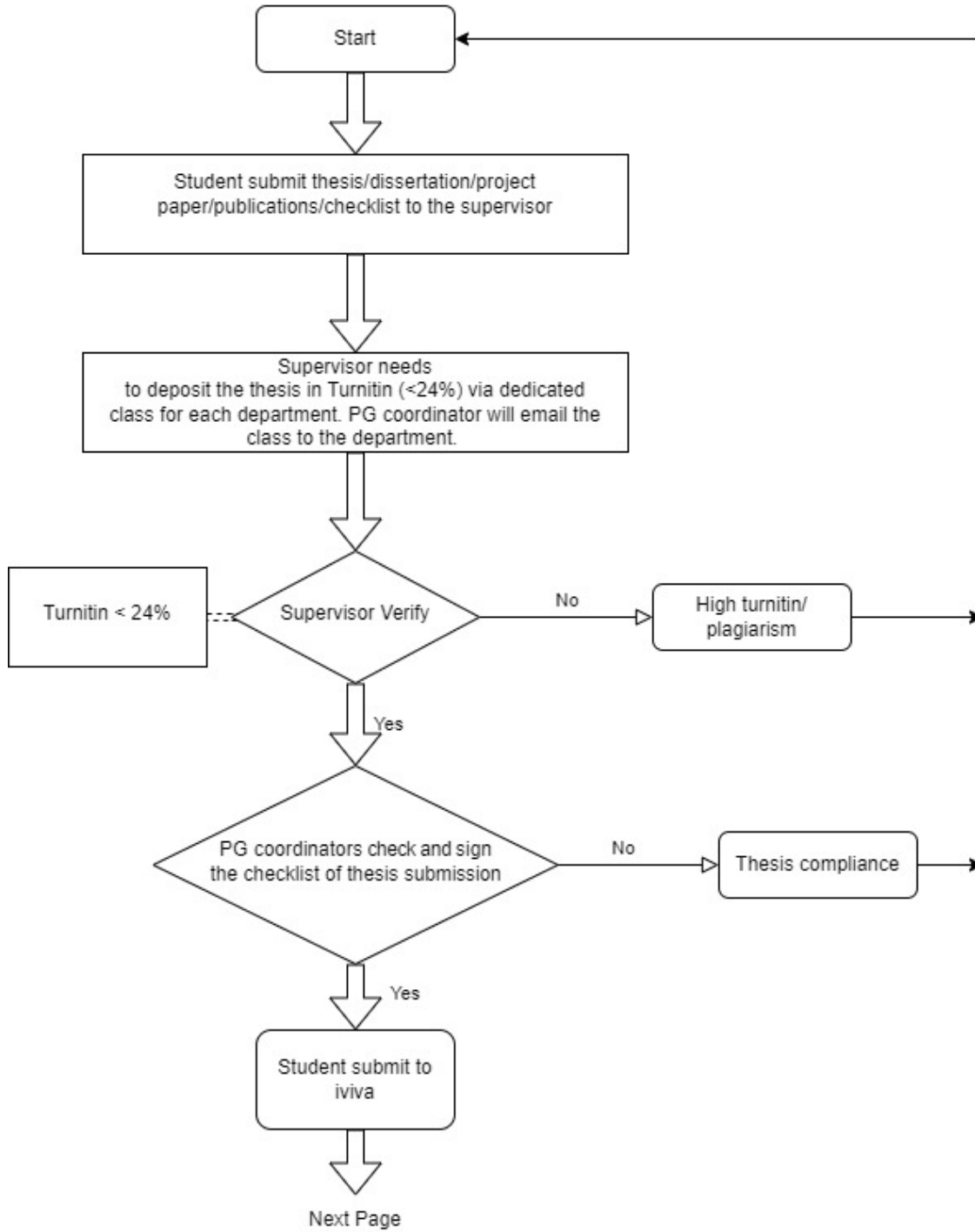**Guidelines For Thesis Submission And Sop For Turnitin**

1. Students must check the important dates of Kulliyyah of Engineering on the first day of every semester.
2. Student must submit the following documents to SV for approval:
    -   Certification of Completion Form
    -   Checklist Form
    -   List+Publication Paper (1st page only-signed by SV)
    -   Turn it in Report <24% (1st page only-signed by SV)
3. The supervisor needs to deposit the thesis in Turnitin (<24%) via a dedicated class for each department. PG coordinator will email the class to the department.
4. The supervisor signs the checklist if the documents are verified.
5. The student will submit it to the PG coordinator. PG coordinator will check the Turnitin and sign the checklist if the thesis compliance is met. If not met, the student needs to do the correction.
6. Students will submit to Iviva (Draft) the following documents by **WEEK 14 (refer table 1)**:
    -   Certification of Completion Form
    -   Checklist Form (signed by SV/Co SV and PG Coordinator)
    -   List + First page of Paper (1st page only-signed by SV)
    -   Turn it in Report <24% (1st page only-signed by SV)
7. If the documents are verified, SV will verify the draft report in iviva.
8. OODPG will check the Format of thesis and documents/Turnitin.
    a. If not verified, ODDPG will reject it in iviva and email the students the relevant documents that need correction. The student needs to repeat the steps from No. 6. The student must finalize all the documentation by the final week of the final examination.
    b. If the thesis is verified by the ODDPG, ODDPG will verify it in the iviva and will be sent to DDPG.
9. DDPG will check the documents in iviva. The student must finalize all the documentation by the final week of the final examination.
    a. If not verified, DDPG will reject it in iviva and ODDPG will email the students the relevant documents that need correction. The student needs to repeat the steps from No. 6.
    b. If DDPG verifies, the thesis/dissertation/project paper will be sent to the external/internal examiner for evaluation.

Table 1: Important Dates

SUBMISSION OF THESIS/DISSERTATION/PROJECT PAPER	
1. Student submits to SV for approval • Certification of Completion Form • Checklist Form (signed by SV/Co SV and PG Coordinator) • List + First page of Paper (1st page only-signed by SV) • Turn it in Report <24% (1st page only-signed by SV)	Week 1-14
2. Student submits to PG coordinator for approval	Week 1-14
3. Submit to *Iviva* (Draft) • Certification of Completion Form • Checklist Form (signed by SV/Co SV and PG Coordinator) • List + First page of Paper (1st page only-signed by SV) • Turn it in Report <24% (1st page only-signed by SV)	Week 14 (This is the final date to submit to *Iviva*, after this date, all the submissions will be brought to the following semester)
4. SV verify the draft Thesis/Dissertation	Final Deadlines: Submission: The final week of the final examination
5. ODDPG check format	
6. Student resubmits final **Thesis/Dissertation** to *Iviva*	
7. SV verifies the final **Thesis/Dissertation**	
8. Admin officer verifies the final **Thesis/Dissertation**	
9. DDPG verifies the final **Thesis/Dissertation**	
10. Sent to external/internal examiner	ODDPG

SOP for Turnitin

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                              Start

          Student submit thesis/dissertation/project
          paper/publications/checklist to the supervisor

                     Supervisor needs
          to deposit the thesis in Turnitin (<24%) via dedicated
          class for each department. PG coordinator will email the
                     class to the department.

  Turnitin < 24%  - - -  Supervisor Verify  ── No ──▶  High turnitin/
                                                          plagiarism

                          │ Yes

          PG coordinators check and sign  ── No ──▶  Thesis compliance
          the checklist of thesis submission

                          │ Yes

                   Student submit to
                        iviva

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Submit to iViva (Draft):
1.Checklist Form
2. Publications- Paper (First Page-signed by SV)
3. Turn it in Report <24% (1st page only-signed by SV)
4. Thesis

SV approve the draft

No

Yes

OODPG Check Format and documents/turnitin

NO → ODDPG will email the students

Yes

DDPG verify

NO → ODDPG will email the students

Yes

Send to Examiners

END