

**SOP FOR SUBMISSION OF MASTER THESIS FOR EXAMINATION AND
ENDORSEMENT OF RESULT DURING MCO/CMCO/RMCO 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 for Coursework and Research mode and three (3) months for Research Only mode.
3. Student to do the formatting of dissertation/thesis with IIUM ACADEMY iiumc_hne@iium.edu.my
4. IIUM ACADEMY will issue endorsement letter on formatting.
5. Student to email one (1) soft copy of thesis to the department along with the following:
 - i. Certification of Completion form (Coursework and Research)
<http://www.iium.edu.my/media/27093/COMPLETION%20MASTER%20MIX%20MODE%20PDF.pdf> or
 - ii. Certification of Completion form (Research Only)
<http://www.iium.edu.my/media/43355/01102014%20V2%20Certification%20Of%20Completion%20Of%20Research%20Work%20For%20Master%20%28By%20Resear ch%20Only%29%20And%20Phd%20Programme%20%281%29.pdf>
6. Department to email the completed documents to the Office of DDRRI to prepare the letter to examiner.
7. Office of DDRRI to email the letter to examiner with the attachment; acceptance letter by the Department, evaluation report of master thesis form and honorarium form.
8. Department will forward the letter with the attachment and thesis to examiner.
9. Examiner to email the Evaluation Report and claim form to HOD.
10. HOD to approve and email the Evaluation Report and claim form to the Office of DDRRI.
11. 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%200Softbound%20copies.pdf>
 - iii. Copy of thesis in pdf and word format.
 - iv. To do the proofreading 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 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>
12. Student to email all the above to supervisor.
13. Supervisor to approve the forms.
14. Supervisor to forward the email to HOD and cc to Secretary/PA of the Department, together with verified **Turnitin** report and examination result.
15. HOD to approve.
16. HOD to forward all the above to DDRRI (haslina@iium.edu.my , mazlila@iium.edu.my), Department's Liaison at the Office of DDRRI.
17. DDRRI to get endorsement from KPGC members.