



<http://fes.utar.edu.my/current-students/fyp/>

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

If there are any issues with the FYP, discuss with your FYP coordinator

Earn the required CH & register in the next long trimester

Liaise with a staff member for supervision & propose the title to your FYP coordinator/Supervisor for approval 3 weeks before the start of trimester

For more information on,

1. Special requirements
2. Letter of undertaking & indemnity
3. UTAR research ethics
4. External FYP attachment
5. Lab safety
6. Guidelines on purchase
7. Claim policies
8. Reimbursement policies

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LKC FES FYP Committee

- Dr. Stella Morris (Head)
- Dr. Bernard Saw Lip Huat (DMME)
- Dr. Chua Kein Huat (D3E)
- Dr. Goh Yong Kheng (DMAS)
- Dr. Hoo Meei Hao (DIECS)
- Dr. Lew Yoke Lian (DS)
- Dr. Ng Oon Ee (DMBE)
- Dr. Tan Ooi Kuan (DCI)
- Dr. Thiam Hui San (DCL)

**Earned required credit hours (CH)?**

No → Earn the required CH & register in the next long trimester

Yes → **Propose own FYP titles?**

Yes → Liaise with a staff member for supervision & propose the title to your FYP coordinator/Supervisor for approval 3 weeks before the start of trimester

No → Find the list of approved FYP titles on the FYP website (1 week before the start of trimester)

**Proposed title approved?**

Yes → Fill up the Title Registration Form once the project title is confirmed & get the supervisors' approval.

No → Find the list of approved FYP titles on the FYP website (1 week before the start of trimester)

**By Week-1 Friday**

- Fill up the Title Registration Form once the project title is confirmed & get the supervisors' approval.
- If there are any issues with the title registration, discuss with the FYP coordinator.
- Ensure that you have registered the FYP and also an FYP title.

**By Week-2 Friday**

- 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. Follow the schedule strictly.
- Attend the 'Information Skill Programme' organized by the library

**Logbook submission deadlines**

By Week-2 Friday	By Week-4 Friday	By Week-6 Friday
By Week-8 Friday	By Week-10 Friday	By Week-12 Friday

**By Week-13 Friday**

- Ensure that the FYP report is prepared using the LKC FES FYP report writing guidelines.
- Check the originality 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.
- Print the 'Supervisor's Comment on Originality Report' form and get it signed by the supervisors.

**By Week-14 Monday (4 pm)**

- Submit the following to the respective Laboratory by 4 pm on the scheduled day (say, Monday of week-14). The penalty applies for late submission.
  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' form
- Ensure that the FYP logbook is submitted to the supervisor

**Weeks 14 to 17**

- Week-14
  - Oral presentation by students
  - Submission of the hardcopy of FYP presentation slides during the oral presentation (2 copies: 1 to the supervisor and 1 to the moderator)
- By Week-15 Friday
  - Collection of commented/marked report from the supervisor for making corrections
- By Week-17 Monday (4 pm)
  - Submission of commented/marked progress report to the lab

**End**

**Completed Part-1 successfully?**

No → Discuss with your FYP Supervisor &/or FYP Coordinator and proceed further

Yes →

**Week 1**

- 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. Follow the schedule strictly.
- If you have any issues, discuss with your FYP coordinator

**Week 2: Attend the 'Information Skill Programme' organized by the library, if you haven't attended before**

**FYP Poster**

- By Week-11 (Friday): Submission of FYP posters (softcopy: pdf version and editable version)
- By Week-12: Announcement of shortlisted posters

**Week 13**

- Ensure that the FYP report is prepared using the LKC FES FYP report writing guidelines.
- Check the originality 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.
- Download the 'Supervisor's Comment on Originality Report' form and get it signed by the supervisors.

**FYP poster competition (Compulsory attendance & summary of posters)**

- Attendance of all FYP part-2 students is compulsory (students have to sign-in and sign-out)
- All FYP part-2 students are required to prepare the 'summary of any 3 FYP posters' and get it acknowledged by the FYP Committee during the event
- After the event, all FYP part-2 students are required to get the 'summary of posters' verified by the respective supervisors and submit to the lab together with the other FYP report submission documents
- All shortlisted posters must be presented (oral presentation) and a team of experts (judges) will assess the posters and select the winners

**FYP report submission**

- By Week-14 Monday: Submit the following to the respective Laboratory by 4 pm. The penalty applies for late submission.
  1. FYP Final report - 2 copies
  2. Turnitin report with  $\leq 20\%$  similarity, and  $< 3\%$  matching of individual sources
  3. 'Supervisor's Comment on Originality Report' form
- Ensure that the FYP logbook is submitted to the supervisor

**Weeks 14 to 17**

- Week-14
  - Oral presentation by students
  - Submission of the hardcopy of FYP presentation slides during the oral presentation (2 copies: 1 to the supervisor and 1 to the moderator)
- By Week-15 Friday
  - Collection of commented/marked report from the supervisor for making corrections
- By Week-17 Monday: Submit the following to the respective Laboratory by 4 pm. The penalty applies for late submission.
  1. Final corrected report (Softbound): 1 copy
  2. Softcopy of the report in CD
  3. Turnitin report with  $\leq 20\%$  similarity, and  $< 3\%$  matching of individual sources
  4. 'Supervisor's Comment on Originality Report' form
  5. Permission sheet
  6. Summary of 3 FYP posters
  7. Commented/marked final reports (2 copies)
  8. Lab declaration form (including claim forms, loan/reimbursement items). Refer to DLMSA for more details/guidelines.

**End**