



THESIS SUBMISSION WORKFLOW

(THIS PROCESS IS FOR STUDENTS WITHOUT ANY REVIVA OR STUDENTS WITH B2 RESULT AFTER CORRECTION)



1 SUBMIT *1NHT FORM UTM(PS)-06/93(Pind.02/04) (DOWNLOAD FROM <http://spsapp3.utm.my:8080/gsmv4/index.jsp>) (WITHIN 1 DAY)

3 1. FILL UP THE FOLLOWING LISTED FORMS FOR THESIS SUBMISSION:
i. Checklist for Thesis Submission
ii. Declaration of Thesis/Undergraduate Project Paper and Copy Right
iii. Thesis Submission Form 1 (updated September 2020)
iv. Thesis Submission Form 2 (updated September 2020)
v. Plagiarism Agreement (updated September 2020)
THE FORMS ARE AVAILABLE AT <https://sps.utm.my/academic-related-resources/>
2. SUBMIT THESIS WITH THOSE FORMS TO POST GRADUATE SCHOOL, AFTER 3 MONTHS JAPSU APPROVES NHT. (WITHIN 1 DAY)

8 VIVA SESSION (WITHIN 1 DAY)

9 SUBMIT TO FACULTY:
CORRECTED THESIS
COPIES OF PREVIOUS THESIS
SUMMARY OF CORRECTION TABLE
SUBMISSION OF THESIS FORM 1
UTM.SPS.B (PSP)/05/2018 – Pind.1/2018
(URL:<https://sps.utm.my/wp-content/uploads/2020/09/Borang-Penyerahan-Tesis.pdf>)

GRED	PHD (DAYS)	MASTER (DAYS)
A	-	-
B1	90	30
B2	180	90
C1	360	180
C2	360	180

11 STUDENT WILL RECEIVE APPROVAL LETTER FOR BINDING THESIS WITH THE RELATED DOCUMENTS:
i. ABSTRACT APPROVAL FORM (AMD/PG/17) & IDENTIFICATION CARD/PASSPORT (url:<https://amd.utm.my/pg-forms/>)
ii. VERIFICATION OF GRADUATION FORM (AMD/PG/17) & IDENTIFICATION CARD/PASSPORT (url:<https://amd.utm.my/pg-forms/>)
iii. DECLARATION ON COOPERATION (APPENDIX C2 IN THIS MANUAL) (<https://sps.utm.my/academic-related-resources/>) (WITHIN 7 DAYS)

12 STUDENT SUBMIT TO SCHOOL: ABSTRACT APPROVAL FORM & THESIS FORMAT FOR CHECKING (WITHIN 1 DAY)

14 STUDENT SUBMIT HARD BOUND THESIS WITH THE FOLLOWING DOCUMENTS:
i. Checklist for Thesis Submission Declaration On Cooperation (Appendix C2 in Thesis Manual)
ii. Declaration of Thesis/Undergraduate Project Paper and Copy Right
iii. E-Thesis Submission
iv. Thesis Submission Form 1 (updated September 2020)
v. VERIFICATION OF GRADUATION FORM (AMD/PG/17) (WITHIN 7 DAYS)



2 APPROVAL FROM *2JKAS/JKAF/JAPSU AND NOTIFICATION TO STUDENT BY EMAIL (WITHIN 60 DAYS)

5 FACULTY SUBMIT THESIS TO INTERNAL & EXTERNAL EXAMINER (WITHIN 7 DAYS)

6 RECEIVE REPORT FROM EXAMINER (WITHIN 21 DAYS)
❖ ISSUANCE OF SOFT REMINDER TO EXAMINER IS ON THE 21ST DAY
❖ NORMALLY DURATION PERIOD TO RECEIVE REPORT BY EXAMINER IS WITHIN 21 – 84 DAYS

7 SET DATE FOR VIVA SESSION (WITHIN 28 DAYS FROM THESIS SUBMISSION TO EXAMINER OR 5 WORKING DAYS AFTER RECEIVING COMPLETE REPORT FROM EXAMINER)

10 THESIS REVIEW BY:
i. SUPERVISOR – 14 DAYS
ii. INTERNAL/EXTERNAL EXAMINER – 30 DAYS

4 GET APPROVAL FROM CHAIR/ASSOCIATE CHAIR /DIRECTOR/CORDINATOR (5 WORKING DAYS)

13 ABSTRACT/THESIS HARD BOUND APPROVAL-14 DAYS

15 SCHOOL RECEIVES ALL OF THE SUBMITTED DOCUMENTS (WITHIN 1 DAY)

17 ACADEMIC MANAGEMENT DIVISION ISSUE SENATE LETTER (WITHIN 7 DAYS)

16 GRADUATION APPROVAL BY *2JKPS→JKAS →JKAF →JKTS →SENATE (WITHIN 60 DAYS)

*** REMARK:**

- 1. NHT — THESIS SUBMISSION NOTICE
- 2. JKPS — POST GRADUATE COMMITTEE MEETING
- JKAS — SCHOOL ACADEMIC COMMITTEE MEETING
- JKAF — FACULTY ACADEMIC COMMITTEE MEETING
- JKTS — SENATE SUB-COMMITTEE MEETING