**Checklist for Thesis Submission Notice (PIT 12)**

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| --- | --- | --- | --- |
| **No** | **Item** | **Checked Item** | **Remarks** |
| 1 | Attended Orientation and Thesis Writing Programme by CGS |  |  |
| 2 | Pass Proposal Defence |  |  |
| 3 | Research Methodology Courses completed (intake 2017) |  |  |
| 4 | Pass English Requirement |  |  |
| 5 | Pass Other Course Requirement as stated in Offer Letter (if any) |  |  |
| 6 | PIT 12 Thesis Submission Notice – Appointment of Examiner  Form must be submitted through OPI **6 MONTHS** before thesis submission (Student 🡪 Supervisor 🡪 School Approval 🡪Dean 🡪 CGS) |  |  |
| 7 | Abstract of Thesis (Must have name and thesis title) |  |  |
| 8 | CV for new nomination of External Examiner (SV role) |  |  |
| 9 | Candidature Period Active Up to Viva-Voce Date (at least 4 month for PhD/3 month for MSc) |  |  |
| 10 | Ready for Pre-Viva (3 Copies Report) |  |  |
| 11 | Pre-Viva Thesis Format checked (School for MSc/CGS for PhD) |  |  |
| 12 | Meet the publication requirement point (Msc/PhD) |  |  |

**Checklist for Eight (8) Softbound Thesis Submission**

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| **No** | **Item** | **Checked Item** | **Remarks** |
| 1 | PIT 17 CGS Thesis Submission Form **Eight (8)** Softbound Copies |  |  |
| 2 | PIT 17-A CGS Checklist for Thesis Submission |  |  |
| 3 | PIT 17-B CGS Similarity Index Form (with appendix of supported document – front page of Turnitin report for every chapter) |  |  |
| 4 | PIT 17-C CGS Publication Form (with appendix of supported document – published article) |  |  |
| 5 | INEE after Pre-Viva Acknowledgement Form |  |  |
| 6 | Slip of Candidate’s Registration Details (print from OPI- student must be active during thesis submission and within MSc/PhD candidature period) |  |  |

**Checklist for Final Thesis Submission**

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| **No** | **Item** | **Checked Item** | **Remarks** |
| 1 | PIT 18 Final Thesis Submission Form  Completed form with candidate details with signed and stamped by Supervisor |  |  |
| 2 | PIT 07 CGS Confirmation of Thesis Evaluation |  |  |
| 3 | Table of Correction by Candidate  (must be signed and stamped by Supervisor) |  |  |
| 4 | **THREE (3)** Hardbound Copies Thesis  (Declaration of Thesis must be signed by both Candidate and Supervisor) |  |  |
| 5 | **TWO (2)** pieces of CD  (must contain soft copy of thesis in both words and .pdf format) |  |  |