

**CPB 49804 FYP 1 - DEGREE  
PROCESS FLOW**

<b>Academic Week</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Form to Fill</b>
<b>Week 11</b>	Student online registration	Student	OTBS
<b>Week 12-13</b>	Title key-in to the OTBS	Lecturer	
<b>Week 14</b>	Title selection through OTBS	Student	OTBS
<b>Week 15-16</b>	Selection of students and published selected titles	Lecturer and Committee	
<b>Week 17</b>	<ol style="list-style-type: none"> <li>1. FYP Implementation &amp; Job Safety Analysis (JSA) Briefing</li> <li>2. Student to bring JSA Form during briefing</li> </ol>	Committee + Safety Officer + Student	JSA Form
<b>Commencement Semester for CPB 49804 Final Year Project 1</b>			
<p><b>INSTRUCTION: Student to PRINT from OTBS</b></p> <ol style="list-style-type: none"> <li>1. 1 copy CPB 49804 FYP 1 FORM 1</li> <li>2. 2 copy CPB 49804 FYP 1 FORM 2</li> <li>3. 2 copies CPB 49804 FYP 1 FORM 3</li> <li>4. 1 copy CPB 49804 FYP 1 FORM 4</li> <li>5. 1 copy JSA Form</li> <li>6. Industrial Based FYP Form</li> <li>7. 14 copies FYP Logbook – 1 copy every week</li> </ol>			
<b>Week 1 – Week 3</b>	Preparation and Submission of JSA Form	Student	JSA Form
<b>Week 1 – Week 9</b>	<ol style="list-style-type: none"> <li>1. Proposal preparation</li> <li>2. Project design</li> <li>3. Logbook</li> <li>4. Attend FIVE (5) FYP central Workshop</li> <li>5. Student to submit 1 copy of <b>FORM 1</b></li> <li>6. Identify Industry Based FYP</li> </ol>	Student + Supervisor+FYP Coordinator	CPB 49804 FYP 1 <b>FORM 1_PROJECT PROGRESS (30%)</b>  INDUSTRIAL BASED FYP FORM
<b>Week 9</b>	Central proposal summary submission  <ol style="list-style-type: none"> <li>1. Submit <b>TWO (2)</b> proposal summary to:                - <b>Supervisor</b>                - <b>Examiner</b></li> </ol>	Student + Supervisor + Examiner+FYP Coordinator	

**CPB 49804 FYP 1 - DEGREE  
PROCESS FLOW**

<b>Week 10 - 11</b>	<ol style="list-style-type: none"> <li>1. Proposal presentation</li> <li>2. Student to submit <b>TWO (2)</b> copies of <b>FORM 3</b> during presentation.</li> </ol>	Student	CPB 49804 FYP 1 <b>FORM 3</b> _ PRESENTATION (35%)
<b>Week 15</b>	<ol style="list-style-type: none"> <li>1. Student to submit <b>TWO (2)</b> copies <b>Final Proposal:</b> -<b>Examiner</b> -<b>Supervisor</b> &amp; <b>ONE Online Submission via FYP OneDrive</b></li> <li>2. Student to submit <b>forms</b> to supervisor - <b>FORM 2 (2 copies)</b> - <b>FORM 4 (1 copy)</b></li> </ol>	Student + Supervisor + Examiner	CPB 49804 FYP 1 <b>FORM 2</b> _ PROJECT PROPOSAL (35%)
<b>Week 10-16</b>	<ol style="list-style-type: none"> <li>1. Laboratory work starts</li> <li>2. Logbook</li> </ol>	Student	
<b>Week 18</b>	Key in total student assessment + grade in E-CITIE	Supervisor	CPB 49804 FYP 1 <b>FORM 4</b> _ FINAL MARKS
<b>Semester Break</b>	Submit to Committee for filing: <ol style="list-style-type: none"> <li>1. CPB 49804 FYP 1 <b>FORM 1-4</b></li> </ol>	Supervisor & FYP Section Committee	INDUSTRIAL BASED FYP FORM
<b>Semester Break</b>	<ol style="list-style-type: none"> <li>1. Keep FORM 1-4 in file &amp; Proposal Online submission via FYP OneDrive</li> <li>2. Prepare Subject Performance Report</li> <li>3. Prepare Special Report for High Performance And Failure Results (if applicable)</li> </ol>	Committee	INDUSTRIAL BASED FYP FORM
<b>End Semester for CPB 49804 Final Year Project 1</b>			

**CPB 49906 FYP 2 - DEGREE  
PROCESS FLOW**

<b>Commencement Semester for CPB 49906 Final Year Project 2</b>			
<p align="center"><b>INSTRUCTION: Student to PRINT from OTBS</b></p> <ol style="list-style-type: none"> <li><b>1. 1 copy CPB 49906 FYP 2 FORM 1</b></li> <li><b>2. 2 copies CPB 49906 FYP 2 FORM 2</b></li> <li><b>3. 2 copies CPB 49906 FYP 2 FORM 3</b></li> <li><b>4. 1 copy CPB 49906 FYP 2 FORM 4</b></li> <li><b>5. 14 copies FYP Logbook – 1 copy every week</b></li> <li><b>6. Industrial Based FYP Form</b></li> <li><b>7. 1 Online Thesis Submission via FYP OneDrive</b></li> <li><b>8. 1 copy FYP Clearance Form</b></li> </ol>			
<b>Academic Week</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Form to Fill</b>
<b>Week 1 – 10</b>	<ol style="list-style-type: none"> <li>1. Laboratory work &amp; Logbook</li> <li>2. FYP Workshop</li> <li>3. Student to submit 1 copy of <b>FORM 1</b></li> </ol>	Student + Supervisor	CPB 49906 FYP 2 <b>FORM 1</b> PROJECT PROGRESS (20%)
<b>Week 11 – Week 15</b>	Thesis preparation	Student + Supervisor	
<b>Week 15</b>	Central final thesis submission (soft-binding) <ol style="list-style-type: none"> <li>1. Student to submit <b>TWO (2)</b> copies of thesis.               <ul style="list-style-type: none"> <li>- <b>Examiner</b></li> <li>- <b>Supervisor</b></li> </ul> </li> <li>2. Student to submit forms               <ul style="list-style-type: none"> <li>- <b>TWO (2)</b> copies <b>FORM 2</b></li> <li>- <b>ONE (1)</b> copy <b>FORM 4</b></li> </ul> </li> </ol>	Student + Examiner + Appointed Lecturer	CPB 49906 FYP <b>FORM 2</b> FINAL REPORT (50%)
<b>Week 16 - 17</b>	<ul style="list-style-type: none"> <li>- Thesis presentation</li> <li>- <b>TWO (2)</b> copies <b>FORM 3</b> during presentation</li> </ul>	Student + Examiner + Assessor	CPB 49906 FYP 2 <b>FORM 3</b> PRESENTATION (30%)
<b>Week 18</b>	Supervisor to update title *For graduation transcript  Mandatory Submission: <ol style="list-style-type: none"> <li>1. One copy of hardcover thesis to Supervisor (Final version after correction amended)</li> <li>2. One softcopy thesis via FYP OneDrive</li> <li>3. FYP Clearance Form</li> <li>4. One hardcopy of Technical Paper (option)</li> </ol>	Student, FYP Coordinator (Section & Campus) & Supervisor	<ol style="list-style-type: none"> <li>1. FYP Thesis Online Submission via OneDrive</li> <li>2. FYP Clearance Form</li> </ol>

**CPB 49906 FYP 2 - DEGREE  
PROCESS FLOW**

<b>Week 18 – 19</b>	Key in total student assessment + grade in E-CITIE	Supervisor/FYP Coordinator	CPB 49804 FYP 1 <b>FORM 4</b> _FINAL MARKS
<b>Semester Break</b>	Submit to Committee for filing: 1. CPB 49906 FYP 2 FORM 1-4 2. Soft Copy Thesis via FYP OneDrive 3. FYP Industrial Based FYP Form	Supervisor	
<b>Semester Break</b>	1. Keep FORM 1-4 in file 2. FYP Industrial Base FYP Form 3. Prepare Subject Performance Report 4. Prepare Special Report for High Performance And Failure Results (if applicable)	Committee	
<b>End Semester for CPB 49906 Final Year Project 2</b>			

**CPD 39806 FYP - DIPLOMA  
PROCESS FLOW**

<b>Academic Week</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Form to Fill</b>
<b>Week 11</b>	Student online registration	Student	OTBS
<b>Week 12-13</b>	Title key-in to the OTBS	Lecturer	
<b>Week 14</b>	Title selection through OTBS	Student	OTBS
<b>Week 15-16</b>	Selection of students and published selected titles	Lecturer and Committee	
<b>Week 17</b>	1. FYP Implementation & Job Safety Analysis (JSA) Briefing 2. Student to bring JSA Form during briefing	Committee + Safety Officer + Student	JSA Form
<b>Commencement Semester for CPD 39806 Final Year Project</b>			
<p><b>INSTRUCTION: Student to PRINT from OTBS</b></p> <ol style="list-style-type: none"> <li><b>1. 1 copy CPD 39806 FYP FORM 1</b></li> <li><b>2. 2 copies CPD 39806 FYP FORM 2</b></li> <li><b>3. 2 copies CPD 39806 FYP FORM 3</b></li> <li><b>4. 1 copy CPD 39806 FYP FORM 4</b></li> <li><b>5. 1 copy JSA Form</b></li> <li><b>6. Industrial Based FYP Form</b></li> <li><b>7. 14 copies FYP Logbook – 1 copy every week</b></li> <li><b>8. 1 Soft Copy Thesis via FYP OneDrive</b></li> <li><b>9. 1 copy FYP Clearance Form</b></li> </ol>			
<b>Week 1 – Week 3</b>	Preparation and Submission of JSA Form	Student	JSA Form
<b>Week 1 – Week 10</b>	1. Literature search 2. Project design 3. Logbook 4. Attend FIVE (5) FYP central Workshop 5. Student to submit 1 copy <b>FORM 1</b> to Supervisor 6. Industrial Based FYP Form	Student + Supervisor + FYP Coordinator	CPD 39806 FYP <b>FORM 1</b> PROJECT PROGRESS (20%)  INDUSTRIAL BASED FYP FORM
<b>Week 11 – Week 15</b>	Thesis preparation	Student + Supervisor	
<b>Week 16</b>	Central final thesis submission (soft-binding)  Student to submit <b>TWO (2)</b> copies of the thesis - <b>Examiner</b> - <b>Supervisor</b> - <b>TWO (2) FORM 2</b> - <b>ONE (1) FORM 4</b>	Student + Supervisor + Examiner	CPD 39806 FYP <b>FORM 2</b> FINAL REPORT (50%)

**CPD 39806 FYP - DIPLOMA  
PROCESS FLOW**

<b>Week 17</b>	<ul style="list-style-type: none"> <li>- Thesis presentation</li> <li>- <b>TWO (2) FORM 3</b> during presentation</li> </ul>	Student + Examiner + Assessor	CPD 39806 FYP <b>FORM 3</b> – <b>PRESENTATION (30%)</b>
<b>Week 18</b>	<p>Supervisor to update title *For graduation transcript</p> <p>Submit to Supervisor:</p> <ol style="list-style-type: none"> <li>1. One copy of hardcover thesis for Supervisor (Final version after correction amended)</li> <li>2. One softcopy thesis via FYP OneDrive</li> <li>3. FYP Clearance Form</li> </ol>	Student	<ol style="list-style-type: none"> <li>1. FYP Thesis Online Submission via OneDrive</li> <li>2. FYP Clearance Form</li> </ol>
<b>Week 18 – 19</b>	Key in total student assessment + grade in E-CITIE	Supervisor	CPB 49804 FYP 1 <b>FORM 4</b> FINAL MARKS
<b>Semester Break</b>	<p>Submit to Committee for filing:</p> <ol style="list-style-type: none"> <li>1. CPD 39806 FYP FORM 1-4</li> <li>2. Soft Copy Thesis via FYP OneDrive</li> <li>3. FYP Industrial Based FYP Form</li> </ol>	Supervisor	
<b>Semester Break</b>	<ol style="list-style-type: none"> <li>1. Keep FORM 1-4 in file</li> <li>2. FYP Industrial Base FYP Form</li> <li>3. Prepare Subject Performance Report</li> <li>4. Prepare Special Report for High Performance And Failure Results (if applicable)</li> </ol>	Committee	
<b>End Semester for CPD 39806 Final Year Project</b>			