School of Computing
Faculty of Engineering
Universiti Teknologi Malaysia

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

ACTIVITIES SCHEDULE (Semester 2 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	29/1/19	1	Student, PSM1 Coordinator
2.	Student choose PSM 1 Project Supervisor.	27/1/19 – 10/2/19	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)	12/2/19	3	Student, Supervisor, PSM1Coordinator
4.	List of Supervisor is released by PSM 1 coordinator	21/2/19	4	PSM1Coordinator
5.	Project Proposal Interview	19/2/19	4	Student, PSM1Coordinator Examiners
6.	List of Interview Result will be released by PSM1 Coordinator	21/2/19	4	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)	24/2/19 26/2/19 27/2/19	5 4 4	Student, PSM1Coordinator Examiners
8.	**Important:** Deadline for Drop Subject (If Not, E Grade (Fail) will be given for an incomplete project)	**27/3/19**	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)
	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
		18/4/19
		
		21/4/19-24/4/19
		
		25/4/19
			12
			
			13
			
			13
				Student, Supervisor

By: FC FYP Committee 2018/2019 (http://comp.utm.my/psm)

10.	Report correction period for Student based on Supervisor's comments	24/4/19-30/4/19	14	Student, Supervisor
11.	PSM 1 Presentation Schedule is released by PSM 1 Coordinator	2/5/19	14	PSM1Coordinator

12.	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. THREE copies of **PSM1 Evaluation Form** - (PSM.BI.01)
	    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
	Please make sure all forms are completed
		2/5/19	14	Student, PSM1Coordinator

13.	**<u>PSM 1 PRESENTATION</u>** After presentation, Examiners and Chairperson can discuss their comments regarding student's Project Proposal Report or his/her project. *Students are advised to provide a copy of presentation slides to examiners.*	**5&7/5/19**	**15**	Student, PSM1Coordinator Supervisor, Examiners
14.	Examiners and Supervisors submit their **PSM 1 Evaluation Forms** *(as stated in 18(i))* to the PSM 1 Coordinator	**12-14/5/19**	15	Examiners, Supervisor, PSM1Coordinator
15.	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 23/5/19	17	Student, Supervisor

16.	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.
	Please note that without the PSM1.CI.07 form, marks may not be uploaded to system.
		23/5/19	17	Student, PSM1Coordinator

17.	PSM 1 Result Meeting a) Department Level b) School Level	27/5/19 28/5/19	18	Supervisor, Examiners & PSM1Coordinator PSM Committee
18.	PSM 1 Coordinator submits the finalized PSM1 Result to the a) Academic Office and b) PSM Coordinator	June 2019	19	PSM Coordinator
19.	Meeting of Senate's Standing Committee on Examinations/Results of Semester I	Aug 2019		
20.	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 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 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: 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)