

**Planned Schedule for IIPSPW, FYP1 and FYP2**  
**Feb 2025**  
 Session 2024/2025

Note: Students who fail to submit their full reports and/or fail to perform a presentation will be graded 'F'.  
 FYP1 and FYP2 Reports with unsatisfactory Turnitin percentage will not be accepted.

<b>IIPSPW</b>		
<b>Activities</b>	<b>Time/Deadline</b>	<b>Action Required By</b>
Attend class (TRIZ) and tutorial (exercise)	Week 1 – Week 14	Student to follow class lecturer's instruction
Check the offered topics in the FYP Portal, approach the potential supervisors, fill up Online FYP Undertaking form in the FYP Portal.	Before Week 5 Friday 5pm	Student, Supervisor (Late submission WILL NOT be accepted)
Assignment of students to supervisors (if they do not have supervisors)	Week 6	FYP Committee
Weekly (for short trimester) / Bi-weekly (for long trimester) progress update	Weekly (for short trimester) / Bi-weekly (for long trimester) (once the students have supervisors)	Student, Supervisor
Submit the report as request by the class lecturer	Week 12 Friday 5pm	Student, Supervisor, Lecturer
Oral presentation (Assessed by the Supervisor)	Week 13-14 (Arrangement between the supervisor and student)	Student, Supervisor
Submission of marks	Week 15 Wednesday 5pm	Supervisor, FGO

<b>FYP1 / Project 1</b>		
<b>Activities</b>	<b>Time/Deadline</b>	<b>Action Required By</b>
Meeting with supervisor, Weekly (for short trimester) / Bi-weekly (for long trimester) log	Weekly (for short trimester) / Bi-weekly (for long trimester)	Student, Supervisor
Submit online Amendment Form in the FYP Portal for: A. Title Refinement B. Change of Area of study and/or Project	Before Week 7 Friday 5pm	A: Student, Supervisor B & C: Student, Supervisor, FYP Committee

type C. Change of Supervisor		
Student submits softcopy of the <b>draft</b> Project 1 report (proposal) without the preliminary work section to Supervisor.	Week 9 Monday 5pm	Student, Supervisor
Supervisor feedbacks to student of the draft report if there is any.  Student checks with supervisor of the feedbacks during weekly/bi-weekly meeting.	Week 9 onwards	Student, Supervisor
Student explores project preliminary work to produce results to add (i.e. strengthen/improve) to the final Project 1 report (proposal).	Week 9-12 Student can work beyond week 12 to strengthen your preliminary work	Student, Supervisor
<p>The student must use the report template as in the FYP portal. FYP1 report (proposal) must passed through Turnitin. Only submit the Chapters into the Turnitin for checking. The percentage MUST below the university guideline threshold.</p> <p>Afterthat, compile a complete report (proposal) in pdf [filename: studentID_FYP1.pdf, such as 18ACB12345_FYP1.pdf] and email to supervisor for signature.</p> <p>Once the supervisor signed and returned the report (proposal), it is the student's responsibility to upload/submit the report (proposal) into the FYP portal before the deadline.</p> <p>Lab staff will double check the report (proposal) template. If the template doesn't fulfill the requirement, the report (proposal) will be rejected. The student is required to revise and resubmit again before the deadline.</p> <p>Only the report (proposal) that passed through the lab staff checking will consider as complete submission. It is the student responsibility to check the submission status in the FYP portal.</p> <p><b>Four marks will be deducted for all late submission.</b></p>	Week 12 Friday, 5pm	Student, Supervisor, Moderator, Lab Staff

<p>If you face any issue on the FYP1 report submission, you may liaise with the lab staff according to the following:</p> <p>DE: Mr Hafiq (hafiqn@utar.edu.my)</p> <p>IB: Pn Amalina (amalinam@utar.edu.my)</p> <p>IA: Pn Adilah (adilah@utar.edu.my)</p> <p>CS: Mr Lim (limkg@utar.edu.my)</p> <p>CN: En Firdaus (firdausz@utar.edu.my)</p> <p>CT: En Firdaus (firdausz@utar.edu.my)</p>		
<p><b>Oral presentation (with Prototype or preliminary work) MUST be conducted physically in the assigned lab/classroom. The presentation will be an exhibition style where the student must be in the venue for 2 hours. The supervisor and moderator will approach the student within these 2 hours.</b></p> <p><b>Note: Starting from June 2022 trimester onwards, option 1 (online live presentation) and option 2 (recorded video presentation) no longer applicable.</b></p>	<p><b>Week 13-14</b></p> <p>Student to arrange with the supervisor for the exact date, time and venue.</p>	<p>Student (in the venue for 2 hours), Supervisor, Moderator</p>
Submission of FYP marks by supervisors	<p>Week 15</p> <p>Wednesday 5pm</p>	<p>Supervisor, Moderator, FYP Committee</p>

Note: FYP1 report is also referred as FYP1 proposal due to it consists of 1/3 of the whole FYP.

FYP2 / Project 2		
Activities	Time/Deadline	Action Required By
Meeting with supervisor, Weekly (for short trimester) / Bi-weekly (for long trimester) log	Weekly (for short trimester) / Bi-weekly (for long trimester)	Student, Supervisor
Submit online Amendment Form in the FYP Portal for: A. Title Refinement B. Change of Area of study and/or Project type C. Change of Supervisor	Before Week 7 Friday 5pm	A: Student, Supervisor B & C: Student, Supervisor, FYP Committee
<p>The student must use the report template as in the FYP portal. FYP2 report must passed through Turnitin. Only submit the Chapters into the Turnitin for checking. The percentage MUST below the university guideline threshold.</p> <p>Afterthat, compile a complete report in pdf [filename: studentID_FYP2.pdf, such as 18ACB12345_FYP2.pdf] and email to supervisor for signature.</p> <p>Once the supervisor signed and returned the report, it is the student's responsibility to upload/submit the report into the FYP portal before the deadline.</p> <p>Lab staff will double check the report template. If the template doesn't fulfill the requirement, the report will be rejected. The student is required to revise and resubmit again before the deadline.</p> <p>Only the report that passed through the lab staff checking will consider as complete submission. It is the student responsibility to check the submission status in the FYP portal.</p> <p>Due selected FYP2 report will be stored in the Library, your supervisor may further request you to amend after the presentation. You must amend your report as requested by your supervisor.</p> <p><b>Four marks will be deducted for all late submission.</b></p>	Week 13 Friday, 5pm	Student, Supervisor, Moderator, Lab Staff

<p>If you face any issue on the FYP2 report submission, you may liaise with the lab staff according to the following:</p> <p>DE: Mr Hafiq (hafiqn@utar.edu.my)</p> <p>IB: Pn Amalina (amalinam@utar.edu.my)</p> <p>IA: En Azuan (azuanm@utar.edu.my)</p> <p>CS: Mr Leong (leongyf@utar.edu.my)</p> <p>CN: En Firdaus (firdausz@utar.edu.my)</p> <p>CT: En Firdaus (firdausz@utar.edu.my)</p>		
<p>Oral presentation (<b>complete work</b>) MUST be conducted physically in the assigned lab/classroom. The presentation will be an exhibition style where the student must be in the venue for 2 hours. The supervisor and moderator will approach the student within these 2 hours.</p> <p>Note: Starting from June 2022 trimester onwards, option 1 (online live presentation) and option 2 (recorded video presentation) no longer applicable.</p>	<p>Week 13-14</p> <p>Student to arrange with the supervisor for the exact date, time and venue.</p>	<p>Student (in the venue for 2 hours), Supervisor, Moderator</p>
Submission of FYP marks by supervisors	<p>Week 15</p> <p>Wednesday 5pm</p>	Supervisor, Moderator, FYP Committee