



SOKOINE UNIVERSITY OF AGRICULTURE

**DIRECTORATE OF POSTGRADUATE
STUDIES, RESEARCH, TECHNOLOGY
TRANSFER AND CONSULTANCY**

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**PROCEDURES FOR CONDUCTING ORAL
DEFENCE/VIVA VOCE**

1. Members of the Panel shall enter the examination room at the time set in the Oral Defence/*Viva Voce* examination arrangements.
2. The Chairperson of the Panel shall ensure that all the Members are present. In case one or more panellists are missing, efforts shall be made by the Chairperson through the Postgraduate Studies Committee to replace the missing Member(s).
3. The Chairperson shall also ensure that the Oral Defence/
Viva Voce Candidate is present at the time required.
4. The Candidate shall be required to wait at an appropriate area outside the examination room to allow for preparations/settling of the Panel.
5. The Chairperson shall mention the names of each one of the Panellists, their positions and responsibilities in the Oral Defence/*Viva Voce* examination.
6. The Head of Department or the appointee of the Head shall be the Recorder.

7. The Recorder shall also be responsible for time keeping during the Oral Defence/*Viva Voce*.
8. The Chairperson shall remind the Panellists the regulations pertaining to the conduct of Oral Defence/*Viva Voce* examination and hence agree on the procedures. He/she shall also inform the Panellists, the number of questions submitted by the external examiner.
9. The Chairperson shall welcome into the Oral Defence/*Viva Voce* examination room invited members of the public before the candidate is ushered in.
10. Thereafter, the Chairperson shall invite the Candidate into the examination room, introduce him/herself and disclose his position as Chairperson of the Oral Defence/*Viva Voce* examination. He/she shall also introduce the Members of the Panel to the Candidate.
11. The Chairperson shall also request the Candidate to introduce himself/herself to the Panel by presenting a brief profile of himself/herself for a period of not more than three minutes.
12. The Chairperson will remind the Candidate on the purpose of and regulations for *Viva Voce* or oral defence examination and the procedures to be followed.
13. The Chairperson will then invite the Candidate to present his/her Oral Defence/dissertation/thesis for the duration not exceeding 45 minutes. After the presentation, a break not exceeding 15 minutes may be allowed as the Chairperson may determine.
14. After the Candidate's presentation/break, the Chairperson shall begin asking the Candidate

questions from the external examiner and thereafter his/her own questions.

15. Other Members of the Panel will take turns to ask the candidate questions as will be guided by the Chairperson.
16. The Candidate shall be required to answer questions chronologically as they are asked. In case one or more of the Panellists are not satisfied with the answers they are required to show the same immediately after the answer is given and consensus should be reached and recorded that has implication on changes in the dissertation/thesis or to improve the Candidate's understanding.
17. The questions to be asked should be those directly related to the written Oral Defence/dissertation/thesis, the oral presentation and the general or broad discipline or field/ area of study of the Candidate.
18. The question and answer session will continue until the Panellists are satisfied that the purpose of the Oral Defence/*Viva Voce* examination has been met. However, the maximum time allowed for the Oral Defence/*Viva Voce* shall not exceed three hours including the time used for presentation.
19. The Chairman will end the question and answer session and request the Candidate to go out to wait for the overall decision on the outcome of the Oral Defence/*Viva Voce* examination. At the same time, the Chairperson shall ask members of the invited public to leave.
20. To decide on the outcome of the examination, the Chairperson will ask each panelist to fill in the marks in the Viva voce Recommendation Form.

21. The Chairperson of the viva voce/oral defence shall coordinate the exercise of computing the average scores/ marks from the panellists in order to arrive at a decision.
22. Th Chairman, shall then ask the Panel Members to sign the examination results form, to indicate one's specifi recommendation. (PGS 8).
23. Members of the Panel shall also discuss and agree on major changes to be made in the dissertation/thesis by the Candidate.
25. Members of the Panel shall then sign the agreement form that shows the consensus reached on the final decision. (PGS 10)
26. The candidate will thereafter be called back in the examination room and the Chairperson shall inform her/ him of the outcome of the examination. This will be the end of the Oral Defence/*Viva Voce* examination.