



SUPERVISORS GUIDE FOR FYP ASSESSMENT Standard of Procedure (SoP)



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graph TD; A([PRE FYP]) --> B[Supervisor submits a list of FYP 1 titles to FYP committee (Two weeks before semester start)]; B --> C[The list of FYP 1 titles are announced via notice board and FYP website ( 1 week before semester start)]; C --> D([FINISH]);
```

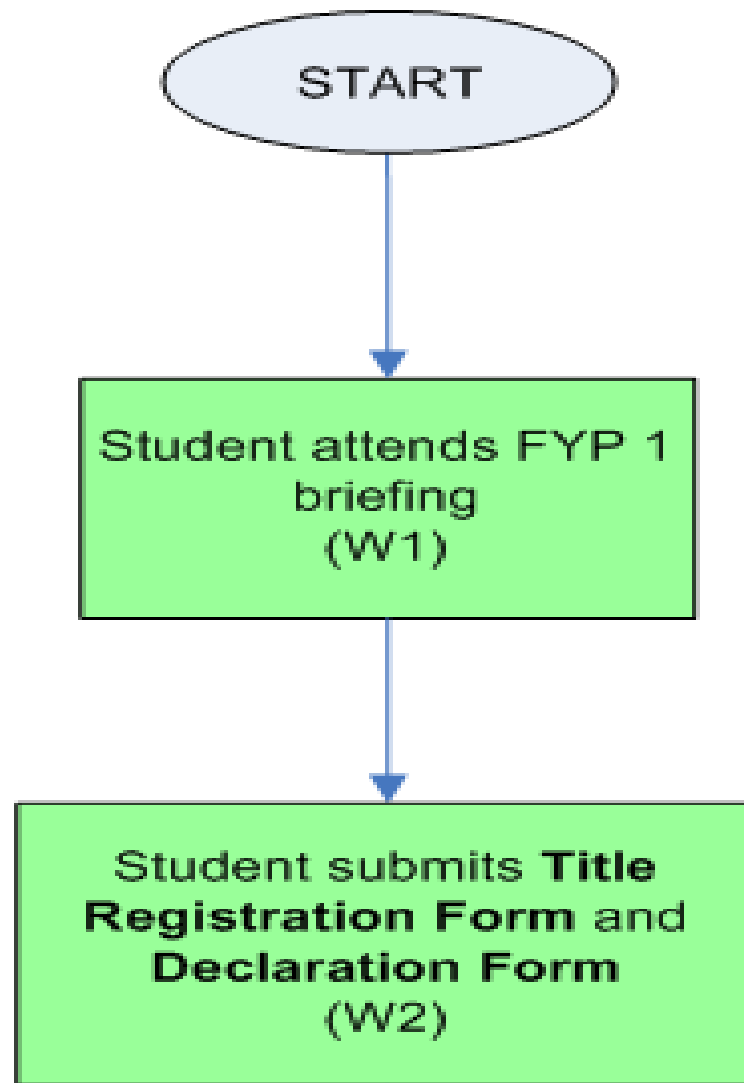
PRE FYP

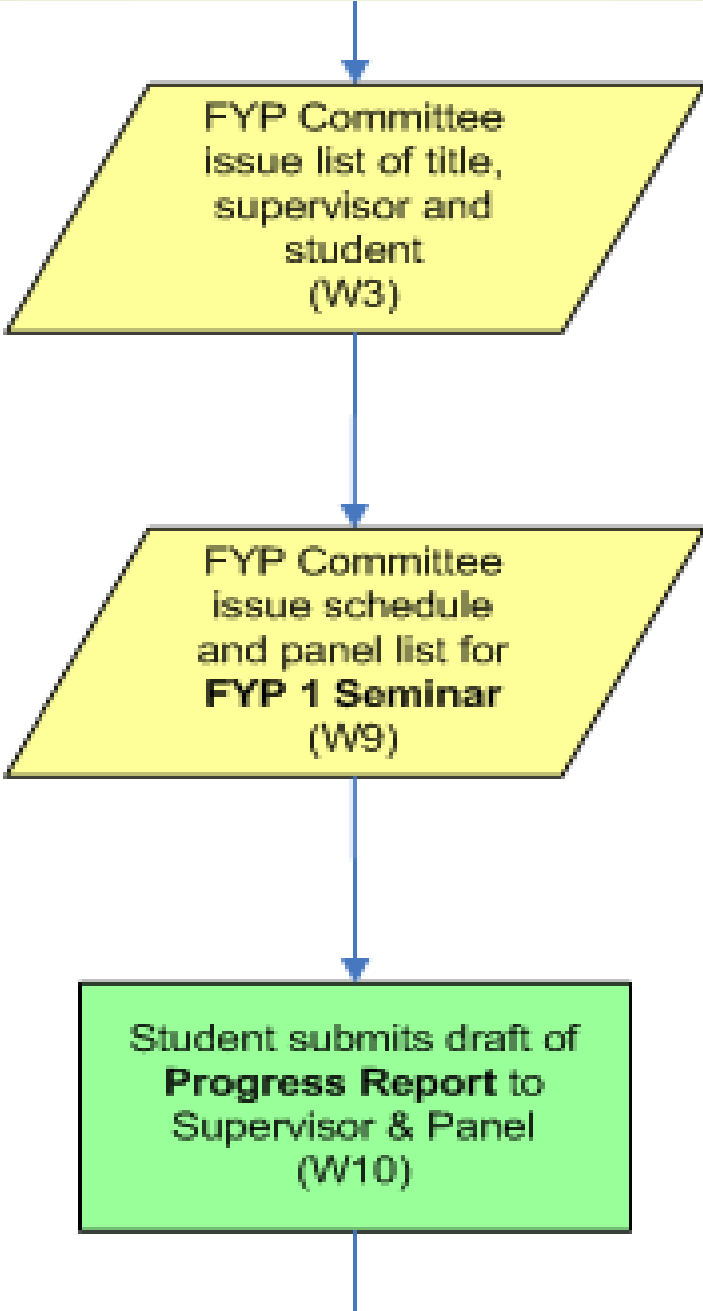
Supervisor submits a list of FYP 1 titles to FYP committee (Two weeks before semester start)

The list of FYP 1 titles are announced via notice board and FYP website (1 week before semester start)

FINISH

FLOW CHART OF FYP 1 IMPLEMENTATION



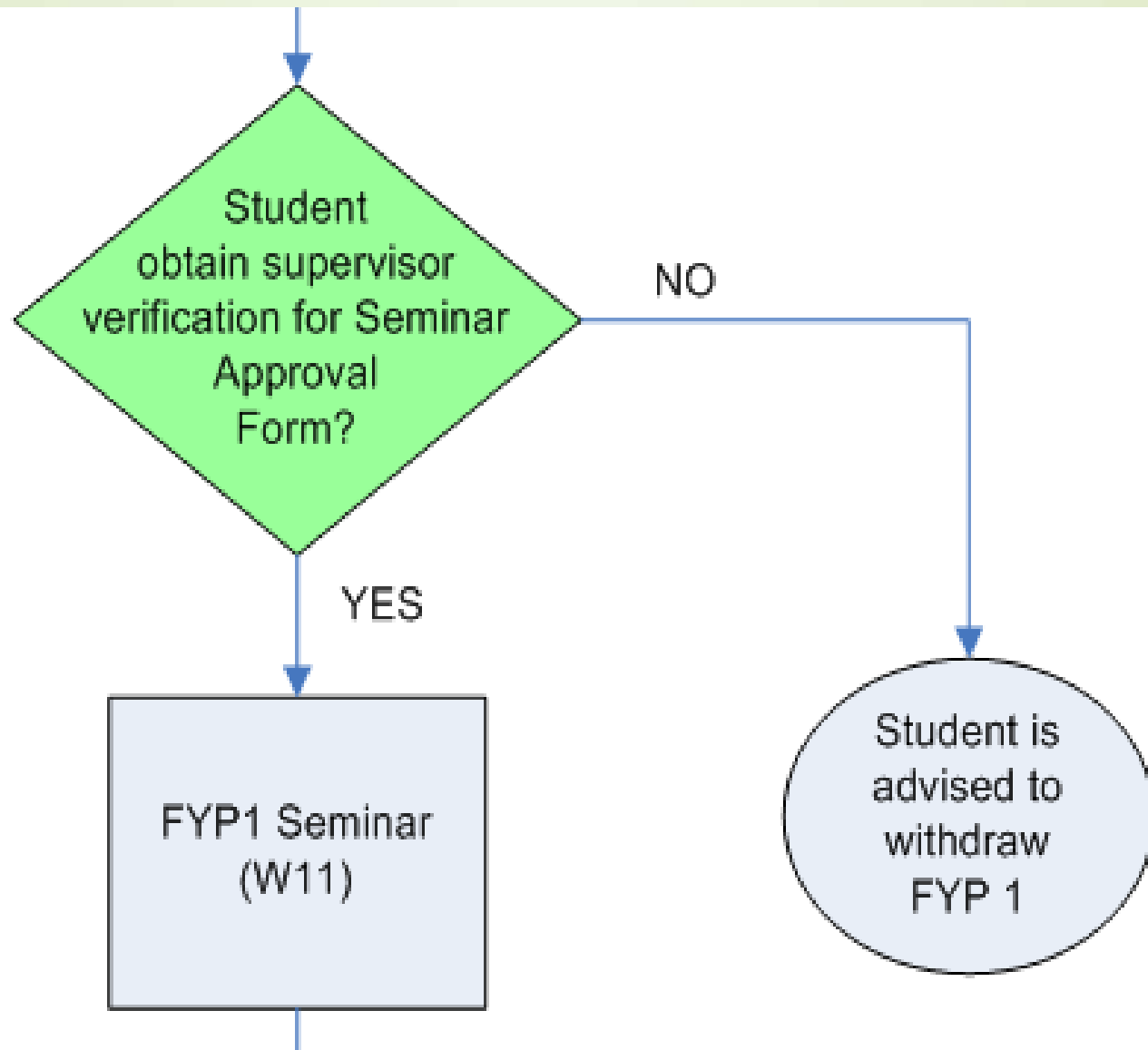


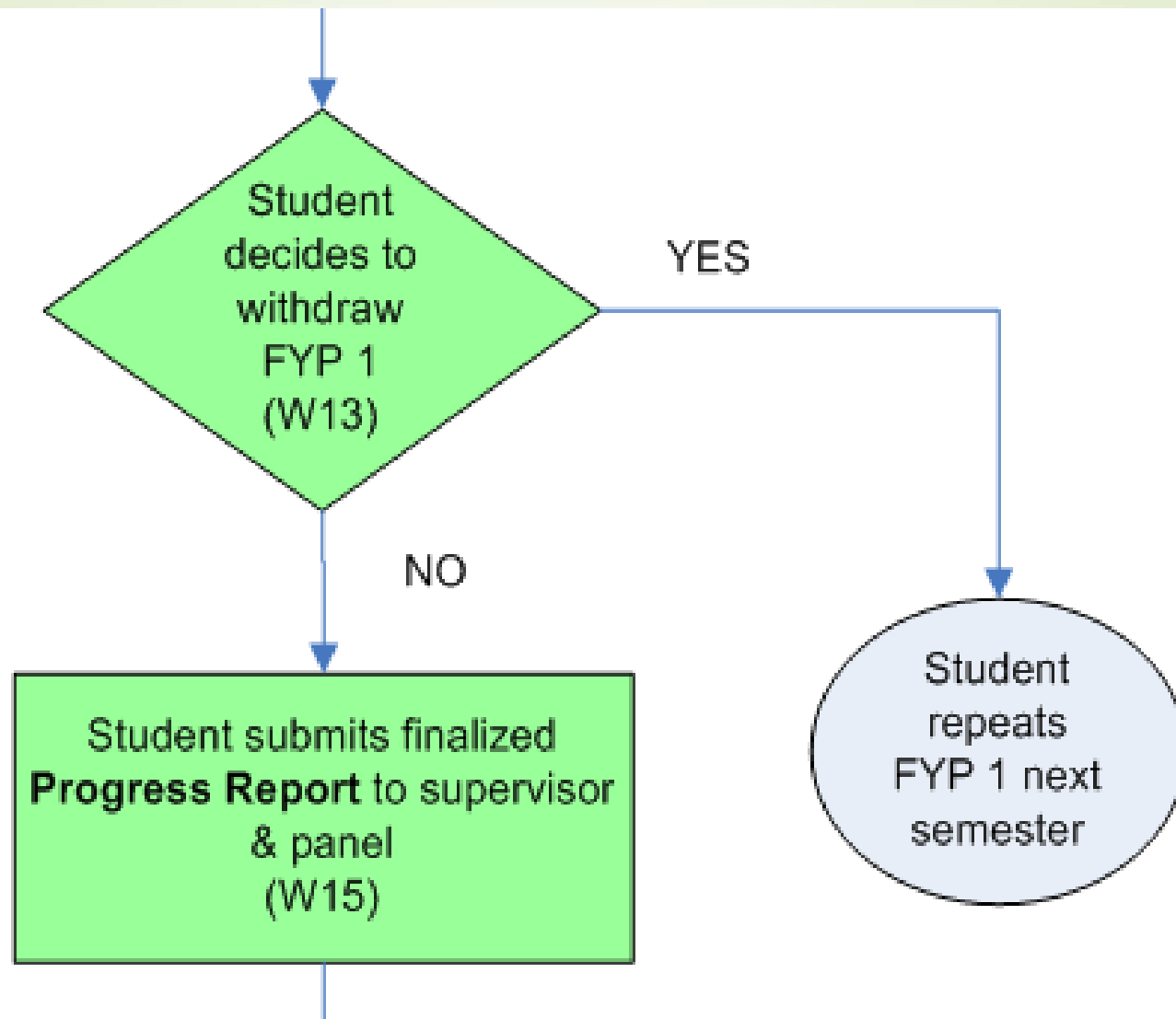
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graph TD; A[FYP Committee issue list of title, supervisor and student (W3)] --> B[FYP Committee issue schedule and panel list for FYP 1 Seminar (W9)]; B --> C[Student submits draft of Progress Report to Supervisor & Panel (W10)];
```

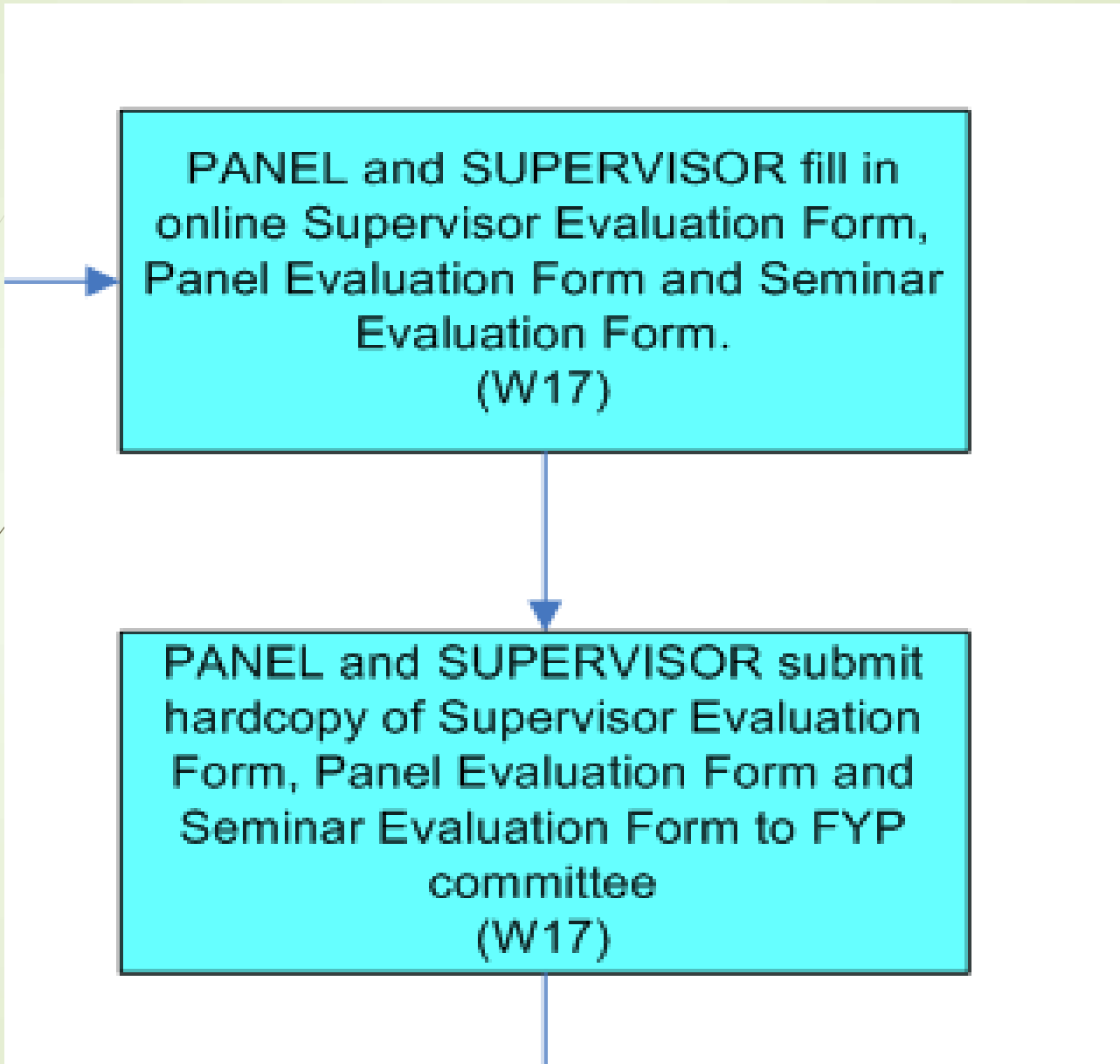
FYP Committee
issue list of title,
supervisor and
student
(W3)

FYP Committee
issue schedule
and panel list for
FYP 1 Seminar
(W9)

Student submits draft of
Progress Report to
Supervisor & Panel
(W10)



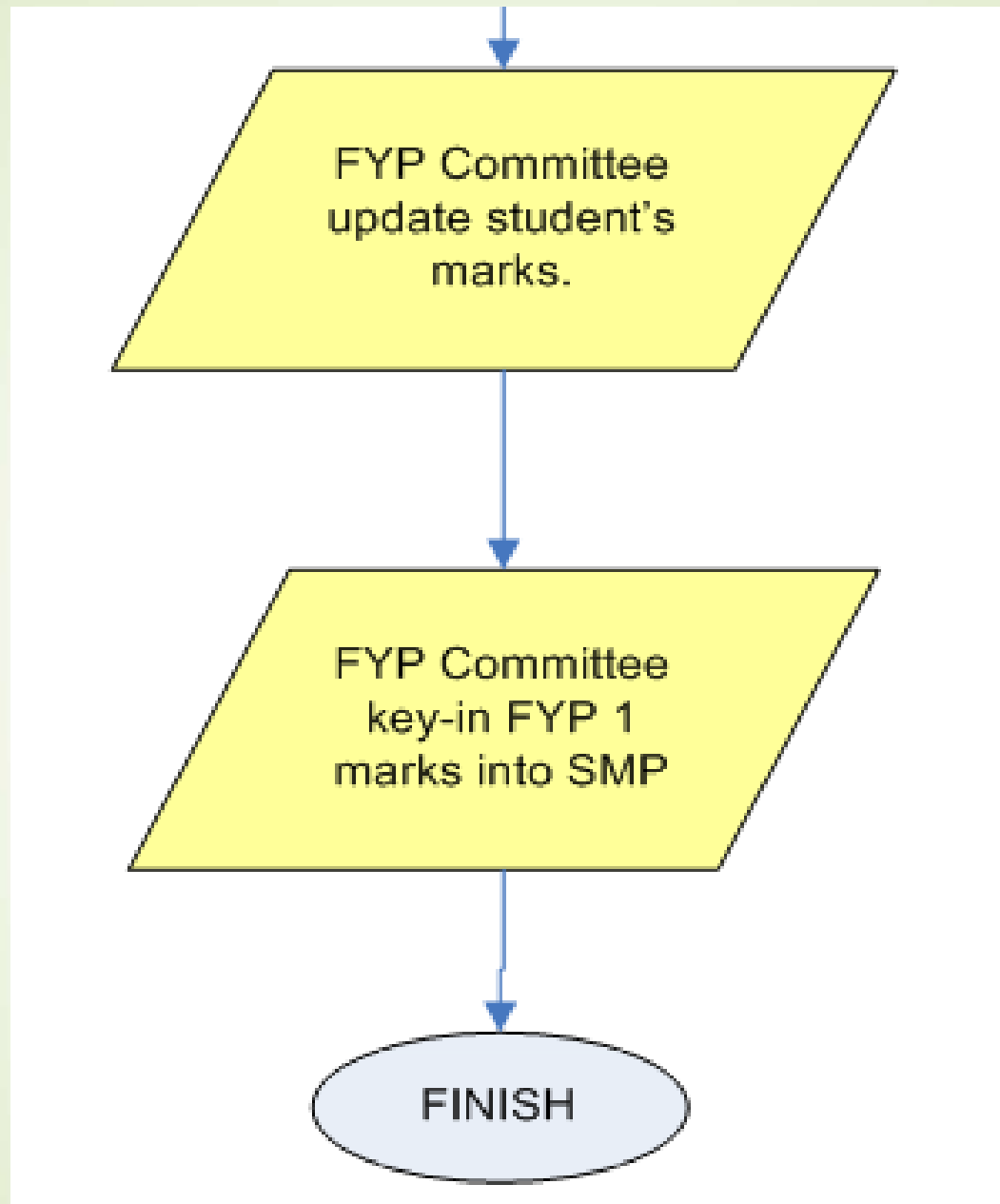




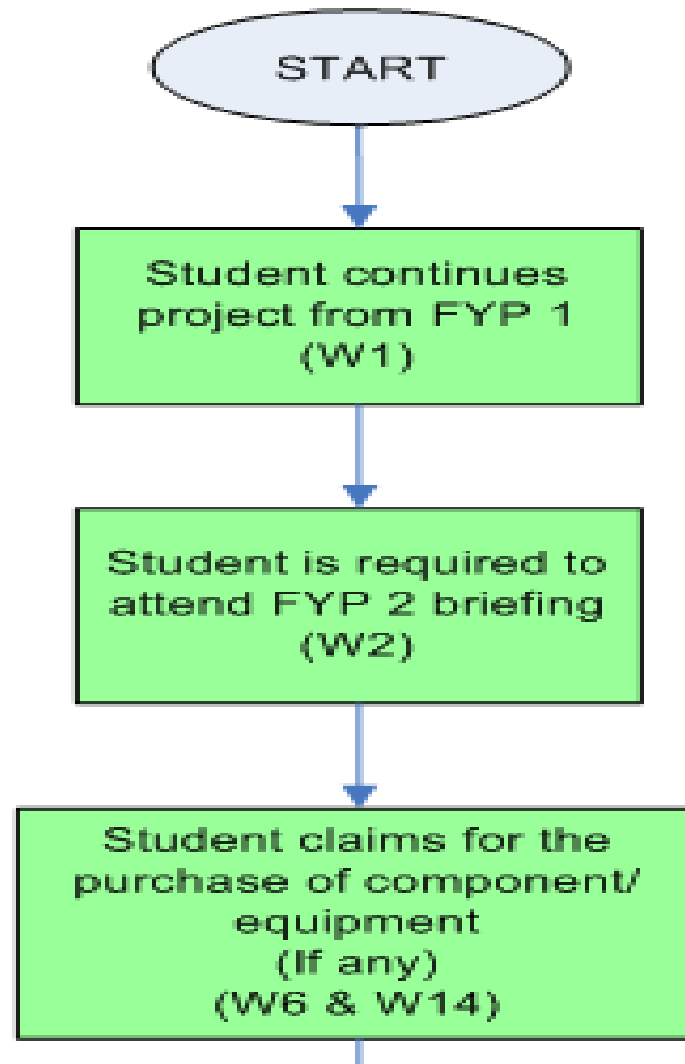
```
graph TD; A[PANEL and SUPERVISOR fill in online Supervisor Evaluation Form, Panel Evaluation Form and Seminar Evaluation Form. (W17)] --> B[PANEL and SUPERVISOR submit hardcopy of Supervisor Evaluation Form, Panel Evaluation Form and Seminar Evaluation Form to FYP committee (W17)];
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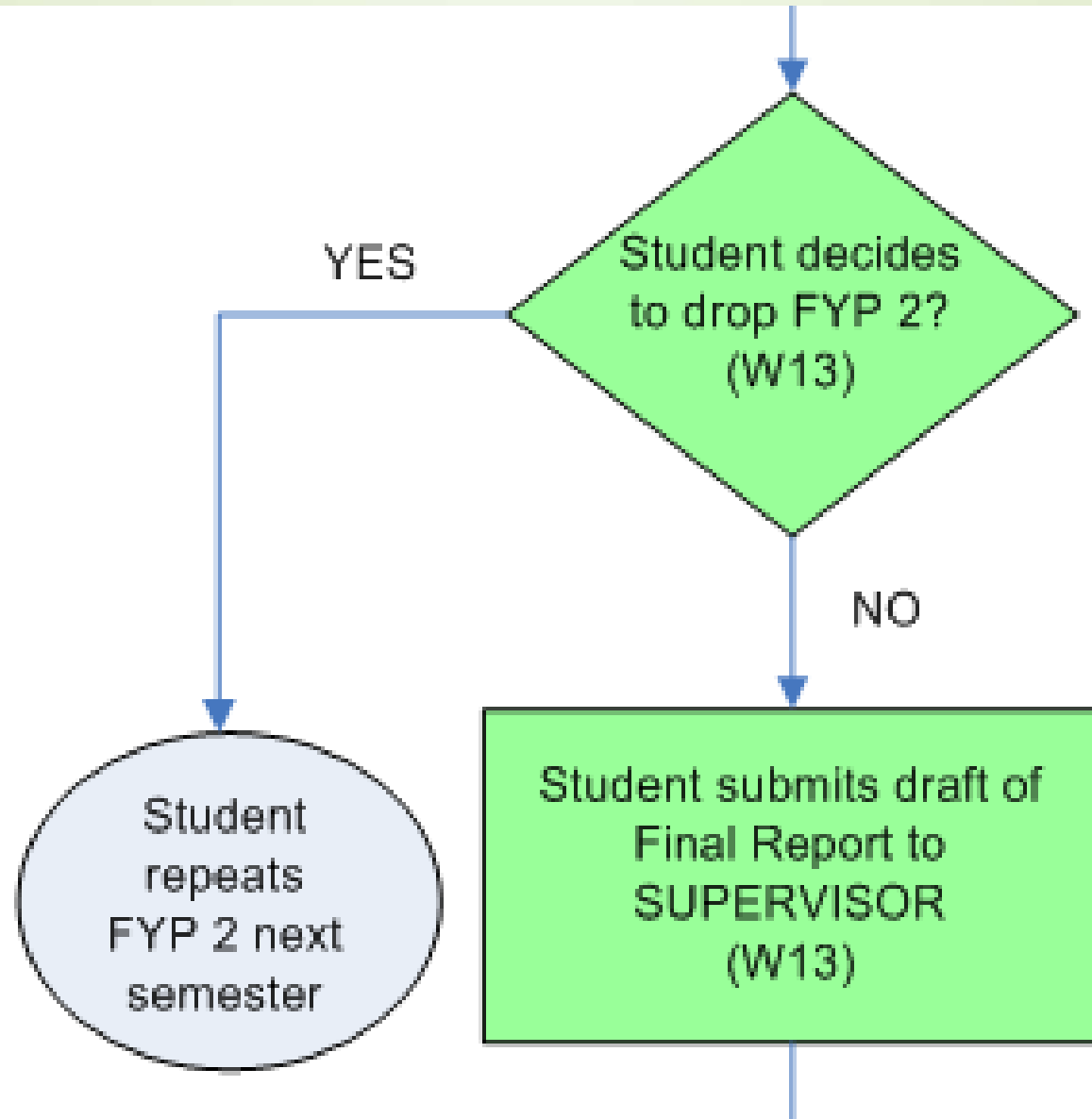
PANEL and SUPERVISOR fill in
online Supervisor Evaluation Form,
Panel Evaluation Form and Seminar
Evaluation Form.
(W17)



PANEL and SUPERVISOR submit
hardcopy of Supervisor Evaluation
Form, Panel Evaluation Form and
Seminar Evaluation Form to FYP
committee
(W17)



FLOW CHART OF FYP 2 IMPLEMENTATION






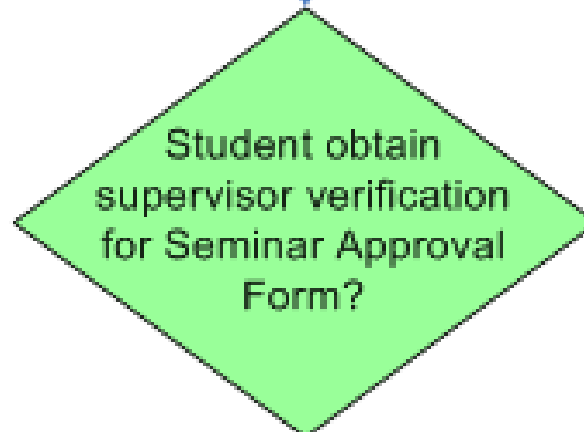


Student makes correction
of the reviewed draft of
Final Report
(W14)

Student submits Final
Report verified by
SUPERVISOR to PANEL
and SUPERVISOR for
evaluation
(W15)



Seminar & Demonstration
schedule and PANEL
appointment letter are issued.
(W14)




NO

YES

FYP 2 Seminar
and Demonstration
(W16)

Student
repeats
FYP 2 next
semester



```
graph TD; A[ ] --> B[Student makes correction of Final Report based on the feedback during seminar (W17)]; B --> C[PANEL and SUPERVISOR fill in online Supervisor Evaluation Form, Panel Evaluation Form and Seminar Evaluation Form. (W17)];
```



Student makes correction of
Final Report based on the
feedback during seminar
(W17)

PANEL and SUPERVISOR fill in
online Supervisor Evaluation Form,
Panel Evaluation Form and Seminar
Evaluation Form.
(W17)

```
graph TD; A[PANEL and SUPERVISOR submit  
hardcopy of Supervisor Evaluation  
Form, Panel Evaluation Form and  
Seminar Evaluation Form to FYP  
committee  
(W17)] --> B[Moderation of FYP 2  
marks  
(If required)  
(W18)];
```

PANEL and SUPERVISOR submit
hardcopy of Supervisor Evaluation
Form, Panel Evaluation Form and
Seminar Evaluation Form to FYP
committee
(W17)


Moderation of FYP 2
marks
(If required)
(W18)




Student submits to FYP committee representative:

- i. 2 copies of Final Report which have been verified by Supervisor.
- ii. 2 CDs which contain softcopy of Final Report (in PDF format)
- iv. Biodata (together with passport size photograph)

(W18)



FYP Committee
update student's
FYP 2 marks.



```
graph TD; Start(( )) --> Process[/FYP Committee key-in FYP 2 marks into SMP/]; Process --> End([FINISH]);
```


FYP Committee
key-in FYP 2
marks into SMP

FINISH

The Duty of Project Supervisors

Projects supervisors are the lecturers of the faculty approved by the PSM Committee. The duties of project's supervisors include:

- Supervise project implementation and progress.
- Provide guide for continual improvement.
- Verify student's logbook in each meeting.
- Evaluate student works and outcomes.
- Ensure that the title given to students as well as projects objectives remain unchanged without prior approval from PSM Committee and individual supervisors.
- Verify any related FYP forms.
- Commit to FYP implementation.
- Execute any related tasks given by PSM Committee.

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- ➡ Any supervisors who tend to change project title and project scope after week 4 must seek approval from PSM committee by submitting *FYP Title/ Supervisor Amendment Form*

