



**CHECKLIST OF THESIS SUBMISSION FOR EXAMINATION
(TO BE FILLED UP BY STUDENT)**
(PLEASE ENSURE ALL THE REQUIREMENT ARE FULFILLED and SUBMITTED TO
POSTGRADUATE OFFICE)

Name :

Matric No :

NO	SUBJEK	TICK (Office)	NOTES
1	NHT already approved by JAPSU SPS and still valid		
2	SUBMIT 1 copy of draft thesis for format checking (1 week before submitting all document in item 3)		
3	<p>COMPLETED DOCUMENTS</p> <ul style="list-style-type: none"> i. Submission of Thesis Form (Supervisor Approval) <ul style="list-style-type: none"> - Submission of Thesis Form 2 (attach: Front page of each Paper/Journal (Supervisor Approval)) ii. Plagiarism Agreement (attached : Turnitin Report Chapter by Chapter and Full Thesis (less than 20% for ever chapter)) iii. Final thesis with signatures (after format checking approval) <p style="text-align: center;">COPY OF THESIS (3 copies), 4 copies for (staff & Eng Doc) - hard copy</p>		
4	<p>Checklist for thesis submission (https://sps.utm.my/wp-content/uploads/2016/07/checklistthesissubmission.pdf)</p> <p>Copy of Previous semester' Result</p> <p>(Included Research Methodology & University Courses Result)</p>		
6	<p>Paid the Viva fees (receipt from UTM Bursary)</p> <p>(Intake semester 1 session 2016/2017 onwards)</p>		
7	<p>Confirmation of Fees Status Letter</p> <p>(from UTM Bursary)</p>		
8	<p>INFORMATION OF PUBLICATION:</p> <p><u>INTAKE SEMESTER 1 SESSION 2016/2017 ONWARDS</u></p> <p>MASTER – Published at least (1) publication from journal article, conference proceeding or book chapter.</p> <p>Phd – Produced at least ONE (1) refereed article or 2 indexed conference proceeding accepted as published in SCOPUS/ERA/WOS index.</p> <p><u>INTAKE SEMESTER 1 SESSION 2021/2022 ONWARDS</u></p> <p>Phd – Student has come out with at least one (1) published article that has been accepted or published in a journal indexed on the Web of Science.</p> <p style="text-align: center;">OR</p> <p>Student has come out with at least two (2) published articles that have been accepted or published in journals indexed in SCOPUS/ERA/journals listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Center).</p>		
9.	Re-Examination Fees for Doctoral Degree and Master (Research)		

Post Graduate Academic Office:

Date: