Leave of Absence (Coursework)

Student User Guides

Version 0.1

Last modified on Friday, October 13, 2006
By CITS Graduate Studies Team
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GETTING STARTED

Description

The purpose of the LOA Coursework workflow is to provide a platform to track and manage the leave-of-absence applications (LOA) made by NTU graduate students during the course of their studies. There are two types of graduate students (Research and Coursework), and this platform deals with those undergoing Coursework only.

Prerequisites

It is desirable that users have some basic computer knowledge prior to reading this user guides:

1. Basic understanding of the Microsoft Windows operating system
2. Basic knowledge of web browser e.g. Internet Explorer 5.5 and above

User of this User Guides

This user guides is developed for student who will access the LOA Coursework process via a predefined links in the GSLink site.

Objectives

After reading and understanding this user guides, the reader should be able to:
1. Save Drafted LOA by student
2. Remove Drafted LOA by student
3. Submit LOA by student
4. Check LOA Status
LOGIN PROCESS

Access to BPM LOA Coursework is strictly by Student ID (or Staff ID) and Password.

* Note: 1. Your User Name is your Student ID or Staff ID
       2. Your Login ID will be disabled after 3 unsuccessful login attempts.

How To Login

Steps:
1. Access the NTU Workflow LOA login page through GSLINK via your Internet Browser.
2. For Remote login, a login screen as shown below.

![Login Page](image)

3. Enter your User Name text box as STUDENT\MyUsername for Student.
4. Enter your password in the Password text box.
5. Click on OK button
Successful Login

A successful login leads you to the Main Menu as shown below.

1.1 To proceed, **click** on **Administrative** link as shown below.

1.2 **Click** on **Leave of Absence (Coursework)** link in the page to access its functions as shown below.
1.1 **Click on Application for Leave of Absence or Check Status for Leave of Absence link** in the page to access its functions as shown below.
STUDENT LOA SUBMISSION

Click on the Application of Leave of Absence link in the main page to display the LOA Submission screen.

This module allows you to:

1. Submit LOA
2. Save Drafted LOA
3. Removed Drafted LOA
4. Check LOA Status
To: Coursework candidate applying for Leave of Absence

1. Please complete the form and forward to your Program Director at least 7 working days before the commencement of leave requested.

2. Besides filing in the details and reasons for your application, you must submit the documentary proofs through your Program Director for the due vetting of the validity of your leave application. Please note that all submission of documentary proofs will mean that the approving authorities have to contact you to ask for your submission, and will delay the processing of your application. Your application may also be rejected for lack of proof.

3. A formal notice will be sent to you via email or post whether the leave is approved/not approved by the school.

4. Please contact the School’s Staff in Charge for any further information.

### Student Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Matriculation No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Test Below Ew</td>
<td>SMTD0014H54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>FIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Eng (CONS ELEC)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Commencement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Max Candidature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time</td>
<td>1/1/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option of Study</th>
<th>Source of Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework and Dissertation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total All accumulated</th>
<th>Scholarship Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**Coursework Status**: (FF) Passed - Permitted to proceed to the next stage of the programme of study.

### Currently Registered Subjects

<table>
<thead>
<tr>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>[E630] ELECTROMAGNETIC COMPATIBILITY &amp; INTERFERENCE</td>
</tr>
<tr>
<td>[E631] QUALITY ENGINEERING</td>
</tr>
</tbody>
</table>

### Leave of Absence previously granted

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Leave Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-Aug-2005</td>
<td>23-Aug-2006</td>
<td>Medical/Health Reasons</td>
</tr>
<tr>
<td>14-Aug-2005</td>
<td>15-Aug-2006</td>
<td>Dual Degree Programmes at Linkoping Univ</td>
</tr>
<tr>
<td>13-Aug-2005</td>
<td>13-Aug-2006</td>
<td>Dual Degree Programme at Linkoping Univ</td>
</tr>
<tr>
<td>10-Aug-2005</td>
<td>10-Aug-2006</td>
<td>Work Commitments</td>
</tr>
</tbody>
</table>

---

**To be Completed by Student**

- **Application Date**: 02-Aug-2005 01:22 PM
- **Request Date #**: From [ ] To [ ]
- **Reason for Leave #**: [Select One]
- **Leave Details**: (Max 500 characters)
- **Supporting Document(s), if any**: (Max 500 characters)

**Do you have any class test/quiz or deadline to submit assignment during the proposed period of leave?**

- **Yes**
- **No**

If yes, please indicate subject(s): (Max 500 characters)

### Figure 2.1 – LOA Submission Screen
## How To Submit LOA

### Steps:

#### To be Completed by Student

<table>
<thead>
<tr>
<th>Application Date</th>
<th>Request Date</th>
<th>Leave Details</th>
<th>Supporting Documents, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>: 18 Jul 2005</td>
<td>From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Leave Details** *(Max. 500 characters)*

**Supporting Documents, if any**

Select a single supporting document of the LOA.

*Allowed file formats are pdf, gif, png, doc, jpg, txt*

Do you have any class test/quiz or deadline to submit assignments during the proposed period of leave? *

*Yes*  *No*

*(Please check the application)*

If yes, please indicate subject(s) *(Max. 500 characters)*

Submit

*Please click on the "Submit" button to proceed.*

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**Figure 2.2 – School’s Staff in Charge Screen**

**Figure 2.3 – Select Request Date**
2.3 Select the respective Reason for Leave.

2.4 Enter the information required for the following fields: Leave Details and “If Yes, please indicate subject(s)”

2.5 Click on Browse button to open a file selection box to select the file to upload.

2.6 Click on Upload File button to transfer the selected file to the server or

2.7 Click on Remove File button to remove the selected uploaded file from the server.

2.8 Click the Submit button

Note:
1. After completing this step, the system creates an identifying number, the LOA Coursework Incident No., to uniquely track the LOA Coursework throughout the workflow.
2. The system will route the task to SIC. SIC (based on the input into the dbase updated by SIC and SCE it will be based on course code and the rest will be based on school) which allowed a max of up to 5 SICs.

How To Save/Remove Draft

Steps:

3.1. Repeat step 2.1 to 2.4

3.2. Click on Save as Draft button to save a draft copy of the current student submission form or

3.3 Click on Remove Draft button to remove the draft copy of the student submission form.

Note:
1. If the student has saved a draft copy on the system, initiating the LOA Coursework process will always retrieve the draft copy.
2. If the student removed the draft copy from the system, initiating the LOA Coursework process will start a new process.
How to Check Status of LOA

Steps:

4.1 Click on the Check Status of Leave of Absence link in the main page and the NTU Workflow Client window will be shown as below.

Figure 3.1 – NTU Workflow Client Screen

4.2 Click on the Completed tab.

4.3 Click on the checkbox next to each Process Name to select the process.

Figure 3.2 – LOA Status Screen

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4.6 Step Name Description

<table>
<thead>
<tr>
<th>Step Name</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT_SUBMISSION</td>
<td>Step for Student submission</td>
</tr>
<tr>
<td>SCHOOL_IN_CHARGE_STUDENT</td>
<td>Step for SIC before sending to PD/APD</td>
</tr>
<tr>
<td>PROGRAM_DIRECTOR</td>
<td>Step for Program Director</td>
</tr>
<tr>
<td>SCHOOL_IN_CHARGE_PD</td>
<td>Step for SIC, if PD is auto-routed</td>
</tr>
<tr>
<td>ACTING_PROGRAM_DIRECTOR</td>
<td>Step for Acting Program Director</td>
</tr>
<tr>
<td>SCHOOL_IN_CHARGE_APD</td>
<td>Step for SIC, if APD is auto-routed</td>
</tr>
<tr>
<td>APPROVING_OFFICER</td>
<td>Step for Approving Officer</td>
</tr>
<tr>
<td>GSO</td>
<td>Step for GSO - subject withdrawal</td>
</tr>
<tr>
<td>GSO_FINAL</td>
<td>Step for GSO - generating PDF</td>
</tr>
<tr>
<td>FIN_BILLING</td>
<td>Step for Finance billing</td>
</tr>
</tbody>
</table>

4.7 Click on the **Show Graphical Status** button to view the graphical status as shown below.

![Figure 3.3 LOA Graphical Status](image)