



PERSONAL DETAILS (to be filled in by the student)

Name and Surname:	_____
ID No:	_____
Course:	_____

**FINAL CHECK LIST FOR THE PRESENTATION OF FINAL YEAR
PROJECT/DISSERTATION/THESIS**

<input type="checkbox"/>	The cover page, spine and title page according to the template.
<input type="checkbox"/>	The official approved title features on the final copy.
<input type="checkbox"/>	Included a table of contents that is accurate and sufficiently comprehensive.
<input type="checkbox"/>	Included a list of abbreviations, figures, charts and tables and clearly presented them in your project/dissertation/thesis.
<input type="checkbox"/>	Included an appropriate abstract which summarises my work.
<input type="checkbox"/>	Guidelines have been consulted for proper formatting and layout including font size, UM logo, page numbers, word limit, consistency in headings and style, margins etc.
<input type="checkbox"/>	Citation of all quotations have been properly referenced and included in the bibliography as indicated in the Guidelines.
<input type="checkbox"/>	Any amendments have been performed as advised by the Board of Examiners following the viva-voce examination, if applicable.
<input type="checkbox"/>	The supervisor checked and approved the amendments requested by the Board of Examiners, if applicable.
<input type="checkbox"/>	Proofreading of the work for spelling and grammatical errors was performed.

I confirm that I have read and abided with the above.

Student's Name and Surname

Student's Signature

Date

.....✂.....

I confirm that the student's title conforms with that approved by Faculty Board, the cover page, spine and title page are according to the template and the page numbers limit conforms with that indicated in the Guidelines.

Administrator's Name and Surname

Administrator's Signature

Date

.....✂.....