



School of Computing  
Faculty of Engineering  
Universiti Teknologi Malaysia

**FINAL YEAR PROJECT 1 (PSM 1)**  
**[SCSx 3032]**

**ACTIVITIES SCHEDULE (Semester 2 2019/2020)**

	Activity	Date	Week	Actions
1.	<b>PSM1 Special Briefing</b> by FC PSM Coordinator 1) Student make a decision on which PSM Project Stream he/she wants to take as his/her research project: - <b>Choice 1: Research-based</b> stream - <b>Choice 2: System Development-based</b> stream 2) List of Lecturer and their expertise is released by PSM 1 coordinator	18/2/20	2	Student,  PSM1 Coordinator
2.	Student choose PSM 1 Project Supervisor.	9/2/20 – 20/2/20	1 - 2	Student, Lecturer /Supervisor
3.	Student Submit to PSM1 coordinator i) ONE copy of <b>Project Supervision Consent Form</b> (PSM.CI.02) ii) ONE filled up copy of <b>Project Proposal Form</b> (PSM.CI.03)	26/2/20	3	Student, Supervisor, PSM1Coordinator
4.	Project Proposal Interview	3/3/20	4	Student, PSM1Coordinator Examiners
5.	List of Interview Result will be released by PSM1 Coordinator	5/3/20	4	PSM1Coordinator
6.	<i>(Only for students who FAIL or PASSED WITH MAJOR CORRECTION – in the Phase 1)</i> a) Student submits to the Department Coordinator: i. ONE filled up of <b>Project Proposal Form</b> (PSM.CI.03) (Repeat) b) Project Proposal Interview (2 <sup>nd</sup> ) c) List of Interview Result is released (2 <sup>nd</sup> )	10/3/20  17/3/20 19/3/20	5  6 6	Student, PSM1Coordinator Examiners
7.	<b>Important:</b> Deadline for Drop Subject (If Not, E Grade (Fail) will be given for an incomplete project)	<b>2/4/20</b>	8	Student
8.	Student submits to Supervisor: i. ONE copy of <b>Project Proposal Report Submission Form</b> – (PSM.CI.05) ii. ONE copy of <b>Report Review and Approval Form</b> – (PSM.AI.02) Supervisor: i. Reviewing period of Project Proposal Report draft by Supervisor ii. Submit the <b>Report Review and Approval Form</b> – (PSM.AI.02) to the PSM1 Coordinator	26/4/20  3/5/20- 7/5/20  7/5/20	12  13 13	Student, Supervisor
9.	Report correction period for Student based on Supervisor's comments	Until 12/5/20	14	Student, Supervisor
10.	Student submits to the PSM1 Coordinator: i. THREE copies of <b>Project Proposal Report</b>	13/5/20	14	Student, PSM1Coordinator

	<ul style="list-style-type: none"> <li>a. Two for Examiners</li> <li>b. One for Supervisor</li> <li>ii. ONE copy of <b>Project Proposal Report Submission Form</b> - (PSM.CI.05)</li> <li>iii. THREE copies of <b>PSM1 Evaluation Form</b> - (PSM.BI.01) <ul style="list-style-type: none"> <li>a. Two for Examiners</li> <li>b. One for Supervisor</li> </ul> </li> <li>iv. ONE copy of <b>Chairperson Comment Form</b> – (PSM.CI.06)</li> <li>v. ONE copy of <b>No Plagiarism Endorsement Form</b> – (PSM.CI.08)</li> <li>vi. ONE copy of <b>PSM Log Book</b> – (PSM.CU.01) for Supervisor</li> <li>vii. <b>** ONE Report Review and Approval Form</b> – (PSM.AI.02) – <i>in case your SV have not submitted</i></li> </ul> <p><i>*Please make sure all forms are completed</i></p>			
11.	PSM 1 Presentation Schedule is released by PSM 1 Coordinator	14/5/20	14	PSM1Coordinator
12.	<b>PSM 1 PRESENTATION</b> After presentation, Examiners and Chairperson can discuss their comments regarding student's Project Proposal Report or his/her project. <i>*Students are advised to provide a copy of presentation slides to examiners.</i>	<b>17-19/5/20</b>	<b>15</b>	Student, PSM1Coordinator Supervisor, Examiners
13.	Examiners and Supervisors submit their <b>PSM 1 Evaluation Forms</b> ( <i>as stated in 18(i)</i> ) to the PSM 1 Coordinator	<b>21/5/20</b>	15	Examiners, Supervisor, PSM1Coordinator
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>	until 23/5/20	17	Student, Supervisor
15.	Student submits to the PSM 1 Coordinator: <ul style="list-style-type: none"> <li>- ONE copy of <b>Report Correction and Resubmission Form</b> – (PSM.CI.07)</li> <li>- ONE 2-minute reflection video on PSM1 – to be submitted to e-portfolio</li> </ul> <i>*Please note that without the PSM1.CI.07 form, marks may not be uploaded to system.</i>	3/6/20	17	Student, PSM1Coordinator
16.	PSM 1 Result Meeting <ul style="list-style-type: none"> <li>a) Department Level</li> <li>b) School Level</li> </ul>	7/6/20 11/6/20	18	Supervisor, Examiners & PSM1Coordinator PSM Committee
17.	PSM 1 Coordinator submits the finalized PSM1 Result to the a) Academic Office and b) PSM Coordinator	June 2020	19	PSM Coordinator
18.	Meeting of Senate's Standing Committee on Examinations/Results of Semester I	Aug 2020		
19.	Submission of a completed Project Proposal Report to the PSM 1 Coordinator ( <i>Only for students whom wish to propose for a new project proposal</i> )	Before first week of new semester		Student, PSM1Coordinator

*\*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 <https://engineering.utm.my/computing/psm/>*

Info:

**2019/2020 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) Dr. Md Sah Hj. Salam (PSM2 – SCSV)
- e) **SCSP (Data Engineering)**

This department conducting 1 course: SCSP

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