

SCHOOL OF GRADUATE STUDIES
UNIVERSITI TEKNOLOGI MALAYSIA
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CHECKLIST FOR THESIS SUBMISSION

STUDENT'S DETAILS

Name of Student :
Programme
Award:
Title of Thesis
.....
.....

PRE-REQUISITES

Status of Registration:
University's General Elective: Subject Code: Date taken:
Subject Code: Date taken:
Research Methodology Date taken:
Number of Current Semester:
Notice to Submit Thesis received:
Approved by JAPSU:
Application of Award:

THESIS ARRANGEMENT

1. Blank Paper [] 9. List of Tables []
2. Status of Thesis [] 10. List of Figures []
3. Supervisor's Declaration [] 11. List of Symbols []
4. Declaration on Cooperation [] 12. List of Appendices []
5. Title Page [] 13. Text []
6. Declaration of originality and exclusiveness [] 14. references []
7. Abstracts [] 15. Appendices []
8. Table of Contents []

BINDING AND FORMAT OF THESIS

1. Page Numbering [] 5. Spine Format []
2. Font and Type Face [] 6. Temporary Bind []
3. Front Cover [] 7. Permanent Bind []
4. Tables and Figures [] 8. Colour of the Front Cover []

.....
Student's Signature Date

Other Comments:
.....
.....

Checked and received by:

Signature: Date:
Name:.....

Approved by

Signature:..... Date :.....
Dean/Deputy Dean/Academic
Manager/Assistant Registrar

Dear Student,

SUBMISSION OF THESIS FOR THE PURPOSE OF EXAMINATION

Congratulations! Finally you have come to the end of your research and thesis preparation. In order to facilitate your thesis submission for the purpose of examination, we would like to remind you again that the University requires a high standard pertaining to the format and quality of the thesis presentation as explained in detail in *UTM Thesis Manual* (download at www.sps.utm.my). and *Regulations on the Submission of Thesis and Dissertation*.

We believe that you have referred to those documents in your preparation. Nevertheless, to ensure that the thesis is up to the required standard, you are required to run through the checklist overleaf. Thesis that does not comply to the required standard and format will be rejected.

Thank you for your attention and cooperation. I wish you all the best. Good luck.

Yours sincerely,

Dean
School of Graduate Studies.
UTM, Skudai

Some regulations regarding submission of thesis:

i. **Period of study:** *For a doctoral degree programme, the minimum study duration is six (6) registered semesters or three (3) registered years before the student is allowed to submit his/her thesis for examination. A student who has successfully published two (2) papers in international journals may be allowed to submit his/her thesis after he/she has completed a duration of two (2) years. See Item 6 (2) Graduate Studies Rules and regulation*

ii. **University General Elective Subject:** *a subject of at least 2 credits that is offered by the University and must be taken by the student as required by the curriculum of study. See Item 2 Graduate Studies Rules and regulation.*

iii. **Maximum number of pages:** *Master's Report/Dissertation/Thesis: 250 pages; Doctorate Thesis: 350 pages. These limits include appendices, tables, figures and other illustrations. See UTM THESIS MANUAL Item 2.9.*

iv. **Thesis Cover Colour:** *Doctorate: Maroon (567); Master: Dark Brown (537)*