

Prepared By: Head of PGP Thesis Department	PROPOSAL HEARINGS	Date: 1 March 2020	
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Approved By:		Doc No: WI-THSPGP/PH/07/IKB/03/2020/00	Page: 01 of 01
1. Aim To provide guidance for the process of conducting Thesis proposal hearings			
2. Scope Postgraduate Programme (PGP) Thesis Department			
3. Process			
No	Description	PIC	Note
1	Receiving and announcing the schedule for Thesis proposal hearings	Thesis Administrative Assistant (TAA)	
2	Informing the students that they should prepare for the presentation including the power point or related materials	TAA	
3	Informing the students and advisor to be ready in campus at least 1 hour before the schedule to anticipate the changes of schedule.	TAA	
4	Informing students that they should prepare four copies of Thesis proposal and be submitted when they applied for proposal hearings.	TAA	
5	When the proposal hearing has been concluded, the students are required to get the revision forms and other administrative matters.	TAA	

