

## RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS MASTERS PROJECT SCHEDULE (ADVANCED INFORMATICS DEPARTMENT) SEM 2 SESSION 2020/2021\_VERSION 1.1

<http://razakschool.utm.my/master-project/>; <https://elearning.utm.my/20212/login/index.php>

DATE		ACTIVITY	REMARKS
Week 0	1 March - 14 March 2021	<b>Courses Registration (ONLINE):</b> <b>1 March 2021 – 13 March 2021</b>	<b>Courses Registration: 1 March 2021 – 13 March 2021</b>
Week 21	15 March – 21 March 2021	<b>Courses Late Registration (with Penalty):</b> <b>15<sup>th</sup> - 18<sup>th</sup> March 2021</b>	<b>Courses Late Registration (with Penalty):</b> <b>15<sup>th</sup> - 18<sup>th</sup> March 2021</b>
Week 22	22 March - 28 March 2021	<b>MP1 and MP2 Briefing:</b> <b>24<sup>th</sup> March 2021, 11 am – 12.30 pm (Package 1)</b> <b>27<sup>th</sup> March 2021, 11.00 am – 12.30 pm (Package 2)</b>	<b>Online Briefing (Please Refer Appendix 1)</b>
		<ul style="list-style-type: none"> <li>• Begin Submission of Project Proposal</li> <li>• Assignment of supervisor.</li> <li>• Further discussion to revise proposal with individual supervisor.</li> <li>• Submission of draft project proposals form to <b>eLearning system</b> before <b>2<sup>th</sup> April 2021</b>                Eg: File Name:  <b>INFORMATIK_ MP 1/2 NAME (MATRIC NO)</b>  <b>INFORMATIK_MP1 NILAM NUR (MAN111111)</b> </li> </ul>	<ul style="list-style-type: none"> <li>• Student to communicate with supervisor to set the first meeting date</li> <li>• If for any reason students need to change supervisors or vice versa the deadline is end of <b>WEEK 23</b></li> </ul>
Week 23	29 March - 4 April 2021	<b>Compulsory Meeting 1</b> <b>(via virtual online meeting)</b>	<ul style="list-style-type: none"> <li>• <b>MP1:</b> Discussions on proposed proposal</li> <li>• <b>MP2:</b> Discussion on the project implementation Chapter 3 and (Methodology) and Data Collection</li> </ul>
			<ul style="list-style-type: none"> <li>• Student need to submit proposal form: <b>Deadline 2<sup>th</sup> April 2021</b></li> </ul>
Week 24	5 April - 11 April 2021	<b>Project implementation</b>	<b>Course Withdrawal: 5<sup>th</sup> April 2021 – 14<sup>th</sup> May 2021</b>
Week 25	12 April - 18 April 2021	<b>Compulsory Meeting 2</b> <b>(via virtual online meeting)</b>	<ul style="list-style-type: none"> <li>• <b>MP1:</b> Discussions on Chapter 1 and 2</li> <li>• <b>MP2:</b> Discussion on Chapter 4 (Analysis) and Chapter 5</li> </ul>
			<ul style="list-style-type: none"> <li>• <b>If NO progress</b> is observed, student should be advised to <b>withdrawal</b> Master Project.</li> </ul>



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Week 26	19 April - 25 April 2021	<b>Project implementation</b>	
Week 27	26 April - 2 May 2021	<b>Compulsory Meeting 3 (via virtual online meeting)</b>	<ul style="list-style-type: none"> <li>• <b>MP1:</b> Discussions on Chapter 3, Project Report, Presentation Materials,</li> <li>• <b>MP2:</b> Discussion on All Chapters, Presentation Materials, Project Report.</li> </ul>
Week 28	3 May - 9 May 2021	<b>Project implementation</b>	<b>MID SEMESTER BREAK FOR SEMESTER 1 – 2020/2021</b>
Week 29	10 May - 16 May 2021	<b>MID SEMESTER BREAK FOR SEMESTER 1 – 2020/2021 (10<sup>th</sup> May until 16 May 2021)</b>	<b>Course Withdrawal: 5th April 2021 – 14th May 2021</b>
		<b>MP1 and MP2: Submission Of <b>Presentation Consent Form before 14<sup>th</sup> May 2021</b> to eLearning system (must be duly signed by supervisor)</b>	<ul style="list-style-type: none"> <li>• Students are required to get approval from supervisors to do their presentation.</li> <li>• Please use the “Presentation Consent” form. Final date for submission of consent from is <b>14<sup>th</sup> May 2021</b>, after which, the master project committee has the right to exclude student's name from the presentation schedule.</li> </ul>
Week 30	17 May - 23 May 2021		
Week 31	24 May - 30 May 2021	<b>SUBMISSION PROJECT REPORT (SOFTCOPY)</b> <b><u>Deadline: 28<sup>th</sup> May 2021</u></b>  <b>MP1 and MP2:</b> <ol style="list-style-type: none"> <li>1. 1 copy of project report (softcopy in pdf format)</li> <li>2. Copy Meeting record (softcopy in pdf format)</li> <li>3. Turnitin Report must be less than 20% for each chapter (softcopy in pdf format)</li> <li>4. Slide presentation (softcopy in pdf format)</li> </ol>	<b>PROJECT 1 and PROJECT 2</b> students are required to: <ul style="list-style-type: none"> <li>• Ensure ALL items as listed are submitted.</li> </ul> <p><b>** Item 1-3 must be duly <b>verified</b> by Supervisor (either Digital Signature / Scan document with signature)</b></p> <p><b>*Submit all the documents (Documents 1-4 and compressed in .zip file) through <b>eLearning Systems</b></b></p> <p>Example zip File submission: Studentname_matric#_coursecode(section)</p>

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			NILAM NUR AMIR SJARIF_ MAN191047_ MANB2015(01)
Week 32	31 May 2021 - 6 June 2021	<b>SUBMISSION ALL DOCUMENTS ( ITEMS AS LISTED) TO EXAMINERS BY ACADEMIC OFFICE</b>  <b>DATELINE: 31<sup>th</sup> May – 4<sup>th</sup> June 2021</b>	
Week 33	7 June – 13 June 2021	<b>MASTER PROJECT 1&amp; 2 PRESENTATION –</b> <b>7 June 2021 – 18<sup>th</sup> June 2021</b>	<b>Please Refer Appendix 2: Guideline Online Presentation</b>
Week 34	14 June – 20 June 2021		
Week 35	21 June – 27 June 2021	<b>FINALIZING MP1/MP2 REPORT CORRECTION</b>  <b>Deadline: 9<sup>th</sup> July 2021</b>	<ul style="list-style-type: none"> <li>Report Correction must be <b>check and verified</b> by Supervisor/ Examiners before complete submission to elearning.</li> </ul>
Week 36	28 June – 4 July 2021		
Week 37	5 July – 11 July 2021		
Week 38	12 July – 18 July 2021	<b>SUBMISSION OF COMPLETE PROJECT REPORT AFTER CORRECTION THROUGH E-LEARNING SYSTEM</b> <b><u>Deadline: 12<sup>th</sup> July 2021</u></b>  <b>MP1 (ALL SUBMISSION IN SOFTCOPY THROUGH E-LEARNING ONLY)</b> <ol style="list-style-type: none"> <li>1 copy of Complete Project report (in .docx and pdf format).</li> <li>Copy of Complete Meeting record report must be verified by supervisor/examiner (in .pdf format)</li> <li>Correction Table List must be verified by supervisor/examiner (in .pdf format)</li> <li>Copy of Turnitin Report must be less than 20% for each chapter (in .pdf format)</li> <li>Copy of Slide presentation (in .pdf format)</li> </ol>	<b>PROJECT 1 and PROJECT 2 students are required to:</b> <ul style="list-style-type: none"> <li><b>Please Refer Appendix 3 &amp; Appendix 4: (Guideline of Complete Report submission of presentation for Master Project 1 and 2)</b></li> <li>Ensure ALL items as listed are submitted.</li> </ul> <b>MP1: Submit the documents (Documents 1-5 and compressed in .zip file) through eLearning system</b>  Example zip File submission: Studentname_matric#_coursecode(section) NILAM NUR AMIR SJARIF_ MAN191047_ MANB2015(01)  <b>MP2: Submit the documents (Documents 1- 6 and compressed in zip file) through eLearning system</b>



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			<p>Studentname_matric#_coursecode(section) NILAM NUR AMIR SJARIF_ MAN191047(01)</p> <p><b>**Important Notes:</b></p> <ul style="list-style-type: none"> <li>The documents (<b>ITEM 1- 4</b>) must be duly <b>verified</b> by Supervisor (either Digital Signature / Scan document with signature)</li> <li>Failure to submit will cause final results to be held back</li> </ul>
		<p><b>MP2 : STUDENT NEEDS TO SUBMIT THE SOFTCOPY USING ELEARNING AND HARDBOUND THESIS</b></p> <p><b>FOR SOFTCOPY SUBMISSION THROUGH ELEARNING:</b></p> <ol style="list-style-type: none"> <li>1 Copy of Complete Project report (in .docx and pdf format)</li> <li>Copy of Complete Meeting record report (in .pdf format)</li> <li>Correction Table List (in. pdf format)</li> <li>Copy of Turnitin Report must be less than 20% for each chapter (in .pdf format)</li> <li>Copy of Slide presentation (in .pptx and .pdf format)</li> <li>Copy of Graduation Form</li> </ol>	
		<p>Duration for supervisor to submit MP marks to Academic Office <b>(Dateline: 13<sup>th</sup> July 2021- 16<sup>th</sup> July 2021)</b></p>	
		<p>Duration for project coordinator to key-in marks in GSMS and preparation for OBE <b>(Dateline: 13<sup>th</sup> July 2021- 16<sup>th</sup> July 2021)</b></p>	
Week 39	19 July – 25 July 2021	<p><b>SUBMISSION OF HARDBOUND AND CD FOR MASTER PROJECT 2</b></p>	<p><b>For the MP 2 Hardbound Process:</b></p> <ol style="list-style-type: none"> <li><b>Students are required to follow the thesis guidelines and templates provided by UTM.</b></li> </ol>

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		<p style="text-align: center;"><b><u>IMPORTANT: DATELINE : 12<sup>th</sup> July UNTIL 26<sup>th</sup> July 2021</u></b></p> <p><b>FOR HARDBOUND THESIS SUBMISSION TO FACULTY:</b></p> <ol style="list-style-type: none"> <li>1. Hardcover report one (1) copy for each supervisor</li> <li>2. 1 Copy of CD validation submission form (<b>in .pdf format</b>) The CD must include items 1-6 as listed in softcopy submission through e-learning system)</li> </ol> <p>*Please attach the CD together in Thesis Hardbound</p>	<ol style="list-style-type: none"> <li>2. Academic Office will check the formatting once the student submits through eLearning</li> <li>3. Academic Office will be issuing the validation formatting checking approval to allow student to proceed for the printing</li> </ol> <p><b>*Important Notes:</b></p> <ul style="list-style-type: none"> <li>- Ensure student receive the formatting approval. The printing shop will proceed once the student shows validation formatting checking approval.</li> <li>- The student needs to contact the printing shop that have been suggested for further details. The information of the shop is given below.</li> </ul> <p><b>** Suggestion for printing service shop Information:</b></p> <ol style="list-style-type: none"> <li>1. Five Bamboo Trading &amp; Service Address: MS 011 (ARAS G), UTC Keramat Mall, 54000 Kuala Lumpur Contact No: 019-3473795 Email: <a href="mailto:5bamboo.official@gmail.com">5bamboo.official@gmail.com</a> (make sure to leave your phone number)</li> <li>2. Infinity Printing &amp; Stationary Address: Lot 1-3 Residensi UTM KL, No 8, Jalan Maktab, 54000 Kuala Lumpur, Phone No: 03-27338426/27 Email: <a href="mailto:infinity.utmkl@gmail.com">infinity.utmkl@gmail.com</a> (make sure to leave your phone number)</li> </ol>
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**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

Razak Faculty of Technology  
and Informatics

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Week 40	26 July – 1 August 2021	<b>FINAL BREAK FOR SEMESTER 2 – 2020/2021</b>	
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For any enquiry, kindly contact Master Project Coordinator for Engineering and Technology Department:

Dr Nilam Nur Binti Amir Sjarif

Email: [nilamnur@utm.my](mailto:nilamnur@utm.my)

Whatsapp: 017-2027071

**OR**

Mdm Atikah ( Academic Office) for Engineering and Technology Department.

Email : [nurulatikah.im@utm.my](mailto:nurulatikah.im@utm.my)

Phone No. 03- 21805217 ( Office Hour Only)



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**APPENDIX 1:MP1 & MP2 BRIEFING**

Mode	Link
Package 1 ( Weekdays) 11.00 AM – 12.30 PM	MP1 and MP2 Briefing ( Informatics Department) Hosted by Nilam Nur Amir Sjarif  <a href="https://utm.webex.com/utm/j.php?MTID=m5105f5a7318cbd16a82a2f7ce2aa73ea">https://utm.webex.com/utm/j.php?MTID=m5105f5a7318cbd16a82a2f7ce2aa73ea</a> Wednesday, Mar 24, 2021 11:00 am   2 hours   (UTC+08:00) Kuala Lumpur, Singapore Meeting number: 184 308 1903 Password: WVfb54KaB9D
Package 2 (Weekend) 11.00 AM – 12.30 PM	MP1 & MP2 BRIEFING (INFORMATICS DEPARTMENT) Hosted by Nilam Nur Amir Sjarif  <a href="https://utm.webex.com/utm/j.php?MTID=m06bf5d4d2855c5dc6675033a5258e80f">https://utm.webex.com/utm/j.php?MTID=m06bf5d4d2855c5dc6675033a5258e80f</a> Saturday, Mar 27, 2021 11:00 am   2 hours   (UTC+08:00) Kuala Lumpur, Singapore Meeting number: 184 443 1535 Password: JHd4MKvPF66

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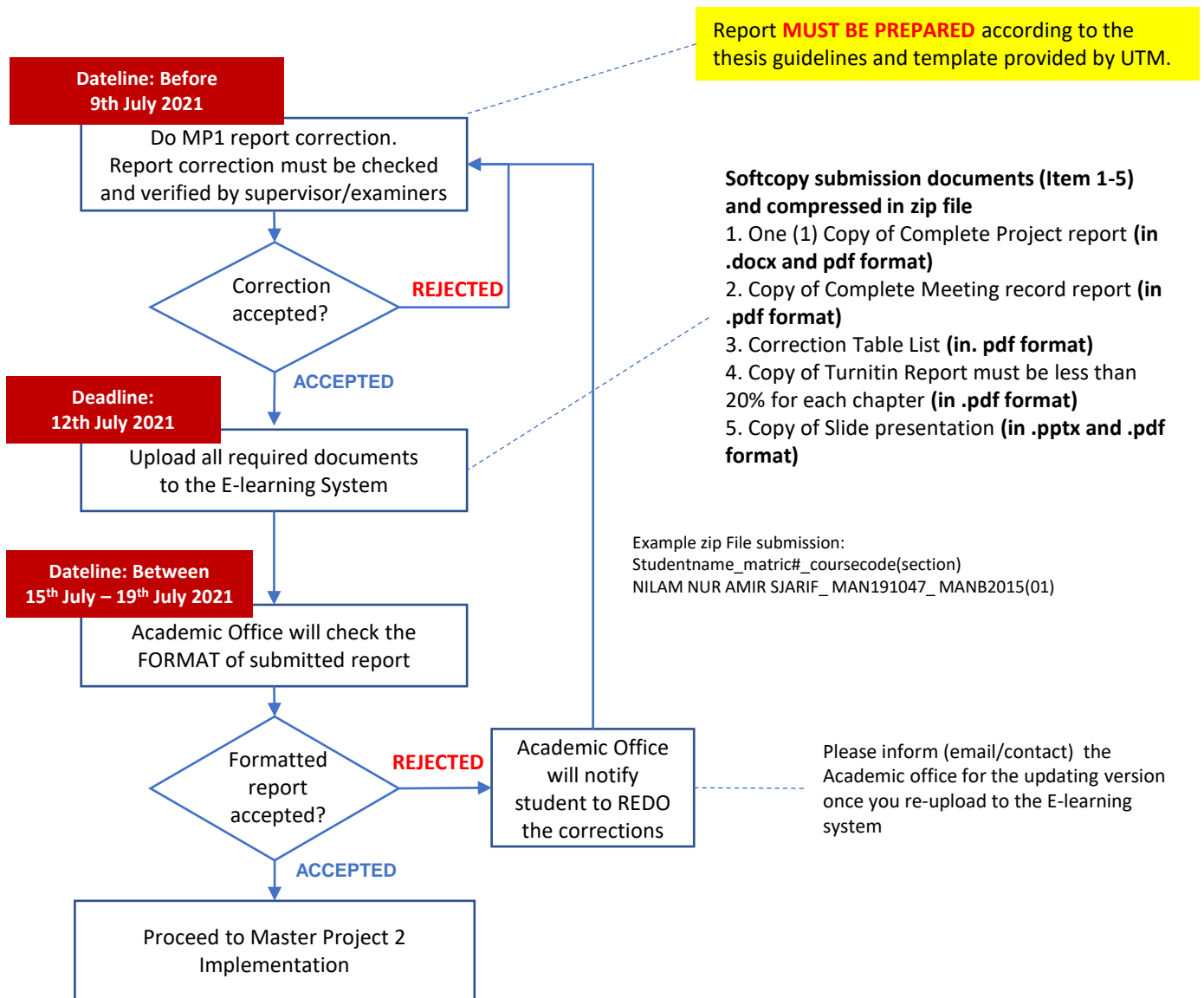
<http://razakschool.utm.my/master-project/>; <https://elearning.utm.my/20212/login/index.php>

## APPENDIX 2: GUIDELINE ONLINE PRESENTATION FOR MASTER PROJECT 1 & MASTER PROJECT 2

<b>MASTER PROJECT 1</b>	<ul style="list-style-type: none"> <li>- PRESENTATION IS BASED ON ONLINE PRESENTATION (WEBEX, ZOOM, GOOGLE MEET)</li> <li>- DURATION FOR PROJECT 1 PRESENTATION               <ul style="list-style-type: none"> <li>o 30 MINUTES ONLINE PRESENTATION                   <ul style="list-style-type: none"> <li>▪ (20 MINUTES FOR PRESENTATION, 5 MINUTES BREAKS, 10 MINUTES QUESTION AND ANSWER)</li> </ul> </li> </ul> </li> <li>- WHO WILL BE PRESENT DURING PRESENTATION?               <ul style="list-style-type: none"> <li>o CANDIDATE</li> <li>o CHAIRPERSON/SUPERVISOR</li> <li>o TWO (2) EXAMINERS</li> </ul> </li> <li>- WHO WILL BE HOSTING THE ONLINE PRESENTATION?               <ul style="list-style-type: none"> <li>o SUPERVISOR WILL HOST THE ONLINE PRESENTATION.</li> <li>o SUPERVISOR NEEDS TO RECORD THE VIDEO DURING THE EVALUATION.</li> </ul> </li> </ul>
<b>MASTER PROJECT 2</b>	<ul style="list-style-type: none"> <li>- PRESENTATION IS BASED ON ONLINE PRESENTATION (WEBEX, ZOOM, GOOGLE MEET)</li> <li>- DURATION FOR PROJECT 2 PRESENTATION               <ul style="list-style-type: none"> <li>o 40 MINUTES ONLINE PRESENTATION                   <ul style="list-style-type: none"> <li>▪ (25 MINUTES FOR PRESENTATION, 5 MINUTES BREAKS, 15 MINUTES QUESTION AND ANSWER)</li> </ul> </li> </ul> </li> <li>- WHO WILL BE PRESENT DURING PRESENTATION?               <ul style="list-style-type: none"> <li>o CANDIDATE</li> <li>o CHAIRPERSON/SUPERVISOR</li> <li>o TWO (2) EXAMINERS</li> </ul> </li> <li>- WHO WILL BE HOSTING THE ONLINE PRESENTATION?               <ul style="list-style-type: none"> <li>o SUPERVISOR WILL HOST THE ONLINE PRESENTATION.</li> <li>o SUPERVISOR NEEDS TO RECORD THE VIDEO DURING THE EVALUATION</li> </ul> </li> </ul>



### APPENDIX 3 : SUBMISSION GUIDELINE OF MASTER PROJECT 1 COMPLETE REPORT AFTER PRESENTATION



## APPENDIX 4: GUIDELINE SUBMISSION COMPLETE REPORT AND HARDBOUND MASTER PROJECT 2 AFTER PRESENTATION

**Dateline: Before  
9th July 2021**

Do MP2 report correction.  
Report correction must be checked  
and verified by supervisor/examiners

Correction  
Accepted?

**REJECTED**

**ACCEPTED**

**Deadline:  
12th July 2021**

Upload all required documents  
to the E-learning System

**Dateline: Between  
15<sup>th</sup> July – 19<sup>th</sup> July 2021**

Academic Office will check the  
FORMAT of submitted report

Formatted  
report  
accepted?

**REJECTED**

Academic Office  
will notify  
student to REDO  
the corrections

**Dateline: Between  
12<sup>th</sup> July – 26<sup>th</sup> July  
2021**

Academic Office will be issuing the  
validation formatting checking  
approval and email to student

Do Master Thesis Binding

**Dateline:  
Before 26th July 2021**

Submit Thesis to faculty

Report **MUST BE PREPARED** according to the  
thesis guidelines and template provided by UTM.

**Softcopy submission documents (Item 1-6)  
and compressed in zip file**

1. One (1) Copy of Complete Project report (in  
**.docx and pdf format**)
2. Copy of Complete Meeting record report (in  
**.pdf format**)
3. Correction Table List (in **.pdf format**)
4. Copy of Turnitin Report must be less than  
20% for each chapter (in **.pdf format**)
5. Copy of Slide presentation (in **.pptx and .pdf  
format**)
6. Copy of Graduation Form

Example zip File submission:

Studentname\_matric#\_coursecode(section)

NILAM NUR AMIR SJARIF\_ MAN191047\_ MANB2015(01)

Please inform (email/contact) the  
Academic office for the updating version  
once you re-upload to the E-learning  
system

### FOR HARBOUND THESIS SUBMISSION TO FACULTY:

1. One (1) copy Hardcover report for each supervisor
2. Two (2) Copy of CD validation submission form.

**The CD must include items 1-6 as listed in softcopy  
submission**

\*Please attach the CD together in Thesis Hardbound

### **\*\* Suggestion for printing service shop Information:**

#### 1. **Five Bamboo Trading & Service**

Address:

MS 011 (ARAS G), UTC Keramat Mall,

54000 Kuala Lumpur

Contact No: 019-3473795

Email: [5bamboo.official@gmail.com](mailto:5bamboo.official@gmail.com) (make sure to  
leave your phone number)

#### 2. **Infinity Printing & Stationary**

Address:

Lot 1-3 Residensi UTM KL,

No 8, Jalan Maktab,

54000 Kuala Lumpur,

Phone No: 03-27338426/27

Email: [infinity.utmkl@gmail.com](mailto:infinity.utmkl@gmail.com) (make sure to leave  
your phone number)

### **\*\*Important Notes:**

- Ensure student receive the formatting approval  
from academic office. The printing shop will  
proceed once the student shows validation  
formatting checking approval
- Due to the student not allowed come to faculty  
for this semester, the printing shop (refer to  
the printing shop as given ONLY) agree to help  
in collecting and deliver the thesis to faculty  
later.
- The student needs to contact the printing shop  
that have been suggested for further details.

For any enquiry about the thesis formatting and email approval, kindly contact **Mdm Atikah** ( Academic Office).

Email : [nurulatikah.im@utm.my](mailto:nurulatikah.im@utm.my) ; Phone No. 03- 21805217 ( Office Hour Only)