1.0 FORMAT OF THE FINAL EXAMINATION FORM (VIVA VOCE):

1. Involve the following individuals:
   i. 1 PhD/Master candidate
   ii. 2 Internal Examiners for PhD/1 Internal Examiner for Masters
   iii. 1 Chairman
   iv. 1 Assistant Chairman
   v. 1 Supervisor/Member of Supervisory Committee (as observer during the examination session and can provide views/information if requested to do so)
   vi. 1 secretariat (Deputy Dean of SGS/Deputy Dean of Faculty/School/Deputy Director of Institute)

2. Communication Language: English/Malay

3. Medium: Skype video call (Backup for technical issues: WhatsApp video)

4. Duration: 4-5 hours
   i. 20-30 minutes: Discussion between members of the Thesis Examination Committee
   ii. 20 minutes: Presentation by the candidate
   iii. 3-4 hours: Q&A session/discussion and etc
   iv. 20 minutes: Viva results

2.0 ETHICS AND INTEGRITY:

2. Be honest and respectful of others.
3. Apply communication methods and listen well, clearly and effectively.
4. It is not allowed to make any recordings (except for the Secretariat) or to disseminate/share with outside parties the final examination (viva voce) process.
5. Do not involve outsiders/individuals other than the relevant members throughout the final examination (viva voce) process.

3.0 REFERENCE DOCUMENT

<table>
<thead>
<tr>
<th>Document Code</th>
<th>Title of Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</td>
</tr>
<tr>
<td>UPM/PU/S/AK03/02</td>
<td>Arahan Kerja Menjalankan Peperiksaan Akhir (Viva Voce)</td>
</tr>
<tr>
<td>PU/S/GP02</td>
<td>Guidelines for Viva voce</td>
</tr>
</tbody>
</table>
4.0 TERMINOLOGY

JKP : Supervisory Committee
JKPPT : Thesis Examination Committee
J/K : Committee
PhD : Doctor of Philosophy
MCO : Movement Control Order
PT : Administrative Officer
PT (P/O) : Administrative Assistant (Clerical and Operational)
SPS : School of Graduate Studies
TD : Deputy Dean
TP : Deputy Director

5.0 TECHNICAL ADVICES:

1. All the persons involved should use personal Skype, not Skype for Business. The priority is to use a desktop/laptop. Another method is to use Skype phones.
2. If Skype doesn't work, the backup plan is to use WhatsApp video or any other compatible application.
3. Make sure your internet connection is strong and stable.
4. Headphones can be used if the use of it will make clearer than the computer.
5. Make sure the battery level(s) of the device is adequate throughout the final examination (viva voce).
6. If more than one device (computer/phone) has a Skype application, please deactivate one.
6.0 PROCESS IN DETAIL

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Flowchart</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD/PT/PT (P/O) SPS</td>
<td>4.1 Start</td>
<td>4.2 Ensure all the reports are received from all the examiners or at least the External Examiner report is received before the final examination date is decided.</td>
</tr>
<tr>
<td></td>
<td>4.2 Report Received from Examiners</td>
<td>4.3 Get confirmation of availability and readiness of the student, Supervisor/member of the Supervisory Committee and the Thesis Examination Committee to do the viva session online.</td>
</tr>
<tr>
<td></td>
<td>4.3 Confirmation of Conducting the Viva Voce Online</td>
<td>(a) If Yes, proceed to step 4.5.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) If No, proceed to step 4.4.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.4 If the student or Supervisor/members of the Supervisory Committee or all members of the Thesis Examination Committee does/do not agree to conduct the viva voce online, the viva will be held after the MCO is ended and SPS will arrange the viva such as normal procedures.</td>
</tr>
<tr>
<td></td>
<td>4.4 The Viva Voce will be Held Once the MCO is Ended and SPS will Arrange the Viva Such as Normal Procedures</td>
<td></td>
</tr>
<tr>
<td>TD/PT/PT (P/O) SPS</td>
<td>4.5 Arrange and Send Invitation of Final Examination (Viva Voce)</td>
<td>4.5 (a) All the members of the Thesis Examination Committee agree with the date of viva voce based on the communication through the telephone or in written form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Send a notice for viva voce to the student, all the members of the Thesis Examination Committee and all members of the Supervisory Committee.</td>
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<td></td>
<td>(c) Send information of viva voce to the Deputy Dean of Faculty/School/Deputy Director of Institute (who will also assist/act as a Secretariat).</td>
</tr>
<tr>
<td>Secretariat (TD SPS/TP Institute)</td>
<td>4.6 Send a Reminder for Final Examination (Viva Voce)</td>
<td>4.6 (a) Send reminder of the date, time and confirmation of the Skype id to the student, Supervisor/members of the Supervisory Committee and members of the Thesis Examination Committee, three days before the viva voce (use personal Skype, not Skype for Business to Skype ID: Zuriati Ahmad Zukarnain).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Send a final reminder one day before the viva voce.</td>
</tr>
</tbody>
</table>
## Guideline for Conducting of Final Examination (Viva Voce) Online

**Responsibility**

- **Secretariat (TD SPS/TD Faculty/School/TP Institute)**
- **Secretariat (TD SPS/TD Faculty/School/TP Institute)**
- **Chairman of JKPPT**
- **JKPPT Members with Secretariat (TD SPS/TD Faculty/School/TP Institute)**
- **Secretariat (TD SPS/TD Faculty/School/TP Institute) or Chairman/Assistant Chairman**
- **Chairman of JKPPT**
- **Chairman of JKPPT**
- **Secretariat (TD SPS/TD Faculty/School/TP Institute) or Chairman/Assistant Chairman**
- **JKPPT Members with Secretariat (TD SPS/TD Faculty/School/TP Institute)**

### Details

<table>
<thead>
<tr>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td><strong>Secretariat (TD SPS/TD Faculty/School/TP Institute)</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.8 The Secretariat will communicate with all the persons involved to check and make sure all the technical issues using the Skype are in excellent condition, 30 minutes before the viva voce begins. The Secretariat will brief the student and the committee members on the procedures of viva voce session using Skype/WhatsApp video etc.</td>
</tr>
<tr>
<td><strong>Secretariat (TD SPS/TD Faculty/School/TP Institute)</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.9 The Secretariat will take the attendance.</td>
</tr>
<tr>
<td><strong>Chairman of JKPPT</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.10 The Chairman has the right to stop/postpone the viva voce in the event of unavoidable technical interruption during the session. The Secretariat will set a new date.</td>
</tr>
<tr>
<td><strong>JKPPT Members with Secretariat (TD SPS/TD Faculty/School/TP Institute)</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.11 Initiate the session with all members of the Thesis Examination Committee to discuss the examination report within 30 minutes without the presence of student and Supervisor/members of the Supervisory Committee online.</td>
</tr>
<tr>
<td><strong>Secretariat (TD SPS/TD Faculty/School/TP Institute) or Chairman/Assistant Chairman</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.12 Invite the student and the Supervisor/member of the Supervisory Committee to join the session.</td>
</tr>
<tr>
<td><strong>Chairman of JKPPT</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.13 Ask the student to start the presentation within 20 minutes.</td>
</tr>
<tr>
<td><strong>Chairman of JKPPT</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.14 Open the session to all the examiners to ask the question.</td>
</tr>
<tr>
<td><strong>Secretariat (TD SPS/TD Faculty/School/TP Institute) or Chairman/Assistant Chairman</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.15 Request the student and the Supervisor/members of the Supervisory Committee to leave the Skype session for a while for the deliberation and discussion of the result.</td>
</tr>
<tr>
<td><strong>JKPPT Members with Secretariat (TD SPS/TD Faculty/School/TP Institute)</strong></td>
<td><img src="image" alt="Flowchart" /></td>
<td>4.16 Discuss the result without the presence of student and the Supervisor/members of the Supervisory Committee online.</td>
</tr>
</tbody>
</table>
Responsibility | Flowchart | Details
--- | --- | ---
Chairman/Assistant Chairman or Sekretariat (TD SPS/ TD Faculty/ School/ TP Institute) | | 4.17 Invite the student and the Supervisor/Members of the Supervisory Committee to Join Back the Session
| | 4.18 Announce the Result of Final Examination (Viva Voce)
| | 4.19 Prepare a Final Examination (Viva Voce) Report
| | 4.20 Review and Verify the Final Examination (Viva Voce) Report
| | 4.21 Send the Final Examination (Viva Voce) Report to the Secretariat (TD SPS)
| | 4.22 Update Result into iGIMS and Send a Final Examination (Viva Voce) Report to the Student, Chairman of JKP, Members of JKPPT and TD Faculty/School/TP Institute
| | 4.23 The Process Ends

Chairman of JKPPT | | 4.17 Invite the student and the Supervisor/members of the Supervisory Committee to join back the session.

Assistant Chairman | | 4.18 Announce the result to the student and all the committee members according to one following decisions:
   (i) Thesis accepted with **distinction** – 15 days after received of viva report
   (ii) Thesis accepted with **minor modifications** – 3 months after received of viva report
   (iii) Thesis accepted with **major modifications** – 6 months after received of viva report
   (iv) **Re-submission** of thesis – one (1) year [not more than two (2) semesters]
   (v) **Re-submission of PhD** thesis as **Master thesis** – 60 days after received of viva report
   (vi) **Oral re-examination** – within sixty (60) days after first examination
   (vii) **Rejection of Thesis (Fail)**

Chairman and Examiner(s) | | 4.19 Prepare a final examination report (viva voce) and send to the Chairman and examiner(s) for confirmation after viva voce session.

Chairman/Assistant Chairman | | 4.20 Review and verify the final examination (viva voce) report.

Secretariat (SPS) | | 4.21 Send the final examination (viva voce) report to the Secretariat (TD SPS) through the email within three (3) days after the viva session.

| | 4.22 (a) Obtain report from the Chairman /Assistant Chairman.
| | (b) Give a copy of viva voce report to the student, Chairman of the Supervisory Committee, all members of the Thesis Examination Committee and the Coordinator after receiving the report.
| | (c) Complete result information of viva voce result into iGIMS.

(Update: 10 September 2020)