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**Universiti Islam Sultan Sharif Ali  
(UNISSA)**


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**PROCEDURES MANUAL**

Subject	<b>GRADUATE EXAMINATION PROCEDURES (VIVA VOCE / BOE)</b>
Section:	<b>CENTRE FOR GRADUATE STUDIES</b>


	NAME	POSITION	SIGNATURE
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## 1 Introduction

This manual describes the procedure of arranging for examination of thesis / dissertation.

### 1.1 Purpose

The purpose of this procedure is to ensure the arrangement for examination is done properly within reasonable time.

### 1.2 Scope

The scope of this manual is regulating the process of examination.

### 1.3 Responsibilities

Responsibility	Description
Director	<ul style="list-style-type: none"> <li>● Approve and sign letters</li> <li>● Chair the meetings</li> <li>● Ensure the proper process of student examination</li> </ul>
Assistant Registrar	<ul style="list-style-type: none"> <li>● Act as secretary for BOE/ Viva Voce</li> <li>● Liaise between CGS and Faculty</li> </ul>
Clerk	<ul style="list-style-type: none"> <li>● Receive documents from students</li> <li>● Prepare letters to examiners</li> <li>● Set date for BOE/ Viva Voce</li> <li>● Prepare agenda for meetings and the result of BOE/ Viva Voce</li> <li>● Assist in the process of examination</li> </ul>

## 2 Definitions & Abbreviations

### 2.1 Definitions

Examiner:

Academician nominated by the Dean/ Director of the respective Faculty/ Centre and approved by GSC and the Senate to examine the dissertation/ thesis and conduct the oral examination [Viva-Voce] on students.

Senate:


Senate of UNISSA.

Thesis:

The original document on research done by a student enrolled in Graduate Studies programme by Research only.


Dissertation:

The original document on research done by a student enrolled in Graduate Studies programme by Coursework & Dissertation.

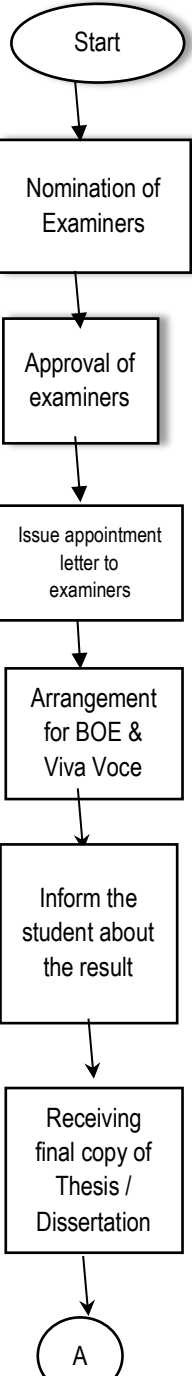
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## 2.2 Abbreviations

CGS	Centre for Graduate Studies
GSC Meeting	Graduate Studies Committee Meeting
BOE	Board of Examiners
VIVA - VOCE	Oral Examination
AR	Assistant Register
IR	i-Ready Officer
Faculty/ Centre	Respective Faculty/ Centre

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### 3 Procedure Details

Activity	Details	Responsible Person	Documented Information	Duration
	1.0 Appointment of examiners			
	1.1 Receive notice of submission form from the student	Clerk	PGS 06 - 2018	3 months before the expected date of submission of thesis / dissertation
	1.2 Prepare notification letter to nominate examiners	Clerk / Director		2 Days
	1.3 Send the notification to the relevant Faculty/ Centre	Clerk / Director		1 Day
	2.0 Approval of examiners			
	2.1 Receive nomination of examiners from the relevant Faculty/ Centre	Clerk		2 months before the expected date of submission of thesis / dissertation
	2.2 Submit the nomination to GSC Meeting for approval	AR / clerk		The next meeting of Graduate Studies Committee Meeting
	2.3 Submit the GSC meeting outcome to the Senate for endorsement	AR / Clerk		2 Days
	3.0 Issue appointment letter to examiners			
	3.1 Prepare appointment letter to examiners	Clerk / Director	PGS 07 – 2018	3 Days after receiving thesis / dissertation
	3.2 Send the appointment letter with copy of thesis/ dissertation to the examiner	Clerk	PGS 08 -2021	1 Day
	4.0 Arrangement for BOE / Viva Voce			
	4.1 Receive reports from examiners	Clerk	PGS 08 -2021	6-8 Weeks after sending the appointment letter
	4.2 Set date for BOE / Viva and send relevant documents to BOE / Viva Voce members	Clerk / AR		1 Day
	4.3 Hold BOE / Viva Voce	Clerk / AR	PGS 00 -2022	3 Days
	5.0 Inform the student about the result			
	5.1 Issue a letter to inform the student about the result of the BOE / Viva Voce	Clerk		2 Day
	5.2 Issue a letter to the post BOE / Viva Supervisor	Clerk		1 Day
	6.0 Receive final copy of Thesis / Dissertation			
	6.1 Receive the final copy of thesis / Dissertation	Clerk		1 Day
	6.2 Check the final copy of thesis / Dissertation	AR / IR		2 Days
	7.0 Receiving hardbound copy of Thesis / Dissertation			
	7.1 Receive hardbound copy of Thesis / Dissertation with the required documents	Clerk	PGS 09 - 2018	1 Day
	8.0 Endorsement by the Senate			



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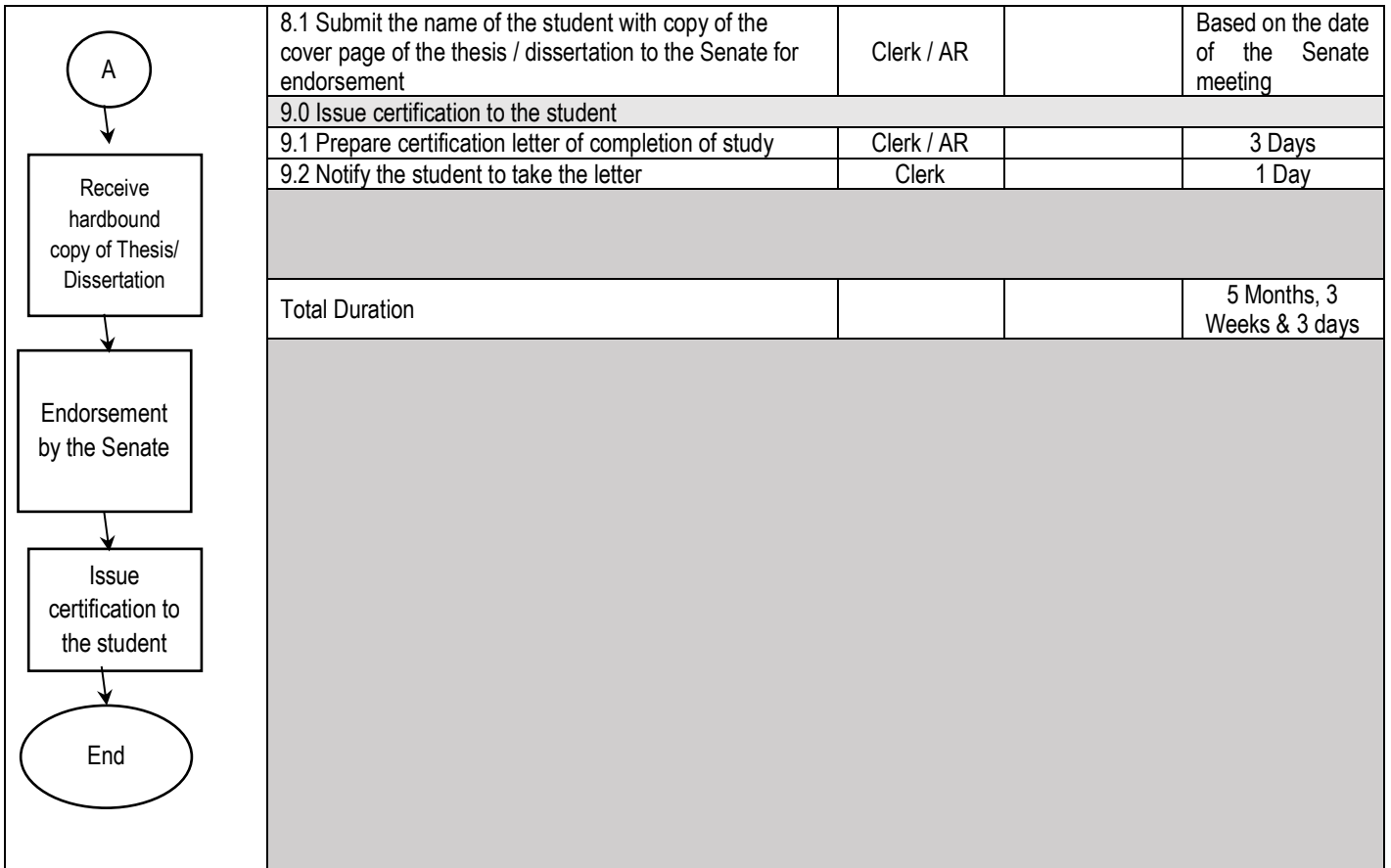
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#### 4 References