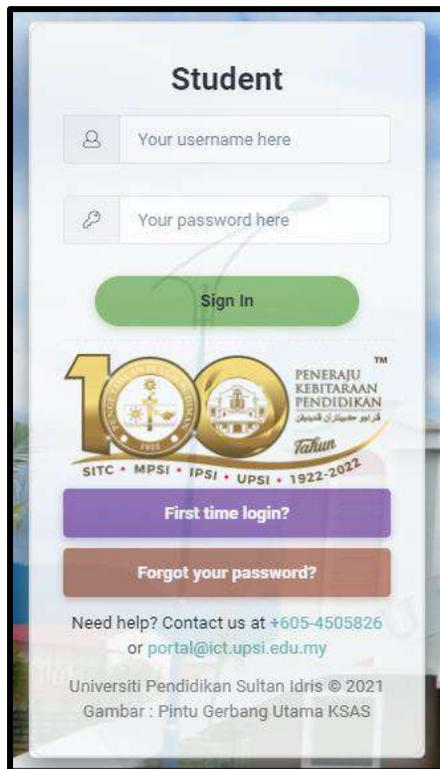


STEPS TO SUBMIT RESEARCH PROGRESS REPORT (LKPS)

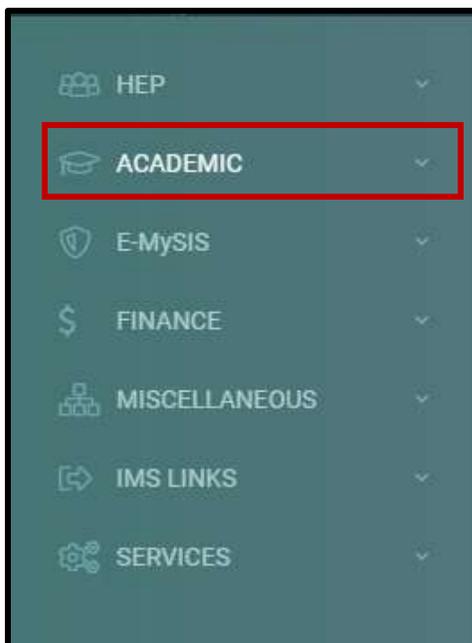
1. Login student portal (<https://unistudent.upsi.edu.my/login>)



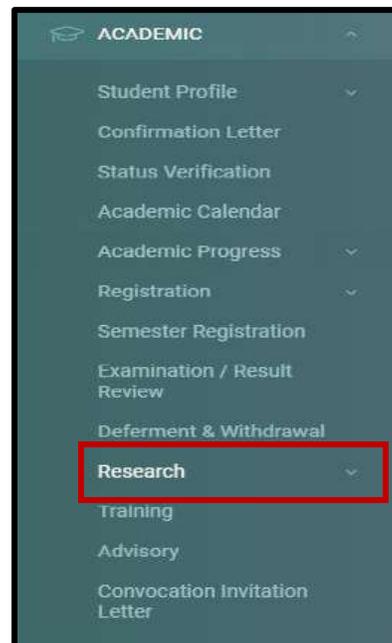
Username : Full Matric Number
*Password : Passport / IC Number

****If student doesn't change the password***

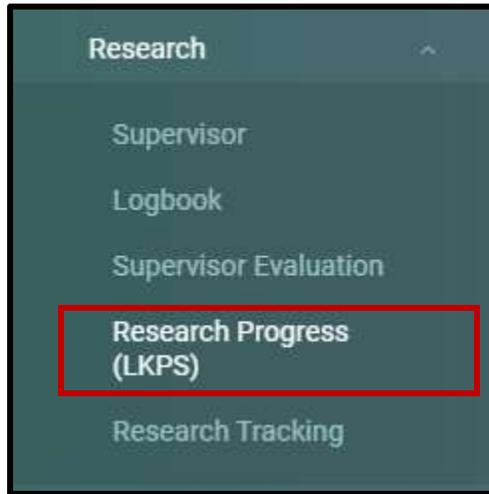
2. Click ACADEMIC



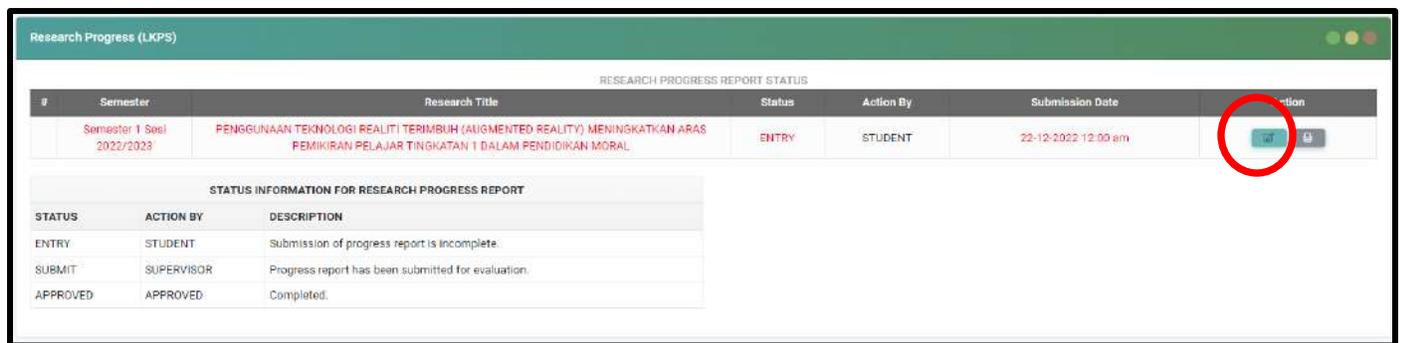
3. Click RESEARCH



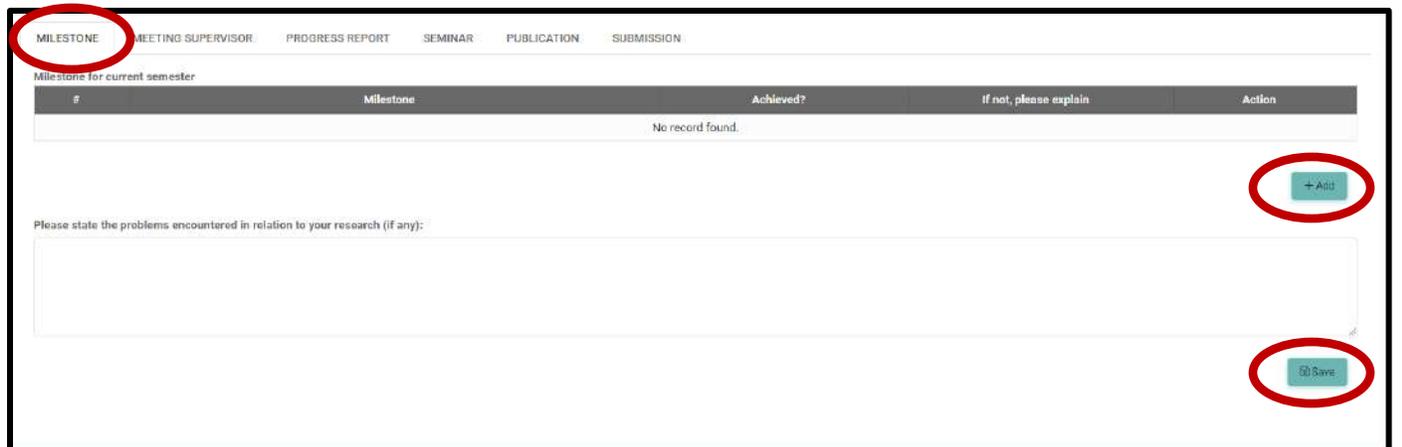
4. Click RESEARCH PROGRESS REPORT



5. Click UPDATE REPORT



6. MILESTONE TAB will be displayed first. Click ADD button to insert your milestone information and problems (if any).



Click SAVE button to save all information entered.

The screenshot shows a form titled "Add/Edit Milestone Information". It contains a text input field for "Milestone:(Max Character: 200)", a dropdown menu for "Achieved?" with "- Select -" selected, and another text input field for "If not,please explain?". At the bottom right, there are two buttons: "Save" and "Close". The "Save" button is circled in red.

7. Click MEETING SUPERVISOR tab to insert the meeting information with the supervisor and comment on the supervision you have received.

The screenshot shows the "MEETING SUPERVISOR" tab selected in a navigation menu. Below the menu, there is a question: "How often did your Supervisory Committee (all members together) meet for discussion with you in this semester?". This is followed by a table with columns: #, Name of Supervisor, Date, Time, Location, and action. The table is currently empty with the text "No record found." and an "+ Add" button circled in red. Below the table is a text input field for a comment: "Please comment on the supervision you have received (you are encouraged to be open and to provide all relevant information):(Max Character: 1000)". At the bottom right of this field is a "Save" button circled in red. Below the comment field is a "From Logbook" section with a table with columns: #, Date, Supervisor Name, Start Date, and End Date. This table is also empty with "No record found.".

The screenshot shows a form titled "Add/Edit Meeting Information". It contains a dropdown menu for "Supervisor" with "-- Please Select -" selected, a date picker for "Date", a time picker for "Time" showing "03:00 PM", and a text input field for "Location". At the bottom right, there are two buttons: "Save" and "Close". The "Save" button is circled in red.

Click ADD button to insert the information needed and click SAVE button to save all the information entered.

8. Click PROGRESS REPORT tab and insert the summary of research progress and click SAVE button to save all the information.

MILESTONE MEETING SUPERVISOR **PROGRESS REPORT** SEMINAR PUBLICATION SUBMISSION

Summary of your Research Progress Report: (Maximum 1000 characters)

Total Characters: 0 characters

Save

9. Click SEMINAR tab to insert the required information and click SAVE button (if any)

MILESTONE MEETING SUPERVISOR PROGRESS REPORT **SEMINAR** PUBLICATION SUBMISSION

COURSES / SEMINAR / CONFERENCE / WORKSHOP ATTACHMENT

NOTES :

- PLEASE ENSURE THAT THE TITLE OF SEMINAR / COURSES / CONFERENCE / WORKSHOP ATTENDED IS WRITTEN IN DETAIL.
- EXAMPLE OF ATTACHMENT : CERTIFICATE OF ATTENDANCE, SEMINAR PAPER.
- FILE SIZE FOR EACH ATTACHMENT IS LIMITED UP TO 1 MEGABYTE (1MB) ONLY.
- ONLY THE FOLLOWING FILE EXTENSIONS ARE ALLOWED TO BE UPLOADED: pdf only.
- PROCEED TO PUBLICATION'S BUTTON IF NO SEMINAR ATTENDED.

Title

Type - Please Select -

Attend as - Please Select -

Attachment File Choose file

Browse Save

LIST OF COURSES / SEMINAR / CONFERENCE / WORKSHOP ATTENDED

#	Title	Course Type	Attend as	Attachment	File Size	Action
No record found.						

10. Click PUBLICATION tab to insert the published article and click SAVE button (if any)

MILESTONE MEETING SUPERVISOR PROGRESS REPORT SEMINAR **PUBLICATION** SUBMISSION

PUBLICATION ATTACHMENT

NOTES :

- PLEASE ENSURE THAT THE TITLE OF PUBLICATION IS WRITTEN IN DETAIL.
- FILE SIZE FOR EACH ATTACHMENT IS LIMITED UP TO 1 MEGABYTE (1MB) ONLY.
- ONLY THE FOLLOWING FILE EXTENSIONS ARE ALLOWED TO BE UPLOADED: pdf only.

Publication

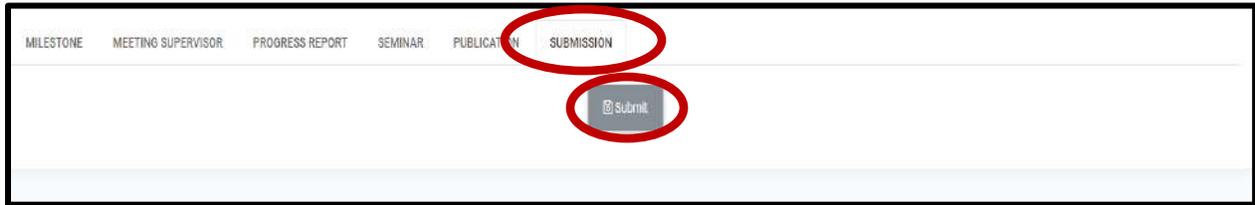
Attachment File Choose file

Browse Save

LIST OF PUBLICATIONS

#	Publications	Attachment	File Size	Action
No record found.				

11. Click SUBMISSION tab and click SUBMIT button after finished inserting the required information.



12. Please be remind that once the report is submitted, student cannot change or edit the progress report.

13. Once submitted, please notify your supervisor.