



STANDARD OPERATION PROCEDURE

VIRTUAL PROPOSAL DEFENSE FOR PhD/MASTERS CANDIDATES (RESEARCH MODE) DURING THE MOVEMENT CONTROL ORDER (MCO)

INTRODUCTION

1. This guideline describes the procedure for conducting proposal defense session for PhD/master candidates during the Movement Control Order (MCO).
2. Video conferencing/Online platforms may be used in proposal defense presentations in cases where movements of candidates/examiners are restricted due to Covid-19.
3. The session may take place with all parties (Chairperson, Examiners and candidates) in different locations. All parties should ensure the infrastructure available are in good condition (i.e. internet coverage, computer, hand phone, room, etc.). Telephone conference maybe permitted in the event where Internet connection fails during the session or for discussion with Examiners.
4. It is important that appropriate arrangements between Chairperson, Examiners and candidate should be made to maintain the integrity, confidentiality and credibility of the examination process.

PREPARATION BEFORE THE PROPOSAL DEFENSE

1. The Faculty should notice all parties the schedule of proposal defense by email/Facebook platform at least 10 days prior to the session.
2. The proposal report (2 hard copies) should be submitted to Faculty Post Graduate Committee (front desk) before 1st of month April/July/Oct/Jan.
3. All related documents which include candidate's **Standard Operation Procedure (SOP) and evaluation forms will be emailed to Chairperson and Examiners 14 days** prior to the session.
4. Candidate must **submit via email the recorded video presentation 7 days** before the proposal defense session to all panel. **Question & answer session using google meet platform.** or

The Candidate will have **a live presentation and question & answer session via google meet platform.**

5. The Candidate must **submit the presentation slides and presentation video link to Chairperson and Examiners at least 7 days** before the session through email/WhatsApp/telegram.
6. The Chairperson should **issue the google meet link to Candidate and Examiners at least 2 days** before the session through email/whats App/telegram.
7. The Chairperson should check the google meet link to the remote person within an hour before the start of the proposal defense session.
8. The Chairperson should have the active telephone number of the candidate in order to be able to contact the candidate if any problem occurs during the session.
9. For the case of international students staying at home country, Chairperson/Examiners should consider time zone difference when setting the time for the assessment session.
10. It is the responsibility of the candidate, where they have been given permission for an online proposal defense session to secure appropriate premises with proper video conferencing facilities.

DURING THE PROPOSAL DEFENSE

1. All parties must be visible during the session (the computer/laptop camera must be in the mode ON throughout the session). All parties are required to dress in formal attire during the session.
2. The candidate should be alone during the proposal defense session to avoid any interference during the session. It is suggested to have this session in a private room at home/office.
3. All parties must have their own hardcopy of the proposal during the examination.
4. Candidate needs to show their Matric Card as evidence of their student identity prior starting the session.
5. It is the responsibility of the Chairperson to ensure that, at the start of the presentation, all parties are comfortable with the arrangements and that the candidate and Examiners can see and hear each other.
6. The session begins with the Chairperson/ and the Examiners to discuss critical issues regarding the proposal report. The Chairperson can change the audio mode of the candidate into "mute" status.
7. The session starts with a brief discussion about the proposal report with the time allocated not more than 2 hours and the Chairperson is responsible for monitoring the presentation time.
8. In the event of any failure with the technology before or during the presentation, or other concerns regarding the conduct of the presentation by video conference, it is the responsibility of the Chairperson to suspend the proposal defense session and to decide whether it is possible for the evaluation to continue or whether the presentation should be rescheduled.
10. As a record of attendance, **Chairperson need to "print screen"** the proposal defense session and submit it together with the Chairperson report.

AFTER THE PROPOSAL DEFENSE

1. When the proposal defense has been completed, the candidate should be removed/silenced from the video conference whilst the Examiners discuss recommendation and deliberate on their decisions.
2. The candidate should be re-admitted to the session by the Chairperson (by phone) to be informed of the outcome of the evaluation.
3. **The evaluation report and attendance report** should be submitted by Chairperson for the purpose of quality assurance purposes.
4. The Chairperson should submit the evaluation report and attendance report to muzammil@uthm.edu.my for the record.
5. The evaluation report will be submitted to candidate by proposal defense committee.
6. The Candidate must make amendment to his/her proposal according to Examiners' suggestions by discussing them in details with his/her Supervisor.

Note:

This standard operation procedure is subject to change from time to time depending on the current situation of the MCO in Malaysia.

The Candidate may apply to hold a physical presentation of the proposal (F2F) through his/her Supervisor if there is a difficulty/limitation in conducting the virtual presentation. The application should be emailed to 'muzammil@uthm.edu.my' and cc to his/her Supervisor before or by 1st of April/July/Oct/Jan. However, it will subject to University MCO rules and the permission of the Dean of FPTV. The decision will be notified to the candidate before or no later by 9th of April/July/Oct/Jan.

**PREPARED BY
POST GRADUATE (RESEARCH MODE) COMMITTEE
FACULTY OF TECHNICAL & VOCATIONAL EDUCATION**

PROPOSAL DEFENSE

FAKULTI PENDIDIKAN TEKNIKAL DAN VOKASIONAL



