



**UNDERGRADUATE  
FINAL YEAR PROJECT  
GENERAL GUIDELINES**

**Kulliyyah of Islamic Revealed Knowledge and Human Sciences  
International Islamic University Malaysia  
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## INTRODUCTION

Final Year Project (FYP), a **SIX** credit course, is a **graduation requirement** for all students of all Departments in the Kulliyah of Islamic Revealed Knowledge and Human Sciences. For the Departments of Communication, English and Literature, Political Science, History, Psychology, and Sociology and Anthropology, the FYP held the status of “**Kulliyah Required Course.**” The status of FYP is set as “**Department Major Course**” for the Departments of Arabic Language and Literature, Fiqh and Usul-al-Fiqh, Qur’an and Sunnah, and Usul al-Din and Comparative Religion. **Though of different status, the nature of the process and product is standardized.**

According to the Malaysian Qualification Agency (MQA), in the overall undergraduate curriculum, there is a component delineated to research-based work, assuming a minimum of 6 credit hours. Taking into consideration the common structure introduced by international higher learning institutions, thus, the Kulliyah decided to label the component as **FYP** and treat it as **an equivalent nomenclature** to the **undergraduate thesis**. The **nature of research in social sciences** (e.g., sociology and anthropology, history, political science, communication, and psychology) and **humanities** (e.g., language and literature) are practically indicative of the **scientific and empirical quest** of each respective discipline that in turn will contribute to the **build-up of new and/or refinement of existing body of knowledge**. FYP is the mean for achieving this novel aim.

FYP is a form of **capstone learning experience** where students are expected to be able to **synthesize** the **knowledge** acquired in **various subjects** of their **respective discipline**, together with the **technical skills** acquired from **research methodology (quantitative and qualitative)** and/or **statistics courses** to **INDEPENDENTLY run a research project** in its **entirety**. The **learning outcome** for FYP is the **level six of the Bloom’s learning**

taxonomy which is **CREATE**, i.e., producing a new or novel piece of work. The choice of research work or project applicable for this course is thus, decided to be of **empirical** or **analytical** (i.e., not merely conceptual) in nature.

Working under the supervision of an academic, students will independently design and execute a study within the chosen area of the discipline. The Kulliyyah would like to cultivate the academic culture via this FYP exercise. Students are advised not to approach the FYP with a forced feeling (although structurally it is forced unto you). It is encouraged for students to embrace FYP as a form of an ultimate assessment of their overall four years academic learning credibility. Executing an independent research project should be seen as a rare opportunity to acquire an extra point in one's academic as well as personal credibility. This experience would indeed be significantly valuable for those considering pursuing their postgraduate study. Nevertheless, the experience of holding one's own thesis after all the hard work, indeed, is a real satisfying one.

## FINAL YEAR PROJECT REGISTRATION

There are three criteria that students have to fulfil to allow them to register for the undergraduate thesis or FYP:

- 1) Students who are assigned with the study plan of 171 and onwards. Generally students with matric number 171 onwards (eg 171, 172, 181). However there are few students with matric number 161 and below may have been using 171 study plan (e.g. those who exit from CELPAD).
- 2) Have reached level 3 or level 4 of their study and completed pre-requisite courses indicated in the course outline. The Department will make necessary announcements to alert students to register for FYP.

The Kulliyyah has structured the **FYP to convene in TWO semesters** in the form of **FYP I** and **FYP II**, each bearing **3 credit hours**. Please refer to FYP course outlines for division of tasks and activities across two semesters of study consecutively. Although structurally it is designed as such, the needed preparation has to come much earlier than the semester that you are registering for it.

Please refer to **Appendix A** for the **FYP course registration form**. All students are required to fill in and submit the form to their respective department.

## TOPIC SELECTION

Choice of FYP topic commonly should be made within the boundary of research interests of the academics at the Department. Students should have the autonomy of choosing the areas/topics that interest them, aligned with the academics' research interests. However,

the Department shall consider different modes of choosing FYP topics depending upon arising necessities. Topic should be realistic enough to allow students to complete the research within the time frame given.

## THESIS SUPERVISION

Each student will be assigned one supervisor, with whom he/she will work till the completion of the thesis. FYP supervision is a compulsory process. Thesis supervisor is responsible for giving directions and insights to students allowing for successful completion of the thesis. However, similar to other taught courses, students hold the biggest responsibility to manage the successful completion of the academic tasks.

As a general rule of supervision, **supervisors** should allocate a minimum of **eight (8) supervisory sessions per semester**. **Students** on the other hand, should allocate approximately **15 - 16 hours per week** to the FYP-related tasks. The supervisory process structure and nature, however, is dependent upon the agreement between supervisor and students. It is acceptable to have a variety of means and ways of supervision. For instance, fortnightly supervision mode is acceptable and so as supervision made through the social network media or e-mail, rather than just face-to-face mode. The supervisory hours also can fluctuate based on the individual student's needs, thesis topic, and the phase of the thesis.

Supervisory relationship is a formal work- or academic-based relationship. Students have to actively participate in the supervisory process to ensure that their FYP activities can take place and move forward. Students are encouraged to be at all-time prepared for their supervisory meetings. Cultivation of enough curiosity is highly encouraged to all students to self-direct their FYP activities. To aid the supervisory process, please consider using the Record of Supervision form (**Appendix B**). For every supervisory session, students are required to fill up the form and send a copy to the supervisors, while keeping one copy for their own reference.

Any problems arising between supervisor and student, any one from both parties can consult the FYP coordinator appointed by the Department/Kulliyyah.

## ROLES AND RESPONSIBILITIES

### ***Student's Responsibilities***

Students shall be responsible to:

- consult supervisor and discuss all aspects of the research according to the agreed schedule
- monitor own progress according to the time schedule
- document feedback from supervisor during meeting
- proofread their work before submission
- fund own research cost
- adhere to ethical guidelines (eg plagiarism, responsibilities towards participants)

- prepare and submit research proposal and final research report following the deadlines and according to the stipulated guidelines

### ***Supervisor's Responsibilities***

Supervisors shall be responsible to:

- conduct regular meetings with the students and adhere to student absenteeism rules and regulation as stipulated in the University Rules and Regulations
- guide students in the planning and implementation of the research project, ensuring that the final thesis product uphold high academic quality and integrity
- monitor students' progress according to the research schedule and provide constructive feedback upon written drafts within reasonable time
- examine and grade both research proposal and final report
- key in students' results in the system

### ***FYP coordinator's Responsibilities***

FYP Coordinator shall be responsible to:

- assist registration of FYP students as well as assign supervisors
- monitor and ensure the planning and implementation of FYP run smoothly
- schedule FYP briefings
- collect all evaluation forms and compile database of students, supervisors and thesis titles

## **ETHICAL REVIEW OF THE RESEARCH CONDUCT**

When conducting a research, researchers should be guided by the respective discipline's research ethical conduct. Research ethics in general refer to the correct rules of conduct necessary when carrying out research. In specific, ethics in a specific discipline of knowledge may also be defined as "... a method, procedure, or perspective for deciding how to act and for analyzing complex problems and issues" (Resnik, 2015). Commonly, each academic- or research-based institution will have a committee that will review the ethical standards applied in a particular research project. This committee, which generically known as Institutional Review Board (IRB), will review the research protocols and materials to ascertain the right and fair treatment of the research respondents/participants as well as research data.

A similar committee, known as Ethics Committee, was established in 2004 by the International Islamic University Malaysia to oversee research related conducts for all research under the auspices of the University. In 2012, the former Ethics Committee was known as IIUM Research Ethics Committee (IREC), based in the Kuantan campus. Its main duty is to "... provide guidance to researchers and to ensure that research involving persons is carried out safely with considered consent and respect to autonomy and privacy of the subjects, with principles of distributive justice and in accordance with the ethical

principles” (IIUM Research Ethics Committee, n.d). As such, both FYP students and supervisors are required to follow the ethical standard when conducting the research project. Please visit IREC’s websites <http://www.iium.edu.my/centre/irec>.

## EVALUATION PROCESS AND CRITERIA

The thesis supervisor is responsible for evaluating the: 1) FYP I/Research proposal (100 %) and 2) Final thesis/FYP II (100%)

### 1) Research Proposal (100%)

Students are required to write a simple research proposal (a length of 5,000 – 6000 words, approximately 17-20 pages, excluding title page and reference as well as appendices), outlining their research plan. The proposal should briefly covers:

1. Introduction - Background of the study, research problem, inclusive of the research questions/hypotheses and objectives, research significance, scope of research.
2. Literature Review- An evaluation of the existing scholarly literature on the proposed research problem and research questions/hypotheses, theoretical framework
3. Methodology - techniques employed to answer the research questions/hypotheses and ethical concerns in conducting the research.
4. Conclusion, covering limitations of the study and expected outcome.
5. An initial reference list or bibliography of scholarly sources referred and cited in designing the research.

Research proposal should be submitted in **Week 14** of the semester. Supervisors will evaluate and grade the proposal accordingly. **No In Progress (IP) grade can be awarded to FYP I.** Failure of FYP I will require repetition of the course before enrolment in FYP II.

#### ***Structure of the proposal:***

- Use 1.5 spacing.
- Title page written according to the **KIRKHS FYP I proposal template** (for disciplines that utilize the APA/ASR in-text and referencing styles).
- Bold and write in upper-case, the major headings of the proposal:
  - **INTRODUCTION** – Should consist of background of study, problem statement, and research questions/hypotheses, research objectives and research significance. .
  - **LITERATURE REVIEW** – Select theoretical and empirically based relevant articles to the study. Summarize and review the articles, linking relevant points and issues to the research problem and questions/hypotheses.
  - **METHODS** – Present details of research design, research setting, participants and sampling procedures, data collection procedures as well as data analysis method.
  - **EXPECTED OUTCOME**– Discuss expected outcome of the study.
  - **REFERENCE** – Referencing and citation should strictly adhere to the departments’ choice of citation style.
  - **APPENDICES** – **Research Timeline (Gantt chart), questionnaire/interview schedule (Optional)**

Please refer to **Appendix C** for Research Proposal scoring rubric.

## 2) Final Thesis (100%)

Thesis should be submitted within **Week 14 of the current semester** till **Week 2 of the subsequent semester**. Thesis will be graded by each students' supervisor, based on the Thesis rubric (**please refer to Appendix D**). Failure to submit the final version of the thesis for examination within the stipulated time will jeopardize the final marks for this course. Submission of the final version of the thesis with substantial evidence that plagiarism elements were found in it shall also jeopardize the final mark of this course. Failure status can be assigned if a thesis was proven to be plagiarized work.

**In Progress (IP)** grade should be awarded to FYP II taking into consideration of its research based component (please refer to SAPER 2015, Matters 24.1-5, pg 11-12). Should students fail the FYP II, they will have to repeat the course.

### *Structure of the thesis write-ups:*

- Bold and write in upper-case, the major headings and use bold, sentence case for sub-headings of the proposal. Each major heading will be the chapter in the thesis:
  - **INTRODUCTION** – Should consist of the following:
    - **Problem Statement**
    - **Research Questions/Hypotheses**
    - **Research Objectives**
    - **Significance of Study**
    - **Definition of Terms**
    - **Summary of the introduction chapter**
  - **LITERATURE REVIEW** – Select theoretically and empirically based relevant articles to the study. Summarize and review the articles, linking relevant points and issues to the research questions/objectives.
    - **Theoretical framework – shows the relationship between the literature and the problem statement**
    - **Current empirical literature**
    - **Summary of the literature review chapter**
  - **METHODS** – Should consist of the following:
    - **Research design**
    - **Participants (including a description and selection/sampling procedures)**
    - **Instruments/ Measures used**
    - **Data collection procedures**
    - **Data analysis**
    - **Ethical considerations**
    - **Summary of the method chapter**

- **RESULTS** – Present results of the data both **descriptively and inferentially** (for quantitative research). Present results of the data **thematically** (for qualitative research).
  - **Sub-sections** the results are typically organized following research hypotheses/questions.
  - **Summary** of the result section
- **DISCUSSIONS AND CONCLUSION** – Should consist of the following:
  - **Synthesis and justification of findings**
  - **Limitations of study**
  - **Suggestions for future research**
  - **Summary of the discussion and conclusion chapter**
- **REFERENCE** – Referencing and citation could adhere to the **KIRKHS FYP II thesis template**
- **APPENDICES**

Please refer to **Appendix D** for Final Thesis scoring rubric.

*Note: Variation of the chapterization and chapter headings are acceptable when as necessary, depending on the nature of the research work or areas. The in-text citation and referencing style are dependent upon the common choice of respective departments.*

## THESIS STYLE GUIDELINES

The full thesis should be written within a length of 30 – 40 pages, an approximation of 10,000 to 12,000 words. Please use Times New Roman or Gentium Alt typeface with font size of 12, and 1.5 spacing. Arial typeface can be used for tables and figures. Final thesis may be prepared in mirror-image document style in preparation for double-sided thesis printing. Pages with illustration in the thesis document may be prepared single-sided but the blank page attached to it should still be numbered in continuation with the numbering of the illustrated page. In preparation for printing a double-sided thesis, students are advised to choose a sufficiently opaque paper so that text and illustration on one side does not impair readability on the other side.

Tape-binding copy of the final thesis should be submitted to the supervisor for examination together with **a soft copy** of the final thesis for **plagiarism check**.

Upon examination and correction, **ONE copy of hard-bound thesis** (students may refer to their respective department for this requirement) with the following specification should be submitted to the supervisor:

- be covered in grey cloth (e.g. water resistant material)

- be lettered in gold up the spine with name, title of the thesis, degree, and year (in such order respectively) and written in 16 point font size, either Cambria or Times New Roman font

Final version of the thesis document should have the following listed items:

- Title page
- Abstract page (150 – 250 words)
- Approval page
- Declaration page
- Declaration of copyright page
- Acknowledgment page
- Table of contents page(s)
- List of tables page
- List of figures page
- List of abbreviation and acronyms page and/or translation note.
- List of appendices
- Content pages
  - **CHAPTER 1 – INTRODUCTION**
  - **CHAPTER 2 – LITERATURE REVIEW**
  - **CHAPTER 3 – METHODS**
  - **CHAPTER 4 – RESULTS/FINDINGS**
  - **CHAPTER 5 – DISCUSSIONS AND CONCLUSION**
  - **REFERENCE**
  - **APPENDICES**

## REFERENCES

IIUM Research Ethics Committee (IREC). (n.d). Retrieved from <http://www.iium.edu.my/irec>

IIUM Student Academic Performance Evaluation (Undergraduate Regulations) (2015)

Resnik, D. B. (2015, December 1). What is Ethics in Research & Why is it Important? Retrieved from <https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm>

APPENDIX A

KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES



REGISTRATION FORM: FINAL YEAR PROJECT I

SEMESTER \_\_\_ ACADEMIC YEAR \_\_\_\_\_

**Name:** Click here to enter text.

**Matric Number:** Click here to enter text.

**Department:** Click here to enter text.

TITLE OF PROPOSAL

*(maximum 50 words)*

Click here to enter text.

RESEARCH AREA

Click here to enter text.

SUMMARY OF PROPOSAL

*Please provide a summary of the proposal. Please describe clearly: i) Background of research ii) Statement of Research Problem iii) Data Collection Technique/s. Add words below, 200-250 words, single space.*

Click here to enter text.

**FOR OFFICE USE ONLY:**

Supervisor: \_\_\_\_\_ Section: \_\_\_\_\_

Date: \_\_\_\_\_



**Thesis Supervision Form**  
**Final Year Project \_\_\_\_\_**

This form is designed to be used in recording formal supervisory meetings between research students and their supervisor.

Name:

Matric#:

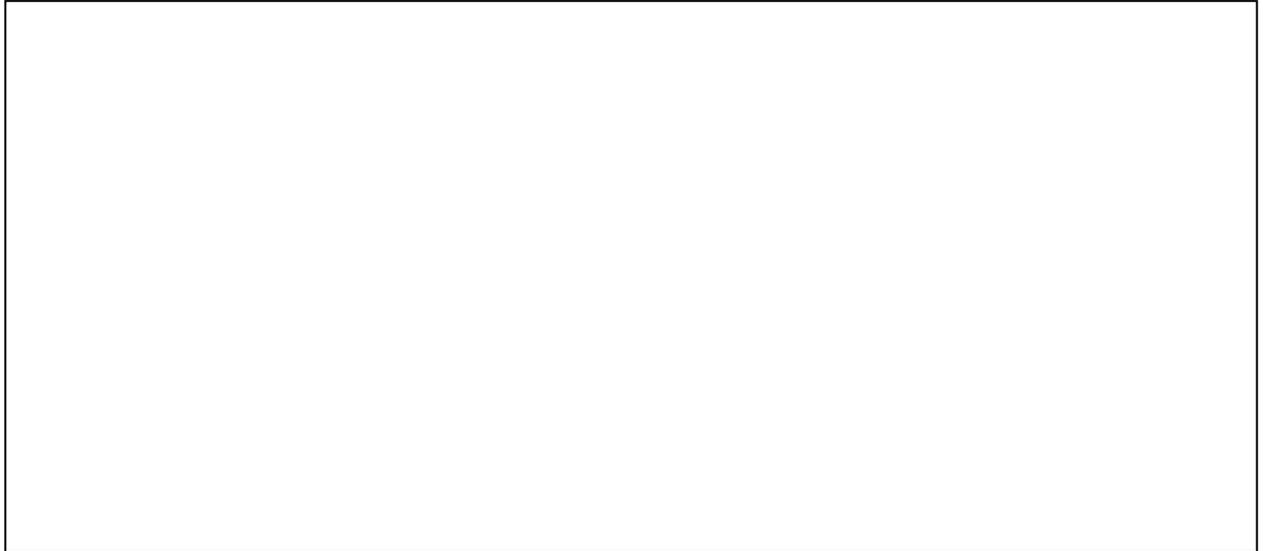
Matric No.

Date of meeting:

Supervisory meeting no:

Tasks/Objectives set in the last meeting:

General comments in the current meeting:

A large, empty rectangular box with a thin black border, intended for recording general comments from the current meeting.

Specific comments in the current meeting:

A large, empty rectangular box with a thin black border, intended for recording specific comments from the current meeting.

Objectives agreed (with timescales) for action before next meeting:

A large, empty rectangular box with a thin black border, intended for recording objectives agreed upon for action before the next meeting, including timescales.

Other relevant information:

Date of next meeting:

Student Signature

Supervisor Signature

.....

.....

Date:

Date: