

## FYP Planner for Part 1 & Part 2 Students (v1)

Timeline	FYP Part-I	FYP Part-II
<b>Three weeks before the start of trimester</b> (For special cases with less than three weeks, discuss with your FYP coordinator)	<ul style="list-style-type: none"> <li>➤ Students who wish to propose their own project titles must liaise with a staff member for supervision and propose their titles (using the '<a href="#">Template for FYP title proposal by students</a>' form) to the respective FYP coordinator <u>for approval</u> three weeks before the start of trimester.</li> </ul>	
<b>One week before the start of trimester</b>	<ul style="list-style-type: none"> <li>➤ Find the <a href="#">list of approved FYP titles</a> on the FYP website (one week before the start of trimester)</li> </ul>	
<b>Week 1</b>	<ul style="list-style-type: none"> <li>➤ Understand the <a href="#">FYP rules and regulations</a></li> <li>➤ Understand the <a href="#">Procedure for the title registration</a> given on the FYP website. <ul style="list-style-type: none"> <li>○ Monday to Tuesday of week-1: Meet with the supervisors to discuss/understand the project scope</li> <li>○ Wednesday of week-1: Supervisors will inform students of the selection offer/results</li> <li>○ Thursday &amp; Friday of week-1: Fill up the Title Registration Form (available on the FYP Website) once the project title is confirmed and find the supervisor(s) to get their approval</li> </ul> </li> <li>➤ Download the list of <a href="#">FYP titles</a> from FYP website</li> <li>➤ Download the '<a href="#">Title Registration Form</a>' from FYP website</li> <li>➤ Select an FYP title and discuss with the respective supervisor. If the supervisor agrees, complete the 'Title Registration Form' and submit one copy to the supervisor and the original form to the FYP coordinator. Students are required to keep one copy for their reference.</li> <li>➤ If there is a co-supervisor for the project, then a copy of the form must be submitted to the co-supervisor</li> <li>➤ <a href="#">Attend the FYP briefing organized by the department</a></li> </ul> <p>If you have any issues with the title registration, discuss with your FYP coordinator</p>	<ul style="list-style-type: none"> <li>➤ Attend the FYP briefing organized by the department.</li> <li>➤ Ensure that you have registered for the FYP.</li> <li>➤ Discuss with the supervisors on the FYP planning for the trimester and work under their direction.</li> <li>➤ Discuss with the supervisors and schedule your regular meetings with the supervisors. You must follow the schedule strictly.</li> <li>➤ Register for the 'Information Skill Programme' (if necessary)</li> <li>➤ <b>Special Requirements (by supervisors):</b> All supervisors whose projects have special requirements such as special venues, rooftop access, and special limited-access equipment must liaise with the Sungai Long Campus Administration Director, Dr. Tan Kee Kong (tankk@utar.edu.my) to ensure the timely completion of their projects. <b>For more information, discuss with your supervisors.</b></li> <li>➤ <b>UTAR Research Ethics (by supervisors):</b> SoP and Form for researcher/student to conduct survey: The application for ethical approval for Final Year Projects (FYP) involving human subjects or animals for student's project shall be treated as a group application and as such, approval shall be granted for the whole group (for the names listed in the <a href="#">summary form</a>) instead of each application. Please provide the info as required in the <a href="#">summary form</a>. Also, please be informed that all submissions for ethical approval should be accompanied with the <b>questionnaire/interview questions</b></li> </ul>
<b>By Week 1 (Friday)</b>	<ul style="list-style-type: none"> <li>➤ Ensure that you have registered for the FYP</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Discuss with the supervisors on the FYP planning for the trimester and work under their direction</li> <li>➤ Discuss with the supervisors and schedule your regular meetings with the supervisors. You must follow the schedule strictly.</li> <li>➤ Register for the 'Information Skill Programme'</li> <li>➤ <b>Special Requirements (by supervisors):</b> All supervisors whose projects have special requirements such as special venues, rooftop access, and special limited-access equipment must liaise with the Sungai Long Campus Administration Director, Dr. Tan Kee Kong (tankk@utar.edu.my) to ensure the timely completion of their projects. <b>For more information, discuss with your supervisors.</b></li> <li>➤ <b>UTAR Research Ethics (by supervisors):</b> SoP and Form for researcher/student to conduct survey: The application for ethical approval for Final Year Projects (FYP) involving human subjects or animals for student's project shall be treated as a group application and as such, approval shall be granted for the whole group (for the names listed in the <b>summary form</b>) instead of each application. Please provide the info as required in the <b>summary form</b>. Also, please be informed that all submissions for ethical approval should be accompanied with the <b>questionnaire/interview questions that the students will be using in their research</b>. Application for ethical approval can be submitted at any time of the month. Declaration section is to be signed by the HoD and recommended by the Dean. <b>If the FYP involving human subjects or animals is to be conducted in the laboratories, please submit a copy of the approved ethical clearance form to the respective lab staff.</b> For more information, discuss with your supervisors.</li> <li>➤ <b>Letter of undertaking and indemnity (by students):</b> Students whose FYP tasks require <u>external involvement such as external visits</u> for sample collection, testing, survey, and external meetings have to submit the completed <b>letter of undertaking and indemnity</b> to Deputy Dean (Student Development &amp; Industrial Training). It is also required to submit 1 copy of the</li> </ul>	<p><b>that the students will be using in their research.</b> Application for ethical approval can be submitted at any time of the month. Declaration section is to be signed by the HoD and recommended by the Dean. <b>If the FYP involving human subjects or animals is to be conducted in the laboratories, please submit a copy of the approved ethical clearance form to the respective lab staff.</b> For more information, discuss with your supervisors.</p> <ul style="list-style-type: none"> <li>➤ <b>Letter of undertaking and indemnity (by students):</b> Students whose FYP tasks require <u>external involvement such as external visits</u> for sample collection, testing, survey, and external meetings have to submit the completed <b>letter of undertaking and indemnity</b> to Deputy Dean (Student Development &amp; Industrial Training). It is also required to submit 1 copy of the signed form (after HoD signed the form) to the respective FYP coordinator.</li> <li>➤ <b>Application for External FYP attachment (by supervisors):</b> For any FYP attachment with external institutions/ organizations, <b>an application letter</b> must be submitted by the supervisors together with: <ul style="list-style-type: none"> <li>○ the completed '<b>Letter of undertaking and indemnity (by students)</b>', and</li> <li>○ the letter of acceptance from the collaborator</li> </ul> to the Deputy Dean (Student Development &amp; Industrial Training). It is also required to submit 1 copy of the signed form (after HoD signed the form) to the respective FYP coordinator. For more information, discuss with your supervisors</li> </ul>
--	--	--

	<p>signed form (after HoD signed the form) to the respective FYP coordinator.</p> <ul style="list-style-type: none"> <li>➤ <b>Application for External FYP attachment (by supervisors):</b> For any FYP attachment with external institutions/ organizations, <a href="#">an application letter</a> must be submitted by the supervisors together with: <ul style="list-style-type: none"> <li>○ the completed '<a href="#">Letter of undertaking and indemnity (by students)</a>', and</li> <li>○ the letter of acceptance from the collaborator</li> </ul> </li> </ul> <p>to the Deputy Dean (Student Development &amp; Industrial Training). It is also required to submit 1 copy of the signed form (after HoD signed the form) to the respective FYP coordinator. For more information, discuss with your supervisors.</p>	
<b>Week 2 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit '<b>FYP log book</b>' to the supervisor</li> <li>➤ Attend the 'Information Skill Programme' conducted by the library</li> </ul>	
<b>Week 4 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit 'FYP log book' to the supervisor</li> </ul>	
<b>Week 6 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ **Submit 'FYP log book' to the supervisor</li> </ul>	
<b>Week 8 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit 'FYP log book' to the supervisor</li> </ul>	
<b>Week 10 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit 'FYP log book' to the supervisor</li> </ul>	
<b>Week 11 (Fri)</b>		<ul style="list-style-type: none"> <li>➤ Submission of FYP posters (softcopy: pdf version and editable version) to the supervisor</li> </ul>
<b>Week 12 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ **Submit 'FYP log book' to the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>➤ **Submit 'FYP log book' to the supervisor</li> <li>➤ The announcement of shortlisted posters by the special review committee</li> </ul>
<b>Week 13 or Week 14</b>		<ul style="list-style-type: none"> <li>➤ FYP competition &amp; Industry interaction Day</li> <li>➤ It is <b>compulsory</b> for all FYP part-2 students to participate in the 'FYP competition and Industry interaction' Day (attendance will be taken)</li> <li>➤ On the 'FYP competition and Industry interaction' Day, all FYP part-2 students are required to: <ol style="list-style-type: none"> <li>1. write the summary of any three short-listed posters using the '<b>Summary of FYP Posters</b>' template provided on the FYP website, and</li> <li>2. get it acknowledged by the FYP committee during the event.</li> </ol> </li> <li>➤ <b>Those who cannot participate in the event due to medical conditions etc. must:</b></li> </ul>

		<ol style="list-style-type: none"> <li>1. inform the FYP coordinator prior to the event with appropriate justifications</li> <li>2. write the summary of any 3 short-listed posters (by referring to the short-listed posters uploaded online) using the '<b>Summary of FYP Posters</b>' template provided on the FYP website,</li> <li>3. submit the MC (if medical conditions) or other appropriate documents to the FYP coordinator and get the 'Summary of FYP Posters' acknowledged</li> </ol> <p>➤ Get the 'Summary of FYP Posters' (that has been acknowledged by the FYPC) verified by your FYP supervisor and then submit to the laboratory during the Final FYP submissions ('Summary of FYP Posters' is a compulsory document for the Final FYP submissions to the lab).</p> <p><b>Note:</b> <b>Penalties:</b></p> <p>(i) <b>Absenteeism</b> for the Poster competition event without any appropriate supporting documents (such as a medical report from the government hospital, or a designated doctor or a report from the district officer or police officer or authorized government officer concerned if the absence is due to compassionate reasons), the Special Case Review panel is entitled to reduce the marks in the 'Poster criteria' to ZERO.</p> <p>(ii) <b>No submission</b> of the 'Summary of Posters' within the stipulated date/time, the Special Case Review panel is entitled to reduce the marks in the 'Poster criteria' to ZERO.</p>
<p><b>By Week 13</b></p>	<ul style="list-style-type: none"> <li>➤ Prepare FYP progress report using the <b>report writing guidelines</b> provided.</li> <li>➤ Check the originality of FYP report using the Turnitin. Ensure a similarity of <math>\leq 20\%</math>, <math>&lt; 3\%</math> matching of individual sources and <math>&lt; 8</math> words of matching texts in continuous blocks.</li> <li>➤ Print the similarity report from Turnitin.</li> <li>➤ If the parameters of originality are not within the limits approved by UTAR, the report shall be sent to a special panel for plagiarism, and the student will be called to attend an inquiry before the panel.</li> <li>➤ Download the '<b>Supervisor's Comment on Originality Report</b>' form and get it signed by the supervisors.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Parameters of originality required and limits approved by UTAR are as follows:</p> <p>(i) <b>Overall similarity index is 20% and below</b> (see examples in Appendix A), and</p> <p>(ii) Matching of individual sources listed (see examples in Appendix B)</p> <p>(a) must be <b>less than 1% each</b> (for thesis/dissertation/project report of postgraduate programmes),</p> <p>(b) <b>must be less than 3% each</b> (for Final Year Project report of undergraduate programmes), and</p> <p><b>(iii) Matching texts in continuous block must not exceed 8 words</b></p> <p><i>Note: Parameters (i) – (ii) shall exclude quotes, bibliography and text matches which are less than 8 words.</i></p> </div>	<ul style="list-style-type: none"> <li>➤ Prepare FYP final report using the <b>report writing guidelines</b> provided.</li> <li>➤ Check the originality of FYP report using the Turnitin. Ensure a similarity of <math>\leq 20\%</math>, <math>&lt; 3\%</math> matching of individual sources and <math>&lt; 8</math> words of matching texts in continuous blocks.</li> <li>➤ Print the similarity report from Turnitin.</li> <li>➤ If the parameters of originality are not within the limits approved by UTAR, the report shall be sent to a special panel for plagiarism, and the student will be called to attend an inquiry before the panel.</li> <li>➤ Download the '<b>Supervisor's Comment on Originality Report</b>' form and get it signed by the supervisors.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Parameters of originality required and limits approved by UTAR are as follows:</p> <p>(i) <b>Overall similarity index is 20% and below</b> (see examples in Appendix A), and</p> <p>(ii) Matching of individual sources listed (see examples in Appendix B)</p> <p>(a) must be <b>less than 1% each</b> (for thesis/dissertation/project report of postgraduate programmes),</p> <p>(b) <b>must be less than 3% each</b> (for Final Year Project report of undergraduate programmes), and</p> <p><b>(iii) Matching texts in continuous block must not exceed 8 words</b></p> <p><i>Note: Parameters (i) – (ii) shall exclude quotes, bibliography and text matches which are less than 8 words.</i></p> </div>

<p><b>Week 14 (Mon)</b></p> <p>(Incomplete submissions are NOT allowed)</p>	<ul style="list-style-type: none"> <li>➤ FYP submission (Monday, week-14, by 4.00pm):             <ol style="list-style-type: none"> <li>1. Progress Report – 1 copy (discuss with the supervisor and print either single or double sided)</li> <li>2. TURNITIN report with ≤ 20% similarity, and &lt; 3% matching of individual sources</li> <li>3. <b>'Supervisor's Comment on Originality Report</b> Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form</li> <li>4. Ensure that FYP log book is submitted to the supervisor</li> </ol> </li> <li>➤ A penalty applies for late submission             <ul style="list-style-type: none"> <li>• Late submission after 4 pm, Week 14 Monday: <b>deduction of 5 marks from the final marks</b></li> <li>• No submission after 4 pm, Week 14 Wednesday: <b>FAIL (Grade F)</b></li> </ul> </li> </ul> <p>Report submission venues:  <a href="http://fes.utar.edu.my/current-students/fyp/submission-venues/">(http://fes.utar.edu.my/current-students/fyp/submission-venues/)</a></p>	<ul style="list-style-type: none"> <li>➤ FYP Submission (Monday, week-14, by 4.00pm):             <ol style="list-style-type: none"> <li>1. Final Report – 2 copies (discuss with the supervisor and print either single or double sided)</li> <li>2. TURNITIN report with ≤ 20% similarity and &lt; 3% matching of individual sources</li> <li>3. Supervisor's Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form.</li> <li>4. Ensure that FYP log book is submitted to the supervisor</li> </ol> </li> <li>➤ A penalty applies for late submission             <ul style="list-style-type: none"> <li>• Late submission after 4 pm, Week 14 Monday: <b>deduction of 5 marks from the final marks.</b></li> <li>• No submission after 4 pm, Week 14 Wednesday: <b>FAIL (Grade F).</b></li> </ul> </li> </ul> <p>Report submission venues:  <a href="http://fes.utar.edu.my/current-students/fyp/submission-venues/">(http://fes.utar.edu.my/current-students/fyp/submission-venues/)</a></p>
<p><b>Week 14</b></p>	<ul style="list-style-type: none"> <li>➤ Oral presentation by students (The <b>Oral presentation schedule will be uploaded in week 13/14</b>)</li> <li>➤ Submission of the hardcopy of FYP presentation slides during the oral presentation (2 copies: 1 to the supervisor and 1 to the moderator)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Oral presentations by students (The <b>Oral presentation schedule will be uploaded in week 13/14</b>)</li> <li>➤ Submission of the hardcopy of FYP presentation slides during the oral presentation (2 copies: 1 to the supervisor and 1 to the moderator)</li> </ul>
<p><b>By Week 15 (Friday)</b></p>	<ul style="list-style-type: none"> <li>➤ Collection of commented/marked report from the supervisor for making corrections</li> </ul>	<ul style="list-style-type: none"> <li>➤ Collection of commented/marked reports from the supervisor and moderator for making the required corrections</li> </ul>
<p><b>Week 17 (Mon)</b></p> <p>(Incomplete submissions are NOT allowed)</p>	<ul style="list-style-type: none"> <li>➤ Submission of commented/marked progress report to the lab.</li> <li>➤ A penalty applies for late submission             <ul style="list-style-type: none"> <li>• Late submission after 4 pm, Week 17 Monday: <b>deduction of 5 marks from the final marks</b></li> <li>• No submission after 4 pm, Week 17 Wednesday: <b>FAIL (Grade F)</b></li> </ul> </li> </ul> <p>Report submission venues:  <a href="http://fes.utar.edu.my/current-students/fyp/submission-venues/">(http://fes.utar.edu.my/current-students/fyp/submission-venues/)</a></p>	<ul style="list-style-type: none"> <li>➤ Final FYP submission:             <ol style="list-style-type: none"> <li>1. Final Corrected Report (softbound): 1 copy</li> <li>2. Softcopy of the report in CD</li> <li>3. Turnitin originality report with ≤ 20% similarity and &lt; 3% matching of individual sources</li> <li>4. 'Supervisor's Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form</li> <li>5. <b>Permission Sheet</b></li> <li>6. <b>'Summary of FYP Posters' acknowledged by the FYPC and verified by the supervisor</b></li> <li>7. Commented / Marked final reports (2 copies)</li> <li>8. Lab declaration form (including claim forms, loan / reimbursement items): Refer to <b>DLMSA for more details/guidelines</b>  <a href="http://fes.utar.edu.my/current-students/fyp/reimbursement-requisition-procedures/">(http://fes.utar.edu.my/current-students/fyp/reimbursement-requisition-procedures/)</a></li> </ol> </li> <li>➤ A penalty applies for late submission.</li> </ul>

		<ol style="list-style-type: none"> <li>1. Late submission after 4 pm, Week 17 Monday: <b>deduction of 5 marks from the final marks.</b></li> <li>2. No submission after 4 pm, Week 17 Wednesday: <b>FAIL (Grade F)</b></li> </ol> <p>Report submission venues:  <a href="http://fes.utar.edu.my/current-students/fyp/submission-venues/">(http://fes.utar.edu.my/current-students/fyp/submission-venues/)</a></p>
--	--	---

\*students are responsible to keep the FYP log book copy. For unsatisfactory performance, supervisors are encouraged to make a copy of the log book to keep a record.

Please take note that in the case of any discrepancies between announcements and guidelines, the announcements shall prevail.

If the FYP involving human subjects or animals is to be conducted in the laboratories, please submit a copy of the approved ethical clearance form to the respective lab staff.

If you face any problems with the FYP course registration or withdrawal, meet with your FYP coordinator or Dr. Stella Morris or FGO.

- Incomplete submissions to the laboratories are NOT allowed
- If you face any issues with your FYP, discuss with your FYP coordinator or the FYPC head, Dr. Stella Morris

Failure to abide by the rules and regulations  
set by LKCFES/UTAR will  
invoke a disciplinary action after an inquiry by a panel