



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 01

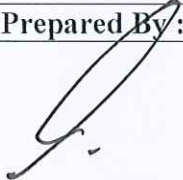
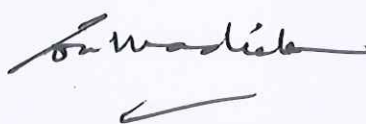
HANDLING OF PTEM (MASTER)

EFFECTIVE DATE : 01/02/2019

DOCUMENT NO. : IUM/TNL/PG/10

PAGE : 1/8

HANDLING OF PTEM (Post Thesis Examination Meeting)

Prepared By :-	Approved By :-
Signature : 	Signature : 
Name : Muhammad Ihsan Bin Abdul Razak	Name : Prof. Dr. Ida Madieha Abdul Ghani Azmi
Position : Assistant Director	Position : Dean
Date : 02/01/2019	Date : 02/01/2019



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UNIVERSITY MALAYSIA

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HANDLING OF PTEM (MASTER)

EFFECTIVE DATE : 02/01/2019

DOCUMENT NO. : IIUM/TNL/PG/18

PAGE : 2/8

1. OBJECTIVE

This procedure aims to ensure that the PTEM of Master is systematically conducted.

2. SCOPE

The procedure covers to all COS in Handling the PTEM for Master students.

3. DEFINITION/ABBREVIATION

- | | | |
|------|---------|--|
| 3.1 | DDPG | Deputy Dean Postgraduate |
| 3.2 | HOD | Head of Department |
| 3.3 | PG Kull | Postgraduate Office at Kulliyah |
| 3.4 | SAD | Senior Assistant Director |
| 3.5 | AD | Assistant Director |
| 3.6 | SAAO | Senior Assistant Administrative Officer |
| 3.7 | AAO | Assistant Administrative Officer |
| 3.8 | CC/CL | Course Coordinator/Course Leader |
| 3.9 | SAA | Senior Administrative Assistant |
| 3.10 | AA | Administrative Assistant |
| 3.11 | PA | Personal Assistant |
| 3.12 | CoS | Centre of Studies (Kulliyahs/Centres/Institutes -
excluding Centre of Foundation Studies) |
| 3.13 | PTEM | Post Thesis Examination Meeting |



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VERSION NO. : 03

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HANDLING OF PTEM (MASTER)

EFFECTIVE DATE : 02/01/2019

DOCUMENT NO. : IUM/TNL/PG/18

PAGE : 3/8


3.13 EXAMINERS

Person appointed by the University to examine the Master's Thesis

4. REFERENCES

4.1 PG Regulation.


4.2 Report of Examiner(s)

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
HANDLING OF PTEM (MASTER)	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/TNL/PG/18	PAGE : 4/8

5. RESPONSIBILITY AND DETAILED PROCEDURE


RESPONSIBILITY	DETAILED PROCEDURE
	5.1 PREPARATION OF PTEM
CoS	5.1.1 Received report from the examiner(s) 5.1.2 Schedule the date of PTEM with or without defense. 5.1.3 Issue the Invitation Letter to the PTEM Committee Members comprises of : <ul style="list-style-type: none"> a) Chairman-Dean of COS b) Appointed examiners c) Supervisor (If deemed necessary) d) HOD/ Representative from Department e) AD as secretariat
	5.2 MANAGING OF PTEM
CoS	5.2.1 The PTEM committee members meet as scheduled. 5.2.2 Deliberate on the Examiner's Report to determine whether a PTEM should take place. 5.2.3 If yes, student and the supervisor will be invited to the Meeting Room If No, the decision of the PTEM committee members will be conveyed accordingly. 5.2.4 Student will be invited to defend the thesis

	<p>5.2.5 PTEM committee members will deliberate on the result of the Defence.</p> <p>If Pass, the student will be requested to proceed with submission of hardbound copies.</p> <p>If Pass with Minor/ Major correction/ Resubmission with OR without viva voce, a post viva supervisor will be appointed to ensure the student undertakes all correction as required by the examiner(s) within the stipulated period as specified in the PG Regulation.</p> <p>If Re Submission with or without PTEM is required, a post viva supervisor will be appointed to ensure the student undertakes all correction as required by the examiner(s) and new date for viva voce will be scheduled.</p> <p>If fail, the student will be DISMISSED</p>
	5.3 SUBMISSION OF COMPLETED THESIS
PG KULL	<p>5.3.1 To receive the corrected version of the thesis together with Research Binding Form</p> <p>5.3.2 To check the formatting of thesis</p> <p>5.3.3 To send to CPS</p> <p>5.3.4 To verify on the formatting</p>
CPS	5.4.1 To advise student to proceed with the hard bound
	Process End

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
HANDLING OF PTEM (MASTER)	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IIUM/TNL/PG/18	PAGE : 6/8

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Examiner Report	1 Year	CPS Filing Room	CoS
2.	PTEM Report	1 Year	CPS Filing Room	CoS
3.	Hardcopy of the Thesis	University life	IIUM Library	CoS

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 01
HANDLING OF PTEM (MASTER)	EFFECTIVE DATE : 02/01/2019
DOCUMENT NO. : IUM/TNL/PG/18	PAGE : 7/8

7. FLOW CHARTS

