To : The Dean, School of Postgraduate Studies

**Section A: (*To be completed by student*)**

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| --- | --- | --- | --- |
| Student Name |  | Student ID |  |
| Email |  | Contact No. |  |
| School |  | | |
| Programme |  | | |
| Title of Thesis |  | | |

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(Student Signature) (Date)

**Section B: Check and Verification of Thesis Format by Main Supervisor**

I hereby confirm and acknowledged that the draft thesis submitted by this student has met conditions and guidelines stipulated by the UTS.

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

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

**Section C: Verification of Thesis Format by School of Postgraduate Studies**

I hereby confirm and acknowledged that the draft thesis submitted by this student has met conditions and guidelines stipulated by the UTS.

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

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

**Steps for Submission of Thesis for Examination**

1. Check the thesis format. Please refer to “UTS Thesis Preparation Guideline”.

* For Engineering / Technology / Life Sciences, please use the Harvard referencing style in Thesis Writing. Please refer Guideline Harvard Referencing System: Guide and Examples.
* For Arts / Social Science / Management / Finance, please use the APA referencing style in Thesis Writing. Please refer Guideline APA Style Referencing: Guide and Examples.

1. Fill up the ‘Thesis Format Verification Form’ and submit one (1) softcopy of draft thesis (in Word file) to SPS for verification of format.
2. Fill up the ‘Submission of Thesis for Examination’.
3. Submit softcopy of thesis (in PDF File) to SPS together with the completed ‘Submission of Thesis for Examination’ form together with *Turnitin* report form (Originality Report Generated by *Turnitin*) and Examination Fees Receipt.