# Final Year Project Guidelines

TPR3321 / TPT3101

FACULTY OF COMPUTING AND INFORMATICS
MULTIMEDIA UNIVERSITY

Effective from Trim 1 2016 - 2017

## TABLE OF CONTENTS


Table of Contents ..... 2

1. Introduction to the Final Year Project (FYP) ..... 3

2. The FYP Process ..... 4

3. Grading and Assessment ..... 7

4. The FYP Reports ..... 8

4.1. Warning notice ..... 8

4.2. Penalties ..... 8

4.3. Individual Reports ..... 8

4.4. The Interim Report (Trimester 1) ..... 8

4.4.1. Suggested Contents of the Interim Report ..... 8

4.4.2. Suggested Order of the Interim Report ..... 11

4.5. The Final Report (Trimester 2) ..... 12

4.5.1. Suggested Contents of the Final Report ..... 12

4.5.2. Suggested Order and Contents of the Final Report ..... 14

5. Guidelines for Report Preparation ..... 15

6. References ..... 23

6.1. Citation Style for References in Text ..... 23

7. Other Points to Note on Writing Report ..... 26

8. Final Year Project Meeting Log ..... 27

Appendices ..... 28

Appendix A: FYP Student Project Proposal ..... 28

Appendix B: Citation Style for Reference List ..... 35

Appendix C: Forms and Miscellaneous information ..... 37

Appendix D: Example of Interim Report and Final Year Report Cover Page (Photo) ..... 69

# FINAL YEAR PROJECT GUIDELINES

TPR3321 / TPT3101

## 1. INTRODUCTION TO THE FINAL YEAR PROJECT (FYP)

As a part of the requirement to be awarded a Bachelor's degree from the Faculty of Computing and Informatics, you are required to undertake, complete and pass a project-type course (TPR3321/ TPT3101) in your final year of study. This final year project (FYP), usually executed over two trimesters (a 28-week period), will be a substantial and important part of your undergraduate study. It will be the most time consuming activity and a significant piece of independent work that you need to take on.

Computer science and information technology are theoretical and empirical, hands-on disciplines, and there are many skills that simply cannot be taught in the classroom. They can only be learned through practical experience. Working on a large project like the FYP will give you the opportunity to be exposed to many such skills, for example:

- Interacting with users.

  With most classroom projects you are given a problem and told to solve it. In the real world, however, problem statements are not given out in a finished form. You must develop the problem statement through meetings and discussions with potential users of your software.

- Developing specification and design documents.

  In software engineering classes you learned formal methods for representing specification and design documents. However, code developed in class is usually too small to demonstrate their real benefits. That is not the case with the final-year project. It involves the development of a large, complex software package that requires the effective use of software development tools. Without these formal design and implementation methods, the scale of the project will quickly overwhelm you.

- Developing prototypes.

  Building prototypes is a common task in software development. Users are often unable to express their needs without seeing a working model. In class there is rarely enough time to develop both a prototype and a fully functional program. However, for the final year project you will build a working prototype of your proposed software.

- Improving your writing and oral presentation skills.

  Two fundamentally important parts of the project are the written documents you produce and the oral presentations you give. At the end of Trimester 1 you will deliver an Interim Report and

demonstrate your prototype. At the end of Trimester 2 you will produce a Final Report and give a presentation of the finished system.

As you can see, there is much more to a final year project than simply "writing lots of code" or "writing lots of text". Instead, it is a chance to put into practice all the concepts that, until now, have only been studied formally. By the end of the project you will have developed a set of practical skills that will serve you well throughout your professional career. That is why the hours put into this course are considered hours well spent.

- Working effectively as part of a team.

  For this project you can work individually or in a team of 2 students. If you work in a group project, each member will be having his/her own contributions to the project and will be assessed individually based on his/her own effort. In the "real world" software is rarely, if ever, developed alone, so learning to be an effective part of a software development team is an important learning experience.

The rest of this document describes the FYP process, grading and assessment, guidelines for FYP reports writing and preparation as well as general notes related to FYP.

## 2. THE FYP PROCESS

Figure 1 depicts the FYP process.

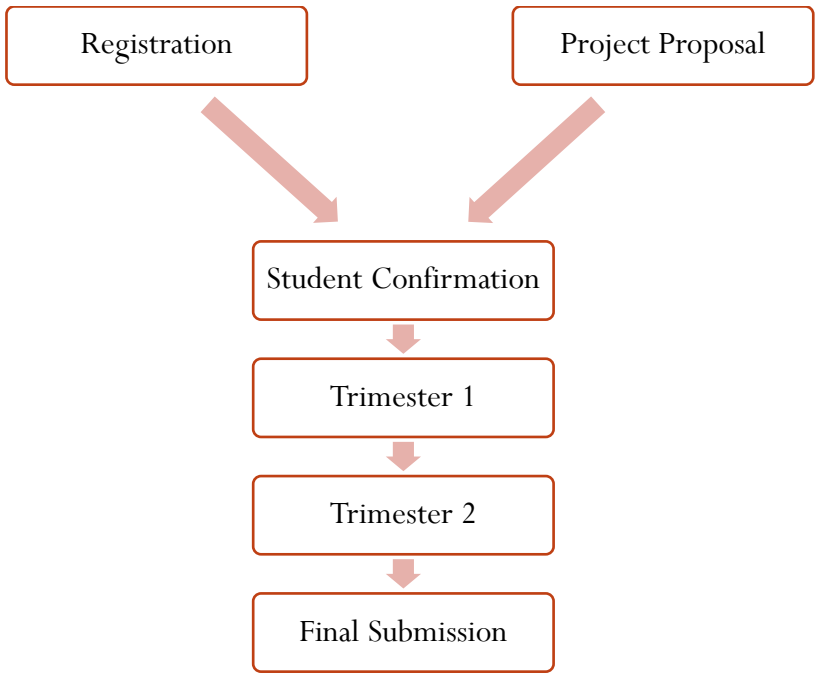


Figure 1: FYP process flow

| Process | Description |
|---|---|

<table>
<tr><td>Registration</td><td>Register at the FYP website (http://10.106.52.221/fyp2) so that the faculty can manage your FYP activities. The faculty will take note of your intention to do your project and lecturers would be able to confirm you for their projects.<br><br>Note: Students having problem with registration should inform the FYP Coordinator or Faculty Manager.</td></tr>
<tr><td>Project Proposal</td><td>FYP project titles will be uploaded by lecturers at the FYP website starting form Trimester 2 of Gamma Year.<br><br>Find a project that you are interested in and meet the lecturer to find out more about the requirements of the project. If the lecturer accepts you for the project, he/she will confirm you at the FYP website.<br><br>You can also propose your own project (see Appendix A). You must find a lecturer to supervise the project. The lecturer must upload the project details and the project must be reviewed and accepted by the FYP committee.</td></tr>
<tr><td>Student Confirmation</td><td>Lecturers will confirm the students for their projects at the FYP website. You can check the confirmation at the FYP website from the Confirmed Projects List.<br><br>By week 1, students without projects will be assigned to lecturers. You can discuss with the lecturer to work on existing titles or to formulate a suitable project that you can do. The assigned lecturer then may upload a new project for assigned students to do (if necessary).</td></tr>
<tr><td>Activities in Trimester 1</td><td>Trimester 1 of your FYP is concerned with developing the problem specification and design. Important dates for trimester 1 activities are as follows:
<table>
<tr><th>Date</th><th>Activity</th></tr>
<tr><td>Week 1</td><td>• Register for your FYP subject in CAMSys.<br>• Finalize your FYP title in the first week; consult your supervisor for issues related to computing resources.</td></tr>
<tr><td>Week 2</td><td>• Add/drop FYP in CAMSys.</td></tr>
<tr><td>Week 2 - 11</td><td>• Weekly or bi-weekly meetings with supervisor<br>o A short, written description of the project is expected [by Week 5].<br>o Develop a complete and precise problem statement followed by the formal design of a software system (for application-based project) or main theoretical concept of domain being investigated (for research-based project) that solves this problem. The proposed solution should be technically sound, reasonable and achievable.<br>o Prepare an implementation plan that will guide its activities during Trimester 2.<br>o Build a working prototype that demonstrates the functionality of your proposed software. Expectations for the demonstrations can be referred to in Appendix C under FYP1 rubrics.</td></tr>
</table>
</td></tr>
</table>

| | | |
|---|---|---|
| | | • A meeting log must be completed by each student for each meeting. The meeting logs must be included in the report. |
| | **Week 12** | • Book your presentation time slot with your supervisor<br>• Submission of Interim Report<br>  ○ This includes literature review, interviews, and market surveys, as well as the completed specifications and design. A thorough description of the format of this report is contained in Chapter 4. |
| | **Week 13-14** | • Presentation and demonstration of the prototype to the supervisor and project moderator.<br>• Discuss with your supervisor on the improvements to be made in the project work, and the report. This includes amendments to address originality checking results from Turnitin application (The Similarity Index for the report must be less than or equal to 20%. If this is not achievable, you must provide the justification and your supervisor must agree to it). |

**Activities in Trimester 2**

Trimester 2 is concerned with system implementation and prototype development. Important dates for trimester 2 activities are as follows:

| Date | Activity |
|---|---|
| **Week 1** | • Register again for your FYP subject in CAMSys.<br>• Finalize your FYP title in the first week; consult your supervisor for issues related to computing resources. |
| **Week 2** | • Add/drop FYP in CAMSys. |
| **Week 2 - 11** | • Weekly or bi-weekly meetings with supervisor<br>  ○ Construct a finished, working system that meets all specifications based on the specification and design work done during the previous trimester.<br>• A meeting log must be completed by each student for each meeting. The meeting logs must be included in the report. |
| **Week 12** | • Booking of time slot with supervisor and moderator for poster presentation.<br>• Submission of Final Report<br>  ○ This report describes the results achieved, outlines the steps you went through during implementation, and discusses how the final results conform to what was originally proposed. The contents of the Final Report are given in Chapter 4. |
| **Week 13-14** | • Prepare a poster to explain your project and demonstrate the finished software to both the supervisor and the moderator.<br>• Discuss with your supervisor on the improvements to be made in the project work, and the report. This includes |

| | | |
|---|---|---|
| | | amendments to address originality checking results from Turnitin application (The Similarity Index for the report must be less than or equal to 20%. If this is not achievable, you must provide the justification and your supervisor must agree to it). |
| **Final Submission** | After the presentation in Week 13-14 of Trimester 2, the supervisor and moderator will assess your Final Report and provide feedback on the amendments and corrections to be done, including amendments to address plagiarism checking results from Turnitin application. You must revise the Final Report as required before submitting the hard cover, digital copy, and Turnitin report (from your supervisor) to FCI General Office (see Appendix C). | |

## 3. GRADING AND ASSESSMENT

You will receive a single grade for the two-trimester, final year project course. The assessment will be based on your effort, reports and presentations for both trimesters. It is important that you demonstrate good project management, application of technical knowledge and skills, can explain your work well in the presentations, and document your work clearly in the reports in order to obtain good marks in the final assessments.

Your work in Trimester 1 contributes 30% of the final grade and your work in Trimester 2 contributes 70% of the final grade. The following tables describe the components of this grade:

### Final Year Project 1 (30%)

| Categories | Percentage | Effective Mark |
|---|---|---|
| **Written Report** | 50 | 15 |
| **Oral Presentation** | 30 | 9 |
| **General Effort** | 20 | 6 |

### Final Year Project 2 (70%)

| Categories | Percentage | Effective Mark |
|---|---|---|
| **Written Report** | 40 | 28 |
| **Project Implementation** | 30 | 21 |
| **Poster Presentation** | 10 | 7 |
| **General Effort** | 20 | 14 |

For more details, you can refer to the FYP Rubrics and Mark Sheets in Appendix C.

# 4. THE FYP REPORTS

## 4.1. WARNING NOTICE

**TAKE NOTICE that the unauthorized copying, reproducing, sharing and/or downloading of any copyrighted material or an attempt to do so whether by use of the University's facilities or outside networks / facilities whether in hard copy or softcopy format, shall constitute an infringement under the Copyright Act 1987 and shall be a strict liability offence.**

## 4.2. PENALTIES

Please take note that marks will be deducted by 10% for each number of days of submission. No submission will be accepted after five days of late submission. Therefore, kindly ensure that you submit all your reports within the stipulated deadlines. Students who are caught to have plagiarized will be STRICTLY penalized, and may very possibly result in automatic failures.

## 4.3. INDIVIDUAL REPORTS

Each student needs to produce individual reports regardless of whether the project is done individually or in groups. This includes Interim and Final Report. Meaning that, for group projects, the members of the group CANNOT submit the exact same copy of the report for evaluation. For group projects, the supervisor will normally divide the project into different scope for each members of the group. Therefore, you are expected to report on the tasks that have been assigned to you in relation to the project. No parts of the report should be exactly the same. This is to let the students to experience the practical aspect of technical writings during your undergraduate program. In addition, each student will be evaluated individually for the reports.

## 4.4. THE INTERIM REPORT (TRIMESTER 1)

- Each student has to submit the following items on week 12 of Trimester 1 to the FCI General Office:
    - TWO soft cover of the FYP Report (light blue colour)
    - ONE CD – softcopy of Project: documents, source code, references, installation instructions, etc.
- Please refer to the MMLS, FCI FYP website or Bulletin Board for details of various deadlines for FYP.
- You must attach the photocopies or scans of the Final Year Project Meeting Log sheets (see Appendix C section) as an appendix to the report. The original Final Year Project Meeting Logs are to be attached to hard cover report.
- The recommended structure of this report is discussed below, together with suggestions on the appropriate contents of each section.
- There is great diversity in the types of projects undertaken by students, and that may influence the weighting or emphasis given to the various sections of your report.

### 4.4.1. SUGGESTED CONTENTS OF THE INTERIM REPORT

The following are the suggested contents of the Interim Report:

| Content | Description |
|---|---|
| **Declaration** | Students should declare with signatures saying the report has been done by them and no plagiarism has been included. Please refer to Figure 5 and Figure 6. |
| **Acknowledgement** | |
| **Abstract** | In one page, certainly not more than two, summarize the main features of your project; describe what problem it is solving and how you propose to solve it. This brief overview should give a snapshot of the overall structure of your final year project. |
| **Table of Contents** | |
| **Chapter 1: Introduction** | Give an overview description of the project. How did the problem present itself to you in the first place? Describe the nature of the problem in detail. Define the project objectives (in an itemized manner) and goals, and outline the scope of your project. |
| **Chapter 2: Background Study / Literature Review** | Describe what you have discovered in your literature search or market survey. Does this problem exist anywhere else? Who is working on it? How have others solved it? Give references to some of the main articles/books/Web pages discussing this problem.<br>The literature review must be relevant and cover current major topics of the research project (research-type).<br>The background study covers at least 3 related applications (application-type). |
| **Chapter 3 Requirements / Theoretical Framework** | For application-based projects, describe the system requirements and use technical drawings or tools to represent the requirements (e.g. UML diagrams, context diagrams, Entity-Relationship Diagram).<br>For research-based projects, describe the main theoretical concepts of the domain to be investigated in the project. Discuss problems to be further investigated or ideas to be proven in the research to be done in the project. |
| **Chapter 4: Design / Research Methodology** | Outline in detail your approach to solving the problem. Describe the proposed solution methods and the progress you have achieved.<br>For application-based projects, translate the system requirements into technical representations for the solution (e.g. sequence diagrams, structure charts, interaction diagrams).<br>For research-based projects, describe the approach to obtain the results that will prove the concept described in Chapter 3. Describe how the prototype or simulation works, using technical diagrams.<br>Reference on your formal specifications and design documents can be placed in the appendix.<br>Discus the implementation of a prototype or proof-of-concept of your solution and describe its behaviour. |
| **Chapter 5:** | Lay out the project implementation plan for the next semester. Discuss the |

| | |
|---|---|
| **Implementation Plan** | project's target and milestone dates. If you will be implementing your project in discrete stages, describe them and discuss how far you think you will be able to get. |
| **Chapter 6: Conclusion** | Summarise what have been achieved, and what is to be achieved in the next phase of the project. You can also describe issues experienced during the project such as problems encountered. |
| **References** | Include here all references of materials you have referred to within your report. You must cite all references at the appropriate places in the report where needed (Note that it is compulsory to prepare the citation in APA style, see Section 6 for details). |
| **Appendix** | Some of the highly technical details from the above sections can be placed in the appendix and referenced from the body of the report. Include all relevant technical documentation, such as specification documents, design documents, and code listings.<br>Photocopies of the Final Year Project Meeting Log sheets should be attached as an appendix as well. |

In summary, the Interim Report is written in the style of a working document rather than a finished report. It introduces your problem, looks at what others have done in this area, presents a proposed solution, and describes an implementation plan.

### 4.4.2. SUGGESTED ORDER OF THE INTERIM REPORT

The suggested order of the Interim Report is given below:

1. Cover of the Interim Report
2. Title Page of the Interim Report
3. Copyright page of Interim Report
4. Declaration Page of Interim report
5. Acknowledgement
6. Abstract
7. Table of Contents
8. List of Tables
9. List of Figures
10. Chapter 1: Introduction – objectives, scopes
11. Chapter 2: Background Study / Literature Review
12. Chapter 3: Requirements / Theoretical Framework
13. Chapter 4: Design / Research Methodology
14. Chapter 5: Implementation Plan
15. Chapter 6: Conclusion
16. References – APA style
17. Appendices

- Appendix A: FYP Meeting Logs (all)
- Appendix B: Other items if necessary

## 4.5. THE FINAL REPORT (TRIMESTER 2)

- Each student has to submit the following items on week 12 of Trimester 2 to the FCI General Office:
  - TWO soft cover copies of the FYP Report (light blue colour)
  - ONE CD – softcopy of Project: documents, source code, references, etc.
- You must attach the photocopies or scans of the Final Year Project Meeting Log sheets (see Appendix C section) as an appendix to the report. The original Final Year Project Meeting Logs are to be attached to hard cover report.
- After your FYP Presentation, each student is required to submit the following items to the FCI General Office.
  - ONE hard cover FYP Report (Dark Blue colour)
  - ONE CD – softcopy of Project: documents, codes, references, etc.
  - The originality checking report from Turnitin application, from your supervisor.
- The recommended structure of the final report is discussed below, together with suggestions on the appropriate contents of each section.
- There is great diversity in the types of projects undertaken by students, and that may influence the weighting or emphasis given to the various sections of your report.

### 4.5.1. SUGGESTED CONTENTS OF THE FINAL REPORT

The following are the suggested contents of the Final Report:

| Content | Description |
|---|---|
| **Declaration** | Students should declare with signature saying the report has been done by them and no plagiarism has been included. Please refer to Figure 5 and Figure 6. |
| **Acknowledgement** | |
| **Abstract** | As with the Interim Report, you begin your Final Report with an Abstract. Write this section last as it is here that you will step back and give an overview of what has been achieved. In one page, certainly not more than two, list the main features of your project, what problem you were solving and how you solved it. |
| **Table of Contents** | |
| **Chapter 1: Introduction** | Similar to Chapter 1 of the Interim Report, give an overview of the project and extend with the details covering the two phases of the project. |
| **Chapter 2: Background Study / Literature Review** | Describe what you have discovered in your literature search or market survey. Does this problem exist anywhere else? Who is working on it? How have others solved it? Give references to some of the main articles/books/Web pages discussing this problem. |

| | |
|---|---|
| | The literature review must be relevant and covers current major topics of the research project (research-type).<br>The background study covers at least 3 related applications (application-type). |
| **Chapter 3 Requirements / Theoretical Framework** | For application-based projects, describe the system requirements and use technical drawings or tools to represent the requirements (e.g. UML diagrams, context diagrams, Entity-Relationship Diagram).<br>For research-based projects, describe the main theoretical concepts of the domain to be investigated in the project. Discuss problems to be further investigated or ideas to be proven in the research to be done in the project. |
| **Chapter 4: Design / Research Methodology** | Outline in detail your approach to solving the problem. Describe the proposed solution methods and the progress you have achieved.<br>For application-based projects, translate the system requirements into technical representations for the solution (e.g. sequence diagrams, structure charts, interaction diagrams).<br>For research-based projects, describe the approach to obtain the results that will prove the concept described in Chapter 3. Describe how the prototype or simulation works, using technical diagrams.<br>Reference on your formal specifications and design documents can be placed in the appendix.<br>Discus the implementation of a prototype or proof-of-concept of your solution and describe its behaviour. |
| **Chapter 5: Implementation / Prototype / Simulation** | Describe your solution (or prototype / simulation) in detail. You may refer to the appendix for detailed computer code or other technical materials, but some summary or overview diagrams of the solution should be placed in the body of the report. This will help the reader get a sense for the overall structure of the solution.<br>Describe the process you went through to develop the solution. Discuss the behaviour of the finished program, and show some of its functionality. |
| **Chapter 6: Testing / Evaluation of Findings / Research Contribution** | For application-based projects, describe the test plans and test results to show the functionality of the solution.<br>For research-based projects, describe the results and discuss the findings from the prototype or simulation. Prepare a draft research paper to describe the significance of the project findings. |
| **Chapter 7: Conclusion** | What has been accomplished for each research objective? (Students should clearly state the conclusion for each project objective). What are the major things that you learned from this project? What work still needs to be done on the system and how can it be improved and/or enhanced? Do you have any future plans for this software package? Discuss how you applied program-specific skills and knowledge in the project. |
| **References** | Include here all references of materials you have referred to within your |

| | |
|---|---|
| | report. You must cite all references at the appropriate places in the report where needed (Note that it is compulsory to prepare the citation in APA style, see Section 6 for details). |
| **Appendix** | Some of the minute detail of the sections above can be relegated to the appendix and referenced from the body of the report. Include all relevant documentation, computer coding, screen displays, etc. Final Year Project Meeting Log sheets should be attached as an appendix as well. |

In summary, the Final Report should be written in the style of a finished and fully polished document that you would be willing to show to either a prospective employer or the admissions officer of an IT graduate school. It should follow the publications guidelines specified in the following section.

### 4.5.2. SUGGESTED ORDER AND CONTENTS OF THE FINAL REPORT

The suggested order of the Final Report is given below:

1. Cover of the Final Report
2. Title Page of the Final Report
3. Copyright page of I Final Report
4. Declaration Page of Final report
5. Acknowledgement
6. Abstract
7. Table of Contents
8. List of Tables
9. List of Figures
10. Chapter 1: Introduction – objectives, scopes
11. Chapter 2: Background Study / Literature Review
12. Chapter 3: Requirements / Theoretical Framework
13. Chapter 4: Design / Research Methodology
14. Chapter 5: Implementation / Prototype / Simulation
15. Chapter 6: Testing / Evaluation of Findings / Research Contribution
16. Chapter 7: Conclusion

17. References – APA style

18. Appendices

- Appendix A: FYP Meeting Logs (all)
- Appendix B: Other items if necessary

## 5. GUIDELINES FOR REPORT PREPARATION

This section describes the publication guidelines for preparation of both the Interim and Final Reports described in the previous section.

| Type | Guidelines |
|---|---|
| **Cover and Title Page** | The cover of the Final Report must contain the project title, author names, session name, faculty, and school identification.<br>For the hard cover copy this information must be typed in boldface (gold) capital letter. The minimum size for the letter is 5mm in height and the spacing is shown in Figure 2. The hard copy cover must be in blue. See Appendix D. |
| **Spine of the Thesis** | • Name of student, title of thesis, degree awarded and year of thesis submission. Font should be 14 and should be in uppercase in bold gold colour on the spine as shown in Figure 3. Direction of lettering must run from the top of spine. (See Appendix D)<br>• The title page of the Final Report must adhere to the format approved by the Faculty as shown in Figure 4. |
| **Document Layout** | The following are the guidelines for preparing your Interim and Final Report:<br>• Paper quality: Use only high-quality A4 70-gram paper. Only 'letter quality' or 'near letter quality' printing will be acceptable.<br>• Line spacing: Double spacing should be used in preparing the report except for tables or charts where single spacing should be used.<br>• Font:<br>o Thesis body: Times New Roman font (12 pt.)<br>o Chapter heading: Times New Roman (16 pt.-Bold)<br>o Sub-heading: Times New Roman (14 pt.-Bold, Italic)<br>o Sub-sub-heading: Times New Roman (12 pt.-Bold, Italic)<br>• Any typographical errors must be carefully corrected. Any pages that contain poorly made corrections will be rejected.<br>• The minimum-sized page margins are as follows:<br>o Left 40mm<br>o Right 25mm<br>o Top 40mm<br>o Bottom 25mm |

| | |
|---|---|
| **Illustrations** | Illustrations can be a real enhancement to your report, breaking up long blocks of text and providing relief for both the eye and the mind. The original of an illustration is preferred, but reduced scale black-and-white or colour photocopy is acceptable. Illustrations should be pasted onto the page with library paste. Computer printouts can be included in the report in either their original form or as a photocopy. If the original is too big the size can be reduced up to 50%. For all materials the minimum left margin is 40mm. |
| **Quoted Materials** | If you take an illustration or more than a few words of text from a book or other source you must quote it and give the source. Using the words or pictures of others without explicitly acknowledging them is plagiarism, a serious violation of scientific ethics. When you use the words of others, you must place quote marks around the material that you have taken and follow the quote with a reference to the work from which the material was taken. There are many forms of reference. One of the most common is to use the author's name followed by the year of publication and the page number containing the quoted material. This reference will then be included in the Bibliography at the end of your report. For example: An algorithm is defined as a "well ordered sequence of primitive operations that halts in a finite amount of time." (Smith 1995, p.123) |
| **Result Presentation** | One of the most important parts of the report is the presentation of results. However, do not simply include massive printouts of raw data. That will be virtually unintelligible to a reader. Instead, organize and present your data in a way that focuses on and highlights the important ideas. It may be a table, chart, or graph, but be sure to spend adequate time preparing high-quality visualization aids that enhance your final report.<br><br>All of your tables, charts, figures, and graphs should be numbered and have titles. Both the number and the title should be centered either directly above or directly below the table. Use something like the following figure numbering scheme:<br><br>Figure 1-2. Graph of Average Running Time<br><br>where the digit 1 in the figure number is the chapter where the figure is contained, the digit 2 is simply a sequential number within the chapter that uniquely identifies this figure, and "Graph of Average Running Time" is the title of this figure.<br><br>Here are some other things to remember when presenting your results:<br>• All rows and columns should have an appropriate title.<br>• All units should be clearly indicated.<br>• Tables should be referred to in the text by their figure number.<br>• The analysis and meaning of the values contained in the table should be fully elaborated in the body of the text.<br>• Make the visual large enough that all the text and data values can be easily read.<br>• Where appropriate, use colour to highlight your chart and make it easier to understand and interpret. |
| **Binding** | • For Hard Cover |

| | |
|---|---|
| | 1 blank sheet of paper should be put before the first type page and another blank paper should be attached before the back cover.<br><br>• For Soft Cover<br>For binding purposes, the title page should be put immediately after the front cover followed by the blank sheet. Another blank sheet should be attached before the back cover. |
| | |

Figure 2: Layout for the Cover of the Final Report

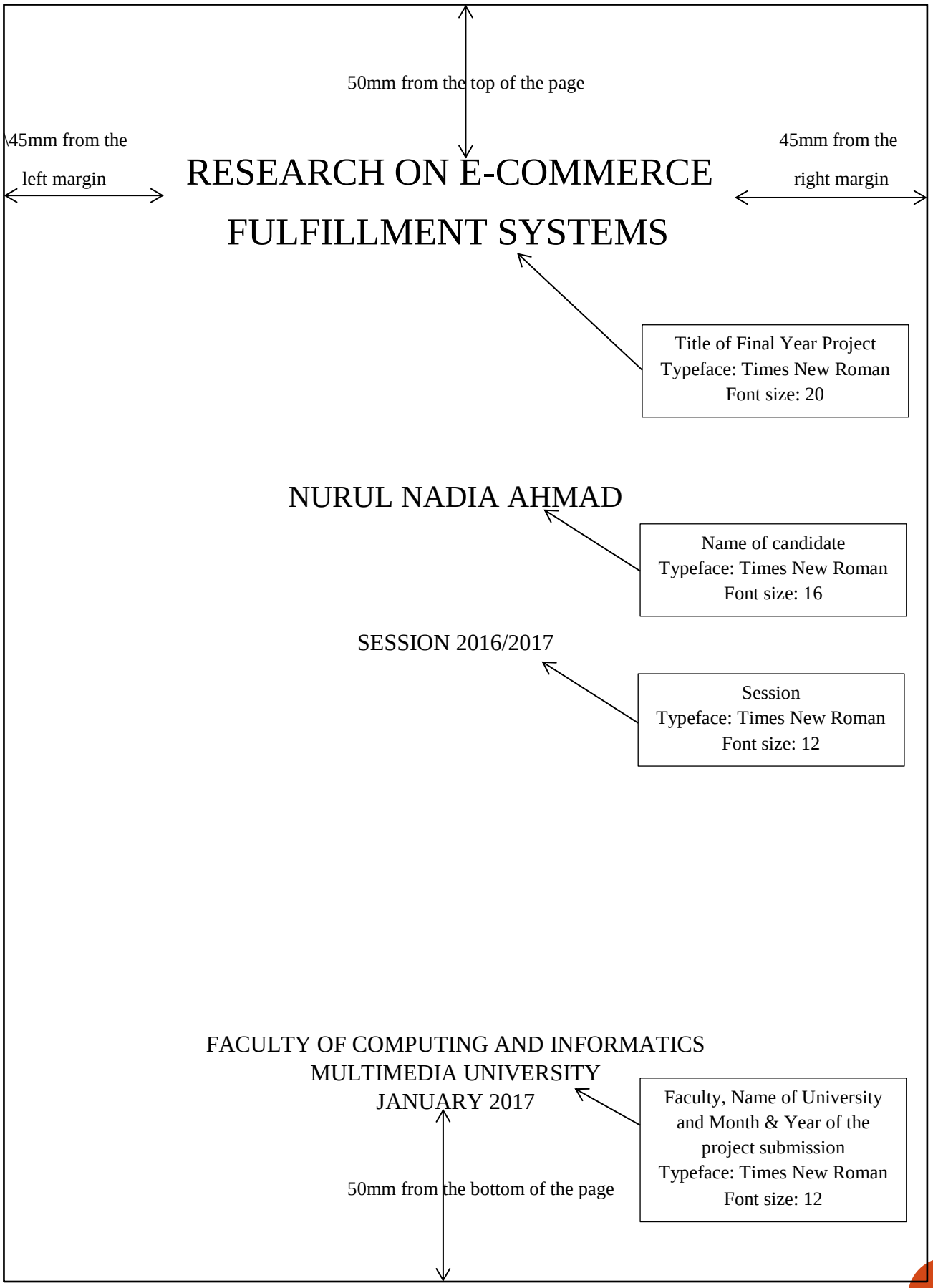

Figure 3: Layout of Spine of the Final Report (ONLY) - See Appendix D-2

20 mm from the top of the spine

Name of Candidate
Typeface: Times New Roman Font size: 14

Title of final year project Typeface: Times New Roman Font size: 14

Sess ion
Typeface: Times New Roman Font size: 14

20 mm from the bottom of the spine

Figure 4: Layout of Title Page of the Final Report

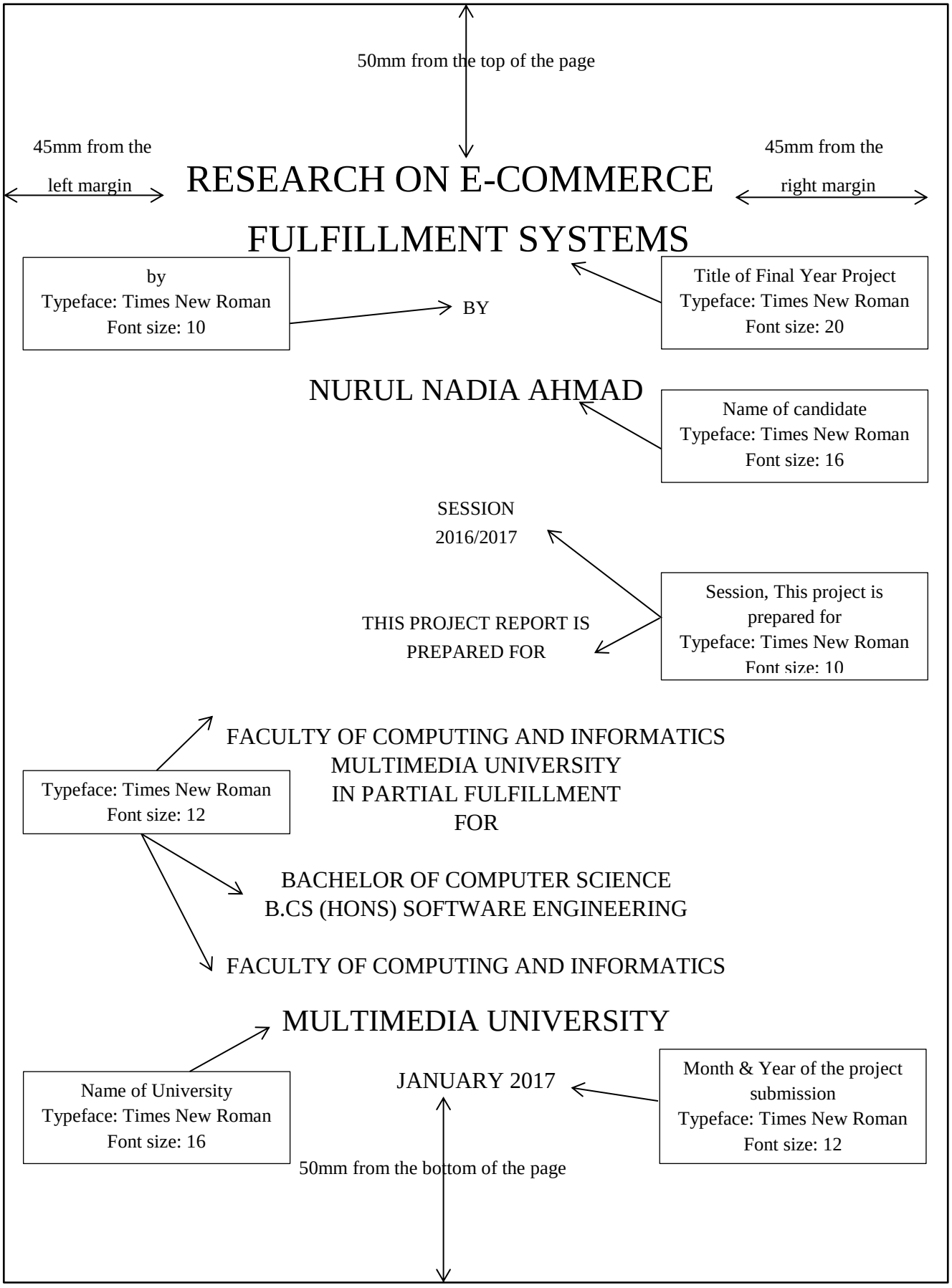

Figure 5: Layout Copyright page of the Final Report

Typeface: Times New Roman
Font size: 14
First line indent: 1 cm from the left margin
Text to be placed middle of the page

Copyright of this report belongs to Universiti Telekom Sdn. Bhd. as qualified by Regulation 7.2 (c) of the Multimedia University Intellectual Property and Commercialisation Policy. No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Universiti Telekom Sdn. Bhd. Due acknowledgement shall always be made of the use of any material contained in, or derived from, this report.

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Typeface: Times New Roman
Font size: 12
To be placed middle of the page

Figure 6: Layout Declaration page of the Final Report

Typeface: Times New Roman
Font size: 12
To be placed middle of the page

DECLARATION

I hereby declare that the work has been done by myself and no portion of the work contained in this thesis has been submitted in support of any application for any other degree or qualification of this or any other university or institute of learning.

_____

*Name of candidate*
Faculty of Computing & Informatics
Multimedia University
Date: DD: MM: YYYY

# 6. REFERENCES

As was mentioned in Section 4.1, any material taken from another source must be identified, and a brief reference to its source included in the text. A complete reference to the document is included in the Bibliography at the end of your report.

All FCI project must follow The American Psychological Association (APA) reference citations. The citation styles for references in the text are as follows (taken from the Postgraduate Student Hand Book). Please check Appendix B for the details of the citation style in the Reference List.

## 6.1. CITATION STYLE FOR REFERENCES IN TEXT

The American Psychological Association (APA) reference citations in text is used to provide information for readers to locate the source of information listed in the alphabetical selected bibliography or references at the end of dissertation or thesis.

| DESCRIPTION | EXAMPLE |
|---|---|
| One work by one author<br>• Use the surname of the author (do not include suffixes such as Jr.) and the year of publication (include only the year, even if the reference includes month and year) for citing in text | **Kenneth (1996)** compared reaction times …<br>In a recent study of reaction times **(Kenneth, 1996)** … |
| • If the author and year are given as part of the textual discussion, exclude parenthetical information | In **1996, Kenneth** compared … |
| • Within a paragraph, do not include the year in subsequent references if the study cannot be confused with other studies cited | In a recent study of reaction times, **Kenneth (1996)** described the method. **Kenneth** also found … |
| One work by two or more authors<br>• When a work has two authors, always cite both names in text | **Smith and Strumb (1997)** considered … |

| | |
|---|---|
| • When a work has more than two authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by "et al."(give a period after "al") and the year.<br><br>• In exceptional case, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and "et al."<br><br>• Join the names in a multiple author citation in running text by the word and, use an ampersand (&) for parenthetical material, in tables and captions, and in the reference list | **Williams, Smith, Bradner, Zappulla, Rosen and Rock (1994)** found … [first citation in text]<br>**Williams et al. (1994)** found … [subsequent citation]<br>**Williams et al.** found … [omit year from subsequent citations after first citation within a paragraph]<br><br>**Bradley, Ramirez, Soo (1994)** and **Bradley, Soo, et al. (1994)** reported that … [the two references are: Bradley, B. T., Ramiraz, G., & Soo, T. K. (1994); Bradley, B. T., Soo, T. K., Ramiraz, G., & Brown, N. K. (1994)]<br><br>… asJohn **and** Smith (1997) demonstrated …<br>… as has been shown (Williams **&** Kenneth, 1989) … |
| Corporate authors<br><br>• Corporate authors are usually spelled out each time they appear in a text citation. The names of some corporate authors are spelled out in the first citation and abbreviated thereafter | (**National Institute of Mental Health [NIMH], 1991**) – first text citation<br>(**NIMH, 1991**) – subsequent text citation<br><br>(**University of Pittsburgh, 1993**) – cited in full in all text citations |
| Works with no author<br><br>• When a work has no author, cite in text the first two or three words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter and underline the title of a periodical or book | On free care **("Study Finds," 1986)** the book College Bound Seniors (1979) |
| Works with anonymous author<br>• When a work's author is designated as "Anonymous", cited in text the word Anonymous followed by a comma and the date. In the reference list, an anonymous is alphabetized by the word Anonymous. | **(Anonymous, 1993)** |

| | |
|---|---|
| Authors with the same surname<br>• Include the authors' initials in all text citations to avoid confusion, even if the year of publication differs | **P. D. Luce (1989)** and **R. A. Luce (1990)** also found …<br>**P. D. Luce et al. (1984)** and **D. O. Dykes (1980)** studied… |
| Two or more works within the same parentheses<br>• Arrange two or more works by the same authors in the same order by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date<br>• Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the reference list, where references are ordered alphabetically by the title.<br>• List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations by semicolons | Past research **(Edeline & Weinberger, 1994, 1995)** …<br>Past research **(Gogel, 1984, 1990, in press)**<br>Several studies **(Farrel & Hammond, 1987, 1990, in press-a, in press-b)** …<br>Several studies **(Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press- b) …**<br>Several studies **(Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990) …** |
| Specific parts of a source<br>• To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations, and abbreviated the words page (p.) and chapter (chap.) in text citations | **(Cheek & Buss, 1981, p. 332)**<br>**(Shimamura, 1989, chap. 3)** |

| | |
|---|---|
| Personal communications<br><br>These are letters, memos, some electronic communications (e.g. e- mail, discussion groups, and messages from electronic bulletin boards), telephone conversations, and the like. As they do not provide recoverable data, they are not included in the reference list. They are cited in text only. Give the initials as well as the surname of the communicator, and provide as exact data as possible | **L. A. Schaie (personal communication, April 18, 1993)** …<br>**(V. G. Nguyen, personal communication, September 28, 1993)** |
| Citations in parenthetical material<br><br>• In a citation that appears in parenthetical text, use commas (not brackets) to set off the date | (see Table 2 of Hashtroudi, Chrosniak, & Schwartz**,** 1991**,** for complete data) |

## 7. OTHER POINTS TO NOTE ON WRITING REPORT

- A project report should be written with the intended group of readers in mind. It should be in a logical form with a convincing explanation to persuade the reader to accept the conclusion of the thesis. It should be written clearly and be easy to understand. Avoid excessive technical language and do not use slang. As far as possible all statements should be supported by numbers and data.
- The writer should be able to defend all statements by referring to reliable research or the research findings.
- Symbols or nomenclature used should be defined. Standard symbols or acronym normally accepted in the engineering field can be used. International System Units (S.I) should be used. If you use other units, SI equivalent units should be in brackets.
- Equations and formulae should be typed. You are encouraged to use equation editors e.g. Microsoft Equation. Avoid using more the necessary lines by giving alternatives, for example:

  $(y/x) = ax + b$ (y/x) is preferred compared to:

  $$\frac{y}{x} = ax + b$$

- Diagrams can include graphs and figures. They can be numbered together or separately with photographs. Diagrams should be easy to understand. Every diagram should be numbered using an Arabic number at the bottom (if possible, different for each chapter) and should be given an informative title. Pictures should be pasted on the page, numbered and titled.
  - Every diagram should have a relevant title and should be numbered.
  - Coordinate units (abscissa) should be written clearly in the graph.

- All the data points and lines should be clear - generally they should not be more than 2 or 3 curves in every diagram.
- The types of the different data points must be shown in a legend.
- Every diagram should be referred to and elaborated in the text.
- The gridlines should be in appropriate intervals.

## 8. FINAL YEAR PROJECT MEETING LOG

Each student must submit the Final Year Project Meeting Log sheet to the supervisor at every meeting. The Meeting Log should be attached as an appendix to the Final Year Project report (forms are given in Appendix C).

For soft cover reports, attach the photocopies or scans of the Final Year Project Meeting Log sheets. The original Final Year Project Meeting Logs are to be attached to hard cover report.

# FYP Student Project Proposal FAQ

*You need to read this FAQ if you wish to propose your own project title.*

**If I do not wish to propose an FYP proposal, can I choose an FYP proposal proposed by the supervisors?**
Yes, from the online FYP system.

**What are the steps to propose a FYP proposal?**
The student will identify a project supervisor and the supervisor needs to agree to supervise the student. The student then fills in the **FYP Student Proposal Form** and the proposal is submitted to the online FYP system by the supervisor. The FYP proposal will go through the FYP committee for approval. Refer to the flowchart in Appendix A1.

**What is the purpose of accepting student FYP proposal?**
To encourage our students to explore their interest and creativity.

**What are the requirements for a student to make an FYP proposal?**

- The proposed supervisor is willing to accept the student.
- The proposal meets the faculty standards.

**What happens after the proposal is submitted online by the supervisor?**
After the student has submitted the project proposal through the supervisor, the FYP committee will go through the proposal for approval. Once the proposal is approved, the student can be confirmed with the title by the supervisor. Refer to the flowchart in Appendix A1.

**Can a lecturer accept more than 1 student proposed title?**
Yes.

**Can students proposed their titles in groups?**
Yes, but there is a maximum 2 students per group.

**How do I look for project titles?**
The student may obtain ideas via the following:
• Research

- Ideas from books and other references
- Discussion with lecturers

**What is the format of the proposal?**
Please refer to the **FYP Student Proposal Form** in Appendix A2.

**Can I choose several supervisors for my project?**
No, you can have only 1 supervisor. You might have co-supervisors.

**Can I propose without a supervisor?**
No.

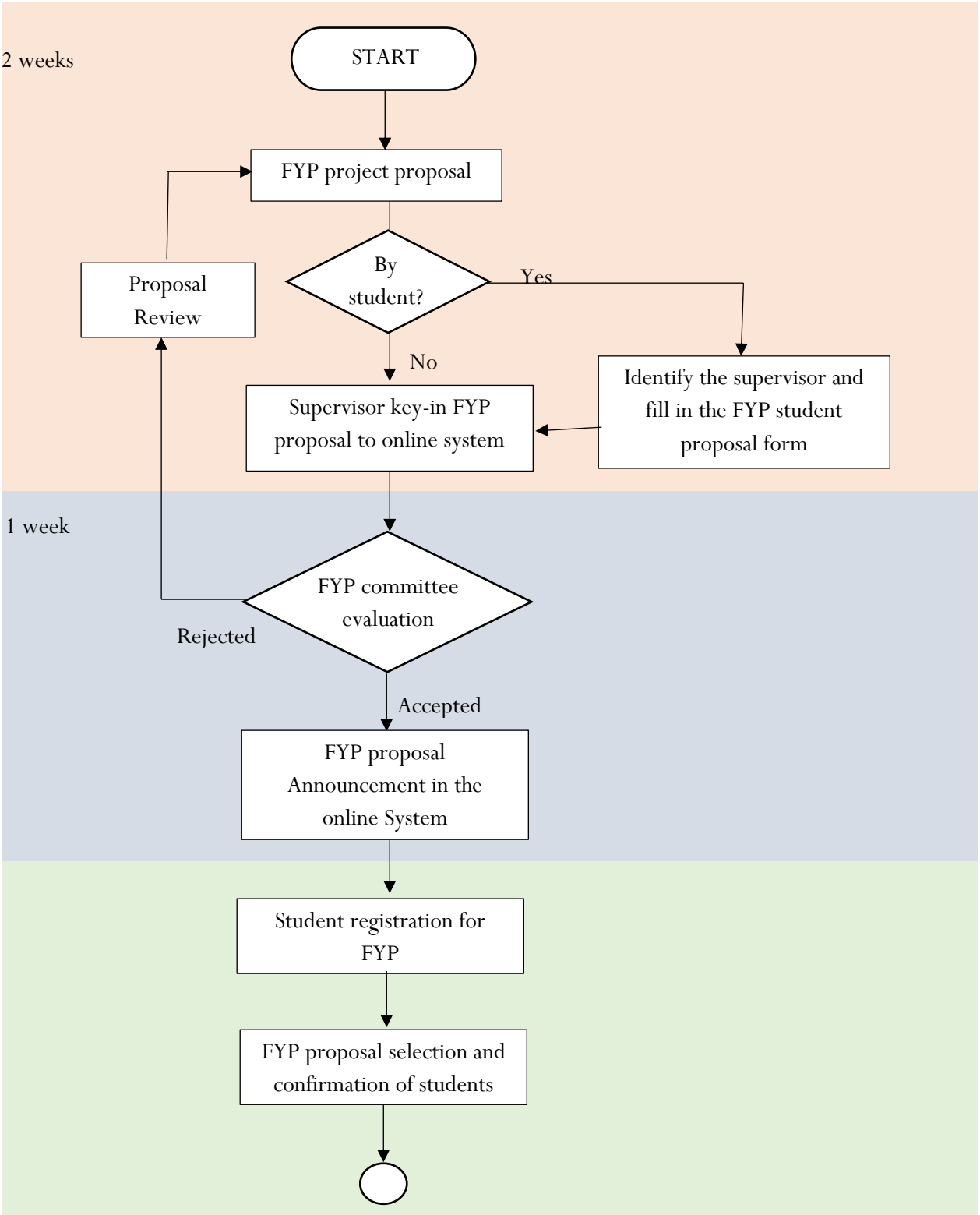


Figure 7: The Process Flow of FYP proposal

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## FINAL YEAR PROJECT – STUDENT PROPOSAL FORM

Students who wish to propose their own FYP project need to complete this form and submit it to the proposed supervisor. The deadline for this is the fifth week of the academic trimester before the leaving for industrial training

## PART A: PROJECT INFORMATION

**Project Title :**

**Project Objective :**

**Project Scope :**

**If more than 1 student, please fill in the following section:**

Student 1 Subtitle :

Student 1 Work Distribution :

Student 2 Subtitle :

Student 2 Work Distribution :

**PART B: STUDENT INFORMATION**

**Student 1:**

**Name:** _____

**Student ID:** _____

**Program/Specialization:**

_____

**Date:** _____ **Signature:**

_____

**Student 2:** **(If any)**

**Name:** _____

**student ID:** _____

**Program/Specialization:**

_____

**Date:** _____ **Signature:**

_____

**PART C: SUPERVISOR INFORMATION**

**Name:** _____

**Date:** _____ **Signature:**

_____

**FINAL YEAR PROJECT PROPOSAL FORM** (online form to be filled by supervisor)

Project Title :

Supervisor :

Co-Supervisor(if any):

Project Type : ◉ Lecturer Proposal ○ Student Proposal

Project Type : ◉ Research-based ○ Application-based

Project Category : ◉ Software Engineering
○ Information System
○ Visual Computing
○ System and Network

Specialization : ☑ Software Engineering
☑ Information System
☐ Games Development

Project Objective :

Project Scope : (Brief and Concise)

No of Students :

1
2

If more than 1 student, please fill in the following section:

Student 1 Subtitle:

Student 1 Work Distribution :

Student 2 Subtitle:

Student 2 Work Distribution :

Industrial Collaboration: ○ Yes ◉ No

Company Name :

Contact Person :

Contact No :

## APPENDIX B: CITATION STYLE FOR REFERENCE LIST

The APA (American Psychological Association) reference style is used which includes the following categories: periodicals, books, brochures, book chapters, technical and research reports, proceedings of meetings and symposia, doctoral dissertations and master's theses, unpublished work, reviews, audio visual media, and electronic media.

A reference list cites works that specifically support a particular article. The reference list must be double spaced, and entries should start with a paragraph indent; entries will then be typeset with hanging indents.

Accepted abbreviations in the reference list for parts of books and other publication are:

| DESCRIPTION | ABBREVIATION |
|---|---|
| Chapter | Chap. |
| Edition | Ed. |
| Revised edition | Rev. ed. |
| Second edition | 2nd ed. |
| Editor (Editors) | Ed. (Eds.) |
| Translator(s) | Trans. |
| no date | n.d. |
| Page (pages) | p. (pp.) |
| Volume (as in Vol. 4) | Vol. |
| Volumes(as in 4 vols) | Vols. |
| Number | No. |
| Part | Pt. |
| Technical Report | Tech. Rep. |
| Supplement | Suppl. |

### Order of reference in the reference list

*Alphabetizing names*

Arrange entries in alphabetical order the surname of the first author, using the following rules for special cases:

*Alphabetize letter by letter*

Alphabetize the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac. Surnames that use articles and prepositions (de, la, du, von, etc.) are alphabetized according to different rules for different languages. Alphabetize entries with numerals as if the numerals were spelled out

**Order of several works by the same first author**

Use the following rules to arrange the entries:

*Single author entries by the same author are arranged by year of publication, the earliest first*

Kim, K. S. (1991) Kim, K. S. (1994)

*Single author entries precede multiple author entries*

Kaufman, J. R. (1991)
Kaufman, J. R., and Wong, D. F. (1989)

*References with the same first author and different second or third authors*

Kaufman, J. R., Jones, K., and Cochran, D. F. (1982)
Kaufman, J. R., and Jones, K. (1980)

*References with the same surname are arranged alphabetically by the first initial*

Eliot, A. C. (1983)
Eliot, G. R. (1980)

*References by the same author (or by the same two or more authors in the same order) with the same publication date*
They are arranged alphabetically by the title (excluding A or The) that follows the date. Exception: If the references with the same authors published in the same year are identified as articles in a series (e.g. Part 1 and Part 2), order the references in the series order, not alphabetically by title

Lowercase letters - a, b, c, and so on - are placed immediately after the year, within the parentheses
Kaufman, J. R. (1980a). Control …
Kaufman, J. R. (1980b). Roles of …

*Order of works with corporate authors or with no author, or agency, association, or institution as author*
Alphabetize corporate authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g. American Psychological Association, not APA). A parent body precedes a subdivision (e.g. University of Michigan, Department of Psychology).

If there is no author, the title moves to the author position and the entry is alphabetized by the first significant word of the title.

*Entry of non-western names (Authors and Corporate Bodies)*
For the entry of non-western names, reference is made to Mohammed M. Aman (Ed.). (1980).

*Cataloguing and classification of non-western material:*
Concerns, issues and practice: London: Oryx Press.

## APPENDIX C: FORMS AND MISCELLANEOUS INFORMATION

(All forms are downloadable at the MMLS and FYP website)

- Meeting Log: Each student must submit following FYP Meeting Log sheet to supervisor at every meeting. The Meeting Log must be attached as appendix to FYP reports.
- FYP submission form: Each student (whether group or individual project) must sign and submit this form with his/her FYP report.
- FYP 1 and FYP 2 rubric and mark sheet
- Checklist for Final Report Submission

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*Faculty of Computing and Informatics*
*Final Year Project Meeting Log*

| | |
|---|---|
| **MEETING DATE:** | **MEETING NO.:** |
| **PROJECT ID:** | |
| **PROJECT TITLE :** | |
| **SESSION :** | **SUPERVISOR :** |
| **STUDENT ID & Name:** | **CO- SUPERVISOR :** |

**1. WORK DONE**
[Please write the details of the work done after the last meeting.]

| **2. WORK TO BE DONE** |
| --- |
| **3. PROBLEMS ENCOUNTERED** |
| **4. COMMENTS** |

…… ……...
Supervisor's Signature Student's Signature

……..
Co-Supervisor's Signature

**NOTES:**

1. Items 1 – 3 are to be completed by the students before coming for the meeting. Item 4 is to be completed by the supervisor.
2. Minimum six log sheets are to be submitted (at least one every other week).
3. Log sheets are compulsory assessment criteria for FYP. Student who fails to meet the requirements of log sheets will not be allowed to submit FYP report.

MULTIMEDIA UNIVERSITY

**FACULTY OF COMPUTING & INFORMATICS**

**TPR3321 / TPR3101 INTERIM REPORT SUBMISSION FORM**

Date : _____

Project ID : _____

Project Title : _____

Student ID : _____

Student Name : _____

_____
Supervisor Stamp & Signature

**Note: Please submit the final report not later than 5:00p.m on the announced deadline at the FCI General Office. Each student must submit TWO comb-bound hard copies and one soft copy of the final report. Please ensure that the report is not more than 120 pages excluding appendices.**

---

**FOR FACULTY USE:**

Date Received: _____

Received by: _____

Remarks:

MULTIMEDIA UNIVERSITY

**FACULTY OF COMPUTING & INFORMATICS**

**TPR3321 / TPT3101 FINAL REPORT SUBMISSION FORM**

Date : _____

Project ID : _____

Project Title : _____

Student ID : _____

Student Name : _____

_____
Supervisor Stamp & Signature

**Note: Please submit the final report not later than 5:00p.m on the announced deadline at the FCI General Office. Each student must submit TWO comb-bound hard copies and one soft copy of the final report. Please ensure that the report is not more than 120 pages excluding appendices.**

---

**FOR FACULTY USE:**

Date Received: _____

Received by: _____

Remarks:

## FYP1 Rubric

| Categories | Area of Assessment | Weightage | Type of Assessment |
|---|---|---|---|
| Written Report | Abstract | 3 | Mark scale [ 0 to 5] |
| | Problem statement and project objective | 5 | |
| | Literature review / Background study | 10 | |
| | Proposed solution and proof of concept | 20 | |
| | Spelling, grammar, and punctuation | 3 | |
| | Writing style and organization (overall effectiveness of communication in written form) | 3 | |
| | Figures, tables, and graphs | 3 | |
| | Abbreviations, bibliography and appendices | 3 | |
| | *Sub-total* | *(50)* | |
| Oral Presentation | Vocal delivery, organization and materials | 20 | Point count |
| | Prototype demonstration | 10 | |
| | *Sub-total* | *(30)* | |
| General Effort | Project management | 8 | Mark scale [ 0 to 5] |
| | Attitude | 8 | |
| | Technical competency | 4 | |
| | *Sub-total* | *(20)* | |
| | ***TOTAL*** | ***(100)*** | |

1. **Written Report**

| Areas of Assessment | Weightage | No Evidence (0 mark) | Below Expectation (1 mark) | Basic (2 marks) | Average (3 marks) | Good (4 marks) | Excellent (5 marks) | Score |
|---|---|---|---|---|---|---|---|---|
| Abstract | 3 | **No evidence** of abstract | The **overview** of the abstract is poorly explained and insufficient. | The **overview, objectives, deliverables** of the project are covered and summarized. | The **overview, objectives, deliverables, implementation methods, and conclusions** of the project are covered and summarized. | The **overview, objectives, deliverables, implementation methods, findings, and conclusions** are covered, **valid** and summarized **clearly.** | Overall, the language and contents of this section is **beyond expectation**. | |
| Problem Statement; Project Objective; Expected Findings/Deliverables | 5 | **No evidence** of problem statement and project objective. | **Problem statements** and **project objectives** are listed and described. | Problem statements, project objectives, **expected findings** (research-type) or **deliverables** (application-type) are listed and described. | Problems statements, project objectives, **expected findings** (research-type) or **deliverables** (application-type) are listed and described **clearly.** | Problem statements, project objectives expected findings (research-type) are **sound, revealing, reasonable and achievable**. The deliverables (application-type) are **interesting, challenging, novel, reasonable and achievable.** | Overall, the language and contents of this section is **beyond expectation**. | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Literature Review / Background Study | 10 | **No evidence** of literature review / background study. | The literature review / background study is **poorly written, disorganized and fails to show the relatedness** to the project. | The literature review / background study is **understandable but insufficient** in explaining the state of art related to the project undertaken. | Same as previous scale with these additions:<br><br>The literature review is **relevant and covers current major topics** of the research project (research-type).<br>The background study covers **at least 3 related applications** (application-type). | Same as previous scale with these additions:<br><br>The literature reviews or background study is written in a **clear and easy to understand manner.**<br>The flow of thought and ideas are **continuous** and **smooth**. | Same as previous scale with these additions:<br><br>Overall, the analyses and discussions of the key issues are **beyond expectation**. | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Proposed Solution and proof-of-concept | 20 | **No evidence** of proposal. | Proposal to be used is **poorly explained and insufficient** to solve the problem identified. | Proposal to be used is **adequately** explained and **suitable** to solve the problem. | Proposal is **suitable** and **technically sound**;<br><br>Proof of concept **clearly implement the proposal** | Proposal is **suitable, technically sound** and **well described**;<br><br>Proof of concept **clearly implement the proposal;**<br><br>**Suitable evaluation methods** to be used are clearly justified. | Same as previous scale with these additions:<br><br>Overall, the project generates **high value in exploration, creativity, novelty or innovation** through the proposed methods and techniques. | |
| Spelling, grammar, and punctuation | 3 | Incomprehensible writing. | Makes **repeated** grammatical and syntactical errors; frequently misspells; **distract** from understanding. | Errors are less than **50%** and do not interfere with reading and understanding. | Errors are less than **20%** and do not interfere with reading and understanding. | **Writes generally correct prose**; occasionally fails to catch minor grammatical errors. | Proofreads well enough to eliminate most grammatical errors | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Writing Style and organization (overall effectiveness of communication in written form) | 3 | Incomprehensible writing. | Sentence structure, word choice, and lack of sequencing of ideas make reading difficult to follow; lack of appropriate sections or many items are in the wrong section. | Sentence structure and/or word choice sometimes interfere with clarity; sequencing of ideas within paragraphs and transitions between paragraphs need to be improve to make reading easy to follow; Some of the information is in the wrong section. | Sentence structure and/or word choice somewhat interfere with clarity but sequencing of ideas within paragraphs and transitions between paragraphs make reading easy to follow; Organization of information is generally correct but still has room for improvement. | Sentences are structured and words are chosen to communicate ideas clearly; sequencing of ideas within paragraphs and transitions between paragraphs make reading easy to follow. | Overall, the language and contents of this section is **beyond expectation**. | |
| Figures, tables, and graphs | 3 | No relevant figure, table and graph. | **Less than 30%** compliance to required format; captions are **ineffective** in communicating content; **ineffective** visual representation; **exhibit little understanding** of important features or issues in the explanation. | **At least 50%** compliance to the required format; captions are ineffective in communicating content; **some of the data being visualized ineffectively**; important features or issues are **not communicated** well in the explanation. | **At least 80%** compliance to the required format; captions are effective in communicating content; data is being visualized and interpreted effectively **but important features are not communicated well in the explanation**. | Correct format of figures, tables, and graphs; captions effectively communicate content; data is being visualized and interpreted effectively; important features are **noted in the explanation.** | Correct format of figures, tables, and graphs; captions effectively communicate content; data is being visualized effectively; all visualizations are **effectively interpreted** and **discussed** in the report. | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Abbreviations, bibliography and appendices (if any) | 3 | No evidence of reference | Less than 30% compliance to required format; More than 80% of the references are incomplete, insufficient, out dated or not relevant. | Less than 50% compliance to required format; More than 50% of the references are incomplete, insufficient, out dated or not relevant. | Less than 80% compliance to required format; More than 30% of the references are incomplete, insufficient, out dated or not relevant. | **Minimum** formatting error. **Almost all** the references are **complete**, **sufficient**, **updated** and **relevant**. | Correct format. **All** references are **complete**, **sufficient**, **updated** and **relevant**. | |

**2. Oral Presentation**

**a. Area of Assessment: Vocal Delivery, Organization and Materials (Weightage: 20)**

| No | General | Specific | Description | Count |
|---|---|---|---|---|
| 1 | Material | Opening & etc. | Appropriate **opening slide**, with title, date, names, (candidate, supervisor, moderator), etc. is provided. | |
| 2 | | | **Slide** layout, background, slide elements and **text** (font size and highlight) are appropriately chosen | |
| 3 | | | Appropriate **references** are made to other resources where required | |
| 4 | | | Viewer experience is such that the presentation materials communicates the **overall project well** | |
| 5 | | | **Words** are well selected and used correctly in the presentation materials | |
| 6 | | Content | **Outline** of the main topics to be covered in the presentation is provided | |
| 7 | | | Ideas and concepts in the presentation sequence are **linked and logically coherent** | |
| 8 | | | **Main description** of the project is presented (introduction, overview of the project, objectives and problem statements, motivations, justifications, scope, literature review/background study, etc.). | |
| 9 | | | **Design and implementation** plan are presented | |
| 10 | | | Specific **methods, techniques, algorithms**, unique or novel features are highlighted. | |
| 11 | | Q & A | More than 50% of the **questions were responded**. | |
| 12 | | | The answers demonstrate the presenter having a **good and rounded knowledge** on the subject matter. | |
| 13 | | | Use of words reflects having good **grounded knowledge** on the subject matter | |
| 14 | Delivery | Organization & Effectiveness | **Choice of words** and spoken sentences are appropriate | |
| 15 | | | Clarifications and explanations of **key points** are good | |
| 16 | | | **No major interruptions** or problems (hiccups) during the presentation | |
| 17 | | Style & pacing | **Spoken words** are clear and concise with appropriate **pauses and breaks** | |
| 18 | | | **Speech volume and tone** are appropriate | |
| 19 | | | **Engagement with the audience** is good (eye contact, audience nodding, etc.) | |
| 20 | | Time Management | **Time duration** spent for delivery of key points are appropriate | |
| | | | **TOTAL POINTS (Maximum = 20 points)** | |

**b. Area of Assessment: Prototype Demonstration (Weightage: 10)**

| No | Description | Count |
|---|---|---|
| 1 | The basic prototype/proof of concept/simulation is **demonstrated**. | |
| 2 | **Major challenges** for the entire project have been identified. | |
| 3 | The prototype/proof of concept/simulation is **technically sound**. | |
| 4 | The prototype/proof of concept/simulation demonstrated is **aligned to the objectives/deliverables** defined in the project. | |
| 5 | The prototype/proof of concept/simulation demonstrated shows assuredness that the **work belongs to the student**. | |
| 6 | All **activities** to address the identified challenges are **properly planned** for the entire project. | |
| 7 | The **risks** for all activities in the entire project have been identified and assessed. **Mitigation measures** have also been created. | |
| 8 | Based on evidence of current work progress, the project assessor believes that the **proposed overall implementation schedule for Phase 2** is reasonable and achievable. | |
| 9 | The **proposed solutions and the implementations** (what to do and how to do them exactly) are clearly explained and found to be achievable. | |
| 10 | Overall, the project assessor is **satisfied** with the ensuing explanations and clarifications, and confidently believes that the whole project will be a success by the end of Phase 2 | |
| | **TOTAL POINTS (Maximum = 10 points)** | |

**3. General Effort**

| Areas of Assessment | Weightage | No Evidence (0 mark) | Below Expectation (1 mark) | Basic (2 marks) | Average (3 marks) | Good (4 marks) | Excellent (5 marks) | Score |
|---|---|---|---|---|---|---|---|---|
| Project Management | 8 | No evidence of project management skill | Able to identify all required project activities and resources correctly, but **unable to plan** and create tasks for the project implementation schedule. | Able to identify all required project activities and resources correctly, as wells as to plan and create tasks for the project implementation schedule.<br><br>The candidate **needs help in managing time and resources** to achieve goals. | Able to identify all required project activities and resources correctly, as wells as to plan and create tasks for the project implementation schedule.<br><br>The candidate **occasionally** needs help in managing time and resources to achieve goals. | The candidate plans and manages time and resources in an efficient manner to achieve goals.<br><br>Able to distinguish critical and non-critical tasks correctly<br><br>Able to **anticipate project problems and suggest solutions** or workarounds | **Effective consultation** with supervisor.<br><br>The candidate has **exceptional** project management skills. | |
| Attitude | 8 | Poor attitude | No observable or **little interest** and effort shown in the project undertaken | Persisted in **making repeated** attempts based on supervisor recommendation (without own initiative). | Demonstrate **initiative** under supervisor's guidance. | Exhibits **a strong focus, passion and commitment** toward the project | Exhibits a strong focus, passion and commitment toward the project,<br>Acts **pro-actively, self-motivated, driven by self-initiatives**. | |
| Technical competency | 4 | Does not comprehend project's technicalities. | Able to explain at least 30% of project's technicalities. | Able to explain at least 50% of the project's technicalities; unable to identify technical limitations | Able to explain at least 80% the project's technicalities; Able to identify some technical limitations. | Able to explain all project's technicalities and overcome associated technical limitations. | Overall, able to explain all project's technicalities as well as **think and act creatively** or | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | **innovatively** to find clues and ideas to solve the technical problems. | |

## FYP2 Rubric

| Categories | Area of Assessment | Weightage | Type of Assessment |
|---|---|---|---|
| Written Report | Abstract | 2 | Mark scale [ 0 to 5] |
| | Problem Statement; Project Objective; Expected findings/deliverables | 2 | |
| | Literature review / Background study | 2 | |
| | Solution (formulation of design solution; Analysis and problem solving; extensive of knowledge) | 15 | |
| | Project Output (Software/Hardware)/Findings | 10 | |
| | Conclusion | 3 | |
| | Spelling, grammar, and punctuation | 2 | |
| | Writing style and organization (overall effectiveness of communication in written form) | 2 | |
| | Figures, tables, and graphs | 1 | |
| | Abbreviations, bibliography and appendices | 1 | |
| | *Sub-total* | *(40)* | |
| Project Implementation | Demo (research-based / application-based) | 25 | Mark scale [ 0 to 5] |
| | Question Handling | 5 | |
| | *Sub-total* | *(30)* | |
| Poster Presentation | Visual and Layout, and content | 10 | Point count |
| | *Sub-total* | *(10)* | |
| General Effort | Project management | 8 | Mark scale [ 0 to 5] |
| | Attitude | 8 | |
| | Technical competency | 4 | |
| | *Sub-total* | *(20)* | |
| | ***TOTAL*** | ***(100)*** | |

1. **Written Report (Weightage: 40)**

| **Areas of Assessment** | Weightage | No Evidence (0 mark) | Below Expectation (1 mark) | Basic (2 marks) | Average (3 marks) | Good (4 marks) | Excellent (5 marks) | **Score** |
|---|---|---|---|---|---|---|---|---|
| Abstract | 2 | **No evidence** of abstract | The **overview** of the abstract is poorly explained and insufficient. | The **overview, objectives, deliverables** of the project are covered and summarized. | The **overview, objectives, deliverables, implementation methods, and conclusions** of the project are covered and summarized. | The **overview, objectives, deliverables, implementation methods, findings, and conclusions** are covered, **valid** and summarized **clearly.** | Overall, the language and contents of this section is **beyond expectation**. | |
| Problem Statement; Project Objective; Expected findings/deliverables | 2 | **No evidence** of problem statement and project objective. | **Problem statements** and **project objectives** are listed and described. | Problem statements, project objectives, **expected findings** (research-type) or **deliverables** (application-type) are listed and described. | Problems statements, project objectives, **expected findings** (research-type) or **deliverables** (application-type) are listed and described **clearly.** | Problem statements, project objectives expected findings (research-type) are **sound, revealing, reasonable and achievable**. The deliverables (application-type) are **interesting, challenging, novel, reasonable and achievable.** | Overall, the language and contents of this section is **beyond expectation**. | |
| Literature Review / | 2 | **No evidence** of literature review | The literature review / background study is | The literature review / | Same as previous scale with these | Same as previous scale with these | Same as previous scale with these | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Background Study | | / background study. | **poorly written, disorganized and fails to show the relatedness** to the project. | background study is **understandable but insufficient** in explaining the state of art related to the project undertaken. | additions:<br><br>The literature review is **relevant and covers current major topics** of the research project (research-type).<br>The background study covers **at least 3 related applications** (application-type). | additions:<br><br>The literature reviews or background study is written in a **clear and easy to understand manner.**<br>The flow of thought and ideas are **continuous** and **smooth**. | additions:<br><br>Overall, the analyses and discussions of the key issues are **beyond expectation**. | |
| Solution (formulation of design solution; Analysis and problem solving; extensive of knowledge) | 15 | **No evidence** of solution presented. | Solution is **unclear**.<br><br>Analysis and problem solving **not clear**.<br><br>Basic concepts **not applied correctly**; **No innovative work** initiated. | Solution is **unclear in some respects** and not well thought out.<br><br>**Included some analysis**, but not very detailed or challenging; many steps seem trivial.<br><br>**Basic concepts used**; **Minimal innovative work** initiated. | Solution is **clear**, but the **scope is not well defined**.<br><br>**Detailed** & challenging analysis; but some steps seem trivial.<br><br>Basic concepts used with **some new concepts introduced**; **Innovative work** initiated but of **minimal impact.** | Solution is **clear**, **well thought out** and **scope well defined.**<br><br>**Detailed & challenging analysis** at every stage of the design process<br><br>Basic and **new concepts frequently used**; Promising **innovative work** Initiated. | Overall, the language and contents of this section is **beyond expectation**. | |
| Project Output (Software/Har | 10 | **No** evidence of finding / project | Project Output is **not complete** even for | Project Output is **partly** | Project Output is **fully completed** | Project Output is **fully completed** | **Quality** of Project Output | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| dware)/Findings | | output | the most basic part.<br><br>Results and analysis shown do **not reflect** the nature of the project undertaken. | **completed**.<br><br>Results and analysis is **insufficiently described** the nature of the project undertaken and poorly explained. | with **acceptable quality**.<br><br>Results and analysis is **clearly presented and logically ordered**.<br>It is adequately sufficient to describe the project undertaken. | **with high quality** though it is not comparable to that of commercial products.<br><br>Results and analysis is **clearly presented and critically discussed**. | developed is **equivalent to that of commercial products.**<br><br>Results and analysis is **critically discussed with sufficient details** to be understood at peer level. | |
| Conclusion | 3 | **No evidence** of conclusion | The conclusions of the project are **poorly constructed**. | The conclusions of the project are **properly constructed.** | The conclusions of the project **are summarized**. | The conclusions are **adequately summarized** the work done and **able to relate to the objectives** of the investigation. | The conclusions are **logical drawn** by briefly revisited the project.<br>**Able to relate to the objectives** of the investigation.<br><br>**Weaknesses and future works** are concisely and **critically discussed**. | |
| Spelling, grammar, and punctuation | | Incomprehensible writing. | Makes **repeated** grammatical and syntactical errors; | Errors are less than **50%** and do not interfere with | Errors are less than **20%** and do not interfere with | **Writes generally correct prose**; | Proofreads well enough to eliminate most | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 2 | | frequently misspells; **distract** from understanding. | reading and understanding. | reading and understanding. | occasionally fails to catch minor grammatical errors. | grammatical errors | |
| Writing Style and organization (overall effectiveness of communication in written form) | 2 | Incomprehensible writing. | Sentence structure, word choice, and lack of sequencing of ideas make reading difficult to follow; lack of appropriate sections or many items are in the wrong section. | Sentence structure and/or word choice sometimes interfere with clarity; sequencing of ideas within paragraphs and transitions between paragraphs need to be improve to make reading easy to follow; Some of the information is in the wrong section. | Sentence structure and/or word choice somewhat interfere with clarity but sequencing of ideas within paragraphs and transitions between paragraphs make reading easy to follow; Organization of information is generally correct but still has room for improvement. | Sentences are structured and words are chosen to communicate ideas clearly; sequencing of ideas within paragraphs and transitions between paragraphs make reading easy to follow. | Overall, the language and contents of this section is **beyond expectation**. | |
| Figures, tables, and graphs | 1 | No relevant figure, table and graph. | **Less than 30%** compliance to required format; captions are **ineffective** in communicating content; **ineffective** visual representation; **Exhibit little understanding** of important features or | **At least 50%** compliance to the required format; captions are ineffective in communicating content; **Some of the data being visualized ineffectively**; important | **At least 80%** compliance to the required format; captions are effective in communicating content; Data is being visualized and interpreted effectively **but important** | Correct format of figures, tables, and graphs; captions effectively communicate content; Data is being visualized and interpreted effectively; Important features are **noted in the** | Correct format of figures, tables, and graphs; captions effectively communicate content; data is being visualized effectively; All visualizations are **effectively** | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | issues in the explanation. | features or issues are **not communicated** well in the explanation. | **features are not communicated well in the explanation**. | **explanation.** | **interpreted** and **discussed** in the report. | |
| Abbreviations, bibliography and appendices (if any) | 1 | No evidence of reference | Less than 30% compliance to required format; More than 80% of the references are incomplete, insufficient, out dated or not relevant. | Less than 50% compliance to required format; More than 50% of the references are incomplete, insufficient, out dated or not relevant. | Less than 80% compliance to required format; More than 30% of the references are incomplete, insufficient, out dated or not relevant. | **Minimum** formatting error. **Almost all** the references are **complete**, **sufficient**, **updated** and **relevant**. | Correct format. **All** references are **complete**, **sufficient**, **updated** and **relevant**. | |

**2. Project Implementation (Weightage: 30)**

| **Areas of Assessment** | Weightage | No Evidence (0 mark) | Below Expectation (1 mark) | Basic (2 marks) | Average (3 marks) | Good (4 marks) | Excellent (5 marks) | **Score** |
|---|---|---|---|---|---|---|---|---|
| Demo (research-based / application-based) | 25 | Absent | **Unreasonable** research output with **poor quality**.<br><br>Product is not presented or missing. | Research output is **reasonable** but not tested with acceptable size of test data.<br><br>Product is **incomplete** or does not work. Little effort was made to build the application.<br><br>The demonstration | Research output is **reasonable** with **acceptable size of test data**, though not published.<br><br>Product is **working** but does not support some desired functions or malfunctioned.<br><br>**Simply** shows | Research output is **reasonable with acceptable size of test data**, and being **evaluated** against some related works.<br><br>Product is working and **supports all desired functions with** | Research output **with acceptable size of test data, being evaluated** against some related works and results have **academically published quality**.<br><br>Product is **fully functioning** with **several original/inventive elements**, and is **comparable to that** | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | **failed to capture the interes**t of the audience and/or is confusing in what was communicated. | how the application works.<br><br>The demonstration **only conveys main ideas**. | **acceptable quality.**<br><br>Present **new information or approach** about the application.<br><br>The demonstration techniques are **effective in conveying main ideas**. | **of commercial products**.<br><br>Sufficient effort was made in finding **novelty/innovation** about the application.<br><br>The demonstration techniques are **imaginative and effective in conveying main ideas.** | |
| Question Handling | 5 | Absent | Not all questions could be answered. Questions **answered with difficulty**, and **little knowledge** of the topic was demonstrated. | Answers showed **hesitation** of knowledge and understanding of the topic. | Answers showed **good knowledge and understanding** of the topic. Language was mainly correct. | Questions answered with **no difficulty. Good knowledge of the topic** was demonstrated. Language was correct and fluent. | Questions answered with **no difficulty. Good knowledge of the topic** was demonstrated. Answers to questions are **strengthened by rationalization and explanation.**<br><br>Language was correct and fluent. | |

**3. Poster (Weightage: 10)**

| No | General | Specific | Description | Count |
|---|---|---|---|---|
| 1 | Material | **Visual and layout** | Linguistically correct (no grammatical and spelling errors) | |
| 2 | | | Adhere to the format specified. | |
| 3 | | | Visually appealing, neat and capture viewers' attention. | |
| 4 | | | Well-organized and smooth progression. | |
| 5 | | | Information is in-focus and can be viewed and identified from a distance of 2m. | |
| 6 | | **Content** | Content presented is related to the project. | |
| 7 | | | Highlight key issues and contributions. | |
| 8 | | | Demonstrate sufficient knowledge gained from the project. | |
| 9 | | | Overall theme well-presented and integrated. | |
| 10 | | | Graphical illustrations enhance meaning. | |
| 11 | | | Well-researched (research-based)/Well-surveyed (application-based), appropriately referenced and well-prepared | |
| 12 | | | Accurate and concise content, no significant errors | |
| | | | **TOTAL POINTS (Maximum = 10 points)** | |

**4. General Effort (Weightage: 20)**

| Areas of Assessment | Weightage | No Evidence (0 mark) | Below Expectation (1 mark) | Basic (2 marks) | Average (3 marks) | Good (4 marks) | Excellent (5 marks) | Score |
|---|---|---|---|---|---|---|---|---|
| Project Management | 8 | No evidence of project management skill | Able to identify all required project activities and resources correctly, but **unable to plan** and create tasks for the project implementation schedule. | Able to identify all required project activities and resources correctly, as wells as to plan and create tasks for the project implementation schedule.<br><br>The candidate **needs help in managing time and resources** to achieve goals. | Able to identify all required project activities and resources correctly, as wells as to plan and create tasks for the project implementation schedule.<br><br>The candidate **occasionally** needs help in managing time and resources to achieve goals. | The candidate plans and manages time and resources in an efficient manner to achieve goals.<br><br>Able to distinguish critical and non-critical tasks correctly<br><br>Able to **anticipate project problems and suggest solutions** or workarounds | **Effective consultation** with supervisor.<br><br>The candidate has **exceptional** project management skills. | |
| Attitude | 8 | Poor attitude | No observable or **little interest** and effort shown in the project undertaken | Persisted in **making repeated** attempts based on supervisor recommendation (without own initiative). | Demonstrate **initiative** under supervisor's guidance. | Exhibits **a strong focus, passion and commitment** toward the project | Exhibits a strong focus, passion and commitment toward the project,<br>Acts **pro-actively, self-motivated, driven by self-initiatives**. | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Technical competency | 4 | Does not comprehend project's technicalities. | Able to explain at least 30% of project's technicalities. | Able to explain at least 50% of the project's technicalities; **unable to identify technical limitations** | Able to explain at least 80% the project's technicalities; **Able to identify some technical limitations**. | Able to explain **all project's technicalities** and overcome associated technical limitations. | Overall, able to explain all project's technicalities as well as **think and act creatively** or **innovatively** to find clues and ideas to solve the technical problems. | |

MULTIMEDIA UNIVERSITY®

***Faculty of Computing and Informatics (Mark Sheet PRJ1)***

SESSION : _____

PROJECT ID NO. : _____

PROJECT TITLE : _____

☐ Application-based ☐ Research based

STUDENT. ID : _____

STUDENT NAME : _____

SUPERVISOR : _____

CO-SUPERVISOR : _____

MODERATOR : _____

| | SUPERVISOR | MODERATOR | TOTAL | AVERAGE |
|---|---|---|---|---|
| **1. GENERAL EFFORT** | | | | |
| **2. WRITTEN REPORT** | | | | |
| **3. ORAL PRESENTATION** | | | | |
| **TOTAL (100 points for project 1)** | | | | |
| **Total (normalized, points*30/100)** | | | | |
| **Minus penalty for a late submission (10% per day; maximum 5 days)** | | | | |
| **FINAL MARKS (30%)** | | | | |

NOTE : 1 Given by Supervisor only
2&3 Given by Supervisor & Moderator

…… ……

Supervisor's Signature Dean's Signature

Completed by: ☐ Supervisor ☐ Moderator

_____
Name

_____
Signature & Stamp

1. GENERAL EFFORT (Supervisor only)

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Project Management | 8 | | 40 | |
| • Attitude | 8 | | 40 | |
| • Technical Competency | 4 | | 20 | |
| Total (Max 100) | | | 100 | |
| Effective Mark (y/100 * 20) | | | 20 | |

2. WRITTEN REPORT

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Abstract | 3 | | 15 | |
| • Problem Statement; Project Objective; Expected Findings/Deliverables | 5 | | 25 | |
| • Literature review / Background study | 10 | | 50 | |
| • Proposed solution and proof of concept | 20 | | 100 | |
| • Spelling, grammar, and punctuation | 3 | | 15 | |
| • Writing style and organization | 3 | | 15 | |
| • Figures, tables, and graphs | 3 | | 15 | |
| • Abbreviations, bibliography and appendices | 3 | | 15 | |
| Total (Max 250) | | | 250 | |
| Effective Mark (y/200 * 50) | | | 50 | |

3. ORAL PRESENTATION

| Item | Point Count x | Score (y = x) | |
|---|---|---|---|
| | | Max | Score |
| • Vocal delivery, organization and materials | | 20 | |
| • Prototype demonstration | | 10 | |
| Effective Mark (Max 30) | | 30 | |

Completed by: ☐ Supervisor ☐ Moderator

_____
Name

_____
Signature & Stamp

1. GENERAL EFFORT (Supervisor only)

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Project Management | 8 | | 40 | |
| • Attitude | 8 | | 40 | |
| • Technical Competency | 4 | | 20 | |
| Total (Max 100) | | | 100 | |
| Effective Mark (y/100 * 20) | | | 20 | |

2. WRITTEN REPORT

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Abstract | 3 | | 15 | |
| • Problem Statement; Project Objective; Expected Findings/Deliverables | 5 | | 25 | |
| • Literature review / Background study | 10 | | 50 | |
| • Proposed solution and proof of concept | 20 | | 100 | |
| • Spelling, grammar, and punctuation | 3 | | 15 | |
| • Writing style and organization | 3 | | 15 | |
| • Figures, tables, and graphs | 3 | | 15 | |
| • Abbreviations, bibliography and appendices | 3 | | 15 | |
| Total (Max 250) | | | 250 | |
| Effective Mark (y/200 * 50) | | | 50 | |

3. ORAL PRESENTATION

| Item | Point Count x | Score (y = x) | |
|---|---|---|---|
| | | Max | Score |
| • Vocal delivery, organization and materials | | 20 | |
| • Prototype demonstration | | 10 | |
| Effective Mark (Max 30) | | 30 | |

MULTIMEDIA UNIVERSITY®

***Faculty of Computing and Informatics (Mark Sheet PRJ2)***

SESSION : _____
PROJECT ID NO. : _____
PROJECT TITLE : _____

☐ Application-based ☐ Research based

STUDENT. ID : _____
STUDENT NAME : _____
SUPERVISOR : _____
CO-SUPERVISOR : _____
MODERATOR : _____

| | SUPERVISOR | MODERATOR | TOTAL | AVERAGE |
|---|---|---|---|---|
| **1. GENERAL EFFORT** | | | | |
| **2. WRITTEN REPORT** | | | | |
| **3. PROJECT IMPLEMENTATION** | | | | |
| **4. POSTER** | | | | |
| **TOTAL (100 points for project 2)** | | | | |
| **Total (normalized, points*70/100)** | | | | |
| **Minus penalty for a late submission (10% per day; maximum 5 days)** | | | | |
| **FINAL MARKS (70%)** | | | | |

NOTE : 1 Given by Supervisor only
2&3 Given by Supervisor & Moderator

☐ *Extension for Supp BOE*

……
Supervisor's Signature

……
Dean's Signature

Completed by: ☐ Supervisor ☐ Moderator

_____
Name

_____
Signature & Stamp

1. GENERAL EFFORT (Supervisor only)

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Project Management | 8 | | 40 | |
| • Attitude | 8 | | 40 | |
| • Technical Competency | 4 | | 20 | |
| Total (Max 100) | | | 100 | |
| Effective Mark (y/100 * 20) | | | 20 | |

2. WRITTEN REPORT

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Abstract | 2 | | 10 | |
| • Problem Statement; Project Objective; Expected Findings/Deliverables | 2 | | 10 | |
| • Literature review / Background study | 2 | | 10 | |
| • Solution | 15 | | 75 | |
| • Project Output/Findings | 10 | | 50 | |
| • Conclusion | 3 | | 15 | |
| • Spelling, grammar, and punctuation | 2 | | 10 | |
| • Writing style and organization | 2 | | 10 | |
| • Figures, tables, and graphs | 1 | | 5 | |
| • Abbreviations, bibliography and appendices | 1 | | 5 | |
| Total (Max 200) | | | 200 | |
| Effective Mark (y/200 * 40) | | | 40 | |

3. PROJECT IMPLEMENTATION

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Demo | 25 | | 125 | |
| • Question handling | 5 | | 25 | |
| Total (Max 150) | | | 150 | |
| Effective Mark (y/150 * 30) | | | 30 | |

4. POSTER

| Item | Point Count x | Score (y = x) | |
|---|---|---|---|
| | | Max | Score |
| • Material | | 10 | |
| Effective Mark (Max 10) | | 10 | |

Completed by: ☐ Supervisor ☐ Moderator

_____
Name

_____
Signature & Stamp

1. GENERAL EFFORT (Supervisor only)

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Project Management | 8 | | 40 | |
| • Attitude | 8 | | 40 | |
| • Technical Competency | 4 | | 20 | |
| Total (Max 100) | | | 100 | |
| Effective Mark (y/100 * 20) | | | 20 | |

2. WRITTEN REPORT

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Abstract | 2 | | 10 | |
| • Problem Statement; Project Objective; Expected Findings/Deliverables | 2 | | 10 | |
| • Literature review / Background study | 2 | | 10 | |
| • Solution | 15 | | 75 | |
| • Project Output/Findings | 10 | | 50 | |
| • Conclusion | 3 | | 15 | |
| • Spelling, grammar, and punctuation | 2 | | 10 | |
| • Writing style and organization | 2 | | 10 | |
| • Figures, tables, and graphs | 1 | | 5 | |
| • Abbreviations, bibliography and appendices | 1 | | 5 | |
| Total (Max 200) | | | 200 | |
| Effective Mark (y/200 * 40) | | | 40 | |

3. PROJECT IMPLEMENTATION

| Item | Weightage | Mark scale x | Score (y = x * Weightage) | |
|---|---|---|---|---|
| | | [ 0 to 5] | Max | Score |
| • Demo | 25 | | 125 | |
| • Question handling | 5 | | 25 | |
| Total (Max 150) | | | 150 | |
| Effective Mark (y/150 * 30) | | | 30 | |

4. POSTER

| Item | Point Count x | Score (y = x) | |
|---|---|---|---|
| | | Max | Score |
| • Material | | 10 | |
| Effective Mark (Max 10) | | 10 | |

MULTIMEDIA UNIVERSITY

**FACULTY OF COMPUTING & INFORMATICS**

**TPR3321/ TPT3101 –FYP FINAL REPORT CHECKLIST**

As the supervisor, I hereby verify the submission of the following Final Year Project:

1. Correction has been made accordingly to the comments ☐

2. Submitted the complete softcopy in CD format ☐
   (i) Source Code
   (ii) Turnitin Report
   (iii) Final Report

Date : _____

Project ID : _____

Project Title : _____

_____

Student ID : _____

Student Name : _____

Supervisor's Name and Signature:

**……..**

---

**FOR FACULTY USE:**

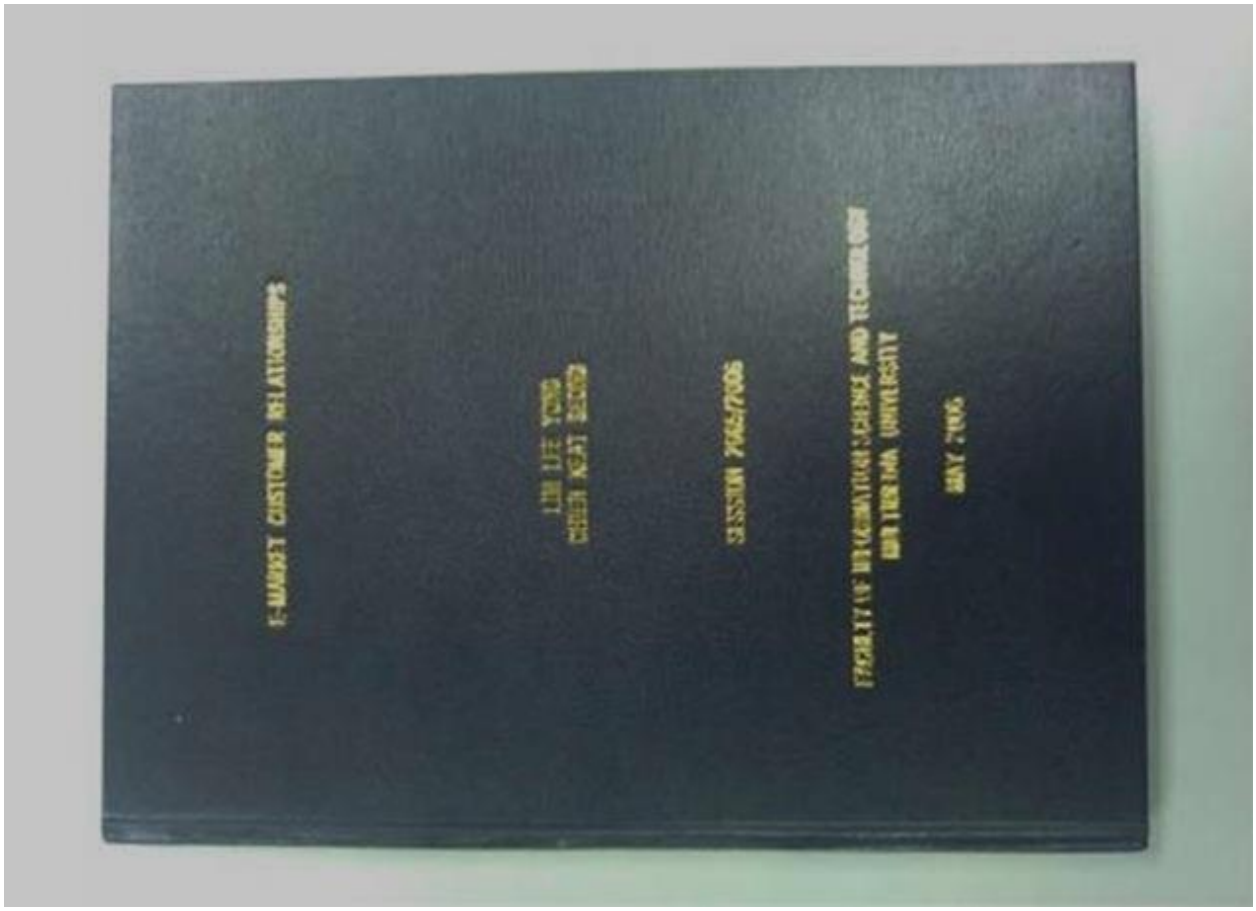
Date received : _____

Received by : _____

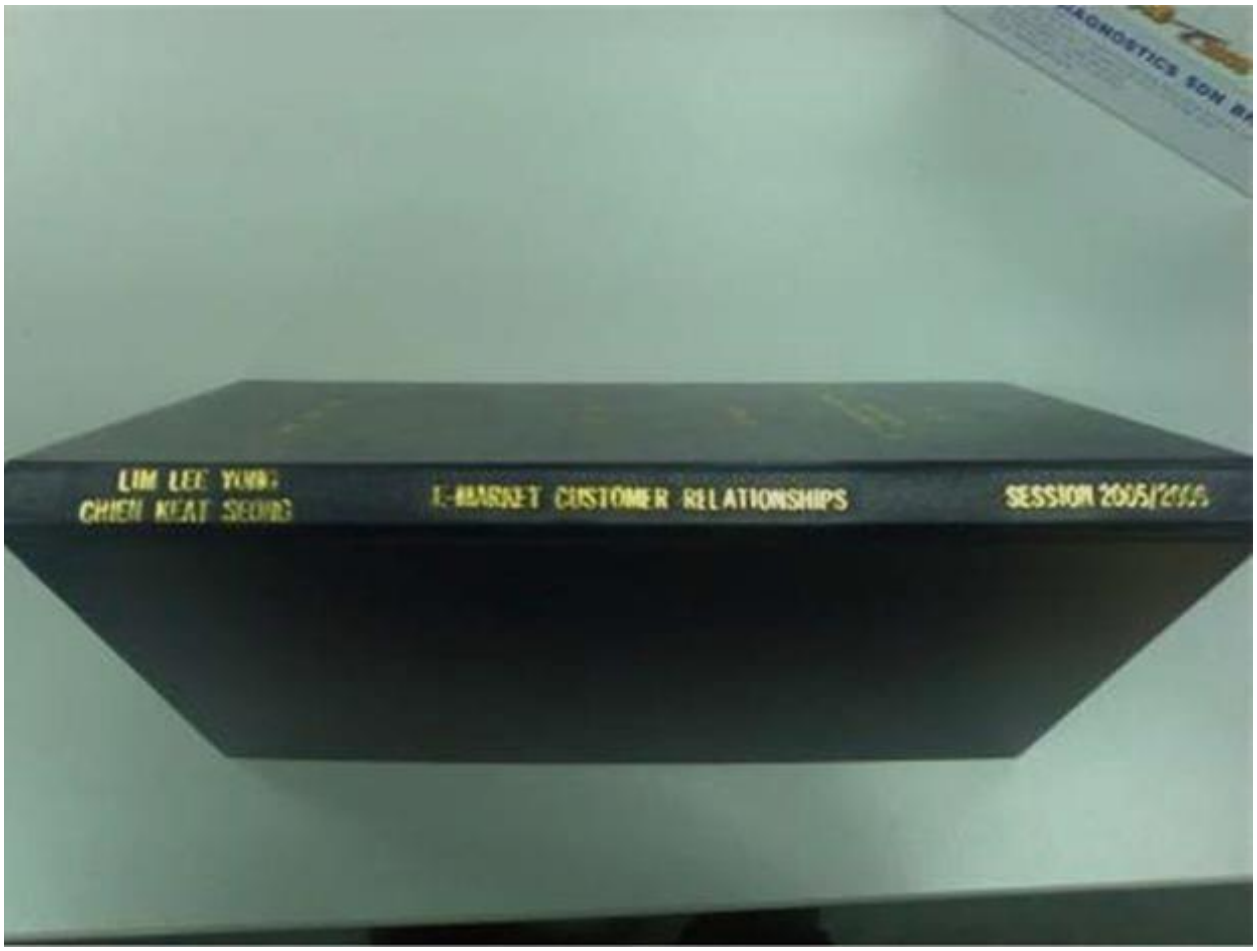
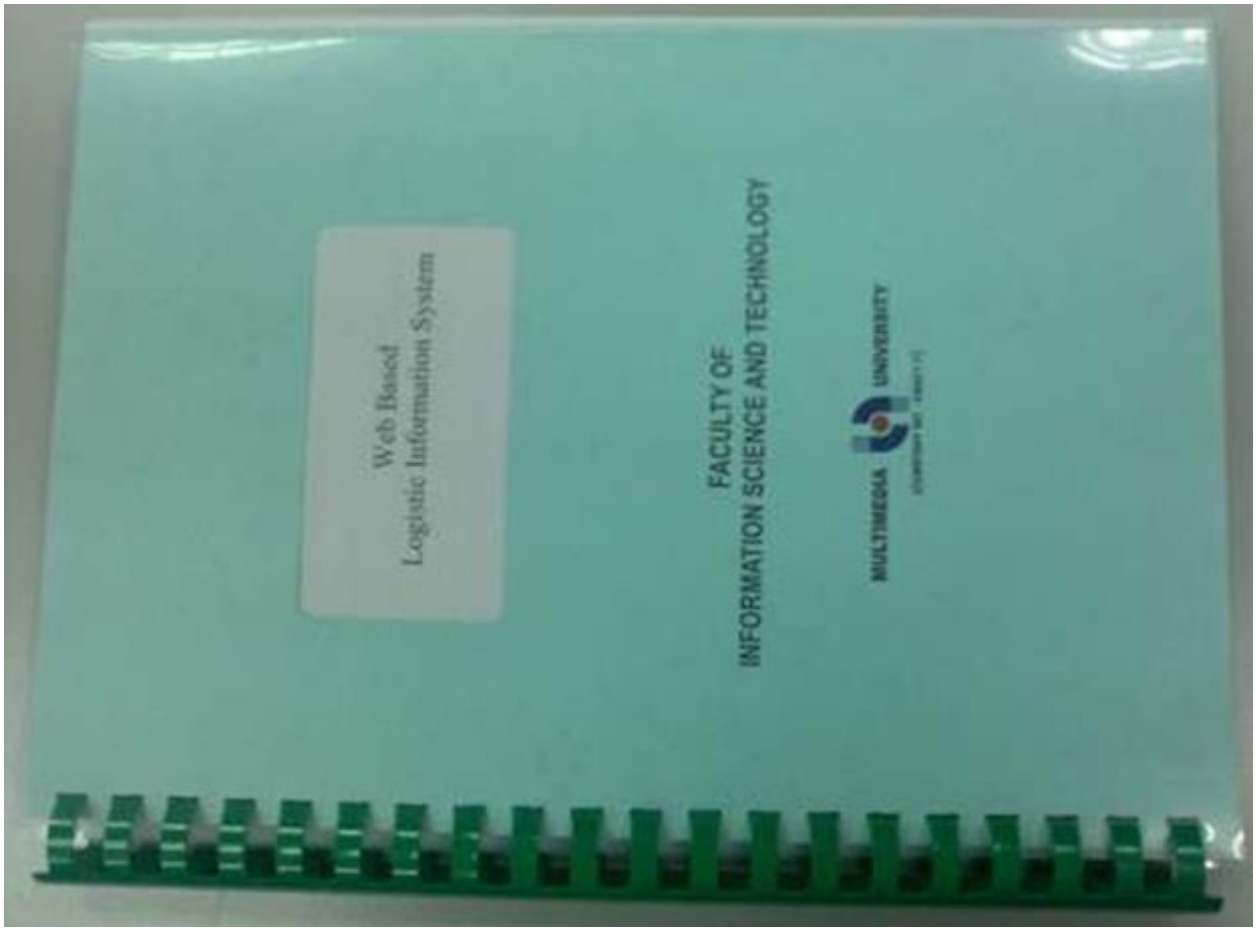
Remarks :_____

APPENDIX D: EXAMPLE OF INTERIM REPORT AND FINAL YEAR REPORT COVER PAGE (PHOTO)

1. Hard cover: Front Cover



2. Hard cover: Spine



3. Interim Report: Front Cover