Guideline for report and video submission for PSM.

PART A: SUBMISSION FOR ASSESSMENT

FOR STUDENTS

1. Your JKPSM will give you a link to a folder in GDrive, and also a link on e-learning.
2. In GDrive:
   a. Find the folder with your name.
   b. In that folder :
      i. Upload your full report.
      ii. Upload the video(s): in a YouTube video link.
      iii. Create another folder named FORMS. In this folder, you will upload all PSM required forms (forms must be signed by SV).
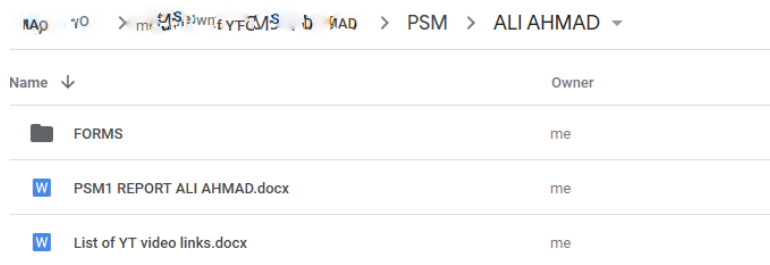

Figure 1: How the content of your folder will look like.

3. The list of forms and videos to submit are as listed in PSM Calendar.
4. For forms, please complete everything and pass to your SV to endorse. *Make sure you have a checklist to tick all the forms that are complete.* Incomplete forms means no presentation.
5. Submission **MUST FOLLOW** date and time set by JKPSM. **<u>Late submission means you cannot present</u>**.
   a. Latest for PSM1 is 5pm (server time), 5 August 2020.
   b. Latest for PSM2 is 5pm (server time), 12 August 2020.
   c. This is to ensure that presentation schedule can be created and published on time.
6. **Students MUST also submit forms, report and YT link to elearning. Zip all these files and submit to the link provided.**
7. ****NOTE: For videos, the content is most important. You don't have to show your face, but make sure that you do the video and it is complete.**

FOR SUPERVISORS

1. Please make sure to go through the list of forms that is required for submission and check your student's forms.
2. Please also put your signature unto the forms.

PART B: PRESENTATION AND EVALUATION

FOR STUDENTS

1. Your JKPSM will give you a link to the virtual room for your presentation. It will be either WA, Webex, Google Meet or Zoom. Please be alert and ready on the day. Dress appropriately.
2. Join the room. If another presentation is currently going on, wait patiently and quietly until you are called.
3. Please be ready to present (and demo for PSM2) if required by the evaluators.
4. Evaluators have watched your presentation (and demo) videos, but if they want a real time presentation or demo, you MUST be ready for that.
5. You may have to ready two devices: notebook for demo, phone for communication.
6. *Advice: Make sure your videos are very clear and show everything important about your project*.

PART C: FINAL CORRECTED SUBMISSION

FOR STUDENTS

1. After assessment, you are to correct your thesis as required. This correction may be simple mistakes or addition, or it may be more complex correction and addition.
2. Your correction MUST be reviewed and approved by your Supervisor (and evaluator if required), before final submission.
3. PSM1:
   a. Your JKPSM will give you a link to a folder in GDrive, and also a link on e-learning.
   b. Upload the corrected version, along with the forms here. Please upload both pdf and word doc versions.

  c. In GDrive:
    i. Find the folder with your name.
    ii. In that folder :
      1. Upload your full report.
      2. Create another folder named FORMS. In this folder, you will upload all PSM required forms
      3. Please make sure to submit to the correct folder.

4. PSM2:
  a. Your JKPSM will give you a link to a folder in GDrive, and also a link on e-learning.
  b. Upload the corrected version, along with the forms here. Please upload both pdf and word doc versions.
  c. In GDrive:
    i. Find the folder with your name.
    ii. In that folder :
      1. Upload your full report, short paper and project poster.
      2. Create another folder named FORMS. In this folder, you will upload all PSM required forms
      3. Do check the checklist for submission (available on PSM website)
      4. Please make sure to submit to the correct folder.
  d. Hardbound is not required (ONLY FOR STUDENTS UNDERTAKING PSM2 ON SEMESTER 2 SESSION 20192020).*
    i. Students are required, however, to ensure that the final report uploaded follows thesis guidelines.
    ii. * - Please do note that University Management may change this. But for now, please focus upon the presentation.