

**MASTER'S PROJECT SCHEDULE**  
**MBE 12302 MASTER PROJECT 1 & MBE 22804 MASTER PROJECT 2**

WEEK	ACTIVITY	MEETING LOG	DESCRIPTION
1 <sup>st</sup>	Weekly meeting with supervisor - Face to face meeting - Online interaction - Email	Log 1	Master project briefing-student
2 <sup>nd</sup>		Log 2	Project title registration PS 1
3 <sup>rd</sup>		Log 3	Vetting PS1
4 <sup>th</sup>		Log 4	Warning letter-absence
5 <sup>th</sup>		Log 5	
6 <sup>th</sup>		Log 6	
7 <sup>th</sup>		Log 7	
Mid semester break			*
8 <sup>th</sup>	Weekly meeting with supervisor - Face to face meeting - Online interaction - Email	Log 8	
9 <sup>th</sup>		Log 9	
10 <sup>th</sup>		Log 10	Notice to examiners
11 <sup>th</sup>		Log 11	Examiner schedule
12 <sup>th</sup>		Log 12	
13 <sup>th</sup>	Log 13		
14 <sup>th</sup>	Submitting a report to panel of <b>Examiners</b> PS 1 & PS 2	Log 14	Spiral binding + Turnitin report
15 <sup>th</sup>	Assessment week: MBE 12302 PS 1 MBE 22804 PS 2	-	Subject to examiners availability within a week timeframe
16 <sup>th</sup>	Due date: Supervision/examiners Mark	-	1 <sup>st</sup> day of the week
Examination week*	Project report and CD submission	CD = Softcopy of project report + Turnitin + technical report (. Docx)	

\* subject to change based on Center of Graduate Studies schedule

Please contact FPTV office for further information:

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