



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

Lecturer/Instructor Name :

Course Code & Name :

Date :

No	Content	Yes	No	Remark
1	Course Description			
	a Course Overview			
	b Course Synopsis			
	c Course Learning Outcomes (CLO)			
	e Course Introduction			
	f Postgraduate Academic Regulations			
	g 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			

Prepared by:

Checked by:

Approved by:

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Lecturer/Instructor

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Head of Program/Quality
Coordinator

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Head of Department ODL
UTHM BITARA



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

Lecturer/Instructor Name :

Course Code & Name :

Date :

No	Content		Yes	No	Remark
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			

Prepared by:

Checked by:

Approved by:

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 Lecturer/Instructor

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 Head of Program/Quality
 Coordinator

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 Head of Department ODL
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