

UNIVERSITI TUNKU ABDUL RAHMAN

DEPARTMENT OF SURVEYING

FACULTY OF ENGINEERING AND SCIENCE

ADDITIONAL GUIDELINES ON THE WRITING AND
SUPERVISION OF

FINAL YEAR PROJECT REPORT

1.10.2015 Version

Revised by Lew Y.L. (October 2015)

Revised by Lew Y.L. (March 2015)

Revised by Lew Y.L. (Oct 2014)

Revised by Lew Y.L. (2014)

Revised by Tan H.C. (2007)

Previous version prepared by Kong I.K. (2005)

CONTENTS	PAGE
CHAPTER 1 – INTRODUCTION	3
1.1 General Advice	3
1.2 Plagiarism	3
1.3 Penalties	3
1.4 Other Relevant and Important Subjects	4
CHAPTER 2 – CONTENTS AND SCOPE	5
2.1 Parts of the Project Report	5
2.2 Length of Project Report	5
2.3 Contents and nature	6
2.4 Project Definition Document	6
CHAPTER 3 – ASSESSMENT METHOD	7
3.1 Marking strategy	7
3.2 Allocation of marks and weightage	8
3.3 Viva	8
CHAPTER 4 – STUDENT AND SUPERVISOR RELATIONSHIP	9
4.1 Supervisor’s expectation	9
4.2 Student’s expectation	10
4.3 Contact with supervisor	11
CHAPTER 5 – STANDARD OF PRESENTATION	12
5.1 Format of project report	12
5.2 Writing Style	13
5.3 Page layout	14
5.4 Retention of working project report	14
CHAPTER 6 – ACKNOWLEDGEMENT OF SOURCES	15
6.1 Introduction	15
6.2 Quotations from sources	15
6.3 Method of referencing	15
6.4 Bibliographies and list of references	15
CHAPTER 7 – RECOMMENDED READING LIST	16
APPENDICES	17

CHAPTER 1 - INTRODUCTION

1.1 General Advice

The Project Report is an essential prerequisite for the award of an Honours Degree which constitutes a total of 6 credit hours. It is one of the most demanding intellectual exercises, and aims to develop in the student analytical skills and critical thinking. In order to achieve this aim, the student will need to carry out a piece of research into current issues or problems related to his/her course of study. It tests the student's ability to;

- (i) Define a problem or issue,
- (ii) Understand all relevant arguments relevant to the problem/issue,
- (iii) Present his/her own coherent critique of the available works or materials,
- (iv) Conclude and recommend, based on examination and analysis of data collected, the best way or manner to address the problem/issue.

Writing a Project Report requires both time and sustained attention on the topic that the student has chosen. In order to complete the project successfully, the following need to be taken to heart:

- (i) Read extensively on the topic: in the forms of books, journals articles, articles on websites, newspaper, seminar or conference papers, etc,
- (ii) Clearly define and confine the research to manageable limits – one cannot cover everything and you are not expected to do so,
- (iii) Have a clear idea and stay focused on exactly what one is doing; it is easy to wander around and lose focus, and
- (iv) Draw up a realistic action plan and stick to the programme.

The student must clearly bear in mind that a project report is an exercise in stating, examining, developing and defending an idea, *not just collating the works and ideas of others* (which no doubt forms a part of a project, but that it is just a PART!). For example, a student may have the idea that, "The Design-and-Build process is the best and most suitable Procurement Method for Industrial Buildings". He/she will then set out to define and develop this idea and use academic arguments, based on works/ideas of other writers and also from analysis of data collected from surveys, interviews and case studies, to support the idea that the Design-and-Build process is the best and most suitable procurement method for industrial buildings. Of course it will be natural that, in the process of the study, one will discover problems or weaknesses in the subject of the study, and this is where the student applies his/her scholarly knowledge and skills in making recommendations to solve the problems and/or improve the weaknesses.

1.2 Plagiarism

Plagiarism is academically unacceptable, and the University views this offense very seriously. Plagiarism can be in one or a combination of the following forms:

- (i) Presenting someone else's work as your own;
- (ii) Copying, in parts or whole, of another person's work;
- (iii) Failure to acknowledge quotations, phrases, ideas or information from published sources.

1.3 Penalties

The submission of a project report which is plagiarized will be rejected and referred to the Academic Disciplinary Committee for further action. Work which is late, untidy, illegible or of incorrect length and format as set out in this guide, may be penalized by:

- (i) being not accepted;
- (ii) being returned for correction and resubmission; and/or
- (iii) a reduction in marks or grades.

Penalty is applied at the discretion of the supervisor. However, if the student has strong feelings that he/she is being victimized, an appeal can be made to the Project Reports Coordination Committee.

1.4 Other Relevant and Important Subjects

UEBE2853: Quantitative Analysis and Operational Research

CHAPTER 2 – CONTENTS AND SCOPE

2.1 Parts of the Project Report

The Project Report comprises two (2) parts; Project I and Project II. The details and time frame for commencement and submission of each part are as set out in Table 2.1 below.

Table 2.1 – Parts of Project Report and Time Frames

	Contents	Mark	Time Frame
Project I	(a) Introduction	20%	Commencing from 1 st week of the 1 st semester. Project report to be submitted not later than end of Week 10 of the semester.
	(b) Preliminary literature review		
	(c) Research methodology		
Project II	(a) Abstract	80%	Work to continue from 1 st semester. Project report to be submitted not later than end of Week 12 of the 2 nd semester.
	(b) Introduction		
	(c) Literature review		
	(d) Research methodology		
	(e) Surveys/Interviews/fieldwork results		
	(f) Analysis and discussion		
	(g) Conclusion and recommendation		
	(h) Viva		

2.2 Length of Project Report

A written report each shall be submitted for Project I and Project II respectively, and with the following requirements:

- Project I to be of 4,000 words ($\pm 5\%$); and
- Project II to be of 10,000 words ($\pm 10\%$)

The word count does not include abstract, title page, contents page, glossary, tables, appendices and end material.

Non adherence to the above rule will be subjected to the penalties as set out in **Item 1.3**.

2.3 Contents and Nature

The student has to be fully aware that writing a Project Report is doing a piece of academic research, albeit a small one, in an area related to his/her field of study,. The researcher is expected to:

- (a) Have an academic focus/objective whereby the student is required to review (comparing and contrasting difference views) academic literature (e.g. journal articles and theses), conference papers, newspaper articles as well as trade and professional bodies publications, i.e. not just standard text books.
- (b) Conduct research. This will take different forms depending on the objectives the student has set, the findings from literature review and the resources available to the student. For example, a student may conduct a quantitative survey, qualitative research (e.g. a small number of in-depth interviews either within one organization or across different organizations) or, take someone else's data (with due acknowledgement) to re-analyse the data and derive findings from this analysis. The student will be rewarded for how well he/she interprets the data.
- (c) Compare and contrast the student's findings with the literature review.
- (d) Draw conclusions from the literature review (or any other secondary data used) and the research findings. These conclusions need to relate back to the objectives the student has set at the start of the project report.

2.4 Project Definition Form

Students must prepare and submit a two-page Project Definition Document (PDD) and get it approved by their supervisor before they can officially start to work on their final year project. A lecturer will become a particular student's supervisor after signing the PDD. Students are required to specify in the Project Definition Document their own project title, aim, objectives, outline of methodology, anticipated outcomes, proposed structure of report, resources and the programme of work. PDD serves as a master plan for both the students and supervisors to refer to from time to time in order to plan the steps in conducting the research, for deciding on the detailed contents of the report and monitoring the progress. This is critical for ensuring that students can submit a report that meets the rigorous academic standards within the time constraint. A sample of Project Definition Form is shown in Appendix B.

CHAPTER 3 – ASSESSMENT METHOD

3.1 Marking strategy

Table 3.1 below shows the elements and the benchmarks against which the Project Report will be assessed. The benchmarks should be considered in the allocation of marks for the various parts of the Project Report (as shown in Table 3.2a and 3.2b); for both Project I and II.

Table 3.1 – Elements of Assessment and Benchmarks

Elements of Assessment	Benchmark
Final Year Project subject matter	A topic in construction related areas (including business, management, technology, contract or economics)
Research objectives	Clearly defined objectives relating to the topic and based upon the literature in the field
Research methodology	Must demonstrate an awareness of different research methodologies and must justify, explain, select and recognize the limitations of the strategy chosen. Must explain the practical details of the conduct of the research. Primary research may or may not be conducted. Students may undertake primary research (quantitative or qualitative etc.) or they will need to undertake some re-analysis of existing material (e.g. quantitative – financial data, budgets, trade statistics, or qualitative – minutes of meetings, use of diaries and other archival materials etc.)
Literature review	Discussion of relevant literature critical review explanation of role of the literature in the research
References	An adequate range and number of journal articles and books are to be used/cited.
Data Analysis	Application of relevant literature review and theory to the data gathered to gain understanding. Discussion of the data in relation to the theories. Displays competence in the subject matter and related theory. Use of appropriate quantitative/qualitative techniques at a simple level.
Conclusions and Recommendations	Conclusions are drawn from the analysis and supported by the data. Conclusions are related to relevant prior research. Recognition of need for further research

3.2 Allocation of Marks

The mark for each part of the project report is further distributed among the various elements within each part according to the significance and degree of intellectual faculty required of each element. Please refer to the file 'FYP Marking Scheme for Department of Surveying' for further details.

3.3 Viva

Viva sessions will be conducted on students primarily aimed at providing them an opportunity to articulate on their pieces of work and as a way to expose them to a face to face academic discourse. However, they could also provide a way through which the University will be able to ascertain if a piece of work had been plagiarized from other sources. Schedule of viva for each trimester would be arranged in week 14/15 of the trimester. It would be announced via wble around week 12/13.

CHAPTER 4 – STUDENT AND SUPERVISOR RELATIONSHIP

This chapter outlines the relationship between the supervisor and the student. It is expected of both the supervisor and the student to maintain a cordial yet professional interaction between them.

4.1 Supervisor's expectation

A *General*

1. Students should treat the supervisor with respect.
2. The students will take responsibility for their own Project Reports. It must be remembered that it is the students who are being examined, not the supervisors.

B *Meetings*

1. Students are to arrange and attend all meetings. This can be on a fixed schedule, to be sorted out between the student and supervisor, to suit both parties. In the case where the student cannot attend a meeting, he/she should provide at least 24 hours notice to the supervisor concerned. There should be at least four such meetings between the students and their supervisor for Projects I and II respectively. However, individual supervisor may specify different minimum number of meetings for students as appropriate.
2. Students should undertake all readings requested prior to meetings.
3. Students should attend meetings with writing and note-taking equipment, together with a file containing all previous work done and comments made.
4. Students will report on their progress and brief the supervisor on the work done at each meeting and receive advice from supervisor.
5. Students must keep a "Record of Supervision/Meeting" on the meetings with their supervisors. See **Appendix A**.

C Other Support

1. Students are responsible for their own Project Report. Students will recognize that the supervisor will advise but will not instruct.
2. Students will set their own directions. The supervisor's role is to help the student achieve their objectives and ensure that the Project Report belongs to the student. However, the supervisor may require an alteration in the direction or objectives of the Project Report as necessary.
3. Other than the arranged schedule, students will only contact the supervisor on substantive issues, after having exhausted other avenues to rectify their queries.
4. Students may present outlines (headings/sub-headings etc.) and drafts of chapters may be discussed during supervision time.
5. Students must recognize that the supervisor's support will primarily be concerned with the process, i.e. how the Project Report is to be undertaken, rather than the correctness and detailed content of the Project Report which may fall outside the supervisor's area of subject expertise.
6. Students shall not ask whether their project will pass. The decision to pass or not rests with the Board of Examiners.
7. Students should forward questions of a significant nature to the supervisor 24 hours prior to a meeting. The questions can be forwarded via e-mails or written notes deposited in the supervisor's pigeon-holes.

4.2 Student's Expectations

A General

1. The supervisor will treat all students with respect.
2. The supervisor will support the students in their carrying out of their Project Reports but always recognize that the Project Report belongs to the student.
3. The supervisor will give broadly the same level of support to all students but recognizing the fact that the individual needs of students differ.

B Meetings

1. Supervisors will respond to students' requests for meeting and such requests will normally take the form of e-mail communication.
2. The supervisor will conduct a maximum of six (6) meetings with each student (lasting about 30 minutes each), throughout the duration for each part of the Project Report, in order to hear and give advice on reports of the student's progress and to answer reasonable questions for which 24 hours' notice has been given.

3. The supervisor should attend all pre-arranged meetings or provide reasonable notice of non-attendance, giving the student a series of alternative dates for the meeting.
4. The supervisor will be fully prepared for all meetings, having considered answers to all reasonable questions submitted by the student.

C Other Support

1. The supervisor will give the best advice he/she can in assisting the students to achieve their objective.
2. The supervisor will respond to student communication related to their Project Report at their next scheduled meeting and will respond to requests for meeting.
3. The supervisor may look at outlines of work but will not read drafts.
4. Students will not expect supervisors to correct grammar.

4.3 Contact with Supervisor

Once a Project Supervisor is confirmed, it is the **student's responsibility** to make and continue regular contact with the supervisor.

It is essential for the students to maintain regular contact with their supervisors. Regular contact helps to ensure that the supervisor is better aware of the student's progress and the sources of materials as the Project Report develops. Students should be aware that any Project Report which is produced with minimal or zero contact with supervisor will inevitably be scrutinized with extra care with respect to the origin of the work, and they may be referred to the Project Report Coordination Committee for recommendation for viva sessions (as per Item 3.3)

Initial contact with Supervisor

It is the students' responsibility to make and maintain contacts with their supervisors. This is expected within 7 days of the commencement of Semester 1 of the Final Year. For most supervisors, contact via the university e-mail system will be the most efficient. If contact cannot be made within 7 days of e-mailing, the student is to contact the Faculty Office, who will contact the supervisor directly.

Continuing Contact with Supervisor

Students must keep a record of contacts with their supervisor on their Record of Supervision/Meeting. The student might wish to take the opportunity, when completing the Record of Supervision/Meeting after a visit, to arrange and document a subsequent meeting. A Record of Supervision/Meeting not reflecting regular contact will trigger an investigation.

CHAPTER 5 – PRESENTATION OF PROJECT REPORT

The Project Report (for both Project Report I & II) should be submitted in accordance with the format as described in Item 5.1, and within the time frames as stated in Item 2.1.

Number of copies

Please refer to <http://fes.utar.edu.my/current-students/fyp/specific-department-information/fyp-information-for-department-of-surveying/> for more details.

5.1 Format of Report

The Project Report should contain the items as outlined below and is to be presented in the manner and order as listed. Details and specimens are shown in the appendices.

5.1.1 Cover, Title Page, Certificate of Originality, Approval for Submission, Copyright, Dedication Page (Optional), Acknowledgement (Optional)
Please refer to file – ‘FYP Project Guideline’ and ‘FES FYP Report Template’

5.1.2 Abstract
This should outline the objectives of the project report. Briefly summarise the findings, conclusions and recommendations. All these should be done in one page of A4-sized paper.

5.1.3 Contents
The Contents Page(s) needs to be a good guide to what are contained within the project report such that at a glance the reader should be able to extract a good idea of what the Project Report is about.

5.1.4 Introduction
This chapter introduces the reader to the area being investigated. In general, the introduction chapter may be composed of five sections, these are:

- The first section starts with a general introduction or description of past research which is relevant to the problems or issues. This section contain also a section normally entitled “Rationale for the research” that informs the reader about the problems or issues which are to be investigated in the study, why they are of interest and what the study aims to establish.
- The second section outlines the aim and objectives of the research
- The third section should briefly describe the research method/strategy used to achieve the aim and objectives of the research.
- This chapter should also highlight the scope and limitation of the research.
- The final part of the introduction tells the reader about the chapters of the report. It tells the reader how the topics will be unfolded and the order of forthcoming material. This part may be entitled “Report Layout and Contents”.

5.1.5 Literature Review
The literature review should not be **just** a compilation/reproduction of the works of others. It requires the student to examine and comment **critically** on the literature relevant to the student’s area of research. Usually a review of half a dozen of the most important works of others with brief comments on a few other less important ones will be sufficient. The literature review should clearly indicate what diversity of view exists among the writers in your area of study, and the student should show how and where his/her research fits in.

5.1.6 Research Methodology

The student must clearly and coherently describe the research method he/she has adopted in the carrying out of the research. There is not just one correct way of writing a project report. The approach that a student take depends on what he/she wants to investigate and what he/she tries to achieve.

5.1.7 Findings and discussions

Data collection

Data can be collected using various methods: survey questionnaires, interviews, field observations, experiments, or even secondary data from works of other researchers. The choice of a data collection method, or a combination of methods, to be used depends very much on the research methodology adopted by the student. The student must be able to provide a clear presentation of data collected.

Data Analysis

Data analysis can take either the quantitative or qualitative approach, again depending on the research methodology and the resulting data typology. Textual data lends itself easily to qualitative analysis, whereas interval data and ratio data are best analysed using quantitative methods.

5.1.8 Conclusions and Recommendations

This chapter brings together the findings of the research and draws conclusions with specific reference to the research objectives. It should also mention the recommendations for further research.

5.1.9 Appendices

Often the concepts of the study can be clarified in graphic form, or data presented in tabular form. Normally, this material should be entered into the text at or near the place it is referred to in the text. Where such material would be inconvenient to include in the text itself, it can be included in as an appendix. As a general rule, if figures, tables, charts or quotes are less than a full page and can be conveniently included in the text, you will want to do so, since reference to appendices is awkward for the reader. All such material, in the text or at the end, should be titled and sequentially numbered. Tabular material which is presented in landscape format should be bound with the top of the table to the spine.

Appendices are labeled alphabetically. The “Record of Supervision/Meeting” should be attached as an appendix.

5.2 Writing style

The level of writing must be appropriate to the level of the Bachelor’s degree. Specifically, attention should be paid to correct spelling, grammar, punctuation, sentence structure and clarity of style. Also, it is the student’s responsibility to edit the text for typing errors and uncover all spelling errors.

Normally, there should be no first person references (e.g., I, we, us) in the report. If self-reference is required, reference may be made to “the author” or “this study”. The exception to this is in the conclusion section, where personal comments may be appropriate.

5.3 Page layout

Margins and headings: kindly follow the template of FYP. The right margin should be “justified”. Headers and footers are to be used with discretion. Please do NOT include your name in any header or footer.

Tables and charts should be numbered in sequence by chapter, e.g. Table 3.1 is the first table in Chapter 3. Each figure should be properly referenced and accompanied by a descriptive title which completely explains the contents of the figure.

It is not acceptable to insert photocopies of tables into the body of the report. Tables should be word processed into the project report. In broad terms this principle also applies to diagrams – no photocopies from books etc. There will, of course, be occasions when a photocopy of a table or a diagram is specifically required in order to illustrate points peculiar to the original. Use of such photocopies must be cleared with the supervisor. Similar principles apply to the appendices with regard to tables and diagrams. It is recognised that there will be circumstances (e.g. a building plan) where photocopies are necessary. Another example might be a sample of a completed questionnaire.

The project report must be word-processed, and final copy must be printed single sided on A4 paper. ***The body of the project report should be in Font size 12.***

Legibility

Both the draft and final copies of the project report must be produced in such a manner that the text is entirely legible. This means an image suitable for good reproduction from a photocopier.

5.4 Retention of Working Reports

The working documents (e.g. notes, any photocopies of articles used, drafts etc) used for the project report must be retained by the student until formally notified of the award of their degree.

If your project report includes calculations, the working papers for those would be expected. And if your project report includes a survey or questionnaire the original papers for those should be kept – along with names and addresses of any firms or individuals involved.

Keep all computer based material on CD or other appropriate storage mediums. Production of “working papers” includes being able to produce the discs. Do not keep material on the hard drive only.

Failure to produce working papers when requested by the University to do so constitutes an Academic Irregularity, which may adversely affect the awarding of the students’ degree.

CHAPTER 6 – ACKNOWLEDGEMENT OF SOURCES

6.1 Introduction

The writing of project reports depends to a large extent on the findings and ideas of others. As a matter of intellectual honesty and to avoid plagiarism, the student must acknowledge where ideas, information or arguments come from. Using the works of others does not mean that the student can simply take the ideas, information or arguments of other writers and reproduce them wholesale, and present them as their own pieces of work. What is required here is a demonstration of a student's ability to use the ideas, information or arguments of others to support his own ideas or to refute the findings or ideas of others. Using the works of others can be presented in the forms of quotation, paraphrase or simply mentioning or stating the data from the source.

6.2 Quotations from sources

A quotation is an exact reproduction of an author's words. It should be produced as originally printed, except:

- (i) Where certain words are omitted (as irrelevant or superfluous), e.g. "Salaries are computed ... from tables provided by the Statistics Department"
- (ii) Where certain words are added to clarify or explain a point; e.g. "Such provisions are non-existent in the [Malaysian] Constitution."
- (iii) Where attention is drawn to an error; e.g. "A work week starts on Monday (sic) and ends on Friday."

The student needs to note that a short quotation (i.e. fewer than 40 words) should be incorporated into the body of the text. For example: It is a known fact that Design-and-Build procurement method has the big advantage of one point responsibility, but as pointed out by Wan (2001, p.211), "...the Design-and-Build method of procuring buildings generally results in poor quality work."

Longer quotations of forty words or more should be set apart from the main text in a separate paragraph. All lines of the quotation are indented five spaces, and the quotation typed with single spacing and no quotation marks are used.

6.3 Method of referencing

For the sake of uniformity, the Havard Referencing Style is recommended. For complete and thorough information about Havard Referencing Style, please refer to the file 'Havard Referencing Style' from the FYP website

6.4 Bibliographies and list of references

There seems to be a lot of confusion over the term 'Bibliographies' and 'List of references.' A list of references is a list of all material quoted or referred to in a piece of work. A bibliography is a more comprehensive list of literature on a topic and includes material read or consulted in preparation for that piece of work, even though it is not specifically referred to.

CHAPTER 7 - RECOMMENDED READING LIST

Students are **strongly** advised to read, a minimum, the following books before embarking on the writing of their project reports. It can be a serious mistake on the part of the students to dive straight into the preparation of their project reports thinking they have enough material and therefore require no further guidance. It must be remembered that getting hold of the right material is only a **small part** of the research process, but being able to put ideas, information, data and arguments together in an integrated and coherent manner makes the difference between success and failure. Only through reading and understanding the contents of these recommended books will the student have a better appreciation of what a research project report entail, and in the process gains a much better chance of success.

List of recommended readings

1. Fellows, R., and Liu, A. (2003). *Research Methods for Construction*. Oxford: Blackwell Publishing.
2. Naoum, S.G. (1997). *Dissertation Research and Writing for Construction Students*. Oxford: Architectural Press.
3. Sharp, J.A, Peters, J. and Howard, K. (2002). *The Management of a Student Research Project* (3rd ed.), Gower Publishing Ltd.

APPENDIX A

UNIVERSITI TUNKU ABDUL RAHMAN

FACULTY OF ENGINEERING AND SCIENCE

DEPARTMENT OF SURVEYING

BACHELOR OF SCIENCE (HONS) QUANTITY SURVEYING

Student's Name :ID Number

Supervisor's Name :

RECORD OF SUPERVISION/MEETING

	Date	Time		Student's Initial	Lecturer's Initial	Subject of Discussion
		Start	End			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

APPENDIX B

Project Definition Document (*Maximum TWO Pages)

Name of Supervisor:	Self-explanatory
Name of Student:	Self-explanatory
Project Title:	The project should have a precise title that reflects the focal point and area of the work.
Aim:	The aim of the project should be stated. The aim should highlight the project's ultimate goal and ideally should not be longer than one sentence.
Objectives:	<p>It is usual to identify two to three specific objectives for a project. However, students are encouraged to develop not more than three objectives unless otherwise approved by their supervisor.</p> <p>After the Project Definition Document has been signed by the student and supervisor, the objectives of the project must not be changed without prior approval from the supervisor.</p>
Methodology:	To achieve your objectives you must have a clearly defined methodology which meets rigorous academic standards. In this section, you should provide an outline of the proposed methodology for obtaining the information necessary for the project.
Anticipated Outcomes:	Although the conclusions will not be known until the data have been collected and the analysis has been done, students should still try to anticipate what they will find at the end of the project. This will help the students to focus on their project and to keep them on the right track. This section can be developed by referring back to the objectives of their project. As a simplified example, if one of the objectives of a research project is "to identify the advantages and disadvantages of the use of Build-Operate-Transfer (BOT) for hospital projects in Malaysia", then "The advantages and disadvantages of the use of Build-Operate-Transfer (BOT) for hospital projects in Malaysia" should be one of the anticipated outcomes.
Proposed Structure of Report:	This section should outline the contents of the report.
Resources:	State here if you need any particular equipment or access to industry/government departments for data collection.

Programme Work:	of	<p>Students must prepare a programme of work either in the format of a bar chart or a statement of milestones and when they will be achieved.</p> <p>For example, some of the important milestones to be included in the programme of work are as follows:</p> <ul style="list-style-type: none"> • Submit Project I Report – Sem. 1 Week 10 • Hand in Project II Report – Sem. 2 Week 12 • Presentation/Viva
----------------------------	-----------	--

Signature
(Student)

Date:

Signature
(Supervisor)

Date:

Project Definition Document (Example)

Name of Supervisor:	Chan Jia Jun
Name of Student:	Wan Tze Heng
Project Title:	Build-Operate-Transfer (BOT) for Hospital Projects in Malaysia
Aim:	To investigate the issues related to the use of Build-Operate-Transfer (BOT) for hospital projects in Malaysia
Objectives:	<ol style="list-style-type: none"> 1. To identify the issues of the use of Build-Operate-Transfer (BOT) for hospital projects in Malaysia; and 2. To make suggestions for improving the current system (i.e. BOT) for procuring hospitals in Malaysia.
Research Methodology:	<ol style="list-style-type: none"> 1. A comprehensive literature review of BOT in Malaysia 2. Four case study interviews with relevant government officers and the concessionaires 3. Proposed analysis of the findings obtained from interviews
Anticipated Outcomes:	<p>A report that covers:</p> <ol style="list-style-type: none"> 1. The review of existing literature about BOT, particularly in the context of hospitals in Malaysia; 2. The issues of the use of Build-Operate-Transfer (BOT) for hospital projects in Malaysia; and 3. The suggestions for improving the current system (i.e. BOT) for procuring hospitals in Malaysia.
Proposed Structure of Report:	<p>Title Page Certificate of Originality Abstract Acknowledgements List of figures List of tables List of abbreviations Glossary of terms Chapter 1: Introduction Chapter 2: A review of Build-Operate-Transfer (BOT) in Malaysia Chapter 3: Research Methodology Chapter 4: Case Study Findings and Analysis Chapter 5: Conclusions and Recommendations References Appendices (e.g. questionnaire/interview questions)</p>
Programme of Work:	Students must prepare a programme of work either in the format of a bar chart or a statement of milestones and when they will be achieved.

	<p>Some of the important milestones to be included in the programme of work are as follows:</p> <ul style="list-style-type: none">• Submit Project Definition Document (draft) – Sem. 1 Week 3• Submit Project Definition Document (final) – Sem. 1 Week 4• Submit Project I Report – Sem. 1 Week 10• Hand in Project II Report – Sem. 2 Week 12• Presentation/Viva (Project II only)
--	---

Signature
(Student)

Date:

Signature
(Supervisor)

Date: