**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, Jun Trimester, 2023**

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| No. | Action by | Action Required | Deadline |
| 1 | Student | Registration of project title and supervisor. Submit the signed registration form to Project I Course Leader, Dr Yap Hong Keat | Week 1 Fri 23 Jun, 2023 |
| 2 | Project I Course Leader | Compile the Project I registrations into Excel and send it to the FYP Coordinator. | Week 2 |
| 3 | HoD | HoD to assign staff without any project students to students who cannot find a supervisor. | Week 2 |
| 4 | Student | Submit the 1st biweekly report to supervisor. | Week 3 Fri 07 Jul, 2023 |
| 5 | Student | Submit the 2nd biweekly report to supervisor. | Week 5 Fri 21 Jul, 2023 |
| 6 | Student | (1) Submit the 3rd biweekly report to supervisor. (2) Submit a softcopy of the proposal to supervisor. | Week 7 Fri 04 Aug, 2023 |
| 7 | Supervisor | Supervisor will mark the project proposal and will provide suggestions for improvement. | Week 8 Fri 11 Aug, 2023 |
| 8 | Student | Submit the 4th biweekly report to supervisor. | Week 9 Fri 18 Aug, 2023 |
| 9 | Student | Application to change project title and/or supervisor if necessary. It is subject to FYP Committee's approval. | Week 10 Fri 25 Aug, 2023 |
| 10 | Student | (1) Submit the 5th biweekly report to supervisor. (2) Check the oral presentation timetable in WBLE. | Week 11 Fri 01 Sep, 2023 |
| 11 | Student and course leader | Submit a softcopy of the project interim report, a softcopy of the two-page TurnItIn report to supervisor and Project I Course Leader ({prj1\_unit\_leader}) before Week 12 Friday 4pm. | Week 12 Fri 08 Sep, 2023 |
| 12 | Supervisor | Supervisor will dispatch the softcopy of the interim report, the turnitin report and the project proposal to the moderator. | Week 12 Fri 08 Sep, 2023 |
| 13 | 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 13 Sep, 2023 |
| 14 | 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 13 Sep, 2023 to Week 13 Fri 15 Sep, 2023 |
| 15 | 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 20 Sep, 2023 |
| 16 | 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 Form, 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 21 Sep, 2023 |
| 17 | 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 22 Sep, 2023 |
| 18 | Committee, Supervisors & Moderators | Department Final Year Project Committee formed from HoD, FYP Coordinator, Supervisors and Moderators will have a meeting to verify and endorse the FYP marks submitted. The FYP marks will be confirmed and large mark differences will be discussed and narrow down if necessary. | Week 15 Mon 25 Sep, 2023 |