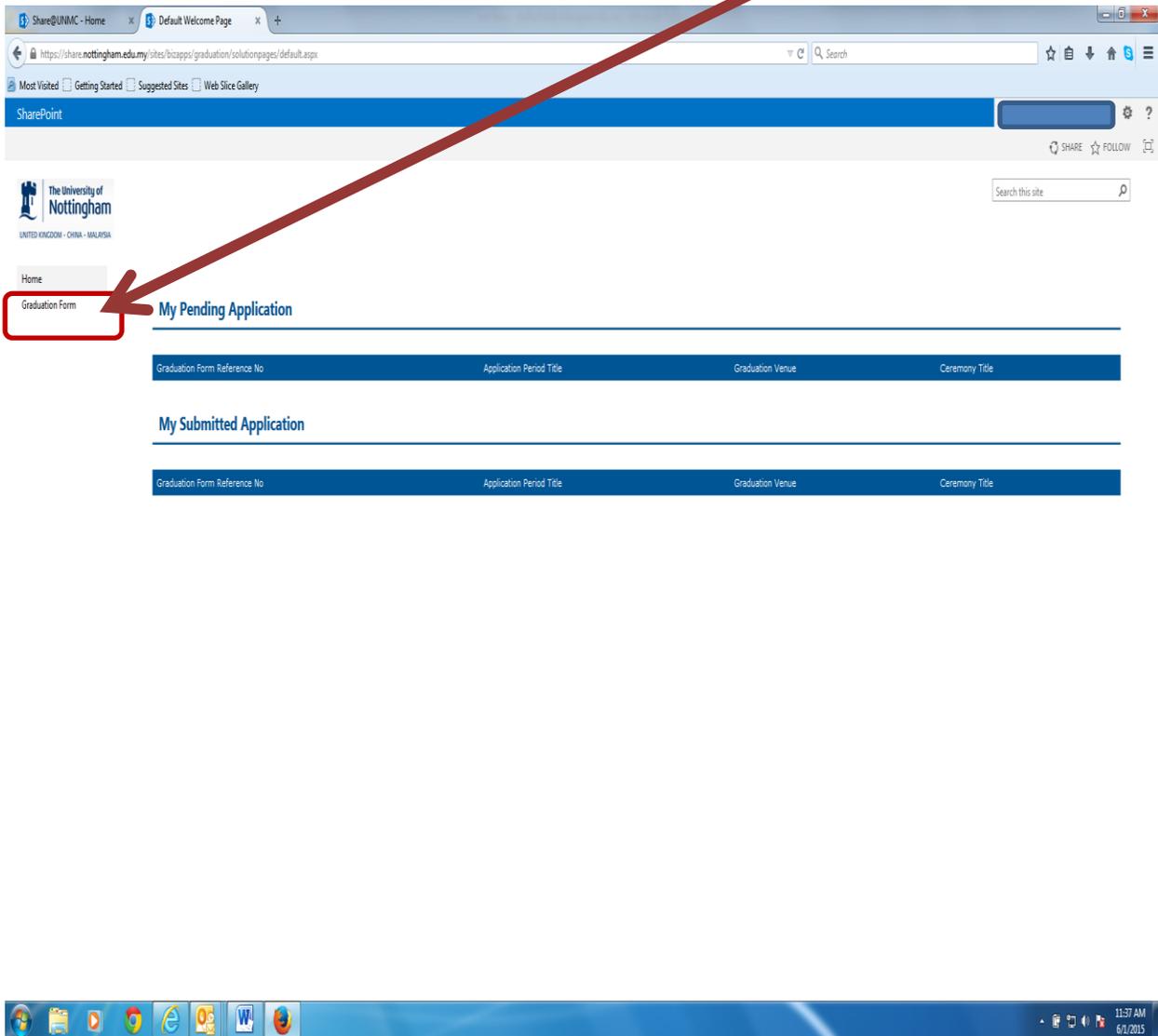


## Manual – Online Graduation Form.

- 1) Click the below link to access to the **Online Graduation Form**:  
<https://share.nottingham.edu.my/sites/bizapps/graduation/solutionpages/default.aspx>
- 2) You need to log-in using your university username and password. If you have any issue with your log-in, you can refer to [ITServiceDesk@nottingham.edu.my](mailto:ITServiceDesk@nottingham.edu.my).
- 3) You will be directed to the “**Home**” screen. Please click on the **Graduation Form** to continue the process.



The screenshot displays a web browser window showing the online graduation form application page. The browser address bar shows the URL: <https://share.nottingham.edu.my/sites/bizapps/graduation/solutionpages/default.aspx>. The page features a navigation menu with the following items:

- Home
- Graduation Form (highlighted with a red box and arrow)
- My Pending Application

Below the navigation menu, there are two sections for application tracking:

**My Pending Application**

Graduation Form Reference No	Application Period Title	Graduation Venue	Ceremony Title
------------------------------	--------------------------	------------------	----------------

**My Submitted Application**

Graduation Form Reference No	Application Period Title	Graduation Venue	Ceremony Title
------------------------------	--------------------------	------------------	----------------

The Windows taskbar at the bottom shows the system tray with the date and time: 11:37 AM, 6/1/2015.

4) You will be able to view your online graduation form and please update and complete the form accordingly. Please remember to click **"Save & Continue"** for **every page** that you have done.

a) Please choose the correct graduation ceremony.

SharePoint

BROWSE PAGE

The University of Nottingham  
UNITED KINGDOM · CHINA · MALAYSIA

Home  
Graduation Form

## Graduation Form

Graduation: July 2015  
Putrajaya International Convention Centre (PICC)

1. Please choose the **correct ceremony** for your graduation.
2. You need to complete this online graduation form and submit it by **19 June 2015**.
3. You are required to complete and submit this form even if you wish to **graduate in absentia**. Your certificate **will not** be posted to you after the ceremony unless you have submitted the online form and paid the required fee.
4. Please **do not wait until your results have been confirmed before submitting this form**, if subsequently, you do not complete your studies successfully, a full refund will be made for any tickets that are purchased.
5. Please ensure you have completed the **compulsory Tracer Study survey** and attach the complete sheet at the end of the online form. The survey is found at this link: <http://graduan.moe.gov.my/SKPG15/Default.aspx>

**Ceremony 1 (Saturday, 25 July 2015, 11.00am)**

- Faculty of Arts & Social Sciences
- Faculty of Science

**Ceremony 2 (Saturday, 25 July 2015, 3.00pm)**

- Faculty of Engineering

Ceremony 1  Ceremony 2

Save & Continue Later

5) Please ensure you have completed the **compulsory Tracer Study** survey and attach the complete sheet at the end of the online form. The survey is found at this link:  
<http://graduan.moe.gov.my/SKPG15/Default.aspx>

6) Once you have updated all information, you may **attach the payment slip for guest tickets (if any) and the tracer completion slip** at the end of the online form.

submit your feedback unless you wish the services you require. The personal data that you provide is necessary if you choose not to provide your personal data the University may not be able to provide you with the services you require or the required level of service.

Your personal data shall only be passed to a third party who is directly involved in ensuring that the University is able to process your feedback and/or provide you with the services you require.

Further information on how we process your personal data and the [Data Protection Notice](http://www.nottingham.edu.my/Utilities/DataProtection.aspx) can be found in our website: <http://www.nottingham.edu.my/Utilities/DataProtection.aspx>

**Future updates**

Please check the e-mail address as stated in this form regularly for updates and other information regarding the graduation ceremony. Alternatively, please visit the website for updates. This is to avoid you from missing out of the information just in case you do not receive them by post.

**Tracer Study (Compulsory Survey for all graduates to complete)**

The Ministry of Higher Education, in its continuous effort to improve higher education in Malaysia, requires all graduating students to participate in the Tracer Study 2015. This study is an avenue the Ministry uses to gather the opinions and feedback from students to help them in the future planning and improvement of our education system. This information is also used to evaluate and rank institutions of higher education in Malaysia through the SETAR ranking system. Please note that you will need to attach the confirmation slip, which you will print once you have completed the survey, and attached it with your registration form.

### Declarations

I confirm that all information provided are accurate. I have also read and understood all the terms and conditions as stated above.

I hereby give consent to the University to process my personal data and I also warrant that I have sought the consent of any third party whose personal data I have disclosed to the University.

Do you agree?  Yes  No

Date 6/1/2015 11:21:00 AM

Receipt/Tracer Slip [Please click HERE to attach](#)

Submit Previous Section

- 7) Click "**submit**" to submit your form and you will receive a reply e-mail from Graduation Office. You will be able to **print** a copy of your form after you have submitted the form.

submit your feedback unless you wish the services you require. The personal data that you provide is necessary if you choose not to provide your personal data the University may not be able to provide you with the services you require or the required level of service.

Your personal data shall only be passed to a third party who is directly involved in ensuring that the University is able to process your feedback and/or provide you with the services you require.

Further information on how we process your personal data and the [Data Protection Notice](#) can be found in our website : <http://www.notttingham.edu.my/Utilities/DataProtection.aspx>

**Future updates**

Please check the e-mail address as stated in this form regularly for updates and other information regarding the graduation ceremony. Alternatively, please visit the website for updates. This is to avoid you from missing out of the information just in case you do not receive them by post.

**Tracer Study (Compulsory Survey for all graduates to complete)**

The Ministry of Higher Education, in its continuous effort to improve higher education in Malaysia, requires all graduating students to participate in the Tracer Study. This study is an avenue the Ministry uses to gather the opinions and feedback from students to help them in the future planning and improvement of our education system. This information is also used to evaluate and rank institutions of higher education in Malaysia through the SETARA ranking system. Please note that you will need to attach the confirmation slip, which you will print after you have completed the survey, and attached it with your registration form.

**Declarations**

I confirm that all information provided are accurate. I have read and understood all the terms and conditions as stated above.

I hereby give consent to the University to process my personal data and I also warrant that I have sought the consent of any third party whose personal data I have disclosed to the University.

Do you agree?  Yes  No

Date 6/1/2015 11:21:00 AM

Receipt/Tracer Slip [Please click HERE to attach](#)

- 8) Once you have submitted the form, you will be able to view all the information you provided or updated. You will also be able to **print** the form (if needed) and the **print button** can be found at the top of the form.

Home

Graduation Form

## Graduation Form

 Graduation: July 2015

Putrajaya International Convention Centre (PICC)

1. Please choose the **correct ceremony** for your graduation.
2. You need to complete this online graduation form and submit it by **19 June 2015**.
3. You are required to complete and submit this form even if you wish to **graduate in absentia**. Your certificate **will not** be posted to you after the ceremony unless you have submitted the online form and paid the required fee.
4. Please **do not wait until your results have been confirmed before submitting this form**. If subsequently, you do not complete your studies successfully, a full refund will be made for any tickets that are purchased.
5. Please ensure you have completed the **compulsory Tracer Study survey** and **attach the complete sheet** at the end of the online form. The survey is found at this link: <http://graduan.moe.gov.my/SKPG15/Default.aspx>

**Ceremony 1 (Saturday, 25 July 2015, 11.00am)**

- Faculty of Arts & Social Sciences
- Faculty of Science

**Ceremony 2 (Saturday, 25 July 2015, 3.00pm)**

- Faculty of Engineering

**Ceremony 1**

**Your Name**

Your degree / diploma certificate is a formal record of your academic achievement and we prefer to use that formal version of your name for graduation purposes. You are asked to provide your name as it appears on official records (eg birth certificate / identification card), including all forenames and without abbreviations or initials. We will amend your student record to reflect this is appropriate.

Read the notes and complete this section carefully as it will affect how your name appears on your certificate.

Title \*  Dr

- 9) You are unable to make any changes after you have submitted the form. Should you need to make any changes after you have submitted the online form, you will need to e-mail to [graduation@nottingham.edu.my](mailto:graduation@nottingham.edu.my).
- 10) **If you didn't submit the form at the same time you update the info and you wish to submit later, you need to go to "Home" screen , click on your "Pending Application" and continue from there.**



The screenshot shows a web interface with a navigation menu on the left containing 'Home' and 'Graduation Form'. The main content area is titled 'My Pending Application' and contains a table with the following data:

Graduation Form Reference No	Application Period Title	Graduation Venue	Ceremony Title
3676003	Graduation: July 2015	Putrajaya International Convention Centre (PICC)	Ceremony 1

Below this table is a section titled 'My Submitted Application' with a table structure that is currently empty.