MPhil & PhD – THESIS SUBMISSION

(Supervisor)

1

FORM EXAMINER

IAS Administration issues the examiner nomination form to the supervisor.

2

SUBMIT NOMINATION FORM

The supervisor submits the completed nomination form to IAS Administration before the specified deadline.

3

JKIT / FACULTY MEETING

The nominated examiners and proposed thesis title will be tabled at the JKIT and Faculty Meeting for approval.

4

LETTER OF APPROVAL

IAS Office issues

(a) The approval letter to the candidate and supervisor(s)
(b) The endorsed list of nominated examiners to the supervisor(s)

5

NOMINATION EXAMINER

The supervisor submits the examiner nomination via MAYA Portal.

6

SUBMISSION

The candidate submits the thesis/dissertation via MAYA and submits the required softcopy submission form to IAS Office.

7

EXAMINATION PERIOD

Examiners are given 45 days to complete the evaluation (maximum 60 days). If no response is received within the stipulated period, the reserve examiner will be activated.

8

VIVA VOCE

Upon receipt of examiner reports, the Viva Voce will be scheduled.

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