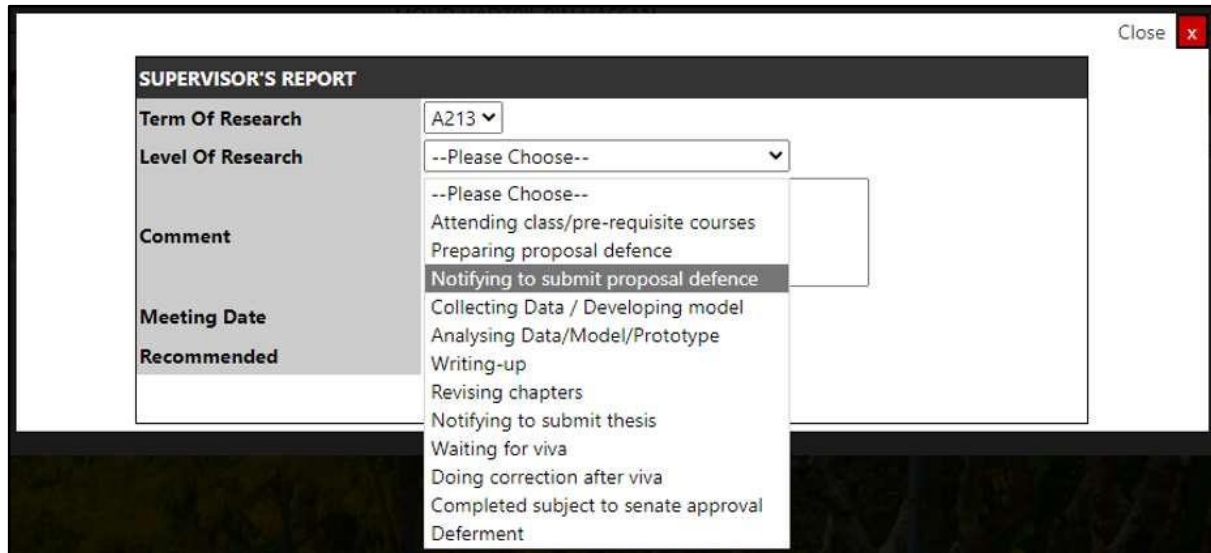**BEFORE THE STUDENT FILLS INTENT TO SUBMIT**

Progress Report Input Screen (Staff Portal)

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

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.
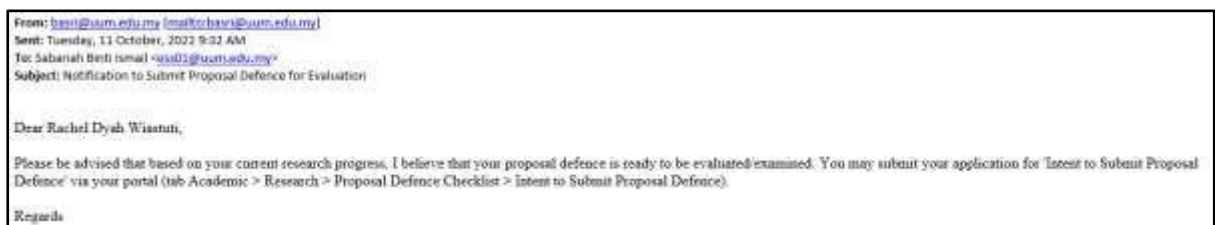
   ii) If the student has not attended the colloquium, the following message box will be displayed:
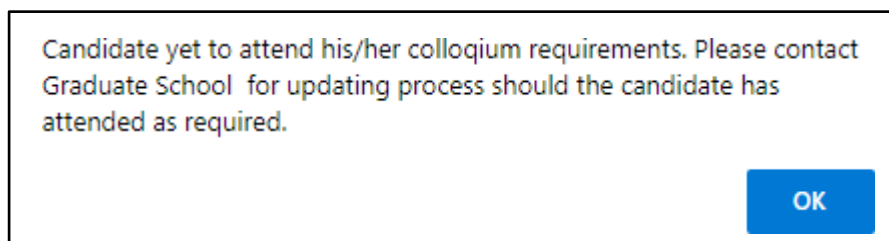
   Then the supervisor is not allowed to choose "Notifying to submit proposal defence." The supervisor can inform the student to attend the colloquium or ask the student to contact the School if the student has attended the colloquium.

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.

OK

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

Supervisor Screen (Staff Portal)

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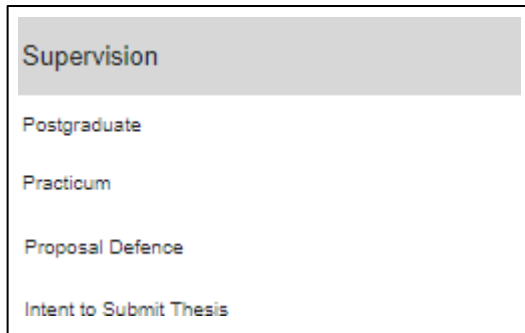
2) Click the "Proposal Defence" menu. The "Student List for Submit Proposal Defence" screen is displayed. Currently, the icon in the "Endorsement" column is visible, the "Nomination" column is invisible, and the "Status" column = In Stage of Evaluation (Submit Proposal Defence):
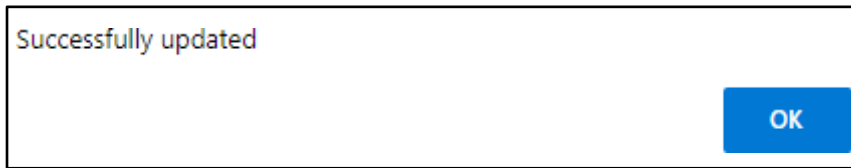

3) Click the icon in the Endorsement column to confirm the proposal defence application, the Endorsement for Submit Proposal Defence screen is displayed:

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:

Successfully updated

OK

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.

OK

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).":

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:

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:

    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:

    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.

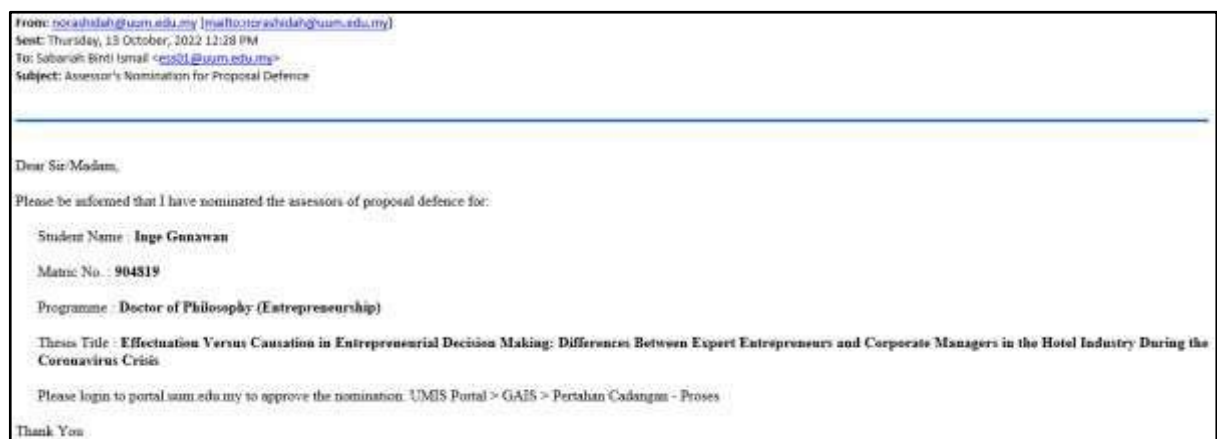i)   To add assessor candidates, the supervisor clicks the "Search Assessor" button on the next line. The steps are the same as in steps 11a) to 11h).

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:

Successfully Updated.

OK

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:

Nomination successfully submitted and email successfully sent.

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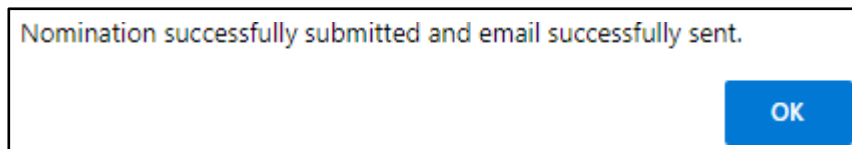
An email is automatically sent from the supervisor to the School:

From: norashidah@uum.edu.my [mailto:norashidah@uum.edu.my]
Sent: Thursday, 13 October, 2022 12:28 PM
To: Sabariah Binti Ismail <eis21@uum.edu.my>
Subject: Assessor's Nomination for Proposal Defence

Dear Sir/Madam,

Please be informed that I have nominated the assessors of proposal defence for:

Student Name : **Inge Gunawan**

Matric No. : **904819**

Programme : **Doctor of Philosophy (Entrepreneurship)**

Thesis Title : **Effectuation Versus Causation in Entrepreneurial Decision Making: Differences Between Expert Entrepreneurs and Corporate Managers in the Hotel Industry During the Coronavirus Crisis**

Please login to portal.uum.edu.my to approve the nomination. UMIS Portal > GAIS > Pertahan Cadangan - Proses

Thank You

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):


- THE END -

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:
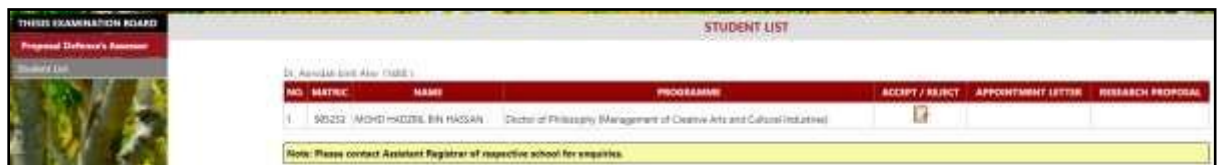

3) Click on the icon in the Accept/Reject column to choose whether to accept or reject the appointment as an assessor. The Appointment as Proposal Defence's Assessor screen will be displayed.

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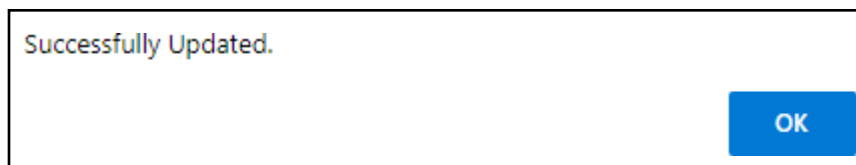
    An email is sent to School after the assessor clicks the Accept button or the Reject button:

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 <ess01@uum.edu.my>
> **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
>
> Thank you.

Rejected email:

> **From:** marini@uum.edu.my [mailto:marini@uum.edu.my]
> **Sent:** Tuesday, 11 October, 2022 10:20 AM
> **To:** Sabariah Binti Ismail <ess01@uum.edu.my>
> **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:

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.

- THE END -

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:
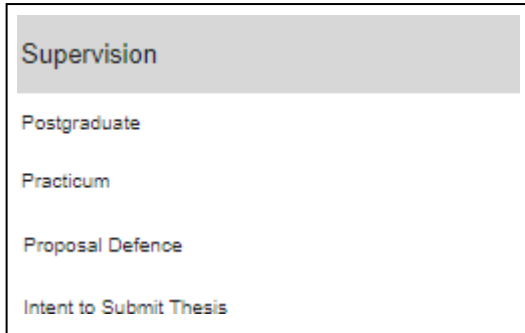

- THE END –

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:

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

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:

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 re-maintenance of the proposal. The following message pop-up is displayed if the authentication is successful:

Successfully endorsed.

OK

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)

- THE END -