

## Thesis Submission & Defense

Upon completion of thesis, student submit thesis with his/her supervisor in soft. The supervisor checks similarity index and if within the permissible limits i.e. < 20% send the thesis and similarity index to QEC through email. Following this the student submit a signed hard copy along with the similarity index to the office manager. The office manager then submit this file to QEC with a cover letter from the Director IPH&SS.

QEC check the similarity index again and send the similarity index text matching certificate to the Director IPH&SS.

Following this the student submit 04 copies of the thesis (ring binding ) with the office manager IPH&SS. Supervisor nominate 04 external reviewers based on the area of research and 01 internal reviewer for thesis review. This is endorsed by the Director IPH&SS for onward submission to the examination section for review.

(Internal reviewer has to be nominated on a rotational base amongst the faculty of IPH&SS).

VC KMU selects 02 external reviewers amongs the four and copies of thesis along with the **thesis evaluation form** are sent to the reviewers by the examination section. The reviewers should send their review within 20 days to the examination section. Thesis along with the review are forwarded from the examination section to the office manager, IPH&SS. Upon receiving the reviews, the office manager must notify the thesis supervisor and internal reviewer.

**A record of this must be kept by the office manager**

**The review forms have the following outcomes.**

- 1.Approved for defense without any changes.
- 2.Approved with minor/major changes and to be checked by internal examiner/supervisor.
- 3.Approved with minor/major changes and to be checked by reviewer him/herself.
- 4.Not defensible

In case of outcome **No.2**, it is the responsibility of the **internal reviewer** to ensure that the changes suggested are incorporated. The student will make the corrections via track changes and submit with the supervisor who will check and endorse the corrections and will then forward the corrected thesis to the internal reviewer copying the Director IPH&SS. The internal reviewer will confirm the corrections according to the theiss evaluation forms.



In case of outcome **No. 3**, The student will make the corrections via track changes and submit with the supervisor who will check and endorse the corrections and will then forward the corrected thesis to the external reviewer copying the Director IPH&SS. The external reviewer will confirm the corrections according to the theiss evaluation forms.



In case of outcome **No.4**, the student has to resubmit the thesis with the supervisor and repeat the entire process.



Scheduling of the Thesis Defense Date is the responsibility of the internal reviewer. Of the two external reviewers, the reviewer who has provided a more detailed evaluation shall be appointed for the thesis defense (subject to his/her availability). Official confirmation for conducting the thesis defense is issued by the examination section in response to a request routed through the Director IPH&SS.



#### **On the day of the thesis defese**

1. Students must present a 10-15 minute presentation on his/her thesis.
2. During this time questions may be asked by the audience (10-minute).
3. Following this the student shall be examined by the reviewers.
4. Presence of the Dean/Director during this exam is mandatory.

**Director, IPH&SS**