SUBMISSION OF FINAL YEAR PROJECT / DISSERTATION / THESES

GD-LIB-103

REVISION HISTORY

Revision No.	Effective Date	Affected Page	Change Description
0	01/01/2011	All	New issue

1.0 Introduction

1.1 The 38th Library Committee meeting held on 16 Nov 2010 decided that with effect from 1 Jan 2011, the submission of the final year projects (FYP) by undergraduates and dissertation/theses by postgraduates to the Library would only be accepted in PDF format.

1.2 Setup of UTAR Institutional Repository (IR)

(a) SODEMC has developed an institutional repository (IR) for UTAR using open access software called EPrints**.**

(b) EPrints software was developed in year 2000 by the University of Southampton's School of Electronics and Computer Science.

1.3 An Institutional Repository (IR) is an online collection, management and dissemination of scholarly materials or intellectual output in digital format based on a defined scope by an institution. For a university, the materials may include final year projects, theses, research journal articles, conference papers, archives, etc.

1.4 Benefits of IR are:

(a) By preserving and disseminating the institutional materials in IR, we are able to share the knowledge of the research effort that has been carried out.

(b) It allows easy access since all these scholarly materials are in digital format which can be accessed 24x7 from anywhere.

(c) This encourages knowledge sharing among the University's community.

(d) To create global visibility for the University's research if we open the access to the public.

2.0 Policy of UTAR IR Implementation

2.1 Each FYP/Dissertation/Thesis submitted to the Library must accompany with a Permission Sheet signed by the student, to acknowledge that the student understood that the FYP/Dissertation/Thesis submitted may be uploaded to UTAR IR. A sample of Permission Sheet is as per **Appendix 1.**

2.2 All Dissertations and Thesis submitted by postgraduate students will be uploaded into UTAR IR.

2.3 All FYP with grade A- and above submitted by undergraduate students will be uploaded into UTAR IR.

2.4 The Library uploads the FYP/Dissertation/Thesis into the UTAR IR and also to catalogue all the FYP/Dissertation/Thesis in the Library OPAC system.

2.5 For FYP carried out by a group of students, the highest grade obtained by one or more group members will be considered the grade for the FYP. For example, if one group member obtained grade A-, that FYP will be considered as obtained grade A-. Thus, the FYP will be uploaded into UTAR IR.

2.6 For those FYP with grades below A-, the Library will not upload them into UTAR IR.

2.7 Instead, the Library will only catalogue the FYP into OPAC system. The Library patrons can still access the FYP with grades below A- since the CD/DVD for all of the FYP were kept in the Library.

2.5 The patron can check through the Library catalogue to retrieve the bibliographic information for all of the FYP/Dissertation/Theses.

3.0 Procedures

3.1 The FYP/Dissertation/Theses to be submitted must be the final version after marked and graded by the supervisors and examiners and have been corrected by the students.

3.2 The FYP/Dissertation/Theses is required to be saved in PDF format only and save in one(1) PDF file, no separate files for different sections of FYP/Dissertation/Theses are allowed. The file size must not be more than **100MB.**

3.3 Attachments to the FYP/Dissertation/Theses such as programming source codes, systems and data files, art works, etc in various file formats must be compressed and zipped into 1 (one) zipped file. The file size of the zipped file must not be more than **200MB.**

3.4 To save a document in PDF file format, please see **Appendix 2.**

3.5 The file naming format should be:

Course Code + Year of Submission + Student ID+ Copy No
(eg. BA-2010-1007640-1).

3.6 To zip a file in zipped format, please see **Appendix 3.**

3.7 Forward the files and a copy of signed 'Permission Sheet' to FGO (for final year projects) or IPSR (for dissertation and theses). The PDF and zipped files should be saved in one or more CD/DVD.

Appendix 1: Example of Submission of FYP/Dissertation/Thesis

UNIVERSITI TUNKU ABDUL RAHMAN

FACULTY OF _____

Date: _____

SUBMISSION OF FINAL YEAR PROJECT /DISSERTATION/THESIS

It is hereby certified that _____***Student Name***_____ (ID No: __***Student ID***___) has completed this final year project/ dissertation/ thesis* entitled "_____*title*_____" under the supervision of _____ (Supervisor) from the Department of _____, Faculty of _____ , and _____ (Co-Supervisor)* from the Department of _____, Faculty of _____.

I understand that University will upload softcopy of my final year project / dissertation/ thesis* in pdf format into UTAR Institutional Repository, which may be made accessible to UTAR community and public.

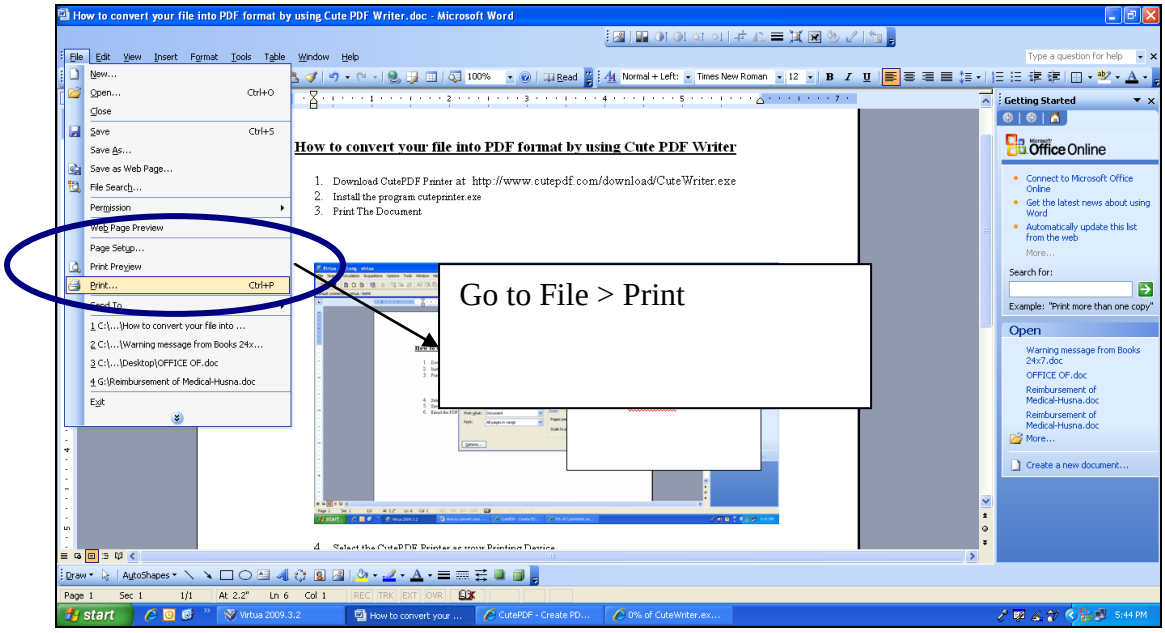
Yours truly,

_____
(*Student Name*)

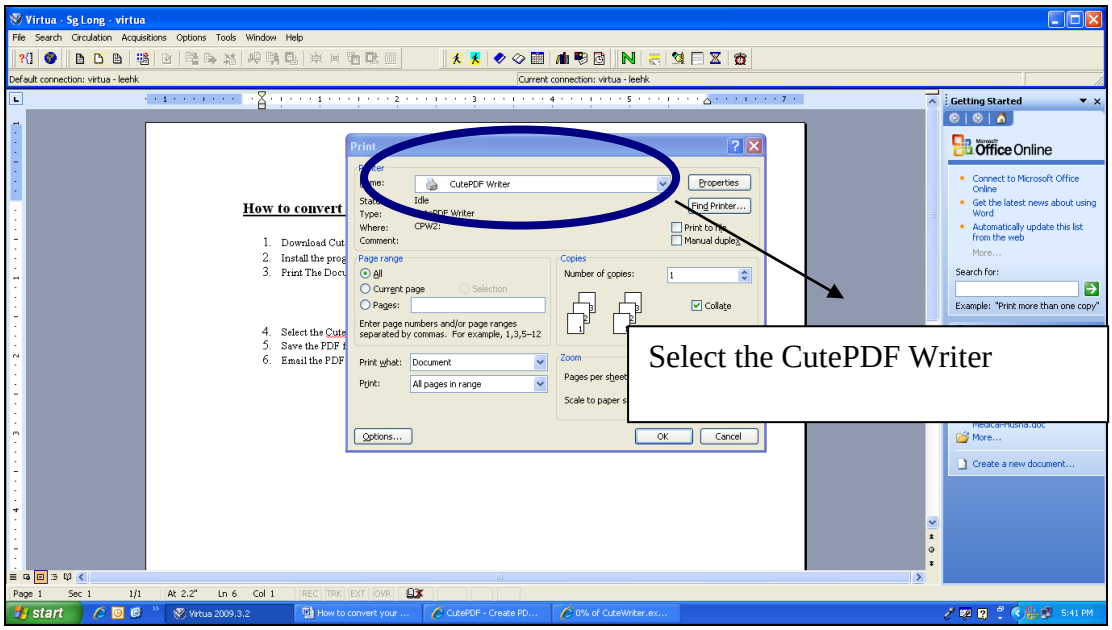
*Delete whichever not applicable

Appendix 2: How to convert your file into PDF format by using Cute PDF Writer

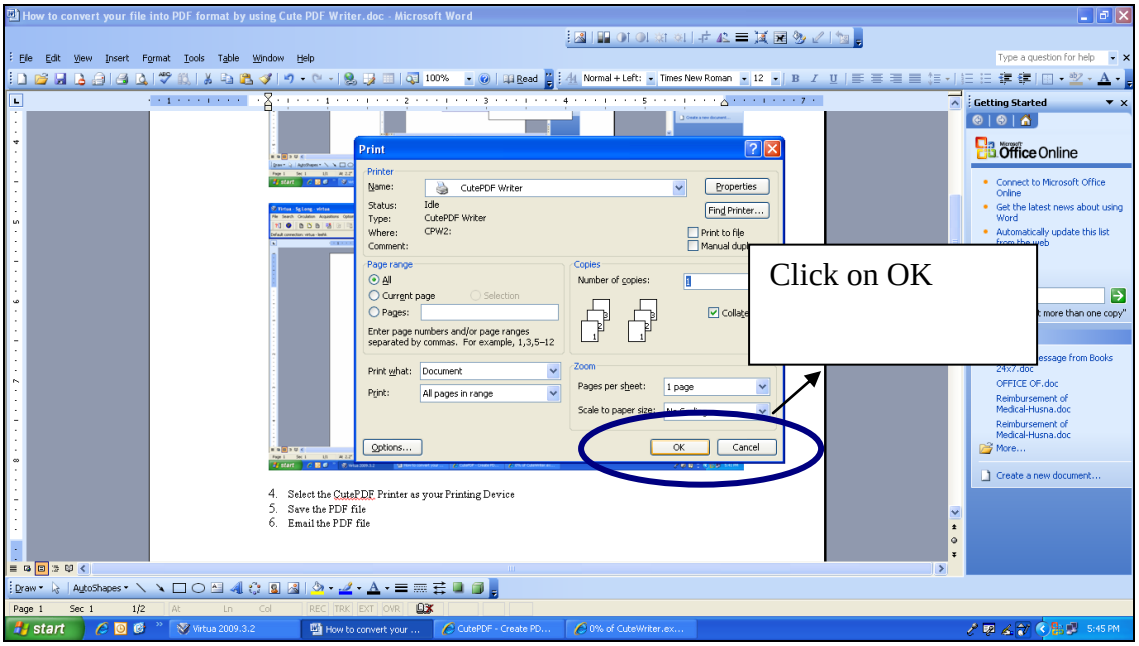
1. Download CutePDF Printer at http://www.cutepdf.com/download/CuteWriter.exe
2. Install the program cuteprinter.exe
3. Select Print the Document to save the document in PDF format



4. Select the CutePDF Printer as your Printing Device

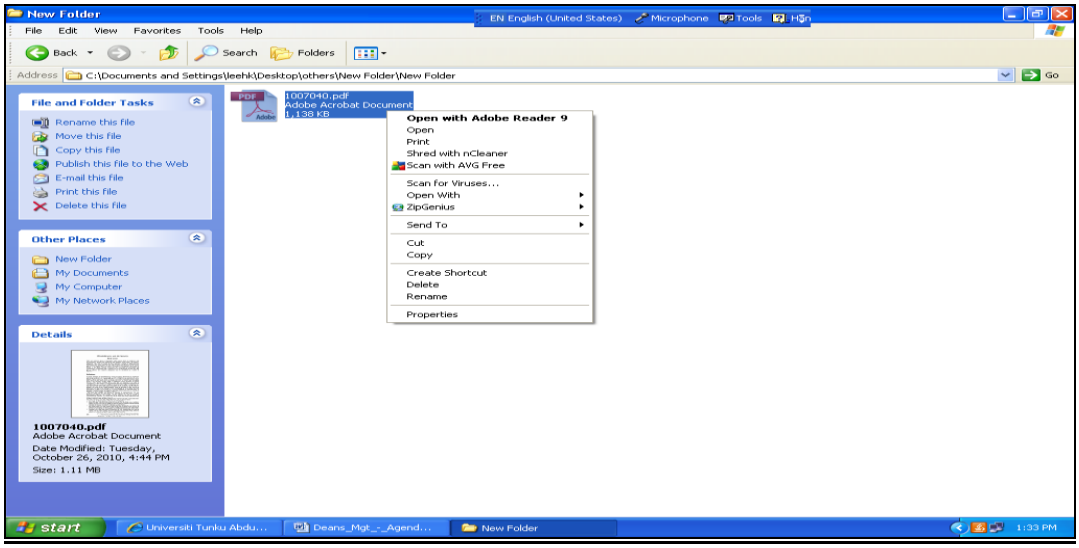


5. Save the PDF file

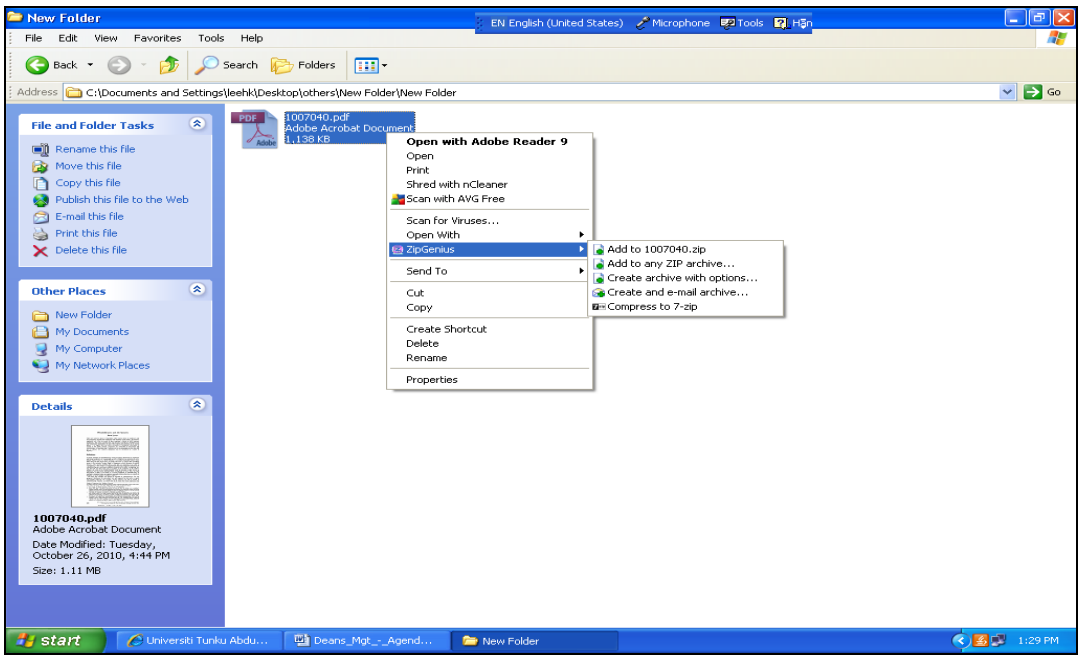


Appendix 3: How to zip your files using the Zip Utility

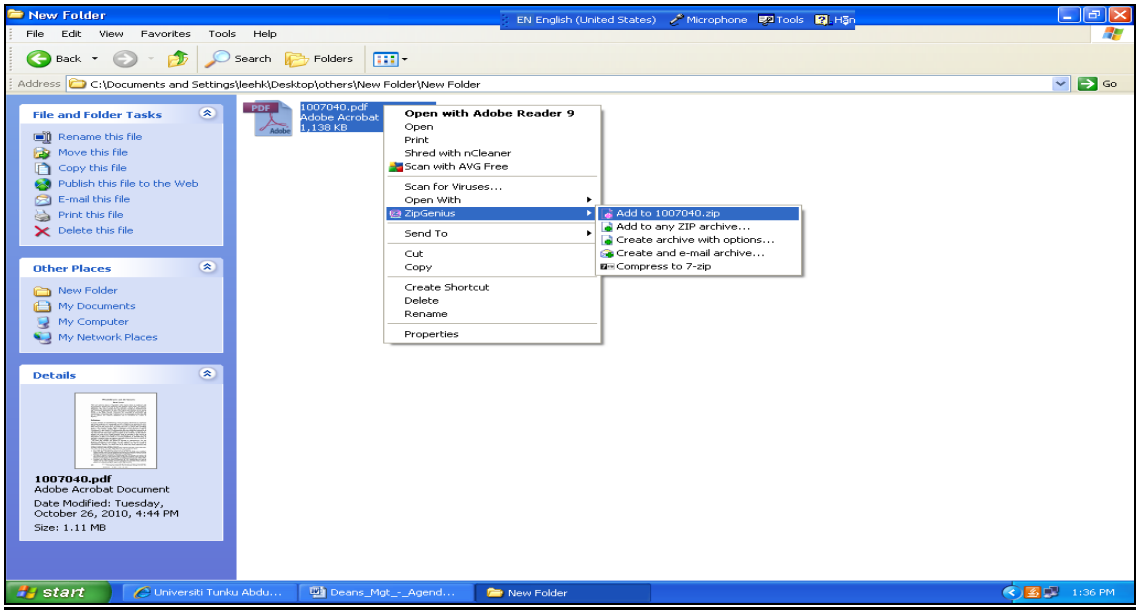
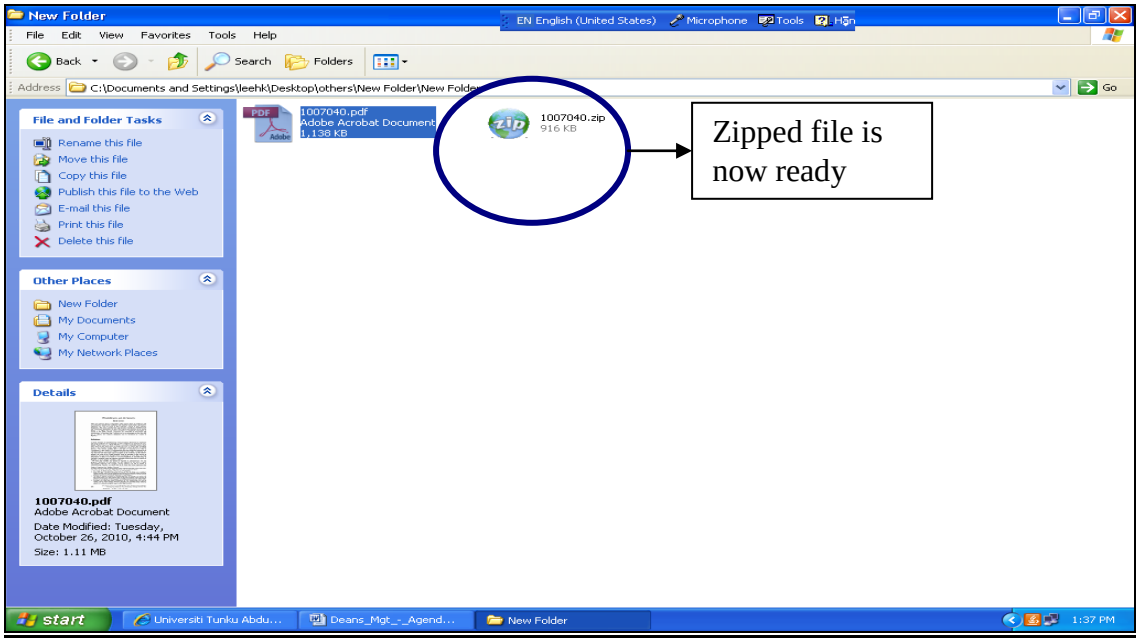
1. Right click on the file



2. Point to ZipGenius



3. Point to Add to *filename*.zip



4. The zipped file is ready