

MASTER PROJECT 1 & 2

<http://razak.utm.my/master-project/>

BRIEFING SESSION



New MP Coordinator:

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SEMESTER II (29 WEEKS)

9 FEBRUARI 2020 – 27 AUGUST 2020 (UTM JB) | 10 FEBRUARI 2020 – 28 AUGUST 2020 (UTM KL)

NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
1.	Registration of Courses for Semester II, 2019/2020 Session (<i>ONLINE</i>)	2 weeks	Week 1 – 2	5 – 21 Feb 2020		https://my.utm.my Thaipusam 8 Feb 2020
2.	Semester II, 2019/2020 Session Lectures (Part 1)	7 weeks	Week 1 – 7	9 Feb – 26 Mar 2020	10 Feb – 27 Mar 2020	Birthday of The Sultan Johor (JB Only) 23 Mar 2020
3.	Application for Reduction and Exemption Tuition Fees	8 weeks	Week 1 – 8	9 Feb – 2 April 2020	10 Feb – 3 April 2020	
4.	Deadline for Registration of Courses (<i>ONLINE</i>)	1 week	Week 2	21 Feb 2020 5.00 pm		https://my.utm.my
5.	Late Registration of Courses (WITH PENALTY)	1 week	Week 3	23 – 27 Feb 2020	24 – 28 Feb 2020	A penalty of RM100.00 for each course will be imposed for late registration/ amendments
6.	Deadline for Late Registration of Courses (WITH PENALTY)	-	Week 3	27 Feb 2020 3.30 pm	28 Feb 2020 5.00 pm	
7.	Amendments of Course Registration (<i>ONLINE</i>)	1 week	Week 4	1 – 5 Mar 2020		https://my.utm.my
8.	Deadline of Amendments of Course Registration (<i>ONLINE</i>)	-	Week 4	5 Mar 2020 5.00 pm		https://my.utm.my
9.	Amendments of Courses Registration (WITH PENALTY)	1 week	Week 5	8 – 12 Mar 2020	9 – 13 Mar 2020	A penalty of RM100.00 for each course will be imposed for late registration/ amendments
10.	Deadline for Amendments of Courses Registration (WITH PENALTY)	-	Week 5	12 Mar 2020 3.30 pm	13 Mar 2020 5.00 pm	
11.	Course Withdrawal (TD)	4 weeks	Week 6 – 9	15 Mar – 9 Apr 2020	16 Mar – 10 Apr 2020	
12.	Faculty Check and Remind Students Who Did Not Register Any Courses	5 weeks	Week 6 – 10	15 Mar – 16 Apr 2020	16 Mar – 17 Apr 2020	
13.	Application for Deferment or Withdrawal From Programme	9 weeks	Week 7 – 14	22 Mar – 14 May 2020	23 Mar – 15 May 2020	
14.	Deadline for Application of Reduction and Exemption Tuition Fees Deadline	-	Week 8	2 Apr 2020 3.30 pm	3 Apr 2020 5.00 pm	Applications will not be accepted after this date

SEMESTER II (29 WEEKS)						
9 FEBRUARI 2020 – 27 AUGUST 2020 (UTM JB) 10 FEBRUARI 2020 – 28 AUGUST 2020 (UTM KL)						
NO.	PROGRAMME	DURATION	WEEK	CAMPUS		REMARKS
				JOHOR BAHRU	KUALA LUMPUR	
15.	Mid Semester Break, Semester II, 2019/2020 Session	1 weeks	Week 8	29 Mar – 2 Apr 2020	30 Mar – 4 Apr 2020	
16.	Continuation of Semester II, 2019/2020 Session Lectures (Part 2)	7 weeks	Week 8 – 14	5 Apr – 21 May 2020	6 Apr – 22 May 2020	Ramadan Begins 24 Apr 2020 (Johor) Labour Day 1 May 2020 (KL Only) 3 May 2020 (JB Only) Wesak Day 7 May 2020 Nuzul Al Quran (KL Only) 10 & 11 May 2020
17.	Deadline for Course Withdrawal (TD)	-	Week 9	16 Apr 2020 3.30 pm	17 Apr 2020 5.00 pm	Applications for course withdrawal will not be accepted after this date A penalty of RM100.00 for each course will be imposed for TD.
18.	Deadline for Application for Deferment or Withdrawal From Programme	-	Week 14	14 May 2020 3.30 pm	15 May 2020 5.00 pm	
19.	AMD Issues Termination Letter For Students Who Did Not Register Any Courses	1 week	Week 15	24 - 28 May 2020		Eid Al- Fitri 24 & 25 May 2020 (JB Only) 25 & 26 May 2020 (KL Only)
20.	Revision Week	9 Days	Week 15 - 16	24 May – 2 Jun 2020	25 May – 2 Jun 2020	
21.	Final Examination for Semester II, 2019/2020 Session	3 weeks	Week 16 - 18	3 – 18 Jun 2020	3 - 19 Jun 2020	
22.	Final Break Semester II, 2019/2020 Session	10 weeks	Week 19 – 28	21 Jun – 27 Aug 2020	22 Jun – 28 Aug 2020	Eid Al- Adha 31 July 2020 (KL Only) 2 Aug 2020 (JB Only) Awal Muharam 20 Aug 2020 National Day 31 Aug 2020
23.	Final date for submission of dissertation	-	-	27 Aug 2020		
24.	Registration of Courses for Semester I, 2020/2021 Session (ONLINE)	2 Weeks	Week 1 – 2	2 – 17 Sep 2020		https://my.utm.my

IMPORTANT DATES OF COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME SEMESTER II, 2019/2020 SESSION

LATE COURSE REGISTRATION (WITH PENALTY)

JB : 23 – 27 FEBRUARY 2020

KL : 24 – 28 FEBRUARY 2020

(With penalty RM 100 per course)

AMENDMENT OF COURSE REGISTRATION (WITH PENALTY)

JB : 8 – 12 MARCH 2020

KL : 9 – 13 MARCH 2020

(With penalty RM 100 per course)

REMINDER & TERMINATION STATUS

A student must register a course/ research every semester. Those who fail to register without acceptable reasons will be TERMINATED

FEB

FEB

MAR

MAR

APR

MEI

COURSE REGISTRATION (ONLINE)

5 – 21 FEBRUARY 2020

AMENDMENT OF COURSE REGISTRATION (ONLINE)

1 – 5 MARCH 2020

COURSE WITHDRAWAL (TD)

JB : 15 MARCH – 9 APRIL 2020

KL : 16 MARCH – 10 APRIL 2020

(A penalty RM 100 per course will be charged after this date)

Prepared by
AMD | Jan 2020

FEBRUARY 2020		BEGIN SUBMISSION OF PROJECT PROPOSALS	
DATE		ACTIVITY	REMARKS
Week 1	10 th – 14 th Feb 2020		Courses Registration: 5 th -21 st Feb 2020
Week 2	17 th – 21 st Feb 2020	Submission of draft project proposals form to rf-akademik@utm.my before 20 th Feb 2020. MP1 and MP2 Briefing: 22 nd Feb 2020, 8am (Package 2) 27 th Feb 2020, 10am (Package 1)	
Week 3	24 th – 28 th Feb 2020	<ul style="list-style-type: none">Assignment of supervisor.Further discussion to revise proposal with individual supervisor.	<ul style="list-style-type: none">Student to communicate with supervisor to set the first meeting date.Courses Late Registration (with Penalty): 24th -28th Feb 2020
Week 4	2 nd – 6 th Mar 2020	Compulsory Meeting 1 MP1: Discussions on proposed proposal MP2: Discussion on the project implementation (Methodology)	If for any reason students need to change supervisors or vice versa the deadline is end of WEEK 5 (please follow procedure in the Project Handbook / Master Project website)
Week 5	9 th – 13 th Mar 2020		
Week 6	16 th – 20 th Mar 2020	Project implementation	<ul style="list-style-type: none">If NO progress is observed, student is / should be advised to withdraw Master Project.Course Withdrawal: 16th Mar - 10th April 2020
Week 7	23 rd – 27 th Mar 2020		
Week 8	30 th Mar – 3 rd Apr 2020	MID SEM BREAK	
Week 9	6 th – 10 th Apr 2020	Compulsory Meeting 2 MP1: Discussions on Chapter 1 and 2 MP2: Discussion on data collection	
Week 10	13 th – 17 th Apr 2020	Project implementation MP1 and MP2: Student must submit the Presentation Consent Form to UTM RFTI Office (must be duly signed by supervisor)	<ul style="list-style-type: none">Students are required to get approval from supervisors to do their presentation.Please use the "Presentation Consent" form.Final date for submission of consent from is 15th April 2020, after which, the master project committee has the right to exclude student's name from the presentation schedule.
Week 11	20 th – 24 th Apr 2020	Project implementation	Awal Ramadhan: 24 th April 2020
Week 12	27 th Apr – 1 st May 2020	Compulsory Meeting 3 MP1: Discussions on Chapter 3, Project Report, Presentation Materials, Project Report. MP2: Discussion on Chapter 4 and 5, Presentation Materials, Project Report.	Labor Day: 1 st May 2020

MP Schedule

[Proposal Form](#)

[Meeting Record Form](#)

[Application for Change of Supervisor Form](#)

[Presentation Consent Form](#)

Week 13	4 th – 8 th May 2020	*PROJECT PRESENTATION @SYMPOSIUM	Symposium tentative date: 5 th & 6 th May 2020 <i>Wesak Day: 7th May 2020</i>
Week 14	11 th – 15 th May 2020	Project implementation	
Week 15	18 th – 22 nd May 2020	Compulsory Meeting 4 MP1 and MP2: Corrections, Edit, Binding and Validation	
Week 16	25 th – 29 th May 2020	Finalizing MP1/MP2 Report	<i>Eidul Fitri: 24th -25th May 2020</i>
Week 17	1 st June – 5 th June 2020	<p>SUBMISSION OF RING BOUND PROJECT REPORT <u>Deadline: 3rd June 2020</u></p> <p>MP1:</p> <ol style="list-style-type: none"> 1. Ring bound report, one (1) copy for each supervisor 2. Meeting record 3. Submit the documents to RFTI Office (Report/s and meeting record) <p>Submit the documents to RFTI Office (Documents 1-3)</p> <p>MP2:</p> <ol style="list-style-type: none"> 1. Hardcover report one (1) copy for each supervisor. 2. 1 copy of CD contains the project report (in docx and pdf) and presentation slides - in pptx. 3. Meeting record. 4. CD validation and submission form 5. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-5)</p> <p>Notes:</p> <p>Turnitin info: Class Name: Master Project Class ID: 18649073 Enrollment Key: MP_RFTI</p> <p>Project Report preparation must followed UTM Thesis Manual (http://razak.utm.my/master-project/mp-resources/)</p>	<ul style="list-style-type: none"> • PROJECT 2 students are required to: <ol style="list-style-type: none"> 1. Fill in CD submission and validation form. 2. Ensure supervisor verify the form. 3. Ensure ALL items as listed are submitted • Failing to submit hardbound copy of PROJECT 2 report will cause final results to be held back.
Week 18	8 th – 12 th June 2020	Duration for supervisor to submit MP marks to Academic Office (Deadline: 9 th June 2020)	
Week 19	15 th – 19 th June 2020	Duration for coordinator to key-in marks in GSMS and preparation for OBE (Deadline: 15 th June 2020)	

For any enquiry, kindly contact Master Project Coordinator for Engineering and Technology Department:

Dr Nelidya bt Md. Yusoff

Email: nelidya.kl@utm.my

Whatsapp: 012-699 8806

** Subject to change*

Updated: February 2020

MP Symposium

- Student need to submit **Consent Form** before you are allowed to present during symposium.
- Student need to inform Academic Office earlier if you cannot present during the symposium.

MP Symposium

	EMOSHM	MEBM	MSE	MSSI	MSED	MSEE	MPS
Presentation MP1 (Marks)	25	25	25	25	25	25	25
Implementation MP1 (Marks)	55	55	55	55	55	35	30
Report MP1 (Marks)	20	20	20	20	20	40	45

	EMOSHM	MEBM	MSE	MSSI	MSED	MSEE	MPS
Presentation MP2 (marks)	25	25	25	25	25	25	25
Implementation MP2 (Marks)	35	35	35	35	35	35	40
Report MP2 (Marks)	40	40	40	40	40	40	35

Panels for UTM Thesis Printing and Binding

No	Company Name	Note
1	KL Printing NO 17-1 (GF), Jalan Sultan Yahya Petra, 54100 Kuala Lumpur 03 2202 8752 013 329 8908 info.klprinting@gmail.com	Hadir taklimat UTM
2	Five Bamboo Trading K09, Medan Selera, Jalan Sultan Yahya Petra, Kampung Semarak, 54100 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia +60 19-347 3795	Hadir taklimat UTM

Panels for UTM Thesis Printing and Binding

No	Company Name	Note
3	OREN @ G-MAZ JAYA ENTERPRISE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra, Kampung Semarak, 54100 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia 019 265 9125 agi.ismail61@gmail.com	Hadir taklimat UTM
4	New Era Technology & Printing Unit 1.04 & 1.05, Gurney Mall Residensi UTMKL, Jalan Maktab 54200 Kuala Lumpur 017 638 3633 entputmkl@gmail.com	

Panels for UTM Thesis Printing and Binding

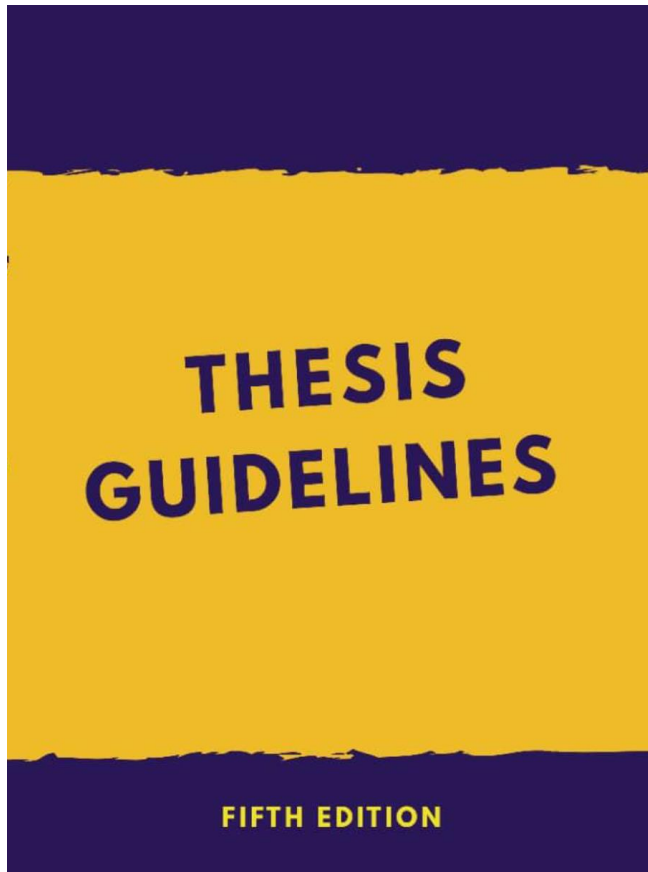
No	Company Name	Note
5	May Chin Enterprise No 3 and 4, Block 3, Ground Floor Jalan 18/28 Taman Seri Serdang 43300 Seri Kembangan Selangor 03 8958 5718 maychin_serdang@yahoo.com	
6	Syarikat Perniagaan Weng Sing Lot 446 & 452 -A Jalan 18/2A Taman Seri Serdang 43300 Seri Kembangan, Selangor 03 8948 7244 012 361 3258 (Olive) wengsing.wengsing@gmail.com	

Panels for UTM Thesis Printing and Binding

No	Company Name	Note
7	PrintExpert 20, Jalan Bunga Tanjung 2/16 Seksyen 2 40000 Shah Alam Selangor, Malaysia 603-5525 0588 service@printexpert.my	

MP Report Format

- Student need to refer the Thesis Guidelines, 5th Edition (Latest update on 7th Aug 2019) by School of Graduate Studies, UTM.



The maximum number of pages for a project report/dissertation/thesis is as follows:

Bachelor Degree Project Report	: 100 pages
Master's Report/Dissertation/Thesis	: 200 Pages
Doctorate Thesis	: 300 Pages

These limits include tables, figures and other illustrations in the text but do not include Appendices. Maximum number of pages for appendices is 50 pages.

New MP Report Format

1. MP1 report can be printed either single or both sides.
2. Final hardbound (MP2) should be **printed both sides** on **80gm paper** in **B5 size**.
3. Left and right margins: **3.25 cm**
4. Top and bottom margins: 2.5 cm
5. The **page numbers** should be printed at the **bottom centre, 1.25cm from the bottom edge**.
6. The **first page of each chapter** should be counted and the page number should be printed and **placed at odd page**.
7. If a chapter ended with an odd page number, a **separate blank page** should be added and counted, but the page number should not be printed.

MP2 Report Cover



The image shows a template for an MP2 Report Cover. It is divided into two main sections: a light grey left side and a dark blue right side. The left side features a hexagonal pattern and contains the word 'ABSTRACT' followed by a large block of placeholder text. The right side contains the UTM logo, the thesis title, the student's name, the supervisors' names, the degree name, and the school/faculty information. Arrows point from the labels on the right to the corresponding elements on the cover template.

UTM Logo

Thesis title

Abstract

Name of the Degree

Name of Student

Name of Supervisor(s)

Name of School, Faculty and University and Year of Submission

MP2 Report Cover Info

Size	B5
Colour	Royal Blue
Colour Code	#01073d
RGB Code	R1G7B61
Paper Weight (Front and Back Cover)	1400gsm
Type of Paper	80gsm
Printing	Double Sided

Declaration of Thesis

PSZ 19:16 (Pind. 1/13)

UNIVERSITI TEKNOLOGI MALAYSIA

DECLARATION OF THESIS / UNDERGRADUATE PROJECT REPORT AND COPYRIGHT

Author's full name :

Date of Birth :

Title :

Academic Session : . . .

I declare that this thesis is classified as:

☐

CONFIDENTIAL (Contains confidential information under the Official Secret Act 1972)*

☐

RESTRICTED (Contains restricted information as specified by the organization where research was done)*

☐

OPEN ACCESS I agree that my thesis to be published as online open access (full text)

1. I acknowledged that Universiti Teknologi Malaysia reserves the right as follows:
2. The thesis is the property of Universiti Teknologi Malaysia
3. The Library of Universiti Teknologi Malaysia has the right to make copies for the purpose of research only.
4. The Library has the right to make copies of the thesis for academic exchange.

Certified by:

SIGNATURE OF STUDENT

SIGNATURE OF SUPERVISOR

MATRIC NUMBER

NAME OF SUPERVISOR

Date: . . .

Date: . . .

NOTES : If the thesis is CONFIDENTIAL or RESTRICTED, please attach with the letter from the organization with period and reasons for confidentiality or restriction

Declaration of Thesis

- Thesis status declaration is completed using the Thesis Status Declaration form issued by UTM Library.
- If the thesis is declared as “**CONFIDENTIAL**” or “**RESTRICTED**”, **a letter from the party classifying the information** as confidential or restricted must be attached. The letter should clearly indicate:
 - (i) The reasons for classification
 - (ii) The duration for classification
- The typical duration for confidential or restricted classification is three (3) years. A thesis can be classified as confidential or restricted up to a maximum period of five (5) years.
- If the status declaration form is not submitted or the form is incomplete, the University will assume the thesis is unrestricted and the thesis shall be made available for distribution as published academic exchange materials.

Thesis Status Declaration Letter

Date

Librarian
Perpustakaan UTM
UTM, Skudai
Johor

Sir,

CLASSIFICATION OF THESIS AS RESTRICTED
- *TITLE AND NAME OF AUTHOR'S*

Please be informed that the above mentioned thesis entitled "*TITLE*" be classified as RESTRICTED for a period of three (3) years from the date of this letter. The reasons for this classification are

- (i)
- (ii)
- (iii)

Thank you.

Sincerely yours,
NAME, ADDRESS, TELEPHONE NUMBER OF SUPERVISOR

Note: This letter should be written by the supervisor, addressed to Perpustakaan UTM and a copy attached to the thesis.

PROGRAMME NAME AND COURSE CODE			
SEMESTER (circle one): 1 / 2		SESSION: _____	PROGRAM TYPE (circle one): Full / Part time
NAME : _____			
I/C / PASSPORT NO : _____			
EMAIL : _____		SIGNATURE: _____	
CONTACT NO. : _____		DATE: _____	

TITLE : _____

PROJECT SUMMARY (problems and scope): _____

OBJECTIVES of study: _____

PROPOSED SUPERVISOR (if any): _____

Proposal reviewed by (name): Date: Signature:	Approved by Project Coordinator Name & signature: Date:
Reviewer's comment: 	

Proposal Form



PROGRAM NAME & COURSE CODE: _____**SEM:** /**SESSION:****Student Name :** _____**Student ID :** _____**Project Title :** _____

_____**Supervisor/s :** (i) _____ (ii) _____

DATE	SUMMARY OF DISCUSSION	SUPERVISOR'S SIGNATURE

Note: Must be submitted at the end of the semester together with the Project Report.

Meeting Record Form



Notes to Student

- 1 The request to change supervisor/s is **only allowed for Project 1**.
- 2 In the case of **Project 2** the request will only be considered for students who had failed in the previous semester.
- 3 The change of supervisor is only allowed once.
- 4 This application form should be submitted to RF Academic office (attention: Ms Syida) **before end of week 5** of the current semester. Late request will not be entertained.

I. PARTICULARS OF STUDENTS

Name: _____

Student ID: _____

Program: MEBM ☐ EMOSHM ☐ OTHERS ☐ (please specify):

(/) Tick the relevant box

II. APPLICATION DETAILS (*Please cancel as appropriate)

Name(s) of Current Supervisor(s) (/) Tick the relevant box	<input type="checkbox"/> Main Supervisor: _____ <input type="checkbox"/> Co-supervisor: _____
Name of Proposed Supervisor	Main Supervisor / Co-supervisor *: _____ Email and department: _____
Reasons for change request	_____ _____ _____ _____
Date	

I am requesting to replace the current supervisor/co-supervisor for the reason/s stated above. I take responsibility for any problem (including personal), which may affect the progress, quality and completion of my study, if that should occur as a result of this request.

Signature (student): _____

Date: _____

Application for Change of Supervisor Form

DECLARATION BY CURRENT SUPERVISOR

1. I am / am not* willing to release my role as the **Main Supervisor/Co-supervisor***. Reason/s:
.....
2. I am / am not * encouraging the decision made by the student.

Name: _____

Signature (current supervisor): _____ Date: _____

V. DECLARATION BY PROPOSED SUPERVISOR

1. I accept the proposal to become the **Main Supervisor/Co-supervisor*** for this student. I am confident of my competence in guiding him/her until completion of the project.
2. I am not over-loaded with other supervision tasks assigned to me. If it is so, I will get the consent from the Postgraduate Academic Manager.

Name: _____

Signature (proposed supervisor): _____ Date: _____

V. DECLARATION BY MASTERS PROJECT COORDINATION PANEL

We confirm that the change of supervisor is supported by the Masters Project Coordination Panel, with the consent from the Postgraduate Academic Manager and the Head of Masters Project Coordinator. We are confident that the new supervisor/s has/have the necessary expertise to guide the student through the rest of the project period.

Signature: _____ Date: _____
(Masters Project Coordinator)

Application for Change of Supervisor Form



Master Project Presentation Consent Form

Student's Name			
Matric No.			
Project Title			
Program/Course code			
Supervisor's consent Please tick one (✓)	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	
Comment (if any)			
Supervisor's Signature		Date	
Supervisor's Name/s			

Please submit this form by week 12 to Level 7 – Academic office

Presentation Consent Form



Thank You & All The Best...

