

Prepared By: Head of PGP Thesis Department	THESIS ADVISOR SELECTION	Date: 1 March 2020	
Checked By: Director of PGP		Revision: 00	
Approved By:	Doc No: WI-THSPGP/TAS/08/IKB/03/2020/00	Page: 01 of 01	
1. Aim As a guide in determining the Advisor. It is the policy of the PGP Thesis Department that student's well being is the most important issue and should be considered first before other things.			
2. Scope Postgraduate Programme Thesis Department			
3. Process			
No	Description	PIC	Note
1	Advisors can only be given if students have completed all the administrative requirements (stated in SOP) and given his/her topic to the Thesis Department	Thesis Coordinator (TC)	
2	Advisors are selected from the updated list. It would be the responsibility of the TC to assign Advisors to the students	TC	New Advisors must be approved by CEO before being included in the list
3	For alumni that are going to be assigned as Advisors, they should be reviewed in term of academic and personal suitability by the Head of PGP Thesis Department as the person responsible for the whole Thesis process	Head of PGP Thesis Department (HTD)	New Advisors must be approved by CEO before being included in the list
4	The selection of the Advisors must be based on their suitability with the students' topic. For instance, an IMC topic should be given an advisor who is well verse in that issue	TC	
5	Advisors assignment has to be reviewed and approved by Head of PGP Thesis Department prior to the announcement to the students	HTD	
6	Contract will be provided and signed after proposal hearing	Thesis Administrative Assistant (TAA)	
7	Payment instruction for Advisor's down payment honorarium will be sent to Finance Department after the conclusion of the proposal hearing	TAA	

