

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

**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/Title:</b> - seperti diluluskan oleh Fakulti dan nama pelajar seperti didaftarkan dengan Universiti - <i>as approved by the faculty and the name of student as registered with the University</i>		
2.	<b>Muka hadapan / Cover page</b>		
	a) Huruf besar berwarna <b>emas</b> , fon Times New Roman atau Arial, <b>saiz 18</b> <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>		
c)	<b>Halaman judul</b> mengikut format <i>Title page follows the format</i>		
d)	<b>Penomboran muka surat / Page numbering</b>		
	a) Huruf kecil Roman – halaman judul, isi kandungan, senarai jadual <i>Roman numeral in small letters – title page, table of contents, list of tables</i> b) Times New Roman, saiz <b>12 @</b> Arial, saiz <b>11</b> <i>Times New Roman, size 12 @ Arial, size 11</i>		
e)	<b>Birai dan jarak</b> mengikut format <i>Indent and spacing follows the format</i>		
f)	<b>Fon</b> – Times New Roman saiz <b>12 @</b> Arial saiz <b>11</b> <i>Font – Times New Roman; size 12 @ Arial size 11</i>		
g)	<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>		
h)	<b>Perakuan Keaslian Penulisan</b> telah ditandatangani <i>Original literary work declaration has been signed</i>		
i)	<b>Borang Pengesahan Penyerahan Tesis/Disertasi</b> telah ditandatangani <i>Declaration of Thesis/Dissertation Form has been signed</i>		
j)	<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>		
k)	Menggunakan program 'spellcheck' atau 'Dewan Eja' untuk menyemak kesalahan ejaan <i>Using spell check or 'Dewan Eja' to check the spelling</i>		
l)	<b>Jadual, rajah, carta dan rujukan</b> merujuk format APA <i>Tables, graphs, charts and pictures are properly tabulated according to APA style</i>		
m)	<b>Borang lengkap</b> telah ditandatangani oleh Penyelia dan Wakil Fakulti <i>Completed forms signed by the Supervisor dan the Representative of Faculty</i>		
n)	<b>Penjilidan / Binding</b>		
	a) Dua (2) naskah bercetak dan dijilid dengan kulit keras <i>Two printed copies bound in hard cover</i> i. Warna untuk Sarjana/Color for Master: <b>Merah Hati / Maroon</b> ii. Warna untuk Kedoktoran/Color for Doctorate: <b>Hitam/Black</b>		
	b) 1 salinan CD bentuk PDF / 1 copy of softcopy (CD) in PDF format		
c)	<b>Tulang belakang</b> mengikut format / <b>Spine</b> according to the format		

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

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

Nama/Name:  
No. Matrik / Matric's No.:

**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 Pelajar :  
*Student's Name* :

No. Matrik : Program:  
*Matric No.* : *Programme:*

Mod :  
*Mode*

	Sarjana Mod Penyelidikan & Kerja Kursus / <i>Mixed Mode</i>
	Sarjana Mod Penyelidikan / <i>Research Mode</i>
	Kedoktoran / <i>Doctorate</i>

Fakulti :  
*Faculty*

Bidang Pengkhususan :  
*Specialization Area*

No. Telefon/ *Telephone No.:* e-mel/e-mail: :

Tajuk :  
*Title*

Disertasi/Thesis telah dihantar sendiri ke:  
*Dissertation and Thesis has been submitted to:*

Tempat <i>Location</i>	Tandatangan Penerima dan Cop Rasmi <i>Accepted By and Official Stamp</i>
Perpustakaan Tuanku Bainun : serahan melalui sistem <b>e-SUBMIT</b> <i>Tuanku Bainun Library : submission through e-SUBMIT system</i>	Sila lampirkan slip Penerimaan Tesis/Disertasi <i>Kindly attached thesis / Dissertation acceptance letter</i>
Penyelia Utama ( <i>Main Supervisor</i> )	
Fakulti ( <i>Faculty</i> )	
IPS - 1 keping CD ( <i>IPS - 1 CD</i> )	

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

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

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

\_\_\_\_\_

Tandatangan Pelajar / *Student's Signature*

Nama/Name : .....

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

Tarikh/Date : .....

**BAHAGIAN B:                      UNTUK DILENGKAPKAN OLEH INSTITUT PENGAJIAN SISWAZAH**  
**SECTION B:                      TO BE COMPLETED BY INSTITUTE OF GRADUATE STUDIES**

---

Diterima oleh (Nama Pegawai) : \_\_\_\_\_  
Accepted by (Name of Officer)

\_\_\_\_\_

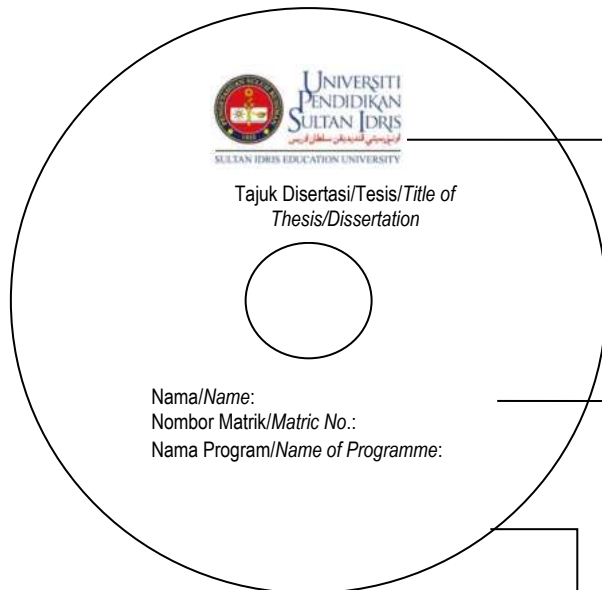
Tandatangan dan Cop  
*Signature and Stamp*

\_\_\_\_\_

Tarikh  
*Date*

## INSTITUT PENGAJIAN SISWAZAH / *INSTITUTE OF GRADUATE S*

### Format CD/CD Format



Format Cetakan adalah seperti berikut/*Formatting as follow:*

- i. Logo rasmi Universiti Pendidikan Sultan Idris/ *Official logo of Universiti Pendidikan Sultan Idris*
- ii. Latar belakang berwarna putih/ *White back ground*
- iii. Tajuk Disertasi/Tesis/ *Title of Thesis / Dissertation*  
*\*Saiz tulisan Arial 10 atau Arial Narrow 12/\*Font Arial 10 or Arial Narrow 12*

iv. Maklumat pelajar/ *Student's details:*

- a) Nama Pelajar/ *Name*
  - b) No. Matrik Pelajar/ *Matric No.*
  - c) Nama Program/*Name of Programme*
- \*Saiz tulisan Arial 10 atau Arial Narrow 12/ Font Arial 10 or Arial Narrow 12*

- v. Jenis CD : CD-RW/ *Type of CD : CD-RW*
- vi. Sampul Plastik/*Store in Plastic Envelope*