

POSTGRADUATE STUDIES BY RESEARCH

PROCESS AND PROCEDURES FOR ONLINE VIVA-VOCE DURING MCO

The Centre of Postgraduate Studies (CPS) at the faculty/academic center/branch campus is the secretariat for the online viva-voce. Online Viva-Voce processes involve three (3) key stages:

1. Pre-online viva voce
2. Online viva voce
3. Post online viva voce

PRE-ONLINE VIVA-VOCE

1. CPS is to set the viva-voce date with all the appointed examiners.
2. Student must submit the Digital Thesis from student to the respective CPS a week before the viva voce date.
3. All examiners must submit the Thesis Examination Report to CPS one (1) week before the viva voce date.
4. CPS must notify the detail information concerning the online viva voce (date, time and possible apps to be use for online viva voce session) one (1) week before the session to:
 - Student
 - Examiners
 - Supervisor(s)
 - Chairperson
 - Minute Taker
 - Observer (if applicable. i.e. for re-viva session, an observer from IPSis may be invited)

Technical Preparation

1. CPS must choose at least two (2) suitable platform for the online viva-voce (Skype/ Googlemeet/CMS/ Zoom); with one of the platforms as a backup (i.e Zoom and Googlemeet). Details of the meeting ID and password are to be emailed to all parties to be involved in the online viva-voce.
2. The online viva-voce may operate from different geographical locations based on the current location of the relevant parties.
3. An approval from the Dean/Rector for the secretariat or other UiTM staff to work from office must be obtained if access of internet is limited.

Trial Online Viva-Voce Session

1. Trial online viva-voce must be conducted prior to the actual session.
 - a. The trial session will involve the student, examiners (internal and external), chairperson, minute taker, supervisor(s) and the secretariat.
 - b. Two (2) separate trial sessions must be conducted at least five (5) days before the actual online viva-voce for the following groups:
 - i. Secretariat and examiners; and
 - ii. Secretariat, student and supervisor(s), which must be conducted

2. The secretariat must check the followings:
 - a. The quality of the audio and video
 - b. Holding room
 - c. Digital documentation – digital signature and digital stamp (if required). The options are Words document, PDF Edit and FOXIT.
 - d. Internet bandwidth (internet access and speed)
3. The secretariat must complete the checklist form in the Appendix 1.
4. At the end of the trial session, CPS will set the online meeting room and send invitation of the virtual meeting together with the meeting ID and password to all parties.

Files and Documents

1. CPS must prepare and email relevant documents to all parties three (3) days before the online viva-voce session, as follows:
 - a. Chairperson
 - i. Thesis examination report
 - ii. Concluding statements of each examiners
 - iii. Digital thesis
 - b. Examiners
 - i. Claim forms
 - c. Minute taker
 - i. Digital thesis
 - ii. Claim form

Note:

- i) Please be advised that the concluding statement of the thesis report (by the examiners) **MUST NOT** be shared to the student and supervisors.
- ii) The viva-voce will be re-scheduled if examiner(s) failed to submit the Thesis Examination Report.

DURING THE ONLINE VIVA-VOCE

At the Beginning of the Session

1. The secretariat must record the online viva voce session from the beginning for internal quality assurance.
2. The secretariat opens the session by introducing everyone present. The session is then passed to the chairperson.
3. Chairperson is required to be present throughout the viva voce session and should ensure that the student is not in disadvantaged in any way compared to the standard face-to-face oral examination.
4. The secretariat must set the student and supervisor(s) into 'the holding room' or request them to leave the session after the introduction session.
5. Chairperson briefly discusses the content of the Thesis Examination Report by each examiner. An early discussion between the examiners and chairperson can be done during this session. If required, the student or the main supervisor will be called into the main 'meeting room'.
6. The secretariat invites student and supervisor(s) back into 'the main meeting room'.

7. Any materials brought into the viva-voce by the student should be identified at the beginning of the examination and made visible throughout. No other person is permitted to be present with the student during the viva-voce.
8. The student is to be given 20 minutes (for Masters) or 25 minutes (for PhD) to perform the presentation by using the sharing screen.
9. The minute taker is required to note down the important points of the viva voce session.

Question and Answer Session

1. Q&A session is to be conducted after the oral presentation.
2. Supervisor(s) must not interrupt or provide any feedback to the questions unless allowed by the chairperson.

At the End Of The Session

1. The secretariat must set the student and supervisor(s) into 'the holding room' or request them to leave the meeting during the result moderation session.
2. Chairperson and examiners begin to discuss and moderate the result of viva voce.
3. The minute taker summarises the session and conclude the result as agreed by the chairperson and the examiners.
4. The secretariat invites back the student and the supervisor(s) into the main 'meeting room' after the moderation session.
5. Chairperson reads out the viva-voce result to the student and consequently end the viva voce session.
6. The chairperson, examiners and supervisor(s) may then leave the meeting.

Note:

In the event of any technological failures during the viva voce or other concerns regarding the conduct of the viva voce by the online platform, it is the responsibility of the chairperson to suspend the examination and to decide whether (i) it is possible for the examination to continue or (ii) that the viva voce session be rescheduled.

POST ONLINE VIVA VOCE

1. Chairperson, minute taker and all examiners must email all relevant documents to the secretariat immediately after the online viva voce session. These documents must be digitally signed.
2. CPS emails the letter of the viva-voce result to the student.
3. Student makes the thesis correction accordingly within the stipulated duration. Please refer to the Postgraduate by Research: Academic Rules and Regulations.



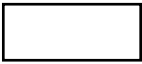

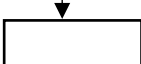

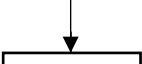

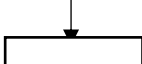





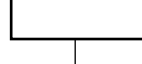



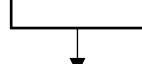
PROFESSOR DR HASLINDA YUSOFF

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5 April 2020

PROCESS FLOWCHART

Process : ONLINE VIVA-VOCE

PIC	FLOWCHART	PROCESS	DOCUMENT/ RECORD
		Start	
STUDENT	 	Submit thesis	Thesis
CPS	 	Send thesis to examiner and set viva date	Thesis
CPS	 	Set the online viva-voce and get agreement from student and examiners	Email
EXAMINERS	 	Submit thesis report via email	Thesis report Concluding remarks
CPS	 	Invite online viva-voce by email	Email
DEAN/ CPS	 	Appoint the chairperson and minute taker	Appointment letter
CPS	 	Set and conduct the online viva-voce trial	Email Online platform Checklist Appendix 1
CPS	 	Set and conduct the online viva-voce session	Email
	 	Finish	

APPENDIX 1 – ONLINE VIVA-VOCE CHECK LIST

Student's Name :
Student's ID :
Programme Code :

Date :
 Time :
 Online Platform 1 :
 Online Platform 2 :

ATTENDANCE (/):

Student :
 Internal Examiner :
 External Examiner :
 External Examiner II :
 (if required)
 Minute Taker :
 Main Supervisor :
 Co-Supervisor I :
 Co-Supervisor II :
 Secretariat I :
 Secretariat II :

CHECKLIST

	Audio	Video	Holding room	Digital document	Internet bandwidth
Student					
Internal Examiner					
External Examiner (local)					
External Examiner (International) (If Applicable)					
Minute Taker					
Main Supervisor					
Co-Supervisor I					
Co-Supervisor II					
Secretariat I					
Secretariat II					

*Please indicate Good or Not Good

<input type="checkbox"/>
<input type="checkbox"/>

The Online Viva-Voce can be conducted on

:

The Online Viva-Voce cannot be conducted

:

(Reason)

Please tick

PREPARED BY

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