

THESIS SUBMISSION FORM

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

Student's Name	:			
Programme	:			
Faculty	:		Matric No.	:
Study Mode	:	Full Time/Part Time	No. of Semester	:
Email Address	:		Contact No.	:
Correspondence Address	:			
Thesis Title (Please fill the form Change Title if it is changed after pre-viva)	:			
Student's Signature:		Date:		

SECTION B: CHECKLIST FOR THESIS SUBMISSION (TO BE COMPLETED BY FACULTY)

- a) **RE-REGISTRATION** (*Student must complete re-registration for the current semester*)
 b) **PUBLICATION** (*A copy of each paper with UMPSA-IR registration number must be attached*)

✓	Remarks/Date

Programme	Field	Publication	Tick ✓
PhD	SCIENCES/TECHNOLOGY	2 Journals indexed by Scopus or equivalent, and at least have been accepted for publication	
	SOCIAL SCIENCES	1 journal indexed by Scopus or equivalent, and 1 proceeding/technical report/book chapter/peer review, which have at least been accepted for publication.	
Master	SCIENCES/TECHNOLOGY	1 proceeding indexed by Scopus or equivalent, and at least has been accepted for publication	
	SOCIAL SCIENCES	1 proceeding indexed by Scopus / 1 journal indexed by MyCite or equivalent, and at least has been accepted for publication.	

* Senate Meeting 225 No. 7/2024 (22 August 2024)

- * The student must be the first author of the published articles and the Supervisor as the corresponding author.
- * Only affiliations with 'Universiti Malaysia Pahang Al-Sultan Abdullah' in student publications will be considered for conferment. (Universiti Malaysia Pahang affiliations also can be considered)
- * All publications must be registered under UMPSA-IR.

GRADUATION REQUIREMENT

- c)
 - i. Pass the requirement of proposal defence
 - ii. Present in the faculty colloquium/seminar
 - iii. Pass the prerequisite courses (if any) as determined by the faculty
 - iv. Fulfil the minimum duration of candidature
 - v. Has passed the pre-viva set by the faculty

- d) **PLAGIARISM CHECKER REPORT** (*Use Class ID/Name by Faculty & Similarity Index less than 25% and is verified by the Main Supervisor*)
- e) **STATEMENT OF DECLARATION**
- f) **PROPER FORMATTING (UMPSA THESIS GUIDELINE)**
- g) **ENGLISH PROOFREAD (LETTER)**
- h) **E-THESIS**

SECTION C: VERIFICATION BY MAIN SUPERVISOR

SUPERVISOR'S NAME	:	
FACULTY	:	

Item assessed	Program	Unacceptable	Acceptable	Good	Very Good	Excellent	Marks
		(1 Mark)	(2 Mark)	(3 Mark)	(4 Mark)	(5 Mark)	
Quality of publication (CLO1-PLO2)	Doctor of Philosophy		At least ONE article published in MyCite Journal	At least ONE article published in Scopus/WOS/ERA journal	At least ONE article published in top-ranked Q3/ Q4 journal listed in JCR	At least ONE article published in top-ranked Q1/ Q2 journal listed in JCR	
	Master of Science		At least ONE article published in MyCite Journal	At least ONE article published in Scopus /WOS/ ERA journal	At least ONE article published in top-ranked Q3/ Q4 journal listed in JCR	At least ONE article published in top-ranked Q1/ Q2 journal listed in JCR	
Quantity of publication (CLO1-PLO2)	Doctor of Philosophy	ONE article published	TWO article published	THREE article published	FOUR article published	MORE than FOUR article published	
	Master of Science				ONE articles published	MORE than ONE articles published	
Plagiarism checker report (CLO6-PLO11)	Doctor of Philosophy	Similarity index between 23% - 25%	Similarity index between 20%-22%	Similarity index between 17%- 19%	Similarity index between 14% - 16%	Similarity index less than 14%	
	Master of Science	Similarity index between 23% - 25%	Similarity index between 20%-22%	Similarity index between 17%- 19%	Similarity index between 14% - 16%	Similarity index less than 14%	

*Exclude self citation

I hereby verify that the student has fulfilled the entire requirements as per the checklist and

<input type="checkbox"/>	I have no objection for the student to submit his/her thesis for the examination
<input type="checkbox"/>	I do not agree for the thesis to be submitted for the examination
<input type="checkbox"/>	Other comments : _____

Signature and Stamp:

Date:

SECTION D: VERIFICATION BY DEAN/DEPUTY DEAN OF RESEARCH

	Approved		Disapproved
<input type="checkbox"/>	I have no objection for the student to submit his/her thesis for the examination.		
<input type="checkbox"/>	I do not agree for the thesis to be submitted for the examination		
<input type="checkbox"/>	Other comments : _____		

Signature and Stamp: _____ Date: _____

SECTION E: VERIFICATION BY LIBRARY

NAME :	
DESIGNATION :	

I would like to verify that:

<input type="checkbox"/>	Student does not have any outstanding issue with the UMPSA Library.
<input type="checkbox"/>	Other Comment : _____

Signature and Stamp: _____ Date: _____

SECTION F: VERIFICATION BY FINANCE OFFICE

NAME :	
DESIGNATION :	
I would like to verify that:	
<input type="checkbox"/>	The student does not have any outstanding payment to UMPSA.
<input type="checkbox"/>	The student has an outstanding payment and is required to settle the outstanding payment of RM _____ <i>(Please attach your payment slip upon submission of this form to IPS)</i>
<input type="checkbox"/>	The student is required to make an additional payment amount, RM _____ <i>(Please attach your payment slip upon submission of this form to IPS)</i>
<input type="checkbox"/>	Other comments : _____
Signature and Stamp:	Date:

SECTION G: VERIFICATION BY IPS

NAME :	
DESIGNATION :	
I would like to verify that I have received _____ copies of the student's thesis for examination and all requirements have been fulfilled:	
Signature & Stamp:	Date:

ATTACHEMENT

PUBLICATION EQUIVALENCE TO SCOPUS INDEXED JOURNAL

Publication	Indeks jurnal scopus is Equivalent to Scopus Indexed Journal
Scopus Conference Proceeding	0.5
MyCite Journal Article	0.5
Non-Indexed Journal Article	0.25
Non-Indexed Conference Proceeding	0.25
Indexed Book Chapter (Research/Academic)	2
Non-Indexed Book Chapter (Research/Academic)	1
Indexed Book (Research/Academic)	4
Non-Indexed Book (Research/Academic)	2
Module (for Teaching & Learning/Training)	1
Case Study	0.25
Article in Magazine, Newspaper, Newsletter (printed or digital version)	0.1

*Additional Notes

- 1 Web of Science (WoS) article is equivalent to 2 Scopus Articles
- 2 MyCite articles are equivalent to 1 Scopus article
- 1 Scopus Indexed Research Book is equivalent to 3 Scopus Articles
- 1 Scopus Indexed Research Book Chapter is equivalent to 1 Scopus Article
- 2 Non-Indexed Research Book Chapters are equivalent to 1 Scopus Article