

Date:.....

To
The Chairperson, Research Committee
Public Administration Campus
Balkhu, Kathmandu

Subject: Scheduling Dissertation Viva voce

With reference to the partial fulfillment of the requirements for the Master of Public Administration (MPA) degree, I have submitted the required draft copies of the dissertation. I request the procedures for scheduling the viva voce at the convenience of the Research Committee. I will be available at the time of the viva voce scheduled by the Research Committee. The required details are as follows:

Title:
.....

Supervisor:

Name of Student:.....

Phone No:.....

Reg. No.:

Exam Roll No.:

Campus Roll No.:

Receipt No.:

Sincerely,

Signature:.....

For office use only

Internal Examiner.....

External Examiner.....

Signature of the Chairperson:.....

Date:.....

For important information, please refer to the reverse side.

Important Information

1. You are provided a tentative date and time for your viva voce once you submit the required copies of the draft dissertation duly approved by your supervisor.
2. The viva voce date is confirmed based on the number of draft dissertation submissions and the availability of time due to other essential functions of the Campus.
3. You will receive a final confirmation date and time one day before the viva voce.
4. If you do not receive confirmation, you can contact the Examination Section or the concerned staff to confirm your schedule.
5. If you cannot attend, you can attend the viva voce scheduled for the next time. Please notify the Examination Section in advance if you are unable to attend.
6. The Research Committee is not obligated to schedule a viva voce at your convenience.
7. You are required to submit your presentation slides to the designated email address before your viva voce.
8. The Research Committee will provide feedback and comments during the viva voce. However, if your dissertation draft does not meet the minimum requirements, the Research Committee may ask you for revisions and a resubmission.
9. You must address all comments and feedback from the Research Committee and your internal and external examiners, incorporating further suggestions from the designated dissertation supervisor.
10. After revising, submit a soft copy of your final revised dissertation to the Examination Section for plagiarism check and other required documents.
11. After hard (cloth) binding, submit the required copies to the Examination Section for the official processing. Your supervisor, examiners, and Research Committee Chair will evaluate whether your dissertation meet the required standards before awarding a final mark.