-style-type: none"><li>• Getting an orientation/Discussion with the Supervisor</li><li>• Visiting different libraries</li><li>• Gathering all relevant written material</li><li>• Obtaining all relevant written materials on that topic</li><li>• Receiving Information Technology skills</li><li>• Correspondence with the collaborative organisations, if any</li></ul>
<b>Week 2 &amp; 3</b>	<ul style="list-style-type: none"><li>• Studying each aspect of the assigned project.</li><li>• Summarising the reading material for preparing the introduction</li><li>• Developing Oral History skills by interviewing concerned people based on a review of the material collected so far, if necessary</li><li>• Taking notes of all interviews</li><li>• Collecting any missing information</li><li>• Doing a write-up based on the interviews, and research material</li><li>• Hands-on training in a specified institution</li></ul>
<b>Week 4 &amp; 5</b>	<ul style="list-style-type: none"><li>• Critical analyses of the given information</li><li>• Collecting and incorporating any missing information</li><li>• Writing a draft on the given activities</li><li>• Finding gaps, shortcomings etc. based on academic background.</li><li>• Recording all observations with a view to writing an article for publication</li><li>• The meeting informed people to get their viewpoint</li></ul>
<b>Week 6</b>	<ul style="list-style-type: none"><li>• Taking down all notes with a view to write concrete recommendations, alternate analyses, and time frames for research publication.</li><li>• Developing skills to write a research proposal including a financial section, if necessary</li></ul>

## TITLE OF THE PROJECT



### BS History

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

Roll No: \_\_\_\_\_

Registration No: \_\_\_\_\_

**Department of History**  
**Faculty of Social Sciences and Humanities**  
**Allama Iqbal Open University Islamabad**  
**Year**

**INNER TITLE**



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

Roll No: \_\_\_\_\_

Registration No: \_\_\_\_\_

\_\_\_\_\_  
Name of Supervisor

This Project is submitted to the Department of History, Faculty of Social Sciences and Humanities, Allama Iqbal Open University, Islamabad in partial fulfillment of the requirement for the degree of BS HISTORY.

**Department of History**  
**Faculty of Social Sciences and Humanities**  
**Allama Iqbal Open University Islamabad**  
**Year**



**ABSTRACT**

Not more than one page

**CERTIFICATE**

The Project entitled “ \_\_\_\_\_ ”,  
at BS History conducted by \_\_\_\_\_ Roll No.  
\_\_\_\_\_, Registration No. \_\_\_\_\_ has been  
completed under my guidance and I am satisfied with the quality of the student’s  
research work.

Signature: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

### ATTESTATION OF AUTHORSHIP

I, \_\_\_\_\_ Roll No. \_\_\_\_\_  
Registration No. \_\_\_\_\_ a student of BS History in Allama  
Iqbal Open University, solemnly declare that my research project entitled  
“\_\_\_\_\_” is my own work and that, to the best of my  
knowledge and belief, it contains no material previously published or written by  
another person. This research project is not submitted already and shall not be  
submitted in the future for obtaining a degree from the same or another University  
or Institution. If it is found to be copied/plagiarized at a later stage by any student  
enrolled in the same or any other university, I shall be liable to face legal action  
before Unfair Mean Committee (UMC), as per AIOU/HEC Rules and Regulations,  
and I understand that if I am found guilty, my degree will be cancelled.

Signature: \_\_\_\_\_

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

Roll No.: \_\_\_\_\_

Reg. No.: \_\_\_\_\_

Address : \_\_\_\_\_

**DEDICATION**

Name of student

## **ACKNOWLEDGEMENT**

Name of student

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