

## GUIDELINE FOR FINAL THESIS SUBMISSION AFTER VIVA

(ver2\_Feb2023)

**Please read and follow the instructions given carefully for the thesis submission.**

Kindly upload all the required documents as below (Folder will create by IPS once student notify IPS for the submission).

1. **FULL THESIS IN PDF** –Kindly rename your thesis as (STUDENT NAME\_ID\_FACULTY)
2. **FORM A IN PDF**
3. **FORM B IN PDF**
4. **SIMILARITY INDEX FORM & VERIFICATION OF PUBLICATION FORM (AFTER VIVA)**
5. **CHAPTER BY CHAPTERS IN PDF**
6. **TURNITIN RESULTS IN PDF**
7. **PROOF READING (IF REQUIRED)**

**Important! Please create a folder for each number as above.**

Once done uploaded, kindly notify IPS for further checking before IPS allow for the final submission.

Before proceeding with all these, please upload a copy of the thesis and other required documents in PDF to the shared folder by IPS for further checking. **Once IPS has checked and confirm, student can proceed with the submission.**

**P/S: Kindly be informed that checking will needs at least 2-3days. Please submit all the required documents for further checking at least 2 weeks before your deadline.**

Thank you.

**Checklist of the hardcopy items to IPS office as below:**

NO.	ITEM	CHECKED (✓)
1	Form A	
2	Form B	
3	Similarity Index Form & Verification of Publication Form. (After Viva) <ul style="list-style-type: none"> <li>• Please attach a copy of your publications, together with the proof of indexing. The proof of indexed publication can be obtained from:               <ol style="list-style-type: none"> <li>1. Scimago Journal &amp; Country Rank: <a href="https://www.scimagojr.com/index.php">https://www.scimagojr.com/index.php</a></li> <li>2. Web of Science: <a href="https://mjil.clarivate.com/search-results">https://mjil.clarivate.com/search-results</a></li> </ol> </li> </ul>	
4	Proof Reading – If required	
5	2 CDs* Include with Proper Detail Cover (Refer the uploaded items in shared drive by IPS) <ul style="list-style-type: none"> <li>• <b>1 CD/USB drive for Full thesis in pdf</b></li> <li>• <b>1 CD/ USB drive contains as below.</b> <ol style="list-style-type: none"> <li>i. Full thesis in pdf</li> <li>ii. Form A&amp;B in pdf</li> <li>iii. Similarity index form in pdf &amp; Verification of publication form (after viva)</li> <li>iv. Chapter by chapters in pdf</li> <li>v. Turnitin results in pdf</li> <li>vi. Proof reading (if required)</li> </ol> </li> </ul>	

\* **Any other portable device** (e.g., pen drive) is also allowed – with proper detail cover.