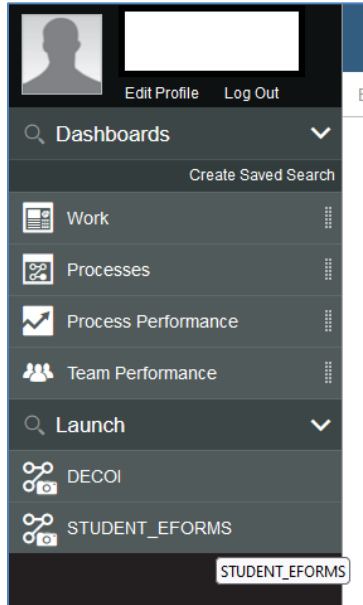




MSE Postgraduate Overseas Conference App User Guide



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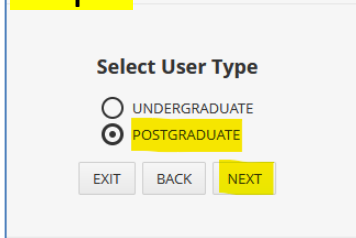


1. Login to [IBM BPM](#) with your NTU username and password.
2. On the left menu, click on **STUDENT_EFORMS** to access the MSE EFORMS.
3. You may click on “Log out” on this menu to sign out from the website.

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Student e-Forms

Step 1



Select User Type

UNDERGRADUATE

POSTGRADUATE

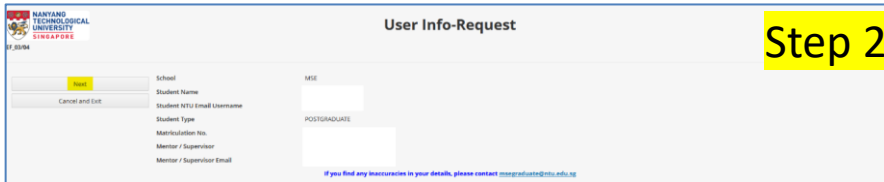
EXIT BACK NEXT

Step 1:

On the EFORMS portal,
Click on **POSTGRADUATE**.

Step 2:

On your profile page, check your details
are correct and click “**Next**” to proceed.
If you need to update your particulars,
please email to msegraduate@ntu.edu.sg



User Info-Request

Next

Cancel and Exit

School MISE

Student Name

Student NTU Email Username

Student Type POSTGRADUATE

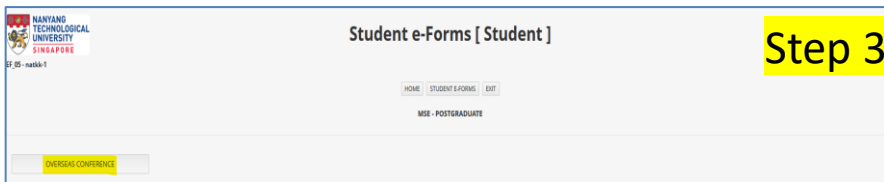
Matriculation No.

Mentor / Supervisor

Mentor / Supervisor Email

If you find any inaccuracies in your details, please contact msegraduate@ntu.edu.sg

Step 2



Student e-Forms [Student]

HOME STUDENT E-FORMS EXIT

MISE - POSTGRADUATE

OVERSEAS CONFERENCE

Step 3

Step 3:

Click on “**OVERSEAS CONFERENCE**”
button on the left menu.

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1. Click on “**CREATE NEW SUBMISSION**” to submit a fresh application. You will also see the **status** of your application(s) under the last column in the table.

The screenshot displays the application form interface. At the top left is the Nanyang Technological University Singapore logo. The main title is 'Application for Overseas Conference Leave with Financial Assistance'. Below the title are navigation buttons: HOME, STUDENT E-FORMS, and EXIT. A secondary title 'Application for Overseas Conference Leave with Financial Assistance' is centered below. A row of buttons includes BACK, REFRESH LIST, and a highlighted CREATE NEW SUBMISSION button. A blue banner instructs users to use the 'REVIEW AND SUBMIT' button. The form is divided into four columns: SUBMISSION DETAILS, CONFERENCE DETAILS, PAPER DETAILS, and CONFERENCE FINANCIAL ASSISTANCE DETAILS. The SUBMISSION DETAILS column contains fields for Name, Matriculation No. (G2255778A), Salutation (Mr), Program type (Full-time PhD), Full-time PhD status (Yes), First Time Applicant status (Yes), and Completed QE status (Yes). The CONFERENCE DETAILS column includes Conference Title, Text title, Venue, Test venue, Start Date (26-Feb-2024), End Date (29-Feb-2024), Organizer (Test organizer), Conference Type (Invitation), and Participation Type (Read a paper). The PAPER DETAILS column lists Presentation Type (Oral), Title (Test title), Co Authors (test authors), and Presentation Accepted status (Yes). The CONFERENCE FINANCIAL ASSISTANCE DETAILS column includes Airfare status (Yes), Airfare Funding status (test airfare), Subsidistence Allowance status (Yes), Registration Fee status (Yes), Submission ID (MSE-OCFA-G2255778A-2903-12414162834), Status (402 | Pending Supervisor Approval), and buttons for EDIT, DELETE, and REVIEW AND SUBMIT.

SUBMISSION DETAILS	CONFERENCE DETAILS	PAPER DETAILS	CONFERENCE FINANCIAL ASSISTANCE DETAILS
Name [Redacted]	Conference Title *		Airfare *
Matriculation No. G2255778A	Text title	Presentation Type *	Yes
Salutation *	Venue *	Oral	Airfare Funding *
Mr	Test venue	Title *	test airfare
Program type *	Start Date *	Test title	Subsidistence Allowance *
Full-time PhD	26-Feb-2024	test authors	Yes
Full-time PhD ? *	End Date *	Co Authors *	Registration Fee *
Yes	29-Feb-2024	test authors	Yes
First Time Applicant ? *	Organizer *	Presentation Accepted *	
Yes	Test organizer	Yes	Submission ID
Completed QE ? *	Conference Type *		MSE-OCFA-G2255778A-2903-12414162834
Yes	Invitation		Status
	Participation Type *		402 Pending Supervisor Approval
	Read a paper		

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2. On the next page, you will see 4 tabs

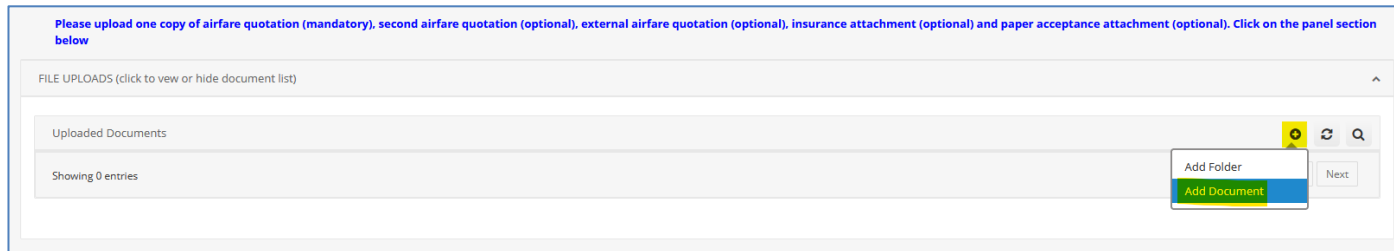
- Financial Submission Details (**Mandatory section**)
- Conference Details (**Mandatory section**)
- Paper Details (Optional section). Please input the information if you are reading a paper.
- Conference Financial Assistance (**Mandatory section**)

The screenshot displays the 'Financial Submission Details' tab of the PG Overseas Conference App. The interface is divided into two main sections. The top section shows summary information: Name (redacted), Matriculation No. (redacted), Submission ID (MSE-OCFA-G1234567A-2903-1241310613), School (MSE), and Status (401 | Draft - UnSubmitted - Fresh Submission). Below this is a horizontal navigation bar with four tabs: 'FINANCIAL SUBMISSION DETAILS' (active), 'CONFERENCE DETAILS', 'PAPER DETAILS', and 'CONFERENCE FINANCIAL ASSISTANCE'. The main content area contains a form with the following fields: Name (PG UAT Student), Matriculation No. (G1234567A), Salutation * (dropdown), Program Type * (dropdown), Full-time PhD ? * (dropdown), First Time Applicant ? * (dropdown), Please provide details (text input), Supervisor Fund (dropdown), School Funding or PI Funding? (text input), and Completed QE ? * (dropdown).

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3. Please upload the following supporting documents in PDF format.
 - (i) Airfare quotation (**mandatory**)
 - (ii) 2nd airfare quotation (optional)
 - (iii) External airfare quotation (optional)
 - (iv) Insurance attachment (optional)
 - (v) Paper acceptance attachment (optional)

To upload the document(s), go to the “Uploaded Documents” section, click on + icon and then “Add Document”.



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- Once you have completed filling up all the mandatory information, you may click on “**Save**” button on left menu.

NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

Application for Overseas Conference Leave with Financial Assistance

Save

Back

Cancel

Please complete the form with the following supporting documents on (a) and, where applicable, (a) to (f) below:

- (a) Conference brochure/official handout
- (b) Correspondence from the organiser on your participation or invitation to the conference and grant of financial assistance, if applicable
- (c) Correspondence regarding the acceptance of the paper, if applicable
- (d) Documentary evidence of registration fee and insurance to be paid
- (e) PDF of airfare quotations from 2 NTU Corporate Agencies
- (f) If you are using supervisor's funding, please indicate the WBS Element and GL code. Indicate the expenses details in the remarks box.

Name	PG UAT Student
Matriculation No.	G1234567A
Submission ID	MSE-OCFA-G1234567A-2903-1241310613
School	MSE
Status	401 Draft - UnSubmitted - Fresh Submission

FINANCIAL SUBMISSION DETAILS | CONFERENCE DETAILS | PAPER DETAILS | CONFERENCE FINANCIAL ASSISTANCE

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- On the main page, click on “**REVIEW AND SUBMIT**” button to review the information that you have input.
 - To edit the information, click on the “Edit” button.
 - To delete the draft, click on the “Delete” button.

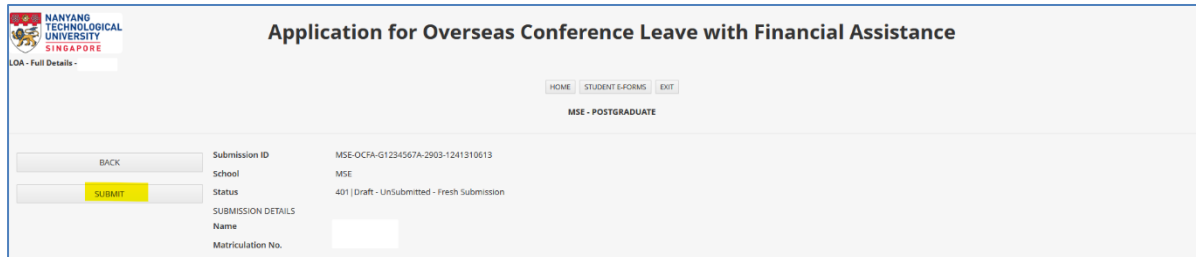
The screenshot displays the 'Application for Overseas Conference Leave with Financial Assistance' page. At the top left is the Nanyang Technological University Singapore logo. The page title is 'Application for Overseas Conference Leave with Financial Assistance'. Below the title are navigation links: HOME, STUDENT E-FORMS, and EDIT. A subtitle reads 'Application for Overseas Conference Leave with Financial Assistance'. There are three buttons: BACK, REFRESH LIST, and CREATE NEW SUBMISSION. A blue banner contains the instruction: 'Use 'REVIEW AND SUBMIT' button to view / edit all entries & submit your request'. The main content is a table with four columns: SUBMISSION DETAILS, CONFERENCE DETAILS, PAPER DETAILS, and CONFERENCE FINANCIAL ASSISTANCE DETAILS. The table contains the following data:

SUBMISSION DETAILS	CONFERENCE DETAILS	PAPER DETAILS	CONFERENCE FINANCIAL ASSISTANCE DETAILS
<p>Name</p> <p>Matriculation No.</p> <p>Salutation *</p> <p>Dr</p> <p>Program Type *</p> <p>Full-time PhD</p> <p>Full-time PhD ? *</p> <p>Yes</p> <p>First Time Applicant ? *</p> <p>Yes</p> <p>Completed QE ? *</p> <p>Yes</p>	<p>Conference Title *</p> <p>Test title</p> <p>Venue *</p> <p>Test venue</p> <p>Start Date *</p> <p>25-Mar-2024</p> <p>End Date *</p> <p>29-Mar-2024</p> <p>Organizer *</p> <p>Test organizer</p> <p>Conference Type *</p> <p>Invitation</p> <p>Participation Type *</p> <p>Read a paper</p>	<p>Presentation Type *</p> <p>Oral</p> <p>Title *</p> <p>Test title</p> <p>Co Authors *</p> <p>Test co-authors</p> <p>Presentation Accepted *</p> <p>Yes</p>	<p>Airfare *</p> <p>Yes</p> <p>Airfare Funding *</p> <p>Test airfare funding</p> <p>Subsistence Allowance *</p> <p>Yes</p> <p>Registration Fee *</p> <p>Yes</p> <p>Submission ID</p> <p>MSE-OCFA-G1234567A-2903-1241310613</p> <p>Status</p> <p>401 Draft - UnSubmitted - Fresh Submission</p>

On the right side of the table, there are three buttons: EDIT, DELETE, and REVIEW AND SUBMIT (highlighted in yellow).

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- Carefully review the information that you have input and ensure that you have uploaded all the necessary **supporting documents**. Click on “**Submit**” button to submit the application for approval.
 - ❖ Once the form is submitted for approval, you cannot edit the information.



The screenshot shows a web application interface for Nanyang Technological University. The title is "Application for Overseas Conference Leave with Financial Assistance". The page includes a navigation menu with "HOME", "STUDENT E-FORMS", and "EXIT". Below the navigation, there is a "MSE - POSTGRADUATE" section. On the left, there are two buttons: "BACK" and "SUBMIT". The main content area displays the following information:

Submission ID	MSE-OCFA-G1234567A-2903-1241310613
School	MSE
Status	401 Draft - Unsubmitted - Fresh Submission

Below this, there is a "SUBMISSION DETAILS" section with fields for "Name" and "Matriculation No.", both of which are currently empty.

- The submitted application will be routed to (i) your supervisor for recommendation, then (ii) MSE graduate office for endorsement and then (iii) MSE Associate-Chair (research) for approval. You will receive email once the application is approved or declined. You may also check the status of the application from the main page.