

(if the student engages Academy for any PETF service)

After payment is made by the student, Academy's PIC prepares the letter and sends to the student.

SOP ON FULL ENDORSEMENT FOR HARDBOUND THESIS SUBMISSION

(for documents proofread or formatted by third parties)

For the second situation, Academy's PIC will inform the student that in his case, the next course of action depends on kulliyah's instruction.

THESIS BINDING APPROVAL PROCESS FOR KIRKHS POSTGRADUATE STUDENTS (AFTER THESIS EXAMINATION)

After thesis examination has been carried out, students are required, in most cases, to make corrections. After post-examination supervisor has indicated to the student that the corrections are complete, there are **THREE** things the student needs to do:

1. Get the whole thesis to be proofread, including the thesis abstracts.
2. If your thesis is in English, get the English abstract translated into Arabic, or if your thesis is in Arabic, get the Arabic abstract translated into English.
3. Ensure that the formatting of the thesis is according to the university-approved typesetting style.

1. How to get the whole thesis proofread?

- The student may seek the service of any reputable proofreader to proofread his/her thesis from the beginning to the end. The proofreader must issue a letter attesting that the thesis has been proofread in total. This letter must be presented to IIUM Academy. (The supervisor of the student may also certify that he/she has proofread the whole thesis).
- The student may also seek the KIRKHS proofreading service that is available through IIUM Academy. To contact IIUM Academy, please write to iiumc_hne@iium.edu.my

2. How to get the thesis abstracts endorsed if they are proofread by a third party?

- The student must seek the KIRKHS endorsement service that is available through IIUM Academy. To contact IIUM Academy, please write to iiumc_hne@iium.edu.my

3. Do I need to re-do the thesis formatting post-examination or post-viva even though I have done it before I submitted my thesis for examination?

- Your hardbound thesis will be on the shelf of the University's Library and the softcopy is accessible from the web (with certain permissions). Surely you don't want your thesis to look inconsistent, thus it is a good idea to do the Formatting Review once again after all corrections have been completed after examination/viva.

However, if you are certain that you have not departed from the formatting that had been approved before the examination, you may produce the formatting endorsement letter that you received before to obtain the full endorsement.

After 1, 2 and 3 have been completed, IIUM Academy will issue an Endorsement Letter to attest that all the necessary checks have been completed.

The student shall then submit the Endorsement Letter together with other required document to his/her department for onward submission to the Office of the Deputy Dean that is in-charge of postgraduate matters at KIRKHS.

From the Office of the said Deputy Dean, the documents will be passed to the Centre for Postgraduate Studies for approval of graduation.

KIKRHS' APPROVAL FOR THESIS SUBMISSION TO THE EXAMINERS

Before a postgraduate student can submit his/her thesis for examination, a few checks will be done by the office in-charge of postgraduate affairs at the Kulliyyah. One of the mandatory checks is whether the thesis is formatted accurately according to the standard format required by IIUM.

KIRKHS has engaged IIUM Academy to carry out this check. The student may complete this requirement by doing one of the following:

1. The student may request IIUM Academy to do Formatting Review if the student is confident that his/her document is already correctly formatted according to IIUM's requirements. The Formatting Review service will sample up to 50 pages of the document to ascertain the conformity.
2. If the student would like to have another set of "eyes" to look at the details of his/her thesis formatting and intends to do the corrections himself/herself if there are errors, he/she may ask the "proofing for format" service at IIUM Academy to get his documents marked at where the formatting errors occur.
3. The student may also seek full-fledge formatting service that is available at IIUM Academy. In this situation, the formatting will be done by a typesetter approved by KIRKHS.
4. The student may engage a third party to do the formatting of his/her thesis, but to obtain IIUM Academy's endorsement, he/she must engage Academy for the Formatting Review service (No. 1).

To contact the person-in-charge at IIUM Academy, please write to iiumc_hne@iium.edu.my.