STEP BY STEP GUIDE

1. **Notice of Dissertation/Thesis Submission**

Notice of the thesis/dissertation should be submitted to the Institute of Graduate Studies three (3) months before the submission of your thesis/dissertation. Please take note that only student who passed their proposed defence and their submitted dissertation/thesis is 80% finished can submit the notice. The procedures for thesis/dissertation are as follows:

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| Step 1 | Download form (Notice of Thesis /Dissertation Submission) from the IGS website, fill in the form. |
| Step 2 | Make sure to enclose:   1. Table of content of the Thesis/Dissertation 2. Abstract of the Thesis/Dissertation in Malay and English 3. Copy of receipt for payment of examination fee (for students without scholarship). |
| Step 3 | Submit the form to your Supervisor/Supervisors for approval. |
| Step 4 | Submit the form to the Faculty. |
| Step 5 | Name of proposed examiner will be endorsed in Graduate Studies Committee meeting/Senate Committee meeting. |
| Step 6 | Make sure that all 6/7 copies of dissertations/theses are submitted within 3 months after the submission of the notice |
| Step 7 | Those who cannot comply with the given time, submit the second notice 2 weeks before the due date of the first submission. |

1. **Submission of Thesis/Dissertation**

No spiral binding is allowed. The procedures for thesis/dissertation are as follows:

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| Step 1 | Download form (Initial Submission of Thesis/Dissertation) from the IGS website, fill in theform. |
| Step 2 | Obtain signature of your Supervisor/Supervisors and the Dean of the Faculty |
| Step 3 | Make sure that your thesis/dissertation is following formats that has been given by IGS (IGS’sGuideline & APA style)\*\* |
| Use of ‘Turnitin’ software to check the percentage (less than 30%) of similarity. |
| Step 4 | Six (Master) / seven (PhD) printed copies bound in soft cover (not in ring binding). |
| Step 5 | Examiners are given 1-2 month to examine a Master’s dissertation/thesis and 2 – 3 months for a PhD thesis. |
| Step 6 | Once your thesis/dissertation has been examined, you will be required to attend a viva voce. |
| IGS will issue a letter informing about the date, venue and time of your viva session. |
| Step 7 | You are requested to present your thesis/dissertation generally (15 – 20 minutes). Question and answer session between committee member and student (probing). |
| Step 8 | After the viva, the committee will inform you of the outcome and necessary corrections. You will get the report and list of corrections from the officer in charge. |
| Scale : |
| 1. Award Doctor of Philosophy to the candidate without any amendment to the Dissertation or; 2. Award Doctor of Philosophy to the candidate subject to minor amendments such as typing error, spelling, grammar, clarifying facts and conclusion; as suggested by the Dissertation Examiner Committee. The candidate is given not more than three (3) months to amend and need to be approved by the Supervisor only or; 3. Award Doctor of Philosophy to the candidate subject to minor amendments such as clarifying facts, arguments and conclusion; as well as rewriting part of the Dissertation as suggested by the Dissertation Examiner Committee. The candidate is given not more than six (6) months to amend and need to be approved by the Supervisor and the Internal Examiner (subject to the decision made by the Dissertation Examiner Committee) 4. Award Doctor of Philosophy to the candidate subject to major amendments such as reanalyzing data, revising conclusion and rewriting part of the Dissertation as suggested by the Dissertation Examiner Committee. The candidate is given not more than twelve (12) months to amend and need to be re-examined and approved by the Dissertation Examiner Committee or; 5. Failand not to be awarded Doctor of Philosophy. |

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| Step 9 | Once the corrections have been completed, fill in the Certification of correction form. |
| Attached together with the form:   1. A copy of journal article (Master by Research) and 2 copies of journal article (PhD). 2. Malay and English abstract (signed by Supervisor and Dean of the Faculty) 3. Correction report. |
| Step 10 | Submit 1 copy of your thesis/dissertation (correction) to Faculty together with the form. |
| Step 11 | Make sure that your thesis/dissertation is following formats that has been given by IGS (IGS’Guideline & APA style)\*\* |
| Step 12 | Verification by the JPS and approval by the Senate for student to graduate. |

Note: Please take note that IGS has the right to reject student’s thesis/dissertation that is not following format mentioned.

\*\* Guideline can be obtain from IGS’s website – <http://ips.upsi.edu.my>

1. **Submission of Final Thesis/Dissertation**

The procedures for final thesis/dissertation submission are as follows:

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|  | Step 1 |  |  | Receive an official letter from IGS to bind the thesis/dissertation after the Senate approval | | | | | | | |  |
|  |  |  | has been obtained | | | |  |  |  |  |  |
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|  | Step 2 |  |  | Fill out the Submission of Final Thesis/Dissertation form | | | |  |  |  |  |  |
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|  |  |  |  | Make 4 copies of your thesis/dissertation. | | | |  |  |  |  |  |
|  | Step 3 |  |  | Masters – Dark red hard bound cover with gold lettering | | | |  |  |  |  |  |
|  |  |  | PhD – Black hard bound cover with gold lettering | | | |  |  |  |  |  |
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|  |  |  |  | Please refer thesis/dissertation guidelines in terms of formatting | | | |  |  |  |  |  |
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|  | Step 4 |  |  | Make 2 copies of the final corrected thesis/dissertation in PDF format on CD, label the CD. | | | | | | | |  |
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|  |  |  |  | Submit the complete form to IGS and thesis/dissertation to : | | | |  |  |  |  |  |
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|  |  |  |  |  |  | Tempat | |  | Thesis/Dissertation |  |  |  |
|  |  |  |  |  |  | Location | |  |  |  |  |
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|  |  |  |  |  |  | Unit Hadiah dan Pertukaran, Perpustakaan Tuanku Bainun UPSI |  |  |  |  |  |  |
|  | Step 5 |  |  |  |  | berserta 1 keping CD |  |  | 1 copy |  |  |  |
|  |  |  |  |  | (Gifts and Exchange Unit, Tuanku Bainun Library UPSI with 1 CD) |  |  |  |  |  |  |
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|  |  |  |  |  |  | Penyelia Utama (Main Supervisor) |  |  | 1 copy |  |  |  |
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|  |  |  |  |  |  | Fakulti (Faculty) |  |  | 1 copy |  |  |  |
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|  |  |  |  |  |  | IPS berserta 1 keping CD (IPS with 1 CD) |  |  | 1 copy |  |  |  |
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