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GENERAL REQUIREMENTS OF THESIS

1.1 Introduction

The thesis will provide candidates with an opportunity to demonstrate the ideas, research skills, and creative abilities they have gained during their graduate work. This guideline will assist candidate to meet the minimal format requirements set by the University.

1.2 Submission of Thesis

Candidates intending to submit their thesis should comply with the procedures as stated in the Postgraduate Handbook.

1.3 Language

The thesis should be written either in standard American or British English or standard Bahasa Melayu. There should be consistency in the use of the language throughout the thesis. The thesis should be written in third person.

1.4 Technical Specification

1.4.1 General Form and Style

A thesis must be words processed. The recommended length of a complete PhD thesis is between 80,000 and 120,000 words, a DBA dissertation between 40,000 and 60,000 words, a Master thesis between 40,000 and 60,000 words, a Master dissertation between 30,000 and 50,000 and Master project paper between 20,000 and 30,000 words. The number of words does not include references, appendices, and information on the titling/preliminary pages.

1.4.2 Paper Type and Quality

Printing should be done in letter quality or on a laser printer. White simili paper (80gm) or equivalent quality should be used. Only one side of the paper is to be used. Candidates are advised to refer closely to this guide to avoid costly errors and delays. With the exception of photographs, one type and brand name of paper must be used throughout the thesis. The standard paper size is A4 (210mm x 297mm) of A4 size and must be of good quality (80gm) with a hard, bright and even surface.

1.4.3 Typeface and Font Size

The entire text of the thesis, including headings and page numbers, must be produced using Times New Roman. The font size should be 12 point and should not be scripted or italicized except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in tables should not be less than 10 point.

1.4.4 Margin

For binding purposes, the left margin should be at least 4cm (1.5 inch) and the right, top and bottom margins should be at least 2.5cm (1 inch). Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes and figures), including page number, must be within the text area.

1.4.5 Spacing

The thesis should be typed double-spaced and for spaces between paragraphs and sections. Body text should be justified. The following, however, should be single-spaced:

    a. explanatory footnotes (if necessary);
    b. quotations longer than three lines set in a block;
    c. references;
    d. multi-line captions (tables, figures);
    e. appendices such as questionnaires, letters; and
    f. headings or subheadings

1.4.6 Pagination

Each page in thesis, including those in the appendices must be numbered consecutively. All pages should be numbered at the bottom of the page. Page numbers should appear by themselves and should not be placed in brackets, hyphenated or accompanied by other decorative devices. Print text or figures only on one side of each sheet. Pages should be numbered consecutively throughout the thesis, including pages for tables, figures and appendices. Each should be identified separately using an uppercase letter. The pages of the appendices should also be numbered accordingly.

Preliminary pages preceding Chapter 1 must be numbered in Roman numerals (i, ii, iii). The Title Page should not be numbered though it is counted as page i. Page 1 begins with the first page of the Introduction (or Chapter 1) but not numbered. Subsequent pages should be numbered beginning with page 2. Arabic numerals (1, 2, 3) are used on the pages of the text and supplementary sections.

1.4.7 Binding

The thesis/dissertation should be bound in hard cover with Maroon colour for PhD, Dark Brown for DBA, Black colour for Master by Research, Dark Green for Master Dissertation and Master project. The binding should be of a fixed kind in which pages are permanently secured.

The following should be lettered in gold from the head to the foot of the thesis

- Cover, using Times New Roman 16-point fonts
- Spine, using Times New Roman 14-point fonts,
- Name of candidate;
- Degree for which the work is submitted;
- Title of thesis; and
- Month and Year of submission

(Refer to Appendix A)

A thesis generally consists of three main parts:

1. Preface – including title page, certification of thesis work, permission to use, abstracts (Bahasa Melayu and English), acknowledgements, table of contents, list of tables, list of figures, and abbreviation.
2. The text or main body – divided into chapters and sections.
3. Supplement – consist of tables, bibliography or references, and appendices.

The sequence is as listed below:

ITEMS	REMARKS
1. Blank Page	
2. Title page	Not to be paginated but counted as 1 or i. Subsequent pages are paginated and are numbered consecutively or according to the chapter and listed in the Table of Contents
3. Certification of Thesis Work	
4. Permission to Use	
5. Abstrak	
6. Abstract	
7. Acknowledgement	
8. Table of Contents	
9. List of Tables	
10. List of Figures	
11. List of Abbreviation/Notations/ Glossary of Terms	
12. Text of Thesis (Chapters)	
13. References	
14. Appendices	
15. Blank Page	

2.1 Preface

2.1.1 Title Page

Title Page should include the following:

a. Full title of thesis (in uppercase using Times New Roman 12-point fonts)
b. Full name of author (in uppercase using Times New Roman 12-point fonts)
c. Degree for which the thesis is submitted (in titlecase using Times New Roman 12-point fonts)
d. Name of the institution to which the thesis is submitted, e.g.:College of Business (in titlecase using Time New Roman 12-point fonts)
e. Month and year of submission

(Refer to Appendix B)

2.1.2 Certification of Thesis Work

Certification from the Thesis Committee must be included. The sheet (peach in colour) signed by Chairman of the Viva, External Examiner, Internal Examiner and Supervisor/s can be obtained from the College of Business **(Refer to Appendix C).**

2.1.3 Permission to Use

Students are expected to include in the front of their thesis a statement in paragraph form granting permission to use the thesis under specifically stated conditions, and indicating the address of the person to whom request for such permission should be sent **(Refer to Appendix D).**

2.1.4 Abstract

An abstract in both Bahasa Melayu and English must be included, with the former version appearing before the latter if the thesis is written is Bahasa Melayu, and vice versa. The abstract should identify clearly and succinctly the purpose of the research, the methods used, the results obtained and the significance of the results or findings. The abstract should be written in one page, single spacing, and should be between 250 - 300 words. The candidates should also include between three and five keywords at the bottom of the abstract.

2.1.5 Acknowledgements

Acknowledgements usually contain written expression of appreciation for guidance and assistance from individuals and institutions. The acknowledgements should not exceed 250 words.

2.1.6 Table of Contents

The table of contents must list and provide page references for all elements of the thesis. For the text of the thesis, it will indicate chapters, sections and important sub-divisions of each section. The numbering and format of material in the table of contents must be identical to the way this material appears in the text of the thesis. The title of each chapter should be written in full capital with no terminal punctuation. The title of a subdivision of a chapter or section should be in small letters, with the exception of the first letter of significant words.

2.1.7 List of Tables

The list of tables follows the table of contents. This list includes the number of each table, the title and the page number.

2.1.8 List of Figures

The list of figures follows the list of tables. This list includes the number of each figure, the title and the page number.

2.1.9 List of Abbreviations

The list includes all non-standard abbreviations used in the text of the thesis. It follows the list of figures.

2.2 Text of Thesis

Generally, the body of a thesis consists of the following sections.

2.2.1 Chapter 1: Introduction

- Background of the Study
- Problem Statement
- Research Questions
- Research Objectives
- Significance of the study
- Scope and Limitations of the Study
- Organization of the Thesis

2.2.2 Chapter 2: Literature Review

It is critical reviews of literature and theories related to the topic of the thesis. It is meant to act as a base for the experimental of analytical section of the thesis. Literature selected must be related to the research as a base to guide the development of research framework.

2.2.3 Chapter 3: Methodology

Methodology describes the methods and techniques as follows:

- Research Framework
- Hypotheses/Propositions Development
- Research Design
- Operational Definition
- Measurement of Variables/Instrumentation
- Data Collection:
- Sampling
- Data Collection Procedures
- Techniques of Data Analysis

2.2.4 Chapter 4: Results and Discussion

Analyses of data and findings of the research are described in this chapter. It presents complete results and analyses of the study in the form of figures, tables or text so that the key information is highlighted. Results and discussions may consist of more than one chapter depending on the nature of research.

2.2.5 Chapter 5: Conclusion and Recommendation

Key findings are summarized according to the research objectives. The significance of the findings and their theoretical, practical and policy implications should be highlighted. Recommendation for future research should also be included.

Note:

These are the basic requirement of the thesis contents. Candidates are allowed, with the consent of their respective supervisors, to add or rearrange the contents as deemed suitable for their research.

2.3 Supplements

2.3.1 Tables

Tables are labelled according to the chapter in which they appear. For example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 etc. The title is placed above the table, left justified and in the following format:

Table 3.1
Short Title (italic)

If the table is more than one page, the continued table on the following page should indicate that it is a continuation. If the table contains a citation, the source of the reference should be placed below the table.

2.3.2 Figures

Figures such as map, charts, graphs, diagrams, photographs should be labelled according to the chapter in which they appear. For example, figures in Chapter 3 are numbered sequentially: Figures 3.1, Figures 3.2 etc. The title is placed below the figure, left justified and in the following format:

Figures 3.1
Short Title (italic)

2.3.3 Chapter Layout

A chapter may be divided into major sections and subsections. A major section is numbered with the First level 1, 2, 3 and subsection is numbered (1.1, 1.1.1, 1.1.2). This should be consistent throughout the thesis and to be limited to 3 levels if possible.

2.3.4 Equations

All equations are considered as text and numbered according to the chapter.

2.3.5 Footnotes

Footnotes are used to clarify certain terms, to state conversion factors and not to cite authority for specific statement or research findings. The footnotes should stand at the foot of relevant pages. The numbering of footnotes should begin with 1 and continue within the chapter or appendix, and not throughout the whole text. The font should be smaller from the text (font size 10).

2.3.6 References

Reference is a term commonly taken to mean a list of work cited. Candidates are encouraged to refer to the recent edition of APA (American Psychological Association) publication manual.

3.1. Units of Measurement

The International System of Units (SI) must be used for all scientific data.

3.2 Research Ethics

Research ethics involves all the moral and professional issues relating to research. The most serious breach of ethical standards in writing a research report/dissertation/thesis is the offence of plagiarism. Plagiarism is defined as the use of original work, of ideas or actual texts created by others, without acknowledging the original source. University has the mechanism to verify the authenticity of the thesis; hence the researcher is expected to comply with the maximum requirement of 25% of the direct quotes with appropriate citations.

3.3 Miscellaneous of Writing Conventions

3.3.1 Numbers

All integers less than ten should be spelt out unless they are attached to units of measure (e.g. 5 kg, 10 ml etc.). If a sentence begins with a number, write the numbers in word. Use numerals for series of figures, (e.g. 8 balls, 18 softballs, etc.).

3.3.2 Brackets [ ]

Within direct quotations, brackets are used to enclose any explanatory note inserted by the writer, e.g. "The said year [1998], it was a glorious year to be remembered (Maznah, 1998).

3.3.3 Symbol for Percentage

The symbol % may be used in place of the word percent, e.g. 43%. If the candidate uses 43 percent, consistency should be maintained.

4.1   Specific Guideline for PhD Candidates

1. Registration: September/February semester

    The candidates **must** activate their status by registering as a student every semester. They are required to submit a completed Progress Report Form to the College through their supervisor every semester (**Refer to appendix E**).

2. The candidates are advised to work closely with their supervisor(s) regarding their research project.

3. The candidates are required to attend and complete a series of research trainings organized by the College during the first two semesters of their enrolment (please refer to the Postgraduate Training Program for details). Failure to do so would result in the candidates not being allowed to defend their research proposal.

4. The candidates are required to present their research work at several occasions organized by the College of Business. A reminder letter would be issued to each candidate a month prior to each presentation.

    - Symposium (Month 6 for full-time/ Month 12 for part time).

        The objective of the symposium is to provide an opportunity for candidates to share their preliminary research ideas as a preparation to defend their research proposals in month 12.

    - Proposal Defense (Month 12 for full-time/ Month 18 for part time).

        The candidates are required to defend their proposals to a committee. The committee comprises a chairperson and two reviewers appointed by the College. Before the proposal defense, the candidates are required to:

        i.   Submit the "Intent to Submit Proposal" form. This can be done one month before the actual submission date.
        ii. Submit three (3) copies of the proposal to the College.

        Once the proposal has been submitted, a defense date will be determined by the college. After the defense, the reviewers would provide written comments and recommend the status of the research proposal at the end of the session. The candidates are required to make amendments based on the comments and suggestions given by the reviewers. In case where candidates are required to re-defend their proposal, they are given a maximum of 6 months to refine and to successfully re-defend their research proposal. Failure to do so would result in the candidate being terminated from the program.

        The research proposal should be between 25,000 – 30,000 words and cover the following topics:

        Chapter 1:   Background of the study, problem statement, research questions, research

objectives, scope of the study, and significance of the study.

Chapter 2: Literature review

Chapter 3: Research methodology (Research framework, Hypotheses/Propositions Development, Research Design, Operational Definition and Instrumentation, Data Collection Sampling and Procedure, Technique of Data Analysis).

- Presentation of research findings (Month 24-36).

Candidates are encouraged to share their research findings and get feedback from the participants as a preparation to write their thesis.

5. The candidates are expected to be ready for examination of their thesis (*viva voce*) in month 36 for full time/ month 60 for part-time. Before the *viva voce*, the candidates are required to:

   i. Submit the "Intent to Submit Thesis" form. This can be done three months before the actual submission date. **(Refer to appendix F)**

   ii. Submit three (3) copies of the draft thesis to the College along with the "Submission of Draft Thesis for Viva Voce Session" form **(Refer to appendix G)** endorsed by their respective supervisors. (Within approximately two (2) months, the candidates will be informed the date for the *viva voce* session).

   iii. Pay the fee before the *viva voce* session

The candidates are given time to make the necessary corrections/amendments based on the following results:

- Pass - the candidate be awarded the relevant degree
- Pass with minor revision - the candidate be awarded the relevant degree, subject to making the required amendments and corrections (Within three (3) months period)
- Conditional Pass with major revision - the candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment to the examiners concerned, but a second viva is not required (Within twelve (12) months)
- Reschedule examination - the candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment to the examiners concerned and a second viva is required and the outcome is either pass or fail (Within eighteen (18) months)
- M Phil - the candidate be conferred a degree of a lower status
- Fail – the candidate has failed

The candidates are advised to make corrections with guidance from the supervisor(s) based on comments and suggestions given by the examiners. Corrections that meet the requirements based on the comments and suggestions by the examiner(s) will be endorsed by the panel of the Oral Examination Board (members of the viva session).

6. Before binding the final thesis, approval (signatures) for the Certification of Theses/ Dissertation from the College should be obtained.

7. The candidates should submit three (3) hardcopies of the thesis: two (2) in hard cover, and one (1) loose copy, and one (1) softcopy in CD form.

The candidate may then request for a letter of certification from the College that he/she has completed the study and will be awarded the degree.

4.1.1 Flowchart: PhD Guideline
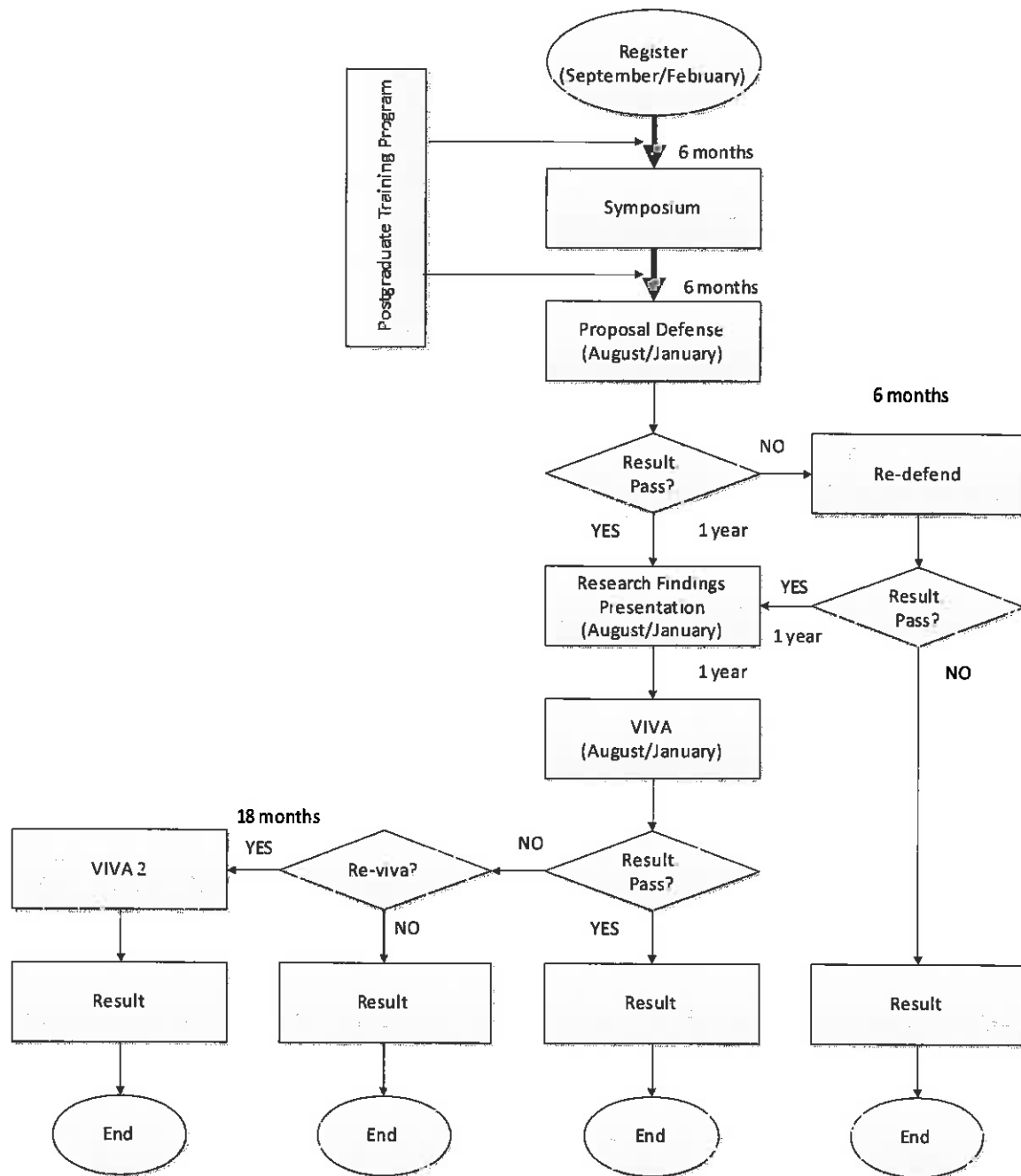
4.2   Specific Guideline for DBA Candidates

1. Registration: September/February semester.

    The candidates should activate their status by registering as a student every semester. Payment of fees should be made at the Bursary before registration. They are required to submit a completed Progress Report Form to the College through the supervisor every semester.

2. The candidates are advised to work closely with their supervisor(s) regarding their research project.

3. The candidates are recommended to attend a series of research trainings organized by the College during their first semester of enrolment (please refer to the Postgraduate Training Program for details).

4. The candidates are required to defend their proposals to a committee in month six (6) after registration. The committee comprises of a chairperson and two reviewers appointed by the College. The candidates must submit three (3) copies of their proposals to the College at least two (2) weeks prior to the defense. The reviewers would provide written comments and recommend the status of the research proposal at the end of the session. The candidates are required to make amendments based on the comments and suggestions given by the reviewers. In case of candidates required to re-defend their proposals, they are given a maximum of six (6) months to refine and to successfully re-defend their research proposals. Failure to do so would result in the candidate being terminated from the program.

    The research proposal should be between 10,000 – 15,000 words and cover the following topics:

    | Chapter 1: | Background of the study, problem statement, research questions, research objectives, scope of the study, and significance of the study. |
    | Chapter 2: | Literature review |
    | Chapter 3: | Research methodology (Research framework, Hypotheses/Propositions Development, Research Design, Operational Definition and Instrumentation, Data Collection Sampling and Procedure, Technique of Data Analysis). |

5. The candidates are expected to be ready for *viva voce* in month eighteen (18). Before the *viva voce*, the candidates are required to:

    a. Submit the "Intent to Submit Thesis" Form. This can be done three months before the actual submission date. **(Refer to appendix F)**
    b. Submit three copies of the proposal to the College along with the "Submission of Draft Thesis for Viva Voce Session" form **(Refer to appendix G)** endorsed by their respective supervisors. (Within approximately two (2) months, the candidates will be informed the date for the *viva voce* session).
    c. Pay the fee before the *viva voce* session

    The candidates are given time to make the necessary corrections/amendments based on the following results:

- Pass - the candidate be awarded the relevant degree
- Pass with minor revision - the candidate be awarded the relevant degree, subject to making the required amendments and corrections (Within three (3) months period)
- Conditional Pass with major revision - the candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment to the examiners concerned, but a second viva is not required (Within twelve (12) months)
- Reschedule examination - the candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment to the examiners concerned and a second viva is required and the outcome is either pass or fail (Within eighteen (18) months for DBA)
- M Phil - the candidate be conferred a degree of a lower status
- Fail – the candidate has failed

The candidates are advised to make corrections with guidance from the supervisor/s based on comments and suggestions given during the viva session by the examiners. Corrections that meet the requirements based on the comments and suggestions by the examiner/s will be endorsed by the panel of the Oral Examination Board (members of the viva session).

5. Before binding the final thesis, approval (signatures) for the Certification of Thesis/ Dissertation from the College should be obtained.

6. The candidates should submit three (3) hardcopies of the thesis: two (2) in hard cover, and one (1) loose copy, and one (1) softcopy in CD form.

7. The candidates may then request for a letter of certification from the College that he/she has completed the study and will be awarded the degree.

4.2.1 Flowchart: DBA Guideline

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Postgraduate Training Program ────────┐

                    Register
                 (September/February)
                          │
                          │ 6 months
                          ▼
                  Proposal Defense
                    (April/July)
                          │
                          ▼
                   ⟨ Result.         NO        6 months
                     Pass? ⟩ ─────────────▶   Re-defend
                    YES │ 1 year                  │
                        ▼                          ▼
                      VIVA           YES    ⟨ Result.
                   (March/Jun) ◀──────────    Pass? ⟩
                        │          1 year         │ NO
                        ▼                          │
   18 months    ⟨ Re-viva? ⟩ ◀── NO ── ⟨ Result.  │
     VIVA 2 ◀── YES                        Pass? ⟩ │
        │              │ NO              YES │      │
        ▼              ▼                     ▼      ▼
     Result         Result              Result   Result
        │              │                     │      │
        ▼              ▼                     ▼      ▼
      End            End                   End     End
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