



School of Computing
Faculty of Engineering
Universiti Teknologi Malaysia

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

**Note: Changes are in blue shade.*

ACTIVITIES SCHEDULE (Semester 2 2019/2020) .ext

	Activity	Date	Week	Actions
1.	PSM1 Special Briefing by FC PSM Coordinator 1) Student make a decision on which PSM Project Stream he/she wants to take as his/her research project: - Choice 1: Research-based stream - Choice 2: System Development-based 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 Project Supervision Consent Form (PSM.CI.02) ii) ONE filled up copy of Project Proposal Form (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 Project Proposal Form (PSM.CI.03) (Repeat) b) Project Proposal Interview (2 nd) c) List of Interview Result is released (2 nd)	10/3/20 17/3/20 19/3/20	5 6 6	Student, PSM1Coordinator Examiners
7.	Important: Deadline for Drop Subject (If Not, E Grade (Fail) will be given for an incomplete project)	15/5/20		Student
8.	Student submits to Supervisor: i. ONE copy of Project Proposal Report Submission Form – (PSM.CI.05) ii. ONE copy of Report Review and Approval Form – (PSM.AI.02) Supervisor: i. Reviewing period of Project Proposal Report draft by Supervisor ii. Submit the Report Review and Approval Form – (PSM.AI.02) to the PSM1 Coordinator	19/7/20 19/7/20- 23/7/20 23/7/20		Student, Supervisor
9.	Report correction period for Student based on Supervisor's comments	Until 27/7/20		Student, Supervisor
10.	Student submits to the PSM1 Coordinator:			Student,

	<ul style="list-style-type: none"> i. THREE copies of Project Proposal Report <ul style="list-style-type: none"> a. Two for Examiners b. One for Supervisor ii. ONE copy of Project Proposal Report Submission Form - (PSM.CI.05) iii. THREE copies of PSM1 Evaluation Form - (PSM.BI.01) <ul style="list-style-type: none"> a. Two for Examiners b. One for Supervisor iv. ONE copy of Chairperson Comment Form – (PSM.CI.06) v. ONE copy of No Plagiarism Endorsement Form – (PSM.CI.08) vi. ONE copy of PSM Log Book – (PSM.CU.01) for Supervisor vii. ** ONE Report Review and Approval Form – (PSM.AI.02) – <i>in case your SV have not submitted</i> viii. ONE copy of Presentation video – do a presentation on video. <p>ONE cop*Please make sure all forms are completed</p>	29/7/20		PSM1Coordinator *Incomplete submission will not be accepted
11.	PSM 1 Presentation Schedule is released by PSM 1 Coordinator	1/8/20		PSM1Coordinator
12.	PSM 1 PRESENTATION 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>	3-6/8/20		Student, PSM1Coordinator Supervisor, Examiners
13.	Examiners and Supervisors submit their PSM 1 Evaluation Forms (as stated in 18(i)) to the PSM 1 Coordinator	9/8/20		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 12/8/20		Student, Supervisor
15.	Student submits to the PSM 1 Coordinator: <ul style="list-style-type: none"> - ONE copy of Report Correction and Resubmission Form – (PSM.CI.07) - ONE 2-minute reflection video on PSM1 – to be submitted to e-portfolio - TWO videos (submit to e-portfolio, and put link on elearning): <ul style="list-style-type: none"> o One presentation video o ONE 2-minute reflection video on PSM1 <i>*Please note that without the PSM1.CI.07 form, marks may not be uploaded to system.</i>	13/8/20		Student, PSM1Coordinator
16.	PSM 1 Result Meeting <ul style="list-style-type: none"> a) Department Level b) School Level 	Aug/Sept 2020		Supervisor, Examiners & PSM1Coordinator PSM Committee
17.	PSM 1 Coordinator submits the finalized PSM1 Result to the a) Academic Office and b) PSM Coordinator	Aug 2020		PSM Coordinator
18.	Meeting of Senate's Standing Committee on Examinations/Results of Semester I	Aug/Sept 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
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**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)