



UTHM
Universiti Tun Hussein Onn Malaysia

USER MANUAL

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

CGS
Centre for
graduate
Studies



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

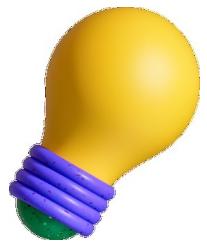


FACULTY



**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**

 **UTHM**
Universiti Tun Hussein Onn Malaysia

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

[Login Sekarang](#)

Welcome To CENTRAL UTHM

CENTRAL (Core Enterprise Technology Portal) merupakan suatu Framework inisiatif PTM UTHM mulai Nov 2021 untuk menyokong sistem maklumat bersepada. 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 diujudkan 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.

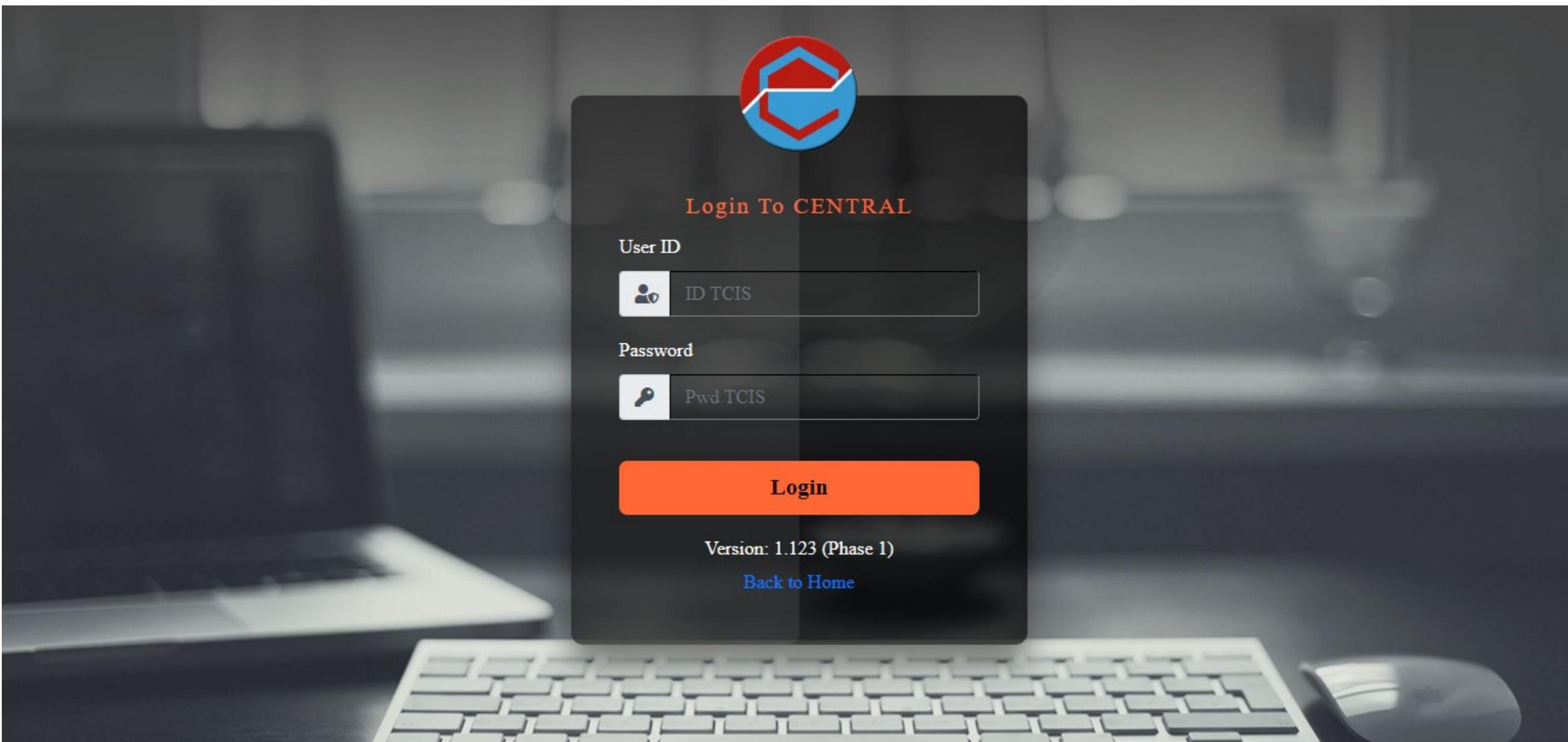
"CENTRAL, Pusat Pemusatan Aplikasi Utama"
"CENTRAL, Where Core Apps Gets Centralized"

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

Nomination Procedure

Step 2

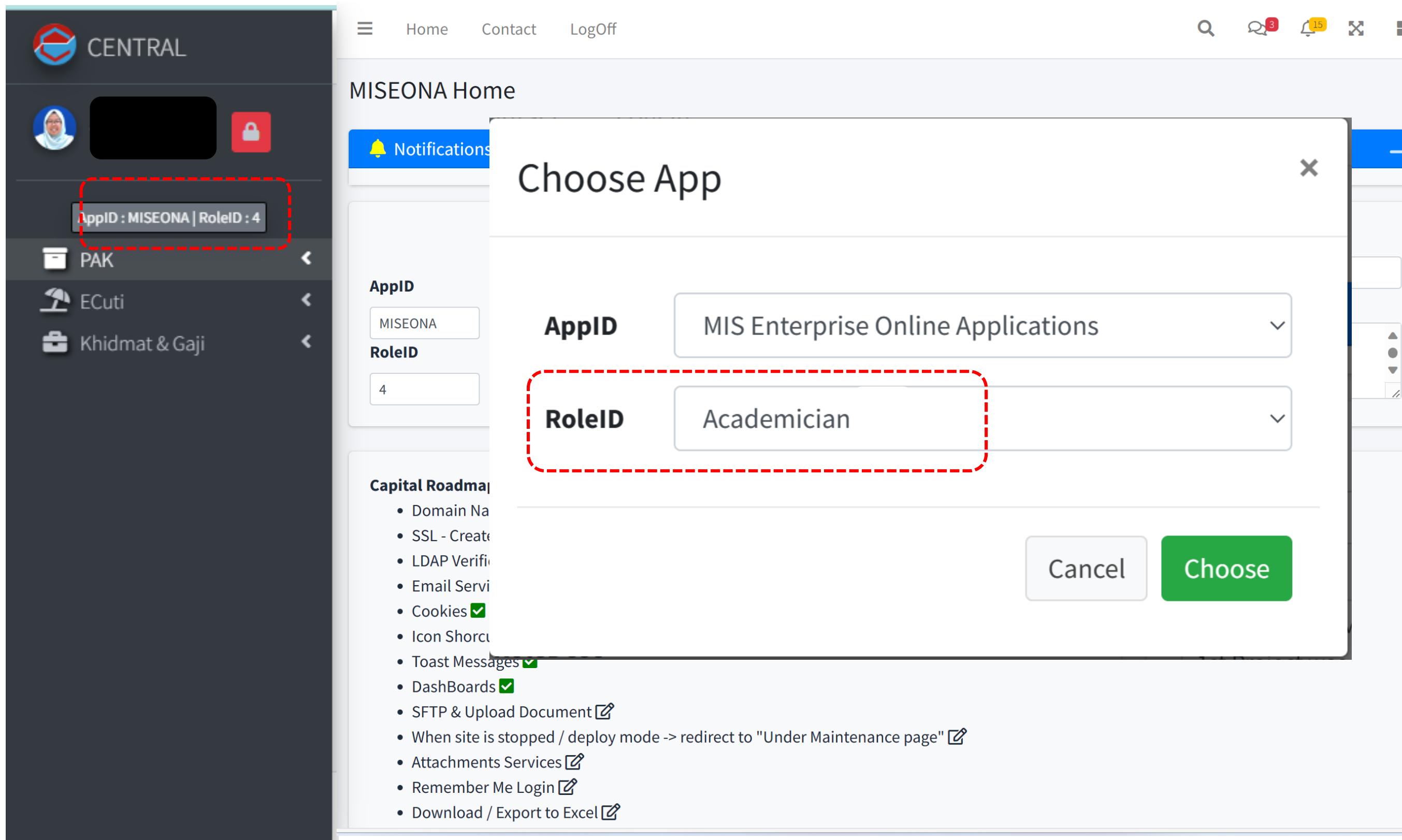
1. Kindly log in to the user's account accordingly.
2. The user ID and Password for UTHM official e-mail account.



Nomination Procedure

Step 3

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



The image shows a screenshot of the MISEONA Home interface. At the top, there is a navigation bar with a logo, 'CENTRAL', 'Home', 'Contact', and 'LogOff' buttons. To the right of the navigation bar are icons for search, notifications (3), messages (15), and other system functions. Below the navigation bar, the main content area is titled 'MISEONA Home'. A 'Notifications' box is visible. On the left, there is a sidebar with a user profile picture, a blacked-out area, and a lock icon. Below this are menu items: 'PAK', 'ECuti', and 'Khidmat & Gaji'. A red dashed box highlights the 'AppID : MISEONA | RoleID : 4' text. The main content area shows a 'Choose App' modal. The modal has fields for 'AppID' (set to 'MISEONA') and 'RoleID' (set to '4'). Below these fields is a 'Capital Roadmap' section with a list of items, several of which have checkboxes marked with green checkmarks. The 'RoleID' field is also highlighted with a red dashed box. At the bottom of the modal are 'Cancel' and 'Choose' buttons.

AppID : MISEONA | RoleID : 4

PAK

ECuti

Khidmat & Gaji

AppID : MISEONA | RoleID : 4

RoleID

4

Capital Roadmap

- Domain Na
- SSL - Create
- LDAP Verifi
- Email Servi
- Cookies
- Icon Shorci
- Toast Messages
- DashBoards
- SFTP & Upload Document
- When site is stopped / deploy mode -> redirect to "Under Maintenance page"
- Attachments Services
- Remember Me Login
- Download / Export to Excel

Choose App

AppID

MIS Enterprise Online Applications

RoleID

Academician

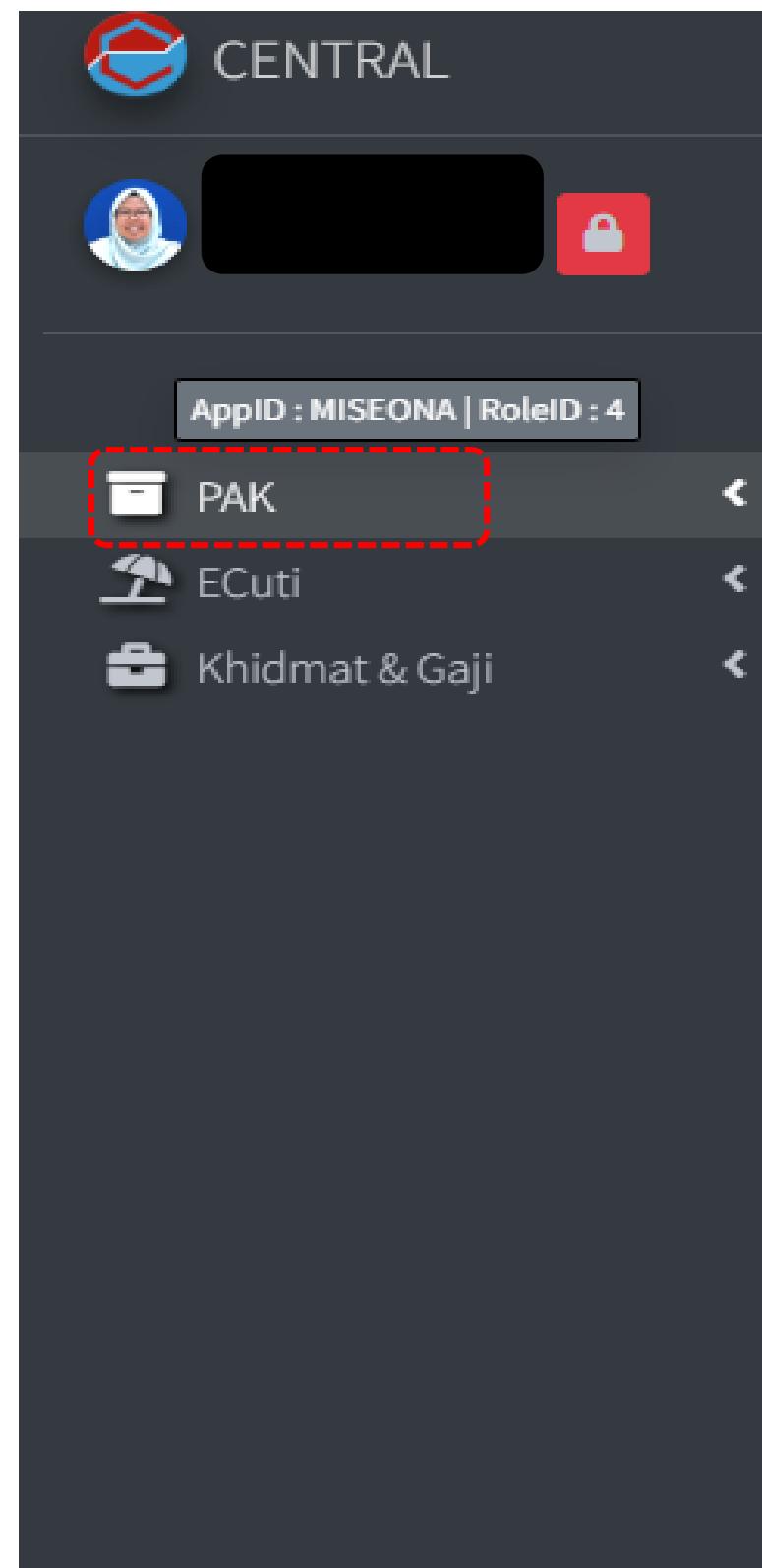
Cancel

Choose

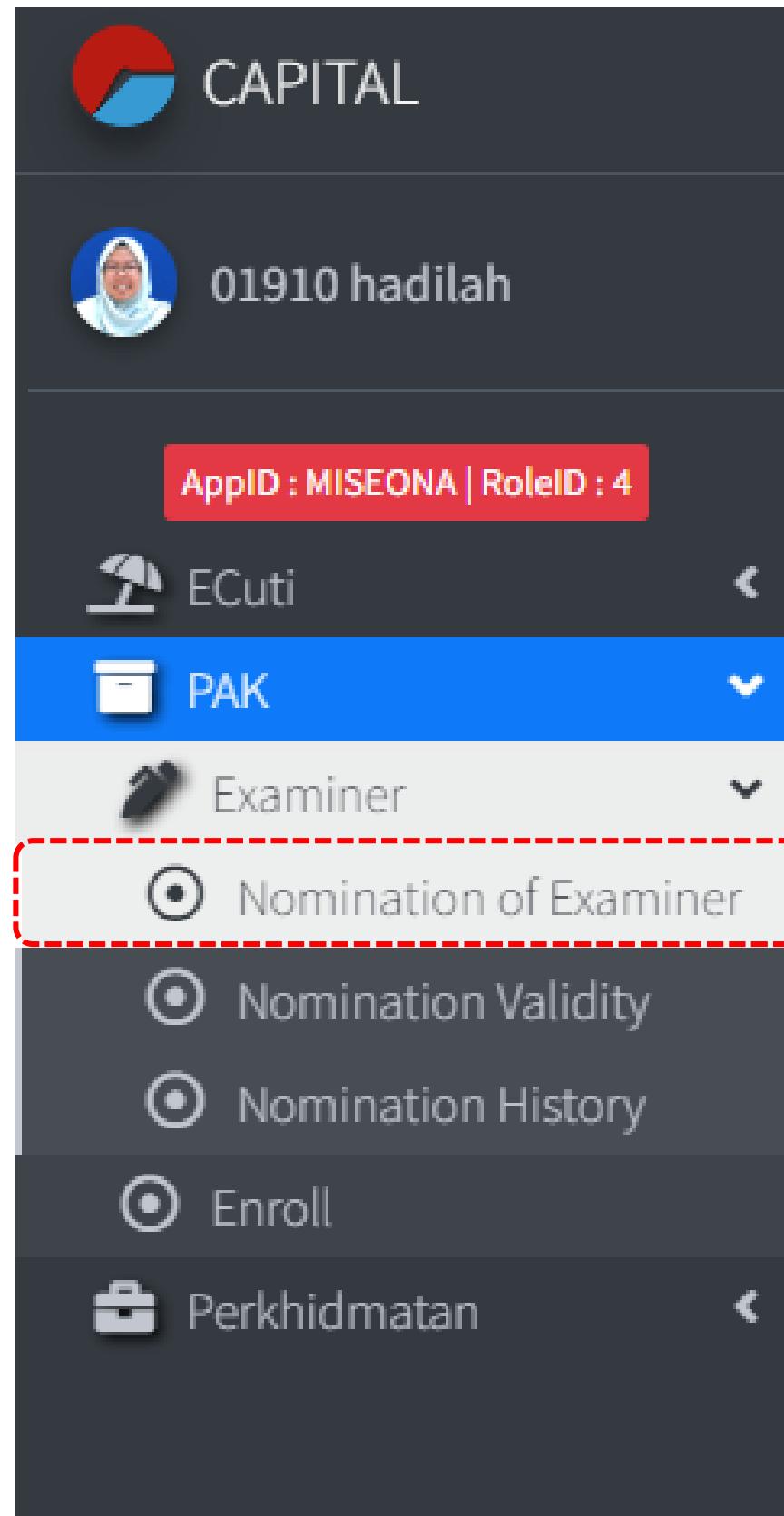
Nomination Procedure

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 shows the 'Nomination Of Examiner' table. The table has the following columns: No., Matrik, Name, Level of Study, Program, Date Submit, Session, Thesis Writing, and Phd Ind. The data in the table is as follows:

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

A red dashed box surrounds the 'Edit' button in the bottom right corner of the table row.

Nomination Procedure

Step 6

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

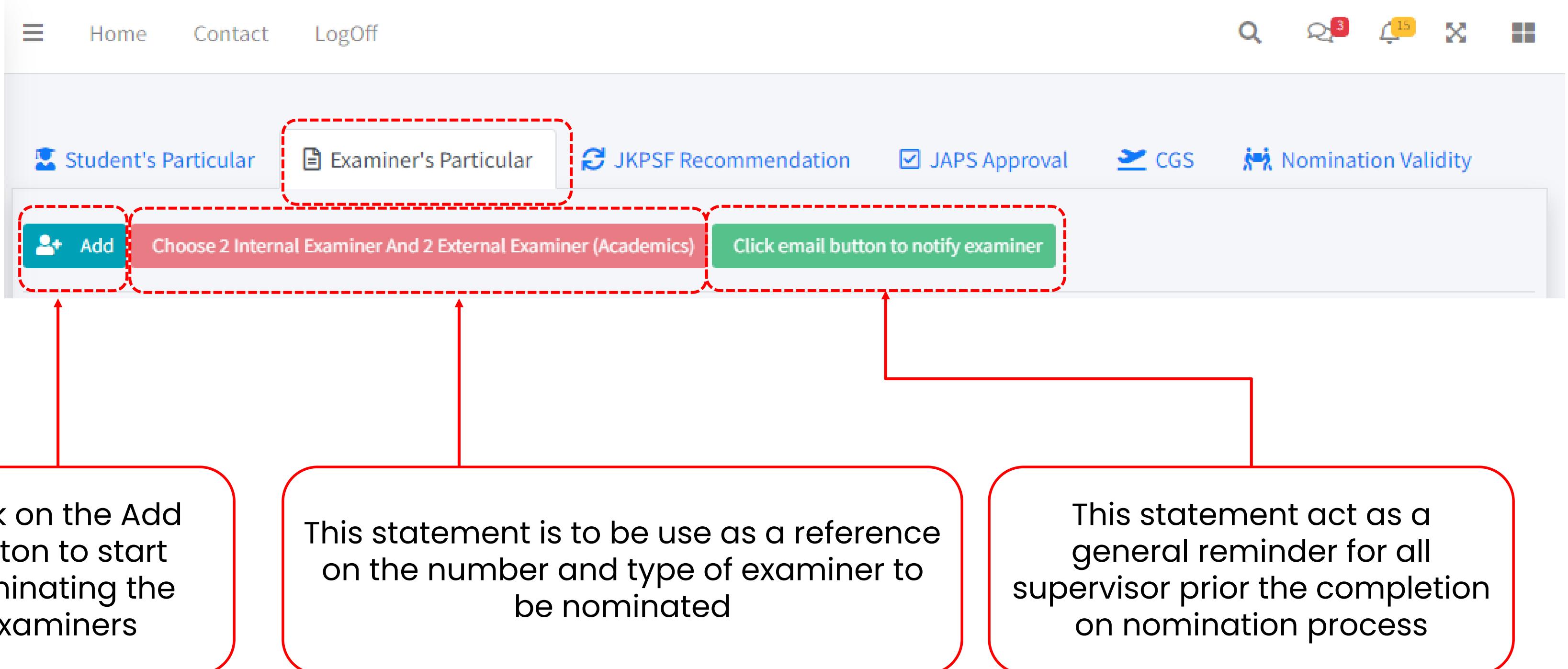
The screenshot shows a user interface for a student nomination application. At the top, there is a navigation bar with 'Home', 'Contact', 'LogOff', and several icons for search, notifications, and system status. Below the navigation bar, there is a header with tabs: 'Student's Particular' (highlighted with a red dashed box), 'Examiner's Particular', 'JKPSF Recommendation', 'JAPS Approval' (with a checked checkbox), 'CGS', and 'Nomination Validity'. The 'Student's Particular' tab is active, showing a student profile with a photo, ID GP200064, name LEE VAN, and degree MASTER OF SCIENCE IN TECHNOLOGY MANAGEMENT. The 'Examiner's Particular' tab shows a supervisor profile with a photo, name ASSOC. PROF. TS. DR. NORHADILAH BINTI ABDUL HAMID, and title Main Supervisor. Below these sections, there are 'Thesis Writing' and 'Thesis' sections. The 'Thesis Writing' section contains a 'Conventional Thesis Format' button. The 'Thesis' section contains the title 'THE MODERATING EFFECT OF PSYCHOLOGICAL EMPOWERMENT ON JUNIOR LECTURERS' TECHNOLOGY COMMERCIALIZATION INTENTION.' and an 'Attach' button. At the bottom, there is a 'Publications (SMPU)' section with a table. The table has columns for 'No.', 'Title', and 'Index By'. The first row shows a publication with title '(2021) Factors Of Single Use Plastic Reduction Behavioral Intention, Emerging Science Journal, SCOPUS, 5, 3, SCOPUS, 269-278, ISSN: 26109182' and index 'SCOPUS' with 'Link' and 'Attach' buttons.

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.



Home Contact LogOff

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

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

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

Nomination Procedure

Step 8

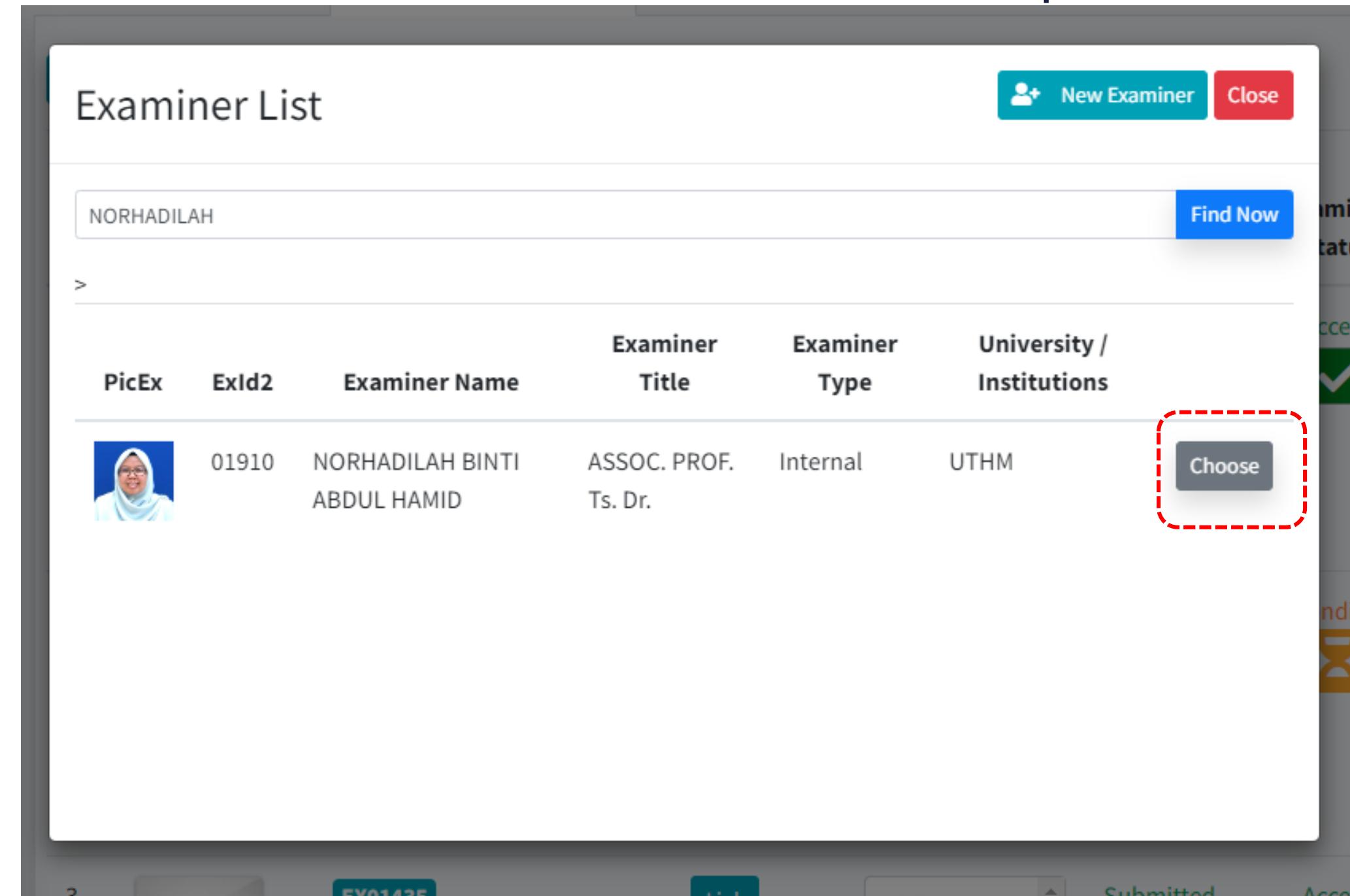
1. Nomination of examiner can be done by clicking on the "Add" Button.
2. The "Examiner list" screen shall pop-up right after
3. Type the examiner's name and click on "Find Now"

The image shows a screenshot of a web-based application for nomination procedures. At the top, there is a navigation bar with links for 'Home', 'Contact', and 'LogOff'. Below this, there are three tabs: 'Student's Particular', 'Examiner's Particular', and 'JKPSF Recommendation'. The 'Examiner's Particular' tab is currently active. A red dashed box highlights the 'Add' button, which is located in a teal-colored box. Below the tabs, there is a message: 'Choose 2 Internal Examiner And 2 External Examiner (Academics)' and a 'Click email' button. The main content area displays the 'Examiner List' window, which has a dark header bar with 'Examiner List', a 'New Examiner' button, and a 'Close' button. The main body of the window contains a text input field with the placeholder 'Sila Taip Nama Examiner..' and a 'Find Now' button. The 'Examiner List' window is semi-transparent, allowing the underlying application interface to be seen.

Nomination Procedure

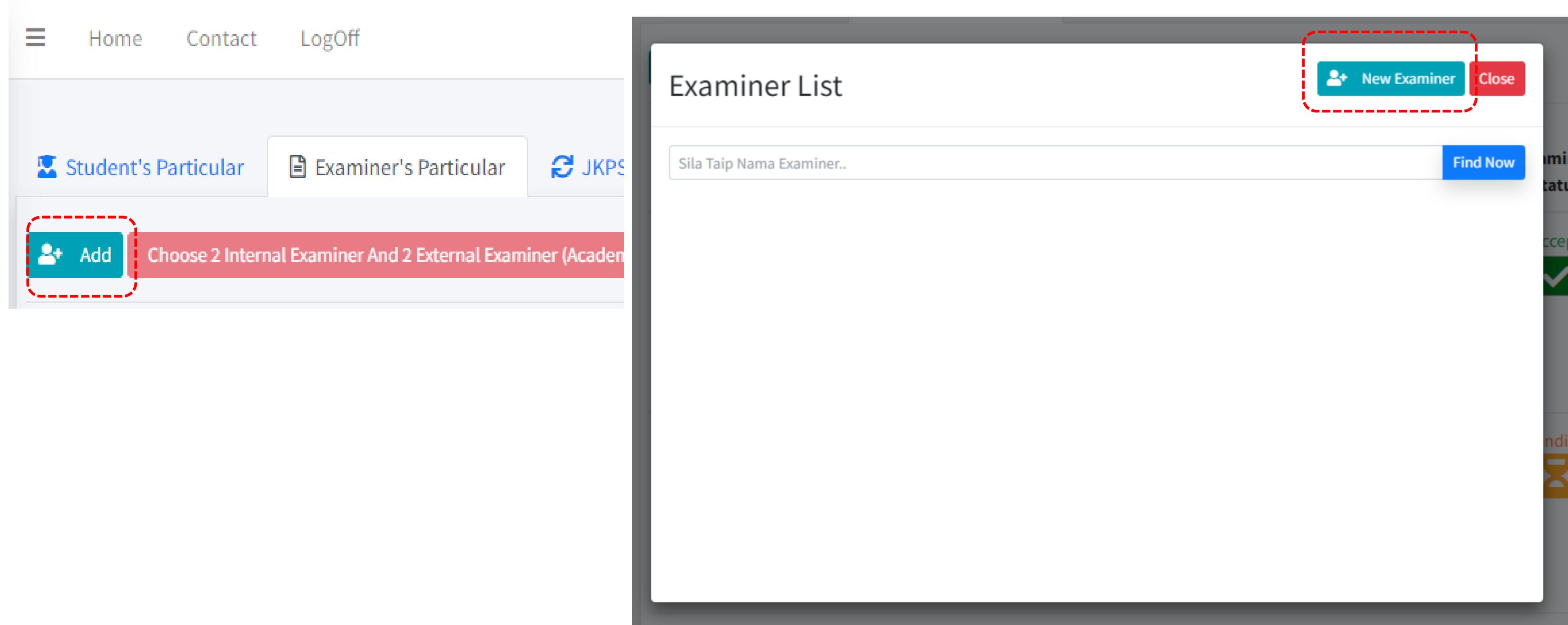
Step 9

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



Nomination Procedure

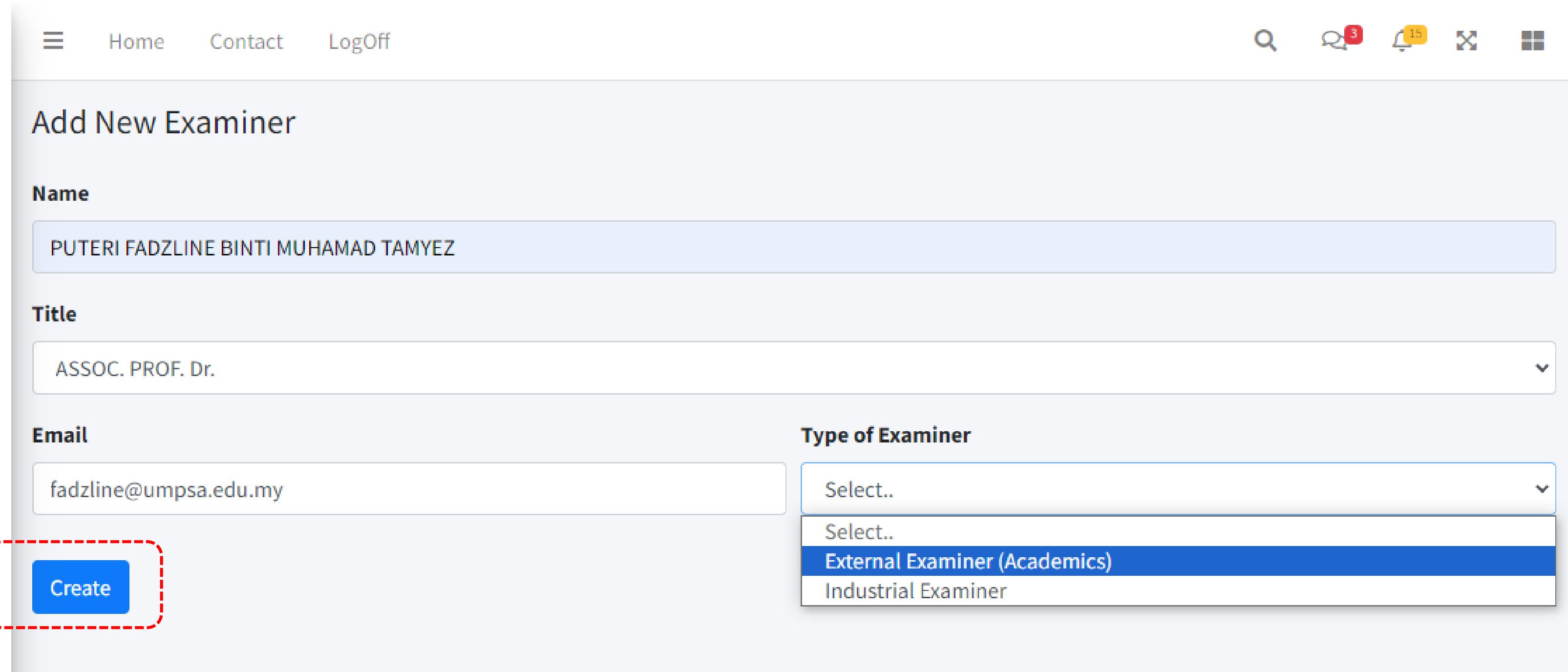
1. In an event whereby the examiner's name is yet to be listed in the database, kindly click on “New Examiner” button to proceed with the nomination process.
2. The “add new examiner” screen shall pop up right after.



The image shows a screenshot of a web-based nomination system. At the top, there is a navigation bar with links for "Home", "Contact", and "LogOff". Below this, there are three main tabs: "Student's Particular", "Examiner's Particular", and "JKPS". A red dashed box highlights the "Add" button in the "Examiner's Particular" tab. A red banner at the bottom of this tab area says "Choose 2 Internal Examiner And 2 External Examiner (Academ". To the right, a modal window titled "Examiner List" is displayed. It contains a search bar with the placeholder "Sila Taip Nama Examiner.." and a "Find Now" button. A red dashed box highlights the "New Examiner" button in the top right corner of the modal window.

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-based application for adding a new examiner. The interface includes a top navigation bar with Home, Contact, LogOff, and various icons for search, notifications, and user management. The main section is titled "Add New Examiner" and contains fields for Name, Title, Email, and Type of Examiner. The "Name" field contains "PUTERI FADZLINE BINTI MUHAMAD TAMYEZ". The "Title" field contains "ASSOC. PROF. Dr.". The "Email" field contains "fadzline@umpsa.edu.my". The "Type of Examiner" field is a dropdown menu with options: "Select..", "External Examiner (Academics)" (which is highlighted in blue), and "Industrial Examiner". A red dashed box surrounds the "Create" button at the bottom left of the form.

Home Contact LogOff

Add New Examiner

Name

PUTERI FADZLINE BINTI MUHAMAD TAMYEZ

Title

ASSOC. PROF. Dr.

Email

fadzline@umpsa.edu.my

Type of Examiner

Select..

Select..

External Examiner (Academics)

Industrial Examiner

Create

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.

Home Contact LogOff

Examiner List

puteri

Find 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

GS

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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	Pic	Examiner	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 	Link	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Choose... Choose... Option 1 Option 2 Option 3</div>	<p>Pilihan 1: Penilai mempunyai kepakaran dalam bidang berkaitan</p>	Edited 01/01/0001 12:00:00 AM	Accept <input checked="" type="checkbox"/>	
2		01910 ASSOC. PROF. Ts. Dr. NORHADILAH BINTI ABDUL HAMID hadilah@uthm.edu.my 	Link	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Choose...</div>		Edited 01/01/0001 12:00:00 AM	Pending 	
3		01534 Dr. WAN NURUL KARIMAH BINTI WAN AHMAD karimah@uthm.edu.my 	Link	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Option 2</div>	<p>Pilihan 2: Penilai mempunyai kepakaran dalam bidang berkaitan</p>	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		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 	 
3		01534 Dr. WAN NURUL KARIMAH BINTI WAN AHMAD karimah@uthm.edu.my Internal Examiner	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)	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.

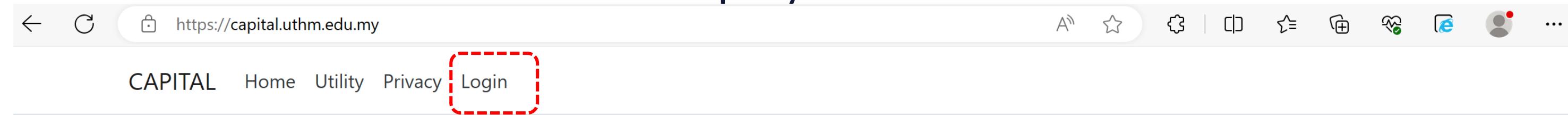
Renewal of Prior Nomination



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 bersepada. 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 diujudkan 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

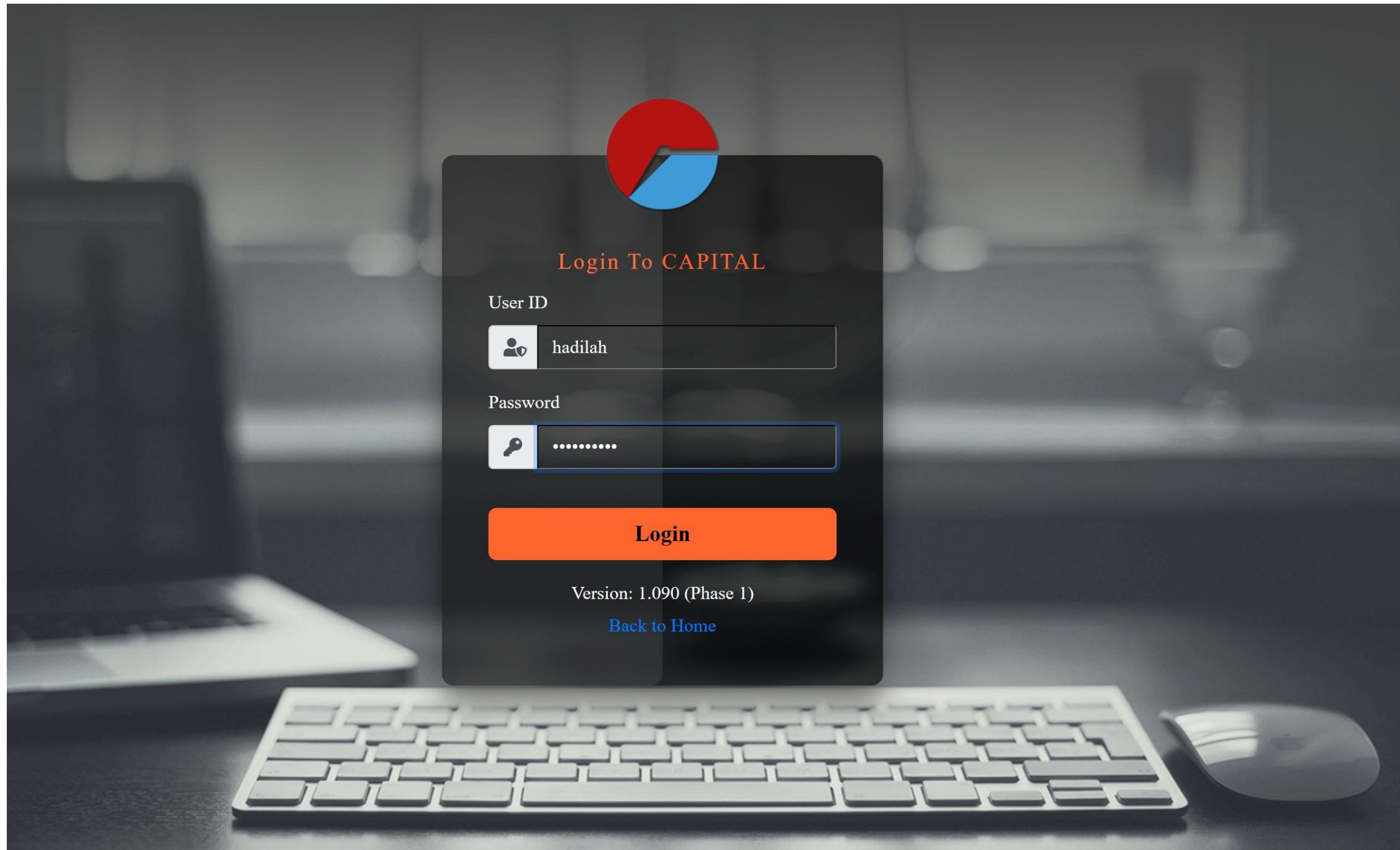
Version: 1.090 (Phase 1)

HOMSVM2

Renewal of Prior Nomination Procedure

Step 2

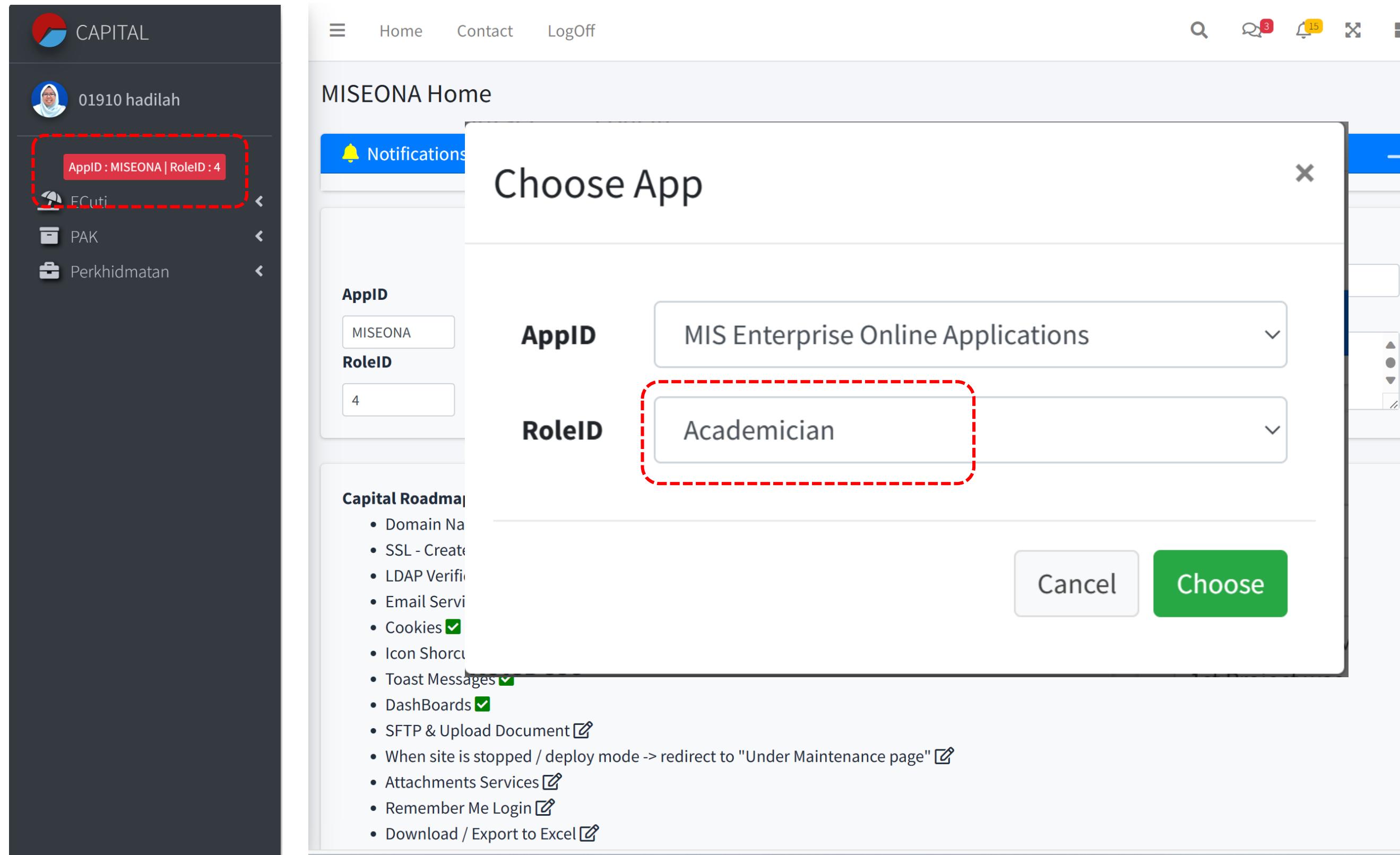
1. Kindly log in to the user's account accordingly.
2. The user ID and Password for UTHM official e-mail account.



Renewal of Prior Nomination Procedure

Step 3

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



The image displays two screenshots illustrating the renewal process. The left screenshot shows the CAPITAL application menu with a user profile and a red box highlighting the 'AppID : MISEONA | RoleID : 4' entry. The right screenshot shows the MISEONA Home interface with a 'Choose App' modal. The modal contains fields for 'AppID' (set to 'MISEONA') and 'RoleID' (set to '4'). Below these fields is a 'Capital Roadmap' section with a list of items, some of which have checkboxes. The 'RoleID' field is highlighted with a red dashed box. The 'Choose' button in the modal is green, while the 'Cancel' button is grey.

Capital Roadmap

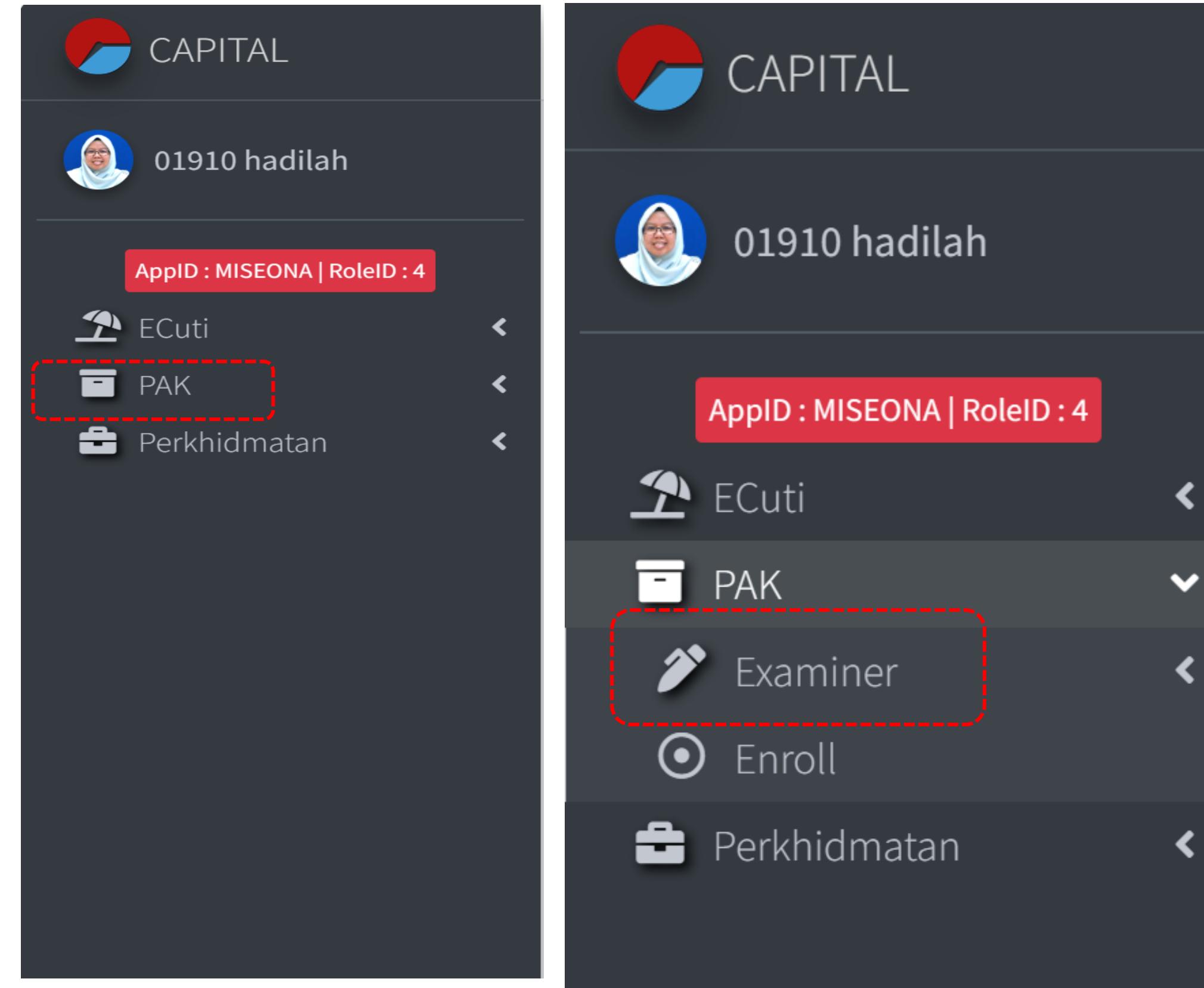
- Domain Na
- SSL - Create
- LDAP Verifi
- Email Servi
- Cookies
- Icon Short
- Toast Messages
- DashBoards
- SFTP & Upload Document
- When site is stopped / deploy mode -> redirect to "Under Maintenance page"
- Attachments Services
- Remember Me Login
- Download / Export to Excel

Renewal of Prior Nomination

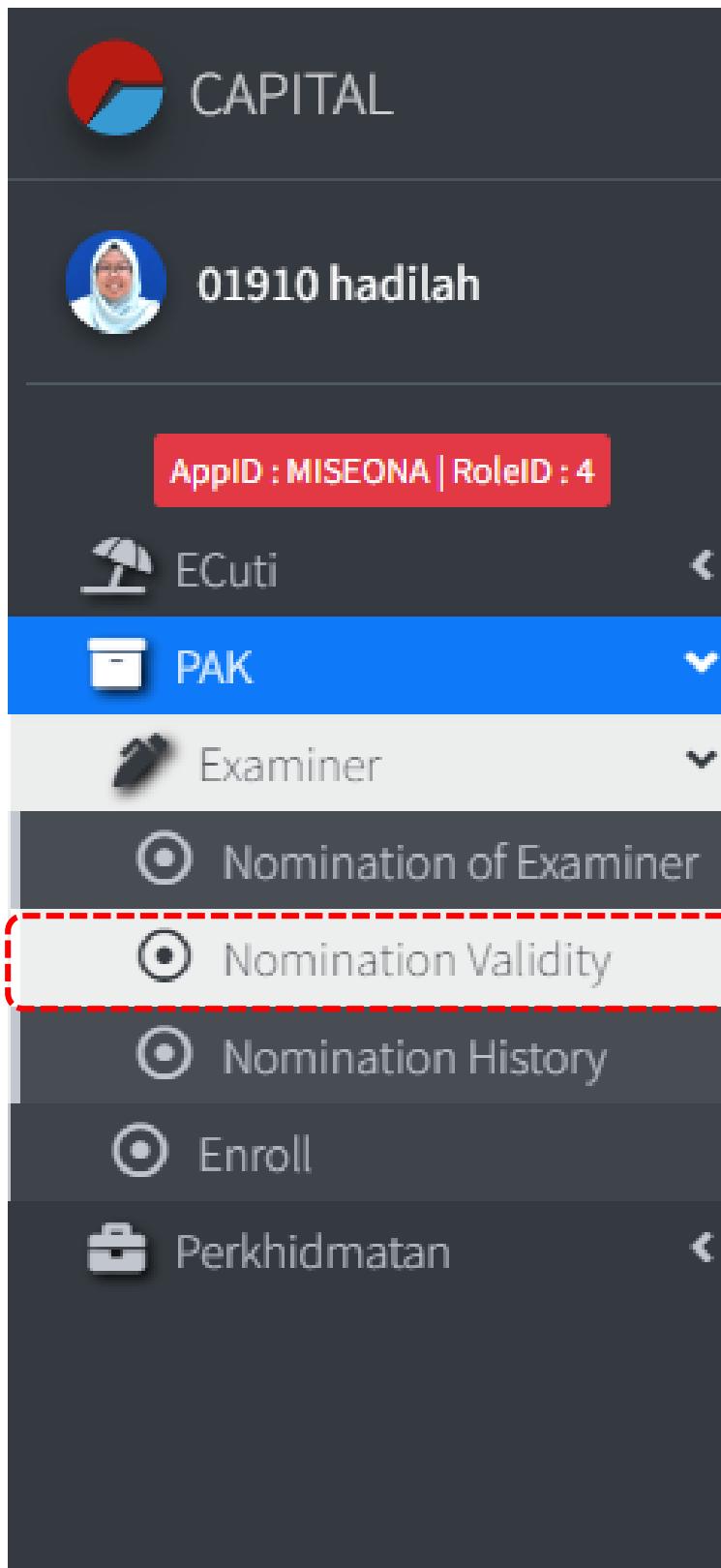
Procedure

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.

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		01364 PROF. TS. DR. MOHD FARHAN BIN MD. FUDZEE farhan@uthm.edu.my Internal Examiner  Link	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	afaiz 26/06/2023 11:36:13 AM
2	 	EX01619 MR. AKFAIZ afaizz@gmail.com External Examiner (Academics) Link Online CV			<input checked="" type="checkbox"/>	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

The screenshot shows a software interface for managing examiners. At the top, there are tabs: Student's Particular, Examiner's Particular, JKPSF Recommendation, JAPS Approval, CGS, and Nomination Validity (which is highlighted with a red dashed box). Below the tabs, there are two rows of examiner data. Each row includes columns for selection (Pilih), photo (PicExaminer), name (Examiner Name), JKPSF Decision, JAPS Decision, CGS Appointment, and ID and Date Approved. The first examiner (row 1) has a photo, name (PROF. TS. DR. MOHD FARHAN BIN MD. FUDZEE), email (farhan@uthm.edu.my), title (Internal Examiner), and green checkmarks in all decision columns. The second examiner (row 2) has a placeholder photo (NO IMAGE AVAILABLE), name (MR. AKFAIZ), email (afaizz@gmail.com), title (External Examiner (Academics)), and a green checkmark in the CGS Appointment column. At the bottom, there are two buttons: 'Verify Examiner' (green) and 'New Nomination' (red, highlighted with a red dashed box).

Pilih	PicExaminer	Examiner Name	JKPSF Decision	JAPS Decision	CGS Appointment	ID and Date Approved
1		01364 PROF. TS. DR. MOHD FARHAN BIN MD. FUDZEE farhan@uthm.edu.my <small>Internal Examiner</small>				afaiz 26/06/2023 11:36:13 AM
2		EX01619 MR. AKFAIZ afaizz@gmail.com <small>External Examiner (Academics)</small> 01/01/0001 <small>Link</small> <small>Online CV</small>				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

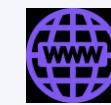
THANK YOU!

**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)