INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES

NOTICE OF THESIS SUBMISSION

(Submit at least three (3) months prior to thesis submission)

Section 1: To be completed by the student
(Please tick (√) where applicable)

Dean
Institute of Postgraduate Studies
Universiti Sains Malaysia
11800 USM, Penang

Notice of Thesis Submission

I,……(Name),
smart card number …… a ☐ **Master**……/

☐ **Doctor of Philosophy** student will be submitting draft copies of my thesis to be examined three (3) months after the date of this notice. The thesis title is:-

Title:

……
……
……
……

Translation:

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……

My personal particulars are as follows:

Name:……
Address:……
……
Postcode:……
Hand Phone No.:…… Email:……
I am ☐ **USM Staff** ☐ **non USM Staff**.

…… ……

(Signature) **(Date)**

LKM 100 course registration (for International students only) : ☐ Completed / Grade : …… ☐ Not completed	**Endorsement by School :** Staff's signature :
Pre-requisite course(s) registration (if any) : ☐ Completed ☐ Not completed	Staff's Name : Date :

ENDORSEMENT BY SCHOOL / CENTRE / INSTITUTE

Section 2: (To be completed by School/ Centre / Institute)

Publication Requirement for Graduation Status:
These requirements applies for registered students starting from Semester 1, Academic Session, 2017/2018 and onwards.

Title of Publication:

a. ……

Please tick (/) which applicable

☐ Submitted ☐ Accepted ☐ Published

Journals Indexed:

☐ ISI / SCOPUS / ERA
☐ MyJurnal
☐ MyCite
☐ Penerbit USM
☐ MAPIM
☐ Thomson Reuters Web of Science (WoS) Master Book of List

b. ……

Please tick (/) which applicable

☐ Submitted ☐ Accepted ☐ Published

Journals Indexed

☐ ISI / SCOPUS / ERA
☐ MyJurnal
☐ MyCite
☐ Penerbit USM
☐ MAPIM
☐ Thomson Reuters Web of Science (WoS) Master Book of List

ENDORSEMENT BY MAIN SUPERVISOR

Section 3: To be completed by the Main Supervisor

I…….. Main Supervisor for ……..……..…..., a ☐ Master / ☐ Doctor of Philosophy degree candidate student, certify the candidate's intention to submit ten(10) draft copies of the thesis for evaluation.

In this regard, I hereby **endorse/do not endorse** the progress achieved by the candidate and have no objections/object to the candidate's intention to submit the draft copies of thesis for evaluation three (3) months after the date of this notice.

…….. ……
(Signature) **(Date)**

Co-supervisor (if available):

ENDORSEMENT BY DEAN/DIRECTOR OF SCHOOL/CENTRE/INSTITUTE

Section 4: To be completed by the Dean/Director of School/Centre/Institute

I,.....
Dean/Director of the School/Centre/Institute ..... hereby endorse the recommendations made by the Main Supervisor as stipulated in Section 3 above.

The School/Centre/Institute has recommended the appointment of the following External and Internal Examiners :
(Please ensure that the appointed examiner has never served as the Main Supervisor or Co-Supervisor)

External Examiner *	**Internal Examiner ****
Name:……. Address: …….. …….. …… Postcode: …….. Tel.: ……..…. Fax: …….. Email : …… **Already appointed by USM:** ☐ **Yes** ☐ **No**	Name:……. Address: …….. …….. …… Postcode: …….. Tel.: ……..…. Fax: …….. Email : …… **Obtained approval:** ☐ **Yes** ☐ **No**
Name:……. Address: …….. …….. …… Postcode: …….. Tel.: ……..…. Fax: …….. Email : …… **Already appointed by USM:** ☐ **Yes** ☐ **No**	Name:……. Address: …….. …….. …… Postcode: …….. Tel.: ……..…. Fax: …….. Email : …… **Obtained approval:** ☐ **Yes** ☐ **No**
External Examiner (Reserve)*	**Internal Examiner (Reserve) ****
Name:……. Address: …….. …….. …… Postcode: …….. Tel.: ……..…. Fax: …….. Email : …… **Already appointed by USM:** ☐ **Yes** ☐ **No**	Name:……. Address: …….. …….. …… Postcode: …….. Tel.: ……..…. Fax: …….. Email : …… **Obtained approval:** ☐ **Yes** ☐ **No**

***School/Centre must ensure that External Examiners have been approved by the University Senate.**
****School/Centre must ensure that Internal Examiners have approved their appointments.**

..... **.....**

(Signature and Stamp) **(Date)**

Regulations on the Appointment of Examiners

1. Candidates who are NOT USM staff: Master: One (1) External and one (1) Internal Examiner, PhD: One (1) External and two (2) Internal Examiners.
2. Candidates who are USM staff: Master: One (1) External and two (2) Internal Examiner, PhD: Two (2) External and one (1) Internal Examiner.
3. Please provide the examiners' current address and contact numbers.

FOR IPS USE ONLY
Staff on duty:……..
Date:……