RAZAK FACULTY OF TECHNOLOGY AND INFORMATICS
MASTER PROJECT SCHEDULE
SEMESTER 2 SESSION 2020/2021

https://razak.utm.my/master-project/

	DATE	ACTIVITY	REMARKS
Week 0	1st -13th March 2021	Online Course Registration **https://my.utm.my**	**Courses Registration: 1st -13th March 2021**
Week 1	15th – 19th March 2021	Submission of project proposal form to RFTI Academic Office via **rf-akademik @utm.my** by **17th March 2021**.	**Courses Late Registration (with Penalty): 15th - 19th March 2021**
Week 2	22nd – 26th March 2021	**MP1 and MP2 Briefing Session: 27th March 2021, 1 pm**	https://utm.webex.com/meet/Nelidya
Week 3	29th – 2nd April 2021	**MP1:** • Nomination of supervisor. • Further discussion to revise proposal with individual supervisor.	• Student to communicate with supervisor to set the first meeting date.
Week 4	5th – 9th April 2021	**Compulsory Meeting 1** **(via virtual online meeting)** • **MP1:** Discussion on proposed proposal • **MP2:** Discussion on the Chapter 3 (Implementation)	• If student needs to change supervisors (for any reason) or vice versa, the deadline is at the end of **WEEK 5** (please follow procedure in the **Project Handbook / Master Project website**). **Course Withdrawal: 5th April 2021 – 14th May 2021** **Awal Ramadhan: 13th April 2021**
Week 5	12th – 16th April 2021		
Week 6	19th – 23rd April 2021	**Project implementation**	• If **NO progress** is observed, student is advised to **withdraw** this course (MP1/MP2).
Week 7	26th - 30th April 2021	**Compulsory Meeting 2** **(via virtual online meeting)** • **MP1:** Discussion on Chapter 1 and Chapter 2 • **MP2:** Discussion on Chapter 3 and Chapter 4 (Data Collection and Analysis)	• Direct communication with supervisor. If **NO progress** is observed, student is advised to **withdraw** this course (MP1/MP2). **Nuzul Al-Quran: 29th April 2021**
Week 8	3rd - 7th May 2021	**Project Implementation**	
Week 9	10th – 14th May 2021	**MID SEM BREAK**	**Hari Raya Aidilfitri: 12th - 13th May 2021**
Week 10	17th – 21st May 2021	**Compulsory Meeting 3** **(via virtual online meeting)** • **MP1:** Discussion on Chapter 3 and Project Report • **MP2:** Discussion on Chapter 5 and Project Report **MP1 and MP2:** Student must submit the **Presentation Consent Form** to RFTI Academic Office (must be duly signed by supervisor).	• Student is required to get approval from his/her supervisor for the Master Project presentation. • Please use the "Presentation Consent" form. • Final date for submission of Presentation Consent Form is on the **7th June 2021**, after which, the Master Project committee has the right to exclude student's name from the presentation schedule.
Week 11	24th – 28th May 2021	**Project Implementation**	• **MP Symposium Briefing via Webex:** *TBA* **Wesak Day: 26th May 2021**
Week 12	31st May - 4th June 2021	**Recommended Meeting 4** **(via virtual online meeting)** • **MP1 & MP2:** Discussion on Project Report and Presentation Materials.	• Discussion with supervisor on the content of pre-recorded video.
Week 13	7th – 11th June 2021	**Project Implementation**	• **Presentation Consent Form Deadline: 7th June 2021**

Subject to change
Updated: May 2021   1

Week	Date		
Week 14	14th - 18th June 2021	• **MP1 & MP2:** Final discussion with supervisor on the preparation for symposium.	• **Pre-recorded video submission deadline: 13th June 2021 (before 12 noon)** (Submit the video through elearning.utm.my based on subject code for MP1 or MP2). **Hari Keputeraan Agong: 7th June 2021**
Week 15	21st - 25th June 2021	***PROJECT PRESENTATION @ SYMPOSIUM**	• **Symposium date: 23rd & 24th June 2021** • **Please Refer to Guideline Online Presentation in page 3.**
Week 16	28th June – 2nd July 2021	**Recommended Meeting 5 (via virtual online meeting)**	Discussion on comments or suggestion obtained during MP Symposium for improvement.
Week 17	5th – 9th July 2021	Finalizing MP1/MP2 Project Report	**MP1 and MP2:** Corrections, editing, binding and validation.
Week 18	12th – 16th July 2021	**SUBMISSION OF PROJECT REPORT** **Deadline: 15th July 2021** **MP1:** 1. Copy of Project Report (pdf format) 2. Copy of verified meeting record (pdf format) **MP2:** 1. Copy of Project Report (.pdf format) 2. Copy of verified meeting record (in .pdf format) 3. Copy of Turnitin report - must be less than 20% for each chapter (in .pdf format) 4. Copy of presentation slides (in .pptx and .pdf format) 5. Submission form (in .pdf format) 6. Copy of IC (kindly cross the copy) 7. Graduation form (in .pdf format) Project Report preparation must follow UTM Thesis Manual **(http://razak.utm.my/master-project/mp-resources/)**	• Students are required to ensure ALL listed items are submitted. **MP1**: Submit ALL documents (Documents 1-2 and compressed to .zip file) to E-learning portal. **MP2:** Submit ALL documents (Documents 1-6 and compressed to .zip file) to E-learning portal. Example of file submission: **MP1/MP2 (COURSECODE) – NAME-MATRIC NO** MP1(MRSE1914) - NELIDYA MD YUSOFF - MRS191205 MP2(MRSE2926) - NELIDYA MD YUSOFF - MRS191205 • All documents must be duly verified by supervisor (Digital Signature /Scan document with signature). • Failure to submit will cause results to be held back.
Week 19	19th – 23rd July 2021	Duration for supervisor to submit MP marks to RFTI Academic Office. **(Deadline: 19th July 2021)**	Supervisors need to email the MP marks to **rf-akademik@utm.my**
		Duration for coordinator to key-in marks in GSMS and preparation for OBE. **(Deadline: 23rd July 2021)**	**Hari Raya Aidiladha: 20th July 2021**
Week 20 - 21	26th July – 15th August 2021	Submission of Finalized Master Project Report (after completion of format checking by Academic Office) **(MP2 only)**	**MP2:** Submit the Project Report to E-learning portal. Example of file submission: **MP2 (COURSECODE) – NAME-MATRIC NO** MP2(MRSE2926) - NELIDYA MD YUSOFF - MRS191205

GUIDELINES FOR MASTERS PROJECT ONLINE PRESENTATION (MP1 & MP2)

Item	Details of Implementation	Remarks
Preparation Before Presentation	Pre-Record video presentation. - 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: https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c
	Submission of pre-recorded video: E-learning portal. **Pre-recorded video submission deadline: 13th June 2021**	Students are required to submit the pre-recorded video through elearning.utm.my 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. (https://razak.utm.my/master-project/)

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
		Webex invitation link will be emailed to the students by RFTI Academic Office.

Attendees	- Who should be present during online presentation session?
	  ○ Candidate
	  ○ Chairperson
	  ○ Two (2) Examiners
		Google form will be used by the chairperson and examiners during the session.

Host	- Who will host the online presentation session?
	  ○ Chairperson will host the online Q&A session.
	  ○ Chairperson needs to record the video during the evaluation.	

For any enquiry, kindly contact Master Project Coordinator for Engineering & Technology and Science, Management & Design Department:

Dr. Nelidya Md. Yusoff
Email: nelidya.kl@utm.my
Whatsapp: 012-6998806