ULEARN@LTC User Manual for Supervisor (PITA/PDIT/MITA)

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ULEARN@LTC is a platform for postgraduate students (MITA/PITA/PDIT) to upload the progress study. Supervisor monitors the students' progress and students need to upload the documents at LTC. To monitor progress, supervisor need to register to ULEARN@LTC.

How?

For the first time user (Supervisor):

a) click at https://ulearn.utem.edu.my/ltc/ or
b) go to FTMK website, find the Online System tab and click at LTC as illustrated in Figure 1. or

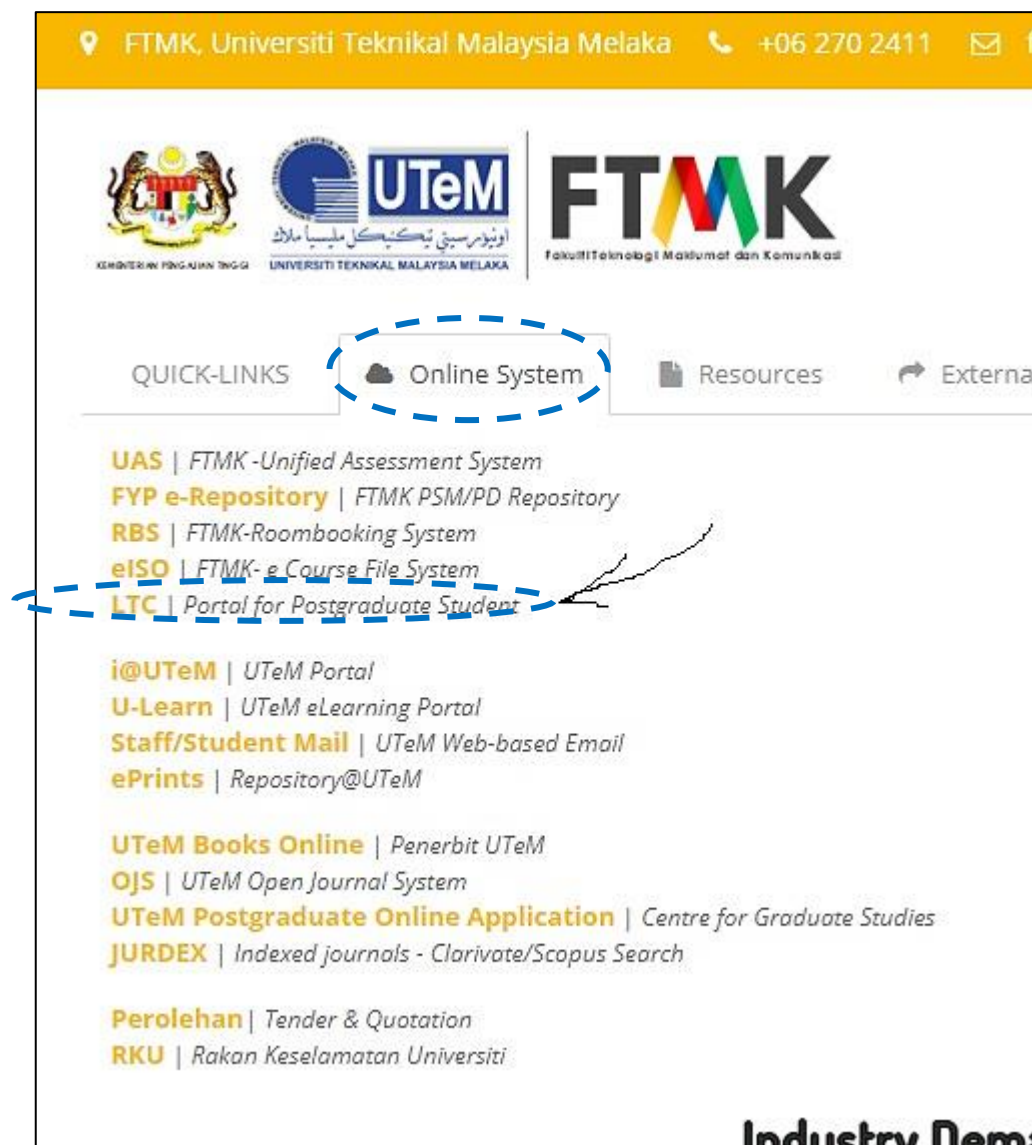

Figure 1: LTC link at Online System Tab at FTMK Website

c) go to the bottom page of FTMK website, find the Online System Link and click at LTC as shown in Figure 2.
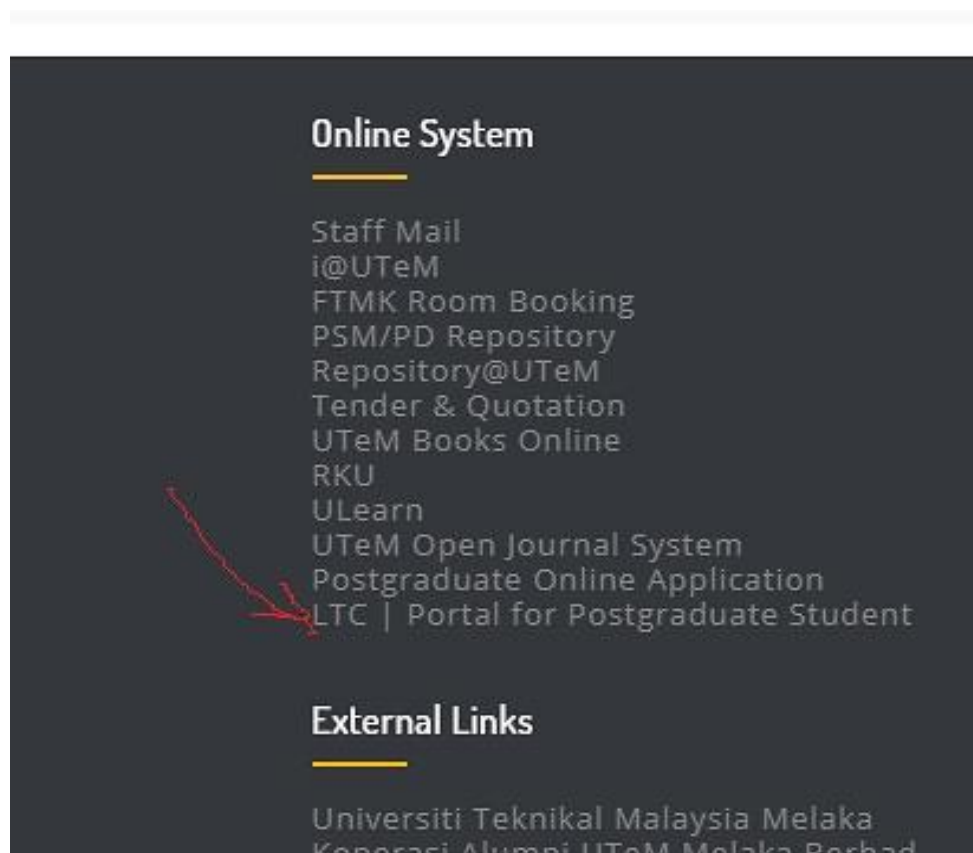

Figure 2: LTC link at Online System at the bottom page of FTMK Website

Supervisor needs to register to ULEARN@LTC page as provided in Figure 3. In the Navigation box, supervisor needs to click at Courses as shown as in Figure 4.
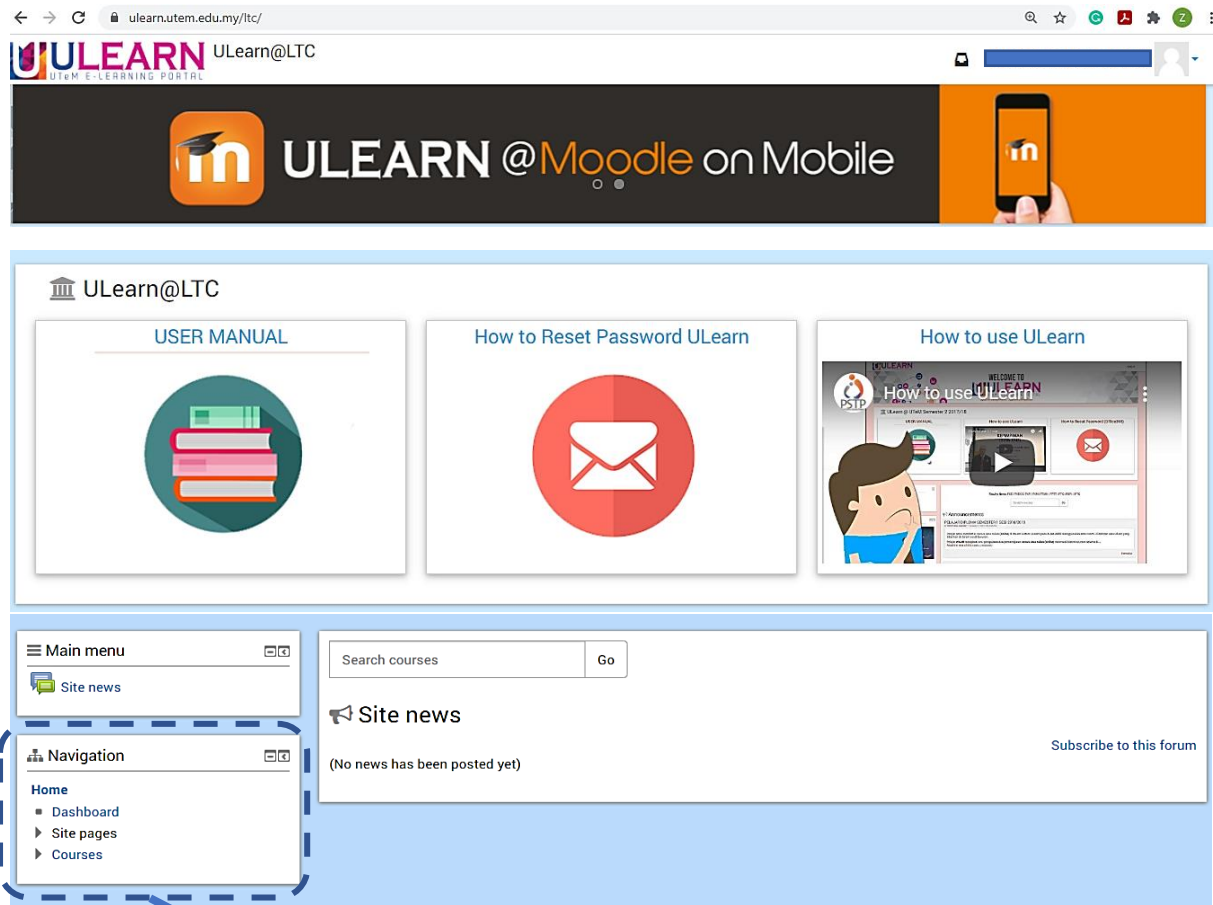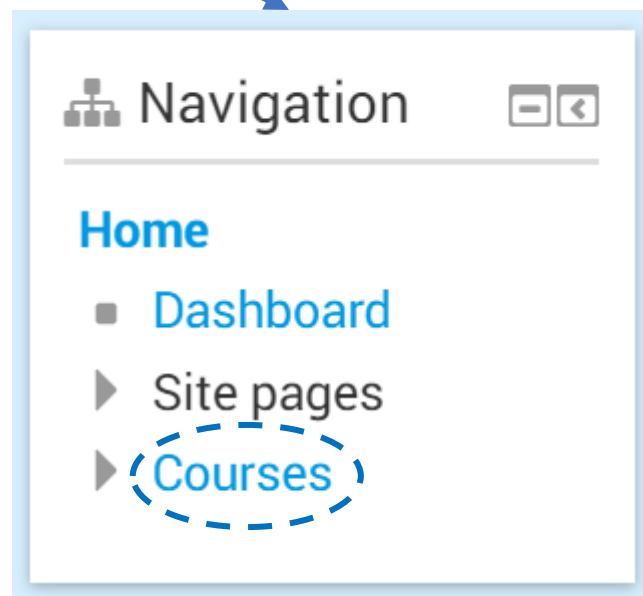
Figure 3: LTC Main Page at ULEARN

Figure 4: Courses in LTC Main Page at ULEARN

Supervisor needs to select the Faculty of Information and Communication Technology, Postgraduate, either PITA or MITA or PDIT as illustrated in Figure 5. For the beginning, starts with PITA course.
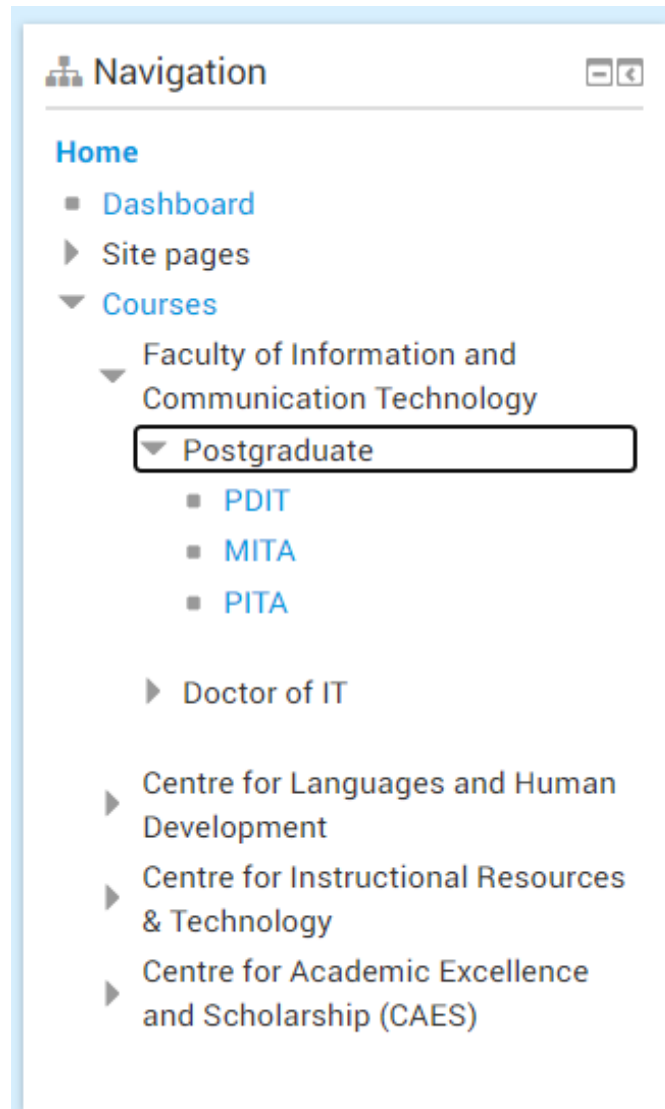

Figure 5: Postgraduate Courses in FTMK

Supervisor clicks at PITA and the main page will appeared as shown as in Figure 6.
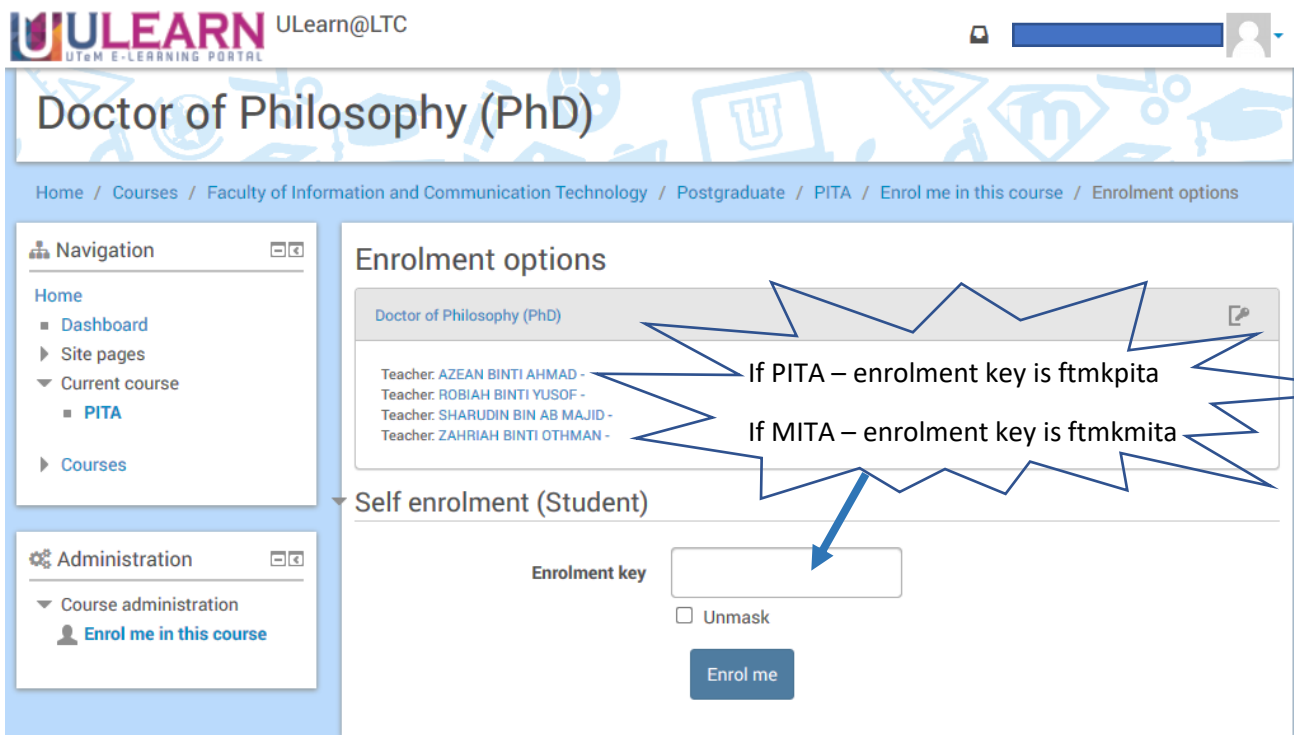
Figure 6: PITA Main Page

Supervisor enters the enrolment key and the main page for the selected course will appeared as in Figure 7. At the bottom of the main page shows the list of postgraduate students (PITA) under supervision.

Figure 7: Main Page and List of Student (PITA)

Student downloads all forms either full time or part time at Students: Flowcharts and Forms as in Figure 8. **Supervisor only able to view but cannot edit, student is responsible to upload the progress.**

The progress consists of such documents:

i. **First Stage – (**Literature Review /Technical Report and First Stage Form – **ONCE** only).

ii. **Proposal Defense** – (Proposal defense slide and Result – **ONCE** only)

iii. **Progress Presentation -** (Progress Presentation Slide - **every semester)**

iv. **Journal Publications -** (Front page of TWO journals in SCOPUS / ISI – **ONCE** only)

v. **Supervision Meeting -** (Supervision meeting form - **every semester**)

Students : Flowcharts & Forms

PITA (FTMK) - FULL TIME

GUIDELINE
- Evaluation_System-PITA_FT.pdf
- FLOWCHART-STUDENT-Evaluation-PITA_FT.pdf
- FLOWCHART-STUDENT-Overall_Structure-PITA_FT.pdf
- FORM-STUDENT-Extension_of_Candidature_Checklist.pdf

Download folder

FIRST STAGE
- FLOWCHART-STUDENT-First_Stage-PITA_FT.pdf
- FORM-STUDENT-First_Stage_Submission.pdf

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PROPOSAL DEFENSE
- FLOWCHART-STUDENT-Proposal_Defense-PITA_MITA_FT.pdf
- FORM-STUDENT-Proposal_Defense_Correction.pdf
- FORM-STUDENT-Proposal_Defense_Cover.pdf

Download folder

PROGRESS PRESENTATION
- FLOWCHART-STUDENT-Progress_Presentation-PITA_MITA_FT.pdf

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SUPERVISION MEETING
- FORM-STUDENT-Supervision_Meeting.pdf

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THESIS SUBMISSION
- FLOWCHART-STUDENT-Thesis_Submission-PITA_PDIT_MITA.pdf
- FORM-STUDENT-Thesis_Submission_Checklist.pdf

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FACILITIES
- FLOWCHART-STUDENT-Facilities_Application.pdf
- FORM-STUDENT-Request_For_Letter.pdf
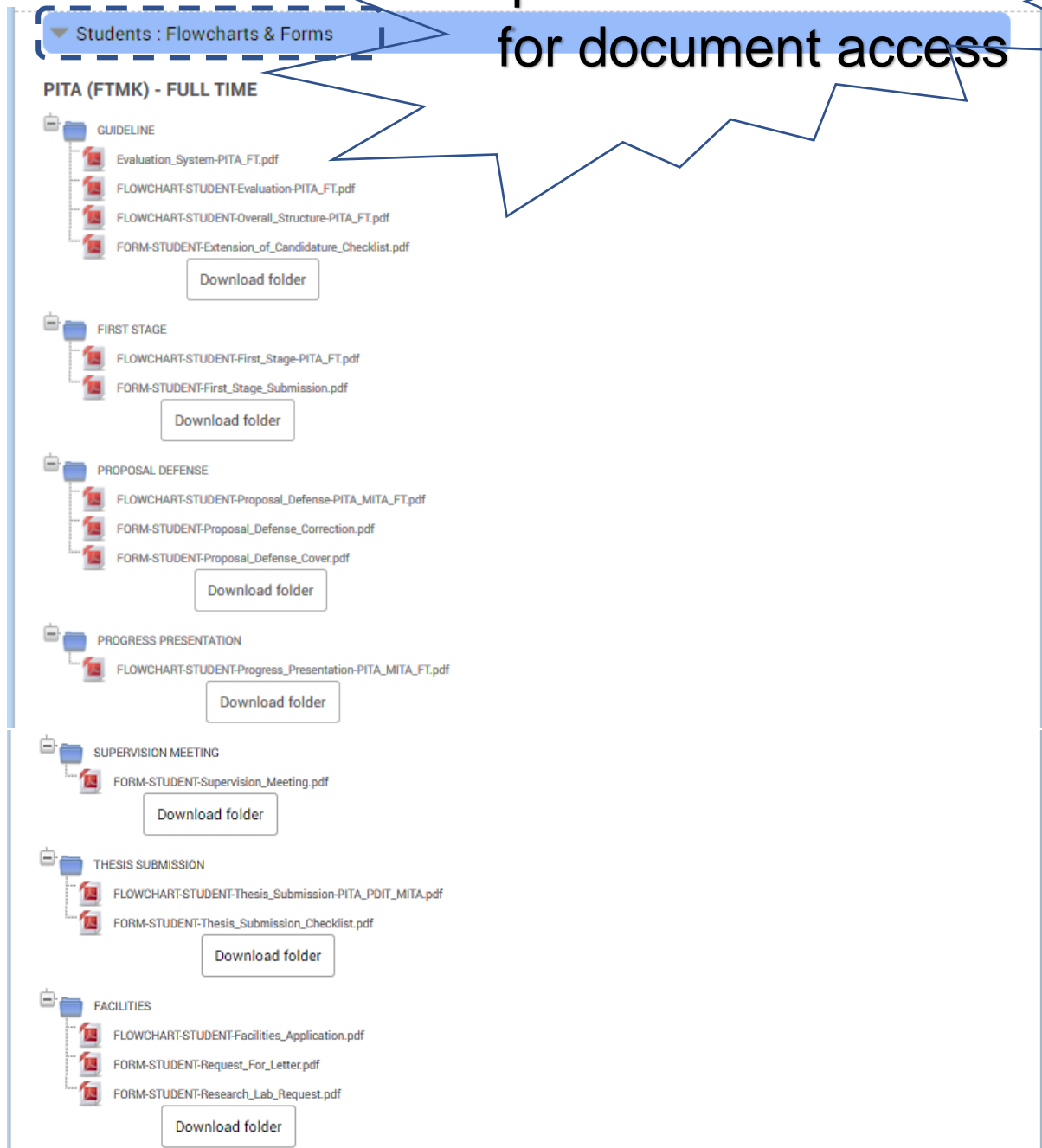- FORM-STUDENT-Research_Lab_Request.pdf

Download folder

Figure 8: Student Forms

In Figure 9, **expand section Supervisors | Chair | Panel : Flowcharts & Forms**. Supervisor needs to download related forms for supervision process and monitoring the student progress.

Figure 9: Supervisor Forms

For enrolling the MITA, go to courses, then click to faculty of Information and Communication Technology and click at Postgraduate link. Choose Master of Information and Communication Technology (MITA) as illustrated in Figure 10.
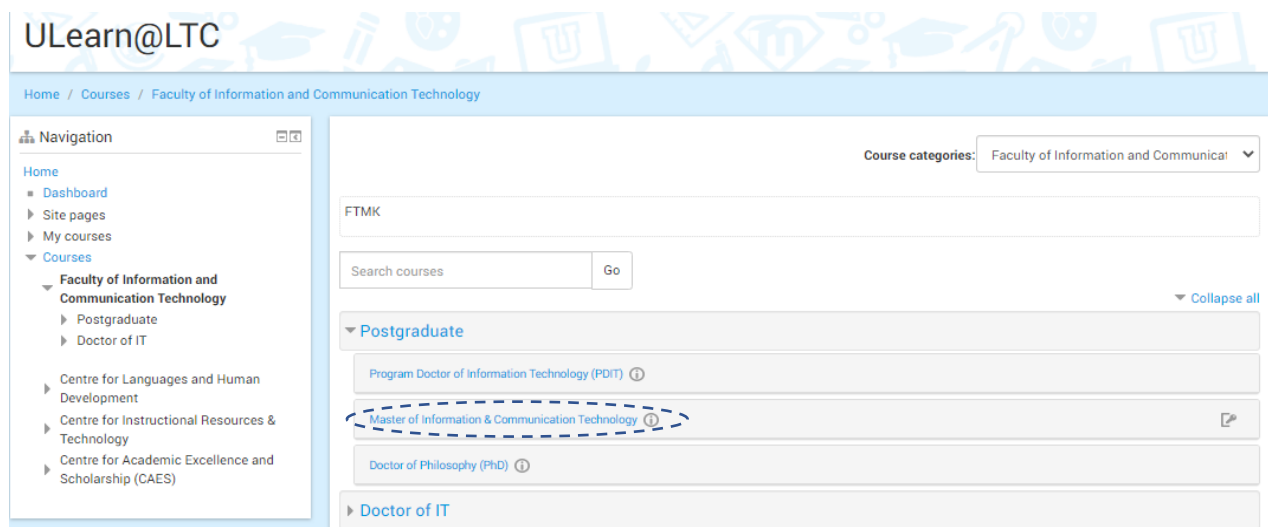

Figure 10: MITA Course

If the Supervisor has MITA student, the name of the student is listed but if no student, so no name is listed as shown as in Figure 11.
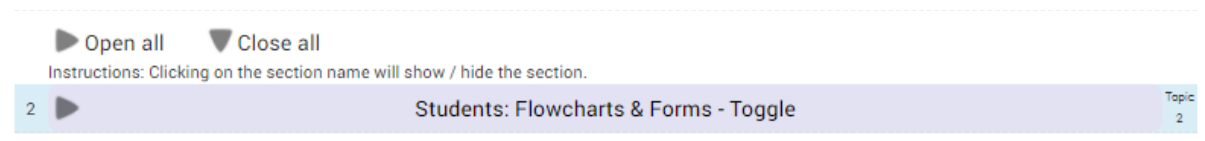

Figure 11: List of Student (MITA)

After Supervisor registered for both PITA and MITA, the navigation box shows the current list at My courses as in Figure 12.
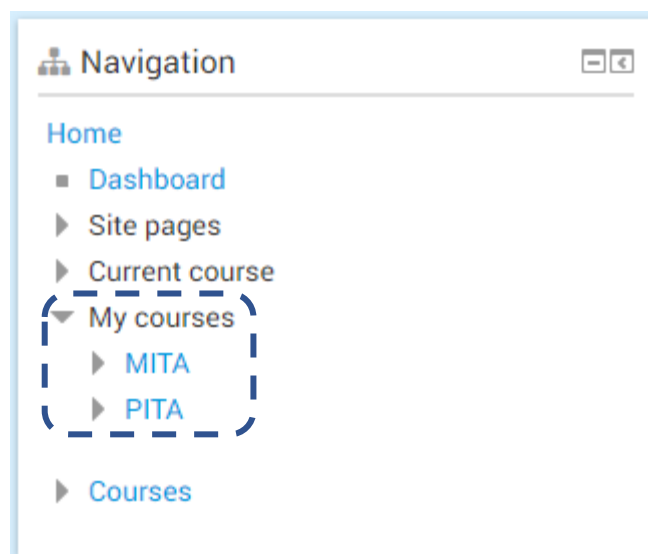

Figure 12: List of My Courses
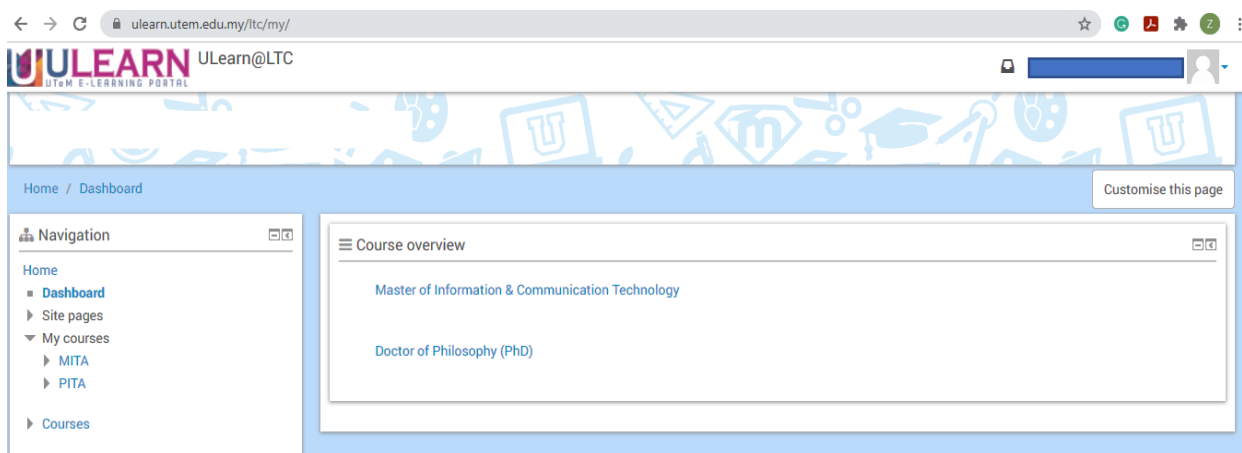
Finally, supervisor…your course page should look like this as in Figure 13.

Figure 13: Supervisor Course Page