



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

UTM ACADEMIC MANAGEMENT SYSTEM

MANUAL PENGGUNA (PENYELIA)

Untuk Modul Biasiswa 2018

BAHAGIAN TEKNOLOGI MAKLUMAT DAN KOMUNIKASI

SEKOLAH PENGAJIAN SISWAZAH (SPS)

4 Mac 2018 Versi 1

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Hak cipta terpelihara.

Sebarang bahagian daripada manual ini adalah dilarang untuk disalin, diedarkan atau diserahkan dalam bentuk apa jua sama ada elektronik, mekanikal, fotokopi, merekod dan sebagainya atau disimpan di dalam pangkalan data atau sistem dalam bentuk apa jua tanpa keizinan daripada Universiti Teknologi Malaysia.

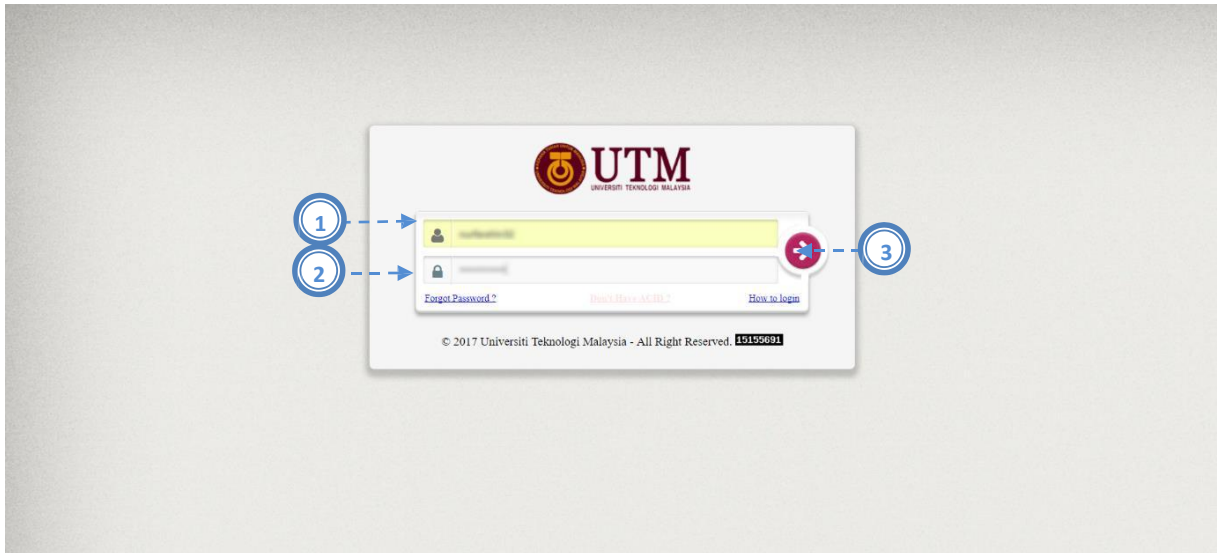
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1. Tatacara Penggunaan

1.1 Log Masuk Pengguna

Pengguna dikehendaki login ke dalam sistem menggunakan alamat emel atau nama pengguna beserta kata laluan. Langkah-langkah untuk log masuk ke dalam sistem adalah seperti berikut:



Gambarajah 1.1: Paparan Log Masuk Pengguna

- 1) Pengguna memasukkan Nama Pengguna,
- 2) Pengguna memasukkan Kata Laluan.
- 3) Pengguna menekan butang Log Masuk untuk masuk ke dalam sistem.

1.2 Direktori ke Laman Biasiswa

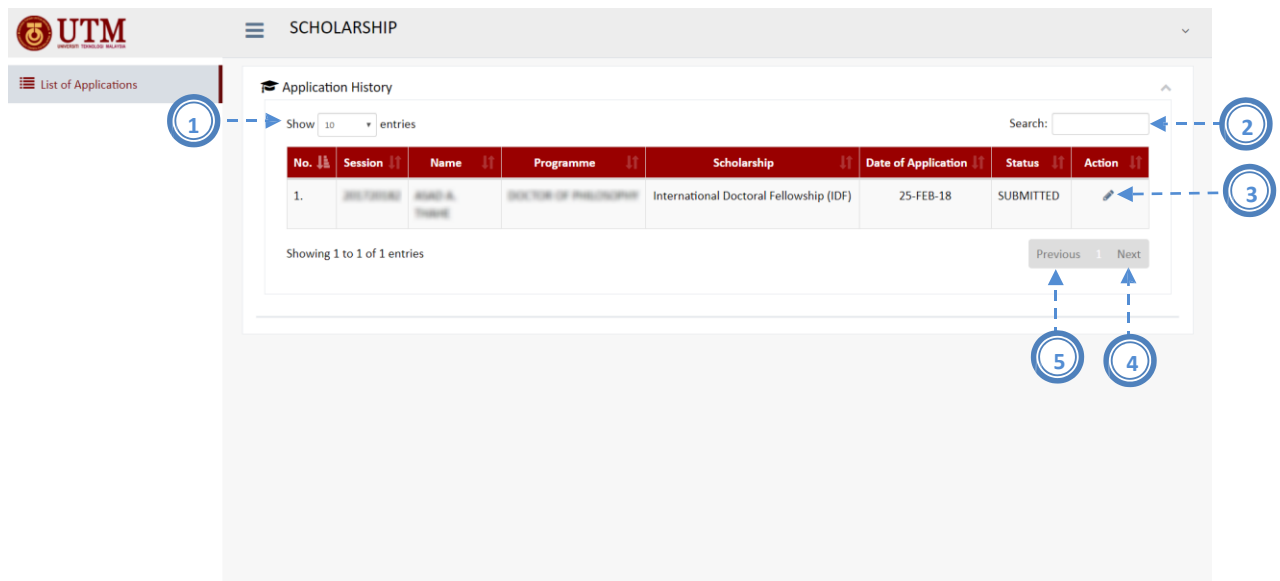


Gambarajah 1.2: Direktori ke Laman Biasiswa

Pengguna boleh terus ke Laman Biasiswa dengan langkah seperti berikut:

- 1) Pengguna klik *Scholarship* di ruangan kiri.

1.3 Paparan Senarai Permohonan



Gambarajah 1.3: Paparan Senarai Permohonan Biasiswa 2018

Pengguna boleh terus melihat senarai permohonan pelajar yang memohon biasiswa dengan langkah seperti berikut:

- 1) Pengguna klik dan pilih bilangan *entries* yang mahu dipaparkan.
- 2) Pengguna isi ruangan search untuk mencari.
- 3) Pengguna klik *icon pencil* untuk tindakan seterusnya.
- 4) Pengguna klik butang *Previous* untuk pergi ke halaman sebelumnya.
- 5) Pengguna klik butang *Next* untuk pergi ke halaman berikutnya.

1.4 Borang Permohonan Biasiswa Pelajar

UTM
UNIVERSITI TEKNOLOGI MALAYSIA

SCHOLARSHIP APPLICATION FORM
SCHOOL OF GRADUATE STUDIES

Please note that
1. All new scholarship applicants are required to complete the form for renewal.
2. Copies of all the required information, for example, passport to journey must be attached or else the application will be considered incomplete and rejected.

A. PERSONAL PARTICULARS

Name: [Field] Present Age: [Field]
Contact Number: [Field] Nationality: [Field]
E-mail: [Field] Passport or IC Number: [Field]
Date and Place of Birth: [Field] Marital Status: [Field]

B. INFORMATION ABOUT THE GRADUATE STUDY PROGRAMME

Name of Programme: [Field] Faculty: [Field]
Date of First Registration: [Field] Matric Number: [Field]

C. PARENTS/GUARDIAN INFORMATION

No.	Name	IC No.	Nationality	Relationship	Phone No.	Occupation	Salary (RM)	Action
1.	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	CL

D. ACADEMIC QUALIFICATIONS

No.	Name of Degree Awarded	Level	Action
1.	[Field]	[Field]	CL

E. CO-CURRICULAR ACTIVITIES

No.	Name of Activity	Position	Level	Start Date	End Date	Status Verify	Action
1.	[Field]	[Field]	[Field]	08 JUN 17	29 NOV 17	VERIFIED	CL

F. PAPER PUBLICATION

No.	Book / Book Chapter / Article / Conference Name	Category of Publication	Status of Publication	Status Verify	Action
1.	[Field]	[Field]	PUBLISHED	VERIFIED	CL
2.	[Field]	[Field]	PUBLISHED	NONE	CL

G. AWARDS AND RECOGNITIONS RECEIVED

No.	Name of Award/Recognition	Awarding Organization	Date Received	Type of Award/Recognition	Sub-type of Award/Recognition	Level of Award/Recognition	Status Verify	Action
21.	[Field]	UTM	19/11/2017	RESEARCH	BEST PAPER AWARDED	International	VERIFIED	CL
22.	[Field]	UTM	19/11/2017	RESEARCH	BEST PAPER AWARDED	International	NONE	CL
23.	[Field]	UTM	19/11/2017	RESEARCH	BEST PAPER AWARDED	International	NONE	CL
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56.	[Field]	UTM	19/11/2017	RESEARCH	BEST PAPER AWARDED	International	NONE	CL
57.	[Field]	UTM	19/11/2017	RESEARCH	BEST PAPER AWARDED	International	NONE	CL
58.	[Field]	UTM	19/11/2017	RESEARCH	BEST PAPER AWARDED	International	NONE	CL

APPLICANT'S DECLARATION

I declare that the information submitted in the application form is true. I agree that the School of Graduate Studies has the right to reject this application or withdraw the offer if the provided information is found to be false.

Date: 25-FEB-18

SUPERVISOR'S RECOMMENDATION

I have reviewed the application and I
 Recommend this application
 Not recommend this application

Name of Supervisor (1): [Field]

Buttons: Submit (Red), Cancel (Black)

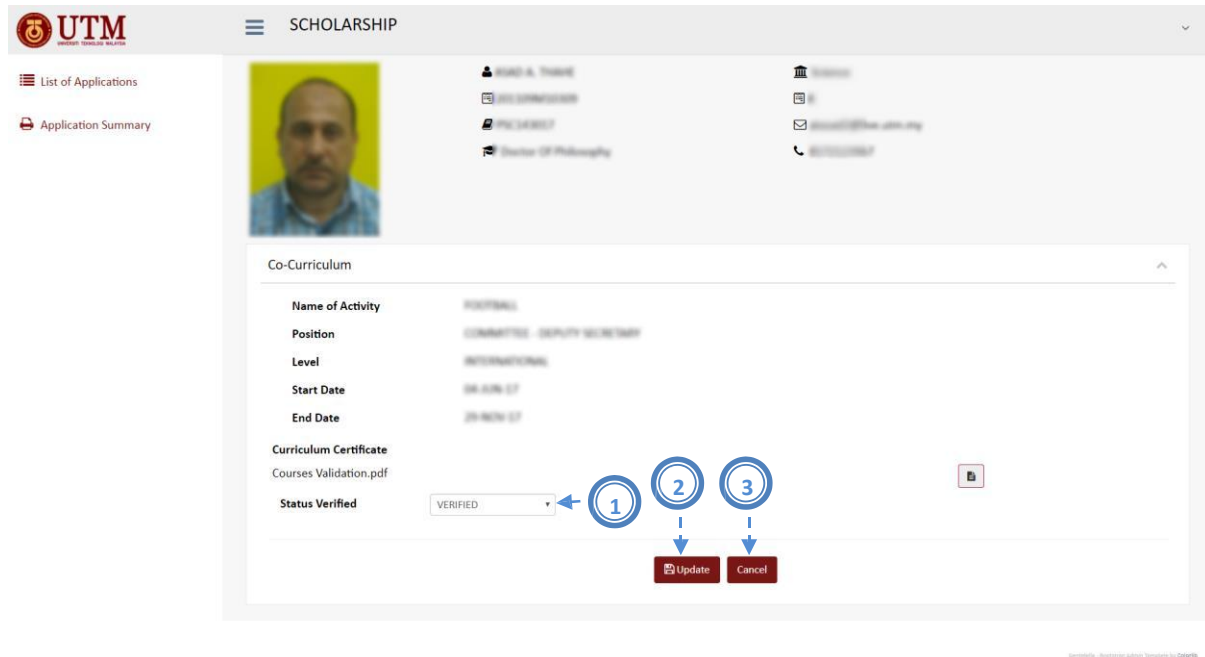
Gambarajah 1.4: Borang Permohonan Biasiswa Pelajar

Laman ini memaparkan maklumat pelajar yang memohon Biasiswa 2018. Berikut merupakan langkah untuk mengesahkan permohonan pelajar:

- 1) Pengguna klik dan pilih untuk tindakan seterusnya.
- 2) Pengguna klik untuk mengesyorkan permohonan pelajar.

- 3) Pengguna klik untuk tidak mengesyorkan permohonan pelajar.
- 4) Pengguna klik butang Submit untuk menghantar permohonan.
- 5) Pengguna klik butang Cancel untuk membatalkan tindakan.

1.5 Kemaskini Maklumat / Sahkan

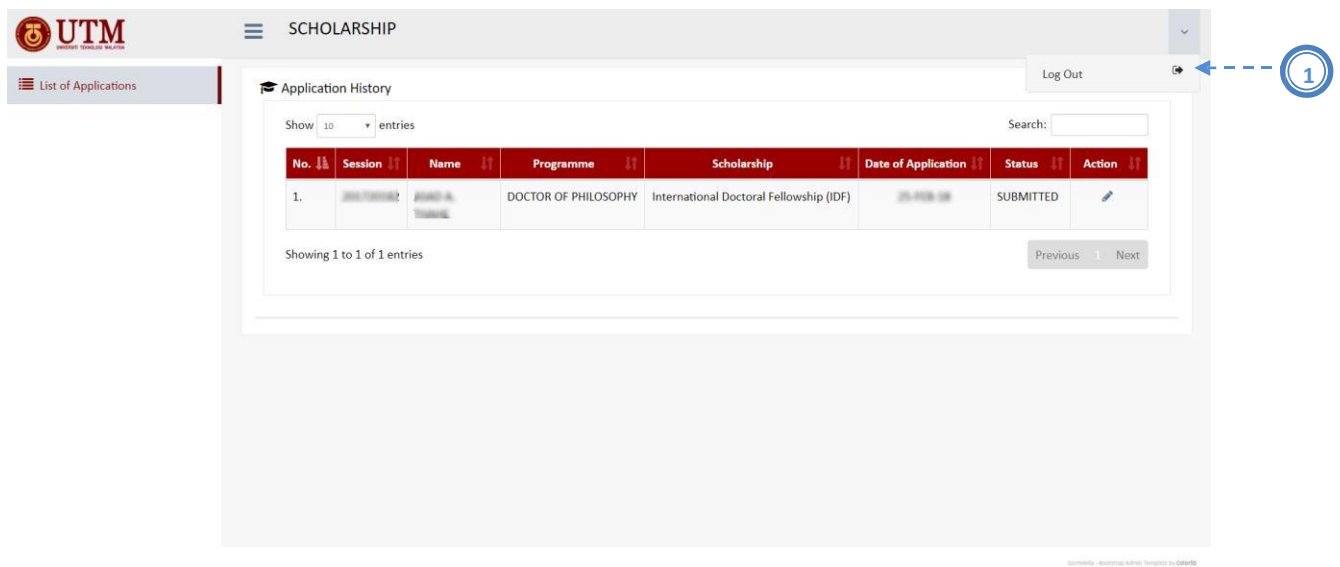


Gambarajah 1.5: Kemaskini Maklumat/ Sahkan

Pengguna boleh mengesahkan maklumat pelajar dengan langkah berikut:

- 1) Pengguna klik dan pilih status pengesahan.
- 2) Pengguna klik butang *Update* untuk kemaskini.
- 3) Pengguna klik butang *Cancel* untuk batal.

1.6 Log Keluar Sistem



Gambarajah 1.6: Log Keluar Sistem

Pengguna boleh log keluar system setelah tamat sesi dengan langkah seperti berikut:

- 1) Pengguna klik dan pilih *Log Out*.