

## GRADUATE CLEARANCE FORM

Student Name	Student ID No.
Programme	Date

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

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

<b>Student Declaration</b>	This is to confirm that I have read and understand the following statements before consulting my supervisor. Please check appropriately.	
	<input type="checkbox"/> I have consulted the <b>Guide to Presenting Final Research Work</b> and completed all necessary changes in accordance to the University Standard format for repository.	
	<input type="checkbox"/> I have <b>submitted by email the soft copy of my final research work</b> to my Dissertation Supervisor/ Director of Studies/ Module Coordinator and to the Library.	
	<input type="checkbox"/> The <b>Arabic translations</b> has been checked by my supervisor/DoS. For non-Arab speakers, check with your supervisor/DoS for support within Faculty. Indicate his/her name: _____	
	<input type="checkbox"/> <b>For MBA students only</b> – Kindly sign below and proceed to Section C.	
<b>Student Signature:</b>		<b>Date:</b>

**B. Students must consult their respective supervisor to complete this part in person.**

Director of Studies (DoS)/ Dissertation Supervisor	<input type="checkbox"/> The final copy of the research work has passed examination and is approved by the supervisor for repository in the Library.	Remarks (if any):
Name of DoS/ Supervisor	Signature:	Date:
Project-Route	<input type="checkbox"/> The final copy of the research work has passed examination and is approved by the supervisor for repository in the Library. To submit hard copy ( ) Yes ( ) No	Remarks (if any):
Module Coordinator	Signature:	Date:

**C. Students must pass to the following offices to clear their records.**

<b>Accounts</b>	Fees Cleared ( ) Yes ( ) No  Printing & Binding payment ( ) Yes ( ) No No. of copies _____	Authorised signature:
<b>Library</b>	( ) Cleared ( ) Not Cleared	Authorised signature:
<b>Laboratory</b> <i>(For PhD ASBE, EM, PPM and SDBE students only)</i>	( ) Cleared ( ) Not Cleared ( ) Not Applicable	Authorised signature:
<b>Graduate Exit Survey</b> Link to online survey <a href="https://buid.onlinesurveys.ac.uk/exitsurvey2017">https://buid.onlinesurveys.ac.uk/exitsurvey2017</a>	Please write the response reference number once completed: _____	Authorised signature:

**Kindly return the completed form to the Student Administration.**

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:
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