

ACKNOWLEDGEMENT

The first version of The UIM Thesis Manual and Guidelines has been prepared by Curriculum Development Committee and approved by the University Senate on 6th January 2015. The draft revised version has been prepared in April 2018 and subject to Senate endorsement.

GLOSSARY

“Manual” means the UIM Thesis Manual and Guidelines.

“Thesis” means, in this Manual Doctoral thesis and Master dissertation.

SECTION A
GUIDELINES FOR PREPARATION OF
THESIS AND DISSERTATION

PART 1

GENERAL REQUIREMENTS

1.1. Introduction

This guidelines is intended to assist the graduate members of the University in the preparation of their theses in terms of academic writing conventions.

1.2. Language

The thesis should be written either in Bahasa Melayu or English language. Language use should be consistent throughout the thesis, especially in terms of spelling (American English). The Roman alphabet should be used unless otherwise required by the discipline.

1.3. Technical Specifications

The thesis must only be printed on a letter-quality or laser printer. Only the original copy of a thesis or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted.

1.3.1. Thesis Title

The title of the thesis should reflect the aim of the study and content of the thesis. It should not exceed 20 words and must not contain a “dash” (-) or “colon” (:).

1.3.2. Number of Words

For a Master’s dissertation, it should not be less than 60,000 words and should not exceed 80,000 words (excluding preliminary pages, tables, figures, references, footnotes, endnotes and appendices).

For a Ph.D thesis, it should not be less than 80,000 words and should not exceed 100,000 words (excluding preliminary pages, tables, figures, references, footnotes, endnotes and appendices).

Any dissertation or thesis falls outside this range will require approval from the Senate.

1.3.3. Page Layout

The text should be presented in portrait layout. The landscape layout may be used for figures and tables.

1.3.4. Type of Paper

White simile A4 size (210mm x 297mm) paper (80g) or paper of equivalent quality should be used. Graduate members must include an extra blank sheet for the front and back of the thesis. Photocopies of the thesis must be on similar quality paper.

1.3.5. Typeface and Font Size

The text of the thesis, including headings and page numbers, must be produced with the same font or typeface.

The font of the thesis should be Arial size 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 and subheadings. Footnotes and text in tables should not be less than 8-point.

1.3.6. Margins

The left margin should be at least 40 mm, and the right, top and bottom margins at least 25 mm. Margin specifications are meant to facilitate binding and trimming.

All information (text headings, footnotes, and figures), including page numbers, must be within the text area.

1.3.7. Spacing

The thesis should be 1.5 spaced, with three spaces (2 x 1.5 space) between paragraphs and sections. The following, however, should be single-spaced:

- i. Footnotes (if absolutely necessary);
- ii. Quotations of two lines or more, indented and set in a block;
- iii. References or bibliography (except between entries);
- iv. Multi-line captions (tables, figures);
- v. Appendices, such as questionnaires, letters; and
- vi. Headings or subheadings.

1.3.8. Pagination

All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices. Page numbers should be centered to the text, not the page, and must be placed at the bottom of the page.

Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on **one (1)** side of each sheet only.

Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii, etc). The title page should not be numbered although it is counted as page i. Page 1 is the first page of Chapter 1 but is not numbered.

1.3.9. Binding

Before making the required number of copies and binding the thesis, ensure that all University requirements have been met and necessary signatures have been obtained. Check that all pages are in the correct order.

The Ph.D thesis should be bound with a blue black hard cover, while the Master dissertation with maroon hard cover and the binding should be of a fixed kind in which pages are permanently secured.

The followings are requirements for the thesis spine and front cover.

A. Thesis Spine

The spine must be entirely lettered in gold, using an 18-point font and must contain the following:

- i. Name of graduate member (rotate right);
- ii. Degree for which the study is submitted;
- iii. The initials of University (UIM); and
- iv. Year of submission.

B. Front Cover

The front cover must be entirely lettered in gold using 20-point gold block font and contain the following:

- i. Title of thesis;
- ii. Name of graduate member;
- iii. Degree for which the study is submitted;
- iv. Name of the university; and
- v. Month and Year of submission.

PART 2

THESIS FORMAT

This part describes what is generally known as the conventional format of a thesis.

A thesis generally consists of three main parts:

- i. Preliminary pages which also include a list of publications resulting from the study carried out during the period of candidature where the graduate member is the first or principal author should be inserted after the graduate member's biodata page;
- ii. Text or main body (usually divided into chapters and sections), and
- iii. Supporting pages, containing references and appendices

2.1. Preliminary Pages

The preliminary pages include the title page, dedication, abstracts in Bahasa Melayu and English language, acknowledgements, approval sheets, biodata of the candidate, declaration form, table of contents, and lists of tables, figures and abbreviations.

The preliminary pages should be arranged in the following order:

- i. A blank page
- ii. The title page
- iii. Dedication page (optional)
- ii. Approval page
- iii. Biodata of the candidate
- iv. Declaration and copyright form
- v. List of publications resulting from the study carried out during the period of candidature where the graduate member is the first or principal author
- vi. Abstract in Bahasa Melayu
- vii. Abstract in English language
- viii. Acknowledgements
- ix. Table of contents
- x. Lists of tables
- xi. List of figures
- xii. List of appendices*, and
- xiii. List of abbreviations / Notations / Glossary of Terms.

*Note: For Law and Shariah thesis, include list of statute and list of cases, before List of Appendices.

2.1.1. Volume of Thesis

The entire thesis should be bound in a single volume. However, in cases when appendices are particularly long, the thesis may be bound in two volumes. In such cases, the second volume should contain the appendices only, and shall begin its pagination with page 1.

The second volume should contain a list of appendices immediately before the appendices. References, the graduate member's biodata and list of publications should stay within the first volume in the sequence shown above.

2.1.2. Title Page

The title should describe the content of the thesis accurately and concisely.

The title page should be the verso page of the cover and to include the following:

- i. UIM logo
- ii. Full title of thesis;
- iii. Full name of graduate member (with matric number underneath);
- iv. A statement
A thesis submitted in fulfilment of the
requirements for the Degree of
[THE OFFICIAL NAME OF THE DEGREE]
for which the thesis is submitted,
- v. Name of the school
- vi. Name of the university (UNIVERSITI ISLAM MALAYSIA,
CYBERJAYA); and
- vii. Month and year of submission.

The example of the title page is shown in Appendix 1 and Appendix 2

2.1.3. Dedication Page (optional)

The candidate could also express dedication to special people.

2.1.4. Approval Page

The approval sheet will bear the signature of the Supervisor(s), Head of School, and Chairman of the Examination Committee certifying the approval of the thesis.

2.1.5. Biodata of the Candidate

A brief description of not more than 150 words the profile of the candidate which include personal background, highest prior qualification, Institutional attachment, work experiences, etc.

2.1.6. Declaration and Copyright Page

Copyright page must be included on the page immediately following the biodata of the author page of the thesis, and before the list of publications. This copyright must state that the thesis is the intellectual property of Universiti Islam Malaysia.

2.1.7. List of Publication

State in full citation all the publications produced from the thesis.

2.1.8. Abstract

The abstract is a digest of the entire thesis and should be given the same careful attention as the main text. It should not include any references. Abbreviations or acronyms must be preceded by the full terms at the first use. An abstract should be between 300 and 500 words or not exceeding one page. It includes a brief statement of the problem and objectives of the study, a concise description of the research method and design, a summary of the major findings including their significance, and conclusions.

The abstract should be written in Bahasa Melayu and English and place in separate pages.

2.1.9. Acknowledgements

Acknowledgements are written expressions of appreciation for guidance, support and assistance received from the supervisor(s), individuals and institutions.

2.1.10. Table of Contents

The Table of Contents lists in sequence all relevant subdivisions of the thesis with their corresponding page numbers.

2.1.11. List of Tables

The list shows the **exact titles and captions** of all tables in the text and appendices, together with the starting page number of each table, and must be listed in sequence. If the whole thesis contains only one or two tables, then a List of Tables is not necessary.

2.1.12. List of Figures

Figures include graphs, maps, charts, engineering drawings, photographs (plates), sketches, printed images, and any other form of illustration that is not a table. The **exact titles and captions** and their corresponding page numbers must be listed in sequence. Figures, including any in the appendices, should be numbered consecutively throughout the thesis. If the whole thesis contains only one or two figures, then a list of figures is not necessary.

2.1.13. List of Appendices

Appendices are usually important information pertinent to the thesis. In addition, appendices also include important document related to the research work. These may include research instrument (Questionnaire), letter of approval by institution, sections of law and judgements, etc.

2.1.14. List of Abbreviations / Notations / Glossary of Terms

If abbreviations and acronyms are used in the thesis, they should be explained in a List of Abbreviations, even though the full names are given at first use. This list should be the last item in the preliminary section. It serves as a ready reference to readers not familiar with the abbreviations used in the thesis.

2.2. The Body of the Thesis

The body of a thesis normally consists of sections which are organized as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centered while sub-headings are left justified. Tertiary headings are indented **five (5)** spaces and are not listed in the Table of Contents.

The main sections and subsections of a chapter may be identified by numbers where the former are regarded as being the first level. For example, Sections 2.1 and 2.2 would denote two consecutive main sections in Chapter 2, and Sections 3.1 and 3.2 would denote two consecutive main sections in Chapter 3. A subsection would be found in a major section of a chapter, and is regarded as the second level. It should be numbered 2.1.1., 2.1.2 etc. The numbering style should be consistent throughout the thesis and should be limited to 4 levels. Examples of how main sections and subsections are organized are listed in Appendix 3.

Placements for tables and figures are as described above in Sections 2.12 and 2.13. Graduate members are advised to discuss the usage of tables and figures with their supervisor before their inclusion in the thesis, as different disciplines have different preferences.

2.2.1. Chapter Layout

The following describes a general conventional format of the body of the thesis. A modified format can be used accordingly depending on the discipline of studies.

Chapter	Item
1	Introduction to The Research
2	Literature Review and Conceptual Framework
3	Research Design and Methodology
4	Results / Findings*
5	Discussion* (to include special section on Wisdom)
6	Summary, Conclusion and Recommendations for Future Research

*Chapter 4 can be split into several chapters depending on the findings that relate to the research objective and problems. Discussion in Chapter 5 can be presented together in Chapter 4.

2.2.2. Introduction to the Research

This chapter introduces the subject matter and problem(s) being studied, and indicates its importance and validity. It sets out the **hypotheses** to be tested and **research objectives** to be attained. In some theses, usually those in mathematics, this section may be combined with the literature review. It is important to remember that the research objectives stated in the thesis should match the findings of the study. Failing to do so will result in a verdict of **'Re-submission of Thesis'** by the Thesis Examination Committee, and a recommendation to conduct additional studies so that the stated objectives are met.

- Brief overview of the issue
- Problem statement / Research gap
- Research questions
- Research objectives
- Significance of the research
- Scope and limitation of the research

2.2.3. Literature Review and Conceptual Framework

This chapter encompasses a critical and comprehensive review of the literature related to the topic of thesis. It is meant to act as a base for the experimental and analytical sections of the thesis. Literature selected must be up to date, and be analysed and synthesised logically. It is not simply a summary of works of different authors. The review should give the gist of each book or pertinent findings of a journal article, explain how it relates to the topic and show **why** it is not sufficient to answer the research questions. For example, the study being reviewed uses a Japanese sample, while the research is examining the situation in Malaysia. Textbook materials on basic principles or theories should be kept to a minimum.

- The theoretical framework
- Research gap / conceptual framework
- The methodology used
- Operationalization of the research

2.2.4. Research Design and Methodology

This chapter varies from thesis to thesis depending on the discipline of study, and may be absent in theoretical theses. It contains a description and justification of theoretical approaches, research designs and methods (including statistical analysis) used to achieve the stated objectives of the study undertaken.

In the social sciences, a conceptual framework will need to be included. The method(s) used in the study should be described in detail and concisely such that a reader would be able to replicate the study solely with the information contained in this section. References must be cited for published protocols or methods.

- Hypothesis or proposition
- Sampling design (data sources, research instrument, etc.)
- Data collection methods (including pretesting / pilot test)
- Data structure and description
- Data processing and analysis (including analytical tools, e.g. SPSS, SAS, nVivo, etc.)

2.2.5. Results / Findings

This chapter of the thesis may also be combined with the Discussion chapter because the content tends to be related. This section may be broken down into subsections. The section presents a complete account of the results obtained in the study in the form of text, figures or tables so that the key information is highlighted. The same set of results or data should not be presented in more than one format (e.g. either as a table or figure, but not both). When results are placed in one chapter, sub-headings may be used to demarcate the different aspects of the study.

- Answering the research problem / objectives
- Detail out according to the research questions / hypotheses / propositions

2.2.6. Discussion

This chapter bridges the findings presented or described in the preceding section, and contains the analyses and interpretations of the results obtained, and the conclusions drawn. Graduate members should discuss these results in relation to the objectives or research problems / questions set out in the Introduction, and how they fit into the existing or current body of knowledge. In other words, the thesis must relate to the current understanding (most recent research/journal articles). The significance and implications of the main findings should be made clear, and expound the wisdom derived from them.

2.2.7. Summary, Conclusion and Recommendations for Future Studies

This chapter concludes the thesis and illustrates the significance of the study and stresses the findings upon which a conclusion or conclusions are drawn in line with the objectives set, acknowledges the limitations, and suggests further research which may be carried out on the topic.

PART 3

WRITING CONVENTIONS

3.1. Citations

Graduate members should use author-date as a style of citation appropriate to the field and using that style **correctly and consistently**. Graduate members should consult their respective supervisors for guidelines. The use of software such as RefWorks or EndNote for publishing and managing bibliographies, citations and references is encouraged. At the end of the thesis, the graduate member must supply a list of references in alphabetical order by author, with consistent punctuation. The thesis should use the American Psychological Association (APA) reference format.

Graduate member must make reference to the seminal paper for critical concepts or theory.

3.2. References

The References section contains the list of works cited in the thesis. Graduate members should not cite as references articles published from the studies that they themselves conducted during their candidature.

Graduate members are advised to follow a style used by an authoritative journal in the field of study. Although different journals and publishers use different reference styles, a thesis has to have **one (1)** consistent style. Graduate members should check for the latest versions of the American Psychological Association (APA) reference format.

The graduate members are responsible for the citations and references. They must ensure that all citations are listed in the References section, vice-versa all the references listed must be cited in the text of the thesis.

3.3. Tables

Ensure that all tables shown in the thesis, including those in the Appendices, are referred to in the text. Tables should be numbered with Arabic numerals throughout the thesis (including both text and appendices). The thesis should use number by chapter, e.g. Table 1.1, Table 1.2 and Table 1.3 to indicate they belong to Chapter 1; Table 2.1, Table 2.2 and Table 2.3 to Chapter 2, and so on.

A table should be on the page following the first mention to it. If this is not practical, the table should be placed as soon as possible in the following pages. When a large table is placed in landscape orientation, the top of the table should be at the binding edge. The table number, title and caption should be in lowercase (except for proper nouns), single-spaced, left justified and placed above the table. The style used must be consistent throughout the thesis.

Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using “Adapted from...” instead of “Source:...”. Avoid the use of vertical lines to separate columns within a table unless absolutely necessary.

Table 3.1. Font sizes of headings

Heading level	Example	Font size and style
Heading 1	INTRODUCTION	14 point, bold
Heading 2	Overview	12 point, bold
Heading 3	<i>Heading</i>	12 point, italic
Caption	Font sizes	10 point, bold

3.4. Figures

Ensure that each figure is referred to in the text. Figures include maps, charts, graphs, diagrams, photographs (or plates), drawings, infographics, and printed images. They are numbered according to the chapter throughout the thesis, including those in the Appendices. The figure number, title and caption should be single-spaced, left justified and placed above the figure using Arabic numerals and lowercase, except for proper nouns and the first letters of principal words. Figures should be inserted as soon as possible after their first mention in the text. The style used must be consistent throughout the thesis.

The top of a figure drawn in landscape format should be aligned to the binding edge. The figure number, title and caption should be typed parallel to the orientation of the figure. Figures should conform to standard margin requirements. Engineering drawings should follow appropriate standards, with any large size drawings placed as appendices.

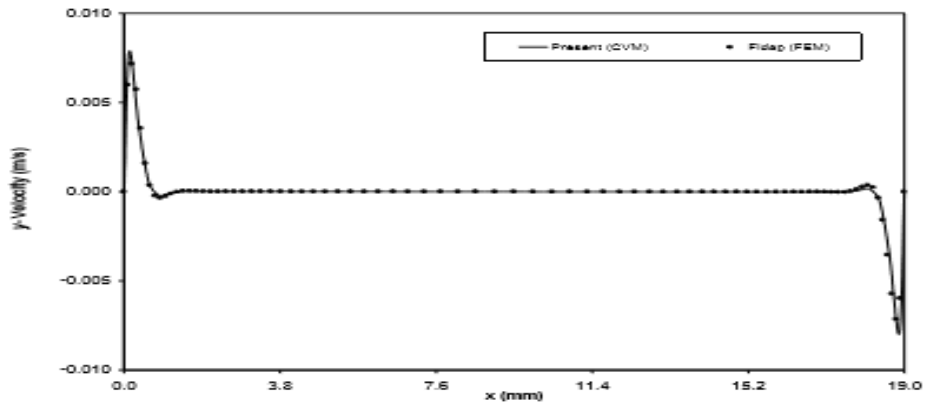


Figure 3.1 Sample graph 1

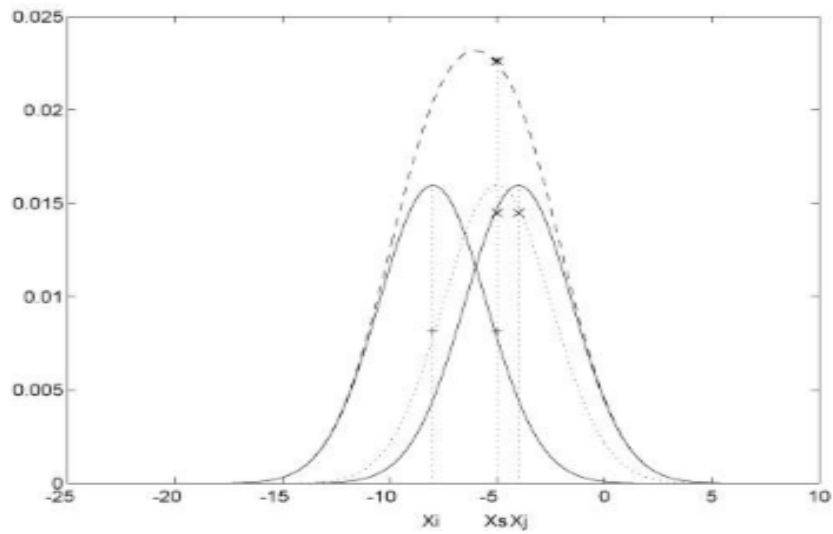


Figure 3.2 Sample graph 2

3.5. Equations

All statistical or mathematical equations are considered as text and numbered according to chapter. The number should be in bracket and placed on the same line at the right-hand side. If detailed derivation is needed, it is to be placed in an appendix.

$$z = \frac{x - \mu}{\sigma}$$

μ = Mean

σ = Standard Deviation

3.6. Footnotes

Footnotes should be used sparingly in any thesis except if required by the discipline. They should be used only, for example, to clarify a certain term, to state conversion factors or exchange rates, or to cite a legal case — **not** to cite authority for specific statements or research findings of which will use citation format.

If footnotes are necessary, footnote indicators (reference numbers in the text) are usually typed in superscript (e.g. ...as described here¹). The numbering of footnotes should use Arabic numerals and begin with 1. The numbering must be continuous within each chapter or appendix, and not throughout the whole text.

3.7. Appendices

Information or data that is too detailed for the main body of the thesis may be included as appendices. These are placed after the reference list. Appendices include original data, summary, sideline or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts, detailed engineering drawings and other pertinent documents. Appendix materials should be grouped by type, e.g., Appendix A: Questionnaire, Appendix B: Original data, Appendix C: Tables of results, and so on.

Appendices must be paginated consecutively with the main text. If there are three or less appendices, their details (such as number and titles) should be listed as items in the Table of Contents. If there are more than three appendices, the Table of Contents should include a List of Appendices with corresponding page numbers. The list itself should come immediately after the List of Figures.

3.8. Elliptical Marks

The thesis should use the ellipsis mark to show an omission from quoted material. The ellipsis consists of three-spaced full stops (...). When an ellipsis comes at the end of a sentence, it appears as four full stops (. ...). One full stop marks the end of the sentence and the other three full stops signal the omission. For example:

Khatijah (1985, p. 4) wrote about the conference: “Members at the conference at Kuala Lumpur... agreed that the world educational crisis sketched in the document was real. ...”

Sulaiman (2018, p. 10) wrote about the community: "...comprise of various family members."

3.9. Use of Square Brackets []

Within direct quotations, brackets are used to enclose any explanatory note inserted in the thesis, e.g.

[In 2005] alone, we had 200 applicants wanting to enroll for our new diploma programme (Salleh, 2005).

Use [sic] (within square brackets) to indicate a certain doubt as to meaning or factual error. It simply means "thus" or "As written in the original." It is used in quotations to show that the original is being faithfully reproduced, even though it is incorrect or seems to be so. Errors which are obviously typographical such as spelling errors should be corrected as a matter of professional courtesy. Square brackets should also be used to show that capitalisation has been altered within a sentence. If the quotation used does not start with a capital letter in the original, but needs one in the new context because it is in the form of a full sentence, a capital letter accompanied by square brackets should be used. If, for example, six words from the following sentence are to be used,

It has been shown that some diabetics can control their disease without medication.

The thesis should be written as:

"[Some] diabetics can control their disease..." (Sulmiah, 2005, p.17).

These square brackets alert the reader to the fact that the original author had some words in the same sentence before those quoted, and did not intend the statement to stand alone. However, the quoted words can stand alone as a full sentence, and as such, must begin with a capital letter.

3.10. Use of a Symbol to Show Percentage

The symbol % may be used in place of the word percent, e.g. 27.3% and typed without a space before it. If the graduate member prefers to write 27.3 percent in full, then consistency must be maintained throughout the thesis.

3.11. References from Al-Quran and Hadith [This part is taken from Regulations of USIM (USIM's Handbook on Academic Writing 2014)]

3.11.1. Al-Quran

Quotations from Quranic verses must be written using *Rasm*
Uthmāniyy

i. Author-date System

- a) The author-date citation is placed at the end of the verse in the same line written in brackets
- b) References made to the Al-Quran using the “author-date” system must consist the following:
 - ✓ Al-Quran. (period)
 - ✓ Name of surah
 - ✓ Number of surah: (colon)
 - ✓ Number of verse

Example:

يَا أَيُّهَا الَّذِينَ ءَامَنُوا اصْبِرُوا وَصَابِرُوا وَرَابِطُوا وَاتَّقُوا اللَّهَ
لَعَلَّكُمْ تُفْلِحُونَ

(Al-Quran. Al-Imran 200)

- The Quranic symbol must be placed at the beginning and ending of the text.
 - The translation must from a well known book (i.e, Pimpinan Rahman)
- c) Alternatively, Quranic verses can also be written as an endnote.

Example:

O you who believed, persevere and endure and remain stationed and fear Allah that may you be successful. (Al-Quran. Al-Imran 200)¹

- The full text of the verse is written as an endnote.

- d) If a reference is made to one particular Quranic translation, the citation will be explained only for the first time mentioned in the footnote as follows:

Example:

“And adore your Lord; and do good; that ye may prosper” (Al-Quran. Al-Hajj 22:77)¹

¹ All Quranic translations in this writing are based on Abdullah Yusuf Ali. 1989. *The Holy Qur'an, Text, Translation and Commentary*. Maryland: Amana Corporation. Translations from other sources will be cited accordingly.

ii. Footnote System

- a) References made to the Al-Quran using the "footnote" system must consist the following:

- ✓ Al-Quran. (period)
- ✓ Name of surah
- ✓ Number of surah: (colon)
- ✓ Number of verse

Example:¹

¹ Al-Quran. Al-Baqarah 2:173.

- b) If a reference is made to one particular Quranic translation, the citation will be explained only for the first time mentioned in the footnote as follows:

Example:

.....But if one is forced by necessity, without willful disobedience, nor transgressing due limits - then he is guiltless.

¹Al-Ouran. Al-Baqarah 2:173. (All Ouranic translations in this writing are based on Abdullah Yusuf Ali. 1989. *The Holy Our'an, Text, Translation and Commentary*. Maryland: Amana Corporation. Translations from other sources will be cited accordingly)

iii. Bibliography

For bibliography, references made to the Al-Quran must be written as follows:

Example: Al-Quran.

3.11.2. Hadith

- The method to *takhrij* hadith must used the method from valid book.
- Hadith, compiled by the Islamic scholars, can be classified in various forms. The classifications are based on the following:
 - a) Kitāb only
 - b) Chapter i.e. bāb/faṣl only
 - c) Kitāb and chapter i.e. bāb/faṣl
 - d) Name of narrators
 - e) Alphabetical order
 - f) Hadith number
 - g) Page Number
 - h) Hadith status
- The citation differs according to the classification.

i. Author-date System

- References made to Hadith using the “author-date” system must consist the following and written in brackets:
 - Hadith. (period)
 - Compiler. (period)
 - Name of kitāb (if any): (colon)
 - Name of chapter i.e. bāb/faṣl (if any): (colon)
 - Name of narrator (if any): (colon)
 - Volume number (if any): (colon)
 - # (Hash sign) Hadith number (if any). (period)
- Hash sign (#) before Hadith number is used to indicate number of the Hadith as opposed to page number.

Example:

- a) Hadith compiled based on kitab.
(Hadith. Al-Mundhiriyy. Kitāb al-Jumūcah: Juz' 1:#1062)
 - b) Hadith compiled based on chapter (bāb/faṣl).
(Hadith. Muslim. Bab Birr al-Wālidayn: Juz'1:#10)
 - c) Hadith compiled based on kitab and chapter (bāb/faṣl).
(Hadith. Al-Bukhāriyy. Kitāb al-Tafsir: Bāb Mā Jā'afi Fātihat al-Kitāb: Juz'6:#1)
 - d) Hadith compiled based on name of narrators.
(Hadith. Ibn Hanbal. Abū Hurayrah: Jil. III:#49)
 - e) Hadith compiled in alphabetical order.
(Hadith. Al-Albāniyy. Harf al-Bā':#50)
 - f) Hadith compiled based on number of Hadith.
(Hadith. Al-Suyūtiyy. #38)
- Whenever a Hadith is quoted from a secondary source, which is not from a book of Hadith, the writer must refer to the original, primary source of the particular Hadith.

- If the author produces **more than one book**, either **in the same or different years**, the references cited have to be labeled with the letters (a), (b), (c) and so on. The explanation will be cited accordingly in the bibliography.

Example:

Author with multiple works.
 (Hadith. Al-Nawawiyy(a):2)
 (Hadith. Al-Nawawiyy(b). Bāb al-Sabr:2)

ii. Footnote System

References made to Hadith using "footnote" system must consist the following:

- Start with family name and followed by full name of author. (Period)
- Year. (period)
- Title of book. (italic and period)
- Editor, compiler, translator (if any). (period)
- Edition (other than the first edition). (period)
- Place of publication: (colon)
- Publisher. (Period)
- Name of kitab/bab (if any). (period)
- Volume number/Juz'(if any): (colon)
- Page. (period)
- # (Hash sign) Hadith number (if any). (period)
- Hadith status (if any). (period)

(# diganti dengan Hadith Number)

Example:¹

¹Al- Bukhāriyy, Muhammad ibn Ismail n.d. Bayrūt:
 °Ālam al-Kutub. Kitāb al-Tafsir. Bāb Mā Jā'afi Fātihah al-Kitāb. Juz' 6:p. 41. #1.

- a) Reference made to a Hadith translation.

Example:

"Whoever practises any deed that we have never practised, thus it is not accepted." (Hadith. Muslim. Kitāb al-Aqdiyah: Juz' III: #1701)¹

¹Muslim. Sahih Muslim, (trans.) Ma'mur Daud. 2002. *Terjemah Hadith Shahih Muslim*. Singapore: Darel Fajr Publishing House. Jil. III. p. 261.

- b) Hadith quoted from CD-Rom.

Hadith quoted from CD-Rom, must consist the following:

- Name of author. (period)
- Year. (period)
- *Title of book*. (italic and period)
- (Type of material). (in brackets and period)
- Version. (period)
- Place of publication: (colon)
- Publisher. (period)
- Name of kitāb/bāb (if any). (period)
- Volume number/Juz'(if any): (colon)
- Page. (period)
- # (Hash sign) Hadith number (if any). (period)

Example:

Muslim. n.d. *Sahih Muslim*. (CD Rom). Vers. 1.5.
°Amman: Markaz al-Turāth li Abhāth al-Hāsib al-Āliyy. Bab al-Isti'dhān. Juz' 3: p. 1693. #2153.

- c) Hadith quoted from the Internet

Hadith quoted from the Internet must consist the following:

- Name of author. (period)
- Year. (period)
- *Title of book*. (italic and period)
- (Type of material), (in brackets and period)
- Name of kitāb/bāb (if any). (period)

- Volume/Juz' (if any): (colon)
- Page. (period)
- # (Hash sign) Hadith number (if any). (period)
- Website address

Example:

Muslim, n.d. *Al-Muwatta'*. (Internet). Kitāb al-Jihād.
Bāb al-Targhib fi al-Jihād. #849. <http://hadith.al-islam.com/Display/Display.asp?Doc=7&Rec=i332>

Whenever a Hadith is quoted from a secondary source, which is not from a book of Hadith, the writer must refer to the original, primary source of the particular Hadith. However, if it is impossible to do so, the citation must be made as follows:

Example:

A Hadith found in the book *Al-Imān wa al-Hayāh* written by Dr. Yusuf al-Qaradāwiyy:

عجبا لأمر المؤمن إن أمره كله له خير وليس ذلك لأحد إلا للمؤمن إن أصابته سراء شكر، فكان خيراً له وإن أصابته ضراء صبر فكان خيراً له¹

¹al-Qaradāwiyy, Y. 1980. *Al-Imān wa al-Hayāh*. al-Qāhirah: Maktabat Wahbah. p. 161.

iii. Bibliography

The bibliography for references made to Hadith must be written as follows:

- Name of author. (period)
- Year. (period)
- *Title of book.* (*italic* and period)
- Editor, compiler, translator (if any). (period)
- Edition (other than the first edition). (period)
- Volume (if any). (period)
- Place of publication: (colon)
- Publisher. (Period)

Example:

Al-Bukhāri, Muhammad ibn Ismail, n.d. *Sahih al-*

Bukhāri. Vol. 1-6. Bayrūt: °Ālam al-Kutub.

(Spelling of the Arabic authors are subject to Transliteration amendments. Refer Gaya Dewan)

If the author produces more than one book, either in the same or different years, the references cited have to be labeled with the letters (a), (b), (c) and so on.

Example:

Al-Albāniyy(a), M. N., 1999. *Silsilat al-Ahādith al-Sahihah*. Bayrūt: Dār Ihyā' al-Turāth al-°Arabiyy.

Al-Albāniyy(b), M. N. 1999. *Silsilat al-Ahādith al-Da°ifah*. Bayrūt: Dār Ihyā' al-Turāth al-°Arabiyy.

Al-Albāniyy(c), M. N. 2000. *Al-Lu'lu' wa al-Marjān fi mā Ittafaqa °Alaih al-Shaykhān*. Bayrūt: Dār Ihyā' al-Turāth al-°Arabiyy.

PART 4

PLAGIARISM

Plagiarism is taking the works of others and using them as if they were your own. Such works include:

- i. Words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer programmes, etc.;
- ii. Published figures, tables, diagrams, illustrations, charts, maps, pictures or other visual materials; and
- iii. Information from interviews, etc.

Plagiarism comes in three forms:

- i. Copying full sentences or even paragraphs straight from the source as though they are the graduate member's own work; and
- ii. Using the original wording from the source material without inverted commas or indentation, even if the source is acknowledged.
- iii. Paraphrasing without acknowledgement.

Usually, a change in style alerts the reader to the possibility of plagiarism. Examiners are likely to know the literature and recognise the plagiarism, but it is also true that it sometimes goes by undetected. It is now possible to detect plagiarism by simply searching a small string of words on the Internet. Additionally, plagiarism-checking software programmes, such as Turnitin, are also widely available.

These programmes produce Originality Reports, which list the percentage of similarity between the graduate member's words and the source. Based on Turnitin, the acceptable similarity index is not exceeding 30% for the whole document. Plagiarism is considered form of theft, and is under no circumstances acceptable in the world of scholarship. As such, if plagiarism is proven in a thesis at the examination stage, the thesis is automatically failed and the graduate members' candidature terminated.

PART 5

OWNERSHIP OF INTELLECTUAL PROPERTY OF THESIS OR DISSERTATION

**[This part is taken from Regulations of USIM (Graduate Studies –
Amendment 2013)]**

The University acknowledge the graduate member's ownership of copyright to the thesis or dissertation being submitted. However, whenever the graduate members submit the thesis or dissertation to fulfill the programme and graduation requirements, the graduate members shall be subject to the following:

- i. If the thesis or dissertation contains intellectual property domains such patent or trademark or copyright to the materials, ideas or other that the University deems beneficial, then the University have the right on the ownership of the thesis or dissertation.
- ii. If the thesis or dissertation contains data, models or tangible or intangible output, then the graduate member's copyright will only extend to the form of expression of the data, models or output in the document. Ownership of the research data, the data base, models or output shall remain as the property of the University.

The physical document and/or device on which the graduate members' authored work was recorded or stored or printed and submitted to the University such as the thesis or dissertation document, examination scripts, term papers, project works, models, drawings, case studies, CDs, DVDs, tapes, etc., will become the property of the University unless returned to the graduate member by the University and the University owns the rights to utilize them as it seems fit.

The ownership of the intellectual property also extents to the policy document on intellectual property officially approved by the University.

PART 6

SUBMISSION OF THESIS

6.1. Graduate members intending to submit a thesis must do the following:

- i. Submit the prescribed form “**Notice Of Intent To Submit Thesis**” to Academic Division at least three months before the actual submission of the thesis;
- ii. Submit five (5) soft-bound copies of the thesis with a completed form “**Submission Of Thesis**” to Academic Division for examination; and
- iii. Submit one loose copy of the corrected thesis, the list of corrections made, form “**Corrected Thesis**” and form “**List of Correction Made**” within
 - 30 days if the thesis is accepted with distinction; or
 - Within 6 months if the thesis is accepted with minor modifications; or
 - Within 9 months if the thesis is accepted with major modifications (without re-examinations); or
 - With the minimum period of 12 months if the thesis is accepted with major modifications (with re-examinations) after the defence of the thesis.

6.2. Graduate members should then submit the following to Academic Division after notification of acceptance of thesis:

- i. **Two (2)** copies of the thesis in blue black hard cover (for Ph.D thesis) or in maroon hard cover (for Master dissertation). Graduate members are also required to submit a hard bound copy of the thesis to every member of their respective supervisory committees.
- ii. **Five (5)** softcopies of the thesis on CD (in Microsoft Words)

6.3. Graduate member should ensure that the theses are free from basic errors in spelling, grammar and punctuation before submitting for examinations.

SECTION B

**GUIDELINES FOR PREPARATION OF
MASTER DEGREE PROJECT FOR THE
FULFILLMENT OF
MASTER DEGREE BY COURSEWORK**

1. INTRODUCTION

This document explains the general guidance for the candidates to meet Master Degree project paper procedures and report submission set by the University. It is the responsibility of each candidate to ensure that his or her project report conforms to the guidelines.

The Master Degree program by coursework requires postgraduates to undertake a Master Degree Project **study in any related core courses in financial studies with an emphasis on wisdom**. Thus, candidates must manifest the knowledge and skills acquired from the learned courses in the project paper. At the end of the exercise, each candidate is required to submit a report and deliver a presentation.

Types of project may include the following:

- i) Empirical Research
- ii) Business Research/Action Research
- iii) Case Study

2. REPORT WRITING GUIDELINES

2.1. Overview

A project paper should be written according to the intended group of reader. It should be in a logic form with strong explanation to convince the reader on the conclusion of the project. It should be written in good language and easy to understand. As far as possible all statements must be supported by sufficient analysis.

2.2. Order of Contents

The structure of the report is based on a standard format which contains the following sections:

- a) Preface
- b) Text
- c) Supplement

2.3. Preface

2.3.1. Approval Page

The approval page is the first page. This page must be endorsed and signed by both supervisor and head of the respective school. The illustration of the approval page is shown in **APPENDIX 4**.

2.3.2. Title Page

The title page is the first page and should include the project paper title which has been approved by the school, candidate name, and the statement

**“A master degree project report submitted in partial fulfilment of
the requirement for the degree of
MASTER IN COMPARATIVE FINANCIAL STUDIES”**

and finally the month and year of submission. The illustration of the title page is shown in **APPENDIX 4**.

2.3.3. Declaration Page

This page contains the declaration of the candidate on the originality of his/her work. This page must be endorsed and signed by the candidate. The illustration of the declaration page is shown in **APPENDIX 4**.

2.3.4. Abstract Page

Generally, the abstract summarizes the structure of the whole text and the major facts it contains. It should be in ONE (1) paragraph and contain no more than 400 words.

Candidates need to briefly introduce the subject of their research and explain as to and why it is important and how it may contribute to the body of knowledge. This may include the objective of the research.

2.3.5. Acknowledgement Page

This sub-section is not compulsory but most reports convey appreciation to those who have been involved in the study.

2.3.6. Table of Contents

The Table of Contents lists the chapters, topics and sub-topics together with their page numbers. Sub-topics and topics should be labelled according to the chapter, for example, the first topic in Chapter 1 should be marked 1.1 and the first sub-topic, 1.1.1. The use of letters in parenthesis (for example, 1.3.7 (a)) is appropriate as a means of differentiating sub-topics of the same topic from each other. This numbering system provides a clear picture of the relationship between chapters and topics and shows how they are connected.

2.3.7. List of Figures

This list contains the titles of figures, together with their page numbers, which are listed in the text or in the appendix. The numbering system is the same as that used for topics, for example; Figure 1.3, Figure 1.3.7 and Figure 1.3.7 (a).

2.3.8. List of Tables

This list contains the titles of tables, together with their page numbers, which are listed in the text or in the appendix. The numbering system is the same as that used for topics, for example; Table 1.3, Table 1.3.7 and Table 1.3.7 (a).

2.3.9. List of Appendices

The list of the appendices should include the alphabet of each appendix, and the title of the appendix.

2.4. Text

The recommended structure of this report is listed below, together with suggestions on the appropriate contents of each section. However, **these are only guidelines to assist you in preparing this document**. There is great diversity in the types of projects undertaken by candidates, and that may influence the weighting or emphasis given to the various sections of your report.

Section	Project Type		
	Empirical Research	Business Research/Action Research	Case Study
Chapter 1	<i>Introduction (nature of research, research problems & questions)</i>	<i>Introduction (nature of business, research problems & questions)</i>	<i>Synopsis (a general description of the case problem and its relevance to the business or management principles)</i>
Chapter 2	<i>Literature Review (identify & analyse relevant literatures)</i>	<i>Literature Review (identify & analyse relevant literatures)</i>	<i>Brief Literature review relating to the business or management principles</i>
Chapter 3	<i>Research Methodology (selection of research methods i.e. qualitative, quantitative or mixed method)</i>	<i>Research Methodology (selection of research methods i.e. qualitative, quantitative or mixed method)</i>	<i>Detailed background and information of the case (set the scene of the study and description of the study)</i>
Chapter 4	<i>Data Analysis using statistical methods and techniques</i>	<i>Data Analysis based on statistical and/or qualitative (grounded theory) methods</i>	<i>Identify the key problems and issues in the case study and elaborate on the business or management aspects related to the problems and issues.</i>
Chapter 5	<i>Research Findings (sum up findings from analysis on samples)</i>	<i>Research Findings (sum up findings from analysis on samples)</i>	<i>Alternative (or possible) solutions available and their analyses to resolve the problem or issue</i>

Section	Project Type		
	Empirical Research	Business Research/Action Research	Case Study
Chapter 6	<i>Conclusions and Contributions (conclude findings & relate to research problems & questions)</i>	<i>Conclusions and Recommendations (conclude findings & relate to research problems & questions)</i>	<i>Proposed solutions (explain why this solution was chosen) and Recommendation (Determine and discuss specific strategy for accomplishing the proposal solutions)</i>
	<i>References / Bibliography</i>	<i>References / Bibliography</i>	<i>References / Bibliography</i>
	<i>Appendices</i>	<i>Appendices</i>	<i>Appendices</i>

2.5. Appendices

Specific items which were relevant and form a part of the project paper but not included in the main body of the text should be put in this appendices. Typically this section includes things such as the additional illustration of the text, tables, letter of approval, questionnaire, etc.

3. FORMATTING GUIDELINES

3.1. Document Layout

The document should have the following margins:-

Top: 2.0 cm (0.78")

Right: 2.0 cm (0.78")

Left: 4.0 cm (1.57")

Bottom: 2.0 cm (0.78")

3.2. Font

Report should be typed using Times New Roman, 12 point. Smaller fonts are allowed for tables and diagrams.

3.3. Spacing

The body text should be typed with 1.5 spacing. Single spacing is only permitted in tables, long quotations, footnotes, notes, citation and references.

3.4. Page Numbering

All page numbers should be printed with font size 8, 1.0 cm from the bottom margin and placed at the right hand side without punctuation. Roman numerals (i, ii, iii, etc.) should be used in the preface section except for Approval page and Title page.

3.5. Heading

No specific arrangement is required for the numbering of topics and sub-topics but, whatever arrangement is adopted, it must be consistent.

3.6. Caption

3.6.1. Table

Tables are printed within the body of the text at the centre of the frame and labelled accordingly to the chapter in which they appear. Thus, for example, tables in Chapter 3 are numbered sequentially: Table 3.1, Table 3.2 etc. Table captions should always be positioned above the tables.

Table 3.1. Font sizes of headings

Heading level	Example	Font size and style
Heading 1	INTRODUCTION	14 point, bold
Heading 2	Overview	12 point, bold
Heading 3	<i>Heading</i>	12 point, italic
Caption	Font sizes	10 point, bold

3.6.2. Figure

Figures contain graphs illustrations or photographs are printed at the centre and labelled accordingly to the chapter in which they appear. Thus, for example, Figures in Chapter 3 are numbered sequentially: Figure 3.1, Figure 3.2 etc. Figure captions should always be positioned below the figures.

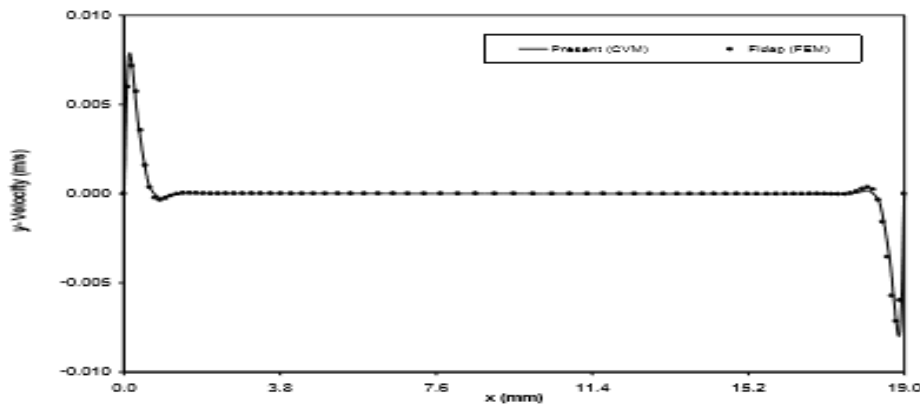


Figure 3.1 Sample graph 1

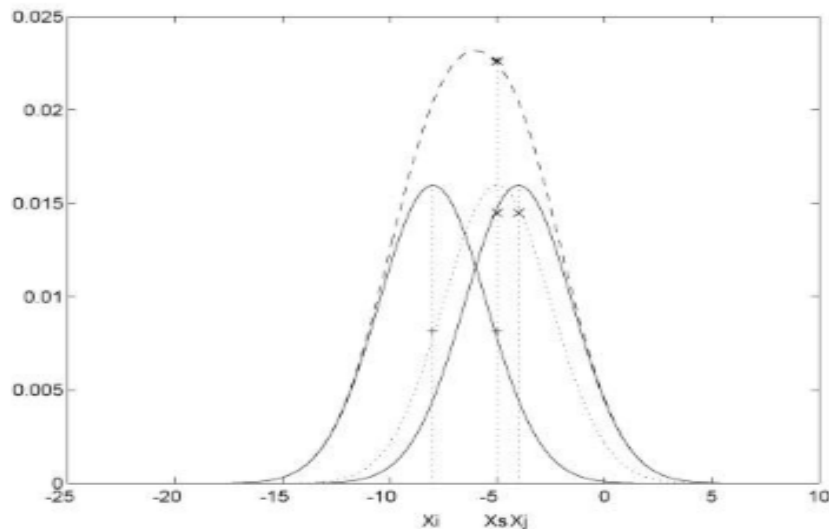


Figure 3.2 Sample graph 2

3.7. Printing

Any typographical errors must be carefully corrected. Any pages that contain poorly made corrections will be rejected. Use high-quality A4 70-gram paper. Only 'letter quality' or 'near letter quality' printing will be accepted.

3.8. Quotation

Candidate should be able to defend all statements by referring to a reliable research or the research findings. There are many forms of reference. Candidates must use APA citation format for quotation and references.

3.9. Binding


a) Draft Report

TWO (2) copies of the draft report should be soft bound (ring-bind or bomb-bind). The letters of the cover page should be printed in black ink. Refer to the illustration of the cover page in **APPENDIX 4**.

b) Final Report

THREE (3) copies of the final report should be hard bound. For final report binding, a Buckram type cover must be used and written with golden ink for the lettering. The colour of the cover is shown in Table 3.2:

Table 3.2 Project paper binding guideline

Project Paper	Binding Colour	Colour Code
CFM6410	 Maroon	567

The title of the thesis, name of candidate, degree and month and year for which the project paper is submitted should be printed on the Front Cover using Capital Letter, Arial Narrow, 20-point following the style shown in **APPENDIX 4**.

The candidate's name, degree and year shall also be printed on the Spine of the bound thesis using Capital Letter, Arial Narrow, 18-point. An example is given in **APPENDIX 4**.

3.10. References

All works or studies referred to in the report in the form of quotations or citations must be included in the bibliography. The references should be written in the specific format approved by the Faculty that is to use APA style. Each reference should be written in single spacing format and a double space should be left between references. The detailed information about the APA style could be found in <http://apastyle.apa.org/>

Referencing a book – single author:

Pegrum, M. (2009). From blogs to bombs: The future of electronic technologies in education. Crawley, W.A: UWA Publishing.

Referencing a book - two authors:

Page, A. C., & Stritzke, W. G. K. (2015). Clinical psychology for trainees: Foundations of science-informed practice (2nd ed.). Cambridge: Cambridge University Press.

Referencing e-book

Chisum, W. J. (2006). Crime reconstruction [Adobe Digital Editions]. Retrieved from Ebook Library.

Journal Articles – in print:

Sohrabi, H. R., Weinborn, M., Badcock, J., Bates, K. A., Clarnette, R., Trivedi, D., Martins, R. N. (2011). New lexicon and criteria for the diagnosis of Alzheimer's disease. *Lancet Neurology*, 10(4), 299-300

Journal Articles – online:

Almeida, R. A., Dickinson, J., Maybery, M. T., Badcock, J. C., & Badcock, D. R. (2010). Visual search performance in the autism spectrum ii: The radial frequency search task with additional segmentation cues. *Neuropsychologia*, 48(14), 4117-4124. <http://dx.doi.org/10.1016/j.neuropsychologia.2010.10.009>

Conference/Proceeding – in print:

Game, A. (2001). Creative ways of being. In J. R. Morss, N. Stephenson & J. F. H. V. Rappard (Eds.), *Theoretical issues in psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference* (pp. 3-12). Sydney: Springer.

Conference/Proceeding – unpublished:

Santhanam, E., Martin, K., Goody, A., & Hicks, O. (2001). Bottom-up steps towards closing the loop in feedback on teaching: A CUTSD project. Paper presented at Teaching and Learning Forum - Expanding horizons in teaching and learning, Perth, Australia, 7-9 February 2001.

Report – government:

Western Australia. Department of Health Nursing and Midwifery Office. (2013). Aboriginal Nursing and Midwifery Strategic Plan 2011-2015.

Retrieved from:

<http://www.nursing.health.wa.gov.au/projects/>

Report – non government:

Kendall, C. (2011). Report on psychological distress and depression in the legal profession: Prepared for the Council of the Law Society of Western Australia.

Retrieved from:

<http://www.mhlcwa.org.au/wp-content/uploads/2013/08/Psychological-distressdepression-in-the-legal-profession-16-May-2011.pdf>

Newspaper:

Hatch, B. (2006, July 13). Smoke lingers for those who keep hospitality flowing. Australian Financial Review, p. 14.

Newspaper online:

O'Leary, C. (2006, June 29). Landmark study to aid push for public smoking ban. The West Australian, p.14. Retrieved from Factiva

Standard & patent – print:

Standards Australia. (1994). *Information Processing - Text and office systems - Office Document Architecture (ODA) and Interchange format: Part 10: Formal Specifications (AS/NZS 3951.10:1994)*. Homebush, NSW: Standards Australia.

Hornak, P. (1996). *Resonator for magnetic resonance imaging of the ankle*. U.S. Patent No. 5,641,424.7.

Standard & patent – online:

Standards Australia. (2008). *Personal flotation devices – General requirements (AS 4758.1-2008)*. Retrieved from Standards Online.

Clark, J. M. & McCallum, J. M. (2008). *Method for and composition of excipient suitable for use in herbal formulations and formulations derived therefrom*. Australian Patent AU 2008100919. Retrieved from SciFinder.

Theses – in print (unpublished):

Lockhart, E. (2009). *The physical education curriculum choices of Western Australian primary school teachers (Unpublished master's thesis)*. University of Western Australia

Theses – in print (published):

May, B. (2007). *A survey of radial velocities in the zodiacal dust cloud*. Bristol, UK: Canopus Publishing.

Internet site with author:

Jones, M. D. (n.d.). Commentary on indigenous housing initiatives. Retrieved from <http://www.architecture.com.au>

Internet document without author:

Mindfulness meditation. (n.d.). Retrieved from: <http://www.freemeditations.com/mindfulness-meditation.html>

Tables & figures – from print journal:

Marsh, A., & Viglione, D. J. (1992). A Conceptual validation study of the texture response on the Rorschach. *Journal of Personality Assessment*, 58(3), 571-579.

Republished or adapted tables, figures or data must be clearly marked and the original source provided in text and appended to the caption of the table or figure.

Tables & figures – from a book:

Assael, M. J. (1998). *Thermophysical properties of fluids*. London: Imperial College Press.

Add in-text citation to the text of the illustration's caption.

Multiple citations in same parentheses:

Anderson, M., & Reid, C. (2009). Don't forget about levels of explanation. *Cortex: A Journal Devoted to the Study of the Nervous System and Behavior*, 45(4), 560-561. <http://dx.doi.org/10.1016/j.cortex.2008.06.005> Howitt, D., & Cramer, D. (2008). *Introduction to research methods in psychology* (2nd ed.). Harlow, England: FT Prentice Hall.

Citing information that someone else has cited – secondary citation:

Byrne, A. (2008). Web 2.0 strategies in libraries and information services. *The Australian Library Journal*, 57(4), 365-376.

SECTION C
GUIDELINES ON THE PREPARATION OF
COLLOQUIUM AND RESEARCH PROPOSAL

GUIDELINES ON THE PREPARATION OF COLLOQUIUM AND RESEARCH PROPOSAL FOR MASTER AND Ph.D. CANDIDATES

Academic research is a progressive work. The progress can be sequential as proposed below. However, it can be accelerated depending on the amount of experience the researcher has on the subject matter. For example, if the researcher is very familiar with the academic works in the area and up- to-date with the current literature, he/she may Steps 2 and Step 3.

As many would agree, academic research must start with extensive literature review in order to determine the “Research Gap” or problems. Students are advised to work closely with the Supervisor from the beginning i.e. from Term I, especially when an academic research is regarded as novel and requires teamwork between the student and Supervisor.

Course Code*	Title of Course	Learning Outcomes	Assessment
(Term I) CFC6813 CMC6813 CLC6813 CHC6813	Proposal for Master Dissertation I	Critique of articles (in search of relevant topic): <ul style="list-style-type: none"> - At least 10 articles (1 per week)** - Relevance to the topic (interest) of the student’s proposed area of research. - Determine the article (research) objective. - Indicate the methodology used. - Discuss the findings and conclusions. 	<ul style="list-style-type: none"> - Supervisor’s assessment based on regular meeting. - Presentation at Research Colloquium I by a Panel - Quality of critiques
(Term II) CFC6823 CMC6823 CLC6823 CHC6823	Proposal for Master Dissertation II	Development of Research Problems, Objectives and Conceptual Framework: <ul style="list-style-type: none"> - Follow through from previous Term with at least another 10 articles. - Formulate research problems and objectives - Chart out conceptual framework 	<ul style="list-style-type: none"> - Supervisor’s assessment based on regular meeting. - Presentation at Research Colloquium II by a Panel - Quality of research problems, objectives and conceptual framework.
(Term III) CFC6833 CMC6833 CLC6833 CHC6833	Proposal for Master Dissertation III	Development of Research Design and Methodology: <ul style="list-style-type: none"> - Follow through from previous Term with at least another 10 articles. 	<ul style="list-style-type: none"> - Supervisor’s assessment based on regular meeting. - Presentation at Research

Course Code*	Title of Course	Learning Outcomes	Assessment
		<ul style="list-style-type: none"> - Formulate research questions and hypothesis. - Determine appropriate research methodology to be used. - Draw up research design: Data collection and analysis 	<p>Colloquium III by a panel</p> <ul style="list-style-type: none"> - Quality and consistency of research problems and method.
(Term IV) CFC6833 CMC6833 CLC6833 CHC6833	Proposal for Master Dissertation IV	<p>Writing-up Research Proposal:</p> <ul style="list-style-type: none"> - Compose a research proposal based on the work in Terms I, II, and III above. - Cite at least 30 relevant articles. - Use a standard format of research proposal as specified. 	<ul style="list-style-type: none"> - Supervisor's assessment based on regular meeting. - Proposal Defence assessed by a Panel - Quality of the research proposal and viability of the research.
<p>*For Ph.D. candidates, registration of courses will accordingly use the relevant course codes, e.g. CFC8813 – Proposal for Doctoral Thesis. They will also follow the same sequence of course LO and also assessment.</p> <p>**The number of articles required for the Ph.D. Proposal will be around 40. Students are advised to discuss with the Supervisors on the appropriate number, which will depend on the individual area.</p>			

GUIDELINE FOR THE FORMAT AND STYLE OF RESEARCH PROPOSAL QUANTITATIVE OR QUALITATIVE APPROACH

(Estimated around 20-35 pages)

INTRODUCTION

1.0 Introduction

- 1.1 Current scenario related to the study in general
- 1.2 Identify 3-4 sub topics supported by literature/references
- 1.3 Zero-in to the sub-topic of the research problem, supported by 2-3 “landmark” references.

2.0 Problem Statement

- 2.1 Introduce the importance of the research problem that is going to be studied.
- 2.2 Position the research problem in the context of similar past research
- 2.3 Make comment/critics on the past research e.g. on the conceptual framework, variables and research methodology (sample, instrument and procedure).
- 2.4 Operational definition of the terms in the study

3.0 Aims of Study

- 3.1 Describe the purpose of the study in terms of contributions to the knowledge (theory), to the practitioners, to the community, etc.
- 3.2 Explain the outcomes of the study
- 3.3 May clarify the title of the study
- 3.4 Length around ½ page or 2-3 paragraphs

4.0 Research Objectives

- 4.1 Should state 3-5 objectives
- 4.2 Explain each objective briefly

5.0 Research Questions

- 5.1 Expand or clarify further each of the objectives
- 5.2 State in the form of questions

6.0 Significance of Study

- 6.1 How the study can contribute to knowledge, practitioners, policy makers or other stakeholders.

7.0 Limitation of Study

- 7.1 Limitations in terms of extent of generalization, methodology, context of study, etc.

LITERATURE REVIEW

- 1.0 Introduction
- 2.0 Reference review/critiques pertaining to the definition of construct/concept of the title
- 3.0 Reference review/critiques pertaining to the components of the construct/concept of the study
- 4.0 Reference review/critiques pertaining to the concept/variables of the title of the study
- 5.0 Review of the theories fundamental to the to the model/conceptual framework
- 6.0 Conclusion

RESEARCH METHODOLOGY

- 1.0 Introduction
- 2.0 Research design
- 3.0 Hypothesis (Propositions, if it is a qualitative study)
- 4.0 Sample and respondents
- 5.0 Location of study
- 6.0 Instruments of study (Questionnaire or Interview protocols)
- 7.0 Data collection method
- 8.0 Data analysis method
- 9.0 Conclusion

APPENDICES

- 1.0 The budget of its details
- 2.0 Gantt chart
- 3.0 Letters of request for admission
- 4.0 Letters of approval
- 5.0 Bibliography or References

APPENDICES

APPENDIX 1
DISSERTATION

APPENDIX : TITLE PAGE



[TITLE OF DISSERTATION]

[STUDENT'S NAME]

[STUDENT ID]

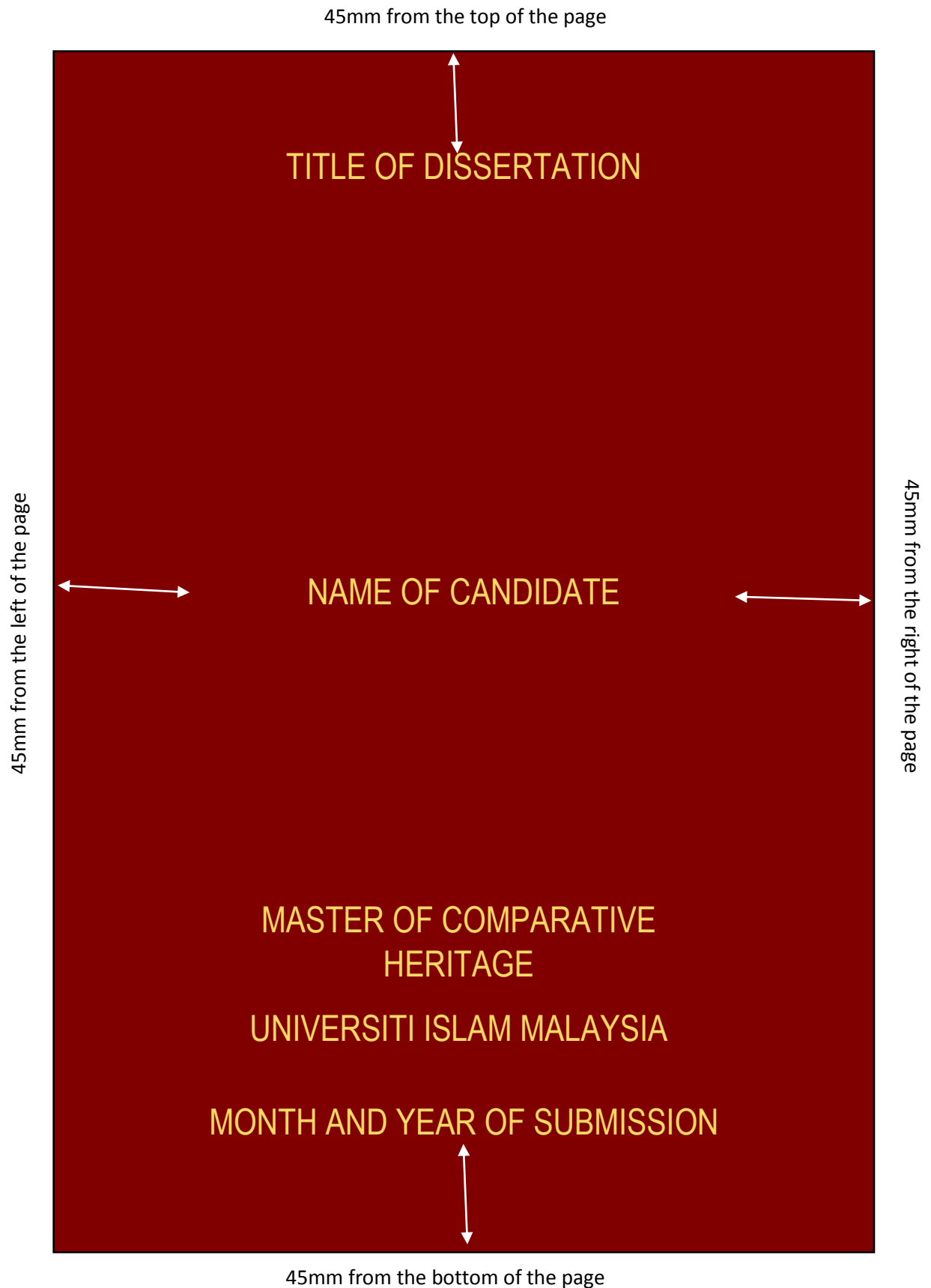
A thesis submitted in fulfilment of the requirements for the
Degree of
[THE OFFICIAL NAME OF THE DEGREE]

[NAME OF THE SCHOOL]

UNIVERSITI ISLAM MALAYSIA, CYBERJAYA

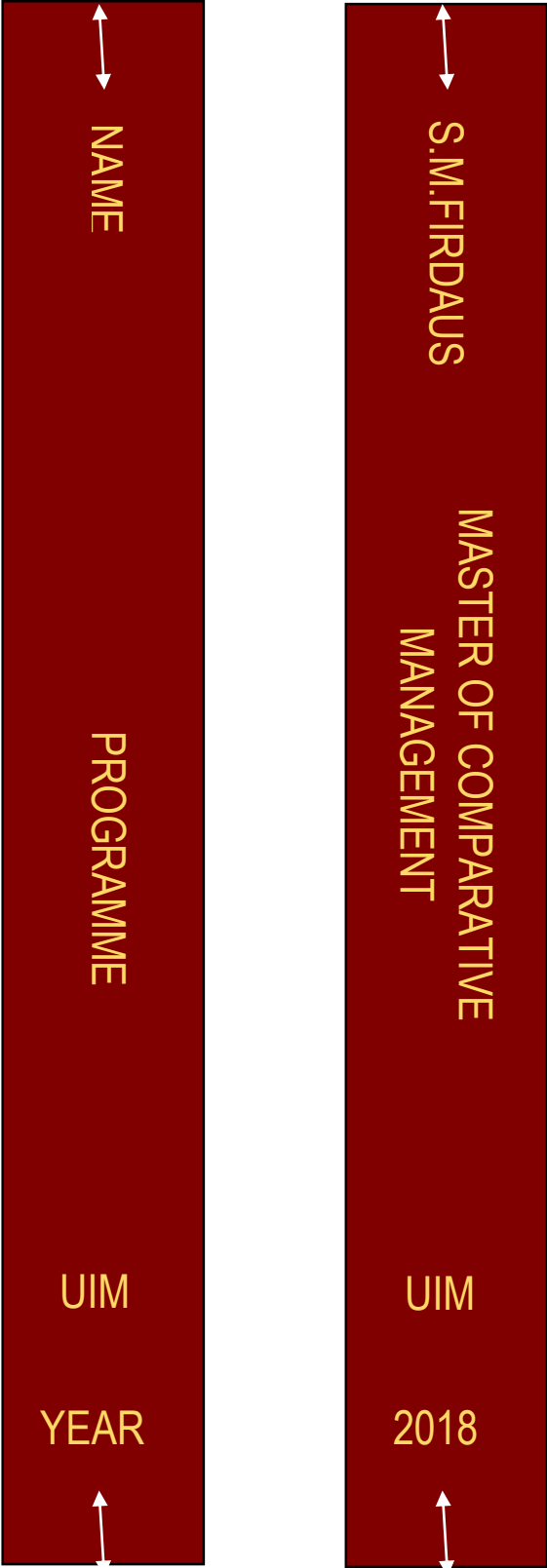
[MONTH AND YEAR OF SUBMISSION]

APPENDIX : FINAL REPORT COVER PAGE



APPENDIX F: FINAL REPORT BOOK SPINE

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Spine:
Buckram type cover
Maroon 567
Golden ink lettering
Arial Narrow
Size: 18-point

45mm from the top of the page

APPENDIX 2

THESIS

APPENDIX : TITLE PAGE



[TITLE OF THESIS]

[STUDENT'S NAME]

[STUDENT ID]

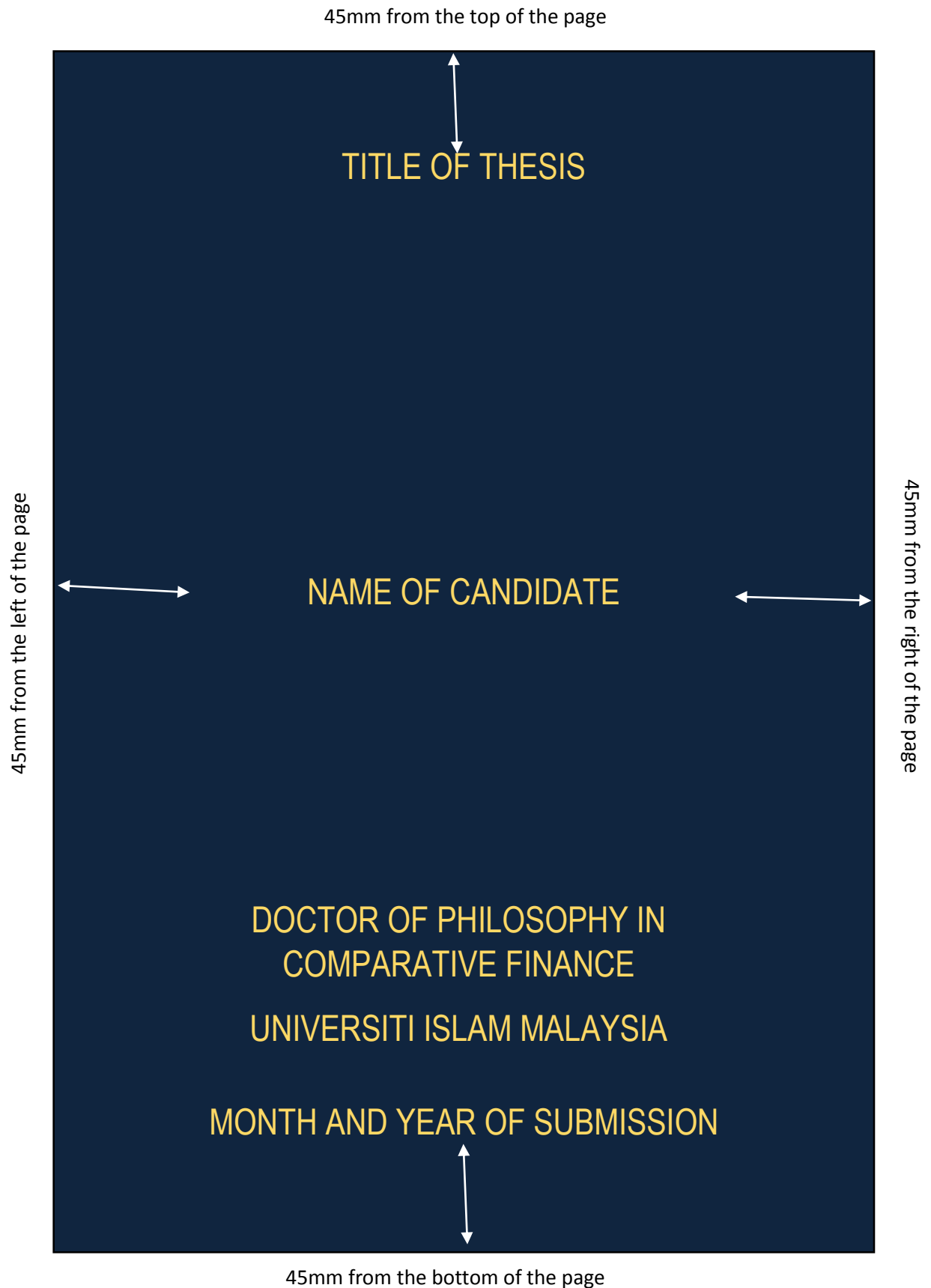
A thesis submitted in fulfilment of the requirements for the
Degree of
[THE OFFICIAL NAME OF THE DEGREE]

[NAME OF THE SCHOOL]

UNIVERSITI ISLAM MALAYSIA, CYBERJAYA

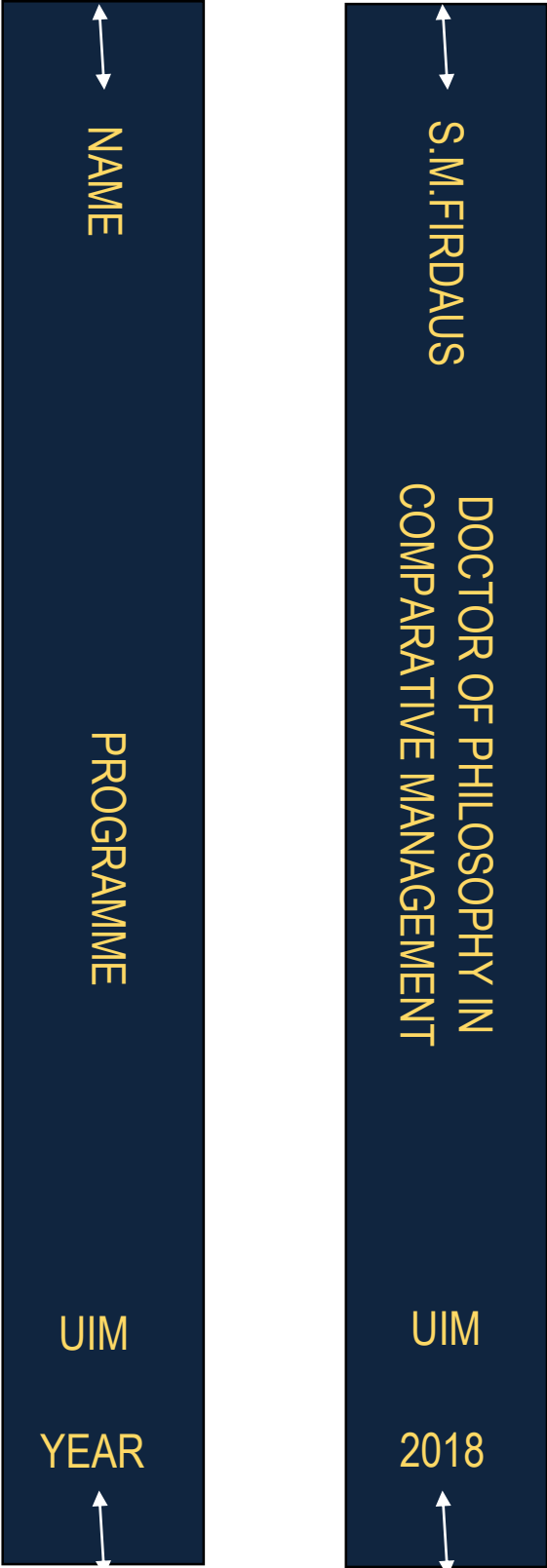
[MONTH AND YEAR OF SUBMISSION]

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Size: 18-point

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The Main Section and Subsections

1. Title 1 (Level 1)
 - 1.1. Section 1 (Level 2)
 - 1.1.1. Subsection 1 (Level 3)
 - 1.1.1.1. Subsubsection 1 (Level 4)

2. Title 2
 - 2.1. Section 1
 - 2.2. Section 2
 - 2.2.1. Subsection 1
 - 2.2.2. Subsection 2
 - 2.2.3. Subsection 3
 - 2.2.3.1. Subsubsection 1
 - 2.2.3.2. Subsubsection 2
 - 2.2.3.3. Subsubsection 3

3. Framework
 - 3.1. Behavioral science
 - 3.2. Legal studies
 - 3.2.1. Medical law
 - 3.2.2. Child law
 - 3.2.3. International law
 - 3.2.3.1. Public international law
 - 3.2.3.2. Private international law
 - 3.2.3.3. Supranational law

APPENDIX 4
MASTER PROJECT

APPENDIX : APPROVAL PAGE

APPROVAL PAGE

TITLE: (TITLE OF PROJECT)

AUTHOR: (NAME OF CANDIDATE)

IDENTIFICATION NO: (STUDENT ID)

The undersigned certify that the above candidate has fulfilled the condition of the project paper in partial fulfilment for the degree of Master in Comparative Financial Studies.

SUPERVISOR:

Signature: _____

Name: _____

Date: _____

READER:

Signature: _____

Name: _____

Date: _____

ENDORSED BY: (HEAD OF SCHOOL)

Signature: _____

Name: _____

Date: _____

APPENDIX : FRONT PAGE



[TITLE OF PROJECT]

[STUDENT'S NAME]

[STUDENT ID]

A master degree project report submitted in partial fulfilment of the requirement for
the degree of

MASTER IN COMPARATIVE FINANCIAL STUDIES

[NAME OF THE SCHOOL]

UNIVERSITI ISLAM MALAYSIA, CYBERJAYA

[MONTH AND YEAR OF SUBMISSION]

APPENDIX : DECLARATION

DECLARATION

1. I declare that _____ (Title of Project) is entirely my own work in accordance with the Universiti Islam Malaysia (UIM) guidelines on plagiarism and collusion. Further to this, a plagiarism detection has been examined using Turnitin software on _____ (Date) with Similarity Index of _____ (%). All external references and sources also are clearly acknowledged and identified within the contents. No substantial part(s) of the work submitted here has also been submitted by me in other assignments for accredited courses of study, and I acknowledge that if this has been done it may result in me being reported for self-plagiarism and an appropriate reduction in marks may be made when marking this piece of work.
2. I agree that the copyright of _____ (Title of Project) is the property of UIM. I further agree that UIM may take it freely available for inspection. However, the permission for copying this project in any manner, in whole part or in part, for scholarly purposes may be granted by the Head of School. It is understood that any copying or publication or use of this project or parts of it for financial gain shall not be allowed without the Head of School written permission. It is also understood that due recognition shall be given to me and UIM in any scholarly use which may be made of any material in my project.
3. I agree that any legal action arises from the work and contents of _____ (Title of Project) will be solely responsible by the author.

Signature : _____

Name : _____

Student ID : _____

Date : _____

APPENDIX : TITLE PAGE

UNIVERSITI ISLAM MALAYSIA
<NAME OF THE MASTER DEGREE>
MASTER PROJECT REPORT

TITLE OF PROJECT

Prepared by

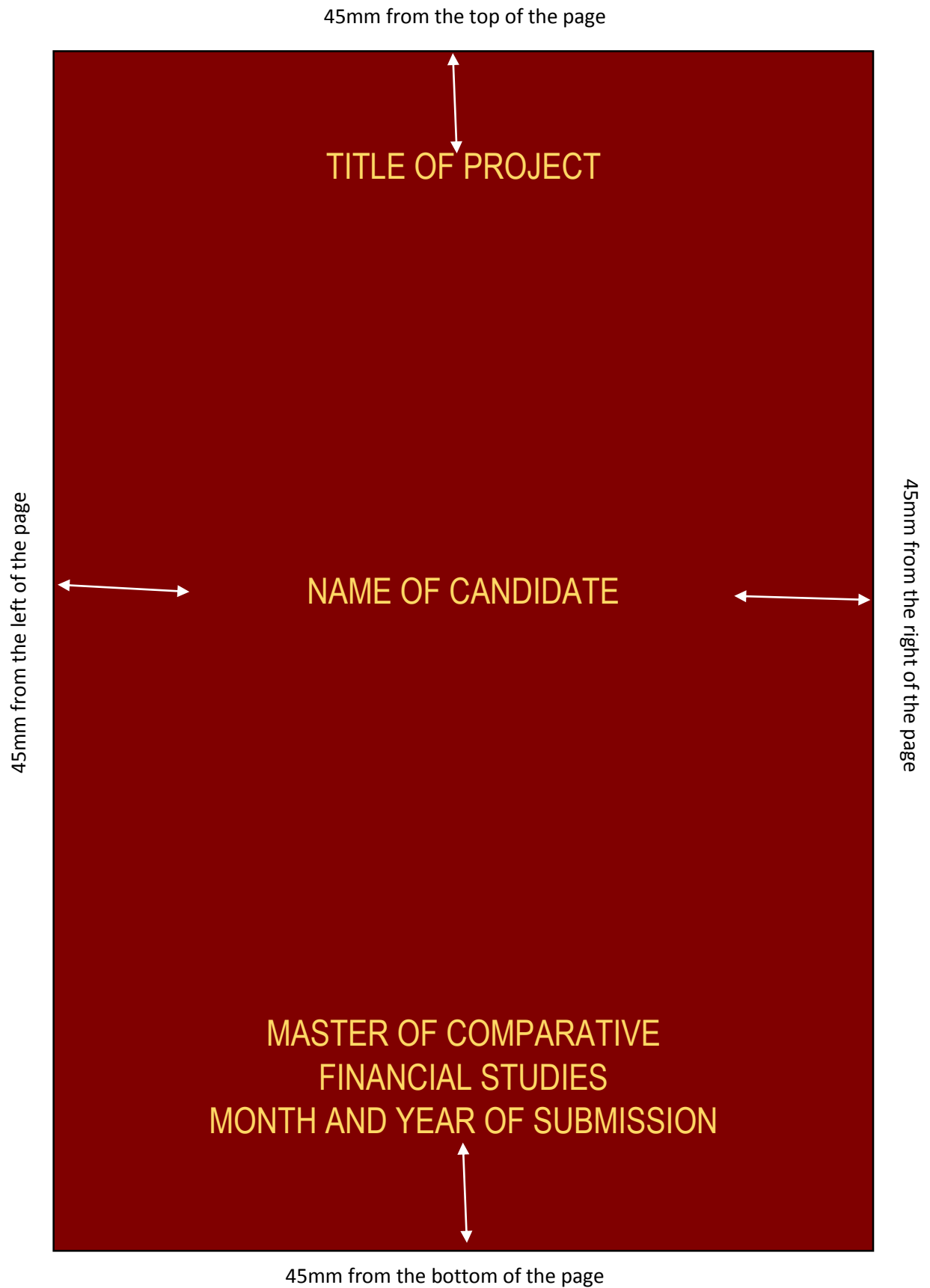
Student's Name

Student ID

Supervised by

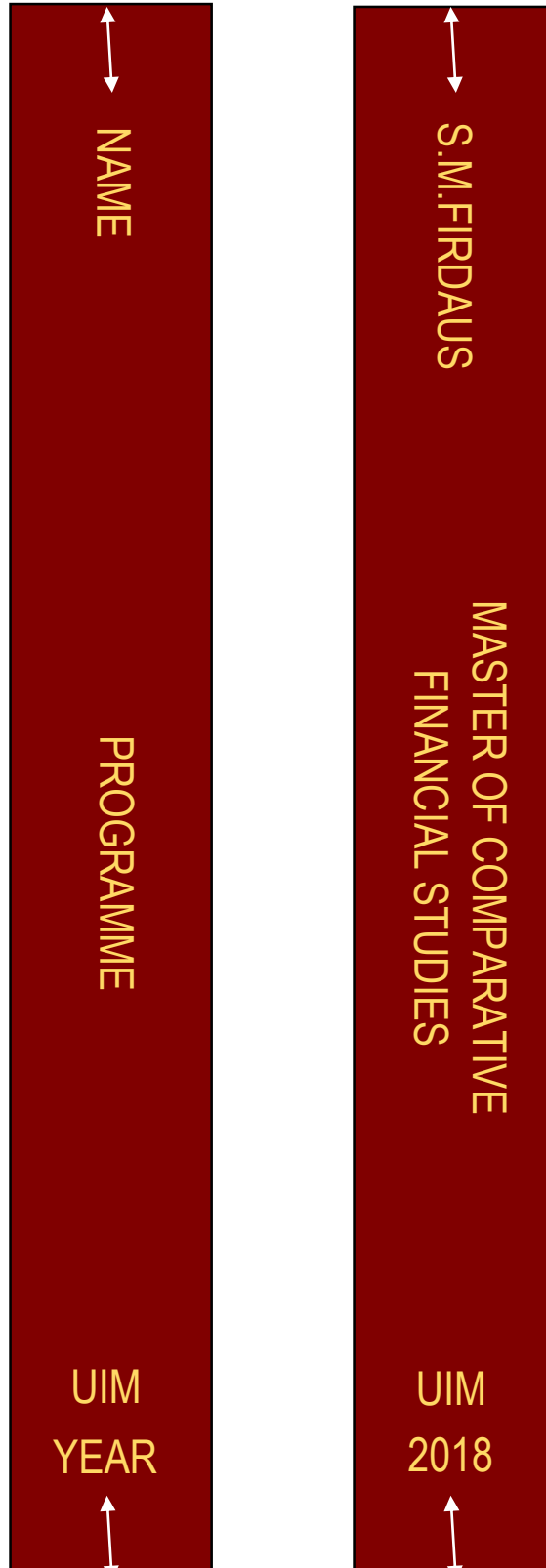
<Supervisor's Name>

APPENDIX : FINAL REPORT COVER PAGE



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UNIVERSITI ISLAM MALAYSIA
PROGRESS REPORT AND EVALUATION ON
PROPOSAL WRITING AND COLLOQUIUM FOR MASTER/DOCTORAL CANDIDATE

Current Term		Academic Session	
---------------------	--	-------------------------	--

Section A: Graduate Member Information

Name of Graduate Member		Matric No.	
Course Code			
Programme			
Name of Main Supervisor			
Name of Co-Supervisor(s)	(1)		
	(2)		
Working Research Title			

Section B: Individual Characteristics of Graduate Member

Marks Allocated to Each Criterion Below	1	2	3	4	5
Meeting Frequency During The Term (Times)	[< 2]	[2 – 3]	[4 – 5]	[6 – 7]	[> 7]
Attitude Toward Research	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Commitment In Research Work	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Creativity, Innovative & Problem Solving Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Academic Writing Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Written Language Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Verbal Language Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Research Technique Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
People Skill (Politeness, Tolerance, Etc.)	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Participation in Graduate Events/Activities	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]

Section C: Output and Quality of Colloquium and Publications

Proposal Writing Progress Vis-à-vis the Structured Colloquium	Expected Date of Completion	Not Applicable This Term	Not Started	Way Behind Schedule	Slightly Behind Schedule	On Schedule	Ahead of Schedule
(1) Mapping of research area through Literature review		[]	[1]	[2]	[3]	[4]	[5]
(2) Identification of research issues/problem/gap through LR&C		[]	[1]	[2]	[3]	[4]	[5]
(3) Writing-up Colloquium paper & presentation		[]	[1]	[2]	[3]	[4]	[5]
(4) Development of Conceptual and theoretical framework through LR&C		[]	[1]	[2]	[3]	[4]	[5]
(5) Development of research objectives and research questions through LR&C		[]	[1]	[2]	[3]	[4]	[5]
(6) Writing-up of Colloquium paper & presentation		[]	[1]	[2]	[3]	[4]	[5]
(7) Identification of research methodology and development of research design through LR&C		[]	[1]	[2]	[3]	[4]	[5]
(8) Writing-up of Colloquium paper & presentation		[]	[1]	[2]	[3]	[4]	[5]
(9) Writing-Up of complete Research Proposal and Proposal Defence.		[]	[1]	[2]	[3]	[4]	[5]
(10) Conference Paper/Article		[]	[1]	[2]	[3]	[4]	[5]

	Obtained Marks (OM)	Adjusted marks [OM/MM]x50	Total Marks and Grade	
Section B: Max. marks (MM) = 5 x 10 Criteria = 50			}	}
Section C: Max. marks (MM) = 5 x Criteria evaluated = ____				

I certify that the above evaluation reflects the Graduate Member's true progress.

Supervisor's Signature

Graduate Member's Signature

Date:

Date:

UNIVERSITI ISLAM MALAYSIA
PROGRESS REPORT AND EVALUATION ON
RESEARCH WORK AND PREPARATION OF THESIS OR DISSERTATION

Current Term		Academic Session	
---------------------	--	-------------------------	--

Section A: Graduate Member Information

Name of Graduate Member		Matric No.	
Course Code			
Programme			
Name of Main Supervisor			
Name of Co-Supervisor(s)	(3)		
	(4)		
Research Title (As approved by the Senate)			

Section B: Individual Characteristics of Graduate Member

Marks Allocated to Each Criterion Below	1	2	3	4	5
Meeting Frequency During The Term (Times)	[< 2]	[2 – 3]	[4 – 5]	[6 – 7]	[> 7]
Attitude Toward Research	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Commitment In Research Work	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Creativity, Innovative & Problem Solving Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Academic Writing Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Written Language Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Verbal Language Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Research Technique Skill	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
People Skill (Politeness, Tolerance, Etc.)	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]
Participation in Graduate Events/Activities	[Poor]	[Fair]	[Good]	[Very Good]	[Excellent]

Section C: Output and Quality of Research Work, Conference and Publications

Research Progress Vis-à-vis the Research Plan	Expected Date of Completion	Not Applicable This Term	Not Started	Way Behind Schedule	Slightly Behind Schedule	On Schedule	Ahead of Schedule
(11) Data Collection (including designing of research instrument)		[]	[1]	[2]	[3]	[4]	[5]
(12) Data Input		[]	[1]	[2]	[3]	[4]	[5]
(13) Data Analysis		[]	[1]	[2]	[3]	[4]	[5]
(14) Chapter 1 - Introduction		[]	[1]	[2]	[3]	[4]	[5]
(15) Chapter 2 – Literature Review and Theoretical Framework		[]	[1]	[2]	[3]	[4]	[5]
(16) Chapter 3 – Research Methodology		[]	[1]	[2]	[3]	[4]	[5]
(17) Chapter 4 – Findings I		[]	[1]	[2]	[3]	[4]	[5]
(18) Chapter 5 – Findings II		[]	[1]	[2]	[3]	[4]	[5]
(19) Chapter 6 – Discussion and Conclusions		[]	[1]	[2]	[3]	[4]	[5]
(20) Chapter 7 – Wisdom Reflection and Opportunity for Future Research		[]	[1]	[2]	[3]	[4]	[5]
(21) Conference Paper/Article		[]	[1]	[2]	[3]	[4]	[5]
(22) Publication Paper/Article		[]	[1]	[2]	[3]	[4]	[5]

	Obtained Marks (OM)	Adjusted marks [OM/MM]x50	Total Marks and Grade	
Section B: Max. marks (MM) = 5 x 10 Criteria = 50			}	}
Section C: Max. marks (MM) = 5 x Criteria evaluated = ____				

I certify that the above evaluation reflects the Graduate Member's true progress.

Supervisor's Signature

Graduate Member's Signature

Date:

Date:

UNIVERSITI ISLAM MALAYSIA

NOTES ON SUPERVISOR-GRADUATE MEMBER MEETING

(Please fill-up this form whenever an interaction* is made between the Supervisor and the Graduate Member. This record is a part of supervision best practices and it constitutes a part of Term-end evaluation material. Please ensure both the Supervisor and Graduate member sign below)

(*An interaction can be face-to-face, on-line learning platform or communication, email, telephone, etc.)

Name of Graduate Member			
Degree Programme			
Name of Supervisor			
Title of the Research (State the <i>Working Title</i> if the research proposal is in progress)			
Date of Meeting		Place of Meeting	

Aim or Purpose of meeting
Document submitted for meeting (Write full title - e.g. Draft of Chapter 3 – Research Methodology; or a published article, a draft of written article/write-up, etc.)
Comments of Supervisor (Clearly jot the comments or areas for improvement)

Next Meeting Date:
Assignment for Next meeting
Document to be submitted for the next meeting

Supervisor's Signature

Graduate Member's Signature

Date:

Date:

GUIDELINES ON RESEARCH PLAN/MILESTONE

RESEARCH ACTIVITY	YEAR 1				YEAR 2				YEAR 3	YEAR 4			
	A1Q1	A1Q2	A1Q3	A1Q4	A1Q5	A1Q6	A1Q7	A1Q8	...	AQ9	A1Q10	A1Q11	A1Q12
MONTH	1 – 3	4 – 6	7 – 9	10 – 12									
WEEKS	1 – 12	13 – 24	25 – 36	37 – 52									
PHASE 1: RESEARCH PROPOSAL													
CHAPTER 1: INTRODUCTION													
1.1 Introduction; 1.2 Background of study; 1.3 Problem statement; 1.4 Research objectives; 1.5 Research questions; 1.6 Expected outcomes; 1.7 Significance of study; 1.8 Scope and limitation; 1.9 Key terms and conclusion.													Colloquium I: Literature Review (Mapping of the proposed study – Research Problem and research objective)
CHAPTER 2: LITERATURE REVIEW – THEORETICAL AND CONCEPTUAL FRAMEWORK													
2.1 Introduction; 2.2 Key concepts; 2.3 Literature review 2.4 Conceptual framework; 2.5 Conclusions													Colloquium II: Literature Review (Refining research problem and Research objectives, Develop Conceptual framework; Ascertain research viability and
CHAPTER 3: RESEARCH METHODOLOGY – DATA AND METHODS													
3.1 Research Design 3.2 Hypothesis 3.3 Measurement of variables 3.4 Population and sampling (case site and subject of study)													Colloquium III: Review and firm-up research Questions; Determine research hypothesis (or,

3.5 Data collection instrument 3.6 Descriptive data 3.7 Statistical analysis method															proposition); Draw-up research plan/milestone
** For Qualitative-based research refer to the <u>attachment</u> for description															
COMPLETE PROPOSAL															
Chapter 1: Introduction Chapter 2: Literature Review – Theoretical and Conceptual Framework Chapter 3: Research Methodology – Data and Methods															Proposal defence
Publish article 1															
Publish article 2															
PHASE 2: THE RESEARCH AND WRITING-UP															
CHAPTER 4: RESULTS															
4.1 Introduction 4.2 Results of Objective 1 4.3 Results of Objective 2 4.4 Results of Objective 3 4.5 Results of Objective 4 4.6 Conclusion															
Data collection/transcribing															
Data administration															
Data input															
Data analysis															
Publish article 3															
Publish article 4															
CHAPTER 5: FINDINGS AND DISCUSSION															
5.1 Introduction 5.2 Findings and discussion: 5.2.1 Objective 1 5.2.2 Objective 2 5.2.3 Objective 3 5.2.4 Objective 4 5.3 Conclusions															

CHAPTER 6: WISDOM REVEALED AND RECOMMENDATION FOR FUTURE RESEARCH														
6.1 Introduction														
6.2 Wisdom revealed 1														
6.3 Wisdom revealed 2														
6.4 Recommendation 1														
6.5 Recommendation 2														
6.6 Conclusion														
CHAPTER 7: SUMMARY AND CONCLUSIONS														