<table>
<thead>
<tr>
<th>Timeline</th>
<th>Students</th>
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<tr>
<td>4 to 5 weeks before the new trimester starts</td>
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<tr>
<td>1 month before the start of trimester</td>
<td>Will receive email from the FYP coordinator regarding the proposal of own FYP titles.</td>
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<tr>
<td>Three weeks to 1 week before the start of trimester</td>
<td>Students who wish to propose their own project titles must liaise with staff members for supervision and propose their titles (using the 'Template for FYP title proposal by students' form) to the respective FYP coordinator for approval with appropriate justifications three weeks before the start of trimester. Note: For all special cases with less than three weeks, discuss with your FYP coordinator. Announcement of the FYP title vetting result (especially, those rejected FYP titles &amp;/or FYP titles that require a revision with appropriate justifications).</td>
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<tr>
<td>One week before the start of trimester</td>
<td>Find the list of approved FYP titles on the FYP website (one week before the start of trimester)</td>
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<tr>
<td>Week 1</td>
<td>Understand the FYP rules and regulations</td>
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<td></td>
<td>Attend the FYP briefing session organized by the department.</td>
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<td></td>
<td>Understand the Procedure for the title registration uploaded to the FYP website.</td>
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<td></td>
<td>Download the “Title registration form” from the FYP website.</td>
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<td></td>
<td>Monday to Tuesday of week-1: Meet with supervisors to understand/discuss the project scope</td>
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<td></td>
<td>Wednesday of week-1: Supervisors will inform students of the selection offer/results</td>
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<td>Thursday &amp; Friday of week-1: Fill up the Title Registration Form (available on the FYP Website) once the project title is confirmed by the supervisor and get their approval</td>
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<td>Submit one copy of the signed “Title Registration Form” to the supervisor and the original form to the FYP coordinator. Students are required to keep one copy for their reference.</td>
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<td></td>
<td>If there is a co-supervisor for the project, then a copy of the signed form must be submitted to the co-supervisor</td>
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<td></td>
<td>If you have any issues with the title registration, discuss with your FYP coordinator.</td>
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<td></td>
<td>Discuss with supervisors on the FYP planning/tasks for the trimester and work under their direction.</td>
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<td></td>
<td>Discuss with supervisors and schedule your regular meetings with them. You must follow the schedule strictly.</td>
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<td>By Week 1 (Friday)</td>
<td>Ensure that you have</td>
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<tr>
<td></td>
<td>registered for the FYP and also own FYP title.</td>
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<tr>
<td></td>
<td>registered for the ‘Information Skill Programme’ organized by the library (the schedule is subject to changes).</td>
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<tr>
<td></td>
<td>discussed with supervisors on the FYP planning/tasks for the trimester</td>
</tr>
<tr>
<td></td>
<td>discussed and scheduled your regular meetings with supervisors.</td>
</tr>
<tr>
<td></td>
<td>attended the FYP briefing organized by the department.</td>
</tr>
<tr>
<td></td>
<td>Ensure that you have</td>
</tr>
<tr>
<td></td>
<td>registered for the FYP.</td>
</tr>
<tr>
<td></td>
<td>registered for the ‘Information Skill Programme’ organized by the library (the schedule is subject to changes).</td>
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<td></td>
<td>discussed with supervisors on the FYP planning/tasks for the trimester</td>
</tr>
<tr>
<td></td>
<td>discussed and scheduled your regular meetings with supervisors.</td>
</tr>
<tr>
<td></td>
<td>attended the FYP briefing organized by the department.</td>
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</table>
| Week 2 | Discuss with supervisors on the FYP planning/tasks for week-2 and work under their direction  
|        | Submit ‘FYP logbook’ to the supervisor(s) by Friday  
|        | Attend the ‘Information Skill Programme’ conducted by the library (the schedule is subject to changes)  
|        | Discuss with FYP supervisors of the following requirements (if applicable):  
|        | UTAR Research Ethics (to be submitted by supervisors): ethical clearance for Final Year Projects (FYP) involving human subjects or animals. If the FYP involving human subjects or animals is to be conducted in the laboratories, submit a copy of the approved ethical clearance form to the respective lab staff  
|        | Application for External FYP attachment (to be submitted by supervisors): for Final Year Projects that involve any attachment/collaboration with external institutions/organizations  
|        | Letter of undertaking and indemnity (to be submitted by students): for students whose FYP tasks require external involvement such as external visits for sample collection, testing, survey, and external meetings  
|        | Find out the various external/faculty level FYP competitions and requirements from the FYP website/FYP supervisor/FYP coordinator.  
| Week 3 (Fri) | Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.  
|            | Discuss with supervisors on the FYP planning/tasks for week-3 and work under their direction  
| Week 4 (Fri) | Discuss with supervisors on the FYP planning/tasks for week-4 and work under their direction  
|            | Submit ‘FYP logbook’ to the supervisor by Friday.  
| Week 5 (Fri) | Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.  
|            | Discuss with supervisors on the FYP planning/tasks for week-5 and work under their direction  
|            | Discuss with supervisors and plan for the FYP report.  
|            | Attend the talk on “Research Methodology and Report Writing” and the FYP reimbursement procedures (depending on the venue/students/instructor availability, the schedule is subject to changes). It is compulsory for FYP part-1 students whereas, it is optional for FYP part-2 students (if they have attended it during their FYP part-1).  
| Week 6 (Fri) | Discuss with supervisors on the FYP planning/tasks for week-6 and work under their direction  
|            | Submit ‘FYP logbook’ to the supervisor by Friday.  
| Week 7 (Fri) | Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.  
|            | Discuss with supervisors on the FYP planning/tasks for week-7 and work under their direction  
| Week 8 (Fri) | Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.  
|            | Discuss with supervisors on the FYP planning/tasks for week-8 and work under their direction  
|            | Submit ‘FYP logbook’ to the supervisor by Friday.  
| Week 9 | Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.  
|         | Discuss with supervisors on the FYP planning/tasks for week-9 and work under their direction  
| Week 10 (Fri) | Discuss with supervisors on the FYP planning/tasks for week-10 and work under their direction  
|            | Submit ‘FYP logbook’ to the supervisor by Friday.  
|            | Discuss with your supervisors and plan for the FYP poster submission.  
| Week 11 (Fri) | Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.  
|            | Discuss with supervisors on the FYP planning/tasks for week-11 and work under their direction  
|            | Submission of FYP posters (softcopy: pdf version and editable version) to the supervisor &/or FYP coordinator  
| Week 12 (Fri) | Discuss with supervisors on the FYP planning/tasks for week-12 and work under their direction  
|            | Submit ‘FYP logbook’ to the supervisor by Friday.  
|            | Announcement of shortlisted posters by the Final Year Project Committee.  

Week 13

- Discuss with supervisors if there are any comments/feedback from them on the performance or progress of the FYP.
- Discuss with supervisors on the FYP planning/tasks for week-13 and work under their direction.
- Prepare FYP progress report using the report writing guidelines provided.
- Check the originality of FYP report using the Turnitin. Ensure a similarity of \( \leq 20\% \), < 3% matching of individual sources and < 8 words of matching texts in continuous blocks.
- Print the similarity report from Turnitin.
- If the parameters of originality are not within the limits approved by UTAR, the report shall be sent to a special panel for plagiarism, and the student will be called to attend an inquiry before the panel.
- Download the ‘Supervisor’s Comment on Originality Report’ form and get it signed by the supervisors.

Week 14 (Mon)

For any issues on FYP submissions, discuss with the FYP coordinator.

- FYP Submission (Monday, week-14, by 4.00pm):
  1. Progress Report – 1 copy (discuss with the supervisor and print either single or double sided)
  2. TURNITIN report with \( \leq 20\% \) similarity, and < 3% matching of individual sources
  3. ‘Supervisor’s Comment on Originality Report’ Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)’ form
  4. Ensure that the FYP logbook is submitted to the supervisor

- A penalty applies for late submission:
  - Late submission after 4 pm, Week 14 Monday: deduction of 5 marks from the final marks
  - No submission after 4 pm, Week 14 Wednesday: FAIL (Grade F)

- Report submission venues: [http://fes.utar.edu.my/current-students/fyp/submission-venues](http://fes.utar.edu.my/current-students/fyp/submission-venues)

Week 14

- Oral presentation by students (The Oral presentation schedule will be uploaded to the FYP website in week 13/14)
- Submission of the hardcopy of FYP presentation slides during the oral presentation (2 copies: 1 to the supervisor and 1 to the moderator)

Week 14 (FYP Poster Competition)

- Visit MPH to interact with industry sponsors and witness your ‘SENIORS’ in action.
- FYP competition & Industry interaction Day
- It is compulsory for all FYP part-2 students to participate in the ‘FYP competition and Industry interaction’ Day (attendance will be taken)
- On the ‘FYP competition and Industry interaction’ Day, all FYP part-2 students are required to:
  1. write the summary of any three short-listed posters using the ‘Summary of FYP Posters’ template provided on the FYP website, and
  2. get it acknowledged by the FYP committee during the event.
- Those who cannot participate in the event due to medical conditions etc. must:
  1. inform the FYP coordinator prior to the event with appropriate justifications
  2. write the summary of any 3 short-listed posters (by referring to the short-listed posters uploaded online) using the ‘Summary of FYP Posters’ template provided on the FYP website.
  3. submit the MC (if medical conditions) or other appropriate documents to the FYP coordinator and get the ‘Summary of FYP Posters’ acknowledged.
### Note on Penalties:
- **Absenteeism** for the poster competition event without any appropriate supporting documents (such as a medical report from the government hospital, or a designated doctor or a report from the district officer or police officer or authorized government officer concerned if the absence is due to compassionate reasons), the Special Case Review panel is entitled to reduce the marks in the poster criteria to ZERO.
- **No submission** of the ‘Summary of Posters’ within the stipulated date/time, the Special Case Review panel is entitled to reduce the marks in the poster criteria to ZERO.

- Get the ‘Summary of FYP Posters’ (that has been acknowledged by the FYPC) verified by the FYP supervisor and then submit it to the laboratory during the final FYP submissions (‘Summary of FYP Posters’ is a compulsory document for the final FYP submissions to the lab).

### By Week 15 (Fri)
- Collection of commented/marketed report from the supervisor for making corrections
- Collection of commented/marketed reports from the supervisor and moderator for making the required corrections

### Week 16 (Fri)
- Make all required corrections to the Progress Report
- Make all required corrections to the Final Report

### Week 17 (Mon)
- Submission of commented/marketed progress report to the lab.
- A penalty applies for late submission
  - Late submission after 4 pm, Week 17 Monday: deduction of 5 marks from the final marks
  - No submission after 4 pm, Week 17 Wednesday: FAIL (Grade F)


### Final FYP submission:
1. Final Corrected Report (softbound): 1 copy
2. Turnitin Originality report with ≤ 20% similarity and < 3% matching of individual sources
3. ‘Supervisor’s Comment on Originality Report Generated by Turnitin for Submission of Final Year Project Report (for Undergraduate Programmes)’ form
4. Softcopy of items 1, 2 and 3 in a CD
5. Permission Sheet
6. ‘Summary of FYP Posters’ acknowledged by the FYPC and verified by the supervisor
7. Commented / Marked final reports (2 copies)
8. Lab declaration form (including claim forms, loan / reimbursement items): Refer to DLMSA for more details/guidelines (http://fes.utar.edu.my/current-students/fyp/reimbursement-requisition-procedures/)

A penalty applies for late submission.
- Late submission after 4 pm, Week 17 Monday: deduction of 5 marks from the final marks.
- No submission after 4 pm, Week 17 Wednesday: FAIL (Grade F)


### FYP Competitions
- **LKC FES** (Twice a year) - FYP poster competition, Tuesday, week 14. (Jan and May trimesters)
- **TSY** (Once a year) - Tan Sri Ir. Yusoff Ibrahim Prize (Jan and May Trimester students)
- **EDS** (Once a year) - IEEE Electron Devices Society (EDS) Malaysia Chapter Award of Excellence in Final Year Project (FYP) in Micro and Nanoelectronics Devices Participation: Upon Invitation (Jan and May Trimester students)
- **MY** (Once a year) - [IEEE/MY] IEEE Final Year Project (FYP) Online Competition Participation: Upon Invitation (May and Jan Trimester students)
- **DLA** (Twice a year) - Dr. Daphne Loke Award for Best Community Project (Jan and May Trimesters)
- **EPS** (Once a year) - IEEE EPS Malaysia Chapter (Jan and May Trimesters students)

### Note:
1. Refer to LMSA for more details on the laboratory rules and regulations, guideline and forms, etc. (link: [http://lkcfes.utar.edu.my/departments/dlmsa/](http://lkcfes.utar.edu.my/departments/dlmsa/))
2. Refer to library for more details on online resources, e-journal, database and etc. (link: [http://elibrary.utar.edu.my/](http://elibrary.utar.edu.my/))