

GUIDELINES FOR THESIS/DISSERTATION SUBMISSION FOR EXAMINATION/REEXAMINATION

| NO. | SUBMISSION FOR EXAMINATION / REEXAMINATION |
|-----|--|
| 1. | Softcopy AND Hardcopy of Thesis/Dissertation (Both are Compulsory) |
| 2. | Submission Form (download here https://apium.um.edu.my/download-form) |
| 3. | Letter of Title's Approval |
| 4. | Proof of Proposal Defence (PD) Seminar |
| 5. | Proof of Candidature Defence (CD) Seminar |
| 6. | Proof of Confirmation Defence (CD) Seminar <i>(for PhD fast track candidates only)</i> |
| 7. | Proof of Thesis Seminar <i>(for PhD candidates only)</i> |
| 8. | Letter for Research Methodology course <i>(for PhD and Master Full Research only)</i> |
| 9. | Proofread Form <i>(for international candidates only)</i> |
| 10. | Abstract Form (download here https://apium.um.edu.my/download-form) |
| 11. | Proof of Turnitin |
| 12. | Proof of Fulfillment Bahasa Malaysia Requirement <i>(for international candidates only)</i> |
| 13. | Proof of financial statement <i>Please get signature and official stamp from Bursar UM via bursar_student@um.edu.my</i> |

HOW TO SUBMIT FOR EXAMINATION / REEXAMINATION

a) Send the **softcopy** of thesis/dissertation and the submission documents to the Postgraduate official email: api_tinggi@um.edu.my

Carbon copy to (cc):

| | | |
|--|-------------------------|--|
| Associate Professor Dr Abdul Karim Ali | Deputy Director | abdkarim@um.edu.my |
| Mr Mohamed Afiq Afandi Mohamed Azahari | Assistant Registrar | afiq.afandi@um.edu.my |
| Mdm Junita Halim | (For PhD Candidates) | june1981@um.edu.my |
| Mdm Hafizah Mahmud | (For Master Candidates) | hafizah@um.edu.my |

b) Send/Ship **TWO (2) hardcopies**¹ of thesis/dissertation to the address below:

Deputy Director Office (Postgraduate Studies)
Level 4, Block D, Academy of Islamic Studies
Universiti Malaya
50603 Kuala Lumpur, Malaysia

Attention to:

| | |
|--------------------|-------------------------|
| Mdm Junita Halim | (For PhD Candidates) |
| Mdm Hafizah Mahmud | (For Master Candidates) |

¹ For the purpose of examination, research project/dissertation/thesis submitted should be **soft cover** bound in rexine with the **dark red or maroon** colour.

c) Important Notes:

- i) all documents that been submitted will be checked by Postgraduate Office **at least 3 working days**. Official receipt will be sent to the candidate/s via email when all the documents are complete.
- ii) candidate/s also should submit the documents for thesis/dissertation submission via **Maya Portal**
- iii) For PhD Candidate/s only, they will be informed earlier about the date of Viva Voce (when the examination process is completed) via email
- iv) the official result for examination/Viva Voce will be send via email to the candidate/s

GUIDELINES FOR THESIS/DISSERTATION SUBMISSION AFTER EXAMINATION / FOR GRADUATION

| NO. | FINAL SUBMISSION AFTER EXAMINATION / FOR GRADUATION |
|-----|---|
| 1. | Softcopy AND Hardcopy of Thesis/Dissertation (Both are Compulsory) |
| 2. | Final Submission Form (download here https://apium.um.edu.my/download-form) |
| 3. | Proofread Form (<i>only if advised by examiner/s</i>) |
| 4. | Proof of Turnitin |
| 5. | Result of Board of Examiner's Meeting |
| 6. | Thesis/Dissertation Corrections Report |
| 7. | Proof of Fulfillment English Requirement (<i>for international candidates only</i>) |
| 8. | Proof of Article Publication/s; or acceptance letter (<i>for research mode only</i>) |
| 9. | Repository Form (download here https://apium.um.edu.my/download-form) |
| 10. | Proof of financial statement <i>Download from MAYA Portal > Finance > Fees & Payment > View Account Statement</i> |

HOW TO SUBMIT AFTER EXAMINATION / FINAL SUBMISSION

a) Send the **softcopy** of thesis/dissertation and the submission documents to the Postgraduate official email: api_tinggi@um.edu.my

Carbon copy to (cc):

| | | |
|--|-------------------------|--|
| Associate Professor Dr Abdul Karim Ali | Deputy Director | abdkarim@um.edu.my |
| Mr Mohamed Afiq Afandi Mohamed Azahari | Assistant Registrar | afiq.afandi@um.edu.my |
| Mdm Junita Halim | (For PhD Candidates) | june1981@um.edu.my |
| Mdm Hafizah Mahmud | (For Master Candidates) | hafizah@um.edu.my |

b) Send/Ship the **hardcopy**² of thesis/dissertation to the address below:

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Level 4, Block D, Academy of Islamic Studies
Universiti Malaya
50603 Kuala Lumpur, Malaysia

Attention to:

| | |
|--------------------|-------------------------|
| Mdm Junita Halim | (For PhD Candidates) |
| Mdm Hafizah Mahmud | (For Master Candidates) |

2 For final submission prior to graduation, dissertation/thesis submitted should be **hard cover** bound in rexine with the **dark red or maroon** colour.

- a) Four (4) hardcopies = if there are one supervisor
- b) Five (5) hardcopies = if there are two supervisors

c) Important Notes:

- i) all documents that been submitted will be checked by Postgraduate Office at least 3 working days. Official receipt will be sent to the candidate via email when all the documents are complete.
- ii) the senate committee's decisions will be sent via email by Academic Administration & Services Centre (AASC)