

# Thesis Submission for VIVA VOCE

RESEARCH & POSTGRADUATE STUDY UNIT  
CENTRE FOR MATHEMATICAL SCIENCES

## 1. STUDENT



- Apply for the Change of the Research Title through the student's e-community (if any). Submit within three (3) days after Pre-VIVA.
- The student is encouraged to make corrections based on the panel's comments during the Pre-VIVA session.



## 2. SUPERVISOR

- Verification for the application of Research Title Change (if any) with justification within one (1) working day.
- Supervisors are encouraged to review and approve all the corrections made by the students.

E-community > Postgraduate Student >  
E-Form > Change of Research Title

## 3. STUDENT



- Submit all the required documents and complete the necessary action in the student E-community for Thesis Submission for Viva-Voce. **Refer to the Checklist Thesis Submission for Viva-Voce.**



## 4. SUPERVISOR

- Review and approve all the required documents for the Thesis Submission for Viva-Voce. **Refer to the Checklist for Thesis Submission.**

## 5. FACULTY



- Verification by the Deputy Dean (Research & Postgraduate Studies) for the Change of the Research Title (if any).
- Approval by the Dean for the Change of the Research Title (if any).

- Download the Thesis Submission Form UMP (IPS) RE-01 from IPS Online.
- E-mail to student the Thesis Submission Form UMP (IPS) RE-01 (signed by the Dean) together with the required documents.

E-community > IPS Online V2 > Draft Thesis Submission >  
Form (UMP (IPS) RE-01

## 6. STUDENT



- Student submit Thesis Submission Form UMP (IPS) RE-01 to the Library for verification by Librarian.
- Student submit Thesis Submission Form UMP (IPS) RE-01 to Finance for verification by Finance Officer.

- Student e-mail all the documents to IPS and cc to PSM's admin and supervisor.

*Incomplete submission will be returned to the student and may delay the process.*  
E-mail Finance: Encik Ramlee Bin Ab Hamid (ramlee@umpsa.edu.my)  
E-mail Library: Miss Sharifah Nazirah Binti Syed Omar (snazirah@umpsa.edu.my)  
E-mail IPS: ips.vivavoce@umpsa.edu.my  
E-mail PSM: postgraduate.psm@umpsa.edu.my

## 7. IPS



- Document review.
- Notification to student of the document status via e-mail.
- Setting the date for the Oral Examination.

- The VIVA-VOCE must be scheduled at least three (3) months before the minimum candidature period.
- However, exceptional students with outstanding academic performance have the option to appeal for an earlier VIVA-VOCE with the approval of the Senate.