UTM — Faculty of Built Environment and Surveying
UNIVERSITI TEKNOLOGI MALAYSIA

THESIS SUBMISSION INFORMATION

THESIS SUBMISSION REQUIREMENT FOR EXAMINATION

SUPERVISOR APPROVAL THESIS IS READY TO BE EVALUATED
- ☑ Three (3) copies of the thesis (ring binding) or four (4) copies of the thesis (ring binding) for engineering doctoral students and UTM staff.
- ☑ Soft-copy delivery is accepted depending on the oral exam setting and the examiner's needs.

FULFILL THE POST GRADUATE ACADEMIC RULES & REGULATION
- ☑ Obtain a Good Standing (KB) result.
- ☑ Have an active NHT.
- ☑ Pay the study fee and thesis examination fee.
- ☑ Fulfil the publication requirements set by the university.
- ☑ Pass result for the Research Methodology Course and General University Course.

FORMAT OF THE THESIS MUST FOLLOW UTM THESIS MANUAL (2023 EDITION)

PLAGIARISM CHECK VERIFICATION
- ☑ Results of less than 20% plagiarism for each chapter

COMPLETE ALL THE REQUIRED FORMS
- ☑ Thesis Submission Form 1
- ☑ Thesis Submission Form 2
- ☑ Plagiarism Agreement Form
- ☑ Letter of debt relief from the UTM Treasurer's Department.
- ☑ Transcript of passing the Research Methodology Course and General University Course
- ☑ Verification and Turnitin report with a result of less than 20% plagiarism for each chapter in the thesis.

GUIDELINES & FORMS CAN BE DOWNLOADED AT:
https://sps.utm.my/academic-related-resources/

Any inquiries : pgfabu@utm.my

THESIS SUBMISSION CHECKLIST

NO.	DOCUMENT / DOKUMEN	COPY/SET SOFTCOPY	COPY/SET HARDCOPY	REMARKS
1.	Notice of Thesis Submission (NHT) (ACTIVE) / Notis Hantar Tesis (NHT) (Aktif)	–	–	Please ensure the NHT has approved and valid
2.	Thesis / Tesis	/	3 SET	Complete signature of candidate & Supervisor
3.	Thesis Submission Form / Borang Penghantaran Tesis	/	1 SET	Complete signature of candidate & Supervisor
4.	Declaration Form/ Borang Deklarasi	/	1 SET	Complete signature of candidate
5.	Viva Fee & Release Letter from Bursary Office — PhD (RM2500.00) / Master (RM1500.00)	/	1 SET	-
6.	Pre-Transcript / Pre-Transkrip ✓ Pass University Elective Course ✓ Pass Research Methodology	/	1 SET	-
7.	Turnitin Report / Laporan Turnitin	/	1 SET	Verified by Program Coordinator
8.	List of Publication & Full set of publication / Senarai penerbitan & Set penuh penerbitan	/	1 SET	Verified by Program Coordinator

List of Program Coordinator:

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IMPORTANT REMARKS :
1. Turnitin Report & Publication **MUST** be verified by Program Coordinator.
2. Form must be completed and signed by Student & Supervisor. Download from : https://sps.utm.my/academic-related-resources/
3. Email softcopy of document to : pgfabu@utm.my, norhamieza@utm.my @ narty@utm.my — Hardcopy document must be submitted to the Postgraduate Office, Block C02, Faculty of Built Environment and Surveying.
4. 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
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.
PhD	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 (5th 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 (viva-voce).

The article produced must include the name of the supervisor (not subject to First UTM Author) and UTM as the institution. Students must be the First Student Author.

PLEASE REFER THE POSTGRADUATE RESEARCH PROCEDURE page 31-36 ➡️ **[ProPS 06 versi BI]**