

SCHOOL OF MATERIALS AND MINERAL RESOURCES ENGINEERING
Student / Supervisor and Academic Staffs Functional Roles
Academic Session 2009/10

ACTIVITIES (First Semester)		SEMESTER I																		
		RESPONSIBILITY				TIME MANAGEMENT (ACADEMIC WEEK)														
		Sv	St	Pn	Ex	3	4	5	6	8	9	10	11	12	13	15	16	19	20	22
1	Submission of Project Titles to PC	√																		
2	Pre - meet up with lecturers on project offered/ Submission of Project Allocation form to PC		√																	
3	Meeting and discussions with Supervisor on Project allocated/ Literature review		√																	
4	To attend FYP Briefings & Guidelines		√							2/9										
5	To attend Chemical & Safety Briefings		√								9/9									
6	Submission/Finalising Project Proposal to Supervisor		√																	
7	Submission of COSHH & Material Requisition Forms		√												30/9					
8	Inspection & Signing of COSHH Forms by Chemical Safety Officers/Appointed Panel			√											7/10					
9	Reviewing Project with Supervisors	√	√																	
10	Commencement of Research Project/ Lab Work/ Workshop		√																	
ACTIVITIES (Second Semester)		SEMESTER II																		
11	To attend Thesis Writing & Oral Presentation Guidelines		√																	
12	Discussion on Work Progress with Supervisor Supervisor / Trouble shooting	√	√																	
13	Submission of First Draft to Supervisor		√																	
14	Submission of Final Draft to the School		√																	
15	Thesis Examined by Appointed External Examiners				√															
16	To attend VIVA (Oral Presentation)		√	√	√															
17	Submission of Final Thesis to the School		√																	

Sv = Supervisor, St = Student, Pn = Appointed Panel, Ex = External Examiner

First Issued: 09/09/09