



# **GUIDEBOOK**

**IMPLEMENTATION OF PROJECT PAPER**

**EDU5988 and DCE5988**

**SESSION 2017/2018**

**PREPARED BY:**

**OFFICE OF THE DEPUTY DEAN  
(RESEARCH AND GRADUATE STUDIES)  
FACULTY OF EDUCATIONAL STUDIES  
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## **THE CONCEPT OF THE PROJECT PAPER**

The concept of the project paper is based on research conducted by master degree students after they have made their decision so as to fulfil the requirement of the faculty for graduation. The aim of the project paper is for the students who are 'customers of research' to be able to read and understand the contents of research works that are related to their fields of study.

The project paper needs to be completed within two (2) consecutive semesters. Students can also complete their Project Paper in one (1) semester if they have the capability to do that. Students need to enrol in the project paper at the beginning of Semester Two onwards. Master of Education students need to enrol in EDU5988 (Project Paper) whilst Master of Human Resource Development students need to enrol in DCE5988 (Project Paper). A briefing on the implementation of the project paper will be given during Semester One of their study.

After enrolment for any of these courses, the student should appoint a supervisor who will be supervising their project paper. At the end of Semester One of the project paper, the student must submit the first three chapters to his/her Supervisor who will then evaluate and award marks for the chapters submitted. Students who obtain a score of 5.5 and below at the first stage of their supervision will cease from continuing the Project Paper and will need to enrol for 2 elective courses (6 credits).

At the end of Semester Two of the project paper, students need to present their projects in the **Education and Human Resource Development Seminar, Faculty of Educational Studies**.

The passing mark for the Project Paper is 55% (C+). Students who obtain grades lower than C+ are considered to have failed and will be awarded grade F. Students who do not present their Project paper in Semester Two of Project Paper will also be awarded grade F.

In addition, students are encouraged to **produce a minimum of one article** in regards to the research conducted for their project paper.

## MINIMUM RESEARCH REQUIREMENTS FOR PROJECT PAPER

The minimum requirements for the project paper are stated below:

a. Title

- Must be related to the field of study
- Not exceeding 20 words

b. Introduction

- Must be according to the sub-headings of chapters as in the common research report format
- Objectives - maximum of four (4) objectives
- Research focus - related to the field of study

c. Literature review

- Theoretical framework – the theoretical foundation for the research
- Conceptual framework – minimum of three (3) variables
- At least twenty percent (20%) of the literature referred to should be from the past five years

d. Methodology

- Must adhere to sub-headings of the methodology chapter using the common research report format
- Quantitative analysis:
  - Descriptive statistics
  - Basic inferential statistics (e.g. t-test, correlation)
- Qualitative analysis - identification of themes and patterns

e. Findings

- Must answer every research objective stated

f. Discussion, Conclusion and Suggestion

- Discussion based on the research problem of study, theories and past research findings

g. The total number of pages is between 60-100 pages (excluding Tables, Figures and Attachments). Line spacing is 1.5 and font size is 12 Times New Roman.

h. The presentation of the Project Paper in the **Education and Human Resource Development Seminar** organized by Faculty of Educational Studies, UPM

## MARKING SCHEME

Full Marks for the project paper is 100 and is divided into 3 sections:

- a. Evaluation of Project Paper Proposal, first phase by supervisor - 10 marks
- b. Evaluation of Final Project Paper Report by Supervisor - 60 marks
- c. Evaluation of Final Project Paper Report by Examiners - 30 marks

Notes:

- Passing marks for the project paper is 55 out of 100 marks. Students who achieve lower than grade C+ (i.e., C and lower) are considered to have failed and will be awarded grade F.
- Students who achieve marks of 5.5 and below (out of 10 marks) for the first phase of supervision will cease from continuing the Project Paper and will be advised to register for 2 elective courses (6 credits).
- The presentation of the project paper will be conducted during the **Education and Human Resource Development Seminar**. Every student is allocated 30 minutes during which 20 minutes will be for the presentation and 10 minutes for the question and answer session.

Below are the evaluation forms for each section.



**MASTER WITHOUT THESIS PROJECT PAPER EVALUATION MARKS - FIRST PHASE**

To be filled in by Project Paper Supervisor only

Name of Student:	Matric No:	
Programme:		
Title of Project Paper:		
<b>Phase 1</b>		
A.	<b>Total Mark</b>	<b>Supervisor</b>
i. Introduction (Chapter 1)	30	
ii. Literature Review (Chapter 2)	40	
iii. Methodology (Chapter 3)	30	
B. Total Mark	<b>100</b>	
C. 10% from Total Mark (B/100 x 10)	<b>10</b>	

**Verified by Supervisor**

**Verified by Office of Deputy Dean (Research and Graduate Studies)**

Name: _____	Name: _____
Date: _____	Date: _____
_____ Signature and Stamp	_____ Signature and Stamp
Suggestion on student's ability/inability to continue the Project Paper:	
<input type="checkbox"/> Continue Project Paper <input type="checkbox"/> Cease from continuing Project Paper and register for 2 elective courses (6 credits)	
<b>*Passing mark is 5.5 and above</b>	

**Form is to be submitted to the Deputy Dean's (Research and Postgraduate Studies) Office and a copy is kept**



**FACULTY OF EDUCATIONAL STUDIES  
UNIVERSITI PUTRA MALAYSIA  
PROJECT PAPER EVALUATION FORM (SUPERVISOR)**

**NAME OF STUDENT :**

**MATRIC NUMBER :**

**PROGRAMME :**  MASTER OF EDUCATION (EDU5988)  
 MASTER OF HUMAN RESOURCE DEVELOPMENT (DCE5988)

**TITLE OF RESEARCH :**

**ALLOCATED MARK : 60%**

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**CRITERIA**

**1. FINAL REPORT (60 MARKS)**

- |   |      |   |
|---|------|---|
| a. Introduction (including statement of problem, objectives and significance of research) | (10) | <input style="width: 50px; height: 20px;" type="text"/> |
| b. Review of Literature   | (15) | <input style="width: 50px; height: 20px;" type="text"/> |
| c. Research Methodology   | (10) | <input style="width: 50px; height: 20px;" type="text"/> |
| d. Research Findings and Discussions  | (15) | <input style="width: 50px; height: 20px;" type="text"/> |
| e. Conclusions and Suggestions  | (10) | <input style="width: 50px; height: 20px;" type="text"/> |

**OVERALL**

**Signature** : .....

**Date** : .....

**Name & Validation Stamp from Supervisor:** .....

Please return this form to the Deputy Dean's (Research and Postgraduate Studies) Office, Faculty of Educational Studies.



**FACULTY OF EDUCATIONAL STUDIES  
UNIVERSITI PUTRA MALAYSIA  
PROJECT PAPER EVALUATION FORM (EXAMINER)**

**NAME OF STUDENT :**

**MATRIC NUMBER :**

**PROGRAMME :**  MASTER OF EDUCATION (EDU5988)  
 MASTER OF HUMAN RESOURCE DEVELOPMENT (DCE5988)

**TITLE OF RESEARCH :**

**ALLOCATED MARK : 30%**

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**CRITERIA**

**1. FINAL REPORT (30 MARKS)**

- |   |      |   |
|---|------|---|
| a. Introduction (including statement of problem, objectives and significance of research) | (05) | <input style="width: 50px; height: 20px;" type="text"/> |
| b. Review of Literature   | (05) | <input style="width: 50px; height: 20px;" type="text"/> |
| c. Research Methodology   | (05) | <input style="width: 50px; height: 20px;" type="text"/> |
| d. Research Findings and Discussions  | (10) | <input style="width: 50px; height: 20px;" type="text"/> |
| e. Conclusions and Suggestions  | (05) | <input style="width: 50px; height: 20px;" type="text"/> |

**OVERALL**

**Signature** : .....

**Date** : .....

**Name & Validation Stamp from Examiner:** .....

Please return this form to the Deputy Dean's (Research and Postgraduate Studies) Office, Faculty of Educational Studies.



**NAME OF STUDENT :**

**MATRIC NUMBER :**

**PROGRAMME :**  MASTER OF EDUCATION (EDU5988)  
 MASTER OF HUMAN RESOURCE DEVELOPMENT (DCE5988)

**TITLE OF RESEARCH :**

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**COMMENT**

A. INTRODUCTION

B. LITERATURE REVIEW

C. RESEARCH METHODOLOGY

D. RESEARCH FINDINGS

E. DISCUSSIONS, CONCLUSIONS AND SUGGESTIONS

**SCHEDULE ON THE IMPLEMENTATION OF THE PROJECT PAPER**

<b>BEFORE FIRST SEMESTER OF PROJECT PAPER</b>	<b>RESPONSIBILITY</b>			
<b>WEEK</b>	<b>STUDENT</b>	<b>SUPERVISOR</b>	<b>PROGRAMME COORDINATOR</b>	<b>OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)</b>
8-11	Determine title of research with Programme Coordinator		Guide students to determine title of research and potential Supervisor	
12	Students complete <b>Appointment of Supervisor Form</b>	Approval of appointment by signing the Appointment of Supervisor Form	Endorsement of Programme Coordinator on appointment of Supervisor and project paper title	
13-14	Submit completed form to the Office of the Deputy Dean (Research and Graduate Studies).			Receive <b>Appointment of Supervisor Form</b> from Students.

FIRST SEMESTER OF PROJECT PAPER	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)
1	Register for Project Paper course on iGIMS system			Ensure students register for 6 credits
2-13	Implementation of Project Paper. <ul style="list-style-type: none"> <li>• Schedule meetings and discussions with Supervisor (<i>on a regular basis</i>)</li> <li>• Ensure the <b>Learning Contract Form is completed and brought when meeting Supervisor</b></li> </ul>	<ul style="list-style-type: none"> <li>• Implementing supervision of project paper</li> <li>• Ensure that progress of students is achieved based on stated agreement in Learning Contract Form</li> </ul>		
14	Students are required to submit proposal (Chapters 1, 2 and 3)	Ensure that he/she receives the first three chapters of the project paper.		
15-16		<ul style="list-style-type: none"> <li>• Supervisor examines research proposal and fills out evaluation form for the first phase of project paper</li> </ul>		

FIRST SEMESTER OF PROJECT PAPER	RESPONSIBILITY			
	WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR
17	<ul style="list-style-type: none"> <li>Students are informed of first phase evaluation mark by Supervisor.</li> <li>If mark achieved is less than 5.5, students need to enrol in two elective course (6 credits)</li> </ul>	<ul style="list-style-type: none"> <li>Submit evaluation marks to the Office of Deputy Dean (Research and Graduate Studies)</li> </ul>		<ul style="list-style-type: none"> <li>Receive first phase evaluation marks from Supervisor</li> </ul>
18 onwards until Second Semester of Project Paper commences	<p>Implementation of project Paper</p> <ul style="list-style-type: none"> <li>Schedule meetings and discussions with Supervisor (<i>on a regular basis</i>)</li> </ul>			<ul style="list-style-type: none"> <li>Marks 'S-continue' are keyed in into iGIMS system for marks 5.5 and above</li> <li>For marks below 5.5, students need to register two elective courses (6 credits)</li> <li>Inform students of their termination from continuing project paper and the need to register two courses for the following semester.</li> </ul>

<b>SECOND SEMESTER OF PROJECT PAPER</b>	<b>RESPONSIBILITY</b>				
	<b>WEEK</b>	<b>STUDENT</b>	<b>SUPERVISOR</b>	<b>PROGRAMME COORDINATOR</b>	<b>OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)</b>
1	Register for Project Paper course in the iGIMS system				Ensure students register 6 credit hours
2-11	Implementation of Project Paper <ul style="list-style-type: none"> <li>• Schedule meetings and discussion with Supervisor (on a regular basis)</li> <li>• Ensure completion of Learning Contract Form and submit to Supervisor during meeting with him/her.</li> <li>• Discussion on production of project paper draft article</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise the production of project paper report by student.</li> <li>• Ensure progress of student is achieved based on the agreement in the Learning Contract Form</li> </ul>			

<b>SECOND SEMESTER OF PROJECT PAPER</b>	<b>RESPONSIBILITY</b>				
	<b>WEEK</b>	<b>STUDENT</b>	<b>SUPERVISOR</b>	<b>PROGRAMME COORDINATOR</b>	<b>OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)</b>
12	Submit complete project paper to Supervisor	<ul style="list-style-type: none"> <li>• Receive complete project paper from students</li> <li>• Amendment of topic (if any) using related form.</li> <li>• Checking with Turnitin for similarity index. The equality index allowed is 20%.</li> <li>• Revise project paper and inform students of amendments.</li> </ul>			
13	<ul style="list-style-type: none"> <li>• Work on the corrections.</li> <li>• Fill in form for revision of project paper title and submit to the Office of Deputy Dean (Research and Graduate Studies) (if any)</li> </ul>			<ul style="list-style-type: none"> <li>• Receive revision of project paper title form from students</li> <li>• Work on revision (if any).</li> <li>• Appointment of Examiners.</li> </ul>	

SECOND SEMESTER OF PROJECT PAPER	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)
14	<ul style="list-style-type: none"> <li>Submission of completed soft-bound project papers (ring bound or tape bound) to the Office of Deputy Dean (Research and Graduate Studies) for evaluation by Examiner along with submission of project paper form (yellow form).</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement of updated and completed project</li> <li>Sign submission of project paper form (yellow form)</li> </ul>		<ul style="list-style-type: none"> <li>Receive soft-bound project papers (ring bound or tape bound) with submission of project paper form (yellow form) from students.</li> <li>Submit one copy of soft bound project papers to Examiner.</li> </ul>
15-16	<ul style="list-style-type: none"> <li>Students make a correction on the project paper (if any).</li> <li>Production of project paper draft article</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor and Examiner evaluate the Project Paper received.</li> <li><b>Supervisor must notify students if there are corrections to be made.</b></li> <li>Production of draft article</li> </ul>		<ul style="list-style-type: none"> <li>Preparation for the <b>Education and Human Resource Development Seminar, Faculty of Educational Studies.</b></li> </ul>

SECOND SEMESTER OF PROJECT PAPER	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)
17	<ul style="list-style-type: none"> <li>Rehearsal presentation to the supervisor</li> <li>Work on corrections prior to presentation.</li> </ul>	<ul style="list-style-type: none"> <li>Guide students on presentation.</li> <li>Award marks for project paper received.</li> <li>Fill in marks for Final evaluation form</li> </ul> <p>(Note: Examiners also award marks at this stage)</p>		-same-
18	<ul style="list-style-type: none"> <li><b>Education and Human Resource Development Seminar, Faculty of Educational Studies.</b></li> <li>Supervisor and Examiner are encourage to present during the presentation.</li> </ul>			
19		<ul style="list-style-type: none"> <li>Supervisor and Examiner give and submit the final marks to the Office of Deputy Dean (Research and Graduate Studies).</li> </ul>		Receive final evaluation marks from Supervisor and Examiner.



SECOND SEMESTER OF PROJECT PAPER	RESPONSIBILITY			
WEEK	STUDENT	SUPERVISOR	PROGRAMME COORDINATOR	OFFICE OF DEPUTY DEAN (RESEARCH AND GRADUATE STUDIES)
20	<ul style="list-style-type: none"> <li>Submission of a soft copy CD of project paper to Office of the Deputy Dean (Research and Graduate Studies).</li> <li>A soft copy CD of project paper must be in <b>Microsoft Word format and compressed in ONE file.</b></li> </ul>			<ul style="list-style-type: none"> <li>Marks are reviewed and approved by Deputy Dean (Research and Graduate Studies).</li> <li>Key-in marks into the iGIMS system.</li> </ul>
WORKSHOP ON PRODUCING AN ARTICLE FROM PROJECT PAPER				

## **1. WRITING FORMAT FOR PROJECT PAPER**

### **Introduction**

This guidebook is developed to assist the graduate students of Universiti Putra Malaysia (henceforth the University) in the preparation of their project paper in terms of the formatting and writing conventions. Students should refer closely to this guide and seek clarification with the staff of the Office of Deputy Dean (Research and Graduate Studies), Faculty of Educational Studies, on specific matters relating to the preparation of their project paper.

### **Language**

The project paper should be written either in English or *Bahasa Melayu*. The language used should be consistent throughout the project paper, especially in terms of spelling (American or British). The Roman alphabet should be used unless otherwise required by the discipline.

### **Project Paper Title**

The title of the project paper should not exceed 20 words.

### **Number of Pages**

The number of pages is dependent on the programme of study and must be between **60-100 pages** (excluding tables, figures and appendices). Students must obtain written permission from the Office of Deputy Dean (Research and Graduate Studies), Faculty of Educational Studies, before submitting a project paper longer than the prescribed length. Students should provide strong justifications to support their request.

### **Page Layout**

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

### **Typeface and Font Size**

The Project Paper should be typed using font 12, Times New Roman. Text and numbers within Tables and Figures should not be less font 8, Times New Roman.

### **Margins**

The left margin should be at least 40 mm, and the right, top and bottom margins at least 25 mm. Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes and figures), including page numbers, must be within the text area as marked by the dotted lines shown on this page.

### **Spacing**

The project paper should be **one and half (1.5) space**, including:-

- i. Footnotes (if absolutely necessary);
- ii. Quotations of three lines or more, indented and set in a block;

- iii. References or bibliography (except between entries);
- iv. Multi-line captions (tables, figures);
- v. Appendices, such as questionnaires, letters; and
- vi. Headings or subheadings.

Double spacing is used between paragraphs and sections.

### **Pagination**

All pages should be numbered consecutively throughout the project paper, including pages containing tables, figures and appendices. Page numbers should be centred either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on **one (1)** side of each sheet only. Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc). The title page should not be numbered although it is counted as page i. Page 1 is the first page of the Introduction (Chapter 1) but is not numbered.

### **Submission**

Students who intend to submit a project paper must do the following:

- i. Submission of 2 completed soft-bound project papers (ring bound or tape bound) for Supervisor and Examiner Marking.
- ii. Submit 1 Softcopy in a Compact Disc (CD) form (Full Project Paper & Article - PDF) with the Yellow Form.

### **Acknowledgements**

Acknowledgements are written expressions of appreciation for guidance and assistance received from supervisors, lecturers, individuals and institutions.

### **Approval Sheet**

Approval sheet is required. This approval sheet will bear the signature of the Supervisor of Project Paper for the approval of the project paper.

### **Chapters**

- 1. Introduction (including objectives)
- 2. Literature Review
- 3. Methodology
- 4. Results/Findings
- 5. Discussion, Summary, Conclusion and Recommendations for Future Research

### *1. Introduction*

This chapter introduces the subject matter and problem(s) being studied and indicates its importance and validity. It is important to remember that the research objectives stated in the project paper should match the findings of the study.

### *2. Literature Review*

This chapter encompasses a critical and comprehensive review of the literature related to the topic of the project paper. It is meant to act as a base for the analytical sections of the project paper. 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. Textbook materials on basic principles or theories should be kept to a minimum.

### *3. Methodology*

This chapter describes and justifies the research design and methods used to achieve the stated objectives of the study undertaken. The methods used in the study should be described in detail and concisely.

### *4. Results/Findings*

This chapter presents a complete account of the results obtained in the study in the form of texts, figures and/or tables so that the key information is highlighted.

### *5. Discussion, Summary, Conclusion and Recommendations for Future Studies*

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 chapter, and how these findings 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.

## **Tables**

Ensure that all tables shown in the project paper report, including those in the Appendices, are referred to in the report. Tables should be numbered with Arabic numerals throughout the project paper (including both text and appendices).

There are two possible numbering schemes: either (a) number the tables consecutively throughout the project paper, e.g. 1, 2, 3 and so on, or (b) number them by chapter, e.g. Table 1.1, Table 1.2 and Table 1.3 to indicate they belong to Chapter 1, Table 2.1, Table 2.2 and Table 2.3 to Chapter 2, and so on.

A table should be on the page following the first reference to it or, if this is not practical, as close as possible, in the following pages.

When a large table is placed in landscape orientation, the top of the table should be at the binding edge.

The table number, title and caption should be single-spaced and placed **above** the table (Appendices H1-2).

The style used must be consistent throughout the project paper. Table sources and notes should be placed directly below the table. If a table has been adapted from a source, indicate using "Adapted from..." instead of "Source: ...".

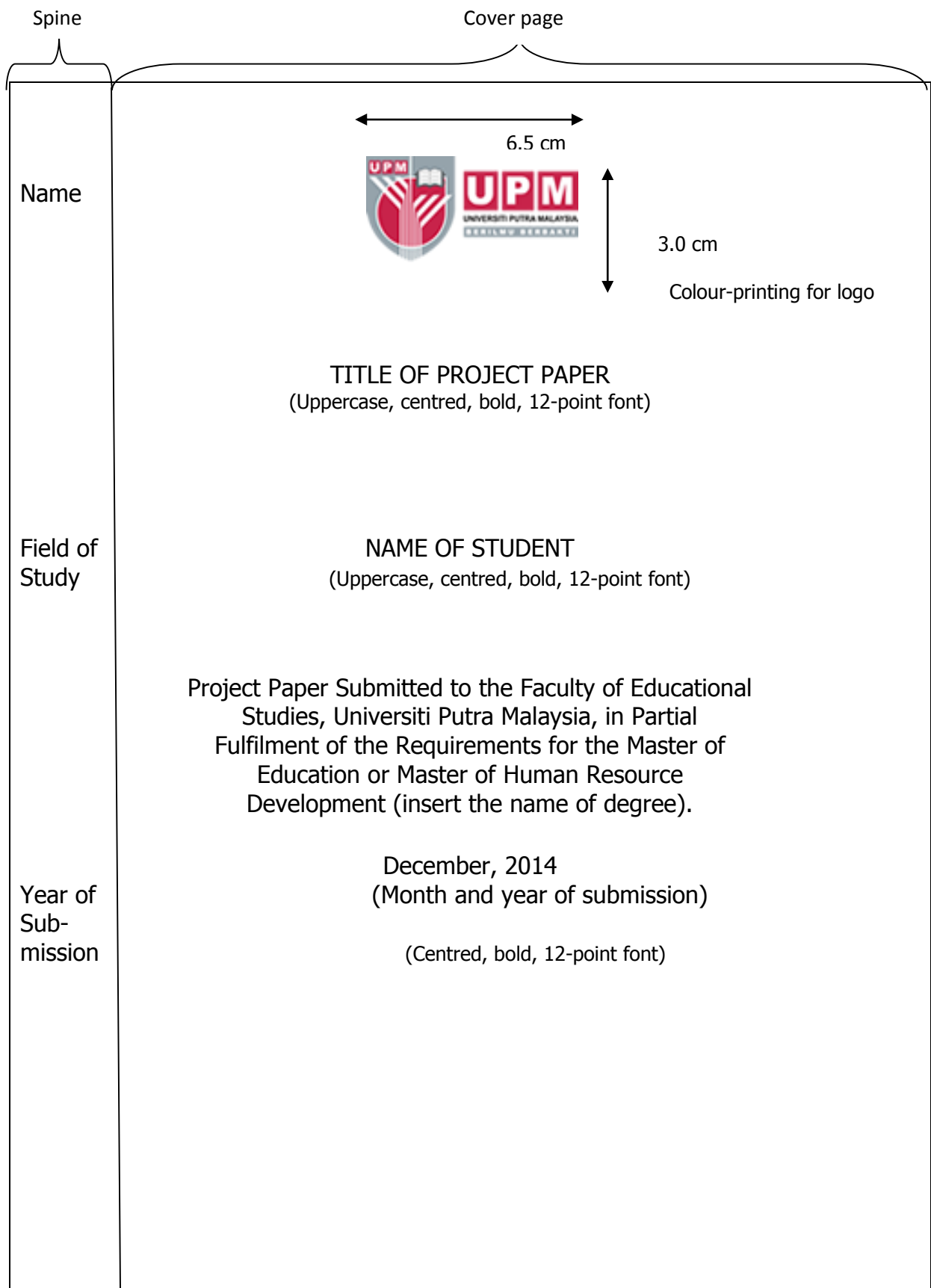
### **References/Bibliography**

The References or Bibliography section contains the list of works cited in the project paper report. Students should not cite articles published from the studies that they themselves conducted during their candidature. The students are advised to follow a style used by the American Psychological Association (APA) 6<sup>th</sup> Edition.

### **List of Publications**

All publications (in journals and proceedings) that result from the study undertaken by the student while under supervision and during their candidature, and for which the student is the first or principal author, should be listed clearly and accurately. These publications should not be used as references in the project paper.

# Title Page of Project Paper



## 1. PLAGIARISM

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

- i. Words or ideas from printed literature such as journal papers, magazine articles, books, newspapers, web pages, computer programmes, etc.;
- ii. Published figures, tables, diagrammes, illustrations, charts, maps, pictures or other visual materials; and
- iii. Information from interviews, etc.

Plagiarism comes in three forms:

- i. Copying full sentences or even paragraphs straight from the source as though they are the student's own work; and
- ii. Using the original wording from the source material without inverted commas or indentation, even if the source is acknowledged.
- iii. Paraphrasing without acknowledgement. Usually, a change in style alerts the reader to the possibility of plagiarism. Examiners are likely to know the literature and recognise the plagiarism, but it is also true that it sometimes goes by undetected. It is now possible to detect plagiarism by simply searching a small string of words on the Internet. Additionally, plagiarism-checking software programmes, such as Turn-it-in, are also widely available. These programmes produce Originality Reports, which list the percentage of similarity between the student's words and the source. Even excerpts with minimal alterations will be detected. Plagiarism is considered a form of theft, and is under no circumstances acceptable in the world of scholarship. As such, if plagiarism is proven in a thesis at the examination stage, the thesis is automatically failed and the students' candidature terminated.

### **Avoid Plagiarism**

The key to avoiding plagiarism is to make sure credit is given where it is due when incorporating another writer's work. Students should do this even when the original source is paraphrased or summarised. When quoting a published or verbal statement, it must be identical to the original and must be attributed to the original author. **Always** cite the authors whose published works or statements are used in the thesis. The University's stand on plagiarism is found in Part 12 of the Universities and University Colleges Act 1971 Constitution of Universiti Putra Malaysia: Universiti Putra Malaysia (Graduate Studies) Rules 2003 (Revision Guide to Thesis Preparation 2012-2013). The usage of materials such as diagrammes and figures which are available on the Internet or published articles without the permission of the copyright owners is an infringement of copyright and is not allowed.