**Specification for document submission**

1. **System Overview**

**1.1 System Architecture**

Ph.D. Annual Review System will be a web-based application with a client-server architecture. It will consist of the following components:

* User Interface: A web-based portal accessible via browsers.
* Server: The backend server is responsible for processing submissions, storing documents, and managing user accounts.
* Database: A relational database system for storing user data, documents, and metadata.
* Authentication and Authorization: A system for user authentication and authorization to ensure data security.

**1.2 Users**

Ph.D. Annual Review System will serve the following types of users:

* Students: Users submitting documents (e.g., assignments, applications).
* Faculty/Committee Members: Users responsible for reviewing and processing submissions.
* Admin: System administrators responsible for user management and system maintenance.

**2. Functional Requirements**

**2.1 User Registration and Authentication**

**2.2 Document Submission**

* **Document Upload:** Students can upload a Curriculum Vitae, Ph.D. Student Annual Review Progress Report and a statement of prior work and future plans in PDF format
* **Document Metadata:** Students can provide metadata for each document, including title, description, and submission date.
* **Compilation of documents and personal information submitted into a single PDF:** All the personal information, metadata and documents submitted, shall be then combined together in a single PDF. This compiled PDF will be accessible to be viewed by the students and the reviewing committee. The personal information required are:
  + Select the Ph.D. Program Start semester/year from a dropdown
  + Select the milestones passed (checkboxes):
  + Passed Qual Exam (or exempt from Qual exam)
  + Have Approved Degree Plan (including committee)
  + Passed Prelim Exam
  + Have Approved PhD Proposal
  + Select if the student had an improvement plan last year (Yes/No) and if applicable, give a summary of the targetted goals and progress.
  + Select if the most recent GPA is below 3.0 and if applicable, provide a detailed plan to raise the grades quickly.
  + Declare and describe financial support from the last academic year from the options:
  + Research Assistantship with Faculty Member
  + Teaching Assistantship
  + Fellowship
  + Job within TAMU
  + Job outside TAMU
  + Other Jobs
  + Declare the publications including the number of papers submitted/published last year.
* **Submission Confirmation:** Students receive a confirmation email upon successful document submission.

**2.3. Workflow and Notifications**

* Submission Workflow: Faculty/staff can review and provide feedback or approval on submitted documents.
* Notification System: Users receive email notifications for submission updates (e.g., approval, rejection, comments).

**3. User Interfaces**

**3.1 User Dashboard**

* A dashboard where users can view and manage their documents, submissions, and notifications.

**4. Data Model**

-- Table: documents

| Column Name | Data Type |
| --- | --- |
| User\_id (PRIMARY KEY) | string |
| document\_id | string |
| description | text |
| file\_path | string |
| created\_at | datetime |

-- Table: submissions

| Submission\_id (PRIMARY KEY) | string |
| --- | --- |
| document\_id | string |
| submission\_date | datetime |
| status | string |
| reviewed\_by | string |
| reviewed\_date | datetime |
| comments | text |

**5. Dependencies**

* List any external systems, libraries, or APIs that DSS relies on.