

FYP1 Presentation Guideline

Presentation Week

21st - 25th June 2021

Prepared by FYP Coordinators

02 Jun 2021



FYP Delivery Method

Synchronous Mode

- Student will join a scheduled e-meeting session via Zoom or Google Meeting.
- If you are going to use Google meeting go to the link below. Then read the “Schedule a Video Meeting” or “Start a video meeting from Gmail” section. Do log-in using your student email.

<https://support.google.com/meet/answer/9302870#calendar>



What to do?

In Week 13: Final Year Project Report 1 submission.

- The **FINAL YEAR PROJECT 1 REPORT** is due on the **14th June 2021**.
- Submission should be done via **email** directly to your Examiners, Supervisor and CC to the FYP Coordinator at fkifyp@ums.edu.my. **Do not miss anyone!** If I do not receive your email I will assume you did not submit your report and poster on time.
- The report submission should be in **Microsoft Word format**. Remember, when sending your email make sure in the subject write: "FYP1 Report: Student Name/ Matric No."
- After your submission on the 14th June 2021, contact both Examiners to agree on a certain date and time during the **Presentation week (21st - 25th June 2021)** for your online presentation session. Since this is your FINAL YEAR PROJECT presentation, please make sure **both examiners** attend the same date and time presentation slot.
- Remember you are responsible to arrange the presentation slots and record the session for your reference.

What to do?

In Week 14: Presentation Week (Online Presentation)

- The Project 1 Presentation duration is between **21st - 25th June 2021** (Week14).
- On the date and time of presentation be early **10 minutes** before time.
- The presentation will take **20 minutes** for Project I (10-15minutes for Presentation and 5 -10 minutes for Q&A).
- Please **record** your zoom/google meeting presentation session for your reference.
- **Note for all examiners and supervisors:**
 - All **comments/feedback** to the students should be returned by **27th June 2021 (end of week 14th)** to enable the students to do their appropriate corrections.
 - All final **marks/ evaluations** should be submitted to the FYP Coordinator no later then **9th July 2021 (end of week 16)**.

What to do?

In Week 16: Revised Report 1 (After correction).

- The Revised Report be submitted to the **google drive link** below by **9th July 2021**. Fail to do so marks will be deducted.
“<https://drive.google.com/drive/folders/1UyiONqw-xU1RZq6ZKuKzka4BkTIWTLyM?usp=sharing>”
- Submit your files under your respective program (HC12 or HC13)
- First create a folder and name as; **studentidname**, for example; **BI171101XXAhmad**
- Then in the folder submit the files as below:
 1. Report in **.pdf** format
 2. Report in **.doc** format
- You may now proceed to your Project 2 by taking into account comments from your examiners.



Important Dates



	Weeks	Dates
Presentation Announcement	Week 11	2nd June 2021
Students Contact Examiner	Week 11/12	14th to 18th June 2021
Report 1 Submission	Week 12	14th June 2021 (Monday)
Final Year Project Presentation Duration	Week 14	21st to 25th June 2021
Marks submission to FYP Coordinator	Week 16	9th July 2021
Submission of Complete (Corrected) PROJECT 1 REPORT	Week 16	9th July 2021

THANK YOU!

