UNIVERSITI MALAYA

USER MANUAL

D04 - Research Management Workstream
Nomination of Examiner and
Submission of Thesis/Dissertation Version 1.2

(EXTERNAL EXAMINER)

DOCUMENT OWNERSHIP INFORMATION

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DOCUMENT NAME AND VERSION CONTROL

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DOCUMENT VERIFICATION

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DOCUMENT PURPOSE:

The purpose of this document is to provide a user manual of the workstream for the Research Management to the University of Malaya. This manual includes a description of the system's functions and capabilities, contingencies and alternative modes of operation, and step-by-step procedures for system access and use. The workstream includes the details of Monitoring processes.

INTENDED AUDIENCE:

a) Central Administrator
b) Faculty Administrator
c) Supervisor
d) Students
e) Business User
f) Business Analyst
g) Technical Analyst

PROJEK *INTEGRATED STUDENT INFORMATION SYSTEM* (PrInTIS)

Table of Contents

PROJEK *INTEGRATED STUDENT INFORMATION SYSTEM* (PrInTIS)

1.   INTRODUCTION

The aim of this user manual document is to provide a quick and simple reference guide to new users of the MAYA pertaining to the research management module.

The document has been designed to support the training session as an Introduction to MAYA for end users. It provides an overview of the system, its basic components and information of the systems as well as necessary steps to be followed by the users. This document also provides information on how to perform basic tasks and functions that may prove useful within users' role.

Users need to be aware of their responsibilities regarding the Data Protection Act to ensure that student data is accurate and confidentially is maintained.

Finally, the Team hopes that by using this user manual users will find MAYA easier to use.

1.1   Index

Term	Description
AASC	Academic Administration and Services Centre
Central Administrator	AASC
Faculty Administrator	Granted user at Academy/ Faculty/ Institute/ Center Level
MAYA	University of Malaya Student Information System's web version
Student	University of Malaya's student
System Admin	Centre of Information Technology (PTM)
Supervisor (s)	Lecturer who supervises research candidates including Co-Supervisor and Consultant

1.2   User Characteristic

User	Responsibility / Activity
Faculty Administrator	(a) Manage research events (i.e : candidature defence outcome) (b) Accept thesis/dissertation submission (Hardcopy and student graduation checklist) (c) Approve examiner (d) Outcome of examiner committee meeting (e) Final thesis/dissertation result
Student	(a) Submit thesis/dissertation (b) View research events outcomes
Main Supervisor	(a) Approve the submission of thesis/dissertation for examination (b) Nominate examiner (c) Add new examiner
Examiner	(a) Accept/Reject invitation (b) Examine thesis/dissertation submitted
Central Administrator	(a) Update date of new examiner approved by the Senate (PhD pool only)

1.3   Glossary

Table	Table Name	Remark
RDS	Research Degree Student	The core record for a research student and can be created at ATR.
RDE	Research Degree Student Events	Records all information about events or activities in which the student is involved.
RQU	Research Question	Holds questions pertaining to research degrees events.
RQA	Research Question Answer	Stores responses to research questions.
SCJ	Student Course Joint	Details of students' academic programme.
RDX	Research student examiner/supervisor records	Holds information about supervisors associated with research students. Can be created at ATR.
EEX	External Examiner	Contains information about external examiners. These are staff from external organisations appointed as examiners for a specific duration.
EXT	Examiner Type	Used to describe the roles that external examiners or supervisors (RDS>PRS) can take.
EEQ	External Examiner Qualification	Holds additional information about examiner i.e. qualifications and publications.
ETG	Event Type Group	Groups of events applicable for research students.
EGL	Event Group List	This field will be used to populate the RDE_VIEW field, when the Event (RDE) record is created by the Assign Events process (in RSH>RDS), from the Event Type specified on the Event Group List (ETG>EGL) record
RMJKP	The recommendation for the thesis/dissertation examination	There may be a few Event Groups (ETG) reflecting the typical "life cycle" of a research student (for example, thesis submission and re-submission, examination and minor modifications).

2.   ROLES AND RESPONSIBILITY

Faculty Administrator

- Manage research events
- Change thesis/ dissertation title
- Appointment of examiner
- Accept Thesis/dissertation submission
- Outcome of examiner committee meeting
- Final thesis/dissertation recommendation

Student

- Submit thesis/dissertation
- View research events outcomes

Main Supervisor

- Approve the submission of thesis/dissertation for examination
- Nominate examiner

Examiner

- Accept/Reject invitation
- Examine thesis/dissertation submitted

Central Administrator

- Update date of new examiner approved by the Senate

PROJEK *INTEGRATED STUDENT INFORMATION SYSTEM*

3.   PROCESS FLOW

Hello, I'm MAYA. I'll guide you on the process flow

STEP

1

Faculty Administrator
- Manage research events (i.e: candidature defence outcome)

2

Student
- Submit thesis/dissertation
- View research events outcomes

3

Faculty Administrator
- Accept Thesis/Dissertation submission (Hardcopy and student graduation checklist)

4

Main Supervisor
- Approve the submission of thesis/dissertation for examination
- Nominate Examiner
- Add New Examiner

5

Faculty & Central Administrator
- Approve examiner
- Outcome of examiner committee meeting
- Final Thesis/Dissertation result

Examiner
- Accept/ Reject Invitation
- Examine thesis/dissertation submitted

4.   USER MANUAL

4.1   EXAMINER VIA MAYA

4.1.1   First time appointment as an External examiner

Notes: External Examiner will receive an email as below.

4.1.1.1 1st time Login as External Examiner

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4.1.2 Examiner login.
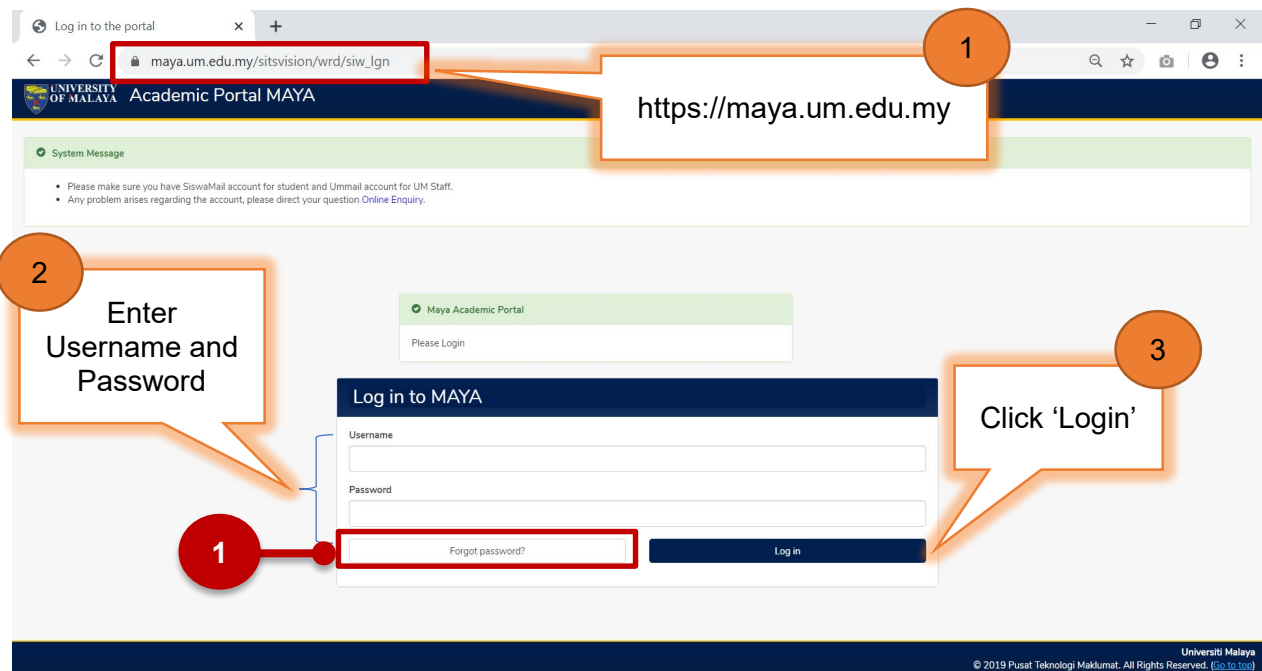
1 Click 'Forgot Password' if forgot password.

Existing examiner should follow step 4.1.3

4.1.3 Acceptance as Examiner

External Examiner

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1 Click 'View Details' to see the details information of the student.

2 Click 'Back to Menu' button to go to the main page.

Select 'I accept' or 'I do not accept' **1**

Select 'Yes' or 'No' **2**

3 Enter 'Reason for declining' textbox.

Note:
1. Only applicable for External Examiner.
2. If choose 'I do not accept' in Step 4.

Click 'Submit' **4**

– Research Management Workstream

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After Examiner clicks 'Submit' button, this page will be displayed. The examiner can click 'Exit' button to go back to the main page.
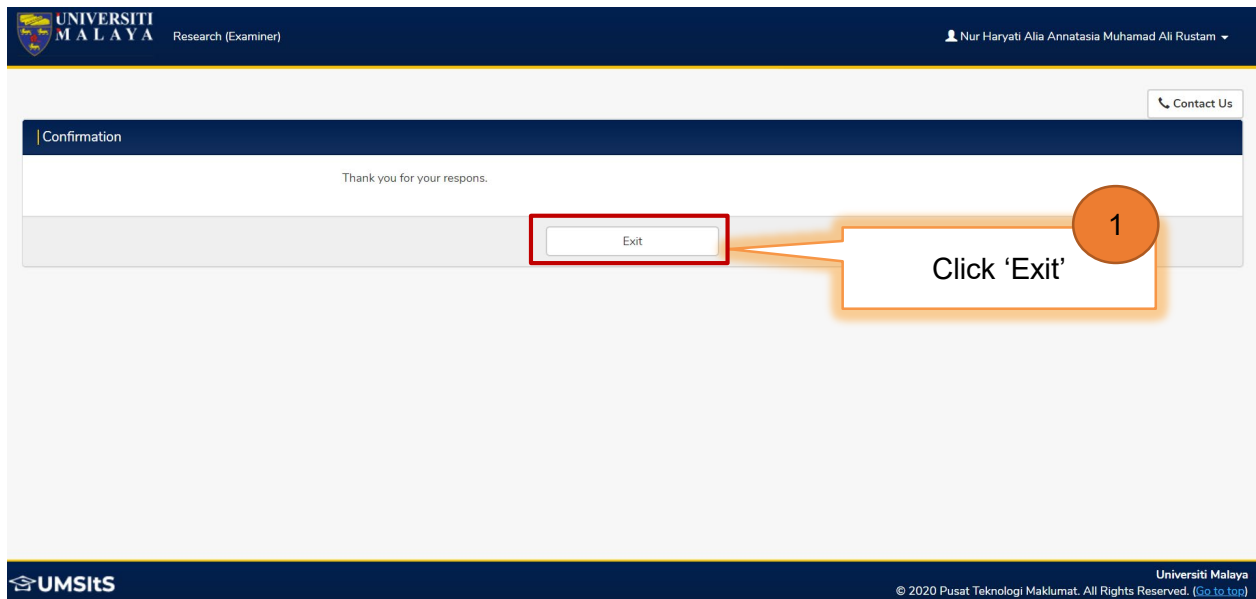
4.1.4   **Navigate to Main Page**

After login into Maya, this Main Page will be displayed.
External Examiner

4.1.5 Submit thesis/dissertation examination reports

Click 'Back to Menu' button to go to the main page.

List of Students

📞 Contact Us

View student documents available for downloading by clicking on the Student Documents link (Student Documents column)

Matric No	Name	Start Date		Student Documents	Position acceptance	Action	Download form
17043370/1	TAN SP		**3**	View Details	Accepted	Submit examination report	Masters Dissertation Examination Report Form
							Laporan Pemeriksaan Disertasi
							Laporan Pemeriksaan Semula Disertasi Sarjana

Click 'Save File'

Opening Masters Dissertation Examination Report Form.doc ✕

You have chosen to open:

📄 **Masters Dissertation Examination Report Form.doc**
    which is: Microsoft Word 97 - 2003 Document (171 KB)
    from: https://printis-uat.um.edu.my

What should Firefox do with this file?

○ Open with   Microsoft Word (default)
◉ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

4

Click 'OK' to save the file

5

Click 'Submit examination report'

UNIVERSITI MALAYA   Home   Academic Model   Admission   Research   Assessments   Research   Research (Examiner)   ≡ Reports

List of Students

View student documents available for downloading by clicking on the Student Documents link (Student Documents column)

Matric No	Name	Start Date	End Date	Student Documents	Position acceptance	Action	Download form
17043370/1	TAN SP			View Details	Accepted	Submit examination report	Masters Dissertation Examination Report Form
							Laporan Pemeriksaan Disertasi
							Laporan Pemeriksaan Semula Disertasi Sarjana

1 ➝ Back to Menu

**1** Click 'Back to Menu' button to go to the main page.

UNIVERSITI MALAYA   Home   Academic Model   Admission   Research   Assessments   Research   Research (Examiner)   ≡ Reports   👤 Che Aleha Ladin ▾

📞 Contact Us

Please upload your thesis examination report here. You can upload up to 5 files.

Upload files **0**

6

Click 'Submit examination report'

Upload

7

Click 'Upload'

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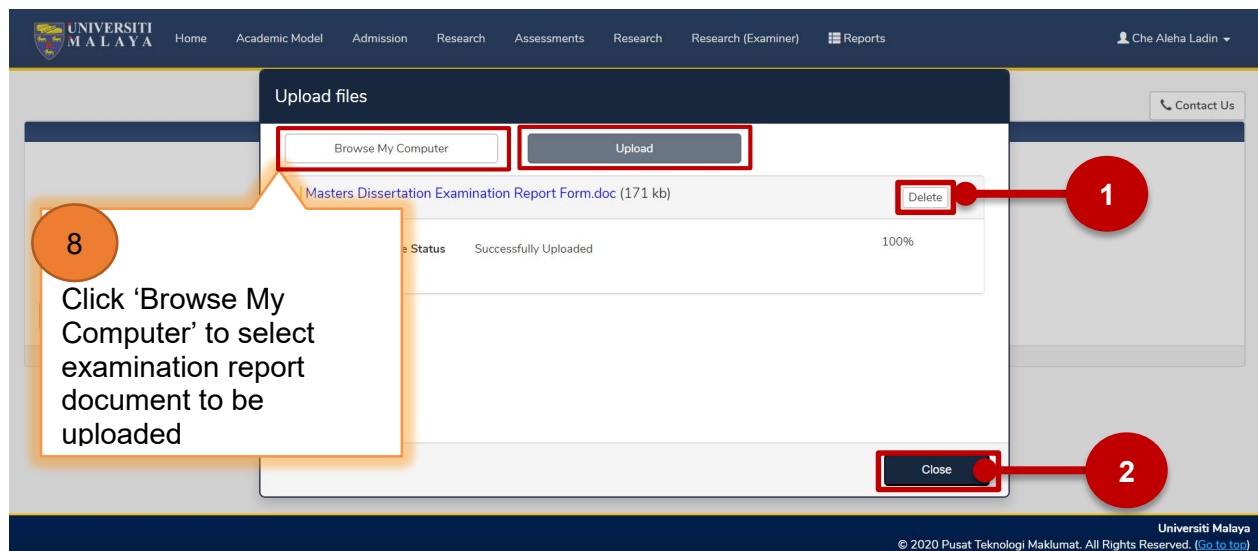
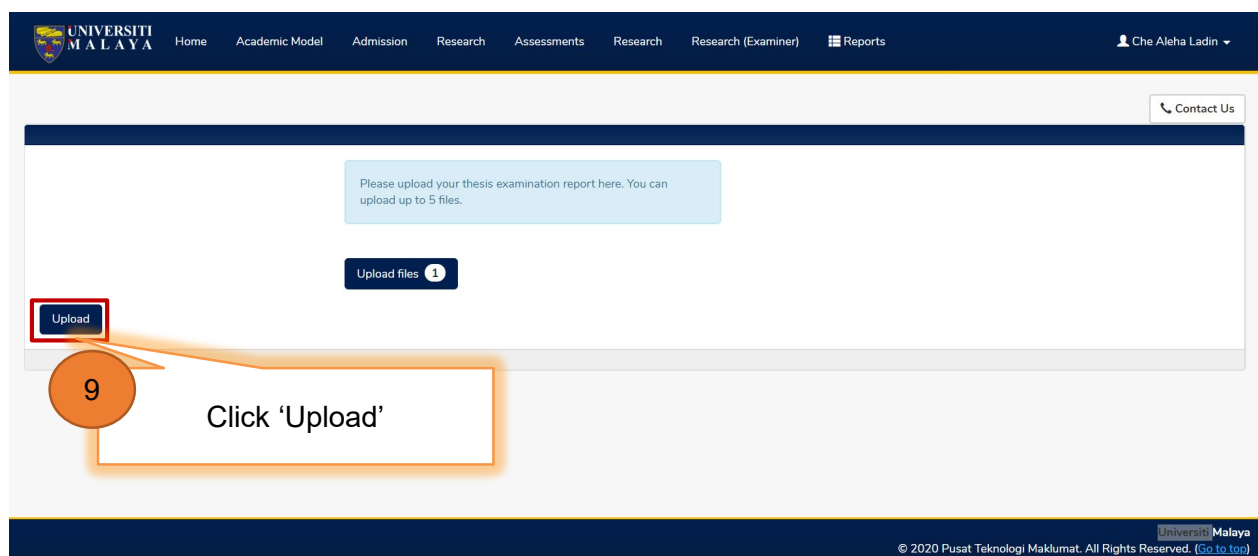**1** 'Delete' button to delete the document.

2 'Close' button to close the popup screen.

After Examiner closes upload files popup, this page will be displayed. The examiner can see the total files uploaded as below
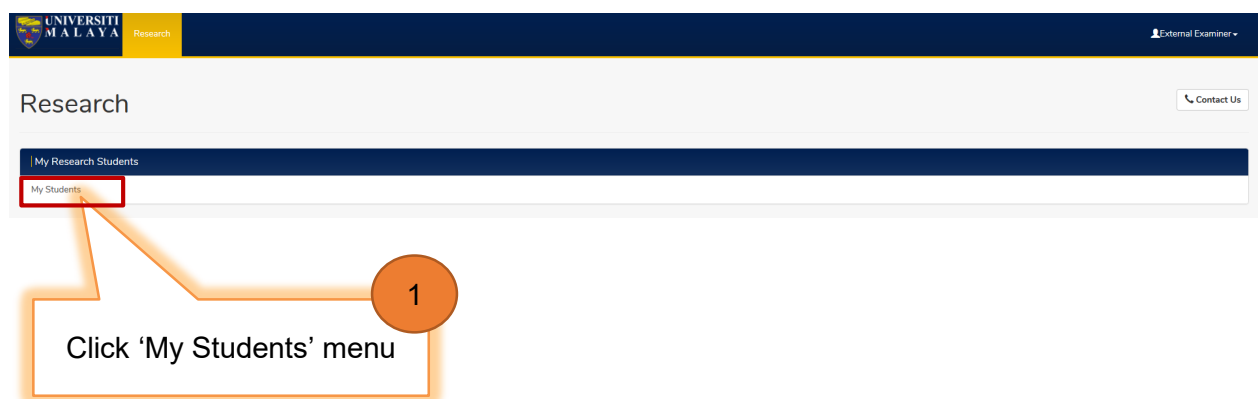

After Examiner clicks 'Upload' button, this page will be displayed. The examiner can click 'Exit'

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button to go back to the main page.

10 Click 'Exit'
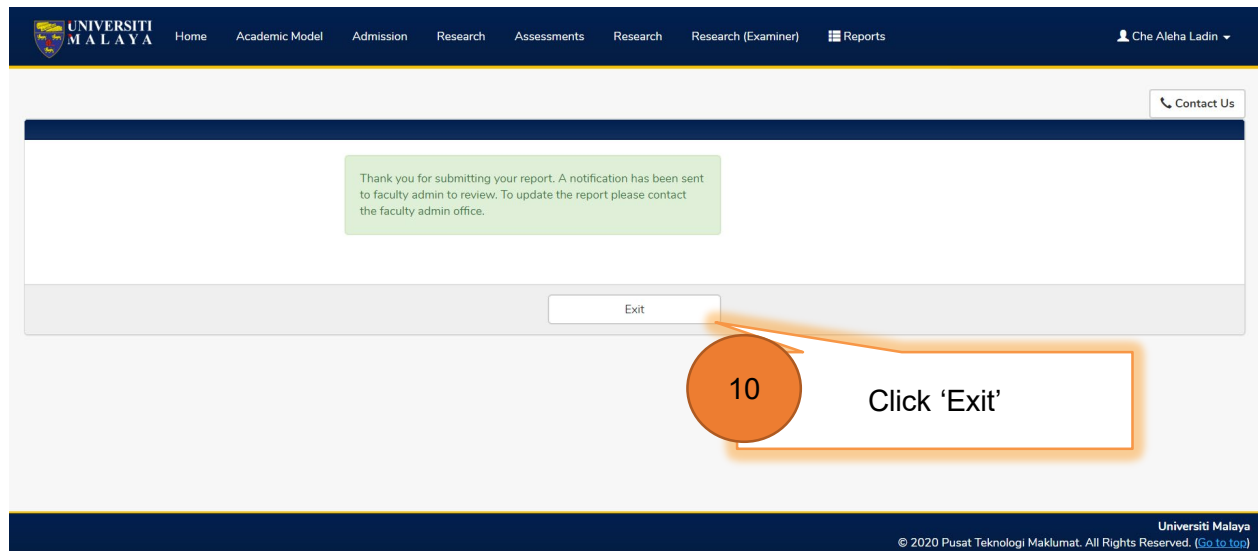
4.1.6 Download softcopy thesis/dissertation

1 Click 'My Students' menu

After clicked My Students menu, this List of Students page will be displayed.

After clicked View Details link button, this page will be displayed.

4.1.7 View invitation for Examiners Meeting
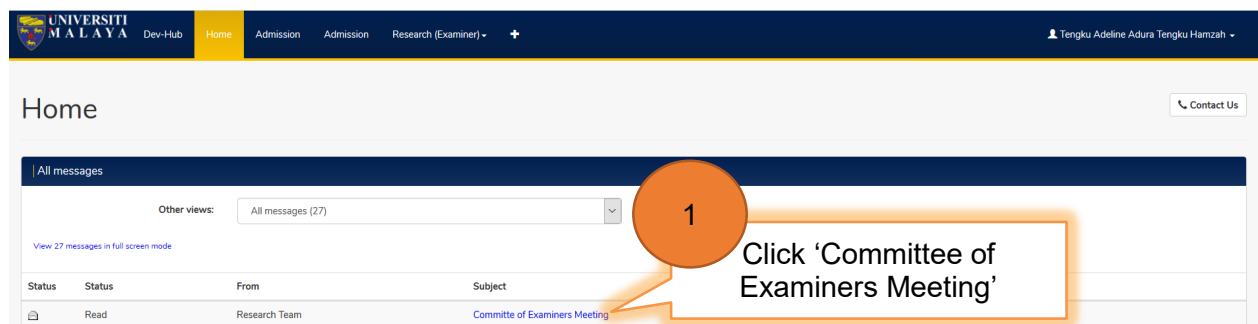
After Examiner clicks Committee of Examiners Meeting' button, this page will be displayed.

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