

STANDARD GUIDELINES FOR VIVA-VOCE PRESENTATION For PhD and Master of Engineering Science

1. GENERAL PREPARATION

- 1.1 Familiarize with your own thesis/dissertation (you may have forgotten what you have written during the waiting/examination time).
- 1.2 Propose a power point slides as per guidelines given in Section 2.
- 1.3 Get feedback from supervisor(s) on your general preparation and slides prepared.
- 1.4 Perform mock presentation with your friends or even with the supervisor(s).
- 1.5 Reconfirm your viva session with the Deputy Dean's Office.
- 1.6 Be at least 30 minutes early for the viva session.
- 1.7 Dress appropriately for the viva session.
- 1.8 Please email your presentation slides to office as per schedule.

2. SLIDES PREPARATION

- 2.1 PowerPoint presentation is compulsory.
- 2.2 Presentation should be about 15 minutes and not exceeding 20 minutes for PhD and 10 minutes for Master of Engineering Science.
- 2.3 It will be **uninterrupted** presentation.
- 2.4 Pay attention to layout, background and number of slides.
- 2.5 The presentation should cover the following :

Cover Page	:	Consists of title, supervisor(s) information, date and venue of viva.
Background of the Study	:	The candidate is required to give background of the study. Be mindful that the examiners may not be in the same area.
Objectives	:	The objectives of the work must be clearly explained.
Methodology	:	Explain the major methodology used briefly .
Main results and conclusion	:	Discuss the main results and conclusion obtained briefly . The results and conclusion must be in line with objectives.
Novelty and contribution	:	The candidate is expected to demonstrate the novelty and knowledge contribution of the work.
Output	:	The candidate is expected to present the output from the work (publication, patents, software, etc)
Application	:	The candidate may also relate how the work is applicable for industrial or other application.
Slides	:	<ul style="list-style-type: none"> • Ideal for a 10 (Master) and 15 minutes (PhD). • Use font size of at least 11 (Arial). • Ideal selection of slides – not too dark or too bright.

3. **DURING THE Q & A SESSION**

- 3.1 Focus on questions/clarifications asked and answer straight to the point.
- 3.2 If you are unable to answer a particular question please admit and move on.
- 3.3 You may disagree but do not be defensive on your argument.
- 3.4 You may use white board to explain your answers.
- 3.5 Candidate will be asked to leave the meeting room during decision-making session.
- 3.6 Candidate will be asked to enter the meeting room once again for informal announcement of the result by the Chairman.

4. **SUBMISSION PROCEDURES**

- 4.1 The correction list will be given to you by the Deputy Dean's office.
- 4.2 You are required to make all corrections as per suggestions. A list of corrections undertaken must be presented in a tabular form and confirmed by:
 - (a) Supervisor(s) for minor corrections.
 - (b) Supervisor(s) and internal examiner for major corrections.
 - (c) Additional requirements as decided by the Board of Examiners.
- 4.3 Adhere to other/related procedures so that your examination process can be completed on time.