

FEBRUARY 2020		BEGIN SUBMISSION OF PROJECT PROPOSALS	
DATE		ACTIVITY	REMARKS
Week 1	10 th – 14 th Feb 2020		Courses Registration: 5 th -21 st Feb 2020
Week 2	17 th – 21 st Feb 2020	MP1 and MP2 Briefing: 19th Feb 2020, 10am (Package 1) 22nd Feb 2020, 10am (Package 2)	
Week 3	24 th – 28 th Feb 2020	<ul style="list-style-type: none"> • Assignment of supervisor. • Further discussion to revise proposal with individual supervisor. • Submission of draft project proposals form to rf-akademik@utm.my before 28th Feb 2020. Eg: Subject to: INFORMATIK_ MP 1/2 : NAME 	<ul style="list-style-type: none"> • Student to communicate with supervisor to set the first meeting date • Student need to submit proposal form : Deadline 28th Feb 2020 • Courses Late Registration (with Penalty): 24th -28th Feb 2020 <p>If for any reason students need to change supervisors or vice versa the deadline is end of WEEK 3 (please follow procedure in the Project Handbook / Master Project website)</p>
Week 4	2 nd – 6 th Mar 2020	Compulsory Meeting 1 MP1: Discussions on proposed proposal MP2: Discussion on the project implementation Chapter 3 and (Methodology) and Data Collection	
Week 5	9 th – 13 th Mar 2020		
Week 6	16 th – 20 th Mar 2020	Project implementation Course Withdrawal: 16th March - 10th April 2020	<ul style="list-style-type: none"> • If NO progress is observed, student is / should be advised to withdrawal Master Project.
Week 7	23 rd – 27 th Mar 2020		<ul style="list-style-type: none"> • Course Withdrawal: 16th March - 10th April 2020
Week 8	30 th Mar – 3 rd Apr 2020	MID SEM BREAK	
Week 9	6 th – 10 th Apr 2020	Compulsory Meeting 2 MP1: Discussions on Chapter 1 and 2 MP2: Discussion on Chapter 4 (Analysis) and Chapter 5	
Week 10	13 th – 17 th Apr 2020	Project implementation MP1 and MP2: Student must submit the Presentation Consent Form before 15th April 2020 to UTM RFTI Office (must be duly signed by supervisor)	<ul style="list-style-type: none"> • 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 April 2020, after which, the master project committee has the right to exclude student's name from the presentation schedule.

* Subject to change

Updated: February 2020

Week 11	20 th – 24 th Apr 2020	Compulsory Meeting 3 MP1: Discussions on Chapter 3, Project Report, Presentation Materials, Project Report. MP2: Discussion on All Chapters, Presentation Materials, Project Report.	<i>Awal Ramadhan: 24th April 2020</i>
Week 12	27 th Apr – 1 st May 2020	Project implementation	<i>Labor Day: 1st May 2020</i>
Week 13	4 th – 8 th May 2020	SUBMISSION OF RING BOUND PROJECT REPORT <u>Deadline: 8rd May 2020</u> MP1: <ol style="list-style-type: none"> 1. Ring bound report, 3 copies includes 1 copy for supervisor and 2 Examiners 2. Meeting record 3. Three (3) copies of Turn it in reports. Turnitin Report must be less than 20% Submit the documents to RFTI Office (Documents 1-3) MP2: <ol style="list-style-type: none"> 1. Ring bound report, 3 copies includes copy for supervisor and 2 Examiners 2. Meeting record 3. Three (3) copies of Turn it in reports. Turnitin Report must be less than 20% Submit the documents to RFTI Office (Documents 1-3) Notes: Turnitin info: Class Name: MASTER PROJECT INFORMATIK Class ID: 22254982 Enrollment Key: MPINFORMATIK Project Report preparation must followed UTM Thesis Manual (http://razak.utm.my/master-project/mp-resources/)	
Week 14	11 th – 15 th May 2020	*MASTER PROJECT 2 PRESENTATION	Presentation Master Project 2 tentative date: 11 th & 15 th May 2020 <i>Wesak Day: 7th May 2020</i>
Week 15	18 th – 22 nd May 2020	*MASTER PROJECT 1 PRESENTATION	Presentation Master Project 1 tentative date: 18 th & 22 th May 2020

Week 16	25 th – 29 th May 2020	Finalizing MP1/MP2 Report Report Correction must be check and verified by Supervisor/ Examiners	<i>Eidul Fitri: 24th -25th May 2020</i>
Week 17	1 st June – 5 th June 2020	<p align="center">SUBMISSION OF RING BOUND AND HARDCOVER PROJECT REPORT AFTER CORRECTION</p> <p align="center"><u>Deadline: 3rd June 2020</u></p> <p>MP1:</p> <ol style="list-style-type: none"> 1. Ring bound report, one (1) copy for each supervisor 2. Meeting record 3. Correction Table List 4. Submit the documents to RFTI Office (Report/s and meeting record) 5. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-5)</p> <p>MP2:</p> <ol style="list-style-type: none"> 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. Correction Table List 5. CD validation and submission form 6. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-6)</p> <p>Notes:</p> <p>Turnitin info: Class Name: MASTER PROJECT INFORMATIK Class ID: 22254982 Enrollment Key: MPINFORMATIK</p> <p>Project Report preparation must followed UTM Thesis Manual (http://razak.utm.my/master-project/mp-resources/)</p>	<ul style="list-style-type: none"> • PROJECT 2 students are required to: <ol style="list-style-type: none"> 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.
Week 18	8 th – 12 th June 2020	Duration for supervisor to submit MP marks to Academic Office (Deadline: 9th June 2020)	
Week 19	15 th – 19 th June 2020	Duration for coordinator to key-in marks in GSMS and preparation for OBE (Deadline: 15th June 2020)	



**RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS
MASTERS PROJECT SCHEDULE
SEM 2 SESSION 2019/2020**

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

For any enquiry, kindly contact Master Project Coordinator for Engineering and Technology Department:

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Updated: February 2020