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**HANDLING OF VIVA VOCE (PhD)**

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# **HANDLING OF VIVA VOCE (PhD)**

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**1. OBJECTIVE**

This procedure aims to ensure that the Viva Voce of PhD is systematically conducted.

**2. SCOPE**

The procedure covers to all COS in Handling the Viva Voce for PhD students.

**3. DEFINITION/ABBREVIATION**

3.1	DDPG	Deputy Dean Postgraduate
3.2	HOD	Head of Department
3.3	PG CoS	Postgraduate Office at CoS
3.4	SAD	Senior Assistant Director
3.5	AD	Assistant Director
3.6	SAAO	Senior Assistant Administrative Officer
3.7	AAO	Assistant Administrative Officer
3.8	CC/CL	Course Coordinator/Course Leader
3.9	SAA	Senior Administrative Assistant
3.10	AA	Administrative Assistant
3.11	PA	Personal Assistant
3.12	CoS	Centre of Studies (Kulliyahs/Centres/Institutes - excluding Centre of Foundation Studies)

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- 3.13      **EXAMINERS**  
Person appointed by the University to examine the PhD's Thesis

**4. REFERENCES**

- 4.1      PG Regulation.
- 4.2      Report of Examiner(s)

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**5. RESPONSIBILITY AND DETAILED PROCEDURE**

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
	<b>5.1 PREPARATION OF VIVA VOCE</b>
CPS	5.1.1 Received report from the examiner(s) 5.1.2 Schedule the date of Viva 5.1.3 Issue the Invitation Letter to the Viva Voce Committee Members comprises of : a) Chairman-Dean of COS b) All appointed examiners c) Supervisor (If deemed necessary) d) HOD/ Representative from Department e) AD as secretariat
	<b>5.2 MANAGING OF VIVA VOCE</b>
CPS	5.2.1 The Viva Voce committee members meet as scheduled. 5.2.2 Deliberate on the Examiner's Report to determine whether a Viva should take place. 5.2.3 If yes, student and the supervisor will be invited to the Viva Room  If No, the decision of the Viva Voce committee members will be conveyed accordingly. 5.2.4 Student will be invited to defend the thesis

CPS	<p>5.2.5 Viva Voce committee members will deliberate on the result of the Viva Voce.</p> <p>If Pass, the student will be requested to proceed with submission of hardbound copies.</p> <p>If Pass with Minor/ Major correction/ Resubmission without viva voce, a post viva supervisor will be appointed to ensure the student undertakes all correction as required by the examiner(s) within the stipulated period as specified in the PG Regulation.</p> <p>If Re Submission with viva voce is required, a post viva supervisor will be appointed to ensure the student undertakes all correction as required by the examiner(s) and new date for viva voce will be scheduled.</p> <p>If fail, the student will be DISMISSED</p>
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	<b>5.3 SUBMISSION OF COMPLETED THESIS</b>
PG KULL	<p>5.3.1 To receive the corrected version of the thesis together with Research Binding Form</p> <p>5.3.2 To check the formatting of thesis</p> <p>5.3.3 To send to CPS</p>
CPS	<p>5.4.1 To verify on the formatting</p> <p>5.4.2 To advise student to proceed with the hard bound</p>
	Process End

**6. QUALITY RECORDS**

<b>NO.</b>	<b>QUALITY RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	Examiner Report	1 Year	CPS Filing Room	CPS
2.	Viva Voce Report	1 Year	CPS Filing Room	CPS
3.	Hardcopy of the Thesis	University life	IIUM Library	CPS

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7. FLOW CHARTS



