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**HARDBOUND SUBMISSION CHECKLIST**

**Name: Matric No:**

**Faculty: Programme:**

**Basic Movement Guide:**

**Please put a 🗹 next to a completed process.**

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| --- | --- | --- | --- | --- | --- |
| NO | ITEM | STUDENT’S CHECKLIST | FACULTY’S CHECKLIST | Library’s endorsement | CGS’ CHECKLIST |
| 1 | Format Check by CGS | **❑** |  |  | Endorsement |
| 2 | Format Check and Endorsement by Supervisor | **❑** | **❑** |  | **❑** |
| 3 | Endorsement of Main Supervisor in iPPS | **❑** | **❑** |  | **❑** |
| 4 | Completion of **PPS 13 Form** | **❑** | **❑** |  | **❑** |
| 5 | Submission of **signed PPS 26** to Library **(included in the hardbound Thesis)** | **❑** | **❑** | Endorsement | **❑** |
| 6 | Submission of 1 Hardbound copy to **Library** | **❑** | **❑** | Endorsement | **❑** |
| 7 | Submission of 1 softcopy of the thesis to **Library** (Word and PDF)  **Email to : ddms@usim.edu.my** | **❑** | **❑** | Endorsement | **❑** |
| 8 | Submission of 2 Hardbound Copies of the Thesis to t*he***Faculty** | **❑** | **❑** |  | **❑** |
| 9 | Submission of **1 CD** containing the Thesis to the Faculty | **❑** | **❑** |  | **❑** |
| 10 | Submission of PPS 21 to the faculty | **❑** | **❑** |  | **❑** |
| 11 | Endorsement of Faculty in iPPS | *Faculty’s action* | **❑** |  | **❑** |
| 12 | Submission of a copy of the cover of the thesis, completed **PPS 13 and PPS 21 to CGS** | *Faculty’s action* | **❑** |  | Endorsement |

Endorsement- Stamp/Signature

\*Endorsed in : JKPSU, 21 January 2021