



# UNIVERSITI MALAYA

## USER MANUAL

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

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**(MAIN SUPERVISOR)**

**Workstream:** D04 – Research Management

**Prepared on:** 06<sup>th</sup> January 2020

**Author:** Norazlina Binti Ahmed Nawawi

## DOCUMENT OWNERSHIP INFORMATION

<b>Project Identifier</b>	PROJEK <i>INTEGRATED STUDENT INFORMATION SYSTEM</i> (PrInTIS)
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<b>Project Manager</b>	PUAN MARINA BINTI MANSOR
<b>Confidentiality</b>	SULIT

## DOCUMENT NAME AND VERSION CONTROL

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1.2	31/3/2020	Noor Haryati Mohd Razali	Correction after review by FBL

## DOCUMENT VERIFICATION

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<b>Technical Analyst</b>	<b>CIK NORAZLINA BINTI AHMED NAWAWI</b> ASSISTANT INFORMATION TECHNOLOGY OFFICER CENTRE OF INFORMATION TECHNOLOGY	
<b>Business Owner</b>	<b>PUAN NOR AZIAN BINTI ABDUL BARI</b> SENIOR PRINCIPAL ASSISTANT REGISTRAR ADMISSION & REGISTRATION SECTION ACADEMIC ADMINISTRATION & SERVICES CENTRE  <b>ENCIK HARIL MUZAMMIL BIN AWANG</b> SENIOR ASSISTANT REGISTRAR ADMISSION & REGISTRATION SECTION ACADEMIC ADMINISTRATION & SERVICES CENTRE  <b>PUAN SITI NORLIYANA BINTI RAMLEE</b> ASSISTANT REGISTRAR ADMISSION & REGISTRATION SECTION ACADEMIC ADMINISTRATION & SERVICES CENTRE	
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<b>Training Team Member</b>	<b>PUAN NORMUHAINI BINTI AB. RONI</b> SENIOR PRINCIPAL ASSISTANT REGISTRAR FACULTY OF ENGINEERING	
	<b>ENCIK KAMARUL FAIRUZ BIN HASSIM</b> SENIOR PRINCIPAL ASSISTANT REGISTRAR VICE-CHANCELLOR OFFICE	
	<b>ENCIK ABDUL MALIK BIN ANUAR</b> ASSISTANT REGISTRAR FACULTY OF ECONOMICS AND ADMINISTRATION	
	<b>PUAN ANIDA BINTI KAMALUDIN</b> ASSISTANT REGISTRAR DEPARTMENT OF REGISTRY	
	<b>ENCIK AMER FAEZZUDDEN BIN AHMAD FAZAL</b> ASSISTANT REGISTRAR INSTITUTE OF RESEARCH MANAGEMENT AND SERVICES	

**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 alternate modes of operation, and step-by-step procedures for system access and use. The workstream includes the details of Submission of Thesis/Dissertation 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 of 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/ Centre
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 Characteristics

User	Responsibility / Activity
Faculty Administrator	<ul style="list-style-type: none"> <li>(a) Manage research events (i.e : candidature defence outcome)</li> <li>(b) Confirm thesis/dissertation submission (Hardcopy and student graduation checklist)</li> <li>(c) Approve examiner</li> <li>(d) Outcome of examiner committee meeting</li> <li>(e) Final thesis/dissertation result</li> </ul>
Student	<ul style="list-style-type: none"> <li>(a) Submit thesis/dissertation</li> <li>(b) View research events outcomes</li> </ul>
Main Supervisor	<ul style="list-style-type: none"> <li>(a) Review or evaluate thesis/dissertation submission</li> <li>(b) Nominate examiner</li> <li>(c) Add new examiner</li> </ul>
Examiner	<ul style="list-style-type: none"> <li>(a) Accept/Reject invitation</li> <li>(b) Examine thesis/dissertation submitted</li> </ul>
Central Administrator	<ul style="list-style-type: none"> <li>(a) Update Senate's approval for new examiner (PhD pool only)</li> </ul>

### 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 examiner for a specific duration.
EXT	Examiner Type	Used to describe the roles that external examiner 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 Senate's approval for new examiner (PhD pool only)



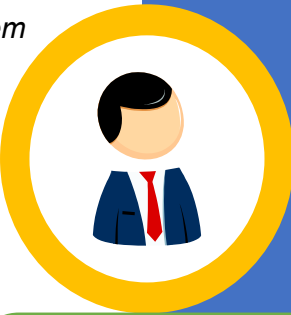
### 3. PROCESS FLOW



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

**STEP**

**1**



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

**Faculty Administrator**

**2**



- Submit thesis/dissertation
- View research events outcomes

**Student**

**3**



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

**Faculty Administrator**

**4**



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

**Main Supervisor**

**5**



- Approve examiner
- Outcome of examiner committee meeting
- Final Thesis/Dissertation recommendation

**Faculty & Central Administrator**

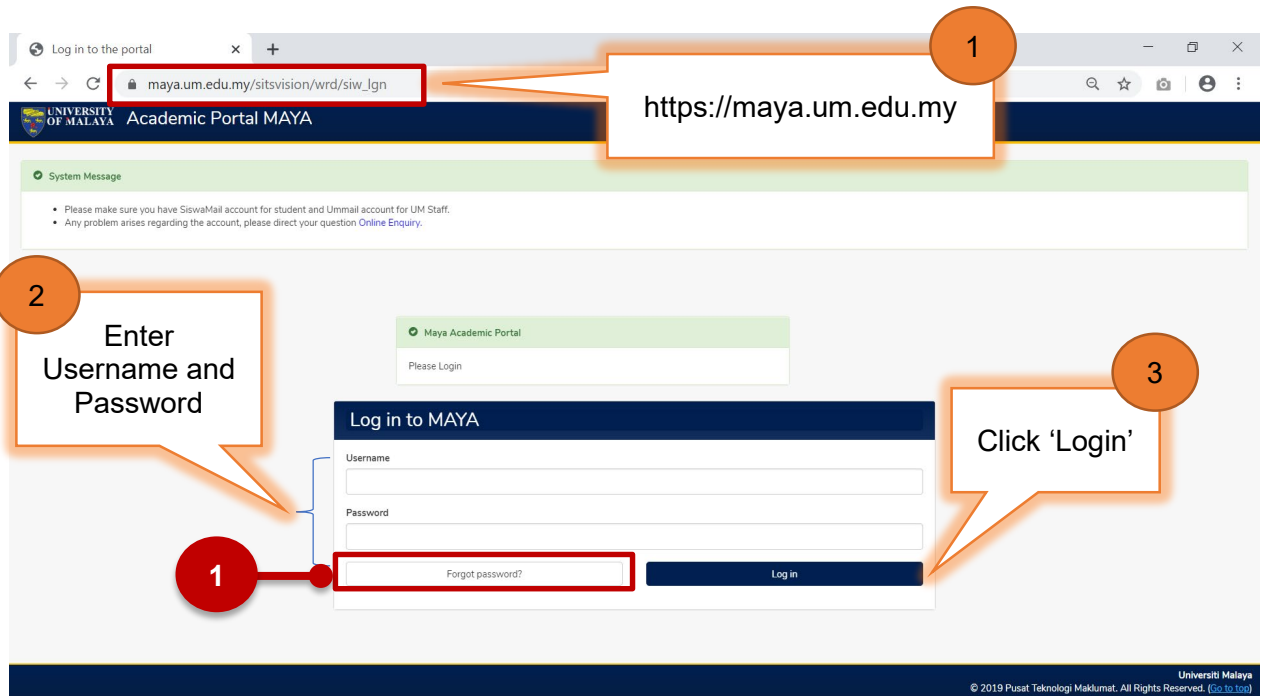


- Accept/ Reject Invitation
- Examine thesis/dissertation submitted

**Examiner**

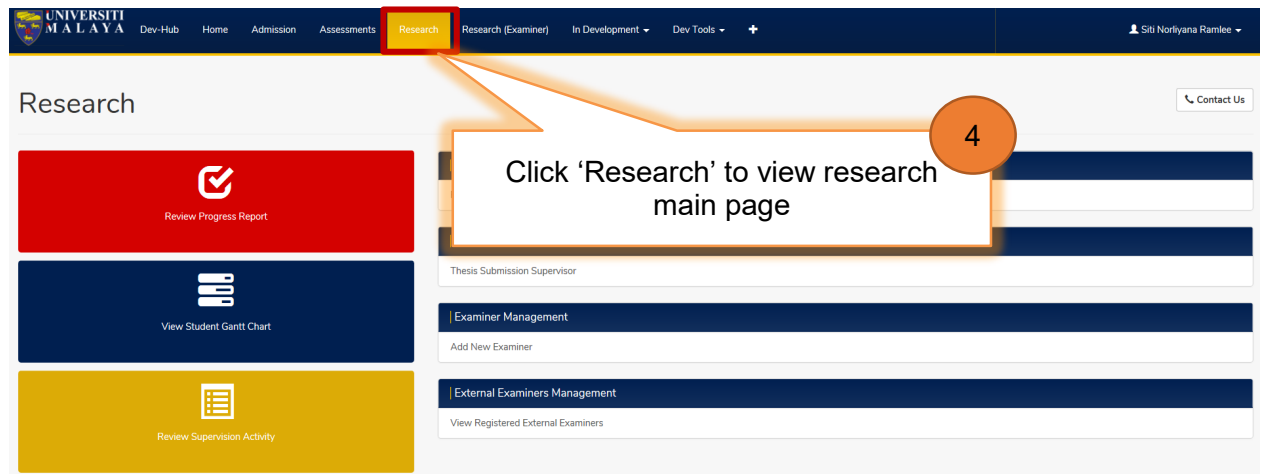
### 3.1 MAIN SUPERVISOR VIA MAYA

#### 3.1.1 Login Page

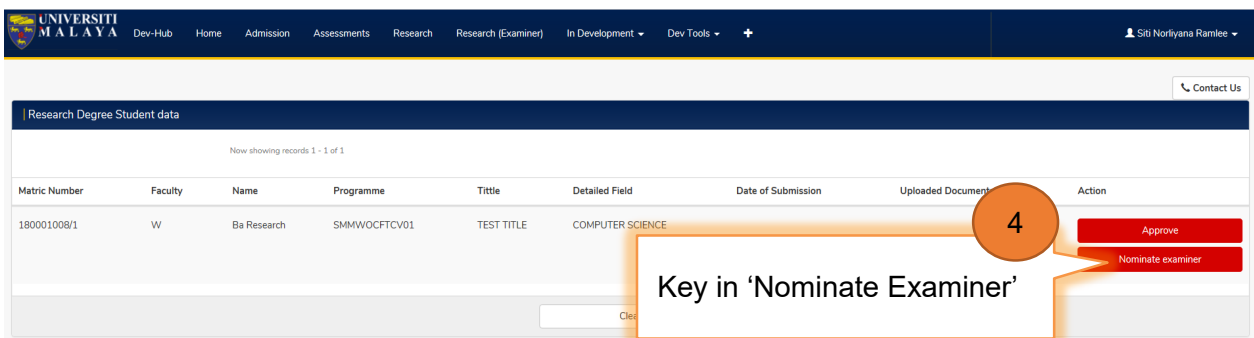
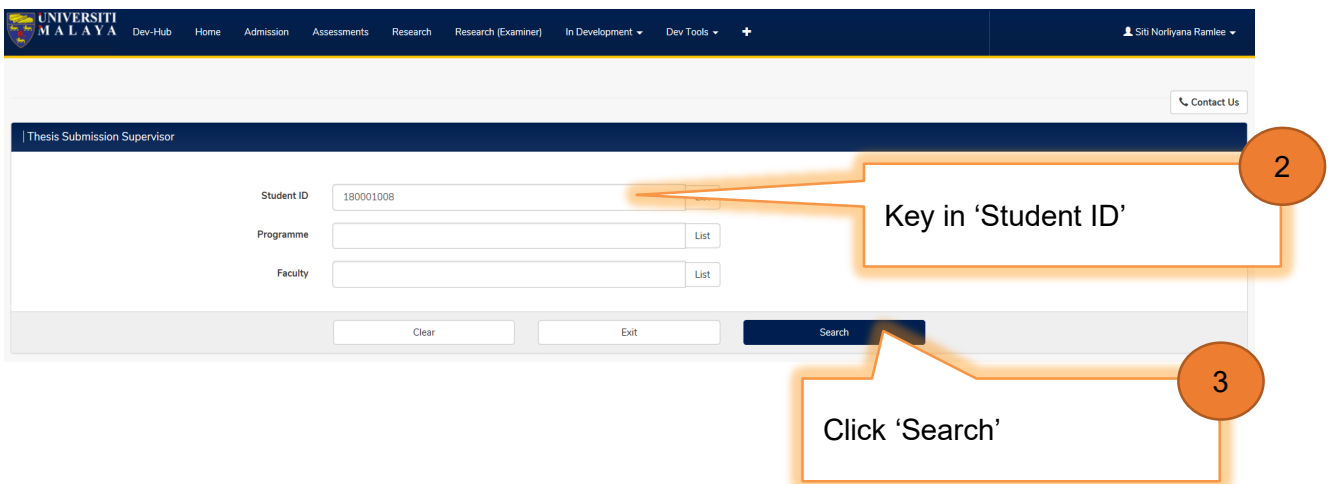
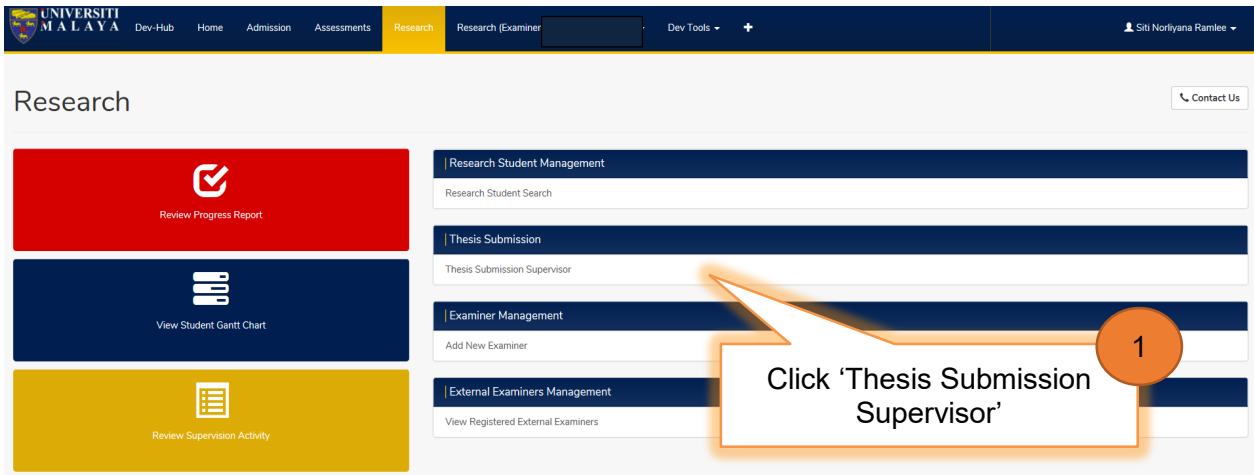


1 Click 'Forgot Password' if forgot password.

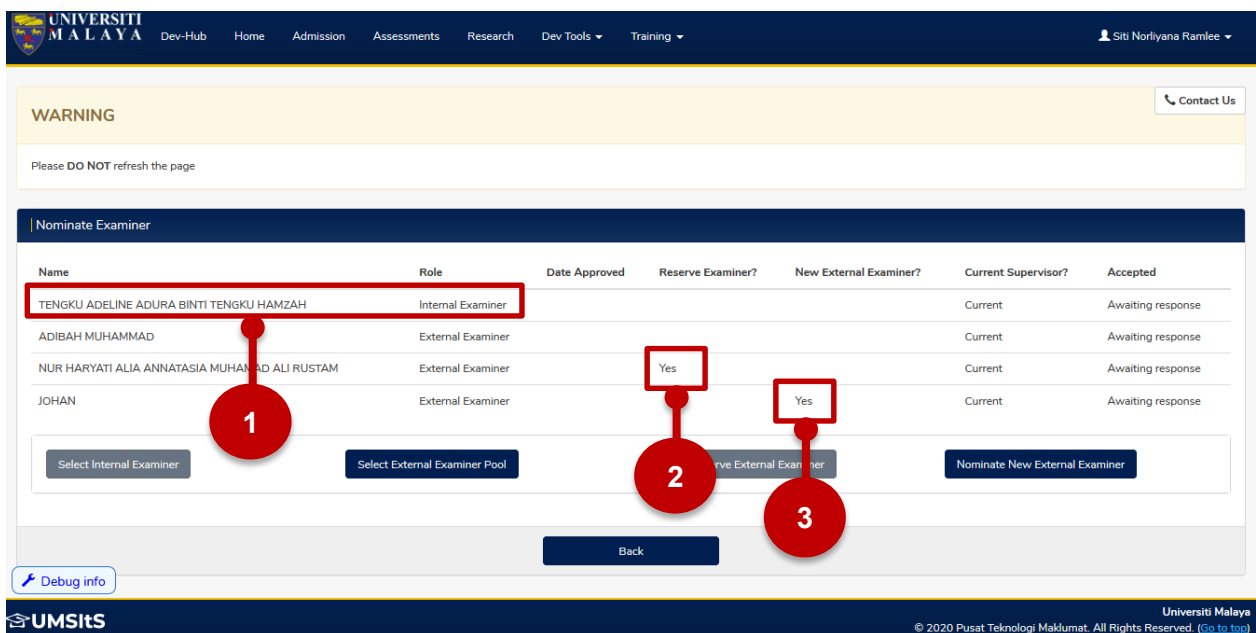
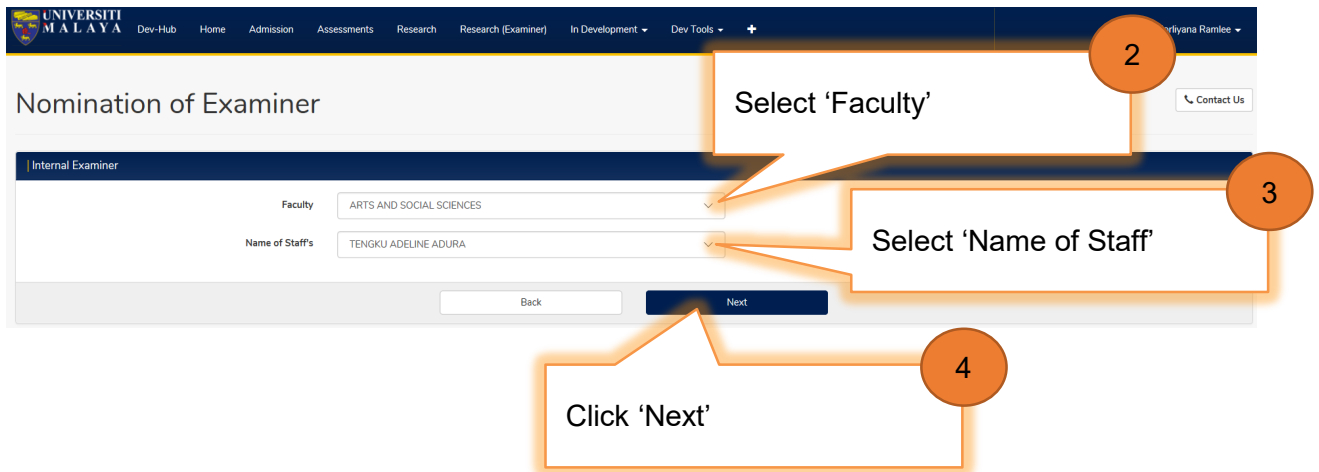
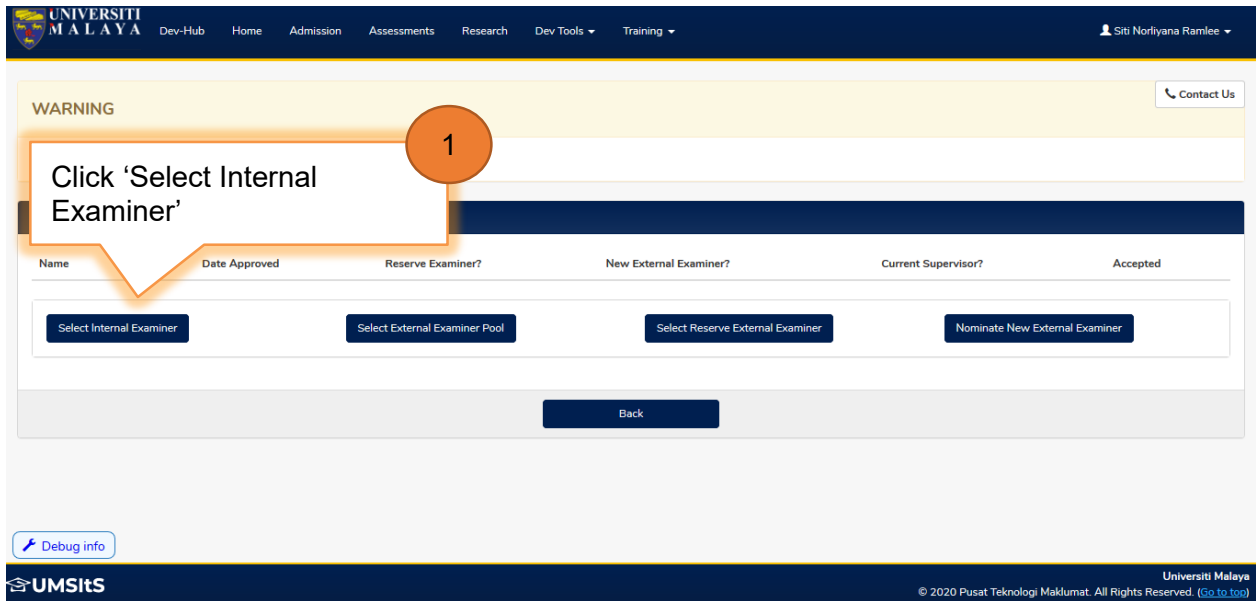
#### 3.1.2 Navigate to Main Page



### 3.1.3 Thesis Submission Supervisor (Nomination of examiner)



### 3.1.3.1 Nominate Internal Examiner

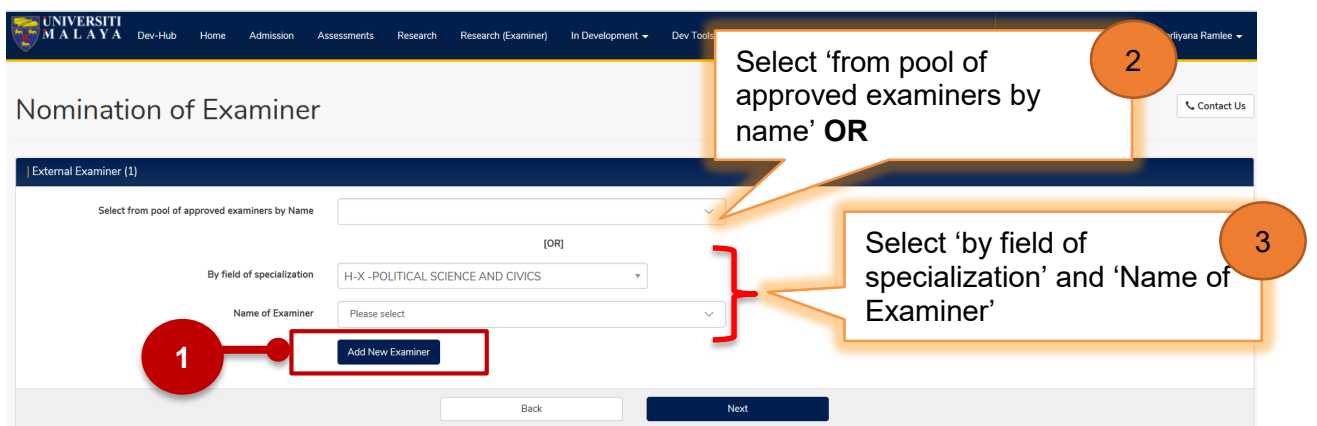
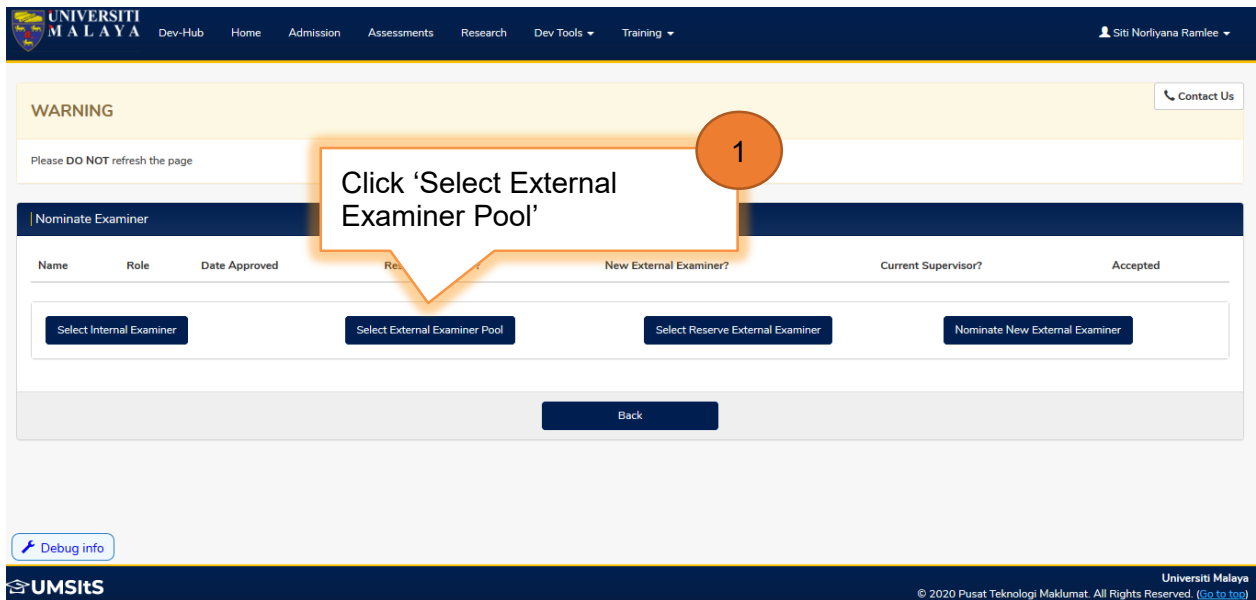


**1** Name and role of examiner is displayed

Reserve Examiner	Description
Yes	Nominated as reserve examiner

New External Examiner	Description
Yes	Nominated as new external examiner

### 3.1.3.2 Nominate External Examiner



**1** Click 'Add New Examiner' to add new examiner record. Follow steps 3.1.3.4 to add new examiner.

**WARNING**  
Please DO NOT refresh the page

**Nominate Examiner**

Name	Role	Date Approved	Reserve Examiner?	New External Examiner?	Current Supervisor?	Accepted
TENGGU ADELIN ADURA BINTI TENGGU HAMZAH	Internal Examiner				Current	Awaiting response
ADIBAH MUHAMMAD	External Examiner				Current	Awaiting response
NUR HARYATI ALIA ANNATASIA MUHAMAD ALI RUSTAM	External Examiner		Yes		Current	Awaiting response
JOHAN	External Examiner			Yes	Current	Awaiting response

Buttons: Select Internal Examiner, Select External Examiner Pool, Select Reserve External Examiner, Nominate New External Examiner

Back

Debug info

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1 Name and role of examiner is displayed.

### 3.1.3.3 Nominate Reserve External Examiner

**WARNING**  
Please DO NOT refresh the page

**Nominate Examiner**

Name	Role	Date Approved	Reserve Examiner?	New External Examiner	Current Supervisor?	Accepted
TENGGU ADELIN ADURA BINTI TENGGU HAMZAH	Internal Examiner				Current	Awaiting response
ADIBAH MUHAMMAD	External Examiner				Current	Awaiting response
NUR HARYATI ALIA ANNATASIA MUHAMAD ALI RUSTAM	External Examiner		Yes		Current	Awaiting response
JOHAN	External Examiner			Yes	Current	Awaiting response

Buttons: Select Internal Examiner, Select External Examiner Pool, Select Reserve External Examiner, Nominate New External Examiner

Back

Debug info

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**1** Click 'Add New Examiner' to add new examiner record. Follow steps 3.1.3.4 to add new examiner.

Name	Role	Date Approved	Reserve Examiner?	New External Examiner?	Current Supervisor?	Accepted
TENGGU ADELINA ADURA BINTI TENGGU HAMZAH	Internal Examiner				Current	Awaiting response
ba test nominate	External Examiner				Current	Awaiting response
NUR HARYATI ALIA ANNATASIA MUHAMAD ALI RUSTAM	External Examiner		Yes		Current	Awaiting response
JOHAN	External Examiner			Yes	Current	Awaiting response

**1** Name and role of examiner is displayed = 'Yes'

3.1.3.4 Nominate New External Examiner

UNIVERSITI MALAYA Dev-Hub Home Admission Assessments Research Dev Tools Training Siti Norliyana Ramlee

**WARNING** Contact Us

Please DO NOT refresh the page

**Nominate Examiner**

Name	Role	Date Approved	Reserve Examiner?	New External Examiner?

Select Internal Examiner Select External Examiner Pool Select Reserve External Examiner **Nominate New External Examiner**

Back

Debug info

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**1** Click 'Nominate New External Examiner'

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**Add New Examiner** Contact Us

Add New Examiner

Honorary Title A01 List MISS

Full Name Marsya

Surname Maisarah

First Name MarsyaMaisarah

Email printis\_test\_mail@um.edu.my

Telephone (Office) 03-78908766

Telephone (Mobile) 011-44567893

Correspondence Address line 1 1239 Jalan 12

Correspondence Address line 2 Taman Indah

City Kajang

State Selangor

Postcode 57098

External Examiner Pool Masters

Institution AALTO UNIVERSITY, FINLAND

**1** Select 'Honorary Title' from list

**2** Fill up 'Full Name', 'Surname', 'First Name', 'Email', 'Telephone (Office)', 'Telephone (Mobile)', 'Correspondence Address line 1', 'Correspondence Address line 2', 'State' and 'Postcode'.

**3** Select 'External Examiner Pool'.

**4** Select 'Institution'.

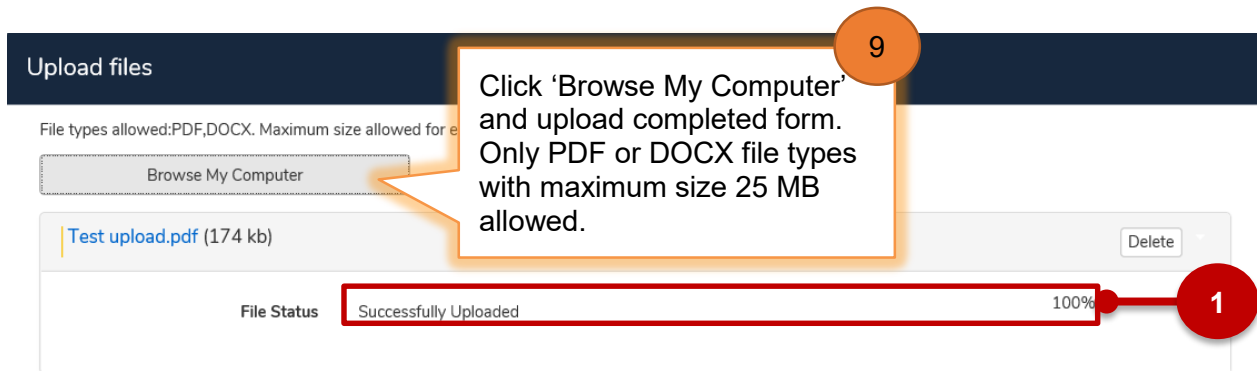
Download form click:

Examiners' Nomination Format for Senate Approval (Doctoral)

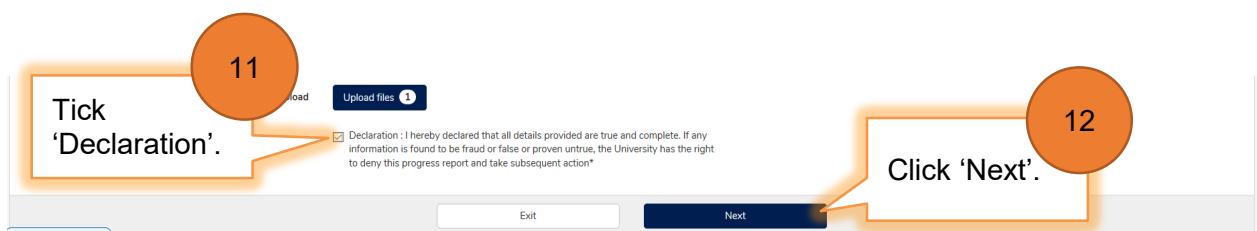
Examiners' Nomination Format for Senate Approval (Master)

**5** Download 'Examiners' Nomination Format for Senate Approval (Doctoral / Master)'.





1 File Status shows the status of uploaded form.



UNIVERSITI MALAYA | Dev-Hub | Home | Admission | Assessments | Research | Research (Examiner) | In Development | Dev Tools | + | Siti Norliyana Ramlee

### Summary of Adding New Examiner

Contact Us

Please make sure you have confirmed the following information before you click Next. If you need to change any of the answers below, you can do so by pressing the Back button.

Summary

Title:	MISS
Name:	Marsya
Surname:	Maisarah
First Name:	MarsyaMaisarah
Email:	prints_test_mail@um.edu.my
Telephone (office):	03-78908766
Telephone (Mobile):	011-44567893
Correspondance address:	1239 Jalan 12
External Examiner Pool:	M
Field(s) of Specialisation:	311

Back Next

1

2

13

Click 'Next' to submit.

- 1 Check all the information is correct.
- 2 Click 'Back' if the information at 1 is incorrect.

UNIVERSITI MALAYA | Dev-Hub | Home | Admission | Assessments | Research | Research (Examiner) | In Development | Dev Tools | + | Siti Norliyana Ramlee

### Completed

Contact Us

External examiner has been nominated and and request forwarded

Done

1

Click 'Done'.

## Nomination list of examiners

UNIVERSITI MALAYA | Dev-Hub | Home | Admission | Assessments | Research | Dev Tools | Training | + | Siti Norliyana Ramlee

### Nominate Examiner

WARNING

Contact Us

Please DO NOT refresh the page

Name	Role	Date Approved	Reserve Examiner?	New External Examiner	Current Supervisor?	Accepted
TENGGU ADELIN ADURA BINTI TENGGU HAMZAH	Internal Examiner				Current	Awaiting response
ba test nominate	External Examiner				Current	Awaiting response
NUR HARYATI ALIA ANNATASIA MUHAMAD ALI RUSTAM	External Examiner		Yes		Current	Awaiting response
JOHAN	External Examiner			Yes	Current	Awaiting response

Select Internal Examiner | Select External Examiner Pool | Select Reserve External Examiner | Nominate New External Examiner

Back

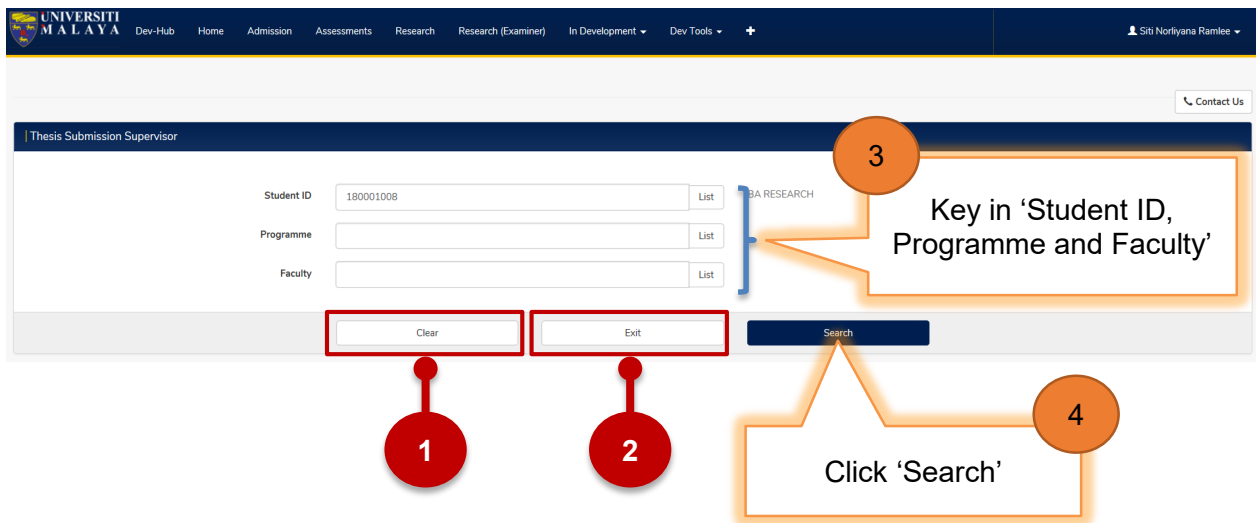
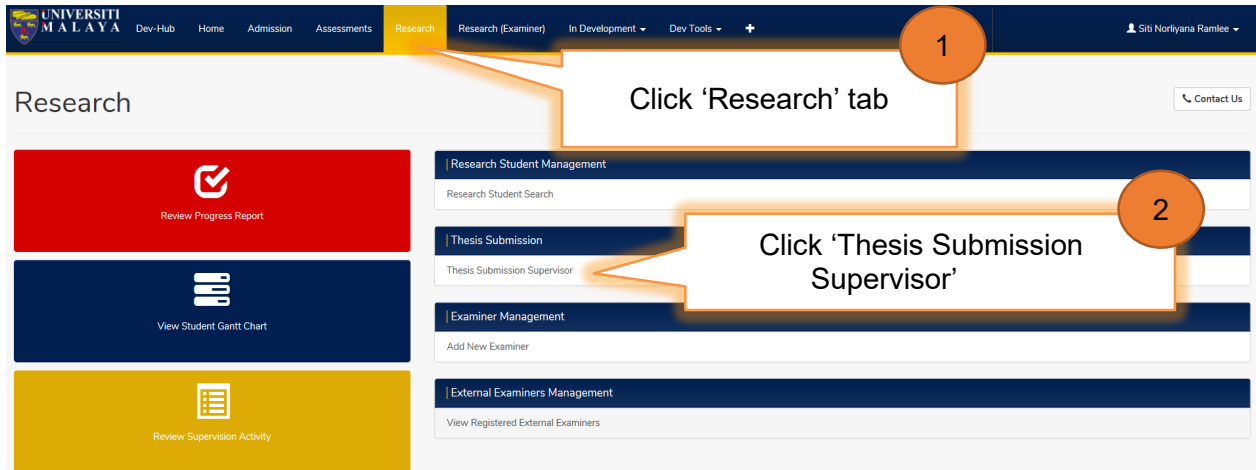
2

1

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- 1 Name and role of examiner is displayed.
- 2 Click 'Back' to Research homepage.

- Approve the submission of thesis/dissertation for examination



- 1 'Clear' button to clear data from all of the fields.
- 2 'Exit' button to go back to Research main page.

UNIVERSITI MALAYA Dev-Hub Home Admission Assessments Research Research (Examiner) In Development Dev Tools + Siti Norliyana Ramlee

Contact Us

Research Degree Student data

Now showing records 1 - 1 of 1

Matric Number	Faculty	Name	Programme	Title	Detailed Field	Date of Submission	Uploaded Documents	Action
180001008/1	W	Ba Research	SMMWOCFTCV01	TEST TITLE	COMPUTER SCIENCE			<input type="button" value="Approve"/> <input type="button" value="Nominate examiner"/>

Clear

5 Click 'Approve'

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Contact Us

## Research Management

Candidate's Details

Student ID	072899289	Semester of Studies	04
Name	NUR ALYA SAFINA	Registration Date	14 Feb 2020
Level of Study	Postgraduate Doctorate Research	Semester / Session	Semester 1 - Research Program / Session 2019/2020
Program	Doctor Of Philosophy	Maximum Candidature	12 semester
Faculty	Business And Accountancy	Extension of Maximum Candidature	Not Applicable

1

Supervisor Approval

No	Description	Completion Date	Status	Note
1.	Completed Research Methodology Course	17/Feb/2019	Y	-
2.	Fulfillment of language requirements	27/Feb/2019	Y	-
3.	Presented Proposal Defence	17/March/2019	Y	-
4.	Thesis Plan/Outline of Thesis	17/Apr/2019	Y	-
5.	Submission of Publication 1	17/Jul/2019	Y	-
6.	Completed Candidature Defence	18/Aug/2019	Y	-
7.	Submission of Publication 2	17/Sept/2020	Y	-
8.	Completed drafts of three chapters	17/Oct/2019	Y	-
9.	Completed thesis draft	19/Nov/2020	Y	-
10.	Presented Thesis Seminar	17/Dec/2019	Y	-
11.	Submission of thesis	17/Feb/2020	Y	-
12.	Outcome of Committee of Examiners Meeting	18/Feb/2020	Y	Meeting room 1
13.	Faculty approves thesis submission	17/Feb/2020	N	-
14.	Submission of Thesis	17/Feb/2020	Y	-
15.	Faculty approves thesis submission	19/Feb/2020	Y	-
16.	Main Supervisor Review Submission of thesis	20/Feb/2020	Y	-

Uploaded Documentation:

test-img.JPG -

Confirm  Yes  No

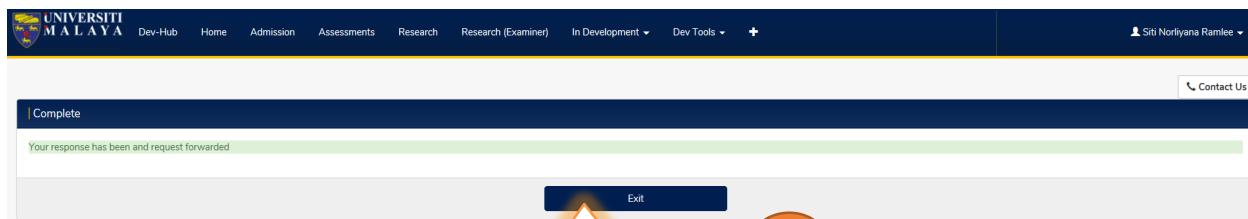
6 Click link 'Uploaded Documentation' to view document uploaded

7 Select confirm 'Yes' or 'No'

Next

8 Click 'Next'

1 View student milestone progress



9  
Click 'Exit'