

**THESIS CHECKLIST FORM
(BEFORE SUBMISSION OF HARDBOUND FINAL THESIS)**

The student is required to submit one copy of the corrected thesis together with the verified List of Corrections Form UMP (IPS) RE-05 to the IPS before submitting the final thesis (hardbound). If the student does not fulfil the requirement, IPS will not accept the Final Thesis.

SECTION A: STUDENT'S PROFILE (TO BE COMPLETED BY STUDENT)

Student's Name	:				
Programme	:				
Faculty	:		Matric No.	:	
Study Mode	:	Full Time/Part Time	No. of Semester	:	
Email Address	:		Contact No.	:	
Title of Thesis	:				

SECTION B: CHECKLIST BEFORE HARDBOUND FINAL THESIS SUBMISSION (TO BE COMPLETED BY IPS)

	✓	Remarks	
1. Verified List of Corrections Form UMP (IPS) RE-05			
2. Endorsement of Corrections Form UMP (IPS) RE-06			
3. Cover page			
4. Margin			
5. Pagination			
6. Arrangement of Thesis:			
a) Thesis Status Validation Form			
b) Declaration			
c) Title Page			
d) Dedication (optional)			
e) Acknowledgements			
f) Abstract			
g) Translation of Abstract			
h) Table of Contents			
i) List of Tables			
j) List of Figures			
k) List of Symbols (if any)			
l) List of Abbreviations (if any)			
7. APA Referencing Formatting			
8. Word and page counts		Master (60,000 words)	PhD (100,000 words)
	Pages:		Pages:

IPS Staff's Name	:									
Designation	:									
<p>Hereby, I verify that:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; height: 20px;"></td> <td>The student has met the requirement for UMP thesis formatting and may proceed with the final thesis submission.</td> </tr> <tr> <td style="height: 20px;"></td> <td>The student has to do the editing and must come back for re-checking of thesis formatting.</td> </tr> <tr> <td style="height: 20px;"></td> <td>Other comments : _____</td> </tr> <tr> <td></td> <td>_____</td> </tr> </table> <p>Signature and Stamp: Date:</p>				The student has met the requirement for UMP thesis formatting and may proceed with the final thesis submission.		The student has to do the editing and must come back for re-checking of thesis formatting.		Other comments : _____		_____
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	Other comments : _____									
