

## FLOWCHART ONLINE PROPOSAL DEFENSE (OPD) DURING MCO AND ERTL (KIRKHS)

1. Student to submit the proposal via email to the Head/PG Chairman/Secretary and cc to supervisor	
2. The Head/PG Chairman/Secretary to forward the proposal to the PG committee to read/evaluate	
3. The Head/PG Chairman/secretary to call PG committee/supervisor/PG student to the OPD meeting.	
4. The student to be invited to join OPD at an identified time and defend his thesis in in the presence of the committee and supervisor/co-supervisor. The student to leave the OPD once he has defended his proposal	
5. The PG Chairman/secretary to include the remarks made by the PG committee in the Thesis/Dissertation Proposal Defense Form to be sent to the student via email cc to HOD, Supervisor, DDRRI <a href="https://1drv.ms/w/s!Aht0FeY14Z5OgTKCKmVYMBEJH8TO">https://1drv.ms/w/s!Aht0FeY14Z5OgTKCKmVYMBEJH8TO</a>	
6. The student to submit the corrected proposal to the PG Chairman/Secretary along with the Proposal Correction form via email <a href="https://1drv.ms/w/s!Aht0FeY14Z5OgTaZEelmo4yGkHgC">https://1drv.ms/w/s!Aht0FeY14Z5OgTaZEelmo4yGkHgC</a>	
7. The Proposal Correction form to be submitted to the DDRRI Office via email to <a href="mailto:haslina@iium.edu.my">haslina@iium.edu.my</a> or <a href="mailto:mazlila@iium.edu.my">mazlila@iium.edu.my</a>	
*The duration of correction period follows the existing SOP Categories of correction: <ul style="list-style-type: none"><li>- Minor (2 weeks)</li><li>- Major (1 month)</li><li>- Re-submission (2 months)</li></ul>	

The student to submit corrections to the PG chairman along with the forms through email for verification.

<https://1drv.ms/w/s!Aht0FeY14Z5OgTSFt1uFuMYSxADu>

The correction form to submit to DDRRI Office email to

[haslina@iium.edu.my](mailto:haslina@iium.edu.my) or [mazila@iium.edu.my](mailto:mazila@iium.edu.my)