

ALHAMD ISLAMIC UNIVERSITY

Office of Research, Innovation and Commercialization (ORIC)

MS/MPhil Research Document Checklist

S#	Document	Provide By	Evidence Attached		
			Yes	No	NA
1	Supervisor Allocation Form	Student			
2	BASR/DRC Approval	DRC			
3	Letter to Supervisor	HOD			
4	Supervision Meeting Records (Monthly)	Supervisor			
5	HEC Proforma – 4	Student			
6	Proposal Completion Certificate	Supervisor			
7	Certificate of Originality	QEC			
8	Clearance Form	Student			
9	Proposal Defense Notification	ORIC			
10	Assessment Sheets from Internal Examiners	DRC			
11	Proposal Evaluation Form	DRC			
12	Approval of Research Letter	ORIC			
13	Supervision Meeting Records (Monthly)	Supervisor			
14	HEC Proforma – 4	Student			
15	Thesis Completion Certificate	Supervisor			
16	Certificate of Originality	QEC			
17	Clearance Form	Student			
18	Assessment Sheets from External Examiners	ORIC			
19	Thesis Defense Notification	ORIC			
20	Viva Voce Evaluation Form	DRC			
21	Correction Sheet	DRC			
22	Thesis Approval Sheet	DRC			
23	Award Sheet	DRC			
24	3 Copies Hardbound Booklets Black with:	Student			
	1: Author's Declaration	Student			
	2: Plagiarism Undertaking	Student			
	3: Completion Certificate	Supervisor			
	4: Approval Sheet	DRC			
	5: Plagiarism Report	QEC			
25	Certificate of Originality	QEC			
26	BASR Notification (Award of Degree)	Registrar			

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