



UniKL
UNIVERSITI
KUALA LUMPUR



FINAL YEAR PROJECT HANDBOOK

4th Edition; 2019



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**Final Year Project Handbook
4th Edition January 2019**

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1.0 INTRODUCTION

Final Year Project (FYP) is compulsory for most of undergraduate programmes in UniKL. This Final Year Project Handbook (4th Edition) is intended to provide a complete guideline for student in planning, implementing and documenting a project work, in line with the requirements of the relevant academic programme accreditation bodies.

2.0 OBJECTIVES

The aim of FYP is to provide the opportunity and exposures for students to apply and integrate the theoretical knowledge and principles, taught in the programme, and creatively solving problems. It also provides the opportunity for the students to demonstrate independence and originality, as well as to plan and organize a project over a specified period of time. Throughout this course, students should also be able to:

1. Document all findings and problems encountered during the implementation.
2. Apply practical hands-on techniques in process, quality control and provide related analysis in their specialized academic programme.
3. Demonstrate the procedures and methods of project implementation.
4. Execute the sequence in various steps required to produce / manufacture / test / solve / improve real life industrial projects problems.
5. Discuss findings and results of the project.
6. Produce a technical report and perform a project presentation.

3.0 FINAL YEAR PROJECT (FYP) COURSE

FYP courses shall be offered for Diploma and Bachelor Degree programmes in one semester and two semesters, respectively. The details are as in Table 1.

Table 1: FYP Course

PROGRAMME LEVEL	COURSE CODE	COURSE NAME	CREDIT
Diploma	*XPD 39806	Final Year Project	6
Bachelor	*XPB 49804	Final Year Project 1	4
Bachelor	*XPB 49906	Final Year Project 2	6

Note: * X – respective Campus Code

3.1 FYP DURATION

FYP duration for Diploma programme is for one semester; while, for Bachelor degree programmes the duration is for two semesters.

3.2 PROJECT SCOPE

Projects should be challenging and meet the programme requirements where students should be able to demonstrate the ability to plan, perform the necessary studies and analysis, time and resource management, work independently and present the project outcomes in oral and written.

The university is always encourage projects which are related to industrial problems to provide students with experience of the actual problems faced in the industry. However, projects could also be performed based on the following mode:

- i) laboratory experimentation
- ii) design / build and test
- iii) analytical work
- iv) numerical simulations
- v) industrial based projects
- vi) any other mode subjected to programme requirements

3.3 PROJECT PROCESS

Student may work in group or individual in implementing a project.

3.3.1 PROJECT SUPERVISOR ASSIGNMENT

Each student / group will be assigned to one project supervisor with respect to the specialization area of the project. Students are not allowed to change their supervisors without the approval of FYP Coordinator.

3.3.2 FYP TITLE

FYP title can be proposed either by the academic department or students within 4 weeks after registering as FYP student. Refer to Appendix A1 – Process Flow for Project Registration for details.

Students are allowed to undertake the project in group (depending on the nature and size of the project) with a clear distinct of project scope.

3.3.3 **FYP TITLE BY ACADEMIC DEPARTMENT**

FYP titles and synopsis shall be published by Academic Department. Students shall fill up the Project Registration Form and submit to respective FYP Coordinator.

3.3.4 **FYP TITLE BY STUDENT**

Student may propose project title by submitting the Project Registration Form collectively with the proposal document enclosing the following information:

- Project Title
- Project Objective
- Project Synopsis
- Project overview and technical specifications
- Project Costing

All related document shall be submitted to the respective FYP Supervisor.

3.3.5 **PROJECT REVIEW**

The Project Review Panel (FYP Supervisors / FYP Committee) will make decision on the project proposal within 4 weeks after the submission of Registration Form. Student is not allowed to change FYP title once approved by the FYP review panel.

Only minor changes in FYP title with approvals by the the FYP Supervisor/s and respective FYP Coordinators is allowed.

3.3.6 **PROGRESS REPORT (Log Book)**

Student shall use the log book or any other medium to write all related activities and findings throughout the duration of FYP. All activities must be recorded and verified by the respective supervisor. Student should meet their Supervisor at least **5 TIMES** per semester to discuss issues related to the project work which may include the following;

- i) Project progress
- ii) Problems encountered and recommended solutions
- iii) References (journal, article, books, websites etc. The detail references must be written in complete)
- iv) Schematic diagrams and related equipment used
- v) Summary of work completed
- vi) Other suggestions / recommendations

3.3.7 FYP PRESENTATION

Student shall present their complete project outcome as scheduled by Campus. Failure to attend the presentation will cause student to receive the failure grade (F).

3.3.8 FYP REPORT

Student shall submit FYP complete report which will include all the recommended amendment by panel of assessors within the time period specified by campus.

Final FYP Report (XPB 39806 and XPB 49906) shall be submitted in hard cover format. Refer to Appendix A3 – Process Flow for Implementation for details.

* X –campus code

3.3.9 LATE SUBMISSION OF FYP REPORT (HARD COVER)

Failure to submit the final report within the stipulated period will cause student FYP marks reduced by 30% from the final report.

3.4 FYP ASSESSMENT CRITERIA

3.4.1 XPD 39806 Final Year Project

Final Year Project assessment is based on the following criteria depending on the nature of the project.

Product Based Project:

i) Progress Report	20%
ii) Presentation & Product Demonstration (Poster Presentation 10%) (Presentation 15%) (Product Demonstration 15%)	40%
iii) Final Project Report	40%
Total	100%

Research Based Project:

i) Progress Report	20%
ii) Presentation	30%
iii) Final Project Report	50%
Total	100%

3.4.2 XPB 49804 Final Year Project 1

Final Year project 1 assessment is based on the following criteria:

Product Based & Research Based Project:

i) Progress Report	30%
ii) Presentation	35%
iii) Project Proposal	35%
<hr/>	
Total	100%

3.4.3 XPB 49906 Final Year Project 2

Final Year Project 2 assessment is based on the following criteria depending on the nature of the project.

Product Based Project:

i) Progress Report	20%
ii) Presentation & Product Demonstration (Poster Presentation 10%) (Presentation 15%) (Product Demonstration 15%)	40%
iii) Final Project Report	40%
<hr/>	
Total	100%

Research Based Project:

i) Progress Report	30%
ii) Presentation	35%
iii) Project Proposal	35%
<hr/>	
Total	100%

3.4.4 PROGRESS REPORT

The assessment shall be performed on individual basis. Student shall write a complete note on the project work progress. A complete comments and actions to be taken shall be recorded and endorsed by group members and their respective supervisor.

3.4.5 **PROJECT PRESENTATION**

The evaluation shall be performed on individual / group basis. Panel of assessors shall be appointed by FYP Coordinator to assess the presentation. The overall marks obtained by student shall be the aggregate marks given by the assessors.

3.4.6 **FYP FINAL REPORT**

FYP Final Report assessment shall be carried out on individual basis for Degree level and in group for diploma level. The report shall be assessed by the appointed assessors and or Supervisors.

3.4.7 **COPYRIGHT OF STUDENT'S THESIS**

UniKL shall have the absolute right to use, publish and reproduce such Works in whatever form, electronic or otherwise, for its teaching, research and other academic purposes, if it so wishes.

3.5 **FYP GRADES**

3.5.1 **INCOMPLETE (I):**

Student whom fails to make the presentation and/or to complete the project work within the stipulated duration shall be given "Incomplete" (I) status due to the following reasons;

- Illness and supported by Medical Officer verifications Officer or
- Other acceptable reasons subjected to the approval of Dean of Campus.

For such cases, the student is required to make the presentation of his/her project as scheduled by the Campus or to complete the incomplete project within the duration as determined by FYP Committee.

3.5.2 **FAIL (F)**

A fail grade (F) shall be given if a student:

3.5.2.1 **Did not** "Present and Defend" his FYP Presentation

3.5.2.2 **Did not** submit FYP final report after the stipulated period or

3.5.2.3 **Did not** obtain at least 40% of the overall marks

4.0 ROLES AND RESPONSIBILITIES

4.1 STUDENT RESPONSIBILITIES

Once a project title has been approved, student shall be responsible to:

- 4.1.1 Consult their group supervisor and discuss on the objectives, project requirements, the deliverables as well as the budget limitations.
- 4.1.2 Plan their group work (Gantt chart or equivalent) to be used as a basis to monitor the progress of their project.
- 4.1.3 Meet their group supervisor as per the schedule time table established by the respective project coordinator to seek advice and to review the progress of their project.
- 4.1.4 Ensure all data and documentation related to their project have been safely saved and backed up.
- 4.1.5 Adhere to student absenteeism rules and regulation as stipulated in the University Rules and Regulations.

4.2 PROJECT SUPERVISOR RESPONSIBILITIES

- 4.2.1 Project supervisor shall set the requirements of the project.
- 4.2.2 Project supervisor shall guide students in the planning and implementing of the project; as well as recommend approaches, techniques and methods appropriate to achieve the project's objectives.

4.3 FYP COORDINATOR RESPONSIBILITIES

- 4.3.1 FYP Coordinator shall be responsible to monitor and ensure the planning and implementation of FYP run smoothly.
- 4.3.2 The coordinator will collect and organize the suggested project titles, publish as well as assign project titles to the students upon approval from the FYP Committee.
- 4.3.3 The Coordinator shall organize the presentation sessions, to ensure evaluation forms from supervisors and assessors are kept for 2 semesters.

4.4 FYP COMMITTEE RESPONSIBILITIES

- 4.4.1 To supervise the FYP planning and/or implementation.
- 4.4.2 To endorse all project titles proposed by project coordinator and students before being published to students.

5.0 PLAGIARISM

- 5.1 Students who fail to acknowledge other people ideas or works intentionally or unintentionally shall be categorized as committing plagiarism.
- 5.2 Students are required to use plagiarism Software in order to check and obtained the percentage of thesis plagiarism. The percentage of plagiarism allowed is not greater than 30% .
- 5.3 Students who committed plagiarism shall be penalized under academic misconduct code with the penalty can be any one or a combination of the followings:
 - 5.3.1 reprimanding students in writing;
 - 5.3.2 re-doing the project work with reduced marks
 - 5.3.3 reducing 50% of FYP marks
 - 5.3.4 suspension for one semester
 - 5.3.5 expulsion from the University

6.0 FYP REPORT GUIDELINES

6.1 Forms and Conditions of the Report

The report must be printed on A4 white, unlined paper. Printing must appear on only one side of each sheet unless such illustrations as charts, drawings or photographs need to be printed on facing pages for clarity. Computers or word processors are recommended for writing report.

- 6.1.1 **Language**
Report shall be written in English.

- 6.1.2 **Cover page**
Title of project, name of student, name of programme, academic semester and University Kuala Lumpur on the cover page shall be typed in bold capital letters. The minimum font size shall be 12 point. The above information shall be typed at centerline.

- 6.1.3 **Typing**
The entire text of the report, headings, and page numbers must be typed using Arial. The font size acceptable for the general text is 12 point and 1.5 spacing. Should not be scripted or italicized except for scientific names and terms in different languages. Footnotes and text in Tables should be at least 8 point. Bold print can be used for headings. Erased parts must be clean.

6.1.4 **Margins**

Top edge	:	25 mm
	:	40 mm (for 1 st page of new chapters, all preliminary pages & reference page)
Right side	:	25 mm
Left side	:	40 mm
Bottom edge	:	25 mm
Page Layout	:	Shall be set to A4 only

The margins are meant to facilitate binding and trimming. A new paragraph at the bottom of a page must have at least full lines of type or else it should begin on the next page.

6.1.5 **Pagination**

Use lowercase Roman numerals to number the introductory pages (title page, acknowledgements, dedication, etc.) with the title page bearing no number but included in the sequence. A *Table of Contents* is required, and on it shall be listed all preliminary pages, chapter headings, bibliography and appendices (if any). Placement of page numbers must be consistent (bottom-right corner) and always 40 mm from the edge of the page. (See the page arrangement guidelines at the end of this document).

6.1.6 **Footnotes, Endnotes, or Text Notes**

Any of these formats is acceptable, but consistency throughout the report is required. Numbering of either footnotes or endnotes shall be consecutive throughout the entire report. Footnotes shall be separated from the text by a 50 mm line that is 2 spaces below the text and begins at the same left margin as the text. The 1st footnote shall begin 2 spaces below that line, and a single space also shall be left between each footnote on the same page

6.1.7 **Bibliography**

A bibliography or reference must be appended in the report based on APA style as per Appendix B.

6.1.8 **Length of Report**

The minimum numbers of pages for a project report are as follows:

- Bachelor :50 pages
- Diploma : 40 Pages

These limits include tables, figures and other illustration in the text but do not include references and appendices.

6.1.9 **Binding**

When the final report has been completed and all necessary signatures obtained, it shall be properly bound. All reports must be bound in hard cover with gold lettering

7.0 **Report Arrangement**

Generally a report is composed of three (3) main parts - the preliminary pages or front matter, the text or main body and References and appendices.

7.1 **The preliminary pages or front matter**

This includes the title, declaration, approval, copyright, dedication, acknowledgement, table of contents, list of tables, list of figures and abstracts.

7.2 **The text or main body**

Usually consists of chapters with a number of headings and subheadings.

7.3 **References and appendices**

References mean a list of works cited from published books, public document, journals, articles, thesis, magazines, films, videos, slides, maps, unpublished materials and electronic materials including websites.

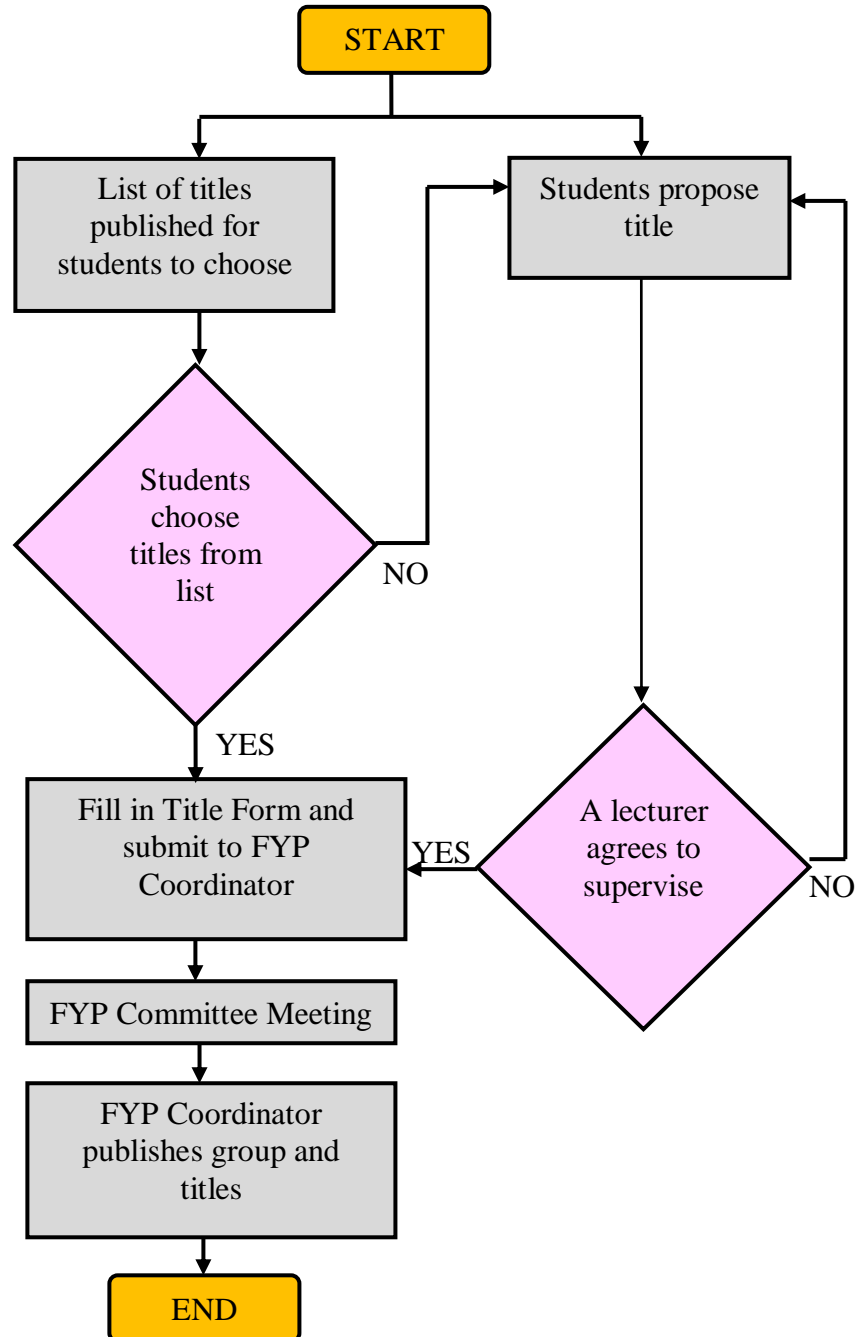
Appendices, including nomenclature for specialized notation, must be useful and must be referred to in the text. It consists of supplementary illustrative materials, original data and equations as well as quotations too long for inclusion in the text or not immediately useful to an understanding of the subject. It provides the reader with detailed information that would be distracting to read if put in the text.

7.4 Order of Pages and Numbering for the Report

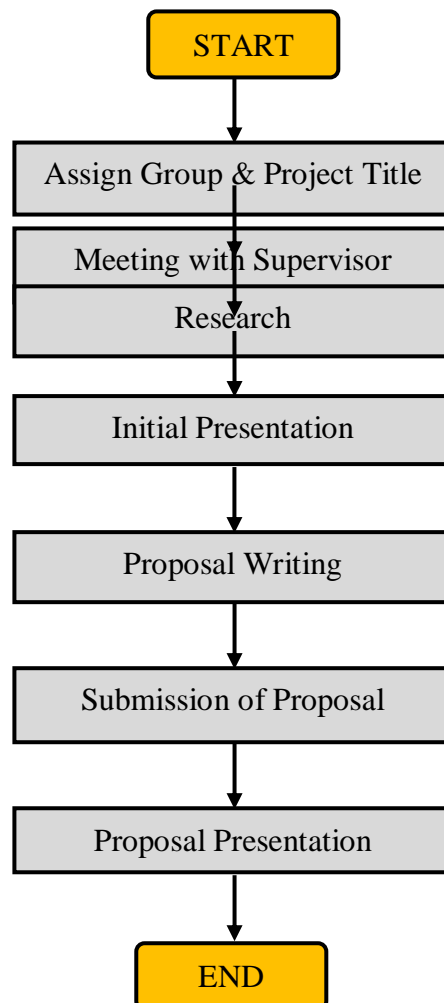
NO.	REPORT COMPONENTS	TYPE OF PAGE NO.	REMARK
1.	Title page	Lower-case Roman	Number (“i”) assigned
2.	Dedication page*	Lower-case Roman	Numbered consecutively
3.	Acknowledgement*	Lower-case Roman	Numbered consecutively
4.	Preface*	Lower-case Roman	Numbered consecutively
5.	Table of Contents	Lower-case Roman	Numbered consecutively
6.	List of Tables	Lower-case Roman	Numbered consecutively
7.	List of Figures	Lower-case Roman	Numbered consecutively
8.	List of Plates	Lower-case Roman	Numbered consecutively
9.	List of Symbols and/or Abbreviation (may be included as appendix)	Lower-case Roman	Numbered consecutively
10.	Introduction (optional; may be 1 st chapter or section)	Arabic numerals	Begin with “1” and numbered consecutively
11.	Body of Dissertation / Thesis (divided into chapters or sections)	Arabic numerals	Numbered consecutively
12.	Bibliography / List of References	Arabic numerals	Numbered consecutively
13.	Appendix*	Arabic numerals	Numbered consecutively

- *These elements are optional; all others are required.
- PLEASE NOTE: ALL pages must be numbered.
- (*Refer to Appendix C1 – C13*)

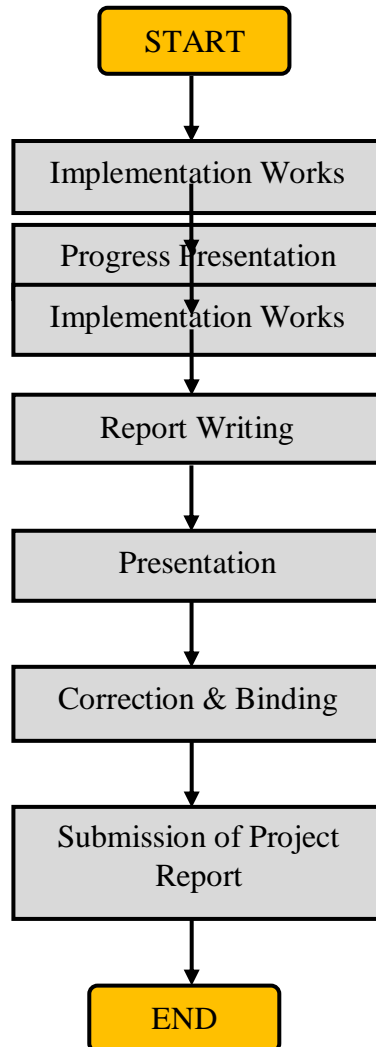
APPENDIX A1
PROCESS FLOW CHART FOR PROJECT REGISTRATION



APPENDIX A2
PROCESS FLOW CHART FOR FYP PROPOSAL



APPENDIX A3
PROCESS FLOW CHART FOR FYP IMPLEMENTATION



APPENDIX B

APA REFERENCING SYSTEM GUIDELINES

1. IN-TEXT CITATIONS

The APA format uses an author-date method for citing sources.

If you do NOT quote a source directly, you need only the author's last name and the year of publication in your in-text citation. If you DO quote a source directly, you need also to include the page number for the reference.

Short Quotations:

For quotation less than 40 words long, it should be incorporated into the text and enclosed by double quotation marks [" "]. For example:

As Smith (2008) concludes, "There is significant evidence to suggest that the earth is round" (p. 123).

Or

More recently, scientists have found "significant evidence to suggest that the earth is round" (Smith, 2008, p. 123).

Long Quotations:

For quotations over 40 words long, it must be placed as a block of text set apart from the rest of the paragraph. Block quotations should start on a new line, be indented 5 spaces from the left margin, and be double spaced (like the rest of the essay). Omit quotation marks. Your citation should come at the end of the quotation, as follows:

More importantly, Smith's (2008) evidence suggesting that the earth is round rather than flat is quite compelling:

Abcbda bdab cdabcd abc dabc dabcd ab cdab cda bcd abcd
abcd abcd abc dab cda dabcd bcda bcdab abcb cdab cdab cd
abc dabcda bcdabcdab cdabc abdbacba cdabcd abcd ababa baba
baba bababd bcd abcd bcdab cdabcd abcd. (p. 123)

Paraphrase and Summary:

When you paraphrase or summarize another source, you must acknowledge that source. You should, where possible, include the page reference for the ideas you are paraphrasing/summarizing. For example:

Smith (2008, p. 123) insists the earth is not flat.

2.0 REFERENCING BOOKS

A Work by Two Authors:

Name both authors; use the word "and" in the text and use the ampersand in parentheses.

- **With signal phrase:** The study by Jones and Smith (2006) concludes . . .
- **Without signal phrase:** Their study concludes the earth is round (Jones & Smith, 2006)

A Work by Three to Five Authors:

Name all authors the first time you cite the source; in subsequent citations, use only the first author's last name and the phrase "et al".

- **With signal phrase:** The study by Jones, Smith, Ali, Rushdie and Murakami (2003) concludes . . .
- **Without signal phrase:** Their study concludes the earth is round (Jones, Smith, Ali, Rushdie & Murakami, 2003)
- **In subsequent citations, with signal phrase:** The study by Jones et al. (2003) concludes . . .
- **In subsequent citations, without signal phrase:** Their study concludes the earth is round (Jones et al., 2003)

A Work by Six or More Authors:

Use the first author's last name followed by "et al" in the signal phrase or parentheses.

- **With signal phrase:** The study by Powell et al. (2007) argues . . .
- **Without signal phrase:** Their study concludes the earth is round (Powell et al., 2007)

A Work by an Organization or Agency:

Use the organization's name as if it were an author.

- **With signal phrase:** The Canadian International Development Agency (2006) notes that . . .
- **Without signal phrase:** Since 1996, Canada's budget for international development has increased by 10% (Canadian International Development Agency, 2006).

Two or More Works by the Same Author in the Same Year:

Use lower-case letters (a, b, c) with the year to distinguish between entries.

- Smith's study (2007a) suggests that . . .

Indirect Sources:

When you need to use a source cited in another source, name the original in your signal phrase and include the secondary source in both your in-text citation and your references list.

- Dorosz argues that . . . (as cited in Smith, 2008, p. 123).

Book with single author:

Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A. (2004). *Great Dogs of North America*. (4th ed.). Toronto: Dog Press.

Book – Two authors:

Last Name, Initials, & Last Name, Initials. (Date). *Title of Book*. City: Publisher.

Smith, J.A., & Jones, J.C. (2002) *Great Dogs of North America*. Toronto: Dog Press.

Book – Multiple authors:

Last Name, Initials, Last Name, Initials, Last Name, Initials, & Last Name, Initials. (Date).

Title of Book. City: Publisher.

Smith, J.A., Dorosz, C., Mann, T.T. (2008). *The Way it Is*. Toronto: ABC Press.

Chapter in edited book:

Last Name, Initials. (Date). Title of Chapter. In Initials Last Name (Ed.), *Title of book* (pp.

range). City: Publisher.

Smith, J.A. (1999). Dogs of Canada. In P.A. Jones (Ed.), *Dogs* (pp. 34-56). City: Publisher.

Abstract:

Last Name, Initials. (Date). Title [Abstract]. *Periodical Title*, volume, page.

Smith, J.A. (2004). Great Labradors [Abstract]. *Dogs for All*, 14, 12.

Entire Edited Book:

Last Name, Initials, & Last Name, Initials. (Eds.). (Date). *Title of work*. City: Publisher.

Smith, J.A., & Jones, J.C. (Eds.). (2002). *Dogs of the World*. Toronto: Dog Press.

Reference Book with no author:

Title (ed.). (Date). City: Publisher.

Dogs of North Canada (2nd ed.). (2001). Toronto: Dog Press.

Review of a Book:

Last name, Initials. (Date). Title of review [Review of the *book/article Title*].
Journal Title,
volume, pages.

McDonald, K. (2005). Dog Days [Review of *Great Dogs of North America*].
New York Review of Books, 25, 13-15.

3.0 REFERENCING JOURNALS, E-BOOKS AND WEBSITES

Journal Article – Single author:

Last Name, Initials. (Date). Title of article. *Title of Periodical*, volume,
page number range.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, 12-50.

Journal Article – Multiple authors:

Last Name, Initials, Last Name, Initials, & Last Name, Initials. (Date).
Title of article.
Title of Periodical, volume, page number range.

Smith, J.A., Jones, J.C., & Campbell, S.D. (2002). Great Labradors. *Dogs for All*, 12, 9-16.

Online Periodical (with DOI):

Last Name, Initials. (Date). Title of Article. *Title of Periodical*, volume
number, page range.
Doi: 000000000/000000.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, 12-50. doi:
99.1234/1234567898836.

Online Periodical (no DOI):

Last Name, Initials. (Date). Title of Article. *Title of Periodical*, volume
number, from URL.

Smith, J.A. (2004). Great Labradors. *Dogs for All*, 14, from <http://www.dogs.com/docs>

Online Periodical (no DOI; exists as printed and electronic versions)

Smith, K. (2008). The world is round. [Electronic version]. *Earth and Planetary Studies*, 66, 123-132.

Article from a Database (i.e., retrieved from library's online database):

Last Name, Initials. (Date). *Title of work*. Retrieved month day, year, from source.

Smith, J.A. (2005). . (2004). Great Labradors. *Dogs for All*, 14, 12-50. Retrieved January 17, 2006, from Zoological Record database.

Online Newspaper Article

Last Name, Initials. (Year, Month Day). Title of Article. *Name of Newspaper*. Retrieved URL.

Summerji, P. P. (2008, August 1). New Crime Legislation Criminal. *Nowhereville Times*. Retrieved from <http://nowherevilletimes.ca>

Reference:

American Psychological Association (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington: American Psychological Association.

APPENDIX C1
SPINE & COVER OF THE REPORT

GUIDE TO THE PREPARATION OF THESIS

MOHD FIRDAUS BIN HASSAN
123456789

UNIVERSITI KUALA LUMPUR
MONTH AND

*Size: 50mm/141.75
pt
Single spacing*

*Text: Arial(Bold)
Size: 12 (min)
Center text
10 line Single
spacing*

*Text: Arial(Bold)
Size: 12 (min)
Center text
20 line Single spacing*

*Month for final
semester
Year of Thesis
submission*

APPENDIX C2
TITLE PAGE

GUIDE TO THE PREPARATION OF THESIS

MOHD FIRDAUS HASSAN
123456789

Report Submitted to Fulfill the Partial Requirements
**For the Bachelor of
Universiti Kuala Lumpur**

MONTH YEAR

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**APPENDIX C3
DECLARATION PAGE**

DECLARATION

I declare that this report is my original work and all references have been cited adequately as required by the University.

Date: 12/09/2013
(Hardcover submission date)

Signature.....
Full Name: MOHD FIRDAUS

HASSAN

ID Number 12345678910

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**APPENDIX C4:
APPROVAL PAGE**

APPROVAL PAGE

We have supervised and examined this report and verify that it meets the program and University's requirements for the Bachelor in

Date: 12/09/2013
(Hardcover submission date)

Signature:.....
Supervisor: Dr. Adnan Ibrahim
Official Stamp:

Date: 12/09/2013
(Hardcover submission date)

Signature:.....
Co-Supervisor: Mohd Firdaus
Hassan
Official Stamp:
(Optional)

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APPENDIX C5: ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

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This sub-section is not compulsory but most research reports convey appreciation to those who have been involved in the study. I would like to express my special thanks of gratitude to my supervisor as well as our dear who gave me the golden opportunity to do this wonderful project, which also helped me in doing a lot of Research and i came to know about so many new things. I am really thankful to them. Secondly i would also like to thank my parents and friends who helped me a lot in finishing this project within the limited time. I am making this project not only for marks but to also increase my knowledge. THANKS AGAIN TO ALL WHO HELPED ME.

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LIST OF TABLES

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APPENDIX C8 LIST OF FIGURES

LIST OF FIGURES

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Chapter 3 Figure
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Figure 1.1 Manufacturing industry under IMP3 and 9MP	x
Figure 1.2 Tool and die making stages (Ma'arof, 2006).....	x
Figure 2.1 Tool and design products.....	x
Figure 2.2 Complete die design	x
Figure 3.1 Research methodology	x
Figure 3.2 eCAD methodology	xx
Figure 4.1 Steps in producing SOP	xx

APPENDIX C9
LIST OF ABBREVIATIONS

LIST OF ABBREVIATIONS

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3 tabs

2D	Two Dimensional
3D	Three-Dimensional
9MP	9 th Malaysian Plan
ABC	Activity-Based Costing
ASME	American Society of Mechanical Engineers

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APPENDIX C10

ABSTRACT

ABSTRACT

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The abstract is a digest of the entire thesis and should be given the same careful attention as the main text. Reference to literature is not normally made in the abstract. Abbreviations or acronyms must be preceded by the full term at the first use. An abstract should not normally exceed 350 words. It includes a brief statement of the problem, a concise description of the research method and design, summary of major findings including the significance or the lack of it, and conclusions. The abstract should be given in the same language used in writing the thesis. Common pitfalls such as spelling errors, incorrect usage of prepositions and prefixes (e.g. at, in) should be avoided. Scientific terms must be used consistently.

APPENDIX C11

ABSTRAK

ABSTRAK

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Abstrak adalah satu ringkasan untuk keseluruhan tesis yang juga perlu diberikan perhatian sebaik-baiknya seperti mana teks utama. Rujukan untuk literatur biasanya tidak dimasukkan ke dalam abstrak. Nama singkatan atau akronim mestilah ditaip dengan nama penuh pada kali pertama digunakan. Panjang abstrak mestilah tidak melebihi 350 patah perkataan. Ini termasuk pernyataan masalah, penerangan ringkas berkenaan kaedah dan rekabentuk kajian, rumusan dapatan utama termasuk kelebihan dan kekurangan, dan kesimpulan.

Versi paparan utama adalah bahasa yang digunakan untuk menulis tesis. Kesalahan biasa seperti kesalahan ejaan, kesalahan penggunaan kata depan dan prakata (e.g. di, ke) mestilah dielakkan. Terma saintifik mestilah digunakan dengan konsisten.

APPENDIX C12 MAIN BODY (CHAPTERS)

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CHAPTER 1: INTRODUCTION (**1st heading**)

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1.1 Introduction (**2ND heading**)

This chapter contains the introduction to the issues which the research is concerned, the problem statement of issue being studied, the aims and objectives of the study and the rationale and significance of the study.

The introductory chapter generally introduces the problem and indicates its importance and validity. It sets forth the context, the hypotheses to be tested and the research objectives to be attained. This chapter contains the introduction to the issues which the research is concerned, the problem statement of issue being studied, the aims and objectives of the study and the rationale and significance of the study.

Be sure to include a hook at the beginning of the introduction. This is a statement of something sufficiently interesting to motivate your reader to read the rest of the paper, it is an important/interesting scientific problem that your paper either solves or addresses.

1.2 Start-up writing (**2nd heading**)

There may be a preamble in the beginning of a chapter. The purpose may be to introduce the themes of the main heading. You can't write a good introduction until you know what the body of the paper says. Consider writing the introductory section(s) after you have completed the rest of the paper, rather than before. Be sure to include a hook at the paper either solves or addresses.

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You should draw the reader in and make them want to read the rest of the paper. The next paragraphs in the introduction should cite previous research in this area. It should cite those who had the idea or ideas first, and should also cite those who have done the most recent and relevant work. You should then go on to explain why more work was necessary (your work, of course.)

Use References-
Cross reference-
Reference Type:
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The research target for the 9th Malaysian Plan (9MP) as in Figure 0.1 is to boost-up production time as well as to improve the competitiveness and creativeness among Malaysian Small Medium Enterprise (SME).

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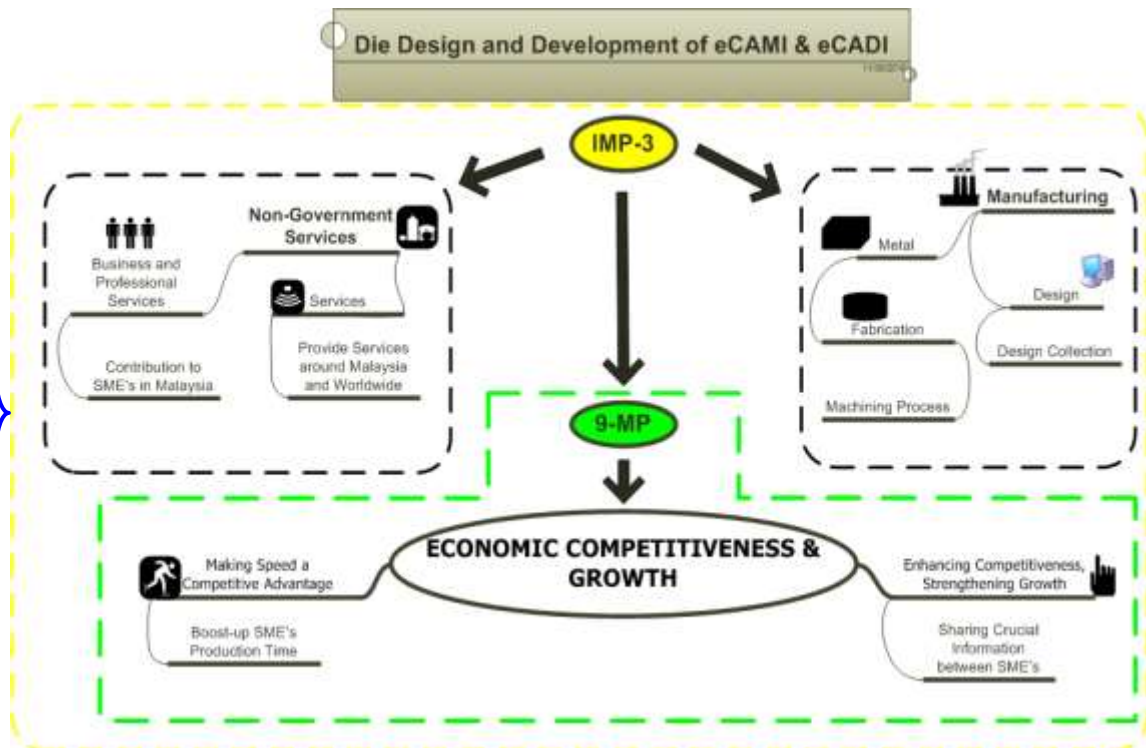


Figure 0.1 Design and development of eCADI

CHAPTER 2: LITERATURE REVIEW (1st heading)

2.1 Introduction (2ND heading)

It is a critical review of literature related to the topic. It is meant to act as a base for the experimental/analytical section of the thesis. Literature selected must be up to date, analyzed and synthesized logically. It is not a mere summary of works of different authors. Results of various studies are studied, compared and contrasted. The review usually concludes with a brief summary of the literature and its implications for the problem.

2.1.1 Classification of literature review. (3rd heading)

There should be a minimum of two sub-headings to justify having sub-headings. Sub-heading No. 2 (Secondary Level)

2.1.2 Classification of literature review 2. (3rd heading)

There should be a minimum of two sub-headings to justify having sub-headings. Sub-heading No. 2 (Secondary Level)

2.2 Literature review format (2ND heading)

Results of various studies are studied, compared and contrasted. The review usually concludes with a brief summary of the literature and its implications for the problem. All first letters of principal words are capitalized and the sub-heading is typed flush with the left margin.

2.2.1 Subtopic literature review (3rd heading)

This chapter should reflect a comprehensive review of the problem under investigation and all references cited relevant to the problem.

2.2.2 Subtopic literature review 2 (3rd heading)

This chapter surveys previous literature and studies relevant to the field and related topics. In some cases the implications discussed form an empirical or theoretical rationale for the hypotheses.

- a. **Subtopic literature review. (4th heading)** Your paragraph starts here right, in line with the heading. Tertiary headings are indented five spaces. There should be at least two tertiary headings to justify having tertiary level headings. Tertiary headings are usually not listed in Table of Contents
- b. **Subtopic literature review. (4th heading)** Your paragraph starts here right, in line with the heading. Tertiary headings are indented five spaces. There should be at least two tertiary headings to justify having tertiary level headings. Tertiary headings are usually not listed in Table of Contents
- c. **Subtopic literature review. (4th heading)** Your paragraph starts here right, in line with the heading. Tertiary headings are indented five spaces. There should be at least two tertiary headings to justify having tertiary level headings. Tertiary headings are usually not listed in Table of Contents

CHAPTER 3: METHODOLOGY

3.1 Introduction

It describes the methods and techniques used. It may also contain validation of methods used. In social science, a theoretical framework is generally included. This is an important component of the research/project report since it informs the reader on the methods used to collect the data and generate the findings reported.

This chapter describes and explains the research methodology used in the study. The sub-topics include the research design and the research procedures adopted. In this chapter wherever applicable, sampling methods, research instruments and statistical methods are indicated in the chapter.

3.2 Research methodology structure

This is an important component of the research/project report since it informs the reader on the methods used to collect the data and generate the findings reported. This chapter describes and explains the research methodology used in the study. The sub-topics include the research design and the research procedures adopted. In this chapter wherever applicable, sampling methods, research instruments and statistical methods are indicated in the chapter.

This is an important component of the research/project report since it informs the reader on the methods used to collect the data and generate the findings reported. This chapter describes and explains the research methodology used in the study.

3.3 Research Figure

Illustrations include maps, charts, graphs, diagrams, and photographs. Photographs normally called PLATES, while the rest are called FIGURES. Each of these categories is numbered consecutively throughout the thesis, including those in the appendices. Illustrations should be of good quality. The trend now is to use computers.

The figure/plate number and caption should be typed below the illustration using Arabic numerals and lowercase, except for proper nouns and first letters of principal words (see Figure 0.1). If preferred, "down-style" can also be used in which all letters are of lowercase except proper nouns and first letter in caption. Illustration should be inserted near their mention in the text.

If an illustration occupies an entire page, the caption may be typed on the left-hand facing page (reverse side blank), which is counted but paginated. A right-hand page in landscape format should have the top of the illustration at the binding edge. The illustrations number should be typed parallel to the way the figure/plate reads. The page number is typed

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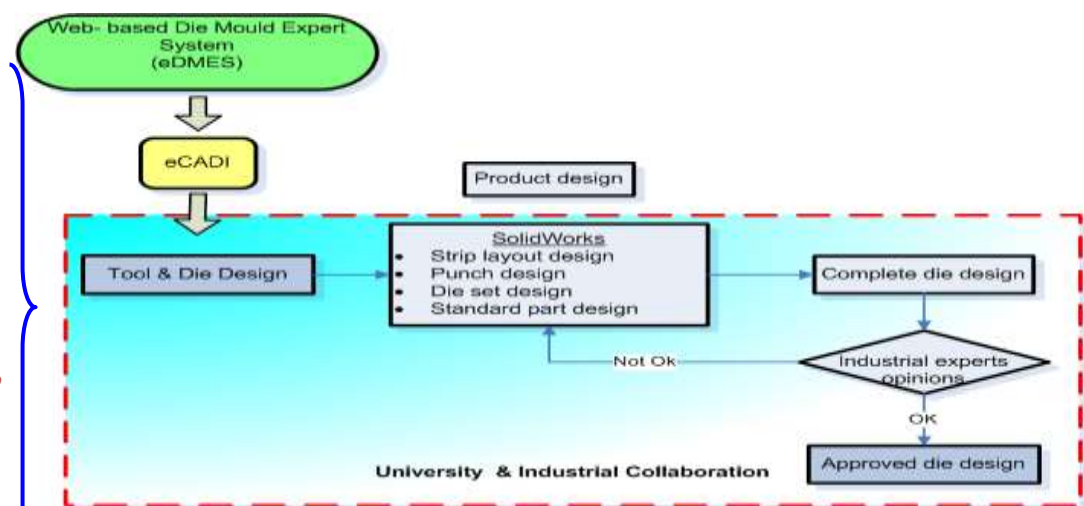


Figure 0.1 Example of methodology

3.4 Research Tables

Tables are numbered consecutively (with Arabic numerals) throughout the thesis (including text and appendices). There are two possible numbering schemes: either (a) number them consecutively throughout the thesis, or (b) number them by chapter, e.g. Table 1.1, 1.2, 1.3, 2.1, 2.2 and so on. No thesis may have two different tables called "Table 1". All tables are to be listed under LIST OF TABLES in the preliminary pages (including tables appearing in the appendices). Tables should be placed after their mention in the text. Short tables should not stand alone on a page.

Use References-
Cross reference-
Reference Type:
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only label and
figure.

Tables are captioned single-spaced above the tables (see Table 0.1, Table 0.2, Table 0.3). Capitalize only the first letter of the principal words in the caption (excluding words like "of", "the", "to"). If preferred, use "down style" in which all letters are of lowercase except for proper nouns and first letter in the caption.

Table sources and notes should be placed directly below the table (not at the bottom of the page). Use superscript symbols (e.g. *, **, ***) or lowercase letters, (e.g. a, b, c) but never numerals for tables footnotes.

Table 0.1 Sample ANOVA table

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Row 4	4	1.00	.76	.54
Note: This is where authors provide extra information important to the data, such as findings that approach statistical significance depending on the p value: Significant at the $p < 0.05$ level.				

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Table 0.2 Sample table 2

Perspective	NPL	ALLP ^a
Expressed in Title	National policy on languages Use the pluralist languages	Australian Language and Literacy Policy strengthens nationalistic theme; displaces pluralist languages by ambiguous languages (either English or language in general).
Language goals	Committed to broad pluralist goals; developed from a consensus building process among diverse groups.	Claims to make separate "policy strands" "a coherent whole"; nominates priorities as literacy, assessment, and designated "foreign" languages; aims for control.
Language and culture	Treats languages and cultures as irretrievably interlinked	Contrasts Australia's "one national language" with its "many cultures," thus separating language from culture and erasing the many languages associated with the "many cultures."

^a Includes the interpretation of the minister of education as expected in Dawkins (1991). Terms in quotation marks are from Dawkins (1991).

Table 0.3 Sample table 3

School Year	LM Students	LEP Students	Native Language Spoken	School Cooperation (of 296) with LM Students	Counties (of 92) With LM Students
1987-1988	11.745	3.376	162	221	81
1988-1989	13.949	3.387	166	228	82
1989-1990	15.769	4.001	177	224	82
1990-1991	18.278	4.670	178	231	81

Note: From Indiana Department of Education (1995, p. ii). LM = Language minority; LEP = limited English proficient.

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Equation may also refer to a relation between some variables that is expressed by the equality of some expressions of their values. The table above is referring to equation 3.1.

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$$R_{flr} = \frac{C_{flrm} \times 12}{A_{flr} \times W_{hy}} \tag{0.1}$$

Where:

- R_{flr}= floor rate (RM/m2hr)
- C_{flrm}= monthly charge (RM/month)
- A_{fl}= total floor area (m2)

CHAPTER 4: RESULT AND DISCUSSION

4.1 Introduction

Texts, figures, table are used to present the analyzed data. This chapter also contains the interpretation of the results and the analysis of data. The findings of the research should be compared and contrasted with those of previous studies presented in the literature review.

4.2 Result

It presents a complete account of results and analyses of the study in the form of figures, tables or text so that the key information is highlighted.

4.3 Discussion

It discusses the result of the study in relation to the hypotheses. It highlights the main findings, their significance and implications.

A separate chapter for this is common in technological disciplines. In social science, such a discussion often appears under Results and Discussion. Conclusions and recommendations may be presented here or under a separate chapter.

CHAPTER 5: CONCLUSION

5.1 Introduction

In this section, the findings are summarized and their implications are discussed. Evidence that the results of the data analysis support the conclusions of the study is discussed here. Reasonable explanations are provided for findings with conclusions supported by results. Possible limitations of the research are also discussed here.

5.2 Future recommendation

The weaknesses and limitations of each of the three tools and techniques developed in the research study have indicated the following areas as recommendations for further work.

5.3 Summary

A summary describes a larger work (such as an entire book, speech, or research project), and should include noticeably less content than the original work.

Summaries can save a reader time because it prevents the reader from having to actually go through and filter the important information from the unimportant. A summary is a record in a reader's own words that gives the main points of a piece of writing such as a newspaper article, the chapter of a book, or even a whole book.

APPENDIX C13 REFERENCES

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REFERENCES

*Non-periodical
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Web Page, or
Report)*

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

*(Basic format for
Article from an
online periodical)*

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

*(Basic form Articles
in periodicals)*

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages. doi:<http://dx.doi.org/xx.xxx/yyyyy>

*(Basic format for
book)*

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

*(Basic format for
Nonperiodical Web
Document, Web
Page, or Report)*

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from <http://Web address>

(Single author
Last name first,
followed by
author initials.)

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

(Basic format for
Article from an
online periodical)

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <http://www.alistapart.com/articles/writeliving>

("Location," you
should always list
the city and the
state using the two
letter postal
abbreviation
without periods
(New York, NY).)

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

(Electronics
books)

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

(Electronics
books)

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

(Edited book, No
author)

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

(Article in
Journal
Paginated by
Volume Journals)

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896

(Article in Magazine)

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

(Blog weblog and video post)

J Dean. (2008). When the self emerges: Is that me in the mirror? [Web log comment]. Retrieved from <http://www.spring.org.uk/the1sttransport>

(Three to seven authors List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.)

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

(Dissertation published)

Lastname, F. N. (Year). *Title of dissertation*. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number).

(Dissertation unpublished)

Lastname, F. N. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of Institution, Location.

(Dissertation published)

Lastname, F. N. (Year). *Title of dissertation*. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

(Dissertation unpublished)

Lastname, F. N. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of Institution, Location.

(Edited book,
With author or
authors)

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York,
NY: Anchor

(Blog weblog and
video post)

Psychology Video Blog #3 [Video file]. Retrieved from
<http://www.youtube.com/watch?v=lqM90eQi5-M>

(Two authors List
by their last
names and
initials. Use the
ampersand
instead of "and.")

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective
states: The hedonic contingency hypothesis. *Journal of Personality
and Social Psychology*, 66, 1034-1048.

APPENDIX C14 SAMPLE OF APPENDICES

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APPENDIX A

TITLE

// The code is written by Mohd Firdaus Bin Hassan

// Dated 28 September 2010-09-28

```
#region Using directives

using System;
using System.Collections.Generic;
using System.ComponentModel;
using System.Data;
using System.Drawing;
using System.Windows.Forms;

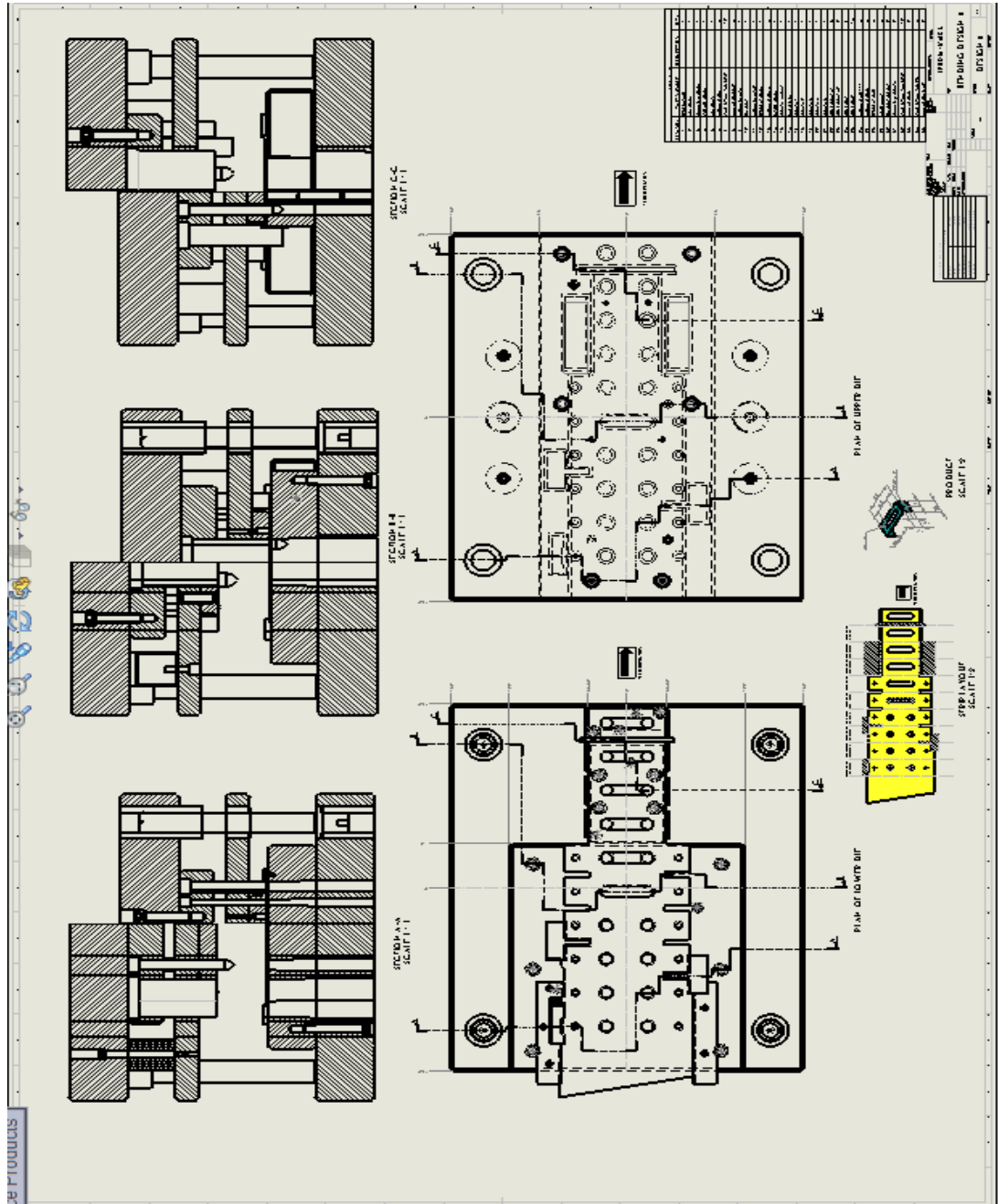
#endregion

namespace TextBoxTest
{
    partial class FormCostCalculation : Form
    {
        public FormCostCalculation()
        {
            InitializeComponent();
            this.buttonOK.Enabled = false;

            // Tag values for testing if the data is valid
            this.textBoxAddress.Tag = false;
            this.textBoxWeight.Tag = false;
            this.textBoxName.Tag = false;

            // Subscriptions to events
            this.textBoxName.Validating += new
            System.ComponentModel.CancelEventHandler(this.textBoxEmpty_Validatin
            g);
            this.textBoxAddress.Validating += new
            .
```

APPENDIX B TITLE



APPENDIX C

TITLE

SurveyMonkey - Survey Results

http://www.surveymonkey.com/MySurvey_ResponsesDetail.aspx?sm=Ai...

Default Report

Displaying 1 of 4 respondents

Response Type: Normal Response	Collector: DMQA(UniKL) (Web Link)
Custom Value: empty	IP Address: 60.50.84.127
Response Started: Saturday, January 23, 2010 2:53:48 AM	Response Modified: Saturday, January 23, 2010 2:56:18 AM

1. Are you familiar with cost calculation to produce Tool & Die quotation? If yes please state your years of experience?

Less than 6 month

2. Does your company has its own cost calculation format? Is it difficult, why?

Yes

many things to consider and a lot of input

3. Do you find Tool & Die quotation nowadays competitive? Please state why?

Yes

a lot of company are in this business. need the perfect price to get the job

4. How fast can you quote Tool & Die price to your customer? Is it Important?

Half day

need to check and confirm many things

5. Based on your experience, what are the major parameters contribute to Tool & Die cost calculation?

Design

Machining

Material

Other (please specify) - many more.

6. After using the Die & Mould Quotation Algorithm (DMQA), Please rate.

	Bad (1)	Poor (2)	Average (3)	Good (4)	Excellent (5)
Interface			X		
User Friendly			X		
Functionality				X	
Applicable in Tool & Die Industry					X
Overall			X		

APPENDIX C15
LIST OF FYP COURSE CODE

NO.	CAMPUS	PROGRAMME LEVEL	COURSE CODE	COURSE NAME	CREDIT
1	MIIT	Diploma	IPD 39806	Final Year Project	6
		Bachelor	IPB 49804	Final Year Project 1	4
		Bachelor	IPB 49906	Final Year Project 2	6
2	MIMET	Diploma	LPD 39806	Final Year Project	6
		Bachelor	LPB 49804	Final Year Project 1	4
		Bachelor	LPB 49906	Final Year Project 2	6
3	MSI	Diploma	SPD 39806	Final Year Project	6
		Bachelor	SPB 49804	Final Year Project 1	4
		Bachelor	SPB 49906	Final Year Project 2	6
4	BMI	Diploma	BPD 39806	Final Year Project	6
		Bachelor	BPB 49804	Final Year Project 1	4
		Bachelor	BPB 49906	Final Year Project 2	6
5	MFI	Diploma	FPD 39806	Final Year Project	6
		Bachelor	FPB 49804	Final Year Project 1	4
		Bachelor	FPB 49906	Final Year Project 2	6
6	MIDI	Diploma	N/A	N/A	N/A
		Bachelor	PPB 49804	Final Year Project 1	4
		Bachelor	PPB 49906	Final Year Project 2	6
7	MIAT	Diploma	APD 39806	Final Year Project	6
		Bachelor	APB 49804	Final Year Project 1	4
		Bachelor	APB 49906	Final Year Project 2	6
8	MESTECH	Diploma	HPD 39806	Final Year Project	6
		Bachelor	HPB 49804	Final Year Project 1	4
		Bachelor	HPB 49906	Final Year Project 2	6
9	MICET	Diploma	CPD 39806	Final Year Project	6
		Bachelor	CPB 49804	Final Year Project 1	4
		Bachelor	CPB 49906	Final Year Project 2	6
10	MITEC	Diploma	JPD 39806	Final Year Project	6
		Bachelor	JPB 49804	Final Year Project 1	4
		Bachelor	JPB 49906	Final Year Project 2	6



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