



UNIVERSITI KUALA LUMPUR
MALAYSIAN INSTITUTE OF MARINE ENGINEERING
TECHNOLOGY

LOGBOOK
FINAL YEAR PROJECT 2
WPB 49906
SEMESTER SEPTEMBER 2016

Student Name	
ID No.	
Project Title	
Supervisor Name	
Co-Supervisor Name	
Technical Member Name	

*student should carry this logbook during meeting with supervisor/ Co-Supervisor

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Student Responsibility

- a) Students are required to meet with their respective Supervisor, a minimum of 5 times per semester, and Non-Technical Supervisor, minimum of 3 times per semester.
- b) Please be advised that all work progress are to be reported and documented in “Appendix A: Project Progress Log Book”. Students are encouraged to provide additional work on the experiment /research before meeting their Supervisor or Non-Technical Supervisor.
- c) If in any case there is a need to change the title/objectives or any topic/chapter, students are to update and provide documents to support the change/s in the “Project Progress Log Book”. Any meetings done with supervisor are to be recorded with signature & stamp and inform to FYP Coordinator to update the database record project title.

Supervisor Responsibility

- a) A supervisor’s main responsibility is to supervise and advise FYP students’ project.
- b) Supervisors are required to review students’ logbook in Section A, and to make sure the signature column to be filled in after the discussion, meeting or upon returning the logbook to the student.
- c) Supervisors are to provide the marks by completing the Project Progress Assessment and Project Proposal Assessment, to be found in Student FYP Log Book. Subsequently, supervisor are required to key in the marks in E-citie system.
- d) Supervisors are to return students’ FYP log book to the Administration office/ FYP Coordinator upon grading students’ project.

Technical member Responsibility

- a) Non-Technical member is supervising in the lab session.
- b) Non-Technical member is to assist student in using equipment/ software or any related skills/ advice needed by the student.

Final Year Project Time Line (FYP 2)

Description/ Responsibility	Flow Chart	Date/ Dateline
1. Students will execute their project in the 2 nd semester 2. FYP Coordinator will conduct briefing to the FYP2 Students.	<ul style="list-style-type: none"> • Prepare and Fill up Progress log book 2. <ul style="list-style-type: none"> ○ Download logbook FYP 2 from UNIKL MIMET website. • FYP 2 Workshop part 1 <ul style="list-style-type: none"> ○ Topic: Introduction to FYP 2 	Week 1 Week 2
3. Progress report presentation	<ul style="list-style-type: none"> • FYP 2 Progress Report Presentation. • The progress report presentation depends on your program FYP Committee. • Some program may not have. *subject to change. 	Week 4- week 6
4. FYP Coordinator will conduct workshop to the FYP2 Students.	<ul style="list-style-type: none"> • FYP 2 Workshop part 2 <ul style="list-style-type: none"> ○ Topic: Guide on Final Thesis Writing ○ Chapter 4 (result & discussion) and chapter 5 (conclusion). 	Week 7
5. 1 st Soft-bound copy of project report is submitted to Academic Counter	<ul style="list-style-type: none"> • Submission of 1st soft bound report to FYP Coordinator Office. • FYP Coordinator will record and pass the report to SV/ internal examiner. 	Week 11
6. Student prepare in soft copy <ul style="list-style-type: none"> • PowerPoints slide and poster 	<ul style="list-style-type: none"> • Preparation of FYP presentation. Start prepare draft slide presentation and poster. 	Week 12
7. FYP 2 presentation. 8. Students will present their project to Examiner 9. Student must prepare in soft copy <ul style="list-style-type: none"> • PowerPoints slide and • poster 	<ul style="list-style-type: none"> • FYP 2 Presentation **subject to change. 	Week 13- week 14
10. Students need to amend their project according to examiner's comment and their Supervisor advice.	<ul style="list-style-type: none"> • Collect the amended 1st Soft bound report from examiner • Presentation results and report published. Collect comment presentation from respective PC. • <i>FYP Competition for FYP Diploma and FYP 2.</i> 	Week 14
11. 2 nd Soft-bound copy of project report and logbook is submitted to their Supervisor. 12. Students must submit their logbook for grading. Only amended (comments and format) soft bound can be sent for hardcover binding for final submission.	<ul style="list-style-type: none"> • Last day to submit 2nd soft-bound copy of project report and log book 	Week 15

13. Supervisor will return the corrected 2 nd soft bound to their students to amend before proceed to hard bound printing.	<ul style="list-style-type: none"> Students will receive 2nd soft bound report from their supervisor. 	Week 16
14. Supervisors should give the grade to the students. 15. Supervisor should submit the student FYP log book with the all Assessment form (logbook and report report rubric) to FYP coordinator. For MQA record.	<ul style="list-style-type: none"> Supervisor should give the marks by fill-in the Form Project Progress Assessment and Project Proposal Assessment. supervisor key in the marks in E-citie system. 	Week 16
16. Students must obtain Supervisor signature and submit FYP thesis submission form before submitting to FYP Coordinator Office. 17. Students' FYP grade will be reduced 30% if the hardbound copy is not submitted within the stipulated time.	<ul style="list-style-type: none"> Last day to submit to FYP Coordinator Office: 1. 1 Hard-Bound FYP Project Report, 2. Include one CD containing the Project Report (pdf), 	Week 18

FYP2 – GUIDE LINE

1. (Week 1-2)- Chapter 4- Result and Discussion

- Material purchasing
- Expense / Advance Claim form
- List of Material
- CAD Design- Engineering and Assembly Drawing
- Conduct Survey / Conduct experimental
- etc. subtopic must cover relate to the chapter 4 topics.

2. (Week 3) Chapter 4- Result and Discussion

- Conduct experimental
- Collect data and result.
- Construct the prototype

3. (Week 5-9) Chapter 4- Result and Discussion

- Data Analysis
- Data Validation
- Discussion writing
- Update references

4. (Week 10)-Draft Final Report:

- Front Cover
- Title page
- Copyright page
- Declaration

- e) Approval page
- f) Acknowledgement
- g) Table of Contents
- h) List of table
- i) List of figures
- j) List of Abbreviations
- k) Abstract (English)
- l) Abstract (Bahasa Melayu)
- m) Chapter 1-Intorduction
- n) Chapter 2-Litreture Review
- o) Chapter 3-Methodology
- p) Chapter 4-Result and Discussion
- q) Chapter 5- Conclusion
- r) References
- s) Appendixes

* Please refer to FYP Handbook (template). Download at UniKL MIMET Website.

5. (Week 12)-Draft Final Presentation Slide and poster:

- a) Chapter 1-Intorduction
- b) Chapter 2-Litreture Review
- c) Chapter 3-Methodology
- d) Chapter 4-Result and Discussion
- e) Conclusion

LOG BOOK 1

FYP Record

Supervisor signature

LOG BOOK 2

FYP Record

Supervisor signature

LOG BOOK 3

FYP Record

Supervisor signature

LOG BOOK 4

FYP Record

Supervisor signature

LOG BOOK 5

FYP Record

Supervisor signature

LOG BOOK 6

FYP Record

Supervisor signature

LOG BOOK 7

FYP Record

Supervisor signature

PROJECT PROGRESS ASSESSMENT WPB 49906 FYP 2

Student's Name:		ID No:	
Programme:			
Course Code:	WPB 49906		
Project Title:			
Examiner:			
Supervisor:			

NO.	CRITERIA	WEIGHTAGE	SCORE					ACTUAL SCORE
			1-2	3-4	5-6	7-8	9-10	
1.	Consultation with Supervisor (CLO 1) Meet Supervisor with significant progress	4	1-2	3-4	5-6	7-8	9-10	
2.	Timelines (CLO 1) Record of research progress with respect to the Timelines	4	1-2	3-4	5-6	7-8	9-10	
3.	Research progress (CLO 1) Show progress in research with related information and resources	4	1-2	3-4	5-6	7-8	9-10	
4.	Original Idea (CLO 1) Ability to apply higher order thinking	4	1-2	3-4	5-6	7-8	9-10	
5.	Self-driven & Independency (CLO 1) Ability to perform independently	4	1-2	3-4	5-6	7-8	9-10	
TOTAL SCORE								/200

VERIFICATION

Assessed by:	
Signature	

SCORE GUIDELINES

CRITERIA	STANDARD AND SCORE				
	1-2	3-4	5-6	7-8	9-10
1. Consultation with Supervisor Meet Supervisor regularly with significant progress	Meet less than 2 times and shows minimum progress	Meet more than 2 times but less than 5 times and shows some progress	Meet at least 5 times and shows satisfactorily progress	Meet at least 6 times and shows good progress	Meet at least 7 times and show excellent progress
2. Timelines Record of research progress with respect to the timelines	Unable to follow timelines. Logbook is very poorly maintained.	Most of the time fall behind schedule. Logbook is poorly maintained.	Most of the time follows timelines. Logbook satisfactorily maintained	Meets and follows timelines. Logbook is usually maintained	Highly meets and follows the timelines. Logbook is well maintained
3. Research progress Show progress in research with related information and resources	Very little detail about several aspects of the planning, construction, and testing process.	Some detail about several aspects of the planning, construction, and testing process.	Adequate detail about planning, construction, testing, modifications, and reasons for modifications.	A complete record of planning, construction, testing, modifications, and reasons for modifications.	A complete record of planning, construction, testing, modifications, reasons for modifications, and some reflection about the strategies used and the results.
4. Original Idea Ability to apply higher order thinking	Ideas show no evidence of complexity and originality	Ideas show limited evidence of complexity and originality	Ideas show some evidence of complexity and originality	Ideas show considerable evidence of complexity and originality	Ideas show extensive evidence of complexity and originality
5. Self-driven & Independency Ability to perform independently	Highly dependent and need to work with maximum supervision	Dependent and need to work with maximum supervision	Independent and able to work with some supervision	Independent and able to work with minimum supervision	Highly independent and able to work with very minimum supervision

PROJECT REPORT ASSESSMENT WPB 49906 FYP 2

Student's Name:		ID No:	
Programme:			
Course Code:	WPB 49906		
Project Title:			
Examiner:			
Supervisor:			

No	Criteria	Weight.	Grade					Mark
			1-2	3-4	5-6	7-8	9-10	
1	Abstract (CLO 2)	2	1-2	3-4	5-6	7-8	9-10	
	Summary of research objective, research scope of study and methodology and expected findings.	(2)						
2	Introduction (CLO 2)	3	1-2	3-4	5-6	7-8	9-10	
	Research background	(1)						
	Overview of research study and problem statement	(1)						
	Problem identification and the significant of the study	(1)						
3	Literature Review (CLO 2)	2	1-2	3-4	5-6	7-8	9-10	
	The theoretical study and/or recent study from journal and/or relevant resources	(1)						
	Relevancy of literature to the objectives of the study	(1)						
4	Material and Methodology (CLO 2)	3	1-2	3-4	5-6	7-8	9-10	
	Materials and methods must support scope of studies (should be clear and thorough)	(1)						
	Analysis/ case study must be relevant to the objective/s	(1)						
	Follow established/modified standard (steps and procedures should be included) and research plan (milestones, Gantt Chart etc)	(1)						
5	Results (CLO 2)	4	1-2	3-4	5-6	7-8	9-10	
	Data and graph presentation support the objective/s of the study	(2)						
	Data, calculations and derived results are clearly presented	(2)						

6	Discussion (CLO 3)	4	1-2	3-4	5-6	7-8	9-10	
	Discussion must relate to theory/literature, comparison be made between experimental results and theoretical/predicted/reported values	(2)						
	Data accuracy and precision (personal, methodological and/or instrumental errors) be addressed	(2)						
7	Recommendation & Conclusion (CLO 3)	1	1-2	3-4	5-6	7-8	9-10	
	Overall conclusion must be clearly stated along with recommendations for future work	(1)						
8	Language / writing convention / vocabulary (CLO 3)	1	1-2	3-4	5-6	7-8	9-10	
	Sentences are well constructed without spelling and punctuation mistakes, content is well organized and coherent, technical terms are well explained	(1)						
9	Thesis Report Format / Organization (CLO 3)	2	1-2	3-4	5-6	7-8	9-10	
	Students abide by format given	(1)						
	Thesis report is effectively organized for easy understanding	(1)						
TOTAL MARK								/220

VERIFICATION

Assessed by:	
Signature:	

SCORE GUIDELINES

SCORE	STANDARD
9-10 (Excellent)	<p>This mark will be awarded to work which is considered to be of a high standard and exceed the requirement set.</p> <p>Work produced at this level must provide clear evidence of the following:</p> <ul style="list-style-type: none">• A comprehensive understanding on subject matters that leads to originality of the work• A wide range of recent, relevant and appropriate materials• A clear, concise and well-structured report of the knowledge gained• High degree of initiative and creativity in work• Demonstrate critical understanding of key issues• Being written in the recommended format and of an appropriate length
7-8 (Good)	<p>This mark will be assigned to work which is considered to have achieved the requirement set. However, it may not show the depth of understanding and knowledge as work graded as “Excellent”.</p> <p>Work produced at this level must provide clear evidence of the following:</p> <ul style="list-style-type: none">• Meets the requirements of the essential knowledge on the subject matters• A sufficient range of recent, relevant and appropriate materials• An adequate, well-balanced and well-organised report of the knowledge gained• Demonstrates a good quality of initiative and creativity in work• Reasonably demonstrate critical understanding of the subject matters• Being written in the recommended format and of an appropriate length

<p style="text-align: center;">5-6 (Satisfactory)</p>	<p>Work for this mark will be of a marginally low standard and has barely meets the stated requirements.</p> <p>Work produced at this level provide evidence of the following:</p> <ul style="list-style-type: none"> • Limited knowledge and understanding on the subject matters • Relevant material is presented, but in a manner that lacks order and organisation • Report has been badly organized and unable to demonstrate knowledge gained • Demonstrate minimal level of initiative and creativity in work • Fail to demonstrate critical understanding of the subject matters • Adequately presented the report in the recommended format and of an appropriate length
<p style="text-align: center;">3-4 (Poor)</p>	<p>Work for this mark will be of a generally low standard and fails to meets the stated requirements.</p> <p>Work produced at this level shows the following:</p> <ul style="list-style-type: none"> • Inadequate knowledge and understanding on the subject matters • Shows virtually no evidence that material has been properly understood • Report has been poorly structured and unable to demonstrate knowledge gained • Demonstrate minimal level of initiative and creativity in work • Fail to demonstrate critical understanding of the subject matters • Fail to present a report in the recommended format and length
<p style="text-align: center;">1-2 (Very Poor)</p>	<p>Work produced at this level shows:</p> <ul style="list-style-type: none"> • No evidence on the understanding of subject matters • No material of relevance to the subject matters • The report is too brief, unclear and poorly presented • Fail to demonstrate initiative and creativity in work • Fail to demonstrate critical understanding of the subject matters • Fail to present a report in the recommended format and length

PRESENTATION ASSESSMENT WPB 49906 FYP 2

Student's Name:		ID No:	
Programme:			
Course Code:	WPB 49906		
Project Title:			
Examiner:			
Supervisor:			

CRITERIA	WEIGHTAGE	SCORE					ACTUAL SCORE
		1-2	3-4	5-6	7-8	9-10	
1. Introduction (CLO 4)	1	1-2	3-4	5-6	7-8	9-10	
Clarity of the introduction	(1)						
2. Objectives (CLO 4)	2	1-2	3-4	5-6	7-8	9-10	
Clarity of the objectives (Specific/General)	(1)						
Achieved / Not achieved	(1)						
3. Content of presentation (CLO 4)	6	1-2	3-4	5-6	7-8	9-10	
Originality & preparation of materials	(1)						
Clarity and structure of explanations	(1)						
Appropriateness of topics discussed	(1)						
Clarity project background, methodology, results and analysis	(1)						
Understanding of results, data analysis & discussion	(1)						
Conclusions of the project	(1)						
4. Question & Answer (CLO 4)	5	1-2	3-4	5-6	7-8	9-10	
Ability to handle questions	(2)						
Understanding of project	(2)						

Interpersonal ability & communication skills	(1)						
5. Use of Media (CLO 4)	2	1-2	3-4	5-6	7-8	9-10	
Suitability of media chosen (helps understanding)	(1)						
Interesting / Poor soft copy display of poster	(1)						
6. Presentation Skills (CLO 4)	4	1-2	3-4	5-6	7-8	9-10	
Expression (Confidence, lively, eye contact)	(2)						
Organization of presentation /time keeping	(2)						
TOTAL SCORE							/200

VERIFICATION

Assessed by:	
Signature:	

SCORE GUIDELINES

CRITERIA	STANDARD AND SCORE				
	1-2	3-4	5-6	7-8	9-10
1. Introduction	Introduction is unclear.	Introduction is somewhat in unclear manner.	Introduction is adequately clear.	Introduction is clear.	Introduction is very clear.
2. Objective	The purpose of the project and the research questions are explained in a very poor manner.	The purpose of the project and the research questions are explained in a somewhat unclear manner.	The purpose of the project and the research questions are explained satisfactorily.	The purpose of the project and the research questions are explained in a clear manner.	The purpose of the project and the research questions are explained in a very clear manner.

<p>3. Content of Presentation</p>	<p>Most category elements omitted. Effectiveness of presentation was severely diminished.</p>	<p>Some category elements omitted and poor quality of presentation.</p>	<p>Present category of element adequately.</p>	<p>Met all criteria with some rated as good while others rated as adequate.</p>	<p>Demonstration of full knowledge of the subject with explanations and elaboration.</p>
<p>4. Question & Answer</p>	<p>Unable to answer questions about the subject.</p>	<p>Able to answer some rudimentary questions about the subject.</p>	<p>Capable of answering some questions posed about the subject</p>	<p>Able to accurately answer almost all questions posed about the subject</p>	<p>Able to accurately answer all questions posed about the subject</p>
<p>5. Use of Media</p>	<p>Media used is not effective and does not support the understanding.</p>	<p>Media used is suitable; however, they barely support the understanding.</p>	<p>Media used is satisfactorily and support the understanding.</p>	<p>Media used are related to text and enhance understanding.</p>	<p>Text and presentation are reinforced by the use of visual aids.</p>
<p>6. Presentation Skills</p>	<p>Significant incorrect pronunciation of terms. Voice level too low or too high. Monotonous, no eye contact, and organization of presentation is very poor.</p>	<p>Some incorrect pronunciation of terms. Voice level too low or too high. Monotonous, no eye contact, organization of presentation is poor.</p>	<p>Voice is satisfactorily clear and at a proper level. Most words pronounced correctly. Little eye contact, uneven rate, little expression and organization of presentation is satisfactory.</p>	<p>Voice is clear and at a proper level. Words pronounced correctly. Some eye contact, steady rate and organization of presentation is good.</p>	<p>Very Clear voice and correct, precise pronunciation of terms. Good eye contact, steady rate, enthusiasm, confident and organization of presentation is excellent.</p>

COLOR CODING FOR FYP HARDCOVER

(BASED ON PROGRAMMES)

NO	PROGRAM	COLOR	CODE
1	DIPLOMA ENGINEERING TECHNOLOGY IN SHIP CONSTRUCTION AND MAINTENANCE (DET SHIP CONSTRUCTION & MAINTENANCE)	BLUE	2620
2	DIPLOMA ENGINEERING TECHNOLOGY IN SHIP DESIGN (DET SHIP DESIGN)	RED	2625
3	DIPLOMA ENGINEERING TECHNOLOGY IN MARINE ENGINEERING (DET MARINE ENGINEERING)	GREEN	2630
4	DIPLOMA ENGINEERING TECHNOLOGY IN MARINE ELECTRIC AND ELECTRONICS (DET MARINE ELECTRICAL & ELECTRONICS)	YELLOW	2629
5	BACHELOR ENGINEERING TECHNOLOGY IN NAVAL ARCHITECTURE AND SHIPBUILDING (BET NAVAL ARCHITECTURE AND SHIPBUILDING)	ORANGE	2628
6	BACHELOR IN MARITIME OPERATIONS	BROWN	2626
7 *	BACHELOR ENGINEERING TECHNOLOGY IN MARINE ELECTRIC AND ELECTRONICS (BET MARINE ELECTRICAL & ELECTRONICS)	LIGHT CHOCOLATE	2627

This color code is based on ACROLIN-VERONA. Please use this color code when ordering binding at the vendor

* No 7: Will be required commencing semester Jan 2014.

Local Vendor:

Contact person :	1) Syed Khairul Sani	013-4372814
	2) Hazrull Ab dulhamid	017-9377937
	3) En Ramli	012-5676718