



Faculty of Computing
Universiti Teknologi Malaysia

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

ACTIVITIES SCHEDULE (Semester 3 2023/2024)

	Activity	Date	Week	Actions
1.	PSM1 Special Briefing by Each Program PSM Coordinator	8/8/24	1	Student, PSM Coordinator
2.	Student choose PSM 1 Project Supervisor.	-NA-		Students MUST already have an SV, as Sem3 is ONLY for REPEATING STUDENTS , not new ones. NO NEW PROPOSALS ARE ALLOWED.
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	-NA-		
4.	List of Supervisor is released by PSM 1 coordinator	-NA-		
5.	Project Proposal Interview	-NA-		
6.	List of Interview Result will be released by PSM1 Coordinator	-NA-		
7.	<i>(Only for students who FAIL or PASSED WITH MAJOR CORRECTION – in the Phase 1)</i> a) Student submits to the Department Coordinator: i. ONE filled up of Project Proposal Form (PSM.CI.03) (Repeat) b) Project Proposal Interview (2 nd) c) List of Interview Result is released (2 nd)	-NA-		
8.	Project Progress Assessment (Progress 1) (Target: Chapters 1 and 2 Progress) a) Student MUST make appointment with Supervisor before Week 2 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 2 before 11pm)	11-15 /08/24	2	
8.	Important: Course Withdrawal Timeline (If Not, E Grade (Fail) will be given for an	5/9/2024	5	Student

	incomplete project)			**Please check date with Academic Office
9.	Project Progress Assessment (Progress 2) (Target: Chapters 3 and 4 Progress) a) Student MUST make appointment with Supervisor before Week 4 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 4 before 11pm)	25-29 /08/24	4	Student & Supervisor (*Marks deadline Friday of Week 4 before 11pm)
10.	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	21-5/09/24 Until 10/09/24	5 6	Student, Supervisor
11.	Report correction period for Student based on Supervisor's comments	8-11/9/2024	6	Student, Supervisor
12.	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 the Presentation Slide file. 4. ONE copy of Presentation Slides in PDF <i>format</i> . Put presentation Slides in UTM e-portfolio too. *Please make sure all forms are completed	12/9/2024 Before 5pm server time.	6	Student, PSM1Coordinator <i>*Note: Incomplete submission will not be accepted</i> <i>**Note: Any similarity percentage that is more than 20% will automatically be taken out of presentation, unless there is a note/explanation from SV.</i>
13.	PSM 1 Presentation Schedule is released by PSM 1 Coordinator	14/9/20234	6	PSM1Coordinator
14.	PSM 1 PRESENTATION After presentation, Examiners can discuss their comments regarding student's Report.	15-19/9/2024	7	Student, PSM1Coordinator Supervisor, Examiners <i>*Any changes will be updated and informed</i>
15.	Examiners and Supervisors complete the marks and comments in the PSM1 Online System. <i>* Examiners and Supervisors are advised to complete marks before the deadline</i>	Until 21/9/2024	7	Examiners, Supervisor, PSM1Coordinator (*Marks deadline Friday of Week 7 before 11pm)
16.	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 7)</i> Correction process:	Until 26/9/2024	8	Student, Supervisor

	<ol style="list-style-type: none"> 1. Student submit to SV and examiners • <ul style="list-style-type: none"> • Corrected report • REPORT CORRECTION AND RESUBMISSION FORM (PSM1.RCRS.03) • RESPONSE TO COMMENT FORM (PSM1.RTC.04) 2. Supervisors must check that all corrections are completed before passing report and forms to examiners. 3. Examiners will review corrections and sign endorsement if corrections completed. 			
17.	<p>Student submits to the PSM 1 Coordinator:</p> <ul style="list-style-type: none"> • Corrected report • REPORT CORRECTION AND RESUBMISSION FORM (PSM1.RCRS.03) • RESPONSE TO COMMENT FORM (PSM1.RTC.04) <p><i>*Please note that without the PSM1.CI.07 form, marks may not be uploaded to system.</i></p>	26/9/2024	8	Student, PSM1Coordinator
18.	<p>PSM 1 Result Meeting</p> <ol style="list-style-type: none"> a) Department Level b) School Level 		9	Supervisor, Examiners & PSM1Coordinator PSM Committee
19.	PSM 1 Coordinator submits the finalized PSM1 Result to the a) Academic Office and b) PSM Coordinator		9	PSM Coordinator
20.	Meeting of Senate's Standing Committee on Examinations/Results of Semester II			
21.	Submission of a completed Project Proposal Report to the PSM 1 Coordinator <i>(Only for students whom wish to propose for a new project proposal)</i>	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 <https://comp.utm.my/psm/>

2023/2024 SC PSM Committee Organization Structure **

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

Head of Committee: Ms. Hazinah Kutty Mammi (hazinah @ utm. my)

- 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)