



**Viva Voce Guidelines For  
Postgraduate Programmes**

*2019*

## **1.0 INTRODUCTION**

A viva voce is a mandatory examination component for both Doctoral and Master's programmes at UCSI University. It should not be confused with the research seminar/colloquium/symposium requirement for candidates' research findings.

These guidelines are applicable to all postgraduate programmes offered under Structure A (by research) and Structure B (mixed mode). Where practical, all programmes offered under Structure C (by coursework) should conform to these guidelines.

All administrative matters pertaining to the viva voce examination shall come under the purview of the Faculty/Institutes and Office of Postgraduate Studies.

## **2.0 SCOPE**

The viva voce examination will focus on the subject matter of the candidate's thesis or dissertation.

## **3.0 SCHEDULE & DURATION**

The viva voce examination would be scheduled, barring any unforeseen circumstances, within three months of submission of the thesis or dissertation for examination. Candidates will be notified of the date, time and venue of the viva voce examination by the Faculty or Institutes concerned, with acknowledgement to the Office of Postgraduate Studies.

#### 4.0 VIVA VOCE EXAMINATION COMMITTEE

The Viva Voce Examination Committee, to be presided by a Chairperson shall consist of the appointed examiners and the candidate's supervisor(s). Figure 4.1 illustrates the composition of the Viva Voce Examination Committee for both Doctoral and Master's programmes.

<b><u>Master's Programmes</u></b>	<b><u>Doctoral Programmes</u></b>
<ul style="list-style-type: none"><li>• Chairperson</li><li>• 1 Internal Examiner</li><li>• 1 External Examiner</li><li>• Supervisor</li></ul>	<ul style="list-style-type: none"><li>• Chairperson</li><li>• 1 Internal Examiner</li><li>• 2 External Examiners</li><li>• Supervisor</li></ul>

**Figure 4.1: Composition of Viva Voce Examination Committee**

#### 4.1 Chairperson of the Viva Voce Examination Committee

##### 4.1.1 Qualifications

The Chairperson of the Viva Voce Examination Committee is the Faculty Head of Research and Postgraduate Studies/Head of Postgraduate Studies of the respective faculty/institute or a member of academic staff appointed by the Dean/Director.

##### 4.1.2 Appointment

The Chairperson is appointed by the Faculty or Institute concerned, with acknowledgement to the Office of Postgraduate Studies.

### **4.1.3 Roles & Responsibilities**

The Chairperson serves as a moderator and ensures that the viva voce examination session is carried out in a fair manner. He/She **does not** participate in the Committee as an examiner.

Prior to the commencement of the viva voce examination session, the Chairperson should brief the external and internal examiners on the University's processes and procedures for the viva session.

During the viva voce examination session, the Chairperson must ensure that the examiners and the candidate have adequate time for discussion of issues arising from the thesis or dissertation submitted. It is his/her responsibility to ensure that all outcomes of the viva voce examination session, recommendations from the examiners, as well as timeframe for re-submission, among other pertinent information if any, are documented in a statement to be duly signed by the Chairperson and examiners at the end of the session.

## **4.2 Examiners**

The viva voce examiners will be appointed from both within the University and also other universities or institutions of higher learning. The identities of these examiners **will not** be made known to candidates prior to the viva voce examination session.

### **4.2.1 Qualifications**

Examiners for Doctoral programmes should be:

- Associate Professors with Doctoral (PhD) qualification; or
- Professors

Examiners for Master's programmes should be:

- Associate Professors with Doctoral (PhD) qualification; or

- Professors

#### **4.2.2 Appointment**

Viva voce examiners are appointed by the Senate at the recommendation of the Faculty/Institutes with the acknowledgement of the Office of Postgraduate Studies.

#### **4.2.3 Roles & Responsibilities**

Prior to the viva voce examination session, examiners are required to submit an assessment report of the thesis or dissertation.

Examiners are also required to submit a detailed final assessment report immediately after the viva voce examination session. The detailed final assessment report will be forwarded to the candidate to make the needed amendments and corrections to the thesis/dissertation. The final version of the thesis/dissertation has to be submitted as per deadline decided by the Viva Voce Committee as informed to the candidate.

### **4.3 Secretary of the Viva Voce Examination Committee**

#### **4.3.1 Roles & Responsibilities**

A Secretary of the Viva Voce Examination Committee shall be from the Faculty or Institute concerned. He/She **does not** participate in the Committee as an examiner, but remains a note-taker throughout the viva voce examination session.

#### **4.4 The Role of the Supervisor in the Viva Voce Examination Committee**

The candidate's Supervisor **does not** participate in the Committee as an examiner, but remains an observer throughout the viva voce examination session unless required by the examiners to clarify certain matters pertaining to the candidate's thesis/dissertation/project paper.

#### **5.0 EVALUATION OF THE VIVA VOCE**

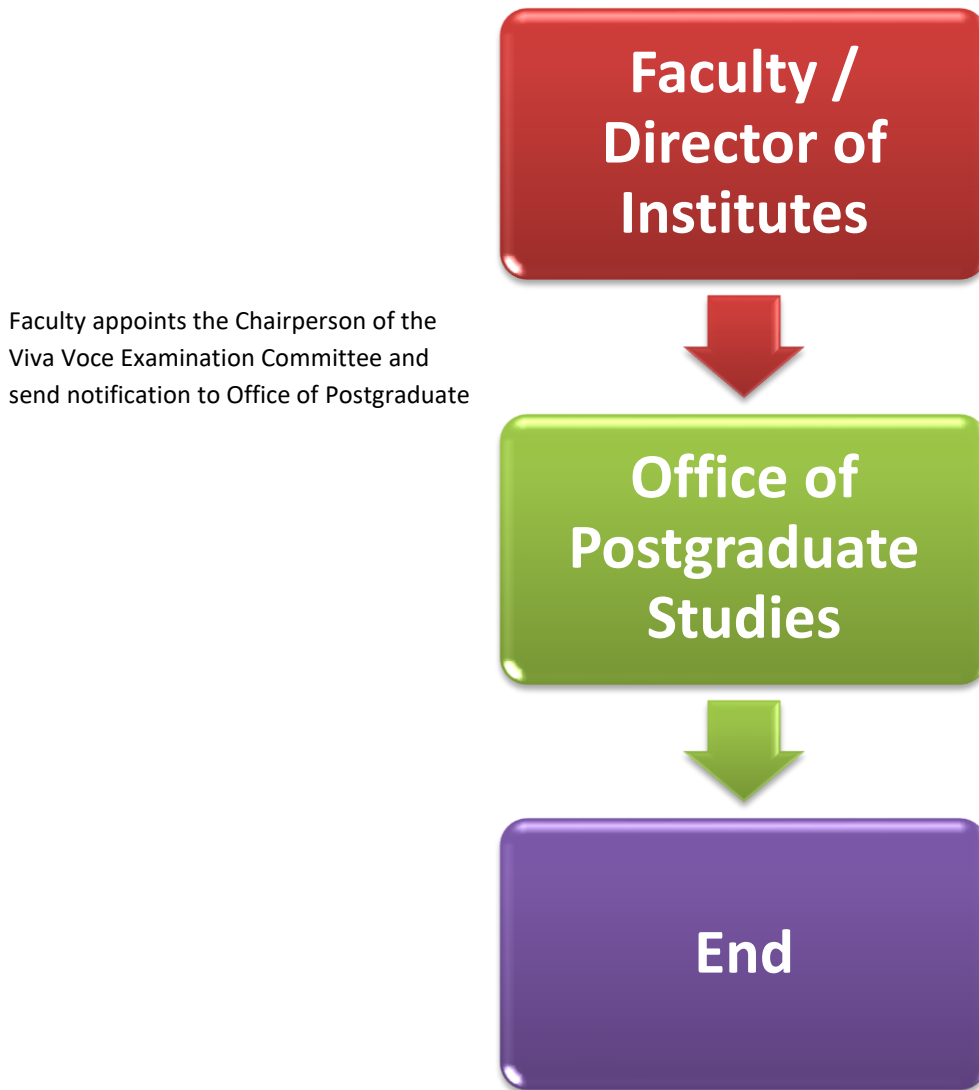
The Viva Voce Examination Committee shall be guided by a Viva Voce Evaluation Form in its assessment of the thesis or dissertation presented. (Refer to APPENDIX 3). The respective Faculties may add or edit the evaluation criteria according to their needs.

#### **6.0 FEEDBACK TO CANDIDATES**

After having conferred with the examiners, the Chairperson will inform the candidates immediately after the session of the outcome of the viva voce examination session, recommendations from the examiners, as well as timeframe for re-submission if any.

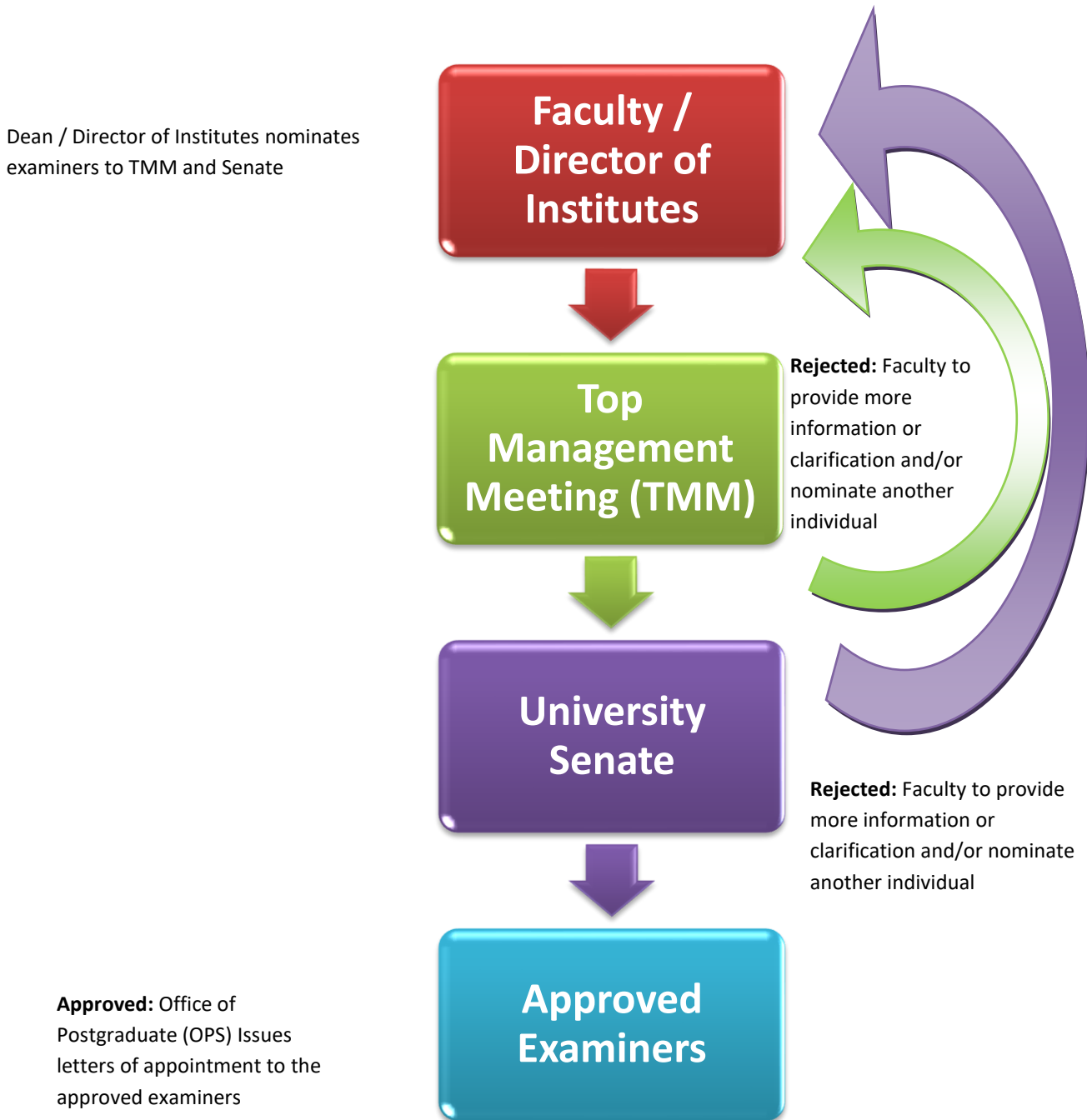
**APPENDIX 1**

**Appointment Process for the Chairperson of the Viva Voce Examination Committee**



APPENDIX 2

Appointment Process for Viva Voce Examiners





### APPENDIX 3

#### Viva Voce Evaluation Form



*<Insert Faculty Name Here>*

**\*Thesis / Dissertation / Project Paper Examiner's Report**

Candidate's Name	
Student ID	
Enrolled Programme	
*Thesis / Dissertation / Project Paper Title	
Supervisor's Name	
Examiner's Name <i>*(Internal / External)</i>	

*\* Please delete where not applicable*

#### **INSTRUCTIONS FOR COMPLETING THIS EXAMINER'S REPORT FORM**

*This Examiner's Report Form consists of Three (3) Parts:*

- *PART A: ASSESSMENT OF THESIS / DISSERTATION / PROJECT PAPER*
- *PART B: ASSESSMENT DECISION & RECOMMENDATIONS FOR REVISION*
- *PART C: FINAL ASSESSMENT DECISION (POST VIVA VOCE EXAMINATION)*

#### **Notes:**

1. *All Examiners are required to submit their reports using this Examiner's Report Form.*
2. **Part A:** *Examiners MUST rate ALL items on a scale of 1 to 5. Comments, if any, may be written on the spaces provided under each item. The questions listed under each item only serve as guides and, as such, are not exhaustive.*
3. **Part B:** *Examiners MUST indicate their assessment decision here. Recommendations for revisions, if any, may be written in this section. Examiners may also report briefly highlighting the strengths and weaknesses of the thesis / dissertation / project paper here.*
4. **Part C:** *The viva voce examination serves as an avenue for examiners to solicit clarification on information provided in the candidate's thesis / dissertation / project paper. Examiners MUST indicate their post viva voce examination assessment decision here.*

**PART A: ASSESSMENT OF THESIS / DISSERTATION / PROJECT PAPER**

Please indicate your response by **circling** the number that best describes each item.

**1. Introduction, Literature Review and Theory**

- How well has the research problem / gap been defined and presented?
- Have the research objectives been clearly identified and well explained?
- Has a critical appraisal of previous works been presented and adequately referenced in the literature review?
- Has the theoretical basis of the research been clearly presented?

Not Appropriate At All

Most Appropriate

1      2      3      4      5

Comments:

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**2. Methodology**

- Was the methodology used logically, accurately and clearly described?
- Were issues of ethics adequately addressed?

Not Appropriate At All

Most Appropriate

1      2      3      4      5

Comments:

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**3. Data Analysis and Testing**

- *Has the data collected been adequately analysed and their validity tested?*

*Not Appropriate At All*

*Most Appropriate*

1      2      3      4      5

Comments:

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**4. Data Interpretation**

- *Was the data / information critically interpreted?*

*Not Appropriate At All*

*Most Appropriate*

1      2      3      4      5

Comments:

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**5. Discussion and Conclusion**

- *Was the discussion thorough, covering critical area of the research?*
- *Did the conclusion reflect the attainment of the research objectives?*

*Not Appropriate At All*

*Most Appropriate*

1      2      3      4      5

Comments:

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**6. References**

- *Were the references used comprehensive, credible, relevant, and current?*

*Not Appropriate At All*

*Most Appropriate*

1      2      3      4      5

Comments:

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**7. Overall Research**

- *Has the research contributed new knowledge to the field of study?*
- *Has a paper been published or presented at conferences as a result of this research?*
- *Is there potential for further knowledge contribution through further research?*

*Not Appropriate At All*

*Most Appropriate*

1      2      3      4      5

Comments:

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**8. Overall Thesis / Dissertation / Project Paper Presentation**

- *Was the thesis / dissertation / project paper well organised (chapters, reference list, appendices, etc.) and clearly presented?*
- *Was the thesis / dissertation / project paper well written in terms of language usage, spelling and grammar?*

*Not Appropriate At All*

*Most Appropriate*

1      2      3      4      5

Comments:

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**PART B: ASSESSMENT DECISION & RECOMMENDATIONS FOR REVISION (IF ANY)**

Please indicate your assessment decision by placing a tick (✓) against the appropriate column. Please use additional paper for the recommended revisions if required.

Accepted without corrections <input type="checkbox"/>	Accepted with minor corrections <input type="checkbox"/>	Major corrections required <input type="checkbox"/>	Rejected <input type="checkbox"/>
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Recommendations for Revision (*if any*):

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***Examiner’s Signature***

***Date***

**PART C: FINAL ASSESSMENT DECISION (POST VIVA VOCE EXAMINATION)**

Please indicate your final assessment decision by placing a tick (✓) against the appropriate column.

**PASS**

- The candidate is awarded a \*Doctoral / Masters Degree subject to revisions to the thesis / dissertation / project paper as listed in the examiners' report.

**RE-EXAMINATION**

- The candidate is allowed to resubmit the thesis for re-examination after the candidate has made the necessary revisions to the thesis / dissertation / project paper as listed in the examiner's report. The thesis / dissertation / project paper **MUST** be re-examined and the candidate **MUST** attend another viva voce examination.

**FAIL**

- The candidate is not awarded a \*Doctoral / Masters Degree and is not allowed to resubmit his/her thesis / dissertation / project paper.

**Examiner's Signature**

**Date**