

PROCEDURE CHECKLIST

Date	Procedures	Action by	Forms to be used	Date of completion	Remarks, if any
	Registration	SARD → CPS			
	Faculty introduction and orientation	CPS/O → Faculty and Unit PG Coordinator → CPS/O			
	Postgraduate Hand book & Academic Calendar Available at http://www.aimst.edu.my/CPS/index.html	Faculty PG Coordinator	Guide 1		
	For mixed mode/ course work programs Course curriculum – Teaching Schedule and Time Table will be provided by the Faculty				
	Re-registration (every 6 months)	Student → Faculty PG Coordinator → CPS/O	Form 1		
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	Submission of Progress Reports Q1 (January – March)	Student → Faculty PG Coordinator → CPS/O	Form 2		
	Submission of Progress Report Q2 (April – June)	Student → Faculty PG Coordinator → CPS/O	Form 2		
	Submission of Progress Report Q3 (July – September)	Student → Faculty PG Coordinator → CPS/O	Form 2		

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	Submission of Progress Report Q4 (October – December)	Student → Faculty PG Coordinator →CPS/O	Form 2		
	Appointment of supervisors and research proposal (within a month) - <i>Appointment of supervisors</i> - <i>Research Proposal</i>	Student → Faculty PG Coordinator →CPS/O → BPS → CPS/O	Form 3 Form 4 Guide 2		
	Research Methods, Ethics and Statistics course - <i>Registration Form</i> * Mandatory for all PG courses	CPS	Form 5		
	BMK 2 (Language Course) * Mandatory for all International PG students	CPS			
	Submission of <i>Form for Notice of soft-bound thesis submission</i>	Student → Faculty PG Coordinator	Form 6		
	Submission of 5 soft-cover thesis with - <i>Form for soft-bound thesis submission</i> - <i>Plagiarism report</i> - <i>Postgraduate Clearance Form</i> <i>For those candidatures less than requirement to provide supporting evidence for*</i> - <i>conference</i> - <i>publication (2 for PhD)</i> <i>*subjected to BPS and Senate approval</i>	Student → D/O	Form 7 Form 8		
	Viva preparation - <i>Thesis abstract</i> - <i>Handouts of presentation</i>	Student → CPS/O			

Date	Procedures	Action by	Forms to be used	Date of completion	Remarks, if any
	After viva <ul style="list-style-type: none"> - Copies of Examiner's Recommendation Forms with list of corrections - SOP for submission of corrected thesis - Form for thesis corrections / amendments recommended by the board of examiners - Submission of Final Hard bound thesis form - Postgraduate Feedback form - Alumni Form 	Faculty → Student	Form 9 Form 10 Form 11 Form 12 Form 13		
	Checking the thesis corrections	Student ↔ Supervisor			
	Verification of thesis corrections	Student → CPS/O → Internal Examiner → CPS/O → Student			
	Submission of 5 hard-cover bound copies of final thesis <ul style="list-style-type: none"> - Submission of Final Copies of Thesis Form - Form for the list of amendments in the thesis - Postgraduate Feedback Form - Alumni Form 	Student → D/O → CPS/O (within the stipulated period mentioned during the viva)	Form 10 Form 11 Form 12 Form 13		
	Letter of degree conferment/ completion letter	CPS/O → Student			
	Convocation	Student			

Note: The student shall appeal for change in candidature, supervisor or thesis title in the format provided in [Form 14](#) (Change in candidature and status details)

Centre for Postgraduate Office
AIMST University