

GUIDELINE FOR THESIS PREPARATION

**FACULTY OF ENTREPRENEURSHIP AND BUSINESS
UNIVERSITI MALAYSIA KELANTAN**



First Edition

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ISI KANDUNGAN
TABLE OF CONTENTS

PREFACE	i	
PART 1	KEPERLUAN AM/GENERAL REQUIREMENT	1
	1.0 Pengenalan/ <i>Introduction</i>	1
	1.1 Objektif/ <i>Objective</i>	1
	1.2 Spesifikasi Teknikal/ <i>Technical Specifications</i>	2
	1.3 Penjilidan/ <i>Binding</i>	7
	1.4 Penyerahan Laporan Penyelidikan/ <i>Submission of Thesis</i>	8
	1.5 Pembentangan Lisan/ <i>Oral Presentation</i>	10
PART 2	FORMAT TESIS/THESIS FORMAT	12
	2.0 Pengenalan/ <i>Introduction</i>	12
	2.1 Format Muka Hadapan/ <i>Front Cover Format</i>	12
	2.2 Format Halaman Tajuk/ <i>Title Page Format</i>	13
	2.3 Deklarasi Tesis/ <i>Thesis Declaration</i>	13
	2.4 Abstrak/ <i>Abstract</i>	14
	2.5 Penghargaan/ <i>Acknowledgement</i>	15
	2.6 Kandungan utama/ <i>Main Body</i>	15
PART 3	LAYOUT TESIS/THESIS LAYOUT	20
	3.0 Pengenalan/ <i>Introduction</i>	20
	3.1 Kuantitatif (Data Primer)/ <i>Quantitative (Primary Data)</i>	21
	3.2 Kuantitatif (Data Sekunder)/ <i>Quantitative (Secondary Data)</i>	23
	3.3 Kualitatif/ <i>Quantitative</i>	25
PART 4	PLAGIAT/ PLAGIARISM	27
	RUJUKAN/REFERENCE	28
	Lampiran A/Appendix A	29
	Lampiran B/Appendix B	30
	Lampiran C/Appendix C	31
	Lampiran D/Appendix D	33
	Lampiran E/Appendix E	34
	Lampiran F/Appendix F	35

PREFACE

The culmination of a postgraduate student's journey is seen in the completion of their research work in the form of a thesis. As a document, the thesis is evidence of the student's knowledge and competence in their area of specialisation. The thesis is the mark of the student's achievement as a postgraduate student, and marks the student's entry into the world of academia.

Whilst originality is very much appreciated in a thesis, the thesis is still bound by certain academic conventions and rules, which must be observed. It is therefore important that the student has knowledge of these conventions and rules, as required by academia at large, and also as stipulated by the university. This book is a reference and guide to these conventions and rules, intended to help students in ensuring that they conform to formats which fulfill the requirements of the university. The book contains both general and specific guidelines in preparing for the final submission of the thesis, including clear instructions on matters relating to format, length, footnotes, tables and appendices, bibliography/references, citation and referencing styles, plagiarism, copyright and publication prior to submission, the languages required for abstracts, and permissible languages.

This is the first edition of the Guide for Thesis Preparation. We would also like to express our appreciation to all committee for their support and feedback.

This guide serves as the 'in-house style' for all UMK theses.

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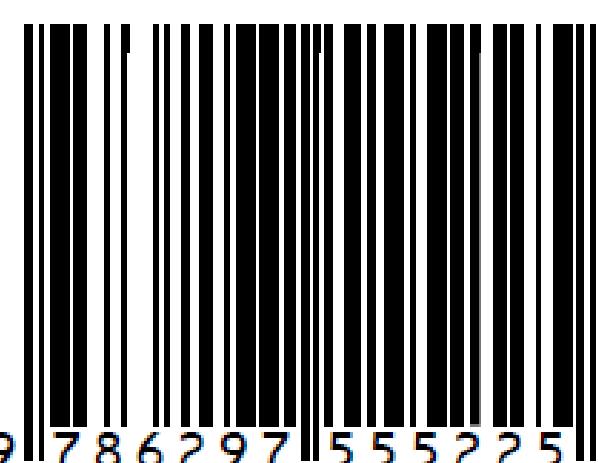
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PART 1
KEPERLUAN AM
GENERAL REQUIREMENTS

1.0 Pengenalan/ *Introduction*

Garis Panduan ini adalah selari dengan Peraturan Akademik Pengajian Siswazah dan Garis Panduan Penyediaan Laporan Penyelidikan Pengajian Siswazah Edisi ketiga (2022), Universiti Malaysia Kelantan.

These guidelines are in line with the Academic Regulations of Graduate Studies and the Guidelines for the Preparation of Graduate Studies Research Report Third Edition (2022), Universiti Malaysia Kelantan.

1.1 Objektif/ *Objective*

Panduan ini bertujuan untuk membantu pelajar pascasiswazah Fakulti Keusahawanan dan Perniagaan, Universiti Malaysia Kelantan (seterusnya Universiti) dalam penyediaan tesis mereka dari segi format dan penulisan. Adalah menjadi tanggungjawab setiap pelajar untuk memastikan bahawa thesis mematuhi Garis Panduan yang dinyatakan di bawah. Kegagalan berbuat demikian akan mengakibatkan tesis di tolak. Pelajar perlu merujuk dengan teliti panduan ini dan mendapatkan penjelasan dengan kakitangan Fakulti Keusahawanan dan Perniagaan.

This guide is intended to assist the postgraduate students of Faculty of Entrepreneurship and Business, Universiti Malaysia Kelantan (henceforth the University) in the preparation of their thesis in terms of formatting and writing conventions. It is the responsibility of each student to ensure that his or her thesis conforms to the Guidelines set out below. Failure to do so will result in the rejections of Thesis. Student should refer closely to this guide and seek clarification with the staff of the Faculty of Entrepreneurship and Business.

Ia bertujuan untuk:

It aims to:

1. membantu seseorang pelajar siswazah yang mengikuti sesebuah program pengajian secara kerja kursus, mod campuran, atau penyelidikan menyediakan sesebuah Laporan Penyelidikan dalam format yang seragam;
assist a graduate student who attends a study programme by coursework, mixed mode, or researchfor preparing a Research Report in a standard format;

2. memberi panduan kepada penyelia dan entiti akademik membantu pelajar menyediakan sesebuah Laporan Penyelidikan; dan
provide guidance to supervisor and academic entity to assist student in preparing a Research Report; and
3. menyediakan suatu templat yang seragam merentasi program dan bidang pengajian di Universiti Malaysia Kelantan.
provide a standard template across study programme and field of study in Universiti Malaysia Kelantan.

1.2 Spesifikasi Teknikal/*Technical Specifications*

1.2.1 Bahasa/*Language*

Tesis hendaklah ditulis sama ada dalam Bahasa Inggeris atau Bahasa Melayu. Bahasa harus konsisten sepanjang disertasi, terutamanya dari segi ejaan (Amerika atau British).

The thesis should be written either in English or Bahasa Melayu. Language should be consistent throughout the thesis, especially in terms of spelling (American or British).

1.2.2 Had Perkataan/*Word Limit*

Had perkataan bagi sesebuah Laporan Penyelidikan tidak termasuk Komponen Awal, jadual, rajah, nota kaki, nota akhir, rujukan, dan Komponen Tambahan ialah seperti dalam Jadual 1.

The word limit for a Research Report excluding the Preliminary Component, tables, figures, footnotes, endnotes, references, and the Supplementary Component is shown in Table 1.

Jadual 1: Had perkataan Laporan Penyelidikan mengikut program dan mod pengajian

Table 1: Word limit for Research Report by programme and mode of study

Program Pengajian/ <i>Studies Programme</i>	Jumlah Perkataan/ <i>Total words</i>
Program Sarjana <i>Master's Programme</i>	Sains Sosial/ <i>Social Science</i> >50,000-60,000 perkataan/ <i>words</i> * <i>total words for qualitative studies depends on the scope of study</i>
Program Doktor Falsafah <i>Doctoral Programme</i>	Sains Sosial/ <i>Social Science</i> 80,000-100,000 perkataan/ <i>words</i> * <i>total words for qualitative studies depends on the scope of study</i>

Seseorang calon yang Laporan Penyelidikannya melebihi perkataan maksimum mesti mendapat kelulusan daripada pihak berkuasa seperti berikut sebelum dibenarkan penyerahan:

A candidate whose Research Report exceeds the maximum words must get the approval from the following authority before being allowed for submision:

Had Perkataan Maksimum <i>Maximum Words Limit</i>	Kuasa Melulus <i>Approving Authority</i>
Kurang daripada 10% <i>Less than 10%</i>	Ketua Entiti Akademik dengan perakuan jawatankuasa berkenaan. <i>Head of Academic Entity with the recommendation of relevant committee</i>
10 hingga 20% <i>10 to 20 %</i>	Ketua Pusat Pengajian Siswazah dengan perakuan daripada Entiti Akademik <i>Head of Centre for Postgraduate Studies with the recommendation of academic entity.</i>
Lebih daripada 20 % <i>More than 20%</i>	Senat dengan perakuan Entiti Akademik. <i>The Senate with the recommendation of academic entity.</i>

1.2.3 Birai/ Margin

Keseluruhan Laporan Penyelidikan (kecuali Kulit Depan) mesti mempunyai birai berikut:

The whole Research Report (except for Front Cover) must have the following margins:

Atas : 2.0 cm atau 0.79 inci

Top : 2.0 cm or 0.79 inch

Kiri : 4.0 cm atau 1.57 inci

Left: 4.0 cm or 1.57 inch

Bawah: 2.0 cm atau 0.79 inci

Bottom: 2.0 cm atau 0.79 inch

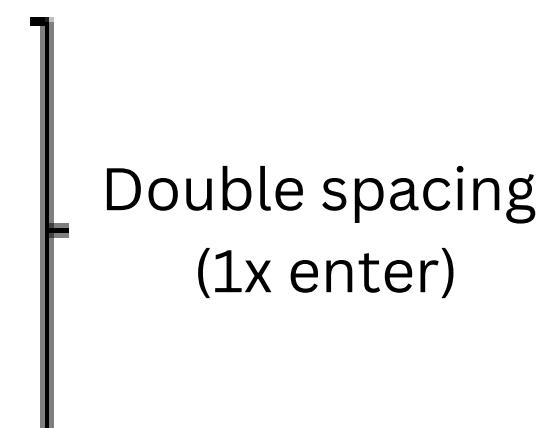
Kanan : 2.0 cm atau 0.79 inci

Right : 2.0 cm or 0.79 inch

1.2.4 Jarak Garisan/ *Line Spacing*

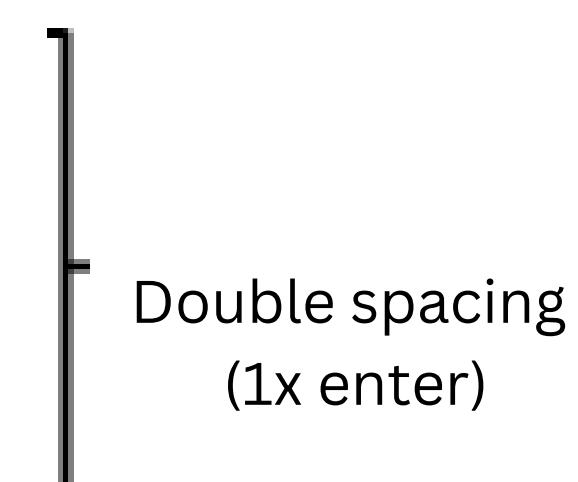
Jarak berganda mesti ditetapkan dalam keseluruhan Teks Utama (dalam dan antara perenggan) dan di antara perenggan terakhir dan sesuatu kepala tajuk jadual atau rajah (contohnya, antara perenggan terakhir ini dan Jadual 2).

Double spacing must be specified for the Body Text (in and between paragraphs) and between the last paragraph and headings of a table or figure (for example, between this last paragraph and Table 2).



Jadual 2: Jarak garisan
Table 2: Line spacing

Heading		Heading
Content 1		Content 3
Content 2		Content 4



Semua bahagian Komponen Awal, nota kaki, nota akhir, dan rujukan mesti ditetapkan dengan jarak tunggal.

All parts of the Preliminary Component, footnote, endnote, and references must be specified in single spacing.

1.2.5 Kertas/ Paper

Sesebuah Laporan Penyelidikan mesti menggunakan kertas A4 berwarna putih yang berkualiti tinggi dengan spesifikasi (210×297 mm; 70-gram setiap meter persegi, gsm). Sebaliknya, kertas pin-suapan-cetak-keluar komputer adalah tidak dibenarkan. Jika saiz kertas yang digunakan adalah lebih besar bagi tujuan penyediaan skema, lukisan, dan sebagainya, ia mesti dilipat kepada saiz A4.

A Research Report must use high quality white A4 paper with specification (210×297 mm; 70 grams per square meter, gsm). In contrast, computer pin-feed-print-out paper is not permitted. If the paper of larger size is used for schematics, drawings, and so on, it must be folded into A4 size

1.2.6 Perenggan/ Paragraphs

Setiap perenggan mesti mempunyai sekurang-kurangnya dua (2) baris penuh dalam sesuatu halaman. Jika tidak, mulakan pada halaman seterusnya.

Each paragraph must have at least two (2) full lines in a page. Otherwise, begin on the next page.

Baris ayat pertama bagi sesebuah perenggan baharu mesti diengsot tidak lebih daripada satu (1) jarak kekunci tab. Setiap baris ayat pertama bagi perenggan baharu tidak patut bermula di bahagian paling bawah sesuatu halaman jika ruang yang tersedia hanya boleh memuatkan satu baris ayat.

The first sentence of a new paragraph must be indented with not more than one (1) tab-key spacing. Each of the first sentence line of a new paragraph should not start at the bottom of a page if the space available can only fit one line.

Setiap perenggan mesti disantak dengan agihan teks yang sama (kecuali baris ayat yang pertama) antara birai tepi di sebelah kiri dan kanan.

Each paragraph must be justified with an even text distribution (except for the first sentence line) on the left and right margins.

1.3 Penjilidan/ *Binding*

Seseorang calon mesti menjilid Laporan Penyelidikan dengan kulit lembut untuk pemeriksaan dan kulit keras bagi tujuan penyerahan akhir kepada entiti akademik masing-masing.

A candidate must bind a Research Report with soft cover for examination and hard cover for final submission to respective academic entity.

Bahan kulit keras bagi sesebuah Laporan Penyelidikan ialah Acrolin.
The material for the hardcover of a Research Report is Acrolin.

Warna Kulit Depan bagi sesebuah Laporan Penyelidikan adalah seperti yang ditetapkan dalam Jadual 2.

Colour for the Front Cover for a Research Report is as specified in Table 2.

Jadual 2: Warna Kulit Depan mengikut ijazah dan mod program
Table 2: Colour for the Front Cover by degree and mode of programme

Ijazah Sarjana <i>Master's Degree</i>	Ijazah Kedoktoran <i>Doctoral Degree</i>
Cili Merah <i>Red Chili</i>	Hitam <i>Black</i>

Contoh Format Pemikatan terdapat dalam Lampiran F1 dan F2 Panduan Penyediaan dan Penyerahan Tesis Siswazah Edisi Ketiga 2022, yang disediakan oleh Pusat Pengajian Siswazah UMK.

*A sample of binding Format is attached in **Appendix F1 and F2** of Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022', provided by Centre for Postgraduate Studies UMK).*

1.4**Penyerahan Laporan Penyelidikan/ *Submission of Thesis***

Satu salinan lembut Laporan Penyelidikan (dalam bentuk PDF) mesti diserahkan oleh calon kepada Entiti Akademik untuk semakan format. *One (1) soft copy of the Research Report (in PDF form) must be submitted by the candidate to AcademicEntity for format checking.*

Selepas format sesebuah Laporan Penyelidikan dipersetujui oleh Entiti Akademik, seseorang calon mesti:

After the format of a Research Report being agreedupon by the Academic Entity,a candidate must:

1. mengemukakan lima (5) salinan Laporan Penyelidikan yang dijilid dengan kulit lembut (lihat Lampiran F1) dan satu (1) salinan lembut (dalam bentuk PDF) atau mengikut ketetapan Pusat Pengajian Siswazah dari semasa ke semasa kepada Entiti Akademik masing-masing untuk pemeriksaan; dan
submit five (5) copies of soft-bound Research Report (see Appendix F1) and one (1) soft copy (in PDF form) or as specified by the Centre for Postgrdaduate Studies from time to time to respective Academic Entity for examination; and
2. menyerahkan empat (4) salinan Laporan Penyelidikan yang dijilid dengan kulit keras (lihat Lampiran F2) dan empat (4) salinan digital (CD) seperti yang ditunjukkan dalam Rajah 9 kepada Entiti Akademik masing-masing untuk penyerahan akhir.
submit four (4) hard-bound copies (see Appendix F2) and four (4) digital copies (CD) of Research Report as shown in Figure 9 to respective Academic Entity for final submission.

Salinan digital (CD) mesti mengandungi tujuh (7) sub-butiran, iaitu logo UMK (menegak), tajuk penyelidikan, nama calon, nombor matrik, nama ijazah, nama entiti akademik,dan tahun penyerahan Laporan Penyelidikan yang akhir. Semua maklumat ini mesti ditulis dengan menggunakan huruf besar serta fon Times New Roman hitam bersaiz 12.

The digital copy must contain seven (7) sub-items, that is UMK logo (vertical), research title, name of candidate, matric number, degree name, name of academic entity, and year of submission of the final Research Report. All this information must be written in capital letters using the black Times New Roman with font size 12.

Entiti akademik mesti memaklum dan menyerahkan satu (1) salinan tesis akhir kepada Pusat Pengajian Siswazah tidak lewat daripada satu (1) minggu dari tarikh penyerahan tesis akhir oleh seseorang calon bagi proses pengijazahan.

Academic entity must notify and submit one (1) copy of the final thesis to the Centre for Postgraduate Studies not later than one (1) week from the date of the final thesis submission by a candidate for graduation process.

Tata cara penyerahan Laporan Penyelidikan boleh dirujuk kepada Peraturan Akademik Pengajian Siswazah, Pusat Pengajian Siswazah atau Entiti Akademik masing-masing.

Procedure for Research Report submission can be referred to the Academic Regulation for Graduate Studies, the Centre for Postgraduate Studies or the respective Academic Entity



Rajah 1: Format label cetakan (di dalam sarung CD atau kotak)
Figure 1: Printed label format (inside the CD sleeve or case)

1.5 Pembentangan Lisan/ *Oral Presentation*

Pembentangan lisan oleh pelajar pascasiswazah Fakulti Keusahawanan dan Perniagaan adalah berdasarkan kepada Jadual 3 mengikut program dan mod pengajian.

The oral presentation by postgraduate students of the Faculty of Entrepreneurship and Business is based on Table 3 according to the program and mode of study.

Jadual 3: Pembentangan lisan mengikut program dan mod pengajian

Table 3: Oral Presentation by programme and mode of study

Program Pengajian/ <i>Programme of Studies</i>	Penilaian Cadangan Penyeidikan/ <i>Proposal Defense</i>	Pra peperiksaan Lisan/ <i>Pre-viva</i>	
Program Sarjana/ <i>Master's Programme</i>	Sepenuh masa/ <i>Full time</i> Semester kedua / <i>Second (2nd) semester</i> Separuh Masa/ Part time Semester ketiga (ke-3)/ <i>Third (3rd) semester</i>	Tidak berkaitan/ <i>Not applicable</i>	Viva
Program Doktor Falsafah/ <i>Doctoral Programme</i>	Sepenuh masa/ <i>Full time</i> Semester ketiga / <i>Third (3rd) semester</i> Separuh Masa/ Part time Semester keempat (ke-4)/ <i>Forth (4th) Semester</i>	Sepenuh masa/ <i>Full time</i> Semester kelima / <i>Fifth (5th) semester</i> Separuh Masa/ <i>Part time</i> Semester keenam (ke-6) <i>*pre-viva will be conducted as colloquium</i>	

Nota/*Note*:

(Sila ikut format rujukan yang diberikan dalam Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah Edisi Ketiga 2022, yang disediakan oleh Pusat Pengajian Siswazah UMK).

(*Please follow the referencing format given in Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022, provided by Centre for Postgraduate Studies UMK*).

RUJUK GARIS PANDUAN PENILAIAN CADANGAN PENYELIDIKAN DAN PRE-VIVA

REFER TO RESEARCH PROPOSAL EVALUATION GUIDELINES AND PRE-VIVA

PART 2
FORMAT TESIS
THESIS FORMAT

2.0 Pengenalan/ *Introduction*

Berikut menerangkan apa yang diketahui umum sebagai format tesis. Tesis biasanya terdiri daripada tiga bahagian utama: muka surat awal; teks atau badan utama (biasanya dibahagikan kepada bab dan bahagian), dan halaman sokongan, yang mengandungi rujukan/bibliografi dan lampiran

The following describes what is generally known as the conventional format of a thesis. A thesis generally consists of three main parts: preliminary pages; text or main body (usually divided into chapters and sections), and supporting pages, containing references/bibliography and appendices.

2.1 Format Muka Hadapan/*Front Cover Format*

Format muka hadapan hendaklah mengandungi yang berikut:

The front cover format should include the following:

- a) Tajuk Kajian/*Research Title*;
- b) Nama Penuh Calon/*Full name of candidate*;
- c) Ijazah untuk tesis yang diserahkan/*Degree for which the thesis is submitted*;
- d) Tahun tesis dihantar/*Year of thesis*

Contoh Format Muka Hadapan dilampirkan di Lampiran A1 di dalam ‘Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah Edisi Ketiga 2022’, disediakan oleh Pusat Pengajian Siswazah UMK).

A sample of Front Cover Format is attached in Appendix A1 of Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022, provided by Centre for Postgraduate Studies UMK).

2.2 Format Halaman Tajuk/*Title Page Format*

Format halaman tajuk hendaklah mengandungi yang berikut:
The title page format should include the following:

- a) Logo UMK/UMK logo
- b) Tajuk Penyelidikan/*Research Title*;
- c) Nama penuh calon/*Full name of candidate*;
- d) Ijazah untuk tesis yang dihantar/*Degree for which the thesis is submitted*;
- e) Nama Universiti/*Name of University*
- f) Tahun tesis dihantar/*Year of final report*

Contoh Format Halaman Tajuk dilampirkan di Lampiran B di dalam Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah Edisi Ketiga 2022’, disediakan oleh Pusat Pengajian Siswazah UMK).

A sample of title page Format is attached in Appendix B of Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022’, provided by Centre for Postgraduate Studies UMK).

2.3 Deklarasi Tesis/*Thesis Declaration*

Pengisyiharan tesis hendaklah diletakkan selepas muka surat pertama tesis. Contoh Pengisyiharan Tesis dilampirkan di Lampiran C Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah Edisi Ketiga 2022’, disediakan oleh Pusat Pengajian Siswazah UMK).

Thesis declaration should be placed after the first page of the thesis. A sample of Thesis Declaration is attached in Appendix C of Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022’, provided by Centre for Postgraduate Studies UMK).

2.4**Abstrak/Abstract**

Diberikan angka Roman "iii", sesuatu abstrak harus menonjolkan lima (5) unsur utama, iaitu pernyataan masalah, objektif kajian, kaedah penyelidikan, penemuan kajian, dan implikasi kajian.

Assigned Roman numeral “iii”, an abstract should highlight five (5) key elements, namely problem statement, objective of the study, research methodology, findings, and implications of the study.

Sebuah abstrak yang dibina dengan baik mesti dalam satu perenggan sahaja dan bilangan perkataan tidak melebihi 500 dengan jarak tunggal. Ia mesti disediakan kedua-duanya dalam Bahasa Melayu dan Bahasa Inggeris. Bagi Laporan Penyelidikan yang ditulis dalam Bahasa Melayu, abstrak dalam Bahasa Melayu mesti didahulukan dan diikuti dengan versi Bahasa Inggeris, dan sebaliknya jika Laporan Penyelidikan ditulis dalam Bahasa Inggeris. Jika Laporan Penyelidikan ditulis selain dari Bahasa Melayu atau Bahasa Inggeris, abstrak versi Bahasa Inggeris mesti disediakan bersama.

A well-developed abstract must be in a single paragraph only and with not more than 500 words in length with a single spacing. It must be written in both Bahasa Melayu and English. For a Research Report written in Bahasa Melayu, the abstract in Bahasa Melayu must come first and be followed by the English version, and vice versa if the Research Report is written in English. If the Research Report is written in other than Malay or English, an English abstract version must be provided together.

Tajuk penyelidikan mesti diletakkan di bahagian atas Abstrak. Perkataan “ABSTRAK” mesti ditulis dengan huruf besar di bahagian atas-tengah halaman, manakala isi kandungan Abstrak mesti ditulis dengan jarak tunggal.

A research title must be placed on the top of an Abstract. The word “ABSTRACT” must be written in capital letters on the top-centre of the page, while the content of Abstract must be written in Single spacing.

Contoh Abstrak dilampirkan di Lampiran D Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah Edisi Ketiga 2022’, disediakan oleh Pusat Pengajian Siswazah UMK).

A sample of Abstract is attached in Appendix D of Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022, provided by Centre for Postgraduate Studies UMK).

2.5 Penghargaan/ Acknowledgement

Penghargaan ialah ungkapan teima kasih bertulis atas bimbingan dan bantuan yang diterima daripada individu dan institusi. Contoh Pengakuan dilampirkan di Lampiran E Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah’, yang disediakan oleh Pusat Pengajian Siswazah UMK Edisi Ketiga 2022).

Acknowledgements are written expressions of appreciation for guidance and assistance received from individuals and institutions. A sample of Acknowledgement is attached in Appendix E of Guidelines for Preparation and Submission of Graduate Thesis’, provided by Centre for UMK Third Edition 2022).

2.6 Kandungan utama/ Main Body

Kandungan Tesis biasanya terdiri daripada bahagian yang disusun sebagai bab. Sesuatu bab boleh dibahagikan kepada bahagian dan subbahagian utama. Organisasi dalaman Tesis adalah tanggungjawab calon dengan berunding dengan penyelia mereka. Organisasi sebahagiannya bergantung kepada bidang pengajian, tetapi tanggungjawab adalah pada calon untuk menyediakan Tesis yang sistematik dan teratur.

The body of the Thesis normally consists of sections which are organised as chapters. A chapter may be divided into major sections and subsections. The internal organization of the Thesis is the responsibility of the candidates in consultation with their supervisor(s). The organization will partly depend on the field of study, but the responsibility is on the candidate to provide a systematic and well-organized Thesis.

a) Pengenalan/ *Introduction*

Bab ini memperkenalkan perkara dan masalah yang sedang dikaji, dan menunjukkan kepentingan dan kesahihannya. Ia menetapkan hipotesis yang akan diuji dan objektif penyelidikan yang perlu dicapai dan biasanya berakhir dengan garis besar susun atur bab Tesis.

This chapter introduces the subject matter and problem(s) being studied, and indicates its importance and validity. It sets out the hypotheses to be tested and research objectives to be attained and usually ends with an outline of the chapter layout of the Thesis.

b) Kajian Lepas/ *Literature Review*

Bahagian ini merangkumi tinjauan kritis dan komprehensif terhadap literatur yang berkaitan dengan topik Tesis. Ia bertujuan untuk bertindak sebagai asas untuk bahagian eksperimen dan analisis Tesis. Sastera yang dipilih mestilah terkini, dan dianalisis dan disintesis secara logik. Ia bukan sekadar ringkasan karya pengarang yang berbeza. Semakan harus memberikan intipati setiap buku atau penemuan berkaitan artikel jurnal menjelaskan bagaimana ia berkaitan dengan topik dan menunjukkan mengapa ia tidak mencukupi untuk menjawab soalan kajian. Sebagai contoh, kajian yang disemak menggunakan sampel Jepun, manakala kajian mengkaji keadaan di Malaysia. Bahan buku teks mengenai prinsip atau teori asas hendaklah diminimumkan.

This section encompasses a critical and comprehensive review of the literature related to the topic of Thesis. It is meant to act as a base for the experimental and analytical sections of the Thesis. 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. For example, the study being reviewed uses a Japanese sample, while the research is examining the situation in Malaysia. Textbook materials on basic principles or theories should be kept to a minimum.

c) Kaedah dan Metodologi/ *Methods and Methodology*

Bahagian ini berbeza daripada Tesis bergantung kepada disiplin pengajian, dan mungkin tiada dalam tesis teori. Ia mengandungi penerangan dan justifikasi bahan, pendekatan teori, reka bentuk eksperimen dan kaedah (termasuk analisis statistik) yang digunakan untuk mencapai objektif kajian yang dinyatakan. Dalam sains sosial, rangka kerja konseptual perlu disertakan. Bahan dan kaedah yang digunakan dalam kajian harus diterangkan secara terperinci dan padat supaya pembaca dapat memahami eksperimen semata-mata dengan maklumat yang terkandung dalam bahagian ini. Rujukan mesti dipetik untuk protokol atau kaedah yang diterbitkan.

This section varies from Thesis depending on the discipline of study, and may be absent in theoretical theses. It contains a description and justification of the materials, theoretical approaches, experimental designs and methods (including statistical analysis) used to achieve the stated objectives of the study undertaken. In the social sciences, a conceptual framework will need to be included. The materials and methods used in the study should be described in detail and concisely such that a reader would be able to replicate the experiment solely with the information contained in this section. References must be cited for published protocols or methods.

d) Keputusan dan Penemuan/ *Results and Findings*

Bahagian Tesis ini juga boleh digabungkan dengan bahagian Perbincangan kerana kandungannya cenderung berkaitan. Bahagian ini boleh dipecahkan kepada subseksyen. Bahagian ini membentangkan laporan lengkap hasil yang diperolehi dalam kajian dalam bentuk teks, rajah atau jadual supaya maklumat utama diserlahkan. Set keputusan atau data yang sama tidak boleh dibentangkan dalam lebih daripada satu format (cth. sama ada sebagai jadual atau rajah, tetapi bukan kedua-duanya). Apabila keputusan diletakkan dalam satu bab, sub-tajuk boleh digunakan untuk menyempadankan pelbagai aspek kajian.

This section of the Thesis may also be combined with the Discussion section because the content tends to be related. This section may be broken down into subsections. The section presents a complete account of the results obtained in the study in the form of text, figures or tables so that the key information is highlighted. The same set of results or data should not be presented in more than one format (e.g. either as a table or figure, but not both). When results are placed in one chapter, sub-headings may be used to demarcate the different aspects of the study.

e) Kesimpulan dan Cadangan/ *Conclusion and Recommendations*

Bahagian ini merapatkan data yang dibentangkan atau diterangkan dalam bahagian sebelumnya, dan mengandungi analisis atau tafsiran keputusan yang diperolehi, dan kesimpulan yang dibuat. Pelajar harus membincangkan keputusan ini berhubung dengan hipotesis atau objektif yang ditetapkan dalam Pengenalan, dan bagaimana ia sesuai dengan badan pengetahuan sedia ada atau semasa. Kepentingan dan implikasi penemuan utama harus dijelaskan dengan jelas. Bab ini penting kerana ia menggambarkan kepentingan kajian dan menekankan dapatan di mana kesimpulan atau kesimpulan dibuat selaras dengan objektif yang ditetapkan, mengakui batasan, dan mencadangkan penyelidikan lanjut yang mungkin dijalankan ke atas topik tersebut.

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, and how they 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.

Sila ikut format rujukan yang diberikan dalam 'Garis Panduan Penyediaan dan Penyerahan Tesis Siswazah', yang disediakan oleh Pusat Pengajian Siswazah UMK untuk semua lampiran.

Please follow the referencing format given in 'Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022', provided by Centre for Postgraduate Studies UMK for all the appendices.

PART 3
LAYOUT TESIS
THESIS LAYOUT

3.0 Pengenalan/ Introduction

Susun atur tesis adalah seperti di bawah

The layout of the thesis as shown below:

- a) Muka surat tajuk/*Title page*
- b) Abstrak/*Abstract*
- c) Penghargaan/*Acknowledgement*
- d) Deklarasi/*Declaration*
- e) Jadual kandungan/*Table of contents*
- f) Bab/*Chapters*
- g) Rujukan dan bibliographi/ *References and Bibliography*
- h) Apendik (Lampiran ini akan diletakkan dia akhir tesis sebagai arkib. Ia akan merangkumi metodoogi kajian secara terperinci, data penting).
Appendices (these are to be placed at the end of the thesis as archives. They will include detailed research methodology and any important data)
- i) Senarai penerbitan (Pilihan)/*List of Publication (optional)*
- j) Senarai Anugerah (Pilihan)/*List of Award (optional)*

*Nota: untuk perkara (f) bergantung kepada penyeliaan

**Note: for item (f) depends on supervision*

Untuk bahagian seterusnya ia akan menerangkan butiran untuk rangka penulisan tesis untuk:

For the next section it will explain details for the outline of thesis writing for the:

- a) Kuantitatif (Data Primer)/*Quantitative (Primary Data)*
- b) Kuantitatif (Data Sekunder)/*Quantitative (Secondary Data)*
- c) Kualitatif/*Qualitative*

3.1 Kuantitatif (Data Primer) Quantitative (Primary Data)

Bab 1: Pengenalan
Chapter 1: Introduction

- 1.0 Latar belakang/*Background*
- 1.1 Penyataan Masalah/ *Problem Statement*
- 1.2 Persoalan kajian/ *Research Question*
- 1.3 Objektif Kajian/*Research Objective*
- 1.4 Kepentingan Kajian/*Significance of the Study*
- 1.5 Definisi terma/*Definition of Term*
- 1.6 Skop Kajian/ *Scope of the Study*
- 1.7 Rangka bab/*Chapter Outline*

Bab 2: Kajian Literatur
Chapter 2: Literature Review

- 2.0 Pengenalan/*Introduction*
- 2.1 Kontekd Kajian/*Context of the Study*
- 2.2 Kajian terdahulu/*Previous Study*
- 2.3 Model Penyelidikan/*Research Model*
- 2.4 Hipotesis/*Hypotheses*
- 2.5 Teori Asas/*Underpinning Theory*
- 2.6 Kesimpulan/*Conclusion*

Bab 3: Kaedah Metodologi
Chapter 3: Research Methodology

- 3.0 Pengenalan/*Introduction*
- 3.1 Paradigma @ Falsafah Penyelidikan/ *Research Paradigm @ Philosophy*
- 3.2 Reka bentuk Kajian/*Research Design*
- 3.3 Sampel dan persampelan/ *Sample and Sampling*
- 3.4 Kadar tindak balas/*Response Rate*
- 3.5 Instrumen Kajian/*Research Instrument*
- 3.6 Kajian rintis/*Pilot Study*
- 3.7 Kebolehpercayaan dan Kesahan/*Reliability and Validity*
- 3.8 Pengumpulan Data/*Data Collection*
- 3.9 Analisis Data/*Data Analysis*
- 3.10 Kesimpulan/*Conclusion*

Bab 4: Dapatan Kajian
Chapter 4: Research Findings

- 4.0 Pengenalan/*Introduction*
- 4.1 Hasil Kajian/*Results of the Study*
- 4.2 Deskriptif Data/*Data Descriptive*
- 4.3 Profil (Demografi Responden/Syarikat)/ *Profile (Demography of the Respondents/ Companies)*
- 4.4 Kaedah Varian/ *Common Method Variance*
- 4.5 Penilaian Model Pengukuran/*Assessment of Measurement Model*
- 4.6 Kesahan Diskriminasi/*Discriminant Validity*
- 4.7 Pengukuran/Model Struktur/*Measurement / Structural Model*
- 4.8 Pengujian Hipotesis/ *Hypotheses Testing*
- 4.9 Kesimpulan/*Conclusion*

Bab 5: Perbincangan dan Kesimpulan
Chapter 5: Discussion and Conclusion

- 5.0 Perbincangan/*Discussion*
- 5.1 Kesimpulan/*Conclusion*
- 5.2 Cadangan Kajian dan Had Kajian/ *Research Recommendation and Limitation of Study*

3.2 Kuantitatif (Data Sekunder) *Quantitative (Secondary Data)*

Bab 1: Pengenalan
Chapter 1: Introduction

- 1.0 Latar belakang/*Background*
- 1.1 Penyataan Masalah/*Problem Statement*
- 1.2 Persoalan kajian/*Research Question*
- 1.3 Objektif Kajian/*Research Objective*
- 1.4 Kepentingan Kajian/*Significance of the Study*
- 1.5 Skop Kajian/*Scope of the Study*
- 1.6 Rangka Bab/*Chapter Outline*

Bab 2: Kajian Literatur
Chapter 2 Literature Review

- 2.0 Pengenalan/*Introduction*
- 2.1 Konteks Kajian/*Context of the Study*
- 2.2 Kajian Lepas/*Previous Study*
- 2.3 Model Kajian/*Research Model*
- 2.4 Hipotesis/*Hypotheses*
- 2.5 Kesimpulan/*Conclusion*

Bab 3: Metodologi Kajian
Chapter 3: Research Methodology

- 3.0 Pengenalan/*Introduction*
- 3.1 Teori Penyelidikan/*Research Theory*
- 3.2 Sampel dan Deskripsi Data/*Sampling and Data Description*
- 3.3 Definisi Pembolehubah dan Pengukuran/*Variable Definition and Measurement*
- 3.4 Analisis Kaedah/*Method Analysis*
- 3.5 Proses Saringan Data/*Data Screening Procedure*
- 3.6 Model Kajian/*Research Model*
- 3.8 Kesimpulan/*Conclusion*

Bab 4: Analisis dan Hasil
Chapter 4: Analysis and Results

- 4.0 Pengenalan/*Introduction*
- 4.1 Perbincangan Dapatan/*Discussion of Findings*
- 4.2 Keputusan Model Regresi/*Result of Regression Model*
- 4.3 Semakan Kekukuhan/*Robustness Check*
- 4.4 Kesimpulan/*Conclusion*

Bab 5: Perbincangan dan Kesimpulan
Chapter 5: Discussion and Conclusion

- 5.0 Perbincangan/*Discussion*
- 5.1 Kesimpulan/*Conclusion*
- 5.2 Cadangan Kajian dan Had Kajian/*Research Recommendation/ Limitation of Study*

3.3 Kualitatif/*Qualitative*

Bab 1: Pengenalan

Chapter 1: Introduction

- 1.0 Latar Belakang/*Background*
- 1.1 Masalah Kajian/*Research Problem*
- 1.2 Objektif Kajian/*Research Objective*
- 1.3 Persoalan Kajian/*Research Question*
- 1.4 Kepentingan Kajian/*Significance of the Study*
- 1.5 Skop Kajian/*Scope of The Study*
- 1.6 Rangka Bab/*Chapter Outline*

Bab 2: Kajian Literatur

Chapter 2: Literature Review

- 2.0 Pengenalan/*Introduction*
- 2.1 Konteks Kajian/*Context of the Study*
- 2.2 Kajian Lepas/*Previous Study*
- 2.3 Teori Asas/*Underpinning Theory*
- 2.4 Kesimpulan/*Conclusion*

Bab 3: Metodologi Kajian

Chapter 3: Research Methodology

- 3.0 Pengenalan/*Introduction*
- 3.1 Paradigma @ Falsafah Penyelidikan/*Research Paradigm @Philosophy*
- 3.2 Model Tentatif/*Tentative Model*
- 3.3 Ketepuan/*Saturation*
- 3.4 Tema Kajian/*Research Theme*
- 3.5 Teknik Pengekodan/*Coding Technique*
- 3.6 Mentanskripsi/*Transcribing*
- 3.7 Pengumpulan Data/*Data Collection*
- 3.8 Analisis Data/*Data Analysis*
- 3.9 Kesimpulan/*Conclusion*

Bab 4: Analisis dan Hasil

Chapter 4: Analysis and Results

- 4.0 Pengenalan/*Introduction*
- 4.1 Analisis Tematik/*Thematic Analysis*
- 4.2 Model Kajian @ Model Tetap/*Model of the Study @Fixed Model*
- 4.3 Kesimpulan/*Conclusion*

Bab 5: Perbincangan dan Kesimpulan

Chapter 5: Discussion and Conclusion

- 5.0 Perbincangan/*Discussion*
- 5.1 Kesimpulan/*Conclusion*
- 5.2 Sumbangan Kajian dan Implikasi kajian/*Research Contribution dan Implication of the study*
- 5.3 Kajian Masa Depan dan Had Kajian/*Future Research dan Limitation of the study*

PART 4

PLAGIAT

PLAGIARISM

Penulisan Laporan Penyelidikan mesti mematuhi Etika Penyelidikan seperti dalam Peraturan Akademik Pengajian Siswazah serta dasar, kaedah dan peraturan Universiti yang sedang berkuat kuasa. Ini termasuk perkara yang berkaitan dengan perbuatan plagiat.

Research Report writing must comply with Research Ethics as in Academic Regulation for Graduate Studies as well as the current policies, rules and regulations of the University. This includes the acts of plagiarism.

Plagiat mengambil karya orang lain dan menggunakannya seolah-olah mereka sendiri. Kerja-kerja tersebut termasuk:

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

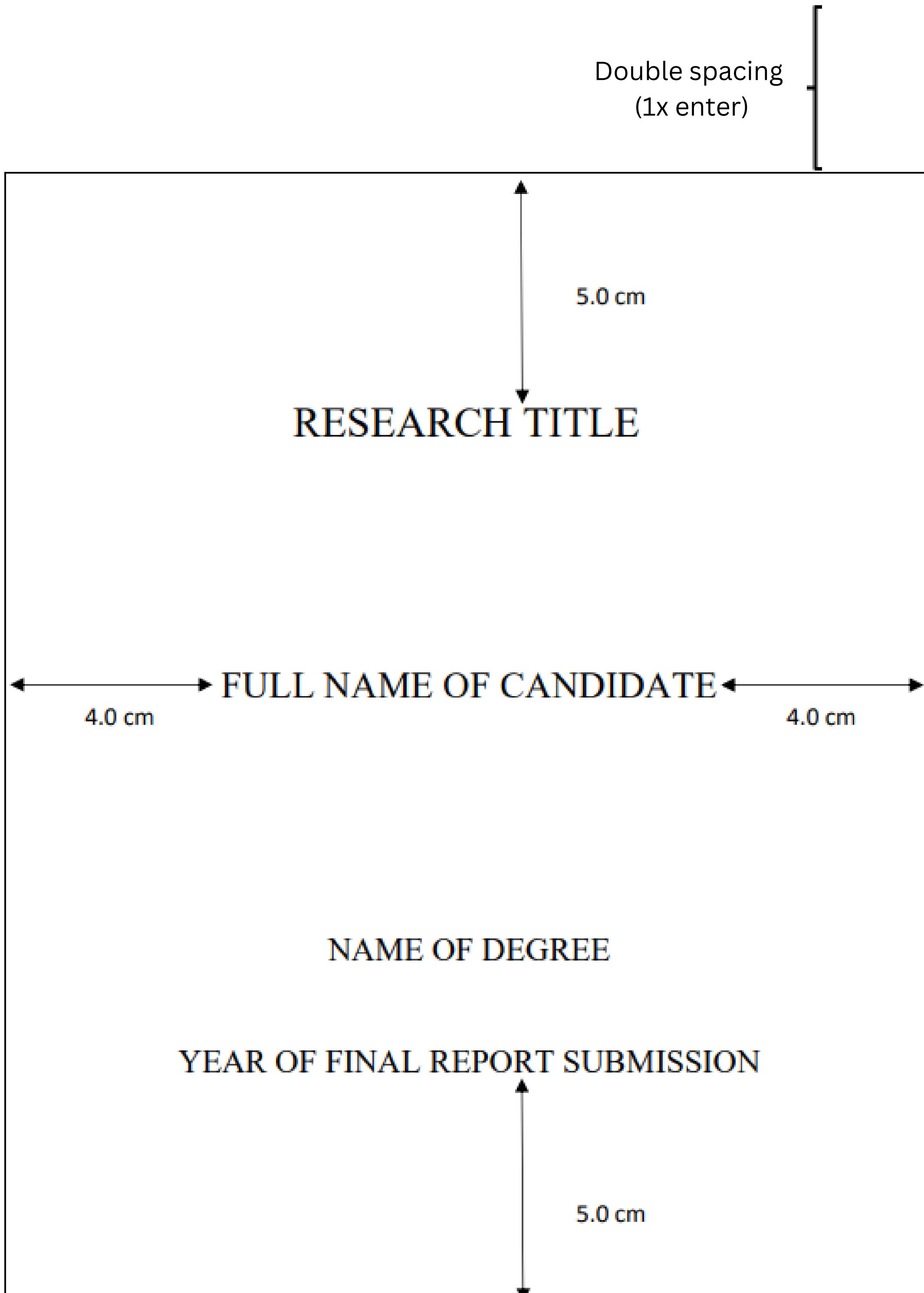
- Perkataan atau idea dari kesusastraan bercetak seperti kertas jurnal, artikel majalah, buku, akhbar, laman web, program komputer, dll.;
Words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer programmes, etc
- Angka, jadual, gambar rajah, ilustrasi, carta, peta, gambar atau bahan visual lain yang diterbitkan; Dan
Published figures, tables, diagrams, illustrations, charts, maps, pictures or other visual materials; and
- Maklumat dari wawancara, dll.
Information from interviews, etc.

Program perisian pemeriksaan plagiat, seperti Turnitin, juga boleh didapati secara meluas. Peratusan ujian persamaan tidak melebihi 25%. Calon perlu mengemukakan keputusan Turnitin dengan bentuk ujian Turnitin diberikan dalam Lampiran. Oleh itu, jika plagiat terbukti dalam tesis di peringkat peperiksaan, tesis secara automatik gagal dan pencalonan pelajar ditamatkan.
Plagiarism-checking software programmes, such as Turnitin, are also widely available. The percentages of similarities test not exceed 25%. Candidates should submit result of Turnitin with the form of test Turnitin is given in Appendix. As such, if plagiarism is proven in a thesis at the examination stage, the thesis is automatically failed and the students' candidature terminated.

REFERENCE

Guidelines for Preparation and Submission of Graduate Thesis Third Edition 2022

LAMPIRAN A
APPENDIX A



Format muka hadapan
Front Cover format

AHMED HASSAN

MASTER OF ENTREPRENEURSHIP

2023

Spine format

LAMPIRAN B
APPENDIX B

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Research Title

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By

Full Name of Candidate (as per registration)

A thesis submitted in fulfilment of the requirements
of the degree of Master of Science, or Doctor of
Philosophy, or other degree name

Faculty of (Name of Academic Entity)
UNIVERSITI MALAYSIA KELANTAN

Year

Format Halaman Tajuk
Title Page Format

**LAMPIRAN C
APPENDIX C**

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ORIGINAL LITERARY WORK DECLARATION

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I hereby certify that the work embodied in this thesis is the result of the original research and has not been submitted for a higher degree to any other University or Institution.

- | | | |
|--------------------------|---------------------|---|
| <input type="checkbox"/> | OPEN ACCESS | I agree that my thesis is to be made immediately available as hardcopy or online open access (full text). |
| <input type="checkbox"/> | EMBARGOES | I agree that my thesis is to be made available as hardcopy or online (full text) for a period approved by the Post Graduate Committee.
Dated from _____ until _____. |
| <input type="checkbox"/> | CONFIDENTIAL | (Contains confidential information under the Official Secret Act 1972)* |
| <input type="checkbox"/> | RESTRICTED | (Contains restricted information as specified by the organisation where research was done)* |

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2. The library of Universiti Malaysia Kelantan has the right to make copies for the purpose of research only.
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NRIC/PASSPORT NO.
DATE:

NAME OF SUPERVISOR
DATE:

Note: * If the thesis is CONFIDENTIAL OR RESTRICTED, please attach the letter from the organization stating the period and reasons for confidentiality and restriction.

**LAMPIRAN C
APPENDIX C**

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PERAKUAN KESAHIHAN KARYA ASLI

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Saya dengan ini memperakukan bahawa kerja yang terkandung dalam tesis ini adalah hal penyelidikan yang asli dan tidak pernah dikemukakan untuk ijazah tinggi kepada mana-mana Universiti atau Institusi.

- | | |
|---|---|
| <input type="checkbox"/> TERBUKA | Saya bersetuju bahawa tesis boleh didapati sebagai naskah keras atau akses terbuka dalam talian (teks penuh). |
| <input type="checkbox"/> SEKATAN | Saya bersetuju bahawa tesis boleh didapati sebagai naskah keras atau dalam talian (teks penuh) bagi tempoh yang diluluskan oleh Jawatankuasa Pengajian Siswazah.
Dari tarikh _____ hingga _____. |
| <input type="checkbox"/> SULIT | (Mengandungi maklumat sulit di bawah Akta Rahsia Rasmi 19772)* |
| <input type="checkbox"/> TERHAD | (Mengandungi maklumat terhad yang ditetapkan oleh organisasi di mana penyelidikan dijalankan)* |

Saya mengakui bahawa Universiti Malaysia Kelantan mempunyai hak berikut.

1. Tesis adalah hak milik Universiti Malaysia Kelantan.
2. Perpustakaan Universiti Malaysia Kelantan mempunyai hak untuk membuat salinan untuk tujuan pengajian sahaja.
3. Perpustakaan dibenarkan membuat salinan tesis ini sebagai bahan pertukaran antara institusi pengajian.

TANDATANGAN CALON

**TANDATANGAN
PENYELIA UTAMA**

TANDATANGAN CALON

**TANDATANGAN
PENYELIA UTAMA**

Nota: *Sekiranya Tesis ini adalah SULIT atau TERHAD, sila kepilkan bersama surat daripada organisasi dengan menyatakan tempoh dan sebab-sebab kerahsiaan dan sekatan.

**LAMPIRAN D
APPENDIX D**

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RESEARCH TITLE

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ABSTRACT

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This thesis presents an Segmentation of novel or.... This is a critical early step in The proposed system In The first part, the use All previous implementations The proposed method is This combination in itself is novel. In the second part, another technique The third part is accomplished The algorithm has been tested The experimental results show that The experimental results in , reliability and efficiency ... , with the ability ... The propped algorithm can ... pixels, which is

Keywords: prion fringilla, turpis metus, vitae, tincidunt

(a) Format of English Abstract

TAJUK PENYELIDIKAN

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ABSTRAK

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Tesis ini membentangkan Segmentation novel atau.... Ini adalah langkah awal yang kritikal dalam Sistem yang dicadangkan Pada bahagian pertama, penggunaan Semua pelaksanaan sebelumnya Kaedah yang dicadangkan ialah Gabungan ini sendiri adalah novel. Di bahagian kedua, teknik lain Bahagian ketiga telah dicapai Algoritma telah diuji Keputusan eksperimen menunjukkan bahawa Hasil eksperimen dalam , kebolehpercayaan dan kecekapan , dengan keupayaan Algoritma yang disokong boleh ... piksel, iaitu

Kata kunci: prion fringilla, turpis metus, vitae, tincidunt

(b) Format Abstrak Bahasa Melayu

**LAMPIRAN E
APPENDIX E**

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ACKNOWLEDGEMENTS

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In the name of Allah, the Most Gracious and Most Merciful. An utmost gratitude goes to Allah, with His blessing and strength, I can finally complete my.... I want to express my sincerest gratitude to my principal supervisor.... Her commitment, time, and support are always inspiring. Deepest thanks to my co-supervisor, My appreciation also extends to ... for their great support, advice, and suggestions throughout my research. Sincere thanks to all staffs of the Last but not least, my precious gratitude goes to my beloved family, especially ... for their boundless prayers, trusts, ..., endless supports and I could not have asked for a better one as without them, my study would have never been possible.

(a) Acknowledgements Format in English

PENGHARGAAN

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Dengan nama Allah yang Maha Pemurah lagi Maha Penyayang. Setinggi-tinggi kesyukuran ke hadrat Ilahi, dengan limpah kurnia dan kekuatanNya, akhirnya saya dapat menyempurnakan... . Saya ingin merakamkan setinggi-tinggi penghargaan kepada penyelia utama saya... . Komitmen, masa dan sokongan beliau sentiasa memberi inspirasi. Terima kasih yang tidak terhingga kepada penyelia bersama saya, Penghargaan saya juga ditujukan kepada ... atas sokongan, nasihat dan cadangan yang hebat sepanjang penyelidikan saya. Terima kasih yang tidak terhingga kepada semua kakitangan Akhir sekali, terima kasih yang tidak terhingga saya tujukan kepada keluarga tercinta, terutamanya ... atas doa, amanah, ..., sokongan yang tidak terhingga dan Saya tidak boleh meminta yang lebih baik kerana tanpa mereka, kajian saya tidak akan dapat dilaksanakan.

(b) Format Penghargaan dalam Bahasa Melayu

LAMPIRAN F1
APPENDIX F1

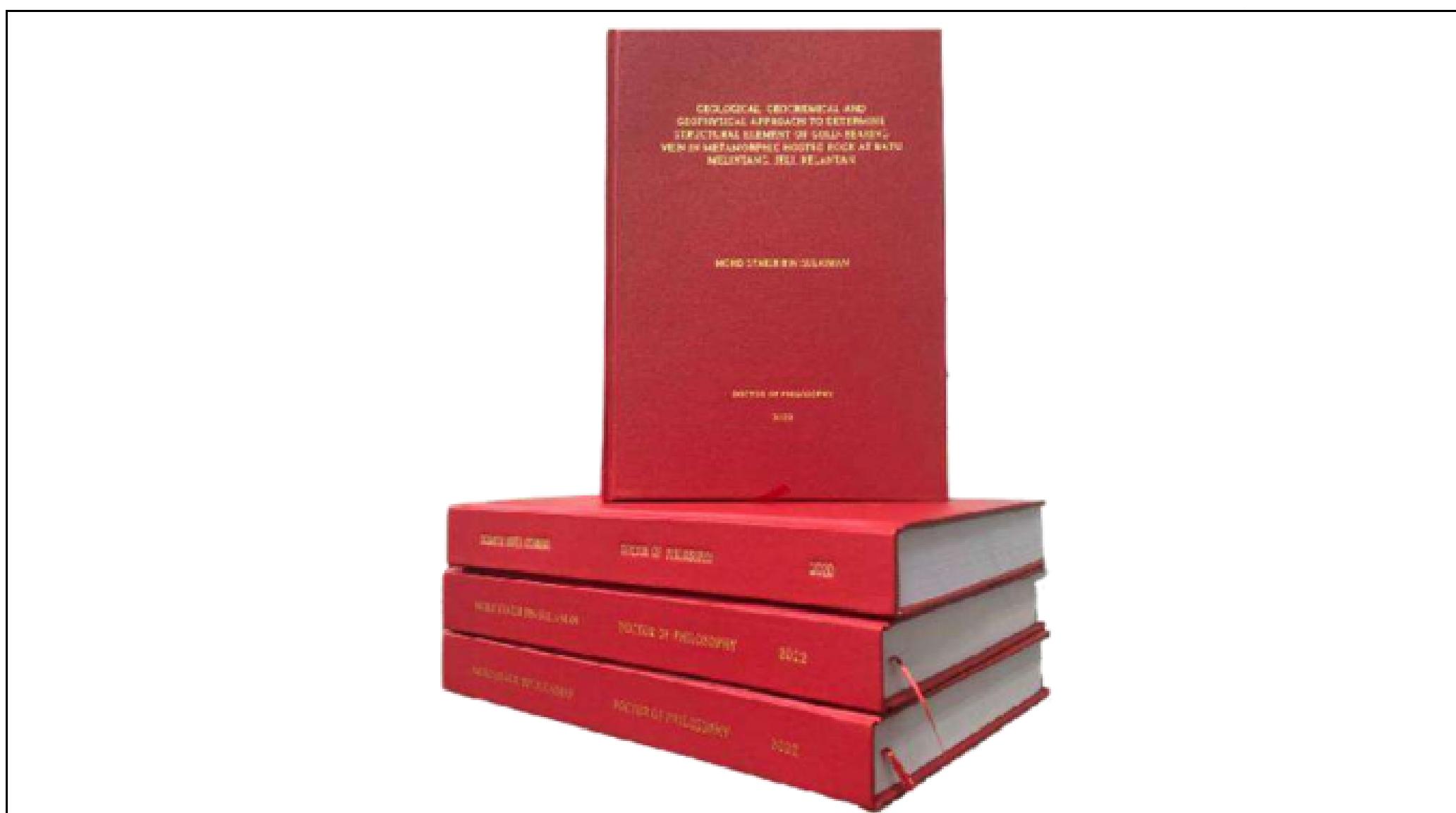
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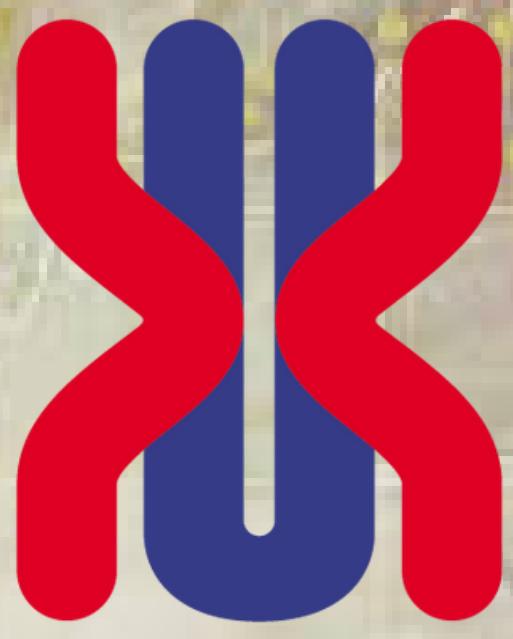
Soft-bound Research Report

LAMPIRAN F2
APPENDIX F2

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Hard-bound Research Report



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