



 <b>FAKULTI PERLADANGAN DAN AGROTEKNOLOGI</b>	<b>PROSEDUR KUALITI OPERASI</b>	NO. RUJUKAN : PK.UiTM.FPA.(O).06
		NO. KELUARAN : 01
	<b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b>	NO. PINDAAN : 01
		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 1/12

**PROSEDUR  
PENGENDALIAN PROJEK TAHUN AKHIR  
PK.UiTM.FPA.(O).06**

	Disediakan oleh	Disemak oleh	Diluluskan oleh
<b>T/Tangan</b>			
<b>Nama</b>	Muhammad Haikal Mohd Fisal	Dr. Alawi Sulaiman	Prof Madya Dr. Asmah Awal
<b>Jawatan</b>	Penolong Pendaftar Akademik	Timbalan Dekan (Akademik)	Dekan
<b>Tarikh</b>	25 Mac 2019	25 Mac 2019	25 Mac 2019



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		<p>TARIKH : 25/03/2019 KUATKUASA</p>
		<p>MUKA SURAT : 2/12</p>


### REKOD PINDAAN DOKUMEN TERKAWAL

Adalah menjadi tanggungjawab pemegang dokumen ini untuk memastikan salinan dokumen ini sentiasa dikemaskini dengan memasukkan semua pindaan-pindaan yang dinyatakan di dalamnya.

#### HALAMAN DIPINDA


Tarikh	No. Para	Muka Surat	Bentuk Pindaan	Tarikh Diluluskan
25/3/19	3.0	4	Mengemaskini dokumen rujukan	25/3/2019
25/3/19	6.0	7	Pemurnian tindakan setiap wakil yang bertanggungjawab	25/3/2019
25/3/19	9.0	11	Perubahan carta alir prosedur pengendalian projek tahun akhir	25/3/2019



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		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 3/12

<b>BIL.</b>	<b>ISI KANDUNGAN</b>	<b>MUKA SURAT</b>
1.	Objektif	4
2.	Skop	4
3.	Dokumen Rujukan	4
4.	Definisi	5
5.	Singkatan	6
6.	Tanggungjawab dan Tindakan	7
7.	Rekod Kualiti	9
8.	Lampiran	10



 <p><b>FAKULTI PERLADANGAN DAN AGROTEKNOLOGI</b></p>	<p><b>PROSEDUR KUALITI OPERASI</b></p>	NO. RUJUKAN : PK.UiTM.FPA.(O).06
		NO. KELUARAN : 01
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		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 4/12

### 1.0 OBJEKTIF

Prosedur ini bertujuan memberi garis panduan untuk merancang, melaksana dan membantu Pengendalian Projek Tahun Akhir pelajar di FPA.

### 2.0 SKOP


Prosedur ini digunapakai oleh Koordinator Projek Tahun Akhir, Penyelia dan semua pengurusan FPA bagi keseluruhan proses pelaksanaan Program Sarjana Muda.

### 3.0 DOKUMEN RUJUKAN

BIL.	NO. RUJUKAN	JENIS
1.	MK-UiTM-FPA-03	MANUAL KUALITI FAKULTI
	a. Seksyen 4.2.3	Kawalan Dokumen
	b. Seksyen 4.2.4	Kawalan Rekod
	c. Seksyen 6.3	Infrastruktur
	d. Seksyen 6.4	Persekitaran Kerja
	e. Seksyen 7.5.3	Identifikasi dan Kebolehkesanan
	f. Seksyen 7.5.5	Pemeliharaan Produk






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		<p>NO. KELUARAN : 01</p>
	<p><b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b></p>	<p>NO. PINDAAN : 01</p>
		<p>TARIKH : 25/03/2019 KUATKUASA</p>
		<p>MUKA SURAT : 5/12</p>

#### 4.0 DEFINISI

- Projek Tahun Akhir : Kursus teras yang mesti diambil oleh setiap pelajar tahun Akhir sebagai satu syarat untuk penganugerahan Ijazah Sarjana Muda.
- Bidang Projek : Bidang penyelidikan yang dijalankan di Fakulti.
- Pensyarah : Semua pensyarah di Fakulti Perladangan dan Agroteknologi
- Penyelia : Pensyarah yang membimbing pelajar dalam penyediaan projek.
- Penyelaras : Pensyarah yang menyelaras dan mengendalikan aktiviti projek tahun akhir.
- PE(A) : Pegawai Eksekutif Akademik yang bertanggungjawab ke atas pemarkahan pelajar.
- Projek : Tugas pelajar untuk menghasilkan suatu penemuan ilmiah.
- Tesis Projek Tahun Akhir : Hasil penulisan ilmiah penyelidikan yang telah dijalankan melalui kaedah saintifik.
- Panel Penilai : Kumpulan pensyarah yang dilantik untuk menilai penulisan dan pembentangan projek tahun akhir pelajar




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		<p>NO. KELUARAN : 01</p>
	<p><b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b></p>	<p>NO. PINDAAN : 01</p>
		<p>TARIKH KUATKUASA : 25/03/2019</p>
		<p>MUKA SURAT : 6/12</p>

## 5.0 SINGKATAN

PTA	:	Projek Tahun Akhir
KPTA	:	Koordinator Projek Tahun Akhir
PPTA	:	Penyelia Projek Tahun Akhir
PE(A)	:	Pengawai Eksekutif Akademik
Pel	:	Pelajar
PP	:	Panel Penilai
PK	:	Penilai Kedua
KO	:	Koordinator Program
UiTM	:	Universiti Teknologi MARA
FPA	:	Fakulti Perladangan dan Agroteknologi
JKPTA	:	Jawatankuasa Projek Tahun Akhir




 <p><b>FAKULTI PERLADANGAN DAN AGROTEKNOLOGI</b></p>	<p><b>PROSEDUR KUALITI OPERASI</b></p>	NO. RUJUKAN : PK.UiTM.FPA.(O).06
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	<p><b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b></p>	NO. PINDAAN : 01
		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 7/12

## 6.0 TANGGUNGJAWAB DAN TINDAKAN

TANGGUNGJAWAB	TINDAKAN
<b>KPTA</b>	<ol style="list-style-type: none"> <li>1. Paparkan senarai pensyarah mengikut bidang untuk makluman pelajar. (Untuk proposal sahaja)</li> <li>2. Edarkan garis panduan penulisan penyelidikan yang akan digunapakai dalam laporan bertulis PTA</li> <li>3. Maklumkan tarikh dan adakan taklimat kaedah pelaksanaan laporan bertulis PTA</li> </ol>
<b>Pel/PPTA</b>	<ol style="list-style-type: none"> <li>4. Pilih tajuk projek dan tentukan PPTA (Untuk proposal sahaja)</li> </ol>
<b>Pel/PPTA</b>	<ol style="list-style-type: none"> <li>5. Adakan perjumpaan dan perundingan sepanjang semester</li> </ol>




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		NO. KELUARAN : 01
	<p><b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b></p>	NO. PINDAAN : 01
		TARIKH : 25/03/2019 KUATKUASA
		MUKA SURAT : 8/12

TANGGUNGJAWAB	TINDAKAN
<b>KPTA</b>	6. Lantik PP dan maklumkan kepada Pel, PPTA dan PP, tarikh, masa dan tempat pembentangan lisan.
<b>KPTA/PPTA/Pel /PP</b>	7. Kendalikan pembentangan lisan. PP isi markah ke dalam borang penilaian dan hantar kepada KPTA untuk dikumpulkan.  8. KPTA beri peringatan tarikh akhir penghantaran laporan bertulis
<b>PPTA/PK/KPTA</b>	9. PPTA dan PK (jika perlu) semak dan nilai laporan bertulis dan isi borang penilaian. Menghantar markah kepada KPTA
<b>Pel</b>	10. Buat pembedulan laporan bertulis dan kembalikan kepada PPTA
<b>PPTA</b>	11. Semak dan sahkan pembedulan laporan bertulis
<b>JKPTA</b>	12. Jumlahkan markah pembentangan lisan dan laporan bertulis.
<b>KPTA/KP</b>	13. Serahkan markah kepada PE(A)






 <p><b>FAKULTI PERLADANGAN DAN AGROTEKNOLOGI</b></p>	<p><b>PROSEDUR KUALITI OPERASI</b></p>	NO. RUJUKAN : PK.UiTM.FPA.(O).06
		NO. KELUARAN : 01
	<p><b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b></p>	NO. PINDAAN : 01
		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 9/12

## 7.0 REKOD KUALITI

BIL.	JENIS REKOD	LOKASI	TEMPOH PENYIMPANAN
1.	Tesis Projek Tahun Akhir	Perpustakaan	5 Tahun
2.	Senarai Tajuk Tesis	Bilik Koordinator Program	10 Tahun
3.	Salinan CD PTA	Perpustakaan	10 Tahun



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	<b>PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR</b>	NO. PINDAAN : 01
		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 10/12

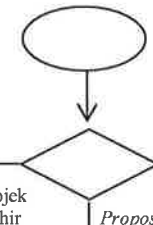
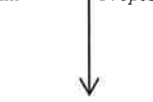
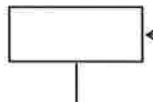
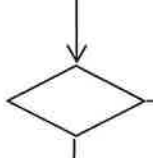
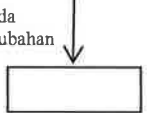
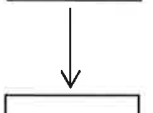
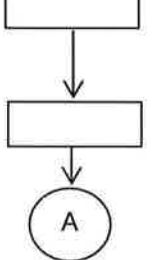
## 8.0 LAMPIRAN

LAMPIRAN	TAJUK
1.	Carta Alir Prosedur Pengendalian Projek Tahun Akhir Sarjana Muda
2.	Garis Panduan Penulisan Penyelidikan
3.	Rubric Oral Evaluation For Final FYP
4.	Rubric Final Report Evaluation Form (SV)
5.	Rubric Final Report Evaluation Form (Reviewer)




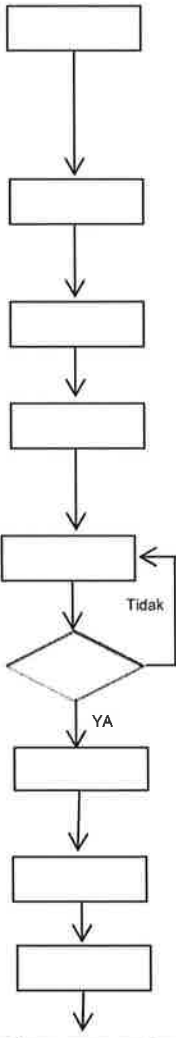
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		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 11/12

### CARTA ALIR PROSEDUR PENGENDALIAN PROJEK TAHUN AKHIR SARJANA MUDA

TANGGUNG JAWAB	ALIRAN KERJA	PROSES KERJA	REKOD/AP/PA
		<b>MULA</b>	
KPTA		Tentukan bilangan pelajar projek tahun akhir untuk setiap penyelia	
KPTA/Pel		<ul style="list-style-type: none"> <li>Kumpul dan papar kepada pelajar senarai PPTA dan tajuk penyelidikan</li> <li>Maklumkan tarikh taklimat bagi kaedah pelaksanaan/ penyediaan tesis pada awal semester</li> </ul>	Senarai PPTA dan projek/penyelidikan
Pel/KPTA		<ul style="list-style-type: none"> <li>Perbincangan dan pemilihan tajuk bersama PPTA</li> </ul>	
KO/KPTA		Pengesahan tajuk pelajar di dalam JAF	Jawatankuasa Akademik Fakulti (JAF)
Pel/PPTA		<ul style="list-style-type: none"> <li>Perjumpaan dan perundingan Pel/PPTA sepanjang semester.</li> <li>Penghantaran laporan kemajuan projek tahun akhir kepada PPTA</li> </ul>	Garis Panduan Penulisan Penyelidikan
KPTA/JKPTA		<ul style="list-style-type: none"> <li>Melantik PP</li> <li>Penyediaan surat lantikan PP</li> <li>Maklumkan kepada Pel, PPTA, PP, tarikh, masa dan tempat pembentangan lisan</li> </ul>	Surat Perlantikan Maklumat pembentangan lisan



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		TARIKH KUATKUASA : 25/03/2019
		MUKA SURAT : 12/12

KPTA/JKPTA/ PPTA/Pel/PP		<ul style="list-style-type: none"> <li>Mengadakan pembentangan lisan yang dikendalikan oleh JKPTA</li> <li>PP isikan markah ke dalam borang penilaian dan hantar kepada KPTA untuk dikumpulkan.</li> <li>KPTA beri peringatan tarikh akhir penghantaran laporan bertulis (tesis)</li> </ul>	Rubric Oral Evaluation For Final FYP
PPTA		<ul style="list-style-type: none"> <li>Semak dan nilai laporan bertulis</li> <li>Isi borang penilaian pelajar</li> </ul>	Rubric Final Report Evaluation Form (SV)
Pel		Buat pembetulan dan kembalikan kepada PPTA	
Pel		Menghantar laporan bertulis (tesis) kepada penilai kedua	
PK		Semak dan membuat penilaian laporan bertulis (tesis)	Rubric Final Report Evaluation Form (Reviewer)
Pel		Buat pembetulan dan kembalikan kepada PPTA	
PPTA		Sahkan pembetulan dan tandatangan borang penghantaran laporan bertulis (tesis)	
KPTA		Jumlahkan markah pembentangan lisan dan laporan bertulis (tesis)	
KPTA/KO		Serahkan markah kepada PE(A)	LE15
		<b>TAMAT</b>	







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**FACULTY OF PLANTATION AND AGROTECHNOLOGY**

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# Guidelines for the Preparation and Submission of Final Year Project (FYP) Reports

# INTRODUCTION

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This document aims to guide final year undergraduate students of the Faculty of Plantation and Agrotechnology through the Final Year Project (FYP) process. It is also intended to be helpful to FYP supervisors, panels and reviewers. This document consists of four (4) sections:

- i. Final year project (FYP) learning outcomes
- ii. Overview of FYP process
- iii. Research title, supervision and evaluation
- iv. FYP Reports writing guideline

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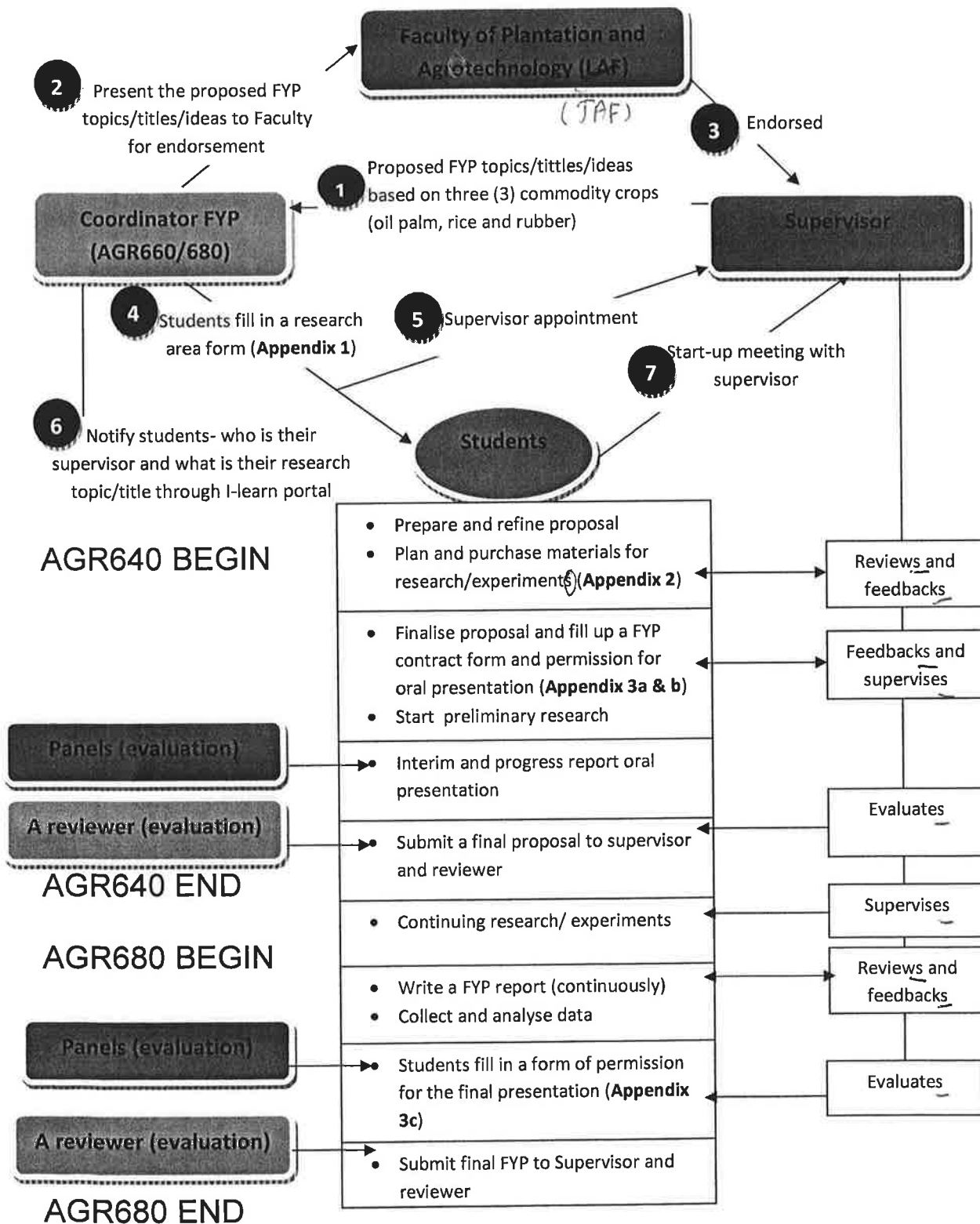
# FINAL YEAR PROJECT LEARNING OUTCOMES

On successful completion of this FYP students ~~will~~ (will be able to):

No	Learning Outcome	Assessment Mode(s)
1	Describe and relate the objectives of the proposed project to the current needs in plantation to the related research work and literature	Overall research project I performance
2	Apply the knowledge obtained from related research work, literature and seminar/ workshops conducted by Faculty	Written research project I (proposal) Test / quiz
3	Present the project proposal both in oral and written form according to the pre-determined format	Interim presentation Overall research project I performance
4	Conduct some preliminary work of the proposed project where applicable	Overall research project I performance
5	Carry out a project according to the proposed objectives	Overall research project II performance
6	Collect the necessary data according to project methodology	Overall research project II performance
7	Analyse the data obtained from the project	Overall research project II performance FYP report
8	Discuss the outcome of the project	Final presentation FYP report
9	Draw conclusions from the project	Interim presentation Final presentation Overall research project II performance
10	Present the outcome of project both in oral and written form according to the pre-determined format	Final presentation FYP report Overall project II performance

Note: Research Project I (AGR640) and Research Project II (AGR680)

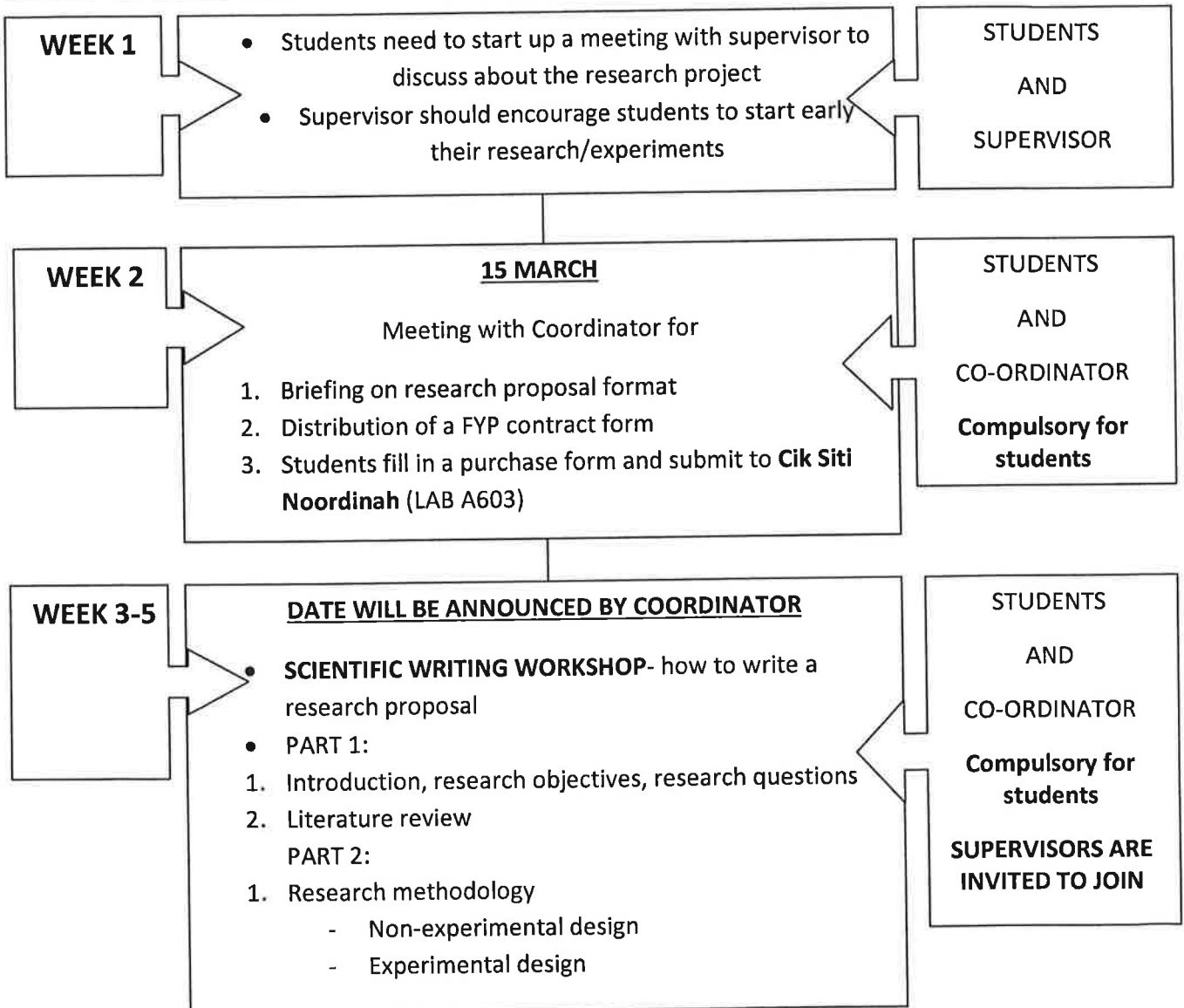
# OVERVIEW OF FYP PROCESS AND ACTIVITIES

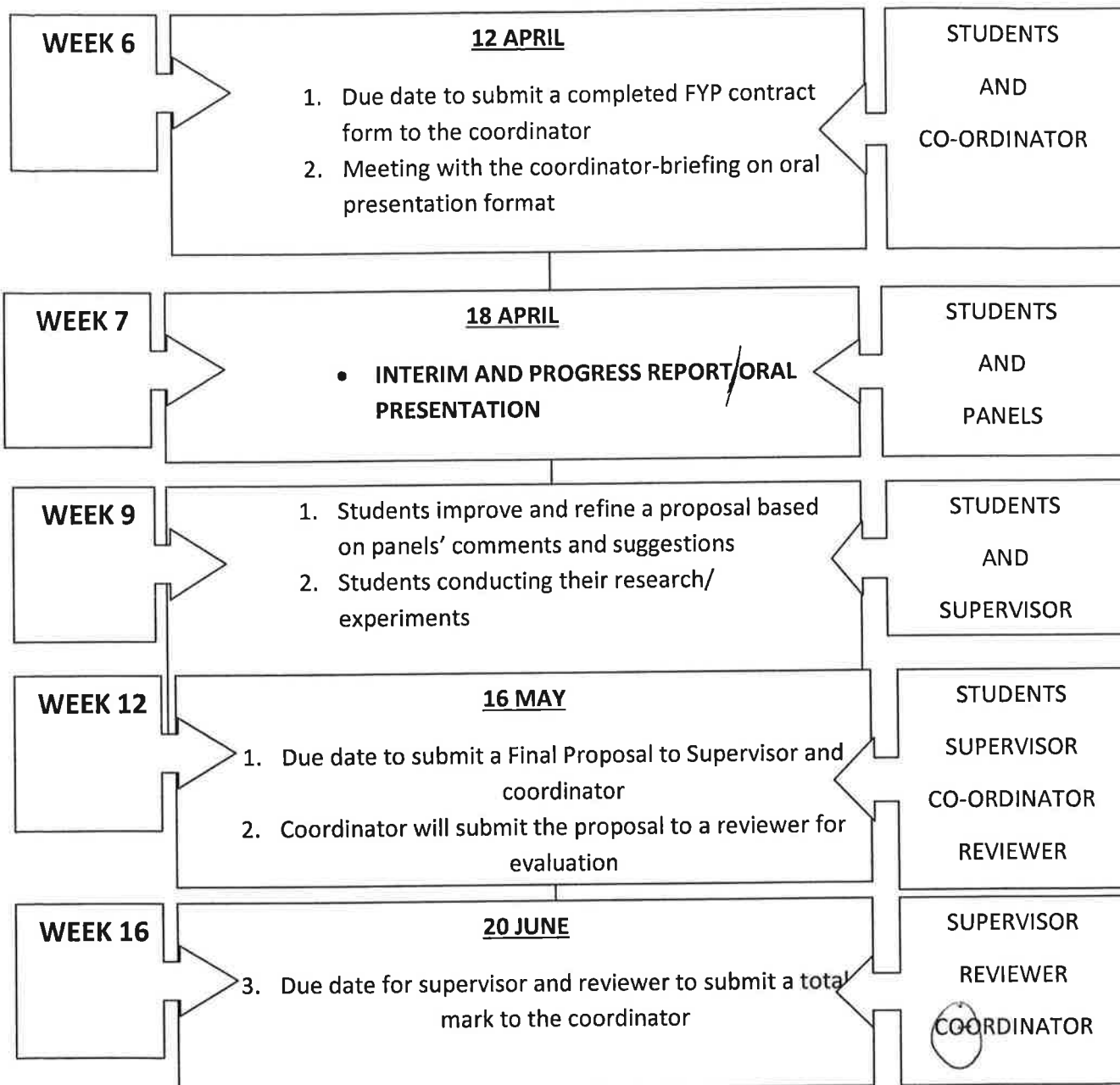


## Plan Activities Research Project I (AGR640)

Within the last two week prior to the semester 4 end a meeting between coordinator and students will be held in order to:

- Introduce students with FYP guidelines for preparation and submission a research proposal
- Introduce students with six (6) research areas of FPA
- A research idea/title/topic will be announced prior to the semester break
- Encourage students to explore and read information around the research idea/title/topic during the semester break

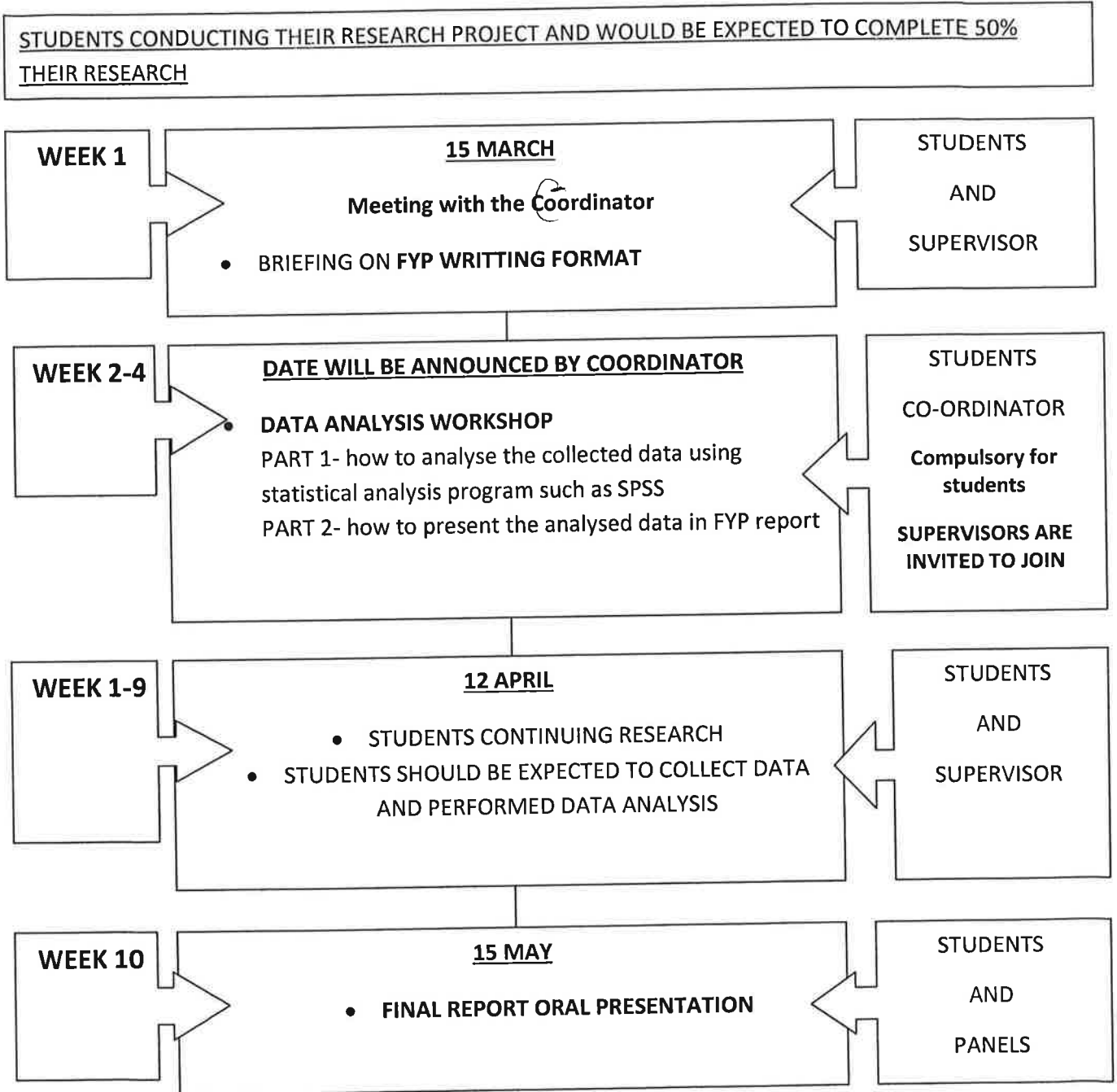


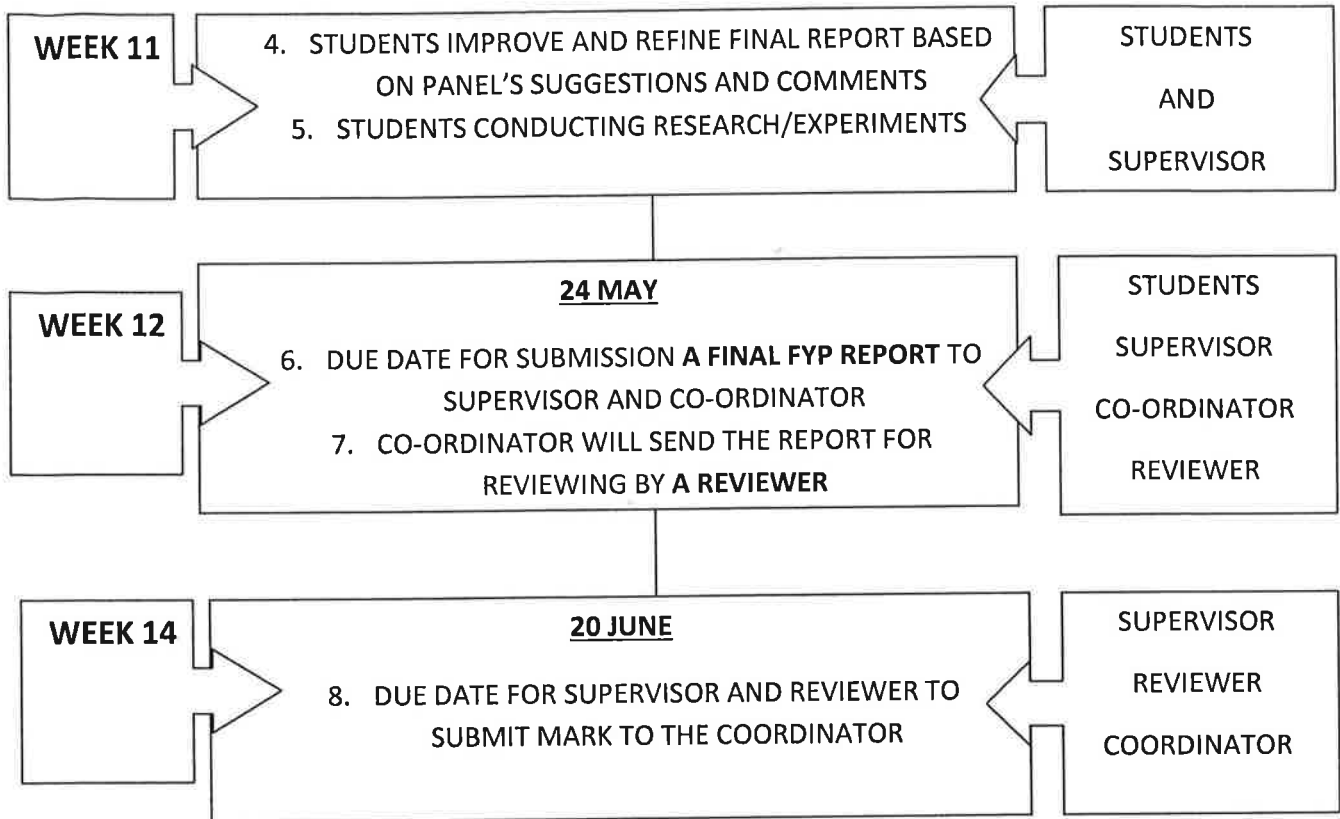


\*DATE IS SUBJECTED TO CHANGE

## Plan Activities

### Research Project II (AGR680)





\*DATE IS SUBJECTED TO CHANGE



# RESEARCH TITLE, SUPERVISION AND EVALUATION

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## Assigning students to supervisor and final year project

- I. In the semester prior to stating the research project FYP, supervisors will be encouraged to **submit their project ideas/topics/titles based on three (3) commodity crops (oil palm, rice and rubber)** to the FYP Coordinator. The ideas/topics/titles will be presented to faculty for endorsement by LAF and announced to students via *i-learn portal* website.
- II. At the beginning of Semester 4 (AGR640), an orientation session will be conducted by Coordinator to educate the prospective FYP students, where this guideline will be presented and explained.
- III. Students are responsible to start up and arrange a regular meeting with supervisor. Students will normally be expected to meet once every teaching week for the full duration of the research project. The time and advice that is offered to students by supervisor is a very valuable resource, so student should organise their studies to get the best use of it.
- IV. Although one of the main roles of the supervisor is to provide support and guidance, students are responsible to carry out all the research work that is required. Students may to have Logbook to record all work progress. ✓

## FYP Evaluation

The main assessment of FYP will be based on **three (3) parts** as mentioned below :

- I. Research Project I (AGR640) - **Proposal and progress report**

### Part 1: Interim and progress report presentation

- The oral presentation will be evaluated by **two Panels**
- The total mark is **30%** (Intellectual content of the presentation (20%) and quality of the presentation (10%))
- Panels will be given a rubric evaluation form (**Appendix 4**)

Part 2: Written report (proposal and progress report)

- The written report will be evaluated by **main supervisor** and **a reviewer**
- The total mark from **main supervisor** is **30%** (intellectual content of the **written report** (20%) and **student afford and commitment** (10%)) (**Appendix 5**)
- The total mark from **a reviewer** is **20%** ( intellectual content of the written report) (**Appendix 6**)

Part 3: Understanding gained from seminar/workshop

- **Quiz/test** will be given to students to assess their understanding after the seminar/workshop
- The total mark from this part is **10%**

II. Research Project II (AGR680) – FYP Report

Part 1: Final presentation

- The oral presentation will be evaluated by **two Panels**
- The total mark is **30%** (Intellectual content of the presentation (20%) and quality of the presentation (10%))
- Panels will be given a rubric evaluation form (**Appendix 7**)

Part 2: Written report (Final report)

- The written report will be evaluated by **main supervisor** and **a reviewer**
- The total mark from **main supervisor** is **30%** (intellectual content of the **written report** (20%) and **afford and commitment** (10%)) (**Appendix 8**)
- The total mark from **a reviewer** is **20%** ( intellectual content of the written report) (**Appendix 9**)

Part 3: Understanding gained from seminar/workshop

- **Quiz/test** will be given to students to assess their understanding after the seminar/workshop
- The total mark from this part is **10%**

# FINAL YEAR PROJECT REPORT WRITING AND ORAL PRESENTATION GUIDELINES

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## **1.0 Written Research Proposal (AGR640)**

The research proposal should provide a comprehensive review of the literature relevant to the project, leading to a statement of the main research aims/hypotheses and the rationale underlying the planned research/experiments.

Students must show a general understanding of research technique, materials and methods to be used. It is essential that students design the research/experiments to be carried out, how data will be analysed, and show that the design is appropriate in the light of both previous research in the area and the aims of project. Finally students should address the expected outcomes and significance of research. The proposal should be an original, learned and critical appraisal of the literature on the topic and not simply a summary of the literature. It should illustrate that students have a personal insight into the area of their research project.

The research proposal is to be presented as a written assignment, which must be typed and submitted as described below.

The text including citations, but excluding figure legends, tables and the list of references must not exceed 4,000 words (approximately 15 pages). It should be double-spaced, on A4 paper with 2.5 cm margins and in 12 point font. Tables and Figures should have clear legends that stand alone.

References to the sources of the material in the proposal, where relevant, should be cited in the text at the end of the relevant phrase or sentence using a format of APA style e.g. Smith, 1999; Smith & Jones, 1999; Smith et al. 1999. The references should be listed alphabetically, by author(s) name, at the end of the proposal, in a format of APA style (refer to Page X).

A written proposal for AGR640 must consist of:

### 1.1 Title Page

- 1.1.1 Title of research
- 1.1.2 Name of student
- 1.1.3 Faculty of Plantation and Agrotechnology

1.2 Executive summary ( not exceed 300 words and should include)

- 1.2.1 Problem statement
- 1.2.2 objectives
- 1.2.3 research methodology
- 1.2.4 expected output/outcomes/implication
- 1.2.5 significance of output from the research project

1.3 Detailed proposal (should include)

- 1.3.1 Problem Statement
- 1.3.2 Hypothesis/Research Questions
- 1.3.3 Literature Reviews
- 1.3.4 Materials and Methods (include research/experimental design, materials, methods to be used)
- 1.3.5 Expected outcomes and significance of the project
- 1.3.6 References (APA style)

## 2.0 Written Research Final Year Project Report (AGR680)

The FYP written report is an important component of all undergraduate degree programs and should use the structural guidelines outlined below.

### 2.1 FYP CONTENT

2.1.1 The preliminaries (Appendix 1)

2.1.1.1 **Title Page**- This page should contain the following information:

- a) Title
- b) Full name of author
- c) Degree that it contributes towards
- d) Month and year of submission

2.1.1.2 **Declaration** by author and approval by main supervisor - A template for declaration and approval has been created by Faculty of Plantation and Agrotechnology. Students need to use the template in their FYP report.

2.1.1.3 **Acknowledgements**- This page is a free text section for students to thank those who have given help and support (e.g. supervisor(s), faculty, parents, friends etc.)

2.1.1.4 **Table of Contents**- This should give a complete list of the report contains starting with the declaration

2.1.1.5 **List of Tables/Figures**- If the report contains tables or figures, a list of these should be provided. The list should give the table

or figure number, the title of the table or figure and the page number.

**2.1.1.6 List of Abbreviations**

**2.1.1.7 Abstract**

**2.1.1.8 Abstrak** (translation of the abstract into Bahasa Malaysia)

**2.1.2 The main body**

**2.1.2.1 Introduction-** This section should contain research background, problem statement, research aims/objectives and significance

**2.1.2.2 Literature review-** Review relevant past research to provide rationale for research work

**2.1.2.3 Methodology-** How students studied the problem and what students used- materials, subjects and equipment. Also how students performed the research-methods and procedure.

**2.1.2.4 Results and Discussion-** Describe and discuss research findings

**2.1.2.5 Conclusion and Recommendations-** Outline the success of research when compared to the objectives those were set. Suggest further work for your research area and summarise the most important findings.

**2.1.3 The Final part**

**2.1.3.1 References-** APA style ( Appendix 1)

**2.1.3.2 Appendices**

**2.1.3.3 Curriculum vitae**

## **2.2 TECHNICAL SPECIFICATIONS**

**2.2.1 Typing and printing-** Use MS Word processor or equivalent for typing. Use laser printer for printing text and illustrations on one side of each sheet

**2.2.2 Paper quality-** Use quality plain white simile paper (80 g) of A4 size (210 x 297 mm) for all copies of the report

**2.2.3 Word count-** The full report should be about 10 000 words excluding all illustrations, references and appendices. Literature review section should not more than one quarter of the full report.

**2.2.4 Photocopy-** Only clear, clean and legible photocopies are accepted. Carbon copies are not accepted

## 2.3 FYP FORMAT

### 2.3.1 Spine (Appendix)

The following particulars should be typed in font size 12, Arial, Bold- Gold colour imbedded, in capital letters from top to bottom in the following order.

- a) Name of student ( long names should be shortened to fit the spine)
- b) programme code
- c) UiTM
- d) Month and Year submission

### 2.3.2 Cover (Appendix)

Hardcover bound and Maroon in colour. The following particulars should be typed in font size 16, Arial, Gold colour imbedded, capital letter, and centre justified in the following order:

- a) Title of final year project report (single space)
- b) Name of student
- c) Degree
- d) Universiti Teknologi MARA
- e) Month and year of submission

### 2.3.3 Preliminaries

The heading of every section must be in capital letter, bold and centred without punctuation, Top margin 40 mm and Left, right and bottom margins 25 mm.

2.3.3.1 Title page must contain the following information

#### 2.3.3.1.1 **Research title**

The title should be typed in font size 12, Times new roman, bold, centred, single-spaced, capital letters.

#### 2.3.3.1.2 **Full name of student**

The name should be in the middle of the page, centred, single-spaced, bold, font size 12, Times new roman and capital letters.

#### 2.3.3.1.3 **Month and year submission**

The month and year in which the project report is submitted for final assessment in the relevant registered semester. The month and year should be typed in font size 12, Times new roman, centred and capital letters.

#### 2.3.3.2 Approval section

This section bears the **signatures** of **main FYP supervisor** and **student** and the date. Students can use a template provided by Faculty of Plantation and Agrotechnology

#### 2.3.3.3 Acknowledgement

This section is free text for student to express their gratitude to those who have given help and support.

#### 2.3.3.4 Table of contents

The title of parts, sections or chapter and their principle subdivisions should be listed in the table of contents and must be copied exactly as they appear in the main text of the report. The title should be written in sentence case except for abbreviations (which between chapters and two single spacing between chapter and second main heading)

#### 2.3.3.5 List of abbreviations

If an assortment of abbreviations and acronyms are used in the FYP report, they should be listed with their meanings in the list of abbreviations, even though the full name is given at the first mention in the text. This list serves as ready references to readers who are not familiar with abbreviations

#### 2.3.3.6 Abstract/abstrak

The abstract should contain a brief and concise summary of aims, research methods and findings. It shall be written with single spacing, not more than 300 words and both in English and Bahasa Malaysia.

### 2.4 Main text body

The text should be written in **English with font size 12, Times new roman**. Sections and subsections should be used to organise the report into cohesive chunks for the reader. Provide meaningful headings. The first main headings should be bolded capital letters, centred and two double spacing from the top. The subheadings should be bolded capital letters, centred and one double spacing from the main heading. Text paragraph should be written with font 12, times new roman. A new paragraph should be one double-spaced from the last line of the preceding paragraph.

The use of **symbol** such as  $\pm$ , <sup>™</sup>, <sup>®</sup> must be written without a space (e.g. 2.5 $\pm$ 0.6, Vivando<sup>®</sup>). If **symbols or special characters/notations** are not found on computer

software, they should be drawn with a mechanical guide in black ink or equivalent. **Scientific names** should be italic.

**Citation** in the text should follow a format of the APA style. If the authors of the cited paper are more than three (3), the first author name is cited and followed by et al. (e.g. Okamura et al. (1982) have identified ....) or Palm oil is an edible vegetable oil derived from the mesocarp (reddish pulp) of the fruit of the oil palms, primarily the African oil palm *Elaeis guineensis* (Reeves et al.1979). References with the same author names but different publication should be written with additional letter tag (e.g. Lee et al.2013a and Lee et al.2013b).

**Tables or figures** can be used in the main text and these should each be sequentially (and separately) numbered throughout the text. They should be centred and labelled with identification number and title. When the table and figure is intended to show should be clear. If a graphical representation is used, axes must be clearly labelled. It is common to include a line or two under the table identifier to clarify contents. If necessary to fit the contents of a table on one page, 10-point font size may be used; alternatively the page may be printed in landscape mode.

**Measurement units** need to be spelled out if it appears at the beginning of sentences (e.g. ppm- parts per million, mL – millilitres, kg –kilogram, ha – hectare). In addition, **number less than 10** should to be spelled out, unless the numbers are part of series of number or the number has measurement unit. Percentage can be written in symbol (%) and typed without a space (e.g 25%). If students prefer to write as ‘percent’, then this should be consistent throughout the report.

The FYP report text body should contain the following chapters:

**2.4.1 Chapter 1: Introduction (Appendix)**

This introductory chapter generally introduces the following parts:

2.4.1.1 Research background and problem statement

2.4.1.2 Significance of research study

2.4.1.3 Aims or objectives

**2.4.2 Chapter 2: Literature Review (Appendix)**

Review of literature related to the research topic and digest information from past and current research in the subject area.

**2.4.3 Chapter 3: Materials and Methods (Appendix)**

Provide enough detail for materials, methods and techniques used in the research/ experiments. Use past tense to describe the procedures.



#### 2.4.4 **Chapter 4: Results and Discussion (Appendix)**

Present a complete account of the result and analysis of the study. The results can be presented in form of tables or figures. If statistical analysis is applied, the findings should be presented and discussed. Each finding should be well discussed for possible reasons to convince reader.

#### 2.4.5 **Chapter 5: Conclusion and Recommendations (Appendix)**

Outline the success of the research project when compared to the listed objectives that were set. Suggest further work and summarise the most important findings. Provide complete/precise explanations and avoid speculation that cannot be tested in the foreseeable future.

### 2.5 The last part

#### 2.5.1 **References (Appendix)**

There are a variety of ways to reference materials used in a report. Faculty of Plantation and Agrotechnology proposed the APA style to be adopted as a main style for FYP.

#### 2.5.2 **Appendices**

Appendices are additional documents added to the end of a FYP report, containing information that is important to, but is not the main idea of, the main text. These appendices should be sequentially numbered starting with Appendix 1.

#### 2.5.3 **Curriculum Vitae**

This page provides a summary of biographical, educational information and work experience of students. It should include student name, date of birth, home address, hobbies, educational background, achievements and experiences if any.

### **3.0 Interim Presentation and Progress Report (AGR640)**

The interim presentation (proposal and early research progress report) will be scheduled on the week 7. This oral presentation is purposely to give an opportunity to student to present their proposal and work progress. Ideally, the seminar should comprise a 10 minute presentation and 5 minute discussion (question and answer).

### **4.0 Final FYP report presentation**

The final report presentation (focus more on results, discussion and conclusions) will be scheduled on the week 12. This oral presentation is purposely to give an opportunity to student to present their research findings. Ideally, the seminar should comprise a 10 minute presentation and 5 minute discussion (question and answer).



**RUBRIC FOR EVALUATION FOR FINAL FYP  
PIMES 2018 FPA690  
RESEARCH/CASE STUDY**

SEPT 2018

This form consists of two (2) parts need to be filled in by a panel and submitted to the Coordinator

**NAME OF EVALUATOR:** .....

Student Class: .....

Name of Student: .....

Student No. ....

**Part A: EVALUATION ON PRESENTATION CONTENT (20%)**

CATEGORY	0-2	3-5	6-8	9-10	MARK
Abstract	Fail to provide any abstract relating to the research	Provides an <b>inadequate</b> abstract that relates to the research	Provides <b>adequate</b> abstract that relates to the research	Provides an <b>outstanding</b> abstract that relates to the research	
Introduction	Fail to provide any research background	Provides an <b>inadequate</b> research background with no or poor understanding of the research topic	Provides <b>adequate</b> research background with <b>good</b> understanding of the research topic	Provides an <b>outstanding</b> research background with <b>excellent</b> understanding of the research topic	
Objective(s)	Fail to provide any research objective	Provides <b>inadequate</b> research objectives with no/ poor understanding	Provides <b>adequate</b> research objectives with <b>good</b> understanding	Provides <b>outstanding</b> research objectives with <b>excellent</b> understanding	
Methodology	Fail to provide any convincing methodology	Provides <b>inadequate</b> methodology with no or poor understanding of concepts/techniques/protocols	Provides <b>convincing</b> methodology with <b>good</b> understanding of concepts/techniques/protocols	Provides <b>very convincing</b> methodology with <b>excellent</b> understanding of concepts/techniques/protocols	
Results and Discussion	Fail to provide any result with unaccepted explanation	Provides <b>inadequate</b> results with no/ poor explanation and discussion	Provides <b>convincing</b> results with well explanation and discussion	Provides <b>very convincing</b> results with <b>excellent</b> explanation and discussion	
Conclusion and recommendation	Fail to provide any conclusion and recommendation with unaccepted explanation	Provides <b>inadequate</b> conclusion and recommendation with no/ poor explanation and understanding	Provides <b>convincing</b> conclusion and recommendation with <b>good</b> explanation and understanding	Provides <b>very convincing</b> conclusion and recommendation with <b>excellent</b> explanation and understanding	
				Total Points:	

**PART B: EVALUATION ON PRESENTER (personality and communication skill) (10%)**

CATEGORY	0-2	3-5	6-8	9-10	Evaluator
Organization/Preparation	Fail to deliver the presentation with unaccepted explanation	Deliver the presentation with <b>lack of confidence</b> due to less preparation	Deliver the presentation with <b>confidence</b> and <b>good</b> preparation	Deliver the presentation with <b>high level of confidence</b> and <b>outstanding</b> preparation	
Confidence	No confidence. Reads note all the time.	<b>Occasionally</b> uses eye contact and read notes	<b>Confident</b> but with stutter once or twice.	<b>Very confident</b> .	
Mechanics	<b>Four or more</b> spelling errors and/ or grammatical errors.	<b>Three</b> misspellings and/ or grammatical errors.	<b>No more than two</b> misspellings and/ or grammatical errors.	<b>No</b> misspellings or grammatical errors.	
Attire	Dressed <b>inappropriately</b> for a business presentation.	Dressed <b>casually</b> and <b>not suitable</b> for a business presentation	Dressed <b>neatly</b> and <b>suitable</b> for a business preparation	Dressed <b>neatly</b> and <b>suitable</b> for a business preparation; very professional look.	
Questions and Answers	Fail to respond and answer any questions	Good respond to questions but give incorrect answers	Good respond to questions with acceptable answers	<b>Good</b> respond to questions with <b>excellent</b> answers, explanation and understanding	
				Total Points:	

Comments: .....





**A RUBRIC FINAL REPORT EVALUATION FORM  
FPA690 FINAL YEAR PROJECT**

This form consists of two (2) parts need to be filled in by a main supervisor and submitted to Coordinator FPA690

**NAME OF SUPERVISOR:** .....

Name of Student: .....

Student No: .....

**Part A: Commitment and effort (10%)**

No.	Item	0-2	3-5	6-8	9-10	Total mark	Converted percentage (10%)
1	Experimental work; data collection	Incomplete	Insufficient	Sufficient	Excellent		( )
2	Frequency in meeting supervisor	< once a month	Once a month	Twice a month	Every week		----- x 10
3	Initiative, motivation, dedication, discipline, creativity	Poor	Average	Good	Excellent		30
Sub-total A							= %

**Part B: Intellectual Content of the Written Report (30%)**

No.	Items	0-2	3-5	6-8	9-10	Total marks	Converted percentage (30%)
1	Format	Major and multiple deviances from the suggested FYP format	Several deviances from the suggested FYP format	A few minor deviances from the suggested FYP format.	Follows all the suggested FYP format.		( )
2	Abstract	Provide a very poor abstract with no summary of problem statement, objectives, research methodology, results and conclusion	Provide an inadequate abstract with poor summary of problem statement, objectives, research methodology, results and conclusion	Provide a good abstract with fine summary of problem statement, objectives, research methodology, results and conclusion	Provide a high quality with distinction summary of problem statement, objectives, research methodology, results and conclusion		----- x 30 80





3	Introduction	Provide <b>no or a very poor research introduction</b> with no outline of research background, hypothesis/ research questions and objectives	Provide an <b>inadequate research introduction</b> with poor outline of research background, hypothesis/ research questions and objectives	Provide a <b>good research introduction</b> with fine outline of research background, hypothesis/ research questions and objectives	Provide a <b>high quality research introduction</b> with distinction outline of research background, hypothesis/ research questions and objectives		
4	Literature review	Provide <b>no or a very poor review of relevant literature</b> with no evidence of reading around the related past/published work e.g. scientific journals, book etc	Provide an <b>inadequate review of relevant literature</b> with minimum evidence of reading around the related past/published work e.g. scientific journals, book etc	Provide a <b>good review of relevant literature</b> with clear evidence of reading around the related past/published work e.g. scientific journals, book etc	Provide a <b>high quality review of relevant literature</b> with distinction evidence of reading around the related past/published work e.g. scientific journals, book etc		
5	Methodology	Provide <b>no or a very poor explanation of methodology</b> with unclear written of research/experimental design, protocols, techniques, materials and statistical analysis	Provide an <b>inadequate explanation of methodology</b> with poor written of research/experimental design, protocols, techniques, materials and statistical analysis	Provide a <b>good explanation of methodology</b> with clear written of research/experimental design, protocols, techniques, materials and statistical analysis	Provide an <b>outstanding explanation of methodology</b> with distinction written of research/experimental design, protocols, techniques, materials and statistical analysis		
6	Results and discussion	Provide <b>no or a very poor explanation of results and discussion</b>	Provide an <b>inadequate explanation of results and discussion</b>	Provide a <b>good explanation of results and discussion</b>	Provide an <b>outstanding explanation of results and discussion</b>		
7	Conclusion and recommendations	Provide <b>no or a very poor explanation of conclusion and recommendations</b>	Provide an <b>inadequate explanation of conclusion and recommendations</b>	Provide a <b>good explanation of conclusion and recommendations</b>	Provide an <b>outstanding explanation of conclusion and recommendations</b>		
8	Cited reference	<b>Major and multiple deviances</b> from the suggested FYP format	<b>Several deviances</b> from the suggested FYP format	<b>A few minor deviances</b> from the suggested FYP format.	<b>Follows all the suggested FYP format.</b>		

= %

Comments:

.....

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**A RUBRIC FINAL REPORT EVALUATION FORM  
FPA690 FINAL YEAR PROJECT (REVIEWER)**

This form need to be filled in by a reviewer and submitted to the Coordinator FPA 690.

NAME OF REVIEWER: .....

Name of Student: .....

Student No: .....

**Intellectual Content of the Written Report (20%)**

No.	Items	0-2	3-5	6-8	9-10	Total marks	Converted percentage (20%)
1	Format	Major and multiple deviances from the suggested FYP format	Several deviances from the suggested FYP format	A few minor deviances from the suggested FYP format.	Follows all the suggested FYP format.		
2	Abstract	Provide a very poor abstract with no summary of problem statement, objectives, research methodology, results and conclusion	Provide an inadequate abstract with poor summary of problem statement, objectives, research methodology, results and conclusion	Provide a good abstract with fine summary of problem statement, objectives, research methodology, results and conclusion	Provide a high quality with distinction summary of problem statement, objectives, research methodology, results and conclusion		( ) ----- x 20 80
3	Introduction	Provide no or a very poor research introduction with no outline of research background, hypothesis/ research questions	Provide an inadequate research introduction with poor outline of research background, hypothesis/	Provide a good research introduction with fine outline of research background, hypothesis/ research questions	Provide a high quality research introduction with distinction outline of research background, hypothesis/ research questions		= %





	and objectives	research questions and objectives	and objectives	and objectives
4	Literature review Provide <b>no or a very poor review of relevant literature</b> with no evidence of reading around the related past/published work e.g. scientific journals, book etc	Provide an <b>inadequate review of relevant literature</b> with minimum evidence of reading around the related past/published work e.g. scientific journals, book etc	Provide a <b>good review of relevant literature</b> with clear evidence of reading around the related past/published work e.g. scientific journals, book etc	Provide a <b>high quality review of relevant literature</b> with distinction evidence of reading around the related past/published work e.g. scientific journals, book etc
5	Methodology Provide <b>no or a very poor explanation of methodology</b> with unclear written of research/experimental design, protocols, techniques, materials and statistical analysis	Provide an <b>inadequate explanation of methodology</b> with poor written of research/experimental design, protocols, techniques, materials and statistical analysis	Provide a <b>good explanation of methodology</b> with clear written of research/experimental design, protocols, techniques, materials and statistical analysis	Provide an <b>outstanding explanation of methodology</b> with distinction written of research/experimental design, protocols, techniques, materials and statistical analysis
6	Result and discussion Provide <b>no or a very poor explanation of results and discussion</b>	Provide an <b>inadequate explanation of results and discussion</b>	Provide a <b>good explanation of results and discussion</b>	Provide an <b>outstanding explanation of results and discussion</b>
7	Conclusion and recommendation Provide <b>no or a very poor explanation of conclusion and recommendations</b>	Provide an <b>inadequate explanation of conclusion and recommendations</b>	Provide a <b>good explanation of conclusion and recommendations</b>	Provide an <b>outstanding explanation of conclusion and recommendations</b>
8	Cited reference <b>Major and multiple deviances</b> from the suggested FYP format	<b>Several deviances</b> from the suggested FYP format	<b>A few minor deviances</b> from the suggested FYP format.	<b>Follows all the suggested FYP format.</b>

Comments:

