

**GUIDELINES FOR RESEARCH PROGRAMME
(THESIS SUBMISSION)
(P4-2.2016)**

1.0 THESIS SUBMISSION

- 1.1 The following guidelines are intended to:
 - 1.1.1 explain the process of thesis submission for *viva voce*.
 - 1.1.2 guide UTHM academic staff and postgraduate students in carrying out their duties as supervisors and students.

2.0 THESIS SUBMISSION FOR VIVA VOCE

- 2.1 The student is responsible in checking the thesis format in accordance with the latest UTHM Thesis Writing Guidelines.
- 2.2 The supervisor is responsible to check the format, style and thesis contents.
- 2.3 The student is required to submit three (3) copies of the thesis draft and PPS/R/PVT-001/2016-00 form to the faculty for pre-*viva* purposes.
- 2.4 The student is required to do corrections on the draft as proposed in PPS/R/PVT-001/2016-00 form.
- 2.5 The student is required to submit three (3) final draft copies, a completed PPS/R/PVT-001/2016-00 form and similarity report to the faculty.
- 2.6 The faculty will submit item in 2.5 to the Centre for Graduate Studies for *viva voce* purposes.
- 2.7 The Centre for Graduate Studies reserves the right to reject the final draft of a thesis that does not follow the correct format and an incomplete PPS/R/PVT-001/2016-00 form.
- 2.8 The Centre for Graduate Studies is to record and file the receipt note of the thesis final draft and all related documents into a log book.