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1. The Programme Team

None of us is as smart as all of us.  
Ken Blanchard

1.1. Teaching Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

1.2. Faculty General Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Chen Huey Chin</td>
<td>FGO</td>
<td><a href="mailto:chenhc@utar.edu">chenhc@utar.edu</a>..my</td>
</tr>
</tbody>
</table>

1.3. Academic Advisers

You will be placed under the care of a member of academic staff as your Academic Advisor (AA) to assist you in achieving the learning and development outcome. Where possible, you will retain the same Academic Adviser throughout your time at UTAR. Your Academic advisers provide information and advice on academic programmes,
degree requirements, career options, course selection, secondary fields of study and extracurricular activities. You will receive the details of your Academic Adviser through notification sent to your UTAR mail accounts or you may check the details of your Academic Adviser through Student Portal under My Course or refer to notice board for further details.

You have to ensure that they meet up with their adviser at the least once a Trimester. You are advised to see their academic advisor before Week 12 of the long trimester and before Week 5 of the short trimester in order to access to the pre-registration for units in the following trimester.

1.4. How to contact lecturers/tutors

1.4.1. Appointments

Academic staffs teach on many modules/programmes and it is advisable to make an appointment if you wish to see them. Occasionally you may be able to have an immediate appointment, but don’t be disappointed if you are asked to return at a mutually convenient time. Please contact staff to cancel if you are unable to make the arranged appointment.

1.4.2. Email and the Web-Based Learning Environment (WBLE)

The main means of contact for staff with students are email and the WBLE (Web-Based Learning Environment).

Do remember that your UTAR email address will be the one that is used to make contact with you by both academic and non-academic staff within the University, so make sure that you check it regularly, particularly if you also use a personal email account. Students are reminded that it is important that they keep their contact and home addresses up-to-date to ensure they receive any correspondence from the University.
1.5. Web-Based Learning Environment (WBLE)

The Web Based Learning Environment (WBLE) is an Online Learning Environment / Web-based Tools for you to access the latest course materials and engage in discussions with academic staff members and peers. You are able to study through the internet and obtain course materials, work assignments and others from your instructors through WBLE. You may access WBLE through http://wble.utar.edu.my with username and password.

![WBLE Image]

Figure 1.1 Web-Based Learning Environment (WBLE)

1.6. Notice Boards

Where possible we will send information via email or WBLE but in some cases we put relevant information on notice boards. You must check the noticeboards regularly. The location of our notice boards is at the Ground Floor of Block SA. It is particularly important to check the notices at the start of the semester when timetable changes are more likely and towards the assessment period when important information such as barred list, exam time-table and venues will be displayed. Notice boards in relation to News and Events also available in library, Block SD, SE, SF and DKs.
2. The Programme

2.1. Programme Aim

The Bachelor of Science (Hons) Quantity Surveying programme is developed to respond to the continuous high demand for qualified and competent quantity surveyors by the local as well as international construction industry. The aim of this programme is to produce quantity surveying graduates with strong grasp of good fundamental theoretical principles and skills in the field of quantity surveying that would prepare them well in launching their professional career.

2.2. Programme Objectives

1. To provide undergraduates with sound foundation in the principles and practices of quantity surveying.
2. To produce IT-savvy graduates who are effective problem-solvers, knowledgeable in applying logical, critical and creative thinking to a range of problems.
3. To produce graduates that are capable of executing their responsibilities with professionalism and capable for lifelong learning in the pursuit of personal development and betterment of society.
4. To inspire an interest in graduates in research and development in the area of quantity surveying and inter-related disciplines.

2.3. Programme Learning Outcomes

Upon the completion of the programme, the students are expected to:
1. Demonstrate good knowledge of economic and sustainable building, civil engineering and environmental services design, construction and maintenance.
2. Demonstrate good and accurate techniques and skill of measurement and valuation of construction works.
3. Demonstrate good and accurate techniques and skill of estimating, construction economics and development economics.
4. Demonstrate good knowledge of law, contract, procurement methods and dispute resolutions.
5. Demonstrate good knowledge and skills of communication.
6. Demonstrate good basic knowledge of project management, facilities management and current construction issues.
7. Relate the importance of built environment issues such as ethics, culture, social harmony, entrepreneurship, human relation, green technology as well as incorporating them in the built environment.
8. Recognise the importance and link between practice, theory, research and continuous learning.
## 2.4. Programme Structure

<table>
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<th>Year One</th>
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<tbody>
<tr>
<td><strong>Jan</strong></td>
</tr>
<tr>
<td>UEBE1213 Building Materials</td>
</tr>
<tr>
<td>UEBE1223 Construction Technology I</td>
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<tr>
<td>UEBE1233 Construction Technology II&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>UEBE1823 Technical Drawing and CADD</td>
</tr>
<tr>
<td>UEBEXXX3 Elective I</td>
</tr>
<tr>
<td>MPU1 Category I</td>
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**MPU1 Category I**
- MPU3123 Tamadun Islam dan Tamadun Asia (for local students) or
- MPU3143 Bahasa Melayu Komunikasi 2 (for international students)

**MPU1 Category II**
- MPU3113 Hubungan Etnik (for local students) or
- MPU3173 Malaysian Studies (for international students)

**UEBEXXX3 Elective Group – Choose 1 unit**
- UBMH1013 Organisation and Human Resource or
- UBMM1013 Management Principles

<sup>1</sup>*Pre-requisite units for UEBE1233 - UEBE1223 Construction Technology I*

<sup>2</sup>*Pre-requisite units for UEBQ1113 - UEBE1223 Construction Technology I*
## BSc (Hons) Quantity Surveying

### Year Two

<table>
<thead>
<tr>
<th>Jan</th>
<th>May</th>
<th>Oct</th>
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<tbody>
<tr>
<td>LANGXXX3 National Language/Other Languages</td>
<td>UEBE2323 Building Services and Equipment II</td>
<td>MPU34XX2 Co-curricular Units</td>
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<tr>
<td>UEBE2413 Construction Financial Practice</td>
<td>UEBE2513 Economics of the Construction Industry</td>
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<tr>
<td>MPU33203 Introduction to Law and Malaysian Legal System</td>
<td>UEBQ2133 Measurement of Civil and Infrastructure Works</td>
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<tr>
<td>UEBQ2124 Measurement of Building Works II&lt;sup&gt;3&lt;/sup&gt;</td>
<td>UEBQ2714 Professional Practice I</td>
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<tr>
<td>UKMM1011 Sun Zi’s Art of War and Business Strategies</td>
<td>UEBQ 2153 Estimating&lt;sup&gt;5&lt;/sup&gt;</td>
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**LANGXXX3 CORE GROUP - Choose 1 Unit(s)**
- MPU32013 – Bahasa Kebangsaan (A) - For Malaysian and without SPM-BM Credit
- MPW2123 – Bahasa Kebangsaan (B) - For Non-Malaysian only

*If exempted from MPU32013*
- UALC1003 - Introduction to Chinese Language
- UALF1003 - Introduction to French
- UALJ2013 - Introduction to Japanese
- UALT1003 - Introduction to Tamil Language
- UALT1003 - Introduction to Thai Language
- UJLL1093 - Introduction to Korean

<sup>3</sup>Pre-Requisite Unit(s) for UEBQ2124 - UEBQ1113 Measurement of Building Works I

<sup>4</sup>Pre-Requisite Unit(s) for UEBE2323 - UEBE1313 Building Services and Equipment I

<sup>5</sup>Pre-Requisite Unit(s) for UEBQ2153 - UEBQ1113 Measurement of Building Works I

### MPU34XX2 CO-CURRICULAR UNIT - Choose 1 Unit(s)
- MPU34012 Social Entrepreneurship Project
- MPU34022 Arts & Cultural Performance Project
- MPU34032 Community Project
### Year Three

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<tr>
<td>UEBE3263 Applied Construction Technology and Maintenance</td>
<td>UEBQ3183 Measurement of Building Works III</td>
<td>UEBQ3916 Industrial Training</td>
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<tr>
<td>UEBE2853 Quantitative Analysis and Operational Research</td>
<td>UEBQ3443 Construction Management</td>
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<tr>
<td>UEBE3723 Contract Administration I</td>
<td>UEBQ3523 Construction Economics</td>
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6 Pre-Requisite Unit(s) for UEBE 3263 - UEBE1233 Construction Technology II
7 Pre-Requisite Unit(s) for UEBE3723 - MPU33203 Introduction to Law and Malaysian Legal System
8 Pre-Requisite Unit(s) for UEBQ3183 - UEBQ2124 Measurement of Building Works II
9 Pre-Requisite Unit(s) for UEBQ3523 - UEBQ2153 Estimating
10 Pre-Requisite for UEBQ3916 - 52 credit hours earned (Including University Wide and MQA Subjects)

### Year Four

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<th>Oct</th>
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<td>UEBE 4733 Contract Administration II</td>
<td>UEBQ4853 - Current Construction Issue</td>
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<td>UEBQ3163 Computer Aided Quantity Surveying</td>
<td>UEBQ4863 - International Construction</td>
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<td>UEBQ3463 Project Management</td>
<td>UEBQ4543 Value Management</td>
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<td>UEBQ4533 Development Economics</td>
<td>UEBQ4724 Professional Practice II</td>
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<tr>
<td>UEBQ4923 Project</td>
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11 Pre-Requisite Unit(s) for UEBE 3623 - MPU33203 Introduction to Law and Malaysian Legal System
12 UEBE48X3 ELECTIVE GROUP - Choose 1 Unit(s)
   - UEBQ4853 Current Construction Issue or
   - UEBQ4863 International Construction

13 Pre-Requisite Unit(s) for UEBQ3163 - UEBQ2124 Measurement of Building Works II
14 Pre-Requisite Unit(s) for UEBQ4533 - UEBQ3523 Construction Economics
15 Pre-Requisite for UEBQ4923 - 83 credit hours earned (Including University Wide and MQA Subjects)
16 Pre-Requisite Unit(s) for UEBE4733 - UEBE3723 Contract Administration I
17 Pre-Requisite Unit(s) for UEBQ4543 - UEBQ3523 Construction Economics and UEBE2413 Construction Financial Practice
18 Pre-Requisite Unit(s) for UEBQ4724 - UEBQ2714 Professional Practice I
3. Guide to Writing Assignments

At tertiary levels students are not assessed on their ability to recite facts or reproduce information. Assessment includes the ability to interpret a question intelligently, to demonstrate depth of understanding of a topic or to critically analyse and report upon a situation. In all cases, the ability to organize information from various sources into a clear, concise and logical argument will be central to success. There are many types of assignment topics: an essay in response to a directive question or writing an objective report as part of performed exercise.

At university you will be expected to write students are required to submit written assignments for assessment.

It is not within the scope of this section to specify how and what a student should write in an assignment. There are some general points about preparation, written expression and aspects of presentation, however, with which all students should be familiar. Some of these points will be briefly dealt with in this section, but you should refer to other relevant sources for greater depth of information on such topics.

The techniques and principles involved in producing good written material are generalisable, however students should always follow unit outlines and lecturer’s directions.

3.1. The Structures of Written Assignments

Assignment will vary in structure depending on their purpose and the discipline for which they are being written. It may take many forms such as essays, reports, literature reviews, annotated bibliographies or reflective journals. Most assignment will consist of an introduction, a body and a conclusion. Some may require a separate section called an abstract or summary. While there are variations in the content of each of these parts, the following information is a good general guide.

3.1.1. Title page or cover sheet

This should include the name of programme, the unit code and unit descriptions, assignment number (if applicable), the lecturer’s name, the student(s) name(s) and the submission date.

3.1.2. Table of Contents

A Table of Contents is usually needed when an assignment is quite long and complex, as a guide to help the reader see the structure at a glance and find sections by their page number. The table of Contents should also include tables, figures and other visual materials, as well as Appendices. Normally, two levels of
internal headings would be included, although very long reports may show three levels of headings. This Guide has a Table of Contents which shows three levels of headings.

3.1.3. List of Tables/Figures

If your written assignment makes use of a lot of tables, figures and other visual material, it may be appropriate to collect together a list of these to sit on a separate page. Such a list should include the number and title of each item as well as their page number.

3.1.4. Introduction

An introduction is an essential element of any complete written assignment, whether it is an essay, a report, an oral presentation, etc. An introduction is a map for your reader and would normally be no more than 10%-15% of the total length of the assignment. An introduction to an essay will normally comprise at least one full paragraph or up to several paragraphs for longer essays.

An introduction should:

1. Reword the assignment topic to set the context of the essay.
2. Provide background information on the topic. This may include definitions of any important terms and the scope, defining the limits of what you will discuss in the essay.
3. State your thesis. This is the main point of your essay. The thesis statement is usually the answer to the question or main response to the task.
4. Outline the main points of the essay which back up your thesis statement. These should be listed in the order in which they are addressed in the essay.

3.1.5. Body Paragraphs

The body of an essay constitutes the major part (perhaps 80%) of the whole assignment, and is made up of its own internal structure which the essay writer must develop. They outline the points which link the main idea of the thesis to the evidence found in your research. Each paragraph (or group of paragraphs) should:

1. Start with a topic sentence which links the point of the paragraph with the main thesis statement of your essay.
2. Provide extra information to clarify or define terms or ideas in the point.
3. Cite evidence from your research to support the point you are making.
4. End with a concluding sentence which links the paragraph back to the main thesis or on to the next paragraph.
TABLES IN TEXT

All tables must be numbered with respect to the chapter using Arabic numeric. For example, Table 4.3 is the third table that appears in Chapter 4.

All tables must have a caption, which should be positioned at the top of the table. Caption should be bold and written in Title Case.

If the caption is written in a single line, it should be centred. If the caption is more than one line, it should be aligned to the left.

A table should be positioned after it has been cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location.

Tables which are presented in landscape format should be bound with the top of the table to the spine.

FIGURES IN TEXT

All figures must be numbered with respect to the chapter using Arabic numeric. For example, Figure 4.3 is the third figure that appears in Chapter 4.

All figures must have a caption, which should be positioned at the bottom of the figure. Caption should be bold and written in Title Case.

If the caption is written in a single line, it should be centred. If the caption is more than one line, it should be aligned to the left.

Figure should be positioned after it has been cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location.

Figures which are presented in landscape format should be bound with the top of the figure to the spine.

PHOTOS IN TEXT

All photos must have a caption, which should be positioned at the bottom of the figure. Caption should be bold and written in Title Case.

The caption of photos must include:

a) Date of photo taken
b) Identify the subject
c) Rime of day, name of photographer
d) Direction in which camera was pointed
e) Where photographer was standing

**LINKING IT ALL TOGETHER**

As well as structuring each individual paragraph in the body, you need to ensure that there is a logical flow to your essay. This is done by using transition signals, which are words and phrases that show the relationship between the information of one paragraph and the information of the next. These transition signals are mostly found in the topic and concluding sentences of the paragraphs.

Examples of linking words and phrases:

a) For continuing an idea or introducing another idea: **In addition…** **Similarly** **Furthermore…** **Continuing this idea…** **Pursuing this further…** **Additionally…** **Consequently…** **Because…** **Also…** **In the same way…** **Moreover…** **Clearly then…**

b) For providing a contrasting or alternative view: **On the other hand…** **Or…** **Yet… In opposition to…** **Whereas…** **Unlike the previous example…** **Instead…** **Although…** **However…** **While…** **In contrast…** **Nonetheless…** **Even though…** **Nevertheless…** **Contrary to these findings…** **In spite of…** **Despite these findings…**

c) For showing cause and effect: **Following…** **Therefore…** **For this reason…** **Thus…** **Consequently…** **In response…** **As a result of…** **The result…** **Due to this…** **The reaction…**

d) For restating a point or giving an example: **In other words…** **For instance…** **One such occurrence…** **Also…** **To demonstrate…** **Specifically…** **For example…** **To illustrate…**

**3.1.6. Conclusions**

Just as any complete piece of writing needs an introduction, so too does it need a conclusion. What is common to all conclusions is that no new information should be introduced. Instead, everything in the conclusion must be related in some way to what has already been included in the whole assignment.

In many ways, the conclusion is similar to an introduction except that the elements are placed in a different order. A conclusion should:

1. Restate the topic by paraphrasing the question
2. Sum up the main points made in your essay
3. Link these back to the thesis statement which is the main point of your essay.
Thus the conclusion draws together and consolidates all the threads in the assignment to bring them to a point of closure about what has been learned.

3.1.7. Reference List

The Reference List provides the full bibliographical details of every source referred to in the written assignment. Reference lists are arranged alphabetically by the author’s surname, making it easier for the reader to locate them in the list.

3.1.8. Appendices

The Appendices are where other information which has been referred to in the main part of your report is attached. The advantage of using Appendices is that the report itself does not become cluttered with a large amount of detailed information, but can concentrate on the key messages and brief summaries of the full information. The inclusion of the detailed information is important to justify and substantiate these key messages. Cross-references need to be made from the report to the Appendices to guide the reader to the detailed information which can include a wide array of material, for example:

- Questionnaires /Answers to questionnaires
- Interview transcripts
- Consent forms
- Maps
- Articles/clippings
- Data Charts/Tables
- Diagrams
- Pamphlets
- Specifications

3.2. Citing and Referencing

At university, you are expected to cite and reference all information you use in your assignments.

Citing is when you use and acknowledge someone else’s work to support your argument or illustrate your point.

Referencing is when you give bibliographic information – details such as author’s family name and the date and title of publication – about the sources you used in your work.

3.2.1. Citing

We cite to acknowledge someone else’s work.
You need to cite when you:
- use a *direct quote* from someone else
- give a *summary* of someone else’s ideas
- *paraphrase* someone else’s ideas
- *copy* some information (such as a picture, a table or some statistics).

**IN-TEXT CITATION**

Any information (words, ideas, statistics, tables, data, pictures, photos, etc.) obtained from another author or source, whether it is used in a direct quotation or as a paraphrase, requires an in-text citation. Facts and ideas that are considered common knowledge within a discipline do not need to be cited. For example,

Citation using an author-date style

When you add a citation into your text using an author-date style, you need to include the following information to the sentence or paragraph:
- author’s family name or name of the source (organisation, government department, etc)
- Year of publication – this is usually in the front pages of book or at the bottom of an internet page.
- Page number where you found the information, (or paragraph number if there is no page number on it). Summarise of information/sources often do not require page numbers, if the information comes from many pages.

**Example**

He also pointed to a periodic tendency towards over-investment which expands the demand for labour and increases wages, leading to a fall in the rate of profit and an interruption to accumulation (Rostow, 1990: 140-1).

This information can be included either at the beginning or the end of the sentence or paragraph:

**Example**

Rowtow (1990) also pointed to a periodic tendency towards over-investment which expands the demand for labour and increases wages, leading to a fall in the rate of profit and an interruption to accumulation.

**Direct quotations: copying words exactly**

When direct quoting, remember to:
1. Copy the words exactly from the original source.
2. Include the author-date or number as the in-text citation.

**Short quotations**
Add quotation marks around the copied words.

Example

Rostow (1990) stressed the need to ‘…demonstrate the intimate linkage between growth and cyclical fluctuations of different periodicity with major innovations…accounted as endogenous to the system’.

Long quotations
Long quotations use a different style to distinguish them from your normal text.
• Use a block quotation (i.e. not part of the sentence)
• Indent the block from the left and right margins
• Between the lines, use a single space only
• Do not use quotation marks for the block
• Include citation details either as a lead in to the block or at the end (see example for ‘lead’ placement).

Example

The Economist (September 1, 2007) described the new casino this way:

The enormous building, Asia’s largest, required 20,000 construction workers and 3m sheets of gold leaf. Running it takes 16,000 employees and enough power for 300,000 homes… The Venetian has 870 tables and 3,400 slot machines in the world’s largest gambling hall, which is encircled by 350 shops, more retail space than any Hong Kong mall… [all aimed to attract] enthusiastic Chinese punters.

ACCEPTABLE CHANGES TO THE ORIGINAL WORDING

If the original source has a grammar or spelling mistake that might be confusing, you should copy the mistake and add [sic] after the mistake. Note that [sic] must be in italics and in square brackets. However, there are three situations where it is acceptable to change the original word slightly:
• You can change the capitalisation of the letter of the first word of the quotation to fit the flow of your sentence.
• You can add words in square brackets [ ] to make the meaning of the quote clearer to the reader:
• You can use an ellipsis, (...), to show that you are leaving words out

3.2.2. Referencing

We reference to provide details about the sources, which have been cited. You need to reference in order to:
• support your ideas and arguments using expert facts or ideas
• acknowledge (give credit for) facts and ideas you have used
help other readers find the original facts and ideas — or ‘works’ — that you have used
• show readers the depth and quality of your reading and research.

EXAMPLES OF ENTRIES IN LISTS OF REFERENCES AND BIBLIOGRAPHIES

Book: one author

Book: two authors

Book: three authors

Book: three to six authors

Book: more than six authors
Cite the names of the first six authors, and replace the seventh and subsequent authors with et al.

Book: edition other than the first

Book: authors (s) unknown

Book: editor (or compiler, reviser, translator) as ‘author’

Book: component part by one author in a work edited (or compiled) by another

Book: corporate authorship

Government publications

eBook

Conference proceedings

Journal article

Newspaper

Newspaper articles - Electronic

Web pages

Blog

Online conference proceedings/papers

Thesis or dissertation (unpublished)

Thesis or dissertation (from an online repository)

3.3. Plagiarism

Plagiarism is a form of academic dishonesty that incurs severe penalties at UTAR. Please refer to Rule XXV Prohibition of Plagiarism for the details.
Plagiarism is when you do not give credit to the author/s for information used in your own work, by:

- copying the work of another student
- directly copying or buying any part of another author’s work
- directly copying and pasting information from the Internet
- paraphrasing or summarising someone else’s ideas
- using the idea or thesis from someone else’s work
- using experimental results from someone else’s work.


Figure 3.1 Homepage of Turnitin

### 3.4. Editorial checklist

Items to check before you submit your assignment:

- Have you answered the question? Is your purpose clear from the beginning?
- Have you developed your ideas in a logical sequence?
- Have you correctly acknowledged all references, including tapes, photographs, newspaper items, pamphlets, Internet sources? Is the material in the references/bibliography accurate?
- Have you checked your expression, spelling and punctuation?
• Have you deleted slag expressions and colloquialisms?
• Have you used the form and expression most appropriate to the topic?
• Do your transitions link ideas well?
• Have you kept to the required number of words?
• Do you have margins and a title page?
• Have you included a summary/abstract/executive summary? (if applicable)
• Have you given all figures and tables an identifying number and caption?
• Have you referred to all figures and tables in the essay itself to establish their relevance to the work?
• For larger pieces of work and for reports, have you included a contents page, listing all sections and sub-sections, figures and tables?
• Have you kept a copy of your assignment either on disk or on paper or on cloud in case of loss the original?
4. Industrial Training

4.1. Introduction

You will need to complete 26 weeks industrial training in the third year of your study. The industrial training exposes you to the real working environment and enables you to be ready to face future challenges in the real working environment. The Industrial Training is essential prerequisite for the award of an Honours Degree which constitutes a total of 6 credit hours.

4.2. Pre-requisite for Industrial Training

In order to register for the industrial training, you need to fulfill the following conditions during the pre-registration:

i. earn 52 credit hours
ii. achieved cumulative grade point average (CGPA)n of 2.0 and above
iii. not on the probation list

4.3. Industrial Training Manual

The process of pre-registration to completion of Industrial Training is shown in Figure 4.1. For further details of the Industrial Training please refer to the Industrial Training available at http://www.utar.edu.my/fes/file/Kingyj%2020121015-MN-DARP-PLA-001%20IT%20Manual%20as%20at%2009.10.2012.pdf

**Figure 4.1. The flow of registration and completion of Industrial Training**
4.4. Industrial Training Report


5. Final Year Project

5.1. Introduction

The Project Report (UEBQ4923) is an essential prerequisite for the award of an Honours Degree which constitutes a total of 6 credit hours. It is one of the most demanding intellectual exercises, and aims to develop in the student analytical skills and critical thinking. In order to achieve this aim, the student will need to carry out a piece of research into current issues or problems related to his/her course of study. It tests the student’s ability to

i. define a problem or issue,
ii. understand all relevant arguments relevant to the problem/issue,
iii. present his/her own coherent critique of the available works or materials,
iv. conclude and recommend, based on examination and analysis of data collected, the best way or manner to address the problem/issue.

5.2. Registration

You need to earn 83 credit hours before eligible to register for the unit. The steps to register for the unit are shown in Figure 4.1.

1. Select an area of interest
2. Consult the lecturer of the field
3. Complete FYP Title Registration Form

Figure 5.1 Before registration of UEBQ4923 Project

5.3. Key milestones

You have to complete the unit within two long trimesters (14 weeks +14 weeks) consecutively once you registered the unit. The key milestones to complete the project are shown in the following figure 5.2.
5.4. Originality Report

You need to include the Originality Report of the Project Report in the final submission. The originality report can be generated from your Turnitin account. Please refer to Section 3.3 for the details.

5.5. Guideline

Please visit the Department of Surveying web-page for the Forms, Guideline and Templates. The link for the documents is available at http://www.utar.edu.my/fes/file/FYP_and_Research_Methodology_Briefing_2013.zip
6. **Student Academic Handbook**

UTAR Student Academic Handbook available in the UTAR Portal (http://web2.utar.edu.my/portal/AcaPolicyGuidelines/index.jsp) provides you with the relevant information concerning the institutional academic policies and regulations from the point of admission to graduation. The information contained in the handbook serves to provide a general reference point to UTAR students on academic-related matters, based on the relevant sections from the Laws of the University and shall be applied as per Rule XXXII: Enforcement of Rules & Regulations of the University.

As a student at UTAR, you have a responsibility to read and become familiar with the contents of the handbook and all other such publications distributed by the University. In accepting a place at the University upon registration and payment of fees, students are giving an undertaking to observe the Rules and Regulations of the University. These include, but not limited to payment of fees, attendance at classes, examinations and observance of other Rules and Regulations of the University.
### 7. Useful Link

1. Board of Quantity Surveyors Malaysia  
   www.bqsm.gov.my
2. Royal Institution of Surveyors Malaysia  
   www.rism.org.my
3. Royal Institutions of Chartered Surveyors  
   www.rics.org
4. American Society of Professional Estimators  
   www.aspenational.org
5. Board of Architects Malaysia  
   www.lam.gov.my
6. Pertubuhan Akitek Malaysia  
   www.pam.org.my
7. Royal Institute of British Architects  
   www.architecture.com
8. Board of Engineers Malaysia  
   www.bem.org.my
9. The Institution of Engineers Malaysia  
   www.myiem.org.my
10. Engineering Council  
    www.engc.org.uk
    www.cibworld.nl
12. Project Management Institute  
    www.pmi.org
13. International Project Management Association  
    ipma.ch
14. Association of Project Management  
    www.apm.org.uk
15. Construction Industry Development Board Malaysia  
    www.cidb.gov.my
16. Pusat Khidmat Kontraktor  
    pkk.kkr.gov.my
17. Construction Research Institute of Malaysia  
    www.cream.com.my
18. Green Building Index  
    www.greenbuildingindex.org
19. Malaysia Green Building Confederation  
    www.mgbc.org.my
20. Master Builders Association Malaysia  
    www.mbam.org.my
21. Jabatan Kerja Raya Malaysia  
    www.jkr.org.my
22. Economic Planning Unit  
    www.epu.gov.my
23. Ministry of Finance  
    www.treasury.gov.my
24. Department of Statistics  
    www.statistics.gov.my
25. Bank Negara Malaysia  
    www.bnm.gov.my