



## FAQ



1. I intend to submit my thesis/dissertation in August but my candidature expires in Jun. What should I do?

The maximum semester for Master's student is **ten (10) semester** and for PhD's student is **fourteen (14) semester**. The regulation states that your candidature status must be **ACTIVE** when you submit your thesis/dissertation. You have to apply for an extension of your candidature period at least **one semester** before your candidature expires. You have to write a letter to IGS's Dean explaining about your current situation. You will be informed of the outcome by IGS once your application has been approved.

2. I submitted the Notice for Thesis/Dissertation Submission in January but I am unable to submit my thesis/dissertation three (3) months from my first notice. Should I submit another Notice after the first notice has expired?

The first notice is valid for three (3) months. Therefore, you need to submit the notice for the second time after the expiry period of three months.

3. I have been given three months to do my corrections after my viva. What happens if I cannot finish my corrections within the stipulated time?

You have to write an official letter to the IGS's Dean, stating your reasons.

4. Do I have to pay the thesis/dissertation examination fee again if I have to resubmit my thesis (re-viva)?

Yes.

5. How many copies of the thesis/dissertation should I hand in to IGS if I have to resubmit my thesis?

- Major correction (12 months) – Master, 6 copies and PhD, 7 copies
- Minor correction (6 months) – Master, 2 copies and PhD, 2 copies
- Minor correction (3 months) – Master, 2 copies and PhD, 2 copies

6. Who signs the section for Dean's signature in the forms if my Supervisor is the Dean of the Faculty?

The Deputy Dean (PSP) of the Faculty will sign the particular section.

7. How do I get permission from my school or company to attend my viva?

IGS will issue an official letter to you confirming the date of attendance of the viva.

8. I've not submitted my hard bound cover thesis/dissertation and CD in PDF format to IGS, is there any possibilities for me to attend the Convocation?  
Student can still attend the convocation but IGS will not release the academic' transcript and scroll until student has submitted those entire item.
9. Where should I submit my research proposal?  
Student should fill out Submission of Research Proposal form and submit his/her research proposal together to the Faculty.
10. I've already submitted my thesis/dissertation to IGS; do I still have to submit my research progress report (LKPS) to IGS?  
No.
11. I've submitted my thesis/dissertation (initial) to IGS before/on last day of initial submission date (refer academic calendar), do I still have to pay the fee and register for next semester?  
No, student will just have to wait for IGS to call for viva session.