

**SOP FOR SUBMISSION OF PHD THESIS FOR EXAMINATION  
DURING CMCO AND RTL AT KIRKHS**

1. Nomination of Examiners endorsed at KPGC.
2. To do the formatting via email to IIUM ACADEMY\* [iiumc\\_hne@iium.edu.my](mailto:iiumc_hne@iium.edu.my).
3. IIUM Academy will issue endorsement letter on formatting.
4. Checklist on submission  
<http://www.iium.edu.my/media/30222/Checklist%20before%20submission%20of%20Softbound%20copies.pdf>
  - i) Only copy of thesis in pdf is needed.
  - ii) Proof of publication.
  - iii) Certification of Completion form.  
<http://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>
4. Student to email all the above to supervisor.
5. Supervisor to approve the Certification of Completion form.
6. Supervisor to forward the email to HOD together with the verified **Turnitin** report.
7. HOD to approve the Certification of Completion form.
8. HOD to forward all the above to DDRRI ([haslina@iium.edu.my](mailto:haslina@iium.edu.my), [mazlila@iium.edu.my](mailto:mazlila@iium.edu.my)).
9. ODDRRI to submit to Br. Ihsan, CPS via email.

\*The supervisor has to verify that the quality of the language used in the thesis is acceptable for submission for viva. However, the student remains responsible for the quality of language of his/her thesis.