



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

**Fakulti Teknologi  
dan Informatik Razak**

# **MASTER PROJECT BRIEFING**

## **CONTENTS:**

- Course Code
- 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 CODE

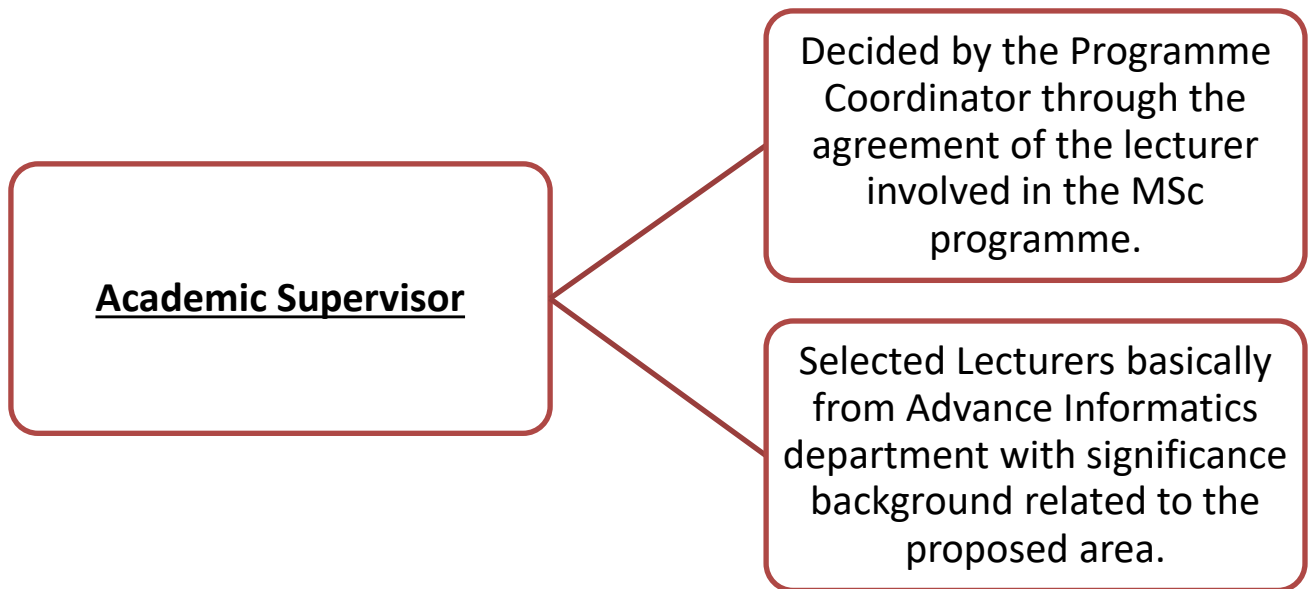
## Project 1 Course Code

- **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

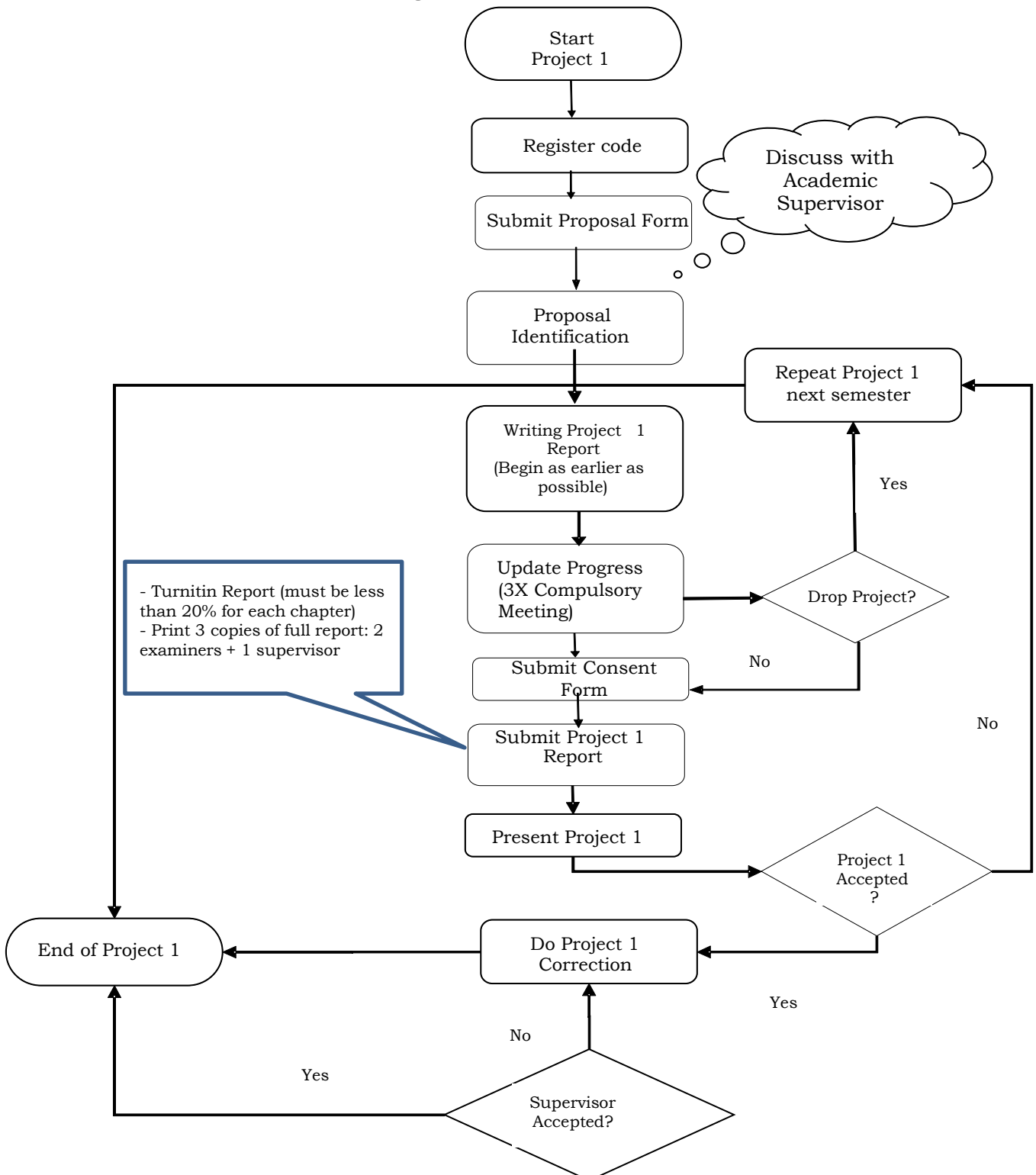
- **MANB2027 – MSc (Business Intelligence & Analytics)**
- ***MANQ2087 – MSc (Informatics)***
- **MANA2027 – MSc (Information Assurance)**
- **MANN2087 – MSc (Computer Systems Engineering)**
- **MANP2126 – Master of Software Engineering**

# ACADEMIC SUPERVISOR



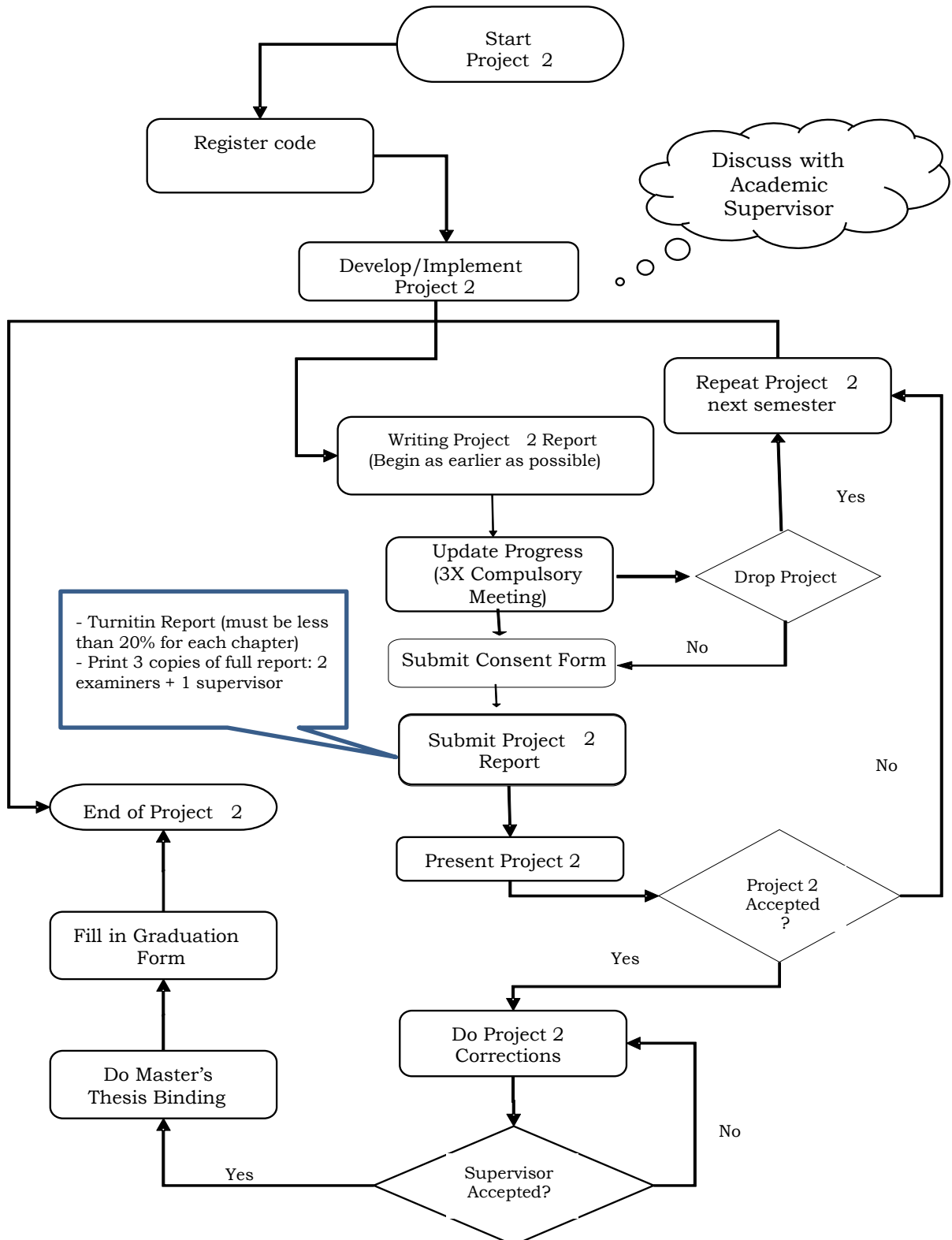
# PROCESS FLOW

## -Project 1 Phase-



# PROCESS FLOW

## -Project 2 Phase-



# MASTER PROJECT REPORT

## PROJECT 1 Report

- *To be submitted end of Project 1 – refer to Project Schedule Planning*
- Outline/Formatting: Refer to UTM Master Thesis Guideline (refer to this link: [https://sps.utm.my/wp-content/uploads/2020/05/THESIS\\_19.5.2020\\_hazarina.pdf](https://sps.utm.my/wp-content/uploads/2020/05/THESIS_19.5.2020_hazarina.pdf) @ <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 Schedule Planning*
- Outline/Formatting: Refer to UTM Master Thesis Guideline (refer to this link: [https://sps.utm.my/wp-content/uploads/2020/05/THESIS\\_19.5.2020\\_hazarina.pdf](https://sps.utm.my/wp-content/uploads/2020/05/THESIS_19.5.2020_hazarina.pdf) @ <http://razak.utm.my/master-project/> for thesis manual, thesis template and thesis cover)

# MASTER PROJECT REPORT CONTENT

## PROJECT 1

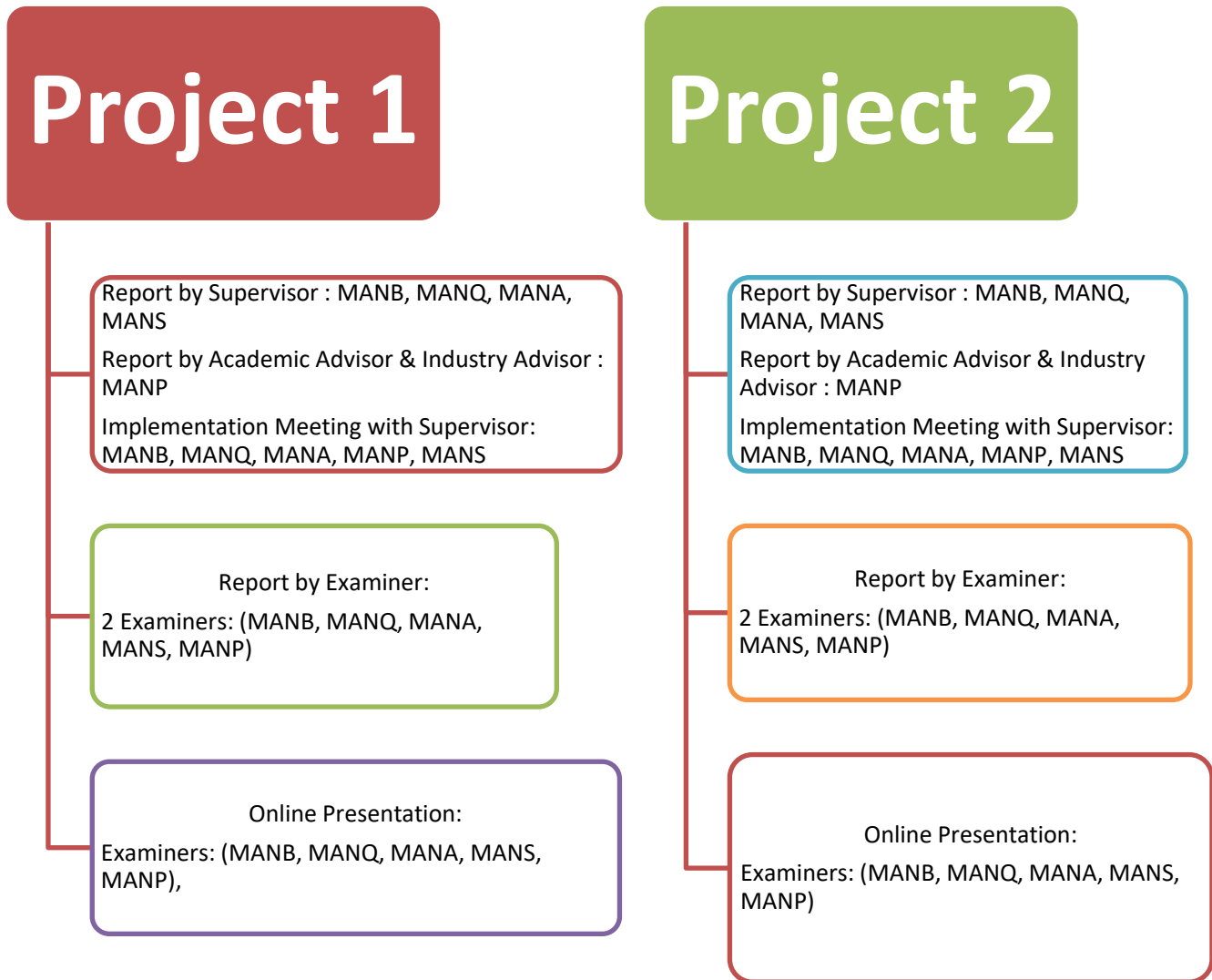
- Abstract, Abstrak, Acknowledgement etc
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Project Methodology
- Chapter 4: Initial Findings
- Chapter 5: Conclusion
- References
- Appendices

## PROJECT 2 (MASTER PROJECT THESIS)

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

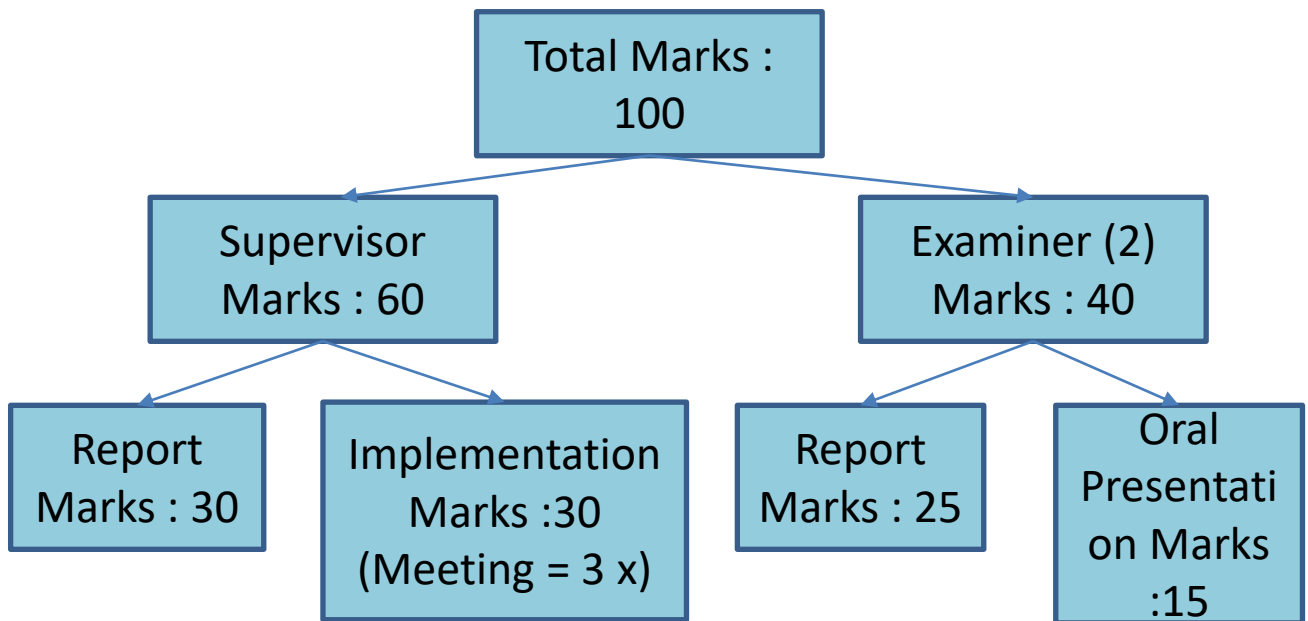


# ASSESSMENT

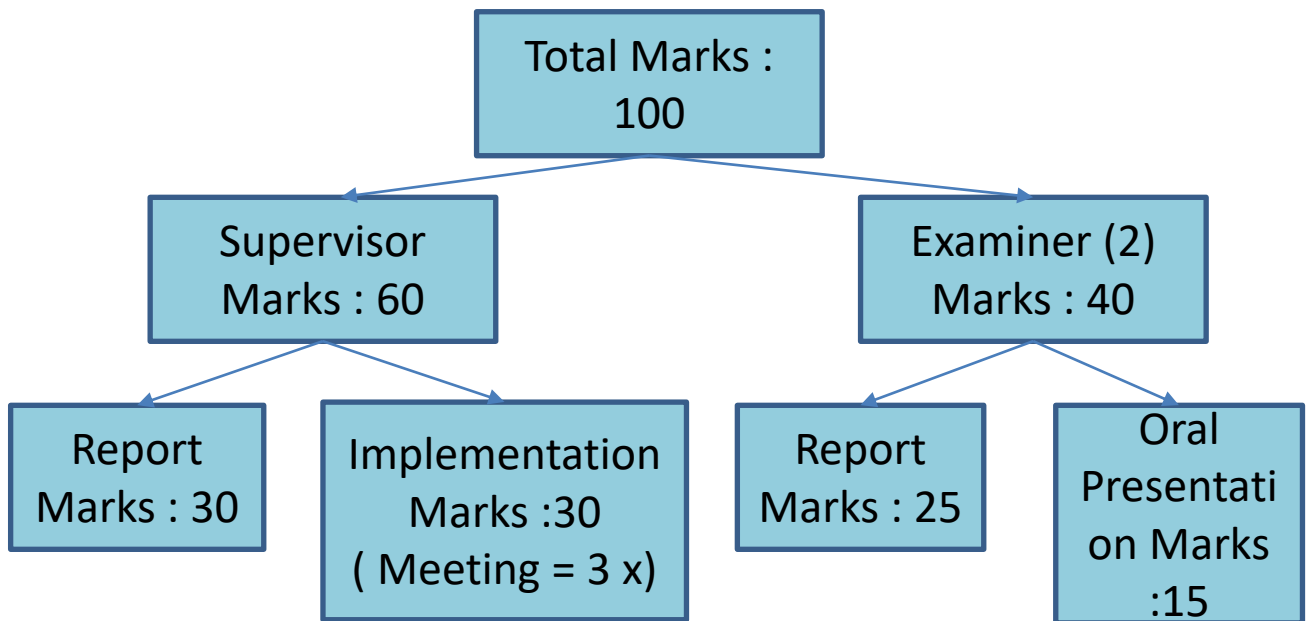


Student is **COMPULSORY** to provide List of Correction table along with corrected thesis to the examiner 1 and supervisor.


# 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 during the project briefing) and planning wisely accordingly to the date given for the project implementation.

Students need to submit the proposal form for project 1 only; and consent form for project 1&2

Students is required to follow new UTM Thesis format. Refer to this [https://sps.utm.my/wp-content/uploads/2020/05/THESIS\\_19.5.2020\\_hazarina.pdf](https://sps.utm.my/wp-content/uploads/2020/05/THESIS_19.5.2020_hazarina.pdf)

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 to maximum FOUR weeks after presentation**

Communicate with academic supervisor at least **THREE (3)** times meeting per semester so that the students will be on track for their project.

# IMPORTANT DATES

## IMPORTANT DATES OF COURSE REGISTRATION FOR POSTGRADUATE PROGRAMME SEMESTER II, 2020/2021 SESSION

### LATE COURSE REGISTRATION (WITH PENALTY)

JB : 14 – 18 MARCH 2021

KL : 15 – 19 MARCH 2021

*(With penalty RM100 per course)*

### AMENDMENT OF COURSE REGISTRATION (WITH PENALTY)

JB : 28 MARCH – 1 APRIL 2021

KL : 29 MARCH – 2 APRIL 2021

*(With penalty RM100 per course)*

### FACULTY CHECK & REMIND STUDENTS WHO DID NOT REGISTER COURSES

JB : 11 APRIL – 13 MAY 2021

KL : 12 APRIL – 14 MAY 2021



### COURSE REGISTRATION (ONLINE)

1 – 13 MARCH 2021

### AMENDMENT OF COURSE REGISTRATION (ONLINE)

21 – 27 MARCH 2021

### COURSE WITHDRAWAL (TD)

JB : 4 APRIL – 13 MAY 2021

KL : 5 APRIL – 14 MAY 2021

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

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

Prepared by  
AMD | Jan 2021

# IMPORTANT DATES OF MASTER PROJECT

**MP1 & MP2 BRIEFING:**  
**24th March 2021/ 27th March 2021**

**SUBMISSION OF PROPOSAL FORM :**  
**24<sup>th</sup> MARCH 2021 – 2<sup>th</sup> APRIL 2021**

**COMPULSORY MEETING 1**  
**29<sup>th</sup> MARCH 2021 – 4<sup>th</sup> APRIL 2021**

**IMPLEMENTATION MEETING 1**  
**5<sup>th</sup> APRIL 2021 – 11<sup>st</sup> APRIL 2021**

**COMPULSORY MEETING 2**  
**12<sup>nd</sup> APRIL 2021 – 18<sup>th</sup> APRIL 2021**

**IMPLEMENTATION MEETING 2**  
**19<sup>th</sup> APRIL – 25<sup>th</sup> APRIL 2021**

**COURSE WITHDRAWAL :**  
**5<sup>th</sup> APRIL 2021 – 14<sup>th</sup> MAY 2021**

**COMPULSORY MEETING 3**  
**26<sup>th</sup> APRIL 2021 – 2<sup>nd</sup> MAY 2021**

**IMPLEMENTATION MEETING 3**  
**3<sup>rd</sup> MAY 2021 – 9<sup>th</sup> MAY 2021**

**SUBMISSION PRESENTATION CONSENT FORM:**  
**DEADLINE: 14<sup>th</sup> MAY 2021**

**SUBMISSION PROJECT REPORT TO ELEARNING:**  
**DEADLINE: 28<sup>th</sup> MAY 2021**

**SUBMISSION PROJECT REPORT TO EXAMINER:**  
**DATELINE : 31<sup>st</sup> MAY 2021 – 4<sup>th</sup> JUNE 2021**

**MASTER PROJECT 1& 2 PRESENTATION:**  
**7<sup>th</sup> JUNE 2021 – 18<sup>th</sup> JUNE 2021**

**FINALIZING MP1 & MP2 REPORT CORRECTION:**  
**DEADLINE: 9<sup>th</sup> JULY 2021**

**SUBMISSION OF COMPLETE REPORT AFTER CORRECTION MP1 & MP2 TO ELEARNING:**  
**DEADLINE: 12<sup>th</sup> JULY 2021**

**SUBMISSION OF HARDBOUND AND CD FOR MP2:**  
**DATELINE: 12<sup>th</sup> JULY 2021 UNTIL 26<sup>th</sup> JULY 2021**

# IMPORTANT DATES FOR PROJECT 1 & Project 2

DATE	ACTIVITY	REMARKS
Week 0 1 March - 14 March 2021	<b>Courses Registration (ONLINE): 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): 15<sup>th</sup> - 18<sup>th</sup> March 2021</b>	<b>Courses Late Registration (with Penalty): 15<sup>th</sup> - 18<sup>th</sup> March 2021</b>
Week 22 22 March - 28 March 2021	<b>MP1 and MP2 Briefing: 24<sup>th</sup> March 2021, 11.00 am – 12.30 pm (Package 1) 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: INFORMATIK_MP 1/2 NAME (MATRIC NO) INFORMATIK_MP1 NILAM NUR (MAN111111)</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>
	<b>Compulsory Meeting 1 (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>
Week 23 29 March - 4 April 2021		<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 (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>If <b>NO progress</b> is observed, student should be advised to <b>withdrawal</b> Master Project.</li> </ul>
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: 5<sup>th</sup> April 2021 – 14<sup>th</sup> May 2021</b>
	<b>MP1 and MP2: Submission Of <b>Presentation Consent Form</b> before 14<sup>th</sup> May 2021 to eLearning system</b> (must be duly signed by supervisor)	<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 form 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) Deadline: 28<sup>th</sup> May 2021</b>	<b>PROJECT 1 and PROJECT 2</b> students are required to:
	<b>MP1 and MP2:</b> <ol style="list-style-type: none"> <li>1 copy of project report (softcopy in pdf format)</li> <li>Copy Meeting record (softcopy in pdf format)</li> <li>Turnitin Report must be less than 20% for each chapter (softcopy in pdf format)</li> <li>Slide presentation (softcopy in pdf format)</li> </ol>	<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_matrix#_coursecode(section)</p>

			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 – 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 <u>elearning</u>.</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</b> students are required to: <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:</b> Submit the documents (Documents 1-5 and compressed in .zip file) through <b>eLearning system</b>  Example zip File submission: Studentname_matric#_coursecode(section) NILAM NUR AMIR SJARIF_ MAN191047_ MANB2015(01)  <b>MP2:</b> Submit the documents (Documents 1- 6 and compressed in zip file) through <b>eLearning system</b>
		<b>MP2: STUDENT NEEDS TO SUBMIT THE SOFTCOPY USING ELEARNING AND HARDBOUND THESIS</b>  <b>FOR SOFTCOPY SUBMISSION THROUGH ELEARNING:</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 (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>	Studentname_matric#_coursecode(section) NILAM NUR AMIR SJARIF_ MAN191047(01)  <b>**Important Notes:</b> <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>
		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>	
		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>	
Week 39	19 July – 25 July 2021	<b>SUBMISSION OF HARDBOUND AND CD FOR MASTER PROJECT 2</b>	<b>For the MP 2 Hardbound Process:</b>  <b>1. Students are required to follow the thesis guidelines and templates provided by UTM.</b>



		<p><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 (in .pdf format) 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>
Week 40	26 July – 1 August 2021	FINAL BREAK FOR SEMESTER 2 – 2020/2021	

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)

# GUIDELINE ONLINE PRESENTATION FOR MASTER PROJECT 1 MASTER PROJECT 2

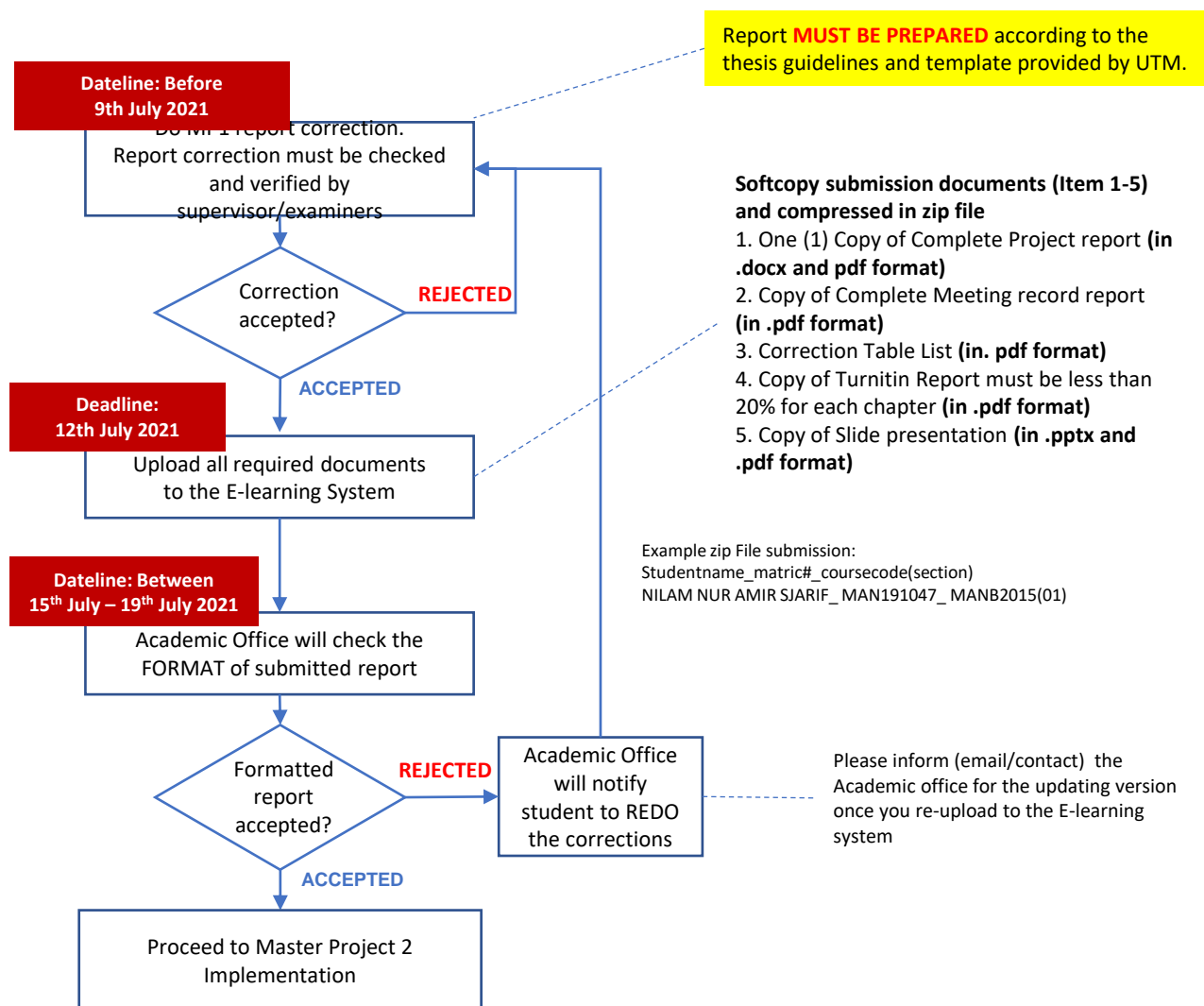
## APPENDIX 2: GUIDELINE ONLINE PRESENTATION FOR MASTER PROJECT 1 & MASTER PROJECT 2

MASTER PROJECT 1	<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>
MASTER PROJECT 2	<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>

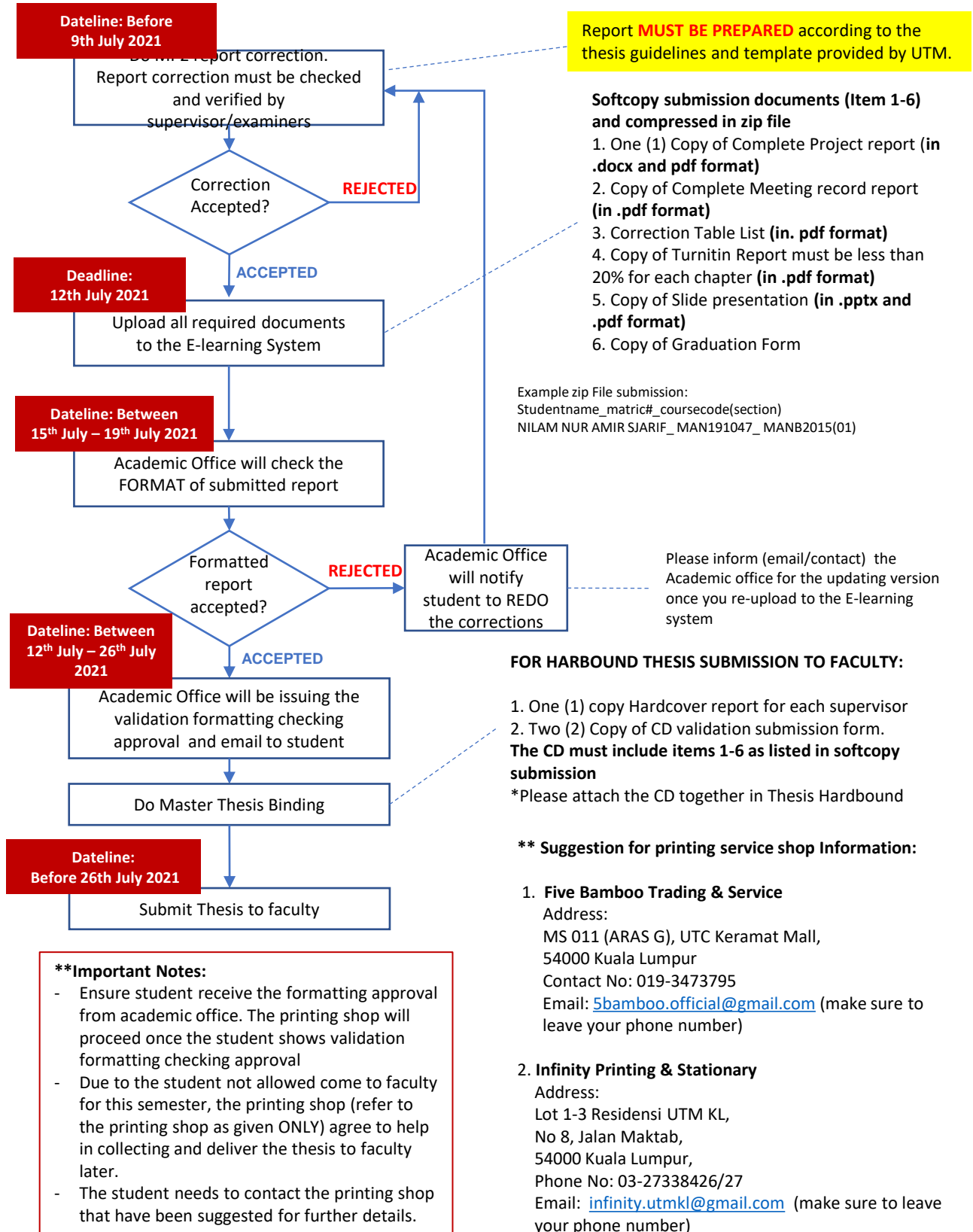
\*Please take note that these dates are subjected to change according to the new academic calendar Notes  
 -- Please prepare your writing as early as possible to avoid last minute preparation.

For any enquiry, kindly contact Master Project Coordinator for Informatics Department:  
 Dr Nilam Nur Binti Amir Sjarif  
 Email: [nilamnur@utm.my](mailto:nilamnur@utm.my)  
 Whatsapp: 017-2027071

### 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



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)

# THESIS COVER DETAILS FOR MASTER DEGREE?

**Figure 2.1 Thesis Cover Details for Master's Degree**



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

Source Pg 19 : [https://sps.utm.my/wp-content/uploads/2020/05/THESIS\\_19.5.2020\\_hazarina.pdf](https://sps.utm.my/wp-content/uploads/2020/05/THESIS_19.5.2020_hazarina.pdf)

# THANK YOU & ALL THE BEST

DR. NILAM NUR BINTI AMIR SJARIF

MASTER PROJECT COORDINATOR (INFORMATICS DEPARTMENT)

03-22031408 @ 0172027071 (Whatapp)

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