PROCEDURE
1. Student submits Thesis to Faculty. (Section 1)
2. Pre-viva assessment is made by the Panel of Assessors. (Sections 2-4)
3. The form is to be returned to the student for discourse with the Supervisor.
4. The necessary amendments / corrections are to be performed on the Thesis.
5. The Supervisor approves of the final Thesis draft. (Section 5)
6. Final Thesis draft sent to chairperson and obtain chairperson’s approval. (Appendix A)
7. Student returns the final Thesis draft to the Faculty for JKPSF’s endorsement. Student required to make 2 copies of this form, 1 copy to faculty and 1 copy for Centre for Graduate Studies. (Section 6)
8. Faculty submits the Thesis with this form to the Centre for Graduate Studies. (Section 7).

SECTION 1: Student
(To be filled by Student.)

Name: 
Matric. No.: 
Faculty: 
Date: 
Semester .......... Session .......... / ............
Programme & Code: 
Level of Study: 
 PhD
 Master’s
Title of Research:
Supervisor(s):
........................................................................................................ (Main Supervisor)
........................................................................................................ (Co-supervisor 1)
........................................................................................................ (Co-supervisor 2)

SECTION 2: Assessment
(To be filled by Assessor.)

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### References

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### 10 a) Language
- Please state if proofreading is necessary.
- Proofreading: proof to be attached (if applicable).

### 10 b) Organisation and format
- In accordance with Thesis Writing Guide UTHM

### 10 c) Plagiarism check
- Similarity index ≤30% proof to be attached.

### 11 Publication
- Front page of publication paper proof to be attached (Master’s: min 1 scopus; PhD: min 2 scopus)

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**SECTION 3: Outcome of Assessment**  
*(To be filled by Assessor.)*

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</tr>
<tr>
<td>2</td>
<td>Good work with minimal amendments required.</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory work, but minor corrections are required.</td>
</tr>
<tr>
<td>4</td>
<td>Satisfactory work, but substantial corrections are required.</td>
</tr>
</tbody>
</table>

*The final thesis draft is to be endorsed by the Main Supervisor.*
**SECTION 4: Assessor’s Endorsement**  
*(To be filled by Assessor.)*

Name / Designation: .................................................................................................................................

Faculty: ......................................................................................................................................................

Signature: ................................................................. Date: .................................................................

(Official stamp)

---

**SECTION 5: Supervisor’s Declaration**  
*(To be filled by Supervisor.)*

I have reviewed the final Thesis draft and hereby affirm that it is to the best of my knowledge and professional judgement qualified for submission to the Examiners.

Name / Designation: .................................................................................................................................

Signature: ................................................................. Date: .................................................................

(Official stamp)

---

**SECTION 6: Faculty’s Postgraduate Studies Committee (JKPSF)**  
*(To be filled by JKPSF Chair.)*

Endorsed by:

Name / Designation: .................................................................................................................................

Signature: ................................................................. Date: .................................................................

(Official stamp)

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**SECTION 7: Centre for Graduate Studies- Receipt of Thesis**  
*(To be filled by CGS.)*

Received by:

Name / Designation: .................................................................................................................................

Signature: ................................................................. Date: .................................................................

(Official stamp)

**Endorsed by JKPS February 2018**
SECTION 6: Chairperson’s Declaration
(To be filled by Chairperson.)

I have reviewed the final Thesis draft and hereby affirm that it is to the best of my knowledge and professional judgement qualified for submission to the Examiners.

Name / Designation: ..............................................................................................................................

Signature: ................................................................. Date: ..................................................

(Official stamp)