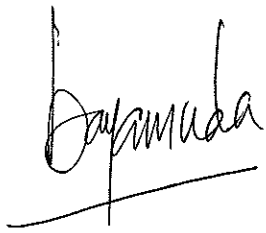




MANAGEMENT OF E-THESES PROCEDURE

Prepared By:	Approved By:
	
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Date: 15.7.2026	Date: 15 th July 2026

1.0 OBJECTIVE

To illustrate the management of e-theses or the digital version of postgraduates' theses and dissertations and ensure their online accessibility to library clients through the IIUM Theses Repository.

2.0 SCOPE

This procedure applies to all IIUM e-theses extracted from the iViva system and encompasses the processes of metadata and records maintenance, cataloguing, and access control within Dar al-Hikmah Library. It is also applicable to all campus libraries involved in the management of e-theses.

3.0 ACCOUNTABILITY

The following offices are accountable for the Procedure:

- 3.1 Research and Academic Support Department (RASD)
- 3.2 Digital Preservation Unit Section (DPS)
- 3.3 Information Technology Division (ITD)

4.0 ABBREVIATIONS

- RASD : Research and Academic Support Department
- DPS : Digital Preservation Section
- LA : Library Assistant.
- ITD : Information Technology Division
- SLA : Senior Library Assistant.

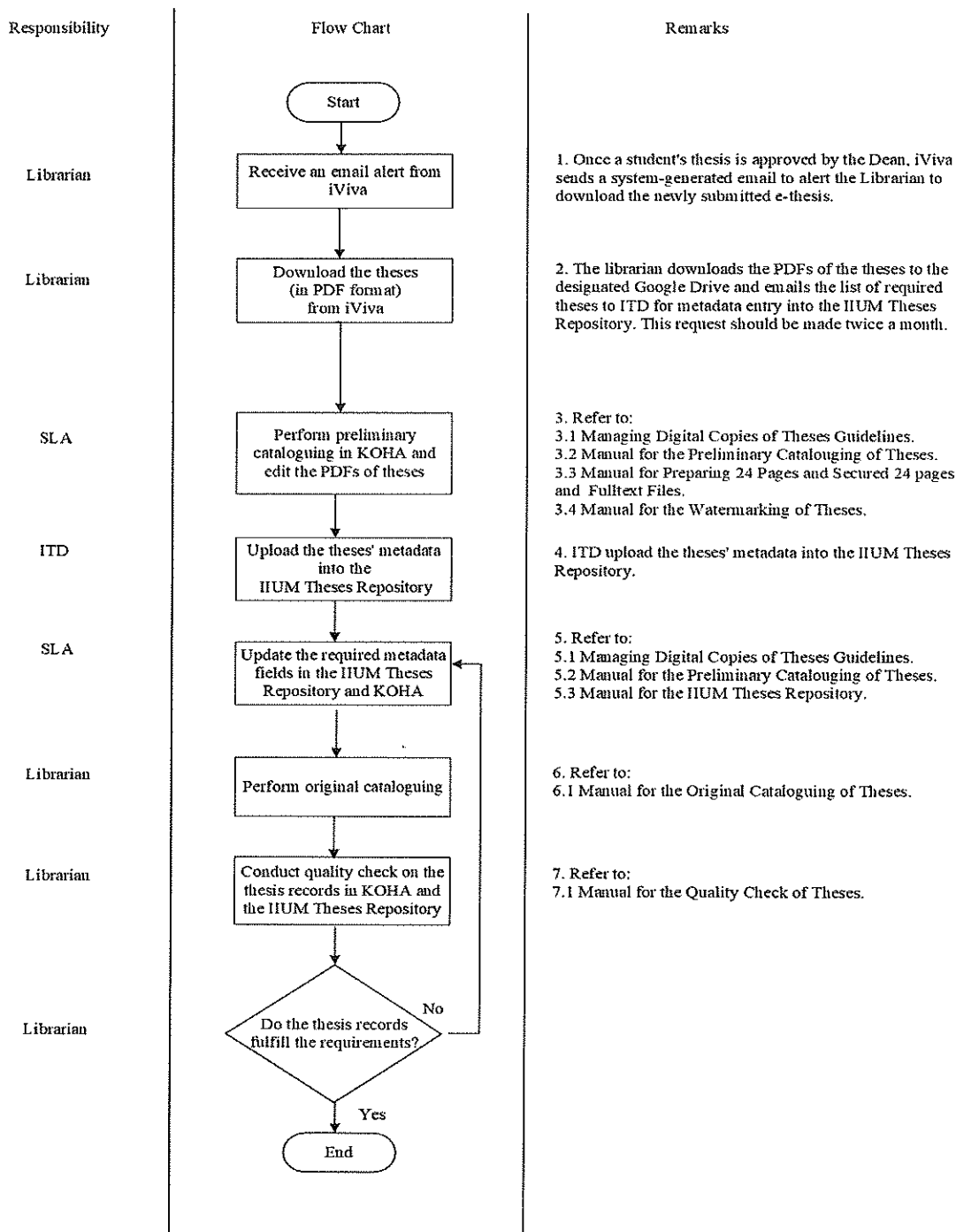
5.0 REFERENCE

- 5.1 Managing Digital Copies of Theses Guidelines.
UIAM.LIB.GUI.100-7/3/1
- 5.2 Manual for the Preliminary Cataloguing of Theses.
UIAM.LIB.MAN.100-7/3/1
- 5.5 Manual for the Original Cataloguing of Theses.
UIAM.LIB.MAN.100-7/3/1
- 5.6 Manual for the Quality Check of Theses.
UIAM.LIB.MAN.100-7/3/1
- 5.7 Manual for the IIUM Theses Repository.
UIAM.LIB.MAN.100-7/3/1
- 5.8 Manual for Preparing 24 Pages and Secured 24 pages and Fulltext Files.
UIAM.LIB.MAN.100-7/3/1
- 5.9 Manual for the Watermarking of Theses.
UIAM.LIB.MAN.100-7/3/1
- 5.10 Dasar Akses Terbuka Tesis dan Disertasi Institusi Pengajian Tinggi Malaysia
- 5.11 IIUM Open Access to Theses and Dissertations Policy

5 RECORD RETENTION PERIOD

5 years

6 PROCESS FLOW



ANNEXURE

1 TERMINOLOGY

iViva	:	An online system developed by the IIUM Centre for Postgraduate Studies (CPS) to efficiently manage students' theses and dissertations.
KOHA	:	An open-source Library Management System (LMS) currently in use at the library.
Dean	:	The Dean of the Kulliyyah.
Metadata	:	Data about data that is used to describe the library materials in providing users with information about the resources.
Original cataloguing	:	The process of creating a catalogue record for an item independently, without reference to existing records. It includes analyzing the item's subject matter, selecting standardized subject headings, and assigning a classification or call number.
PDF (portable document format)	:	A file format that is used to preserve the layout and formatting of a document across various devices and platforms.
Preliminary cataloguing	:	The process of creating an initial bibliographic record for a work, which includes the bibliographic description and the formulation of authorized access points such as author names, titles, notes etc.
IIUM Theses Repository	:	This repository collects, preserves, and provides access to digital materials of students' academic works. Currently, its collections consist of postgraduate theses and dissertations by IIUM students, dating from 1987 onwards.
Thesis	:	A term commonly used to refer to either a Master's dissertation or a Doctoral (Ph.D.) thesis.
e-Theses	:	Refers to electronic or digital formats of postgraduate research works, including Master's dissertations and Ph.D. theses.

2 PROCEDURE

NO	ACTIVITIES/PROCEDURES	REFERENCE & SUPPORT DOCUMENT	PIC
2.1	Download soft copies of e-theses:		
	2.1.1 Login to i-Viva and download the fulltext of theses (in PDF format) to Google Drive.	a. i-Viva homepage / Google Drive.	Librarian
	2.1.2 Save the list of downloaded theses and email it to ITD and request for the metadata entry into the IIUM Theses Repository.		ITD

2.2	Perform the preliminary cataloguing and edit the PDFs files as required: 2.2.1 Create a new thesis record in KOHA and perform the preliminary cataloguing which includes the bibliographic description and assignment of access points (e.g., author, title, notes). 2.2.2 Edit the soft copy of the thesis as required. This includes: i. Applying watermark(s) ii. Splitting files if necessary iii. Securing the PDF (e.g., password protection, disabling copying) iv. Making any other necessary adjustments to comply with submission requirements.	a. Manual for the Preliminary Cataloguing of Theses. b. Manual for Preparing 24 Pages and Secured 24 Pages and Fulltext Files. c. Manual for the Watermarking of Theses.	SLA
2.3	Update the required metadata fields in the IIUM Theses Repository and KOHA. 2.3.1 Complete required metadata fields. 2.3.2 Upload the final, secured PDF version of the e-thesis. 2.3.3 Assign appropriate access permission for authorized users. 2.3.4 Review all entered metadata and access settings for accuracy and completeness. 2.3.5 Update the repository link in KOHA to ensure it directs to the correct thesis record in the IIUM Theses Repository. 2.3.6 Save the final version of the thesis PDF file as a backup on the designated library's server. 2.3.7 Update the masterlist of e-Theses and productivity statistics.	a. IIUM Theses Repository. b. Managing Digital Copies of Theses Guidelines. c. Manual for the Preliminary Cataloguing of Theses. d. Manual for the IIUM Theses Repository. e. Google Drive files.	SLA
2.4	Perform original cataloguing and update required fields: 2.4.1 Assign appropriate subject headings and perform authority control or maintenance, if necessary. 2.4.2 Complete the required bibliographic fields in KOHA.	a. Manual for the Original Cataloguing of Theses. b. Manual for the IIUM Theses Repository. c. Google Drive files.	Librarian

	2.4.3 Complete the required metadata fields in the IIUM Theses Repository. 2.4.4 Update the masterlist of e-Theses and productivity statistics.		
2.5	Conduct final review and quality checks: 2.5.1 Quality check the thesis record in KOHA and the IIUM Theses Repository. 2.5.2 Ensure all required metadata fields are accurately filled in both systems. 2.5.3 Verify that the correct, secured PDF file is attached and accessible according to the assigned access permissions. 2.5.4 Test the repository link in KOHA to ensure it directs to the correct thesis record in the IIUM Theses Repository. 2.5.5 Inform SLA to make any necessary corrections or adjustments to ensure compliance with cataloguing and repository requirements. Note: This step may be performed concurrently with the previous process (Step 2.4).	a. Manual for the Quality Check of Theses.	Librarian

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