Faculty of Computing
Universiti Teknologi Malaysia

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

ACTIVITIES SCHEDULE (Semester 2 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	09/03/24 *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).	4/04/24	3	Student & PSM2 Coordinator
3.	**Project Progress Assessment (DEMO 1) (Target: 40% Project Finish)** 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 PSM2 Online System *(*before deadline Friday of Week 7 before 11pm)* ++ ++ QIU marks submission will use the PSM2 Evaluation Form. QIU PSM Coordinator will collect and email to FC PSM Coordinator.	28/04/24 to 02/05/24	7	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) Demo 1 progress and if there is a need to issue a Warning Letter to student who failed to present their progress assessment. b) PSM2 Coordinator will issue Warning Letter if need be	Up to 02/05/24	7	Supervisor & PSM2 Coordinator
5.	**Important:** Course Withdrawal Timeline (If Not, E Grade (Fail) will be given for an incomplete project)	**Until 09/05/24**	8	Student
6.	**Project Progress Assessment (DEMO 2) (Target: 70% Project Finish)** d) Student MUST make appointment with Supervisor before Week 12 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 *(*before deadline Friday of Week 12 before 11pm)* ++	02-06/06/24	12	Student & Supervisor **Note: After period of marks submission expire for Demo – ZERO marks is adopted for non-submission

	++ QIU marks submission will use the PSM2 Evaluation Form. QIU PSM Coordinator will collect and email to FC PSM Coordinator.			
7.	a) Supervisor reports to the PSM2 Coordinator of their student(s) Demo 2 progress and if there is a need to issue a Warning Letter to student who failed to present their progress assessment. b) PSM2 Coordinator will issue Warning Letter if need be	Up to 06/06/24	12	Supervisor & PSM2 Coordinator

8.	Student submits to Supervisor:
	   1. REPORT REVIEW AND APPROVAL FORM (PSM2.RRAF.01)
	   2. NO PLAGIARISM ENDORSEMENT FORM (PSM2.NPEF.02)
	Supervisor:
	   i. Reviewing period of Project Final Report Draft by Supervisor
		09-13/06/24
		
		16-20/06/24
			13
			
			14
				Student, Supervisor, PSM2 Coordinator

9.	Report correction period for Student based on Supervisor's comments	Until 27/06/24	15	Student

10.	Student submit to the PSM2 Coordinator:
	   i. REPORT REVIEW AND APPROVAL FORM (PSM2.RRAF.01)
	   ii. NO PLAGIARISM ENDORSEMENT FORM (PSM2.NPEF.02)
	   iii. TWO **videos**:
	     a. One presentation video
	     b. One demo video demo (of system developed or research experiment)
	   –** record and submit videos on YouTube. Submit the links in the Presentation Slide file.
	   iv. ONE copy of Presentation Slides in PDF format. Put presentation Slides in UTM e-portfolio too.
	Please make sure all forms are completed
		04/07/24
		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	06/07/24	16	PSM2 Coordinator
12.	**PSM 2 PRESENTATION & DEMO** After presentation, Examiners can discuss their comments regarding student's Report and Demo.	**07-11/07/24**	**17**	Student, PSM2 Coordinator, Examiners & Supervisor *Any changes will be updated and informed
13.	Examiners and Supervisors submit their **PSM 2 Evaluation MARKS t**o the *PSM2 Online system before the deadline*	**Until 16/07/24**	**18**	Examiners, Supervisor, PSM2 Coordinator
14.	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 17)*	until 18/7/24	18	Student, Supervisor & Examiners

	Correction process:
	  i. Student submit to SV and examiners
	  • Corrected report
	  • REPORT CORRECTION AND RESUBMISSION FORM (PSM2.RCRS.03)
	  • RESPONSE TO COMMENT FORM (PSM2.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.			

15.	Student submits to the PSM2 Coordinator:
	  • REPORT CORRECTION AND RESUBMISSION FORM (PSM2.RCRS.03)
	  • RESPONSE TO COMMENT FORM (PSM2.RTC.04)
	* Please make sure all forms are completed and signed
		Until 24/07/24	19	Student & PSM2 Coordinator
				
				==**Note: No signature from examiners, mean JKPSM will not accept that corrections are completed.==

16.	**THESIS AND CD SUBMISSION**
	**Please ensure thesis follows format.
	(Item 1)
	TWO copies of completed **Thesis** (Compulsory)
	  i. One in MS Word format
	  ii. One in PDF format
	*Make sure all signatures are complete
	
	*PSM Rule: TS (Tak Selesai/Incomplete) grade will be set as a student's grade if Final Thesis is not submitted.
	(Item 2)
	TWO copies of **SHORT PAPER** (Compulsory)
	  i. One in MS Word format
	  ii. One in PDF format
	(Item 3)
	TWO copies of **CODE BOOKLET** (Compulsory)
	  i. One in MS Word format
	  ii. One in PDF format
	(Item 4)
	A CD of source code, system, thesis *(** submit to SV ONLY)*
	**Please note SV submission preferences regarding this
	(Item 5)
	Filled in **Copyright Form** *(** submit to SV ONLY)*
		24/07/24	19	Student, Supervisor, PSM2 Coordinator & Academic Office Clerk
				
				Note: Instruction: upload **to PSM2 e-learning of your course

17.	PSM 2 Result Meeting a) Program Level b) School Level	July 2024	19	Supervisor, Examiners & PSM Committee
18.	PSM2 Coordinator submit the finalized PSM2 Result to the a) Academic Office and b) PSM Coordinator	July 2024	19	PSM2 Coordinator
19.	Meeting of Senate's Standing Committee on Examinations/Results of Semester I			

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)