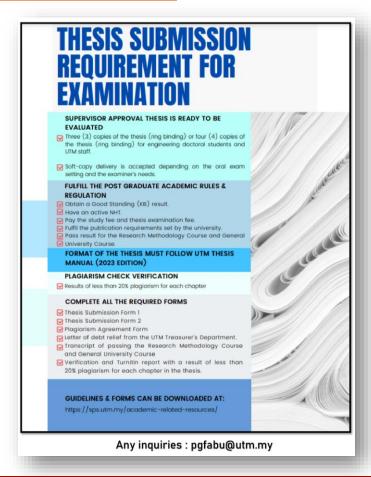
THESIS SUBMISSION INFORMATION





THESIS SUBMISSION CHECKLIST

NO.	DOCUMENT / DOKUMEN		COPY/SET		REMARKS	
			SOFTCOPY	HARDCOPY		П
1.	Notice of Thesis Submission (NHT) (Al Notis Hantar Tesis (NHT) (Aktif)	-	-	Please ensure the NHT has approved and valid		
2.	Thesis / Tesis bitos://se.ustm.mo/shesis-formatitine-2023/ CLIK HERE : https://aps.usm.my/wp-content/uploads/2 18.10.2023-1.pdf	/	3 SET	Complete signature of candidate & Supervisor		
3.	Thesis Submission Form / Borang Per CLIK HERE: https://ps.utm.mv/vo-content/uoloods/2 Tesis Obertosi-1.pdf	/	1 SET	Complete signature of candidate & Supervisor		
4.	Declaration Form/ Borang Deklarasi CLIK HEET: https://pos.uhm.my/wp-content/uploads/2023/10/14-Borang-Pengesahan- Hasil-Penulisan-dan-Penggun pan-Teknologi-Kecendaran-Buatan-dock-Ladf		/	1 SET	Complete signature of candidate	
5.	Viva Fee & Release Letter from Bursary Office	PhD (RM2500.00)	/	1 SET	-	
	Yuran Viva & Surat Pelepasan Hutang Pejabat Bendahari	Master (RM1500.00)				
6.	Pre-Transcript / Pre-Transkrip ✓ Pass University Elective Cou ✓ Pass Research Methodology	/	1 SET	-		
7.	Turnitin Report Laporan Turnitin	/	1 SET	Verified by Program Coordinator		
8.	List of Publication & Full set of public Senarai penerbitan & Set penuh pe	/	1 SET	Verified by Program Coordinator		

List of Program Coordinator:

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IMPORTANT REMARKS:

- Turnifin Report & Publication MUST be verified by Program Coordinator.
- Form must be completed and signed by Student & Supervisor.
 Download from: https://sps.utm.my/academic-related-resources/
- Email softcopy of document to : <u>pgfabu@ulm.my.narhamieza@ulm.my.@narh@ulm.my</u>.
 Hardcopy document must be submitted to the Postgraduate Office, Block CO2, Faculty of Built Environment and Surveying.
- Application of Release Letter form Bursary: bendahari-ukp@utm.my (attach proof of Viva Fee payment/receipt)

For Academic Office Faculty of Built				
Environment				
It is confirmed that all the above items have been received.				
Date :				

Postgraduate Office, FABU, UTM. (pgfabu@utm.my) PIC: Mieza: norhamieza@utm.my Dewi: narty@utm.my

THESIS SUBMISSION REQUIREMENT

- 1. THESIS SUBMISSION FORM → (CLICK HERE)
- 2. DECLARATION OF AUTHORSHIP AND USAGE OF ARTIFICIAL INTELLIGENCE FORM CLICK HERE)
- 3. TURNITIN REPORT (email the softcopy of thesis (overall & by chapters) to the Program Coordinator, each chapter need to verify by the Program Coordinator)
- 4. 3 SET OF THESIS HARDCOPY / 4 SET OF THESIS HARDCOPY (if SLAM & UTM STAFF)
- 5. EVIDENCE OF PUBLICATION → (signed & stamp by Program Coordinator)
 - A list of article (use referencing styles: The American Psychological Association (APA))
 - Full copies of published articles or accepted for publication in the journal.
 - A document stating acceptance of the manuscript for publication in the journal indexed in WoS / SCOPUS / ERA / MYCite
 - Documents on the recognition of Q1/Q2 journals (if related)
- 6. RELEASE LETTER FROM BURSARY OFFICE (Study Fee & Viva Fee Settlement)
- 7. PRE-TRANSCRIPT / RESULT (EXAMINATION SLIP)

 (Pass Research Methodology & University General Courses)
- 8. NOTICE FOR THESIS SUBMISSION (NHT) IS ACTIVE

Reference:

- NEW THESIS WRITING GUIDELINE 2023 → (CLICK HERE)
- □ NEW THESIS TEMPLATE 2023 → (CLICK HERE)
- ☐ THESIS SUBMISSION CHECKLIST (PG OFFICE)



	PROGRAM	CATEGORY / INTAKE	PUBLICATION REQUIREMENT (Publication requirements before thesis submission for oral examination)
	PhD INTAKE Before SEM.1, 2016/2017		Publication requirements in the regular semester (6th to 16th semester): Produce at least ONE (1) journal article
Infortant ANT	PhD	INTAKE SEM.1, 2016/2017 until SEM.2, 2020/2021	Publication requirements in the regular semester (6th to 16th semester): Produce at least ONE (1) publication journal article that has been accepted or published in a journal indexed on the WOS / SCOPUS / ERA. OR Produce at least TWO (2) articles in indexed conference proceedings that have been accepted or published in WOS/ SCOPUS / ERA.
The article produced must include the supervisor (not subject to First UTM Author the institution. Students must be the First S	or) and UTM as	INTAKE SEM.1, 2021/2022 and Onwards	Publication requirements in the regular semester (6th to 16th semester): Produce at least ONE (1) published article that has been accepted or published in a journal indexed on the Web of Science. OR Produce at least TWO (2) published articles that have been accepted or published in journals indexed in SCOPUS/ERA/ journals listed in myJurnal (Malaysian Journal Management System) from MyCite (Malaysian Citation Center).
	PhD	Early Thesis Submission (5 th Semester)	Publication requirements for early thesis submission (5th semester): Produce at least TWO (2) published articles that have been accepted or published in journals indexed on the WOS / SCOPUS/ ERA.
	MPhil	INTAKE SEM.1, 2016/2017 Onwards	Produce at least one (1) publication that had been accepted or published in either journal articles, conference papers or book chapters for the purpose of the oral examination (vivavoce).

PLEASE REFER THE POSTGRADUATE RESEARCH PROCEDURE page 31-36

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