	Faculty of Computing **Universiti Teknologi Malaysia**
UTM RESEARCH UNIVERSITY	

FINAL YEAR PROJECT 1 (PSM 1)
[SECx 3032]

ACTIVITIES SCHEDULE (Semester 1 2023/2024)

	Activity	Date	Week	Actions

1.	**PSM1 Special Briefing** by FC PSM Coordinator
	1) Student make a decision on which PSM Project Stream he/she wants to take as his/her research project:
	   - **Choice 1: Research-based** stream
	   - **Choice 2: System Development-based** stream
	2) Students register to the PSM1 Online System
	3) List of Lecturer and their expertise is released by PSM 1 coordinator
		10/10/23
		*suggested time 2pm online
			1	Student,
				PSM Coordinator

2.	Student choose PSM 1 Project Supervisor.	8-19/10/23	1 - 2	Student, Lecturer /Supervisor

3.	Student : Submit to PSM1 coordinator
	i) ONE copy of **Project Supervision Consent Form** (PSM.CI.02)
	ii) ONE filled up copy of **Project Proposal Form** (PSM.CI.03)
	
	Supervisor:
	  i. Supervisor reports to the PSM1 Coordinator of their student(s) have not met/discuss proposals and if there is a need to issue a Warning Letter to student who failed to meet SV and make progress.
	  ii. PSM1 Coordinator will issue Warning Letter if need be
		25/10/23
		*_submit online before 4pm_
			3	Student,
				Supervisor,
				PSM1Coordinator

4.	List of Supervisor is released by PSM 1 coordinator	29/10/23	4	PSM1Coordinator
5.	Project Proposal Interview	29/10/23 - 2/11/23	4	Student, PSM1Coordinator Examiners
6.	List of Interview Result will be released by PSM1 Coordinator	2/11/23	4	PSM1Coordinator
7.	(*Only for students who FAIL or PASSED WITH MAJOR CORRECTION – in the Phase 1*) a) Student submits to the Department Coordinator: i. ONE filled up of **Project Proposal Form** (PSM.CI.03) (Repeat) b) Project Proposal Interview (2nd) c) List of Interview Result is released (2nd)	5/11/23 6-8/11/23	5 5	Student, PSM1Coordinator Examiners
8	**Project Progress Assessment (Progress 1)** **(Target: Chapters 1 and 2 Progress)**	19-23 /11/23	7	Student & Supervisor (*Marks deadline Friday of

	a) Student MUST make appointment with Supervisor before Week 7 to ensure timeliness. b) Student must also submit Log Book to be reviewed by Supervisor - PSM Log Book (PSM.CU.01). c) Supervisor must complete Project Progress 1 Marks on PSM1 Online System (*before deadline Friday of Week 7 before 11pm)			Week 7 before 11pm)
9.	**Important:** Course Withdrawal Timeline (If Not, E Grade (Fail) will be given for an incomplete project)	**Until – 30/11/23**	8	Student
10.	**Project Progress Assessment (Progress 2)** **(Target: Chapters 3 and 4 Progress)** a) Student MUST make appointment with Supervisor before Week 11 to ensure timeliness. b) Student must also submit Log Book to be reviewed by Supervisor - PSM Log Book (PSM.CU.01). c) Supervisor must complete Project Progress 2 Marks on PSM1 Online System (*before deadline Friday of Week 11 before 11pm)	17-21 /12/23	11	Student & Supervisor (*Marks deadline Friday of Week 11 before 11pm)

11.	Student submits to Supervisor:
	  i. ONE copy of **Project Proposal Report Submission Form** – (PSM.CI.05)
	  ii. ONE copy of **Report Review and Approval Form** – (PSM.AI.02)
	Supervisor:
	  i. Reviewing period of Project Proposal Report draft by Supervisor
	  ii. Submit the **Report Review and Approval Form** – (PSM.AI.02) to the PSM1 Coordinator
		24-28 /12/23
		
		31/12/23 - 4/1/24
			12
			
			13
				Student, Supervisor

12.	Report correction period for Student based on Supervisor's comments	7/1/24 - 11/1/24	14	Student, Supervisor

13.	Student submits to the PSM1 Coordinator:
	  i. TWO copies of **Project Proposal Report**
	    a. One in MS Word format
	    b. One in PDF format
	  ii. ONE copy of **Project Proposal Report Submission Form** - (PSM.CI.05)
	  iii. ONE copy of **PSM1 Evaluation Form** - (PSM.BI.01)
	  iv. ONE copy of **Chairperson Comment Form** – (PSM.CI.06)
	  v. ONE copy of **No Plagiarism Endorsement Form** – (PSM.CI.08)
	  vi. ONE copy of **PSM Log Book** – (PSM.CU.01) for Supervisor
	  vii. ** ONE **Report Review and Approval Form** – (PSM.AI.02) – *in case your SV have not submitted*
	  viii. ONE copy of **Presentation video** – *do a presentation, record and submit on video.*
	*Please make sure all forms are completed
		14/1/24
		Before 5pm server time.
			15	Student, PSM1Coordinator
				
				*Note: Incomplete submission will not be accepted
				
				**Note: Any similarity percentage that is more than 20% will automatically be taken out of presentation, unless there is a note/explanation from SV.

14.	PSM 1 Presentation Schedule is released by PSM 1 Coordinator	16/1/24	15	PSM1Coordinator
15.	**PSM 1 PRESENTATION**	**21/01/24 - 25/01/24**	**16**	Student, PSM1Coordinator

	After presentation, Examiners and Chairperson can discuss their comments regarding student's Project Proposal Report or his/her project. *Students are advised to provide a copy of presentation slides to examiners.*			Supervisor, Examiners *Any changes will be updated and informed*
16.	Examiners and Supervisors complete the marks and comments in the PSM1 Online System. *Examiners and Supervisors are advised to complete marks before the deadline*	**21/01/24 - 27/01/24**	**16**	Examiners, Supervisor, PSM1Coordinator
17.	Student makes correction to their report based on comments from Examiner I and II and Supervisor. *However, the marks given by supervisor and examiners are based on presentation week (Week 16)*	until 31/1/24	17	Student, Supervisor

18.	Student submits to the PSM 1 Coordinator:
	 - ONE copy of **Report Correction and Resubmission Form** – (PSM.CI.07)
	 - TWO videos (**submit to e-portfolio, and put link on e-learning**):
	     o One presentation video
	     o ONE 2-minute reflection video on PSM1
	 Please note that without the PSM1.CI.07 form, marks will not be uploaded to system.
		3/2/24	17	Student, PSM1Coordinator

19.	PSM 1 Result Meeting a) Department Level b) Faculty Level	Feb 2024	18	Supervisor, Examiners & PSM1Coordinator PSM Committee
20.	PSM 1 Coordinator submits the finalized PSM1 Result to the a) Academic Office and b) PSM Coordinator	Feb 2024	19	PSM Coordinator
21.	Meeting of Senate's Standing Committee on Examinations/Results of Semester I			
22.	Submission of a completed Project Proposal Report to the PSM 1 Coordinator *(Only for students whom wish to propose for a new project proposal)*	**Before first week of new semester**		Student, PSM1Coordinator

* Changes may happen, so please be alert and take appropriate actions.
* All information including forms, calendar, lecturer's expertise and etc can be downloaded from
http://engineering.utm.my/computing/psm/

2023/2024 FC PSM Committee Organization Structure **

*** For any enquiries, you may contact the following PSM Coordinator*

Head of Committee: Ms. Hazinah Kutty Mammi

a) **SECR (Network & Security)**
1) Ms. Hazinah Kutty Mammi (PSM1 – SECR)
2) Ms. Hazinah Kutty Mammi (PSM2 – SECR)

b) **SECJ (Software Engineering)**
1) Dr. Noraini Ibrahim (Main) and Dr. Sim Hiew Moi (PSM1- SECJ)
2) Dr. Ruhaidah Samsuddin (Main) and Dr Jamilah Mahmood (PSM2 – SECJ)

c) **SECB (Bioinformatics)**
1) Dr. Nies Hui Wen (PSM1 – SECB)
2) Dr. Haslina Hashim (PSM2 – SECB)

d) **SECV (Graphics & Multimedia)**
1) Dr. Cik Suhaimi Yusof (PSM1 – SECV)
2) Dr. Suriati Sadimon (PSM2 – SECV)

e) **SECP (Data Engineering)**
This department conducting 1 course: SECP
1) Dr Aryati Bakri (PSMi1 – SECP)
2) Dr Muhammad Aliif Ahmad (PSMi2 – SECP)