

Prepared By: Thesis Dept.	RECEIVING AND REVIEWING THESIS / NON THESIS PROPOSAL TITLE	Date: 11 January, 2021	
Checked By: Head of Thesis UGP		Revision: 00	
Approval By: QA		Doc No: WI-THS/RRNTPT/08/IKB/01/2021/00	Page: 01 of 01
1. Goal As a guide in receiving and reviewing thesis / Non thesis proposal title			
2. Scope Thesis Department Undergraduate Programme			
3. Process Stages			
No	Description and process stages	PIC	Note
1	Receive and review 3 titles from students based on the field of study, the quality of the title, and whether the title was written previously or not.	Head of Thesis Committee	Application form for proposal title
2	Inform students of the approved title and thesis advisor	Thesis Adm. Manager	Application form for proposal thesis/ non thesis title database
3	Input all thesis /non thesis proposal titles into thesis title database	Thesis Administrator	Thesis/ non thesis title database
4	Approved title suggested to discussing soon with thesis advisor. If it needs to be revised, new title may submit to thesis committee by filling in application form for thesis title and include approval from thesis advisor	Thesis Coordinator	Application form for proposal title Thesis/ non thesis title database
5	Thesis title that has been approved is only valid within 3 semesters. If student cannot finish his/her research more than 3 semesters automatically the previous title forfeited and students may try to submit the same title.	Thesis Coordinator	Application form for proposal thesis/ non thesis title database
6	Checking the validity period of a thesis/ non thesis through the collected thesis counselling form along with thesis writing extension form	Head of Thesis Committee	Thesis Counselling Form Thesis/Non thesis writing extensions request form

