

**OFFICE OF DEPUTY DEAN (POSTGRADUATE AND RESPONSIBLE RESEARCH)
AHAS KIRKHS**

SOP FOR EXAMINATION OF THESIS AND GRADUATION (PHD)

STAGE 1: SUBMISSION OF PHD THESIS FOR EXAMINATION

- 1) Notification of Intention to Submit Research Work and Nomination of Examiners to be endorsed at KPGC meeting.
- 2) If Thesis is registered in the semester, the student is required to submit the thesis for examination to the department within four (4) months after the KPGC meeting.
- 3) If Thesis is not registered in the semester, the student is required to submit the thesis for examination to the department before end of Week 4 after the KPGC meeting.
- 4) Student to do format review/proofing of format/formatting of dissertation/thesis with IIUM ACADEMY iiumc_hne@iium.edu.my.
- 5) Student to receive the endorsement letter on format review/proofing of format/formatting from IIUM Academy.
- 6) Student to email the following documents to the supervisor.
 - i) Checklist on submission for examination
<https://www.iium.edu.my/media/30222/Checklist%20before%20submission%20of%20Softbound%20copies.pdf>
 - ii) Soft copy of thesis in word/pdf format
 - iii) Endorsement letter on format review/proofing of format/formatting
 - iv) Proof of publication
 - v) Certification of Completion form to CPS (Master/PhD)
<https://www.iium.edu.my/media/43355/01102014%20V2%20Certification%20Of%20Completion%20Of%20Research%20Work%20For%20Master%20%28By%20Research%20Only%29%20And%20Phd%20Programme%20%281%29.pdf>

STAGE 2: SUBMISSION FOR GRADUATION

- 1) Student to submit thesis for proofreading and verification of Arabic and English abstracts (pdf and word format) to IIUM ACADEMY iiumc_hne@iium.edu.my.
- 2) Student to attach the following endorsement letters from IIUM ACADEMY:
 - i) proofreading of thesis*
 - ii) proofreading of Arabic and English abstracts
- 3) Student to complete the Thesis Correction form.
<https://www.iium.edu.my/media/30223/3.%20Thesis%20Correction%20%28Nov%202018%29.doc>
- 4) Student to submit the following documents to supervisor:
 - i) Thesis Correction form.
 - ii) Copy of thesis in pdf and word format which stated the latest **Month** and **Year**.
 - iii) Endorsement letter by IIUM Academy for proofreading / formatting and to stamp on the Arabic and English abstract.
 - iv) [Final Submission Thesis/Dissertation](#) form (Section A, H and J) and Section C (for thesis written in Arabic only).

STAGE 3: CLAIM FOR CREDENTIALS

- 1) Student to do the clearance.

* The supervisor is required to verify via email to the DDPGRR if the quality of the language used in the thesis meets the standard required for a PhD thesis. However, the student remains responsible for the quality of language of his/her thesis.

(As of 28 March 2023)