Faculty of Computing
Universiti Teknologi Malaysia

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

ACTIVITIES SCHEDULE (Semester 2 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	19/03/24 *suggested time 2pm online	1	Student, PSM Coordinator
2.	Student choose PSM 1 Project Supervisor.	UNTIL 28/03/24	1 - 2	Student, Lecturer /Supervisor
3.	Student : Submit to PSM1 coordinator i) PROJECT PROPOSAL & SUPERVISION CONSENT FORM (PSM1.PF.05) ii) ONE presentation video of your proposal. 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	04/04/24 ***submit online before 4pm**	3	Student, Supervisor, PSM1Coordinator
4.	List of Supervisor is released by PSM 1 coordinator	8/04/24	4	PSM1Coordinator
5.	Project Proposal Interview	8/04/24 - 11/04/24	4	Student, PSM1Coordinator Examiners
6.	List of Interview Result will be released by PSM1 Coordinator	12/04/24	4	PSM1Coordinator
7.	(*Only for students who FAIL or received CONDITIONAL PASS WITH MAJOR CORRECTION – from step(5).*) a) i) PROJECT PROPOSAL & SUPERVISION CONSENT FORM (PSM1.PF.05) ii) ONE presentation video of your proposal (if major changes are made to your proposal and the examiners require it). b) Project Proposal Interview (2nd) c) List of Interview Result is released (2nd)	15/04/24 15-18/04/24	5 5	Student, PSM1Coordinator Examiners

8	**Project Progress Assessment (Progress 1)** **(Target: Chapters 1 and 2 Progress)** a) Student MUST make appointment with Supervisor before Week 9 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 9 before 11pm)	12-16 /05/24	9	Student & Supervisor (*Marks deadline Friday of Week 9 before 11pm)
9.	**Important:** Course Withdrawal Timeline (If Not, E Grade (Fail) will be given for an incomplete project)	**Until – 09/05/24**	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)	26-30/05/24	11	Student & Supervisor (*Marks deadline Friday of Week 11 before 11pm)

11.	Student submits to Supervisor:
	   1. REPORT REVIEW AND APPROVAL FORM (PSM1.RRAF.01)
	   2. NO PLAGIARISM ENDORSEMENT FORM (PSM1.NPEF.02)
	 Supervisor:
	   i. Reviewing period of Project Proposal Report draft by Supervisor
		2-6/06/24
		
		 Until 13/06/24
			12
			
			 13
				Student, Supervisor

12.	Report correction period for Student based on Supervisor's comments	Until 20/06/24	14	Student, Supervisor

13.	Student submits to the PSM1 Coordinator:
	   1. REPORT REVIEW AND APPROVAL FORM (PSM1.RRAF.01)
	   2. NO PLAGIARISM ENDORSEMENT FORM (PSM1.NPEF.02)
	   3. ONE copy of **Presentation video** – *do a presentation, record and submit video on YouTube.* **Submit a link in a the Presentation Slide file.**
	   4. ONE copy of Presentation Slides in PDF *format*. Put presentation Slides in UTM e-portfolio too.
	 *Please make sure all forms are completed
		27/06/24
		 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	29/06/24	15	PSM1Coordinator
15.	**PSM 1 PRESENTATION** After presentation, Examiners and Chairperson can discuss their comments regarding student's Project Proposal Report or his/her project.	**01 – 05 /07/24**	**16**	Student, PSM1Coordinator Supervisor, Examiners

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*	**Until 9/07/24**	**17**	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)* **Correction process:** i. Student submit to SV and examiners • Corrected report • REPORT CORRECTION AND RESUBMISSION FORM (PSM1.RCRS.03) • RESPONSE TO COMMENT FORM (PSM1.RTC.04) ii. Supervisors must check that all corrections are completed before passing report and forms to examiners. iii. Examiners will review corrections and sign endorsement if corrections completed.	until 10/07/24	17	Student, Supervisor

18.	Student submits to the PSM 1 Coordinator:
	 1. REPORT CORRECTION AND RESUBMISSION FORM (PSM1.RCRS.03)
	 2. RESPONSE TO COMMENT FORM (PSM1.RTC.04)
	 3. TWO copies of completed Thesis
	     a. One in MS Word format
	     b. One in PDF format
	 4. TWO videos – put link in one document (**submit document to e-portfolio, and the link on e-learning**):
	     a. One presentation video
	     b. ONE 2-minute reflection video on PSM1
	 *Please note that without the forms, marks will not be uploaded to system.
		11/07/24	17	Student, PSM1Coordinator
				
				 **Note: No signature from examiners, mean JKPSM will not accept that corrections are completed.

19.	PSM 1 Result Meeting a) Department Level b) Faculty Level	July 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	July 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.

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. Pang Yee Yong (PSM1 – SECV)
   2) Dr. Aida Ali (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)