

# FINAL YEAR PROJECT

G U I D E L I N E S

U N D E R G R A D U A T E S

3<sup>RD</sup> EDITION

AKADEMI PENGAJIAN BAHASA



UNIVERSITI  
TEKNOLOGI  
MARA

Akademi  
Pengajian Bahasa

# **GUIDELINES FOR FINAL YEAR PROJECT 2022**

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## **PREFACE**

For the award of the Degree of Bachelor of Applied Language Studies (Hons.) English for Professional Communication (LG240), Bachelor of Applied Language Studies (Hons.) Malay for Professional Communication (LG241), Bachelor of Applied Language Studies (Hons.) Arabic for Professional Communication (LG242) and Bachelor of Applied Language Studies (Hons.) English for Intercultural Communication (LG243), all language for professional communication students of Akademi Pengajian Bahasa are required to submit a final year project. In view of this requirement, the guidelines are prepared not only to assist students in the preparation of their final year project report, but also to explain the whole process involved in the completion of the academic project including the assignment of supervisor, selection of topics, ethics application, consultations, examination of the written and oral reports, submission of the final written report as well as publishing the study. It is the responsibility of each student to ensure that his or her report conforms to the Guidelines set out below. Further information or clarification on the Guidelines can be obtained from the Resource Person of the respective Programme.

## LIST OF EDITORS

Assoc. Prof. Dr. Nor Shidrah Mat Daud  
Assoc. Prof. Dr. Zarina Suriya Ramlan  
Assoc. Prof. Dr. Faizah Mohamad  
Assoc. Prof. Dr. Norhayuza Mohamad  
Assoc. Prof. Dr. Ghazali Yusri Abd Rahman  
Dr. Nor Fazlin Mohd Ramli  
Dr. Elia Md Johar  
Dr. Maizura Mohd Noor  
Dr. Muhammad Arsyad Abdul Majid  
Cik Saliza Ismail  
Pn Noriza Daud  
En Mohd Akashah Mohamad Yusof  
Pn Julina Munchar

# **GUIDELINES FOR FINAL YEAR PROJECT**

## **(LG240, LG241, LG242, LG243)**

### **1.0 THE PROCESS**

#### **1.1 Assignment of Supervisor**

Each student will be assigned to one supervisor. Assignment of supervisors will be done in the semester students do their Research Methodology course. This assignment will be endorsed by the Head of Programme.

#### **1.2 Selection of Topic**

The project must be in the area covered by the programme of study. Professional communication is an inter-disciplinary field which fundamentally delves in communication in professional settings covering a broad aspect of oral, digital, and written communication in the context of a workplace. The title chosen should extend any aspect in previous knowledge learnt in the field within the capacity. Hence, the title of the project ought to be related to the aspects that are related to the programme of study.

The ability to develop a good research topic is an important skill. The supervisor may assign the students a specific topic, but most often the supervisor requires students to select topic of interest. When deciding on a topic, there are a few things that students will need to do:

- brainstorm for ideas  
Write down any key words or concepts. Be aware of overused ideas when deciding a topic. Ask the supervisor for ideas if need additional guidance.
- read general background information  
Reading a broad summary enables students to get an overview of the topic and see how the idea relates to broader, narrower, and related issues.
- focus on research topic  
Ensure that the topic is manageable and that materials are available. A topic will be very difficult to research if it is too broad or narrow. Some common ways to limit a topic are by geographical area, culture, time frame, discipline, or population group.

- define the topic as a focused research question  
Students will often begin with a word, develop a more focused interest in an aspect of something relating to that word, then begin to have questions about the topic.

Selecting a good topic may not be easy. It must be narrow and focused enough to be interesting, yet broad enough to find adequate information.

### 1.3 Consultations

Students must consult their supervisor for advice and to get their written report checked at mutually convenient times. Student and supervisor must agree on the frequency, duration and format of their formal meetings, as well as the topics to be covered, the frequency of formal meetings will be determined by the nature and stage of the student's research. These meetings should take place either in person or through emails, text messaging, video or audio calls. It may be necessary or appropriate to change the frequency of meetings depending on progress and performance.

A record of formal meetings must be kept by the student. The minimum expected number of consultations is five (5) during the supervision period.

(See *Appendix 1* for the consultation form for each programme).

### 1.4 Submission of Application for Ethics Approval

- a. Ethics approval is required to ensure research carried out protect the rights of participants, researchers, and Universiti Teknologi MARA (UiTM).
- b. The application forms must be completed and submitted for approval once students have completed their Research Methodology (ALS600) course.
- c. All students who will have **human participants** in their study must obtain ethics approval prior to commencement of the research project guided by their supervisor by filling in **F.BERC 1, 2 and 3** forms. Those who will do **content or textual analysis**, fill in **F.BERC 4** form. Applications must be submitted to the Jawatankuasa Kecil Penyelidikan Program one month before the Jawatankuasa Penyelidikan Fakulti meeting.
- d. All the forms are available in this link:  
<https://www.fbercuitm.org/applicationforms>
- f. The application must be sent to the administrative office in hard and soft copies.

Here is the link for details on how to fill in the ethics application form  
<https://bit.ly/3rnMuJZ>



Please note that ethics approval for Final Year Projects must be obtained before Semester October 2022 (Part 6 students).

### **1.5 Submission of Report for Evaluation (Final Draft)**

Students submit a complete final draft of the Academic Project report (in printed softbound copy-ring/tape bind) with the Original report to their supervisors. (The percentage of text similarity must be < 30%).

Supervisors examine the report and return the checked report to the students for correction (within one to four weeks depending on the programme).

### **1.6 Oral presentation**

Students present their report orally in 20 minutes in front of the supervisor and a second examiner. PowerPoint slides and handouts are to be prepared for the presentation

Students do the correction based on the feedback obtained from the supervisors and examiner during presentation (within two to four weeks depending on the programme).

### **1.7 Final Submission**

Students submit to their supervisors:

- a copy of final version report of Academic Project (in printed hardbound copy). Please refer to the binding format as explained in Technical Specifications Section
- complete final report of Academic Project (softcopy version –using CD)
- final Original report (the percentage of text similarity must be < 30%).

## **2.0 CONTENTS OF THE REPORT**

### **2.1 Blank Page**

A blank page should be included after the front cover page.

### **2.2 Declaration of Authorship**

Students must make a declaration of authorship to confirm the originality of the Academic Project. This declaration **must be signed** by the student.

### **2.3 F.BERC Approval/Exemption Letter**

A copy of the Faculty/Branch Ethics Review Committee (F.BERC)

approval/exemption letter must be placed after the declaration page in the FYP report.

## **2.4 Title Page**

Title page follows the same format as the front cover page.

## **2.5 Acknowledgement (Optional)**

The student may write a brief statement of appreciation to various individuals, organisations, institutions or other parties. This acknowledgement must not exceed one page.

## **2.6 Table of Contents**

A list of all chapters, headings and subheadings should follow the respective page numbers as reflected in the body of the Academic Project and should be worded exactly as they appear in the body of the report. The table of contents is to guide what has been laid out in the Academic Project.

## **2.7 List of Tables**

The exact titles of the tables and the page number they appear in the Academic Project should be listed on this page. All tables should be consecutively numbered throughout the report.

## **2.8 List of Figures**

The exact titles of the figures and the page number they appear in the Academic Project should be listed on this page. All figures should be consecutively numbered throughout the report.

## **2.9 List of Plates (e.g. photos)**

The exact titles of the plates and the page number they appear in the Academic Project should be listed on this page. All plates should be consecutively numbered throughout the report.

## **2.10 Abstract**

Students must write an abstract in the language the thesis is written. If the thesis is written in other than English language, a translation of the abstract in English needs to be included. The length of the abstract should be 150-200 words.

## **2.11 Body of Report**

### **2.11.1 Introduction**

Basically, this chapter begins with a general description of the study or background of the study. Past studies related to the topic are briefly mentioned. Then, issues are

discussed in a problem statement section where the reason why the study is warranted is highlighted. Next, the research objectives and the research questions are outlined. This chapter should also highlight the significance, limitations and scope of the study. Finally, important terms used throughout the report are defined.

### **2.11.2 Literature Review**

This chapter presents the theoretical framework or theoretical background of the study. The review must be written in an accurate and comprehensive manner to highlight the status of current research literature on the topic under study. The ideas and arguments should be synthesized, critically analysed and coherently organised. More current sources are to be included. All sources must be acknowledged by properly citing them using the current APA format. Direct quotations must be scarcely used.

### **2.11.3 Research Methodology**

This chapter outlines how the research is conducted by presenting the sections as follows:

#### **2.11.3.1 Research Design and approach**

This section describes the research design and approach either qualitatively, quantitatively or mixed method. Justification for choosing a certain research must be provided. Students may include conceptual or research framework in this section.

#### **2.11.3.2 Setting and Sample**

This section describes the population from which the sample was drawn, the sampling technique, and the sample size.

#### **2.11.3.3 Instrumentation and Materials**

This section describes instrumentation or data collection tools: name of instrument, type of instrument, concepts measured by instrument.

#### **2.11.3.4 Data Collection Procedure**

This section describes step by step how the data are collected in detail. This may include the distribution of questionnaire, the conduct of the interview, and/or observation. How the data are extracted from the procedure must be clearly explained.

### **2.11.3.5 Data Analysis**

This section describes how the data are analysed either qualitatively, quantitatively or both.

### **2.11.3.6 Reliability and Validity**

Discuss the reliability and validity of the research by looking at the instrument (Cronbach's Alpha and content-related validity for quantitative research) and looking at the process (audit trail, thick description of the data, peer review for qualitative research)

### **2.11.3.7 Chapter Summary**

Conclude by summarising the contents of the chapter.

## **2.11.4 Results/Data Analysis**

The results build logically from the problem and the chosen research design; presented in a manner that addresses the research questions. They are clearly reported and supported by the data. They do not contain any evident statistical errors. The tables and figures must have immediately adjacent comments and are properly identified (titled or captioned). The outcomes that are logically and systematically summarized and interpreted are concluded in relation to their importance to the research questions. Patterns, relationships, and themes described as findings are supported by the data.

## **2.11.5 Discussions, Conclusions and Recommendations**

This chapter begins with a brief overview of why and how the study was done, reviewing the questions/issues being addressed and a brief summary of major findings. The interpretation of the findings is discussed with the support of other works of literature. The implications are expressed in terms of tangible improvements to individuals, communities, organizations, institutions, cultures, or societies and recommendations for action and further study are made.

## **2.12 List of References**

A list of references should be written in the latest APA format and ordered alphabetically. If the references come from the same author, then they must be arranged chronologically. The references either published or unpublished must be cited in the report.

## **2.13 Appendices**

Supplementary materials which are not to be included in the report are attached as appendices. These include questionnaires, interview questions, observation list, transcriptions, data used for analysis, maps, photographs and other materials. All appendices should be titled and numbered alphabetically, e.g. Appendix A, Appendix B and so on.

## **2.14 Blank Page**

A blank page should be included before the back outside cover.

Please refer to *Appendix 2* for order of the content of the written report for each programme. See also the list of different chapters and their sections in English, Malay and Arabic in *Appendix 3*.

## **3.0 TECHNICAL SPECIFICATIONS**

### **3.1 Length**

The acceptable word count for the academic project should range between 10,000 to 12,000 words.

### **3.2 Language**

The academic project must be written in:

- English Language for LG240 and LG243 Programmes
- Arabic Language for LG242 Programme
- Malay Language for LG241 Programme

The standard written form of the language should be used to ensure uniformity and quality.

Language use should be accurate and spelling must be consistent throughout the project.

### **3.3 Cover Page**

The cover of the report must be hardbound in dark blue color and the wordings are in gold.

#### **3.3.1 Front Cover Page**

The front cover page should have the information and ordered as follows:

- UiTM Logo
- Universiti Teknologi MARA (ARIAL, 14pt bold caps)
- Title of Study (ARIAL, 18pt bold caps)
- Statement of Award of the Academic Project Fulfillment

- (ARIAL 14pt bold title case)
- Name (ARIAL, 12pt bold)
  - Month and Year of Submission (ARIAL, 12pt bold)

### **3.3.2 Spine of the Academic Project**

The spine of the Academic Project should have the following information.

- Name with 'Bin/Binti' (CAPS)
  - Title of Study
  - UiTM Year
- (ARIAL NARROW, 20-24 pts (choose the best font size that best fits the length of your FYP title), CAPS-Maximum 15 words for title of FYP)

Refer to *Appendix 4*.

### **3.3.3 Back Outside Cover**

The back outside cover must be included.

Please refer to *Appendix 5* for other technical specifications.

## **4.0 EXAMINATION OF ACADEMIC PROJECT**

### **4.1 Examiner**

#### **4.1.1 Written Academic Project**

##### **4.1.1.1 LG240/242/243 Programmes**

The written academic project is solely assessed by the supervisor

##### **4.1.1.2 LG241 Programme**

The written academic project is assessed by the supervisor and a second examiner

#### **4.1.2 Oral Presentation**

##### **4.1.2.1 LG240, LG242 and LG243 Programmes**

The oral presentation is assessed by the supervisor and a second examiner

##### **4.1.2.2 LG241 Programme**

The oral presentation is assessed by the supervisor and two other examiners (depending on the expertise of the examiners)

#### **4.2 Oral Presentation Session**

Please refer to the respective programme for the details of the Presentation.

#### **4.3 The Evaluation Criteria**

Please refer to the respective program evaluation criteria for both written report and oral presentation (refer *Appendix 6* and *Appendix 7*).

### **5.0 PUBLICATION OF ACADEMIC PROJECT**

Funding for publication can be applied from Tabung Amanah Fakulti (TAF).

**\*PLEASE USE THE FINAL YEAR PROJECT TEMPLATE PROVIDED TO PREPARE YOUR REPORT.**

**ALS600 RESEARCH METHODOLOGY, INTERIM (SEM 5) and ALS 660 FINAL YEAR PROJECT**

**ATTENDANCE FORM**

**LG240 & LG243**

**NAME** : \_\_\_\_\_  
**STUDENT ID** : \_\_\_\_\_  
**SUPERVISOR'S NAME** : \_\_\_\_\_  
**TOPIC APPROVED** : \_\_\_\_\_  
\_\_\_\_\_

<b>DATE</b>	<b>DISCUSSION</b>	<b>STUDENT'S SIGNATURE</b>	<b>SUPERVISOR'S SIGNATURE</b>




**ALS661 PROJEK ILMIAH  
REKOD KEHADIRAN DAN PERBINCANGAN  
LG241**

**NAMA PENYELIA** : \_\_\_\_\_  
**NAMA PELAJAR** : \_\_\_\_\_  
**NO. KAD PELAJAR** : \_\_\_\_\_  
**TAJUK KAJIAN** : \_\_\_\_\_  
\_\_\_\_\_  
**SESI** : \_\_\_\_\_

<b>Bil.</b>	<b>TARIKH</b>	<b>MASA</b>	<b>TEMPAT</b>	<b>TOPIK/ HASIL PERBINCANGAN</b>	<b>TANDA TANGAN PENYELIA</b>	<b>TANDA TANGAN PELAJAR</b>
1						
2						

3						
4						
5						
6						
7						

**BORANG PERTEMUAN PENYELIA & PELAJAR**  
**LG242**  
**ALS662**

**Tarikh :** \_\_\_\_\_

**Masa :** \_\_\_\_\_

Diisi oleh penyelia : Sila nyatakan kemajuan pelajar bagi pertemuan untuk tarikh ini.

Diisi oleh pelajar: Sila nyatakan secara ringkas hasil pertemuan

.....

Nama & Tandatangan  
Penvelia

Nama & Tandatangan  
Pelaiar

## Appendix 2

### ORDER OF CONTENTS

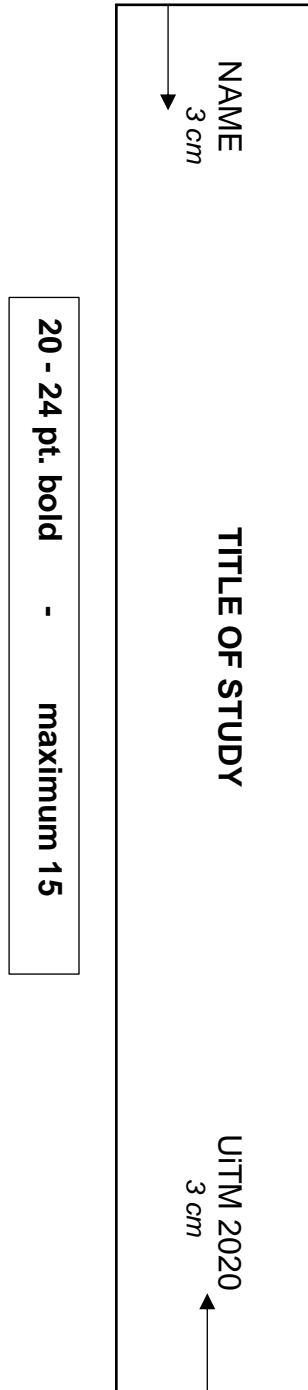
	<b>ITEM</b>	<b>NOTES</b>
1.	Front outside cover	Same format as title page
2.	Blank page	No page number
3.	Declaration form	No page number
4.	Title page	No page number (but counted as page i)
5.	Acknowledgements	Numbered – ii
6.	Table of Contents	} Numbered consecutively with lowercase } Roman numerals
7.	List of Tables	
8.	List of Figures	
9.	List of Plates [e.g., photos]	
10.	Abstract	200-250 words; IMRD [short summary of each main section]
11.	Main body of the text	} Numbered consecutively starting with 1 - } Arabic numerals
12.	References	
13.	Separator sheet	No page number
14.	Appendices	Numbering continues
15.	Blank page	No page number
16.	Back outside cover	

### Appendix 3

#### CHAPTERS AND SECTIONS IN WRITTEN REPORT

ABSTRACT	ABSTRACT	ملخص البحث
INTRODUCTION	PENDAHULUAN	المقدمة
Introduction/Background of Study	Pengenalan/Latar Belakang Kajian	المقدمة/خلفيات البحث
Problem Statement	Pernyataan Masalah	مشكلة البحث
Objective/s	Objektif Kajian	أهداف البحث
Hypothesis/Research Questions	Hipotesis/ Persoalan Kajian	فروض البحث/أسئلة البحث
Significance of Study	Kepentingan Kajian	أهمية البحث
Limitations and Scope of Study	Batasan dan Skop Kajian	حدود البحث
LITERATURE REVIEW	SOROTAN LITERATUR	الدراسات السابقة
RESEARCH METHODOLOGY	METODOLOGI KAJIAN	منهج البحث
Research Design	Reka Bentuk Kajian	تصميم البحث
Research Participants	Peserta Kajian	انتقاء العينة
Research Instruments	Instrumen Kajian	أدوات البحث
Data Collection Procedure	Tatacara Pengumpulan Data	إجراء جمع البيانات
Data Analysis	Analisis Data	تحليل البيانات
FINDINGS	DAPATAN KAJIAN	النتائج
DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS	PERBINCANGAN KESIMPULAN DAN CADANGAN	المناقشات والخلاصات والتوصيات
REFERENCES	RUJUKAN	المراجع
APPENDICES	LAMPIRAN	الملاحق

FORMAT FOR SPINE OF ACADEMIC PROJECT REPORT



## Appendix 5

### TECHNICAL SPECIFICATIONS FOR ACADEMIC PROJECT

Please follow these guidelines for formatting the final copy of your Academic Project

1.	Typeface	Times New Roman or Arial  <i>Italics</i> – for scientific names; terms in a language other than English; quotations  <b>For LG242:</b> Use Traditional Arabic (use Arial only for roman alphabets)	Use the same typeface throughout
2.	Font size	Text – TNR12 pt / Arial 11 pt Chapter headings – 14 pt Headings and sub-headings – TNR 12 pt / Arial 11 pt Tables – not less than 8 pt  <b>For LG242:</b> 18 pt for content paragraphs and numbers 20 pt for texts on hardcover and main headings in all chapters 11 pt for roman alphabets	
3.	Margins	Top = 3 cm Right = 2.5 cm Left = 4.0 cm Bottom = 3.0 cm	
4.	Paragraphs	No indentation for new paragraphs Double line space after end of paragraph. A new para at the bottom of the page should have at least two full lines of text – otherwise, start on new page	Full block format – left- and right-justified margins
5.	Spacing	1.5 spacing between lines 3.0 (1.5 x 3) between paragraphs Single spacing for: - Block quotations - Multi-line titles/captions for tables, figures, etc. - Appendices (questionnaires, letters, etc.) - List of references (but 2x spacing between entries)	
6.	Pagination	Front matter- lower case Roman numerals Text, references, appendices – numbered consecutively in Arabic numerals	Title page = i (not shown) Acknowledgements = ii No punctuation, brackets, hyphens or “decorations” Position should be consistent – lower right hand side of page
7.	Appendices	Identify by capital letter – Appendix A, Appendix B, etc.	Use a separator sheet, with the word APPENDIX/ICES in the middle of the page Separator sheet is not numbered



8.	Tables	Include a number and descriptive title <b>above</b> the table	Number in sequence; preface with chapter number; e.g., Chapter One = Table 1.1, 1.2, 1.3, etc.; Chapter Four = Table 4.1, 4.2, 4.3
9.	Figures	Include a number and descriptive title <b>below</b> the figure	Number in sequence; preface with chapter number; e.g., Chapter One = Figure 1.1, 1.2, 1.3, etc.; Chapter Four = Figure 4.1, 4.2, 4.3
10.	Headings	Level 1 headings Headings in front matter (Acknowledgements, Table of Contents, etc.); Chapter headings, List of References, Appendices – all centred, caps/bold, 14 pt	<b>CHAPTER ONE INTRODUCTION</b>  <b>CHAPTER TWO LITERATURE REVIEW</b>
11.	Hierarchy of headings/ numbering	In the text; TNR 12 pt/ Arial 11 pt Level 2: Sentence case/bold + 1.5x2 line spacing Level 3: Sentence case/bold + 1.5 line spacing Level 4: Sentence case/bold/italics + 1.5 line spacing OR bullet points	1.1; 1.2; 2.1; 2.2; etc.  1.1.2; 1.1.3; 2.2.1; 2.2.2; etc.  1.1.2.1; 1.1.2.2; etc., or bullet points
12.	List of References	APA format 7 <sup>th</sup> Edition Hanging indent Single spaced within an entry; 2x spaced between entries	Arrange alphabetically by family name, or title (if no author)
13.	Headers/Footers	No running headers or footers	

## Appendix 6

### FINAL YEAR PROJECT (ALS660) EVALUATION CRITERIA FOR RESEARCH REPORT (80%) LG240 & LG243

CRITERIA	Exceed Expectations	Meet Expectations	Progressing	Not there yet
	4	3	2	1
Abstract	All 7 elements in an abstract are present.	5-6 of the elements in an abstract are present	3-4 of the elements in an abstract are present	Only two elements are present
Chapter 1- Introduction/ Background of Study	Excellent descriptions of introduction and background in three or four paragraphs with many citations (including the recent ones) in introducing the research area.	Good descriptions of introduction and background in three or four paragraphs with some citations in introducing the research area.	Fair descriptions of introduction and background in two or three paragraphs with few citations in introducing the research area	Weak descriptions of introduction and background in one or two paragraphs with no citations in introducing the research area
Problem Statement	Three or four paragraphs of a problem statement with many other studies (including the recent ones) to support the problems. The gap in the area is clearly identified	Three or four paragraphs of a problem statement with some studies to support the problems. The gap in the area is satisfactorily identified.	Two or three paragraphs of a problem statement with few studies to support the problems but the gap in the area is not clearly identified.	One or two paragraphs of a problem statement with no studies to support the problems. The gap is not clearly identified
Research Objectives/ Research Questions	At least one broad research objective is present and at least two research questions are developed clearly from the research objective (s) OR Research questions clearly reflect the research objectives	At least one broad research objective is present and at least two research questions are developed satisfactorily from the research objective (s) OR Research questions satisfactorily reflect the research objectives	Either the research objective (s) or research questions are given	Research objective(s) and research questions are not clearly stated
Significance of Study	Three contributions are given. Each contribution is clearly explained in a paragraph and significance to whom is clearly stated and explained	Three contributions are given. Each contribution is satisfactorily explained in a paragraph	Three contributions are given briefly	Only one or two contributions are given and written at sentence level.
Scope and Limitations of Study	The scope and limitations are clearly addressed in two separate paragraphs	The scope and limitations are satisfactorily addressed in two separate paragraphs	The scope and limitations are briefly addressed in one paragraph.	Either the scope or limitations are written
Definition of Terms	The key terms in the study are explained clearly with proper citations.	The key terms in the study are explained satisfactorily with proper citations.	The key terms are briefly explained with proper citations.	The key terms are briefly explained with no proper citations
Chapter Summary for Chapter One	The summary is clearly written based on the elements in the chapter.	The summary is satisfactorily written based on the elements in the chapter.	The summary is briefly written based on the elements in the chapter.	The summary is not well written as other elements, which are not in the chapter, are included.

Chapter 2- Literature Review -Introduction	An overview of the chapter is clearly written on what to expect in the chapter	An overview of the chapter is satisfactorily written on what to expect in the chapter	An overview of the chapter is briefly written on what to expect in the chapter	An overview of the chapter is given, but does not reflect the whole chapter.
Theoretical Framework or Theoretical Background	The theoretical framework or theoretical background of current research is clearly presented.	The theoretical framework or theoretical background of current research is satisfactorily presented.	The theoretical framework or theoretical background of current research is briefly presented.	The theoretical framework or theoretical background is not relevant to the current research.
Review of Relevant Studies and Research Gap	The literature review summarises and insightfully synthesises the literature information, including analysis of gap in the research.	The literature review summarises the overall picture obtained from the literature review and synthesises the knowledge gained. but the research gap is unclear.	The literature review summarises the overall picture obtained from the literature review but lacks synthesis. The research gap is unclear.	The literature review lacks summary or synthesis of the information, and occasionally leaving each article as a stand alone piece in interpreting the information and/or makes statements unsupported by the literature. The research gap is unclear.
Chapter Summary/Chapter 2	The summary is clearly written based on the elements in the chapter.	The summary is satisfactorily written based on the elements in the chapter.	The summary is briefly written based on the elements in the chapter.	The summary is not well written as other elements, which are not in the chapter, are included.
Chapter 3- Methodology Introduction	An overview of the chapter is clearly written on what to expect in the chapter.	An overview of the chapter is satisfactorily written on what to expect in the chapter.	An overview of the chapter is briefly written on what to expect in the chapter.	An overview of the chapter is given, but does not reflect the whole chapter.
Research Design	Research design and research approach are described clearly and provides justification.	Research design and research approach are described satisfactorily; also provides justification..	Research design and research approach are described briefly and provide justification.	Research design and research approach are described briefly; does not provide justification.
Setting ,Sample and Sampling Technique	This section describes the population from which the sample is drawn clearly. The sampling method and the sample size are also explained clearly and justification is provided.	This section describes the population from which the sample is drawn satisfactorily. The sampling method and the sample size are also explained satisfactorily and justification is provided.	This section describes the population from which the sample is drawn briefly. The sampling method and the sample size are also explained briefly. The justification is provided..	This section describes the population from which the sample is drawn, the sampling method and sample size briefly. No justification for the sampling method and the sample size is made.

Research Instrument (s)	This section clearly describes instrumentation or data collection tools: name of instrument, type of instrument, concepts measured by instrument; and provides justification.	This section satisfactorily describes instrumentation or data collection tools: name of instrument, type of instrument, concepts measured by instrument; and provides justification	This section briefly describes the instrumentation or data collection tools: name of instrument, type of instrument, concepts measured by instrument, and provides justification.	This section describes briefly the instrumentation or data collection tools: name of instrument, type of instrument, concepts measured by instrument. No justification is made..
Data Collection Procedures	This section provides accurate, thorough and clear description of how the data are collected.	This section provides accurate and satisfactory description of how the data are collected.	This section provides accurate and brief description of how the data are collected.	This section provides unclear description of how the data are collected.
Data analysis	This section provides accurate, thorough and clear description of how the data are analysed.	This section provides accurate and satisfactory description of how the data are analysed.	This section provides accurate and brief description of how the data are analysed.	This section provides unclear description of how the data are analysed.
Reliability and Validity	The reliability and validity of the research are clearly discussed.	The reliability and validity of the research are satisfactorily discussed.	The reliability and validity of the research are briefly discussed.	The reliability and validity of the research are not clearly discussed.
Chapter Summary/Chapter 3	The summary is clearly written based on the elements in the chapter.	The summary is satisfactorily written based on the elements in the chapter.	The summary is briefly written based on the elements in the chapter.	The summary is not well written as other elements, which are not in the chapter, are included.
Chapter 4- Findings Introduction	An overview of the chapter is clearly written on what to expect in the chapter, including the research questions.	An overview of the chapter is satisfactorily written on what to expect in the chapter, including the research questions.	An overview of the chapter is briefly written on what to expect in the chapter without the research questions.	An overview of the chapter is given, but does not reflect the whole chapter. The research questions are not included.
Analyses of the Findings	Findings are clearly explained in a comprehensive level of detail and are well-organised.  Statistical analyses (if used) are appropriate tests and are accurately reported.  Tables/charts/figures (if used) clearly and concisely convey the data.	Findings are explained but not as clearly, the level of detail is not as sufficient, and there are some organisational issues.  Statistical analyses (if used) are appropriate tests and are accurately reported.  Tables/charts/figures (if used) are not as clear and concise in conveying the data.	Findings are not clearly explained, level of detail is insufficient, and there are more organisational issues.  Statistical analyses (if used) are appropriate tests, but are not accurately reported.  Tables/charts/figures (if used) are not clear in conveying the data.	Findings are not very clearly explained, level of detail is severely insufficient, and there are serious organisational issues.  Statistical analyses (if used) are inappropriate tests and/or are not accurately reported.  Tables/charts/figures (if used) are not clear in conveying the data.

Commentary on the Data/ Interpretations of Findings	Commentary on the data/Interpretations of findings are thoughtful and insightful. They clearly answer/ address the research questions.	Commentary on the data/Interpretations of findings are sufficient but somewhat lacking in thoughtfulness and insight. They satisfactorily answer/address the research questions.	Commentary on the data /Interpretations of findings lack thoughtfulness and insight. They vaguely answer/address the research questions.	Commentary on the data/Interpretations of findings severely lack thoughtfulness and insight. They do not answer/address the research questions.
Chapter Summary/ Chapter 4	The summary is clearly written based on the elements in the chapter.	The summary is satisfactorily written based on the elements in the chapter.	The summary is briefly written based on the elements in the chapter.	The summary is not well written as other elements, which are not in the chapter, are included.
Chapter 5- Discussion and Conclusion Introduction	An overview of the chapter is clearly written on what to expect in the chapter.	An overview of the chapter is satisfactorily written on what to expect in the chapter.	An overview of the chapter is briefly written on what to expect in the chapter.	An overview of the chapter is given, but does not reflect the whole chapter.
Research Overview and Summary of Main Findings	This section provides a detailed overview of the study and summarises the main findings.	This section provides a satisfactory overview of the study and summarises the main findings.	This section provides a brief overview of the study and summarises the main findings.	This section provides either an overview of the study or the summary the main findings.
Discussion and explanations for the findings of the study	Insightful discussion of how the findings of the present study relate to other studies in this area is made.	Satisfactory discussion of how the the findings of the present study relate to other studies in this area is made.	Brief discussion of how the the findings of the present study relate to other studies in this area is made.	Discussion is made without any attempt to relate to other studies in the area.
Implications of the findings	This section gives a clear explanation on how the findings can help improve individuals, communities, organizations, institutions, cultures, or societies.	This section gives a satisfactory explanation on how the findings can help improve individuals, communities, organizations, institutions, cultures, or societies.	This section gives a brief explanation on how the findings can help improve individuals, communities, organizations, institutions, cultures, or societies.	This section gives unclear explanation on how the findings can help improve individuals, communities, organizations, institutions, cultures, or societies.
Recommendations/Directions for Further Research (based on the limitations described earlier)	Recommendations for further research in this area are insightful and thoughtful	Recommendations for further research in this area are satisfactory.	Recommendations for further research in this area are limited.	Recommendations for further research in this area are severely limited and not feasible.
Conclusion to Chapter 5/Summary	The summary is clearly written based on the elements in the chapter.	The summary is satisfactorily written based on the elements in the chapter.	The summary is briefly written based on the elements in the chapter.	The summary is not well written as other elements, which are not in the chapter, are included.
REFERENCES	Sources are all scholarly and clearly	Sources are primarily scholarly and relevant to	Sources are not primarily scholarly	Sources are disproportionately,

	<p>relevant to the research. APA citation style is accurately used in both text and list of references. All in-text citations are written in the list of references and vice versa.</p> <p>The number of references is more than 30 of which 10 are within the last 5 years and at least 3 references in Chapter 3- Methodology .</p>	<p>the research focus. APA citation style is used in both text and list of references. Few in-text citations are not written in the list of references and vice versa.</p> <p>The number of references is between 21-30 of which 8 are within the last 5 years and at least 3 references in Chapter 3- Methodology.</p>	<p>and relevant to the research. Citation style is either inconsistent or incorrect. Many in-text citations are not written in the list of references and vice versa.</p> <p>The number of references is between 15-20 and at least 2 references in Chapter 3- Methodology .</p>	<p>non-scholarly and not clearly relevant to the research. A lot of in-text citations are not written in the list of references and vice versa.</p> <p>The number of references is fewer than 15 and at least 2 references in Chapter 3- Methodology.</p>
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	Proficient 6	Proficient 5	Independent 4	Independent 3	Basic 2	Basic 1
Grammatical Accuracy	Meets the CEFR C2 level of written production	Meets the CEFR C1 level of written production	Meets the CEFR B2 level of written production	Meets the CEFR B1 level of written production	Meets the CEFR A2 level of written production	Meets the CEFR A1 level of written production
Vocabulary Control	Meets the CEFR C2 level of written production	Meets the CEFR C1 level of written production	Meets the CEFR B2 level of written production	Meets the CEFR B1 level of written production	Meets the CEFR A2 level of written production	Meets the CEFR A1 level of written production
Cohesion	Meets the CEFR C2 level of written production	Meets the CEFR C1 level of written production	Meets the CEFR B2 level of written production	Meets the CEFR B1 level of written production	Meets the CEFR A2 level of written production	Meets the CEFR A1 level of written production

Note: The number of words for a degree final project is between 10,000 to 15,000 following the MQA programme standard guidelines.

## ALS660 FINAL YEAR PROJECT EVALUATION FORM

Name of Student:  
 ID:  
 FYP Title:  
 Name of Examiner:

<b>FINAL YEAR PROJECT MARK SHEET</b>		
<b>SECTION</b>	<b>MAXIMUM MARKS</b>	<b>GIVEN MARKS</b>
<b>Abstract</b> 1. A brief introduction 2. The theoretical framework and the concepts/constructs 3. The purpose 4. The method 5. The findings 6. The conclusions 7. The implication of the study	8 (4x2)	
<b>Chapter One</b>		
Introduction/Background to the study	8 (4x2)	
Problem Statement	8 (4x2)	
Research objectives/Research questions	8 (4x2)	
Significance of the Study	4 (4x1)	
Scope and Limitations of the Study Scope: e.g. general purpose, aspects studied, sample, locale and period of study  Limitations: e.g. respondents, sample size, place of study, time constraint, methodology	4 (4x1)	
Definition of Terms used in the Study	4 (4x1)	
Conclusion to chapter One/Summary	2 (4/2)	
	<b>46</b>	
<b>Chapter Two: Literature Review</b>		
Introduction to Chapter Two	2 (4/2)	
Theoretical framework or background	8 (4x2)	
Review of Relevant studies including an analysis of research gap	12 (4x3)	
Conclusion to Chapter Two/Summary	2 (4/2)	
	<b>24</b>	
<b>Chapter Three: Methodology</b>		
Introduction to Chapter Three	2 (4/2)	
Description of the Research Design and/or conceptual framework	4 (4x1)	
The research setting/Sample/Sampling Technique	4 (4x1)	

Research Instrument (s)	4 (4x1)	
Data Collection Procedure	4 (4x1)	
Data Analysis	4 (4x1)	
Reliability and Validity	4 (4x1)	
Conclusion to Chapter Three/Summary	2 (4/2)	
	<b>28</b>	
<b>Chapter Four: Findings</b>		
Introduction to Chapter Four-includes the Research Questions	4 (4x1)	
Analyses of the Findings to answer Research Questions, They are arranged logically according to the Research Questions.	8 (4x2)	
Commentary on the data, Interpretation of the data, with attention drawn to particular interesting/noteworthy aspects.	12 (4x3)	
Conclusion to Chapter Four/Summary	2 (4/2)	
	<b>26</b>	
<b>Chapter Five: Discussion and Conclusion</b>		
Introduction to Chapter Five	2 (4/2)	
Research Overview and Summary of Main Findings	8 (4x2)	
Discussion (comparison with findings of studies reported in Chapter 2) and provide explanations for the findings of the study	8 (4x2)	
Implications of the findings (How the findings can be used in different settings– (relate to the Significance of the Study in Chapter One)	4 (4x1)	
Recommendations/Directions for Further Research (based on the limitations described earlier)	4 (4x1)	
Conclusion to Chapter 5/Summary	2 (4/2)	
	<b>28</b>	
<b>Total (Abstract + Content)</b>	<b>152</b>	
<b>Language</b>		
Grammatical Accuracy	6	
Vocabulary Control	6	
Cohesion	6	
<b>References</b>		
APA style in in-text citations and references observed	8 (4x2)	



<b>Total (Language + References)</b>	<b>26</b>	
Mark conversion	Given Mark/178 x 80%	
Oral Presentation	20%	

Please refer to the rubrics.

**NOTE**

- a) Deduct a maximum of 20 marks out of total number of marks obtained for gross errors in:
- i. Language
  - ii. Mechanics
  - iii. Citations (format, listed in References)
- b) Meeting with supervisor:
- i. Students **must** meet supervisors at least 5-7 times-marks deducted – 4 marks @meeting (maximum of 20 marks)
  - ii. The mark deduction table is as follows:

MARK DEDUCTION FRP CONSULTATION	
Deduct	Frequency of Meeting
4 marks	4 times
8 marks	3 times
12 marks	2 times
16 marks	1 time
20 marks	0

**ALS 661 PROJEK ILMIAH  
BORANG PENILAIAN PROJEK ILMIAH  
LG241**

NAMA :  
NO.PELAJAR :  
TAJUK :

Bahagian	Bil.	Kriteria	Markah Maksimum	Markah Penyelia	Markah Penilai	Jumlah
I	1	<b>Abstrak / Abstract</b>	3 Markah			
	2	<b>Isi Kandungan</b>	2 Markah			
	3	<b>BAB 1 (PENDAHULUAN)</b> Pengenalan (2M) Permasalahan Kajian (2M) Objektif Kajian (3M) Persoalan Kajian (2M) Kepentingan Kajian (2M) Batasan dan Skop Kajian (2M) Definisi Konsep (2M)	15 Markah			
II	4	<b>BAB 2 (KAJIAN LEPAS)</b> Ulaskan Kajian Lepas (5M) Ulaskan Kritis (3M) Kerangka Teori (7M)	15 Markah			
	5	<b>BAB 3 (METODOLOGI KAJIAN)</b> Pendekatan Kajian (2M) Data Kajian (2M) Tatacara Pengumpulan Data (2M) Pelabelan Data (2M) Penganalisan Data (2M)	10 Markah			
	6	<b>BAB 4 (DAPATAN KAJIAN)</b> Berdasarkan objektif kajian dan penghuraian  Objektif kajian 5M x 3 =15M Huraian 5M (sekiranya mempunyai 3 objektif kajian)  Objektif kajian 7M x 2 =14M Huraian 6M (sekiranya mempunyai 2 objektif kajian)	20 markah			
III	7	<b>BAB 5 (KESIMPULAN DAN PENUTUP)</b> Rumusan Kajian (6M)	10 Markah			

		Sumbangan Kajian (2M) Cadangan Kajian Lanjutan (2M)				
	8	<b>Rujukan, Lampiran, Senarai Jadual dan Rajah</b>	5 Markah			
<b>Markah Keseluruhan</b>			<b>80</b>			

**Tandatangan Penyelia :**

**Nama :**

**Tarikh :**

**Tandatangan Penilai :**

**Nama :**

**Tarikh :**



AKADEMI PENGAJIAN BAHASA  
SARJANA MUDA BAHASA GUNAAN (KEPUJIAN) BAHASA ARAB KOMUNIKASI  
PROFESIONAL  
LG242

ALS662 (PROJEK AKADEMIK)

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BORANG PENILAIAN PROJEK AKADEMIK  
(DIISI OLEH PENYELIA DAN PERLU DISERAHKAN KEPADA PENSYARAH SUMBER)

SESI : \_\_\_\_\_

NAMA PELAJAR. : \_\_\_\_\_

NAMA PENYELIA. : \_\_\_\_\_

TAJUK KAJIAN : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(PERHATIAN:  
SILA TULIS TAJUK LAPORAN YANG LENGKAP  
DALAM BAHASA ARAB)**

KRITERIA PENILAIAN		CLO	MARKAH	SKOR
CLO1-Mempamerkan etika dan profesionalisme melalui tanggungjawab kerja dan integriti dalam menyiapkan projek penyelidikan (10%)				
-Pertemuan/konsultasi dengan penyelia (Pertemuan minimum 5 kali)		CLO1	5 3	
-Sikap pelajar dalam menyiapkan tugas (mematuhi masa, disiplin dan dedikasi)				
-Pematuhan turn it in (maksimum 30%)		CLO1	2	
Kesesuaian tajuk dengan objektif kajian		CLO2	2	
CLO2-Mempamerkan keupayaan pengurusan dari aspek pengurusan masa, mengorganisasi idea, membuat keputusan dan pengagihan kerja (40%)				
Abstrak		ملخص البحث	CLO2	3
Bab 1	✓ Latar belakang kajian	خلفية الدراسة	CLO2	5
	✓ Permasalahan kajian	مشكلة البحث	CLO2	5
	✓ Objektif & Persoalan kajian	أهداف البحث وأسئلته	CLO2	5
	✓ Batasan kajian	حدود البحث	CLO2	2
	✓ Kepentingan kajian	أهمية البحث	CLO2	2
Bab 2	Kajian Literatur			
	✓ Teori-teori berkaitan	الإطار النظري	CLO2	5
	✓ Kajian lampau	الدراسات السابقة	CLO2	5
Bab 3	Metodologi Kajian	منهج البحث		
	✓ Rekabentuk kajian	تصميم البحث	CLO2	2
	✓ Sampel kajian	انتقاء العينة	CLO2	2
	✓ Instrumen kajian	أدوات الدراسة	CLO2	2
	✓ Kaedah analisis data	طريقة تحليل البيانات	CLO2	2
CLO3- Mempamerkan kebolehan mengenalpasti , menganalisis dan merumus isu penyelidikan (40%)				
Bab 4	Keputusan kajian (data)	نتائج البحث	CLO3	12
Bab 5	Perbincangan	المناقشة		
	✓ Perbincangan keputusan	مناقشة النتائج	CLO3	8
	✓ Cadangan kajian	التوصيات	CLO3	5
Lain-lain	✓ Rujukan	المراجع	CLO3	3
	✓ Lampiran	الملاحق	CLO3	2
	✓ Bahasa (Laporan)		CLO3	5

	✓ Aspek teknikal (font/margin/kekemasan laporan/dll)	CLO3	2	
	✓ <i>Citation</i> (Bab 1 dan Bab 2)	CLO3	3	
CL04 - Melaporkan secara lisan dan penulisan terhadap hasil penyelidikan yang dijalankan (10%)				
	✓ Pembentangan	CLO4	10	
Markah keseluruhan		100		

### PEMBERIAN MARKAH MENGIKUT CLO

Sila masukkan markah mengikut CLO.

		Peratus	Markah diperoleh
CLO1	Mempamerkan etika dan profesionalisme melalui tanggungjawab kerja dan integriti dalam menyiapkan projek penyelidikan	10	
CLO2	Mempamerkan keupayaan pengurusan dari aspek pengurusan masa, mengorganisasi idea, membuat keputusan dan pengagihan kerja	40	
CLO3	Mempamerkan kebolehan mengenalpasti, menganalisis dan merumus isu penyelidikan	40	
CLO4	Melaporkan secara lisan dan penulisan terhadap hasil penyelidikan yang dijalankan	10	
Jumlah		100	

## Appendix 7

### PROPOSED MARKING SCHEME FOR ORAL PRESENTATION OF RESEARCH REPORT (ALS660)

Student Name \_\_\_\_\_ Group \_\_\_\_\_ Supervisor \_\_\_\_\_  
Student ID \_\_\_\_\_

	Excellent 5 marks	Good 4 marks	Fair 3 marks	Poor 0-2 marks	Remarks
<b>PRESENTATION STYLE</b>					
Relied little on notes and expressed ideas with fluency					
Reflected interest and enthusiasm through appropriate voice projection and body language					
Excellent use of slides that enhanced presentation					
<b>DELIVERY OF CONTENT</b>					
<b>Introduction</b> Clearly conveyed aim of project against background of study Provided strong rationale Purpose was clear and focused					
<b>Literature Review</b> Occasional drawing attention to relevance of current studies; attempts to relate main ideas to the literature					
<b>Method</b> Well organized, provided appropriate details of design, procedure and analysis					
<b>Results</b> All pertinent results are reported by making references to research questions in a clear and concise manner					
<b>Discussion and conclusions</b> Brief and concise discussion on major outcomes. Conclusions and recommendations are appropriately based on outcomes of the study					
<b>TOTAL MARKS (40/2 = 20)</b>					

Evaluator's name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

**UNIVERSITI TEKNOLOGI MARA  
ALS 661 (PROJEK ILMIAH)  
BORANG PENILAIAN PEMBENTANGAN**

Nama Pelajar :

No. Pelajar :

Tajuk Kajian :

<b>CLO &amp; PLO</b>	<b>Mempamerkan kemahiran komunikasi tentang isu dalam penyelidikan ilmiah mengikut pengkhususan bidang Pengajian Melayu (PLO 5)</b>					
<b>DOMAIN</b>	<b>Aspek Kandungan dan Gaya Penyampaian</b>	<b>Sangat baik (5 markah)</b>	<b>Baik (4 markah)</b>	<b>Sederhana (3 markah)</b>	<b>Lemah (2 markah)</b>	<b>Sangat lemah (1 markah)</b>
	<b>Bab 1</b>					
	<b>Bab 2</b>					
	<b>Bab 3</b>					
	<b>Bab 4</b>					
	<b>Bab 5</b>					
	<b>Gaya Penyampaian</b>					
<b>MARKAH KESELURUHAN</b>						<b>30</b>



**Tandatangan Pensyarah/ Penyelia :**  
**Nama Pensyarah/ Penyelia :**  
**Tarikh :**

**RUBRIK PEMBENTANGAN POSTER PROJEK AKADEMIK (20%)**

**معايير تقديم الملصقات العلمية للبحث العلمي**

**ALS652**

اسم الطالب : \_\_\_\_\_ :  
 اسم المشرف (المقيم الأول) : \_\_\_\_\_ :   
 اسم المقيم الثاني : \_\_\_\_\_ :

ضعيف 0,5	متوسط 1	جيد - ممتاز 2-1,5	
-التصميم سيء ويتم عرض محتوى البحث بشكل غير واضح وغير مبدع -اللغة مكتوبة بأسلوب غير مناسب والكتابة مليئة بالأخطاء اللغوية	-التصميم متوسط ووجود مستوى متوسط من الوضوح في عرض محتوى البحث -اللغة مكتوبة بأسلوب صحيح وفيها بعض الأخطاء اللغوية	-التصميم جيد ويتم عرض محتوى البحث بشكل واضح ومبدع -اللغة مكتوبة بأسلوب صحيح والكتابة خالية من الأخطاء اللغوية	الملصقات والجوانب اللغوية 2
العرض التقديمي سيء ، والجمهور لا يفهم الدراسة. وهناك كثير من الأخطاء اللغوية أثناء التقديم	عرض بسيط وإعداد بسيط وهناك بعض الأخطاء اللغوية أثناء التقديم	عرض جذاب ، يقدم الطالب العروض ذات مستوى عال من الفهم والإعداد الدقيق والاستخدام الأمثل للغة	التقديم 2
يقوم الباحث بإجراء الدراسة بطريقة مشكوك فيها ، وهناك نقاط ضعف في استخدام الأداة وتحليل العينات	الطريقة التي تم تنفيذها مناسبة ، ولكن هناك بعض العيوب في استخدام الأداة والعينة	يجري الباحث الدراسة بالطريقة الصحيحة ويستخدم الأدوات والعينات المناسبة إلى جانب تحليل دقيق للبيانات	طرق البحث 2
هذه الدراسة عبارة عن دراسة غالباً ما يقوم بها باحثون آخرون	وقد أجريت هذه الدراسات ولم تكن هناك سوى تغييرات في الأجهزة واستخدام العينات	هذه الدراسة هي دراسة جديدة وتختلف عن الدراسات السابقة	أصالة 2
هذه الدراسة هي دراسة ضعيفة ولا يمكنها المساهمة بشكل كبير في مجال اللغة العربية	يمكن أن تسهم هذه الدراسة في تطوير اللغة العربية ولكن لا تزال بحاجة إلى تحسين	ستساهم هذه الدراسة بشكل كبير في تطوير اللغة العربية ولديها القدرة على الابتكار	المساهمة في دراسة اللغة العربية 2
			10

النتيجة المكتسبة	مساهمة	أصالة	طرق البحث	التقديم	الملصقات والجوانب اللغوية
10	2	2	2	2	2