

WORK PROCEDURE FOR DISSERTATION

Pre-requisites

- Students must meet the CGPA requirement of 4.0 and above to pursue dissertation.
- Full-time students can pursue dissertation from second semester onwards and part-time students from end of third semester onwards.

Registration

Student will find their own supervisor and have the proposed title of dissertation. Only full-time faculty members from WKWSCI can supervise dissertation topics.

Students have to submit the 'Dissertation Registration form' (with their supervisor endorsement) to the Dissertation coordinator for registration.

Submission of Dissertation

Student must satisfy the below conditions before submission of dissertation for examination:

- (a) Students must have completed the entire coursework component of the programme of study.
- (b) Students have submitted their dissertation in the form ready and approved by the Associate Chair (Academic) for examination.

Student will need to submit two (2) soft bound dissertation to the programme administrator. Along with it, they will need to give the form, "Submission of Dissertation" to be submitted for examination.

Submission for examination

Dissertation coordinator will prepare (1) Instructions, (2) Grading form and (3) Report to both examiner and supervisor. It will be placed along with the soft bound copies.

The examiner and supervisor will be given 4 weeks to review the dissertation and to return back to the coordinator.

No amendments

Minor amendments

Student will be given 1 month to make amendments

Major amendments

Student will be given 3 months to make amendments

2nd submission after amendment

2nd submission for examination (if required)

Awarded the degree without further examination

Student to submit the electronic copy of dissertation together with 'declaration of authorship' form via DR-NTU and forward the approval email to programme administrator.

Notify OAS

Fill up the template to inform OAS on the result.

Conferment of Degree

OAS will submit dissertation result to Board of Graduate Studies (BGS) for review for conferment of degree. Conferment of degree process will take approximately 2-3 months.