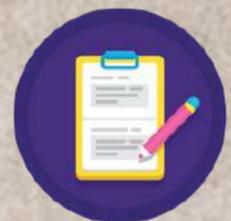


SUBMISSION OF DISSERTATION/THESIS FORM

1 Download form (Initial Submission of Dissertation/Thesis) from the IGS website and fill in the form.



[CLICK HERE](#)



2 Obtain signature of your Supervisor/Supervisors and the Dean of the Faculty

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3 Make sure that your thesis/dissertation is following formats that has been given by IGS (IGS's Guideline & APA style)**



Use of 'Turnitin' software to check the percentage (less than 30%) of similarity.



4 Six (Master) / Seven (Doctorate) printed copies bound in soft cover (not in ring binding)

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5 Examiners are given 1-2 month to examine a Master's dissertation/thesis and 2 - 3 months for a Doctorate thesis.



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.

6

7 You are requested to present your thesis/dissertation generally (15 - 20 minutes). Question and answer session between committee member and student (probing).



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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.

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SCALE:

1. Award Master / Doctorate Degree to the candidate without amendment to the Dissertation / Thesis or;
2. Award Master / Doctorate Degree subject to minor corrections such as typing errors, spelling errors, punctuation errors, clarification of facts, arguments and conclusion as recommended by the Viva Committee. Corrections need to be verified by Supervisor or / and Internal Examiner only (subject to the decision made by the Viva Committee) or;
3. Award Master / Doctorate Degree subject to moderate corrections such as clarifications of facts, arguments and conclusion and rewriting parts of the thesis as recommended by the Viva Committee. Corrections need to be verified by the Supervisor, the Internal Examiner and / or the External Examiner (subject to the decision made by the Viva Committee) or;
4. Award Master / Doctorate Degree subject to major corrections such as re-analysis of the data, rewriting of the conclusion and rewriting part of the thesis. Corrections need to be verified by the Supervisor, the Internal Examiner and / or the External Examiner (subject to the decision made by the Viva Committee) or;
5. Fail and not to be awarded Master / Doctorate Degree.

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Once the corrections have been completed, fill in the Certification of correction form. Attached together with the form:



- i. A copy of journal article (Master by Research) and 2 copies of journal article (PhD).
- ii. Malay and English abstract (signed by Supervisor and Dean of the Faculty)
- iii. Correction report.



Submit 1 copy of your thesis/dissertation (correction) to Faculty together with the form.

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Verification by the JPS and approval by the Senate for student to graduate.

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