



CENTRE FOR POSTGRADUATE STUDIES FORM FOR SOFT-BOUND THESIS SUBMISSION

Instructions to the candidate:

1. Before making your spiral bound thesis (at least 1 week before), please email a copy of your thesis in Word doc format (without References section) to the CPS office (kumutha@aimst.edu.my) for plagiarism check. Once your thesis has cleared the plagiarism check ($\leq 20\%$ similarity index), you may proceed with the spiral bound and submission.
2. This form must be submitted along with **two (2) soft-bound (spiral bound)** copies of thesis for examination.
3. A copy of the complete thesis in PDF format (signed by Main Supervisor and student) should be emailed to the CPS office (kumutha@aimst.edu.my) on the day of submission.
4. This form must be **endorsed** by the **Main Supervisor, Co-Supervisor, Faculty PG Coordinator and/or Unit Head and Dean**.
5. Plagiarism check report (issued by CPS) and Clearance Form must be attached with this form.

Section A: To be filled by the Candidate

I am herewith submitting **two (2)** copies of soft-cover bound thesis for examination.

Name :

ID number :

Degree / Programme :

Faculty :

Registration Date

Main supervisor :

Co-supervisor(s) :

Title of the thesis :

Signature :

Date:

Please provide the following details

No. of Journal Clubs attended : _____

No. of Journal Club presentations : _____

No. of Publications : _____
(Provide the details)

No. of Conference presentations : _____

No. of workshops attended : _____

Date of Completion of Research Methodology Course : _____

Section B: Payment of thesis examination fees

(To be endorsed by the finance division)

All fees and any outstanding fine including hostel fees

MSc. Thesis Examination Fees (amount is based on programme)

PhD. Thesis Examination Fees: (amount is based on programme)

By submitting your personal data to us, you consent to us collecting, using, disclosing and processing your personal data in accordance with our PDPA notice. Please refer to our website www.aimst.edu.my for further details. If you agree for your personal data to be collected and processed by us, please tick (✓) in the box below.

Agree Disagree

Name:

Date:

IC No./Passport No.:

Section C: To be filled by Main Supervisor and Co-Supervisor

ENDORSEMENT BY SUPERVISORS

Main supervisor	Co-supervisor (1)	Co-supervisor (2)/ Field Supervisor
I hereby confirm that the candidate has completed the writing up of his/her thesis to my satisfaction and the thesis is ready for examination. Signature:	I hereby agree that the thesis is ready for examination. Signature:	I hereby agree that the thesis is ready for examination. Signature:
Name:	Name:	Name:
Faculty:	Faculty:	Faculty:
Date:	Date:	Date:

Section D: To be filled by PG Coordinator/Unit Head

VERIFICATION BY FACULTY PG COORDINATOR

I hereby verify that the student has fulfilled the program requirements and is eligible for thesis submission.

Signature: _____

Name: _____

Faculty: _____

Date: _____

Section E: To be filled by the Dean

ENDORSEMENT BY THE DEAN

I hereby recommend the thesis to be sent for examination.

Signature : _____ Date: _____

Name : _____

Section F: To be filled by CPS

ACKNOWLEDGEMENT FOR RECEIPT OF THESIS

I acknowledge the receipt of **two (2)** copies of soft-cover bound thesis from the candidate.

Signature : _____ Date: _____

Name : _____

The following examiners have been appointed for the evaluation of the thesis by AIMST University Senate on _____:

EXTERNAL EXAMINER 1

Position : _____

Name of examiner : _____

Name of Institution and : _____

Address : _____

Highest academic qualification : _____

Area of expertise : _____

EXTERNAL EXAMINER 2 (For PhD Candidates only)

Position : _____

Name of examiner : _____

Name of Institution and : _____

Address : _____

Highest academic qualification : _____

Area of expertise : _____

INTERNAL EXAMINER

Name of Examiner : _____
Name of the Faculty : _____
Highest academic qualification : _____
Area of expertise : _____

Signature : _____ Date: _____
Name : _____

Section G: To be filled by the Director

ENDORSEMENT BY THE DIRECTOR, CPS

I hereby recommend sending the thesis to these examiners for evaluation.

Signature : _____ Date: _____
Name : _____