



Office of the Dean,

Kulliyah of Engineering

Circular No. 2/2017

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## SUPPLY FOR FINAL YEAR PROJECT (FYP) AND INTEGRATED DESIGN PROJECT (IDP)

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### 1. INTRODUCTION

The Final Year Project (FYP) and Integrated Design Project (IDP) are part of the graduation requirement for engineering students. Thus, every graduating student should complete both FYP and IDP. It has been a practice that the Kulliyah allocate the amount of RM300.00 – RM500.00 to each student for FYP and IDP to procure consumable items, chemical supplies and the like for the students to furnish their projects taken from the Kulliyah operating budget.

However, due to the economics circumstance that we are facing now, it is impossible for the Kulliyah to provide the allocation to the students, whilst the FYP and IDP must be conducted as it is an EAC requirement to get recognition for our undergraduate programmes.

Thus, a method to facilitate and ease the students in completing the FYP and IDP is required. In lieu to that, the Administration of the Kulliyah has come out with a guideline to cater the issue i.e. Method of Procurement.

### 2. METHOD OF PROCUREMENT

- 2.1. **A sum of RM10,000.00 for FYP/ IDP claim for 2019 is allocated in the Kulliyah supply budget. Thus, the administration will cater the first come first serve basis based on recommendation from LMU**
- 2.2. All students through their supervisors should list their need of consumable items, chemical supplies and the like to the engineers of the Labs Management Unit (LMU) on the **8<sup>th</sup> week of the semester at the latest.**
- 2.3. The Kulliyah procurement unit will compile all the needs once they receive the procurement request form and do the purchasing process of the items required.
- 2.4. The items will be stored in the Kulliyah under a central Supplies & Maintenance Unit (SMU) and it can be procured for free by the students based on their project capacity requirement.

### 3. CLAIMS/ REIMBURSEMENT

- 3.1. The students are allowed to claim for the components that are not available in the KOE supplies. The claim shall be made via relevant technical staff or their supervisor and must be within 3 months from the date on the receipt.
- 3.2. Limit for the claim is **RM200 for FYP and IDP projects**. The applicant must mention the project name and supervisor name in the claim form.
- 3.3. The supervisors and students must take note that claimable items are components that can be re-used for next project (to be identified by the SMU).
- 3.4. Consumables such as raw materials, glue, and engine oil are not claimable.

### 4. TERMS AND CONDITIONS (TNC)

- 4.1. The SMU will bear the right not to be responsible to supply rare items, in which will be determined by the Kulliyah Management in its monthly meeting.
- 4.2. The Head of Departments (HoDs) with the help of the Head of Research will have the jurisdiction to identify the projects which are carried out under the academic staff research grants to extract the cost of supplies of FYP/IDP items under the grants.
- 4.3. The LMU has the right not to entertain any request of consumable items, chemical supplies and the like beyond the **8<sup>th</sup> week of the semester**.
- 4.4. All completed projects must be returned to the Kulliyah immediately after the grading exercise
- 4.5. Terms and Conditions also apply to current circumstance which affects the financial state of the Kulliyah.

### 5. IMPLEMENTATION

- 5.1. The implementation of this circular is immediate.
- 5.2. All HODs are required to take note on this circular and disseminate the information to the staff members of your respective Department.

#### **Issued by:**

Deputy Director (Administration)  
Kulliyah of Engineering  
For  
Dean, Kulliyah of Engineering  
March 2019

**FLOW CHART FOR FYP & IDP CLAIMS/ REIMBURSEMENTS**

