**SUBMISSION OF 3-MONTH NOTICE FOR**

**PhD / MSc VIVA VOCE EXAMINATION**

**PART A : DETAILS OF STUDENT**

|  |  |
| --- | --- |
| Student Name | *Full Name* |
| Student Matrix No. |  |
| Email Address |  |
| WhatsApp No. |  |
| Programme | ***PhD (Business Administration) / PhD (Finance) / PhD (Education) / PhD (Information and Communication Technology) / PhD (Humanities) / PhD (Social and Behavioural Science) / MSc (Management)*** |
| Research Area |  |
| Title of Thesis |  |
| Date of Proposal Defense |  |

**PART B: DECLARATION BY STUDENT**

I declare that (please tick as appropriate*)*:

|  |  |
| --- | --- |
| My current student status is **ACTIVE**. |  |
| I have **NO outstanding fees** to pay and submitted the latest Statement of Account (SOA). (Contact Finance at [finance@aeu.edu.my](mailto:finance@aeu.edu.my) or [finance.international@aeu.edu.my](mailto:finance.international@aeu.edu.my) for further assistance.) |  |
| I have **PASSED** the proposal defense.  (Date of the proposal defense: DD/MM/YYY) |  |
| In accordance with the provisions of Academic Rules and Regulation, I give notice of my intention to submit the completed thesis for viva voce examination. |  |
| **I have submitted the Abstract.**  *An abstract not exceeding 350 words is to be included (approximately one and one-half page doubled-spaced) together with this notice of submission. The abstract should state the research problem brief, describe the methods and procedures used in gathering data or studying, the problem, and give a condensed summary of the findings of the study.* |  |
| **I have submitted the Table of Content (TOC).**  *Each thesis is expected to have a table of contents for the convenience of the readers. The table of contents should be easy to read and consistent. The title of each chapter should be written in full capital with no terminal punctuation. The title of a subdivision of a chapter or section should be in small letters, with the exception of the first letter of significant words.* |  |

|  |  |
| --- | --- |
| Student Name |  |
| Signature & Date |  |

**PART C: CONFIRMATION BY SUPERVISOR**

*Please tick as appropriate*:

|  |  |
| --- | --- |
| I agree on the submission of final copy of the thesis for my supervisee. |  |
| I disagree on the submission of final copy of the thesis for my supervisee. |  |

Please comments *(if any)*

|  |  |
| --- | --- |
| Principal Supervisor Name |  |
| Email Address |  |
| H/P No. |  |
| Signature & Date |  |

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|  |  |
| --- | --- |
| I agree on the submission of final copy of the thesis for my supervisee. |  |
| I disagree on the submission of final copy of the thesis for my supervisee. |  |

Please comments: *(if any)*

NAN

|  |  |
| --- | --- |
| Co-Supervisor Name |  |
| Email Address |  |
| H/P No. |  |
| Signature & Date |  |