



GUIDELINES FOR SUBMISSION OF THESIS AFTER VIVA VOCE

1) A student whose thesis is -

- i. accepted with **distinction is given fifteen (15) days** after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School of Graduate Studies for Endorsement by the Senate.
- ii. accepted with **minor modifications is given a maximum of three (3) months** after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School of Graduate Studies for Endorsement by the Senate.

(Senate 679.09)

- iii. accepted with **major modifications is given a maximum of six (6) months** after receiving the final report of the examination to submit a soft-bound copy of the amended version and a Text Similarity Search Report to the School of Graduate Studies for Endorsement by the Senate.

(Senate 679.09)

- 2) All corrections and amendments must be based on comments and suggestions by all examiners and the final examination (viva voce) report. **The Chairman of the Supervisory Committee** shall be responsible in ensuring that all **required amendments and correction have been made in the thesis. The internal examiner shall verify that the corrections** have been made to their satisfaction based on the report of the examination.
- 3) After the corrections are endorsed by the supervisor, it is advisable to leave the corrected thesis with the internal examiners to provide sufficient time for checking the corrections and do make an appointment to discuss the amendments and endorsement of the Submission of Thesis After Final Examination (Viva Vove) form **(PG/TSS/GS-16a)** (when relevant)
- 4) The Submission of Thesis after Final Examination (Viva Voce) form **(PG/TSS/GS-16a) must be completed and submitted to SGS.** The student has to fill in the form which can be downloaded from the student portal, printed, and **endorsements will be required from the Chairman of the Supervisory Committee, Internal Examiners, Chairman of the Thesis Examination Committee and Faculty/Institute's Coordinator or Deputy Dean of Graduate Studies,** before submitting it to the SGS.
- 5) If the thesis is not amended and submitted within the stipulated time, it shall be deemed to have been rejected and the student's candidature shall be terminated.

[Rule 52 (v) -UPM (Graduate Studies) Rules 2003].

Checklist of Required Documents

	Submission of Thesis After Final Examination (Viva Voce) form (PG/TSS/GS-16a)
	One soft-bound copy of the amended thesis in A4 format (Please refer to http://www.sgs.upm.edu.my -> Thesis -> Guidelines and Requirement -> Final Submission of Thesis for PhD and Master)
	List of Corrections
	Thesis Abstract in English and Malay
	Particulars for Graduation form (PG/ACA/GS-17) - Pay RM300 at the <i>Bursar</i>
	Information on Publication During Candidature form (PG/TSS/GS-25) (Please refer to http://www.sgs.upm.edu.my -> Thesis -> Forms & Template)
	Text Similarity Search Report

Note:

- Student must comply to the publication requirements before going through University Graduate Studies Committee (JKPSU) and Senate. Failure to fulfill the requirement will affect the conferment of the degree. For a PhD, it will be postponed for two (2) years while for a Master is one year after submission of the GS-16a form.

Final Thesis to Senate Processing Time

- 1) All titles of thesis are checked by the Subcommittee for Review of Thesis Title to ensure accuracy and correct grammar after receipt of the corrected thesis and the PG/TSS/GS-16a form. This will then be sent to the supervisors for approval and then endorsed by the University Graduate Studies Committee. Thus, this requires a total of 4-5 weeks processing time before sending to Senate for approval.
- 2) Please note that the dates of the meeting for the Subcommittee for Review of Thesis Title is the second week of each month. The University Graduate Studies Committee meets on the fourth week of each month.
- 3) If you submit your PG/TSS/GS-16a form and corrected thesis during the first week of the month (eg. Feb), it will be processed and sent to Senate the following month (eg. March). However, if you miss the first week of the month, the thesis title will be checked and endorsed at the next meeting cycle (March) and it will only be ready for the subsequent Senate meeting (April).
- 4) You are therefore advised to submit your corrected thesis and the PG/TSS/GS-16a form by the first week of the month.