Student – Submit 3-months Notice

1. Login from umisisweb

1. Login using your userid and password.

2. Under the 'Postgraduate' tab, click on the 'Research' icon as in Figure 1.1.
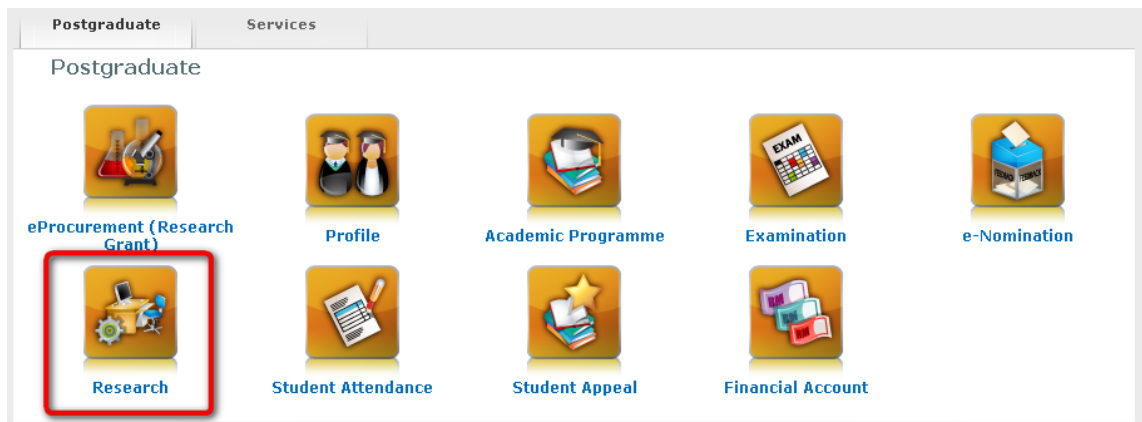

Figure 1.1

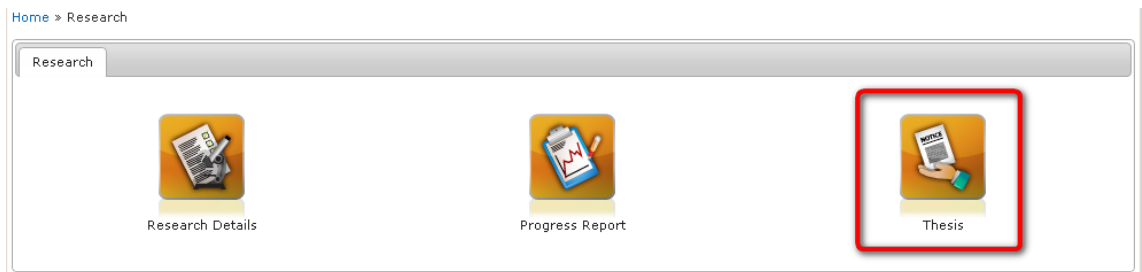3. Under 'Research', click on 'Thesis' as in Figure 1.2.

Figure 1.2

4. You will be directed to the Candidature Requirements Checklist page.

2. Requirements Checklist

1. To submit your thesis title, you must complete the below Candidature Requirement Checklist as shown in the below screen(Figure 2.1)

Requirements Checklists

Name of Candidate: LEE KEAN YEW

Student No: QHA100004

Program: DOCTOR OF PHILOSOPHY

Title: Compare between Malaysia and Taiwan Generational Change, Innovation Capacity and Enterprise Development: Chinese Family SMEs in Manufacturing in Malaysia

Field: Economics Administration

No	Requirements	Candidate's Checklist	
1	Fulfilled the minimum candidature duration of 4 semesters.	✔	
2	Fulfilled the University language requirement - Bahasa Malaysia	✔	
3	Fulfilled the University language requirement - English	✔	
4	Attended and passed at least 3 credit of Research Methodology Course within the first two (2) semester of candidature.* *For admission of candidates starting 2007/2008 session until now.	✔	
5	**Seminar presentation:** Membuat **pembentangan seminar** dalam tempoh dinyatakan : **(b) For admission of candidates starting 2007/2008 until now-** • Within the first two (2) semesters; or • Before submission of dissertation (before submission of 3-month notice)	✖	Add Seminar Presentation
6	Present research progress in a Candidature Defence session: For admission of candidates starting 2007/2008 until now- (i) in the fifth (5) semester of candidature	✖	Add Candidature Defence
7	PUBLICATION For candidates registered starting semester II, 2008/2009 session until now: • To show proof of submission of at least two papers for publication in any ISI journal.	✖	Add Publication
8	Fulfilled residential requirements for 12 months for candidates registered starting semester I, 2009/2010 session until now.	✖	
9	Confirmation of Supervisor(s) EDMUND TERENCE A/L ERIC BONIFACE GOMEZ ○ Supervisor(s) information is correct ○ Supervisor(s) information is incorrect	✖	

You are not allowed to submit the title of your thesis. Please contact your faculty for further information.
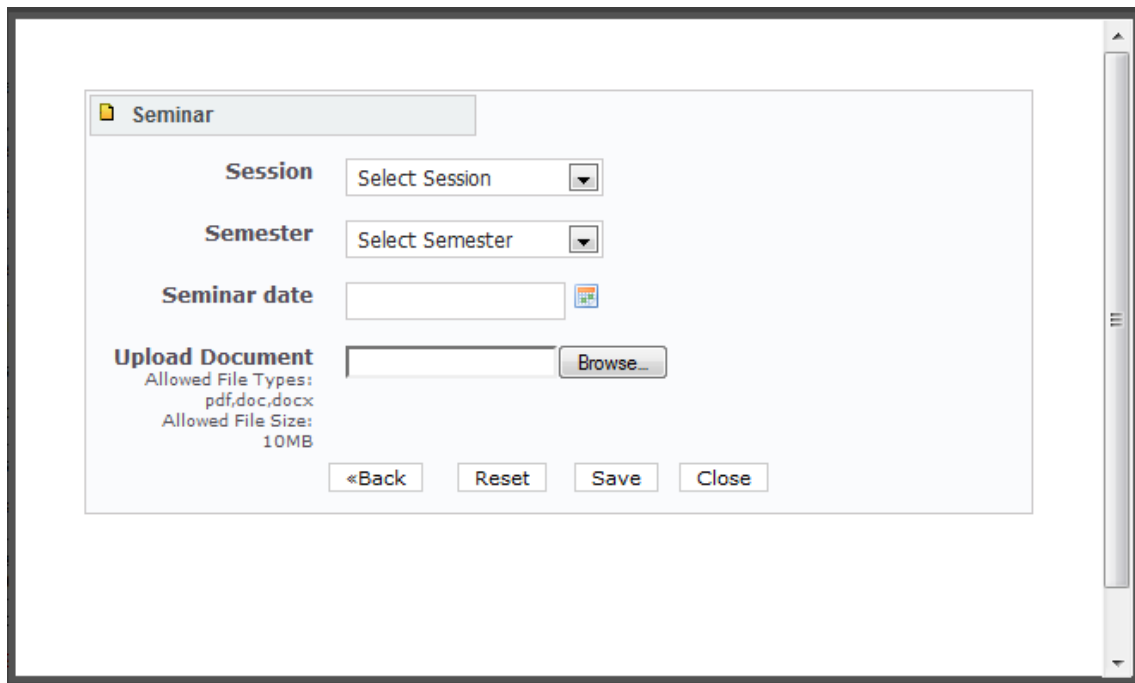
✔ Candidate has fulfilled the requirement.

✖ Candidate has not fulfilled the requirement.

Figure 2.1

2. Initial requirement checklist's are automatically verified by the system and displayed the verified symbol in tick icon (✔) for each checklist.

3. Click on "**Add Seminar Presentation**" button to fulfill the Seminar presentation requirement checklist. A popup page will be displayed as in the below screen(Figure 2.2).

Figure 2.2

Seminar Presentation:

Add Seminar:

3.1. Select session, semester, seminar date & document.

3.2. The system allows more than one file to upload by selecting files one by one.

3.3. Please make sure that file type should be pdf, doc, docx and file size should be less than or equal to 10 MB.

3.4. Click "**Back**" button to redirect to list page.

3.5. Click "**Reset**" button to reset the form.

3.6. Click "**Save**" button to save the information and the popup window will be closed.

3.7. Click "**Close**" button to close the popup window.

3.8. Click the button "**Add Seminar Presentation**" in the requirement checklist window or click on "**Add**" button in the seminar list page to add more than one seminar presentation information.

3.9. Once the seminar item(s) are added, the count will be displayed in the requirement checklist screen as shown in the screen (Figure 2.2.1).

Seminar presentation:
For admission of candidates starting 2007/2008 until now-

- Within the first two (2) semesters; or
- Before submission of dissertation (before submission of 3-month notice)

Pending
Verification

2 Seminar Presentations
Added.

Add Seminar Presentation

Figure 2.2.1

Seminar List:

3.10. To view the added seminar presentation(s) click on the count of seminar presentation in the requirement checklist page. A popup will be opened and the details will be displayed as in the below screen (Figure 2.2.2).

3.11. Click "**Close**" button to close the popup window.

Seminar Presentation:

	Session	Semester	Date of Activity	Edit
☐	2000/2001	1	07-FEB-12	Edit
☐	1996/1997	2	08-FEB-12	Edit

Add   Delete   Close

Figure 2.2.2

Seminar Update:

3.12. Click on "**Edit**" to modify each seminar information. The edit screen will be displayed as shown in the below screen(Figure 2.2.3)
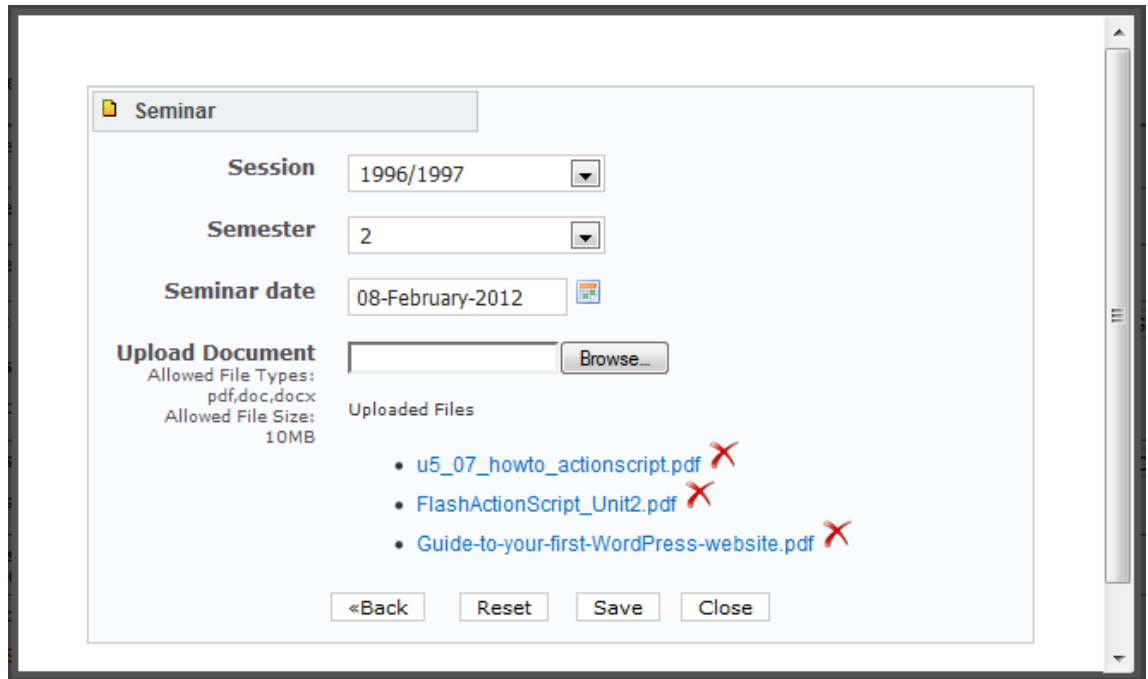
Figure 2.2.3

3.13. Change the previously entered seminar information.

3.14. Click "**Back**" button to redirect to list page.

3.15. Click "**Reset**" button to reset the form.

3.16. Click "**Save**" button to save the changes to seminar information.

3.17. Click "**Close**" button to close the popup window.

Seminar Delete:

3.18. Check the checkbox against each seminar presentation which you want to delete from the list and click "**Delete**" button to delete the respective seminar presentation.(Figure 2.2.4)

3.19. Use heading row check box to check / uncheck all items.
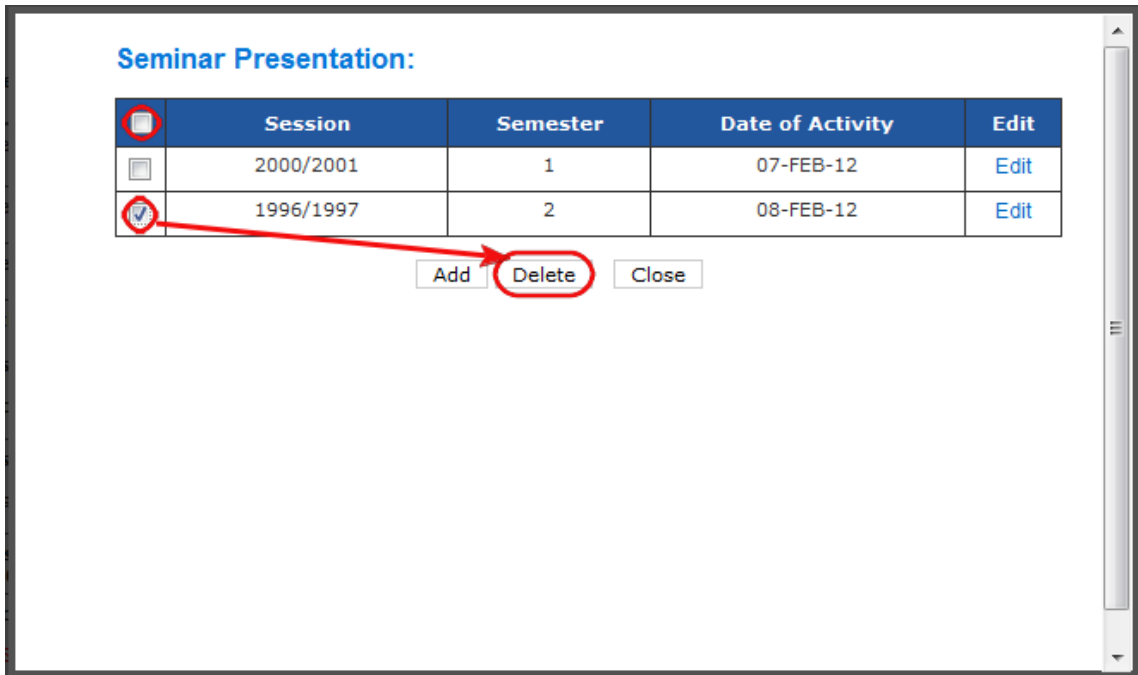
3.20. Click "**Close**" button to close the popup window.

Figure 2.2.4

4. Click on "**Add Candidature Defence**" button to fulfill the Candidature Defence session requirement checklist. A popup page will be displayed as in the below screen(Figure 2.3).
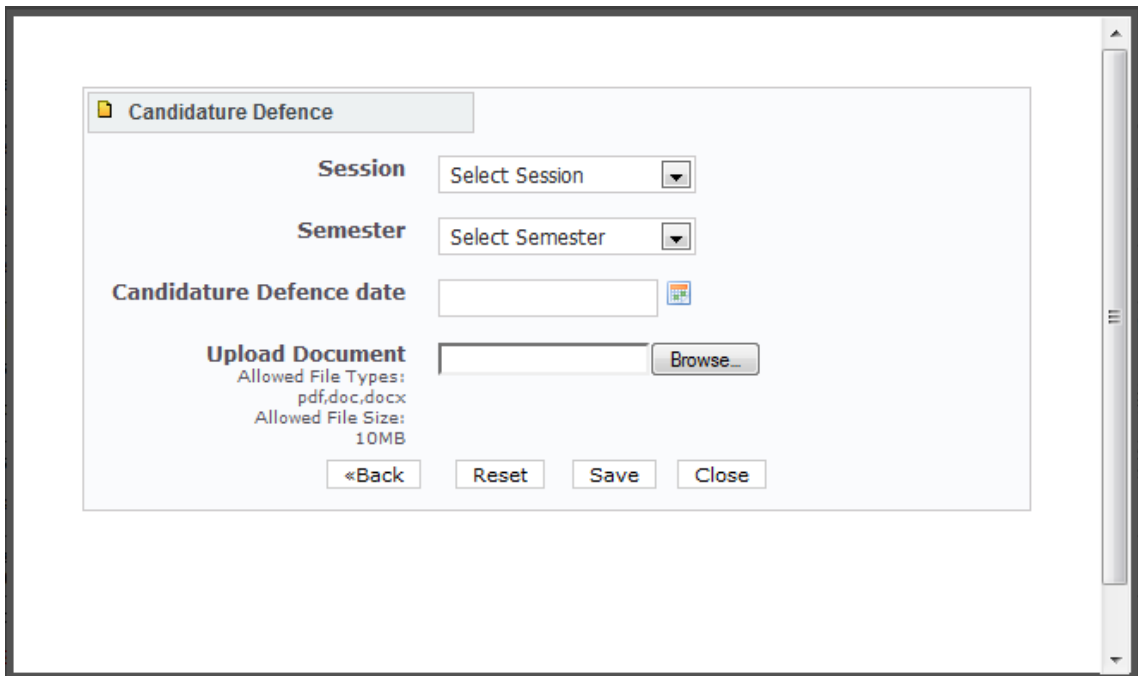

Figure 2.3

Candidature Defence:

Candidature Defence Add:

4.1.   Select session, semester, Candidature Defense date & document.

4.2.   The system allows more than one file to upload by selecting files one by one.

4.3.   Please make sure that file type should be pdf, doc, docx and file size should be less than or equal to 10 MB.

4.4.   Click "**Back**" button to redirect to list page.

4.5.   Click "**Reset**" button to reset the form.

4.6.   Click "**Save**" button to save the information and the popup window will be closed.

4.7.   Click "**Close**" button to close the popup window.

4.8.   Click the button "**Add Candidature Defence**" in the requirement checklist window or click on "**Add**" button on the popup window to add more than one Candidature defence information.

4.9.   Once the candidature defence(s) are added, the count will be displayed in the requirement checklist screen as shown in the screen (Figure 2.3.1).
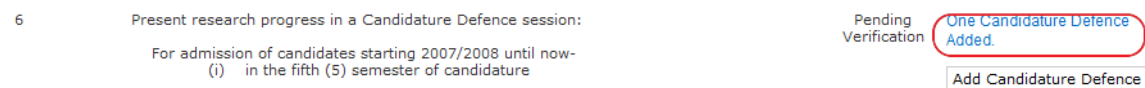

| 6 | Present research progress in a Candidature Defence session:
For admission of candidates starting 2007/2008 until now-
(i)   in the fifth (5) semester of candidature | Pending Verification | One Candidature Defence Added.
Add Candidature Defence |

Figure 2.3.1

Candidature Defence List:

4.10.   To view the added Candidature defence(s) click on the count of Candidature defence in the requirement checklist page. A popup will be opened and the details displayed as like in the below screen (Figure 2.3.2).

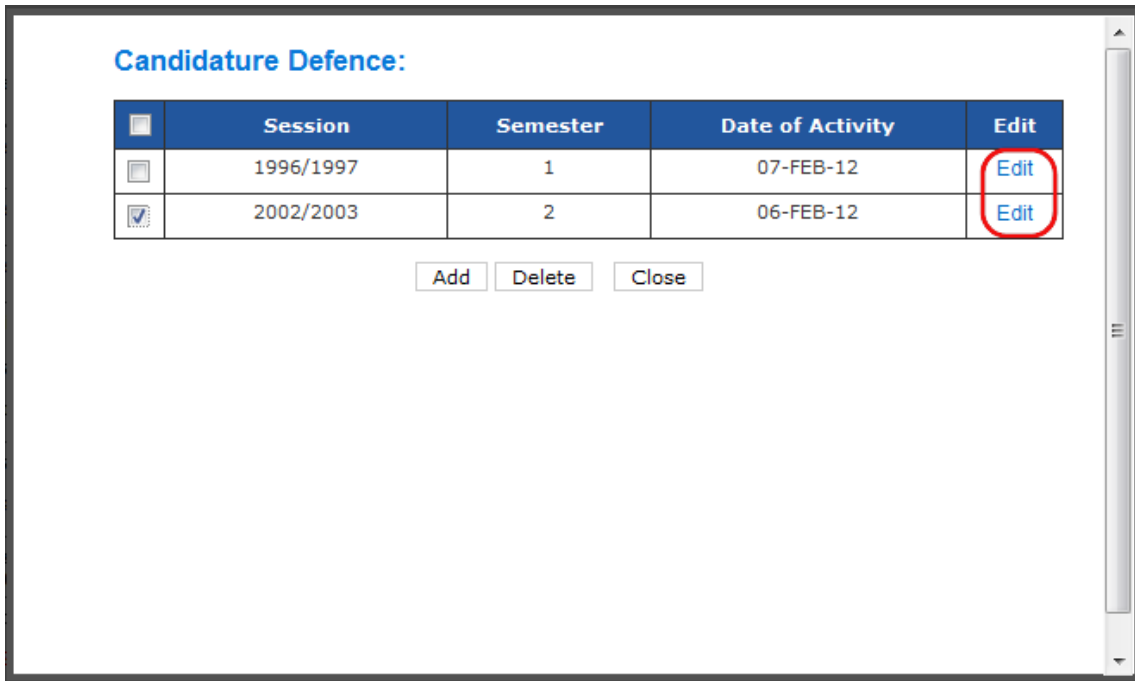4.11.   Click "**Close**" button to close the popup window.

Figure 2.3.2

Candidature Defence Update:

4.12. Click on "Edit" to modify each Candidature Defence information. The edit screen will be displayed as shown in the below screen(Figure 2.3.3)
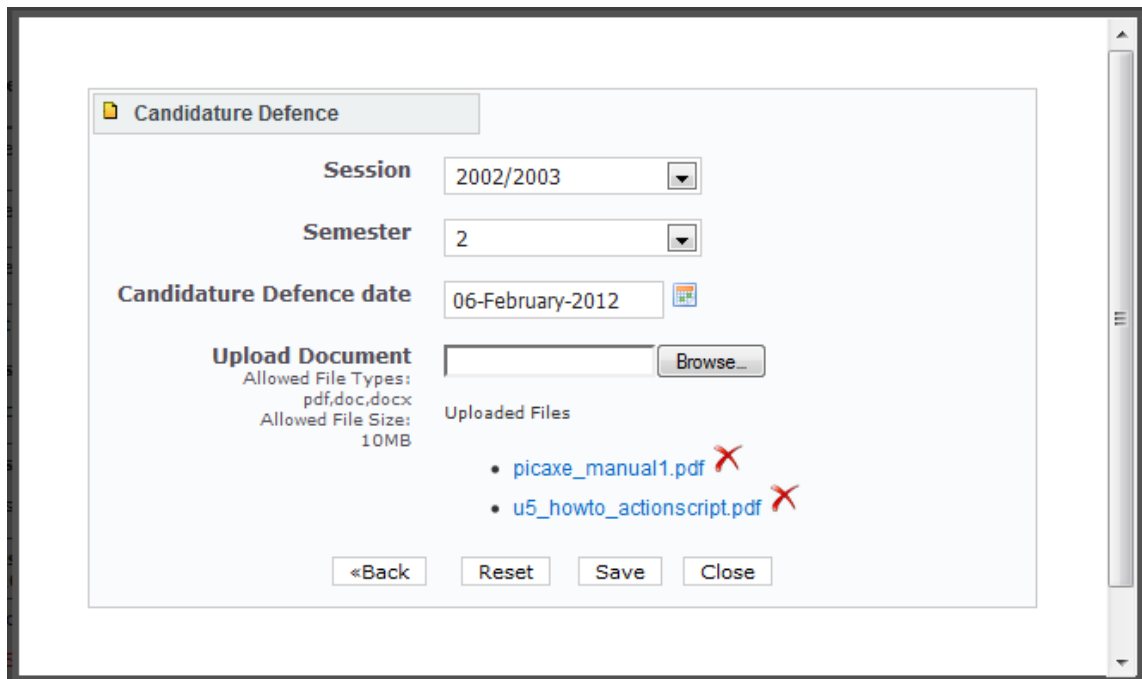

Figure 2.3.3

4.13. Change the previous Candidature Defence information.

4.14. Click "**Back**" button to redirect to list page.

4.15. Click "**Reset**" button to reset the form.

4.16. Click "**Save**" button to modify the candidature defence information.

4.17. Click "**Close**" button to close the popup window.

Candidature Defence Delete:

4.18. Check the checkbox against each candidature defence which you want to delete from the list and click "Delete" button to delete the respective candidature defence.(Figure 2.3.4)

4.19. Use heading row check box to check / uncheck all items.

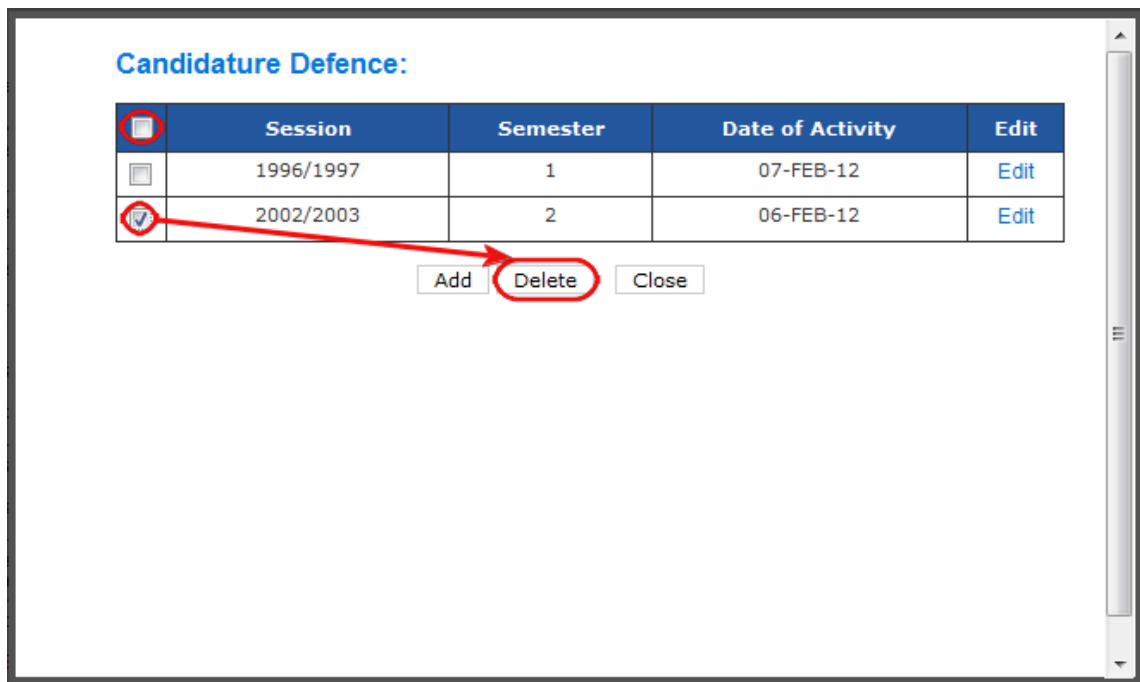4.20. Click "**Close**" button to close the popup window.

Figure 2.3.4

5. Click on "**Add Publication**" button to complete the PUBLICATION requirement checklist. A popup page will be displayed as in the below screen (Figure 2.4).

Figure 2.4

Publication:

Publication Add:

5.1. Enter article title.

5.2. Select Journal Title.

5.3. Select the status whether the publication submitted or accepted.

5.4. Select Date Accepted / Submitted.

5.5. Browse the article file and select to upload.

5.6. The system allows more than one file to upload by selecting files one by one.

5.7. Please make sure that file type should be pdf, doc, docx and file size should be less than or equal to 10 MB.

5.8. Click "**Back**" button to redirect to list page.

5.9. Click "**Reset**" button to reset the form.

5.10. Click "**Save**" button to save the information and the popup window will be closed.

5.11. Click "**Close**" button to close the popup window.

5.12. Click the button "**Add Publication**" in the requirement checklist window or click on "**Add**" button in the popup window to add more than one publication information.

5.13. Once the publication(s) are added, the count will be displayed in the requirement checklist screen as shown in the screen (Figure 2.4.1).
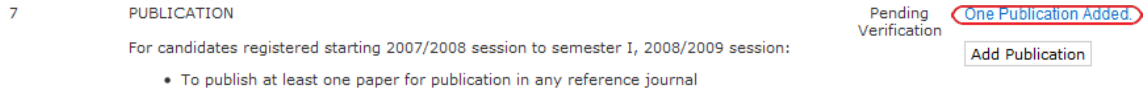

Figure 2.4.1

Publication List:

5.14. To view the added Publication(s) click on the count of Publication in the requirement checklist page. A popup will be opened and the details will be displayed as below screen(Figure 5.4.2).

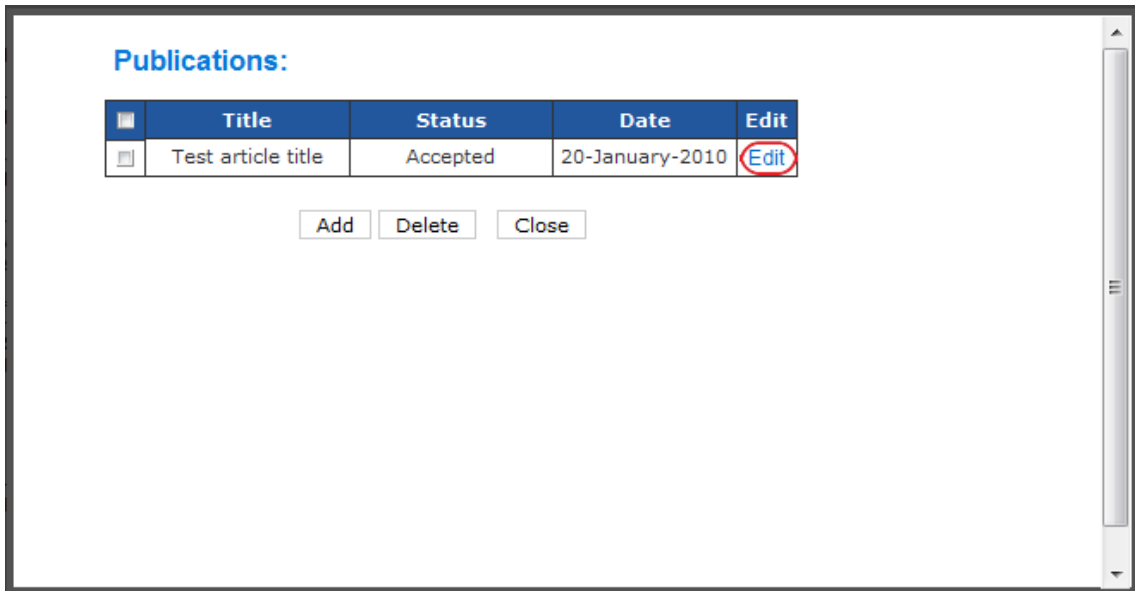5.15. Click "**Close**" button to close the popup window.

Figure 2.4.2

Publication Update:

5.16. Click on "Edit" to modify each publication. The edit screen will be displayed as shown in the below screen (Figure 2.4.3).

Figure 2.4.3

5.21. Change the information whatever in the candidature defence information.

5.22. Click "**Back**" button to redirect to list page

5.23. Click "**Reset**" button to reset the form.

5.24. Click "**Save**" button to modify the candidature defence information.

5.25. Click "**Close**" button to close the popup window.

Publication Delete:

5.26. Check the checkbox against each publication which are you want to delete from the list and click "Delete" button to delete the respective publication.(Figure 2.4.4)

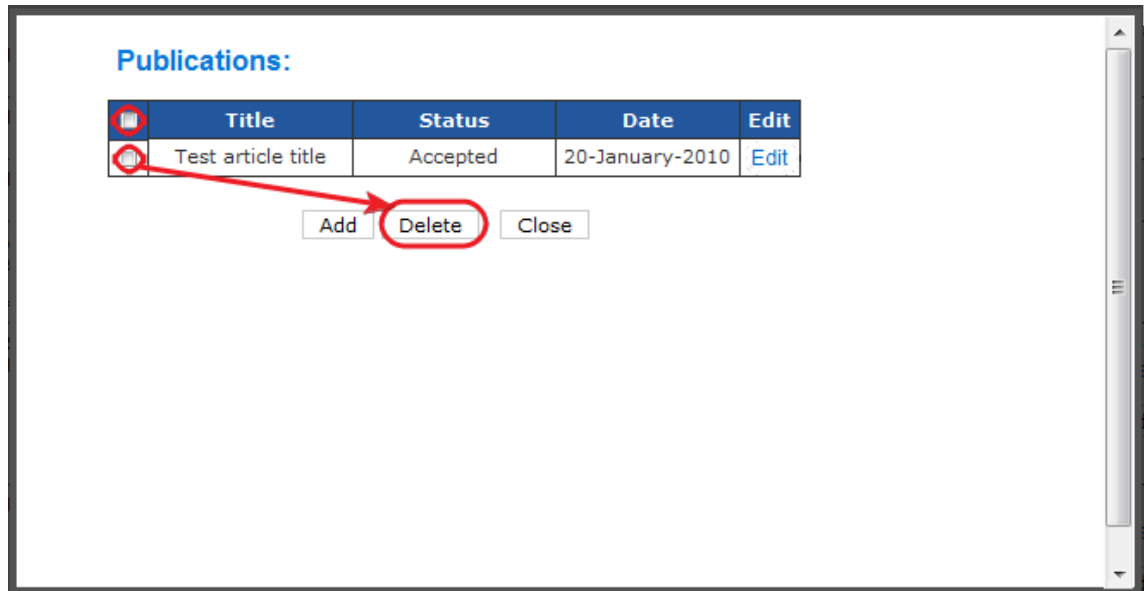5.27. Use heading row check box to check / uncheck all items.

Figure 2.4.4

6. Check the Confirmation of Supervisor(s).

7. If the Supervisor(s) information is not correct, the system will produce the message "**PLEASE CONTACT THE FACULTY REGARDING YOUR SUPERVISOR(S) INFORMATION**" and won't allow to proceed next(Figure 7.1).

PLEASE CONTACT THE FACULTY REGARDING YOUR SUPERVISOR(S) INFORMATION

Figure 7.1

8. If the Supervisor(s) information is correct, the system will produce the message "**You are not allowed to submit the title of your thesis. Please contact your faculty for further information.**" With "Proceed to Next" button at the bottom of the requirement checklist form(Figure 8.1).

You are not allowed to submit the title of your thesis. Please contact your faculty for further information.

Figure 8.1

9. Click "Proceed to Next" button to submit the thsis title.

3. Thesis Title Submission

1. Thesis title submission screen as follows(Figure 3.1),

Thesis Title Submission

Figure 3.1

2. Enter the thesis title in the text area given for each language requirement. Formatting of the text can be done with tools like bold, italic & underline etc.

3. Enter the title abstract in the text area for each language.

4. System provides an Arabic keyboard to enter the title and abstract in Arabic language for Arabic student(s).

5. Check all the declaration at the bottom of the title submission form.

6. Click on "**Submit Title**" button to submit the thesis title.

4. Thesis dashboard

1. Once the thesis title is submitted the student will be able to view the title details and approval status at each level as shown in the below screen (Figure 4.1).

Home » Submit Notice

Thesis dashboard

Student Name	FARHAD FAHANDEJ SAADI
Registration Number	PHA080008
Program	DOCTOR OF PHILOSOPHY

Notice Submission Detail:

Field of Research	TESL
Title in English	Phasellus suscipit massa at massa feugiat vel sollicitudin nisl ornare. Cras ultrices, urna id pretium auctor, tortor mi dignissim felis, vel dictum nulla urna sed felis. Phasellus lobortis nunc porta justo tristique ut congue neque lacinia. Ut dui erat, eleifend volutpat lacinia id, imperdiet vitae metus. Nunc vel felis at augue faucibus condimentum vel sit amet urna. Vestibulum laoreet risus et felis tincidunt aliquet. Duis sit amet congue purus! Nam sit amet nunc tellus, non molestie sem. Vestibulum accumsan pulvinar molestie. Vivamus neque diam, venenatis vel porttitor nec, dictum non sed. Read abstract
Title in Bahasa	Curabitur ante ligula, sagittis id sollicitudin a, iaculis a neque. Phasellus vestibulum iaculis nisl, in lobortis justo vestibulum sit amet. Duis rutrum rhoncus nisi, at pulvinar nunc mattis non! Curabitur nec augue eu odio fringilla semper a fermentum leo. Duis placerat neque vitae magna faucibus at tincidunt libero bibendum. Ut sit amet nunc neque. Sed leo tortor, scelerisque vulputate venenatis ut, iaculis vitae arcu. Vestibulum ac augue elit. Donec semper commodo ipsum eu auctor. Maecenas tempus ultrices cursus. Nullam felis nunc, cursus vel ornare in, feugiat eu risus. Nulla turpis duis. Read abstract
Title in Arabic	Phasellus nec dolor ac nulla iaculis. Read abstract
Thesis Language	English
Supervisor	JULIANA BINTI OTHMAN

Thesis Logs

Date	Stage	Status	More Info
26-January-2012	Notice Submission	Submitted	Waiting for Approval from Supervisors

Figure 4.1