

## PRE-VIVA APPLICATION PROCEDURE FOR MASTER AND PHD BY RESEARCH FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

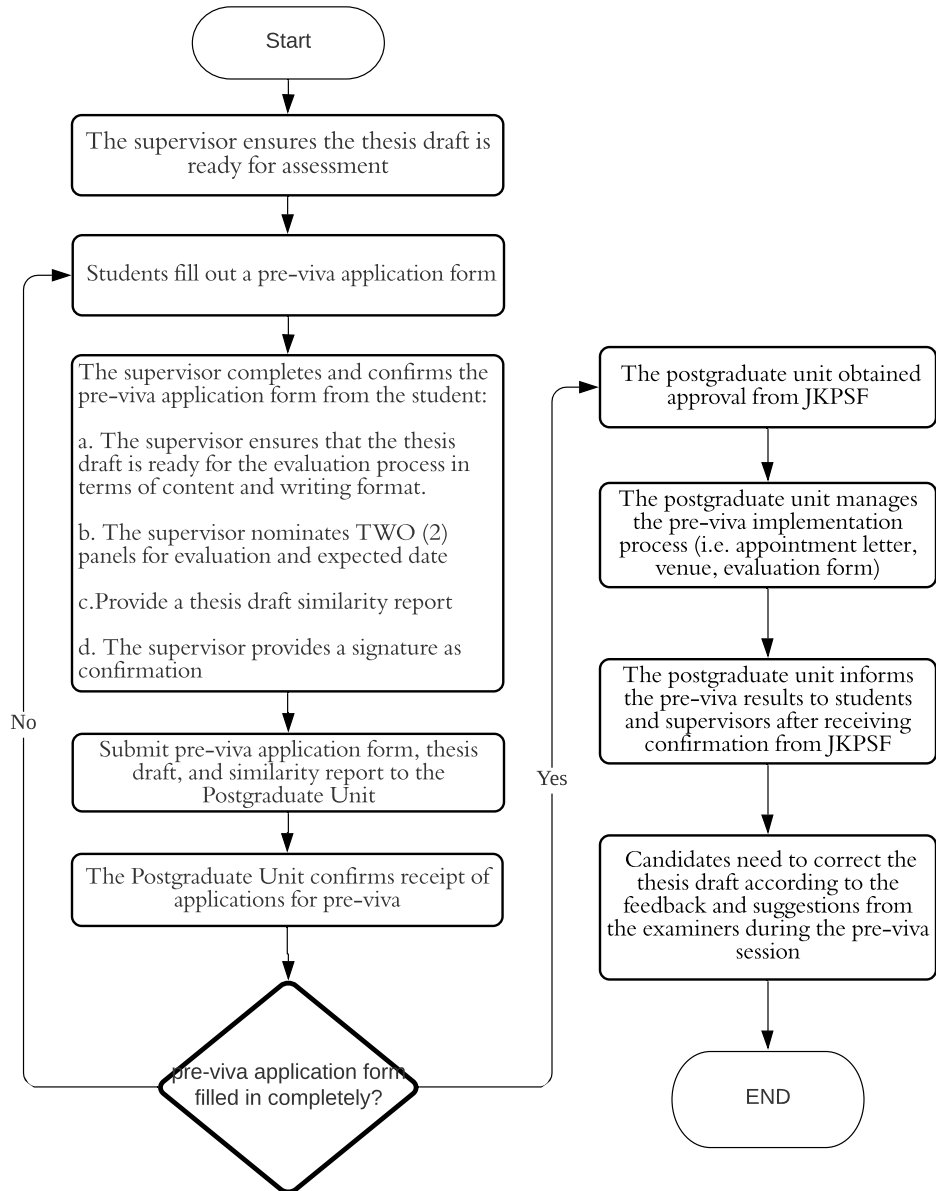
The purpose of the pre-viva session is to ensure that the postgraduate thesis is relevant and has the required academic results and adheres to the UTHM thesis writing format. The pre-viva session for FSKTM postgraduate students serves as the final oral assessment for postgraduate students (faculty level) before submitting the thesis draft to the UTHM Graduate School for MSc / Ph.D. Viva Voce. This document is provided to guide both, academic staff and postgraduate (research) students on the pre-viva application procedure and process at FSKTM.

### PROCEDURE AND PROCESS

1. The pre-viva session is compulsory for all postgraduate (research) students (Master and PhD).
2. The application for the pre viva session requires nomination from supervisor. Note that the student is required to submit a complete thesis draft before he/she is eligible to present his/her work in the pre-viva session.
3. The supervisor needs to provide the committee with the following details:
  - a) Student's Name
  - b) Student's ID Number
  - c) Research Title
  - d) Supervisor's Name
  - e) Two (2) Examiners
  - f) Proposed Date and Time
  - ✓ The nominated examiners should hold at least Associate Professor position for him/her to assess any candidate for PhD program.
  - ✓ The supervisor should discuss with both examiners about the appropriate time and date for the pre-viva session. The committee will not entertain the pre-viva application if the above details are incomplete.
4. Examiners shall provide necessary recommendations to improve the content of thesis draft (e.g. research findings, data analysis, and thesis structure) without changing the main direction of the research.
5. The thesis draft may be rejected by the examiner if the thesis consists of fatal weaknesses in research design and data analysis and / or insignificant findings and / or most of the material reported in the thesis is obtained from other sources.
6. A student needs to submit the thesis draft to the faculty at least **THREE (3)** weeks prior to the actual date of the pre-viva session.

7. Any postgraduate student who fails the pre-viva session is required to repeat the pre-viva session after the thesis amendment has been made.
8. The thesis draft should consist of:
  - a) Abstract
  - b) Background of Study
  - c) Problem Statement
  - d) Research Objectives / Research Questions
  - e) Scope of Study
  - f) Literature Review
  - g) Methodology and Research Design
  - h) Results and Discussion
  - i) Conclusion and Recommendation
  - j) References
9. The thesis draft **MUST** be submitted with a report of similarity index (i.e. Turnitin) of less than 30%
10. Each candidate is given 20 minutes to present the thesis draft followed by 60 minutes Q&A session.
11. The candidate needs to correct the thesis draft as per examiners' feedback and suggestions given during the pre-viva session. The following forms are applicable:
  - a) Draft Thesis Correction Verification (UTHM.FSKTM/UPS-18/2021)
  - b) Draft Thesis Correction Feedback (UTHM.FSKTM/UPS-19/2021)
12. The candidate **MUST** submit the amended thesis draft when submitting an application for viva. The submission shall include an attachment of corrective actions taken in the amendment process.
13. Work process flow chart

**Pre-Viva Application Procedure  
for Master and PhD by Research  
Faculty of Computer Science and Information Technology**





**FAKULTI SAINS KOMPUTER DAN TEKNOLOGI MAKLUMAT  
UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**PRE-VIVA APPLICATION FORM**

**A. STUDENT**

**Student's Name** : \_\_\_\_\_  
**Matric No** : \_\_\_\_\_  
**Contact No** : \_\_\_\_\_  
**E-mail address** : \_\_\_\_\_  
**Thesis Title** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Sem/Session** : \_\_\_\_\_

**B. SUPERVISOR**

**Supervisor's Name** : \_\_\_\_\_  
: \_\_\_\_\_  
.....  
**Signature & stamp**  
**Supervisor** : \_\_\_\_\_  
**Remarks** : \_\_\_\_\_  
**Examiner** : (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
**Expected pre-viva date** : \_\_\_\_\_

**C. FOR OFFICE USE**

**Date received** : \_\_\_\_\_  
**Venue** : \_\_\_\_\_  
**Pre-viva date** : \_\_\_\_\_

**Notes for the applicant**

1. Students are responsible for reviewing the thesis format according to the latest UTHM Thesis Writing Guidelines.
2. Students are required to send three (3) copies of thesis draft and UTHM.FSKTM/UPS-19/2021 form to the faculty for pre-viva purposes.
3. Thesis draft must be submitted to the faculty THREE (3) WEEKS before the pre-viva date.
4. The appointed examiner shall hold at least the position of Associate Professor to evaluate any Ph.D. program.
5. Supervisors should discuss with both examiners to confirm the date and time for the pre-viva session (pre-viva applications will not be processed if the pre-viva date and time have not been confirmed).
6. Please send this application form to the FSKTM postgraduate unit.