Essentials of Computing Sciences

Project Administration

4th Edition

ESSENTIALS OF COMPUTING SCIENCES

PROJECT ADMINISTRATION
4th Edition

Editors
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Preface

In the Universiti Teknologi MARA Malaysia, the Bachelor Degree programmes of the Computing Sciences discipline typically end with a final year project. This final year project is the capstone of each Bachelor Degree programme as it builds and tests the knowledge and skills acquired throughout the scholastic sessions. In addition, this project contributes as an essential part of the training towards becoming a professional. This book presents the essentials of the Computing Sciences project administration. Its aim is to meet the administrative formalities and procedural needs of students who are embarking on the formulation stage of their final year project, through to project completion. Several categories of readers may benefit from the content of this book as it provides important information pertaining to the Computing Sciences department requirements. The categories include the student who undertakes the project, the supervisor who supervises the project, the examiner of the project, the lecturer who conducts the project courses, and the coordinator who is responsible for managing the project exhibition for the Computing Sciences discipline.

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List of Abbreviations

FYP	Final Year Project
CSP600	Course code for Project Formulation
CSP650	Course code for Project
MAF	Mutual Acceptance Form
FAQ	Frequently Asked Question
ATP	*Amanah Tugas Pensyarah*
OBE	Outcome Based Education
RES	Result Examination System
SIMS	Student Information Management System

List of Forms and Evaluation Rubrics

Chapter 1

Aim

To provide an overview of the Bachelor Degree of Computing Sciences final year project.

1.1 Introduction

A final year project is different from a traditional course in terms of its size, its goals, and its form of supervision, communication and examination. It represents a substantially larger workload than that expected of a single course. While a single course traditionally focuses on the student acquiring knowledge in a specific subject area through lectures and laboratory work, the final year project focuses on deepening the student's understanding of a subject area. Moreover, it provides the student with the training to conduct the project independently using a sound and structured approach.

For a successful completion of a Bachelor Degree in the Computing Sciences discipline, the student must complete the required courses, prepare a project proposal for examination and conduct research work that culminates in an examination of a final year project report with an oral presentation of the results. It is to this capstone of a Bachelor Degree programme that the final year project cultivates the development of a student towards becoming an independent and critical-thinking individual.

1.2 Objective

The book focuses on the final year project within the Computing Sciences discipline. It provides informative materials to both the lecturer and the student in planning, organizing and managing the project towards its successful completion. The contents of the book enable the lecturer and the student to comprehend the administrative process and to apply the report guidelines involved in undertaking a project of this nature.

1.3 Structure

The book is structured into two main sections: (i) the formulation and submission of the project proposal, and (ii) the execution of the proposed project towards completion. For each section, the administrative process and workflow are provided for both the lecturer and the student. The project examination criteria can be discerned from the forms and rubrics that are provided in the appendices as a guide for the lecturer and the student. In addition, the forms provided in the appendices are detachable for use.

Chapter 2

Aim

To provide the administrative process and workflow on the formalities and procedural needs of the Bachelor Degree of Computing Sciences final year project (FYP).

2.1 Project Formulation and Project Administration Process

There are two main sections in this chapter: Project Formulation and Project. The Project Formulation section pertains to a course, of the same name, undertaken by the students in the fifth semester of their undergraduate programme. The Project section relates to a course, of the same name, undertaken by the students in their sixth semester of their bachelor programme. The roles and responsibilities of the lecturer and student are explained herewith.

2.2 Process for the Lecturer

Table 2.1 shows the responsibilities and actions undertaken by the lecturer during the Project Formulation and Project course.

Table 2.1 Administration Process for the Lecturer During the Project Formulation and Project Course

Project Formulation	
Responsibility	**Action**
Project Formulation Lecturer	1. Explain the following core course structure to the students: • Roles of student, supervisor / Co-Supervisor, examiner, Project Formulation lecturer • Purpose of forms • Evaluation rubrics • Division of marks/assessment (*Refer to appendix N for Selection of Supervisors*) 2. Acquire the student list according to the program. 3. Provide instructions on the preparation of the project proposal. 4. Provide a list of previous project titles for student reference. 5. Provide a list of the lecturers' areas of specialization. 6. Inform the students to seek potential supervisors. 7. Instruct the students to complete and submit the following forms: • Mutual Acceptance Form (F1) • Project Motivation Evaluation Form (F2)
Supervisor/Co-Supervisor	8. Discuss and confirm the project title with the potential student.

Table 2.1 (Continued)

Responsibility	Action
Supervisor/Co-Supervisor	9. Guide the student in preparing the project proposal. 10. Instruct the student to do the amendments (if any). 11. Check and sign the Proposal/Project In-Progress Form (F5).
Project Formulation Lecturer	12. Instruct the students to complete and submit the following forms: • Literature Review Evaluation Form (F3) • Methodology Evaluation Form (F4) 13. Conduct a session on Research Ethic 14. Evaluate Literature Review Evaluation Form (F3) and Methodology Evaluation Form (F4). 15. Monitor the student's project progress throughout the semester with the Proposal/Project In-Progress Form (F5). 16. Create a student group account with an anti-plagiarism software. 17. Instruct the students to screen the project formulation report with the anti-plagiarism software. 18. Instruct the students to submit the Project Formulation Report and the Project Formulation Report Submission Form (F6(a)).
Project Formulation Lecturer	19. Assign examiner for each student accordingly 20. Plan Project Formulation Presentation session 21. Distribute the proposal reports with the Project Formulation Report Evaluation Form (F8) to the supervisors and examiners.
Project Formulation Lecturer, Supervisor & Examiner	22. Evaluate the proposal through presentation using the Project Formulation Presentation Form (F7)
Supervisor & Examiner	23. Evaluate the report using Project Formulation Report Evaluation Form (F8)
Lecturer	24. Instruct the students to do the amendments (if any). 25. Instruct students to submit REC Forms as appropriate with the project proposal.
Supervisor & Examiner	26. Submit the Project Formulation Presentation Form (F7) and the Project Formulation Report Evaluation Form (F8) to the Project Formulation lecturer.
Project Formulation Lecturer	27. Instruct the students to submit the amended proposal report. 28. Record and upload the Project Formulation course marks into the Result Examination System (RES). 29. Compile and submit the items listed below to the Project lecturer for the following semester: • The student project list • The amended proposal reports

Table 2.1 (continued)

<table>
<tr><th colspan="2">Project</th></tr>
<tr><th>Responsibility</th><th>Action</th></tr>
<tr><td>Project Lecturer</td><td>30. Explain the following core course structure to the students:
• Roles of student, supervisor, Co-Supervisor, examiner, Project Lecturer
• Forms used
• Evaluation rubrics
• Division of marks/assessment
(Refer to appendix N for Roles of Supervisors)
31. Acquire the student list according to the program.
32. Provide instructions on the preparation of the FYP report according to the report guidelines.</td></tr>
<tr><td>Supervisor/Co-Supervisor</td><td>33. Provide continued supervision on the student project.
34. Guide the student in preparing the FYP report.</td></tr>
<tr><td>Project Lecturer</td><td>35. Monitor the student's project progress throughout the semester using the Proposal/Project In-Progress Form (F5).
36. Instruct student to develop Lean Model Canvas (LMC)
(Refer to Appendix O)
37. Create student group account for anti-plagiarism detection software/system.
38. Evaluate the submitted LMC using the LMC Evaluation Form (F13).
39. Evaluate the project progress through presentation using the Project Progress Presentation Form (F9).
40. Instruct the student to screen the FYP report with the anti-plagiarism software/system.</td></tr>
<tr><td>Project Lecturer</td><td>41. Update the list of supervisors and examiners.
42. Instruct the students to submit the FYP report with the Report Submission Form (F6(b)).
43. Distribute the FYP reports, with the Final Project Presentation Form F(10) and the Project Report Evaluation Form (F11) to the supervisors and examiners.</td></tr>
<tr><td>Resource Person / Lecturer in Charge</td><td>44. Plan and organize the FYP exhibition.</td></tr>
</table>

Table 2.1 (Continued)

Responsibility	Action
Resource Person / Lecturer in Charge	45. Brief the students on the FYP exhibition.
Supervisor & Examiner	46. Evaluate the FYP presentation, report and poster using the Final Project Presentation Form (F10) and the Project Report Evaluation Form (F11) . 47. Submit the forms to the Project lecturer. 48. Instruct the students to do the report amendments (if any) according to the report guidelines. 49. Check the amended report and sign the Confirmation of Correction Form (F12).
Supervisor	50. Sign the Supervisor Approval page in the student's final report.

Project Lecturer	51. Collect the following items from each student:
	• FYP report (including abstract and appendices) (in .pdf and .doc)
	• Presentation slides
	• All files related to the project development
	  • Poster
	  • Raw data (If Relevant)
	  • System with test data (If Relevant)
	  • Instructions on System Setup
	  • .apk file / .exe file (If Relevant)
	52. Record and upload the Project course marks into the Result Examination System (RES).

Lecturer	53. Submit a set of the FYP reports to the faculty's Academic Affairs Office for archive as resource reference.

2.1.1 Process Workflow for the Lecturer

Table 2.2 shows the responsibilities, workflow, and work processes undertaken by the lecturer during the Project Formulation and Project course.

Table 2.2 Administration Workflow for the Lecturer During the Project Formulation and Project Course

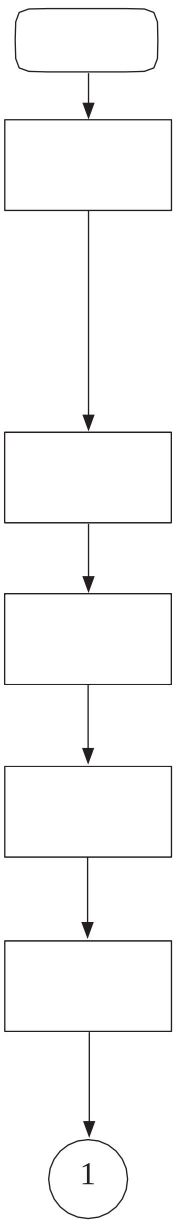
Project Formulation			
Responsibility	**Workflow**	**Work Process**	**Source/Record**
		Start	
		Explain the following core course structure to the students: • Roles of student, supervisor, examiner, Project Formulation lecturer • Purpose of forms • Evaluation rubrics • Division of marks/assessment	Project Formulation course – Outcome Based Education (OBE) documents
Project Formulation Lecturer		Acquire the student list according to the program.	Student Information Management System (SIMS)
		Provide instructions on the preparation of the project proposal.	
		Provide a list of previous project titles for student reference.	FYP coordinator, previous Project Formulation lecturer's teaching portfolio
		Provide a list of the lecturers' areas of specialization.	Faculty website

Table 2.2 (Continued)

Responsibility	Workflow	Work Process	Source/Record
	1		
Project Formulation Lecturer		Inform the students to seek potential supervisors.	
		Instruct the students to complete and submit the F1 and F2 form.	Mutual Acceptance Form (F1) - 3 copies: Project Formulation lecturer, supervisor and student Project Motivation Evaluation Form (F2)
Supervisor		Discuss and confirm the project title with the potential student.	
		Confirm acceptance of the supervision and sign the F1 form.	Mutual Acceptance Form (F1)
		Guide the student in preparing the project proposal.	
		Instruct the student to do the amendments (if any).	
		Check and sign the F5 form.	Proposal/Project In-Progress Form (F5)
Project Formulation Lecturer		Instruct the students to complete and submit the following forms: • Literature Review Evaluation Form (F3) • Methodology Evaluation Form (F4)	Literature Review Evaluation Form (F3) and Methodology Evaluation Form (F4)
		Conduct a session on Research	
		Monitor the student's project progress throughout the semester with the F5 form.	Proposal/Project In-Progress Form (F5)
	2		

Table 2.2 (Continued)

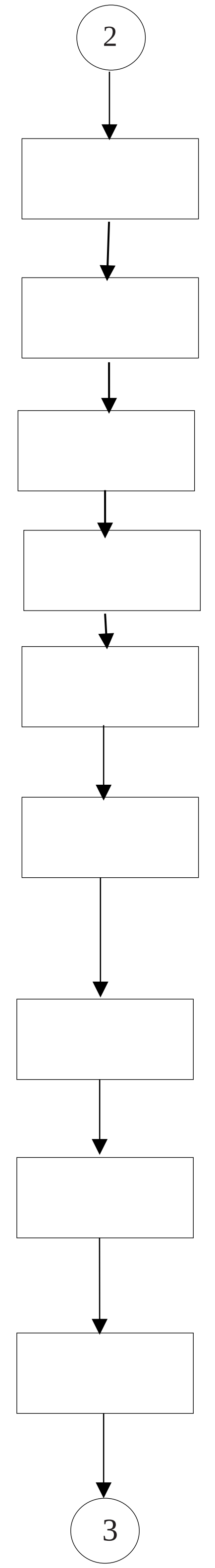
Responsibility	Workflow	Work Process	Source/Record
Project Formulation Lecturer		Instruct the students to screen the proposal report with the anti-plagiarism software. Instruct the students to submit copies of the proposal report and the F6(a) form. Assign examiner for each student accordingly Plan Project Formulation Presentation Session	Anti-plagiarism software Proposal report Project Formulation Submission Form (F6(a))
Project Formulation Lecturer		Distribute the proposal reports with the F8 form to the supervisors and examiners.	Project Formulation Report Evaluation Form (F8)
Project Formulation Lecturer, Supervisor & Examiner		Evaluate the proposal through presentation using the F7 form.	Project Formulation Presentation Form (F7)
Supervisor & Examiner		Evaluate the report using Project Formulation Report Evaluation Form (F8)	Project Formulation Report Evaluation Form (F8)
Project Formulation Lecturer		Instruct the students to do the amendments (if any).	
Supervisor & Examiner		Submit the F7 and F8 forms to the Project Formulation lecturer.	Project Formulation Presentation Form (F7) Project Formulation Report Evaluation Form (F8)

Table 2.2 (Continued)

Responsibility	Workflow	Work Process	Source/Record
	3		
		Instruct the students to submit the amended proposal report.	
		Record and upload the Project Formulation course marks into the Result Examination System (RES).	Result Examination System (RES)
Project Formulation Lecturer		Compile and submit the items listed below to the Project lecturer for the following semester: • The student project list • The amended proposal reports	Teaching portfolio
	4		

Table 2.2 (Continued)

Project			
Responsibility	**Workflow**	**Work Process**	**Source/Record**
Project Lecturer	4	Explain the following core course structure to the students: • Roles of student, supervisor, examiner, Project lecturer • Forms to be used • Evaluation rubrics • Division of marks/assessment (*Refer to appendix N for Roles of Supervisors*)	Project course – Outcome Based Education (OBE) documents
		Acquire the student list according to the program.	SIMS
		Provide instructions on the preparation of the FYP report according to the report guidelines.	Appendices in Guidebook
Supervisor		Provide continued supervision on the student project.	
		Guide the student in preparing the FYP report.	FYP Report Checklist (Appendix M)
Project Lecturer		Monitor the student's project progress throughout the semester using the F5 form.	Proposal/Project In-Progress Form (F5)
		Instruct student to develop Lean Model Canvas (LMC)	Appendix O
		Instruct the student to screen the FYP report with the anti-plagiarism software.	Anti-plagiarism software/system
	5		

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Table 2.2 (Continued)

Responsibility	Workflow	Work Process	Source/Record
	5		
Project Lecturer		Evaluate the submitted LMC using LMC Evaluation Form (F13)	LMC Evaluation Form (F13)
		Evaluate the project progress through presentation using the F9 form.	Project Progress Presentation Form (F9)
Supervisor		Review the FYP report content and format.	Appendix A-L
Project Lecturer		Update the list of supervisors and examiners.	List of supervisors and examiners
		Instruct the students to submit the FYP report with the F6(b) Form.	Report Submission Form (F6(b))
		Distribute the FYP reports, with the F10 Form and the F11 Form, to the supervisors and examiners.	Final Project Presentation Form (F10) Project Report Evaluation Form (F11)
Resource Person/ FYP Coordinator		Plan and organize the FYP exhibition.	
		Brief the students on the FYP exhibition.	

Table 2.2 (Continued)

Responsibility	Workflow	Work Process	Source/Record
Supervisor & Examiner	6 7	Evaluate the FYP presentation, report and poster using the F10 and F11 forms. Submit the forms to the Project lecturer. Instruct the students to do the report amendments (if any) according to the report guidelines. Check the amended report and sign the F12 form.	Final Project Presentation Form (F10) Project Evaluation Form (F11) FYP Report Checklist (Appendix N) Confirmation of Correction Form(F12)
Supervisor		Sign the Supervisor Approval page in the FYP report.	
		Collect the following items from each student: • FYP report (including abstract and appendices) • Presentation slides • All files related to the project	

Project Lecturer		development • Poster • Raw data (if any) • System with test data (if any) • Instructions on System Setup • .apk file / .exe file (if any) Record and upload the Project course marks into the RES.	Result Examination System (RES)
Project Lecturer		Submit the FYP reports to the faculty's Academic Affairs Office for archive as resource reference. End	

2.3 Process for the Student

Table 2.3 shows the responsibilities and actions to be taken by the student during the Project Formulation and Project course.

Table 2.3 Administration Process Undertaken by the Student During the Project Formulation and Project Course

Project Formulation	
Responsibility	**Action**
	1. Register for the Project Formulation course. 2. Identify the project area and proposal title 3. Identify the potential project supervisor. 4. Submit a copy of the completed Mutual Acceptance Form (F1) to the Project Formulation lecturer and the supervisor. The student is asked to keep a copy for reference. The form is to be signed by both the supervisor and the student.

Student	5. Discuss the project proposal in detail with the supervisor and complete the Project Motivation Evaluation Form (F2). 6. Submit the Project Motivation Evaluation Form (F2) to the Project Formulation lecturer for review. 7. Submit Literature Review Evaluation Form (F3) and Methodology Evaluation Form (F4) to the Project Formulation lecturer for review. 8. Apply for Ethical Approval (if necessary). 9. Discuss the progress of the proposal through regular consultations with the supervisor and update the Proposal/Project In-Progress Form (F5) after each consultation. 10. Present the progress of the proposal to the Project Formulation lecturer. 11. Complete the proposal report according to the pre-specified format. 12. Screen the proposal report with the anti-plagiarism software. 13. Submit the proposal report and the F6(a) form to the Project Formulation lecturer. 14. Present the proposal to the Project Formulation lecturer, examiner and the supervisor. 15. Do the amendments on the proposal report based on the comments from the examiner and the supervisor. 16. Submit the REC forms as appropriate with the proposal. 17. Submit the amended proposal report to the Project Formulation lecturer.

Table 2.3 (Continued)

Project	
Responsibility	**Action**
	18. Register for the Project course. 19. Continue regular project consultations with the supervisor and update the Proposal/Project In-Progress Form (F5) for each consultation. 20. Present the progress of the project to the supervisor and the Project lecturer. 21. Prepare the FYP report according to the report guidelines. 22. Submit Lean Model Canvas (LMC) to the Project lecturer for review.

Student	23. Screen the FYP report with the anti-plagiarism software. 24. Submit the FYP report and the Report Submission Form (F6(b)) to the Project lecturer (for the examiner and the supervisor). 25. Attend the FYP exhibition briefing conducted by the FYP coordinator. 26. Present the FYP to the: • Examiner • FYP exhibition committee members 27. Do amendments to the FYP report based on the comments from the examiner and the supervisor. 28. Submit the amended FYP report to the examiner for checking purposes and obtain the supervisor/examiner's signature on the Confirmation of Correction Form (F12). 29. Obtain the supervisor's signature on the Supervisor Approval page in the FYP report.

Table 2.3 (Continued)

Responsibility	Action

Student	32. Submit the following items to the Project lecturer:
	• FYP report (including abstract and appendices) (in .pdf and .doc)
	• Presentation slides
	• Poster
	• All files related to the project development
	    • Raw data (If relevant)
	    • System with test data (if any)

2.1.2 Process Workflow for the Student

Table 2.4 shows the responsibilities, workflow, and work processes undertaken by the student during the Project Formulation and Project course.

Table 2.4 Administration Workflow for the Student During the Project Formulation and Project Course

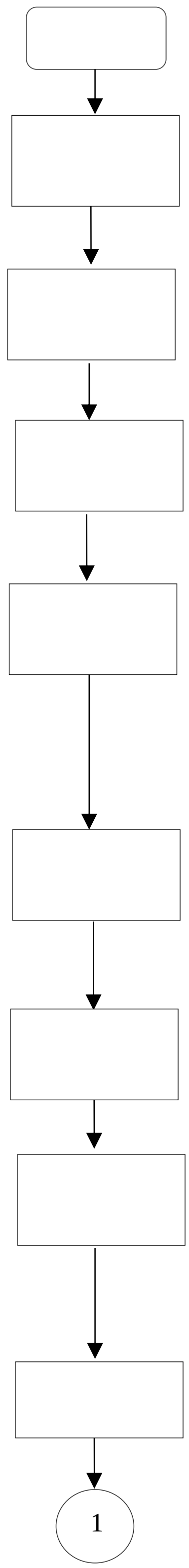
Project Formulation			
Responsibility	**Workflow**	**Work Process**	**Source/Record**
		Start	
		Register for the Project Formulation course.	SIMS
		Identify the project area and proposal title.	
		Identify the potential project supervisor.	
Student		Submit a copy of the F1 form to the Project Formulation lecturer and the supervisor. The student is asked to keep a copy for reference. The form is to be signed by both the supervisor and the student.	Mutual Acceptance Form (F1)
		Discuss the project proposal in detail with the supervisor and complete the F2 form.	Project Motivation Evaluation Form (F2)
		Submit the F2 form to the Project Formulation lecturer for review.	Project Motivation Evaluation Form (F2)
		Submit Literature Review Evaluation Form (F3) and Methodology Evaluation Form (F4) to the Project Formulation lecturer for review.	Literature Review Evaluation Form (F3) and Methodology Evaluation Form (F4)
		Apply for Ethical Approval (if necessary).	

Table 2.4 (Continued)

Responsibility	Workflow	Work Process	Source/Record
Student	1	Present the project proposal for evaluation.	
		Discuss the progress of the proposal through regular consultations with the supervisor and update the F5 form after each consultation.	Proposal/Project In-Progress Form (F5)
		Present the progress of the proposal to the Project Formulation lecturer.	
		Complete the proposal report according to the pre-specified format.	
		Screen the proposal report with the anti-plagiarism software.	Anti-plagiarism software
		Submit Business Model Canvas (BMC) to the Project lecturer for review.	
		Submit **TWO (2)** copies of the proposal report and the F6(a) form to the Project Formulation lecturer.	Proposal report Report Submission Form (F6(a))
		Present the proposal to the Project Formulation lecturer, examiner and the supervisor.	
		Do the amendments on the proposal report based on the comments from the examiner and the supervisor.	
	2	Submit the amended proposal report to the Project Formulation lecturer.	Proposal report (amended)

Table 2.4 (Continued)

Project			
Responsibility	**Workflow**	**Work Process**	**Source/Record**
Student	3		
		Register for the Project course.	SIMS
		Continue regular project consultations with the supervisor and update the F5 form for each consultation.	Proposal/Project In-Progress Form (F5)
		Prepare Lean Model Canvas (LMC)	Appendix O
		Present the progress of the project to the supervisor and the Project lecturer.	
		Prepare the FYP report according to the report guidelines.	Appendix A – L
		Screen the FYP report with the anti-plagiarism software.	Anti-plagiarism software
		Submit **TWO (2)** copies of the FYP report and the F6(b) form to the Project lecturer.	Report Submission Form (F6(b))
		Attend the FYP exhibition briefing.	
	3		

Table 2.4 (Continued)

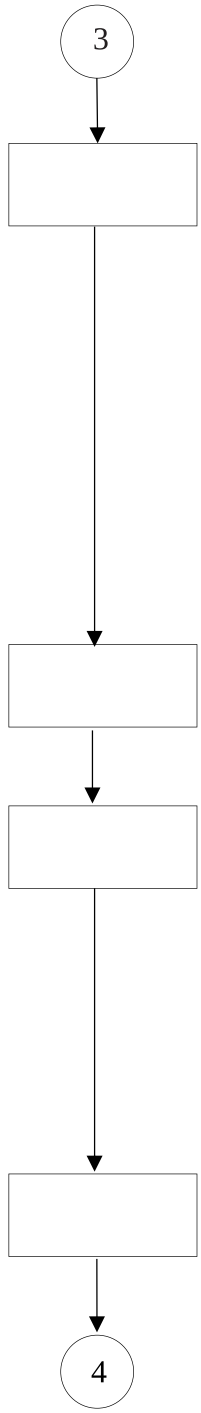
Responsibility	Workflow	Work Process	Source/Record
Student		Present the FYP to the: • Examiner • FYP exhibition committee members	
		Complete the amendments to the FYP report based on the comments from the examiner and the supervisor.	FYP Report Checklist (Appendix N)
		Submit the amended FYP report to the examiner for checking purposes and obtain the examiner's signature on the F12 form.	Confirmation of Correction Form (F12)
		Obtain the supervisor's signature on the Supervisor Approval page in the FYP report.	

Table 2.4 (Continued)

Responsibility	Workflow	Work Process	Source/Record
	4		
		Submit the following items to the Project lecturer: • **TWO (2)** CD copies of the FYP report (for the FYP coordinator and the faculty's Academic Affairs Office)	Sample for CD Cover and Label (Appendix M)

Student		Each CD should contain the following items:
		• FYP report (including abstract and appendices)
		• Presentation slides
		• All files related to the project development
		  • Poster
		  • Raw data
		  • System with test data (if any)	

		End	

Chapter 3

Aim

To provide a working guide on writing a project report for the Computing Sciences undergraduate.

3.1 Overview

This chapter is divided into three main sections: (i) Report Format (ii) Arrangement and Contents and (iii) Poster Format. The formatting of the report is highlighted in the first section, the contents in the second section, followed by formatting of the poster on the third section.

3.2 Report Format

3.2.1 Language and Report Length

The report must be written in the English language with a minimum of fifty (50) pages (excluding the appendix).

3.2.2 Printing

Microsoft Word format should be used. All final copies of the report should be printed on a laser printer for quality printing. A4 paper of 80 gram weight should be used.

3.2.3 Typeface, Typing Quality and Font Size

The entire text of the report, including the headings and page numbers, should be of the same font or typeface. "Times New Roman" (TNR) should consistently be used throughout the report. Computer printouts should be clear and of high quality.

a) Font Size
   The body text size is 12 point for "Times New Roman". Text should not be scripted or italicized except for:
   - scientific names,
   - terms in a different language, and
   - quotations

   Footnotes, caption and content for tables or figures should be 10 point TNR font size.

b) Headings and Subheadings
   These should be in bold print in 14 point TNR font size.

c) Margins
   Margin specifications are meant to facilitate binding and trimming. The stipulated margins for the general text (body of report) are as follows:
   Top edge : 3.0 cm Right
   side : 2.5 cm Left side :
   4.0 cm Bottom edge : 2.0
   cm

All information including text headings, footnotes and illustrations should be within these margins.

d) Paragraphs

A new paragraph at the bottom of a page must have at least two full lines of text: if not, it should begin on the next page. Use 1.5 spaces between lines and 3 spaces between paragraphs. The following, however, should be single-spaced:

- explanatory footnotes
- quotations longer than three lines in a block
- reference or bibliography (except between entries)
- multi-line captions (tables, figures, plates)
- appendices such as questionnaires, letters
- equations

e) Page Numbering

Every sheet of paper in the manuscript except the title page, supervisor approval and student declaration must be numbered. Begin numbering with acknowledgments, abstract, table of contents, list of tables, list of figures, and list of abbreviations (optional) using lower case Roman numeral (iv, v, vi, ...). The main text pages are to be numbered in Arabic numerals (1, 2, 3 ...). The page number must be centered from the bottom of the page. Special characters should not be included with the page number.

3.2.4 Equations

Equations must be done in Microsoft Equation Editor. The equation variables written in italic and number should be Arabic numerals enclosed in parentheses on the right hand margin. They should be cited in the text, for example, Eq. (1) and Eqns. (1) – (2). Equations start from the left. Punctuate equations with commas or periods when they are part of the sentence. For example,

$$y = 2x + 3, \text{ and} \quad (1)$$
$$x = t^2 - 4 \quad (2)$$

Text…………………………………………………………………………………….………………
…………………………………………………………………….….………………………….…………
……………………………………………...………………………………..............................

3.2.5 Tables

Tables must be centered on the page within the prescribed margins. Each table must have a reference number (in Arabic numeral) and a caption. The captions should be in title case (for e.g., Comparison of Average Classification Accuracy for Filter). It may be useful to group tables in each chapter together and to number them in sequence. For example, tables found in Chapter 1 should be numbered Table 1.1, Table 1.2, Table 1.3, and so on.

Bold the word Table and its number. Its caption (10 point TNR) appear above the table. If any table continues to the following or subsequent pages, the top line of the page reads. For example: Table 1.1 (Continued). The caption is not repeated. If a table is taken from another source, the reference must be cited at the bottom of the table (10 point).

Table 1.1 Comparison of Average Classification Accuracy and Length for Filter and Filter + Wrapper Methods Over Ten Runs

TNR, 10pt., centered

#run	Accuracy (%)		Average Length of Attributes	
	Filter	Filter + Wrapper	Filter	Filter + Wrapper
run1	97.80	99.28	49.4	31
run2	98.06	100.0	49.8	25
run3	97.93	100.0	50.0	27
run4	97.80	99.28	49.5	27
run5	97.54	100.0	50.3	31
run6	97.92	99.28	49.2	25
run7	97.67	99.28	49.6	26
run8	97.54	100.0	49.7	28
run9	97.67	100.0	50.2	27
run10	97.93	99.28	49.5	24
average	97.78	99.64	49.7	27.1

Source: Abdul – Rahman *et al.*, 2013

3.2.6 Figures

Figures may be illustrations, graphs, maps, charts and diagrams and anything that is neither script nor table. Bold the word Figure and its number (in Arabic numeral). Its caption (10 point TNR) are placed below the figure. The figure label should use lower case letter except for the beginning of the sentence or proper noun. A figure should not extend beyond one page. However, if it does, the same guidelines for tables should be followed. Figures should be grouped and numbered in sequence. For example, Figure 3.1 should be located in Chapter 3. If a figure is taken from another source, the reference must be cited at the bottom of the figure (10 point). Every figure must be boxed as shown in Figure 3.1.

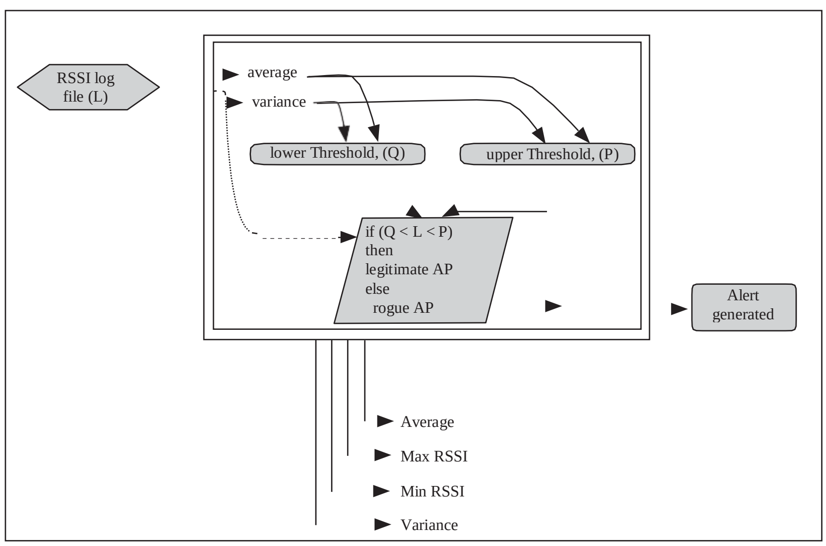


Figure 3.1 The proposed Rogue AP Detection Algorithm
(*Source*: Kamal – Bashah *et al.*, 2014)

TNR, 10pt., centred

3.3 Arrangement and Contents

3.3.1 Arrangement

The contents should be arranged in the following order:

a) COVER AND SPINE
b) TITLE PAGE
c) SUPERVISOR APPROVAL
d) STUDENT DECLARATION
e) ACKNOWLEDGEMENT (optional)
f) ABSTRACT
g) TABLE OF CONTENTS
h) LIST OF FIGURES
i) LIST OF TABLES
j) LIST OF SYMBOLS/ABBREVIATIONS/TRANSLATIONS, ETC. (optional)
k) BODY OF THE TEXT
l) REFERENCES
m) APPENDICES (optional)

3.3.2 Cover and Spine

a) Cover

The information printed on the cover page should include the following in the given order (refer to Appendix A):

- UNIVERSITI TEKNOLOGI MARA should appear at the top of the cover.
- The TITLE of the final year project report appears at the top of the cover. It should include meaningful keywords descriptive of the subject and the content.
- The NAME of the student used on the cover, must be the same under which the student is registered at UiTM.
- FULL NAME OF THE BACHELOR DEGREE PROGRAM should appear after the student's name.
- The MONTH and YEAR of hard cover submission should appear on the next line.

The title of the final year project report will be in TNR 18 point and the other texts will be in TNR 14 point font size. The top and bottom margin for the cover page must be 5 cm. All information printed on the cover must be justified and centered. If the final year project report exceeds 6 cm in thickness, then the binding should be done in two different volumes. In this case the volume number should be printed in Arabic numbers under the title of the final year project report, for example, Vol. 1 or Vol. 2.

b) Spine
Information printed on the spine must be with gold-coloured letters, TNR 18 point font size, and must be in the following order (refer to Appendix A):
- Name of the author
- Volume number (if more than one volume)
- Title
- Month and year of hard cover submission example January 2014.

The top and bottom margin of the spine should be 3 cm. If a final year project report is more than one volume, the volume number should be printed in Arabic numbers in the center of the spine.

3.3.3 Title Page

The information printed on the title page should include the following information exactly in the given order (refer to Appendix B):
- UNIVERSITI TEKNOLOGI MARA should appear at the top of the cover.
- The TITLE of the final year project appears below. It should include meaningful keywords descriptive of the subject and the content.
- The NAME of the student used on the cover, must be the same under which the student is registered at UiTM.
- A Thesis submitted in fulfillment of the requirements for Bachelor of Science (Hons.) / Bachelor of Computer Science (Hons.) / Bachelor of Information Technology (Hons.) Programme's Name and faculty's name Faculty of Computer and Mathematical Sciences should appear in the next line.

The university's name and the title of the final year project report will be in TNR 18 point and the other texts will be in TNR 14 point font size. The top and bottom margin for the cover page must be 5 cm. All information printed on the cover must be justified and centered.

3.3.4 Supervisor Approval

Refer to Appendix C.

3.3.5 Student Declaration

Refer to Appendix D.

3.3.6 Acknowledgement

This section may include an appreciation of all those who assisted the author in the preparation of his/her final year project, particularly the supervisor(s). Refer to Appendix E.

3.3.7 Abstract

The heading of the ABSTRACT appears centred and in full capital letters beneath the top margin (Refer to Appendix F). The abstract summarizes the whole project and should consist of project motivation, methodology, and findings. No citation is needed here. The length of the abstract should be between 250 to 300 words in a paragraph and use single spacing.

3.3.8 Table of Contents and List of Figures/Tables/Abbreviations

A table of contents (TOC) shows readers the starting page number of each major section and subsection in the report (refer to Appendix G). The topics to be covered in the report must be carefully selected and organized. The flow of the topics to be presented is very important in order to guide a relatively novice reader in understanding the whole report. To an experienced reader, the TOC gives a quicker way of finding interested information.

With the similar purpose as the TOC, the lists of figures/tables/abbreviations are to enable readers to find the illustrations, diagrams, charts, tables and abbreviation explanation in the report. Figures/Tables/Abbreviations must be numbered consecutively in order of appearance (Refer to Appendices H, I, and J).

3.3.9 Body of the Text

The MAIN BODY TEXT should be divided into chapters such as (refer to Appendix K):
- Introduction
- Theoretical Background or Literature Review
- Method of Investigation or Detailed of the Design
- Discussions/Evaluation on Findings/Design
- Conclusion and Recommendations

** Other additional chapters can be added according to the project type.*

a) Introduction
An introduction is necessary to give a background, an overview of the overall topic and the objectives of the final year project. The motivation to the initialization of the project can be included. Its content should be general enough to guide the reader gracefully into the subject materials.

b) Theoretical Background or Literature Review
This section is to discuss the theoretical aspects leading to the implementation of the project. Typically, this involves the historical background of the theories published in the research literature and the questions or ambiguities arose in these theoretical works. Citations for the sources of information should be given in the standard APA formats.

Explore this background to prepare the readers to read the main of the report. It should contain sufficient materials to enable the readers to understand why the set of data are collected, and what are the salient features to observe in the graph, charts and tables presented in the later sections. Avoid reporting any irrelevant issue. Depending on the length and complexity of the report, the introduction and the theoretical background may be combined into one introductory section/chapter.

c) Research Methodology / Research Design
The project may be in one of the following nature:
- Empirical research
- Experimental research
- Design synthesis of hardware/software
- Development and application of theory

Depending on the nature of the project, the approach can be described in one or more chapters. For empirical research, results and findings shall be discussed with regard to the gathering of data using research instruments in a qualitative and/or quantitative approach. For experimental research, explanations shall be given with regard to the equipment used to conduct the experiment, the function of each apparatus, how the configuration works to perform a particular measurement, sources of errors and how to minimize them, materials and ways to produce the sample. For design synthesis of hardware/software, detailed descriptions on the techniques used shall be given. For development and application of theory to solve a particular problem, the techniques used shall be explained in detail. Mathematical derivations that are too lengthy shall be given in appendices. Experiments conducted to verify the theory shall also be documented.

d) Presentation of Data
The data should be organized and presented in the forms of graphs, charts, or tables in this section, without interpretative discussion. Raw data which may take up a few pages, and most probably will not interest any reader, could be placed in the appendices.

e) Discussion on Findings
The interpretation of the data gathered can be discussed in this section. Sample calculations may be included to show the correlation between the theory and the measurement results. If there is any discrepancy between the theoretical and experimental results, an analysis or discussion should follow to explain the possible sources of error. The presentation of data and the discussions may also be combined into one chapter.

f) Conclusion and Recommendations
The conclusion section closes the report by providing a summary to the content in the report. It indicates what is shown by the work, what is its significance, and what are the advantages and limitations of the information presented. Additional discussion shall not be added. The potential applications of the results and recommendations for future work may be included.

3.3.10 References

Every reference quoted or cited in the report must be included in the list of references and sorted in alphabetical order according to author's last name. All references must be from reliable sources. A minimum of 15 academic references for proposal and a minimum of 30 academic references for final project. Refer to Appendix L for detail reference formats.

3.4 Poster Format

The format of the poster is as follows:
- PORTRAIT – measuring a maximum of 1 m width x 1.5 m length.
- Organization – information flow should be from top to bottom or from left to right, but not both.

For uniformity and simplicity, it is best to arrange the poster in the following format:
- Introduction: a few brief sentences that state the purpose of the study.
- Research method(s).
- Results: illustrations, tables, figures, graphs and images.
- Conclusion(s): a list or summary paragraph of conclusions.

Title, authors and institutional affiliation
- All lettering for titles should not be less than 2.5 cm in height.
- The heading should include the authors' names and affiliations.

Tables, charts, drawings and illustrations, as required

- The lettering for the text in the body of the poster should be legible for comfortable reading at least 2 metres away and should not be less than 1 cm in height.
- Typeface should be in Sans Serif (e.g. Arial) that is clear and precise. Do not capitalize all letters.
- Headings should be consistent, whether they are in capital letters, boldface or italicized.
- To help viewers follow the flow of ideas, number or letter each illustration and cue it into your text by having it appear within the same page and as close as possible to its cued reference. Each chart or table should have a label or explanation.

Frequently Asked Questions (FAQs) for Student

1. What is the Final Year Project (FYP)?
   The Final Year Project (FYP) is a project that needs to be undertaken by the final year student as a partial fulfillment of the requirements for the Computing Sciences bachelor degree.

2. What is the importance of the FYP?
   The FYP is normally used by the bachelor students who have graduated to market themselves during their interviews. Most of the companies will refer to the graduate's thesis (or FYP report) as a part of the evaluation criteria.

3. I am thinking of changing my supervisor. How do I go about it?
   The changing of the supervisor is not encouraged. However, if you still insist on a change, please refer to the Terms and Conditions in the Mutual Acceptance Form (F1).

4. I am thinking of changing the topic/title during CSP650. Will I be able to do so?
   The changing of the topic/title is strongly discouraged as it may affect your overall project evaluation.

5. How do I get an 'A' grade for CSP650?
   You may get an 'A' grade if both the system/research/finding and report are good. For the system, it should be successfully implemented together with test data analysis to demonstrate its worth.

6. My project is still incomplete. Do I still need to present/exhibit during the Final Year Project Exhibition?
   You will still need to present or exhibit it, otherwise an 'F' grade will be given.

7. What does an Incomplete (TL) or Fail result mean?
   If the Supervisor and Examiner agree that your project is halfway through completion and can be submitted within a specific duration, an 'Incomplete' result is given. However, if there is no progress at all and if the Supervisor and Examiner foresee the problems in the project (e.g., student attitude, level of completeness) then a 'Fail' result is given.

8. Does the faculty provide any printing facilities for poster, pamphlets, etc.?
   Yes, the faculty will provide the printing facilities for poster, pamphlets, etc. However, you are free to seek printing facilities elsewhere at your own expense.

9. When is the FYP exhibition held?
   Normally, the FYP exhibition is held after the final examination.

10. What is the penalty for late submission of the final report draft?
    The penalty imposed will affect your final grade.

11. Should I submit the whole report or only by chapters for plagiarism checking?
    You have to submit the whole report for the plagiarism checking.

12. What is the maximum percentage of the similarity index for plagiarism checking?
    The maximum percentage of the similarity index for plagiarism checking is 30%.

13. When can the hardbound report be prepared?
You can only submit the hardbound report once the amendments, based on the examiner's comments, have been made, and it should be done after the examiner has signed the Confirmation of Correction Form (F12).

14. What if I can not complete the correction required by the examiner?
The examiner has the right not to sign the Confirmation of Correction Form (F12) and your grade will be downgraded.

15. How many academic references should I include in the report?
The minimum number of academic references for the Proposal Report is 15 while that for the Final Year Report is 30.

16. What types of literature should be included in the references?
It should consist of a mix of journal articles, conference proceedings, book chapters, technical report, white papers, etc. Academic references such as journal articles, conference proceedings, book chapters, etc. should contribute to at least half of the references.

17. What are the minimum numbers of pages for the Proposal and Final Year Reports?
The minimum number of pages for the Proposal report is 30 pages and for the Final Year Report, is 50 pages.

Frequently Asked Questions (FAQs) for Lecturer

1. I am thinking of terminating my supervisory role to a student. How do I go about it?
   This is not encouraged. However, if you still insist, please refer to the Terms and Conditions in the Mutual Acceptance Form (F1).

2. What is the maximum number of students that I can supervise?
   There is no limit on the number of students you can be supervised. However, it is discretionary to have a proper distribution of students among supervisors within a department.

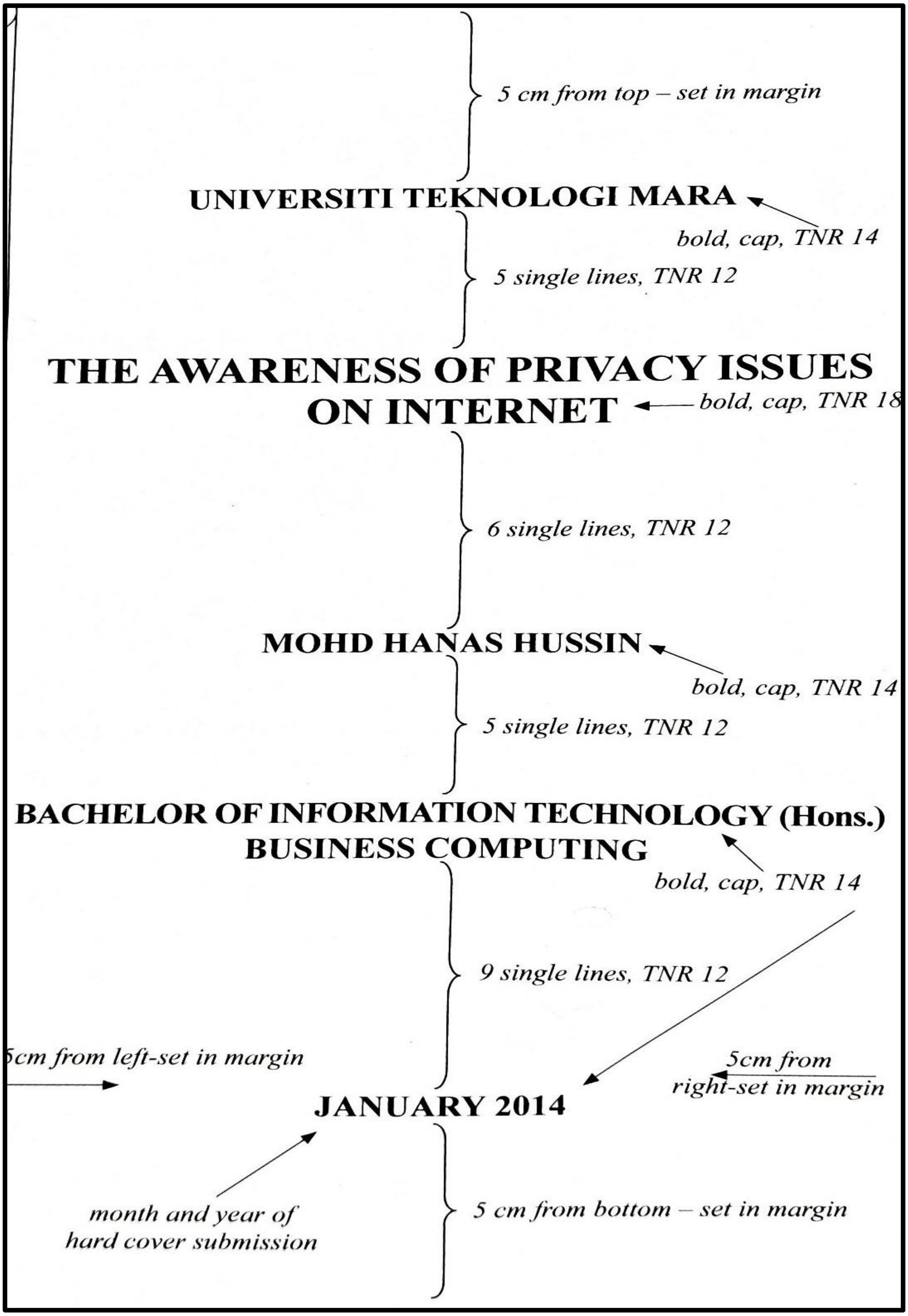
3. What if my student is frequently absent without any valid reasons from the weekly consultation?
   The Supervisor should consult with the Final Year Project Coordinator or Course Lecturer. However, an 80% attendance is required by the Academic Affairs Division for all courses.

4. Is it compulsory for me to attend the progress presentation?
   It is strongly encouraged.

APPENDICES

Appendix A

Sample for Format of cover



Appendix B

Sample for Format of Title page

5 cm from top – set in margin

Universiti Teknologi MARA *bold, TNR 18*

3 single lines, TNR 18

The Awareness of Privacy Issues
on Internet

1 single line, bold, TNR 18

3 single lines, TNR 18

Mohd Hanas Hussin *bold, TNR 14*

4 single lines, TNR 14

Thesis submitted in fulfilment of the requirements for
Bachelor of Information Technology (Hons.) Business Computing
Faculty of Computer and Mathematical Sciences

1 single line, bold, TNR 14

6 single lines, TNR 14

January 2014 *bold, TNR 14*

5cm from right – set in margin

5 cm from bottom – set in margin

5cm from left-set in margin

A4 size, 80 gm, white simile paper

Sample for Supervisor Approval

3 cm from top – set in margin

SUPERVISOR APPROVAL ← *bold, TNR 14*

2 single lines, TNR 12

PROJECT TITLE ← *bold, TNR 12*

1 single line, TNR 12

By

1 single line, TNR 12

STUDENT NAME
STUDENT ID ← *bold, TNR 12*

1 single line, TNR 12

4 cm – set in margin

This thesis was prepared under the supervision of the project supervisor, Supervisor's Name. It was submitted to the Faculty of Computer and Mathematical Sciences and was accepted in partial fulfilment of the requirements for the degree of Bachelor of Programme's Name.

2.5 cm – set in margin

3 single lines, TNR 12

Approved by

3 single lines, TNR 12

....
Supervisor's Name ← *TNR 12*
Project Supervisor

2 single lines, TNR 12

JANUARY 14, 2014

Date submit hardcover

Appendix D

Sample for Student Declaration

3 cm from top – set in margin

STUDENT DECLARATION ← *bold, TNR 14*

2 single lines, TNR 12

I certify that this thesis and the project to which it refers is the product of my own work and that any idea or quotation from the work of other people, published or otherwise are fully acknowledged in accordance with the standard referring practices of the discipline.

3 single lines, TNR 12

1 single line, TNR 12

…………………………………

STUDENT'S NAME

STUDENT ID

4 cm – set in margin

3 single lines, TNR 12

2.5 cm – set in margin

JANUARY 14, 2014

Date submit

Sample for Acknowledgement

3 cm from top – set in margin

ACKNOWLEDGEMENT *bold, TNR 14*

2 single lines, TNR 12

Alhamdulillah, praises and thanks to Allah because of His Almighty and His utmost blessings, I was able to finish this research within the time duration given. Firstly, my special thanks goes to my supervisor, …………………… ……………………..…………………….……..

Special appreciation also goes to my beloved parents ……………………..

Last but not least, I would like to give my gratitude to my dearest friend ….……….......……..………......……..………........……..………..

4 cm – set in margin

2.5 cm – set in margin

Paragraph single spacing, TNR 12, justified alignment

2 cm from bottom – set in margin

Appendix F

Sample for Abstract

3 cm from top – set in margin

ABSTRACT *bold, TNR 14*

2 single lines, TNR 12

A short summary of the whole project consists of project motivation/problem statement, methodology, and findings that emphasize the novelty of the approach adopted, the actual work performed and the overview of findings obtained in preferably one paragraph between 250 to 300 words.

Paragraph single spacing, TNR 12, justified alignment

4 cm – set in margin

2.5 cm – set in margin

2 cm from bottom – set in margin

Sample for Table of Contents

3 cm from top – set in margin

TABLE OF CONTENTS *bold, TNR 14*

Two 1.5 line spacing, TNR 14

CONTENT *bold, TNR 14* **PAGE**

One 1.5 line spacing, TNR 12

4 cm – set in margin

2.5 cm – set in margin

One 1.5 line spacing, TNR 12

One 1.5 line spacing, TNR 12 *bold, TNR 12* *1.5 line spacing*

One 1.5 line spacing, TNR 12

vi

2 cm from bottom – set in margin

Sample for Table of Contents (continued)

3 cm from top – set in margin

4 cm – set in margin

2.5 cm – set in margin

vii

2 cm from bottom – set in margin

Sample for List of Figures

3 cm from top – set in margin

LIST OF FIGURES ← *Bold, capital letters, TNR 14*

2 single lines, TNR 12

FIGURE ← *Bold, capital letters, TNR 12* → **PAGE**

4 cm – set in margin

2.5 cm – se in margin

Paragraph 1.5 lines, TNR 12, justified alignment. Numbered figures according to chapter

viii

2 cm from bottom – set in margin

Appendix I

Sample for List of Tables

3 cm from top – set in margin

LIST OF TABLES ← *Bold, capital letters, TNR 14*

2 single lines, TNR 12

TABLE ← *Bold, capital letters, TNR 12*

Paragraph 1.5 lines, TNR 12, justified alignment.
Numbered tables according to chapter

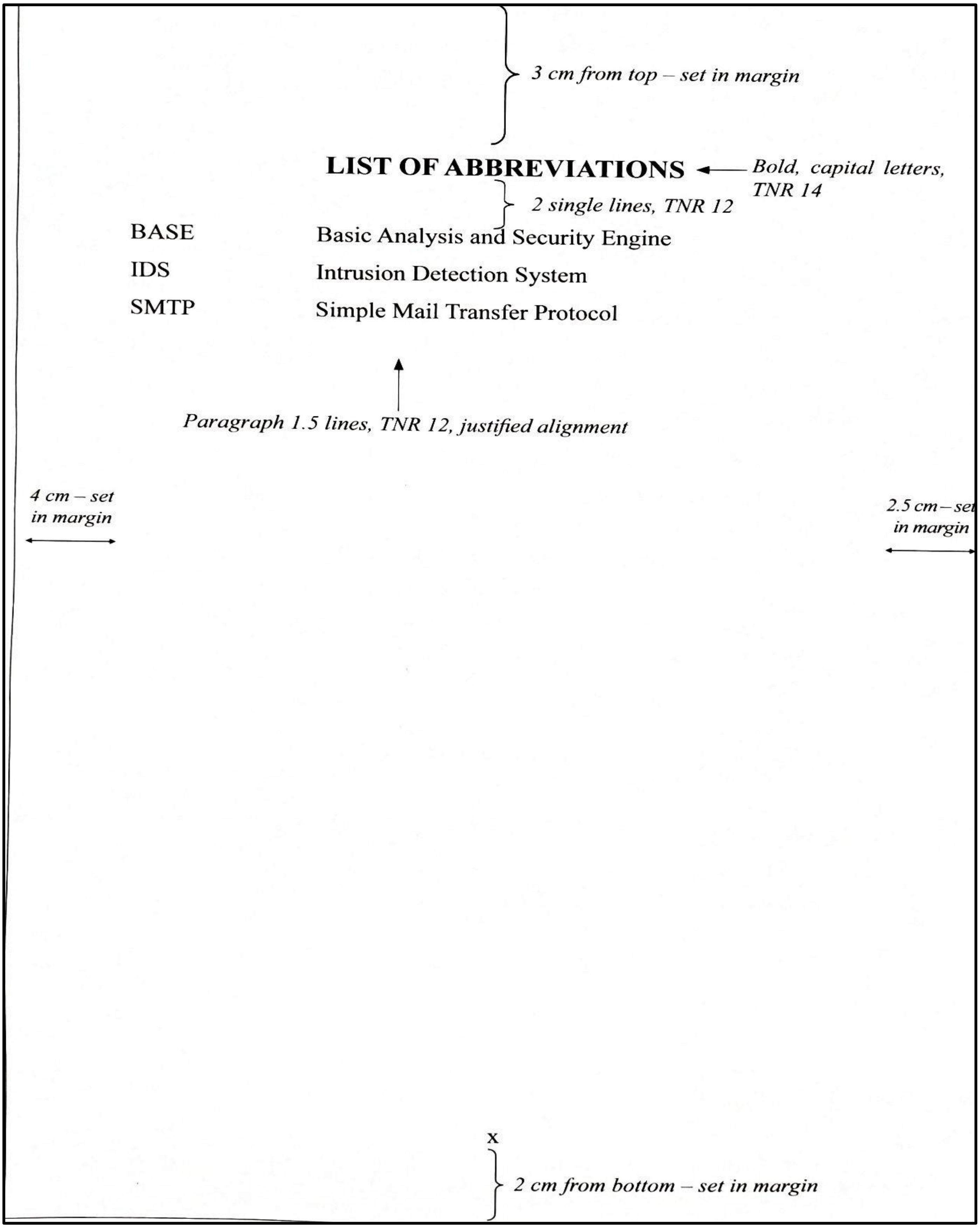
4 cm – set in margin

2.5 cm – set in margin

ix

2 cm from bottom – set in margin

Sample for List of Abbreviations



3 cm from top – set in margin

LIST OF ABBREVIATIONS ← Bold, capital letters, TNR 14

2 single lines, TNR 12

BASE	Basic Analysis and Security Engine
IDS	Intrusion Detection System
SMTP	Simple Mail Transfer Protocol

Paragraph 1.5 lines, TNR 12, justified alignment

4 cm – set in margin

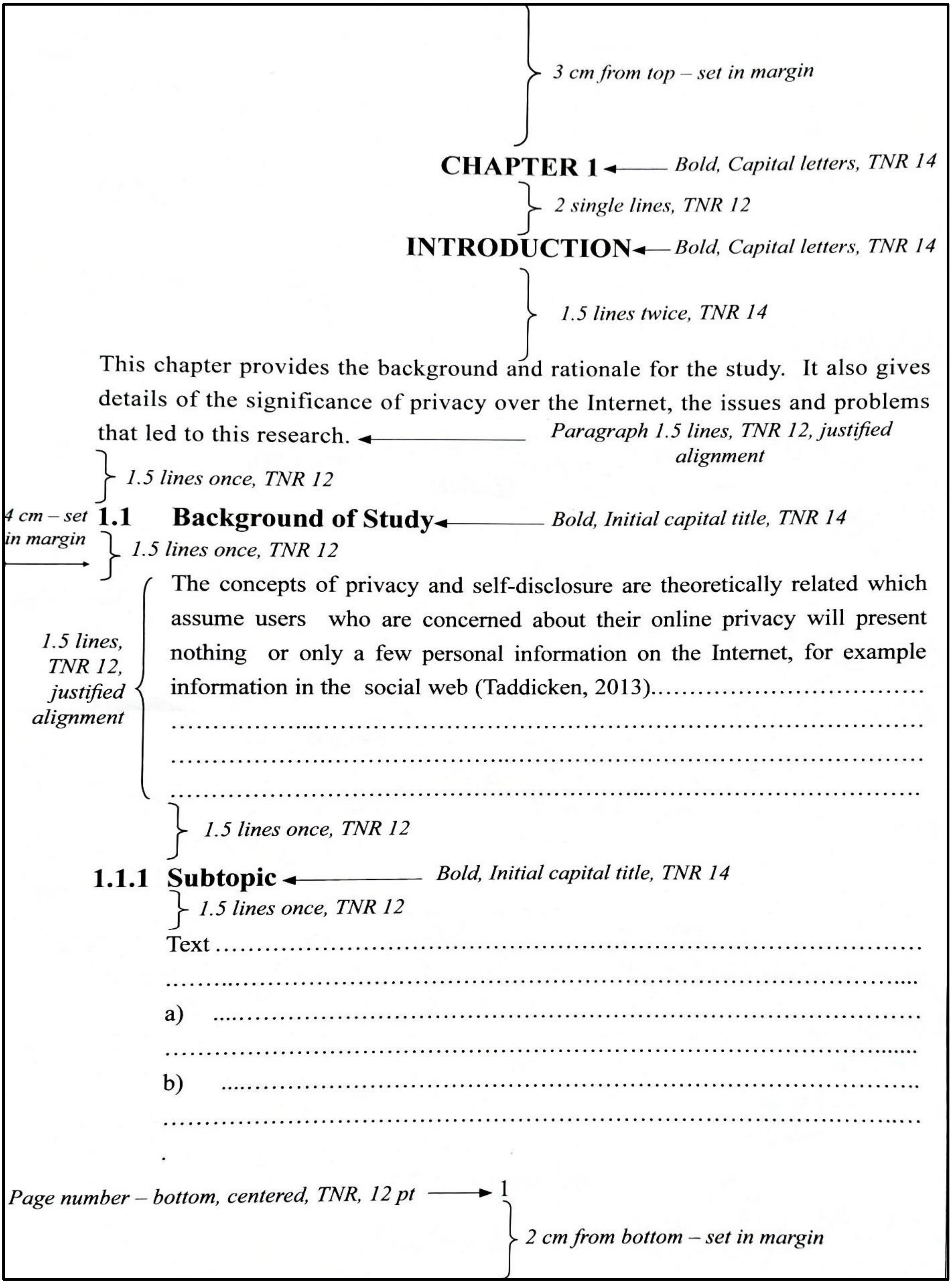
2.5 cm – set in margin

x

2 cm from bottom – set in margin

Appendix K

Sample for Body of Report



3 cm from top – set in margin

CHAPTER 1 ← *Bold, Capital letters, TNR 14*

2 single lines, TNR 12

INTRODUCTION ← *Bold, Capital letters, TNR 14*

1.5 lines twice, TNR 14

This chapter provides the background and rationale for the study. It also gives details of the significance of privacy over the Internet, the issues and problems that led to this research. ← *Paragraph 1.5 lines, TNR 12, justified alignment*

1.5 lines once, TNR 12

4 cm – set in margin

1.1 Background of Study ← *Bold, Initial capital title, TNR 14*

1.5 lines once, TNR 12

1.5 lines, TNR 12, justified alignment

The concepts of privacy and self-disclosure are theoretically related which assume users who are concerned about their online privacy will present nothing or only a few personal information on the Internet, for example information in the social web (Taddicken, 2013)……………………………
……………………………………………………………………………
……………………………………………………………………………
……………………………………………………………………………

1.5 lines once, TNR 12

1.1.1 Subtopic ← *Bold, Initial capital title, TNR 14*

1.5 lines once, TNR 12

Text ……………………………………………………………………………
……………………………………………………………………………

a) ……………………………………………………………………………
……………………………………………………………………………

b) ……………………………………………………………………………
……………………………………………………………………………
.

Page number – bottom, centered, TNR, 12 pt → 1

2 cm from bottom – set in margin

Sample of References Using American psychological Association (APA) Format

This sheet is a guide to the APA style. Citations listed below are an example or reference based on APA format. For other examples refer to the **Online Writing Lab** at *https://owl.purdue.edu/owl/resource/560/01/*. Use this only as a reference. It is not intended to replace the Publication Manual of the American Psychological Association, 6th edition. The reference list must be sorted alphabetically according to author's last name.

1. Book

a. Book, One Author

Halilah, H. (2010). *Understanding Statistics with SPSS*. A Friendly Approach. Selangor: UiTM: University Publication Centre (UPENA).

b. Book, Two Authors

Singer, P. W. & Friedman, A. (2014). *Cybersecurity and Cyberwar: What Everyone Needs to Know*. New York: Oxford University Press.

c. edited Book

Zeggini, E. & Morris, A. (2011). *Analysis of Complex Disease Association Studies. A Practical Guide*. New York: Academic Press.

2. Dissertation

Janom, N. (2012). Multi-Dimensional Business-to-Business E-commerce Readiness Stage Model for Agro-Based SMEs in Malaysia (Doctoral dissertation, The National University of Malaysia, 2012).

3. Entry in an Encyclopedia

Platt, C. (2013). *Encyclopedia of Electronic Components* (Vol. 1, p. 15). Canada: Maker Media

4. Journal

a. Journal Article, One Author

Kello, L. (2013). The Meaning of the Cyber Revolution: Perils to Theory and Statecraft, *International Security*, Fall, 38 (2), 7-40.

b. Journal Article, Two Authors

Kiltz, E. & Galindo, D. (2009). Direct chosen-cipher text secure identity based key encapsulation without random oracles. *Theory of Computer. Science*, 410(47-49), 5093-5111.

5. Magazine and Newspaper

a. Magazine Article, One Author

Mann, S (2013, Mac). What I've learned from 35 years of wearing computerized eyewear, *IEEE Spectrum*, 40-45.

b. Newspaper Article, no Author

Oscars selfie 'surprise for everyone,' insists Samsung. (2014, 6 March), Technews, The Star Online.

6. Proceedings

Galindo, D. (2009). Breaking and repairing public key encryption scheme with non-interactive opening. In: Proceedings of CT-RSA 2009, pp. 389-398. Springer, Berlin.

7. Report from Organization

MOSTI & PIKOM. (2012). *ICT Strategic Review 2012/13 Innovation for Digital Opportunities*. Petaling Jaya, Selangor: Ramasamy, R.

8. Videotape

Mothersbaugh, M., Patterson, S. & Bartholomew (Producer), & Lord, P. & Miller, C. (Director). (2014). The Lego Movie. (Warner Bros).

Electronic Formats

Internet Article Based on Print Source

The citation is done as if it were a paper article and then followed by a retrieval statement that identifies the date retrieved and source.

1. Books

a. Electronic Books

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html

b. Kindle Books or e-Book Formats

Stoker, B. (1897). *Dracula* [Kindle DX version]. Retrieved from Amazon.com

c. Chapter/Section of a Web document or Online Book chapter

Engelshcall, R. S. (2010). Module mod_rewrite: URL Rewriting Engine. In *Apache HTTP Server version 1.3 documentation* (Apache modules). Retrieved August 12, 2015, from http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Peckinpaugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved August 12, 2015, from http://www.archives.alabama.gov/goldstar/info.html.

d. Online Book Reviews

Zacharek, S. (2008, April 27). Natural women [Review of the book *Girls like us*]. *The New York Times*. Retrieved July 2, 2015, from http://www.nytimes.com/2008/04/27/books/review/Zachareck-t.html?pagewanted=2

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce's critics: Transitions in reading and culture, and Joyce's messianism: Dante, negative existence, and the messianic self]*. *Modern Fiction Studies, 50*(1), 163-173. Retrieved May 9, 2015, from http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html

2. Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Software that is downloaded from a web site should provide the software's version and year when available.

Hayes, B., Tesar, B. & Zuraw, K. (2003). OTSoft: Optimality Theory Software (Version2.1)[Software]. Retrieved October 2, 2014, from http://www.linguistics.ucla.edu/people/hayes/otsoft/

3. Company Information from Aggregated database

MCMC Annual Report (company profile). (2011). Retrieved December 12, 2013, from Official Portal of Malaysian Communications and Multimedia Commission.

4. Data

a. Data Sets

United States Department of Housing and Urban Development. (2008).*Indiana income limits* [Data file]. Retrieved June 11, 2015, from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

b. Qualitative Data and Online Interviews

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved March 2, 2014, from Johnson Space Center Oral Histories Project Web site: http://ww11.jsc.nasa.gov/history/oral_histories/oral_histories.htm

5. Dissertation

Kamal-Bashah, N.S. (2013). *Mobile Service Architecture in Future Mobile Environments* (Doctoral Dissertation). Retrieved May 9, 2014 from http://www.diva-portal.org/smash/get/diva2:601136/FULLTEXT03.pdf

6. Newspaper Article

Dino Grandoni. (2015, July 27). *Ads for Podcasts Test the Line Between Story and Sponsor. The New York Times.* Retrieved July 27, 2015, from http://www.nytimes.com/2015/07/27/business/media/ads-for-podcasts-test-the-line-between-story-and-sponsor.html?ref=technology&_r=0

7. Online Lecture Notes and Presentation Slides

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved Aug 10, 2015, from Lecture Notes Online Web site: http://www.econ.iastate.edu/classes/econ501/Hallam/index.html

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved Apr 24, 2014, from http://siri.uvm.edu/ppt/40hrenv/index.html

8. Online Forum or Discussion Board posting

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Retrieved July 2, 2015, from message posted to http://groups.earthlink.com/forum/messages/00025.html

9. Web Page

a. Blog (Weblog) and Video Blog post

Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved October 12, 2010, from http://www.spring.org.uk/the1sttransport

b. Web page with private Organization as Author

The Midwest League. (2003). *Pitching, individual records.* (2003). Retrieved October 1, 2003, from http://www.midwestleague.com/indivpitching. html

c. Web page, Government Author

Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas*, Retrieved September 18, 2001, from http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm

10. Podcast

a. Audio

Bell, T., & Phillips, T. (2008, May 6). A solar flare. *Science @ NASA Podcast*. Podcast retrieved January 6, 2013, from http://science.nasa.gov/podcast.htm

b. Video

Scott, D. (Producer). (2007, January 5). The community college classroom [Episode 7]. *Adventures in Education*. Podcast retrieved April 6, 2014, from http://www.adveeducation.com

11. Television Broadcast

Important, I. M. (Producer). (2015, April 1). *Berita TV3* [Television broadcast]. Kuala Lumpur: Media Prima.

12. Personal Communications

Personal communications may be things such as email messages, interviews, speeches, and telephone conversations. Because the information is not retrievable, they should not appear in the reference list.

They should look as follows: Example:
Burnitz, J. (personal communications, September 20, 2014).

Reference Citations in Text

To refer to an item in the list of references from the text, an author-date method should be used. That is, use surname of the author (without suffixes) and the year of publication in the text at appropriate points.

Example: Budget for 2015 is requested most for student aid and basic research programs level-funded and also included several ambitious new higher education proposals (Obama, 2014).

A significant percentage of undergraduates are failing to develop the broad-based skills and knowledge they should be expected to master (Arun & Roksa, 2011).

One author

Example: Flick (2014) reported that is now a stronger focus on how-to-do aspects in qualitative research.

In a recent study reported that now there is a stronger focus on how-to-do aspects in qualitative research. (Flick, 2014)

Two or more authors

When a work has two authors, always cite both names every time the reference occurs. For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the last name of the first author followed by et al.

Example:
First citation – (Albali, Phillips, & Fischer, 2009)
Subsequent citation – (Albali et al., 2009)

When a work has no authors

Cite in text the first few words of what appears first for the entry on the list (usually the title) and the year. Use double quotation marks around the title or abbreviated title.
Example: The literature has been updated and new approaches, work and authors have been integrated (“An Introduction to Qualitative Research”, 2014)

Specific parts of a source

Example 1: The reference entry to Chapter 3 in the book by Dweck (2006) would follow the format for an authored book, and so on.
Dweck (2006, Chapter 3)
Example 2: The reference entry for the citation to Figure 3 in Woo and Leon’s (2013) article, shown in the illustration, would follow the format for a journal article.
(Woo & Leon, 2013, Figure 3)

Appendix L

APA 7th Referencing: Social Media

Basic format to reference a Tweet

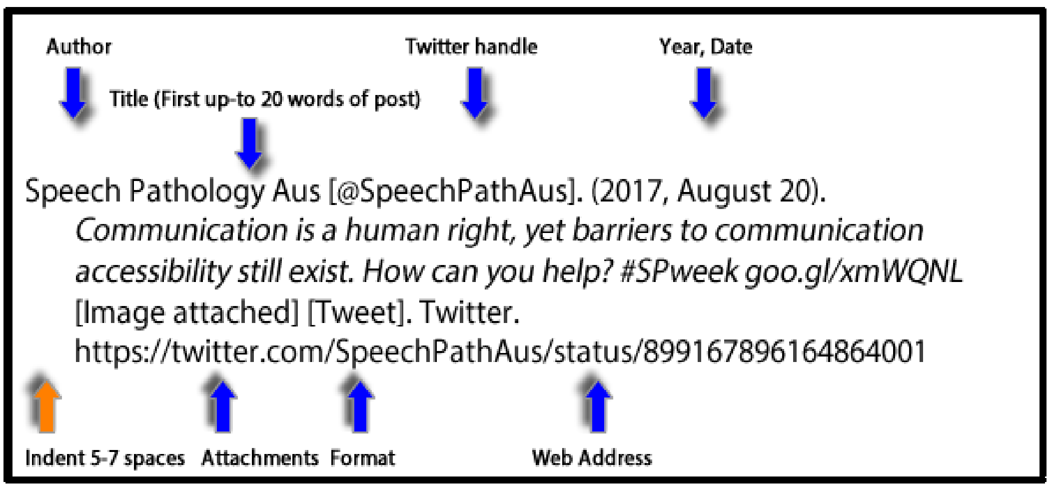
Use your judgment in citing social media sources. Remember that what you cite should have scholarly relevance.

The basics of a reference list entry for a Tweet

- Author or authors. The surname is followed by first initials.
- Twitter handle (username) in [square brackets].
- Year and date, e.g. (2020, January 21)
- Title (in *italics*). Use the content of the Tweet up to the first 20 words.
- Description of any attached audiovisuals in [square brackets], where relevant.
- Description of format in [square brackets], for e.g. [Tweet]
- Social media site name, e.g. Twitter
- URL.
- The first line of each citation is left adjusted. Every subsequent line is indented 5-7 spaces.

Example:

Speech Pathology Aus [@SpeechPathAus]. (2017, August 20). *Communication is a human right, yet barriers to communication accessibility still exist. How can you help? #SPweek goo.gl/xmWQNL* [Image attached] [Tweet]. Twitter. https://twitter.com/SpeechPathAus/status/899167896164864001



Referencing reports and grey literature: Examples

Material Type	In-Text Example	Reference List Example
Tweet	Highlighting the importance of speech pathology and the basic human right to communication (Speech Pathology Aus, 2017).	Speech Pathology Aus [@SpeechPathAus]. (2017, August 20). *Communication is a human right, yet barriers to communication accessibility still exist. How can you help? #SPweek goo.gl/xmWQNL* [Image attached] [Tweet]. Twitter. https://twitter.com/SpeechPathAus/status/899167896164864001 **For Twitter posts and profiles (see following) the name of the author (individual or group) is followed by their Twitter handle in [square brackets].**
Twitter Profile	The Speech Pathology Aus (n.d.) Twitter profile provides a platform for advocacy...	Speech Pathology Aus [@SpeechPathAus]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved January 21, 2020, from https://twitter.com/SpeechPathAus **Use (n.d.) for the date and include the retrieval statement because the content of the profile homepage is constantly updating.** **'Tweets' (title) is the default tab when viewing a Twitter profile, change this as appropriate if viewing a different tab, for example 'Media' or 'Likes'.**
Facebook Post	Providing support and information during trauma (Australian Psychological Society [APS], 2020).	Australian Psychological Society. (2020, January 9). *Children cope with trauma in different ways. Look for changes in behaviour that suggest they are unsettled or distressed* [Image with link attached]. Facebook. https://www.facebook.com/pg/AustralianPsychologicalSociety/posts/?ref=page_internal **Use this format for other social media services such as Tumbler, LinkedIn, etc.**
Facebook Page	..importance of having a social media presence (Australian Psychological Society, n.d.).	Australian Psychological Society. (n.d.). *Home* [Facebook page]. Facebook. Retrieved January 21, 2020, from https://www.facebook.com/AustralianPsychologicalSociety/ **'Home' (title) is the default page when viewing a Facebook profile, change this as appropriate if viewing a different page, for example 'Posts' or 'Events'.**
Instagram Photo or Video	A timely reminder from Cancer Council Australia (2019) on how to stay up to date with UV levels.	Cancer Council Australia [@cancercouncil]. (2019, December 17). *Find your local UV levels* [Infographic]. Instagram. https://www.instagram.com/p/B6JpDqBIVYo/?utm_source=ig_web_copy_link
Instagram Highlight	Cancer Council Australia (n.d.) chose to highlight bowel cancer...	Cancer Council Australia [@cancercouncil]. (n.d.). *Australia has one of the highest rates of bowel cancer in the world* [Highlight]. Instagram. Retrieved January 21, 2020, from https://www.instagram.com/stories/highlights/17930993809343788/ **Use 'n.d.' for the date as the Highlight has no date (although individual stories in the Highlight might have different dates).** **Because the Highlight can change at any time, include the retrieval statement.**
Online forum post	This Beyond Blue forum is described as "a place to meet friends and fellow travellers for a bit of company" (Kazzle, 2015, para. 3).	Kazzl. (2015, December 26). *The BB cafe is open for business! Welcome to a new chill and chat place for everyone on the forum* [Online forum post]. Beyond Blue. https://www.beyondblue.org.au/get-support/online-forums/bb-social-zone/the-bb-cafe

Some general rules for APA reference pages:

- Begin the reference list on a new page. The page begins with the word References (Reference if there is only one), centered in the top, middle of the page, using both upper and lower case. If the references take up more than one page, do not re-type the word References on sequential pages, simply continue your list.
- Use one space after all punctuation.
- The first line of the reference is flushed left. Lines thereafter are indented as a group, a few spaces, to create a hanging indention.
- Double space between references, while single spacing within reference.
- Use italics for titles of books, newspapers, magazines, and journals.
  References cited in text must appear in the reference list; conversely, each entry in the Reference list must be cited in text.
- Arrange entries in alphabetical order according to author's last name.
- Give in parentheses the year the work was published. For magazines and newspapers, give the year followed by the month and date, if any. If no date is available, state as (n.d.).
- Give volume numbers for magazines, journals, and newsletters. Include the issue number for journals if and only if each issue begins on page 1.

FYP Report checklist

Please ensure that you have all items listed below in your report and tick the box.

	ITEMS	REMARKS	PAGING	'✓' the box when finished
1	Cover Page	compulsory	none	□
2	Title Page	compulsory	i *(but not printed/hidden)*	□
3	Supervisor Approval	compulsory	ii *(but not printed/hidden)*	□
4	Student Declaration	compulsory	iii *(but not printed/hidden)*	□
5	Acknowledgement	compulsory	iv	□
6	Abstract	compulsory	v	□
7	Table of Contents	compulsory	vi	□
8	List of Figures	compulsory IF the report has figures or diagrams	continue from the previous page number	□
9	List of Tables	compulsory IF the report has tables	continue from the previous page number	□
10	List of Abbreviations *OR* Glossary	optional	continue from the previous page number	□
11	Chapter 1 : : Chapter 5	compulsory	1 : continue from the previous page number	□
12	References	compulsory	continue from the previous page number	□
13	Appendix A : : Appendix X	optional	continue from the previous page number	□
14	Blank Paper	compulsory	none	□

Selection of Main Supervisors / Co-Supervisor / Examiner:

1. Request for CV (selection is based on expertise).
2. CV must state list of supervision (+- 2 years) for showing experiences and areas of expertise.
3. Nomination for main supervisor/co-supervisor/examiner who has no prior supervision experience will based on the areas of expertise as stated in the CV.
4. Nomination/rejection of main supervisor from branch must get approval Pengurus Utama (PU) program.
5. Pengurus Utama (PU) reserves the right to accept/reject/retract any/all nominations.
6. Letter of appointment will be issued by Pengurus Utama (PU) program.
7. The main supervisor shall not be an intimate friend or relative of the student or of any of the other supervisors, to avoid questions of ethical issues being raised and to ensure impartiality and independent judgement.

Roles and responsibilities:

Main Supervisor:

1. Main supervisor is the primary point of contact.
2. Main supervisor approves the project title, scope and methodology proposed by the student.
3. Main supervisor lead on all important points of review and progression, and would keep an overview of the student's work at all *times via the Project Progress Student Log.*

Co-Supervisor:

1. Co-supervisor assist in providing feedback on the project draft work and the overall project planning, design, development and documentation of final report.
2. Co-supervisor should also be involved in supervision meeting. At least minimum 2 times throughout the semester.
3. Co-supervisor has to work closely with the main supervisor in ensuring that the student is offered advice and assistance that is consistent and in accordance with mutually agreed arrangements.
4. Co-supervisor are to ensure the continuity of the supervisory process. In the likelihood that the main supervisor is unavailable for a period of time, they may be required to undertake some of the duties and responsibilities

*** The equation to a "60/40" split, with supervisors sharing operational duties on a roughly equal basis, but the main supervisor taking lead responsibility for decisions about progression and standards.*

LEAN MODEL CANVAS

Learning Outcome

The Final Year Project course for computing students in FSKM is mapped to Entrepreneurial Skill as one of the Learning Outcome. Lean Model Canvas is chosen as an assessment tools to measure students' ability in relating entrepreneurial mind. The students are required to fill in the canvas based on their undertaking project.

Lean Model Canvas

Lean Model Canvas is a canvas (blank piece of paper) that used to facilitate a start up to plan his/her business idea. It allows the start up to brainstorm the idea and identify nine (9) important areas that must be considered before jumping into commercializing the idea. The block in the canvas guide the students through the logical steps starting from identifying the customer's problem to unfair advantage.

The next section is guideline in filling up the canvas.

Guideline in filling up the canvas

Define your user (Problem and Customer)

Before you get started the main question is: Do you have a problem worth solving? If so the first step is to brainstorm who could be your customer or user: define 2-3 specific and small customer groups. Customers are those who pay for your products. In comparison to the business model canvas, the Lean Canvas is designed to focus on one customer group. Therefor create a separate Lean Canvas for every customer group.

Create Solutions

Based on the identified problems, ideate and define a solution to every problem: list the three most important features for a solution.

Define your Unique Value Proposition

The Unique Value Proposition is a clear message that describes the advantages of your offer, what makes you different and distinguishes you from the competition.

Think about the Channels

What are the channels you want to use to reach your customer?
Define inbound channels that lead customers to your offer like Search Engine Optimization (SEO,) white papers, blogs, social media – and outbound channels like ads, calls, fairs and conventions. BE CREATIVE!

Pricing- Revenue Streams

Define the revenue streams and the prices for your offer. The pricing is part of your offer and needs to be designed and tested.

Key Metrics

To understand if your idea and your business work well define key metrics as indicators to measure your success. For the beginning, key metrics are the activities of a user that help the business grow (e.g. number of registrations, number of prospects, etc.)

Appendix O

Costs Structure
List the most important costs for your offer. This might influence the pricing.

Unfair Advantage
As a last step, define your Unfair Advantage: what makes you unique that is not easily copied? E.g. reputation, unique brand experience, unique partnerships that lead to an offer that cannot be copied.

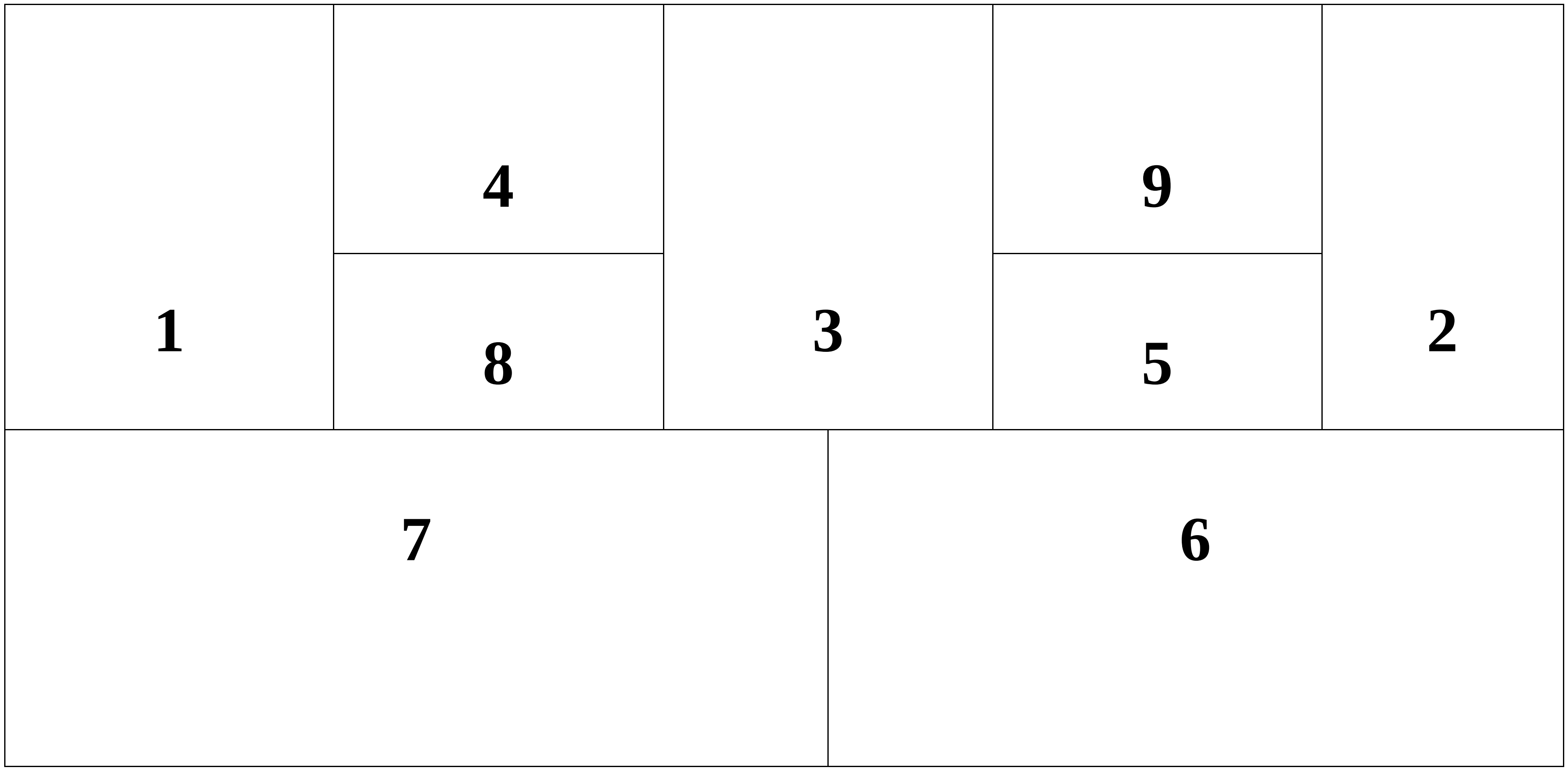
STUDENT NAME: ________________________________ SUPERVISOR : ________________________

PRODUCT NAME: ________________________________ SIGNATURE : ________________________

LEAN MODEL CANVAS

PROBLEM List your top 1-3 problems **EXISTING ALTERNATIVES** List how these problems are solved today	**SOLUTION** Outline a possible solution for each problem **KEY METRICS** List the key members that tell you how your business is doing	**UNIQUE VALUE PROPOSITION** Single, clear, compelling messages that states why you are different and worth paying attention **HIGH-LEVEL CONCEPT** List your X for Y analogy e.g. YouTube – Flickr for videos	**UNFAIR ADVANTAGE** Something that cannot easily be bought or copied **CHANNEL** List your path to customers (inbound or outbound)	**CUSTOMER SEGMENTS** List your target customers and users **EARLY ADOPTERS** List the characteristics of your ideal customers
COST STRUCTURE List your fixed and variable costs			**REVENUE STREAMS** List your sources of revenue	

CANVAS FILL ORDER –



S*ources :*Adapted from https://leanstack.com/lean-canvas

GLOSSARY

Glossary

Abstract	A paragraph of project summarization which consists of problem, objectives, methodology and result.
Acknowledgement	Section intended to express appreciation of all those who involved in the preparation of student final year project.
Appendices	Supplementary material of content appended at the end of a report.
Booth Evaluation Form	An evaluation form assessing student booth by the panel of evaluators.
Confirmation of Corrections Form	A form to be signed by the examiner upon confirmation of corrections done by the student.
Declaration	Student certifies the work that has been produced is a product of his/her own work.
Evaluation Rubric	Set of criteria and scoring scale used by the lecturer to assess student performance using the provided forms.
Final Year Project	One semester core course after project formulation enrolled by the final year Degree students to produce a project report. It is a partial fulfilment of the requirements for Bachelor degree.
FYP report	A final documentation of the project produced by the student.
Hardbound FYP report	Profesional binding of the final project documentation.
Mutual Acceptance Form	An agreement between student and supervisor upon confirmation of the project supervision.
Poster Evaluation Form	An evaluation form assessing student poster by the examiner.
Project Exhibit Award Form	An evaluation form assessing student project by the panel of evaluators.

Project Formulation	One semester core course enrolled by the final year Degree students to produce a project proposal based on the identified problem or motivation. It is a pre-requisite for final year project course.
Project Formulation Outline Form	An initial idea of student project to be assessed by the course lecturer.
Project Formulation/Project Presentation Form	An evaluation form assessing student presentation by the course lecturer, supervisor and examiner.
Project Formulation/Project Report Evaluation Form	An evaluation form assessing student proposal/project report by the supervisor and examiner.
Proposal/Project In Progress Form	Weekly progress update by the student after consultation with the supervisor.
Report Submission Form	A form need to be submitted by the student together with their proposal/final draft report which includes plagiarism checking similarity index percentage.
References	List of all the sources cited in the report using APA format.

FORMS AND EVALUATION RUBRICS

F1 – MUTUAL ACCEPTANCE FORM

TERMS AND CONDITIONS

I. EXPECTATION OF STUDENT FROM THE SUPERVISOR & CO-SUPERVISOR

- The supervisor should meet the student on a weekly basis at a mutually agreed day and time suitable to both parties. Any meeting changes should be communicated in advance to the student to facilitate re-scheduling.
- The supervisor should advice, guide, and assess the student's proposal/project work throughout the duration of the project formulation/project course.
- The supervisor should motivate and encourage the student's initiative in taking responsibility for his/her own project through to completion.
- The supervisor should regularly update the student on his/her performance. A weak or non- compliant performance from the student should be communicated to the course lecturer and/or project coordinator for further action.
- The supervisor reserves the right under special circumstances to discontinue his/her supervisory role with the student after the project formulation phase. This matter should be communicated to the project coordinator for further action.
- At all times, mutual respect and courtesy should be observed between the supervisor and the student.

II. EXPECTATION OF SUPERVISOR(S) FROM THE STUDENT

- The student should apply his/her acquired skills and knowledge to produce a substantially successful and original project.
- The student should be responsible for the completion of his/her project without undue dependence on his/her supervisor.
- The student should be punctual for the weekly meetings with his/her supervisor. Any meeting changes should be communicated in advance to the supervisor to facilitate re-scheduling.
- The student reserves the right under special circumstances to discontinue his/her supervision with the supervisor after the project formulation phase. This matter should be communicated to the project coordinator for further action.
- At all times, mutual respect and courtesy should be observed between the supervisor and the student.

I hereby understand the above mentioned Terns and Conditions.

Signature: ____________________	**Signature:** ____________________
Student's Name: ____________________	**Supervisor's Name:** ____________________
Date: ____________________	**Date:** ____________________

F1- MUTUAL ACCEPTANCE FORM

Student's Photo

a. STUDENT

Name	
Student ID	
Program	
E-mail	
Contact	

b. SUPERVISOR & CO-SUPERVISOR

	SUPERVISOR	CO-SUPERVISOR (IF ANY)
Name		
Faculty/Department		
E-mail		
Contact		

c. PROJECT

Project Area	
Project Title	

d. AGREEMENT (terms and conditions apply)

i. SUPERVISOR

I hereby agree to supervise the above mentioned student.

SUPERVISOR: ____________________________ DATE: ________________________
(Signature)

CO-SUPERVISOR: ____________________________ DATE: ________________________
(Signature)

ii. STUDENT

I hereby agree to be supervised by the above mentioned lecturer and that the project will be the sole property of UiTM Malaysia.

STUDENT: ____________________________ DATE: ________________________
(Signature)

F2 - PROJECT MOTIVATION EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Assessment Criteria	Weight (W)	Score (S) [1-10] (Refer to rubric)	Marks (W*S)
1. Problem identification (Identify problems/issues/opportunities)	3		
2. Evidences (Evidences to support problems/issues/opportunities identified.)	5		
3. Solutions (Propose solutions.)	2		
Total			

Lecturer's Name ____________________

Signature ____________________

Date ____________________

F2 - PROJECT MOTIVATION EVALUATION RUBRIC

No	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
1	**Problem identification**	• Well-defined problem statement.	• Clear problem statement.	• Adequate problem statement.	• Unclear problem statement.
2	**Evidences**	• Provides well-supported evidences for project. • Very-clear statement of why project is needed.	• Provides appropriate evidences for project. • Clear statement of why project is needed	• Provides some evidences for project. • Adequate statement of why project is needed.	• Poor or no evidence for project. • Not-clear statement of why project is needed.
3	**Solutions**	• Well documented, reasoned and appropriate solutions.	• Appropriate solutions.	• Reasonable solutions.	• Inappropriate or no solutions.

UNIVERSITI TEKNOLOGI MARA

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F3- LITERATURE REVIEW EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Assessment Criteria	Weight (W)	Score (S) [0-10] (Refer to rubric)	Marks (W*S)
Relevance and context (Identify problems/issues/opportunities)	2		
Knowledge of the field/sources (Knowledge of the field/sources)	4		
1. Writing (Summary based on references)	4		
Total			

Lecturer's Name ____________________ Signature ____________________ Date ____________________

F3 - LITERATURE REVIEW EVALUATION RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
1.	**Relevance and context**	• Shows exceptional understanding of project's relevance. • Skillfully aligns the literature with project's context. • Sets in-depth context for the problem.	• Shows capable understanding of project's relevance. • Makes some associations of the literature with project's context. • Places the problem in context beyond basic leave.	• Shows limited understanding of project's relevance. • Displays some perspective of project's context. • Sets a basic context for the problem.	• Does not explain project's relevance. • Does not place the project into context of the literature. • Does not set the context for the problem .	No evidence
2.	**Knowledge of the field/sources**	• Demonstrates exceptional depth of knowledge of the field. • Comprehensive use of most recent and relevant sources. • Clearly discriminates among seminal sources.	• Demonstrates proficient knowledge of the field. • Thorough selection of sources pertinent to project. • Shows some discrimination among relevant sources.	• Demonstrates a basic knowledge of the field. • Selected sources relevant to project. • Limited discrimination among relevant sources.	• Lacks a basic knowledge of the field. • Selected sources irrelevant to project. • Does not discriminate among relevant sources. • Misinterprets sources.	No evidence
3.	**Writing**	• Exemplary writing quality. • Components are connected in a seamless way. • No grammatical, punctuation, and/or errors.	• Is well written and coherently organized. • Few grammatical, punctuation, and/or spelling errors.	• Adequate writing quality. • Organized but tends to discuss papers in succession. • Several grammatical, punctuation, and/or spelling errors.	• Writing is confusing. • Structure is disorganized. • Many grammatical, punctuation, and/or spelling errors.	No evidence

UNIVERSITI TEKNOLOGI MARA

CSP600 **Faculty of Computer & Mathematical Sciences**

F4 – METHODOLOGY EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Assessment Criteria	**Weight (W)**	**Score (S) [1-10] (Refer to rubric)**	**Marks (W*S)**
1. Design of the methodology (Appropriate and comprehensible design of the methodology)	3		
2. Description (Comprehensible and detailed description of each component in methodology)	3		
3. Model/Technique/Method (Model/Technique/Method employed)	4		
Total			

Lecturer's Name ____________________ Signature ____________________ Date ____________________

F4 - METHODOLOGY EVALUATION RUBRIC

Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
1. Design of the methodology	- The design is correct and complete - Additional appropriate ideas and components are presented	- The design is reasonable and complete - Some of the component presented but not appropriate	- The design goes in the right direction - Some of the components are not complete	- The design component is missing or not appropriate	No evidence
2. Description	- Description of the components is detailed - Every component description is presented in correct and appropriate relation	- Description of the components is reasonable and complete - Some of the components' description are presented but not appropriate	- Part of the components' description are reasonable - Some of the components' description are not complete	- Description of the components are missing, not understandable, or not relevant	No evidence
3. Model/Technique/Method	- Model/technique/method employed is clear, complete, precise and follows logical order	- Model/technique/method employed appears complete but is either unclear, imprecise or fails to follow a logical order	- Model/technique/method employed appears not complete with either unclear, imprecise or fails to follow a logical order	- Model/technique/method employed is unclear, incomplete, imprecise and fails to follow a logical order	No evidence

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F5 – PROPOSAL/PROJECT IN-PROGRESS FORM

STUDENT NAME		STUDENT ID	
PROGRAM			
SUPERVISOR			
TITLE			

DATE OF MEETING	COMPLETED ACTIVITY	SUPERVISOR/CO-SUPERVISOR	
		NEXT ACTIVITY/COMMENT	SIGNATURE

DATE OF MEETING	COMPLETED ACTIVITY	SUPERVISOR/CO-SUPERVISOR	
		NEXT ACTIVITY/COMMENT	SIGNATURE

CSP600 | Faculty of Computer & Mathematical Sciences

F5 – PROPOSAL/PROJECT IN-PROGRESS FORM

STUDENT NAME		STUDENT ID	
PROGRAM			
SUPERVISOR			
TITLE			

DATE OF MEETING	COMPLETED ACTIVITY	SUPERVISOR/CO-SUPERVISOR	
		NEXT ACTIVITY/COMMENT	SIGNATURE

DATE OF MEETING	COMPLETED ACTIVITY	SUPERVISOR/CO-SUPERVISOR	
		NEXT ACTIVITY/COMMENT	SIGNATURE

F6(a) – PROJECT FORMULATION REPORT SUBMISSION FORM

Instructions to the student:

1. *Ensure that the information needed in the form is completed before submission to the CSP600 lecturer.*
2. *Obtain the endorsement of the Supervisor that the report has been screened for plagiarism.*
3. *Please attach the original Plagiarism Report.*
4. *Only a completed form will be processed.*

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
CO-SUPERVISOR (IF ANY)			
PROJECT TITLE			
HANDOVER DATE			
STUDENT'S SIGNATURE			

The student is required to get the endorsement of the Supervisor:
I certify that this Final Year Project report has been screened for plagiarism and the original plagiarism report is enclosed.

Similarity index: [ ] **%**

Endorsed by:

SUPERVISOR:____________________________DATE: ________________________
(Signature)

Note:
The maximum percentage of the similarity index for plagiarism checking is 30%.

F6(b) – PROJECT REPORT SUBMISSION FORM

Instructions to the student:

5. *Ensure that the information needed in the form is completed before submission to the CSP650 lecturer.*
6. *Obtain the endorsement of the Supervisor that the report has been screened for plagiarism.*
7. *Please attach the original Plagiarism Report.*
8. *Only a completed form will be processed.*

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
CO-SUPERVISOR (IF ANY)			
PROJECT TITLE			
HANDOVER DATE			
STUDENT'S SIGNATURE			

The student is required to get the endorsement of the Supervisor:
I certify that this Final Year Project report has been screened for plagiarism and the original plagiarism report is enclosed.

Similarity index: ☐ **%**

Endorsed by:

SUPERVISOR:____________________________DATE: ________________________
(Signature)

Note:
The maximum percentage of the similarity index for plagiarism checking is 30%.

UNIVERSITI TEKNOLOGI MARA

CSP600 | Faculty of Computer & Mathematical Sciences

F7 – PROJECT FORMULATION PRESENTATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			
PRESENTATION DATE			

Assessment Criteria	**Weight (W)**	**Score (s) [1-10] (refer to F7 rubric)**	**Marks (W*S)**
1. **Depth of Knowledge** (Possess a clear understanding and able to explain the subject matter.)	3		
2. **Overall Organization of the Project Presentation** (Exhibit/Present the project in a clear, engaging and appropriate form.)	2		
3. **Use Quality of Presentation Materials** (Use several materials or media in presenting the project.)	2		
4. **Delivery Skills** (Proper language used, speak clearly, loudly and at appropriate pace, effective eye contact and presentable attitude.)	3		
Total:			

Comments

Lecturer CSP600 (10%)	**Supervisor (10%)**	**Examiner (5%)**

Name of Supervisor/Examiner:	**Date:**
Signature:	

CSP600 - PROJECT FORMULATION PRESENTATION EVALUATION (F7) RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
1.	**Depth of Knowledge**	• The presenter is clear and easily understood. • Shows depth of thought. • Able to answer questions in an intelligent manner.	• The presenter shows depth of thought in some areas. • Mostly clear with little confusion in the presentation. • Able to answer questions.	• The presenter shows some understanding of the subject matter but little depth. • Somewhat clear with some confusion in the presentation. • Able to answer some questions.	• The presenter shows a surface knowledge only. • Lack clarity and is confusing. • Unable to respond to questions.
2.	**Overall Organization of The Project Presentation**	• The presenter delivers an excellent presentation with a smooth flow and provides good explanations and/or elaboration. • Time is used wisely.	• The presenter delivers a good presentation and provides explanation and/or elaboration. • Time is used wisely.	• The presenter delivers a fair presentation and provides explanation and/or insufficient elaboration. • Time is fairly used.	• The presenter delivers a poor presentation there is no presentation flow. • Time limit is exceeded and/or the topics are not well covered.
3.	**Use Variety of Presentation Materials**	• There is a variety of materials/media used. • Presentation materials/media are of good quality and useful.	• There is a variety of materials/media used. • Most of the presentation materials/media are of good quality.	• There is a fair variety of materials/media used. • Materials/media are adequate with some questionable sources.	• There is little variety of materials/media used. • Materials/media are inadequate with many questionable sources.
4.	**Delivery Skills**	• The presenter speaks clearly and is audible to the audience. • Grammatical errors are insignificant and pronunciation is very good. • Excellent eye contact.	• The presenter speaks clearly and is audible to most of the audience. • Relatively few grammatical errors and pronunciation is good. • Good eye contact.	• The presenter speaks relatively clear, but may not be audible to the back audience. • Some grammatical errors and some mispronunciation. • Some eye contact.	• The presenter does not speak clearly and may not be audible to most of the audience. • Persistent grammatical errors and serious mispronunciation. • Very poor eye contact.

UNIVERSITI TEKNOLOGI MARA

CSP600 | Faculty of Computer & Mathematical Sciences

F8 – PROJECT FORMULATION REPORT EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			
HANDOVER DATE			

Assessment Criteria	**Weight (W)**	**Score (S) [0-10] (refer to F8 rubric)**	**Marks (W*S)**
1. **Project Background and Problem** (Appropriate working title, clear problem statement, well-defined project scope.)	3		
2. **Objectives** (Clear, measureable and achievable.)	2		
3. **Significance of the Study** (Relevant to the community and practitioners.)	1		
4. **Literature Review** (Able to identify, collect, summarize and analyze relevant and latest issues of subject matter.)	5		
5. **Project Methodology** (Appropriate approach, methods, sources and deliverables in accomplishing the project.)	6		
6. **Presentation of the Report** (Follow the given guidelines, consistency of the contents, clarity, and language of the report, contain valid references and citations.)	3		
7. **Progress Evaluation (Supervisor Only)** (This may include supervisory meetings (Project In-Progress Form- F3), supervisory independency, responsibilities, commitment, maturity, etc.)	2		
Total:			

Comments	
Supervisor (30%)	**Examiner (15%)**

Name of Supervisor/Examiner:	**Date:**
Signature:	

CSP600 - PROJECT FORMULATION REPORT EVALUATION (F8) RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
1.	**Project Background and Problem**	• Working title that clearly reflects the project. • Well-defined problem statement. Provides exceptionally clear context supporting rationale for proposed project; clear statement of why project is needed. • Well-defined project scope.	• Working title that reflects the project. • Clear problem statement. Provides clear context supporting rationale for proposed project; clear statement of why project is needed. • Clear project scope.	• Appropriate working title. • Adequate statement of context supporting rationale for proposed project, statement of why project is needed. • Adequate project scope.	• Inappropriate working title. • Unclear problem statement. • Poor statement of context supporting rationale for proposed project, statement of why project is needed. • Not well-defined project scope.	No evidence
2.	**Objectives**	• Highly reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	• Clearly reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	• Adequately reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	• Does not reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	No evidence
3.	**Significance of The Study**	• Highly relevant to the community and practitioners.	• Relevant to the community and practitioners.	• Adequately relevant to the community and practitioners.	• Not relevant to the • community and practitioners.	No evidence
4.	**Literature Review**	• Thorough review of relevant and empirical sources, citing seminal works in the field. • Exemplary synthesis and organization of literature that is clearly linked to project question. • Specific attention to diversity issues pertaining to project topic.	• Good review of relevant and empirical sources, citing seminal works in the field. • Good synthesis and literature organization of that is clearly linked to project question. • Attention to diversity issues pertaining to project topic.	• Adequate review of relevant and empirical sources. • Adequate synthesis and organization of literature that is linked to project question. • Some attention to diversity issues pertaining to project topic.	• Incomplete or poorly developed review of literature. • problems with organization • weak linkage to project topic.	No evidence

CSP600 - PROJECT FORMULATION REPORT EVALUATION (F8) RUBRIC (CONTINUED)

	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
	Project Methodology	• Highly reflects the following elements: • Approach • Methods • Design • Deliverables	• Clearly reflex the following elements: • Approach • Methods • Design • Deliverables	• Adequately reflex the following elements: • Approach • Methods • Design • Deliverables	• Poorly reflex the following elements: • Approach • Methods • Design • Deliverables	No evidence at all
	Presentation of Report	• The report is well structured and organized following the standard research reporting procedure/format. • Sentences are complete and no grammatical error, and they flow together easily. • All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality. • Contain most relevant references and citations.	▪ The report is structured and organized following the standard research reporting procedure/format. ▪ Sentences are complete with minor grammatical error. • Some figures, graphs, charts and drawings are accurate, consistent with the text and of good quality. ▪ Contain some relevant references and citations.	▪ The report is poorly structured and organized following the standard research reporting procedure/format. ▪ Sentences are complete with minor grammatical error. • Some figures, graphs, charts and drawings are not accurate, consistent with the text and of good quality. ▪ Contain a few relevant references and citations.	▪ The report does not follow the standard research reporting procedure/format. ▪ Poor grammar structure. • Figures, graphs, charts and drawings are not accurate, inconsistent with the text and of good quality. • Contain irrelevant references and citations.	No evidence at all
	Progress Evaluation (Supervisor Only)	• Students highly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	• Students adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	• Students moderately adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	• Students poorly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Student Missing

UNIVERSITI TEKNOLOGI MARA | CSP650 | Faculty of Computer & Mathematical Sciences

F9 – PROGRESS PROJECT PRESENTATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Assessment Criteria	**Weight (W)**	**Score (S) [1-10] (**Refer rubric)**	**Marks (W*S)**
1. Depth of Knowledge (Possess high understanding and able to explain subject matter)	3		
2. Overall Organization of Project Presentation (Exhibit/Present the project in a clear, engaging and appropriate form)	1		
3. Progress (Perform necessary processes to meet stated project objectives aligned with Gantt Chart/Milestones)	4		
4. Delivery Skills (Proper language used, speak clearly, loudly and at appropriate pace, effective eye contact and presentable attitude)	2		
Total:			

Comments

NAME OF LECTURER:	**DATE:**
SIGNATURE:	

CSP650 – PROGRESS PROJECT PRESENTATION (F9) RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
1.	**Depth of Knowledge**	Clear and easily understood. Shows depth of thought. Able to answer questions in an intelligent manner.	Certain areas show depth of thought. Mostly clear but with little confusion in the presentation. Able to answer questions.	Some understanding of subject but little depth. Somewhat clear and some confusion in the presentation. Able to answer some questions	Shows a surface knowledge only. Unclear and confusing. Leaves the listener a little lost. Unable to respond to questions.
2.	**Overall Organization of Project Presentation**	Presenter has a smooth presentation flow and provides good explanations and/or elaboration, used time wisely.	Presenter provides explanations and/or elaboration, used time wisely.	Presenter provides explanations and/or insufficient elaboration and use of time.	There is no presentation flow. Goes over time limit or does not fully cover the topics.
3.	**Progress**	Progress is highly satisfactory with respect to timeline/Gantt Chart. Strategy to ensure progress is stated and well explained in detail.	Progress is mostly satisfactory with respect to timeline/Gantt Chart. Strategy to ensure progress is stated and explained.	Progress is barely satisfactory with respect to timeline/Gantt Chart. Strategy to ensure progress is stated.	Progress is not satisfactory with respect to timeline/Gantt Chart. No strategy to ensure progress.
4.	**Delivery Skills**	Presenter speaks clearly and loud enough for all in the audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely. Excellent eye contact	Presenter speaks clearly and loud enough to be heard by most in the audience, makes relatively few grammatical errors, and pronounces most terms correctly. Good eye contact.	Presenter's voice is relatively clear, but too low to be heard by those in the back of the room. Presenter makes some grammatical errors and mispronounces some terms. Some eye contacts.	Presenter mumbles, mispronounces terms, and makes serious and persistent grammatical errors throughout the presentation. Presenter speaks too quietly to be heard by many in the audience. Very poor eye contact.

UNIVERSITI TEKNOLOGI MARA

CSP650 | Faculty of Computer & Mathematical Sciences

F10 – FINAL PROJECT PRESENTATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Assessment Criteria	Weight (W)	Score (S) [1-10] (**Refer rubric)	Marks (W*S)
1. **Depth of Knowledge** (Possess high understanding and able to explain subject matter)	3		
2. **Overall Organization of Project Presentation** (Exhibit/Present the project in a clear, engaging and appropriate form)	1		
3. **Poster Organization** (Appropriate content, relevant graphics, attractiveness)	1		
4. **Research/project Complexity Appropriate to Discipline** (Exhibit some level of complexity)	2		
5. **Research/project Completeness Appropriate to Discipline** (Exhibit some level of completeness)	2		
6. **Delivery Skills** (Proper language used, speak clearly, loudly and at appropriate pace, effective eye contact and presentable attitude)	1		
Comments:			
Supervisor (15%)	**Examiner (15%)**		

NAME OF LECTURER:	**DATE:**
SIGNATURE:	

F10 – FINAL PROJECT PRESENTATION EVALUATION RUBRIC (REPORT)

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
1.	**Depth of Knowledge**	• Clear and easily understood. Shows depth of thought. Able to answer questions in an intelligent manner.	Certain areas show depth of thought. Mostly clear but with little confusion in the presentation. Able to answer questions.	Some understanding of subject but little depth. Somewhat clear and some confusion in the presentation. Able to answer some questions	Shows a surface knowledge only. Unclear and confusing. Leaves the listener a little lost. Unable to respond to questions.
2.	**Overall Organization of Project Presentation**	• Presenter has a smooth presentation flow and provides good explanations and/or elaboration, used time wisely.	• Presenter provides explanations and/or elaboration, used time wisely.	• Presenter provides explanations and/or insufficient elaboration and use of time.	• There is no presentation flow. Goes over time limit or does not fully cover the topics.
3.	**Poster Organization** (Appropriate content, relevant graphics, attractiveness)	Very imaginative and conveys the project in an informative manner All graphics and pictures used are clear and relevant to the project.	Imaginative and conveys the project in an informative manner Some graphics and pictures used are clear and relevant to the project.	Adequate Imaginative and conveys the project in an informative manner Some graphics and pictures used are not relevant to the project.	Partly imaginative and conveys the project in an informative manner Inappropriate used of graphics and pictures.
4.	**Research/project Complexity Appropriate to Discipline** (Exhibit some level of complexity)	High level of complexity achieved in solving the problem.	Moderate level of complexity achieved in solving the problem.	Fair level of complexity achieved in solving the problem.	Poor level of complexity achieved in solving the problem.
5.	**Research/project Completeness Appropriate to Discipline** (Exhibit some level of completeness)	High level of completeness achieved in solving the problem	Moderate level of completeness achieved in solving the problem.	Fair level of completeness achieved in solving the problem.	Poor level of completeness achieved in solving the problem.
6.	**Delivery Skills**	Presenter speaks clearly and loud enough for all in the audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely. Excellent eye contact	Presenter speaks clearly and loud enough to be heard by most in the audience, makes relatively few grammatical errors, and pronounces most terms correctly. Good eye contact.	Presenter's voice is relatively clear, but too low to be heard by those in the back of the room. Presenter makes some grammatical errors, and mispronounces some terms. Some eye contact.	Presenter mumbles, mispronounces terms, and makes serious and persistent grammatical errors throughout the presentation. Presenter speaks too quietly to be heard by many in the audience. Very poor eye contact.

F11 – PROJECT REPORT EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			
HANDOVER DATE			

Assessment Criteria (CLO 1)	**Weight (W)**	**Score (S) (0-10) (**Refer rubric)**	**Marks (W*S)**
1. <u>Abstract</u> (Summarizes the whole project – consists of project motivation, methodology, findings and future work.)	1		
2. <u>Introduction</u> (Appropriate title; clear problem statement; well-defined project scope; clear, measurable and achievable objectives; and significant to the community and practitioners.)	1		
3. <u>Literature Review</u> (Review of current, related literature and research reports. Consist of relevant, correct facts and substantial references - able to identify, collect, summarize and analyze relevant and latest/issues of subject matter.)	1		
4. <u>Methodology</u> (A detailed and in depth explanation of the appropriate approach, methods, sources and deliverables in accomplishing the project.)	2		
5. <u>Conclusion and Recommendations</u> (Conclusion of what has been achieved, explaining limitations/problems and recommendation for future work.)	2		
6. <u>Report Presentation</u> (Structure, organisation and standard report format. Clarity of language, consistency of the content, logical flow and use of figurative language for all materials.)	1		
7. <u>References and Citations</u> (Standard citation and references based on the guideline given. Valid source of references and other appropriate supporting documents.)	2		
8. <u>Progress Evaluation (supervisor only)</u> (This may include supervisory meetings (Project In-Progress Form-F3), supervisory independency, responsibilities, commitment, maturity, etc.)	1		
TOTAL CLO 1			
Supervisor (25%)	Examiner (20%)		

Assessment Criteria (CLO 4)	**Weight (W)**	**Score (S) (0-10) (**Refer rubric)**	**Marks (W*S)**
9. <u>Development</u> (Algorithm/ prototype/ coding/user interface/ documentation/ Design Artifact/ Requirement Diagram/ Design Diagram that appropriate to the discipline)	5		
10. <u>Findings/ Discussion</u> (The result of research carried out to solve the problem defined. This may include analysis/ usability/ design/ implementation/ testing/ evaluation, validation/ prototype or framework that appropriate to the discipline)	5		
TOTAL CLO 4			
Supervisor (5%)	Examiner (5%)		

Comments:

Name of Supervisor/Examiner:	**Date:**
Signature:	

F11 - PROJECT EVALUATION RUBRIC (REPORT)

No.	Assessment Criteria	Excellence (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
1.	**Abstract**	Highly reflects the following elements: • Project motivation • Methodology • Findings • Future work	Clearly reflects the following elements: • Project motivation • Methodology • Findings • Future work	Adequately reflects the following elements: • Project motivation • Methodology • Findings • Future work	Does not reflects the following elements: • Project motivation • Methodology • Findings • Future work	No evidence
2.	**Introduction**	• Working title that clearly reflects the project. • Well defined problem statement. Provides exceptionally clear context supporting rationale for project; clear statement of why project is needed. • Objectives - highly reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Well-defined project scope. • Project highly relevant to the community and practitioners.	• Working title that reflects the project. • Clear problem statement. Provides clear context supporting rationale for project; clear statement of why project is needed. • Objectives - clearly reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Clear project scope. • Project relevant to the community and practitioners.	• Appropriate working title that reflects the project. • Adequate problem statement. Provides context supporting rationale for project; statement of why project is needed. • Objectives - adequately reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Adequate project scope. • Project adequately relevant to the community and practitioners.	• Inappropriate working title that reflects the project. • Unclear problem statement, poor statement of context supporting rationale for project, statement of why project is needed. • Objectives - does not reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Not well-defined project scope. • Project not relevant to the community and practitioners.	No evidence
3.	**Literature Review**	Thorough review of relevant and empirical sources, citing seminal works in the field. Exemplary synthesis and organization of literature that is clearly linked to project question. Specific attention to diversity issues pertaining to project topic.	Good review of relevant and empirical sources, citing seminal works in the field. Good synthesis and organization of literature that is clearly linked to project question. Attention to diversity issues pertaining to project topic.	Adequate review of relevant and empirical sources. Adequate synthesis and organization of literature that is linked to project question. Some attention to diversity issues pertaining to project topic.	Incomplete or poorly developed review of literature; problems with organization; weak linkage to project topic.	No evidence

No.	Assessment Criteria	Excellence (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	
4.	**Methodology**	Highly reflects the following elements: • Approach • Methods • Design • Deliverables	Clearly reflects the following elements: • Approach • Methods • Design • Deliverables	Adequately reflects the following elements: • Approach • Methods • Design • Deliverables	Poorly reflects the following elements: • Approach • Methods • Design • Deliverables	No evidence
5.	**Conclusion and Recommendations**	Conclusion includes the findings, lesson learned from the project. Future recommendations to real life situations are highly stated.	Conclusion includes the findings and lesson learned from the project. Recommendations for future work are stated.	Conclusion includes the findings or lesson learned from the project. Some recommendations for future work are stated.	No conclusion or recommendations were included in the report.	No evidence
6.	**Report Presentation**	• The report is well structured and organized following the standard research reporting procedure/format. • Sentences are complete and grammatical, and they flow together easily. • All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.	• The report is structured and organized following the standard research reporting procedure/format. • Sentences are complete with minor grammatical errors. • Figures, graphs, charts and drawings are not accurate but consistent with the text.	• The report is poorly structured and organized but following the standard research reporting procedure/format. • Sentences are complete with major grammatical errors. • Figures, graphs, charts and drawings are not accurate and not consistent with the text.	• The report does not follow the standard research reporting procedure/format. • Poor grammar structure. • All figures, graphs, charts and drawings are of bad quality.	No evidence
7.	**References and Citations**	• Contain relevant references and citations.	• Contain some relevant references and citations.	• Contain a few relevant references and citations.	• Contain irrelevant references and very few citations.	No evidence
8.	**Progress Evaluation (Supervisor only)**	Students highly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Students adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Students moderately adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Students poorly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	No evidence

No.	Assessment Criteria	Excellence (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
9.	**Development**	Comprehensive examination and explanation of the interaction between parameters and system function in the development process.	Detailed examination and explanation of the interaction between parameters and system function in the development process.	Appropriate examination and explanation of the interaction between parameters and system function in the development process.	Incomplete examination and explanation of the interaction between parameters and system function in the development process.	No evidence
10.	**Findings /Discussion**	Professional looking and accurate representation of the result in tables and/or graphs. Graphs and tables are labelled and titled. Critical analysis of the results is presented. Comprehensive discussion of the result is articulated in an excellent manner.	Accurate representation of the result in tables and/or graphs. Graphs and tables are labelled and titled. Contain some result analysis. Detailed discussion of the result is articulated in a well manner.	Accurate representations of the result in written form, but no graphs or tables are presented. Appropriate discussion of the result is articulated in a good manner.	Results are not shown or are inaccurate. Incomplete Discussion of the result is articulated.	No evidence

F12 – CONFIRMATION OF REPORT CORRECTION FORM

I,____(the Supervisor/ Examiner), hereby confirm that this student:

NAME : ____

STUDENT ID : ____

PROGRAM : ____

PROJECT TITLE : ____

____

has made the necessary amendments to his/her Final Year Project report.

The report complies with the requirements for the Computing Sciences Bachelor Degree programme conducted by the Faculty of Computer & Mathematical Sciences.

The student may now submit his/her final report on______________________(date).

Signature:

Official Seal:

Date: ________________

UNIVERSITI TEKNOLOGI MARA

CSP650 | Faculty of Computer & Mathematical Sciences

F13 – LEAN CANVAS MODEL EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
PROJECT TITLE			

Assessment Criteria	**Weight (W)**	**Score (s) [1-10] (refer to F13 rubric)**	**Marks (W*s)**
1. Problem	2		
2. Solution	1		
3. Key Metrics	1		
4. Unique Value Proposition	1		
5. Unfair Advantage	1		
6. Channels	1		
7. Customer Segments	1		
8. Cost Structure	1		
9. Revenue Streams	1		
TOTAL			

Name of Lecturer:	Date:
Signature:	

F13 – RUBRIC LEAN CANVAS MODEL EVALUATION

Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
Problem	The key stakeholder's problem is vividly described	The key stakeholder's problem is well described	The key stakeholder's problem is not clearly described	The key stakeholder's problem is confusing/too vague
Solution	Clear description on how the solution features would address stakeholder's problem with very realistic connection of solution to problem	Brief description on how the solution features would address stakeholder's problem with some valid connection of solution to problem	Very brief description of solution features and unclear connection of solution to problem	Missing helpful description and unrealistic connection of solution features to problem
Key Metrics	Means of monitoring solution performance is very detailed and convincing as it includes all three elements of metrics (usability testing, competitor tracking and market performance monitoring)	Means of monitoring solution performance has good detail and it includes at least two of three elements of metrics (usability testing, competitor tracking and market performance monitoring)	Means of monitoring solution performance is briefly described. The key metrics is vaguely described and does not appear convincing	Means of monitoring solution performance is not valid/convincing
Unique Value Proposition	Value proposition is highly relevant and specific (description how solution present benefit to stakeholders) as well as very convincing statement on why stakeholders would choose the solution over others	Value proposition is clear (description how solution present benefit to stakeholders) as well as some convincing statement on why stakeholders would choose the solution over others	Value proposition is somewhat relevant and brief (description how solution present benefit to stakeholders) with some statement on why stakeholders would choose the solution over others	Value proposition (description how solution present benefit to stakeholders) and statement on why stakeholders would choose the solution over others is vague and confusing
Unfair Advantage	Very detailed and persuasive statement on why solution would be worthwhile to invest in	A clear statement on why solution would be worthwhile to invest in	Brief and somewhat unclear statement on why solution would be worthwhile to invest in	Confusing and non-convincing statement on why solution would be worthwhile to invest in

Channels	Very detailed and realistic channel of choice which is highly suitable to the stakeholders and means of delivering the solution	Clear channel of choice with some may not be suitable to the stakeholders and means of delivering the solution	Most channel of choice may not be suitable to the stakeholders and means of delivering the solution	Unrealistic channel of choice with most not being suitable to the stakeholders and means of delivering the solution
Customer Segments	Stakeholder segment is exceptionally clear with convincing listing on potential future segments (highly relevant to solution)	Stakeholder segment is clear with potential future segments somewhat relevant to solution	Stakeholder segment is somewhat clear. Potential future segments is rather unrealistic	Stakeholder segment is vague/not realistic. Potential future segment is highly irrelevant
Cost Structure	Exceptionally clear and sensible structure on all operational costs in converting the solution into a startup (i.e. costing on production, marketing, testing, customer retention, etc)	Clear and some sensible structure on all operational costs in converting the solution into a startup (i.e. costing on production, marketing, testing, customer retention, etc)	Some critical cost structure is missing but appears somewhat in converting the solution into a startup (i.e. costing on production, marketing, testing, customer retention, etc)	Many critical cost structure is missing and unrealistic plan in converting the solution into a startup (i.e. costing on production, marketing, testing, customer retention, etc)
Revenue Streams	Exceptionally clear and sensible plan in gaining customer traction to purchase solution and in maintaining profit	Clear and somewhat sensible plan in gaining customer traction to purchase solution and in maintaining profit	Somewhat unconvincing plan in gaining customer traction to purchase solution and in maintaining profit	Unrealistic plan in gaining customer traction to purchase solution and in maintaining profit

F14 – SPECIAL EVALUATION QUALIFICATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Requirement	**Yes**	**No**
1. **Continuous Assessment marks >= 50%** Progress (10%) + Lean Model Canvas (5%) >= 7.5%		
2. **Complete report submission** Student had submitted the complete chapter (1-5) earlier but in unsatisfactory level.		
3 **Attend on Presentation Day (Exhibition)** Student had presented (exhibit) the project but still in unsatisfactory level.		
4 **Final Semester** Student in Final semester and have passed all required courses in the study plan.		

NAME OF LECTURER:	**DATE:**
SIGNATURE:	

F15 – SPECIAL EVALUATION PRESENTATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			

Assessment Criteria	**Weight (W)**	**Score (S) [1-10] (**Refer rubric)**	**Marks (W*S)**
7. **Depth of Knowledge** (Possess high understanding and able to explain subject matter)	3		
8. **Overall Organization of Project Presentation** (Exhibit/Present the project in a clear, engaging and appropriate form)	1		
9. **Poster Organization** (Appropriate content, relevant graphics, attractiveness)	1		
10. **Research/project Complexity Appropriate to Discipline** (Exhibit some level of complexity)	2		
11. **Research/project Completeness Appropriate to Discipline** (Exhibit some level of completeness)	2		
12. **Delivery Skills** (Proper language used, speak clearly, loudly and at appropriate pace, effective eye contact and presentable attitude)	1		
Comments:			
Supervisor (15%)	**Examiner (15%)**		

NAME OF LECTURER:	**DATE:**
SIGNATURE:	

F15 – SPECIAL EVALUATION PRESENTATION RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
1.	**Depth of Knowledge**	• Clear and easily understood. Shows depth of thought. Able to answer questions in an intelligent manner.	Certain areas show depth of thought. Mostly clear but with little confusion in the presentation. Able to answer questions.	Some understanding of subject but little depth. Somewhat clear and some confusion in the presentation. Able to answer some questions	Shows a surface knowledge only. Unclear and confusing. Leaves the listener a little lost. Unable to respond to questions.
2.	**Overall Organization of Project Presentation**	• Presenter has a smooth presentation flow and provides good explanations and/or elaboration, used time wisely.	• Presenter provides explanations and/or elaboration, used time wisely.	• Presenter provides explanations and/or insufficient elaboration and use of time.	• There is no presentation flow. Goes over time limit or does not fully cover the topics.
3.	**Poster Organization** (Appropriate content, relevant graphics, attractiveness)	Very imaginative and conveys the project in an informative manner All graphics and pictures used are clear and relevant to the project.	Imaginative and conveys the project in an informative manner Some graphics and pictures used are clear and relevant to the project.	Adequate Imaginative and conveys the project in an informative manner Some graphics and pictures used are not relevant to the project.	Partly imaginative and conveys the project in an informative manner Inappropriate used of graphics and pictures.
4.	**Research/project Complexity Appropriate to Discipline** (Exhibit some level of complexity)	High level of complexity achieved in solving the problem.	Moderate level of complexity achieved in solving the problem.	Fair level of complexity achieved in solving the problem.	Poor level of complexity achieved in solving the problem.
5.	**Research/project Completeness Appropriate to Discipline** (Exhibit some level of completeness)	High level of completeness achieved in solving the problem	Moderate level of completeness achieved in solving the problem.	Fair level of completeness achieved in solving the problem.	Poor level of completeness achieved in solving the problem.
6.	**Delivery Skills**	Presenter speaks clearly and loud enough for all in the audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely. Excellent eye contact	Presenter speaks clearly and loud enough to be heard by most in the audience, makes relatively few grammatical errors, and pronounces most terms correctly. Good eye contact.	Presenter's voice is relatively clear, but too low to be heard by those in the back of the room. Presenter makes some grammatical errors, and mispronounces some terms. Some eye contact.	Presenter mumbles, mispronounces terms, and makes serious and persistent grammatical errors throughout the presentation. Presenter speaks too quietly to be heard by many in the audience. Very poor eye contact.

F16 – SPECIAL EVALUATION REPORT EVALUATION FORM

STUDENT NAME		**STUDENT ID**	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			
HANDOVER DATE			

Assessment Criteria (CLO 1)	**Weight (W)**	**Score (S) (0-10) (**Refer rubric)**	**Marks (W*S)**
1. Abstract (Summarizes the whole project – consists of project motivation, methodology, findings and future work.)	1		
2. Introduction (Appropriate title; clear problem statement; well-defined project scope; clear, measurable and achievable objectives; and significant to the community and practitioners.)	1		
3. Literature Review (Review of current, related literature and research reports. Consist of relevant, correct facts and substantial references - able to identify, collect, summarize and analyze relevant and latest/issues of subject matter.)	1		
4. Methodology (A detailed and in depth explanation of the appropriate approach, methods, sources and deliverables in accomplishing the project.)	2		
5. Conclusion and Recommendations (Conclusion of what has been achieved, explaining limitations/problems and recommendation for future work.)	2		
6. Report Presentation (Structure, organisation and standard report format. Clarity of language, consistency of the content, logical flow and use of figurative language for all materials.)	1		
7. References and Citations (Standard citation and references based on the guideline given. Valid source of references and other appropriate supporting documents.)	2		
8. Progress Evaluation (supervisor only) (This may include supervisory meetings (Project In-Progress Form-F3), supervisory independency, responsibilities, commitment, maturity, etc.)	1		
TOTAL CLO 1			
Supervisor (25%)	Examiner (20%)		

Assessment Criteria (CLO 4)	Weight (W)	Score (S) (1-10) (**Refer rubric)	Marks (W*S)
9. <u>Development</u> (Algorithm/ prototype/ coding/user interface/ documentation/ Design Artifact/ Requirement Diagram/ Design Diagram that appropriate to the discipline)	5		
10. <u>Findings/ Discussion</u> (The result of research carried out to solve the problem defined. This may include analysis/ usability/ design/ implementation/ testing/ evaluation, validation/ prototype or framework that appropriate to the discipline)	5		
TOTAL CLO 4			
Supervisor (5%)	Examiner (5%)		

Comments:

Name of Supervisor/Examiner:	**Date:**
Signature:	

F16 – SPECIAL EVALUATION REPORT EVALUATION RUBRIC

No.	Assessment Criteria	Excellence (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
1.	**Abstract**	Highly reflects the following elements: • Project motivation • Methodology • Findings • Future work	Clearly reflects the following elements: • Project motivation • Methodology • Findings • Future work	Adequately reflects the following elements: • Project motivation • Methodology • Findings • Future work	Does not reflects the following elements: • Project motivation • Methodology • Findings • Future work
2.	**Introduction**	• Working title that clearly reflects the project. • Well defined problem statement. Provides exceptionally clear context supporting rationale for project; clear statement of why project is needed. • Objectives - highly reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Well-defined project scope. • Project highly relevant to the community and practitioners.	• Working title that reflects the project. • Clear problem statement. Provides clear context supporting rationale for project; clear statement of why project is needed. • Objectives - clearly reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Clear project scope. • Project relevant to the community and practitioners.	• Appropriate working title that reflects the project. • Adequate problem statement. Provides context supporting rationale for project; statement of why project is needed. • Objectives - adequately reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Adequate project scope. • Project adequately relevant to the community and practitioners.	• Inappropriate working title that reflects the project. • Unclear problem statement, poor statement of context supporting rationale for project, statement of why project is needed. • Objectives - does not reflect the following elements: a. Specific b. Measurable c. Achievable d. Realistic e. Timeliness • Not well-defined project scope. • Project not relevant to the community and practitioners.
3.	**Literature Review**	Thorough review of relevant and empirical sources, citing seminal works in the field. Exemplary synthesis and organization of literature that is clearly linked to project question. Specific attention to diversity issues pertaining to project topic.	Good review of relevant and empirical sources, citing seminal works in the field. Good synthesis and organization of literature that is clearly linked to project question. Attention to diversity issues pertaining to project topic.	Adequate review of relevant and empirical sources. Adequate synthesis and organization of literature that is linked to project question. Some attention to diversity issues pertaining to project topic.	Incomplete or poorly developed review of literature; problems with organization; weak linkage to project topic.

F16 – SPECIAL EVALUATION REPORT EVALUATION RUBRIC

No.	Assessment Criteria	Excellence (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)
4.	**Methodology**	Highly reflects the following elements: • Approach • Methods • Design • Deliverables	Clearly reflects the following elements: • Approach • Methods • Design • Deliverables	Adequately reflects the following elements: • Approach • Methods • Design • Deliverables	Poorly reflects the following elements: • Approach • Methods • Design • Deliverables
5.	**Conclusion and Recommendations**	Conclusion includes the findings, lesson learned from the project. Future recommendations to real life situations are highly stated.	Conclusion includes the findings and lesson learned from the project. Recommendations for future work are stated.	Conclusion includes the findings or lesson learned from the project. Some recommendations for future work are stated.	No conclusion or recommendations were included in the report.
6.	**Report Presentation**	• The report is well structured and organized following the standard research reporting procedure/format. • Sentences are complete and grammatical, and they flow together easily. • All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.	• The report is structured and organized following the standard research reporting procedure/format. • Sentences are complete with minor grammatical errors. • Figures, graphs, charts and drawings are not accurate but consistent with the text.	• The report is poorly structured and organized but following the standard research reporting procedure/format. • Sentences are complete with major grammatical errors. • Figures, graphs, charts and drawings are not accurate and not consistent with the text.	• The report does not follow the standard research reporting procedure/format. • Poor grammar structure. • All figures, graphs, charts and drawings are of bad quality.
7.	**References and Citations**	• Contain relevant references and citations.	• Contain some relevant references and citations.	• Contain a few relevant references and citations.	• Contain irrelevant references and very few citations.
8.	**Progress Evaluation (Supervisor only)**	Students highly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Students adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Students moderately adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Students poorly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude

F16 – SPECIAL EVALUATION REPORT EVALUATION RUBRIC

No.	Assessment Criteria	Excellence (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
9.	**Development**	Comprehensive examination and explanation of the interaction between parameters and system function in the development process.	Detailed examination and explanation of the interaction between parameters and system function in the development process.	Appropriate examination and explanation of the interaction between parameters and system function in the development process.	Incomplete examination and explanation of the interaction between parameters and system function in the development process.	No evidence
10.	**Findings /Discussion**	Professional looking and accurate representation of the result in tables and/or graphs. Graphs and tables are labelled and titled. Critical analysis of the results is presented. Comprehensive discussion of the result is articulated in an excellent manner.	Accurate representation of the result in tables and/or graphs. Graphs and tables are labelled and titled. Contain some result analysis. Detailed discussion of the result is articulated in a well manner.	Accurate representations of the result in written form, but no graphs or tables are presented. Appropriate discussion of the result is articulated in a good manner.	Results are not shown or are inaccurate. Incomplete Discussion of the result is articulated.	No evidence

RESEARCH ETHICS

UiTM RESEARCH ETHICS COMMITTEE (REC)

GUIDE FOR APPLICANTS

UiTM Research Ethics Committee

10 April 2020

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SUMMARY OF REC FORMS

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3	APPLICATION FOR THE EXEMPTION OF ETHICS REVIEW	REC 11 FORM : EXEMPTION FROM ETHICS REVIEW APPLICATION FORM
4	PROGRESS REPORT	REC 6 FORM : MONITORING OF STUDIES FORM
5	PROJECT MEMBER AMENDMENT	REC 7 FORM : RESEARCH PROJECT MEMBERSHIP AMENDMENT FORM
6	PROJECT COMPLETION REPORT	REC 8 FORM : PROJECT COMPLETION REPORT FORM
7	REC REVIEW FORM	REC 9 FORM : RESEARCH ETHICS APPLICATION REVIEW FORM (FOR REC REVIEWERS)

INTRODUCTION (1)

Requirement for research ethics approval

UiTM REC approval is mandatory for all research involving human subjects*, conducted by:

i. UiTM staff
ii. UiTM students
iii. external parties conducting research on UiTM staff and students, and/or in UiTM premises

**UiTM Policy for Research Ethics Involving Human Subjects (2019)*

INTRODUCTION (2)

Research ethics application guidelines

i. Ethics application forms can be accessed online at the following URL: *https://uitmethics.uitm.edu.my/v1/index.php*
ii. Use the latest version of application forms (revision 2019/2020)
iii. REC1: *Flowchart of Research Ethics Approval* summarizes the approval process
iv. To apply for **research ethics approval**, fill up forms REC2, REC 3, REC4, REC5 and REC 12 (if subjects are minors)
v. To apply for **exemption from ethical review**, fill up form REC11
vi. Ensure that the application forms are **complete** and **signed** by members of the research team before submission
vii. Submission of all forms prescribed by the REC must be in English, with the exception of research conducted in other languages (with Senate approval)

INTRODUCTION (3)

Research ethics approval application

viii. Before submission to the REC, applications for ethics approval or exemption from ethical review must be approved and endorsed by the **Faculty/State Research Committee**

ix. Only **completed forms** will be forwarded for REC review. Incomplete applications and applications with major grammatical errors will be returned to applicants for amendments

x. Any data collection instruments requiring respondent/subject/participant input must be prepared in both Malay and English languages, and other language/s understood by the respondent/subject/participant (if necessary)

xi. All required documents must be submitted to the REC within two (2) working weeks before the REC meeting for the month (schedule of REC meeting is available on the REC website)

REC 1 FORM

Flowchart of Research Ethics Approval

Carta Alir Kelulusan Etika

Flowchart of Research Ethics Approval Application

Personnel	Flow	Process/ Activity	Record/reference
Researchers & Faculty		Research proposal presentation at the Faculty/State.	Proposal
Researchers		Complete the relevant ethics approval application forms: 1. Application Form for Ethics Approval (REC 2). 2. Research Risk Classification Form (REC 3). 3. Subject Information Sheet (REC 4) and Assent form (REC12) (if applicable). 4. Checklist for Applicants (REC 5). OR 1. Application of Exemption from Ethical Review (REC 11) (if applicable).	Forms: REC 2,3,5 and 4/12 Form: REC 11 (if applicable)
Researchers		Submit Forms (REC 2,3,5 and 4 and12 (if applicable) or REC 11 (if applicable), and other relevant documents (e.g. questionnaires, survey form, interview protocol) to the Secretariat of the Faculty/ State Research Committee.	Forms REC 2,3,5 and 4/12, or REC 11. Other relevant documents.
Secretariat of the Faculty / State Research Committee		Check for completion of Forms REC 2,3,5 and 4/12 or REC 11 are completed.	Forms REC 2,3,5 and 4/12 or REC 11 Other relevant documents.
Secretariat of the Faculty / State Research Committee		Submit completed forms (*softcopy) and related documents to Secretariat of the REC, at least two (2) weeks before the subsequent meeting. * Please upload the softcopy (scanned forms) at the following link: https://forms.gle/KdyiNMNsLT2UR6fL7 or email recuitmsubmit@gmail.com	Cover letter from Faculty/ State Research Committee Forms REC 2,3,5 and 4/12 or REC 11 (softcopy). Other relevant documents.

REC Secretariat		Check for completion of Forms REC 2,3,5 and 4/12 or REC 11.	Forms REC 2,3,5 and 4/12 or REC 11. Other relevant documents.
REC Secretariat		Sends applications to reviewers	Forms REC 2. Other relevant documents.
REC Secretariat		Confirm that quorum is met for REC meetings scheduled on the 3rd Tuesday of every month	Notice of Meeting
REC Secretariat		Send invitations to researchers (of 'More than Minimal Risk' study protocols) for fullboard presentation to the REC	Letter of Invitation
REC		Report on expedited review applications*. Deliberation and decision on research ethics approval applications	Minutes of Meeting
REC		Approvals without Amendment: Decision will be minuted.	Minutes of meeting
REC		Conditional Approvals: Minor corrections: Amendments within one (1) month. Major corrections: Amendments within three (3) months.	Forms REC 2-5. Other relevant documents.

REC Secretariat		Inform researchers of the decision: 1. Within two weeks of the meeting for fullboard presentations. 2. Within a week of review decision for expedited review	Letter of Approval/ Conditional Approval/ Represent/ Resubmit
Researchers		Update the committee of progress and changes in protocol. Submit progress report to the REC every 6 or 12 months after receiving ethics approval.	Form REC 6
Researchers		Submit Research Completion Report Form to the REC upon within 2 months of study completion	Form REC 8

*Decision on expedited review will be given within one week of completed review

REC 2

Application Form for Ethics Approval

Borang Permohonan Kelulusan Etika

REC 2

REC 2 consists of the following 5 sections:

I. Part A: Researcher Details
II. Part B: Research Details
III. Part C: Funding
IV. Part D: Agreement to conduct the research project.
V. Part E: Verification of Faculty/State Research Committee

Applicants are required to complete **ALL** sections.

BAHAGIAN A: Maklumat Penyelidik
Part A : Details of Researcher

Tajuk Penyelidikan :
Title of Research Project :

Nama Penyelidik*:
Name of Researcher :

Nama Penyelia:
Name of Supervisor :

Alamat Jabatan/ Hospital/ Institut:
Address of Department/ Hospital/ Institute :

No.Telefon/ Emel :
Contact No/ Email :

Nama Koordinator Kajian**:
Name of Study coordinator:

No.Telefon/ Emel**:
Contact No/ Email:

☐ *Sarjana Muda / *Undergraduate*
☐ *Pasca Siswazah / *Postgraduate*
☐ *Staf/Pensyarah / *Staff/Lecturers*
☐ *Pihak Luar / *External*

☐ ** Untuk Kajian Klinikal Sahaja / *For Clinical Studies Only*

Title should contain the independent variable, dependent variable and population. Do not exceed 15 words

Researcher can be undergraduate student/ postgraduate student/ staff or external applicant

Supervisor (for undergraduate or postgraduate students)

Department, Faculty, Campus or External Institution

Contact details of the researcher (not the supervisor)

This section is for **Clinical Trials** only.
If the study is not a Clinical Trial, please write "not applicable". **Do not** leave blank.

Please select (tick) the appropriate option

Adakah penyelidikan ini memerlukan kelulusan Jawatankuasa Etika Penyelidikan Luaran? (contoh MREC)
Does the research require an external Research Ethics Committee approval? (e.g. MREC)

☐ Ya / Yes ☐ Tidak / No	External Committee Name:

Select (tick) "Yes" if the study involves premises governed by external bodies (eg. Studies conducted at the Ministry of Health hospitals require approval of the Medical Research Ethics Committee (MREC). Provide the name of the external Research Ethics Committee.

Dana Penyelidikan: Ada/ Tiada
Research funding: Yes/ No

Jika ada, sila lengkapkan bahagian C.
If obtained, please complete section C.

Select (tick) "Yes" if the study is funded
Select (tick) "No" if the study is not funded

BAHAGIAN B: Maklumat Penyelidikan *Part B : Research Details*

Bahagian B1 ***Part B1***	
☐ Temubual *Interviews*	☐ Kajian kes *Case study*
☐ Kumpulan focus *Focus groups*	☐ Kajian klinikal *Clinical trial study*
☐ Soal selidik *Questionnaires*	☐ Kajian intervensi *Intervention study*
☐ Kajian tindakan *Action research*	☐ Rekod peribadi *Personal records*
☐ Pemerhatian *Observation*	☐ Analisis data sekunder *Secondary data analysis*
	☐ Lain-lain, (nyatakan) *Others (provide details):*

Select (tick) the appropriate research details (you may select more than one)

.

Bahagian B2 ***Part B2***	
1.	**Latar belakang:** *Background:* (Keterangan ringkas tentang masalah yang dikaji dan penyemakan literatur untuk menyokong keterangan tentang masalah yang dikaji. Sila lampirkan sekiranya ruang tidak mencukupi) *(A brief explanation of the problem to be studied and literature review to support. Please append if more space is required)* **Penyataan masalah:** *Problem statement:* **Rujukan:** *References:*

Briefly describe the study.
The description should include the independent variable, dependent variable and the population

Include only references cited in the Backround Section

2.	**Objektif penyelidikan:** *Research objectives:*
3.	**Faedah yang dijangka:** *Expected benefits:*

Should be numbered.
Use measurable verbs (eg. to compare, to measure etc.)

Briefly describe social benefits to the study subjects/researchers/stakeholders, and expansion of the existing knowledge

4.	**Tarikh penyelidikan bermula-berakhir:** *Date of research commencement-end:*	For undergraduates studies, at least two semesters or until the study is completed. (eg: March 2020 – February 2021)
5.	**Jangkaan tarikh pengumpulan data bermula:** *Expected date of initial data collection:*	Date should be after REC approval. Allow at least two months interval from the date of complete document submission (eg. if completed documents are submitted in March 2020, expected date of initial data collection should be in May 2020)

6.	**Lokasi penyelidikan dijalankan:** *Location of research:*
7.	**Rekabentuk penyelidikan dan metodologi:** *Research design dan methodology:*
8.	**Kriteria kemasukan dan pengecualian:** *Inclusion and exclusion criteria:* **Kriteria kemasukan:** *Inclusion criteria:* • **Kriteria pengecualian:** *Exclusion criteria:* •
9.	**Saiz sampel:** *Sample size:* **Calculation:** *Pengiraan:*

Location should be specific (eg: Faculty of Sports Science, UiTM Shah Alam, Dataran Kemerdekaan etc.)

Specify the study design (eg. cross sectional/ experimental)
Describe the methodology i.e. data collection procedure, tools etc. (eg. in a questionnaire-based study describe the number of domains, number of items and scoring of the questionnaire)

Characteristics of the samples/ respondents to be included and excluded from the study

Indicate the sample size (taking into consideration dropout/attrition rates.
Provide the calculation for sample size.
If the calculation is based on a previous study, please cite and attach the reference.

10.	**Carta alir penyelidikan:** *Research flowchart:*	
11.	**Analisa statistik:** *Statistical analysis:*	

A summary of Part B2 (Item 7)

Should appropriately address the Objectives in Part B2 (2).
Explain whether descriptive or inferential statistics will be used.
If inferential, explain the type of statistical test to be used
(eg T-test, ANOVA etc.)

Bahagian C: Maklumat Dana
Part C: Funding details

1.	**Geran / Sumber:** *Grant / Source:*	
2.	**Jumlah peruntukan:** *Total allocation:*	
3.	**Jangkamasa peruntukan:** *Duration of grant:*	
4.	**Yuran perkhidmatan penyelidik / professional :** *Investigator services / professional fees:*	
5.	**Yuran kepada UiTM :** *UiTM fees :*	
6.	**Lain-lain kemudahan / sumber disediakan organisasi penaja / syarikat kepada penyelidik:** *Other facilities/resource provided by sponsoring organisation / company to investigator:*	
7.	**Nama dan alamat penyelidik tempatan / Organisasi Penyelidikan Klinikal (OPK) yang ditaja:** *Name and address of local sponsor / Clinical Research Organisation (CRO):*	

If the study is funded, please provide details.
If the study is not funded, please state “Not Applicable”

Please complete this section if the study is a sponsored clinical trial.
If the study is not a clinical trial, please state “Not Applicable”

Bahagian D: Pengesahan persetujuan menjalankan penyelidikan.
Part D: Agreement to conduct the research project.

Mesti dilengkapkan dan ditandatangani oleh semua ahli kumpulan penyelidikan.
Must be completed and signed by all members of the research group.

1. Penyelidik utama (untuk dilengkapkan oleh Staf Akademik/Pelajar Pasca-siswazah sahaja)
Principal Researcher (to be filled by Academic Staf/Post-graduate Student only)

Nama: *Name:*		
No.Staf/No. Pelajar: *Staff ID/Student ID:*		
Jawatan/ Kepakaran: *Position/ Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone:*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh:** *Date:*

This section is to be completed and signed by **staff/ postgraduate students** only

2. Penyelia (sekiranya ada)
Supervisor (If any)

Nama: *Name:*		
No.Staf: *Staff ID:*		
Jawatan/ Kepakaran: *Position/ Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone :*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh :** *Date:*

This section is to be completed and signed by **supervisors** only (if any)
If there are no supervisors involved, please state "Not Applicable"

3. Penyelidik Bersama
Co-Researcher

Nama: *Name:*		
No.Staf/No. Pelajar: *Staff ID/Student ID:*		
Jawatan/ Kepakaran: *Position/ Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone :*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh:** *Date:*

(Tambah sekiranya perlu. *Add if necessary*)

This section is to be completed and signed by **undergraduate students/ co-researchers** (may be more than one)
Please duplicate the tables for addition of more than one undergraduate student/ co-researcher.

Bahagian E: Pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri
Part E: Verification from Faculty/State Research Committee

Kami telah meneliti permohonan ini dan mencadangkan seperti di bawah:
We have deliberated on the application and propose as below:

☐ Penyelidikan melibatkan risiko minima. Dicadangkan untuk mendapat kelulusan tanpa pembentangan.
Minimal risk research. Recommend for approval without presentation.

☐ Penyelidikan melibatkan risiko melebihi minima. Dicadangkan untuk mendapat kelulusan dengan pembentangan.
More than minimal risk research. Recommend for approval with presentation.

Ulasan jika ada:
Comment if any:

____

____

____

Tandatangan *Signature:* **Pengerusi/Pengerusi Ganti JK Penyelidikan Fakulti/Negeri** *Chairman/Co-chairman of Faculty/State Research Committee*	**Cop rasmi:** *Official stamp:*	**Tarikh:** *Date:*

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

To be signed, stamped and dated by the Chair or Co-Chair of Faculty/State Research Committee after forms have been checked for completion, and amendments made according to suggestions by the Research Committee

REC 3

Research Risk Classification Form

Borang Klasifikasi Risiko Kajian

REC 3

Contains 4 sections:

i. Subject profile
ii. Privacy and confidentiality
iii. Risk of harm
iv. Other ethical issues

Please answer each item in the REC 3 form by selecting (ticking) the option that applies.
If "Yes" is selected, please describe details of risk and how the risk is minimized

Do not leave any items blank.
If any of the items in the REC 3 form does not apply to your research, please state "**Not Applicable**"

SILA JAWAB KESEMUA SOALAN DI BAWAH.
Sekiranya jawapan anda **'Ya'** kepada mana-mana soalan di bawah, sertakan maklumat ringkas di ruang yang disediakan.

PLEASE ANSWER ALL QUESTIONS BELOW.
*If your answer is **'Yes'** to any of the following questions, please include a brief information in the space provided.*

	SUBJECTS' PROFILE	No	Yes	Brief description
1.	Adakah subjek kanak-kanak (Umur di bawah 18 tahun)? *Are the subjects children (under 18 years old)?*			
2.	Adakah subjek daripada golongan rentan? (cth: kecelaruan mental, kelainan keupayaan intelektual, berkeperluan khas, minoriti dan sebagainya.) *Are the subjects from a particular vulnerable group? (e.g. mental disorder, mentally challenged, disabled, minority, disadvantaged group etc.)*			
3.	Adakah subjek/pesakit ini memerlukan rawatan terminal? *Are any of these subjects/patients in terminal care?*			

4.	Adakah subjek tidak boleh atau tidak berupaya memberi izin? (spt: izin akan diambil secara tidak langsung daripada penjaga sah dan sebagainya.) *Are any of these subjects unable or are incapable of giving consent?* *(i.e. consent will be obtained indirectly from a legal guardian etc.)*			
5.	Adakah subjek diberi sebarang emolumen untuk menyertai kajian? *Are the subjects given any form of emolument to participate?*			

	PRIVACY AND CONFIDENTIALITY	No	Yes	Brief description
6.	Adakah data yang dikumpul berpotensi untuk menyebabkan ketidak selesaan, keaiban atau gangguan psikologi kepada subjek? (cth: orientasi seksual dan sebagainya.) *Does any of the data collected have the potential to cause discomfort, embarrassment, or psychological harm to the subjects?* *(e.g. sexual orientation etc.)*			
7.	Adakah penyelidikan anda melibatkan langkah-langkah yang tidak dimaklumkan kepada subjek? (cth: pemerhatian rahsia dan sebagainya.) *Does your research involve measures undeclared to the subjects?* *(e.g. covert observations etc.)*			
8.	Adakah data yang dikumpulkan akan didedahkan kepada pihak lain yang tidak terlibat dalam penyelidikan? (cth. agensi kerajaan) *Will the collected data be made available to other parties not involved in the research? (e.g. government agencies)*			

	RISK OF HARM	No	Yes	Brief description
9.	Adakah anda akan mengumpul sampel biologi contohnya. cecair badan? *Will you be collecting biological samples e.g. body fluids?*			
10.	Adakah anda mempunyai akses kepada apa-apa maklumat yang akan membolehkan pengenalpastian subjek secara individu? *Do you have access to any information that will allow the identification of individual human subjects?*			
11.	Adakah kaedah pengumpulan invasif dan berpotensi menyebabkan kemudaratan, kesakitan atau ketidakselesaan? (kecuali tusukan jari, tumit, telinga.) *Is the collection method invasive and has the potential to cause harm, pain or discomfort? (except finger, heel, ear prick.)*			
12.	Adakah subjek akan melalui ujian fizikal atau senaman berintensiti tinggi? (jika 'Tidak', teruskan ke Soalan 15.) *Will the subjects be subjected to vigorous physical tests or exercise regime? (if 'No', go to Question 15.)*			
13.	Adakah subjek bukan atlet atau pesakit dengan penyakit kronik? *Are the subjects non-athletes or patients with chronic illness?*			
14.	Adakah mereka akan melalui senaman berintensiti maksimum? *Will they be subjected to maximal exercise intensity?*			

15.	Adakah terdapat sebarang prosedur/ ubat yang terlibat? *Is there any form of procedure/ medication involved?*			
16.	Adakah terdapat ubat atau peranti yang digunakan dengan tanpa indikasi yang diluluskan? *Is there any drug or device used with an unapproved indication?*			
17.	Adakah keizinan kajian telah didapati daripada sesiapa selain pesakit/subjek? *Can the informed consent be obtained from anyone other than the patient/subject?*			
18.	Adakah terdapat sebarang kemudaratan kepada subjek jika dia memilih untuk menarik diri? *Is there any kind of risk to the subject if he/she chose to withdraw?*			

19.	Adakah sampel yang dikumpul akan disimpan untuk penyelidikan di masa hadapan? *Will the samples obtained be stored for future research?*			
20.	Adakah anda bercadang untuk menganalisa sampel selain tujuan asal ia dikumpulkan? *Do you propose to analyse the sample outside of the original purpose for which it was collected?*			
21.	Jika 'Ya' pada No. 20, adakah anda mendapat persetujuan daripada peserta untuk tujuan ini? *If 'Yes' to No. 20, have you obtained consent from participants for this purpose?*			
22.	Apakah jenis sampel biologi yang dikumpul? (Sila nyatakan jumlah dan kekerapan.) *What type of biological samples collected?* *(Please indicate amount and frequency.)*			

	OTHER ETHICAL ISSUES	No	Yes	Brief description
23.	Adakah terdapat sebarang isu etika lain yang tidak dinyatakan dalam senarai semak ini? *Are there any other ethical issues not stated in this checklist?*			

REC 4

Subject Information Sheet
Borang Maklumat Subjek

REC 4

Contains 2 sections:

i. Borang Maklumat Subjek

Subject Information Sheet

ii. Borang Izin

Consent Form

REC 4 – Subject information sheet

i. Include both Malay and English versions.
   If the study population does not understand either Malay or English, include a version in the spoken language of the population.

i. Ensure that versions in all languages carry the same meaning.

ii. Please use non-expert language (Do not include technical jargon).

REC 4 – Subject information sheet

iv. Do not include citations

v. The **Introduction** Section should be brief.
Cover information that is important and relevant to the subject.

iv. Remove all the **instructions** (in the brackets) when the form has been completed.

v. Should be worded as an explanation to the subject/ legal guardian (LAR) (eg. You/your child will be requested to answer questions)

Subject Information Sheet

Research Title
(State)

Introduction of Research
(Maximum of 300 words using non-expert language/terms)

Purpose of Research
(Maximum of 150 words using non-expert language/terms)

Research Procedure
(Using non-expert language/terms)

Participation in Research
Your participation in this research is entirely voluntary. You may refuse to take part in the study or you may withdraw yourself from participation in the research at any time without penalty.

Benefit of Research
(State the benefit to subjects)

Information obtained from this research will benefit the individuals, researchers, institution and community for the advancement of knowledge and future practice.

Research Risk
(State the risks involved)

Confidentiality
(Include the confidentiality clause provided below)

Your information will be kept confidential by the investigators and will not be made public unless disclosure is required by law.

By signing this consent form, you will authorize the review of records, analysis and use of the data arising from this research.

If you have any question about this research or your rights, please contact *(state the name of the investigator)* at *(state the direct telephone number of the said investigator)*

State the title of the study

Briefly introduce the study

Briefly explain in simple terms the purpose of the study

Briefly explain procedures/protocol involving the subject

The statement provided as example in the form may be retained if relevant

Briefly explain how the study will benefit the subject

Briefly explain risks (if any) to the subjects (eg minimal discomfort during procedure, time consuming protocols, fatigue due to the protocol)
Explain how the risks will be minimized and what safety precautions will be taken

The statement provided on confidentiality as example in the form may be retained if relevant

Subject Information Sheet

Research Title
(State)

Introduction of Research
(Maximum of 300 words using non-expert language/terms)

Purpose of Research
(Maximum of 150 words using non-expert language/terms)

Research Procedure
(Using non-expert language/terms)

Participation in Research
Your participation in this research is entirely voluntary. You may refuse to take part in the study or you may withdraw yourself from participation in the research at any time without penalty.

Benefit of Research
(State the benefit to subjects)

Information obtained from this research will benefit the individuals, researchers, institution and community for the advancement of knowledge and future practice.

Research Risk
(State the risks involved)

Confidentiality
(Include the confidentiality clause provided below)

Your information will be kept confidential by the investigators and will not be made public unless disclosure is required by law.

By signing this consent form, you will authorize the review of records, analysis and use of the data arising from this research.

If you have any question about this research or your rights, please contact *(state the name of the investigator)* at *(state the direct telephone number of the said investigator)*

If the Subject Information Sheet is used to explain to the legal guardian (LAR) of a minor, phrase sentences using "your child" instead of "you".

Provide the name and direct telephone numbers of contact person for the study.

REC 4: Consent Form

Consent Form[1]

To become a subject in the research, you or your legal guardian are required to sign this Consent Form.

I herewith confirm that I have met the requirement of age and am capable of acting on behalf of myself / as[2] a legal guardian as follows:

1. I understand the nature and scope of the research being undertaken.
2. I have read and understood all the terms and conditions of my participation in the research.
3. All my questions relating to this research and my participation therein have been answered to my satisfaction.
4. I voluntarily agree to take part in this research, to follow the study procedures and to provide all necessary information to the investigators as requested.
5. I may at any time choose to withdraw from this research without giving any reason.
6. I have received a copy of the Subjects Information Sheet and Consent Form.
7. Except for damages resulting from negligent or malicious conduct of the researcher(s), I hereby release and discharge UiTM and all participating researchers from all liability associated with, arising out of, or related to my participation. I agree to hold them harmless from any harm or loss that may be incurred by me due to my participation in the research.

Name of Subject/Legally authorized representative (LAR)	Signature
I.C No	Date
Name of Witness[3]	Signature
I.C No	Date
Name of Consent Taker	Signature
I.C No	Date

Ensure that the consent form is completed.
The original consent form is to be retained by the researcher.
A duplicate copy is provided to the subject/ legal guardian (LAR)

REC 5

Checklist for Applicants

Senarai Semak Pemohon

REC 5

Contains 3 sections:

i. Part A: For all applicants
ii. Part B: For clinical trial applicants only
iii. Part C: For all applicants

Signature of the researcher on **Page 4** is **required**

	ITEM *PERKARA*	YES *YA*	NO *TIDAK*
Part A – For All Applicants *Bahagian A – Untuk Semua Pemohon*			
1	Have you completed the REC 2 form? *Adakah anda telah melengkapkan Borang REC 2?*		
2	Have you completed the REC 3 form? *Adakah anda telah melengkapkan Borang REC 3?*		
3	Have you completed the REC 4 form? *Adakah anda telah melengkapkan Borang REC 4?*		
4	Has the form been signed by all researchers? *Adakah borang ditandatangani oleh semua penyelidik?*		
5	Has your application been approved and endorsement by your Faculty/State Research Committee? *Sudahkah permohonan anda mendapat kelulusan dan pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri?*		
6	Has your supervisor checked for grammatical errors in REC 2 and REC 4 forms? *Adakah penyelia anda telah menyemak untuk kesalahan tatabahasa dalam Borang REC 2 dan Borang REC 4?*		

* For **Clinical Trials**, please complete Part B. For **Non-Clinical Trial** application please proceed to Part C, and sign on page 5.

*Bagi permohonan **Penyelidikan Klinikal**, sila lengkapkan Bahagian B. Bagi permohonan penyelidikan **Bukan Klinikal** sila isi Bahagian C dan tandatangan di Halaman 5.*

Part B – For Clinical Trial Applications* ***Bahagian B – Untuk Permohonan Penyelidikan Klinikal****			
6	Have you submitted a cover letter for application? *Adakah anda telah menghantar surat iringan bagi untuk permohonan?*		
7	Have you submitted: - Study Protocol - Study amendments (if applicable) - Case Report Forms (CRF) *Adakah anda telah menghantar:* - *Protokol Penyelidikan* - *Pindaan Protokol (jika berkaitan)* - *Borang Laporan Kes*		
8	Have you submitted documents given to trial subjects such as: - Information of study - Advertisement of subject recruitment *Adakah anda telah menghantar dokumen-dokumen yang diberikan kepada subjek penyelidikan seperti:* - *Maklumat Penyelidikan* - *Iklan bagi pengambilan subjek*		
9	Have you submitted signed agreement between involved parties: - Investigator and sponsor - Investigator and Contract Research Organization(CRO) *Adakah anda telah menghantar dokumen perjanjian yang telah ditandatangani antara pihak-pihak yang terlibat:* - *Penyelidik dan penaja* - *Penyelidik dan Contract Research Organization(CRO)*		

10	Have you submitted the Investigator's Brochure? *Adakah anda telah menghantar risalah penyelidikan?*		
11	Have you submitted the Financial Agreement with sponsor? *Adakah anda telah menghantar dokumen perjanjian kewangan bersama penaja?*		
12	Have you submitted the Insurance Statement and related documents? *Adakah anda telah menghantar penyata insurance dan dokumen-dokumen berkaitan?*		
13	Have you submitted the clinical trial agreement (CTA)? The completed CTA with signature must be submitted within three (3) months of REC approval.		
	Adakah anda telah menghantar dokumen perjanjian penyelidikan klinikal? Dokumen perjanjian penyelidikan klinikal yang lengkap dengan tandatangan perlu dihantar tiga (3) bulan selepas kelulusan Jawatankuasa Etika Penyelidikan (REC).		
14	Have you submitted Curriculum Vitae of all investigators involve in study? The CVs submitted must be dated, signed and stamped. *Adakah anda telah menghantar Curriculum Vitae (CV) bagi semua penyelidik terlibat? Curriculum Vitae penyelidik perlu ditandatangan berserta cop dan tarikh.*		
15	Have you submitted Good Clinical Practice certificates of all Investigators? *Adakah anda telah menghantar sijil Good Clinical Practice bagi semua penyelidik?*		
16	Have you submitted the Annual Practicing Certificate (APC)? The APCs submitted must be signed, stamped and dated. *Adakah anda telah menghantar Annual Practicing Certificate (APC)? Annual Practicing Certificate penyelidik perlu ditandatangan berserta cop dan tarikh.*		

Part C – For All Applicants *Bahagian C – Untuk Semua Pemohon*			
	1. Please upload the scanned forms to the following link: *Sila muat naik salinan borang asal permohonan (REC 2, REC 3, REC 4 / REC12, REC 5) yang lengkap ditandatangan beserta cop dan tarikh ke pautan berikut:* *https://forms.gle/KdyiNMNsLT2UR6fL7* You are advised to submit your application at least TWO (2) working weeks before the meeting (please check the meeting schedule at the website: http://uitmethics.uitm.edu.my) *Anda dinasihatkan untuk menyerahkan borang permohonan sekurang-kurangnya DUA (2) minggu hari bekerja sebelum tarikh mesyuarat (Sila semak tarikh mesyuarat di laman sesawang: http://uitmethics.uitm.edu.my)*		
	You may be invited to present your applications. *Anda mungkin dijemput untuk membentangkan permohonan anda.*		

Decisions for the applications will be informed within TWO (2) working weeks after the meeting.
Decisions:
Keputusan permohonan akan dimaklumkan DUA (2) minggu hari bekerja selepas mesyuarat. Keputusan:

(a) Approved
Lulus

(b) Conditional approval (subject to corrections)
Lulus bersyarat (tertakluk kepada pembetulan)

Applicant is required to:
Pemohon dikehendaki:

- include cover letter indicating the correction/s.
  menyertakan surat iringan memaklumkan pembetulan.
- include supporting documents if necessary.
  menyertakan dokumen sokongan sekiranya perlu.
- highlight the correction/s in the relevant forms.
  tandakan pembetulan dalam borang berkaitan.
- Please upload the scanned amended forms to the following link:
  Sila muat naik salinan imbasan borang pembetulan tersebut ke pautan berikut:

https://forms.gle/LJ4i6NDepi2Kf93g8 LINK

(c) Re-present
Pembentangan semula
Applicant is required to:
Pemohon dikehendaki:

- include cover letter indicatig the correction/s.
  menyertakan surat iringan memaklumkan pembetulan.
- include supporting documents if necessary
  menyertakan dokumen sokongan sekiranya perlu.
- highlight the correction/s in the relevant forms.
  tandakan pembetulan dalam borang berkitan.
- Please upload the scanned amended forms to the following link:
  Sila muat naik salinan imbasan borang pembetulan tersebut ke pautan berikut:

https://forms.gle/LJ4i6NDepi2Kf93g8 LINK

- to present again in subsequent REC meeting
  membentang semula pada mesyuarat REC berikutnya

	(d) Not approved due to ethical issues that cannot be satisfactorily resolved. Recommend to resubmit. *Tidak lulus disebabkan penyelesaian isu etika yang tidak memuaskan. Dicadangkan untuk memohon semula.*

Additional comments (if any):
Komen Tambahan (Jika Ada):

Applicant's Signature	Date
Supervisor's Signature	Date

REC 6

Monitoring of Ongoing Studies Form
Borang Pemantauan Kajian Berterusan

Form REC6 is to be submitted annually until completion of the study.

Borang Pemantauan Kajian Berterusan
Monitoring of Ongoing Studies Form

Permohonan ini dikemukakan untuk tujuan penerimaan/kelulusan pindaan Jawatankuasa Etika Penyelidikan.
Sila lampirkan surat iringan dan dokumen berkaitan.
This application is for the purpose of acceptance/approval of amendments to Research Ethics Committee.
Please attach a copy of the cover letter and relevant documents.

Bahagian A: Maklumat Penyelidik
Part A : Details of Researcher

Tajuk Penyelidikan :
Title of Research : --

Nama Penyelidik*:
Name of Researcher : --

Nama Penyelia:
Name of Supervisor : --

Alamat Jabatan/ Hospital/ Institut:
Address of Department/ Hospital/ Institute : --

No.Telefon/ E-mel :
Contact No/ E-mail : --

Nombor Pendaftaran:
Registration Number: --

Tarikh daftar/ Kelulusan:
Date registered/ Approval: --

Jangkamasa Kajian:
Research Duration: --

Nama Koordinator Kajian**:
Name of Study coordinator: --

No.Telefon/ Emel** :
Contact No/ Email : --

☐ *Sarjana Muda / *Undergraduate*
☐ *Pasca Siswazah / *Postgraduate*
☐ *Staf/Pensyarah / *Staff/Lecturers*
☐ *Pihak Luar / *External*

☐ ** Untuk Kajian Klinikal Sahaja / *For Clinical Studies Only*

Bahagian B: Ringkasan Protokol dan Jangkamasa
Part B: Protocol Summary and Timeline

☐ Intervensi, nyatakan jenis (tanda lebih daripada satu jika berkaitan)
Intervention, specify type (tick more than one if applicable):

- ☐ Ubatan
  Drug
- ☐ Bahan biologi
  Biologic sample
- ☐ Tingkahlaku/ Gaya hidup
  Behavioral/Lifestyle
- ☐ Pembedahan
  Surgical

	Lokasi 1 ***Site 1***	**Lokasi 2** ***Site 2***
Tarikh kajian bermula *Study commencement date*		
Lokasi *Site*		
Sasaran tarikh enrolmen pertama *Target of first enrolment date*		
Tarikh enrolmen pertama *First enrolment date*		
Sasaran bilangan enrolmen *Target enrolment number*		
Bilangan enrolmen semasa *Current enrolment number (%)*		
Sasaran tarikh selesai *Target completion date*		
Tarikh sebenar selesai *Actual completion date*		
Bilangan yang disaring *Number screened*		
Bilangan gagal saringan *Number of screen failure* Sebab 1 (nyatakan) *Reason 1 (state)* Sebab 2 (nyatakan) *Reason 2 (state)*		
Bilangan subjek selesai *Number of completed subjects*		
Bilangan subjek hilang *Number of missing subjects*		
Bilangan subjek diberhentikan/ menarik diri *Number of subjects discontinued/ withdrawn*		
Bilangan subjek aktif *Number of active subjects*		

Bahagian C: Serahan untuk pemantauan
Part C: Submission for monitoring

☐ Perubahan Protokol *Protocol Amendment*	☐ Penambahan/ perubahan penyelidik *Investigator addition/change*
☐ Pelanggaran Protokol *Protocol Deviation*	☐ Penambahan lokasi *Site addition*
☐ Perubahan izin bermaklum *Change in informed consent*	☐ Pelaporan Kejadian *'Adverse'* *Adverse Event Reporting*
☐ Perubahan brosur penyelidik *Change in investigator brochure*	☐ Penggantungan *Suspension*
☐ Laporan Tahunan *Annual Report*	☐ Penamatan Awal *Early termination*
☐ SUSAR	☐ Borang *CIOMS* *CIOMS Form*
	☐ *Lain-lain (Sila nyatakan)* ____________________ ____________________

Tandakan lebih daripada satu jika berkaitan
Tick more than one if applicable

Perubahan Protokol ***Protocol Amendments***	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Intervensi *Intervention*		
Populasi kajian *Study population*		
Saiz sampel *Sample size*		
Jangkamasa *Duration*		
Lain-lain *Others*		

Pelanggaran Protokol ***Protocol Deviation***	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Penyampaian produk kajian *Administration of Investigational Product (IP)*		
Lawatan susulan *Follow up visit*		
Pengendalian produk kajian *Handling of IP*		
Lain-lain *Others*		

Perubahan izin bermaklum: **Change in informed consent:**	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Intervensi *Intervention*		
Jangkamasa *Duration*		
Indikasi terkini *Updated indication*		
Kesan advers terkini *Updated adverse events*		
Lain-lain *Others*		

Perubahan brosur penyelidik: ***Change in investigator brochure:***	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Intervensi *Intervention*		
Jangkamasa *Duration*		
Indikasi terkini *Updated indication*		
Kesan adves terkini *Updated adverse events*		
Lain-lain *Others*		

Penambahan/ penukaran penyelidik: ***Investigator addition/ change:***	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Penambahan *Addition*		
Perubahan *Change*		
Terlatih dalam Amalan Klinikal yang Baik *Good Clinical Practice (GCP) trained*		
Lain-lain *Others*		

Penambahan/ penukaran lokasi ***Site addition/ change***	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Penambahan *Addition*		
Perubahan *Change*		
Lain-lain *Others*		

Kejadian Kesan *'Adverse'* ***Adverse Events***	**Tidak** ***No***	**Ya (jelaskan)** ***Yes (explain)***
Laporan Lembaga Pemantauan Data dan Keselamatan *Data and Safety Monitoring Board (DSMB) report*		
Jumlah bilangan laporan *Total number of reports*		
Jumlah bilangan kejadian kesan *'adverse'* yang serius *Total number of Serious Adverse Event (SAE)*		
Jumlah bilangan kematian *Total number of deaths*		
Jumlah kejadian klinikal yang berkepentingan *Total number of Events of Clinical Interest (ECI)*		
Jumlah kejadian klinikal serius diluar jangkaan yang disyaki *Total number of Suspected Unexpected Serious Adverse Reaction (SUSAR)*		
Kejadian *'adverse'* di lokasi UiTM *Adverse Event at UiTM Site*		
Jumlah bilangan laporan *Total number of reports*		
Jumlah bilangan kejadian kesan *'adverse'* yang serius *Total number of Serious Adverse Event (SAE)*		
Jumlah kejadian klinikal yang berkepentingan *Total number of Events of Clinical Interest (ECI)*		
Jumlah kejadian klinikal serius diluar jangkaan yang disyaki *Total number of Suspected Unexpected Serious Adverse Reaction (SUSAR)*		
Jumlah kematian *Total number of deaths*		
Others (briefly explain)		

Penggantungan *Suspension*
Nyatakan secara ringkas *Briefly explain*

Penamatan awal *Early termination*
Nyatakan secara ringkas *Briefly explain*

Pengesahan Ketua Penyelidikan (*Research Leader Verification*)	
Tandatangan & Cop : *Signature & Stamp*	Tarikh : *Date*

Bahagian D : Pengesahan Jawatankuasa Penyelidikan Etika
Part D : Endorsement from Research Ethics Committee

Saya telah meneliti permohonan ini dan mencadangkan seperti di bawah:
I have deliberated on the application and propose as below:

☐ Dicadangkan untuk diterima/ diluluskan tanpa pembentangan.
Recommend for acceptance without presentation.

☐ Dicadangkan untuk pembentangan.
Recommend for presentation.

Ulasan jika ada:
Comment if any:

Tandatangan *Signature* Ahli JK Etika Penyelidikan *Member of Research Ethics Committee*	Cop rasmi *Official stamp*	Tarikh *Date*

REC 7

Research Project Membership Amendment Form

Borang Perubahan Keahlian Projek Penyelidikan

BORANG PERUBAHAN/PENAMBAHAN KEAHLIAN BAGI PROJEK PENYELIDIKAN
Research Project Membership Amendment Form

Tajuk Projek
Project Title :

Kod Projek
Project Code :

Bidang Penyelidikan
Area of Specialisation :

Tempoh Projek
Project Duration :

Jumlah Peruntukan
Total budget :

Ketua Projek
Project Leader :

Tandakan (/) pada ruangan yang disediakan/*Tick (/) at the related field*:

☐ **Penambahan Ahli Projek**
Project Membership Addition

☐ **Pertukaran Ahli Projek**
Project Membership Amendment

Nama/*Name* :	
No. Staf :	Email :
Tel. Pejabat (*Office*):	No. Tel. Bimbit (*Handphone*):
Fakulti/Pusat/Bahagian/Jabatan/*Affiliation* :	Tandatangan/*Signature* :

Nama/*Name* :	
No. Staf :	Email :
Tel. Pejabat (*Office*):	No. Tel. Bimbit (*Handphone*):
Fakulti/Pusat/Bahagian/Jabatan/*Affiliation* :	Tandatangan/*Signature* :

(Tambah sekiranya perlu. *Add if necessary*)

Dokumen Sokongan / Perakuan (*Supporting Documents/Declaration*)

Bagi perubahan keahlian, penyelidik diminta melampirkan dokumen seperti di bawah.
For Research Project Membership Amendment/Addition, researcher is required to provide documents as follows:

Tandakan (/) pada ruangan yang disediakan/*Tick (/) at the related field*:

☐ *MYRA CV'* calon yang ingin dilantik/*MYRA CV of the candidate*

Justifikasi / Sebab Memohon Perubahan Keahlian Projek (WAJIB dinyatakan):
Justification/Reason for the Research Project Membership Amendment/Addition (Compulsory):

....

....

....

Pengesahan Ketua Penyelidikan (*Research Leader Verification*)

Tandatangan & Cop : *Signature & Stamp*	Tarikh : *Date*

Perakuan Pengerusi Jawatankuasa Penyelidikan Fakulti/Negeri (*Faculty/State Research Committee Verification*)

Ulasan/*Comment* :

....

....

....

Keputusan :
Decision

☐ **Diluluskan (Disokong)**
Approved

☐ **Tidak Diluluskan**
Rejected

Tandatangan & Cop :
Signature & Stamp

Tarikh :
Date

REC 8

Research Completion/Termination

Report Form

Borang Laporan Akhir/Penamatan Penyelidikan

REC 8

i. For postgraduate or staff research, the REC 8 form is to be submitted to the REC Secretariat within 6 months of completion of the research.

ii. For undergraduates, submission of REC 8 to the REC Secretariat is to be made when the Final Year Project (FYP) report is submitted.

Bahagian A: Maklumat Penyelidik
Part A : Details of Researcher

Tajuk Penyelidikan :
Title of Research :

Nama Penyelidik*:
Name of Researcher :

Nama Penyelia:
Name of Supervisor :

Alamat Jabatan dan Hospital/ Institut:
Address of Department and Hospital/ Institute :

No.Telefon/ E-mel :
Contact No/ E-mail :

Nombor Pendaftaran:
Registration Number:

Tarikh daftar/ Kelulusan:
Date registered/ Approval:

Jangkamasa Kajian:
Research Duration:

Tarikh Tamat:
Date of completion:

Bahagian B: Ringkasan Protokol dan Jangkamasa
Part B: Protocol Summary and Timeline

Bahagian B1
Part B1

☐ Temubual *Interviews*	☐ Kajian kes *Case study*
☐ Kumpulan focus *Focus groups*	☐ Kajian klinikal *Clinical trial study*
☐ Soal selidik *Questionnaires*	☐ Kajian intervensi *Intervention study*
☐ Kajian tindakan *Action research*	☐ Rekod peribadi *Personal records*
☐ Pemerhatian *Observation*	☐ Analisis data sekunder *Secondary data analysis*
	☐ Lain-lain, (nyatakan) *Others (provide details):*

Bahagian B2 (Penyelidikan klinikal sahaja) *Part B2 (Clinical Research only)*	**Lokasi 1** ***Site 1***	**Lokasi 2** ***Site 2***
Tarikh penyelidikan bermula *Study commencement date*		
Lokasi *Site*		
Sasaran tarikh enrolmen pertama *Target of first enrolment date*		
Tarikh enrolmen pertama *First enrolment date*		
Sasaran bilangan enrolmen *Target enrolment number*		
Sasaran tarikh selesai *Target completion date*		
Tarikh sebenar selesai *Actual completion date*		
Bilangan yang disaring *Number screened*		

Bahagian C: Laporan Penamatan Kajian
Part C: Study End Report

Ringkasan dapatan kajian. *Summary of research findings.*   Sebarang permasalahan sekiranya ada: *Concerns if any:*

Pengesahan Ketua Penyelidikan (*Research Leader Verification*)	
Tandatangan & Cop : *Signature & Stamp*	Tarikh : *Date*

Bahagian D : Pengesahan Jawatankuasa Penyelidikan Etika
Part D : Endorsement from Research Ethics Committee

Saya telah meneliti makluman ini dan mencadangkan ia diterima dan direkodkan.
I have deliberated on this notification and propose its acceptance and to be recorded.

Ulasan jika ada:
Comment if any:

Tandatangan *Signature* Ahli JK Etika Penyelidikan *Member of Research Ethics Committee*	Cop rasmi *Official stamp*	Tarikh *Date*

Bahagian E : Hasil Kajian
Part E : Research Output

Senarai penerbitan *List of Publications* Kertas Pembentangan Persidangan *List of Conference Presentations* Senarai pelajar Sarjana Muda/Pascasiswazah yang dilatih *List of undergraduate/postgraduates trained*	Kepentingan dan sumbangan kepada masyarakat dan negara (cth: polisi) *Significance and contribution to society and nation (eg. policy)* Lain-lain *Others*

REC 9

Research Ethics Application Review Form
Borang Penilaian Pemohonan Etika

(For REC reviewers)

REC 10

Cover Letter for Amendment

Surat Iringan Pembetulan

Chairman
Research Ethic Committee (REC)
Institute of Research Management and Innovation (IRMI)
Universiti Teknologi MARA
Shah Alam, Selangor

(Date of submission)

Attn: UiTM REC Secretariat

Dear REC Chairman

AMENDMENT ETHICS APPROVAL BY UiTM RESEARCH ETHICS COMMITTEE

With reference to your letter dated (date of conditional approval letter) [Our reference: REC/1/16], this is to inform you that we have made the amendments to the proposal entitled "(title of proposal)".

The amendments done are listed below:

No.	Amendment	Action Taken
1	(what is been written in the Conditional Approval letter)	(Please highlight the page and form.) Eg: We already include the muslim participants in Inclusion Criteria. (Part B, pg. 5, inclusion criteria)

We wish to express our gratitude for your good cooperation.

Thank you.

Sincerely,

(Supervisor Name)
(Position)
(Address)

REC 11

Exemption from Ethics Review Application Form
Borang Permohonan Pengecualian Semakan Etika

Requires approval and endorsement of Faculty/State Research Committee before submission to the REC

Application for Exemption from Ethical Review
Permohonan Pengecualian daripada Semakan Etika

Please attach a copy of Research Proposal.
Sila lampirkan salinan kertas cadangan penyelidikan.

Part A : Details of Researcher
Bahagian A: Maklumat Penyelidik

Title of Research Project :
Tajuk Penyelidikan ____

Name of Researcher :
Nama Penyelidik ____

Name of Supervisor :
Nama Penyelia ____

Address of Department/ Hospital/ Institute :
Alamat Jabatan/ Hospital/ Institut: ____

Contact No/ Email :
No.Telefon/ Emel: ____

- ☐ *Sarjana Muda / *Undergraduate*
- ☐ *Pasca Siswazah / *Postgraduate*
- ☐ *Staf/Pensyarah / *Staff/Lecturer*
- ☐ *Pihak Luar / *External*

Part B : Details of Research
Bahagian B: Maklumat Penyelidikan

Executive summary
(Not more than 300 words. Please include brief methodology, objectives of research, justification of research, benefits and possible risks)

Ringkasan eksekutif
(Tidak melebihi 300 patah perkataan. Sila masukkan metodologi ringkas, objektif penyelidikan, justifikasi penyelidikan, faedah dan risiko yang mungkin berlaku)

Part C : Justification for Exemption from Ethical Review (tick where applicable, can be more than one)
Bahagian C: Justifikasi Pengecualian daripada Semakan Etika (tandakan yang berkenaan, boleh melebihi daripada satu)

- ☐ This research does not involve human participants, human tissues and/or biological samples.
  Kajian ini tidak melibatkan peserta manusia, tisu manusia dan/atau sampel biologi.

- ☐ This research does not collect sensitive and/or identifiable data of an individual.
  Kajian ini tidak mengumpul data sensitif dan/atau data yang boleh mengenal pasti individu.

- ☐ This research is for institutional quality assurance purposes (eg. clinical audit) related to evaluation of public service programs, public health surveillance, educational evaluation activities, consumer satisfaction, and consumer acceptability tests.
  Kajian ini adalah untuk tujuan jaminan kualiti institusi (contoh audit klinikal) yang berkait dengan penilaian program perkhidmatan awam, pengawasan kesihatan awam, aktiviti penilaian pendidikan, kepuasan pengguna dan ujian penerimaan pengguna.

- ☐ Others (provide details):
  Lain-lain (nyatakan butiran):

Part D: Verification from Faculty/State Research Committee

Bahagian D: Pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri

The Faculty/State Research Committee has reviewed the study protocol and recommends for exemption from ethical review.
Jawatankuasa Penyelidikan Fakulti/Negeri telah mengkaji protokol kajian dan mengesyorkan untuk pengecualian daripada semakan etika.

Signature *Tandatangan:* **Chairman/Alternate Chair of Faculty/State Research Committee** *Pengerusi/Pengerusi Ganti JK Penyelidikan Fakulti/Negeri*	**Official stamp***:* *Cop rasmi***:**	**Date***:* *Tarikh***:**

REC 12

Assent Form

Borang Persetujuan

REC 12 – Assent Form

i. If research subjects are below 18 (7 – 17) years of age (minors), an **Assent Form** is required.

ii. Assent is defined as a minor's "affirmative agreement" to participate in research.

iii. It is similar to a subject information sheet, but uses simpler, age-appropriate language which can be understood before an decision for participation is made by the minor.

iv. Consent from parents or legally acceptable representative (LAR) overrides dissent of the minor when it involves the safety and wellbeing of the minor

ASSENT FORM

Your parent/legally authorized representative (LAR) has given permission for you to be in a project called *(state name of project here*). We would like to explain it to you, so that you can decide if you want to be in it. If you don't understand, please ask questions. You can choose to be in the study, or not to be in the study, or to take more time to decide.

What is the project about? (*Briefly describe the project)*

Why do I need to be in this project? (*Briefly describe the purpose of the project)*

What should I do in this project? (*Briefly explain the minor's role in the project)*

What will happen to me in the project? (*Briefly explain the risk)*

Do I have to be in the project?

You don't have to be in the project if you don't want to. If you are in the project, you can stop at any time without making anyone upset. If you want to be in the project, please write your name below. Please make sure that you understand what has been explained to you.

Who can I talk to about this project?

If you want to ask anything, you can call me anytime.

Name of Researcher:

Contact number:

Will anyone know about what I say or do in the project? (*Briefly explain the anonymity and confidentiality of research participation)*

Assent Questions:
Instructions to minor: Please circle your answer below.

1.	Has somebody explained this project to you?	Yes/No
2.	Do you understand what this project is about?	Yes/No
3.	Do you have any questions about the project?	Yes/No
4.	If you have asked a question, do you understand the answer?	Yes/No
5.	Do you understand it's ok to stop taking part at any time?	Yes/No
6.	Are you ok to take part?	Yes/No
7.	Are you ok for your voice to be recorded?	Yes/No
8.	Are you ok to be on video?	Yes/No
9.	Are you ok to have photographs taken?	Yes/No

If you want to take part, please write your name and sign, or place your thumb print in the box.

Name of participant ______________________________

Signature ______________________________

Date ______________________________

Name of consent taker ______________________________

Signature ______________________________

Date ______________________________

(In instances where the minor is unable to read, or where the research covers sensitive issues, a witness should attest in the section below)

Name of witness ______________________________

Signature ______________________________

Date ______________________________

Enquiries

- Contact : Secretariat

  UiTM Research Ethics Committee

- Email: recsecretariat@uitm.edu.my

- Contact number:
  - 03 - 5544 8069 (Pn. Nur Adilah Ruslee)
  - 03 - 5544 2794 (Pn. Raiminazihah Osman)

THANK YOU

Research Ethics Committee
Research Management Centre
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767

ASSENT FORM

Your parent/legally authorized representative (LAR) has given permission for you to be in a project called *(state name of project here*). We would like to explain it to you, so that you can decide if you want to be in it. If you don't understand, please ask questions. You can choose to be in the study, or not to be in the study, or to take more time to decide.

What is the project about? (*Briefly describe the project)*

Why do I need to be in this project? (*Briefly describe the purpose of the project)*

What should I do in this project? (*Briefly explain the minor's role in the project)*

What will happen to me in the project? (*Briefly explain the risk)*

Do I have to be in the project?

You don't have to be in the project if you don't want to. If you are in the project, you can stop at any time without making anyone upset. If you want to be in the project, please write your name below. Please make sure that you understand what has been explained to you.

Who can I talk to about this project?

If you want to ask anything, you can call me anytime.

Name of Researcher:

Contact number:

Will anyone know about what I say or do in the project? (*Briefly explain the anonymity and confidentiality of research participation)*

Assent Questions:
Instructions to minor: Please circle your answer below.

1.	Has somebody explained this project to you?	Yes/No
2.	Do you understand what this project is about?	Yes/No
3.	Do you have any questions about the project?	Yes/No
4.	If you have asked a question, do you understand the answer?	Yes/No
5.	Do you understand it's ok to stop taking part at any time?	Yes/No
6.	Are you ok to take part?	Yes/No
7.	Are you ok for your voice to be recorded?	Yes/No
8.	Are you ok to be on video?	Yes/No
9.	Are you ok to have photographs taken?	Yes/No

(If the minors are unable to read, thumbprint should be taken, in lieu of signature)

If you want to take part, please write your name and sign, or place your thumb print in the box.

Name of participant ______________________________

Signature ______________________________

Date ______________________________

Name of consent taker ______________________________

Signature ______________________________

Date ______________________________

(*In instances where the minor is unable to read, or where the research covers sensitive issues, a witness should attest in the section below)*

Name of witness ______________________________

Signature ______________________________

Date ______________________________

Jawatankuasa Etika Penyelidikan
Pusat Pengurusan Penyelidikan
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Faks: 03 – 5544-2096/2767

BORANG PERSETUJUAN MENYERTAI PROJEK

Ibu bapa / wakil sah anda (LAR) telah memberi izin untuk anda menyertai projek yang bertajuk (*nyatakan nama projek penyelidikan di sini*). Kami ingin memberi penerangan mengenai projek tersebut, supaya anda boleh membuat keputusan sendiri sama ada ingin menyertai projek tersebut ataupun tidak. Ada boleh tanya soalan sekiranya tidak faham. Anda boleh memilih sama ada untuk menyertai projek tersebut, atau tidak. Anda juga boleh mengambil lebih masa sebelum membuat keputusan.

Projek ini mengenai apa? (*Terangkan secara ringkas mengenai projek)*

Mengapa saya patut menyertai projek ini? (*Terangkan secara ringkas tujuan projek)*

Apa yang perlu saya lakukan dalam projek ini? (*Terangkan secara ringkas kepada kanak-kanak ini peranannya dalam projek)*

Apa yang akan berlaku kepada saya dalam projek ini? (*Terangkan secara ringkas dan mengenai risiko)*

Adakah saya perlu menyertai projek ini?
Anda tidak perlu menyertai projek ini jika anda tidak mahu. Sekiranya anda menyertai projek ini, anda boleh berhenti pada bila-bila masa tanpa membuat sesiapa marah. Jika anda ingin menyertai projek ini, sila tulis nama anda di bawah. Sila pastikan bahawa anda faham apa yang telah dijelaskan kepada anda.

Dengan siapa boleh saya bercakap mengenai projek ini?
Jika anda mempunyai apa-apa soalan, anda boleh menghubungi saya:

Nama Penyelidik:

Nombor Telefon:

Adakah orang lain akan tahu tentang apa yang saya katakan atau lakukan dalam projek ini? *Terangkan secara ringkas mengenai kerahsiaan penyertaan penyelidikan*

Soalan Persetujuan:
Arahan kepada kanak-kanak: Sila bulatkan jawapan anda di bawah.

1.	Sudahkah projek ini dijelaskan kepada anda?	Ya/Tidak
2.	Adakah anda memahami projek ini?	Ya/Tidak
3.	Adakah anda mempunyai apa-apa soalan mengenai projek ini?	Ya/Tidak
4.	Jika anda telah bertanya, adakah anda memahami jawapannya?	Ya/Tidak
5.	Adakah anda faham bahawa anda boleh berhenti daripada projek ini pada bila-bila masa?	Ya/Tidak
6.	Adakah anda selesa untuk mengambil bahagian dalam projek ini?	Ya/Tidak
7.	Adakah anda selesa sekiranya suara anda direkodkan?	Ya/Tidak
8.	Adakah anda selesa sekiranya berada dalam video?	Ya/Tidak
9.	Adakah anda selesa sekiranya gambar anda diambil?	Ya/Tidak

(Sekiranya kanak-kanak tersebut tidak dapat membaca, cap ibu jari hendaklah diambil, sebagai ganti tandatangan)

Jika anda ingin mengambil bahagian, sila tulis nama dan turunkan tandatangan, atau letakkan cap ibu jari anda di dalam kotak.

Nama peserta ________________________________

Tandatangan ________________________________

Tarikh ________________________________

Nama pengambil persetujuan ________________________________

Tandatangan ________________________________

Tarikh ________________________________

(Sekiranya peserta projek tidak boleh membaca, atau sekiranya penyelidikan membabitkan isu-isu sensitif, seorang saksi hendaklah menjadi saksi ketika persetujuan diambil. Saksi tersebut perlu melengkapkan bahagian di bawah)

Nama saksi ________________________________

Tandatangan ________________________________

Tarikh ________________________________

Research Ethics Committee
Research Management Centre
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767

Application Form for Ethics Approval

Borang Permohonan Kelulusan Etika

This application is for the purpose of obtaining approval to conduct research.
Please attach a copy of Research Proposal.
Permohonan ini dikemukakan untuk tujuan kelulusan menjalankan penyelidikan.
Sila lampirkan salinan kertas cadangan penyelidikan.

Part A : Details of Researcher

Bahagian A: Maklumat Penyelidik

Title of Research Project :
Tajuk Penyelidikan : ______________________________

Name of Researcher* :
Nama Penyelidik:* ______________________________

Name of Supervisor :
Nama Penyelia: ______________________________

Address of Department/ Hospital/ Institute :
Alamat Jabatan/ Hospital/ Institut: ______________________________

Contact No/ Email :
No.Telefon/ Emel :

Name of Study coordinator**:
*Nama Koordinator Kajian**:* ______________________________

Contact No/ Email**:
*No.Telefon/ Emel**:* ______________________________

☐ * Undergraduate / *Sarjana Muda*

☐ * Postgraduate / *Pasca Siswazah*

☐ * *Staff/Lecturers* / *Staf/Pensyarah*

☐ * External / *Pihak Luar*

** For Clinical Studies Only / *Untuk Kajian Klinikal Sahaja*

<table>
<tr><td colspan="2">Does the research require an external Research Ethics Committee approval? (e.g. MREC)
Adakah penyelidikan ini memerlukan kelulusan Jawatankuasa Etika Penyelidikan Luaran? (contoh MREC)</td></tr>
<tr><td>☐ Yes / Ya
☐ No / Tidak</td><td>External Committee Name:</td></tr>
</table>

Research funding: Yes/ No
Dana Penyelidikan: Ada/ Tiada

If obtained, please complete section C.
Jika ada, sila lengkapkan bahagian C.

Part B : Research Details
Bahagian B: Maklumat Penyelidikan

Part B1 ***Bahagian B1***	
☐ Interviews *Temubual*	☐ Case study *Kajian kes*
☐ Focus groups *Kumpulan focus*	☐ Clinical trial study *Kajian klinikal*
☐ Questionnaires *Soal selidik*	☐ Intervention study *Kajian intervensi*
☐ Action research *Kajian tindakan*	☐ Personal records *Rekod peribadi*
☐ Observation *Pemerhatian*	☐ Secondary data analysis *Analisis data sekunder*
	☐ Others (provide details): *Lain-lain (nyatakan):*

Part B2 ***Bahagian B2***	
1.	**Background:** *Latar belakang:* (A brief explanation of the problem to be studied and literature review to support. Please append if more space is required) *(Keterangan ringkas tentang masalah yang dikaji dan penyemakan literatur untuk menyokong keterangan tentang masalah yang dikaji. Sila lampirkan sekiranya ruang tidak mencukupi)* **Problem statement:** *Penyataan masalah:* **References:** *Rujukan:*

2.	**Research objectives:** *Objektif penyelidikan:*
3.	**Expected benefits:** *Faedah yang dijangka:*
4.	**Date of research commencement-end:** *Tarikh penyelidikan bermula-berakhir:*
5.	**Expected date of initial data collection:** *Jangkaan tarikh pengumpulan data bermula:*
6.	**Location of research:** *Lokasi penyelidikan dijalankan:*
7.	**Research design dan methodology:** *Rekabentuk penyelidikan dan metodologi:*
8.	**Inclusion and exclusion criteria:** *Kriteria kemasukan dan pengecualian:* **Inclusion criteria:** *Kriteria kemasukan:* • **Exclusion criteria:** *Kriteria pengecualian:* •
9.	**Sample size:** *Saiz sampel:* **Pengiraan:** *Calculation:*

10.	**Research flowchart:** *Carta alir penyelidikan:*	
11.	**Statistical analysis:** *Analisa statistik:*	

*** If not applicable please write '-NA-' in the spaces provided.**
Jika tiada kaitan sila tulis '-NA-' di ruangan disediakan.

Part C: Funding details
Bahagian C: Maklumat Dana

1.	**Grant / Source:** *Geran / Sumber:*	
2.	**Date of grant approval:** *Tarikh kelulusan geran:*	
3.	**Total allocation:** *Jumlah peruntukan:*	
4.	**Duration of grant:** *Jangkamasa peruntukan:*	
5.	**Investigator services / professional fees:** *Yuran perkhidmatan penyelidik / professional:*	
6.	**UiTM fees:** *Yuran kepada UiTM:*	
7.	**Other facilities/resource provided by sponsoring organisation / company to investigator:** *Lain-lain kemudahan / sumber disediakan organisasi penaja / syarikat kepada penyelidik:*	
8.	**Name and address of local sponsor / Clinical Research Organisation (CRO):** *Nama dan alamat penyelidik tempatan / Organisasi Penyelidikan Klinikal (OPK) yang ditaja:*	

Part D: Agreement to conduct the research project.
Bahagian D: Pengesahan persetujuan menjalankan penyelidikan.

Must be completed and signed by all members of the research group.
Mesti dilengkapkan dan ditandatangani oleh semua ahli kumpulan penyelidikan.

1. Principal Researcher (to be filled by Academic Staf/Post-graduate Student only)
   Penyelidik utama (untuk dilengkapkan oleh Staf Akademik/Pelajar Pasca-siswazah sahaja)

Name: *Nama:*		
Staff ID/Student ID: *No.Staf/No. Pelajar:*		
Position/ Specialisation: *Jawatan/ Kepakaran:*		
Affiliation: *Jabatan:*		
Office: *Telefon pejabat:*		
Mobile phone: *Telefon bimbit:*		
Email: *Emel:*		
Signature: *Tandatangan:*		**Date:** *Tarikh:*

2. Supervisor (If any)
   Penyelia (sekiranya ada)

Name: *Nama:*		
Staff ID/Student ID: *No.Staf/No. Pelajar:*		
Position/ Specialisation: *Jawatan/ Kepakaran:*		
Affiliation: *Jabatan:*		
Office: *Telefon pejabat:*		
Mobile phone: *Telefon bimbit:*		
Email: *Emel:*		
Signature: *Tandatangan:*		**Date:** *Tarikh:*

3. Penyelidik Bersama
   Co-Researcher

Name: *Nama:*		
Staff ID/Student ID: *No.Staf/No. Pelajar:*		
Position/ Specialisation: *Jawatan/ Kepakaran:*		
Affiliation: *Jabatan:*		
Office: *Telefon pejabat:*		
Mobile phone: *Telefon bimbit:*		
Email: *Emel:*		
Signature: *Tandatangan:*		**Date:** *Tarikh:*

(Add if necessary. *Tambah sekiranya perlu*.)

Part E: Verification from Faculty/State Research Committee
Bahagian E: Pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri

We have deliberated on the application and propose as below:
Kami telah meneliti permohonan ini dan mencadangkan seperti di bawah:

☐ Minimal risk research. Recommend for approval without presentation.
Penyelidikan melibatkan risiko minima. Dicadangkan untuk mendapat kelulusan tanpa pembentangan.

☐ More than minimal risk research. Recommend for approval with presentation.
Penyelidikan melibatkan risiko melebihi minima. Dicadangkan untuk mendapat kelulusan dengan pembentangan.

Comment if any:
Ulasan jika ada:

____

____

____

Signature *Tandatangan:* **Chair/Co-chair of Faculty/State Research Committee** *Pengerusi/Pengerusi Ganti JK Penyelidikan Fakulti/Negeri*	**Official stamp:** *Cop rasmi:*	**Date:** *Tarikh:*

Research Ethics Committee
Research Management Centre
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767

Research Risk Classification Form

Borang Klasifikasi Risiko Kajian

Title of Research Project:
Tajuk Penyelidikan: ______________________________

Name of Researcher:
Nama Penyelidik: ______________________________

Name of Supervisor:
Nama Penyelia: ______________________________

Address of Department and Hospital/ Institute :
Alamat Jabatan dan Hospital/ Institut: ______________________________

Contact No/ E-mail :
No.Telefon/ Emel : ______________________________

PLEASE ANSWER ALL QUESTIONS BELOW.
If your answer is '**Yes'** to any of the following questions, please include a brief information in the space provided.

SILA JAWAB KESEMUA SOALAN DI BAWAH.
*Sekiranya jawapan anda **'Ya'** kepada mana-mana soalan di bawah, sertakan maklumat ringkas di ruang yang disediakan.*

	PARTICIPANT PROFILE	No	Yes	Brief description
1.	Are the participants children (under 18 years old)? *Adakah peserta kanak-kanak (Umur di bawah 18 tahun)?*			
2.	Are the participants from a particular vulnerable group? (e.g. mental disorder, mentally challenged, disabled, minority, disadvantaged group etc.) *Adakah peserta daripada golongan rentan? (cth: kecelaruan mental, kelainan keupayaan intelektual, berkeperluan khas, minoriti dan sebagainya.)*			
3.	Are any of these participants/patients in terminal care? *Adakah peserta/pesakit ini memerlukan rawatan terminal?*			

4.	Are any of these participants unable or are incapable of giving consent? (i.e. consent will be obtained indirectly from a legal guardian etc.) *Adakah peserta tidak boleh atau tidak berupaya memberi izin? (spt: izin akan diambil secara tidak langsung daripada penjaga sah dan sebagainya.)*			
5.	Are the participants given any form of emolument to participate? *Adakah peserta diberi sebarang emolumen untuk menyertai kajian?*			

	PRIVACY AND CONFIDENTIALITY	No	Yes	Brief description
6.	Does any of the data collected have the potential to cause discomfort, embarrassment, or psychological harm to the participants? (e.g. sexual orientation etc.) *Adakah data yang dikumpul berpotensi untuk menyebabkan ketidak selesaan, keaiban atau gangguan psikologi kepada peserta? (cth: orientasi seksual dan sebagainya.)*			
7.	Does your research involve measures undeclared to the participants? (e.g. covert observations etc.) *Adakah penyelidikan anda melibatkan langkah-langkah yang tidak dimaklumkan kepada peserta? (cth: pemerhatian rahsia dan sebagainya.)*			
8.	Will the collected data be made available to other parties not involved in the research? (e.g. government agencies) *Adakah data yang dikumpulkan akan didedahkan kepada pihak lain yang tidak terlibat dalam penyelidikan? (cth. agensi kerajaan)*			

	RISK OF HARM	No	Yes	Brief description
9.	Will you be collecting biological samples e.g. body fluids? *Adakah anda akan mengumpul sampel biologi contohnya. cecair badan?*			
10.	Do you have access to any information that will allow the identification of individual human participants? *Adakah anda mempunyai akses kepada apa-apa maklumat yang akan membolehkan pengenalpastian peserta secara individu?*			
11.	Is the collection method invasive and has the potential to cause harm, pain or discomfort? (except finger, heel, ear prick.) *Adakah kaedah pengumpulan invasif dan berpotensi menyebabkan kemudaratan, kesakitan atau ketidakselesaan? (kecuali tusukan jari, tumit, telinga.)*			
12.	Will the participants be subjected to vigorous physical tests or exercise regime? (if ‘No’, go to Question 15.) *Adakah peserta akan melalui ujian fizikal atau senaman berintensiti tinggi? (jika 'Tidak', teruskan ke Soalan 15.)*			
13.	Are the participants non-athletes or patients with chronic illness? *Adakah peserta bukan atlet atau pesakit dengan penyakit kronik?*			
14.	Will they be subjected to maximal exercise intensity? *Adakah mereka akan melalui senaman berintensiti maksimum?*			
15.	Is there any form of procedure/ medication involved? *Adakah terdapat sebarang prosedur/ ubat yang terlibat?*			
16.	Is there any drug or device used with an unapproved indication? *Adakah terdapat ubat atau peranti yang digunakan dengan tanpa indikasi yang diluluskan?*			
17.	Can the informed consent be obtained from anyone other than the patient/participants? *Adakah keizinan kajian telah didapati daripada sesiapa selain pesakit/peserta?*			
18.	Is there any kind of risk to the participants if he/she chose to withdraw?			

	Adakah terdapat sebarang kemudaratan kepada peserta jika dia memilih untuk menarik diri?			
19.	Will the samples obtained be stored for future research? *Adakah sampel yang dikumpul akan disimpan untuk penyelidikan di masa hadapan?*			
20.	Do you propose to analyse the sample outside of the original purpose for which it was collected? *Adakah anda bercadang untuk menganalisa sampel selain tujuan asal ia dikumpulkan?*			
21.	If ‘Yes’ to No. 20, have you obtained consent from participants for this purpose? *Jika 'Ya' pada No. 20, adakah anda mendapat persetujuan daripada peserta untuk tujuan ini?*			
22.	What type of biological samples collected? (Please indicate amount and frequency.) *Apakah jenis sampel biologi yang dikumpul?* *(Sila nyatakan jumlah dan kekerapan.)*			

	OTHER ETHICAL ISSUES	No	Yes	Brief description
23.	Are there any other ethical issues not stated in this checklist? *Adakah terdapat sebarang isu etika lain yang tidak dinyatakan dalam senarai semak ini?*			

Research Ethics Committee
Research Management Centre
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767

Applicant Checklist

Senarai Semak Pemohon

Terms of Submission of Ethics Approval Application

1. Please ensure that all research team members have signed the application.
2. Please ensure that the application has been signed and endorsed by the Faculty/Campus Research Committee.
3. All required documents must be submitted within two (2) working weeks before the scheduled REC meeting.
4. Submission of all forms prescribed by the REC must be in English, with exception to research conducted in other languages (with Senate approval).
5. Any data collection instruments that require completion by respondents/participants must be prepared in the Malay and English languages, and other language(s) understood by the participants.

	ITEM *PERKARA*	**YES** *YA*	**NO** *TIDAK*
Part A – For All Applicants *Bahagian A – Untuk Semua Pemohon*			
1	Have you completed the REC 2 form? *Adakah anda telah melengkapkan Borang REC 2?*		
2	Have you completed the REC 3 form? *Adakah anda telah melengkapkan Borang REC 3?*		
3	Have you completed the REC 4 form? *Adakah anda telah melengkapkan Borang REC 4?*		
4	Has the form been signed by all researchers? *Adakah borang ditandatangani oleh semua penyelidik?*		
5	Has your application been approved and endorsement by your Faculty/State Research Committee? *Sudahkah permohonan anda mendapat kelulusan dan pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri?*		
6	Has your supervisor checked for grammatical errors in REC 2 and REC 4 forms? *Adakah penyelia anda telah menyemak untuk kesalahan tatabahasa dalam Borang REC 2 dan Borang REC 4?*		

* For **Clinical Trials**, please complete Part B. For **Non-Clinical Trial** application please proceed to Part C, and sign on page 5.
*Bagi permohonan **Penyelidikan Klinikal**, sila lengkapkan Bahagian B. Bagi permohonan penyelidikan **Bukan Klinikal** sila isi Bahagian C dan tandatangan di Halaman 5.*

Part B – For Clinical Trial Applications* ***Bahagian B – Untuk Permohonan Penyelidikan Klinikal****			
7	Have you submitted a cover letter for application? *Adakah anda telah menghantar surat iringan bagi untuk permohonan?*		
8	Have you submitted: - Study Protocol - Study amendments (if applicable) - Case Report Forms (CRF) *Adakah anda telah menghantar:* - *Protokol Penyelidikan* - *Pindaan Protokol (jika berkaitan)* - *Borang Laporan Kes*		
9	Have you submitted documents given to trial participants such as: - Information of study - Advertisement of participant recruitment *Adakah anda telah menghantar dokumen-dokumen yang diberikan kepada subjek penyelidikan seperti:* - *Maklumat Penyelidikan* - *Iklan bagi pengambilan subjek*		
10	Have you submitted signed agreement between involved parties: - Investigator and sponsor - Investigator and Contract Research Organization (CRO) *Adakah anda telah menghantar dokumen perjanjian yang telah ditandatangani antara pihak-pihak yang terlibat:* - *Penyelidik dan penaja* - *Penyelidik dan Contract Research Organization(CRO)*		
11	Have you submitted the Investigator's Brochure? *Adakah anda telah menghantar risalah penyelidikan?*		
12	Have you submitted the Financial Agreement with sponsor? *Adakah anda telah menghantar dokumen perjanjian kewangan bersama penaja?*		
13	Have you submitted the Insurance Statement and related documents? *Adakah anda telah menghantar penyata insurance dan dokumen-dokumen berkaitan?*		
14	Have you submitted the clinical trial agreement (CTA)? The completed CTA with signature must be submitted within three (3) months of REC approval. *Adakah anda telah menghantar dokumen perjanjian penyelidikan klinikal? Dokumen perjanjian penyelidikan klinikal yang lengkap dengan tandatangan perlu dihantar tiga (3) bulan selepas kelulusan Jawatankuasa Etika Penyelidikan (REC).*		

15	Have you submitted Curriculum Vitae of all investigators involve in study? The CVs submitted must be dated, signed and stamped. *Adakah anda telah menghantar Curriculum Vitae (CV) bagi semua penyelidik terlibat? Curriculum Vitae penyelidik perlu ditandatangan berserta cop dan tarikh.*		
16	Have you submitted Good Clinical Practice certificates of all Investigators? *Adakah anda telah menghantar sijil Good Clinical Practice bagi semua penyelidik?*		
17	Have you submitted the Annual Practicing Certificate (APC)? The APCs submitted must be signed, stamped and dated. *Adakah anda telah menghantar Annual Practicing Certificate (APC)? Annual Practicing Certificate penyelidik perlu ditandatangan berserta cop dan tarikh.*		
Part C – For All Applicants ***Bahagian C – Untuk Semua Pemohon***			
	Please upload the scanned forms (REC 2, REC 3, REC 4 / REC 12, REC 5) to the following link: *Sila muat naik salinan borang asal permohonan (REC 2, REC 3, REC 4 / REC12, REC 5) yang lengkap ditandatangan beserta cop dan tarikh ke pautan berikut:* *https://forms.gle/KdyiNMNsLT2UR6fL7* You are advised to submit your application at least TWO (2) working weeks before the meeting (please check the meeting schedule at the website: recuitm.org) *Anda dinasihatkan untuk menyerahkan borang permohonan sekurang-kurangnya DUA (2) minggu hari bekerja sebelum tarikh mesyuarat (Sila semak tarikh mesyuarat di laman sesawang: http://recuitm.org)*		
	You may be invited to present your applications. *Anda mungkin dijemput untuk membentangkan permohonan anda.*		
	Decisions for the applications will be informed within TWO (2) working weeks after the meeting. Decisions: *Keputusan permohonan akan dimaklumkan DUA (2) minggu hari bekerja selepas mesyuarat. Keputusan:* (a) Approved *Lulus* (b) Conditional approval (subject to corrections) *Lulus bersyarat (tertakluk kepada pembetulan)* Applicant is required to: *Pemohon dikehendaki:* - include cover letter indicating the correction/s. *menyertakan surat iringan memaklumkan pembetulan*. - include supporting documents if necessary. *menyertakan dokumen sokongan sekiranya perlu.* - highlight the correction/s in the relevant forms. *tandakan pembetulan dalam borang berkaitan.*		

- Please upload the scanned amended forms to the following link:
  Sila muat naik salinan imbasan borang pembetulan tersebut ke pautan berikut:

  https://forms.gle/LJ4i6NDepi2Kf93g8

(c) Re-present
Pembentangan semula
Applicant is required to:
Pemohon dikehendaki:

- include cover letter indicatig the correction/s.
  menyertakan surat iringan memaklumkan pembetulan.
- include supporting documents if necessary.
  menyertakan dokumen sokongan sekiranya perlu.
- highlight the correction/s in the relevant forms.
  tandakan pembetulan dalam borang berkitan.
- Please upload the scanned amended forms to the following link:
  Sila muat naik salinan imbasan borang pembetulan tersebut ke pautan berikut:

  https://forms.gle/LJ4i6NDepi2Kf93g8

- to present again in subsequent REC meeting
  membentang semula pada mesyuarat REC berikutnya

(d) Not approved due to ethical issues that cannot be satisfactorily resolved. Recommend to resubmit.
Tidak lulus disebabkan penyelesaian isu etika yang tidak memuaskan. Dicadangkan untuk memohon semula.

Additional comments (if any): *Komen Tambahan (Jika Ada):*	
Applicant's Signature	Date
Supervisor's Signature	Date

Research Ethics Committee
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Application for Exemption from Ethical Review
Permohonan Pengecualian daripada Semakan Etika

Please attach a copy of the Research Proposal.
Sila lampirkan salinan kertas cadangan penyelidikan.

Part A : Details of Researcher
Bahagian A: Maklumat Penyelidik

Title of Research Project :
Tajuk Penyelidikan ______________________________

Name of Researcher :
Nama Penyelidik ______________________________

Name of Supervisor :
Nama Penyelia ______________________________

Address of Department/ Hospital/ Institute :
Alamat Jabatan/ Hospital/ Institut: ______________________________

Te. No/ Email :
No.Telefon/ Emel: ______________________________

☐ *Sarjana Muda / *Undergraduate*

☐ *Pasca Siswazah / *Postgraduate*

☐ *Staf/Pensyarah / *Staff/Lecturer*

☐ *Pihak Luar / *External*

Part B : Research Details

Bahagian B: Maklumat Penyelidikan

Executive summary
(Please include research justification, objectives, research methodology, significance, risks)

Ringkasan eksekutif
(Sila masukkan justifikasi, objektif, metodologi, kepentingan dan risiko penyelidikan)

1. **Research Justification**
   Justifikasi Penyelidikan

2. **Research Objectives**
   Objektif Penyelidikan

3. **Research Methodology (including sample size, if applicable)**
   Metodologi Penyelidikan (termasuk saiz sampel, sekiranya ada)

4. **Research Significance**
   Kepentingan Penyelidikan

5. **Research Risks**
   Risiko Penyelidikan

Part C : Justification for Exemption from Ethical Review (tick where applicable, can be more than one)
Bahagian C: Justifikasi Pengecualian daripada Semakan Etika (tandakan yang berkenaan, boleh melebihi daripada satu)

☐ This research does not involve human participants, human tissues and/or biological samples.
Penyelidikan ini tidak melibatkan peserta manusia, tisu manusia dan/atau sampel biologi.

☐ This research does not collect sensitive* and identifiable secondary data of an individual.
*Penyelidikan ini tidak mengumpul data sekunder yang sensitif * dan yang dapat dikenal pasti identiti individu.*

☐ This research involves content analysis / textual analysis / meta-analysis. (E.g.: non-identifiable data lawfully collected, public/private records, published/unpublished reports, and documents available in libraries, repositories, archives, websites.
Penyelidikan ini melibatkan analisa kandungan / teks / meta-analisis. (Contoh: pengumpulan data yang tidak akan dapat dikenal pasti identiti diperolehi secara sah daripada rekod awam / swasta, laporan yang diterbitkan / tidak diterbitkan, dan dokumen yang terdapat di perpustakaan, repositori, arkib, laman web.

☐ Case study / doctrinal study / policy study that utilizes a qualitative approach that does not involve human participants / sensitive* / identifiable data of an individual.
*Kajian kes / kajian doktrin / kajian dasar yang menggunakan pendekatan kualitatif serta tidak melibatkan peserta manusia / data sensitif * / data yang dapat dikenal pasti identiti individu.*

☐ Concept paper which synthesizes knowledge from the previous study on a particular topic and presents it in a new context with the aims to fill knowledge gaps. This research does not involve human participants and does not collect sensitive* and / identifiable data of an individual.
*Kertas konsep yang mensintesis pengetahuan dari hasil kajian lampau mengenai topik tertentu dan membentangkannya dalam konteks baru dengan tujuan merapatkan jurang pengetahuan. Penyelidikan ini tidak melibatkan peserta manusia dan tidak mengumpulkan data sensitif * dan / data yang dapat dikenal pasti identiti individu.*

☐ Market survey, opinion poll / online vote, and consumer acceptability tests that do not collect sensitive* and / identifiable data of an individual.
*Tinjauan pasaran, persepsi / undian dalam talian, dan ujian penerimaan pengguna yang tidak mengumpulkan data sensitif * dan / data yang dapat dikenal pasti identiti individu.*

☐ Observational studies based on video recording obtained from public domains that do not collect sensitive* and / identifiable data of an individual.
Kajian pemerhatian berdasarkan rakaman video yang diperolehi daripada domain awam yang tidak mengumpulkan data sensitif * dan / *data yang dapat dikenal pasti identiti individu*.

☐ Filming of documentary / documentation of cultural / traditional practices that have obtained prior approval from the relevant parties / authorities and does not collect sensitive* and / identifiable data of an individual. (*random video/photo)
*Penggambaran dokumentari / dokumentasi amalan budaya / tradisi yang telah mendapat persetujuan daripada pihak berkenaan / berkuasa dan tidak mengumpulkan data sensitif * dan / data yang dapat dikenal pasti identiti individu.*

☐ Activities for quality assurance purposes (e.g. clinical audit, communication audit, compliance audit) related to the evaluation of public service programs, public health surveillance, educational evaluation.
Aktiviti untuk tujuan jaminan kualiti (contoh: audit klinikal, komunikasi, pematuhan) yang berkaitan dengan penilaian program perkhidmatan awam, surveilan kesihatan awam, penilaian pendidikan.

☐ Others (provide details):
Lain-lain (nyatakan butiran):

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* Sensitive refers to the following (but not limited to):
** Sensitif merujuk kepada yang berikut (tidak terhad kepada):*

i. Corruption
Rasuah

ii. Fraud or cyber fraud
Penipuan atau penipuan siber

iii. Specific-entity review
Ulasan entiti khusus

iv. Vulnerable group
Kumpulan rentan

Part D: Agreement to Conduct the Research Project
Bahagian C: Pengesahan Persetujuan Menjalankan Penyelidikan

Must be completed and signed by all members of the research group.
Mesti dilengkapkan dan ditandatangani oleh semua ahli kumpulan penyelidikan.

1. Penyelidik utama (untuk dilengkapkan oleh Staf Akademik/Pelajar sahaja)
   Principal Researcher (to be filled by Academic Staf/Post-graduate Student only)

Nama: *Name:*		
No.Staf/No. Pelajar: *Staff ID/Student ID:*		
Jawatan/ Kepakaran: *Position/Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone:*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh:** *Date:*

2. Penyelia (sekiranya ada)
   Supervisor (If any)

Nama: *Name:*		
No.Staf: *Staff ID:*		
Jawatan/Kepakaran: *Position/Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone :*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh :** *Date:*

3. Penyelidik Bersama
   Co-Researcher

Nama: *Name:*		
No.Staf/No. Pelajar: *Staff ID/Student ID:*		
Jawatan/Kepakaran: *Position/Specialisation:*		
Jabatan: *Affiliation:*		
Telefon pejabat: *Office:*		
Telefon bimbit: *Mobile phone :*		
Emel: *Email:*		
Tandatangan: *Signature:*		**Tarikh:** *Date:*

(Tambah sekiranya perlu. *Add if necessary*)

Part E: Verification from Faculty/State Research Committee
Bahagian D: Pengesahan Jawatankuasa Penyelidikan Fakulti/Negeri

The Faculty/State Research Committee has reviewed the study protocol and recommends for exemption from ethical review.
Jawatankuasa Penyelidikan Fakulti/Negeri telah mengkaji protokol kajian dan mengesyorkan untuk pengecualian daripada semakan etika.

Signature *Tandatangan:* **Chairman/Alternate Chair of Faculty/State Research Committee** *Pengerusi/Pengerusi Ganti JK Penyelidikan Fakulti/Negeri*	**Official stamp***:* *Cop rasmi***:**	**Date***:* *Tarikh***:**

Research Ethics Committee
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Universiti Teknologi MARA
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Tel: 03 – 5544-8069, Fax: 03 – 5544-2096/2767

Participant Information Sheet

Research Title
(State)

Introduction of Research
(Maximum of 300 words using non-expert language/terms)

Purpose of Research
(Maximum of 150 words using non-expert language/terms)

Research Procedure
(Using non-expert language/terms)

Participation in Research
Your participation in this research is entirely voluntary. You may refuse to take part in the study or you may withdraw yourself from participation in the research at any time without penalty.

Benefit of Research
(State the benefit to participants)

Information obtained from this research will benefit the individuals, researchers, institution and community for the advancement of knowledge and future practice.

Research Risk
(State the risks involved)

Confidentiality
(Include the confidentiality clause provided below)

Your information will be kept confidential by the investigators and will not be made public unless disclosure is required by law.

By signing this consent form, you will authorize the review of records, analysis and use of the data arising from this research.

If you have any question about this research or your rights, please contact *(state the name of the investigator)* at *(state the direct telephone number of the said investigator)*

Consent Form[1]

To become a participant in the research, you or your legal guardian are required to sign this Consent Form.
I herewith confirm that I have met the requirement of age and am capable of acting on behalf of myself / as[2] a legal guardian as follows:

1. I understand the nature and scope of the research being undertaken.
2. I have read and understood all the terms and conditions of my participation in the research.
3. All my questions relating to this research and my participation therein have been answered to my satisfaction.
4. I voluntarily agree to take part in this research, to follow the study procedures and to provide all necessary information to the investigators as requested.
5. I may at any time choose to withdraw from this research without giving any reason.
6. I have received a copy of the Participant Information Sheet and Consent Form.
7. Except for damages resulting from negligent or malicious conduct of the researcher(s), I hereby release and discharge UiTM and all participating researchers from all liability associated with, arising out of, or related to my participation. I agree to hold them harmless from any harm or loss that may be incurred by me due to my participation in the research.

Name of Participant/Legally authorized representative (LAR)	Signature
I.C No	Date
Name of Witness[3]	Signature
I.C No	Date
Name of Consent Taker	Signature
I.C No	Date

[1] Original signed copy is to be retained by the Principal Investigator.
[2] Delete whichever is not applicable.
[3] A witness is only required for oral consent.

Jawatankuasa Etika Penyelidikan
Pusat Pengurusan Penyelidikan
Universiti Teknologi MARA
40450 SHAH ALAM
Tel: +603-5544-8069, Faks: +603-5544-2096/2767

Borang Maklumat Peserta

Tajuk penyelidikan
(Nyatakan)

Pengenalan penyelidikan
(Maksima 300 patah perkataan menggunakan bahasa bukan pakar)

Tujuan penyelidikan
(Maksima 150 patah perkataan menggunakan bahasa bukan pakar)

Prosedur penyelidikan
(Menggunakan bahasa bukan pakar)

Penyertaan dalam penyelidikan
Penyertaan anda di dalam penyelidikan ini adalah secara sukarela. Anda berhak menolak tawaran penyertaan ini atau menarik diri daripada penyelidikan ini pada bila-bila masa tanpa sebarang penalti.

Manfaat penyelidikan
(*Nyatakan manfaat kepada peserta)*

Maklumat yang didapati dari penyelidikan ini akan memanfaatkan individu, penyelidik, institusi dan komuniti dalam kemajuan pengetahuan dan amalan pada masa hadapan.

Risiko penyelidikan
(Nyatakan risiko yang terlibat)

Kerahsiaan
(*Sertakan klausa kerahsiaan yang diberikan di bawah)*

Maklumat anda akan dirahsiakan oleh penyelidik dan tidak akan didedahkan melainkan jika ia dikehendaki oleh undang-undang.

Dengan menandatangani borang persetujuan ini, anda membenarkan penelitian rekod, penganalisaan dan penggunaan data hasil daripada penyelidikan ini.

Sekiranya anda mempunyai sebarang pertanyaan mengenai penyelidikan ini atau hak-hak anda, sila hubungi *(nyatakan nama penyelidik)* di talian *(nyatakan nombor telefon yang boleh dihubungi secara langsung)*

Borang Izin[1]

Untuk menyertai penyelidikan ini, anda atau penjaga sah perlu menandatangani Borang Izin ini.

Saya dengan ini mengesahkan bahawa saya telah memenuhi syarat umur dan berupaya bertindak bagi pihak saya sendiri/ sebagai[2] penjaga yang sah dalam perkara-perkara berikut:

1. Saya memahami ciri-ciri dan skop penyelidikan ini.
2. Saya telah membaca dan memahami semua syarat penyertaan penyelidikan ini.
3. Saya berpuas hati dengan jawapan pada kemusykilan saya tentang penyelidikan ini.
4. Saya secara sukarela bersetuju menyertai penyelidikan ini dan mengikuti segala atur cara dan memberi maklumat yang diperlukan kepada penyelidik seperti yang dikehendaki.
5. Saya boleh menarik diri daripada penyelidikan ini pada bila-bila masa tanpa memberi sebab.
6. Saya telah pun menerima satu salinan Borang Maklumat Peserta dan Borang Izin.
7. Selain daripada kecederaan yang disebabkan oleh kelalaian dan kecuaian penyelidik, saya dengan ini melepaskan dan menggugurkan UiTM dan semua penyelidik dari semua liabiliti berhubung dengan, wujud dari atau berkaitan dengan penyertaan saya. Saya bersetuju untuk menjadikan mereka tidak bertanggungjawab terhadap apa-apa kemudaratan atau kerugian yang mungkin akan saya tanggung disebabkan oleh penyertaan saya.

Nama Peserta/ Wakil Sah yang berkuatkuasa	Tandatangan
No. Kad Pengenalan	Tarikh
Nama Saksi[3]	Tandatangan
No. Kad Pengenalan	Tarikh
Nama Penyelidik/Pengambil Izin	Tandatangan
No. Kad Pengenalan	Tarikh

[1] *Salinan asal disimpan oleh Penyelidik Utama dan satu salinan diserahkan kepada peserta.*
[2] *Potong mana yang tidak berkenaan.*
[3] *Saksi dimestikan bagi izin secara lisan.*