

**POSTGRADUATE PROGRAMME
THESIS SUBMISSION FORM (STRUCTURE A ONLY)**

PART I: CANDIDATE'S DETAILS - TO BE COMPLETED BY THE CANDIDATE															
FULL NAME:		STUDENT ID:													
PROGRAMME:		FACULTY:													
APPROVED THESIS TITLE:															
MODE OF STUDY:		NATIONALITY:													
PERSONAL EMAIL:		MOBILE PHONE NO.:													
DATE OF REGISTRATION:		END OF CANDIDATURE:													
PART II: CANDIDATE DECLARATION - TO BE COMPLETED BY THE CANDIDATE															
Before proceeding, please carefully read and understand the following declaration. After reading, you may proceed to sign below to indicate your acknowledgement and agreement. <table border="1"> <thead> <tr> <th>No</th> <th>Items</th> <th>Tick (✓)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>I acknowledge the requirement to fulfil the publication requirement as outlined in the Postgraduate Handbook. For Publication Requirements, kindly refer to the Postgraduate Handbook (https://ips.mmu.edu.my/downloads/postgraduate-handbook/).</td> <td></td> </tr> <tr> <td>2</td> <td>I acknowledge that I must hold a valid student visa until graduation (Applicable to International Students only).</td> <td></td> </tr> <tr> <td>3</td> <td>I have fulfilled the requirement of academic residential requirement (Applicable to International Students only).</td> <td></td> </tr> </tbody> </table>				No	Items	Tick (✓)	1	I acknowledge the requirement to fulfil the publication requirement as outlined in the Postgraduate Handbook. For Publication Requirements, kindly refer to the Postgraduate Handbook (https://ips.mmu.edu.my/downloads/postgraduate-handbook/).		2	I acknowledge that I must hold a valid student visa until graduation (Applicable to International Students only).		3	I have fulfilled the requirement of academic residential requirement (Applicable to International Students only).	
No	Items	Tick (✓)													
1	I acknowledge the requirement to fulfil the publication requirement as outlined in the Postgraduate Handbook. For Publication Requirements, kindly refer to the Postgraduate Handbook (https://ips.mmu.edu.my/downloads/postgraduate-handbook/).														
2	I acknowledge that I must hold a valid student visa until graduation (Applicable to International Students only).														
3	I have fulfilled the requirement of academic residential requirement (Applicable to International Students only).														
I wish to submit the above-mentioned thesis for examination in compliance with the regulations for the above degree. I certify that the work has been done by myself and has not been submitted elsewhere for the award of any degree or qualification. Due acknowledgement has been made to the work of others. I hereby declare that pursuant to the provisions of the Copyright Act 1987 (the Act) that I shall not during my candidature at the University or thereafter engage in any unauthorised act of copying or reproducing or attempt to copy/reproduce or cause to copy/reproduce or permit the copying / reproducing or the sharing and/or downloading of any copyrighted material or an attempt to do so whether by use of the University's facilities or outside networks/facilities whether in hard copy or soft copy format, of any material protected under the provisions of sections 3 and 7 of the Act whether for payment or otherwise save as specifically provided for therein. This shall include but not be limited to any lecture notes, course packs, thesis, textbooks, exam questions, or any works of authorship fixed in any tangible medium of expression whether provided by the University or otherwise. I further undertake as an authorized user of any and/or all the systems within and/or outside MMU including but not limited to CLIC, EBWISE etc. not to: - a) damage any system; b) obtain extra resources not authorized to these systems' user; c) deprive another user of authorized resources; and d) gain unauthorized access to systems by use of a special password, another user's password and/or exploiting loopholes in these systems' security system. I hereby further declare that in the event of any infringement of the provisions of the Act whether knowingly or unknowingly the University shall not be liable for the same in any manner whatsoever and undertake to indemnify and keep indemnified the University against all such claims and actions. In the event of any infringement of the provisions of the Copyright Act 1987 whether knowingly or unknowingly the University shall not be liable for the same in any manner whatsoever and any individual, student, organization, body or group of students of the University shall be personally liable for all such acts of infringement and shall undertake to indemnify and keep indemnified the University against all such claims and actions.															

SIGNATURE OF CANDIDATE: _____

DATE (dd/mm/yy): ____/____/____

PART III: VERIFICATION FROM SUPERVISOR & CO-SUPERVISOR

SUPERVISOR & CO-SUPERVISOR:

I've checked and verified that the candidate has complied with the guidelines as per the template provided by IPS for the thesis.

I certify that the candidate has complied with the regulations for the above degree and the thesis is ready to be submitted for examination.

NAME OF SUPERVISOR: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE (dd/mm/yy): ____/____/____

NAME OF CO-SUPERVISOR: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE (dd/mm/yy): ____/____/____

ENDORSED BY DEAN OF FACULTY:

DEAN OF FACULTY: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE (dd/mm/yy): ____/____/____

PART IV: PAYMENT OF THE THESIS EXAMINATION FEE – TO BE COMPLETED BY THE FINANCE DIVISION

A) I confirm that I have received the following fee of (Please tick (/) as appropriate):

☐ Thesis Examination Fee

☐ Thesis Re-examination Fee

	Registered on and after 1 st January 2006		Registered on and after 1 st June 2007	
	Local	International	Local	International
MASTER	☐ RM 750	☐ RM 862.50	☐ RM 750	☐ RM 954
Ph.D.	☐ RM 2,500	☐ RM 2,875	☐ RM2,500	☐ RM 3,180

B) All fees have been paid (Please tick (/) as appropriate):

☐ Tuition Fee / Programme Fee

☐ Extension (if any)

☐ Reinstatement (if any)

Endorsed by:

NAME: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE (dd/mm/yy): ____/____/____

PART V: VERIFICATION BY LIBRARY

I confirm that this candidate has returned all books to Multimedia University.

Endorsed by:

NAME: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE (dd/mm/yy): ____/____/____

PART VI: INSTITUTE FOR POSTGRADUATE STUDIES OFFICE USE

Received and Verified by IPS Manager/Assistant Manager: -

NAME: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE RECEIVED (dd/mm/yy): ____/____/____

STUDENT DECLARATION FOR THE THESIS SUBMISSION

Please tick (✓) at the items for the thesis formatting and arrangement below:

No	Thesis Arrangement	✓	Comments/Remarks (if any differences)
1.	Cover		
2.	Title Page		
3.	Copyright Page		
4.	Declaration Page		
5.	Acknowledgements		
6.	Dedication (if any)		
7.	Abstract		
8.	Table of Contents		
9.	List of Tables		
10.	List of Figures		
11.	List of Abbreviations/Symbols (if any)		
12.	Chapters <i>Note: Please write the chapters in the comments/remarks column</i>		
13.	References – APA style		
14.	Appendices (Optional)		
15.	List of Publications		
No	Format of Report (refer to “Guideline for Preparation of Thesis” from IPS website)	✓	Comments/Remarks (if any differences)
1.	Page Margins		
2.	Pagination		
3.	Font and Type Face and Line Spacing		
4.	Cover Pages follow the stipulated format		
5.	Consistent use of English language		
6.	Number of words (Main body only) >20,000 words (for Master’s) >40,000 words (for Ph.D.) <i>Note: Please write the total number of words in the comments/remarks column</i>		

I take full responsibility for the correctness of the said information and complied with the guidelines as per the template provided by IPS for the thesis.

SIGNATURE OF CANDIDATE: _____

DATE (dd/mm/yy): ____/____/____