

INSTITUTE FOR POSTGRADUATE STUDIES

POSTGRADUATE PROGRAMME THESIS SEMINAR (FOR STRUCTURE A AND B)

The Thesis Seminar is to evaluate if the student has performed sufficient work for the relevant degree.

IMPORTANT NOTE: The Thesis Seminar is a pre-requisite for the thesis submission. Upon submitting the Thesis Seminar form, the candidate must affirm that their research work is fully completed and that they aim to submit the complete thesis within a maximum period of **3 MONTHS**. Please note that the actual thesis submission should take place only after the Senate has approved the thesis title.

PART I: TO BE FILLED BY THE CANDIDATE			
FULL NAME:		ID NUMBER:	
PROGRAMME:		FACULTY:	
MODE OF STUDY:		NATIONALITY:	
PERSONAL EMAIL:		MOBILE PHONE NO.:	
DATE OF REGISTRATION:		END OF CANDIDATURE:	
EARLY SUBMISSION:	☐ Yes ☐ No		

CHECKLIST BY CANDIDATE:																								
No	Items	Tick (✓)																						
1	All pre-requisite courses and Proposal Defence have been completed and passed. Please fill up the Date of Completion for the following assessment/courses related to your programme: <table border="1"> <thead> <tr> <th>Assessments/Courses</th> <th>Date of Completion</th> </tr> </thead> <tbody> <tr><td>Proposal Defence (Passed)</td><td></td></tr> <tr><td>Entrepreneurship & Commercialisation</td><td></td></tr> <tr><td>Research Methodology</td><td></td></tr> <tr><td>Research Methodology for Law</td><td></td></tr> <tr><td>Research Methodology for Social Sciences</td><td></td></tr> <tr><td>Advanced Research Methodology for Law</td><td></td></tr> <tr><td>Legal Writing, Reasoning and Analysis</td><td></td></tr> <tr><td>Advanced Research Methods in Communication</td><td></td></tr> <tr><td>Data Analysis Techniques for Social Science</td><td></td></tr> <tr><td>Qualitative & Quantitative Research Method for Law</td><td></td></tr> </tbody> </table>	Assessments/Courses	Date of Completion	Proposal Defence (Passed)		Entrepreneurship & Commercialisation		Research Methodology		Research Methodology for Law		Research Methodology for Social Sciences		Advanced Research Methodology for Law		Legal Writing, Reasoning and Analysis		Advanced Research Methods in Communication		Data Analysis Techniques for Social Science		Qualitative & Quantitative Research Method for Law		
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2	The candidature is Active during the time the Thesis Seminar is undertaken.																							
3	The draft thesis, which includes all chapters, is prepared and attached to this form. Refer to "Guidelines for Preparation of Thesis" on IPS website for the thesis template: https://ips.mmu.edu.my/downloads/one-stop-student-portal/																							
4	All fees and dues owed to the university have been paid . Please attach proof of zero (0) outstanding balance.																							

5	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/).	
6	My VISA is Valid during the time the Thesis Seminar is undertaken (Applicable to International Students only).	

SIGNATURE OF CANDIDATE: _____

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

PART II: TO BE FILLED BY THE SUPERVISORS

CHECKLIST BY SUPERVISOR:

No	Items	Tick (✓)
1	The draft thesis adheres to the guidelines as stipulated by the university.	
2	The CVs of the proposed examiners are attached with this form for the consideration of the Thesis Seminar Expert Panel. The CVs must be presented in the approved template which can be obtained from the Faculty Assistant Managers.	
3	The thesis effectively establishes the research motivation and demonstrates its significance to the research topic.	
4	The research objectives are adequately formulated in terms of their novelty and depth.	
5	Literature review contains elements of critical evaluation/analysis of the existing literature, culminating in an exposition of the gaps in the current state of knowledge of the research topic.	
6	The research framework and methodology are well-structured and methodologically sound.	
7	The depth of analysis and discussion is commendable.	
8	The candidate has fulfilled the Publication requirement as outlined in the Postgraduate Handbook. If the publication requirement has not been fulfilled, please state the current progress and the expected completion date: _____ _____ _____ _____	

VERIFICATION BY SUPERVISORS:

We hereby verify that the candidate has undertaken sufficient work. The candidate's draft thesis is complete and meets the standard, and the CVs of qualified examiners in the field of the candidate's research work are attached for submission.

SIGNATURE AND OFFICIAL STAMP: _____ DATE (dd/mm/yy): ____/____/_____
(Supervisor)

SIGNATURE AND OFFICIAL STAMP: _____ DATE (dd/mm/yy): ____/____/_____
(Co-Supervisor)

PART III: FACULTY ASSISTANT MANAGER - BEFORE THESIS SEMINAR**CHECKLIST BY FACULTY ASSISTANT MANAGER:**

No	Items	Tick (✓)
1	Verified that the candidature of the candidate is still ACTIVE .	
2	Verified that all pre-requisite courses and Research Proposal Defence have been completed and passed.	
3	Verified that the draft thesis , which includes all chapters, is attached to this form.	
4	Verified that all fees and dues owed to the university by the candidate have been paid up.	
5	Verified that the candidate's VISA is VALID during the Thesis Seminar undertaken (For International Students only).	
6	Received complete CV of proposed examiners by the supervisors.	

Note: Failure to meet any of the specified criteria will render the candidate ineligible to proceed with the Thesis Seminar. Consequently, the form will be considered incomplete. In such instances, both the candidate and supervisors should be promptly notified. The student is required to submit a new form to the Supervisors and Faculty once all the criteria have been successfully fulfilled.

ELIGIBILITY OF THE CANDIDATE TO PROCEED:

Eligibility	Tick (✓)
The candidate is eligible for Thesis Seminar.	
The candidate is NOT eligible for Thesis Seminar. (Note: <i>In such cases, the candidate and supervisors should be notified</i>)	
Remarks: _____	

SIGNATURE AND OFFICIAL STAMP: _____ DATE (dd/mm/yy): ____/____/_____
(Faculty Manager/Assistant Manager)