



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**Fakulti Teknologi
dan Informatik Razak**

MASTER PROJECT BRIEFING

CONTENTS:

- Course Synopsis
- Academic Supervisor
- Process Flow
- Proposal Guideline
- Report Writing
- Assessment
- Rules

COURSE SYNOPSIS

Course Name : Project 1

Credit Hours : 5

Course Name : Project 2

Credit Hours : 7

COURSE SYNOPSIS

Project 1 Course Code

- **MANB2015 – MSc (Business Intelligence & Analytics)**
- ***MANQ1085 – MSc (Informatics)***
- **MANA1015 – MSc (Information Assurance)**
- **MANN1075 – MSc (Computer Systems Engineering)**
- **MANP2124 – Master of Software Engineering**

Project 2 Course Code

- **MANB2027 – MSc (Business Intelligence & Analytics)**
- ***MANQ2087 – MSc (Informatics)***
- **MANA2027 – MSc (Information Assurance)**
- **MANN2087 – MSc (Computer Systems Engineering)**
- **MANP2126 – Master of Software Engineering**

ACADEMIC SUPERVISOR

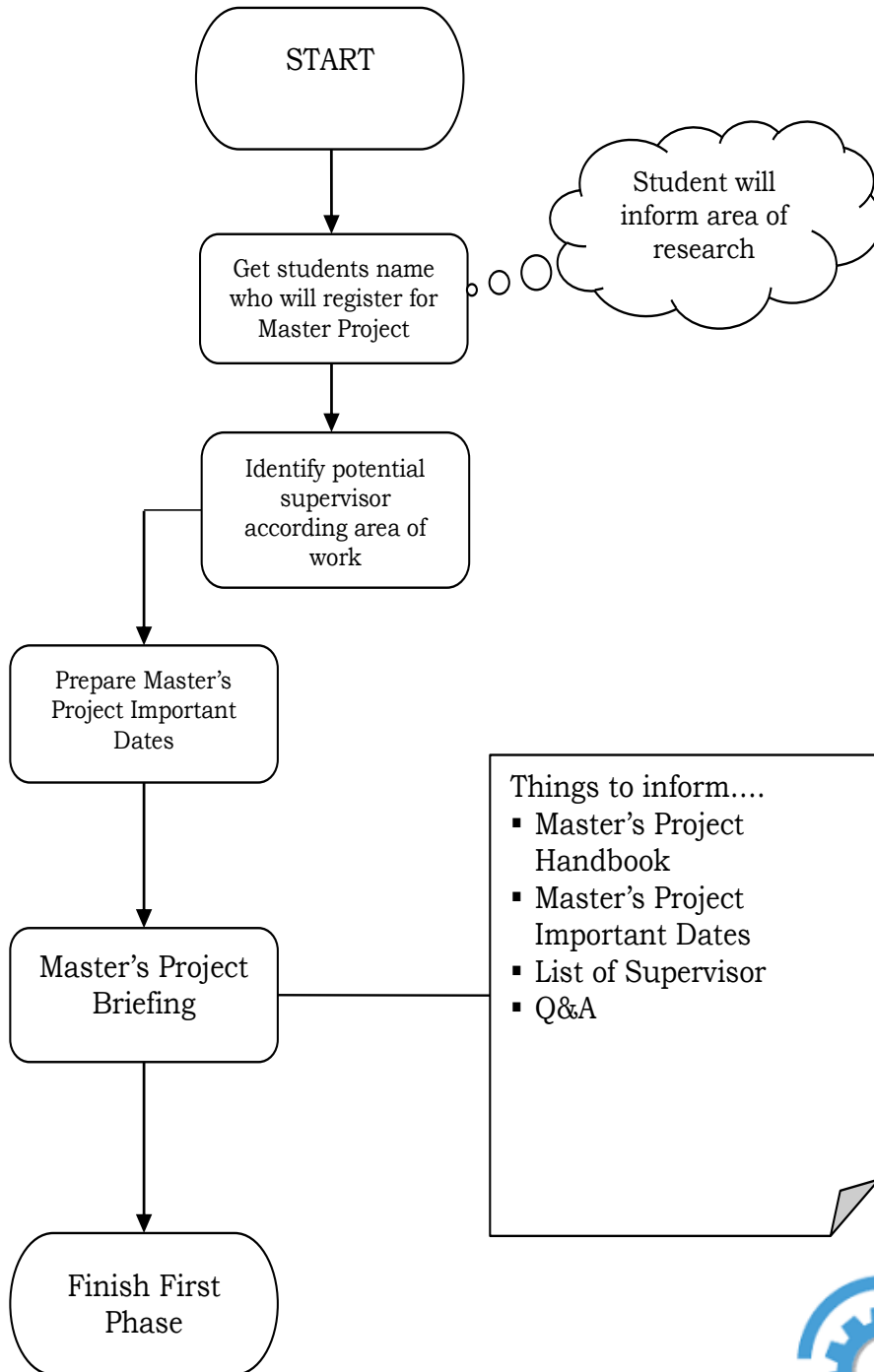
Academic Supervisor

Decided by the Programme Coordinator through the agreement of the lecturer involved in the MSc programme.

Selected Lecturers basically from Advance Informatics department with significance background related to the proposed area.

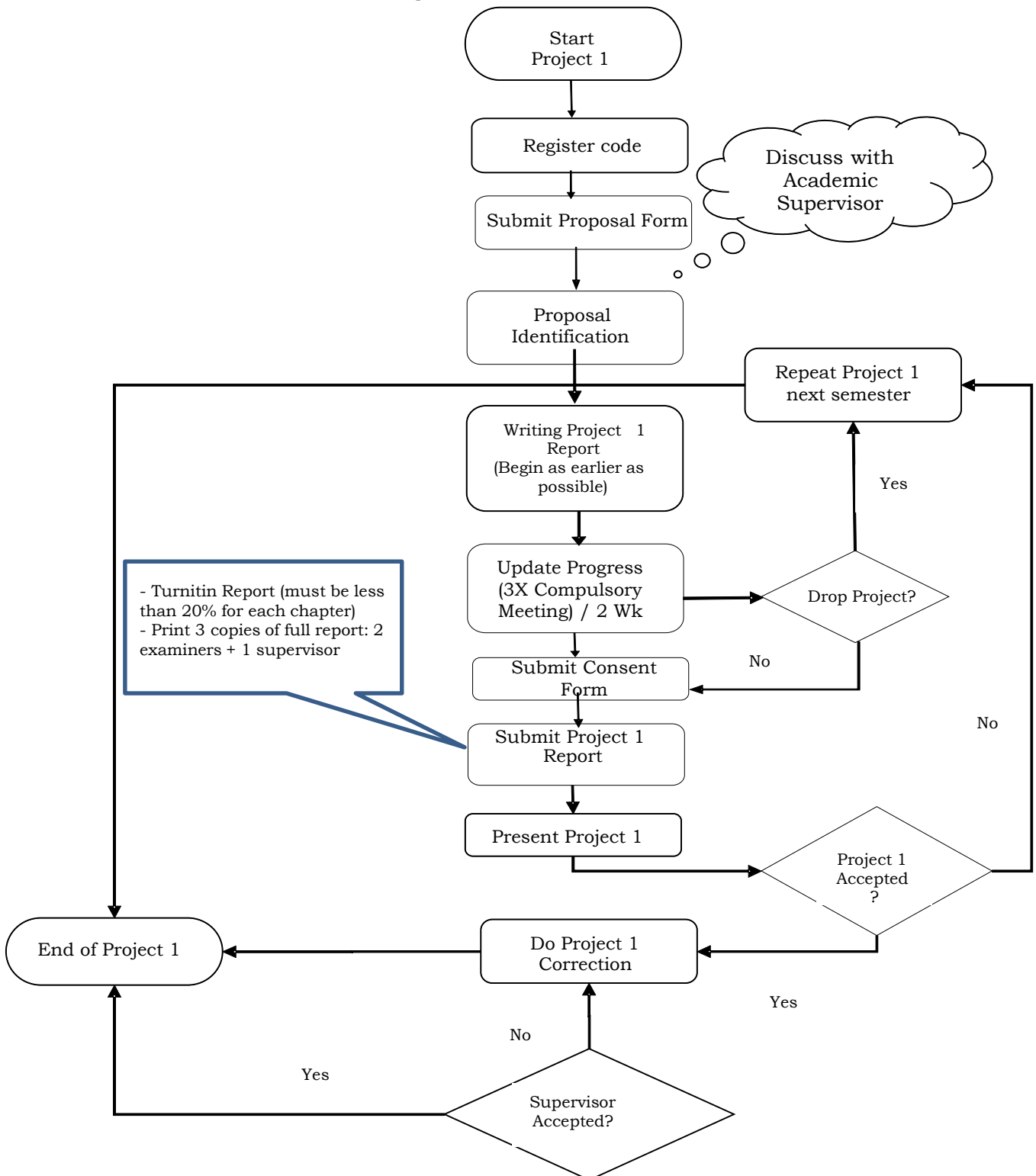


PROCESS FLOW -INITIAL STARTUP-



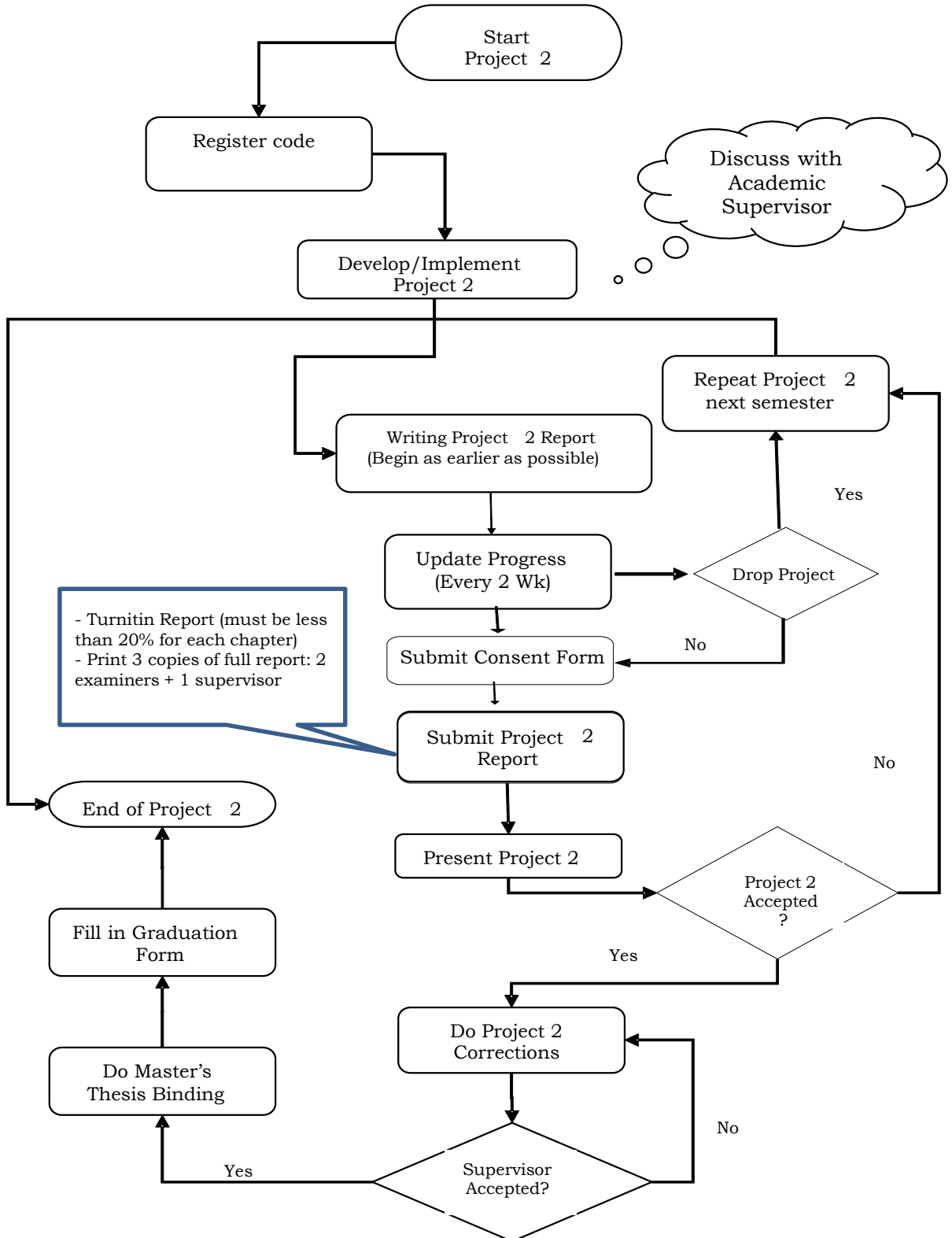
PROCESS FLOW

-Project 1 Phase-



PROCESS FLOW

-Project 2 Phase-



MASTER PROJECT REPORT

PROJECT 1 Report

- *To be submitted end of Project 1 – refer to Project Planning*
- Outline/Formatting: Refer to UTM Master Thesis Guideline (refer to this link: <http://sps.utm.my/thesis-formatting-2018/> @ <http://razak.utm.my/master-project/> for thesis manual, thesis template and thesis cover)

PROJECT 2 Report (Master Thesis)

- *To be submitted end of Project 2 – refer to Project Planning*
- Outline/Formatting: Refer to UTM Master Thesis Guideline (refer to this link: <http://sps.utm.my/thesis-formatting-2018/> @ <http://razak.utm.my/master-project/> for thesis manual, thesis template and thesis cover)

MASTER PROJECT REPORT CONTENT

PROJECT 1

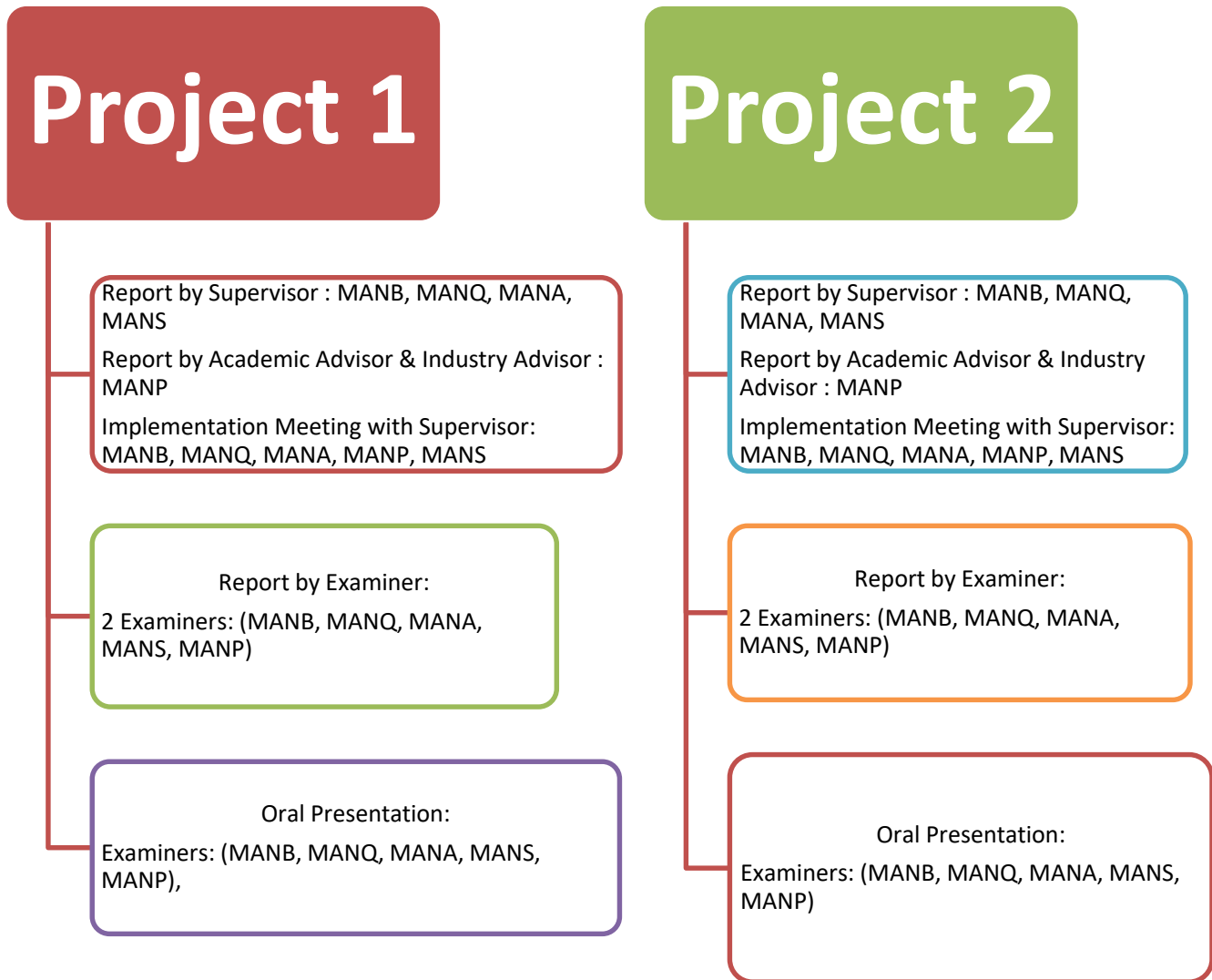
- Abstract, Abstrak, Acknowledgement etc
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Project Methodology
- Chapter 4: Initial Findings
- Chapter 5: Conclusion
- References
- Appendices

PROJECT 2 (MASTER PROJECT THESIS)

- Abstract, Abstrak, Acknowledgement etc
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Project Methodology
- Chapter 4: Project Discussion
- Chapter 5: Conclusion
- References
- Appendices

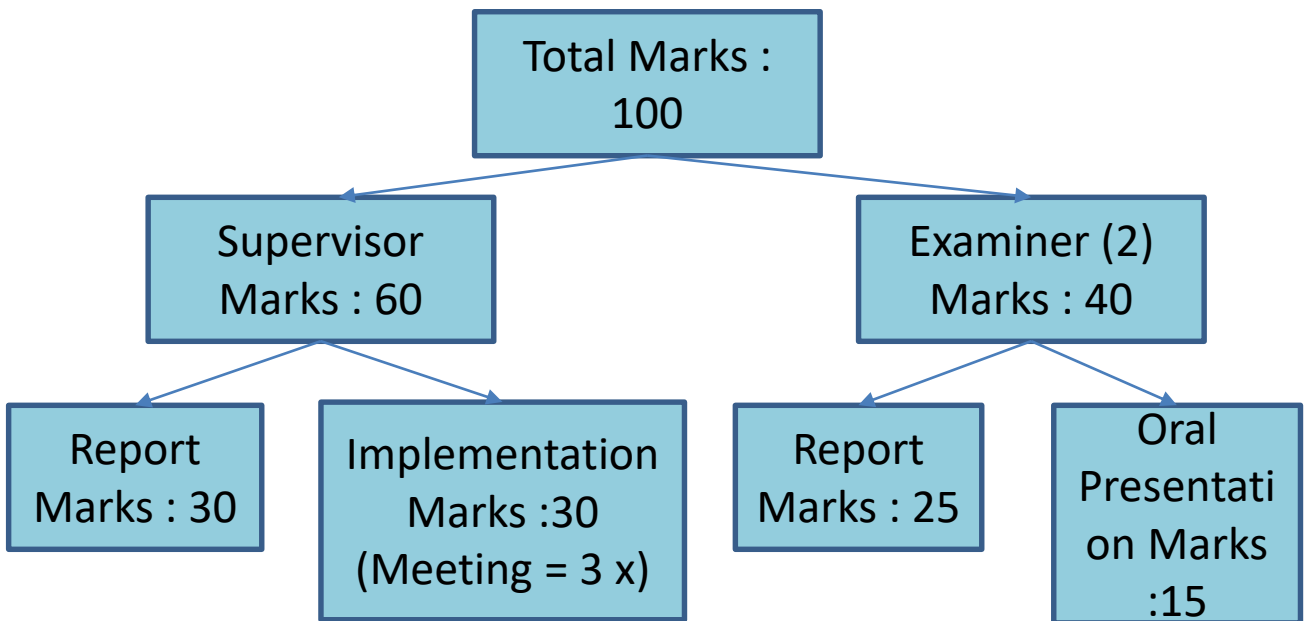
Refer to UTM Master Thesis Guideline (refer to this link: <http://sps.utm.my/thesis-formatting-2018/> for thesis manual, thesis template and thesis cover)

ASSESSMENT

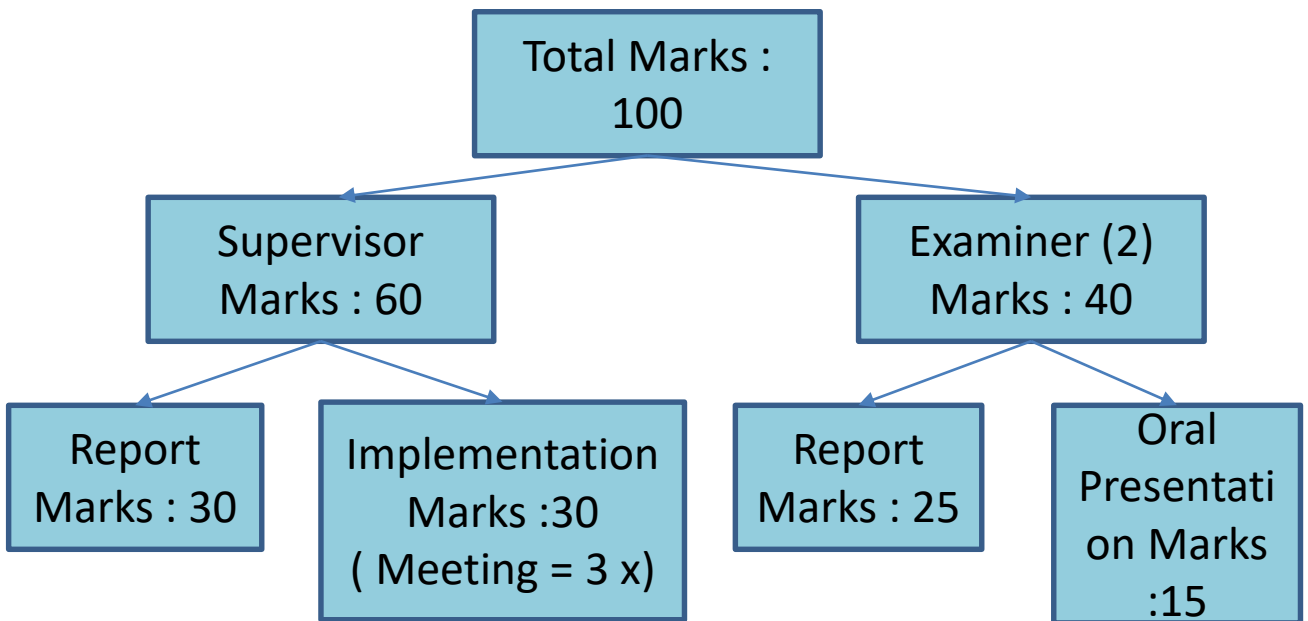


For those who receive **MAJOR corrections**, student is **COMPULSORY** to provide [List of Correction](#) table along with corrected thesis to the examiner 1 and supervisor.

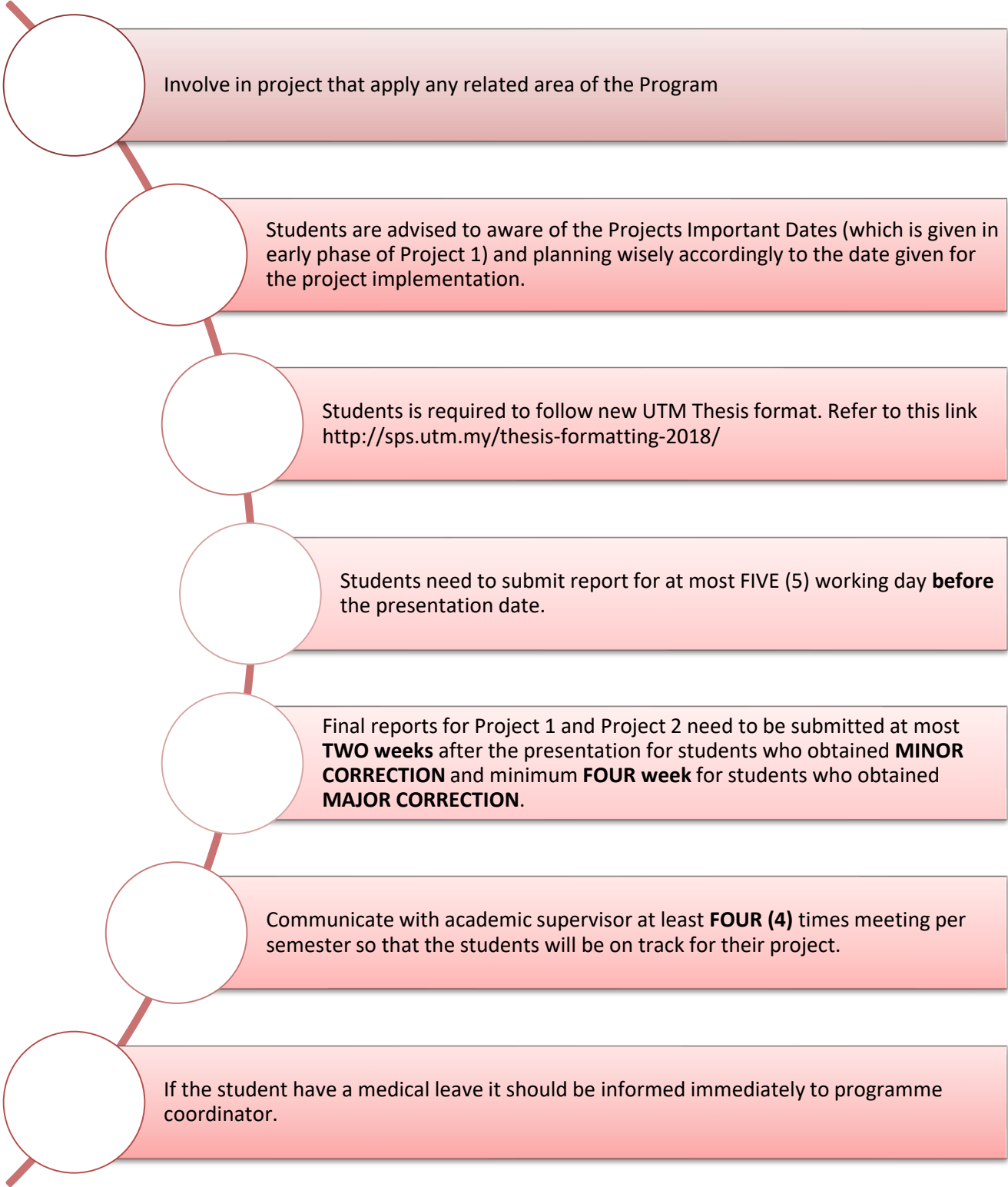
Rubric Evaluations Master Project 1



Rubric Evaluations Master Project 2



GENERAL RULES



Involve in project that apply any related area of the Program

Students are advised to aware of the Projects Important Dates (which is given in early phase of Project 1) and planning wisely accordingly to the date given for the project implementation.

Students is required to follow new UTM Thesis format. Refer to this link <http://sps.utm.my/thesis-formatting-2018/>

Students need to submit report for at most FIVE (5) working day **before** the presentation date.

Final reports for Project 1 and Project 2 need to be submitted at most **TWO weeks** after the presentation for students who obtained **MINOR CORRECTION** and minimum **FOUR week** for students who obtained **MAJOR CORRECTION**.

Communicate with academic supervisor at least **FOUR (4)** times meeting per semester so that the students will be on track for their project.

If the student have a medical leave it should be informed immediately to programme coordinator.

IMPORTANT DATES

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



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

IMPORTANT DATES FOR PROJECT 1 & Project 2

FEBRUARY 2020		BEGIN SUBMISSION OF PROJECT PROPOSALS	
DATE		ACTIVITY	REMARKS
Week 1	10 th – 14 th Feb 2020		Courses Registration: 5th -21st Feb 2020
Week 2	17 th – 21 st Feb 2020	MP1 and MP2 Briefing: 19th Feb 2020, 10am (Package 1) 22nd Feb 2020, 10am (Package 2)	
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. • Submission of draft project proposals form to rf-akademik@utm.my before 28th Feb 2020. Eg: Subject to: INFORMATIK_ MP 1/2 : NAME 	<ul style="list-style-type: none"> • Student to communicate with supervisor to set the first meeting date • Student need to submit proposal form : Deadline 28th Feb 2020 • Courses Late Registration (with Penalty): 24th -28th Feb 2020 <p>If for any reason students need to change supervisors or vice versa the deadline is end of WEEK 3 (please follow procedure in the Project Handbook / Master Project website)</p>
Week 4	2 nd – 6 th Mar 2020	Compulsory Meeting 1 MP1: Discussions on proposed proposal MP2: Discussion on the project implementation Chapter 3 and (Methodology) and Data Collection	
Week 5	9 th – 13 th Mar 2020		
Week 6	16 th – 20 th Mar 2020	Project implementation Course Withdrawal: 16th March - 10th April 2020	<ul style="list-style-type: none"> • If NO progress is observed, student is / should be advised to withdrawal Master Project. • Course Withdrawal: 16th March - 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 Chapter 4 (Analysis) and Chapter 5	
Week 10	13 th – 17 th Apr 2020	Project implementation MP1 and MP2: Student must submit the Presentation Consent Form before 15th April 2020 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	<p align="center">Compulsory Meeting 3</p> <p>MP1: Discussions on Chapter 3, Project Report, Presentation Materials, Project Report.</p> <p>MP2: Discussion on All Chapters, Presentation Materials, Project Report.</p>	<i>Awal Ramadhan: 24th April 2020</i>
Week 12	27 th Apr – 1 st May 2020	Project implementation	<i>Labor Day: 1st May 2020</i>
Week 13	4 th – 8 th May 2020	<p align="center">SUBMISSION OF RING BOUND PROJECT REPORT <u>Deadline: 8rd May 2020</u></p> <p>MP1:</p> <ol style="list-style-type: none"> 1. Ring bound report, 3 copies includes 1 copy for supervisor and 2 Examiners 2. Meeting record 3. Three (3) copies of Turn it in reports. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-3)</p> <p>MP2:</p> <ol style="list-style-type: none"> 1. Ring bound report, 3 copies includes copy for supervisor and 2 Examiners 2. Meeting record 3. Three (3) copies of Turn it in reports. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-3)</p> <p>Notes:</p> <p>Turnitin info: Class Name: MASTER PROJECT INFORMATIK Class ID: 22254982 Enrollment Key: MPINFORMATIK</p> <p>Project Report preparation must followed UTM Thesis Manual (http://razak.utm.my/master-project/mp-resources/)</p>	
Week 14	11 th – 15 th May 2020	*MASTER PROJECT 2 PRESENTATION	Presentation Master Project 2 tentative date: 11 th & 15 th May 2020 <i>Wesak Day: 7th May 2020</i>
Week 15	18 th – 22 nd May 2020	*MASTER PROJECT 1 PRESENTATION	Presentation Master Project 1 tentative date: 18 th & 22 th May 2020

Week 16	25 th – 29 th May 2020	Finalizing MP1/MP2 Report Report Correction must be check and verified by Supervisor/ Examiners	<i>Eidul Fitri: 24th -25th May 2020</i>
Week 17	1 st June – 5 th June 2020	<p align="center">SUBMISSION OF RING BOUND AND HARDCOVER PROJECT REPORT AFTER CORRECTION</p> <p align="center"><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. Correction Table List 4. Submit the documents to RFTI Office (Report/s and meeting record) 5. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-5)</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. Correction Table List 5. CD validation and submission form 6. Turnitin Report must be less than 20% <p>Submit the documents to RFTI Office (Documents 1-6)</p> <p>Notes: Turnitin info: Class Name: MASTER PROJECT INFORMATIK Class ID: 22254982 Enrollment Key: MPINFORMATIK 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: 9th June 2020)	
Week 19	15 th – 19 th June 2020	Duration for coordinator to key-in marks in GSMS and preparation for OBE (Deadline: 15th June 2020)	

*Please take note that these dates are subjected to change according to the new academic calendar Notes
-- Please prepare your writing as early as possible to avoid last minute preparation.

For any enquiry, kindly contact Master Project Coordinator for Informatics Department:
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Whatsapp: 017-2027071

WHAT IS NEW FOR 2018?

- Thesis Cover



**FORMAT TERKINI
'MUKA DEPAN
TESIS MSc'**

MULAI 1 SEPTEMBER 2018

THANK YOU & ALL THE
BEST

DR. NILAM NUR BINTI AMIR SJARIF

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