



**UNIVERSITI KUALA LUMPUR
MALAYSIAN INSTITUTE OF MARINE ENGINEERING
TECHNOLOGY**

**LOGBOOK
FINAL YEAR PROJECT
WPD 39806 DIPLOMA
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/ FYP coordinator.

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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 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 needed by the student.

Final Year Project Time Line FYP

Description/ Responsibility	Flow Chart	Date/ Dateline
a) Final year project (FYP) coordinator will brief the FYP students on week 1	<ul style="list-style-type: none"> • FYP Workshop part 1 <ul style="list-style-type: none"> ○ Topic: Introduction to FYP 	Week 1
b) Students will find suitable projects and supervisors within 1 weeks	<ul style="list-style-type: none"> • Student gathering idea and select supervisors, or • Student choose proposed title by lecturer or, • Student proposed title. 	Week 1
c) Student will fill up the registration form and get approval signature from SV. Student will submit the form to Program Coordinator.	<ul style="list-style-type: none"> • Submission of proposal form and registration form to PC. • Submit in soft copy and hard copy. 	Week 1- week 2
d) Program Coordinator (PC) will submit FYP 1 registration form to FYP Coordinator. FYP committee will review, amend and accept.	<ul style="list-style-type: none"> • Final week for submission of FYP title registration. 	Week 2
e) Workshop on project/ research literature review, research methodology and reference is given to the students.	<ul style="list-style-type: none"> • FYP 1 Workshop part 2 <ul style="list-style-type: none"> ○ Topic: Literature review and references 	Week 3
f) Workshop on project/research methodology is given to the students	<ul style="list-style-type: none"> • FYP 1 Workshop part 3 <ul style="list-style-type: none"> ○ Topic: (RESEARCH METHADODOLOGY) 	Week 4
g) Week 5 is the last day for students to drop the subject FYP.	<ul style="list-style-type: none"> • Last day to DROP SUBJECT FINAL YEAR PROJECT. 	Week 5
h) Briefing on presentation and expectation from internal examiner during presentation	<ul style="list-style-type: none"> • FYP 1 Workshop part 4 <ul style="list-style-type: none"> ○ Topic: FYP Presentation Tips 	Week 10
i) Student should submit the 1 st proposal report FYP1 to SV.	<ul style="list-style-type: none"> • 1st Proposal Report FYP submission 	Week 11
j) Student starts preparing/collecting data and information regarding their project. Preparing slide presentation.	<ul style="list-style-type: none"> • FYP Presentation schedule published 	Week 12
k) Students will present the proposal to internal examiner panels.	<ul style="list-style-type: none"> • FYP Presentation 	Week 13 - week 14
1. 2 nd copy of draft project report and logbook is submitted to their Supervisor.	<ul style="list-style-type: none"> • Last day to submit 2nd draft copy of project report and log book 	Week 15

2. Students must submit their logbook for grading. Only amended (comments and format) soft bound can be sent for hardcover binding for final submission.		
3. 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 and FYP Submission Tracking Form 	Week 16
4. Supervisors should give the grade to the students. 5. 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
6. Students must obtain Supervisor signature and submit FYP thesis submission form before submitting to FYP Coordinator Office. 7. 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

FYP – GUIDE LINE

1. Before Week 1-

Initial Stage Registration and Brief Proposal Students to fill up the Registration Form and discuss the Brief Proposal with potential Supervisor. Getting his/her consent and signature in the form.

2. (Week 1-2)-Chapter 1- Introduction

- a) Introduction
- b) Project background
- c) Objectives
- d) Scope of Work
- e) Gant chart
- f) etc. subtopic must cover relate to the chapter 1 topics.

3. (Week 3-4)-Chapter 2- Literature Review and methodology

- a) 10- 20 references Must use 2006 ~ present

- b) Finalized method and list of materials
- c) Start design/sketch concept.
- d) Sample preparation

4. (Week 5-9)-Chapter 2- Methodology

- a) Research Methodology
- b) Methodology Flow Chart
- c) Budget (maximum claimed RM250 per student /semester).
- d) Experimental/ analysis etc.

5. (Week 10)-Draft Proposal Report:

- a) Front Cover
- b) Title page
- c) Copyright page
- d) 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-Introduction
- n) Chapter 2-Literature 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

6. (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

PROPOSAL TITLE:

Summary / Abstract

Problem Statement

Objectives: -

- 1.
- 2.
- 3.

Methodology

Expected Outcome/Result

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 (Logbook) WPD 39806 FYP

Student's Name:		ID No:	
Programme:			
Course Code:	WPD 39806		
Project Title:			
Examiner:			
Supervisor:			

LOG BOOK ASSESSMENT

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								

VERIFICATION

Assessed by:	
Signature	

SCORE GUIDELINES

CRITERIA	STANDARD AND SCORE				
	1-2	3-4	5-6	7-8	9-10
<p>1. Consultation with Supervisor</p> <p>Meet less than 2 times and shows minimum progress</p> <p>Meet Supervisor regularly with significant progress</p>	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
<p>2. Timelines</p> <p>Record of research progress with respect to the timelines</p>	<p>Unable to follow timelines.</p> <p>Logbook is very poorly maintained.</p>	<p>Most of the times fall behind schedule.</p> <p>Logbook is poorly maintained.</p>	<p>Most of the time follows timelines.</p> <p>Logbook satisfactorily maintained</p>	<p>Meets and follows timelines.</p> <p>Logbook is usually maintained</p>	<p>Highly meets and follows the timelines.</p> <p>Logbook is well maintained</p>
<p>3. Research progress</p> <p>Show progress in research with related information and resources</p>	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.
<p>4. Original Idea</p> <p>Ability to apply higher order thinking</p>	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
<p>5. Self-driven & Independency</p> <p>Ability to perform independently</p>	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 WPD 39806 FYP

Student's Name:		ID No:	
Programme:			
Course Code:	WPD 39806		
Project Title:			
Examiner:			
Supervisor:			

NO.	CRITERIA	WEIGHTAGE	SCORE					ACTUAL SCORE
			1-2	3-4	5-6	7-8	9-10	
1	Abstract (CLO 2)	2						
	Clearly stated the field of study and problem statement	(1)						
	Clearly stated major finding and significant conclusion	(1)						
2	Introduction (CLO 2)	1	1-2	3-4	5-6	7-8	9-10	
	Overview of the project and objective/s are clearly stated	(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 3)	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)	(1)						
5	Results (CLO 3)	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	(2)						

	made between experimental results and theoretical/predicted/reported values							
	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, content is well organized and coherent, no spelling and punctuation mistakes, technical terms are well explained	(1)						
9	Thesis Report Format / Organization (CLO 4)	2	1-2	3-4	5-6	7-8	9-10	
	Students abide to format	(1)						
	Thesis is effectively organized for easy understanding	(1)						
	TOTAL SCORE							/200

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 WPD 39806 FYP

Student's Name:		ID No:	
Programme:			
Course Code:	WPD 39806		
Project Title:			
Examiner:			
Supervisor:			

CRITERIA	WEIGHTAGE	SCORE					ACTUAL SCORE
		1-2	3-4	5-6	7-8	9-10	
1. Introduction (CLO 5)	1	1-2	3-4	5-6	7-8	9-10	
Clarity of the introduction	(1)						
2. Objectives (CLO 5)	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 5)	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 5)	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 5)	2	1-2	3-4	5-6	7-8	9-10	
Suitability of media chosen (helps understanding)	(1)						
Poster presentation	(1)						
6. Presentation Skills (CLO 5)	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
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VERIFICATION

Assessed by:	
Signature:	

COMMENT BY ASSESSOR

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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.

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