



**UNIVERSITI  
KUALA LUMPUR**  
*Where Knowledge Is Applied*



**UNIVERSITI KUALA LUMPUR  
MALAYSIAN INSTITUTE OF INDUSTRIAL TECHNOLOGY  
(MITEC)**

# **FINAL YEAR PROJECT GUIDELINES FOR PROJECT PROPOSAL<sup>1</sup>**

**DIPLOMA and DEGREE PROGRAMMES**

*Prepared by: Dr. Ikrom Rikhsiboev, FYP Coordinator*

*Date:*

*Signature:*

*Recommended by: FYP Committee*

*Date:*

*Signature:*

*Verified by: Adnan Hj Bakri, Deputy Dean*

*Date:*

*Signature:*

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<sup>1</sup> This guideline may change annually. For more details contact with your supervisor or FYP Coordinators

After topic has been selected, the next step will be thesis proposal writing. A thesis proposal is basically the research plan, clearly describing how you expect to accomplish the goals of your study. It should be thoughtful, well written, and scholarly.

### **1.1 Title**

The statement of title at this stage of thesis writing must be tentative, or it may be simply a description of the study to be undertaken. A tentative statement of title should reflect the central purpose of the study in a brief but accurate and comprehensive manner.

### **1.2 Abstract**

The abstract should be brief not less than 250 words and not more than 500 words. Abstract usually includes a brief and concise description of the research, methodology, results or major outcomes, recommendations and conclusions drawn from the project.

### **1.3 Table of Contents**

This page should list all sections, chapters and sub-headings referred to the respective page numbers as reflected in the body of the Proposal.

### **1.4 Introduction**

Give a general introduction to the issue or research topic. State the problem and provide background information supported by literature review. Note how past research has addressed the problem, and identify similarities or differences in their methodology or findings that have drawn you to study the problem. Introduction should be at the level that make it easy to understand for readers with a general science background and must capture the reader's interest for the investigated problem.

### **1.5 Objective**

Give a concise and clear outline of the aims that the researcher wants to achieve from the project.

### **1.6 Problem Statement**

A short summary of the research problem.

### **1.7 Literature Review**

The purpose of the study section introduces the reader to the focus of the project. The content of this section should clearly lay out what is to be researched.

### **1.8 Methodology**

Define the specific methodology and a discussion of its utility for the proposed research including its benefits and limitations. In this section, students have to outline how the investigation process will be conducted.

### **1.9 Research Plan**

Include time frame for the research. By using Gantt chart indicate deadlines: set for completing stage of the project.

### **1.10 Expected results/Potential Contributions**

State the potential outcomes from your research that must be consistent with the objective.

**1.11 Conclusion**

Explain possible outcomes of the project. Discuss and identify of the target user/areas/ application of the research findings.

**1.12 References**

List all references cited in the Proposal.

**2.0 Proposal Format and Guidelines****2.1 Title Page**

Title page must contain information listed in the following order:

- a. Title of the thesis proposal
- b. Student's full name and ID Number
- c. Name of Degree or Diploma (name of program)
- d. Project supervisor's name
- e. Name of Institute and University
- f. Date of submission of thesis proposal
- g. The title page should not use bold letters

**2.2 Typing**

- a. Proposal typing can be either word or text processor.
- b. The font type *Times New Roman* with font size 12 or bigger should be used throughout the thesis.
- c. The text must be printed on one side only.
- d. The proposal must be double spaced throughout, with the exception of quotations, illustrations, bibliographies and appendices which may be single spaced.

**2.3 Margins**

The entire proposal should have:

- a. left (binding edge) 1 1/2 inch
- b. right 1 inch
- c. top 1 inch
- d. bottom 1 inch

**2.3 Pagination**

- a. Number consecutively in Arabic numerals.
- b. Begin with 1 on the second page.
- c. Place page numbers in center bottom of page.

**3.0 Marking Criteria**

Proposal Report Assessment form will be used for marking of the Proposals.

Appendix PG1: Proposal Front Page.

