

Prepared By: Thesis Dept	<b>THESIS / NON THESIS PROPOSAL DEFENSE</b>	Date: 11 January, 2021	
Checked By: Head of Thesis UGP		Revision: 00	
Approval By: QA		Doc No: WI-THS/TNTPD/07/IKB/01/2021/00	Page: 01 of 01
1. Goal As a guide in implementing the Thesis / Non Thesis proposal defense			
2. Scope Thesis Department Undergraduate Programme			
3. Process Stages			
No	Description and Process Stages	PIC	Note
1	Receive registration form for Thesis/Non Thesis proposal defense by submitting application form for proposal hearing, include copy of thesis counseling form (with min 3 times meeting with Thesis Advisor) and submit a thesis/non-thesis proposal approval form that has been signed by the Thesis Advisor	Thesis Administrator	Application form for proposal hearing, Thesis counseling form, & Thesis/non-thesis proposal approval form
2	Inform students about the procedures for Thesis/Non Thesis proposal defense, appearance, and how to dress formally when doing proposal defense	Thesis Administrator	
3	Thesis team collaborates with SORP Lecturer in scheduling Thesis / Non Thesis proposal defense	Thesis Administrator	Application form for proposal hearing
4	Thesis team inform about the schedule for Thesis / Non Thesis proposal defense to students via SORP Lecturer or by phone call/messages	Thesis Administrator	Proposal defense schedule
5	Thesis / Non Thesis Proposal defense will be held during the SORP class and students must prepare softcopy of thesis / non-thesis proposals that have been approved by thesis advisor.	Thesis Coordinator	Student Attendance for Proposal Presentation
6	Panelists give comments on student proposal/presentation	Thesis Administrator	
7	Ensure proposal revisions are submitted maximum of two weeks after Thesis/Non Thesis proposal defense	Thesis Coordinator	