

- viii. Two (2) CD with three (3) copies of bound thesis must be submitted to SPS together with ETD Verification form. Example of ETD Verification form is shown in Appendix Z.

5.6 Method of Naming ETD Files

Some examples on naming ETD files for theses submitted to UTM are as follows:

Example]

Student's name	Matrix card number						University (code)	Year (2 digit)	Status (Kod)	Access type (Kod)
	course category	Faculty code	Year register	Type of study	serial number					
Ahmad Bin Abdu11ah							UTM (d)	2002 (02)	Confidential (su) Restricted (th) Unrestricted (tt)	Pre-access (p) Full texts (t)
ahmad	m	c	99	1	023	d	02	th	p	

The files for thesis submitted to UTM should be named as follows

1. ahmadmc991023d02thp.pdf (Pre-access file)
2. ahmadmc991023d02tht.pdf (Full text file)