



LEE KONG CHIAN FACULTY OF ENGINEERING AND SCIENCE

Department of Surveying

BSc(Hons) Quantity Surveying

Student Handbook

LEE KONG CHIAN FACULTY OF ENGINEERING AND SCIENCE / DEPARTMENT OF
SURVEYING

BSc (Hons) QS Student Handbook

October 2018
Department of Surveying
Lee Kong Chian Faculty of Engineering and Science
Universiti Tunku Abdul Rahman
Sungai Long Campus
Jalan Sungai Long
Bandar Sungai Long
Cheras, 43000 Kajang
Selangor Darul Ehsan
Phone (603)90860288 • Fax (603)90198868

Table of Contents

1.	The Programme Team	1
1.1.	Teaching Team	1
1.2.	Faculty General Office.....	2
1.3.	Academic Advisers	2
1.4.	How to contact lecturers/tutors	2
1.4.1.	Appointments	2
1.4.2.	Email and the Web-Based Learning Environment (WBLE)	3
1.5.	Web-Based Learning Environment (WBLE)	3
1.6.	Notice Boards.....	4
2.	The Programme	5
2.1.	Programme Aim	5
2.2.	Programme Objectives	5
2.3.	Programme Learning Outcomes	5
2.4.	Programme Structure	6
3.	Guide to Writing Assignments	10
3.1.	The Structures of Written Assignments	10
3.1.1.	Title page or cover sheet	10
3.1.2.	Table of Contents	10
3.1.3.	List of Tables/Figures	11
3.1.4.	Introduction	11
3.1.5.	Body Paragraphs	11
3.1.6.	Conclusions	14
3.1.7.	Reference List.....	14
3.1.8.	Appendices	15
3.2.	Citing and Referencing.....	15
3.2.1.	Citing.....	15
3.2.2.	Referencing.....	17
3.3.	Plagiarism	20
3.4.	Editorial checklist.....	21
4.	Industrial Training.....	22
4.1.	Introduction	22

4.2.	Pre-requisite for Industrial Training	22
4.3.	Industrial Training Manual	22
4.4.	Industrial Training Report	23
5.	Final Year Project.....	24
5.1.	Introduction	24
5.2.	Registration	24
5.3.	Key milestones	24
5.4.	Originality Report.....	25
5.5.	Guideline	25
6.	Student Academic Handbook.....	26
7.	Useful Link	27

1. The Programme Team

None of us is as smart as all of us.

Ken Blanchard

1.1. Teaching Team

Name	Office	e-mail
Head of Department		
Dr. Felicia Yong Yan Yan	FE10(2)	yongyy@utar.edu.my
Dr. Ananthan a/l Valitherm	FE48(2)	ananthan@utar.edu.my
Mr. Azreen Ariff Bin Zulkeflee	FE49(2)	azreen@utar.edu.my
Dr. Chan Yuan Eng	GE(25)	chanye@utar.edu.my
Sr. Chang Khong Thong	FE6(2)	changkt@utar.edu.my
Dr. Chia Fah Choy	FE12(2)	chiafc@utar.edu.my
Ms. Chong Bee Ling	FE24(2)	chongbl@utar.edu.my
Cik. Ibtisam Azwani Binti Mat Ya'acob	FE46(2)	azwani@utar.edu.my
Ir. Dr. Jeffery Yap Boon Hui	FE44(2)	bhyap@utar.edu.my
Ms. Kiu Mee San	GE50(3)	kiums@utar.edu.my
Ms. Lay Pei Sin	FE2(3)	layps@utar.edu.my
Ir. Dr. Lee Wah Peng	FE47(2)	leewp@utar.edu.my
Mr. Leong Chung Sum	FE11(2)	leongcs@utar.edu.my
Dr. Lew Yoke Lian	FE5(2)	lewyl@utar.edu.my
Mr. Li Zi Qian	FE4(2)	lizq@utar.edu.my
Mr. Lim Chai Chai	FE15(3)	limcc@utar.edu.my
Sr. Lim Cheng Sim	FE27(2)	lcsim@utar.edu.my
Mr. Lim Tien Loong	KB804	limtl@utar.edu.my
Puan Naziatul Syima Binti Mahbob	FE1(3)	syima@utar.edu.my
Puan Nor Marina Binti Rosli	FE45(2)	marinar@utar.edu.my
Puan Nur Aqlima Binti Ramli	FE50(2)	nuraqlima@utar.edu.my
Puan Nurulain Hanida Binti Mohd Fodzi	FE3(2)	hanida@utar.edu.my
Dr. Ooi Kean Thong	FE26(2)	ooikt@utar.edu.my
Cik Roslinda Binti Rosly	FE14(3)	roslinda@utar.edu.my
Cik Siti Solehah Binti Bibti Kadir	FE9(2)	solehah@utar.edu.my
Ts. Dr. Toh Tien Choon	FE8(2)	tohtc@utar.edu.my
Mr Tung Yew How	FE13(2)	tungyh@utar.edu.my
Cik Umi Kalsom Binti Ariffin	FE25(2)	umik@utar.edu.my
Sr. Wee Yu Ni		weeyn@utar.edu.my
Dr. Wong Phui Fung	GE40	pfwong@utar.edu.my
Ms. Yow Li Ping	FE13(3)	yowlp@utar.edu.my
Sr. Zamharira Binti Sulaiman	FE7 (2)	zamharira@utar.edu.my
	-	

1.2. Faculty General Office

Name	Office	e-mail
Puan Nur Hanisah Mohd Nor	FGO	hanisah@utar.edu.my

1.3. Academic Advisers

You will be placed under the care of a member of academic staff as your Academic Adviser (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

YOU MUST REGULARLY CHECK THE NOTICEBOARDS, EMAIL AND WEB-BASED LEARNING ENVIRONMENT ANNOUNCEMENTS.

It is particularly important to check notices at the start of the semester when timetable changes are more likely and towards the assessment period when important information will be displayed.

Academic Adviser through Student Portal under 'Portfolio' or refer to notice board for further details.

You have to ensure that you meet up with your adviser at the least once a Trimester. You are advised to see your 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.

It is advisable for the new students to meet their AA as soon as possible, preferably within the first month. Weak students are advised to meet AA more frequently.

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 <https://wble.utar.edu.my> with username and password.



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 notice boards regularly. The location of our notice boards is at the 8th Floor of Block KB. 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.

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 produce graduates with competency in practising the principles of quantity surveying and state-of-art approaches.
2. To produce graduates with effective management capability in communication and collaboration within multidisciplinary team.
3. To produce graduates practicing professional ethics, life-long learning, and principles of sustainable development for betterment of the profession and society.

2.3. Programme Learning Outcomes

Upon the completion of the programme, the students are expected to:

1. Demonstrate knowledge and comprehension of fundamental principles of quantity surveying and current contemporary development and issues particularly relating to the construction industry.
2. Demonstrate in-depth technical competence in the discipline and exhibit systematic approaches throughout the project life cycle.
3. Respect the cultural diversity; and demonstrate social responsibility towards the community and society.
4. Commit to the professional ethics and global sustainability practices.
5. Communicate effectively in conveying information, ideas, problems and solutions; and function effectively both as a leader and/or member in any multidisciplinary and multicultural team.
6. Identify problems, examine interpreted underlying issues, identify the available options, collect and analyse data and formulate solutions.
7. Demonstrate ability to make use of state of the art resources and techniques for quantity surveying practices and recognize the importance of lifelong learning.
8. Make decisions based on informed risk assessment in order to identify entrepreneurial opportunities and demonstrate managerial skills.

2.4. Programme Structure

Year One		
Oct	Jan	May
MPU32033 English for Professionals	UEBE1223 Construction Technology I	MPU31X3 MPU1
	UEBE1323 Building Services	UEBE1213 Building Materials
	UEBE1823 Technical Drawing and CADD	UEBE1233 Construction Technology II ¹
	UEBE1843 Site Surveying	UEBE1853 Building Structural System
	UEBEXXX3 Elective I	UEBQ1113 Measurement of Building Works I ²

UEBEXXX3 Elective Group – Choose 1 Course (s)

UBMH1013 Organisation and Human Resource *or*
 UBMM1013 Management Principles *or*
 UEBE1863 Deductive Logic

MPU31X3 Elective Group- Choose 1 Course (s)

MPU3113 Hubungan Etnik (for local students) *or*
 MPU3173 Malaysian Studies (for international students)

¹Pre-requisite units for UEBQ1233 – UEBE1223 Construction Technology I

²Pre-requisite units for UEBQ1113 - UEBE1223 Construction Technology I

BSC (HONS) QUANTITY SURVEYING

Year Two		
Oct	Jan	May
MPU34XX2 Co-curriculum	UEBE2413 Construction Financial Practice	MPU33203 Introduction to Law and Malaysian Legal System
	UEBE2513 Economics of the Construction Industry ³	UEBE2333 Mechanical and Electrical Services
	UEBQ2124 Measurement of Building Works II ⁴	UEBQ2133 Measurement of Civil and Infrastructure Works ⁵
	UEBQ2153 Estimating	UEBQ2863 Research Methods for Construction
	UEBQ2723 Professional Practice and Procedure I	UEBQ3443 Construction Management ⁶
	UKMM1011 Sun Zi's Art of War and Business Strategies	

MPU34XX2 Elective Group - Choose 1 Course(s)

MPU34012 Social Entrepreneurship Project
 MPU34022 Arts & Cultural Performance
 MPU34032 Community Project
 MPU34042 Language, Culture and Social Study Abroad
 MPU34052 Team work and Collaborative Project
 MPU34062 Study Soft Skills and/or Life Skills Abroad
 MPU34072 Art, Craft and Design
 MPU34082 Oral Communication
 MPU34092 Music Performance
 MPU34102 Managing Personal Finance
 MPU34112 Work Ethics and EQ
 MPU34132 Management of Sports Activity
 MPU34142 Critical Thinking, Creative Thinking and Problem Solving
 MPU34152 Leadership and Team Building
 MPU34162 Business Plan Writing & Preparation

³**Pre-requisite units for UEBE2513** – UEBQ1113 Measurement of Building Works I

⁴**Pre-requisite units for UEBQ2124** – UEBQ1113 Measurement of Building Works I

⁵**Pre-Requisite Unit(s) for UEBQ2133** - UEBQ1113 Measurement of Building Works I

⁶**Pre-Requisite Unit(s) for UEBQ3443** – UEBE2513 Economics of The Construction Industry

BSC (HONS) QUANTITY SURVEYING

Year Three		
Oct	Jan	May
LANGXX0X3 National Language/Other Language	MPU3XX3 MPU1	UEBQ3916 Industrial Training ¹²
UEBQ3163 Computer Aided Quantity Surveying ⁷	UEBE3263 Applied Construction Technology and Maintenance ⁸	
	UEBQ3183 Measurement of Building Works III ⁹	
	UEBQ3523 Construction Economics ¹⁰	
	UEBE3724 Professional Practice and Procedure II ¹¹	

LANGXX0X3 Elective Group - Choose 1 Course(s)

MPU32013 – Bahasa Kebangsaan (A) - For Malaysian and without SPM-BM Credit

If exempted from MPU32013

UALB1003 - Introduction to German Language *or*

UALF1003 - Introduction to French *or*

UALJ2013 - Introduction to Japanese *or*

UALM1003 - Introduction to Tamil Language *or*

UALT1003 - Introduction to Thai Language *or*

UJLL1073 – Communication Tamil for Health Sciences *or*

UJLL1093 - Introduction to Korean

MPU3XX3 Core Group- Choose 1 Course(s)

MPU3123 Tamadun Islam dan Tamadun Asia (TITAS) (for local students) *or*

MPU3143 Bahasa Melayu Komunikasi 2 (for international students)

⁷Pre-Requisite Unit(s) for UEBQ3183 –UEBQ2124 Measurement of Building Works II and UEBE2153 Estimating

⁸Pre-Requisite Unit(s) for UEBE3263 - UEBE1233 Construction Technology II

⁹Pre-Requisite Unit(s) for UEBQ3183 - UEBQ2124 Measurement of Building Works II

¹⁰Pre-Requisite Unit(s) for UEBQ3523 – UEBE2153 Estimating

¹¹Pre-Requisite Unit(s) for UEBE3724 - UEBQ2723 Professional Practice and Procedure I

¹²Pre-Requisite for UEBQ3916 - 52 credit hours earned (Including University Wide and MPU/MQA Subjects)

B S C (H O N S) Q U A N T I T Y S U R V E Y I N G

Year Four		
Jan	May	
UEBE3623 Construction Law ¹³	UEBQ4543 Value Management ¹⁶	
UEBQ3463 Project Management	UEBQ4734 Professional Practice and Procedure III ¹⁷	
UEBQ4553 Property Development ¹⁴	UEBQ4883 Integrated Project ¹⁸	
UEBQ48X3 – Elective III	UEBQ4926 Project ¹⁵	
UEBQ4926 Project ¹⁵		

UEBE48X3 ELECTIVE GROUP - Choose 1 Course(s)

UEBQ4853 Current Construction Issue (only offer in January Trimester) *or*

UEBQ4863 International Construction (only offer in May Trimester)

¹³**Pre-Requisite Unit(s) for UEBE3623** - MPU33203 Introduction to Law and Malaysian Legal System

¹⁴**Pre-Requisite Unit(s) for UEBQ4553** - UEBQ3523 Construction Economics

¹⁵**Pre-Requisite for UEBQ4926** – UEBQ2863 Research Methods for Construction and **83 credit hours earned** (Including University Wide and MPU/MQA Subjects)

¹⁶**Pre-Requisite Unit(s) for UEBQ4543** - UEBQ3523 Construction Economics and UEBE2413 Construction Financial Practice

¹⁷**Pre-Requisite Unit(s) for UEBE4734** - UEBQ3724 Professional Practice and Procedure II

¹⁸**Pre-Requisite Unit(s) for UEBQ4883** - **83 credit hours earned** (Including University Wide and MPU/MQA Subjects)

Note: This serves as a guide and may be subjected to change at the Faculty's discretion. Students are advised to refer to their own programme structure found under their student portal in the event of any conflicting or inconsistencies found under this document.

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 align 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.

Example:

Table 4.3. Planned and targeted contributors of factors of production in Malaysia (1991-2020)

	7 th Plan		8 th Plan		9 th Plan		10 th Plan		11 th Plan
	Target	Achieved	Target	Achieved	Target	Achieved	Target	Achieved	Target
TFP	3.3 (41.3%)	1.2 (24.8%)	2.8 (37.2%)	1.4 (29.0%)	2.2 (35.8%)	1.5 (34.7%)	2.3 (38.5%)	1.6 (29.8%)	2.3 (40.0%)
Labor	1.7 (21.3%)	1.2 (25.0%)	1.6 (21.5%)	1.5 (33.2%)	1.8 (29.9%)	1.3 (30.8%)	1.4 (24.0%)	1.1 (21.4%)	0.9 (16.0%)
Capital	3.0 (37.5%)	2.3 (50.2%)	3.1 (41.3%)	1.8 (37.8%)	2.0 (34.3%)	1.4 (34.5%)	2.3 (37.5%)	2.6 (48.8%)	2.6 (44.0%)
Total	8.0	4.7	7.5	4.7	6.0	4.2	6.0	5.3	5.0-6.0

Sources: Summarized from the 7th, 8th, 9th and 10th Malaysia Plans

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 align 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.

Example:

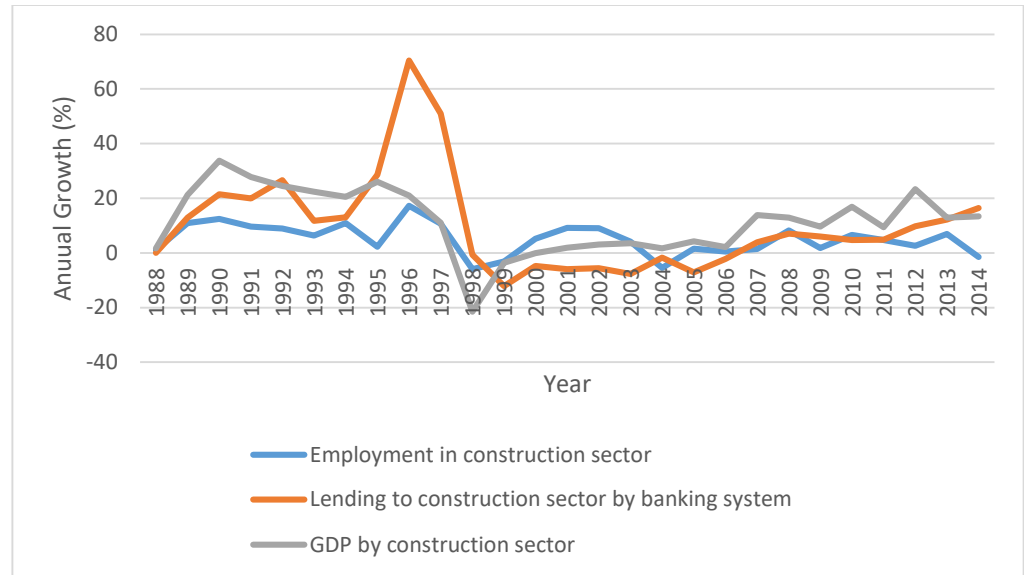


Figure 4.3. Annual growth rate of GDP by construction, construction employment and lending to construction sector by the banking system (1989-2014)

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:

- Date of photo taken
- Identify the subject
- Rime of day, name of photographer
- Direction in which camera was pointed
- 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 words 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

Rowling, J.K., 2003. *Harry Potter and the order of phoenix*. London: Chapman & Hall.

Book: two authors

Purdie, N. and Smith, D., 1999. *Case studies in teaching and learning: Australian perspective*. Sydney: Prentice Hall.

Book: three authors

Meadmore, D., Burnett, B. and O'Brien, P., 1999. *Understanding education: Contexts and agendas for the new millennium*. Sydney: Prentice Hall.

Book: three to six authors

Robbins, S.P., Millett, B., Cacioppe, R. and Waters_Marsh T., 2001. *Organisational behavior: Leading and managing in Australia and New Zealand*. Sydney: Prentice Hall.

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

Bevington, P.R. and Robinson, D.K., 1992. *Data reduction and error analysis for the physical sciences* (2nded.). Melbourne: McGraw Hill.

Book: authors (s) unknown

The Macquarie dictionary and thesaurus. 2nded. 1991. West End, Queensland: Herron Publications by arrangement with The Macquarie Library Pty Ltd.

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

Hussey, D.E. ed., 1995. *Rethinking strategic management*. London: Wiley & Sons.

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

Kabanoff, B., 1997. Organisational justice across cultures: Integrating organization-level and cultural-level perspectives. In P.C. Earley, & M. Erez, eds. *New perspective son international/organizational psychology*. San Francisco: The New Lexington Press. pp. 676-712.

Book: corporate authorship

YTL Corporation, 2012. *Sustainability Report 2012*. Kuala Lumpur.

Government publications

Australian Human Rights Commission, 1996. *Indigenous Deaths in Custody 1989-1996*. [online] Available at:<http://www.hreoc.gov.au/social_justice/publications/deaths_custody/index.html> [Accessed 04 October 2010].

eBook

Scoble, R. and Israel, S., 2005. *Naked conversations: How blogs are changing the way businesses talk with customers*. [e-book]. Available through: <<http://www.qut.eblib.com.au.ezp01.library.qut.edu.au/EBLWeb/patron/>> [Accessed 04 October 2012]

Journal article

Hollander, R.D. and Steneck, N.H., 1990. Science and engineering related ethics and values studies: Characteristics of an emerging field of research. *Science, Technology and Human Values*, 15(1), pp.84-104.

Newspaper

Dicum, G., 2010. A book lover's San Francisco. *New York Times*, 5 Dec. p.TR1.

Newspaper articles - Electronic

Dicum, G., 2010. A book lover's San Francisco. *New York Times*, [Online] 5 Dec. Available at: <<http://www.nytimes.com>> [Accessed 04 October 2012].

Web pages

Bryant, C., 2005. Preventing falls in bridge construction. [online] Available at:<<https://ohsonline.com/Articles/2005/03/Preventing-Falls-in-Bridge-Construction.aspx>> [Accessed 24 October 2013].

Blog

Becker, G., 2011. *Implications of international comparisons of student performance* [blog] 02 January 2011. Available at: <<http://uchicagolaw.typepad.com/beckerposner/>> [Accessed 04 October 2012].

Conference proceedings

Kildea, S., 1992. Risk and childbirth in rural and remote Australia. In: Bailey, J., du Plessis, D. and Lennox, D., eds. *Infrontoutback: Proceedings of the 2nd Biennial Australian Rural and Remote Health Conference*, pp.60-66. Toowoomba. Qld: Cunningham Centre.

Online conference proceedings/papers

Chia, F.C., Skitmore, M., Runeson, G. and Bridge, A., 2010. An Assessment of construction labour productivity in Malaysia. In: CIB 2010 World Congress. Available at: <http://cibworld.xs4all.nl/dl/publications/w055_pub341.pdf> [Accessed 04 October 2012].

Thesis or dissertation (unpublished)

Liew, P.Y., 2012. *Achievability of Green Building Index Malaysia* [unpublished undergraduate Project]. Universiti Tunku Abdul Rahman, Kuala Lumpur, Malaysia.

Thesis or dissertation (from an online repository)

Liew, P.Y., 2012. *Achievability of Green Building Index Malaysia*. Undergraduate Project. Universiti Tunku Abdul Rahman. Available at: <<http://eprints.utar.edu.my/>> [Accessed 04 October 2012].

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.

You may improve your writing by preventing plagiarism by uploading your work to the Turnitin for originality check. Please refer to the *Turnitin User Guide for Student* available at <http://web2.utar.edu.my/portal/userGuide/pdf/misc/MN-SODEMC-052.pdf> for the detail instruction on using the software.

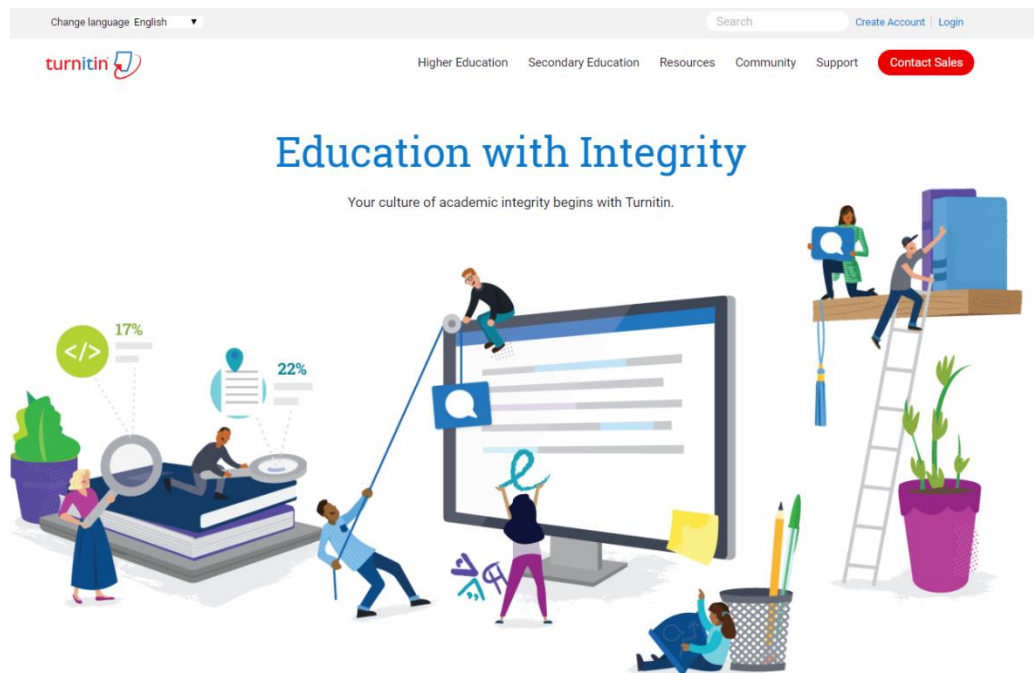


Figure 3.1 Homepage of Turnitin

Parameters of originality required and limits approved by UTAR are as follows:

- (i) Overall similarity index is **20% and below** (*see examples in Appendix 1-1*), and
- (ii) Matching of individual sources listed (*see examples in Appendix 1-2*)
 - (a) must be **less than 1% each** (for thesis/dissertation/project report of postgraduate programmes),
 - (b) must be **less than 3% each** (for Final Year Project report of undergraduate programmes), and
- (iii) Matching texts in continuous block must **not exceed 8 words**

Note: Parameters (i) – (ii) shall exclude quotes, bibliography and text matches which are less than 8 words. (Generating Originality Report for Thesis/Dissertation/Project Report Using Turnitin available in

http://web2.utar.edu.my/portal/policy/downloadFile.jsp?docType=pdf&filename=IAD/GD_IAD_003_20140911.pdf

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 slang 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 of 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 an 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. earned 52 credit hours (Excluding the current study semester)
- ii. achieved cumulative grade point average (CGPA) of 2.0 and above
- iii. achieved grade point average (GPA) of 2.0 or above

You are required to read and understand the roles and responsibilities of Industrial Training Student, which available at <http://fes.utar.edu.my/wp-content/uploads/2017/01/GD001-Roles-and-responsibilities-of-IT-Student.pdf>

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>

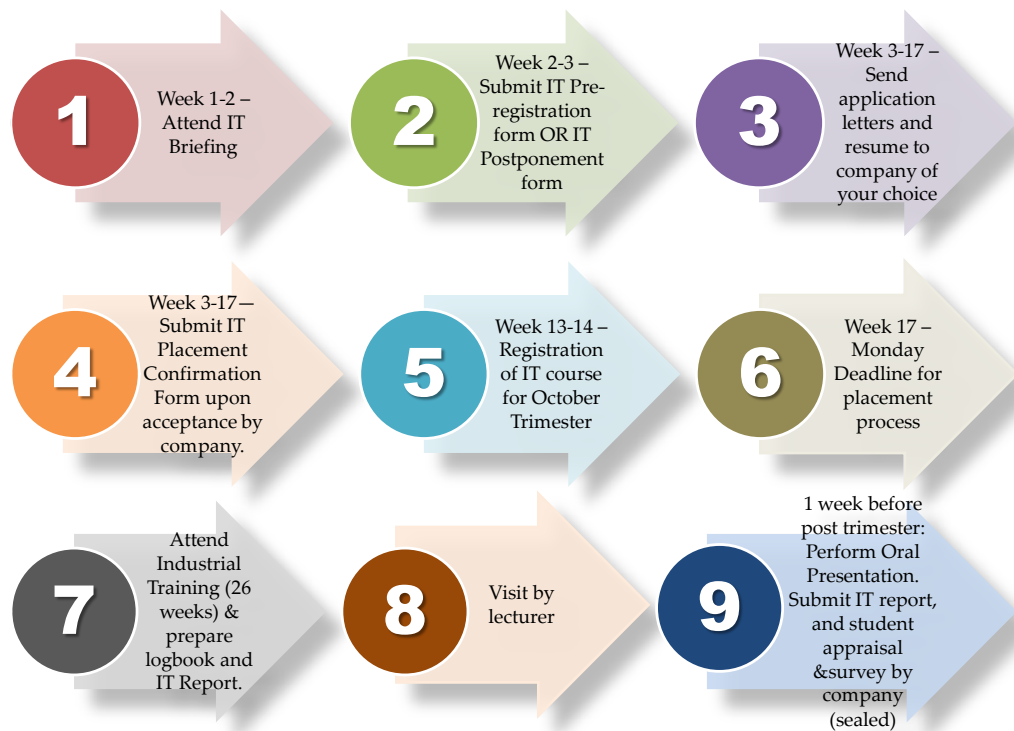


Figure 4.1. The flow of registration and completion of Industrial Training

4.4. Industrial Training Report

You will require submitting the Industrial Training report upon completion of the training. The Industrial Training Report Guidelines is available at <http://fes.utar.edu.my/wp-content/uploads/2017/01/GD007-IT-Report-Guidelines-LKC-FES.pdf>

The Industrial Training Report Templates is available at <http://fes.utar.edu.my/wp-content/uploads/2017/01/GD008-IT-Report-Template-LKC-FES.doc>

5. Final Year Project

5.1. Introduction

Project (UEBQ4926) 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 (including University Wide and MPU/MQA Subjects) and taken the pre-requisite subject, UEBQ2863 Research Methods for Construction before eligible to register for the unit. The steps to register for the unit are shown in Figure 4.1.



Figure 4.1 Before registration of UEBQ4926 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 4.2.

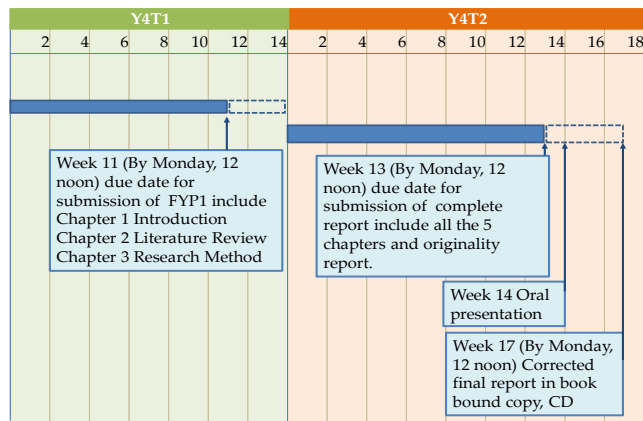


Figure 4.2 Key milestones of UEBQ4926 Project

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 webpage is available at:

<http://fes.utar.edu.my/current-students/fyp/specific-department-information/fyp-information-for-department-of-surveying/>

6. Student Academic Handbook

UTAR Student Academic Handbook available in the UTAR Portal (<http://portal.utar.edu.my/stuIntranet/UTARHandBook/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 |
| 11. International Council for Research and Innovation in Building and Construction | 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 |
| 26. UTAR Quantity Surveying Facebook | www.facebook.com/UTARQS/ |