



Faculty of Computing
Universiti Teknologi Malaysia

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

ACTIVITIES SCHEDULE (Semester 3 2023/2024)

Bil	Activity	Date	Week	Action
1.	a) Briefing PSM 2 by each program PSM Coordinator b) Student continues makes a report on PSM 2 progress by using the PSM Log Book (PSM.CU.01) from PSM 1	8/8/24	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).	-NA-	3	
3.	Project Progress Assessment (DEMO 1) (Target: 40% Project Finish) a) Student MUST make appointment with Supervisor before Week 3 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 Demo 1 Marks on PSM2 Online System (*before deadline Friday of Week 3 before 11pm) ++	18-22/08/24	3	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	18-22/08/24	3	Supervisor & PSM2 Coordinator
5.	Important: Course Withdrawal Timeline (If Not, E Grade (Fail) will be given for an incomplete project)		5	Student
6.	Project Progress Assessment (DEMO 2) (Target: 70% Project Finish) 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 Demo 2 Marks on PSM2 Online System (*before deadline Friday of Week 4 before 11pm) ++	25-29/08/24	4	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	Up to 29/08/24	4	Supervisor & PSM2 Coordinator
8.	Student submits to Supervisor:	1-5/09/24	5	Student, Supervisor,

	<p>1. REPORT REVIEW AND APPROVAL FORM (PSM2.RRAF.01)</p> <p>2. NO PLAGIARISM ENDORSEMENT FORM (PSM2.NPEF.02)</p> <p>Supervisor: i. Reviewing period of Project Final Report Draft by Supervisor</p>	1-5/09/24	5	PSM2 Coordinator
9.	Report correction period for Student based on Supervisor's comments	Until 10/09/24	6	Student
10.	<p>Student submit to the PSM2 Coordinator:</p> <p>i. REPORT REVIEW AND APPROVAL FORM (PSM2.RRAF.01)</p> <p>ii. NO PLAGIARISM ENDORSEMENT FORM (PSM2.NPEF.02)</p> <p>iii. TWO videos: One presentation video One demo video demo (of system developed or research experiment) –** record and submit videos on YouTube. Submit the links in the Presentation Slide file.</p> <p>iv. ONE copy of Presentation Slides in PDF format.</p> <p>*Please make sure all forms are completed</p>	12/9/2024 Before 5pm server time.	6	<p>Student & PSM2 Coordinator</p> <p>*Incomplete submission will not be accepted</p> <p>**Note: Always follow updates given by JKPSM</p>
11.	Schedule for PSM 2 Project Presentation Seminar is released by the PSM 2 Coordinator	14/9/2022	6	PSM2 Coordinator
12.	<p>PSM 2 PRESENTATION & DEMO</p> <p>After presentation, Examiners can discuss their comments regarding student's Report and Demo.</p>	15-19/9/2024	7	<p>Student, PSM2 Coordinator, Examiners & Supervisor</p> <p>*Any changes will be updated and informed</p>
13.	Examiners and Supervisors submit their PSM 2 Evaluation MARKS to the PSM2 Online system before the deadline	Until 21/09/24	7	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 7)</i></p> <p>Correction process:</p> <ol style="list-style-type: none"> Student submit to SV and examiners • <ul style="list-style-type: none"> Corrected report REPORT CORRECTION AND RESUBMISSION FORM (PSM2.RCRS.03) RESPONSE TO COMMENT FORM (PSM2.RTC.04) Supervisors must check that all corrections are completed before passing report and forms to examiners. 	until 26/09/24	8	Student, Supervisor & Examiners

	3. Examiners will review corrections and sign endorsement if corrections completed.			
15.	<p>Student submits to the PSM 2 Coordinator:</p> <ul style="list-style-type: none"> • Corrected report • REPORT CORRECTION AND RESUBMISSION FORM (PSM2.RCRS.03) • RESPONSE TO COMMENT FORM (PSM2.RTC.04) <p><i>*Please note that without the PSM1.CI.07 form, marks may not be uploaded to system.</i></p>	26/09/24	8	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> <ol style="list-style-type: none"> i. One in MS Word format ii. One in PDF format <p>*Make sure all signatures are complete</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> <ol style="list-style-type: none"> i. One in MS Word format ii. One in PDF format <p>Instruction: upload to all to PSM2 e-learning</p> <p><u>(Item 3)</u> TWO copies of CODE BOOKLET (Compulsory)</p> <ol style="list-style-type: none"> i. One in MS Word format ii. One in PDF format <p>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>	28/09/24	8	<p>Student, Supervisor, PSM2 Coordinator & Academic Office Clerk</p> <p>*Note: Submission Guideline will be provided.</p> <p>**Note: Always follow updates given by JKPSM</p>
17.	<p>PSM 2 Result Meeting</p> <ol style="list-style-type: none"> a) Program Level b) School Level 		9	Supervisor, Examiners & PSM Committee
18.	PSM2 Coordinator submit the finalized PSM2 Result to the a) Academic Office and b) PSM Coordinator		9	PSM2 Coordinator
19.	Meeting of Senate’s Standing Committee on Examinations/Results of Semester I			

** 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)