



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.	Tajuk 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.	Muka hadapan / Cover page		
	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.	Halaman judul mengikut format / <i>Title page follows the format</i>		
4.	Penomboran muka surat / Page numbering 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.	Birai dan jarak mengikut format / <i>Indent and spacing follows the format</i>		
6.	Fon – Times New Roman saiz 12 @ Arial saiz 11 / <i>Font – Times New Roman; size 12 @ Arial size 11</i>		
7.	Bahagian permulaan mengikut format (Pengakuan, penghargaan, abstrak, lampiran jadual dll) / <i>Preface section follows the format (Declaration, acknowledgement, abstract, table of contents etc)</i>		
8.	Perakuan Keaslian Penulisan telah ditandatangani / <i>Original literary work declaration has been signed</i>		
9.	Borang Pengesahan Penyerahan Tesis/Disertasi telah ditandatangani / <i>Declaration of Thesis/Dissertation Form has been signed</i>		
10.	Abstrak 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>		
11.	Menggunakan program 'spellcheck' atau 'Dewan Eja' untuk menyemak kesalahan ejaan / <i>Using spell check or 'Dewan Eja' to check the spelling</i>		
12.	Jadual, rajah, carta dan rujukan merujuk format APA / <i>Tables, graphs, charts and pictures are properly tabulated according to APA style</i>		
13.	Borang lengkap telah ditandatangani oleh Penyelia dan Dekan Fakulti / <i>Completed forms signed by the Supervisor dan the Dean of Faculty</i>		
14.	Penjilidan / Binding		
	a.) Dua (2) naskah bercetak dan dijilid dengan kulit keras (Merah Hati – Sarjana)/(Hitam - Doktor Falsafah) <i>Two printed copies bound in hard cover (maroon @ deep red – Master / Black – PhD</i>		
	b.) 1 salinan CD bentuk PDF / <i>1 copy of softcopy (CD) in PDF format</i>		
15.	Tulang belakang 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:

Two (2) naskah berjilid tebal dan satu (1) salinan cakera padat (CD) Disertasi/Tesis Ijazah *Sarjana/Doktor Falsafah bertajuk;
(2) copies of hard-bound and one (1) 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
Perpustakaan Tuanku Bainun : serahan melalui sistem e-SUBMIT Tuanku Bainun Library : submission through e-SUBMIT system https://pustaka3.upsi.edu.my/submit/	Sila lampirkan slip Penerimaan Tesis/Disertasi Kindly attach thesis / Dissertation acceptance letter
Penyelia Utama (Main Supervisor)	
Fakulti (Faculty)	
IPS - 1 keping CD (IPS - 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:

BAHAGIAN B UNTUK DILENGKAPKAN OLEH INSTITUT PENGAJIAN SISWAZAH

PART B TO BE COMPLETED BY INSTITUTE OF GRADUATE STUDIES

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

Tandatangan:
(Signature)

.....
Tarikh (Date)

Format CD/CD Format

