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

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| No. | Action by | Action Required | Deadline |
| 1 | Student | Change project supervisor due to valid reasons (e.g. supervisor leaving UTAR). | Week 1 Fri 03 Feb, 2023 |
| 2 | Student | Download the Project II Mid-Semester Monitoring Form and get the signature from supervisor. Project II student will then submit the form to FYP coordinator, Dr Liew How Hui | Week 7 Fri 17 Mar, 2023 |
| 3 | Supervisor | If Project II student does not submit the Mid-Semester Monitoring Form, the supervisor needs to submit the form to indicate that the student did not do his/her project. | Week 7 Fri 17 Mar, 2023 |
| 4 | Committee | Arrangement of Oral Presentation Timetable. | Week 10 Fri 07 Apr, 2023 |
| 5 | Student | Prepare and Submit a Project Poster to FYP Coordinator Poster Competition. | Week 11 Fri 14 Apr, 2023 |
| 6 | Student | (1) Upload the final report (in PDF) to https://turnitin.com and download the TurnItIn report. Make sure overall similarity not more than 20% and individual similarity not more than 3% in the TurnItIn report (first two pages);  (2) Submit signed softcopy of FINAL REPORT to supervisor  (3) Submit TurnItIn report to supervisor  (4) Submit FM-IAD-005-SupervisorCommentOnOriginalityReport.pdf to supervisor  (5) Submit Permission Sheet  (6) Submit FM-FES-FYPCLM-004 FYP Declaration Form  (7) Confirm the Oral Presentation Timetable with supervisor. | Week 12 Fri 21 Apr, 2023 Before 4pm |
| 7 | Supervisor | Forward FINAL REPORT, TurnItIn report, FM-IAD-005 to Moderator | Week 12 Fri 21 Apr, 2023 Before 4pm |
| 8 | Student | (1) Make sure you have submitted everything by Week 12  (2) Present in the Oral Presentation according to the Timetable  Week 13 (Thu--Fri)  (3) Submit the softcopy of the presentation slides to supervisor | Week 13 Wed 26 Apr, 2023 to Week 13 Fri 28 Apr, 2023 |
| 9 | Supervisor and moderator | (1) Finish marking the final report using Project II Final Report Assessment Form  (2) Attend student oral presentation/product demonstration.  (3) Assess student's presentation using Project II Oral Presentation Form.  (4) Submit the softcopy of the presentation slides to Final Year Project Coordinator, Dr Liew How Hui | Week 13 Wed 26 Apr, 2023 to Week 13 Fri 28 Apr, 2023 |
| 10 | Moderator | Complete and submit the marked FINAL REPORT (in PDF) AND the signed softcopies of Project II Moderator Final Report Assessment Form, Project II Oral Presentation Form, Project II Comment Form and Project II Moderator Grading Form (in Excel) to FYP Coordinator, Dr Liew How Hui. In addition to all these forms, special cases will require the submission of Project II Special Case Review Form. | Week 14 Wed 03 May, 2023 |
| 11 | Supervisor | Complete and submit the marked FINAL REPORT (in PDF), TurnItIn report (in PDF), signed FM-IAD-005-SupervisorCommentOnOriginalityReport (in PDF) AND the signed Project II Progress Assessment Form, Project II Supervisor Final Report Assessment Form, Project II Oral Presentation Form, Project II Comment Form and Project II Supervisor Grading Form (in Excel) to FYP Coordinator, Dr Liew How Hui. In addition to all these forms, special cases will require the submission of Project II Special Case Review Form. | Week 14 Wed 03 May, 2023 |
| 12 | 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 |
| 13 | Committee, Supervisor & Moderator | 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 following the standard rules if necessary. | Week 15 Mon 08 May, 2023 |