

FTK KP POSTGRADUATE COLLOQUIUM

COORDINATOR

- Coordinator set dates for colloquium (twice yearly)
- Open online form in FTK KP PG website to be completed by supervisor/ students one (1) month before the date of the colloquium.

1

SUPERVISOR/STUDENT

2

- Supervisors / students fill in the form and nominate three (3) names as panel evaluators.
- The application will close two (2) weeks before the date of the event.

COORDINATOR

- Coordinator makes an appointment in the E-comm system to all the academicians and postgraduate students.
- E-mail an appointment letter to the appointed panel.
- E-mail faculty members (academicians and postgraduate students) the poster and tentative of the colloquium.
- Chair the session, record the attendance, and set up the system for the CPD point.
- E-mail the complete evaluation form to FTK KP PG Unit admin.

3

FACULTY

Keep the record. Key-in the marks in IPS Online V2

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