

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.
- ☒ Fulfill 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		REMARKS
			SOFTCOPY	HARDCOPY	
1.	Notice of Thesis Submission (NHT) (ACTIVE) Notis Hantar Tesis (NHT) (Aktif)		-	-	Please ensure the NHT has approved and valid
2.	https://sps.utm.my/thesis-formatting-2023/ CLIK HERE : https://sps.utm.my/wp-content/uploads/2024/06/Thesis-Guideline-18-10-2023		/	3 SET	Complete signature of candidate & Supervisor
3.	Thesis Submission Form / Borang Penghantaran Tesis https://sps.utm.my/wp-content/uploads/2024/02/13-Borang-Penyarahan-Tesis-Ciurtaai-1.pdf		/	1 SET	Complete signature of candidate & Supervisor
4.	Declaration Form/ Borang Deklarasi CLIK HERE : https://sps.utm.my/wp-content/uploads/2022/10/14-Borang-Pengisahan-Pasal-Penulisan-dan-Penawaran-Teknologi-dan-Kejuruteraan-Buatan-dipada-1.pdf		/	1 SET	Complete signature of candidate
5.	Viva Fee & Release Letter from Bursary Office Yuran Viva & Surat Pelepasan Hutang Pejabat Bendahari	PhD (RM2500.00)	/	1 SET	-
		Master (RM1500.00)			
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:

Program Coordinator	Program	Email & HP No.
Assoc. Prof. Dr. Roshida binti Abdul Majid	Architecture	b-roshida@utm.my (019-772 9917)
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IMPORTANT REMARKS :

- Turnitin 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 : pgfabu@utm.my, norhamieza@utm.my & nary@utm.my
Hardcopy document must be submitted to the Postgraduate Office, Block C02, Faculty of Built Environment and Surveying.
- Application of Release Letter form Bursary:
bendahari-upa@utm.my (attach proof of Viva Fee payment/receipt)

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

For Academic Office Faculty of Built Environment

It is confirmed that all the above items have been received.

Date : _____

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)
✂ Please contact PG Office to charge your viva fees (at least 2 weeks before you submit your thesis)
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)





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.

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 (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 (viva-voce).

PLEASE REFER THE POSTGRADUATE RESEARCH PROCEDURE page 31-36



[[ProPS 06 versi BI](#)]