

SCHOOL OF MATERIALS AND MINERAL RESOURCES ENGINEERING

Final Year Project Implementation Chart (Academic Session 2016/2017)

| ACTIVITIES | | Time Management (Academic Week) | | | | | | | | | | | | | | | | |
|------------|-------------------------------------------------------------------------------------------|---------------------------------|----|----|----|----|----------------------------------------|------|------|-------|---|---|---|-------|----|----|----|----|
| | | RESPONSIBILITIES | | | | | SEMESTER 1 (5 Sept 2016 - 15 Jan 2017) | | | | | | | | | | | |
| | | MC | PC | Sv | St | TA | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 12 | 13 | 15 | 16 |
| 1 | Briefing-FYP Guidelines & Research/ Proposal Writing | X | | | X | | 14/9 | | | | | | | | | | | |
| 2 | Submission of Project Titles to PC | | X | X | | | | 21/9 | | | | | | | | | | |
| 3 | Release of Final Year Project Titles/Distribution of Project Allocation Forms to Students | | X | | | | | | 28/9 | | | | | | | | | |
| 4 | Submission of Project Allocation Form to PC | | X | | X | | | | | | | | | | | | | |
| 5 | Finalising Projects allocated to Students | | X | | | | | | | | | | | | | | | |
| 6 | Chemical & Safety Briefing/ COSHH & MSDS & Chemical Requisition Forms | X | | | | | | | | 21/10 | | | | | | | | |
| 7 | Submission of DRAFT Research Proposal to Supervisor | | | X | X | | | | | | | | | | | | | |
| 8 | Submission of COSHH & Chemical Requisition Forms to office | | | | X | | | | | | | | | 21/11 | | | | |
| 9 | Inspection & Signing of COSHH Forms by Chemical Safety Officers/Appointed Panel | X | | | | | | | | | | | | 24/11 | | | | |
| 10 | Stock Check-list & Chemical Purchasing | | | X | X | | | | | | | | | | | | | |
| 11 | Distribution of Chemicals & Commencement of Project - Semester Break | | | | X | | | | | | | | | | | | | |

SEMESTER II (13 Feb 2017 - 30 June 2017)

| ACTIVITIES | | RESPONSIBILITIES | | | | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 12 | 13 | 15 | 16 | 19 | 20 |
|------------|-------------------------------------------------------------------------------------------|------------------|---|---|---|--|---|---|-----|---|---|------|---|-----|-----|---------|-----|---------|------|----|
| 1 | Briefing - Thesis Writing | X | | | X | | | | 8/3 | | | | | | | | | | | |
| 2 | Submission of First draft to Supervisor | | | X | X | | | | | | | 10/4 | | | | | | | | |
| 3 | Briefing-Oral Presentation Guidelines/Thesis Submission Guidelines/Project Questionnaires | X | | | X | | | | | | | | | 3/5 | | | | | | |
| 4 | Submission of Final Draft to the Supervisor | | | | X | | | | | | | | | | 8/5 | | | | | |
| 5 | Submission of Final Draft to the School | | | X | X | | | | | | | | | | | 25/5 | | | | |
| 6 | Plagiarism Check- CD-Soft copy thesis | | | | X | | | | | | | | | | | 25-26/5 | | | | |
| 7 | Distribution of Thesis to Internal Examiners | | X | | | | | | | | | | | | | | 2/6 | | | |
| 8 | Viva (Oral Presentation) | | | | X | | | | | | | | | | | | | 19-20/6 | | |
| 9 | Dateline Submission of Final Thesis | | | X | X | | | | | | | | | | | | | | 30/6 | |

MC=Monitoring Committee, PC= Program Chairman, Sv= Supervisor, St= Student, TA= Technical Assistant

Last update: 20 Mac 2017