

Guidelines of Viva-Voce Examination

1.0 PURPOSE

To provide guidelines on the principles and structure of a viva-voce examination after the written thesis meets the criterion set forth by the University for a partial fulfilment of the postgraduate degree intended.

2.0 PRINCIPLES

A viva-voce is convened after the examiners return their marking of the written thesis to the University. No results are to be disclosed to the examinee or supervisory committee prior to the viva voce examination.

3.0 STRUCTURE

- 3.1 The Panel of Examiners shall comprise of, as listed below.
 - (a) The Chairman
 - (b) The External Examiner (or his report in lieu of and to be presented by Programme Coordinator)
 - (c) The Internal Examiner
 - (d) School of Postgraduate Studies as Secretariat
(see *Postgraduate Academic Rules and Regulations*, Item 9.1.3.2 – d)
- 3.2 The Panel of Examiners for **PhD** viva-voce session is to be chaired by the Dean / Deputy Dean of School of Postgraduate Studies or Dean / Deputy Dean of Respective School or academic staff with Doctoral degree qualification (see *Postgraduate Academic Rules and Regulations*, Item 9.1.3.2 – e).
- 3.3 The Panel of Examiners for the **Masters** viva-voce is to be chaired by the Dean / Deputy Dean of School of Postgraduate Studies or Dean / Deputy Dean of Respective School or academic staff with Doctoral degree qualification (see *Postgraduate Academic Rules and Regulations*, Item 9.1.3.2 – f).
- 3.4 The Chairperson of viva voce has not been involved in the supervision of student thesis or any dealings with the student that will result in a possible conflict of interest.
- 3.5 A copy of the examiners' reports of the marked written thesis and/or the thesis/amended thesis will be made available to the chairman on the day of viva-voce examination takes place.
- 3.6 The proceeding of the viva-voce is as follows:
 - 3.6.1 The viva-voce is conducted with only the Panel of Examiners, Supervisory Committee members and any invited members at the discretion of the Chairperson of the Panel of Examiners.
 - 3.6.2 For PhD programme, the examinee will be given at least thirty (30) minutes to present their thesis followed by Question & Answer session by the Panel of Examiners at the discretion of the Chairman of the Panel of Examiners.



- 3.6.3 For Master programme, the examinee will be given at least twenty (20) minutes to present their thesis followed by Question & Answer session by the Panel of Examiners at the discretion of the Chairman of the Panel of Examiners.
- 3.6.4 Members of the Supervisory Committee and other invited members will serve as observers only for the viva-voce and can only speak at the discretion of the Chair of the Panel of Examiners.
- 3.6.5 The Panel of Examiners may choose to deliberate their findings in private. The examinee and members of the supervisory team may be invited to the private deliberation based on the discretion of the Chairperson.
- 3.6.6 Examination results will then be compiled after a taking a majority of the decision of the panel of examiners.
- 3.6.7 The examinee will be informed by the school admin on the amendments/corrections needed for the thesis. He/she must also complete the relevant forms to indicate the amendments required.
- 3.6.8 If the Thesis is not amended and submitted within the stipulated time, it shall be deemed to have been rejected and the student's candidature is terminated.
- 3.6.9 The candidate will be awarded the relevant degree once all requirements for Conferment of Degree has been met and subject to Senate approval.

4.0 EXAMINATION OUTCOMES FOR VIVA-VOCE

- 4.1 4.1.1 The following decisions shall be made on the dissertation/thesis at the conclusion of the viva voce. (see *Postgraduate Academic Rules and Regulations, Item 9.1.4 – C*)
 - Passed.
 - Passed with minor correction.
 - Conditional passed with major correction. Candidate might be required to attend the 2nd Thesis Examination Board meeting to clarify revisions made to the dissertation.
 - Resubmission of thesis for re-examination. Candidate shall be required to repeat the viva voce.
 - Failed.
- 4.1.2 If the Panel of Examiners is not satisfied that a sufficient standard has been reached in the viva voce, the candidate shall be required to repeat the viva voce. A candidate is allowed a maximum of two (2) attempts to obtain a "satisfactory" grade for his viva voce



- 4.2 The Overall Recommendations of the **Doctoral** viva-voce examination to the school postgraduate committee must only be one of the following (see *Postgraduate Academic Rules and Regulations, Item 9.1.4*).

Recommendation	Guidelines for Recommendation
PASSED	The candidate is awarded a Doctor of Philosophy degree. These recommendations are made if the thesis/dissertation does not requires revision or correction or additional experimental works or collection of new data or extensive revision.
PASSED with Minor Corrections	<p>The candidate is awarded the degree of Doctor of Philosophy, subject to amendments/corrections to the thesis as specified in the Panel of Examiners' reports. These recommendations are made if the thesis requires:</p> <ul style="list-style-type: none">• additional information and data to support/overcome the minor technical errors which no additional experimental works are needed;• minor text editing, reformatting of chapters, Tables and/or Figures, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, correction of English language and grammar, typographical mistakes, and other minor improvements;• further explanation on several short sections while the overall conclusion will not be affected. <p>The maximum duration allowed for making corrections is three (3) months.</p> <p>However, the Panel of Examiners can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.</p> <p>The confirmation of the veracity of the corrections has to be made by the Internal Examiner and the Main Supervisor.</p>
CONDITIONAL PASSED with Major Corrections	<p>The candidate is awarded the degree of Doctor of Philosophy, subject to amendments/corrections to the thesis as specified in the Panel of Examiners Report. These recommendations are made if the thesis requires:</p> <ul style="list-style-type: none">• in-depth explanation on large body of the section in the Thesis while the overall conclusion will not be affected;• major revision on the data analysis which is not due to errors of the methodology/approaches applied, major improvement in description of methodology, statistical re-analysis of research data; re-discussion of results;• major editing of text, formatting of Tables and/or Figures, correction of English language and grammar, or typographical mistakes. <p>The Panel of Examiners may recommend that the candidate to seek for assistance of an editing service if errors in grammar and syntax are extensive.</p> <p>The candidate is required to resubmit the amended thesis to the Panel of Examiners within six (6) months from the date of first Viva Voce examination. However, the Panel of Examiners can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.</p>



	<p>The candidate is required to attend the meeting with Panel of Examiners (External Examiner or Internal Examiner or both) to clarify revision made to the Thesis.</p> <p>The thesis MUST be revised and verified by the Panel of Examiners after the candidate has made the changes/corrections.</p>
RESUBMISSION of Thesis for Re-examination	<p>The candidate is required to re-submit the thesis to the Panel of Examiners for re-examination, subject to the following conditions:-</p> <ul style="list-style-type: none">• if the candidate is required to carry out additional experimental works and data analysis for major revision of the contents of Thesis;• if the Thesis requires major revision on data analysis due to the errors of the research methodology/approach applied;• if the Thesis requires in-depth explanation on large body of the Thesis which will affect the overall conclusion;• For PhD candidate who has failed to attain sufficient academic standard for the degree of Doctor of Philosophy, and the Thesis has not achieved academic merit equivalent to the level of PhD in terms of novelty, significant contribution to the body of knowledge. <p>The candidate is required to re-submit the amended thesis to the Panel of Examiners within a period of not more than two (2) semester or one (1) year from the date of first Viva Voce examination. Failure to submit within the specified time shall result in termination of candidature.</p> <p>The candidate is required to repeat the Viva Voce.</p> <p>If the Panel of Examiners is not satisfied that a sufficient standard has been achieved in the Thesis and Viva Voce (after a maximum of two (2) attempts) for the award of the relevant degree, the Panel shall either:-</p> <ul style="list-style-type: none">• report that the candidate has failed;• recommend that the candidate be required to pursue a further scheme of work over a period of time as specified by the Panel of Examiners, at the end of which the candidate may resubmit his/her Thesis for re-examination (within the maximum duration of study).
FAILED	<p>The candidate is not eligible to be awarded a Doctor of Philosophy degree and is not allowed to resubmit the thesis for examination, subject to the following conditions:-</p> <ul style="list-style-type: none">• The candidate is found guilty of plagiarism with parameters of originality exceeded the limits as approved by University;• The quality of Thesis is below acceptable standards and has substantial weakness which cannot be addressed even with additional experimental works.



- 4.3 The Overall Recommendations of the **Masters** viva-voce examination to the school postgraduate committee must only be one of the following (see *Postgraduate Academic Rules and Regulations, Item 9.1.4*)

Recommendation	Guidelines for Recommendation
PASSED	The candidate is awarded a Master's degree. These recommendations are made if the thesis/dissertation does not requires revision or correction or additional experimental works or collection of new data or extensive revision.
PASSED with Minor Corrections	<p>The candidate is awarded the degree of Master's, subject to amendments/corrections to the thesis as specified in the Panel of Examiners' report. These recommendations are made if the thesis requires:</p> <ul style="list-style-type: none">• additional information and data to support/overcome the minor technical errors which no additional experimental works are needed;• minor text editing, reformatting of chapters, Tables and/or Figures, revision of literature, improvement in declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, correction of English language and grammar, typographical mistakes, and other minor improvements;• further explanation on several short sections while the overall conclusion will not be affected. <p>The maximum duration allowed for making corrections is three (3) months.</p> <p>However, the Panel of Examiners can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.</p> <p>The confirmation of the veracity of the corrections has to be made by the Internal Examiner and the Main Supervisor.</p>
CONDITIONAL PASSED with Major Corrections	<p>The candidate is awarded the degree of Master's, subject to amendments/corrections to the thesis as specified in the Panel of Examiners' report. These recommendations are made if the thesis requires:</p> <ul style="list-style-type: none">• in-depth explanation on large body of the section in the Thesis while the overall conclusion will not be affected;• major revision on the data analysis which is not due to errors of the methodology/approaches applied, major improvement in description of methodology, statistical re-analysis of research data; re-discussion of results;• major editing of text, formatting of Tables and/or Figures, correction of English language and grammar, or typographical mistakes. <p>The Panel of Examiners may recommend that the candidate to seek for assistance of an editing service if errors in grammar and syntax are extensive.</p> <p>The candidate is required to resubmit the amended thesis to the Panel of Examiners within six (6) months from the date of first Viva Voce examination. However, the Panel of Examiners can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.</p>



	<p>The candidate is required to attend the meeting with Panel of Examiners (External Examiner or Internal Examiner or both) to clarify revision made to the Thesis.</p> <p>The thesis MUST be revised and verified by the Panel of Examiners after the candidate has made the changes/corrections.</p>
RESUBMISSION of Thesis for Re-examination	<p>The candidate is required to re-submit the thesis to the Panel of Examiners for re-examination, subject to the following conditions:-</p> <ul style="list-style-type: none">• if the candidate is required to carry out additional experimental works and data analysis for major revision of the contents of Thesis;• if the Thesis requires major revision on data analysis due to the errors of the research methodology/approach applied;• if the Thesis requires in-depth explanation on large body of the Thesis which will affect the overall conclusion; <p>The candidate is required to re-submit the amended thesis to the Panel of Examiners within a period of not more than two (2) semester or one (1) year from the date of first Viva Voce examination. Failure to submit within the specified time shall result in termination of candidature.</p> <p>The candidate is required to repeat the Viva Voce.</p> <p>If the Panel of Examiners is not satisfied that a sufficient standard has been achieved in the Thesis and Viva Voce (after a maximum of two (2) attempts) for the award of the relevant degree, the Board shall either:-</p> <ul style="list-style-type: none">• report that the candidate has failed;• recommend that the candidate be required to pursue a further scheme of work over a period of time as specified by the Panel of Examiners, at the end of which the candidate may resubmit his/her Thesis for re-examination (within the maximum duration of study).
FAILED	<p>The candidate is not eligible to be awarded a Master's degree and is not allowed to resubmit the thesis for examination, subject to the following conditions:-</p> <ul style="list-style-type: none">• The candidate is found guilty of plagiarism with parameters of originality exceeded the limits as approved by University;• The quality of Thesis is below acceptable standards and has substantial weakness which cannot be addressed even with additional experimental works.

5.0 COMMUNICATION TO STAKEHOLDERS

Unless specifically stated, all comments from the examiners will be communicated to the candidate through official email after the viva-voce examination within two (2) weeks.

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