**GUIDELINES IN SUBMITTING THESIS/DISSERTATION**

**FOR EXAMINATION**

The following information shows a step-by-step guide for postgraduate candidates who are submitting their Master’s dissertations or Doctoral theses for examination.

**STEP 1** - Make sure the relevant candidature requirements imposed by the University as well as your respective faculty, have been fulfilled prior to submission of thesis/dissertation.

* Postgraduate Candidature Requirements Checklist
1. CR - Master by Mixed Mode
2. CR - Master by Research
3. CR - Doctoral by Research
4. CR - Doctoral by Mixed Mode
5. CR - Doctoral by Coursework
* Publication Requirement and Publication Guidelines for Postgraduate Candidates by Research

**STEP 2** - Finalize your thesis/dissertation according to Guidelines for the Preparation of Research Reports, Dissertations and Theses. It is also suggested that you refer to your faculty if there is other formatting requirements based on your discipline.

* Original Literary Work Declaration form. This form must be completed by the candidate and signed by a witness. The original signed form must be included in all copies of the thesis/dissertation.
* Thesis/Dissertation MSWord Template
* UM Library APA Formatting and Style Guide

It is recommended that you pay us a visit at Thesis Unit, IGS with a printed draft copy and have the format of final draft checked prior to binding. Also, we strongly advise you against copying the formatting done by other candidates as previously submitted theses/dissertations may not conform to the current formatting requirements. Failure to meet the formatting requirements may result in a thesis/dissertation being rejected at the point of submission.

**STEP 3** - Submit your 3 Months’ Notice at least three months before the actual date of thesis/dissertation submission to allow timely nomination of examiners and approval of thesis/dissertation title.

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| **Mode of Programme** | **3 Months’ Notice Submission** |
| Research Mode | Log in to [*MyUM Student Portal*](http://myum.um.edu.my/)and go to *Research > Thesis > Thesis/Dissertation Dashboard. Refer to*[*User Manual*](http://um-staging.cloudapp.net:8034/docs/librariesprovider80/students-current-students-thesis/6-3-months-notice-system-manual.pdf?sfvrsn=2)*.* |
| Mixed Mode | Complete the [*3 Months Notice Submission form*](http://um-staging.cloudapp.net:8034/docs/librariesprovider80/students-current-students-thesis/7b-3-months-notice-form.pdf?sfvrsn=2) and submit to your respective faculty. |

**STEP 4** - Notify your supervisor(s) to verify and endorse your 3 Months' Notice submission. The following actions will be taken by your supervisor(s):

* + Endorse the title of thesis/dissertation
	+ Nominate the Internal and/or External Examiners

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| --- | --- |
| **Programme** | **Examiners involved** |
| Doctoral degree(Research Mode) | * Internal Examiner
* External Examiner (I)
* External Examiner (II)
 |
| Doctoral degree(Mixed Mode) | * Internal Examiner
* External Examiner
 |
| Master’s degree(Research Mode) | * Internal Examiner
* External Examiner (I)
 |
| Master’s degree(Mixed Mode) | * Internal Examiner (I)
* Internal Examiner (II) / External Examiner (II)
 |

The nomination of examiners is confidential and shall not be disclosed to the candidates. The guideline for nomination of examiners is only accessible to the Supervisor(s) thru [**UMPortal**](http://portal.um.edu.my/). The nomination of examiners takes time as it requires approval from several levels as follows:

* **Master’s dissertation examination**

Exainers are proposed by the supervisor(s). The nomination is then endorsed by the Department (if applicable) and Committee of Higher Degree before they are approved by Faculty.

* **Doctoral thesis examination**

Examiners are proposed by the supervisor(s). The nomination is then endorsed by the Department (if applicable) and Committee of Higher Degree before they are approved by Faculty. For External Examiners, the nomination also requires the approval from the University Senate.

**STEP 5**- Check with the respective faculty whether the title of thesis/dissertation has been approved.The approval of title takes time as it requires approval from several levels. The proposed title of thesis/dissertation is endorsed by the Department (if applicable) and the Committee of Higher Degree before it is tabled at the Faculty Meeting for approval.

**STEP 6**- Complete [*Submission of Thesis/Dissertation for Examination form*](https://www.um.edu.my/docs/librariesprovider80/students-current-students-thesis/8-ips-um-090616---submission-of-thesis-or-dissertation-for-examination-or-re-examination-form.pdf?sfvrsn=2).

**STEP 7**- Upon approval of thesis/dissertation title from the faculty, submit **five (5) soft bound** **theses/dissertations** and its soft copy (pdf.) together with the completed form to:

|  |  |
| --- | --- |
| **Programme** | **Office in charge** |
| Master | Postgraduate Office of respective faculty  |
| Doctoral | Postgraduate Office of respective faculty  |

Hard copies of the candidate’s thesis/dissertation are reserved for the use of examiners and the Committee of Examiners, whereas for supervisor(s), they will be given the soft copy as reference.

Upon submitting your thesis/dissertation for examination, you will not be required to register for the following semester unless the Committee of Examiners recommends a re-examination following the Committee of Examiners’ Meeting and/or viva voce.