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POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)

USER MANUAL for FACULTY

Version 1.0

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TABLE OF CONTENTS

1	INTRODUCTION	6
1.1	Scope	6
1.2	System Requirement.....	6
1.2.1	URL	6
1.2.2	Internet Browser	6
1.2.3	User Access	7
1.3	Screen Design.....	7
2	USER LOGIN AND LOGOUT.....	9
2.1	Login.....	9
2.2	Logout	9
3	CHANGE PASSWORD	11
3.1	Change Password	11
4	THESIS.....	12
4.1	Student Profile.....	12
4.2	Thesis Profile.....	15
4.3	List of Thesis (Approved)	18
5	ADMINISTRATION.....	19
5.1	Proposal Confirmation.....	19
5.1.1	Search Student.....	20
5.1.2	Print for Review	20
5.1.3	Assign Supervisor/Co-Supervisor	21
5.1.4	Assign Reviewer.....	23
5.1.5	Faculty Confirmation	26
5.2	Assign Supervisor/Co-Supervisor	27
5.3	Assign Reviewer	30
5.4	Reviewer Feedback	32
5.5	Proposal Cancellation	33
5.6	List of Thesis (Disapproved)	35

LIST OF FIGURES

Figure 1: PGTMCS Screen Structure Design	8
Figure 2: Login Page	9
Figure 3: Logout Page.....	10
Figure 4: Change Password Page	11
Figure 5: List of Student – Query page	12
Figure 6: List of Student with Results	12
Figure 7: Student Profile Page	13
Figure 8: Supervisor Page	13
Figure 9: List of Subject Taken Page	14
Figure 10: Thesis History Page.....	14
Figure 11: Thesis Profile - Query Page.....	15
Figure 12: Thesis Profile with Results.....	15
Figure 13: Student Profile Page	16
Figure 14: Supervisor Page	16
Figure 15: List of Subject Taken Page	17
Figure 16: Thesis History Page.....	17
Figure 17: List of Thesis (Approved) - Query Page	18
Figure 18: List of Thesis (Approved) with Result Page.....	18
Figure 19: List of Thesis (Approved) PDF Page	19
Figure 20: Proposal Confirmation Page	20
Figure 21: Proposal Confirmation – Assign Supervisor Query Page.....	21
Figure 22: Proposal Confirmation – Assign Supervisor Result Page	22
Figure 23: Proposal Confirmation – Assigned Supervisor Page.....	22
Figure 24: Proposal Confirmation Page	23
Figure 25: Proposal Confirmation – Assign Reviewer Query Page	24
Figure 26: Proposal Confirmation – Assign Reviewer Result Page	25
Figure 27: Proposal Confirmation – Assigned Reviewer Page.....	25
Figure 28: Proposal Confirmation Page	26
Figure 29: Assign Supervisor Page	27
Figure 30: Assign Supervisor - Query Page	28
Figure 31: Assign Supervisor with Result Page.....	28
Figure 32: Assigned Supervisor Page	29
Figure 33: Assign Supervisor Page	29
Figure 34: Assign Reviewer Page.....	30

Figure 35: Assign Reviewer Query Page	30
Figure 36: Assign Reviewer with Result Page	31
Figure 37: Assigned Reviewer Page	31
Figure 38: Assign Reviewer Page	32
Figure 39: Reviewer Feedback Page	32
Figure 40: Proposal Cancellation Page	33
Figure 41: Proposal Cancellation – Faculty Remark Page	34
Figure 42: Proposal Cancellation Page – Before Approve	34
Figure 43: Proposal Cancellation Page – After Approve	35
Figure 44: List of Thesis (Disapproved) – Query Page	35
Figure 45: List of Thesis Proposal – Result Page	36
Figure 46: List of Thesis Proposal (Disapproved) PDF Page	37

1 INTRODUCTION

Postgraduate Thesis Monitoring and Controlling System (PGTMCS) version 1.0.0 is a system for the Student, Supervisor, Faculty and Senate to monitor the status of thesis proposal from its initial stage toward to the end. It is not only use by the respective personnel to control and manage the quality of the thesis to meet the university standard but it also can be used to keep track all the communication between the student and university. If required the history can be retrieved to view the completed work or its progress.

The system contains the main modules which are Thesis Proposal Submission and Approval, Monthly Progress Report Review, Thesis Proposal Defense, Thesis Work Completion, Thesis Evaluation/Viva and Senate Endorsement.

The Thesis Proposal Submission and Approval module will be the first release made available for use by the student and staffs. The rest of the module will be released by stages.

1.1 Scope

As the scope of this manual will cover the first release of the module, it will guide the student how to use the system and what would they need to do in the case of proposal get approved, changes needed or disapproved by the faculty or senate.

The student also will know the status of the proposal for each of the proposal stage either in draft mode, pending decision or it has been confirmed / approved by the faculty / senate.

The remaining guideline for other modules will be updated in the next user manual release.

1.2 System Requirement

1.2.1 URL

The system is available over the internet via the URL <http://postgrad.msu.edu.my> and accessible only by the registered and authorized postgraduate student and respective MSU's staff.

1.2.2 Internet Browser

It is recommended to run the system on the following internet browser

- Mozilla Firefox version 35 and above
- Microsoft Internet Explorer version 8 and above

1.2.3 User Access

The postgraduate student who has been successfully registered in Campus Management System (CMS) will be automatically become postgraduate user or otherwise the student needs to check with the CMS admin on his/her status. By default Student Matrix Number will be the user id to access the PGTMCs system.

The MSU's staff that has been identified as reviewer, supervisor or co-supervisor can access the PGTMCs system once the PGTMCs admin registered him/her into the system. By default Employee ID will be the user id to access the PGTMCs system.

1.3 Screen Design

The PGTMCs system screen has been design into the 5 sections namely section A, B, C, D and E.

Section A to cater the PGTMCs **Header** in which it contains the name of the system, the user name and Logout button

Section B to cater the PGTMCs **Top Panel** in which it contains the list of functions for the system.

Section C to cater the PGTMCs **Left Panel** in which it contains the list of sub-functions resulting from the selection in Section B.

Section D to cater the PGTMCs **Working Area** in which it shows the page for user respond resulting from the selection in Section C.

Section E to cater the PGTMCs **Footer** in which it contains the university name and its copyright.

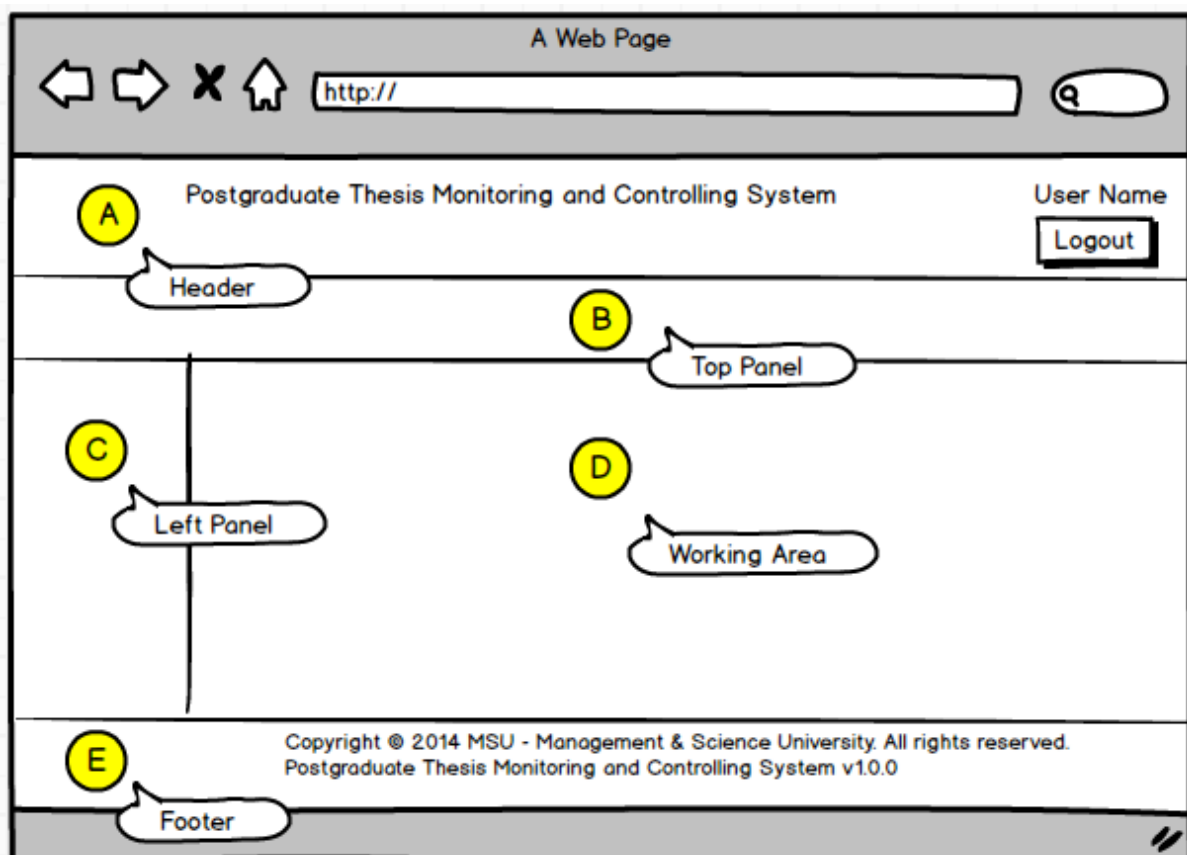


Figure 1: PGTMCs Screen Structure Design

2 USER LOGIN AND LOGOUT

2.1 Login

This is the first page sight by the student to enter the PGTMC system.

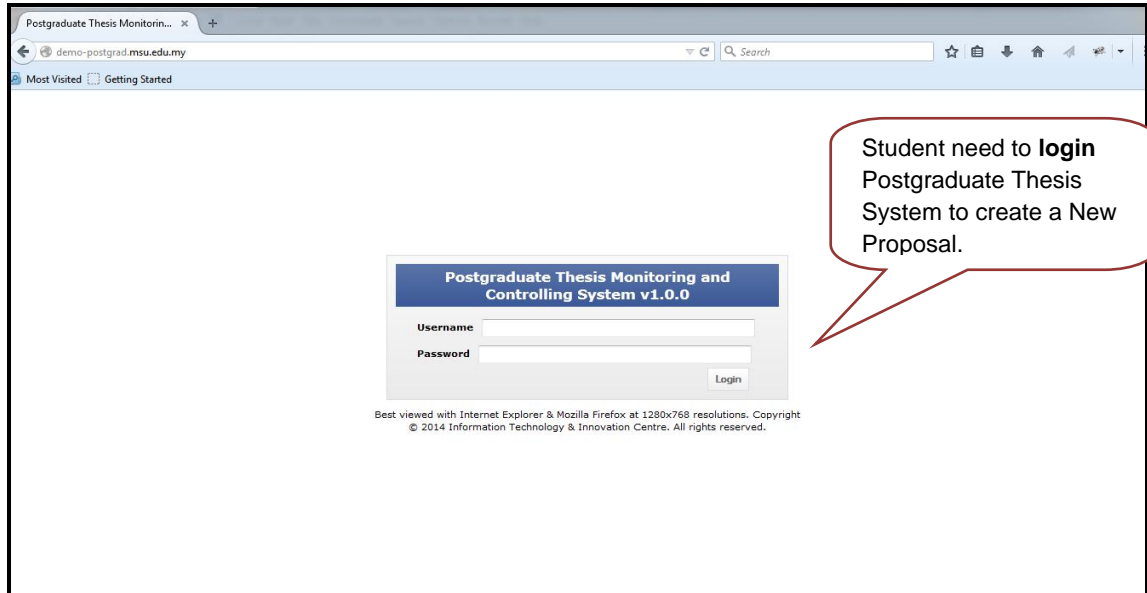


Figure 2: Login Page

Steps:-

1. Open any Internet Browser of your choice either Mozilla Firefox or Microsoft Internet Explorer
2. Enter the URL to access the system as follows <http://postgrad.msu.edu.my/>
3. Login page will be displayed in which the valid user credential needs to be provided i.e. **Username** and **Password**.

2.2 Logout

Once the necessary or required activities has been done or completed, the student can quit from the system by clicking on the **Logout** button.

If the system is keep idle for about 1 minute, the system will logged out the user automatically.



Figure 3: Logout Page

Steps:-

1. Find the **Logout** button located on the right top corner of the system **Header** section.
2. Click on it and you will be logout from the system successfully.

3 CHANGE PASSWORD

3.1 Change Password

For the security reason, the user is strongly recommended to change the password at first successful login to the system.

The screenshot displays the 'Change Password' interface. At the top, a blue header bar contains the system name 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' on the left and user information 'MD.GAPAR BIN MD.JOHAR' and 'Language : English | Bahasa' on the right, along with a 'Logout' button. Below the header is a navigation bar with tabs: 'HELP', 'Thesis', 'Monthly Progress Report', 'Administration', and 'Control Panel'. The 'Control Panel' tab is active. The main content area is titled 'Change Password' and contains a form. The form has a light blue header with an information icon and the text 'For security reason, please enter your'. Below this is a 'Current Password' field. Further down are 'New Password' and 'Verify Password' fields. At the bottom of the form are two buttons: 'Change Password' (in blue) and 'Reset' (in grey).

Figure 4: Change Password Page

Steps:-

1. Click on the **Control Panel** tab from the system **Top** panel section.
2. The **Change Password** menu will be displayed and click on it.
3. As to ensure the right user able to change the password, the system will ask **Current Password** used before able to change it to the new password.
4. Once the **Current Password** has been provided, the **New Password** and **Verify Password** can be provided afterward.
5. Click **Change Password** button to ensure the new password can be saved into the system successfully.
6. If the **Current Password** is incorrect, the system will prompt an error message and the user needs to redo the same steps above.
7. User can use **Reset** button if wanted to clear the entry on each fields.

4 THESIS

4.1 Student Profile

Student Profile menu provide facility to the Faculty to search the student using student's name or matric number. It results will show the basic student and thesis information including its thesis progress status.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

MD.GAPAR BIN MD.JOHAR
Language : English | Bahasa

Logout

HELP Thesis Monthly Progress Report Administration Control Panel

List of Thesis
Student Profile
Thesis Profile

Student Profile

STUDENT LIST

LIST OF STUDENT

Name/Matric No Find Note: If no entry is provided, it will search all.

No	Matric No	NRIC No	Passport No	Cohort	Name	Status	Entry	Action
----	-----------	---------	-------------	--------	------	--------	-------	--------

< Previous Next >

Figure 5: List of Student – Query page

Steps:-

1. Click on the **Thesis** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **Student Profile** menu and click on it.
4. The query page to search the student will be displayed on the right panel.
5. Enter the student's name or matrix number on the **Name/Matrix No** field and then click **Find** button.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

MD.GAPAR BIN MD.JOHAR
Language : English | Bahasa

Logout

HELP Thesis Monthly Progress Report Administration Control Panel

List of Thesis
Student Profile
Thesis Profile

Student Profile

STUDENT LIST

LIST OF STUDENT

Name/Matric No 012013110572 Find Note: If no entry is provided, it will search all.

No	Matric No	NRIC No	Passport No	Cohort	Name	Status	Entry	Action
1	012013110572	840124145423		201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACT	FRE	View

< Previous 1 Next >

(total 1 results)

Figure 6: List of Student with Results

6. If the record is found, then it will be displayed on the result list as shown above
7. Click on the **View** button to view the student detail information.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

MD.GAPAR BIN MD.JOHAR
Language : English | Bahasa

Logout

HELP Thesis Monthly Progress Report Administration Control Panel

List of Thesis
Student Profile
Thesis Profile

Student Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

STUDENT PROFILE

Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Programme : MBA - Master in Business Administration
Intake : 201311(02)MBA-F
Thesis ID : T20150319001
Student Status : ACTIVE
Project Title : 11111111111111111111111111111111's #ff's's
Email ID : HAFIZ84@HOTMAIL.COM
Skype ID : zurone4@hotmail.com

Thesis Progress Flow

Thesis Progress Flow	Status	Approval Date
1. Thesis Proposal	Approved	19-Mar-2015
2. Proposal Defense	In Progress	
3. Work Completion	Pending	
4. Thesis Evaluation/VIVA	Pending	
5. Final Submission	Pending	

Back

Figure 7: Student Profile Page

8. The page which contains the information of Student Profile, Supervisor/Co-Supervisor, Subject Taken and Thesis History will be displayed on the right panel.
9. The user can navigate each of the tabs to view the detail.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

ABDUL HAFIZ BIN IBRAHIM
Language : English | Bahasa

Logout

Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Final Submission Senate Endorsement Administration Control Panel

Student Programme

Student Programme

Student Profile Thesis Supervisor/Co-Supervisor Subject Taken Thesis History

LIST OF SUPERVISOR/CO-SUPERVISOR

Notes:
No Supervisor/Co-Supervisor has been assigned. It could be:-
1. Supervisor/Co-Supervisor is yet to be assigned
2. Pending approval by the Senate.
3. If already assigned, it could be the Supervisor/Co-Supervisor pending to accept

No	Staff ID	Name	Faculty	Contact No	Email ID	Skype ID	Role
1	S012013090015	AYE AYE KHIN	FBMP	016-2953006	aakhin@msu.edu.my	mymail@hotmail.com	Supervisor
2	S012013100003	ADEL AKHAWANMALAYERI	IMS	013-3387786	adel_akhawamayeri@msu.edu.my	mymail@hotmail.com	Co-Supervisor

Figure 8: Supervisor Page

Supervisor/Co-Supervisor tab shows the list of Supervisor and Co-Supervisor who has been assigned to the student and approved by the Faculty and Senate. They will assist and guide the student during his/her study and ensure the thesis is meeting and delivered as per the University's expectation.

Student Programme

Student Profile Thesis Supervisor/Co-Supervisor **Subject Taken** Thesis History

SUBJECT TAKEN

STUDENT INFORMATION			
Matric No	012014030387	Name	KIM SANG YONG
Cohort	201403(01)MBA-F		

List Of Subject Registered

4	201411	DAC5013	Perakaunan untuk Pemutusan dan Penilaian Korporat	B+
4	201411	DRS5066	Projek	IP
4	201411	DFN5013	Pengurusan Kewangan	B+
4	201411	DCT5033	Sistem Maklumat dan E-Dagang	B
3	201405	DRS5053	Kaedah Penyelidikan	B+
3	201405	DHR5053	Gelagat Organisasi	B+
3	201405	DLW5013	Undang-Undang dan Etika Perniagaan	B
3	201405	DMG5143	Pengurusan Perolehan Projek	B+
3	201405	DMG5163	Teknik Pengurusan Kualiti	A-
2	201403	DEC5013	Ekonomi untuk Pengurusan	B+
2	201403	DMG5153	Pengurusan Operasi	B+
2	201403	DMG5033	Pengurusan Strategik	A-
1	201401	DMK5013	Pengurusan Pemasaran	B+
1	201401	DMT5023	Analisa Statistik	B
1	201401	DCT5043	Pentadbiran Pangkalan Data	A-

Figure 9: List of Subject Taken Page

Subject Taken tab show the list of subject which has been registered by the student during his/her study in the University. The information is retrieved from MSU's KLAS2 system.

Student Programme

Student Profile Thesis Supervisor/Co-Supervisor Subject Taken **Thesis History**

Summary List

No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status	Archived Status
1.	T20150224001	P20150225006	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 10:02 AM	Approved		
2.	T20150224001	P20150225004	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 10:00 AM	Proposal submitted / re-submitted		Archived
3.	T20150224001	P20150225003	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:51 AM	Request with changes		Archived
4.	T20150224001	P20150225002	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:51 AM	Proposal submitted / re-submitted		Archived
5.	T20150224001	P20150225001	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:42 AM	Cancellation Approved		Archived
6.	T20150224001	P20150224001	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:36 AM	Request for Cancellation		Archived

< Previous **1** Next >

Figure 10: Thesis History Page

Thesis History tab show the thesis proposal progress status from its submission stage until approval.

10. Click **Back** button if the user wanted to search other student.

4.2 Thesis Profile

Thesis Profile menu is another facility provided to the Faculty to search the student using student's thesis ID or title. It results will show the basic student and thesis information including its thesis progress status.

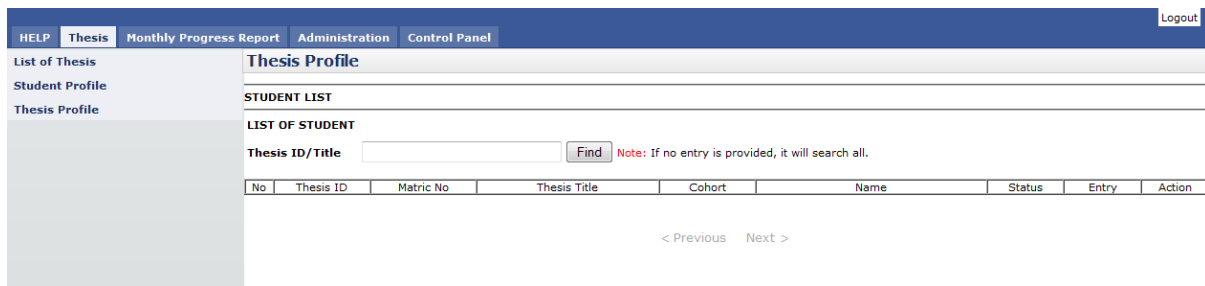
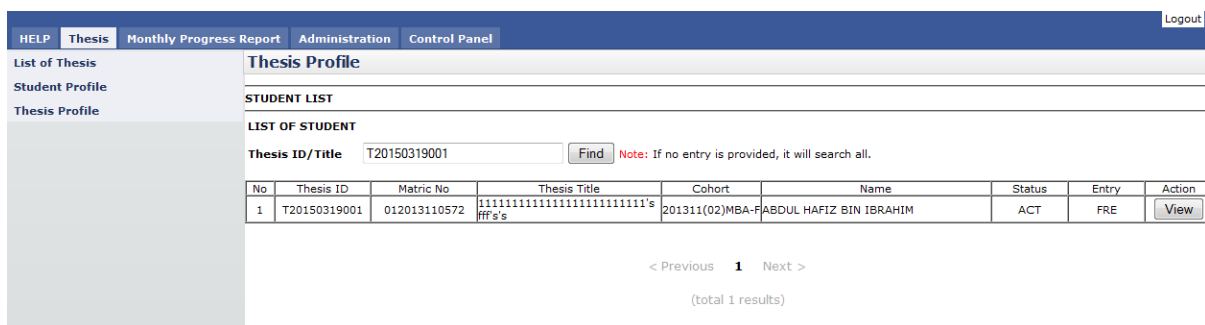


Figure 11: Thesis Profile - Query Page

Steps:-

1. Click on the **Thesis** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **Thesis Profile** menu and click on it.
4. The query page to search the student will be displayed on the right panel.
5. Enter the student's name or matrix number on the **Thesis ID/Title** field and then click **Find** button.



No	Thesis ID	Matric No	Thesis Title	Cohort	Name	Status	Entry	Action
1	T20150319001	012013110572	11111111111111111111111111111111's ff's	201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACT	FRE	View

Figure 12: Thesis Profile with Results

6. If the record is found, then it will be displayed on the result list as shown above
7. Click on the **View** button to view the student detail information.

Thesis Profile

Student Profile | Supervisor/Co-Supervisor | Subject Taken | Thesis History

STUDENT PROFILE

Matric No : 012013110572
 Student Name : ABDUL HAFIZ BIN IBRAHIM
 Programme : MBA - Master in Business Administration
 Intake : 201311(02)/MBA-F
 Thesis ID : T20150319001
 Student Status : ACTIVE
 Thesis / Project Title : 111111111111111111111111's fff's
 Email ID : HAFIZ84@HOTMAIL.COM
 Skype ID : zurone4@hotmail.com

Thesis Process Flow	Status	Approved Date
1. Thesis Proposal	: Approved	19-Mar-2015
2. Proposal Defense	: In Progress	
3. Work Completion	: Pending	
4. Thesis Evaluation/VIVA	: Pending	
5. Final Submission	: Pending	

Back

Figure 13: Student Profile Page

- The page which contains the information of Student Profile, Supervisor/Co-Supervisor, Subject Taken and Thesis History will be displayed on the right panel.
- The user can navigate each of the tabs to view the detail.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

ABDUL HAFIZ BIN IBRAHIM
Language : English | Bahasa

Thesis | Monthly Progress Report | Proposal Defense | Work Completion | Thesis Evaluation/VIVA | Final Submission | Senate Endorsement | Administration | Control Panel

Student Programme

Student Profile | Thesis | Supervisor/Co-Supervisor | Subject Taken | Thesis History

LIST OF SUPERVISOR/CO-SUPERVISOR

Notes:
 No Supervisor/Co-Supervisor has been assigned. It could be:-
 1. Supervisor/Co-Supervisor is yet to be assigned
 2. Pending approval by the Senate.
 3. If already assigned, it could be the Supervisor/Co-Supervisor pending to accept

No	Staff ID	Name	Faculty	Contact No	Email ID	Skype ID	Role
1	S012013090015	AYE AYE KHIN	FBMP	016-2953006	aakhin@msu.edu.my	mymail@hotmail.com	Supervisor
2	S012013100003	ADEL AKHAI/ANMALAYERI	IMS	013-3387786	adel_akhavamalayeri@msu.edu.my	mymail@hotmail.com	Co-Supervisor

Figure 14: Supervisor Page

Supervisor/Co-Supervisor tab shows the list of Supervisor and Co-Supervisor who has been assigned to the student and approved by the Faculty and Senate. They will assist and guide the student during his/her study and ensure the thesis is meeting and delivered as per the University's expectation.

Student Programme

Student Profile Thesis Supervisor/Co-Supervisor **Subject Taken** Thesis History

SUBJECT TAKEN

STUDENT INFORMATION			
Matric No	012014030387	Name	KIM SANG YONG
Cohort	201403(01)MBA-F		

List Of Subject Registered

4	201411	DAC5013	Perakaunan untuk Pemutusan dan Penilaian Korporat	B+
4	201411	DRS5066	Projek	IP
4	201411	DFN5013	Pengurusan Kewangan	B+
4	201411	DCT5033	Sistem Maklumat dan E-Dagang	B
3	201405	DRS5053	Kaedah Penyelidikan	B+
3	201405	DHR5053	Gelagat Organisasi	B+
3	201405	DLW5013	Undang-Undang dan Etika Perniagaan	B
3	201405	DMG5143	Pengurusan Perolehan Projek	B+
3	201405	DMG5163	Teknik Pengurusan Kualiti	A-
2	201403	DEC5013	Ekonomi untuk Pengurusan	B+
2	201403	DMG5153	Pengurusan Operasi	B+
2	201403	DMG5033	Pengurusan Strategik	A-
1	201401	DMK5013	Pengurusan Pemasaran	B+
1	201401	DMT5023	Analisa Statistik	B
1	201401	DCT5043	Pentadbiran Pangkalan Data	A-

Figure 15: List of Subject Taken Page

Subject Taken tab show the list of subject which has been registered by the student during his/her study in the University. The information is retrieved from MSU's KLAS2 system.

Student Programme

Student Profile Thesis Supervisor/Co-Supervisor Subject Taken **Thesis History**

Summary List

No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status	Archived Status
1.	T20150224001	P20150225006	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 10:02 AM	Approved		
2.	T20150224001	P20150225004	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 10:00 AM	Proposal submitted / re-submitted		Archived
3.	T20150224001	P20150225003	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:51 AM	Request with changes		Archived
4.	T20150224001	P20150225002	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:51 AM	Proposal submitted / re-submitted		Archived
5.	T20150224001	P20150225001	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:42 AM	Cancellation Approved		Archived
6.	T20150224001	P20150224001	The influence of the banking sector on central bank independence and inflation control	25-Feb-2015 09:36 AM	Request for Cancellation		Archived

< Previous **1** Next >

Figure 16: Thesis History Page

Thesis History tab show the thesis proposal progress status from its submission stage until approval.

11. Click **Back** button if the user wanted to search other student.

4.3 List of Thesis (Approved)

This function is provided to enable the user to list all the approved thesis based on the selected senate meeting date. The recent senate meeting date will be shown on top of the list.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

MD.GAPAR BIN MD.JOHAR
Language : English | Bahasa

Logout

HELP Thesis Monthly Progress Report Administration Control Panel

List of Thesis
Student Profile
Thesis Profile

List of Thesis

List of Thesis Proposal - Approved Thesis by Senate

Please enter searching criteria below (by default it will display all current thesis which has been approved by Senate)

Senate Meeting Date : Search

Searching Results:-

Notification Message:
There is no thesis available for Senate view.

Figure 17: List of Thesis (Approved) - Query Page

Steps:-

1. Click on the **Thesis** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **List of Thesis** menu and click on it.
4. The query page to search the thesis will be displayed on the right panel.
5. Select the Senate Meeting Date from the dropdown menu and then click **Search** button.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

MD.GAPAR BIN MD.JOHAR
Language : English | Bahasa

Logout

HELP Thesis Monthly Progress Report Administration Control Panel

List of Thesis
Student Profile
Thesis Profile

List of Thesis

List of Thesis Proposal - Approved Thesis by Senate

Please enter searching criteria below (by default it will display all current thesis which has been approved by Senate)

Senate Meeting Date : 19-Mar-2015 Search

Searching Results:-

No.	Thesis/Project ID	Thesis/Project Title	Student	Supervisor	Verified by Faculty	Endorsed by Senate
1	T20150319001	111111111111111111111111111111's fff's	ABDUL HAFIZ BIN IBRAHIM (012013110572)	1. AYE AYE KHIN - Supervisor (S012013090015) 2. ADEL AKHAVANMALAYERI - Co-Supervisor (S012013100003)	Approved with Changes (19-Mar-2015)	Approved (19-Mar-2015)
2	T20150319002	222222222222	MUHAMAD FARIS BIN MUHAMAD DANIAL (012013110591)	1. AYE AYE KHIN - Co-Supervisor (S012013090015)	Approved (19-Mar-2015)	Approved with Changes (19-Mar-2015)
3	T20150319003	33333333	KIM SANG YONG (012014030387)	1. AYE AYE KHIN - Supervisor (S012013090015)	Approved (19-Mar-2015)	Approved with Changes (19-Mar-2015)
4	T20150319004	44444444	NURAFNI BINTI ABDILLAH (012013100093)	1. AYE AYE KHIN - Supervisor (S012013090015) 2. ADEL AKHAVANMALAYERI - Co-Supervisor (S012013100003)	Approved with Changes (19-Mar-2015)	Approved with Changes (19-Mar-2015)

Print Listing

Figure 18: List of Thesis (Approved) with Result Page

- | No | ThesisProject ID | ThesisProject Title | Student Information | Supervisor List | Verified by Faculty | Status by Senate |
|----|------------------|---|---|---|--------------------------|--------------------------|
| 1 | T20150319001 | 111111111111111111111111111111
1's fff's's | ABDUL HAFIZ BIN IBRAHIM
- 012013110572 | 1. AYE AYE KHIN -
Supervisor (S012013090015)

2. ADEL
AKHAVANMALAYERI -
Co-Supervisor
(S012013100003) | Approved with
Changes | Approved |
| 2 | T20150319002 | 222222222222 | MUHAMAD FARIS BIN
MUHAMAD DANIAL -
012013110591 | 1. AYE AYE KHIN -
Co-Supervisor
(S012013090015) | Approved | Approved with
Changes |
| 3 | T20150319003 | 33333333 | KIM SANG YONG -
012014030387 | 1. AYE AYE KHIN -
Supervisor (S012013090015) | Approved | Approved with
Changes |
| 4 | T20150319004 | 44444444 | NURAFNI BINTI ABDILLAH -
012013100093 | 1. AYE AYE KHIN -
Supervisor (S012013090015)

2. ADEL
AKHAVANMALAYERI -
Co-Supervisor
(S012013100003) | Approved with
Changes | Approved with
Changes |

Prepared By: _____ **Verified By:** _____ **Endorsed By:** _____

Name: MD.GAPAR BIN MDJOHAR Name: Dr. Mohd Shukri Ab Ya'id, President of MSU
Staff ID: L039 Staff ID: L039

8. Once the PDF has been generated, the user can download and save it into local storage.

5.1 Proposal Confirmation

Internal Use Only

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MD, GAPAR BIN MD, JOHAR
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Logout

HELP Thesis Monthly Progress Report Administration Control Panel

Reviewer Feedback

Proposal Confirmation

Proposal Cancellation

Assign Supervisor

List of Thesis

Assign Reviewer

Proposal Confirmation

List of Thesis Proposal

Please enter searching criteria below

Notes:- (by default it will display,
1. Current proposal in which it status has been confirmed by Faculty and
2. Proposal in which the status is still pending for Faculty confirmation)

Thesis Date :

Thesis ID / Thesis Title :

Matrix No :

Student Name : Note: If no parameters are provided, it will search all.

Searching Results:-

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input type="checkbox"/>	1.	Submitted / Resubmitted	31-Mar-2015	T20150316001 Enter remarks	Utilization of Indigenous Endophytic Microbes for Induction of Systemic Resistance (ISR) in Soybean	KIM SANG YONG (012014030387)	Attachment 1: <input type="button" value="Upload"/>	Attachment 1: <input type="button" value="Upload"/>	Assign <input type="button" value="Assign"/>	Assign <input type="button" value="Assign"/>

Verification Confirmation by Faculty

Proposal Status : ☒ Approved ☐ Approved with Changes ☐ Request Changes ☐ Disapproved

Note: Ensure the proposal above has been selected before click Submit.

Figure 20: Proposal Confirmation Page

5.1.1 Search Student

Steps:-

1. Click on the **Administration** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **Proposal Confirmation** menu and click on it.
4. The query page will be displayed on the right panel.
5. Enter the required search criteria and then click **Search** button to retrieve the record.
6. If the searching is based on the Student Name, then click **Search by Name Only** button to search the student.
7. The result will be displayed on the **Searching Results** list as shown above.

5.1.2 Print for Review

If the user needs to have the list of the submitted thesis proposal for internal discussion purpose, it can be printed by using the **Print for Review** button. Prior to this, the user needs to indicate which thesis proposal needs to be listed in the report.

Steps:-

1. Identify the thesis proposal to be in the list by ticking it on the **Tick** column
2. Click **Mark for Review** button to get flag status near to the Thesis ID.

3. Click on **Print for Review** button to generate the PDF report. The report can be downloaded and save into local.
4. The user can undo the flag by clicking the **Unmark All** button which to reset it back to the previous status.

5.1.3 Assign Supervisor/Co-Supervisor

The Supervisor or Co-Supervisor appointment can be done at any point of time either before or after the approval at this page.

Searching Results:-

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input type="checkbox"/>	1.	Submitted / Resubmitted	31-Mar-2015	T20150316001 Enter remarks	Utilization of Indigenous Endophytic Microbes for Induction of Systemic Resistance (ISR) in Soybean	KIM SANG YONG (012014030387)	Attachment 1: 	Attachment 1: 	Assign 	Assign

[Mark For Review](#)
[Unmark All](#)
[Print for Review](#)

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HELP Thesis Monthly Progress Report Administration Control Panel

Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Confirmation

List of Assigned Supervisor
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Notification Message
There is no Supervisor/Co-Supervisor has been assigned to supervise this student.

Assign New Supervisor
Please enter searching criteria below

Department

Staff Name / Staff ID

Field of Expertise / ID

[Search](#) [Back](#) Note: If no entry is provided, it will search all.

[Back](#)

Figure 21: Proposal Confirmation – Assign Supervisor Query Page

Steps:-

1. To get the **Assign Supervisor** page, the user can click directly on the **Assign** link on **Supervisor/Co-Supervisor** column.
2. The **Assign Supervisor** page will be displayed as shown above.
3. By default no **List of Supervisor / Co-Supervisor** will be displayed for a new thesis proposal.

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[HELP](#) [Thesis](#) [Monthly Progress Report](#) [Administration](#) [Control Panel](#)

[Assign Reviewer](#)
[Assign Supervisor](#)
[Inbox](#)
[List of Thesis](#)
[Reviewer Feedback](#)
[Proposal Cancellation](#)
[Proposal Confirmation](#)

Proposal Confirmation

List of Assigned Supervisor
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Notification Message
There is no Supervisor/Co-Supervisor has been assigned to supervise this student.

Assign New Supervisor
Please enter searching criteria below

Department:
Staff Name / Staff ID: aye
Field of Expertise / ID: [Search](#) [Back](#) Note: If no entry is provided, it will search all.

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 14 day(s)
<input checked="" type="checkbox"/>	1.	FBMP	S012013090015	AYE AYE KHIN	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		<input type="text"/>		15-Apr-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		<input type="text"/>		15-Apr-2015

[Assign](#)
[Back](#)

Figure 22: Proposal Confirmation – Assign Supervisor Result Page

- Enter the searching criteria and click **Search** button to find the record.
- If the record is found, it will be displayed under the **Searching Results** as shown above.
- Identify the candidate and assign his/her role by selecting it from the **Role** column. By default the expected reply date is within 14 days starting from the assignment date. User can change the **Reply Date** if needed. Tick on the **Tick** column once done.
- Repeat the same step 4 to 6 if need to assign more than one candidate.
- Once done click on **Assign** button to confirm the selection.

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[HELP](#) [Thesis](#) [Monthly Progress Report](#) [Administration](#) [Control Panel](#)

[Assign Reviewer](#)
[Assign Supervisor](#)
[Inbox](#)
[List of Thesis](#)
[Reviewer Feedback](#)
[Proposal Cancellation](#)
[Proposal Confirmation](#)

Proposal Confirmation

List of Assigned Supervisor
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Tick	No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date
<input type="checkbox"/>	1.	FBMP	AYE AYE KHIN (S012013090015) Add Brief Biodata	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		<input type="text"/> <small>Please assign role to this staff</small>	mymail@hotmail.com	15-Apr-2015

Note: Please assign Supervisor to supervise this student.

[Update](#) [Delete](#) [Back](#)

Assign New Supervisor
Please enter searching criteria below

Department:
Staff Name / Staff ID: aye
Field of Expertise / ID: [Search](#) [Back](#) Note: If no entry is provided, it will search all.

[Back](#)

Figure 23: Proposal Confirmation – Assigned Supervisor Page

9. The **List of Assigned Supervisor** will be refreshed and the selected Supervisor/Co-Supervisor is shown.
10. In case there is a need to change the role or reply date, the user can do so by change it from the list.
11. Once done tick the **Tick** column and click Update button to confirm the changes. Again the **List of Assigned Supervisor** will be get refreshed with the latest changes.
12. Same also if the Supervisor/Co-Supervisor needs to be removed from the list, identify and tick it on the **Tick** column.
13. Click **Delete** button to confirm the deletion.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

MD. GAFAR BIN MD. JOHAR
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Logout

HELP Thesis Monthly Progress Report Administration Control Panel

Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Confirmation

List of Thesis Proposal
Please enter searching criteria below
Notes:- (by default it will display,
1. Current proposal in which it status has been confirmed by Faculty and
2. Proposal in which the status is still pending for Faculty confirmation)

Thesis Date :
Thesis ID / Thesis Title :
Matrix No : Search
Student Name : Search by Name Only Note: If no parameters are provided, it will search all.

Searching Results:-

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input type="checkbox"/>	1.	Submitted / Resubmitted	01-Apr-2015	T20150401001	1111	ABDUL HAFIZ BIN IBRAHIM (012013110572)	No attachment	No attachment	Change View	Assign

Mark For Review Unmark All Print for Review

Verification Confirmation by Faculty
Proposal Status : ☒ Approved ☐ Approved with Changes ☐ Request Changes ☐ Disapproved

Print Proposal List Submit Note: Ensure the proposal above has been selected before click Submit.

Figure 24: Proposal Confirmation Page

14. Click **Back** button to return back to the Proposal Confirmation page.
15. The user can change the Supervisor/Co-Supervisor again by clicking on the **Change** link or view the list of assigned Supervisor/Co-Supervisor by clicking on the **View** link.

5.1.4 Assign Reviewer

The Faculty can assign the thesis proposal to the Reviewer for their feedback and opinion. This would help the Faculty to identify the right candidate to be assigned as Supervisor or Co-Supervisor to the student.

Searching Results:-

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input type="checkbox"/>	1.	Submitted / Resubmitted	31-Mar-2015	T20150316001 Enter remarks	Utilization of Indigenous Endophytic Microbes for Induction of Systemic Resistance (ISR) in Soybean	KIM SANG YONG (012014030387)	Attachment 1: 	Attachment 1: Upload	Assign	Assign

[Mark For Review](#)
[Unmark All](#)
[Print for Review](#)

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Logout

HELP Thesis Monthly Progress Report Administration Control Panel

Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Confirmation

List of Assigned Reviewer
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Notification Message
There is no Reviewer has been assigned which pending feedback.

Assign New Reviewer
Please enter searching criteria below

Department

Reviewer Name / Staff ID

Field of Expertise / ID

[Search](#) [Back](#) Note: If no entry is provided, it will search all.

[Back](#)

Figure 25: Proposal Confirmation – Assign Reviewer Query Page

Steps:-

1. To get the **Assign Reviewer** page, the user can click directly on the **Assign** link on **Reviewer** column.
2. The **Assign Reviewer** page will be displayed as shown above.
3. By default no **List of Reviewer** will be displayed for a new thesis proposal.

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Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Confirmation

List of Assigned Reviewer
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Notification Message
There is no Reviewer has been assigned which pending feedback.

Assign New Reviewer
Please enter searching criteria below

Department

Reviewer Name / Staff ID

Field of Expertise / ID

Note: If no entry is provided, it will search all.

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Email ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	FBMP	S012013090015	AYE AYE KHIN	- MASTER OF GENERAL SURGERY - MEDICINE		aakhin@msu.edu.my	08-Apr-2015
<input checked="" type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		adel_akhavamalayeri@msu.edu.my	08-Apr-2015

Figure 26: Proposal Confirmation – Assign Reviewer Result Page

4. Enter the searching criteria and click **Search** button to find the record.
5. If the record is found, it will be displayed under the **Searching Results** as shown above.
6. Identify the candidate. By default the expected reply date is within 7 days starting from the assignment date. User can change the **Reply Date** if needed. Tick on the **Tick** column once done.
7. Repeat the same step 4 to 6 if need to assign more than one candidate.
8. Once done click on **Assign** button to confirm the selection.

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Language : English | Bahasa

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Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Confirmation

List of Assigned Reviewer
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Tick	No.	Dept	Name	Qualification	Field of Expertise	Email ID	Reply Date
<input type="checkbox"/>	1.		ADEL AKHAVANMALAYERI (S012013100003) Enter Faculty remarks Pending feedback by Reviewer	- MASTER OF GENERAL SURGERY - MEDICINE		adel_akhavamalayeri@msu.edu.my	<input type="text" value="08-Apr-2015"/>

Assign New Reviewer
Please enter searching criteria below

Department

Reviewer Name / Staff ID

Field of Expertise / ID

Note: If no entry is provided, it will search all.

Figure 27: Proposal Confirmation – Assigned Reviewer Page

9. The **List of Assigned Reviewer** will be refreshed and the selected Reviewer is shown.
10. In case there is a need to change the reply date, the user can do so by change it from the list.
11. Once done tick the **Tick** column and click Update button to confirm the changes. Again the **List of Assigned Reviewer** will be get refreshed with the latest changes.
12. Same also if the Reviewer needs to be removed from the list, identify and tick it on the **Tick** column.
13. Click **Delete** button to confirm the deletion.

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Logout

HELP Thesis Monthly Progress Report Administration Control Panel

Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Confirmation

List of Thesis Proposal
Please enter searching criteria below
Notes:- (by default it will display,
1. Current proposal in which it status has been confirmed by Faculty and
2. Proposal in which the status is still pending for Faculty confirmation)

Thesis Date :
Thesis ID / Thesis Title :
Matrix No :
Student Name :

Search
Search by Name Only Note: If no parameters are provided, it will search all.

Searching Results:-

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input type="checkbox"/>	1.	Submitted / Resubmitted	01-Apr-2015	T20150401001 Enter remarks	1111	ABDUL HAFIZ BIN IBRAHIM (012013110572)	No attachment	No attachment Upload	Change View	Change View

Mark For Review Unmark All Print for Review

Verification Confirmation by Faculty
Proposal Status : ☒ Approved ☐ Approved with Changes ☐ Request Changes ☐ Disapproved

Print Proposal List Submit Note: Ensure the proposal above has been selected before click Submit.

Figure 28: Proposal Confirmation Page

14. Click **Back** button to return back to the Proposal Confirmation page.
15. The user can change the Reviewer again by clicking on the **Change** link or view the list of assigned Reviewer by clicking on the **View** link.

5.1.5 Faculty Confirmation

Once the Faculty has satisfied with the thesis proposal, the Faculty can proceed with the approval. It will be then forwarded to the Senate for the next level of approval.

Steps:-

1. Identify the thesis proposal to be approved by ticking it on the **Tick** column
2. Select **Proposal Status** from the list of option given
 - a. **Approved** – The proposal will be forwarded to the Senate
 - b. **Approved with Changes** - The proposal will be forwarded to the Senate
 - c. **Request Change** – The proposal will be return back to the Student for the amendment required
 - d. **Disapproved** – The proposal will be rejected and the Student needs to submit it again.

3. Click on the **Submit** button to confirm the status
4. Once submitted, the thesis proposal's status will be shown as **Submitted/Resubmitted** and Tick column will be disabled.

5.2 Assign Supervisor/Co-Supervisor

This page is provided to enable the user to maintain the Supervisor/Co-Supervisor for the student. The searching facility is provided for the user to search the right candidate based on the searching criteria. Once the candidate is found, the user will assign it to the Student.

Postgraduate Thesis Monitoring and Controlling System v1.0.0

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HELP Thesis Monthly Progress Report Administration Control Panel

Assign Supervisor

Assign Supervisor

Inbox

List of Thesis

Reviewer Feedback

Proposal Cancellation

Proposal Confirmation

Assign Supervisor

List of Thesis / Proposal

Please enter searching criteria below

Thesis ID :

Matrix No : Search

Student Name : Search by Name Only Note: If no entry is provided, it will search all.

Searching Results:-

No.	Faculty Status	Status by Senate	Student Name	Thesis / Project ID	Thesis / Project Title	Supervisor
1.	Submitted / Resubmitted		ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20150401001	1111	Assign

Figure 29: Assign Supervisor Page

Steps:-

1. Click on the **Administration** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **Assign Supervisor** menu and click on it. *Note: The access from the **Faculty Confirmation** page does not require this step. The system will directly open the **Assign Supervisor** page for the user.*
4. The **Assign Supervisor** page will be displayed on the right panel.

Figure 30: Assign Supervisor - Query Page

5. By default no **List of Supervisor / Co-Supervisor** will be displayed for a new thesis proposal.

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 14 day(s)
<input checked="" type="checkbox"/>	1.	IMS	S012013090015	AYE AYE KHIN	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)			mymail@hotmail.com	16-Apr-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE			mymail@hotmail.com	16-Apr-2015

Figure 31: Assign Supervisor with Result Page

6. Enter the searching criteria and click **Search** button to find the record.
7. If the record is found, it will be displayed under the **Searching Results** as shown above.
8. Identify the candidate and assign his/her role by selecting it from the **Role** column. By default the expected reply date is within 14 days starting from the assignment date. User can change the **Reply Date** if needed. Tick on the **Tick** column once done.
9. Repeat the same step 6 to 8 if need to assign more than one candidate.
10. Once done click on **Assign** button to confirm the selection.

Assign Supervisor

List of Assigned Supervisor

Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Tick	No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date
<input type="checkbox"/>	1.	FBMP	AYE AYE KHIN (SQ12013090015) Add Brief Biodata	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		Please assign role to this staff	mymail@hotmail.com	16-Apr-2015

Note: Please assign Supervisor to supervise this student.

[Update](#) [Delete](#) [Back](#)

Assign New Supervisor

Please enter searching criteria below

Department:

Staff Name / ID:

Field of Expertise / ID:

[Search](#) [Back](#) **Note:** If no entry is provided, it will search all.

[Back](#)

Figure 32: Assigned Supervisor Page

11. The **List of Assigned Supervisor** will be refreshed and the selected Supervisor/Co-Supervisor is shown.
12. In case there is a need to change the role or reply date, the user can do so by change it from the list.
13. Once done tick the **Tick** column and click Update button to confirm the changes. Again the **List of Assigned Supervisor** will be get refreshed with the latest changes.
14. Same also if the Supervisor/Co-Supervisor needs to be removed from the list, identify and tick it on the **Tick** column.
15. Click **Delete** button to confirm the deletion.
16. Click **Back** button to return back to the **Assign Supervisor** page.

Assign Supervisor

List of Thesis / Proposal

Please enter searching criteria below

Thesis ID :

Matrix No :

Student Name :

[Search](#) [Search by Name Only](#) **Note:** If no entry is provided, it will search all.

Searching Results:-

No.	Faculty Status	Status by Senate	Student Name	Thesis / Project ID	Thesis / Project Title	Supervisor
1.	Submitted / Resubmitted		ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20150401001	1111	Change View

Figure 33: Assign Supervisor Page

17. The user can change the Supervisor/Co-Supervisor again by clicking on the **Change** link or view the list of assigned Supervisor/Co-Supervisor by clicking on the **View** link.

5.3 Assign Reviewer

The Faculty can assign the thesis proposal to the Reviewer for their feedback and opinion. This would help the Faculty to identify the right candidate to be assigned as Supervisor or Co-Supervisor to the student.

Figure 34: Assign Reviewer Page

Steps:-

1. Click on the **Administration** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **Assign Reviewer** menu and click on it. *Note: The access from the **Faculty Confirmation** page does not require this step. The system will directly open the **Assign Reviewer** page for the user.*
4. The **Assign Reviewer** page will be displayed on the right panel.

Figure 35: Assign Reviewer Query Page

5. By default no **List of Reviewer** will be displayed for a new thesis proposal.

Assign Reviewer

List of Assigned Reviewer
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Notification Message
No reviewer has been assigned to review and provide feedback for this student.

Assign New Reviewer
Please enter searching criteria below

Department:
Reviewer Name / Staff ID: aye
Field of Expertise / ID: Note: If no entry is provided, it will search all.

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Email ID	Reply Date within 7 day(s)
<input checked="" type="checkbox"/>	1.	FBMP	S012013090015	AYE AYE KHIN	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	09-Apr-2015

Figure 36: Assign Reviewer with Result Page

6. Enter the searching criteria and click **Search** button to find the record.
7. If the record is found, it will be displayed under the **Searching Results** as shown above.
8. Identify the candidate. By default the expected reply date is within 7 days starting from the assignment date. User can change the **Reply Date** if needed. Tick on the **Tick** column once done.
9. Repeat the same step 4 to 6 if need to assign more than one candidate.
10. Once done click on **Assign** button to confirm the selection.

Assign Reviewer

List of Assigned Reviewer
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM

Tick	No.	Dept	Name	Qualification	Field of Expertise	Email ID	Reply Date
<input type="checkbox"/>	1.	FBMP	AYE AYE KHIN (S012013090015) Enter Faculty remarks Pending feedback by Reviewer	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	09-Apr-2015

Assign New Reviewer
Please enter searching criteria below

Department:
Reviewer Name / Staff ID: aye
Field of Expertise / ID: Note: If no entry is provided, it will search all.

Figure 37: Assigned Reviewer Page

11. The **List of Assigned Reviewer** will be refreshed and the selected Reviewer is shown.

12. In case there is a need to change the reply date, the user can do so by change it from the list.
13. Once done tick the **Tick** column and click Update button to confirm the changes. Again the **List of Assigned Reviewer** will be get refreshed with the latest changes.
14. Same also if the Reviewer needs to be removed from the list, identify and tick it on the **Tick** column.
15. Click **Delete** button to confirm the deletion.
16. Click **Back** button to return back to the **Assign Reviewer** page.

No.	Faculty Status	Student Name	Thesis / Project ID	Thesis / Project Title	Reviewer
1.	Submitted / Resubmitted	ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20150401001 Enter remarks	1111	Change View

Figure 38: Assign Reviewer Page

17. The user can change the Reviewer again by clicking on the **Change** link or view the list of assigned Reviewer by clicking on the **View** link.

5.4 Reviewer Feedback

Tick	No.	Review Status	Replied Date	Reviewer Name	Student Name	Thesis ID	Thesis / Project Title	Remarks	Due Date (to reply)
<input type="checkbox"/>	1.	Feedback Provided	01-Apr-2015	ADEL AKHAVANMALAYERI (S012013100003)	ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20150401001	1111	Edit Feedback	

Note:-
1. Please select the above proposal above before proceed with the approval.

[Approve Extension](#)

Figure 39: Reviewer Feedback Page

Steps:-

1. Click the **Administration** tab from the system top panel.
2. The list of menu will be displayed on the left panel.
3. Find the **Reviewer Feedback** menu and click on it.
4. The **Reviewer Feedback** page will be displayed on the right panel.
5. Click on the **Edit Feedback** link on **Remarks** column to see the comment given by the Reviewer.
6. If the Reviewer requests to extend the review timeline, user can approve it by ticking the **Tick** column and click on the **Approve Extension** button.
7. The Reviewer can retrieve back the thesis and provide the comment accordingly.

5.5 Proposal Cancellation

In some cases, if the student found the thesis proposal need to be updated after it has been submitted to the Faculty, he/she can request the Faculty to cancel it. Once the update is done, then the student can resubmit it again to the Faculty.

Figure 40: Proposal Cancellation Page

Steps:-

1. Click the **Administration** tab from the system top panel.
2. The list of menu will be displayed on the left panel.
3. Find the **Proposal Cancellation** menu and click on it.
4. The **Proposal Cancellation** page will be displayed on the right panel.
5. Find the thesis proposal submitted by the student for cancellation.
6. Click on the **Enter Remark** link to view the justification given by the student for the cancellation.

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Logon

HELP Thesis Monthly Progress Report **Administration** Control Panel

Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Cancellation

Thesis Date : 01-Apr-2015
Thesis ID : T20150401001
Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Thesis / Project Title : 1111
Thesis Type : Research
Introduction : 1111
Objective : 1111
Brief Description : 1111

Cancellation Remarks by Student

Requested Date : 01-Apr-2015
Remarks : Dear Sir, please cancel my thesis proposal as I need to propose a new title.
Thank you.

Approval Remarks by Faculty

Approval Date :

Remarks

Update Back

Figure 41: Proposal Cancellation – Faculty Remark Page

7. The view page is displayed as shown above.
8. Enter the remarks on the **Approval Remarks by Faculty** section.
9. Click **Update** button to confirm the changes.
10. Click **Back** button to return back to the **Proposal Cancellation** page.

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Logout

HELP Thesis Monthly Progress Report **Administration** Control Panel

Assign Reviewer
Assign Supervisor
Inbox
List of Thesis
Reviewer Feedback
Proposal Cancellation
Proposal Confirmation

Proposal Cancellation

List of Thesis Proposal for Cancellation

Please enter searching criteria below
Notes:- by default it will display,
1. the proposal which pending for cancellation approval
2. the proposal which has been cancelled

Request Date :
Cancellation Status : Search Note: If no parameters are provided, it will search all.

Searching Results:-

Tick	No.	Request Date	Approved Date	Status by Faculty	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student
<input checked="" type="checkbox"/>	1.	01-Apr-2015 10:53:24		Request for Cancellation	T20150401001 Enter remarks	1111	ABDUL HAFIZ BIN IBRAHIM (012013110572)	No attachment

Approve Cancellation Note: Ensure the proposal above has been selected before approval.

Figure 42: Proposal Cancellation Page – Before Approve

11. Identify the thesis proposal to approve the cancellation by ticking on the **Tick** column.
12. Click **Approve Cancellation** button to cancel the thesis proposal. The student will have back his/her proposal for the changes required.

Figure 43: Proposal Cancellation Page – After Approve

13. The **Proposal Cancellation** page will be refreshed and the **Tick** column will be disabled.

5.6 List of Thesis (Disapproved)

This function is provided to enable the user to list all the disapproved thesis based on the selected senate meeting date. The recent senate meeting date will be shown on top of the list.

Figure 44: List of Thesis (Disapproved) – Query Page

Steps:-

1. Click on the **Thesis** tab from the system **Top** panel section.
2. The list of menu will be displayed on the left panel.
3. Find the **List of Thesis** menu and click on it.
4. The query page to search the thesis will be displayed on the right panel.

5. Select the Senate Meeting Date from the dropdown menu and then click **Search** button.

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Logout

HELP Thesis Monthly Progress Report Administration Control Panel

List of Thesis
Student Profile
Thesis Profile

List of Thesis

List of Thesis Proposal - Approved Thesis by Senate

Please enter searching criteria below (by default it will display all current thesis which has been approved by Senate)

Senate Meeting Date : 19-Mar-2015 Search

Searching Results:-

No.	Thesis/Project ID	Thesis/Project Title	Student	Supervisor	Verified by Faculty	Endorsed by Senate
1	T20150319001	11111111111111111111111111111111's fff's's	ABDUL HAFIZ BIN IBRAHIM (012013110572)	1. AYE AYE KHIN - Supervisor (S012013090015) 2. ADEL AKHAVANMALAYERI - Co-Supervisor (S012013100003)	Approved with Changes (19-Mar-2015)	Approved (19-Mar-2015)
2	T20150319002	222222222222	MUHAMAD FARIS BIN MUHAMAD DANIAL (012013110591)	1. AYE AYE KHIN - Co-Supervisor (S012013090015)	Approved (19-Mar-2015)	Approved with Changes (19-Mar-2015)
3	T20150319003	33333333	KIM SANG YONG (012014030387)	1. AYE AYE KHIN - Supervisor (S012013090015)	Approved (19-Mar-2015)	Approved with Changes (19-Mar-2015)
4	T20150319004	44444444	NURAFNI BINTI ABDILLAH (012013100093)	1. AYE AYE KHIN - Supervisor (S012013090015) 2. ADEL AKHAVANMALAYERI - Co-Supervisor (S012013100003)	Approved with Changes (19-Mar-2015)	Approved with Changes (19-Mar-2015)

Print Listing

Figure 45: List of Thesis Proposal – Result Page

6. If the record is found, then it will be displayed on the result list as shown above
7. Click on the **Print** button to generate the PDF report.

Figure 46: List of Thesis Proposal (Disapproved) PDF Page

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