**FKAAB/JPS/KFA/8/2024**

# FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT

### UNIVERSITI TUN HUSSEIN ONN MALAYSIA

**PRE-VIVA ASSESSMENT & THESIS SUBMISSION**

**MASTER OF CIVIL ENGINEERING BY RESEARCH (KFA)**

### PROCEDURE

1. Student provides details and submits Thesis draft to Faculty. **(Section 1)**
2. Pre-viva assessment is made by the Panel of Assessors. **(Sections 2-4)**
3. The form is to be returned to the student for discourse with the Supervisor.
4. All corrections or feedback from students should be responded to using Table format as in **Section 2**.
5. The necessary amendments/corrections are to be performed on the Thesis.
6. Top of Form
7. All assessors must fill out this form and provide comments. Only the chairperson of the pre-viva session will endorse after the student has made corrections. **(Section 4)**
8. The Supervisor approves the final Thesis draft. **(Section 5)**
9. Final Thesis draft sent to the chairperson and obtain chairperson’s approval. **(Appendix A)**
10. Student returns the final Thesis draft to the Faculty for JKPSF’s endorsement.
11. Students must produce one copy of this form and upload it to SMAP online when applying for Viva-Voce **(Section 6)**
12. Faculty submits the Thesis **with this form** to the Centre for Graduate Studies. **(Section 7).**

# SECTION 1: Student

## (To be filled by Student.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | Matric. No.: |  |
| Faculty: |  | | | Date: |  |
| Semester …....….. Session ……..……/…………… | | | | Method of Writing: | Conventional  Industry  Publication |
| Programme & Code: | | |  |
| Title of Research: | |  | | | |
| Supervisor(s): | | ………………………………………………………………………..………… (Main Supervisor)  ………………………………………………………………………..………… (Co-supervisor 1)  ………………………………………………………………………..………… (Co-supervisor 2) | | | |

**SECTION 2: Assessment**

*(To be filled by Assessor and Student after corrections are made)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | | **Component** | **Comments From Assessor** | | | **Correction / Response from Student** |
| 1 | | Title |  | | |  |
| 2 | Abstract | |  | | |  |
| 3 | Introduction / Project background | |  | | |  |
| 4 | Problem statement / Problem statement based on project | |  | | |  |
| 5 | Research Objective / Objective based on project | |  | | |  |
| 6 | Literature Review / Review on current practices | |  | | |  |
| 7 | Research / Project outcome:   * Research method * Data collection and analysis * Discussions and findings | |  | | |  |
| 8 | Significance / Contribution / Applied Value of Project | |  | | |  |
| 9 | References | | |  |  | |
| 10 | a) Language   * Please state if proofreading is necessary. * Proofreading: proof to be attached (if applicable).   b) Organisation and format   * In accordance with Thesis Writing Guide UTHM   c) Plagiarism check   * Similarity   index 30%) proof to be attached. | | |  |  | |

**SECTION 3: Outcome of Assessment**

*(To be filled by Assessor.)*

|  |  |  |
| --- | --- | --- |
| **Ranking**  **(Tick ONE)** | | **Descriptions** |
|  | 1 | Excellent work with optional amendments proposed. |
|  | 2 | Good work with minimal amendments required. |
|  | 3 | Satisfactory work, but minor corrections are required. |
|  | 4 | Satisfactory work, but substantial corrections are required. |

*\*The final thesis draft is to be endorsed by the Main Supervisor.*

# SECTION 4: Chairperson’s Endorsement

## (To be filled by the Chairperson of the pre-viva session.)

Name / Designation: ……………………………………………..….…………………………………………………….

Faculty: ………………………………………………………………………………………………….………………………..

Signature: ………………………………………………… Date: ………………………….

(Official stamp)

# SECTION 5: Supervisor’s Declaration

## (To be filled by Supervisor.)

I have reviewed the final Thesis draft and hereby affirm that it is to the best of my knowledge and professional judgement qualified for submission to the Examiners.

Name / Designation: ……………………………………………..….…………………………………………………….

Signature: ………………………………………………………………. Date: ………………………….

(Official stamp)

# SECTION 6: Faculty’s Postgraduate Studies Committee (JKPSF)

## (To be filled by Head of Department)

Endorsed by:

Name / Designation: ……………………………………………..….…………………………………………………….

Signature: ………………………………………………………………. Date: ………………………….

(Official stamp)

# SECTION 7: Centre for Graduate Studies- Receipt of Thesis

## (To be filled by CGS.)

Received by:

Name / Designation: ……………………………………………..….…………………………………………………….

Signature: ………………………………………………………………. Date: ………………………….

(Official stamp)

***Endorsed by JKPSF – KFA - 2024***