

# MP SYMPOSIUM BRIEFING

#### DR. NELIDYA MD YUSOFF

#### (Master Project Coordinator) Razak Faculty of Technology And Informatics

#### **IMPORTANT DATES**

#### COMPULSORY MEETING 4 31 MAY 2021 – 4 JUNE 2021

PRE-RECORDED VIDEO SUBMISSION DEADLINE: 13 JUNE 2021 (BEFORE 12 NOON)



PROJECT PRESENTATION @ SYMPOSIUM 23 & 24 JUNE 2021\*

> COMPULSORY MEETING 5 21 JUNE 2021 – 25 JUNE 2021

SUBMISSION OF PROJECT REPORT DEADLINE: 15 JULY 2021

SUBMISSION OF FINALIZED MASTER PROJECT REPORT (MP 2) 26 JULY 2021 – 15 AUGUST 2021

#### **GUIDELINES FOR MASTERS PROJECT ONLINE PRESENTATION (MP1 & MP2)**

Item	Details of Implementation	Remarks
Preparation Before Presentation	<ul> <li>Pre-Record video presentation.</li> <li>Students are required to prepare a presentation file with voice narration (aka Voice over PPT). The video file must be in the MP4 format.</li> </ul>	Pre-recorded video can be done by referring to this link: <u>https://support.office.com/en-</u> us/article/record-a-slide-show-with- narration-and-slide-timings-0b9502c6- <u>5f6c-40ae-b1e7-e47d8741161c</u>
	Submission of pre-recorded video: E-learning portal. Pre-recorded video submission deadline: 13 <sup>th</sup> June 2021	Students are required to submit the pre- recorded video through <u>elearning.utm.my</u> based on subject code for MP1 or MP2.
	Online Presentation Schedule	The online presentation schedule will be emailed to all students and will be uploaded to MP website. ( <u>https://razak.utm.my/master-project/</u> )
During Presentation	<ul> <li>Standby 10 minutes before the scheduled time.</li> <li>20 minutes pre-recorded video needs to be assessed by panel of examiners before the presentation day.</li> <li>Duration for online presentation session (via Webex) <u>Master Project 1</u> <ul> <li>15 Minutes Q&amp;A Session with Panel of Examiners <u>Master Project 2</u></li> <li>20 Minutes Q&amp;A Session with Panel of Examiners</li> </ul> </li> </ul>	Webex invitation link will be emailed to the students by RFTI Academic Office.
Attendees	<ul> <li>Who should be present during online presentation session?</li> <li>Candidate</li> <li>Chairperson</li> <li>Two (2) Examiners</li> </ul>	Google form will be used by the chairperson and examiners during the session.
Host	<ul> <li>Who will host the online presentation session?</li> <li>Chairperson will host the online Q&amp;A session.</li> <li>Chairperson needs to record the video during the evaluation.</li> </ul>	

# **PRE-RECORDED VIDEO**

- Students are required to prepare a presentation file with voice narration (aka Voice over PPT). The video file must be in the MP4 format.
- Pre-recorded video can be done by referring to this link: <u>https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c</u>
- Example:
   <u>Pre-recorded video</u>

#### **DOCUMENTS THAT NEED TO BE SUBMITTED:**

- Pre-recorded video (Voice over PPT MP4)
- Presentation slides (.pdf)

#### HOW TO SAVE THE FILE NAME:

MP1/MP2 (COURSECODE) – NAME-MATRIC NO

EXAMPLE:

MP1(MRSE1914)-NELIDYA MD YUSOFF-MRS191205 MP2(MRSE2926)-NELIDYA MD YUSOFF-MRS191205

#### **PRESENTATION SCHEDULE**

Will be emailed to all students and will be uploaded to MP website. (<u>https://razak.utm.my/master-project/</u>)



#### **DURING PRESENTATION**

- Standby 10 minutes before the scheduled time.
- 20 minutes pre-recorded video needs to be assessed by panel of examiners before the presentation day
- Duration for online presentation session (via Webex)

Master Project 1

□ 15 Minutes Q&A Session with Panel of Examiners

Master Project 2

**20** Minutes Q&A Session with Panel of Examiners

	SUBMISSION OF PROJECT REPORT <u>Deadline: 15<sup>th</sup> July 2021</u>	• Students are required to ensure ALL listed items are submitted.
	<ul><li>MP1:</li><li>1. Copy of Project Report (pdf format)</li><li>2. Copy of verified meeting record (pdf format)</li></ul>	<b>MP1:</b> Submit ALL documents (Documents 1-2 and compressed to .zip file) to E-learning portal.
Week 18 12 <sup>th</sup> – 16 <sup>th</sup> July 2021	<ul> <li>MP2:</li> <li>1. Copy of Project Report (.pdf format)</li> <li>2. Copy of verified meeting record (in .pdf format)</li> <li>3. Copy of Turnitin report - must be less than 20% for each chapter (in .pdf format)</li> <li>4. Copy of presentation slides (in .pptx and .pdf format)</li> <li>5. Submission form (in .pdf format)</li> <li>6. Copy of IC (kindly cross the copy)</li> <li>7. Graduation form (in .pdf format)</li> <li>Project Report preparation must follow UTM Thesis Manual</li> <li>(http://razak.utm.my/master-project/mp-resources/)</li> </ul>	<ul> <li>MP2: Submit ALL documents (Documents 1-6 and compressed to .zip file) to E-learning portal.</li> <li>Example of file submission: MP1/MP2 (COURSECODE) - NAME-MATRIC NO MP1(MRSE1914) - NELIDYA MD YUSOFF - MRS191205 MP2(MRSE2926) - NELIDYA MD YUSOFF - MRS191205</li> <li>All documents must be duly verified by supervisor (Digital Signature /Scan document with signature).</li> <li>Failure to submit will cause results to be held back.</li> </ul>

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### **MP REPORT CONTENT**

# **MASTER PROJECT 1**

- Abstract, Abstrak, Acknowledgement, Table of Content, etc
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Methodology
- Initial Findings and Expected Outcome
- References
- Gantt Chart
- Appendices

Refer to Master Project Handbook: <u>https://razak.utm.my/master-project/wp-content/uploads/sites/234/2016/03/Handbook-of-MP-UTMRS-070316-Final-Edition.pdf</u>

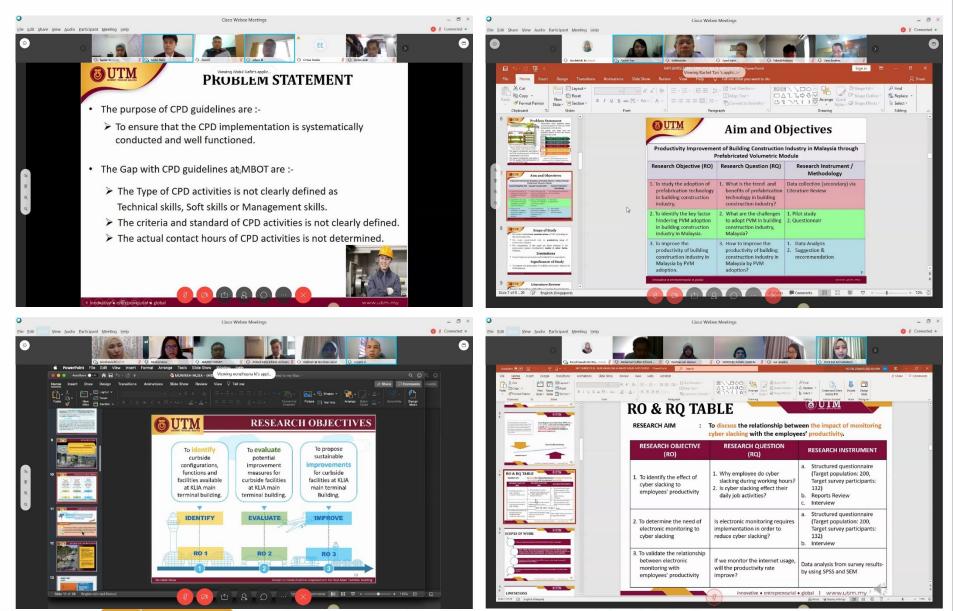
#### **MP REPORT CONTENT**

## **MASTER PROJECT 2**

- Abstract, Abstrak, Acknowledgement, Table of Content, etc
- Chapter 1: Introduction
- Chapter 2: Literature Review
- Chapter 3: Methodology
- Chapter 4: Results and Discussions
- Chapter 5: Conclusion
- References
- Appendices

Refer to Master Project Handbook: <u>https://razak.utm.my/master-project/wp-content/uploads/sites/234/2016/03/Handbook-of-MP-UTMRS-070316-Final-Edition.pdf</u>

#### MP SYMSPOSIUM 2020/2021 - 1



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# Thank You & All The Best...





#### **PRE-RECORDED VIDEO & PRESENTATION SLIDES SUBMISSION VIA E-LEARNING**

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Announcements Master Project I requires the student to prepare a research proposal for his/her research in two semesters which covers Master Project I and Master Project 2. The scope of the project should be related systems engineering. Master Project I includes the introduction (problem formulation, problem statement, research objectives and scope), literature review, methodology, the proposed method of sol and planning for Master Project 2. In Master Project 1, the student is required to write a report as well, as to present and defend his/her research proposal. Thus, the student is expected to demonstrate ability to identify and plan solutions to the identified problems.	ution
Topic 1	
B SUBMISSION OF PRE-RECORDED VIDEO & PRESENTATION SLIDES	
Kindly submit the following items before 13th JUNE 2021 (before 12 NOON). Pre-recorded Video (.MP4 format only)	
Presentation Slides (.pdf format only)         Thank you and stay safe!	