Application for Change Supervision- PG Student



<mark>Student Request</mark>

- 1. Student login to Self-service portal and navigate to Change Supervisor page.
- 2. Click on Postgraduate Service Tile



- 3. Click on Change in Supervisor link left side
- 4. Click on Change in supervisor button on page

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Postgraduate Service						
PPM Registration	Change in Supervisor	Dashboard				
PPM Summary Outcome	Application List					1 row
RPD Application						E, Q ↑↓
WCD Application	Application Number 1	Request Date 11	Application Status [↑] ↓	New Supervisor 1	New Co Supervisor 1	
Thesis Submission Application						
Apply for Verification Letter			Change in Supervisor			
VIVA Results						
장 Withdrawal Dashboard						
Change in Supervisor						
Apply for Extension						
Apply for Leave of Absence						

Part B: Change in Supervior/Co-Supervisor		
Change Supervisor	No	
Change Co-Supervisor	No	
	Submit Return	

5. Students may choose to apply for Supervisor Change only or Co-Supervisor Change only or Change both by toggling the Yes/No button

Part B: Change in Supervior/Co-Supervisor	
Change Supervisor Yes	
Current Supervisor Low Jing Hong	New Supervisor
Reason for Change	
Change Co-Supervisor Yes	
Current Co-Supervisor Ong Jeen Wei	New Co-Supervisor
Reason for Change	
	Submit Return

- 6. Student will be able to Input the NEW Supervisor and NEW Co-supervisor names
- 7. Enter the Reason

Part B: Change in Supervior/Co-Supervisor		
Change Supervisor Yes		
Current Supervisor Sellywait Binti Mohd Faizal Reason for Change	New Supervisor Test Sup	
Change Co-Supervisor Yes		
Current Co-Supervisor Nahariah Binti Jaffar	New Co-Supervisor Test CoSup	
Reason for Change		
	Submit Return	

8. Submit the page

Status Active in Program	
Submitted Successfully	Management
ОК	
Admit Term 2200 Year 2022	

9. You may check student dashboard for history / status of application

С	nange in Supervisor Da	ashboard				
Ap	blication List					1 row
						E, Q ↑↓
	Application Number 1	Request Date 1	Application Status 1	New Supervisor 1	New Co Supervisor 11	View Application
1	SUP240000016	20/11/2024	Submitted	Test Sup	Test CoSup	View Application
			Change in	Supervisor		

10. Student is not allowed to initiate new application when the current application is pending approval

You are not eligible to update Supervisor/Co-supervisor
ОК