

SULTAN IDRIS EDUCATION UNIVERSITY

# **USER MANUAL**

for

Research Module Add/Change Supervisor (UNISTUDENT)

Prepared By:

ICT Centre Sultan Idris Education University December 2023 Version 1.0

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## 1 ADD/CHANGE/WITHDRAW SUPERVISOR

## 1.1 Apply Add/Change/Withdraw Supervisor

This screen's objective is to make it easier for students to add, change or withdraw their current supervisors.

Nama/Name	Mukhaini Amani Mohammed Khamis	Mukhalni Amani Mohammed Khamis						
No. Matrik/ Matric No.	P20201000003							
Fakulti/Faculty Fakulti Bahasa dan Komunikasi								
Bidang/ Specialization	pecialization Teaching of English as a Second Language							
Mod Program/ Programme Mode	Sarjana Mod Penyelidikan & Kerja Kursus/ M Sarjana Mod Kerja Kursus / Master by Cours	Master By Mixed Mode 🛛 Sarja sework 💿 Doktor Falsafah / Do	na Mod Penyelidikan / Mas octor of Philosophy	ter by Resea	arch			
Mod Program/ Programme Mode Tajuk Kajian/ Title of The Proposal	Sarjana Mod Penyelidikan & Kerja Kursus / N Sarjana Mod Kerja Kursus / Master by Cours Investigating the sustainability of change in EF the Specialized Center for Professional Trainin	Aaster By Mixed Mode Sarja sework Doktor Falsafah / Do FL Omani teachers' beliefs and pract g of Teachers in Oman	na Mod Penyelidikan / Mas octor of Philosophy tices after joining an intensi	tter by Resea	arch nal developn	nent prog	ıram at	
Mod Program/ Programme Mode Tajuk Kajian/ Title of The Proposal	Sarjana Mod Penyelidikan & Kerja Kursus / M Sarjana Mod Kerja Kursus / Master by Cours Investigating the sustainability of change in EF the Specialized Center for Professional Trainin Ad	Vaster By Mixed Mode Sarja sework Doktor Falsafah / Do FL Omani teachers' beliefs and pract Ig of Teachers in Oman Id/Change/Withdraw	na Mod Penyelidikan / Mas octor of Philosophy lices after joining an intensi	ter by Resea	arch nal developn	nent prog	ıram at	
Mod Program/ Programme Mode Tajuk Kajian/ Title of The Proposal	Sarjana Mod Penyelidikan & Kerja Kursus / M Sarjana Mod Kerja Kursus / Master by Cour: Investigating the sustainability of change in EF the Specialized Center for Professional Trainin Ad Current Supervisor	Vlaster By Mixed Mode Sarja sework Doktor Falsafah / Do FL Omani teachers' beliefs and pract g of Teachers in Oman Id/Change/Withdraw Role	na Mod Penyelidikan / Mas octor of Philosophy tices after joining an intensi New Supervisor	ter by Resea ve profession Type Cl	arch nal developn hange Wi	nent prog ithdraw	ram at Delete	
Mod Program/ Programme Mode Tajuk Kajian/ Title of The Proposal # Dr. Farah Natchiar Bir	Sarjana Mod Penyelidikan & Kerja Kursus / N Sarjana Mod Kerja Kursus / Master by Cour Investigating the sustainability of change in EF the Specialized Center for Professional Trainin Ad Current Supervisor ti Mohd Khaja Hameed MaricarK00314	Aaster By Mixed Mode Sarja sework Doktor Falsafah / Do FL Omani teachers' beliefs and pract g of Teachers in Oman Id/Change/Withdraw Role MAIN SUPERVISOR	na Mod Penyelidikan / Mas octor of Philosophy tices after joining an intensi New Supervisor	ter by Resea ve profession Type Cl	arch nal developn hange Wi	nent prog ithdraw	ram at Delete	
Mod Program/ Programme Mode Tajuk Kajian/ Title of The Proposal	Sarjana Mod Penyelidikan & Kerja Kursus / N Sarjana Mod Kerja Kursus / Master by Cour Investigating the sustainability of change in EF the Specialized Center for Professional Trainin Ad Current Supervisor ti Mohd Khaja Hameed MaricarK00314 tulliza Binti Muhamad @ Mohd SaufiK00467	Aaster By Mixed Mode Sarja sework Doktor Falsafah / Do L Omani teachers' beliefs and pract og of Teachers in Oman dd/Change/Withdraw Role MAIN SUPERVISOR CO-SUPERVISOR	na Mod Penyelidikan / Mas octor of Philosophy itces after joining an intensi New Supervisor	ter by Resea ve profession Type Cl	arch nal developn hange Wi 군	nent prog ithdraw	ram at Delete	

Figure 1.1 – Add/Change/Withdraw Supervisor Application Screen

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اونيزرسيتي تُنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	UNISTUDENT	Research - Add/Change Supervisor	A4	2023-01	1		

#### 1.1.1 Add Supervisor

- 1. Click **Apply** button from the main screen.
- 2. From application screen, click on **Add** button.

lc	ADD	:	#	Current Supervisor	Role	New Supervisor	Туре	an / Master by Research
aj			1 D	r. Farah Natchiar Binti Mohd Khaja Hameed Maricar	CHAIRMAN			, n intensive professional development program
Ŀ			2 Pro	fesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd Saufi	MEMBER			
#	(							ervisor Type Change Withdraw Dele
1	New Supervisor	:	Cik A	ya' Farzana Binti Shamshul Ariffin - Fbk			*	
2	Role	:	CO-SUP	ERVISOR				
						S Add × C	lose	+ Adi
lē								
ι.								-

#### Figure 1.2 – Add Supervisor Popup Modal

- 3. From popup modal box, choose supervisor name from **New Supervisor** dropdown.
- 4. Click Add button.
- 5. Click **Yes**, **Sure** button from alert message box.



Figure 1.3 – Alert Message Box

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Pendidikan			FORMAT		DAOF
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اونيزرسيتي قنديديقن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY	UNISTUDENT	Research - Add/Change Supervisor	A4	2023-01	2

6. Click **OK** on success message box.



- Figure 1.4 Success Message Box
- 7. Newly added supervisor will be displayed in the list of supervisor on the application screen.

	Add/Change/Withdraw									
#	Current Supervisor	Role	New Supervisor	Туре	Change	Withdraw	Delete			
1	Dr. Farah Natchiar Binti Mohd Khaja Hameed MaricarK00314	MAIN SUPERVISOR			₹					
2		CO-SUPERVISOR	Cik Alya' Farzana Binti Shamshul Ariffin	ADD			Û			
3	Profesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd SaufiK00467	CO-SUPERVISOR			₹	Û				
							+ Add			

Figure 1.5 – New supervisor

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#### 1.1.2 Change Supervisor

1. On Change column, click on Change icon.

=	Change Supe	Change Supervisor						C-
No	Current Supervisor : Profesor Madya Dr. Maizatulliza Bin	ti Muhamad @ Mohd Saufi						
Fai	Role : CO-SUPERVISOR							
Bic	Change To :Please Select		Ţ					
Mc				an / Master by y	Research			
Тај		Submit	✓ Cancel ← Close	n intensive prot	fessional de	velopment pr	ogram	
								h
	Current Supervisor	Rola	New Supervise		Type Char	nge Withdra	w Dolot	
1	Dr. Farah Natchiar Binti Mohd Khaja Hameed MaricarK00314	MAIN SUPERVISOR			Type onan			
2		CO-SUPERVISOR	Cik Alya' Farzana Binti Sha	mshul Ariffin	NDD		Û	
3	Profesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd SaufiK00467	CO-SUPERVISOR						
					-		+ Add	1



- 2. Select supervisor's name on the **Change To** dropdown.
- 3. Click on **Submit** button.
- 4. Click **Yes,Sure** button on alert message box.



#### Figure 1.7 – Alert Message Box

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5. Click **OK** button on success message box.



- Figure 1.8 Success Message Box
- 6. The newly changed supervisor will be displayed on the **New Supervisor** column.

	Add/Change/Withdraw									
#	Current Supervisor	Role	New Supervisor	Туре	Change	Withdraw	Delete			
1	Dr. Farah Natchiar Binti Mohd Khaja Hameed Maricar	MAIN SUPERVISOR			₽					
2		CO-SUPERVISOR	Cik Alya' Farzana Binti Shamshul Ariffin	ADD			Û			
3	Profesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd Saufi	CO-SUPERVISOR	Cik Amily Shafila Binti Shariff	CHANGE		Û				



### 1.1.3 Withdraw Supervisor

1. Click Withdraw icon.

	Pakuti banasa dan Komuflikasi								
Bidang/ Specialization	Teaching of English as a Second Language	hing of English as a Second Language							
Nod Program/ Programme Mode	Sarjana Mod Penyelidikan & Kerja Kursus/ Master B Sarjana Mod Kerja Kursus / Master by Coursework	arjana Mod Penyelidikan & Kerja Kursus/ Master By Mixed Mode 💦 Sarjana Mod Penyelidikan / Master by Research arjana Mod Kerja Kursus / Master by Coursework 💿 Doktor Falsafah / Doctor of Philosophy							
Fajuk Kajian/ Title of The Proposal	Withdraw Supervisor	s' beliefs Oman	and practices after joining an intensive p	rofessio	onal develo	pment prog	ram at		
	Withuraw Supervisor	Iraw							
# Current S	Are you sure to withdraw current supervisor?		New Supervisor	Туре	Change	Withdraw	Delete		
1 Dr. Farah Natchiar Binti Mo	ohd I				≓				
2		С	ik Alya' Farzana Binti Shamshul Ariffin	ADD			Û		
3 Profesor Madya Dr. Maizatulliz	a Bir YES, SURE! CANCEL	-		-					
		_					+ Add		

#### Figure 1.10 – Withdraw Supervisor

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- 2. Click **Yes**, **Sure** button on alert message box.
- 3. Click **OK** button on success message box.



Figure 1.11 – Withdraw Supervisor

4. The type of withdrawn supervisor will change to **Drop**.

	Add/Change/Withdraw									
#	Current Supervisor	Role	New Supervisor	Туре	Change	Withdraw	Delete			
1	Dr. Farah Natchiar Binti Mohd Khaja Hameed Maricar	MAIN SUPERVISOR			⇒					
2		CO-SUPERVISOR	Cik Amily Shafila Binti Shariff	ADD			Û			
3	Profesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd Saufi	CO-SUPERVISOR		DROP	⇒	×				
-							+ Add			

#### Figure 1.12 – Withdraw Supervisor

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## 1.1.4 Save Application

- 1. Enter reason.
- 2. Click on Save button

		Add/Change/Withdraw					
#	Current Supervisor	Role	New Supervisor	Туре	Change	Withdraw	Delete
1	Dr. Farah Natchiar Binti Mohd Khaja Hameed Maricar	MAIN SUPERVISOR			⇒		
2		CO-SUPERVISOR	Cik Amily Shafila Binti Shariff	ADD			Û
3	Profesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd Saufi	CO-SUPERVISOR		DROP	≓	×	
Alasa	in/ Reason						+ Add
			Ĩ	🗟 Save		Submit	$\leftarrow$ Back

Figure 1.13 – Save Application

3. Click **OK** button on success message box.

pervisor	ROIP
Success	
Successfully Save Application.	
	ок

Figure 1.14 – Success Message Box

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### 1.1.5 Submit Application

- 1. Enter reason.
- 2. Click on **Submit** button

		Add/Change/Withdraw					
#	Current Supervisor	Role	New Supervisor	Туре	Change	Withdraw	Delete
1	Dr. Farah Natchiar Binti Mohd Khaja Hameed Maricar	MAIN SUPERVISOR			⇒		
2		CO-SUPERVISOR	Cik Amily Shafila Binti Shariff	ADD			Û
3	Profesor Madya Dr. Maizatulliza Binti Muhamad @ Mohd Saufi	CO-SUPERVISOR		DROP	₹	×	
Alas	san/ Reason						+ Add
				© Sav	e 🗸	Submit	←Back

Figure 1.15 – Submit Application

3. Click **Yes**, **Sure** button from confirmation message box.





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4. Click **OK** button on success message box.



- Figure 1.17 Success Message Box
- 5. Application record will appear at the Add Change Supervisor main screen.

Add C	Change Supervisor						
_							Apply
#	Applied Date	Reason	Submit Date	Status	Process Status	Proposed Supervisor	Action
1	29/12/2023	testing purposes	29/12/2023	SUBMIT	INPROCESS	Cik Amily Shafila Binti Shariff-Member	

Figure 1.18 – Application Record

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## **1.2 View Application List**

The purpose of this screen is to display a list of applications that students have saved or submitted. If the application is in the Entry status, the student may also change it or cancel it.

Add 0	Change Supervisor						•••
							Apply
#	Applied Date	Reason	Submit Date	Status	Process Status	Proposed Supervisor	Action
1	30/12/2023			ENTRY		Dr. Hasrul Bin Hosshan-Member	

Figure 1.19 – View Application

#### 1.2.1 Display Application

- 1. From the menu on the left, select Academic.
- 2. Click on Research.
- 3. Select Add/Change/Withdraw Supervisor.



Figure 1.20 – Add/Change/Withdraw Supervisor link

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#### 1.2.2 Update Application

- 1. Click on **Edit Application** icon.
- 2. Edit or update any information.
- 3. Click on Save button.
- 4. Click **OK** on success message box.

Success Successfully Save Application.	
	ок

Figure 1.21 – Success Message Box

5. Click on **Back** button to navigate to main screen.

## 1.2.3 Cancel Application

8. Click on Cancel Application icon.

Home / ACADEMIC / Researc Cancellation : Wrong selection of supervisor Saturday, 30th of December, 2023 Add Change Supervisor     Add Change Supervisor    Add Change Supervisor   Add Change Supervisor   Add Change Supervisor    Add Change Supervisor    Add Change Supervisor    Add Change Supervisor    Add Change Supervisor	E Search for anythin		Cancel Application	<u>م</u>	
Add Change Supervisor	Home / ACADEMIC / Research	Cancellation : Reason	Wrong selection of supervisor		Saturday, 30th of December, 2023
Applied Date     Applied Date     Applied Date     Applied Date     Applied Date     Apply     Proposed Supervisor     Action     Action     Dr. Hasrul Bin Hosshan-Member     X	Add Change Supervisor				
	# Applied Date	test save application	3U/12/2023 EN INT	Proposed Supervisor Dr. Hasrul Bin Hosshan-Member	Action

Figure 1.22 – Cancel Application Popup Modal

- 9. Enter reason to cancel on Cancellation Reason text field.
- 10. Click on **Confirm** button.
- 11. Click **Yes, Sure** button on confirmation message box.

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Figure 1.23 – Confirmation Message Box

12.Click **OK** button on success message box.



Figure 1.24 – Success Message Box

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