



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

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**HANDLING VIVA VOCE
(MASTER BY RESEARCH)**

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HANDLING VIVA VOCE (MASTER BY RESEARCH)

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Position : Administrative Officer	Position : Dean
Date : 01/06/2015	Date : 01/06/2015

1. OBJECTIVE

This procedure aims to ensure that the Viva Voce of Master by Research is systematically conducted.

2. SCOPE

The procedure covers to all COS in Handling the Viva Voce for Master by Research students.

3. DEFINITION/ABBREVIATION

3.1	DDPG	Deputy Dean Postgraduate
3.2	HOD	Head of Department
3.3	PG Kull	Postgraduate Office at Kulliyah
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)

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

4. REFERENCES

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

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	5.1 PREPARATION OF VIVA VOCE
SAAO/AAO/AA PG Kull	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) DDPG as secretariat
	5.2 MANAGING OF VIVA VOCE
	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 5.2.5 Viva Voce committee members will deliberate on the result of the Viva Voce. If Pass, the student will be requested to proceed with submission of hardbound copies.

	<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>
	5.3 SUBMISSION OF COMPLETED THESIS
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

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Examiner Report	1 Year	K/C/I Filing Room	SAA/AA PG Kull
2.	Viva Voce Report	1 Year	K/C/I Filing Room	PA/AA PG Kull
3.	Hardcopy of the Thesis	University life	IIUM Library Supervisor PG Kull	CPS

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7. FLOW CHARTS



