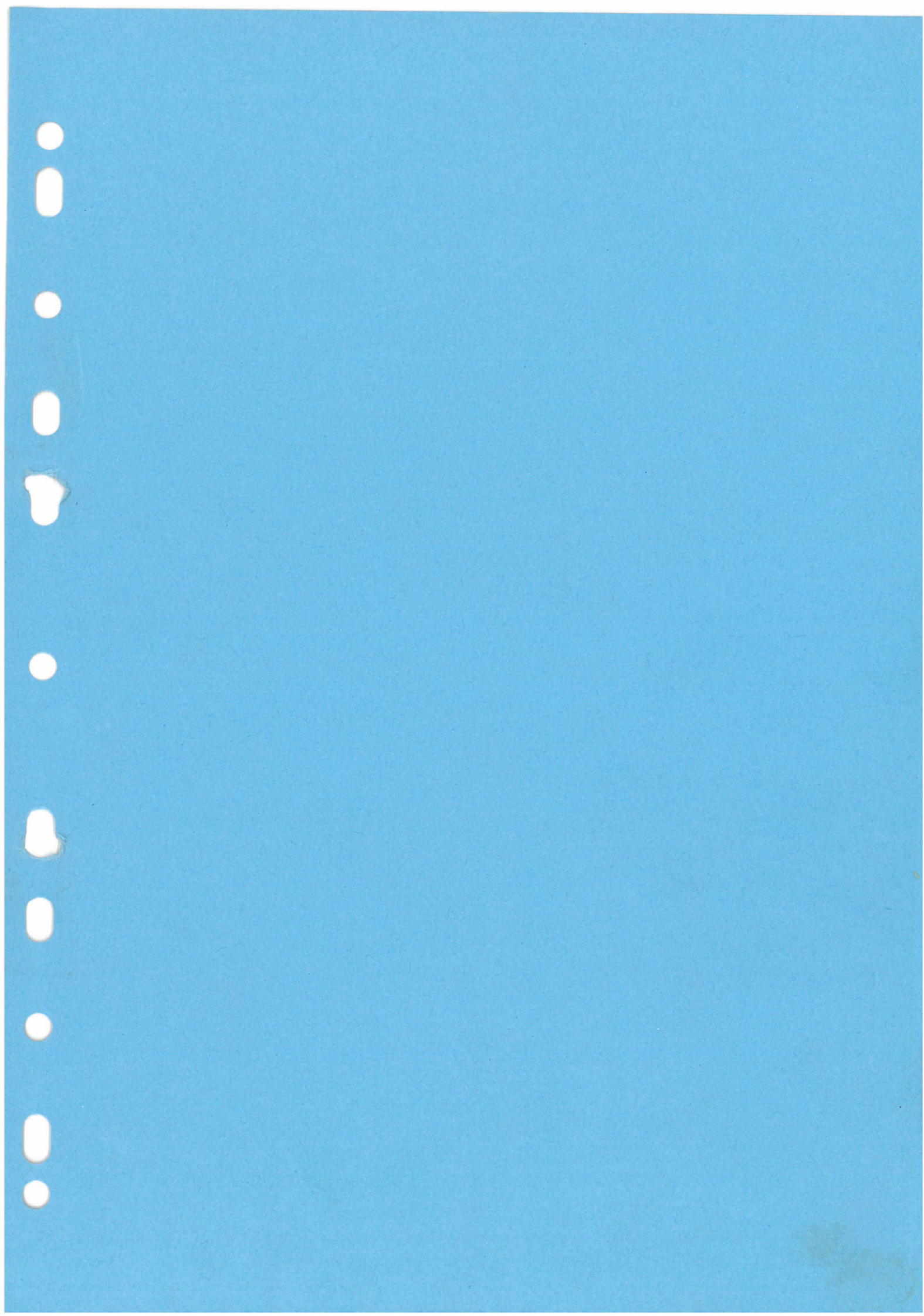



**GUIDELINES
FOR
DISSERTATION
&
THESIS**





AOU
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**Starting Guide to Postgraduate Degrees
by Research**

School of Graduate Studies (SGS)

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**Postgraduate Research
Programmes Offered**

1. **Doctor of Philosophy (Business Administration) – PhD (BA)**
2. **Doctor of Philosophy (Education) – PhD (EDU)**
3. **Doctor of Philosophy (Information & Communication Technology) – PhD (ICT)**
4. **Industrial Doctorate – IndD**
5. **Master of Science (Management) (By Research) – MSc (Management) (By Research)**

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Admission Requirement

Programme	Entry Requirement
PhD	<ul style="list-style-type: none"> • Posses a recognised Master Degree in relevant fields approved by AeU Senate.
Master	<u>Regular Entry</u> <ul style="list-style-type: none"> • Posses a recognised Bachelor Degree in relevant fields approved by AeU Senate.
	<u>Open Entry</u> <ul style="list-style-type: none"> • At least 35 years old on 1st January of the year of application and • Possess relevant working experience and • Possess a recognised Diploma/STPM/HSC/Matriculation or its equivalent qualifications approved by AeU Senate.
English Proficiency All full time international students are required to achieve a level of English Language Proficiency equivalent to International English Language Testing System (IELTS) of 5.5 or Test of English as a Foreign Language (TOEFL) overall score of 550 or the AeU Certificate of Intensive English or any other equivalent qualifications approved by the Senate of the University before he/she is allowed to graduate.	

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How to apply?

Online Application

- Visit to AeU website at www.aeu.edu.my
- Click "Application"
- Complete and submit the online application form

Required Documents

- 1 Certified true copy of IC (A4 size, front and back at 1 page) / Passport (A4 size)
- 2 copies of recent passport-sized colour photograph with name written on reverse
- Certified true copies of the relevant degrees and academic transcripts
(if certificates / academic record are in language other than English, it must be accompanied with approved translation)
- Certified true copies of TOEFL, IELTS or intensive English programme certificate (if any)
- 1 copy of Curriculum Vitae (CV)

Note: Certified true copies for all the required documents (must bear the signature and official stamp of a recognised authority such as Justice of Peace, Commissioner of Oaths, Barrister or Solicitor, Malaysian Embassy or Malaysian High Commissioner in your country).

Kindly courier the required documents to:

Admissions & Records
 Asia e University
 No. 4, Jln Sultan Sulaiman
 50000 Kuala Lumpur
 Malaysia

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How to register?

Online Registration

- Visit to AeU's website at www.aeu.edu.my
- Click "Application" > "Application Status" (After 2 weeks of online application submission)
- Download Offer Letter
- Click Registration Details to register and make payment

Once registered, the candidate will be entitled to the following:

- Learning Management System (LMS) username and password
- E-Library username and password
- AeU e-mail account
- Student ID card (issued by Registry office)
- Student Handbook, Academic Calendar & Timeline (available at www.aeu.edu.my)

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Learning Management System (LMS)



<http://lms.aeu.edu.my/>



About Moodle



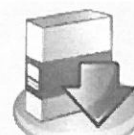
Community



News



Development



Downloads



Support

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E-Library

<http://library.aeu.edu.my>

OPAC : Search for books by Author, Title, Subject or Keyword

E-Library Guide

Search Result

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Stages of Research

STAGE 1	STAGE 2	STAGE 3	STAGE 4
<ul style="list-style-type: none"> 1.1 Preparation of Intent of Research 1.2 Appointment of Supervisor 1.3 Preparation of Research Proposal 1.4 Proposal Defense 	<ul style="list-style-type: none"> 2.1 Research / Data Collection 	<ul style="list-style-type: none"> 3.1 Thesis / Dissertation report writing 	<ul style="list-style-type: none"> 4.1 Thesis / Dissertation Submission 4.2 Nomination and Appointment of Thesis/Dissertation Examiners 4.3 Recommendation of Thesis/Dissertation Evaluation by Supervisor & Examiners 4.4 Thesis/Dissertation Examination / Viva voce 4.5 Graduation

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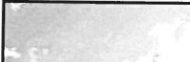


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Stage 1

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1.1 Preparation of Intent of Research

- The intent of research is to identify the Supervisor by matching the student's area of research with the expertise of the supervisor.
- At the initial stage, students may seek advice from the Academic Advisor from the respective School.
- The Academic Advisor role is to guide student in preparing the Intent of Research in the first semester.
- Before a supervisor can be appointed, a student needs to submit a 2-page of Intent of Research to SGS by indicating the following:
 - ✓ proposed title and scope of study
 - ✓ brief statements of research problems
 - ✓ conceptual framework (e.g. the variables involved, methods used in brief)
 - ✓ reasons for undertaking the study (e.g. career enhancement, academic requirement, self-fulfilment)

❖ Guidelines for Intent of Research

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1.2 Appointment of Supervisor

- The respective School may assign a suitable Supervisor or the student may nominate his/her own Supervisor by submitting a **Nomination of Supervisor Form**, the proposed Supervisor's **CV** (latest) & **brief profile of proposed Supervisor**.
- Then, SGS will propose to the Postgraduate Studies Committee (PSC) and Senate meetings for approval (normal duration is 2 months).
- ❖ **Supervisor Selection Criteria**
- ❖ **Role of Supervisor**

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Progress Monitoring

- Students are requested to discuss their research progress with their Supervisors and submit a half-yearly **Progress Report** by the **first week of January** and the **first week of July**.
- The Supervisor shall grade the progress of the student either Satisfactory (S) or Unsatisfactory (U).
- A student who has obtained grade "U" (Unsatisfactory) for 3 consecutive semesters will be referred to the Academic Advisor.

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1.3 Preparation of a Research Proposal

- Upon recommendation from the Supervisor , the student shall submit the **Submission of Thesis/Dissertation Proposal Form** together with the **research proposal** and **power point slide** to SGS.
- The proposal defense shall normally be conducted within 2 months.

❖ **Guidelines for Research Proposal**

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1.4 Proposal Defense

- Dean of SGS with recommendation from Dean of respective School and Supervisor to nominate members of Proposal Defense Committee:
 - ✓ 1 Chairman
 - ✓ 1 Supervisor
 - ✓ 1 Internal Reader
 - ✓ 1 External Reader
- SGS to propose the appointment of Proposal Defense Committee to PSC for approval.
- SGS to conduct the Proposal Defense Session.
- Student will be given 20 minutes to present the proposal to the committee.
- Proposal Defense Committee evaluates the proposal via:
 - ❖ **Recommendation from Proposal Defense Committee**
- Student can embark on the research once approved by the proposal defense committee.
- A student shall be given 3 opportunities to pass the research proposal. Failure on the third attempt shall result on the termination of his / her candidature.

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Stage 2

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2.1 Research / Data Collection

- The Supervisor shall assist and supervise the student in the preparation of the thesis/dissertation and to ensure that the thesis/dissertation meets required standards.
- During this stage of the research process, the student is required:
 - ✓ To meet the Supervisor regularly during every semester.
 - ✓ To submit a half-yearly progress report by the first week of January and the first week of July (pls refer to slide 12) and will be graded as "S" (Satisfactory) or "U" (Unsatisfactory). A student who has obtained grade "U" (Unsatisfactory) for 3 consecutive semesters will be referred to the Academic Advisor.

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Stage 3

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3.1 Thesis / Dissertation Report Writing

- ❖ Guidelines for Thesis / Dissertation Writing

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Stage 4

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4.1 Thesis / Dissertation Submission

- **Notice of Submission of Dissertation/Thesis**
A student is required to give 3 months notice to SGS of his intention to submit the thesis/dissertation by using **Notice of Submission of Thesis/Dissertation Form**. This form must be accompanied by a **Table of Contents (TOC)** and **Abstract** of the dissertation/thesis.
- **Submission for Checking of Format**
An unbound copy of the thesis/dissertation shall be submitted to the School to be checked for conformity to the format requirements.
- **Thesis/Dissertation Submission for Examination**
5 soft bound copies of the completed dissertation/thesis and **power point slides** must be submitted to the School.

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4.2 Nomination and Appointment of Thesis/Dissertation Examiner

- Dean of SGS with recommendation from Dean of respective School & Supervisor to nominate the Examination Committee.
 - ❖ **Nomination of Examiner for Thesis/Dissertation Form**
- The Examination Committee for Master's degree shall comprise of:
 - ✓ Dean or his representative as Chairman
 - ✓ 1 Internal Examiner
 - ✓ 1 External Examiner
- The Examination Committee for Doctoral degree shall comprise of:
 - ✓ Dean or his representative as Chairman
 - ✓ 1 Internal Examiner and
 - ✓ 2 External Examiners
- SGS to propose the appointment of the Examination Committee to PSC and Senate for approval.

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4.3 Recommendation of Thesis/Dissertation Evaluation by Supervisor & Examiners

The Supervisor & Examiners to examine the thesis/dissertation (2 months).

❖ **Recommendation of Thesis/Dissertation Evaluation by Supervisor & Examiners**

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4.4 Thesis Examination / Viva Voce

- SGS to conduct Viva Voce after receiving the reports of thesis/dissertation from the Supervisor and Examiners.
- The University shall invite the Supervisor to attend the viva voce but his/her presence is not mandatory. The Supervisor's role is to provide the examiners with any assistance they require but will not take an active part in the viva voce.
- Student will be given 30 - 60 minutes to present to the Examination Committee.
- Following the Viva Voce a joint report should be prepared and agreed by the examiners and submitted by the Chairman of the Examination Committee to the School.
- The recommendation from the Examination Committee shall be one of the following:
 - (a) Thesis/Dissertation is accepted
 - (b) Thesis/Dissertation is accepted subject to:
 - (i) Minor modifications being made
 - Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or
 - other amendments which do not significantly affect the conclusion of the dissertation/thesis.
 - (ii) Major modifications being made
 - Such major modifications might include serious omissions of sections and/or
 - inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.

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4.4 Thesis Examination / Viva Voce...Cont

(c) Thesis/Dissertation requiring re-submission

This recommendation is used where substantial modifications (e.g. re-writing of sections or/and further experiments or/and profound correction of a scientific argument) are required to make the thesis/dissertation acceptable. The thesis/dissertation following revision would normally be considered again by all members of the Examination Committee for final approval. A student will normally only be permitted to revise and re-submit a dissertation/thesis once.

(d) Thesis/Dissertation is rejected with no right of revision or re-submission.

(f) If the thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master's degree, the student shall be given the opportunity to submit the thesis in revised form for the appropriate Master's degree.

Recommendation from Examination Committee

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4.4 Thesis Examination / Viva Voce...Cont

Final Submission of the Dissertation/Thesis

- Subject to Rule 9 (4) (9(4)(a)), (9 (4)(b)) a student whose thesis/dissertation is accepted or accepted with minor or major modifications will have to submit to the School 5 hardbound copies of the thesis/dissertation (duly verified and corrected) together with a compact disc (CD) containing a soft copy of the thesis/dissertation within the prescribed time. The Supervisor will be responsible to verify that all the required amendments have been made in the dissertation/thesis.
- A student may, if necessary, apply to the Dean for extension of time for the final submission of his dissertation thesis. All such applications must be made through the Supervisor. The Dean may, at his discretion, extend the time for final submission of a thesis/dissertation for up to 60 days but only one extension may be granted to a student. During the extension period, the student must continue to be a registered student.
- If after being required by the Examination Committee, a thesis/dissertation is not amended and submitted by the student within the prescribed time, the thesis/dissertation shall be deemed to have been rejected by the Examination Committee.

Announcement of Examination Results

The examination results can only be released to the student concerned and to a party agreed to by the student in writing.

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4.5 Graduation

Award of Degree

The Senate shall confer a Master's or Doctoral degree to a student upon recommendation by the University Examination Committee once all the requirements for graduation have been fulfilled.

Graduation/Conferment Requirements

A student is eligible for conferral of a degree after fulfilling the following conditions:

- ✓ Passed the Thesis/Dissertation Examination
- ✓ Passed the Viva Voce Examination
- ✓ Has paid all the due fees
- ✓ Has fulfilled other requirements as specified by the University

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Contacts

SGS
deansgs@aeu.edu.my

Admissions & Records
admission@aeu.edu.my

Finance
finance@aeu.edu.my

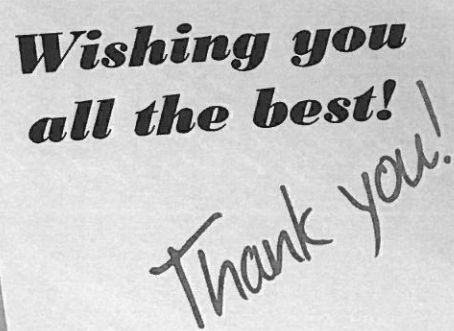
Information & Technology
icts@aeu.edu.my

Library
library@aeu.edu.my

Learner Services Centre (LSC)
lsc@aeu.edu.my

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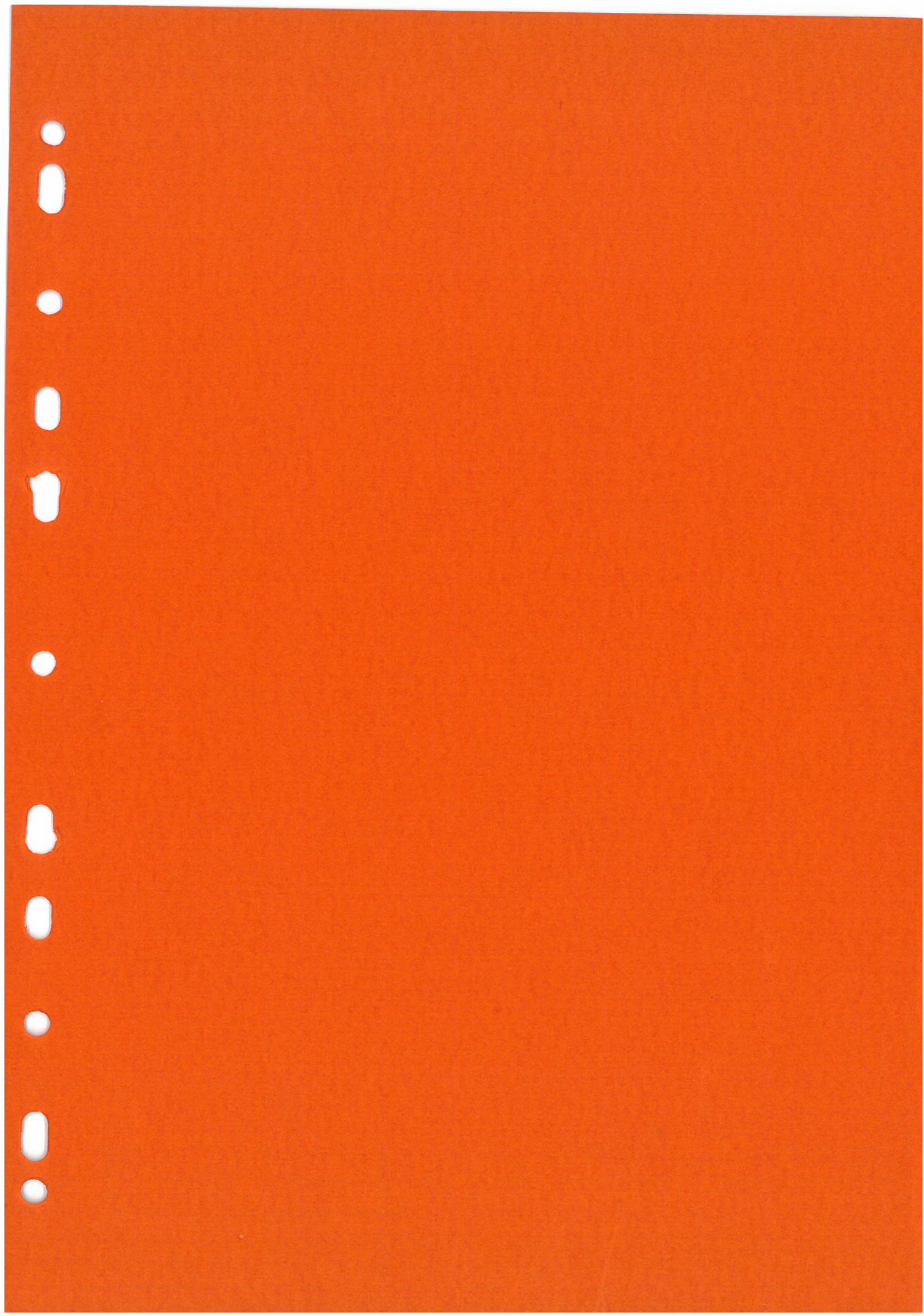
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***Wishing you
all the best!***
Thank you!

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Brief Profile of Proposed Examiner

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Areas of Research Interest	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>
Name of Candidate	
Proposed Research Topic	

Brief Profile of Proposed Reader

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Areas of Research Interest	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>
Name of Candidate	
Proposed Research Topic	

Brief Profile of Proposed Supervisor

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Areas of Research Interest	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>
Name of Candidate	
Thesis Title	



GUIDELINES FOR THESIS / DISSERTATION EXAMINER

1.0 General

1.1 Each examiner is required to:

- (a) Write an independent report on the thesis; and
- (b) Make a recommendation of assessment.

1.2 Both are sent directly to the Dean, School of Graduate Studies and are submitted to the Board of Examiners for approval.

1.3 The examiner should write the report in confidence and may not confer with other examiners or with the supervisors. Neither the thesis / dissertation nor any part of it should be given to any other persons for any purposes whatsoever before the examination process is complete.

1.4 The time required for examination of the thesis/ dissertation should not normally exceed **one** month. Where circumstances arise which might substantially delay the examination process, the examiner concerned should inform the Dean, School of Graduate Studies.

2.0 Criteria Used When Examining the Thesis / Dissertation

2.1 The report may vary in length. The content and nature of the report may vary according to the nature of the thesis/ dissertation, conventions relevant to the appropriate disciplines, and to the concerns that the examiners may have about the content of the thesis / dissertation.

2.2 Taking cognizance of the above, in general, when reading the thesis, examiners should give particular attention to the following points:

- (a) The originality of the work described and the theories developed in the thesis/ dissertation;
- (b) The candidate's familiarity with the published work of other authors in related areas;
- (c) The candidate's ability to summarise the work of other authors and to synthesise a theoretical framework within which to position the work described in the thesis/ dissertation;

- (d) The candidate's prose style should be appropriate to the discipline, but clear, simple, unambiguous writing, which is syntactically and grammatically correct, is required of all candidates;
- (e) The methodology adopted by the candidate to address the research topic - Is it accurately and comprehensively described? Is it appropriate to the topic? Is the candidate aware of alternative methodologies which might have been employed?
- (f) Is the candidate sensitive to any inherent weaknesses in the methodology? Where a novel method has been developed, has it been tested and validated (or calibrated) appropriately?
- (g) Experimental Design (where appropriate);
- (h) Presentation of the results of the research. Are the results presented in a clear, accessible way? Are tables, figures or plates, where included, adequately annotated and correctly referenced in the text?
- (i) Interpretation of Results: are the candidate's conclusions reasonable on the basis of the evidence presented? Has the significance of the results been fully appreciated by the candidate? Has the correct statistical analysis been employed (where appropriate) and justifiable conclusions arrived at? Have theories formulated on the basis of the results taken into account relevant findings published by other authors? Has the candidate identified any weaknesses or lacunae in the evidence adduced?
- (j) The bibliography - is it comprehensive and up-to-date? Are references to the published literature annotated accurately and consistently in a recognised citation style?
- (k) Presentation of the thesis /dissertation - is it free of typographical and other errors?

3.0 Recommendations

- 3,1 The examiners are required, as part of their report, to make an initial recommendation of the assessment of the award of the degree. This recommendation may be subsequently modified in the light of the oral examination.

The report of the examiners may recommend:

- (a) The thesis/dissertation is accepted.
- (b) The thesis/dissertation is accepted subject to: Minor modifications being made.
- (c) The thesis/dissertation is accepted subject to: Major modifications being made.

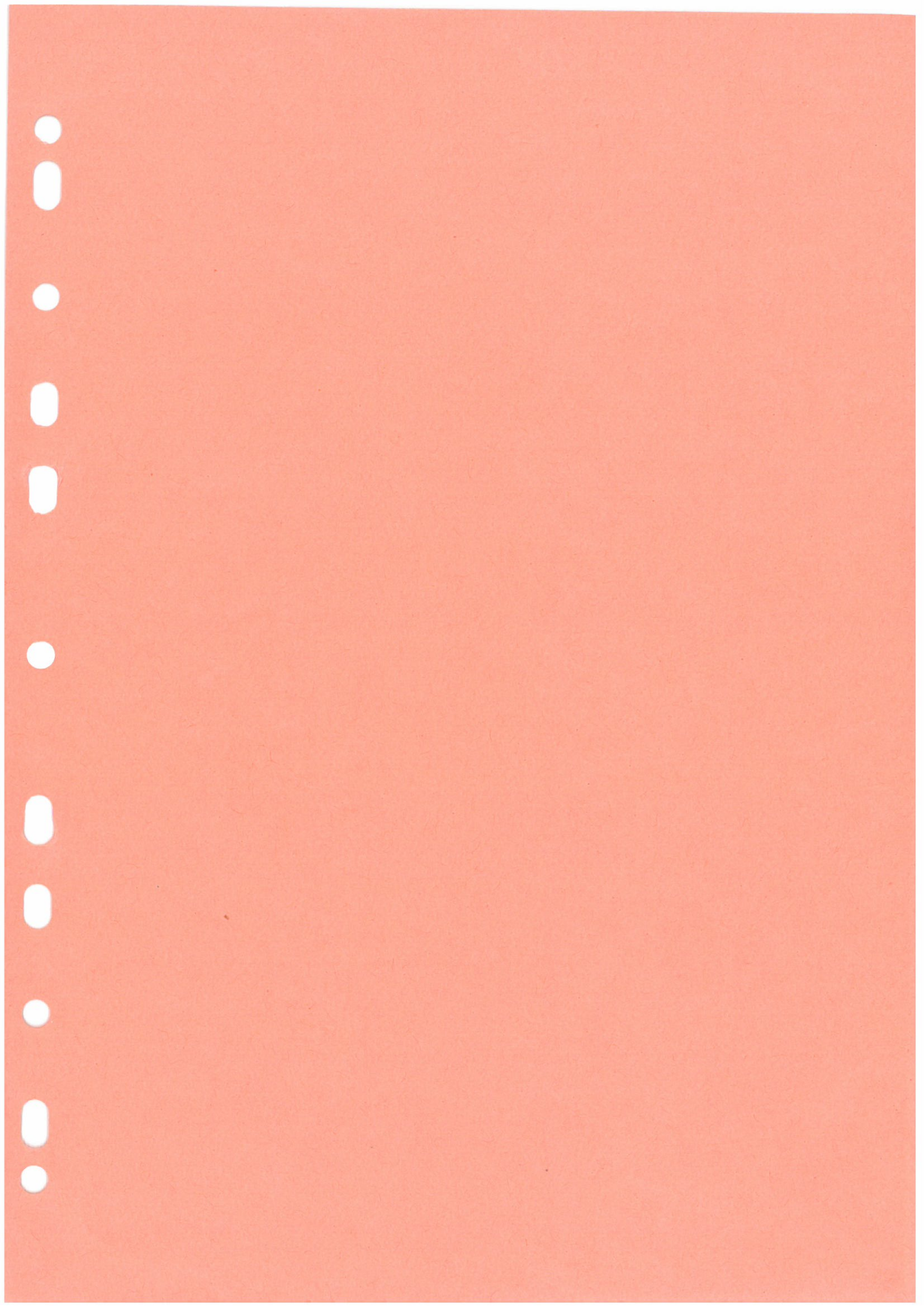
- (d) The thesis/dissertation requiring re-submission.
 - (e) The thesis/dissertation is rejected with no right of revision or re-submission.
 - (f) The thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master's degree.
- 3.2 It is important that there should be consistency between the opinions expressed in the report and the examiners' recommendation in relation to the award of the degree.

4.0 Viva Voce

- 4.1 It is the policy of the university that every doctoral candidate should be examined orally by the Board of Examiners.
- 4.2 The objectives of the *viva voce* examination are to provide an opportunity for the examiners to clarify any issues of fact which may have arisen in examining the thesis, to test the candidate's knowledge of the thesis topic and related areas of research and, as far as possible, to establish the originality of the candidate's work and ideas. The *viva voce* also provides an opportunity for the candidate to elaborate on aspects of the research which may not have been included in the thesis and to defend the arguments presented and the ideas developed in the thesis.
- 4.3 Bearing in mind the objectives of the *viva voce*, the examiners are also requested to suggest either questions which should be put to the candidate at the oral examination, or topics which should be further explored with the candidate during the oral examination.

5.0 Release of the Examiner's Report to the Candidate

- 5.1 The initial reports of the examiners and supervisors are directed to the Board of Examiners and are confidential until they have been approved by the Board of Examiners. Once the thesis / dissertation has been examined during the *viva voce*, the examiner's reports may be released to the principal supervisor and the candidate in accordance with the instructions of the examiners







GUIDELINES FOR WRITING INTENT OF RESEARCH

These guidelines may be used to prepare your Intent of Research. Your paper should not be more than three pages long and where applicable include the following items.

1. TITLE PAGE
 2. PURPOSE OF STUDY
 3. BACKGROUND TO THE STUDY
 4. SCOPE OF STUDY
 5. RESEARCH METHODOLOGY
 6. REFERENCES
-

1. TITLE PAGE

The title page of the research proposal shall indicate the following:

- Candidate's name
- Student ID number
- School / postgraduate programme
- Title of Research
- Date

2. PURPOSE OF STUDY

This section explains the purpose of your proposed study

Example 1:

In the proposed study I will investigate the effect of using interactive multimedia on the learning of mathematics in secondary school. Specifically this study aims to:

- A. Determine whether using interactive multimedia in teaching and learning can increase students' performance in solving word problems.
- B. Compare the academic performance of students in mathematics between those using interactive multimedia with printed materials and those using printed materials alone.

Example 2:

In the proposed study I will investigate the effect of adding plastic on the mechanical properties of steel. Specifically this study aims to:

- A. Determine the relationship between plastic content and modulus of elasticity

- B. Determine the percentage of plastic that is required to produce optimum modulus of elasticity.

Explain why the proposed study is worthy of an investigation, i.e. significance of the study

3. BACKGROUND TO THE STUDY

In this section you will provide some background to the proposed study, i.e. from literature review.

4. SCOPE OF STUDY

In this section you will tell the reader what to be included and excluded from your study.

Example 1:

In the proposed study I will only investigate the usage of multimedia on students of average academic ability. Students identified as gifted or with learning disabilities will be not be included in the study.

Example 2:

In the proposal study I will only investigate the effect of plastic content on the modules of elasticity of steel.

5. RESEARCH METHODOLOGY

In this section you will describe your research subject/samples, research procedures, research instruments and proposed method of data analysis.

- subject/sample
- Materials
- Procedures
- Data analysis

6. REFERENCE

List the reference that you have cited in your proposal. Example of a reference list

International Telework Association and Council. (2001, October 23). Numbers of teleworkers increases by 17 percent.: National survey shows 1 in 5 Americans choose teleworking. 2001 Telework America Survey. News Release. Retrieved on February 25, 2004, from <http://www.workingfromanywhere.org/news/2001newsrelease.htm>.

Oppenheim, A.N. (1992). *Questionnaires design, interviewing and attitude measurement*. New Edition. London: Printed Publishers

Rossett, A. (2002). Waking in the night and thinking about e-learning. In A. Rossett (ed.), *The ASTD E-learning handbook* (pp. 3-18). New York: McGraw-Hill.



GUIDELINES FOR RESEARCH PROPOSAL

1.0 Requirement of the Research Proposal

The research proposal should be:

- (i) printed using Times New Roman with a font size 12, in double-spaced on A4 paper;
- (ii) (depending on the discipline) a length not exceeding 20 pages, excluding figures, tables, references and appendices;
- (iii) numbered on the right corner of each page, and securely comb bound.

2.0 Title Page

The title page of the research proposal shall indicate the following:

- Candidate's name
- Student number
- School / postgraduate programme
- Title of Research Proposal
- Name(s) of Principal Supervisor(s)
- Name(s) of Supervisory Committee member(s)
- Date

3.0 Content of Proposal

For reasons of efficiency and convention, the research proposal contains the first three chapters of the thesis or dissertation, but in a less detailed form. The content of the research proposal needs to address the following elements, generally in the order as indicated.

3.1 Synopsis of the Research Proposal

This section should provide an overview (about 500 words) of the research you intend to do, why it is important and what makes you think that the research will make a useful contribution.

3.2 Focus of the study

What is that you intend to investigate or inquire into? This section describes the statements of problem (e.g. why is there a need for this to be done; How widespread is the belief or perception that the area is problematic?), the research questions,

research hypotheses, theoretical and conceptual framework, and significance of the study (in terms of theoretical and practical contributions; intended or potential beneficiaries of this research).

3.3 Literature Review and Scope of Research Project

This section should indicate that you have a good working knowledge of the literature on research, theory, practice, and research methods germane to your research. In particular you should discuss the current state of knowledge and its present limitations, how your research study will fit into the broad framework of theory and knowledge in your field of study, and how to justify the proposed methodology.

3.4 Research Methodology

Depending on the discipline and research approach, this section will describe how do you intend to go about conducting your research? What is the methodological framework? What are the main techniques of data collection (e.g. survey, interviews, observation, focus groups, etc)? You need to justify your choice of methodology. What are the anticipated difficulties and alternative approaches to overcome them. Any progress made in the pilot study or first year of study should be reported here.

3.5 Research Plan / Timeline

Please provide a research action plan or timeline detailing the events, timing and intervention strategies up to the submission of thesis or dissertation. Milestone against which progress can be monitored should be identified.

3.6 Capability of Researcher

Candidates must demonstrate his/her research capabilities by providing details on academic background and experience in relation to research, ability to access to data and relevant bodies, relationship to or position in organization / industry where the research will be conducted, etc.

3.7 Figures, tables, and references

The inclusion of explanatory figures and tables is encouraged. References to the literature should be provided and listed in a separate section at the end of the document. The latest version of APA convention is recommended.



GUIDELINES FOR THE THESIS / DISSERTATION WRITING

2nd Edition

Second Publishing : April 2012
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Asia e University

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 - (1) Permission to Gather Data from Relevant Authorities
 - (2) Informed Consent and Protection from Harm
 - (3) Authenticity of Data
7. WRITING A THESIS/DISSERTATION
 - (1) Introduction
 - (2) Format of Thesis/Dissertation
 1. Cover and Spine
 2. Title Page
 3. Abstract
 4. Signature Approval Page
 5. Declaration Page
 6. Copyright Page
 7. Acknowledgements
 8. Table of Contents
 9. Lists of Tables

10. List of Figures
11. List of Symbols/Abbreviations/Nomenclature/Transliteration
12. Text
13. Appendices/ Supplementaries
14. Citation of Sources

- (3) Length of Thesis and Dissertation
- (4) Typing

8. PUBLICATION AND AUTHORSHIP

9. SUBMISSION OF THESIS AND DISSERTATION

10. RESEARCH ETHICS

1. INTRODUCTION

These guidelines provide students with essential information about how to prepare and submit thesis and dissertations in a format acceptable to the Graduate School at Asia e University. As you begin the process of writing, you will be carefully documenting the research, theories, methods, results and conclusion of your efforts. A well-written and well-formatted work will reflect favourably upon you and Asia e University Graduate School. When completed, your thesis or dissertation must follow a format and style that are acceptable, consistent with your field of knowledge.

2. STRUCTURE OF THE POSTGRADUATE PROGRAMME

The postgraduate programmes offered by the University are categorised under three (3) structures as follows;

- 2.1 Structure I : Degree by Research (e.g.: PhD, MSc)
- 2.2 Structure II : Degree by Coursework and Research (e.g.: DBA)
- 2.3 Structure III : Degree by Coursework (e.g.: MBA, MM, MKM, MEd, MICTM)

3. THESIS, DISSERTATION AND PROJECT PAPER

A thesis, or a dissertation or a project paper represents the research component of the postgraduate programme.

At Asia e University, a thesis contributes to 100% fulfilment of the degree programme through original research under a proper academic supervision and in a research environment for a prescribed period. In scope, the PhD thesis differs from a research Master thesis mainly by its deeper and more comprehensive treatment of its content and subjects. The length of the PhD thesis varies with each discipline with 80,000 words being the norm. The PhD thesis should not exceed 100,000 words (excluding appendices) without special approval of the Dean, School of Graduate Studies. The length of a master thesis also varies with each discipline should not exceed 80,000 (excluding) without the approval of the Dean, School of Graduate Studies. The thesis must be defended in an oral examination and/or viva voce examination.

A dissertation or a project paper contributes to a partial fulfilment of the postgraduate degree by research under a proper academic supervision and in a research environment for a prescribed period. Without the approval of Dean, School of Graduate Studies, the length of a doctoral dissertation and master dissertation should not exceed (excluding appendices) 80,000 and 60,000

words respectively. The length of a 3-credit project paper should not exceed 12,000 words (excluding appendices).

The thesis, or dissertation or project paper demonstrates authority in the candidate's field and shows evidence of command of knowledge in relevant fields.

	Thesis	Dissertation	Project Paper
Fulfillment	Full	Partial	Partial
Length (PhD) (Master)	< 100 K words < 80K words	< 80 K words < 60 K words	Business Administration: Around 12K words Education: Around 6K words
Purpose	Demonstrates authority in the candidate's field and shows evidence of command of knowledge in relevant fields		
Est. time frame	9 semesters	6 semesters	1 – 2 semesters

4. SUPERVISOR AND SUPERVISION

Dissertation / Thesis Supervision for Students under Structure I and II

(1) Advisor

At the initial stage of the candidature, students are assigned an advisor from the respective school. The advisor role is to guide student in preparing the Intent of Research in the first semester of candidature.

Intent of Research

Before a supervisor can be appointed, a student needs to submit a 2-page of Intent of Research to SGS by indicating the following;

- (i) proposed title and scope of study,
- (ii) brief statements of research problems,
- (iii) conceptual framework (e.g. the variables involved, methods used in brief)
- (iv) reasons for undertaking the study (e.g. career enhancement, academic requirement, self-fulfilment)

(2) Supervisor

The School may assign a suitable supervisor after admission or the student may nominate his/her own supervisor by submitting a Nomination of Thesis Supervisor / Supervisory Committee Form (SGS 001) and the research prospectus.

A student with the advice of the Supervisor may nominate a Supervisory Committee (if required). If a Supervisory Committee is required, the student must complete and submit a Nomination of Thesis Supervisor / Supervisory Committee Form (SGS 001) to the School of Graduate Studies.

A Supervisory Committee must consist of a Chairman and at least one (1) other member who is capable of providing advice and guidance to the student's research.

The Chairman of the Supervisory Committee may be the Supervisor or any other academic member appointed by the School.

(3) Additional Requirements for Appointment of Supervisor(s)

The nominated Supervisor / Supervisory Committee for Master's student may also be one of the following person;

- (i) An academic staff member who is a Doctoral degree holder; or
- (ii) An academic staff member with the rank of a Lecturer with a Master's degree qualification and has published his research; or
- (iii) An individual with relevant postgraduate or professional qualification recognised by the University.

Whereas, Supervisor / Supervisory Committee for a student pursuing a Doctoral degree may be one of the following person;

- (i) An academic staff member who is a Doctoral degree holder; or
- (ii) An academic staff member who is a Professor / Associate Professor; or
- (iii) An individual with relevant postgraduate or professional qualification recognised by the University.

(4) Restriction

A Supervisor or members of a Supervisory Committee shall not in any manner be personally related to the student who is under their supervision.

(5) Change of a Supervisor or Reconstitution of the Supervisory Committee

A student may seek the Dean to change the Supervisor or reconstitute the Supervisory Committee if he/she believes that continued supervision by the Supervisor/Supervisory Committee will not lead to the satisfactory completion of the degree.

(6) Progress Monitoring

Student is requested to discuss their research progress with their supervisor and submit a half-yearly progress report (SGS 002) by the first week of January and the first week of July. This is a part of monitoring process and the SGS shall act for improvement based on the progress analysis report.

5.0 PROPOSAL DEVELOPMENT AND APPROVAL

(1) Requirement

During the Stage 1 of Structure I, the research proposal should be submitted within the stipulated period from date of registration of the first semester to the School of Graduate Studies.

For Structure II, a student is required to fulfil a minimum number of credit hours of coursework and examinations. Subject to the student's performance in the coursework component, and the approval of Dean of School of

Management, a student is allowed to proceed work on his/her research proposal.

(2) The Purpose of the Research Proposal

The purpose of this proposal is to clearly set out the following;

- (i) goals of the research study
- (ii) relationship of the work to the current body of knowledge in the chosen discipline area
- (iii) methodologies by which the goals will be addressed
- (iv) plausible outcomes of the work, together with their significance, and
- (v) candidate's capabilities in conducting the research together with the timeline

(3) Preparing the Research Proposal

Candidates should conduct an initial literature search and review the existing literature concerned with content and methodology. This is the most critical activity before writing the research proposal. The better that your research is 'grounded in' or 'tied to' the literature, the greater will be its credibility, persuasiveness and authority.

Candidates are required to discuss with their supervisor or supervisory committee member(s) on the focus and purpose of the research proposal as stipulated above.

A doctoral research proposal should normally be around 10 000 words excluding appendices and references, whereas a proposal for Master degree programme (Structures I and II) normally comprises about 8 000 words.

For Structure III, a simple research proposal of about 300 words is required for Master programme by Coursework. This proposal should include the title, purpose(s) of research and methodology used.

(4) Table of Content of Research Proposal

The table of content for the research proposal shall consist of the following;

- (i) Synopsis
This section is the 'face' of your proposal. It is written to give an overview of the context, purpose, objectives, justifications for research, expected results and what makes you think that the research will make a useful contribution to knowledge.
- (ii) Introduction
 - (a) Background of study
Should arouse interest and convince the reader that the research is justifiable and the problem is worth researching.

- (b) **Problem Statement**
This is a statement that clearly defines the 'problem' the intended study is going to answer. It has to be well framed - clear, precise, specific, measurable and attainable.
- (iii) **Research Purpose and Objectives**
 - (a) **Research Purpose**
This section provides the focus of research. Researcher must state the purpose of the research, and it must be anyone or a combination of these – to explain, to explore, to predict or to describe.
 - (b) **Research Objectives**
The objectives detailed the reasons why the research is being carried out. It also provides the scope and parameters within which the study will be conducted. Objectives set must be SMART (specific, measurable, attainable, realistic and time bound).
 - (c) **Justifications**
If in the 'Background' section you provide an 'overall' reason why the research is significant and merits a more detailed investigation, this section requires you to justify why the research is necessary in the context of the purpose and objectives you had stated above.
- (iv) **Review of Literature**
 - (a) **Issues Addressed**
This is the first thing to identify in the literature review where need to identify areas or issues where they had not ventured into. If you are interested in an issue but other had done some work on it, then look for past findings that you can improve on and add new dimensions.
 - (b) **Methods Employed**
 - Guiding theory(ies) used
 - Conceptual frameworks used / approach adopted, variables used to represent the concepts being studied, scales and measurement used, how variables are being measured and major hypothesis being tested
 - Data Collection instruments employed
 - Respondents used in the study
 - Sampling
 - (c) **Major Findings and Research Gaps Identified**
- (v) **Research Method**
 - (a) Operational definitions of main concepts and variables to be used
 - (b) Guiding theory(ies) to be used as a basis of informing the research

- (c) Conceptual frameworks to be used / approach to be adopted
 - (d) Variables used to represent the concepts being studied.
 - (e) Scope of the study.
 - (f) Major hypothesis being tested.
 - (g) Scales and measurements to be used and how variables are going to be being measured.
 - (h) Data Collection instruments to employed and data collection plans.
 - (i) Who are the respondents, how they are going to be selected how sampling is going to be done.
 - (j) Data analysis – how data is going to be analysed. This includes what statistical techniques are going to be used for data analysis and to test the validity and reliability of data and to explain/interpret the results expected to be obtained.
- (vi) Implications and Limitations
This should consist of expected results from your study, its implication in the context of 'extending the frontier of knowledge and limitations you might encounter that will affect your data collection, analysis and findings.
- (vii) References
Use the APA format.

(5) Submission Process

After student prepared the proposal with the consultation of the Supervisor(s), students are require to submits final copy of the proposal to SGS together with Form SGS 003 and power point slides at least one month before the vetting process.

(6) Research Proposal Defense

In the proposal defense session, student must formally defend the research proposal to the Proposal Defense Committee. During the session, the student need to presents the proposal, including the problem identification, background literature and rationale for study, hypotheses, procedural details, analysis plan, and expected limitation. This is the time for dialogue between the student and the committee in order to clarify any questions, discuss and negotiate any suggested modification, recommend resources, and provide support to the research efforts of the student.

SGS tables the appointment of member of Proposal Defense Committee for approval in Postgraduate Studies Committee (PSC) meeting. The task of the Proposal Defense Committee member is to attend the Proposal Defense

Session, critically review and evaluate the proposal and sign the approved proposal.

6. DATA COLLECTION

(1) Permission to Gather Data from Relevant Authorities

A candidate is requested to seek the permission from the relevant bodies of each country that approves the conduct and the ethical considerations of the research before the candidate is allowed to embark onto the proper data gathering procedures. The letters of consent from the relevant authorities must be disclosed to the supervisor(s) and attached in the thesis as appendix.

(2) Informed Consent and Protection from Harm

Perhaps the most basic and important ethical issues in research are concerned with participants' right to informed consent and freedom from harm. Researchers obtain *informed consent* by ensuring that research participants enter the research of their free will and with the understanding of the nature of the study and any possible dangers that may occur. This requirement is intended to reduce the likelihood that participants will be exploited by a researcher persuading them to participate when they are not fully aware of what the study's requirements are.

Researchers must ensure *freedom from harm* by not exposing participants to undue risks. This requirement includes issues of confidentiality (protecting participants from ridicule or embarrassment) and issues related to personal privacy. Collecting information on participants or observing them without their knowledge or without appropriate permission is considered unethical. Furthermore, any data or information that are gathered, either from or about a person, should be strictly confidential. Access to data should also be limited to persons directly involved in conducting the research.

(3) Authenticity of Data

The researcher must declare that the thesis is his/her own work and that all contributions from any other persons or sources are properly and duly cited. The researcher further declares that it does not constitute any previous work whether published or otherwise. Candidate and supervisor(s) have the obligation to ensure the authenticity of data.

Data must normally be kept in a safe place with a proper security and for at least two years. Original data must be made available if requested to show evidence of authenticity.

7. WRITING OF THESIS AND DISSERTATION

(1) Introduction

There are many styles of writing thesis and dissertations. For consistency, students are encouraged to conform to the format approved by AeU.

(2) Format of Thesis/Dissertation

Typically, the format of thesis and dissertation consists of 14 parts as suggested below.

- 1) Cover and Spine
- 2) Title Page
- 3) Abstract
- 4) Signature Approval Page
- 5) Declaration Page
- 6) Copyright Page
- 7) Acknowledgements
- 8) Table of Contents
- 9) Lists of Tables
- 10) List of Figures
- 11) List of Symbols/Abbreviations/Nomenclature/Transliteration
- 12) Text
- 13) Appendices/Supplementaries
- 14) Citation of Sources

Preliminary Pages: Overview

(Cover and Spine, Title page, Copyright page, Signature Approval Page, Declaration, Acknowledgement, Abstract, Table of Content, List of Figures and List of Tables)

1) Cover and Spine (Refer to Sample A)

The final copy of the thesis/dissertation must be hardbound in black with gold letterings.

As for the cover, the title of the thesis/dissertation, author's name, name of institution (ASIA e UNIVERSITY), and year of submission must be printed in uppercase with font size of 14 pitch in Arial, and centrally alignment. The words in title must be arranged in the inverted pyramid shape.

As for the spine, the title of the thesis/dissertation, author's name, the Degree for which the thesis is submitted, and year in uppercase to be printed on the spine.

If the title of the thesis cannot fit the space in the spine, smaller font is allowable.

2) Title Page (Refer to Sample B)

Title page should include the following:

- a. Full title of thesis (in uppercase)
- b. Full name of author (in uppercase)
- c. Degree for which the thesis is submitted
- d. Name of the institution to which the thesis is submitted
- e. Month and year of submission

The rules for capitalisation in the document title are strict. The first, last, all principal words and words with 4 letters or more must be capitalised, including those that follow hyphens in compound terms. The only words that should not be capitalised are articles (a, an, the), prepositions (e.g., in, to), and conjunctions (e.g., and, but, for).

3) Abstract

For the doctoral dissertation, an abstract not exceeding 350 words or 2,450 characters is to be included--approximately one and one-half pages doubled-spaced.

The abstract should state the research problem in brief, describe the methods and procedures used in gathering data or studying, the problem, and provide a condensed summary of the findings of the study.

If the thesis is written in another language, the abstract in that language must be translated into English language. The English version must appear in a separate page.

4) Signature Approval Page (Refer to Sample C)

A separate page containing the name of author, title and the signatures of the committee members with their designations. Only persons who has been assigned by the Examination Committee to confirm the corrections to be made to the thesis shall sign this approval page.

5) Declaration Page (refer to Sample D)

Numbered as usual

6) Copyright Page (Refer to Sample E)

Centred at the bottom, no heading, counted but unnumbered.

7) Acknowledgement

Usually contain written expressions of appreciation for guidance and assistance from individuals or/and institutions. The acknowledgements should not exceed 250 words.

8) Table of content

Each thesis or dissertation is expected to have a table of contents for the convenience of the reader.

The table of contents should be easy to read and consistent. 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.

9) 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.

10) 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.

11) List of Symbols/Abbreviations/Nomenclature/Transliteration

The list of symbols/abbreviations/nomenclature/transliteration follows the list of tables. This list includes the number of each figure, the title and the page number.

12) Text

There is no specific format for the text. Candidates and supervisors should ensure that the text follows the agreed conventions of the individual School.

Normally, the text consists of the following chapters;

- 1) Introduction
- 2) Review of Literature
- 3) Methodology
- 4) Findings
- 5) Summary, Conclusion and Implications

i. Spacing

All text must be double-spaced and justified. Each paragraph should be indented. The double-spacing is even throughout. There should not be any "quadruple" spaces.

ii. Font Size and Typeface

Font size should be 12 pitch for the texts. However, font size of 10 pitch is allowable in tables. Italic print should not be used except for emphasis (e.g. foreign words other than the language used in the thesis). The same typeface must be used throughout the manuscript, including the page numbers, footnotes and/or endnotes. The entire text of the thesis, including headings and page numbers, must be printed using Times New Roman.

iii. Margin

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

iv. Page Numbering

All page numbers should be printed 1.0 cm from the bottom margin and placed at the right hand side without any punctuation. Roman numerals (i, ii, iii, etc.) should be used in the preface section. Although the Title Page is the first page of the Preface, no number is printed on it. Numbering begins on the second page with (ii). Arabic numerals (1, 2, 3) are used on the pages of the text and supplementary sections.

13. Appendices/ Supplementaries

Specific items which were not included in the main body of the text should be put in the Appendix /Supplementary Section. Typically, this section may include the following items:

- 1) Research instruments such as questionnaires, maps, interview protocols, or tests
- 2) Figures
- 3) Equations
- 4) Chapter Layout
- 5) Tables
- 6) Footnotes
- 7) Other relevant information
- 8) Selected bibliography or references

14. Citation of Sources

Sources are normally cited in footnotes, figures, tables and bibliography or references. Reference citations based on the editorial styles of the American Psychological Association (APA).

(3) Length of Thesis and Dissertation

The length of thesis/dissertation should not exceed the stipulated number of words (excluding footnotes, appendices, tables and prefaces) as regulated by the University Senate.

Thesis for PhDs	: 100,000 words
Dissertation for Doctorates	: 80, 000 words
Thesis for Masters	: 80, 000 words
Dissertation for Masters	: 60,000 words
Project Paper for Masters	
• For School of Management	: 12,000 words
• For School of Education	: 6,000 words

(4) Typing

All typing must be double spacing between lines. However, in citing references and quotations, single spacing is recommended.

Sample A: Example of Cover Page and Spine

THE PhD SUPERVISORY RELATIONSHIP AND PROCESS IN
OPEN AND DISTANCE
LEARNING INSTITUTIONS

ZALEHA BINTI ISHAK

ASIA e UNIVERSITY
2010

THE PhD SUPERVISORY RELATIONSHIP
AND PROCESS IN OPEN AND DISTANCE
LEARNING INSTITUTIONS

ZALEHA BINTI ISHAK

PhD
2010

Sample B: Example of Title Page

THE PhD SUPERVISORY RELATIONSHIP AND
PROCESS IN OPEN AND DISTANCE
LEARNING INSTITUTIONS

ZALEHA BINTI ISHAK

A Thesis Submitted to the School of Education,
Asia e University in Fulfilment of the
Requirements for the Degree of
Doctor of Philosophy
in Education

February 2010

Sample C: Example of Approval Page

APPROVAL PAGE

I certify that I have supervised / read this study and that in my opinion it conforms to acceptable standards of scholarly presentation and is fully adequate, in quality and scope, as a thesis for the fulfilment of the requirements for the degree of Doctor of Philosophy.

.....
Dr Abdullah Husein
Supervisor

.....
Professor Abu Bakar Othman
Co-supervisor

.....
Professor Alan Baker
External Examiner 1

.....
Dr Hassan Ibrahim
External Examiner 2

.....
Professor K. Palanasamy
Internal Examiner 1

.....
Professor Siow Heng Loke
Chairman, Examination Committee

This thesis was submitted to the School of Education, Asia e University and is accepted as fulfilment of the requirements for the degree of Doctor of Philosophy.

.....
Professor John Arul Phillips
Dean, School of Education

.....
Professor Siow Heng Loke
Dean, School of Graduate Studies

Sample D: Example of Declaration

Declaration

I hereby declare that the thesis is submitted in fulfilment of the PhD degree is my own work and that all contributions from any other persons or sources are properly and duly cited. I further declare that the material has not been submitted either in whole or in part, for a degree at this or any other university. In making this declaration, I understand and acknowledge any breaches in this declaration constitute academic misconduct, which may result in my expulsion from the programme and/or exclusion from the award of the degree.

Name: Zaleha binti Ishak

Signature of Candidate:

Date: 1 January 2010

Sample E: Copyright Page

Copyright by Zaleha binti Ishak and Asia e University

8.0 PUBLICATION AND AUTHORSHIP

(1) Publication

A student may choose to submit parts or the entire thesis as a series of related papers, or manuscripts intended for publication. This requires prior consent of the supervisor/supervisory committee and appropriate copyright permission. The paper(s) will normally form one or more well defined thesis chapters; details of organization and content are determined by the student and the supervisory committee. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter.

(2) Authorship

Single or multiple names of authorship is permissible in the publication, provided that the student has made a substantial contribution to the work. Academic unit guidelines may specify the number and/or order of authors in accordance with discipline practice. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified either in the introduction to the thesis or at the beginning of each relevant chapter.

9.0 SUBMISSION OF THESIS AND DISSERTATION

A candidate is required to submit the notice of submission of research report / dissertation / thesis to the Dean or Director at least three (3) months before the actual date of submission by using Form SGS 006.

The submission has to be completed during the term of candidature. The candidate should lodge six copies of it. At this stage, six copies of the research report can be submitted in loose binding for internal examination. As for the dissertation or thesis, one copy is to be firmly bound in cloth with stiff boards for the external examiner while the remaining five copies are in loose binding. When the research report / dissertation or thesis has been passed by the examiners, all copies submitted are to be firmly bound.

10.0 RESEARCH ETHICS

Research Ethics involves all the moral and professional issues relating to research. The most serious breach of ethical standards in writing research report / dissertation / thesis is the offence of plagiarism: the expropriation of then intellectual property of another. Plagiarism is defined as the use of

original work, ideas or actual texts created by others, without acknowledging the original source. Such acknowledgement should be made by:

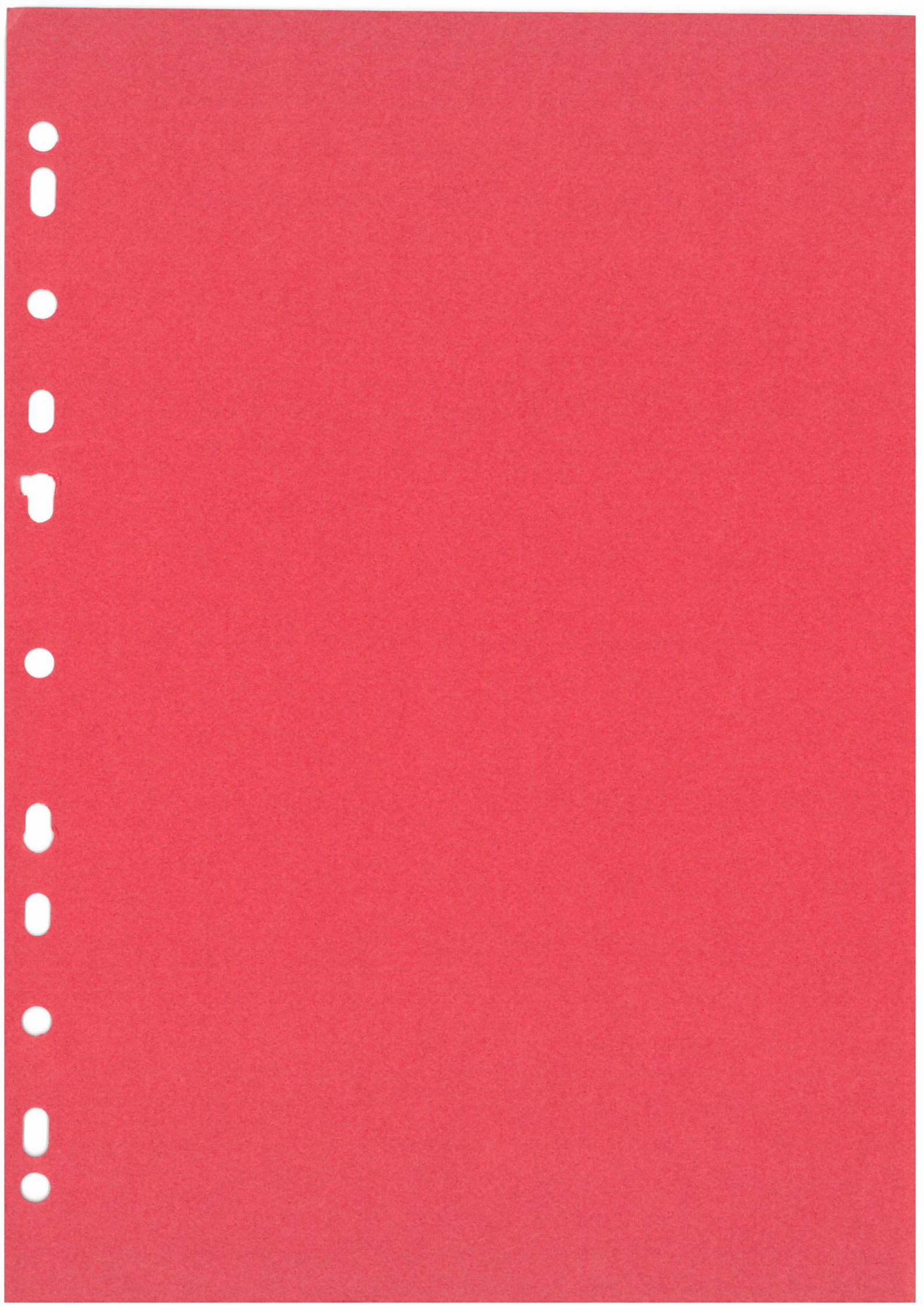
The use of ideas or words of others must be acknowledged individually in the text. In addition, each of the work consulted has to be included in the 'references' or selected bibliography.

If the quoted citation contains more than four sentences, it should be placed within a paragraph of its own with a 1 cm indentation. For example:

The general theory of relativity, on its own, cannot explain these features or answer these questions because of its prediction that the universe started off with infinite density at the big bang singularity. At the singularity, general relativity and all other physical laws break down: one couldn't predict what will come out of the singularity (Hawking, 1988:122).

If only part of the quotation is cited, the citation should be marked with an ellipsis (...), for example:

There must be give and take, with the teacher being a participant as well as leader and..., a source of answers' (Sizer, 1984:9).





ROLE OF SUPERVISOR

- Guides the student in the selection and planning of an original research topic that can be successfully completed.
- Establishes with the student a realistic timetable for completion of the various phases of the research.
- Provides the student with a realistic time schedule for provision of feedback and to ensure that the student adheres to the timetable.
- Ensures that student has an understanding of the relevant theories and the methodological and technical skills necessary for the research, including provision of information through an ethical review process where applicable.
- Makes arrangements to ensure continuity of supervision during leaves or an extended period of absence.
- Submits a half-yearly Progress Report on the student's research work progress at by the first week of January and the first week of July to SGS.
- Attends the student's research proposal defense and decides whether the proposal is acceptable for the student to proceed to the next stage of the research.
- To propose suitable Reader for proposal defense.
- Continues to guide and advise the student after the research proposal defense.
- Decides and recommend to SGS for the submission of the student's dissertation / thesis.
- To propose suitable Examiner for Viva Voce.
- Attends the student's Viva Voce examination; however the Supervisor does not take part in making the decision to the dissertation / thesis.



SUPERVISOR SELECTION CRITERIA

The nominated Supervisor / Supervisory Committee for Master's student may also be one of the following person;

- An academic staff member who is a Doctoral degree holder; or
- An academic staff member with the rank of a Lecturer with a Master's degree qualification and has published his research; or
- An individual with relevant postgraduate or professional qualification recognised by the University.

The nominated Supervisor / Supervisory Committee for a student pursuing a Doctoral degree may be one of the following person;

- An academic staff member who is a Doctoral degree holder; or
- An academic staff member who is a Professor / Associate Professor; or
- An individual with relevant postgraduate or professional qualification recognised by the University.

Restriction

A Supervisor or members of a Supervisory Committee shall not in any manner be personally related to the student who is under their supervision.

NOMINATION OF SUPERVISOR AND SUPERVISORY COMMITTEE

PART A : STUDENT DETAILS

Full Name :

Email Address : H/P No.:

Student ID No.: Full Time / Part Time :

Programme :

Field of Study :

Proposal Title :

PART B : NOMINATED SUPERVISOR DETAILS

NOMINATION OF SUPERVISOR

Name of Principal Supervisor :

Correspondence Address :

Contact No. : Office Mobile

Email Address :

Justification :

NOMINATION OF SUPERVISORY COMMITTEE (If required)

Name of Co-Supervisor 1:

Correspondence Address:

Contact No. : Office Mobile

Email Address :

Justification :

Name of Co-Supervisor 2:

Correspondence Address:

Contact No. : Office Mobile

Email Address :

Justification :

PART C : DECLARATION

Please tick and sign.

- I have consulted the nominated supervisors and they agree to the nomination.
- I have submitted the full CV and brief profile of the nominated supervisors.
- I have submitted the intent of research.

Signature of Student & Date

Signature of Supervisor & Date

Signature of Supervisory Committee & Date

PART D : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

Please send completed form, full CV, brief profile of nominated supervisor & intent of research to deansgs@aeu.edu.my

School of Graduate Studies

THESIS / DISSERTATION PROGRESS REPORT
For: January / July Year:
PART A : STUDENT DETAILS

Full Name :

Email Address: H/P No. :

Student ID No.: Full Time / Part Time :

Programme :

Field of Study :

Proposal Title :

PART B : PROGRESS REPORT

Level of Research Activities	Comments
a. Research Proposal	
b. Literature Review	
c. Research Design	
d. Data Collection	
e. Data Analysis	
f. Thesis/Dissertation Draft Preparation	
g. Thesis/Dissertation Submitted	

How often did the student meet and discuss with Supervisor in this semester? Please circle.

0	1	2	3	4
Never				Very frequent

Please comment.

PART C : GRADE

Please tick and sign.

- Satisfactory (S)
- Unsatisfactory (US)

PART D : CONFIRMATION BY SUPERVISOR

Principal Supervisor :

Email Address : H/P No.:

Signature & Date :

Co-Supervisor :

Email Address : H/P No.:

Signature & Date :

PART E : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

School of Graduate Studies

SUBMISSION OF THESIS / DISSERTATION PROPOSAL
PART A : STUDENT DETAILS

Full Name :	<input type="text"/>		
Email Address :	<input type="text"/>	H/P No.:	<input type="text"/>
Student ID No.:	<input type="text"/>	Full Time / Part Time :	<input type="text"/>
Programme :	<input type="text"/>		
Field of Study :	<input type="text"/>		
Proposal Title :	<input type="text"/>		

PART B : DECLARATION BY STUDENT

- I declare that the proposal is original and I understand that my proposal can be rejected if it is not meeting the requirements as specified by the University.
- I have submitted the thesis / dissertation proposal.
- I have submitted the power point slides for the proposal defense.

 Signature of Student & Date :
PART C : CONFIRMATION BY SUPERVISOR
I recommend this proposal is ready to be defended.

Principal Supervisor :	<input type="text"/>		
Email Address :	<input type="text"/>	H/P No.:	<input type="text"/>
Signature & Date :	<input type="text"/>		
Co-Supervisor :	<input type="text"/>		
Email Address :	<input type="text"/>	H/P No.:	<input type="text"/>
Signature & Date :	<input type="text"/>		

PART D : ACKNOWLEDGEMENT BY DEAN SGS

 Signature of Dean SGS

 Date

 Please send completed form, proposal & power point slides to deansgs@aeu.edu.my

School of Graduate Studies

NOMINATION OF READERS FOR PROPOSAL DEFENSE
PART A : STUDENT DETAILS

Full Name :	<input type="text"/>		
Email Address :	<input type="text"/>	H/P No.:	<input type="text"/>
Student ID No.:	<input type="text"/>	Full Time / Part Time :	<input type="text"/>
Programme :	<input type="text"/>		
Field of Study :	<input type="text"/>		
Proposal Title :	<input type="text"/>		

PART B : NOMINATED EXAMINER DETAILS

* Please include a **full CV** for the nomination of each reader with a list of recent or key publications.

*The examiners nominated herein should not be related or a close family members to the student.

EXTERNAL READER

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

INTERNAL READER

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

RESERVE READER

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

PART C : DECLARATION

Please tick in the appropriate box and sign.

The proposed readers have indicated availability to act, have been informed of the anticipated date of submission and of the expectation of having the proposal defense in 6 weeks.

The proposed reader does not have a research relationship with the candidate.

Principal Supervisor / Dean of Respective School :

Signature & Date :

PART D : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

Please send completed form, full CV of nominated Reader to deansgs@aeu.edu.my

School of Graduate Studies

REPORT OF THESIS / DISSERTATION PROPOSAL DEFENSE BY READER**PART A : STUDENT DETAILS**

Full Name :	<input type="text"/>		
Email Address :	<input type="text"/>	H/P No.:	<input type="text"/>
Student ID No.:	<input type="text"/>	Full Time / Part Time :	<input type="text"/>
Programme :	<input type="text"/>		
Field of Study :	<input type="text"/>		
Proposal Title :	<input type="text"/>		

PART B : REPORT OF THESIS / DISSERTATION PROPOSAL DEFENSE BY READER**1. Title of Research Proposal**

(e.g. Does the title reflect the scope, field of study, degree and research questions and objectives? Accuracy of language; etc.). Suggest new title where necessary.

2. Significance of the Study**3. Problem Statement, Research Objectives & Questions**

4. Methodology

5. Research Plan & Capability of Researcher

6. Ethical Considerations

7. Suggestions for Improvement

PART C : RECOMMENDATION

RESULT : Pass Defer Fail

PART D : CONFIRMATION BY READER

Name of Reader :

Signature & Date :

PART E : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

School of Graduate Studies

RECOMMENDATION FROM PROPOSAL DEFENSE COMMITTEEDate : Time : Venue : **PART A : STUDENT & PROPOSAL DETAILS**

Full Name :

Student ID No.: Full Time / Part Time :

Programme :

Field of Study :

Proposal Title :

PART B : REPORT OF PROPOSAL DEFENSE SESSION**1. Title of Research Proposal**

(e.g. Does the title reflect the scope, field of study, degree and research questions and objectives? Accuracy of language; etc.). Suggest new title where necessary.

2. Summary of Comments from the Members of Proposal Defense Committee

(in terms of significance of the study; problem statement, research objectives and questions; methodology; research plan and capability of researcher; ethical considerations; recommendations for improvement; etc)

PART D : RECOMMENDATION

RESULT:

Pass

Defer

Fail

PART D : CONFIRMATION BY THE PROPOSAL DEFENSE COMMITTEE

	Name	Signature
Chairman	:	<input type="text"/>
Principal Supervisor	:	<input type="text"/>
Co-Supervisor	:	<input type="text"/>
Internal Reader	:	<input type="text"/>
External Reader	:	<input type="text"/>

PART D : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

Please send completed form, minutes & video record to School of Graduate Studies, Asia e University, Level 17 (Annexe), Jalan Sultan Sulaiman, 50000 Kuala Lumpur, Malaysia.
Tel: +603 2785 0000 Email: deansgs@aeu.edu.my.

School of Graduate Studies

NOTICE OF SUBMISSION OF THESIS / DISSERTATION

For student intending to submit his/her dissertation/thesis should notify the SGS **three months** before the intended date of submission.

PART A : DETAILS OF STUDENT

Full Name :			
Email Address:		H/P No. :	
Student ID No.:		Full Time / Part Time :	
Programme :			
Field of Study :			
Thesis Title :			

PART B : DECLARATION BY STUDENT

- In accordance with the provisions of Academic Rules and Regulation (Section 10.2), I give notice of my intention to submit the completed dissertation/thesis for examination on _____ (day/month/year)
- I have submitted the Abstract, both in hard and soft copies.**
An abstract not exceeding 350 words is to be included (approximately one and one-half page doubled-spaced) together with this notice of submission. The abstract should state the research problem brief, describe the methods and procedures used in gathering data or studying, the problem, and give a condensed summary of the findings of the study.
- I have submitted the Table of Content (TOC), both in hard and soft copies.**
Each thesis or dissertation is expected to have a table of contents for the convenience of the readers. The table of contents should be easy to read and consistent. 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.

Signature of Student & Date :

PART C: CONFIRMATION BY SUPERVISOR

- I agree on the submission of final copy of the thesis/dissertation for my supervisee.
- I disagree on the submission of final copy of the thesis/dissertation for my supervisee.

Please comments.

Principal Supervisor :

Email Address : H/P No.:

Signature & Date :

-
- I agree on the submission of final copy of the thesis/dissertation for my supervisee.
 - I disagree on the submission of final copy of the thesis/dissertation for my supervisee.

Please comments.

Co-Supervisor :

Email Address : H/P No.:

Signature & Date :

PART D : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

School of Graduate Studies

NOMINATION OF EXAMINERS FOR THESIS / DISSERTATION
PART A : STUDENT DETAILS

Full Name :	<input type="text"/>		
Email Address :	<input type="text"/>	H/P No.:	<input type="text"/>
Student ID No.:	<input type="text"/>	Full Time / Part Time :	<input type="text"/>
Programme :	<input type="text"/>		
Field of Study :	<input type="text"/>		
Thesis Title :	<input type="text"/>		

PART B : NOMINATED EXAMINER DETAILS

* Please include a **full CV** for the nomination of each examiner with a list of recent or key publications.

*The examiners nominated herein should not be related or a close family members to the student.

EXTERNAL EXAMINER 1

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

EXTERNAL EXAMINER 2

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

INTERNAL EXAMINER

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

RESERVE EXAMINER

Photo	
Name	
Email Address	
Handphone no.	
Correspondence Address	
Qualifications	<i>Degree, awarding body, year</i>
Current Position	
Experiences & Achievement	<i>Experience in supervision & teaching, consultancy.</i>
Area of Expertise	
Related Publication	<i>Minimum 4 publications that are related to the research topic. Preference is given to recent refereed articles in journals, books & proceedings.</i>

PART C : DECLARATION

Please tick in the appropriate box and sign.

The proposed examiners have indicated availability to act, have been informed of the anticipated date of submission and of the expectation of having the thesis *examined in 6 weeks*

The proposed examiner does not have a research relationship with the candidate.

Principal Supervisor / Dean of Respective School :

Signature & Date :

PART D : ACKNOWLEDGEMENT BY DEAN SGS

Signature of Dean SGS

Date

School of Graduate Studies

**RECOMMENDATIONS OF THESIS / DISSERTATION EVALUATION
 BY SUPERVISOR / INTERNAL / EXTERNAL EXAMINER**
PART A : DETAILS OF STUDENT

Full Name	:	<input type="text"/>	
Student ID No	:	<input type="text"/>	Full Time / Part Time : <input type="text"/>
Programme	:	<input type="text"/>	
Field of Study	:	<input type="text"/>	
Title of Thesis	:	<input type="text"/>	

PART B : RECOMMENDATIONS

The Supervisor / Examiners shall assess the overall research thesis and recommend to the University one of the following assessments (one option only). Overall, this thesis is:

Excellent
 Good
 Mediocre
 Weak

I recommend that (please tick (√) **one** recommendation only):

- The thesis/dissertation is accepted.**
- The thesis/dissertation is accepted subject to: Minor modifications being made.**
- Such minor modifications might include errors in grammar and/or syntax and/or minor changes in phraseology and/or
 - Other amendments which do not significantly affect the conclusion of the dissertation/thesis.
- The thesis/dissertation is accepted subject to: Major modifications being made.**
- Such major modifications might include serious omissions of sections and/or
 - Inadequate argument in terms of the research questions/hypotheses and/or lack of adequate explanations of key concepts and principles.
- The thesis/dissertation requiring re-submission.**
- This recommendation is used where substantial modifications (e.g. re-writing of sections or/and further experiments or/and profound correction of a scientific argument) are required to make the thesis/dissertation acceptable.*
- The thesis/dissertation is rejected with no right of revision or re-submission.**
- The thesis does not meet the requirements for the Doctoral degree but does have merits which meet the requirements for the Master's degree.**

I agree / do not agree that the candidate can view this report. I also agree / do not agree that my name as Supervisor / Internal examiner / External Examiner be disclosed to the candidate.*

Name	:	<input type="text"/>			
Signature	:	<input type="text"/>	Date	:	<input type="text"/>
Tel. No. (Off):		<input type="text"/>	H/P No.	:	<input type="text"/>
Fax No.	:	<input type="text"/>	E-mail	:	<input type="text"/>

Note: Your **full report** needs to be included together with this recommendation.

**Delete whichever is not applicable.*

School of Graduate Studies

RECOMMENDATION FROM EXAMINATION COMMITTEE

Date : Time : Venue :

PART A : STUDENT DETAILS

Full Name :

Student ID No.: Full Time / Part Time :

Programme :

Thesis Title :

PART B : RECOMMENDATIONS

- The candidate has attained sufficient academic merit for the award of the degree **without** necessary amendments/corrections to the thesis.
- The candidate has attained sufficient academic merit for the award of the degree subject to corrections to be made to the thesis within a period of ____ months as required by the examiners and subject to confirmation of the corrections by the Supervisor(s)/Internal Examiner/External Examiner(s)*

- The candidate is required to undertake further work/major correction and submit the thesis for re-examination within a period of ____ months from the date of Senate.
- The candidate has failed to attain sufficient academic merit in the thesis examination for the degree of Doctor of Philosophy and it is recommended to Senate that a Master's degree be awarded subject to the candidate fulfilling the requirement for the award of the Master's degree
- The candidate has failed to attain academic merit and it is recommended to Senate that the candidate has failed in the dissertation examination and is not allowed to submit the thesis for re-examination.

- A viva voce examination has been conducted for the candidate #
- An additional external examiner is to be appointed #

**Delete whichever is not applicable.
If necessary.*

PART C : CONFIRMATION BY EXAMINATION COMMITTEE

	Name	Signature
Chairman	:	<input type="text"/>
Principal Supervisor	:	<input type="text"/>
Co-Supervisor	:	<input type="text"/>
Internal Examiner	:	<input type="text"/>
External Examiner	:	<input type="text"/>
External Examiner	:	<input type="text"/>

PART D : ACKNOWLEDGMENT BY DEAN SGS

Signature of Dean SGS

Date