

MSCB Programme Workflow Semester 2

Week	Activity	Action by
0-3	Course Registration	● Students ● Faculty Postgraduate Office
1	Student Meeting and Briefing by the Programme Coordinator	● Students ● Program coordinator
1	Lecture Semester 2 starts	● Academic staffs ● Students
7-9	Application of Course Withdrawal (if applicable)	● Students ● Faculty Postgraduate Office
7	Deadline for students enrolled in MSCB 1280 (Research Proposal) to submit their research proposal to the Faculty Postgraduate Office	● 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	
8	Appointment of examiners for proposal assessment by the Faculty	● Faculty Postgraduate Office
9	Distribution of research proposals and assessment forms to respective examiners	● Faculty Postgraduate Office ● Academic staffs
9	● Lab safety briefing ● Submission of completed lab safety and HIRARC forms to supervisors for endorsement ● Submission of endorsed forms to the Department OSHE Officer and Lab Assistant	● Department OSHE officer ● Lab ● Students ● Supervisors
10-11	Submission of completed proposal assessment forms to the Faculty by examiners	● Students
8-14	Submission of Progress Report through the GSMS system	● Students

12-13	Notification on proposal results* and approval to commence laboratory work by the Faculty	● Faculty Postgraduate Office ● Students
12 onwards	Commencement of laboratory work	● Students
15	Deadline for distribution of all continuous assessment marks to students	● Academic staffs ● Students
16	REVISION WEEK	
17-19	Final Examination	● Students ● Academic staffs

***If the proposal evaluation is below 60%, the student will be deemed to have failed. The proposal must be revised within 2 weeks to obtain a pass for MSCB 1280 (Research Proposal)**

IMPORTANT NOTES

ATTN: Respective Supervisors

- Ensure that students submit their research proposals **before the end of Week 7**.
- Appoint **two examiners** for each research proposal during **Week 8**.
- Verify that students who have **passed the proposal assessment** fulfil all laboratory commencement requirements before allowing them to begin laboratory work:
 - Attended Laboratory Safety Briefing
 - Review and sign Lab safety Form
 - Ensure HIRARC Form has been completed and appropriate for the planned laboratory work
- Student who have passed Research Proposal (MSCB 1280) may opt to commence laboratory work as early as Week 12 of Semester 2 and onwards including throughout the semester break.