

BUSINESS RESEARCH PROJECT SCHEDULE – Semester II Session 2017/2018 (February)

| NO | WEEK/ DATE | ACTIVITY | ASSIGNMENT | REMARKS |
|----|---|---|---|--|
| 1 | Week 1-3 <i>08/02/2018 - 28/02/2018</i> | REGISTRATION FOR BUSINESS RESEARCH 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 4 <i>01/03/2018 – 07/03/2018</i> | Meeting with supervisor to discuss on the first draft *(Compulsory meeting 1) | Discussion on preparation of first draft report based on the comments received from the supervisor on the Initial project proposal. | |
| 3 | Week 5-6 <i>08/03/2018 - 21/03/2018</i> | 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 7 <i>22/03/2018 – 28/03/2018</i> | 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 8-9 <i>29/03/2018 – 11/04/2018</i> | Meeting and discussion with supervisor *(Compulsory meeting 2) | Supervisor sends feedback/comments on the first draft. | |
| 6 | Week 10-11 <i>12/04/2018 – 25/04/2018</i> | Revise the draft paper based on the given comments | | |
| 7 | Week 12 <i>26/04/2018– 02/05/2018</i> | Due Date: SUBMISSION OF THE FINAL DRAFT | Student submits final draft of report to Supervisor | |
| 8 | Week 13 <i>03/05/2018 – 09/05/2018</i> | Supervisors return final draft for correction *(Compulsory meeting 3) | | |
| 9 | Week 14-15 <i>10/05/2018 – 23/05/2018</i> | Student reviews report and make necessary corrections | | Student review and amend report accordingly |
| 10 | Week 16 <i>30/05/2018 Wednesday</i> | Due Date: SUBMISSION OF A COMPLETE PROJECT REPORT | -Submission of 2 hardbound copies & 1 spiral bound copy of project report to: 1. Supervisor (1-hardbound) 2. UTM IBS office, KL (1-hardbound) 3. Examiner (1-spiral bound) - Upload your full GP report online in the given link & print out the email notification of online submission | Submission of the following related graduation forms: •Graduation Award With copy of IC (Malaysian) & copy of passport (International) |
| 11 | Week 17 <i>06/06/2018</i> | BRP Presentation: 06/06/18 - Main Stream MBA 07/06/18 - SUK | | |
| 12 | Week 18 <i>13/06/2018</i> | Final Grade from supervisor and examiner | Supervisor & examiner submit grade to IBS Administrator | Supervisor submits grade to IBS Administrator upon signing the hardbound copies of the report. |