



WORK PROCESS OF THESIS EVALUATION

Responsibility	Flow Process	Duration
Student, with Supervisor approval	Notice of Intention to submit draft thesis (RD-5)	Two months before draft thesis submission
Postgraduate Coordinator	Supervisor submits "Recommendation Form of Examiners" with the approval of the Head of School	
Director, Centre of Postgraduate Studies	CPGS Director decides the Examiners and Alternate Examiners	
Director, Centre of Postgraduate Studies	Contacts the selected Examiner and requests their updated CV	One month before draft thesis submission
Director, Centre of Postgraduate Studies	<i>Tabled at the CPGBSRDC (decision: No – return to examiner selection; Yes – proceed)</i>	
Candidate	Submission of draft thesis with publication/acceptance of 1 article indexed in a journal and 1 international conference proceeding, Turnitin plagiarism report, and 5 soft-bound copies of the thesis, with Supervisor and Head of School approval	
Centre of Postgraduate Studies	CPGS sends an appointment letter signed by the CPGBSRDC Director to Examiners, with the soft-bound thesis, Thesis Evaluation Form, and Plagiarism Report	One week upon draft thesis submission
Examiners	Thesis Evaluation Process	
Examiners	<i>Decision – Report submitted within 40 days? If No, CPGBSRDC extends the evaluation period by 20 days. If Yes, continue.</i>	40 days
Director, Centre of Postgraduate Studies	<i>Decision – Report submitted within the extended 20 days? If No, revert to an alternative examiner approved by the CPGBSRDC. If Yes, continue.</i>	20 days / after 60 days if reverting



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Director, Centre of Postgraduate Studies	<i>Decision – Are at least two examiners' reports satisfactory? If No, CPGS suggests the candidate resubmit with modifications. If Yes, continue.</i>	
Director, Centre of Postgraduate Studies	Set date for Viva Voce Defence	Within two weeks of receiving the reports
Director, Centre of Postgraduate Studies	Conduct Viva Voce Examination with the panel members	Within two months of receiving the reports
Supervisor / Postgraduate Coordinator	Prepare the consolidated report of the Examiners	Within 3 working days of the viva voce examination
Director, Centre of Postgraduate Studies	Forward the Viva Voce Examination Report with Examiners' observations	Within one week of the viva voce examination
Candidate	Submission of the Final Thesis with Response to the Viva Voce Report, Turnitin plagiarism report, and five (5) hardbound copies of the thesis, with Supervisor and Head of School approval	Based on the period stated in the viva voce examination report letter
Director, Centre of Postgraduate Studies	Recommend the Award of Degree, upon the thesis defence committee's recommendation for awarding	Upcoming Academic Board meeting after submission
Academic Board	Approving the Award of the Postgraduate Degree	
Awarding of the Postgraduate Degree at the upcoming graduation ceremony		