College of Business
Universiti Utara Malaysia

FLOW CHART FOR VIVA VOCE - GRADUATION

A) Candidate submits Intent to Submit (ITS) thesis/dissertation form for viva voce to supervisor

Checklist:
- ITS form (form reference no: UUMCOB/PSU/T02)
- Candidate's particulars on ITS form
- Candidate's signature on ITS form
- Evidence of publications

B) Supervisor submits ITS thesis/dissertation form for viva voce to School

Checklist:
- ITS form (form reference no: UUMCOB/PSU/T02)
- Proposed Examiners' particulars on ITS form
- Supervisor's signature and stamp on ITS form
- CV of proposed external examiners

Note:
- Draft thesis/dissertation must be submitted within **three (3) months** after submitting ITS thesis form to School.

C) School JIL/JKPA appoints viva voce committee

Checklist:
- Decision on selection of thesis examiners – School JIL/JKPA Meeting
- CV of proposed external examiners
- Candidate fulfils publication requirement
- Candidate's status (must be active)

D) JIL COB endorses viva voce committee

Checklist:
- Working paper on examiners' nomination to JIL COB
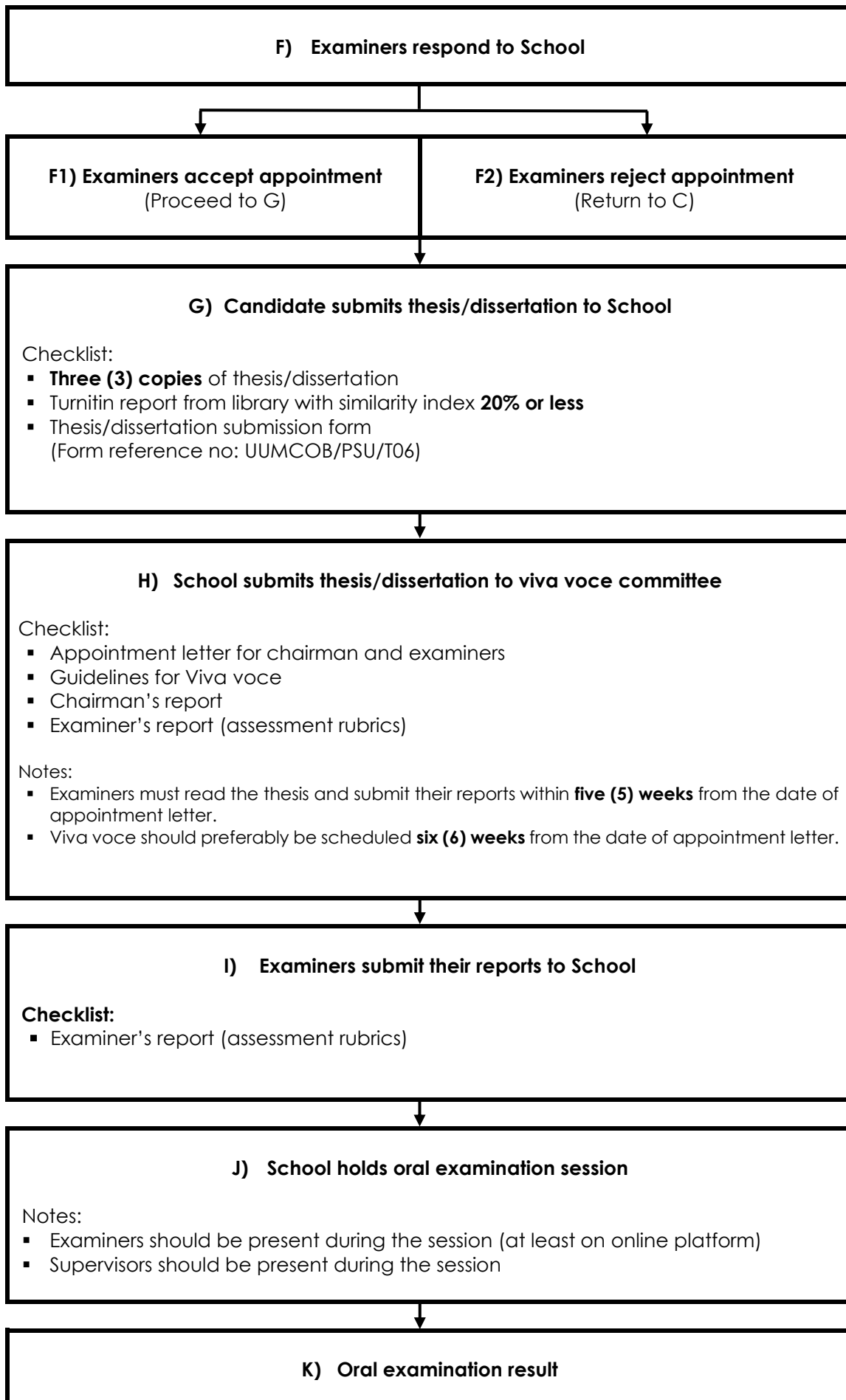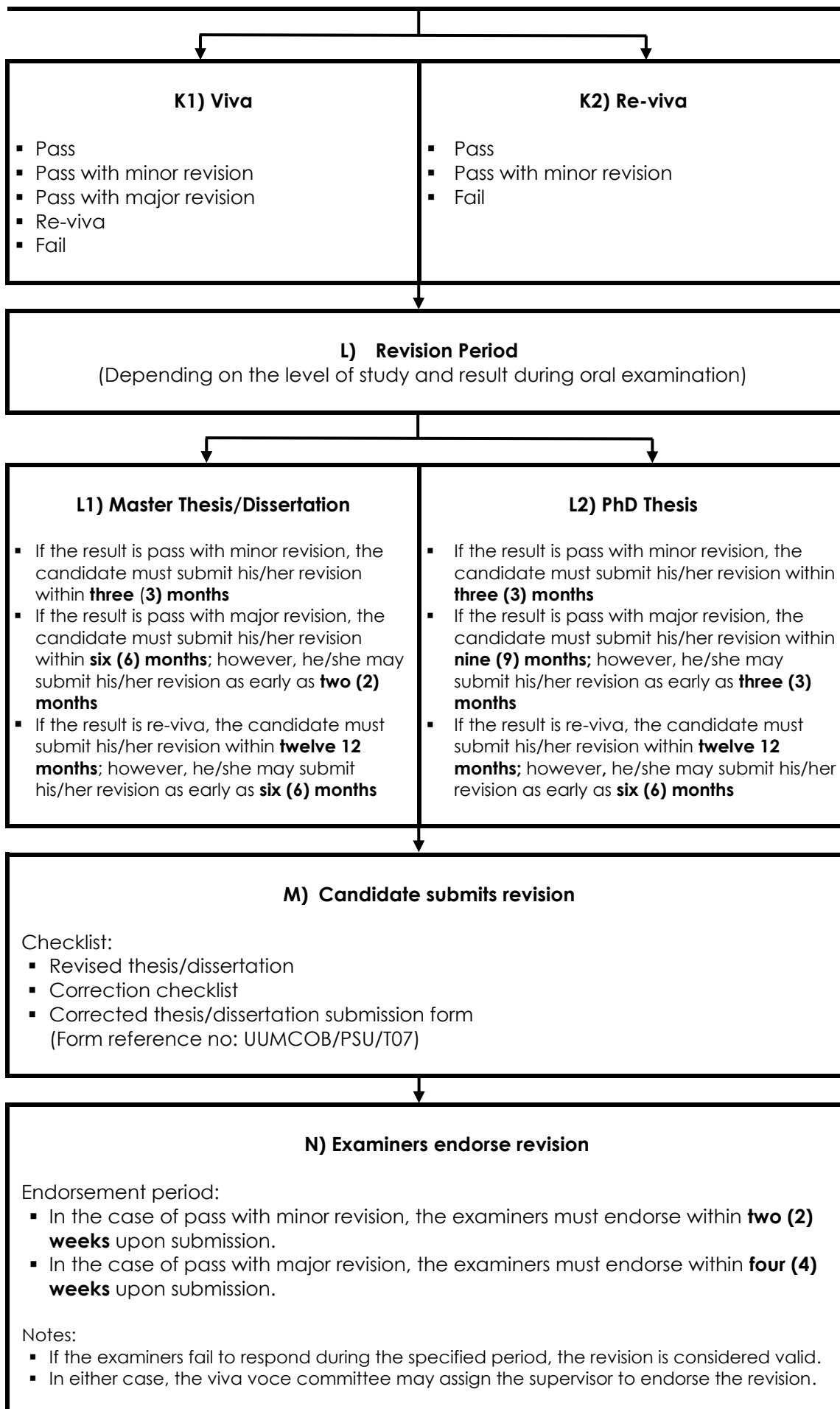- CV of proposed external examiners

E) School contacts appointed viva voce committee for consent

Checklist:
- Acceptance/Rejection form

F) Examiners respond to School

F1) Examiners accept appointment
(Proceed to G)

F2) Examiners reject appointment
(Return to C)

G) Candidate submits thesis/dissertation to School

Checklist:
- **Three (3) copies** of thesis/dissertation
- Turnitin report from library with similarity index **20% or less**
- Thesis/dissertation submission form
  (Form reference no: UUMCOB/PSU/T06)

H) School submits thesis/dissertation to viva voce committee

Checklist:
- Appointment letter for chairman and examiners
- Guidelines for Viva voce
- Chairman's report
- Examiner's report (assessment rubrics)

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) Examiners submit their reports to School

Checklist:
- Examiner's report (assessment rubrics)

J) School holds oral examination session

Notes:
- Examiners should be present during the session (at least on online platform)
- Supervisors should be present during the session

K) Oral examination result

K1) Viva

- Pass
- Pass with minor revision
- Pass with major revision
- Re-viva
- Fail

K2) Re-viva

- Pass
- Pass with minor revision
- Fail

L) Revision Period
(Depending on the level of study and result during oral examination)

L1) Master Thesis/Dissertation

- If the result is pass with minor revision, the candidate must submit his/her revision within **three** (**3**) **months**
- If the result is pass with major revision, the candidate must submit his/her revision within **six (6) months**; however, he/she may submit his/her revision as early as **two (2) months**
- If the result is re-viva, the candidate must submit his/her revision within **twelve 12 months**; however, he/she may submit his/her revision as early as **six (6) months**

L2) PhD Thesis

- If the result is pass with minor revision, the candidate must submit his/her revision within **three (3) months**
- If the result is pass with major revision, the candidate must submit his/her revision within **nine (9) months**; however, he/she may submit his/her revision as early as **three (3) months**
- If the result is re-viva, the candidate must submit his/her revision within **twelve 12 months**; however, he/she may submit his/her revision as early as **six (6) months**

M) Candidate submits revision

Checklist:
- Revised thesis/dissertation
- Correction checklist
- Corrected thesis/dissertation submission form
  (Form reference no: UUMCOB/PSU/T07)

N) Examiners endorse revision

Endorsement period:
- In the case of pass with minor revision, the examiners must endorse within **two (2) weeks** upon submission.
- In the case of pass with major revision, the examiners must endorse within **four (4) weeks** upon submission.

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.

O) 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.

P) 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.

Q) Candidate submits thesis/dissertation to School

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

R) School JIL/JKPA endorses candidate's thesis/dissertation

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

S) JIL COB endorses candidate's thesis/dissertation

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

T) UUM Senate endorses candidate's thesis/dissertation

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

U) 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)

V) Graduation
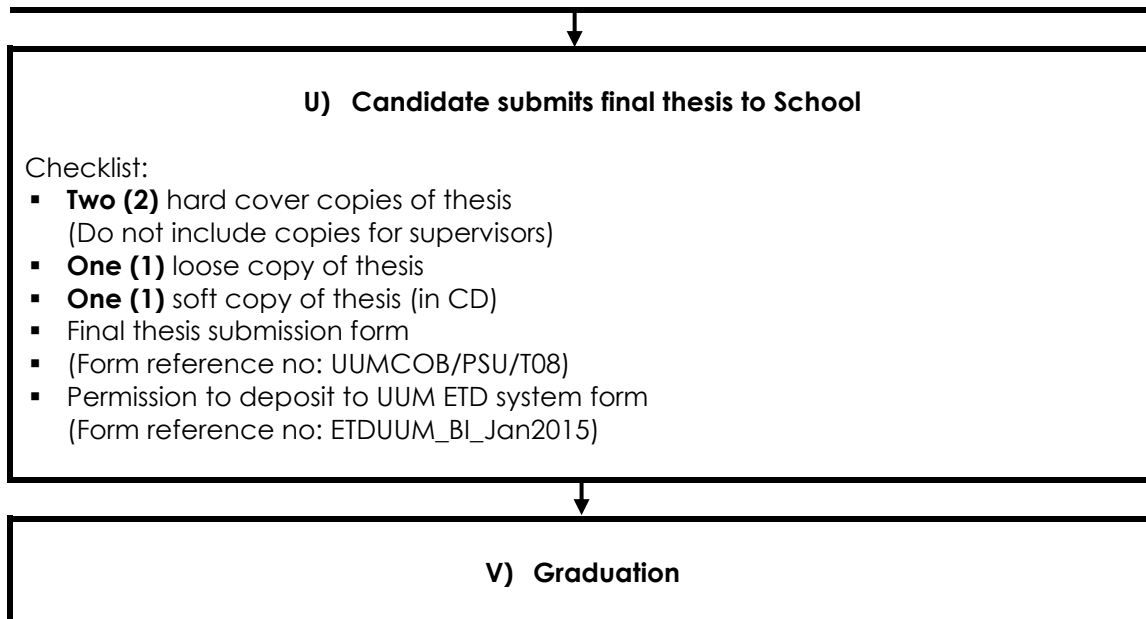
Online Viva voce:

1. Candidate will email the Intent to Submit (ITS) thesis form for viva and publications evidence to viva unit of respective school.

2. Candidate will email the softcopy versions of the thesis, similarity index report and brief CV to viva unit of respective school.

3. School will email the thesis/dissertation to the examiners.

4. Examiners will be submitting their reports on the thesis/dissertation to via email to viva unit of respective school.

5. The oral examination will be conducted via WebEx or Skype)

6. All related documents (candidate's CV, examiners' guidelines, examiners' reports and results form) will be emailed to all panel members THREE (3) DAYS prior to the viva voce session.

7. Candidate must submit his/her presentation slides ONE (1) WEEK before the viva voce session.

8. Endorsement of corrections by supervisor and examiner(s) can be done online using relevant forms.