**Department of Mathematical and Actuarial Sciences
Lee Kong Chian Faculty of Engineering and Science
Universiti Tunku Abdul Rahman
Action Plan for Final Year Project I, Jan Trimester, 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Action by | Action Required | Deadline |
| 1 | Student | Registration of project title and supervisor. Submit the registration form to Project I Course Leader, Dr Denis Wong Chee Keong | Week 1 Fri 03 Feb, 2023 |
| 2 | Project I Course Leader | Compile the Project I registrations and submit it to the FYP Coordinator. | Week 2 |
| 3 | Committee | Organise a meeting to assign students who cannot find a supervisor. | Week 2 |
| 4 | Student | Submit the 1st biweekly report to supervisor. | Week 3 Fri 17 Feb, 2023 |
| 5 | Student | Submit the 2nd biweekly report to supervisor. | Week 5 Fri 03 Mar, 2023 |
| 6 | Student | (1) Submit the 3rd biweekly report to supervisor. (2) Submit TWO project proposals to supervisor. | Week 7 Fri 17 Mar, 2023 |
| 7 | Supervisor | Supervisor will dispatch one project proposal to the moderator. | Week 7 Fri 17 Mar, 2023 |
| 8 | Student | Submit the 4th biweekly report to supervisor. | Week 9 Fri 31 Mar, 2023 |
| 9 | Student | Application to change project title and/or supervisor if necessary. It is subject to FYP Committee's approval. | Week 10 Fri 07 Apr, 2023 |
| 10 | Student | Submit the 5th biweekly report to supervisor. | Week 11 Fri 14 Apr, 2023 |
| 11 | Student and unit leader | Submit a softcopy of the project interim report, a two-page TurnItIn report to supervisor before 4pm. Supervisor will dispatch the softcopy of the interim report to the moderator. | Week 12 Fri 21 Apr, 2023 |
| 12 | Student | (1) Attend and present project I result(s) during the oral presentation session. (2) Submit the 6th biweekly report to supervisor.  (Remark: should not conflict with Poster Competition) | Week 13 Wed 26 Apr, 2023 |
| 13 | Supervisor and moderator | (1) Finish marking the softcopy of the interim report and fill up the Project I Interim Report Assessment Form (2) Attend student oral presentation/product demonstration. (3) Assess student's presentation using Project I Oral Presentation Form. | Week 13 Wed 26 Apr, 2023 to Week 13 Fri 28 Apr, 2023 |
| 14 | Moderator | Complete and submit the signed softcopies of the Project I Moderator Interim Report Assessment Form, the Project I Oral Presentation Form, the Project I Moderator Grading Form (in an Excel file) and the softcopy of the marked Interim Report to FYP Coordinator, Dr Liew How Hui | Week 14 Wed 03 May, 2023 |
| 15 | Supervisor | Complete and submit the softcopies (properly signed) of (a) 6 biweekly reports; (b) Proposal; (c) the signed Project I Progress Assessment Form, the signed Project I Supervisor Interim Report Assessment Form, the signed Project I Oral Presentation Forms, and the signed Project I Supervisor Grading Form (in a Single Excel file) and the softcopy of the marked Interim Report to FYP Coordinator, Dr Liew How Hui | Week 14 Thu 04 May, 2023 |
| 16 | FYP Coordinator | (1) Compile supervisors and moderators' marks and email to everyone for checking. (2) If there are 10% mark differences, the issue will be discussed in the FYP Committee Meeting. | Week 14 Fri 05 May, 2023 |
| 17 | Committee, Supervisors & Moderators | Final Year Project Committee, Supervisors and Moderators will have a meeting to verify and endorse the FYP marks submitted. The FYP marks will be confirmed & large mark differences will be discussed and narrow down if required. | Week 15 Mon 08 May, 2023 |