DOCUMENT CHECKLIST FOR THESIS SUBMISSION

Please prepare the following documents for thesis submission in the shared folder. You can download the required forms from: https://ips.mmu.edu.my/downloads/forms/. Incomplete forms will not be accepted.

1. **Thesis Submission Form**

   a. Part I and II: To be completed by the candidate.
   b. Part III: Obtain verification by supervisor, co-supervisor and endorsement by Dean of Faculty.
   c. Part IV: Obtain endorsement from Finance Division. Keep a copy of the receipt(s).
   d. Part V: Obtain endorsement from Library.

2. **Payment Proof**

3. **Similarity Index and AI Usage Declaration Form**

   a. The form must be signed by both Supervisor and Co-Supervisor.
   b. Ensure the similarity for total thesis (main body only) is not more than 20%. If the similarity exceeds 20%, please request your supervisor to provide the necessary justifications.
   c. Ensure each individual source of reference should NOT contribute more than 5% similarity.

4. **Publication Verification Form**

   a. The form must be completed in full.
   b. All supporting documents listed in the checklist must be submitted for verification.
   c. If your publication(s) has already been verified by IPS, submit the signed Publication Verification Form.

5. **Letter of Thesis Title Approval**

6. **Thesis main body and Turnitin result**

7. **Full thesis**

   a. Name your thesis as **NAME_ID_FACULTY**.

Remarks: For **Thesis Examination Fee waiver,** you are required to provide the approved staff fee waiver letter issued by HCM to the Finance Division to endorse your thesis submission form. Please include your HCM approval letter when submitting your documents to both Finance Division and IPS.

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