



Project Guideline for Master of Computer Science by Coursework

FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

PREPARED BY:

DR. NORHAYATI MOHD ALI
PROF. DR. HAMIDAH IBRAHIM
ASSOC.PROF. DR. NUR IZURA UDZIR
DR. HAZLINA HAMDAN
DR. ZURINA MOHD HANAPI
DR. AZRUL HAZRI JANTAN

(JAWATANKUASA KECIL SISWAZAH FAKULTI)

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This document is a general guide to the presentation and submission of project proposal (SSK5980) and project (SSK5988).

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1. Introduction

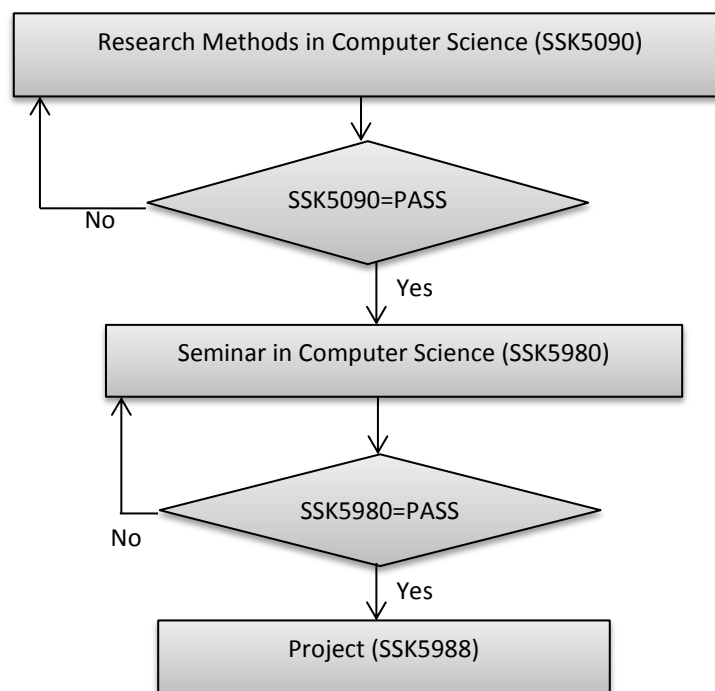
This guideline contains information about the Seminar in Computer Science (SSK5980) and Project (SSK5988) managed by the Faculty of Computer Science and Information Technology (FCSIT). This document is intended to provide clear guidelines for graduate students, faculty supervisors, and Research and Graduate Studies Section (RGSS) on issues related to the supervision of graduate projects (Masters of Computer Science by Coursework). This document serves as a reference for any queries.

This document is prepared by Norhayati Mohd Ali and reviewed by the Jawatankuasa Kecil Siswazah (JKKS). The guidelines contained in this document are intended to bring clarity to the expectations and responsibilities of graduate students and supervisors, and to outline procedures for dealing with the management of project proposal (Seminar in Computer Science, SSK5980) and Project (SSK5988).

The Master of Computer Science programme is a 40 credits postgraduate programme by coursework. In order to graduate, students must obtain at least 40 credits and undertake a master's project. Students must register the Seminar in Computer Science (SSK5980) and Project (SSK5988) in order to complete the master's project. Students must register the Seminar in Computer Science (SSK5980) course before implement the Project (SSK5988). Details of these courses are explained in the following section. Please refer to Appendix A for the course outline of SSK5980 and SSK5988.

2. Seminar in Computer Science (SSK5980)

The Seminar in Computer Science (SSK5980) course is only for students who enrol in Master of Computer Science by Coursework programme. Students must pass the Research Methods in Computer Science (SSK5090) course before registering for Seminar in Computer Science (SSK5980) course. Students must also pass the SSK5980 course before registering for Project (SSK5988). The flowchart of this description is shown below.



The Seminar in Computer Science (SSK5980) course requires students to attend a one (1) hour seminar class for fourteen (14) weeks conducted by the Master Programme Coordinator. The seminar is to provide information and guideline on preparing the master's project proposal.

2.1 Choose a Project Topic by Specialisation Area

The Master of Computer Science by Coursework programme offers three (3) specialisation areas:

- 1) Distributed Computing
- 2) Multimedia System
- 3) Software Engineering

Thus, students who register the SSK5980 must work on an appropriate project topic according to their specialisation. The following are descriptions for each specialisation.

2.1.1 Distributed Computing (DC)

This area encompasses various domains which include Peer to Peer (P2P) systems, online social networks, massively multiplayer online games, grids and clouds, distributed system security, distributed system optimisation, multi-core architectures, parallel programming, parallel and distributed algorithms, performance modeling, distributed storage technology, real-time systems, energy awareness systems, mobile and wireless systems, advanced distributed systems, distributed databases and various areas of High Performance Computing (HPC).

2.1.2 Multimedia Systems (MS)

This area focuses on different domains such as Digital Media Processing, Digital Media Acquisition, Feature Extraction, Data Reduction, Pattern Recognition, Classification, Content-based Retrieval, Data Compression, Computer Graphics, Information Visualisation, Multimedia System, User Experience, Usability Engineering, Cognitive Modelling and Interaction Styles.

2.1.3 Software Engineering (SE)

Software Engineering is an engineering discipline that is concerned with every aspects of software production from early stages of software requirement specification through to maintaining the software after it has gone into use. The investigations cover systematic, disciplined, quantifiable techniques and methods in designing, development, implementation, and maintenance of quality software. Issues related to theoretical and formal aspects of software engineering, software architecture, software web services, software modeling, software quality, software engineering management, enterprise software engineering and integration, green software engineering, component-based software engineering, search-based software engineering, software measurement, estimation and metrics are among the popular topics in this area. Additionally, project is also carried out in the area of special-purpose embedded software engineering which involves multidisciplinary such as educational study, agricultural science, and health science.

A seminar on these three specialisations will be given by a representative from the faculty's academic staff. Thus, students will have the opportunity to learn more about the project topic regarding to the specialisation area.

2.2 Appointment of Supervisor

Students who register the SSK5980 course must have a supervisor who is a member of academic staff of Faculty of Computer Science and Information Technology. However, academic staffs that are specialised in the area of Distributed Computing, Multimedia System and Software Engineering are given priority to supervise the graduate students.

The Master Programme Coordinator will assign each student who are enrolls in SSK5980 to a potential supervisor according to the student's specialization and based on supervisor's availability.

Students are required to contact the potential supervisor and discuss a suitable project topic. It is important to confirm the appropriateness of a topic with the supervisor as early as possible in the development of the proposal.

In order to assist students in finding a potential supervisor who is likely to propose a topic of interest to the student, a list of academic staffs is included in Appendix B of this document. A student may propose a topic to the supervisor. Nevertheless, a supervisor has the right to refuse to supervise a project on a student-generated topic. The project must be researched in a scholarly manner.

2.3 Project Proposal Submission

Students are required to fill in the project proposal form and submit the proposal form (refer to Appendix C: Project proposal form) on Week 7. The proposed project title and potential supervisor are subject to the approval of the *Jawatankuasa Pengajian Siswazah Fakulti* (JKPSF). Students will be notified on the approval of project proposal and supervisor on Week 8. Then, students will work closely with supervisor from Week 8 till Week 14 to write the project proposal report and prepare a project proposal presentation.

2.3.1 Project Proposal Form

Refer to Appendix C for Project Proposal Form. Students are required to submit the completed form to the Research and Graduate Studies Section (RGSS).

2.3.2 Outline for Project Proposal Report

The content for the project proposal report should contain the following items:

- Project Abstract
- Introduction
- Problem statement
- Objectives and Scope
- Literature Review
- Methodology
- Expected Results
- Project Schedule
- References

2.4 Assessment of Seminar in Computer Science (SSK5980)

Students will be assessed based on seminar attendance, presentation of project proposal, and content of proposal report. The distribution marks for the assessment is as follows:

- Seminar presentation (supervisor and assessor): 50%
- Proposal report (supervisor): 30%
- Seminar attendance (coordinator): 20%

A detail of what is expected in proposal presentation and proposal report is shown in Appendix D via Assessment Form I (supervisor) and Assessment Form II (Assessor).

3. Project (SSK5988)

On completion of the Seminar in Computer Science (SSK5980) course, students are able to register the Project (SSK5988) on the following semester.

There are no formal lectures for SSK5988. However, students must have a regular meeting with their supervisors throughout the 14 weeks of the semester and are expected to work approximately 240 hours to complete their Master's project. A supervision record log sheet as a monitoring mechanism is prepared (refer to Appendix E) and students are required to record their meeting in this log sheet. The minimum number of meeting should be at least five (5) times throughout the semester. Students should carry out the project work according to the project schedule that is stated in the proposal report. Good communication between student and supervisor will ensure the project is completed successfully.

Please consult/notify the coordinator before week 7 if the following issues occur during the Project (SSK5988) execution:

- Change of project topic;
- Change of supervisor;
- Incomplete project.

3.1 Assessment of Project (SSK5988)

Students will be assessed based on supervision meeting, project quality, presentation of project, and writing of project report. The distribution marks for the assessment is as follows:

- Supervisor: 80%
 - Project quality: 25%
 - Project report: 40%
 - Presentation: 10%
 - Progress report: 5%
- Assessor (Presentation): 20%

A detail of what is expected in project presentation and project report is shown in Appendix F via Assessment Form I (supervisor) and Assessment Form II (Assessor).

3.2 Project Report

Students are compulsory to refer to the guideline prepared by the School of Graduate Studies on the thesis preparation. The guideline can be accessed via this link: http://www.sgs.upm.edu.my/dokumen/92225_GUIDELINE_TO_THESIS_PREPARATION.pdf.

Students must submit the first draft of the project report to their supervisor by week 10. After the project presentation, students are required to perform any necessary corrections and then submit a complete project report. Students are required to submit a single CD to their supervisor containing the electronic copies of all project reports, design documents, and copies of any software and other documentation. Students must also submit the following to the Research and Graduate Studies Section:

- One (1) copy of the project report in dark green hard cover
- Two (2) softcopies of the project report on CD.

4. Roles of Coordinator, Supervisor, Student and Assessor

4.1 Roles and Responsibilities of Master Programme Coordinator by Coursework

- Conduct Seminar in Computer Science (SSK5980) course to assist students in preparing project proposal.
- Assign students to the potential supervisor based on specialisation areas and availabilities of supervisors.
- Prepare a list of project proposals to be endorsed in the JKPSF meeting.
- Announce to students the project proposal approval based on the JKPSF meeting.
- Manage any problems/issues/conflicts arise between students and supervisors.
- Schedule the presentation of project proposal (SSK5980) and project (SSK5988).
- Compile and finalise students' marks for SSK5980 and SSK5988.
- Key-in marks via iGIMS and submit the final results and grades obtained by students to the School of Graduate Studies office.

4.2 Roles and Responsibilities of Supervisor

- Demonstrate ethical responsibilities towards students. Be a role model for their students, respect for the student's personal and professional integrity.
- Provide guidance for students in the development of project proposal topics.
- Plan and organize a regular supervision to monitor student's progress.
- Assist and motivate the student to achieve high quality, independence, and personal responsibility during the project work.
- Support the report writing process and provide continuous feedback on content, language, and format.
- Be available and sign the supervision record log sheet (for SSK5988).
- Submit marks for SSK5980 or SSK5988, or both to the Master Programme Coordinator.
- Supervisor must take an immediate action if the supervision relationship does not function according to the expectation and should consult the Master Programme Coordinator.

4.3 Roles and Responsibilities of Student

- Submit the project proposal form to the Research and Graduate Studies Section or Master Programme Coordinator.
- Write a project proposal report with a good content, language, and format.
- Present the project proposal (SSK5980) to the supervisor and assessor.

- Arrange a regular meeting with supervisor. Record the meeting in a supervision record log sheet. Update supervisor on the project progress.
- Implement the project that has been approved according to the requirements planned that have been agreed with the supervisor.
- Write a project report with a good content, language, and format.
- Present the project (SSK5988) to the assessor and supervisor.
- Submit project outcome and complete project report to supervisor on the specified date.
- Student should take an action if the supervision relationship does not function according to the expectation and should consult the programme coordinator.

4.4 Roles and Responsibilities of Assessor

- Assess student's proposal (SSK5980) and project (SSK5988) presentation.
- Give constructive comments to the student in order to achieve high quality project work.
- Submit marks for SSK5980 or SSK5988, or both to the Master Programme Coordinator.

APPENDIX A

COURSE OUTLINE

Course Name : **Seminar in Computer Science**
Course Code : **SSK5980**
Credit : 1 (1+0)
Contact Hours : 1 x 1 hour of lecture per week

Course Objectives:

At the end of this course, students are able to:

1. Critically review related literature. (C6)
2. Prepare an original project proposal, in tandem with the focus of research in computer science. (CTPS)
3. Present the project proposal. (CS)
4. Demonstrate ethical behavior in producing project proposal. (EM)
5. Manage information from multiple sources in computer science. (A4, LL)

Course Synopsis:

This course covers the discussion of the research topics in computer science. The student is required to present original project proposal in computer science.

Assessments:

Course work: 100%

References:

Current references, which include books, journals, proceedings, and theses.

Course Name : **Project**
Course Code : **SSK5988**
Credit : 6 (0+6)
Contact Hours : 240

Course Objectives:

1. Develop an application related to computer science field. (C6)
2. Assess the existing project and formulate new project. (P7, CTPS)
3. Produce a project that has a potential to be commercialized. (KK)
4. Manage information from various sources in computer science.(A5, LL)

Course Synopsis:

The student will carry out a detailed study and develop a research project related to Computer Science under a supervision of a lecturer. Student will perform initial study on the topic selected, design the system and implement it. A proposal report needs to be prepared at the beginning of the study. At the end of the project, the student will submit a complete project report for evaluation. The student will also be required to present the project in a seminar organised by the department.

Assessment:

Course work: 100%

APPENDIX B
LIST OF ACADEMIC STAFFS
FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

DEPARTMENT OF COMMUNICATION TECHNOLOGY AND NETWORKING

Mohamed Othman (Prof. Dr.)

Parallel and Distributed Algorithms, Grid Computing, High Speed Networking, Scientific Computing
03-89471707
mothman@upm.edu.my

Shamala K. Subramaniam (Prof. Dr.)

Scheduling and Real-time System, Computer Networks, Simulation and Modeling, Wireless and Mobile Computing
03-89471748
shamala_ks@upm.edu.my

Zuriati Ahmad Zulkarnain (Assoc.Prof.Dr.)

Quantum Computation, Quantum Communication, Quantum Cryptography, Network Security, Wireless Network
03-89471710
zuriati@upm.edu.my

Abdullah Muhammed (Dr.)

Distributed Computing, Scheduling, Wireless Sensor Network, Grid/Cloud Computing, Heuristic and Optimisation
03-89471969
abdullah@upm.edu.my

Azizol Abdullah (Dr.)

Grid Computing, Network Security, Wireless and Mobile Network, Telematics, Distributed Computer Systems, Cloud Computing
03-89471728
azizol@upm.edu.my

Amir Rizaan Andul Rahiman (Dr.)

Real-time Software Engineering, Video storage server, Flash-based storage system
03-89471770
amir_r@upm.edu.my

Idawaty Ahmad (Dr.)

Distributed Computing, Network Protocols and Real Time System
03-89471715
idawaty@upm.edu.my

Kweh Yeah Lun (Dr.)

Distributed Computing, Distributed Algorithms, Computer Networks
03-89471797
yeah_lun@upm.edu.my

Masnida Hussin (Dr.)

Computer Networks, Distributed and Parallel Computing, Green Computing
03-89471433
masnida@upm.edu.my

Nor Asila Wati Abdul Hamid (Dr.)

High Performance Computing, Parallel and Distributed Computing, Management Information Systems
03-89471749
asila@upm.edu.my

Rohaya Latip (Dr.)

Distributed Computing, Grid and Cloud Computing, Distributed Database, Network Management, Big Data
03-89471729
rohayalt@upm.edu.my

Zurina Mohd Hanapi (Dr.)

Wireless Network, Routing, Network and Computer Security, Distributed Computing
03-89471778
zurinamh@upm.edu.my

Ahmad Alauddin Ariffin

Distributed Computing, Computer Networks
03-89471745
alauddin@upm.edu.my

Fahrul Hakim Ayob

Artificial Intelligence, Computer Networks
03-89471753
hakim@upm.edu.my

Mohd Noor Derahman

Distributed Computing, Computer Networks
03-89471775
mnoord@upm.edu.my

YM Pn. Raja Azlina Raja Mahmood

Networking, Wireless and Mobile Networks, Network Security
03-89471768
raja_azlina@upm.edu.my

Sazlinah Hasan

Computer Networks, Distributed Computing, Mobile Wireless Adhoc Network
03-89471732
sazlinah@upm.edu.my

DEPARTMENT OF MULTIMEDIA

Fatimah Khalid (Assoc. Prof. Dr.)

Multimedia Computing, Image Processing,
Computer Vision
03-89471730 / 89471717
fatimahk@upm.edu.my

Rahmita Wirza O.K. Rahmat (Assoc.Prof.Dr.)

Comp. Graphics, Comp. Aided Geometric
Design, Computer Assisted Surgery
03-89471704
rahmita@upm.edu.my

Shyamala A/P C. Doraisamy (Assoc.Prof. Dr.)

Audio Mining, Computing & Music,
Multimedia Information Retrieval
03-89471769
shyamala@upm.edu.my

Lili Nurliyana Abdullah (Assoc.Prof. Dr.)

Image Processing, Multimedia Computing,
Multimedia Game and Animation,
Multimedia Information Retrieval, Virtual
Environment, Information Visualization
89471738
liyana@upm.edu.my

Muhamad Taufik Abdullah (Assoc.Prof. Dr.)

Information Retrieval, Multimedia
Computing, Computational Linguistic.
89471723
mta@upm.edu.my

Alfian Abdul Halin (Dr.)

Multimedia Computing, Video Information
Retrieval, Image Processing, Applied
Machine Learning
89471798
alfian@upm.edu.my

Azreen Azman (Dr.)

Text Information Retrieval, Text Mining,
Relevance Feedback Learning, Browsing
and Decision Model
89471752
azreenazman@upm.edu.my

Azrul Hazri Jantan (Dr.)

Human Computer Interaction, Web
Hypermedia Design and Development,
Multimedia Applications
89471711
azrulhazri@upm.edu.my

Evi Indriasari Mansor (Dr.)

Human Computer Interaction, Interaction
Design & Children
89471741
evi@upm.edu.my

Hizmawati Madzin (Dr.)

Graphical Model and Imaging
89471651
hizmawati@upm.edu.my

Mas Rina Mustaffa (Dr.)

Content-based Image Retrieval, Multimedia
Systems and Applications, Image
Processing, Pattern Recognition
89471726
masrina@upm.edu.my

Noris Mohd Norowi (Dr.)

Computing & Music, Multimedia Information
System, Interactive Media
89471740
noris@upm.edu.my

Puteri Suhaiza Sulaiman (Dr.)

Computer Graphics, Information
Visualization, Interactive Media and Games
Technology
89471750
psuhaiza@upm.edu.my

DEPARTMENT OF SOFTWARE ENGINEERING AND INFORMATION SYSTEM

Abdul Azim Abd. Ghani (Prof. Dr.)

Software Engineering, Software Measurement, Software Quality, Software Testing
03-89471735
azim@upm.edu.my

Rusli Abdullah (Prof. Dr.)

Software Engineering, Knowledge Management
03-89471725
rusli@upm.edu.my

Abu Bakar Md. Sultan (Assoc. Prof. Dr.) (DEAN)

Metaheuristic, Evolutionary Computing
03-89471726
abakar@upm.edu.my

Azmi Jaafar (Assoc. Prof. Dr.)

Mathematical Programming, Empirical Studies
03-89471722
azmij@upm.edu.my

Marzanah A. Jabar (Assoc. Prof. Dr.)

Management Information System, Knowledge Management
03-89471733
marzanah@upm.edu.my

Masrah Azrifah Azmi Murad (Assoc. Prof. Dr.)

Text Mining, Intelligent Information Systems
03-89471739
masrah@upm.edu.my

Rodziah Atan (Assoc. Prof. Dr.)

Software Process Modelling, Software Engineering, Cloud Computing, Information System
03-89471736
rodziah@upm.edu.my

Azrina Kamaruddin (Dr.)

User Centered Approach Design, User Behaviour, Research Methods in Human Computer Interaction
03-89471763
azrina@upm.edu.my

Hazura Zulzalil (Dr.)

Software Measurement, Software Quality, Software Evaluation
03-89471705
hazura@upm.edu.my

Jamilah Din (Dr. Hjh.)

Knowledge-based System, Object-oriented Approach, Green Computing
03-89471759
jamilahd@upm.edu.my

Khaironi Yatim Sharif (Dr.)

Real-time Software Engineering, Object-oriented Design, Open Source Software, Information Seeking, Software Maintenance, Programme Comprehension
03-89471718
khaironi@upm.edu.my

Koh Tieng Wei (Dr.)

Software Engineering, Software Measurement and Estimation
03-89471799
twkoh@upm.edu.my

Mar Yah Said (Dr.)

Software Engineering, Formal Specification
03-89471772
maryah@upm.edu.my

Ng Keng Yap (Dr.)

Component-Based Software Engineering, Big-Data Analytic and Software Engineering, Software Metric

Noraini Che Pa (Dr.)

Information System, Risk Management, Requirements Engineering, Knowledge Management
03-89471758
norainip@upm.edu.my

Norhayati Mohd. Ali (Dr.)

Software Engineering, Software Critics, Software Modeling, Object-oriented Analysis and Design
03-89471764
hayati@upm.edu.my

Novia Indriaty Admodisastro (Dr.)

Software Architecture, Component-based, Software Engineering, Object-oriented Analysis and Design, Usability Engineering
03-89471755
novia@upm.edu.my

Pathiah Abdul Samat (Dr.)

Formal Software Verification, Model Checking, Ethic in Computerization, Software Modelling
03-89471756
pathiah@upm.edu.my

Rozi Nor Haizan Nor (Dr.)

Information System, Knowledge
Management
03-89471766
rozinor@upm.edu.my

Sa'adah Hassan (Dr.)

Requirements Engineering, Software
Engineering, Intelligent Systems
03-89471761
saadah@upm.edu.my

Salfarina Abdullah (Dr.)

Management Information System,
Knowledge Management in Software
Engineering
03-89471779
salfarina@upm.edu.my

Salmi Baharom (Dr.)

Software Testing
03-89471762
salmi@upm.edu.my

Yusmadi Yah Jusoh (Dr.)

Management Information System, Strategic
Information System Planning, Software
Project Management, Information System,
Knowledge Management
03-89471760
yusmadi@upm.edu.my

Wan Nurhayati Wan Ab. Rahman (Dr.)

E-Commerce, Web Engineering
03-89471716
wnurhayati@upm.edu.my

Ainita Ban

Formal Specification, Information System
03-89471767
ainita@upm.edu.my

DEPARTMENT OF COMPUTER SCIENCE

Ramlan Mahmod (Prof Dr.)

Computer Security,
Intelligent Computing,
Image Processing
03-8947 1721
ramlan@upm.edu.my

Hamidah Ibrahim (Prof. Dr.)

Database
03-8947 1713
hamidah@upm.edu.my

Ali Mamat (Assoc.Prof. Dr.)

Database, Semantic Web
03-8947 1719
ali@upm.edu.my

Fatimah Sidi (Assoc.Prof. Dr.)

Data Quality,
Data Warehouse, Database, Knowledge
Management, Management Information System,
Big Data Computing
03-8947 1734
fatimah@upm.edu.my

Lilly Suriani Affendey (Assoc.Prof. Dr.)

Database Systems,
Multimedia Database,
Content-based Video Retrieval,
Big Data Computing
03-8947 1709
lilly@upm.edu.my

Md. Nasir Sulaiman (Assoc.Prof. Dr.)

Intelligent Computing,
Data Mining,
Intelligent Building, Activities Recognition
03-8947 1702
nasir@upm.edu.my

Mohd. Hasan Selamat (Assoc.Prof.)

Information Systems, Software Engineering,
Information Security
03-8947 1720
hasan@upm.edu.my

Nor Fazlida Mohd Sani (Assoc.Prof. Dr.)

Computer Security,
Access Control,
Program Understanding and Debugging
03-8947 1731
fazlida@upm.edu.my

Norwati Mustapha (Assoc.Prof. Dr.)

Intelligent Computing, Data Mining
03-8947 1703
norwati@upm.edu.my

Nur Izura Udzir (Assoc.Prof. Dr.)

Access Control, Intrusion Detection Systems,
Computer Security, Coordination in Distributed
Systems
03-8947 1708
izura@upm.edu.my

Razali Yaakob (Assoc.Prof. Dr.)

Neural Network, Artificial Intelligence and Game,
Evolutionary Computation
03-8947 1746
razaliy@upm.edu.my

Hazlina Hamdan (Dr.)

Neural Network, Fuzzy System,
Survival Analysis, Intelligent Computing
03-8947 1968
hazlina@upm.edu.my

Iskandar Ishak (Dr.)

Database, Big Data Computing,
Peer-to-Peer Computing
03-8947 1796
iskandar_i@upm.edu.my

Khairul Azhar Kasmiran (Dr.)

Software Engineering, Data Mining,
Programming Language
03-8947 1657
k_azhar@upm.edu.my

Mohd. Taufik Abdullah (Dr.)

Computer Security, Computer Forensics,
Software Engineering
03-8947 1724
taufik@upm.edu.my

Aida Mustapha (Dr.)

Intelligent Computing,
Computational Linguistics,
Software Agent
03-8947 1714
aida@upm.edu.my

Mohd. Yunus Sharum (Dr.)

Artificial Intelligence,
Natural Language Processing,
Computational Linguistics,
Information Extraction
03-8947 1652
m_yunus@upm.edu.my

Noridayu Manshor (Dr.)

Pattern Recognition,
Image Processing,
Computer Vision
03-8947 1765
ayu@upm.edu.my

Nurfadhlina Mohd. Sharef (Dr.)
Intelligent Computing, Text Mining,
Semantic Web, Recommendation System,
Data Analytic
03-8947 1776
nurfadhlina@upm.edu.my

Sharifah Md. Yasin (Dr.)
Cyber Security, Symmetric-key Cryptography, Elliptic
Curve Cryptography,
E-Learning, intrusion detection system,
Secret Sharing.
03-8947 1757
ifah@upm.edu.my

Teh Noranis Mohd. Aris (Dr.)
Artificial Intelligence, Software Agent,
Programming Science,
Bio-nanorobotic, Parallel Processing
03-8947 1712
nuranis@upm.edu.my

Thinakaran A/L Perumal (Dr.)
Embedded System,
Intelligent Computing
03-8947 1751
thinakaran@upm.edu.my

Nor Azura Husin (Dr.)
Artificial Intelligent,
outbreak detection,
prediction model
03-8947 1654
n_azura@upm.edu.my

Azree Shahrel Ahmad Nazri (Dr.)
Computer System,
Intelligent Computing,
Bioinformatic
03-8947 1747
azree@upm.edu.my

Maslina Zolkepli (Dr.)
Computational Intelligence,
Fuzzy logic,
Big Data
03-8947 1655
masz@upm.edu.my

Puan Hajah Zaiton Muda
Computer Security,
Parallel Processing
03-8947 1706
zaitonm@upm.edu.my

APPENDIX C

PROJECT PROPOSAL FORM

FAKULTI SAINS KOMPUTER DAN TEKNOLOGI MAKLUMAT
(Faculty of Computer Science and Information Technology)
Universiti Putra Malaysia

SSK5980 SEMINAR DALAM SAINS KOMPUTER
(SEMINAR IN COMPUTER SCIENCE)
KERTAS CADANGAN PROJEK
(PROJECT PROPOSAL)

Sila isi dan hantarkan 1 salinan borang ini kepada penyelar program master, Fakulti Sains Komputer dan Teknologi Maklumat, Universiti Putra Malaysia, pada minggu ke-7.

(Please fill and send a copy of this form to the master programme coordinator, Faculty of Computer Science and Information Technology, Universiti Putra Malaysia, on week 7.)

1. Nama Pelajar (Student's Name) : _____
2. Nombor Matrik (Matric Number) : _____
3. E-mel (email) : _____
4. Telefon (Telephone) : _____
5. Bidang Pengkhususan (sila tandakan \surd):
Specialization area (please tick \surd):
Pengkomputeran Teragih (*Distributed Computing*)
Sistem Multimedia (*Multimedia Systems*)
Kejuruteraan Perisian (*Software Engineering*)
6. Penyelia (*Supervisor*) : _____
7. Tajuk Projek (*Project Title*) : _____

8. Anchor Paper : _____
(author(s), title, _____
Journal, year) _____

9. Cadangan Projek (*Project Proposal*):
Terangkan dalam tidak lebih dari 200 patah perkataan ringkasan projek yang dicadangkan. Sila lampirkan kertas berasingan sekiranya ruang tidak mencukupi.
(*Describe in not more than 200 words the summary of the proposed project. Please attach a separate sheet if insufficient space.*)

Tarikh (*Date*): _____ Tandatangan Pelajar: _____
(*Student's Signature*)

Tarikh (*Date*): _____ Tandatangan dan Cop Rasmi Penyelia: _____
(*Supervisor's Signature and Official Stamp*)

I understand that the proposed project title and supervisor are subject to the approval from the Faculty Postgraduate Committee.

APPENDIX D

ASSESSMENT FORM FOR SSK5980

Faculty of Computer Science and Information Technology Universiti Putra Malaysia SSK 5980 Seminar in Computer Science Project Proposal

Assessment Form I (Supervisor)

Semester ____ Session 20____/20____

Student's Name : _____
Matric Number : _____
Title of Seminar : _____

SUPERVISOR

Name: _____

For Parts A and B, MARKS on the scale:

10 = exceptional	6 = more than satisfactory	3 = poor
9 = excellent	5 = satisfactory	2 = very poor
8 = very good	4 = less than satisfactory	1 = abysmal
7 = good		

A. SEMINAR PRESENTATION CONTENTS (30%):

A1. PRESENTATION CONTENTS (20%):

1. Scope of project is appropriate for a master level
2. Problem statement is clearly stated
3. Project objectives are clearly stated
4. The stated objectives are in-line with the problem statement
5. Sufficient literature review and background materials
6. Selection and coverage of material
7. Methodology used is suitable
8. Methodology is well described
9. The expected results are appropriate
10. Project schedule (Gantt Chart)

Total (A1)

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 /100

A2. PRESENTATION (10%):

1. oral delivery	<input type="text"/>
2. slides, handouts, etc.	<input type="text"/>
3. pace, length and timing	<input type="text"/>
4. technical accuracy	<input type="text"/>
5. response to questions	<input type="text"/>
Total (A2)	<input type="text"/> /50

B. PROPOSAL WRITTEN REPORT (30%):

B1. WRITING TECHNIQUE (10%):

1. The report is arranged in a logical sequence/flow	<input type="text"/>
2. Sentences are clear and understandable	<input type="text"/>
3. Diagrams/figures that help in understanding the report	<input type="text"/>
4. Originality (similarity check from Turnitin)	<input type="text"/>
Total (B1)	<input type="text"/> /40

B2. REPORT CONTENTS (20%):

1. Executive summary	<input type="text"/>
2. Problem statement	<input type="text"/>
3. Objective and scope	<input type="text"/>
4. Literature review	<input type="text"/>
5. Methodology	<input type="text"/>
6. Expected results	<input type="text"/>
Total (B2)	<input type="text"/> /60

Comments/suggestions:

Signed: _____

Date: _____

Thank you.

Please return the completed form to the Master Programme Coordinator, or the Research and Graduate Studies Section.

**Faculty of Computer Science and Information Technology
Universiti Putra Malaysia**

**SSK 5980 Seminar in Computer Science
Project Proposal**

Assessment Form II (Assessor)

Semester ____ Session 20____/20____

Student's Name : _____

Matric Number : _____

Title of Seminar : _____

ASSESSOR

Name: _____

For Parts A and B, MARKS on the scale:

10 = exceptional
9 = excellent
8 = very good
7 = good

6 = more than satisfactory
5 = satisfactory
4 = less than satisfactory

3 = poor
2 = very poor
1 = abysmal

A. CONTENTS:

1. Scope of project is appropriate for a master level
2. Problem statement is clearly stated
3. Project objectives are clearly stated
4. The stated objectives are in-line with the problem statement
5. Sufficient literature review and background materials
6. Selection and coverage of material
7. Methodology used is suitable
8. Methodology is well described
9. The expected results are appropriate
10. Project schedule (Gantt Chart)

Total (A) / 100

B. PRESENTATION:

1. oral delivery	
2. slides, OHP foils, handouts, etc.	
3. pace, length and timing	
4. technical accuracy	
5. response to questions	
Total (B)	/50

Comments/suggestions:

Signed: _____

Date: _____

Thank you.

Please return the completed form to the Master Programme Coordinator, or the Research and Graduate Studies Section

APPENDIX E
SUPERVISION RECORD LOG

Research and Graduate Studies Section (RGSS)

FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
MASTER OF COMPUTER SCIENCE (WITHOUT THESIS)

SUPERVISION RECORD LOG

Course: PROJECT (SSK5988)

Student's Name: _____

Supervisor: _____

Date	Time	Purpose & Method (meeting, email, etc)	Supervisor's signature

Please record the meeting with your supervisor. Please keep safely and return to your supervisor with your completed project report at the end of the course.

APPENDIX F
ASSESSMENT FORM FOR SSK5988

Faculty of Computer Science and Information Technology
Universiti Putra Malaysia

SSK 5988 Project

Assessment Form I (Supervisor)

Semester ____ Session 20____/20____

Student's Name : _____
Matric Number : _____
Title of Project : _____

SUPERVISOR Name: _____

For Parts A and B, MARKS on the scale:

10 = exceptional	6 = more than satisfactory	3 = poor
9 = excellent	5 = satisfactory	2 = very poor
8 = very good	4 = less than satisfactory	1 = abysmal
7 = good		

A. PROJECT QUALITY (25%):

1. Scope of project is appropriate for a master level	<input type="text"/>
2. Clear problem statement and objectives	<input type="text"/>
3. Sufficient literature review and background materials	<input type="text"/>
4. Suitable use of project methodology, architecture, performance, model, etc.	<input type="text"/>
5. Project can be extended/applied	<input type="text"/>
6. Good quality of project discussion, analysis and conclusion	<input type="text"/>
7. Creativity and originality	<input type="text"/>
8. Runnable software	<input type="text"/>
Total (A)	<input type="text"/> / 80

B. THESIS/WRITTEN REPORT (40%):

B1. WRITING TECHNIQUE (10%):

- 1. The report is arranged in a logical sequence/flow
- 2. Sentences are clear and understandable
- 3. Diagrams/figures that help in understanding the thesis

Total (B1) /30

B2. THESIS CONTENTS (30%):

- 1. Title of thesis
- 2. Abstract
- 3. Problem definition, objective and scope
- 4. Literature review
- 5. Methodology/Methods/Review Technique, hardware and software requirement
- 6. Results and Discussion ..
- 7. Conclusion
- 8. References / Bibliography

Total (B2) /80

C. PROJECT SEMINAR/PRESENTATION (10%):

- 1. Oral delivery
- 2. Slides, handouts, etc.
- 3. Pace, length and timing
- 4. Technical accuracy
- 5. Response to questions

Total (C) /50

D. PROGRESS REPORT (5%):

- 1. Diligence and commitment
- 2. Able to work independently

Total (D) /20

Comments/suggestions (if any):

Signed: _____

Date: _____

Thank you.

Note to Supervisor:

Kindly collect the Assessment Form II from the ASSESSOR, and return the completed forms to the Research and Graduate Studies Section.

**Faculty of Computer Science and Information Technology
Universiti Putra Malaysia**

SSK 5988 Project

Assessment Form II (Assessor)

Semester ____ Session 20____/20____

Student's Name : _____
Matric Number : _____
Title of Project : _____

ASSESSOR

Name: _____

For Parts A and B, MARKS on the scale:

10 = exceptional	6 = more than satisfactory	3 = poor
9 = excellent	5 = satisfactory	2 = very poor
8 = very good	4 = less than satisfactory	1 = abysmal
7 = good		

A. PROJECT QUALITY (15%):

1. Scope of project is appropriate for a master level	<input type="text"/>
2. Technical explanation that are easily understandable	<input type="text"/>
3. The stated objectives are in-line with the problem statement	<input type="text"/>
4. Sufficient literature review and background materials	<input type="text"/>
5. Suitable use of project methodology, architecture, performance, model, etc.	<input type="text"/>
6. Good quality of project discussion, analysis and conclusion ..	<input type="text"/>
7. The project objectives are met	<input type="text"/>
Total (A)	<input type="text"/> /70

B. PROJECT SEMINAR/PRESENTATION (5%):

- 1. Oral delivery, pace, length and timing
- 2. Slides, handouts, etc.
- 3. Response to questions

Total (B)

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 /30

Comments/suggestions (if any):

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Signed: _____

Date: _____

Thank you.

Note to Assessor:

Kindly give the completed form to the SUPERVISOR or the Research and Graduate Studies Section.