

MSCB Programme Workflow Semester 1

Week	Activity	Action by
0-3	Registration of new PG students	- Students - Faculty Postgraduate Office
1	Student Meeting and Briefing by the: - Dean/Deputy Dean (Academic) - Head of Department and Program Coordinator	- Deputy Dean of Academic - Coordinator - Faculty Postgraduate Office, - Students
1	Lecture Semester 1 begins	- Academic staffs - Students
3	Deadline for academic staff to submit research titles to the MSCB Programme Coordinator	- Coordinator - Academic staffs
3-4	Dissertation titles to be announced to students	Coordinator
4	Student select and finalise dissertation title, and submit Research Title Agreement Form	- Coordinator - Students
4-14	Student meets supervisor to discuss project outline for Research Methodology proposal preparation	- Academic staffs - Students
6	Official letters of supervisor appointment will be issued	Faculty Postgraduate Office
7-9	Application of Course Withdrawal (if applicable)	- Students - Faculty Postgraduate Office
7	Deadline for distribution of continuous assessment marks to students (Quiz/Tests)	Academic staffs
7-13	Application for Deferment or withdrawal of program (if applicable)	- Students - Faculty Postgraduate Office
8	MID SEMESTER BREAK	
15	Deadline for distribution of all continuous assessment marks to students	- Academic staffs - Students
16	REVISION WEEK	
17-19	Final Examination	- Students - Academic staffs