



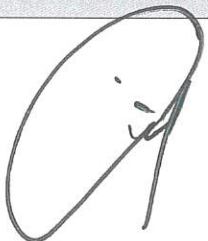

# UPNM

National Defence University of Malaysia

Kewajipan • Maruah • Integriti

## PROSEDUR PENGURUSAN PEPERIKSAAN TESIS SISWAZAH

PK(P). UPNM. PPS. 03







	DISEDIAKAN OLEH	DILULUSKAN OLEH
TANDATANGAN		
NAMA	PROF. DR. AIDY BIN ALI	LT JEN DATUK MARDZUKI BIN MUHAMMAD
JAWATAN	DEKAN PUSAT PENGAJIAN SISWAZAH	NAIB CANSOLOR
TARIKH	27 SEPTEMBER 2023	27 SEPTEMBER 2023

## SENARAI EDARAN SALINAN DOKUMEN TERKAWAL

<b>No. Salinan Kawalan</b>	<b>Penerima</b>	<b>Tarikh Edaran Diterima</b>	<b>Tandatangan</b>	<b>Tarikh Edaran Dipinda</b>	<b>Catatan</b>
01	<b>NAIB CANSELOR</b>	<b>27 / 09 / 2023</b>			<i>Hard Copy</i>
02	<b>PENGURUS KUALITI</b>	<b>27 / 09 / 2023</b>			<i>Hard Copy</i>

## REKOD PINDAAN

Adalah menjadi tanggungjawab Pemegang Dokumen ini untuk memastikan salinan dokumen ini sentiasa dikemas kini dengan memasukkan semua pindaan-pindaan yang dinyatakan di dalamnya.

Tarikh Pindaan	No. Keluaran	No. Pindaan	Rujukan / Pindaan Mukasurat Terlibat	Butir-butir Pindaan	Diluluskan Oleh
15 / 05 / 2018	01	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
12 / 04 / 2019	02	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan Pengurus Kualiti baru	
03 / 11 / 2020	02	02	Semua Muka Surat yang Terlibat	Pertukaran logo UPNM yang baharu di setiap muka surat dan kemaskini isi kandungan	
10 / 03 / 2021	02	03	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
22 / 03 / 2022	02	03	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	
27 / 09 / 2023	02	04	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	

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		<b>No. Keluaran : 02</b>
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		<b>Tarikh : 27 SEPTEMBER 2023</b>
		<b>Mukasurat : 1/7</b>

## 1.0 OBJEKTIF

Prosedur ini menggariskan pengurusan notis penyerahan tesis dan pelaksanaan peperiksaan tesis pelajar siswazah di Universiti Pertahanan Nasional Malaysia (UPNM) dengan cara yang berkesan.

## 2.0 SKOP

Prosedur ini diguna pakai oleh semua staf yang akan menguruskan notis penyerahan tesis dan pelaksanaan peperiksaan tesis pelajar siswazah.

## 3.0 RUJUKAN

### 3.1 Manual Kualiti - MK. UPNM. 01.

3.1.1. Klausa 8.2 – Keperluan untuk Produk dan Perkhidmatan

3.1.2. Klausa 8.3 – Reka Bentuk dan Pembangunan Produk dan Perkhidmatan

3.1.3. Klausa 8.5.1 – Kawalan Penyediaan Pengeluaran ~~Produk~~ dan Perkhidmatan

3.1.4. Klausa 9.1 – Pemantauan, Pengukuran, Analisis dan Penilaian

### 3.2 Arahan-arahan semasa yang berkuat kuasa.

### 3.3 *UPNM Graduate Studies Rules and Regulations.*

## 4.0 DEFINISI

### 4.1 **Siswazah**

Siswazah ialah golongan pelajar peringkat tinggi yang telah berjaya meraih segulung ijazah sarjana muda dari Institusi Pengajian Tinggi tempatan mahupun swasta dalam ataupun di luar negara yang diiktiraf oleh agensi pengiktirafan kerajaan.

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		<b>Mukasurat : 2/7</b>

#### **4.2 Jawatankuasa Pengajian Siswazah Peringkat Fakulti (JPSF)**

Jawatankuasa yang menilai serta menyokong permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis di peringkat Fakulti. JPSF juga bertanggungjawab menilai laporan kemajuan pelajar siswazah.

#### **4.3 Jawatankuasa Pengajian Siswazah Universiti (JPSU)**

Jawatankuasa yang meneliti dan memperakukan permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar, penarikan diri pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis disokong di peringkat Fakulti dan diperaku oleh JKPS. JPSU juga bertanggungjawab untuk meneliti dan memperakukan penggraduatan siswazah untuk kelulusan Senat. Dipengerusikan oleh TNC (AA) dan dianggotai oleh Dekan Fakulti, Pengarah Pusat Bahasa, Bendahari, Ketua Pustakawan, Dekan Pusat Pengajian Siswazah dan 2 orang ahli Senat.

#### **4.4 Senat**

Senat UPNM bertanggungjawab meneliti dan meluluskan pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar, penarikan diri pelajar, dan penggraduatan siswazah yang telah diperaku di peringkat JPSU.

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		<b>No. Keluaran : 02</b>
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		<b>Tarikh : 27 SEPTEMBER 2023</b>
		<b>Mukasurat : 3/7</b>

## 5.0 (A) SINGKATAN

Bil.	Singkatan	Nama Penuh
5.1	NC	Naib Canselor
5.2	DKN	Dekan Fakulti
5.3	SENAT	Senat UPNM
5.4	TNC (AA)	Timbalan Naib Canselor (Akademik dan Antarabangsa)
5.5	JPSU	Jawatankuasa Pengajian Siswazah Universiti
5.6	JPSF	Jawatankuasa Pengajian Siswazah Peringkat Fakulti
5.7	PNY	Penyelia
5.8	PPS	Pusat Pengajian Siswazah
5.9	JPT	Jawatankuasa Peperiksaan Tesis

## (B) ISU-ISU RISIKO

- i. Proses terlalu lama.
- ii. Pencalonan pemeriksa tesis tidak ikut kriteria.
- iii. Tempoh pembetulan tesis tidak dipatuhi.

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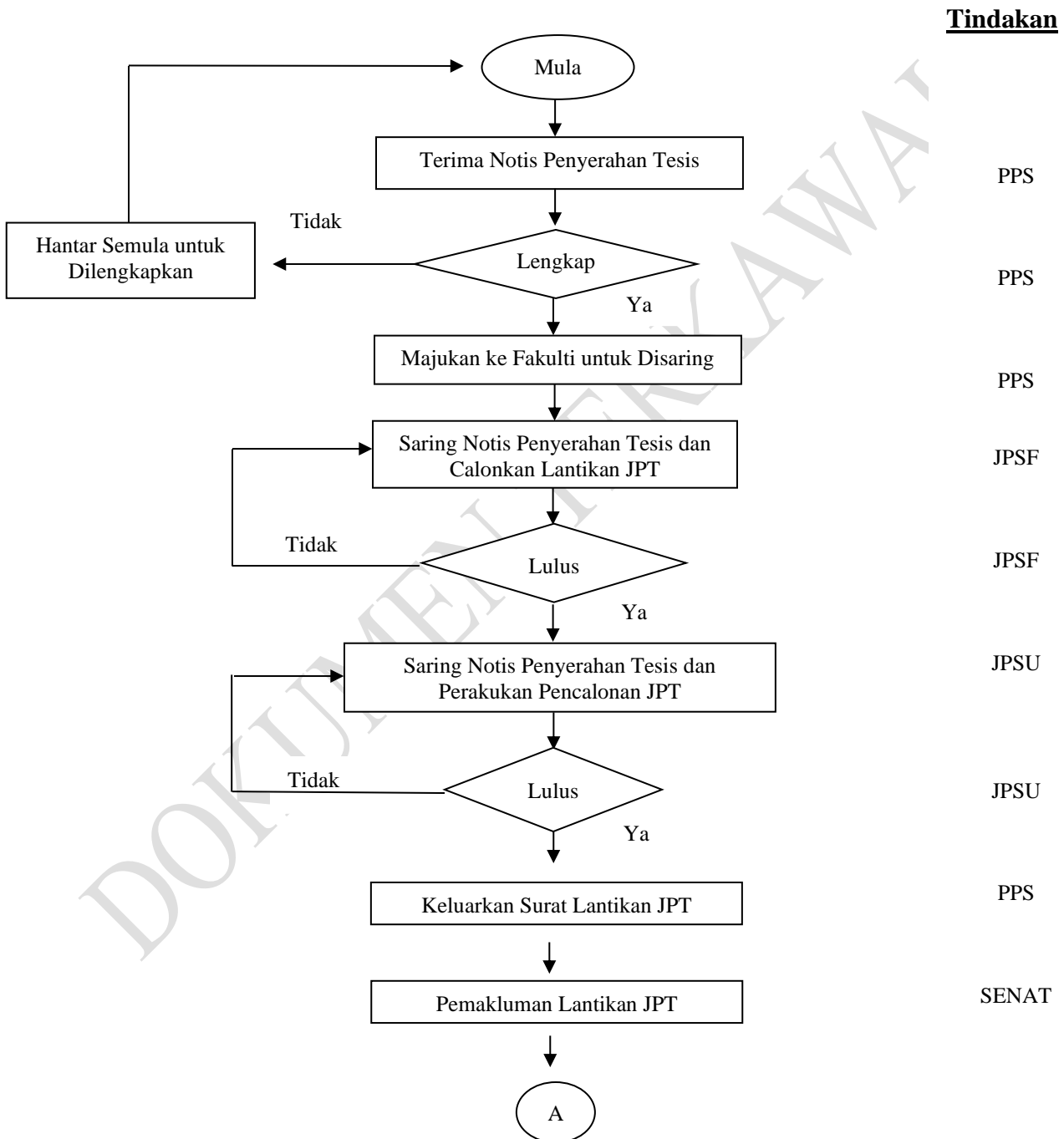
## 6.0 TANGGUNGJAWAB DAN TINDAKAN

<b>Tanggungjawab</b>	<b>Tindakan</b>	
	<b>A. PENGURUSAN PEPERIKSAAN TESIS SISWAZAH</b>	
<b>PPS</b>	1.	Terima notis penyerahan tesis (Lampiran1) dalam tempoh tiga (3) bulan sebelum pelajar menghantar tesis lengkap.
	2.	Hantar notis yang lengkap ke fakulti untuk disaring.
	3.	Hantar semula notis yang tidak lengkap kepada pelajar/PNY untuk dilengkapi.
<b>JPSF</b>	4.	Terima notis penyerahan tesis yang dimajukan oleh PPS.
	5.	Saring notis penyerahan tesis dan calonkan JPT.
<b>JPSU</b>	6.	Terima notis penyerahan tesis yang dicalonkan oleh JPSF.
	7.	Saring notis penyerahan tesis yang telah dicalonkan oleh JPSF dan meluluskan dan memperakukan pemilihan JPT.
<b>SENAT</b>	8.	Saring notis penyerahan tesis yang telah diperaku oleh JPSU.
	9.	Ambil maklum pelantikan JPT.
<b>PPS</b>	10.	Keluarkan surat lantikan JPT.
<b>PPS</b>	11.	Terima tesis lengkap dan majukan tesis kepada JPT.
	12.	Memastikan laporan tesis yang lengkap dihantar dalam masa yang ditetapkan.
<b>JPT</b>	13.	Siapkan laporan peperiksaan tesis dan hantar ke PPS.
	14.	Laksanakan Peperiksaan Lisan (VIVA).
	15.	Luluskan pelajar dianugerahkan ijazah tanpa pindaan atau dengan pindaan minor atau dengan pindaan major atau peperiksaan semula dengan calon perlu menghadiri semula peperiksaan lisan.
	16.	Terima dan sahkan senarai pindaan yang dibuat (jika perlu) dan perakukan penganugerahan ijazah.
	17.	Perakukan sekiranya pelajar tidak layak dianugerahkan ijazah.
<b>JPSU</b>	18.	Perakukan pelajar layak bergraduat.
<b>SENAT</b>	19.	Luluskan pelajar untuk dianugerahkan ijazah.

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		<b>Mukasurat : 5/7</b>

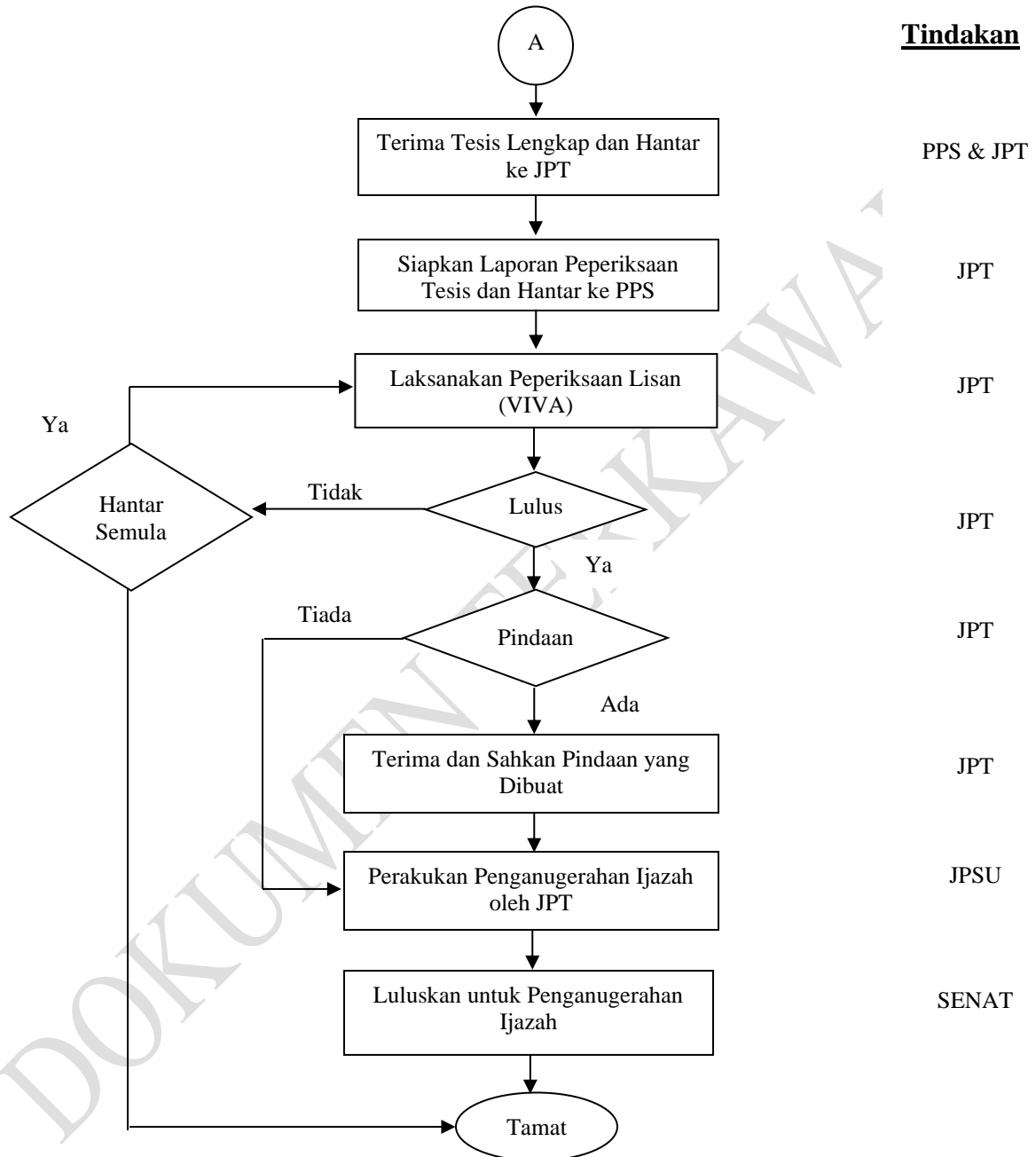
## 7.0 CARTA ALIR

### 7.1 Pengurusan Peperiksaan Tesis





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		<b>No. Keluaran : 02</b>
		<b>No. Pindaan : 04</b>
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		<b>Mukasurat : 6/7</b>



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		<b>No. Keluaran : 02</b>
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		<b>Mukasurat : 7/7</b>

## 8.0 REKOD KUALITI

<b>Bil</b>	<b>Nama Rekod</b>	<b>Lokasi</b>	<b>Tempoh Penyimpanan</b>
8.1	Fail Rekod Siswazah	PPS	7 Tahun
8.2	Fail Peribadi Pelajar Siswazah	PPS	7 Tahun
8.3	Fail Pengurusan Risiko	PPS	7 Tahun

## 9.0 LAMPIRAN

- 9.1 Lampiran 1 – Thesis Submission Notice PPS-R-E01
- 9.2 Lampiran 2 - *Thesis Submission For Viva* PPS-R-E02
- 9.3 Lampiran 3 - *Thesis Submission After Final Examination (Viva)* PPS-R-E03
- 9.4 Lampiran 4 - *Final Thesis Submission* PPS-R-E06
- 9.5 Lampiran 5 - *Final Examination Report* PPS-R-E07
- 9.6 Lampiran 6 - *Thesis Examination Verification Form* PPS-R-E08



**CENTRE FOR GRADUATE STUDIES  
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

**THESIS SUBMISSION NOTICE**

*Instructions:*

- *Students and Main Supervisor must complete Section A and Section B before submitting the form to PPS. Incomplete form will not be processed.*
- This form needs to be submitted **not later than three (3) months** before thesis submission date for examination.

**Application checklist (to be completed by student)**

No.	Documents Required	Tick (√)	For office use
1.	Have submitted all semester progress report to CGS. (Please refer to CGS for detail)		
2.	No outstanding tuition fees. (Please refer to CGS Rules and regulation clause)		
3.	Have attended and pass Research Methodology Course.		
4.	Pass proposal defence.		
5.	Present research progress at graduate colloquium.		
6.	Abstract		

**SECTION A: TO BE COMPLETED BY STUDENT**

1. Full Name: \_\_\_\_\_
2. Matric No.: \_\_\_\_\_ 3. Number of Registered Semesters:
3. Programme: \_\_\_\_\_
5. Field of Study: \_\_\_\_\_
6. Faculty: \_\_\_\_\_
7. Thesis Title (use CAPITAL LETTERS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Please provide 5 keywords that describe the thesis specialization:  
\_\_\_\_\_

- This is to inform you that I will submit my thesis for examination within three (3) month after the date of this notice.
- I understand that if I fail to submit my thesis within three (3) months, this notice of submission is **considered void** and I will submit a new notice of submission.
- I understand that I am required to pay all **prescribed fees** before submitting the thesis for examination.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**SECTION B: SUPERVISOR VERIFICATION**

I hereby confirm that \_\_\_\_\_ (*student's name*)  
\_\_\_\_\_ (*matric No.*) has agreed to submit his/her thesis three (3) months from the date \_\_\_\_\_. I hereby \*endorse/do not endorse the candidate's intention to submit the draft copies of thesis for examination three (3) months after the date of this notice.

\_\_\_\_\_  
Signature and Official Stamp of Main Supervisor

\_\_\_\_\_  
Date

### SECTION C: FACULTY RECOMMENDATION

Recommendation by the Faculty Graduate Studies Committee:

i. The Faculty Graduate Studies Committee has recommended the appointment of the following External and Internal Examiners:-

(a) Candidates for the INTERNAL EXAMINER (please list according to priority)

Name	Expertise
(1)	
(2)	

(b) Candidates for the EXTERNAL EXAMINER (please list according to priority)

Name	Expertise
(1)	
(2)	
(3)	

ii. We hereby confirm that the nominated examiners have no conflict of interest with the supervisory committee/student.

\_\_\_\_\_  
Signature and Official Stamp Dean/Chairman of committee

\_\_\_\_\_  
Date

**Important Notice:-**

1. For Master candidates, one External Examiner and one Internal Examiner shall be appointed. The faculty must recommend at least two (2) candidates each for both the External and Internal Examiner.
2. For PhD candidates, two External Examiners and one Internal Examiner shall be appointed. The faculty must recommend at least two (2) candidates for the Internal Examiner and three (3) candidates for the External Examiner.
3. Please refer to Attachment 1 for criteria for appointment of thesis examiner.
4. Please enclose CV of the External Examiner according to the format given.

**SECTION D: FOR CENTRE FOR GRADUATE STUDIES USE**

Verified By :

Signature :

Officer's Name :

Date :

Revised Jan 2019

## **APPOINTMENT OF THE THESIS EXAMINER**

- An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in relevant field and the appointment must be subjected to the approval of the Senate.
- An external examiner appointed must be from a field related to the research made to ensure the quality of research.
- The appointment of external examiners must not have any conflict of interest (close family link or professional networking) with the students and the supervisors.
- The examiners must not involve or have personal interest with the research of examined thesis.

### **Master's Degree**

- One (1) external examiner shall be appointed for the research mode candidate. The external examiner is an independent examiner who must not be a member of the University. S/he must also not be a supervisor/co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:
  - a. Possesses a PhD qualification or an academician with five (5) years' experience in teaching and research.
  - b. Has produced Master's graduate(s).
- One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and do not have any conflict of interest with the student or the supervisory committee members.

### **Doctor of Philosophy**

- Two (2) external examiners shall be appointed for the research mode candidate. The external examiners are independent examiners who must not be a member of the University. They must also not be a supervisor / co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:
    - i. An Associate Professor or equivalent;
    - ii. Possesses a PhD or professional qualification;
    - iii. Has produced PhD graduate(s);
    - iv. Has at least five (5) years of experience in the relevant research area beginning from the date of receiving the PhD.
  - In certain cases, one (1) consultant with an expertise in the related field or a subject matter expert from industry who is not an academician but has involved in the research activities/academic writing/publications shall be appointed as an external examiner and they will also become members of the Thesis Examination Committee.
  - One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and do not have any conflict of interest with the student or the supervisory committee members.
-

### Recommended Checklist for nomination of examiners

- No co –authorship in publication with any supervisory committee (5 years)
  - No joint supervision with any supervisory committee (5 years)
-



**THESIS SUBMISSION FOR VIVA**

*Instructions:*

- Students must complete Section A and Section B and submit the form to PPS. Incomplete form will not be processed.
- Please submit six (6) copies of soft bound thesis and one (1) CD.
- Students must ensure that the thesis have been submitted for proof reading and please provide proof/receipt of proof reading from Language Centre UPNM.
- Please enclose Turnitin report of the thesis.

**Application checklist (TO BE COMPLETED BY STUDENT)**

Requirement for PhD Student	Requirement for Master Student	For candidate Please tick (/)	For office use
Fulfil the conventional candidature duration of : <ul style="list-style-type: none"> <li>• six (6) semesters for full-time students; or</li> <li>• eight (8) semesters for part-time students; or</li> <li>• has achieved outstanding output for earlier submission</li> </ul>	Fulfil the conventional candidature duration of : <ul style="list-style-type: none"> <li>• four (4) semesters for full-time students; or</li> <li>• six (6) semesters for part-time students; or</li> <li>• has achieved outstanding output for earlier submission</li> </ul>		
Has attended and pass Research Methodology Course			
Has presented and pass research proposal at Proposal Defence			
Has presented research progress at graduate colloquium at least twice.	Has presented research progress at graduate colloquium at least once.		
Has fulfil the publication requirement ( <i>Please attach evidences</i> ). Two (2) peer-reviewed articles which have been accepted for publication with at least one (1) of the articles is published in a journal (excluding publication of conference proceeding in a journal).	Has fulfil the publication requirement ( <i>Please attach evidences</i> ). <ul style="list-style-type: none"> <li>• one (1) peer-reviewed article which has been accepted for publication.</li> </ul>		
No outstanding tuition fees			

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

**SECTION A: TO BE COMPLETED BY STUDENT**

- 1. Full Name: \_\_\_\_\_
- 2. Matric No.: \_\_\_\_\_ 3. Programme: \_\_\_\_\_
- 4. Month and Year of Entry into the programme: \_\_\_\_\_
- 5. Field of study: \_\_\_\_\_
- 6. Faculty: \_\_\_\_\_
- 7. Proposed Thesis Title:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**SECTION B: TO BE COMPLETED BY SUPERVISORS**

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**Verification by the Chairperson of the Supervision Committee.**

We confirmed that we have read and approved of \_\_\_\_\_  
(student's name) submitting his/her thesis for viva.

\_\_\_\_\_  
Signature and Official Stamp  
Chairperson of the Supervision Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Official Stamp  
Co-Supervisor

\_\_\_\_\_  
Date

**SECTION C: FOR CENTRE FOR GRADUATE STUDIES USE**

Please tick(*J*) in the box provided:

Six (6) copies of soft bound thesis

One (1) CD

Proof/Receipt of proof reading from Language Centre UPNM

Turnitin report

Received by:

Signature:

\_\_\_\_\_

Officer's Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Revised Jan 2019



**CENTRE FOR GRADUATE STUDIES  
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

**THESIS SUBMISSION AFTER FINAL EXAMINATION (VIVA)**

Please attach (submit before the approval by the Centre for Graduate Studies):

- a. A list of thesis corrections (as mentioned by each examiner)
- b. One (1) copy of soft bound thesis
- c. One (1) copy of thesis abstract

**SECTION A: TO BE COMPLETED BY STUDENT**

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1. Full Name: \_\_\_\_\_

2. Matric No. : \_\_\_\_\_ 3. Programme: \_\_\_\_\_

4. Month and Year of Entry into this programme: \_\_\_\_\_

5. Field of Study: \_\_\_\_\_

6. Faculty: \_\_\_\_\_

7. Proposed thesis title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date





**CENTRE FOR GRADUATE STUDIES  
NATIONAL DEFENCE UNIVERSITY MALAYSIA**

**FINAL THESIS SUBMISSION**

Please attach:

- a. One (1) copy of thesis abstract
- b. 1 copy of hard-bound thesis to CGS
- c. Thesis manuscript on CD – one (1) unit

**SECTION A: TO BE COMPLETED BY STUDENT**

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1. Full Name: \_\_\_\_\_

2. Matric No.: \_\_\_\_\_ 3. Programme: \_\_\_\_\_

4. Field of Study: \_\_\_\_\_

5. Faculty: \_\_\_\_\_

6. Final Thesis Title in English:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Final Thesis Title in Bahasa Malaysia:

\_\_\_\_\_

\_\_\_\_\_

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NO.	FPJB	CD (UNIT)	HARDBOUND THESIS (UNIT)	CONFIRMATION OF ACCEPTANCE <i>*signature and official stamp</i>
1.	SUPERVISOR			
2.	FACULTY			
3.	LIBRARY			

***\*Students are compulsory to obtain clearance from the list above***

**Student Approval :**

**Signature :**

**Date: :**

**SECTION B: FOR CENTRE FOR GRADUATE STUDIES USE**

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Please tick (✓) in the box provided:

Compulsory one (1) copies of hard bound thesis for the Centre for Graduate Studies

Thesis manuscript on CD-one (1) unit

One (1) copy thesis abstract

Received by:

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

Officer's Name: \_\_\_\_\_

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



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**CENTRE FOR GRADUATE STUDIES  
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

**FINAL EXAMINATION REPORT**

**SECTION A: STUDENT INFORMATION**

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

Matric No. : \_\_\_\_\_

Programme : \_\_\_\_\_

Field of Study : \_\_\_\_\_

Faculty : \_\_\_\_\_

**SECTION B: THESIS TITLE**

This section needs to be revised and approved by all examiners in the Examination Committee.

Original Thesis Title : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Thesis Title : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report:

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\_\_\_\_\_

*Note: Please COMPLETE the column PROPOSED THESIS TITLE (typewritten) and submit together with Attachment 1, Attachment 2 and Attachment 3 (Report by the Chairperson of Final Examination Board).*



**ATTACHMENT 1**

We verify that the report enclosed is as agreed during the meeting of the Thesis Examination Committee for the student mentioned above.

<b>Membership (Chairperson/Member)</b>	<b>Name</b>	<b>Signature</b>
Chairperson		
Internal Examiner		
External Examiner		
External Examiner		

**ATTENDANCE LIST**

Attendance for the Thesis Examination Meeting held on the \_\_\_\_\_ (date) at  
 \_\_\_\_\_ (venue), National Defence University  
 Malaysia.

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

Matric No. : \_\_\_\_\_

Programme : \_\_\_\_\_

Field of Study : \_\_\_\_\_

Faculty : \_\_\_\_\_

Thesis Title : \_\_\_\_\_

<b>Membership (Chairperson/Member)</b>	<b>Name</b>	<b>Signature</b>
Chairperson		
Internal Examiner		
External Examiner		
External Examiner		

**REPORT BY THE CHAIRPERSON OF EXAMINATION COMMITTEE**

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

Matric No. : \_\_\_\_\_

Programme : \_\_\_\_\_

Field of Study : \_\_\_\_\_

Original Thesis Title : \_\_\_\_\_

\_\_\_\_\_

Proposed Thesis Title : \_\_\_\_\_

\_\_\_\_\_

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

Viva Venue : \_\_\_\_\_

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**REPORT**



**CENTRE FOR GRADUATE STUDIES**  
**NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

Dean  
 Centre for Graduate Studies  
 National Defence University of Malaysia  
 57000 Sungai Besi Camp  
 Kuala Lumpur  
**(att: Puan Yusuriani binti Mohd Yusof)**  
 yusuriani@upnm.edu.my

Madam,

**THESIS EXAMINATION VERIFICATION FORM**

Student's Name : \_\_\_\_\_  
 Matric No. : \_\_\_\_\_  
 Programme : \_\_\_\_\_  
 Thesis Title : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I recommend this thesis to be:

- Accepted without corrections  
 Accepted with minor corrections  
 Accepted with major corrections  
 Thesis resubmission for examination  
 Rejected

A full report is enclosed with this form.

Yours truly,

Office Phone No. :  
 Mobile :  
 E-mail :  
 Date :

\_\_\_\_\_  
 Signature and official stamp

## GUIDELINES FOR THE PREPARATION OF A THESIS EXAMINATION REPORT

- Please submit a **DETAILED REPORT** using the following guidelines when examining the thesis. The objective is to help students to effectively incorporate all recommended amendments based on these comments.
- The examiner is expected to keep the thesis material confidential until it is made public by the student through publication or by deposition in the library.

### 1. **THESIS TOPIC (TITLE)**

Determine whether the title is grammatically correct, contains important and pertinent keywords found in the abstract, and reflects the actual research issues addressed in the study. If the title requires improvement, do suggest a suitable title. Appendix 1 provides additional guidelines for determining a suitable title for a thesis.

### 2. **ABSTRACT**

Determine whether the abstract accurately reflects the study that was conducted. The abstract should contain a (i) brief statement of the problem or objectives, (ii) concise description of the research method and design, (iii) summary of the major findings and (iv) brief conclusions.

### 3. **RESEARCH PROBLEMS AND OBJECTIVES**

Determine whether the background to the pertinent research issues is well discussed, the research problems well defined, and the hypotheses address the defined research problems. Determine whether the objectives are clearly stated and met by the research methodology/design used and findings. Suggest improvements, if necessary.

### 4. **SCOPE AND RELEVANCE**

Determine whether the scope of the study is appropriate for the degree it is intended. The level of appropriateness is a relative concept, and therefore, needs to be addressed by considering the following factors:

- a. Field of study (Example: Pure sciences and social sciences have different perception of scope)
- b. Research issues in a particular field; and
- c. Practicability of the addressed research problems (Example: the scope could be limited by financial, time and other constraints)
- d. Research objectives

### 5. **LITERATURE REVIEW**

Determine whether the literature review:

- a. Is relevant to the research issues

- b. Is comprehensive and takes into consideration past and current literature
- c. Is well reviewed, summarized, organized and consistent with the sequence of the research issues addressed in the study
- d. Is proportionate relative to the rest of the thesis
- e. Contains too much text book materials (it should be kept to a minimum)

## **6. METHODOLOGY/MATERIALS AND METHODS**

Determine whether the:

- a. Collection, strengths and weaknesses of the data used in the study are clearly specified
- b. Research design (e.g. sample size, choice of methods etc.) is suitable and appropriate to meet or address the specified objectives or research issues of the study
- c. Use or choice of methods is well defined and justified
- d. Methods used in the study are clearly described to allow replication by other researchers
- e. Statistical analysis or package used is appropriate
- f. Methods used are properly and adequately referenced

## **7. ANALYSIS AND INTERPRETATION OF RESULTS**

Determine whether the

- a. Results obtained are in agreement with the stated objectives of study
- b. Interpretation of the findings is logical or acceptable within the context of the issues of interest
- c. Analysis of the data using the chosen methodology has been properly specified
- d. Findings are discussed with appropriate references

## **8. PRESENTATION**

Determine whether:

- a. The sequence of chapters, and sections in each chapter are able to facilitate the understanding of the research issues
- b. Tables, pictures and any other form of summarized information properly labeled, numbered, and placed in the appropriate sequence and section of the thesis
- c. The same research data is presented in more than one form (e.g. both table and figure)
- d. Figures especially photographs are clearly reproduced

## **9. REFERENCES/ BIBLIOGRAPHY**

Determine:

- a. The extensiveness of the bibliography/reference list
- b. Whether current references are included
- c. Whether any references cited in the text is missing or wrongly cited, and
- d. Whether the format used is consistent throughout the list

## **10. ACCOMPLISHMENT AND/OR MERITS**

Indicate whether:

- a. The author has clearly identified and discussed the contributions of the findings to the knowledge in the area, and the applicability of the findings in addressing the research problems in the study

- b. The stated objectives are achieved
- c. There are any other accomplishments that merit a mention

## **11. DEMERITS**

Indicate whether:

- a. The main weaknesses of the research and their impacts on the findings are properly addressed by the author
- b. There are any other demerits (Example: contents, language, relevance, etc.)

## **12. RECOMMENDATION**

Conclude the evaluation of the thesis by stating your professional opinion on the overall acceptability of the thesis (after taking into account all the above considerations), whether it is worthy of the degree pursued or otherwise. The outcome of the examination should be reported as one of the following:

- a) Accepted  
A thesis is accepted without any amendments and corrections.
- b) Accepted with Minor Corrections  
A thesis is accepted with minor corrections including reformatting of chapters, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, and other minor improvements including improvements in spelling, grammar and syntax. The correction must be made within a period of not more than three (3) months.
- c) Accepted with Major Corrections  
A thesis is accepted with major corrections including extensive revision of the entire thesis to improve the quality such as major improvement in the description of methodology, statistical re-analysis of research data, removal of research chapter(s), and re-discussion of results, and improvement in spelling, grammar and syntax. The corrections must be made within a period of not more than six (6) months.
- d) Resubmission of Thesis  
The thesis is to be re-submitted if it does not meet the scope of the degree for which it is intended, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection. Resubmission of the corrected thesis must be made within a period of not more than two (2) semesters or one (1) year subject to the following conditions.
  - 1) The candidate must continue to be a registered student of the University;
  - 2) The candidate must comply to the procedures as determined from time to time by the University;
  - 3) Resubmission is permitted for one (1) time only; and
  - 4) Failure to submit within the specified time shall result in the termination of candidature.

- e) Resubmission of a Doctor of Philosophy's Thesis as a Master's Thesis  
The Thesis Examination Committee may recommend a Doctor of Philosophy's thesis to be accepted for the award of a Master's Degree if the thesis does not meet the scope of the doctoral thesis but is adequate for a Master's Degree. The following conditions must be fulfilled.
  - 1) All amendments recommended by the Thesis Examination Committee must be made within 60 days of the viva voce examination and the thesis must be resubmitted to the CGS for examination as a Master's Thesis.
  - 2) All rules regarding thesis examination shall apply.
- f) Rejection of Thesis (Fail)  
A candidate would be considered to have failed the examination if his/her thesis fails to meet the requirements of Doctor of Philosophy or Master's academic level or is found to have been plagiarized.



## Appendix 1

### GUIDELINES FOR DETERMINING THE TITLE OF THESIS BY THE EXAMINATION COMMITTEE

When preparing the report for a thesis being examined, the examiner is required to determine whether the title of the thesis is grammatically correct and reflective of the study undertaken (as stated in the 'Guidelines for Preparation of Thesis Examination Report' and the 'Final Examination Report Form'). In addition to the two, the examiners, being also members of the Examination Committee, should consider the following guidelines when deciding on the most appropriate title for the thesis.

1. Ensure that important keywords are found in both the title and abstract of the thesis.
2. For titles in Bahasa Melayu, terms used are actually those found in the 'Dewan Kamus' or 'Istilah Bahasa Melayu' for the relevant fields of study.
3. Do not allow the use of abbreviations (e.g. AMN etc) and/or acronyms (e.g. UNITAR) unless they are universally accepted in the field of study e.g. DNA, ESL, PCR. Use, instead, the full terminology.
4. Do not allow the use of a colon (:) or dash (-) e.g. '*Bacillus subtilis* amylase: Purification and Characterisation' or '*Bacillus subtilis* amylase – Purification and Characterisation'. The title may be replaced with 'Purification and Characterisation of *Bacillus subtilis* amylase'.
5. Ensure that when both the common and scientific names of an organism (where applicable) are mentioned, the common name is stated first followed by the scientific name (including variety if known) in parenthesis.
6. Where possible avoid, do not allow the title to begin with 'The .....'. e.g. Use 'Effect of .....' instead of 'The Effects of.....'.
7. Do not allow the use of phrases such as 'A study of.....', 'Studies on....'