

9.0 MANUAL PROCEDURE

TITLE : Examination / Viva Voce of thesis

OBJECTIVE : Process of Examination and Viva Voce of the thesis for Postgraduate Programmes by Research (PhD and Master Structure A Programme)

SCOPE : Postgraduate Programme by Research (PhD and Master Structure A Programme)

DEFINITION : CDD : Candidate
 PC : Programme Coordinator
 URDC : University Research Degrees Committee
 SUP/CoSUP : Supervisor/Co-Supervisor
 REO : Research and Enterprise Office
 EXM/POE : Examiner(s)/Panel of Examiners
 AS : Academic Senate

| Process No | Details | Interface | Responsibility/Timeline | Regulations |
|------------|---|--|-------------------------|-------------|
| 9.1 | Applicant submits five (5) softbound copies of the completed thesis to REO Note: thesis must be submitted together with a declaration of the originality, in accordance with a format, determined by the University. | Thesis Declaration of the Originality of the Writing | APP/REO | M7.7 |
| 9.2 | SUP verify on the completion of thesis that going to be submitted/published to REO i) If Yes, proceed to process no 9.3 ii) If No, revert to process no 9.1 | Thesis Declaration of the Originality of the Writing | SUP | M7.8 |
| 9.3 | Sends the Softbound Thesis copy to EXM who confirm acceptance of appointment and; i) attached the Appointment letter for Acknowledgement of Receipt of thesis Copy. | Thesis and Appointment Letter | REO | |
| 9.4 | EXM examines the thesis and gives recommendation by filling up the writing report (form): i) Marking Scheme Report form(MSc/PhD) ii) Thesis Examination Report Form (MSc/PhD) | Thesis and EXM Writing Report | EXM/ given 7-8 weeks | M9.2 |
| 9.5 | Collects Examiner's Writing reports and arrange Viva-Voce with LU (for LU affiliate programme) | Duly completed EXM Report | REO | |
| 9.6 | Candidate will be invited to make oral presentation which shall be include: a) Introduction b) Objective and Deliverables c) Literature Review d) Research Methodology e) Results f) Conclusion and future work Q&A session on defense of thesis between APP and POE | | REO | |

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|------|---|----------------------------------|--|-------------------------|
| 9.7 | POE makes recommendation to URDC based on viva that shall be one of the following: i) Thesis is accepted ii) Thesis accepted subject to: minor/major modifications iii) Thesis re-submission iv) Thesis is rejected | Viva Presentation and Thesis | POE | M9.5 |
| 9.8 | Where modifications to the thesis are required, URDC shall provide, normally within three (3) weeks of the Viva Voce examination, written notifications to the candidate. | Letter with POE report and email | REO | M10.1 |
| 9.9 | Candidate re-submits thesis after further work | Thesis | CDD | |
| 9.8 | Make amendments to thesis in consultation with SUP Note: In case where additional work is required, the URDC is responsible for ensuring that both STUD and SUP are provided within 2 weeks after the viva-voce with written notification. | Thesis | STUD/SUP | |
| 9.9 | SUP confirms corrective actions taken | Amended Thesis | SUP | |
| 9.10 | POE shall be responsible for confirming that all amendments and/or additional work have been completed satisfactorily, and for confirming that the thesis meets the required standard for the award. | Amended Thesis | POE | M10.2 |
| 9.11 | Receive amended thesis and confirmation of corrective actions. Inform PC/LU on the satisfactorily amended thesis. | Amended Thesis | REO | |
| 9.12 | Prepares full report to URDC for award recommendation to Academic Senate. | POE's report | REO | |
| 9.13 | Candidate prepares and submits Final Thesis of three (3) hardbound copies together with Softcopy (electronic) of the thesis to REO: i) The candidate shall have 4 weeks to submit the thesis. ii) If fail, candidate may apply extension to URDC using Extension of Submission Form. iii) If the final thesis are not submitted by the candidate within the prescribed time, he/she will be deemed to have the thesis rejected and will not be awarded the degree for which they are registered. | Final Thesis | CDD/REO 4 weeks to submit the thesis. | M10.3 M10.4 M10.5 |
| 9.14 | Receive Final thesis and informs SPPC/LU/Registry on the Final Thesis submission and results for AS award approval. | Final Thesis | REO | |

SUBMISSION OF THESIS

| Flow Chart | Departments | Notes |
|--|---|--|
| <pre> graph TD Start([Notice of Thesis Submission accepted]) --> Prep[Candidate prepares Thesis] Prep --> Limit{Able to complete Within 3 months limit?} Limit -- no --> Resubmit[To Resubmit Notice of Thesis Submission] Limit -- yes --> Submit[Submission of Thesis] Submit --> Format{In accordance to prescribed format/regulation?} Format -- no --> Reformat[Candidate to reformat] Reformat --> Submit Format -- yes --> Accepted([Thesis accepted for assessment]) Resubmit --> Inform([To inform examiners of the extension]) </pre> | <p>School</p> <hr/> <p>Provost (Research and Enterprise Office)</p> | <p>The thesis submitted must conform to the format prescribed by the university's Thesis Writing Guidelines. It shall be accompanied by a declaration of originality of the writing.</p> <p>Failure to submit thesis in 3 months following the first submission of Notice will require candidates to resubmit the Notice in which, upon approval, will be given an extension up to 3 months to submit the thesis.</p> <p>Candidates are to submit 3 soft bound copies of the completed thesis to the Office of the Deputy Vice Chancellor (Research and Enterprise) office.</p> <p><u>Form(s)</u> Thesis Submission Form</p> <p>Statement of Original Authorship Form</p> |

THESIS ASSESSMENT/VIVA VOCE

| Flow Chart | Departments | Notes |
|--|---|--|
| <pre> graph TD A([Thesis distributed to examiners]) --> B[Thesis assessed by examiners] B --> C{Examiners' and Supervisor's report ready?} C -- no --> B C -- yes --> D[Viva Voce Examination by panel examiners] D --> E[/Preparation of Viva Voce report/] E --> F[Reviewed by URDC] F --> G{Unanimous agreement on examination outcome?} G -- no --> H([URDC to inform School to nominate new external examiners]) G -- yes --> I[Approval by board] I --> J([Confirmation of Results by Academic Senate]) </pre> | <p>Provost (Research and Enterprise) Office</p> <p>Exam Unit (Registry)</p> | <p>Examiners are provided with Guidelines for the Examination of the Thesis where they are to indicate whether the candidate has met the listed criteria, then finally, to provide a written report.</p> <p>Supervisor shall submit a report after consulting co-supervisor(s). A co-supervisor may submit an independent report.</p> <p>Supervisor(s) may be invited to attend the viva voce, but shall not take an active part in the viva voce.</p> <p>If the examiners disagree on the outcome of the examination, the URDC shall inform the school to nominate a new external examiner to review the thesis and submit the report to the URDC, who shall then consider the result, based on his/her recommendation.</p> |

THESIS EXAMINATION OUTCOME (1)

| Flow Chart | Departments | Notes |
|--|--|--|
| <pre> graph TD Start([Results of Thesis Assessment confirmed by Academic Board]) --> Dec1{Thesis Accepted?} Dec1 -- no --> End1([Thesis Examination Outcome (2)]) Dec1 -- yes --> Dec2{Revisions needed} Dec2 -- yes --> Rev[Revision by candidate] Rev --> Sub[Submit revision to supervisors for verification] Sub --> Dec3{Approved?} Dec3 -- no --> Rev Dec3 -- yes --> Notif[Notification of Thesis outcome to Candidate] Notif --> Subm[Submission of final draft to Research Office] Subm --> Let[Letter of Completion issued to successful candidate] Let --> End2([Conferral of award to graduant]) </pre> | <p>Student</p> <hr/> <p>Provost (Research and Enterprise) Office</p> <hr/> <p>Exam Unit (Registry)</p> | <p>Final draft should be submitted to the Office of the Provost (REO) at the prescribed time for final review. Upon final acceptance, students are to submit no later than 2 weeks,</p> <ul style="list-style-type: none"> • Three hardbound copies to the Office of Provost (Research and Enterprise); and • One compact disc containing a soft copy of Thesis including supporting materials used. |

THESIS EXAMINATION OUTCOME (2)

| Flow Chart | Departments | Notes |
|--|--|---|
| <pre> graph TD Start([Results of Thesis Assessment confirmed by Academic Board]) --> D1{Thesis Accepted?} D1 -- yes --> O1([Thesis Examination Outcome (1)]) D1 -- no --> D2{Allowed for Resubmission?} D2 -- no --> R[Rejection of Thesis] D2 -- yes --> C[Candidate to Rework on Thesis] C --> S[Submit to Panel of Examiners for Viva for consideration] S --> D3{Approved?} D3 -- yes --> O2([Thesis Examination Outcome (1)]) D3 -- no --> N[Notification of Thesis outcome to candidate] R --> N N --> T([Candidature terminated]) T --> E([Extension for reworking needed]) E --> A[Apply through Request for Extension form] A --> D4{Endorsed by School?} D4 -- no --> A D4 -- yes --> D5{Approved by URDC} D5 -- yes --> C </pre> | <p>Exam Unit, Registry</p> <p>Provost (Research and Enterprise) Office</p> <p>Registry</p> <p>School</p> <p>Provost (Research and Enterprise Office)</p> | <p><i>A one-time extension of no later than 60 days for final submission may be granted at URDC's discretion.</i></p> <p><i>Non submission or non-amendment of Final Thesis shall result in incompleation of degree.</i></p> <p><u>Form(s) Request for Extension to Submission of Thesis Form</u></p> |