

INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 03

REVISION NO. : 01

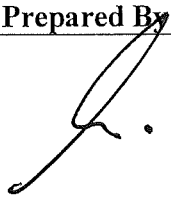
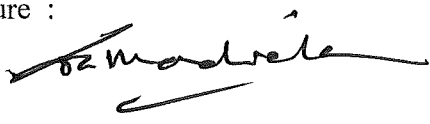
VIVA VOCE FACE TO FACE (PHD)

EFFECTIVE DATE : 1/4/2020

DOCUMENT NO. : IIUM/TNL/PG/28

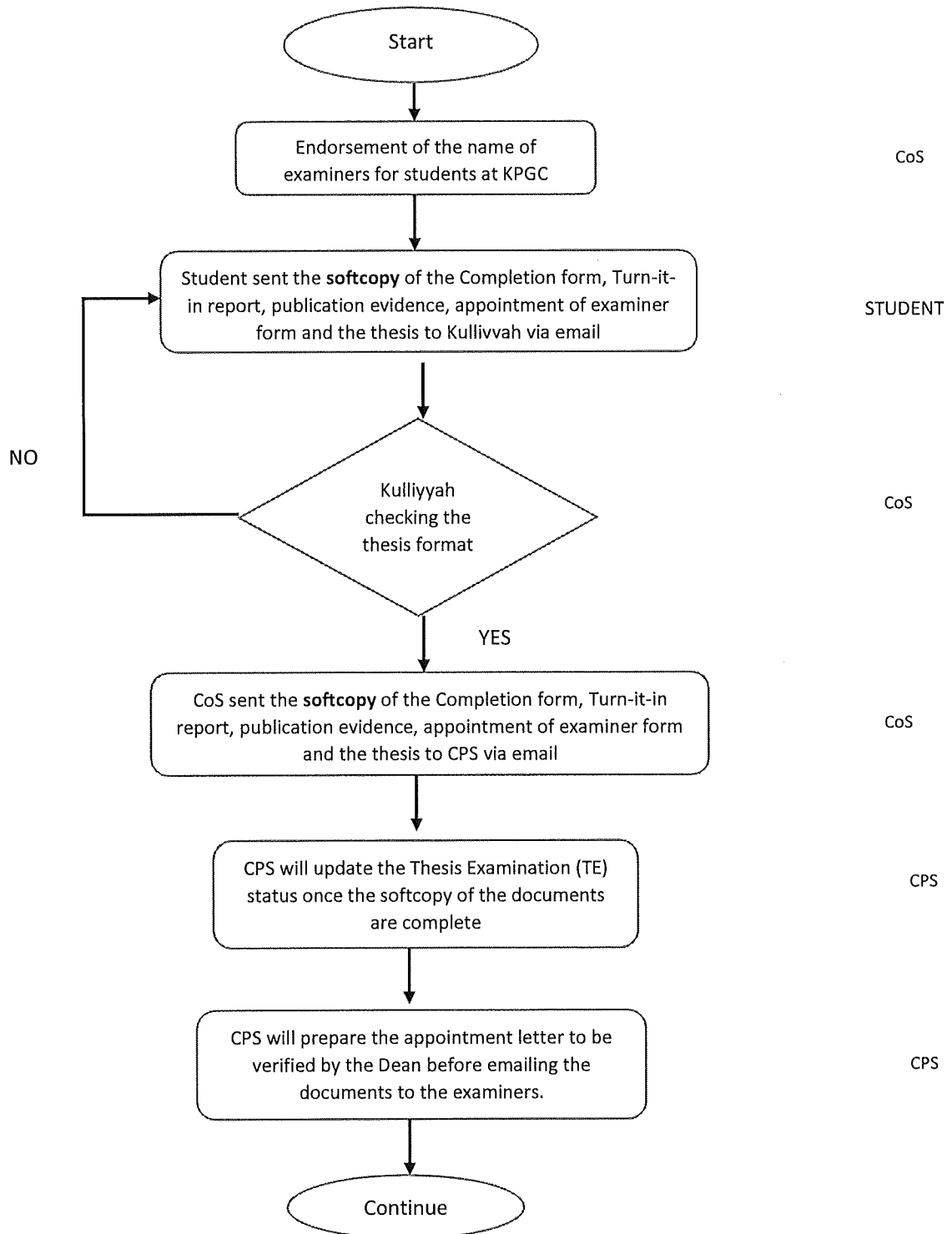
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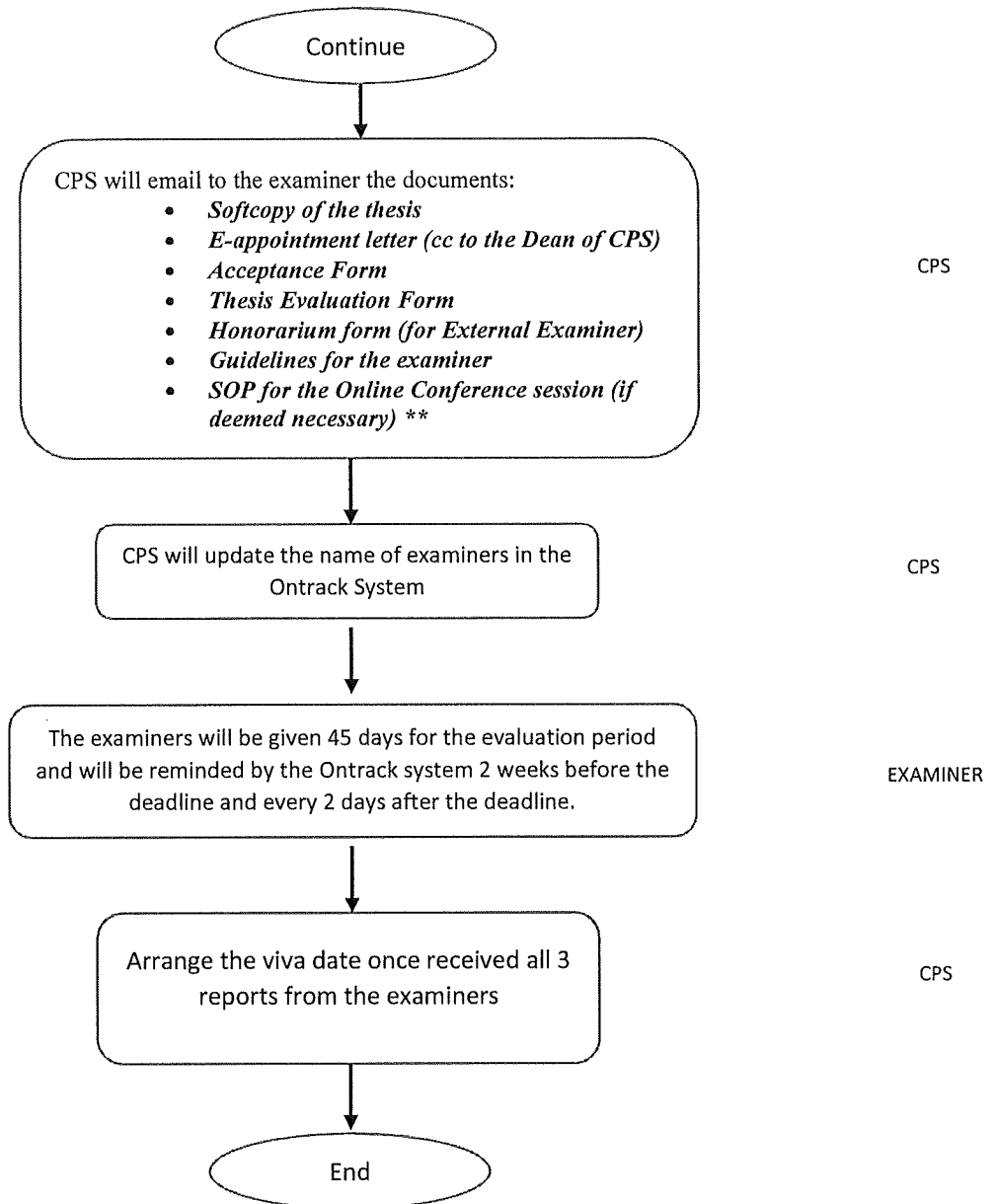
VIVA VOCE UNIT STANDARD
OPERATING PROCEDURE (SOP) AFTER
THE MOVEMENT CONTROL ORDER
(MCO) PERIOD (FACE TO FACE)

Prepared By :-	Approved By :-
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Position : ASSISTANT DIRECTOR	Position : DEAN
Date : 1/4/20	Date : 1/4/2020
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VIVA VOCE UNIT STANDARD OPERATING PROCEDURE (SOP) AFTER THE MOVEMENT CONTROL ORDER (MCO) PERIOD (FACE TO FACE)

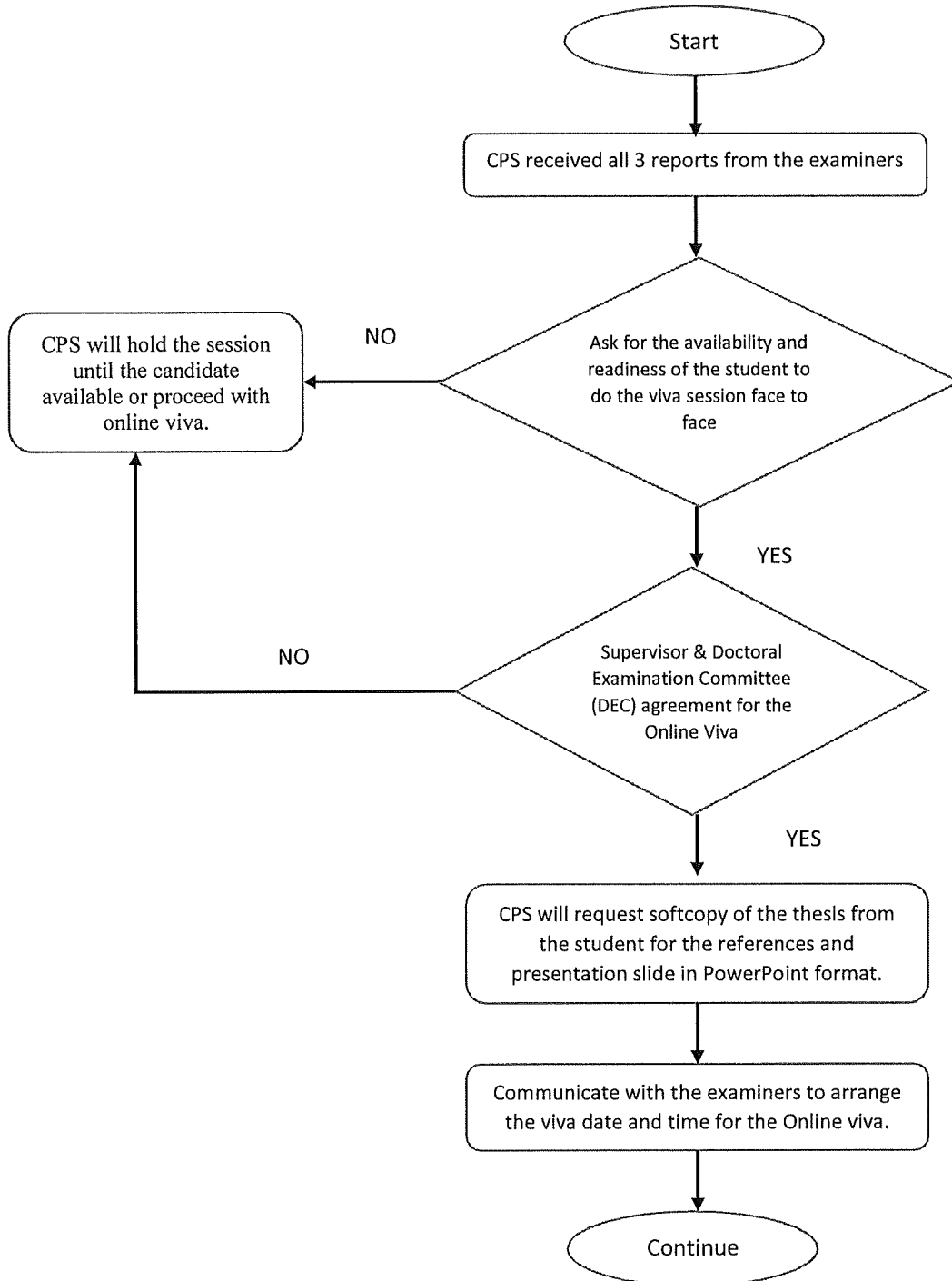
1. NOMINATION OF EXAMINER PROCESS AND THESIS SUBMISSION PROCESS





2. PROCEDURE FOR VIVA SESSION FACE TO FACE

a. Arranging the viva:



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Once the viva date is scheduled, arrangement of the specific chairman to moderate the viva session.

The CoS need to arrange the specific academic staff names to be the CoS representative for the viva session.

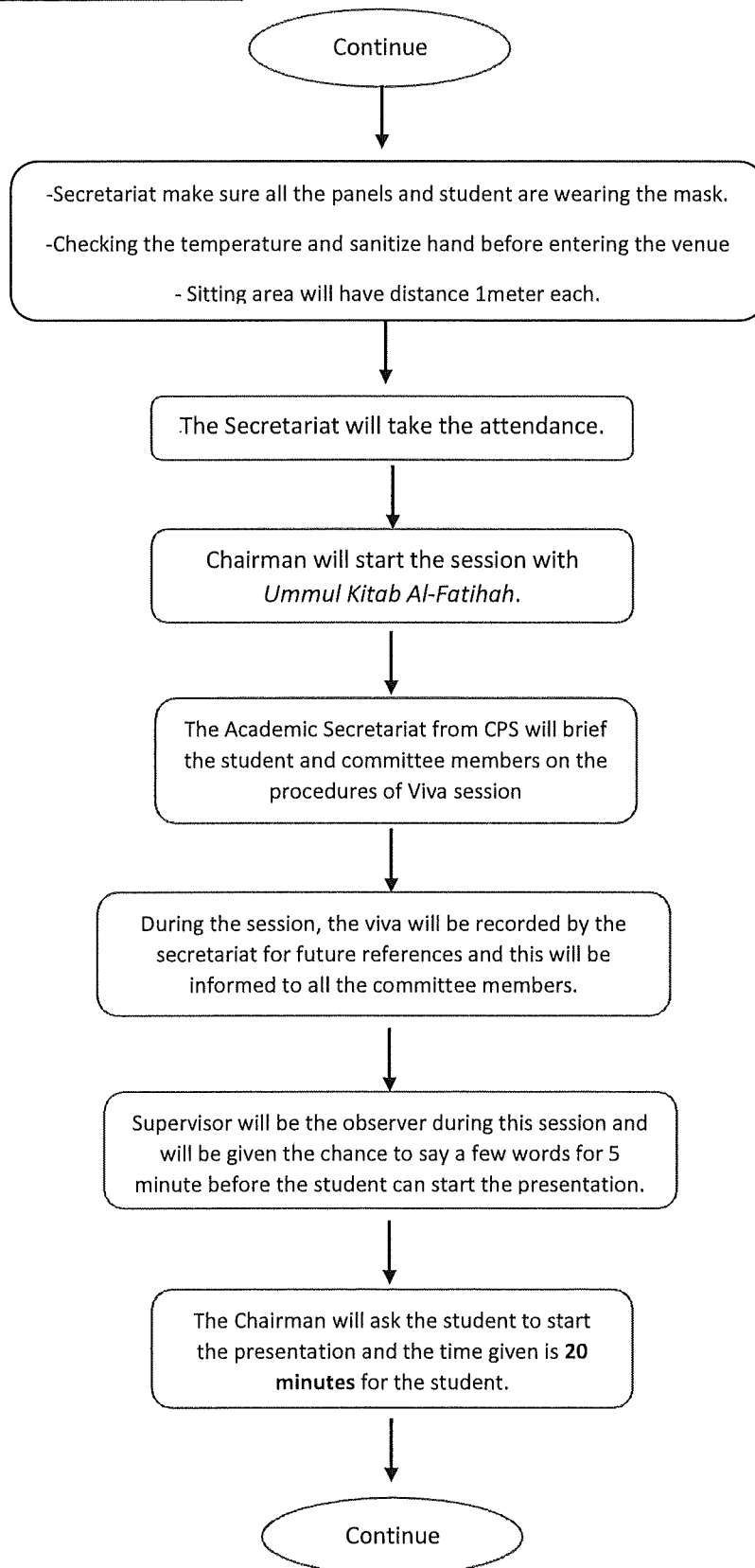
CPS will prepare and compile all the documents such as the reports from the examiners and it will be distributed by email during the day of the viva. The CPS also will prepare the Online Report Form.

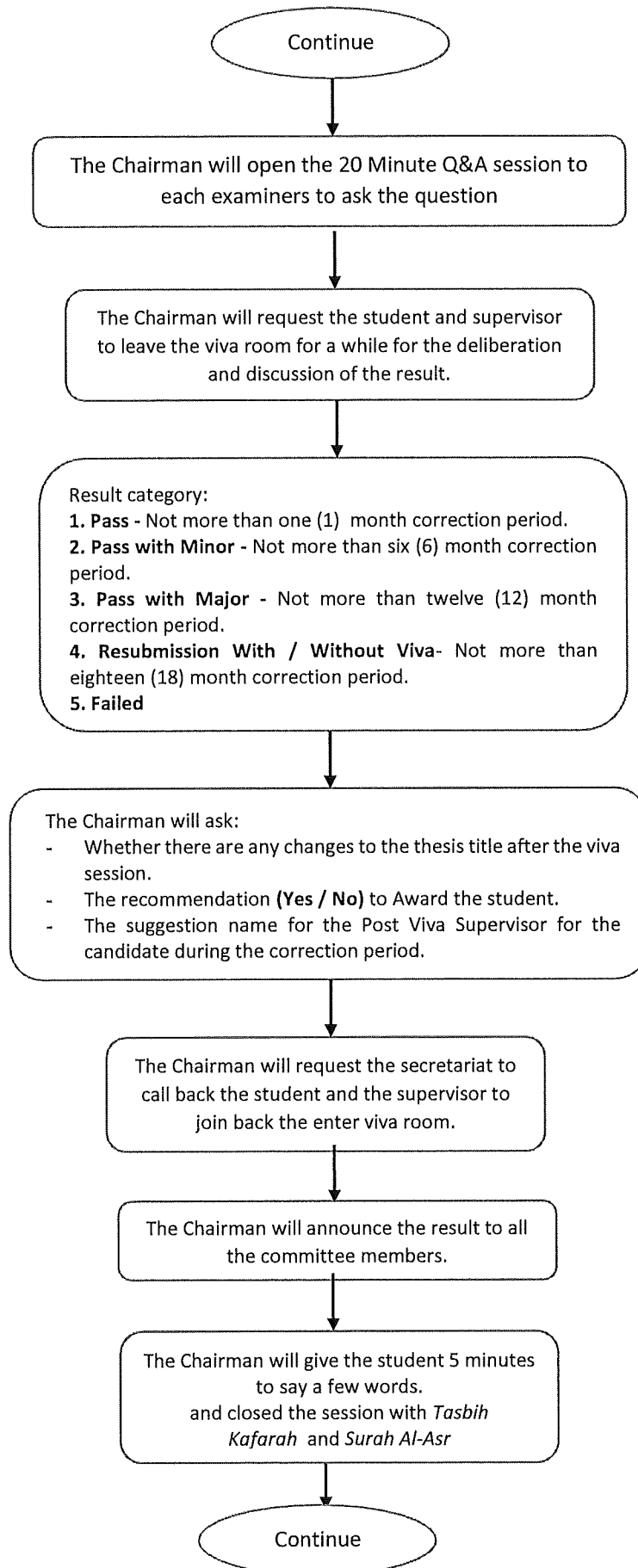
CPS will send the invitation to all committees involved via email and notification for the reminder will be booked from the google calendar.

CPS to remind and make sure the students and the examiners wear proper dress code during this Viva session.

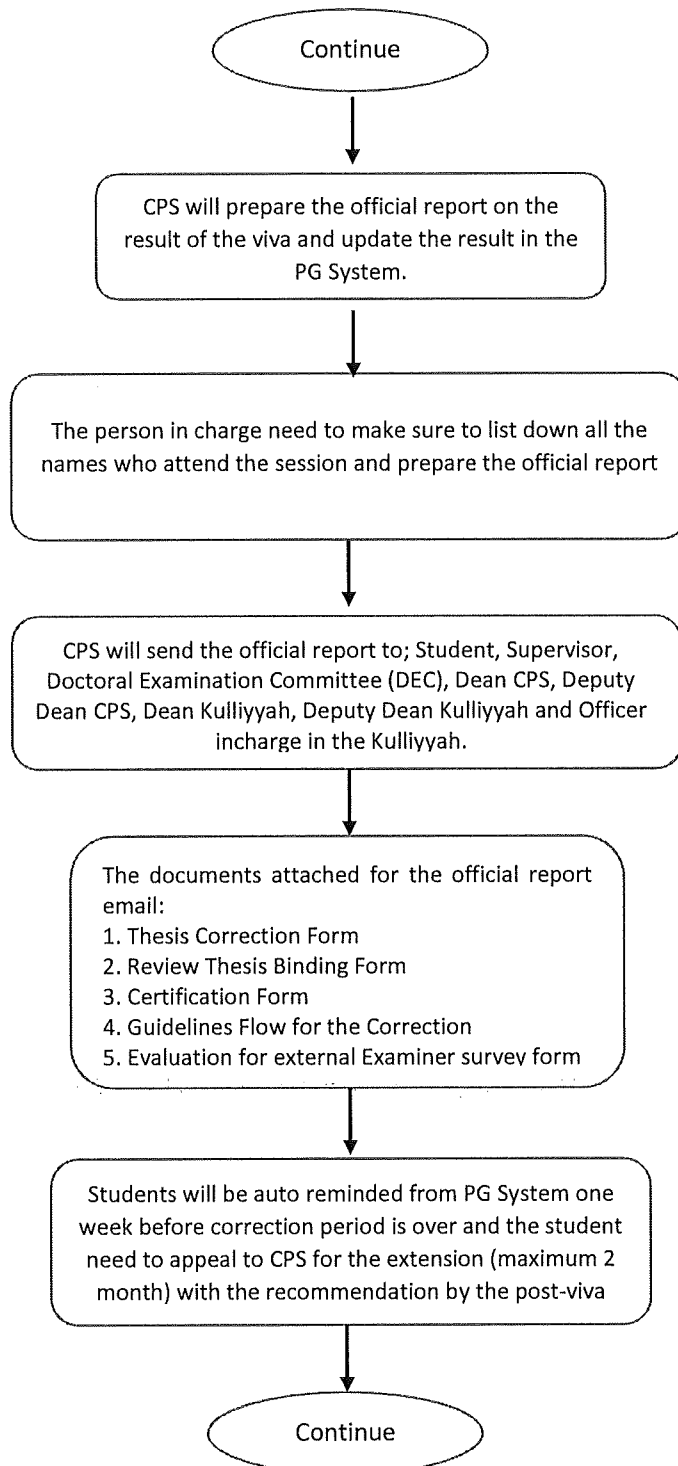
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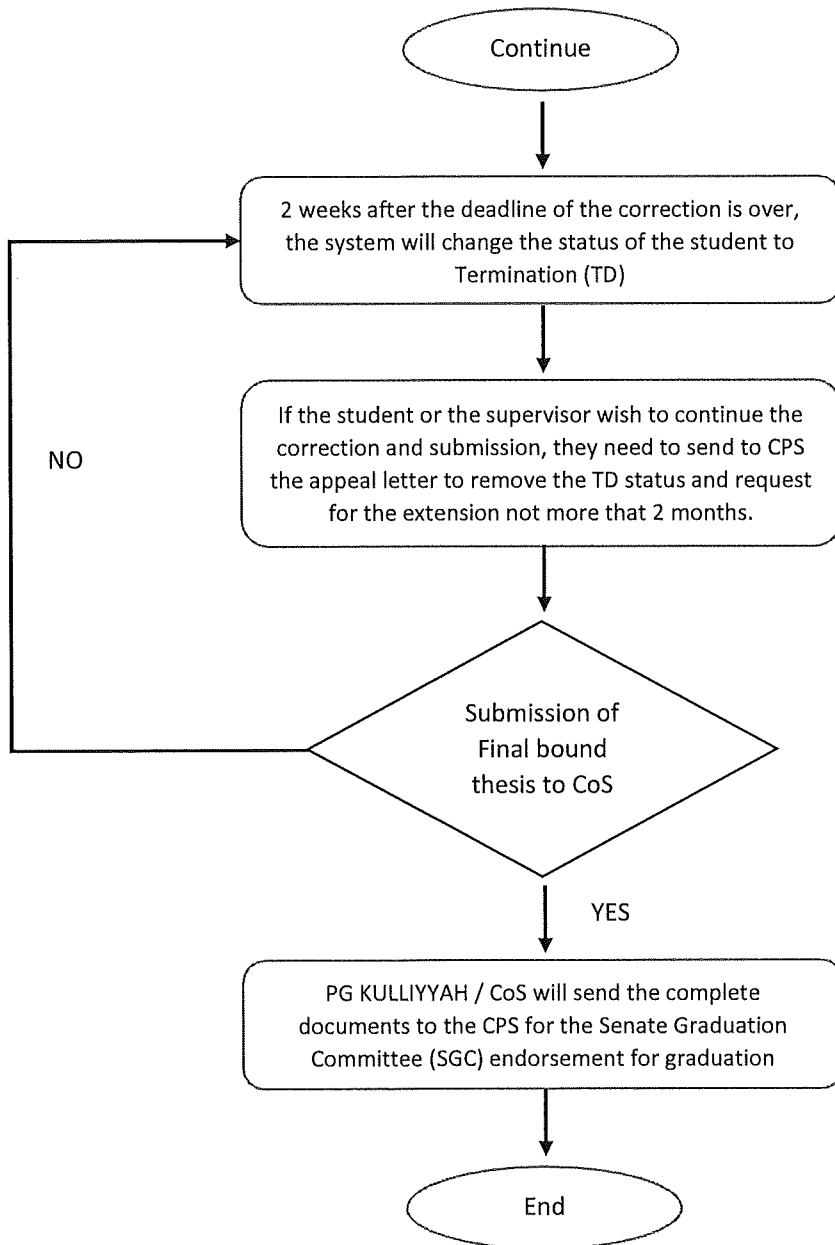
b. Procedure during the viva:



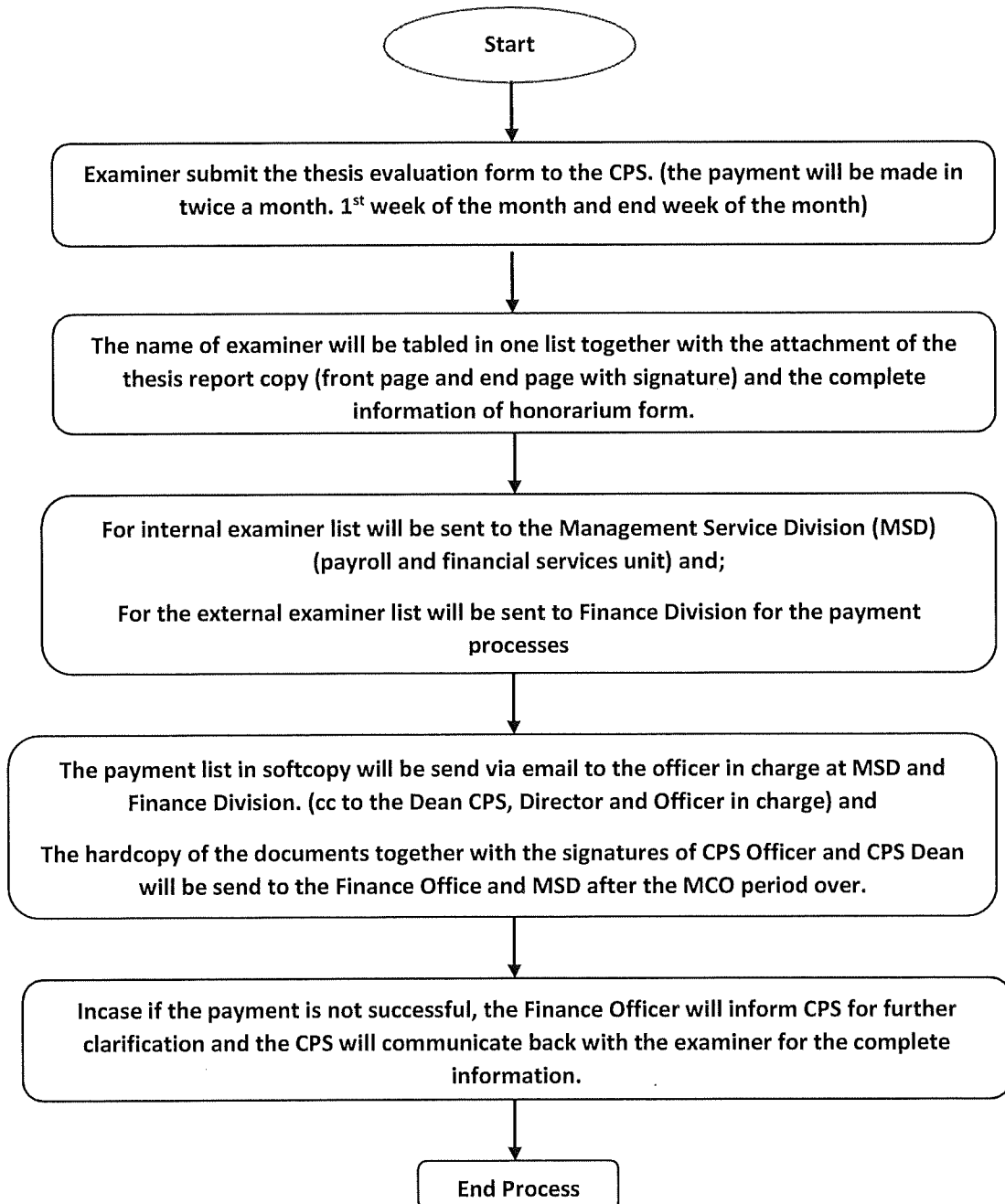


c. Procedure after the Viva:





3. FLOW PROCESS FOR THE HONORARIUM PAYMENT DURING MCO PERIOD



VIVA VOCE UNIT STANDARD OPERATING PROCEDURE (SOP) AFTER THE MOVEMENT CONTROL ORDER (MCO) PERIOD

Nomination of Examiner Process and Thesis Submission Process

- Endorsement of the name of examiners for students at Kulliyyah Postgraduate Committee (KPGC) level from the Centre of Studies (CoS).
- CoS sent the **softcopy** of the Completion form, Turn-it-in report, publication evidence, appointment of examiner form and the thesis. The Kulliyyahs need to make sure the softcopy of the thesis follows the standard format before sending the documents to the Centre for Postgraduate Studies (CPS) officers. Students need to submit all the relevant hardcopy forms and 5 copies of the thesis after the office starts operating.
- CPS will update the Thesis Examination (TE) status once the softcopy of the documents are complete.
- CPS will prepare the appointment letter to be verified by the dean before emailing the documents to the examiners.
- CPS will email to the examiner the following documents:
 - *Softcopy of the thesis*
 - *E-appointment letter (cc to the Dean of CPS)*
 - *Acceptance Form*
 - *Thesis Evaluation Form*
 - *Honorarium form (for External Examiner)*
 - *Guidelines for the examiner*
 - *SOP for the video conference session (if deemed necessary) ***
- CPS will update the name of examiners in the Ontrack System for the reminder and notification of submission.
- The examiners will be given 45 days for the evaluation period and will be reminded by the Ontrack system 2 weeks before the deadline and every 2 days after the deadline.
- CPS will update the name of the examiners in the excel list for statistical references.
- Once all the reports are ready by the 3 examiners, the officer in charge of the viva can communicate with the candidate and the supervisor to arrange the viva session via online platform or defer to a date after the Movement Control Order (MCO) period.
- Online platform includes: Zoom, Skype, Hangout, Facebook video Chat, Google Meeting etc.

Procedure for Viva Session Face to Face

Arranging the viva:

- CPS receives all 3 reports from the examiners.
- Decision to proceed with the viva will be based on the table below:

Results	Decision to conduct viva	Remarks
3 minor/above results	Proceed	Only the presence of internal examiner is required
2 minor/above results and 1 major	Proceed	Besides the presence of the internal examiner, if the major result is given by one of external examiners, the presence of the external examiner is also required
2 major results	Not proceed	
Any resubmission result	Not proceed	

- Communicate with the student and supervisor to ask for the availability and readiness of the student to do the viva session face to face.
- If the student/ Supervisor/ Doctoral Examination Committee (DEC) does not agree with the Face to face format session, the CPS will suggest to go for online viva session.
- Once agreement received, the CPS will request softcopy of the thesis from the student for the references and presentation slide in PowerPoint format.
- CPS will communicate with the examiners to arrange the viva date and time
- Once the viva date is scheduled, CPS will make arrangement with the Chairman to moderate the viva session.
- The CoS will request for the names to be the CoS representative for the viva session. For the Arabic viva session, CoS need to appoint academic staff who has Arabic background proficiency.
- CPS will prepare and compile all the documents such as the reports from the examiners and it will be distributed by email during the day of the viva. The CPS also will prepare the Online Report Form.

- CPS will send the invitation to all committees involved via email and notification for the remainder will be booked from the Google calendar.
- CPS to remind and make sure the students and the examiners wear proper dress code during this viva session.

Procedure during the viva:

- Secretariat make sure all the panels and student are wearing the mask.
- Checking the temperature and sanitize hand before entering the venue
- Sitting area will have distance 1meter each.
- The Secretariat will take attendance of the DCM.
- The Chairman will start the session with *Ummul Kitab Al-Fatihah*.
- There will be 10 minutes discussion between the committees before inviting the student to enter viva room.
- During the session, the viva will be recorded by the Secretariat for future references and this will be informed to all the committee members.
- The Supervisor will be an observer during this session and will be given the chance to say a few words (for 5 minutes) before the student can start the presentation.
- The Chairman will ask the student to start the presentation and the time given is **20 minutes** for the student.
- The Chairman will open the session to all examiners to ask the question. The time allocation for each examiners are 20 Minutes for Q&A session.
- The Chairman will request the student and supervisor to leave the viva room for a while for the deliberation and discussion of the result.
- Result category:
 1. **Pass** - Not more than one (1) month correction period.
 2. **Pass with Minor** - Not more than six (6) month correction period.
 3. **Pass with Major** - Not more than twelve (12) month correction period.
 4. **Resubmission With / Without Viva**- Not more than eighteen (18) month correction period.
 5. **Fail**
- The Chairman will ask whether there are any changes to the thesis title after the viva session.
- The Chairman will ask the recommendation (**Yes / No**) to award the student with pass.

- The Chairman will ask suggestion as to who should be the Post Viva Supervisor for the candidate during the correction period.
- The Chairman will request the secretariat to call back the student and the supervisor to join back the session.
- The Chairman will announce the result to all the committee members.
- The Chairman will give the student 5 minutes to say a few words.
- The Chairman closed the session with *Tasbih Kafarah* and *Surah Al-Asr*

Procedure after the Viva:

- CPS will prepare the official report on the result of the viva and update the result in the PG System. (The person in charge need to make sure to list down all the names of the students who attend the video viva session during this crisis and prepare the official report with the signature after the office is open)
- CPS will send the official report to the following: Student, Supervisor, Doctoral Examination Committee (DEC), Dean CPS, Deputy Dean CPS, Dean Kulliyah, Deputy Dean Kulliyah and Officer in charge in the Kulliyah.
- The documents attached for the official report email:
 1. Thesis Correction Form
 2. Review Thesis Binding Form
 3. Certification Form
 4. Guidelines Flow for the Correction
 5. Evaluation for external Examiner survey form
- Students will be auto reminded from PG System one week before correction period is over and the student need to appeal to CPS for the extension (maximum 2 month) with the recommendation by the post-viva
- 2 weeks after the deadline of the correction is over, the system will change the status of the student to Termination (TD)