

MSCB Programme Workflow Semester 3

Work	Activity	Action by
0-3	Course Registration	● Students ● Faculty Postgraduate Office
1	Student Meeting and Briefing by the Programme Coordinator	● Students ● Program coordinator
1	● Student start/resume laboratory work ● Actively discuss findings and data analysis with supervisors (Week 1 onwards)	● Students ● Supervisors
3	Submit Thesis Submission Notification (NHT) form to Postgraduate Office and Thesis Progress Form	● Students ● Faculty Postgraduate Office
7-9	Application of Course Withdrawal (if applicable)	● Students ● Faculty Postgraduate Office
7-13	Application for Deferment or withdrawal of program (if applicable)	● Students ● Faculty Postgraduate Office
8	MID SEMESTER BREAK	
8-14	Submit Progress Report through the GSMS system	● Students
11	● Submit thesis draft and supporting documents to supervisor for verification (1 working day) ● After supervisor's approval, submit to the Postgraduate Office for review and endorsement (3 working days)	● Students ● Supervisors ● Faculty Postgraduate Office
11	● Verification of documents by Programme Coordinator (1-3 working days) ● Submit three (3) printed copies of thesis to the Faculty upon verification	● Students ● Program coordinator
16	REVISION WEEK	
17-19	Final Examination	● Students ● Academic staffs

2 weeks prior to the commencement of new semester	Dateline to submit dissertation	● Students ● Supervisors
	Mini-Viva	● Students ● Faculty Postgraduate Office
	Submit corrected version of the Dissertation – Hardcover	● Students ● Faculty Postgraduate Office
	Meeting of Faculty's Postgraduate Committee on Examination results	● Faculty Postgraduate Office
	Results Approval	*University level

