## **BEFORE THE STUDENT FILLS INTENT TO SUBMIT**

#### Progress Report Input Screen (Staff Portal)

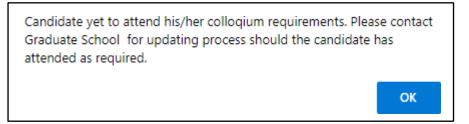
1) Staff portal (supervisor) – Input Progress Report menu:

Term Of Research	A213 V
Level Of Research	Please Choose
Comment	Please Choose Attending class/pre-requisite courses Preparing proposal defence
	Notifying to submit proposal defence Collecting Data / Developing model
Meeting Date Recommended	Analysing Data/Model/Prototype Writing-up
	Revising chapters Notifying to submit thesis
	Waiting for viva Doing correction after viva
	Completed subject to senate approval Deferment

- 2) When the supervisor selects "Notifying to submit proposal defence," in the Level of Research section, the system will check:
  - i) If the student has attended the colloquium and has passed two (2) mandatory prerequisite courses, when the supervisor clicks the "SAVE" button, an email alert will be sent automatically from the supervisor to the student.

From: <u>Sport@aum.edu.mv</u> [maftochavi@aum.edu.mv] Semt: Tuesdey, 11 October, 2023 9:23 AM To: Sabarah Beth Ismail <u>avant adv.mv</u> Subject: Notification to Submit Proposal Defence for Evaluation
Dear Rachel Dyah Wiasum,
Please be advised that based on your current research progress. I believe that your proposal defence is ready to be evaluated/examined. You may submit your application for latent to Submit Proposal Defence via your partal (tab Academic > Research > Proposal Defence Checklist > Intent to Submit Proposal Defence).
Regards

ii) If the student has not attended the colloquium, the following message box will be displayed:



Then the supervisor is not allowed to choose "Notifying to submit proposal defence." The supervisor can inform the student to attend the colloquium or ask the student to contact the School if the student has attended the colloquium.

iii) If the student has **not registered** or **failed** two (2) prerequisite courses namely:

- 1. SCLE6014 ACADEMIC WRITING
- 2. SZRZ6014 RESEARCH METHODOLOGY

Then, the following message box is displayed.:

Candidate yet to fulfil pre-requisite course requirements. Please contact student to register the course as required and must passed the course at least with B grade.



# [SUPERVISOR] MANUAL FOR INTENT TO SUBMIT PROPOSAL DEFENCE

#### Verification and Nomination Of Proposal Defence Assessors Screen (Staff Portal)

#### Supervisor Screen (Staff Portal)

1) Staff Portal > Academic tab > Supervision > Proposal Defence.

Supervision
Postgraduate
Practicum
Proposal Defence
Intent to Submit Thesis

 Click the "Proposal Defence" menu. The "Student List for Submit Proposal Defence" screen is displayed. Currently, the icon in the "Endorsement" column is visible, the "Nomination" column is invisible, and the "Status" column = In Stage of Evaluation (Submit Proposal Defence):

	STUDENT LIST FOR SUBMIT PROPOSAL DEFENCE							
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3) Click the icon in the Endorsement column to confirm the proposal defence application, the Endorsement for Submit Proposal Defence screen is displayed:

e surravision	ENDORSEMENT FOR SUBMIT PROPOSAL DEFENCE				
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	Note: Click SAVE button to complete spherical off				

4) Supervisor can download the proposal abstract by clicking the icon next to the Proposal Abstract label and the proposal document next to the Document Proposal label. 5) Supervisor enter comments in the comment section and click the save button to save the information. The following pop-up message is displayed if the information is successfully saved:



- 6) Click the "OK" button and return to the Endorsement for Submit Proposal Defence screen.
- 7) After saving the comment information, supervisor clicks the Endorse button to endorse the application for the proposal defence. The following message popup is displayed if the authentication is successful.

Successfully endorsed.	
	ОК

8) After clicking the "Ok" button, the screen will be returned to the Student List for Submit Proposal Defence screen. Currently, the icon in the Endorsement column is invisible, the Nomination column is visible, and the Status column reads "Endorsed - Supervisor (ITS Proposal Defence).":

a supervision	STUDENT LIST FOR SUBMIT PROPOSAL DEFENCE							
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9) To nominate the proposal defence examiners, supervisor click the icon in the Nomination column, and the Nomination for Proposal Defence screen will be displayed:

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- 10) Supervisor can download the proposal abstract by clicking the icon next to the Proposal Abstract label and the proposal document next to the Download Proposal label.
- 11) To nominate an examiner, click the Search Assessor button, the Assessor Search screen will be displayed:

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advanting for linear frequent	Name	
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and the second	-	LET RESET CANCEL

- a) Examiners can be searched by number of staff, staff name, or study center.
- b) Click the lens icon or the List button to display the search results. The search results display information such as No., Name (Staff No.), School, Area of Expertise, No. of Nomination, No. of Assessor Record, and the box in the Choose column:

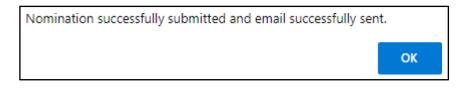
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- c) The information on Area of Expertise is linked to the UUM Experts website.
- d) The number of nominations is calculated from the staff concerned, who have been selected as assessors in the current year and have been approved by the School.
- e) Number of Assessor Records is calculated from the staff concerned having been appointed and receiving appointments as assessors for the current year.
- f) Check the box in the "Choose" column on the staff name line to select an assessor. You will return to the Nomination for Proposal Defence screen to make the next nomination.
- g) Click the Reset button to clear all examiners search data.

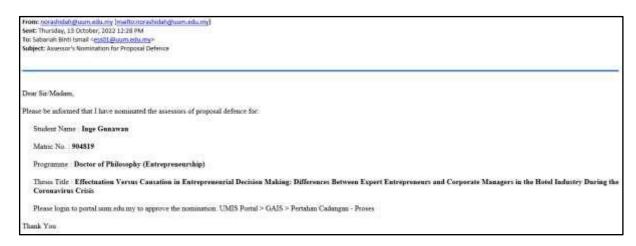
- h) Click the "Cancel" button to return to the Nomination for Proposal Defence screen.
- i) To add assessor candidates, the supervisor clicks the "Search Assessor" button on the next line. The steps are the same as in steps 11a) to 11h).
- 12) Supervisor will nominate a minimum of two (2) and a maximum of three (3) assessors for nomination. Supervisors are advised to nominate three (3) assessors.
- 13) After completing the nomination of the proposal defence assessor, click the Save button to save the nomination data. If successful, the following pop-up message is displayed:



- 14) Supervisor click the OK button, the screen will return to the Nomination for Proposal Defence screen.
- 15) Check the confirmation box and click the Submit button to send the nomination data. The Submit button will only work if the box is checked. After clicking Submit, a pop-up message will show if the data is successfully submitted:



An email is automatically sent from the supervisor to the School:

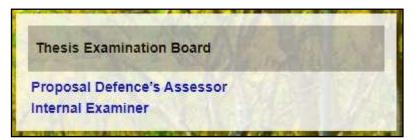


16) Supervisor click the Ok button, the screen will return to the Student List for Submit Proposal Defence screen. At the moment, the icon in Endorsement and Nomination is invisible and the Status column = Submitted – Supervisor (ITS Proposal Defence):

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## Examiner Appointment Screen (Staff Portal)

1) Staff Portal > Academic tab > Thesis Examination Board > Proposal Defence's Assessor



2) When clicking the Proposal Defence Assessor's menu, the Student List screen is displayed. Currently, the icon in the Accept/Reject column is visible but the icons in the Appointment Letter and Research Document columns are invisible:

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3) Click on the icon in the Accept/Reject column to choose whether to accept or reject the appointment as an assessor. The Appointment as Proposal Defence's Assessor screen will be displayed.

PROPOSAL DEPENCE's		APPOINTMENT AS PROPOSAL DEFENCE'S ASSESSOR
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4) The assessor will click the "Accept" button if they choose to accept the appointment or click the "Reject" button if they choose to reject the appointment. Click the "Cancel" button to return to the Student List screen.

After clicking the Accept/Reject button, pop-up message is displayed:

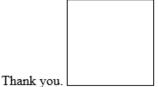
Successfully Updated.	
	ОК

An email is sent to School after the assessor clicks the Accept button or the Reject button:

# [SUPERVISOR] MANUAL FOR INTENT TO SUBMIT PROPOSAL DEFENCE

#### Accepted email:

From: asmahany.ramely@uum.edu.my [mailto:asmahany.ramely@uum.edu.my] Sent: Tuesday, 11 October, 2022 10:17 AM To: Sabariah Binti Ismail <<u>ess01@uum.edu.my</u>> Subject: Appointment as Proposal Defence's Assessor Please be informed that I have accept the appointment as Proposal Defence's Assessor for: Student Name : Rachel Dyah Wiastuti Matric No. : 904072 Programme : Doctor of Philosophy (Tourism and Hospitality Management) Thesis Title : Indonesian Generation Z Behavior in Hospitality and Tourism Industry



Rejected email:

 From: marini@uum.edu.my [mailto:marini@uum.edu.my]

 Sent: Tuesday, 11 October, 2022 10:20 AM

 To: Sabariah Binti Ismail <<u>ess01@uum.edu.my</u>>

 Subject: Appointment as Proposal Defence's Assessor

 Please be informed that I have reject the appointment as Proposal Defence's Assessor for:

 Student Name : Rachel Dyah Wiastuti

 Matric No. : 904072

 Programme : Doctor of Philosophy (Tourism and Hospitality Management)

 Thesis Title : Indonesian Generation Z Behavior in Hospitality and Tourism Industry

 Thank you.

5) After clicking the OK button, if the assessor clicks the Accept button, it will return to the Student List screen with the following display. In the Accept/Reject column, the word "Accepted" will be displayed, and the icon in the Appointment Letter and Research Document columns will be visible. Click the icon in the Appointment column to display the appointment letter as an assessor, and click the icon in the Proposal Document column to download the student's proposal document:

Presented Defension Patienting					
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6) After clicking the OK button, if the assessor clicks the Reject button, it will return to the Student List screen with the following display. In the Accept/Reject column, the word "Rejected" will be displayed and the icons in the Appointment Letter and Research Document columns are still invisible.

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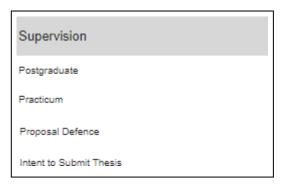
## Student Proposal Document Download Screen For Chairman (Staff Portal)

- 1) Staff Portal > Task tab > Postgraduate > Proposal Defence Chairperson
- 2) When clicking the Proposal Defence Chairperson menu, the Student List screen is displayed. Click on the icon in the Proposal Document column to download the student's proposal document:

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### Proposal Redefence Verifiation Screen (Staff Portal)

1) Staff Portal > Tab Academic > Supervision > Proposal Defence



2) When clicking the Proposal Defence menu, the Student List for Submit Proposal Defence screen is displayed. For confirmation of the proposal redefence application, click on the Student List for Submit Proposal Redefence menu:

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3) Click the icon in the Endorsement column to confirm the proposal redefence application. The Endorsement for Submit Proposal Redefence screen is displayed:

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- 4) Supervisors can download the student's Proposal Abstract by clicking the icon next to the Proposal Abstract label, and the proposal document next to the Document Proposal label
- 5) Supervisor key in comments in the Comment section and click the Save button to save the information. The following message pop-up is displayed if the information is successfully saved:

Successfully updated	
	ОК

- 6) Click the "OK" button and return to the Endorsement for Submit Proposal Redefence screen.
- 7) Supervisor click on the "Endorse" button to confirm the application for remaintenance of the proposal. The following message pop-up is displayed if the authentication is successful:

Successfully endorsed.	
	ОК

8) Supervisor click the "Ok" button, the screen will return to the Student List for the Submit Proposal Redefence screen. Currently, the icon in the Endorsement column is invisible and the Status column shows 'Endorsed – Supervisor (ITS Proposal Redefence)

e supervision	STUDENT LIST FOR SUBMIT PROPOSAL REDEFENCE						
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