

APPENDIX B: CHECKLIST FOR DRAFT THESIS SUBMISSION AND STEPS REQUIRED AFTER VIVA VOCE

B1: CHECKLIST FOR DRAFT THESIS SUBMISSION AND VIVA VOCE

Stage	Action	Responsibility
STAGE 1: WITHIN ONE (1) MONTH OF THE NOTIFICATION	NOTICE OF THESIS SUBMISSION AT IPS ONLINE	
	Submit the Notice of Thesis Submission at IPS Online together with the Abstract/Summary of thesis upon approval of the supervisor. Note: Notice of Thesis Submission must be sent at least three (3) month before submitting the final draft thesis to IPS.	Student
	Verify the Notice of Thesis Submission by Student in IPS Online & suggest the list of examiners for the student.	Supervisor
	Determine the Examiners from the list suggested by the Supervisor during the Faculty meeting. Note: If the examiner is not in the Pool of Examiner, appointment of examiner can only be approved during MPSU.	Faculty
	Verify the Examiners in IPS Online.	Faculty
	Endorse the Appointment of Examiner. If the examiner is not in the Pool of Examiner	MPSU/Senate
	Notify and Appoint Examiners	IPS
STAGE 2: WITHIN TWO (2) MONTHS OF THE NOTIFICATION	PRE-VIVA	
	Submit four (4) copies of draft thesis with correct format for pre-viva to Faculty together with the Pre Viva Evaluation Form UMP (IPS) PV-01.	Student
	Schedule the pre-viva session according to the list of examiners verified by Faculty in IPS Online	Faculty
	Do correction and submit the list of correction UMP (IPS) PV-03 together with the Endorsement Correction Form UMP (IPS) PV-04 for verification by the supervisor.	Student
	Check and approve all the corrections or suggestions given by the examination panel of pre-viva sessions has been made by the student.	Supervisor
	Submit the list of correction UMP (IPS) PV-03 together with the Endorsement Correction Form UMP (IPS) PV-04 to the faculty before draft thesis submission.	Student

Stage	Action	Responsibility
STAGE 3: WITHIN THIRD MONTHS OF THE NOTIFICATION	SUBMISSION OF DRAFT THESIS	
	Submit the draft thesis for proof-reading and obtain verification by Supervisor. Submit Form UMP (IPS) R-03 to IPS- If there is any change to the title of the draft copies of thesis from the original title in the notice of submission of thesis	Student Supervisor
	Obtain UMP Institutional Repository Registration Number for submission of draft thesis. Note: May upload all other related publications once UMPIR No. is obtained.	Student
	Submit a softcopy of the draft thesis to IPS TURN IT IN for plagiarism check. Note: Please refer to IPS Portal for Class ID and Class Name. Only UMP official email can be used to log in.	Student Supervisor
	Obtain Supervisor approval for the plagiarism report (Similarity index must not exceed 25%).	
	Prepare and present the following documents to Supervisor for final checkup before submission of 6 copies (Masters) and 7 copies (PhD) draft thesis to IPS i.e.: <ul style="list-style-type: none"> - Completed Draft Thesis Submission Form UMP (IPS) RE-01 - Approved Plagiarism Checker Report by supervisor (Similarity index <25%) - Verified Pre-viva Evaluation Form UMP (IPS) PV-01 - Verified UMP (IPS) R-03 Form if there are any changes to the title of draft thesis from the original title in the Notice of Thesis Submission. - Verified proof reading letter - Verified Proof of Publication Form UMP (IPS) A-06 - Copy of publications (minimum required publications are two (2) peer review articles and one (1) journal for PhD student or one (1) Peer Review Article, one (1) Scopus indexed journal and one (1) ISI indexed journal with Impact Factor for GRS PhD recipient; one (1) peer review article for Master students or one (1) Scopus indexed journal for GRS Master recipient) 	Student
	Check and approve that student has completed all documents required.	Supervisor

Stage	Action	Responsibility
	Submit 6 copies (Masters) and 7 copies (PhD) of the draft thesis to the Faculty together with all required documents. Note: If fail to submit the required number of copies after the three (3) months period, a written application endorsed by the main supervisor requesting for an extension of the Notice of Thesis Submission must be submitted to Faculty and IPS.	Student
	Check and submit the 6 copies (Masters) and 7 copies (PhD) of the draft thesis to the Faculty together with all required documents to IPS.	Faculty
	BEFORE VIVA VOCE SESSION	
	Receive 6 copies (Masters) and 7 copies (PhD) of the draft thesis to the Faculty together with all required documents that has been verified by Supervisor and Faculty	IPS
	Submit draft thesis to the appointed Examiners to be examined (1 month for Masters & PhD).	
	Examine draft thesis and submit Examiner's Report to IPS.	Examiner
	Prepare and schedule for viva voce session upon receiving all examiner's report.	IPS
	Appoint Chairman for viva voce.	
	Notify Thesis Examination Panel, faculty and student.	
	Appoint and notify Secretariat and Dean Representative	Faculty
	VIVA VOCE SESSION	

B2: STEPS REQUIRED AFTER VIVA VOCE

Period	Action	Responsibility
SCALE 1 (3 MONTH)		
1 st week of the 1 st month – 4 th week of the 1 st month	Collect form UMP (IPS) RE-05A/Minutes of Viva Voce and copies of draft thesis from IPS	Student
	Work on corrections with supervisor	
	Submit soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B to Supervisor.	
2 nd week of the 1 st month – 4 th week of the 3 rd month	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B	Supervisor
	Obtain the verification for Endorsement of Correction Form UMP (IPS) RE-06 from Supervisor and the Faculty as required during the viva voce session.	Student
4 th week of the 3 rd month	Submit soft bound copy of thesis to IPS to check for thesis formatting together with List of Correction UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and Draft Thesis Checklist Form UMP (IPS) RE-07.	Student
	Check and ensure final thesis formatting and document required.	IPS
	Submit three (3) hardbound copies of the thesis to IPS together with the completed Final Thesis Submission Form UMP (IPS) RE-08.	Student
	Upload the softcopy of final thesis in PDF format to IPS online for Postgraduate.	
	Submit one (1) copy Final Thesis Submission Form UMP (IPS) RE-08 to Bursary (after stamped by IPS).	
After receiving final thesis	Obtain endorsement from University Graduate Studies Council (MPSU)	IPS
	Endorses results	MPSU
	Confirm results	SENATE
SCALE 2 (6 MONTH)		
1 st week of the 1 st month – 4 th week of the 4 th month	Collect form UMP RE-05A/Minutes of Viva Voce and copies of draft thesis from IPS	Student
	Work on corrections with supervisor	
	Submit soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B to Supervisor	
	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B	Supervisor
1 st week of the 5 th month	Submit Form UMP (IPS) RE-05B and soft bound copy of the thesis of corrections to internal examiner	Student
3 rd week of the 5 th month	Receive Form UMP (IPS) RE-05B and draft thesis of corrections from Internal Examiner	

Period	Action	Responsibility
3 rd week of the 5 th month – 3 rd week of the 6 th month	Work on corrections with Supervisor (if applicable)	
	Obtain the verification for Endorsement of Correction Form UMP (IPS) RE-06 from Supervisor, Internal Examiner and the Faculty as required during the viva voce session.	
3 rd week of the 6 th month	Submit soft bound copy of thesis to IPS to check for thesis formatting together with List of Correction UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and Draft Thesis Checklist Form UMP (IPS) RE-07.	Student
	Check and ensure final thesis formatting and document required.	IPS
4 th week of the 6 th month	Submit three (3) hardbound copies of the thesis to IPS together with the completed Final Thesis Submission Form UMP (IPS) RE-08.	Student
	Upload the softcopy of final thesis in PDF format to IPS online for Postgraduate.	
	Submit one (1) copy Final Thesis Submission Form UMP (IPS) RE-08 to Bursary (after stamped by IPS).	
After receiving final thesis	Obtain endorsement from University Graduate Studies Council (MPSU)	IPS
	Endorses results	MPSU
	Confirm results	SENATE
SCALE 3 (9 MONTH)		
1 st week of the 1 st month - 4 th week of 7 th month	Collect form UMP (IPS) RE-05A/Minutes of Viva Voce and copies of draft thesis from IPS	Student
	Work on corrections with supervisor	
	Submit soft bound copy of thesis, softcopy of corrections and form RE-05B to Supervisor	
	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B	Supervisor
1 st week of the 8 th month	Submit soft bound copy of thesis, softcopy of corrections and Form UMP (IPS) RE-05B to IPS	Student
2 nd week of the 8 th month	Submit Form UMP (IPS) RE-05B and soft copy of thesis corrections to external examiner (only present) and Internal Examiner	IPS
3 rd week of the 8 th month	Receive Form UMP (IPS) RE-05B and draft thesis of corrections from External Examiner (only present) and Internal Examiner	
3 rd week of the 8 th month – 3 rd week of the 9 th month	Submit Form UMP (IPS) RE-05B and soft bound copy of thesis from External Examiner (only present) and Internal Examiner to student, Supervisor, Deputy Dean Research and Dean	
	Work on corrections with Supervisor (if applicable)	
	Obtain the verification for Endorsement of Correction	

Period	Action	Responsibility
	Form UMP (IPS) RE-06 from Supervisor, Internal Examiner and the Faculty as required during the viva voce session.	
3 rd week of the 9 th month	Submit soft bound copy of thesis to IPS to check for thesis formatting together with List of Correction UMP (IPS) RE-05B, Endorsement of Correction Form UMP (IPS) RE-06 and Draft Thesis Checklist Form UMP (IPS) RE-07.	Student
	Check and ensure final thesis formatting and document required.	IPS
4 th week of the 9 th month	Submit three (3) hardbound copies of the thesis to IPS together with the completed Final Thesis Submission Form UMP (IPS) RE-08.	Student
	Upload the softcopy of final thesis in PDF format to IPS online for Postgraduate.	
	Submit one (1) copy Final Thesis Submission Form UMP (IPS) RE-08 to Bursary (after stamped by IPS).	
After receiving final thesis	Obtain endorsement from University Graduate Studies Council (MPSU)	IPS
	Endorses results	MPSU
	Confirm results	SENATE
SCALE 4 (12 MONTH)		
1 st week of the 1 st month – 3 rd week of 10 th month	Collect form UMP (IPS) RE-05A/Minutes of Viva Voce and copies of draft thesis from IPS	Student
	Work on corrections with supervisor	
	Submit soft bound copy of thesis, softcopy of corrections and form RE-05B to Supervisor	
	Check and endorse the soft bound copy of thesis, softcopy of corrections and form UMP (IPS) RE-05B	Supervisor
4 th week of the 12 th month	Submit soft bound copy of thesis(6 copies for Masters and 7 copies for PhD), softcopy of corrections and Form UMP (IPS) RE-05B to IPS	Student
1 st week of the 13 th month - 1 st week of the 14 th month	Submit soft bound copy of thesis, Form UMP (IPS) RE-05B, soft copy of thesis corrections and Examiner's Report Form to same Panel of Examiners from the previous viva voce session.	IPS
	Examine draft thesis and submit Examiner's Report to IPS.	Examiners
2 nd week of the 14 th month - 4 th week of the 14 th month	Receive Examiner's Report and draft thesis of corrections from examiners	IPS
	Schedule re-viva voce session	
	Notify the same Panel of Examination from previous viva session, supervisor, faculty (secretariat, Dean/Dean Representative) and student.	

Period	Action	Responsibility
Within 15 th month	Conduct re-viva voce session	