



**SELF-INSTRUCTIONAL MATERIAL (SIM) CHECKLIST FORM
(SUPERVISION SESSION)**

COURSE CODE :
COURSE NAME :
SEMESTER :
SESSION :
LECTURER :

No	Content		CHECK	
			Lecturer	Quality Coordinator
1	Course Description			
	a	Course Overview		
	b	Course Synopsis		
	c	Course Learning Outcomes (CLO)		
	d	Course Introduction		
	e	Postgraduate Academic Regulations		
	f	Manual of Research		
2	Content (General)			
	a	Forum		
	b	Important Info		
3	Year 1 Semester 1			
	a	Supervision Session 1		
	b	Supervision Session 2		
	c	Supervision Session 3		
	d	Progress Report / Thesis Draft (eLKP)		
4	Year 1 Semester 2			
	a	Proposal Defence (Refer SIM PD)		
	b	Supervision Session 1		
	c	Supervision Session 2		
	d	Supervision Session 3		
	e	Progress Report / Thesis Draft (eLKP)		
5	Year 2 Semester 1 (Minimum)			
	a	Supervision Session 1		
	b	Supervision Session 2		
	c	Supervision Session 3		
	d	Progress Report / Thesis Draft (eLKP)		
6	Year 2 Semester 2			
	a	Supervision Session 1		

	b	Supervision Session 2		
	c	Supervision Session 3		
	d	Progress Report / Thesis Draft (eLKP)		
7	Year 3 Semester 1			
	a	Supervision Session 1		
	b	Supervision Session 2		
	c	Supervision Session 3		
	d	Progress Report / Thesis Draft (eLKP)		
8	Year 3 Semester 2 (Maximum)			
	a	Supervision Session 1		
	b	Supervision Session 2		
	c	Supervision Session 3		
	d	Progress Report / Thesis Draft (eLKP)		
9	Extension			

<p>Prepared by:</p> <p>.....</p> <p>Lecturer / Instructor (Sign & Official Stamp)</p>	<p>Checked by:</p> <p>.....</p> <p>Head of Program / Quality Coordinator (Sign & Official Stamp)</p>
<p>Approved by:</p> <p>.....</p> <p>Head of Department Open and Distance Learning (Sign & Official Stamp)</p>	



SELF-INSTRUCTIONAL MATERIAL (SIM) CHECKLIST FORM
(PROPOSAL DEFENCE | PRE VIVA/MOCK VIVA | VIVA)

COURSE CODE :
COURSE NAME :
SEMESTER :
SESSION :
LECTURER :

No	CONTENT		CHECK	
			Lecturer	Quality Coordinator
1	Course Description			
	a	Course Synopsis		
	b	Course Learning Outcomes (CLO)		
2	General			
	a	Forum		
3	Proposal Defence			
	a	Proposal Defence Schedule		
	b	Step Research Proposal Submission		
4	Mock Viva/Pre Viva			
	a	Mock Viva Submission Process		
5	Viva			
	a	Online Viva Voce Procedure		
	b	Manual Viva Voce in SMAP		

<p>Prepared by:</p> <p>.....</p> <p>Lecturer / Instructor (Sign & Official Stamp)</p>	<p>Checked by:</p> <p>.....</p> <p>Head of Program / Quality Coordinator (Sign & Official Stamp)</p>
<p>Approved by:</p> <p>.....</p> <p>Head of Department Open and Distance Learning (Sign & Official Stamp)</p>	