

Prepared By: Head of PGP Thesis Department	RE-DEFENSE	Date: 1 March 2020	
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1. Aim To provide guidance for the process of conducting Re-defense			
2. Scope Postgraduate Programme Thesis Department			
3. Process			
No	Description	PIC	Note
1	Receiving and announcing the schedule for re-defense	Thesis Administrative Assistant (TAA)	
2	Informing the students and advisors to be ready in campus at least 1 hour before the schedule to anticipate the changes of schedule.	TAA	
3	Thesis Coordinator will open the proceedings and then passed the leadership to the head of the panelists.	Thesis Coordinators (TC)	
4	Panelists have to decide the outcome prior deciding the marks.	TC	
5	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	
6	When the defense has been concluded, the students are required to get the revision forms and other administrative matters.	TAA	
7	In selecting the panelists, the main consideration should be their expertise suitability with the topic presented.	TC	

