



**DEPARTMENT OF POSTGRADUATE STUDIES
FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT
GUIDELINES FOR IMPLEMENTING THE MASTER PROJECT BY COURSEWORK**

1.0 INTRODUCTION

- 1.1 The Master's project is part of the requirements for graduation in the Master's Coursework Program, with a credit value of 2 hours for Master's Project 1 and 12 hours for Master's Project 2.
- 1.2 These guidelines apply to master's coursework studies at the Faculty of Civil Engineering and Built Environment.

2.0 OBJECTIVE

Upon completing this project, students will be able to:

- 2.1 Practice research methods.
- 2.2 Apply knowledge in the chosen field of specialization.
- 2.3 Perform knowledge discovery and synthesis.
- 2.4 Develop academic and technical writing skills.
- 2.5 Uphold the integrity of producing original work.

3.0 MASTER PROJECT REGISTRATION

- 3.1 Registration for the Master's Project 1 and 2 courses must be done in the first week of the semester of the respective academic session.
- 3.2 Students **MUST** pass Master's Project 1 before they are allowed to register for Master's Project 2.
- 3.3 Failure to register for the subject will result in the student being given a **FAIL** status for this subject.

4.0 SUPERVISOR APPOINTMENT

- 4.1 The selection of a supervisor takes place during the first week of the semester.
- 4.2 Only one (1) supervisor can be selected by a student at any given time.
- 4.3 The supervisor selection process is done on a "first come, first served" basis.
- 4.4 Supervisor selection is conducted through the SMAP system.
- 4.5 Only lecturers or senior lecturers are eligible for appointment as supervisors. However, associate professors and professors may serve as co-supervisors.
- 4.6 Supervisors are not allowed to supervise more than one student per academic session.
- 4.7 The roles and responsibilities of the supervisor are as follows:
 - a) Provide constructive academic guidance.
 - b) Maintain a professional relationship.

- c) Monitor the student's research project.
- d) Evaluate the project according to set criteria.

5.0 SYNOPSIS OF THE MASTER'S PROJECT

- 5.1 The project synopsis can begin after meetings and discussions with the supervisor.
- 5.2 Meetings with the supervisor can commence after registration confirmation and supervisor selection.
- 5.3 The project synopsis must be submitted by the second (2nd) week of the semester through the SMAP system.

6.0 PRESENTATION OF THE MASTER PROJECT REPORT

- 6.1 Students must prepare **TWO (2)** copies of the Master's project report with a hardcover, which the supervisor has checked and approved, and submit them to the faculty's Postgraduate Studies Unit.
- 6.2 Students must also upload **ONE (1)** soft copy of the Master's project report to the AUTHOR platform.
- 6.3 The Master's project report must follow the thesis writing format provided by the UTHM Postgraduate Studies Center.
- 6.4 The department will appoint **TWO (2) evaluation panels from relevant fields** to assess the submitted project report.
- 6.5 Students must submit the Master's project report within 14 days from the presentation date.
- 6.6 The evaluation criteria are based on the rubrics and grading set by the faculty.
- 6.7 Students must submit a Turnitin report when submitting the Master's project report and ensure the similarity index is below **30%**.

7.0 ASSESSMENT CRITERIA

- 7.1 The quality of the project and report is generally evaluated based on the following:
 - a) Meeting the research objectives.
 - b) Having a clear scope and focus.
 - c) Suitability of the research methods used.
 - d) Logical and coherent arguments.
 - e) Clear writing in terms of:
 - i. Continuity between sections.
 - ii. Correct use of language.
 - iii. Appropriate and consistent writing style.
 - f) Relevant and up-to-date references.
 - g) Relevant appendices.

8.0 SUBMISSION OF THE FINAL MASTER PROJECT REPORT

- 8.1 After receiving notification of the evaluation results from the supervisor and the evaluation panel, students must make all the corrections before printing the final copy.
- 8.2 Students must prepare **THREE (3)** copies of the Master's project report with a dark green hardcover, following the cover format provided by the faculty.
- 8.3 Students must also upload **ONE (1)** soft copy of the Master's project report to the AUTHOR platform.
- 8.4 The printed and bound Master's project report must be submitted to the faculty's Postgraduate Studies Unit according to the date set by the department.
- 8.5 Students must also complete the "Exit Survey" form before submitting the Master's project report.
- 8.6 Failure to complete the "Exit Survey" form will result in the **rejection** of the Master's project report upon submission.