



Faculty of Computing
Universiti Teknologi Malaysia

FINAL YEAR PROJECT 2 (PSM 2)
[SECx 4134]

ACTIVITIES SCHEDULE (Semester 1 2023/2024)

Bil	Activity	Date	Week	Action
1.	a) Briefing PSM 2 by FC PSM Coordinator b) Student continues makes a report on PSM 2 progress by using the PSM Log Book (PSM.CU.01) from PSM 1. c) Students register to the PSM2 Online system	10/10/23 *suggested time 2pm online	1	Student & FC PSM Coordinator
2.	List of Students and Supervisors with PSM 2 Titles is released by PSM 2 Coordinator for review (through e-Learning).	25/10/23	3	Student & PSM2 Coordinator
3.	<u>Project Progress Assessment (DEMO 1)</u> <u>(Target: 40% Project Finish)</u> a) Student MUST make appointment with Supervisor before Week 6 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 PSM2 Online System (<i>*before deadline Friday of Week 6 before 11pm</i>) ++ ++ QIU marks submission will use the PSM2 Evaluation Form. QIU PSM Coordinator will collect and email to FC PSM Coordinator.	12-16/11/23	6	Student & Supervisor **Note: After period of marks submission expire for Demo – ZERO marks is adopted for non-submission
4.	a) Supervisor reports to the PSM2 Coordinator of their student(s) Phase 1 progress and if there is a need to issue a Warning Letter to student who failed to present their Phase 1 progress assessment. b) PSM2 Coordinator will issue Warning Letter if need be	12-16/11/23	6	Supervisor & PSM2 Coordinator
5.	Important: Course Withdrawal Timeline (If Not, E Grade (Fail) will be given for an incomplete project)	30/11/23	8	Student
6.	<u>Project Progress Assessment (DEMO 2)</u> <u>(Target: 70% Project Finish)</u> d) Student MUST make appointment with Supervisor before Week 11 to ensure timeliness. e) Student must also submit Log Book to be reviewed by Supervisor - PSM Log Book (PSM.CU.01). f) Supervisor must complete Project Progress 1 Marks on PSM2 Online System (<i>*before deadline Friday of Week 11 before 11pm</i>) ++ ++ QIU marks submission will use the PSM2 Evaluation Form. QIU PSM Coordinator will collect and email to FC PSM Coordinator.	17/12/23 - 21/12/23	11	Student & Supervisor **Note: After period of marks submission expire for Demo – ZERO marks is adopted for non-submission

7.	a) Supervisor reports to the PSM2 Coordinator of their student(s) Phase 1 progress and if there is a need to issue a Warning Letter to student who failed to present their Phase 1 progress assessment. b) PSM2 Coordinator will issue Warning Letter if need be	17/12/23 - 21/12/23	11	Supervisor & PSM2 Coordinator
8.	Student submits to Supervisor: i. ONE copy of Project Final Report Draft ii. ONE copy of Report Review and Approval Form Supervisor: i. Reviewing period of Project Final Report Draft by Supervisor ii. Submits the Report Review and Approval Form – (PSM.AII.02) – to the PSM2 Coordinator	24-28 /12/23 31/12/23 - 4/1/24	12 13	Student, Supervisor, PSM2 Coordinator
9.	Report correction period for Student based on Supervisor's comments	7/1/24 - 11/1/24	14	Student
10.	Student submit to the PSM2 Coordinator: i. TWO copies of Project Final Report a. One in MS Word format b. One in PDF format ii. TWO copies of Short Paper a. One in MS Word format b. One in PDF format iii. ONE copy of Report Submission Form - (PSM.CII.05) iv. ONE copy of Chairperson Comment Form - (PSM.CII.06) v. ONE copy of No Plagiarism Endorsement Form – (PSM.CII.11) vi. TWO videos : a. One presentation video b. One demo video demo (of system developed or research experiment) vii. ONE copy of the PSM Log Book (PSM.CU.01) (for supervisor) viii. ONE Report Review and Approval Form – (PSM.AII.02) <i>**if SV has not submitted yet.</i> *Please make sure all forms are completed	21/1/24 Before 5pm server time	16	Student & PSM2 Coordinator *Incomplete submission will not be accepted **Note: Always follow updates given by JKPSM
11.	Schedule for PSM 2 Project Presentation Seminar is released by the PSM 2 Coordinator	24/01/24	16	PSM2 Coordinator
12.	PSM 2 PRESENTATION & DEMO The Examiners return the Chairperson Comment Form and Project Final Report to student. <i>*Students are advised to provide a copy of presentation slides to examiners.</i>	28/01/24 - 1/02/24	17	Student, PSM2 Coordinator, Examiners & Supervisor *Any changes will be updated and informed
13.	Examiners and Supervisors submit their PSM 2 Evaluation MARKS to the PSM2 Online system before the deadline	28/01/24 - 3/02/24	17	Examiners, Supervisor, PSM2 Coordinator

14.	<p>Student makes correction to their report based on comments from Examiner I and II and Supervisor. <i>However, the marks given by supervisor and examiners are based on presentation week (Week 17)</i></p> <p>Student submit ONE copy of the revised Project Final Report for review and ONE copy of Report Correction and Resubmission Form to the :</p> <p>a) Examiners b) Supervisor</p> <p>Examiners and Supervisor: Review and sign-off on correction made by student on the Report Correction and Resubmission Form – (PSM.CII.07)</p>	until 8/2/24	18	Student, Supervisor & Examiners
15.	<p>Student submits to the PSM2 Coordinator:</p> <p>- ONE copy of Report Correction and Resubmission Form – (PSM.CII.07)</p> <p><i>* Please make sure all forms are completed and signed</i></p>	9/2/24	18	Student & PSM2 Coordinator
16.	<p><u>THESIS AND CD SUBMISSION</u> refer “Guidelines for CD Format and Thesis Hardbound” (PSM web). <u>(Item 1)</u> TWO copies of completed Thesis</p> <p>i. One in MS Word format ii. One in PDF format <i>*Make sure all signatures are complete</i></p> <p><i>*PSM Rule: TS (Tak Selesai/Incomplete) grade will be set as a student’s grade if Final Thesis is not submitted.</i></p> <p><u>(Item 2)</u> TWO copies of SHORT PAPER (Compulsory)</p> <p>i. One in MS Word format ii. One in PDF format Instruction: upload to PSM2 e-learning</p> <p><u>(Item 3)</u> TWO copies of CODE BOOKLET (Compulsory)</p> <p>i. One in MS Word format ii. One in PDF format Instruction: upload to PSM2 e-learning</p> <p><u>(Item 4)</u> A CD of source code, system, thesis (<i>** submit to SV ONLY</i>) <i>**Please note SV submission preferences regarding this</i></p> <p><u>(Item 5)</u> Filled in Copyright Form (<i>** submit to SV ONLY</i>)</p>	10/2/24	18	<p>Student, Supervisor, PSM2 Coordinator & Academic Office Clerk</p> <p>**Note: Always follow updates given by JKPSM</p>
17.	<p>PSM 2 Result Meeting</p> <p>a) Program Level b) School Level</p>	Feb 2024	19	Supervisor, Examiners & PSM Committee
18.	<p>PSM2 Coordinator submit the finalized PSM2 Result to the a) Academic Office and b) PSM Coordinator</p>	Feb 2024	20	PSM2 Coordinator
19.	<p>Meeting of Senate’s Standing Committee on Examinations/Results of Semester I</p>			

** 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)