PRELIMINARY PRE-VIVA (VIVA) CHECKLIST
(GRADUATE SCHOOL OF MUAMALAT), FEM

Student Name : _____
Matric Number : _____
Title of Thesis : _____
Email : _____
Tel. No. : _____

Checklist:

NO.	DETAILS	PLEASE TICK	REMARK
1.	**1 copy of thesis**	☐	**submit to GSM**
2.	Research Thesis follow the USIM's Handbook on Academic Writing:		
	General Format (refer the guidelines)		
	i. Paper	☐	
	ii. Cover Thesis/dissertation	☐	
	iii. Total number of words: - PhD: not more than 100,000 words - Master: not more than 60,000 words	☐ ☐	
	iv. Typing: - English • Thesis/dissertation must be typed using Times New Roman Font size 12 • Footnotes/endnotes, the font size is 10	☐ ☐	
	- Arabic • Thesis/dissertation must be typed using Traditional Arabic Font size 16 • Footnotes/endnotes, the font size is 12	☐ ☐	
	v. Abstract in English/Arabic	☐	
	vi. Order of contents of tesis/dissertation (refer the guidelines)	☐	
	vii. Page number	☐	
	viii. Binding research thesis/dissertation	☐	
3.	**Check Turnitin including the result**	☐	**Submit to GSM**
4.	**Nomination and Intention to Submit**	☐	**Status (iPPS) : ……..**

Approved by Supervisor:

_____
Name :
Date :

For GSM Office Use:
i. Accept the submission (complete the checklist) _____
ii. Return to student to complete item (s) _____