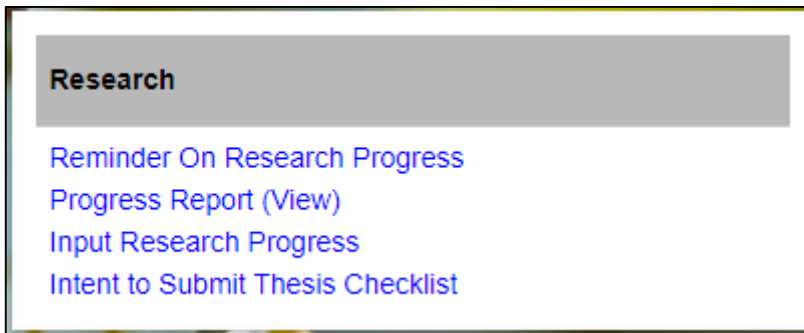
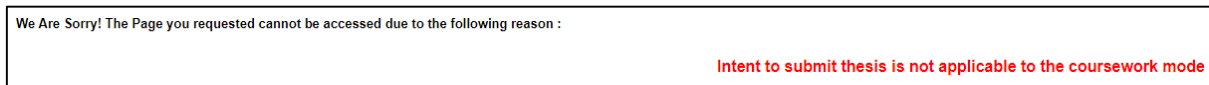


- 1) Student portal – tab Academic > Research > Intent to Submit Thesis Checklist:

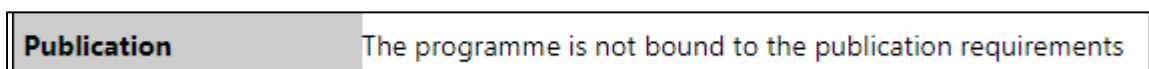


- 2) This menu is ONLY for research mode and mix-mode students. If coursework students click on the menu, the following message screen will be displayed:



- 3) Research mode and mix-mode students will be able to see the below screen:

- 4) If the program student enrolled is not bound with the requirement for publication as condition to submit the thesis, the following message will be displayed in the Publication section:



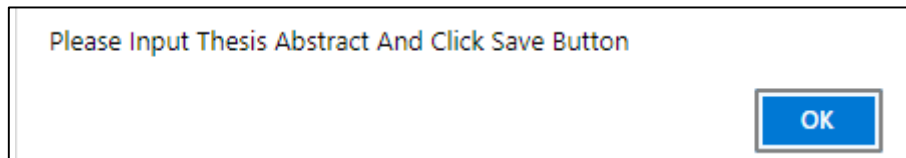
[STUDENT] MANUAL FOR INTENT TO SUBMIT THESIS FOR VIVA

- 5) If the program student enrolled is bound with the requirement to publish as condition to submit the thesis, but has not yet completed the publication, the following message will be displayed in the Publication section:

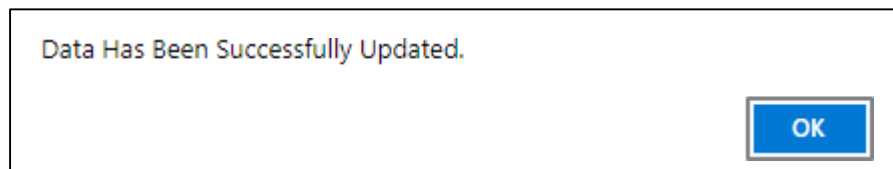
“Not eligible to apply for Intent to Submit Thesis as publication requirements yet to be completed”

Students are not allowed to apply for ITS.

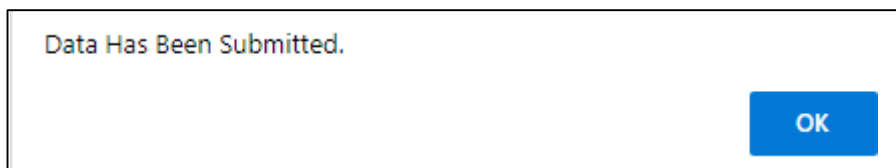
- 6) For those eligible for ITS, it is an optional for the student to update Mobile No. and Email Address, however, it is compulsory to fill in Thesis Abstract. If the student does not fill in, the following message will be displayed:



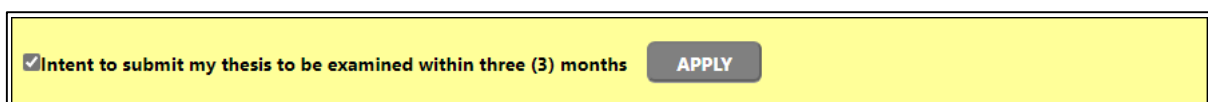
- 7) Click the "Save" button to save all the entered information.



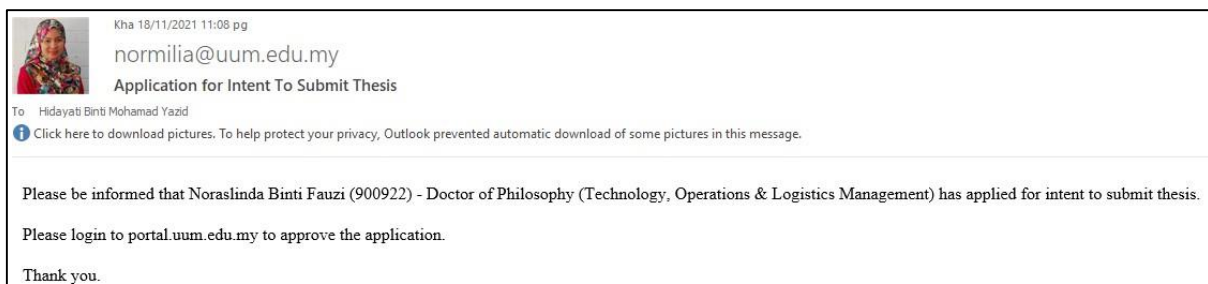
- 8) To submit the ITS, students must mark the acknowledgement check box and click the "Apply" button:



After the student has successfully submitted the ITS, the acknowledgement box and the Apply button will be disabled (cannot be checked/clicked).



A notification email will be sent to the supervisor:



- 9) If the student clicks the "ITS Checklist" menu, but the ITS status has been sent, the following message screen will be displayed:

