



UNIVERSITI
TEKNOLOGI
MARA

**GUIDELINES
FOR
MASTER'S PROJECT
MASTER'S DISSERTATION
AND
PHD THESIS**

AKADEMI PENGAJIAN BAHASA



UNIVERSITI
TEKNOLOGI
MARA

Akademi
Pengajian Bahasa

GUIDELINES FOR MASTER'S PROJECT, MASTER'S DISSERTATION AND PHD THESIS 2021

(2ND EDITION)

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PREFACE

For the award of the Degree of Master of Professional Communication (coursework) (LG701), Master of Language Studies (coursework) (LG702), Master in Applied Language Studies (by research) (LG750) and Doctor of Philosophy (Applied Language Studies) (LG950), all postgraduate students of Akademi Pengajian Bahasa are required to submit a project report, dissertation or thesis depending on the program requirement. In view of this, the guidelines are prepared not only to assist students in the preparation of their project report, dissertation or thesis, but also to explain the whole process involved in the completion of the project, dissertation or thesis including the assignment of supervisor, selection of topics, defense of the proposal, ethics application, consultations, viva voce, as well as submission of the final report (whichever are relevant to the program). These Guidelines are to be read together with the Guidelines on Theses/Dissertation Format 2017 prepared by the Institute of Graduate Studies UiTM (IPSis) . It is the responsibility of each student to ensure that his or her report conforms to the Guidelines set out by both Akademi Pengajian Bahasa and IPSis. Further information or clarification on the Guidelines can be obtained from the Resource Person of Master by Coursework Project or the Heads of the Centre of Postgraduate Studies for both Coursework and Research Programmes.

LIST OF EDITORS

Assoc. Prof. Dr. Nor Shidrah Mat Daud
Assoc. Prof. Dr. Zarina Suriya Ramlan
Assoc. Prof. Dr. Faizah Mohamad
Assoc. Prof. Dr. Norhayuza Mohamad
Dr. Nor Fazlin Mohd Ramli
Dr. Elia Md Johar
Dr. Maizura Mohd Noor
Dr. Muhammad Arsyad Abdul Majid
Dr. Ghazali Yusri Abd Rahman
Cik Saliza Ismail
Pn Noriza Daud
En Mohd Akashah Mohamad Yusof
Pn Julina Munchar

GUIDELINES FOR MASTER'S PROJECT (LG701 & LG702)

1.0 THE PROCESS

1.1 Assignment of Supervisor

Each student will be assigned to one supervisor. Assignment of supervisors will be done in early of the second semester after students did the Research Methodology (ALS703) course. Assignment of supervisors will be endorsed by Jawatankuasa Kecil Akademik Pengajian Pascasiswazah (JKAPS).

1.2 Project Title and Focus

- a. The project must be in the area covered by the programme of study. Professional communication is an inter-disciplinary field which fundamentally delves in communication in professional settings covering a broad aspect of oral, digital, and written communication in the context of a workplace. Language Studies, on the other hand, is a broad field of Applied Linguistics Studies and/or Cultural Studies.
- b. The title chosen should extend any aspect in previous knowledge learnt in the field within the capacity. Hence, the title of the project ought to be related to the aspects that are related to the programme of study. The maximum title length is **15 words**.

1.3 Submission of Application for Ethics Approval

- a. Ethics approval is required to ensure research carried out protect the rights of participants, researchers, and Universiti Teknologi MARA (UiTM)
- b. The application forms must be completed and submitted for approval once students have completed their Research Seminar (ALS702) course.
- c. All students who will have human participants in their study must obtain ethics approval prior to commencement of the research project guided by their supervisor by filling in **REC 2, 3, 4 and 5** forms. Those who will do **content or textual analysis**, fill in **REC 11** form. Applications must be submitted to the Jawatankuasa Kecil Penyelidikan Pascaijazah Akademi Pengajian Bahasa one month before the Jawatankuasa Penyelidikan Fakulti meeting.
- d. As prescribed by REC, students must use English for filling in all forms with exception to the research conducted in other languages with the Senate approval.
- e. All the forms are available in this link:
<https://www.recuitm.org/applicationforms>
- f. The application must be sent to the administrative office in hard and soft copies.

Here is the link for details on how to fill in the ethics application form
https://drive.google.com/file/d/1mQ4I-SD9Sh_Lip2qGb9e0jecG-vthIX/view?usp=sharing

1.4 Consultations

- a. Students must consult their supervisor for advice and to get their written report checked at mutually convenient times. The student and supervisor must agree on the frequency, duration and format of their formal meetings, as well as the topics to be covered.
- b. The frequency of formal meetings will be determined by the nature and stage of the student's research. These meetings should take place either in person or through emails, text messaging, video or audio calls. It may be necessary or appropriate to change the frequency of meetings depending on progress and performance.
- c. A record of formal meetings must be kept by the student. The minimum expected number of consultations is five times during the supervision period.

(See *Appendix 1* for consultation form for each program).

- d. In case of students not able to complete writing the project report by the end of the semester Master's Dissertation (ALS790) is registered for, a progress report must be filled in and submitted to the administrative office.

1.5 Submission of the Report

- a. Submission of complete final draft for examination
The complete final draft which is softbound, is to be submitted to the office in the last week of semester. It should undergo a database checking using the Turnitin applications and the similarity score must be below 30 percent.
- b. Final submission
The project report should be in hardbound in dark blue and two (2) hardbound copies should be submitted to the Faculty together with two (2) soft copies in CD (PDF) format after corrections of the report have been endorsed by the supervisor.

1.6 Oral Presentation

Students are only eligible for oral presentation when their project report meet the required language standard, endorsed by the supervisor. Refer to *Appendix 2* guidelines on how to prepare for the oral presentation.

2.0 CONTENTS OF THE PROJECT REPORT

2.1 Blank Page

A blank page should be included after the front cover page.

2.2 Declaration of Authorship

Students must make a declaration of authorship to confirm the originality of the project. This declaration must be signed by the student. They must follow the format and content of the declaration page as shown in the IPSIS Manual (Refer to Appendix F, p.31 of the manual)

2.3 REC Approval/Exemption Letter

A copy of the Research Ethic Committee (REC) approval/exemption letter must be placed after the declaration page in the project report.

2.4 Title Page

Title page follows the same format as the front cover page.

2.5 Acknowledgement (Optional)

The student may write a brief statement of appreciation to various individuals, organizations, institutions or other parties. This acknowledgement must not exceed one page.

2.6 Table of Contents

A list of all chapters, headings and subheadings should follow the respective page numbers as reflected in the body of the project report and should be worded exactly as they appear in the body of the report. The table of contents is to guide what has been laid out in the report.

2.7 List of Tables

The exact titles of the tables and the page number they appear in the project report should be listed on this page. All tables should be consecutively numbered throughout the report.

2.8 List of Figures

The exact titles of the figures and the page number they appear in the report should be listed on this page. All figures should be consecutively numbered throughout the report.

2.9 List of Plates (e.g. photos)

The exact titles of the plates and the page number they appear in the report should be listed on this page. All plates should be consecutively numbered throughout the report (Refer to Appendix L, IPSIS Manual, p.39).

2.10 Abstract

The abstract should give a brief statement of the research problems, aims of the research, methodologies used, key findings in the context of the whole study, and implications of the study. It should not be less than 200 words and must be written in English.

2.11 Body of Report

In every chapter, the first subheading (e.g. 1.1, 2.1,3.1) should be the Introduction of the chapter and the last heading should be Conclusions of the chapter itself.

2.11.1 Introduction

This chapter begins with a general description of the study or background of the study. Necessary in-text citations concerning the general context of the study and past studies are incorporated to back up claims or arguments. Then, issues are discussed in a problem statement section where the reason why the study is warranted is highlighted. Next, the research objectives and the research questions are outlined. The significance, and limitations and scope of the study are also highlighted Finally, key terms under study used extensively are defined appropriately.

2.11.2 Literature Review

This chapter presents the theoretical framework (or background) of the study. The review must be written in an accurate and comprehensive manner to highlight the status of current literature on the topic under study. The points and arguments should be critically analyzed, synthesized and coherently organized. More current sources are to be included. All sources must be acknowledged by properly citing them using the current APA format. Direct quotations must be scarcely used.

2.11.3 Research Methodology

This chapter outlines how the research is conducted. It discusses the research design whether the approaches

employed are qualitatively, quantitatively or, mixed method. Justification for choosing a certain research must be provided. Students may include research framework in this section. It also includes the description of the population from which the sample was drawn, the sampling technique, and the sample size. Next is the instrument of the study which incorporates the name/type of the instrument, and how variables are measured. A step by step how the data are collected in detail including getting the informed consent of the respondents, the administration of questionnaire, the conduct of the interview, and/or observation and how the data are gathered from the procedure must be clearly explained. Finally, the chapter describes the statistical methods or qualitative methods or both with which the study has planned to run the analyses.

2.11.4 Analysis of Results or Findings

The results are presented in a manner that addresses the research questions. They are clearly reported using proper tables and charts. The tables and figures must have immediately adjacent comments and are properly identified (titled or captioned). They are then systematically summarized, interpreted and concluded in relation to their importance to the research questions. Patterns, relationships, and themes described as findings are supported by the data.

2.11.5 Discussions, Conclusions and Recommendations

This chapter begins with a brief overview of why and how the study was done, reviewing the questions/issues being addressed and a brief summary of major findings. The interpretation of the findings is discussed with the support of other works of literature. The implications are expressed in terms of tangible improvements to individuals, communities, organizations, institutions, cultures, or societies and recommendations for action and further study are made.

2.12 List of References

A list of references should be written in the latest APA format and ordered alphabetically. If the references come from the same author, then they must be arranged chronologically. The references either published or unpublished must be cited in the report.

2.13 Appendices

Supplementary materials which are not included in the report are attached as appendices. These include questionnaires, interview questions, observation list, transcriptions, data used for analysis, maps, photographs and other materials. All appendices should be titled and numbered alphabetically, e.g. Appendix A, Appendix B and so on.

2.14 Blank Page

A blank page should be included before the back outside cover.

3.0 TECHNICAL SPECIFICATIONS

3.1 Length

The length of the project write-up is within the range between 15,000 - 17,000 words or its equivalent exclusive of references.

3.2 Language

The language used for writing the report shall be in English.

The standard written form of the language should be used to ensure uniformity and quality.

Language use should be accurate and spelling must be consistent throughout the project.

3.3 Cover Page

3.3.1 Front Cover Page

The front cover page should have the information and ordered as follows:

- UiTM Logo
- Universiti Teknologi MARA (ARIAL, 14pt bold caps)
- Title of Study (ARIAL, 18pt bold caps)
- Statement of Award of the Academic Project Fulfillment (ARIAL 14pt bold title case)
- Name (ARIAL, 12-point font)
- Month and Year of Submission (ARIAL, 12- point font bold)

Refer to the IPSIS Manual, p. 6 for a sample and Appendix D in the IPSIS Manual for the format (p. 23).

3.3.2 Spine of the Project Report

The spine of the report should have the following information:

- Name (Title case)
- Title of Study
- UiTM Year

(ARIAL, 24-point font CAPS-Maximum 12 words)
Refer to Appendix C in the IPSIS Manual (p.20)

3.3.3 Back Outside Cover

The back outside cover must be included. The cover of the report must be in hard bound.

4.0 EXAMINATION OF THE PROJECT

4.1 Marking of the Project Report

The project report will be marked by the supervisor. The verification of the marking is done through a moderation process.

4.2 Moderation of the Project Report

An internal examiner is appointed to second mark the project report to moderate the mark given by the supervisor.

4.3 Oral Presentation Session

Please refer to the respective programme for the details of the presentation.

4.4 The Evaluation Criteria

Please refer to *Appendix 3* for the written report evaluation form and *Appendix 4* for the oral presentation evaluation form.

5.0 PUBLICATION OF PROJECT

Funding for proofreading and publication can be applied from APB Proofreading and Publication Fund. To be eligible for this fund, the following requirements should be met:

1. The student must be an APB master by coursework student with 'active' status.
2. The student does not receive any other financial assistance for the publication.
3. The fund is also eligible for those whose master study is sponsored by PTPTN, MARA Loan, etc.
4. The student is NOT a government or private employee who is taking full paid leave.
5. The student must be the main author of the article.
6. The journal must be an indexed journal (SCOPUS/WOS/MyCite) and other indexed journals recognized by APB as listed in the table below:

JURNAL BERINDEKS YANG DIKTIKRAF (selain SCOPUS/ ERA)
1. International Journal of Modern Languages and Applied Linguistics* http://www.ijmal.learningdistance.org/index.php/ijmal 2. Journal of Current practices in language learning and teaching (CPLT) https://cplt.uitm.edu.my/v1/ 3. Asian Journal of English Language and Pedagogy http://ejournal.upsi.edu.my/index.php/AJELP 4. Asian Journal of Social Science Research https://ajssr.unitar.my/ 5. Asian People Journal https://journal.unisza.edu.my/apj/index.php/apj/index#main 6. Attarbawiy: Malaysian Online Journal of Education (ATTARBAWIY) http://journal.kuis.edu.my/attarbawiy 7. International Journal of Language Education and Applied Linguistics http://journal.ump.edu.my/ijleal 8. International Online Journal of Language, Communication and Humanities (INSANIAH) http://insaniah.umk.edu.my/journal/index.php/insaniah/index 9. Journal of Language and Communication http://www.fbmku.upm.edu.my/penerbitan-2981 10. Journal of Social Science and Humanities https://www.jsshjournal.com/

The application form for the funding is as in *Appendix 5*.

GUIDELINES FOR POSTGRADUATE BY RESEARCH (LG750 & LG950)

1.0 DISSERTATION AND THESIS WRITING FORMAT

Institute of Graduate Studies Universiti Teknologi MARA (IPSIS) has published the GUIDELINES ON THESIS/DISSERTATION FORMAT (2017). Postgraduate students of UiTM have to adhere to these general guidelines.

However, there are additional guidelines that APB postgraduate students need to follow:

1.1 Length of thesis/ dissertation

- a. Dissertation: between 31,000 - 40,000 words.
- b. Thesis: between 75,000 - 100,000 words.

1.2 Language use

The Graduate Studies Academic Rules and Regulations (Amendment 2016)- IPSIS stated that *“12.1.6 All theses must be written in English. Approval of the University Senate is required for exemption.”* (pg 22). Therefore, if any student wishes to write in the language that is being studied, he or she needs to apply for approval. The requirements and procedures are as follows:

1.2.1 This application is only allowed to MALAYSIAN CITIZENS.

1.2.2 The application must be submitted before/on:

Master Degree	:	3 months
Doctor of Philosophy	:	3 months

1.2.3 The criteria of writing thesis in Bahasa Malaysia are as the following:

- i. The candidate must do a research on the following Malay World context:
 - 1. Malay Culture
 - 2. Malay Art
 - 3. Malay Literature
 - 4. Malay Philosophy and Cosmology
- ii. Research done in English language will change the originality of meaning
- iii. Research done in English language will change the philosophical sentiment and the understanding of corpus of knowledge
- iv. The potential of expanding new theories and discoveries being developed through this research to other countries aside from Nusantara is limited.

- 1.2.4 Complete the application form and submit it to the Main Supervisor along with the research paper.
- 1.2.5 A candidate who wants to write in other modern languages (i.e. Arabic), additional justification from an expert is required to support the application.

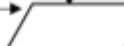
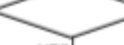
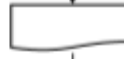
2.0 RESEARCH PROGRESS

- 2.1 The student is required to consult with supervisors.
- 2.2 Supervisors will evaluate the student's research progress in the Research Progress Report Form at the end of each semester.
- 2.3 The supervisor will submit the Report to KPPS and will be endorsed by the JKAPS.
- 2.4 KPPS will enter the endorsed result of the student's progress into the Student Information Management System (SIMS).
- 2.5 Students are to access their progress result through the student portal before they can proceed to register for the next semester.

3.0 DEFENCE OF RESEARCH PROPOSAL

The process of Defence of Research Proposal or DRP is based on this flowchart below:

FLOWCHART 4: DEFENCE OF RESEARCH PROPOSAL

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student/ IPSIS/ MASMED		Attend IPSIS Research Skills Seminars (Semester 1) and TIE ² (MASMED)	Modules & Certificate of Attendance
Student/ Supervisor(s)		Submit proposal for plagiarism checking	Turnitin Software/ Originality Report
Student/Supervisor(s)		Check similarity index (Less than 30%)	Originality Report
Student/KPPS/ Supervisor(s)		Submissions of the required documents for DRP	Confirmation for Defence of Research Proposal Form (IGS / RSCH / CONFIRM_DRP / 2017), Originality Report, Research Proposal, and Certificate of Attendance (IPSIS Research Skills Seminar), TIE ² Certificate (PhD)
Faculty		Appoint Chairman, Panel of Assessors. Invite supervisors and student for DRP Session	Letters of appointment and letters invitation
Students /Faculty		Defence of Research Proposal	Research Proposal, DRP Assessment Form and DRP Result Form
Chairperson		Inform student of DRP Result	DRP Assessment Form and DRP Result Form
KPPS		KPPS issues the result	Letter of DRP Result
KPPS		KPPS report in JKPAS for endorsement	Report
JKAPS		JKAPS Endorse the DRP Result	Meeting minutes
KPPS		KPPS updates DRP result in SIMS.	DRP result and SIMS
		END	

3.1 For full time Master students, DRP must take place within 6 months. While part time students, DRP must take place within 12 months. The student must also have completed IPSIS Research Skills Seminar.

3.2 For full time PhD students, DRP must take place within 12 months, part time 18 months. The student must complete both IPSIS Research Skills Seminar and TIE² (MASMED).

3.3 As a student, these are the forms to be submitted before and after DRP:

1. Confirmation for Defence of Research Proposal
2. Defence of Research Proposal Correction Verification

3.4 At APB, the KPPS will announce the date of DRP two weeks in advance. This would allow the students to prepare and complete the proposal. Students must work closely with their supervisor to develop the proposal. Students must submit 4 copies of the proposal. The proposal must be bound. The suggested format of the proposal is as *Appendix 6*.

4.0 ETHICS APPLICATION

- a. Ethics approval is required to ensure research carried out protect the rights of participants, researchers, and Universiti Teknologi MARA (UiTM).
- b. All students who will have human participants in their study must obtain ethics approval prior to commencement of the research project guided by their supervisor. Applications must be submitted to the Jawatankuasa Kecil Penyelidikan Pascaijazah Akademi Pengajian Bahasa one month before the Jawatankuasa Penyelidikan Fakulti meeting.
- c. All students who will have human participants in their study must obtain ethics approval prior to commencement of the research project guided by their supervisor by filling in **REC 2, 3, 4 and 5** forms. Those who will do **content or textual analysis**, fill in **REC 11** form. Applications must be submitted to the Jawatankuasa Kecil Penyelidikan Pascaijazah Akademi Pengajian Bahasa one month before the Jawatankuasa Penyelidikan Fakulti meeting.
- d. As prescribed by REC, students must use English for filling in all forms with exception to the research conducted in other languages with Senate approval.
- e. All the forms are available in this link:
<https://www.recuitm.org/applicationforms>
- f. The application must be sent to the administrative office in hard and soft copies.

Here is the link for details on how to fill in the ethics application form
https://drive.google.com/file/d/1mQ4I-SD9Sh_Lip2qGb9e0jecG-vthIX/view?usp=sharing

5.0 SUBMISSION OF DISSERTATION & THESIS

Prior to submitting the completed dissertation/thesis, students are required to complete and submit a Notice of Intention. Details are as follows:

5.1 Intention to Submit

The student is required to:

1. Complete and submit to KPPS a Notice of Intention to Submit Thesis/Dissertation (*Appendix 10*).
2. Submit an abstract of not more than 400 words including the full thesis/dissertation title, name of the student and supervisor.
3. Attach the Table of Contents
4. Attach the Originality Report (must be less than 30%)
5. Submit the final version of the thesis to IPSIS within three (3) months from the date of Notice of Intention to Submit Thesis.
6. The Notice will be null and void if the full thesis/dissertation is not submitted within the stipulated time.
7. The student will then have to submit a new Notice of Intention to Submit Thesis/Dissertation to KPPS.

5.2 Nomination of Examiners

Examiners nomination will be done by the supervisor/s.

The process of submission of a Notice of Intention and nomination of examiners is based on the flowchart below:

FLOWCHART 7: NOTICE OF INTENTION TO SUBMIT THESIS AND EXAMINER'S NOMINATION

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		Student submit for thesis plagiarism checking	Originality Report
Supervisor(s)		The Supervisor ensures the similarity index of the originality report must be within the acceptable level as stated by IPSIS	Originality Report
Supervisor/ KPPS		Endorse Notice of Intention to Submit Thesis Form. Supervisor submit Thesis Examiners Nomination forms	1. Notice of Intention to Submit Thesis Form (IGS / RSCH / INTENT / 2017) 2. originality report 3. Examiners Short CV Forms 4. Supervisor Declaration form 5. Examiners Acceptance Form
KPPS/ Faculty/ JKAPS		KPPS prepares & presents the Nomination of Examiners in JKAPS meeting	Template nomination of examiner
Faculty/ JAF		Approve by JAF and sent result to IPSis	1. Cover letter, 2. Printed template from IGS TRATO
Faculty/ Examiner		Faculty send appointment letter to examiners with the thesis	Appointment letter
IPSis/ JKIPA		IPSis present to JKIPA for endorsement	1. JKIPA minutes 2. Working paper 3. Printed template from IGS TRATO
IPSIS		IPSIS update in IPSIS TRATO	IPSis TRATO
		END	

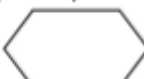
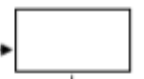
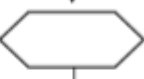
6.0 THESIS SUBMISSION AND VIVA VOCE

At APB, the secretariat for Post Graduate Studies,

1. contact all the examiners to set the viva-voce date. The agreed date will be stated in the appointment letter. The thesis will be send to examiners after the viva date was set.
2. notify student and examiners two weeks prior to the viva-voce.
3. If the examiner could not submit the thesis examination report after the final notice was given, the examiner will have to bring the report during the viva-voce.
4. The viva-voce will be re-schedule if the external examiner (oversea) does not submit the thesis examination report one week before the viva-voce.

The process of thesis submission and Viva Voce is as presented in the flowchart below:

FLOWCHART 8: THE PROCESS OF THESIS SUBMISSION TO VIVA VOCE

RESPONSIBILITY	FLOWCHART	PROCESS	RECORD
		START	
Student		Submit document for plagiarism checking	Originality Report and Turnitin
Supervisor(s)		The similarity index of the originality report must be less than 30% as stated by IPSIS.	Originality Report
Student/Faculty		Endorse "Thesis Submission" form and thesis to Faculty	1. Thesis Submission Form (IGS / RSCH / SUBMIT_THESIS / 2016) 2. Prove of publications* 3. Payment of thesis examination *Indexed Publication by ERA, SCOPUS or WoS
KPPS/ Faculty/ Examiners		Check documents and organise the viva date with examiner and submit the document	Spiral Bound Copies of Thesis and Thesis Submission Form
Faculty		Send thesis to examiners	Appointment letter, Thesis acceptance report, Thesis Acceptance Form, examiners concluding statement, Examiners' Report
IPSIS/KPPS/Examiners		Receive examiners reports	Examiners Report Reminder within six (6) weeks exclude one week after sent Thesis to examiner
IPSIS/KPPS/Examiners		Preparation before viva	Flight ticket, transport and accommodation (if needed)
IPSIS/KPPS//Student		Viva voce	Result Viva Examiner Feedback Viva-voce Meeting minutes
		END	

7.0 PUBLICATION FOR GRADUATING REQUIREMENTS

- | | |
|------------------------|--|
| 7.1 Master by Research | 1 indexed Publication* was accepted (* indexed Journal by SCOPUS / WoS / ERA or the listed journals as given in the list below.) |
| 7.2 PhD by Research | 2 indexed Publication* with at least 1 was accepted (* indexed Journal by SCOPUS / WoS / ERA or the listed journals as given in the list below.) |

- | |
|--|
| <ol style="list-style-type: none">1. International Journal of Modern Languages and Applied Linguistics*
http://www.ijmal.learningdistance.org/index.php/ijmal2. Journal of Current practices in language learning and teaching (CPLT)
https://cplt.uitm.edu.my/v1/3. Asian Journal of English Language and Pedagogy
http://ejournal.upsi.edu.my/index.php/AJELP4. Asian Journal of Social Science Research
https://ajssr.unitar.my/5. Asian People Journal
https://journal.unisza.edu.my/apj/index.php/apj/index#main6. Attarbawiy: Malaysian Online Journal of Education (ATTARBAWIY)
http://journal.kuis.edu.my/attarbawiy7. International Journal of Language Education and Applied Linguistics
http://journal.ump.edu.my/ijleal8. International Online Journal of Language, Communication and Humanities (INSANIAH)
http://insaniah.umk.edu.my/journal/index.php/insaniah/index9. Journal of Language and Communication
http://www.fbmk.upm.edu.my/penerbitan-298110. Journal of Social Science and Humanities
https://www.jsshjournal.com/ |
|--|

*All forms can be downloaded at:

<https://ipsis.uitm.edu.my/v2/index.php/download/38-postgraduate-research-forms>

ALS790 Master's Project

Supervisory Meeting Report

Name:		Matric Number:
Main Supervisor:		
Co-Supervisor:		
Date of Supervisory Meeting:		
Meeting Number:		
Brief Summary of Discussion (50 words max):		
Agreed Actions:		
Student signature:		
Supervisor(s) signature:		

Notes:

1. The minimum number of formal contacts between supervisee and supervisor(s) will be 5 times (3 face-to face sessions and 2 non- face to face sessions). This contact may be maintained in part via online platforms such as video conferencing, email and Whassap applications where necessary. Formal supervisory contact meetings and their outcomes must be recorded using the template above.
2. The on-going project requires 3 minimal drafts to be shown to the supervisors upon receiving comments from them.

GUIDELINES FOR ORAL PRESENTATION (ALS791)

STRUCTURE AND SLIDES CONTENT

1. Title Page

This slide should contain the information that is provided on the title page of your hard copy.

- The title of your research paper
- Your name
- Name of your course
- Name of Supervisor

2. Introduction

Your introduction slide should provide the following:

- Background of the Study
- Problem Statement
- Research Objectives/Questions
- Scope and Limitations

3. Literature Review

It's not necessary to cover everything that's currently understood in the available literature. You may want to present the following:

- Relevant current research **that** is close to your topic
- Different theories that may apply to your specific area of research
- Areas of weakness that are currently highlighted

4. Methodology

Make sure to mention the factors below:

- The type of study you have conducted: qualitative, quantitative, or mixed
- The methods that you chose and why
- Details of the population, sampling methods, and other information
- Provide information regarding how you have analyzed the data that you have collected

5. Results

This part should give the audience a good understanding of what you've discovered during your research. It should cover the following:

- An overall description of the data that you collected during your research
- The results of the analysis that you have done on that data
- The most significant findings from your results

6. Discussion

Highlight here the meaning of the findings in relation to the field of the research that you have done:

- What are the major findings and what do they mean with regard to your research?
- How do these findings relate to what others have found in the past?
- How can you explain any unusual or surprising result?

7. Conclusions & Recommendations

You have to end your presentation with a conclusion summarizing all that you have found within your research. You need to:

- Restate your research questions
- Show how your results answer these questions
- Show what contribution you have made
- State any limitations to the work you have done
- Suggest future research
- Make any recommendations

Time Length of Each Presentation: 20 minutes

Q&A Session: 10 minutes

MASTER'S PROJECT (ALS791) GRADING FORM

STUDENT'S NAME:

 MATRIC NO.:

 DISSERTATION

 TITLE:

EXAMINER'S NAME:

Guide: The score range reflects the achievement of each student in every part of the dissertation. Please circle the appropriate number to indicate the score obtained for each part.																				
ASSESSMENT ASPECTS	SCORE RANGE																			
QUALITY OF PROJECT REPORT	UNACCEPTABLE --- EXCEPTIONAL																			
CHAPTER 1: INTRODUCTION - Reflects the context of the research title - Situates one's work within appropriate scholarship - Demonstrates relevant and up-to-date references - Demonstrates well-structured and organized flow - Language use is appropriate and professional	CONTEXT (BACKGROUND & PROBLEM STATEMENT) AND CONTENT (OTHER HEADINGS): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">10</td> </tr> </table> COMMENTS: 										1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10											
CHAPTER 2: LITERATURE REVIEW - Displays knowledge in the field of the research - Provides well-supported arguments	DEPTH OF DISCUSSION: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 10%; text-align: center;">6</td> <td style="width: 10%; text-align: center;">7</td> <td style="width: 10%; text-align: center;">8</td> <td style="width: 10%; text-align: center;">9</td> <td style="width: 10%; text-align: center;">10</td> </tr> </table> COMMENTS: 										1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10											

• Demonstrate rigorous, nuanced and transparent analyses • Connects the findings with the research questions • Addresses the strengths and limitations of the research • Language in both findings and discussions is appropriate and without grammatical mistakes • Displays well-organized and systematic discussion of findings in relation to current and previous literature	COMMENTS: 														
	DISCUSSIONS:														
	1	2	3	4	5	6	7	8	9	10					
	COMMENTS: 														
CHAPTER 5: CONCLUSIONS & RECOMMENDATIONS • Provides insightful and well-presented conclusions • Addresses the gaps in the literature • Demonstrates clear connections between the research questions/ objectives and findings • Recommends future works to address the limitations and gaps of the research • The tone used is professional and mature • Provides precise and clear writing	CONCLUSIONS AND RECOMMENDATIONS														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	COMMENTS: 														
*TOTAL SCORE FOR WRITTEN REPORT: (Add up all the scores) _____ /80															
*STUDENTS MUST OBTAIN A MINIMUM OF <u>55 MARKS</u> IN THE WRITTEN REPORT IN ORDER TO PASS THE OVERALL COURSEWORK PROJECT AND QUALIFY FOR THE ORAL ASSESSMENT.															

ORAL ASSESSMENT					
ORAL PRESENTATION • Demonstrate full understanding of one's own research • Answer all the questions convincingly with clear elaboration • Displays confidence and enthusiasm while engaging the audience in a logical and interesting presentation • Displays elements of creativity and clarity in slide presentations	KNOWLEDGE OF SUBJECT MATTER				
	1	2	3	4	5
	DEFENSE OF THE RESEARCH				
	1	2	3	4	5
	DELIVERY				
	1	2	3	4	5
	STYLE AND MECHANICS				
	1	2	3	4	5
COMMENTS: _____					
TOTAL SCORE FOR ORAL ASSESSMENT: _____/20					
**OVERALL PERFORMANCE: _____/100					Please tick
1. The work carried out in the dissertation exceeds the assessment standards and quality. 2. The work carried out in the dissertation meets the assessment standards and quality. 3. The work carried out in the dissertation does not meet the assessment standards and quality.					
**The Passing Grade is B (65% and above)					

DATE:

EXAMINER'S SIGNATURE:

ORAL PRESENTATION OF MASTER'S PROJECT (20%)

EVALUATION FORM

STUDENT'S NAME:

MATRIC NO.:

DISSERTATION TITLE: _____

EXAMINER'S NAME:

CRITERIA	EXCELLENT ---UNACCEPTABLE	REMARKS/COMMENTS
KNOWLEDGE OF SUBJECT MATTER	5 4 3 2 1	
DEFENSE OF RESEARCH	5 4 3 2 1	
DELIVERY	5 4 3 2 1	
STYLE AND MECHANICS	5 4 3 2 1	
TOTAL SCORE:		

DATE:

SIGNATURE:

BORANG PERMOHONAN PEMBIAYAAN YURAN PENERBITAN/YURAN PERKHIDMATAN PROOFREADING AKADEMI PENGAJIAN BAHASA

BUTIR PEMOHON

Nama Pemohon	:			
No. Pelajar	:		No. Telefon Bimbit:	
No. IC/No. Pasport	:			
Tajuk Artikel	:			
Nama Jurnal	:			
No. ISSN (Jika Berkaitan)	:			
Nama Penerbit	:			

SENARAI SEMAK MAKLUMAT JURNAL (MOHON TANDAKAN ✓ PADA MANA-MANA YANG BERKAITAN)

NO.	PERKARA	PEMOHON	KPP APB
1.	Jurnal berindeks		
2.	Jurnal tidak disenarai-hitam oleh KPT		
UNTUK PERMOHONAN BAYARAN TERUS KEPADA PENERBIT			
1.	Surat/emel penerimaan artikel untuk diterbitkan disertakan		
2.	Invois disertakan		
3.	Pembayaran kepada pihak penerbit dan bukan pihak ketiga		
4.	Maklumat bank dan lain-lain untuk Telegraphic Transfer disertakan		
UNTUK PERMOHONAN TUNTUTAN BAYARAN SEMULA KEPADA PENULIS			
1.	Surat/emel penerimaan artikel untuk diterbitkan disertakan		
2.	Resit disertakan		
3.	Pembayaran kepada pihak penerbit dan bukan pihak ketiga		
4.	Salinan pengesahan maklumat bank pemohon (Nama dan No Akaun Bank Pemohon)		

	Pemohon	Disemak	Diluluskan
Tandatangan			
Nama/ Chop Rasmi			
Tarikh			

** Semakan hendaklah dibuat oleh KPP APB dan diluluskan oleh Dekan APB.

PROPOSAL FORMAT (LG750 & LG950)

The proposal can follow the outline used for the first three chapters of the completed thesis. This format is appropriate for studies using quantitative or qualitative methodologies.

CHAPTER ONE: INTRODUCTION TO THE STUDY

- Introduction
- Background of the Problem
- Statement of the Problem Situation
- Purpose of the Study
- Empirical Questions or Research Hypothesis
- Theoretical Framework
- Importance of the Study
- Scope and Limitations of the Study

CHAPTER TWO: REVIEW OF THE LITERATURE

The chapter should be sufficiently comprehensive to map out the literature foundation on which the study is situated. The review should be organized conceptually or thematically, which establishes a framework for the investigation.

CHAPTER THREE: METHODOLOGY AND PROCEDURES

- Introduction- remind the reader of the purpose of the study, its importance, and the general methodological decision
- Research Design- describe and justify the design choice (e.g. experimental, quasi-experimental, survey, case study, phenomenology, ethnography, descriptive, interpretative)
- Site and Participant Selection
- Data Collection
- Data Analysis
- Reliability and Validity/ Establishing Credibility- describe the steps that will be taken to enhance the quality of the data and the knowledge claim arising from the data
- Methodological Assumptions
- Ethical Considerations
- Summary and/or Restatement of the Purpose