BEFORE THE STUDENT FILLS INTENT TO SUBMIT

Progress Report Input Screen (Staff Portal)

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



2) When the supervisor selects "Notifying to submit thesis," an email notification will be sent to the student:



normilia@uum.edu.my

Notification to Submit Thesis for Evaluation

To Hidayati Binti Mohamad Yazid

🚯 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear RAJA RAJESWARI A/P JAYAKUMAR,

lsn 13/09/2021 10:41 pg

Please be advised that based on your current research progress, I believe that your thesis is ready to be evaluated/examined. You may submit your application for 'Intent to Submit Gradiate Thesis' through your portal.

Regards

3) If the proposal defense status data has NOT been filled in or has been filled in, but the proposal defense status is FAILED, the following message box will appear:



AFTER THE STUDENT FILLS INTENT TO SUBMIT

Supervisor Screen (Staff Portal)

1) Staff Portal > Academic tab > Supervision > Intent to Submit Thesis.



- 2) The Student List screen displays the list of students who have submitted an ITS application to the supervisor. The icon in the Approval column is visible and the Approval Status column is Pending, while the icon in the Nomination column and the words in the Nomination Status column are invisible.
- 3) When the supervisor clicks the icon in the Approval column, the Approval for the Intent to Submit Thesis screen is displayed. Click the icon in the Thesis Abstract section to view the student's thesis abstract:

O SUPERVISION			APPROVAL FOR INT	ENT TO SUBMIT THESIS				
Intent to Submit Thesis								
Contraction of the second s	Students Name (Matric. No	.) - Semester No.	Mohd Hazmuni Bin Saidin (95700) - Sem	. No. 18				
Student List	Programme		Doctor of Management					
	Publication		Publish at least one (1) article in a referee	ed journal				
	Thesis Title		Human Error Reduction Program in Silterra Malaysia Sdn Rhd: Applying Canonical Action Research (CAR)					
	Thesis Abstract							
	CATEGORY	INDEXING	STATUS	ACCEPTANCE DATE	YEAR	DETAIL		
	Journal	OTHERS	Article Published	27/06/2020	2019	Q		
	r							
	Please click "APPROVE" but	tton to approve the applicatio	n. APPROVE					

Thesis Abstract					
Bagi pelajar yang berjaya ditawarkan ke UUM, p GS dan pelajar akan masuk ke apply.uum.edu.m berkenaan akan dipaparkan seperti di bawah	pelajar akan terima emel makluman daripada ny untuk akses ke surat tawaran mereka. Skrin 				
	ж				

Click the "OK" button to return to the approval for Intent to Submit Thesis screen.

4) For students who do not need a publication to be eligible to submit a thesis, the publication section and the publication list table will display the following message:

SUPERVISION			APPROVAL FOR INTEN	T TO SUBMIT THESIS			
Intent to Submit Thesis							
A 1 1 1 1	Students Name (Matric. No.) - Semester No.	RAJA R	AJESWARI A/P JAYAKUMAR (904970) -	- Sem. No. 2			
Student List	Programme	Doctor	of Philosophy (Accounting)				
	Publication	The pro	gramme is not bound to the publicati	ion requirements			
	Thesis Title The Effects of Electoral System on Democracy Sustainability in the Occupied Palestine (2006-2014)						
	Thesis Abstract	d,					
	CATEGORY	NDEXING	STATUS	ACCEPTANCE DATE	YEAR	DETAIL	
	The programme is not bound to the publication requirements						
	Please click "APPROVE" button to approve the app	lication. APPRC	VE				

[SUPERVISOR] MANUAL FOR INTENT TO SUBMIT THESIS FOR VIVA

5) For students who have completed the publication, the publication section and the publication list table will display the student's publication information. Click the icon in the Detail column to see detailed information about student publications: Click the "Close" button to return to the Approval for Intent to Submit Thesis screen.

SUPERVISION		APPROVAL FOR INTENT TO SUBMIT THESIS								
Intent to Submit Thesis Student List	Students Name (Matric. No.) - Semester No. Programme Publication Thesis Title Thesis Abstract		Mohd Hazmuni Bin Saidin (95700) - Sem. No. 18 Doctor of Management Publish at least one (1) article in a refereed journal Human Error Reduction Program in Silterra Malaysia Sdn Bhd: Applying Canonical Action Research (CAR)							
	CATEGORY	INDEXING	STATUS	ACCEPTANCE DATE	YEAR	DETAIL				
	Journal OTHERS		Article Published	27/06/2020	2019	<u>a</u>				
	Please click "APPROVE" button	to approve the application.	APPROVE							

				Close 🗙
Publication Type	Article Published	Date Of Accepted/Published / Submitted	27/6/2020 12:00:00 AM	
Product	Journal	Indexed By	OTHERS]
Journal Name	Journal of Technology and Operations Management	Publisher	UUM Press	
Article Title	Human Error Reduction Program through Canonical Action Research (CAR) in Wafer Fabrication Manufacturing Facility			
File Abstract Name	abstract.pdf	View Abstract File]
Jilid (Volume)	14	Pages	8-18	
ISSN/ISBN/EISSN	2590-4175	Journal Year	2019	
Website (URL)	e-journal.uum.edu.my	No. Issue	1	

6) After the supervisor clicks the Approve button, a message box and Student List screen will be displayed:

Data Has Been Approve.	
	ОК

SUPERVISION		STUDENT LIST							
Intent to Submit Thesis									
Student List	Prof. N	/adya Dr. Ni	orlena Bt Hasnan (985)						
B 1 / S C M - S B	NO.	MATRIC	NAME	PROGRAMME	MODE OF STUDY	APPROVAL	APPROVAL STATUS	NOMINATION	NOMINATION STATUS
	1	95700	Mohd Hazmuni Bin Saidin	Doctor of Management	Research		Approved	Q	Pending
S B PRIJEZ III									

7) On the Student List screen, the icon in the Approval column is invisible, and the Approval Status column is Approved, while the icon in the Nomination column is visible, and the Nomination Status is Pending. Supervisors click on the icon in the Nomination column to nominate internal and external examiners for the student.

The Internal and External Examiners Nomination screen is displayed:

SUPERVISION		INTERNAL AND EXTERNAL EXAMINERS NOMINATION					
Intent to Submit Thesis Student List	Student Name (Matric No) - Semester No. Programme Proposal Defence First Examiner Proposal Defence Second Examiner Thesis Title Thesis Abstract	Mohd Hazmuni Bin Saidin (95700) - 18 Doctor of Management Prof. Madya Dr. Hartini Bt Ahmad - 1069 - Human Error Reduction Program in Sifterra Malaysia Sdn Bhd: Applying Canonical Action Research (CAR)					
	PART 1 - INTERNAL EXAMINERS NOMINATIO Note : Please nominate at least two internal examin	N ners.					
	Rank 1	Rank Internal Examiner 1 SEARCH INTERNAL EXAMINE 2 SEARCH INTERNAL EXAMINE 3 SEARCH INTERNAL EXAMINE					
	Rank	External Examiner					
	1 2 3 4		SEARCH EXTERNAL EXAMINER SEARCH EXTERNAL EXAMINER SEARCH EXTERNAL EXAMINER SEARCH EXTERNAL EXAMINER				
	L	Click 'SAVE' button to complete nomination information. SAVE					

8) Click the icon in the Thesis Abstract section to view the student's thesis abstract:

Thesis Abstract	
Bagi pelajar yang berjaya ditawarkan ke UUM, pelajar akan terima emel makluman daripada GS dan pelajar akan masuk ke apply.uum.edu.my untuk akses ke surat tawaran mereka. Skrin berkenaan akan dipaparkan seperti di bawah	
ок	

Click the "Ok" button to return to the Internal and External Examiners Nomination screen.

9) To nominate an internal examiner, the supervisor clicks the "Search Internal Examiner" button. The Internal Examiner Search screen will be displayed:

SUPERVISION		INTERNAL EXAMINER SEARCH							
ntent to Submit Thesis tudent List	Staff I Name Schoo	No. 1	Eusiness Management						
		NAME (CAFE NO.)	LIST RESET				CHOOSE		
	NO.	NAME (STAFF NO.)	SCHOOL	AREA OF EXPERTISE	NO. OF NOMINATION	NO. OF EXAMINER RECORD	CHOOSE		
	1.	Dr. Abbui Kanman bin Jaattar (5466)	Business Management	a a	0	2			
	2.	Dr. Annuar Aswan bin Mond Noor (5652)	Business Management	d	0	2			
	3.	Dr. Arunnas arp swapatry (4711) Dr. Arunnas arp swapatry (4711)	Business Management	là là	0	0			
	-	Dr. Azalini untri Animad (5556)	Business Management	G	0				
	5.	Dr. Azelin binti Azz (1623)	Business Management	a	0	0			
	7	Dr. Retain wasylan binn widstapa (2040)	Business Management	d	0	32			
		Dr. Chong Van Wag (4927)	Business Management	d	0	32			
	0.	Dr. Chung Her Wai (4225)	Business Management	d	0	5			
	10	Dr. Daratul Ambia Rt Che Mit (971)	Business Management	Ci.	0	7			
	11	Dr. Hadzich Binti Ibrahim (2019)	Business Management	d	0	25			
	17	Dr. Hafr Muhammad Earoad (5620)	Business Management	a	0	2			
	13	Dr. Haniscah Rt & Pavak (890)	Business Management	à	0	11			
	14	Dr. Hasnizam 8 Hasan (1105)	Business Management	a	0	5			
	15	Dr. Hazlinda Binti Hassan (2973)	Business Management	di	0	3			
	15.	Dr. Houcine Meddour (5514)	Business Management	Q	0	7			
	17	Dr. Indraab a/n Kolandaisamy (3416)	Business Management	d	0	12			
	18	Dr. Jauriyah binti Shamruddin (5504)	Business Management	a	0	2			
	10.	Dr. Vising Lanuar Sin Johns (2004)	Rusiness Management	a	0	10			

- 10) Internal examiners can be searched by the staff number, staff name, or school.
 - a) Click the icon a or List button to display the search results. The search results display information: Number, Name (Staff Number), School, Area of Expertise, Number of Nominations, and Number of Examiner Records.
 - b) Area of Expertise information is linked to the UUM Experts website.
 - c) No. of nominations is the number of staff nominated as internal examiners, and the status is "Endorsed" by the Graduate School's Dean.
 - d) No. of examiner records is the number of staff who have been appointed as internal examiners for the current year.
 - e) Click the icon in the Choose column to select an internal examiner and will return to the Internal and External Examiners Nomination screen to make the next nomination.
 - f) Clicking the Reset button will clear all internal examiners search data.
 - g) Click the Cancel button to return to the Internal and External Examiners Nomination screen.
 - h) To add internal examiner candidates, the supervisor clicks the "Search Internal Examiner" button. The steps are the same as in steps 10 a) to 10 g).
 - i) If the internal examiner candidate needs to be amended, click the icon to reset the data.

- j) The supervisor will nominate:
 - i. Students who are not UUM staff a minimum of two (2) and a maximum of three (3) for internal examiner nominations in sequence.
 - ii. Students who are UUM staff no nominations for internal examiners.
- 11) To nominate an external examiner, the supervisor clicks the "Search External Examiner" button. The External Examiner Search screen will be displayed:

O SUPERVISION		EXTERNAL EXAMINER SEARCH									
Intent to Submit Thesis	Staff h	Name		Q							
Student List				LIST RESET	ADD NEW CAN	CEL					
	NO.	NAME	SCHOOL	UNIVERSITY	AREA OF EXPERTISE	NO. OF NOMINATION	NO OF EXAMINER RECORD	VIEW CV	снооз	E EDIT	
	1.	Ahmad Bin Salleh	Computing	Universiti Teknologi Mara	Computing computing 2	7	0	d			
	2.	Amir Idham 8. Salleh	Multimedia	UNISHAMS	Multimedia	7	0	Q.		2	
	з.	Cubaan By Syahri	School Of Law	IIUM	Law and Syariah	0	0	d.		4	
	4.	Datuk Sri Amar Diraja Fatimah Bt. Mansur	Islamic business	Universiti Malaya	Islamic Finance	6	0				
	5.	Datuk Sri Amar Diraja Hamidah Hamid	Islamic studies	Unversiti Kebangsaan Malaysia	Quran	5	o	đ		4	
	6.	Datuk Sri amin ahmad	it	uitm	it	4	0	a.			
	7.	Dr. Alizah Hassan	Multimedia	UTM	multimedia 1	5	0	Q		1	
	8.	Latifah Kassim	Statistic	Universiti Kebangsaan Malaysia	Statistik & Mathematic	5	0				
	9.	TEST lagi By Syahri	School Of Sekolah	UP	Kebolehan bertutur	0	0	d			
	10.	rahman	uitm	uitm	it	0	0	Q		G	

- 12) External examiners can be searched by staff name.
 - a) Click the "List" button to display the search results. The search results will display information such as No., Name, School, University, Area of Expertise, Number of Nominations, Number of Examiner Records, and View CV.
 - b) No. of Nominations is the number of staff nominated as external examiners and the status is endorsed by the Graduate School's Dean.
 - c) The No. of Examiner Records is the number of staff who have been appointed as external examiners for the current year.
 - d) View CV Click the icon in the "View CV" column to display the external examiner's CV.
 - e) Click the icon in the Choose column to select an external examiner and will return to the Internal and External Examiners Nomination screen to make the next nomination.
 - f) Click the reset button to clear all external examiner search data.
 - g) Click the "Add New" button if you want to add new external examiner information. The "Add New External Examiner" screen is displayed:

[SUPERVISOR] MANUAL FOR INTENT TO SUBMIT THESIS FOR VIVA

SUPERVISION	ADD NEW EXTERNAL EXAMINER							
Intent to Submit Thesis	(
Student List	Indentity Card No.							
New York Concerns of	Salutation	~ ·						
	Name		*					
	School / Faculty							
	University (Full - Eg. University Utara Malaysia)							
	University (Acronym - Eg. UUM)							
	Area Of Expertise		3.					
			-					
	Mobile No.).	-					
	Official Email		1.1					
	Official Website (URL OF DOF							
	Official website / ORL OF DOE	Concern Title In the design	_					
	Upload CV	Choose File No file chosen						
		UPLOAD						
Note: * ma	ndatory field							
		SAVE CANCEL						

- i. Click the Save button to input/update new external examiner information.
- ii. Click the "Cancel" button to return to the External Examiner Search screen.
- h) On the External Examiner Search screen, click the Cancel button to return to the Internal and External Examiners Nomination screen.
- i) To add external examiner candidates, click the "Search External Examiner" button. The steps are the same as in steps 12a) to 12h).
- j) If the external examiner candidate should be changed, click the icon 🔀 to reset the data.
- 13) The supervisor will nominate:
 - i. Students who are not UUM staff a minimum of two (2) and a maximum of three (3) external examiners are nominated in sequence.
 - ii. Students who are UUM staff requiring four (4) compulsory nominations for external examiners in sequence

SUPERVISION	INTERNAL AND EXTERNAL EXAMINERS NOMINATION						
Intent to Submit Thesis Student List Pro Pro The The	dent Name (Matric No) - Semester No. gramme posal Defence First Examiner posal Defence Second Examiner sis Title sis Abstract	Mohd Hazmuni Bin Saidin (95700) - 18 Doctor of Management Prof. Madya Dr. Hartini Bt Ahmad - 1069 - Human Error Reduction Program in Silterra Malaysia Sdn Bhd: Applying Canonical Action Research (CAR)					
PA No	RT 1 - INTERNAL EXAMINERS NOMINATIO	N ners.					
Rar	Rank Internal Examiner						
1	Dr. Daratul Ambia Bt Che Mit		×	SEARCH INTERNAL EXAMINER			
2	Prof. Madya Dr. Noraini Binti Othman		×	SEARCH INTERNAL EXAMINER			
3				SEARCH INTERNAL EXAMINER			
PA No	RT II - EXTERNAL EXAMINER'S NOMINATIC te : Please nominate at least three external exam	DN iners.					
Ran	ık	External Examiner					
1	Datuk Sri Amar Diraja Fatimah Bt. Mansur		×	SEARCH EXTERNAL EXAMINER			
2	Dr. Alizah Hassan		×	SEARCH EXTERNAL EXAMINER			
3				SEARCH EXTERNAL EXAMINER			
4				SEARCH EXTERNAL EXAMINER			
		Click SAVE button to complete nomination information.	SAVE				
		I hereby confirm the internal and external examiners nominated	above SUBMIT				

[SUPERVISOR] MANUAL FOR INTENT TO SUBMIT THESIS FOR VIVA

14) Click the Save button to save all nomination data by the supervisor:



15) If the number of internal or external examiners nominated by the supervisor does not reach the minimum nomination limit and the supervisor ticks the certification box and clicks the Submit button, the following message box is displayed:



16) Once the supervisor is satisfied with the nomination list, they will check the certificate box and click the Submit button.

A notification email will be sent to School to make nominations at the School level:

1.222					
5	Kha 18/11/2021 11:47 pg				
	normilia@uum.edu.my				
	Nomination for Internal and External Examiners				
To Hidayati Bir	nti Mohamad Yazid				
1 Click here t	o download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.				
Student Na Matric No. Programm	ume : Noraslinda Binti Fauzi . : 900922 e : Doctor of Philosophy (Technology, Operations & Logistics Management)				
Thesis Titl Supervisor	e : Determinants Contribution To Product Acceptance with Moderating Effect of Attitude Among Malaysian Customer in Electrical and Electronic Products. / Co. Supervisor : Dr. Kamal Imran bin Mohd Sharif (5549) / Prof. Madya Dr. Mohamad Ghozali Bin Hassan (4868)				
Please logi	n to portal uum.edu.my to view the nomination				
Thank you					

17) After clicking the Submit button, it will return to the Student List screen. The icon in the Nomination column will be invisible, and the Nomination Status column shows Submitted (Supervisor):

	STUDENT LIST							
Intent to Submit Thesis	Dr. Kamal Imran bin Mohd Sharf (5549.)							
Student List	NO. MATRIC	NAME	PROGRAMME	MODE OF STUDY	APPROVAL	APPROVAL STATUS	NOMINATION	NOMINATION STATUS
	1 900922	Noraslinda Binti Fauzi	Doctor of Philosophy (Technology, Operations & Logistics Management)	Research		Approved		SUBMITTED (SUPERVISOR)