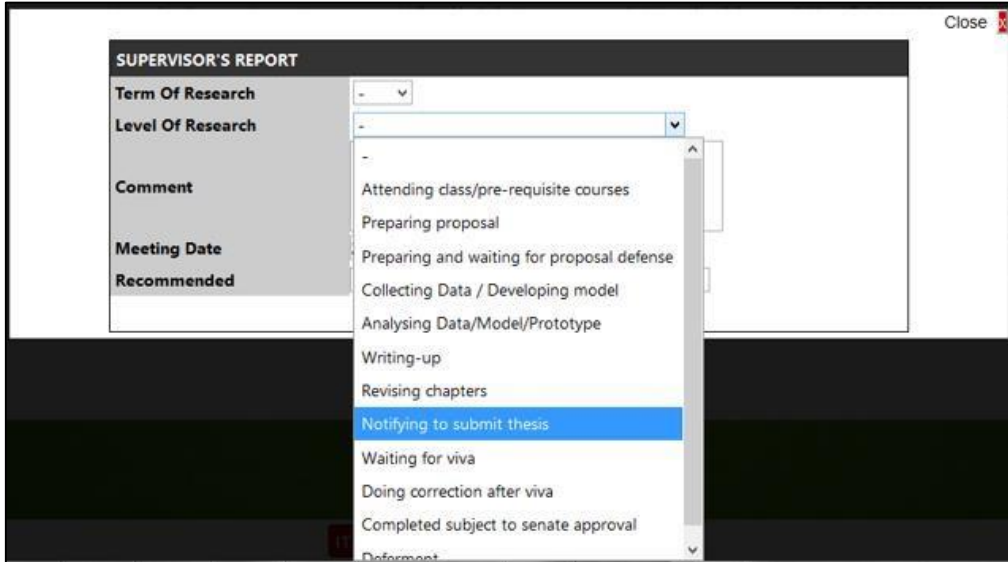


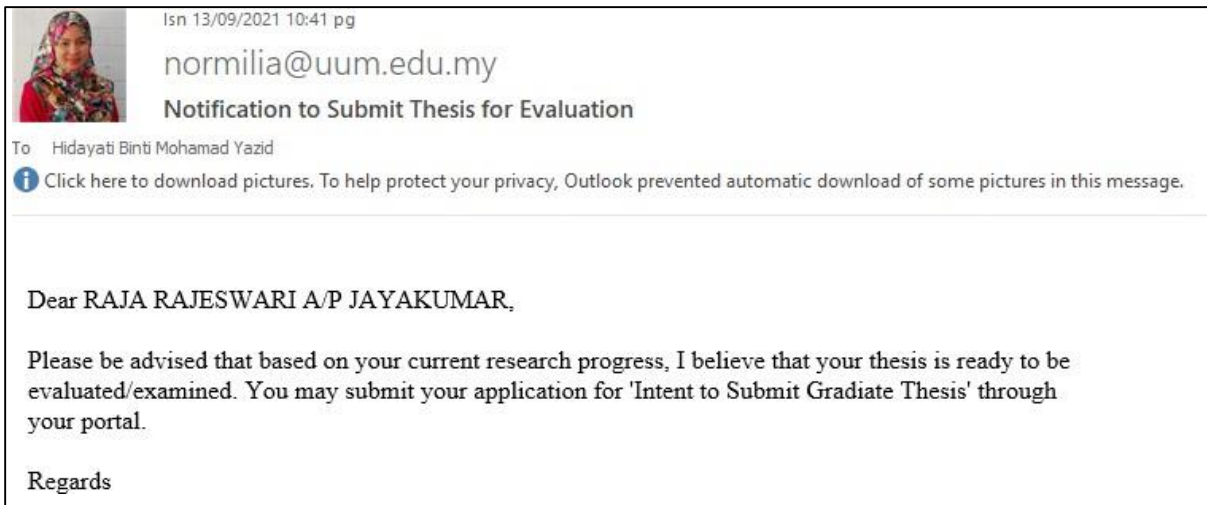
BEFORE THE STUDENT FILLS INTENT TO SUBMIT

Progress Report Input Screen (Staff Portal)

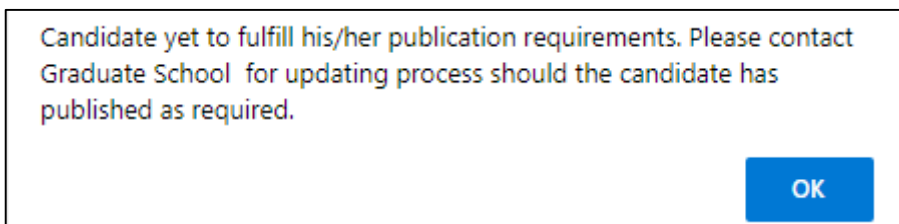
1) Staff portal (academic) – Input Progress Report menu:



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



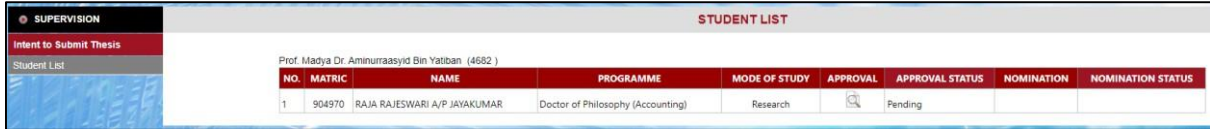
3) If the proposal defense status data has NOT been filled in or has been filled in, but the proposal defense status is FAILED, the following message box will appear:



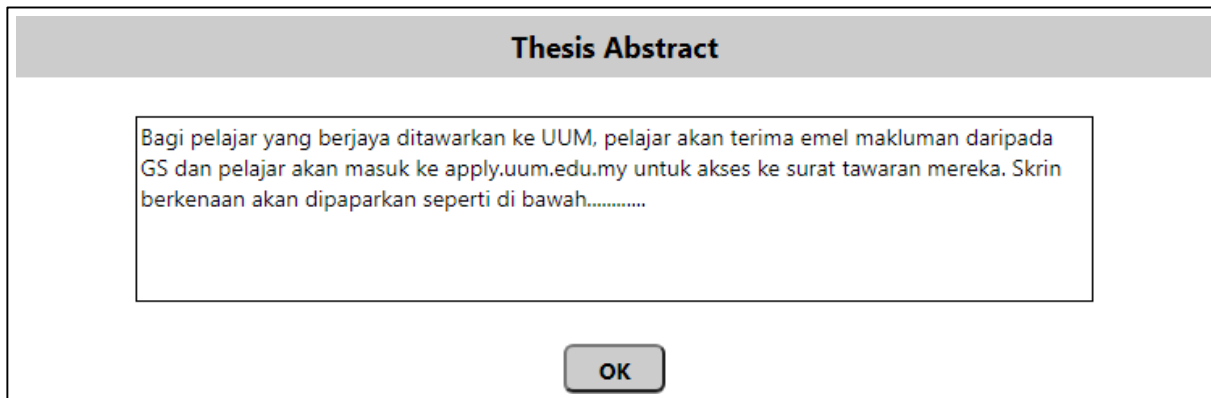
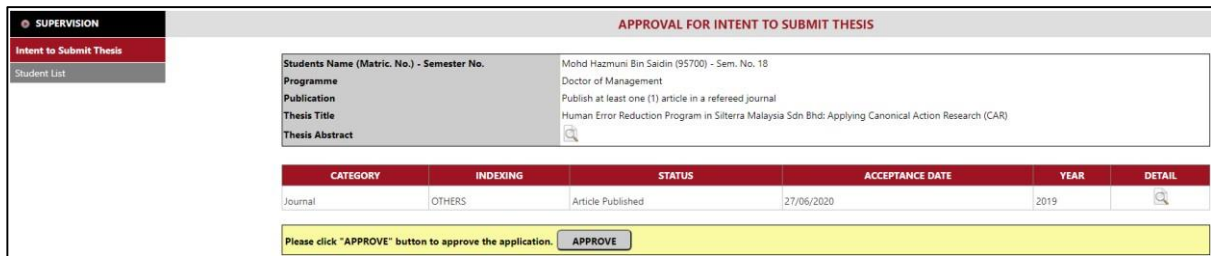
AFTER THE STUDENT FILLS INTENT TO SUBMIT

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:



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:



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- 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.

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:



- 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
Intent to Submit Thesis
Student List

INTERNAL AND EXTERNAL EXAMINERS NOMINATION

Student Name (Matric No) - Semester No.	Mohd Hazmuni Bin Saidin (95700) - 18
Programme	Doctor of Management
Proposal Defence First Examiner	Prof. Madya Dr. Hartini Bt Ahmad - 1069
Proposal Defence Second Examiner	-
Thesis Title	Human Error Reduction Program in Silterra Malaysia Sdn Bhd: Applying Canonical Action Research (CAR)
Thesis Abstract	

PART I - INTERNAL EXAMINERS NOMINATION
Note : Please nominate at least two internal examiners.

Rank	Internal Examiner	
1	<input type="text"/>	<input type="button" value="SEARCH INTERNAL EXAMINER"/>
2	<input type="text"/>	<input type="button" value="SEARCH INTERNAL EXAMINER"/>
3	<input type="text"/>	<input type="button" value="SEARCH INTERNAL EXAMINER"/>

PART II - EXTERNAL EXAMINER'S NOMINATION
Note : Please nominate at least three external examiners.

Rank	External Examiner	
1	<input type="text"/>	<input type="button" value="SEARCH EXTERNAL EXAMINER"/>
2	<input type="text"/>	<input type="button" value="SEARCH EXTERNAL EXAMINER"/>
3	<input type="text"/>	<input type="button" value="SEARCH EXTERNAL EXAMINER"/>
4	<input type="text"/>	<input type="button" value="SEARCH EXTERNAL EXAMINER"/>

Click 'SAVE' button to complete nomination information.

I hereby confirm the internal and external examiners nominated above.

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.....

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

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- 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

Intent to Submit Thesis

Student List

Staff No.

Name

School

Business Management

🔍

LIST
RESET
CANCEL

NO.	NAME (STAFF NO.)	SCHOOL	AREA OF EXPERTISE	NO. OF NOMINATION	NO. OF EXAMINER RECORD	CHOOSE
1.	Dr. Abdul Rahman bin Jaaffar (5486)	Business Management		0	2	<input type="checkbox"/>
2.	Dr. Annuar Aswan bin Mohd Noor (5832)	Business Management		0	2	<input type="checkbox"/>
3.	Dr. Arunnaa a/p Sivapathy (4711)	Business Management		0	2	<input type="checkbox"/>
4.	Dr. Azanin binti Ahmad (5956)	Business Management		0	0	<input type="checkbox"/>
5.	Dr. Azelin binti Aziz (1829)	Business Management		0	8	<input type="checkbox"/>
6.	Dr. Azraim Nasryah Binti Mustapa (2848)	Business Management		0	3	<input type="checkbox"/>
7.	Dr. Bidayatul Akmal binti Mustafa Kamil (3340)	Business Management		0	32	<input type="checkbox"/>
8.	Dr. Chong Yen Wan (4927)	Business Management		0	1	<input type="checkbox"/>
9.	Dr. Chuah Chin Wei (4425)	Business Management		0	5	<input type="checkbox"/>
10.	Dr. Daratul Ambia Bt Che Mit (971)	Business Management		0	7	<input type="checkbox"/>
11.	Dr. Hadziroh Binti Ibrahim (2019)	Business Management		0	25	<input type="checkbox"/>
12.	Dr. Hafiz Muhammad Fareed (5620)	Business Management		0	2	<input type="checkbox"/>
13.	Dr. Hanissah Bt A. Razak (890)	Business Management		0	11	<input type="checkbox"/>
14.	Dr. Hasnizam B Hasan (1105)	Business Management		0	5	<input type="checkbox"/>
15.	Dr. Hazinda Binti Hassan (2973)	Business Management		0	3	<input type="checkbox"/>
16.	Dr. Houcine Meddour (5614)	Business Management		0	7	<input type="checkbox"/>
17.	Dr. Indraah a/p Kollandaisamy (3416)	Business Management		0	12	<input type="checkbox"/>
18.	Dr. Jauriyah binti Shamsuddin (5504)	Business Management		0	2	<input type="checkbox"/>
19.	Dr. Khairul Anwar Bin Mohd (2842)	Business Management		0	10	<input type="checkbox"/>


- 10) Internal examiners can be searched by the staff number, staff name, or school.
- a) Click the icon 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:

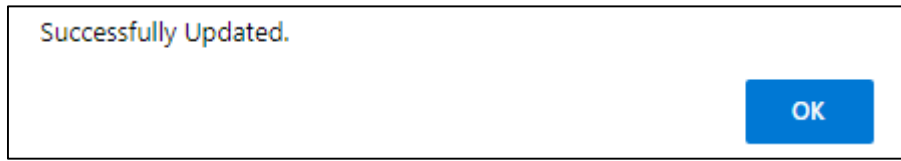
NO.	NAME	SCHOOL	UNIVERSITY	AREA OF EXPERTISE	NO. OF NOMINATION	NO OF EXAMINER RECORD	VIEW CV	CHOOSE	EDIT
1.	Ahmad Bin Salleh	Computing	Universiti Teknologi Mara	Computing computing 2	7	0		<input type="checkbox"/>	
2.	Amir Idham B. Salleh	Multimedia	UNISHAMS	Multimedia	7	0		<input type="checkbox"/>	
3.	Cubaan By Syahri	School Of Law	IUM	Law and Syariah	0	0		<input type="checkbox"/>	
4.	Datuk Sri Amar Diraja Fatimah Bt. Mansur	Islamic business	Universiti Malaya	Islamic Finance	6	0		<input type="checkbox"/>	
5.	Datuk Sri Amar Diraja Hamidah Hamid	Islamic studies	Universiti Kebangsaan Malaysia	Quran	5	0		<input type="checkbox"/>	
6.	Datuk Sri amin ahmad	it	uitm	it	4	0		<input type="checkbox"/>	
7.	Dr. Alizah Hassan	Multimedia	UTM	multimedia 1	5	0		<input type="checkbox"/>	
8.	Latifah Kassim	Statistic	Universiti Kebangsaan Malaysia	Statistik & Mathematic	5	0		<input type="checkbox"/>	
9.	TEST lagi By Syahri	School Of Sekolah	UP	Kebolehan bertutur	0	0		<input type="checkbox"/>	
10.	rahman	uitm	uitm	it	0	0		<input type="checkbox"/>	

- 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:

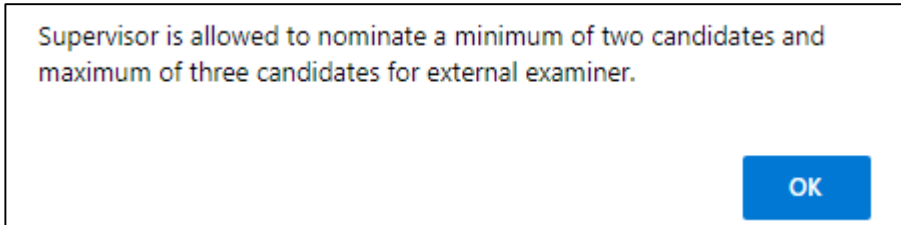
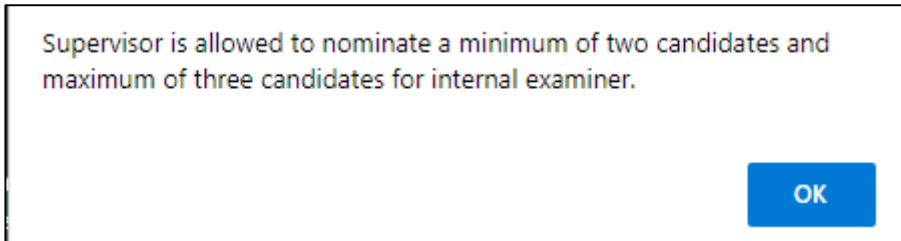
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- i. Click the Save button to input/update new external examiner information.
 - ii. Click the "Cancel" button to return to the External Examiner Search screen.
- h) On the External Examiner Search screen, click the Cancel button to return to the Internal 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

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

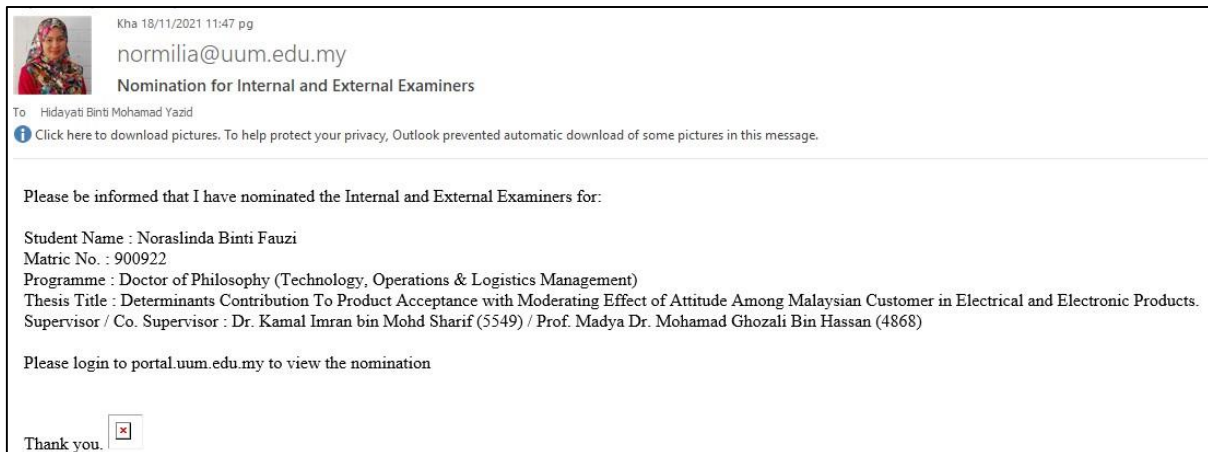


- 15) If the number of internal or external examiners nominated by the supervisor does not reach the minimum nomination limit and the supervisor ticks the certification box and clicks the Submit button, the following message box is displayed:



- 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:



- 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):

SUPERVISION		STUDENT LIST						
Intent to Submit Thesis		Dr. Kamal Imran bin Mohd Sharif (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)