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POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)

USER MANUAL for FACULTY

Version 1.0

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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. 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 or 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.

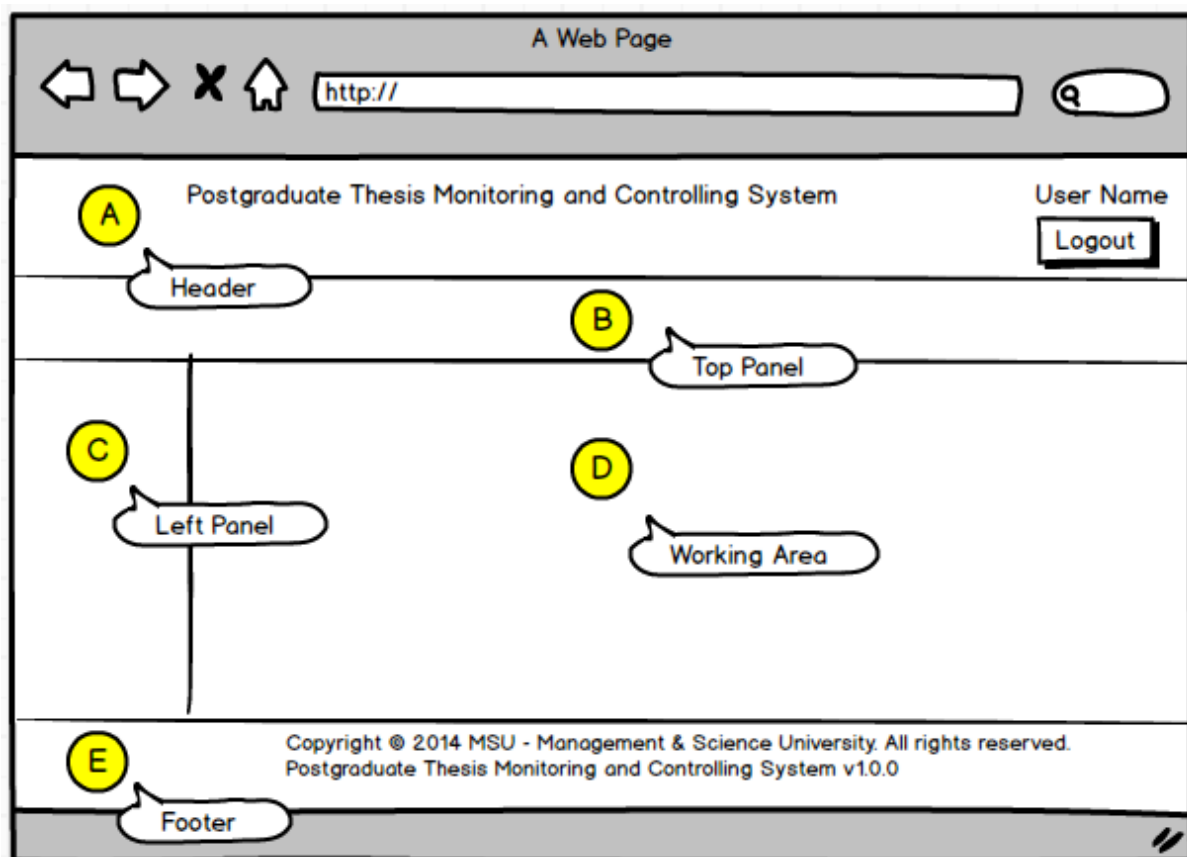


Figure 1: PGMCS Screen Structure Design

2 HIGHLEVEL FLOW

2.1 Thesis Proposal Submission Process Flow

The figure below depicts the highlevel process flow for the thesis proposal submission which cover from the submission until its get approved by the Senate.

The dotted line as shown below is the focus covered in this manual.

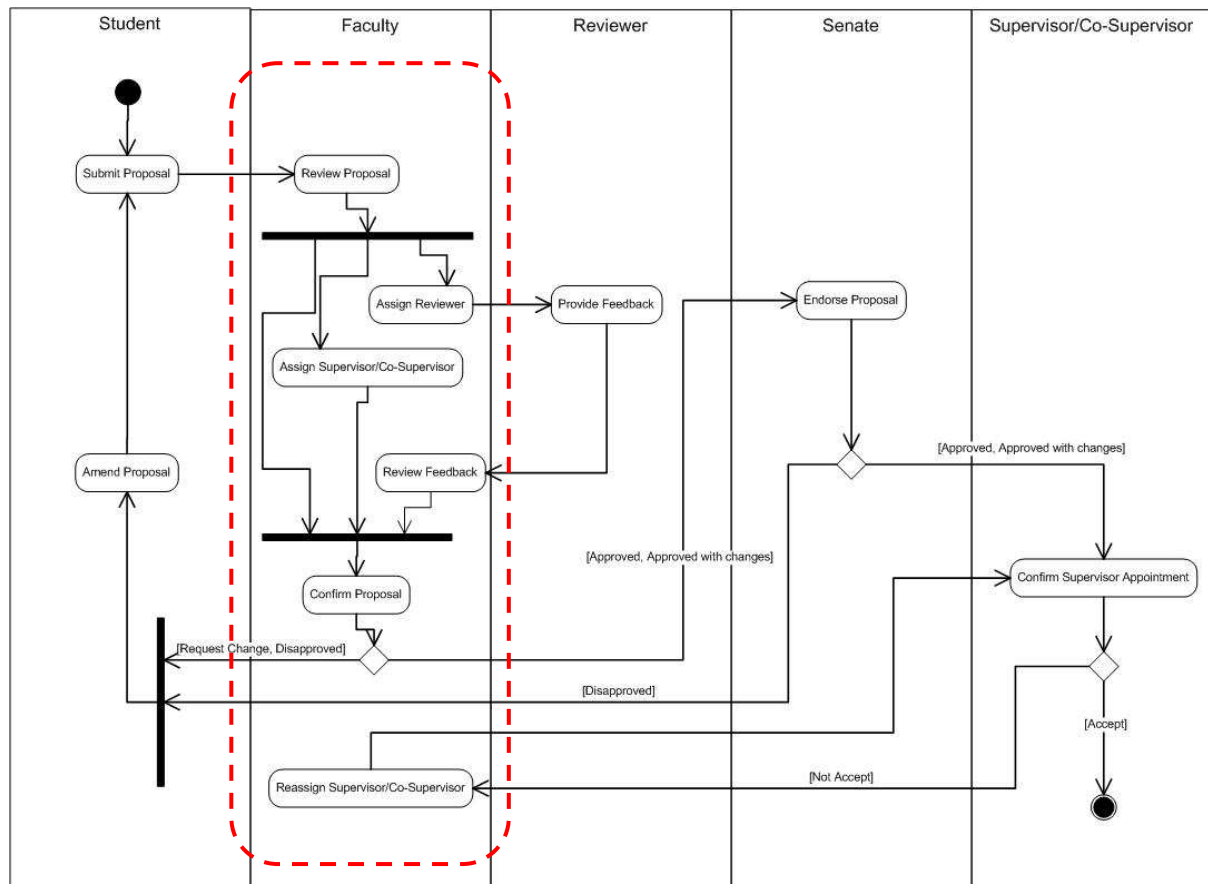


Figure 2: Thesis Proposal Submission Process Flow

3 USER LOGIN and LOGOUT

3.1 Login

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

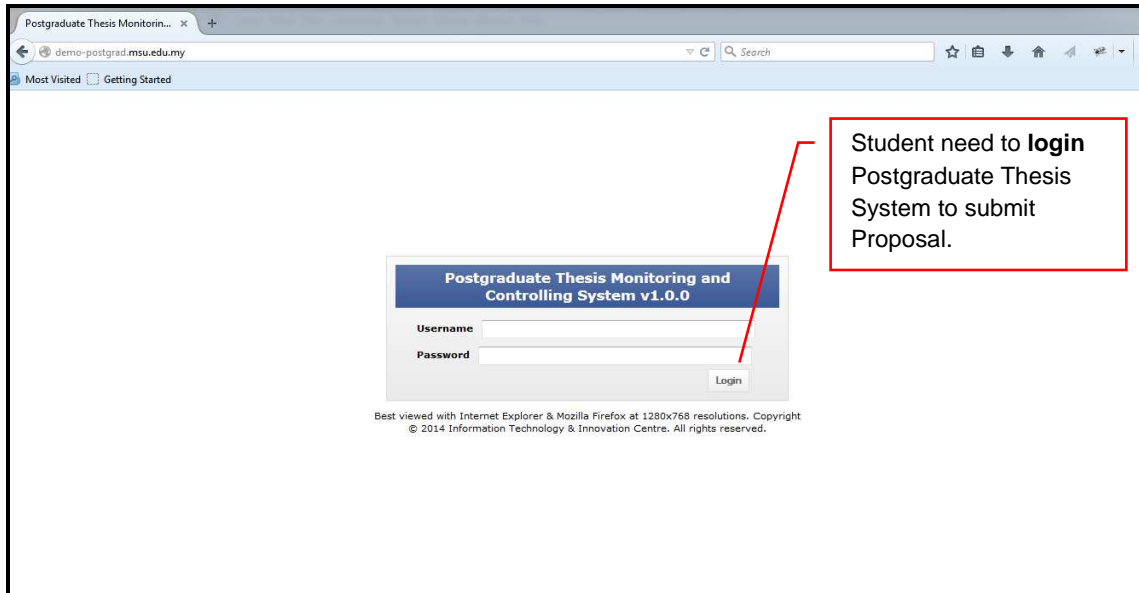


Figure 3: Login Page

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**.

3.2 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.

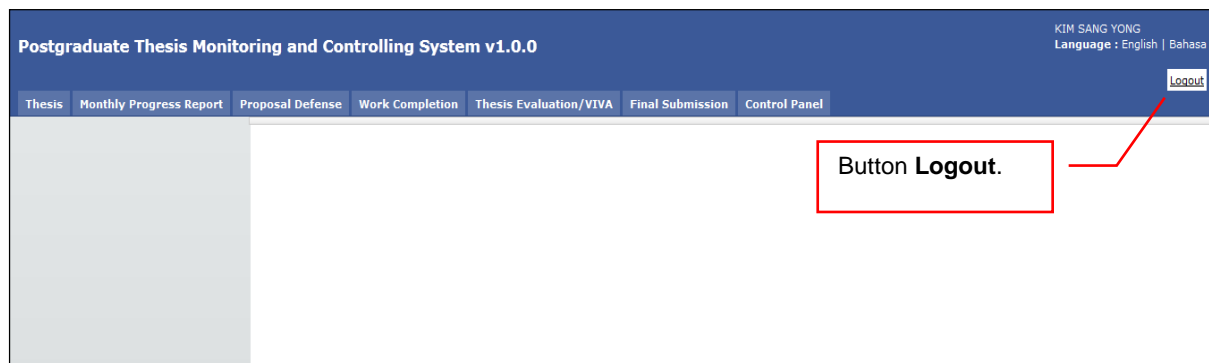


Figure 4: Logout Page

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.

4 CHANGE PASSWORD

4.1 Change Password

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

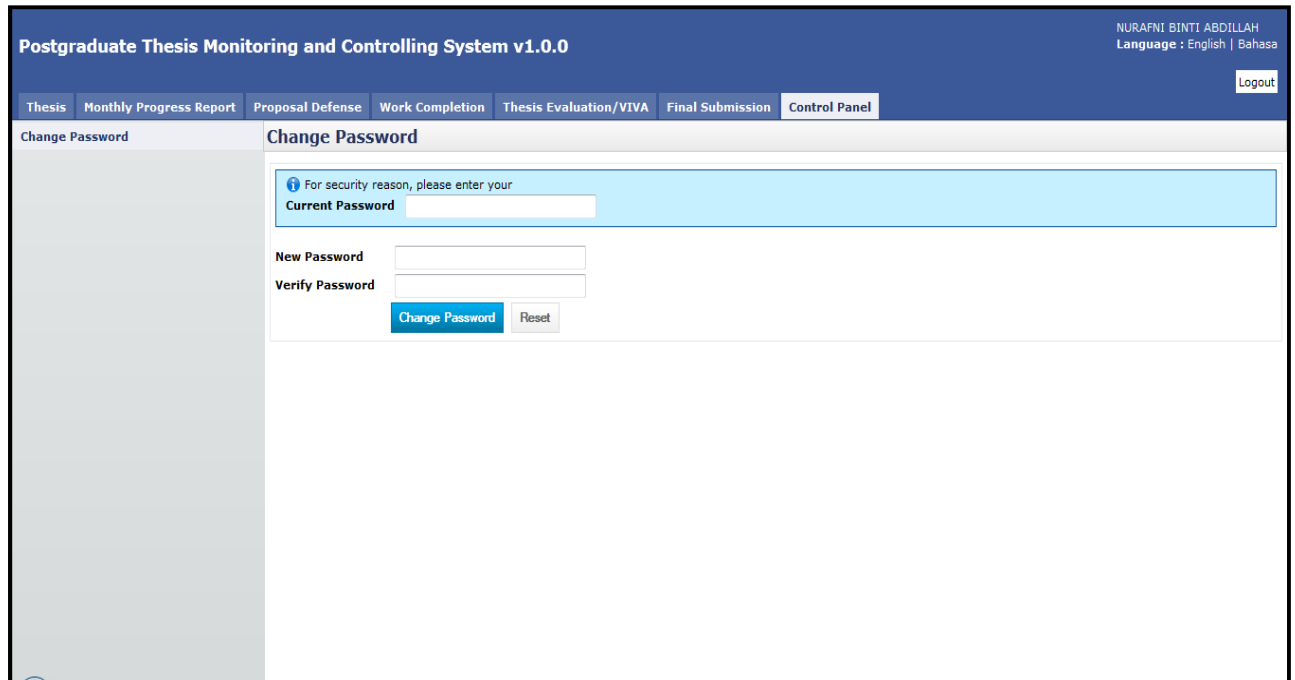


Figure 5: Change Password Page

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.

5 THESIS VIEW

5.1 Search Student via Thesis ID/Title

Student profile can be retrieved via student's **Thesis ID or Title**

Thesis Profile

LIST OF STUDENT

Please enter search criteria below to search your supervisee:-

Thesis ID/Title **Search** Note: If no entry is provided, it will search all postgraduate student.

Searching Results:-

No	Thesis ID	Matric No	Thesis Title	Cohort	Name	Status	Entry	Action
1.	T20150518001	012013110572	Software Testing v1.0	201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	View
2.	T20150518002	012014030387	Software Testing V2.0	201403(01)MBA-F	KIM SANG YONG	ACTIVE	FRE	View
3.	T20150518003	012006051798	Smart Markete v1.0	200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		View

< Previous **1** Next >

(total 3 results)

Figure 6: Thesis Tab

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Profile** menu will be displayed on the system **Left** panel and click on it.
3. The searching page will be displayed which the user can search for a particular thesis in order to view its detail
4. Enter the **Thesis ID or Title**. into the field and click on **Search** button to search the thesis
5. The record will be displayed under the search result.
6. Locate the student from the list and click **View** button to view the profile details

5.1.1 Student Profile Details

Student Profile will contain all information that related to students which are Student Profile, Supervisor/Co-supervisor lists, Subject Taken and Thesis History.

5.1.1.1 Student Profile

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

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* LIVE SYSTEM *

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Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

List of Thesis
Thesis Profile
Student Profile

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 : T20150518001
Student Status : ACTIVE
Thesis / Project Title : Software Testing v1.0
Email ID : HAFIZ84@HOTMAIL.COM
Skype ID :

Thesis Progress Flow

	Status	Approval Date
1. Thesis Proposal	Approved	18-May-2015
2. Proposal Defense	In Progress	
3. Work Completion	Pending	
4. Thesis Evaluation/WVA	Pending	
5. Final Submission	Pending	

Back to Student List

Figure 7: Student Profile Tab

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.1.1.2 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.

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Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

List of Thesis
Thesis Profile
Student Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

LIST OF SUPERVISOR/CO-SUPERVISOR

No	Staff ID	Name	Faculty	Hp. No	Email ID	Skype ID	Role
1	S012013090015	AYE AYE KHIN	FBMP	016-2953006	aakhin@msu.edu.my		Supervisor

Back to Student List

Figure 8: List of Supervisor / Co-Supervisor

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.1.1.3 Subject Taken

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

Postgraduate Thesis Monitoring and Controlling System v1.0.0
* LIVE SYSTEM *

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Language : English | Bahasa

Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

List of Thesis
Thesis Profile
Student Profile

Thesis Profile

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

SUBJECT TAKEN

Name : ABDUL HAFIZ BIN IBRAHIM
Matric No : 012013110572
Cohort : 201311(02)/MBA-F

List Of Subject Registered

Sem No	Semester	Subject Code	Description	Grade
3	201503	DLW5013	Undang-Undang dan Etika Perniagaan	IP
3	201503	DMK5013	Pengurusan Pemasaran	B
3	201411	DAC5013	Perakaunan untuk Pemutusan dan Penilaian Korporat	B+
2	201411	DEC5013	Ekonomi untuk Pengurusan	B
2	201405	DFN5013	Pengurusan Kewangan	B
2	201405	DMK5043	Pemasaran Global	B
2	201405	DMT5023	Analisa Statistik	B+
1	201403	DMG5053	Pegurusan Jualan	B+
1	201403	DMG5063	Pengurusan Perkhidmatan dan E-Dagang	A-
1	201311	DHR5023	Gelagat Pengguna	B+
1	201311	DHR5053	Gelagat Organisasi	B

Back to Student List

Figure 9: Subject Taken

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.1.1.4 Thesis History

Thesis History tab contains the proposal progress history starting from its submission by the student untill its approval by the Senate. It captures the date of

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* LIVE SYSTEM *

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Language : English | Bahasa

Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

List of Thesis
Thesis Profile
Student Profile

Thesis Profile

Student Profile 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.	T20150518001	P20150518003	Software Testing v1.0	18-May-2015 10:00 AM	Approved	Approved	
2.	T20150518001	P20150518002	Software Testing v1.0	18-May-2015 09:56 AM	Approved		Archived
3.	T20150518001	P20150518001	Software Testing v1.0	18-May-2015 09:54 AM	Submitted / Resubmitted		Archived

< Previous 1 Next >

(total 3 results)

Figure 10: Thesis Tab – Thesis History

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.2 Search Student via Student Name/Matrix No

Student profile can be retrieved via student's **Name** or **Matrix Number**.

The screenshot shows the 'Student Profile' search page. At the top, there is a navigation bar with tabs: Thesis, Monthly Progress Report, Administration, Message, Control Panel, and HELP. The 'Thesis' tab is selected. On the left, there is a sidebar with 'List of Thesis', 'Student Profile', and 'Thesis Profile'. The main content area is titled 'Student Profile' and contains a 'LIST OF STUDENT' section. Below this, there is a search prompt: 'Please enter search criteria below to search the student:-'. A search field contains '012013110572' and a 'Search' button. To the right of the search field, it says 'Note: (1)'. Below the search field, there are two notes: '1. If no entry is provided, it will search all postgrad students.' and '2. If no entry is provided, it will search all your supervisee. The student will be listed after you have accepted them as your supervisee.' Below the notes, there is a 'Searching Results:-' section. It contains a table with the following data:

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

Below the table, there are navigation links: '< Previous' and 'Next >', and a status '(total 1 results)'.

Figure 11: Thesis Tab – List of Student

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Profile** menu will be displayed on the system **Left** panel and click on it.
3. The searching page will be displayed which the user can search for a particular student in order to view its detail
4. Enter the **Student's Name** or **Matrix No.** into the field and click on **Search** button to search the student
5. The record will be displayed under the search result.
6. Locate the student from the list and click **View** button to view the profile details

5.2.1 Student Profile Details

Student Profile will contain all information that related to students which are Student Profile, Supervisor/Co-supervisor lists, Subject Taken and Thesis History.

5.2.1.1 Student Profile

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

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* LIVE SYSTEM *

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Logout


Thesis Monthly Progress Report Administration Message Control Panel HELP

List of Thesis
Thesis Profile
Student Profile

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 : T20150518001 Student Status : ACTIVE
Thesis / Project Title : Software Testing v1.0
Email ID : HAFIZ84@HOTMAIL.COM Skype ID :


Thesis Progress Flow

Thesis Progress Flow	Status	Approval Date
1. Thesis Proposal	Approved	18-May-2015
2. Proposal Defense	In Progress	
3. Work Completion	Pending	
4. Thesis Evaluation/VIVA	Pending	
5. Final Submission	Pending	

Back to Student List

Figure 12: Thesis Tab – Student Profile

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.2.1.2 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.

Thesis Monthly Progress Report Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Student Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

LIST OF SUPERVISOR/CO-SUPERVISOR

No	Staff ID	Name	Faculty	Hp. No	Email ID	Skype ID	Role
1	S012013090015	AYE AYE KHIN	FBMP	016-2953006	aakhin@msu.edu.my		Supervisor

Back to Student List

Figure 13: Thesis Tab - List of Supervisor / Co-Supervisor

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.2.1.3 Subject Taken

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

Student Profile

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

SUBJECT TAKEN

Name : ABDUL HAFIZ BIN IBRAHIM
Matric No : 012013110572
Cohort : 201311(02)MBA-F

Sem No	Semester	Subject Code	Description	Grade
3	201503	DLW5013	Business Law and Ethics	IP
3	201503	DMK5013	Marketing Management	B
3	201411	DAC5013	Accounting for Corporate Decisions and Evaluation	B+
2	201411	DEC5013	Economics for Management	B
2	201405	DFN5013	Financial Management	B
2	201405	DMK5043	Global Marketing	B
2	201405	DMT5023	Statistical Analysis	B+
1	201403	DMG5053	Sales Management	B+
1	201403	DMG5063	E-Commerce and Service Management	A-
1	201311	DHR5023	Consumer Behaviour	B+
1	201311	DHR5053	Organizational Behaviour	B

[Back to Student List](#)

Figure 14: Thesis Tab - Subject Taken

Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

5.2.1.4 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 date of

No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status	Archived Status
1.	T20150518001	P20150518003	Software Testing v1.0	18-May-2015 10:00 AM	Approved	Approved	
2.	T20150518001	P20150518002	Software Testing v1.0	18-May-2015 09:56 AM	Approved		Archived
3.	T20150518001	P20150518001	Software Testing v1.0	18-May-2015 09:54 AM	Submitted / Resubmitted		Archived

< Previous 1 Next >
(total 3 results)

Figure 15: Thesis Tab – Thesis History

Steps:-

1. It is only for view information.

6 LIST OF APPROVED THESIS

6.1 List of Approved Thesis

The screenshot displays the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' interface. The top navigation bar includes 'Thesis', 'Monthly Progress Report', 'Administration', 'Message', 'Control Panel', and 'HELP'. The left sidebar shows 'List of Thesis', 'Student Profile', and 'Thesis Profile'. The main content area is titled 'List of Thesis' and contains a search section with a dropdown for 'Senate Meeting Date' and a 'Search' button. Below the search section is a table with the following data:

No.	Thesis/Project ID	Thesis/Project Title	Student	Supervisor	Verified by Faculty	Endorsed by Senate
1	T20150518001	Software Testing v1.0	ABDUL HAFIZ BIN IBRAHIM (012013110572)	1. AYE AYE KHIN - Supervisor (S012013090015)	Approved (18-May-2015)	Approved (18-May-2015)
2	T20150518004	11111111111111111111	NORHASLINDA BINTI ZAKARIYA (012006051796)	1. ABDOL ALI KHATIBI - Supervisor (LE017)	Approved (18-May-2015)	Approved (18-May-2015)

Below the table is a 'Print Listing' button.

Figure 16: Thesis Tab – List of Thesis

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **List of Thesis** menu will be displayed on the system **Left** panel and click on it.
3. The searching page will be displayed which the user can search for a particular thesis that have been approved by the Senate in order to view its detail
4. Select the **Senate Meeting Date** at the field and click on **Search** button to search the thesis
5. The record will be displayed under the search result.
6. To print the detail, click **Print Listing** button to proceed.

6.2 Generate PDF File

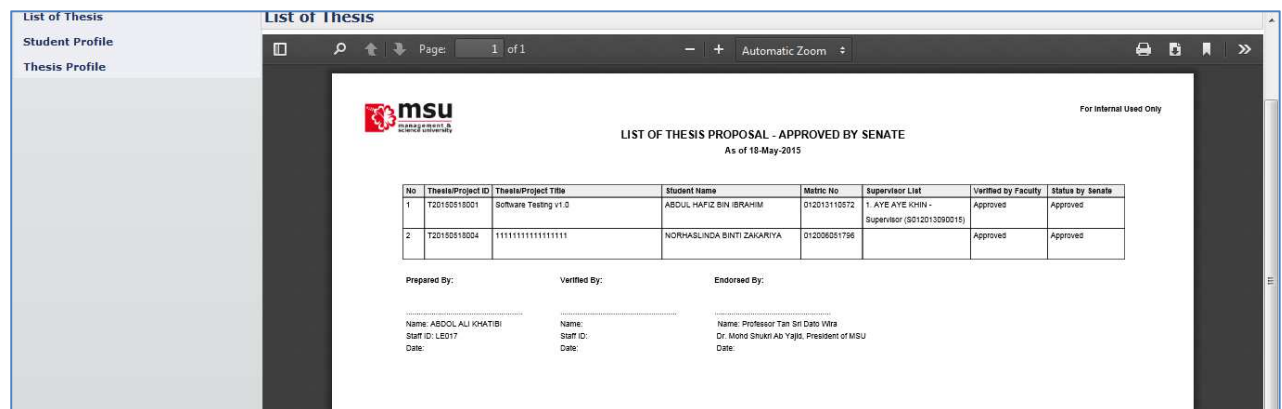




Figure 17: Thesis Tab – List of Thesis PDF

Steps:-

1. To print, click the print logo button  to print.
2. To save file (PDF) click the download logo button .

7 ADMINISTRATION VIEW

Administration consist of Reviewer Feedback, Proposal Confirmation, Proposal Cancellation, Assign Supervisor, List of Thesis and Assign Reviewer

7.1 Reviewer Feedback Approval

All process to approve/disapprove, view, assign or cancellation are as listed on the **Left** panel.

Postgraduate Thesis Monitoring and Controlling System v1.0.0
* LIVE SYSTEM *

ABDOL ALI KHATIBI
Language : English | Bahasa

Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

Reviewer Feedback Approval

Proposal Confirmation

Proposal Cancellation

Assign Supervisor

List of Thesis

Assign Reviewer

Reviewer Feedback Approval

List of Thesis Proposal for Reviewer Feedback

Please enter searching criteria below

Notes: (by default it will display,
1. All Reviewers which has been requested to provide their feedback on student's proposal.

Thesis ID :

Matrix No :

Staff ID : Search

Student Name : Search by Student Name Only

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

Searching Results:- 1 record(s) found.

Tick	No.	Review Status	Replied Date	Reviewer Name	Student Name	Thesis ID	Thesis / Project Title	Remarks	Due Date (to reply)
<input type="checkbox"/>	1.			AYE AYE KHIN (S012013090015)	ADAM AMRIL BIN JAHARADAK (012006051798)	T20150518003	Smart Markete v1.0	Enter feedback here	

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

Approve Extension

Figure 18: Administration Tab – Reviewer Feedback Approval

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Reviewer Feedback Approval** and the searching page will be displayed which the user can search for a particular reviewer to give feedback on it or read the feedback that has been submit by reviewer.
4. Enter the **Thesis's ID** or **Matrix No** or **Staff ID**. into the field and click on **Search** button to Reviewer Feedback
5. The record will be displayed under the search result.
6. **Or** Reviewer Feedback can be search via **Student Name** or **Reviewer Name** by enter the student name and click **Search by Student Name Only** or enter the reviewer name and click the **Search by Reviewer Name Only**.
7. The record will be displayed under the search result
8. To give the feedback or remarks or read the feedback, click on the link **Enter feedback here** to proceed.

Figure 19: Thesis Tab – Reviewer Feedback Approval (...cont'd)

Steps:-

1. After clicking the link **Enter feedback here**, the result will be shown like above.
2. Insert the necessary remark or feedback and click the **Update** button to proceed and click to **Back** button to return to previous page.

Figure 20: Administration Tab – Reviewer Feedback Approval search result

Steps:-

1. **Tick** the selected result to approve the extension then **Click** the **Approve Extension** button to proceed.

7.2 Proposal Confirmation List

Proposal Confirmation page will list all the thesis proposal that being proposed by the Student to the Faculty for review and approval decision. At this stage the Faculty can also recommend the right Supervisor / Co-supervisor to supervise the student on their thesis including the Reviewer.

Postgraduate Thesis Monitoring and Controlling System v1.0.0
* LIVE SYSTEM *

ABDOL ALI KHATIBI
Language : English | Bahasa

Logout

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

Reviewer Feedback Approval
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 :

Search

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

Searching Results:- 2 record(s) found.

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	18-May-2015	T20150518003 Enter remarks	Smart Markete v1.0	ADAM AMRIL BIN JAHARADAK (012006051798)	No attachment	No attachment Upload	Assign View	Change View
<input type="checkbox"/>	2.	Approved	18-May-2015	T20150518002 Enter remarks	Software Testing V2.0	KIM SANG YONG (012014030387)	Attachment 1: Upload	No attachment Upload	Change View	Assign View

Mark For Review Unmark All Print for Review

Figure 21: Administration Tab – Proposal Confirmation

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Proposal Confirmation** and the searching page will be displayed which the user can search for a particular thesis to manage it. Otherwise, the result will show all the thesis.
4. The searching criteria can be entered individually or by combination as shown by field below
 - a. **Thesis ID**
 - b. **Matrix No**
 - c. **Thesis Date**
5. Click on the **Search** button to get the search result.
6. Alternatively the search can be done via **Student Name** by entering the student name and click **Search by Student Name Only**.

7.2.1 Manage Proposal Confirmation

Searching Results:- 2 record(s) found.

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. NEW	Submitted / Resubmitted	18-May-2015	T20150518003 Enter remarks	Smart Markete v1.0	ADAM AMRIL BIN JAHARADAK (012006051798)	No attachment	Attachment 1: Upload	Assign	Change View
<input type="checkbox"/>	2. NEW	Approved	18-May-2015	T20150518002 Enter remarks	Software Testing V2.0	KIM SANG YONG (01201403038)	Attachment 1: 	No attachment Upload	Change	Assign View

Mark For Review Unmark All Print for Review

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

Notes:
Ensure the following has been checked before SUBMIT:-
1. The proposal has been ticked / selected.
2. The Supervisor / Co-Supervisor has been assigned before the approval.

Print Proposal List Submit

Click here to assign supervisor/co-supervisor

Click here to Change or View Supervisor/Co-Supervisor

Click here to Change or View Reviewer

Click here to assign Reviewer

Mark For Review is to mark the thesis proposal for internal review.

Figure 22: Administration Tab – Proposal Confirmation Searching Result

Steps:-

- The result display all the thesis/proposal that been requested by student whether it has been decided or not.
- The result will show whether the thesis/proposal are new or not by displaying **NEW** at the **No.** column.
- To enter remark, click **Enter remarks** that has been displayed.
- To read remark, click **Read remarks**. (Notes: the read remark will be display when the remark already been save in the system)
- Step 3 and 4 look at **Remarks**.
- To read or download attachment uploaded by student is by click the **Attachment 1:**
- To upload the attachment to the system is by click the **Upload** button on the **Attachment by faculty** column.
- To delete attachment that been upload, click button.
- To edit description of the file/attachment uploaded, click button (Look at **Edit Attachment Detail**)
- To assign Supervisor/Co-Supervisor Click **Assign** at **Supervisor/Co-Supervisor** column. (Look at **Assign Supervisor/Co-Supervisor**)
- To view the assigned staff, click **View**. (Look at **View Assigned Supervisor/Co-Supervisor**)

12. To change the assigned staff, click . (Look at **Change Assigned Supervisor/Co-Supervisor**)
13. To assign Reviewer Click  at **Reviewer** column. (Look **Assign Reviewer**)
14. To view the assigned reviewer, click . (Look at **View Assigned Reviewer**)
15. To change the assigned Reviewer, click . (Look at **Change Assigned Reviewer**)









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	18-May-2015	T20150518003  Enter remarks	Smart Markete v1.0	ADAM AMRIL BIN JAHARADAK (012006051798)	No attachment	Attachment 1:    	Assign 	Change  View 

Figure 6.3

This shows that the proposal is pending decision by the Faculty.

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 23: Administration Tab – Proposal Confirmation Status

16. To verify the confirmation of proposal is tick the proposal and by choose the list menu shown at Figure 6.4 which is **Approved**, **Approved with Changes**, **Request Changes** or **Disapprove**
17. Then click the **Submit** button to proceed.
18. If the proposal status chosen is **Request Changes** or **Disapproved**, after **Submit** button is clicked, the email notification will be sent to the student by the system (Refer Appendix)
19. To print the proposal list, click **Print Proposal List**.

msu
management
science
university

For Internal Used Only

LIST of THESIS PROPOSAL for SENATE APPROVAL
As of 18-May-2015

No	Student Name	Matric No	Thesis Date	Thesis/Project ID	Thesis Type	Thesis/Project Title	Senate Decision (Please Tick)
1.	ABDUL HAFIZ BIN IBRAHIM	012013110572	15-May-2015	T20150518001	Case Study	Software Testing v1.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
2.	KIM SANG YONG	012014030387	15-May-2015	T20150518002	Project	Software Testing V2.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
3.	NORHASLINDA BINTI ZAKARIYA	012006051796	15-May-2015	T20150518004	Research	11111111111111111111	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved



Prepared By: _____
Name: ABDOL ALI KHATIBI
Staff ID: LED17
Date: _____

Verified By: _____
Name: _____
Staff ID: _____
Date: _____

Endorsed By: _____
Name: Professor Tan Sri Dato Wira
Dr. Mohd Shukri Ab Yajid, President of MSU
Date: _____

Figure 24: Administration Tab – List of Thesis Proposal for Senate Approval

Steps:-

1. To print, click the print logo button  to print.
2. To save file (PDF) click the download logo button .

Proposal Confirmation					
Outline of Proposed Research by the Student					
Thesis Date : 18-May-2015					
Thesis ID : T20150518003					
Matrix No : 012006051798					
Student Name : ADAM AMRIL BIN JAHARADAK					
Thesis / Project Title : Smart Market v1.0					
Thesis Type : Research					
Introduction : A "smart market" is a periodic auction which is cleared by the operations research technique of mathematical optimization, such as linear programming. The smart market is operated by a market manager. Trades are not bilateral, between pairs of people, but rather to or from a pool. A smart market can assist market operation when trades would otherwise have significant transaction costs or externalities.					
Objective : Compared to traditional market structures, a smart market substantially reduces transaction costs, allows competition which would not be possible otherwise, and can eliminate externalities. Despite complex constraints, a smart market allows the benefits of a modern financial exchange system. Fulfilment of the contract is backed by the exchange; parties are generally anonymous; the market manager enforces regulation to ensure fairness and transparency; and markets are orderly, especially during stressful conditions.					
Brief Description : A smart market may be a one-sided auction in which participants buy from the market manager, a one-sided procurement (reverse auction) in which participants sell to the market manager, or two-sided, in which the market manager balances supplying participants with demanding participants. In a two-sided smart market, the market manager may be a net seller, a net buyer, or simply a revenue-neutral broker.					
Proposal Area					
Area No	Proposal Area				Area No
1.	instructional multimedia				4.
2.					5.
3.					6.
Discussion Details					
No	Lecturer Name	External Lecturer	Meeting Date	Meeting Time	Notes
No record found!					
Remark by Faculty					
Remark By : ABDOL ALI KHATIBI					
Remark Date :					
Remarks					
<input type="button" value="Update"/> <input type="button" value="Back"/>					

Steps:-

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7.2.1.2 Edit Attachment Details

Postgraduate Thesis Monitoring and Controlling System v1.0.0

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

Logout

Thesis Administration Control Panel

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

Proposal Confirmation

Attachment Details

File Name : 2.0 Defense proposal evaluation report form (New).doc
File Description :

Update Back

Figure 26: Proposal Confirmation – Edit Description of Attachment

Steps:-

1. Insert necessary description into the **File Description** and then click **Update** button
2. Then click **Back** button.

7.2.1.3 Assign Supervisor/Co-Supervisor

Thesis Monthly Progress Report Administration Message Control Panel HELP

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

Proposal Confirmation

List of Assigned Supervisor

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

Tick	No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date
No record found!								

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.

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
No record found!									

Back

Figure 27: Proposal Confirmation – Assign Supervisor Page

Steps:-

1. Choose the department of the supervisor on **Department**, enter the **Staff Name/Staff ID** and **Field of Expertise** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff. (Look at Figure 6.8)
3. Next Step is on the next page

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	CFS	L555	ASHARINA BT ALWI	- M. MEDICAL SCIENCE(BIOSTATISTICS)				25-May-2015
<input type="checkbox"/>	2.	CFS	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- CHEMICAL ENGINEERING				25-May-2015
<input type="checkbox"/>	3.	CFS	S012013120012	JANNATUN NAAIN BINTI UMAR	- MASTER IN LAW				25-May-2015
<input type="checkbox"/>	4.	CFS	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MASTER OF SCIENCE				25-May-2015
<input type="checkbox"/>	5.	CFS	L194	MAHANI BINTI MOHAMAD	- islamic economic				25-May-2015
<input type="checkbox"/>	6.	CFS	S1032014030001	MALIATI BINTI MOHAMAD	- MALAY LANGUAGE				25-May-2015
<input type="checkbox"/>	7.	CFS	S012013030018	MOHAMMAD TAWFIK BIN YAAKUB	- Masters in Political Science				25-May-2015
<input type="checkbox"/>	8.	CFS	L882	MUHAMAD ATLIZAN BIN DARLIS	- Master Political Science				25-May-2015
<input type="checkbox"/>	9.	CFS	L898	NORHAFIZAH BINTI BURHAM	- MASTER IN ELECTRONIC ENGINEERING				25-May-2015
<input type="checkbox"/>	10.	CFS	S012013030002	NUR ALYANI BINTI KHAIROL ANUAR	- Master in Education Teaching English as A Second Language				25-May-2015
<input type="checkbox"/>	11.	CFS	L626	NUR HAYATI FADZLIN BINTI HUSIN	- EDUCATIONAL ADMINISTRATION				25-May-2015
<input type="checkbox"/>	12.	CFS	L799	NURAINI BINTI MOHD YUSOP	- MASTER OF ECONOMICS				25-May-2015
<input type="checkbox"/>	13.	CFS	L929	NURIEN HIDAYU BINTI MUHAMAD RUSLY	- M.ED (EDUCATIONAL PLANNING AND ADMINISTRATION)				25-May-2015
<input type="checkbox"/>	14.	CFS	S012014090004	NURZAIDAH AMANINA BINTI MAZDA	- M ED TESL				25-May-2015
<input type="checkbox"/>	15.	CFS	L648	ROSNAH BINTI ABD. RAHMAN	- MASTER OF ARTS (MALAYSIAN HISTORY)				25-May-2015

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	FBMP	S012013090015	AYE AYE KHIN	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)				25-May-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		Supervisor Co-Supervisor Role to be assigned		25-May-2015

Note: Please select the Supervisor from the list before click ASSIGN button.

Figure 28: Proposal Confirmation – Search and Assign Supervisor

- Choose the staff that the user want to assign by ticking the checkbox.
- Then choose the role of the assigned staff whether to be Supervisor & Co-Supervisor. Then choose the **Reply Date**
- After the entire step done, click **Assign** button.
- Then click **Back** button.

7.2.1.4 View Assigned Supervisor/Co-Supervisor

List of Assigned Supervisor

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Assigned Date	Expected Reply Date	Acceptance Status
1.	FBMP	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		Supervisor		18-May-2015	25-May-2015	

Back

Figure 29: Proposal Confirmation – View Assigned Supervisor/Co-Supervisor

Steps:-

1. This page only displays the assigned supervisor/co-supervisor.
2. Then click **Back** button.

7.2.1.5 Change Assign Supervisor/Co-Supervisor

List of Assigned Supervisor

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

Tick	No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date
<input type="checkbox"/>	1.	FBMP	AYE AYE KHIN (S012013090015) View Brief Biodata	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		Supervisor		25-May-2015

Update Delete Back

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.

Figure 30: Proposal Confirmation – Change Supervisor/Co-Supervisor

Steps:-

1. To assign new Supervisor/Co-supervisor. Choose the department of the supervisor on **Department**, enter the **Staff Name/Staff** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff.
3. Next Step is on the next page

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	CFS	L555	ASHARINA BT ALWI	- M. MEDICAL SCIENCE(BIOSTATISTICS)				25-May-2015
<input type="checkbox"/>	2.	CFS	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- CHEMICAL ENGINEERING				25-May-2015
<input type="checkbox"/>	3.	CFS	S012013120012	JANNATUN NAAIN BINTI UMAR	- MASTER IN LAW				25-May-2015
<input type="checkbox"/>	4.	CFS	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MASTER OF SCIENCE				25-May-2015
<input type="checkbox"/>	5.	CFS	L194	MAHANI BINTI MOHAMAD	- islamic economic				25-May-2015
<input type="checkbox"/>	6.	CFS	S1032014030001	MALIATI BINTI MOHAMAD	- MALAY LANGUAGE				25-May-2015
<input type="checkbox"/>	7.	CFS	S012013030018	MOHAMMAD TAWFIK BIN YAAKUB	- Masters in Political Science				25-May-2015
<input type="checkbox"/>	8.	CFS	L882	MUHAMAD ATLIZAN BIN DARLIS	- Master Political Science				25-May-2015
<input type="checkbox"/>	9.	CFS	L898	NORHAFIZAH BINTI BURHAM	- MASTER IN ELECTRONIC ENGINEERING				25-May-2015

Figure 31: Proposal Confirmation – List All Staffs (If no search criteria is provided)

Assign New Supervisor
Please enter searching criteria below:-

Department: Faculty of Information Sciences and Engineering

Staff Name / Staff ID: T002

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	Role	Skype ID	Reply Date within 7 day(s)
<input checked="" type="checkbox"/>	1.	FISE	T002	ADAM AMRIL BIN JAHARADAK	- Master in IT (Information Science)		Supervisor		25-May-2015
<input type="checkbox"/>	2.	FISE	PT002	ADZLIZA SALMI BINTI MOHAMAD AZLAN	- Master Science in Microelectronic				25-May-2015

Note: Please select the Supervisor from the list before click ASSIGN button.

Figure 32: Proposal Confirmation – List the Selected Staff (based on provided search criteria)

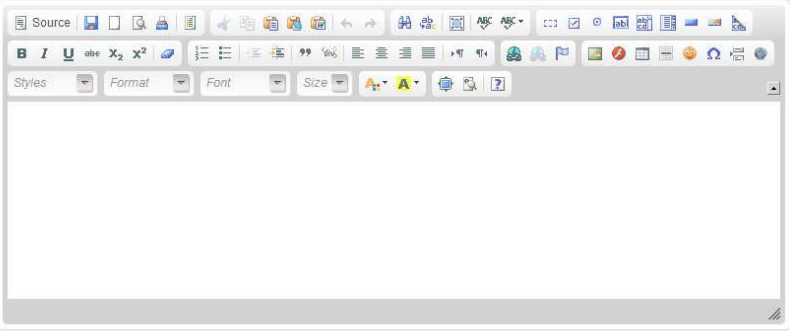
1. Choose the staff that the user wants to assign by ticking the checkbox.
2. Then choose the role of the assigned staff whether to be Supervisor, Co-Supervisor, Internal Examiner, and External Examiner.
3. Then choose the **Reply Date**
4. After the entire step done, click **Assign** button.
5. Then click **Back** button.
6. Tick the Staff detail and click **Delete** button to remove the assigned supervisor/co-supervisor
7. To View brief biodata of the staff click . (Look at 6.2.1.5.1 **View Brief Biodata**)
8. To change the role, choose the **Role** listed.
9. Then click **Update** button.

7.2.1.5.1 View Brief Biodata

Proposal Confirmation

Brief Biodata
Staff ID : S012013090015
Supervisor Name : AYE AYE KHIN

You may update this biodata if it is required:-



Attachment Document (i.e CV, supporting documents)




No	Document Description	Document Name	Download
1.	111111	x1.doc	
2.	222222	x2.doc	

Figure 33: Proposal Confirmation – View and Edit Supervisor/Co-Supervisor Biodata

Steps:-

1. Insert necessary description into the **Biodata** and then click **Update** button
2. To download necessary document such as supporting document, click  to download.
3. Then click **Back** button.

7.2.1.6 Assign Reviewer

Proposal Confirmation

List of Assigned Reviewer

Student Matrix No : 012014030387
Student Name : KIM SANG YONG

Tick	No.	Dept	Name	Qualification	Field of Expertise	Email ID	Reply Date
No record found!							

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)
No record found!								

Figure 34: Proposal Confirmation – Assign Reviewer

Steps:-

1. Choose the department of the reviewer on **Department**, enter the **Staff Name/Staff ID** and **Field of Expertise** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff. (Look at Figure 7.6)
3. Next Step is on the next page

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 OF GENERAL SURGERY - MEDICINE		aakhin@msu.edu.my	25-May-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		adel_akhavamalayeri@msu.edu.my	25-May-2015

Note: Please select the Reviewer from the list before click ASSIGN button.

Figure 35: Proposal Confirmation – Assign Reviewer Search Result

4. Choose the staff that the user wants to assign by ticking the checkbox.
5. By default, reply date will be set to 7 days starting the day that been assign.
6. After all the step done, click **Assign** button.
7. Then click **Back** button.

7.2.1.7 View Assigned Reviewer

Proposal Confirmation

List of Assigned Reviewer

Student Matrix No : 012014030387
Student Name : KIM SANG YONG

No.	Dept	Name	Qualification	Field of Expertise	Email ID	Assigned Date	Expected Reply Date	Acceptance Status
1.	FBMP	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	18-May-2015	25-May-2015	

Back

Figure 36: Proposal Confirmation – List of Assigned Reviewer

Steps:-

1. This page only displays the assigned reviewer.
2. Then click **Back** button.

7.2.1.8 Change Assign Reviewer

Proposal Confirmation

List of Assigned Reviewer

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

Tick	No.	Dept	Name	Qualification	Field of Expertise	Email ID	Reply Date
<input type="checkbox"/>	1.		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	25-May-2015

Update Delete Back

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)
------	-----	------	----------	------	---------------	--------------------	----------	----------------------------

No record found!

Back

Figure 37: Proposal Confirmation – List of Assigned Reviewer

Steps:-

1. To assign new Reviewer. Choose the department of the reviewer on **Department**, enter the **Staff Name/Staff ID** and **Field of Expertise** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff.
3. Next Step is on the next page

Proposal Confirmation								Open
Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Email ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	ACADOF	L039	MD.GAPAR BIN MD.JOHAR	- MSc (Pharmaceutical Technology)		gapar@msu.edu.my	25-May-2015
<input type="checkbox"/>	2.	CFS	L555	ASHARINA BT ALWI	- MSc (Pharmaceutical Technology)		asharina@msu.edu.my	25-May-2015
<input type="checkbox"/>	3.	CFS	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- MSc (Pharmaceutical Technology)		fadzilah_aini@msu.edu.my	25-May-2015
<input type="checkbox"/>	4.	CFS	S012013120012	JANNATUN NAAIN BINTI UMAR	- MSc (Pharmaceutical Technology)		jannatun_naain@msu.edu.my	25-May-2015
<input type="checkbox"/>	5.	CFS	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MSc (Pharmaceutical Technology)		khomarul_nafisyah@msu.edu.my	25-May-2015
<input type="checkbox"/>	6.	CFS	L194	MAHANI BINTI MOHAMAD	- MSc (Pharmaceutical Technology)		mahani@msu.edu.my	25-May-2015
<input type="checkbox"/>	7.	CFS	S1032014030001	MALIATI BINTI MOHAMAD	- MSc (Pharmaceutical Technology)		maliati_mohamad@msu.edu.my	25-May-2015
<input type="checkbox"/>	8.	CFS	S012013030018	MOHAMMAD TAWFIK BIN YAKUB	- MSc (Pharmaceutical Technology)		mohd_tawfik@msu.edu.my	25-May-2015
<input type="checkbox"/>	9.	CFS	L882	MUHAMAD ATLIZAN BIN DARLIS	- MSc (Pharmaceutical Technology)		muhd_atlizan@msu.edu.my	25-May-2015
<input type="checkbox"/>	10.	CFS	L898	NORHAFIZAH BINTI BURHAM	- MSc (Pharmaceutical Technology)		norhafizah_burham@msu.edu.my	25-May-2015
<input type="checkbox"/>	11.	CFS	S012013030002	NUR ALYANI BINTI KHAIROL ANUAR	- MSc (Pharmaceutical Technology)		nur_alyani@msu.edu.my	25-May-2015
<input type="checkbox"/>	12.	CFS	L626	NUR HAYATI FADZLIN BINTI HUSIN	- MSc (Pharmaceutical Technology)		nurhayati_fadzlin@msu.edu.my	25-May-2015
<input type="checkbox"/>	13.	CFS	L799	NURAINI BINTI MOHD YUSOP	- MSc (Pharmaceutical Technology)		nuraini@msu.edu.my	25-May-2015

Figure 38: Proposal Confirmation – List All Reviewers (If no search criteria is provided)


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.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		adel_akhavamalayeri@msu.edu.my	25-May-2015

 Note: Please select the Reviewer from the list before click ASSIGN button.

Figure 39: Proposal Confirmation – List of Reviewer (based on provided search criteria)

- Choose the staff that the user wants to assign by ticking the checkbox.
- By default, reply date will be set to 7 days starting the day that been assigned.
- After the entire step done, click **Assign** button.
- Then click **Back** button.
- Tick the Staff detail and click **Delete** button to remove the assigned supervisor/co-supervisor
- To enter remark of the staff click  **Enter Faculty remarks**
- To change the role, choose the **Role** listed.
- Then click **Update** button.

7.2.1.8.1 Enter Faculty Remark

The screenshot shows a web application window titled "Proposal Confirmation". Inside, there is a section titled "Remarks by Faculty to Reviewer". Below this title, it displays "By : ABDOL ALI KHATIBI" and "Date : 18-May-2015". The main area contains a large text box for "Remarks :". Above the text box is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, font color, background color, text color, font size, text alignment, list creation, link, unlink, etc.). At the bottom of the window, there are two buttons: "Update" and "Back".

Figure 40: Proposal Confirmation – Remarks by Faculty to Reviewer

Steps:-

1. Insert necessary description into the **Remarks** and then click **Update** button
2. Then click **Back** button.

7.3 Proposal Cancellation

Proposal Cancellation is a feature provided to the Faculty to approve the cancellation request to the submitted proposal by the student. This will enable the student to do the required changes before it can be resubmitted again.

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 type="checkbox"/>	1.	18-May-2015 03:25:36		Request for Cancellation	T20150518005 Enter remarks	Test for Cancellation	HARJINDER SINGH SEGGU (012009051477)	No attachment.

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

Figure 41: Administration Tab – Proposal Cancellation Page

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Proposal Cancellation** and the searching page will be displayed which the user can search for a particular proposal which is request for cancellation and proposal that has been cancelled.
4. The result can be search by choose the date of cancelation which is **Request Date** and **Cancellation Status** and click on **Search** button.
5. The record will be displayed under the search result.
6. If neither one of the fill is not chosen, the result will display all list of cancellation data.
7. To give remarks, click on the link [Enter remarks](#) for proceed. (Look at **6.3.1: Enter Remarks Cancellation**)
8. To read or download attachment/file, click [Attachment 1:](#)
 Tick
9. To approve the cancellation, tick the checkbox ☒.
10. Then click **Approve Cancellation** button to proceed. The status now will be updated from *Request for Cancellation* to *Cancellation Approved*.

7.3.1 Enter Remark Cancellation

Proposal Cancellation

Outline of Proposed Research by the Student

Thesis Date : 18-May-2015
Thesis ID : T20150518005
Matrix No : 012009051477
Student Name : HARJINDER SINGH SEGGU
Thesis / Project Title : Test for Cancellation
Thesis Type : Research
Introduction : Test for Cancellation
Objective : Test for Cancellation
Brief Description : Test for Cancellation

Proposal Area

Area No	Proposal Area	Area No	Proposal Area
1.	anaesthesiology	4.	
2.		5.	
3.		6.	

Discussion Details

No	Lecturer Name	External Lecturer	Meeting Date	Meeting Time	Notes
No record found!					

Cancellation Remarks by Student

Requested Date : 18-May-2015

Remarks : cancel

Approval Remarks by Faculty

Approval Date :

Source

Styles

Format

Font

Size

Remarks *

Update

Back

Note:
1. Field marks with (*) is compulsory.

Figure 42: Administration Tab – Remark Cancellation Page

Steps:-

1. Insert necessary into **Remarks** field.
2. Click **Update** button and click **Back** to return previous page.

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7.4 Assign Supervisor

Assign Supervisor

List of Thesis / Proposal

Please enter searching criteria below

Thesis ID :

Matrix No :

Student Name : 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.	Approved	Approved	ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20150518001	Software Testing v1.0	Change
2.	Approved		KIM SANG YONG (012014030387)	T20150518002	Software Testing V2.0	Change
3.	Submitted / Resubmitted		ADAM AMRIL BIN JAHARADAK (012006051798)	T20150518003	Smart Markete v1.0	Change
4.	Approved	Approved	NORHASLINDA BINTI ZAKARIYA (012006051796)	T20150518004	11111111111111111111	Change
5.	Request for Cancellation		HARJINDER SINGH SEGGU (012009051477)	T20150518005	Test for Cancellation	Assign

Figure 43: Administration Tab – List of Student under the Assign Supervisor Page

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Assign Supervisor** and the searching page will be displayed which the user can search for a particular thesis to assign it supervisor/co-supervisor. Otherwise, the result will show the entire listed thesis.
4. Enter the **Thesis's ID** or **Matrix No** into the field and click on **Search** button.
5. The record will be displayed under the search result.
6. **Or** it can be search via **Student Name** by enter the student name and click **Search by Student Name Only**.
7. The record will be displayed under the search result
8. Otherwise the result will display all listed result.
9. To assign Supervisor/Co-Supervisor Click **Assign** at **Supervisor/Co-Supervisor** column.
10. To view the assigned staff, click **View** .
11. To change the assigned staff, click **Change** .

7.4.1 Assign Supervisor/Co-Supervisor

Figure 44: Administration Tab – Assign Supervisor/Co-Supervisor Page

Steps:-

1. Choose the department of the supervisor on **Department**, enter the **Staff Name/Staff ID** and **Field of Expertise** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff.
3. Next Step is on the next page

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	SP	L039	MD.GAPAR BIN MD.JOHAR	- M.Sc in Data Engineering - PhD in Computer Science				25-May-2015
<input type="checkbox"/>	2.	SP	L555	ASHARINA BT ALWI	- M. MEDICAL SCIENCE(BIOSTATISTICS)				25-May-2015
<input type="checkbox"/>	3.	SP	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- CHEMICAL ENGINEERING				25-May-2015
<input type="checkbox"/>	4.	SP	S012013120012	JANNATUN NAAIN BINTI UMAR	- MASTER IN LAW				25-May-2015
<input type="checkbox"/>	5.	SP	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MASTER OF SCIENCE				25-May-2015
<input type="checkbox"/>	6.	SP	L194	MAHANI BINTI MOHAMAD	- islamic economic				25-May-2015
<input type="checkbox"/>	7.	SP	S1032014030001	MALIATI BINTI MOHAMAD	- MALAY LANGUAGE				25-May-2015
<input type="checkbox"/>	8.	SP	S012013030018	MOHAMMAD TAWFIK BIN YAAKUB	- Masters in Political Science				25-May-2015
<input type="checkbox"/>	9.	SP	L882	MUHAMAD ATLIZAN BIN DARLIS	- Master Political Science				25-May-2015
<input type="checkbox"/>	10.	SP	L898	NORHAFIZAH BINTI BURHAM	- MASTER IN ELECTRONIC ENGINEERING				25-May-2015
<input type="checkbox"/>	11.	SP	S012013030002	NUR ALYANI BINTI KHAIROL ANUAR	- Master in Education Teaching English as A Second Language				25-May-2015

Figure 45: Administration Tab – List of Staff for Supervisor / Co-Supervisor Selection

Assign New Supervisor
Please enter searching criteria below:-

Department

Staff Name / 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	Role	Skype ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	IMS	S012013090015	AYE AYE KHIN	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		<input type="text"/>		25-May-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		<input type="text"/>		25-May-2015

Note: Please select the Supervisor from the list before click ASSIGN button.

Figure 46: Administration Tab – Supervisor/Co-Supervisor Search Result

4. Choose the staff that the user wants to assign by ticking the checkbox.
5. Then choose the role of the assigned staff whether to be Supervisor & Co-Supervisor
6. Then choose the **Reply Date**
7. After the entire step done, click **Assign** button.
8. Then click **Back** button.

7.4.2 View Assigned Supervisor/Co-Supervisor

Assign Supervisor

List of Assigned Supervisor

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

No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Assigned Date	Expected Reply Date	Acceptance Status
1.	FBMP	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		Supervisor		18-May-2015	25-May-2015	Accept Invitation on 18-May-2015

Back

Figure 47: Administration Tab – List of Assigned Supervisor/Co-Supervisor

Steps:-

1. This page only displays the assigned supervisor/co-supervisor.
2. Then click **Back** button.

7.4.3 Change Assign Supervisor/Co-Supervisor

Assign Supervisor

List of Assigned Supervisor

Student Matrix No : 012014030387
Student Name : KIM SANG YONG

Tick	No.	Dept	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date
<input type="checkbox"/>	1.	FBMP	AYE AYE KHIN (S012013090015) View Brief Biodata	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		Supervisor		25-May-2015

Update Delete Back

Assign New Supervisor

Please enter searching criteria below:-

Department

Staff Name / 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	Role	Skype ID	Reply Date within 7 day(s)
No record found!									

Back

Figure 48: Administration Tab – List of Supervisor/Co-Supervisor for Update

Steps:-

1. To assign new Supervisor/Co-supervisor. Choose the department of the supervisor on **Department**, enter the **Staff Name/Staff ID** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff. (Look at Figure 9.0)
3. Next Step is on the next page

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	SP	L039	MD.GAPAR BIN MD.JOHAR	- M.Sc in Data Engineering - PhD in Computer Science				25-May-2015
<input type="checkbox"/>	2.	SP	L555	ASHARINA BT ALWI	- M. MEDICAL SCIENCE(BIOSTATISTICS)				25-May-2015
<input type="checkbox"/>	3.	SP	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- CHEMICAL ENGINEERING				25-May-2015
<input type="checkbox"/>	4.	SP	S012013120012	JANNATUN NAAIN BINTI UMAR	- MASTER IN LAW				25-May-2015
<input type="checkbox"/>	5.	SP	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MASTER OF SCIENCE				25-May-2015
<input type="checkbox"/>	6.	SP	L194	MAHANI BINTI MOHAMAD	- islamic economic				25-May-2015
<input type="checkbox"/>	7.	SP	S1032014030001	MALIATI BINTI MOHAMAD	- MALAY LANGUAGE				25-May-2015
<input type="checkbox"/>	8.	SP	S012013030018	MOHAMMAD TAWFIK BIN YAAKUB	- Masters in Political Science				25-May-2015
<input type="checkbox"/>	9.	SP	L882	MUHAMAD ATLIZAN BIN DARLIS	- Master Political Science				25-May-2015
<input type="checkbox"/>	10.	SP	L898	NORHAFIZAH BINTI BURHAM	- MASTER IN ELECTRONIC ENGINEERING				25-May-2015
<input type="checkbox"/>	11.	SP	S012013030002	NUR ALYANI BINTI KHAIROL ANUAR	- Master in Education Teaching English as A Second Language				25-May-2015

Figure 49: Assign Supervisor – List of Staff (If no search criteria are provided)

Assign New Supervisor

Please enter searching criteria below:-

Department

Staff Name / 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	Role	Skype ID	Reply Date within 7 day(s)
<input checked="" type="checkbox"/>	1.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		Supervisor		25-May-2015

Note: Please select the Supervisor from the list before click ASSIGN button.

Figure 50: Assign Supervisor – List of Staff (based on provided search criteria)

- Choose the staff that the user wants to assign by ticking the checkbox.
- Then choose the role of the assigned staff whether to be Supervisor or Co-Supervisor.
- Then choose the **Reply Date**
- After the entire step done, click **Assign** button.
- Then click **Back** button.
- Tick the Staff detail and click **Delete** button to remove the assigned supervisor/co-supervisor
- To add/view brief biodata of the staff click  **View Brief Biodata**.
- To change the role, choose the **Role** listed.
- Then click **Update** button.

7.4.3.1 View Brief Biodata

Assign Supervisor

Brief Biodata

Staff ID : S012013090015
Supervisor Name : AYE AYE KHIN

You may update this biodata if it is required:-

body p

Update Back

Attachment Document (i.e CV, supporting documents)

No	Document Description	Document Name	Download
1.	11111	x1.doc	
2.	22222	x2.doc	

Figure 51: Assign Supervisor – Supervisor / Co-Supervisor Biodata Page for Update

Steps:-

1. Insert necessary description into the **Biodata** and then click **Update** button
2. To download necessary document such as supporting document, click to download.
3. Then click **Back** button.

7.5 Assign Reviewer

Assign Reviewer

List of Thesis / Proposal

Please enter searching criteria below

Notes: (by default it will display,
1. All students which the proposal has no reviewer been assigned and not yet approved by Faculty.

Thesis ID :

Matrix No :

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

Searching Results:-





No.	Faculty Status	Student Name	Thesis / Project ID	Thesis / Project Title	Reviewer
1.	Submitted / Resubmitted	ADAM AMRIL BIN JAHARADAK (012006051798)	T20150518003	Smart Markete v1.0	Change  View

Figure 52: Assign Reviewer – List of Student

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Assign Reviewer** and the searching page will be displayed which the user can search for a particular thesis to assign it reviewer. Otherwise, the result will show the entire listed thesis.
4. Enter the **Thesis's ID** or **Matrix No** into the field and click on **Search** button.
5. The record will be displayed under the search result.
6. **Or** it can be search via **Student Name** by enter the student name and click **Search by Student Name Only**.
7. The record will be displayed under the search result
8. Otherwise the result will display all listed result.
9. To assign Reviewer Click **Assign**  at **Reviewer** column.
10. To view the assigned reviewer, click **View** .
11. To change the assigned Reviewer, click **Change** .

7.5.1 Assign Reviewer

Assign Reviewer

List of Assigned Reviewer

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

Tick	No.	Dept	Name	Qualification	Field of Expertise	Email ID	Reply Date
No record found!							

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)
No record found!								

Figure 53: Assign Reviewer Page

Steps:-

1. Choose the department of the reviewer on **Department**, enter the **Reviewer Name/Staff ID** and **Field of Expertise** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff. (Look at Figure 9.5)
3. Next Step is on the next page

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Email ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	CFS	L555	ASHARINA BT ALWI	- M. MEDICAL SCIENCE(BIOSTATISTICS)		asharina@msu.edu.my	25-May-2015
<input type="checkbox"/>	2.	CFS	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- CHEMICAL ENGINEERING		fadzilah_aini@msu.edu.my	25-May-2015
<input type="checkbox"/>	3.	CFS	S012013120012	JANNATUN NAAIN BINTI UMAR	- MASTER IN LAW		jannatun_naain@msu.edu.my	25-May-2015
<input type="checkbox"/>	4.	CFS	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MASTER OF SCIENCE		khomarul_nafisyah@msu.edu.my	25-May-2015
<input type="checkbox"/>	5.	CFS	L194	MAHANI BINTI MOHAMAD	- islamic economic		mahani@msu.edu.my	25-May-2015
<input type="checkbox"/>	6.	CFS	S1032014030001	MALIATI BINTI MOHAMAD	- MALAY LANGUAGE		maliati_mohamad@msu.edu.my	25-May-2015
<input type="checkbox"/>	7.	CFS	S012013030018	MOHAMMAD TAWFIK BIN YAAKUB	- Masters in Political Science		mohd_tawfik@msu.edu.my	25-May-2015
<input type="checkbox"/>	8.	CFS	L882	MUHAMAD ATLIZAN BIN DARLIS	- Master Political Science		muhd_atlizan@msu.edu.my	25-May-2015
<input type="checkbox"/>	9.	CFS	L898	NORHAFIZAH BINTI BURHAM	- MASTER IN ELECTRONIC ENGINEERING		norhafizah_burham@msu.edu.my	25-May-2015
<input type="checkbox"/>	10.	CFS	S012013030002	NUR ALYANI BINTI KHAIROL ANUAR	- Master in Education Teaching English as A Second Language		nur_alayani@msu.edu.my	25-May-2015
<input type="checkbox"/>	11.	CFS	L626	NUR HAYATI FADZLIN BINTI HUSIN	- EDUCATIONAL ADMINISTRATION		nurhayati_fadzlin@msu.edu.my	25-May-2015
<input type="checkbox"/>	12.	CFS	L799	NURAINI BINTI MOHD YUSOP	- MASTER OF ECONOMICS		nuraini@msu.edu.my	25-May-2015
<input type="checkbox"/>	13.	CFS	L929	NURIEN HIDAYU BINTI MUHAMAD RUSLY	- M.ED (EDUCATIONAL PLANNING AND ADMINISTRATION)		nurien_hidayu@msu.edu.my	25-May-2015

Figure 54: Assign Reviewer Search Result (If no search criteria is provided)

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 IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	25-May-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		adel_akhavamalayeri@msu.edu.my	25-May-2015

Note: Please select the Reviewer from the list before click ASSIGN button.

Figure 55: Assign Reviewer Search Result (Based on provided search criteria)

4. Choose the staff that the user wants to assign by ticking the checkbox.
5. Then choose the **Reply Date**
6. After the entire step done, click **Assign** button.
7. Then click **Back** button.

7.5.2 View Assigned Reviewer

List of Assigned Reviewer

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

No.	Dept	Name	Qualification	Field of Expertise	Email ID	Assigned Date	Expected Reply Date	Acceptance Status
1.	FBMP	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	18-May-2015	25-May-2015	

[Back](#)

Figure 56: List of Assigned Reviewer Page

Steps:-

1. This page only displays the assigned reviewer.
2. Then click **Back** button.

7.5.3 Change Assign Reviewer

List of Assigned Reviewer

Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

Tick	No.	Dept	Name	Qualification	Field of Expertise	Email ID	Reply Date
<input type="checkbox"/>	1.	FBMP	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	25-May-2015

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

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.

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Email ID	Reply Date within 7 day(s)
No record found!								

[Back](#)

Figure 57: List of Assigned Reviewer for Update

Steps:-

1. To assign new Reviewer. Choose the department of the reviewer on **Department**, enter the **Staff Name/Staff ID** and **Field of Expertise** and then click the **Search** button to search.
2. If there is no entry provided, the search will display all the staff. (Look at Figure 9.9)
3. Next Step is on the next page

Searching Results:-								
Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Email ID	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	CFS	L555	ASHARINA BT ALWI	- M. MEDICAL SCIENCE(BIOSTATISTICS)		asharina@msu.edu.my	25-May-2015
<input type="checkbox"/>	2.	CFS	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	- CHEMICAL ENGINEERING		fadzilah_aini@msu.edu.my	25-May-2015
<input type="checkbox"/>	3.	CFS	S012013120012	JANNATUN NAAIN BINTI UMAR	- MASTER IN LAW		jannatun_naain@msu.edu.my	25-May-2015
<input type="checkbox"/>	4.	CFS	L686	KHOMARUL NAFISYAH BINTI MAAMUR	- MASTER OF SCIENCE		khomarul_nafisyah@msu.edu.my	25-May-2015
<input type="checkbox"/>	5.	CFS	L194	MAHANI BINTI MOHAMAD	- islamic economic		mahani@msu.edu.my	25-May-2015
<input type="checkbox"/>	6.	CFS	S1032014030001	MALIATI BINTI MOHAMAD	- MALAY LANGUAGE		maliati_mohamad@msu.edu.my	25-May-2015
<input type="checkbox"/>	7.	CFS	S012013030018	MOHAMMAD TAWFIK BIN YAAKUB	- Masters in Political Science		mohd_tawfik@msu.edu.my	25-May-2015
<input type="checkbox"/>	8.	CFS	L882	MUHAMMAD ATLIZAN BIN DARLIS	- Master Political Science		muhd_atlizan@msu.edu.my	25-May-2015
<input type="checkbox"/>	9.	CFS	L898	NORHAFIZAH BINTI BURHAM	- MASTER IN ELECTRONIC ENGINEERING		norhafizah_burham@msu.edu.my	25-May-2015
<input type="checkbox"/>	10.	CFS	S012013030002	NUR ALYANI BINTI KHAIROL ANUAR	- Master in Education Teaching English as A Second Language		nur_alyani@msu.edu.my	25-May-2015
<input type="checkbox"/>	11.	CFS	L626	NUR HAYATI FADZLIN BINTI HUSIN	- EDUCATIONAL ADMINISTRATION		nurhayati_fadzlin@msu.edu.my	25-May-2015
<input type="checkbox"/>	12.	CFS	L799	NURAINI BINTI MOHD YUSOP	- MASTER OF ECONOMICS		nuraini@msu.edu.my	25-May-2015
<input type="checkbox"/>	13.	CFS	L929	NURIEN HIDAYU BINTI MUHAMAD RUSLY	- M.ED (EDUCATIONAL PLANNING AND ADMINISTRATION)		nurien_hidayu@msu.edu.my	25-May-2015

Figure 58: Assign Reviewer Search Result (If no search criteria are provided)


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 type="checkbox"/>	1.	FBMP	S012013090015	AYE AYE KHIN	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		aakhin@msu.edu.my	25-May-2015
<input type="checkbox"/>	2.	IMS	S012013100003	ADEL AKHAVANMALAYERI	- MASTER OF GENERAL SURGERY - MEDICINE		adel_akhavamalayeri@msu.edu.my	25-May-2015

Note: Please select the Reviewer from the list before click ASSIGN button.

Figure 59: Assign Reviewer Search Result (Based on provided search criteria)

- Choose the staff that the user wants to assign by ticking the checkbox.
- Then choose the **Reply Date**
- After the entire step done, click **Assign** button.
- Then click **Back** button.
- Tick the Staff detail and click **Delete** button to remove the assigned supervisor/co-supervisor
- To enter remark of the staff click  **Enter Faculty remarks**
- To change the role, choose the **Role** listed.
- Then click **Update** button.

7.5.3.1 Enter Faculty Remark

The screenshot shows a web application window titled "Assign Reviewer". It contains two main sections:

- Remarks by Faculty to Reviewer**: This section includes fields for "By" (ABDOL ALI KHATIBI) and "Date" (18-May-2015). Below these is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color, text color, font size, bullet points, numbered lists, indent, outdent, link, unlink, image, table, etc.) and a large text area labeled "Remarks :".
- Feedback by Reviewer to Faculty**: This section includes fields for "By" (AYE AYE KHIN), "Date", and "Feedback".

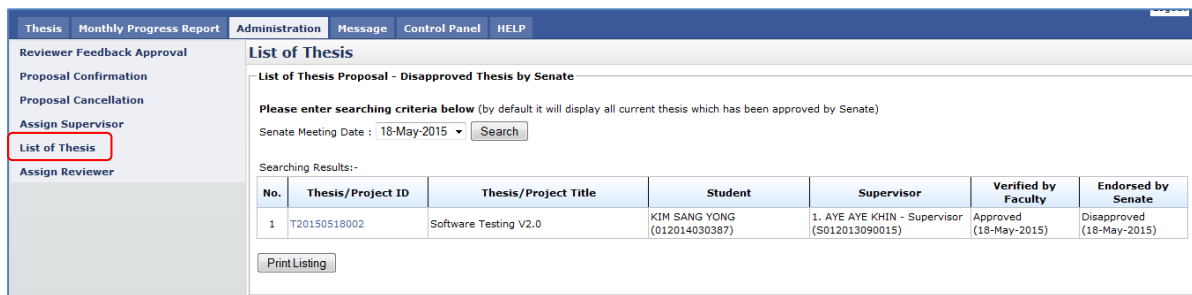
At the bottom of the form are two buttons: "Update" and "Back".

Figure 60: Assign Reviewer – Enter Faculty Remark

Steps:-

1. Insert necessary description into the **Remarks** and then click **Update** button
2. Then click **Back** button.

7.6 List of thesis proposal – Disapproved thesis by Senate



The screenshot shows the 'Administration' tab selected in the top navigation bar. On the left sidebar, the 'List of Thesis' menu item is highlighted. The main content area is titled 'List of Thesis Proposal - Disapproved Thesis by Senate'. It contains a search instruction: 'Please enter searching criteria below (by default it will display all current thesis which has been approved by Senate)'. Below this is a search form with 'Senate Meeting Date' set to '18-May-2015' and a 'Search' button. The search results are displayed in a table with the following data:

No.	Thesis/Project ID	Thesis/Project Title	Student	Supervisor	Verified by Faculty	Endorsed by Senate
1	T20150518002	Software Testing V2.0	KIM SANG YONG (012014030387)	1. AYE AYE KHIN - Supervisor (S012013090015)	Approved (18-May-2015)	Disapproved (18-May-2015)


A 'Print Listing' button is located below the table.

Figure 61: Administration Tab – List of Disapproved Thesis

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **List of Thesis** menu will be displayed on the system **Left** panel and click on it.
3. The searching page will be displayed which the user can search for a particular thesis that have been disapproved by senate in order to view its detail
4. Select the **Senate Meeting Date** at the field and click on **Search** button to search the thesis
5. The record will be displayed under the search result.
6. To print the detail, click **Print Listing** button to proceed.

7.7 Generate File





No	Thesis/Project ID	Thesis/Project Title	Student Name	Metric No	Supervisor List	Verified by Faculty	Status by Senate
1	T20150513001	Software Testing v1.0	ABDUL HAFIZ BIN IBRAHIM	012013110572	1. AYE AYE KHIN - Supervisor (S012013090015)	Approved	Disapproved
2	T20150513004	11111111111111111111	NORHASLINDA BINTI ZAKARIYA	012006051796		Approved	Disapproved

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

Name: ABDUL ALI KHATIBI Name: _____ Name: Professor Tan Sri Dato Wira
Staff ID: LED17 Staff ID: _____ Dr. Mohd Shukri Ab Yajid, President of MSU
Date: _____ Date: _____ Date: _____

Figure 62: List of Disapproved Thesis PDF

Steps:-

1. To print, click the print logo button  to print.
2. To save file (PDF) click the download logo button 

8 Message

8.1 Inbox

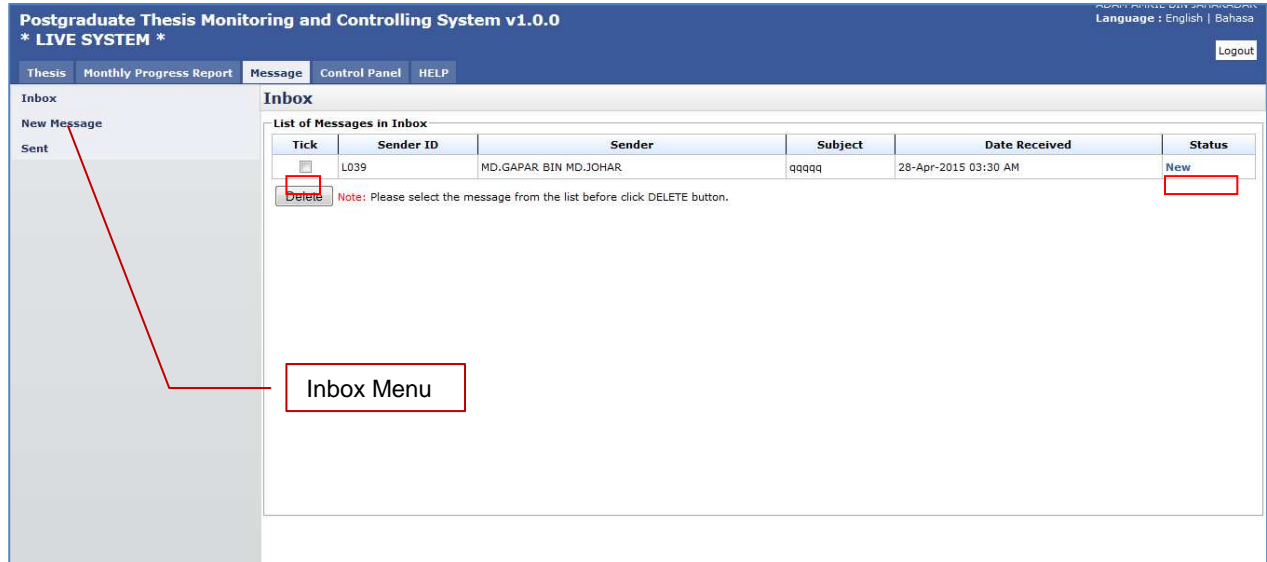


Figure 63: Message

Steps:-

1. Click on the **Message** tab on the **Top** panel
2. Click on the **Inbox** menu on the **Left** panel
3. System will display the list of message that has been received by the user.
4. On the far right side, it will display the status of the message whether is **New** or **Read**
5. To read the message, click on the link on the right side which is in **Status** column. (Refer 12.1.1: View Message)
6. To delete message, tick on the checkbox in **Tick** column, and click **Delete** button

8.1.1 View Message

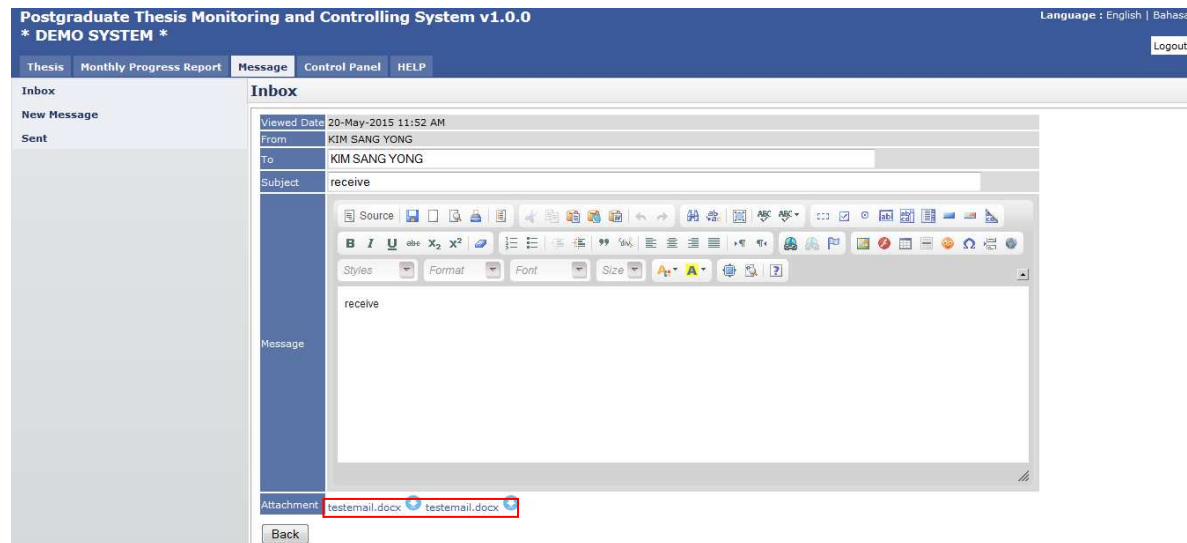



Figure 64: Read Message

Steps:-

1. This page only displays the message that has been opened by the user.
2. To view or download the attachment, click  or link shown on figure 32.
3. To go back to the previous page, click **Back** button.

8.2 New Message

Figure 65: New Message

Steps:-

1. Click on the **Message** tab on the **Top** panel
2. Click on the **New Message** menu on the **Left** panel
3. To select recipient, click [\[Select Recipient \]](#). Next step refer 12.2.1 : Select Recipient
4. Insert or enter necessary detail in **Subject** and **Message**.
5. To upload or include attachment for message, click **Attachment** button. Next step refer 12.2.2: Upload Attachment.
6. To erase or clear the entire entries, click **Clear** button.
7. To send the message, click **Send** button.

8.2.1 Select Recipient

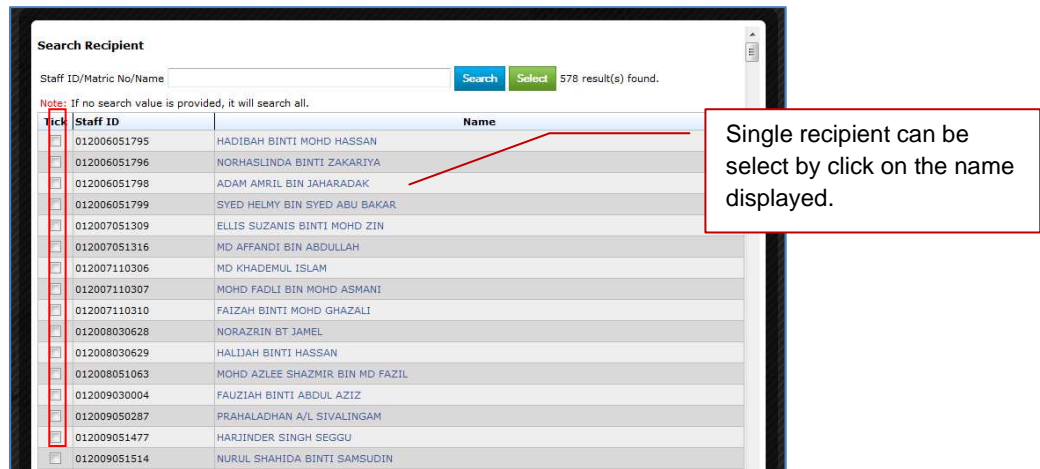


Figure 66: Select Recipient

Steps:-

1. Enter or insert **Name** or **Staff ID** or **Matric No** and click **Search** button.
2. The system will display the result based on searching criteria.
3. To select one recipient only, click on the **Name** displayed.
4. To select multiple or single recipient, tick on the checkbox on the left.
5. Then click **Select** button to proceed.
6. To go back to the previous page, click on the **Black** field surrounding the page. Refer Figure 35

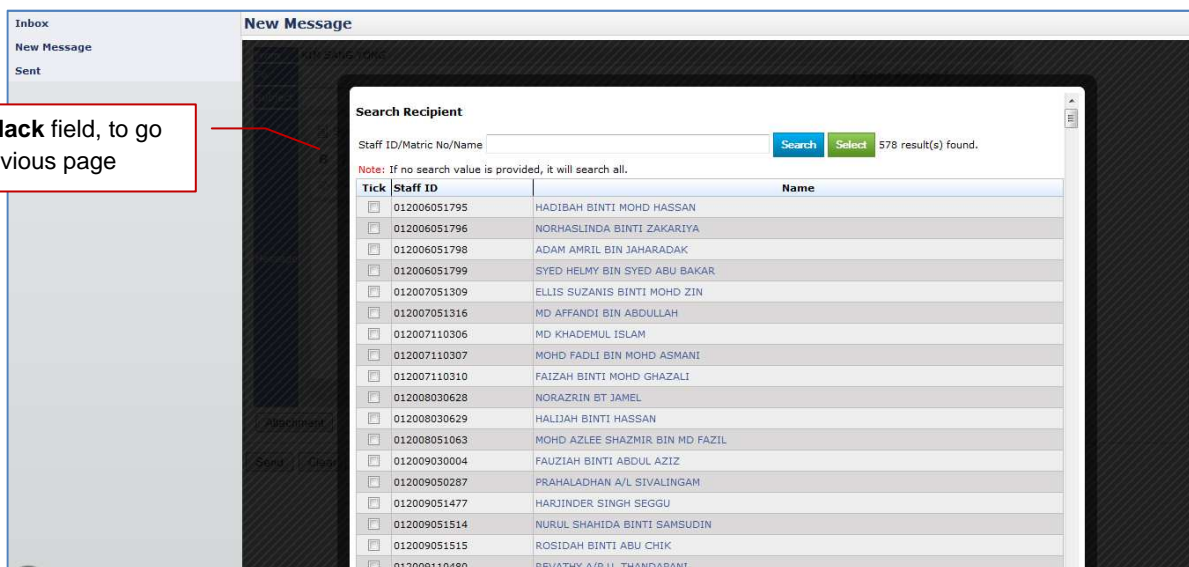


Figure 67: Select Recipient- Next Section

8.2.2 Upload Attachment

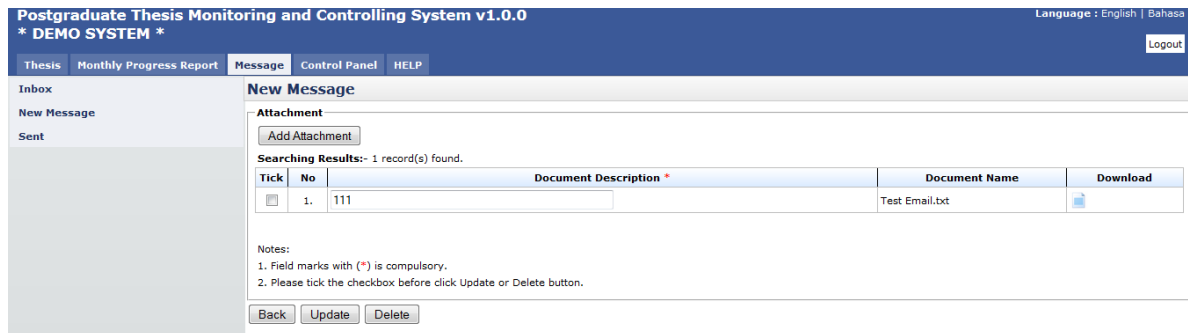


Figure 68: Upload Attachment

Steps:-

1. To add attachment, click **Add Attachment** button. (Refer Figure 37)

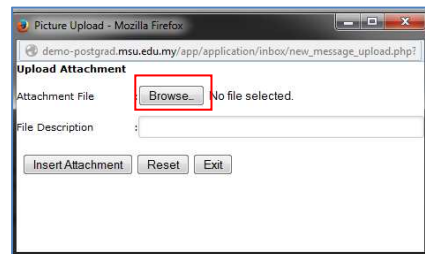



Figure 69: Upload Attachment- Next Section

2. To choose attachment, click **Browse..** button and choose the file to upload.
3. To file description can be insert in the field provided.
4. Click **Insert Attachment** button to proceed.
5. To clear all the entries, click **Reset** button.
6. To exit or close the popup, click **Exit** button.
7. To upload more file, repeat step 1 until step 4.
8. To edit file description, change necessary detail, then tick the checkbox and click **Update** button to proceed.
9. To delete file, tick the checkbox and click **Delete** button.
10. To download or open the file that has been uploaded, click  on the **Download** column.
11. To go back to previous page, click **Back** button

8.3 Sent

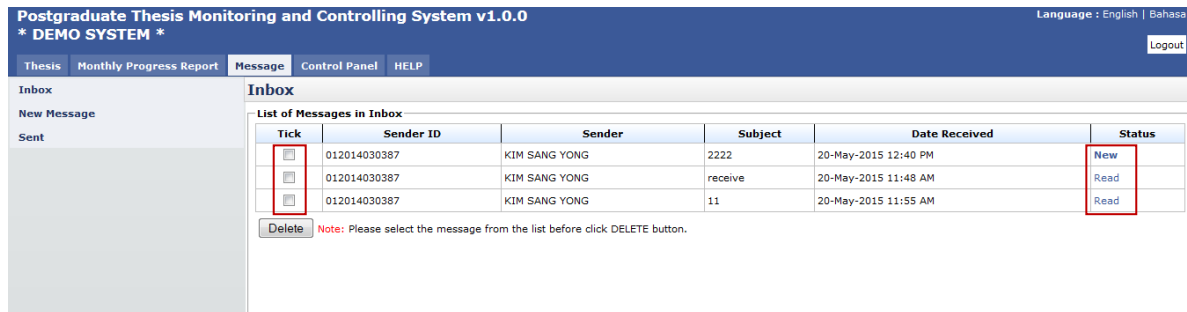


Figure 70: Sent

Steps:-

1. After message has been sent, it will be displayed in **Sent** page.
2. Click **Message** tab on **Top** panel
3. Click on the **Sent** on the **Left** panel
4. The system will show the list of message that has been sent by the user.
5. The status of the message also had been show on the far right side which is in **Status** column. If the message has been read by recipient, it will display **Read**. If not, it will display **New**.
6. Click the link on the **Status** column to read the message. (Refer 12.3.1 Read Message)
7. To delete message, tick the checkbox and click **Delete** button.

8.3.1 Read Message

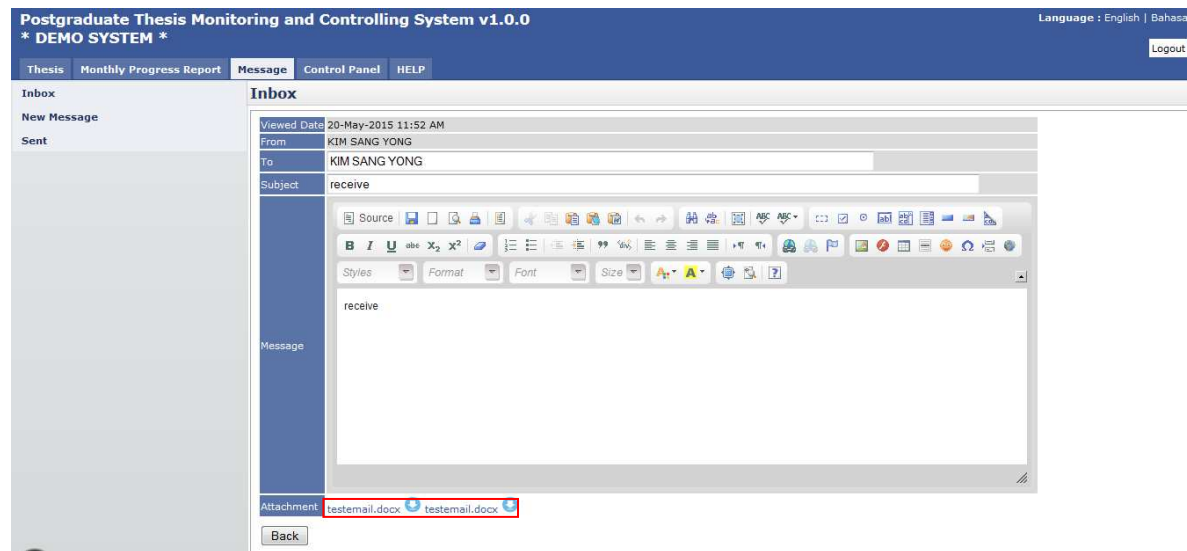



Figure 71: Read Message

Steps:-

1. This page only displays the message that has been opened by the user.
2. To view or download the attachment, click  or link shown on figure 32.
3. To go back to the previous page, click **Back** button.

9 Help

9.1 Online help - Student



Figure 72: Online Help

Steps:-

1. Click on the **Help** tab on the **Top** panel
2. Click on the **Online Help - Student** menu on the **Left** panel
3. System will display an online help which is functioning as guided.

9.2 User Manual

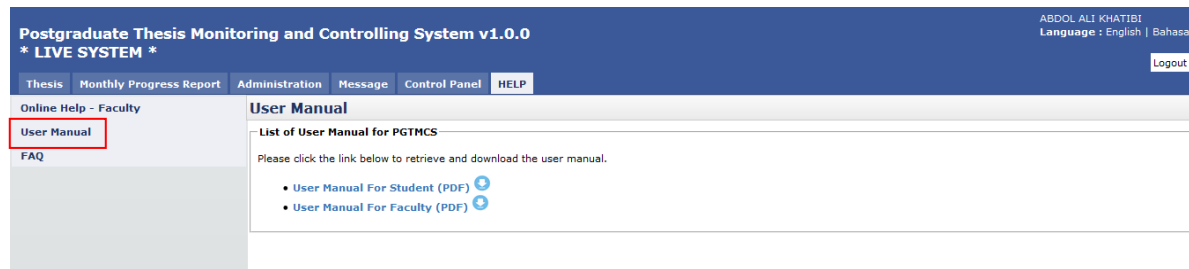


Figure 73: User Manual

Steps:-

1. Click on the **Help** tab on the **Top** panel
2. Click on the **User Manual** menu on the **Left** panel
3. System will display the links to download the available user manuals.

9.3 FAQ

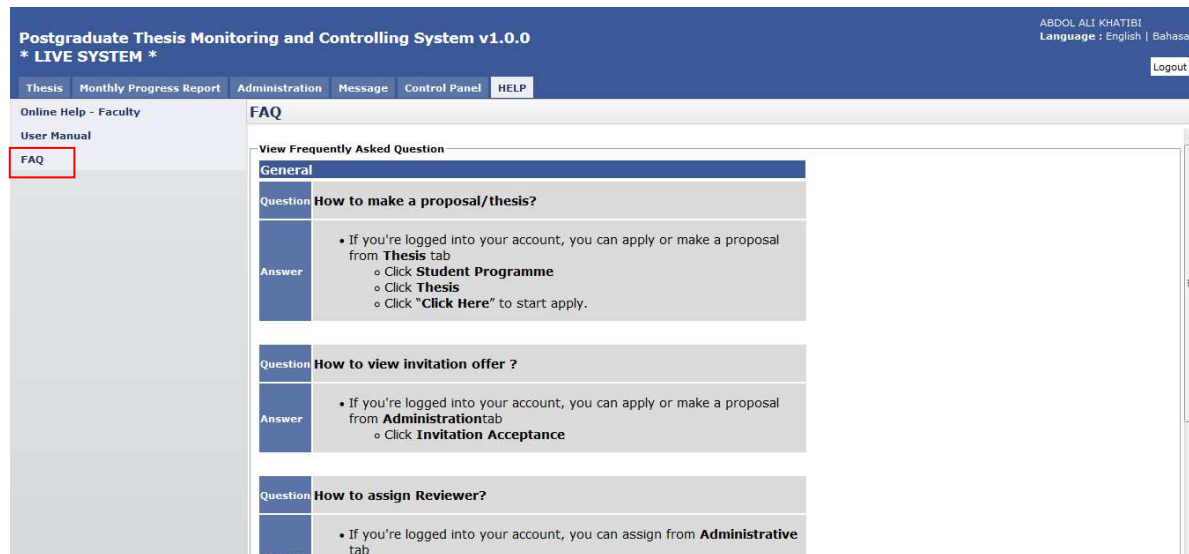


Figure 74: FAQ

Steps:-

1. Click on the **Help** tab on the **Top** panel
2. Click on the **FAQ** menu on the **Left** panel
3. System will display a list of frequently asked question as shown above.

APPENDIX

Email Template - Faculty to Student

Thesis Proposal - Request Change

To: mdgapar@msu.edu.my <mdgapar@msu.edu.my>
From: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
Cc: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
Subject: Thesis Proposal by KIM SANG YONG – Submitted



The Global University of Choice

Dear NURUL AIN BINTI MOHD SAID,
Please be informed, your thesis proposal status has been responded by the Faculty with the following status.

Student Name	NURUL AIN BINTI MOHD SAID
Matric No	012012051680
Thesis ID	T20150513003
Submit Date	13-May-2015
Thesis/Project Title	33333333- edit_proposal.php
Proposal Type	Research
Faculty Proposal Status	Request Changes

Thank you,

Best Regards,

Management & Science University

Please do not reply directly to this email. © MSU 2015All rights reserved.

Management & Science University.
University Drive, Off Persiaran Olahraga,
Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

Thesis Proposal - Disapproved

To: mdgapar@msu.edu.my <mdgapar@msu.edu.my>
From: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
Cc: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
Subject: Thesis Proposal by KIM SANG YONG – Submitted



The Global University of Choice

Dear NURUL AIN BINTI MOHD SAID,
Please be informed, your thesis proposal status has been responded by the Faculty with the following status.

Student Name	NURUL AIN BINTI MOHD SAID
Matric No	012012051680
Thesis ID	T20150513003
Submit Date	13-May-2015
Thesis/Project Title	33333333- edit_proposal.php
Proposal Type	Research
Faculty Status	Proposal Disapproved

Thank you,

Best Regards,

Management & Science University

Please do not reply directly to this email. © MSU 2015All rights reserved.

Management & Science University.
University Drive, Off Persiaran Olahraga,
Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

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