



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونورسیتی قندیقن سلطان ادریس

SULTAN IDRIS EDUCATION UNIVERSITY

GUIDELINES FOR APPLICATION OF THESIS/DISSERTATION WRITING IN LANGUAGES OTHER THAN THE MALAY LANGUAGE AND ENGLISH

Approved by the Senate Meeting of 203rd Num. 7/2021 that convened on 06 July 2021

1.0 INTRODUCTION

Based on the Academic Regulations Book for Graduate Programs, a thesis/dissertation must be written in the Malay language or in English related to the field of research of the student. Under certain circumstances, the Senate can approve a language other than the Malay language or English for writing the thesis/dissertation.

2.0 JUSTIFICATION FOR THE APPROVAL OF APPLICATION

2.1 Research skills, experience and specialisation of the supervisor must be concordant with the field of research of the candidate [Graduate & Doctor of Philosophy Standard, 2021].

2.2 Supervision responsibility of the lecturer.

2.3 The ability of the supervisor in communicating in the requested language of the student.

3.0 GUIDELINES IN THESIS/DISSERTATION WRITING IN LANGUAGES OTHER THAN THE MALAY LANGUAGE AND ENGLISH

3.1 The application for thesis/dissertation writing in languages other than the Malay language and English is subject to the case-by-case University Senate approval.

3.2 The presentation of research proposal, research findings and viva can only be in the Malay language or English except for Islamic Studies and Literature programs which can be conducted in the applied foreign language.

3.3 It is compulsory for student to prepare an executive summary in the Malay language/English and submit the executive summary to IPS during the initial submission of thesis/ dissertation.

3.4 It is compulsory for student to submit the title and abstract which have been translated into the Malay language and English to IPS as prerequisite for graduation.

3.5 The conditions for language requirement for international students requesting to write in languages other than the Malay language and English are subject to set rules (read together with Students Admission Guidelines for Graduate Programs – Latest Edition).

3.6 Should, in the duration of studies, the student wishes to revert to writing the thesis/dissertation in the Malay language and English after having received the University Senate approval, the student must fulfil the general score requirement for English for International students as **prerequisite for graduation (exit requirement)**.

4.0 APPLICATION PROCESS AND FLOW CHART

- 4.1 Before conducting a research, student is required to submit an application letter for writing the thesis/dissertation in a language other than the Malay language and English by providing strong justifications to the faculty after having received the approval of the supervisor.
- 4.2 The student application received at the faculty must be brought to the Faculty Committee Meeting for Graduate Studies (JPSF) for approval and submitted to Institute of Graduate Studies (IPS).
- 4.3 Should there be requirement to appoint a supervisor from outside of UPSI, the CV of the lecturer with an expertise in the related field must be forwarded together with the student application to IPS.
- 4.4 A complete student application submitted to IPS will be brought to the Committee Meeting for Graduate Studies (JPS) for recommendation and forwarded to the University Senate for approval.
- 4.5 The status of the application will be informed to the student by IPS.
- 4.6 Should the student wish to revert the writing of the thesis/dissertation to the Malay language and English after having received the approval of the University Senate, the student must obtain the approval of the faculty and inform IPS and must also fulfil the general score requirement for English for International students as prerequisite for graduation (***exit requirement***).
- 4.7 The application flowchart is as follows:

