



PERSONAL DETAILS *(to be filled in by the student)*

Name and Surname: _____

ID No: _____

Course: _____

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

<input type="checkbox"/>	The title conforms with that approved by Faculty Board.
<input type="checkbox"/>	The page count does not exceed the limit listed in the Guidelines.
<input type="checkbox"/>	The examinable material has all been uploaded on VLE.
<input type="checkbox"/>	Plagiarism has been carefully considered before submission of material on VLE.
<input type="checkbox"/>	The Declaration of Authenticity has been submitted by e-mail to the Departmental Administrator.
<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/references as indicated in the Guidelines.

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 and the page numbers limit conforms with that indicated in the Guidelines and the Declaration of Authenticity has been received and filed.

Administrator's Name and Surname Administrator's Signature Date
.....✂.....