ACTION PLAN
Final Year Project 2 Sem 2 2018/19

Week	Day	Month (2018)	Faculty events	FYP2 STUDENTS important dates	SUPERVISORS & EXAMINERS important dates	Remarks
1	28	Jan	Lecture starts			
2	4	Feb	CNY break			
3	11	Feb		**14 February (2.30 PM)** **FYP2 Briefing** Dewan Azman Hashim		
4	18	Feb				
5	25	Feb				
6	4	Mar				
7	11	Mar				
8	18	Mar				
9	25	Mar		**SEMESTER BREAK (28-29/03/19)**		
10	1	Apr				
11	8	Apr				
12	15	Apr				
13	22	Apr				
14	29	Apr		**29 April (11.59 PM)** **Technical paper submission** Submit softcopy Technical Paper to FYP co-ordinator	**Peer Assessment** Open: 29 April 9.00 AM **Close: 3 May 11.59 PM**	Peer assessment is by any postgraduate student within the same iKohza. The FYP2 student must have discussed his/her project with the PG student in Rinkoh or any informal discussions. Supervisor will appoint PG student to do the peer assessment
15	6	May		**6 May (5.00 PM)** **Project report and logbook submission** Submit 2 binded A4 size Project Report to: ESE & MPE - Both examiner and supervisor CPE – FYP coordinators Logbook submission to supervisor only	**Technical Paper Assessment** Open: 30 April 9.00 AM **Close: 10 May 11.59 PM**	Technical paper assessment is by non-MJIIT academic panel (same as poster presentation academic panel)
16	13	May	Study week (15-17 May)	**16 May (9.00 AM)** **MJIIT FYP2 Symposium** Poster presentation at Dewan Tan Sri Ainuddin Wahid	**Poster Presentation Assessment** Manual form submission by panels	FYP2 Symposium committees will transfer the manual form marks to the online system
17	20	May	Final exam	**21 May (10.00 AM)** Student to collect marked report from supervisor & examiner	1) **Report (Non-supervisor) Assessment** 2) **Supervisor (Report, Logbook, Rinkoh) Assessment** Open: 7 May 9.00 AM **Close: 20 May 11.59 PM**	Examiner and supervisor must return marked report to the students. The students will personally collect the report from both examiner and supervisor starting 21st May 10 AM
19	27	May		**27 May (5.00 PM)** **Hardbound Report submission** Submit Hardbound Report (B5 size) to MJIIT main office Lvl 2		

FYP2 Assessments Forms

No	Form	Examiner	Percentage	Important dates
1	Peer assessment	Postgraduate student within iKohza	4 %	Open: 29 April 9.00 AM Close: 3 May 11.59 PM
2	Technical paper	Non-MJIIT Academic Panel	10 %	Open: 30 April 9.00 AM Close: 10 May 11.59 PM
3	Poster presentation 1	Non-MJIIT Academic Panel	10 %	16 May
4	Poster presentation 2	Industry Panel	10 %	
5	Report	Academic from the same department	30 %	Open: 7 May 9.00 AM Close: 20 May 11.59 PM
6	Supervisor (Logbook, rinkoh, report)	Supervisor	36 %	Open: 7 May 9.00 AM Close: 20 May 11.59 PM