School of Mathematical Sciences

STEPS FOR SUBMISSION OF DRAFT THESIS IN SOFT COPY

STEP 1

TURNITIN CHECKING

- Email: **hazimanm@usm.my**
- Accepted Similarity Index: 25% and below
- Process: 3 Working Days

STEP 2

IPS Format Checking

- Student submits draft thesis in softcopy (pdf file) through email to IPS
- Email: **draft_thesis@usm.my**

STEP 3

Conforming to thesis guidelines?

- IF **YES** > **STEP 4**
- IF **NO** > **STEP 2**

STEP 4

- Student submits Verification Form for Draft Thesis Submission and Draft Thesis Submission Form to School for signature.
- (Email: **hazimanm@usm.my**)

STEP 5

- Kindly make sure all signatures required are signed by Supervisor and Dean

STEP 6

- Student submits the completed draft thesis in pdf file to IPS and School. The pdf file must be protected with a password (student smart card number)

List of attachments required:

- Verification Form for Draft Thesis Submission
- Draft Thesis Submission Form
- Turnitin report
- (Email: TO: **draft_thesis@usm.my** & CC: **hazimanm@usm.my**)
- Get invoice from Bursary (UKP)
- Thesis Accepted

Link Form : Verification_and_Draft_Thesis_Submission_Form