The Process for Viva Voce to Graduation

Submit your Intent to Viva form

Checklist:

i. Evidence of publication requirement

(For Online Viva Voce please email the intent to Viva form and publications evidence to: email@uum.edu.my)

3 months

Submit your thesis/dissertation

Checklist:

- i. THREE (3) copies of your thesis/dissertation
- ii. Turnitin report from library with similarity index < 20%
- iii. Your brief CV

(For Online Viva Voce please email the thesis/dissertation, similarity index report and brief CV to: email@uum.edu.my)

1 months

Examiners will be appointed for your Thesis Examination Board

(For Online Viva Voce – examiners will be vetted at the JKPA WebEx Meeting)

Contact Examiners will be contacted on nomination

(For Online Viva Voce – examiners will be contacted via email)

Examiner accepts nomination

- i. Acceptance Form/Letter
- ii. Appointment letter
- iii. (For Online Viva Voce acceptance form/letter and appointment letter will be contacted via email)

Examiner **rejects** nomination

Contact next examiner nominated.

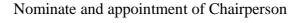
Failure of which new nominations are required

5 weeks

Your thesis/dissertation will be sent to the examiners and they will be given FIVE (5) weeks to read, examine and submit the report to Graduate School.

For Online Viva Voce:

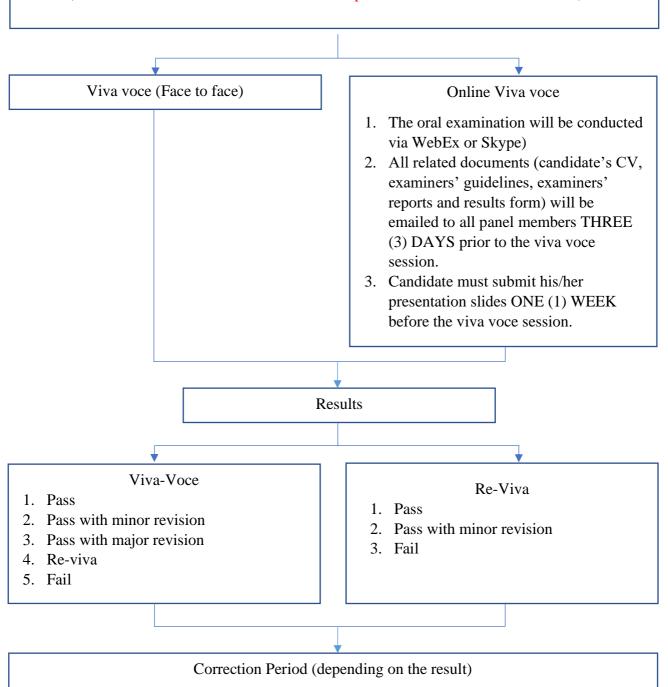
- Thesis/dissertation will be sent to the examiners via email contacted via email
- Examiner will be submitting their reports on the thesis/dissertation to: <u>email@uum.edu.my</u>
- Refer to the Online Viva Voce guideline



(For Online Viva Voce – acceptance form/letter and appointment letter for the chairperson will be sent via email)

Viva Voce Session

i. Contact examiner and chairperson on suitable date (For Online Viva Voce – examiner and chairperson will be contacted via email)



Endorsement of corrections depending on the result (by supervisor) **Checklist:** Supervisor endorsement form (for online Viva Voce, supervisor i. endorsement form will be sent via email) Correction checklist (for online Viva Voce, correction checklist will be ii. sent via email) iii. Thesis for online Viva Voce, thesis will be sent via email) Endorsement of corrections by internal/external examiner (revised thesis-hardcopy) (for online Viva Voce, examiners endorsement of corrections will be sent via email) Endorsement of your abstract by UUM language centre **Checklist:** Letter of approval by language centre (for online Viva Voce, letter of approval by language centre will be sent via email) Endorsement of your abstract by programme director Submission of thesis **Checklist:** i. (1) loose copy (ring bind) ii. soft copy of abstract to viva unit (for online Viva Voce ONLY softcopy of thesis and abstract) Postgraduate Academic Committee Meeting Senate Submission of your thesis (3 hard cover, 1 loose copy and one soft copy (CD) and final

submission form

Graduation