

e-Postdoc User Manual

Supervisor

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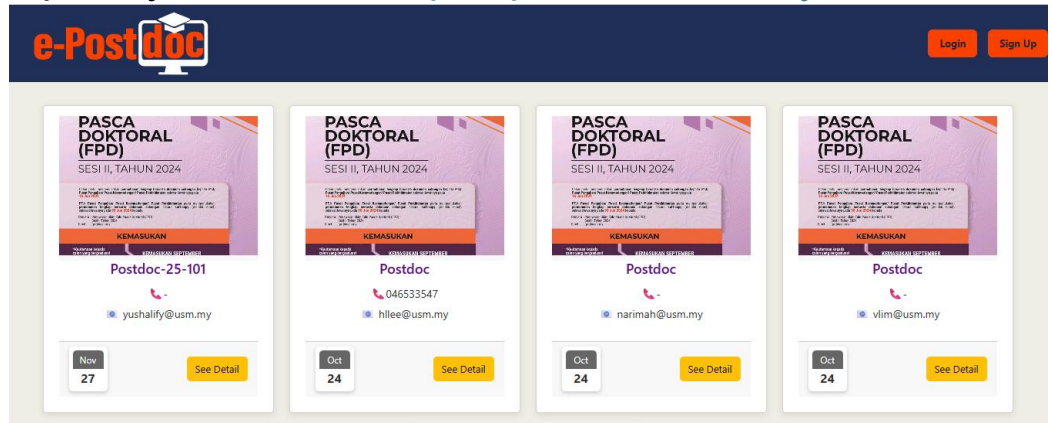
1. Login
2. Dashboard
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4. Vacancies
5. Application Approval
6. Active Appointment
7. Completion Approval
8. Extension Approval
9. Exit Approval
10. Progress Report
11. Past Appointment

1. Login

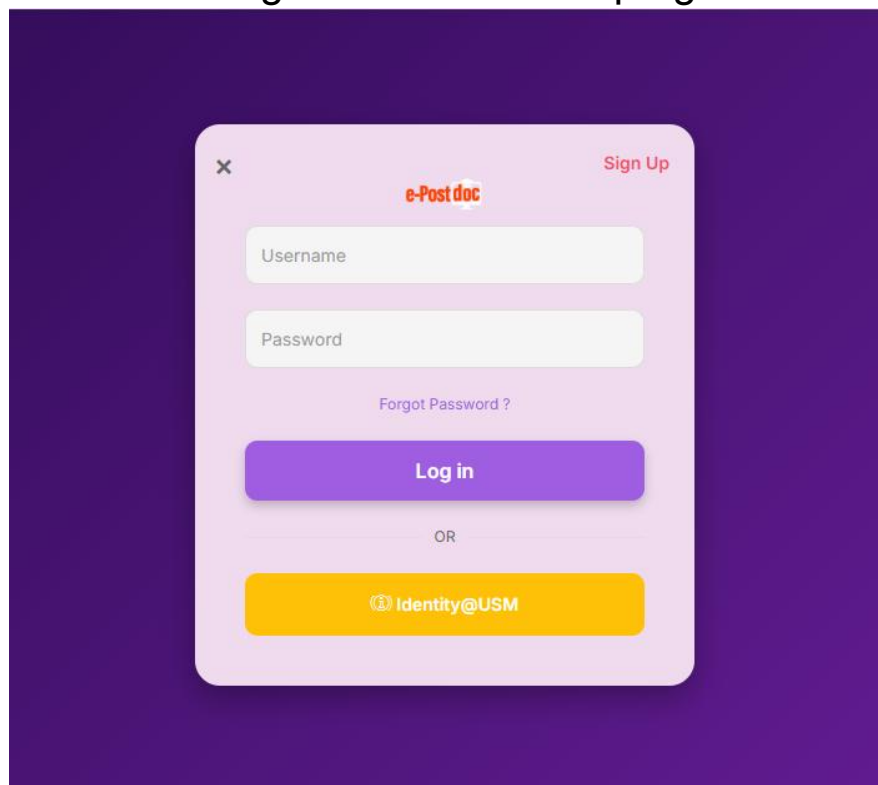
There are two way to access the system.

1.1 Login directly from the system homepage

Open system URL: <https://postdoc.usm.my/>.



Then click Login button at the top right corner.



Click "Identity@USM" button. If you are not login before, USM SSO login form will be displayed. Enter your USM email and password.



Identity Single Sign On

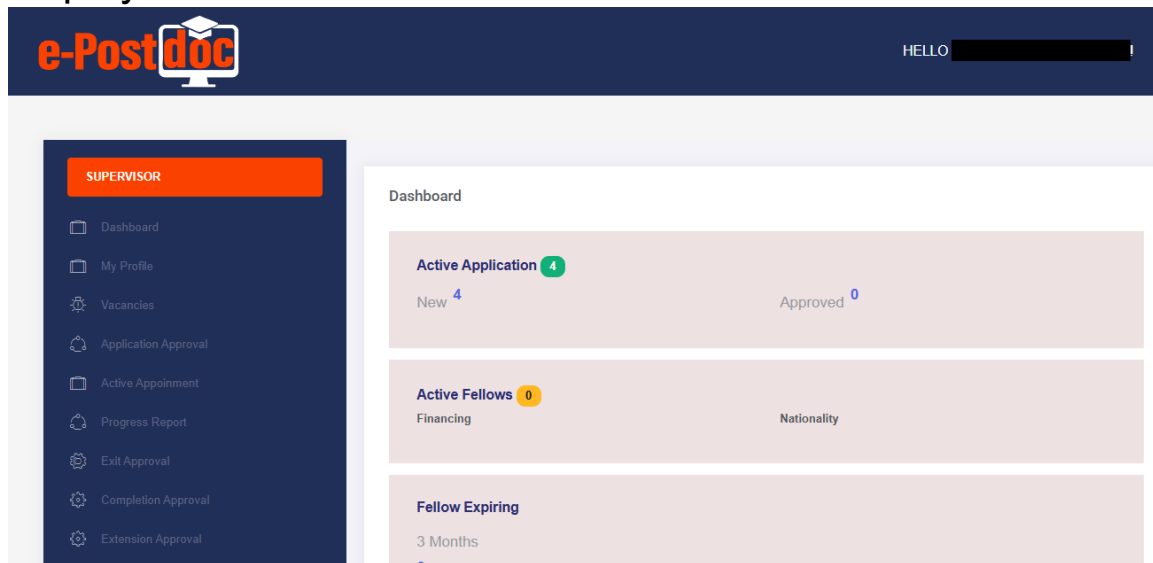
[Sign in](#)

[Change Password](#)
[Forgot Account ID](#)

[Need Help?](#)

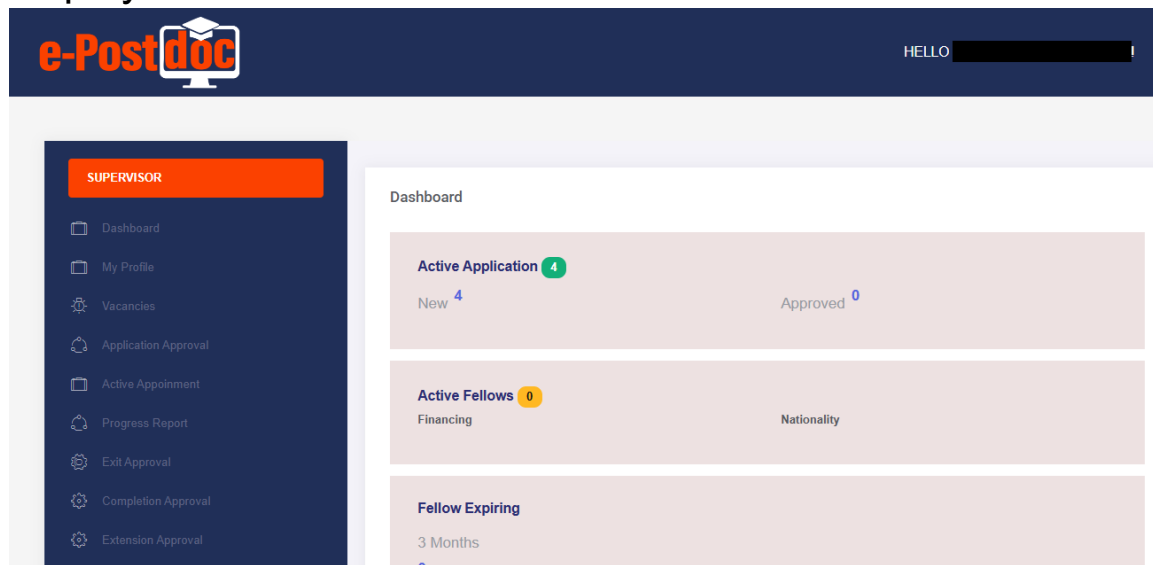
www.usm.my [Privacy](#)

After successful login, a dashboard will be displayed.



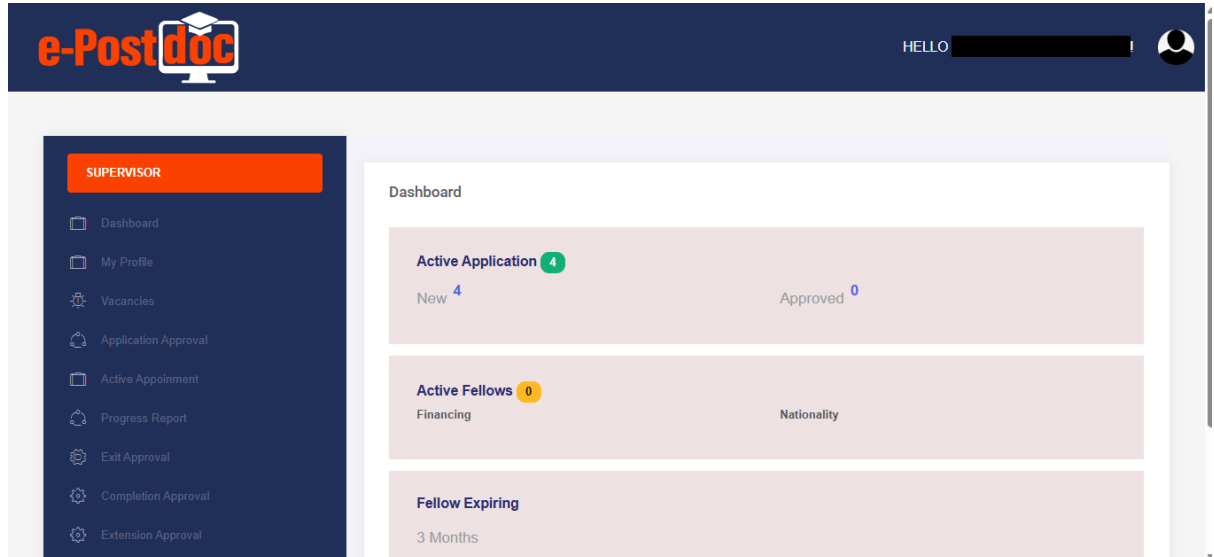
Via Campusonline Portal
Open Campusonline Portal. Click e-Postdoc icon.
After successful login, a dashboard will be

displayed.



2. Dashboard

You can view dashboard and statistic for postdoc on your school / department.



Active Application

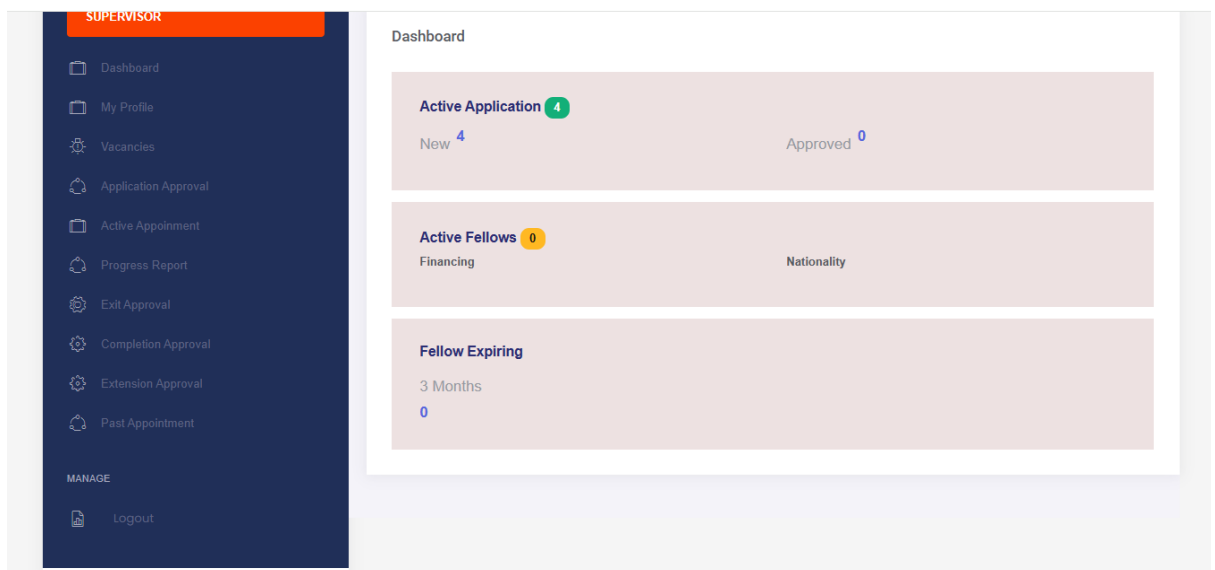
This figure will show how many postdocs application has been received for your school / department. New

indicate new application from applicant. Approved indicate application that has been approved.

Active Fellows

This figure will show how many active postdocs for your school / department.

System will show figure by financing source and fellow nationality (Malaysian and Non Malaysian)



Fellow Expiring

This figure will show how many fellow will expiring in 3 months.

Budget Allocation – Active Fellow

This figure will show how much cost involved to pay postdoc salary for current month in your school / department (in MYR).

3. My Profile

Allow supervisor to view their own profile and update profile.



SUPERVISOR

- Dashboard
- My Profile
- Vacancies
- Application Approval
- Active Appointment
- Progress Report
- Exit Approval
- Completion Approval
- Extension Approval

Supervisor Profile (Edit)



Supervisor's Details

* Name: [REDACTED]

Please enter your first and last names

Enter your valid phone format. E.g: 012-3456789

* Email: [REDACTED]@usm.my

Office Address ?

* Address Line 1: [REDACTED] PUSAT PENGAJIAN SAINS MATEMATIK,

Address Line 2: UNIVERSITI SAINS MALAYSIA

Address Line 3:

* Postcode: 11800

* City: GELUGOR

* State: PULAU PINANG

* Country: MALAYSIA

Save & Continue



Supervisor Profile



1. Profile



2. Fellowship-
Supervision
History



3. Research
Information

History as Supervisor Post-Doctoral Fellow

Have you had any Post-Doctoral Fellow throughout your service in the University?

Yes

No

Is there any possibility that you will retire/be on sabbatical leave/ end your contract within your supervision period to this applicant?

Yes

No

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Save & Continue

History as Main Supervisor

Please indicate the number of Post-Doctoral Fellow and graduate students (Master/ Doctorate) where you are the **main supervisor** and enclose documentation evidence.

#	GRADUATED	NAME	YEAR GRADUATED
1	PhD	WAN ZAFIRA EZZA BINTI WAN ZAKARIA	2025
2	PhD	MAZLINA BINTI RAZALI	2025
3	PhD	MUHAMMAD AMMAD	2025
4	PhD	SAMIA BIBI	2024
5	PhD	SYED AHMAD AIDIL ADHA BIN SAID MAD ZAIN	2024
6	Master	MOHAMAD NAUFAL BIN ZAINAL ABIDIN	2024
7	Master	MOHAMAD EKRAM BIN NORDIN	2024
8	Master	NUR HIDAYAH BINTI MOHAMMAD ISMAIL	2023
9	Master	ANIS SOLEHAH BINTI MOHD KAMARUDZAMAN	2023

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Save & Continue



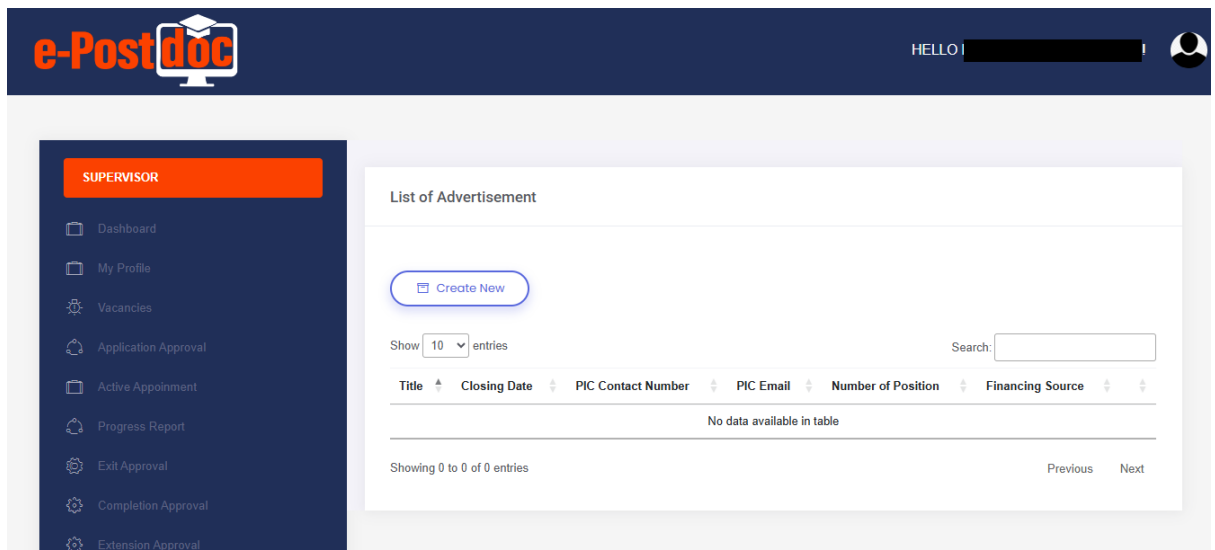
Research Information

1. Publications Track Record within the last 3 years.

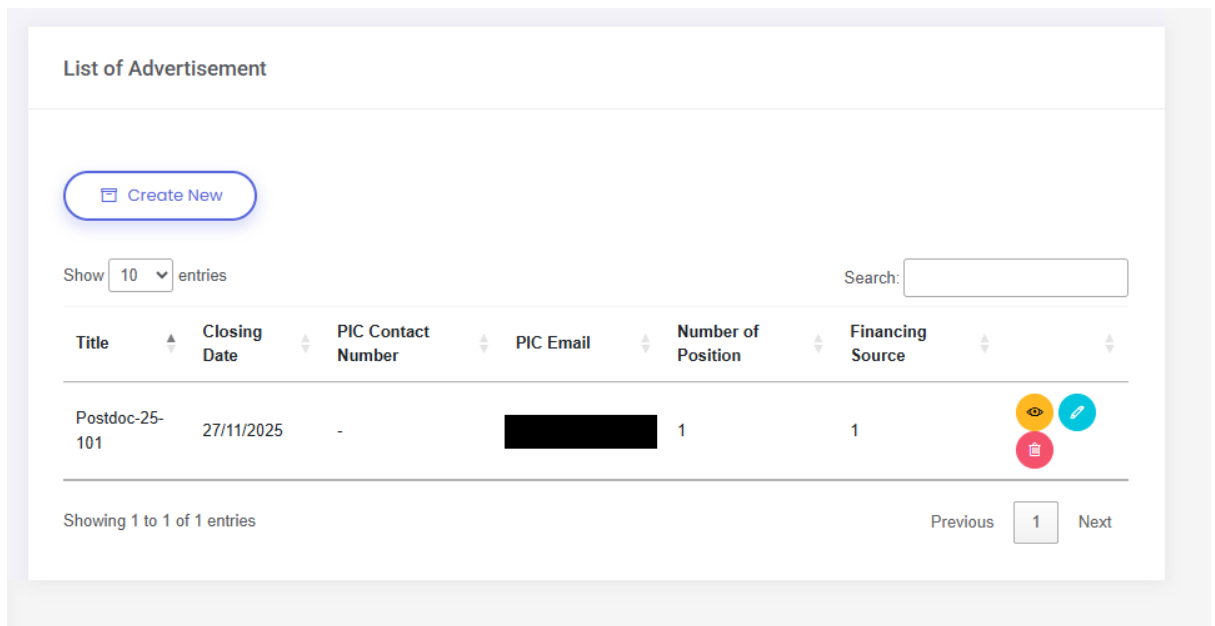
#	Author	Title	Journal	Year	Vol	Issue	Pages	Information
1	MOHAMAD EKRAM BIN 	Modified progressive iterative approximation techniques for interoperable conversion of QT-Bézier and rational Bézier curve	AIN SHAMS ENGINEERING JOURNAL	2025	16	2	1 - 21	CorrespondingAuthor Scopus Q1 Published
2	SEHERISH NAZ BINTI KHALID ALI 	Hybrid B-spline collocation method with particle swarm optimization for solving linear differential problems	AIMS MATHEMATICS	2025	10	3		CorrespondingAuthor Scopus Q1 Published
3	ANIS SOLEHAH BINTI MOHD KAMARUDZAMAN 	Feature extraction and analysis of adjustable surfaces in computer graphics	JOURNAL OF KING SAUD UNIVERSITY- COMPUTER AND INFORMATION SCIENCES	2025	37	1	1 - 30	CorrespondingAuthor Scopus Q1 Published

4. Vacancies

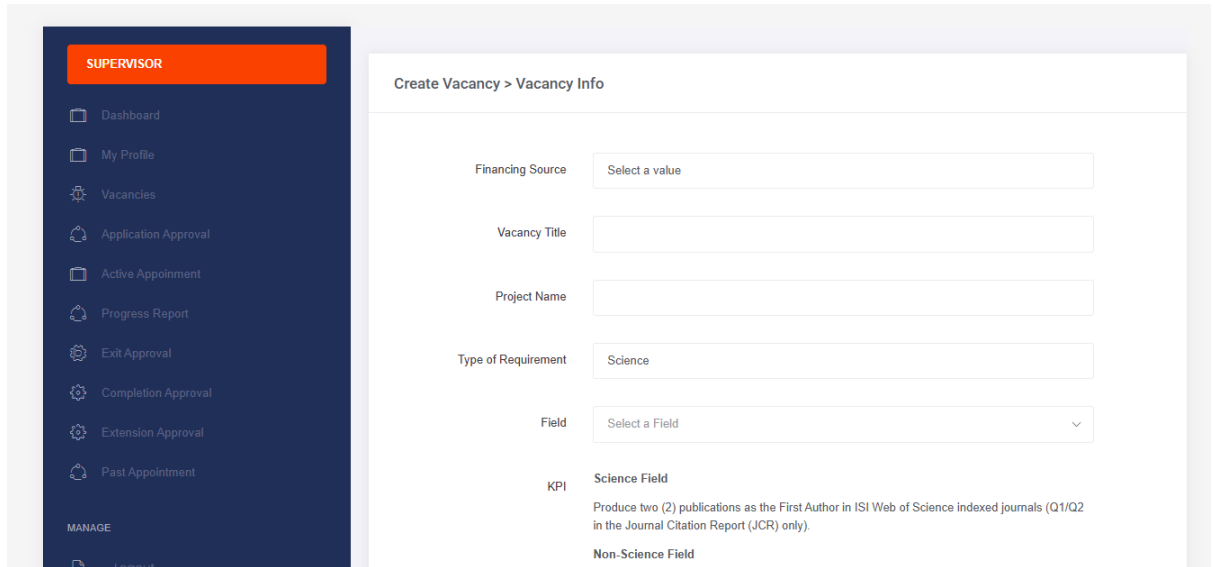
This function allow supervisor to create vacancies for postdoc. After vacancy has been created, applicant can apply.



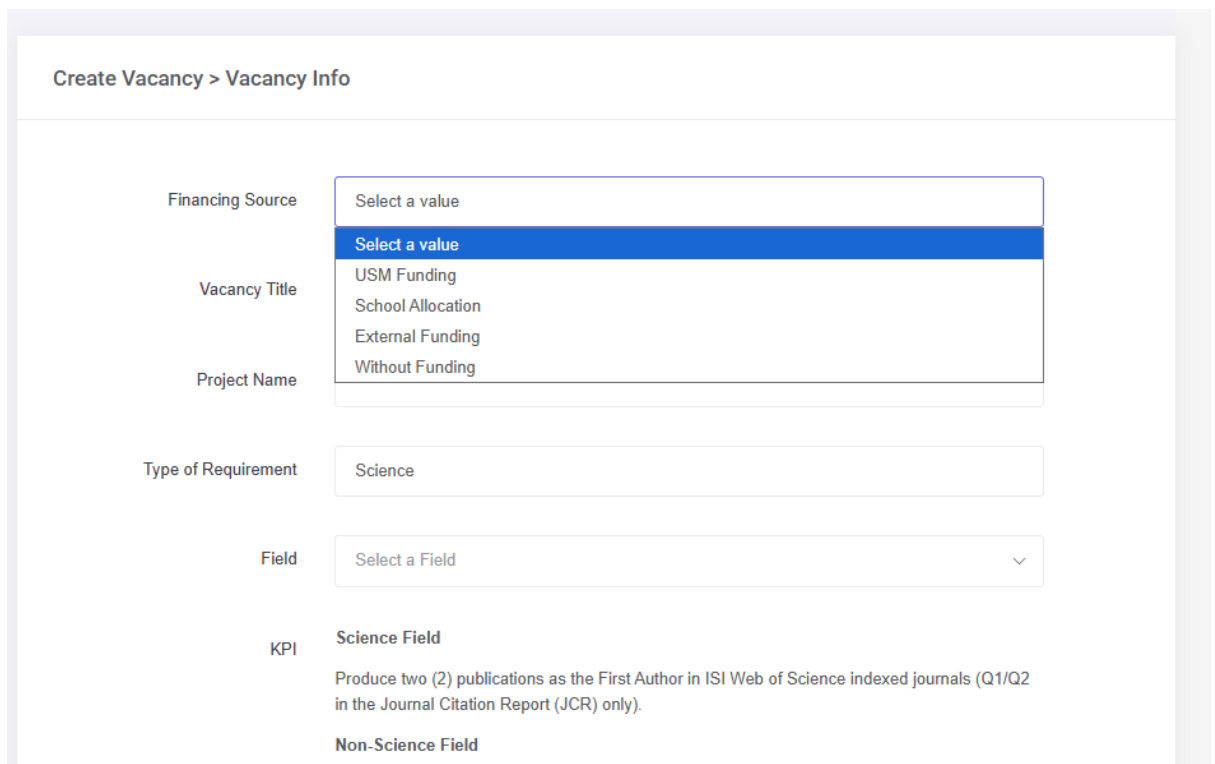
After click Vacancies menu, above screen will be displayed. This function will display all vacancies that has been created by you.



Click "Create New" button to create a new vacancy.



Above screen will be displayed after click “Create New” button.



Please select financing source for the vacancy. Then fill in title, project name and choose type of requirement.

Financing Source	Select a value
Vacancy Title	<input type="text" value="mathematics"/>
Project Name	<ul style="list-style-type: none"> Actuarial Mathematics Applied Mathematics Bio-Mathematics Computation Theory and Mathematics Computational Biomathematics, Biostatistics and Biometry COMPUTATIONAL MATHEMATICS Discrete Mathematics
Type of Requirement	
Field	Select a Field
KPI	<p>Science Field</p> <p>Produce two (2) publications as the First Author in ISI Web of Science indexed journals (Q1/Q2 in the Journal Citation Report (JCR) only).</p> <p>Non-Science Field</p> <p>Produce two (2) publications as the First Author in Scopus indexed journals (Q1/Q2 in SCImago</p>

You must choose field for the vacancy that will retrieved from Experts@USM system (experts.usm.my)

the School/Center of Excellence.

Notes	<input type="text"/>
Closing Date	<input type="text" value="dd/mm/yyyy"/>
PIC Contact Number	<input type="text"/>
PIC Email	<input type="text"/>
Number of Position	<input type="text"/>
Salary/Honorarium	<input type="text"/>

Fill in others field and click “Save & Continue” button to save the vacancy data.

Notes

Closing Date

PIC Contact Number

PIC Email

Number of Position

Salary/Honorarium

October, 2025 ↑ ↓

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

[Clear](#) [Today](#)

Update Vacancy > Upload Attachment

Advertisement Poster

Drop files here or click to upload.

Only image allowed for upload

Maximum upload file size: 15MB

Then you can upload vacancy poster / image if necessary. This photo /

image will be displayed at the frontpage of the system.

CRITERIA

- Awarded a Doctor of Philosophy (Ph.D.) degree.
 - Good academic merit and research output in the last three (3) years, particularly in publications:
- Science Field**
- Two (2) publications in journals indexed in the ISI Web of Science (Q1/Q2 in the Journal Citation Report (JCR) only) with one (1) of the publications as the First Author.
- OR One (1) Patent.
- Non-Science Field**
- Two (2) publications in journals indexed by Scopus with one (1) of the publications as the First Author. Preference is given to publications in JCR.
- The field of appointment is open but must be relevant to the supervisor identified according to the school/center of excellence.

Contact: - [REDACTED]

Salary: RM 5,500.00

Number of Position: 1

Closing Date: 27/11/2025

Go Back

Edit

You can click Details button to view vacancy details.

the center/center of excellence.

Notes

Closing Date

27/11/2025



PIC Contact Number

-

PIC Email

Number of Position

1

Salary/Honorarium

5500.00

Edit & Continue

Back to List



Click Edit button to update the vacancy

5. Application Approval

List of Application

New (Applicant) → Verified (Supervisor) → Reviewed (PTJ Staff) → Confirmed (PTJ Officer) → Acknowledged (Dean)→
Revised (Sekretariat) → Endorsed (RNI Officer) → Approved (Board)

Show entries

Search:

#	Applicant Name	Email	PTJ	Funding Source	Apply Date	Status	Action
1	Naseem Akhtar	naseemamu6@gmail.com	00031	USM Funding	14/02/2025	New	
2	Naseem Akhtar	naseemamu6@gmail.com	00031	USM Funding	14/02/2025	Verified	
3	Rahul Dev Bairwan	rahulbairwan94@gmail.com	00031	USM Funding	17/02/2025	Verified	
4	Ng Zhang Jin	fpl33@mail.com	00031	USM Funding	24/07/2025	New	
5	Mohammad Aliff Shakir Bin Mohamad Jamil Khir	fpl50@mail.com	00031	External Funding	24/07/2025	New	
6	Yeoh Shin Yong	fpl51@mail.com	00031	External Funding	24/07/2025	New	

6	Yeoh Shin Yong	fpl51@mail.com	00031	External Funding	24/07/2025	New	
7	Faisal Aboelkasim Salem Allafi	fpl52@mail.com	00031	External Funding	24/07/2025	New	
8	Khalid Sayed	fpl63@mail.com	00031	External Funding	24/07/2025	New	
9	Ninu Krishnan Modon Valappil	fpl98@mail.com	00031	External Funding	24/07/2025	New	
10	Melbi Mahardika	fpl101@mail.com	00031	External Funding	24/07/2025	New	

Showing 1 to 10 of 10 entries

Previous Next



6. Active Appointment

Active Appoinment							
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
No	Ref. No	Fellow Name	Nationality	Start Date	End Date	Action	
1	FPD.2024.051	Ng Zhang Jin	Malaysian	01/04/2024	31/03/2025		
2	FPD.2024.065	Mohammad Aliff Shakir Bin Mohamad Jamil Khir	Malaysian	17/07/2024	16/07/2025		
3	FPD.2024.048	Faisal Aboelkasim Salem Allafi	Non-Malaysian	18/07/2024	17/07/2025		
4	FPD.2024.068	Azfar Al Ariff Ahmad	Malaysian	01/09/2024	31/08/2025		
5	FPD.2024.049	Khalid Sayed	Non-Malaysian	02/09/2024	01/09/2025		
6	FPD.2024.119	Ninu Krishnan Modon Valappil	Non-Malaysian	11/12/2024	10/12/2025		
7	FPD.2024.118	Melbi Mahardika	Non-Malaysian	02/01/2025	31/12/2025		
8	FPD.2025.029	ENGKU MALINA	Malaysian	01/07/2025	30/06/2026		
9		Yeoh Shin Yong	Malaysian	17/07/2025	16/07/2026		

Showing 1 to 9 of 9 entries

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Candidate Application



Financial Information

Ref. No : FPD.2025.028

Duration of Appointment : 7/25/2025 1:07:00 PM - 7/24/2026 12:00:00 AM

Honorarium Monthly Rate (RM) : 5,500.00

Total Budget (RM) : 66000.00

#	Source of Funding		Duration of Appointment		Honorarium Monthly Rate (RM)	Total Budget (RM)	+
	Funding	Sub Account	Start	End			
1	USM Funding	1001.JPNP.AUPE002	4/2024	3/2025	5500.00	66000.00	 

Back

Review & Continue

Edit Funding

Source of Funding:

USM Funding

Specific Funding:

Select a value

USM Funding

School Allocation

External Funding

Without Funding

Other

Honorarium Monthly Rate:

Start Appointment:

April

2024

End Appointment:

March

2025

Total Budget:

66000.00

Save

Back to List

Edit Funding

Source of Funding:

School Allocation

Specific Funding:

Select a value

Other

Account Number:

Select a value

Enterprise

Edit Funding

Source of Funding:

School Allocation

Specific Funding:

Enterprise

Other

Honorarium Monthly Rate:

5500.00

Start Appointment:

April

2024

End Appointment:

March

2025

Total Budget:

66000.00

Budget Status:

Budget is enough

Save

Back to List

Edit Funding

Source of Funding:

External Funding

Specific Funding:

Select a value

Other

Save

Back to List

Select a value

Scholarship

Sponsorship

Research Grant

Edit Funding

Source of Funding:

External Funding

Specific Funding:

Research Grant

Other

Institution:

Honorarium Monthly Rate:

5500.00

Start Appoinment:

April

2024

End Appoinment:

March

2025

Total Budget:

66000.00

Save

Back to List

Employee History

 Add History

 Back To List

Employee History

 Add History

 Back To List



22/10/2025

Test history

7. Completion Approval

Completion Approval							
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
Ref. No	Ic/Passport No	Fellow Name	Start Appoinment Date	End Appoinment Date	Status	Action	
No data available in table							
Showing 0 to 0 of 0 entries						Previous	Next

8. Extension Approval

Extension Approval							
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
Ref. No	Ic/Passport No	Fellow Name	Start Appoinment Date	End Appoinment Date	Status	Action	
FPD.2024.066	841027075384	Yeoh Shin Yong	17/07/2024	16/07/2025	Approved		
Showing 1 to 1 of 1 entries						Previous	<input type="text" value="1"/> Next

9. Exit Approval

Exit Approval

Show entries Search:

Ref. No	Ic/Passport No	Fellow Name	Start Appointment Date	End Appointment Date	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

10. Progress Report

Allow dean to view progress report status for each fellow in your school / department.

11. Report – Past Appointment

Past Appointment

Show entries Search:

Ref. No	Ic/Passport No	Fellow Name	Start Appointment Date	End Appointment Date	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next