

PROPOSAL / FIRST ASSESSMENT SUBMISSION (INSTRUCTIONS FOR STUDENTS/ SUPERVISOR)

- 1) **Check with FSSH Academic office** whether the Faculty Academic Committee has endorsed your proposal notification.
 - If the Faculty **has not endorsed** notification, student/ supervisor **contact person incharge** to activate student's name in GSMS, then supervisor nominate 3 examiners in GSMS and will be endorsed in the Committee Meeting of that month.
 - **If notification endorsed** by the Faculty, please **follow step 2 below**.
- 2) E-mail all documents listed below to the person in charge:
 - i. Proposal (in PDF format) – student's supervisor must sign the front page.
 - ii. Turn it in report
 - Similarity percentage should not exceed 20% for each chapter and overall proposal - The report should be signed by student's supervisor (digital signature is accepted).
 - iii. Proposal submission form*
 - iv. Student consent form for conducting 1st assessment online*
 - v. Presentation slides

These forms together with Guideline for proposal online evaluation are available at:
<https://humanities.utm.my/student/covid19viva/>

Contact persons (based on school/ academy):

School of Education

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