



## GUIDELINES FOR SUBMISSION OF FINAL THESIS (HARDBOUND) AFTER ENDORSEMENT BY THE SENATE

- 1) Upon endorsement by the Senate, the student shall submit the following to the School of Graduate Studies:
  - (i) two (2) copies of the thesis in hardcover with B5 size;
  - (ii) copies of the thesis for each member of the Supervisory Committee (hard cover); and
  - (iii) one softcopy of the thesis on CD in a single file - PDF.
- 2) Please refer to the following for specific details:

### **Thesis**

- (i) The final bound copies of the thesis must be submitted in B5 size. However, the student may choose to do their formatting either by using A4 format or B5 format. If using A4 format it has to be converted to B5 when printing in bookshops soon because the final hard bound thesis has to be done in B5.
- (ii) The thesis is required to be printed in single spacing on both sides of the sheet. Paragraphs and sections should be separated with a double-spaced (2.0)
- (iii) The font size of the text is 10-point (B5 format)/12-point (A4 format). Footnotes and text in tables should not be less than 8-point. Title for figures / tables / appendix / graphs / plates etc. must bold, except sources/adapted must unbold (UB)
- (iv) No indentation for all paragraphs and sections.
- (v) The student is advised to standardize the position of page numbers either centrally or right flushed at the bottom margin. All text, tables, figures and their captions must conform to the following margins:

#### B5 format:

**Front side** – left : 3.3cm / right : 2.5cm, **Back side** – left : 2.5cm / right : 3.3cm &  
**Top & Bottom** – 2.5cm

#### A4 format:

**Front side** – left : 4cm / right : 2.5cm, **Back side** – left : 2.5cm / right : 4cm &  
**Top & Bottom** – 2.5cm

- (vi) A ©Copyright sheet should be placed after the Title Page (**without count and put the page number**).
- (vii) A “**STATUS CONFIRMATION FOR THESIS/ PROJECT REPORT AND COPYRIGHT**” form should be placed on the last page of the thesis (binding together with the thesis) and must be signed by the Chairman of the Supervisory Committee. (*This form & template in B5 can be found on the [SGS website > Thesis > Final Bound Copy of Thesis](#)*)
  - Available in bilingual (BI & BM). Choose one based on the thesis.

[Please refer [Guide to Thesis Preparation](#) at the SGS Website for more details.]

### **CD**

- (i) The PDF version of the **final thesis** must be organized in a **single file** (for Library use).
- (ii) Do not use a password to open the file.
- (iii) Label for CD's cover (Please use CD-R) – **PDF** :

**Full Name:**  
**Matric No.:**  
**Programme:**  
**Field of Study:**  
**Faculty/Institute:**  
**Senate Date:**  
**Final Title of Thesis:**

← **Compulsory**

**THESIS BINDING**

- (i) The back cover of the thesis will carry the thesis summary. The thesis abstract should be summarized to about 300 words for this purpose.
- (ii) The thesis is to be bound into a book form with B5 size.
- (iii) 80gm paper should be used for the printing of the thesis to enhance the quality of printing on both sides of the paper.
- (iv) Cover of the thesis are as follows:

**PhD Thesis**

The diagram shows a PhD thesis cover with a light green background and a dark green bottom section. On the left, a box labeled 'Summary of Abstract' points to a text block. On the right, a box labeled 'Title of Thesis' points to the title 'Synthesis, Characterization and Bioactivities of Dithiocarbazate-Schiff Base Ligands and Their Metal Complexes'. Below the title, a box labeled 'Name of Student' points to 'Low Ploy Lee'. Further down, a box labeled 'Degree Name of the University Year of Submission' points to 'M.Sc. in Chemistry, Universiti Putra Malaysia, 2018'. At the bottom right, a box labeled 'Colour of Cover:' lists 'Light Green', 'Green', and 'Dark Green' with arrows pointing to the corresponding color sections of the cover.

**Master Thesis**

The diagram shows a Master Thesis cover with a grey background and a red bottom section. On the left, a box labeled 'Summary of Abstract' points to a text block. On the right, a box labeled 'Title of Thesis' points to the title 'Antagonistic Activity of Probiotic Lactobacillus rhamnosus GR-1 and Lactobacillus reuteri RC-14 Against Vaginal Fungal Pathogen Candida glabrata'. Below the title, a box labeled 'Name of Student' points to 'Chow Shu Yih'. Further down, a box labeled 'Degree Name of the University Year of Submission' points to 'M.Sc. in Chemistry, Universiti Putra Malaysia, 2018'. At the bottom right, a box labeled 'Colour of Cover:' lists 'Grey', 'White', and 'Red' with arrows pointing to the corresponding color sections of the cover.


- (v) The following items should be prepared for the binding process:

- Summary of the abstract (about 300 words)
- A softcopy of thesis in PDF file (either A4 or B5 format)

- (vi) The proposed bookstore for the binding process:

<p><b>MAY CHIN ENTERPRISE</b> (Landmark: Old Flat)          NO. 3 &amp; 4, Blok 3, Ground Floor, Jalan 18/28          Taman Seri Serdang          43300 Seri Kembangan, Selangor          Tel.: 03- 8958 5718          Email: <a href="mailto:maychinserdang@gmail.com">maychinserdang@gmail.com</a>          GPS Coordinate : N 03° 0.250' E 101°42.613'</p>	<p><b>SYARIKAT PERNIAGAAN WENG SING</b> (Landmark: Near BISMILLAH Restaurant)          Lot 446 &amp; 452 – A, Jalan 18/2A          Taman Seri Serdang          43300 Seri Kembangan, Selangor          Tel.: 03-8948 7244 / Fax: 03-8945 5168          Email: <a href="mailto:wengsing.wengsing@gmail.com">wengsing.wengsing@gmail.com</a></p>
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Front page  
of thesis →



5.0cm

3.0 cm  
(Color Printing)

**TITLE OF THESIS**  
(Uppercase, centred, bold, 10-point font)

By

**NAME OF STUDENT**  
(Uppercase, centred, bold, 10-point)

**Thesis Submitted to the School of Graduate Studies,  
Universiti Putra Malaysia, in Fulfilment of the  
Requirements for the Degree of....**  
(insert the name of degree)

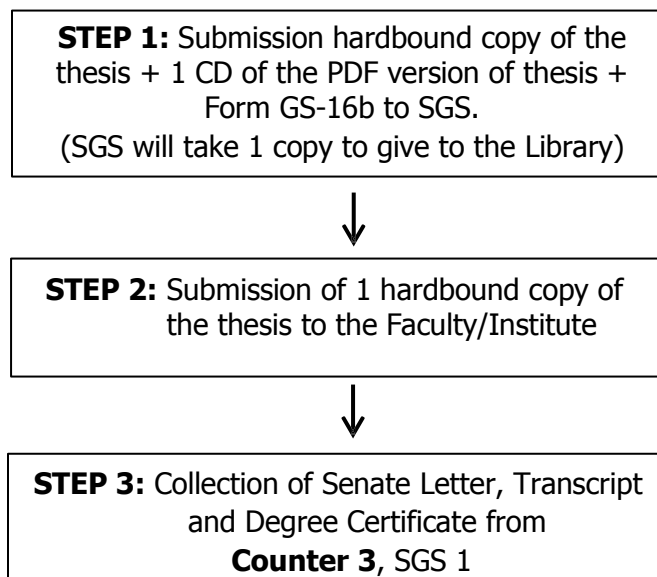
**Month and year of viva voce**  
(Title Case, centred, bold, 10-point font)

### LIST OF ABBREVIATIONS FOR CHECKING THESIS FORMAT

<u>Abbreviation</u>	<u>Example</u>	<u>Abbreviation</u>	<u>Example</u>
*	Please refer approval sheet for latest title (please make copy of approval sheet for the rest of the thesis)	#	Please refer Supervisor or Language Competence for <u>translate</u> the thesis title (approval sheet) in Malay language
TC	<u>T</u> itle <u>C</u> ase (Capital Each Word)	UC	UPPERCASE
B	<b>Bold</b>	UB	Unbold
→	Tab (gap/spacing)	M / C	Middle / Center
TNR	Times New Roman	F10	font size 10
DS	double-spaced (2.0)	SS	single-spaced (1.0)
J	justify	4S	four spaces

- Template thesis in B5 format can be found on the [SGS website > Thesis > Final Bound Copy of Thesis](#)
- If have any problem with the approval sheet please email or call staff in charge at SGS.
- Please bring the printed B5 thesis (*loose bound*) to SGS for the last checking for finalize (*before binding*)
  - [Please collect your B5 thesis (*loose bound*) thesis after one (1) working day.]
- Please bring the form GS-16b and CD during the submission of the thesis hardbound.

## **Steps for Collection of Senate Letter, Transcript and Degree Certificate**



### **Officer in charge of matters related to the approval sheet (For / After Senate)**

Ms. Nursyareiza Azali : 03-9769 4234  
[nursyareiza@upm.edu.my](mailto:nursyareiza@upm.edu.my)

### **Officer in charge of matters related to the hard bound thesis**

Ms. Sharifah Amira : 03-9769 4150  
[samira@upm.edu.my](mailto:samira@upm.edu.my)

### **Officer in charge of matters related to Transcript, Senate Letter & Certificate**

Mr. Arif Sulaiman Muhamad : 03-9769 4153  
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Mdm. Siti Noor Alia Mohd Husin : 03-9769 4162  
[nooralia@upm.edu.my](mailto:nooralia@upm.edu.my)