



UNIVERSITY OF MALAYA

USER MANUAL

DO5 – Placement Workstream

(PLACEMENT APPLICATION)

Workstream: D05 – Placement Workstream

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Confidentiality	

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DOCUMENT VERIFICATION

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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.

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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

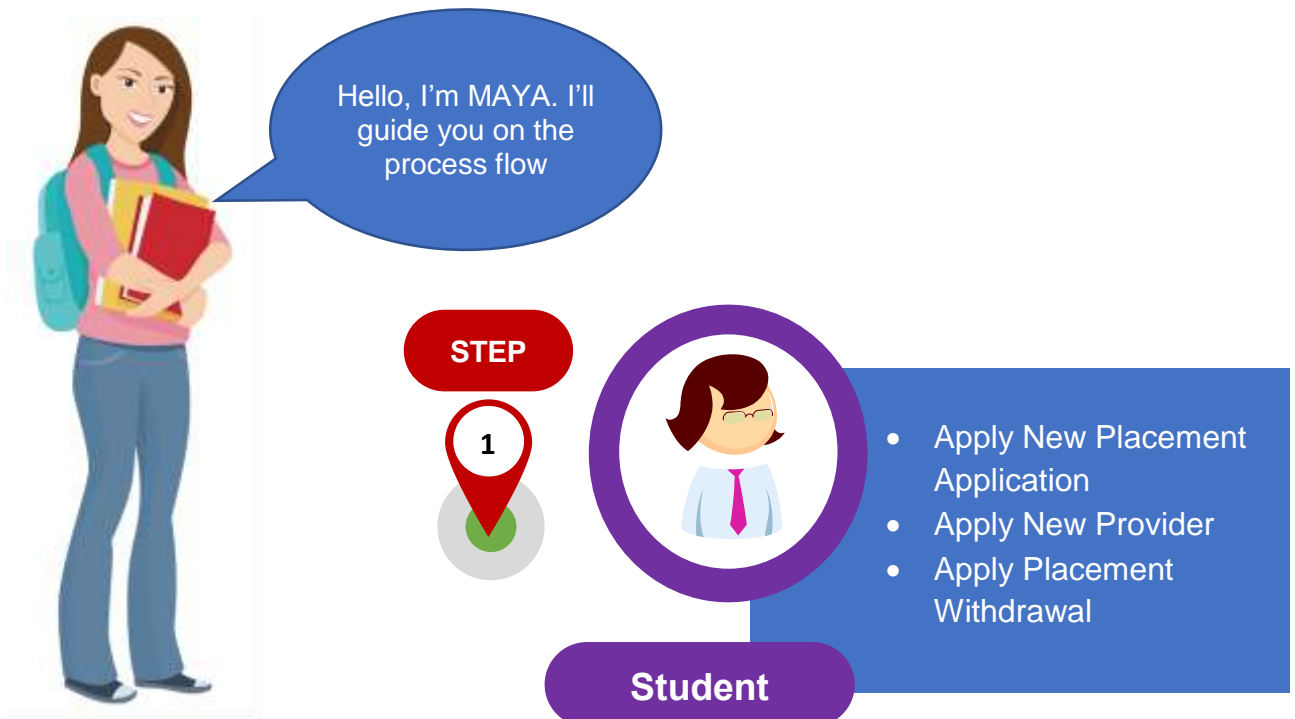
- Download Document
- Outstanding Evaluation
- View My Current Student



Student

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

3. PROCESS FLOW



4. USER MANUAL

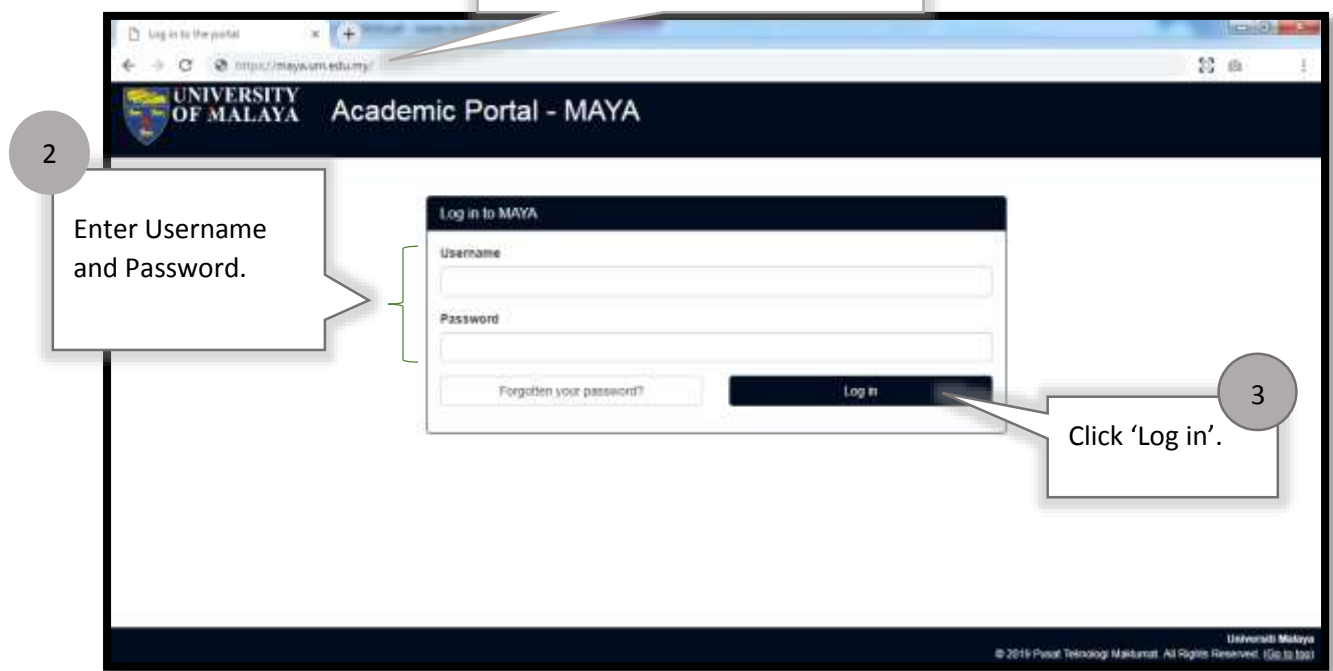
This User Manual will show and explain how the student can apply for placement with the e: Vision Portal. Here are the screenshots of e:Vision Portal.

4.1 LOGIN PAGE AND NAVIGATE TO MAIN PAGE

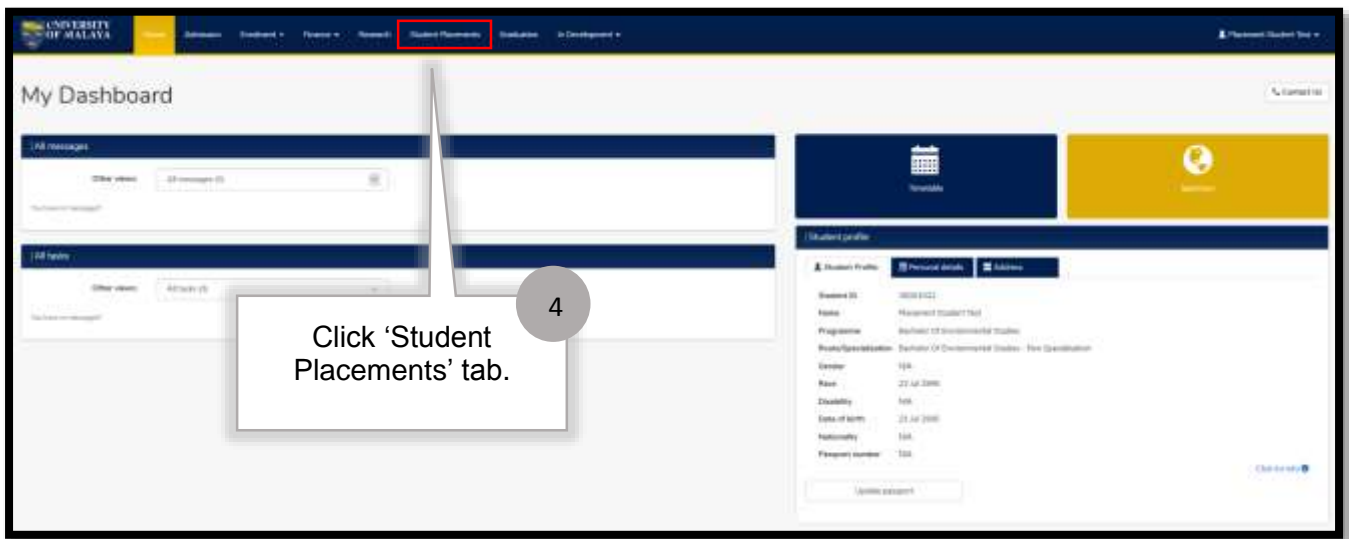
4.1.1 Login page

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

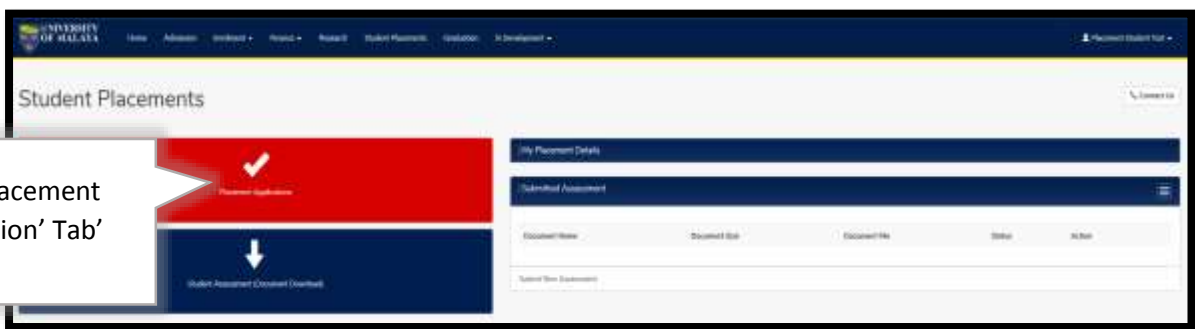
https://maya.um.edu.my



4.1.2 Navigate to Main Page

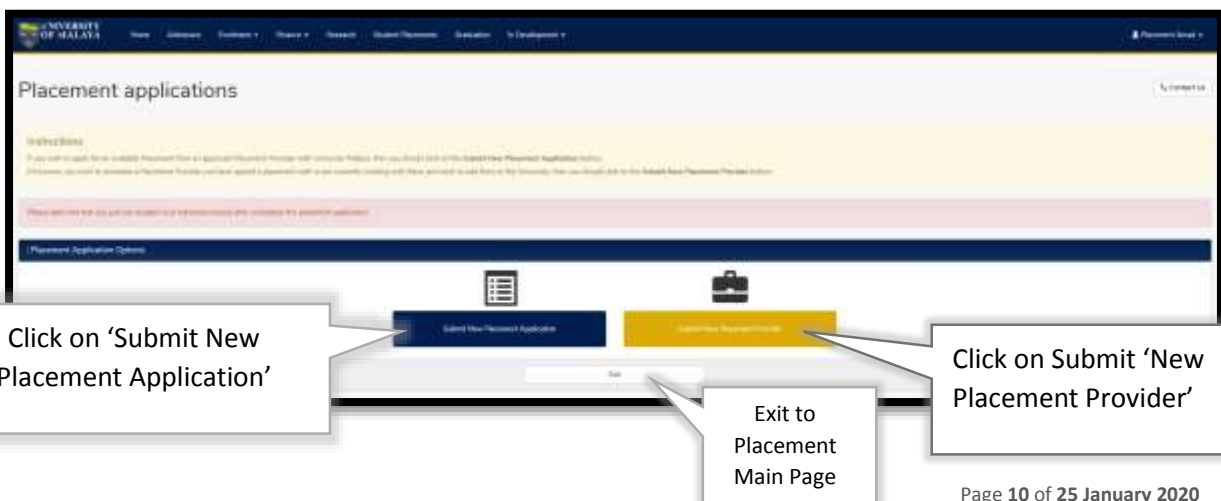


4.2 STUDENT PLACEMENT MAIN PAGE



4.2.1 Placement Application Selection

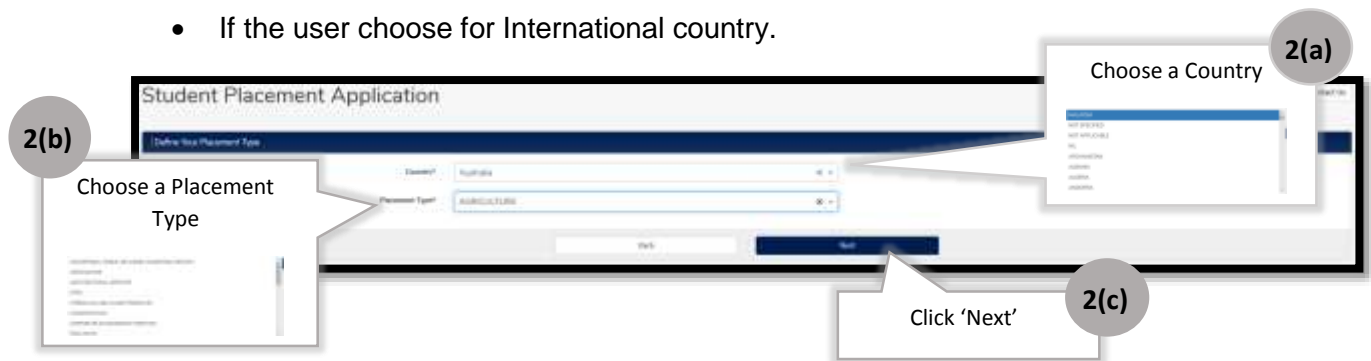
This is optional step, if your placement provider already exist inside system ,so you can Submit 'New Placement Application' but if your provider doesn't exist, then you can submit 'New Placement Provider' .



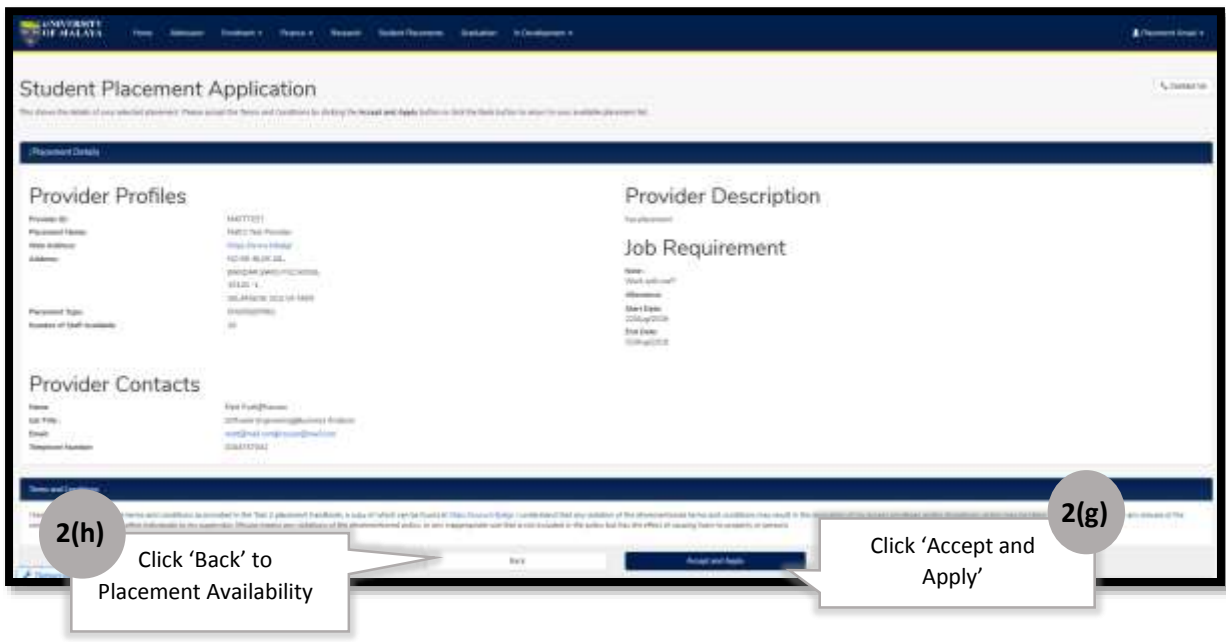
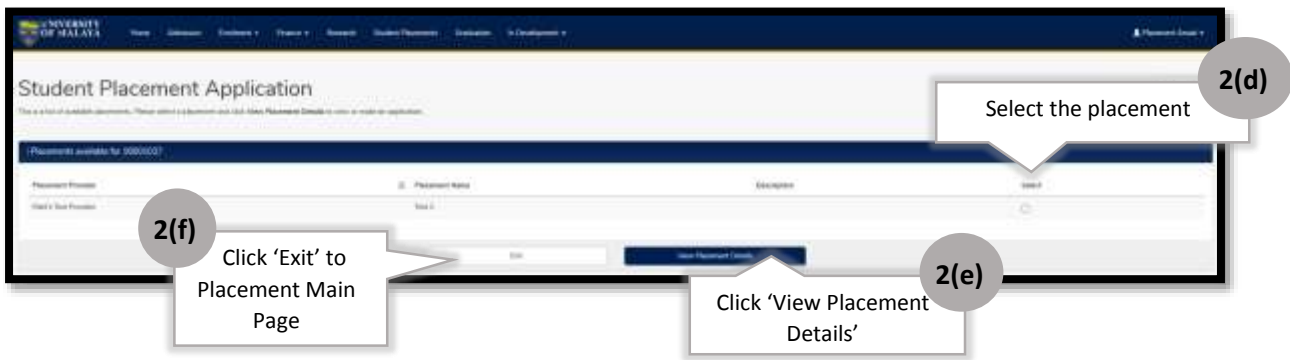
4.2.1.1 New Placement Application



- If the user choose for International country.



- If the student choose a 'Malaysia' country





2(i) Upload the related document

2(k) Click 'Back' to Placement Details

2(j) Click 'Submit'



2(l) Click 'Exit'



2(m) Click 'Exit' to end the application process

End of task completion for New Placement Application

If Choose “Yes”, user need to insert the placement opportunity details

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

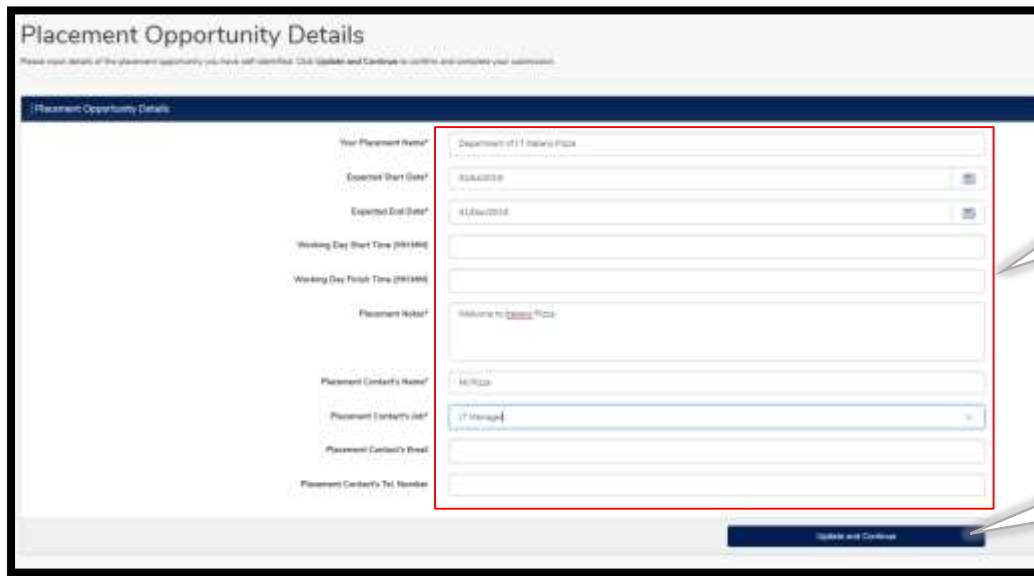
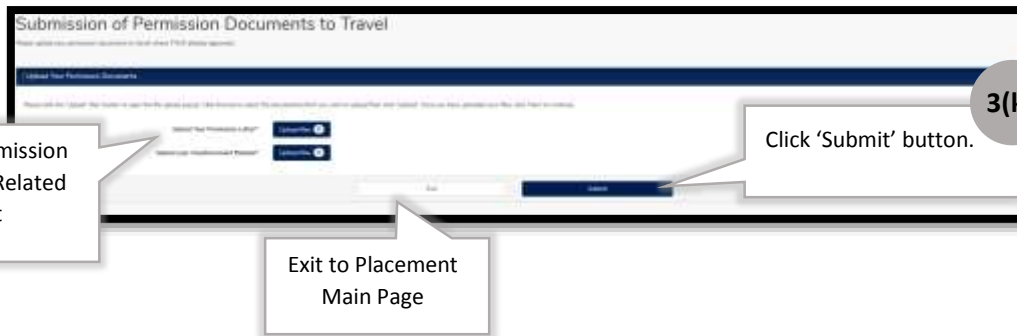
If user choose the Malaysia country for placement

The screenshot shows the 'Organisation Details' form with the following fields filled: 'Placement Type' is 'INFORMATION TECHNOLOGY', and 'Country' is 'MII MALAYSIA'. A red box highlights the right-hand side of the form, including fields for 'Address Line', 'No of Building', 'Street', 'District', 'State', 'Postcode', 'Fax Number', 'HP Number', 'No of Staff', 'Web Address', 'Job Requirement (Notes)', and 'Placement Description'. A callout bubble labeled '3(h)' points to this red box with the text 'Fill in all the information needed'. Another callout bubble labeled '3(i)' points to the 'Next' button at the bottom right with the text 'Click 'Next' button.'

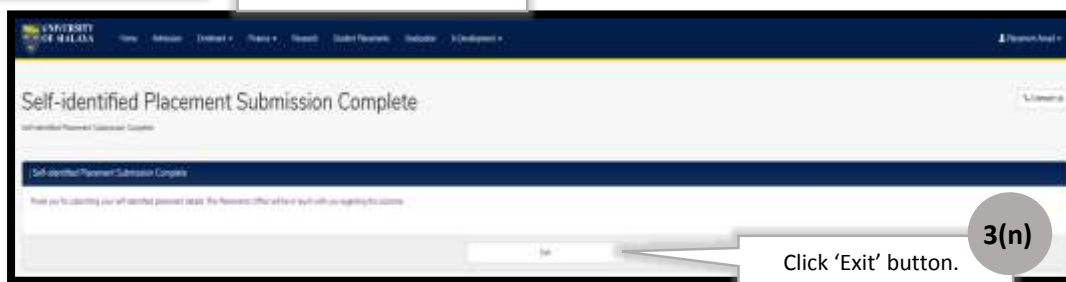
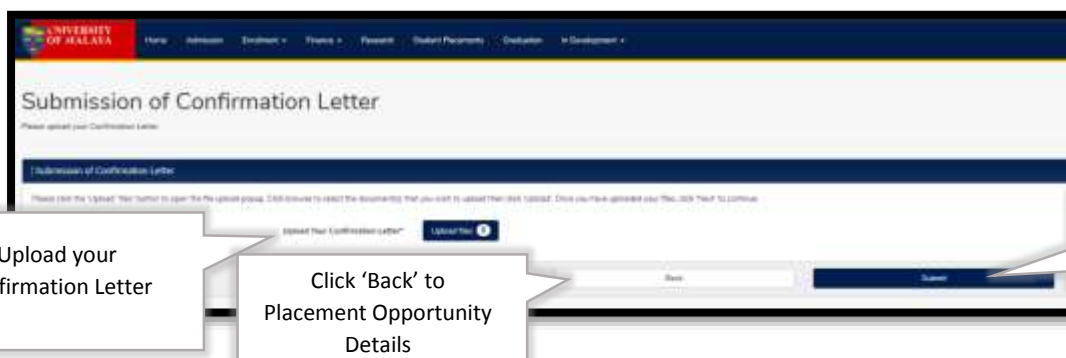
If user choose the international country for placement

The screenshot shows the 'Organisation Details' form with the following fields filled: 'Placement Type' is 'INFORMATION TECHNOLOGY' and 'Country' is 'AIB AUSTRALIA'. A red box highlights the right-hand side of the form, including fields for 'Address Line', 'No of Building', 'Street', 'District', 'State', 'Postcode', 'Fax Number', 'HP Number', 'No of Staff', 'Web Address', 'Job Requirement (Notes)', and 'Placement Description'. A callout bubble labeled '3(h)' points to this red box with the text 'Fill in all the information needed'.

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



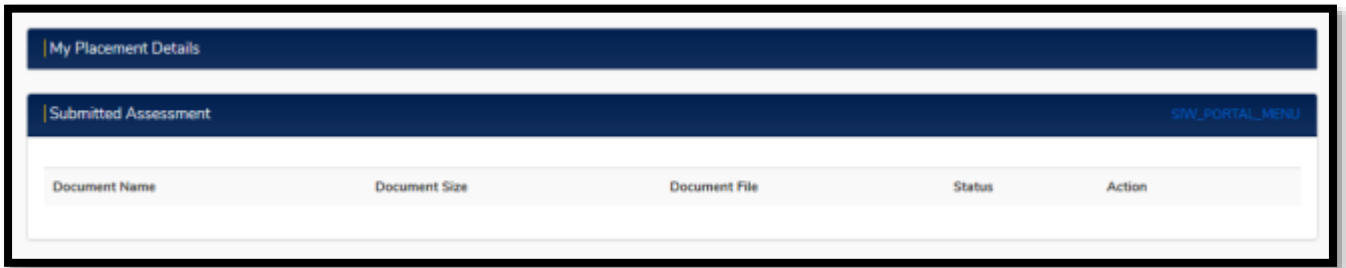
When student insert the provider details by their own, student need to upload their confirmation letter provided by provider as a proof. This is mandatory.



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				SWP_PORTAL_MENU
Document Name	Document Size	Document File	Status	Action

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



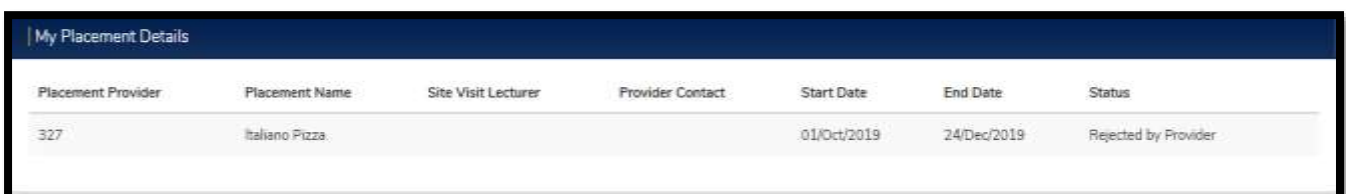
My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
18	Italiano Pizza			01/Oct/2019	31/Dec/2019	Approved by Provider

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

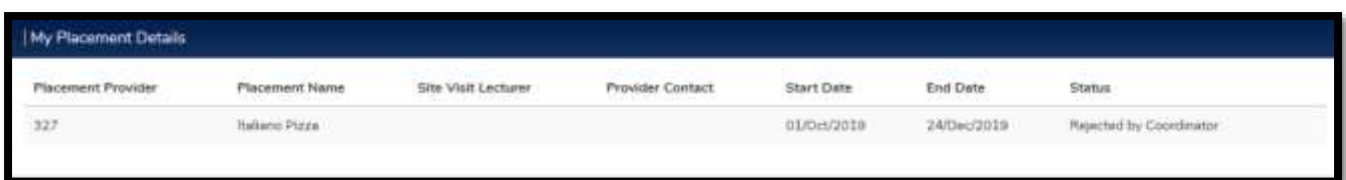


My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Waiting for Provider Approval

Or either Rejected by Provider or Coordinator earlier.



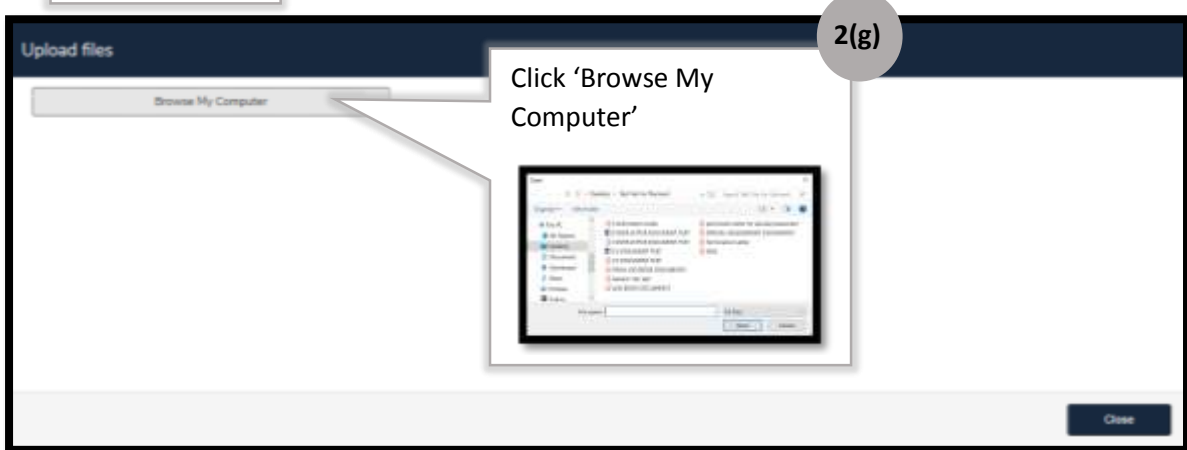
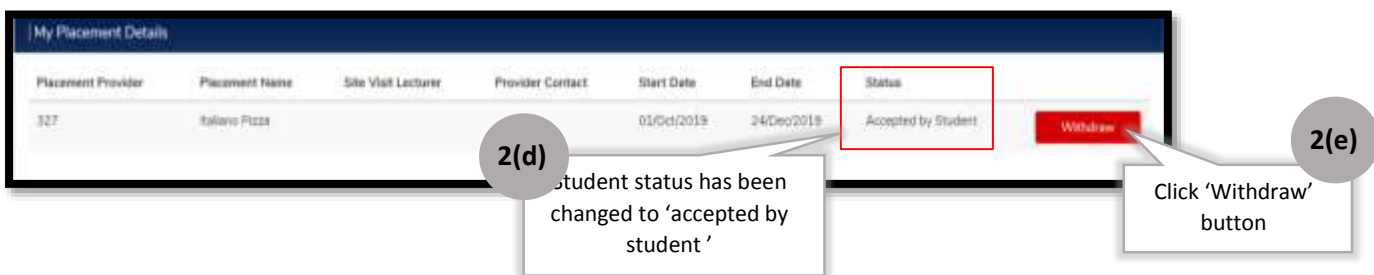
My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Rejected by Provider

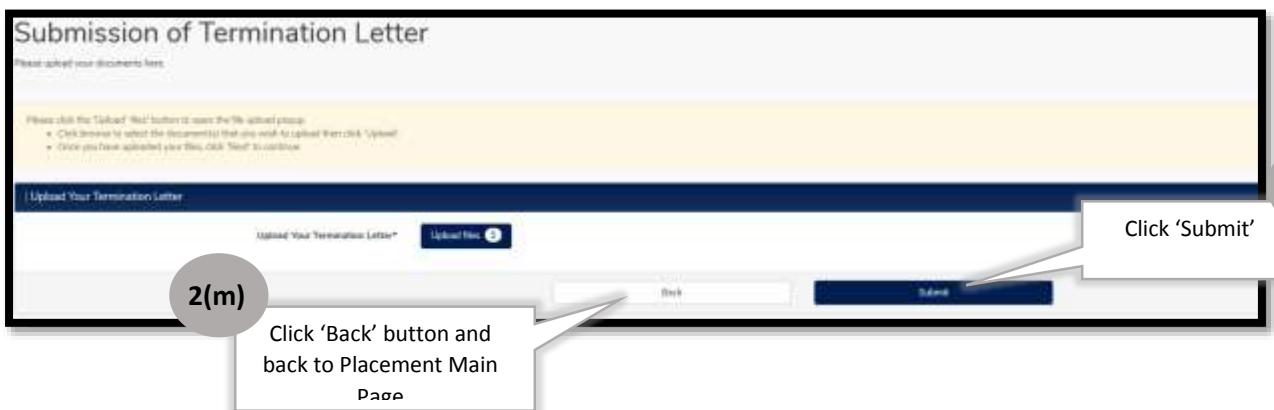
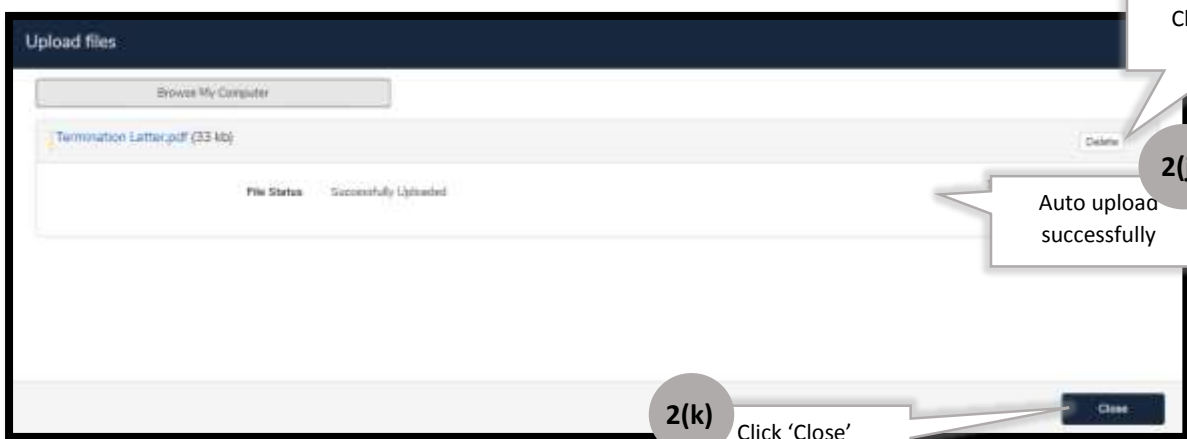
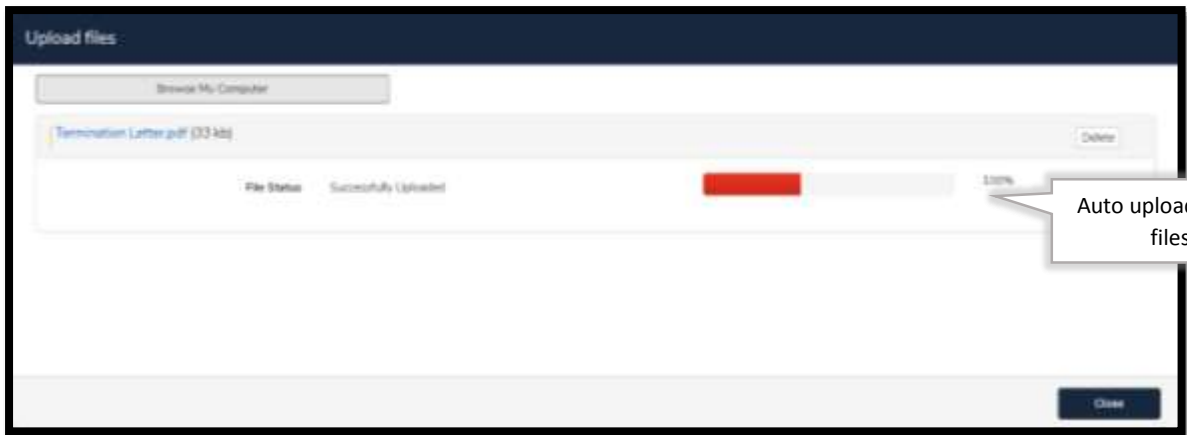


My Placement Details						
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Rejected by Coordinator



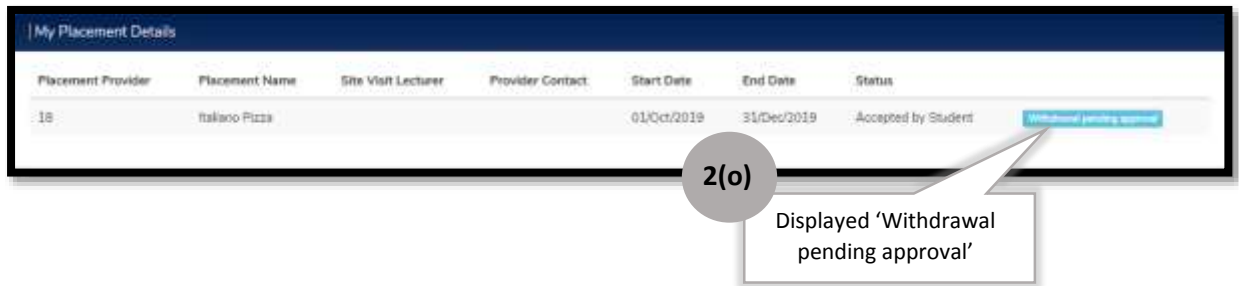
After approved the placement application, you already consider on placement. But if you want to withdraw from the placement then follow the steps below :







Once Student successfully withdrawn (button withdrawal pending approval displayed)



Student Rejected

The screenshot shows the 'Placement Application Approval' interface. At the top, there is a 'Student Placement Details' section with the following information: Student: 23000007 Placement Agent, Academic year: 2023, Period start: 01, Placement provider: Salaries Place, Placement provider contact, Start date: 01/01/2019, End date: 31/03/2023, Placement subject area, and Confirmation letter: DRX.DCTC.COM-VGAPPE_SINCC.DEN-014PPE_MER1.DEN-1800107PPE_MER2.DEN-01PPE_MER3.DEN-9001PPE2300-.

Below this is the 'Select New Status' section. The 'Current application status' is 'Approved by Coordinator/Waiting for student approval'. The 'Accept/Reject*' dropdown menu is set to 'Rejected'. The 'Reason for rejection' field contains a redacted area. At the bottom of this section are 'Back' and 'Submit' buttons.

Annotations:
3(a) points to the 'Reason for rejection' field with the text 'Insert 'Reason for rejection' button'.
3(b) points to the 'Back' button with the text 'Click 'Back' button'.
3(c) points to the 'Submit' button with the text 'Click 'Submit' button'.
3 points to the 'Rejected' dropdown menu with the text 'Choose 'Rejected''.

The screenshot shows a confirmation message: 'You have successfully Rejected the student placement application(s). Click the exit button to end this task.' Below the message is an 'Exit' button.

Annotation: 3(d) points to the 'Exit' button with the text 'Click 'Exit' button'.

4.2.3 Update CV & Cover Letter

