



NOTICE OF INTENTION TO SUBMIT THESIS/DISSERTATION

IMPORTANT:

- This Notice must be submitted not later than three (3) months before the submission of the thesis/ dissertation for examination.
- Submit five (5) soft-bound copies of the thesis/dissertation with a completed form to Academic Office

SECTION A: CANDIDATE'S DETAIL (COMPLETED BY STUDENT)

1. Full Name: _____
2. Matric No.: _____
3. Degree Programme: _____
4. Supervisor(s) : _____

4. Number of Registered Semesters (including this): _____
5. School : _____
6. Thesis/ Dissertation Title (use CAPITAL LETTERS):

Student's Signature

Date

SECTION B: VERIFICATION BY SUPERVISOR

I hereby verify that _____ (*student's name*)
_____ (*matric No.*) is in the final phase of his/her thesis/ dissertation and shall be eligible to submit the thesis/ dissertation for examination within three (3) months from the date of this Notice.

I propose the following candidates as potential Examiners who have indicated their acceptance and are eligible for the appointment which is subject to the University Senate approval (Note: Master's Degree dissertation must be examined by at least two (2) examiners, one of whom shall be the External Examiner; For a Ph.D. degree, the thesis must be examined by at least three (3) examiners, two (2) of whom must be External Examiners. External Examiner is considered as one who is from outside the School, preference will be given to nominees from outside UIM.

Name (With Title, e.g. Prof., Associate Prof., Dr., etc.)	Name of Institution	Contact (Telephone and email)

Signature and Official Stamp
Main Supervisor

Date

SECTION C: VERIFICATION BY THE HEAD OF CLUSTER

I have recommend the Notice of Intention to Submit Thesis/ Dissertation and also the nominees for examiners, as proposed by the Supervisor.

Signature and Official Stamp
Head of Cluster

Date

IMPORTANT: This form contains classified information and is classified as CONFIDENTIAL. This form must be submitted in a sealed envelope by the above-mentioned Cluster ONLY to the Learning Management Section of the Academic Management and Quality Assurance Division.

SECTION D: RECORD BY ACADEMIC OFFICE

Received by:

Signature:

Officer's Name:

Date:

To be tabled at Post-Graduate Committee/ Senate's Meeting at (date): _____