

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 checking.
- (2) Notify the IPS (ips@mmu.edu.my) 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-B in PDF Format.
3.	Similarity Index and AI Usage Declaration Form in PDF Format.
4.	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/one-stop-student-portal/)</i></p>
5.	Main Body of Thesis in PDF format.
6.	Turnitin Result in PDF format.
7.	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**** to IPS office as below:

No.	Hardcopy Items
1.	Form A-B
2.	Similarity Index and AI Usage Declaration Form and Publication Verification Form
3.	Proof Reading – if required
4.	1 USB*** with proper detail cover: <ul style="list-style-type: none"> • 1 USB drive contains all the seven (7) documents as in Step (3)

****Hardcopy items submission is applicable to all PG candidates registered before 2024. Candidates registered in 2024 onwards can submit softcopy for items 1-3.**

*****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/>)

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