

6.0 THESIS SUBMISSION AND VIVA VOCE

6.1 Overview

The thesis submission and viva voce represent the culmination of a student's postgraduate research journey. The process formally assesses the originality, academic contribution, and scholarly competence demonstrated in the student's thesis.

The viva voce (oral examination) is an opportunity for students to present, defend, and clarify their research findings before an appointed panel of examiners.

All procedures are conducted in accordance with the UNIMAS Graduate Studies Regulation (Research) and coordinated via the MyViva System managed by the Centre for Graduate Studies (CGS).

6.2 Pre-Submission Requirements

Before submitting the thesis, students must ensure that:

- a) Examiners have been approved by CGS.
- b) The thesis has been thoroughly reviewed and approved for submission by the main supervisor.
- c) The Turnitin similarity index does not exceed 25%.
- d) The thesis follows the UNIMAS Thesis Format Guidelines, including structure, referencing, and pagination.
- e) The student has completed all required courses (e.g., SSF6023 or SSF7023) and submitted all eProgress reports.
- f) All university fees are paid and the student's status is Active.

6.3 Notice of Thesis Submission

Students must notify CGS three (3) months before the intended submission date using the official Notice of Submission Form (as per Regulation Article 25.1.1).

The notice should include proof of payment for the Thesis Examination Fee:

- RM1,000 for Master's
- RM1,500 for PhD

This step allows the Faculty and CGS to prepare the necessary arrangements for examiner coordination and viva scheduling.

6.4 Submission of Thesis for Examination

Student must log in the MyViva System for the purpose of thesis submission. The MyViva System is the official digital platform for viva voce management at UNIMAS. MyViva System allows students can log in to monitor updates such as examiner appointments, viva date, and result notification.

6.5 Composition of the Viva Panel

Composition of the Viva Panel includes:

Role	Composition
Chairperson	Appointed by Faculty from the pool of qualified chairpersons
Internal Examiner(s)	1 (Master) or 1 (PhD)
External Examiner(s)	1 (Master) or 1 (PhD)
Supervisor(s)	Attend as observers only
Student	Candidate defending the thesis

Observers who wish to attend must obtain written approval from CGS and the Faculty.

6.6 Conduct of the Viva Voce

- i. Mode and Duration:
 - Viva sessions are conducted face-to-face at the Faculty or through a hybrid/online format (with CGS approval).
 - Duration: approximately 2 to 3 hours.
- ii. Procedure:
 - a) Opening by Chairperson and confirmation of quorum.
 - b) Presentation by student (10–15 minutes).
 - c) Question and discussion session with examiners.
 - d) Deliberation by the panel in the absence of the student and supervisors.
 - e) Announcement of the viva outcome by the Chairperson.

iii. Presentation Guidelines:

Your slides should summarise:

1. Introduction and background
2. Research objectives
3. Methodology and data
4. Key findings
5. Discussion and implications
6. Conclusion and recommendations

6.7 Viva Outcomes and Categories

As per Article 12 of the Regulation, the viva voce panel may recommend one of the following outcomes:

Category	Description
Pass with no correction	Thesis accepted as submitted.
Pass with minor correction (6 months)	Minor corrections required; must be completed within 6 month.
Pass with major correction (12 months) + no re-viva (Pay exam fee)	Major revision required; must be completed within 12 months but no re-viva required.
Pass with major correction (12 months) + re-viva (Pay exam fee)	Significant revision required; student must re-submit and re-defend within 12 months.
Fail	Thesis fails to meet minimum academic standards (subject to JKPPS and CGS recommendation).