

**WAWASAN OPEN UNIVERSITY
SCHOOL OF SCIENCE & TECHNOLOGY**

**PROJECT COURSE INFORMATION FOR ALL STUDENTS AND
SUPERVISORS**

- 1 The project course is a 10-credit compulsory course for all SST students. The course codes are TEL309, TIC309, TSN309, TAI309 and TEC309/10. This course is intended to be taken over the last two semesters (final year) before a student completes the programme and graduates.
- 2 A student is eligible to register for the project course when he/she has completed 90 credits, or has 30 or less credits to complete a programme to graduate.
- 3 A student eligible to register for the project course may enroll online using Wawasan MyEnrolment or do so by filling up the required form at the Regional Office.
- 4 Students whose status is confirmed to be eligible for enrolment into the project course will receive through email the SST Project Course Student Records form. On receipt of the form you should fill up the required details and return to the School directly or through the ROs.
- 5 Before registering for the project course, students are required select the project title and supervisor from the list of projects offered by supervisors at <http://projectlms.wou.edu.my/>. All tutors teaching SST courses, subject to approval of the School, may supervise student projects.
- 6 You may approach the tutors/supervisors to enquire the details of project titles they offer before enrolling. Students must obtain approval from the supervisors before filling up the project title and supervisors' name into the Student Records form and returning to the School. Supervisors are to confirm their acceptance of the student by initiating on the Records form or inform the CC through email.
- 7 Students may propose his/her own project titles and seek approval from a supervisor to supervise the project. Students are highly encouraged to propose industrial based projects for approval. Such projects may be in the form of studying a production problem, finding solution to a quality control problem, developing a process to improve production, implementing a new production process, design of a new product or device, simulation study of a design (such as an antenna or a production process), writing or upgrading an application software programme, setting up and implementing an e-commerce project, etc.
- 8 Industrial based projects may be supervised by a qualified staff of the company who is the superior officer whom the student reports to in the student's workplace. The proposed supervisor will be appointed by WOU as part-time tutor and paid the ongoing rate.
- 9 Students must take note that an important learning outcome of the course is to train students in executing a substantial project INDEPENDENTLY. The

supervisors are there to help suggest directions on what may be needed to be done. Eventually the students must take responsibility to make the decision and do the thinking himself/herself. Merely taking instructions from the supervisor and doing what is told do not qualify as a final year project. This is not the same as doing a TMA.

- 10 During the project period, normal access to the supervisors through the LMS, email and telephone will be the same. However there will be no scheduled tutorial classes. On tutorial days, supervisors will make time available for group or one-to-one consultations. Supervisors are expected to be available around the ROs when he/she is not running a tutorial class. Students may make prior appointment for consultation on the project.
- 11 Projects must be of substantial content and expected to be carried out over the year long two-semester period of study for this course. Several students may work on the same project title. However, the project is to be executed individually and submit different reports. Each student may have different way of doing the project although the title may be the same. Students may also work on different aspects of one project title.
- 12 After enrolling for the project course all students must have their project titles and supervisors confirmed by the 3rd week of the semester. The first initial project report is due on the 8th week. Project reports which do not meet the deadline will not be awarded marks. Students are therefore advised to check out the project titles early and obtain confirmation of the supervisors' acceptance to supervise their projects. This must be done before enrolling.
- 13 The Project Course Guide will be given to all students accepted for enrolment for the project course. The Course Guide will provide all detail information on the requirements for completion of the project course. A copy of the current version of the Course Guide for each of the 5 project courses is available for download from the LMS. The Course Guides are subjected to revision when necessary.
- 14 The Course Guide stated that students have to submit an Initial Report, and Interim Report with Oral Presentation, and the Final Report. The Initial and Interim reports will be the equivalent of the TMAs and the Final Report that for the semester examination. Supervisors will mark the reports with moderation done by Course Coordinators. Comments on the reports will be discussed between the supervisors and students in their consultation sessions stated in (10) above. Students will take into account of the feedbacks from supervisors in the next stage of the project work. Before submitting the final version of Final Report, supervisors are expected to have read the draft and given comments to students to take into account for revision.
- 15 Students are expected to acquire their own software, components and materials, etc. for the execution of their projects. Some of the components and consumable materials for their projects may be available from the School in the Penang main campus which students may submit request to the CCs through their supervisors. However the School cannot guarantee that the requested parts will be available from stock or that even if they are available will be delivered on time. Therefore students are advised to get all the parts and materials needed for their projects by themselves in order not to face delay in completion of their projects.

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