

	<p style="text-align: center;">PERKHIDMATAN UTAMA SISWAZAH</p> <p style="text-align: center;">PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)</p> <p style="text-align: center;">Kod Dokumen: PU/S/GP02</p>
	<p style="text-align: center;">GUIDELINES FOR VIVA VOCE</p>

The final examination of a Masters or doctoral student comprises two parts:

- thesis evaluation
- viva voce

A student who has submitted his/her thesis for evaluation must attend the viva voce. The viva voce comprises (i) an oral defence of the thesis and (ii) examination of the student's competency in the field of study.

The School of Graduate Studies shall schedule a viva voce upon receiving the thesis evaluation reports from all examiners who are appointed by Universiti Putra Malaysia's Senate. The Thesis Examination Committee shall comprise a chairperson who represents the Dean of the School of Graduate Studies, plus two internal and one external examiners. The Thesis Examination Committee shall review the examiners' reports, and conduct the viva voce to determine the student's competency in the field of study. The outcome of the examination should be recorded as either a 'Pass' (select the level from Categories 1a - 1c below), 'Pass (indicate level) with Oral re-examination', 'Re-submission' or 'Fail'.

1) Pass

A student is considered to have passed the examination if he/she has successfully defended his/her thesis and satisfied the examiners of his/her competency in his/her field of study. The acceptance of thesis may be categorised as follows:

(a) Accepted with Distinction

A thesis is accepted with distinction when all or most of the research findings have either been published or accepted for publication in citation-indexed journals, and requires only minimal improvement in language.

or

(b) Accepted with Minor Modifications

A thesis is accepted with minor modifications if it requires any of the following: reformatting of chapters, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, and other minor improvements including improvements in language. The student is given **60 days** after the date of the viva voce to submit his/her final thesis to the School of Graduate Studies;

or

(c) **Accepted with Major Modifications**

A thesis is accepted with major modifications if it requires any of the following but not additional experimental work or data collection: extensive revision of the entire thesis to improve quality such as major improvements in description of methodology, statistical re-analysis of research data, removal of research chapter(s), and re-discussion of the results, and improvements in language. The student is given **60 days** after the date of the viva voce to submit his/her final thesis to the School of Graduate Studies, with a provision for an extension of up to 60 days or more.

2) Oral Re-examination (Re-viva voce)

In addition to confirmation of one of the categories under 'Pass', a **final oral re-examination (re-viva voce)** may be recommended if the Thesis Examination Committee is not satisfied either with the thesis's defence or the student's competency in the field of study during the viva voce. The oral re-examination (re-viva voce) should be held within **60 days** after the date of the first viva voce.

3) Re-submission of Thesis

The Thesis Examination Committee may recommend re-submission of the thesis when the thesis does not meet the scope of the degree for which it is intended, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, *requires additional experimental work or data collection to be done*. In such cases,

- (a) the thesis should be resubmitted for examination within a period of not more than two (2) semesters or one year;
- (b) the student must continue to be a registered student of the University;
- (c) the student must comply with submission procedures as determined from time-to-time by the University; and
- (d) resubmission is permitted only once. A second recommendation for resubmission is considered as a Fail.

4) Resubmission of a PhD Thesis as a Masters Thesis

The Thesis Examination Committee may recommend a doctoral thesis to be accepted for the award of a Masters degree if the thesis does not meet the scope of a doctoral thesis but is adequate for a Masters degree. The following conditions must be fulfilled:

- (a) All amendments recommended by the Thesis Examination Committee must be made and the thesis resubmitted to the School for examination as Masters thesis within **60 days** of the viva voce.
- (b) All rules regarding thesis examination shall apply.

5) Rejection of Thesis (Fail)

A student is considered to have **failed the examination** if his/her thesis fails to meet the requirements of PhD or Masters academic level or found to have been plagiarised.

SUBMISSION OF CORRECTED THESIS

- 1) A student who has **passed the final examination** shall, within the time specified in the Chairperson's report, submit to the School of Graduate Studies one softbound copy of the thesis and Form UPM/TNCAA/PS/GS-16a duly filled by the student and signed by the Chairperson of the Thesis Examination Committee, Internal Examiners and the Chairperson of the Supervisory Committee, who shall be responsible in verifying that all the required amendments and corrections have been made in the thesis.
- 2) A student may apply to the Dean of the School of Graduate Studies for an extension of the date of the final submission of his/her thesis. All such applications must be made through the Chairperson of the Supervisory Committee. The Dean may, at his/her discretion, extend the date for the final submission of a thesis for up to **60 days** or more. During the extension period, the candidate must continue to be a registered student of the University.
- 3) If the thesis is not amended and submitted by the student within the stipulated time, it shall be deemed to have been rejected and the student's candidature is terminated.

DOKUMEN TIDAK TERKAWAL