

GUIDELINES FOR THESIS/DISSERTATION SUBMISSION FOR EXAMINATION/REEXAMINATION

a) DOCTOR OF PHILOSOPHY

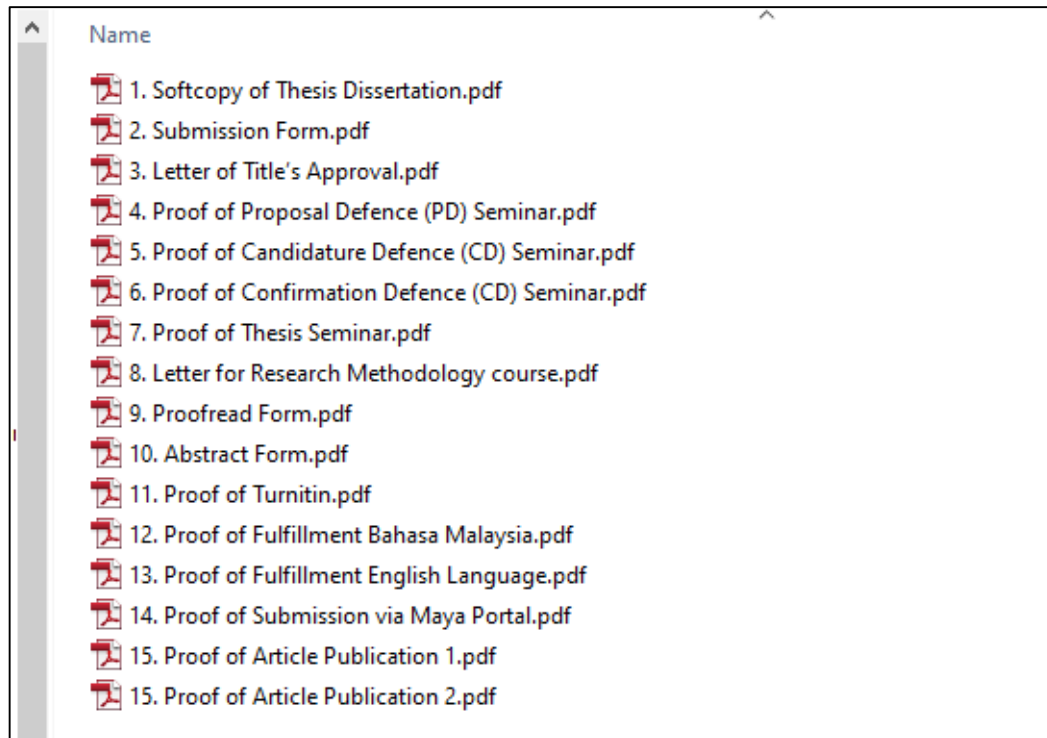
NO.	THESIS SUBMISSION FOR EXAMINATION / REEXAMINATION
1.	Softcopy of Thesis (submission by email address as been instructed)
2.	Two (2) Hardcopies of Thesis (print after approval by the faculty) - soft cover bound in rexine with the dark red or maroon colour
3.	Submission Form (download here https://apium.um.edu.my/download-form)
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 https://apium.um.edu.my/download-form)
12.	Proof of Turnitin
13.	Proof of Fulfillment Bahasa Malaysia Requirement (<i>for international candidates only</i>)
14.	Proof of Fulfillment 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 https://apium.um.edu.my/download-form)
18.	Confirmation Form of Publication (download here https://apium.um.edu.my/download-form)
19.	Proof of Publication/s; or acceptance letter (<i>if have been published / accepted</i>)

b) MASTER BY RESEARCH / MIXED MODE

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8.	Proofread Form (<i>for international candidates only</i>)
9.	Abstract Form (download here https://apium.um.edu.my/download-form)
10.	Proof of Turnitin
11.	Proof of Fulfillment Bahasa Malaysia Requirement (<i>for international candidates only</i>)
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16.	Confirmation Form of Publication (download here https://apium.um.edu.my/download-form) (<i>for Master Full Research only</i>)
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How to Rename the Documents

Sort and rename all the documents properly as picture below:



HOW TO SUBMIT FOR EXAMINATION / REEXAMINATION

a) Title 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

c) Carbon copy to (cc):

Professor Dr Abdul Karim Ali
Mr Mohamed Afiq Afandi Mohamed Azahari
Mdm Siti Norfatehah M. Mujib
Mdm Hafizah Mahmud

Deputy Dean
Assistant Registrar
(For PhD Candidates)
(For Master Candidates)

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

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

Attention to:

Mdm Siti Norfatehah M. Mujib
Mdm Hafizah Mahmud

(For PhD Candidates)
(For Master Candidates)

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

GUIDELINES FOR THESIS/DISSERTATION SUBMISSION AFTER EXAMINATION / FOR GRADUATION

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2.	Hardcopy of Thesis/Dissertation (print after approval by the faculty) - hard cover bound in rexine with the dark red or maroon colour a) Four (4) hardcopies = if there are one supervisor, or; Five (5) hardcopies = if there are two supervisors b) Thesis/Dissertation (in PDF format) in a compact disc (CD)
3.	Final Submission Form (download here https://apium.um.edu.my/download-form)
4.	Proofread Form (<i>only if advised by the examiner/s</i>)
5.	Proof of Turnitin
6.	Result of Board of Examiner's Meeting
7.	Thesis/Dissertation Corrections Report
8.	Confirmation Form of Publication (download here https://apium.um.edu.my/download-form)
9.	Proof of Publication/s; or acceptance letter (<i>for research mode only</i>)
10.	Repository Form (download here https://apium.um.edu.my/download-form)

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Mr Mohamed Afiq Afandi Mohamed Azahari
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Deputy Dean
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(For Master Candidates)

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d) Electronic copy of the dissertation/thesis (in PDF format) in a compact disc (CD) must be labeled with the following details:

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Matric no.
Title of dissertation/thesis
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e) Send/Ship the **hardcopy** of thesis/dissertation to the address below:

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50603 Kuala Lumpur, Malaysia

Attention to:

Mdm Siti Norfatehah M. Mujib	(For PhD Candidates)
Mdm Hafizah Mahmud	(For Master Candidates)

f) 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 Department (AASD)