

GUIDE	REF NO.	: GD-LIB-103
	REVISION NO.	: 0
SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
FYP / DISSERTATION / THESES	PAGE	: 1 - 10

SUBMISSION OF FINAL YEAR PROJECT / DISSERTATION / THESES

GD-LIB-103



GUIDE	REF NO.	: GD-LIB-103
	REVISION NO.	: 0
SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
FYP / DISSERTATION / THESES	PAGE	: 2 - 10

REVISION HISTORY

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

UTR	CLIIDE	REF NO.	: GD-LIB-103
	GOIDE	REVISION NO. : 0	: 0
	SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
Universiti Tunku Abdul Rahman	FYP / DISSERTATION / THESES	PAGE	: 3-10

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.

	CLIIDE	REF NO.	: GD-LIB-103
	GOIDE	REVISION NO. : 0	: 0
	SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
Universiti Tunku Abdul Rahman	FYP / DISSERTATION / THESES	PAGE	: 4 - 10

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.

UTR	CLIIDE	REF NO.	: GD-LIB-103
	GOIDE	REVISION NO. : 0	: 0
	SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
Universiti Tunku Abdul Rahman	FYP / DISSERTATION / THESES	PAGE	: 5-10

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 thatStudent Name
(ID No: <u>Student ID</u>) has completed this final year project/ dissertation/
thesis* entitled "" under the supervision of
(Supervisor) from the Department of
, Faculty of,
and (Co-Supervisor)* from the Department of
, Faculty of
Lunderstand 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

UT	CLIDE	REF NO.	: GD-LIB-103
	GOIDE	REVISION NO. : 0	: 0
	SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
Universiti Tunku Abdul Rahman	FYP / DISSERTATION / THESES	PAGE	: 7 - 10

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

- 1. <u>Download CutePDF Printer</u> at <u>http://www.cutepdf.com/download/CuteWriter.exe</u>
- 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

♥ Virtua - Sg Long - virtua File Search Circulation Acquisitions Options Tools Window Help		
?(] 😔 🖪 🖸 🖪 😕 🛛 階 🕒 粘 總 閉 唱 座 🖉 🦷	1 R 🔟 📃 💥 🕺 🔷 🖉 📶 🛍 🖻 🖸 🛛 R 📑 💐 🗐	
Default connection: virtua - leehk	Current connection: virtua - leehk	
How to convert How to convert Download Cut How to convert Second Cut How to convert Example to the cut Example to the cut Example to the cut How to convert How to convert Example to the cut How to convert How	Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Point Po	Constant of the second of the
	Gotors OK	Cancel
Page 1 Sec 1 1/1 At 2.2" Ln 6 Col 1 REC TRK E		

UT	GUIDE	REF NO.	: GD-LIB-103
		REVISION NO.	: 0
	SUBMISSION OF	EFFECTIVE DATE	: 01/01/2011
UNIVERSITI TUNKU ABDUL RAHMAN	FYP /		
Universiti Tunku Abdul Rahman	THESES	PAGE	: 8 - 10

5. Save the PDF file

How to convert your file into PDF format by using Cute PDF Write	r. doc - Microsoft Word	. 0 X
	· 조망 및 이 이 제 제 나 42 🚍 🕱 🦻 🖉 🐚 💂	
Ele Edit View Insert Format Iools Table Window Help		Type a question for help 🔹 🗙
🗋 🗃 🖬 🖪 🔄 🖼 🖏 🖏 🖏 🖬 🛍 🕩 🔍 - 🔍 - 🧶	🔰 🔲 🔯 100% 🔹 🛞 🕮 Read 🎽 🐴 Normal + Left: 🍷 Times New Roman 🔹 12 🔹 🖪 🗾 Z 🙂 🗃 🗮 🗮 🏣 🏣) E E ≇ ≇ I 🛛 • 🖄 • 🗛 • 💂
■ • • • • • • • • • • • • • • • • • • •	1 · · · · 2 · · · 1 · · · · 3 · · · · 1 · · · · 4 · · · · 1 · · · · 5 · · · · 1 · · · · Δ · · · · 1 · · · · 7 ·	Getting Started 🔹 💌 🗙
	Contra we descent.	001
	Print 🛛 🖓 🗙	
le e mainte e en	Printer	
	Name: CutePDF Writer Properties	 Connect to Microsoft Office Online
S Thins Splang, without	Status: Idle Find Printer	Get the latest news about using
In The Control Appendix of the	Type: Cuteput-writer Where: CPW2: Print to file	Automatically update this list
·	Comment: Manual dupt	from the web
-	Page range Copies Click on OK	
	O Pages:	t more than one copy"
	Enter page numbers and/or page ranges	
:	separated by commas. For example, 1,0,0-12	essage from Books
N	Print what: Document	24x7.doc OFFICE OF doc
	Print: All pages in range	Reimbursement of
<u>:</u>	Scale to paper size: U. C. P.	Medical-Husna.doc Reimbursement of
		Medical-Husna.doc
		- Pillen
		Create a new document
4. Select the Cutel	DF Printer as your Printing Device	
6. Email the PDF		
= 0 0 2 0 <		
] Draw • 😓 AutoShapes • 🔨 🔪 🗆 🔿 🗠 🐗 🔅 📓 🍐 • 🚄	· ▲·==;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	
Page 1 Sec 1 1/2 At Ln Col REC TRK	EXT OVR	
🛃 start 🔗 🙆 🚳 🦈 📎 Virtua 2009.3.2 🔛 How to	onvert your 🔗 CutePDF - Create PD 🔗 0% of CuteWriter.ex	🧷 🐺 🔏 🏹 🔇 🏪 🖉 - 5:45 PM



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

1. Right click on the file

🗁 New Folder	: EN English (United States) 🥜 Microphone 🛛 Tools 😰 Han	- 7 🛛
File Edit View Favorites Tools Help		A
Search 😥 🕤 🏂 Polders 🔝		
Address C:\Documents and Settings\leehk\Desktop\others\New Fold	ler\New Folder	💌 🛃 Go
File and Folder Tasks Image: Constraint of the second se	Copen with Adobe Reader 9 Copen Print Stred with nCleaner Scan for Visues Open with 2tpGenus Send To Cut Copy Create Shortcut Delete Rename	
Details	Properties	
🛃 Start 💋 🌈 Universiti Tunku Abdu 🕅 Deans_Mgt	Agend 🗁 New Folder	🔇 🛃 🥩 1:33 PM

2. Point to ZipGenius

🗁 New Folder	8	EN English (United States) 🥜 Microphone 😡 Tools 📪 Han	
File Edit View Favorites Tool	Help		A.
🕝 Back 🝷 🕥 🕤 🏂 🔎	Search 😥 Folders 🛄 🗸		
Address 🛅 C:\Documents and Setting	leehk\Desktop\others\New Folder\New Folder		💌 🄁 Go
File and Folder Tasks Image: Constraint of the second se	Port Addee Acrobat Document Addee Acrobat Document LISS KE Print Scan for Viruse: Open With AC © Toreans Scan for Viruse: Open With © 270-Genus Send To Cut Copy Create Shortcu Delete Rename Properties	Jobe Reader 9 samer Free S Add to 1007040.zip Add to any ZIP archive Add to any ZIP archive Create and e-mail archive Bi⊂Compress to 7-zip t	
Details Image: Comparison of the second se	د کار کرد کرد. کرد		
Start 💋 🖉 Universiti Tunk	Abdu 📑 Deans_MgtAgend 🗀 🗀	New Folder	🔇 🛃 🗭 1:29 PM

	GUIDE	REF NO.	: GD-LIB-103
		REVISION NO.	: 0
	SUBMISSION OF FYP / DISSERTATION / THESES	EFFECTIVE DATE	: 01/01/2011
Universiti Tunku Abdul Rahman		PAGE	: 10 - 10

3. Point to Add to filename.zip

😂 New Folder	EN English (United States) 🦯 Microphone 🗔 Tools 😨 Han	- 2 3			
File Edit View Favorites Tools Help					
G Back 🔹 💿 👻 🏂 Search 🔊 Folders					
Address 🔁 C:\Documents and Settings\leehk\Desktop\others\New Folder\New Folder 🗸 💌 🔁 G					
File and Folder Tasks Image: Complex State Image: Rename this file Image: Complex S	Open with Adobe Reader 9 Open Print Shred with nCleaner Star for Viruses Open With Image: Comparison of Comparis				
Details					
🛃 Start 🖉 Chiversiti Tunku Abdu 🖳 Deans_Mg	kAgend 🔁 New Folder	🔍 🛃 🥵 1:36 PM			

4. The zipped file is ready

