

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

SOP FOR EXAMINATION OF DISSERTATION AND GRADUATION (MASTERS)

STAGE 1: SUBMISSION OF MASTERS DISSERTATION FOR EXAMINATION

- 1) Notification of Intention to Submit Research Work and Nomination of Examiners to be endorsed at KPGC meeting.
- 2) Student will receive email from Office of DDPGRR after KPGC meeting; notification to submit thesis within one (1) month for Mixed mode and three (3) months for Research mode.
- 3) Student to do format review/proofing of format/formatting of dissertation with IIUM ACADEMY iiumc_hne@iium.edu.my.
- 4) IIUM Academy will issue an endorsement letter on format review/proofing of format/formatting.
- 5) Student to email the following documents to the Supervisor:
 - i) Soft copy of dissertation in word/pdf format.
 - ii) Endorsement letter on format review/proofing of format/formatting from IIUM Academy.
 - iii) Certification of Completion and Correction form (Mixed Mode)
<https://www.iium.edu.my/media/27093/COMPLETION%20MASTER%20MIX%20MODE%20PDF.pdf>
or
 - iv) Certification of Completion form (Research Mode)
<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>
 - v) Checklist for Thesis/Dissertation Submission to CPS (Master/PhD) form (Research Mode)
<https://www.iium.edu.my/media/30222/Checklist%20before%20submission%20of%20Softbound%20copies.pdf>
 - vi) Student to submit proof of publication (Master by Research Mode with matric no. of G181 and above).

STAGE 2: ENDORSEMENT OF RESULT AND SUBMISSION FOR GRADUATION

- 1) Student is required to fill in the following documents and email to PA of the department:
 - i) Thesis Correction form.
 - ii) Submit thesis for proofreading and verification of Arabic and English abstract (pdf and words) to IIUM ACADEMY iiumc_hne@iium.edu.my
 - iii) Student to attach the following endorsement letters from IIUM ACADEMY:
 - proofreading of thesis*
 - proofreading of Arabic and English abstracts
 - iv) Copy of dissertation in pdf and word format which stated the latest **Month** and **Year**.
 - v) [Final Submission Thesis/Dissertation](#) Form (Section A, H and J) and Section C (for thesis written in Arabic only)

STAGE 3: SUBMISSION OF DISSERTATION TO 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 Master dissertation. However, the student remains responsible for the quality of language of his/her thesis.

(As of 28 March 2023)