



# **ADMINISTRATIVE GUIDELINES**

NOMINATION OF SUPERVISORS  
SUBMISSION OF MASTER'S PROJECT

**STRUCTURE III**

**MASTER OF ISLAMIC STUDIES**

**FACULTY OF EDUCATION AND SOCIAL SCIENCES  
OPEN UNIVERSITY MALAYSIA**

*V 7 2019*

## INTRODUCTION

1. For successful completion of a Master's degree programme in Structure III and Structure II (MEd Option 2), a learner must complete the Part I and Part II of the programme. Part I refers to the required coursework and Part II refers to the Master's Project.
2. A learner should ideally complete the coursework and obtain a CGPA of at least 3.0 before proceeding to the Master's Project.

If a learner does not obtain at least 3.0, one or more courses may be repeated or redeemed, at the discretion of the administrator of Programme Management Unit (PMU). It is recommended that coursework be completed within 2 years from the date of admission into the programme.

## NOMINATION OF SUPERVISOR

3. To begin the Part II of a Master's programme, a learner has to register for the Master's Project and submit a Nomination of Supervisor form (PGR01) to:

**PGR01**

***RESEARCH & PROJECT MANAGEMENT UNIT (RPMU),  
OPEN UNIVERSITY MALAYSIA,  
TINGKAT 9, BLOK C,  
KOMPLEKS KELANA CENTRE POINT,  
JALAN SS7/19, KELANA JAYA,  
47301 PETALING JAYA,  
SELANGOR.***

4. A supervisor is appointed for the duration of the project. **The supervisor(s) nominated should NOT be in any way related to the learner.**

During this period the supervisor and the learner are required to follow the '**Academic Guidelines**' when preparing his/her master's project. **The supervisor appointed is to advise the learner to conduct plagiarism checks on his/her work**

The learner is allowed to apply for a change of his/her supervisors with valid reasons. Submit the Change of Supervisor form (PGR02)

**PGR02**

## SUBMISSION OF MASTER'S PROJECT

5. A maximum period of 4 years is given for a learner to complete the Master's degree programme. If this period lapses, the learner has to submit, in writing, an application for extension to the Programme Director. Extension may be granted for a maximum of one year.

It is recommended that the Master's Project be completed within 2 semesters. The maximum period allowed for the Master's Project is 2 years.

At the end of the first semester, the learner will be given the status of IP (In Progress).

The learner must submit to RPMU a Progress Report (PGR03) at the end of every semester.

**PGR03**

6. Master's Project needs to undergo plagiarism check using Turnitin software. The Turnitin report must be compiled together with the Master's Project. If the percentage of plagiarism report exceed 30%, the Master's Project must be revised.

**Turnitin Report**

7. Upon completion of the Master's Project in the second semester (recommended), the learner submits **THREE (3) soft bound (ring/comb binding)** copies of the project report. **ONE (1)** copy is to be submitted by the learner to the supervisor for assessment and the other **TWO (2)** copies are to be submitted to **Research and Project Management unit (RPMU)**. Besides, the learner is to send to RPMU **ONE (1)** soft copy (in CD/thumb drive) of the full report, turnitin report and a copy of submission checklist.

8. The supervisor will assess the Master's Project and submit to the RPMU a written report together with the Master's Project Evaluation Form (PGR08). The letter grades for the Master's Project are A to F, with C as the minimum pass grade.

**PGR08**

9. A reviewer will be appointed to evaluate the Master's Project. The reviewer is to submit to the RPMU a written report together with the Master's Project Evaluation Form (PGR08A).

**PGR08**

10. When all programme requirements are satisfied, the learner will be conferred the degree.

The process flow for these procedures is presented in Figure 1 below.

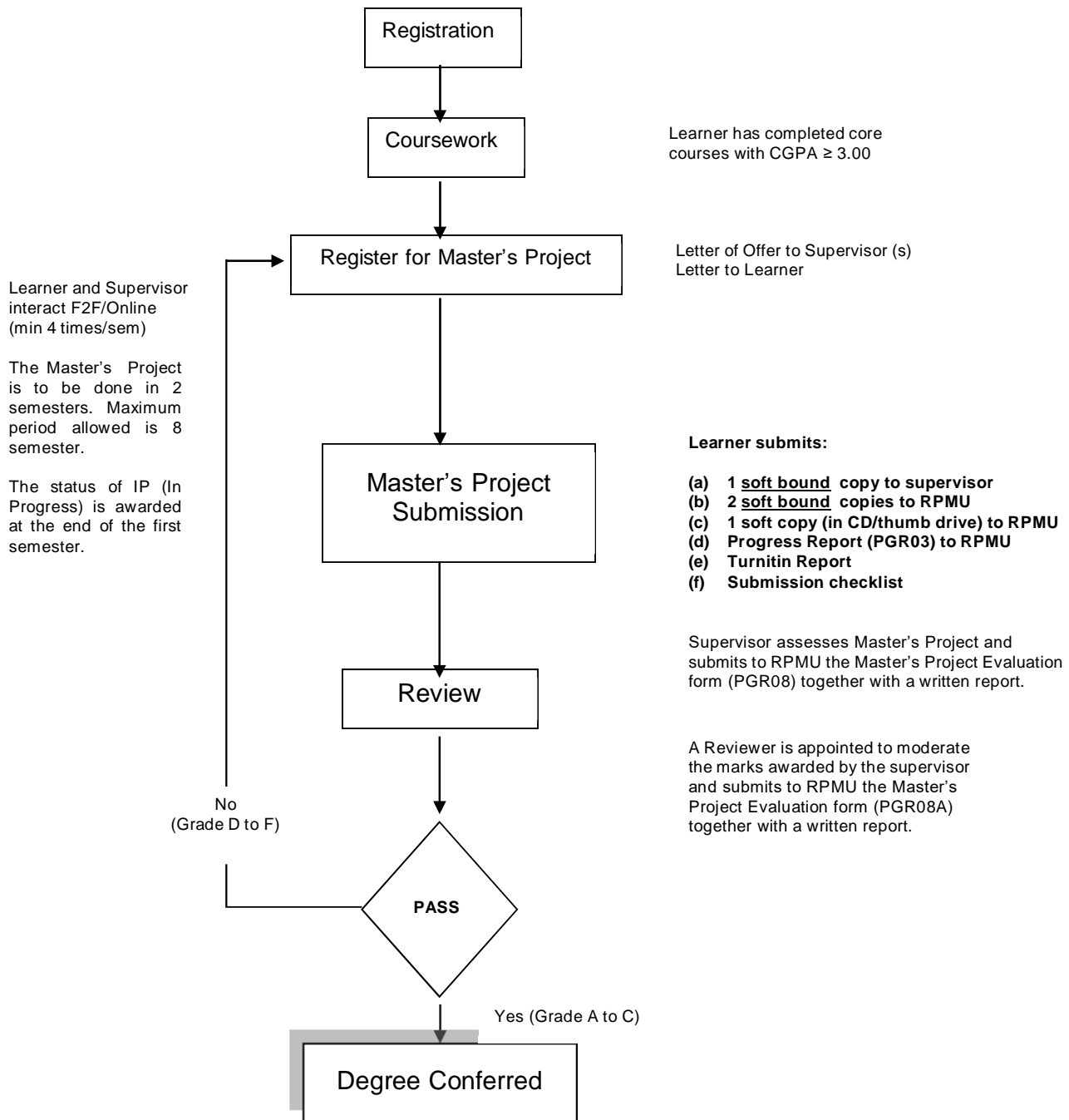


Figure 1: Flow Chart of Structure III & STRUCTURE II OPTION 2



# **ACADEMIC GUIDELINES**

## **STRUCTURE III**

MASTER OF ISLAMIC STUDIES

**FACULTY OF EDUCATION AND SOCIAL SCIENCES  
OPEN UNIVERSITY MALAYSIA**

*V 7 2019*

## INTRODUCTION

All learners pursuing a Master's programme under **Structure III** and **Structure II (MEd Option 2)** will have to work on a Master's Project. Depending on the programme, the Master's Project may be a research study or a case study. As a partial fulfilment for the award of the Master's degree, a learner must submit a project report in the form of soft copies. The project report is an academic write-up that details the whole project process undertaken by a graduate student, right from the conceptualisation of a problem to the discussion of his/her findings or outputs. Open University Malaysia recognises a good master's project as one which fulfils the followings:

- a. demonstrates the learner's understanding of his/her problem, strategies to seek solutions to the problem through appropriate use of data collection methods and analytical techniques, and ability to interpret and relate the results to the objectives of his/her study.
- b. attempts to search for explanations to the problems and meanings of concepts through a comprehensive and critical review of the relevant literature from scholarly books and journals.
- c. constitutes a clean piece of work, well-edited and thoroughly checked for grammatical errors, spelling mistakes, sentence construction, report formats and others. Proper citations of authors in the texts and proper writing of references should be observed according to the writing style suggested by American Psychological Association (APA).
- d. demonstrates the learner's ability to present ideas, explanations and results in a smooth and logical flow from the beginning to the end of each chapter. Overall coherence of the report should be maintained through appropriate explanatory linkages between chapters.

The Master's Project report as required by Open University Malaysia is a three-part document: **Preliminary Section, the Body** and **Supporting Materials**. Figure 1 presents the overall layout of the project report. The subsequent write-up will explain in detail these three important parts of project report. In addition, it will also touch on the format of the final write-up. However, to be noted is that there may be variations depending on the types of projects. The organisation for a case study report for the MBA programme, for example, is quite different from a research report. Refer to Appendix A for the layout of a case study report. **There may also be slight variations among the different programmes.**

## PRELIMINARY SECTION

The preliminary section consists of the title page, the abstract, acknowledgements, table of contents, list of tables and figures. All pages in the preliminary section are to be numbered at the centre of the bottom margin using lower-case Roman numerals (i, ii, iii, iv, etc.). The title page should not be numbered.

**(a) Title Page:**

Although title pages may differ from one institution to another, they usually include:

- (i) the title of the project,
- (ii) the name of the author,
- (iii) the relationship of the project to a degree requirement,
- (iv) the name of the institution where it is to be submitted, and
- (v) the year of presentation (see Appendix B).

The title should be concise and should indicate clearly the purpose of the study. Keep in mind its possible usefulness to another researcher who may search a database where your Master's Project may be listed. The title should not claim more than the project actually delivers. It should not be stated broadly and make it difficult for the reader to determine what the project is about. For example, the title "*Islamic Studies Achievement Of Urban Poor Children*" is too general and a more precise title would be "*Islamic Studies Achievement Of Poor Children in an Urban School In SARAWAK*". These items should be written in Times Roman font/16pt. The title should be in capital letters, single-spaced and centred between the right and left margins of the page. If the title goes beyond one line, **the words in the title should be divided into lines so that each successive line is shorter than the one above it and is centred below it in an inverted pyramid style** (see Appendix B)

**(b) Declaration**

The declaration is meant for you to declare that the Master's Project is the result of your own work. You should use the format provided by Open University Malaysia. Refer to Appendix C

**(c) Abstract**

The abstract is a short, one paragraph summary of the most important components of the project report. It normally includes a brief statement of the problem, the objectives of the project, the main questions to be answered, the sample involved, the major findings and their implications. The abstract should not exceed 250 words written in single spacing. Open University Malaysia requires that you have the translation of your abstract in Bahasa Malaysia if you have written your project report in English. Likewise, provide the English translation of the abstract if the project report is in Bahasa Malaysia. The translated abstract should include the title as well (see Appendix D & E)

**(d) Acknowledgements**

An acknowledgment page is included if you have received unusual assistance in the conduct of the project. The acknowledgements should be simple and restrained. Do not indulge in flattery and excessive recognition for routine participation of family members, lecturers, supervisors, librarians and clerical helpers.

**(e) Table of Contents**

The Table of contents serves an important purpose in providing an outline of the contents of the project report. Differentiate between headings and subheadings using capitalisation and small letters. Page references for each topic should be indicated.

**(f) List of Tables and Figures**

If tables and figures are included in the project report, a separate section should be included to list each table or figure. The full titles of figures and tables, worded exactly as they appear in the text, should be presented with corresponding numbers and page locations. The Acknowledgements, Table of Contents and List of tables and figures sections should be presented using Times Roman font/12pt.

<b><u>Preliminary Section</u></b>	
TITLE PAGE	
DECLARATION	
ABSTRACT	
ABSTRAK	
ACKNOWLEDGEMENTS	
TABLE OF CONTENTS	
LIST OF TABLES	
LIST OF FIGURES	
<b><u>Body of Research Report</u></b>	
<b>CHAPTER 1</b>	<b>INTRODUCTION</b>
	1.1 Background to the Study
	1.2 Problem Statement
	1.3 Objectives of the Study
	1.4 Research Questions and Hypotheses
	1.5 Significance of the Study
	1.6 Scope of the Study
	1.7 Definitions of Terms
<b>CHAPTER 2</b>	<b>REVIEW OF LITERATURE</b>
	2.1 Previous Studies
	2.2 Theoreticall Framework
	2.3 Conceptual Framework
<b>CHAPTER 3</b>	<b>METHODOLOGY</b>
	3.1 Research Design
	3.2 Framework for Data Analysis
<b>CHAPTER 4</b>	<b>DATA ANALYSIS AND RESULTS</b>
	(Description of statistical analyses in relation to research questions/hypotheses/objectives and presentation of relevant tables and figures)
<b>CHAPTER 5</b>	<b>DISCUSSION AND CONCLUSION</b>
	5.1 Summary of Main Findings
	5.2 Discussion
	5.3 Implications
	5.4 Limitations of the Study
	5.5 Directions for Future Research
<b><u>Supporting Materials</u></b>	
REFERENCES	
APPENDICES	

**Figure 1: Overall Layout of a Project Report**



## THE BODY

The body section details the major contents of the project you have undertaken. These contents are presented in five chapters. For some reports, there are six chapters with the 5<sup>th</sup> chapter being broken down into two chapters, one focusing on Discussion and the other on Summary and Conclusion. If necessary, more chapters may be included in the project.

### Chapter 1 Introduction

The introduction should present the problem or issue that you intend to study.

- The first section in the introduction chapter is the background to the study. In this section, you should provide a description of the **background** to the problem or issue that you intend to study. This should be as brief as possible. Do not ramble! The background should be clear and straight to the point. Describe the general field of research relating to the issue and then narrow down to the specific area you are concerned with.
- Discuss the issue that you intend to study in terms of **problem statement** and show that there is an issue that needs to be addressed or a “gap” in the literature that you will fill. When you are able to identify the issue or gap, then the research question will fall in place naturally. Think of the Introduction as follows:

Imagine a group of academics discussing in general the area of study you are interested in. You join in the conversation (assuming they allow you to!) and draw their attention to your specific problem of interest. You tell them that there is something that has not been resolved or there is a gap or problem. You argue that this gap or problem has to be addressed and go on to describe it in detail. Then you tell your listeners the objectives of your study and how it will attempt to answer the research questions.

- In one or two statements, write the **objectives** of the study. Ask yourself what you hope to uncover through your project and then say it in a way that your colleagues will understand it. Use simple and jargon-free language. In this section, you might want to elaborate on the conceptual framework to further clarify your objectives. Otherwise, you can have an additional section on Research Design in Chapter 3 to explain the conceptual framework of your study.
- The objectives are followed by **questions** you wish to answer. These questions must be in line with the objectives and should indicate the variables under investigation. They should be clearly and unambiguously framed as they will influence research methodology and the type of data analysis to be performed. Include null hypotheses, if necessary.
- Briefly tell the reader **the significance of the study** (justify why you are doing the study). You can argue the significance of your study based on the following criteria:
  - the problem or gap demands attention because the findings could influence practice and policy;
  - the methodology you are using is unusual;
  - you are studying certain variables that has not been given attention in previous studies;
  - your study will contribute to the body of knowledge in the field;

- the outcome could be the extension of a theoretical model
  - any other extenuating justifications
- The **limitations of the study** refer to elements which are beyond the control of the researcher. Outline the limitations in terms of the sample, data collection and/or data analysis so that the reader is aware of the parameters of your study. Do not be intimidated by the limitations of the study because it is not possible to expect every research conducted to be perfect. They merely indicate to the reader that you are aware of the limitations and that the findings should be interpreted in light of these limitations.
  - Provide **operational definitions** of key terms, especially the variables investigated in the study. In this context, you should be aware of the distinction between a **constitutive definition** and an **operational definition**. A constitutive definition is the dictionary type of definition. This type of definition helps to convey the general meaning of a variable, but it is not precise enough for research purposes. You need to define the variables in your study so that readers know exactly what is meant by the terms and so that other researchers can replicate the research. This is only possible if you provide operational definitions of the variables, and there are two types of operational definitions: **measured** and **experimental**. A measured operational definition details the operations by which researchers measure a variable. For example, intelligence may be operationally defined as scores on the Stanford-Binet Intelligence Scale. On the other hand, an experimental operational definition details the steps a researcher takes to produce certain experimental conditions. For example, the operational definition of concept mapping strategy in a reading research study may take the form of a group of students reading texts with the help of concept maps (experimental condition) and another group of students reading texts without the help of concept maps (control condition).

## Chapter 2: Review of Literature

The Review of Literature provides details on what other researchers have done in the area, and what you propose to do. In this section, you need to cover the following:

- The major issues or schools of thought.
- The gaps in the literature (in more detail than that provided in the introduction).
- Research questions and/or hypotheses which are connected carefully to the literature being reviewed.
- Definition of key terms (this can be done when you introduce each idea, or in a definition section). You should provide the operational definitions of the key variables of your study
- Methodological issues arising from the gaps relating to sampling, instrumentation, data collection procedures and data analysis.
- The theoretical framework, which can either form the first or the final part of the Literature Review chapter. It describes the theoretical basis that you are using in conducting your research.

Generally, this chapter provides a background for the development of your study and brings the reader up to date about research and thinking in the field. It also gives evidence of your knowledge of the field. You should avoid an article-by-article presentation but should indicate areas of agreement or disagreement in findings or gaps in existing knowledge. The journal *Review of Educational Research* can be referred to for examples of good critical reviews of the literature. Also, avoid excessive use of quotations. Nothing is more tiresome or difficult to follow than a review of literature that is merely an accumulation of quotations. Furthermore, you should

rely more on primary sources for your review. Although books are a good source of reference, you should make as much use of the journals which are well recognised and known in the area of your research. As the literature review indicates the current state of knowledge in the area, the references reviewed should also be as recent or up-to-date as possible.

### **Chapter 3: Methodology**

This chapter describes the methodology used in great detail and with justifications of its use over other similar methodologies. For example, you could explain:

- Why you are using a certain paradigm or theory.
- Why you are using a particular methodology.
- Why you are using a case study of a specific kind.
- Why you are using a particular method
- Why you are researching certain dependent or independent or moderator variables.
- Why you have chosen a sampling frame and the size of a certain sample.
- How you propose to have access to the data.
- How you propose to analyse the data.

The following details the sections of the chapter on methodology.

#### **(i) Sample**

It is here that you explain the size of the *sample* and how you select them. Indicate the extent to which the sample is representative of the population. For example, What is the composition of your sample? Are you going to use random sampling or purposive sampling and why?

#### **(ii) Instrumentation**

You should include a clear description of the data collection techniques or instruments you used. For example, if your study is a survey you have to explain how you have designed and developed the questionnaire or interview checklist. Explain the number and types of items included in the questionnaire. If you are using attitude scales, achievement tests and other psychological tests; you have to give evidence regarding the reliability and validity of the instruments. You should also describe the scoring procedures adopted for the instruments used.

#### **(iii) Data Collection Procedures**

You should provide a clear description of the procedures you use in collecting your data. Among the various issues discussed in this section includes the implementation of pilot studies and the actual research procedures.

#### **(iv) Framework of Data Analysis**

This section elaborates on the techniques used in the data analysis to obtain the information required to answer the questions in your project. Ideally, you should explain how you will analyse the data obtained under each question. It would be helpful if you can present a summary of your analytical framework using the following grid (Figure 2):

Objective	Question	Hypothesis (if any)	Sources of Data	Types of Data	Technique of Analysis

**Figure 2: Summary of Analytical Framework**

## **Chapter 4: Data Analysis and Results**

In this chapter, you present the analysis of the data obtained from the study. This is the heart of the Master's Project. For a quantitative study, tables and figures (e.g. graphs) are commonly used to organise and present numerical data. Tables and figures are useful in presenting an overall picture of the data as well as showing trends that have emerged from the analysis. Describe all findings that are shown in the tables and figures in detail. You are advised to refer to the *Journal of Educational Psychology* and the *American Educational Research Journal* to see how tables and graphs are presented and explained.

If you do a qualitative study, there will be less numerical data. Instead your data would consist of concepts, categories or themes which may be presented in table form. You would also be presenting data in the form of anecdotes or excerpts of interviews, observations and documents to support your arguments. For qualitative studies, The *Qualitative Report* is a useful journal which presents reports of qualitative studies in education, nursing and medicine.

For clarity, you may want to present your analyses and findings under each question. However, demographic data of the sample that are not findings to your research questions should not be presented in this chapter. This information should ideally be presented in chapter 3 under the heading "sample".

## **Chapter 5: Discussion and Conclusion**

The last chapter comprises two parts. The first part includes a brief summary of the problem, methodology and results. Focus should be on a summary of the main findings and it should be as brief as possible. Some researchers present the main findings in the form of list. The second part is a discussion of the findings. Here, you identify and interpret the findings. Give possible reasons why the results occurred. You could also provide reasons by referring to the findings of previous research (*This is where the studies cited in Chapter 2 are useful*). Explain how far your findings are similar to or different from those of previous research. You should also relate your findings to the theory/theories upon which your study is based. As you are the one who has conducted the study, you should have a deeper understanding of the study compared to most readers. Thus you are expected to discuss the findings and to give your own opinions about the outcomes. Other important sections in this chapter are "Implications of the findings" and "Direction for future research".

One of the most common weaknesses found in the writing of graduate students is that their reports present important and interesting findings but fail to provide a thoughtful interpretation and discussion of the findings in relation to past research and existing theories. On the other hand, there is the tendency for learners to over-generalise on the basis of their limited data.

You should keep in mind that this chapter is the most used part of the project by other readers. Readers who scan available literature to find significant studies examine this chapter before deciding whether or not further examination to the report is worth reading.

## **SUPPORTING MATERIALS**

This section of the report comprises the References and Appendices.

### **List of References**

- This must be provided in the usual scholarly fashion.
- Use the citation style proposed by the Manual of the American Psychological Association (APA style for short). References are arranged in alphabetical order with the last name of the author listed first. Here you could include journal articles, books, chapters in books, monographs, reports, newspaper articles you have cited in the report. You can access the APA writing style from <http://owl.english.purdue.edu/owl/resource/560/01/>
- Make sure that all materials cited in the text are also found in the list of references, and vice versa. This will reflect your academic honesty.

### **Appendices**

Include in this section all the relevant support materials especially the research instruments, scoring procedures and other materials pertinent to the study. An appendix is indicated by the word APPENDIX, capitalised and centred on the page with label of the material below it. The first page of the appendix is the title APPENDIX A with the label of the material, followed by its contents, and then APPENDIX B and so forth. This will indicate to whoever assesses your research report that it is a complete and quality product.

NOTE:

**Except for the title page (Arial narrow font/14) and declaration (Times New Roman font/14), all sections of the research report should be presented in Times Roman font/12pt, double spacing. The abstract should be written in Times Roman font/12pt, single spacing**

**For details about the scope and depth of the Master's Project, please refer to Appendix G.**

## FORMAT OF FINAL PROJECT REPORT FOR SUBMISSION

Once you have completed your Master's Project and it is approved by university, **ONE (1) soft copy (in the form of a CD)** of the project report is to be submitted to the University. Given below is the format you should follow when you prepare your final document.

### (a) Line Spacing

The body of the text should be double-spaced. Single spacing is only permitted in tables, long quotations, short footnotes, notes, multi-line captions and in the references.

### (b) Margins

The first page of each chapter should have the following margins:

Top	5 cm/2 inches
Right	2.5 cm/1 inch
Left	3.5 cm/1 ½ inches
Bottom	2.5 cm/1 inch

The text in the subsequent pages should have the following margins:

Top :	2.5 cm/1 inch
Right :	2.5 cm/1 inch
Left :	3.5 cm/1 ½ inches
Bottom :	2.5 cm/1 inch

The following additional guidelines need to be followed:

- Do not type more than one sentence after the bottom margin. If it is necessary to do so, it should only be for a footnote or the completion of the last sentence of the chapter, topic or subtopic or information in a figure.
- All tables and figures must be placed within the specified margins.
- A new paragraph at the bottom of a page must have at least two full lines of type. If it does not, the paragraph should begin on the next page.

### (c) Pagination

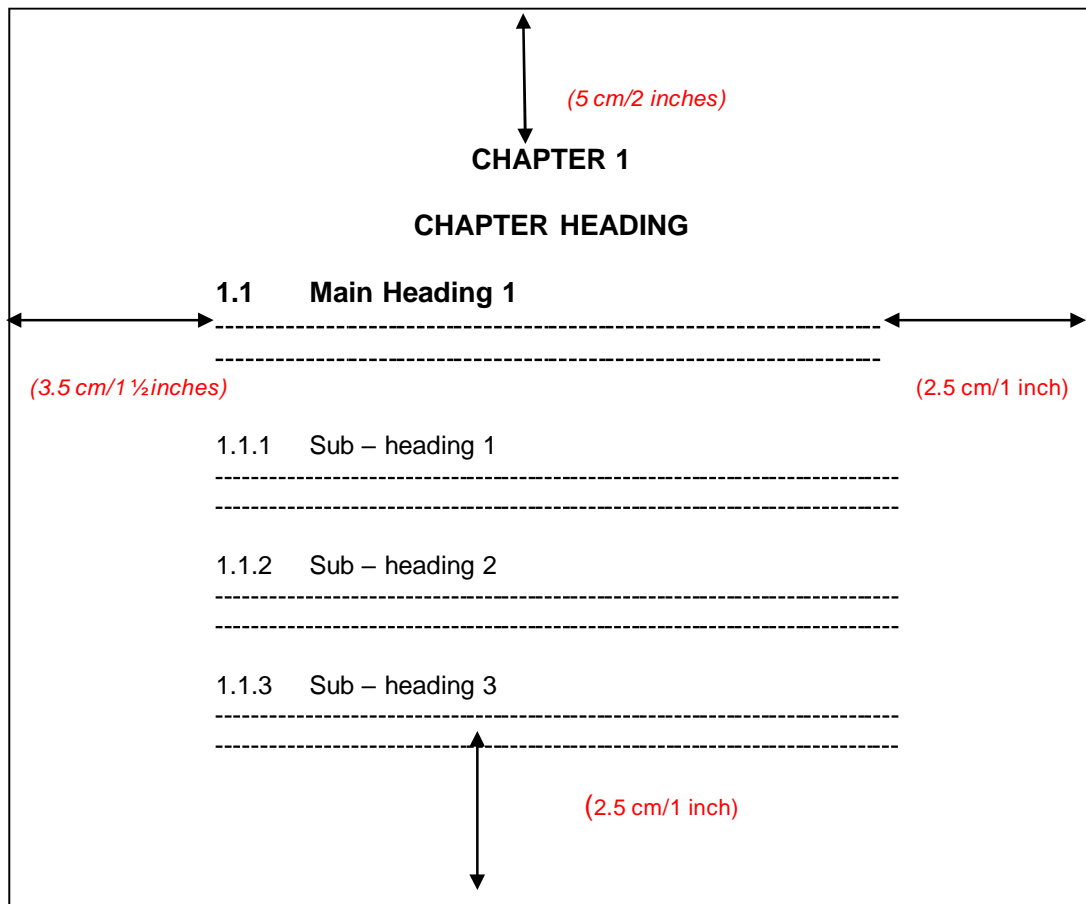
The font size of 8 is recommended for page numbers.

Roman numerals (i, ii, iii, etc) should be used in the preliminary section. All pages in the preliminary section are to be numbered at the centre of the bottom. The title page should not be numbered. The Declaration page after the title page begins with ii.

Arabic numerals (1, 2, 3, etc) are used on the pages of the text and the supporting materials should be printed 1.0 cm from the bottom margin and placed at the right hand side without any punctuation.

**(d) Subdivisions**

The internal organisation of the text should be consistent throughout the dissertation. The text should be divided into chapters, for example, Chapter 1, Chapter 2, etc. Subdivisions can also be used. Content of each chapter may be divided under headings and sub-headings such as 1.1, 1.2, and 1.3 and so on. Headings should only be presented at a maximum of three levels, as shown below.



**Please note that it is perfectly all right if some portion of the page is trimmed off after binding.**

#### **(e) Notes and Footnotes**

There are differences in the use of notes and footnotes in various disciplines. Notes and footnotes, if used, should have a smaller font than the text (font size 8).

#### **(f) Tables**

Tables must be printed within the body of the text at the centre of the frame and labelled according to the chapter in which they appear. For example, tables in Chapter 4 are numbered Table 4.1, Table 4.2, Table 4.3, and so on. Use single spacing for the caption if it exceeds more than one line.

The table number and its caption should be placed above the table itself. If any table takes up more than one page, the continued table on the following page should indicate that it is a continuation, for example, **Table 4.3, continued**. The caption is not repeated. If a table is reproduced, the reference must be cited.

It is advisable to place a table as close as possible to the discussion related to the table. It should only appear after reference about the table has been made in the text.

#### **(g) Figures**

Figures are graphs, illustrations, photographs or anything that is neither script nor table. Like tables, figures and their captions should be labelled according to the chapters they are found. For example, figures in Chapter 4 should be labelled as Figure 4.1, Figure 4.2, and so on. However, unlike tables, the labels for figures should be placed at the bottom of the figures. A figure should not normally extend beyond one page. If it does, the same guidelines for tables should be followed.



FORMAT OF FRONT COVER AND SPINE

<p>FAKTOR-FAKTOR YANG MEMPENGARUHI TAHAP PENGUSAAN BACAAN AL-QURAN DALAM KALANGAN PELAJAR SEKOLAH MENENGAH KEBANGSAAN AGAMA KENINGAU</p> <p>(Ruthlan / Arial Narrow, appropriate size, Upper Case)</p>	<p><b>FAKTOR-FAKTOR YANG MEMPENGARUHI TAHAP PENGUSAAN BACAAN AL-QURAN DALAM KALANGAN PELAJAR SEKOLAH MENENGAH KEBANGSAAN AGAMA KENINGAU</b></p> <p>(Ruthlan / Arial Narrow, size 18, Upper Case)</p> <p><b>NOR AZIAN BINTI SAPIAI</b></p> <p>(Ruthlan / Arial Narrow, size 18, Upper Case)</p> <p><b>OPEN UNIVERSITY MALAYSIA 2016</b></p> <p>(Ruthlan / Arial Narrow, size 18, Upper Case)</p>
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*\*Do not indicate the box on the Front Cover & Spine*

FORMAT OF TITLE PAGE

**FAKTOR-FAKTOR YANG MEMPENGARUHI TAHAP PENGUASAAN  
BACAAN AL-QURAN DALAM KALANGAN PELAJAR  
SEKOLAH MENENGAH KEBANGSAAN AGAMA KENINGAU**

(Ruthlan / Arial Narrow, size 14, Upper Case)

**NOR AZIAN BINTI SAPIAI**

(Ruthlan / Arial Narrow, size 14, Upper Case)

Kertas Projek ini di kemukakan untuk memenuhi keperluan bagi  
Ijazah Sarjana Pengajian Islam

Faculty of Education and Social Sciences  
Open University Malaysia

**2016**

(Ruthlan / Arial Narrow, size 14, Lower Case)

*\*Do not indicate the box on the Title Page*

FORMAT OF DECLARATION PAGE

<p><b>PENGAKUAN</b> (Times New Roman / Arial, size 14, Upper Case)</p>	
<p>Nama:</p>	
<p>Nombor Matrik:</p>	
<p>Saya mengaku bahawa kertas projek ini adalah hasil kerja saya sendiri, kecuali nukilan dan ringkasan yang tiap-tiap satunya telah saya jelaskan sumbernya.</p>	
<p>Tandatangan:</p>	<p>Tarikh:</p>
<p>ii</p>	

*\*Do not indicate the box on the Declaration*

FORMAT OF ABSTRACT

**FAKTOR-FAKTOR YANG MEMPENGARUHI TAHAP PENGUASAAN  
BACAAN AL-QURAN DALAM KALANGAN PELAJAR SEKOLAH  
MENENGAH KEBANGSAAN AGAMA KENINGAU**

**NOR AZIAN BINTI SAPIAI**

Semester penghantaran  
laporan akhir

↔ January 2016

**ABSTRACT**

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**Keywords:**

(Not more than 5 words/phrases)

*\*Single spacing*

*\*ONE (1) page only*

*\*Do not indicate the box on the Abstract*

FORMAT OF *ABSTRAK*

**FAKTOR-FAKTOR YANG MEMPENGARUHI TAHAP PENGUASAAN  
BACAAN AL-QURAN DALAM KALANGAN PELAJAR  
SEKOLAH MENENGAH KEBANGSAAN AGAMA KENINGAU.**

**NOR AZIAN BINTI SAPIAI**

Semester penghantaran  
laporan akhir

↔ Januari 2016

**ABSTRAK**

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**Kata Kunci:**

(Tidak melebihi 5 perkataan/rangkai kata)

*\*Single spacing*

*\*ONE (1) page only*

*\*Do not indicate the box on the Abstrak*

## FORMAT TABLE OF CONTENT

## TABLE OF CONTENT

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1.6 Scope of the Study	7
1.7 Definitions of Terms	9
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2.1 Previous Studies	
2.2 Theoretical Framework	
2.3 Conceptual Framework	
<b>CHAPTER 3 METHODOLOGY</b>	
3.1 Research Design	
3.2 Framework for Data Analysis	
<b>CHAPTER 4 DATA ANALYSIS AND RESULTS</b>	
(Description of statistical analyses in relation to research questions/hypotheses/objectives and presentation of relevant tables and figures)	
<b>CHAPTER 5 DISCUSSION AND CONCLUSION</b>	
5.1 Summary of Main Findings	
5.2 Discussion	
5.3 Implications	
5.4 Limitations of the Study	
5.5 Directions for Future Research	
<b>REFERENCES</b>	
<b>APPENDICES</b>	

## Suggested Scope and Depth of Research

Below are expectations for research for Master's programmes:

Area	MASTER'S PROJECT
	MIST
<b>Overview</b>	<p>A Master's Project is expected to cover a particular area of study. The project may be a small-scale study. It may also be a study of perceptions.</p> <p>The emphasis here is more on a learner's <u>understanding of the research process</u> as well as the awareness of the <u>limitations</u> of his/her study rather than the in-depth understanding of the phenomenon investigated or the generalisability of his/her findings.</p>
<b>Research Methodology</b>	<p>Learners may use various research methods: qualitative or quantitative.</p> <p>Learners should demonstrate the application of appropriate methodology.</p> <p>Learners may adopt or adapt ready-made or established instruments. However, some form of pilot tests to establish their validity and reliability is expected.</p>
<b>Quantitative Study</b>	<p>If the study employs a quantitative approach, it should be guided and supported by past research.</p> <p>For a report using an experiment or a survey, the analysis may just focus on detailed explanations of descriptive statistics (means, standard deviation, frequency, percentages, etc).</p> <p>However, the use of inferential statistics such as t-test and chi-square analysis is highly encouraged. Learners should show some awareness of their understanding of the statistical assumptions when inferential statistics is used.</p>
<b>Qualitative Study</b>	<p>Qualitative studies should include "rich thick description" so that understandings of phenomena in the field are based on in-depth analyses of data.</p>
<b>Recommended No. of Pages</b>	<p>Project Report: 80-100 pages 20,000 – 25,000 words (Excluding tables, figures, references and appendices)</p>