

# Online Help - Student

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## Introduction

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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 used 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.

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## 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.

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## System Requirement

### 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.

## 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

## 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.

## Screen Design

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

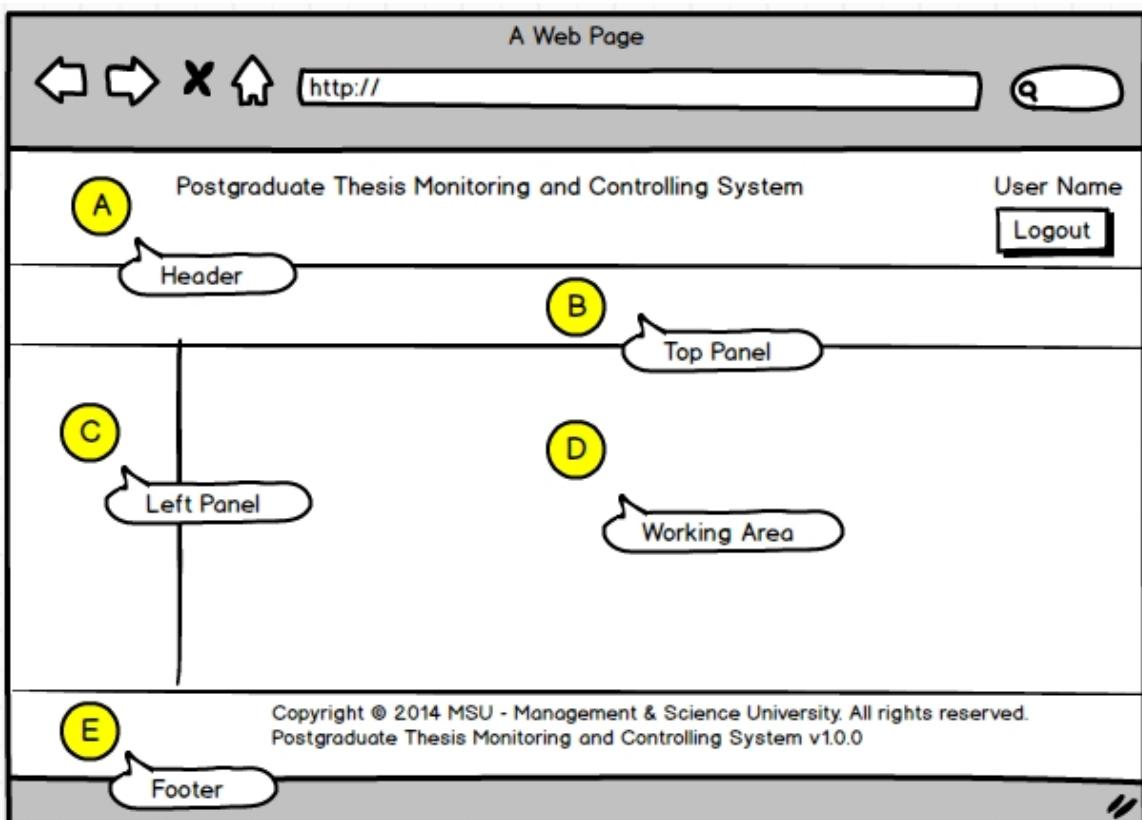
Section A to cater the PGTMCS **Header** in which it contains the name of the system, the user name and Logout button

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**

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## Getting Started

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## User Login and Logout

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### Login

#### 1.1 Login

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

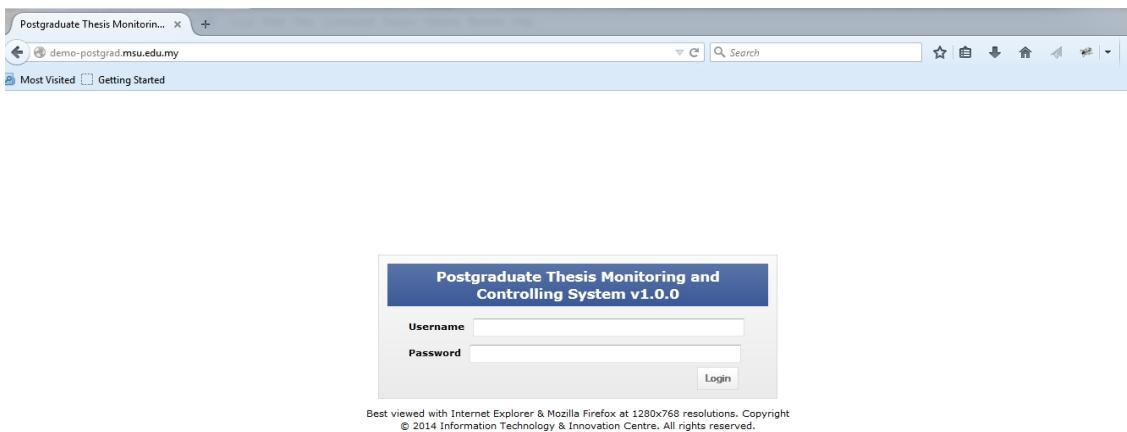


Figure 2: Login Page

**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**.
- 4.

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## Logout

### 1.1 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.

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## Change Password

## 1.1 Change Password

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

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.

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## Student Programme

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### Student Profile

#### 1.1 Student Profile

Student Profile tab contains the basic student and thesis information including its thesis progress status.

The screenshot shows the 'Student Programme' tab selected. At the top, there's a navigation bar with tabs: Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Final Submission, and Control Panel. On the right, it shows 'KIM SANG YONG' and 'Language : English | Bahasa'. A 'Logout' button is also present.

**STUDENT PROFILE**

- Matrik No : 012014030387
- Student Name : KIM SANG YONG
- Programme : MBA - Master in Business Administration
- Intake : 201403(01)MBA-F
- Thesis ID : T20150224001
- Student Status : ACTIVE
- Thesis / Project Title : The influence of the banking sector on central bank independence and inflation control
- Email ID :
- Skype ID :

**Thesis Progress Flow**

1. Thesis Proposal	Status	Approval Date
2. Proposal Defense	Pending	
3. Work Completion	Pending	
4. Thesis Evaluation/VIVA	Pending	
5. Final Submission	Pending	

No Picture Available  
Upload Picture

Figure 5: Student Programme Tab

**Steps:-**

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Programme** menu will be displayed on the system **Left** panel and click on it.
3. The other 5 tabs will be displayed on the **Working Area** section in which each tab will contain the information as mentioned previously.

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**Thesis****1.1 Thesis**

**Thesis** tab is the page where the student can submit, amend and view the proposal. Please refer next sections for details steps.

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**Supervisor/Co-Supervisor List****1.1 Supervisor/Co-Supervisor List**

Supervisor or Co-Supervisor is the academic staff who has been assigned by Faculty to supervise the student in delivering the thesis and approved by the Senate.

There are conditions for the student to see the list of his/her supervisors. The conditions are:-

1. Supervisor/Co-Supervisor has been assigned by Faculty and approved by the Senate
2. Supervisor/Co-Supervisor has accepted the appointment to supervise the student.

The screenshot shows the 'Supervisor/Co-Supervisor' tab selected in the top navigation bar. Below it, a table lists two assigned supervisors:

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/ANIMALAYERI	IMS	013-3387786	adel_akhavamalayeri@msu.edu.my	mymail@hotmail.com	Co-Supervisor

Figure 6: List of Supervisor / Co-Supervisor

**Steps:-**

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Supervisor/Co-Supervisor** tab on the **Working Area**
4. System will display the list of the supervisor/co-supervisor which has been assigned and approved by Senate.

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## Subject Taken

### 1.1 Subject Taken

Subject Taken tab will list the entire subject registered by the students for all semester during his study.

The screenshot shows the 'Subject Taken' tab selected in the top navigation bar. Below it, a table lists the student's information and a detailed list of subjects taken:

STUDENT INFORMATION				
Matric No	012014030387	Name	KIM SANG YONG	
Cohort	201403(01)MBA-F			
List Of Subject Registered				
4	201411	DAC5013	Perakaunan untuk Permutusan 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	DLV5013	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 7: Subject Taken

**Steps:-**

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Subject Taken** tab on the **Working Area**
4. System will display the list of the subject taken by the student from his/her first semester till current.
- 5.

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## Thesis History

### 1.1 Thesis History

Thesis History tab contains the proposal progress history starting from its submission by the student till its approval by the Senate. It captures the alphabet, date when it was send and the running number at behind.

**T20150304001**

**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 1.9

**Steps:-**

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis History** tab on the **Working Area**
4. System will display the list of the thesis history starting from its submission till its approval.

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## Disapprove

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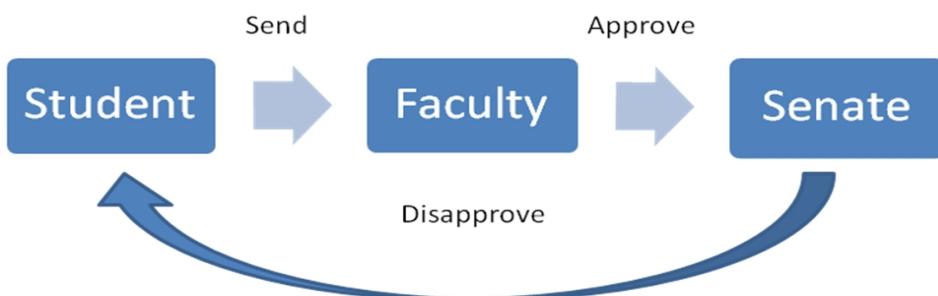
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### Process Flow

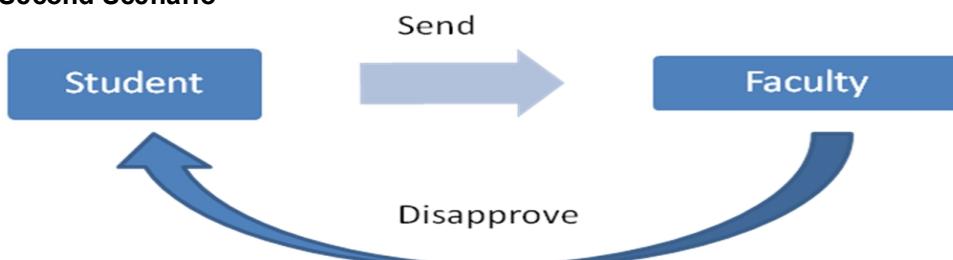
#### 1.1 Process Flow

##### a) First Scenario



The first scenario, student will send the thesis proposal to get approval from Faculty but the thesis proposal was **Disapprove** by Senate because of the certain reason and student will notify through postgraduate system.

#### b) Second Scenario



The second scenario, Faculty was **Disapprove** the thesis proposal before the thesis proposal sent to Senate for endorsement.

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## Disapprove

### 1.1 Disapprove

If there is a case where the thesis proposal does not meet the expectation of the Faculty or the content does not fit the title, the proposal may be rejected or disapproved by the Faculty. For this scenario, the system will notify the student on the proposal status.

The screenshot shows a web-based application interface for a thesis monitoring system. At the top, a blue header bar displays the title 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' and the user's name 'MUHAMAD FARIS BIN MUHAMAD DANIAL'. Below the header, a navigation menu includes 'Thesis', 'Monthly Progress Report', 'Proposal Defense', 'Work Completion', 'Thesis Evaluation/VIVA', 'Final Submission', and 'Control Panel'. On the far right of the header is a 'Logout' link. The main content area is titled 'Student Programme' and contains a 'Student Profile' section. Under 'Student Profile', there are tabs for 'Student Profile', 'Thesis', 'Supervisor/Co-Supervisor', 'Subject Taken', and 'Thesis History'. The 'Thesis' tab is currently selected. In the 'Verification by Faculty' section, under the 'Thesis' tab, it shows the following information:

Proposal Status	: Disapproved
Verified Date	: 25-Feb-2015
Verified By	:
Remarks	:
Attachment by Faculty	: No attachment

Below this section, a note states: 'Note: Your thesis proposal has been disapproved by the Faculty. You may need to [CLICK HERE](#) to create another one and re-submit.'

Figure 8: Proposal Disapproved by Faculty

#### Steps:-

1. After the proposal has been submitted to the Faculty, the Faculty will review it and determine its status. In case the proposal gets rejected due to some reason, the student can check it via **Thesis** tab.
2. Click **Thesis** tab on **Top** panel
3. Click on the **Student Programme** on the **Left** panel
4. Click on the **Thesis Tab** on the **Working Area** section.
5. The system will show the proposal status and the student can read the **Remarks** and download the **Attachment** from Faculty (if any).

6. For this case, the student can amend the proposal according to the advice given by the Faculty.

Click on the **CLICK HERE** **Click Here** button to proceed and resubmit

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## Submit New Proposal

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### First Time

#### 1.1 First Time

When first time login to the system, the user will see the message from the system as shown in the figure below asking for proposal preparation and submission to the Faculty.

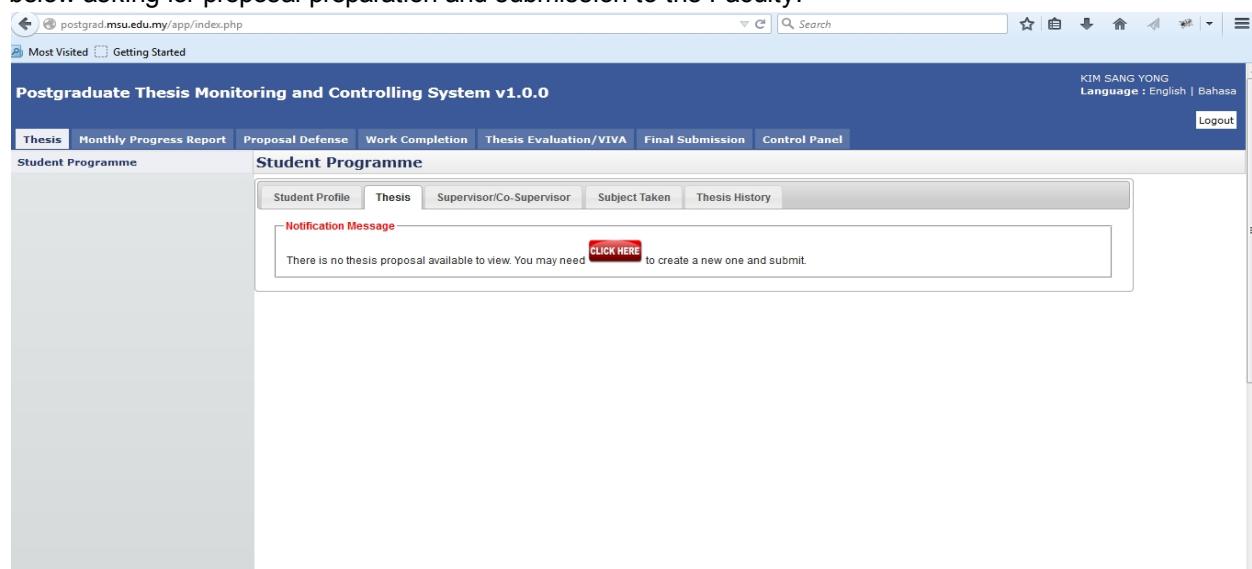


Figure 9: First Time Proposal Preparation

#### Steps:-

1. Click on the **Thesis Tab** on the Top Panel.
2. System will show the message to prepare and submit the proposal.
3. Click on the **Click Here** button to create the proposal.

The screenshot shows the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0'. At the top, there's a navigation bar with links like 'Thesis', 'Monthly Progress Report', 'Proposal Defense', etc. On the right, it shows 'KIM SANG YONG' and 'Language : English | Bahasa'. Below the navigation, there's a 'Student Programme' section with a 'Notes' box containing instructions for proposal submission. Under 'Proposal Type', there are three options: 'Thesis / Project Title' (selected), 'Research', 'Case Study', and 'Project'. A large rich-text editor window is open, with the label '\* Introduction' at the top left. The editor has standard toolbar icons for bold, italic, underline, etc.

Figure 10: New Proposal Page

4. Enter the **Thesis / Project Title**
5. Select **Proposal Type**
6. Enter the necessary description into the **Introduction**

This screenshot shows the continuation of the proposal form. It features two more sections: 'Objective' and 'Brief Description', each with its own rich-text editor. The 'Objective' section has the label '\* Objective' and the 'Brief Description' section has the label '\* Brief Description'. Both editors have their respective toolbars above them.

Figure 11: New Proposal Page – Next Section

7. Enter the necessary description into the **Objective**
8. Enter the necessary description into the **Brief Description**

Have you discussed about your research/case to any lecturer of MSU?  Yes  No

**Discussion Details**

Add Delete

	Date	Time	Lecturer Name	Notes	Action
<input type="checkbox"/>	02/02/2015	10:00 AM	Dr. Mahendra		

**Thesis Areas**

*Area 1	education	Area 4	--Please Select--
Area 2	--Please Select--	Area 5	--Please Select--
Area 3	--Please Select--	Area 6	--Please Select--

**Attachment**

Add Delete

	File Name	Upload File	Action
<input type="checkbox"/>	BAB 2.doc		 

**Buttons:** Save as Draft, Submit, Back

\* - is a required field.

Figure 12: New Proposal Page – Next Section

9. By default it will be set as '**Yes**' for the discussion with the MSU's lecturer. The meeting date and its detail can be added via Add button.
10. At least 1 **Thesis Areas** need to be selected for Faculty to select and assign the right and suitable supervisor/co-supervisor to consult with the student.
11. The student also can input as many attachments to support the thesis proposal.

Have you discussed about your research/case to any lecturer of MSU?  Yes  No

**Discussion Details**

Add Delete

	Date	Time	Lecturer Name	Notes	Action
--	------	------	---------------	-------	--------

**Thesis Areas**

*Area 1	--Please Select--	Area 4	--Please Select--
Area 2	--Please Select--	Area 5	--Please Select--
Area 3	--Please Select--	Area 6	--Please Select--

**Attachment**

Add Delete

	File Name	Upload File	Action
--	-----------	-------------	--------

**Buttons:** Save as Draft, Submit, Back

\* - is a required field.

Figure 13: New Proposal Page – Next Section

12. After all the necessary information has been provided, the student can save it temporarily via **Save as Draft** button in case there is a need to be reviewed and updated later. Once finalize, it can be submitted to the Faculty and Senate for approval and becomes a thesis.
13. Click **Back** button if to return back to **Student Programme** page.
14. If the proposal has been finalized and ready to submit for approval, the student can send it to Faculty via **Submit** button. Any changes cannot be done until the proposal is returned back by Faculty due to

any changes needed.

The screenshot shows the 'Student Programme' section of the system. At the top, there is a navigation bar with links: Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Final Submission, Control Panel, and Logout. On the right side of the header, it shows the user's name 'KIM SANG YONG' and language preference 'Language : English | Bahasa'. Below the header, the main content area has a title 'Student Programme' and a sub-navigation bar with tabs: Student Profile, Thesis, Supervisor/Co-Supervisor, Subject Taken, and Thesis History. A red-bordered box contains a 'Notification Message' stating: 'Your thesis proposal (Ref. No.: T20150224001) is pending with Faculty for verification. You can request for withdraw or cancel it before the Faculty start to review and provide the feedback.' It includes a red button with a white 'X' icon labeled 'Please click here'.

Figure 14: New Proposal Page – After submission

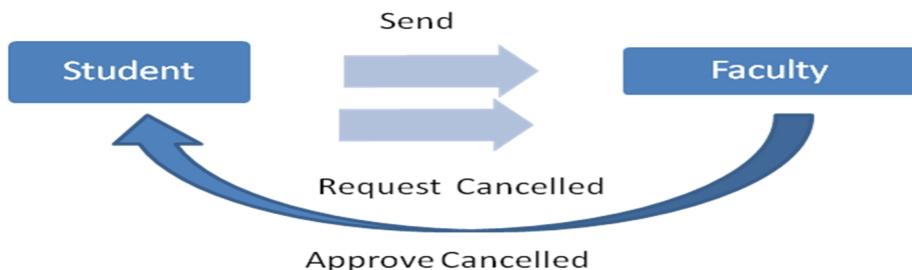
15. After submit, system will notify student that their proposal has been successfully submitted to the Faculty for approval.
16. If the student has changed his/her mind to withdraw or cancel the newly submitted proposal, he/she can do that via cancel button as shown above. Please refer next section on how to cancel the proposal.

## Cancel Proposal

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### Process Flow

#### 1.1 Process Flow



This level, student request cancellation from Faculty after sent the thesis proposal. Faculty will response through the system and notify student the cancellation.

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### Request for Proposal Cancellation

#### 1.1 Request for Proposal Cancellation

Student is allowed to cancel his/her newly submitted proposal in case he/she realizes some amendment need to be done. For this case the student can request for proposal cancellation as shown below.

Figure 15: Proposal Cancellation

#### Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the Thesis tab on **the Working Area**
4. System will display the notification message to the student indicate that the proposal has been successfully submitted to the Faculty.

5. If the student decided to cancel the proposal, he/she can click on the  cancel button. Please note the cancellation only can be done if the Faculty is not yet provide the feedback.

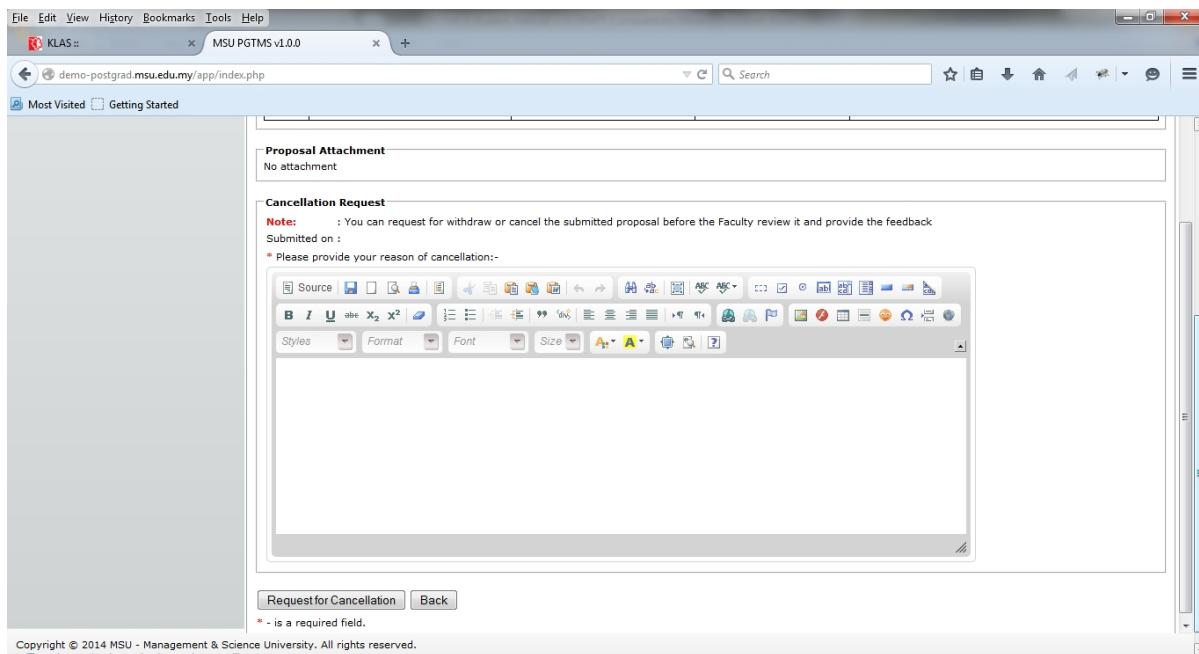


Figure 16: Request for Cancellation

6. The student needs to provide the justification of the cancellation and once confirm click the **Request for Cancellation** button.  
 7. Otherwise the student can click **Back** button and wait feedback from the Faculty and Senate.

**Student Programme**

**Notification Message**

Your cancellation request has been submitted to the Faculty successfully. Please [CLICK HERE](#) to return back to student profile.

Figure 17: Request for Cancellation

8. The above message will be displayed after the student submits the cancellation request to the Faculty.  
 9.

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## Approval From Faculty

### 1.1 Approval from Faculty

Once the Faculty approved the proposal cancellation request, the student can see the notification message from the system as shown below.

The screenshot shows a web-based application interface for managing postgraduate thesis monitoring and controlling. At the top, there's a blue header bar with the title "Postgraduate Thesis Monitoring and Controlling System v1.0.0". On the right side of the header, it says "KIM SANG YONG" and "Language : English | Bahasa", along with a "Logout" button. Below the header is a navigation menu with tabs: "Thesis", "Monthly Progress Report", "Proposal Defense", "Work Completion", "Thesis Evaluation/VIVA", "Final Submission", and "Control Panel". The "Thesis" tab is currently selected. To the left, there's a sidebar labeled "Student Programme" with a "Student Programme" section. In the main working area, there's a sub-menu with tabs: "Student Profile", "Thesis", "Supervisor/Co-Supervisor", "Subject Taken", and "Thesis History". The "Thesis" tab is selected. A box titled "Verification by Faculty" contains the following information:

- Proposal Status : Cancellation Approved
- Requested Date : 25-Feb-2015
- Approved By :
- Approved Date : 25-Feb-2015
- Remarks by Faculty :

Below this box, a note says "Note: Your request to cancel the proposal has been approved by the Faculty. You may need to [CLICK HERE](#) to edit it again and re-submit." There is also a "Logout" button at the bottom right of the working area.

Figure 18: Request for Cancellation

**Steps:-**

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the Thesis tab on the **Working Area**
4. System will display the notification message to the student indicate that the proposal cancellation request has been approved by the Faculty.
5. As such the student can open back the proposal via **Click Here** button and amend it accordingly.
6. The student can resubmit the proposal once the changes has been incorporated and finalized.

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## Edit Proposal

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### Process Flow

#### 1.1 Process Flow



Request Changes status can be done at level Faculty which is the process flow has gone through the Reviewer for the 2<sup>nd</sup> opinion or directly assigned to Reviewer to give a feedback.

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### Request Change

#### 1.1 Request Change

If there is a case where the thesis proposal needs some changes, the Faculty will return it back to the student to amend and resubmit it.

For this scenario, the system will notify the student on the proposal status.

Figure 19: Request Changes – Edit Proposal

#### Steps:-

1. After the proposal has been submitted to the Faculty, the Faculty will review it and determine its status. In case the proposal need some changes, the student can check it via **Thesis** tab.
2. Click Thesis tab on **Top** panel
3. Click on the **Student Programme** on the **Left** panel
4. Click on the **Thesis Tab** on the **Working Area** section.
5. The system will show the proposal status and the student can read the **Remarks** and download the **Attachment** from Faculty (if any).

6. For this case, the student can amend the proposal according to the advice given by the Faculty.
7. Click on the  **Click Here** button to change and resubmit it.

## View Proposal

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## View Proposal

### 1.1 Process Flow

a) Approve

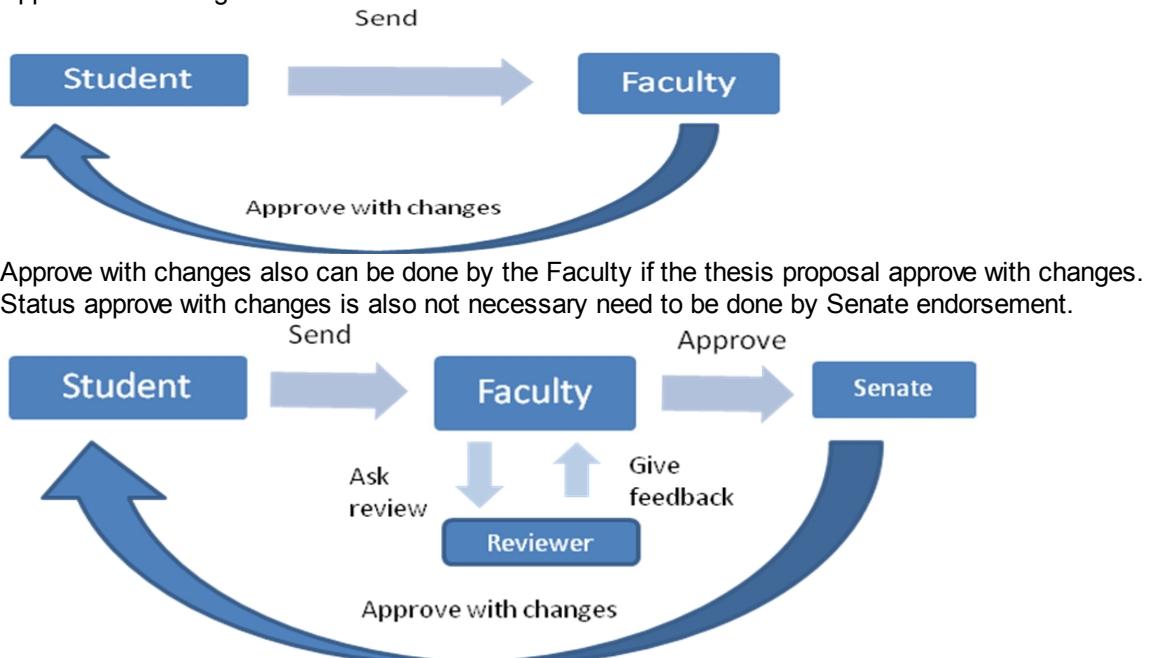


Above scenario, after student sent the thesis proposal, Faculty will ask Reviewer to review the thesis proposal and give a feedback to Faculty to review before approve the thesis proposal.



Others scenario, Faculty is not necessary ask review from Reviewer before approve, they also can approve the thesis proposal then submit to Senate for endorsement.

b) Approve with Changes



Approve with changes also can through the others process which is Faculty has decide Reviewer give a feedback within the time frame given before Senate endorse. Remark or feedback also can be viewing by Senate roles before Senate endorse the thesis proposal Approve with changes

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## Approved

### 1.1 Approved

The student can view back the proposal once it has been approved by the Senate.

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

Verification by Faculty

- Proposal Status : Approved
- Verification Date : 02-Mar-2015
- Verified By : ZURAIMI BIN MAHAD
- Remarks :
- Attachment by Faculty : No attachment

Endorsement by Senate

- Endorsement Status : Approved
- Endorsement Date : 02-Mar-2015
- Endorsed By : ZURAIMI BIN MAHAD
- Remarks :

Note: Your thesis proposal has been approved by the Senate. You may need to [CLICK HERE](#) to prepare and then submit your monthly progress report.

You can click here to view your approved proposal.

Figure 20: View Proposal – Approved by Senate

#### Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis** tab on the **Working Area**
4. System will display the notification message to the student indicate that the proposal has been approved by the Faculty and Senate.

5. The student can proceed with the monthly progress report preparation via **Click Here** button .
  
6. Or the student can view the approved proposal via the click here button  No amendment is allowed on this view.

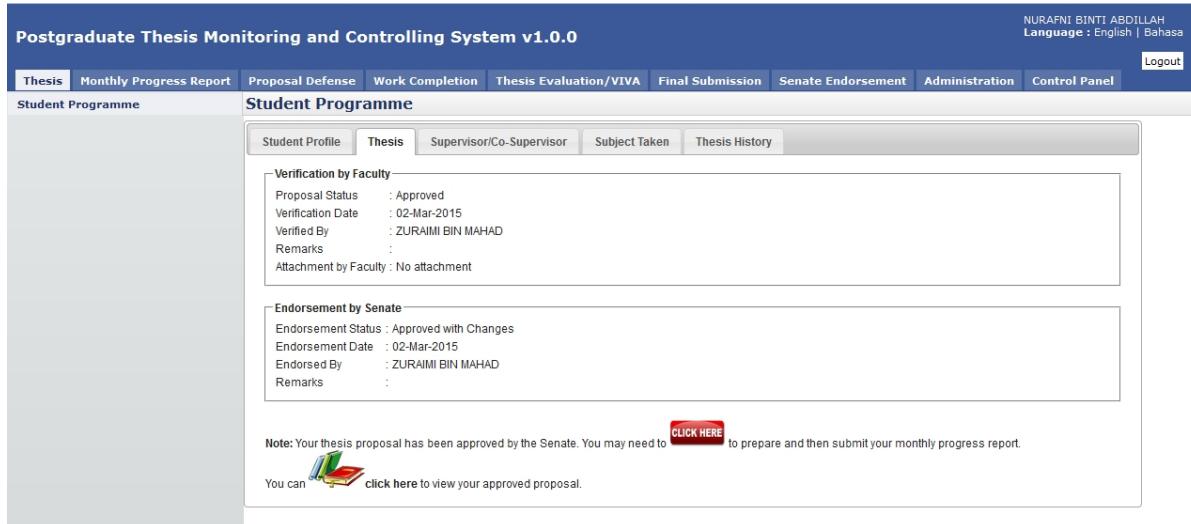
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## Approved with Changes

### 1.1 Approved with Changes



The screenshot shows the 'Student Programme' section of the system. Under the 'Thesis' tab, the 'Verification by Faculty' and 'Endorsement by Senate' sections are displayed. Both sections show the status as 'Approved'. A note at the bottom states: 'Note: Your thesis proposal has been approved by the Senate. You may need to  to prepare and then submit your monthly progress report.' Below this note, there is a link: 'You can  click here to view your approved proposal.'

Figure 21: View Proposal – Approved with Changes by Senate

#### Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis** tab on the **Working Area**
4. System will display the notification message to the student indicate that the proposal has been approved (with changes) by the Faculty and Senate.
  
5. The student can proceed with the monthly progress report preparation via **Click Here** button .
  
6. Or the student can view the approved proposal via the click here button  No amendment is allowed on this view.

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## New topic

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