

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.

Student Declaration	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 Guide to Presenting Final Research Work and completed all necessary changes in accordance to the University Standard format for repository.	
	<input type="checkbox"/> 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 Library.	
	<input type="checkbox"/> The Arabic translations 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"/> For MBA students only – Kindly sign below and proceed to Section C.	
Student Signature:		Date:

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.

Accounts	Fees Cleared () Yes () No Printing & Binding payment () Yes () No No. of copies _____	Authorised signature:
Library	() Cleared () Not Cleared	Authorised signature:
Laboratory <i>(For PhD ASBE, EM, PPM and SDBE students only)</i>	() Cleared () Not Cleared () Not Applicable	Authorised signature:
PhD presentation <i>(For PhD students only)</i>	() Cleared () Not Cleared	Authorised signature:
Graduate Exit Survey Link to online survey https://buid.onlinesurveys.ac.uk/exitsurvey2018	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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