Leave of Absence (Research)

Students User Guides

Version 0.4

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

Description

The purpose of the LOA Research 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 research only.

Prerequisites

It is desirable that users have some basic computer knowledge prior to reading this 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 Guides is developed for student who will access the LOA Research process via a predefined links in the GSLink site.

Objectives

After reading and understanding this 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. Resubmit LOA by student
5. Accept Rejection by student after rejected by staff
LOGIN PROCESS

Access to NTU Workflow LOA Research 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](http://example.com) via your Internet Browser.

2. **For Remote login**, the below screen will appear.

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 (Research) 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:

1.1 Submit LOA
2.1 Save Drafted LOA
3.1 Removed Drafted LOA
4.1 Check LOA Status
Leaves of Absence (Research) Students User Guides

To Research candidate applying for Leave of Absence:

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

2. Besides listing the details and reasons for your application, you must submit the documentary proofs through your supervisor for the due vetting of the validity of your leave application. Please note that non-submission of documentary proofs will result in the rejecting of your application.

3. If the leave is approved by the School, an email confirming the same will be sent to you by the Graduate Studies Office. If the leave is rejected, the School will inform you by email.

Important Note: Please note that if you are funded by an external organization, you must seek the approval of the decision maker for approval of your leave from NTU. Your LOA can only be granted if you submit proof of the approval form the decision maker to the School's administration in charge of research students.

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

Student Information

Registration No.: 8101089
NRIC #: 140606925
Commencement Date: 21 Oct 1993
Course: Master of Engineering (EEE)
Scholarship Entry Date: 26 Sep 2005
Type: Fulltime
Supervisor Name: Mr Name of Supervisor
School: School of Electrical and Electronic Engineering

Thesis Title:

Currently Registered Subjects:

- [G8131] MANAGEMENT ASPECTS OF CIM
- [G8932] COMPUTER Aided Design
- [G8133] SYSTEM DESIGN
- [G8134] MODELLING, SIMULATION & CONTROL

Previous Granted Periods of Leave of Absence:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Leave Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Dec-2005</td>
<td>27-Dec-2005</td>
<td>Others</td>
</tr>
<tr>
<td>16-Sep-2005</td>
<td>17-Sep-2005</td>
<td>Double Masters Programme at Univ of St. Gallen</td>
</tr>
<tr>
<td>01-Sep-2005</td>
<td>03-Sep-2005</td>
<td>Medical/Health Reasons</td>
</tr>
<tr>
<td>24-Aug-2005</td>
<td>24-Aug-2005</td>
<td>Work Commitments</td>
</tr>
<tr>
<td>03-Aug-2005</td>
<td>05-Aug-2005</td>
<td>Medical/Health Reasons</td>
</tr>
</tbody>
</table>

To be Completed by Student

Application Date: 26-Jun-2005
By Term: 
Requested Date: From 25-Jun-2004 To 29-Jun-2004

For maternity leave, please specify the maternity leave period.

Leave Period 1:

Leave Period 2:

Leave Period 3:

Reasons for applying Leave of Absence:
Pursue Course at NIE

Country visiting and/or in transit while on LOA:

School Division:
Select One:

Supporting Document(s):
Browse... Upload File Remove File

Supporting Reason(s):

Accept Rejection Resubmit

* Please click on the “Accept Rejection” or “Resubmit LOA” button to proceed.
Stipend Instruction Window

Steps:

1.1. Once successfully login into the system, * Only scholars who receive monthly stipend (sponsored by external organisations) and paid through NTU Office of Finance will see the Stipend Instruction window prompted as below.

![Stipend Instruction Screen](image)

This screen shows the Stipend Instruction window with instructions:

1. Please note that the stipend you are currently receiving from Office of Finance, NTU is funded under the ACCELERATED MASTER PROGRAMME Scholarship. Please seek the endorsement of the staff in charge of your scholarship (e.g. Principle Investigator, Supervisor, Teaching Assistant etc) in NTU on the status of your scholarship during your LCA before proceeding with the online LCA application.

2. Please download the Approval form, duly complete, scan and submit together with the LCA Research application to your school administrator.

   Click here to download Acrobat Reader

   Close Window

1.2. Click on the Approval form link to download form, generated as a PDF document.

1.3 Click on Close Window link to close the Stipend Instruction window.

How To Submit LOA

Steps:

2.1 Select the Request Date from the By Term dropdown list or

2.2 Click on the “…” button to select a date as shown below.
2.3 **Enter** the information required for the following fields: leave period, country(s) visiting and/or in transit while on LOA and supporting reason(s).

2.4 **Select** the respective Reason(s) for applying Leave of Absence and school division.

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
How To Save/Remove Draft

Steps:

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 Research process will always retrieve the draft copy.
2. If the student removed the draft copy from the system, initiating the LOA Research process will start a new process.

How to Check Status of LOA

Steps:

4.2 Click on the Completed tab.

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

4.4 Click on icon to view the status of selected LOA as shown below.

4.5 Click on icon to refresh tasklist to reflect the lastest tasks.

Figure 3.1 – NTU Workflow Client Screen

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Summary</th>
<th>Incident</th>
<th>Step</th>
<th>Due Time</th>
<th>Client</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave_Research</td>
<td>14 Jan 2009 02:47:00 PM (STUDENT_301)</td>
<td>10</td>
<td>STUDENT_301</td>
<td>STUDENT_301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave_Research</td>
<td>25 Jan 2009 02:48:00 PM (STUDENT_301)</td>
<td>42</td>
<td>STUDENT_301</td>
<td>STUDENT_301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave_Research</td>
<td>28 Jan 2009 03:21:14 PM (STUDENT_301)</td>
<td>53</td>
<td>STUDENT_301</td>
<td>STUDENT_301</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.5 **Step Name Description**

<table>
<thead>
<tr>
<th>Step Name</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR</td>
<td>Supervisor step</td>
</tr>
<tr>
<td>ROLE_BASED_HOD</td>
<td>Role based HOD step</td>
</tr>
<tr>
<td>HEAD_OF_DIVISION</td>
<td>Head of Division step</td>
</tr>
<tr>
<td>STAFF_IN_CHARGE</td>
<td>SIC step</td>
</tr>
<tr>
<td>STUDENT_SIC</td>
<td>Pending student reply to SIC's query</td>
</tr>
<tr>
<td>ROLE_BASED_DEAN</td>
<td>Role Based Dean step</td>
</tr>
<tr>
<td>DEAN</td>
<td>Dean Step</td>
</tr>
<tr>
<td>GSO</td>
<td>GSO Step</td>
</tr>
<tr>
<td>FIN_PAYROLL</td>
<td>Finance payroll step</td>
</tr>
<tr>
<td>FIN_BILLING</td>
<td>Finance Billing step</td>
</tr>
<tr>
<td>STUDENT_RESUBMIT</td>
<td>Leave application rejected Pending student reply to SIC's query</td>
</tr>
</tbody>
</table>

4.6 **Click** on the **Show Graphical Status** button to view the graphical status as shown below.
STUDENT LOA RESUBMISSION

Login to the LOA and **Click** on the **Check Status of Leave of Absence** link to display the LOA Resubmission screen or click on the link provided in the email.

This module allows you to:

1. Resubmit LOA
2. Accept LOA Rejection

**Figure 4.1 – NTU Workflow Client Screen**

1.2 **Check the incident number** that you want to **reject** and **Click** on the **Process Name** link to open the LOA Resubmission page as shown as below.
To: Research candidate applying for Leave of Absence

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

2. Besides filling in the details and reasons for your application, you must submit the documentary proofs through your supervisor for the due vetting of the validity of your leave application. Please note that nil 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. If the leave is approved by the School, an email conveying will be sent to you by the Graduate Studies Office. If the leave is rejected, the School will inform you by email.

   Important Note: Please note that if you are funded for your studies by an external organisation you must seek the approval of the decision maker for approval of leave from NTU. Your LOA can only be granted if you submit proof of the approval from the decision maker to your School's administration in charge of research students.

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

---

Student Information

<table>
<thead>
<tr>
<th>Registration No</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>8101035</td>
<td>Mr. John Doe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NRIC</th>
<th>FIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>140301925</td>
<td>A123456789</td>
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<table>
<thead>
<tr>
<th>Commencement Date</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-Oct-2003</td>
<td>MASTER OF ENGINEERING (EEE)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship Entry Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Sep-2006</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Name Of Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Theses Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Electrical &amp; Electronic Engineering</td>
<td></td>
</tr>
</tbody>
</table>

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Currently Registered Subjects

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>[96101] MANAGEMENT ASPECTS OF CIM</td>
<td>[96102] COMPUTER AIDED DESIGN</td>
</tr>
<tr>
<td>[96103] SYSTEM DESIGN</td>
<td>[96104] MODELLING, SIMULATION &amp; CONTROL</td>
</tr>
</tbody>
</table>

---

Previous Granted Periods of Leave of Absence

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Sep-2005</td>
<td>17-Sep-2005</td>
<td>Double Masters Programme at Univ. of St. Gallen</td>
</tr>
<tr>
<td>24-Aug-2005</td>
<td>26-Aug-2005</td>
<td>Medical-Health Reasons</td>
</tr>
<tr>
<td>08-Aug-2005</td>
<td>08-Aug-2005</td>
<td>Work Commitments</td>
</tr>
</tbody>
</table>

---

To be Completed by Student

Application Date: 26-Jun-2006

Requested Date

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-Jun-2004</td>
<td>29-Jun-2004</td>
</tr>
</tbody>
</table>

For maternity leave, please specify the maternity leave period.

Leave Period 1

Leave Period 2

Leave Period 3

Reason for applying Leave of Absence: Pursue Course at NUS

Country visiting and/or to transit while on LOA

School Division

Supporting Documents

Supporting Reasons

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* Please click on the "Accept Rejection" or "Resubmit LOA" button to proceed.

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Figure 4.2 – LOA Resubmission Screen
How To Resubmit LOA

Steps:

1. **Click** on **Resubmit** button to resubmit the application or

2. **Click** on **Accept Rejection** button to accept the rejection of the application.