

INSTITUTE FOR POSTGRADUATE STUDIES

GUIDELINE OF FINAL THESIS SUBMISSION AFTER VIVA

Please read and follow the steps for the thesis submission below:

- (1) The candidate needs to send the final thesis (following the template and guidelines provided by IPS) to the supervisors for check.
- (2) Notify the IPS of the final thesis submission.
- (3) IPS provides a shared folder for the candidate to upload the required document. The checklist of the documents required are as follows:

No.	Documents
1.	Full Thesis in PDF Format – Kindly rename the thesis as (STUDENT NAME_ID_FACULTY).
2.	Form A in PDF Format.
3.	Form B in PDF Format.
4.	Similarity Index Form in PDF Format.
5.	and Publication Verification Form in PDF Format. <ul style="list-style-type: none"> • Attach the “Publication Verification Form” for each accepted/published publication, if any. Otherwise, please attach a copy of your publication with the <i>proof of indexing</i>*. <p><i>Note: Kindly refer to the “One Stop Student Portal” on the IPS official Website (https://ips.mmu.edu.my/downloads/students-information-center/postgraduate-by-research/)</i></p>
6.	Chapter by chapter in PDF format.
7.	Turnitin Results of each chapter in PDF format.
8.	Proof Reading – if required

- (4) After completion of **Step (3)**, the candidate should notify IPS to initiate the checking process.
Note: The checking process might need at least 2-3 days. Please submit all the required documents **at least 2 weeks** before your deadline as stipulated by the BOE. **A candidate who fails to submit the amended thesis within the stipulated time by the BOE is deemed to have the thesis rejected/failed.**
- (5) Once receives confirmation from the IPS, the candidate should proceed with the final submission of **HARDCOPY** items to IPS office as below:

(Applicable only to candidates registered before June 2024)

No.	Hardcopy Items
1.	Form A
2.	Form B
3.	Similarity Index Form and Verification of Publications
4.	Proof Reading – if required
5.	2 CDs* include with proper detail cover <ul style="list-style-type: none"> • 1 CD/USB drive for Full Thesis in PDF format • 1 CD/USB drive contains all the seven (7) documents as in Step (3)

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

***Proof of Indexing:**

The proof of indexed publication can be obtained from:

1. **Scimago Journal & Country Rank:** <https://www.scimagojr.com/index.php>
2. **SCOPUS Book Title List:** <https://www.scopus.com/home.uri>
3. **Web of Science:** <https://mjl.clarivate.com/search-results>
4. **CORE Conference Ranking List:** <https://www.core.edu.au/>

For Publication Requirements, kindly refer to the Postgraduate Handbook (<https://ips.mmu.edu.my/downloads/postgraduate-handbook/>)