

Planned Schedule for IIPSPW, FYP1 and FYP2
January 2022
 Session 2021/2022

Note: Students who fail to submit their full reports and/or fail to perform a presentation will be graded 'F'.
 FYP Report with unsatisfactory Turnitin scores will not be accepted.

IIPSPW		
Activities	Time/Deadline	Action Required By
Meeting to discuss the process of the Project, TRIZ	Week 1 – Week 14	2 hours lecture for 14 weeks
Fill up FYP Undertaking online form	Week 6 Thursday 5pm.	Student, Supervisor (Late submission WILL NOT be accepted.)
Assignment of students (without supervisors) to supervisors	Week 6	FYP Committee
Weekly log	Weekly (week 6 and onwards)	Student, Supervisor
Check the presentation and report submission guideline during MCO in the FYP portal. Submit ONE (1) tape bound Preliminary Proposal Report to the IIPSPW lecturer for marking. No plastic cover and CD are required for IIPSPW. Use double sided printing.	Week 12 Friday 5pm	Student, Supervisor, Lecturer
Oral presentation (Assessed by the Supervisor)	Week 13-14 (Supervisor arranges your own convenient time.)	Student, Supervisor
Submission of marks	Week 16 Monday 5pm	Supervisor, FGO

Project 1		
Activities	Time/Deadline	Action Required By
Meeting with supervisor, Weekly log	Weekly	Student, Supervisor
Student submits softcopy of the draft Project 1 report (proposal) without the preliminary work section to Supervisor.	Week 9 Monday 5pm	Student, Supervisor

Supervisor feedbacks to student of the draft report if there is any. Student checks with supervisor of the feedbacks during weekly meeting.	Week 9 onwards	Student, Supervisor
Student explores project preliminary work to produce results to add (i.e. strengthen) to the final Project 1 report.	Week 9-12 Student can work beyond week 12 to strengthen your preliminary work.	Student, Supervisor
Check the presentation and report submission guideline during MCO in the FYP portal. Student submits TWO (2) comb bound final Project 1 reports (proposals) and the softcopy of report to Supervisor. You must follow the submission procedure shown at end of this document. Four marks will be deducted for all late submission. No plastic cover and CD are required for FYP1. Use double sided printing. (Proposal marked by Supervisor Only) Moderator reads and gives feedback (if there is any) of the submitted report before or during oral presentation.	Week 12 Friday, 5pm	Student, Supervisor, Moderator, lab Managers
Oral presentation (with Prototype or preliminary work done) (Assessed by Supervisor and Moderator)	Week 13-14 Check with your supervisor for the exact date and time.	Student, Supervisor, Moderator (Student is required to be in the venue for exactly 2 hours to demonstrate your work to visitors. This is a simulation / exposure of the poster session experience.)
Submission of FYP marks by supervisors	Week 16 Monday 5pm	Supervisor, Moderator
Supervisor to submit ONE (1) set of hardcopy FYP report to the FYP lab.	Week 15 Monday 5pm	Supervisors.

Project 2

Activities	Time/Deadline	Action Required By
Meeting with supervisor, Weekly log	Weekly	Student, Supervisor
Submit draft reports to the supervisor	Week 6 to week 10	Student, Supervisor
Supervisor feedbacks to student of the draft report if there is any. Student checks with supervisor of the feedbacks during weekly meeting.	After report submission	Student, Supervisor
Supervisor to submit nominees for FYP competition	Week 12 Friday, 5pm	Supervisor
Check the presentation and report submission guideline during MCO in the FYP portal. Submit TWO (2) corrected comb-bound full report copies, the softcopy of report and A1 size of PowerPoint poster in softcopy to Supervisor. The student must follow the submission procedure shown at end of this document. Four marks will be deducted for all late submission. Moderator reads and gives feedback (if there is any) of the submitted report before or during oral presentation.	Week 13 Friday, 5pm	Student, Supervisor, Moderator, lab Managers
Oral Presentation, Poster Submission and Product Demonstration (including FYP competition)	Week 13-14 Check with your supervisor for the exact date and time.	Student, Supervisor, Moderator, FYP Committee (Student is required to be in the venue for exactly 2 hours to demonstrate your work to visitors. This is a simulation/exposure of the poster session experience.)
Submission of FYP marks by supervisors	Week 16 Monday 5pm	Supervisor, Moderator, FGO (make sure the supervisor and moderator submit on time)
Students to submit TWO (2) softcopies in CD/DVD to the FGO. (include the poster and codes (if applicable) in the softcopy) Supervisor to submit ONE (1) set of hardcopy FYP report to the FYP lab.	Week 15 Monday 5pm	Supervisors, Students, FGO (make sure the student sign when they submit the CD/DVD)

FYP Report Submission Procedure

for Students, Supervisors and Lab Managers

