



**SENARAI SEMAK – BORANG PENYERAHAN DISERTASI/TESIS MUTAKHIR**  
**CHECKLIST - SUBMISSION OF FINAL DISSERTATION/THESIS FORM**

Bil. / No.	Perkara / Details	(Sila tandakan / Please tick)	
		Pelajar / Student	IPS / IGS
1.	<b>Tajuk</b> seperti diluluskan oleh Fakulti dan nama calon seperti didaftarkan dengan Universiti <i>Title as approved by the Faculty and the name of candidate as registered with the University</i>		
2.	<b>Muka hadapan / Cover page</b>		
	a.) Huruf besar berwarna emas, 'font' Times New Roman atau Arial, saiz 18 / <i>Upper case in gold color, Times New Roman or Arial font, size 18</i>		
	b.) Susunan piramid terbalik mengikut format / <i>the order in inverted pyramid format</i>		
3.	<b>Halaman judul</b> mengikut format / <i>Title page follows the format</i>		
4.	<b>Penomboran muka surat / Page numbering</b> Huruf kecil Roman – halaman judul, isi kandungan, senarai jadual / <i>Roman numeral in small letters – title page, table of contents, list of tables ets</i> Times New Roman, saiz 12 @ Arial, saiz 11 / <i>Times New Roman, size 12 @ Arial, size 11 - contents</i>		
5.	<b>Birai dan jarak</b> mengikut format / <i>Indent and spacing follows the format</i>		
6.	<b>Fon</b> – Times New Roman saiz 12 @ Arial saiz 11 / <i>Font – Times New Roman; size 12 @ Arial size 11</i>		
7.	<b>Bahagian permulaan</b> mengikut format (Pengakuan, penghargaan, abstrak, lampiran jadual dll) / <i>Preface section follows the format (Declaration, acknowledgement, abstract, table of contents etc)</i>		
8.	<b>Perakuan Keaslian Penulisan</b> telah ditandatangani / <i>Original literary work declaration has been signed</i>		
9.	<b>Abstrak</b> tidak melebihi 300 patah perkataan, ditulis dalam Bahasa Inggeris dan Bahasa Melayu dan telah disemak / <i>Abstract written in both Bahasa Malaysia and English, the length of each version should not more than 300 words and has been proof read.</i>		
10.	Menggunakan program 'spellcheck' atau 'Dewan Eja' untuk menyemak kesalahan ejaan. / <i>Using spell check or 'Dewan Eja' to check the spelling</i>		
11.	<b>Jadual, rajah, carta dan rujukan</b> merujuk format APA / <i>Tables, graphs, charts and pictures are properly tabulated according to APA style</i>		
12.	<b>Borang lengkap</b> telah ditandatangani oleh Penyelia dan Dekan Fakulti / <i>Completed forms signed by the Supervisor dan the Dean of Faculty</i>		
13.	<b>Penjilidan / Binding</b>		
	a.) Empat naskhah bercetak dan dijilid dengan kulit keras (Merah Hati – Sarjana)/(Hitam - Doktor Falsafah) <i>Four printed copies bound in hard cover (maroon @ deep red – Master / Black – PhD</i>		
	b.) 2 salinan CD bentuk PDF / <i>2 copies of softcopy (CD) in PDF format</i>		
14.	<b>Tulang belakang</b> mengikut format / <i>Spine according to the format</i>		

Makluman : Pihak IPS berhak untuk **tidak menerima** tesis/disertasi pelajar yang tidak mengikut format yang telah ditetapkan.

*Info : IGS has the right to reject thesis/dissertation that does not fulfill the required format.*

.....  
Tandatangan Pelajar / *Student's Signature*

Nama/Name :

No. Matrik / *Matric's No. :*

.....  
Tandatangan Pegawai IPS / *Signature of IGS's Officer*

**INSTITUT PENGAJIAN SISWAZAH**  
**INSTITUTE OF GRADUATE STUDIES**

**BORANG PENYERAHAN DISERTASI/TESIS MUTAKHIR**  
**SUBMISSION OF FINAL DISSERTATION/THESIS FORM**

**BAHAGIAN A UNTUK DILENGKAPKAN OLEH PELAJAR**

**SECTION A TO BE FILLED BY THE STUDENT**

KEPADA :

TO: INSTITUT PENGAJIAN SISWAZAH  
(INSTITUTE OF GRADUATE STUDIES)  
UNIVERSITI PENDIDIKAN SULTAN IDRIS  
35900 TANJONG MALIM  
PERAK DARUL RIDZUAN

Nama Penuh : .....  
Full Name

No. Matrik : .....  
Matric No

Program : .....  
Programme

Mod Program : : Sarjana Penyelidikan  Sarjana Penyelidikan & K.Kursus  Doktor Falsafah   
Programme Mode Master by Research Master by Mixed Mode Doctor of Philosophy

Fakulti : ..... Bidang : .....  
Faculty Specialization Area

No. Telefon (Rumah) : ..... (Pejabat) : ..... E-mail: .....  
Telephone No. (Home) (Office)

Bersama-sama dengan ini saya kemukakan:  
With this I submit:

Empat (4) naskah berjilid tebal dan dua (2) salinan cakera padat (CD) Disertasi/Tesis Ijazah \*Sarjana/Doktor Falsafah bertajuk;  
Four (4) copies of hard-bound and two (2) compact disc (CDs) of my \*Master/Doctor of Philosophy Dissertation/Thesis titled;

.....  
.....  
.....

dan telah dihantar sendiri ke:  
and has been submitted to:

Tempat Location	Tandatangan Penerima dan Cop Rasmi Accepted By and Official Stamp
Unit Hadiah dan Pertukaran, Perpustakaan Tuanku Bainun UPSI berserta 1 keping CD (Gifts and Exchange Unit, Tuanku Bainun Library UPSI with 1 CD)	
Penyelia Utama (Main Supervisor)	
Fakulti (Faculty)	
IPS berserta 1 keping CD (IPS with 1 CD)	

(\*potong mana yang tidak berkaitan) (\*delete where not applicable)

Saya juga ingin mengesahkan bahawa Disertasi/Tesis tersebut telah disemak oleh Penyelia/Pemeriksa Dalam/Pemeriksa Luar saya dan Dekan Fakulti.

*I also wish to state that the Dissertation/Thesis has been verified by my Supervisor/Internal Examiner/External Examiner and the Dean of the Faculty.*

.....  
Tandatangan Siswazah  
*Graduate's Signature*

Tarikh: .....  
*Date:*

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**BAHAGIAN B UNTUK DILENGKAPKAN OLEH INSTITUT PENGAJIAN SISWAZAH**

*PART B TO BE COMPLETED BY INSTITUTE OF GRADUATE STUDIES*

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Diterima oleh (Nama Pegawai): .....  
*Accepted by (Name Of Officer):*

Tandatangan: .....  
*(Signature)*

.....  
*Tarikh (Date)*