

GUIDELINES FOR THESIS CORRECTION AND SUBMISSION (STRUCTURE A)

1. The examiners' reports as well as the examiners' copy of the draft thesis will be given to the candidate immediately after the viva.
2. The viva chairman's report (COGS-19B form) will be given to the candidate within a week from the date of the viva.
3. The candidate is required to do all the corrections as decided by the thesis examination committee. This includes the comments stated in examiner's report, chairman's report and comments made in the examiner's copy of the draft thesis.
4. The candidate is required to prepare a table of amendments that details out the corrections and their justifications, as well as the page number where the corrections are made in the revised thesis. The table of amendments is given in Appendix A.
5. The original draft copy of the thesis, the revised thesis and the table of amendments should be submitted to the supervisor. The corrections made by the candidate must be checked and endorsed by the supervisor.
6. After the corrections are endorsed by the supervisor, the table of amendments need to be submitted together with the revised thesis and the original copy of the draft thesis to the internal examiner for verification purposes. Sufficient time should be given for the internal examiner to verify the corrections.
7. After the corrections have been verified by the internal examiner, the table of amendments together with the revised thesis and the original copy of the draft thesis should be submitted to COGS via [Online Submission Form](#) for approval. The candidate with major corrections is not allowed to submit before the minimum duration of correction decided by the thesis examination committee.
8. Candidates are given a maximum of 3 months (Minor Correction) and 9 months (Major Correction) from the date of viva-voce to submit the final thesis together with COGS20 form. Candidates with major corrections are not allowed to submit the final thesis together with COGS 20 form before the minimum period of 3 months from the date of the viva-voce.
9. For corrections that need to be verified by external examiner, all communications with the external examiner will be done by COGS. The candidate is not allowed to communicate with the external examiner.

10. For thesis that requires resubmission, COGS -17 form, the table of amendments, the original copy of the draft thesis and the revised draft thesis must be submitted to COGS via [Online Submission Form](#) .

The candidate will undergo the same examination process, and the thesis examination committee will consist of the original members. The same viva fees will be incurred.

11. For the submission of correction after the viva the candidates are required to submit the following items to COGS via [Online Submission Form](#).
 - a. Table of amendments
 - b. Original copy of the draft thesis
 - c. Revised thesis
12. Upon obtaining approval from COGS, the candidate may submit COGS- 20 form together with the following items to COGS via [Online Submission Form](#) :
 - a. Table of amendments
 - b. Final thesis
13. candidates are required to include the **Thesis Declaration and Copy Form** (copyright form) in the hardbound thesis (page iii, before declaration page). The candidate may submit the hardbound thesis (1 copy) to COGS administrative office during office hours (8.30am -4.30pm).

APPENDIX A

TABLE OF AMENDMENTS/CORRECTIONS

Student Name : _____

Student ID. : _____

Table 1: Amendments based on viva chairman report

No	Comments	Amendments and justifications	Page no.	Supervisor Comments/ Initial	Examiner Comments/ Initial

Table 2: Amendments based on external examiner 1 report

No	Comments	Amendments and justifications	Page no.	Supervisor Comments/ Initial	Examiner Comments/ Initial

Table 3: Amendments based on external examiner 2 (PhD only) report

No	Comments	Amendments and justifications	Page no.	Supervisor Comments/ Initial	Examiner Comments/ Initial

Table 4: Amendments based on internal examiner report

No	Comments	Amendments and justifications	Page no.	Supervisor Comments/ Initial	Examiner Comments/ Initial

Checked by:	Verified by:	Approved by :
Signature and official stamp of Supervisor	Signature and official stamp of Internal Examiner	Signature and official stamp of Coordinator
Date:	Date:	Date: