

1.3 Thesis Status Declaration

Thesis status declaration is done using the Thesis Status Declaration form issued by Perpustakaan Sultanah Zanariah (PSZ), i.e. PSZ 19:16 (Pind. 1/07) form (see Appendix A). If the box CONFIDENTIAL or RESTRICTED is marked [3], a letter from the party classifying the information as confidential or restricted must be attached. The letter should clearly indicate

- (i) the reasons for classification
- (ii) the duration for classification

A typical duration for confidential or restricted classification is three (3) years. A thesis can be classified as confidential or restricted up to a maximum period of five (5) years. Examples can be seen in Appendices A and B.

If the status declaration form is not submitted or the form is incompletely filled, the University will assume the thesis is unrestricted and therefore the library will make the copies of the thesis available for distribution as published academic exchange materials.

Table 1.1: Arrangement of parts in a thesis

Section	SUBJECT	STATUS	EXAMPLE (APPENDIX)	NOTES
	Blank paper	-	-	-
1.3	Declaration of the Status of Thesis	compulsory	A	without page number
1.3	Letter regarding status classification of thesis	compulsory	B	needed if classified as confidential/restricted
1.4.1	Supervisor's declaration	compulsory	C1	without page number
1.4.2	Declaration on cooperation	compulsory	C2	without page number
	Certification of examination			
1.5	Title page	compulsory	D	without page number but counted as (i)