



# UNIVERSITI MALAYA

## USER MANUAL

D04 - Research Management Workstream  
Progress Report

---

**(STUDENT)**

**Workstream:** D04 – Research Management

**Prepared on:** 31<sup>th</sup> October 2019

**Author:** Noor Shyahira Binti Adnan

## DOCUMENT OWNERSHIP INFORMATION

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

## DOCUMENT NAME AND VERSION CONTROL

<b>Document Location</b>			
<b>Document name</b>		D04 - Research Management Workstream	
<b>Version</b>	<b>Date</b>	<b>Prepared by</b>	<b>Reason for issue/changes included</b>
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**

Role	Name	Signature
<b>Business Analyst</b>	<b>PUAN NOOR HARYATI BINTI MOHD RAZALI</b> INFORMATION TECHNOLOGY OFFICER CENTRE OF INFORMATION TECHNOLOGY	
<b>Technical Analyst</b>	<b>CIK NOOR SHYAHIRA BINTI ADNAN</b> ASSISTANT INFORMATION TECHNOLOGY OFFICER FACULTY OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY	
<b>Business Owner</b>	<b>PUAN NOR AZIAN BINTI ABDUL BARI</b> SENIOR PRINCIPAL ASSISTANT REGISTRAR EXAMINATION & GRADUATION 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 EXAMINATION & GRADUATION SECTION ACADEMIC ADMINISTRATION & SERVICES CENTRE	
<b>Training Manager</b>	<b>PUAN AZLINA BINTI SARDI</b> SENIOR ASSISTANT REGISTRAR FACULTY OF MEDICINE	
<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 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

## Table of Contents

DOCUMENT OWNERSHIP INFORMATION .....	1
DOCUMENT NAME AND VERSION CONTROL .....	1
DOCUMENT VERIFICATION .....	2
DOCUMENT PURPOSE:.....	3
INTENDED AUDIENCE: .....	3
1. INTRODUCTION .....	5
1.1 Index .....	5
1.2 User Characteristic .....	5
1.3 Glossary .....	6
2. ROLES AND RESPONSIBILITY .....	7
3. PROCESS FLOW .....	8
4. USER MANUAL.....	9
4.1 STUDENT VIA MAYA.....	9
4.1.1 Login Page .....	9
4.1.2 Navigate to Main Page .....	9
4.1.3 Submission of Progress Report .....	10
4.1.4 View Progress Report Outcomes.....	16
4.1.5 Counselling Session for Unsatisfactory Progress Report Details Created by HOD (If Related) .....	21

## 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.

### 1.1 Index

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

### 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 (HOD)	(a) Review or evaluate students' progress report students (if there is no action taken or it has been disapproved by supervisor) (b) 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



### Faculty Administrator

- Manage research events
- View students' progress report outcomes



### Student

- 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

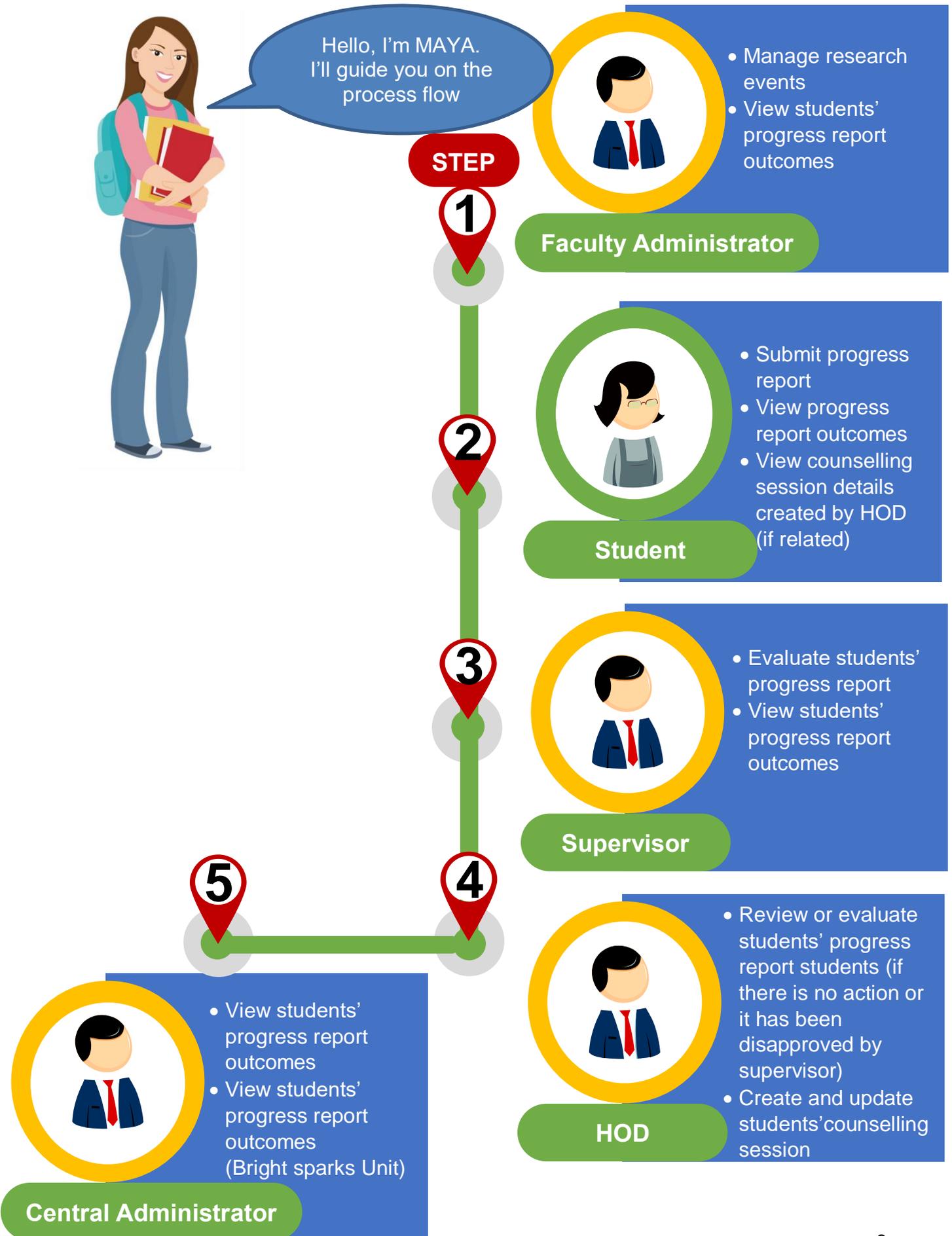
- Review or evaluate students' progress report students (if there is no action taken or it has been disapproved by supervisor)
- Create and update students' counselling session



### Central Administrator

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

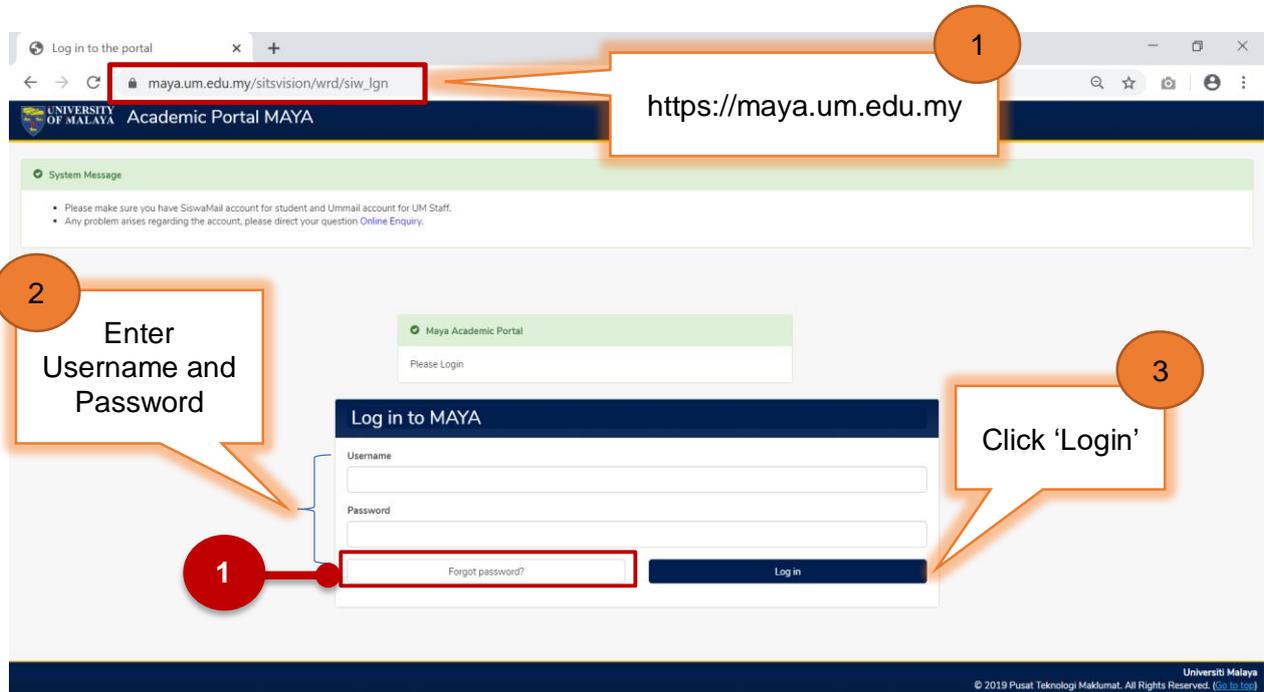
3. PROCESS FLOW



## 4. USER MANUAL

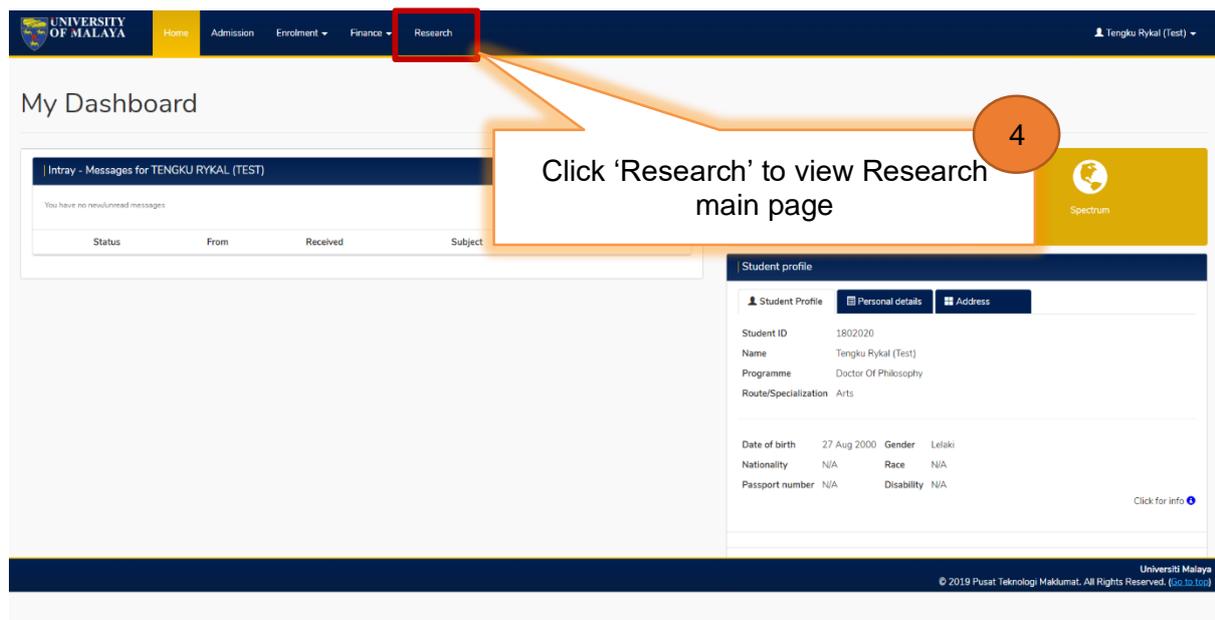
### 4.1 STUDENT VIA MAYA

#### 4.1.1 Login Page

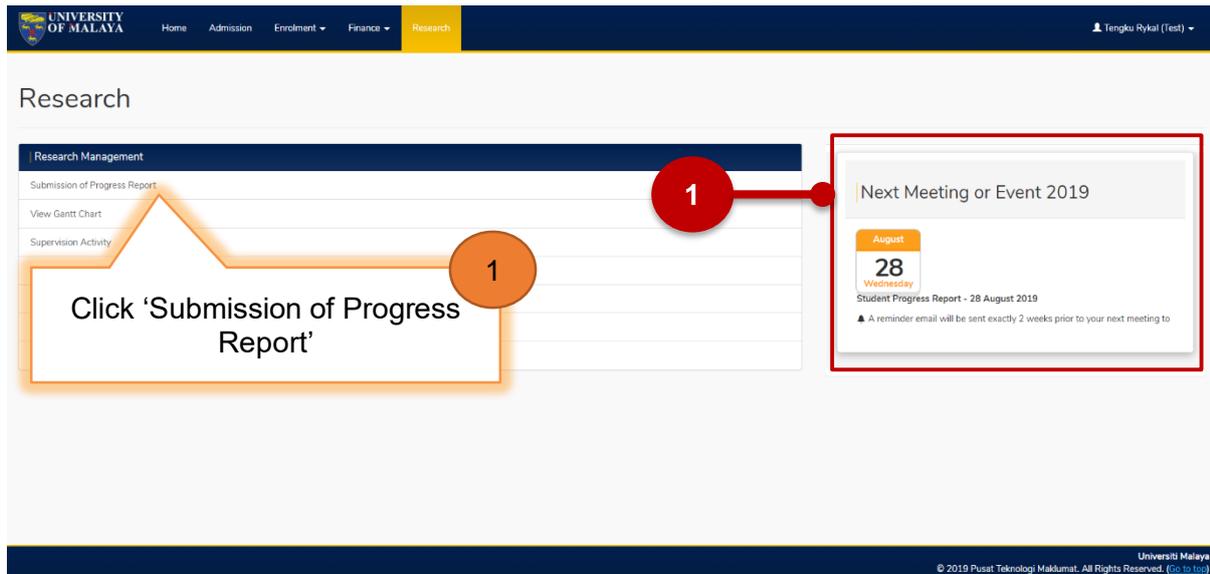


1 Click 'Forgot Password' if forgot password.

#### 4.1.2 Navigate to Main Page



### 4.1.3 Submission of Progress Report



1 Important date highlight for your reference.

**UNIVERSITY OF MALAYA** Home Admission Enrolment Finance Research Tengku Rykal (Test)

## Submission of Progress Report

Click the panel header to collapse or uncollapse panels

**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

**Research Details**

Research title	Research Publication
Fields of Research	Engineering
Supervisor(s)	Noor Shyahira Binti Adnan
CO Supervisor (External)	Not Applicable
CO Supervisor (Internal)	Not Applicable
Consultant	Not Applicable
Head of Department	Noor Haryati Binti Mohd Razali

**Report on Research Progress ( Semester 1 / Session 2018/2019)**

Student Progress Report as of 28 Aug 2019 (Not Completed)

- Describe the Literature Review.
- Explain your Research Methodology.
- Please provide details on Data Collection and Analysis.
- Number of Proposed Chapters.
- 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.).
- Please provide details on Writing Progress.
- Number of Completed Chapters.
- Number of Chapters Submitted to Supervisor.
- Number of Incomplete Chapters.
- Please indicates expected dates of thesis submission.
- Describe the Problems Encountered.
- Fulfillment of language requirements? If you tick No, (Please ensure you fulfill language requirement before your thesis submission)
- Completed Research Methodology Module? If you tick No, (Please ensure you complete your Research Methodology before second semester of your candidature)
- 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 fraud or false or proven untrue, the University has the right to deny this progress report and take subsequent action.

Exit Next

© 2019 Pusat Teknologi Maklumat. All Rights Reserved. Universiti Malaysia

- 1 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.

2  
Click 'Next' to proceed

UNIVERSITY OF MALAYA Home Admission Enrolment Finance Research Tengku Rykal (Test)

### Research Management

Please complete all the information.

Research Management

1. Describe the Literature Review.

2. Explain your Research Methodology.

3. Please provide details on Data Collection and Analysis.

4. Number of Proposed Chapters.

- 1 Chapter
- 2 Chapters
- 3 Chapters
- 4 Chapters
- 5 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.).

6. Please provide details on Writing Progress.

7. Number of Completed Chapters.

- 1 Chapter
- 2 Chapters
- 3 Chapters
- 4 Chapters
- 5 Chapters
- 6 Chapters
- 7 Chapters
- 8 Chapters
- Not applicable

8. Number of Chapters Submitted to Supervisor.

- 1 Chapter
- 2 Chapters
- 3 Chapters
- 4 Chapters
- 5 Chapters
- 6 Chapters
- 7 Chapters
- 8 Chapters
- Not applicable

9. Number of Incomplete Chapters.

- 1 Chapter
- 2 Chapters
- 3 Chapters
- 4 Chapters
- 5 Chapters
- 6 Chapters
- 7 Chapters
- 8 Chapters

10. Please indicate expected dates of thesis submission.

3

Fill in all fields.

**Note:**  
All fields are mandatory.

The screenshot shows a web form with several sections. A red box highlights the main content area, which includes:

- 11. Describe the Problems Encountered. (Text input field containing 'test')
- 12. Fulfilment of language requirements? If you tick No, (Please ensure you fulfil language requirement before your thesis submission) (Radio buttons for Yes and No, with Yes selected)
- 13. Completed Research Methodology Module? If you tick No, (Please ensure you complete your Research Methodology before second semester of your candidature) (Radio buttons for Yes and No, with Yes selected)
- 14. Candidate is required to fulfill additional requirements (as specified in the offer letter) imposed by the faculty (Not for graduation completion). (Radio buttons for Yes and No, with Yes selected)
- 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. (Checked checkbox)

At the bottom of the form, there are two buttons: 'Save' and 'Next'. Two callout boxes provide instructions:

- Callout 4: Click 'Save' to save the answer (pointing to the 'Save' button)
- Callout 5: Click 'Next' to proceed (pointing to the 'Next' button)

At the bottom right of the page, there is a footer: Universiti Malaya © 2019 Pusat Teknologi Maklumat. All Rights Reserved. [\[E: 02.104\]](#)

UNIVERSITY OF MALAYA Home Admission Enrollment 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 Research Progress Report

1. 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 Writing Progress.  
test
7. Number of Completed Chapters.  
1 Chapter
8. Number of Chapters Submitted to Supervisor.  
1 Chapter
9. Number of Incomplete Chapters.  
7 Chapters
10. Please indicate expected dates of thesis submission.  
30/Aug/2019
11. Describe the Problems Encountered.  
test
12. Fulfillment of language requirements? If you tick No, (Please ensure you fulfill 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.  
Yes

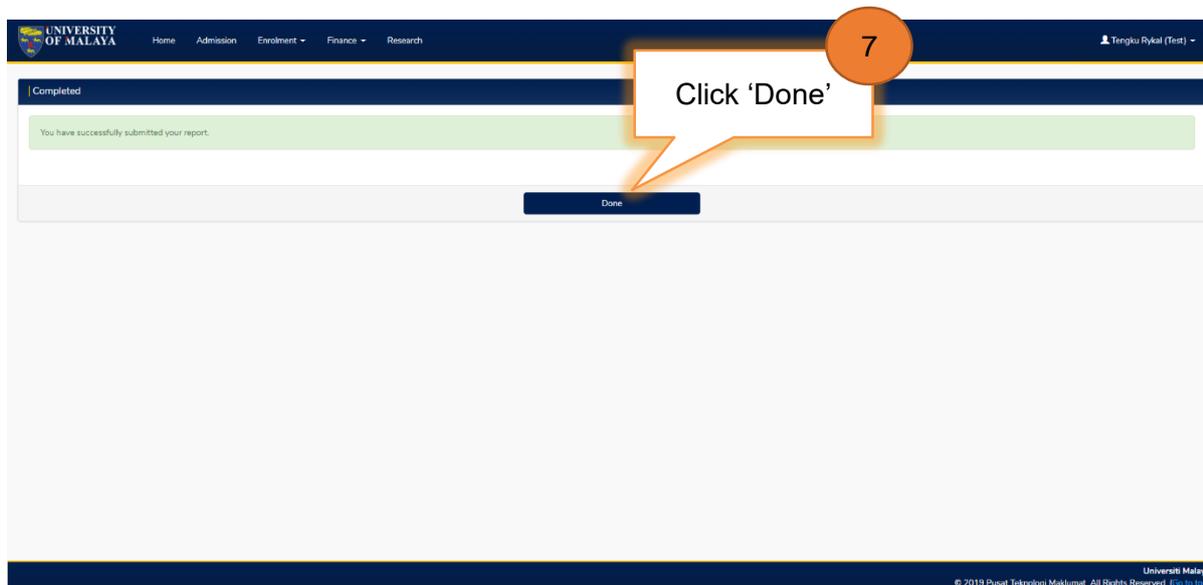
Back Submit

1 Click 'Submit' 6

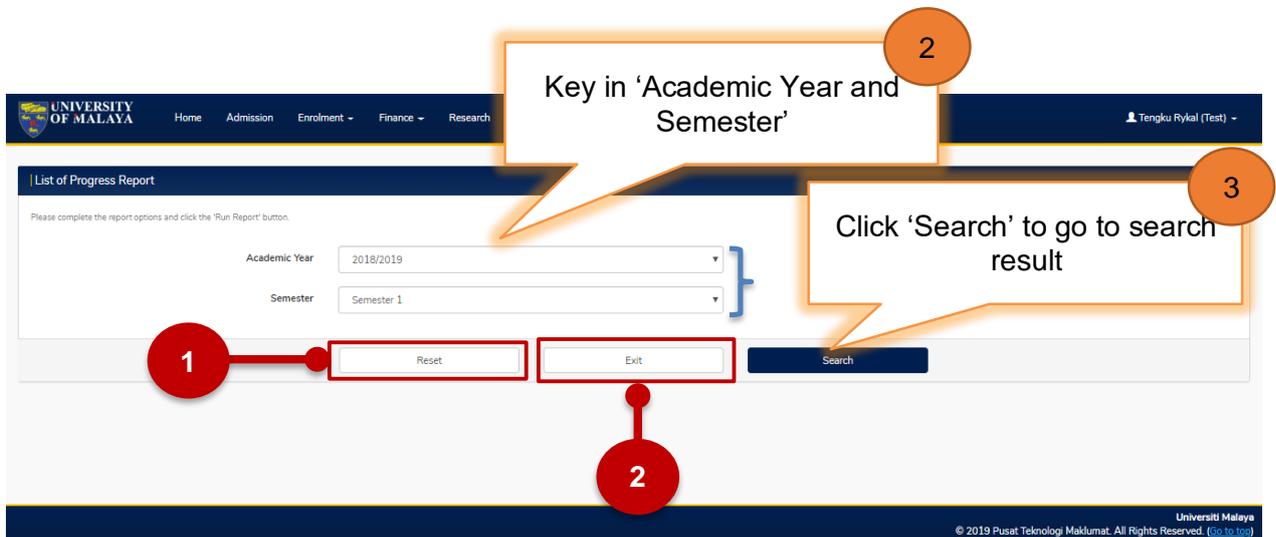
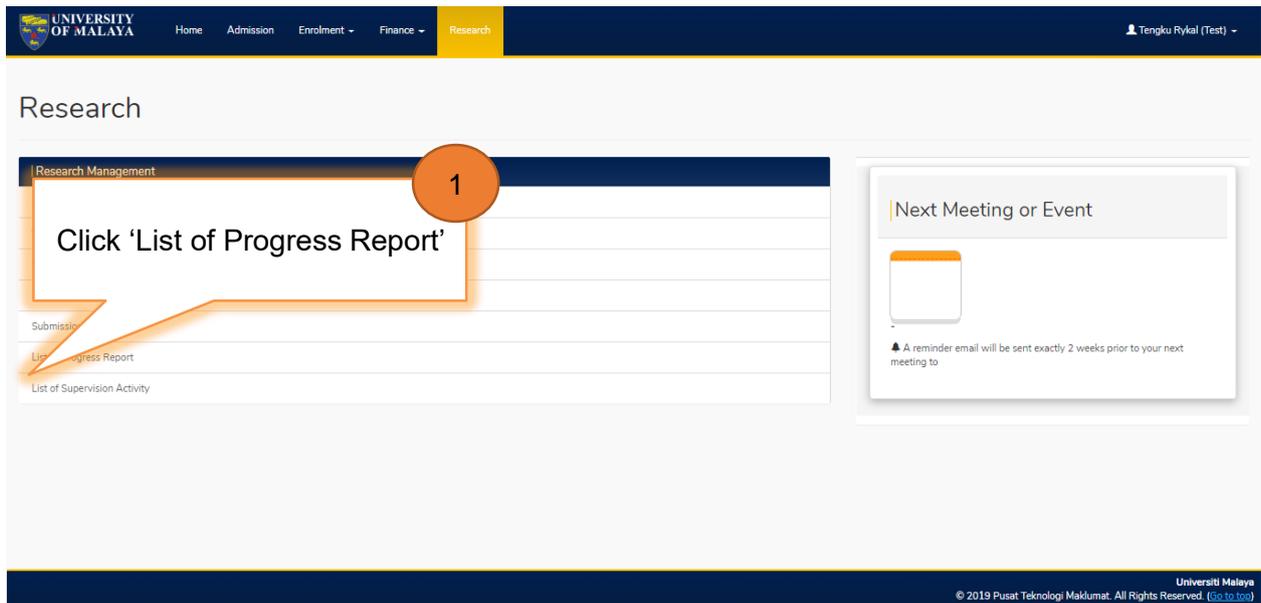
Universiti Malaysia  
© 2019 Pusat Teknologi Maklumat. All Rights Reserved. [Go to top](#)

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

# PROJEK INTEGRATED STUDENT INFORMATION SYSTEM (PrInTIS)



4.1.4 View Progress Report Outcomes



1 Click 'Reset' button to clear data from all fields.

2 Click 'Exit' button to go back to Research main page.

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

**1** Click 'Back' button to go back to the previous screen.

**2** Click 'Exit' button to go back to Research main page.

**a** 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:

 <b>UNIVERSITY OF MALAYA</b>	<b>Universiti Malaya Student Integrated System (UMSiTS)</b>	<b>SULIT</b> Date: 17/01/2020 Time: 10:01 AM
<b>Submission of Progress Report</b>		
<b>Candidate's Details</b>		
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 2019/2020
Maximum Candidature	:	12 semester
Extension of Maximum Candidature	:	Not Applicable
Expected Graduation Year	:	2022
<b>Research Details</b>		
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
Universiti Malaya, Lembah Pantai, 50603 Kuala Lumpur, MALAYSIA		<a href="http://www.um.edu.my">www.um.edu.my</a>

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

**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 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](http://www.um.edu.my)

Yes

**Miss Noor Shyahira Binti Adnan - Supervisor Reviews Progress Report as of 17 Jan 2020  
(Completed)**

**1. Please enter your review for Literature Review.**

test

**2. Please enter your review for Research Methodology.**

test

**3. Please enter your review for Data Collection and Analysis.**

test

**4. Please enter your review for Status of Thesis / Dissertation Writing.**

test

**5. Please enter your review for Problem Faced by Student.**

test

**6. Commitment.**

Excellent

**7. Attendance.**

Excellent

**8. Interest.**

Excellent

**9. Work Quality And Efficiency.**

Excellent

**10. Thesis / Dissertation Language Proficiency.**

Excellent

**11. Ability To Work Independently.**

Excellent

**12. Overall Performance.**

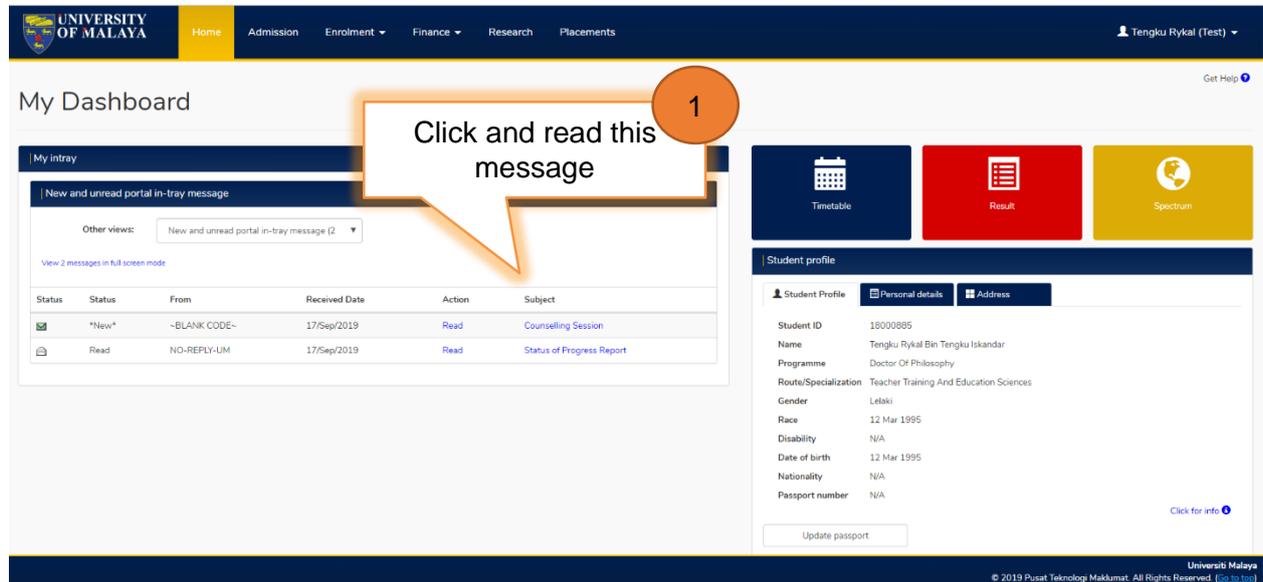
Excellent

**Supervisor's Recommendation: Recommended to continue for the next semester?**

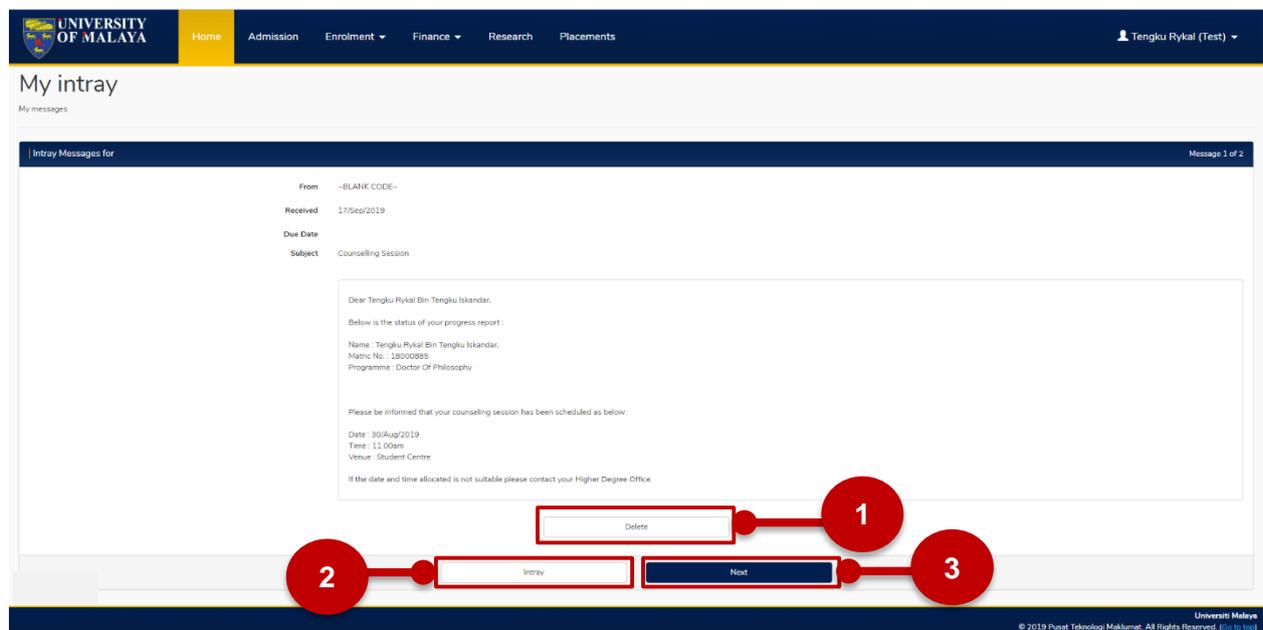
Satisfactory

#### 4.1.5 Counselling Session for Unsatisfactory Progress Report Details Created by HOD (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:



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



- 1 Click 'Delete' button to delete this in-tray message.
- 2 Click 'In-tray' button to view list of in-tray messages.
- 3 Click 'Next' button to read next in-tray message.