



**Institute of Graduate Studies**  
**Universiti Teknologi MARA**

**Part I: Thesis Evaluation Report**

1. Examiners are required to append an evaluation report as a supporting document to Part II. It is written after due consideration to the requirements stipulated by the University for the award of the said degree.
2. The Thesis Evaluation Report should contain the examiners' detailed comments on the strengths and weaknesses of the thesis. It should bring to the attention of the Panel of Examiners parts of the thesis that need further explanation and clarification. It also highlights questions to be raised during the oral examination / viva.

*Examiners are requested to review and comment on the following in the Thesis Evaluation Report:*

- *Problem / Research Statement*
- *Objective of Research*
- *Scope of Research*
- *Literature Review*
- *Research Methodology*
- *Data Analysis & Interpretation*
- *Significance of Findings*
- *Presentation of Thesis*
- *Strengths & Limitations of Thesis/Study*
- *Other comments*
- *Endorsement of Candidature*

3. The Thesis Evaluation Report serves to support the examiners' Concluding Statements in Part I to enable the Panel of Examiners to decide whether the candidate should be awarded the degree in question.
  - 3.1 If the Statement indicates that the thesis needs corrections/amendments, the report must indicate specific parts/items to be corrected/amended.
  - 3.2 If the Statement indicates that the thesis needs to be rewritten and resubmitted, the report must indicate clearly the type of major repairs at specific parts/sections.
  - 3.3 Examiners' evaluation report under 3.1 and 3.2 shall be made available to candidates for correction work to be done accordingly.
4. If the Examiner's Concluding Statement indicates that the thesis does not qualify for the award of the degree, the evaluation report must give explanations to support the statement.

5. The evaluation report should be neatly and clearly typed. All comments should have references to specific pages/ lines/figures in the thesis.



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**Thesis Examination Guidelines:  
Master's / Doctoral Degree**

**1. General Principles**

- 1.1 The University upholds the principle that for a thesis to be awarded a Master's or Doctoral degree, it must be of a high standard accepted by the international postgraduate community.
- 1.2 The thesis examination is to be carried out in accordance with the Academic Regulations approved by the Senate of UiTM.
- 1.3 The thesis should reflect an original contribution that is meaningful to learning and scholarship. It should also indicate the candidate's ability to apply the results of his research to the broader context of knowledge in related fields of study.
- 1.4 The award of the degree depends largely on the results of the thesis examination and the oral examination (*viva voce*).

**2. Thesis Evaluation Report and Examiner's Concluding Statement**

- 2.1 Each examiner is required to submit a written Thesis Evaluation Report in a confidential envelope to the Dean, Institute of Graduate Studies, within **one month** after the receipt of the thesis. The report consists of two parts: *Part I: Examiner's Concluding Statement* and *Part II: Thesis Evaluation Report*.
- 2.2 The examiner must indicate clearly the status of the thesis whether it has achieved the standard of a Master's/Doctoral degree, or it needs to be improved / corrected / expanded in any way, or it fails to achieve the standard required for that particular degree.

**3. Oral Examination (*Viva Voce*)**

- 3.1 An oral examination, the *viva voce*, is conducted by a Panel of Examiners appointed by the University. Supervisors of the thesis may be invited as observers.
- 3.2 The viva provides an opportunity for the candidate to defend his research and further explain and/or clarify aspects of his work, if need be. It also provides an opportunity for the examiners to pose questions to the candidate regarding the research work undertaken and the thesis itself.

#### **4. Examination Procedures**

- 4.1 During the *viva*, the Panel of Examiners will also discuss the evaluation reports submitted by each examiner. After the *viva*, the Panel will conclude its decision on the status of the work of the candidate and make recommendations to the Board of Graduate Studies to be forwarded and endorsed by the University's Senate.
- 4.2 If the Panel reaches the conclusion that the thesis does not achieve the status of being awarded a Master's / Doctoral degree, the Panel must indicate why and where the candidate has failed and the thesis needs improvement / corrections. The Panel must also inform the candidate if he / she is required to resubmit the thesis for re-examination or / and must fulfill other requirements as determined by the Panel.

*All queries can be addressed to the office of the Dean of the Institute of Graduate Studies, UiTM.*