RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS
MASTERS PROJECT SCHEDULE
SEM 1 SESSION 2019/2020

http://razakschool.utm.my/master-project/

SEPTEMBER 2019/2020		BEGIN SUBMISSION OF PROJECT PROPOSALS	
	DATE	ACTIVITY	REMARKS
Week 1	9th – 13th Sept 2019	**MP1 and MP2 Briefing:** **11th Sept 2019, 10am (Package 1)** **14th Sept 2019, 10am (Package 2)**	**Courses Registration: 4th -19th Sept 2019**
Week 2	16th – 20th Sept 2019	Submission of draft project proposals form to **rf-akademik @utm.my** before **20th Sept 2019**.	*Malaysia Day: 16th September 2019*
Week 3	23rd – 27th Sept 2019	• Assignment of supervisor. • Further discussion to revise proposal with individual supervisor.	• Student to communicate with supervisor to set the first meeting date. • **Courses Late Registration (with Penalty): 23rd -27th Sept 2019**
Week 4	30th Sept – 4th Oct 2019	**Compulsory Meeting 1** **MP1:** Discussions on proposed proposal **MP2:** Discussion on the project implementation (Methodology)	If for any reason students need to change supervisors or vice versa the deadline is end of **WEEK 5** (please follow procedure in the **Project Handbook / Master Project website**)
Week 5	7th – 11th Oct 2019		
Week 6	14th – 18th Oct 2019	Project implementation	• **If NO progress** is observed, student is / should be advised to **withdrawal** Master Project. • **Course Withdrawal: 14th Oct - 8th Nov 2019**
Week 7	21st – 25th Oct 2019		*Deepavali: 27th October 2019*
Week 8	28th Oct – 1st Nov 2019	MID SEM BREAK	
Week 9	4th – 8th Nov 2019	**Compulsory Meeting 2** **MP1:** Discussions on Chapter 1 and 2 **MP2:** Discussion on data collection	*Maulidur Rasul: 9th November 2019*
Week 10	11th – 15th Nov 2019	Project implementation **MP1 and MP2:** Student must submit the **Presentation Consent Form** to UTM RFTI Office (must be duly signed by supervisor)	• Students are required to get approval from supervisors to do their presentation. • Please use the "Presentation Consent" form. • Final date for submission of consent from is **15th November 2019**, after which, the master project committee has the right to exclude student's name from the presentation schedule.
Week 11	18th – 22nd Nov 2019	Project implementation	
Week 12	25th – 29th Nov 2019	**Compulsory Meeting 3** **MP1:** Discussions on Chapter 3, Project Report, Presentation Materials, Project Report. **MP2:** Discussion on Chapter 4 and 5, Presentation Materials, Project Report.	
Week 13	2nd – 6th Dec 2019	***PROJECT PRESENTATION @SYMPOSIUM**	*Symposium tentative date: 4th & 5th Dec 2019*
Week 14	9th – 13th Dec 2019	Project implementation	

Week 15	16th – 20th Dec 2019	**Compulsory Meeting 4** **MP1 and MP2:** Corrections, Edit, Binding and Validation	
Week 16	23rd – 27th Dec 2019	Finalizing MP1/MP2 Report	*Christmas : 25th Dec 2019*
Week 17	30th Dec 2019 – 3rd Jan 2020	**SUBMISSION OF RING BOUND PROJECT REPORT** **Deadline: 3rd Jan 2020** **MP1:** 1. Ring bound report, one (1) copy for each supervisor 2. Meeting record 3. Submit the documents to RFTI Office (Report/s and meeting record) Submit the documents to RFTI Office (Documents 1-3) **MP2:** 1. Hardcover report one (1) copy for each supervisor. 2. 1 copy of CD contains the **project report (in docx and pdf) and presentation slides - in pptx .** 3. Meeting record. 4. CD validation and submission form 5. Turnitin Report must be less than 20% Submit the documents to RFTI Office (Documents 1-5) **Notes:** Turnitin info: Class Name: Master Project Class ID: 18649073 Enrollment Key: MP_RFTI Project Report preparation must followed UTM Thesis Manual **(http://razak.utm.my/master-project/mp-resources/)**	• **PROJECT 2** students are required to: 1. Fill in CD submission and validation form. 2. Ensure supervisor verify the form. 3. Ensure ALL items as listed are submitted • **Failing to submit hardbound copy of PROJECT 2 report will cause final results to be held back.** • *New Year : 1st Jan 2020*
Week 18	6th – 10th Jan 2020	Duration for supervisor to submit MP marks to Academic Office **(Deadline: 10th January 2020)**	
Week 19	13th – 17th Jan 2020	Duration for coordinator to key-in marks in GSMS and preparation for OBE **(Deadline: 20th January 2020)**	

For any enquiry, kindly contact Master Project Coordinator for Engineering and Technology Department:
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* Subject to change
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