



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

BRIEFING ON CHAIRING DOCTORAL EXAMINATION COMMITTEE MEETING

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PRESENTATION OUTLINE

- Membership of DEC and PTEM
- Scope of Responsibilities of a Chairman
- Procedure
- Issues pertaining to Thesis Examination



MEMBERSHIP OF DEC AND PTEM



MEMBERSHIP OF DEC

- Deputy Rector (Academic & Planning) or a representative of the Chairperson (the responsibility is delegated to a few appointed academic staff)
- All appointed examiners
- Supervisor (if deemed necessary by the Chairperson) (as an observer*)
- Chairperson of the KPGC (Dean) or the Kulliyyah representative (as an observer*)
- Dean of the CPS or representative from the CPS as Secretariat
- *Observer – they shall be consulted if deemed necessary.

➤ Source: PG Regulations (Revised 2015), p.90

➤ Senate 434th




MEMBERSHIP OF POST THESIS EXAMINATION MEETING

- Head of Department as the Chairperson
- Supervisor(s) or representative(s)
- Internal examiner(s)*
- External examiner*
- Student
- *The presence of the examiners is NOT COMPULSORY. They may be consulted prior or during the PTEM session via various technological means.



MEMBERSHIP OF POST THESIS EXAMINATION MEETING

- In the event when the Supervisor is the Head of Department, then the responsibility of chairing the PTEM shall rest upon the DDPG.



SCOPE OF RESPONSIBILITIES OF A CHAIRMAN



THE CHAIRMAN OF A DEC SHALL:

- Ensure that the meeting starts as scheduled
- Ensure that the meeting proceeds smoothly without any element of confrontation
- Ensure that the discussion is conducted in a professional manner
- Remain neutral throughout the deliberation and oral examination
- Provide impartial advice to the DEC members i.e. the different durations for Pass with Minor; Pass with Major etc.



THE CHAIRMAN MUST NEVER:

- **Implicitly or explicitly influence** the result of the thesis although he or she may have some knowledge in the area discussed.
- REMEMBER!!!
- YOU ARE NOT THE EXAMINER SO LET THE EXAMINERS DO THEIR JOB
- Clause 25.6.3 PG Regulations (Revised 2015)
- “Only the DEC, in the event of a discrepancy between the evaluations of the examiners, or otherwise, shall have the prerogative to determine the specific category...under which the research should fall” (p.88).

The background of the slide is a soft-focus image of autumn leaves. On the left side, there are several leaves in shades of red, orange, and yellow. The rest of the background is a blurred mix of these warm colors.

PROCEDURE

Subtitle



PROCEDURE IN CONDUCTING A DEC:

- Guidelines in Conducting a DEC

A tropical beach scene with large green palm fronds in the foreground, turquoise water, and a clear blue sky with some clouds. A white rectangular box with a thin black border is centered on the right side of the image, containing the title text.

ISSUES PERTAINING TO THESIS EXAMINATION



EXAMINERS FOR PHD



CAN AN ASST. PROF BECOME THE EXAMINER FOR A PHD THESIS?

- Yes BUT
- With very **strong justifications** from the Kulliyyah
- Provide evidence where possible, for example:
 - Publications
 - CV



CAN AN ASSOC. PROF BECOME THE EXAMINER FOR A PHD THESIS SUPERVISED BY A PROFESSOR?

- YES
 - “An examiner must have a minimum qualification of no less than the supervisor. Where an examiner is without the required qualification, there must be sufficient experience in relevant field and the appointment must be subjected to the approval of the HEP Senate”.
- Source: MQA 2015, p. 15 (PhD Mixed-mode); p. 49 (PhD by Research)



CAN SOMEONE FROM THE INDUSTRY BECOME THE EXAMINER FOR A PHD THESIS?

- YES
- “The external examiner could also be an **expert in the area of research** from the industry who is not an academic member” provided that the industry expert has not been involved directly or indirectly in the research i.e. becoming a respondent in the study

➤ Source: PG Regulations (Revised 2015), p.86



CAN A RELATIVE OF THE PHD CANDIDATE BECOME THE EXAMINER?

- NO
- “The external examiner must not be a close relative of the candidate or members of the supervisory committee”.
- Source: PG Regulations (Revised 2015), p.86



ISSUES DURING DEC



CAN A RELATIVE BE ALLOWED TO SIT THROUGH A VIVA SESSION?

- NO
- The person is NOT a member of DEC
- IIUM applies a closed viva concept



CAN AN ACADEMIC STAFF SIT THROUGH A PHD VIVA SESSION OR PTEM SESSION AS OBSERVER/ SUBJECT EXPERT?

- NO
- The staff is not a member of DEC or PTEM
- IIUM applies a closed viva concept



WHAT SHOULD YOU DO IF THE RESEARCH HAS BEEN ALLEGED TO BE PLAGIARIZED?

- In cases of plagiarism, the DEC shall initially **postpone the commencement of the viva voce** to allow for a thorough investigation to be conducted by the inquiry committee at the Centre of Studies and the University's Committee for Academic Integrity
 - Upon the advice from the University's Committee for Academic Integrity, the DEC shall reconvene to deliver the final decision on the thesis or dissertation
 - In cases of plagiarism, the DEC as the highest examining body for Ph.D research shall convene to deliver the final decision on the thesis or dissertation after receiving the advice from the University's Committee for Academic Integrity
- Source: Article 7 in the PG Regulations (Revised 2015)



PLEASE REMEMBER:

- Chairing a viva is a huge AMANAH where one needs to ensure that JUSTICE has been served.
- Ensuring JUSTICE does not begin on the day of the viva but it **starts from the process of the appointment of the examiners.**



40 UPM

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A VIVA SESSION VIA VIDEO CONFERENCE 1 JUNE 2017

Caption



REFERENCES

- Guidelines in Conducting a DEC from <http://www.iiium.edu.my/cps/resource-centre/pg-policies-procedures/procedure-during-viva-voce-phd>
- PG Regulations (Revised 2015)
- PG Regulations (Revised 2015) Article 7 on Procedures in Dealing with Plagiarism
- Malaysia Quality Assurance (2015)
- Senate 434th on Proposal on Revised Procedures for Endorsement of Examination Results

