



TIMELINE OF SUBMISSION OF RESEARCH PROJECT
(Semester Khas, 2016/2017)
(KXGX 6102/KXGS 6181/ KQA7001/ KQD7001/ KQE7001/ KQB7001/ KQC7001/
KQF7001/ KQG700/ KQH7001/ KQI7001)

No	Detail	Action	Datelines
1	Submit of Application of appointment of supervisor and research proposal to the Deputy Dean office – TD(IT)F/001(2) can be downloaded from http://engine.um.edu.my/staff-only/forms-and-circulars/student > Postgraduate (Forms & Circulars) > Student <small>Note: For students who have not submitted this application for approval before. Students are ONLY allowed to start their project after the title and supervisors appointment have been agreed by Faculty.</small>	Student	-
3	Higher Degree Meeting for approval of para (1)	DD's office	-
4	Faculty Meeting for approval of para (2)	DD's office	-
5	Inform the student and the supervisor of the decision of the faculty meeting	DD's office	-
6	Submission of Research Report for Examination – documents to be attached: (a) Research Report for Examination Form – can be downloaded from http://engine.um.edu.my > Postgraduate (Forms & Circulars) > Student (b) 4 copies softcover (navy blue) (c) A softcopy (CD) of Research Report (d) A copy of approval letter from Faculty Meeting on the Appointment of Supervisor and Confirmation of Title (e) Turnitin Report 21% (f) Research Project Meeting Report Form, Faculty of Engineering	Student/ Supervisor	24/07/2017 (Monday) to 01/08/2017 (Tuesday)
7	Submission of Research Report to the Examiners for Examination	DD's office	04/08/2017 (Friday)
8	Presentation period	Student/ Examiner(s)	*09/08/2017 (Wednesday)
10	Submission of Examiner's report	Examiner(s)	14/08/2017 (Friday)
9	Pre-Board of Examiner's Meeting	HOD's office	*17/08/2017 (Thursday)
10	Board of Examiner's Meeting	DD's office	*22/08/2017 (Tuesday)

***Subject to change**

Notes:

- Kindly use the writing format for Research Report available at http://ips.um.edu.my/?pfct=ips&modul=Current_Students&pilihan=Rules_and_Regulations
- Please follow the deadline given. Such delay will affect the submission of your Research Report and you may need to register again for the next semester.
- Please ensure **that all forms must be typed** before submission to Postgraduate Office. Without completed documents as stated in para no. 4, your submission will not be processed.
- Please do not hesitate to call us at 03-7967 4481/2177 (Pn. Salina Maiden/Pn. Izzati Zainal) should you have further enquiries.