	School of Computing, Faculty of Engineering
UTM UNIVERSITI TEKNOLOGI MALAYSIA RESEARCH UNIVERSITY	**UNIVERSITI TEKNOLOGI MALAYSIA**

FINAL YEAR PROJECT 1 (PSM 1)
[SCSR/SCSR/SCSV/SCSD 3032 and SCSB 4042]

ACTIVITIES SCHEDULE (Semester 1 2018/2019)

	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	10/9/18	1	Student, PSM 1 Lecturer PSM1 Coordinator
2.	Student choose PSM 1 Project Supervisor.	10/9/18 – 19/9/18	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)	24/9/18	3	Student, Supervisor, PSM1Coordinator
4.	List of Supervisor is released by PSM 1 coordinator	25/9/18	3	PSM1Coordinator
5.	Project Proposal Interview	26/9/18	3	Student, PSM1Coordinator Examiners
6.	List of Interview Result will be released by PSM1 Coordinator	28/9/18	3	PSM1Coordinator
7.	(*Only for students who FAIL or PASSED WITH MAJOR CORRECTION – in the Phase 1*) a) Student submits to the Department Coordinator: i. ONE filled up of **Project Proposal Form** (PSM.CI.03) (Repeat) b) Project Proposal Interview (2nd) c) List of Interview Result is released (2nd)	1/10/18 3/10/18 4/10/18	4 4 4	Student, PSM1Coordinator
8.	**Important:** Deadline for Drop Subject (If Not, E Grade (Fail) will be given for an incomplete project)	**8/11/18**	9	Student
9.	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)	29/11/18	12	Student, Supervisor
10.	1) Reviewing period of Project Proposal Report draft by Supervisor 2) PSM 1 Coordinator prepares PSM 1 Presentation Schedule	30/11/18 - 5/12/18	13	Supervisor PSM1Coordinator

11.	Supervisor:
	  i. Submit the **Report Review and Approval Form** – (PSM.AI.02) to the Department Coordinator
	  iii. Return the corrected **Project Proposal Report Draft** to students for correction.
	  iv.
		5/12/18	13	Supervisor, PSM1Coordinator Student PSM1Coordinator

12.	<u>PSM 1 Presentation Schedule</u> is released by PSM 1 Coordinator	6/12/18	13	PSM1Coordinator
13.	Report correction period for Student based on Supervisor's comments	9/12/18 - 12/12/18	14	Student, Supervisor

14.	Student submits to the PSM1 Coordinator:
	  i. THREE copies of **Project Proposal Report**
	    a. Two for Examiners
	    b. One for Supervisor
	  ii. ONE copy of **Project Proposal Report Submission Form** - (PSM.CI.05)
	  iii. ONE copy of **PSM1 Evaluation Form** - (PSM.BI.01) for Supervisor
	  iv. TWO copies of **PSM1 Evaluation Form** - (PSM.BI.01) for Examiners
	    a. Two for Examiners
	  v. ONE copy of **Chairperson Comment Form** – (PSM.CI.06)
	  vi. ONE copy of **PSM Log Book** – (PSM.CU.01) for Supervisor
		12/12/18	14	Student, PSM1Coordinator

15.	**PSM 1 PRESENTATION** After presentation, Examiners and Chairperson can discuss their comments regarding student's Project Proposal Report or his/her project.	**17/12/18**	**15**	Student, PSM1Coordinator Supervisor, Examiners
16.	a) Examiners submit their **PSM 1 Evaluation Forms** *(as stated in 18(i))* to a PSM 1 Coordinator b) Supervisor submits the **PSM 1 Evaluation Form** *(as stated in 18(i))* to a PSM 1 Coordinator	19/12/18	15	Examiners, Supervisor, PSM1Coordinator
17.	Student makes correction to their report based on comments from Examiner I and II and Supervisor. *However, the marks given by supervisor and examiners are based on presentation week (Week 16)*	until 27/12/18	16	Student, Supervisor

18.	Student submits to the PSM 1 Coordinator:
	  - ONE copy of **Report Correction and Resubmission Form** – (PSM.CI.07)
	  - Collects the certified **PSM Log Book** – (PSM.CU.01) from a supervisor and continues use the log for reporting the PSM 2's progress.
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		31/12/19	17	Student, PSM1Coordinator

19.	PSM 1 Result Meeting a) Department Level b) Faculty Level	8/1/19 9/1/19	18	Supervisor, Examiners & PSM1Coordinator PSM Committee
20.	PSM 1 Coordinator submits the finalized PSM1 Result to the a) Academic Office and b) PSM Coordinator	Jan 2019	19	PSM Coordinator

21.	Meeting of Senate's Standing Committee on Examinations/Results of Semester I	Feb 2019		
22.	Submission of a completed Project Proposal Report to the PSM 1 Coordinator *(Only for students whom wish to propose for a new project proposal)*	Before 15/2/19		Student, PSM1Coordinator

*Week 16 is a Study Week

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

Info:

2018/2019 FC PSM Committee Organization Structure **
** For any enquiries, you may contact the following PSM Coordinator

Head of Committee: Dr. Siti Hajar Othman (hajar@utm.my)

a) **SCSR (Network & Security)**
   1) Ms. Hazinah Kutty Mammi (PSM2 and PSM 2 – 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 Fairus Ismail (PSM1 – SCSV)
   6) Mr. Razak Samingan (PSM2 – SCSV)

e) **SCSP (Data Engineering)**
   This department conducting 1 course: SCSP
   1) Dr. Aryati Bakri (PSM1 and PSM 2 – SCSP)