

## FYP Planner for Part-I & Part-II Students

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 'Template for FYP title proposal by students' form) to the respective FYP coordinator for approval 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 <b>list of approved FYP titles</b> 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 <b>FYP rules and regulations</b></li> <li>➤ Download the list of <b>FYP titles</b> from FYP website</li> <li>➤ Download the '<b>Title Registration Form</b>' 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>➤ <b>Attend the FYP briefing organized by the department</b></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> </ul>
<b>By Week 1 (Friday)</b>	<ul style="list-style-type: none"> <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> </ul>	
<b>Week 2 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit '<b>FYP log book</b>' to the supervisor</li> </ul>	
<b>Week 4 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit '<b>FYP log book</b>' to the supervisor</li> </ul>	
<b>Week 6 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ **Submit '<b>FYP log book</b>' to the supervisor</li> </ul>	
<b>Week 8 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit '<b>FYP log book</b>' to the supervisor</li> </ul>	
<b>Week 10 (Fri)</b>	<ul style="list-style-type: none"> <li>➤ *Submit '<b>FYP log book</b>' to the supervisor</li> </ul>	

<p><b>Week 11 (Fri)</b></p>		<ul style="list-style-type: none"> <li>➤ Submission of FYP posters (softcopy: pdf version and editable version) to the supervisor</li> </ul>
<p><b>Week 12 (Fri)</b></p>	<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>
<p><b>Week 13 (Wed)</b></p>		<ul style="list-style-type: none"> <li>➤ FYP competition &amp; Industry interaction Day</li> <li>➤ It is compulsory 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 in the FYP website, and</li> <li>2. get it acknowledged by the FYP committee before 12 pm.</li> </ol> </li> <li>➤ Later, this acknowledged 'Summary of FYP Posters' must be verified by your FYP supervisors and submitted to the laboratory during the FYP report submission in week-14 (Please be informed that <b>'Summary of FYP Posters'</b> is one of the requirements for FYP report submission to the lab in week-14).</li> <li>➤ Those FYP part-2 students who could not participate in the event due to medical conditions must:             <ol style="list-style-type: none"> <li>1. 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 in the FYP website,</li> <li>2. get it verified by the FYP supervisor. Please be informed that you must provide the MC to your supervisor for the verification, and</li> <li>3. later, this verified 'Summary of FYP Posters' must be submitted to the laboratory together with the MC during the FYP report submission in week-14 (Please be informed that <b>'Summary of FYP Posters'</b> is one of the requirements for FYP report submission to the lab in week-14).</li> </ol> </li> </ul>
<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> </ul>	<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> </ul>

	<ul style="list-style-type: none"> <li>➤ 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.</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>➤ <b>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.</b></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><b>(Incomplete submissions are NOT allowed)</b></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</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><b>Report submission venues:</b>  <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</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. '<b>Summary of FYP Posters</b>' verified by supervisors</li> <li>5. 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><b>Report submission venues:</b>  <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 (Refer to the <b>Oral presentation schedule 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 (Refer to the <b>Oral presentation schedule 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>	<ul style="list-style-type: none"> <li>➤ Submission of commented/marked progress report to the lab.</li> <li>➤ A penalty applies for late submission</li> </ul>	<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> </ol> </li> </ul>

<p>(Incomplete submissions are NOT allowed)</p>	<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> <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>	<ol style="list-style-type: none"> <li>Turnitin originality report with <math>\leq 20\%</math> similarity and <math>&lt; 3\%</math> matching of individual sources</li> <li>'Supervisor's Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)' form</li> <li><b>Permission Sheet</b></li> <li>Commented / Marked final reports (2 copies)</li> <li>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> <p>➤ A penalty applies for late submission.</p> <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> <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>
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\*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.

- Incomplete submissions to the laboratories are NOT allowed
- If you face any issues with your FYP, discuss with your FYP coordinator