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| Kurdistan Region – Iraq  Lebanese French University  College of Administration & Economics  Business Administration Department |  | هەرێمی كوردستان-عێراق  زانكۆی لوبنانی فەرەنسی  كۆلێژی کارگێری و ئابوری بەشی كارگێری كار |



**GRADUATION PROJECT GUIDELINES FOR UNDERGRADUATE STUDENTS**

**2021-2022**

**Prepared by:**

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The guideline has been prepared in order to assist undergraduate students to prepare and complete their graduation project. The guideline benefits students to avoid burdens and misunderstanding of the general requirement of their projects.

This guideline includes both general format of how to structure the project and also technical formats such as font size, length of the project, margins and spacing. If students or supervisors have any question regarding the contents of this guide, they should directed to the head of graduation project committee at the Department of Business Administration, Collage of Administration & Economics, Lebanese French University.

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# 1.0 General Form and Style

Students are given a chance to write their graduation project in their language of preference including Kurdish, Arabic and English. Therefore, the consistency of styles through the project must be considered and the rules of grammar must be followed. The students and assigned supervisors must ensure that the language of the project is clear and comprehensive.

The main body of a project should contain the following:

* Introduction;
* Problem Statement;
* Research Questions;
* Research Objectives;
* Significance of the Research.
* Literature Review;
* Methodology;
* Results & Discussions
* Results and Conclusion;
* References.

# 1.1 Length of Project

The recommended length of the main body of graduation project is 40 – 80 pages excluding appendixes.

# 1.2 Typing or Computer Printing

The entire body text of the project, including heading and page numbers, must be same font or typeface.

* Font Style: Times New Roman
* Font Size: 12 point (body text)
* Spacing: Double Space (except for abstracts)

*Note: The direction of the text changes in Kurdish and Arabic.*

# 1.3 Margins

Margin specifications are meant to facilitate binding and trimming. The stipulated margins for the general text are as follows:

* Top edge : 2.5 cm (1 inch)
* Right side : 2.5 cm (1 inch)
* Left side : 4.0 cm (1.5 inches)
* Bottom edge : 2.5 cm (1 inch)

# 1.4 List of Tables

Each table caption must be placed at the left and on top of the table (title case). Table Heading should be as shown below:

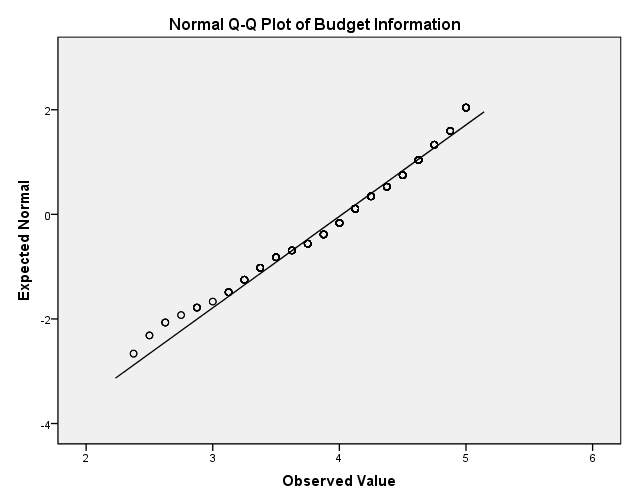
Table 1.1

*Reliability Analysis of Pilot Study*

|  |  |  |
| --- | --- | --- |
| Construct | N. of Items | Cronbach’s Alpha |
| Deliberation | 10 | 0.836 |
| Communication | 9 | 0.808 |
| Information | 8 | 0.884 |
| Capital budgeting Process | 16 | 0.889 |

# 1.5 List of Figures

Place the word Figure and the figure number under the figure, flush left in italics. The title of the figure goes next to the number in sentence case as following:



*Figure 1.1* Normal Q-Q Plot of Budget Information

# 1.6 Arrangement of Contents

Following is the order of all the elements of the project:

Title Page

پوخته‌ (in Kurdish)

Abstract (in English)

ملخص (in Arabic) --- If the language of the project is Arabic

Acknowledgement

Table of contents

List of Tables

List of Figures

List of Abbreviations (if it’s applicable)

References

Appendices (if any)

# 1.7 Abstract

An abstract must be in Kurdish, English and Arabic **if** the candidate decides to write the project in Arabic. The abstract should identify clearly the purpose of the research, the methods used, the results obtained and the significance of the results or findings. The abstract must not exceed 350 words.

# 1.8 Referencing

The students are required to use complete, reliable and correct sources for their projects. The same format must be used for references throughout the project. Students are required to use the APA style in their choice of format for citation and references.

**Book with one authors**

Wildavsky, A. B. (1986). *Budgeting: a comparative theory of the budgeting process*. New York: Transaction Publishers.

**Book with two authors**

Bryman, A., & Bell, E. (2015). *Business research methods*. Oxford University Press, USA.

**Book with more than two authors**

Krause, K.-L., Bochner, S., & Duchesne, S. (2006). Educational psychology for learning and teaching (2nd ed.). Melbourne, Australia: Thomson.

**Journal article**

Harris, M., & Raviv, A. (1996). The capital budgeting process: Incentives and information. *The Journal of Finance*, 51(4), 1139-1174.

**Newspaper article (electronic version)**

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. The New York Times. Retrieved from <http://www.nytimes.com>

**Newspaper article (print version)**

Schwartz, J. (1993, September 30). Obesity affects economic, social status. The Washington Post, pp. A1, A4.

**Conference Proceedings**

Armstrong, D. B., Fogarty, G. J., & Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W-G. Tan (Ed.), Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems (pp. 163-171). Toowoomba, Australia: University of Southern Queensland.

# SAMPLE COVER

**THE EFFECTS OF PARTICIPATORY BUDGETING ON PUBLIC SERVICE SATISFACTION: A CASE STUDY OF KURDISTAN**

**NABAZ NAWZAD ABDULLAH**

**BACHELOR OF BUSINESS ADMINISTRATION**

**LEBANESE FRENCH UNIVERSITY**

**MAY 2018**

**THE EFFECTS OF PARTICIPATORY BUDGETING ON PUBLIC SERVICE SATISFACTION: A CASE STUDY OF KURDISTAN**

**NABAZ NAWZAD ABDULLAH**

**A project submitted to Business Administration Department**

**In fulfilment of the requirements for the degree in business administration at Lebanese French University**

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# LIST OF ABBREVIATIONS

ACDI Agricultural Cooperative Development International

BOI Board of Investment

CAG Community Action Group