

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.

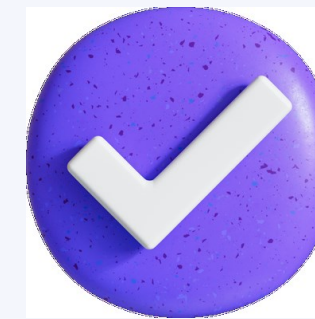
User Category



MAIN SUPERVISOR

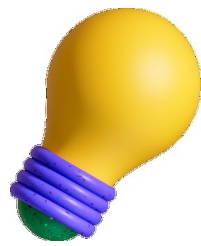


FACULTY



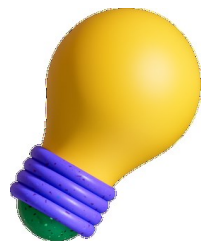
**CENTRE OF
GRADUATE
STUDIES**





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 CENTRAL portal <https://central.uthm.edu.my/>
2. Click the login button and the login page shall be displayed

[CENTRAL](#) [Home](#) [Utility](#) [Privacy](#) [Login](#)


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 sehati 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.

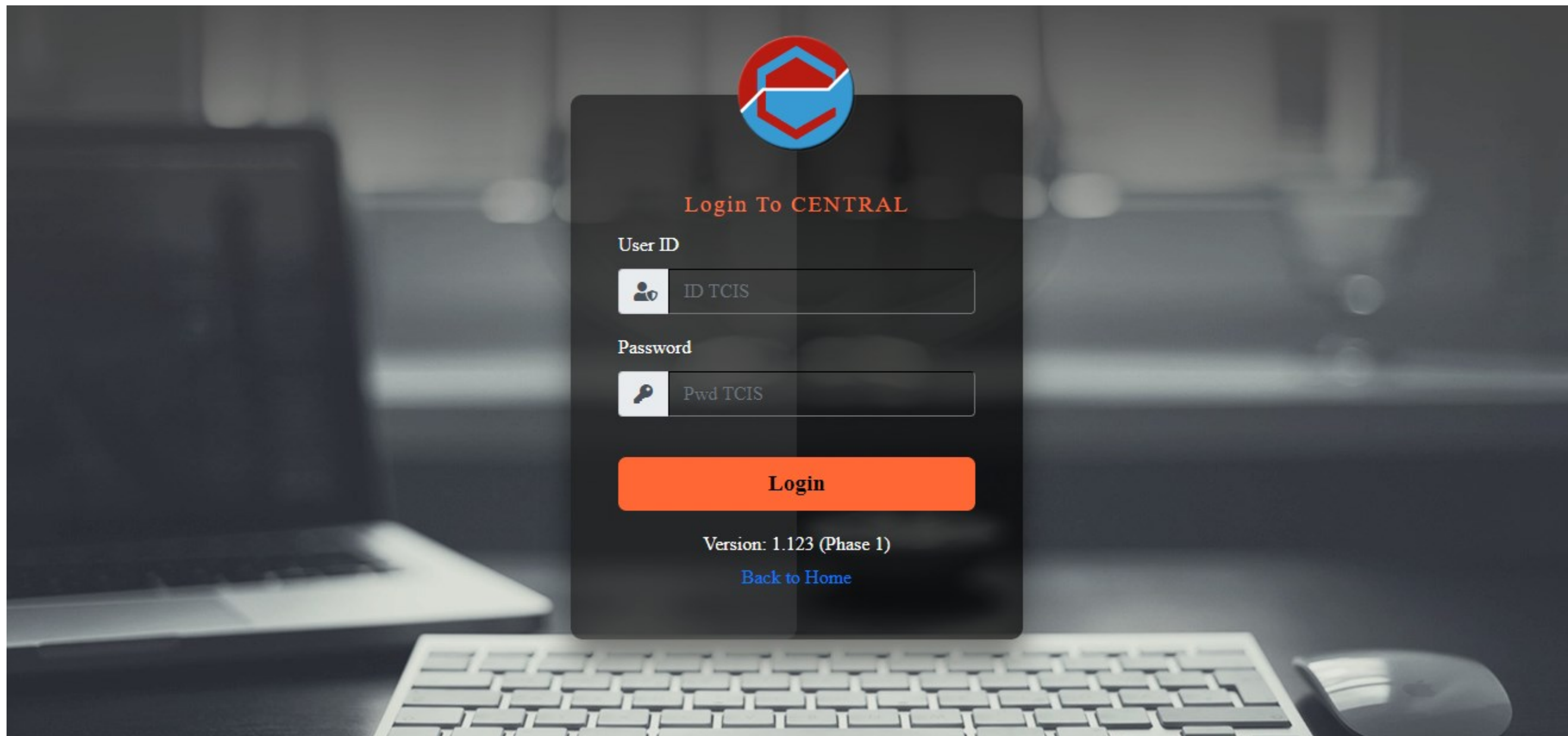
"CENTRAL, Pusat Pemusatan Aplikasi Utama"
"CENTRAL, Where Core Apps Gets Centralized"

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

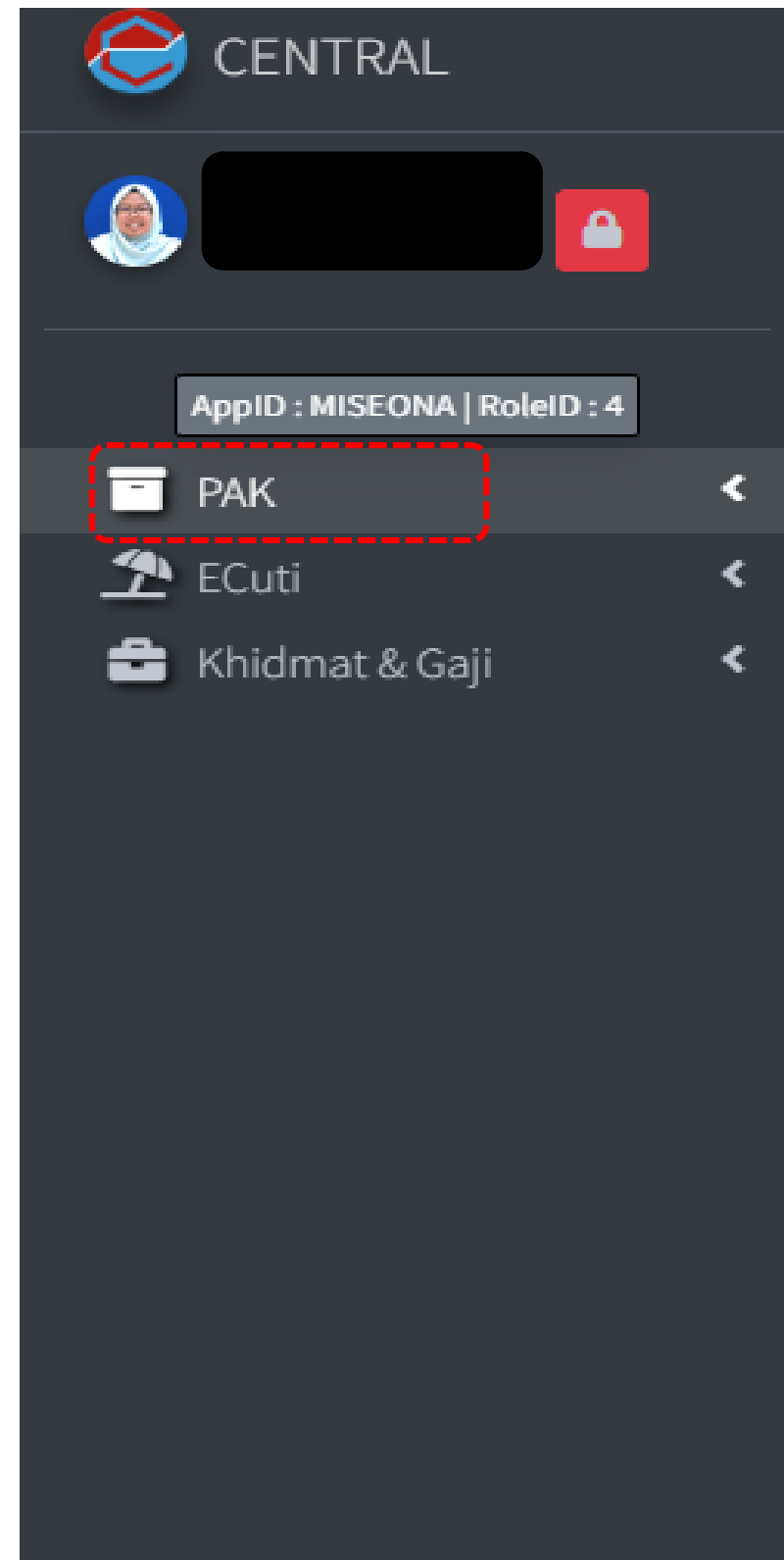
1. Please Click on AppID:RoleID menu and kindly ensure that the RoleID displayed as Academician.

The screenshot displays the MISEONA Home interface. On the left, a sidebar menu includes the CENTRAL logo, a user profile, and a menu item 'AppID : MISEONA | RoleID : 4' which is highlighted with a red dashed box. Below this are links for 'PAK', 'ECuti', and 'Khidmat & Gaji'. The main content area shows the 'MISEONA Home' header, a 'Notifications' section, and a 'Choose App' dialog box. The dialog box has two dropdown menus: 'AppID' set to 'MIS Enterprise Online Applications' and 'RoleID' set to 'Academician'. The 'RoleID' dropdown is highlighted with a red dashed box. At the bottom of the dialog are 'Cancel' and 'Choose' buttons. In the background, a 'Capital Roadmap' section lists various system features and their status, such as 'Domain Name', 'SSL - Create', 'LDAP Verifi', 'Email Servi', 'Cookies' (checked), 'Icon Shorcu', 'Toast Messages' (checked), 'DashBoards' (checked), 'SFTP & Upload Document', 'When site is stopped / deploy mode -> redirect to "Under Maintenance page"', 'Attachments Services', 'Remember Me Login', and 'Download / Export to Excel'.

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.

The screenshot displays the CAPITAL system interface. On the left is a dark sidebar with the 'CAPITAL' logo at the top. Below the logo, a user profile for '01910 hadilah' is shown. A red status bar indicates 'AppID : MISEONA | RoleID : 4'. The sidebar menu includes 'ECuti', 'PAK' (highlighted in blue), 'Examiner', 'Nomination of Examiner' (highlighted with a red dashed box), 'Nomination Validity', 'Nomination History', 'Enroll', and 'Perkhidmatan'. The main content area is titled 'Nomination Of Examiner' and contains a table with the following data:

No.	No Matrik	Name	Level of Study	Program	Date Submit	Session	Thesis Writing	Phd Ind
1.	GP200064	LEE VAN	Master's Degree	KPP	2/22/2022 4:48:44 PM	20202021	Conventional Thesis Format	N


An 'Edit' button, located at the end of the first row in the table, is highlighted with a red dashed box.


Nomination Procedure


Step 6


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


[Home](#) [Contact](#) [LogOff](#)


 Student's Particular


 Examiner's Particular

 JKPSF Recommendation


 JAPS Approval

 CGS

 Nomination Validity



GP200064
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

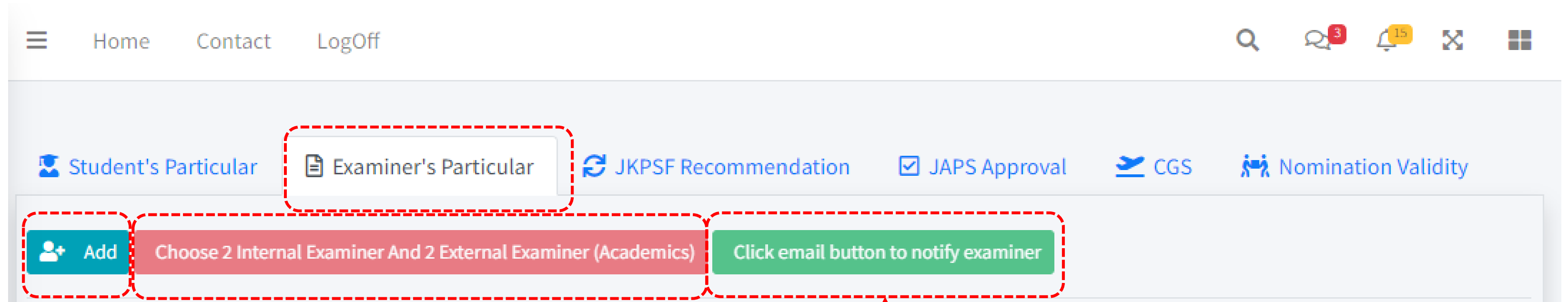
Publications (SMPU)

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 <div>Link</div> <div>Attach</div>

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

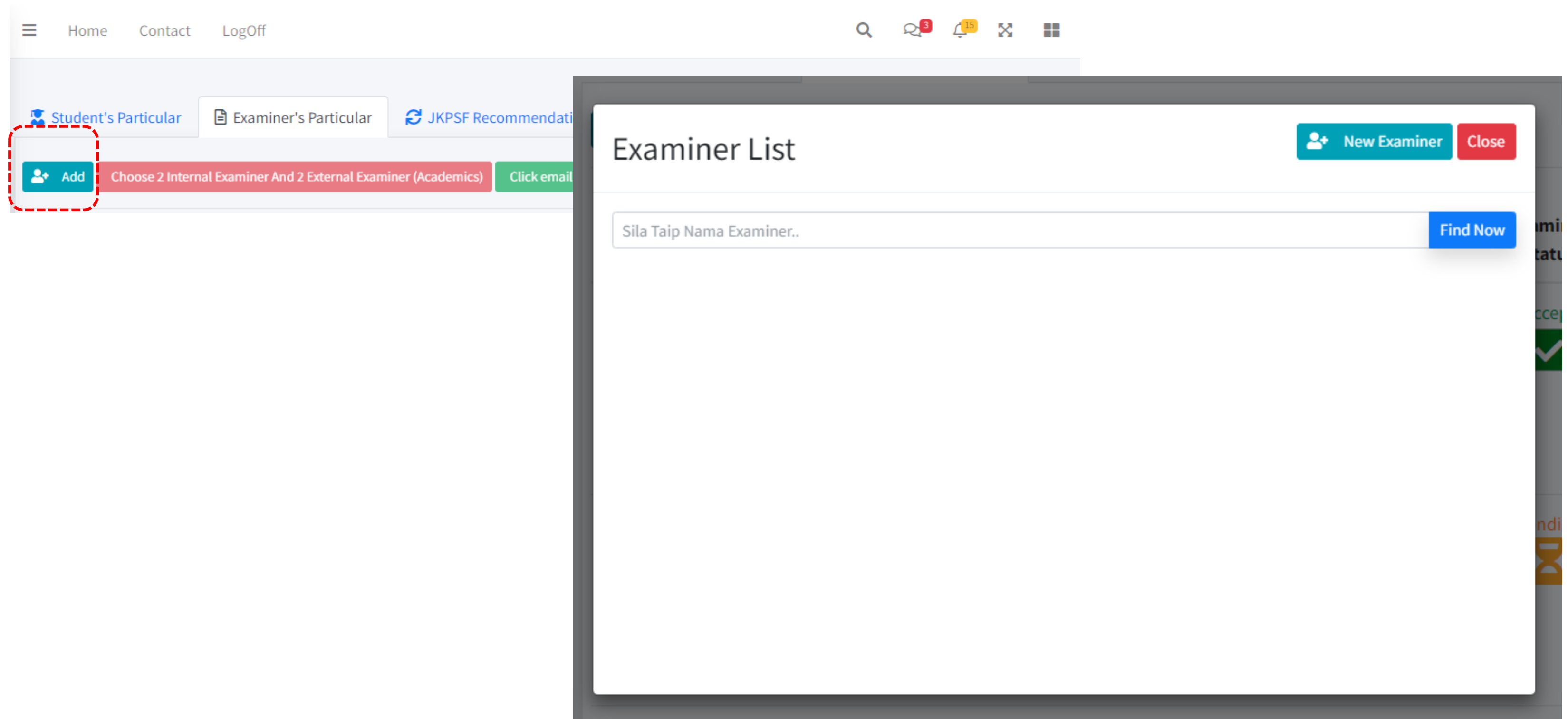
This statement act as a general reminder for all supervisor prior the completion on nomination process

* 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. Type the examiner's name and click on "Find Now"



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

Examiner List


+ New Examiner

Close

NORHADILAH

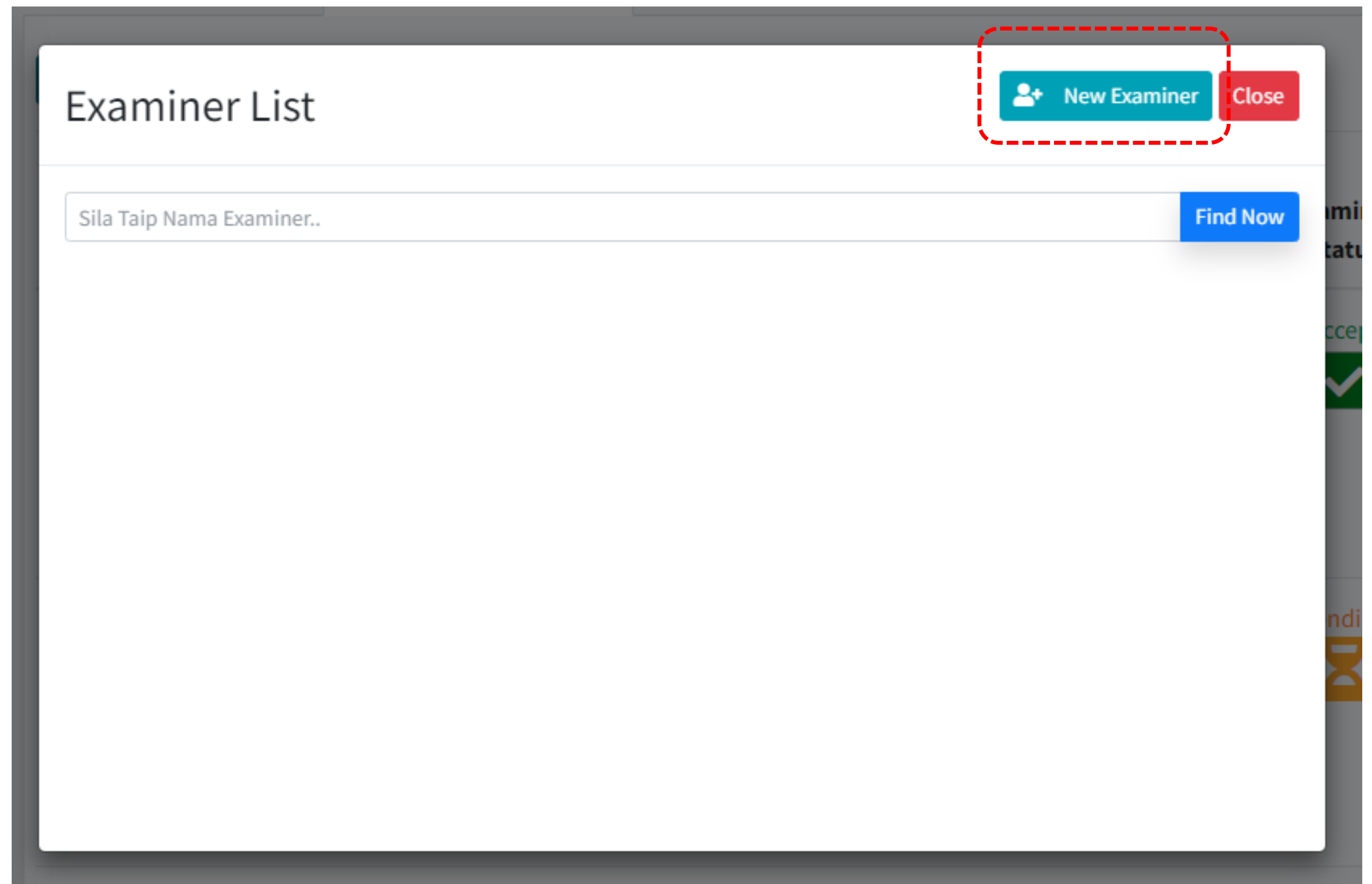
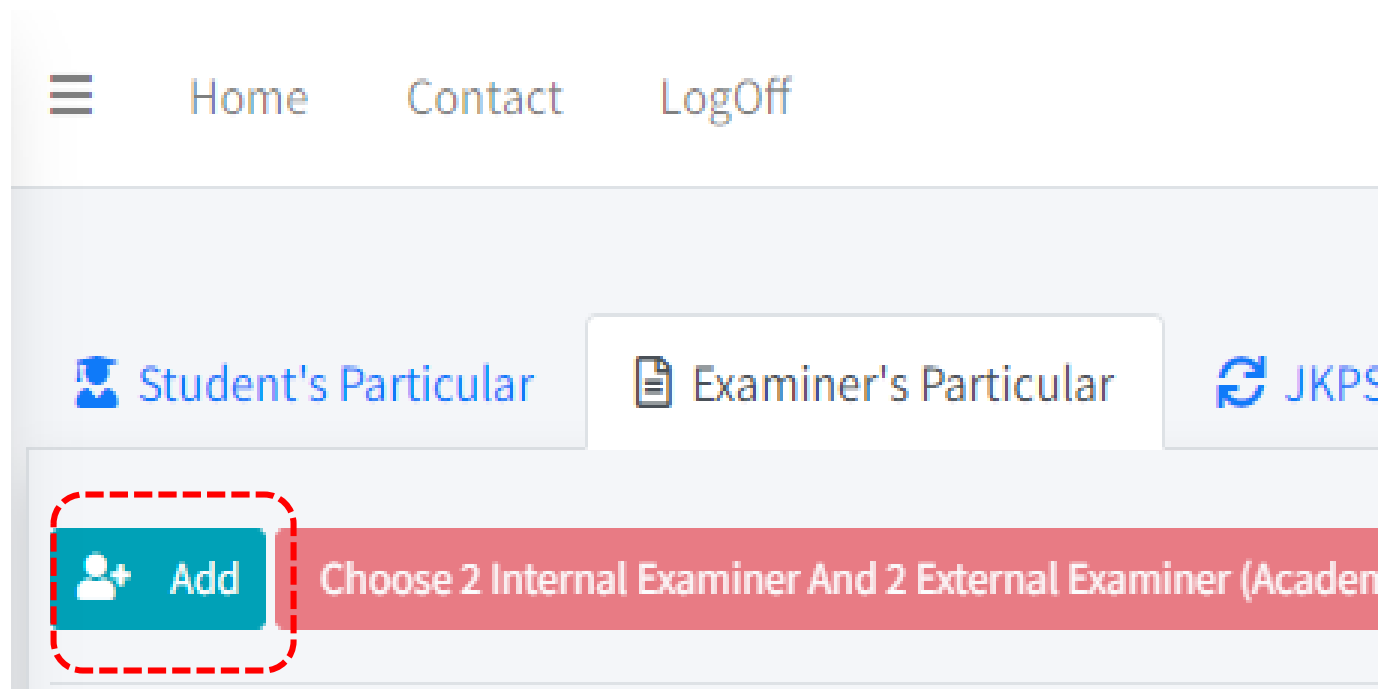
Find Now

>

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

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 top navigation bar includes links for Home, Contact, and LogOff, along with search and notification icons. The main form is titled "Add New Examiner" and 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 with options: Select.., External Examiner (Academics) (highlighted), and Industrial Examiner.

A blue "Create" button is located at the bottom left of the form, enclosed in a red dashed box.

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.



HomeContactLogOff

Examiner List

New ExaminerClose

puteriFind Now


>

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	 	02973 Dr. NURAZWA BINTI AHMAD nurazwa@uthm.edu.my Internal Examiner	Link	<div>Choose..</div> <div>Choose..</div> <div>Option 1</div> <div>Option 2</div> <div>Option 3</div>	Pilihan 1: Penilai mempunyai kepakaran dalam bidang berkaitan	Edited 01/01/0001 12:00:00 AM	Accept 	
2	 	01910 ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID hadilah@uthm.edu.my Internal Examiner	Link	<div>Choose..</div>		Edited 01/01/0001 12:00:00 AM	Pending 	<div>Delete</div> <div>Email</div>
3	 	01534 Dr. WAN NURUL KARIMAH BINTI WAN AHMAD karimah@uthm.edu.my Internal Examiner	Link	<div>Option 2</div>	Pilihan 2: Penilai mempunyai kepakaran dalam bidang berkaitan	Submitted 06/03/2022 12:31:25 PM	Pending 	<div>Delete</div> <div>Email</div>

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		01910 ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID hadilah@uthm.edu.my Internal Examiner	Link		Edited 1/1/0001 12:00:00 AM	Pending 	<div>  Delete  Email </div>
3		01534 Dr. WAN NURUL KARIMAH BINTI WAN AHMAD karimah@uthm.edu.my Internal Examiner	Link	Pilihan 2: Penilai mempunyai i kepakaran	Submitted 3/6/2022 12:31:25 PM	Pending 	<div>  Delete  Email </div>

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	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)	Not Attend, *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)	Not Attend, *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.



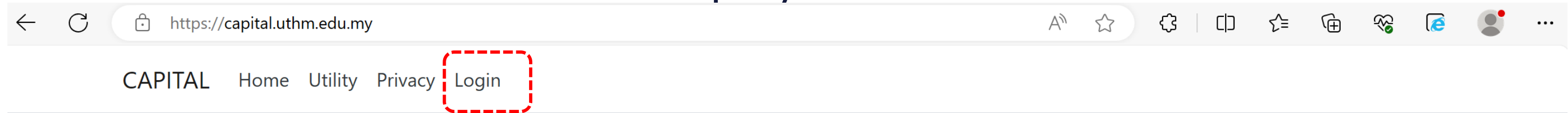
Renewal of Prior Nomination



Renewal of Prior Nomination Procedure

Step 1






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



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

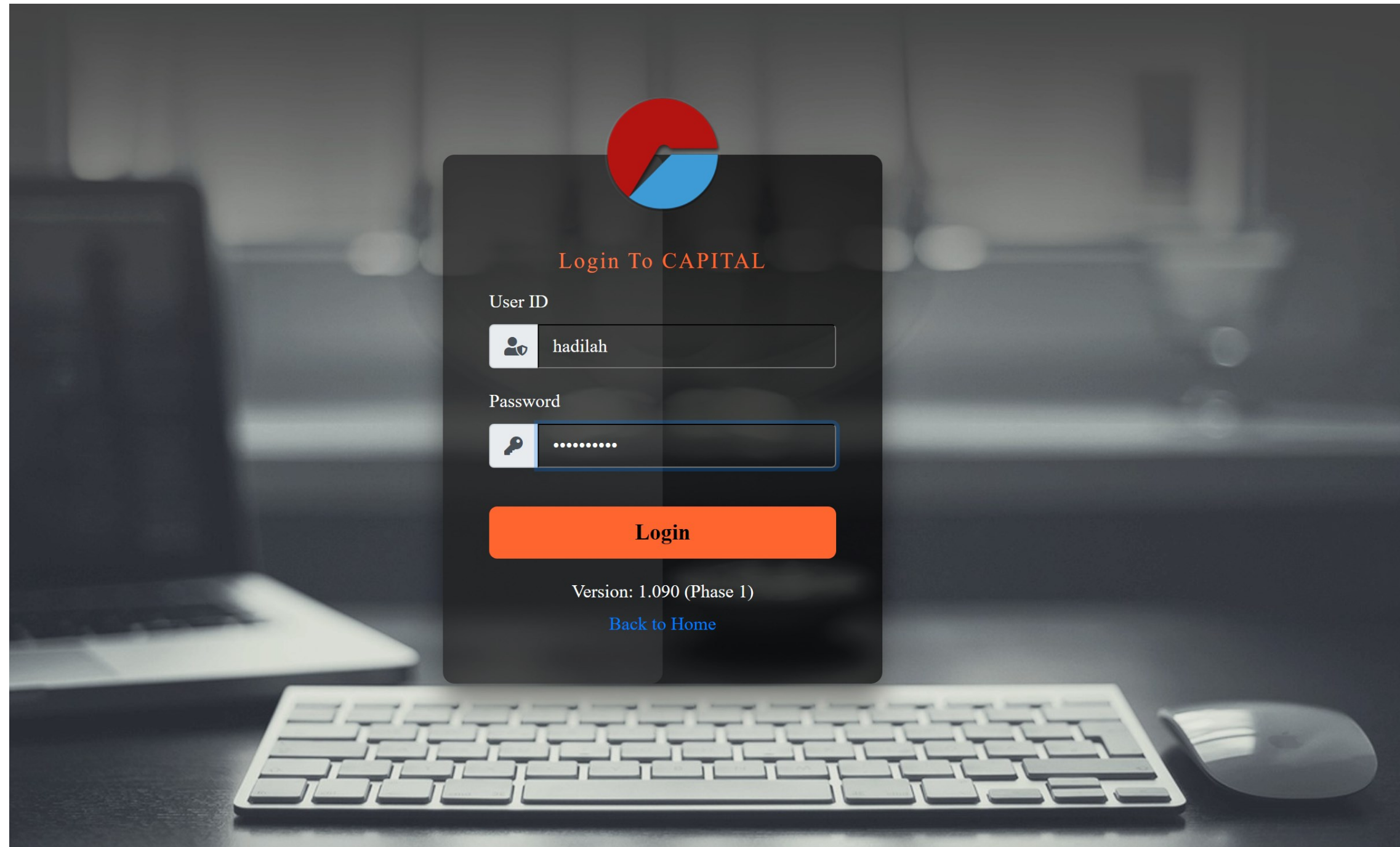
Version: 1.090 (Phase 1)

HOMSV2

Renewal of Prior Nomination Procedure

Step 2

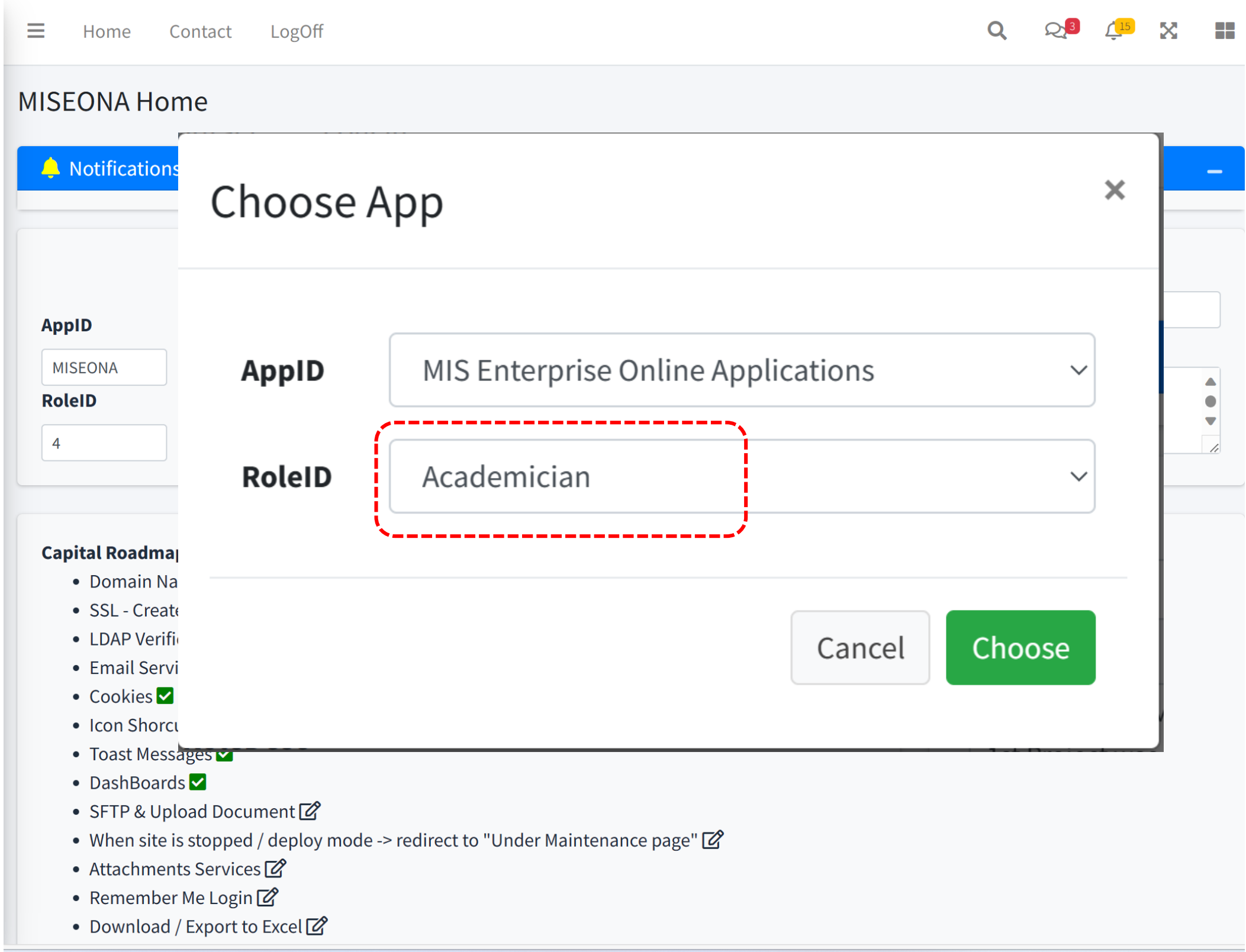
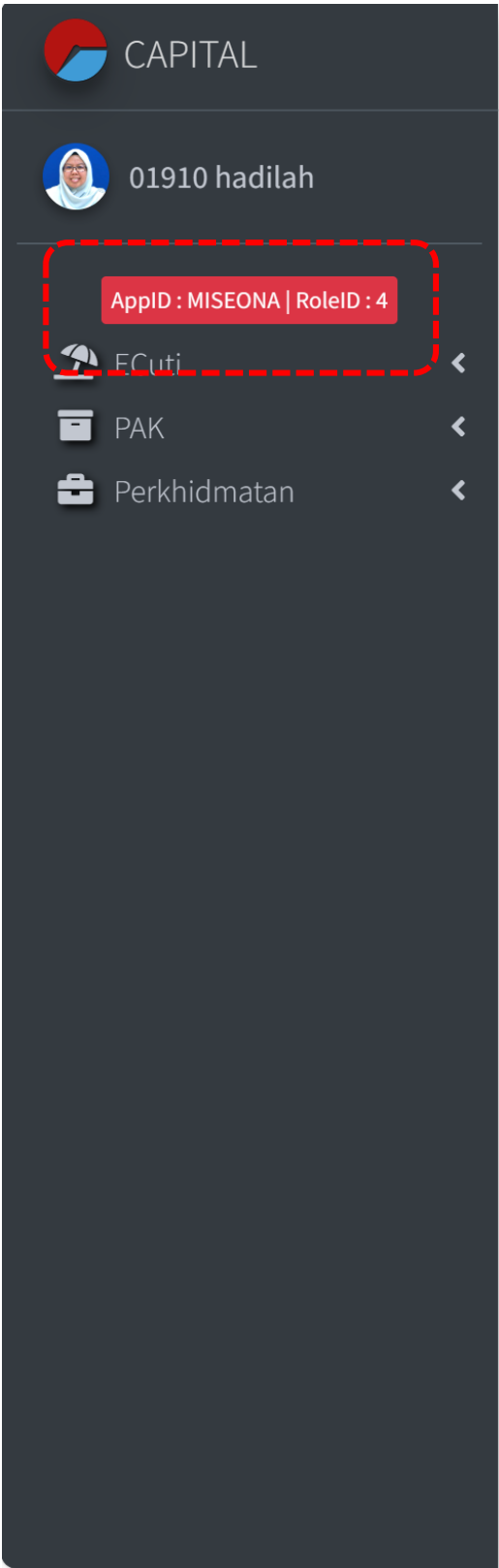
1. Kindly log in to the user's account accordingly.
2. The user ID and Password for UTHM official e-mail account.



Renewal of Prior Nomination Procedure

Step 3

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

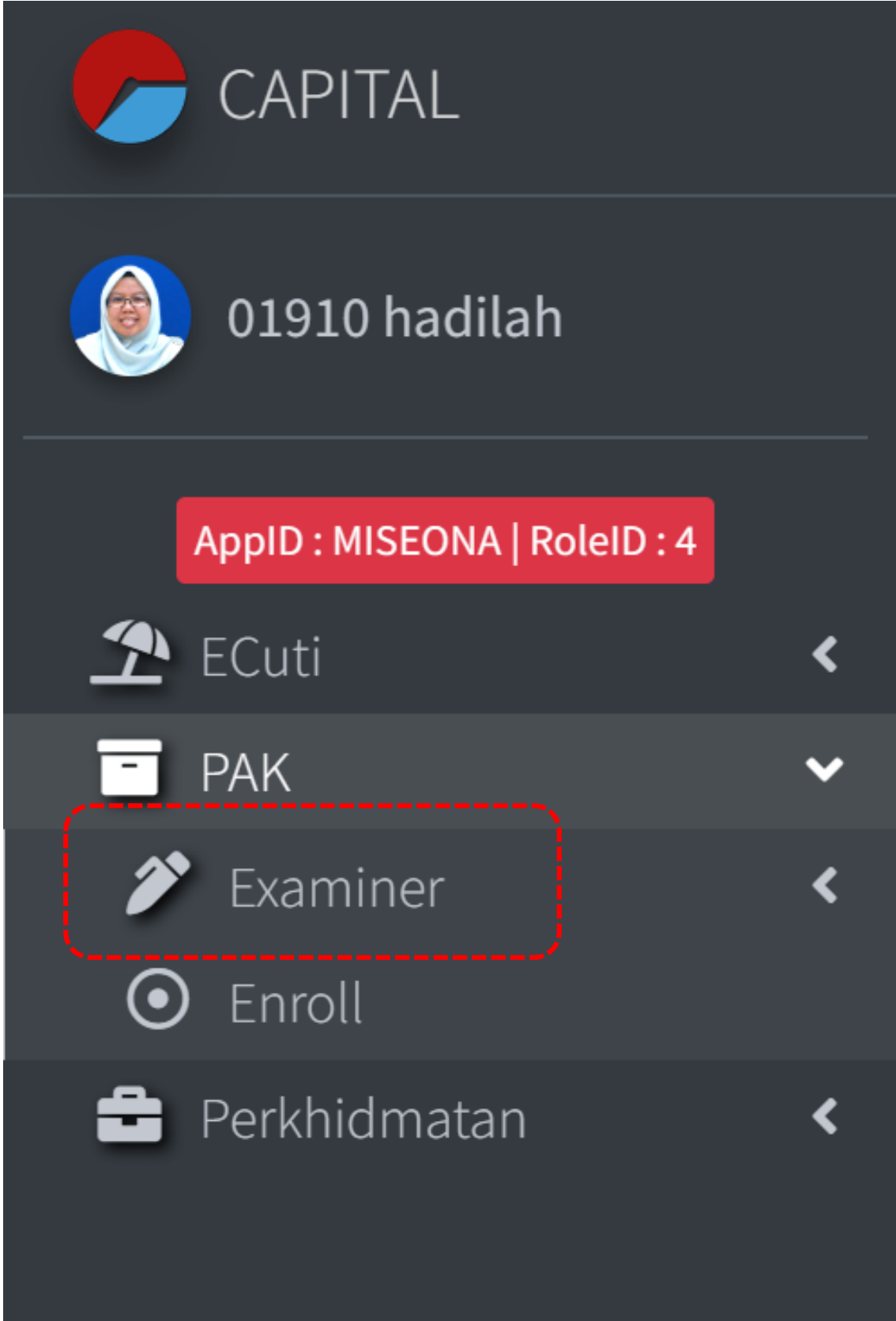
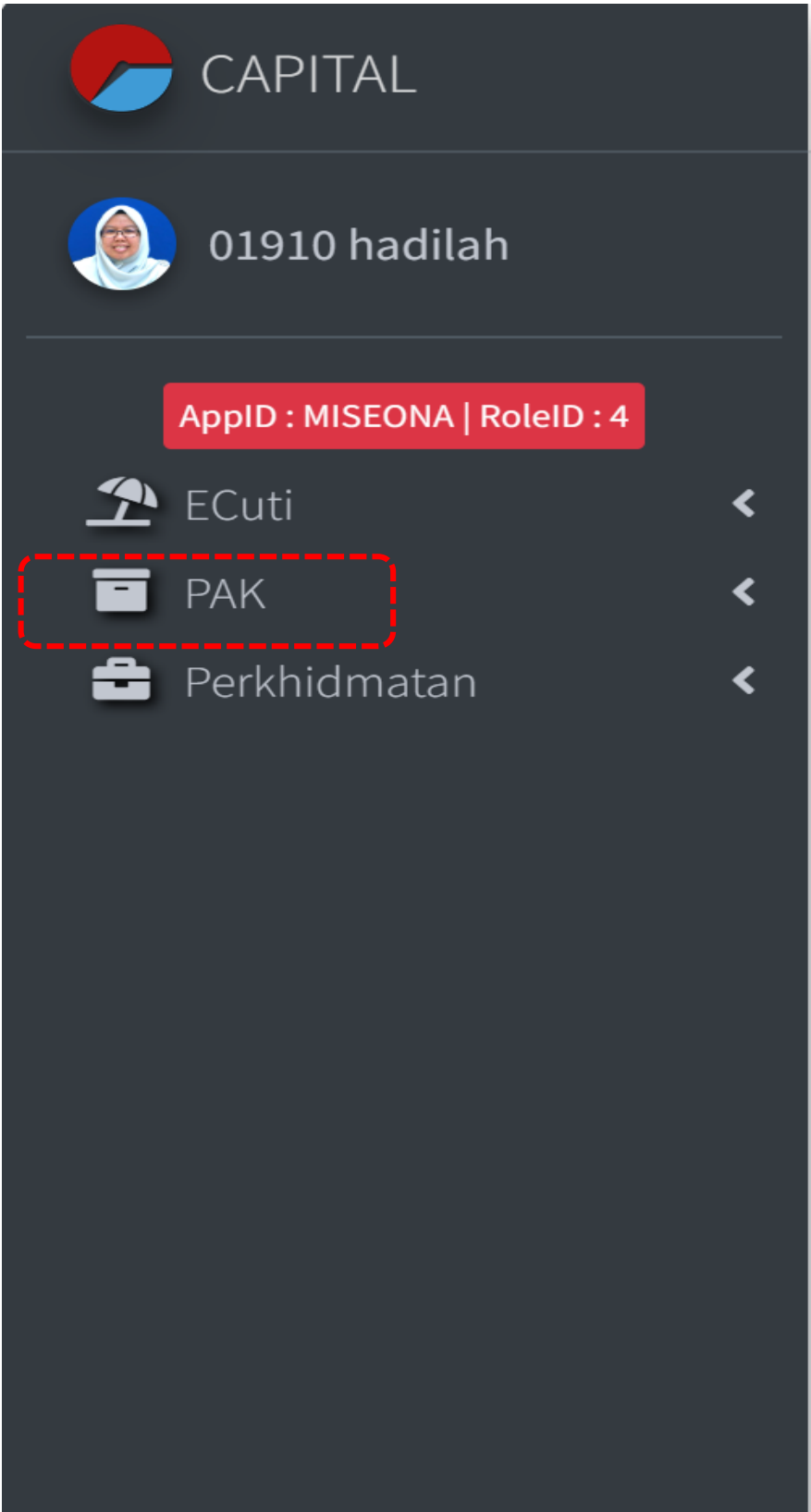


Renewal of Prior Nomination

Procedure

Step 4

- 1. Click on PAK followed by Examiner



Renewal of Prior Nomination

Procedure

Step 5

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

01910 hadilah

AppID : MISEONA | RoleID : 4

ECuti

PAK

Examiner

Nomination of Examiner

Nomination Validity

Nomination History

Enroll

Perkhidmatan

HomeContactLogOff

Nomination Validity

No.	No Matrik	Name	Level of Study	Program	Appointed Date		
1.		HI150020	SITI SALWANI BINTI YAACOB	Doctor of Philosophy	PIT	26/06/2023	<div>Edit</div>

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 examiners.

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	<div><div><div>01364</div><div>PROF. Ts. DR. MOHD FARHAN BIN MD. FUDZEE</div><div>farhan@uthm.edu.my</div><div>Internal Examiner</div><div>Link</div></div><div></div></div>		<div>✓</div>	<div>✓</div>	<div>✓</div>	afaiz 26/06/2023 11:36:13 AM
2	<div><div><div>NO IMAGE AVAILABLE</div></div><div><div>EX01619</div><div>MR. AKFAIZ</div><div>afaizz@gmail.com</div><div>External Examiner (Academics)</div><div>01/01/0001</div><div>Link</div><div>Online CV</div></div><div><div>NO IMAGE AVAILABLE</div></div></div>				<div>✓</div>	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 port 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	<div><div><div>01364</div><div>PROF. Ts. DR. MOHD FARHAN BIN MD. FUDZEE</div><div>farhan@uthm.edu.my</div><div>Internal Examiner</div><div>Link</div></div><div></div></div>		<div>✓</div>	<div>✓</div>	<div>✓</div>	<div>afaiz</div> <div>26/06/2023 11:36:13 AM</div>
2	<div><div><div>NO IMAGE AVAILABLE</div></div><div><div>EX01619</div><div>MR. AKFAIZ</div><div>afaizz@gmail.com</div><div>External Examiner (Academics)</div><div>01/01/0001</div><div>Link</div><div>Online CV</div></div><div><div>NO IMAGE AVAILABLE</div></div></div>				<div>✓</div>	<div>afaiz</div> <div>26/06/2023 11:27:16 AM</div>

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)