

Prepared by: Head of PGP Thesis Department	<b>MODERATOR SELECTION</b>	Date: 1 March 2020	
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Approved By:		Doc No: WI-THSPGP/MS/06/IKB/03/2020/00 Page: 01 of 01	
1. Aim As a guide in determining the Moderator of Proposal Hearing and Defense			
2. Scope Postgraduate Programme Thesis Department			
3. Process			
No	Description	PIC	Note
1	A moderator must be assigned to any panel of proposal hearings or thesis defenses. Moderators are members of PGP Thesis Department.	Head of PGP Thesis Department (HTD)	
2	The moderator is selected based on what program is having the panel and their availability. The assignment must be reviewed and approved by the Head of PGP Thesis Department.	HTD	
3	If Thesis Coordinator is not available to be a moderator for his/her program, another coordinator will be assigned in his/her place.	HTD	
4	If all coordinators are not available, moderators may be assigned to the Head of PGP Thesis Department, Thesis Administration Assistant (TAA), or any available lecturers requested by Head of Thesis Department.	HTD	
5	Moderators' responsibilities include :  <ul style="list-style-type: none"> <li>- Opening the session</li> <li>- Calculating grades</li> <li>- Filling out the Defense Logbook</li> <li>- Filling out Panelist Evaluation form</li> <li>- Closing the session</li> </ul>	Moderators	

