



UNIVERSITI MALAYA

USER MANUAL

D04 - Research Management Workstream

Progress Report

(STUDENT)

Workstream: D04 – Research Management Prepared on: 31th October 2019 Author: Noor Shyahira Binti Adnan

DOCUMENT OWNERSHIP INFORMATION

Project Identifier PROJEK INTEGRATED STUDENT INFORMATIO (PrInTIS)	
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Project Manager	PUAN MARINA BINTI MANSOR
Confidentiality	SULIT

DOCUMENT NAME AND VERSION CONTROL

Documen	ument Location				
Documen	t name	D04 - Research Management Workstream			
Version Date		Prepared by	Reason for issue/changes included		
1.0	31/10/2019	Noor Shyahira Binti Adnan	Initial document		
2.0	08/11/2019	Norazlina Binti Ahmed Nawawi	To make the initial document clearer and user friendly		
3.0 29/11/2019		Noor Shyahira Binti Adnan	Update the explanation details about all buttons in the system.		

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 Progress Report 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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(If Related)

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 hope that by using this user manual users will find MAYA easier to use.

Term	Description			
AASC	Academic Administration & 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)			
	Lecturer who supervises research candidates including Co-			
Supervisor (s)	Supervisor and Consultant			
	Holds information about events and activities in the research			
Research Events	student's life cycle.			

1.1 Index

1.2 User Characteristic

User	Responsibility / Activity		
Faculty Administrator	(a) Manage research events		
	(b) View students' progress report outcomes		
Student	(a) Submit progress report		
	(b) View progress report outcomes		
	(c) View counselling session details created by HOD (if related)		
Supervisor	(a) Evaluate students' progress report		
	(b) View students' progress report outcomes		
Head of Department	(a) Review or evaluate students' progress report students (if there is		
(HOD)	no action taken or it has been disapproved by supervisor)		
	 Create and update students' counselling session 		
Central Administrator	(a) View students' progress report outcomes		
	(b) View students' progress report outcomes (Bright sparks Unit)		

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	Record all information about events or
		activities in which the student is involved.
RQU	Research Question	Holds questions pertaining to research
		degree's events.
RQA	Research Question Answer	Stores responses to research questions.
SCJ	Student Course Joint	Details of students' academic
		programme.

2. ROLES AND RESPONSIBILITY



- Wanage research events
 View students' progress
- report outcomes



- Submit progress report
- View progress report
 outcomes
- View counselling session details created by HOD (if related)



Supervisor

- Evaluate students' progress report
- View students' progress report outcomes



HOD

- Review or evaluate students' progress report students (if there is no action taken or it has been disapproved by supervisor)
- Create and update students' counselling session



Central Administrator

- View students' progress report outcome
- View students' progress report outcomes (Bright sparks Unit)

3. PROCESS FLOW



Central Administrator

4. USER MANUAL

4.1 STUDENT VIA MAYA

4.1.1 Login Page

 S Log in to the portal x + ← → C a maya.um.edu.my/sitsvision/wrd/siw_lgn UNIVERSITY Academic Portal MAYA 		https://maya.um.edu.m	1 y	୍ 🛧 🙆	0	× :
System Message Pease make sure you have StowaMail account for student and Ummail account Any problem arises regarding the account, please direct your question Online 6 Enter Username and Passesword	for UM Staff. nguiny. Ø Maya Academic Portal Please Login			3		
Password Log i	n to MAYA Forgot password?	Log in	Click 'L	ogin'	Universiti	Мајауа
			© 2019 Pusat Teknolog	Maklumat. All Rights Re	served. <u>(Go</u>	<u>o top</u>)

¹ Click 'Forgot Password' if forgot password.

4.1.2 Navigate to Main Page

OF MALAYA Home Admission Errolment + Finance - Research	上 Tengku Rykal (Test) +
My Dashboard Intray - Messages for TENGKU RYKAL (TEST) We have no involvinged messages Status From Received Subject	Click 'Research' to view Research main page
	Student profile Student Profile Student ID 1802020 Name Tengku Rykal (Test) Programme Doctor Of Philosophy Route/Specialization Arts
	Date of birth 27 Aug 2000 Gender Lelaki Nationality N/A Race N/A Passport.number N/A Disability N/A Click for info O
	Universiti Malaya © 2019 Pusat Teknologi Maklumat. All Rights Reserved. (<u>Gri boto</u>)

4.1.3 Submission of Progress Report

OF MALAYA	Home	Admission	Enrolment -	Finance 🗸	Research	🛓 Tengku Rykal (Test) 👻
Research						
Research Management Submission of Progress Reg View Gant Chart Supervision Activity Click	'Sub	emiss Rep	ion of port'	Prog	Jress	Next Meeting or Event 2019
						Universiti Malaya © 2019 Pusat Teknologi Maklumat. All Rights Reserved. (<u>So to top</u>)

Important date highlight for your reference.

1

UNIVERSITY OF MALAYA Home Admission Enr	olment - Finance - Research		💄 Tengku Rykal (Test) 👻
Click the panel header to collapse or uncollapse panels	s Report		
Candidate's Details			•
Student ID	1802020	Semester of Studies	01
Name	Tengku Rykal (Test)	Registration Date	12 Aug 2019
Mode of Programme	Postgraduate Doctorate Research	Current Semester / Session	Semester 1 / Session 2018/2019
Program	Doctor Of Philosophy	Maximum Candidature	12 semester
Faculty	Arts And Social Sciences	Extension of Maximum Candidature	-4
Previous Progress Report Result	Not Applicable	Expected Graduation Year	2020
			Click for info
Research Details			· ·
Research title	Research Publication		
Fields of Research	Engineering		
Supervisor(s)	Noor Shvahira Binti Adnan		
CO Supervisor (External)	Not Applicable		
CO Supervisor (Internal)	Not Applicable		
Concultant	Not Applicable		
Lond of Department	Neer Hasusti Risti Makel Pasali		
Thead of Department	Noor Haryan bina Piona Nazan		Click for info
			-
Report on Research Progress (Semester 1/Session 2	018/2019)		
 Student Progress Report as of 28 Aug 2019 	(Not Completed)		
1 Describe the Literature Review	(not completed)		
2. Explain your Research Methodology.			
3. Please provide details on Data Collection and Analysis.			
4. Number of Proposed Chapters. 5. Please Provide the details of all chapter titles and comple	ted percentages of each (eg: Chapter 1: Introduction	. 60% complete: Chapter 2: Literature Review, 40% complete: etc.).	
6. Please provide details on Writing Progress.		,,,,,,,,,,,,	
7. Number of Completed Chapters.			
 8. Number of Chapters Submitted to Supervisor. 9. Number of Incomplete Chapters. 			
10. Please indicates expected dates of thesis submission.			
11. Describe the Problems Encountered.	6.100 L		
 12. Fulfilment of language requirements? If you tick No, (Ple 13. Completed Research Methodology Module? If you tick N 	ase ensure you fulfil language requirement before y o, (Please ensure you complete your Research Meth	our thesis submission) odology before second semester of your candidature)	
14. Candidate is required to fulfill additional requirements (as specified in the offer letter) imposed by the facult	y (Not for graduation completion).	
Declaration :			
I hereby declared that all details provided are true and comp	olete. If any information is found to be fraud or false	or proven untrue, the University has the right to deny this progress rep	oort and take subsequent action.
2	Exit	Next	
			Universiti Mala
			0 2019 Pusat Teknologi Maklumat. All Rights Reserved to to
			2
		Click 'I	Next' to proceed

- D Click 'Click for info' link if the Candidate's Details and Research Details are incorrect to get the office contact for information update.
- 2 Click 'Exit' button to go back to Research main page.

OF MALAYA 👤 Tengku Rykal (Test) 👻 **Research Management** lete all the info Research Management 1. Describe the Literature Review. test 3 Fill in all fields. 2. Explain your Research Methodology. test Note: All fields are 3. Please provide details on Data Collection and Analysis. mandatory. test 4. Number of Proposed Chapters. I Chapter 2 Chapters 3 Chapters 4 Chapters 4 S Chapters 6 Chapters 7 Chapters 8 Chapters 5. Please Provide the details of all chapter titles and completed percentages of each (eg: Chapter 1: Introduction, 60% complete; Chapter 2: Literature Review, 40% complete; etc.). test 6. Please provide details on Writing Progress. test 7. Number of Completed Chapters. 1 Chapter ② 2 Chapters 3 Chapters 4 Chapters 5 Chapters 6 Chapters Ø 7 Chapters 8 Chapters Not applicable 8. Number of Chapters Submitted to Supervisor. I Chapter ② 2 Chapters 3 Chapters 6 4 Chapters S Chapters 6 Chapters 7 Chapters B Chapters Not applicable 9. Number of Incomplete Chapters. 1 Chapter 2 Chapters ③ 3 Chapters 4 Chapters 5 Chapters 6 Chapters 7 Chapters 8 Chapters 10. Please indicates expected dates of thesis submission, 30/Aug/2019

	11. Describe the Problems Encountered.	
	12. Fulfilment of language requirements? If you tick No. (Please ensure you fulfil language requirement before your thesis submission) 12. Fulfilment of language submission) 12. Fulfilment of language requirements? If you tick No. (Please ensure you fulfil language 12. Fulfilment of language requirements? If you tick No. (Please ensure you fulfil language 13. Fulfilment of language requirements? If you tick No. (Please ensure you fulfil language 13. Fulfilment of language requirements?) 13. Fulfilment of language requirements?	
	13. Completed Research Methodology Module? If you tick No. (Please ensure you complete your Research Methodology before second semester of your candidature) 10	
	14. Candidate is required to fulfill additional requirements (as specified in the offer letter) imposed by the faculty (Not for graduation completion).	
	Declaration : I hereby declared that all details provided are true and complete. If any information is found to be finaud or false or proven untrue, the University has the right to deny this progress report and take subsequent action.	5 Click 'Next' to proceed
4 Click 'Save' to save the answer	Save Next	Universiti Malaya

OF MALAYA Home Admission Errolment - Finance - Research	👤 Tengku Rykal (Test) 👻
Store Successful	
The store completed successfully. All changes have been stored.	
Summary of Research Progress Report	
Please ensure the following information is correct before clicking the Submit button. If you need to change any of the answers below, you can do so by pressing the Back button.	
Summary of Resarch Progress Report Describe the Literature Review. test	
2. Explain your Research Methodology. test	
3. Please provide details on Data Collection and Analysis. Test	
4. Number of Proposed Chapters. 1 Chapter	
5. Please Provide the details of all chapter titles and completed percentages of each (eg: Chapter 1: Introduction, 60% complete; Chapter 2: Literature Review, 40% complete; etc.). test	
6. Please provide details on Whiting Progress. Test	
7. Number of Completed Chapters. 1 Chapter	
8. Number of Chapters Submitted to Supervisor. 1 Onapter	
9. Number of Incomplete Chapters. 7 Chapters	
10. Please indicates expected dates of thesis submission. 30/Aug/2019	
11. Describe the Problems Encountered. test	
12. Fulfilment of language requirements? If you tick No, (Please ensure you fulfil language requirement before your thesis submission) Yes	
13. Completed Research Methodology Module? If you tick No, (Please ensure you complete your Research Methodology before second semester of your candidature) Yes	
14. Candidate is required to fulfill additional requirements (as specified in the offer letter) imposed by the faculty (Not for graduation completion). Ves	6
Declaration : Thereby declared that all details provided are true and complete. If any information is found to be fraud or false or proven untrue, the University has the right to deny this progress report and take subsequent action.	:'
1 Bick Submit	
© 2019 Pusat Teknologi Maklum	Universiti Malaya at. All Rights Reserved. (<u>Go to top</u>)

¹ Use 'Back' button to go back to the previous screen.



4.1.4 View Progress Report Outcomes

OF MALAYA Home Admission Enrolment - Finance - Research	よ Tengku Rykal (Test) +
Research	
Research Management 1 Click 'List of Progress Report'	Next Meeting or Event
Submittee List of Supervision Activity	• A A reminder email will be sent exactly 2 weeks prior to your next meeting to
	Universiti Matera © 2019 Pusat Teknologi Maklumat. Ali Rights Reserved. (<u>So to too</u>)

UNIVERSITY OF MALAYA Home Admission Enrolment - Finance - Research	Key in 'Academic Year and Semester'	上 Tengku Rykal (Test) -
List of Progress Report Please complete the report options and click the "Run Report" button. Academic Year 2018/2019 Semester Semester 1	Click 'S	Search' to go to search result
1 Reset	Exit Search	Universiti Malaya © 2019 Pusat Teknologi Maklumst. Ali Rights Reserved. (<u>Goto too</u>)

Click 'Reset' button to clear data from all fields.
 Click 'Exit' button to go back to Research main page.

The Status of Submission of Progress Report will be displayed as below:

	NIVERSITY F MALAYA	Home	Admission	Enrolment -	Finance 🗸	Research							, Tengku Rykal (Test)	-
Pro	gress	Repo	rt											
Statu	s Submission o	of Progress Re	port											
No.	Description						Evaluation Outcome	Con	pleted Date	Expected Start Dat	te Expected End Date	Details	PDF	
1.	Student Prog	ress Report			a	-0	Completed	13 9	ep 2019	13 Sep 2019	13 Sep 2019	View	N/A	
2.	Noor Shyahir	a Binti Adnan - S	upervisor Revie	ws Progress Repo	rt		Satisfactory	13 9	Gep 2019	13 Sep 2019	13 Sep 2019	View	Download	
			1		-•		Back		Exit		b Click 'Downl repo	oad' to rt in PDI	view the	e
											© 2019 Pusat Tek	nologi Maklumat. All R	Universiti M ights Reserved. (<u>Go to</u>	alaya o top)

- Click 'Back' button to go back to the previous screen.
- ² Click 'Exit' button to go back to Research main page.
- а

Notes on Evaluation Outcome consist of:

Outcomes	Description
Completed/Not Completed	Student's progress report submission status
Satisfactory/Unsatisfactory	Supervisor's review
Recommended/ Not recommended	HOD's review
No action	No action taken by student/supervisor/HOD

b This column will display the status of student's research progress review. Once the review process is completed, the download status will appear at the last stage of the process.

The PDF version of Submission of Progress Report will be displayed as below:

UNIVERSITY OF MALAYA	Universiti Malaya Student Integrated System (UMSiTS)	SULIT Date: 17/01/2020 Time: 10:01 AM
Sub	mission of Progress Report	
Candidate's Details		
Student ID	: 18000885	
Name	: Mr. Tengku Rykal	
Mode of Programme	: Postgraduate Doctorate Research	
Program	: Doctor Of Philosophy	
Faculty	: Engineering	
Previous Progress Report Result	: Not Applicable	
Semester of Studies	: 01	
Registration Date	: 1 Sep 2019	
Current Semester / Session	: Semester 1 - Research Program / Session 2019/2	2020
Maximum Candidature	: 12 semester	
Extension of Maximum Candidature	: Not Applicable	
Expected Graduation Year	: 2022	
Research Details		
Research title	: Engineering	
Detailed Field	: Not Applicable	
Supervisor(s)	: Miss Noor Shyahira Binti Adnan	
CO Supervisor	: Not Applicable	
Consultant	: Not Applicable	
Head of Department	: Madam Nor Azian Binti Abdul Bari	

Report on Progress Report (Semester 1 - Research Program / Session 2019/2020) Student Progress Report as of 17 Jan 2020 (Completed) 1. Describe the Literature Review. test 2. Explain your Research Methodology. test 3. Please provide details on Data Collection and Analysis. test Number of Proposed Chapters. 1 Chapter 5. Please Provide the details of all chapter titles and completed percentages of each (eg: Chapter 1: Introduction, 60% complete; Chapter 2: Literature Review, 40% complete; etc.). test Please provide details on Writing Progress. test 7. Number of Completed Chapters. 1 Chapter 8. Number of Chapters Submitted to Supervisor. 1 Chapter 9. Number of Incomplete Chapters. 1 Chapter 10. Please indicates expected dates of thesis submission. 24/Jan/2020 11. Describe the Problems Encountered test 12. Fulfilment of language requirements? If you tick No, (Please ensure you fulfil language requirement before your thesis submission) Yes 13. Completed Research Methodology Module? If you tick No, (Please ensure you complete your Research Methodology before second semester of your candidature) Yes 14. Candidate is required to fulfill additional requirements (as specified in the offer letter) imposed by the faculty (Not for graduation completion). Yes Declaration : I hereby declared that all details provided are true and complete. If any information is found to be fraud or false or proven untrue, the University has the right to deny this progress report and take subsequent action. Universiti Malaya, Lembah Pantai, 50603 Kuala Lumpur, MALAYSIA www.um.edu.my

Miss Noor Shyahira Completed)	
	Binti Adnan - Supervisor Reviews Progress Report as of 17 Jan 2020
. Please enter your revie	ew for Literature Review.
est	
2. Please enter your revie	ew for Research Methodology.
est	
8. Please enter your revie	ew for Data Collection and Analysis.
est	
. Please enter your revie	ew for Status of Thesis / Dissertation Writing.
est	
5. Please enter your revie	ew for Problem Faced by Student.
est	
6. Commitment.	
Excellent	
Attendance.	
Excellent	
3. Interest.	
Excellent	
. Work Quality And Effic	iency.
Excellent	
0. Thesis / Dissertation I	Language Proficiency.
Excellent	
1. Ability To Work Indep	endently.
Excellent	
2. Overall Performance.	
Excellent	
Supervisor's Recommen	dation: Recommended to continue for the next semester?
Satisfactory	

Counselling Session for Unsatisfactory Progress Report Details Created by HOD 4.1.5 (If Related)

If the student receives this message, the student will need follow this step after the Head of Department has created a counselling session for the student. The system will send a message notification to the student as below:

	NIVERSITY F MALAYA	Home Adm	nission Enrolment -	Finance 👻 Rese	earch Placements				👤 Tengku Rykal (Test) 👻
My [Dashbo	oard	_	Click ar	nd read this				Get Help 🛛
My intra	y and unread port Other views:	al in-tray message	-trav message [2 ¥	me	essage	Timetable		Result	Spectrum
View 2 r	nessages in full screen	mode	Persived Data	Action	Subject	Student profile	Personal detait	s 🔛 Address	
⊠	*New*	~BLANK CODE~	17/Sep/2019	Read	Counselling Session	Student ID	18000885		
8	Read	NO-REPLY-UM	17/Sep/2019	Read	Status of Progress Report	Name Programme Route/Specializatio Gender Race Disability	Tengku Rykal Bin Doctor Of Philoso n Teacher Training / Lelaki 12 Mar 1995 N/A	Tengku Iskandar phy And Education Sciences	
						Date of birth Nationality Passport number Update passp	12 Mar 1995 N/A N/A		Click for into 🖲
								© 2019 Pusat Tel	Universiti Malaya nologi Maklumat. All Rights Reserved. (<u>Go to top</u>

The Student can see the details of the counselling session created by the HOD as below:

UNIVERSITY OF MALAYA	Home Admission E	inrolment - Finance - Research	Placements	💄 Tengku Rykal (Test) 👻
My intray My messages				
Intray Messages for				Message 1 of 2
	From	~BLANK CODE~		
	Received	17/Sep/2019		
	Due Date Subject	Counselling Session		
		Dear Tengku Rykal Bin Tengku Iskandar,		
		Name : Tengku Rykal Bin Tengku Iskandar,		
		Programme : Doctor Of Philosophy		
		Please be informed that your counseling session has been	en scheduled as below:	
		Date : 30/Aug/2019 Time : 11.00am		
		Venue : Student Centre	act your Higher Degree Office	
		·		
			Delete	
		Intray	Next 3	
				Universiti Malaya © 2019 Pusat Teknologi Maklumat, All Rights Reserved. (<u>Go to tor</u>)
Click	'Delete' but	ton to delete this	intrav message.	
	2 51010 541			
2 Click	'Intray' butto	on to view list of i	intray messages.	
3 Click '	Next' buttor	n to read next intr	ay message.	
				21