

**Person In Charge**

Start  
(FKM PG Progress Presentation & Submission of FKM PG Progress Report)

\*For each semester

JPSF committee

Inform student upon submission of FKM PG Progress Report & FKM PG Progress Presentation (Colloquium)

Reminder (email):  
W10

PG Student

Submit softcopy of \*FKM PG Progress Report (refer to the template prepared by JPSF) to [postgraduates.fkm@gmail.com](mailto:postgraduates.fkm@gmail.com)  
\*Note: Simultaneously, IPS requires PG student to submit progress report via IPS Online

W14 (Monday)

\*NO

Received

YES

JPSF committee

- Inform SV & FG
- Set a timeframe (within 2 weeks) for SV/FG to conduct FKM PG Progress Presentation (Colloquium)
- Email FKM PG progress report template to PG students & SVs
- Prepared FKM PG Evaluation Forms

W14

SV/FG & PG Student

- Form pool of panels (2-3) based on niche of student's research/title/expertise for each session
- Select 1 chairman from pool of panels for each FKM PG colloquium session
- Conduct FKM PG Progress Presentation (Colloquium) session within the timeframe given by JPSF committee
- Collect FKM PG Evaluation Forms after FKM PG Colloquium
- Submit FKM PG Evaluation forms to JPSF committee within 1 week after FKM PG Colloquium

W15-W16

YES

Student absent

NO

**Grace period:**

\*absent = 1 week (with a show cause letter) & PG student must present in **W17**

JPSF committee

- Receive FKM PG Evaluation Forms from FGs
- Impose the results from FKM PG Evaluation Forms with the results from IPSonline for BOE meeting (FKM Faculty Council)

W17

JPSF committee

- Check the results of FKM PG Progress Report based on FKM PG Evaluation Forms
- Conduct Faculty BOE
- Release results of FKM PG Progress Report to PG students & SV
- Submit BOE report to IPS

W18-W19

END