

**SOP FOR SUBMISSION OF MASTER THESIS FOR EXAMINATION AND
ENDORSEMENT OF RESULT DURING CMCO AT KIRKHS**

1. Nomination of Examiners endorsed at KPGC.
2. Student to receive email from Office of DDRRI; notification to submit thesis within one (1) month.
3. Student to submit one (1) copy of thesis to department along with the following:
 - i. Certification of Completion form by Mixed Mode with 1 soft copy of thesis to HOD
<http://www.iium.edu.my/media/27093/COMPLETION%20MASTER%20MIX%20MODE%20PDF.pdf> or
 - ii. Certification of Completion form by Research Only
<http://www.iium.edu.my/media/43355/01102014%20V2%20Certification%20Of%20Completion%20Of%20Research%20Work%20For%20Master%20%28By%20Resear%20ch%20Only%29%20And%20Phd%20Programme%20%281%29.pdf>
4. Department to email to Office of DDRRI to prepare examiner letter.
5. Office of DDRRI to issue letter to examiner together with acceptance letter by the Department, evaluation report of master thesis form and honorarium form.
6. Department will forward the thesis to examiner.
7. Examiner to submit Evaluation Report and claim form to HOD.
8. HOD to approve and submit Evaluation Report and claim form to Office of DDRRI.
9. Student to comply with the following items and to fill in the following forms:
 - i. Thesis correction form <https://1drv.ms/w/s!Aht0FeY14Z5OgThNnENvhU0Lti29>
 - ii. Checklist on submission form
<http://www.iium.edu.my/media/30222/Checklist%20before%20submission%20of%20Softbound%20copies.pdf>
 - iii. Copy of thesis in pdf and word format.
 - iv. To do the proofreading/formatting and verification of Arabic and English abstract (pdf and words) via email to IIUM ACADEMY* iiumc_hne@iium.edu.my
 - v. IIUM ACADEMY to issue endorsement letter for proofreading/formatting and to stamp on the Arabic and English abstract.
 - vi. Review Form for Thesis Binding <http://www.iium.edu.my/media/24308/CPSEX10V2R1-%20Review%20Thesis%20Binding.pdf>
 - vii. Proof of publication for Research Only mode verified by Supervisor.
10. Student to email all the above to supervisor.
11. Supervisor to approve the forms.
12. Supervisor to forward the email to HOD and cc to Secretary/PA of the Department, together with verified **Turnitin** report and examination result.
13. HOD to approve.
14. HOD to forward all the above to DDRRI (haslina@iium.edu.my , mazlila@iium.edu.my), Department's Liaison at the Office of DDRRI.
15. DDRRI to get endorsement from KPGC members.