

Tips on How to Conduct Viva Voce (for Chairperson of Viva Voce)

The main roles of the Chairperson are to coordinate the viva voce and to submit a report of the examination to the School of Postgraduate Studies within five (5) working days from date of the viva voce.

Do's:

- (i) Do commit to the appointment as Chairperson and avoid relinquishing this role at the last minute.
- (ii) When the viva date is confirmed, please adhere to the date as a change in the date will increase the level of anxiety, stress and apprehension to the student.
- (iii) Read and understand the categories of the outcome of the examination.
- (iv) During the viva session:
 - Call the meeting to order once there is a quorum.
 - Draw the attention of the examiners to the *Guidelines for Viva-Voce Examination for Postgraduate Programme by Research* (including the various categories of examination results)
 - Invite the candidate to present the main findings of his/her thesis. The presentation should be at least twenty (20) minutes (Master) and thirty (30) minutes (PhD) or at the discretion of Chairperson.
 - Ensure that all substantive queries raised by the examiners in their reports, and in particular those by the external examiners, are put forth to the candidate for answers.
 - Request the candidate and the Supervisory Committee members (if present) to leave once the examination has been completed.
 - Conclude and record the final recommendations of the Panel of Examiners on the status of the thesis with reference to the *Guidelines for Viva-Voce Examination for Postgraduate Programme by Research*. This should be based on the examiners' reports, oral presentation by the candidate, responses by the candidate to questions posed by the examiners and other relevant matters.
- (v) Invite the candidate back to the examination room and announce the result of the examination.
- (vi) Prepare a report on behalf of the Examination Committee indicating the outcome of the examination including any recommendations and corrections to improve the thesis in order to facilitate subsequent verification by the Internal Examiners.

Don'ts:

- (i) Do not act as one of the examiners.
- (ii) Do not overturn the recommendations of the examiners without their agreement.