



TIMELINE OF SUBMISSION OF RESEARCH PROJECT

(Semester 1, 2017/2018)

(KQA7001/KQB7001/KQC7001/KQD7001/KQE7001/KQF7001/KQG7001/
KQH7001/KQI7001/KXGS6180/KXGX6102/KXGS6181)

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/intranet/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	04/09/2016 (Monday) to 13/10/2016 (Friday)
2	Higher Degree Meeting for approval of para (1)	DD's office	*01/11/2016 JIT Meeting (Wednesday)
3	Faculty Meeting for approval of para (2)	DD's office	* 15/11/2016 – Faculty Meeting
4	Inform the student and the supervisor of the decision of the faculty meeting – Through Email	DD's office	*After Faculty Meeting
5	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) 3 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) Form : Research Project Meeting Report Form, Faculty of Engineering (g) Form : Repository Policy For UM Postgraduate Thesis/ Dissertation/Research Reports	Student/ Supervisor	20/11/2016 (Monday) to 18/12/2016 (Monday)
6	Submission of Research Report to the Examiners for Examination	DD's office	19/12/2016 (Tuesday)
7	Presentation period	Student/ Examiner(s)	*03-04/01/2018 (Wed - Thu)
8	Submission of Examiner's report	Examiner(s)	11/01/2018 (Thursday)
9	Pre-Board of Examiner's Meeting	HOD's office	*17/01/2017 (Wednesday)
10	Board of Examiner's Meeting	DD's office	*23/01/2017 (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. 5, your submission will not be processed.**
- Please do not hesitate to call us at 03-7967 4481/4480 (Pn. Salina Maiden/Pn. Izzati Zainal) should you have further enquiries.