



UNIVERSITI MALAYA

USER MANUAL

DO5 – Placement Workstream

(PLACEMENT APPLICATION V1.1)

Workstream: D05 – Placement Workstream

Prepared on: 7th July 2021

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DOCUMENT PURPOSE

The purpose of this document is to provide a summary of the workstream for the Placement of Universiti Malaya. It describe the objectives and the criteria by which success in achieving those objectives will be measured. It contains process maps and describes requirements. This document will be completed iteratively until the designated milestone for completion of the design phase for D05: Placement as laid out in the high level project schedule. Therefore changes to the design will be managed under strict change control.

INTENDED AUDIENCE

This document is intended to guide the Placement team in configuring a solution to meet the requirements identified herein. It is also intended to describe the new processes to stakeholders and to provide the means by which advice can be delivered to the project team as to the appropriateness and desirability of the new process.

TABLE OF CONTENTS

DOCUMENT OWNERSHIP INFORMATION Error! Bookmark not defined.

DOCUMENT NAME AND VERSION CONTROL..... Error! Bookmark not defined.

DOCUMENT VERIFICATION..... Error! Bookmark not defined.

DOCUMENT PURPOSE **2**

INTENDED AUDIENCE **2**

1. ONLINE STUDENT PLACEMENT APPLICATION **4**

 1.1 Glossary 4

2. ROLES AND RESPONSIBILITY **5**

3. PROCESS FLOW **6**

4. USER MANUAL **7**

 4.1 Login Page AND NAVIGATE TO MAIN PAGE 7

 4.1.1 Login page 7

 4.1.2 Navigate to Main Page 8

 4.2 Student Placement Main Page 8

 4.2.1 Placement Application Selection..... 8

 4.2.2 Placement Details..... 18

 4.2.3 Update CV & Cover Letter 24

1. ONLINE STUDENT PLACEMENT APPLICATION

1.1 GLOSSARY

SITS Entity	Description	Remark
PAV	Placement Availability	
PLC	Placement	
PLP	Placement Provider	
PLT	Placement Type	
PPC	Placement Provider Contact	
PPD	Placement Provider Description	
PSA	Placement Subject Area	
SPA	Student Placement Application	
SPE	Student Placement Evaluation	
SPJ	Student Placement Journal	
SPL	Student Placement Record	

2. ROLES AND RESPONSIBILITY



Faculty Admin

- Allocate Coordinator
- Document Management



Provider

- Setup Provider Records
- Approve Placement Application
- Submit Outstanding Evaluation
- View Student Currently on Placement



Central Admin

- Create New Provider
- Setup Provider Records
- Identify Provider and Placement Duplications



Coordinator

- Allocate Site Visit Lecturer
- Approve Student Placement Application
- Approve Placement Withdrawal Application
- View Student Currently on Placement



Lecturer

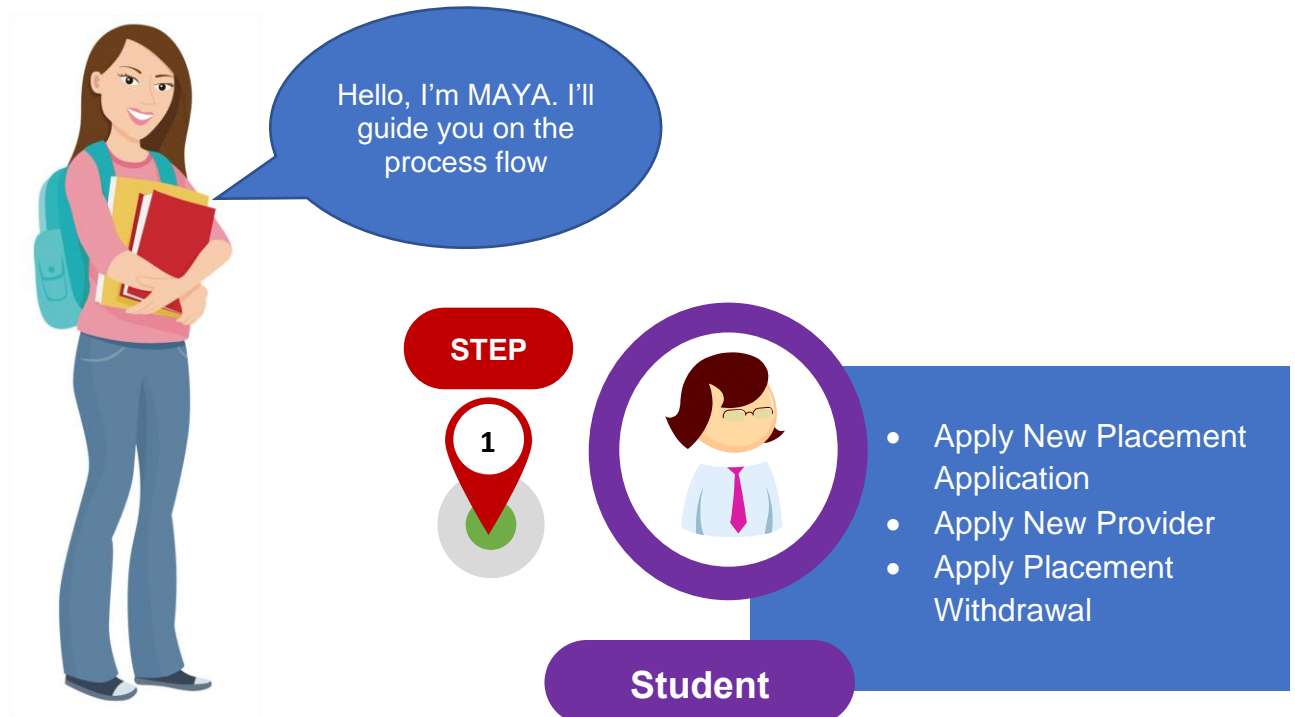
- Download Document
- Outstanding Evaluation
- View My Current Student



Student

- Apply New Placement Application
- Apply New Provider
- Apply Placement Withdrawal
- Submit Student Assessment
- Download Document

3. PROCESS FLOW



4. USER MANUAL

This User Manual will show and explain how the student can apply for placement with the e: Vision Portal. Here is the screenshots of e:Vision Portal.

4.1 LOGIN PAGE AND NAVIGATE TO MAIN PAGE

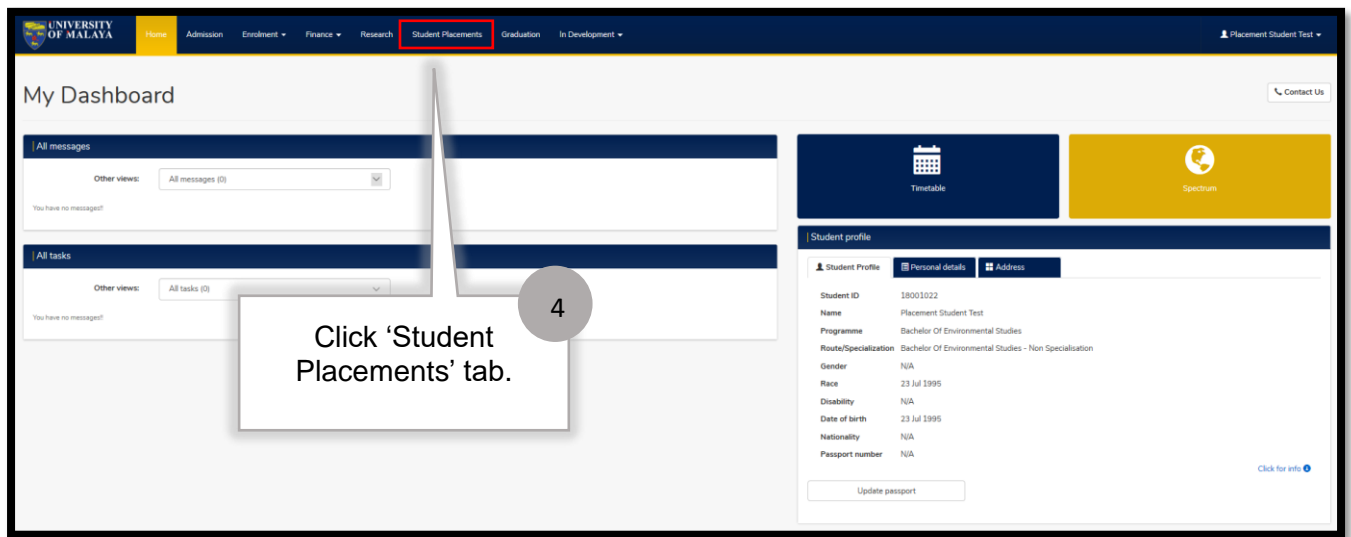
4.1.1 Login page

Go to the portal Academic Portal – MAYA <http://maya.um.edu.my>

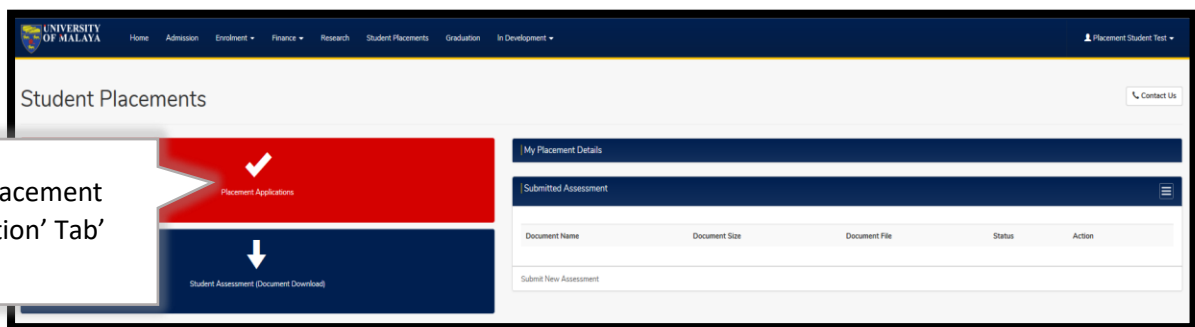
https://maya.um.edu.my

The screenshot shows a web browser window displaying the 'Academic Portal - MAYA' login page. The page header includes the University of Malaya logo and the text 'Academic Portal - MAYA'. The main content area features a 'Log in to MAYA' form with 'Username' and 'Password' input fields, a 'Forgotten your password?' link, and a 'Log in' button. Three numbered callouts are present: '1' points to the URL in the address bar, '2' points to the input fields with the instruction 'Enter Username and Password.', and '3' points to the 'Log in' button with the instruction 'Click 'Log in'.'. The footer contains the text 'Universiti Malaya © 2019 Pusat Teknologi Maklumat. All Rights Reserved. (Go to top)'.

4.1.2 Navigate to Main Page

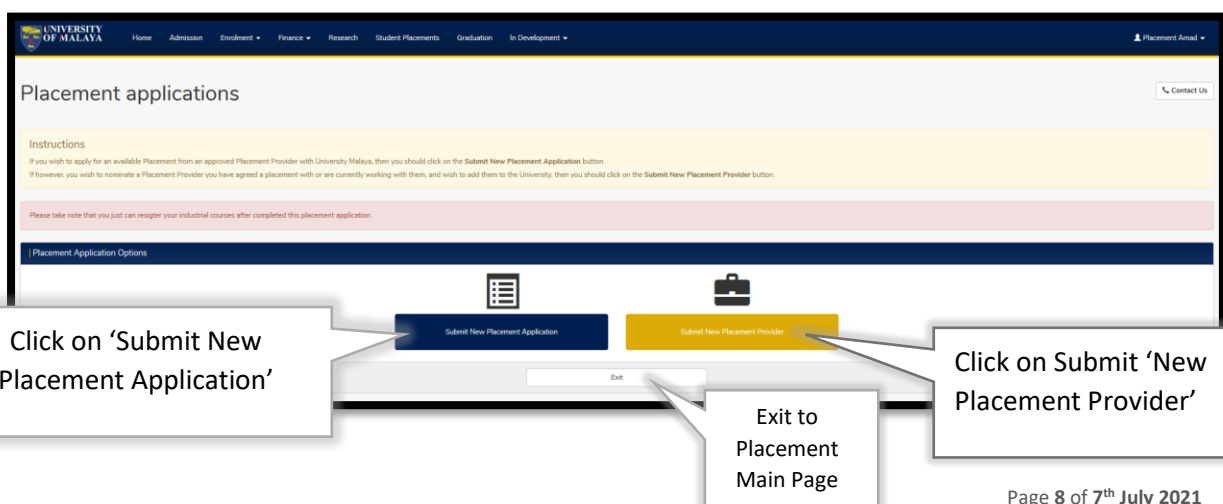


4.2 STUDENT PLACEMENT MAIN PAGE

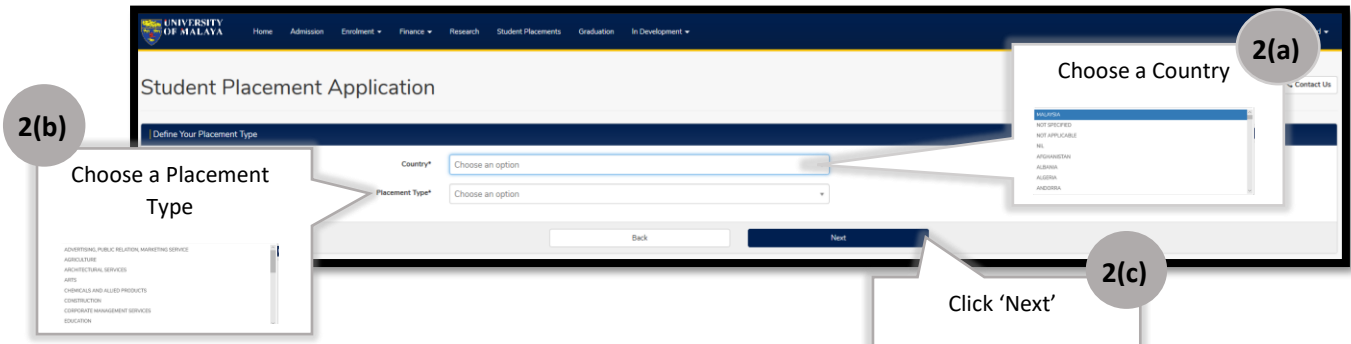


4.2.1 Placement Application Selection

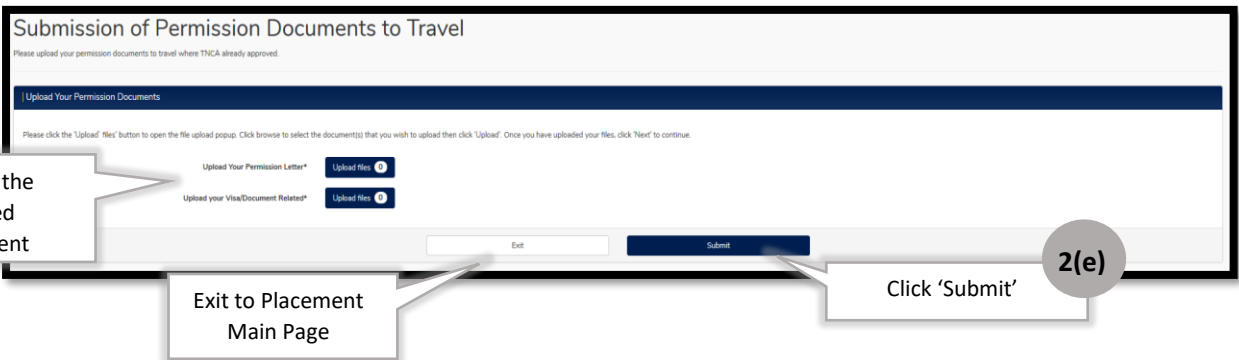
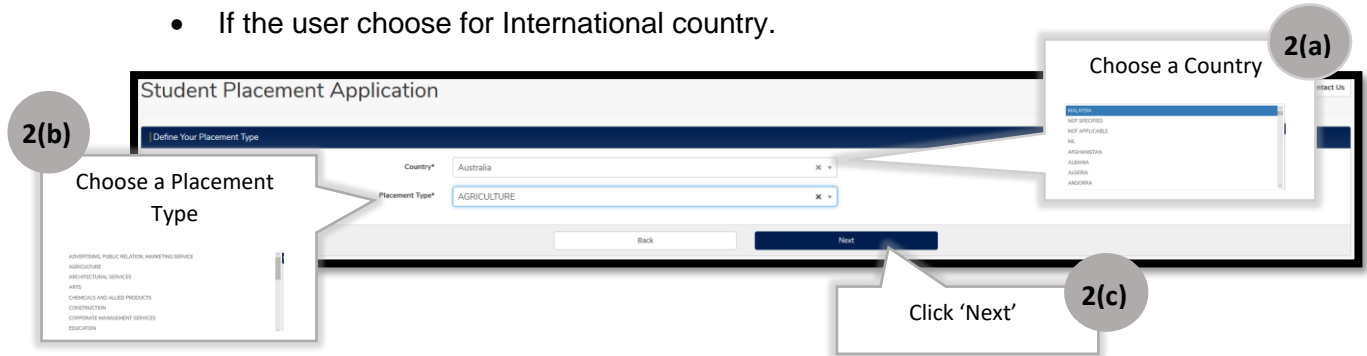
This is optional step, if your placement provider already exist inside system ,so you can Submit 'New Placement Application' but if your provider does't exist, then you can submit 'New Placement Provider' .



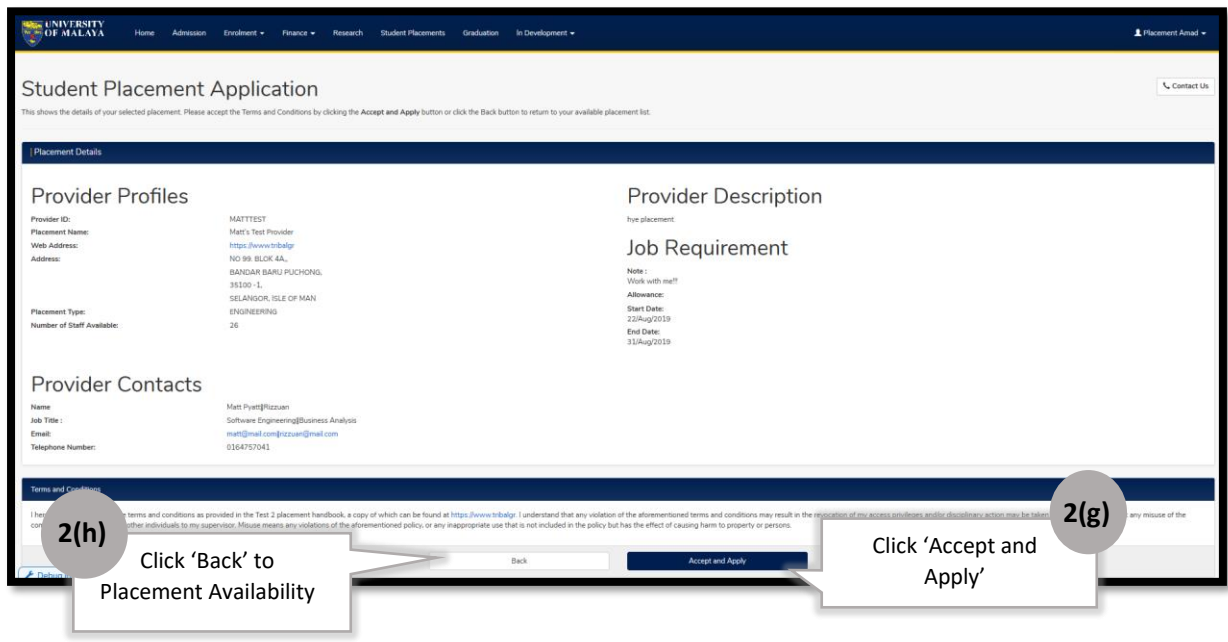
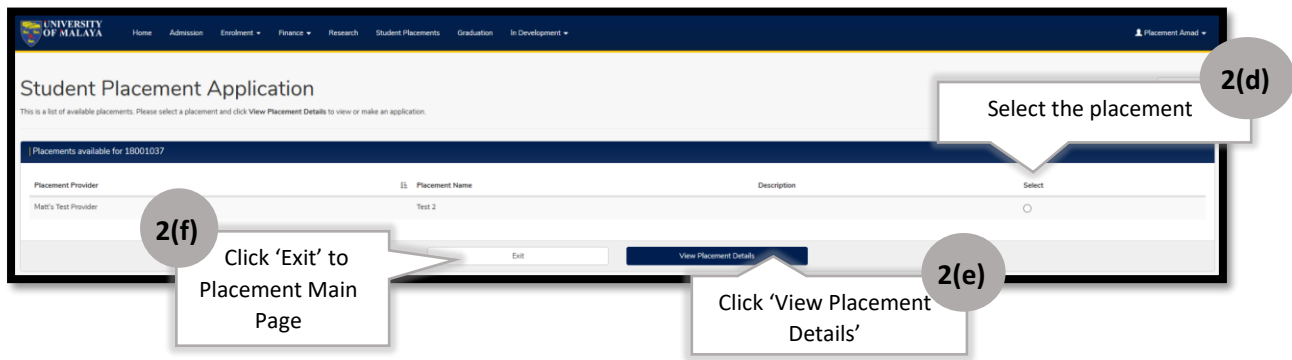
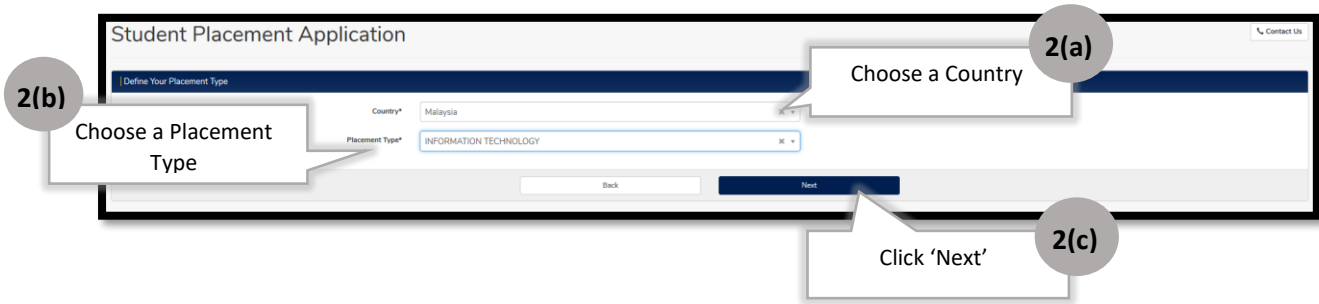
4.2.1.1 New Placement Application

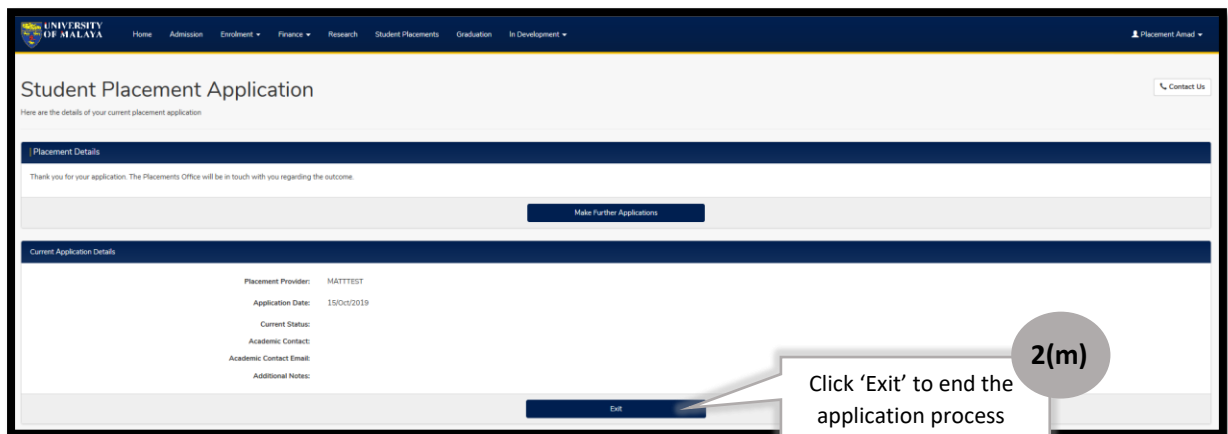
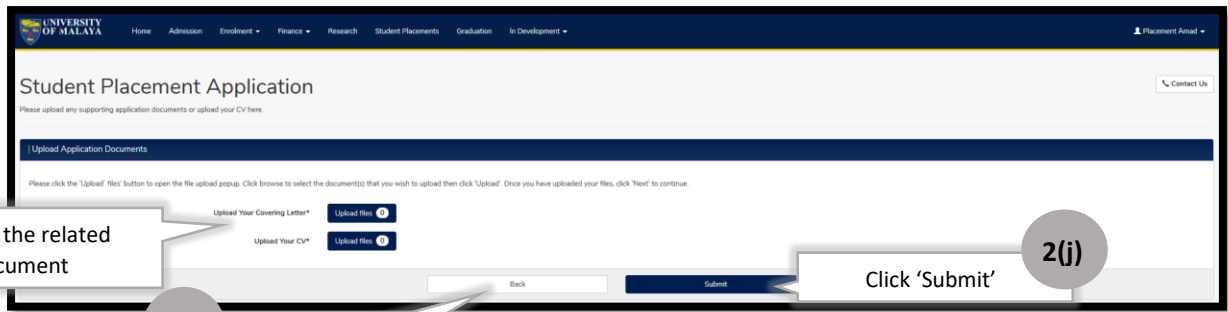


- If the user choose for International country.



- If the student choose a 'Malaysia' country





End of task completion for New Placement Application

4.2.1.2 New Placement Provider

3(c)

Insert name of organisation or choose the existing if related

Exit to Placement Main Page

Click 'Next' **3(b)**

3(d)

Select the option button

Click 'Back' to search for organisation

Click 'Next' **3(e)**

If choose **“Yes, confirm and continue”**, system will display existing Placement Contact’s Detail of the organization and user need to insert others empty field information in the placement opportunity details.

Placement Opportunity Details

Please input details of the placement opportunity you have self-identified. Click **Update and Continue** to confirm and complete your submission.

Reference of Placement Contact's Detail Under The Same Provider

Placement Code	Placement Contact's Name	Placement Contact's Job	Placement Contact's Email	Placement Contact's Tel No	Action
00000000002	DR NAJIB MAJDI BIN YAACOB	PAKAR PERUBATAN KESIHATAN AWAMPENSYARAH PERUBATAN	najibmy@usm.my	0199462312	Copy Data
00000000001	HELIZA BINTI MUKRAM@SULAIMAN	PENOLONG PENDAFTAR KANAN	heliza@usm.my	097672050	Copy Data

Placement Opportunity Details - Click 'Copy Data' button if the Placement Contact's Name under the same provider. Else key-in new in Placement Contact's Name field.

Placement Contact's Name* DR NAJIB MAJDI BIN YAACOB

Department*

Placement Type*

Expected Start Date*

Expected End Date*

Working Day Start Time (HH:MM)

Working Day Finish Time (HH:MM)

Job Requirements*

Placement Contact's Job* PAKAR PERUBATAN KESIHATAN AWAMPENSYARAH PERUBATAN

Placement Contact's Email* najibmy@usm.my

Placement Contact's Tel. Number* 0199462312

Active?

3(f) Fill in all the information needed

3(g) Click 'Update and Continue' button.

★ IF not use ‘COPY DATA’ from the Existing Placement Contact’s Details key-in new in Placement Opportunity Details form.

UNIVERSITI MALAYA Home Admission Enrolment Finance Placements Enquiries Nur Radhiyah Binti Mohd Rais

Placement Opportunity Details

Please input details of the placement opportunity you have self-identified. Click **Update and Continue** to confirm and complete your submission.

Reference of Placement Contact's Detail Under The Same Provider

Placement Code	Placement Contact's Name	Placement Contact's Job	Placement Contact's Email	Placement Contact's Tel No	Action
00000000002	DR NAJIB MAJDI BIN YAACOB	PAKAR PERUBATAN KESIHATAN AWAM/PENSYARAH PERUBATAN	najibmy@usm.my	0199462312	Copy Data
00000000001	HELIZA BINTI MUKRAM@SULAIMAN	PENOLONG PENDAFTAR KANAN	heliza@usrm.my	097672050	Copy Data

Placement Opportunity Details - Click 'Copy Data' button if the Placement Contact's Name under the same provider. Else key-in new in Placement Contact's Name field.

Placement Contact's Name* Ahmad Salleh Bin Abu

Department* Information and System

Placement Type* EDUCATION

Expected Start Date* 02/Jul/2021

Expected End Date* 31/Dec/2021

Working Day Start Time (HH:MM) 08:00

Working Day Finish Time (HH:MM) 17:00

Job Requirements* Job Requirements

Placement Contact's Job* EXECUTIVE OFFICER

Placement Contact's Email* ppc_test_email@um.edu.my

Placement Contact's Tel. Number* 01333775293

Active?

[Update and Continue](#)

3(f-i) Fill in all the information needed

3(g-i) Click 'Update and Continue' button

If choose “No”, user need to insert the organization and company details.

The screenshot shows the 'Organisation Details' form. The form title is 'Organisation Details' with a subtitle 'Please input details of the organisation or company offering you the placement opportunity. Click Next to input details of the placement opportunity itself.' Below the title is a tab labeled 'Organisation or Company Details'. The form contains several input fields: 'Organisation Name*', 'Placement Type*' (dropdown), 'Country*' (dropdown with 'Choose an option'), 'No of Building', 'Street', 'Postcode', 'Fax Number', 'HP Number', 'No of Staff', 'Web Address', 'Job Requirement (Notes)', and 'Placement Description'. A red rectangular box highlights the 'Organisation Name*' field and the 'Placement Type*' dropdown menu. At the bottom right of the form is a blue 'Next' button.

3(h)
Fill in all the information needed

3(i)
Click 'Next' button.

If user choose the Malaysia country for placement

The screenshot shows the 'Organisation Details' form with pre-filled data. The form title is 'Organisation Details' with a subtitle 'Please input details of the organisation or company offering you the placement opportunity. Click Next to input details of the placement opportunity itself.' Below the title is a tab labeled 'Organisation or Company Details'. The form contains several input fields: 'Organisation Name*' (filled with 'Italiano Pizze'), 'Placement Type*' (dropdown with 'FOOD, DRINK AND TOBACCO'), 'Country*' (dropdown with 'M01 MALAYSIA'), 'No of Building', 'Street', 'District' (dropdown with 'Choose an option'), 'State' (dropdown with 'Choose an option'), 'Postcode', 'Fax Number', 'HP Number', 'No of Staff', 'Web Address', 'Job Requirement (Notes)', and 'Placement Description' (filled with 'new placement for testing'). A red rectangular box highlights the 'Organisation Name*' field, the 'Placement Type*' dropdown menu, and the 'Country*' dropdown menu. At the bottom right of the form is a blue 'Next' button.

3(h)
Fill in all the information needed

3(i)
Click 'Next' button.

If user choose the international country for placement

Then user need to upload the permission letter for abroad placement and visa/related document.

3(f) Fill in all the information needed

3(g) Click 'Update and Continue' button.

When student insert the provider details by their own, student need to upload their confirmation letter provided by provider as a proof. This is mandatory.

3(l) Upload your Confirmation Letter

Click 'Back' to Placement Opportunity Details

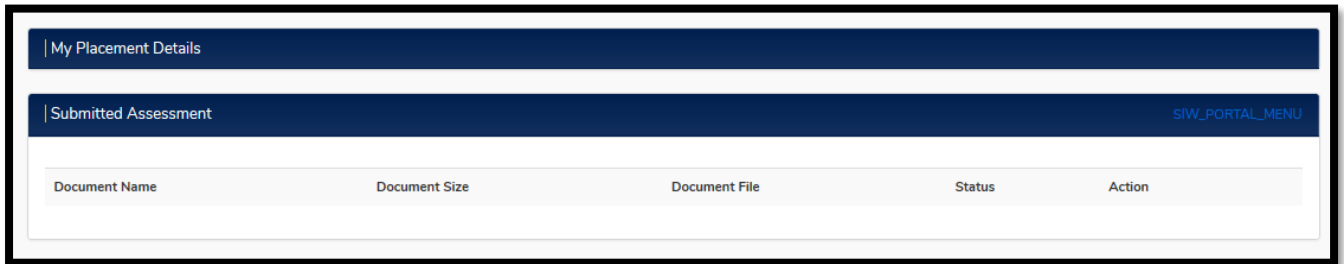
3(m) Click 'Submit' button.

3(n) Click 'Exit' button.

End of task completion for New Placement Provider

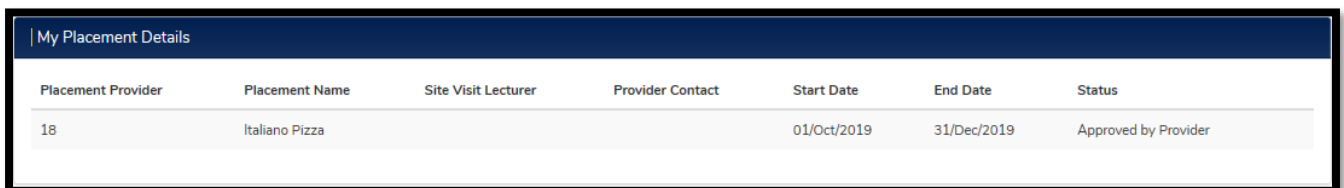
4.2.2 Placement Details

First view of 'My Placement Details' section without any application records.



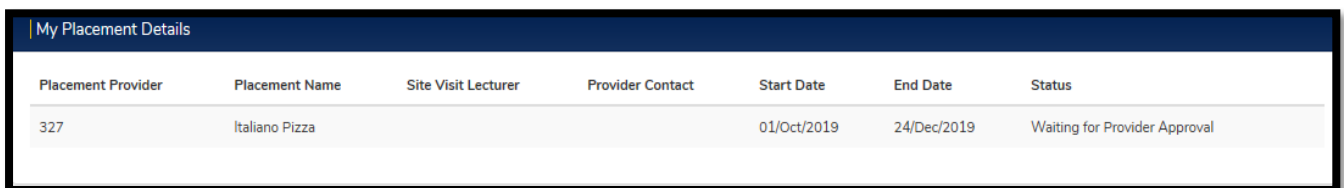
My Placement Details				
Submitted Assessment				SIW_PORTAL_MENU
Document Name	Document Size	Document File	Status	Action

After self-identified application, need to wait for approval from coordinator.



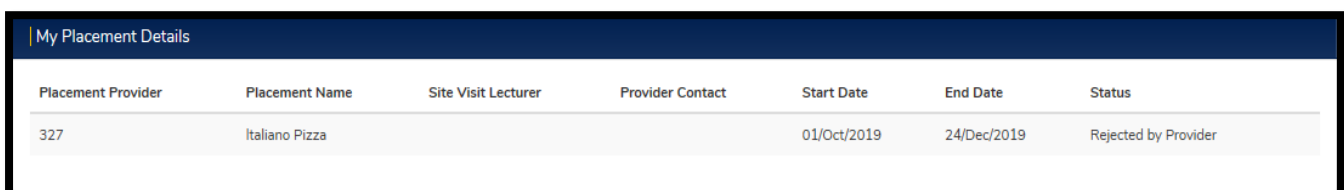
My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
18	Italiano Pizza			01/Oct/2019	31/Dec/2019	Approved by Provider

After full-online application, need to wait for approval from provider

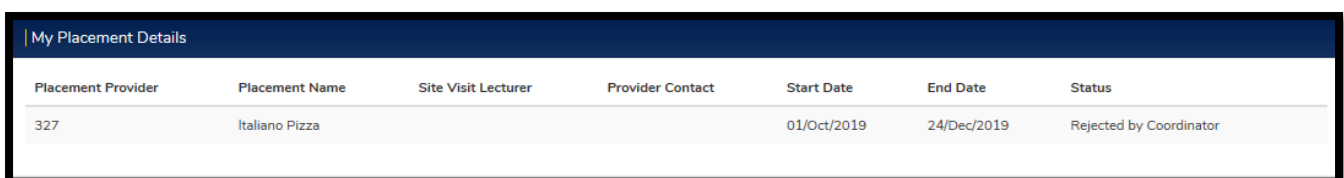


My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Waiting for Provider Approval

Or either Rejected by Provider or Coordinator earlier.



My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Rejected by Provider



My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Rejected by Coordinator

4.2.2.1 Approved by Coordinator (button Accept/Reject for student action displayed)

The screenshot shows a table titled 'My Placement Details' with the following columns: Placement Provider, Placement Name, Site Visit Lecturer, Provider Contact, Start Date, End Date, and Status. A row is displayed with the following data: Placement Provider: 327, Placement Name: Italiano Pizza, Start Date: 01/Oct/2019, End Date: 24/Dec/2019, Status: Approved by Coordinator. A green button labeled 'Accept/Reject' is located to the right of the Status column. A callout box with the number '1' points to this button, containing the text 'Click 'Accept/Reject' Button'.

The screenshot shows the 'Placement Application Approval' page. It includes a header for 'UNIVERSITY OF MALAYA' and a navigation menu. The main content area is titled 'Student Placement Details' and contains the following information: Student: 18001037 Placement Amad, Academic year: 2019, Period slot: S1, Placement provider: Italiano Pizza, Placement provider contact, Start date: 01/Oct/2019, End date: 24/Dec/2019, Placement subject area, and Confirmation letter: DRR_DCTC.DRR=SRS|DRR_ENTC.DRR=SPA|DRR_PKF1.DRR=18001037|DRR_PKF2.DRR=01|DRR_PKF3.DRR=0001|WARNZERO=. Below this is a 'Select New Status' section. The 'Current application status' is 'Approved by Coordinator/Waiting for Student approval'. An 'Accept/Reject*' dropdown menu is open, showing options: Accepted, Rejected, and a 'Submit' button. Callout boxes with numbers '2' and '3' point to the 'Accepted' and 'Rejected' options respectively, with the text 'Choose 'Accepted' in dropdown list' and 'Choose 'Rejected''.

The screenshot shows the 'Placement application approval' page. It includes a header for 'UNIVERSITY OF MALAYA' and a navigation menu. The main content area is titled 'Student placement details' and contains the following information: Student: 17087298, Academic year: 2019, Period slot: S1, Placement provider: Italiano Pizza, Placement provider contact, Start date: 01/Oct/2019, End date: 31/Dec/2019, Placement subject area, and Confirmation letter: DRR_DCTC.DRR=SRS|DRR_ENTC.DRR=SPA|DRR_PKF1.DRR=17087298|DRR_PKF2.DRR=01|DRR_PKF3.DRR=0001|WARNZERO=. Below this is a 'Select new status' section. The 'Current application status' is 'Approved by Coordinator/Waiting for Student approval'. The 'Accept/Reject*' dropdown menu is set to 'Accepted'. At the bottom, there are 'Back' and 'Submit' buttons. Callout boxes with numbers '2(a)' and '2(b)' point to the 'Back' and 'Submit' buttons respectively, with the text 'Click 'Back' button and back to Placement Main Page.' and 'Click 'Submit' button'.



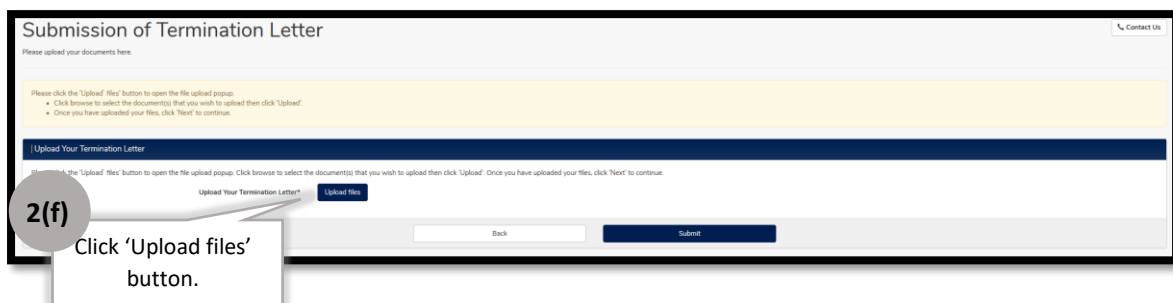
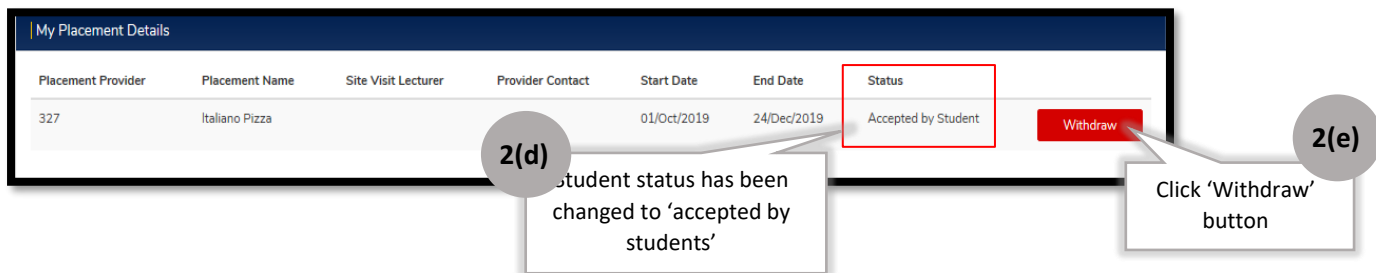
After the approval of the placement application, you already consider to proceed with the placement.

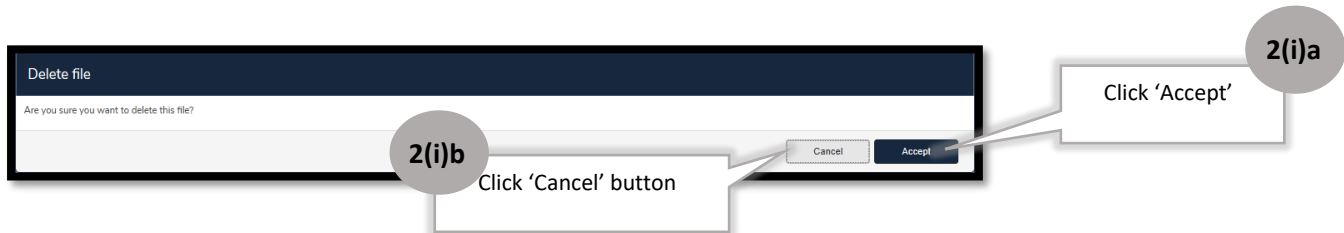
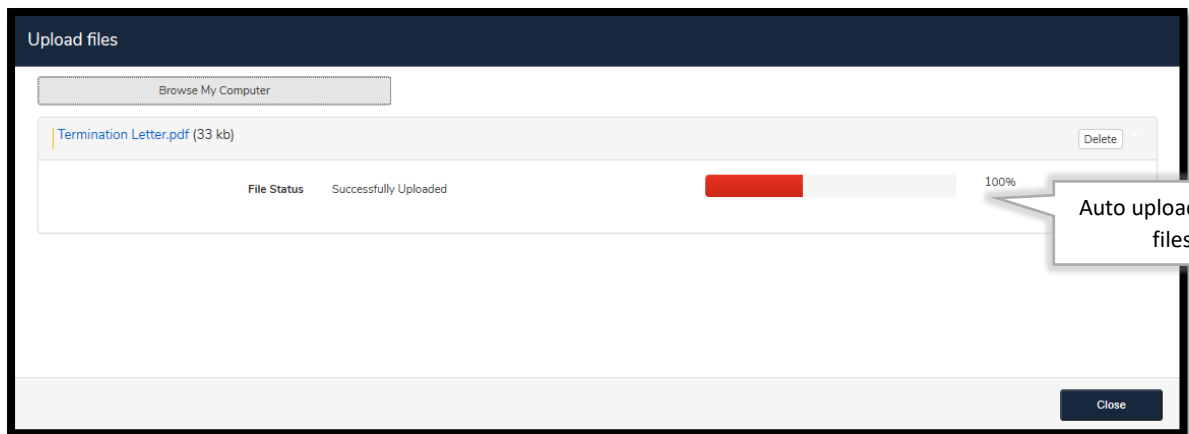
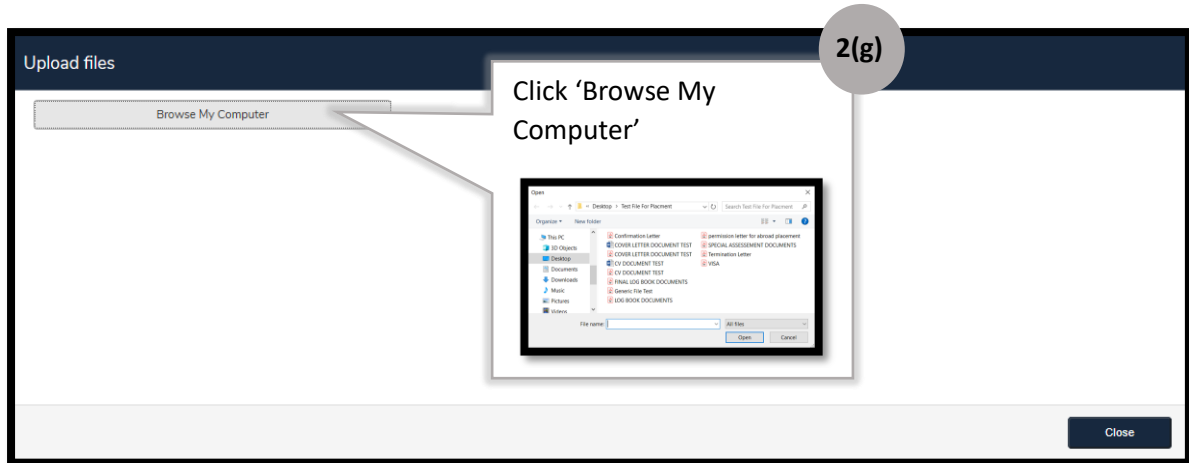
IMPORTANT NOTE:

Students are NOT allow to change placement once you “accept” the placement unless there is a serious issues especially if its reagrds to the safety of the students.

Students are only allow to withdraw after getting approval from the Faculty on the reasons mention above.

Please refer to the steps below for the withdrawal proces:





Submission of Termination Letter

Please upload your documents here.

Please click the 'Upload' files' button to open the file upload popup.

- Click browse to select the document(s) that you wish to upload then click 'Upload'.
- Once you have uploaded your files, click 'Next' to continue.

Upload Your Termination Letter

Upload Your Termination Letter*

2(l) Click 'Submit'

2(m) Click 'Back' button and back to Placement Main Page

Submission of Termination Letter

Submission Done

You have successfully submitted your document

2(n) Click 'Exit' button

Once Student successfully withdrawn (button withdrawal pending approval displayed)

My Placement Details

Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
18	Italiano Pizza			01/Oct/2019	31/Dec/2019	Accepted by Student <input type="button" value="Withdrawal pending approval"/>

2(o) Displayed 'Withdrawal pending approval'

Student Rejected

Placement Application Approval

Student Placement Details

Student	18001037 Placement Amad
Academic year	2019
Period slot	S1
Placement provider	Italiano Pizza
Placement provider contact	
Start date	01/Oct/2019
End date	24/Dec/2019
Placement subject area	
Confirmation letter	DRR_DCTC.DRR-SRS DRR_ENTC.DRR-SPA DRR_PKF1.DRR-18001037 DRR_PKF2.DRR-01 DRR_PKF3.DRR-0001 WARNZERO=

Select New Status

Current application status: Approved by Coordinator/Waiting for Student approval

Accept/Reject*: Rejected

Reason for rejection: bla bla blas . |

Buttons: Back, Submit

3(a) Insert 'Reason for rejection' button

3(b) Click 'Back' button

3(c) Click 'Submit' button

3 Choose 'Rejected'

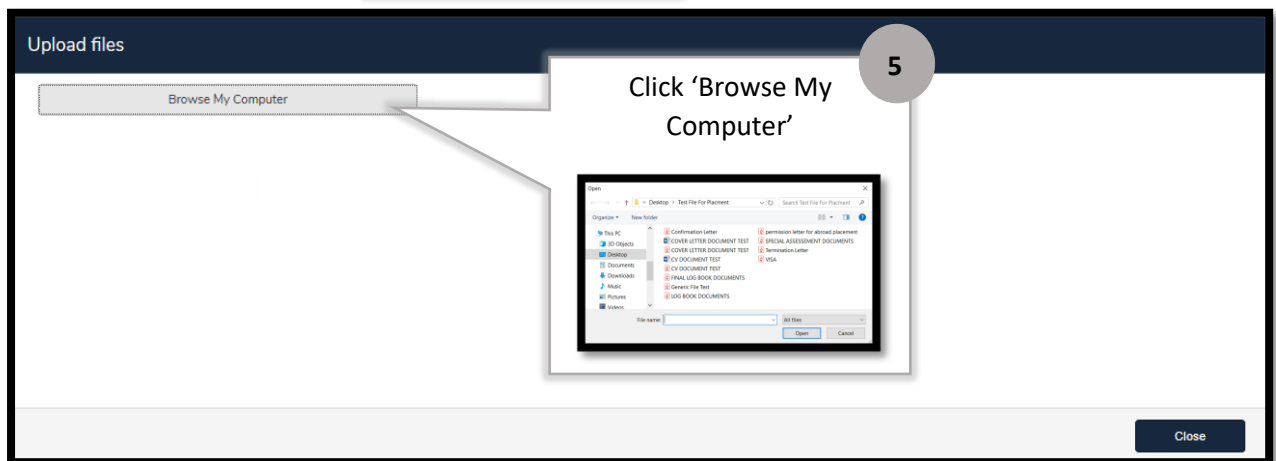
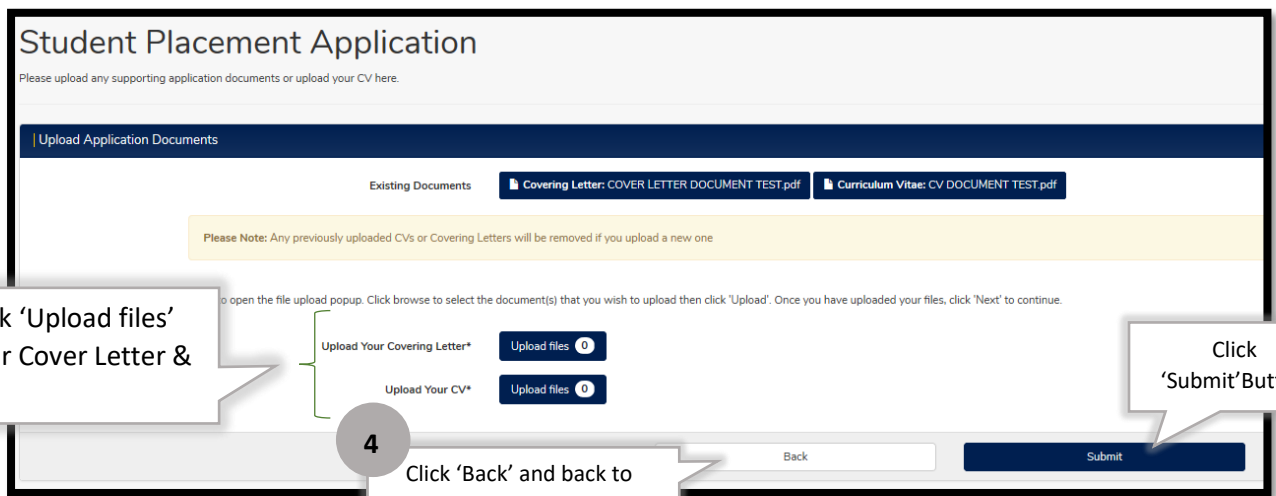
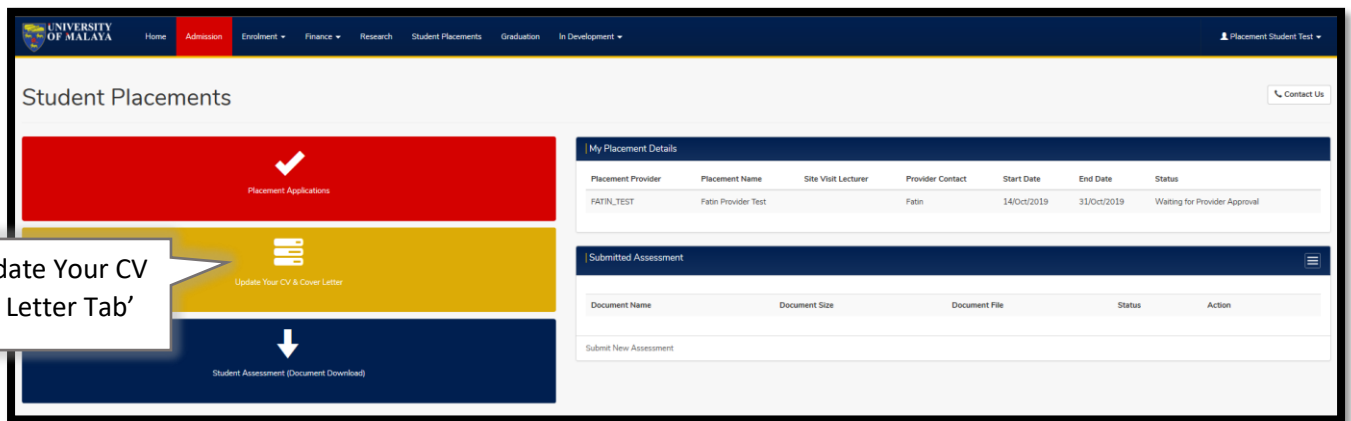
3(d) Click 'Exit' button

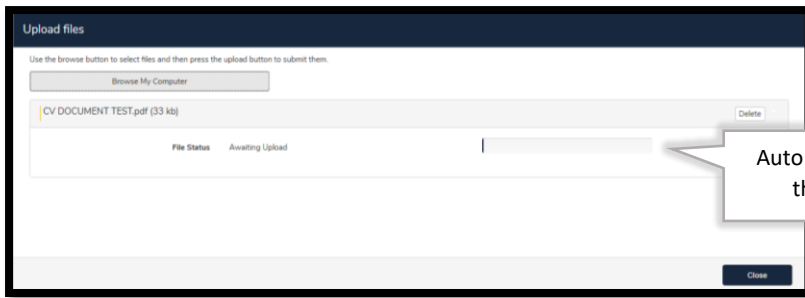
Placement application approval

You have successfully Rejected the student placement application(s). Click the exit button to exit this task.

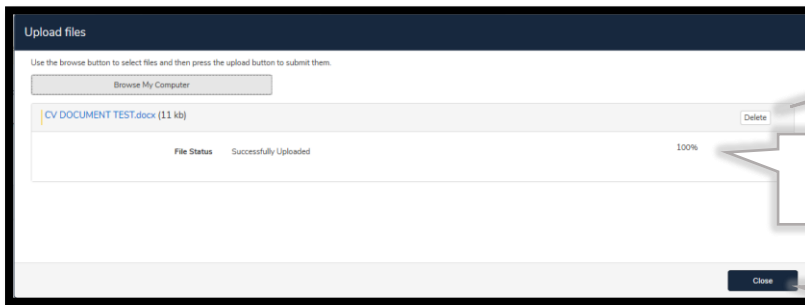
Buttons: Exit

4.2.3 Update CV & Cover Letter





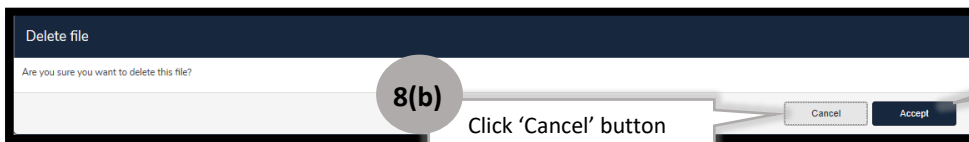
6
Auto uploading the files



7
Auto upload successfully

8
Click 'Delete'

9
Click 'Close'



8(a)
Click 'Accept'

