

FYP Planner for Part-I & Part-II Students

Timeline	FYP Part-I	FYP Part-II
Three weeks before the start of trimester (For special cases with less than three weeks, discuss with your FYP coordinator)	<ul style="list-style-type: none"> ➤ Students who wish to propose their own project titles must liaise with a staff member for supervision and propose their titles (using the 'Template for FYP title proposal by students' form) to the respective FYP coordinator <u>for approval</u> three weeks before the start of trimester. 	
One week before the start of trimester	<ul style="list-style-type: none"> ➤ Find the list of approved FYP titles on the FYP website (one week before the start of trimester) 	
Week 1	<ul style="list-style-type: none"> ➤ Understand the FYP rules and regulations ➤ Download the list of FYP titles from FYP website ➤ Download the 'Title Registration Form' from FYP website ➤ Select a 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. ➤ If there is a co-supervisor for the project, then a copy of the form must be submitted to the co-supervisor ➤ Attend the FYP briefing organized by the department <p>If you have any issues with the title registration, discuss with your FYP coordinator</p>	<ul style="list-style-type: none"> ➤ Attend the FYP briefing organized by the department. ➤ Ensure that you have registered for the FYP. ➤ Discuss with the supervisors on the FYP planning for the trimester and work under their direction. ➤ Discuss with the supervisors and schedule your regular meetings with the supervisors. You must follow the schedule strictly.
By Week 1 (Friday)	<ul style="list-style-type: none"> ➤ Ensure that you have registered for the FYP ➤ Discuss with the supervisors on the FYP planning for the trimester and work under their direction ➤ Discuss with the supervisors and schedule your regular meetings with the supervisors. You must follow the schedule strictly. 	
Week 2 (Fri)	<ul style="list-style-type: none"> ➤ *Submit 'FYP log book' to the supervisor 	
Week 4 (Fri)	<ul style="list-style-type: none"> ➤ *Submit 'FYP log book' to the supervisor 	
Week 6 (Fri)	<ul style="list-style-type: none"> ➤ **Submit 'FYP log book' to the supervisor 	
Week 8 (Fri)	<ul style="list-style-type: none"> ➤ *Submit 'FYP log book' to the supervisor 	
Week 10 (Fri)	<ul style="list-style-type: none"> ➤ *Submit 'FYP log book' to the supervisor 	

Week 11 (Fri)		<ul style="list-style-type: none"> ➤ Submission of FYP posters (softcopy: pdf version and editable version) to the supervisor
Week 12 (Fri)	<ul style="list-style-type: none"> ➤ **Submit 'FYP log book' to the supervisor 	<ul style="list-style-type: none"> ➤ **Submit 'FYP log book' to the supervisor ➤ Announcement of shortlisted posters by the special review committee
Week 13 (Wed)		<ul style="list-style-type: none"> ➤ FYP poster competition
By Week 13	<ul style="list-style-type: none"> ➤ Prepare FYP progress report using the report writing guidelines provided. ➤ Check the originality of FYP report using the Turnitin. Ensure a similarity of $\leq 20\%$, $< 3\%$ matching of individual sources and < 8 words of matching texts in continuous blocks. ➤ Print the similarity report from Turnitin. ➤ If the parameters of originality are not within the limits approved by UTAR, the students will not be allowed to submit their FYP Progress Report and will be considered as incomplete FYP submission. ➤ Download the 'Supervisor's Comment on Originality Report' form and get it signed by the supervisors. <div data-bbox="418 1010 889 1255" 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) Overall similarity index is 20% and below (see examples in Appendix A), and</p> <p>(ii) Matching of individual sources listed (see examples in Appendix B)</p> <p>(a) must be less than 1% each (for thesis/dissertation/project report of postgraduate programmes),</p> <p>(b) must be less than 3% each (for Final Year Project report of undergraduate programmes), and</p> <p>(iii) Matching texts in continuous block must not exceed 8 words</p> <p>Note: Parameters (i) – (ii) shall exclude quotes, bibliography and text matches which are less than 8 words.</p> </div>	<ul style="list-style-type: none"> ➤ Prepare FYP final report using the report writing guidelines provided. ➤ Check the originality of FYP report using the Turnitin. Ensure a similarity of $\leq 20\%$, $< 3\%$ matching of individual sources and < 8 words of matching texts in continuous blocks. ➤ Print the similarity report from Turnitin. ➤ If the parameters of originality are not within the limits approved by UTAR, the students will not be allowed to submit their FYP Progress Report and will be considered as incomplete FYP submission. ➤ Download the 'Supervisor's Comment on Originality Report' form and get it signed by the supervisors. <div data-bbox="951 1010 1422 1255" 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) Overall similarity index is 20% and below (see examples in Appendix A), and</p> <p>(ii) Matching of individual sources listed (see examples in Appendix B)</p> <p>(a) must be less than 1% each (for thesis/dissertation/project report of postgraduate programmes),</p> <p>(b) must be less than 3% each (for Final Year Project report of undergraduate programmes), and</p> <p>(iii) Matching texts in continuous block must not exceed 8 words</p> <p>Note: Parameters (i) – (ii) shall exclude quotes, bibliography and text matches which are less than 8 words.</p> </div>
Week 14 (Mon)	<ul style="list-style-type: none"> ➤ FYP submission (Monday, week-14, by 4.00pm): <ol style="list-style-type: none"> 1. Progress Report – 1 copy 2. TURNITIN report with $\leq 20\%$ similarity, and $< 3\%$ matching of individual sources 3. 'Supervisor's Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form 4. Ensure that FYP log book is submitted to the supervisor ➤ Penalty applies for late submission <ul style="list-style-type: none"> • Late or incomplete submission after 4 pm, Week 14 Monday: deduction of 5 marks from the final marks • No or incomplete submission after 4 pm, Week 14 Wednesday: FAIL (Grade F) 	<ul style="list-style-type: none"> ➤ FYP Submission (Monday, week-14, by 4.00pm): <ol style="list-style-type: none"> 1. Final Report – 2 copies 2. TURNITIN report with $\leq 20\%$ similarity and $< 3\%$ matching of individual sources 3. Supervisor's Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form. 4. Ensure that FYP log book is submitted to the supervisor ➤ Penalty applies for late submission <ul style="list-style-type: none"> • Late or incomplete submission after 4 pm, Week 14 Monday: deduction of 5 marks from the final marks. • No or incomplete submission after 4 pm, Week 14 Wednesday: FAIL (Grade F).

	<p>Report submission venues: (http://fes.utar.edu.my/current-students/fyp/submission-venues/)</p>	<p>Report submission venues: (http://fes.utar.edu.my/current-students/fyp/submission-venues/)</p>
Week 14	<ul style="list-style-type: none"> ➤ Oral presentation by students (Refer to the Oral presentation schedule in week 13/14) ➤ Submission of the hardcopy of FYP presentation slides during oral presentation (2 copies: 1 to the supervisor and 1 to the moderator) 	<ul style="list-style-type: none"> ➤ Oral presentations by students (Refer to the Oral presentation schedule in week 13/14) ➤ Submission of the hardcopy of FYP presentation slides during oral presentation (2 copies: 1 to the supervisor and 1 to the moderator)
By Week 15 (Friday)	<ul style="list-style-type: none"> ➤ Collection of commented/marked report from the supervisor for making corrections 	<ul style="list-style-type: none"> ➤ Collection of commented / marked reports from the supervisor and moderator for making the required corrections
Week 17 (Mon)	<ul style="list-style-type: none"> ➤ Submission of commented / marked progress report to the lab. ➤ Penalty applies for late submission <ul style="list-style-type: none"> • Late or incomplete submission after 4 pm, Week 17 Monday: deduction of 5 marks from the final marks • No or incomplete submission after 4 pm, Week 17 Wednesday: FAIL (Grade F) <p>Report submission venues: (http://fes.utar.edu.my/current-students/fyp/submission-venues/)</p>	<ul style="list-style-type: none"> ➤ Final FYP submission: <ol style="list-style-type: none"> 1. Final Corrected Report (softbound): 1 copy 2. Softcopy of the report in CD 3. Turnitin originality report with ≤ 20% similarity and < 3% matching of individual sources 4. 'Supervisor's Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form 5. Permission Sheet 6. Commented / Marked final reports (2 copies) 7. Lab declaration form (including claim forms, loan / reimbursement items): Refer to DLMSA for more details/guidelines (http://fes.utar.edu.my/current-students/fyp/reimbursement-requisition-procedures/) ➤ Penalty applies for late submission. <ul style="list-style-type: none"> • Late or incomplete submission after 4 pm, Week 17 Monday: deduction of 5 marks from the final marks. • No or incomplete submission after 4 pm, Week 17 Wednesday: FAIL (Grade F) <p>Report submission venues: (http://fes.utar.edu.my/current-students/fyp/submission-venues/)</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.