



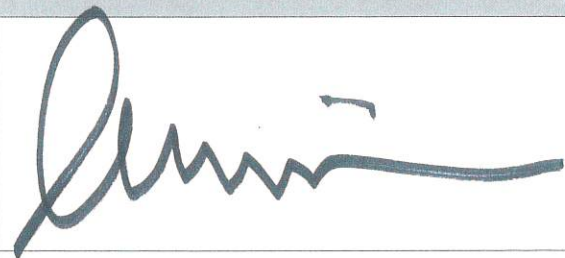
UPNM

National Defence University of Malaysia

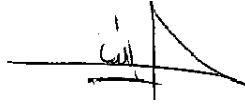
Kewajipan • Maruah • Integriti

PROSEDUR PENGURUSAN PEPERIKSAAN TESIS SISWAZAH

PK(P). UPNM. PPS. 03

	DISEDIAKAN OLEH	DILULUSKAN OLEH
TANDATANGAN		
NAMA	PROF. MADYA DR. ROSLAINI BIN ABD MAJID	LT JEN DATUK WIRA ARMAN RUMAIZI BIN HJ AHMAD
JAWATAN	MENJALANKAN TUGAS DEKAN, PUSAT PENGAJIAN SISWAZAH	NAIB CANSELOR
TARIKH	08 SEPTEMBER 2025	08 SEPTEMBER 2025

SENARAI EDARAN SALINAN DOKUMEN TERKAWAL

No. Salinan Kawalan	Penerima	Tarikh Edaran Diterima	Tandatangan	Tarikh Edaran Dipinda	Catatan
01	NAIB CANSOLOR	08 / 09 / 2025			<i>Hard Copy</i>
02	PENGURUS KUALITI	08 / 09 / 2025			<i>Hard Copy</i>

REKOD PINDAAN

Adalah menjadi tanggungjawab Pemegang Dokumen ini untuk memastikan salinan dokumen ini sentiasa dikemas kini dengan memasukkan semua pindaan-pindaan yang dinyatakan di dalamnya.

Tarikh Pindaan	No. Keluaran	No. Pindaan	Rujukan / Pindaan Mukasurat Terlibat	Butir-butir Pindaan	Diluluskan Oleh
15 / 05 / 2018	01	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
12 / 04 / 2019	02	01	Muka Depan & Senarai Edaran	Nama dan Tanda tangan Pengurus Kualiti baru	
03 / 11 / 2020	02	02	Semua Muka Surat yang Terlibat	Pertukaran logo UPNM yang baharu di setiap muka surat dan kemaskini isi kandungan	
10 / 03 / 2021	02	03	Muka Depan & Senarai Edaran	Nama dan Tanda tangan NC baru	
22 / 03 / 2022	02	03	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	
27 / 09 / 2023	02	04	Muka Depan & Senarai Edaran	Pengemaskinian Nama dan Tanda tangan NC	
06 / 05 / 2025	02	05	Muka Depan & Senarai Edaran	Pengemaskinian Nama dan Tanda tangan NC baharu dan Pengurus Kualiti serta singkatan	
08 / 09 / 2025	02	05	Muka Depan & Senarai Edaran	Pengemaskinian nama NC	

	PROSEDUR PENGURUSAN PENGURUSAN PEPERIKSAAN TESIS SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 03
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		No. Pindaan : 05
		Tarikh : 08 SEPTEMBER 2025
		Mukasurat : 1/ 7

1.0 OBJEKTIF

Prosedur ini menggariskan pengurusan notis penyerahan tesis dan pelaksanaan peperiksaan tesis pelajar siswazah di Universiti Pertahanan Nasional Malaysia (UPNM) dengan cara yang berkesan.

2.0 SKOP

Prosedur ini diguna pakai oleh semua staf yang akan menguruskan notis penyerahan tesis dan pelaksanaan peperiksaan tesis pelajar siswazah.

3.0 RUJUKAN

3.1 Manual Kualiti - MK. UPNM. 01.

3.1.1. Klausa 8.2 – Keperluan untuk Produk dan Perkhidmatan

3.1.2. Klausa 8.3 – Reka Bentuk dan Pembangunan Produk dan Perkhidmatan

3.1.3. Klausa 8.5.1 – Kawalan Penyediaan Pengeluaran ~~Produk~~ dan Perkhidmatan

3.1.4. Klausa 9.1 – Pemantauan, Pengukuran, Analisis dan Penilaian

3.2 Arahan-arahan semasa yang berkuat kuasa.

3.3 *Academic Regulations of Graduate Studies Programme by Research..*

4.0 DEFINISI

4.1 **Siswazah**

Siswazah ialah golongan pelajar peringkat tinggi yang telah berjaya meraih segulung ijazah sarjana muda dari Institusi Pengajian Tinggi tempatan mahupun swasta dalam ataupun di luar negara yang diiktiraf oleh agensi pengiktirafan kerajaan.

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		Mukasurat : 2/ 7

4.2 Jawatankuasa Pengajian Siswazah Peringkat Fakulti (JPSF)

Jawatankuasa yang menilai serta menyokong permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis di peringkat Fakulti. JPSF juga bertanggungjawab menilai laporan kemajuan pelajar siswazah.

4.3 Jawatankuasa Pengajian Siswazah Universiti (JPSU)

Jawatankuasa yang meneliti dan memperakukan permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar, penamatan pelajar, penarikan diri pelajar dan pelantikan Jawatankuasa Peperiksaan Tesis disokong di peringkat Fakulti dan diperaku oleh JKPS. JPSU juga bertanggungjawab untuk meneliti dan memperakukan penggraduatan siswazah untuk kelulusan Senat. Dipengerusikan oleh TNC (AA) dan dianggotai oleh Dekan Fakulti, Pengarah Pusat Bahasa, Bendahari, Ketua Pustakawan, Dekan Pusat Pengajian Siswazah dan 2 orang ahli Senat. Jawatankuasa JPSU bertanggung jawab meluluskan permohonan kemasukan pelajar siswazah, pelantikan penyelia, tajuk pengajian siswazah, penangguhan penghantaran tesis, pelantikan Jawatankuasa Peperiksaan Tesis yang disokong di peringkat Fakulti.

4.4 Senat

Senat UPMN bertanggungjawab meneliti dan meluluskan pelantikan penyelia, tajuk pengajian siswazah, penamaan semula penyelia, penambahan tempoh pengajian, penangguhan pengajian, penangguhan penghantaran tesis, rayuan permohonan kemasukan pelajar, penarikan diri pelajar, dan penggraduatan siswazah yang telah diperaku di peringkat JPSU.

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		Mukasurat : 3/ 7

5.0 (A) SINGKATAN

Bil.	Singkatan	Nama Penuh
5.1	NC	Naib Canselor
5.2	DKN	Dekan-dekan Fakulti
5.3	SENAT	Senat UPNM
5.4	TNC (AA)	Timbalan Naib Canselor (Akademik dan Antarabangsa)
5.5	JPSU	Jawatankuasa Pengajian Siswazah Universiti
5.6	JPSF	Jawatankuasa Pengajian Siswazah Peringkat Fakulti
5.7	PNY	Penyelia
5.8	PPS	Pusat Pengajian Siswazah
5.9	JPT	Jawatankuasa Peperiksaan Tesis

(B) ISU-ISU RISIKO

- i. Proses terlalu lama.
- ii. Pencalonan pemeriksa tesis tidak ikut kriteria.
- iii. Tempoh pembetulan tesis tidak dipatuhi.

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6.0 TANGGUNGJAWAB DAN TINDAKAN

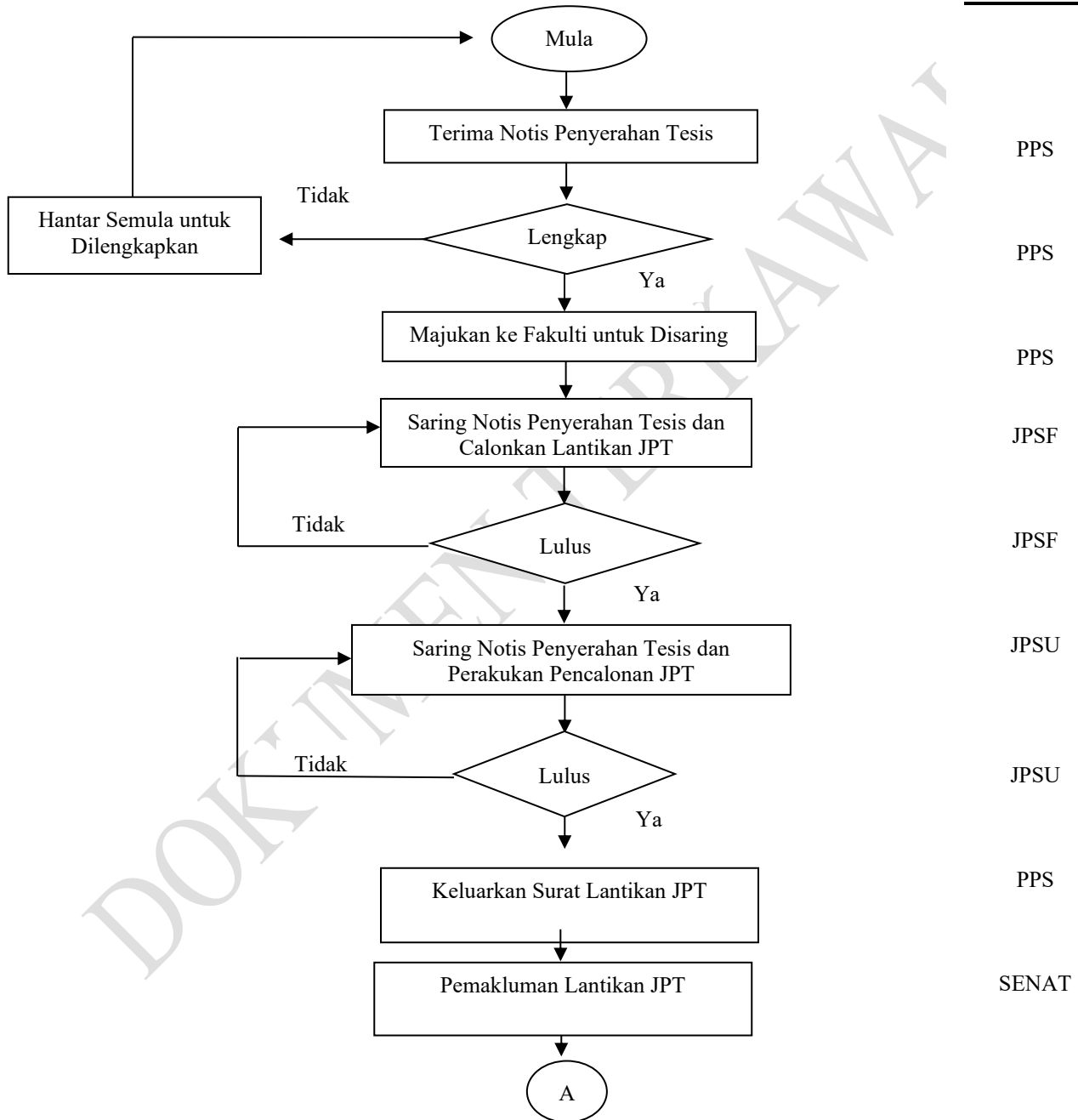
Tanggungjawab	Tindakan	
	A. PENGURUSAN PEPERIKSAAN TESIS SISWAZAH	
PPS	1.	Terima notis penyerahan tesis dalam tempoh tiga (3) bulan sebelum pelajar menghantar tesis lengkap.
	2.	Hantar notis yang lengkap ke fakulti untuk disaring.
	3.	Hantar semula notis yang tidak lengkap kepada pelajar/ penyelia untuk dilengkapi.
JPSF	4.	Terima notis penyerahan tesis yang dimajukan oleh PPS.
	5.	Saring notis penyerahan tesis dan calonkan JPT.
JPSU	6.	Terima notis penyerahan tesis yang dicalonkan oleh JPSF.
	7.	Saring notis penyerahan tesis yang telah dicalonkan oleh JPSF dan meluluskan pemilihan JPT.
SENAT	8.	Saring notis penyerahan tesis yang telah diluluskan oleh JPSU.
	9.	Ambil maklum dan memperakukan pelantikan JPT.
PPS	10.	Keluarkan surat lantikan JPT.
PPS	11.	Terima tesis lengkap dan majukan tesis kepada JPT.
	12.	Memastikan laporan tesis yang lengkap dihantar dalam masa yang ditetapkan.
JPT	13.	Siapkan laporan peperiksaan tesis dan hantar ke PPS.
	14.	Laksanakan Peperiksaan Lisan (VIVA).
	15.	Cadangkan keputusan peperiksaan sama ada pelajar lulus dianugerahkan ijazah tanpa pindaan atau dengan pindaan minor atau dengan pindaan major atau peperiksaan semula dengan calon perlu menghadiri semula peperiksaan lisan.
	16.	Terima dan sahkan senarai pindaan yang dibuat (jika perlu) dan perakukan penganugerahan ijazah.
	17.	Perakukan sekiranya pelajar tidak layak dianugerahkan ijazah.
JPSU	18.	Perakukan pelajar layak bergraduasi.
SENAT	19.	Luluskan pelajar untuk dianugerahkan ijazah.

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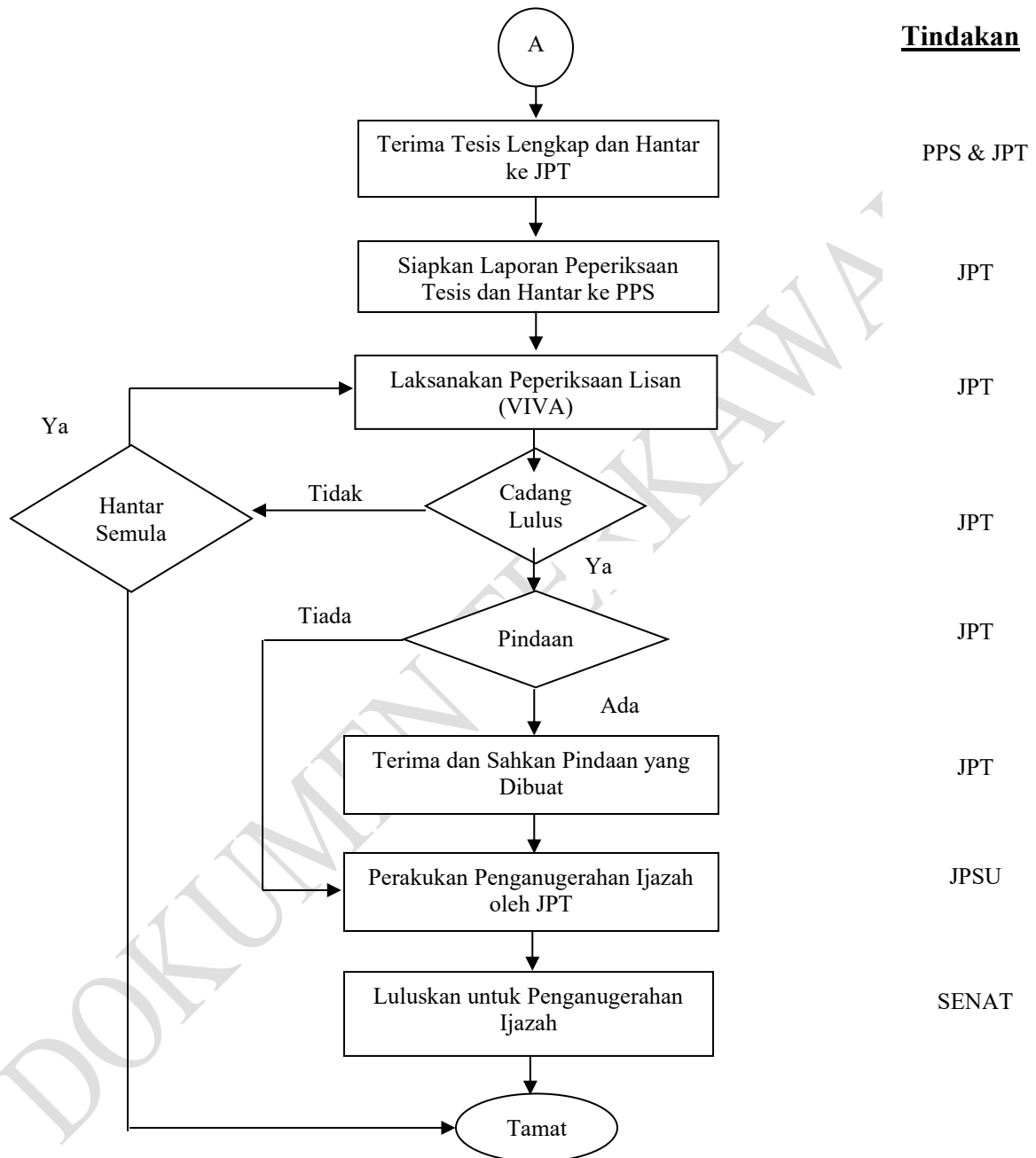
7.0 CARTA ALIR

7.1 Pengurusan Peperiksaan Tesis

Tindakan



	PROSEDUR PENGURUSAN PENGURUSAN PEPERIKSAAN TESIS SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 03
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	PROSEDUR PENGURUSAN PENGURUSAN PEPERIKSAAN TESIS SISWAZAH	No. Ruj. Dokumen : PK(P). UPNM. PPS. 03
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		Mukasurat : 7/ 7

8.0 REKOD KUALITI

Bil	Nama Rekod	Lokasi	Tempoh Penyimpanan
8.1	Fail Rekod Siswazah	PPS	7 Tahun
8.2	Fail Peribadi Pelajar Siswazah	PPS	7 Tahun
8.3	Fail Pengurusan Risiko	PPS	7 Tahun

9.0 LAMPIRAN

- 9.1 Lampiran 1 – Thesis Submission Notice PPS-R-E01
- 9.2 Lampiran 2 - *Thesis Submission For Viva* PPS-R-E02
- 9.3 Lampiran 3 - *Thesis Submission After Viva* PPS-R-E03
- 9.4 Lampiran 4 - *Final Thesis Submission* PPS-R-E06
- 9.5 Lampiran 5 - *Final Examination Report* PPS-R-E07
- 9.6 Lampiran 6 - *Thesis Examiner's Report* PPS-R-E11



**CENTER FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

THESIS SUBMISSION NOTICE

INSTRUCTIONS:

- **STUDENTS MUST COMPLETE SECTION A AND MAIN SUPERVISOR FILL SECTION B THEN SUBMIT TO PPS. INCOMPLETE FORM WILL NOT BE PROCESSED. DO NOT SEND THIS FORM TO FACULTY**
- THIS FORM NEEDS TO BE SUBMITTED NOT LATER THAN **THREE (3) MONTHS** BEFORE SOFT BOUND THESIS SUBMISSION, **DATE FOR VIVA EXAMINATION**.

Application checklist (to be completed by student)

No.	Documents Required	Tick (v)	For office use
1.	An active student (has completed the semester renewal registration) for the current semester.		
2.	Students have no outstanding fees when submitting the form. (Please refer to CGS Rules and regulation clauses).		
3.	The student has attended the Research Methodology Course / approved for exemption / Not attended but received approval from CGS. Date :		
4.	Student has passed the Proposal Defence. Date :		
5.	Students have presented research progress at UPNM colloquium (at least: Once for MSc , Twice for PhD). Date 1: Date 2:		
6.	Thesis abstract is provided with the application form.		

UNTUK KEGUNAAN PEJABAT BENDAHARI / FOR BURSARY OFFICE USE		
PERKARA / ITEM	JUMLAH / TOTAL	STATUS
YURAN (ALUMNI, PEPERIKSAAN, KONVO)		
PELAJAR MALAYSIA		
SARJANA (SEPENUH MASA/SEPARUH MASA)	RM 850.00	
DOKTOR FALSAFAH (SEPENUH MASA / SEPARUH MASA)	RM 1,350.00	
*Pelajar Kategori Staf UPNM/ALK mohon rujuk PPS		
PELAJAR ANTARABANGSA (INTERNATIONAL STUDENT)		
SARJANA (SEPENUH MASA/SEPARUH MASA)	RM850.00	
MSc (FULL TIME/PART TIME)		
DOKTOR FALSAFAH (SEPENUH MASA / SEPARUH MASA)	RM 1,350.00	
Doctor of Philosophy (FULL TIME/ PART TIME)		
Disahkan oleh Pejabat Bendahari / Verified By Bursary Office,		

SECTION A: TO BE COMPLETED BY STUDENT

1. Full Name: _____
2. Matric No.: _____
3. Number of Registered Semesters:
3. Programme: _____
5. Field of Study: _____
6. Faculty: _____
7. Thesis Title (use CAPITAL LETTERS): _____

8. Please provide 5 keywords that describe the thesis specialization:

- This is to inform you that I will submit my thesis for examination within three (3) months after the date of this notice.
- I understand that if I fail to submit my thesis within three (3) months, this notice of submission is **considered void** and I will submit a new notice of submission.
- I understand that I am required to pay all **prescribed fees** before submitting the thesis for examination.

Student's Signature

Date

I hereby confirm that _____ (*student's name*)
_____ (*matric No.*) has agreed to submit his/her thesis three (3) months from the
date _____. I hereby *endorse/do not endorse the candidate's intention to submit
the draft copies of thesis for examination three (3) months after the date of this notice.

Signature and Official Stamp of Main Supervisor

Date

SECTION C: FACULTY RECOMMENDATIONS

Recommendation by the Faculty Graduate Studies Committee:

i. The Faculty Graduate Studies Committee has recommended the appointment of the following External and Internal Examiners:-

(a) Candidates for the INTERNAL EXAMINER (please list according to priority)

Name	Expertise
(1)	
(2)	

(b) Candidates for the EXTERNAL EXAMINER (please list according to priority)

Name	Expertise
(1)	
(2)	
(3)	

ii. We hereby confirm that the nominated examiners have no conflict of interest with the supervisory committee/student.

iii. We hereby confirm and verify that the field of study for students is as follows (please refer to the list in PPS-R-E01).

Signature and Official Stamp Dean/Chairman of committee

Date

SECTION D: FOR CENTRE FOR GRADUATE STUDIES USE

Verified By :

Signature :

Officer's Name :

Date :

Important Notice:-

1. *For Master candidates, one External Examiner and one Internal Examiner shall be appointed. The faculty must recommend at least two (2) candidates each for both the External and Internal Examiner.*
2. *For PhD candidates, two External Examiners and one Internal Examiner shall be appointed. The faculty must recommend at least two (2) candidates for the Internal Examiner and three (3) candidates for the External Examiner.*
3. *Please refer to Attachment 1 for criteria for appointment of thesis examiner.*
4. ***Please enclose the CV of the External Examiner according to the format given.***

Revised Jan 2019

APPOINTMENT OF THE THESIS EXAMINER

- 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 the relevant field and the appointment must be subjected to the approval of the Senate.
- An external examiner appointed must be from a field related to the research made to ensure the quality of research.
- The appointment of external examiners must not have any conflict of interest (close family link or professional networking) with the students and the supervisors.
- The examiners must not involve or have personal interest with the research of the examined thesis.

Master's Degree

- One (1) external examiner shall be appointed for the research mode candidate. The external examiner is an independent examiner who must not be a member of the University. S/he must also not be a supervisor/co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:
 - a. Possesses a PhD qualification or an academician with five (5) years' experience in teaching and research.
 - b. Has produced Master's graduate(s).
- One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and do not have any conflict of interest with the student or the supervisory committee members.

Doctor of Philosophy

- Two (2) external examiners shall be appointed for the research mode candidate. The external examiners are independent examiners who must not be a member of the University. They must also not be a supervisor / co-supervisor for the candidate. The external examiner shall have minimum criteria as follows:
 - i. An Associate Professor or equivalent;
 - ii. Possesses a PhD or professional qualification;
 - iii. Has produced PhD graduate(s);
 - iv. Has at least five (5) years of experience in the relevant research area beginning from the date of receiving the PhD.
- In certain cases, one (1) consultant with an expertise in the related field or a subject matter expert from industry who is not an academician but has been involved in the research activities/academic writing/publications shall be appointed as an external examiner and they will also become members of the Thesis Examination Committee.
- One (1) internal examiner shall be appointed amongst the academic staff with relevant credentials and do not have any conflict of interest with the student or the supervisory committee members.

Recommended Checklist for nomination of examiners

No co –authorship in publication with any supervisory committee (5 years)

No joint supervision with any supervisory committee (5 years)

**CENTRE FOR GRADUATE STUDIES
 NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**
THESIS SUBMISSION FOR VIVA
Instructions:

- Students must complete Section A and Section B and submit the form to PPS. Incomplete form will not be processed.
- Please submit six (6) copies of the soft bound thesis and one (1) CD.
- Students must ensure that the thesis has been submitted for proof reading and please provide proof/receipt of proof reading from Language Centre UPNM/ authorized body.
- Please enclose the Turnitin report of the thesis.
- Please enclose the Post Graduate Personal Detail (MP) form and the fee payment receipt for the current semester.

Application checklist (TO BE COMPLETED BY STUDENT)

FOR PhD	FOR Master	For candidate Please tick (/)	For office use
Fulfill the conventional candidature duration of : • six (6) semesters for full-time students; or • eight (8) semesters for part-time students; or • has achieved outstanding output for earlier submission	Fulfill the conventional candidature duration of : • four (4) semesters for full-time students; or • six (6) semesters for part-time students; or • has achieved outstanding output for earlier submission		
Publication requirement			
Conventional	Conventional		
Min one (1) article in SCOPUS/WOS/ERA/MYCITE indexed journal or ZULFAQAR journal. and Min one (1) article in SCOPUS/WOS/ERA/ indexed journal TOTAL 2	Min one (1) article in SCOPUS/WOS/ERA/MYCITE indexed journal or in ZULFAQAR journal. TOTAL 1		
Fast Track Route A	Fast Track Route A		
Min three (3) article in SCOPUS/WOS/ERA indexed journal TOTAL 3	Min two (2) article in SCOPUS/WOS/ERA indexed journal TOTAL 2		
Fast Track Route B	Fast Track Route B		
Min one (1) Q1/Q2 article in JCR and Min one (1) article in SCOPUS/WOS/ERA indexed journal TOTAL 2	Min one (1) Q1/Q2 article in JCR TOTAL 1		
An active student (has completed the semester registration) for the current semester.			

Student's Signature

Date

SECTION A: TO BE COMPLETED BY STUDENT

1. Full Name: _____
2. Matric No.: _____ 3. Programme: _____
4. Month and Year of Entry into the programme: _____
5. Field of study: _____
6. Faculty: _____
7. Proposed Thesis Title:

 Student's Signature

 Date
SECTION B: TO BE COMPLETED BY SUPERVISORS

"

Verification by the Chairperson of the Supervision Committee.

We confirmed that we have read and approved of _____
 (student's name) submitting his/her thesis for viva.

 Signature and Official Stamp
 Chairperson of the Supervision Committee

 Date

 Signature and Official Stamp
 Co-Supervisor

 Date

 Signature and Official Stamp
 Co-Supervisor

 Date

SECTION C: FOR CENTRE FOR GRADUATE STUDIES USE

Please tick(√) in the box provided:

☐

Six (6) copies of soft bound thesis

☐

One (1) CD

☐

Proof/Receipt of proof reading from Language Centre UPM / authorized body

☐

Similarity Index

☐

Turnitin report

Received by:

Signature:

Officer's Name:

Date:

Revised Jan 2024



CENTRE FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA

THESIS SUBMISSION AFTER FINAL EXAMINATION (VIVA)

Please attach (submit before the approval by the Centre for Graduate Studies):

- a. A list of thesis corrections (as mentioned by each examiner)
- b. One (1) copy of soft bound thesis
- c. One (1) copy of thesis abstract

SECTION A: TO BE COMPLETED BY STUDENT

1. Full Name: _____
2. Matric No. : _____ 3. Programme: _____
4. Month and Year of Entry into this programme: _____
5. Field of Study: _____
6. Faculty: _____
7. Proposed thesis title: _____

 Student's Signature

 Date

SECTION B: SUPERVISOR AND THESIS EXAMINATION COMMITTEE VERIFICATION

1. Verification by the Chairperson of Supervision Committee, Internal Examiner and the Chairperson of Thesis Examination Committee.

We confirmed that we have read and accept the attached corrections. We approved that this thesis is satisfactory in the sense of its scope, quality and presentation and it fulfills the prerequisites for a Master/PhD award.

_____ Signature and Official Stamp Chairperson of the Thesis Examination Committee	_____ Date
--	---------------

_____ Signature and Official Stamp Internal Examiner	_____ Date
--	---------------

_____ Signature and Official Stamp Chairperson of Supervision Committee	_____ Date
---	---------------

2. Verification from the Centre for Graduate Studies

_____ Signature and official stamp	_____ Date
---------------------------------------	---------------

SECTION C: FOR CENTRE FOR GRADUATE STUDIES USE

Please tick (✓) in the box provided:

- | | |
|--------------------------|--|
| ☐ | List of thesis corrections (as mentioned by each examiner) |
| ☐ | One (1) copy of soft bound thesis |
| ☐ | One (1) copy of thesis abstract |

Received by:

Signature: _____

Officer's Name: _____

Date: _____



CENTRE FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY MALAYSIA

FINAL THESIS SUBMISSION

Please attach:

- a. One (1) copy of thesis abstract
- b. 1 copy of hard-bound thesis to CGS
- c. Thesis manuscript on CD – one (1) unit

SECTION A: TO BE COMPLETED BY STUDENT

1. Full Name: _____
2. Matric No.: _____ 3. Programme: _____
4. Field of Study: _____
5. Faculty: _____
6. Final Thesis Title in English:

7. Final Thesis Title in Bahasa Malaysia:

NO.	FPJB	CD (UNIT)	HARDBOUND THESIS (UNIT)	CONFIRMATION OF ACCEPTANCE <i>*signature and official stamp</i>
1.	SUPERVISOR			
2.	FACULTY			
3.	LIBRARY			

****Students are compulsory to obtain clearance from the list above***

Student Approval :

Signature :

Date: :

SECTION B: FOR CENTRE FOR GRADUATE STUDIES USE

Please tick (√) in the box provided:

☐

Compulsory one (1) copies of hard bound thesis for the Centre for Graduate Studies

☐

Thesis manuscript on CD-one (1) unit

☐

One (1) copy thesis abstract

Received by:

Signature: _____

Officer's Name: _____

Date: _____



CENTRE FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA

FINAL EXAMINATION REPORT

SECTION A: STUDENT INFORMATION

Student's Name : _____

Matric No. : _____

Programme : _____

Field of Study : _____

Faculty : _____

SECTION B: THESIS TITLE

This section needs to be revised and approved by all examiners in the Examination Committee.

Original Thesis Title : _____

Proposed Thesis Title : _____

Report:

Note: Please COMPLETE the column PROPOSED THESIS TITLE (typewritten) and submit together with Attachment 1, Attachment 2 and Attachment 3 (Report by the Chairperson of Final Examination Board).

ATTACHMENT 1

We verify that the report enclosed is as agreed during the meeting of the Thesis Examination Committee for the student mentioned above.

Membership (Chairperson/Member)	Name	Signature
Chairperson		
Internal Examiner		
External Examiner		
External Examiner		

ATTENDANCE LIST

Attendance for the Thesis Examination Meeting held on the _____ (*date*) at
 _____ (*venue*), National Defence University
 Malaysia.

Name : _____

Matric No. : _____

Programme : _____

Field of Study : _____

Faculty : _____

Thesis Title : _____

Membership (Chairperson/Member)	Name	Signature
Chairperson		
Internal Examiner		
External Examiner		
External Examiner		

REPORT BY THE CHAIRPERSON OF EXAMINATION COMMITTEE

Student's Name : _____

Matric No. : _____

Programme : _____

Field of Study : _____

Original Thesis Title : _____

Proposed Thesis Title : _____

Viva Date : _____

Viva Venue : _____

REPORT



**CENTRE FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY OF
MALAYSIA**

THESIS EXAMINER'S REPORT

SECTION A: STUDENT INFORMATION

"

Student's Name: _____

Matric No.: _____

Programme: _____

Field of Research: _____

Faculty: _____

SECTION B : THESIS EVALUATION

"

- Please indicate your response by **circling** the most appropriate number. Please state not relevant, where appropriate.

OVERALL STYLE AND ORGANISATION

1. In terms of contents, the title of the thesis is

	1	2	3	4	5
Not appropriate at all					Most appropriate

Comments

.....

.....

.....

2. In terms of conciseness, the abstract is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

.....

.....

.....

3. In terms of clarity of presentation, the thesis is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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.....

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4. In terms of organization (chapters, bibliography, Appendices, etc.), the thesis is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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5. The language and grammar are

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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6. The spelling is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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ROBUSTNESS OF THESIS

7. The terminology used is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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.....

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8. The literature review is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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9. Problem statements / research objectives are

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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10. The methodology is

	1	2	3	4	5
Not appropriate at all					
Most appropriate					

Comments

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11. The data collected for the analysis and testing

	1	2	3	4	5	
Not appropriate at all						Most appropriate

Comments

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12. The quantitative (statistical)/qualitative analysis is

	FSTP	FKJ	FPPP	PB
MSc	PO4	PO2,PO3	PO2	PO2
PhD	PO4	PO3	PO2	PO3

	1	2	3	4	5	
Not appropriate at all						Most appropriate

Comments

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13. Data/information interpretation is

	1	2	3	4	5	
Not appropriate at all						Most appropriate

Comments

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14. The discussion corresponds to the results of the study

	1	2	3	4	5		
Not appropriate at all					Most appropriate		

Comments

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15. The conclusion is

	1	2	3	4	5		
Not appropriate at all					Most appropriate		

Comments

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16. References (comprehensive, up-to-date) are

	1	2	3	4	5		
Not appropriate at all					Most appropriate		

Comments

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17. The research is

1 2 3 4 5

Not appropriate at all Most appropriate

Comments

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SECTION C : MAJOR REVISIONS REQUIRED (IF ANY)

11

Please use additional paper, if required.

[illegible]

SECTION D : RECOMMENDATIONS

"

Please indicate your recommendation summary by placing a tick (✓) at appropriate option. Please refer to **Appendix 1** for guidelines on the recommendations.

☐

Accepted without correction

The candidate is awarded a Doctor of Philosophy/Masters Degree

☐

Accepted with minor corrections

The candidate is awarded a Doctor of Philosophy/Masters Degree subject to minor changes/ corrections in his/her thesis as listed in the Panel of Examiners report

☐

Accepted with major corrections

The candidate is awarded a Doctor of Philosophy/Masters Degree subject to major changes/ corrections in his/her thesis as listed in the Panel of Examiners report

☐

Resubmission of Thesis

The candidate is allowed to resubmit his/her thesis after he/she has made changes/corrections in his/her thesis as listed in the Panel of Examiners report. This thesis **must** be reexamined and the candidate **must** undergo another Viva Voce

☐

Rejected

The candidate is not awarded a Doctor of Philosophy/Masters Degree and is not allowed to resubmit his/her thesis

Signature and official stamp

I/C No. :
Office Phone No. :
Mobile :
E-mail :
Date :

Guidelines for Examiners

Recommendations	Recommendation Guidelines
Accepted without correction	The candidate is awarded a Doctor of Philosophy/Masters Degree. A thesis is accepted without any amendments and corrections. A student whose thesis is accepted without any amendments and corrections is given a maximum duration of three (3) months after receiving the Chairman's Final Examination Report to submit a hard bound copy of the corrected version to the CGS and other required documentations as required in Final Thesis Submission form (PPS-08) for endorsement by the Senate.
Accepted with Minor Corrections	The candidate is awarded a Doctor of Philosophy/Masters Degree subject to changes/ corrections in his/her thesis as listed in the Panel of Examiners report. A thesis is accepted with minor corrections including reformatting of chapters, revision of literature, improvement in the declaration of research objectives or statements, insertion of missing references, amendment of inaccurately cited references, and other minor improvements including improvements in spelling, grammar and syntax or proof-reading process or minor research data or writing amendment. A student whose thesis is accepted with Minor Corrections is given a maximum duration of six (6) months after receiving the Chairman's Final Examination Report to submit a hardbound copy of the corrected version and other required documentations as required in Final Thesis Submission form (PPS-08) to the CGS for endorsement by the Senate.
Accepted with Major Corrections	The candidate is awarded a Doctor of Philosophy/Masters Degree subject to changes/ corrections in his/her thesis as listed in the Panel of Examiners report. A thesis is accepted with major corrections including extensive revision of the entire thesis to improve the quality such as major improvement in the description of methodology, statistical reanalysis of research data, removal of research chapter(s), redo the discussion of presented results, and improvement in spelling, grammar and syntax. A student whose thesis is accepted with Major Corrections is given a maximum duration of nine (9) months after receiving the Chairman's .Final Examination Report to submit a hardbound copy of the corrected version and other required documentations as required in Final Thesis Submission form (PPS-08)
Resubmission of Thesis	The candidate is allowed to resubmit his/her thesis after he/she has made changes/corrections in his/her thesis as listed in the Panel of Examiners report. The thesis is to be resubmitted if it does not meet the scope of the degree for which it is intended for, the objectives of the research are not met and/or when there are obvious flaws in the experimental design and/or methodology, and therefore, requires additional experimental work or data collection. Resubmission of the corrected thesis must be made within a period of not more than twelve (12) months after receiving the Chairman's Final Examination Report to submit a softbound copy of the corrected version to the CGS for re-examination by the same Thesis Examination Committee. The conditions for this verdict are as follows: - The student must continue to be a registered student and shall be charged the normal study fee for the following semester; - The student must comply with the procedures as determined from time to time by the University; - The student must undergo a new viva voce examination; - Only one resubmission is permitted; and - Failure to submit within the specified time shall

Recommendations	Recommendation Guidelines
	result in the termination of study.
Rejection of Thesis or Fail	The candidate is not awarded a Doctor of Philosophy/Masters Degree and is not allowed to resubmit his/her thesis. A student would be considered to have failed the examination if the student's thesis fails to meet the requirements of Doctor of Philosophy or Master degree academic level or is found to have been plagiarized or committed to academic fraud.

Procedure for Appeal to review the Thesis Examination results,
Please refer the Rules and Regulations book Page 41-44