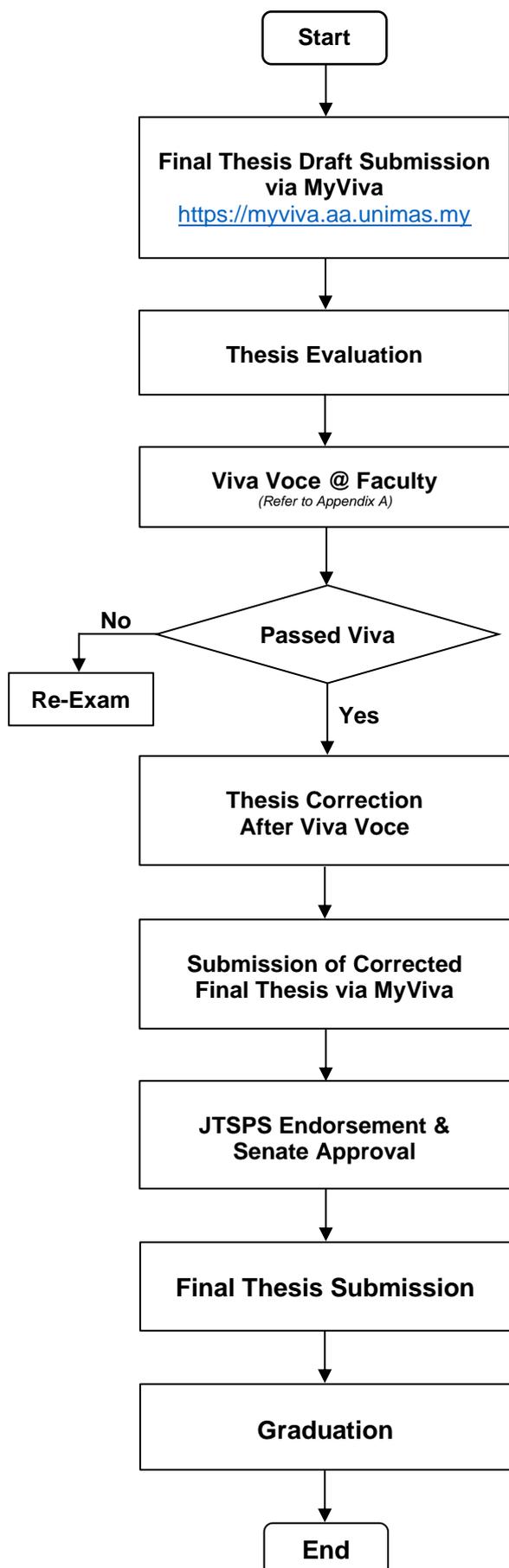


STUDENT'S WORKFLOW FOR THESIS SUBMISSION

Before submitting your final thesis draft to the Centre for Graduate Studies (CGS) via the MyViva system, **you should first submit the thesis draft to your Faculty's Programme Coordinator (Research) for internal review at the Faculty/Institute level.**



Remarks:

- Students are allowed to upload their final thesis draft to the MyViva system only after the internal review process at the faculty level has been completed and endorsed by the Faculty Graduate Committee (FGC).
- Students must also upload the e-payment receipt for thesis examination, the Turnitin report, and the thesis abstract to the MyViva system.
- Students must ensure that their thesis is formatted and edited in accordance with the [UNIMAS Thesis Guidelines](#).
- The thesis submission process is managed through the MyViva system.
- The thesis is evaluated by both internal and external examiners.
- Duration of examination: Master's – 1 month & PhD – 2 months
- The viva voce is an oral defence of the thesis conducted after the thesis evaluation. It allows examiners to assess the student's understanding and ability to defend their research.
- Once the viva voce session is scheduled, an email notification and invitation letter will be sent to the student and the Viva Voce Committee.
- The viva voce results will be recorded in the MyViva system.
- After the viva voce, students must revise their thesis based on the examiners' feedback.
- The duration of the thesis correction period depends on the outcome of the viva voce.
- Students must complete the Details of Thesis Correction Form when making corrections. This form helps the internal/external examiner re-examine and verify that all required corrections have been appropriately completed. It should be signed by both the supervisor and the examiner(s).
- The correction process and deadlines are managed through the MyViva system.
- Students must upload their corrected final thesis, after approved by the Senate, to the UNIMAS Institutional Repository (IR) via <https://ir.unimas.my>.
- Once verified by Perpustakaan Tun Abdul Rahman Ya'kub (PeTARY), students must retrieve the Official URL generated by the UNIMAS IR and upload it to the MyViva system for verification and approval by the Centre for Graduate Studies (CGS).

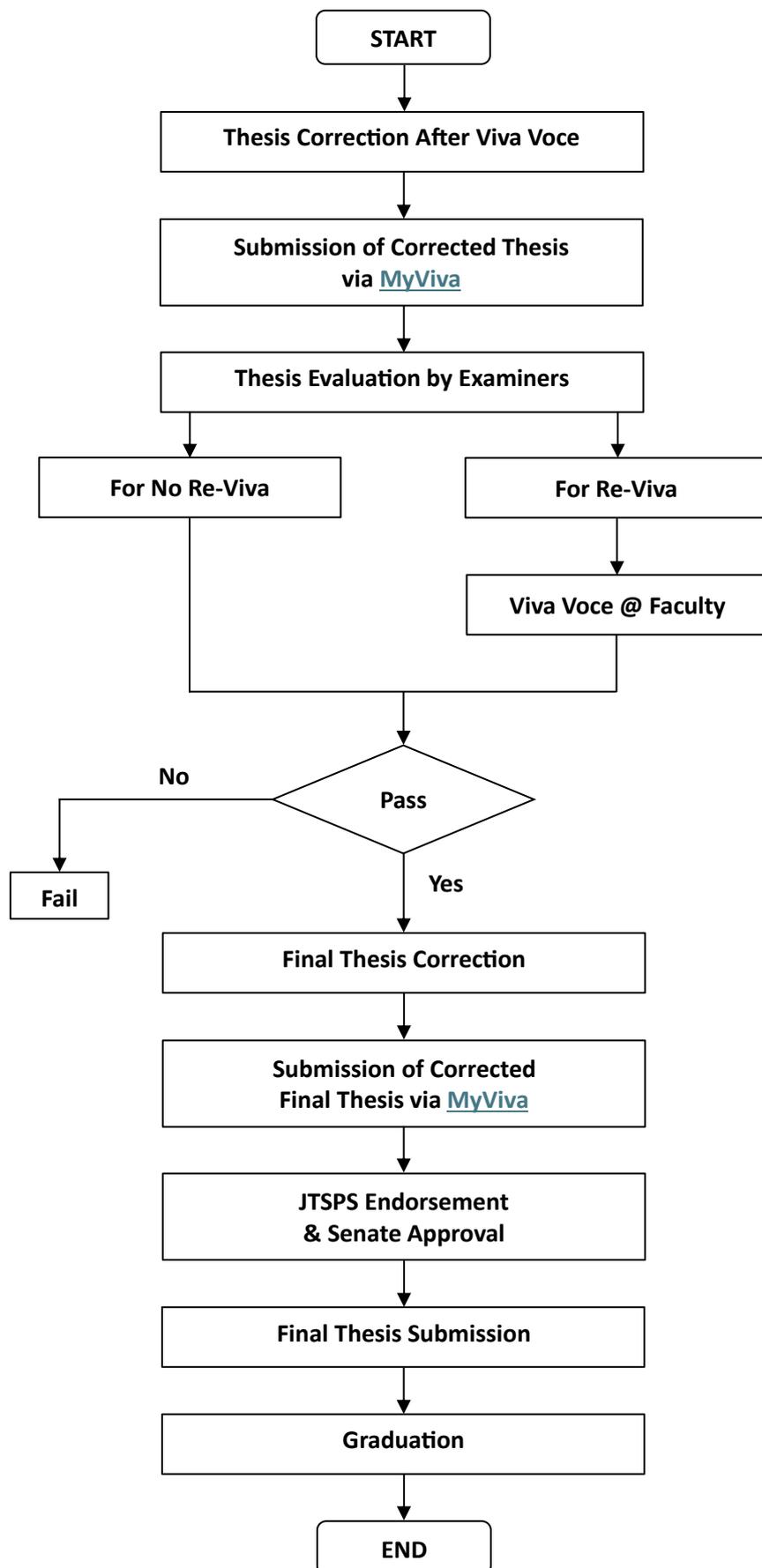
A student must fulfil the following requirements to graduate and be awarded a degree:

- Pass all the required courses for the programme within the stipulated period.
- Meet all the requirements of the Academic Regulations for the programme of study, including the journal publication requirement.
- Be recommended for the award of the degree by the University Graduate Committee (UGC) and endorsed by the Senate.
- Fulfill any additional terms and conditions set by the Senate for the conferment of the degree. These specific terms and conditions are determined at the discretion of the Senate.



VIVA VOCE RESULT: RE-EXAMINATION (12-MONTH DURATION)

Flow Process for Thesis Submission for Re-examination (12-Month Duration) by Examiners



Remarks:

Thesis Correction:

The maximum duration for making corrections is **TWELVE (12) months**. The thesis must be submitted to the Centre for Graduate Studies (via [MyViva](#)) through the Faculty/Institute within this period.

For No Re-Viva:

- The candidate can resubmit the thesis for re-examination after making the necessary changes or corrections as outlined in the Panel of Examiners' Report.
- The thesis must be re-examined without the candidate undergoing a Viva Voce.
- This recommendation can only be made **ONCE (1)** during the first examination, meaning the candidate may submit the thesis twice (once for the first examination and once for the re-examination).
- The re-examination must be conducted by all the original examiners, as in the first examination.

For Re-Viva:

- The candidate can resubmit the thesis for re-examination after making the necessary changes or corrections as outlined in the Panel of Examiners' Report.
- The thesis must be re-examined, and the candidate will undergo a Viva Voce.
- This recommendation can only be made **ONCE (1)** during the first examination, meaning the candidate may submit the thesis twice (once for the first examination and once for the re-examination).
- The re-examination must be conducted by all the original examiners, as in the first examination.
- Whenever possible, the same Chairperson should chair the Viva Voce re-evaluation, and the Thesis Examination Panel should consist of the same members as the first panel.

Fail:

- The candidate is not eligible for the award of a Doctor of Philosophy or Master's Degree and is not allowed to resubmit the thesis for further examination.





URL:
<https://myviva.ia.unimas.my/>



Login with UNIMAS ID
 or sign in email
 (external examiner Only)

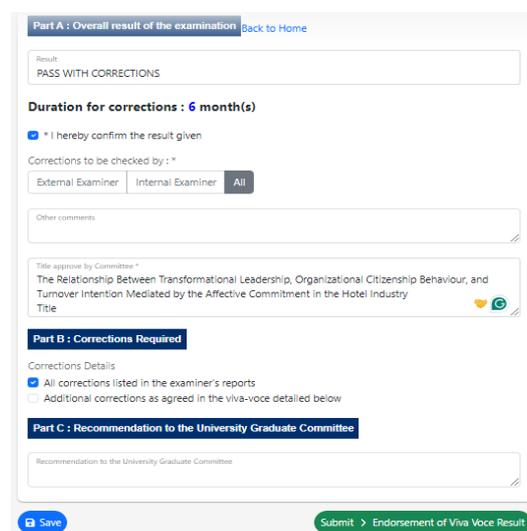
GUIDELINES AFTER VIVA VOCE (EXIT MEETING)

Step 1: Viva Voce Evaluation (Chairperson)

On the main user screen, go to *Viva Voce* and click the *Viva Voce Report* to start the evaluation.

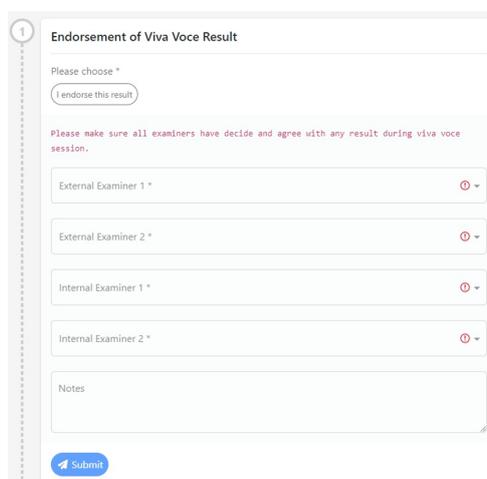


The Chairperson must discuss the *Viva Voce* results with all the examiners before submitting the report. To complete the process, click the “**Submit**” button.



Step 2: Endorsement of Viva Voce Result (Chairperson)

Please ensure that all examiners have reached a consensus on the results during the *Viva Voce* session. Then click the “**Submit**” button to submit the endorsement of *Viva Voce* result.



CODE	NAME
Y	Agree with the result.
N	Disagree with the result.
NIL	Not Applicable

The Chairperson informs the student of the outcome of the *Viva Voce*, and the student is required to acknowledge the committee's decisions via MyViva system. Afterward, the Chairperson formally concludes the *Viva Voce* session.

Step 3: Confirmation of Receiving Examiner's Report (Student)

An email notification will be sent to the student via MyViva system. On the Checklist page, the student can click on the designated icon (📄) to view their results and acknowledge the decisions made by the Viva Voce Committee.

Faculty / Institute : Faculty of Economics and Business (WE03)
 Programme : Doctor of Philosophy (PE01) - MQA/FA6977
 Degree / Level of Study : Doctor of Philosophy (Level 8, MQF)
 Title of Thesis (before viva-voce)
AN ANALYSIS OF PROFIT DISTRIBUTION MECHANISM FOR THE SUPPLY CHAIN OF FRESH SEAFOOD IN CHINA
 Title of Thesis (after viva-voce)
AN ANALYSIS OF PROFIT DISTRIBUTION MECHANISM FOR THE SUPPLY CHAIN OF FRESH SEAFOOD IN CHINA

DONE ✓ | NO ACTION YET ? | NEED TO TAKE ACTION BY STUDENT 📄

Thesis Status: Thesis: Examiner Reports Received - 07

ITEM	STATUS
Thesis Submission by Student	05.04.2024 08:18:04 ✓
Thesis Verification by Supervisor	08.04.2024 09:12:57 ✓
Thesis Verification by Faculty Graduate Committee	11.04.2024 05:46:21 ✓
Thesis Format Verification by CGS	13.05.2024 08:59:16 ✓
Thesis Evaluation Report Submission by External Examiner 1	04.07.2024 05:40:31 ✓
Thesis Evaluation Report Submission by External Examiner 2	12.07.2024 10:17:34 ✓
Thesis Evaluation Report Submission by Internal Examiner 1	22.07.2024 03:13:29 ✓
Confirmation of Receiving Examiner's Reports	📄
Viva Voce Result	?

| NEED TO TAKE ACTION BY STUDENT 📄

Confirmation by Student

Title approve by Committee

A Hybrid Adaptive Leadership GWO Optimization with Category Gradient Boosting on Decision Trees Algorithm for Credit Risk Control Classification

I was given 6 month(s) for corrections.

Status : PASS WITH CORRECTIONS

✓ I acknowledged decisions by the viva-voce committee.

The student can download all thesis evaluation reports (checklist) as soon as the Viva Voce results are verified by CGS.

Thesis Submission Checklist

[Back to Home](#)

	23.04.2024 02:32:11
Thesis Evaluation Report Submission by External Examiner 1 Document of General Comments Document of Clarifications and Corrections	10.07.2024 11:10:22 ✓
Thesis Evaluation Report Submission by External Examiner 2 Document of General Comments Document of Clarifications and Corrections	04.06.2024 05:13:31 ✓
Thesis Evaluation Report Submission by Internal Examiner 1 Document of General Comments Document of Clarifications and Corrections	26.06.2024 10:55:29 ✓
Confirmation of Receiving Examiner's Reports	✓
Viva Voce Result PASS WITH CORRECTIONS	✓
Thesis Correction 6 month	📄
Thesis Verification by Supervisor	?
Thesis Correction Report Submission by External Examiner 1	?
Thesis Correction Report Submission by External Examiner 2	?
Thesis Correction Report Submission by Internal Examiner 1	?
Thesis Verification by Faculty Graduate Committee	?
Thesis Format Verification	?

#748893

For further inquiries, please
 contact: Tel: 082-58 1065 / 1012 /:
 e-mail: cgs_general@unimas.my

