

**NOTIFICATION TO SUBMIT A THESIS FOR VIVA EXAMINATION**

SEMESTER: \_\_\_\_\_

*This form and thesis need to be submitted at least three (3) months before the expected date of viva. Candidate is required to submit 4 copies of thesis together with (i) thesis abstract (Bahasa Melayu and English); (ii) certificate – attendance of local/international conference; and (iii) evidence of journal publication (only for January 2014 intake onwards).*

**PART 1: To be completed by the candidate**

<b>Candidate's Name</b> (capital letters)		<b>IC No /</b> <b>Passport No</b>	
<b>Matric No</b>		<b>Faculty</b>	
<b>Program</b>		<b>Commencement</b> <b>Intake</b>	
<b>Supervisor (s)</b> <b>Name</b>			
<b>Proposed</b> <b>Research Topic as</b> <b>agreed by the</b> <b>Supervisor</b> <b>(in Malay and</b> <b>English)</b>			

**PART 2: To be completed by the Candidate**  
**(Only for Intake August 2014 onwards)**

Please Tick (√) related Items and enclose the evidence for each participation / certificates / journals etc.

<b>Programme</b>	One (1) Presentation of Research Paper at International Conference	<b>and</b>	One (1) Research Paper Acceptance / Publication By Any Refereed Journal
<b>EdD</b>			

<b>Programme</b>	A Presentation of Research Paper at One (1) International Conference	<b>and</b>	Two (2) Research Papers Acceptance / Publication in refereed journal	<b>or</b>	One (1) Research Paper Acceptance / Publication in Indexed Journal
<b>PhD</b>					

<b>Programme</b>	Two (2) Presentations Of Research Papers At Local/International Conference	<b>or</b>	One (1) Research Paper Acceptance / Publication By Any Refereed Journal
<b>Master</b> <b>Research</b>	<b>By</b>		

**Candidate's signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**PART 3: To be completed by the Supervisor(s)**

SUPERVISOR (S) NAME	FACULTY

a. Candidate(s) for INTERNAL EXAMINER

NAME	POSITION	ADDRESS & CONTACT NO.
1.		
2.		
3.		

b. Candidate(s) for EXTERNAL EXAMINER

NAME	POSITION	ADDRESS & CONTACT NO.
1.		
2.		
3.		

c. I hereby certify that the above nominated candidates for Examiners are in compliance with the UNISEL's selection criteria of appointing the examiners.

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 4: Approval by Dean / Head of Programme**

a. Candidate(s) for INTERNAL EXAMINER

NAME	POSITION	ADDRESS & CONTACT NO.
1.		
2.		
3.		

b. Candidate(s) for EXTERNAL EXAMINER

NAME	POSITION	ADDRESS & CONTACT NO.
1.		
2.		
3.		

c. Name of chairperson for the viva session

\_\_\_\_\_

d. I hereby certify that the above nominated candidates for Examiners are in compliance with the UNISEL's selection criteria of appointing the examiners.

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_ Official Stamp :

**PART 5: Tuition Fee Declaration by CGS**

Kindly to be informed that the above-mentioned student has paid 80% of Tuition Fee and is therefore entitled to attend the VIVA VOCE Session.

Signature : \_\_\_\_\_

Verify by : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_ Official Stamp :

**PART 6: Confirmation by the CGS/JPS**

**Signature of the Dean CGS**

\_\_\_\_\_

Name : \_\_\_\_\_

Date: \_\_\_\_\_

**For CGS's Office Use Only**

Received Date: \_\_\_\_\_

ACTION	DATE	REMARKS
1. JKA(CGS) Meeting (approved/not approved)		
2. Senate Meeting (approved/not approved)		
3. The Issuance of Appointment Letters		
4. Acceptance Offer from the Examiners		
5. Notification to Supervisor(s) and relevant Faculty.		