

Final Year Project Guidelines

Semester 2 Session 20232024

27 February 2024

Introduction

This document outlines the process and operations for both PSM1 and PSM2 for Semester 2 of Session 20232024. This guideline is **ONLY** applicable for this semester and is subject to change according to changes in policies and procedures by the faculty or university.

PSM1 Project Proposal and Supervisor Selection

- i. Student **MUST** meet with a Supervisor (SV) to get approval on topic to propose and supervision. You will not be assigned an SV. **This should already be done or MUST be done latest on first week of semester.*
- ii. Student spend time to research pertinent information for the proposal and submit to SV for review and approval.
- iii. Student must submit the following to JKPSM1 online by 4 April 2024. **Note: Form MUST be complete and signed.*
 - a. **PROJECT PROPOSAL & SUPERVISION CONSENT FORM (PSM1.PF.05)**
 - b. **A video of your proposal presentation.** The video will include the problem, proposed solution, project objectives, project scopes and project requirements clearly outlined. Submit video to YouTube and share link in a document.
- iv. Project proposal interview/evaluation will be done online on Week 4.
- v. Advice: Make sure that your proposal is good, complete and logical to ensure evaluation success. The poorer your proposal, the higher degree of rejection; which only takes more time away from your project. Do a good job straight-away, rather than wasting time.
- vi. Please note: Any proposal not completed successfully (either with a PASS or a CONDITIONAL PASS) by **week 7 will have to drop the subject**. If you cannot get the proposal right in seven weeks, you are less likely to complete the PSM1 requirement.
- vii. Always refer to PSM website and your course e-learning site for updates.

Presentation (PSM1 and PSM2)

- i. Presentation is done face-to-face. This is compulsory.
- ii. Students MAY NOT do online evaluation, unless there is an approval from the faculty. All requests for approval must be in a formal letter to the PSM Coordinator, with the appropriate proof to support reason(s).
- iii. **PSM1** students are required (**COMPULSORY**) to [prepare and submit a presentation video](#) that clearly shows all elements of your presentation.
 - a. You will also do another video - a 2-minute reflection video
 - b. For presentation: MUST submit Presentation video.
 - c. For correction submission: submit 2 videos - the presentation and reflection videos.
 - d. If in doubt of what to show in these videos – discuss with your SV.
- iv. **PSM2** students are required (**COMPULSORY**) to [prepare and submit a clear demo of your project and a presentation of your project](#). You are advised to show clearly all the pertinent aspects of your project.
- v. Presentation videos:
 - a. You can be in them or not – but it must be YOU presenting.
 - b. Make sure all-important aspect and content of your project is clearly highlighted.
 - c. Make sure that sound is good and your words can be heard clearly.
 - d. If in doubt of what to show in these videos – discuss with your SV.

Report Correction

- i. For both PSM 1 and 2 – corrections after presentation are **COMPULSORY**.
- ii. You have to do your corrections and get the authorisation from your SV and the evaluators.
- iii. This is done through the [REPORT CORRECTION AND RESUBMISSION FORM \(PSM1.RCRS.03\)](#) and the [RESPONSE TO COMMENT FORM \(PSM1.RTC.04\)](#)
- iv. No correction completed or incomplete forms will result in you getting a **TS (Tidak Selesai – Incomplete) grade**.

Hardbound thesis submission

- i. PSM2 students no longer need to submit Hardbound Thesis starting SEM1_2122.
- ii. PSM2 students MUST their final thesis before you can graduate. Failure to do so will get you a TS (*Tidak Selesai* – Incomplete), and you cannot graduate.
- iii. Even though thesis is in e-document; the format MUST BE FOLLOWED.
- iv. As FC students have a lot of codes,
 - a. you may need to submit a CD to your SV.

b. You need to submit the CODE BOOKLET ([CODE BOOKLET TEMPLATE](#)).

GOOD LUCK.

JKPSM, FC UTM