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

http://razak.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, 2.30pm (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**. Subject name: MP(1)_INFORMATIK_SEM201920201 MP(2)_INFORMATIK_SEM201920201	• *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 supervisors 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/ Data Collection)	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	Project Implementation	
Week 6	14th – 18th Oct 2019	**Compulsory Meeting 2** **MP1:** Discussions on Chapter 1 and 2 **MP2:** Discussion on Chapter 4 (Data Analysis)	• **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	Project Implementation	• *Deepavali: 27th October 2019*
Week 8	28th Oct – 1st Nov 2019	**MID SEM BREAK**	
Week 9	4th – 8th Nov 2019	**Compulsory Meeting 3** **MP1:** Discussions on Chapter 3, Chapter 4 (Initial Result), Draft Project Report, **MP2:** Discussion on Chapter 4 and 5 , Draft Project Report.	• *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	**Compulsory Meeting 4** **MP1:** Discussion for all Chapter, Presentation Materials, Project Report. **MP2:** Discussion for all Chapter, Presentation Materials, Project Report.	
Week 12	25th – 29th Nov 2019	Project implementation	
Week 13	2nd – 6th Dec 2019	**MP1 and MP2:** ✓ Submit Ring bound Project Report 1 and Project Report 2 as early as possible ✓ Turnitin Report (must be less than 20% for each chapter) ✓ Print 3 copies of full report: 2 examiners + 1 supervisor **Refer to NEW UTM Thesis format at this link http://sps.utm.my/thesis-formatting-2018/ for thesis manual, thesis template and thesis cover **Project Report preparation Checklist (http://razak.utm.my/master-project/mp-resources/)	Final date for submission of Project Report before 6th December 2019 (Friday)
Week 14	9th – 13th Dec 2019	***PROJECT 2 PRESENTATION** ✓ Each student present **20 min** ✓ Content of the presentation: o Problem Background, Problem Statement, Project Aims, Project Objectives, Project Questions, Project Scope, Project Significance, Literature Review, Methodology, Initial Finding, Conclusion ✓ Correct the report according to examiner comments	**Project Presentation tentative date:** MANB (3 Days) = 9,10,11 December 2019 MANQ(1 Days) = 11 December 2019) MANA (2 Days) = 12&13 December 2019 MANP (2 Days) = 12 & 13 December 2019 MANN (1 Days) = 12 December 2019
Week 15	16th – 20th Dec 2019	***PROJECT 1 PRESENTATION** ✓ Each student present **15 min** ✓ Content of the presentation:	**Project Presentation tentative date:** MANB (2 Days) = 16, 17& 18 December 2019

		o Problem Background, Problem Statement, Project Aims, Project Objectives, Project Questions, Project Scope, Project Significance, Literature Review, Methodology, Project Finding & Discussion, Conclusion ✓ Correct the report according to examiner comments	MANQ(1 Days) = 17 December 2019) MANA (2 Days) = 18,19 December 2019 MANP (2 Days) = 18 & 19 December 2019 MANN (1 Days) = 19 December 2019
Week 16	23rd – 27th Dec 2019	**REPORT CORRECTION** ✓ Table Correction Checklist ✓ Submit report after correction to Supervisor or Examiner and get his/her approval (Must be based on report comment during presentation) ✓ Check formatting with Mdm Atikah (follow new UTM Thesis format)	*Christmas : 25th Dec 2019*
Week 17	30th Dec 2019 – 3rd Jan 2020	**SUBMISSION OF RING BOUND/ HARDCOVER PROJECT REPORT** **Deadline: 3rd Jan 2020** **MP1:** • Ring bound report, one (1) copy for each supervisor • Meeting record • Correction Checklist • Submit the documents to RFTI Office (Report/s and meeting record) **MP2:** • Hardcover report one (1) copy for each supervisor • 1 copy of CD contains the **project report (in docx and pdf) and presentation slides - in pptx** • Meeting record • Correction Checklist • CD validation and submission form • Turnitin Report must be less than 20% (For each chapter) • Fill in the graduation form (can be download or get from Mdm Atikah for Informatics Department) • Submit All documents to RFTI Office (Mdm Atikah) ******Refer to NEW UTM Thesis format at this link http://sps.utm.my/thesis-formatting-2018/ for thesis manual, thesis template and thesis cover	**PROJECT 2** students are required to: • Fill in the graduation form (can be download or get from Mdm Atikah) • Fill in CD submission and validation form • Ensure supervisor verify the form • 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*

		Submission Checklist(**http://razak.utm.my/master-project/mp-resources/) **Notes:** • Turnitin info: • Class Name: Master Project 1/ Master Project 2 • Class ID: 22254982 • Enrollment Key: MPINFORMATIK	
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)**	

*Please take note that these dates are subjected to change according to the new academic calendar Notes
-- Please prepare your writing as early as possible to avoid last minute preparation.

For any enquiry, kindly contact Master Project Coordinator for Informatics Department:
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