



**MAIN SERVICE POSTGRADUATE**

**OFFICE OF DEPUTY VICE CHANCELLOR  
(ACADEMIC & INTERNATIONAL)**

**NOTICE OF THESIS SUBMISSION PROCESS (GS-14a FORM)**

**PROCESS IN DETAIL**

Responsibility	Flowchart	Details									
Student/ Supervisory Committee		<p>1.2 Discuss with the Supervisory Committee the Intention to Submit Notice of Thesis Submission (PG/TSS/GS-14a) form. If agreed, inform to the Deputy Dean of the Faculty/School or Deputy Director of the Institute.</p>									
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute		<p>1.3 (a) Ensure all credit/course requirements are met by students:</p> <p>(i) total credits for Masters and PhD as follows:</p> <table border="1" data-bbox="941 825 1547 951"> <thead> <tr> <th>Intake</th> <th>PhD</th> <th>Masters</th> </tr> </thead> <tbody> <tr> <td>First Semester 2019/2020 – Second Semester 2022/2023</td> <td>9</td> <td>6</td> </tr> <tr> <td>First Semester 2023/2024 onwards</td> <td>6</td> <td>6</td> </tr> </tbody> </table> <p>(ii) passed Comprehensive Examination (for PhD)            (iii) passed Research Methodology            (iv) passed SPS5903/SPS6903 - Seminar (Research Proposal)            (v) passed Malay Language Course (for international student)</p> <p>(b) Submit student's information to the SGS.</p>	Intake	PhD	Masters	First Semester 2019/2020 – Second Semester 2022/2023	9	6	First Semester 2023/2024 onwards	6	6
Intake	PhD	Masters									
First Semester 2019/2020 – Second Semester 2022/2023	9	6									
First Semester 2023/2024 onwards	6	6									
TD/PT/ PT (P/O) SGS		<p>1.4 Check the required information and inform the iDEC to open the system.</p>									
Student		<p>1.5 Once the system opens, download the Notice of Thesis Submission (PG/TSS/GS-14a) form through student portal. Obtain the signature of Supervisory Committee members and submit the form to the Deputy Dean of the Faculty/School or Deputy Director of the Institute office with the following documents:</p> <p>(a) Abstract/Summary of Research; and            (b) Table of Content</p>									
Coordinator/ PT/ PT (P/O) Faculty/School/ Institute		<p>1.6 (a) Receive completed Notice of Thesis Submission (PG/TSS/GS-14a) form from student and verify information received.</p> <p>(b) Start the nomination process for JKPPT members once the form PG/TSS/GS14a is received from the student.</p> <p>(c) Complete information regarding nomination proposal of JKPPT members in i-GIMS and print Nomination of Thesis Examination Committee (PG/TSS/GS-14b) form.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Information can only be uploaded once the Chairman of Supervisory Committee has endorsed the PG/TSS/GS-14a form in i-GIMS and student's status is active.</li> </ul>									
PT/ PT (P/O) Faculty/School/ Institute		<p>(d) Forward the proposed list of the JKPPT members to SGS using the PG/TSS/GS-14b form, along with the completed external examiner's curriculum vitae. This should be done within 60 days of receiving the PG/TSS/GS-14 form from the students</p>									




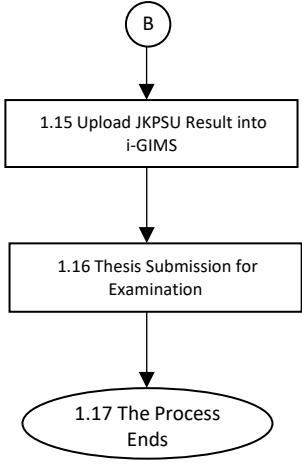
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Responsibility	Flowchart	Details
TD/PT/PT (P/O) SGS	<pre> graph TD     A((A)) --&gt; 1.7[1.7 Receive and Check the Nomination of JKPT Members from Faculty/School/Institute]     1.7 --&gt; 1.8{1.8 Complete and Appropriate?}     1.8 -- No --&gt; 1.9[1.9 Request Faculty/School/Institute to Complete the Form or Submit New Nomination]     1.8 -- Yes --&gt; 1.10[1.10 JKKPPPTP Meeting]     1.9 --&gt; 1.10     1.10 --&gt; 1.11{1.11 Nomination is Supported?}     1.11 -- No --&gt; 1.9     1.11 -- Yes --&gt; 1.12[1.12 JKPSU Meeting]     1.12 --&gt; 1.13{1.13 Approved?}     1.13 -- No --&gt; 1.14[1.14 Request Faculty/School/Institute to present New Nomination]     1.13 -- Yes --&gt; B((B))     1.14 --&gt; B           </pre>	<p>1.7 Check the nomination of JKPT members appointment and ensure the criteria set in Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003 are complied.</p> <p>1.8 Complete and appropriate (a) If Yes, proceed to step 1.10. (b) If No, proceed to step 1.9.</p>
PT SGS		<p>1.9 Request faculty/school/institute to complete the required information or make changes as suggested and/or present new suggestion within thirty (30) days after the date of notice sent by SGS and proceed to step 1.7.</p>
TD/PT/PT (P/O) SGS		<p>1.10 Prepare meeting documents for the nomination of JKPT members for JKKPPPTP review.</p>
TD/PT/PT (P/O) SGS		<p>1.11 Supported nomination (a) If Yes, proceed to step 1.12. (b) If No, proceed to step 1.9.</p>
TD/PT/PT (P/O) SGS		<p>1.12 Prepare meeting documents for the nomination proposal of JKPT members that have been reviewed by JKKPPPTP to be considered and approved by JKPSU.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>For special cases, proposed nomination JKPT member can be forwarded directly to JKPSU with the Dean's approval without being received by JKKPPPTP.</li> </ul>
TD/PT/PT (P/O) SGS		<p>1.13 Approved (a) If Yes, proceed to step 1.15. (b) If No, proceed to step 1.14</p>
		<p>1.14 (a) Request faculty/school/institute to make proposal and/or present new suggestions thirty (30) days after the notice is sent. (b) Ensure the suggestion is reconsidered by JKPSU for approval.</p>

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PT/PT (P/O) SGS    Student	 <pre> graph TD     B((B)) --&gt; 1.15[1.15 Upload JKPSU Result into i-GIMS]     1.15 --&gt; 1.16[1.16 Thesis Submission for Examination]     1.16 --&gt; 1.17([1.17 The Process Ends])           </pre>	1.15 Upload JKPSU result into i-GIMS.   1.16 Submit a Thesis Submission for Examination (PG/TSS/GS-15a) form together with a softcopy of the thesis (A4 format in pdf) and plagiarism report (i.e. Turnitin) ( $\leq 25\%$ *), to SGS through email <a href="mailto:sgs_thesis@upm.edu.my">sgs_thesis@upm.edu.my</a> .  <i>*Applies to all students except <math>\leq 20\%</math> for students under the School of Business and Economics.</i>
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(Update: 24 April 2024)

### TERMINOLOGY

- iDEC : InfoComm Development Centre
- JKPPT : Thesis Examination Committee
- JKKPPPTP : Supervisor and Thesis Examiner Appointment Subcommittee
- JKPSU : University Graduate Studies Committee
- PT : Administrative Officer
- PT (P/O) : Administrative Assistant (Clerical and Operational)
- SGS : School of Graduate Studies
- TD : Deputy Dean
- TP : Deputy Director