



## TIMELINE OF SUBMISSION OF RESEARCH PROJECT

(Semester Khas, 2019/2020)

(KXGX 6102/KXGS 6181/ KQA7001/ KQD7001/ KQE7001/ KQB7001/ KQC7001/ KQF7001/ KQG7001/ KQH7001)

Level		Detail	Action	Datelines
P1  (The first 5/6 credit hours)	1	Submit of Application of appointment of supervisor and Research Proposal to the Deputy Dean office – TD(IT)F/001(2) <b>can be downloaded from <a href="http://engine.um.edu.my/staff-only/forms-and-circulars/student">http://engine.um.edu.my/staff-only/forms-and-circulars/student</a> &gt; Postgraduate (Forms &amp; Circulars) &gt; Student</b>  <small>Note: Only for those who have not submit this application for approval before. Students are ONLY allowed to start their project after the title and supervisors appointment have been approved by Faculty.</small>	Those who registered Research project in P1 must apply for the approval of title	<b>06/07/2020 – 19/08/2020</b>
	2	Higher Degree Meeting for approval of supervisor appointment & Research Tittle.	DD's office DD's office	
	3	Inform students and supervisors of the approval of supervisor appointment and research tittle project.	DD's office	
	4	Presentation for (P1) – handle by supervisors	Student/ Supervisor	
P2  (The second 5/6 credit hours)	1	Submission of Research Report for Examination – <b>documents to be attached:</b> (a) Research Report for Examination Form – <b>can be downloaded from <a href="http://engine.um.edu.my">http://engine.um.edu.my</a> &gt; Study &gt; Programme &gt; Postgraduate Programmes &gt; (Forms)</b> (b) 4 copies softcover (navy blue) (c) A softcopy (CD) of Research Report (d) <b>A copy of approval letter</b> 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	Students / Supervisors	<b>06/07/2020 (Mon)</b>  <b>to</b>  <b>21/08/2020 (Fri)</b>
	2	Submission of Research Report to the <b>Examiners for Examination</b>	DD's office	<b>24/08/2020 (Mon)</b>
	3	Presentation for (P2) - handle by TDIT office	Student/ Examiner(s)	<b>*01/09/2020 (Tue)</b>

4	Submission of Examiner's report	Examiner(s)	<b>03/09/2020 (Thu)</b>
5	Pre-Board of Examiner's Meeting	HOD's office	<b>*07/09/2020 (Mon)</b>
6	Board of Examiner's Meeting	DD's office	<b>*09/09/2020 (Thu)</b>

*\*Subject to change*

Notes:

1. Kindly use the writing format for Research Report available at <http://engine.um.edu.my> > Study > Programme > Postgraduate Programmes > (Forms No.9)
2. 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.
3. 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.
4. Please do not hesitate to call us at 03-7967 4481/2160 (Pn. Halijah Ramlan/Cik Maznah mohd Zin) should you have further enquiries.

Deputy Dean (Postgraduates Studies)  
02.07.2020-mmz