



**BUSINESS RESEARCH PROJECT SCHEDULE – Semester I Session 2019/2020 (September)**

NO	WEEK/DATES	ACTIVITY	ASSIGNMENT	REMARKS
1	Week 1-3 03/09/2019 - 19/09/2019	REGISTRATION FOR BUSINESS RESEARCH PROJECT	Student to Register for Business Research Project (BRP) using online Google form link emailed to them. <i>Note:</i> Students are encouraged to meet and discuss their project ideas with potential supervisor before nominating.	Students may submit Initial Project Proposal (i.e. from Business Research course) and schedule a meeting with supervisor for further discussion.
2	Week 3-4 19/09/2019 – 29/09/2019	COMPULSORY MEETING – 1	Student to meet the supervisor to discuss on Initial Project Proposal.	Students to note key points and prepare first draft report based on the comments received.
3	Week 5-6 30/09/2019 - 13/10/2019	PREPARATION OF FIRST DRAFT OF BRP	Student to revise the proposal based on given comments during Meeting – 1.	<b>If the student has not decided on the BRP topic by this time, he/she may consider withdrawing from the course.</b>
4	Week 7 14/10/2019 – 20/10/2019	SUBMISSION OF THE FIRST DRAFT TO THE SUPERVISOR	Student to submit the revised first draft report to the supervisor.	The draft should cover at least three chapters (as stated in the guidelines).
5	Week 8-9 21/10/2019 – 03/11/2019	COMPULSORY MEETING – 2	Meeting and discussion with supervisor to improve the first draft and further steps to be taken.	Supervisor gives the feedback and comments on the first draft, and suggests further steps.
6	Week 10-11 04/11/2019 – 17/11/2019	IMPROVE THE REVISED DRAFT	Improve the draft report based on the given comments and initiate writing final draft.	
7	Week 12 18/11/2019– 24/11/2019	SUBMISSION OF THE FINAL DRAFT TO THE SUPERVISOR	Student to submit the final draft of BRP to the Supervisor.	The final draft to cover all chapters of BRP (as stated in the guidelines).
8	Week 13 25/11/2019 – 01/12/2019	COMPULSORY MEETING – 3	Student to receive final comments and make corrections, accordingly.	Supervisor gives the feedback and comments on the final draft.
9	Week 14-15 02/12/2019 – 11/12/2019	FINAL REVISION AND FORMATTING BRP	Student reviews report and make necessary corrections and formatting.	Formatting should be based on UTM Thesis Manual (2018). Students may schedule one more meeting with supervisors to discuss on presentation.
10	Week 15 12/12/2019 Thursday	<b>DUE DATE:</b> SUBMISSION OF FINAL PROJECT REPORT FOR EVALUATION	Students to submit 1 Spiral-bound copy of the BRP report (to be sent to the Examiner for evaluation).	Students to submit copy of the following document with BRP report: • Copy of IC (Malaysian) OR • Copy of Passport (International)
11	Week 16 19/12/2019 Thursday	BRP PRESENTATION	Students to prepare and give 10 minutes presentation on their BRP to the Examiner.	Examiner will be given maximum 10 minutes to question the students on their BRP work.
12	Week 17 27/12/2019	<b>DUE DATE:</b> SUBMISSION OF FINAL HARDBOUND REPORTS	Submission of 2 hardbound copies of the BRP report: 1. Supervisor (1-hardbound) 2. UTM AHIBS office, KL (1-hardbound)	<b>Students to get signatures on Hardbound BRP (wherever needed) from respective supervisors before submitting hardbound BRP to AHIBS administration.</b>
13	Week 18 03/01/2020	<b>DUE DATE:</b> FINAL GRADE FROM SUPERVISORS AND EXAMINERS	BRP Supervisors and Examiners to submit grades to AHIBS Administration.	Supervisor are advised to submit BRP evaluation forms after signing in the final hardbound copies of their BRP students.