


## Appendix 9: Procedures for Conducting Oral Defence/Viva Voce (Regulation: C Sec. 6.1.18)

 <p>The logo of Sokoine University of Agriculture, featuring a circular emblem with a green and white design, surrounded by the university's name and the year 1984. Below the emblem is a banner with the Swahili motto 'MSTUHI NI HAZINA'.</p>	<p><b>SOKOINE UNIVERSITY OF AGRICULTURE</b> <i>Directorate of Postgraduate Studies, Research, Technology Transfer and Consultancy</i> <b>P.O. Box 3151 Morogoro, Tanzania</b> Tel: +255 23 264 0013 Telfax: +255 23 264 0013</p>
<p>Website: <a href="http://www.dprtc.sua.ac.tz">http://www.dprtc.sua.ac.tz</a> e-mail: <a href="mailto:drpgs@sua.ac.tz">drpgs@sua.ac.tz</a></p>	

1. Members of the Panel shall enter the examination room at the time set in the *Viva Voce* examination arrangements.
2. The Chairperson of the Panel shall ensure that all the Members are present. In case one or more panelists 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 *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 Panelists, their positions and responsibilities in the *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 *Viva Voce*.
8. The Chairperson shall remind the Panelists the regulations pertaining to the conduct of *Viva Voce* examination and hence agree on the procedures. He/She shall also inform the Panelists, the number of questions submitted by the external examiner.
9. The Chairperson shall welcome into the *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 *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 for masters and five minutes for PhD.
12. The Chairperson will then remind the Candidate on the purpose of and regulations for *Viva Voce* examination and the procedures to be followed.
13. The Chairperson will then invite the Candidate to present his/her thesis/dissertation 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 Panelists 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 thesis/dissertation or to improve the Candidate's understanding.

17. The questions to be asked should be those directly related to the written thesis/dissertation, 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 Viva Voce examination has been met. However, the maximum time allowed for the 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 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 independent opinions of each Member of the Panel on issues including:-
  - if the work is original,
  - if the Candidate has grasped the specific and broader subject areas,
  - if he/she has been able to clarify the weaknesses in the thesis/dissertation (if any), and
  - Also if the thesis contribute remarkably to knowledge.
21. The viva voce panelists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's overall results of the PhD. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.
22. The Chairman, shall then ask the Panel Members to sign the examination results form, to indicate one's specific recommendation.
23. The Chairman will examine the results, and if there are differing opinions, Members of the Panel shall vote in order to reach a final decision.
24. Members of the Panel shall also discuss and agree on major changes to be made in the thesis/dissertation by the Candidate.
25. Members of the Panel shall then sign the agreement form that show the consensus reached on the final decision.
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 Viva Voce examinations