

**CENTRE FOR POSTGRADUATE STUDIES**

**CHECKLIST FOR THESIS/DISSERTATION SUBMISSION TO CPS (MASTER/PHD)**

**REMINDER: Please ensure you get the latest version of this form from the CPS website only**

Part A: Student's Information (to be filled by the student)	
Name:	Matric No.:
Tel. no. & email :	
Programme :	
Department & Kulliyyah:	
Programme Code:	Programme Mode:
Total credits hours completed:	Online Study Status :

Part B: Checklist before Submission to CPS (to be completed and ticked '/' by the CoS)			
		CoS	CPS
1	5 Softbound copies of the thesis		
2	Turn-it-in Report (Not more than 25% similarities)		
3	Publication Evidence ( <i>Note: Matric number starting from G141xxxx and G181xxxx have different publication requirements</i> )		
4	Proposal Form of the Appointment of External / Internal Examiners (with the latest mailing address and contact info.)		
5	Completion Form		
6	Status of the student MUST be 'ACTIVE'		

**NOTE:** Student needs to submit the thesis/dissertation and all other relevant documents to the Postgraduate Office of his/her Kulliyyah/Institute. The Kulliyyah/Institute will then be responsible for sending it to the CPS.

POSTGRADUATE & RESEARCH OFFICE OF THE CENTRE OF STUDIES (CoS)	
Approval for Submission of softbound Thesis/Dissertation	
Date :	Remarks:
CENTRE FOR POSTGRADUATE STUDIES (CPS) OFFICE USE ONLY	
Date :	UCPS Date: TE Update: Ontrack Update: Excel Update: Remarks:
	Send Date: Dateline: VIVA Tentative Date: Appointment Letter: