



## REVIEW FORM FOR THESIS BINDING

### 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. Upon completion Section A – C, please submit this form together with one (1) copy of your soft bound thesis/ dissertation to the Postgraduate Office of your Centre of Studies for further process.
5. Please complete Section H for student's acknowledgement after obtained approval of Section D - G

#### 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

### 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 final check before hardcover binding.	
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 HARD BINDING AND 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 hardcover binding.

Signature & Stamp:

Date:

**SECTION G : APPROVAL FOR SUBMISSION OF HARDBOUND THESIS/ DISSERTATION – TO BE COMPLETED BY THE DEAN OF THE CENTRE OF STUDIES**

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

Signature & Stamp:

Date:

**SECTION H : FINAL SUBMISSION OF HARDBOUND 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 hardbound thesis/dissertation:

1. CD-R containing word and pdf document of my thesis/dissertation
2. Abstract (English & Arabic) approval
3. 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**)
4. 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*)
5. 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)

NOTE:

*Student to submit the thesis/dissertation and the above item (1) to (5) to Postgraduate Office of their respective Centres of Studies. The Centre of Studies will arrange to send them to the CPS.*

Signature:

Date:

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

ITEMS	REMARKS	TICK (/)
Thesis/ Dissertation	<b>One (1) Hardbound:</b> A4 paper at least 80gsm, Colour- <b>Master (black)</b> and <b>PhD (dark blue)</b> , Hardcover Font – Embroidered Gold	
	<b>One (1) Softcopy in CD-R contains:</b> Words Format and PDF Format	
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 ( <b>1<sup>st</sup> page only which shows the title and author of the publication, applicable for students with Matric No.G181 and above</b> )	
Result of the Thesis/ Dissertation	<b>EXCEPT for PhD programme</b> (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 : OFFICE USE (CENTRE FOR POSTGRADUATE STUDIES)**

Action/ Remarks:	Date:
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