

Prepared By: Head of PGP Thesis Department	THESIS DEFENSE	Date: 1 March 2020	
Checked By: Director of PGP		Revision: 00	
Approval By:		Doc No: WI-THSPGP/TD/10/IKB/03/2020/00	Page: 01 of 01
1. Aim To provide guidance for the process of conducting Thesis defense			
2. Scope Postgraduate Programme Thesis Department			
3. Process			
No	Description	PIC	Note
1	Receiving and announcing the schedule for Thesis Defense	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 advisors to be ready in campus at least 1 hour before the schedule to anticipate the changes of schedule.	TAA	
4	Representative from the Thesis Committee will open the proceedings and then passed the leadership to the head of the panelists.	TAA	
5	Panelists have to decide the outcome prior deciding the marks.	TC	
6	Panelists then have to decide how long the revision should take place and informed the student when they announced the result of the proceedings.	TC	
7	When the defense has been concluded, the students are required to get the revision forms and other administrative matters.	TAA	
8	In selecting the panelists, the main consideration should be their expertise suitability with the topic presented.	TC	

