

**FINAL SUBMISSION THESIS/DISSERTATION**

**Instructions:**

**To Student**

1. Please complete Section A.
2. You have to obtain confirmation of the title of your thesis/ dissertation and its contents from your supervisor (Section B)
3. If your thesis/ dissertation is written in the Arabic Language, please obtain verification on the title of your thesis/ dissertation title from the Language Lab or academic staff appointed by the Centre of Studies (Section C).
4. Please complete Section H for student's acknowledgement after obtained approval of Section D – G from Centre of Studies.
5. Please complete Section J (Declaration of Copyright and Affirmation of Fair Use of Unpublished Research) and obtain certification from Supervisor.

**To Deputy Dean (Postgraduate)**

To complete Section D – F and Section I prior submission to Centre for Postgraduate Studies.

**To Dean of the Centre of Studies**

To complete Section G (if applicable)

**SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)**

Name:	Matric No.:
Telephone No.:	Email Address :
Programme :	Department & Centre of Studies :
Mode of Programme: & Study Status	Total Credit Hours Completed:
Correspondence Address & Contact No. :	
Student's Signature:	Date:

**SECTION B: APPROVAL BY SUPERVISOR / POST SUPERVISOR**

Approved Title of the Thesis/ Dissertation	
I have checked the thesis/dissertation submitted by this student. I CONFIRM that his/her thesis/dissertation is ready for submission for graduation.	
Signature & Stamp:	Date:

**SECTION C: COMPULSORY GRAMMAR CHECKING ON THE TITLE OF THESIS/ DISSERTATION (ONLY FOR THESIS/ DISSERTATION WRITTEN IN ARABIC LANGUAGE) TO BE VERIFIED BY THE KULLIYAH'S LANGUAGE LAB/ ACADEMIC STAFF OFFICIALLY APPOINTED BY THE CENTRE OF STUDIES**

Approved Arabic Title	
Approved English Title (Translation)	
I have checked the thesis/dissertation title (Arabic and English) submitted by this student. I VERIFY that the original title (in the Arabic language) and the translation (in the English language) is grammatically correct.	
Signature & Stamp:	Date:

**SECTION D – SECTION F: TO BE COMPLETED AND VERIFIED BY DEPUTY DEAN (POSTGRADUATE) OF THE CENTRE OF STUDIES**

**SECTION D: NAMES OF SUPERVISORS**

Main Supervisor:	
Co-Supervisor(s):	1.
	2.
	3.
Supervisory Committee (if applicable)	1.
	2.
	3.
	4.
	5.

**SECTION E : NAMES OF EXAMINERS**

Internal Examiner(s):	1.
	2.
External Examiner(s)	1.
	2.
	3.

**SECTION F : CHECKING FORMAT THESIS/ DISSERTATION AND APPROVAL FOR SUBMISSION**

ITEMS	TICK (/)	NOTES
Cover Page		
Title Page		
Abstract (English)		
Abstract (Arabic)		
Approval Page		
Declaration Page		
Copyright Page		
Dedication		
Acknowledgement		
Table of Contents		
List of Tables		
List of Figures		
List of Statutes		
List of Abbreviations		
List of Symbols		
Footnotes		
Margin		
Font Style & Size		
Heading / Sub-heading		
Paragraph / Line Spacing		
Page Numbering		
Index		
Bibliography / References		
Appendices		

I hereby verified all of the above information (Section D – F) are correct. The format of the thesis/ dissertation is according to IIUM standard and is ready for submission.

Signature & Stamp:

Date:

**SECTION G : APPROVAL FOR SUBMISSION OF THESIS/ DISSERTATION – TO BE COMPLETED BY THE DEPUTY DEAN (POSTGRADUATE) OR DEAN OF THE CENTRE OF STUDIES**

I have checked and verified that the thesis/dissertation fulfils the IIUM standard and ready for submission.

Signature & Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION H : FINAL SUBMISSION OF THESIS / DISSERTATION – STUDENT’S ACKNOWLEDGEMENT**

I have prepared this thesis/dissertation based on the latest guidelines provided by the Centre for Postgraduate Studies, IIUM. I also submitted the following items together with the thesis/dissertation:

1. Abstract (English & Arabic) approval
2. Turnitin report (1<sup>st</sup> page only which shows the % of similarity index) (**Note: Compulsory for Master programme, for PhD, the report was submitted to Viva unit before viva voce**)
3. Proof of publication, e.g. acceptance letter from the journal of the first page of the publication verified by the Supervisor (*for PhD students whose enrolled from Semester 1, 2014/2015 (Matric Number G141) onwards*)
4. A photocopy of approved publication (1<sup>st</sup> page only which shows the title and author of the publications, applicable for students with **Matric Number G181 and above**)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION I : CHECKLIST FOR SUBMISSION FOR ENDROSEMENT OF GRADUATION STATUS – TO BE COMPLETED BY DEPUTY DEAN (POSTGRADUATE) OF THE CENTRE OF STUDIES**

ITEMS	REMARKS	TICK (/)
Thesis/ Dissertation	Complete Softcopy version to be submitted to Kulliyyah <b>Signature parts must be complete</b>	
Approval Abstract English	To be verified by Supervisor	
Approval Abstract Arabic	To be verified by Kulliyyah’s Language Lab/ Academic Staff Officially appointed by the Kulliyyah/ Institute	
Turnitin Originality Report	<b>EXCEPT for PhD students</b> All masters students must submit the first page of the Turnitin originality report that shows the % of similarity index, accepted 24% and below	
Publication	Proof of publication e.g. acceptance letter from the journal of the first page of the publication verified by the Supervisor ( <b>for PhD students whose enrolled from Semester 1, 2014/2015 (Matric No. G141) onwards</b> )	
	A photocopy of approved publication (1 <sup>st</sup> page only which shows the <b>title and author of the publication, applicable for students with Matric No.G181 and above</b> )	
Result of the Thesis/ Dissertation	Thesis/ dissertation result of master’s programme is to be updated in the Postgraduate System by the Kulliyyah/ Institute)	
Language Requirement ( <b>for Language approved as graduation requirement</b> )	English Language	
	Arabic Language (for thesis/ dissertation written in the Arabic Language)	
Graduation Status	Recommended: _____ Not Recommended ( <i>Please state reason</i> ): _____	
Signature: _____		Date: _____

**SECTION J: DECLARATION OF COPYRIGHT AND AFFIRMATION OF FAIR USE OF UNPUBLISHED RESEARCH**

Author's full name :  
 NRIC/ Passport No. :  
 Thesis Title :  
 Academic Session :  
 Sponsor :

I declare that this thesis/ dissertation/ research work is classified as:

<input type="checkbox"/>	<b>OWNED BY THE FUND PROVIDER/SPONSOR</b>	(produced under a research grant by a third party)
<input type="checkbox"/>	<b>JOINTLY OWNED WITH A THIRD PARTY(S) AND/OR IIUM</b>	<ol style="list-style-type: none"> <li>1. (produced under a collaborative project with a third party whereby the outputs are jointly owned by all the parties)</li> <li>2. The student is partially sponsored by IIUM or the Malaysian government</li> <li>3. The research involves substantial use of institutional resources and/or services beyond the common provision.</li> </ol> <p>e.g. the university makes special purchases of equipment or materials for the project where these purchases are not included in the student's 'bench fee.'</p>
<input type="checkbox"/>	<b>OWNED BY IIUM</b>	<ol style="list-style-type: none"> <li>1. The student is fully sponsored by IIUM or the Malaysian Government</li> <li>2. The research and thesis/ dissertation is fully funded by IIUM or the Malaysian government.</li> <li>3. The research is a sponsored project such as FRGS, RMGS, Bio-Science etc.</li> </ol> <p>The student is working as a team member on a project that derives from the intellectual property of academic staff or involves substantial collaboration with academic.</p>
<input type="checkbox"/>	<b>OWNED BY STUDENT</b>	<ol style="list-style-type: none"> <li>1. The student is self-sponsored.</li> <li>2. The research and thesis/dissertation is fully funded by the student</li> <li>3. The research does not involve substantial use of institutional resources and/or services beyond the common provision.</li> </ol>

I AGREE AND UNDERTAKE TO DEPOSIT this thesis/ dissertation/ research work as follows:

- CONFIDENTIAL** (Contains confidential information under the Official Secret Act 1950)
- RESTRICTED** (Contains restricted information as specified by the organization and where research was done and the grant holder of the funds used for the research)
- EMBARGO** (this thesis is subjected to an embargo period of ..... years due to the following reasons):  
 \_\_\_\_\_  
 \_\_\_\_\_
- OPEN ACCESS** I agree that my thesis to be published as online open access (full text)

I ACKNOWLEDGE that the International Islamic University Malaysia reserves the right as follows:

- (1) IIUM or its library will have the right to make and transmit copies (print or electronic) for institutional and academic purposes.
- (2) The IIUM library will have the right to make, store in a retrieved system and supply copies of this unpublished research if requested by other universities and research libraries.
- (3) The IIUM library will have the right to make a digital copy of the thesis via the internet in downloadable format.

By signing this form, I acknowledge that I have read and understand the IIUM Policy on Research and Innovation.

Certified by:

\_\_\_\_\_  
Signature of Student

Name:

Matric Number:

Date:

\_\_\_\_\_  
Signature of Supervisor

Name:

Date:

*Notes: If the thesis/ dissertation/ research work is CONFIDENTIAL or RESTRICTED, please attach with the letter from the organization with period and reasons for confidentiality or restriction*

**SECTION K: OFFICE USE (CENTRE FOR POSTGRADUATE STUDIES)**

**Action/ Remarks:**

**Date:**

**FLOWCHART ON SUBMISSION OF FINAL THESIS DISSERTATION FORM AND STUDENT'S GRADUATION (BY RESEARCH ONLY AND BY COURSEWORK & RESEARCH)**

