

## **FORMAT PENYEDIAAN LAPORAN AKHIR UNTUK PROJEK DANA PEMBANGUNAN PENGAJARAN**

1. Format laporan
  - Halaman Judul
  - Halaman dedikasi/penghargaan
  - Abstract
  - Abstrak
  - Halaman Kandungan
  - Halaman Senarai Judul
  - Halaman Senarai Rajah
  - Halaman Senarai Simbol/Singkatan/Tatanama/Istilah
  - Halaman Senarai Lampiran
  - Bab 1 Pengenalan
  - Bab 2 Kajian Literatur
  - Bab 3 Metodologi
  - Bab 4 Data & Perbincangan
  - Bab 5 Kesimpulan & Cadangan
  - Rujukan
  - Lampiran
  
2. Contoh format kulit depan disertakan
  
3. Contoh format bagi halaman judul (halaman) disertakan.
  
4. Melengkapkan borang pengesahan laporan akhir projek.  
(BORANG UTM/UTMLead2015/IDG01)
  
5. Hantar 2 salinan ke UTMLead.

## **GUIDELINES FOR PREPARING PROJECT ABSTRACTS**

Abstract must reflect the contribution of the project to the new approach or innovation of immediate interest to the teaching and learning activities. In addition, information or data in the abstract must be correct.

*Content:*

### **1. DESCRIPTION OF PROJECT**

Outline the scope, objective and nature of the project (e.g teaching materials, assessment of learning, pedagogy and teaching strategies, etc.)

### **2. APPLICATIONS**

Describe the possible applications of the findings in other classroom settings or courses especially in the institutions of higher learning.

### **3. RESULTS, OBSERVATION AND CONCLUSIONS**

Summarise the results and major conclusions and state how these differ from previous work or project on the same subject. State whether the findings have major effects on the innovative aspects of teaching and learning at higher institutions.

### **4. KNOWLEDGE OR TECHNOLOGY CONTRIBUTIONS**

Describes the significance of the subject matter in the project by listing its contributions to the effectiveness of teaching and learning activities in the institutions of higher learning especially UTM.

**LENGTH:** 200 – 300 words in Times 12 font.