

GRADUATE PROJECT SCHEDULE – Sem II Session 2011/2012

NO	WEEK/ DATE	ACTIVITY	ASSIGNMENT	REMARKS
1	Week 1-2 16/2/2012 – 2/3/2012	REGISTRATION FOR GRADUATE PROJECT	Submission of Initial Project Proposal to Supervisor (e.g. based on proposal from Research Methodology course)	Please make an appointment with your supervisor for further discussion
2	Week 3-5 5/3/2012 – 23/3/2012	Meeting with supervisor on the first draft	Discussion on preparation of first draft report based on the comments received from the supervisor on the Initial project proposal.	
3	Week 6-8 23/3/2012 – 13/4/2012	Prepare first draft copy based on the given comments	Write first draft report to submit to supervisor	If you have not decided on a topic by this time, you may consider withdrawing from the course
4	Week 8 9/4/2012 – 13/4/2012	SUBMISSION OF THE FIRST DRAFT	Submission to Supervisor	The draft paper should cover three chapters (as stated in the guidelines) for comments from the supervisor
5	Week 9-10 16/4/2012 – 27/4/2012	Meeting and discussion with supervisor	Supervisor sends feedback/comments on the first draft.	
6	Week 11-14 30/4/2012 – 25/5/2012	Revise the draft paper based on the given comments		
7	Week 14 21/5/2012 – 25/5/2012	Due Date: SUBMISSION OF THE FINAL DRAFT	Student submits final draft of report to Supervisor	
8	Week 15 28/5/2012 – 1/6/2012	Supervisors return final draft for correction		
9	Week 15-16 28/5/2012 – 8/6/2012	Student reviews report and make necessary corrections		Student review and amend report accordingly
10	Week 17-18 11/6/2012 – 22/6/2012	Due Date: SUBMISSION OF A COMPLETE PROJECT REPORT	Submission of 3 hardbound copies of project report and 1 electronic copy on a CD to: 1. Supervisor (1 copy) 2. UTM IBS office, KL (2 copies)	Submission of the following related graduation forms: •Application for transcript •Graduation Award
11	Week 19 25/6/2012 – 29/6/2012	Final Grade from supervisor	Supervisor submits final grade to IBS Administrator	Supervisor submits final grade to IBS Administrator upon signing the hardbound copies of the report. Without the hardbound copies, the highest grade given to a student is C+.