

KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES

DISSERTATION WORKFLOW MASTER BY COURSEWORK AND RESEARCH

PHASE I: RESEARCH PROPOSAL

STEP	EVENT
1	Submit 'Nomination of Supervisor' form (<i>KSTCL-PG-NSI</i>) to the Postgraduate (PG) Office (Full-time students: Week 10 of 2nd semester, Part-time students: Week 10 of 3rd semester)
2	<ul style="list-style-type: none"> • You will receive a confirmation letter on your approved supervisor from the Kulliyah's PG Office by end of the first regular semester. • Start working on your research proposal with your supervisor.
3	<ul style="list-style-type: none"> • Submit the 'Registration of Research Proposal' form (<i>CPS/REG01/V2/R1</i>) to the PG Office latest by Week 1 of the respective semester (Full-time students: by the 3rd semester, Part-time students: by the 4th semester) • Check confirmation slip to ensure that Research Proposal is officially registered.
4	Submit the 'Research Proposal Progress Report' form (<i>CPS/REG02/V2/R1</i>) to the PG Office by Week 11 of the semester in which your research proposal is registered.
5	<ul style="list-style-type: none"> • Once your proposal is approved by supervisor, submit at least 3 copies of your proposal with the 'Request for Proposal Defence' form (<i>KSTCL-PG-DPI</i>) to the PG Office. • You will get a notification letter to defend the proposal at the Kulliyah Postgraduate Research Committee (KPGRC) Meeting within 1 month. • Your proposal will be evaluated by examiners and the results will be discussed in your proposal defence session.
6	<ul style="list-style-type: none"> • After the proposal defence session, you will get a result notification letter within 1 week. • Submit the 'Research Proposal Progress Report' form (<i>CPS/REG02/V2/R1</i>) to the PG Office to update the status of your research proposal after the defence.
7	Submit your approved/corrected research proposal together with the 'Correction for Research Proposal' form (<i>KSTCL-PG-CRPI</i>) to the PG Office within the stipulated time.
8	You can now proceed to PHASE II: RESEARCH .

IMPORTANT NOTES:

1. Guidelines on writing research proposal and Kulliyah's forms are available at KSTCL website:
<https://kulliyah.iium.edu.my/kstcl/postgraduate-affairs/>
2. CPS forms are available at <https://centre.iium.edu.my/cps/forms/>

COMPLETION OF PHASE I: RESEARCH PROPOSAL

PHASE II: RESEARCH

STEP	EVENT
1	<ul style="list-style-type: none"> • You will officially register for dissertation once you pass your proposal defence and your updated ‘Research Proposal Progress Report’ form (<i>CPS/REG02/V2/R1</i>) is received by CPS. • Check confirmation slip to confirm that dissertation is registered.
2	<ul style="list-style-type: none"> • Work on your dissertation - read relevant literature, collect related materials and data, make analysis and write your chapters. • Have regular contact and consultation with your supervisor.
3	<ul style="list-style-type: none"> • When the final chapter is being written, submit the ‘Notification of Intention to Submit Research Work’ form [<i>CPS-REG/11/2005 (1)</i>] and Proposal for the Appointment of External / Internal Examiners (<i>CPS/EXAM/RTB/V2/R0</i>) to the PG Office. • Submit the forms at least one month before submission of dissertation.
4	<ul style="list-style-type: none"> • Once the whole dissertation is completed, submit it to your supervisor for evaluation together with the ‘Certification of Completion and Correction of Thesis by Main Supervisor (For Master by Coursework and Research)’ form [<i>IIUM-CPS-REG14</i>]. Obtain feedback from your supervisor. If there are corrections to be made, do them properly. • Submit two (2) temporary bound copies of your approved dissertation and the forms to the PG Office for examiner evaluation.
5	<ul style="list-style-type: none"> • Within 1 month from the date on which you have submitted your dissertation for examination, you should receive an evaluation report which specifies what you need to do with the dissertation. • If you are required to make corrections, complete the corrections and resubmit the revised dissertation to the assigned examiner for verification together with the ‘Correction for Master’s Dissertation’ form (<i>KSTCL-PG-CMD</i>).
6	<ul style="list-style-type: none"> • For dissertation in English writing, kindly submit the English version of the abstract with the ‘Abstract Approval’ form (<i>KSTCL-PG-ABST2-ENG</i>) to the Main Supervisor and the Arabic version of the abstract with the ‘Abstract Approval’ form (<i>KSTCL-PG-ABST1-DOAL</i>) to the Language Lab for approval. • Meanwhile, for dissertation in Arabic writing, kindly submit the Arabic version of the abstract with the ‘Abstract Approval’ form (<i>KSTCL-PG-ABST2-ARAB</i>) to the Main Supervisor and the English version of the abstract with the ‘Abstract Approval’ form (<i>KSTCL-PG-ABST1-DOEL</i>) to the Language Lab for approval.
7	Make the required corrections to the dissertation (including the abstract).
8	You can now proceed to PHASE III: SUBMISSION OF DISSERTATION FOR FINAL APPROVAL

IMPORTANT NOTES:

1. You are required to follow the IIUM Thesis Manual available at <https://centre.iium.edu.my/cps/pg-policies-and-procedures/> as the guidelines for your dissertation writing.
2. CPS forms are available at <https://centre.iium.edu.my/cps/forms/> while the Kulliyyah's forms are available at KSTCL website: <https://kulliyyah.iium.edu.my/kstcl/postgraduate-affairs/>

COMPLETION OF PHASE II: RESEARCH WORK

PHASE III: SUBMISSION OF DISSERTATION FOR FINAL APPROVAL

STEP	EVENT
1	<ul style="list-style-type: none">• Submit the finalized copy of the dissertation to the PG Office for approval. The copy should not yet be hardbound. Together with it, submit the 'Final Submission Thesis/Dissertation' form (<i>IIUM-CPS-EXM10</i>).• The office will do the format checking and give feedback within 10 working days.
2	Collect the form and the dissertation from the PG Office and do the necessary format correction (if any).
3	<ul style="list-style-type: none">• Submit the revised dissertation together with the draft dissertation to the PG Office for format verification.• Once the dissertation format has been approved by the PG Office, the dissertation is ready for submission to the Centre for Postgraduate Studies (CPS) for graduation.
4	<ul style="list-style-type: none">• The Kulliyyah will submit your final dissertation and completed 'Final Submission Thesis/Dissertation' form to the CPS for graduation endorsement.• The submission will be processed and your graduation status will be tabled in the Senate Graduation Committee Meeting for endorsement*.

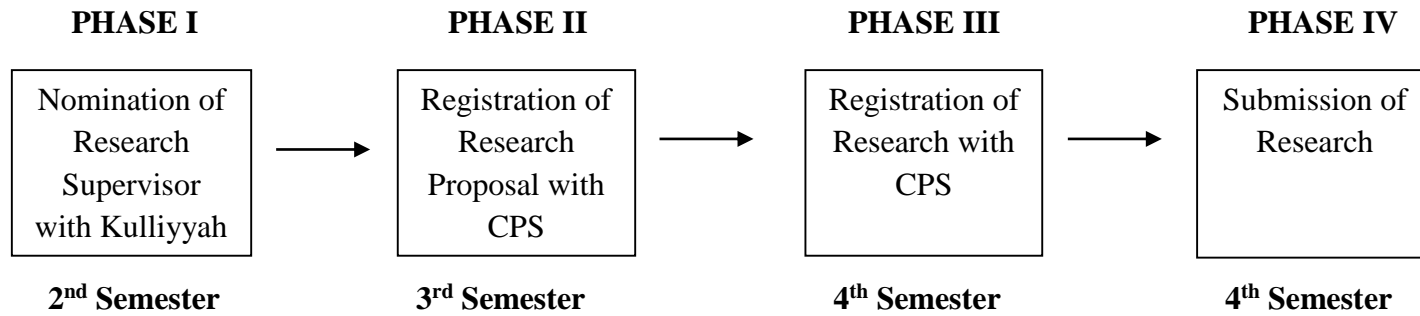
IMPORTANT NOTES:

1. CPS form is available at <https://centre.iium.edu.my/cps/forms/>
2. ***VERY IMPORTANT!** To get the graduation status tabled in the Senate Graduation Committee Meeting in a particular month, the student must submit the dissertation at least **THREE WORKING DAYS** before the deadline of Senate Graduation Committee Meeting submission for that month. Failure to do so will result in the dissertation being tabled in the subsequent month.

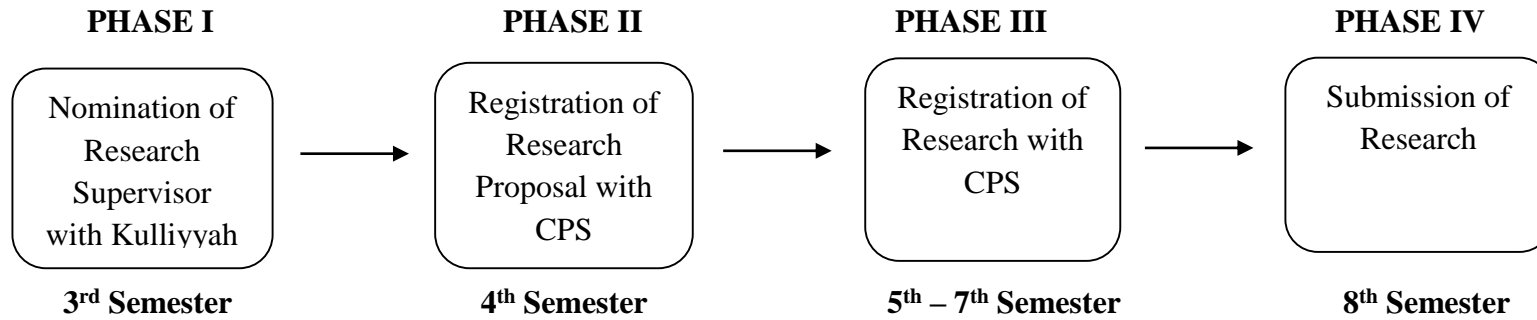
SUBMISSION OF DISSERTATION FOR FINAL APPROVAL COMPLETED

GUIDELINES ON DISSERTATION PLANNING FOR MASTER BY COURSEWORK AND RESEARCH

Mode of Study	Minimum Duration	Normal Duration
Full time	1 academic year	2 academic years

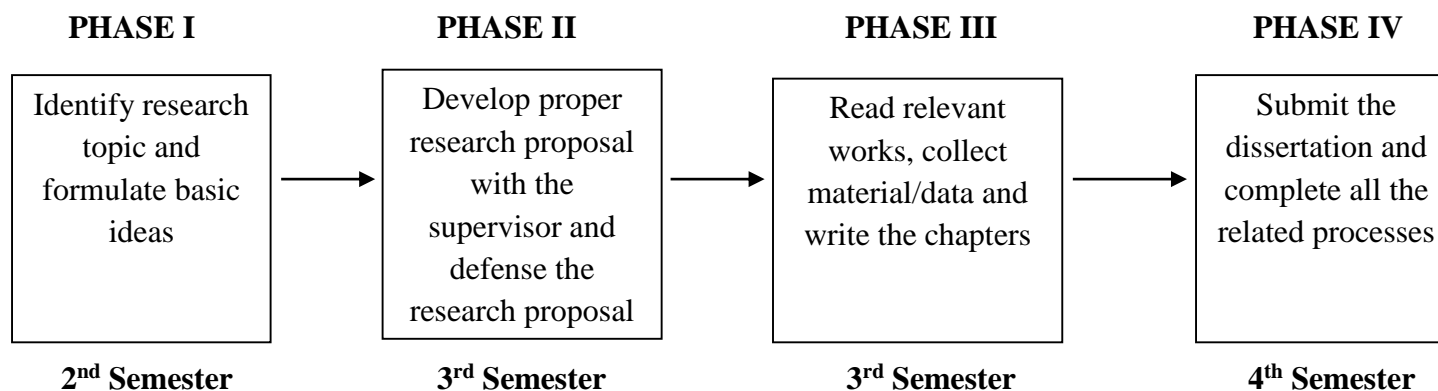


Mode of Study	Minimum Duration	Normal Duration
Part time	2 academic years	4 academic years



CHECKPOINTS OF RESEARCH PROGRESS FOR MASTER BY COURSEWORK AND RESEARCH

Mode of Study	Minimum Duration	Normal Duration
Full time	1 academic year	2 academic years



Mode of Study	Minimum Duration	Normal Duration
Part time	2 academic years	4 academic years

