

Example 2

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				
Meor Abdu1 Aziz bin Meor Ahmad						UTM (d)	2002 (02)	eonfidentia1 (su) Restricted (th) Unrestricted (tt)	Pre-access (p) Full texts (t)
<b>meorabdulaziz</b>	<b>P</b>	<b>m</b>	<b>98</b>	<b>3</b>	<b>023</b>	<b>d</b>	<b>02</b>	<b>tt</b>	<b>p</b>

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

1. meorabdulazizpm983023d02ttp.pdf (Pre-access file)
2. meorabdulazizpm983023d02ttt.pdf (Full text file)

Example of naming ETD files for thesis by a UTM staff submitted to other university should be as follows:.

Student's name	Matrix card number				University (Code)	Year (2 digit)	Status (Kod)	Access type (Kod)
	Course category	Faculty code	Type of study	staff number				
Norfaezah Binti Ishak (Norfaezah)					Other university (l)	2001 (01)	eonfidentia1 (su) Restricted (th) Unrestricted (tt)	Pre-access (p) Full texts (t)
<b>norfaezah</b>	<b>P</b>	<b>e</b>	<b>3</b>	<b>7171</b>	<b>l</b>	<b>01</b>	<b>su</b>	<b>p</b>