



# **GUIDEBOOK**

## **IMPLEMENTATION OF DISSERTATION (ERS5988)**

**PREPARED BY:**

**OFFICE OF DEPUTY DEAN  
(POSTGRADUATE STUDIES & INTERNATIONAL)  
FACULTY OF EDUCATIONAL STUDIES  
UNIVERSITI PUTRA MALAYSIA**

**2022**

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## CONCEPT OF THE DISSERTATION

The concept of the dissertation is based on research conducted by master degree students to fulfil the requirement for graduation. The aim of the dissertation is for the students to be able to read and understand the content of research work that are related to their fields of study.

The dissertation needs to be completed within two (2) consecutive semesters. Students can also complete their dissertation in one (1) semester if they have the capability to do that. Students need to enrol in the dissertation at the beginning of Semester Two onwards. Master of Education and Master of Human Resource Development students need to enrol in ERS5988 (Dissertation). A briefing on the implementation of the dissertation will be given by the Programme Coordinator in Semester One of the programme.

After enrolment of this course, the student should appoint a supervisor who will be supervising their dissertation. At the end of Semester One of the dissertation, the student must submit the first three chapters to his/her Supervisor who will then evaluate and award marks for the chapters submitted. At the end of Semester Two of the dissertation, students need to present their dissertation in the **Education and Human Resource Development Seminar, Faculty of Educational Studies.**

The passing mark for the dissertation is 55% (C+). Students who obtain grades lower than C+ are considered to have failed and will be awarded grade F. Students who do not present their dissertation in Semester Two of dissertation will also be awarded grade F.

As an alternative, students are also allowed to publish one Citation Indexed Journal (example: **ERA, Web of Science (WOS), SCOPUS, MyCite and ERIC Database**) article based on the research conducted as part of the requirement for graduation. In the event that the paper has not been published, students may provide proof of paper acceptance notification from the journal editor/publisher. The journal manuscript must be submitted to the selected journal for review and **after** making amendments the manuscript will be sent to the examiner before **Education and Human Resource Development Seminar, Faculty of Educational Studies.**

The latest information pertaining to the dissertation can be obtained by scanning/accessing the following QR code or URL:



[http://www.educ.upm.edu.my/akademik/pascasiswazah/disertasi\\_ers5988-4418](http://www.educ.upm.edu.my/akademik/pascasiswazah/disertasi_ers5988-4418)

## MINIMUM RESEARCH REQUIREMENTS FOR DISSERTATION

The minimum requirements for the dissertation are stated below:

a. Title

- Must be related to the field of study
- Not exceeding 20 words

b. Introduction

- Must be according to the sub-headings of chapters as in the common research report format
- Objectives – Minimum of two (2) and maximum of four (4) objectives
- Research focus - related to the field of study

c. Literature review

- Theoretical framework – the theoretical foundation for the research
- Conceptual/research framework – minimum of three (3) variables/constructs
- At least twenty percent (20%) of the literature referred to should be from the past five years

d. Methodology

- Must adhere to sub-headings of the methodology chapter using the common research report format
- Quantitative analysis:
  - Descriptive and inferential statistics
- Qualitative analysis - identification of themes and patterns

e. Findings

- Must answer every research objective stated

f. Discussion, Conclusion and Suggestion

- Discussion based on the research problem of study, theories and past research findings

g. The total number of pages is between 60 and 100 pages (excluding Tables, Figures and Attachments). Line spacing is 1.5 and font size is 12 Times New Roman.

h. The presentation of the Dissertation in the **Education and Human Resource Development Seminar** organised by Faculty of Educational Studies, UPM

## MARKING SCHEME

Full Marks for the dissertation is 100 and is divided into 3 sections:

- a. Evaluation of Dissertation Proposal, first phase by supervisor - 10 marks
- b. Evaluation of Final Dissertation Report by Supervisor - 60 marks
- c. Evaluation of Final Dissertation Report by Examiners - 30 marks

Notes:

- Passing marks for the dissertation is 55 out of 100 marks. Students who achieve lower than grade C+ (i.e., C and lower) are considered to have failed and will be awarded grade F.
- The presentation of the dissertation will be conducted during the **Education and Human Resource Development Seminar**. Every student is allocated 30 minutes during which 20 minutes will be for the presentation and 10 minutes for the question and answer session.

Below are the evaluation forms for each section.



**FAKULTI PENGAJIAN PENDIDIKAN**  
*Faculty of Educational Studies*

**DISSERTATION EVALUATION FORM (SUPERVISOR)**

Name of Student:	Matric No.:
Programme:	
Title of Dissertation:	

Criteria	Total Marks	Marks
<b>First Phase (10%)</b>	<b>(10 marks)</b>	
1. Introduction (Chapter 1)	<b>04</b>	
2. Literature Review (Chapter 2)	<b>03</b>	
3. Research Methodology (Chapter 3)	<b>03</b>	
<b>Overall</b>	<b>10</b>	
<b>Final Report (60%)</b>	<b>(60 marks)</b>	
1. Introduction (Revised version)	<b>10</b>	
2. Literature Review (Revised version)	<b>10</b>	
3. Research Methodology (Revised version)	<b>15</b>	
4. Research Findings and Discussions	<b>15</b>	
5. Conclusions, Implications & Recommendations	<b>10</b>	
<b>Overall</b>	<b>60</b>	

**Signature** : .....

**Date** : .....

**Name** : .....

**Official Stamp** :

Please return this form to Deputy Dean Office (Graduate Studies & International), Level 1, Block C,  
 Faculty of Educational Studies

**Contact Person: sitinajihah@upm.edu.my / 03.9769.8113**



**FAKULTI PENGAJIAN PENDIDIKAN**  
*Faculty of Educational Studies*

**DISSERTATION EVALUATION FORM (EXAMINER)**

Name of Student:	Matric No.:
Programme:	
Title of Dissertation:	

Criteria	Total Marks	Marks
<b>Final Report (30%)</b>	<b>(30 marks)</b>	
1. Introduction	<b>05</b>	
2. Literature Review	<b>05</b>	
3. Research Methodology	<b>05</b>	
4. Research Findings and Discussions	<b>10</b>	
5. Conclusions, Implications & Recommendations	<b>05</b>	
<b>Overall</b>	<b>30</b>	

**Signature** : .....

**Date** : .....

**Name** : .....

**Official Stamp** :

Please return this form to Deputy Dean Office (Graduate Studies & International), Level 1, Block C,  
 Faculty of Educational Studies

**Contact Person: sitinajihah@upm.edu.my / 03.9769.8113**

Name of Student:	Matric No.:
Programme:	
Title of Dissertation:	

COMMENT
<b>1. Introduction</b>
<b>2. Literature Review</b>
<b>3. Research Methodology</b>
<b>4. Research Findings and Discussions</b>
<b>5. Conclusions, Implications &amp; Recommendations</b>



### SCHEDULE ON THE IMPLEMENTATION OF THE DISSERTATION

<b>BEFORE FIRST SEMESTER OF DISSERTATION</b>	<b>RESPONSIBILITY</b>			
	<b>STUDENT</b>	<b>SUPERVISOR</b>	<b>PROGRAMME COORDINATOR</b>	<b>OFFICE OF DEPUTY DEAN (GRADUATE STUDIES &amp; INTERNATIONAL)</b>
8-11	Determine title of research with Programme Coordinator		Guide students to determine title of research and potential Supervisor	
12	Student complete Appointment of Supervisor Form	Approval of appointment by signing the Appointment of Supervisor Form	Endorsement of Programme Coordinator on appointment of Supervisor and dissertation title	
13-14	Submit completed form to the Office of the Deputy Dean (Graduate Studies & International)			Receive Appointment of Supervisor Form from Students

FIRST SEMESTER OF DISSERTATION	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (GRADUATE STUDIES & INTERNATIONAL)
1	Register for Dissertation course on iGIMS system			Ensure students register for 6 credits
2-13	Implementation of Dissertation <ul style="list-style-type: none"> <li>Schedule meetings and discussions with Supervisor (on a regular basis)</li> </ul>	<ul style="list-style-type: none"> <li>Implementing supervision of dissertation</li> </ul>		
14	Students are required to submit proposal (Chapters 1, 2 and 3)	Ensure that he/she receives the first three chapters of the dissertation		
15-16		<ul style="list-style-type: none"> <li>Supervisor examines research proposal and fills out evaluation form for the first phase of dissertation</li> </ul>		

FIRST SEMESTER OF DISSERTATION	RESPONSIBILITY			
	WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR
17	<ul style="list-style-type: none"><li>Students are informed of first phase evaluation mark by Supervisor</li></ul>	<ul style="list-style-type: none"><li>Submit evaluation marks to the Office of Deputy Dean (Graduate Studies &amp; International)</li></ul>		<ul style="list-style-type: none"><li>Receive first phase evaluation marks from Supervisor</li></ul>
18 onwards until Second Semester of Dissertation commences	Implementation of dissertation <ul style="list-style-type: none"><li>Schedule meetings and discussions with Supervisor (on a regular basis)</li></ul>			<ul style="list-style-type: none"><li>Marks 'S-continue' are keyed in into iGIMS system.</li></ul>

SECOND SEMESTER OF DISSERTATION	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (GRADUATE STUDIES & INTERNATIONAL)
1	Register for Dissertation course in the iGIMS system			Ensure students register 6 credit hours
2-9	Implementation of Dissertation <ul style="list-style-type: none"> <li>Schedule meetings and discussion with Supervisor (on a regular basis)</li> <li>Discussion on production of dissertation draft article</li> </ul>	<ul style="list-style-type: none"> <li>Supervise the production of dissertation report by student</li> </ul>		
10	Submit complete dissertation to Supervisor	<ul style="list-style-type: none"> <li>Receive complete dissertation from students</li> <li>Amendment of topic (if any) using related form</li> <li>Checking with Turnitin for similarity index. The similarity index allowed is 25% or lower.</li> <li>Revise dissertation and inform students of amendments</li> </ul>		

SECOND SEMESTER OF DISSERTATION	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (GRADUATE STUDIES & INTERNATIONAL)
11	<ul style="list-style-type: none"><li>Work on the corrections.</li><li>Fill in form for revision of dissertation tittle and submit to the Office of Deputy Dean (Graduate Studies &amp; International) (if any)</li></ul>			<ul style="list-style-type: none"><li>Receive revision of dissertation title form from students</li><li>Work on revision (if any)</li><li>Appointment of Examiners</li></ul>
12	<ul style="list-style-type: none"><li>Submission of completed soft-bound dissertation (ring bound or tape bound) to the Office of Deputy Dean (Graduate Studies &amp; International) for evaluation by Examiner along with submission of dissertation form (yellow form)</li></ul> <p><b>*Student who failed to submit their dissertation will be penalised.</b></p>	<ul style="list-style-type: none"><li>Endorsement of updated and completed dissertation.</li><li>Sign submission of dissertation form (yellow form)</li></ul>		<ul style="list-style-type: none"><li>Receive soft-bound dissertations (ring bound or tape bound) with submission of dissertation form (yellow form) from students.</li><li>Submit one copy of soft bound dissertations to Examiner</li></ul>

SECOND SEMESTER OF DISSERTATION	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (GRADUATE STUDIES & INTERNATIONAL)
13-14	<ul style="list-style-type: none"> <li>Production of dissertation draft article</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor and Examiner evaluate the Dissertation received</li> <li>Production of draft article</li> </ul>		<ul style="list-style-type: none"> <li>Preparation for the <b>Education and Human Resource Development Seminar, Faculty of Educational Studies</b></li> </ul>
	<ul style="list-style-type: none"> <li>Rehearsal presentation to the supervisor</li> <li>Work on corrections prior to presentation</li> </ul>	<ul style="list-style-type: none"> <li>Guide students on presentation</li> <li>Award marks for dissertation received</li> <li>Fill in marks for Final evaluation form</li> </ul> <p>(Note: Examiners also award marks at this stage)</p>		-same-
15	<ul style="list-style-type: none"> <li><b>Education and Human Resource Development Seminar, Faculty of Educational Studies</b></li> <li>Examiners must be present during the presentation. Supervisors are encouraged to be present as well.</li> </ul>			

SECOND SEMESTER OF DISSERTATION	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (GRADUATE STUDIES & INTERNATIONAL)
16		<ul style="list-style-type: none"><li>Supervisor and Examiner give and submit the final marks to the Office of Deputy Dean (Graduate Studies &amp; International)</li></ul>		Receive final evaluation marks from Supervisor and Examiner
17	<ul style="list-style-type: none"><li>Submission of a soft copy CD of dissertation to Office of the Deputy Dean (Graduate Studies &amp; International)</li><li>A soft copy CD of dissertation must be in Microsoft Word format and compressed in ONE file</li></ul>			<ul style="list-style-type: none"><li>Marks are reviewed and approved by Deputy Dean (Graduate Studies &amp; International)</li><li>Key-in marks into the iGIMS system</li></ul>

## **WRITING FORMAT FOR DISSERTATION**

### **Introduction**

This guidebook is developed to assist the graduate students of Universiti Putra Malaysia (henceforth the University) in the preparation of their dissertation in terms of the formatting and writing conventions. Students should refer closely to this guide and seek clarification with the staff of the Office of Deputy Dean (Research and Graduate Studies), Faculty of Educational Studies, on specific matters relating to the preparation of their dissertation.

### **Language**

The dissertation should be written either in English or Bahasa Melayu. The language used should be consistent throughout the dissertation, especially in terms of spelling (American or British). The Roman alphabet should be used unless otherwise required by the discipline.

### **Dissertation Title**

The title of the dissertation should not exceed 20 words.

### **Number of Pages**

The number of pages is dependent on the programme of study and must be between **60** and **100 pages** (excluding tables, figures and appendices). Students must obtain written permission from the Office of Deputy Dean (Research and Graduate Studies), Faculty of Educational Studies, before submitting a dissertation longer than the prescribed length. Students should provide strong justifications to support their request.

### **Page Layout**

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

### **Typeface and Font Size**

The Dissertation should be typed using font 12, Times New Roman. Text and numbers within Tables and Figures should not be less font 8, Times New Roman.

### **Margins**

The left margin should be at least 40 mm, and the right, top and bottom margins at least 25 mm. Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes and figures), including page numbers, must be within the text area as marked by the dotted lines shown on this page.

### **Spacing**

The dissertation should be **one and half (1.5) space**, including:-

- i. Footnotes (if absolutely necessary);
- ii. Quotations of three lines or more, indented and set in a block;



- iii. References or bibliography (except between entries);
- iv. Multi-line captions (tables, figures);
- v. Appendices, such as questionnaires, letters; and
- vi. Headings or subheadings.

Double spacing is used between paragraphs and sections.

### **Pagination**

All pages should be numbered consecutively throughout the dissertation, including pages containing tables, figures and appendices. Page numbers should be centred either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on **one (1)** side of each sheet only. Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc). The title page should not be numbered although it is counted as page i. Page 1 is the first page of the Introduction (Chapter 1) but is not numbered.

### **Submission**

Students who intend to submit a dissertation must do the following:

- i. Submission of 2 completed soft-bound dissertations (ring bound or tape bound) for Supervisor and Examiner marking with the Yellow Form.
- ii. Submit 1 Softcopy in a Compact Disc (CD) form (Full Dissertation & Article - must be in Microsoft Word format and compressed in ONE file) with the Yellow Form.

### **Acknowledgements**

Acknowledgements are written expressions of appreciation for guidance and assistance received from supervisors, lecturers, individuals and institutions.

### **Approval Sheet**

Approval sheet is required. This approval sheet will bear the signature of the Supervisor of Dissertation for the approval of the dissertation.

### **Chapters**

- 1. Introduction (including objectives)
- 2. Literature Review
- 3. Methodology
- 4. Results/Findings
- 5. Discussion, Summary, Conclusion and Recommendations for Future Research

## 1. Introduction

This chapter introduces the subject matter and problem(s) being studied and indicates its importance and validity. It is important to remember that the research objectives stated in the dissertation should match the findings of the study.

## 2. Literature Review

This chapter encompasses a critical and comprehensive review of the literature related to the topic of the dissertation. It is meant to act as a base for the analytical sections of the dissertation. Literature selected must be up-to-date, and be analysed and synthesised logically. It is not simply a summary of works of different authors. The review should give the gist of each book or pertinent findings of a journal article, explain how it relates to the topic and show **why** it is not sufficient to answer the research questions. Textbook materials on basic principles or theories should be kept to a minimum.

## 3. Methodology

This chapter describes and justifies the research design and methods used to achieve the stated objectives of the study undertaken. The methods used in the study should be described in detail and concisely.

## 4. Results/Findings

This chapter presents a complete account of the results obtained in the study in the form of texts, figures and/or tables so that the key information is highlighted.

## 5. Discussion, Summary, Conclusion and Recommendations for Future Studies

This section bridges the data presented or described in the preceding section, and contains the analyses or interpretations of the results obtained, and the conclusions drawn. Students should discuss these results in relation to the hypotheses or objectives set out in the Introduction chapter, and how these findings fit into the existing or current body of knowledge. The significance and implications of the main findings should be made clear. This chapter is important since it illustrates the significance of the study and stresses the findings upon which a conclusion or conclusions are drawn in line with the objectives set, acknowledges the limitations, and suggests further research which may be carried out on the topic.

### **Tables**

Ensure that all tables shown in the dissertation report, including those in the Appendices, are referred to in the report. Tables should be numbered with Arabic numerals throughout the dissertation (including both text and appendices).

There are two possible numbering schemes: either (a) number the tables consecutively throughout the dissertation, e.g. 1, 2, 3 and so on, or (b) number them by chapter, e.g. Table 1.1, Table 1.2 and Table 1.3 to indicate they belong to Chapter 1, Table 2.1, Table 2.2 and Table 2.3 to Chapter 2, and so on.

A table should be on the page following the first reference to it or, if this is not practical, as close as possible, in the following pages.

When a large table is placed in landscape orientation, the top of the table should be at the binding edge.

The table number, title and caption should be single-spaced and placed **above** the table (Appendices H1-2).

The style used must be consistent throughout the dissertation. Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using "Adapted from..." instead of "Source: ...".

## **References/Bibliography**

The References or Bibliography section contains the list of works cited in the dissertation report. Students should not cite articles published from the studies that they themselves conducted during their candidature. The students are advised to follow a style used by the American Psychological Association (APA) 7<sup>th</sup> Edition.


## **List of Publications**

All publications (in journals and proceedings) that result from the study undertaken by the student while under supervision and during their candidature, and for which the student is the first or principal author, should be listed clearly and accurately. These publications should not be used as references in the dissertation.

## Title Page of Dissertation

Spine

Cover page

Name	 <p>6.5 cm</p> <p>3.0 cm</p> <p>Colour-printing for logo</p>
	<p><b>TITLE OF DISSERTATION</b> (Uppercase, centred, bold, 12-point font)</p>
	<p><b>NAME OF STUDENT</b> (Uppercase, centred, bold, 12-point font)</p> <p>Dissertation Submitted to the Faculty of Educational Studies, Universiti Putra Malaysia, in Partial Fulfilment of the Requirements for the Master of Education or Master of Human Resource Development (insert the name of degree).</p>
Field of Study	
Year of Submission	<p>December, 2021 (Month and year of submission) (Centred, bold, 12-point font)</p>

## PLAGIARISM

Plagiarism is taking the works of others and using them as if they were your own. Such works include:

- i. Words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer programmes, etc.;
- ii. Published figures, tables, diagrammes, illustrations, charts, maps, pictures or other visual materials; and
- iii. Information from interviews, etc.

Plagiarism comes in three forms:

- i. Copying full sentences or even paragraphs straight from the source as though they are the student's own work; and
- ii. Using the original wording from the source material without inverted commas or indentation, even if the source is acknowledged.
- iii. Paraphrasing without acknowledgement. Usually, a change in style alerts the reader to the possibility of plagiarism. Examiners are likely to know the literature and recognise the plagiarism, but it is also true that it sometimes goes by undetected. It is now possible to detect plagiarism by simply searching a small string of words on the Internet. Additionally, plagiarism-checking software programmes, such as Turn-it-in, are also widely available. These programmes produce Originality Reports, which list the percentage of similarity between the student's words and the source. Even excerpts with minimal alterations will be detected. Plagiarism is considered a form of theft, and is under no circumstances acceptable in the world of scholarship. As such, if plagiarism is proven in a thesis at the examination stage, the thesis is automatically failed and the students' candidature terminated.

## Avoid Plagiarism

The key to avoiding plagiarism is to make sure credit is given where it is due when incorporating another writer's work. Students should do this even when the original source is paraphrased or summarised. When quoting a published or verbal statement, it must be identical to the original and must be attributed to the original author. **Always** cite the authors whose published works or statements are used in the thesis. The University's stand on plagiarism is found in Part 12 of the Universities and University Colleges Act 1971 Constitution of Universiti Putra Malaysia: Universiti Putra Malaysia (Graduate Studies) Rules 2003 (Revision Guide to Thesis Preparation 2012-2013). The usage of materials such as diagrammes and figures which are available on the Internet or published articles without the permission of the copyright owners is an infringement of copyright and is not allowed.

**The similarity index allowed is 25% or lower.**

## **ETHICAL CLEARANCE**

Students who are considering undertaking research that involves collecting data from human participants must first obtain ethical clearance from the Ethics Committee for Research Involving Human Subjects Universiti Putra Malaysia (JKEUPM). All ethical clearance forms must be submitted to the respective programme coordinator and data collection can only begin after receiving approval from JKEUPM. For more information about the ethical clearance procedures including to download the relevant forms, please scan/access the following QR code or URL:



[https://tncpi.upm.edu.my/research/research\\_ethics\\_evaluation/jkeupm\\_ethic\\_committee\\_for\\_research\\_involving\\_human\\_subject-39931?L=en](https://tncpi.upm.edu.my/research/research_ethics_evaluation/jkeupm_ethic_committee_for_research_involving_human_subject-39931?L=en)