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**Student Thesis Examination Form Before Viva**

*Please submit this form, along with the final version of your thesis, the Turnitin plagiarism report, and a proofreading certificate (if applicable), to* *library@buid.ac.ae**, copying* *phd@buid.ac.ae**, when your work is ready for examination. Please note that five working days must be allowed for the Library’s review. After that, a full month is required for the examiners’ review and viva preparation.*

***SECTION 1 – TO BE COMPLETED BY THE STUDENT***

|  |  |
| --- | --- |
| **Student ID no.** |  |
| **Student name** |  |
| **Faculty** |  |
| **Programme** |  |
| **Title of the thesis** |  |
| **Expected Date of the viva** |  |
| **Director of Studies (DoS)** |  |
| **Declaration**I confirm that I have read and understood the University Policy on Academic Honesty and that the work contained in the attached thesis is my own work. Any assistance, of any type, has been accurately cited in my bibliography/references, and acknowledged appropriately.I confirm the below mentioned requirements has been fulfilled:

|  |  |  |  |
| --- | --- | --- | --- |
| 1.  | Changes recommended by the DoS have been made  | [ ] Yes | [ ] No |
| 2.  | Formatting is done as per University standards and endorsed by the DoS | [ ] Yes | [ ] No |
| 3.  | Proofreading certificate attached (if applicable) and all formatting and language changes advised by the DTC and the proofreader (if applicable) have been incorporated | [ ] Yes | [ ] No |
| 4. | I confirm that the thesis meets the university word count policies for thesis. i.e. 60 to 80k (240 to 320 pages) equivalent for PhD thesis and 50 to 60K words (200 to 240 pages) words for DBA/EdD thesis, without references and appendices. | [ ] Yes | [ ] No |
| 5. | Plagiarism Turnitin report attached | [ ] Yes | [ ] No |

**Signature of the student:** …………………………………………… **Date:** ………………………………….. |

***SECTION 2 – Verification by the Director of Studies (DoS)***

|  |  |  |  |
| --- | --- | --- | --- |
| 1.  | I confirm that I have read the final version of the thesis, and it is **suitable**[[1]](#footnote-1)for submission | [ ] Yes | [ ] No |
| 2.  | I confirm that the student has made all the recommended corrections. | [ ] Yes | [ ] No |
| 3.  | I confirm that the thesis has been reviewed using Turnitin software, and no issues of plagiarism or major concerns about AI have been detected. | [ ] Yes | [ ] No |
| 4. | I confirm that the thesis has been proofread (if applicable) and all applicable proofreading and formatting changes as advised by the DTC and proofreader (if applicable) have been incorporated. | [ ] Yes | [ ] No |
| 5.  | I confirm that the student has strictly formatted his/her thesis based on **APA formatting/ OSCOLA** (as applicable) standards as per the university’s guidelines and template. | ☐Yes | ☐No |
| 6. | I confirm that the thesis meets the university's word count policies for thesis. i.e. 60 to 80k (240 to 320 pages) equivalent for PhD thesis and 50 to 60K words (200 to 240 pages) words for DBA/EdD thesis, without references and appendices.  | [ ] Yes | [ ] No |
| 7.  | I confirm that the thesis is qualified for the examination. | [ ] Yes | [ ] No |

If you have any comments about the thesis being submitted, please give details below:

|  |
| --- |
|  |

**Name of the Director of Studies (DoS):** ……………………………………………………………………………………….

**Signature of the DoS:** …………………………………………….**. Date:** ………………………………………

***SECTION 3 – For office use only (Library Services)***

***Library initial screening: The review will be sent to your student email with detailed formatting feedback.***

***Library Approval: (will be signed only after the recommended formatting changes are made)***

Formatting is as per the following BUiD guidelines:

|  |  |
| --- | --- |
| * Title Page
 | * Page numbering
 |
| * Preliminary Pages
 | * Tables, graphs, and Figures headings
 |
| * TOCs
 | * Tables and Figures format
 |
| * Word count
 | * References
 |
| * Line spacing and page margins
 | * Headings and subheadings are
* appropriately numbered.
 |
| * Font size (text, headings)
 |

**Name of the officer: …………………………………………………………………………………….**

**Signature:** ……………………………………………… **Date**: ………………………

**Note:**

Library sends the completed ‘Student Thesis Examination Form Before Viva’ and the approved version of the thesis to the student with a copy to the PhD office. The student is now eligible to submit this approved version of the thesis to PhD office for viva.

1. suitable for submission means that the work has been reviewed in detail and, in the opinion of the supervisor(s) and the committee, has reached the stage at which it is appropriate to be put forward for external examination. [↑](#footnote-ref-1)