

7.0 POST-VIVA CORRECTIONS AND FINAL SUBMISSION

7.1 Overview

After the viva voce, candidates are required to complete corrections and revisions to their thesis based on the recommendations of the examiners. This stage ensures that the thesis meets the academic and formatting standards of UNIMAS before it is accepted for final submission and Senate endorsement.

The process involves collaboration between the student, supervisor, internal examiner, Faculty Graduate Committee (JKPPS FSSK), and the Centre for Graduate Studies (CGS).

7.2 Correction Process

- i. Receive Viva Report
 - The student receives the official MyViva Report from CGS through the Faculty, listing examiner comments and correction categories.
 - The supervisor discusses the feedback and plans the correction schedule with the student.
- ii. Implement Corrections
 - The student makes all required corrections using Track Changes or comments for transparency.
 - Each change should be clearly referenced against the corresponding comment in the Correction Checklist.
- iii. Verification by Supervisor / Examiner
 - For minor corrections, the main supervisor verifies that revisions have been completed satisfactorily.
 - For major corrections, the internal examiner reviews and endorses the corrected thesis.
- iv. Submission of Correction Checklist
 - The student upload the Correction Checklist, signed by the supervisor (and internal examiner if applicable), into the MyViva System.
 - The Faculty forwards the verified checklist through the system for record.
- v. Formatting and Final Editing

Before final submission, the thesis must comply with the UNIMAS Thesis Format Guidelines

7.3 Senate Endorsement and Completion Status

- Once CGS verifies the submission, the case is tabled at the University Graduate Committee (UGC) and then forwarded to the University Senate for final approval.
- The student's status in the MyViva/CGS system will change from Correcting Thesis to Awaiting Senate Approval and the student will no longer be required to remain active.
- After Senate endorsement, CGS issues an official completion letter confirming that all degree requirements have been fulfilled.