

## Thesis submission and Viva

Important: if you are about to submit your thesis please contact Centre for Graduate Studies UNIMAS to gain information on the forms required for thesis submission.

### SUBMISSION OF THESIS

Your thesis submission is in two stages:

- 1) Two soft-bound copies for the viva examination and,
- 2) Hard-bound copies, after corrections have been made and verified by Internal Examiner.

Both copies of the thesis should be submitted to your supervisor along with a Thesis Submission Form to be signed by your supervisor.

The format of the thesis (page layout, copyright declaration, etc) should be consulted before preparing the final hard-bound version. The Guideline for Thesis Preparation by the Faculty can be found in the Faculty website.

### VIVA

Once you submitted your thesis, an examination committee will be finalised. The examination committee consists of:

- i. A **Chairperson** who chairs the viva session. The Chairperson's main role is to make sure that the viva runs smoothly and fairly.
- ii. An **External Examiner** who is a senior academic at another university or research institution, usually from another Malaysian university or Malaysia-based Institution. In the absence of a local External Examiner during the session, the queries by External Examiner will be asked by the Internal Examiner.

The recommendation of external examiner will be done by your supervisor to the Dean of the Faculty, upon approval by the Faculty Postgraduate Committee; will recommend the examiner to Senate who will approve the examiner.

- iii. An **Internal Examiner** who will be appointed by the Dean of the Faculty. The Internal Examiner represents the Faculty and will be a member of the academic staff or in exceptional cases, from a different Faculty.

During the viva you will be asked questions relating to your MSc/PhD work. The examiners will ask a series of questions to assess the quality of your research and your understanding of the work that have been undertaken. The viva session is done to assess originality, robustness, and quality of your research. The viva session will also ensure substantial contribution to your research field, acceptable literary style and that you have given a satisfactory oral examination.

Your supervisor is not normally involved in the viva voce session but may also be present during the viva, upon request from and agreed by all the examination committee. If present, the supervisor will not be involved in the discussions by the examination committee and the student unless explicitly requested by a member of the examination committee.

### **STANDARD FORMAT FOR VIVA**

Viva Voce examinations is normally be held on campus but, in exceptional circumstances (for example, the External Examiners are from overseas Institutions), the examination may be held via a video conferencing at a place designated by the Centre for Graduate Studies. The Centre for Graduate Studies shall make the necessary arrangements with the Chairperson, Internal and External Examiners for this purpose.

The standard format for a viva in this Faculty is outlined below. A standard viva usually lasts for about 2-3 hours although there is no time limit.

- Meeting of the examination committee
- Student is invited to join
- Student invited to give a presentation of work
- Question session by External and Internal
- Student will be asked to leave the session
- Deliberation by the examination committee
- Student recalled for result

## **VIVA DECISIONS**

The outcome of your viva will be discussed by the examination committee. At this time you are requested to leave the viva voce session. The committee will discuss on the performance, knowledge and quality of your written thesis. You should be able to get an unofficial result of the session after the examination committee has concluded the discussion.

The Chairperson will then write a formal report of the examination session and submit to Centre for Graduate Studies which will then forward to you via the Faculty.

## **APPEALS**

If the University decides to terminate your registration (e.g. after unsatisfactory progress), you can appeal against this decision. You will be notified by letter regarding how to appeal. Your appeal may be on one or more grounds, e.g. medical or personal circumstances, which hindered your performance or lead you to suspect that you have been prejudiced against or inadequately assessed. Please discuss possible appeals with the Dean of the Faculty or the Dean of the Centre for Graduate Studies. The Faculty will set up an independent panel to consider your appeal, should your appeal be unsuccessful you may appeal to Senate.

## **COMPLAINTS**

In the first instance all complaints (other than appeals) should be directed either to the Dean of the Faculty or the Dean of the Centre for Graduate Studies.