

Guideline for IIPSPW, FYP1, FYP2 Online Presentation and Submission during National Recovery Plan (NRP)

Version: 3/4/2022 (for students only)

Amended: 21/4/2022

Preamble:

With the National Recovery Plan (NRP) from the government during the pandemic of Covid-19, the report submission and presentation schedule of IIPSPW, FYP1 and FYP2 guidelines as follows.

IIPSPW

1. Schedule for presentation

Your supervisor is required to arrange a presentation with you in the period from **18 April to 29 April 2022**. Each presentation slot is 15-20 minutes. The presentation can be through 3 options.

Option 1: Synchronous presentation between your supervisor and you using any online platform.

Option 2: If you do not have good Internet connection for synchronous presentation, please inform your supervisor. Asynchronous presentation can be done where you can record your presentation and upload the file to a platform where your supervisor can download. You will send the link to your supervisor and your supervisor can view/download the presentation. Your supervisor can further raise questions to you by email. You are required to reply within 48 hours.

Option 3: You can request to have a physical presentation with the agreement from your supervisor. The presentation can be done in your supervisor's office or in the lab. You must strictly follow the university Covid-19 SOPs.

2. Report submission

The IIPSPW report is to be submitted to your tutor of IIPSPW by **15 April 2022 (Friday), 5pm**. However, your supervisor may require a copy from you. Please make your own arrangement with your supervisor.

3. Presentation day

The presentation must be done using any option as stated in item 1 according to the arranged timeslot.

FYP1 and FYP2

1. Schedule for presentation

Your supervisor is required to arrange a presentation with you in the period from **18 April to 29 April 2022**. The presentation can be through 3 options.

Option 1: Synchronous presentation between your supervisor, your moderator and you through online. Each presentation slot is 30-40 minutes, 8am-6pm. Demonstration can be recorded into a video (3-5 minutes) and played by you during the presentation. Any online platform is allowed with the suggestion from your supervisor with the agreement from your moderator and you.

Option 2: If you do not have good Internet connection for synchronous presentation, please inform your supervisor. Asynchronous presentation can be done where you can record your presentation (20-30 minutes including demonstration of the project) and upload the file to some online platform where both supervisor and moderator can download. You will send the link to your supervisor and moderator. Both supervisor and moderator can further raise the questions to you by email. You are required to reply within 48 hours.

Option 3: You can request to have a physical presentation with the agreement from your supervisor and the moderator. Your supervisor will arrange the timeslot and venue for your presentation. You are required standby during the timeslot and your supervisor and the moderator will enter the venue to attend your presentation. You must strictly follow the university Covid-19 SOPs.

2. Turnitin check, report submission and formatting check

You still need to submit for Turnitin check for FYP1 and FYP2 reports (only the chapters). The final report has to be in PDF format (filename: studentID_FYP1.pdf, such as 18ACB12345_FYP1.pdf). The file needs to be emailed to your supervisor (or the co-supervisor) for signature. Your supervisor (or the co-supervisor) will return you the file once he/she signed. Finally, you need to **upload the file into the FYP Portal** under FYP1 Report Submission sub menu or FYP2 Report Submission sub menu according **FYP Portal Report Submission Guidelines**.

If you face any issue on the report submission, you may liaise with the lab staff according to the following:

FYP1

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)

Submission for FYP1 report: **Week 12, Friday, 15 April 2022, 5pm**

Submission for FYP2 report: **Week 13, Friday, 22 April 2022, 5pm**

The lab staff will help to check the correctness of the format and Turnitin page. After that, the lab staff will distribute the file to your supervisor and moderator. If the format and Turnitin page are found to have issue, the student must resubmit in the correct format and Turnitin page before the stated submission deadlines. 4% marks will be deducted for all late submission/resubmission.

If your supervisor is fine with the file, the file will be used for library copy and course file. Else you must amend the file according to your supervisor comment.

3. Presentation day

The presentation must be done according to the arranged timeslot as stated in item 1.