

5.4 Contents of ETD

An ETD must consist of two (2) files, namely pre-access file and full text file.

5.4.1 Pre-access File

Pre-access file is a file that contains information about the author, the panel of examiners and a brief content of the thesis. By reading this file, a reader will be able to assess the relevance of the document to the reader's research interest. If a reader wishes to access the whole thesis, the reader should contact the librarian for the full text file. The pre-access file should include all the preliminary pages and the first ten pages of the introduction as arranged in the bound thesis.

5.4.2 Full Text File

A full text file consists of all contents of the thesis that has been approved by the Senate. This includes all preliminary pages, main contents of the thesis and all appendices as submitted to the panel of examiners and approved. Writing style as the original bound hardcopy must be retained as presented in Chapters 1 to 4. All these pages must be saved into one (1) file only.

5.5 Preparation Guideline

The following guidelines must be observed:

- i. The electronic version must be the same as the final bound thesis as approved by the Senate;
- ii. Convert the thesis into PDF format. Use the latest version of Adobe Acrobat PDFMaker. **Do not set Document Security;**