

# PRE-VIVA PROCEDURES AND RESPONSIBILITIES OF EACH PARTY

## 1. Responsibilities of Student

- Fill up the Supervisor Declaration Form (FPTV.PS.02\_01\_2015) and submit to the Program Leader.
  - Program PBV/KBV (Dr. Halizah binti Awang)
  - Program PBP (Dr. Yee Mei Heong)
- Attending the presentation session.
- Preparing the Pre-Viva Assessment & Thesis Submission Form (PPS/R/PVT-001/2016) (download from <http://fptv.uthm.edu.my>)
- The Pre-Viva Assessment & Thesis Submission Form (PPS/R/PVT-001/2016) and the copy of thesis report should be submitted to Chairperson and Assessor.

## 2. Responsibilities of Head of Program

- Receive the Supervisor Declaration Form (FPTV.PS.02\_01\_2015) before Pre-Viva as record.
- Preparing Appointment Letter for Assessor.
- Receive the Pre-Viva Assessment & Thesis Submission Form (PPS/R/PVT-001/2016) after Pre-Viva as record.

## 3. Responsibilities of Supervisor

- Set the presentation date with assessor.
- Booking the presentation room.
- Preparing the required equipment for presentation.
- Attending the presentation session and role as chairperson.
- Submit the Pre-Viva Assessment & Thesis Submission Form (PPS/R/PVT-001/2016) to Head of Program as record.

## 4. Responsibilities of Assessor

- Complete the Pre-Viva Assessment & Thesis Submission Form (PPS/R/PVT-001/2016) after the presentation session.
- Attending the presentation session.
- Submit the Pre-Viva Assessment & Thesis Submission Form (PPS/R/PVT-001/2016) to Chairperson.