

## GUIDELINES FOR THESIS/DISSERTATION SUBMISSION FOR EXAMINATION/REEXAMINATION

### a) DOCTOR OF PHILOSOPHY

NO.	THESIS SUBMISSION FOR EXAMINATION / REEXAMINATION
1.	Softcopy of Thesis ( <b>submission by email address as been instructed</b> )
2.	Two (2) Hardcopies of Thesis ( <b>print after approval by the faculty</b> ) - soft cover bound in rexine with the dark red or maroon colour
3.	Submission Form (download here <a href="https://apium.um.edu.my/download-form">https://apium.um.edu.my/download-form</a> )
4.	Letter of Title's Approval
5.	Proof of Research Methodology course ( <i>for PhD and Master Full Research only</i> )
6.	Proof of Proposal Defence (PD) Seminar
7.	Proof of Candidature Defence (CD) Seminar
8.	Proof of Confirmation Defence (CD) Seminar ( <i>for PhD fast track candidates only</i> )
9.	Proof of Thesis Seminar ( <i>for PhD candidates only</i> )
10.	Proofread Form ( <i>for international candidates only</i> )
11.	Abstract Form (download here <a href="https://apium.um.edu.my/download-form">https://apium.um.edu.my/download-form</a> )
12.	Proof of Turnitin
13.	Proof of Fulfilment Bahasa Malaysia Requirement ( <i>for international candidates only</i> )
14.	Proof of Fulfilment English Requirement ( <i>for international candidates only</i> )
15.	Proof of financial statement via MAYA Portal
16.	Proof of thesis/dissertation submission via MAYA Portal
17.	Final Checklist Form (Submission via Maya Portal) (download here <a href="https://apium.um.edu.my/download-form">https://apium.um.edu.my/download-form</a> )
18.	Copy of Offer Letter Admission to Universiti Malaya
19.	Proof of Publication/s; or acceptance letter ( <i>if have been published / accepted</i> )
20.	Confirmation Form of Publication (download here <a href="https://apium.um.edu.my/downloadform">https://apium.um.edu.my/downloadform</a> )

### b) MASTER BY RESEARCH / MIXED MODE

NO.	DISSERTATION SUBMISSION FOR EXAMINATION / REEXAMINATION
1.	Softcopy of Dissertation ( <b>submission by email address as been instructed</b> )
2.	Two (2) Hardcopies of Dissertation ( <b>print after approval by the faculty</b> ) - soft cover bound in rexine with the dark red or maroon colour
3.	Submission Form (download here <a href="https://apium.um.edu.my/download-form">https://apium.um.edu.my/download-form</a> )
4.	Letter of Title's Approval
5.	Proof of Research Methodology course ( <i>for Master Full Research only</i> )
6.	Proof of Proposal Defence (PD) Seminar
7.	Proof of Candidature Defence (CD) Seminar
8.	Proofread Form ( <i>for international candidates only</i> )
9.	Abstract Form (download here <a href="https://apium.um.edu.my/download-form">https://apium.um.edu.my/download-form</a> )
10.	Proof of Turnitin

11.	Proof of Fulfilment Bahasa Malaysia Requirement ( <i>for international candidates only</i> )
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18.	Copy of Offer Letter Admission to Universiti Malaya

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Sort and rename all the documents properly as sample picture below:



## HOW TO SUBMIT FOR EXAMINATION / REEXAMINATION

a) Subject of Email:

THESIS/DISSERTATION SUBMISSION FOR EXAMINATION / REEXAMINATION -  
CANDIDATE'S NAME (MATRIC NUMBER)

b) Send the **softcopy** of thesis/dissertation and the submission documents to the Postgraduate official email:  
[api\\_tinggi@um.edu.my](mailto:api_tinggi@um.edu.my)

c) Carbon copy to (cc):

Professor Dr. Sa'adan bin Man	Deputy Dean (Postgraduate)	<a href="mailto:saadan@um.edu.my">saadan@um.edu.my</a>
Mdm. Nur Liyana binti Abdul Manaff	Assistant Registrar (Postgraduate)	<a href="mailto:liyanamanaff@um.edu.my">liyanamanaff@um.edu.my</a>
Mdm. Siti Norfatehah binti M.Mujib	Administrative Assistant	<a href="mailto:miss.tehah@um.edu.my">miss.tehah@um.edu.my</a>

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

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

**Attention to: Mdm. Siti Norfatehah binti M.Mujib (Postgraduate Division)**

e) 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) For PhD Candidate/s only, they will be informed earlier regarding the date of Viva Voce via email (when the examination process is completed).
- iii) The official result for examination/Viva Voce will be send via email to the candidate/s.