



**GUIDELINES FOR THE  
IMPLEMENTATION OF  
FINAL YEAR PROJECT  
FACULTY OF CIVIL AND  
ENVIRONMENTAL ENGINEERING**

Prepared by

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## Table of Contents

<b>1.0</b>	<b>Introduction</b>	<b>1</b>
<b>2.0</b>	<b>Definition</b>	<b>1</b>
<b>3.0</b>	<b>Aim</b>	<b>1</b>
<b>4.0</b>	<b>Objectives</b>	<b>1</b>
<b>5.0</b>	<b>Learning Outcomes</b>	<b>2</b>
<b>6.0</b>	<b>Project Categories</b>	<b>2</b>
<b>7.0</b>	<b>Level and Scope</b>	<b>2</b>
<b>8.0</b>	<b>Roles and Responsibilities</b>	<b>3</b>
8.1	Student	3
8.2	Supervisor	4
8.3	Examination Panel	4
8.4	Head of Engineering Panel	4
8.5	Final Year Project Committee	5
<b>9.0</b>	<b>Implementation and Procedures</b>	<b>5</b>
9.1	Conditions for the Implementation of FYP	5
9.2	Registration of FYP	6
9.3	Selection of FYP Supervisor and Title	6
9.4	FYP Methodology Class	6
9.5	Appointing a Second Supervisor	6
9.6	Appointing a New Supervisor	7
9.7	Changing Research Title	7
9.8	Using Laboratory Space and Equipment	7
9.9	Writing Final Report in English	7
9.10	Deliverables	8
9.10.1	Logbook	8
9.10.2	Seminars	8
9.10.3	Technical Paper	9
9.10.4	Project Reports	10
9.11	Submission of Hard-bound Final Report	10
<b>10.0</b>	<b>Assessment</b>	<b>11</b>
<b>11.0</b>	<b>Conditions For Passing FYP</b>	<b>12</b>
<b>12.0</b>	<b>Copyright</b>	<b>12</b>
<b>13.0</b>	<b>Deferral and Failure of FYP 2</b>	<b>13</b>

<b>14.0</b>	<b>References</b>	<b>13</b>
	<b>Appendices</b>	<b>14</b>
Appendix 1	Work Schedules	14
Appendix 2	Project Title and Synopsis Form	15
Appendix 3	Contents of FYP Methodology Class	16
Appendix 4	Application to Appoint a Second Supervisor Form	17
Appendix 5	Application to Appoint a New Supervisor Form	18
Appendix 6	Application to Change Research Title Form	19
Appendix 7	Application to Use Laboratory and Equipment Form	20
Appendix 8	Application to Write Final Report in English Form	22
Appendix 9	Technical Paper Format	23
Appendix 10	Submission of Hard-bound Final Report Form	26
Appendix 11	FYP 1 Assessment Forms	27
Appendix 12	FYP 2 Assessment Forms	29
Appendix 13	Assessment Guide for Supervisors and Examination Panelists	31

## **1.0 INTRODUCTION**

In fulfillment of the requirements for the award of a Bachelor's degree offered at the Faculty of Civil and Environmental Engineering (FKAAS), each student is required to conduct a project-type course in the last academic year, i.e. the Final Year Project (FYP).

FYP is typically implemented in two semesters; FYP 1 (TWO credits) and FYP 2 (FOUR credits). For FYP 1, students are required to prepare a Project Proposal and for FYP 2, a Final Report is to be produced. Both reports should be in accordance with the University's Thesis Writing Guide and must be submitted to the faculty on the prescribed dates.

These guidelines are intended to assist in managing the implementation of FYP efficiently in the faculty and should be referred to by all parties involved in FYP at the faculty level, particularly the Students, Supervisors, Examination Panelists and FYP Committee.

## **2.0 DEFINITION**

FYP is a form of training and exposure to engineering research undertaken by students independently and systematically under the guidance of a supervisor selected among academicians. The project focuses on a particular field of knowledge, the use of principles and related concepts and the application of techniques dealing with complex yet relevant engineering problems.

## **3.0 AIM**

The aim of FYP is to train students to use knowledge, skills and experience gained during the learning process in order to produce skilled and competent graduates. This goal should be achieved through practical research work and preparation of reports in a systematic and professional manner.

## **4.0 OBJECTIVES**

The objectives of FYP are to train students to:

- (i) Apply the knowledge, skills and experience gained from their studies in solving engineering problems.
- (ii) Effectively conduct research work and produce academic writing in the time given.
- (iii) Appreciate and be able to conduct life-long learning.

## 5.0 LEARNING OUTCOMES

Upon completing FYP, it is hoped that students are able to:

- (i) Plan research work using proper research techniques and existing knowledge and skills.
- (ii) Organise planned research work systematically and communicate the findings effectively through report writing and oral presentation.
- (iii) Adapt to changes required to research based on availability of resources, technological improvements and recommendations from the research supervisor and/or examination panel.
- (iv) Interpret results from the analyses of data and formulate solutions to engineering problems with respect to the research topic.
- (v) Revise research processes in accordance with current methodologies and analytical methods, and effectively communicate them in the project report and technical paper.
- (vi) Justify the application of research methods and defend the findings and conclusions drawn from the project with respect to past and current research.

## 6.0 PROJECT CATEGORIES

FYP may be either one or a combination of the following categories of projects:

- (i) **Research:** Research on a specific topic in the field of engineering. Students are required to use theory, collect data and process them using appropriate analytical methods such statistical analysis.
- (ii) **Case Study:** Specialised engineering studies, in which students are required to identify and solve problems, analyse data and recommend solutions to problems in the form of a framework and/or an action plan.
- (iii) **Industrial Study:** Studies relevant to the needs of research and/or industrial problems that can be studied to improve existing processes or systems.
- (iv) **Software/Database Development:** The development of computer literacy programming, software improvements for innovations, and the production of models, designs, systems, etc. according to engineering disciplines.

## 7.0 LEVEL AND SCOPE

FYP is a course designed to train and provide exposure to the students in research work. Therefore, FYP does not require in-depth analytical detail. However, students should be able to conduct independent enquiry as well as perform critical evaluation and build competence in carrying out the project.

FYP may either be a new study or an extension of past research. However, similar projects that have been carried out at the faculty level or at other institutions of higher learning are PROHIBITED. The scope of the project should be consistent and relevant to the field of civil engineering and must be to the level of a Bachelor's degree.

Students also need to efficiently manage the time allocated to FYP, which is 80 hours per semester for FYP 1 students and 160 hours of study per semester for FYP 2 students.

To meet the requirements of the level and scope of FYP, several criteria should be followed:

- (i) The research must involve work that can be completed within 12 weeks for each semester (FYP 1 and FYP 2).
- (ii) Research objectives must NOT EXCEED three (3).
- (iii) Ensure that all laboratory equipment required to conduct the study is adequate and in good condition.
- (iv) The final report must NOT EXCEED one hundred (100) pages, excluding appendices.
- (v) The technical paper must NOT EXCEED six (6) pages.

## **8.0 ROLES AND RESPONSIBILITIES**

Success in the implementation of FYP can be achieved if all parties involved fulfill their respective roles and responsibilities.

### **8.1 Student**

In order to produce an FYP that fulfils all conditions set, the Student must perform the following responsibilities:

- (i) Register for the FYP 1 and FYP 2 courses before the closing date set by the University.
- (ii) Adhere to the FYP work schedules set by the faculty.
- (iii) Select a supervisor and propose an FYP title along with a summary via the online system before the closing date set by the faculty.
- (iv) Ensure that the FYP research is original (either a new research or an extension of a previously conducted research).
- (v) Regularly meet with the supervisor to discuss matters pertaining to FYP.
- (vi) Complete the logbook and bring it along for each meeting with the supervisor.
- (vii) Systematically plan and manage the project as well as the time allocated for the project.
- (viii) Prepare and submit all items of assessment (project proposal, logbook, poster, technical paper and draft final report) in accordance with the prescribed time and format.
- (ix) Avoid plagiarising the work of other researchers.
- (x) Give presentations at the FYP 1 and FYP 2 seminars.
- (xi) Submit three hard-bound copies of the FYP final report.
- (xii) Obtain verification for all items of assessment and hard-bound copies of the final report from the supervisor.

## **8.2 Supervisor**

A Supervisor serves as a mentor, a monitor and an evaluator to the student under his or her supervision. Guidance, monitoring and evaluation should be carried out continuously. The roles and responsibilities of the Supervisor include the following:

- (i) Discuss the FYP title with the student.
- (ii) Confirm the proposed title and summary of the FYP that will be conducted by the student.
- (iii) Provide guidance and advise to the student on conducting the FYP research.
- (iv) Ensure that the student's FYP research does not go beyond the level and scope of FYP stipulated by the faculty.
- (v) Verify the student's logbook.
- (vi) Check and verify the student's project proposal, technical paper, draft final report and hard-bound final report.
- (vii) Endorse or verify (if appropriate) FYP forms submitted by the student.
- (viii) Evaluate the logbook, project proposal, technical paper and draft final report fairly and without prejudice.
- (ix) Enter the student's marks into the online system before the due date set by the faculty.
- (x) Prepare a report if the student has failed his or her FYP.

## **8.3 Examination Panel**

The Examination Panel consists of three academicians appointed by the faculty. The main function of the panel is to evaluate the items of assessment produced by the student. The roles and responsibilities of the Examination Panel include the following:

- (i) Evaluate the student's project proposal, draft final report, poster and oral presentation fairly and without prejudice.
- (ii) Attend the FYP seminar sessions that involve students assessed by the panel.
- (iii) Provide opinions and/or constructive criticism pertaining to the student's FYP research.
- (iv) Enter the student's marks into the online system before the due date set by the faculty.

## **8.4 Head of Engineering Panel**

The Head of Engineering Panel is the appointed leader of a generic engineering panel (e.g. Structural, Environmental, Geotechnical, Transportation, Construction, etc.), whose role is to check, consider and approve the student's proposed FYP research during the initial stages of FYP 1. Approval is subject to the following:

- (i) The originality of the project.
- (ii) The appropriateness of the project with the level of Bachelor's degree and the direction of research pursued by the department.
- (iii) The scope of the FYP stipulated by the faculty.

## **8.5 Final Year Project Committee**

The FYP committee, which is under the authority of Deputy Dean (Academic and Internationalisation), is chaired by the FYP Coordinator and is made up of several Department Representatives and an Information Technology Officer. This committee is answerable to the Faculty's Academic Committee. The roles and responsibilities of the FYP Committee include the following:

- (i) Ensure that the implementation of FYP in the faculty is in accordance with the latest RPP-07: University Procedure for the Implementation of Final Year Project.
- (ii) Prepare the FYP 1 and FYP 2 work schedule.
- (iii) Effectively disseminate information pertaining to the implementation of FYP to all parties involved.
- (iv) Allocate all supervisors with a fair quota of FYP students.
- (v) Plan and conduct methodology classes for FYP students.
- (vi) Manage the receiving of project proposals, technical reports and final report drafts from students, and distribute them to the examination panel.
- (vii) Determine the students who will be allowed to present at the FYP 1 and FYP 2 seminars.
- (viii) Propose names of academicians to be appointed as members of the examination panels and prepare presentation schedules for the FYP 1 and FYP 2 seminars.
- (ix) Plan and conduct the FYP 1 and FYP 2 seminars, including the FYP Awards Ceremony.
- (x) Ensure that the assessment of FYP students is conducted according to the time set by the faculty and is managed systematically.
- (xi) Monitor the implementation and utilisation of the FYP online system, and whenever required, make efforts to improve it.
- (xii) Sum up and enter students' marks into the University's student assessment system (SAS).
- (xiii) Analyse the overall performance of FYP students at the end of each semester and identify problematic students.
- (xiv) Monitor the implementation of FYP in the faculty, ensure its success and make efforts for continuous improvements.

## **9.0 IMPLEMENTATION AND PROCEDURES**

FYP is conducted over the period of TWO (2) semesters and is allocated a total of SIX (6) credits.

### **9.1 Conditions for the Implementation of FYP**

The implementation of FYP is subject to the following conditions:

- (i) FYP 1 and FYP 2 should generally be conducted over the period of two successive semesters, except in special cases.



- (ii) FYP 1 is a prerequisite to FYP 2, thus students must first pass FYP 1 in order to proceed with FYP 2.
- (iii) Students who are suspended or whose studies are deferred for one (1) semester are allowed to continue with FYP 2 the following semester.
- (iv) If the student has failed FYP 1, the student must repeat the course using either the same FYP title or a new one.
- (v) If the student has failed FYP 2, the student must repeat the course using the same FYP title.

## **9.2 Registration of FYP**

Registration for the FYP course must be done in accordance with the Academic Regulations, i.e. via SMAP Online, before the semester begins. Students will then be required to access the FYP Online system to select a supervisor and provide details of their FYP. Each student who has registered for the FYP course must accomplish the course under the supervision of an academician, follow all conditions stipulated in this guidelines and comply with the FYP work schedules (see Appendix 1). Students who fail to do so will be advised to withdraw from the course.

## **9.3 Selection of FYP Supervisor and Title**

Students are required to select a supervisor on-line before or during Week 1 of the academic calendar via the FYP Online system. The main supervisor must be a qualified academic staff appointed by the Faculty. After discussing the Project Title and Synopsis with the supervisor using the form given in Appendix 2, the student must then submit the project title and synopsis on-line for approval by the Head of Engineering Panel via the FYP Online system no later than Week 2.

## **9.4 FYP Methodology Class**

Students are required to attend the FYP Methodology Class organised by the Faculty during the early stages of each semester. The class is designed to explain the implementation of FYP in FKAAS and to provide guidance to students on conducting research and preparing project proposals, technical papers, posters and final reports. The contents of the class are shown in Appendix 3.

## **9.5 Appointing a Second Supervisor**

If necessary, a Second Supervisor may be appointed. The Second Supervisor must be an academician or a professional within or outside of the University. An application for the appointment of a Second Supervisor must be submitted to the FYP Coordinator in advance. The student must obtain endorsement from the main Supervisor, agreement to co-supervise from the proposed Second Supervisor and approval from the Deputy Dean (Academic and Internationalisation). The Application To Appoint A Second Supervisor form is given in Appendix 4.

## **9.6 Appointing a New Supervisor**

Students are not encouraged to arbitrarily change supervisors. Only under certain circumstances shall the Faculty allow the change of supervisor. To do this, the student must obtain a release consent from the current Supervisor, agreement to supervise from the proposed New Supervisor and approval from the Deputy Dean (Academic and Internationalisation). The Application To Appoint A New Supervisor form is given in Appendix 5. It must be submitted to the FYP Coordinator.

## **9.7 Changing Research Title**

Students are also not encouraged to change their research title as they wish. If major changes to the research are necessary, as suggested by either the Supervisor, Head of Engineering Panel or Examination Panel, the student must submit an application to change research title to the FYP Coordinator. The aforesaid major changes may include changes to the field of research, objectives and/or scope of study. The student must complete the FYP Title and Synopsis form (see Appendix 2) and submit it along with the Application To Change Research Title form (see Appendix 6). The application must be endorsed by the Supervisor and approved by the Head of Engineering Panel.

## **9.8 Using Laboratory Space and Equipment**

Students who intend to use laboratory space and equipment in the faculty will be required to submit an Application To Use Laboratory And Equipment (see Appendix 7 for the form) to the Laboratory personnel. The student must check the availability of the space and equipment with the respective Assistant Engineers, Technicians or Laboratory Assistants and discuss a suitable time and period of usage. The application must be endorsed by the Supervisor and approved by the Head of Laboratory.

## **9.9 Writing Final Report in English**

Final Reports must only be in Bahasa Malaysia or English. Students who choose to write their Final Report in English must submit an Application To Write Final Report In English (see Appendix 8 for the form) to the FYP Coordinator. The student must attach typewritten abstracts of the research in both English and Bahasa Malaysia. The application must be endorsed by the Supervisor and approved by the Deputy Dean (Academic and Internationalisation). This requirement however does not apply to International Students, who must write in English only.

## **9.10 Deliverables**

Continuous monitoring and evaluation are essential in the implementation of FYP. To facilitate this process, students are required to provide the following deliverables:

### **9.10.1 Logbook**

The logbook is the Student's record of work accomplished during FYP. The logbook should be brought along to every meeting with the Supervisor, who will verify the records made by the student.

These records include:

- (i) Title, objectives, scope and work plan.
- (ii) Important dates pertaining to the implementation and evaluation of the project.
- (iii) Dates of meetings with the Supervisor, and outcomes of the meetings such as discussions, advice and instructions.
- (iv) Preparations, problems that have arisen, proposed solutions and equipment that is needed.
- (v) Raw data and/or results achieved to date.
- (vi) Sketching of all relevant diagrams.

### **9.10.2 Seminars**

Students must participate in seminars that are designed to train students to be able to give oral presentations of their research. Details of the seminars are as follows:

#### **9.10.2.1 FYP 1 Seminar**

This seminar is designed to enable students to deliver a presentation of the proposed research to be conducted in their FYP. Students must have the following prepared:

- (i) Project Proposal that has been approved by the Supervisor.
- (ii) Oral presentation (Powerpoint, Flash, etc.) for 15 minutes.
- (iii) Logbook that has been completed by the Student and verified by the Supervisor.

The Project Proposal must be written in Bahasa Malaysia or English in accordance with the University's Thesis Writing Guide and must contain the components as stated in section 9.10.4.1.

The Project Proposal **MUST** be submitted to the FKAAS Office no later than Week 12. Failure to do so will result in the student being **PROHIBITED** from presenting at the FYP 1 Seminar. Ultimately, the student will be given **GRADE E (FAIL)**.

### **9.10.2.2 FYP 2 Seminar**

This seminar is designed to enable students to present the findings of their FYP research. Students must have the following prepared:

- (i) Draft Final Report that has been approved by the Supervisor.
- (ii) Poster (size A1).
- (iii) Oral presentation (aided by Poster) for 15 minutes.
- (iv) Logbook that has been completed by the Student and verified by the Supervisor.

The Draft Final Report must be written in Bahasa Malaysia or English in accordance with the University's Thesis Writing Guide and must contain the components as stated in section 9.10.4.2.

The Draft Final Report **MUST** be submitted to the FKAAS Office no later than Week 12. Failure to do so will result in the student being **PROHIBITED** from presenting at the FYP 2 Seminar. Ultimately, the student will be given **GRADE E (FAIL)**.

### **9.10.3 Technical Paper**

The Student must produce a Technical Paper for the FYP 2 Seminar. This is to expose the Student to the writing style and requirement of technical papers for seminars. The paper must be written in English, comply with the format prescribed by the faculty (see Appendix g) and contain the following items:

- (i) Abstract
- (ii) Introduction
- (iii) Materials and methods
- (iv) Results and discussions
- (v) Conclusions
- (vi) References

The Technical Paper **MUST** be submitted to the Supervisor for assessment no later than Week 12.

#### **9.10.4 Project Reports**

During the course of FYP, the Student must provide two types of project reports in Bahasa Malaysia or English, which is the Project Proposal for FYP 1 and the Final Report for FYP 2. Students who choose to write in English have to apply to do so in advance (refer to section 9.9).

##### **9.10.4.1 Project Proposal**

This report is prepared during FYP 1 and is in the form of a proposal of the research that is to be carried out. It must comply with the University's Thesis Writing Guide and must contain the following:

- (i) Abstract
- (ii) Introduction (background, problem statement, objectives, scope)
- (iii) Literature review
- (iv) Methodology
- (v) Expected results
- (vi) Planning (Gantt chart)
- (vii) References

##### **9.10.4.2 Final Report**

The Final Report is a comprehensive report prepared during FYP 2 that details the completed research. It must comply with the University's Thesis Writing Guide and must contain the following:

- (i) Abstract
- (ii) Introduction
- (iii) Literature review
- (iv) Methodology
- (v) Results and discussions
- (vi) Conclusions
- (vii) References

#### **9.11 Submission of Hard-bound Final Report**

The Student must prepare THREE (3) hard-bound copies of the Final Report. The colour of the cover should be New Blue (550). TWO (2) copies must be submitted to the FKAAS Office (for the Faculty and the Library), while ONE (1) copy must be submitted to the Supervisor.

All hard-bound copies of the Final Report must comply with the University's Thesis Writing Guide and must be verified by the Supervisor.

The Faculty has the right to suspend the decision to award a Bachelor's degree to the student if:

- (i) The Student has failed to submit the hard-bound copies of the Final Report at the time and date set by the Faculty.
- (ii) The Final Report that has been submitted is not hard-bound and does not comply with the format stipulated in University's Thesis Writing Guide.

The Student must complete the Submission of Hard-bound Final Report form (see Appendix 10) and submit the form together with TWO (2) hard-bound copies of the Final Report to the FKAAS Office no later than 14 days after the last date of the University final examinations period.

If the hard-bound Final Report is still not submitted before the meeting of the Committee for Examinations / Examination Results, the Student will be given GRADE E (FAIL) for his or her FYP.

## **10.0 ASSESSMENT**

The FYP assessment is based on the Student's accomplishment and ability to prepare a project report, technical paper, presentation materials and poster, deliver an oral presentation during the seminar and effectively use the logbook.

The proportion of FYP 1 and FYP 2 marks prescribed by the faculty are as follows:

Seminar & Logbook	: 35%
Project Report	: 65%

Assessment is done by the Supervisor and Examination Panel separately and discretely. The distribution of marks for the two components stated above are:

Examination Panel	: 45%
Supervisor	: 55%

The justification of marks are shown in Table 1. The allocation of marks and criteria considered in the assessment process are shown in the assessment forms in Appendix 11 (FYP 1) and Appendix 12 (FYP 2). The assessment guide for supervisors and examination panelists is provided in Appendix 13.

Table 1: FYP justification of marks

	Marks					
	FYP 1			FYP 2		
	Presentation	Project Proposal	Total	Presentation & Poster	Draft Final Report	Total
Examination Panel	15	30	45	15	30	45
Supervisor	Logbook	Project Proposal	Total	Logbook	Draft Final Report & Technical Paper	Total
	20	35	55	20	35	55
Total	35	65	100	35	65	100

#### 11.0 CONDITIONS FOR PASSING FYP

Students will pass their FYP only if they fulfill ALL of the following conditions:

- (i) Obtain at least 40 marks.
- (ii) Fulfill ALL of the following conditions of assessment:
  - (a) Give presentations at the FYP 1 and FYP 2 Seminars
  - (b) Submit logbook, technical paper and project reports as described in section 9.10
- (iii) Attend at least 80% of the meeting hours set by the Supervisor in each semester (FYP 1 and FYP 2)
- (iv) Submit copies of final report in hard-bound format that are in accordance with the writing and binding formats stated in the University's Thesis Writing Guide.
- (v) There are no elements of plagiarism.

#### 12.0 COPYRIGHT

The hard-bound final report submitted by the student will become property of the University. Any new discovery, design, product or patent is the property of the University. However, the University may consider applications to share the property rights with the student, supervisor or external organiser.

Report writing copyright belongs to the author.

### **13.0 DEFERMENT AND FAILURE OF FYP 2**

In the event of deferment by the University or withdrawal that is authorised by the Faculty under provisions of the Academic Regulations, students may conduct their FYP 2 in the following semester.

Students who have failed FYP 2 must repeat FYP 2 in the following semester.

### **14.0 REFERENCES**

1. RPP-07: Procedure for the Implementation of Final Year Project (2010), Universiti Tun Hussein Onn Malaysia.
2. Final Year Project Guidelines (2008), Academic Management Office, Universiti Tun Hussein Onn Malaysia.
3. Thesis Writing Guide (2012), Center for Postgraduate Studies, Universiti Tun Hussein Onn Malaysia.
4. Academic Regulations: Bachelor Degree and Diploma Programmes (2013), Universiti Tun Hussein Onn Malaysia.



## Work Schedules

FYP 1		
Week	Task	Person(s) Responsible
1	Registration and selection of Supervisor via Online System	Student
1 – 2	Determination of FYP Title and entry of FYP Title and Synopsis into the Online System	Student, Supervisor
	FYP Methodology Class	Student
3 – 4	Confirmation of FYP Title/Research	Head of Engineering Panel
8	Dissemination of tentative FYP 1 Seminar schedule	FYP Committee
1 – 11	Research work and writing	Student
12	Submission of FYP Project Proposal approved by Supervisor to the FKAAS Office	Student
13	Dissemination of official FYP 1 Seminar schedule	FYP Committee
13 – 14	Assessment of FYP Project Proposal	Supervisor, Examination Panel
14 or 15	FYP 1 Seminar	Student, Examination Panel
	Oral presentation of FYP Project Proposal (aided by Powerpoint slides)	Student
	Assessment of student's presentation and entry of marks via Online System	Examination Panel
13 – 16	Entry of marks via Online System	Supervisor, Examination Panel

FYP 2		
Week	Task	Person(s) Responsible
1 – 2	FYP Methodology Class	Student
8	Dissemination of tentative FYP 2 Seminar schedule	FYP Committee
1 – 11	Research work and writing	Student
12	Submission of FYP Draft Final Report approved by the Supervisor to the FKAAS Office and Technical Paper to the Supervisor	Student
13	Dissemination of official FYP 2 Seminar schedule	FYP Committee
13 – 14	Assessment of FYP Draft Final Report	Examination Panel
	Assessment of FYP Draft Final Report and Technical Paper	Supervisor
14 or 15	FYP 2 Seminar	Student, Examination Panel
	Oral presentation of FYP (aided by Poster)	Student
	Assessment of student's presentation (including Poster) and entry of marks via Online System	Examination Panel
13 – 15	Entry of marks via Online System	Examination Panel
13 – 16	Entry of marks via Online System	Supervisor
18	Submission of hard-bound copies of FYP Final Report	Student

## Project Title and Synopsis Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

FINAL YEAR PROJECT  
PROJECT TITLE AND SYNOPSIS

<b>PART I: STUDENT AND SUPERVISOR DETAILS</b>		
<b>Student's Name:</b>		
<b>Matric Card No.:</b>	<b>FYP Code:</b>	<b>Semester / Session:</b>
<b>Supervisor's Name:</b>		
<b>Department:</b> [ ] JKAP [ ] JKBP [ ] JKIG [ ] JKSB [ ] JSKR		
<b>PART II: FYP TITLE AND SYNOPSIS</b>		
<b>Title:</b>		
<b>Objectives:</b>		
<b>Scope of Study:</b>		
<b>Expected Results:</b>		
<b>Engineering Field:</b>	[ ] Water (JKAP) [ ] Building (JKBP) [ ] Geotechnic (JKIG) [ ] Geomatic (JKIG) [ ] Structural (JKSB)	[ ] Environmental (JKAP) [ ] Construction (JKBP) [ ] Transportation (JKIG) [ ] Architectural & Design (JSKR) [ ] Material (JKSB)
<b>Category:</b>	[ ] Research [ ] Case Study	[ ] Industrial Study [ ] Software/Database Development
<b>Student's Signature:</b>	<b>Supervisor's Signature &amp; Official Stamp:</b>	
<b>Date:</b>	<b>Date:</b>	

### Contents of FYP Methodology Class

Methodology Class	
FYP 1	FYP 2
<ol style="list-style-type: none"> <li>1. Introduction to research</li> <li>2. Writing the project proposal               <ol style="list-style-type: none"> <li>(a) Introduction (background, problem statement, objectives, scope, and contribution of study)</li> <li>(b) Literature review</li> <li>(c) Methodology</li> <li>(d) Expected results</li> </ol> </li> <li>3. Format of writing</li> <li>4. Tips on effective presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Data analysis and delivery of results</li> <li>2. Writing the concluding chapters               <ol style="list-style-type: none"> <li>(a) Results and Discussions</li> <li>(b) Conclusions</li> </ol> </li> <li>3. Format of final report</li> <li>4. Writing of technical paper</li> <li>5. Preparation of poster</li> </ol>

## Application To Appoint A Second Supervisor Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

**FINAL YEAR PROJECT  
APPLICATION TO APPOINT A SECOND SUPERVISOR**

PART I: STUDENT AND PROJECT DETAILS		
<b>Student's Name:</b>		
<b>Matric Card No.:</b>	<b>FYP Code:</b>	<b>Semester/Session:</b>
<b>Final Year Project Title:</b>		
<b>Main Supervisor's Name:</b>		
<b>Proposed Second Supervisor's Name:</b>		
PART II: ENDORSEMENT BY MAIN SUPERVISOR		
<p>I hereby agree that the Final Year Project undertaken by the student above requires additional supervision from a second party because of the following reason(s):</p> <p>[ ] This project involves multiple disciplines. A second supervisor is necessary for providing consultation and guidance in the discipline that is beyond my area of expertise.</p> <p>[ ] This project is part of a collaborative research with the second supervisor.</p> <p>[ ] I may not be able to fully commit to this role throughout the course of this project, thus the second supervisor will be instrumental during my time of absence.</p> <p>[ ] Other (please specify):</p> <p>_____</p> <p>_____</p>		
<b>Main Supervisor's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		
PART III: DECLARATION BY SECOND SUPERVISOR		
<p>I hereby agree to become the Second Supervisor to the student above and accept the responsibility of providing consultation and guidance to the student. I am also aware that this will not count as my work load and I am not required to assess the student, but will receive credit as co-author in publications.</p>		
<b>Second Supervisor's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		

## Application To Appoint A New Supervisor Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

**FINAL YEAR PROJECT  
APPLICATION TO APPOINT A NEW SUPERVISOR**

PART I: STUDENT AND PROJECT DETAILS		
<b>Student's Name:</b>		
<b>Matric Card No.:</b>	<b>FYP Code:</b>	<b>Semester/Session:</b>
<b>Final Year Project Title:</b>		
<b>Current Supervisor's Name:</b>		
<b>Proposed New Supervisor's Name:</b>		
PART II: ENDORSEMENT BY CURRENT SUPERVISOR		
<p>I hereby agree to hand over the role of Supervisor of the Final Year Project undertaken by the student above to the proposed new supervisor because of the following reason(s):</p> <p>[ ] I will be *resigning / retiring.</p> <p>[ ] I will be taking a *study / sabbatical leave, thus am not able to fulfill my duty as supervisor.</p> <p>[ ] Due to conflict of interest, the student and I have come to a decision that the project should be supervised by the proposed new supervisor.</p> <p>[ ] The student has opted to change his/her field of research, which unfortunately is not in my area of expertise.</p> <p>[ ] Other (please specify):</p> <p>_____</p> <p>_____</p>		
<b>Current Supervisor's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		
PART III: DECLARATION BY NEW SUPERVISOR		
<p>I hereby agree to become the new supervisor to the student above and accept all the responsibilities of a Supervisor for Final Year Project.</p>		
<b>New Supervisor's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		

## Application To Change Research Title Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

FINAL YEAR PROJECT  
APPLICATION TO CHANGE RESEARCH TITLE

PART I: STUDENT AND PROJECT DETAILS		
<b>Student's Name:</b>		
<b>Matric Card No.:</b>	<b>FYP Code:</b>	<b>Semester/Session:</b>
<b>Previous FYP Title:</b>		
<b>New FYP Title:</b>		
PART II: DECLARATION BY STUDENT		
I hereby request permission to change the title of my FYP research as stated above. I have discussed with my supervisor and we have collectively agreed that a change in title is necessary.		
<b>Student's Signature:</b>		<b>Date:</b>
PART III: ENDORSEMENT BY SUPERVISOR		
I hereby confirm that the student and I have come to an agreement that a change in the title of his/her FYP research as stated above is necessary. Thus, I fully support the student's request.		
<b>Supervisor's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		
PART IV: DELIBERATION BY HEAD OF ENGINEERING PANEL		
I hereby <b>*approve / reject</b> this application for the change in title of the student's FYP research.		
<b>Head of Engineering Panel's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		

## Application To Use Laboratory And Equipment Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

**FINAL YEAR PROJECT  
APPLICATION TO USE LABORATORY AND EQUIPMENT**

Submit two (2) copies of this application to the Laboratory

PART I: STUDENT AND PROJECT DETAILS					
<b>Student's Name:</b>					
<b>Matric Card No.:</b>			<b>Telephone No.:</b>		<b>FYP Code:</b>
<b>Final Year Project Title:</b>					
<b>Supervisor's Name:</b>					
PART II: LABORATORY AND EQUIPMENT DETAILS					
<b>Name of Laboratory:</b>					
<i>After discussing with the Assistant Engineer/Technician, specify the date and time you will use the Laboratory:</i>					
No.	Date	Time	No.	Date	Time
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		
<i>Specify the Equipment that you will be using or borrowing:</i>					
No.	Equipment	ID or Code	Units	Duration of Use	
1					
2					
3					
4					
5					
6					
7					
8					
PART III: DECLARATION BY STUDENT					
<p>I, _____, hereby agree to comply with all rules specified by the abovementioned Laboratory in using its space and facilities. I also agree to take good care of the abovementioned Equipment that I use or borrow. I will take full responsibility for any loss or damage. If I fail to comply to the rules, the Head of Laboratory or Assistant Engineer/Technician has the right to revoke the permission granted for using the Laboratory and/or Equipment.</p>					
<b>Student's Signature:</b>			<b>Date:</b>		
<b>NRIC No.:</b>					

**PART IV: ENDORSEMENT BY SUPERVISOR**

I hereby agree that the student above will be required to use the abovementioned Laboratory and/or Equipment to fulfill the needs of his/her Final Year Project.

**Supervisor's Signature:**

**Date:**

**Official Stamp:**

**PART V: DELIBERATION BY HEAD OF LABORATORY**

I hereby **\*approve / reject** this application to use the Laboratory and Equipment specified above.

**Head of Laboratory Signature:**

**Date:**

**Official Stamp:**

\* Delete whichever is not applicable

Notes:

- (1) The original copy should be kept by the laboratory.
- (2) The second copy is for the student to attach in the logbook.



## Application To Write Final Report In English Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

**FINAL YEAR PROJECT  
APPLICATION TO WRITE FINAL REPORT IN ENGLISH**

PART I: STUDENT AND PROJECT DETAILS		
<b>Student's Name:</b>		
<b>Matric Card No.:</b>	<b>FYP Code:</b>	<b>Semester/Session:</b>
<b>Final Year Project Title:</b>		
<b>Supervisor's Name:</b>		
PART II: DECLARATION BY STUDENT		
<p>I hereby declare that I am confident of writing my FYP Final Report in English. If it is found that my written English is not up to standard, I will have my FYP Final Report proof-read by a reliable party. Otherwise, I will have to re-write in Bahasa Malaysia.</p> <p><i>(Please attach an Abstract of your FYP written in both English and Bahasa Malaysia)</i></p>		
<b>Student's Signature:</b>		<b>Date:</b>
PART III: ENDORSEMENT BY SUPERVISOR		
<p>I hereby believe that the student is capable of writing his/her FYP Final Report in English and will take all the necessary measures to ensure that his/her written English is up to standard.</p>		
<b>Supervisor's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		
PART IV: DELIBERATION BY DEPUTY DEAN (ACADEMIC & INTERNATIONALISATION)		
<p>I hereby <b>*approve / reject</b> this application by the student to write his/her FYP Final Report in English. If standards are not met, the student will have to write in Bahasa Malaysia.</p>		
<b>Deputy Dean's Signature:</b>		<b>Date:</b>
<b>Official Stamp:</b>		

## Technical Paper Format

### **PAPER TITLE (Times New Roman 14, centered)**

Student as Main Author, Supervisor as Co-Author [Author's full name, Time New Roman 10, centred]

Department, Name of University, City, Country [Times NR 10]

Corresponding E-mail : main-author@webmail.com [Times NR 10]

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#### **Abstract [Times NR 12]**

Abstract of the paper should not exceed 300 words in length; paragraph should be justified with 1cm indent on both sides. Use Times New Roman 10. The abstract should summarise the main contents of the paper. It should focus on literature justification, main objective, methodology and results of the research.

*Keywords: word, term, phrase [3 to 5 keywords, Time NR 10, Italic]*

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#### **1.0 Introduction [Times New Roman 12]**

This document serves as a template as well as a guide to authors for the submission of a technical paper as partial requirement of completing FYP 2.

The paper must be of size A4. The body of paper should be formatted in a single (one) column, with margins set at 2.54 cm (1") at the top, bottom, left and right. Use Times New Roman font pt 11, justified on both sides. Use single spacing. The main heading must be Times New Roman font pt 12.

The technical paper must NOT EXCEED six (6) pages and must be written in English. Authors must comply with the technical paper format determined by the Faculty. Read the instructions carefully. Authors are responsible for all the material presented in the paper.

The paper must be submitted in hardcopy, as well as in MS Word document format to the Supervisor by Week 12 of the academic calendar.

#### **2.0 Paragraph [Times NR 12]**

The first line is to be indented 1 cm to indicate the beginning of each paragraph. Do not change your font sizes or line spacing, and try to avoid using headers, footers and footnotes. The reference should be mentioned with number in closed bracket [1]. For multiple references in sequence it should be used as [2-5]. For references not in sequence it should be separated by comma [1, 3, 5].

#### **2.1 Figures and Tables [Times NR 12]**

All figures must carry numbers in the text (e.g. Fig. 1) and captions. Captions should be complete enough to allow understanding of the illustration without referring to the text. In addition, a source of the image other than the author's own archive should be placed directly under the image (author, year) and the font size of the source description should be 1pt smaller than the caption, i.e. pt 10. Use single blank lines before and after the image.



**[Times NR 11]Figure 1:** FKAAS building (Images centred on the page)  
 [Times NR 10]Source: (Maniaxor, 2011)

If table data is from another source, cite the source at the bottom-right of the table and include it in the Reference Section (see example). Each table should be given a brief title and consecutively numbered. Place them as close as practicable to the relevant part of the text. Insert single blank lines before and after the table. Avoid using colors unless it is necessary for the proper interpretation of your figures.

**Table 1:** Population of the World (centered on the page)

Rank	Country	Population	Date of Estimation	% of world population
	<b>Content Font size</b>	<b>[Times NR 10-11]</b>		
1	People's Republic of China	1,339,724,852	November 2010	19.35%
2	India	1,210,193,422	March 2011	17.48%
3	United States	311,515,000	June 2011	17.48%
4	Indonesia	237,556,363	May 2010	17.48%
5	Brazil	190,732,694	August 2010	17.48%

[Times NR 10]Source: (Author, year)

### 3.0 Materials and Methods [Times NR 12]

Materials and methods explained here.

### 4.0 Results and Discussions [Times NR 12]

Results and discussions provided here.

### 5.0 Conclusions [Times NR 12]

Please make sure that you do not copy and paste parts of your final report and call it a technical paper. If you do so, then you will get low marks from your supervisor and your examination panel.

## **Acknowledgement [Times NR 12]**

This section is optional.

## **References [Times NR 12]**

References should be numbered consecutively throughout the text. References should be listed in order of citation, at the end of the paper, after one clear line, numbered in square brackets [ ] in Times New Roman pt 10. Refer simply to the reference number, as in [3], do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first . . .” Please ensure that every reference cited in the text is also present in the reference list (and vice versa). References will be given in the original language, using only Roman alphabet (use transliteration if necessary). For references with more than one author, include the names of all authors (do not use et al or other abbreviations).

The list of all sources referred should be arranged according to numbers in ascending order using IEEE Format as follows:

- [1] H. Memon, I. A. Rahman, M. R. Abdullah, and A. A. A. Azis, "Factors Affecting Construction Cost in Mara Large Construction Project: Perspective of Project Management Consultant," *International Journal of Sustainable Construction Engineering & Technology*, vol. 1, pp. 40-53, 2010.
- [2] J. Cohen, “Statistical power analysis for the behavioral sciences,” 2nd ed., 1988.
- [3] Z. M. Daud, M. H. Ahmad, and F. Yusof, “Elementary Statistics,” Prentice Hall, Pearson (M) Sdn Bhd, 2009.

### Submission Of Hard-Bound Final Report Form



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

#### FINAL YEAR PROJECT SUBMISSION OF HARD-BOUND FYP FINAL REPORT

PART I: STUDENT DETAILS AND DECLARATION	
<b>Student's Name:</b>	
<b>NRIC No.:</b>	<b>Matric Card No.:</b>
<b>FYP Title:</b>	
<p>I hereby declare that I have adhered to the guidelines for the preparation and submission of my FYP Final Report. Herewith, I am submitting _____ hard-bound copies as required by the Faculty of Civil and Environmental Engineering.</p> <p><b>Student's Signature:</b> _____ <b>Date of Submission:</b> _____</p>	
PART II: CERTIFICATION BY SUPERVISOR	
<p>I hereby certify that the student above has adhered to the guidelines for the preparation of his/her FYP Final Report. Hence, the student may submit hard-bound copies of his/her FYP Final Report to the Faculty of Civil and Environmental Engineering.</p> <p><b>Supervisor's Signature:</b> _____ <b>Date:</b> _____</p> <p><b>Official Stamp:</b> _____</p>	
FOR OFFICE USE ONLY	
<p>It is hereby certified that the Office of the Faculty of Civil and Environmental Engineering has received _____ hard-bound copies of the above student's FYP Final Report.</p> <p><b>Date Received:</b> _____</p> <p><b>Office Stamp:</b> _____ <b>Signature:</b> _____</p>	

## FYP 1 Assessment Forms



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

FINAL YEAR PROJECT 1  
EXAMINATION PANEL ASSESSMENT FORM

This is a confidential document for use by the FYP Examination Panel. Assessment should be done in discretion.

PART I: STUDENT DETAILS						
<b>Student's Name:</b>					<b>Matric Card No.:</b>	
<b>Final Year Project 1 Title:</b>						
PART II: PRESENTATION ASSESSMENT (15%)						
PRESENTATION						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
EX01	Strength and organisation of materials	1.4				
EX02	Delivery (eye contact, language, body language)	0.8				
EX03	Question and answer	0.8				
PART III: PROJECT PROPOSAL ASSESSMENT (30%)						
PROJECT PROPOSAL						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
EX04	Introduction (Background, problem statement, objectives, scope and limitation of work)	1.4				
EX05	Literature	1.4				
EX06	Methodology	1.4				
EX07	Expected results	0.4				
EX08	Planning (Final report structure, Gantt chart)	0.4				
EX09	References	0.6				
EX10	Format (writing, citation, references, tables and figures)	0.4				
PART IV: CERTIFICATION BY EXAMINER						
<b>Comments</b> (if any):						
<b>Examiner's Signature:</b>				<b>Date:</b>		

Note: This form must be completed and kept for documentation purposes.



**FINAL YEAR PROJECT 1  
SUPERVISOR ASSESSMENT FORM**

This is a confidential document for use by the FYP Supervisor. Assessment should be done in discretion.

PART I: STUDENT DETAILS						
<b>Student's Name:</b>					<b>Matric Card No.:</b>	
<b>Final Year Project 1 Title:</b>						
PART II: LOGBOOK ASSESSMENT (20%)						
LOGBOOK						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
SV01	Meeting with supervisor	1.6				
SV02	Attitude	0.4				
SV03	Project planning and implementation chart	0.4				
SV04	Weekly activities	1.6				
PART III: PROJECT PROPOSAL ASSESSMENT (35%)						
PROJECT PROPOSAL						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
SV05	Introduction (Background, problem statement, objectives, scope and limitation of work)	1.7				
SV06	Literature	1.7				
SV07	Methodology	1.7				
SV08	Expected results	0.4				
SV09	Planning (Final report structure, Gantt chart)	0.4				
SV10	References	0.7				
SV11	Format (writing, citation, references, tables and figures)	0.4				
PART IV: CERTIFICATION BY SUPERVISOR						
<b>Comments</b> (if any):						
<b>Supervisor's Signature:</b>				<b>Date:</b>		

Note: This form must be completed and kept for documentation purposes.

## FYP 2 Assessment Forms



Faculty of Civil and Environmental Engineering  
Universiti Tun Hussein Onn Malaysia

FINAL YEAR PROJECT 2  
EXAMINATION PANEL ASSESSMENT FORM

This is a confidential document for use by the FYP Examination Panel. Assessment should be done in discretion.

PART I: STUDENT DETAILS						
<b>Student's Name:</b>				<b>Matric Card No.:</b>		
<b>Final Year Project 2 Title:</b>						
PART II: PRESENTATION ASSESSMENT (15%)						
PRESENTATION (7.5%)						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
EX01	Delivery (eye contact, language and body language)	0.9				
EX02	Question and answer	0.6				
POSTER (7.5%)						
EX03	Content (Background, aim, methods, results, interpretation, conclusions and references)	1.0				
EX04	Text and visual design	0.5				
PART III: DRAFT FINAL REPORT (30%)						
DRAFT FINAL REPORT						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
EX05	Abstract	0.3				
EX06	Introduction	0.3				
EX07	Literature	1.5				
EX08	Methodology	1.5				
EX09	Results and discussions	1.8				
EX10	Conclusions	0.3				
EX11	References	0.3				
PART IV: CERTIFICATION BY EXAMINER						
<b>Comments</b> (if any):						
<b>Examiner's Signature:</b>				<b>Date:</b>		

Note: This form must be completed and kept for documentation purposes.





**FINAL YEAR PROJECT 2  
SUPERVISOR ASSESSMENT FORM**

This is a confidential document for use by the FYP Supervisor. Assessment should be done in discretion.

PART I: STUDENT DETAILS						
<b>Student's Name:</b>				<b>Matric Card No.:</b>		
<b>Final Year Project 2 Title:</b>						
PART II: LOGBOOK ASSESSMENT (20%)						
LOGBOOK						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
SV01	Meeting with supervisor	1.6				
SV02	Attitude	0.4				
SV03	Project planning and implementation chart	0.4				
SV04	Weekly activities	1.6				
PART III: DRAFT FINAL REPORT AND TECHNICAL PAPER ASSESSMENT (35%)						
DRAFT FINAL REPORT (29%)						
Criteria	Weightage	Score				
		Very Good	Good	Fair	Poor	Very Poor
		5	4	3	2	1
SV05	Abstract	0.3				
SV06	Introduction	0.3				
SV07	Literature	1.4				
SV08	Methodology	1.4				
SV09	Results and discussions	1.8				
SV10	Conclusions	0.3				
SV11	References	0.3				
TECHNICAL PAPER (6%)						
SV12	Abstract	0.2				
SV13	Introduction	0.2				
SV14	Materials and methods	0.2				
SV15	Results and discussions	0.2				
SV16	Conclusions	0.2				
SV17	References	0.2				
PART IV: CERTIFICATION BY SUPERVISOR						
<b>Comments</b> (if any):						
<b>Supervisor's Signature:</b>				<b>Date:</b>		

Note: This form must be completed and kept for documentation purposes.

### Assessment Guide For Supervisors And Examination Panelists

ASSESSMENT OF PRESENTATION	
Score	Description
5 (Very Good)	<ul style="list-style-type: none"> <li>Flawless presentation, exhibiting highly commendable skills.</li> <li>Exceptionally well-prepared and attractive slides/poster that clearly covers the main aspects of the project.</li> <li>Questions answered exceptionally well and with ease.</li> </ul>
4 (Good)	<ul style="list-style-type: none"> <li>Impressive presentation, exhibiting commendable skills.</li> <li>Well-prepared and attractive slides/poster that covers the main aspects of the project.</li> <li>Questions answered well and rather convincingly.</li> </ul>
3 (Fair)	<ul style="list-style-type: none"> <li>Mediocre presentation. Skills require improvement.</li> <li>Adequately prepared slides/poster with some aspects of the project not covered.</li> <li>Some questions could not be answered convincingly.</li> </ul>
2 (Poor)	<ul style="list-style-type: none"> <li>Unimpressive presentation due to lack of skills.</li> <li>Very little thought given to the preparation of slides/poster with important aspects of the project being left out.</li> <li>Failed to answer most of the questions convincingly.</li> </ul>
1 (Very Poor)	<ul style="list-style-type: none"> <li>Seriously flawed presentation due to little or no skills.</li> <li>No thought given to the preparation of slides/poster with most aspects of the project being left out.</li> <li>Unable to answer the questions convincingly.</li> </ul>

ASSESSMENT OF LOGBOOK	
Score	Description
5 (Very Good)	<ul style="list-style-type: none"> <li>Has very frequent meetings with the supervisor.</li> <li>Shows a genuine interest in the project and is exceptionally hardworking, inquisitive and independent.</li> <li>Project plan is exceptionally well prepared, systematic and appropriate.</li> <li>Conducts work according to plan and adapts well to changes.</li> </ul>
4 (Good)	<ul style="list-style-type: none"> <li>Meets with the supervisor regularly.</li> <li>Shows an interest in the project and is hardworking, inquisitive and independent.</li> <li>Project plan is well prepared, systematic and appropriate.</li> <li>Most work is conducted according to plan and can adapt to changes.</li> </ul>
3 (Fair)	<ul style="list-style-type: none"> <li>Meets with the supervisor once in a while, but not frequent enough.</li> <li>Shows some interest in the project but is not fully committed. Moderately hardworking, lacks inquisitiveness and is dependent on the supervisor half of the time.</li> <li>Project plan needs improvement and should be more systematic and appropriate.</li> <li>Work is not completely conducted according to plan and has some difficulty adapting to changes.</li> </ul>
2 (Poor)	<ul style="list-style-type: none"> <li>Very seldom meets with the supervisor.</li> <li>Shows little interest in the project and lacks commitment. Has issues with completing tasks, lacks inquisitiveness and is dependent on the supervisor most of the time.</li> <li>Project plan is flawed and needs to be more systematic and appropriate.</li> <li>Work is not conducted according to plan and has major difficulty adapting to changes.</li> </ul>
1 (Very Poor)	<ul style="list-style-type: none"> <li>Hardly ever meets with the supervisor.</li> <li>Shows no interest in the project. Has major issues with completing tasks, shows no signs of inquisitiveness and is highly dependent on the supervisor.</li> <li>Project plan is seriously flawed.</li> <li>Seldom does work and cannot adapt to changes.</li> </ul>

<b>ASSESSMENT OF PROJECT PROPOSAL</b>	
<b>Score</b>	<b>Description</b>
<b>5</b> (Very Good)	<ul style="list-style-type: none"> <li>• The research background, statement of problem, aims, objectives, scope and importance are exceptionally well stated.</li> <li>• The supporting literature is very relevant and is reviewed critically.</li> <li>• The proposed methods are very appropriate and are described in great detail.</li> <li>• The expected results are very clearly stated and very consistent with the objectives.</li> <li>• The sources of reference are very reliable and citations are very consistent with the list of references.</li> <li>• The project plan is exceptionally well-prepared and appropriate.</li> <li>• The proposal follows the prescribed format very closely.</li> </ul>
<b>4</b> (Good)	<ul style="list-style-type: none"> <li>• The research background, statement of problem, aims, objectives, scope and importance are clearly stated.</li> <li>• The supporting literature is relevant and is reviewed well.</li> <li>• The proposed methods are appropriate and are described in detail.</li> <li>• The expected results are clearly stated and consistent with the objectives.</li> <li>• The sources of reference are reliable and citations are consistent with the list of references.</li> <li>• The project plan is well-prepared and appropriate.</li> <li>• The proposal follows the prescribed format closely.</li> </ul>
<b>3</b> (Fair)	<ul style="list-style-type: none"> <li>• The research background, statement of problem, aims, objectives, scope and importance are satisfactory.</li> <li>• The supporting literature is only slightly relevant and is reviewed inadequately.</li> <li>• The proposed methods are partly acceptable and are described in general terms.</li> <li>• The expected results are not clearly stated and not consistent with the objectives.</li> <li>• The sources of reference are questionable and some citations are not consistent with the list of references.</li> <li>• The project plan has some flaws and is rather inappropriate.</li> <li>• The proposal follows the prescribed format very loosely.</li> </ul>
<b>2</b> (Poor)	<ul style="list-style-type: none"> <li>• The research background, statement of problem, aims, objectives, scope and importance are vaguely stated.</li> <li>• The supporting literature is mostly irrelevant and is reviewed badly.</li> <li>• The proposed methods are mostly not acceptable and are described badly.</li> <li>• The expected results are vaguely stated and mostly not consistent with the objectives.</li> <li>• The sources of reference are not reliable and most citations are not consistent with the list of references.</li> <li>• The project plan is badly-prepared and not appropriate.</li> <li>• The proposal mostly does not follow the prescribed format.</li> </ul>
<b>1</b> (Very Poor)	<ul style="list-style-type: none"> <li>• The research background, statement of problem, aims, objectives, scope and importance are unsuccessfully stated.</li> <li>• The supporting literature is completely irrelevant, and is reviewed very badly.</li> <li>• The proposed methods are completely wrong and are described very badly.</li> <li>• The expected results are not properly stated and highly inconsistent with the objectives.</li> <li>• The sources of reference are highly unreliable and citations are very inconsistent with the list of references.</li> <li>• The project plan is very badly-prepared and highly inappropriate.</li> <li>• The proposal does not follow the prescribed format at all.</li> </ul>

<b>ASSESSMENT OF DRAFT FINAL REPORT / TECHNICAL PAPER</b>	
<b>Score</b>	<b>Description</b>
<b>5</b> (Very Good)	<ul style="list-style-type: none"> <li>• The abstract is exceptionally well-written, concise and comprehensive.</li> <li>• The research background, statement of problem, aims, objectives, scope and importance are exceptionally well stated.</li> <li>• The supporting literature is very relevant and is reviewed critically.</li> <li>• The methods are very appropriate and are described in great detail.</li> <li>• The results are reported and interpreted very effectively, and the discussions are very insightful.</li> <li>• The conclusions very clearly identify the key findings and include significance and limitations of current work, and recommendations for future work.</li> <li>• The sources of reference are very reliable and citations are very consistent with the list of references.</li> </ul>
<b>4</b> (Good)	<ul style="list-style-type: none"> <li>• The abstract is written well, and rather concise and comprehensive.</li> <li>• The research background, statement of problem, aims, objectives, scope and importance are clearly stated.</li> <li>• The supporting literature is relevant and is reviewed well.</li> <li>• The methods are appropriate and are described in detail.</li> <li>• The results are reported and interpreted effectively, and the discussions are insightful.</li> <li>• The conclusions clearly identify the key findings and include significance and limitations of current work, and recommendations for future work.</li> <li>• The sources of reference are reliable and citations are consistent with the list of references.</li> </ul>
<b>3</b> (Fair)	<ul style="list-style-type: none"> <li>• The abstract is slightly flawed.</li> <li>• The research background, statement of problem, aims, objectives, scope and importance are satisfactory.</li> <li>• The supporting literature is only slightly relevant and is reviewed inadequately.</li> <li>• The methods are partly acceptable and are described in general terms.</li> <li>• The results are reported and interpreted rather ineffectively, and the discussions lack insightfulness.</li> <li>• The conclusions do not clearly identify the key findings and do not mention the significance and limitations of current work, or recommendations for future work.</li> <li>• The sources of reference are questionable and some citations are not consistent with the list of references.</li> </ul>
<b>2</b> (Poor)	<ul style="list-style-type: none"> <li>• The abstract is badly written.</li> <li>• The research background, statement of problem, aims, objectives, scope and importance are vaguely stated.</li> <li>• The supporting literature is mostly irrelevant and is reviewed badly.</li> <li>• The methods are mostly not acceptable and are described badly.</li> <li>• The results are reported and interpreted ineffectively, and there are insignificant or no discussions provided.</li> <li>• The conclusions do not identify the key findings and do not include the significance and limitations of current work, and recommendations for future work.</li> <li>• The sources of reference are not reliable and most citations are not consistent with the list of references.</li> </ul>
<b>1</b> (Very Poor)	<ul style="list-style-type: none"> <li>• The abstract is very badly written.</li> <li>• The research background, statement of problem, aims, objectives, scope and importance are unsuccessfully stated.</li> <li>• The supporting literature is completely irrelevant and is reviewed very badly.</li> <li>• The methods are completely wrong and are described very badly.</li> <li>• The results are reported and interpreted very ineffectively, and there are no discussions.</li> <li>• The conclusions are weak and do not include significance and limitations of current work, and recommendations for future work.</li> <li>• The sources of reference are highly unreliable and citations are very inconsistent with the list of references.</li> </ul>