**Guidelines for Master Dissertation by Taught Course**

**SCHOOL OF CHEMICAL & ENERGY ENGINEERING**

**UNIVERSITI TEKNOLOGI MALAYSIA**

# **Introduction**

The Dissertation should be completed within the stipulated time. Candidates who fail to submit their Dissertations for examination at the time set by the faculty will be failed for this dissertation course and are required to repeat the course with improvement. This set of guidelines explains the minimum requirements that have to be fulfilled by candidates as well as the process and the aspects of examination of the Dissertation in partial fulfillment of the Master Degree (Taught Course). Student must pass MK\_1180 prior to enrolling to MK\_1280 in the following semester.

**MK\_1180: Dissertation I**

Following are guidelines for MK\_1180:

1. Student **MUST** take Research Methodology conducted by the Faculty before or during this semester.
2. Student need to register MK\_1180 during registration time
3. Student submits supervision form (Appendix A).
   * 1st week of the semester to programme coordinator
4. Student submit 1st stage panel of examiners appointment form along with their abstract (Appendix B)
   * 3rd week of the semester to programme coordinator
5. Student submit progress report and supervision record form to programme coordinator or Postgraduate Assistant Administrator (Mrs Noranita) (see SPS dateline) – same as the *progress report* [UTM (PS)-03/93(Pind.1/04)] and *supervision record* from SPS
6. Student submit dissertation proposal to Postgraduate Assistant Administrator (Mrs Noranita) (3 hardcopies, loose bound and 1 softcopy in CD) and– must follow UTM thesis guideline, MK\_1180 Dissertation submission form (Appendix C – 2 copies) and Turnitin plagiarism report (1 copy).
   * On week 13th of the semester
7. Panels will be given 1 week to read the proposal
8. First Stage Dissertation Defense date will be set during examination week
9. Result will be failed or passed (If failed, student have to retake MK\_1180)

Proposal content will be evaluated based on the following criteria:

|  |
| --- |
| **Title**   * Title should be short and describe the main topic of the thesis. * Not more than 15 words. * Title should not contain formulas, symbols or subscripts, Greek letters, or other non-alphabetical symbols. Word substitutes should be used instead.   **Abstract**   * Abstract should be maximum one page and should be written in English and Malay. |
| **Chapter 1: Introduction**   * Introduction is complete and well written * Provide all necessary background principles for the research project * Summary of issue or problem is well highlighted * Clearly identifies a gap in existing knowledge. * Also consist of: |
| **Problem Statement**   * Problem is significant * Problem is appropriately identified * Precise, clear and relevant explanation |
| **Objectives**   * Objective is concisely stated and can be achieved within the period of study * Objectives are clearly connected to and relevant from the problem statement * Objective must be specific and measurable |
| **Scopes of research**   * Assumptions are clearly stated * Limitations of the study are stated |

|  |
| --- |
| **Chapter 2: Fundamental Theory and Literature Review**   * Complete understanding of topic * Comprehensive explanation of the theory involved and shows clearly how it relates to research * Literature research contains information relevant and directly related to research * Quoted materials are appropriate and support thesis |
| **Chapter 3: Research Methodology**   * + Materials and methodology/approach are complete and are adequately detailed   + Diverse set of research methods clearly suitable for answering research problems   + Appropriate methods are selected to analyse the data |
| **Chapter 4: Expected Result**   * Expected result must relates to the objective * Results are expected to contribute to the advancement of knowledge in technical or social fields |
| Chapter 5: Conclusion and Further WorkPlanning and execution  * Appropriate for Master by taught course dissertation length of studies |
| Grammar and spelling  * Minimal to no spelling mistakes * Good sentence and paragraph structure and transitions |
| Organization and format of the written proposal  * Follow UTM format of writing * Well organized and easily followed * Contents show full knowledge of subject * All references in text are also available in a list of reference |

**MK\_1280: Dissertation II**

Following are guidelines for MK\_ 1280:

1. Student must have passed MK\_ 1180.
2. Student need to register MK\_ 1280 during registration time
3. Student submit progress report and supervision record form to programme coordinator or Postgraduate Assistant Administrator (Mrs Noranita) (see SPS dateline) – same as the *progress report* [UTM (PS)-03/93(Pind.1/04)] and *supervision record* from SPS website
4. Student submit nomination of examiners form to programme coordinator or Postgraduate Assistant Administrator (Mrs Noranita) (Download from SPS website: Notification to submit a thesis and nomination of examiners UTM (PS)-06/93(Pind.02/04) - but do not need to fill in external examiner part)
   * 3rd week of the semester to course coordinator
5. Student submit to programme coordinator or Postgraduate Assistant Administrator (Mrs Noranita) for examination before the end of the semester.
   * Dissertation submission form (Appendix C)
   * 3 hardcopies of dissertation (loose bound, must follow UTM thesis guideline) and 1 softcopy in CD
   * 1 copy of proof of submission of a journal (student can submit to any local or international journal) - please attach the journal submission receipt and the journal paper
   * 1 copy of Turnitin plagiarism report
   * Copy of proof of accepted journal (optional)
6. Panels will be given 2 weeks to read the dissertation thesis and suitable date will be set where student will be informed.
7. Examination (viva) - Student will present 20 minutes followed by dissertation defense. Panel will decide if the student passed or failed and the duration needed for correction.
8. Student does corrections and prepare detail list of answer or correction done for each examiners comments (Based on duration specified by examiners).
9. Once finalized, student submit to Postgraduate Assistant Administrator (Mrs Noranita):
   * 2 bound copies (colour code?-suggestion dark green) of final dissertation based on Chairman’s report (after vetted through by their supervisor/examiner)
   * 1 CD of e-dissertation
   * Final dissertation form (Appendix D)
   * Detail list of answer or correction done for each examiners comments (see Appendix E for format sample)
10. Final Dissertation must be submitted within the period that has been decided during the *viva* session. (The degree will not be awarded if the candidate fails to submit within this period)
11. Student complete Application for Award form (UTM.E/7(PS)(Pind. 1/98) at SPS.

**APPENDIX A**

**UNIVERSITI TEKNOLOGI MALAYSIA**

**SCHOOL OF CHEMICAL & ENERGY ENGINEERING**

**SUBMISSION OF SUPERVISION FORM**

***(For Candidates of the Taught Course Master’s Degree Programme)***

**Programme name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MK\_\_ 1180/ 1280 \***

**Section A**

*(To be filled by the candidate in 2 copies)*

To: Programme Coordinator (MKH/MKK/MKB/MKL/MKA)

Faculty of Chemical Engineering

Universiti Teknologi Malaysia

81310 UTM Skudai, JOHOR.

Name:………………………………………………………………… Date: ………………………..

Mailing Address: …………………………………………………………………………

……………………………………………………………………………………………………..

Handphone No.: ………………………… E-Mail Address: …………………………………..

Name of Main Supervisor: ………………………………………………………………………...

Name of co-supervisor:

(1)……………………………….. from Department of ……………..……………….., Faculty of ……………………………………………………………..

(2) ……………………………….. from Department of ……………..……………….., Faculty of ……………………………………………………………..

As agreed with my supervisor, following is my dissertation title:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Student’s Signature Main Supervisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval by the Programme Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date:

#### *\*One copy for Programme Coordinator, one copy for Faculty postgraduate administration assistant.*

#### APPENDIX B

**UNIVERSITI TEKNOLOGI MALAYSIA**

**SCHOOL OF CHEMICAL & ENERGY ENGINEERING**

**SUBMISSION OF PANEL OF EXAMINERS FORM**

***(For Candidates of the Taught Course Master’s Degree Programme)***

**Programme name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MK\_ 1180/ 1280 \***

**Section A**

*(To be filled by the candidate in 2 copies)*

To: Programme Coordinator (MKH/MKK/MKB/MKL/MKA)

Faculty of Chemical Engineering

Universiti Teknologi Malaysia

81310 UTM Skudai, JOHOR.

Name of student:……………………………………………………… Date: ………………………..

Mailing Address: …………………………………………………………………………

……………………………………………………………………………………………………..

Handphone No.: ………………………… E-Mail Address: …………………………………..

Name of Main Supervisor: ………………………………………………………………………..........

Dissertation title *(Please attach your abstract with this form)*:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Following are the proposed panels for the purpose of MK\_1180 (First stage)/ MK\_1280 (viva)\*:

|  |  |  |  |
| --- | --- | --- | --- |
| **Suggested Panel** | **Name** | **Department and Faculty** | **Faculty’s Decision**  *(To be filled in by programme coordinator)* |
| Internal Examiner 1 |  |  |  |
| Internal Examiner 2 |  |  |  |

Student’s Signature Main Supervisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval by the Programme Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date:

#### *\*One copy for Programme Coordinator, one copy for Faculty postgraduate administration assistant.*

#### APPENDIX C

**UNIVERSITI TEKNOLOGI MALAYSIA**

**SCHOOL OF CHEMICAL & ENERGY ENGINEERING**

**SUBMISSION OF DISSERTATION FOR EXAMINATION**

***(For Candidates of the Taught Course Master’s Degree Programme)***

**Programme name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MK\_ 1180/ 1280 \***

**Section A**

*(To be filled by the candidate in 2 copies)*

To: Programme Coordinator (MKH/MKK/MKB/MKL/MKA)

Faculty of Chemical Engineering

Universiti Teknologi Malaysia

81310 UTM Skudai, JOHOR.

Name of student:……………………………………………………… Date: ………………………..

Mailing Address: …………………………………………………………………………

……………………………………………………………………………………………………..

Handphone No.: ………………………… E-Mail Address: …………………………………..

Name of Main Supervisor: ………………………………………………………………………...

1. I enclosed 3 hardcopies and 1 softcopy of the dissertation entitled:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

1. 3 hardcopies and 1 softcopy of Turnitin report

and

*(only for MK\_1280)*

1. 3 hardcopies and 1 softcopy of proof of my journal submission (journal and reply from editor on manuscript number) to:

*(Journal name)*……………………………………………………….

Which was submitted on:…………………………… Manuscript ref. number:……………………………

to be examined as required in partial fulfillment of the requirements for the Master by Taught Course.

Thank you

……………………….

(Candidate’s Signature)

\* *Please delete irrelevant options*

##### Section B

*(To be filled by the Main Supervisor of the Dissertation in 2 copies)*

Name of Supervisor: ……………………………………………………………

I support this candidate’s submission of 3 hardcopies and 1 softcopy of the dissertation for the purpose of examination.

………………………………….. …………………………………

(Supervisor’s Signature) (Date)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

##### Section C

*(To be filled by the Programme Coordinator)*

I confirm the recommendation made by the candidate’s dissertation supervisor.

……………………………………………. ……………………………

(Programme Coordinator’s Signature) (Date)

**APPENDIX D**

**UNIVERSITI TEKNOLOGI MALAYSIA**

**SCHOOL OF CHEMICAL & ENERGY ENGINEERING**

**FINAL DISSERTATION SUBMISSION FORM**

***(For Candidates of the Taught Course Master’s Degree Programme)***

**Programme name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MK\_ 1280**

**Section A**

*(To be filled by the candidate in 2 copies)*

To: Programme Coordinator (MKH/MKK/MKB/MKL/MKA)

Faculty of Chemical Engineering

Universiti Teknologi Malaysia

81310 UTM Skudai, JOHOR.

Name of student:……………………………………………………… Date: ………………………..

Mailing Address: …………………………………………………………………………

……………………………………………………………………………………………………..

Handphone No.: ………………………… E-Mail Address: …………………………………..

Name of Main Supervisor: ………………………………………………………………………...

#### I enclose: -

1. Two (2) hardcover copies for Faculty & Library of the Master Dissertation\* entitled:

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

1. A CD containing the e-dissertation of the Dissertation (refer to UTM Thesis Guideline).

2. I confirm that my Supervisor and Programme Coordinator have examined this Dissertation and their comments are included in Sections B and C of this form.

Thank you.

…………………………….

(Candidate’s Signature)

### Section B

B2 Verdict

*(To be filled by the Internal Examiner in 2 copies)*

I, ……………………………………………………………….. have examined all corrections / amendments made by …………………………………………………… in his/her Dissertation as agreed upon by the Panel of Dissertation Examiners.

2. I confirm that I am satisfied with the corrections / amendments made by the candidate.

Thank you.

…………………………………………………. ……………………………..

(Internal Examiner’s Signature) (Date)

B1 or B2 Verdict

*(To be filled by the Main Supervisor in 2 copies)*

I, ……………………………………………………………….. have examined all corrections / amendments made by …………………………………………………… in his/her Dissertation as agreed upon by the Panel of Dissertation Examiners.

2. I confirm that I am satisfied with the corrections / amendments made by the candidate.

Thank you.

……………………………… ……………………………..

(Supervisor’s Signature) (Date)

### SECTION C

*(To be filled by the Programme Coordinator)*

I, …………………………………………. Programme Coordinator of Master in …………………………..:

1. Confirm the recommendation made by the candidate’s Supervisor;
2. Confirm that I am satisfied with the corrections / amendments made by the candidate as agreed upon by the Panel of Dissertation Examiners.

…………………………………. ……………………………

(Programme Coordinator’s Signature) (Date)

**APPENDIX E**

**UNIVERSITI TEKNOLOGI MALAYSIA**

**SCHOOL OF CHEMICAL & ENERGY ENGINEERING**

**ANSWER OR CORRECTION DONE ON EACH PANELS COMMENTS**

***(For Candidates of the Taught Course Master’s Degree Programme)***

**Programme name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MK\_ 1280**

*(To be filled by the candidate in 2 copies)*

To: Programme Coordinator (MKH/MKK/MKB/MKL/MKA)

Faculty of Chemical Engineering

Universiti Teknologi Malaysia

81310 UTM Skudai, JOHOR.

Name of student:……………………………………………………… Date: ………………………..

**RESPONSES TO EXAMINER I COMMENTS**

Name of examiner:………………………………………….

|  |  |  |
| --- | --- | --- |
| **No.** | **Examiner comment** | **Student response** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**RESPONSES TO EXAMINER II COMMENTS**

Name of examiner:………………………………….

|  |  |  |
| --- | --- | --- |
| **No.** | **Examiner comment** | **Student response** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

*\*Please add columns or pages as necessary.*