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**GMI EXTERNAL VERIFIER FOR STUDENTS FINAL YEAR PROJECT  
PANEL FOR: PRODUCT DESIGN AND MANUFACTURING**

We are grateful that you have accepted our invitation to be one of the External Verifiers for the Students Final Year Project Presentation.

As an External Verifier, your duties are as follows:

1. Evaluate the Students Final Year Projects for Diploma Programme from 18 – 21 June 2012.
2. Verify the Students Final Year Project according to the criteria given.
3. Present findings on the overall standard of the Students Final Year Project and recommend areas for further improvement.
4. Submit a summary report after the findings session.

We would like to invite you for a Final Year Project External Verifiers briefing to ensure the smooth running of the verification process. Details are as follows:

Date : 18 June 2012  
Time : 9.00 am  
Venue : PT Meeting Room, Kompleks Teknologi 2, 5<sup>th</sup> Floor, GMI

For your services, GMI will undertake to pay RM 500.00 per day inclusive of mileage and toll subject to conforming the above duties. All meals during the presentation will be provided by GMI. If required, hotel accommodation will be provided. Please contact Ms Shuhanida Ayub at 012 9275577 or email to [shuhanida@gmail.com](mailto:shuhanida@gmail.com) for accommodation reservation.

We would like to take this opportunity to thank you in advance for your contribution in making the GMI Diploma Programme a success and looking forward to welcome you.

Thank You,



**NGAN CHENG HWA**  
Head of Department  
Resources Development Centre