CALENDER OF PROPOSAL DEFENCE, SEMESTER I 2020/2021
PhD. (INFORMATION SYSTEMS)

WEEK	DATE	ACTIVITY	RESPONSIBILITY
4	8 – 12 NOV 2020	Students request by email Notification of Evaluation of Research Proposal & Nomination of Examiners Form from Program Administrator	Student → Program Administrator (Mrs. Azlina Gombak@Atan email: m-azlina@utm.my)
		Students submit completed Notification of Evaluation of Research Proposal & Nomination of Examiners Form to the Program Administrator	Student → Program Administrator (Mrs. Azlina Gombak@Atan)
5	15 – 19 NOV 2020	Students submit proposal draft to Supervisor	Student → Supervisor
7	29 NOV – 3 DEC 2020	Proposal draft return by the Supervisor	Supervisor → Student
10	20 -24 DEC 2020	Students email the proposal in one file without references list (pdf or word format) to the Program Administrator for plagiarism check	Student → Program Administrator (email: academic_ahibsjb@utm.my)
		Students receive the plagiarism report from Program Administrator within three working days	Program Administrator → Student
11	27 31 DEC 2020	Students submit three copies of proposal certified by Supervisor to the Academic Office Proposal must follow AHIBS's format and bind using spiral plastic binding	Student → Program Administrator (Mrs. Susilawati Md Sukor)
		Program Administrator distributes the proposal to Examiners, and Chairperson	Program Administrator → Examiners, Chairperson
14	17 21 JAN 2021	**PROPOSAL ASSESSMENT & PRESENTATION** Students are required to do a 20 minutes presentation	Student, Supervisor, Examiners, Chairperson
		Chairperson submits the evaluation form along with assessed proposal to Program Administrator	Chairperson → Program Administrator (Mrs. Susilawati Md Sukor)
15	24 – 28 JAN 2021	Students collect the examiners' comment and assessed proposal from Program Administrator	Student → Program Administrator (Mrs. Susilawati Md Sukor)
		Result: ▪ P1 - The research proposal is accepted ▪ P2 - Corrections need to verified by Supervisor(s) in less than one (1) month ▪ P3 - Corrections without presentation but need to be verified by examiners within one (1) month to three (3) months ▪ P4 - Corrections need to be verified by examiners within three (3) months to six (6) months and re-present the proposal in the following semester ▪ P5 - The research proposal is rejected. The student needs to submit and present new proposal	
		Based on the result: ▪ students submit the Correction Verification Form, and corrected proposal to Program Administrator	Student → Program Administrator (Mrs. Susilawati Md Sukor)