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

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

- 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

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

- 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)

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

**Person In Charge**

**JPSF committee**

**PG Student**

**SV/FG & PG Student**

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

**Reminder (email):**
W10
W14 (Monday)
W14
W15-W16
W17
W18-W19

**END**