1. **Login from MyUM**

   1. Login using your userid and password.

   2. Under the ‘Postgraduate’ tab, click on the ‘Research’ icon as in Figure 1.1.

   ![Figure 1.1](image1.png)

   3. Under ‘Research’, click on ‘Research Supervision’ as in Figure 1.2.

   ![Figure 1.2](image2.png)

   4. You will be directed to the E-Supervision Dashboard page.
2. **E-Supervision Dashboard**

1. You will be able to view Details of Candidate and Details of Research (Figure 2.1).

   **Supervision Records Dashboard**

   **Details of Candidate:**
   
<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>TEY CHIN SOON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metric Number</td>
<td>KG4689892</td>
</tr>
<tr>
<td>Program</td>
<td>MASTER OF ENGINEERING SCIENCE</td>
</tr>
</tbody>
</table>

   **Details of Research:**
   
<table>
<thead>
<tr>
<th>Field of Research</th>
<th>POWER ELECTRONIC &amp; MOTOR DRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Thesis/Dissertation</td>
<td>-</td>
</tr>
<tr>
<td>Thesis/Dissertation Language</td>
<td>English</td>
</tr>
<tr>
<td>Supervisor</td>
<td>PROFESSOR DR. NASRUDIN BIN ABD RAHIM</td>
</tr>
<tr>
<td>Consultant</td>
<td>SARINA AHPAT</td>
</tr>
</tbody>
</table>

   **Figure 2.1**

2. You will be able to view your graduation requirements as in Figure 2.2.

   **Below is your list of graduation requirements:**

<table>
<thead>
<tr>
<th>No</th>
<th>Requirements</th>
<th>Candidate’s Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fulfilled the minimum candidate duration of 2 semesters.</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Fulfilled the university language requirement - Bahasa Malaysia.</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>3</td>
<td>Fulfilled the university language requirement - English.</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>4</td>
<td>Research Methodology Course</td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td>Seminar presentation:</td>
<td>Funding Verification</td>
</tr>
<tr>
<td></td>
<td>- For admission of candidates starting 2007/2008 until now</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Within the first two (2) semesters; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Before submission of dissertation (before submission of 3-month notice)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Candidature Defence</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Present research proposal in a Candidature Defence session:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) For admission of candidates starting 2007/2008 until now</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- in the third (3) semester of candidate</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Publication</td>
<td>Funding Verification</td>
</tr>
<tr>
<td></td>
<td>For candidates registered starting semester 11, 2008/2009 session until now</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- To show proof of submission of at least one (1) paper for publication in any ISI journal.</td>
<td></td>
</tr>
</tbody>
</table>

   ✓ Candidate has fulfilled the requirement.
   X Candidate has not fulfilled the requirement.

   **Figure 2.2**

3. Confirm your supervisor details by selecting Yes/No.
4. Once you have confirmed your supervisors, click on 'Proceed Next' to move to the next step.

<table>
<thead>
<tr>
<th>Logs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>02-November-2012</td>
</tr>
<tr>
<td>02-November-2012</td>
</tr>
</tbody>
</table>

**Figure 2.3**

5. You will be directed to the Meetings Dashboard page (Figure 2.4). At this page, you can choose to add Meetings, Activities or Publication details.

**Figure 2.4**

**Add Meeting:**

5.1. At the Meetings tab, click on 'Add Meeting'.
5.2. The Meeting Details pop-up will be displayed as in Figure 2.6.

![Figure 2.6](image)

5.3. Enter the **Time** of your meeting as in Figure 2.7.

![Figure 2.7](image)
5.4. Enter the **Date** of your meeting as in Figure 2.8.

![Figure 2.8](image)

5.5. Select the **Supervisors/Co-Supervisor/Consultant Met**:

![Figure 2.9](image)
5.6. Select the **Medium of Communication**:

![Figure 3.0](image1)

5.7. Enter the **Summary of Discussion**:

![Figure 3.1](image2)
5.8. Upload any **Supporting Documents**:

![Figure 3.2](image1)

5.9. Click “**Save**” to temporarily save the details. Click on “**Save and Send Mail**” to save and send a mail to your Supervisor(s) for verification:

![Figure 3.2](image2)
5.10. You meeting details will be displayed in the main dashboard.

5.11. Your meeting status will be ‘Pending’ until it is reviewed by your Supervisor(s).

Add Activities:

5.12. Go to Activity tab.

5.13. Click on ‘Add Activity’

![Figure 3.3](image)

5.14. Select the Activity Type:

![Figure 3.4](image)
5.15. Select the **Activity Level** :

Figure 3.5

5.16. Enter the **Name of the Event** :

Figure 3.6
5.17. Enter the **Venue**: 

![Figure 3.7](image)

5.18. Enter the **Date of Activity**: 

![Figure 3.8](image)
5.19. Upload any **Supporting Documents**:

![](image)

**Figure 3.8**

5.20. Click **“Save”** to temporarily save the details. Click on **“Save and Send Mail”** to save and send a mail to your Supervisor(s) for verification:

![](image)

**Figure 3.9**
Add Publication:

5.21. Go to “Publications” tab.

5.22. Click on ‘Add’.

5.23. Select the **Publication Type** and Click ‘Next’.

![Select Publication Type](image)

**Figure 4.0**

5.24. Enter the Publication Details as per the publication type.

![Publication Details](image)

**Figure 4.1**

5.25. Click ‘Save’ to save the information.
5.26. The publication detail will be listed in the publications dashboard.

5.27. The publication will be sent to your Supervisor(s) for verification.

5.28. Follow the same steps to add other publication types.