

# MANUAL PENGGUNA SISTEM PERMOHONAN BIASISWA (UTMNexus) USER MANUAL FOR SCHOLARSHIP APPLICATION SYSTEM (UTMNexus)

## PENGENALAN / INTRODUCTION

Manual pengguna Sistem Permohonan Biasiswa ini disediakan oleh pihak SPS bagi tujuan memudahkan pelajar membuat permohonan UTMNexus.

User manual for Scholarship Application System is prepared by SPS to facilitate students in applying for UTMNexus.

## TATACARA PENGGUNAAN / USER GUIDE

### 1.1 Log Masuk Pengguna / User Login

Pemohon dikehendaki log masuk ke dalam sistem OpenScholarship (pgs.utm.my/openscholarship). Langkah-langkah untuk log masuk ke dalam sistem adalah seperti berikut:

Applicants are required to login to OpenBiasiswa system (<u>pgs.utm.my/openscholarship</u>). Stepby-step instructions on how to login to the system are as follows:

- 1.1.1 Buka sistem OpenScholarship / Go to OpenScholarship system.
- 1.1.2 Klik butang 'Get An Account' / Click the 'Get An Account' button.
- 1.1.3 Masukkan maklumat akaun iaitu E-mel dan Kata Laluan anda / Fill in your account information i.e. Email Address and Password.
- 1.1.4 Klik butang 'Sign Up' untuk masuk ke dalam sistem / *Click the 'Sign Up' button to enter the system.*

UNIVERSITI TEKNOLOGI MALAYSIA	Login To Your Account
OPEN SCHOLARSHIP FOR NEW STUDENTS	Password Forget Password ?
We offer scholarships to new postgraduate students at UTM.	Sign In

#### 1.2 Paparan Muka Hadapan / Front Page Display

1.2.1 Masukkan maklumat anda di bahagian 'Applicant Information' dan klik 'Save' / *Fill in your information in 'Applicant Information' section and click 'Save'.* 

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Admission Offer Letter"								

1.2.2 Paparan Dashboard menunjukkan kategori biasiswa yang sedang dibuka / The Dashboard display shows the scholarship category that is currently open.



1.2.3 Klik tab 'Scholarship' dan 'Add Application' / *Click 'Scholarship' tab and 'Add Application'.* 

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1.2.4 Pilih jenis biasiswa yang ingin dimohon / *Choose the type of scholarship that you want to apply for.* 

New Application	×
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PLEASE SELECT	~
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#### **1.3** Paparan Maklumat Pengajian / Academic Information Display

- 1.3.1 Klik pada tab 'Academic Qualification' / Click 'Academic Qualification' tab.
- 1.3.2 Lengkapkan maklumat pengajian tertinggi yang dijalani sebelum pengajian semasa sahaja / *Fill in only the information on your previous highest academic qualification before the current study.*

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#### 1.4 Paparan Maklumat Pendapatan/Kewangan / Income/Financial Information Display

- 1.4.1 Klik pada tab 'Income/Financial Sources' / *Click the 'Income/Financial Sources tab.*
- 1.4.2 Borang pengesahan pendapatan hanya perlu dilengkapkan oleh Ibu Bapa/Penjaga yang tidak bekerja atau tidak mempunyai slip gaji. Untuk Ibu Bapa/Penjaga yang bekerja, sila muat naik slip gaji pada pautan yang diberikan / The income verification form only needs to be completed by Parent/Guardian who is not working or does not have a salary slip. For working Parent/Guardian, please only upload the salary slip on the given link.
- 1.4.3 Pemohon perlu memuat turun borang pengesahan pendapatan dari pautan yang diberikan dalam jadual dan mengisi maklumat secara manual / Applicants need to download the income verification form from the link in the table and fill in the information manually.
- 1.4.4 Pemohon perlu memuat naik semula borang pengesahan pendapatan yang telah dilengkapkan / *Applicants need to reupload the completed income verification form.*

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#### 1.5 Paparan Maklumat Penerbitan / Publication Information Display

- 1.5.1 Klik pada tab 'Publications' / *Click the 'Publications' tab.*
- 1.5.2 Pilih jenis penerbitan / Select the type of publications: (i)
   Conference/Proceeding Paper; ii) Article/Review; iii) Book Chapter; iv)
   Book.
- 1.5.3 Pemohon perlu mengemaskini maklumat penerbitan yang dihasilkan pada semester berkaitan seperti yang diminta / *Applicants need to update the publication information published in the related semester as requested.*
- 1.5.4 Pemohon perlu memuat naik muka surat pertama penerbitan yang telah disahkan oleh Penyelia sahaja / *Applicants need to only upload the first page of the publication that has been verified by the Supervisor.*
- 1.5.5 Klik 'Save' untuk meneruskan penambahan maklumat penerbitan yang lain atau keluar dari sistem / *Click 'Save' to continue adding other publication information or to exit the system.*

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#### 1.6 Paparan Maklumat Pengiktirafan / Award/Recognition Information Display

- 1.6.1 Klik pada tab 'Research and Academic Awards' / *Click the 'Research and Academic Awards' tab.*
- 1.6.2 Pemohon perlu memasukkan maklumat Penghargaan/Pengiktirafan yang diterima daripada peringkat kelayakan yang terkini sahaja (jika ada) / *Applicants need to fill in the Award/Recognition received from the latest qualification only (if any).*



### 1.7 Paparan Maklumat Lampiran Penyelidikan / Research Attachment Information Display

- 1.7.1 Klik pada tab 'Research Attachment' / Click the 'Research Attachment' tab.
- 1.7.2 Pemohon perlu memuat naik tiga dokumen (Research Proposal, Gantt Chart, Self Reflective Essay) dan klik butang 'Upload' / Applicants need to upload three documents (Research Proposal, Gantt Chart, Self Reflective Essay) and click the 'Upload' button.
- 1.7.3 Selepas anda selesai memuat naik dan menghantar lampiran, klik 'Next' untuk ke bahagian Deklarasi. Sila pastikan untuk membuat Deklarasi dan menghantar permohonan anda / *Once you have completed uploading and submitting the attachments, click 'Next' to go to the Declaration section. Please ensure to do your Declaration and submit your application.*

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### 1.8 Pengesahan / Verification

1.8.1 Kllik pada tab 'Declaration' untuk membuat pengesahan dan menghantar permohonan / *Click the 'Declaration' tab to verify and submit your application.* 

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## HUBUNGI KAMI / CONTACT US

Sebarang pertanyaan lanjut mengenai biasiswa pascasiswazah, boleh hubungi Unit Penajaan Pascasiswazah SPS melalui emel dan talian yang tertera / Any further inquiries on postgraduate scholarship, please contact the SPS Postgraduate Scholarship Unit via the following ways:

Unit Penajaan Pascasiswazah / Postgraduate Scholarship Unit

Emel / Email: sps.scholarship@utm.myFacebook Messenger: School of Graduate Studies UTM

Laman web / Website

: https://sps.utm.my/scholarship/

Prepared by:

Postgraduate Scholarship Unit School of Graduate Studies UTM July 2022