	PERKHIDMATAN UTAMA PENGAJIAN SISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK DAN ANTARABANGSA)
	GUIDELINES FOR CONDUCTING OF FINAL EXAMINATION (VIVA VOCE) ONLINE (STARTING 15 APRIL 2020 UNTIL 31 DECEMBER 2020)

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:

1. Wear Proper Dress Code.
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

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


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4.0 TERMINOLOGY

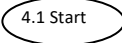
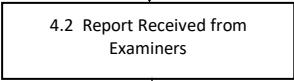
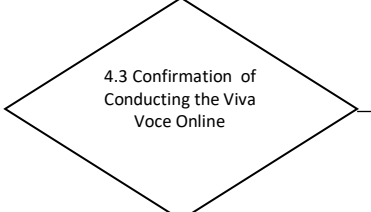
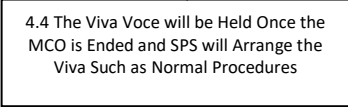
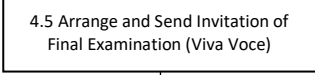
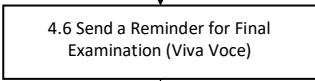
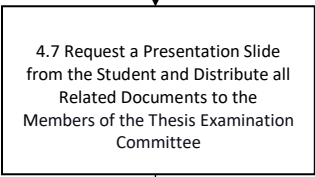

JKP	: Supervisory Committee
JKPPT	: Thesis Examination Committee
J/K	: Committee
PhD	: Doctor of Philosophy
MCO	: Movement Control Order
PT	: Administrative Officer
PT (P/O)	: Administrative Assistant (Clerical and Operational)
SPS	: School of Graduate Studies
TD	: Deputy Dean
TP	: Deputy Director

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.

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6.0 PROCESS IN DETAIL

Responsibility	Flowchart	Details
TD/PT/ PT (P/O) SPS		
TD/PT/ PT (P/O) SPS		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/PT/ PT (P/O) SPS		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. (a) If Yes, proceed to step 4.5. (b) If No, proceed to step 4.4.
TD/PT/PT (P/O) SPS		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/PT/PT (P/O) SPS		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. (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. (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).
Secretariat (TD SPS/TD Faculty/School/ TP Institute)		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 the 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). (b) Send a final reminder one day before the viva voce.
TD/PT/PT (P/O) SPS		4.7 (a) Request a presentation slide in PowerPoint format from the student for the references. (b) Ensure the following documents are given to the members of the Thesis Examination Committee prior one day before the viva voce session: (i) softcopy of the thesis; (ii) presentation slaid in PowerPoint format; (iii) thesis examination report from examiners (only for Chairman/Assistant Chairman); (iv) guidelines related to viva process (only for Chairman/Assistant Chairman); and (v) format of Final Examination Report (only for Chairman/Assistant Chairman).
		



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Responsibility	Flowchart	Details
Secretariat (TD SPS/TD Faculty/School/TP Institute)		<p>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.</p> <p>The Secretariat will brief the student and the committee members on the procedures of viva voce session using Skype/WhatsApp video etc.</p>
Secretariat (TD SPS/TD Faculty/School/TP Institute)		<p>4.9 The Secretariat will take the attendance.</p>
Chairman of JKPPT		<p>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.</p>
JKPPT Members with Secretariat (TD SPS/TD Faculty/School/TP Institute)		<p>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.</p>
Secretariat (TD SPS/TD Faculty/School/TP Institute) or Chairman/Assistant Chairman		<p>4.12 Invite the student and the Supervisor/member of the Supervisory Committee to join the session.</p>
Chairman of JKPPT		<p>4.13 Ask the student to start the presentation within 20 minutes.</p>
Chairman of JKPPT		<p>4.14 Open the session to all the examiners to ask the question.</p>
Secretariat (TD SPS/TD Faculty/School/TP Institute) or Chairman/Assistant Chairman		<p>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.</p>
JKPPT Members with Secretariat (TD SPS/TD Faculty/School/TP Institute)		<p>4.16 Discuss the result without the presence of student and the Supervisor/members of the Supervisory Committee online.</p>



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Responsibility	Flowchart	Details
Chairman/ Assistant Chairman or Sekretariat (TD SPS/ TD Faculty/ School/ TP Institute)	<pre> graph TD B((B)) --> 4.17[4.17 Invite the Student and the Supervisor/Members of the Supervisory Committee to Join Back the Session] 4.17 --> 4.18[4.18 Announce the Result of Final Examination (Viva Voce)] </pre>	<p>4.17 Invite the student and the Supervisor/members of the Supervisory Committee to join the session back.</p>
Chairman of JKPPT	<pre> graph TD 4.18 --> 4.19[4.19 Prepare a Final Examination (Viva Voce) Report] </pre>	<p>4.18 Announce the result to the student and all the committee members according to one following decisions:</p> <ul style="list-style-type: none"> (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)
Assistant Chairman	<pre> graph TD 4.19 --> 4.20[4.20 Review and Verify the Final Examination (Viva Voce) Report] </pre>	<p>4.19 Prepare a final examination report (viva voce) and send to the Chairman and examiner(s) for confirmation after viva voce session.</p>
Chairman and Examiner(s)	<pre> graph TD 4.20 --> 4.21[4.21 Send the Final Examination (Viva Voce) Report to the Sekretariat (TD SPS)] </pre>	<p>4.20 Review and verify the final examination (viva voce) report.</p>
Chairman/ Assistant Chairman	<pre> graph TD 4.21 --> 4.22[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] </pre>	<p>4.21 Send the final examination (viva voce) report to the Sekretariat (TD SPS) through the email within three (3) days after the viva session.</p>
Sekretariat (SPS)	<pre> graph TD 4.22 --> 4.23([4.23 The Process Ends]) </pre>	<p>4.22</p> <ul style="list-style-type: none"> (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.
	<pre> graph TD 4.23([4.23 The Process Ends]) </pre>	

(Update: 10 September 2020)