



FPTP POSTGRADUATE STUDENT'S GUIDE HANDBOOK

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CHAPTER ONE



EXAMINATION COMMITTEE

1. PROPOSAL DEFENSE

- i. Members of the Proposal Defense Examination Committee shall be appointed by the Supervisor upon endorsement of the Faculty Postgraduate Management Committee or its equivalent at the recommendation of the relevant Faculty/Institute. The Committee shall comprise a chairman and two internal examiners for PhD and Master.
- ii. Members of the Proposal Defense Examination Committee shall be an active academic staffs. Not from academic staff that currently is on leave (such as: industrial attachment, sabbatical, study leave, maternity leave or annual leave).
- i. The Chairman of the Proposal Defense Committee shall be nominated from amongst academic members of the Faculty where the student is placed. The main roles of the chairman are to moderate the proposal defense and submit a report of the examination to the Graduate Studies Department, Faculty of Technology Management and Business.
- ii. For PhD student, the chairperson must a PhD and above while, for master student, the examiner must a master holder or senior lecturer and above.
- iii. The examiners shall be appointed from amongst academic staff or researchers of and shall have the expertise and an established reputation in the area of the thesis topic.
- iv. For PhD student, the examiners must an associate professor and above while, for master student, the examiner must a PhD or equivalent graduate professional qualification, unless with endorsement of the Senate.
- v. The examiner must be an academic staff member of the University but he must not be a member of the supervisory committee.
- vi. Members of the Proposal Defense Examination Committee shall not in any manner be personally related to each other, to the supervisory committee or to the student who is being examined. A personal relationships is defined as:
 - a. a family relationship; or
 - b. a business/commercial/financial relationship; or
 - c. any other personal relationships which may give rise to conflict of interest in the workplace.

2. PRE-VIVA

- i. Members of the Pre-viva Examination Committee shall be appointed by the Supervisor upon endorsement of the Faculty Postgraduate Management Committee or its equivalent at the recommendation of the relevant Faculty/Institute. The Committee shall comprise a chairman and two internal examiners for PhD and Master.
- ii. Members of the Pre-Viva Examination Committee shall be an active academic staffs. Not from academic staff that currently is on leave (such as: industrial attachment, sabbatical, study leave, maternity leave or annual leave).
- iii. The Chairman of the Thesis Examination Committee shall be nominated from amongst academic members of the Faculty where the student is placed. The main roles of the chairman are to moderate the pre-viva and submit a report of the examination to the Graduate Studies Department, Faculty of Technology Management and Business.
- iv. For PhD student, the chairperson must a PhD and above while, for master student, the examiner must a master holder or senior lecturer and above.
- v. The examiners shall be appointed from amongst academic staff or researchers of and shall have the expertise and an established reputation in the area of the thesis topic.
- vi. For PhD student, the examiners must an associate professor and above while, for master student, the examiner must a PhD or equivalent graduate professional qualification, unless with endorsement of the Senate.
- vii. The examiner must be an academic staff member of the University but he must not be a member of the supervisory committee.
- viii. The examiner must be the same examiners that appointed during proposal defense session. The changes of examiners only allowed if the examiners is on leave (such as: industrial attachment, sabbatical, study leave, maternity leave or annual leave).
- ix. Members of the Pre-Viva Examination Committee shall not in any manner be personally related to each other, to the supervisory committee or to the student who is being examined. A personal relationships is defined as:
 - a. a family relationship; or
 - b. a business/commercial/financial relationship; or

- c. Any other personal relationships which may give rise to conflict of interest in the workplace.

3. VIVA

- i. Please refer to Centre of Graduate Studies (CGS), Universiti Tun Hussein Onn Malaysia (UTHM). <https://cgs.uthm.edu.my/download/e-viva-nomination-of-examiners.html>
- ii. Members of the Viva Examination Committee shall be appointed by the Supervisor upon endorsement of the Faculty Postgraduate Management Committee or its equivalent at the recommendation of the relevant Faculty/Institute. The Committee shall comprise a chairman and two internal examiners and two external examiners for PhD and Master.
- iii. The examiners shall be appointed from amongst academic staff or researchers of and shall have the expertise and an established reputation in the area of the thesis topic.
- iv. For PhD student, the examiners must be **ONE(1)** Associate Professor and **ONE(1)** Professor, while, for master student, the examiner must a PhD or equivalent graduate professional qualification, unless with endorsement of the Senate.
- v. The examiners must be an academic staff member of the University but he must not be a member of the supervisory committee.
- vi. The internal examiner must be the same examiners that appointed during pre-viva session. The changes of examiners only allowed if the examiners is on leave (such as: industrial attachment, sabbatical, study leave, maternity leave or annual leave).
- vii. Members of the Viva Examination Committee shall not in any manner be personally related to each other, to the supervisory committee or to the student who is being examined. A personal relationships is defined as:
 - d. a family relationship; or
 - e. a business/commercial/financial relationship; or
 - f. Any other personal relationships which may give rise to conflict of interest in the workplace.

CHAPTER TWO



THESIS SUBMISSION

1. DEFENSE PROPOSAL

THESIS DRAFT SUBMISSION

- i. Student need to submit **THREE (3)** copies of their draft thesis to the Graduate Studies Department, Faculty of Technology Management and Business within **THREE (3)** working days after the examiner nomination completed by the supervisor.
- ii. Student must complete all **THREE (3) CHAPTERS** : Chapter One, Chapter Two and Chapter 3 including abstract and references.

THESIS AMENDMENT SUBMISSION (FOR RE-DEFENSE)

- i. Student need to submit **THREE (3)** copies of their amendment draft thesis to the Graduate Studies Department, Faculty of Technology Management and Business together with Table of correction (Proposal Defense) form.
- ii. The submission should be **THREE (3)** month after the actual proposal defense date.
- iii. The supervisor must endorsed the Table of correction form with his/her official stamp

2. PRE-VIVA

THESIS DRAFT SUBMISSION

- i. Student need to submit **THREE (3)** copies of their draft thesis to the Graduate Studies Department, Faculty of Technology Management and Business within **THREE (3)** working days after the examiner nomination completed by the supervisor.
- ii. Minimum number pages of thesis draft for master must be 150 pages and maximum number of pages must be 200 pages.
- iii. Minimum number pages of thesis draft for PhD must be 200 pages and maximum number of pages must be 300 pages.

THESIS AMENDMENT SUBMISSION (FOR RE-PRE VIVA)

- i. Student need to submit **THREE (3)** copies of their amendment draft thesis to the Graduate Studies Department, Faculty of Technology Management and Business together with Table of Correction (Pre-Viva) form.
- ii. The supervisor must endorsed the Table of correction form with his/her official stamp.
- iii. The submission is based on the duration endorsed by all examiners.

3. VIVA

THESIS DRAFT SUBMISSION

BEFORE VIVA:

First Step

- i. Student need to submit **ONE(1)** copy of draft thesis for formatting checking.
- ii. Faculty will make a format checking within **SEVEN (7)** days and will send back to the student.

Second Step

- i. Student need to make amendment on their thesis format.
- ii. Student need to submit **THREE (3)** copies of their draft thesis to the Graduate Studies Department, Faculty of Technology Management and Business with supporting documents as follow:
 - a. Proofreading certificate
 - b. Turnitin Report (Must not exceed 30% from overall thesis)
 - c. Paper Publication (ONE(1) Scopus for Master / TWO(2) Scopus for Phd)
 - d. Pre-Viva Form with signature of both examiners and supervisor.
 - e. Approval after pre viva form (faculty)
- iii. Minimum number pages of thesis draft for master must be 150 pages and maximum number of pages must be 200 pages.
- iv. Minimum number pages of thesis draft for PhD must be 200 pages and maximum number of pages must be 300 pages.

AFTER VIVA:

- i. Please refer to Center of Graduate Studies (CGS), Universiti Tun Hussein Onn Malaysia.

THESIS AMENDMENT SUBMISSION (FINAL)

First Step

- ii. Student need to submit ONE(1) copy of draft thesis for formatting checking.
- iii. Faculty will make a format checking within **SEVEN (7)** days and will send back to the student.

Second Step

- i. Student need to make amendment on their thesis format.
- ii. Student need to submit **ONE (1)** copy of his draft thesis to the Graduate Studies Department, Faculty of Technology Management and Business.
- iii. Student will be notified to make **THREE(3)** copies of hardbound thesis and **TWO(2)** CDs of Thesis Manuscript with complete signature:
 - a. **ONE (1)** hardbound copy of thesis and **TWO(2)** CDs of thesis manuscript for Centre of Graduate Studies (CGS), Universiti Tun Hussein Onn Malaysia.
 - b. **ONE (1)** hardbound copy of thesis for faculty of Technology Management and Business (FPTP)
 - c. **ONE (1)** hardbound copy of thesis for each member of the Supervisory Committee.



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