



School of Computing
Faculty of Engineering
Universiti Teknologi Malaysia

FINAL YEAR PROJECT 2 (PSM 2)
[SCSx 4134]

ACTIVITIES SCHEDULE (Semester 2 2018/2019)

Bil	Activity	Date	Week	Action
1.	a) Briefing PSM 2 by FC PSM Coordinator b) Student continues makes a report on PSM 2 progress by using the PSM Log Book (PSM.CU.01) from PSM 1	29/1/19	1	Student & FC PSM Coordinator
2.	List of Students and Supervisors with PSM 2 Titles is released by PSM 2 Coordinator for review (through e-Learning).	13/2/19	3	Student & PSM2 Coordinator
3.	<u>Project Progress Assessment (Phase 1)</u> <u>(Target: 40% Project Finish)</u> a) Student submits to the Supervisor: i. ONE copy of PSM2 Evaluation Form (PSM.AII.03) - Supervisor needs to fill up the Part Project Progress 1 only. Please also complete marks on PSM2 Online system (<i>*before deadline Wednesday of Week 6 before 11pm</i>) Along with b) Student submits Log Book to be revised by Supervisor: ii. PSM Log Book (PSM.CU.01)	3 - 6/3/19	6	Student & Supervisor
4.	a) Supervisor reports to the PSM2 Coordinator of their student(s) Phase 1 progress and if there is a need to issue a Warning Letter to student who failed to present their Phase 1 progress assessment. b) PSM2 Coordinator will issue Warning Letter if need be	4 - 7/3/19	6	Supervisor & PSM2 Coordinator
5.	Important: Deadline for Drop Subject If Not, E grade (Fail) will be given for an incomplete project)	27/3/19	9	Student
6.	<u>Project Progress Assessment (Phase 2)</u> <u>(Target: 70% Project Finish)</u> a) Student presents Phase 2 progress: i. Supervisor continues use the same previous PSM2 Evaluation Form (PSM.AII.03) and fill up the Part Project Progress 2 only. Please also complete marks on PSM2 Online system (<i>*before deadline Wednesday of Week 11 before 11pm</i>) ii. Revise student's PSM Log Book (PSM.CU.01)	7-10/4/19	11	Student & Supervisor
7.	a) Supervisor reports to the PSM2 Coordinator of their student(s) Phase 1 progress and if there is a need to issue a Warning Letter to student who failed to present their Phase 1 progress assessment.	8-11/4/19	11	Supervisor & PSM2 Coordinator

	b) PSM2 Coordinator will issue Warning Letter if need be			
8.	Student submits to Supervisor: i. ONE copy of Project Final Report Draft ii. ONE copy of Report Review and Approval Form Supervisor: i. Reviewing period of Project Final Report Draft by Supervisor ii. Submits the Report Review and Approval Form – (PSM.AII.02) – to the PSM2 Coordinator	18/4/19 21/4/19-24/4/19 25/4/19	12 13 13	Student, Supervisor, PSM2 Coordinator
9.	Report correction period for Student based on Supervisor's comments	24/4/19-30/4/19	14	Student
10.	Schedule for PSM 2 Project Presentation Seminar is released by the PSM 2 Coordinator	2/5/19	14	PSM2 Coordinator
11.	Student submit to the PSM2 Coordinator: i. THREE copies of Project Final Report a. Two for Examiners b. One for Supervisor ii. ONE copy of Report Submission Form - (PSM.CII.05) iii. THREE copies of PSM2 Evaluation Form - (PSM.AII.03) a. Two for Examiners b. One for Supervisor iv. ONE copy of Chairperson Comment Form - (PSM.CII.06) v. ONE copy of No Plagiarism Endorsement Form – (PSM.CII.11) vi. ONE copy of the PSM Log Book (PSM.CU.01) (for supervisor) <i>*Please make sure all forms are completed</i>	2/5/19	14	Student & PSM2 Coordinator
12.	PSM 2 PRESENTATION & DEMO The Examiners return the Chairperson Comment Form and Project Final Report to student. <i>*Students are advised to provide a copy of presentation slides to examiners.</i>	8&9/5/19	15	Student, PSM2 Coordinator, Examiners & Supervisor
13.	Examiners and Supervisors submit their PSM 2 Evaluation Forms to the PSM 2 Coordinator. <i>* Examiners and Supervisors are advised to complete marks on PSM2 Online system before the deadline</i>	12-15/5/19	16	Examiners, Supervisor, PSM2 Coordinator
14.	Student makes correction to their report based on comments from Examiner I and II and Supervisor. <i>However, the marks given by supervisor and examiners are based on presentation week (Week 16)</i> Student submit ONE copy of the revised Project Final Report for review and ONE copy of Report Correction and Resubmission Form to the : a) Examiners b) Supervisor Examiners and Supervisor: Review and sign-off on correction made by student on the Report Correction and Resubmission Form – (PSM.CII.07)	Until 26/5/19	16	Student, Supervisor & Examiners

15.	Student submits to the PSM2 Coordinator: - ONE copy of Report Correction and Resubmission Form – (PSM.CII.07) <i>* Please make sure all forms are completed and signed</i>	27/5/19	16	Student & PSM2 Coordinator
16.	<u>THESIS BINDING AND CD FORMAT SUBMISSION</u> refer “ Guidelines For CD Format and Thesis Hardbound ” (PSM web). <u>(Item 1) HARDBOUND THESIS & CDs:</u> a) Submission to the Academic Office: (Compulsory) i. ONE Hardbound Thesis ii. ONE copy of CD b) Submission to the PSM 2 Coordinator: (Compulsory) i. ONE copy of CD c) Submission to the Supervisor: (Compulsory) i. ONE Hardbound Thesis (if requested) ii. ONE copy of CD d) For Student copy (Optional): i. ONE Hardbound Thesis ii. ONE copy of CD <i>*PSM Rule: TS (Tak Selesai/Not Finish) grade will be set as a student’s grade if Hardbound Thesis is not submitted.</i>	29/5/19	18	Student, Supervisor, PSM2 Coordinator & Academic Office Clerk
	<u>(Item 2)</u> SHORT PAPER for FC Proceeding (Compulsory) Instruction: upload to all CDs and PSM2 e-learning			
	<u>(Item 3)</u> FYP POSTER (Compulsory) Instruction: upload to all CDs and PSM2 e-learning			
	<u>(Item 4)</u> Filled in Copyright Form (<i>in Softcopy in CD</i>)			
17.	PSM 2 Result Meeting a) Program Level b) School Level	29/5/19 30/5/19	18	Supervisor, Examiners & PSM Committee
18.	PSM2 Coordinator submit the finalized PSM2 Result to the a) Academic Office and b) PSM Coordinator	June 2019	19	PSM2 Coordinator
19.	The ICT Innovation and Exhibition (IDEAS) Competition for undergraduate best selected projects	To be updated.	19	IDEAS committee, SVs, selected student,
20.	Meeting of Senate’s Standing Committee on Examinations/Results of Semester I	Aug 2019		

**Please note that Revision Period is no longer a week for this semester.*

** All information including forms, calendar, lecturer’s expertise and etc can be downloaded from <http://comp.utm.my/psm>*

2018/2019 FC PSM Committee Organization Structure **

*** For any enquiries, you may contact the following PSM Coordinator*

Head of Committee: Ms. Hazinah Kutty Mammi (hazinah @ utm. my)

- a) **SCSR (Network & Security)**
 - 1) Ms. Hazinah Kutty Mammi (PSM1 – SCSR)
 - 2) Ms. Hazinah Kutty Mammi (PSM2 – SCSR)
- b) **SCSJ (Software Engineering)**
 - 1) Dr. Norsham Idris (PSM1- SCSJ)
 - 2) Dr. Ruhaidah Samsuddin (PSM2 – SCSJ)

- c) **SCSB (Bioinformatics)**
 - 3) **Dr. Zuraini Ali Shah (PSM1 – SCSB)**
 - 4) **Dr. Haslina Hashim (PSM2 – SCSB)**

- d) **SCSV (Graphics & Multimedia)**
 - 5) **Ms. Nor Anita Fairos Ismail (PSM1 – SCSV)**
 - 6) **Mr. Rosely Kumoi(PSM2 – SCSV)**

- e) **SCSP (Data Engineering)**

This department conducting 1 course: SCSP

 - 1) **Dr. Aryati Bakri (PSM1 – SCSP)**
 - 2) **Pn. Rozilawati Dollah (PSM2 – SCSP)**