**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, Jun Trimester, 023**

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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 23 Jun, 2023 |
| 2 | Student | Download the Project II Mid-Semester Monitoring Form from https://liaohaohui.github.io/UECM3594/ and get the signature from supervisor. You need to submit the signed form in PDF to FYP coordinator, Dr Liew How Hui | Week 7 Fri 04 Aug, 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 and alarm the HoD to take further action. | Week 7 Fri 04 Aug, 2023 |
| 4 | FYP Committee | Arrangement of Oral Presentation Timetable. | Week 10 Fri 25 Aug, 2023 |
| 5 | Student | Prepare and Submit a FYP Poster (get the template from https://liaohaohui.github.io/UECM3594/) to FYP Coordinator via Email of MS Teams Chat. | Week 11 Fri 01 Sep, 2023 |
| 6 | Student | Submit the following PDF or Word documents to both your \*supervisor\* and the \*FYP coordinator\*, Dr Liew How Hui, via email:  (1) the signed softcopy of FINAL REPORT in PDF  (2) the TurnItIn report (to obtain this report, upload you final report in PDF or Word to https://turnitin.com and wait for 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)  (3) the FM-IAD-005-SupervisorCommentOnOriginalityReport.pdf (need supervisor signature)  (4) Permission Sheet (for UTAR library. Need your signature) | Week 12 Fri 08 Sep, 2023 Before 4pm |
| 7 | Supervisor | Forward the FINAL REPORT, the TurnItIn report, the FM-IAD-005 to Moderator | Week 12 Fri 08 Sep, 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  (3) Submit the softcopy of the presentation slides to FYP coordinator, Dr Liew How Hui and supervisor via Email | Week 13 Wed 13 Sep, 2023 to Week 13 Fri 15 Sep, 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. | Week 13 Wed 13 Sep, 2023 to Week 13 Fri 15 Sep, 2023 |
| 10 | Student | Participate in Poster Competition. Fill the Poster Summary and submit to FYP Coordinator after the event. Check with FGO on how to get the prize. Otherwise, the FYP Coordinator may be asked to collect Name of representative, Valid UTAR Email, I/C and Bank Account No. of the Winners for UTAR to bank in the prize (RM200, RM120, RM80 for first three prizes). | Week 14 Tue 19 Sep, 2023 |
| 11 | 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 20 Sep, 2023 |
| 12 | 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 20 Sep, 2023 |
| 13 | 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 |
| 14 | 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 25 Sep, 2023 |