[STUDENT] MANUAL FOR INTENT TO SUBMIT THESIS FOR VIVA

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:

We Are Sorry! The Page you requested cannot be accessed due to the following reason :	
	Intent to submit thesis is not applicable to the coursework mode

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

SUPERVISION	INTENT TO SUBMIT THESIS CHECKLIST	
Intent to Submit Thesis	Name	Mohd Hazmuni Bin Saidin
Intent to Submit Thesis Checklist	Matric No.	95700
	Programme	Doctor of Management
	Mode Of Studies	Research
	Mobile No.*	04-4846389
	Email Address *	mohd_hazmuni@silterra.com
	Publication	Publish at least one (1) article in a refereed journal
	Thesis Title	Human Error Reduction Program in Silterra Malaysia Sdn Bhd: Applying Canonical Action Research (CAR)
	Thesis Abstract *	mobile no., email address and thesis abstract. Click 'SAVE' button to complete updated information.
	Untent to submit my the	esis to be examined within three (3) months

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:

Publication The	programme is not bound to the publication requirements
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- 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:

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

Intent to submit my thesis to be examined within three (3) months APPLY

A notification email will be sent to the supervisor:

(A)	Kha 18/11/2021 11:08 pg
23	normilia@uum.edu.my
	Application for Intent To Submit Thesis
To Hidayati Bint	ti Mohamad Yazid
1 Click here to	o download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Please be in Please login	nformed that Noraslinda Binti Fauzi (900922) - Doctor of Philosophy (Technology, Operations & Logistics Management) has applied for intent to submit thesis. In to portal uum.edu.my to approve the application.
Thank you.	

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

We Are Sorry! The Page you requested cannot be accessed due to the following reason : You have applied for Intent to Submit Thesis and your application is in stage of evaluation and approval by the School/Graduate School