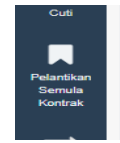
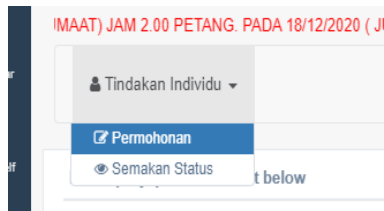


USER MANUAL FOR SYSTEM “PELANTIKAN SEMULA KONTRAK” [ACADEMIC STAFF]

1. Log in to <https://registrar.ums.edu.my/staff/web/>
2. Click “Pelantikan Semula Kontrak” on the side menu
or go to <https://registrar.ums.edu.my/staff/web/kontrak/index>



3.



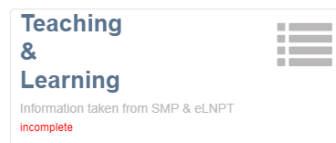
Then click “Tindakan Individu” on top menu and choose “Permohonan”

4. Then, view like below will be shown. Please complete all the “Incomplete” information.

A screenshot of a web application interface titled 'APPLICATION FOR CONTRACT EXTENSION FORM [ACADEMIC STAFF]'. The form is divided into several sections, each with a title, a description, and a status indicator. The sections are: 'Teaching & Learning' (Information taken from SMP & eLNPT, Incomplete), 'Research' (Information taken from SMP-PPI), 'Publication' (Information taken from SMP-PPI), 'Consultancy' (Information taken from SMP-PPI), 'Postgraduate Students Supervision' (Information taken from SMP), 'Scopus & Google Scholar' (Filled by applicant, Incomplete), and 'Targeted Key Performance Indicators(KPI)' (Filled by applicant, Incomplete). Each section has a grid icon to its right. The 'Incomplete' status is highlighted in red.

Complete Teaching & Learning

1. click on this box



- 2.

A screenshot of a web application showing a table of courses. A red circle highlights the "Co. Teaching" column headers, and another red circle highlights the "Save" button at the bottom left of the table.

No	Course Title	Course Code	Semester / Session	No. of Students	No. of Hour Per Semester	Co. Teaching	
						Yes	No
1*	SOSIOLOGI BANDAR	AA21703	1-2020/2021	15	3	<input checked="" type="radio"/>	<input type="radio"/>
2*	PEMBANGUNAN DAN PERUBAHAN SOSIAL	AA30403	2-2019/2020	20	3	<input checked="" type="radio"/>	<input type="radio"/>
3*	SOSIOLOGI BANDAR	AA21703	1-2020/2021	14	3	<input type="radio"/>	<input checked="" type="radio"/>
4*	PEMBANGUNAN DAN PERUBAHAN SOSIAL	AA30403	2-2019/2020	76	3	<input checked="" type="radio"/>	<input type="radio"/>
5*	SOSIOLOGI BANDAR	AA21703	1-2020/2021	50	3	<input checked="" type="radio"/>	<input type="radio"/>
6*	PEMBANGUNAN DAN PERUBAHAN SOSIAL	AA30403	2-2019/2020	1	3	<input checked="" type="radio"/>	<input type="radio"/>
7*	SOSIOLOGI BANDAR	AA21703	1-2020/2021	5	3	<input type="radio"/>	<input checked="" type="radio"/>
8*	PEMIKIRAN DAN TEORI SOSIAL	AA30103	1-2020/2021	89	3	<input checked="" type="radio"/>	<input type="radio"/>
9*	PEMBANGUNAN DAN PERUBAHAN SOSIAL	AA30403	2-2019/2020	13	3	<input checked="" type="radio"/>	<input type="radio"/>

* : From SMP
* : Verified P&P From LNPT (Manually)

Save

1. Choose the Co. teaching for each courses on this column

2. Click Button save

Complete Scopus & Google Scholar

1. click on this box

Scopus & Google Scholar

Filled by applicant
incomplete

- 2.

CTION FOR CONTRACT EXTENSION FORM [ACADEMIC STAFF]

	Scopus	Google Scholar
H-Index	<input type="text" value="1"/>	<input type="text" value="1"/>
Citation	<input type="text" value="1"/>	<input type="text" value="1"/>

Save

Fill all the blank field and then click button “Save”

Complete KPI

1. click on this box

Targeted Key Performance Indicators(KPI)

Filled by applicant
Incomplete

- 2.

Penetapan Petunjuk Prestasi Utama Kontrak Akan Datang /
Key Performance Indicators For Next Contract

Bil / No.	Jenis KPI / Type of KPI	Di Fakulti / Pusat / Institut At Faculty / Center / Institute			
		Bilangan / Number	Jumlah / Amount (RM)	Ketua / Ahli / Leader / Member	
1	Geran Penyelidikan Kerajaan / Government Research Grant				+
2	Geran Penyelidikan Luar (Selain daripada kerajaan) termasuk pemberian/endowment/konsultasi / Outside Research Grant(s) (Besides from the government) including gift/endowment/consultation				+
3	Perundingan / Consultation				+
4	Penerbitan / Publication	Bilangan / Number	Jenis / Type	Peranan / Role	+
5	Persidangan / Seminar / Conference / Seminar	Bilangan / Number	Peranan / Role	Tahap / Level	+

Click on + button

Geran Penyelidikan Kerajaan / Government Research Grant

Bilangan / Number: 1

Jumlah / Amount (RM): 2000

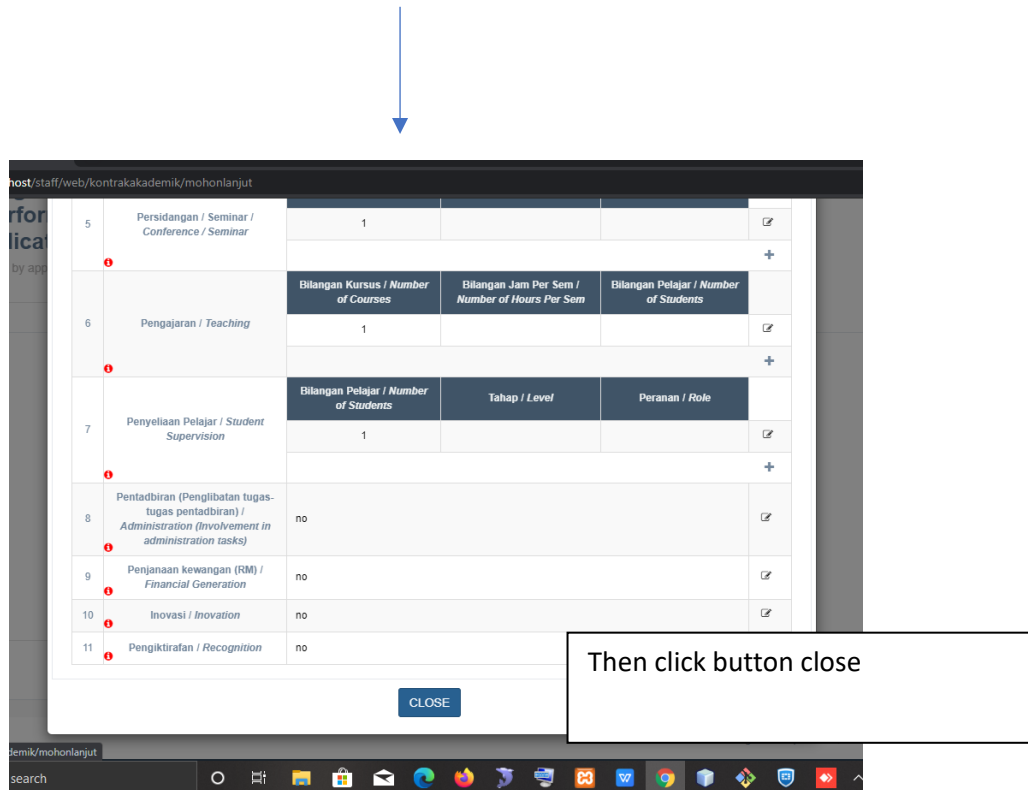
Ketua/Member / Leader/Member: Leader

Save

Fill the field and then click button “Save”

Do the same step for all the types of kpi

USER MANUAL FOR SYSTEM “PELANTIKAN SEMULA KONTRAK” [ACADEMIC STAFF]

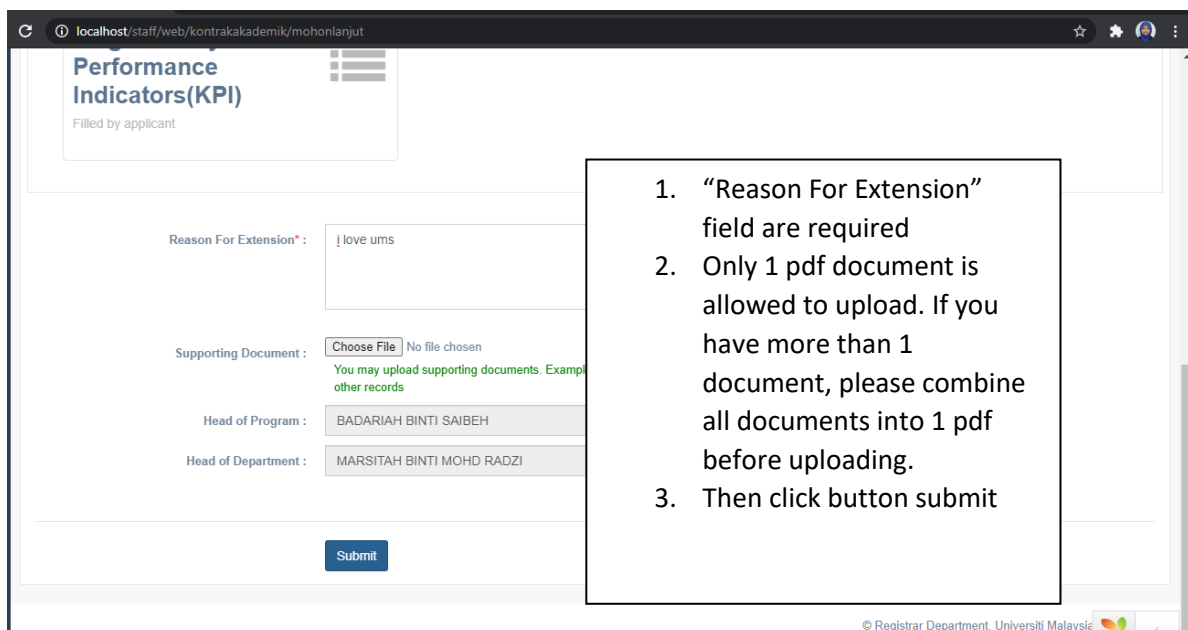


Then click button close

No	Indikator / Indicator	Nilai / Value	Aksi / Action
5	Persidangan / Seminar / Conference / Seminar	1	[Edit]
6	Pengajaran / Teaching	1	[Edit]
7	Penyeliaan Pelajar / Student Supervision	1	[Edit]
8	Pentadbiran (Penglibatan tugas-tugas pentadbiran) / Administration (Involvement in administration tasks)	no	[Edit]
9	Penjanaan kewangan (RM) / Financial Generation	no	[Edit]
10	Inovasi / Innovation	no	[Edit]
11	Pengiktirafan / Recognition	no	[Edit]

CLOSE

Submit application



1. “Reason For Extension” field are required

2. Only 1 pdf document is allowed to upload. If you have more than 1 document, please combine all documents into 1 pdf before uploading.

3. Then click button submit

Reason For Extension* : i love ums

Supporting Document : Choose File No file chosen
You may upload supporting documents. Example other records

Head of Program : BADARIAH BINTI SAIBEH

Head of Department : MARSITAH BINTI MOHD RADZI

Submit

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USER MANUAL FOR SYSTEM “PELANTIKAN SEMULA KONTRAK” [ACADEMIC STAFF]

