WORK FLOW FOR VIVA-VOCE MASTER & PHD BY RESEARCH

**ACTION**

| IPS
| Receive 6 copies (Master) and 7 copies (PhD) of corrected draft thesis (verify by supervisor) together with the following documents from student:
| Description

| IPS
| Send draft thesis to examiners (Duration for thesis examination - one month for Master and two months for PhD)
| Description

| IPS
| Receive Examiner’s Report from examiners. Verify by Dean of IPS. Set up the viva voce date and conduct viva voce.
| Description

| Secretariat Viva Voce
| Submit the minutes of viva voce to IPS
| Description

| IPS
| Send List of Corrections and Result of Viva Voce to Student
| Description

| Student
| Do the required correction within the stipulated period and submit the corrected draft thesis to IPS for formatting checking.
| Description

| IPS
| Verified the formatting and all requirements for final thesis submission
| Description

| Students
| Submit 3 copies of final thesis and upload softcopy of thesis in PDF format to IPS Online.
| Description

**REMARKS**

| i. Draft thesis submission form
| UMP (IPS) RE-01
| ii. Plagiarism Checker Report
| iii. Pre-viva Evaluation Form
| UMP (IPS) PV-03
| iv. Pre-viva List of Correction Form
| UMP (IPS) PV-04
| v. Pre-Viva Endorsement of Correction Form
| UMP (IPS) PV-04
| vi. Proof of Publication UMP (IPS) A-06
| [Two peer review articles and one journal for PhD students or one peer review articles for Master Students or as per UMP Financial Assistant requirement]

| i. Profile of Student Attending Viva Voce
| UMP (IPS) RE-10
| ii. Examiner’s Report UMP (IPS) RE-02
| i. Profile of Student Attending Viva Voce
| UMP (IPS) RE-10
| ii. Examiner’s Report UMP (IPS) RE-02
| iii. Chairman’s Report UMP (IPS) RE-03
| iv. List of Corrections (To be filled by Main Supervisor) UMP (IPS) RE-04
| v. Examination Committee Report for Oral Assessment UMP (IPS) RE-09
| i. Verified List of Corrections
| UMP (IPS) RE-05
| ii. Endorsement of Correction Form
| UMP (IPS) RE-06
| iii. Draft Thesis Checklist Form
| UMP (IPS) RE-07
| i. Final thesis submission form
| UMP (IPS) RE-08
| ii. Verified List of Corrections
| UMP (IPS) RE-05
| iii. Endorsement of Correction Form
| UMP (IPS) RE-06
| iv. Draft Thesis Checklist Form
| UMP (IPS) RE-07