



UNIVERSITY OF MALAYA

USER MANUAL

DO5 – Placement Workstream

(PLACEMENT APPLICATION)

Workstream: D05 – Placement Workstream Prepared on: 20th Jan 2020 Author: Mohd Hafriz Aqmal Bin Hj Mohd Saringat

DOCUMENT OWNERSHIP INFORMATION

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Project Manager	PUAN MARINA MANSOR
Confidentiality	

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1.0	20/01/2020	Mohd Hafriz Aqmal Bin Hj Mohd Saringat			

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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	
РРС	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	

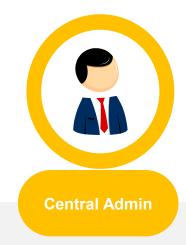
2. ROLES AND RESPONSIBILITY



- Allocate Coordinator
- Document Management



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



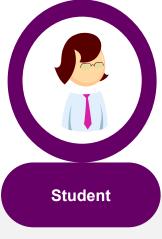
- Create New Provider
- Setup Provider Records
- Identify Provider and Placement Duplications



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

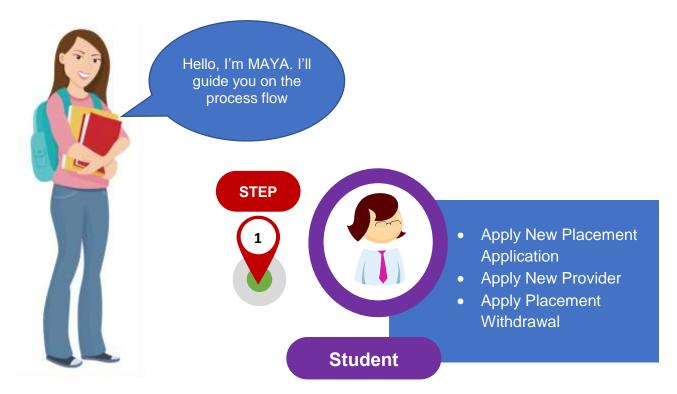


- Download Document
- Outstanding Evaluation
- View My Current Student



- 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

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← → C Ø onput/maywork	am edu my	1 a 1
OF MALAYA	Academic Portal - MAYA	
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4.1.2 Navigate to Main Page

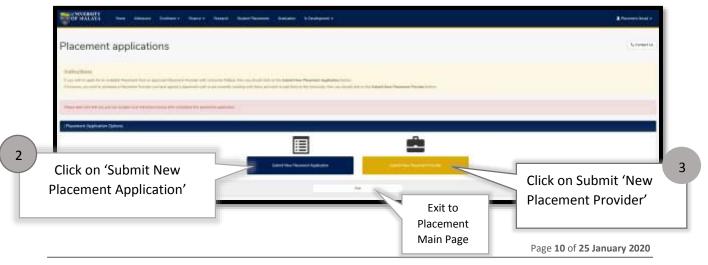
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4.2 STUDENT PLACEMENT MAIN PAGE

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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'.

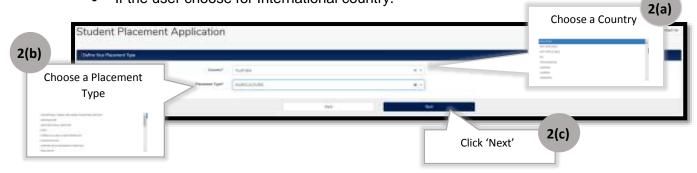


User Manual D05 – Placement (Placement Application)

4.2.1.1 New Placement Application



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• If the student choose a 'Malaysia' country

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		application process

End of task completion for New Placement Application

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

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If user choose the international country for placement

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

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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.

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End of task completion for New Placement Provider

[PrInTIS] Project: Integrated Student Information System

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.

acement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Statun
	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	2					
Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact.	Start Date	End Date	Statue
327	Italiano Pizza			01/Gct/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	Hallano Pizza			01/0ct/2010	24/Dec/2019	Repected by Coordinator

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

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User Manual D05 – Placement (Placement Application)

Placement application approval	
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2(c)	CH
Click 'Exit' button.	

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

button Submission of Termination Letter ************************************	My Placement Details								
2(d) student status has been changed to 'accepted by student ' Submission of Termination Letter	Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status		
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Submission of Termination Letter	
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tiganaj vijur "trevaran Lattie" Liphani Nin. 🕤	Click 'Submit'
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Click 'Back' button and back to Placement Main	
Раде	



Once Student successfully withdrawn (button withdrawal pending approval displayed)

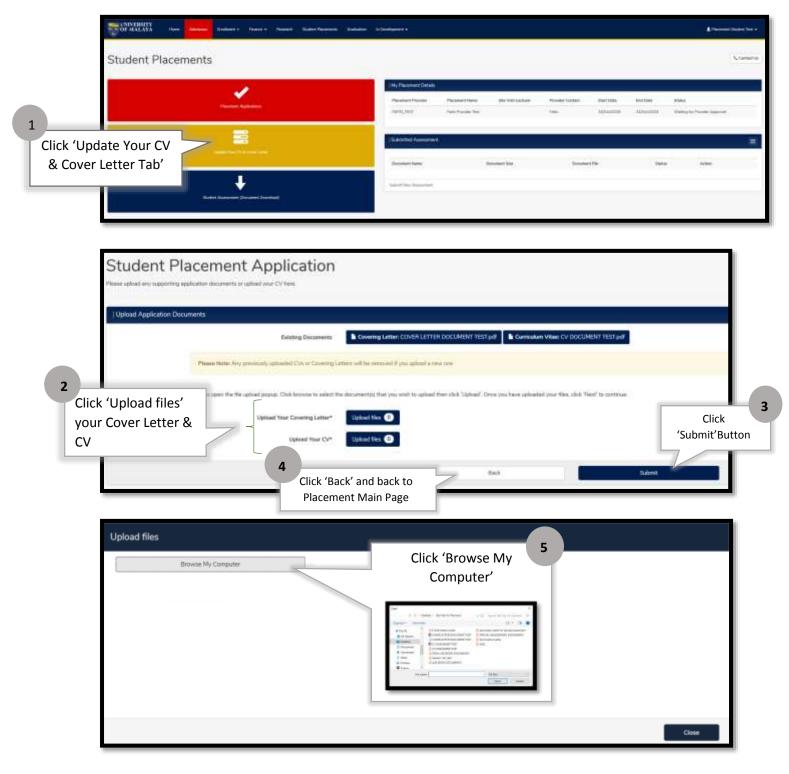
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Student Rejected

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Placement application approval	
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4.2.3 Update CV & Cover Letter



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Click 'Delete'			-		
Click 'Delete'					
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