

Role as Chairman

Viva Examination



Documents:

- Result forms
- A copy of thesis
- Copies of examiners report



Viva Result forms:

- **Result 2**
 - minor amendment
 - 6 months
- **Result 3 with reviva**
- **Result 3 without reviva**
 - major amendment
 - 12 months



Pre the Viva:

Role of Head or Coordinator of Graduate Studies



During the Viva:

- Introduce candidate – student ID, programme code and search tittle.
- Introduce panels of examiners to the candidate
- Explain to the candidate rule and regulation of viva
- Invite the candidate to present the research

Masters: Not more than 15 minutes.

PhD : Not more than 25 minutes



During the Viva:

- Invite the panel of examiners to begin the viva session
- Act as moderator and not involve in Question and Answer session
- Invite the candidate, supervisors and observer to leave the viva room



Post the Viva:

- Lead the discussion and summarize the result of viva
- Fill up and sign the minute of viva
- Chairman and panel of examiners need to affirm the viva result.
- Present the summary of the viva examination
- Announce the viva result to the candidate



Post the Viva:

Role of Head or Coordinator of Graduate Studies



Graduate Studies Faculty of Dentistry UiTM

