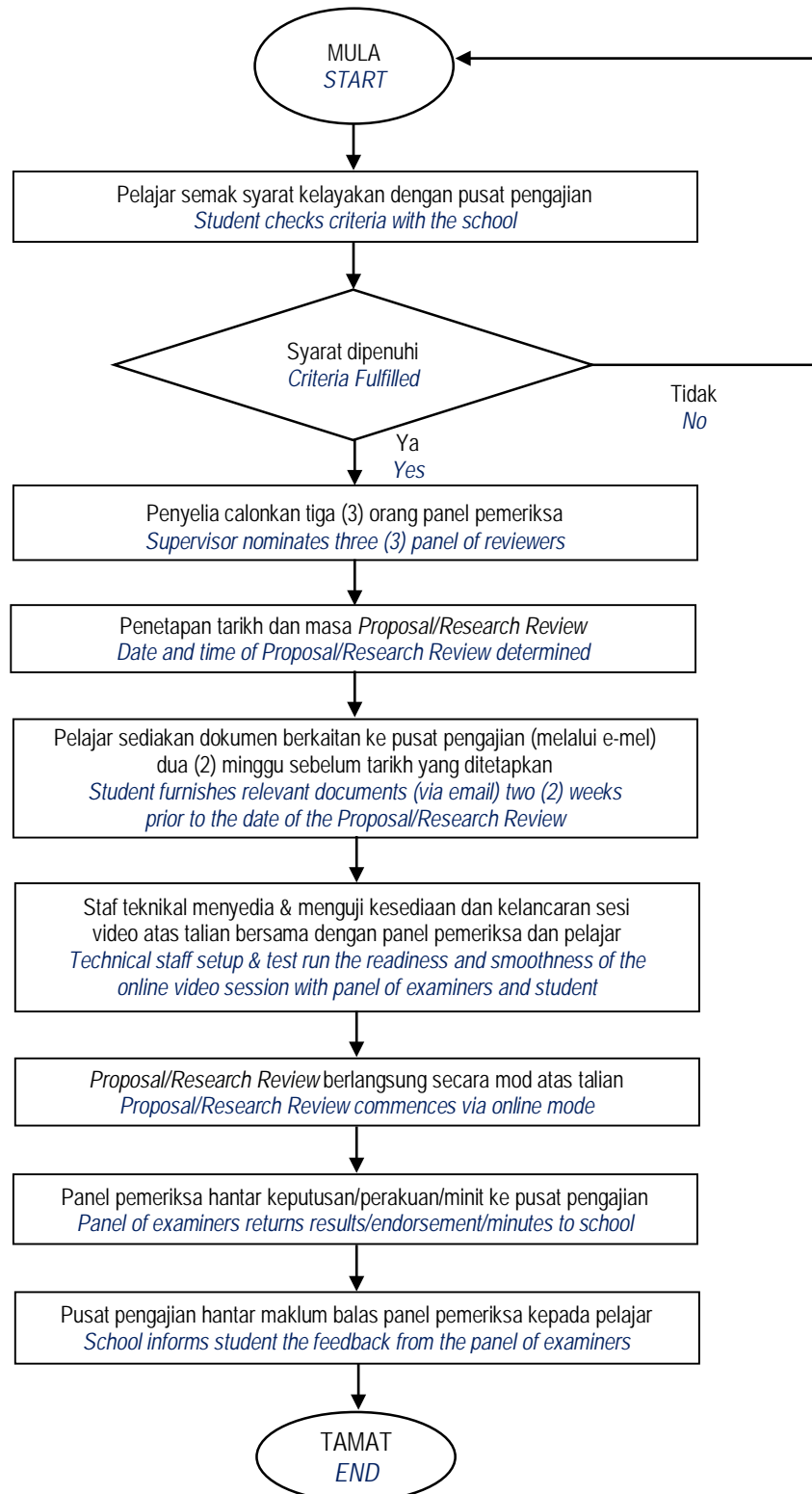
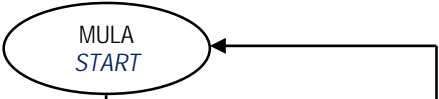

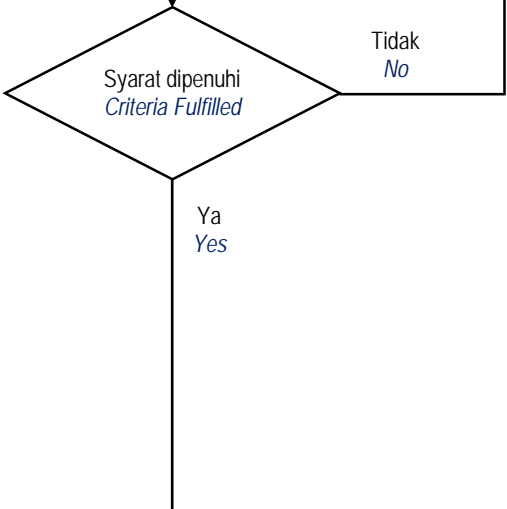
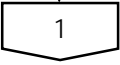
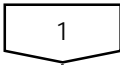
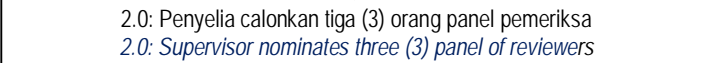
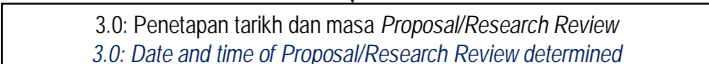

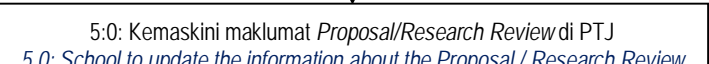
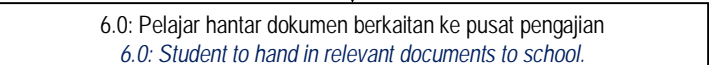
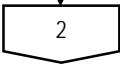


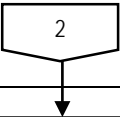
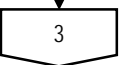
CARTA ALIR PROSES *PROPOSAL/RESEARCH REVIEW*
UNTUK PELAJAR IJAZAH TINGGI MOD PENYELIDIKAN
PUSAT PENGAJIAN SAINS KOMPUTER
FLOW CHART OF PROPOSAL/RESEARCH REVIEW
PROCESS POSTGRADUATE RESEARCH STUDENT
SCHOOL OF COMPUTER SCIENCES

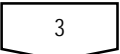
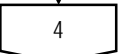


PROSEDUR OPERASI STANDARD (SOP) BAGI PENJADUALAN DAN PELAKSANAAN *PROPOSAL/RESEARCH REVIEW* PELAJAR IJAZAH TINGGI MOD PENYELIDIKAN SECARA MOD ATAS TALIAN
 STANDARD OPERATING PROCEDURE (SOP) FOR ONLINE SCHEDULING AND IMPLEMENTATION OF *PROPOSAL/RESEARCH REVIEW* PROCESS FOR POSTGRADUATE RESEARCH STUDENT

Proses Process	Aktiviti Activities	Standard (Masa/Kuantiti/Kualiti/Kos) (Time/Quality/Quantity/Cost)	Tindakan Actions	Dokumen Rujukan Reference Document	Rekod Record
					
	Pelajar semak dengan pusat pengajian sama ada memenuhi syarat kelayakan untuk mengadakan. <i>Student checks criteria with the school.</i>	1 bulan sebelum cadangan tarikh <i>Proposal/Research Review</i> <i>1 month prior to the date of Proposal/Research Review</i>	Pelajar <i>Student</i>		Fail Pelajar <i>Student File</i>
	Pelajar akan menerima borang pendaftaran untuk <i>Proposal/Research Review</i> sekiranya memenuhi syarat kelayakan: <i>Student to receive Proposal/Research Review registration form if they have fulfilled the following criteria:</i> Untuk Cadangan Penyelidikan: <i>For Proposal Review:</i> 1. Pelajar telah melengkapkan 'Sit In Class' untuk kursus CCS591. <i>Student completed the Sit In Class for CCS591 course.</i> Untuk Penilaian Penyelidikan: <i>For Research Review:</i> 1. Pelajar telah mengadakan Penilaian Cadangan Penyelidikan. <i>Student have completed the Proposal Review.</i> 2. Pelajar memenuhi minimum 40 mata CSD. <i>Student have collected 40 CSD points.</i>	1 hari bekerja <i>1 Working Day</i>	PTPO (PTJ) <i>School Admin</i>	<i>Proposal Review/ Research Review Registration Form</i>	Fail Pelajar <i>Student File</i>
					

Proses Process	Aktiviti Activities	Standard (Masa/Kuantiti/Kualiti/Kos) (Time/Quality/Quantity/Cost)	Tindakan Actions	Dokumen Rujukan Reference Document	Rekod Record
 ↓					
 ↓	Penyelia akan mencalonkan tiga (3) orang panel pemeriksa untuk <i>Proposal/Research Review</i> pelajar. <i>Supervisor to nominate three (3) members of panel of examiners for the Proposal/Research Review.</i>	3 hari bekerja <i>3 working days</i>	Penyelia <i>Supervisor</i>		Fail Pelajar <i>Student File</i>
 ↓	Penyelia menetapkan tarikh dan masa untuk <i>Proposal/Research Review</i> pelajar. <i>Supervisor to determine the date and time of the Proposal/Research Review.</i>	5 hari bekerja <i>5 working days</i>	Penyelia <i>Supervisor</i>		Fail Pelajar <i>Student File</i>
 ↓	Hantar e-mel pengesahan tarikh dan masa <i>Proposal/Research Review</i> kepada panel pemeriksa, penyelia dan pelajar. <i>Send e-mail of finalized date and time of the Proposal/Research Review to examiners, supervisor(s) and student.</i>	3 minggu sebelum tarikh yang dijadualkan <i>3 weeks prior to the scheduled date</i>	PTPO (PTJ) <i>School Admin</i>	E-mel <i>E-mail</i>	Fail Pelajar <i>Student File</i>
 ↓	Mengemaskini tarikh, masa dan tempat dalam rekod pusat Pengajian. <i>Update the School's record for the date, time and venue.</i>	10 minit <i>10 minutes</i>	PTPO (PTJ) <i>School Admin</i>		Fail Pelajar <i>Student File</i>
 ↓	Pelajar hantar Borang, Abstrak dan Laporan Penyelidikan (bab 1 – 3 untuk <i>Proposal Review</i> ATAU bab 1 – 5 untuk <i>Research Review</i>) ke pusat pengajian melalui e-mel. <i>Student to provide the completed form, abstract and report (chapter 1 – 3 for Proposal Review OR chapter 1 – 5 for Research Proposal) to school via e-mail.</i>	2 minggu sebelum tarikh yang ditetapkan <i>2 weeks prior to the scheduled date</i>	Pelajar <i>Student</i>	Borang Pendaftaran, Abstrak dan Laporan Penyelidikan <i>Registration form, Abstract & Research Report</i>	Fail Pelajar <i>Student File</i>
 ↓					

Proses Process	Aktiviti Activities	Standard (Masa/Kuantiti/Kualiti/Kos) (Time/Quality/Quantity/Cost)	Tindakan Actions	Dokumen Rujukan Reference Document	Rekod Record
					
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>7.0: Sediakan dokumentasi untuk panel pemeriksa 7.0: Documents preparation for the panel of examiners</p> </div>	<p>Sediakan dokumen dan hantar kepada panel pemeriksa dan penyelia melalui e-mel. <i>Prepare relevant documents to be sent via e-mail to panel of examiners and supervisor.</i></p>	<p>2 minggu sebelum tarikh yang ditetapkan <i>2 weeks prior to the scheduled date</i></p>	<p>PTPO (PTJ) <i>School Admin</i></p>	<p><i>Proposal/Research Review Evaluation Form & Panel Recommendation Form</i></p>	<p>Fail Pelajar <i>Student File</i></p>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>8.0: Uji kesiediaan dan kelancaran sesi video atas talian 8.0: Test run the readiness and smoothness of online video session</p> </div>	<ol style="list-style-type: none"> 1. Penyelia adalah hos sesi video atas talian. 2. Staf teknikal akan membantu menjadualkan sesi video atas talian dan mengemukakan perincian maklumat seperti pautan, <i>code/id</i>, kata rahsia kepada staf pentadbiran melalui e-mel. 3. Staf teknikal akan membuat ujian kelancaran internet dengan semua panel pemeriksa dan pelajar. <ol style="list-style-type: none"> 1. <i>Supervisor to act as the host of the online video session.</i> 2. <i>Technical staff will schedule the video session and provide the details such as the link, code/id, password to the admin staff via e-mail.</i> 3. <i>Technical staff to test run the online video session with the panel examiners and student.</i> 	<p>3 hari sebelum tarikh yang ditetapkan <i>3 days prior to the scheduled presentation/review date</i></p>	<p>Staf Teknikal <i>Technical Staff</i></p>	<p>E-mel pengesahan <i>Proposal/Research Review</i> oleh pusat pengajian <i>Confirmation email about the Proposal / Research Review by the school</i></p>	<p>Fail Pelajar <i>Student File</i></p>
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>9.0: E-Mel jemputan ke senarai e-mel staf akademik dan pelajar siswazah 9.0: E-mail invitation to academic staff and postgraduate's student mailing lists</p> </div>	<p>Pusat Pengajian mewar-warkan sesi <i>Proposal/Research Review</i> berserta perincian sesi video atas talian. <i>School to broadcast the Proposal/ Research Review session including the details of the online video links.</i></p>	<p>1 hari sebelum tarikh yang ditetapkan <i>1 day prior to the scheduled date</i></p>	<p>PTPO (PTJ) <i>School Admin</i></p>	<p>E-mel maklumat perincian sesi video atas talian daripada penyelia <i>Supervisor's e-mail detailing the online video session</i></p>	<p>Fail Pelajar <i>Student File</i></p>
					

Proses Process	Aktiviti Activities	Standard (Masa/Kuantiti/Kualiti/Kos) (Time/Quality/Quantity/Cost)	Tindakan Actions	Dokumen Rujukan Reference Document	Rekod Record
<div style="text-align: center;">  </div>					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>10.0: Proposal/Research Review berlangsung secara mod atas talian 10.0: Proposal/Research Review commence online via video session</p> </div>	<ol style="list-style-type: none"> 1. Staf teknikal mulakan sesi pautan video 10 – 15 minit lebih awal sebelum sesi sebenar berlangsung. 2. Staf teknikal akan memindahkan peranannya sebagai 'host' kepada Penyelia semasa sesi bermula. 3. Penyelia akan menjadi 'host' dan bertanggungjawab merekodkan kehadiran peserta secara maya. 4. Penyelia boleh tamatkan atau memindahkan peserta atau pelajar ke 'lobi' semasa sesi perbincangan antara panel pemeriksa. <ol style="list-style-type: none"> 1. <i>Technical staff will start the video link 10 – 15 minutes prior to the actual session.</i> 2. <i>Technical staff will transfer their role as host to the Supervisor when the session starts.</i> 3. <i>Supervisor will be the host and is responsible in recording the participants' attendance</i> 4. <i>Supervisor can control the participants' presence in the session including placing the student in the 'lobby' during the examiners discussion.</i> 	<p>1 jam <i>1 hour</i></p>	<p>Staf Teknikal, Penyelia, Panel Pemeriksa & Pelajar <i>Technical Staff, Supervisor, Panel of Examiners & Student</i></p>	<p>Laporan Pemeriksa <i>Examiner's Report</i></p>	<p>Fail Pelajar <i>Student File</i></p>
<div style="border: 1px solid black; padding: 5px;"> <p>11.0: Keputusan/perakuan/minit ke pusat pengajian 11.0: Results/endorsement/minutes to school</p> </div>	<p>Panel pemeriksa hantar keputusan/ perakuan/minit ke pusat pengajian. <i>Examiners to furnish result/ endorsement/minutes to school.</i></p>	<p>5 hari bekerja <i>5 working days</i></p>	<p>Panel Pemeriksa & PTPO (PTJ) <i>Panel of Examiners & School Admin</i></p>	<p>Proposal/Research Review Evaluation Form & Panel Recommendation Form</p>	<p>Fail Pelajar <i>Student File</i></p>
<div style="text-align: center;">  </div>					

Proses Process	Aktiviti Activities	Standard (Masa/Kuantiti/Kualiti/Kos) (Time/Quality/Quantity/Cost)	Tindakan Actions	Dokumen Rujukan Reference Document	Rekod Record
	Pusat pengajian hantar maklum balas panel pemeriksa kepada pelajar. <i>School to inform student the feedback from examiners.</i>	3 hari waktu bekerja <i>3 working days</i>	PTPO (PTJ) <i>School Admin</i>	<i>Proposal/Research Review Evaluation Form & Panel Recommendation Form</i>	Fail Pelajar <i>Student File</i>

Untuk sebarang pertanyaan dan bantuan lanjut, sila berhubung dengan:
For any inquiries and further assistance, please contact:

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 Puan Eliza Yasmin Dahlan

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