

UNIVERSITI TUNKU ABDUL RAHMAN
LEE KONG CHIAN FACULTY OF ENGINEERING AND SCIENCE (LKC FES)
EXTERNAL REVIEW PANEL (ERP) SITE VISIT
PROPOSED SCHEDULE: 16 & 17 NOVEMBER 2017

Master Of Information System

DATE	TIME	ACTIVITY	PERSONS INVOLVED	ROOM
Day 1 16 Nov 2017 (Thursday)	8.30 am	Arrival of ERP	<u>ERP for Master of Information System</u> 1. Dr Lim Seng Chee (Chairperson) 2. Prof Madya Dr Masrah Azrifah Binti Azmi Murad 3. Dr Ng Hui Fuang 4. Ms Wan May Foong (DQA – Secretary)	Meeting Room - KB803, Level 8, KB Building
	8.30 – 8.45 am	Co-ordination Meeting of ERP	4 (ERP + DQA)	Meeting Room - KB803, Level 8, KB Building
	8.45 – 9.45 am	Opening Meeting (a) Introduce Assessors by DQA (b) Introduce LKC FES members by Dean & Overview of UTAR (c) Briefing by HoP on: • MIS programme & Summary of the SAR (d) Q & A Session	Total = 13 persons* 4 – 3 ERP + 1 DQA 1 - Prof Dr Faidz bin Abd Rahman (Director, IPSR) 6 – LKC FES 1. Ir Prof Dr Goi Bok Min (Dean) 2. Dr Yong Thian Khok (DD) 3. Dr Madhavan Nair (HoD) 4. Dr Wong Whee Yen (HoP) 5. Dr Sugumaran a/l Nallusamy (SAC-MIS) - Vegetarian 6. Dr Victor Tan Hock Kim (SAC-MIS) 1 – Ms Loh Siaw Yien (Director, DQA) 1 – FGO Ms Lau Sie Ping (Secretary)	Meeting Room - KB803, Level 8, KB Building
	9.45 – 10.00 am	Break		Meeting Room - KB803, Level 8, KB Building
	10.00 – 11.30 am	MIS: Meeting between ERP and SAC	1. 3 ERP (MIS) + 1 DQA 2. Dr Wong Whee Yen (HoP & SAC-MIS) 3. Dr Sugumaran a/l Nallusamy (SAC-MIS) 4. Dr Victor Tan Hock Kim (SAC-MIS)	Meeting Room - KB803, Level 8, KB Building
	11.30 am – 12.30 pm	MIS: Campus Tour **	4 (ERP + DQA) Led by : Dr Wong Whee Yen (HoP & SAC-MIS)	KB Building, Sungai Long Campus
	12.30 – 1.30 pm	Lunch		Meeting Room - KB803, Level

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				8, KB Building
	1.30 – 3.00 pm	Meeting between ERP and Lecturers	Master of Information System <ul style="list-style-type: none"> Lecturers who teaching the core / elective courses Supervisors (for dissertation) 	Meeting Room - KB803, Level 8, KB Building
	3.00 – 4.30 pm	Meeting between ERP and Students	Master of Information System <ul style="list-style-type: none"> 4 selected students # 	Meeting Room - KB803, Level 8, KB Building
	4.30 pm	Return to Hotel	ERP	
		End of Day 1		

**** Campus Tour**

- Lecture rooms, tutorial rooms, computer laboratories, etc.
- Division of Examination, Awards and Scholarships (DEAS)
- Library

Number of students required as below:

- Comprising students from different year/trimester of study and academic performance (good, medium and weak categories)
- A balanced /good composition of ethnic and gender

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DATE	TIME	ACTIVITY	PERSONS INVOLVED	ROOM
Day 2 17 Nov 2017 (Friday)	8.30 am	Arrival of ERP	ERP for Master of Information System 1. Dr Lim Seng Chee (Chairperson) 2. Prof Madya Dr Masrah Azrifah Binti Azmi Murad 3. Dr Ng Hui Fuang 4. Ms Wan May Foong (DQA – Secretary)	Meeting Room - KB803, Level 8, KB Building
	8.30 – 10.00 am	Examination of documents by ERP	3 ERP (MIS) + 1 DQA	Meeting Room - KB803, Level 8, KB Building
	10.00 – 10.15 am	Break		Meeting Room - KB803, Level 8, KB Building
	10.15 – 12.30 pm	Examination of documents by ERP	3 ERP (MIS) + 1 DQA	Meeting Room - KB803, Level 8, KB Building
	12.30 – 1.30 pm	Lunch		Meeting Room - KB803, Level 8, KB Building
	1.30 – 2.30 pm	Preparation of External Review Panel Report (ERPR)	3 ERP (MIS) + 1 DQA	Meeting Room - KB803, Level 8, KB Building
	2.30 – 3.30 pm	Exit Meeting	<u>Total = 14 persons*</u> 4 – 3 ERP + 1 DQA 1 – Prof. Ir. Dr. Ewe Hong Tat (VP (IAD)) 1 - Prof Dr Faidz bin Abd Rahman (Director, IPSR) 6 – LKC FES 1. Prof Ir Dr Goi Bok Min (Dean) 2. Dr Yong Thian Khok (DD) 3. Dr Madhavan Nair (HoD) 4. Dr Wong Whee Yen (HoP) 5. Dr Sugumaran a/l Nallusamy (SAC-MIS) - Vegetarian 6. Dr Victor Tan Hock Kim (SAC-MIS) 1 – Ms Loh Siaw Yien (Director, DQA) 1 – FGO Ms Lau Sie Ping (Secretary)	Meeting Room - KB803, Level 8, KB Building

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	3.30 pm	Return	ERP	
		End of Day 2		