COGS-16A

COLLEGE OF GRADUATE STUDIES, UNIVERSITI TENAGA NASIONAL,
JALAN IKRAM-UNITEN, 43000 KAJANG, SELANGOR

CONFORMITY OF THESIS / DISSERTATION / PROJECT REPORT FORMAT
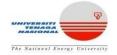
PART A: TO BE COMPLETED BY STUDENT

1.   Details of Student:

Student Name   : _____

Student ID.   : _____

Programme (please tick √):

			Program Structure	
PhD (Business Management)			A	
PhD (Engineering)			B	
PhD in Industrial Science			C	
PhD in Information and Communication Technology				

Master of Electrical Engineering	
Master of Civil Engineering	
Master of Mechanical Engineering	
Master of Industrial Science	
Master of Communication Systems Engineering	
Master of Structural Engineering	

Master of Software Engineering	
Master of Information Technology	

Master of Science in Management	
Master of Science in Accounting	
Master of Science in Finance	
Master of Engineering Management	
Master of Business Administration	
Master of Energy Management	

Title of Thesis / Dissertation / Project Report (use BLOCK LETTERS or typed):

_____

_____

Conformity of Thesis / Dissertation / Project Report format (Please tick √):

i. *Underline* ***General Requirements***

1. Language – British English, passive voice
2. Typing – word processor, laser print
3. Template – COGS Thesis Template
4. Paper – 80 gm A4 size

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ii. ***Format of Thesis / Dissertation /Project Report***

1. 3 main parts – a) Preliminary b) Main text c) End pages

   a) Preliminary – Title Page, Copyright Form, Declaration, Abstract, Acknowledgments, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations, Glossaries (optional), and List of Publications. ☐

   b) Main text – Introduction, Literature Review, Methodology, Results, Analysis and Discussion, Conclusions and Suggestions for Future Work. ☐

   c) End pages – References, Appendices and Biodata of the Author (optional) ☐

iii. ***Writing convention***

1. Units of Measure in accordance with COGS Thesis Guidelines
2. Use of numbers in accordance with COGS Thesis Guidelines
3. Use of symbol percentage in accordance with COGS Thesis Guidelines
4. Use of direct quotations in accordance with COGS Thesis Guidelines
5. Any editorial services use (for proof reading and grammar correction)

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iv. ***Number of words (Refer to Items 1.5.2 and 2.1 in the Thesis Guidelines)***

_____ (***please fill up***)

I understand that the College of Graduate Studies can postpone sending this thesis / dissertation / project report for examination if the conditions above are not satisfied.

_____   _____

Signature of Student   Date

| **2.** | **Confirmation of Thesis Supervisor /Co-Supervisor:** |

We, the Thesis / Dissertation / Project Report Supervisor and Co-Supervisor for the above student:
- (a) Certify that this thesis / dissertation / project report is ready for examination and conforms to the COGS Thesis Guidelines.
- (b) Confirm that the student has passed Research Methodology and proposal defense (for Structure A only), as well as fulfilled the publication requirement for graduation.
- (c) Confirm that TURNITIN is used to ensure the originality of the thesis / dissertation / project report and that it is free from plagiarism. The overall similarity index does not exceed 25%, and the similarity index from a single source does not exceed 5%.
- (d) Confirm that the electronic copy submitted to TURNITIN is an exact copy of the electronic copy / hardcopy submitted for examination. The summary report of TURNITIN is enclosed with this form.
- (e) Understand that the College of Graduate Studies can postpone sending this thesis /dissertation / project report for examination if the conditions above are not satisfied.

_____
Signature and Official Stamp of
Main Supervisor

PART B: FOR OFFICE USE

| **1.** | **Document Checklist:** |

This form must be attached with:
1. Nomination of examiners that has been approved by CAC / SENATE.
2. TURNITIN summary report. The overall similarity index does not exceed 25% and the similarity index from a single source does not exceed 5%.
3. Proof of passing proposal defense (for Structure A only).
4. Proof of passing Research Methodology.
5. List of publications to fulfil the graduation requirement:
   - (a) PhD:
     - (i) Registered before 10 October 2015: Two (2) journal papers OR One (1) journal paper and One (1) SCOPUS indexed conference paper.
     - (ii) Registered on 10 October 2015 till 21 August 2022: Two (2) SCOPUS/ ISI indexed journal papers.
     - (iii) Registered on or after 22 August 2022: Published one (1) Web of Science-indexed journal paper **AND** one (1) SCOPUS-indexed journal paper for the following programmes:
       - Doctor of Philosophy (Engineering),
       - Doctor of Philosophy in Information and Communication Technology.
     - (iv) Registered on or after 22 August 2022: Published two (2) Web of Science-indexed journal papers **OR** two (2) SCOPUS-indexed journal papers for the following programme:
       - Doctor of Philosophy (Business Management).
   - (b) Master Structure A:
     - (i) Registered before 21 August 2022: One (1) journal paper OR One (1) SCOPUS indexed conference paper.
     - (ii) Registered on or after 22 August 2022: Registered Published one (1) Web of Science-indexed journal paper OR one (1) SCOPUS-indexed journal paper.
   - (c) Master Structure B: One (1) academic paper ready to be submitted to conference/ journal OR One (1) accepted/ published conference/ journal paper.
6. Proof that publications are Web of Science/ ISI/ SCOPUS indexed.
7. Proof that publications are SCOPUS / ISI indexed journal / conferences paper.
8. Proof that publications have been uploaded to UNITEN Publication System.

_____   _____
Signature and Official Stamp   **Date**

3

2.   **Endorsement of the COGS Committee Representative:**

_____   _____

Signature and Official Stamp of the   **Date**
COGS Committee Representative

3.   **Approval of the Dean, College of Graduate Studies:**

_____   _____

Signature and Official Stamp of the   **Date**
Dean, COGS

CHECKLIST OF THESIS FORMAT CHECKING

Name   [   ]

Student ID   [   ]

Programme   [   ]

		Requirements	Check/Comments
1	**COVER PAGE**		
1.1	Full title of thesis	Uppercase	
		Should form a reverse pyramid paragraph	
1.2	Full name of author	Uppercase	
1.3	College Name	Uppercase (COLLEGE OF GRADUATE STUDIES)	
1.4	University name	Uppercase (UNIVERSITI TENAGA NASIONAL)	
1.5	Year	Year of submission of hardcover copy of the thesis	
2	**ITEMS ON PRELIMINARY PAGES**		
2.1	Title Page (Follow section 2.3)	Uppercase	
2.2	Name of author	Uppercase	
2.3	Statement of award for the thesis	Appendix C	
2.4	Month & Year	month and year of submission of hardcover copy of the thesis	
2.5	Thesis Status Declaration Form	Should be filled & ticked	
2.6	Declaration	Signed	
2.7	Abstract	1 page / 1 paragraph	
		Single or 1.5 line spacing	
		No equations/references	
2.8	Acknowledgment	1 page, 1.5 spacing	
2.9	Dedication (Optional)	1 paragraph (optional)	
2.10	Table of Contents	List all headings (up to 4 subsections only (4.3.2.1)	
	List of Tables	Use sentence case -Including text & appendix	
	List of Figures	Use sentence case -Including text & appendix	
2.11	List of Symbols	Symbol and meaning (Optional for Businses students)	

2.12	List of Abbreviations	- Universal abreviation (°C, cm, mm, kg, ha) need not be listed - Alphabatical order	
2.13	List of Glossaries	Optional	
2.14	List of Publications	• The candidate must be the 1st or 2nd author of the papers. In the case the candidate is the 2nd author, the 1st author must be one of the supervisors. Name of the main supervisor must be included in the list of authors.	
2.15	References	• Refer to COGS thesis guidelines	
3	**GENERAL REQUIREMENTS OF THESIS**		
3.1	Technical Specifications	PDF (softcopy)	
		Single sided (hardcopy)	
		Clean photocopies (hardcopy)	
3.2	Type of Paper	A4 sized (210 mm x 297 mm) white paper (80 g) or of equivalent quality (hardcopy)	
3.3	Number of Pages (Maximum)	PhD - 300 pages	
		Master - 200 pages	
3.4	Page Layout	Potrait (Landscape for figures & tables ONLY)	
3.5	Typeface and Font Size	Times New Roman	
		Cover Page - 16 point	
		Text - 12 point	
		Footnotes - 8 point	
		Table/ilustration/drawings - not less than 10 point	
		Headings - Bold (no underline)	
		Color - Black	
3.6	Margins	Refer to Table 1.2 (try use ruler to measure at 50%)	
4	**BODY OF TEXT**		

4.1	New chapter (Chapter 1 and so on)	Start in a new page	
4.2	Chapter 1	Begin with page number 1	
4.3	Text	1.5 spacing	
4.4	Heading - Major sections & sub-sections (up to 4 levels)	Heading 2 - 1.1, 1.2	
		Heading 3 - 1.1.1 , 1.2.1	
		Heading 4 - 1.1.1.1, 1.2.1.1	
4.5	Paragraph	Justified	
		A heading or sub-heading cannot appear alone at the bottom of a page	
4.6	Pagination	All pages (including Reference and Appendices), Centre & Bottom	
4.7	Preliminary pagination	i, ii, iii, iv	
5	**TABLE (Appendix J)**		
5.1	Numbering	Should follow Chapter (Chapter 1 - Table 1.1, 1.2, Chapter 2 - Table 2.1,2.2, Appendix A- Table A.1, A.2, Figure A.1, A.2	
5.2	Caption	Above the table	
5.3	Table sources and notes	Below the table (if any)	
5.4	Table header row	Repeat in the next page (pg35)	
6	**FIGURE (Appendix K)**		
6.1	Numbering	Should follow Chapter (Chapter 1 - Figure 1.1, 1.2, Chapter 2 - Figure 2.1,2.2)	
6.2	Caption	Below the Figure	
6.3	Table sources and notes	Below the caption (if any)	
6.4	Figure Ilustration	Should be electronic (not hand drawn)	
		Should be clear	
		Large size drawings should be in Appendix	
7	**OTHERS**		
7.1	Equations	Should be in separate line (not in the paragraph	
7.2	Header and Footer	Not allowed	
7.3	References	Justified	
		Business - APA	
		Engineering & IT- IEEE / APA	
8	**END PAGES**		
8.1	References		
8.2	Appendix or Appendices		
8.3	Any other relevant materials (optional)		