

- iii. All pages which contain signatures of student and supervisor must be scanned;
- iv. If the status of a thesis is CONFIDENTIAL or RESTRICTED, electronic version is still required but must be properly indicated in the Thesis Status Declaration form;
- v. Two files must be generated. The first file is for the purpose of pre-access that will be made accessible to the public. The second file is the full text file. The files should be named as follows:

<name><matrixno><p><tt><ss><c>.pdf

Code description

<name> is the student's first name (without surname or father's name)

<matrixno> is the student's matrix card number

<p> is the university where the thesis was submitted

d - UTM

l - other than UTM

<tt> is the year approved

<ss> is the thesis status

su - confidential

th - restricted

tt - open access

<c> is the file type

p - pre-access file

t - full texts file