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Reference : LUCT-QAC/FCT-BIT/FCT-BICT/IAP/2022/7(1)
Date : 29th July 2022

Mr. Lukas J. Tan,
Operion Ecommerce & Software Sdn. Bhd.,
2nd Floor, 7323,
Jalan Raja Uda,
12300 Butterworth, Penang.

Dear Mr. Lukas J. Tan,

INVITATION AS INDUSTRY ADVISORY PANEL

We are pleased to inform you that the University has agreed to appoint you as Industry Advisory Panel for **Bachelor of Science (Hons) in Information Technology and Bachelor of Science (Hons) in Information and Communication Technology** for a period of **two (2) years** from **August 2022 to August 2024**. We hope you are able to accept this appointment.

As an Industry Advisory Panel, you are expected to review and report on the procedures and outcomes of the teaching and learning process for the specified stream. You will be provided with the documentation on the relevant courses. Your report which is expected within two weeks after the review visit is to be made directly to this office. The report must comment on the strengths and weakness of the teaching and learning process adopted and the quality of the student's works. We value highly your suggestion for improving the programmes.

Your report will be used as a basis for review to improve the programme structure and delivery. The report will be regarded as confidential, not to be made public except by mutual consent. We also ask that the materials given to you as part of your assignment as Industry Advisory Panel be treated as private and confidential.

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Cambodia • Cameroon • Canada • Central African Republic • Chad • China
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Eritrea • Estonia • Ethiopia • Fiji • Finland • France • Gabon • Georgia • Germany
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Poland • Portugal • Qatar • Republic of the Congo • Russian Federation Rwanda
Saint Vincent • Saudi Arabia • Senegal • Serbia • Seychelles • Sierra Leone
Singapore • Slovakia • Somalia • South Africa • South Korea • South Sudan
Spain • Sri Lanka • Sudan • Swaziland • Sweden • Switzerland • Syrian Arab
Republic • Taiwan • Tajikistan • Thailand • The Gambia • Trinidad and Tobago
Tunisia • Turkey • Turkmenistan • Uganda • Ukraine • United Arab Emirates
United Kingdom • United Republic of Tanzania • United States of America
Uruguay • Uzbekistan • Venezuela

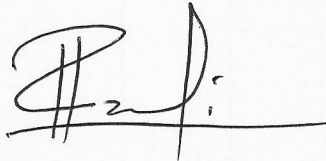
Apart from giving an oral exit report at the end of the proceeding, you may be required to attend the Faculty's Board of Studies meeting.

We enclose herewith a copy of the Terms of Appointment of Industry Advisory Panel for your reference. Should you require further information, please contact:

1. Department : Quality Assurance and Compliance Department
Phone :

Thank you.

Best regards,



DATO PROF DR HJ MOHD RAZALI BIN AGUS

Vice Chancellor

Limkokwing University of Creative Technology

Terms of Appointment of Industry Advisory Panel

1. The Industry Advisory Panel are expected to examine the performance of the programme and to assess how well it has been managed, through the evaluation of the quality of the students' work, and the process undertaken by the department to produce that work. It requires an examination of the way the lessons and courses are planned and taught.
2. The Industry Advisory Panel may be asked to evaluate just a singular course or a number of courses. For example in architecture, the evaluation of the programme is made through a detail evaluation of the final year Design Thesis only. The faculty will further define the scope of work for the Industry Advisory Panel.
3. The evaluation of the students' work entails a detail assessment of the students' project, portfolio and examination scripts. It takes into consideration the students point of view whether accessed through an interview or from views expressed in the students' evaluation of the lecturer.
4. In the course of the assessment, the Industry Advisory Panel may be required,
 - 4.1 To attend or conduct oral examinations,
 - 4.2 To attend meetings of the Subject Examination Panel or Faculty Board of Studies and participate fully in decision making;
5. The faculty will furnish the examiner in a timely manner, details of,
 - 5.1 The planning, management of the programmes, lectures, tutorials, labs, project reviews and critics. Their conceptual basis and structure;
 - 5.2 The internal examiners assessment of the students' work, the criteria and process of evaluation and their report.
6. At the end of the evaluation process, the Industry Advisory Panel shall to give an oral report and discuss with the department the outcome of the assessment.

7. The report shall reflect on the quality of education achieved by the programme. It shall highlight the current strengths and weakness of the programme and the steps to take to improve them. It shall indicate the comparability of this achievement to standards elsewhere.
8. Honorarium will be awarded to Industry Advisory Panel in the sum of RM 1,000.00 per annum.

Limkokwing University of Creative Technology,
Inovasi 1-1,
Jalan Teknokrat 1/1,
63000 Cyberjaya,
Selangor Darul Ehsan.

29th July 2022

Sir,

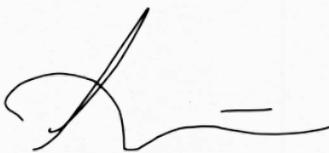
ACCEPTANCE AS INDUSTRY ADVISORY PANEL, BACHELOR OF SCIENCE (HONS) IN INFORMATION TECHNOLOGY AND BACHELOR OF SCIENCE (HONS) IN INFORMATION AND COMMUNICATION TECHNOLOGY, LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY

Referring to the letter with reference number LUCT-QAC/FCT-BIT/FCT-BICT/IAP/2022/7(1) dated 29th July 2022 about the subject mentioned above.

I Mr. Lukas J. Tan, ***agree /-disagree** to accept the invitation as Industrial Advisory Panel, Bachelor of Science (Hons) in Information Technology and Bachelor of Science (Hons) in Information and Communication Technology, Limkokwing University of Creative Technology. I will comply to the rules and regulations that have been decided by Limkokwing University of Creative Technology.

Thank you.

Best regards,



Mr. Lukas J. Tan
Date: 06.09.2022

*** please cross irrelevant statement**

Please email to