

KULLIYAH OF LANGUAGES AND MANAGEMENT

DISSERTATION/THESIS WORKFLOW MASTER BY COURSEWORK AND RESEARCH

PHASE I: RESEARCH PROPOSAL

STEP	EVENT
1	Submit 'Nomination of Supervisor' form (<i>KLM-PG-NSI</i>) to the Postgraduate (PG) Unit by Week 10 of the 1 st semester.
2	<ul style="list-style-type: none"> • You will receive a confirmation letter on your approved supervisor from the Kulliyah's PG Unit 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/RI</i>) to the PG Unit latest by Week 1 of the respective semester (Full-time students: by the 2nd semester, Part-time students: by the 3rd semester) • Check confirmation slip to ensure that Research Proposal is officially registered.
4	Submit the 'Research Proposal Progress Report' form (<i>CPS/REG02/V2/RI</i>) to the PG Unit 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 2 copies of your proposal with the 'Request for Proposal Defense (Master)' form (<i>KLM-PG-DPI</i>) to the PG Unit. • You will get a notification letter to defend the proposal at the Kulliyah Postgraduate Committee (KPGC) Meeting within 1 month. • Your proposal will be evaluated by examiner (KPGC members) and the results will be discussed in your proposal defense session.
6	<ul style="list-style-type: none"> • After the proposal defense session, you will get a result notification letter within 1 week. • Submit the 'Research Proposal Progress Report' form (<i>CPS/REG02/V2/RI</i>) to the PG Unit to update the status of your research proposal after the defense.
7	Submit your approved/corrected research proposal together with the 'Correction for Research Proposal' form (<i>KLM-PG-CRPI</i>) to the PG Unit 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 KLM website.
2. CPS forms are available at <http://www.iium.edu.my/centre/cps/download-form-for-student>

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 defense 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 Unit. • 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. Obtain feedback from your supervisor. If there are corrections to be made, do them properly. • If your supervisor is satisfied with your dissertation, fill in the ‘Certification of Completion and Correction of Thesis by Main Supervisor (For Master by Coursework and Research)’ form [<i>CPS-REG/12/2005 (1)</i>]. • Submit one temporary bound copy of your approved dissertation and the form to the PG Unit for examiners 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 Thesis’ form (<i>KLM-PG-CMT1</i>).
6	Submit also the English version of the abstract to the English Writing Lab and the Arabic version to the Arabic Writing Lab for proofreading.
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 <http://www.iium.edu.my/centre/cps/pg-policies-and-procedures> as the guidelines for your thesis writing.
2. CPS forms are available at <http://www.iium.edu.my/centre/cps/download-form-for-student> while the Kulliyah's forms are available at KLM website.

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 Unit for approval. The copy should not yet be hardbound. Together with it, submit the 'Review Form for Thesis Binding' 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 Unit 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 Unit for format verification.• Once the dissertation format has been approved by the PG Unit, the dissertation is ready for hard cover binding.• Make at least two (2) hardbound copies of your dissertation.
4	<ul style="list-style-type: none">• Obtain the signatures of your supervisor.• Submit the two (2) hardbound copies of the dissertation to the PG Unit together with the completed 'Review Form for Thesis Binding'.
5	<ul style="list-style-type: none">• The Kulliyyah will submit the two (2) hardbound copies of your dissertation and completed 'Review Form for Thesis Binding' to the CPS.• Your dissertation then will be tabled in the Senate meeting for endorsement*.

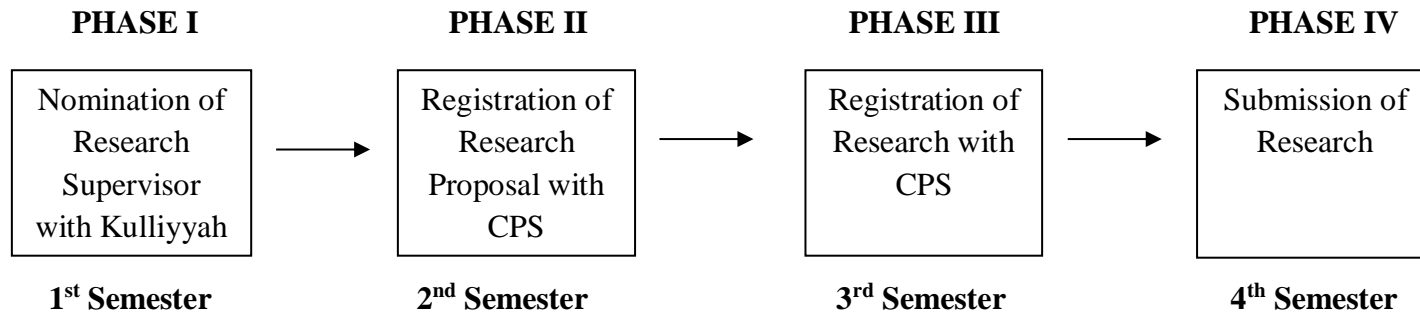
IMPORTANT NOTES:

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

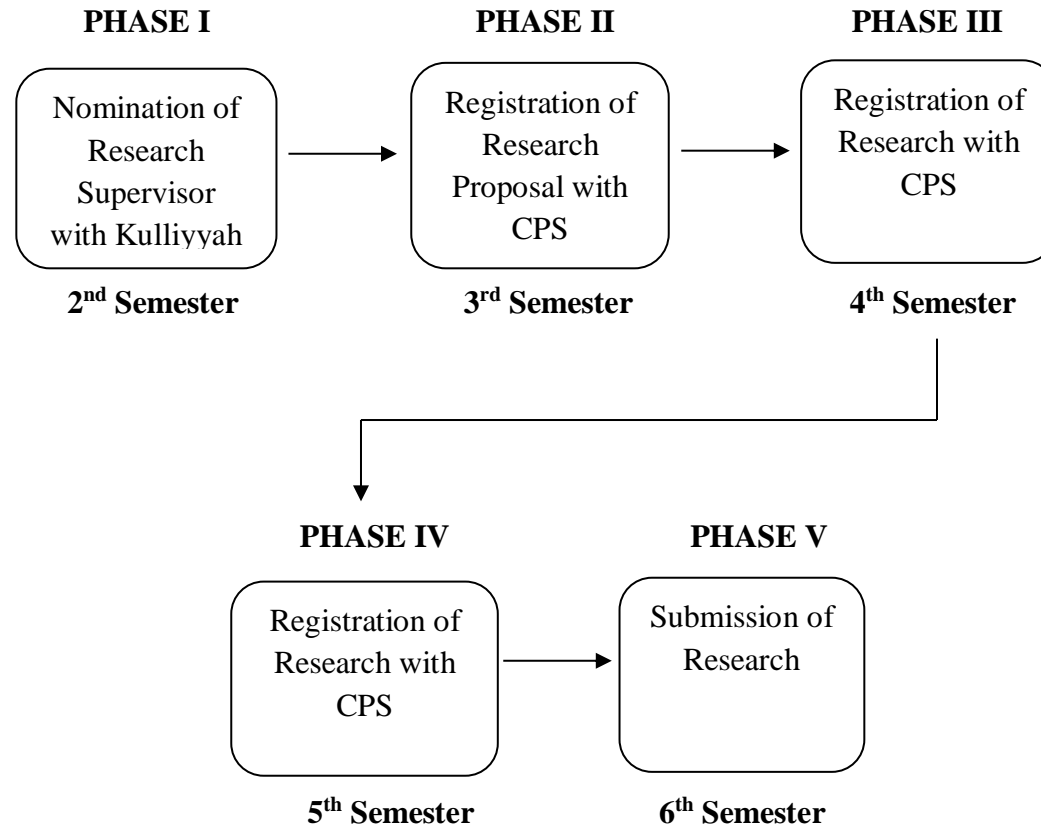
SUBMISSION OF DISSERTATION FOR FINAL APPROVAL COMPLETED

GUIDELINES ON THESIS PLANNING FOR MASTER BY COURSEWORK AND RESEARCH

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

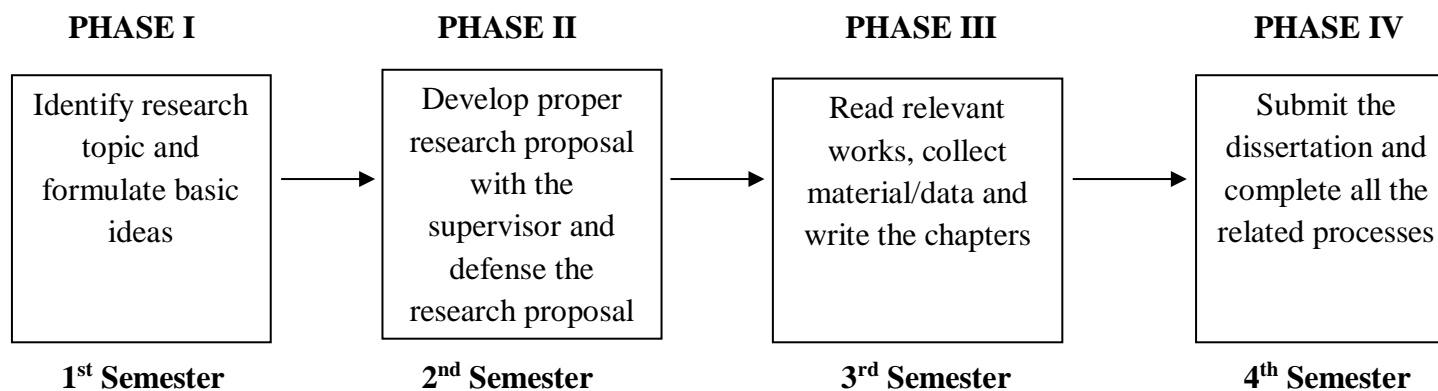


Mode of Study	Minimum Duration	Normal Duration
Part time	2 academic years	3 academic years



CHECKPOINTS OF RESEARCH PROGRESS FOR MASTERS 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	3 academic years

