**Year 1**

Within 6 to 8 months

**Programme Coordinator** creates student data in SharePoint:

* Student Name
* Student TP
* Supervisor Name
* Model of Study
* Intake Code
* Research Title

*\*\*Above info provided by SS*

Progress Monitoring / Research Colloquium

Complete the required **Research Methodology** module

Start the Candidature

Every 15th of the Month

**Notification** of Assessment to **Supervisor**, **Programme Coordinator** and **HOS**

**3 months** (9th Month) and

**1 month** (11th Month) prior to

Proposal Defence

Submit/Upload all required documents to **Programme Coordinator**:

* Report Submission Form
* Report Proposal

**Programme Coordinator** check all the submitted documents.

1 day

4 weeks

Complete Document?

* Send documents to **TWO** **Examiners,** nominated by **HOS**.
* **Programme Coordinator** to arrange the presentation

Receive email and calendar invite from **Programme Coordinator** on the date of presentation

**Yes**

Receive Examiners’ Assessment Reports from **Programme Coordinator**

**No**

Resubmit documents

1 Week

Decision from Examiners

Reject

**(3 months from the date of PD)**

Accept with Major Corrections

**(6 months from the date of PD)**

Accept with Minor Corrections

**(3 months from the date of PD)**

Accept with No Correction

Proceed to Year 2

**Notification** of Resubmission

**(4 weeks before deadline)**

**Notification** of Resubmission to **Student**, **Supervisor/Examiner**(s) and **Chairperson**

**(4 weeks before deadline)**

**Programme Coordinator** arranges presentation.

**Programme Coordinator** receives revised report which approved by **Supervisor**

4 weeks

Examiner(s) approved needed?

Decision Meeting with **Examiner(s)**, **Chairperson**, **HOS** and **Programme Coordinator**

**Yes**

2 weeks

**No**

Sendto **HOS** for approval.

**Year 2 and 3**

Every 15th of the Month

1 day

Submit/Upload all required documents to **Programme Coordinator**:

* Report Submission Form
* Thesis Report

**Programme Coordinator** check all the submitted documents.

**Notification** of Assessment

**3 months** (9th Month) and **1 month** (11th Month) prior to the below assessments:

* Mid Candidature Defence (By end of 2nd Year)
* Work Completion Defence (By end of 3rd Year)

Receive Examiners’ Assessment Reports from Programme Coordinator

4 weeks

1 Week

Complete Document?

Resubmit documents

**Yes**

**No**

Receive email and calendar invite from **Programme Coordinator** on the date of presentation

* Send documents to **TWO** **Examiners**, nominted by **HOS**
* **Programme Coordinator** to arrange the presentation

Decision from Examiners

Accept with Revisions

**(3 months from the date of assessment)**

Reject

**(6 months from the date of assessment)**

Accept with No Correction

**Notification** of Resubmission to **Student**, **Supervisor/Examiner**(s) and **Chairperson**

**(4 weeks before deadline)**

**Notification** of Resubmission

**(3 months (3rd Month) and**

**1 month (5th Month)**

**before deadline)**

Proceed to next assessment

**Programme Coordinator** arranges the presentation.

**Programme Coordinator** receives revised report which approved by **Supervisor**

Decision Meeting with **Examiner(s)**, **Chairperson**, **HOS** and **Programme Coordinator**

Examiner(s) approved needed?

Sendto **HOS** for approval.

2 weeks

4 weeks

**Yes**

**No**