



UTHM
Universiti Tun Hussein Onn Malaysia

USER MANUAL

**EXAMINATION PANEL NOMINATION
MODULE (VIVA-VOCE)**



INTRODUCTION

This document shall be regarded as the official user manual for the nomination of both external and internal examiners prior to viva voce as well as nomination renewal for nominated examiners exceeding the nomination duration.

User Category



MAIN SUPERVISOR



FACULTY



**CENTRE OF
GRADUATE
STUDIES**





NOMINATION OF EXAMINER

For first time nomination



RENEWAL OF PRIOR NOMINATION

For the nominations of the nominated examiners exceeding the nomination time frame (12 months)



Nomination of Examiner




Nomination Procedure

Step 1

1. Kindly browse through CAPITAL portal <https://central.uthm.edu.my/>
2. Click the **login** button and the login page shall be displayed

CENTRAL Home Utility Privacy **Login**



UTHM
Universiti Tun Hussein Onn Malaysia






Success! LogOff Success!...See You Next Time.... ×

[Login Sekarang](#)

Welcome To CENTRAL UTHM

CENTRAL (Core Enterprise Technology Portal) merupakan suatu Framework inisiatif PTM UTHM mulai Nov 2021 untuk menyokong sistem maklumat bersepadu. CENTRAL masih didalam pembangunan menggabung dan mengintegrasikan pelbagai sistem (dari TCIS) ke Portal ini. CENTRAL bersifat *Multiplatform* dan *Responsive* untuk memenuhi keperluan Staf Universiti dari pelbagai sudut. Ia merupakan satu sistem berskala sederhana dan mempunyai ciri berpusat khusus untuk PTJ serta Pelbagai Pejabat dan Pusat di UTHM.

Sehingga 2022, CENTRAL merupakan perkhidmatan sehenti telah diwujudkan untuk Universiti seperti berikut :-

-  ECUTI - Permohonan Cuti Online (Staf UTHM)
-  SMPx - Sistem Maklumat Pelajar (Versi-X)
-  SDMS - Sistem Digital Maklumat Staf
-  SKEWAP - Sistem Maklumat Kewangan Akaun Pelajar
-  OTHERS

Sekiranya menghadapi masalah, Dimohon para pengguna memaklumkan nama sistem dan juga modul ketika menghubungi khidmat pelanggan kami untuk memudahkan kami menyalurkan bantuan.

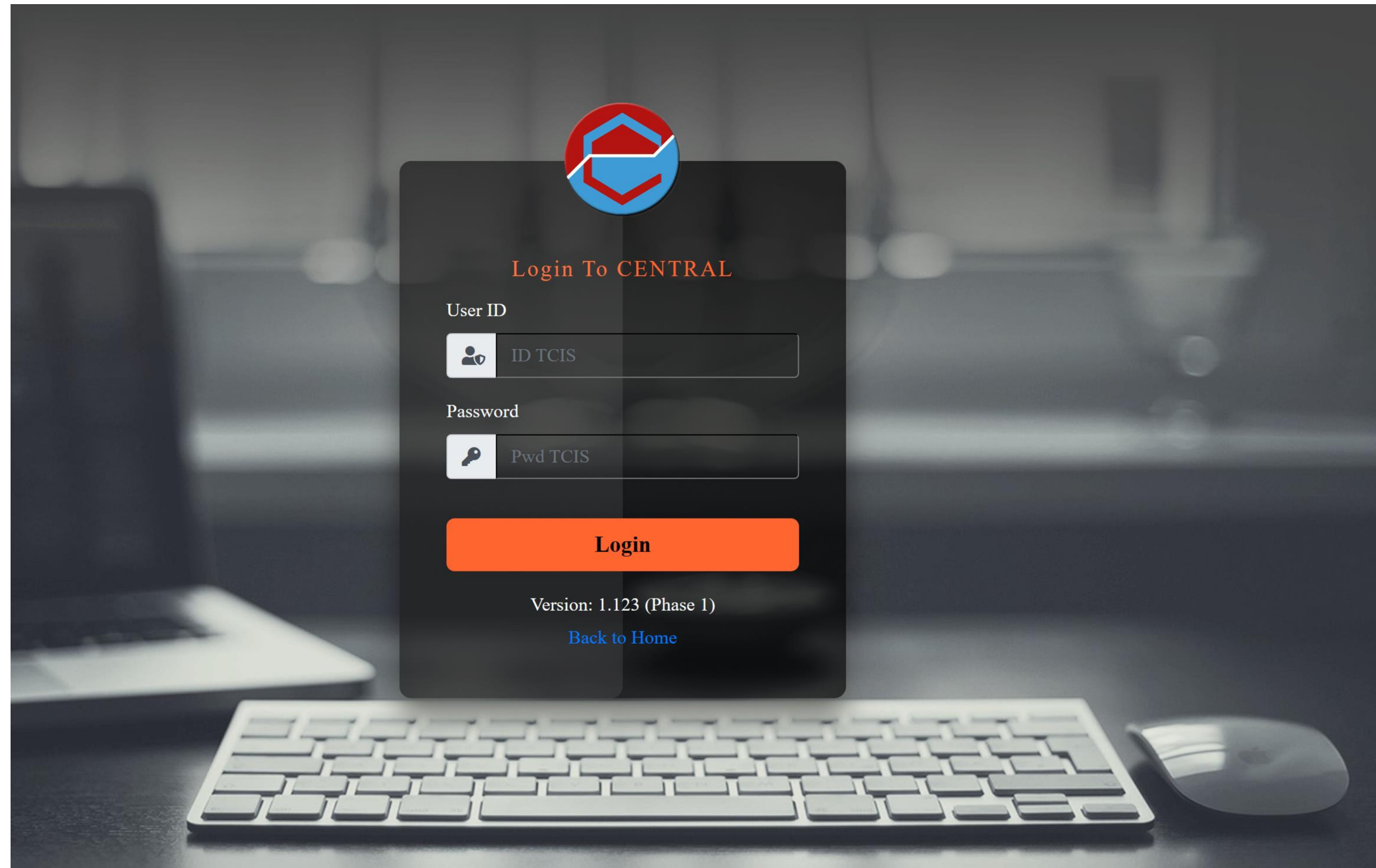
"CENTRAL, Pusat Pemusatan Aplikasi Utama"
"CENTRAL, Where Core Apps Gets Centralized"

CENTRAL, Copyright Since 2021 Formerly Known As CAPITAL
Version: 1.123 (Phase 1)
HOMSVMS

Nomination Procedure

Step 2

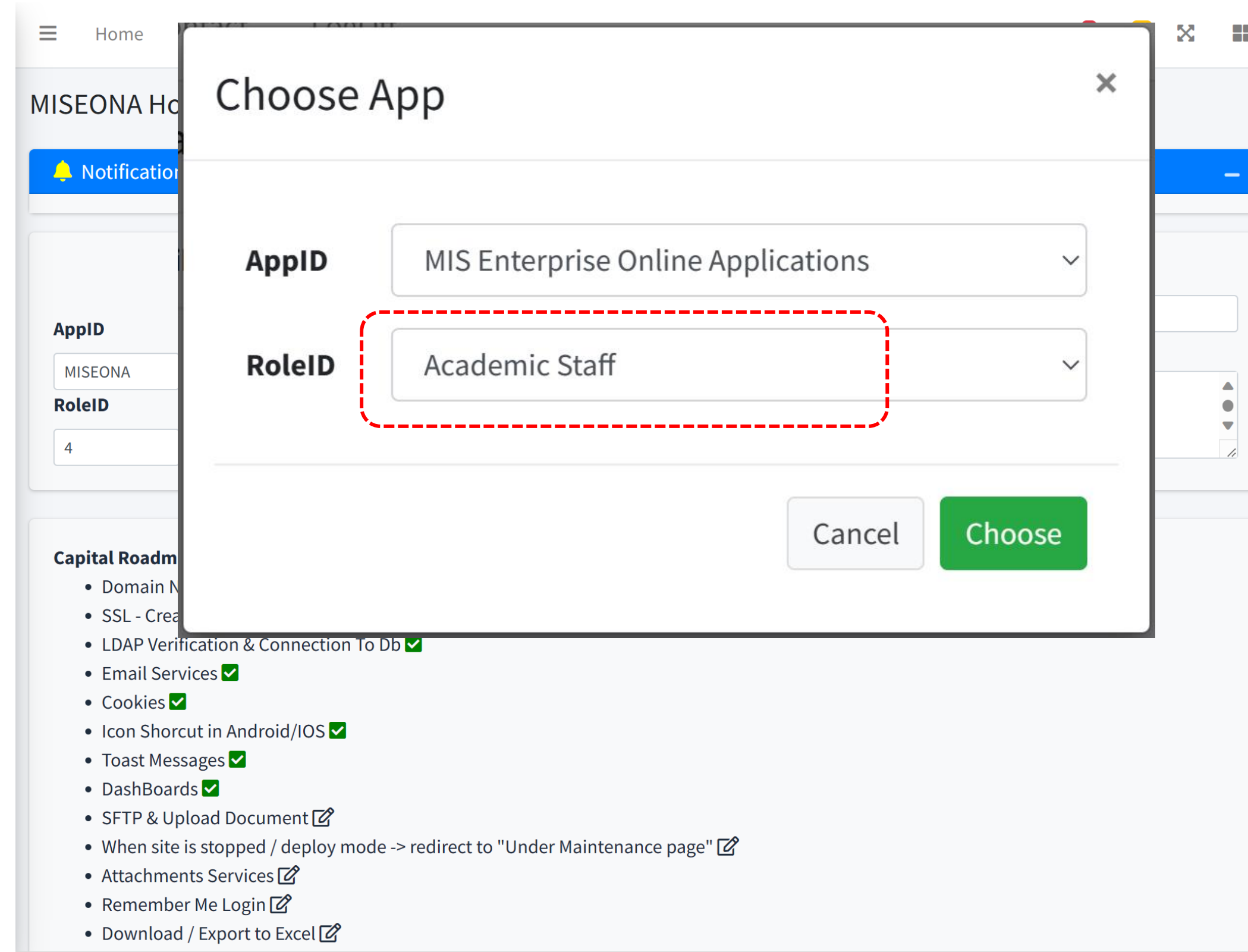
1. Kindly **log in** to the user's account accordingly.
2. The user ID and Password for UTHM official e-mail account.



Nomination Procedure

Step 3

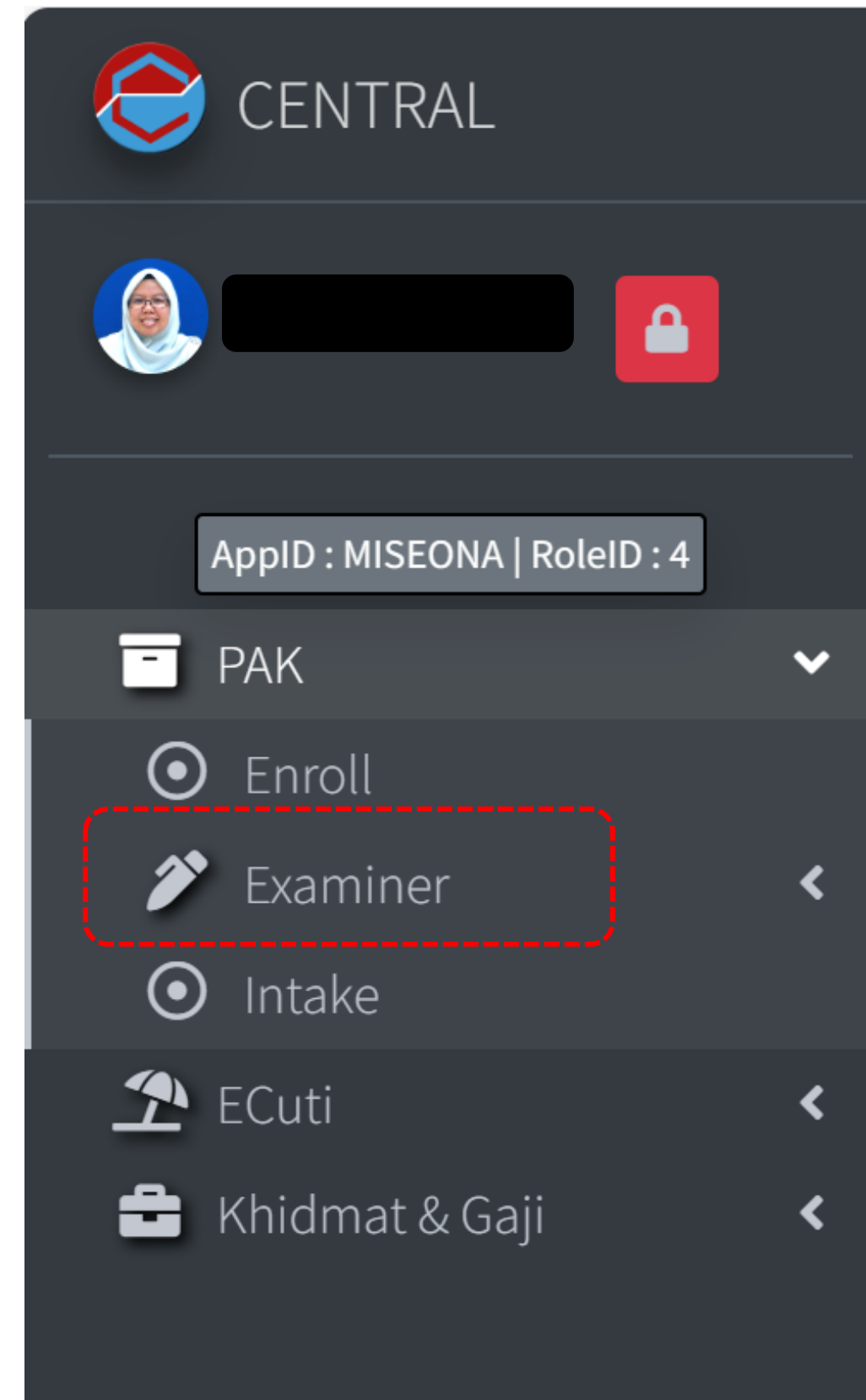
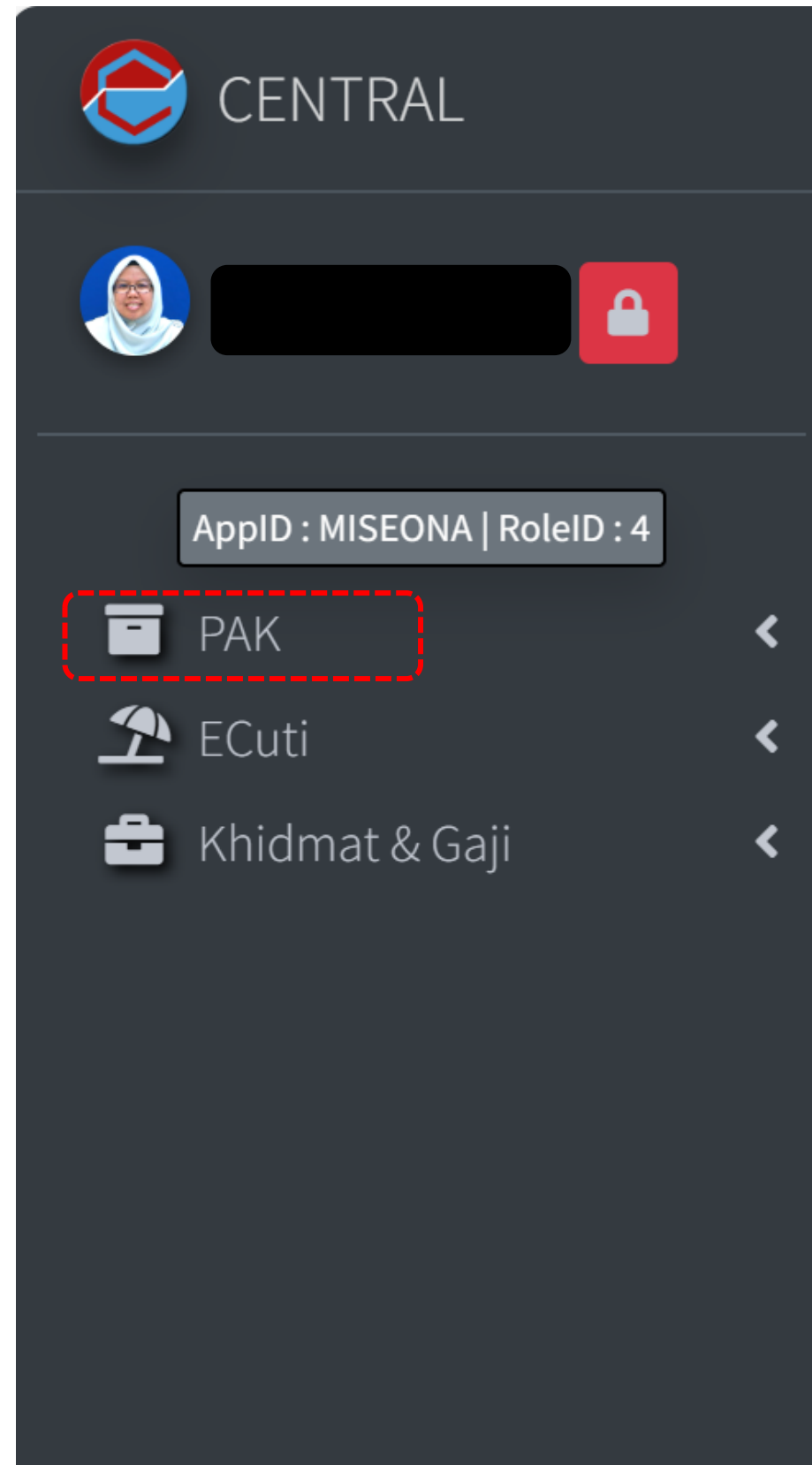
1. Please Click on **AppID:RoleID** menu and kindly ensure that the **RoleID** displayed as Academic Staff.



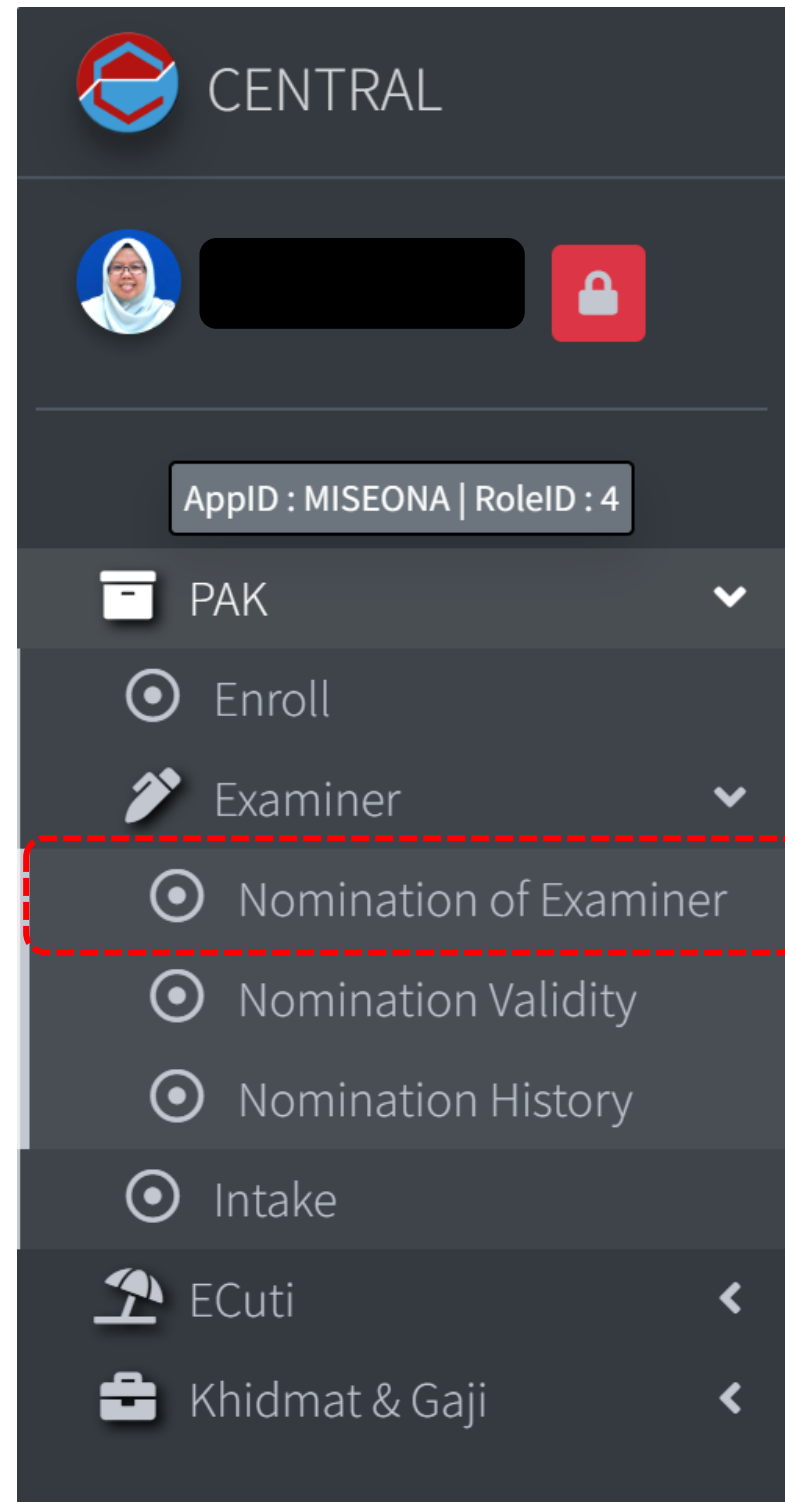
Nomination Procedure

Step 4

1. Click on **PAK** followed by **Examiner**

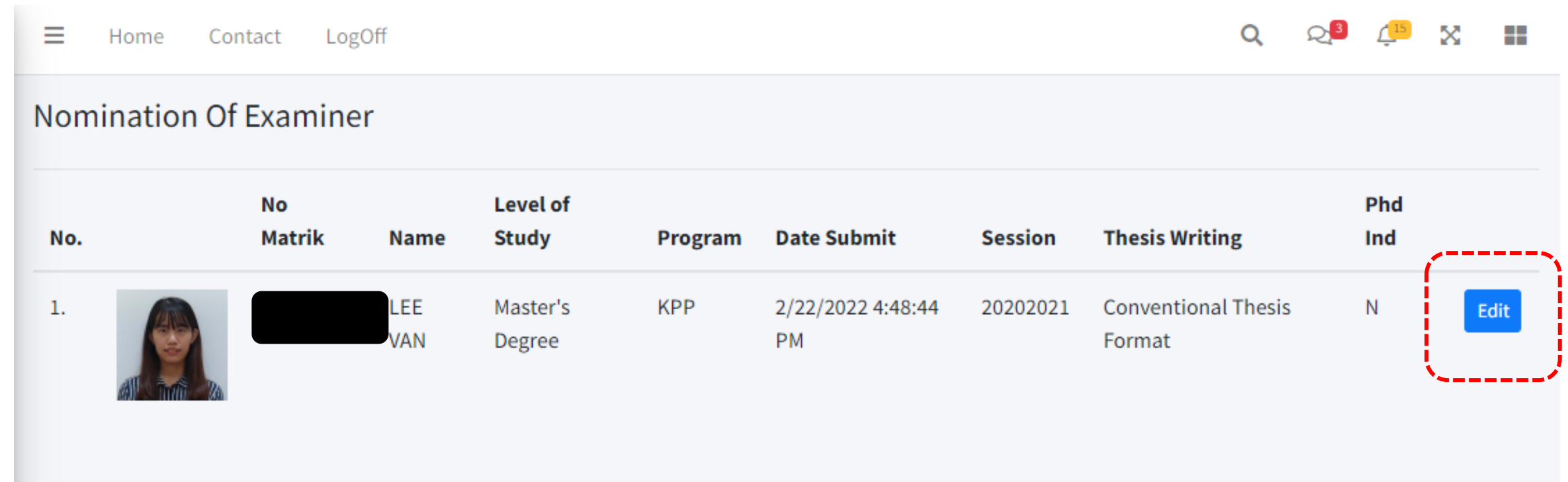


Nomination Procedure



Step 5

1. **Nomination of Examiner** and the screen shall be displayed as below.
2. Click on the **Edit** button.



Nomination Procedure

Step 6

1. Student Application on viva voce through Student Academic Information System (SMAPOnline) shall be displayed in CAPITAL as followed:

Home Contact LogOff

Student's Particular Examiner's Particular JKPSF Recommendation JAPS Approval CGS Nomination Validity

LEE VAN
MASTER OF SCIENCE IN TECHNOLOGY MANAGEMENT

ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID
Main Supervisor

Thesis Writing

Conventional Thesis Format

Thesis

THE MODERATING EFFECT OF PSYCHOLOGICAL EMPOWERMENT ON JUNIOR LECTURERS' TECHNOLOGY COMMERCIALIZATION INTENTION. [Attach](#)

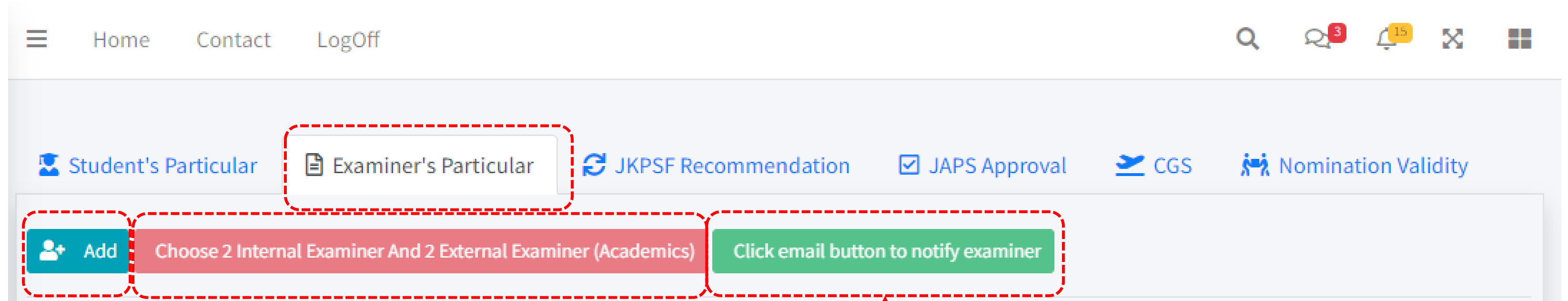
Publications (SMPU)

No.	Title	Index By
1.	(2021) Factors Of Single Use Plastic Reduction Behavioral Intention, Emerging Science Journal, SCOPUS, 5, 3, SCOPUS, 269-278, ISSN: 26109182	SCOPUS Link Attach

Nomination Procedure

Step 7

1. Click on the **Examiner's Particular**.



Click on the Add button to start nominating the examiners

This statement is to be use as a reference on the number and type of examiner to be nominated

This statement act as a general reminder for all supervisor prior the completion on nomination process

* New examiners are yet to be mentioned in this slide hence the statement may be omitted out

Nomination Procedure

Step 8

1. **Nomination** of examiner can be done by clicking on the **"Add"** Button.
2. The **"Examiner list"** screen shall pop-up right after
3. There are two options to search: First using the examiner's name, or second, through area of expertise.
4. Type the examiner's name / area of expertise and click on **"Find Now"**


The screenshot displays a web application interface for the nomination procedure. At the top, there is a navigation bar with links for Home, Contact, and LogOff. Below this, a secondary navigation bar contains several menu items: Student's Particular, Examiner's Particular, JKPSF Recommendation, JAPS Approval, CGS, and Nomination Validity. A red dashed box highlights the 'Add' button, which is located in a teal box. Below the 'Add' button, there is a red banner with the text 'Choose 2 Internal Examiner And 2 External Examiner (Academics)' and a green button labeled 'Click email button to notify examiner'. Below the banner, a modal window titled 'Examiner List' is displayed. The modal has a title bar with 'New Examiner' and 'Close' buttons. The main content area of the modal includes a 'Search By' section with two radio buttons: 'Examiner Name' (selected) and 'Area of Expertise (External Examiner)'. Below the search options is a text input field labeled 'Examiner Name..' and a blue 'Find Now' button.

Nomination Procedure

Step 9

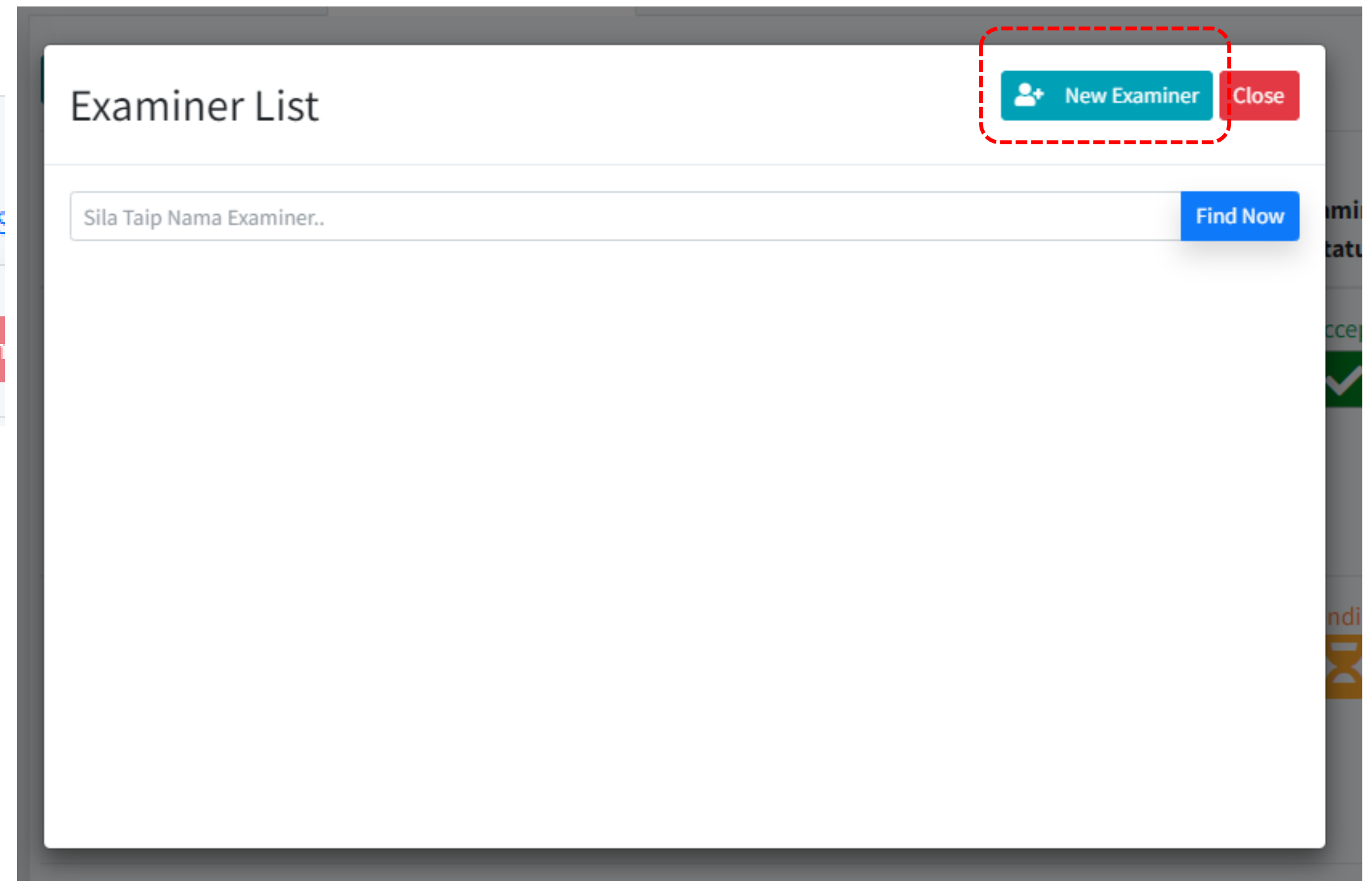
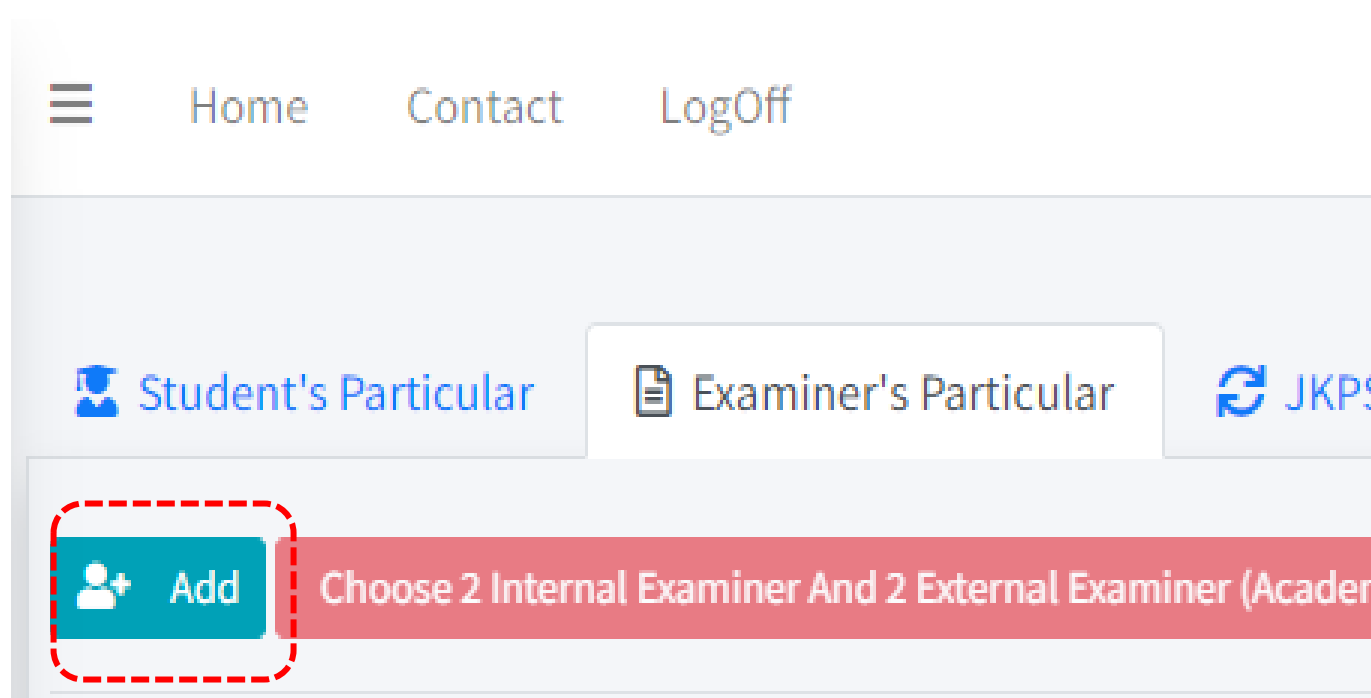
1. Should the examiner's name are available in the database, their name and personal details shall be listed out as follows.
2. Kindly check the examiner's particulars accordingly.
3. If the examiner's detail are accurate, kindly click on **"choose"** button to proceed on the nomination process

The screenshot displays a web interface titled "Examiner List". At the top right, there are two buttons: "New Examiner" (with a plus icon) and "Close". Below the title is a search bar containing the text "NORHADILAH" and a "Find Now" button. A table below the search bar lists the search results. The table has six columns: "PicEx", "ExId2", "Examiner Name", "Examiner Title", "Examiner Type", and "University / Institutions". A single row of data is visible, with a "Choose" button highlighted by a red dashed box in the rightmost column.

PicEx	ExId2	Examiner Name	Examiner Title	Examiner Type	University / Institutions	
	01910	NORHADILAH BINTI ABDUL HAMID	ASSOC. PROF. Ts. Dr.	Internal	UTHM	Choose

Nomination Procedure

1. In an event whereby the examiner's name is yet to be listed in the database, kindly click on "**New Examiner**" button to proceed with the nomination process.
2. The "**add new examiner**" screen shall pop up right after.



Nomination Procedure

1. It is compulsory for supervisor to provide **ALL** information requested in the “**Add New Examiner Screen**”.
2. Once All the required information had been filled accordingly, kindly click on the “**create**” button.

The screenshot shows a web application interface for adding a new examiner. The page title is "Add New Examiner". The form contains the following fields:



- Name:** PUTERI FADZLINE BINTI MUHAMAD TAMYEZ
- Title:** ASSOC. PROF. Dr.
- Email:** fadzline@umpisa.edu.my
- Type of Examiner:** A dropdown menu is open, showing three options: "Select..", "External Examiner (Academics)", and "Industrial Examiner". The "External Examiner (Academics)" option is currently selected.

A blue "Create" button is located at the bottom left of the form, highlighted with a red dashed border.

Nomination Procedure

1. Once the new examiner had been registered In the database, kindly **follow step 8 and 9** to nominate the newly registered examiner.
2. Their name and particular should be listed out accordingly.
3. Kindly check the name and particulars properly and Click on **Choose** to proceed with the nomination.


The screenshot shows a web interface titled "Examiner List". At the top right, there are two buttons: "New Examiner" (teal) and "Close" (red). Below the title is a search bar containing the text "puteri" and a "Find Now" button. The search results are displayed in a table with the following columns: PicEx, ExId2, Examiner Name, Examiner Title, Examiner Type, and University / Institutions. Two examiners are listed, each with a "Choose" button. The second row is highlighted with a red dashed border.











PicEx	ExId2	Examiner Name	Examiner Title	Examiner Type	University / Institutions	
	EX00473	PUTERI EDAROYATI BINTI MEGAT WAHAB	Dr.	External	UNIVERSITI PUTRA MALAYSIA	Choose
	EX01737	PUTERI FADZLINE BINTI MUHAMAD TAMYEZ	ASSOC. PROF. Dr.	External		Choose

Nomination Procedure

Step 10

1. The list of nominated examiners shall be displayed as follows.
2. Kindly indicate the priority of the examiners (first or second choice) and provide a brief justification in the space provided.



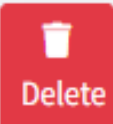



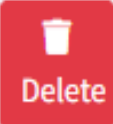

 Add Choose 2 Internal Examiner And 2 External Examiner (Academics) Click email button to notify examiner

No	PicExaminer	Examiner Name	Examiner Reference	Discretion of Examiner	SV Justification to Support Nomination	SV Edit Status	Examiner Status	Examiner Remarks
1		Dr. NURAZWA BINTI AHMAD nurazwa@uthm.edu.my Internal Examiner	Link	<input type="text" value="Choose.."/> Choose.. Option 1 Option 2 Option 3	Pilihan 1: Penilai mempunyai kepakaran dalam bidang berkaitan	Edited 01/01/0001 12:00:00 AM	Accept 	
2		ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID hadilah@uthm.edu.my Internal Examiner	Link	<input type="text" value="Choose.."/>		Edited 01/01/0001 12:00:00 AM	Pending 	 
3		Dr. WAN NURUL KARIMAH BINTI WAN AHMAD karimah@uthm.edu.my Internal Examiner	Link	<input type="text" value="Option 2"/>	Pilihan 2: Penilai mempunyai kepakaran dalam bidang berkaitan	Submitted 06/03/2022 12:31:25 PM	Pending 	 

Nomination Procedure

Step 11

1. Kindly check on the name, particulars and justification provided accordingly.
2. It is compulsory for supervisor to ensure that ALL nominated examiner do not have any conflict of interest with the student (e.g., co-author in any publication / joined research program / joined consultation program / families ties etc)
3. Once the supervisor had ensure the details are accurate and nominated examiner have no conflict of interest with the student. Kindly click on the "Email "button"

No	PicExaminer	Examiner Name	Examiner Reference	SV Justification to Support Nomination	SV Edit Status	Examiner Status	Examiner Remarks
2		<p>ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID</p> <p>hadilah@uthm.edu.my</p> <p>Internal Examiner</p>	Link		Edited 1/1/0001 12:00:00 AM	Pending 	 
3		<p>Dr. WAN NURUL KARIMAH BINTI WAN AHMAD</p> <p>karimah@uthm.edu.my</p> <p>Internal Examiner</p>	Link	Pilihan 2: Penilai mempunya i kepakaran	Submitted 3/6/2022 12:31:25 PM	Pending 	 

Number of Examiners

Master by Research

(ALL STUDENTS)

Education Level	Thesis Writing Format	No. of Examiners to be Presence during Viva-Voce Examination			
		Internal Examiner		External Examiner	
		Number of Examiners	Attendance to Viva-Voce	Number of Examiners	Attendance to Viva-Voce
Master Research by	Conventional	1	Attend	1	Attend
	Publication	1	Attend	1	Attend
	Industry	1	Attend	1 External Examiner (Academic)	Attend
				1 External Examiner (Industry)	Attend

The viva-voce session may be conducted via online or face-to-face. The attendance of examiners to the viva-voce session, are in accordance to the mode of examination mutually chosen by the examiners.

Number of Examiners

Master by Research

(ALL STUDENTS)

Education Level	Thesis Writing Format	No. of Examiners to be Presence during Viva-Voce Examination			
		Internal Examiner		External Examiner	
		Number of Examiners	Attendance to Viva-Voce	Number of Examiners	Attendance to Viva-Voce
Master Research by	Conventional	1	Attend	1	Attend
	Publication	1	Attend	1	Attend
	Industry	1	Attend	1 External Examiner (Academic)	Attend
				1 External Examiner (Industry)	Attend

The viva-voce session may be conducted via online or face-to-face. The attendance of examiners to the viva-voce session, are in accordance to the mode of examination mutually chosen by the examiners

Number of Examiners Doctor of Philosophy

(Student enroll starting Sem I Session 2023/2024)

Education Level	Thesis Writing Format	No. of Examiners to be Presence during Viva-Voce Examination			
		Internal Examiner		External Examiner	
		Number of Examiners	Attendance to Viva-Voce	Number of Examiners	Attendance to Viva-Voce
Doctor of Philosophy (Research)	Conventional	1	Attend	1st choice External Examiner (Academic)	Attend
				2nd choice External Examiner (Academic)	*Examiner are required to complete and submit the viva voce evaluation report only
	Publication	1	Attend	1st choice External Examiner (Academic)	Attend
				2nd choice External Examiner (Academic)	*Examiner are required to complete and submit the viva voce evaluation report only
	Industry	1	Attend	1st choice External Examiner (Academic)	Attend
				2nd choice External Examiner (Industry)	Attend

In the event whereby the verdict of the thesis evaluation are major correction or there are major differences on the thesis verdict between all examiners, the 2nd choice of examiner might be invited to the viva-voce session.



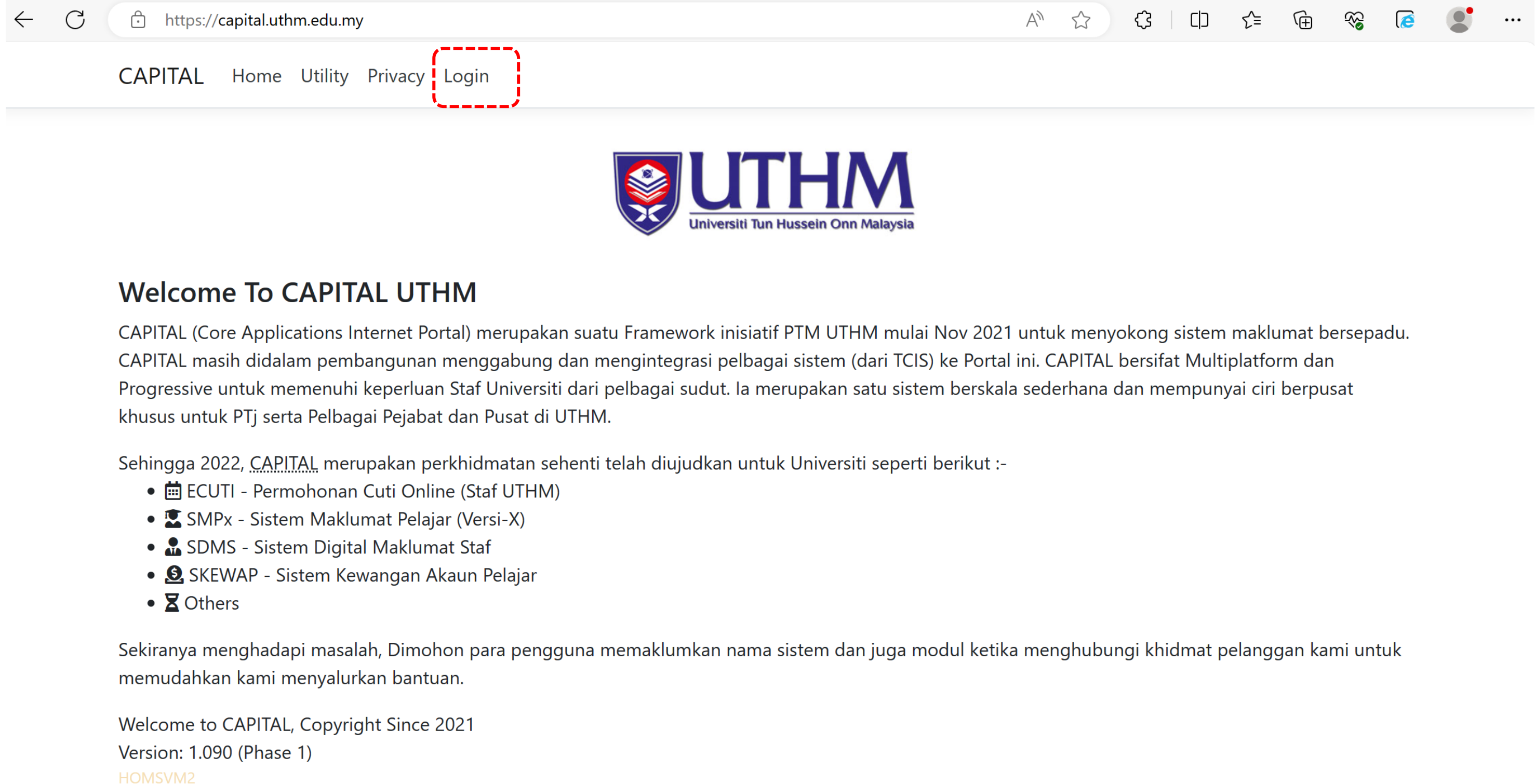
Renewal of Prior Nomination



Renewal of Prior Nomination Procedure

Step 1

1. Kindly browse through CAPITAL portal <https://capital.uthm.edu.my/>
2. Click the **login** button and the login page shall be displayed








The screenshot shows a web browser window with the URL <https://capital.uthm.edu.my>. The navigation menu includes 'CAPITAL', 'Home', 'Utility', 'Privacy', and 'Login'. The 'Login' button is highlighted with a red dashed box. Below the navigation menu is the UTHM logo (Universiti Tun Hussein Onn Malaysia) and a 'Welcome To CAPITAL UTHM' section. The text describes CAPITAL as a framework for PTM UTHM, listing various services like ECUTI, SMPx, SDMS, and SKEWAP. It also includes a footer with copyright information and version details.

WELCOME TO CAPITAL UTHM

CAPITAL (Core Applications Internet Portal) merupakan suatu Framework inisiatif PTM UTHM mulai Nov 2021 untuk menyokong sistem maklumat bersepadu. CAPITAL masih didalam pembangunan menggabung dan mengintegrasikan pelbagai sistem (dari TCIS) ke Portal ini. CAPITAL bersifat Multiplatform dan Progressive untuk memenuhi keperluan Staf Universiti dari pelbagai sudut. Ia merupakan satu sistem berskala sederhana dan mempunyai ciri berpusat khusus untuk PTj serta Pelbagai Pejabat dan Pusat di UTHM.

Sehingga 2022, CAPITAL merupakan perkhidmatan sehenti telah diwujudkan untuk Universiti seperti berikut :-

-  ECUTI - Permohonan Cuti Online (Staf UTHM)
-  SMPx - Sistem Maklumat Pelajar (Versi-X)
-  SDMS - Sistem Digital Maklumat Staf
-  SKEWAP - Sistem Kewangan Akaun Pelajar
-  Others

Sekiranya menghadapi masalah, Dimohon para pengguna memaklumkan nama sistem dan juga modul ketika menghubungi khidmat pelanggan kami untuk memudahkan kami menyalurkan bantuan.

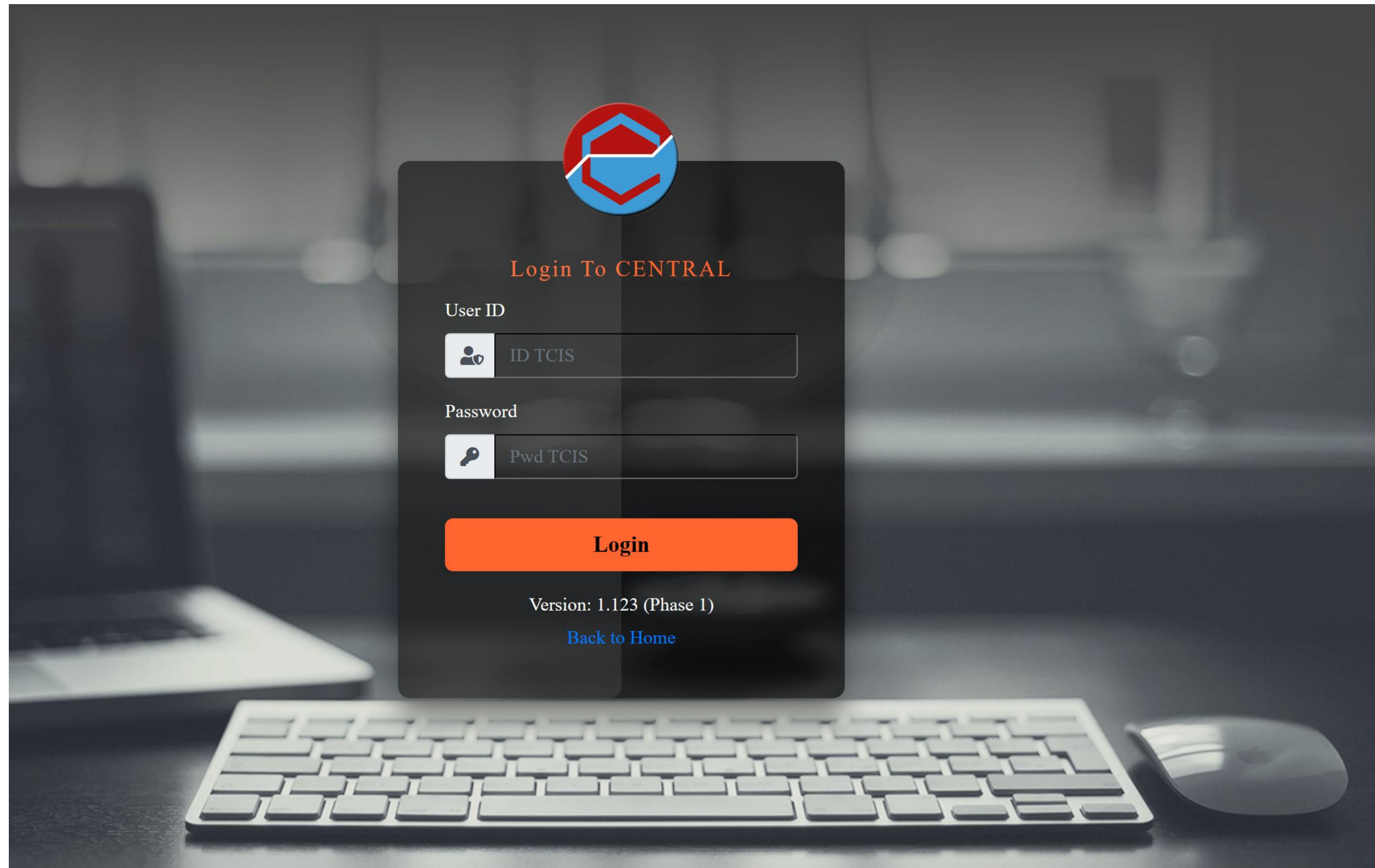
Welcome to CAPITAL, Copyright Since 2021
Version: 1.090 (Phase 1)
HOMSVM2

Renewal of Prior Nomination

Procedure

Step 2

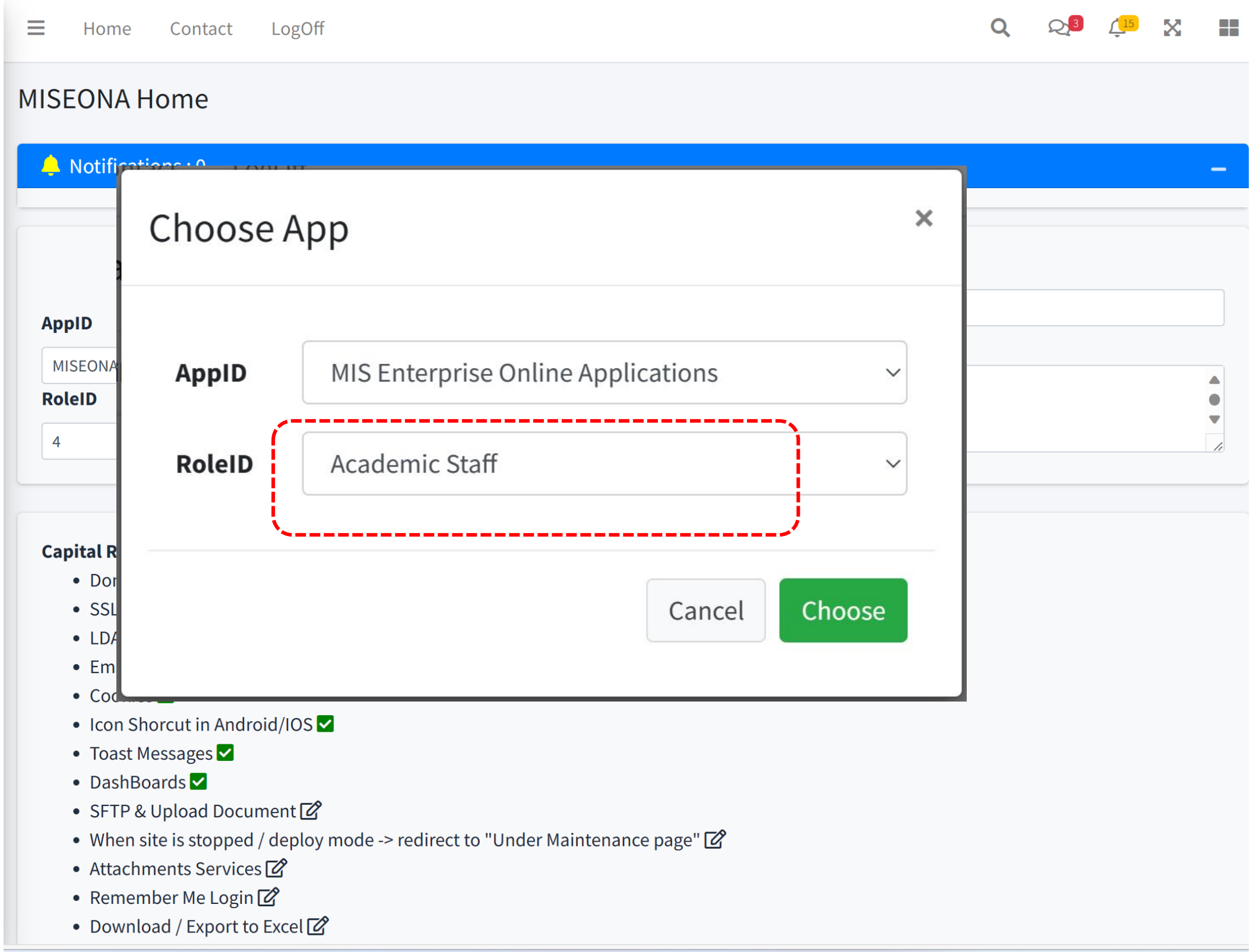
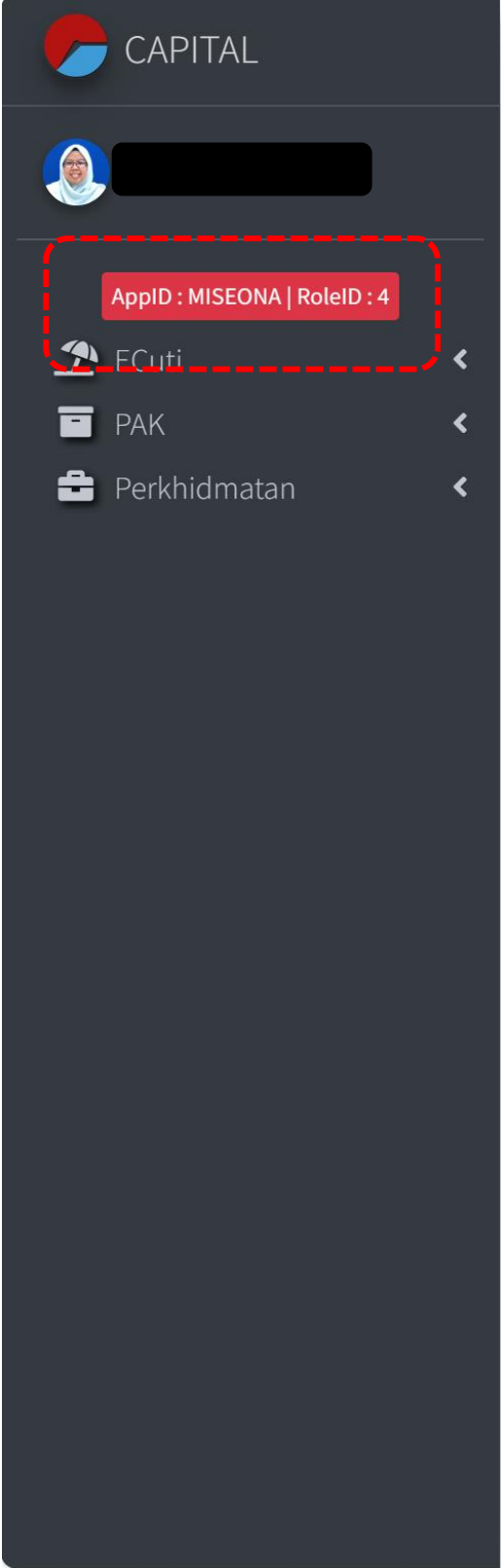
1. Kindly **log in** to the user's account accordingly.
2. The user ID and Password for UTHM official e-mail account.



Renewal of Prior Nomination Procedure

Step 3

1. Please Click on **AppID:RoleID** menu and kindly ensure that the **RoleID** displayed as Academic Staff.

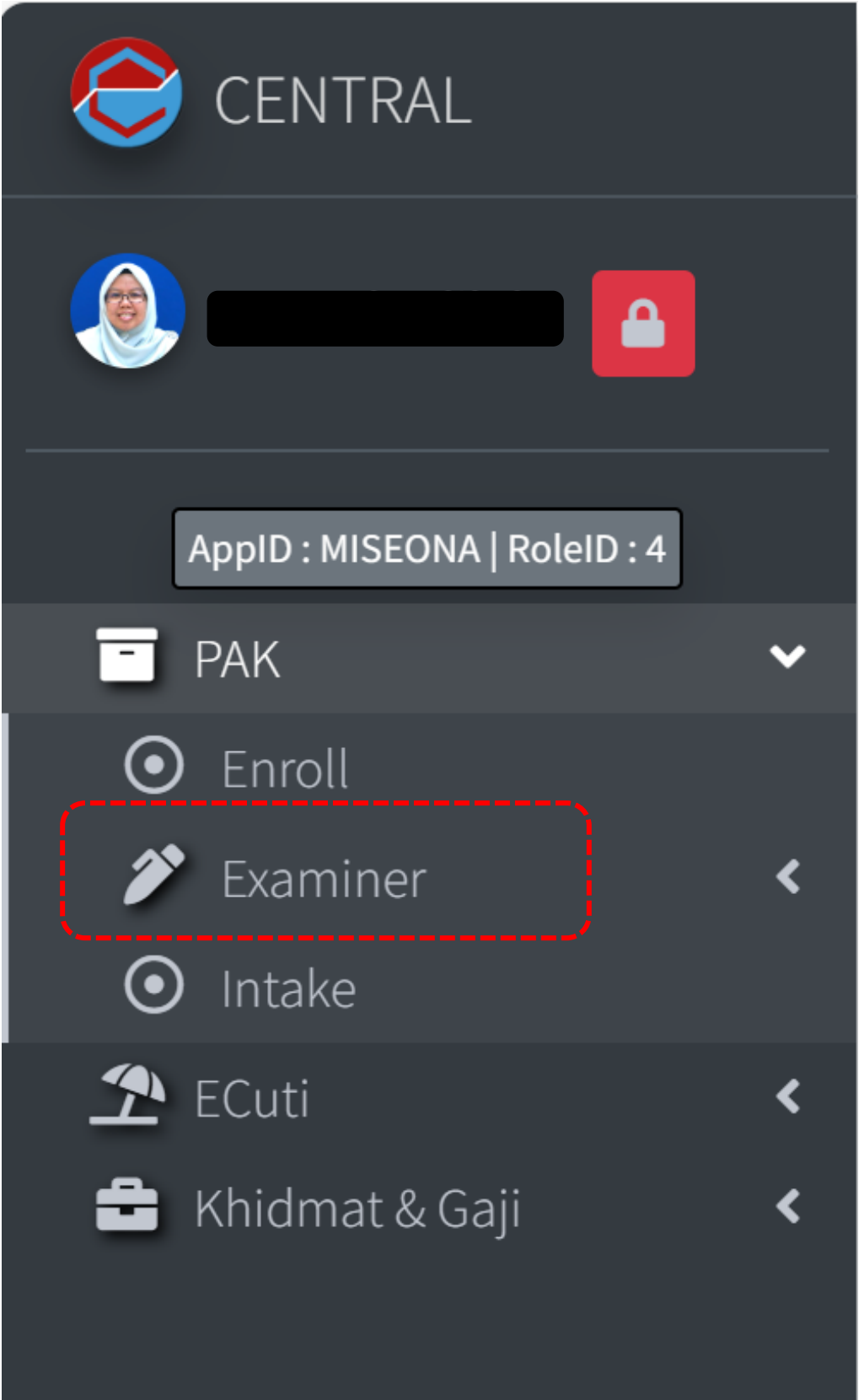
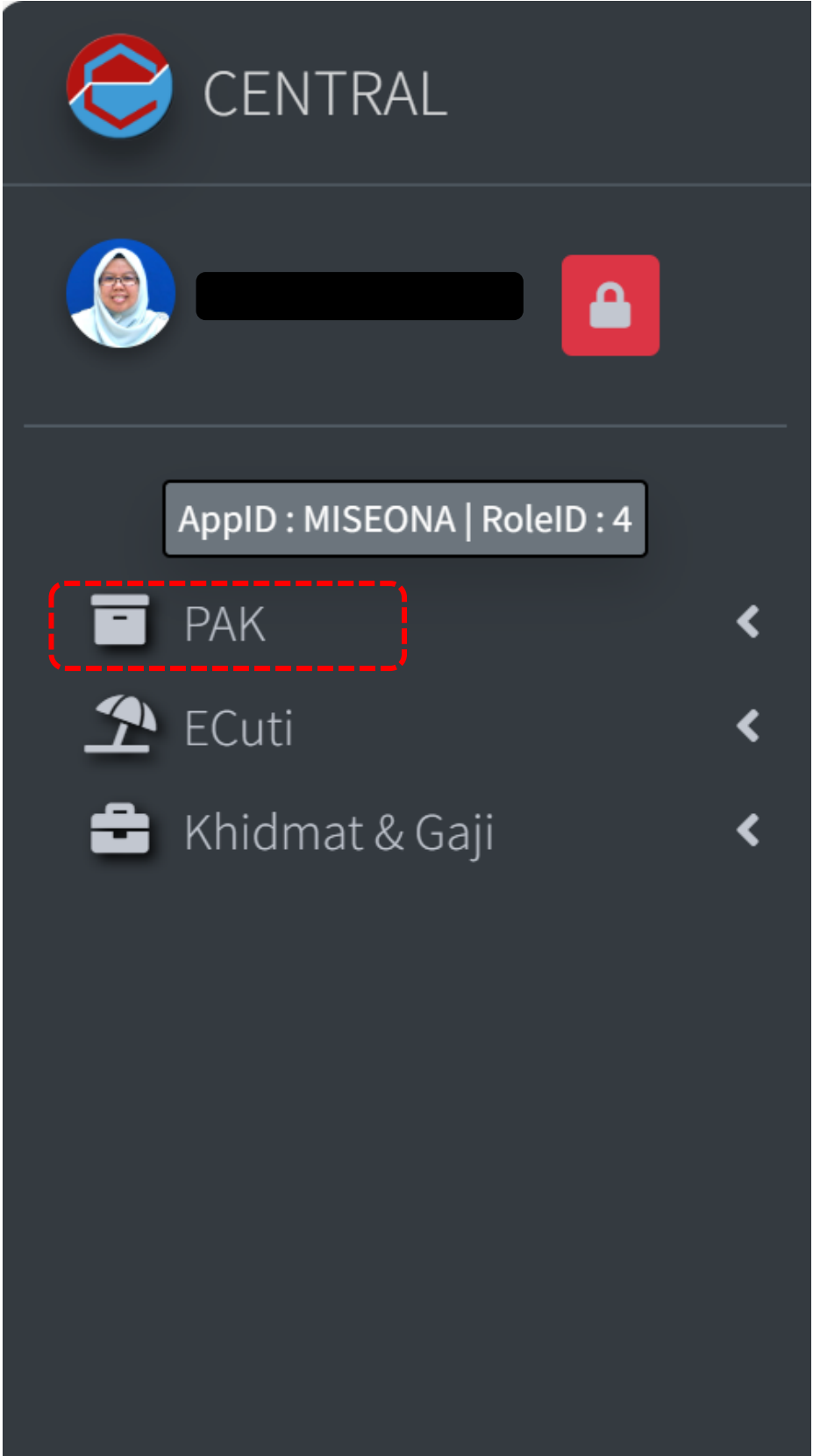


Renewal of Prior Nomination

Step 4

1. Click on **PAK** followed by **Examiner**

Procedure



Renewal of Prior Nomination

Procedure

Step 5

1. Click on “**Nomination Validity**” button followed by and click **Edit**.

The screenshot displays the CENTRAL system interface. The left sidebar menu includes the following items: PAK, Enroll, Examiner, Nomination of Examiner, **Nomination Validity** (highlighted with a red dashed box), Nomination History, Intake, ECuti, and Khidmat & Gaji. The main content area shows the 'Nomination Validity' page with a table containing the following data:

No.	No Matrik	Name	Level of Study	Program	Appointed Date	
1.	[Redacted]	SITI SALWANI BINTI YAACOB	Doctor of Philosophy	PIT	26/06/2023	Edit (highlighted with a red dashed box)









Renewal of Prior Nomination Procedure

Step 6

1. Kindly Click on “**Nomination Validity**” button followed by clicking on “**Verify Examiner**” button to maintain the existing nominated

Student's Particular Examiner's Particular JKPSF Recommendation JAPS Approval CGS **Nomination Validity**

Click the green button to verify existing examiner Click the red button to nominate new examiner

Pilih	PicExaminer	Examiner Name	JKPSF Decision	JAPS Decision	CGS Appointment	ID and Date Approved
1	 	PROF. Ts. DR. MOHD FARHAN BIN MD. FUDZEE farhan@uthm.edu.my Internal Examiner Link				afaiz 26/06/2023 11:36:13 AM
2	 	EX01619 MR. AKFAIZ afaizz@gmail.com External Examiner (Academics) 01/01/0001 Link Online CV				afaiz 26/06/2023 11:27:16 AM

Verify Examiner **New Nomination**

Renewal of Prior Nomination Procedure

Should the supervisor decide to nominate new examiners(s)

1. Kindly Click on the “**New Nomination**” button to substitute the existing examiner(s) with a new examiner.
2. Should there be a need to nominate the new examiner(s) it is compulsory for a supervisor to re-nominate ALL EXAMINERS by following the procedure reported on the first part of this manual

Student's Particular Examiner's Particular JKPSF Recommendation JAPS Approval CGS Nomination Validity

Click the green button to verify existing examiner Click the red button to nominate new examiner

Pilih	PicExaminer	Examiner Name	JKPSF Decision	JAPS Decision	CGS Appointment	ID and Date Approved
1		PROF. Ts. DR. MOHD FARHAN BIN MD. FUDZEE farhan@uthm.edu.my Internal Examiner Link	✓	✓	✓	afaiz 26/06/2023 11:36:13 AM
2		EX01619 MR. AKFAIZ afaizz@gmail.com External Examiner (Academics) 01/01/0001 Link Online CV			✓	afaiz 26/06/2023 11:27:16 AM

Verify Examiner New Nomination

Renewal of Prior Nomination Procedure

1. The confirmation email will be send once the process was completed.

Verification of existing examiner Nurul Nabila Huda Bt Hashar (HF180055)



A

To: Peperiksaan Lisan PS

Cc: Aeslina Binti Abdul Kadir



Tue 03/10/2023 13:26

Assalamualaikum and warm greetings,

Kindly be informed that the examiner nominated for the candidate Nurul Nabila Huda Bt Hashar have exceeded the nomination duration term.

No.	Examiner Type	Name
1.	Internal Examiner	ASSOC. PROF. Ts. Dr. RAFIKULLAH BIN DERAMAN
2.	External Examiner (Academics)	ASSOC. PROF. NORAZIAN MOHAMED NOOR

Therefore, I would like to verify the nomination of the aforementioned examiner for this student to be continued for another nomination term.

Thank you

THANK YOU!



LOCATION

Block F6, Level 3,
Research
Management Centre
Building



CALL

07-4564812 /
07-4564805



WEBSITE

[https://cgs.uthm.edu
.my/index.php](https://cgs.uthm.edu.my/index.php)