

**DRAFT THESIS CHECKLIST FORM  
(BEFORE SUBMISSION OF HARDBOUND FINAL THESIS)**

The student is required to submit one copy of the corrected draft thesis together with the following documents: verified List of Correction Form UMP (IPS) RE-05 and completed Endorsement of Correction Form UMP (IPS) RE-06 to the IPS before submitting the final thesis (hardbound). If the student does not fulfill the requirement, IPS will not accept the Final Thesis.

**SECTION A : STUDENT'S PROFILE (TO BE COMPLETED BY STUDENT)**

STUDENT NAME	:				
PROGRAMME	:				
FACULTY	:		MATRIC NO.	:	
STUDY MODE	:	FULL TIME / PART TIME	NO. OF SEMESTER	:	
EMAIL ADDRESS	:		CONTACT NO.	:	
THESIS TITLE	:				

SCALE	:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
APPROVAL MUST BE OBTAINED BY	:	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Internal Examiner	<input type="checkbox"/> External Examiner		
DURATION OF CORRECTION PERIOD	:	<input type="checkbox"/> Max 3 months	<input type="checkbox"/> Max 6 months	<input type="checkbox"/> Max 9 months	<input type="checkbox"/> Max 12 months	
DATE OF VIVA VOCE	:					
DEADLINE FOR THESIS SUBMISSION	:					

Hereby, I submit the corrected draft copy for formatting checking by IPS. Submit herewith the following documentations:

- Verified List of Correction Form UMP (IPS) RE-05
- Endorsement of Correction Form UMP (IPS) RE-06

Student's Signature:

Date:

**SECTION B : CHECKLIST BEFORE HARDBOUND FINAL THESIS SUBMISSION (TO BE COMPLETED BY IPS)**

	√	Remarks	
1. Verified List of Correction Form UMP (IPS) RE-05			
2. Endorsement of Correction Form UMP (IPS) RE-06			
3. Cover page			
4. Margin			
5. Pagination			
6. Arrangement of Thesis :			
a) Thesis Status Validation Form			
b) Declaration			
c) Title Page			
d) Dedication (optional)			
e) Acknowledgements			
f) Abstract			
g) Translation of Abstract			
h) Table of Contents			
i) List of Tables			
j) List of Figures			
k) List of Symbols (if any)			
l) List of Abbreviations (if any)			
7. APA Referencing Formatting			
8. No. of Words and No. of Pages		Master (60, 000 words)	PhD (100,000 words)
		Pages:	Pages:

<b>IPS STAFF'S NAME</b>	:							
<b>DESIGNATION</b>	:							
<p>Hereby, I verify that:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; border: 1px solid black; height: 20px;"></td> <td style="padding-left: 10px;">The student has met the requirement for UMP thesis formatting and may proceed with the final thesis submission.</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding-left: 10px;">The student has to do the editing and must come back again for re-checking of thesis formatting.</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="padding-left: 10px;">Other comments : _____</td> </tr> </table>				The student has met the requirement for UMP thesis formatting and may proceed with the final thesis submission.		The student has to do the editing and must come back again for re-checking of thesis formatting.		Other comments : _____
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	The student has to do the editing and must come back again for re-checking of thesis formatting.							
	Other comments : _____							
Signature and Stamp:		Date:						