CALENDER OF DISSERTATION 2, SEMESTER I 2020/2021
MASTER OF INFORMATION TECHNOLOGY SPECIALIZATION INFORMATION TECHNOLOGY MANAGEMENT

WEEK	DATE	ACTIVITY	RESPONSIBILITY
5	15 - 19 NOV 2020	Students email to the Program Coordinator: • First Name • Last Name • Active Email: • Supervisor Name • Dissertation Title	Student → Program Coordinator Program Coordinator Email Address: halina@utm.my
7	29 NOV – 3 DEC 2020	Submit ONE copy of dissertation proposal draft to Supervisor	Student → Supervisor
9	13 - 17 DEC 2020	Dissertation proposal draft returned by the Supervisor.	Supervisor → Student
12	3 – 7 JAN 2021	▪ Students submit to the Academic Office: • 3 copies of dissertation proposal certified by supervisor. • Plagiarism Form (for each chapter similarity index must not exceed 20%). Endorsed by Program Coordinator.	Student → Program Administrator
		▪ Program Administrator distributes dissertation proposal & plagiarism reports to Supervisor & Examiners.	Program Administrator → Supervisor & Examiners
14	17 - 21 JAN 2021	**DISSERTATION PROPOSAL ASSESSMENT & PRESENTATION** ▪ Students are required to do a 10-15 minutes presentation with maximum of 20 slides ▪ Examiners submit evaluation form to Program Administrator.	Program Administrator, Student, Supervisor & Examiners
		▪ Program Administrator submit the evaluation form to students	Program Administrator → Student
Students submit correction report to Supervisor & Examiners together with the Correction Verification Form.			Student → Supervisor & Examiners
16	31 JAN - 4 FEB 2021 (2 WEEKS)	DUE DATE submits Correction Verification Form B1.	Student → Program Administrator
20	28 FEB - 4 MAC 2021 (6 WEEKS)	DUE DATE submits Correction Verification Form B2.	Student → Program Administrator
		For Result C: • Student need to resubmit the proposal. • Student need to represent the proposal.	Student → Program Administrator