

## **FLOW CHART FOR VIVA VOCE - GRADUATION**

### **A) Candidate update publication requirement**

Checklist:

1. PhD candidate who has registered from semester A111/SEPTEMBER 2011/2012:
  - 1.1. Option A:
    - 1.1.1. At least one (1) article is accepted for publication in ISI or Scopus Journal; and
    - 1.1.2. At least one (1) article is under review for publication in a refereed journal
  - 1.2. Option B:
    - 1.2.1. Two (2) articles are published in refereed journal(s)
2. PhD candidate who has registered from semester A171/SEPTEMBER 2017/2018 must produce at least ONE (1) article, accepted/published for publication in a Scopus Indexed Journal



### **B) Supervisor update progress report (Staff Portal)**

Checklist:

- Staff portal (academic) > Input Progress Report menu
- Supervisors select the "Notifying to submit thesis"
- Candidate's proposal defence data has been filled in the system



### **C) Candidate submit online Intent to Submit (ITS) thesis/dissertation (Student Portal)**

Checklist:

- Student portal > tab Academic > Research > Intent to Submit Thesis Checklist
- Complete publication requirement
- Upload thesis abstract



### **D) Approval for Intent to Submit Thesis (Supervisor)**

Checklist:

- Staff Portal > Academic tab > Supervision > Intent to Submit Thesis
- Nominate External and Internal Examiners
- Upload CV of proposed External Examiners

Notes:

- The supervisor will nominate Internal Examiners:
  - Students who are not UUM staff – a minimum of two (2) and a maximum of three (3) for internal examiner nominations in sequence
  - Students who are UUM staff – no nominations for internal examiners
- The supervisor will nominate External Examiners:
  - Students who are not UUM staff – a minimum of two (2) and a maximum of three (3) external examiners are nominated in sequence
  - Students who are UUM staff – requiring four (4) compulsory nominations for external examiners in sequence



### **E) Approval for Intent to Submit Thesis (School)**

Checklist:

- Staff Portal > Task > Postgraduate > Internal and External Examiners Nomination – School
- School set up JIL Committee
- Decision of selection of thesis examiner – School JIL/JKPA Meeting
- If the Internal and External examiner that has been nominated by Supervisor are considered not suitable by the School, the School has to nominate new examiners.
- Dean of School to endorse the nomination.



### **F) Approval for Intent to Submit Thesis (Graduate School)**

Checklist:

- Staff Portal > Task > Postgraduate > Internal and External Examiners Selection – Graduate School
- Graduate School set up JIL COB Committee
- Decision of selection of thesis examiner – School JIL COB Meeting
- If the Internal and External examiner that has been nominated by the School are considered not suitable by the JIL COB, the JIL COB has to nominate new examiners.
- Dean of Graduate School to endorse the nomination.



### **G) School email the candidate to submits thesis/dissertation**



### **H) School email the notification of appointment to the Examiners**

Checklist:

- The examiners receive the appointment email.
- If the examiners request the hard copy of thesis, the School should make necessary arrangement to accommodate their request.

Notes:

- Examiners must read the thesis and submit their reports within **five (5) weeks** from the date of appointment letter.
- Viva voce should preferably be scheduled **six (6) weeks** from the date of appointment letter.

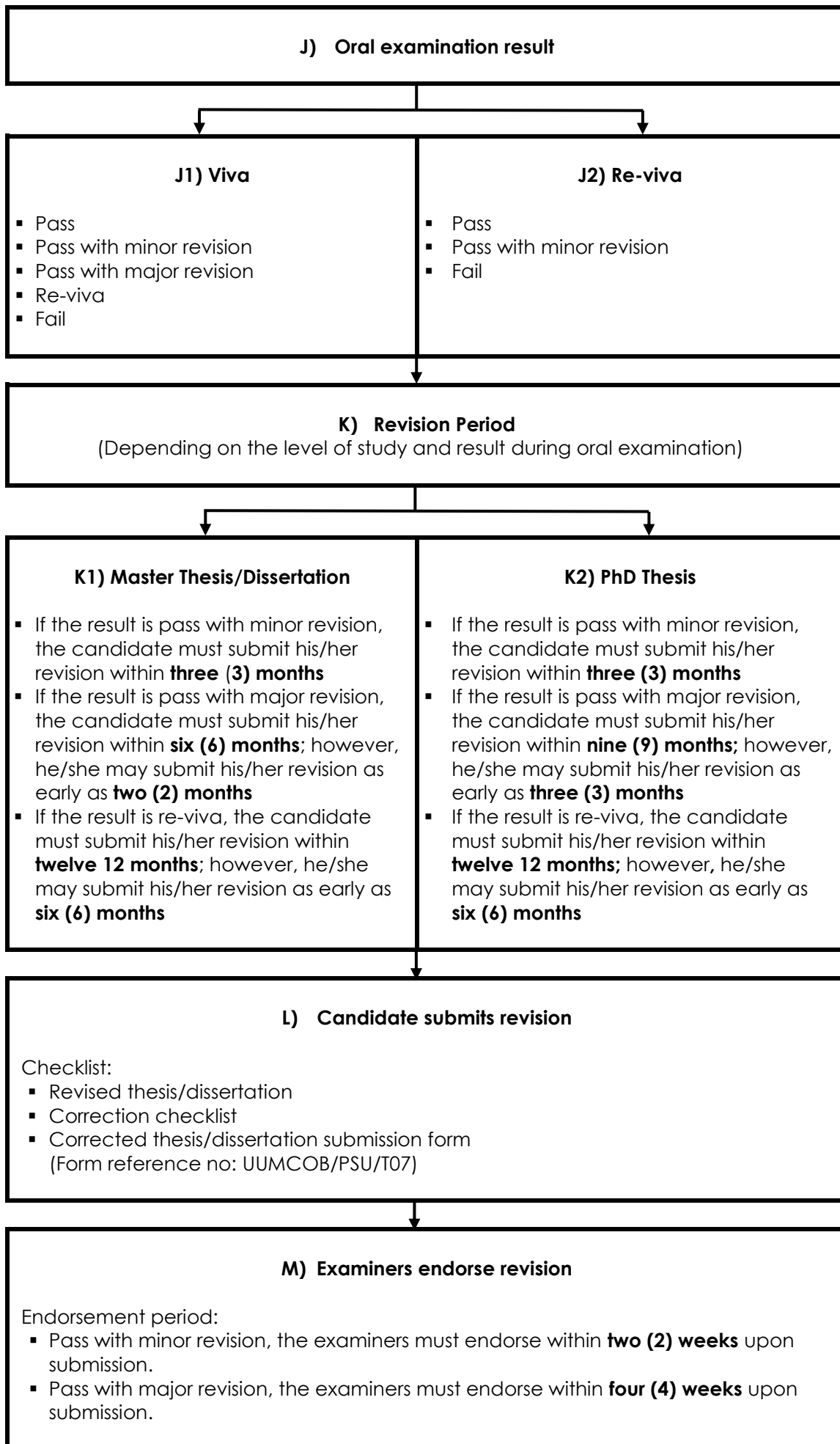


### **I) School holds oral examination session**

Notes:

- Examiners should be present during the session only external examiner allowed to attend virtually.
- Supervisors should be present during the session
- Student must physically present during viva voce.





Notes:

- If the examiners fail to respond during the specified period, the revision is considered valid.
- In either case, the viva voce committee may assign the supervisor to endorse the revision.



**N) UUM Language Centre verifies abstract**

Checklist:

- Verification letter from Language Centre

Requirements:

- Abstract must be provided in **two (2) versions**: English and Malay.
- The length of abstract must be 250-300 words.



**O) School endorses abstract**

Checklist:

- PG School Coordinator's approval form

Requirements:

- Abstract must be furnished in **two (2)** versions: English and Malay.
- The length of abstract must be 250-300 words.



**P) Candidate submits thesis/dissertation to School**

Checklist:

- **One (1)** loose copy of thesis
- **One (1)** soft copy of abstract



**Q) School JIL/JKPA endorses candidate's thesis/dissertation**

Checklist:

- Working paper on candidate's completion of study
- Abstract of thesis/dissertation



**R) JIL COB endorses candidate's thesis/dissertation**

Checklist:

- Working paper on candidate's completion of study
- Abstract of thesis/dissertation



**S) UUM Senate endorses candidate's thesis/dissertation**

Checklist:

- Working paper on candidate's completion of study
- Abstract of thesis/dissertation



**T) Candidate submits final thesis to School**

Checklist:

- **Two (2)** hard cover copies of thesis (Do not include copies for supervisors)
- **One (1)** loose copy of thesis
- **One (1)** soft copy of thesis (in CD)
- Final thesis submission form (Form reference no: UUMCOB/PSU/T08)
- Permission to deposit to UUM ETD system form (Form reference no: ETDUUM\_BI\_Jan2015)



**U) Graduation**