



ARRANGEMENT OF VIVA-VOCE (PHD)

Prepared By:-	Approved By:-
	
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Date: 21/5/2024	Date: 16/5/2024

1.0 OBJECTIVE

To arrange viva-voce for Ph.D students according to procedures

2.0 SCOPE

Arrangement of viva-voce for PhD students.

3.0 ACCOUNTABILITY

- 3.1 Postgraduate Office, Centre of Studies
- 3.2 Centre of Postgraduate Studies
- 3.3 Examiners
- 3.4 Supervisor

4.0 ABBREVIATION (If any)

- 4.1 CPS Centre for Postgraduate Studies
- 4.2 UCPS University Committee Postgraduate Studies
- 4.3 CoS Centre of Studies
- 4.4 PTEM Post-thesis Evaluation Meeting
- 4.5 KPGC Kulliyah Postgraduate Committee
- 4.6 TE Thesis Examine
- 4.7 AD Assistant Director (N41/ N44)
- 4.8 DDPG Deputy Dean Postgraduate
- 4.9 AA Assistant Administrative (N19/ N22/ N26)
- 4.10 AAO Assistant Administrative Officer (N29 / N32/ N36)

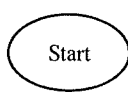
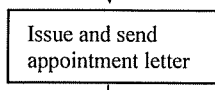
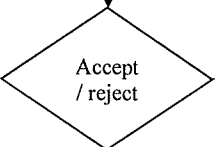
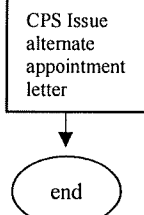
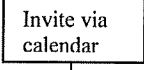
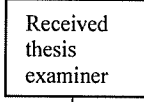
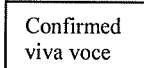
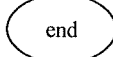
5.0 REFERENCE

- 5.1 Postgraduate Regulations
- 5.2 Tentative date
- 5.3 Malaysian Anti-Corruption Act 2009 (MACC 2009)
(Act 694)

6.0 RECORD RETENTION PERIOD

- 6.1 Appointment letter to the examiner 5 years

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
Centre for Postgraduate Studies (CPS) - AD/AA		Start
		Issue and send appointment letter to the examiners via the IVIVA System
Examiners/ Centre for Postgraduate Studies (CPS)		Accept/ reject the appointment
		YES: Invite Viva-voce according to tentative date in the examiner appointment letter (ABMS 17,23)
		Submit Thesis Examiner's Report
		Receive complete examiner's report and Confirmed the viva- voce date
		end
		end

Section 23 MACC Act 2009 - Abuse of power and position
 Section 18 MACC Act 2009 - false claim
 Section 17(b) MACC Act 2009- Offering/Giving gratification (Bribe)
 Section 16 & 17(a) MACC Act 2009- Soliciting/Receiving gratification (Bribe)