

GENERAL GUIDELINES

GENERAL GUIDELINES FOR BACHELOR'S DEGREE PROJECT (BDP)

1.0 INTRODUCTION

Bachelor's Degree Project (BDP) is an academic research, related to the area of study which is compulsory for all final years students. It is part of the requirement for the conferring of the Bachelor's Degree.

Procedures for evaluation and supervision of BDP are formed based on format for the writing of BDP report which can be referred to UTHM Thesis Writing Guide.

2.0 DEFINITION

BDP is a systematic and supervised academic exercise in specific knowledge areas, through the use of relevant principles, concepts and problem solving techniques.

3.0 OBJECTIVE

BDP is a platform to expose student to systematic problem solving process. It integrates various courses learnt during the entire degree program. Therefore, student needs to apply their critical thinking, problem solving and other soft skill elements to complete the BDP.

4.0 Learning Outcomes

4.1 BDP I

At the end of this course, students should be able to:

- a) Prepare research proposal in the respective field of Business and Technology Management;
- b) Execute a systematic process to identify a research problem; and
- c) Express issue and method that are feasible to be employed in the proposed study.

4.2 BDP II

At the end of this course, students should be able to:

- (a) Develop the research processes systematically and scientifically based on the research methodology guidelines.
- (b) Perform data analysis for data collected through survey, interview, observation, or experiment using relevant data analysis software.
- (c) Communicate research findings through written and oral presentation.

5.0 Regulations

- (a) BDP I is a prerequisite for BDP II.
- (b) The BDP must be completed within the time frame of **TWO (2)** consecutive semesters with exception of the followings:
 - (i) If the student fails BDP I, he/she is required to **REPEAT** the course. The student may use the same topic or change to a new topic.
 - (ii) If a student has completed all the courses in the final semester but has not completed BDP II, he/she is required to extend his/her study for another semester in order to complete it.
 - (iii) If a student who is suspended because his/her GPA < 1.0 and his/her CPA \geq 2.0, he/she is allowed to continue his BDP II upon registration in the following semester.

6.0 BDP Supervision

Each BDP topic should be supervised at least by one lecturer from FPTP. If the need arises, a co-supervisor may be appointed from the same faculty or from other faculty within UTHM. It is also possible for a co-supervisor to be appointed from different departments in the same faculty, other faculty within UTHM and external institution or organisation. The appointment of co-supervisor is subject to the approval of the faculty.

The number of students supervised by a lecturer will be determined by the faculty such that the supervision process can be distributed equally to ensure that each student receives necessary attention and guidance.

6.1 Duties of the Faculty/Department

- (a) To approve all the BDP related policy.
- (b) To appoint BDP coordinator, supervisors and panel of reviewers.
- (c) To ensure BDP compliance with the MS ISO 9001:2008 standard.
- (d) To manage necessary financial requirement for R&D activities.
- (e) To offer BDP course every semester.

- (f) To appoint co-supervisor from an external institution or organization when necessary.
- (g) To manage matters related to the change of BDP supervision.
- (h) To manage BDP activities which include issuance of letters for data collection, scheduling of seminar presentation and preparing equipments.
- (i) To approve application for writing the BDP report in English.
- (j) To ensure submission of hard bound BDP report.

6.2 Duties of Bachelor's Degree Project Coordinators

- (a) To compile the proposed BDP titles which are related to student's degree program and in line with the aims of department research activities.
- (b) To allocate number of students per supervisor.
- (c) To conduct a briefing regarding the project guidelines to new project students on the first week of the semester.
- (d) To organize BDP seminars every semester.
- (e) To coordinate the BDP grading process.
- (f) To update the records related with BDP.
- (g) To discuss BDP seminar activities and scheduling with the faculty.
- (h) To prepare report on students who fails BDP.

6.3 Duties of Supervisor

- (a) To advise students on their project's title, objectives, and research process.
- (c) To guide and advise throughout the process of BDP project.
- (d) To verify and approve the seminar paper of BDP I and proceeding paper for BDP II.
- (e) To grade BDP I report and BDP II draft report and submit the marks to BDP coordinator within the time given by the faculty.

6.4 Duties of BDP Panel Examiner

- (a) To review seminar paper and evaluate student's project outcome.

- (b) To attend and evaluate final year project presentation during BDP Seminar.
- (c) To comment and give suggestions for improvement of the final year project.
- (d) To submit BDP Panel Evaluation Forms to BDP coordinator within the time given by the faculty.

6.5 Student's Responsibility

- (a) To register for BDP I and BDP II courses.
- (b) To meet supervisor to discuss about BDP.
- (c) To fill in e-log book and get the approval from supervisor.
- (d) To self Initiate solving problems concerning BDP before meet the supervisor.
- (e) Prepare BDP I seminar paper and BDP II proceeding paper.
- (f) To obtain endorsement from supervisor for e-log book, report, seminar paper and BDP report.
- (g) To submit seminar paper (BDP I) or proceeding paper (BDP II) for BDP panel one (1) week before BDP presentation date.
- (h) To present the report during BDP seminar.
- (i) To submit report of BDP I or final draft of BDP II.
- (j) To submit at least ONE (1) copy of BDP report to the faculty.

7.0 Supervision System

An e-log book is introduced to ensure that the research works are carried out systematically. The BDP e-log book is one of the 'yardsticks' used by the Faculty to identify and assess the student's attitude, initiative, achievement and advancement in carrying out his/her BDP project.

7.1 The e-log book

- (a) The e-log book is an important document to record all information r
- (b) The information that needs to be recorded in the e-log book should include the followings:
 - (i) Title, objective, scope of work together with work planned to be executed at the beginning of the e-log book;

- (ii) Date of discussion, advice or instruction made.
- (iii) Important dates regarding project implementation and assessment.
- (iv) Preparation, problems, proposed solutions and equipment used.
- (v) Simplification of Literature review.
- (vi) Data or any result obtained from the research.
- (vii) Sketch figure or graph related with the project.

7.2 Seminar

Seminar will be held in every semester on week 13 and 14 or according to the BDP implementation timetable. The purpose of this seminar is to ensure students to communicate their research finding through oral presentation.

During the seminar, each student is allocated less than 20 minutes for presentation as well as questions and answers session. The panel of examiners will be appointed by the department coordinator amongst academic staff.

7.3 Seminar for BDP I

Students should present the followings in written and spoken forms:

- (a) Introduction
- (b) Problem statement
- (c) Objective and scope of the project
- (d) Literature review
- (e) Explanation on proposed research methodology
- (f) Conclusion
- (g) References

Note that, students will also be assessed on the following criteria:

- (a) Grammar used in the Report
- (b) Confidence Level
- (c) Project Comprehension
- (d) Question and Answer session

7.4 Seminar for BDP II.

Student should present the followings in written and oral forms:

- (a) Abstract
- (b) Introduction and research background
- (c) Problem statement
- (d) Research questions and objectives
- (e) Literature review
- (f) Research methodology
- (g) Data analysis and result
- (h) Discussion, conclusion and recommendations
- (i) References

Students will also be assessed on the presentation based on the following criterias :

- (a) Confidence in presentation
- (b) Organization in presentation
- (c) Oral proposal defense (Question and Answer session)
- (d) Personal appearance

7.5 BDP Seminar Paper

The writing format for Seminar Paper is according to ***UTHM Thesis Writing Guide***.

Seminar paper must be submitted to the BDP Panel at least 1 week before the seminar.

BDP Seminar Paper is divided into two types which are BDP I Seminar Paper and BDP II Proceeding Paper. The contents are as follow:

- (a) The content for BDP I Seminar Paper are as stated in Appendix A.
- (b) The content for BDP II Proceeding Paper are as stated in Appendix B.

7.6 BDP I Report / Final Draft of BDP II

BDP I Report or Final Draft of BDP II should be submitted to the supervisor in week 15 to be accessed. The contents of the report includes :

(a) BDP I Report

This report should be written according to **UTHM Thesis Writing Guide**. The number of pages is between 20 to 50 pages.

(b) Final Draft of BDP II

This Final Draft of BDP II should be written according to **UTHM Thesis Writing Guide**. The number of pages is not more than 100 pages (excluding appendices).

However the writing format for the supervisor verification section, title page, and declaration page should refer to Table 1.

Table 1 The writing format for the supervisor verification section, title page, and declaration page

Bahasa Malaysia	English
1) Supervisor's verification	
<p>"Saya akui bahawa saya telah membaca karya ini dan pada pandangan saya karya ini adalah memadai dari segi skop dan kualiti untuk tujuan penganugerahan Ijazah Sarjana Muda Pengurusan Teknologi (<i>nama penganugerahan adalah berdasarkan program yang sebenar diikuti</i>)</p>	<p>"I hereby declare that I have read this report and in my opinion this report in terms of content and quality requirements fulfils the purpose for the conferring of the Degree in Technology Management (<i>the awarded name is according to the exact program registered</i>)</p>
2) Purpose statement of thesis (Title Page)	
<p>Laporan projek ini dikemukakan sebagai memenuhi sebahagian daripada syarat penganugerahan Ijazah Sarjana Muda Pengurusan Teknologi (<i>nama penganugerahan adalah berdasarkan program yang sebenar diikuti</i>)</p>	<p>This project report is presented as partial fulfillment of the requirements for the award of the Degree in Technology Management (<i>the awarded name is according to the exact program registered</i>)</p>
3) Declaration page	
<p>"Saya akui karya ini adalah hasil kerja saya sendiri kecuali nukilan dan ringkasan yang tiap-tiap satunya telah saya jelaskan sumbernya."</p>	<p>"I declare that this project report is the result of my own except as cited in references."</p>

8.0 BDP I and II final report

(a) BDP I final report

The report should be staple bind, comb bind or spiral bind. The report should be submitted to the supervisor for evaluation.

(b) BDP II final report

The final report should only be bound upon authorization of the supervisor.

9.0 BDP passing requirements

(a) All assessment criteria have been fulfilled by the student.

(b) BDP I is pre-requisite for BDP II.

(c) BDP report should be bound. The writing format and bound should follow **UTHM Thesis Writing Guide** (2012) or any latest requirements.

10.0 Submission of Report

(a) At the end of semester, **TWO (2)** weeks after the examinations, students must submit at least **ONE (1)** copy of hardbound thesis for the library.

(b) Students also need to submit the hardbound thesis to the co-supervisor (if any).

(c) BDP Report cover must be new blue colour (**COLOUR CODE: 550**)

(d) Guidelines to do a complete hardbound thesis must be referred to **UTHM Thesis Writing Guide**. Supervisor must be responsible to ensure that students submit a complete and correct report.

(e) All copies of report must be submitted to the faculty after it has been approved by the supervisor (in report submission form) before or on predetermined due date. A late submission of hardbound report will not be accepted, except for some critical reason.

11.0 Copyright

(a) BDP bound report will belong to faculty / Universiti.

(b) Copyrights belong to the authors report writing

12.0 Evaluation of BDP

BDP is evaluated in two parts, BDP I and BDP II. The following section consists of grading components for BDP I and BDP II.

Table 1: Components of BDP I Evaluation

Components	Assessor	Marks
e-log book	Supervisor	10
Report	Supervisor	65
Seminar Paper	Panel	25
TOTAL		100

Table 2: Components of BDP II Evaluation

Components	Assessor	Marks
e-log book	Supervisor	10
Report	Supervisor	65
Seminar Paper	Panel	25
TOTAL		100

For more details, please refer to Form B6, B7, B10 & B12 in the e-log book.

13.0 Evaluation of BDP II Report

- (a) Completed BDP II Report will be evaluated by supervisor. Marks allocated are 75% (including e-log book).
- (b) Co-Supervisor (if any) is also responsible for evaluating BDP II Report. Final marks will be based on average scores of the two supervisors.
- (c) Final result of BDP II will be suspended if:
 - (i) Student fails to submit the bound report on the specified date.
 - (ii) Bound report submitted does not conform to the format specified by the university.

14.0 General Part

- (a) The BDP Committee has the right to evaluate any of hard bound BDP report as necessary.
- (b) The supervisor could suggest any necessary actions to the faculty due to any misconduct by the students during the BDP.

- (c) These guidelines aim to ease the BDP process such that high quality of work is produced.
- (d) The faculty has the right to amend this regulation as necessary.

15.0 Contents of the Seminar Paper

(Refer Appendices)

REFERENCES

Dokumen MS ISO 9001: 2008.

Buku Panduan Menulis Tesis, UTHM 2012.