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**GRADUATE CLEARANCE FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name |  | Student ID number |  |
| Programme |  | Date |  |

*\*To be used only by students who have completed all academic requirements for their respective programmes. Students who do not complete this form will not be issued the official Graduation Certificate and Transcripts.* ***PLEASE DO NOT SKIP THIS PROCESS.***

1. ***Students must submit an approved soft copy of their research work***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student declaration** | This is to confirm that I have read and understand the following statements before consulting my supervisor. Please check appropriately.    I have consulted the **Guide to Presenting Final Research Work** and completed all  necessary changes in accordance with the University standard format for repository.  I have **submitted by email the soft copy of my final research work** to my  Dissertation Supervisor/Director of Studies/Module Coordinator and to the University Library.  The **Arabic translations** has been checked by my supervisor/DoS.  For non-Arab speakers, check with your supervisor/DoS for support within the Faculty. Indicate  his/her name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    ***For MBA students only*** – Kindly sign below and proceed to Section C. | | | | |
| **Student signature** |  | | Date | | |
| 1. ***Students must consult their supervisor to complete this part in person*** | | | | | | |
| Director of Studies (DoS)/  Dissertation Supervisor | The final copy of the research work has  passed examination and is approved by  the supervisor for repository in the  University Library. | | *Remarks (if any):* | | |
| Name of DoS/Supervisor |  | Signature | |  | Date |
| Project route | The final copy of the research work has  passed examination and is approved by  the supervisor for repository in the  University Library.  To submit hard copy ( ) Yes ( ) No | | *Remarks (if any):* | | |
| Module Coordinator |  | Signature | |  | Date |

1. ***Students must obtain clearance from the following offices:***

|  |  |  |
| --- | --- | --- |
| **Accounts** | Fees cleared ( ) Yes ( ) No  Printing and binding payment ( ) Yes ( ) No  Number of copies \_\_\_\_\_\_\_\_ | Authorised signature |
| **Library** | ( ) Cleared ( ) Not cleared | Authorised signature |
| **Laboratory**  *(For PhD ASBE, EM, PPM and SDBE students only)* | ( ) Cleared ( ) Not Cleared ( ) Not Applicable | Authorised signature |
| **Doctoral Training Centre**  *(For Master’s students ONLY )* | ( ) Cleared ( ) Not cleared ( ) Not Applicable | Authorised signature |

1. ***Students must complete the following tasks:***

|  |  |  |
| --- | --- | --- |
| **PhD presentation**  *(For PhD students only)* | ( ) Cleared ( ) Not cleared | Authorised signature |
| **Graduate Exit Survey** | Please write the response reference number once completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Authorised signature |

1. ***Kindly return the completed form to Student Services***

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|  | | | |
| Certificate number:  ( ) Original certificate  ( ) Original transcripts  ( ) Request duplicate copy – this may incur a charge and will be marked as ‘Copy’ | *Processed by*  *Date* | *Received by*  *Date* |

*cc: student file*