

Ref. No. : IIUM/313/13/8/2

Version No: : 01 Revision No : 00

Effective Date : APRIL 2024

PRE-VIVA MASTER / PHD (by Research)

Prepared By: -	Approved By: -
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Position: Assistant Administrative Officer	Position: Deputy Dean (Postgraduate & Responsible Research and Innovation)
Date: 18 th April 2024	Date: 18 th April 2024



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1.0 OBJECTIVE

The objective of the process flow for Pre-Viva Master / PhD (by Research) is to illustrate and provide brief description for pre-viva session from submission of dissertation / thesis, arranging during & after the pre-viva session. This document is to guide administrator, students, supervisors, and committee members. The session may be conducted face to face or on an online platform.

2.0 SCOPE

To evaluate the dissertation/thesis of the postgraduate research student in ensuring the research is relevant and holds academic merit.

3.0 ACCOUNTABILITY

The following offices are accountable for Pre-Viva:

a) Office of the Deputy Dean (Postgraduate & Responsible Research and Innovation)

4.0 ABBREVIATION

- a) DDPGRRI Deputy Dean (Postgraduate & Responsible Research and Innovation)
- b) KNPGRC Kulliyyah of Nursing Postgraduate & Research Committee Meeting
- c) AAO Assistant Administrative Officer
- d) AA Administrative Assistant
- e) CC Course Coordinator

5.0 REFERENCE

a) Postgraduate Regulation (Revised 2022)

6.0 PROCESS FLOW

Refer Process Flow



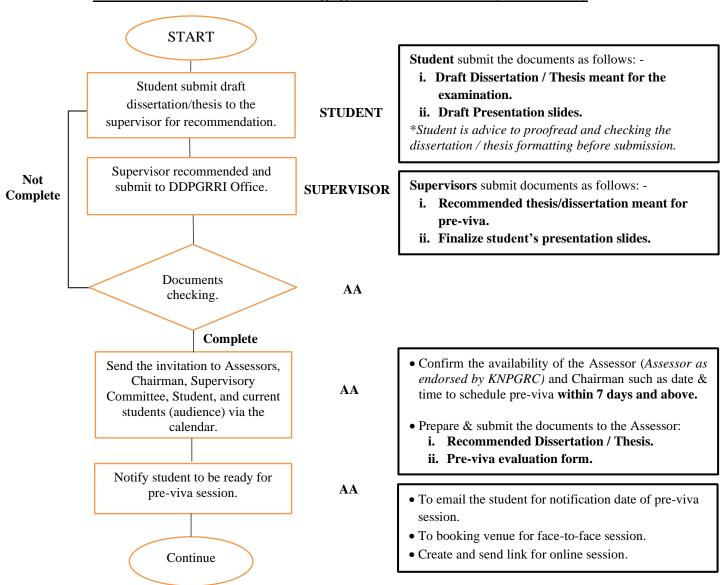
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<u>KULLIYYAH OF NURSING</u> PROCESS FLOW FOR PRE-VIVA (MASTER BY RESEARCH)

1. Submission of Draft Thesis & Arranging Pre-Viva Presentation (Master / PhD)



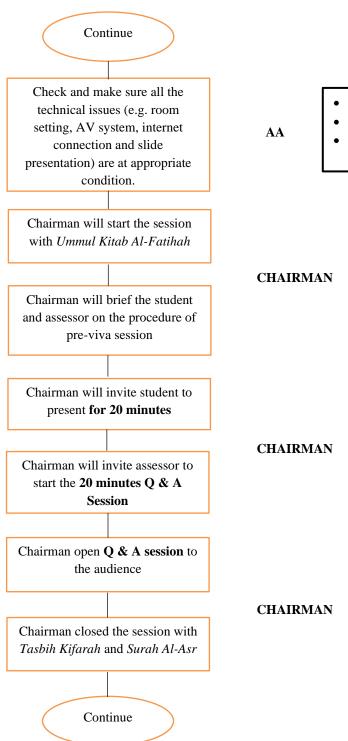


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2. <u>During & After the Pre-Viva Session</u>



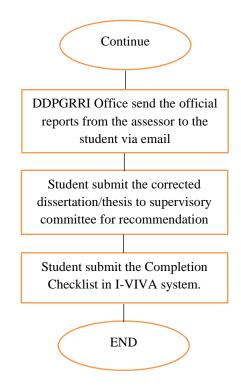
- The session will be prepared **30 minutes before.**
- The session will be recorded for reference.
- During the session, the supervisory committee will be observer.



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- The process of compilation within 3 days after the pre-viva session.
- The documents attached:
 - i. Assessor's Report
 - ii. Pre-Viva Correction form

STUDENT

- Students submit the documents as follows:
 - i. Final Dissertation/Thesis.
 - ii. Correction form verified by the main supervisor.
- Students submit the final dissertation / thesis via i-Viva system.
- The documents to upload:
 - i. Final Dissertation / Thesis
 - ii. Turnitin Report (verified by the Supervisor)
 - iii. Proof of Publication
- *Kindly refer to the user manual i-viva system for guideline.