



Ref. No : BRUR/MIS/MBA-THESIS /2026/01

Date: 10 September 2026

Guidelines and Requirements for MBA Thesis

All MBA thesis students are hereby informed that the following academic, ethical, and administrative requirements shall be followed in the preparation, data collection, submission, and finalization of the thesis. Students are advised to maintain regular communication with their assigned Supervisor and comply with any additional instructions issued by the Supervisor or the Academic Committee.

1. Originality and Research Basis

The thesis must be an original, research-based academic work prepared by the student. Plagiarism, fabrication, falsification, or unauthorized use of another person's work is strictly prohibited.

2. Length of the Thesis

The thesis should normally be between 40 and 50 pages, excluding preliminary pages, references, appendices, and other materials as determined by the Supervisor or the Academic Committee.

3. Citations and References

All sources used in the thesis must be appropriately cited using the APA 7th edition referencing style. The in-text citations and reference list must be accurate, complete, and consistent.

4. Plagiarism & AI Reports

Before submitting, ensure your work shows 0% AI-generated content and no more than 10% similarity on the plagiarism report.

5. Ethical Approval

Where required by the nature of the research, ethical approval must be obtained from the appropriate Ethics Committee/Institutional Review Board before data collection begins. Students must comply with all applicable ethical standards and institutional requirements.

6. Informed Consent

For research involving human participants, an appropriate informed-consent statement must be provided and documented as part of the data-collection process. Participants must be informed about the purpose of the study, their voluntary participation, confidentiality, and their right to withdraw where applicable.

7. Access to Data-Collection Instruments

The Supervisor must be provided with appropriate access to the data-collection instrument and/or platform used for the research (e.g., Google Forms) when requested. For online questionnaires, Editor access or an equivalent level of access may be required to enable the Supervisor to monitor the instrument and data-collection process.

8. Thesis Structure and Chapter Organization

The thesis should follow the approved academic structure. A typical structure may include: Chapter 1 – Introduction; Chapter 2 – Literature Review; Chapter 3 – Research Methodology; Chapter 4 – Results/Findings and Analysis; Chapter 5 – Discussion, Conclusions, Recommendations, Implications, Limitations, and Future Research Directions. The final chapter structure may be adjusted according to the research design and the instructions of the Supervisor.



9. Financial Clearance

Before final submission of the thesis, the student must complete all required financial and administrative clearance procedures and submit the relevant clearance statement/document, where applicable.

10. Approval of Thesis Topic

The thesis topic must be finalized and formally approved by the assigned Supervisor before the student begins the substantive research work.

11. Additional Instructions and Academic Decisions

Any additional requirements, procedures, formatting instructions, or modifications may be introduced or adjusted based on the decision of the Supervisor, Department, or Academic Committee. Students must comply with such decisions.

Rakib 10.09.2026

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