

**PRE-VIVA APPLICATION FORM  
FACULTY OF CHEMICAL AND PROCESS ENGINEERING TECHNOLOGY**

**SECTION A: STUDENT'S INFORMATION**

STUDENT NAME	:		
ID STUDENT NO.	:		
PHONE NO.	:		
PROGRAMME	:		
NO. OF SEMESTER	:		
RESEARCH CLUSTER	:		
MAIN SUPERVISOR'S NAME	:		
CO-SUPERVISOR 1	:		
CO-SUPERVISOR 2	:		
LEVEL OF STUDY	:	<input type="checkbox"/> Master by Research	<input type="checkbox"/> PhD
TYPE OF STUDY	:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
THESIS TITLE	:		

**SECTION B : VERIFICATION BY SUPERVISOR**

1. I hereby confirm on the following :

1. All details as stated in Section A are **CORRECT**

2. The application for the pre-viva is :

Supported

Not Supported

2. Main Supervisor comment (Kindly attach separately if required)

3. Suggestion's Name for Internal Examiners and External Examiners  
(Please refer to Pool of Examiners (POE) list from Admin)

**3.1 INTERNAL EXAMINERS:**

	Name	Expertise
1.		
2.		
3.		
4.		
5.		

(Note : Refer to IPS guideline)

- 1) Internal Examiner for must at least possess a doctoral degree
- 2) For PhD, need to have a graduated
- 3) Have successfully supervised a research mode student as the Main Supervisor or a Co-supervisor.

**3.2 EXTERNAL EXAMINERS:**

	Name	University	Expertise
1.			
2.			
3.			
4.			
5.			

(Note : Refer to IPS guideline)

- 1) External Examiner must at least possess a doctoral degree, with the post of Associate Professor for MSc and Professor for PhD;
- 2) Have successfully supervised a research mode student as the Main Supervisor or a Co-supervisor.
- 3) External examiners cannot be from the same university

Hereby, I verify that the above statements are true and the selection of examiners are free from potential perceived or real conflict of interest as shown in Appendix B (Refer to the next page).

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

**SECTION C : VERIFICATION BY HEAD OF CLUSTER**

Head of Cluster comment :

\_\_\_\_\_  
\_\_\_\_\_

Supported)

Not Supported

I verify that the selection examiners are free from potential perceived or real conflict of interest as shown in Appendix B (Refer to the next page)

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

**SECTION D : VERIFICATION BY RESEARCH & POSTGRADUATE STUDIES ADMINISTRATIVE**

---

Completed

Incompleted (remarks) : \_\_\_\_\_

---

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

**SECTION E : VERIFICATION BY DEPUTY DEAN (RESEARCH & POSTGRADUATE STUDIES)**

---

**Deputy Dean Research & Postgraduate Studies's comment :**

\_\_\_\_\_

\_\_\_\_\_

*Supported*

*Not Supported*

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

## APPENDIX B :- POTENTIAL PERCEIVED OR REAL CONFLICTS OF INTEREST

### A - CONFLICT WITH STUDENT

<b>Working Relationship</b>	A1- During candidature, the co-author of the paper cannot be external examiner of the candidate for that particular program.
<b>Personal Relationship</b>	A2- Examiner and the candidate have an existing or a previous emotional relationship of de facto, are co-residents.
<b>Legal Relationship</b>	A3- Examiner is or was married to the student. A4- Examiner is legally a family to the student (for example, step-father, and sister-in law). A5- Examiner is either a legal guardian or dependent of the student or has power of attorney for the student

### B - CONFLICT WITH THE SUPERVISOR/ADVISOR

<b>Working Relationship</b>	B1- Examiner was a student of the supervisor within the past three years.
<b>Personal Relationship</b>	B2- Examiner is a known relative of the supervisor. B3- Examiner and the supervisor have an existing or a previous emotional relationship of de facto.
<b>Legal Relationship</b>	B4- Examiner is or was married to the supervisor. B5- Examiner is legally a family (for example, step-father, and sister-in-law) to the supervisor. B6- Examiner is either a legal guardian or dependent of the supervisor or has power of attorney for the supervisor.
<b>Business, Professional and/or Social Relationships</b>	B7- Examiner is currently in or has had a business relationship with the supervisor in the last five years (for example, partner in a small business or employment).

### C - CONFLICT WITH THE UNIVERSITY

<b>Working Relationship</b>	C1- Examiner has examined for the University more than three times in the past 12 months
<b>Other Relationship</b>	C2- Examiner has/had a formal grievance with the University

### D - CONFLICT WITH THE SUBJECT MATTER

<b>Research</b>	D1- Examiner has a direct commercial interest in the outcomes of the research  <i>1. Mitigating circumstances may exist, for example where the paper in question has a large author list and where the examiner and supervisor have not collaborated directly.</i> <i>2. Mitigating circumstances may exist, for example where an examiner has examined students across different Schools of the University</i> <i>(Source: Adapted from Massey University Conflicts of Interest Guidelines, 2011)</i>
-----------------	--