



UNIVERSITI
TEKNOLOGI
MARA

Institut
Pengajian Siswazah

UPTrackS Manual

DRP Process

NOVEMBER 2020

By
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Mohd Ihsan Bin Mamat**

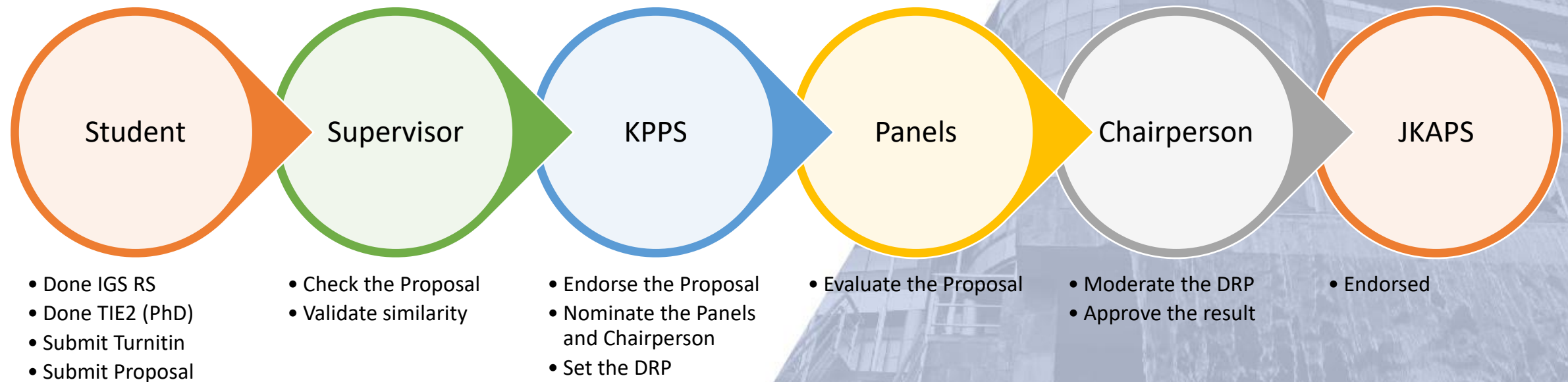
*#IPSisUiTM
#AccesswithSuccess
#KitaUiTM
#UiTMdiHatiku*



UPTrackS System

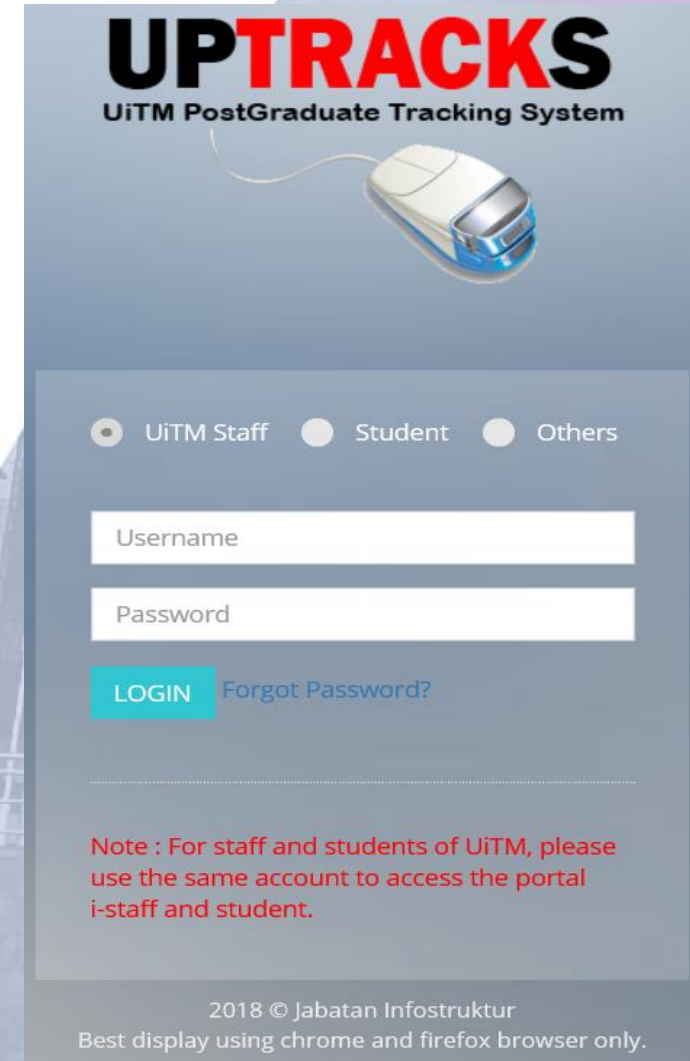
- URL <https://uptracks.uitm.edu.my/>
- 5 functions of UPTracks
 1. Supervisor Nomination and Approval
 2. DRP Process
 3. Examiner Nomination and Approval
 4. Thesis Evaluation
 5. Research Progress Monitoring
- Please re-nominate the supervisor by using UPTrackS if you are going to do the process for #2 & #3.

DRP PROCESS




Log in

- URL
<https://uptracks.uitm.edu.my/>
- **UiTM Staff** : Select **UiTM Staf** and use **User ID & Password** as **portal i-staff**.
- **UiTM Student** : Select **Student** and **User ID & Password** as **iStudent Portal System**.
- **External User** : Select **Others** and use the username & password that were emailed earlier.



UPTRACKS
UiTM PostGraduate Tracking System



UiTM Staff Student Others

Username

Password

LOGIN [Forgot Password?](#)

Note : For staff and students of UiTM, please use the same account to access the portal i-staff and student.

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Best display using chrome and firefox browser only.

Student

- Click to DRP and complete the information.
- Attach the Research Proposal.
- State the date of IGS Research Skills.
- If you are PhD student, please state the date of TIE2.
- Student can monitor the progress of each process for the DRP.
- The ranking for the proposal will be displayed after the moderation process done by the Chairperson.

RESEARCH PROPOSAL

Proposal Title * 20072020 UJILARI RESEARCH PROPOSAL

Main Supervisor NORAZIDA BINTI MOHAMED

Co Supervisor 1 NURHUDA BINTI MANSHOOR

Co Supervisor 2

Co Supervisor 3

Date IGS Research Skills * 17/07/2020

Date Tie * 18/07/2020

Upload Files * SubAktiviti2018_1.pdf
* Pdf format only SubAktiviti2018_1.pdf

YOUR PROPOSAL TITLE

Student Name	Proposal Title	File	Main Supervisor	Similarity Index	KPPS	KPPS Comment	DRP Status
2016252858	20072020 UJILARI RESEARCH PROPOSAL	SubAktiviti2018_1.pdf	NORAZIDA BINTI MOHAMED				New

YOUR PROPOSAL RANKING

Chairman	Panel 1	Panel 2	Panel 3	Ranking	Interpretation
166889 - ABDUL RAHMAN BIN SAILI	317670 - ABDUL FATTAH BIN ABD GANI	108559 - ROSHAYANI BINTI ARSHAD		1	Proposal accepted without amendments. Student can proceed

Supervisor

- The supervisor will get an email from the system about the research proposal submission.
- Check the similarity index and click the Action button. Key in the similarity index.
- Similarity index must be less than 30% before it can be submitted.
- Student/ supervisor can upload the research proposal in the Turnitin software for the similarity checking.

Main Supervisor Endorse Proposal

⚙️ SUBMISSION LISTS

10 entries Search:

Student ID	Proposal Title	Attachment	Date Submission	Main Supervisor	Status	Similarity Index	Action
2016252858 - MOHAMAD ANUAR BIN ZAKARIA	20072020 UJILARI RESEARCH PROPOSAL	SubAktiviti2018_1.pdf	20/07/2020	165767 - NORAZIDA BINTI MOHAMED	New	0.00	Actions

Showing 1 to 1 of 1 entries < 1 >

Proposal Endorsed By Main Supervisor

PROPOSAL ENDORSED BY MAIN SUPERVISOR

I certify that the research proposal of (**MOHAMAD ANUAR BIN ZAKARIA**) has been screened for plagiarism with similarity index: %
Similarity indexes must be less than 30%

KPPS

- KPPS will get the list of the students that have submitted the research proposal and were endorsed by the supervisors.

KPPS Endorse Proposal

DEFENCE LISTS

5 records Search:

Student Name	Proposal Title	Date Submission	Main Supervisor	KPPS	Status	Similarity Index	Action
2014654524	PLACE-BASED EDUCATION: ENGAGEMENT FROM THE STUDENT PERSPECTIVE	03/16/2020 12:03	132198 - AHMAD SABRI BIN OSMAN (DR.)	196891 - MUHAMMAD HAFFIZZAE BIN GHAZALI	Chairman Endorsed Mark	36.00	Actions
2015571177	KAJIAN KEBERKESANAN PENGGUNAAN GAJET DAN E-KANDUNGAN DALAM PEMBELAJARAN	05/05/2020 12:05	327385 - ABANG FHAEZDHYALL BIN ABANG MADAUD	196891 - MUHAMMAD HAFFIZZAE BIN GHAZALI	Kpps Endorsed	20.00	Actions
2015829954	KEBARANGKALIAN TINDAKAN BERANGKAI KESAN ISOTOP PROTON BERTEMU NEURON	04/20/2020 12:04	106153 - ISMAIL BIN AHMAD		Supervisor Endorsed	26.00	Actions

KPPS endorsement Research proposal endorsement

KPPS

Studentid *

Name *

Campus *

Program *

Semester *

Thesis Title *

Remarks *

DRP Session Set Up

- KPPS will set up the DRP session and nominate the list of the panel and chairman for the DRP.

Panel Set Up for research proposal

STUDENT LIST

10 entries Search:

Student Name	Proposal Title	Chairman	Panel 1	Panel 2	Panel 3	Action
2012126233 - AIMAN ABDULLAH MOHAMMED ALODAINI	SOIL STUDY	166423 - MOHAMMAD NOOR BIN JALIL	142175 - ROSLINA BINTI AB. WAHID	108559 - ROSHAYANI BINTI ARSHAD	128937 SHARIFAH NORZEHAN BT SYED YUSUF	Actions
2013888944 - NURZILIANA BINTI NORAKASAH	JOURNAL OF HEALTHSSS	165767 - NORAZIDA BINTI MOHAMED	168133 - ALI BIN SEMAN	165767 - NORAZIDA BINTI MOHAMED	142175 ROSLINA BINTI AB. WAHID	Actions

Panel List list of panel

PANEL NOMINATION

Proposal Title *

Chairman *

Panel 1 *

Panel 2 *

Panel 3 *

DRP Panel

- The DRP panel will be notify through the email.
- The list of the research proposal can be viewed in the system.
- The panel will do the evaluation online and submit.
- The appointment letter can be generated online.

Research Proposal Assessment Form

STUDENT LISTS

10 entries Search:

Student ID	Proposal Title	Attachment	Date Submission	Status	Similarity Index	Mark	Action
2013881328 - ROSLINA ABDUL RAHIM	20200820 KAEDAH PENETAPAN KALENDAR AKADEMIK	The Edge - CEO morning brief @ 2020-july-29.pdf	24/08/2020	Kpps Endorsed	30	0.0	Actions

Showing 1 to 1 of 1 entries

Research Proposal Assessment Form

STUDENT LISTS (2013881328 - ROSLINA ABDUL RAHIM)

No	Aspect of Assessment	Marks (please circle the appropriate mark for each section)					Weighted marks obtained (%)
1	Title of Research (5%)						
	1 - title of research (5%)	<input type="radio"/> 1 No reflection of research	<input type="radio"/> 2 Minimal reflection of research	<input type="radio"/> 3 Moderate reflection of research	<input type="radio"/> 4 Clear reflection of research	<input type="radio"/> 5 Very clear reflection of research	<input type="text" value="0"/>
Comments :							
2	Problem Statement (20%)						
	1 - analysis of the problem statement (10%)	<input type="radio"/> 1 No analysis of problem	<input type="radio"/> 2 Minimal analysis of problem	<input type="radio"/> 3 Moderate analysis of problem	<input type="radio"/> 4 Clear analysis of problem	<input type="radio"/> 5 Very clear analysis of problem	<input type="text" value="0"/>

UP TRACKS UTM Postgraduate Tracking System

Home • Supervisor • Print Offer Letter

List of Offer Letter (by Student)

APPLICANT LISTS

5 records Search:

Student Name	Thesis Title	Action
NORHALIFAH BINTI RAMLEE 2014128577	20191103 TESTING A-Z	Print

Showing 1 to 1 of 1 entries

DRP CHAIRPERSON

- The chairperson will get a notification email and the list of students can be viewed.
- Chairperson can print the appointment letter.
- The panels will do the evaluation and the marks will be submitted to the chairperson.
- The chairperson will moderate and give the result after the DRP Session.
- The results will be given to the students immediately.
- The result will be endorsed by JKAPS.

Dashboard

General

Supervisor

Chairman

Student List

Offer Letter

List of Offer Letter (by Student)

STUDENT LISTS

5 records Search:

Student Name	Proposal Title	Action
IZA SAZANITA BINTI ISA 2014654524	PLACE-BASED EDUCATION: ENGAGEMENT FROM THE STUDENT PERSPECTIVE FROM USER VIEW	Print
KHARISMI BIN BURHANUDIN 2015829954	KEBARANGKALIAN TINDAKAN BERANGKAI KESAN ISOTOP PROTON BERTEMU NEURON	Print
ROSLINA ABDUL RAHIM 2013881328	20200820 KAEDAH PENETAPAN KALENDAR AKADEMIK	Print

Chairman Endorse Assessment Mark

STUDENT LISTS

5 records Search:

Student Name	Proposal Title	Ranking	Chairman	Chairman Mark	Panel 1	Panel 1 Mark	Panel 2	Panel 2 Mark	Panel 3	Panel 3 Mark	Status	Action
2016252858	20072020 UJILARI RESEARCH PROPOSAL		335940 - ABDUL AZIM BIN MOHAMAD ISA	0	112231 - ABD SHUKOR BIN MOHD ALI	100	156022 - 'AZLINA BT GHAZALI	100	112972 - ABDUL RAHMAN BIN ABDUL RAHIM	100	Approve Encourse	Actions

Showing 1 to 1 of 1 entries

Chairman Endorse Assessment Mark

STUDENT LISTS

Info! Data Successfully Update.

5 records Search:

Student Name	Proposal Title	Ranking	Chairman	Chairman Mark	Panel 1	Panel 1 Mark	Panel 2	Panel 2 Mark	Panel 3	Panel 3 Mark	Status	Action
2016252858	20072020 UJILARI RESEARCH PROPOSAL	1	335940 - ABDUL AZIM BIN MOHAMAD ISA	100	112231 - ABD SHUKOR BIN MOHD ALI	100	156022 - 'AZLINA BT GHAZALI	100	112972 - ABDUL RAHMAN BIN ABDUL RAHIM	100	Chairman Endorsed Mark	Actions

Showing 1 to 1 of 1 entries

JKAPS MEETING

- JKAPS Meeting will discuss and endorse the DRP result.

The screenshot shows the 'JKAPS Endorse Assessment Mark' interface. On the left is a dark sidebar with navigation options: Dashboard, General, Student, Supervisor, Ipsi, Moderator, KPPS, JKAPS (highlighted), Nomination List, Proposal Assessment Endorsement, JAF, Examiner, and Report. The main content area is titled 'STUDENT LISTS' and features a search bar and a table with 5 records. The table columns are Student ID, Proposal Title, Ranking, Mark, Interpretation, Status, and Action.

Student ID	Proposal Title	Ranking	Mark	Interpretation	Status	Action
2012126233	SOIL STUDY		0	Proposal accepted with minimal amendments. Proposal with amendments as recommended by the panel of assessors must be submitted to and verified by the faculty within one month of the data of DRP. Student can then proceed	Supervisor Endorsed	Wait for KPPS action
2013888944	JOURNAL OF HEALTHSSSS	1	93	Proposal accepted without amendments. Student can proceed	JKAPS Endorsed Mark	Actions
2014128577	Lampiran 1 - LIST OF PROJECT EXPERIENCE.pdf		0	Proposal accepted without amendments. Student can proceed	Kaps Endorsed	assessment Endorsement
2014132263	THE EFFECT OF POSITIVE STUDENT/TEACHER RELATIONSHIPS ON STUDENTS' ABILITY TO COUNT AND NUMBER OBJECTS. SAJA TEST TAMBAH TITLE		0	Proposal accepted with minimal amendments. Proposal with amendments as recommended by the panel of assessors must be submitted to and verified by the faculty within one month of the data of DRP. Student can then proceed	Kaps Endorsed	Wait for KPPS action
2014654524	PLACE-BASED EDUCATION: ENGAGEMENT FROM THE STUDENT PERSPECTIVE	2	78	Proposal accepted with minimal amendments. Proposal with amendments as recommended by the panel of assessors must be submitted to and verified by the faculty within one month of the data of DRP. Student can then proceed	Send to KPPS	Actions

The screenshot shows the 'Assessment Endorsed By JKAPS' form. It contains several input fields for student information:

- Studentid *: 2013888944
- Name *: NURZILIANA BINTI NOR'AKAS
- Campus *: B - UITM Shah Alam
- Program *: CS770 - SARJANA SAINS TEK
- Semester *: 20134
- Thesis Title *: JOURNAL OF HEALTHSSSS

Below the form is a table with the following data:

Ranking	Mark	Interpretation	Status
1	93	Proposal accepted without amendments. Student can proceed	JKAPS Endorsed Mark

At the bottom of the form are two buttons: ENDORSE and BACK.