

FYP1/FYP2 Portal Report Submission Guidelines (Student Version)

1. Mouse over FYP1/FYP2, click “FYP1 Report Submission” or “FYP2 Report Submission”.

The screenshot shows the top navigation bar of the FYP1/FYP2 Portal. The bar is dark blue with white text. On the left, there is the UTAR logo and the text 'UNIVERSITI TUNKU ABDUL RAHMAN' and 'Wholly owned by UTAR Education Foundation'. In the center, there are links for 'Notices', 'IIPSPW', 'FYP1', and 'FYP2'. On the right, there is a 'Log in' link. A dropdown menu is visible under the 'FYP1' link, containing three options: 'FYP1 Student List', 'FYP1 Amendment Form', and 'FYP1 Report Submission'. The 'FYP1 Report Submission' option is highlighted with a red rectangular box.

Final Year Project

The Final Year Project (FYP) encourages students to bring together their discoveries as a single piece of work and to present their work, their knowledge and their skills. The FYP work presents students the opportunity to advance their ideas, and pursue their interests to postgraduate research problem formulation, development project planning, proposal writing, presentation, in order to commence their final year projects.

Every student undertaking the degree is required to complete a FYP under the supervision of a FICT academic staff. In the case that the FYP is derived from the industry may be appointed, subject to the approval from the Faculty.

The whole FYP is divided into three parts, namely Introduction To Inventive Problem Solving And Proposal Writing (IIPSPW), Project I and Project II. Once student can start to take the IIPSPW course. Each student is required to meet the supervisor minimum once in two weeks (bi-weekly meeting).

2. Key in your student ID (e.g. 20ACB00001)

FYP1 REPORT SUBMISSION [Jan2022]

[The deadline for this submission is 2022-04-15 17:00:00]

Kindly input your student ID.

Student ID (e.g. 20ACB00001)

Possible outcome	How to fix
Status 1: You have not registered in this trimester.	<ol style="list-style-type: none"> 1. Check if you have typed your Student ID correctly. (e.g. 20ACB00001). 2. Check if you are trying to submit at the correct platform (FYP1 / FYP2). 3. Check if your name is listed on the FYP1/FYP2 student list. 4. Contact the FYP Committee
Status 3: Your FYP report was accepted. If you would like to re-submit a newer version of the FYP report. Kindly request your supervisor to reject the previous submission.	Contact your supervisor to reject your FYP report if you would like to re-submit a newer version of the FYP report.
Status 4: Your recently submitted FYP Report is still pending the lab officer's review.	Your existing submission is pending the lab officer's review. If you would like to resubmit your report, kindly contact the lab officer. The information of the lab officers was printed on the final page of your report submission (Step 4)

3. Check if your details are correct. Click “Choose File” at **1** → Select your report (PDF only) → Key in your Student ID at **2** → Tick “I agree ...” at **3** → Click “Submit” at **4**.

FYPI REPORT SUBMISSION

Student Name (As per student ID)

Hello World

Course

CN

Year of Study

Y3T3

Registered Session

Jan2022

E-mail address

helloworld@1utar.my

Contact No

0123456789

Area of Study

Mobile Application Development

Project Type

Development-based

Project Title

Android Mobile Application for XYZ

Supervisor

Dr XXX

Moderator

Ts XXX

Report File (e.g.20ACBI2345_FYPI.pdf)

1 Choose File .pdf

2

Student ID **Student ID is correct.**

3

I agree that the listed information above is correct and proceed for my FYP report submission.

4

For item	Notes
1.	Only PDF is allowed.
2.	Student ID's format is 20ACB00001. It will show "Student ID is incorrect" if you have typed your Student ID incorrectly, or in the wrong format.
3.	This option only will be available if you typed in the correct Student ID
4.	This option only will be available if you ticked the 3 rd item.

4. Check your information on the final page. Please screenshot/print it as a PDF for this page and keep it as a copy of your report submission. You can click on “Uploaded Report” to check if you have uploaded the correct version of the report. Click “OK” and return to the main page.

FYPI REPORT SUBMISSION

Please screenshot/print as pdf for this page and keep as a copy of your report submission.

This form will be sent to the lab officer for the verification process. Kindly check the FYPI Student List for the report submission progress.

Report submission date/time: 2022-04-01 06:32:17pm

Student ID: [REDACTED]
Student Name: [REDACTED]
Session: [REDACTED]
Email: [REDACTED]
Contact Number: [REDACTED]
Project Title: [REDACTED]
Area of Study: [REDACTED]
Project Type: [REDACTED]
Uploaded Report: [REDACTED]

If you have submitted a wrong report, kindly contact the following lab officer.

FYPI
IB: Pn Amalina (amalinam@utar.edu.my)
IA: Mr Thomas (tanbg@utar.edu.my)
CS: Mr Lim (limkg@utar.edu.my)
CN: En Firdaus (firdausz@utar.edu.my)
CT: En Firdaus (firdausz@utar.edu.my)

FYP2
IB: Pn Amalina (amalinam@utar.edu.my)
IA: En Azuan (azuanm@utar.edu.my)
CS: Mr Leong (leongyf@utar.edu.my)
CN: En Firdaus (firdausz@utar.edu.my)
CT: En Firdaus (firdausz@utar.edu.my)

OK

5. You should be able to check your status at the FYP1/FYP2 Student List:

[Redacted]	Project Title: [Redacted] [Redacted]
[Redacted]	Area of Study: [Redacted] Project Type: [Redacted] Report Submission: Pending Review
[Redacted]	Project Title: [Redacted] [Redacted]
[Redacted]	Area of Study: [Redacted] Project Type: [Redacted] Report Submission: Accepted
[Redacted]	Project Title: [Redacted] Area of Study: [Redacted] Project Type: [Redacted] Report Submission: Submission Rejected. Check email for more information. Pending re-submission
[Redacted]	Project Title: [Redacted] [Redacted]
[Redacted]	Area of Study: [Redacted] Project Type: [Redacted] Report Submission: Pending submission