Table 5.1   Defining matrix card number for UTM's staff studying outside UTM

Course Category	Faculty code	Type pf Study	Staff Number
m – master p - doctorate 1- Advance Dip1oma	a – FKA b – FAB c – FSKSM d – PPD e – FKE f – UTM – KTU 9 – FKSG h- FPPSM i -BATC k – FKKKSA m – FKM n – UTM- ALM p – FP r - IBS s – FS z- UTM- (ATMA)	1 – course work 2 – course work and research 3 - research	

The files should be named as follows:

    wongahsengpp31234l02ttp.pdf   (pre-access file)

    wongahsengpp31234l02ttt.pdf   (full texts file)

Further detail on the method of naming files is discussed in section 5.6.

vi.   If the status of a thesis is CONFIDENTIAL or RESTRICTED, the pre-access file must contain only information that can be distributed. A full text file is still required but it is only for archive**.**

vii.   ETD must be submitted using high quality CD. Proper conversion according to this guidelines must be Verified by the student and witnessed by the Supervisor before submitted to SPS.