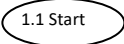
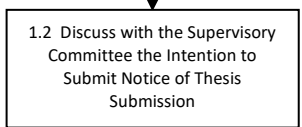
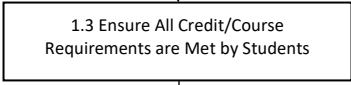
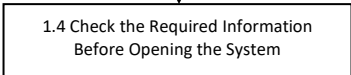
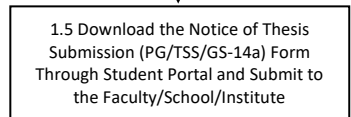
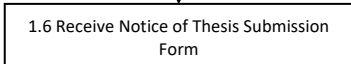
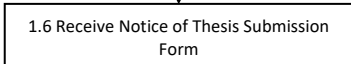
 UPM UNIVERSITI PUTRA MALAYSIA INSTITUT TEKNOLOGI DAN INDUSTRI	MAIN SERVICE POSTGRADUATE OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)
	NOTICE OF THESIS SUBMISSION PROCESS (GS-14a FORM)

PROCESS IN DETAIL

Responsibility	Flowchart	Details
Student/ Supervisory Committee		
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute		1.2 Discuss with the Supervisory Committee the Intention to Submit Notice of Thesis Submission (PG/TSS/GS-14a) form. If agreed, inform to the Deputy Dean of the Faculty/School or Deputy Director of the Institute.
TD/PT/ PT (P/O) SGS		1.3 (a) Ensure all credit/course requirements are met by students: <ul style="list-style-type: none"> (i) 6 credits for Masters/9 credits for PhD (ii) passed Comprehensive Examination (for PhD) (iii) passed Research Methodology (iv) passed SPS5903/SPS6903 - Seminar (Research Proposal) (v) passed Malay Language Course (for international student) (b) Submit student's information to the SGS.
Student		1.4 Check the required information and inform the iDEC to open the system.
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute		1.5 Once the system opens, download the Notice of Thesis Submission (PG/TSS/GS-14a) form through student portal. Obtain the signature of Supervisory Committee members and submit the form to the Deputy Dean of the Faculty/School or Deputy Director of the Institute office with the following documents: <ul style="list-style-type: none"> (a) Abstract/Summary of Research; and (b) Table of Content
PT/ PT (P/O) Faculty/School/ Institute		1.6 (a) Receive completed Notice of Thesis Submission (PG/TSS/GS-14a) form from student and verify information received. (b) Start the nomination process for JKPPT members once the form PG/TSS/GS14a is received from the student. (c) Complete information regarding nomination proposal of JKPPT members in i-GIMS and print Nomination of Thesis Examination Committee (PG/TSS/GS-14b) form. <p>Notes:</p> <ul style="list-style-type: none"> • Information can only be uploaded once the Chairman of Supervisory Committee has endorsed the PG/TSS/GS-14a form in i-GIMS and student's status is active.
		(d) Forward the nominated JKPPT members' names to SGS via PG/TSS/GS-14b form that has been completed together with the external examiner's curriculum vitae, within 60 days upon receiving PG/TSS/GS-14 form from students.




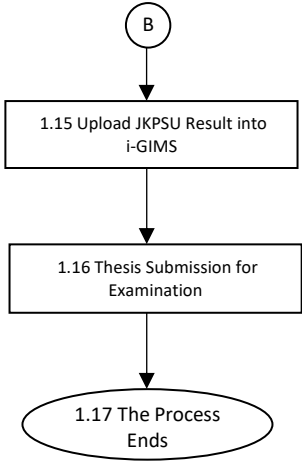
MAIN SERVICE POSTGRADUATE

OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)

NOTICE OF THESIS SUBMISSION PROCESS (GS-14a FORM)

Responsibility	Flowchart	Details
TD/PT/PT (P/O) SGS	<pre> graph TD A((A)) --> 1.7[1.7 Receive and Check the Nomination of JKPPT Members from Faculty/School/Institute] 1.7 --> 1.8{1.8 Complete and Appropriate?} </pre>	<p>1.7 Check the nomination of JKPPT members appointment and ensure the criteria set in Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003 are complied.</p>
PT SGS	<pre> graph TD 1.8 -- No --> 1.9[1.9 Request Faculty/School/Institute to Complete the Form or Submit New Nomination] 1.8 -- Yes --> 1.10[1.10 JKKPPPTP Meeting] </pre>	<p>1.8 Complete and appropriate</p> <p>(a) If Yes, proceed to step 1.10. (b) If No, proceed to step 1.9.</p>
TD/PT/PT (P/O) SGS	<pre> graph TD 1.9 --> 1.10[1.10 JKKPPPTP Meeting] 1.10 --> 1.11{1.11 Nomination is Supported?} </pre>	<p>1.9 Request faculty/school/institute to complete the required information or make changes as suggested and/or present new suggestion within thirty (30) days after the date of notice sent by SGS and proceed to step 1.7.</p>
TD/PT/PT (P/O) SGS	<pre> graph TD 1.11 -- No --> 1.12[1.12 JKPSU Meeting] 1.11 -- Yes --> 1.13{1.13 Approved?} </pre>	<p>1.10 Prepare meeting documents for the nomination of JKPPT members for JKKPPPTP review.</p>
TD/PT/PT (P/O) SGS	<pre> graph TD 1.12 --> 1.13{1.13 Approved?} </pre>	<p>1.11 Supported nomination</p> <p>(a) If Yes, proceed to step 1.12. (b) If No, proceed to step 1.9.</p>
TD/PT/PT (P/O) SGS	<pre> graph TD 1.13 -- No --> 1.14[1.14 Request Faculty/School/Institute to present New Nomination] 1.13 -- Yes --> B((B)) </pre>	<p>1.12 Prepare meeting documents for the nomination proposal of JKPPT members that have been reviewed by JKKPPPTP to be considered and approved by JKPSU.</p> <p>Note:</p> <ul style="list-style-type: none"> For special cases, proposed nomination JKPPT member can be forwarded directly to JKPSU with the Dean's approval without being received by JKKPPPTP.
TD/PT/PT (P/O) SGS	<pre> graph TD 1.14 --> B((B)) </pre>	<p>1.13 Approved</p> <p>(a) If Yes, proceed to step 1.15. (b) If No, proceed to step 1.14</p>
TD/PT/PT (P/O) SGS	<pre> graph TD 1.14 --> B((B)) </pre>	<p>1.14 (a) Request faculty/school/institute to make proposal and/or present new suggestions thirty (30) days after the notice is sent. (b) Ensure the suggestion is reconsidered by JKPSU for approval.</p>

 UPM UNIVERSITI PUTRA MALAYSIA BERSEKUTU BERSAMA-SAMA	MAIN SERVICE POSTGRADUATE OFFICE OF DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)
	NOTICE OF THESIS SUBMISSION PROCESS (GS-14a FORM)

PT/PT (P/O) SGS Student	 <pre> graph TD B((B)) --> 1.15[1.15 Upload JKPSU Result into i-GIMS] 1.15 --> 1.16[1.16 Thesis Submission for Examination] 1.16 --> 1.17([1.17 The Process Ends]) </pre>	1.15 Upload JKPSU result into i-GIMS. 1.16 Submit a Thesis Submission for Examination (PG/TSS/GS-15a) form together with a softcopy of the thesis (A4 format in pdf) and plagiarism report (i.e. Turnitin) ($\leq 30\%$), to SGS through email sgs_thesis@upm.edu.my .
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(Update: 18 July 2023)

TERMINOLOGY

iDEC	: InfoComm Development Centre
JKPPT	: Thesis Examination Committee
JKKPPPTP	: Supervisor and Thesis Examiner Appointment Subcommittee
JKPSU	: University Graduate Studies Committee
PT	: Administrative Officer
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SGS	: School of Graduate Studies
TD	: Deputy Dean
TP	: Deputy Director