

## 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 thesis for examination.

**STEP 1** - Submit your **Application of Thesis/Dissertation Title** form to the Faculty at least three months before the actual date of thesis/dissertation submission to allow timely nomination of examiners and approval of thesis/dissertation title.

**STEP 2** - Notify your supervisor(s) to verify and endorse your Application of Theses/Dissertation Title form. The following actions will be taken by your supervisor(s):

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

Programme	Examiners involved
Doctoral degree (Research Mode)	Internal Examiner External Examiner (I) External Examiner (II)
Master's degree (Research Mode)	Internal Examiner External Examiner (I)

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) through **UMPortal**. The nomination of examiners takes time as it requires approval from several levels as follows:

- **Master's dissertation 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.
- **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 3** - 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 4** - 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 (as listed in the Offer Letter)
  - (b) CR - Master by Research
  - (c) CR - Doctoral by Research
- Publication Requirement and Publication Guidelines for Postgraduate Candidates by Research

**STEP 5** - Finalize your thesis/dissertation according to :

- **Guidelines for the Preparation of Research Reports, Dissertations and Thesis 2021.** *It is also suggested that you refer to your faculty if there is other formatting requirements based on your discipline.*
- UM Library APA Formatting and Style Guide
- 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

**ATTENTION** – 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 6** - Complete the **Submission of Thesis/Dissertation for Examination form with verification of no outstanding fee from the Bursar Department.**

**STEP 7** - Upon approval of thesis/dissertation title from the faculty, submit:

- **three (3) soft bound theses/dissertations** and its soft copy (pdf.) together with the completed forms (as is Step 6) to the Deputy Dean (Postgraduate) Office, Level 3, Block L, Faculty of Engineering.

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.

- Submit softcopy of thesis through [maya.um.edu.my](http://maya.um.edu.my). Please refer to [umsitsguide.um.edu.my](http://umsitsguide.um.edu.my) > [User Manuals](#) > [Research Management](#) > [Submission of Thesis/Dissertation](#)

After 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.

However in regards that you have/may exceed the maximum period of candidature in the coming semester, you are required to submit the Application to Extend Maximum Period of Candidature.

<b>Programme</b>	<b>Maximum Period of Candidature</b>
Doctor of Philosophy	12
Master	8