



POSTGRADUATE SEMINARS

SCHOOL OF INDUSTRIAL
TECHNOLOGY,
UNIVERSITI SAINS MALAYSIA

PROCESS FLOW

Postgraduate students register at IPS, USM



PG students register for PG-Seminars with PG-
Coordinators – open schedule



PG Coordinators will confirm the schedule and assign
assessors for each seminar (at least 2 students per
seminar)



PG students need to submit their abstract one week before
their presentation



Postgraduate seminar (Proposal or Final presentation)



Marks moderation (Pass, Re-present, Advised for change
supervisor/termination)

REGISTRATION

- Each section will have their own PG Coordinator
- Open presentation schedule
- Students will register with PG Coordinators and will be able to present within four month of registration

WHEN TO PRESENT THE RESEARCH SEMINARS

Msc student

- 2 seminars; Proposal and Final presentation.
- Proposal seminar is within 4 months after registration.
- Final seminar is during semester four (latest).

PhD student

- 2 seminars; Proposal and Final presentation
- Proposal seminar is within 4 months after registration.
- Final seminar is conducted before the submission of notice of thesis
(Approximately 3-months prior to notice of thesis submission)

ATTENDANCE

- The attendance is compulsory to all postgraduate students.
- Absence – endorsement by supervisor. Unexcused absenteeism is punishable.
- If the postgraduate students attend less than 70% of the seminar per semester, he/she will be called to the Program Chairman's office.

** Attendance of Postgraduate students and lecturers will be kept by PG Coordinator

SCHEDULE OF SEMINAR

- The schedule of Postgraduate Seminars will be email to all Postgraduate students and put up on selected notice board around PPTI
- Notice of each Seminar shall be circulated by PPTI Office (emails) two weeks before the seminars and reminders by the PG-Coordinator as reasonable notice as possible.

SCHEDULE

Postgraduate Presentation will have fixed schedule, eg:
Every Thursday: 2.30 – 4.30pm

- No clashing between sections
- 1st week : Bioprocess Technology
- 2nd week: BPC
- 3rd Week: Environmental Technology
- 4th Week: Food Technology

- Other days are possible, depend on each section.

SEMINAR PRESENTATION

- **Presentation:**
 - Proposal 30 min (15 minutes of presentation and 15 minutes of Q&A)
 - Final 50 min (30 minutes of presentation and 20 minutes of Q&A)
- The student need to prepare an **abstract** (within 300 words) and obtain the approval of his/her adviser. Abstract must be submitted to PG-Coordinator, one week before the presentation
- Assessor Committee – Chairman and 2 assessors.
- Assessors choose by Coordinator with the approval of supervisor
 - 2 assessors will be elected for each presentation and provided with evaluation form on which to record their comments and assessment of the presentation (confidential).

Post Graduate Seminar Coordinator



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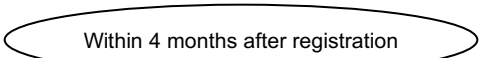
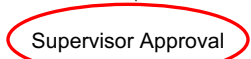
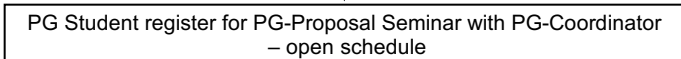
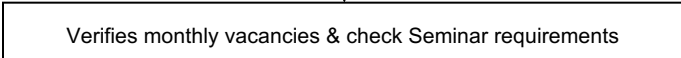
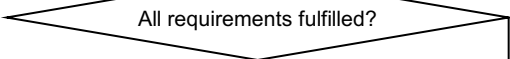

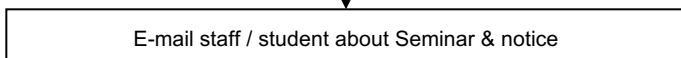
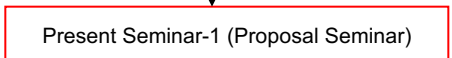
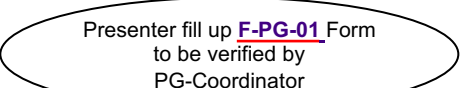


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SOP-PG-02:
PG SEMINAR PROCEDURE
(Seminar 1)

SOP-PG-02: PG SEMINAR PROCEDURE (Seminar 1)

Responsibility	Activity	Related Documents	Remarks
Student			
PG-Coordinator Student			
PG- Coordinator		Monthly Vacancy Table For PG Seminar	
PG-Coordinator			
PG-Coordinator			
Fauziah Student			
Fauziah PG-Coordinator			
Student			
Student PG-Coordinator Fauziah		Form F-PG-01	

Requirements:

- Min : 2 presenters
- Max: 3 presenters
- Abstract submission is 1 week before Seminar date (300 words)

Seminar Presentation:

- Speakers / Presenter will appoint MC among PG to chair the Seminar and organize the Seminar necessities.
- Proposal (15 min + 15 min Q&A)
- Assessor committee – Chairman & 2 assessors)
- Assessor choose by PG-Coordinator with the approval of supervisor

- Assessors will be provided with an evaluation form
- PPTI proposal (Evaluation form)**
- The assessor will send the report to PG-Coordinator within a week after each seminars
- PG-Coordinator will send the Report to supervisor. Results Given- pass, re-present or advise to change supervisor or termination
- Supervisor is then required to meet with the student to discuss the seminar feedback

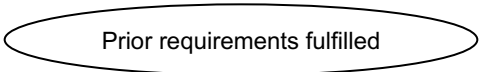
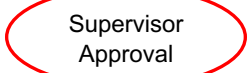
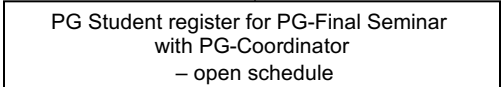
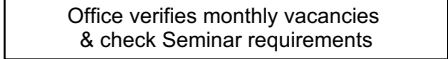
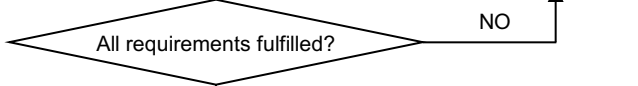
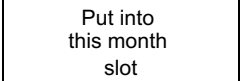
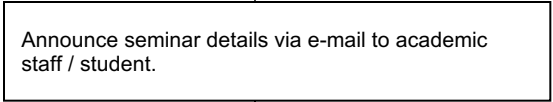
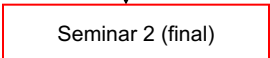
- Student to collect attendance forms from the office and distribute them during the seminar (staff and PG attendance log)
- Forms are kept by PPTI Office for future references. A copy is kept by student.

Attendance requirement:

- Compulsory to all PG students
- Absence – endorsement by Supervisor.
- Unexcused absenteeism is punishable
- If PG students attend <70% of the seminar/semester, he/she will be called to the PR office.
- Attendance of academic staff and main Supervisor is compulsory
- Absence – give prior notice to PR



SOP-PG-03:
**PG SEMINAR PROCEDURE (Final
Seminar**

Responsibility	Activity	Related Documents	Remarks
Student & Supervisor			<p>Prior Requirements:</p> <ul style="list-style-type: none"> Completed Seminar-1 Approximately 3-months prior to notice of thesis submission
PG-Coordinator & Student			<p>Supervisor to advise students to be prepared for the seminar</p>
PG-Coordinator		<p>Monthly Vacancy Table For PG Seminar (office reception)</p>	<p>Seminar requirements:</p> <ul style="list-style-type: none"> Min : 2 presenters Max: 3 presenters Abstract submission is 1 week before Seminar date (300 words)
PG-Coordinator			<p>Seminar Presentation:</p> <ul style="list-style-type: none"> Speakers / Presenter will appoint MC among PG to chair the Seminar and organize the Seminar necessities. Final (30 min + 20 min Q&A) Assessor committee – Chairman & 2 assessors) Assessor choose by PG-Coordinator with the approval of supervisor Assessors will be provided with an evaluation form
Puan Fauziah & Student			
Puan Fauziah & PG-Coordinator			<p>Report (Evaluation form)</p> <ul style="list-style-type: none"> The assessor will send the report to PG-Coordinator within a week after each seminars PG-Coordinator will send the report to supervisor. Results given – pass, re-present or advise to change supervisor or termination Supervisor is then required to meet with the student to discuss the seminar feedback
Student	 		<ul style="list-style-type: none"> Student to collect attendance forms from the office and distribute them during the seminar (staff and PG attendance log)

Responsibility	Activity	Related Documents	Remarks
<p>Assessor PG-Coordinator Supervisor Student</p> <p>Student Puan Fauziah</p>	<pre> graph TD Start(()) --> Step1[Student to fill up F-PG-02 Form to be verified by PG-Coordinator. Assessors to fill up F-PG-05 and submit it to PG-Coordinator and later to supervisor and student for action] Step1 --> Step2[Submit F-PG-02, F-PG-03(a) and F-PG-03(b) to office] Step2 --> End([END]) </pre>	<p>F-PG-02 Form to be verified by PR</p> <p>F-PG-03 (a) Post-Graduate Seminar Staff Attendance</p> <p>F-PG-03 (b) Proposal and final seminar: Post-Graduate attendance log</p> <p>F-PG-05: ASSESSMENT FORM (final)</p>	<p>Attendance requirement:</p> <ul style="list-style-type: none"> • Compulsory to all PG students • Absence – endorsement by Supervisor. • Unexcused absenteeism is punishable • If PG students attend <70% of the seminar/semester, he/she will be called to the PR office. • Attendance of academic staff and main supervisor is compulsory • Absence – give prior notice to PR <p>F-PG-02 and F-PG-05</p> <ul style="list-style-type: none"> •Forms are kept by PPTI Office for future references. •A copy is kept by student If needed. <p>•Verified F-PG-02 form is the evidence of seminar requirement fulfillment</p>

REPORT (EVALUATION FORM)

Assessors



PG -
Coordinator



Supervisor

The assessors will send the report to PG Coordinator within one week after each seminars.



PG Coordinator will send the report/marks/feedback to supervisors. Results given – pass, re-present or advised for termination

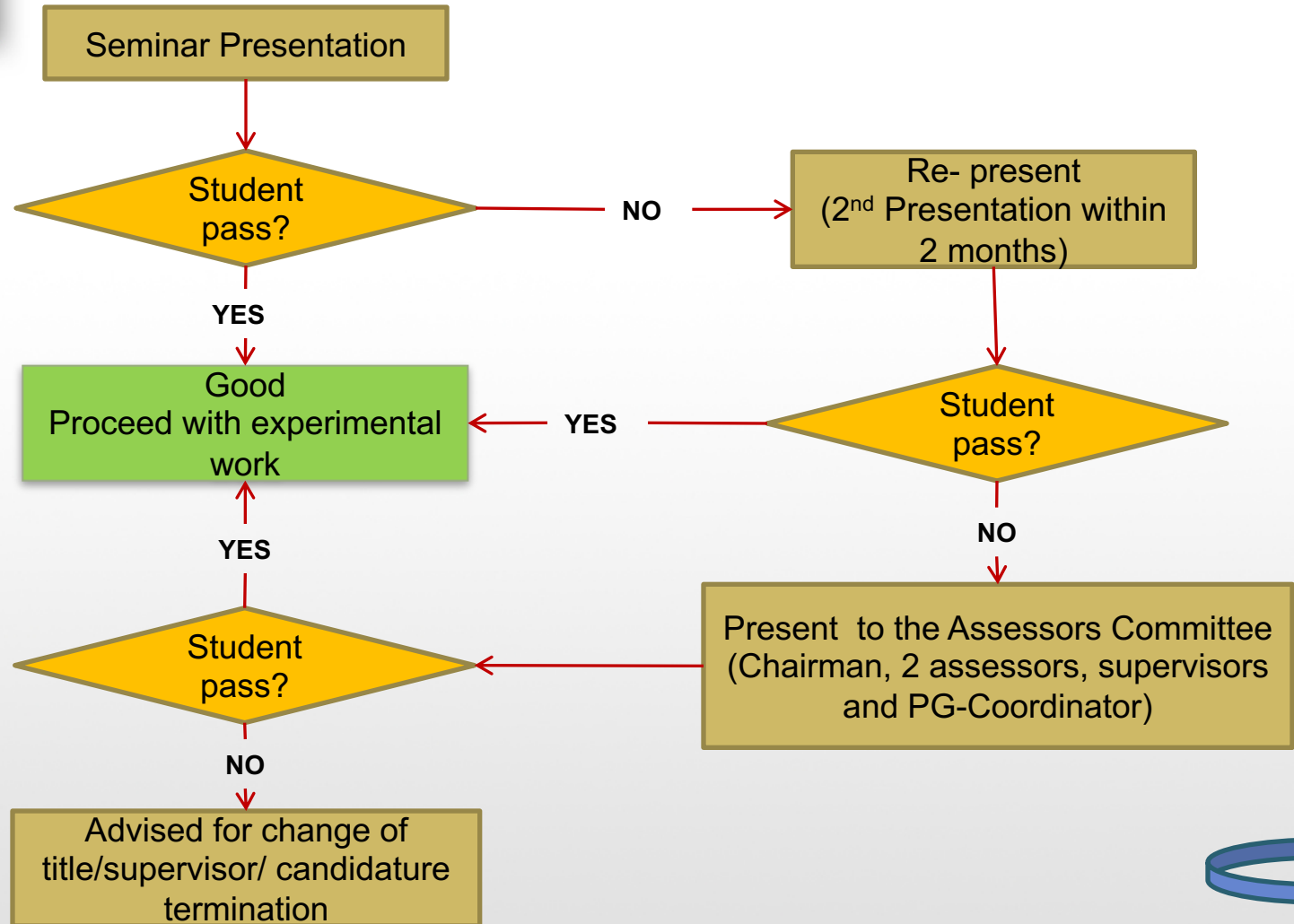


The supervisor is then required to meet with the student to discuss the Seminar presentation and to share relevant feedback.



THANK YOU

SOP-PG-02: PROPOSAL SEMINAR



SOP-PG-03 FINAL SEMINAR

