



**Instructions to candidate:**

1. Ensure that the information needed in the form is complete before submission to the Faculty. Incomplete form will not be processed.
2. Thesis can only be accepted once the names of suggested examiners from supervisor has been sent to Faculty.
3. Please submit soft-bound copies of your thesis or digital thesis in PDF format and originality report with receipt of Thesis Examination Fees.
4. Please attach information about the publication for verification by the Main Supervisor.

Note: The student must fulfill a minimum publication requirement as follows:

Master by Research	ONE (1) indexed Publication* accepted as main or corresponding author (* indexed by SCOPUS / WoS / MyCITE or the journals listed for student from the respective colleges / faculties).
PhD by Research	Two (2) indexed publications*, with at least one (1) published, are required. The student must be the main or corresponding author for all publications (* indexed by SCOPUS / WoS / MyCITE or the journals listed for students from the respective colleges / faculties)

**SECTION I (To be filled by student in CAPITAL LETTERS)**

Name:

I.C No/Passport No.:

Student ID No.:  Gender: Male  Female

Programme Code:  Mode of Study: Full Time  Part Time  FLP

**SECTION II (Please complete)**

Sponsoring Body (if any):  
.....  
(Please attach a copy of sponsor's offer letter)

Thesis Title:  
.....  
.....  
.....  
.....  
.....

Total of Word Count:  \* Please refer to Appendix 1

Number of Publication:  \* Please refer to Appendix 2

.....  
Student's Signature

.....  
Date

**SECTION III (Student is required to get endorsement from the following parties)**

**A. Statement by Main Supervisor**

Please tick (√)

I have reviewed the thesis above and confirm that:

- the thesis has been screened for plagiarism with similarity index of  %
- the thesis has abide by the Postgraduate Academic Regulations and the guideline on thesis format.
- students have met the publication requirements as set out in Part II (Starting from September 2017 Cohort)
- the student's thesis has fulfilled the Master/PhD requirements.

.....  
Signature

.....  
Name and Official Stamp

.....  
Date

**B. Endorsed by KPPS Faculty**

Date of receipt of names of suggested examiners from supervisor:

		/			/	2	0		
Date			Month			Year			

Faculty action. Please tick (√) for generating bills by the Bursary.

**Thesis Fee**

Local Student			International Student		
PhD	RM 2000	<input type="checkbox"/>	PhD	RM 4240	<input type="checkbox"/>
Master	RM 1000	<input type="checkbox"/>	Master	RM 2120	<input type="checkbox"/>

.....  
Signature

.....  
Name and Official Stamp

.....  
Date

**C. Bursary**

Verification by Bursary's officer

- Paid Receipt No.: .....
- Sponsored Student .....

.....  
Signature

.....  
Name and Official Stamp

.....  
Date

**D. Acknowledged by KPS (Faculty)**

I confirm that the above candidate has submitted five (5) copies of this thesis / digital thesis (PDF) for examination.

Signature: .....

.....  
Name and Official Stamp

.....  
Date

## APPENDIX A: TOTAL OF WORD COUNTS FOR DOCTORAL &amp; MASTERS THESIS

No	Faculty / Academy / Centre	PhD		Master	
		Min	Max	Min	Max
1	Faculty of Law	80,000	100,000	40,000	50,000
2	Academy of Language Studies	75,000	100,000	31,000	40,000
3	Faculty of Administrative Science & Policy	80,000	100,000	30,000	50,000
4	Faculty of Education	80,000	100,000	50,000	60,000
5	Academy of Contemporary Islamic Studies (ACIS)	60,000	100,000	30,000	60,000
6	Faculty of Communication & Media Studies	75,000	100,000	30,000	50,000
7	Faculty of Information Science	80,000	100,000	30,000	50,000
8	Faculty of Art and Design	80,000	100,000	30,000	50,000
9	Faculty of Film, Theatre & Animation	70,000	100,000	25,000	50,000
10	Faculty of Music	50,000	80,000	30,000	50,000

No	Faculty / Academy / Centre	PhD		Master	
		Min	Max	Min	Max
1	Faculty of Accountancy	80,000	100,000	30,000	50,000
2	Accounting Research Institute (ARI)	80,000	100,000	30,000	50,000
3	Faculty of Business & Management	60,000	100,000	30,000	50,000
4	Faculty of Hotel & Tourism Management	60,000	100,000	30,000	50,000
5	Malaysia Institute of Transport (MITRANS)	80,000	100,000	30,000	50,000

No	Faculty / Academy / Centre	PhD		Master	
		Min	Max	Min	Max
1	Faculty of Applied Sciences	30,000	100,000	20,000	50,000
2	Faculty of Built Environments	30,000	100,000	20,000	50,000
3	Faculty of Electrical Engineering	30,000	100,000	20,000	50,000
4	Faculty of Civil Engineering	30,000	100,000	20,000	50,000
5	Faculty of Mechanical Engineering	30,000	100,000	20,000	50,000
6	Faculty of Chemical Engineering	30,000	100,000	20,000	50,000
7	Faculty of Computer & Mathematical Sciences	30,000	100,000	20,000	50,000
8	Faculty of Dentistry	30,000	100,000	20,000	50,000
9	Faculty of Health Sciences	60,000	100,000	40,000	50,000
10	Faculty of Medicine	60,000	100,000	30,000	60,000
11	Faculty of Pharmacy	30,000	100,000	20,000	50,000
12	Faculty of Plantation & Agrotechnology	30,000	100,000	20,000	50,000
13	Faculty of Sports Science & Recreation	30,000	100,000	20,000	50,000

Cluster	PhD		Master	
	Min	Max	Min	Max
Social Science and Humanities	80,000	100,000	50,000	50,000
Business and Management	80,000	100,000	50,000	50,000
Science and Technology	30,000	100,000	50,000	50,000

**Table A5 : PhD by Coursework**

Faculty / Academy / Centre	Minimum	Maximum
All	40,000	75,000

<b>Note: Student must fulfill a minimum publication requirement as follows:</b>	
<b>Master's Degree</b>	<i>ONE (1) indexed Publication* accepted as main or corresponding author (* indexed by SCOPUS / WoS / MyCITE or the journals listed for student from the respective colleges / faculties.</i>
<b>Doctoral Degree</b>	<i>Two (2) indexed publications*, with at least one (1) published, are required. The student must be the main or corresponding author for all publications (* indexed by SCOPUS / WoS / MyCITE or the journals listed for students from the respective colleges / faculties)</i>
<b>LIST OF ADDITIONAL JOURNALS THAT CAN BE ACCEPTED FOR THE PUBLICATION REQUIREMENTS BY THE RESPECTIVE COLLEGES / FACULTIES</b>	
<b>FACULTY</b>	<b>LIST OF ADDITIONAL JOURNALS</b>
Faculty of Art and Design Faculty of Music Faculty of Film, Theatre & Animation	<ol style="list-style-type: none"> <li>1. <i>International Journal of Art and Art History</i></li> <li>2. <i>Internatioal Journal of INTI</i></li> <li>3. <i>Jurnal ISI (Inspirasi, Seni &amp; (Intelektual)</i></li> <li>4. <i>Jurnal of ISI Yogyakarta</i></li> <li>5. <i>Sequential Arts and Digital Content Studies</i></li> <li>6. <i>Gendang Alam</i></li> <li>7. <i>International Journal of Applied and Creative Arts</i></li> <li>8. <i>KUPAS SENI: Jurnal Seni dan Pendidikan Seni</i></li> <li>9. <i>Melayu: Jurnal Antarabangsa Dunia Melayu</i></li> <li>10. <i>Jurnal Wacana Sarjana</i></li> <li>11. <i>Journal of Music Research (Uni Melb)</i></li> <li>12. <i>Ethnomusicology Review (UCLA)</i></li> <li>13. <i>Riffs Journal (Birmingham CU)</i></li> <li>14. <i>The Chamber Music Journal</i></li> <li>15. <i>Asian Journal of Behavioral Sciences</i></li> <li>16. <i>Asian Journal of Research in Education and Social Sciences</i></li> </ol>
Faculty of Built Environment	<ol style="list-style-type: none"> <li>1. <i>Asian Journal of Environment-Behaviour Studies (ajE-Bs)</i></li> <li>2. <i>The Asian Journal of Quality of Life (AjQoL)</i></li> <li>3. <i>International Surveying Research Journal (ISrJ)</i></li> <li>4. <i>Journal of Design + Built</i></li> <li>5. <i>Jurnal Lanskap Indonesia</i></li> </ol>
Faculty of Law	<ol style="list-style-type: none"> <li>1. <i>Malayan Law Journal</i></li> <li>2. <i>Current Law Journal</i></li> </ol>