



UNIVERSITI MALAYA

USER MANUAL

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

(EXTERNAL EXAMINER)

Workstream: D04 – Research Management

Prepared on: 06th January 2020

Author: Norazlina Binti Ahmed Nawawi

DOCUMENT OWNERSHIP INFORMATION

Project Identifier	PROJEK <i>INTEGRATED STUDENT INFORMATION SYSTEM</i> (PrInTIS)
Sponsor	UNIVERSITI MALAYA
Acting Project Director	PUAN ASIAH BINTI ABU SAMAH
Project Manager	PUAN MARINA BINTI MANSOR
Confidentiality	SULIT

DOCUMENT NAME AND VERSION CONTROL

Document Location			
Document name		D04 - Research Management Workstream	
Version	Date	Prepared by	Reason for issue/changes included
1.0	12/12/2019	Norazlina Binti Ahmed Nawawi	Initial document
1.2	20/7/2020	NOOR HARYATI BINTI MOHD RAZALI	Specific the content for external examiner.

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

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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

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.

Sir/Madam,

Invitation to Serve As External Examiner for Doctoral Thesis Examination

Greetings from the Academy/Faculty/Centre/Institute, University of Malaya. On Behalf of the University, it gives us great pleasure to extend to you an invitation to serve as the External Examiner for the thesis examination of the following candidate.

Name of Candidate: Ba Research
Faculty: Computer Science And Information Technology
Name of Programme: Sarjana Kejuruteraan Perisian
Mode of Study: Research
Title of Thesis:
Name of Supervisor: Siti Norliyana Binti Ramlee

Kindly take note of the following:

- Please confirm your acceptance to the appointment by returning the attached reply form via email (dekan_fsktm@um.edu.my). If we do not receive a response within 14 days, we will assume that you have not accepted the appointment. Also, please indicate if you require a hard copy (shall be returned after examination) / *soft copy of thesis to be sent to your perusal (*please indicate your preferred option) Please login below to your portal to accept or decline **Login**
- By accepting the appointment,
 - You agree to examine the candidate's thesis, submit a written report (using the form provided in examiner portal) and return the thesis (applicable for hard copy) as soon as possible but no later than 45 days from the date of receipt of the thesis.
 - You agree not to use or disclose any confidential information relating to thesis examination (including the contents of thesis prepared by the candidate) to any third party.
- Honorarium payment of RM900.00 (Malaysian Ringgit) will be conditional on the receipt of the completed examination report. Any postage expenses, more than \$40 (US Dollar), incurred in returning the documents will be borne by the University given that the original receipts are provided. However, for any amount less than \$40 (US Dollar), the expenses are not reimbursable.
- Throughout the period of examination, all communications between the Examiner and the University regarding the thesis are confidential and shall only be directed through the Faculty's Higher Degree Office.
- You will be notified by the Faculty in due course if you are required to attend the candidate's viva voce (via video conferencing or Skype for overseas examiners).
- If you are unable to examine the thesis due to any circumstances within the stipulated examination period (45 days), please inform us immediately. To avoid any delay of the candidate's Viva-voce, if we do not hear anything from you by the due date, we may have to appoint another examiner. Therefore, your appointment will be considered automatically null and void. You are required to return the thesis to us as soon as possible.

If you need further information, please feel free to email or contact us at 603-79676300.

Thank you for your efforts and cooperation in this matter. We look forward to hearing from you soon.

4.1.1.1 1st time Login as External Examiner

UNIVERSITI MALAYA Academic Portal MAYA

Password Change

Use this screen to input and confirm your new password.

Use the fields below to change/confirm your password.

New Password

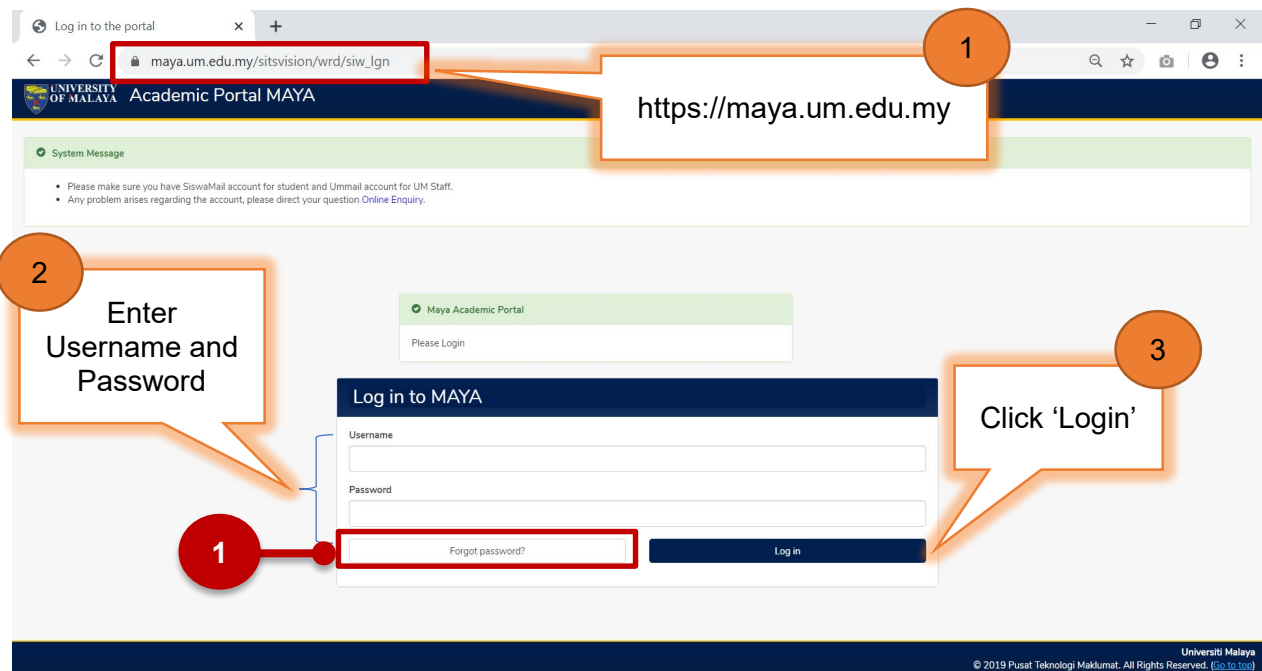
Confirm Password

Click 'Go'.

Key in new password

Key in confirm new password

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

External Examiner Intranet

Research

Click 'Research' tab

External Examiner Intranet

All messages and tasks

Other views: All messages and tasks (72)

View 72 messages in full screen mode

Status	Status	From	Subject	Action	Received Date
✓	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✓	Unread	Research Team	Committee of Examiners Meeting	Read	13/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020
✓	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020

Showing pages 1 of 8 at 10 records per page

Start Previous 1 2 3 4 5 Next End

My Research Students

My Students

Debug info

UMSits

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List of Students

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

Click 'Accept Position' button

Matric No	Name	Start Date	End Date	Student Documents	Form
072899289/1	AHMAD NAZRI			View Details	Accept position

Back to Menu

UMSits

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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.

UNIVERSITI MALAYA

Research (Examiner)

Nur Haryati Alla Annatasia Muhamad Ali Rustam

Contact Us

Invitation to Serve As Examiner for the Doctoral Thesis Examination (University of Malaya)

Candidate's Details

Student ID	072899289	Semester of Studies	01
Name	Mr. Ahbeng	Registration Date	1 Sep 2019
Mode of Programme	Postgraduate Doctorate Research	Current Semester / Session	Semester 1 - Research Program / Session 2019/2020
Program	Doctor Of Philosophy	Maximum Candidature	12 semester
Faculty	Computer Science And Information Technology	Extension of Maximum Candidature	Not Applicable
Previous Progress Report Result	1 Unsatisfactory	Expected Graduation Year	2020

Click for info

Research Details

Research title	Not Applicable
Detailed Field	Not Applicable
Supervisor(s)	Siti Norliyana Ramlie Haji Afiq Ahmad
CO Supervisor	Not Applicable
Consultant	Not Applicable
Head of Department	Noor Haryati Binti Mohd Razali

Click for info

Acceptance

I accept* / do not accept* your invitation to serve as an External Examiner for thesis examination of the following Doctoral candidate of University of Malaya.

I require the ***hard copy (shall be returned after examination)** / ***soft copy** of the candidate's thesis for examination.

By accepting the appointment, I agree to the following:

- To examine the candidate's thesis, submit a written report (using the form provided) and return the thesis (**applicable for hard copy**) as soon as possible but **not later than 45 days** from the date of receipt of the thesis.
- To not use or disclose any confidential information relating to thesis examination (including the contents of thesis prepared by the candidate) to any third party.
- Throughout the period of examination, all communications between the Examiner and the University regarding the thesis are confidential and shall only be directed through the Higher Degree Office, Academy/Faculty/Centre/Institute, University of Malaya (fsktm@um.edu.my).

Name of Candidate:	(072899289) Ahmad Nazri
Faculty	COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
Name of Programme	DOKTOR FALSAFAH
Mode of Study	FULL TIME
Title of Thesis	
Name of Supervisors	

Select 'I accept' or 'I do not accept'

Accept Role (only for External Examiner)

☒ I accept
 ☐ I do not accept

Select 'Yes' or 'No'

Require hard copy

☐ Yes
 ☒ No

Reason for declining

Submit

Enter 'Reason for declining' textbox.

Note:

1. Only applicable for External Examiner.

2. If choose 'I do not accept' in Step 4.

Click 'Submit'

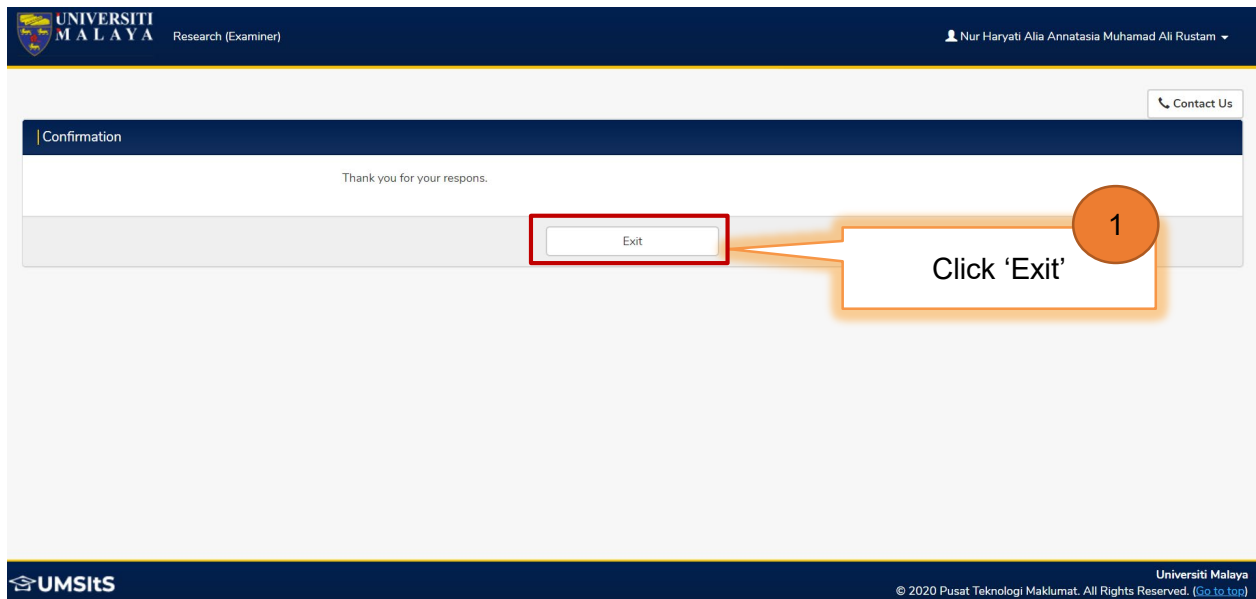
Universiti Malaysia

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– 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

UNIVERSITI MALAYA Research

Click 'Research' tab

1

Contact Us

All messages and tasks

Other views: All messages and tasks (72)

View 72 messages in full screen mode

Status	Status	From	Subject	Action	Received Date
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Showing pages 1 of 8 at 10 records per page

Start Previous 1 2 3 4 5 Next End

My Research Students

My Students

Debug info

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4.1.5 Submit thesis/dissertation examination reports

External Examiner Intry

All messages and tasks

Other views: All messages and tasks (72)

View 72 messages in full screen mode

Status	Status	From	Subject	Action	Received Date
✉	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	14/Feb/2020
✉	Unread	Research Team	Committe of Examiners Meeting	Read	13/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020
✉	Unread	Research Team	Nomination for External Examiner	Approve	12/Feb/2020

Showing pages 1 of 8 at 10 records per page

Start Previous 1 2 3 4 5 Next End

My Research

My Students

Debug info

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Download related examination form

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

Back to Menu

1

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

PROJEK INTEGRATED STUDENT INFORMATION SYSTEM (PrInTIS)

3 Click 'Save File'

4 Click 'OK' to save the 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

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

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

Back to Menu

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

6 Click 'Submit examination report'

7 Click 'Upload'

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

Upload files

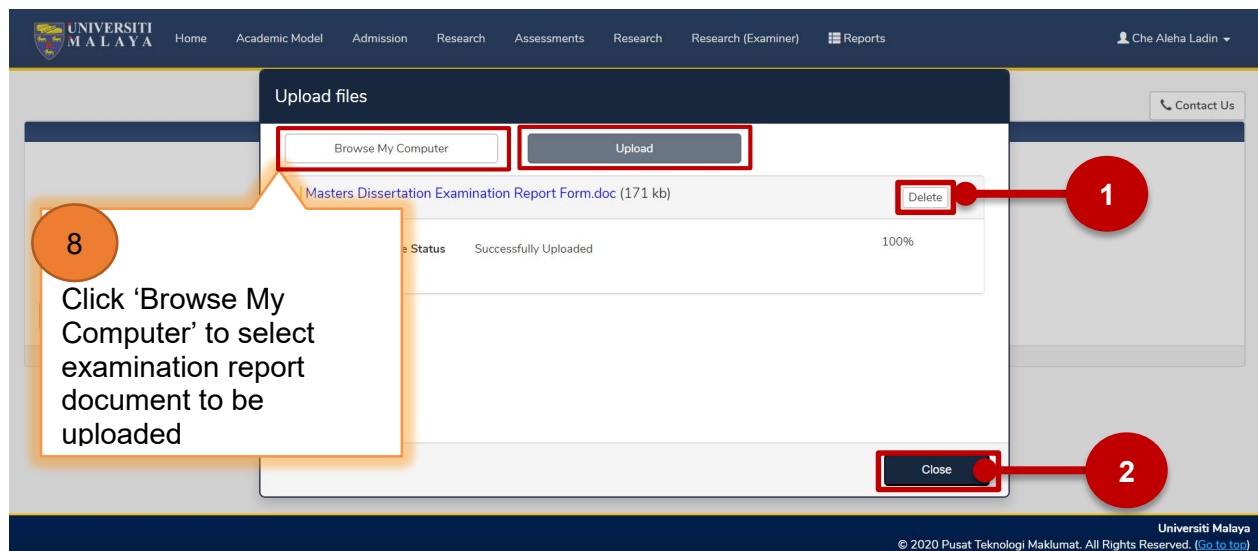
Upload

UNIVERSITI MALAYA

Home Academic Model Admission Research Assessments Research Research (Examiner) Reports

Che Aleha Ladin

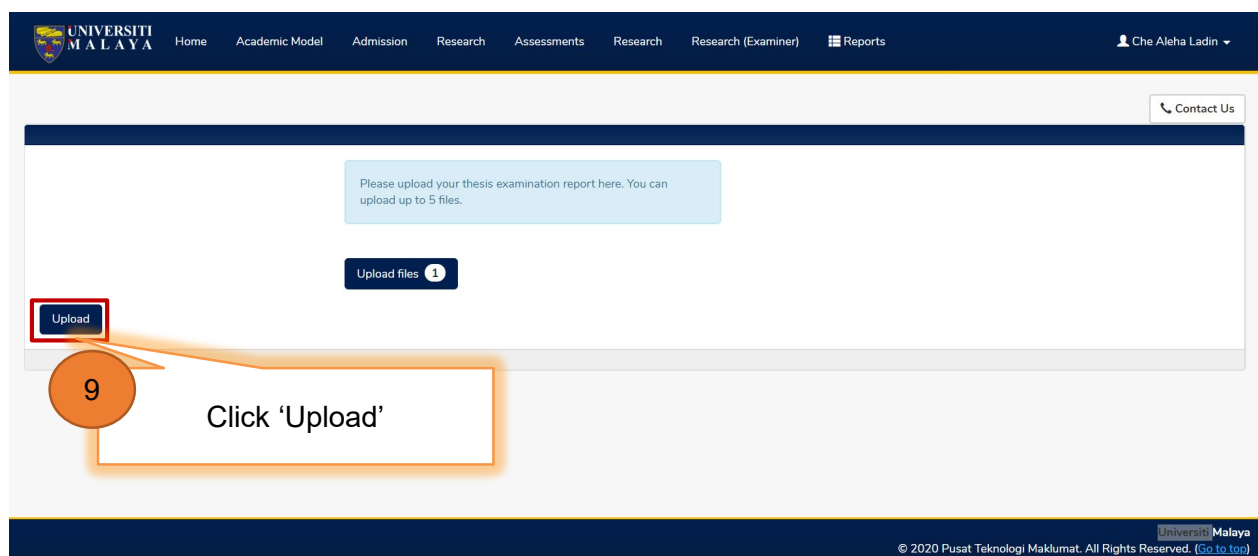
Contact Us



1 'Delete' button to delete the document.

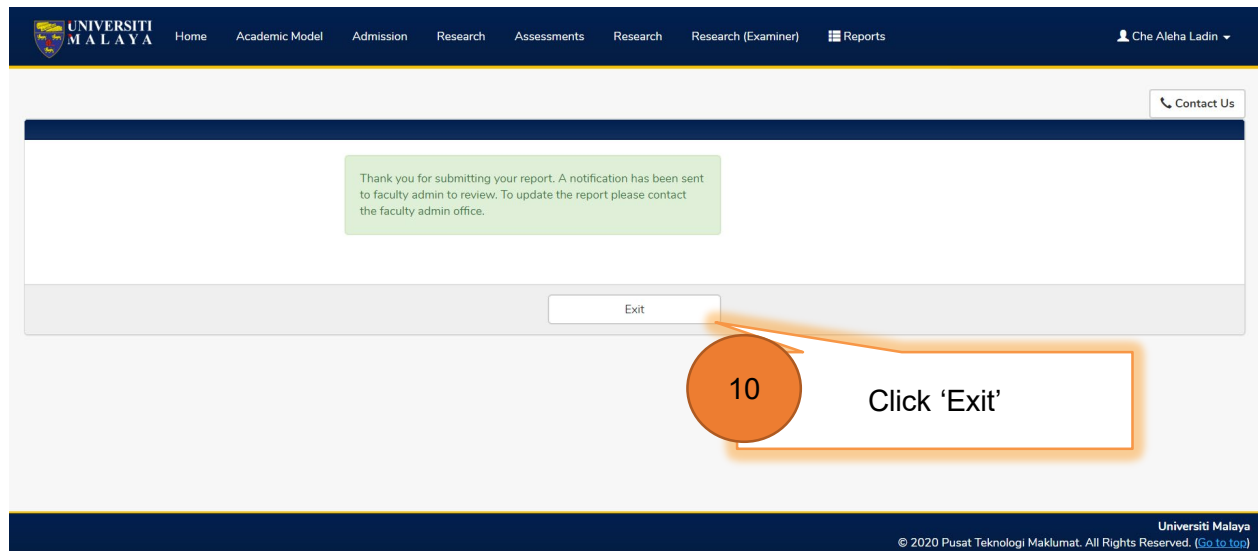
2 'Close' button to close the popup screen.

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

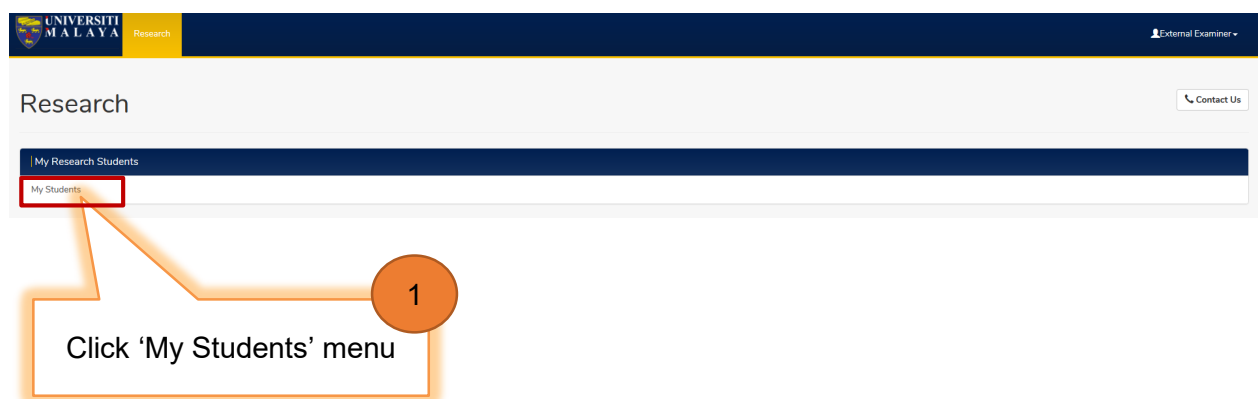


After Examiner clicks 'Upload' button, this page will be displayed. The examiner can click 'Exit'

button to go back to the main page.



4.1.6 Download softcopy thesis/dissertation



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

PROJEK INTEGRATED STUDENT INFORMATION SYSTEM (PrInTIS)

UNIVERSITI MALAYA Research

External Examiner

Research Management

Contact Us

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
1X000000/3	CANDIDATE A			View Details	Accepted	Submit examination report	Doctoral Thesis Examination Report Form Doctoral Thesis Examination Arabic Form Doctoral Thesis Re-Examination Report Form Doctoral Thesis Re-Examination Form Arabic Form Doctoral Thesis Second Re-Examination Form

Click 'View Details' menu

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

UNIVERSITI MALAYA Home Research

External Examiner

Research Management

Contact Us

Student Details

Name of Student: CANDIDATE A	Student ID: 1X000000	Date of registration: 12/SEP/2017
Faculty: FACULTY OF A	Supervisor: (MAIN SUPERVISOR) SUPERVISOR	Mode of study: POSTGRADUATE DOCTORATE RESEARCH
Programme: DOCTOR OF PHILOSOPHY	Thesis/Dissertation Title: XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXX XXXX	

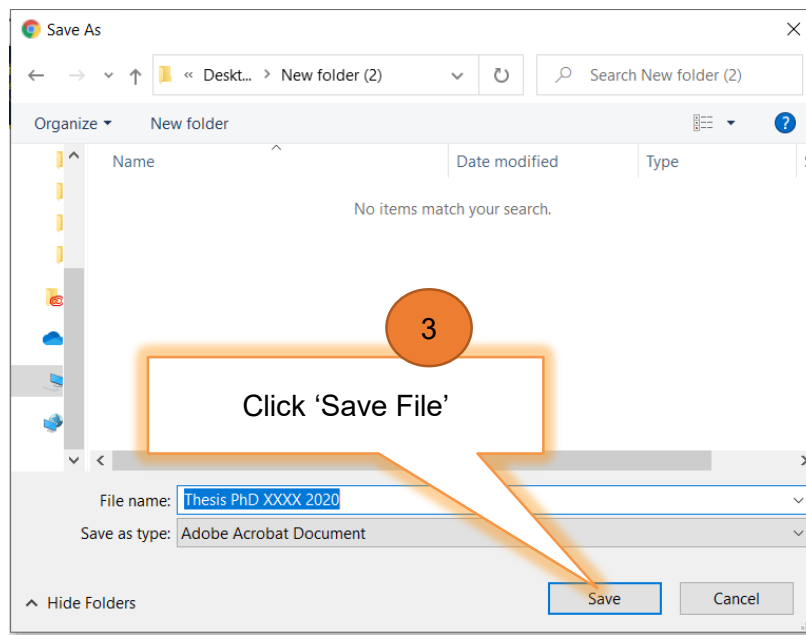
Documents to download

Document	Download link
Thesis / Dissertation	Click to Download Document > Thesis PhD CANDIDATE A 2020.pdf

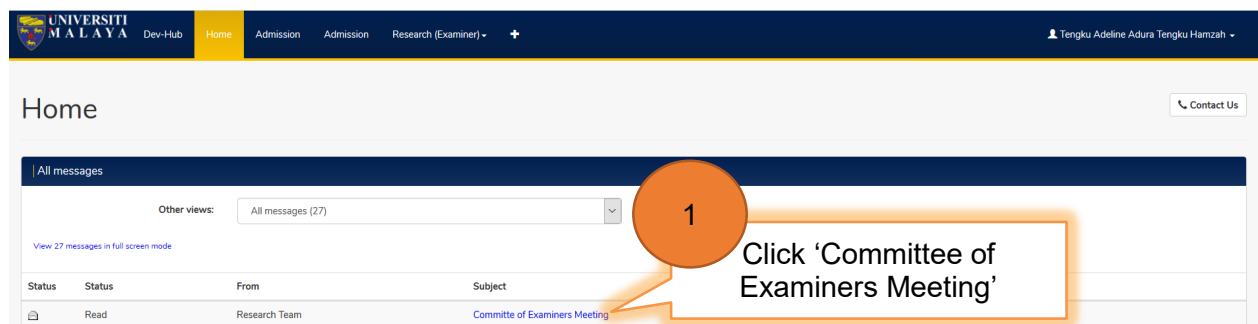
Click 'Click to Download Document' button

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4.1.7 View invitation for Examiners Meeting



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

PROJEK INTEGRATED STUDENT INFORMATION SYSTEM (PrInTIS)

 UNIVERSITI
MALAYA

Dev-Hub Home Admission Admission Enrolment - Finance - Research (Examiner) +

Tengku Adeline Adura Tengku Hamzah -

My intray

My messages

Contact Us

Intray Messages for TENGKU ADELIN ADURA TENGKU HAMZAH

Message 1 of 27

From

Research Team

Received

27/Dec/2019

Due Date

Subject

Committee of Examiners Meeting

COMMITTEE OF EXAMINERS' MEETING

Please be informed that the Committee of Examiners' Meeting for Ba Research will be held as follows: -

Date : 9 Mar 2020
Time : 11:50 am
Venue : Room 1
Title of Thesis : Test Title


We would appreciate it if you could kindly confirm your attendance as soon as possible.

Many thanks for your kind cooperation and have a good day.

Delete

Intray

Next

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