

# **USER MANUAL** **STUDENT ACTIVITY INFORMATION SYSTEM (SAIS)**

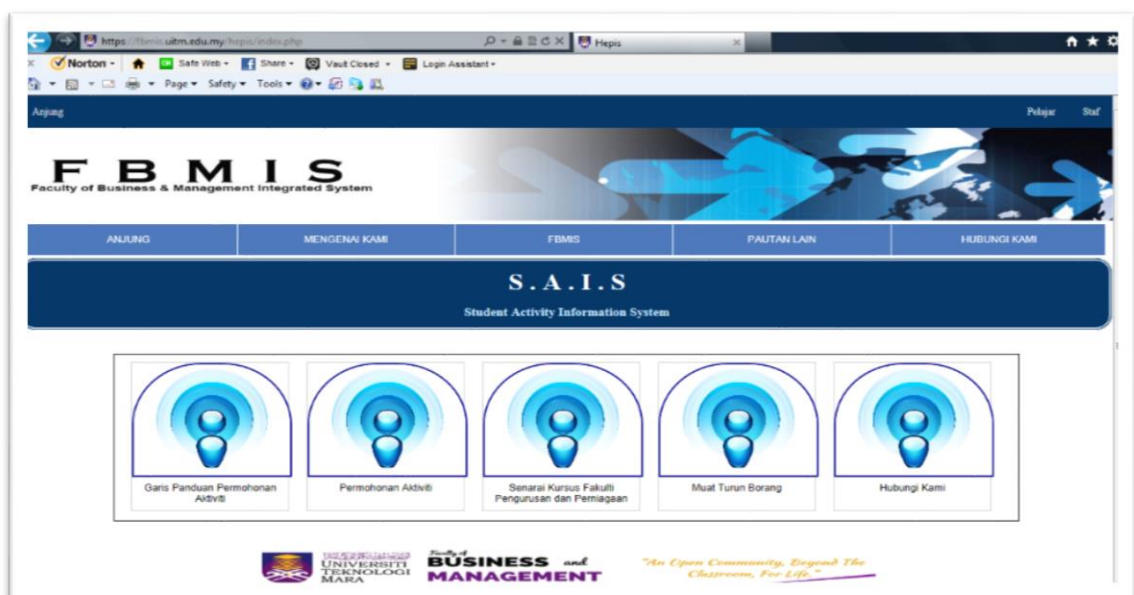
## (A) FBMIS Home Page



Please visit FBMIS website at <https://fbmis.uitm.edu.my>

Click on SAIS menu to open SAIS Main Page.

## (B) Student Activity Information System (SAIS)



There are 5 main menus at SAIS Main Page:

- **Garis Panduan Permohonan Aktiviti** – Link to student's activity submission flow chart page. (Please refer to FBM's HEP office for any new application procedure).
- **Permohonan Aktiviti** – Link to Login Page for accessing student's activity application form.
- **Senarai Kursus FPP** – Link to Faculty of Business and Management (FBM) webpage for retrieving FBM program list.
- **Muat Turun Borang** – Link to FBM webpage for downloading any HEP related form.
- **Hubungi Kami** – Link to HEP Contact Information Page.

#### (C) Login Page



For new user – click on **Pendaftaran** hyperlink for registration as SAIS user.

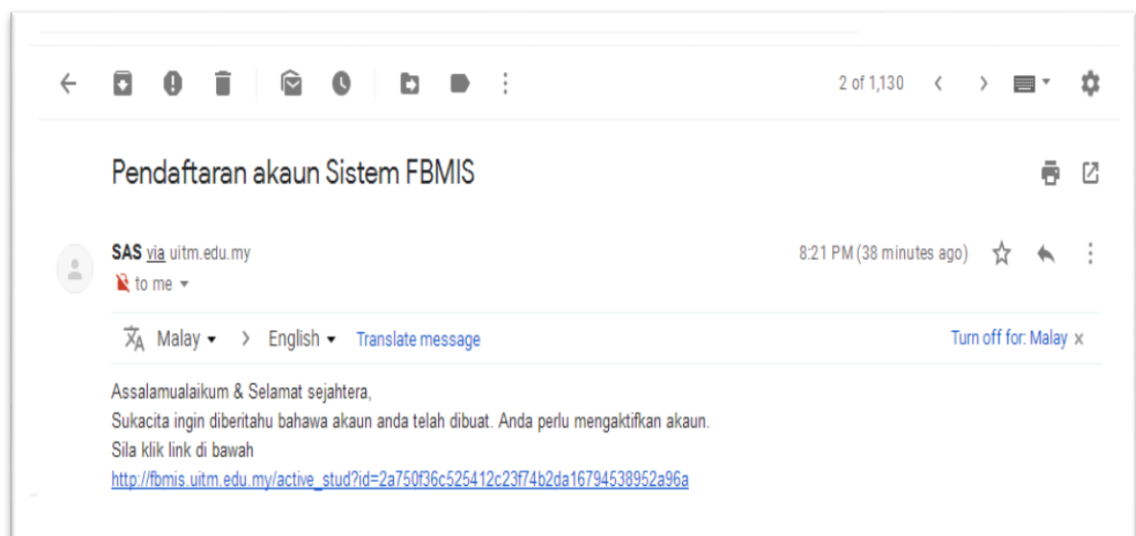
#### (D) Student Registration Page

The screenshot shows the 'Pendaftaran Baru' (New Registration) page of the S.A.I.S (Student Activity Information System). The page has a dark blue header with the system name. Below the header, there are several input fields for registration details:

- NO MATRIK: Text input field
- NAMA: Text input field
- NO TELEFON: Text input field
- EMAIL: Text input field
- NO KAD PENGENALAN: Text input field
- KOD PROGRAM: Dropdown menu with 'BA250' selected
- NAMA PROGRAM: Text input field with 'Bachelor of Business Administration (Business Economic)' pre-filled
- KATALALUAN: Text input field
- ULANG KATALALUAN: Text input field

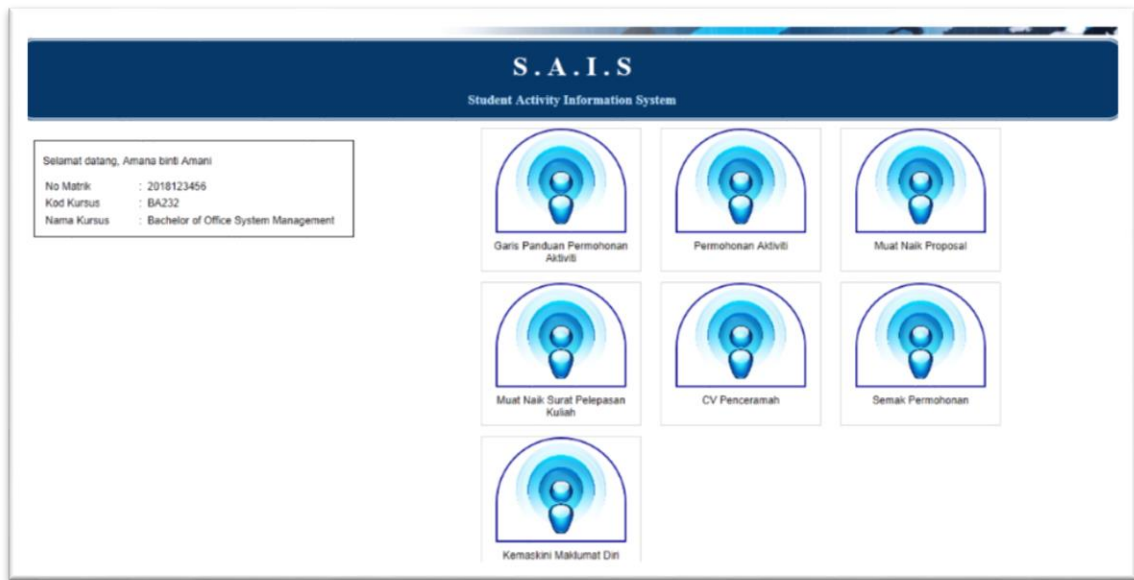
A 'DAFTAR' (Register) button is located at the bottom right of the form.

Please activate your account by clicking the URL link in your email notification.



The indicated link will direct you to the Login Page. To log in - used your student ID as your username and password that you have created. (Please click on **Lupa Kata Laluan** hyperlink if you have forgotten your password).

## (E) Student Module Page



There are 7 sub-modules at Student Module Page:

- **Garis Panduan Permohonan Aktiviti** – Link to student's activity submission flow chart. (Please refer to FBM's HEP office for any new application procedure).
- **Permohonan Aktiviti** – Link to Application Category Page for submitting new activity application.
- **Muat Turun Proposal** – Link to page where student can upload their proposal (The proposal can also be uploaded during application submission).
- **Muat Turun Surat Pelepasan Kuliah** – Link to page where student can upload **Surat Pelepasan Kuliah**. (This is compulsory for activities under **Persatuan** or **Akademik**).
- **CV Penceramah** – Link to page where student can upload **CV penceramah**. (This is compulsory for activities that involves external speaker).
- **Semak Permohonan** – Link to page where students can view their application status and details.
- **Senarai Kemaskini Permohonan** – Link to page where student can update application details, if the application was reverted back to them due to incomplete information.
- **Kemaskini Maklumat Diri** – Link to page where students can update their profile.

## (F) Permohonan Aktiviti Page

**S . A . I . S**  
 Student Activity Information System

1
2
3
4
5
6
7

Maklumat Permohonan
Keterangan Pemohon
Maklumat Perbelanjaan
Muat Naik Proposal
Muat Naik Surat Pelepasan Kuliah
Muat Naik CV Penceramah
Penilaian Aktiviti

PERMOHONAN AKTIVITI PELAJAR

Tarikh Permohonan	: 08/30/2018
Rujukan Aktiviti	:
Nama Aktiviti	: <input style="width: 90%;" type="text"/>
Jenis Aktiviti	: WAJIB
Peringkat Aktiviti	: <span style="border: 1px solid black; padding: 2px;">ANTARABANGSA</span>
Kategori Aktiviti	: <span style="border: 1px solid black; padding: 2px;">KOMUNITI</span>
Anjuran	: <span style="border: 1px solid black; padding: 2px;">PUSAT PENGAJIAN</span>
Tempat Aktiviti	: <input style="width: 90%;" type="text"/>
Dari	: <input style="width: 80%;" type="text"/>
Tarikh Aktiviti Dijalankan	: <small>(Note: Tarikh aktiviti tidak boleh kurang daripada 30 hari daripada tarikh permohonan.)</small>

PENYERTAAN (Bilangan Peserta)

Pelajar	Lelaki	:	<input style="width: 90%;" type="text" value="0"/>	
	Perempuan	:	<input style="width: 90%;" type="text" value="0"/>	
Staf UITM	Lelaki	:	<input style="width: 90%;" type="text" value="0"/>	
	Perempuan	:	<input style="width: 90%;" type="text" value="0"/>	
Jemputan Luar		:	<input style="width: 90%;" type="text" value="0"/>	

MAKLUMAT JEMPUTAN LUAR

Nama Penceramah / Jawatan :	1. <input style="width: 90%;" type="text"/>	Jawatan:	1. <input style="width: 90%;" type="text"/>
	2. <input style="width: 90%;" type="text"/>		2. <input style="width: 90%;" type="text"/>
	3. <input style="width: 90%;" type="text"/>		3. <input style="width: 90%;" type="text"/>

SETERUSNYA

All the necessary fields in the form are required to be filled in correctly and accordingly. Please discuss with your program advisor/society advisor or HEP coordinator before proceeding with the online submission.

**\*\*IMPORTANT** - Date of activity should be **not less than 30 days** from the date of application.

Please empty the **Maklumat Penceramah Jemputan Luar**, if the program does not invite any external speaker.

MAKLUMAT PERBELANJAAN	Jumlah (RM)
<b>MAKANAN DAN PENGINAPAN</b>	
Pelajar: Makanan Pagi-Tengahari= 50 * RM 6	
Staff: Makanan Pagi-Tengahari= 50 * RM10	800
<b>KEPERLUAN PROGRAM</b>	
	0
<b>HONORARIUM</b>	
RM200 * 4 jam	800
<b>HADIAH PROGRAM/PERTANDINGAN</b>	
Cenderahati untuk Penceramah = Sijil dan Frame	20
<b>LAWATAN LUAR NEGARA</b>	
	0
<b>PENYERTAAN PERTANDINGAN, BENGKEL, DAN SEMINAR AKADEMIK SERTA YURAN-YURAN PENYERTAAN</b>	
	0

Please fill in the **Maklumat Perbelanjaan** correctly and accordingly. Get advice from your program advisor/society advisor or HEP coordinator.

Please refer **Borang C HEP** for financial implication. The form can be downloaded from FBM website.

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**S.A.I.S**  
Student Activity Information System

1 Maklumat Permohonan 2 Keterangan Pemohon 3 Maklumat Perbelanjaan 4 Muat Naik Proposal 5 Muat Naik Surat Pelepasan Kuliah 6 Muat Naik Laporan Akhir 7 Penilaian Aktiviti

Sila muat naik proposal aktiviti :

RUJUKAN AKTIVITI : 5645

PROPOSAL :  Browse...

\*Sila pastikan file yang dimuat naik adalah dalam bentuk pdf  
 \*Saiz file mestilah kurang daripada 10KB  
 \*Sila namakan file anda seperti berikut: KA rujukan aktiviti-nama aktiviti  
 (eg: KA 1234-nama aktiviti)

UPLOAD UPLOAD KEMUDIAN

Please upload your program proposal using the template provided by HEP office. The form can be downloaded from FBM website.

For **Persatuan** or **Akademik** program – please upload **Surat Pelepasan Kuliah** or **Surat Permohonan Kebenaran Mengadakan Aktiviti Pada Waktu Malam atau Hujung Minggu**.

Please upload speaker's CV if the program has invited external speaker. You can choose to upload **Kemudian**. However, the incomplete application will NOT being processed until all the required documents are uploaded.



If any incomplete application (for example, if a required document is not attached), the **BLINKING RED** notification (\*1\*) will appear on the related module.



Anggar Amara binti Amari

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[Jtama](#) » Senarai CV Penceramah

\*Sila muat naik CV PENCERAMAH dan MENGHANTAR DOKUMEN SOKONGAN YANG BERKAITAN

SENARAI CV PENCERAMAH								
BIL	NAMA PEMOHON	RUJUKAN	TARIKH AKTIVITI DIJALANKAN	NAMA AKTIVITI	JENIS	STATUS	PENCERAMAH	CV PENCERAMAH
1	Amara binti Amari	KA 5645	2018-10-30 - 2018-10-30	Trial	WAJIB	PERMOHONAN	Abu Bin Hassan	<a href="#">[MUAT NAIK]</a>

[KEMBALI](#)

Please click on **Muat Naik** for uploading the speaker's CV at column **CV Penceramah**. (The indicated application without the speaker's CV will be listed at the table until the CV was uploaded in the system)

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[tama](#) » Senarai CV Penceramah

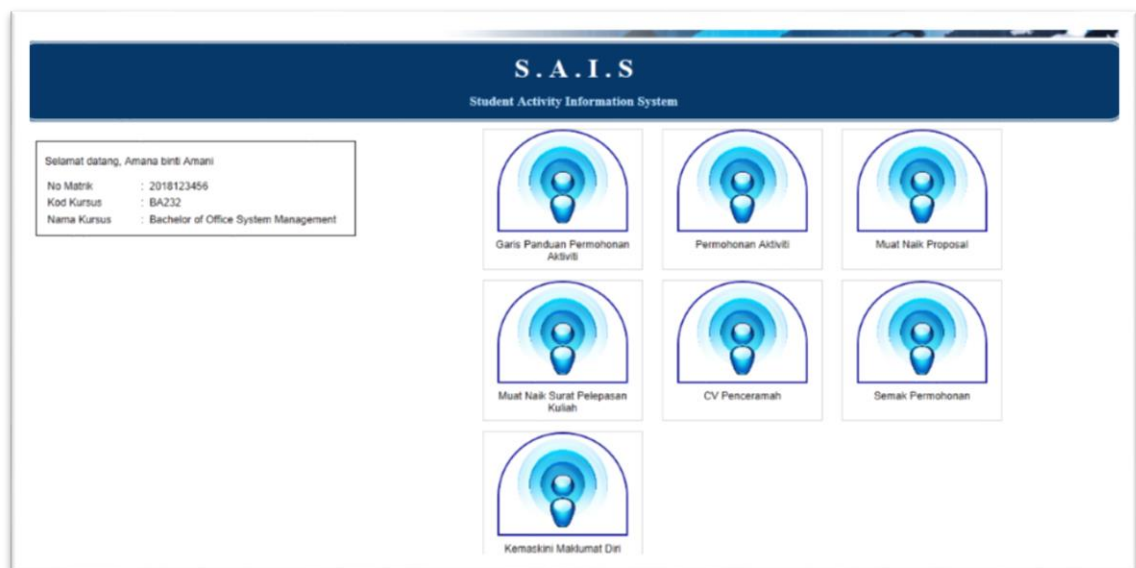
\*Sila muat naik CV PENCERAMAH dan MENGHANTAR DOKUMEN SOKONGAN YANG BERKAITAN

SENARAI CV PENCERAMAH								
BIL	NAMA PEMOHON	RUJUKAN	TARIKH AKTIVITI DIJALANKAN	NAMA AKTIVITI	JENIS	STATUS	PENCERAMAH	CV PENCERAMAH

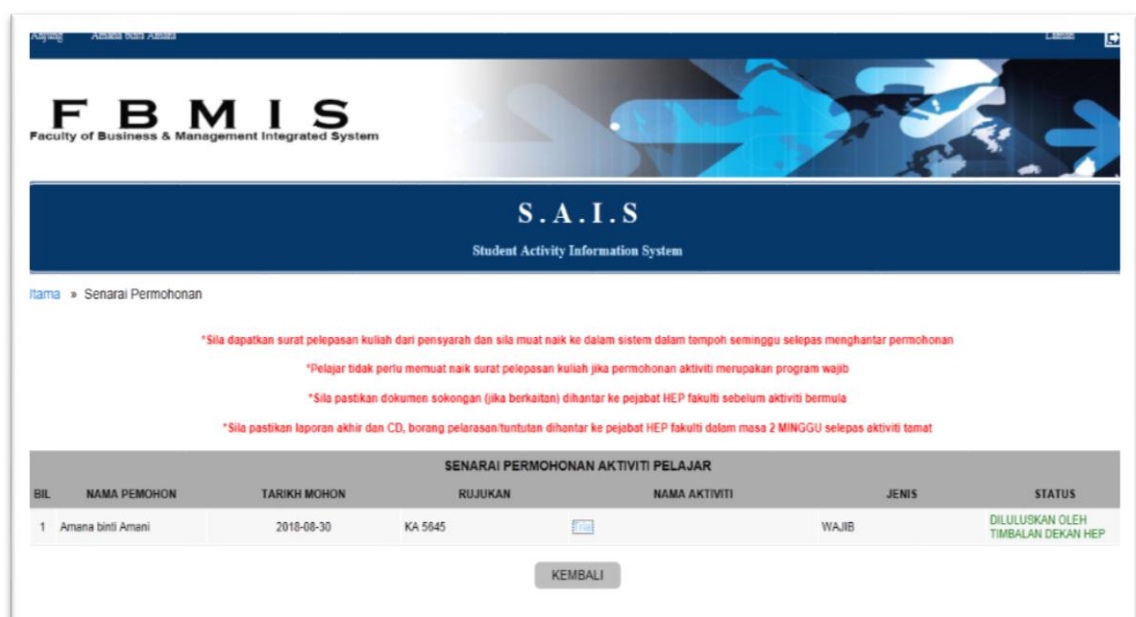
[KEMBALI](#)



## (G) View **Permohonan**




Please click on **Senarai Permohonan** module to view your application list.



You can check your application status at this module.

To view your application details – click on the “activity name” at column **Nama Aktiviti**.

Utama » Senarai Permohonan » Maklumat Permohonan



**UNIVERSITI  
TEKNOLOGI  
MARA**

BORANG PERMOHONAN AKTIVITI PELAJAR  
BAHAGIAN HAL EHRAWAL PELAJAR  
UNIVERSITI TEKNOLOGI MARA

RUJUKAN AKTIVITI

KA 5645

Keputusan Permohonan : DILULUSKAN OLEH TIMBALAN DEKAN HEP

RINGKASAN PERMOHONAN AKTIVITI PELAJAR		
TARIKH TERIMA PERMOHONAN	2018-08-30	KOD PERSATUAN/PROGRAM: BA232
NAMA PERSATUAN/PROGRAM	Bachelor of Office System Management	
NAMA AKTIVITI	Trial	
JENIS AKTIVITI	WAJIB	
PERINGKAT AKTIVITI	FAKULTI	
KATEGORI AKTIVITI	KOMUNITI	
ANJURAN	HEP	
TEMPAT AKTIVITI	Trial	
TARIKH AKTIVITI	DARI : 2018-10-30 HINGGA: 2018-10-30	
HASIL AKTIVITI		

The **Rujukan Aktiviti** details will be your application reference number.

Please keep this reference number for your claims and report process.

KEPERLUAN PROGRAM		0	
HONORARIUM		400	
RM200 * 4 jam			
HADIAH PROGRAM/PERTANDINGAN		20	
Cenderahati untuk Penceramah = Siji dan Frame			
LAWATAN LUAR NEGARA		0	
PENYERTAAN PERTANDINGAN, BENGKEL, DAN SEMINAR AKADEMIK SERTA YURAN-YURAN PENYERTAAN		0	
MAJLIS MAJLIS KERAJIAN		0	
LAIN-LAIN		0	
Jumlah Keseluruhan		1220	
Jumlah Digunakan			
Catatan			
Dokumen selepas aktiviti		Dokumen sokongan	
Borang tuntutan/pelarasan	<input type="checkbox"/>	Surat tajaan	<input type="checkbox"/>
Laporan akhir aktiviti	<input type="checkbox"/>	Surat luar negara	<input type="checkbox"/>
Laporan penilaian aktiviti	<input type="checkbox"/>		
CD	<input type="checkbox"/>		

Ulasan dan Timbalan Dekan (HEP)

Diluluskan dengan budget pindaan. Penceramah hanya layak dibayar RM100 per jam.

Please submit any required documents to FBM's HEP office before or after activity. These documents are final report, CD, evaluation form(s), claim form(s), sponsorship approval letter(s) and **Surat Ke Luar Negara** approval letter (if any related).

Ayang
Amana binti Amani
Logout

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[Utama](#) » [Senarai Permohonan](#)

\*Sila dapatkan surat pelepasan kuliah dari pensyarah dan sila muat naik ke dalam sistem dalam tempoh seminggu selepas menghantar permohonan

\*Pelajar tidak perlu memuat naik surat pelepasan kuliah jika permohonan aktiviti merupakan program wajib

\*Sila pastikan dokumen sokongan (jika berkaitan) dihantar ke pejabat HEP fakulti sebelum aktiviti bermula

\*Sila pastikan laporan akhir dan CD, borang pelarasan/tuntutan dihantar ke pejabat HEP fakulti dalam masa 2 MINGGU selepas aktiviti tamat

SENARAI PERMOHONAN AKTIVITI PELAJAR						
BIL	NAMA PEMOHON	TARIKH MOHON	RUJUKAN	NAMA AKTIVITI	JENIS	STATUS
1	Amana binti Amani	2018-08-30	KA 5645	<a href="#">Trial</a>	WAJIB	DILULUSKAN OLEH TIMBALAN DEKAN HEP

KEMBALI

You will receive an email notification if your application has been approved by the Deputy Dean of HEP. The approval letter can be auto generated from the system (Click on “activity name” at **Senarai Permohonan** module to retrieve your application details).

**-Thank You-**  
FBMIS TEAM