

Project Module Schedule

PC5288/PC5289		Action by			
Proposed Dates	Description	Student	Supervisor	Examiner	Dept Office
Project Module in the First Semester					
Orientation Week or Week 1	Student to consult and discuss with potential supervisor and submit module application for approval. Start the project module. <i>(Get the application form from the Department Office.)</i>	√	√		√
At the end of week 12	Submission of Interim Progress Report to the Dept Office. <i>(The interim progress report, no more than two A4-size pages, should contain a brief summary of the objective and scope of the project as well as the project work done during the 1st semester. Future project work to be done in the 2nd semester must be stated briefly also.)</i>	√			√
In week 13 & Reading Week	Interim Progress Report to be examined by the supervisor(s) <i>(Supervisor to complete and submit the interim progress report to the Dept Office.)</i>		√		√
Project Module in the Second Semester					
In week 5	Nomination of Examiners <i>(Supervisor to submit proposed examiners to the Department Office)</i>		√		√
At end of week 12**	Submission of Final Project Module dissertation to the Dept Office.	√			√
In week 13	Final Project Module thesis/dissertation to be examined by the supervisor(s) and examiners		√	√	
Reading week <i>(Date & Time to be confirmed)</i>	Final Oral Presentation <i>(The oral presentation should last within 30 minutes, followed by 30 minutes for the Q & A session)</i>	√	√	√	
By end of examination weeks	To finalize the marks and key into IMMS system				√

Note:

****Student must inform the Department Office at the end of week 12 of Second Semester or earlier if the project module will not be completed by the end of 2nd semester. Student will have to file an appeal with strong reasons to justify extension of his/her project to the next semester, supervisor to recommend whether the case is to be supported. The application for an extension is to be endorsed by Graduate Co-Ordinator.**