

GUIDELINES FOR RESEARCH PROGRAMME (THESIS ASSESSMENT) (P4-4.2016)

1.0 THESIS ASSESSMENT

- 1.1 The following guidelines are intended to provide explanations on the process of thesis assessment.

2.0 CONTENTS OF THE PANEL OF EXAMINERS REPORT

- 2.1 The Panel of Examiners must complete the Thesis Examiner's Report Form and return it to the Centre for Graduate Studies on the day of the *viva voce* at the latest.

2.2 Part I (General Report)

The Panel of Examiners:

- i. is required to comment the thesis professionally and states whether it has satisfactorily met the level of the award (Masters or PhD). Accordingly, the Panel of Examiners is required to state clearly the strengths and weaknesses of the thesis.
- ii. must state the weaknesses of the thesis by listing the page numbers, parts, chapters, and/or sub-headings/titles that need improvement. The Panel of Examiners shall draw the attention of the student, the Chair and/or Assistant Chair to certain parts that may require further explanation or clarification during the *viva voce*.
- iii. must state the strengths of the thesis by listing the page numbers, parts, chapters and/or sub-headings/titles of the thesis, which indicate that the student has successfully produced a thesis through independent research and contributed to the development of knowledge.
- iv. is given a period of one (1) month to check the student's thesis. If an extension is needed, the examiners should apply and obtain the approval from the Centre for Graduate Studies.

2.3 Part II (Report on Corrections and Amendments)

- i. The report on corrections and amendments of the thesis must explain the mistakes made by the student. These include corrections on concepts, issues, typographic, and/or formatting and whether the student is required to do additional work.
- ii. This report must contain clear guidelines on the corrections and amendments to be made by the student and supervisor. All suggestions for improvement must be stated clearly in the thesis (such as the page number/s, rows, and etc.). A thesis, completed with a record of errors or corrections by the Panel of Examiners, is also a part of the correction report.
- iii. The Panel of Examiners is given two (2) weeks to review and certify the corrections made by the student. If an extension is needed, the examiners should apply and obtain the approval from the Centre for Graduate Studies.

- 2.4 The Centre for Graduate Studies with the approval of the Panel of Examiners will set a suitable date for the *viva voce*.

3.0 VIVA VOCE

- 3.1 The *Viva voce* for the Doctor of Philosophy and Masters programmes by Research will be conducted in UTHM and will be attended by the Panel of Examiners, Chair and Assistant Chair (if necessary). In certain cases, *viva voce* may be held outside UTHM, but should be conducted in an academic setting.
- 3.2 The Panel of Examiners should make the student feel at ease during the *viva voce* and let the student present his/her thesis through.
- 3.3 The supervisor is allowed to attend the *viva voce* session, without any interference during the whole process.
- 3.4 A student is allowed to defend his/her thesis not more than two (2) times. Failure to do so in the second *viva voce* session may result in the student failing and ultimately being dismissed. Any decision made is final.
- 3.5 A joint report will be prepared and agreed by both examiners. Any differences of ideas must be discussed and resolved by the Chair of the *viva voce*.
- 3.6 A joint report made by the Panel of Examiners must suggest one of the followings:
- a. **Without Correction**
 - i. The thesis submitted is approved to be awarded the relevant degree.
 - b. **With Correction**
 - i. The maximum period of correction and amendment of the thesis is 150 days for a Master's degree and 240 days for a PhD.
 - ii. The thesis submitted to be awarded the relevant degree will depend on the number of changes or corrections (whether minor or major) as stated by the Panel of Examiners. The corrections must be clearly marked and explained. The Panel of Examiners must ensure that corrections are made to all copies of the thesis. If there are no major errors and no resubmission required, the Panel of Examiners must list all the relevant errors and include them in their assessment report.

The Panel of Examiners can suggest the degree is awarded without any extension, provided that relevant corrections to the thesis are made before the final submission.
 - c. **Resubmission of Thesis**
 - i. The maximum period of resubmission of the thesis is 210 days for a Master's degree and 300 days for a PhD.

- ii. The student is allowed to resubmit the thesis in order to be awarded the same degree within a specified time frame. Resubmission of the thesis should be allowed if it does not involve as much amount of further research as a new thesis. In this case, mistakes found are only in the work methods or procedures and do not change the original purpose of the thesis. Students are only allowed to resubmit the thesis **once**.

d. Award of a Lower Degree

- i. The maximum period of correction and amendment of the thesis is 150 days for a Doctoral degree.
- ii. The research undertaken is not approved for the degree applied; however, the student is allowed to submit a thesis which has been amended for the award of a lower degree (if any) within the prescribed period.
- iii. If resubmission of the thesis is suggested, the Panel of examiners is required to make notes on the details to be addressed when amending the thesis. These notes shall be handed to the Center for Graduate Studies in the appropriate format which will later be given to the student by his/her supervisor. The student will be given a chance to resubmit his/her thesis, if it contains sufficient output, but of less than good quality.

e. Fail

The student is not awarded a Master's degree or a Doctoral degree.

- 3.7 The passing date is based on the date the decision is approved by the Faculty Postgraduate Studies Committee (JKPSF).
- 3.8 The Graduate Studies Committee (JKPS) will forward the decision for the Senate approval.
- 3.9 The thesis sent for the approval of the Senate must be permanently bound with hard cover.