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THESIS MANAGEMENT & EVALUATION SYSTEM (THEMES)

USER MANUAL for STUDENT

Version 1.0

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1 INTRODUCTION



The Thesis Management and Evaluation System (THEMES) 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.

1.1 Scope

The manual will guide the student on how to use the system in every stages starting from the thesis proposal submission, monthly report submission, defence proposal submission, work completion submission, viva evaluation and senate endorsement.

The manual is structured into the following sections:

Manual Section	Description
Prerequisite	This section describes the actions or steps shall be done and in place first before the required steps can be done.
Steps	This section describes the steps to follow in order to yield the result for the desired function.
Next Action	This section describes the expected next steps to be followed once the above steps have been successfully performed.
Warning	This section describes the expected warning triggered by the system if the steps performed violate the business rule validation.
Note	This section describes the additional information which may be useful to the user while using the system.

Figure 1: Manual Structure

1.2 System Requirement

1.2.1 URL

The system is available over the internet via the URL <http://themes.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 (recommended)
- Microsoft Internet Explorer version 8 and above

1.2.3 User Access

The postgraduate students who have been successfully registered in Campus Management System (CMS) aka KLAS2 will be automatically become THEMES user or otherwise the student needs to check with the CMS admin on his/her credential status. By default the Student Matrix Number will be the user id to access the THEMES system.

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

1.3 Screen Design

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

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

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

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

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

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

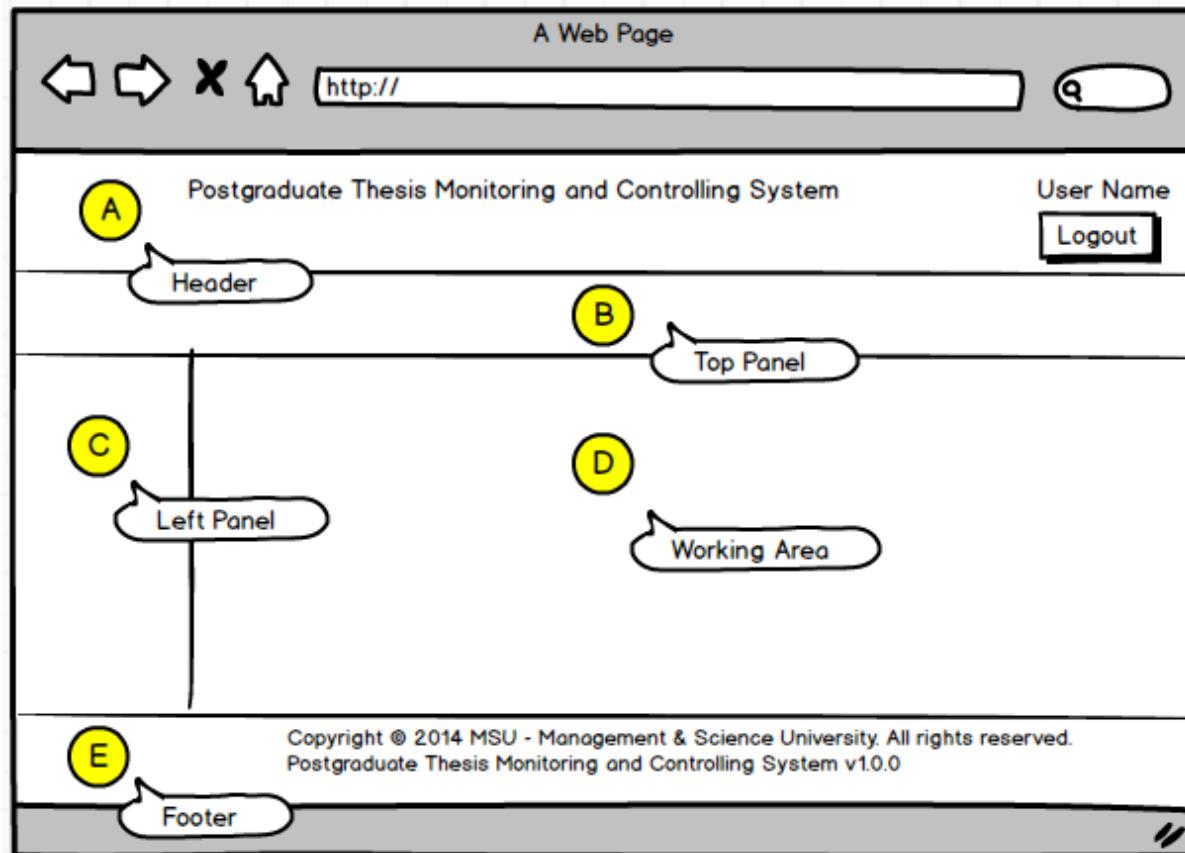


Figure 2: THEMES Screen Structure Design

2 MODULE AND FEATURE

2.1 Available Module and Feature

The user will have the access to all the modules as listed below:

Module	Feature	Description
Main	Announcement	This feature will list all the announcement published by the Faculty
Publication	List of Publication	This feature will list all the publication published by the student and other student too
	Manage Publication	This feature will allow the student to add and manage the publication which has been published before
Thesis	Student Programme	<p>This feature contain another five (5) features which is <i>Student Profile</i>, <i>Thesis</i>, <i>Supervisor/Co-Supervisor</i>, <i>Subject Taken</i> and <i>Thesis History</i></p> <p><i>Student Profile</i> This is the page where the summary of student profile information is displayed like student matric number, programme, thesis information and thesis progress flow</p> <p><i>Thesis</i> This is the page where the student will start to initiate the submission of thesis proposal</p> <p><i>Supervisor/Co-Supervisor</i> This is the page where the Supervisor / Co-Supervisor has accepted the invitation to supervise the postgrad student</p> <p><i>Subject Taken</i> This is the page where all the subjects taken by the student is listed. The information is retrieved from KLAS2 system</p> <p><i>Thesis History</i> This is the page where the activity of thesis proposal starting</p>

Module	Feature	Description
		from its submission till approval is tracked and recorded for future reference.
Monthly Progress Report	Thesis Chapter	This feature is the page where the student needs to define the thesis's chapter and its subchapter (if any).
	Monthly Progress report	This feature is the page where the student can submit the monthly progress report to the Supervisor
	Progress Report History	This feature is the page where the student can view back the history of the progress report starting from its submission until approved by the Supervisor.
Proposal Defense	Defense Proposal History	This feature is the page where the student can view back the history of the defence proposal starting from its submission until approved by the Supervisor.
	Defense Proposal	This feature is the page where the student can submit the defense proposal report as advised by the Supervisor for approval by the Evaluation Committee.
Work Completion	Manage Amendment	This feature is the page where the student to amend the thesis based on the feedback given by the Evaluation Committee.
	Work Completion	This feature is the page where the student can submit the work completion seminar report as advised by the Supervisor for approval by the Evaluation Committee.
Thesis Evaluation / VIVA	Appeal Session	This feature is the page where the student request to have re-evaluation from the Faculty due to the thesis is disapproved by the Evaluation Committee.
	Amendment On Thesis	This feature is the page where the student can amend the thesis based on the feedback given by the Evaluation Committee before re-evaluation.
	Thesis Submission	This feature is the page where the student submits the thesis proposal to the Faculty and Examination Committee for evaluation.
Message	Inbox	This feature is the page where the messages are displayed to the student either it is sent by the sender or automatically triggered by the system due to some activity.

Module	Feature	Description
	New Message	This feature is the page where the student will create and submit a message to the recipient.
	Sent	This feature is the page where the student can find all the messages which have been sent to the recipient.
Control Panel	Change Password	This feature is provided to the student (as a user) to change the password as and when required to comply with the application security requirement
HELP	FAQ	This feature is the page where the frequent asked questions are displayed and listed to the student.
	User Manual	This feature is the page where the relevant user manuals in PDF format are made available to the student for reference.
	Online Help – Student	This feature is an alternative help to the user manual.
	About Us	Information page about the system and the team.

Figure 3: Modules and Features

3 LOGIN AND LOGOUT

3.1 Login

This is the first page sight by the student to get into the THEMES system.

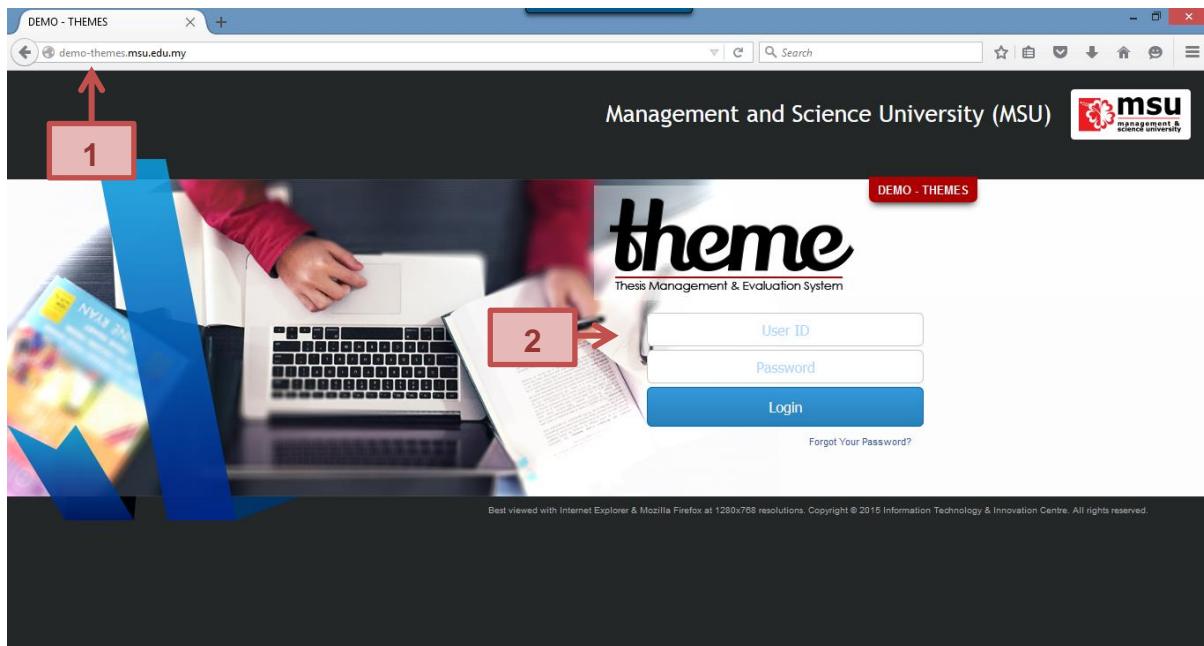


Figure 4: Login Page

Prerequisite

The user must have the User ID and Password registered with the THEMES system

Steps

1. Open the Internet Browser i.e. Mozilla Firefox or Microsoft Internet Explorer
Enter this URL <http://themes.msu.edu.my/> to access the system
2. Login page will be displayed in which the user needs to provide the **User ID** and **Password**.

Warning

1. If the provided **User ID** and **Password** are incorrect, the system will prompt an error message and the user needs to provide the right **User ID** and **Password** again.
2. Just in case the user forgot the password, it can be reset via the [Forgot Your Password](#).

Note

None

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 inactive for about 1 minute, the system will log out the user automatically.

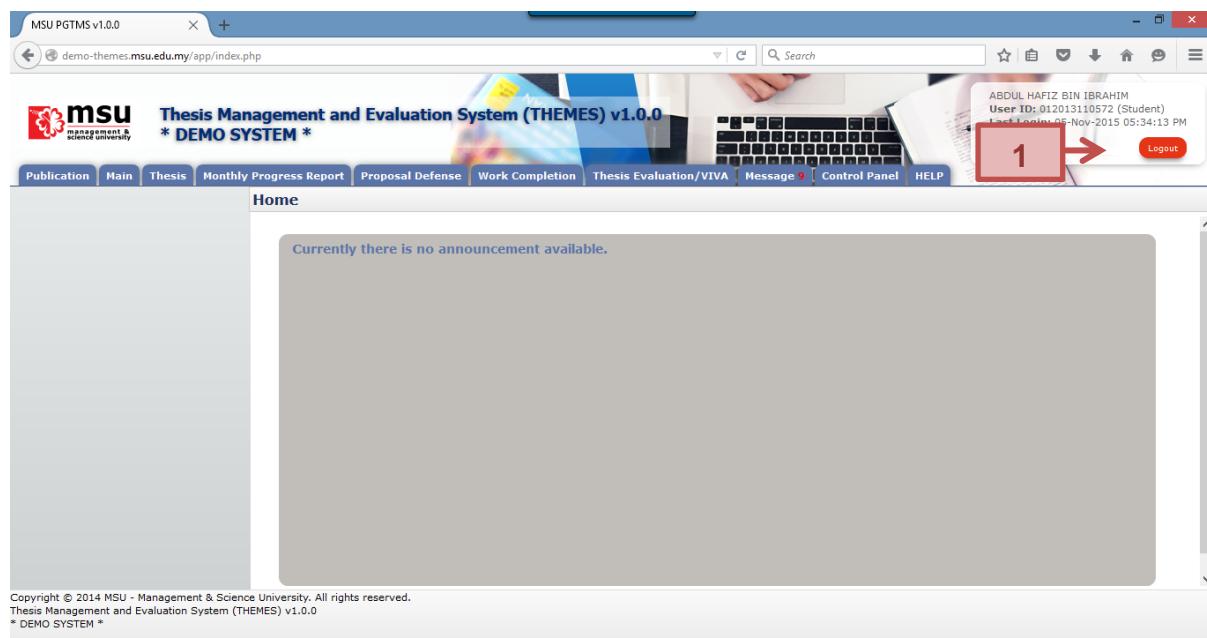


Figure 5: Logout

Prerequisite

The user has to successfully login to the system first.

Step

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

Warning

None

Note

It is advisable to the user to properly logout from the system instead of force quit by closing the windows.

4 MAIN

4.1 Announcement

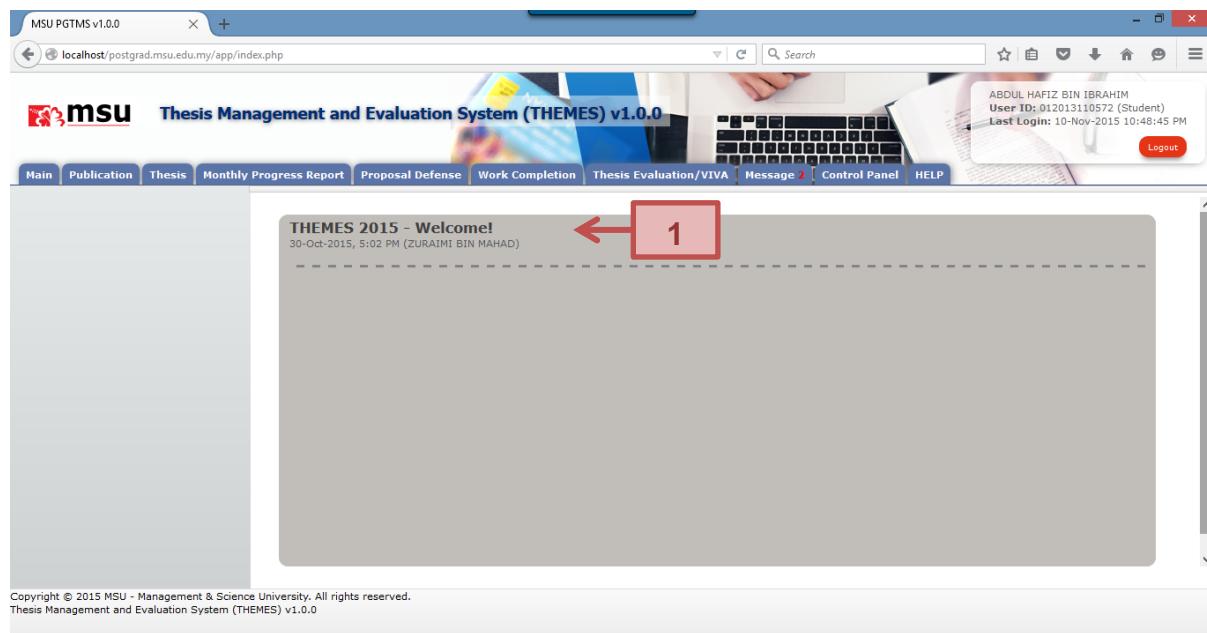


Figure 6: Announcement

Prerequisite

The user has to successfully login to the system first.

Steps

Observe the list of announcement is listed on the **Working Area** section

Warning

None

Note

Note

5 PUBLICATION

5.1 List of Publication

MSU PGTMIS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 2 Control Panel HELP

List of Publication

Please enter searching criteria below:
Note: by default it will display the current publication in which it status has been published.

ISBN :
Volume :
Issue :
Title :
Keyword :
Student Name :
Metric No : Search Note: If you leave any field blank, it will search all.

Searching Results:- 4 record(s) found

No	ISSN	Volume	Issue	Published Date	Title	Publisher	Student	Action
1.	1212112	II	12121	28-Oct-2015	sdfsdfs	Pelangi	ABDUL HAFIZ BIN IBRAHIM (0120110572)	<input type="button" value="View"/>
2.	222222	II	2222	29-Oct-2015	222	Pelangi	NORHA ZAKARIYA (01200805174R)	<input type="button" value="View"/>

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Thesis Management and Evaluation System (THEMES) v1.0.0

Figure 7: List of Publication

Prerequisite

None

Steps

1. Enter the searching criteria and click the **Search** button to get the specific search or just click on the **Search** button to get the general search result.
2. Click the **View** button to view the publication detail.

Warning

None

Note

None

5.2 Manage Publication

5.2.1 Add Publication

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

Thesis Management and Evaluation System (THEMES) v1.0.0

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 11-Nov-2015 11:46:50 PM
Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

List of Publication Manage Publication

1 by default it will display the current publication in which the status has been saved as draft and published.

ISSN :
Volume :
Issue :
Keyword :
Title : Search Note: If no parameters are provided, it will search all.

Searching Results: 3 record(s) found

Tick	No	ISSN	Volume	Issue	Published Date	Title	Publisher	Status	Action
<input type="checkbox"/>	1.	1212112	II	12121	28-Oct-2015	sdfsdfsd	Pelangi	Added	Edit
<input type="checkbox"/>	2.	2222	II	2222	02-Sep-2015	2222	Pelangi	Added	Edit
<input type="checkbox"/>	3.	11111	I	11111	01-Sep-2015	1111	Fajar Bakti	Added	Edit

New Delete

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 11-Nov-2015 11:46:50 PM
Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

List of Publication Manage Publication

*Keyword
*Abstract
*Publisher
*Author
Note: Only information provided in alphabetical, commas and fullstop/period will be accepted.

*Type of Publication Article
*Website
*Country Malaysia
Attachment

Save Add Back Note: Field marks with (*) is compulsory.

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Figure 8: Add Publication

Prerequisite

List of Publisher has been added.

Steps

1. Click on the **Publication** tab on the Top Panel.
2. Click on the **Manage Publication** on the Left Panel.
3. Click on the **New** button to open the Publication page.
4. Enter the publication details
5. Click the **Save** button to save the changes temporary and unavailable yet to the other student or click on **Add** button to confirm the changes and available to the other student.

Warning

System will prompt a notification message if the mandatory field indicated by the asterisk (*) is left blank or unselected.

Note

None

5.2.2 Edit Publication – Saved Mode

Manage Publication

Please enter searching criteria below:-

Note: by default it will display the current publication in which the status has been saved as draft and published.

Tick	No	ISSN	Volume	Issue	Published Date	Title	Publisher	Status	Action
<input type="checkbox"/>	1.	3333	II	33333	03-Nov-2015	333	Fajar Bakti	Saved	Edit
<input type="checkbox"/>	2.	1212112	II	12121	28-Oct-2015	sdfdsf	Pelangi	Added	Edit
<input type="checkbox"/>	3.	2222	II	2222	02-Sep-2015	2222	Pelangi	Added	Edit
<input type="checkbox"/>	4.	11111	I	11111	01-Seo-2015	1111	Fajar Bakti	Added	Edit

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Manage Publication

Keyword: 333

Abstract: 333

Publisher: Fajar Bakti

Author: 3333

Type of Publication: Article

Website: 3333

Country: Malaysia

Attachment: Attachment

Note: Only information provided in alphabetical, commas and fullstop/period will be accepted.

Save Add Back Note: Field marks with (*) is compulsory.

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Figure 9: Edit Publication – Saved Mode

Prerequisite

The Publication has been added already.

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Steps

1. Enter the searching criteria and click the **Search** button to get the specific search or just click on the **Search** button to get the general search result.
2. Click the **Edit** button to open the Publication Page.
3. Update the publication detail.
4. Click **Save** button to save the changes temporary and unavailable to the other student or click **Add** button to confirm the changes and available to the other student.

Warning

System will prompt a notification message if the mandatory field indicated by the asterisk (*) is left blank or unselected.

Note

None

5.2.3 Edit Publication – Added Mode

Manage Publication

Please enter searching criteria below:-

Note: by default it will display the current publication in which the status has been saved as draft and published.

Tick	No	ISSN	Volume	Issue	Published Date	Title	Publisher	Status	Action
<input type="checkbox"/>	1.	1212112	II	12121	28-Oct-2015	sdfsdfsd	Pelangi	Added	Edit
<input type="checkbox"/>	2.	2222	II	2222	02-Sep-2015	2222	Pelangi	Added	Edit
<input type="checkbox"/>	3.	11111	I	11111	01-Sep-2015	1111	Fajar Bakti	Added	Edit

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Manage Publication

Keyword: asdf

Abstract: asdfsa

Publisher: Pelangi

Author: sadfasf

Type of Publication: Article

Website: sadsadfs

Country: Malaysia

Attachment: Attachment (1)

Note: Only information provided in alphabetical, commas and fullstop/pattern will be accepted.

Update Back Note: Field marks with (*) is compulsory.

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Figure 10:Edit Publication – Added Mode

Prerequisite

The Publication has been added already.

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Steps

1. Enter the searching criteria and click the **Search** button to get the specific search or just click on the **Search** button to get the general search result.
2. Click the **Edit** button to open the Publication Page.
3. Update the publication detail.
4. Click **Update** button to save the changes.

Warning

System will prompt a notification message if the mandatory field indicated by the asterisk (*) is left blank or unselected.

Note

None

5.2.4 Delete Publication

The screenshot shows the 'Manage Publication' page of the MSU Thesis Management and Evaluation System. At the top, there is a search bar and a user profile. Below the search bar, there are fields for ISSN, Volume, Issue, Keyword, and Title, followed by a 'Search' button. A note below the search button states: 'Note: if no part of the title is provided, it will search all.' Below the search form is a table titled 'Searching Results: 3 record(s) found'. The table has columns for Tick, No, ISSN, Volume, Issue, Published Date, Title, Publisher, Status, and Action. The first three rows of the table are highlighted with red boxes and numbered 1, 2, and 3 respectively: 1 points to the 'Search' button, 2 points to the table header, and 3 points to the 'Delete' button at the bottom of the table. The table also contains buttons for 'New' and 'Delete'.

Tick	No	ISSN	Volume	Issue	Published Date	Title	Publisher	Status	Action
<input type="checkbox"/>	1.	1212112	II	12121	28-Oct-2015	sdfsdfsd	Pelangi	Added	Edit
<input type="checkbox"/>	2.	2222	II	2222	02-Sep-2015	2222	Pelangi	Added	Edit
<input type="checkbox"/>	3.	11111	I	11111	01-Sep-2015	1111	Fajar Bakti	Added	Edit

Figure 11: Delete Publication

Prerequisite

The Publication has been added already.

Steps

1. Enter the searching criteria and click the **Search** button to get the specific search or just click on the **Search** button to get the general search result.
2. Tick the checkbox in which the publication is going to be deleted. It can be done in multiple rows.
3. Click **Delete** button to delete the publication from the list.

Warning

System will prompt a notification message if the checkbox is unselected before the deletion.

Note

None

6 THESIS

6.1 Student Programme

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

6.1.1 Student Profile

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

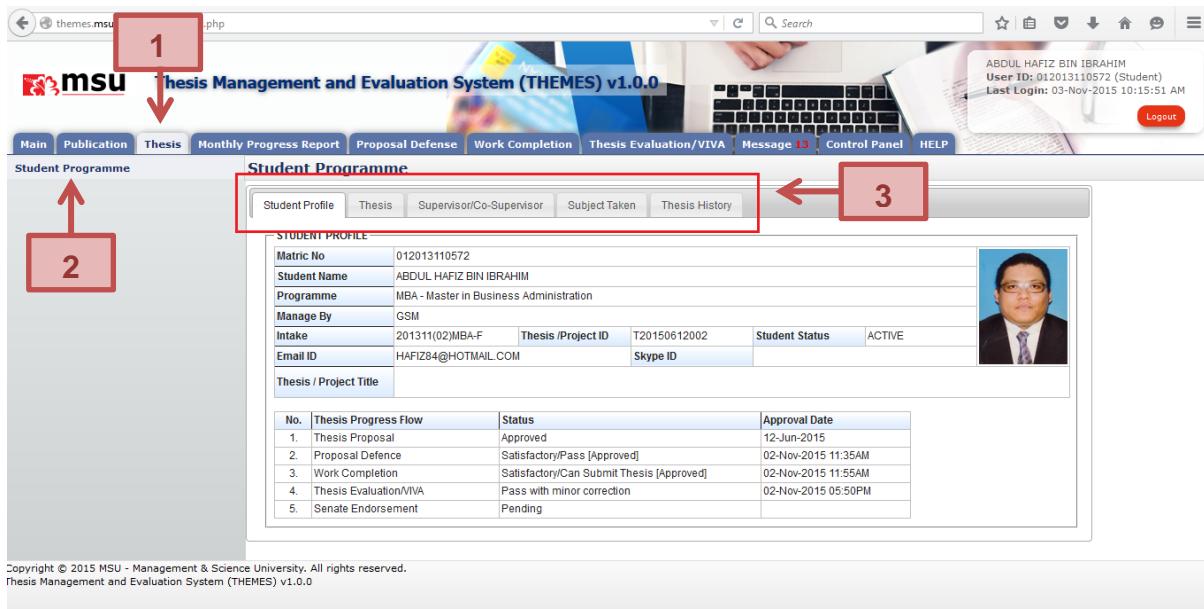


Figure 12: Student Programme Tab

Prerequisite

None

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.

Warning

None

Note

If the user is yet to submit the thesis proposal, the section of Thesis Progress Flow will be empty. It will be updated based on the current status progress for each thesis stage.

6.1.2 Thesis

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

Each thesis proposal will be assigned with the unique Thesis ID which follows the naming convention below:

Character Position	Description	Example
1..1	Character 'T' which represent the word ' Thesis '	T
2..9	The date of which the thesis proposal is submitted successfully. The date format is based on YYYYMMDD Note YYYY – The Year MM – The Month DD – The Day	20150304
10..12	Running Number	001

Figure 13: Thesis ID Naming Convention

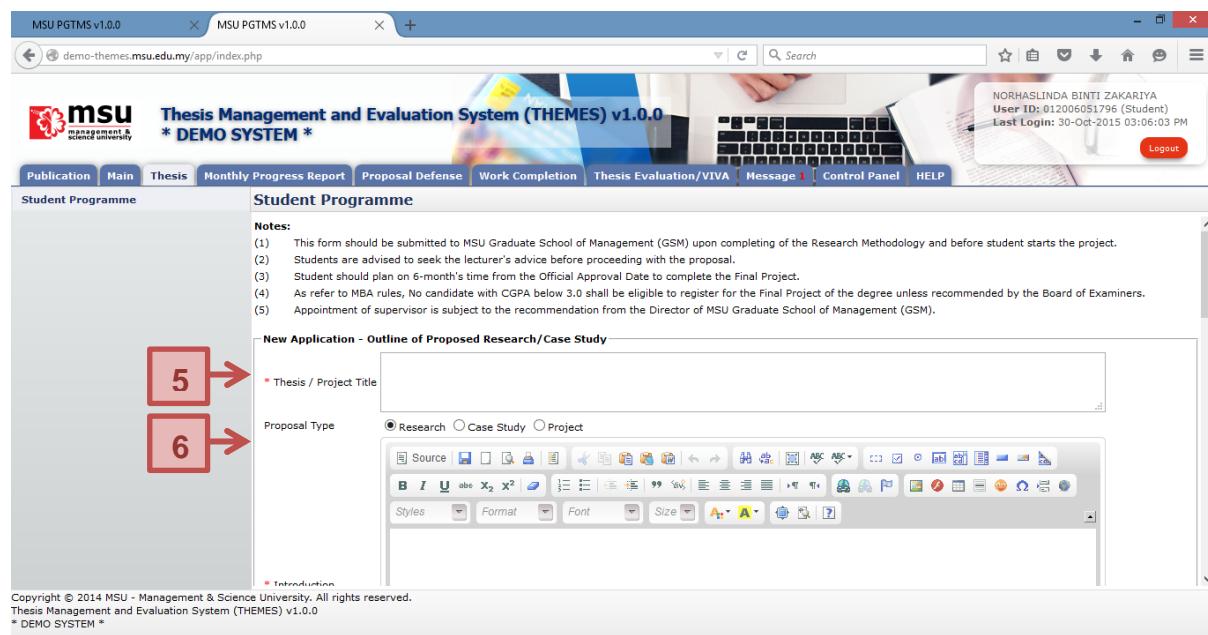
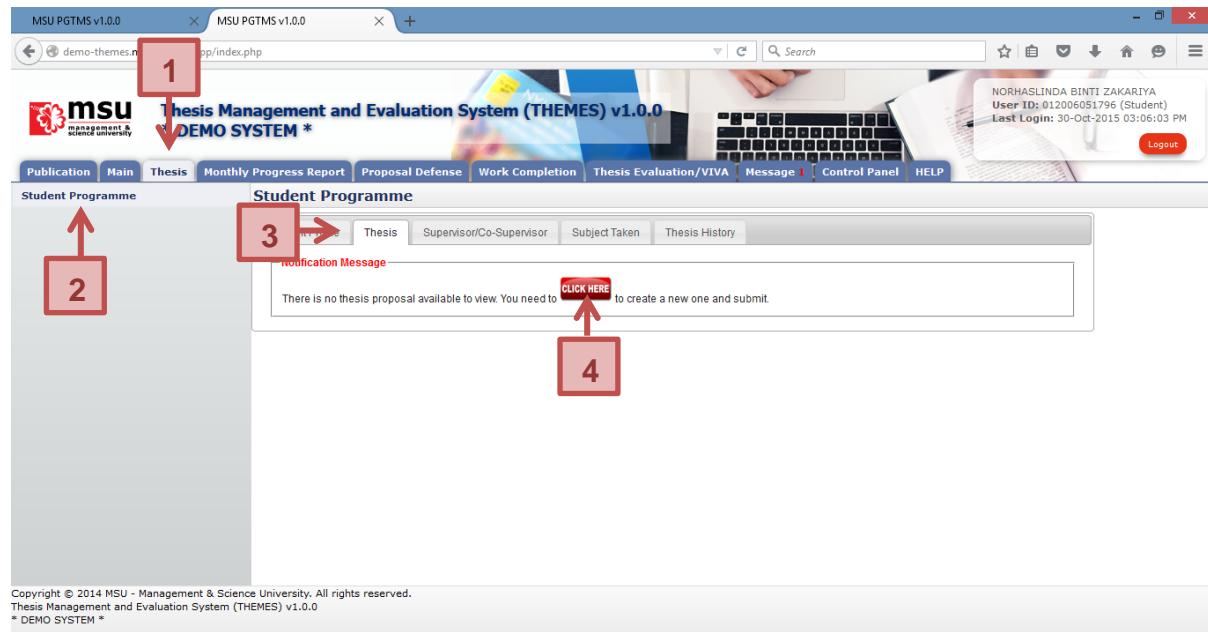
Example of generated Thesis ID

Proposal Date
T20150304001
Prefix for Thesis *Running number*

6.1.2.1 Submit New Proposal

6.1.2.1.1 First Time

If the user is yet to submit the thesis proposal, the message as shown in the figure below will be displayed to the user.



This screenshot shows the 'Introduction' section of the Thesis Management and Evaluation System (THEMES) v1.0.0. The page title is 'Thesis Management and Evaluation System (THEMES) v1.0.0 * DEMO SYSTEM *'. The navigation bar includes links for Publication, Main, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 1, Control Panel, and HELP. A user profile at the top right shows 'NORHASLINDA BINTI ZAKARIYA' with User ID 012006051796 (Student) and Last Login 30-Oct-2015 03:06:03 PM. A red box labeled '7' points to the 'Introduction' link in the left sidebar. The main content area contains a rich text editor with a toolbar and a large text input field.

This screenshot shows the 'Description' section of the Thesis Management and Evaluation System (THEMES) v1.0.0. The layout is identical to the previous screenshot, with the same header, navigation bar, and user profile. A red box labeled '9' points to the 'Description' link in the left sidebar. The main content area contains a rich text editor with a toolbar and a large text input field.

The 'Thesis Proposal Area' form contains six input fields labeled 'Area 1' through 'Area 6'. Each field has a 'Select' button to its right. A red box labeled '10' points to the 'Select' button for 'Area 1'. Below the form are two buttons: 'Discussion Detail' and 'Attachment'.

*Area 1	<input type="text"/>	[Select]
Area 2	<input type="text"/>	[Select] [Unselect]
Area 3	<input type="text"/>	[Select] [Unselect]
Area 4	<input type="text"/>	[Select] [Unselect]
Area 5	<input type="text"/>	[Select] [Unselect]
Area 6	<input type="text"/>	[Select] [Unselect]

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. A modal window titled "Search Thesis Proposal Area" is open. It contains fields for "Proposal Area Category" (dropdown menu), "Sub Category ID/Description" (text input field), "Sub Category ID" (button), and "Description" (button). A red box highlights the "Sub Category ID" dropdown menu, which is currently set to "--Please Select--". The number 11 is overlaid on the "Search" button.

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. A modal window titled "Search Thesis Proposal Area" is open. It contains fields for "Proposal Area Category" (dropdown menu), "Sub Category ID/Description" (text input field), "Sub Category ID" (button), and "Description" (button). A red box highlights the "Sub Category ID" dropdown menu, which now lists various categories such as MEDICAL, HEALTH & LIFE SCIENCES, INFORMATION SCIENCES & ENGINEERING, BUSINESS MANAGEMENT, EDUCATION & SOCIAL SCIENCES, HOSPITALITY & CREATIVE ARTS, and FOUNDATION STUDIES. The number 12 is overlaid on the "Sub Category ID" button.

The screenshot shows a web browser window for 'MSU PGTMS v1.0.0' at 'demo-themes.msu.edu.my/app/index.php'. The user is logged in as 'NORHASLINDA BINTI ZAKARIYA' with User ID: 012006051796 (Student). The interface includes a navigation bar with links like Publication, Main, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 1, Control Panel, and HELP. A sub-navigation bar for 'Student Programme' has 'Thesis' selected. A modal window titled 'Search Thesis Proposal Area' is open, showing a table with columns 'Category ID', 'Description', and 'Sub Category ID/Description'. The table contains five rows: 01002 (anaesthesiology), 01003 (anatomy), 01004 (biochemistry), 01005 (community medicine), and 01005 (emergency medicine). A red box labeled '13' highlights the 'Category ID' column header. A red arrow points from the number 13 to the 'Category ID' column header.

The screenshot shows the same web browser window for 'MSU PGTMS v1.0.0' at 'demo-themes.msu.edu.my/app/index.php'. The user is still logged in as 'NORHASLINDA BINTI ZAKARIYA'. The 'Thesis' tab is selected in the sub-navigation bar. A red box labeled '14' points to the 'Area 1' dropdown menu, which is set to 'anaesthesiology'. A red box labeled '15' points to the 'Discussion Detail' and 'Attachment' buttons at the bottom of the form. The note 'Note: Field marks with (*) is compulsory.' is visible at the bottom of the form.

Student Programme

Discussion Details

Meeting Date *	<input type="text"/>	16
Meeting Time *	Select Time	
Lecturer *	<input type="text"/> [Select]	
External Lecturer *	<input type="text"/> Note: If non-MSU staff.	17
Notes		

Add

Searching Results:- 0 record(s) found.

Tick	No	Date *	Time *	Lecturer Name *	External Lecturer *	Notes
No record found!						

Notes:

1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back **Update** **Delete**

Search Staff

Staff ID/ Name **Search** 345 result(s) found. 18

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

No	Staff ID	Name	Department
1	S012013050018	ANAND SHAKER INVALA 19	International Medical School
2	S012012100009	'ADILAH BINTI MOHD ALI	Faculty of Health and Life Sciences
3	S012013060023	AB.RASHID BIN JUSOH	International Medical School
4	L881	ABDUL RASSIP BIN CHE NUN	International Medical School
5	S012014090013	ABDULLAH NABEEL JALAL	Faculty of Business Management and Professional Studies
6	S012013070018	ACHAMMA THOMAS	International Medical School
7	T002	ADAM AMRIL BIN JAHARADAK	Faculty of Information Sciences and Engineering
8	S012013100003	ADEL AKHAVANMALAYERI	International Medical School
9	L887	ADILAH BINTI AHMAD TAJUDIN	Faculty of Information Sciences and Engineering
10	PT002	ADZLIZA SALMI BINTI MOHAMAD AZLAN	Faculty of Information Sciences and Engineering
11	S012012120006	AHMAD FAIRUZ BIN MOHAMED	International Medical School
12	S012013020005	AHMAD FAUZI BIN AMIR HAMZAH	Faculty of Information Sciences and Engineering

✓ Discussion detail has been added successfully.

Discussion Details

Meeting Date *	<input type="text"/>	
Meeting Time *	Select Time	
Lecturer *	<input type="text"/> [Select]	
External Lecturer *	<input type="text"/> Note: If non-MSU staff.	
Notes		

Add 20

Searching Results:- 1 record(s) found.

Tick	No	Date *	Time *	Lecturer Name *	External Lecturer *	Notes
<input type="checkbox"/>	1	1-May-2015	07:30 AM	ABDELRAHMAN OSMAN ABDEL [Select]		Discuss regarding Software Testing v1.0

21

22

23

Notes:

1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back **Update** **Delete**

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. At the top, there is a navigation bar with links for Publication, Main, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 1, Control Panel, and HELP. A user profile is displayed on the right, showing NORHASLINDA BINTI ZAKARIYA, User ID: 012006051796 (Student), Last Login: 30-Oct-2015 03:06:03 PM, and a Logout button. Below the navigation bar, the main content area is titled "Student Programme". It contains a "Brief Description" text area and a "Thesis Proposal Area" section. The "Thesis Proposal Area" has six input fields labeled "Area 1" through "Area 6", each with a "[Select]" and "[Unselect]" button. A red box highlights the "Area 1" field, which contains the number "24". An arrow points downwards from this box towards the "Discussion Detail" and "Attachment" buttons at the bottom of the section. At the very bottom of the page, there is a note: "Copyright © 2014 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0 * DEMO SYSTEM *".

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The layout is similar to the previous screenshot, with the same navigation bar and user profile. The main content area is titled "Student Programme". Under "Student Programme", there is a section titled "Attachment". It features a button labeled "Add Attachment" with a red box around it and the number "25" inside. Below this button, a message says "Searching Results:- 0 record(s) found." There is a table with columns for "Tick", "No", "Document Description *", "Document Name", and "Download". The table currently displays "No record found!". At the bottom of the "Attachment" section, there is a "Notes:" section with two items: "1. Field marks with (*) is compulsory." and "2. Please tick the checkbox before click Update or Delete button.". At the very bottom of the page, there is a note: "Copyright © 2014 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0 * DEMO SYSTEM *".

Picture Upload - Mozilla Firefox

demo-themes.msu.edu.my/app/application/thesis/new_proposal_upload.php?pid=1

Upload Attachment

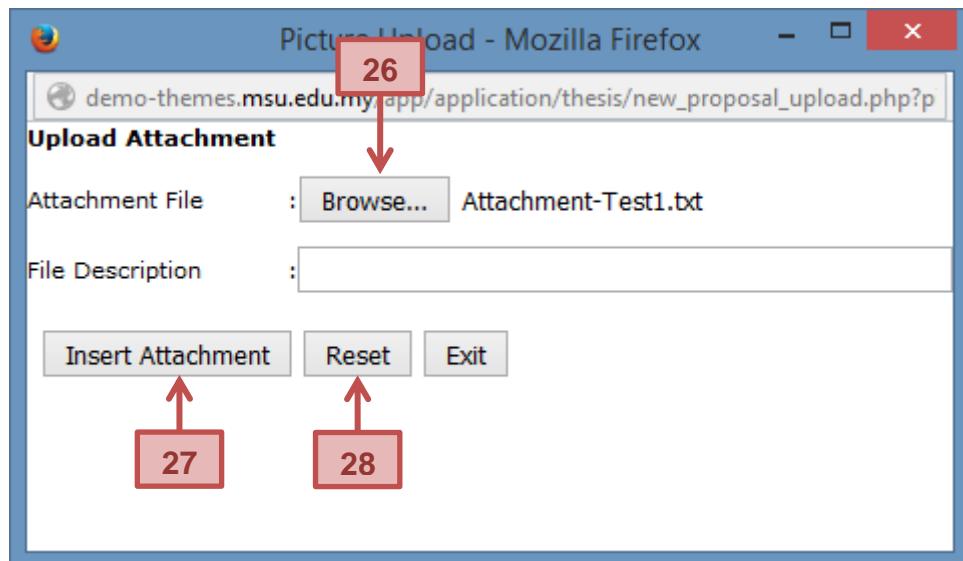
Attachment File : Attachment-Test1.txt

File Description :

26

27

28



Untitled Document - Mozilla Firefox

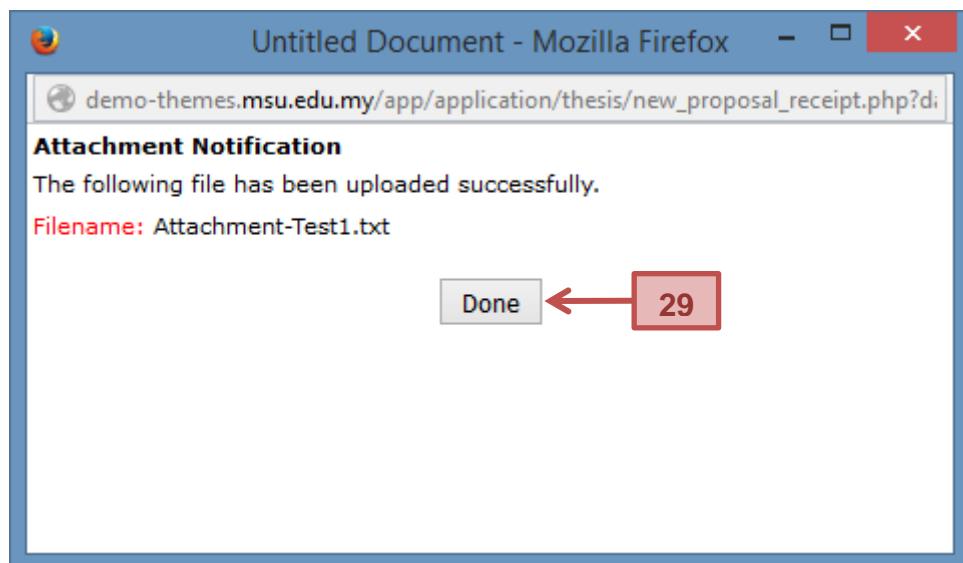
demo-themes.msu.edu.my/app/application/thesis/new_proposal_receipt.php?pid=1

Attachment Notification

The following file has been uploaded successfully.

Filename: Attachment-Test1.txt

29



Student Programme

Attachment

Searching Results:- 1 record(s) found.

Tick	30	31	Document Description *	Document Name	Download
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		php notes.docx	<input type="button" value="Download"/>

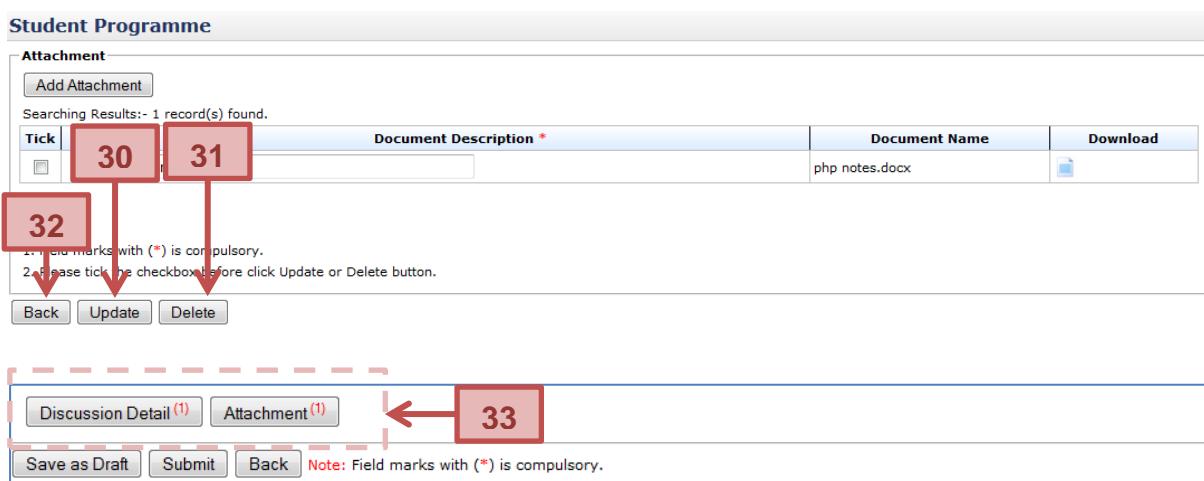
32

1. All marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

33

Discussion Detail (1) Attachment (1)

Save as Draft Back Note: Field marks with (*) is compulsory.



The screenshot shows two pages from the Postgraduate Thesis Monitoring and Controlling System v1.0.0.

Thesis Proposal Area: This section is titled "Thesis Proposal Area". It contains fields for "Area 1" (with value 35), "Area 2" (with value 36), and "Area 4" through "Area 6". Below these are buttons for "Discussion Detail (1)" and "Attachment (1)". At the bottom are buttons for "Save as Draft", "Submit", and "Back". A note at the bottom states: "Note: Field marks with (*) is compulsory."

Student Programme: This section is titled "Student Programme". It has tabs for "Student Profile", "Thesis" (which is selected), "Supervisor/Co-Supervisor", "Subject Taken", and "Thesis History". A "Notification Message" box is open, containing the text: "Your thesis proposal (Ref. No.: T20150527002) 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 button labeled "Please click here" with a red "X" icon, followed by the instruction "if you want to proceed." A red box labeled "37" points to this button.

Figure 14: First Time Proposal Preparation

Prerequisite

The student has yet to submit the thesis proposal.

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 Student Programme page to create the thesis proposal.
4. Click on the **Click Here** button to open the proposal page.
5. Enter the Thesis / Project Title
6. Select Proposal Type
7. Enter the necessary description into the **Introduction**
8. Enter the necessary description into the **Objective**

9. Enter the necessary description into the **Brief Description**
10. Minimum 1 **Thesis Area** need to be selected to associate with the proposal. That will also enable the Faculty to assign the right and suitable Supervisor / Co-supervisor to consult with the student. Click **Select** link above to choose thesis proposal area.
11. On Proposal Area page, the user can list all the available area by clicking the **Search** button without specifying the searching criteria.
12. The user also can list the specific area by specifying the searching criteria like **Proposal Area Category** or **Sub Category ID / Description**.
13. The user also can select the specific proposal area from the list populate above.
14. The selected Thesis Proposal Area will be populated into the Thesis Proposal Area table as shown above.
15. The user can add the discussion detail which has been done with the lecturer. Click the **Discussion Detail** button.
16. Enter the discussion detail such as Meeting Date, Meeting Time, Lecturer or External Lecturer and Notes. All the field mark with asterisk (*) is compulsory.
17. To select the lecturer participated in the discussion, click **Select** link to open the **Search Staff** page.
18. On the **Search Staff** page, the user can list all the lecturer available without specifying the searching criteria like **Staff ID/Name**. Or the user can search the lecturer by specifying the search criteria.
19. Based on the search result list, click on the selected lecturer to pick his/her name so that it will be populated into the Discussion Detail list.
20. Once all the required information has been provided, then click **Add** button to add it into the discussion list.
21. To change or update the added record, user can change it on the particular record, tick the checkbox and click **Update** Button.
22. To delete the added record, tick the checkbox, and click **Delete** button to delete it.
23. Click **Back** Button to go back to the previous page.
24. The user can add attachment to the proposal via the **Attachment** button. Click the button to open the Insert Attachment page.
25. Click **Add** Attachment button and popup window will be appeared as shown below.
26. Click **Browse** button to browse the file and select it. The selected filename will be displayed beside the **Browse** button. File Description is optional.
27. Click **Insert Attachment** button once done.
28. **Reset** button is to reset the entries of Attachment File and its File Description.

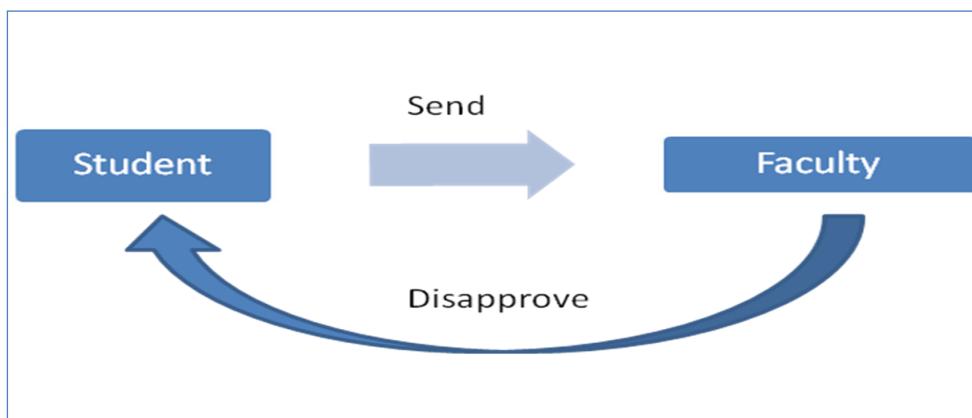
29. Click **Done** button to acknowledge the insertion of the attachment.
30. To Update Document Description, click on the field and change the description. Then tick the checkbox on the left side and click **Update** button to update it.
31. To delete attachment, tick the checkbox and click the **Delete** button to delete it.
32. Click **Back** Button to go back to the previous page
33. After the **Discussion Detail** and **Attachment** have been added, the number of added record will be shown on its button respectively.
34. The user can save the proposal temporarily via **Save as Draft** button in case there is a need to review and update it later.
35. If it is final, the user can submit it to the Faculty and Senate for thesis approval via **Submit** button. The email notification will be sent to the faculty
36. Click **Back** button if to return back to **Student Programme** page.
37. If the student needs to withdraw or cancel the newly submitted proposal, it can be done via cancel button as shown above. Please refer next section on how to cancel the proposal.

6.1.2.2 Disapproved

6.1.2.2.1 Process Flow

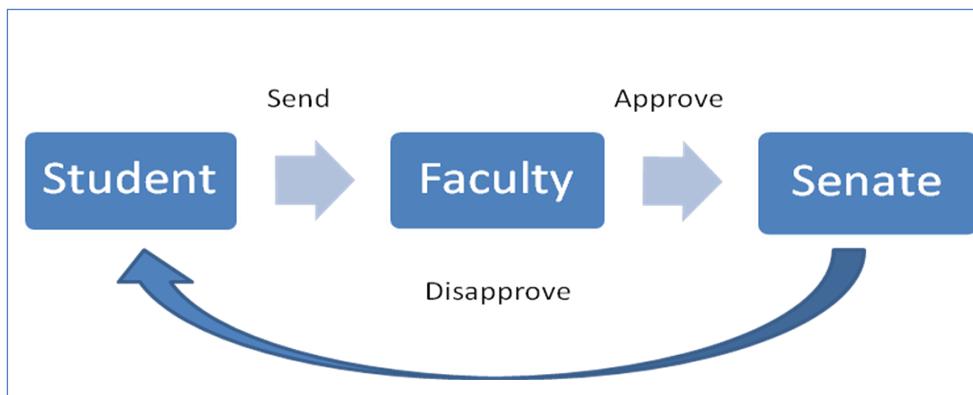
There are 2 scenarios in which the student's thesis proposal gets disapproved.

a) First Scenario



In first scenario, the student's thesis proposal disapproved by the Faculty due to some reason.

b) Second Scenario



In second scenario, the student's thesis proposal disapproved by the Senate due to some reason.

6.1.2.2.2 Disapproved

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.

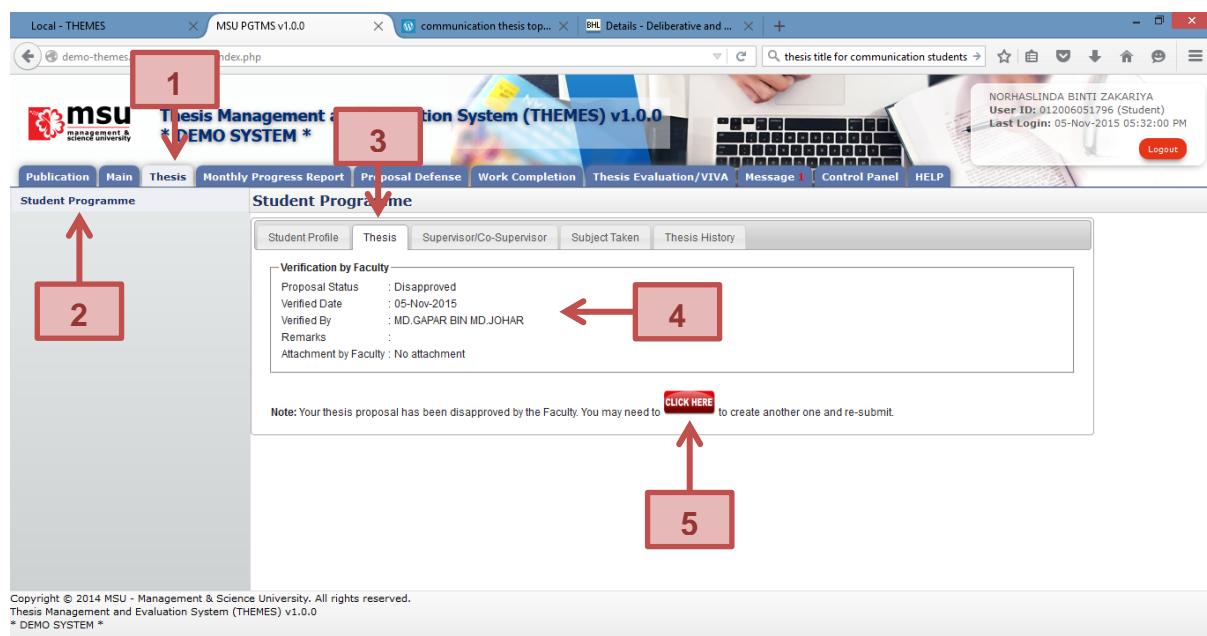


Figure 15: Proposal Disapproved by Faculty

Prerequisite

The student is yet to submit the thesis proposal to the 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. Click **Thesis** tab on **Top** panel
2. Click on the **Student Programme** on the **Left** panel
3. Click on the **Thesis** Tab on the **Working Area** section.
4. The system will show the proposal status and the student can read the **Remarks** and download the **Attachment** from Faculty (if any).
5. For this case, the student can amend the proposal according to the advice given by the Faculty. Click on the **Click Here** button to proceed and resubmit.

Warning

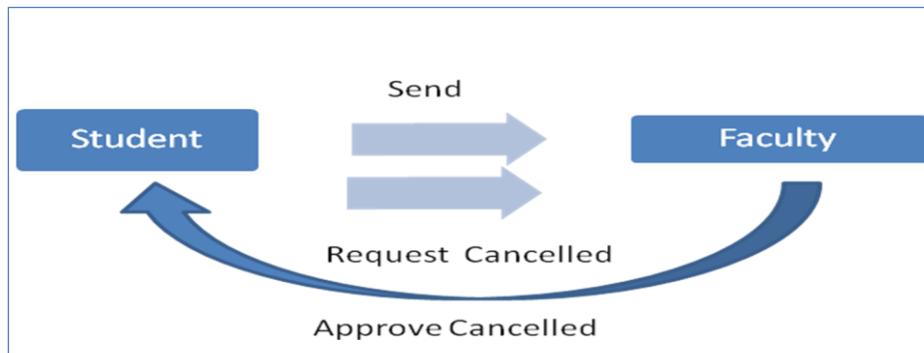
None.

Note

None.

6.1.2.3 Cancel Proposal

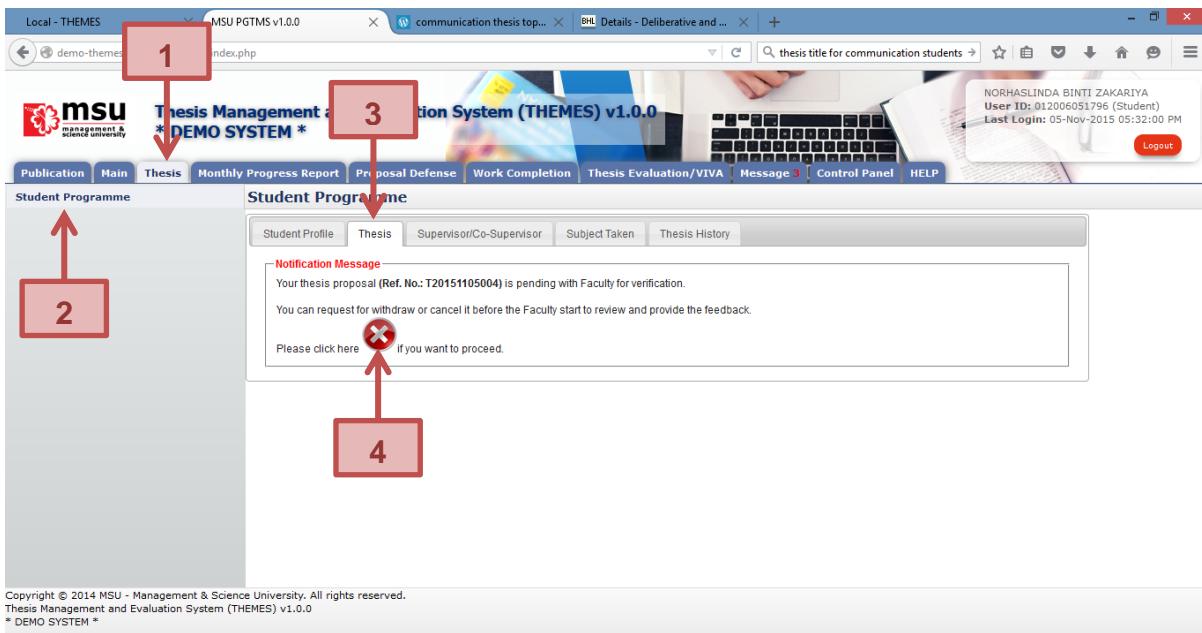
6.1.2.3.1 Process Flow



In this scenario, the student request for the cancellation from the Faculty after the thesis proposal has been submitted. Faculty will response through the system and notify student the cancellation.

6.1.2.3.2 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.



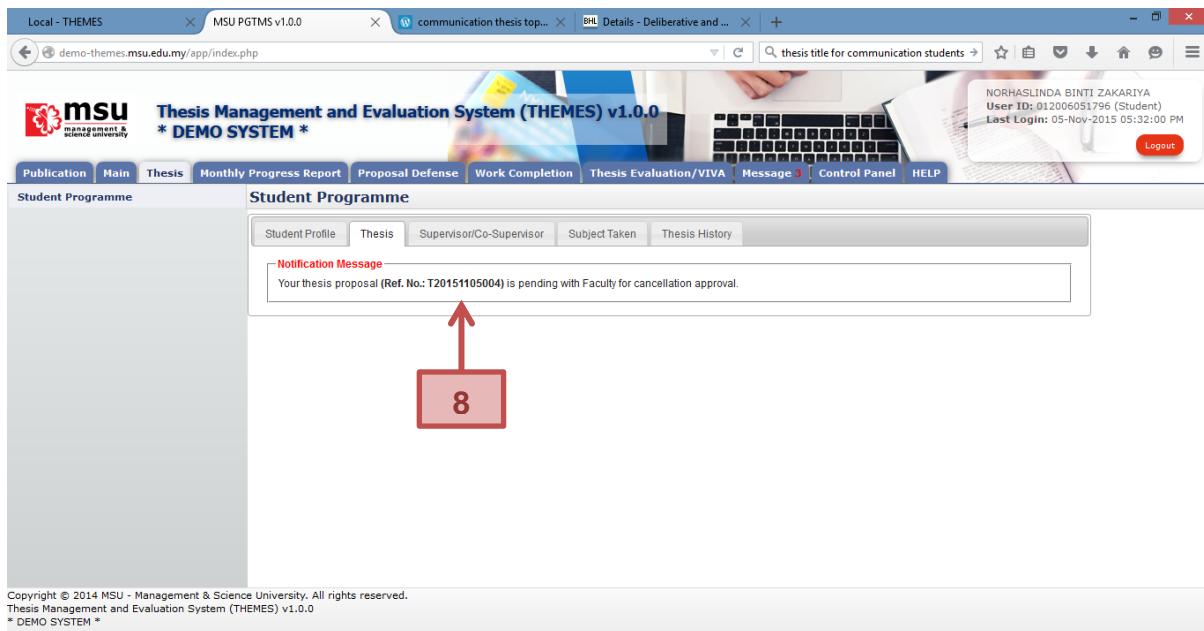
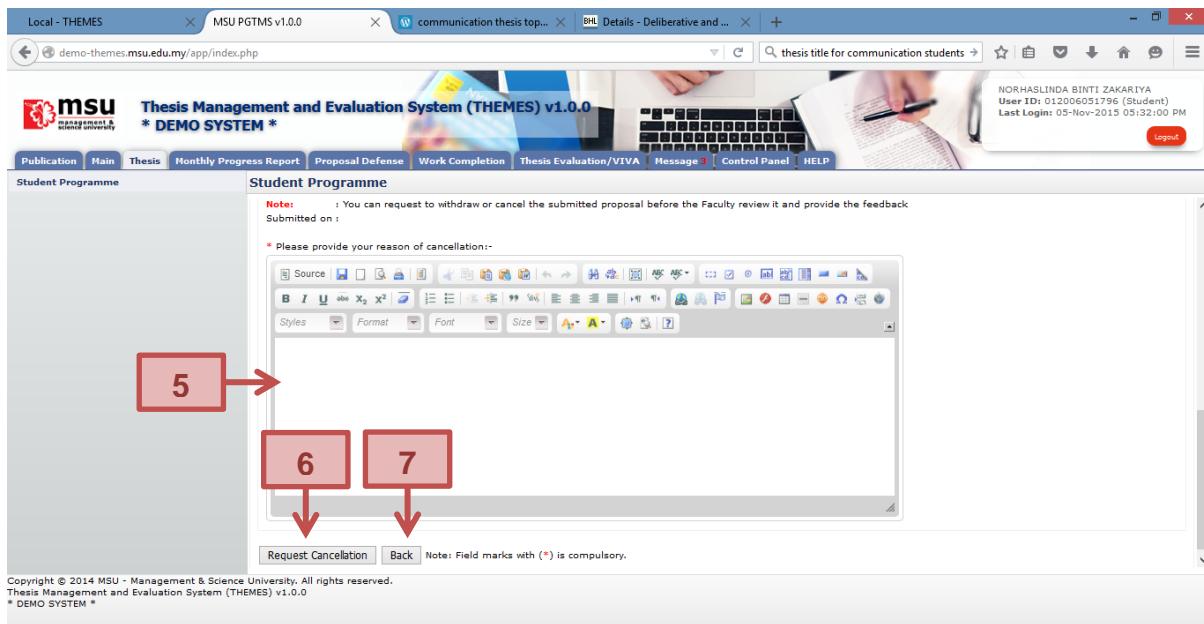


Figure 16: Proposal Cancellation

Prerequisite

1. The thesis proposal has been submitted

2. The Faculty is yet to review and provide feedback status to the thesis proposal

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. 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.
5. The student needs to provide the justification of the cancellation.
6. Once confirm click the **Request for Cancellation** button.
7. Otherwise the student can click **Back** button and wait feedback from the Faculty and Senate.
8. The above message will be displayed after the student submits the cancellation request to the Faculty.

Next Action

The student is to resubmit another new thesis proposal. The new Thesis ID will be assigned as to keep track a new thesis process flow.

Warning

None

Note

None

6.1.2.4 Approval by Faculty

6.1.2.4.1 Approval by Faculty

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

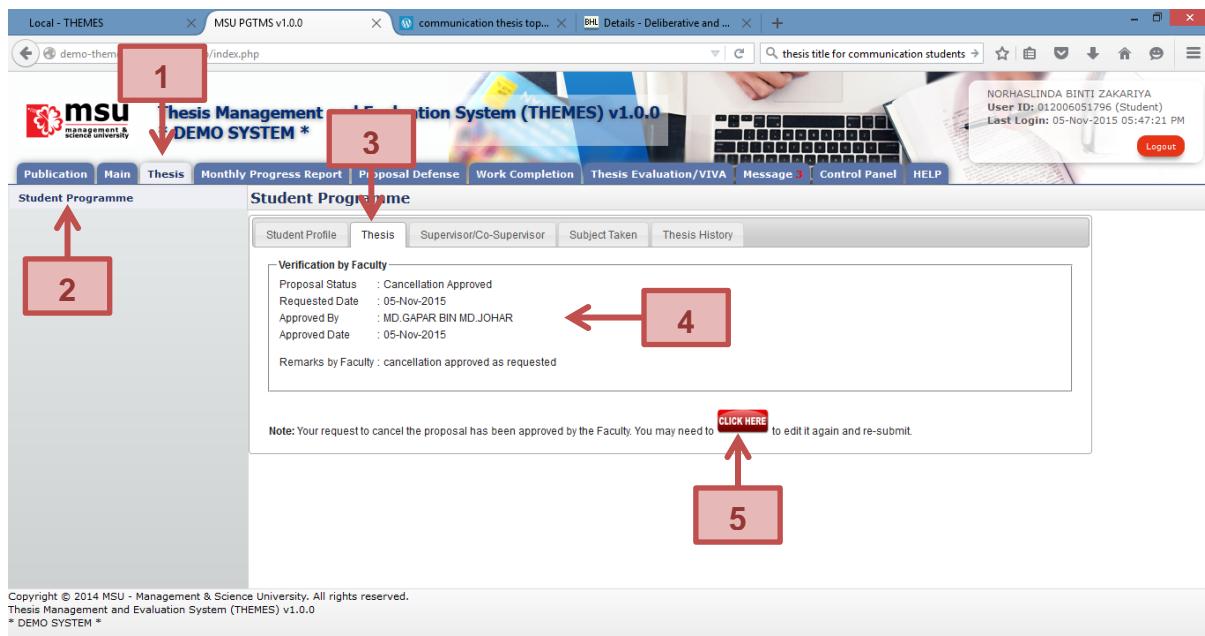


Figure 17: Request for Cancellation

Prerequisite

1. The Thesis Proposal request for cancellation has been sent to the Faculty
2. The Faculty has approved the cancellation request

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.
The student can resubmit the proposal once the changes has been incorporated and finalized.

Next Action

The student to resubmit another new thesis proposal

Warning

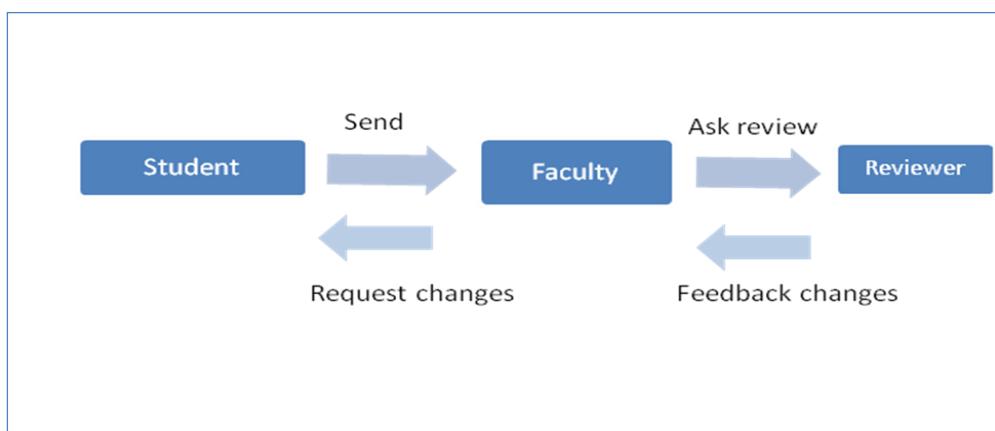
None

Note

None

6.1.2.5 Edit Proposal

6.1.2.5.1 Process Flow



In this scenario, the Faculty has initiated the Request Changes after considering feedback from the Reviewer. The request would require the student to amend the thesis proposal.

6.1.2.5.2 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.

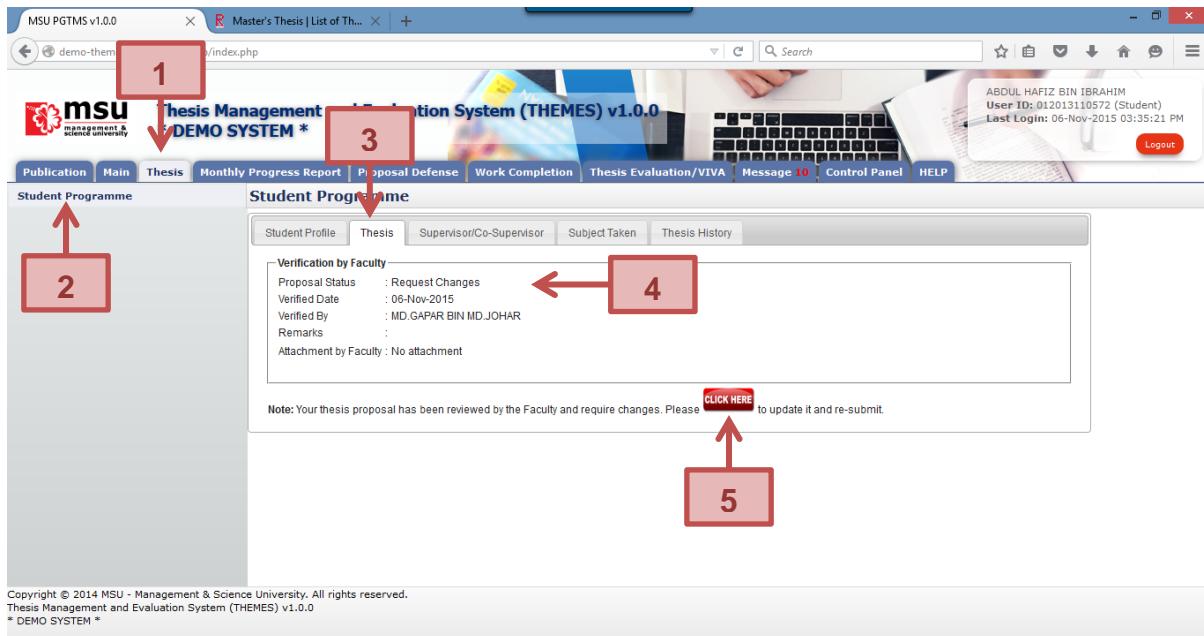


Figure 18: Request Changes – Edit Proposal

Prerequisite

Faculty has initiated the thesis proposal Change Request

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. The system will show the proposal status and the student can read the **Remarks** and download the **Attachment** from Faculty (if any).
5. For this case, the student can amend the proposal according to the advice given by the Faculty. Click on the **Click Here** button to change and resubmit it.

6.1.2.6 View Proposal

6.1.2.6.1 Approved

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

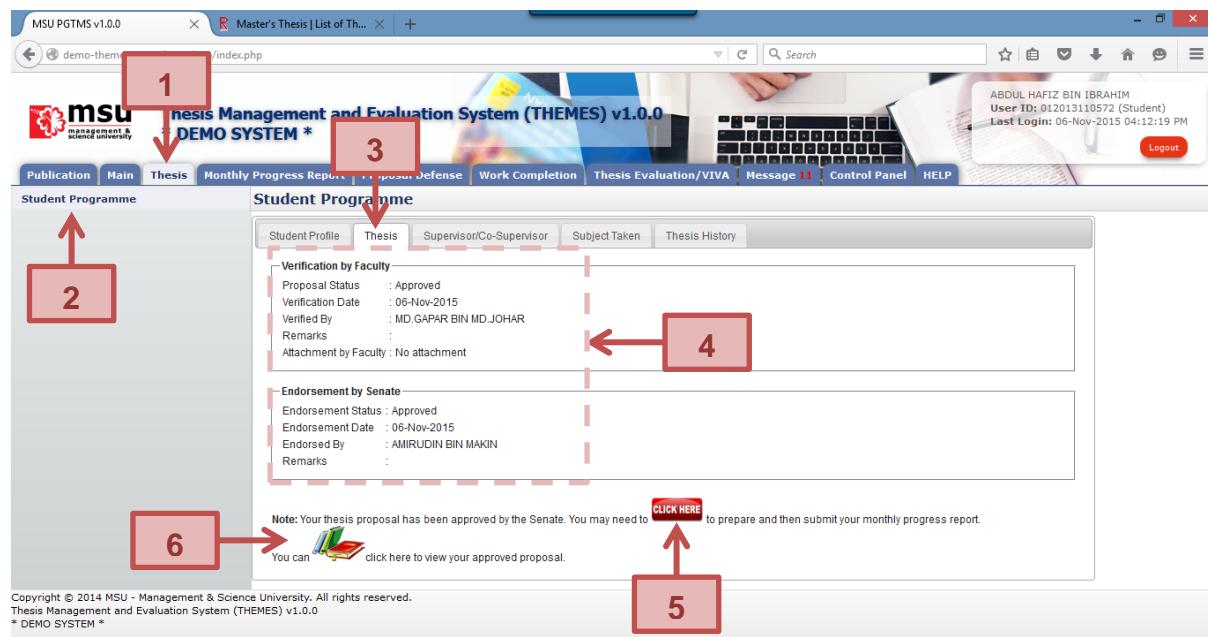


Figure 19: View Proposal – Approved by Senate

Prerequisite

Senate has approved the thesis proposal

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.

6.1.2.6.2 Approved with Changes

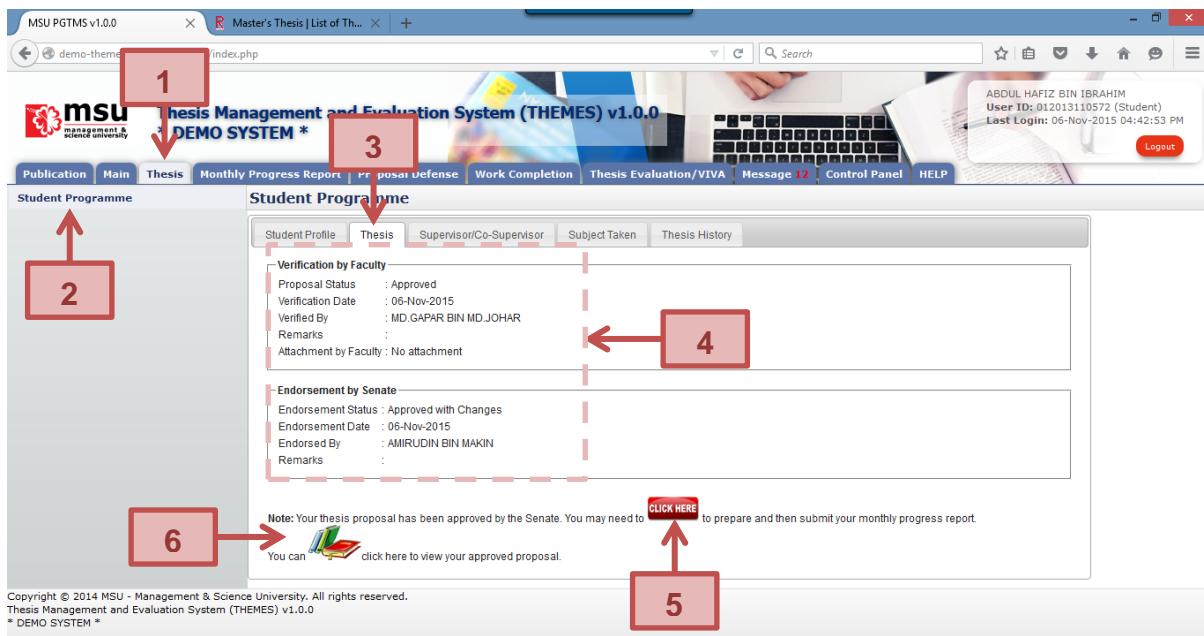


Figure 20: View Proposal – Approved with Changes by Senate

Prerequisite

Senate has approved (with changes) the thesis proposal

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.

6.1.3 Supervisor/Co-Supervisor List

Supervisor or Co-Supervisor is the academic staff who has been assigned by Faculty to supervise the student in delivering their thesis from start to the end.

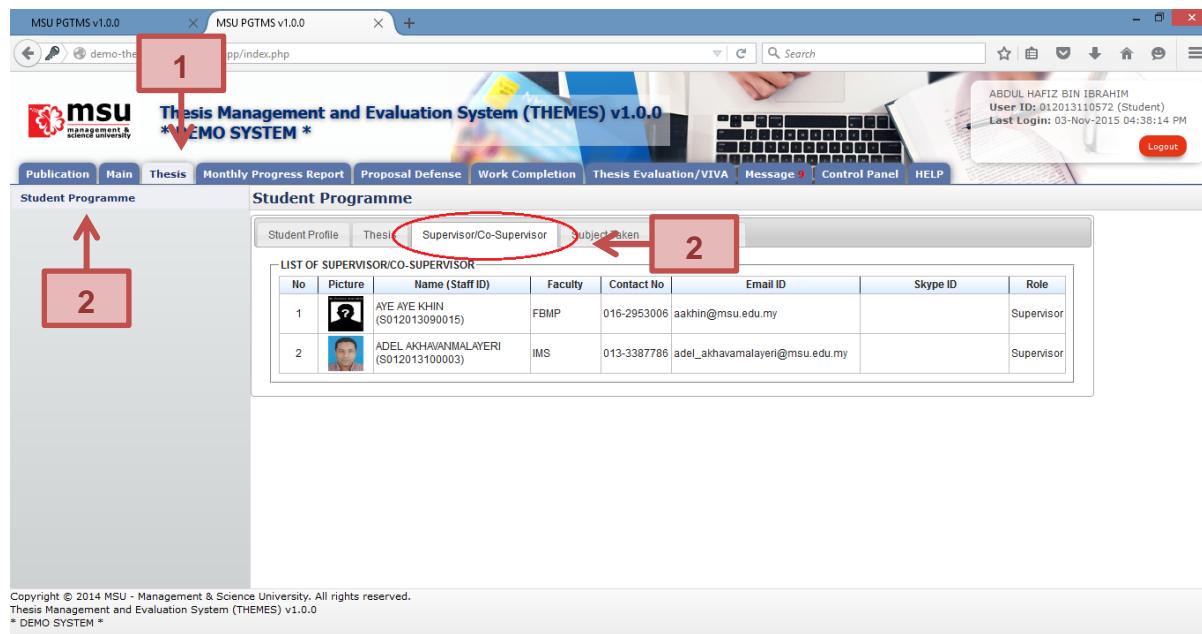


Figure 21: List of Supervisor / Co-Supervisor

Prerequisite

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

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**. System will display the list of the supervisor/co-supervisor which has been assigned and approved by Senate.

Warning

None

Note

None

6.1.4 Subject Taken

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

The screenshot shows a web browser window for 'MSU PGTMIS v1.0.0'. The title bar says 'demo-theMES/index.php'. The main content area displays the 'Thesis Management and Evaluation System (THEMES) v1.0.0 DEMO SYSTEM *'. The top navigation bar includes links for Publication, Main, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 9, Control Panel, and HELP. On the right, a user profile for 'ABDUL HAFIZ BIN IBRAHIM' is shown. The left sidebar has a 'Student Programme' section with a 'Student Profile' link. The main content area has a 'Student Programme' header with tabs for Student Profile, Thesis, Supervisor/Co-Supervisor, and Subject Taken (which is highlighted with a red box labeled '1'). Below this is a 'SUBJECT TAKEN' section showing student details: Name: ABDUL HAFIZ BIN IBRAHIM, Matric No: 012013110572, Cohort: 201311(02)MBA-F. To the right is a 'List Of Subject Registered' table (red box labeled '3') with the following data:

Sem No	Semester	Subject Code	Description	Grade
4	201505	DRS5053	Research Methodology	B+
4	201505	DMG5033	Strategic Management	IP
3	201505	DCT5033	Information Systems and E-Commerce	A-
3	201503	DMK5013	Marketing Management	B
3	201503	DLW5013	Business Law and Ethics	B
2	201411	DEC5013	Economics for Management	B
3	201411	DAC5013	Accounting for Corporate Decisions and Evaluation	B+
2	201405	DFN5013	Financial Management	B
2	201405	DMK5043	Global Marketing	B
2	201405	DMT5023	Statistical Analysis	B+
1	201403	DMG5033	E-Commerce and Service Management	A-

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Thesis Management and Evaluation System (THEMES) v1.0.0
* DEMO SYSTEM *

Figure 22: Subject Taken

Prerequisite

The student must have the subjects registered in KLAS2.

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**. System will display the list of the subject taken by the student from his/her first semester till current. The list is retrieved from KLAS2 system.

Warning

None

Note

None

6.1.5 Thesis History

Thesis History tab contains the proposal progress history starting from its submission by the student till its approval by the Senate.

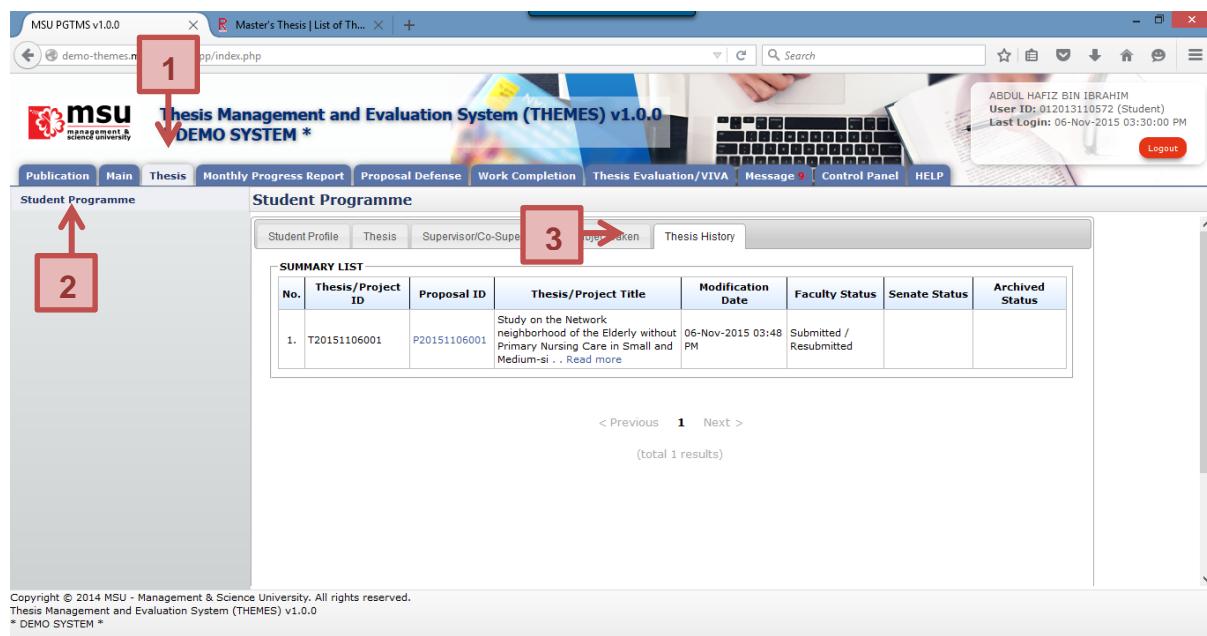


Figure 23: Student Programme – Thesis History

Prerequisite

At least the Student has submitted the thesis proposal to the Faculty.

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.

Warning

None

Note

None

7 MONTHLY PROGRESS REPORT

7.1 Thesis Chapter

7.1.1 Add Thesis Chapter

The screenshot shows the Thesis Chapter page of the system. At the top, there's a header with the MSU logo and the system name "Postgraduate Thesis Monitoring and Controlling System v1.0.0 * LIVE SYSTEM *". Below the header, there's a navigation bar with tabs: Thesis (which is selected), Monthly Progress Report (highlighted with a red box labeled 1), Message, Control Panel, and HELP. On the left side, there's a sidebar with a tree view: Thesis Chapter (selected) and Monthly Progress Report. Under Thesis Chapter, there are three items: Thesis Chapter, Monthly Progress Report, and Progress Report History. A red box labeled 2 points to the Thesis Chapter item. A red box labeled 3 points to the "Add Chapter" button. The main working area displays thesis chapter details: Student Matrix No : 012006051798, Student Name : ADAM AMRIL BIN JAHARADAK, Thesis / Project ID : T20150626001. It also shows a table for "List of Defined Chapter:-" with rows for I (Introduction) and II (Scope). Buttons for "Update Chapter" and "Delete Chapter" are at the bottom, along with a note: "Note: Field marks with (*) is compulsory."

Figure 24: Thesis Chapter

This is a detailed view of the "Add Chapter" form. It has a "Chapter" section with fields for "Chapter No *" (dropdown menu) and "Description *". A red box labeled 4 points to the "Chapter No *" dropdown. A red box labeled 5 points to the "Description *" field. A red box labeled 6 points to the "Add Chapter" button. Below this is a "List of Defined Chapter:-" table with rows for I (Introduction) and II (Objective). Buttons for "Update Chapter" and "Delete Chapter" are at the bottom, along with a note: "Note: Field marks with (*) is compulsory."

Figure 25: Add Chapter

Prerequisite

1. Senate has approved the thesis proposal
2. Supervisor / Co-Supervisor has accepted the invitation

Steps

1. Click on the **Monthly Progress Report** tab on the **Top** panel
2. Click on the **Thesis Chapter** menu on the **Left** panel
3. System will display the thesis chapter page on the Working Area panel.
4. To add thesis chapter, select chapter number from the **Chapter No** dropdown field.

5. Then enter the description of the chapter into the **Description** field.
6. Click **Add Chapter** button to save the chapter.

Next Action

The student can proceed with the creation of thesis sub-chapter or submission of the monthly progress report to the Supervisor.

Warning

System will prompt a notification message if the addition of the thesis chapter without selecting the chapter number and providing its description.

Note

None

7.1.2 Update Thesis Chapter

The screenshot shows a table titled "List of Defined Chapter:-". The table has columns for "Tick", "Chapter No. *", and "Description *". There are three rows in the table, each containing a checkbox in the "Tick" column, a dropdown menu in the "Chapter No." column, and a text input field in the "Description" column. Red numbers 1 through 4 are overlaid on the image, with arrows pointing to specific elements: 1 points to the "Description" field in the first row; 2 points to the "Delete" button at the bottom right of the table; 3 points to the "Chapter No." dropdown in the second row; and 4 points to the "Update Chapter" button at the bottom left of the table. A note at the bottom right of the table states: "Note: Field marks with (*) is compulsory."

Figure 26: Update Chapter

Prerequisite

The thesis chapter has been created

Steps

1. To update chapter, select new chapter number from the **Chapter No** dropdown field. The selection can be done in c.
2. To update the description of the chapter, change it at the **Description** field. The changes can be done in multiple rows.
3. Tick the checkbox of the chapter. It can be done in multiple rows.
4. Then click **Update Chapter** button to save the changes.

Next Action

The student can proceed with the submission of the monthly progress report to the Supervisor.

Warning

System will prompt a notification message if the update of the thesis chapter without ticking/selecting the chapter and empty chapter description.

Note

None

7.1.3 Delete Thesis Chapter

List of Defined Chapter:-		
Tick	Chapter No. *	Description *
<input type="checkbox"/>	I	Introduction
<input checked="" type="checkbox"/>	II	Objective
<input type="checkbox"/>	III	Content

Note: Row with (*) is compulsory.

Figure 27: Delete Chapter

Prerequisite

The thesis chapter has been created

Steps

1. To delete chapter, tick the checkbox. It can be done in multiple rows.
2. Then click **Delete Chapter** button to delete the selected chapter

Next Action

The student can add other thesis chapter or proceed with the submission of the monthly progress report to the Supervisor.

Warning

System will prompt a notification message if the deletion of the thesis chapter without ticking/selecting the chapter.

Note

None

7.1.4 Add Thesis Sub-chapter

The screenshot shows a form for adding a sub-chapter. At the top, there is a 'Sub-Chapter' section with three fields: 'Chapter No.' (with a dropdown arrow), 'Sub-Chapter No.' (with a dropdown arrow), and 'Description'. Below this is a button labeled 'Add Sub-Chapter'. A red box labeled '1' is placed over the 'Chapter No.' dropdown. A red box labeled '2' is placed over the 'Sub-Chapter No.' dropdown. A red box labeled '3' is placed over the 'Description' input field. A red box labeled '4' is placed over the 'Add Sub-Chapter' button. Below the form is a table titled 'List of Defined Sub-Chapter:-' with columns: Tick, Chapter No., Description, Sub-Chapter No., and Description. Two rows are shown: Row 1 (Tick checked, Chapter No. I, Description Introduction, Sub-Chapter No. I, Description Intro) and Row 2 (Tick checked, Chapter No. II, Description Objective, Sub-Chapter No. I, Description Object). At the bottom of the form are two buttons: 'Update Sub-Chapter' and 'Delete Sub-Chapter', followed by a note: 'Note: Field marks with (*) is compulsory.'

Tick	Chapter No.	Description	Sub-Chapter No. *	Description *
<input type="checkbox"/>	I	Introduction	I	Intro
<input type="checkbox"/>	II	Objective	I	Object

Figure 28: Add Sub-Chapter

Prerequisite

The thesis chapter has been created

Steps

1. To add sub-chapter, select chapter number from the **Chapter No.** dropdown field.
2. Select sub-chapter number from the **Sub-Chapter No.** field.
3. Then enter the description of the sub-chapter into the **Description** field.
4. Click **Add Sub Chapter** button to save the sub-chapter.

Next Action

The student can proceed with the submission of the monthly progress report to the Supervisor.

Warning

System will prompt a notification message if the addition of the thesis sub-chapter without selecting the chapter number, providing the sub-chapter number and its description.

Note

None

7.1.5 Update Sub-Chapter

List of Defined Sub-Chapter:-			
Tick	Chapter No.	Description	Sub-Chapter No. *
<input type="checkbox"/>	I	Introduction	I
<input type="checkbox"/>	II	Objective	I
<input type="checkbox"/>	III	Content	I

Note: Field marks with (*) is compulsory.

Update Sub-Chapter **Delete Chapter**

Figure 29: Update Chapter

Prerequisite

The thesis sub-chapter has been created

Steps

1. To update chapter, select new chapter number from the **Sub-Chapter No** dropdown field. The selection can be done in multiple rows.
2. To update the description of the sub-chapter, change it at the **Description** field. The changes can be done in multiple rows.
3. Tick the checkbox of the sub-chapter. It can be done in multiple rows.
4. Then click **Update Sub-Chapter** button to save the changes.

Next Action

The student can proceed with the submission of the monthly progress report to the Supervisor.

Warning

System will prompt a notification message if the update of the thesis sub-chapter without ticking/selecting the sub-chapter and empty chapter description.

Note

None

7.2 Monthly Progress Report

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 11-Nov-2015 03:07:33 PM

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Progress Report History

Monthly Progress Report

List Monthly Progress Report

Thesis Chapter

1. Thesis / Project ID : T20151111001
Submitted Date : 11-Nov-2015
Approved Date : 11-Nov-2015
Thesis / Project Title : Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications and Habitat-fishery Interactions in the Chesapeake Bay

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Name	Faculty	Accepted Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Nov-2015
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Nov-2015

Monthly Progress Report Status

Tick	No	Report Month / Year	Reference No	Last Update by Student	Staff ID	Status	Last Update by Supervisor / Co-Supervisor	Action
No record(s) found.								

New Report Delete Report

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 11-Nov-2015 06:15:14 PM

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Progress Report History

Monthly Progress Report

List Monthly Progress Report

Thesis Chapter

Submitted Date : 11-Nov-2015
Approved Date : 11-Nov-2015
Thesis / Project Title : Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications and Habitat-fishery Interactions in the Chesapeake Bay

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Name	Faculty	Accepted Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Oct-2015
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Oct-2015

Monthly Progress Report Status

Tick	No	Report Month / Year	Reference No	Last Update by Student	Staff ID	Status	Last Update by Supervisor / Co-Supervisor	Action
<input type="checkbox"/>	1.	November 2015	R201511110001	11-Nov-2015 10:12 AM	S012013100003	Approved	11-Nov-2015 10:12 AM	
<input type="checkbox"/>	2.	November 2015	R201511110001	11-Nov-2015 10:12 AM	S012013090015	Review in Progress	11-Nov-2015 10:12 AM	

New Report Delete Report

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Thesis Management and Evaluation System (THEMES) v1.0.0

Figure 30: Monthly Progress Report

Prerequisite

1. Thesis proposal has been approved by the Senate
2. The Supervisor / Co-Supervisor has accepted the invitation

Steps

1. Click on the **Monthly Progress Report** tab on the **Top** panel
2. Click on the **Monthly Progress Report** menu on the **Left** panel
3. System will display page to create monthly progress report on the Working Area panel. Click **New Report** button to create new report.
4. If the submitted report has been reviewed by the Supervisor / Co-Supervisor, you can check the status either **Review in Progress**, **Request Change** or **Approved**.

7.2.1 New Monthly Progress Report

The screenshot shows the 'Monthly Progress Report' form. The 'Report Status' field is set to 'New'. The 'Month' field is highlighted with a red box containing the number '1'. The 'Notes' section contains two bullet points: '1. Your Monthly Progress Report should be 1 month after the earliest Supervisor's acceptance date 11-Nov-2015.' and '2. Your first expected Monthly Progress Report is Dec-2015.'

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. At the top, there is a navigation bar with links for Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message (3), Control Panel, and HELP. A user profile is displayed in the top right corner. The main content area is titled "Monthly Progress Report" and contains a table titled "List of Supervisor/Co-Supervisor". The table has columns for No, Role, Staff ID, Name, Faculty, View Feedback, Status, and Last Update. Two rows are listed: 1. Main Supervisor (AYE AYE KINH, FBMP, Expecting Monthly Progress Report) and 2. Co-Supervisor (ADEL AKHAVANMALAYERI, IMS, Expecting Monthly Progress Report). Below the table, there is a section titled "Content of Discussion *". It includes a note "To be filled in by Student (Please tick)." followed by three checkboxes: "Chapter I. 11111 , Subchapter I. 111111", "Chapter II. Data Analysis", and "Chapter III. Methodology". A red arrow labeled "2" points to the first checkbox. At the bottom of the page, there is a text area for "Description of topic or Issues facing by Student *". A red arrow labeled "3" points to the text area. Copyright information at the bottom states "Copyright © 2015 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0".

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The layout is similar to the previous screenshot, with the same navigation bar and user profile. The main content area is titled "Monthly Progress Report" and contains a section titled "Description of topic or Issues facing by Student *". This section features a rich text editor toolbar above a large text area. A red arrow labeled "3" points to the text area. At the bottom of the page, there is a note "Please attach additional file if necessary" followed by a "Attachment" button. A red arrow labeled "4" points to the "Attachment" button. Copyright information at the bottom states "Copyright © 2015 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0".

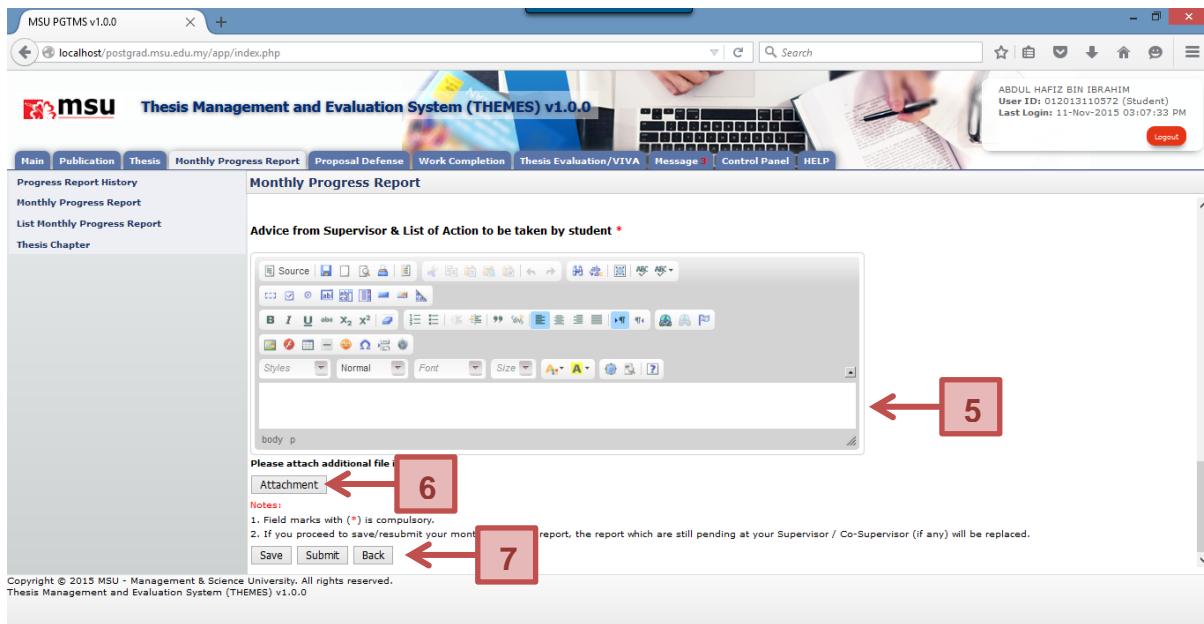


Figure 31: New Monthly Progress Report

Steps

1. Select the **Month** and **Date** of the progress report.
2. Tick the **Content of Discussion**. It can be done in multiple rows.
3. Enter the **Description of Topic or Issue Facing by Student**.
4. Add the attachment if any.
5. Enter the **Advice from Supervisor & List of Action to be taken by student**
6. Add the attachment if any.
7. Click **Save** button if you need to do some more changes. Otherwise click **Submit** button.

7.2.1.1 Add Discussion Detail

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Progress Report History

Monthly Progress Report

List Monthly Progress Report

Thesis Chapter

Monthly Progress Report

Important Notes:

- 1) Student must bring this form to each meeting with the supervisor /Co-supervisor.
- 2) An original copy of the completed form must be returned to the MSU Colombo in end of every month.
- 3) Students are not allowed to hand over the final completed Thesis if he /she does not submit the completed and signed form every month.
- 4) Students should meet supervisor/co-supervisor through the face-to-face, Skype or email at least once a month.

Report Details

Report Status : New
Reference No :
Thesis / Project ID : T20151111001
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Month * : [dropdown]

Notes:

1. Your Monthly Progress Report should be **1 month** after the earliest Supervisor's acceptance date **11-Nov-2015**.
2. Your first expected Monthly Progress Report is **Dec-2015**.

Add Discussion Date Back 1

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Name	Faculty	View Feedback	Status	Last Update

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Progress Report History

Monthly Progress Report

List Monthly Progress Report

Thesis Chapter

Monthly Progress Report

Important Notes:

- 1) Student must bring this form to each meeting with the supervisor /Co-supervisor.
- 2) An original copy of the completed form must be returned to the MSU Colombo in end of every month.
- 3) Students are not allowed to hand over the final completed Thesis if he /she does not submit the completed and signed form every month.
- 4) Students should meet supervisor/co-supervisor through the face-to-face, Skype or email at least once a month.

Report Details

Report Status :
Reference No :
Thesis / Project ID : T20151111001
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Month * : [dropdown]

Notes:

1. Your Monthly Progress Report should be **1 month** after the earliest Supervisor's acceptance date **11-Nov-2015**.
2. Your first expected Monthly Progress Report is **Dec-2015**.

Add Discussion Date Back 2 OK Cancel

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Name	Faculty	View Feedback	Status	Last Update

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Progress Report History Monthly Progress Report List Monthly Progress Report Thesis Chapter

Monthly Progress Report

Discussion Details

Meeting Date *

Meeting Start Time *

Meeting End Time *

Meeting Mode *

Add 3

Searching Results:- 0 record(s) found.

Tick	No	Date *	Start Time *	End Time *	Meeting Mode*
No record found!					

Notes:

1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back Update Delete

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Progress Report History Monthly Progress Report List Monthly Progress Report Thesis Chapter

Monthly Progress Report

✓ Discussion detail has been added successfully.

Discussion Details

Meeting Date * 11-Nov-2015

Meeting Start Time * 09:00 AM

Meeting End Time * 11:00 AM

Meeting Mode * Face to Face

Add

Searching Results:- 1 record(s) found.

Tick	No	Date *	Start Time *	End Time *	Meeting Mode*
<input type="checkbox"/> 5	015	11-Nov-2015	09:00 AM	11:00 AM	Face to Face

Notes:

1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back Update 6 Delete

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Thesis Management and Evaluation System (THEMES) v1.0.0

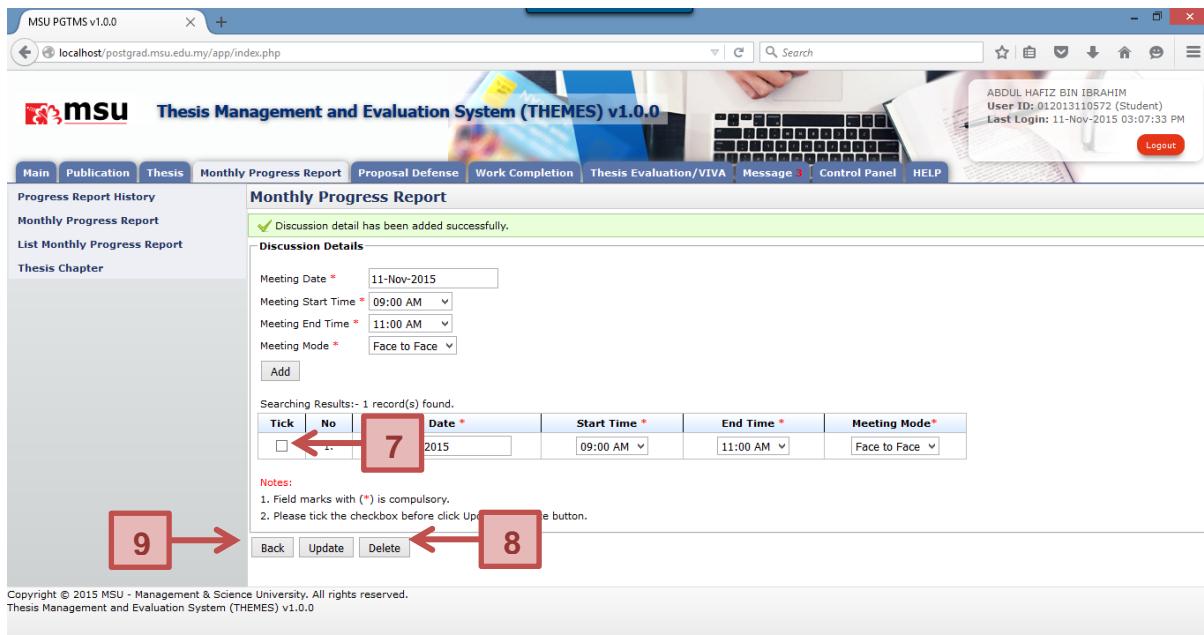
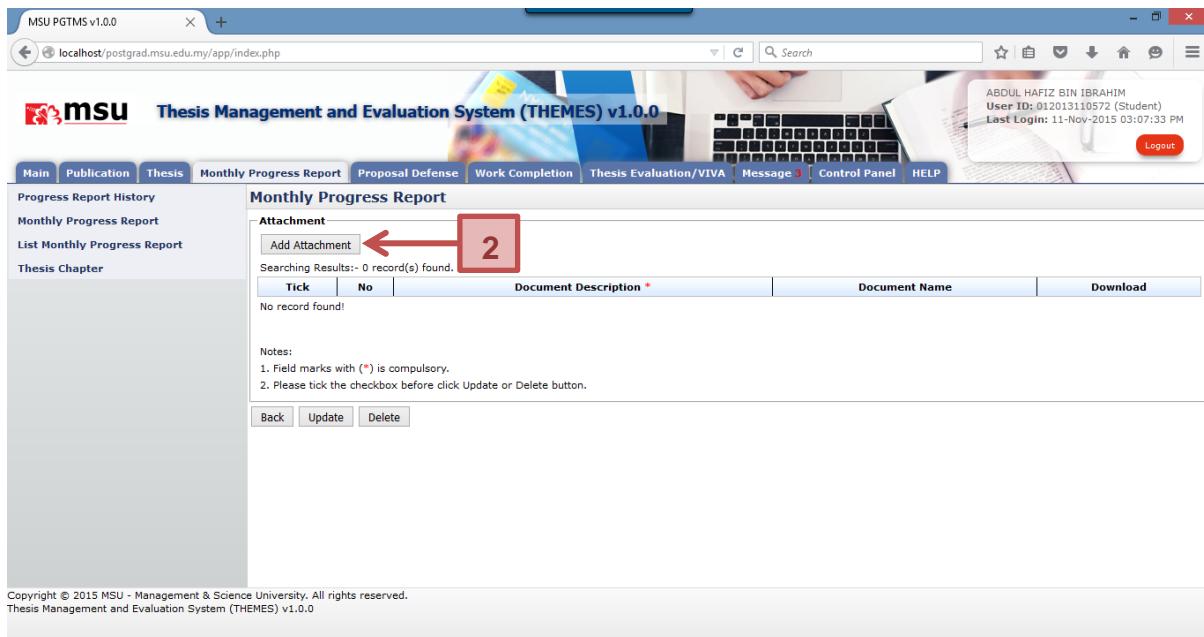
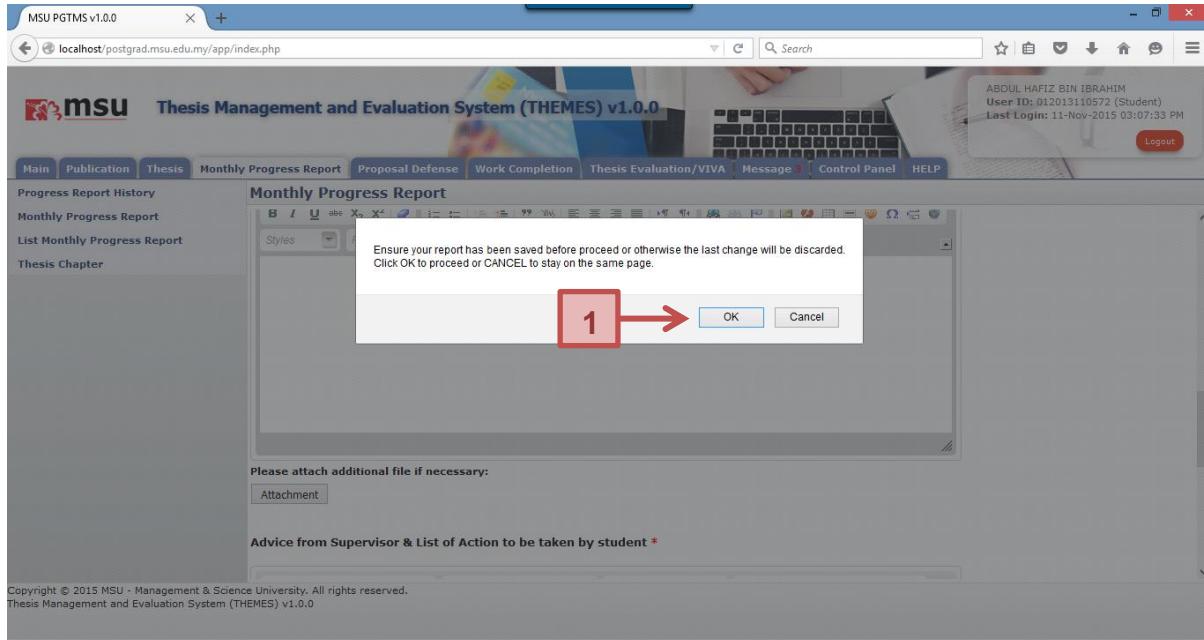


Figure 32: Add Discussion Date

Steps

1. Click on **Add Discussion Date** button to add the detail of the discussion
2. You will be prompt to save the report first before proceed or otherwise the last change will be discarded. Click **OK** button to proceed.
3. Enter the required information i.e. Meeting Date, Meeting Start Time, Meeting End Time and Meeting Mode. Click **Add** button once done.
4. To edit discussion detail, choose **Date**, **Start Time**, **End Time** or **Meeting Mode**. It can be done in multiple rows.
5. Tick on the checkbox. It can be done in multiple rows.
6. Click **Update** button to update the changes.
7. To delete discussion date, tick on the checkbox of the discussion date.
8. Then click **Delete** button to proceed
9. To go back to the previous page, click **Back** button

7.2.1.2 Add Attachment



Picture Upload - Mozilla Firefox

localhost/postgrad.msu.edu.my/app/application/monthlyreport/submit_progress

Upload Attachment

Attachment File : **3** ←

File Description : **4** ←

5 ↑

Untitled Document - Mozilla Firefox

localhost/postgrad.msu.edu.my/app/application/monthlyreport/submit_progress

Attachment Notification

The following file has been uploaded successfully.

Filename: Attachment-Test1.txt

6 ←

Steps

1. You will be prompt to save the report first before proceed or otherwise the last change will be discarded. Click **OK** button to proceed.
2. Click on **Add Attachment** button to add the attachment.
3. Click **Browse** button to browse and select the attachment.
4. Enter the description of the attachment
5. Click on the **Insert Attachment** button to add the attachment into the list.
6. Click **Done** button to close the page.

Next Action

You can proceed to update or delete the attachment.

Warning

No action will be performed if no attachment has been selected.

7.2.1.3 Update Attachment

The screenshot shows a web browser window for 'MSU PGTMS v1.0.0' at 'localhost/postgrad.msu.edu.my/app/index.php'. The page title is 'Thesis Management and Evaluation System (THEMES) v1.0.0'. The navigation menu includes Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 3, Control Panel, and HELP. The 'Monthly Progress Report' tab is active. On the left, there's a sidebar with links for Progress Report History, Monthly Progress Report, List Monthly Progress Report, and Thesis Chapter. The main content area is titled 'Monthly Progress Report' and contains a table under 'Attachment' with the following data:

Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	Attachment 1	Attachment-Test1.txt	
<input type="checkbox"/>	2.	[Empty]	Attachment-Test1.txt	

Below the table, there are notes: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update or Delete button.' At the bottom of the page, there are 'Back', 'Update', and 'Delete' buttons, with 'Update' being highlighted by a red box labeled '3'. The footer includes copyright information: 'Copyright © 2015 MSU - Management & Science University. All rights reserved.' and 'Thesis Management and Evaluation System (THEMES) v1.0.0'.

Prerequisite

The attachment has been added successfully.

Steps

1. Update the **Document Description**.
2. **Tick** the checkbox where the attachment needs to be updated. It can be done in multiple rows.

- Click on the **Update** button to save the changes.

Next Action

You can proceed to submit the monthly progress report.

Warning

System will prompt a notification message if no checkbox has been selected to update.

7.2.1.4 Delete Attachment

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The main menu includes Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message, Control Panel, and HELP. The user is logged in as ABDUL HAFIZ BIN IBRAHIM, User ID: 012013110572 (Student), Last Login: 11-Nov-2015 03:07:33 PM. The Monthly Progress Report section displays a table of attachments:

Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	Attachment 1	Attachment-Test1.txt	
<input type="checkbox"/>	2.		Attachment-Test1.txt	

Notes:
1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Toolbar buttons: Back, Update, Delete. Footer toolbar buttons: Back, Update, Delete.

Prerequisite

The attachment has been added successfully.

Steps

- Tick** the checkbox where the attachment needs to be deleted. It can be done in multiple rows.
- Click on the **Delete** button to delete the attachment from the list.

Next Action

You can proceed to submit the monthly progress report.

Warning

System will prompt a notification message if no checkbox has been selected to delete.

Note

None

7.2.1.5 Delete Discussion Detail

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The main menu includes Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 3, Control Panel, and HELP. The user is logged in as ABDUL HAFIZ BIN IBRAHIM, User ID: 012013110572 (Student), Last Login: 11-Nov-2015 03:07:33 PM. The Monthly Progress Report section displays the following details:

Submitted Date	: 11-Nov-2015
Approved Date	: 11-Nov-2015
Thesis / Project Title	: Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications and Habitat-fishery Interactions in the Chesapeake Bay

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Name	Faculty	Accepted Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Oct-2015
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Oct-2015

Monthly Progress Report Status

Tick	No	Report Month / Year	Reference No	Last Update by Student	Staff ID	Status	Last Update by Supervisor / Co-Supervisor	Action
<input type="checkbox"/>	1.	November 2015	R201511110001	11-Nov-2015 10:02 AM	S012013090015	Draft in Progress by Student	Draft in Progress by Supervisor / Co-Supervisor	Edit Report

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Thesis Management and Evaluation System (THEMES) v1.0.0

Steps

1. Tick the checkbox where the monthly progress report need to be deleted. It can be done in multiple rows.
2. Click on the Delete button to delete the attachment from the list.

Next Action

You can proceed to add another monthly progress report.

Warning

System will prompt a notification message if the monthly progress report being deleted is already submitted.

Note

None

7.2.2 Edit Monthly Progress Report – Draft in Progress

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The top navigation bar includes links for Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 3, Control Panel, and HELP. The user is logged in as ABDUL HAFIZ BIN IBRAHIM, User ID: 012013110572 (Student), Last Login: 11-Nov-2015 03:07:33 PM. The 'Monthly Progress Report' section is active. It shows the following details:

- Submitted Date: 11-Nov-2015
- Approved Date: 11-Nov-2015
- Thesis / Project Title: Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications and Habitat-fishery Interactions in the Chesapeake Bay

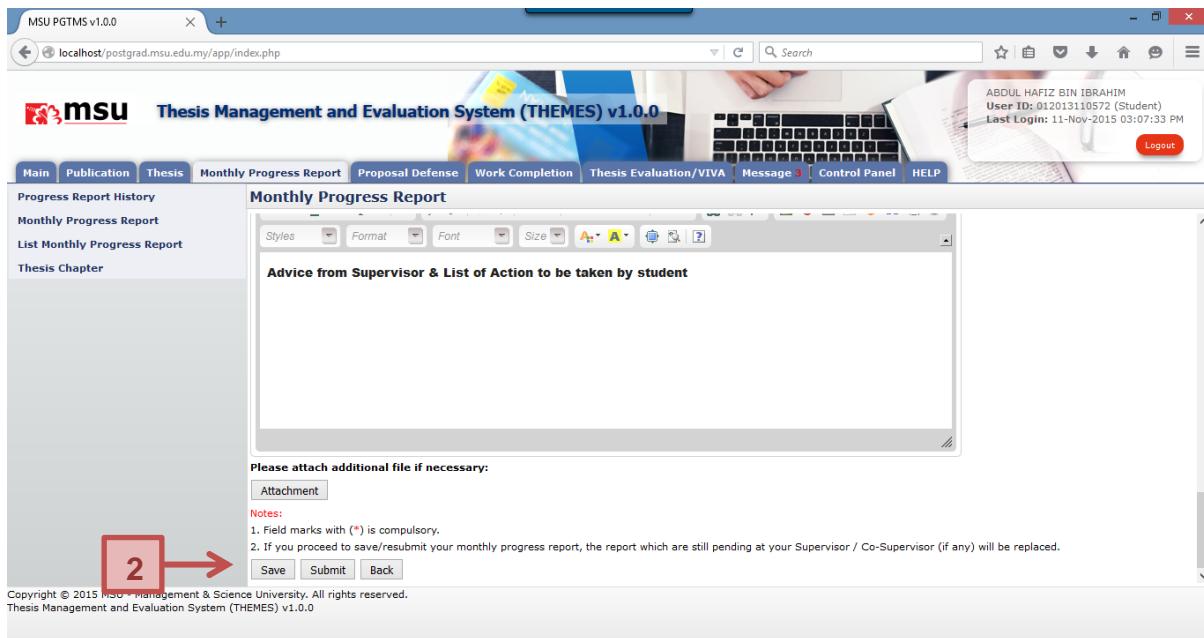
The 'List of Supervisor/Co-Supervisor' table contains two entries:

No	Role	Staff ID	Name	Faculty	Accepted Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Oct-2015
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Oct-2015

The 'Monthly Progress Report Status' table shows one entry:

Tick	No	Report Month / Year	Reference No	Last Update by Student	Staff ID	Status	Last Update by Supervisor / Co-Supervisor	Action
<input type="checkbox"/>	1.	November 2015	R201511110001	11-Nov-2015 10:02 AM	S012013090015	Draft in Progress by Student	Draft in Progress by Supervisor / Co-Supervisor	Edit Report

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Steps

1. Click on the **Edit Report** link to edit the saved monthly progress report
2. Edit the report. Once done click on **Save** button if need some more changes. Otherwise click on **Submit** button to submit the report to the Supervisor.

Next Action

You can proceed to add another monthly progress report.

Warning

None

Note

None

7.2.3 Edit Monthly Progress Report – Request Changes

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The top navigation bar includes links for Main, Publication, Thesis, Monthly Progress Report (which is highlighted), Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message (with 5 notifications), Control Panel, and HELP. The user is logged in as ABDUL HAFIZ BIN IBRAHIM, User ID: 012013110572 (Student), Last Login: 11-Nov-2015 06:17:54 PM, with a Logout button.

The 'Monthly Progress Report' page displays the following details:

- Submitted Date: 11-Nov-2015
- Approved Date: 11-Nov-2015
- Thesis / Project Title: Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications and Habitat-fishery Interactions in the Chesapeake Bay

The 'List of Supervisor/Co-Supervisor' table contains two entries:

No	Role	Staff ID	Name	Faculty	Accepted Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Oct-2015
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Oct-2015

The 'Monthly Progress Report Status' table shows the following data:

Tick	No	Report Month / Year	Reference No	Last Update by Student	Staff ID	Status	Last Update by Supervisor / Co-Supervisor	Action
<input type="checkbox"/>	1.	November 2015	R201511110001	11-Nov-2015 10:12 AM	S012013100003	Approved	15 10:17 AM	Edit Report
<input type="checkbox"/>	2.	November 2015	R201511110001	11-Nov-2015 10:12 AM	S012013090015	Request Changes	15 10:17 AM	Edit Report

At the bottom, there are 'New Report' and 'Delete Report' buttons. A red box highlights the 'Edit Report' link in the second row of the status table, and a red arrow points to it from the number '2'.

Figure 33: Edit Report

Steps

1. Click on the **Edit Report** link to edit the monthly progress report which is under status **Change Request**.
2. Edit the report. Once done click on **Save** button if need some more changes. Otherwise click on **Submit** button to submit the report to the Supervisor.

Next Action

You can keep checking the status of the report. If it is approved already then no further action required, otherwise you need to amend and resubmit the report if it is required changes.

Warning

None

Note

None

7.3 Progress Report History

This feature will allow the user to view the history progress of the monthly report starting from its submission until approval stage.

Screenshot 1 (Empty History):

No.	ID	Thesis / Project ID	Thesis / Project Title	Reference No.	Student Status	Supervisor Status	Record Status
You don't have progress report history to view!							

Screenshot 2 (List of 13 Records):

No.	ID	Thesis / Project ID	Thesis / Project Title	Reference No.	Student Status	Supervisor Status	Record Status
1.	20151111013	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:51 AM	Approved 11-Nov-2015 10:51 AM	AYE AYE KHIN
2.	20151111012	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:51 AM	Pending	ADEL AKHAVANMALAYERI
3.	20151111011	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:51 AM	Pending	AYE AYE KHIN
4.	20151111010	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:51 AM	Request Changes 11-Nov-2015 10:50 AM	AYE AYE KHIN
5.	20151111009	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:50 AM	Pending	ADEL AKHAVANMALAYERI
6.	20151111008	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:50 AM	Pending	ADEL AKHAVANMALAYERI
7.	20151111007	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications Read more...	R201511110001	Submitted / Resubmitted 11-Nov-2015 10:50 AM	Pending	ADEL AKHAVANMALAYERI

Figure 34: Progress Report History

Prerequisite

At least one monthly progress report has been submitted by the student.

Steps

1. Click on the **Monthly Progress Report** at the Top Panel.
2. Click on the **Monthly Progress Report** at the Left Panel
3. By default the system will show no history records on the **Working Area** section.
4. You can list the record by providing the search criteria or just click the **Search** button.
5. The search result will be displayed accordingly.
6. Click on the **Thesis ID** link if to view the thesis detail.
7. Click on the **Reference No** link if to view the monthly progress report detail.

Next Action

None

Warning

None

Note

None

8 PROPOSAL DEFENCE

8.1 Defence Proposal

The screenshot shows a web browser window for 'MSU PGTMIS v1.0.0' at 'localhost/postgrad.msu.edu.my/app/index.php'. The top navigation bar includes links for Main, Publication, Thesis, Monthly Progress Report, **Proposal Defense**, Work Completion, Thesis Evaluation/VIVA, Message, Control Panel, and HELP. A user profile is visible in the top right corner. The left sidebar has two items: 'Defense Proposal' (highlighted by a red box with '2') and 'Defense Proposal History'. The main working area displays the 'Defense Proposal' page with sections for 'List of Defence Proposal' and 'List of Supervisor/Co-Supervisor'. It also includes 'Defence Proposal Status' and notes about deleting proposals. At the bottom are buttons for 'New Defence Proposal' and 'Delete Defence Proposal'.

Prerequisite

1. The Faculty has scheduled the Proposal Defence for the student.
2. The Supervisor / Co-Supervisor have accepted the invitation.
3. The Supervisor has recommended the suitable Proposal Defence date to the student

Steps

1. Click on the **Proposal Defence** tab on the Top Panel.
2. Click on the **Defence Proposal** link on the Left Panel.
3. The system will display the Proposal Defence page on the Working Area section.

Next Action

1. Create New Defence Proposal
2. Delete Defence Proposal

Warning

System will prompt a notification message if

1. The Supervisor / Co-Supervisor do not accepted the invitation yet
2. The Defence Proposal date is not scheduled yet.

Note

None

8.1.1 New Defence Proposal

This feature allows the student to submit a defence proposal to the Supervisor for review and approval.

The screenshot shows a web browser window for 'MSU PGTMS v1.0.0' at 'localhost/postgrad.msu.edu.my/app/index.php'. The top navigation bar includes links for Main, Publication, Thesis, Monthly Progress Report, Proposal Defense (which is highlighted in blue), Work Completion, Thesis Evaluation/VIVA, Message (with 8 notifications), Control Panel, and HELP. A user profile for 'ABDUL HAFIZ BIN IBRAHIM' is shown on the right. The main content area is titled 'Defense Proposal' and displays a table titled 'List of Supervisor/Co-Supervisor' with two rows:

No	Role	Staff ID	Supervisor / Co-Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Oct-2015 07:08AM
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Oct-2015 07:07AM

Below this is a section titled 'Defence Proposal Status' with a table showing 'No record(s) found.' A red box highlights the number '1' next to a 'Delete Defence Proposal' button. A note below the table states: '1. Defence Proposal can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode). 2. The deletion of the Defence Proposal will be applied to the proposal with the same Reference No.'

MSU PGTMS v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Defense Proposal History

Defense Proposal

Defense Proposal Details

Report Status : New
Reference No :
Thesis / Project ID : T20151111001
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule * : (highlighted by a red box)

Notes:
1. The recommended date to have Defence Proposal is after 47 days starting from submission date.

Publication Conference Back

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty	View Feedback	Proposed Status	Last Update
1.	Supervisor Main 11-Oct-2015	S012013090015	AYE AYE KHIN	FBMP		Expecting Work Completion	
	Co-Supervisor	S012013100002	ABDUL HAFIZ BIN IBRAHIM	FBMP		Expecting Work	

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MSU PGTMS v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Defense Proposal History

Defense Proposal

To be completed by candidate:
Work Achievement *

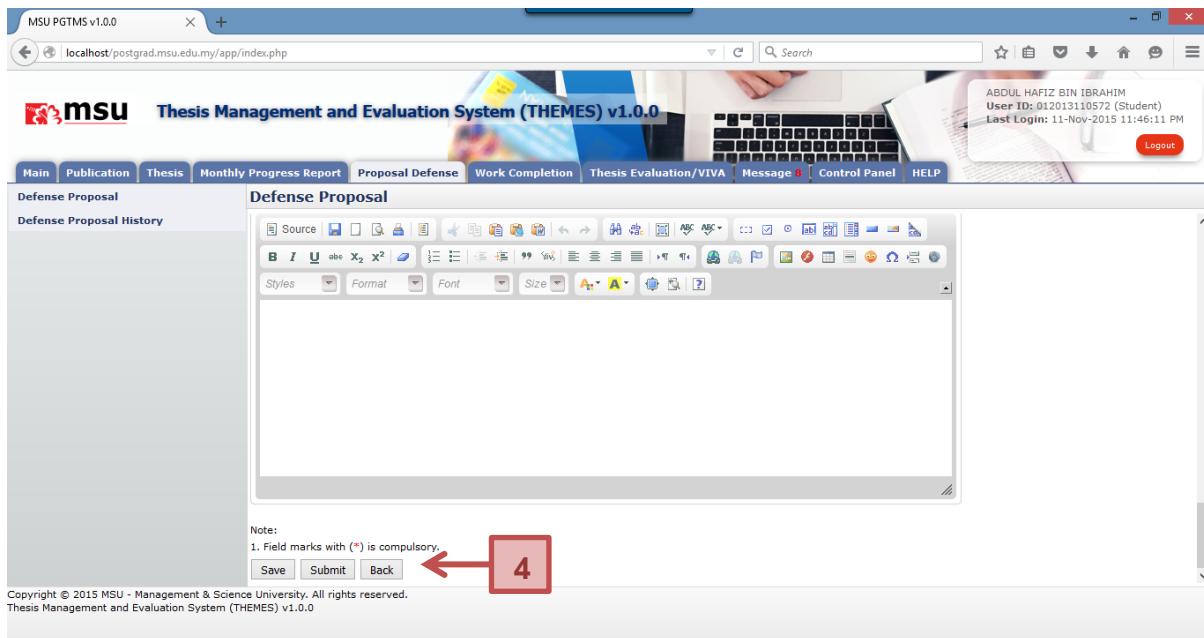
Chapter I. 11111 , Subchapter I. 111111

Planned Date :

Completion Date : (highlighted by a red box)

Description of Work

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Steps

1. Click on **New Proposal** button to create the defence proposal.
2. The system will open the Defence Proposal page. Select the **Defence Proposal** date from the **Evaluation Schedule** dropdown.
3. Enter the **Work Achievement** details which consist of Planned Date, Completion Date and Description of Work.
4. Click on **Save** button if there is further change is required or otherwise click on **Submit** button to submit the Defence Proposal to the Supervisor.

Next Action

1. Create New Defence Proposal
2. Delete Defence Proposal

Warning

System will prompt a notification message if the Defence Proposal date and Work Achievement are empty before the submission.

Note

None

8.1.1.1 Add Publication

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Defense Proposal

Defense Proposal History

Defense Proposal

Defence Proposal Details

Report Status : New

Reference No :

Theis / Project ID : T20151111001

Student Matrix No : 012013110572

Student Name : ABDUL HAFIZ BIN IBRAHIM

Evaluation Schedule * :

Notes:
1. The recommended date to have Defence Proposal is after 47 days starting from submission date.

1

Publication Conference Back

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty	View Feedback	Proposed Status	Last Update
1.	Supervisor Main 11-Oct-2015	S012013090015	AYE AYE KHIN	FBMP		Expecting Work Completion	
	Co-Supervisor	S012013100002	ANSEL AVAIAVANAL AVANT	TMC		Expecting Work	

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MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Defense Proposal

Defense Proposal History

Defense Proposal

Publications

[Select From Manage Publication] 2

ISSN No. :

Volume :

Issue :

Published Date :

Publication Title :

Publication Name :

Type of Publication :

Website :

Country :

Add Back

Searching Results: 0 record(s) found.

Tick No Published Date Publication Detail

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MSU PGTM v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Defense Proposal Defense Proposal History

Publications

Select Publication
Please enter searching criteria below to find the record:-

ISSN :	Volume :
Volume :	Issue :
Issue :	Title :
Keyword :	<input type="button" value="Search"/> Note: If no entry is provided, it will search all.

Searching Results:- 3 record(s) found.

No	ISSN	Volume	Issue	Title	Publisher
1.	1212112	2	12121	sdfsdfsd	Pelangi
2.	2222	2	2222	2222	Pelangi
3.	11111	1	11111	1111	Fajar Bakti

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MSU PGTM v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Defense Proposal Defense Proposal History

[Select From Manage Publication]

ISSN No.	: 1212112
Volume	: 2
Issue	: 12121
Published Date	: 28-Oct-2015
Publication Title	: sdfsdfsd
Publication Name	: Pelangi
Type of Publication	: Article
Website	: sadsadfs
Country	: Malaysia

Searching Results:- 0 record(s) found.

<input type="checkbox"/> Tick	<input type="checkbox"/> No	<input type="button" value="Published Date"/>	<input type="button" value="Publication Detail"/>
-------------------------------	-----------------------------	---	---

No record found!

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Thesis Management and Evaluation System (THEMES) v1.0.0

localhost/postgrad.msu.edu.my/app/application/defense/select_publication.php

Prerequisite

The publication has been added by the student via Manage Publication.

Steps

- Click on **Publication** button to add the publication.

2. The system will open the Publication page. Click on **Select From Manage Publication** to open another page to list the already added publication.
3. Enter the searching criteria or just click the button to get the search result.
4. Click on the **ISSN number** on the ISSN **Search** column to populate the record into the Publication detail page.
5. Click **Add** button to add the publication detail into the Publication List

Next Action

1. Add another Publication
2. Delete Publication

Warning

System will prompt a notification message if no publication has been selected before the addition.

Note

None

8.1.1.2 Delete Publication

The screenshot shows a web-based application for managing thesis publications. At the top, there's a navigation bar with links like Main, Publication, Thesis, Monthly Progress Report, etc. Below the navigation, there's a form for adding a new defense proposal with fields for Publication Title, Name, Type, Website, and Country. To the right of this form, a table displays existing publications. The table has columns for Tick (checkbox), No (row number), Published Date, and Publication Detail. One row is shown with the following details:

Tick	No	Published Date	Publication Detail						
<input type="checkbox"/>	1.	28-Oct-2015	<table border="1"><tr><td>Title</td><td>sdfsd</td></tr><tr><td>Publication Name</td><td>Pelangi</td></tr><tr><td>Publication Type</td><td>Article</td></tr></table>	Title	sdfsd	Publication Name	Pelangi	Publication Type	Article
Title	sdfsd								
Publication Name	Pelangi								
Publication Type	Article								

Below the table, there are two numbered callouts: '1' points to the checkbox in the first row of the table, and '2' points to the 'Delete' button located at the bottom of the table's data area.

Prerequisite

The publication has been added by the student into the Publication List via Manage Publication.

Steps

1. Tick the checkbox which the publication is going to be deleted.
2. Click **Delete** button to delete the publication from the Publication List

Next Action

Add another Publication or back to the Defence Proposal page.

Warning

System will prompt a notification message if no publication has been selected before the deletion.

Note

None

8.1.1.3 Add Conference

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The main menu bar includes Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message, Control Panel, and HELP. The user is logged in as ABDUL HAFIZ BIN IBRAHIM, User ID: 012013110572 (Student), Last Login: 11-Nov-2015 11:46:11 PM. The current page is 'Defense Proposal'. In the 'Defense Proposal Details' section, the 'Report Status' is New, Reference No. is blank, Thesis / Project ID is T20151111001, Student Matrix No. is 012013110572, Student Name is ABDUL HAFIZ BIN IBRAHIM, and the 'Evaluation Schedule *' dropdown is empty. A note states: 'Notes: 1. The recommended date to have Defence Proposal is after 47 days starting from submission date.' Below this, there are 'Proposed' and 'Conference' buttons, with 'Proposed' being highlighted with a red box and arrow. The 'Conference' button is also highlighted with a red box and arrow. The 'List of Supervisor/Co-Supervisor' table shows one supervisor entry:

No	Role / Acceptance Date	Staff ID	Name	Faculty	View Feedback	Proposed Status	Last Update
1.	Supervisor Main 11-Oct-2015	S012013090015	AYE AYE KHIN	FBMP		Expecting Work Completion	
	Co-Supervisor	S012013100002	ANDI AKUWAN AMALIAH AFIQAH	TMC		Expecting Work	

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Thesis Management and Evaluation System (THEMES) v1.0.0

The screenshot shows a web browser window for 'MSU PGTMS v1.0.0' at 'localhost/postgrad.msu.edu.my/app/index.php'. The title bar says 'EKLAS'. The main header includes the MSU logo, the system name 'Thesis Management and Evaluation System (THEMES) v1.0.0', and a user profile for 'ABDUL HAFIZ BIN IBRAHIM' with a 'Logout' button. The navigation menu has tabs: Main, Publication, Thesis, Monthly Progress Report, **Proposal Defense**, Work Completion, Thesis Evaluation/VIVA, Message (0), Control Panel, HELP. The current page is 'Defense Proposal'. It contains a form titled 'Participation In Conference' with fields for Conference*, Location*, Start Date*, End Date*, Presentation (Y/N)* (radio buttons for Yes and No selected), and Title of Presentation*. Below the form is a table with columns: Tick, No, Conference / Location*, Start Date / End Date*, Presentation (Y/N)*, and Title of Presentation*. A note says 'No record found!'. At the bottom left are notes: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update or Delete button.' A red box with the number '2' is overlaid on the 'Add' button.

Prerequisite

None

Steps

1. Click on **Conference** button to add the conference detail.
2. The system will open the Conference page. Provide the detail and click **Add** button to add it into the list.

Next Action

1. Add another Conference
2. Update Conference
3. Delete Conference

Warning

System will prompt a notification message if mandatory field indicated by the asterisk (*) is left blank before the addition.

Note

None

8.1.1.4 Edit Conference

The screenshot shows the 'Defense Proposal' section of the system. At the top, there are fields for 'Start Date' and 'End Date'. Below these are fields for 'Presentation (Y/N)' (radio buttons for Yes and No, with 'Yes' selected), and 'Title of Presentation'. An 'Add' button is present. A message indicates 'Searching Results:- 1 record(s) found.' Below this is a table with columns: 'Tick', 'No.', 'Conference / Location', 'Start Date / End Date', 'Presentation (Y/N)', and 'Title of Presentation'. One row is shown, detailing a conference from 19-Nov-2015 to 19-Nov-2015, titled 'Business Economics Social Science & Humanities' in 'Bangkok, Thailand'. At the bottom of the page, there are 'Notes' and three buttons: 'Back', 'Update', and 'Delete'.

Prerequisite

The conference has been added by the student.

Steps

1. Update the conference detail. It can be done in multiple rows.
2. Tick the checkbox for the conference which has been updated. It can be done in multiple rows.
3. Click the **Update** button to save the changes.

Next Action

1. Add another Conference
2. Update Conference

3. Delete Conference

Warning

System will prompt a notification message if mandatory field indicated by the asterisk (*) is left blank before the addition.

Note

None

8.1.1.5 Delete Conference

The screenshot shows the 'Defense Proposal' section of the system. At the top, there are input fields for 'Start Date' and 'End Date', and a radio button group for 'Presentation (Y/N)' with 'No' selected. Below these are fields for 'Title of Presentation' and an 'Add' button. A search result table is displayed, showing one record found. The table has columns: Tick, No, Conference / Location, Start Date / End Date, Presentation (Y/N), and Title of Presentation. The record listed is 'Business Economics Social Science & Humanities' from 'Bangkok, Thailand' on '19-Nov-2015'. The 'Presentation (Y/N)' column shows 'Yes' as the selected option. At the bottom of the table, there are notes: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update or Delete button.' Below the table are buttons for 'Back', 'Update', and 'Delete'. A red box labeled '1' points to the checkbox in the 'Tick' column of the table. A red box labeled '2' points to the 'Delete' button.

Prerequisite

The conference has been added by the student.

Steps

1. Tick the checkbox for the conference which is going to be deleted. It can be done in multiple rows.

2. Click the **Delete** button to delete the conference from the list.

Next Action

1. Add another Conference
2. Update another Conference
3. Delete another Conference

Warning

System will prompt a notification message if mandatory field indicated by the asterisk (*) is left blank before the addition.

Note

None

8.1.2 Delete Defence Proposal

The screenshot shows the 'Defense Proposal History' section of the system. It displays a table with two rows of defence proposal data. The columns include Tick, No, Reference No, Evaluation Schedule, Last Update by Student, Supervisor / Co-Supervisor Name, Last Update by Supervisor / Co-Supervisor, Evaluation Status, and Action. The first proposal has a 'Draft in Progress by Student' status. The second proposal also has a 'Draft in Progress by Student' status. At the bottom of the table, there is a note about deleting defence proposals and two buttons: 'New Defence Proposal' and 'Delete Defence Proposal'.

Defense Proposal Status								
Searching Results - 2 record(s) found.								
Tick	No	Reference No	Evaluation Schedule	Last Update by Student	Supervisor / Co-Supervisor Name	Last Update by Supervisor / Co-Supervisor	Evaluation Status	Action
<input type="checkbox"/>	1.	D201511120001	18-Nov-2015, 08:30AM to 10:30AM	12-Nov-2015 01:58AM	AYE AYE KHIN S012013090015	Draft in Progress by Student	<input type="checkbox"/>	Edit
<input type="checkbox"/>	2.	D201511120001	18-Nov-2015, 08:30AM to 10:30AM	12-Nov-2015 01:58AM	ADEL AKHAVANMALAYERI S012013100003	Draft in Progress by Student	<input type="checkbox"/>	Edit

Notes:
1. Defence Proposal can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode).
2. The deletion of the Defence Proposal will be applied to the proposal with same Reference No.

New Defence Proposal | Delete Defence Proposal

Prerequisite

The Defence Proposal has been saved for more changes.

Steps

1. The Defence Proposal status must be in **Draft in Progress by Student**.
2. Tick the checkbox for which the Defence Proposal is going to be deleted.
3. Click **Delete Defence Proposal** button to delete the defence proposal from the list.

Next Action

Create another New Defence Proposal.

Warning

System will prompt a notification message if

1. No Defence Proposal has been selected before the deletion.
2. The selected Defence Proposal to be deleted is already submitted to the Supervisor

Note

1. Defence Proposal can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode).
2. The deletion of the Defence Proposal will be applied to the proposal with the same Reference Number.

8.1.3 Edit Defence Proposal

MSU PGTM v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Defense Proposal Defense Proposal

Defense Proposal Status

Searching Results - 2 record(s) found.

Tick	No	Reference No	Evaluation Schedule	Last Update by Student	Supervisor / Co-Supervisor Name	Last Update by Supervisor / Co-Supervisor	Evaluation Status	Action
<input type="checkbox"/>	1.	D201511120001 Draft in Progress by Student	18-Nov-2015, 08:30AM to 10:30AM	12-Nov-2015 01:58AM	AYE AYE KHIN S012013090015	Draft in Progress by Student	1 → Edit	
<input type="checkbox"/>	2.	D201511120001 Draft in Progress by Student	18-Nov-2015, 08:30AM to 10:30AM	12-Nov-2015 01:58AM	ADEL AKHAVANMALAYERI S012013100003	Draft in Progress by Student	Edit	

Notes:

1. Defence Proposal can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode).
2. The deletion of the Defence Proposal will be applied to the proposal with the same Reference No.

New Defence Proposal Delete Defence Proposal

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTM v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Defense Proposal Defense Proposal

Source

Work achievement

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

Save Submit Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

Prerequisite

The Defence Proposal has been saved for more changes.

Steps

1. The Defence Proposal status must be in **Draft in Progress by Student**.
2. Click **Edit** link from the list. The Defence Proposal page will be displayed.
3. Edit the defence proposal and Click **Save** button if need to have further changes or otherwise click **Submit** button to submit it to the Supervisor.

Next Action

1. If the Defence Proposal in Edit mode, proceed with the changes and submit it once done.
2. If the Defence Proposal is already submitted, keep checking the status for the necessary action.

Warning

System will prompt a notification message if mandatory field indicated by asterisk (*) is left blank or unselected.

Note

None

8.2 Defence Proposal History

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Logout

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 12-Nov-2015 09:38:39 AM

Defense Proposal History

List of Student

Please enter searching criteria below:

Supervisor / Co-Supervisor Name :

Staff ID :

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

Searching Results:- 2 record(s) found.

No.	Thesis / Project ID	Thesis Title	Supervisor / Co-Supervisor	Reference No	Defense Date	History Detail
1.	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications ... Read more	AYE AYE KHIN (S012013090015)	D201511120001	18-Nov-2015	View
2.	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications ... Read more	ADEL AKHAVANMALAYERI (S012013100003)	D201511120001	18-Nov-2015	View

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Thesis Management and Evaluation System (THEMES) v1.0.0

Prerequisite

At least the Defence Proposal has been created (in progress status) by the student.

Steps

1. Click on the Proposal Defence tab on the Top Panel
2. Click on the Defence Proposal History on the Left Panel. The Defence History page is displayed on the Working Area section
3. Click on the View link at the history list to get the detail information.

Next Action

None

Warning

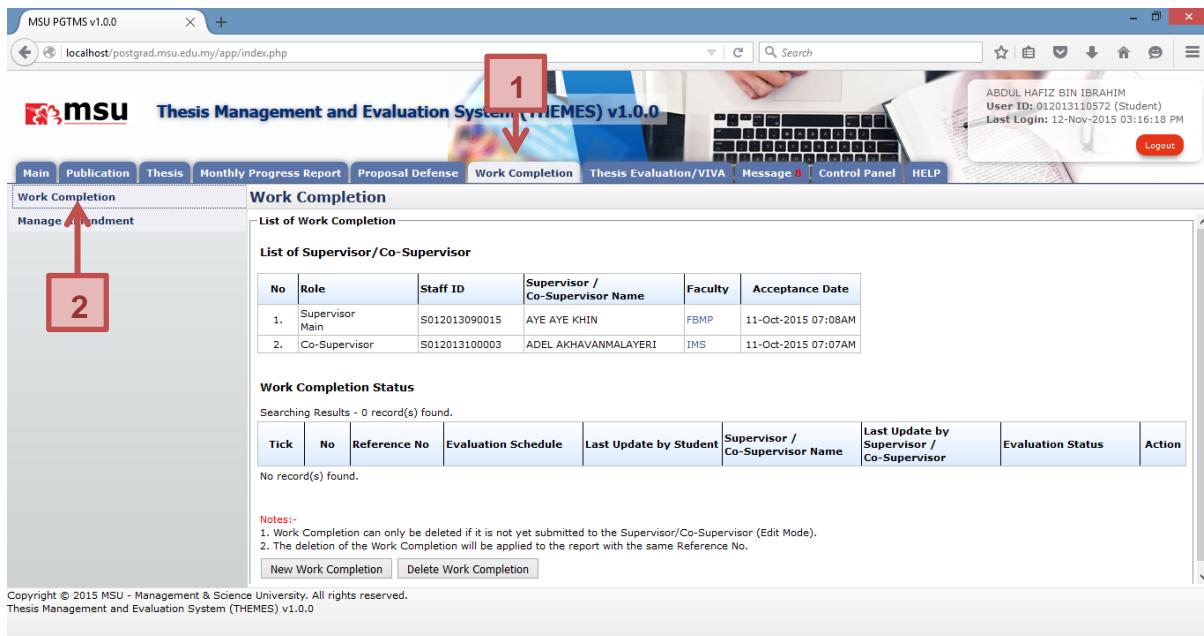
None

Note

None

9 WORK COMPLETION

9.1 Work Completion



The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. At the top, there is a header bar with the MSU logo, the system name, and a user profile. Below the header is a navigation bar with links: Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message, Control Panel, and HELP. The 'Work Completion' link in the navigation bar is highlighted with a red box and the number '1'. On the left side, there is a sidebar with a menu: Work Completion (which is also highlighted with a red box and the number '2'), Manage, and Endorsement. The main working area displays a table titled 'List of Supervisor/Co-Supervisor' with two rows of data. Below the table is a section titled 'Work Completion Status' with a note stating 'No record(s) found.' At the bottom of the page, there are buttons for 'New Work Completion' and 'Delete Work Completion'.

Prerequisite

1. The Faculty has scheduled the Work Completion session for the student.
2. The Supervisor / Co-Supervisor have accepted the invitation.
3. The Supervisor has recommended the suitable Work Completion date to the student

Steps

1. Click on the **Work Completion** tab on the Top Panel.
2. Click on the **Work Completion** link on the Left Panel.
3. The system will display the **Work Completion** page on the Working Area section.

Next Action

1. The student can create New Work Completion
2. The student can delete Work Completion

Warning

System will prompt a notification message if

1. The Supervisor / Co-Supervisor do not accept the invitation yet
2. The Defence Proposal date is not scheduled yet by Faculty
3. The Defence Proposal date is not recommended yet by Supervisor

Note

None

9.1.1 New Work Completion

This feature allows the student to submit a work completion to the Supervisor for review and approval.

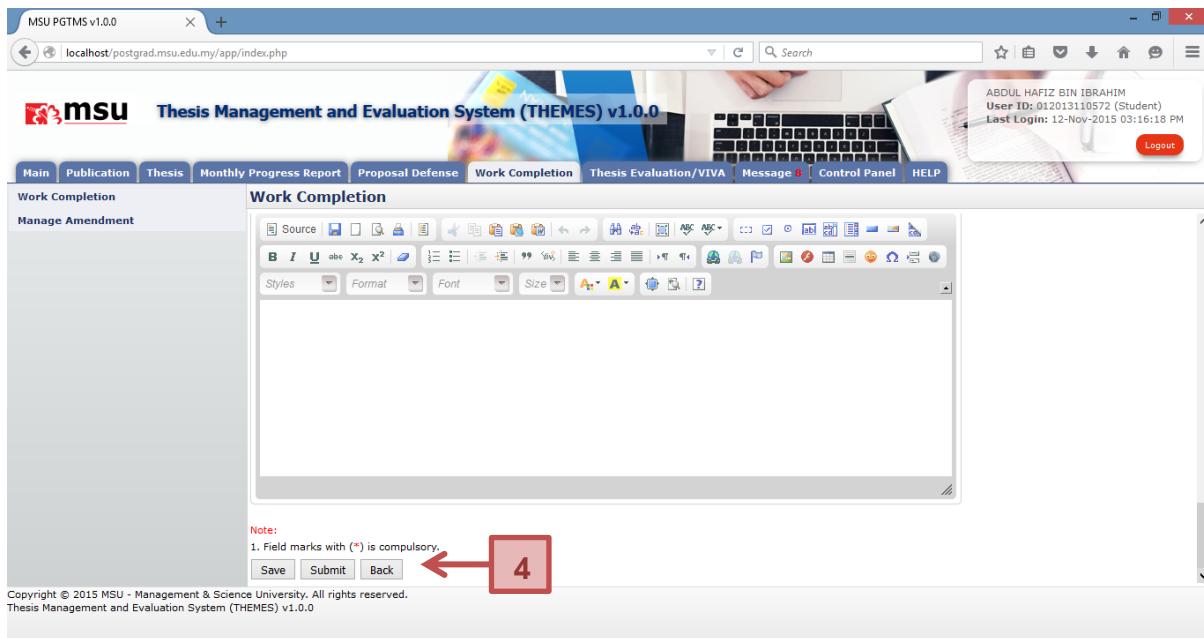
The screenshot shows the 'Work Completion' tab selected in the navigation bar. Below it, a table lists 'Supervisor/Co-Supervisor' information:

No	Role	Staff ID	Supervisor / Co-Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	11-Oct-2015 07:08AM
2.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	11-Oct-2015 07:07AM

Below the table, a 'Work Completion Status' section shows a table with one record. A red box highlights the number '1' next to the 'New Work Completion' button. A note below the table states: '1. Work Completion can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode). 2. The deletion of the Work Completion will be applied to the report with the same Reference No.'

The screenshot shows the 'Work Completion' section of the system. It includes fields for Report Status (New), Reference No., Thesis / Project ID (T20151111001), Student Matrix No (012013110572), Student Name (ABDUL HAFIZ BIN IBRAHIM), and Evaluation Schedule * (a dropdown menu). A note below states: '1. The recommended date to have Work Completion is after 47 days starting from submission date.' A red box labeled '2' points to the 'Evaluation Schedule *' dropdown.

The screenshot shows the 'Work Completion' section. It displays a table of supervisor information and a 'To be completed by candidate: Work Achievement *' section. Under 'Work Achievement *', there is a 'Chapter I. 11111 , Subchapter I. 111111' section. Below it are fields for 'Planned Date' and 'Completion Date'. A red box labeled '3' points to the 'Planned Date' field. A rich text editor toolbar is visible below the achievement section.



Steps

1. Click on **New Work Completion** button to create the work completion.
2. The system will open the Work Completion page. Select the **Work Completion** date from the **Evaluation Schedule** dropdown.
3. Enter the **Work Achievement** details which consist of Planned Date, Completion Date and Description of Work.
4. Click on **Save** button if there is further change is required or otherwise click on **Submit** button to submit the Work Completion to the Supervisor.

Next Action

1. Create New Work Completion
2. Delete Work Completion

Warning

System will prompt a notification message if the Work Completion date and Work Achievement are empty before the submission.

Note

None

9.1.1.1 Add Publication

MSU PGTM v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Details

Report Status : New
Reference No :
Thesis / Project ID : T20151111001
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule * :

Notes:
1. The recommended date to have Work Completion is after 47 days starting from submission date.

1

Publication Conference Back

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty	View Feedback	Proposed Status	Last Update
1.	Supervisor Main 11-Oct-2015	S012013090015	AYE AYE KHIN	FBMP		Expecting Work Completion	
	Co-Supervisor	S012013100002	ANITA KAVAIYANNAI AVANT	TMC		Expecting Work	

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTM v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Publications

[Select From Manage Publication]

ISSN No.
Volume
Issue
Published Date
Publication Title
Publication Name
Type of Publication
Website
Country
Add

Searching Results:- 1 record(s) found.

Tick	No	Published	Publication Detail
<input type="checkbox"/>	1	2015-10-11	AYE AYE KHIN

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMIS v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment

Publications

Select Publication
Please enter searching criteria below to find the record:-

ISSN :	Volume :	Issue :	Title :
Keyword :	Search Note: If no entry is provided, it will search all.		

Searching Results:- 0 record(s) found.

No	ISSN	Volume	Issue	Title	Publisher
No record(s) found.					

Possible Reason:-
1. It could be your Publication is not in the list yet. Please provide it via Manage Publication.

Close

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMIS v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment

Publications

Select From Manage Publication

ISSN No.	1212112
Volume	2
Issue	12121
Published Date	28-Oct-2015
Publication Title	sdfsdafsd
Publication Name	Pelangi
Type of Publication	Article
Website	sadsadfs
Country	Malaysia

Add

Searching Results:- 1 record(s) found.

Tick	No	Published Date	Publication Detail

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Thesis Management and Evaluation System (THEMES) v1.0.0

localhost/postgrad.msu.edu.my/app/application/work/select_publication.php

Prerequisite

The publication has been added by the student via Manage Publication.

Steps

1. Click on **Publication** button to add the publication.

2. The system will open the Publication page. Select **Select From Manage Publication** to open another page to list the already added publication.
3. Enter the searching criteria or just click the button to get the search result.
4. Click on the **ISSN number** on the ISSN **Search** column to populate the record into the Publication detail page.
5. Click **Add** button to add the publication detail into the Publication List

Next Action

1. Add another Publication
2. Delete Publication

Warning

System will prompt a notification message if no publication has been selected before the addition.

Note

None

9.1.1.2 Delete Publication

The screenshot shows the 'Work Completion' section of the system. It includes fields for Publication Title, Publication Name, Type of Publication, Website, and Country. Below these is an 'Add' button. A search results table is displayed, showing one record found. The table has columns for Tick, No, Date, and Publication Detail. The record shown is: Title - sdfsdfsd, Publication Name - Pelangi, Publication Type - Article. At the bottom of the table, there are 'Notes:' and two buttons: 'Delete' and 'Back'. The 'Delete' button is highlighted with a red box and arrow.

Prerequisite

The publication has been added by the student into the Publication List via Manage Publication.

Steps

1. Tick the checkbox which the publication is going to be deleted.
2. Click **Delete** button to delete the publication from the Publication List

Next Action

Add another Publication or back to the Defence Proposal page.

Warning

System will prompt a notification message if no publication has been selected before the deletion.

Note

None

9.1.1.3 Add Conference

The screenshot shows the MSU PGTMS v1.0.0 interface. The top navigation bar includes links for Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message, Control Panel, and HELP. The user is logged in as ABDUL HAFIZ BIN IBRAHIM, User ID: 012013110572 (Student), Last Login: 12-Nov-2015 03:16:18 PM. The current page is 'Work Completion'. The 'Work Completion Details' section displays report status as 'New', reference number as 'T20151111001', thesis/project ID as 'T20151111001', student matrix number as '012013110572', student name as 'ABDUL HAFIZ BIN IBRAHIM', and evaluation schedule as ' '. A note below states: '1. The recommended date to have Work Completion is after 47 days starting from submission date.' Below this, there are buttons for 'Publication' (with a question mark icon), 'Conference', and 'Back'. The 'List of Supervisor/Co-Supervisor' table shows one entry: '1. Main Supervisor 11-Oct-2015 S012013090015 AYE AYE KHIN FBMP Expecting Work Completion'. At the bottom, a copyright notice reads: 'Copyright © 2015 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0'.

The screenshot shows the 'Work Completion' section of the system. At the top right, a user profile for 'ABDUL HAFIZ BIN IBRAHIM' is displayed. Below the navigation bar, there's a search bar and a message box. The main area is titled 'Participation In Conference'. It contains fields for 'Conference', 'Location', 'Start Date', 'End Date', 'Presentation (Y/N)', and 'Title of Presentation'. An 'Add' button is located at the bottom left of this form. Below the form, a table header for 'Searching Results:- 0 record' is shown with columns: Tick, No, Conference / Location, Start Date / End Date, Presentation (Y/N), and Title of Presentation. A note at the bottom states: '1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.'

Prerequisite

None

Steps

1. Click on **Conference** button to add the conference detail.
2. The system will open the Conference page. Provide the detail and click **Add** button to add it into the list.

Next Action

1. Add another Conference
2. Update Conference
3. Delete Conference

Warning

System will prompt a notification message if mandatory field indicated by the asterisk (*) is left blank before the addition.

Note

None

9.1.1.4 Edit Conference

The screenshot shows the 'Work Completion' section of the system. At the top, there are input fields for 'Start Date' and 'End Date'. Below these are radio buttons for 'Presentation (Y/N)' (Yes is selected) and a text input for 'Title of Presentation'. A red box labeled '1' points to the 'Presentation (Y/N)' field. Below this is a table listing conference details. A red box labeled '2' points to the first row of the table, which shows 'Business Economics Social Science & Humanities' and 'Bali, Indonesia'. The table has columns for 'Tick No.', 'Conference / Location *', 'Start Date / End Date *', 'Presentation (Y/N) *', and 'Title of Presentation *'. To the right of the table, there is a note section with 'Notes' containing two items. A red box labeled '3' points to the 'Update' button at the bottom of the table area.

Prerequisite

The conference has been added by the student.

Steps

1. Update the conference detail. It can be done in multiple rows.
2. Tick the checkbox for the conference which has been updated. It can be done in multiple rows.
3. Click the **Update** button to save the changes.

Next Action

The student can

1. Add another Conference
2. Update Conference
3. Delete Conference

Warning

System will prompt a notification message if mandatory field indicated by the asterisk (*) is left blank before the addition.

Note

None

9.1.1.5 Delete Conference

The screenshot shows the 'Work Completion' section of the system. At the top, there are input fields for 'Start Date *' and 'End Date *', and a radio button group for 'Presentation (Y/N)' with 'No' selected. Below these are fields for 'Title of Presentation' and an 'Add' button. A search result table displays one record:

Tick	No	Conference / Location *	Start Date / End Date *	Presentation (Y/N) *	Title of Presentation *
<input type="checkbox"/>	1.	Business Economics Social Science & Humanities Bali, Indonesia	08-Nov-2015 10-Nov-2015	<input checked="" type="radio"/> Yes <input type="radio"/> No	Business Economics Social Science & Humanities

Below the table, there are notes: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update / Delete button.' At the bottom of the page, there are 'Update', 'Delete', and 'Back' buttons, with a red box labeled '2' pointing to the 'Delete' button.

Prerequisite

The conference has been added by the student.

Steps

1. Tick the checkbox for the conference which is going to be deleted. It can be done in multiple rows.
2. Click the **Delete** button to delete the conference from the list.

Next Action

The student can

1. Add another Conference
2. Update another Conference
3. Delete another Conference

Warning

System will prompt a notification message if mandatory field indicated by the asterisk (*) is left blank before the addition.

Note

None

9.1.2 Delete Defence Proposal

The screenshot shows the 'Work Completion' section of the system. It displays a table of work completion records. The first record has its checkbox checked (indicated by a red box labeled '2'). The second record's checkbox is unchecked. In the 'Action' column for the first record, there is a red box labeled '1'. At the bottom left of the table, there are two buttons: 'New Work Completion' and 'Delete Work Completion', with a red box labeled '3' pointing to the latter.

Tick	No	Reference No	Evaluation Schedule	Last Update by Student	Supervisor / Co-Supervisor Name	Last Update by Supervisor / Co-Supervisor	Evaluation Status	Action
<input type="checkbox"/>	1.	W201511120001 Draft in Progress by Student	15-Nov-2015, 08:00AM to 09:00AM	12-Nov-2015 07:57AM	AYE AYE KHIN S012013090015	Draft in Progress by Student	<input type="button" value="Edit"/>	
<input type="checkbox"/>	2.	W201511120001 Draft in Progress by Student	15-Nov-2015, 08:00AM to 09:00AM	12-Nov-2015 07:57AM	ADEL AKHAVANMALAYERI S012013100003	Draft in Progress by Student	<input type="button" value="Edit"/>	

Prerequisite

The Work Completion has been saved for more changes.

Steps

1. The Work Completion status must be in **Draft in Progress by Student**.
2. Tick the checkbox for which the Work Completion is going to be deleted.
3. Click **Delete Work Completion** button to delete the Work Completion from the list.

Next Action

Create another New Work Completion.

Warning

System will prompt a notification message if

1. No Work Completion has been selected before the deletion.
2. The selected Work Completion to be deleted is already submitted to the Supervisor

Note

1. Work Completion can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode).
 2. The deletion of the Work Completion will be applied to the one with the same Reference No.

9.1.3 Edit Work Completion

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

Search

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 12-Nov-2015 03:16:18 PM

Logout

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment

Work Completion

Work Completion Status

Searching Results - 2 record(s) found.

Tick	No	Reference No	Evaluation Schedule	Last Update by Student	Supervisor / Co-Supervisor Name	Last Update by Supervisor / Co-Supervisor	Evaluation Status	Action
<input type="checkbox"/>	1.	W201511120001 Draft in Progress by Student	15-Nov-2015, 08:00AM to 09:00AM	12-Nov-2015 07:57AM	AYE AYE KHIN S012013090015	Draft in Progress by Student	1 	Edit
<input type="checkbox"/>	2.	W201511120001 Draft in Progress by Student	15-Nov-2015, 08:00AM to 09:00AM	12-Nov-2015 07:57AM	ADEL AKHAVANMALAYERI S012013100003	Draft in Progress by Student		Edit

Notes:-

1. Work Completion can only be deleted if it is not yet submitted to the Supervisor/Co-Supervisor (Edit Mode).
2. The deletion of the Work Completion will be applied to the report with the same Reference No.

New Work Completion Delete Work Completion

Prerequisite

The Work Completion has been saved for more changes.

Steps

1. The Work Completion status must be in **Draft in Progress by Student**.
2. Click **Edit** link from the list. The Work Completion page will be displayed.
3. Edit the Work Completion and Click **Save** button if need to have further changes or otherwise click **Submit** button to submit it to the Supervisor.

Next Action

1. If the Work Completion in Edit mode, proceed with the changes and submit it once done.
2. If the Work Completion is already submitted, keep checking the status for the necessary action.

Warning

System will prompt a notification message if mandatory field indicated by asterisk (*) is left blank or unselected.

Note

None

9.2 Manage Amendment

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. At the top, there's a header with the MSU logo, the system name, and a user profile for 'ABDUL HAFIZ BIN IBRAHIM'. Below the header is a navigation bar with tabs: Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message (8), Control Panel, and HELP. On the left, a sidebar has links for Work Completion and Manage Amendment. The main content area is titled 'Work Completion' and shows a table of 'List of Supervisor/Co-Supervisor' with two rows. Below that is a section titled 'Work Completion Status' with a table showing two records, both of which have 'Evaluation Status' set to 'Disapproved'. A copyright notice at the bottom states: 'Copyright © 2015 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0'.

Prerequisite

The Work Completion has been disapproved by the Academic Committee or Schoolboard.

Steps

1. Click on **Work Completion** tab on the Top Panel.
2. Click on the **Work Completion** menu on the Left Panel.
3. Observe the **Evaluation Status** by the Academic Committee or Schoolboard is disapproved. As such the student needs to amend the thesis and resubmit for next Work Completion approval.

Next Action

The student needs to confirm the thesis amendment via Manage Amendment

Warning

None

Note

None

9.2.1 Feedback Status

All the feedbacks given by the Evaluation Panel will be recorded and verified by the Supervisor. These feedbacks will be crosscheck against the amendment being updated in the thesis before next work completion evaluation.

9.2.1.1 Add Feedback Status

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. The top navigation bar includes links for Main, Publication, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message (8), Control Panel, and HELP. A user profile for ABDUL HAFIZ BIN IBRAHIM is shown on the right. The main content area is titled 'Manage Amendment' with a sub-section 'List of Attended Work Completion'. It displays a table with one record:

No	Thesis ID	Reference No	Evaluation Schedule	Evaluation Panel Status	Schoolboard Status	Feedback Status	Amendment Status
1.	T20151111001	W201511120001	12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC	Satisfactory/Can Submit Thesis	Disapproved [Not Satisfactory]	Pending Update	Update 3

Callouts numbered 1, 2, and 3 highlight specific features: 1 points to the 'Manage Amendment' link; 2 points to the 'Search' button and its note; 3 points to the 'Update' link in the table row.

MSU PGTMIS v1.0.0 | MSU PGTMIS v1.0.0 | localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment

Thesis ID : T20151111001
 Reference No : W201511120001
 Evaluation Schedule : 12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC
 Evaluation Panel Status : Satisfactory/Can Submit Thesis
 Schoolboard Status : Disapproved [Not Satisfactory]
 Main Supervisor : AYE AYE KHIN (S012013090015)

List of Evaluation Panel
 Searching Results: 2 record(s) found

No	Staff ID	Panel Evaluation Name	Last Update	Feedback Status
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	12-Nov-2015 09:05AM	Pending (0)
2.	S012013120012	JANNATUN NAAIN BINTI UMAR	12-Nov-2015 09:05AM	Pending (0)

Note:
 Once you are done with the list of feedback for each Evaluation Panel, please click Submit to get your Supervisor to review the list.

Submit Back

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msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment

Feedback of Panel Member *

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

Add Back

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MSU PGTMS v1.0.0 DEMO - THEMES localhost/postgrad.msu.edu.my/app/index.php Search Logout

msu Thesis Management and Evaluation System (THEMES) v1.0.0 Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Work Completion Manage Amendment

Manage Amendment

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

Add Back

List of Entered Feedback
Searching Results: 2 record(s) found

Tick	No	Page No	Feedback of Panel Member	Comment by Supervisor	Action
<input type="checkbox"/>	1.	1	12-Nov-2015 10:33AM Please add more description to your introduction	6 →	Update
<input type="checkbox"/>	2.	2	12-Nov-2015 10:33AM Please add statistic for the statement in paragraph 2		Update

Delete Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0 DEMO - THEMES localhost/postgrad.msu.edu.my/app/index.php Search Logout

msu Thesis Management and Evaluation System (THEMES) v1.0.0 Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Work Completion Manage Amendment

Manage Amendment

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

7 → Update Back

Please add more description to your introduction

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Thesis Management and Evaluation System (THEMES) v1.0.0

Prerequisite

The Work Completion has been disapproved by the Academic Committee or Schoolboard.

Steps

1. Click on the **Manage Amendment** menu on the Left Panel.

2. Enter the search criteria and click **Search** button to get specific result or otherwise just click the **Search** button to get general search result.
3. In the **List of Attended Work Completion**, click on the **Update** link of Feedback Status.
4. The Panel Evaluation page will be displayed with the Panel Evaluation. Click on the **Pending (0)** link to add the feedback raised by the Panel. If there is more than 1 panel, the user needs to repeat the same step.
5. The Feedback page will be displayed for the selected Evaluation panel. Add the feedback which has been raised by the Panel. Click the **Add** button to confirm the addition and add it into the **List of Entered Feedback**.
6. If any changes required after the addition, click on the **Update** link for the selected feedback.
7. The Feedback page for update will be displayed. Once the required changes have been done, click on the **Update** button to confirm the changes.

Next Action

The student can

1. update the added feedback
2. delete the added feedback
3. add another new feedback

Warning

System will prompt a notification message if the mandatory field indicate as asterisk (*) is left blank or unselected.

Note

None

9.2.1.2 Delete Feedback Status

MSU PGTMS v1.0.0 MSU PGTMS v1.0.0 +

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment **1**

Please enter searching criteria below:-
Note: by default it will display all the the Work Completion which require amendment before resubmission.

WC Reference No :
Feedback Status :
Amendment Status : Search **2** Note:If no criteria entered, it will search all.

List of Attended Work Completion
Searching Results: 1 record(s) found

No	Thesis ID	Reference No	Evaluation Schedule	Evaluation Panel Status	Schoolboard Status	Feedback Status	Amendment Status
1.	T20151111001	W201511120001	12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC	Satisfactory/Can Submit Thesis	Disapproved [Not Satisfactory]	Pending	3 Update

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0 DEMO - THEMES +

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment

Thesis ID : T20151111001
Reference No : W201511120001
Evaluation Schedule : 12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC
Evaluation Panel Status : Satisfactory/Can Submit Thesis
Schoolboard Status : Disapproved [Not Satisfactory]
Main Supervisor : AYE AYE KHIN (S012013090015)

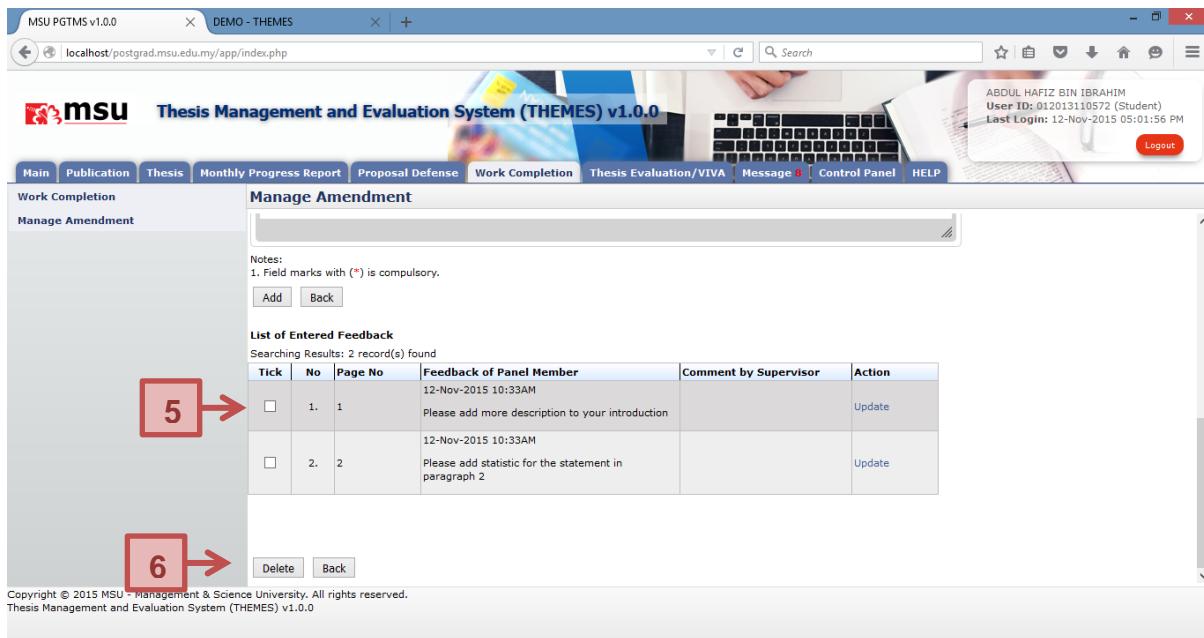
List of Evaluation Panel
Searching Results: 2 record(s) found

No	Staff ID	Panel Evaluation Name	Last Update	Feedback Status
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	12-Nov-2015 09:05AM	4 Pending (2)
	S012013120012	JANNATUN NAAIN BINTI UMAR	12-Nov-2015 09:05AM	Pending (0)

Note:
Once you are done with the list of feedback for each Evaluation Panel, please click Submit to get your Supervisor to review the list.

Submit Back

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Thesis Management and Evaluation System (THEMES) v1.0.0



Prerequisite

The feedback for the Evaluation Panel has been added by the Student.

Steps

1. Click on the **Manage Amendment** menu on the Left Panel.
2. Enter the search criteria and click **Search** button to get specific result or otherwise just click the **Search** button to get general search result.
3. In the **List of Attended Work Completion**, click on the **Update** link of Feedback Status.
4. The Panel Evaluation page will be displayed with the Panel Evaluation. Click on the **Pending (x)** link to add the feedback raised by the Panel. If there is more than 1 panel, the user needs to repeat the same step. X indicates any number of added feedbacks other than 0.
5. The Feedback page will be displayed for the selected Evaluation panel. Find the **List of Entered Feedback**. Tick the checkbox for the feedback going to be deleted. It can be done in multiple rows.
6. Click on the **Delete** button to delete the feedback from the list.

Next Action

The student can

1. update the added feedback (if any)
2. delete the added feedback (if any)
3. add another new feedback

Warning

System will prompt a notification message if the checkbox is unticking before the deletion.

Note

None

9.2.1.3 Submit Feedback Status

MSU PGTMS v1.0.0 MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

MSU Thesis Management and Evaluation System (THEMES) v1.0.0

ABDUL HAFIZ BIN BRAHIM
User ID: #12013110572 (Student)
Last Login: 12-Nov-2015 05:01:56 PM
Logout

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 8 Control Panel HELP

Work Completion Manage Amendment 1

Please enter searching criteria below:
Note: by default it will display all the Work Completion which require amendment before resubmission.

WC Reference No. :
Feedback Status :
Amendment Status : Search Note: If no value is selected, it will search all. 2

List of Attended Work Completion
Searching Results: 1 record(s) found

No	Thesis ID	Reference No	Evaluation Schedule	Evaluation Panel Status	Schoolboard Status	Feedback Status	Amendment Status
1.	T20151111001	W201511120001	12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC	Satisfactory/Can Submit Thesis	Disapproved [Not Satisfactory]	Pending	3 Update

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Manage Amendment

No	Staff ID	Panel Evaluation Name	Last Update	Feedback Status
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	12-Nov-2015 09:05AM	Pending (2)
2.	S012013120012	JANNATUN NAAIN BINTI UMAR	12-Nov-2015 09:05AM	Pending (0)

Note:
Once you are done with the list of feedback for each Evaluation Panel, please click Submit to get your Supervisor to review the list.

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Manage Amendment

✓ The list of feedback for each Evaluation Panel has been submitted successfully to your Supervisor for review.

No	Staff ID	Panel Evaluation Name	Last Update	Feedback Status
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	12-Nov-2015 09:05AM	Feedback Submitted (2)
2.	S012013120012	JANNATUN NAAIN BINTI UMAR	12-Nov-2015 11:02AM	No Change Required (0)

Note:
Once you are done with the list of feedback for each Evaluation Panel, please click Submit to get your Supervisor to review the list.

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Thesis Management and Evaluation System (THEMES) v1.0.0

Prerequisite

The feedback for the Evaluation Panel has been added by the Student.

Steps

- Click on the **Manage Amendment** menu on the Left Panel.

2. Enter the search criteria and click **Search** button to get specific result or otherwise just click the **Search** button to get general search result.
3. In the **List of Attended Work Completion**, click on the **Update** link of Feedback Status.
4. The Panel Evaluation page will be displayed with the Panel Evaluation.
5. Click on the **Submit** button to submit the feedback to the Supervisor for confirmation.
6. The Feedback Status will be change from **Pending** to **Feedback Submitted**.

Next Action

The student can keep checking the feedback status for necessary action.

Warning

System will prompt a notification message if the checkbox is unticking before the deletion.

Note

None

9.2.2 Update Amendment Status

9.2.2.1 Submit Amendment Status

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Work Completion Manage Amendment **1**

Please enter searching criteria below:
Note: by default it will display all the the Work Completion which require amendment before resubmission.

WC Reference No :
Feedback Status :
Amendment Status : Search **2**

List of Attended Work Completion
Searching Results: 1 record(s) found

No	Thesis ID	Reference No	Evaluation Schedule	Evaluation Panel Status	Schoolboard Status	Feedback Status	Amendment Status
1.	T20151111001	W201511120001	12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC	Satisfactory/Can Submit Thesis	Disapproved [Not Satisfactory]	Feedback Verified 13-Nov-2015 08:44AM View	Pending Update 3

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MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Work Completion Manage Amendment

Work Completion Amendment

Thesis ID : T20151111001
Reference No : W201511120001
Evaluation Schedule : 12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC
Evaluation Panel Status : Satisfactory/Can Submit Thesis
Schoolboard Status : Disapproved [Not Satisfactory]
Main Supervisor : AYE AYE KHIN (S012013090015)

List of Evaluation Panel
Searching Results: 2 record(s) found

No	Staff ID	Panel Evaluation Name	Last Update	Action
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHRIN	12-Nov-2015 11:02AM	Pending (0/2) 4
2.	S012013120012	JANNATUN NAAIN BINTI UMAR		Pending (0/0)

Note:
Once you are done with the list of amendment for each Evaluation Panel, please click **Submit** button to get your Supervisor to confirm the list.

Submit Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Work Completion Manage Amendment

Manage Amendment

Panel Evaluation Detail

Name : FADZILAH AINI BINTI MAHAMAD SHAHARIN (L762)

List of Amendment for Work Completion

Searching Results: 2 record(s) found

No	Page No (Before)	Feedback of Panel Member	Page No (After)	Amendment based on the Comment	Comment by Supervisor	Verified By	Action
1.	1	Please add more description to your introduction		Last Update: Amendment (Before Change): Amendment (After Change):	Last Update:		Update
2.	2	Please add statistic for the statement in paragraph 2		Last Update: Amendment (Before Change): Amendment (After Change):	Last Update:		Update

Back

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MSU PGTMS v1.0.0

localhost/postgrad.msu.edu.my/app/index.php

msu Thesis Management and Evaluation System (THEMES) v1.0.0

Main Publication Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message Control Panel HELP

Work Completion Manage Amendment

Manage Amendment

Coffee comes from a shrub - like tree that grows in almost any soil and prefers the climate between the Tropics of Cancer and Capricorn.

Coffee comes from a shrub - like tree that grows in almost any soil and prefers the climate between the Tropics of Cancer and Capricorn. The coffee tree bears flowers, ripe fruit, and unripe fruit at the same time. For many, coffee is first and foremost the favored source of caffeine.

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

Update Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

Work Completion Amendment

Thesis ID : T20151111001
 Reference No : W201511120001
 Evaluation Schedule : 12-Nov-2015, 09:30AM to 11:00AM, Meeting Room WC
 Evaluation Panel Status : Satisfactory/Can Submit Thesis
 Schoolboard Status : Disapproved [Not Satisfactory]
 Main Supervisor : AYE AYE KHIN (S012013090015)

List of Evaluation Panel
 Searching Results: 2 record(s) found

No	Staff ID	Panel Evaluation Name	Last Update	Action
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	12-Nov-2015 11:02AM	Pending (2/2)
2.	S012013120012	JANNATUN NAAIN BINTI UMAR		Pending (0/0)

Note:
 Once you are done with the list of amendment for each Evaluation Panel, please click **Submit** button to get your Supervisor to confirm the list.

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 Thesis Management and Evaluation System (THEMES) v1.0.0

Work Completion Amendment

Thesis ID : T20151111001
 Reference No : W201511150001
 Evaluation Schedule : 15-Nov-2015, 08:00AM to 10:30AM, Meeting Room WC
 Evaluation Panel Status : Satisfactory/Can Submit Thesis
 Schoolboard Status : Disapproved [Not Satisfactory]
 Main Supervisor : AYE AYE KHIN (S012013090015)

List of Evaluation Panel
 Searching Results: 2 record(s) found

No	Staff ID	Panel Evaluation Name	Last Update	Action
1.	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	15-Nov-2015 09:21AM	Amendment Submitted
2.	S012013120012	JANNATUN NAAIN BINTI UMAR		Amendment Submitted

Note:
 Once you are done with the list of amendment for each Evaluation Panel, please click **Submit** button to get your Supervisor to confirm the list.

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 Thesis Management and Evaluation System (THEMES) v1.0.0

Prerequisite

The feedback for the Evaluation Panel has been verified by the Supervisor.

Steps

- Click on the **Manage Amendment** menu on the Left Panel.

2. Enter the search criteria and click **Search** button to get specific result or otherwise just click the **Search** button to get general search result.
3. In the **List of Attended Work Completion**, click on the **Update** link of Amendment Status.
4. The **Panel Evaluation** page will be displayed with the Panel Evaluation Name. Click on the **Pending** link at **Action** column.
5. The **Panel Evaluation Detail** page will be displayed. Click on the **Update** link at **Action** column to update the changes.
6. On the **Update** page, complete the amendment for the thesis. Click on **Update** button to save the changes.
7. Click the Back button until reach the Panel Evaluation page. Click on the **Submit** button to submit the amendment to the Supervisor for confirmation.
8. The Amendment Status will be changed from **Pending** to **Amendment Submitted**.

Next Action

The student can keep checking the amendment status which it should be verified to proceed with the work completion resubmission.

Warning

System will prompt a notification message if the Student

1. Submit the amendment without confirm all the required changes.
2. Resubmit the amendment

Note

None

10 THESIS EVALUATION / VIVA

10.1 Thesis Submission

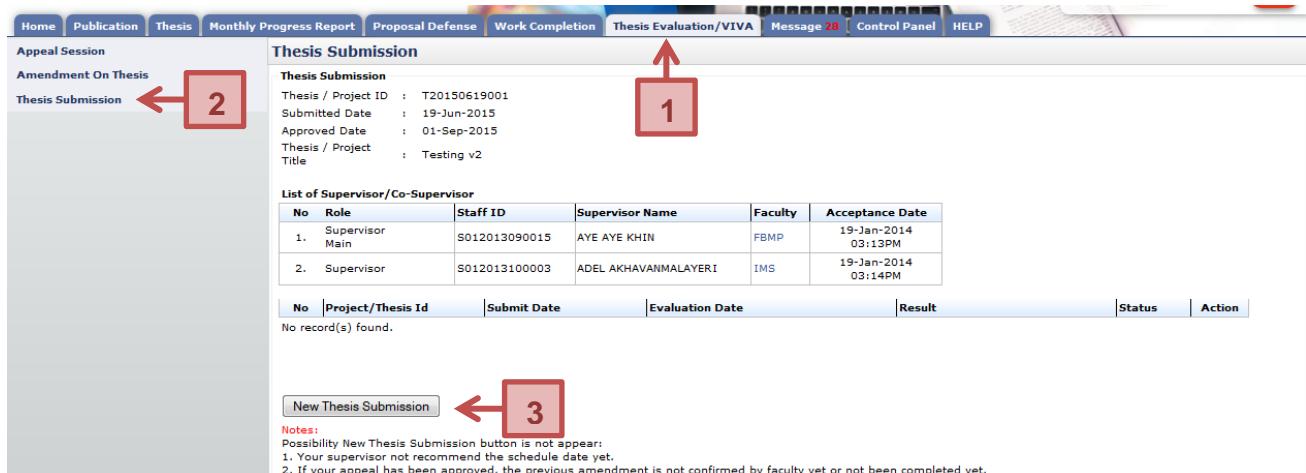


Figure 35: Thesis Submission

Prerequisite

1. The Work Completion has been approved by the Schoolboard.
2. The Supervisor has recommended the VIVA date scheduled by the Faculty for viva evaluation

Steps

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Thesis Submission** menu on the **Left** panel
3. System will display the thesis for viva that need to be submitted by user. Click **New Thesis Submission** to attach and submit the thesis to Supervisor.

Next Action

The student is required to submit the thesis amendment if the Schoolboard request correction to the thesis either it is minor or major correction.

Warning

The system will prompt a notification message if the student proceed without completed the work completion and no evaluation date for VIVA.

Note

None

10.1.1 New Thesis Submission

The screenshot shows the 'Thesis Submission' section of the system. At the top, there is a navigation bar with links: Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA (which is highlighted in blue), Message 28, Control Panel, and HELP. Below the navigation bar, the title 'Thesis Submission' is displayed. Underneath, the 'VIVA Details' section shows thesis information: Thesis / Project ID T20150619001, Student Matrix No 012013110572, Student Name ABDUL HAFIZ BIN IBRAHIM, and Evaluation Schedule 22-Oct-2015, 09:00AM to 09:30AM, Hall A. A red box labeled '1' highlights the evaluation schedule dropdown. Below this is a table titled 'List of Supervisor/Co-Supervisor'. The table has columns: No, Role / Acceptance Date, Staff ID, Name, Faculty, and Status. It lists two supervisors: AYE AYE KHIN (Main Supervisor, FBMP, Status: Expecting on Thesis for VIVA) and ADEL AKHAVANMALAYERI (Supervisor, IMS, Status: Expecting on Thesis for VIVA). Red boxes labeled '2' and '3' point to the 'Main Supervisor' row and the 'Supervisor' row respectively. Red box '4' points to the 'Attachment' button. At the bottom of the form, there is a 'Notes:' section with instructions: '1. Submit button is for submit thesis to supervisor for review' and '2. Save as Draft button is for save the attachment on the system first before submit to supervisor.' Below the notes are three buttons: Back, Save as Draft, and Submit. Red box '3' points to the 'Save as Draft' button and red box '4' points to the 'Submit' button.

Figure 36: New Thesis Submission

Prerequisite

1. The Work Completion has been approved by the Schoolboard.
2. The Supervisor has recommended the VIVA date scheduled by the Faculty for viva evaluation

Steps

1. Select **Evaluation Schedule**.
2. To upload thesis, click **Attachment** button
3. To save thesis before submit to supervisor for review click **Save as Draft**
4. Click **Submit** button to submit thesis to Supervisor for review.

Next Action

The student is required to submit the thesis amendment if the Schoolboard request correction to the thesis either it is minor or major correction.

Warning

System will prompt a notification message if Evaluation VIVA schedule is not selected.

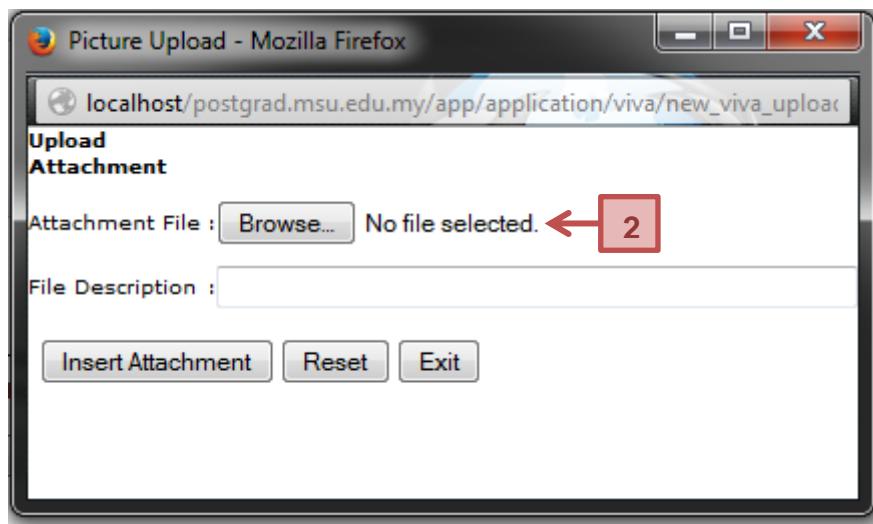
Note

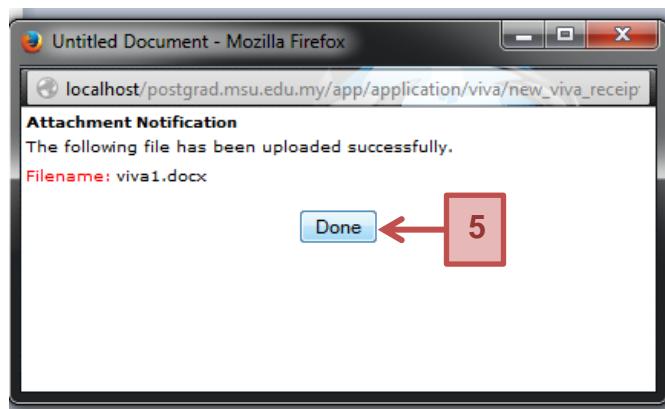
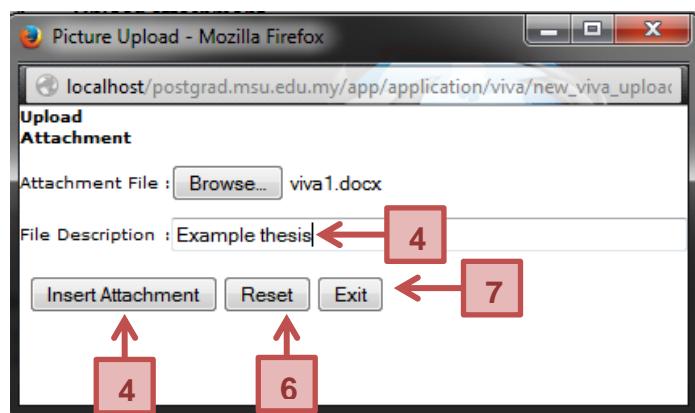
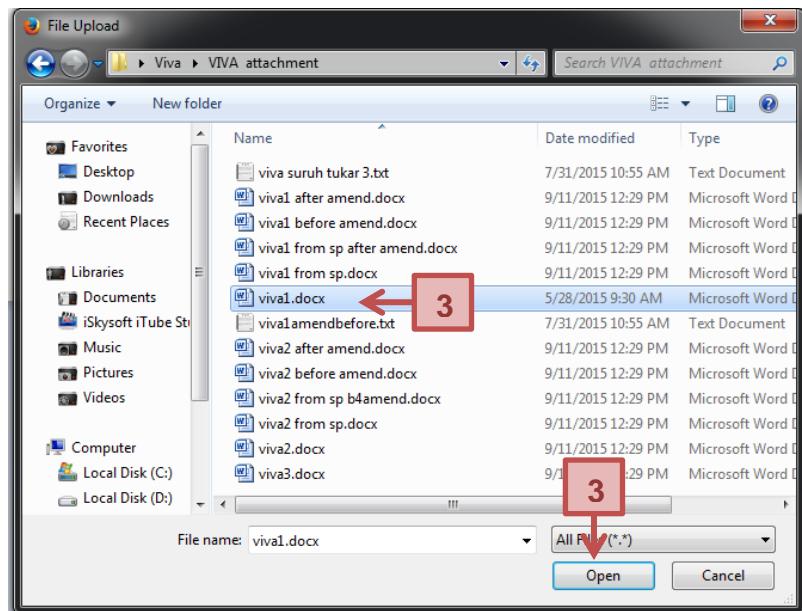
None

10.1.1.1 Upload Attachment

Thesis Submission

Attachment		Document Description *	Document Name	Download
<input type="button" value="Add Attachment"/> 1	<input type="checkbox"/> Tick <input type="checkbox"/> No	No record found!		
<p>1. Document marks with (*) is compulsory. 2. Please tick the checkbox before click Update or Delete button.</p> <p>12</p> <p><input type="button" value="Back"/> <input type="button" value="Update"/> <input type="button" value="Delete"/></p>				





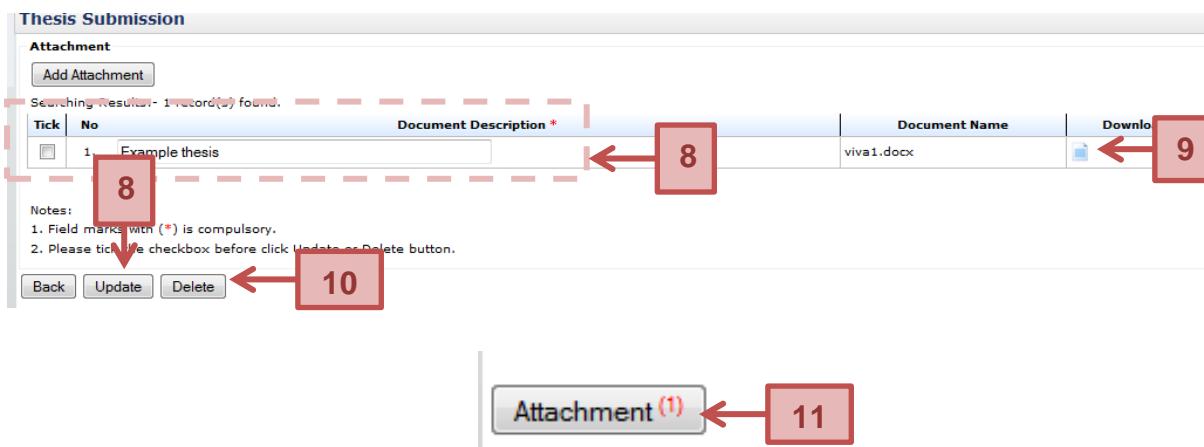


Figure 37: Upload Attachment

Prerequisite

None

Steps

1. To upload thesis click **Add Attachment** button
2. Click **browse** button from the popup window.
3. Choose the file and click **Open** button.
4. After done choose file for upload. Enter **File Description** and click **Insert Attachment** button to proceed.
5. Then click **Done** button
6. To change file and file description, click **Reset** button.
7. To close popup window click **Exit** button.
8. To update the file description, change it as reside in the text field. Tick the checkbox and click **Update** button.
9. To download and view the uploaded file, click button.
10. To delete uploaded file, tick the checkbox and click **Delete** button.
11. The number is indicated the number of uploaded file
12. Click **Back** button to go back to previous page.

Next Action

None

Warning

The system will prompt a notification message if the Student

1. Update the attachment with the file description left empty and checkbox is unselected.
2. Delete the attachment with the checkbox is unselected

Note

None

10.1.2 Request Changes / Edit Thesis / Re-Submit Thesis

Thesis Submission					
Thesis / Project ID : T20150619001					
Submitted Date : 19-Jun-2015					
Approved Date : 01-Sep-2015					
Thesis / Project Title : Testing v2					
List of Supervisor/Co-Supervisor					
No	Role	Staff ID	Supervisor Name	Faculty	Acceptance Date
1.	Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	19-Jan-2014 03:14PM
2.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	19-Jan-2014 03:13PM
No	Project/Thesis Id	Submit Date	Evaluation Date	Result	Status Action
1.	T20150619001	16-Oct-2015 09:55AM	29-Oct-2015, 10:30AM to 12:00PM, Hall B	In Progress	1 → Request Changes Edit

Notes:
Possibility New Thesis Submission button is not appear:
1. Your supervisor not recommend the schedule date yet.
2. If your appeal has been approved, the previous amendment is not confirmed by faculty yet or not been completed yet.

Thesis Submission

VIVA Details

Thesis / Project ID	: T20150619001
Student Matrix No	: 012013110572
Student Name	: ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule	: 29-Oct-2015, 10:30AM to 12:00PM, Hall B

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty	Feedback	Status
1.	Supervisor 19-Jan-2014	S012013100003	ADEL AKHAVANMALAYERI	IMS		Pending
2.	Supervisor Main 19-Jan-2014	S012013090015	AYE AYE KHIN	FBMP		Request Changes

Attachment (1)
Notes:
 1. Submit button will submit the thesis to supervisor for review.
 2. Save as Draft button is for save the attachment on the system first before submit to supervisor.

Thesis Submission

VIVA Evaluation Details

Thesis / Project ID	: T20150619001
Student Matrix No	: S012013090015
Student Name	: ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule	: 22-Oct-2015, 09:00AM to 09:30AM, Hall A

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty
1.	Supervisor Main 19-Jan-2014	S012013090015	AYE AYE KHIN	FBMP
2.	Supervisor 19-Jan-2014	S012013100003	ADEL AKHAVANMALAYERI	IMS

Attachment by Supervisor
 viva1 from sp.docx

Comment :

Figure 38: Re-Submit Thesis

Prerequisite

The status of the thesis must be either in **Save as Draft** or **Request Changes**.

Steps

1. To edit the thesis, its status must be in **Request Changes** due to the Supervisor's feedback. Click **Edit** button to proceed

2. On **List of Supervisor/Co-Supervisor** table, there are 2 status are shown **Pending** and **Request Changes**. **Pending** means the supervisor is not yet response the thesis whilst for **Request Changes**, it means the supervisor requested changes for the thesis.
3. To see the comment given, click  button.
4. Ensure the **Evaluation Schedule** has the item selected.
5. To save the thesis for review and change, click **Save as Draft**.
6. Click **Submit** button if no more changes to submit it to the Supervisor for review. The **Save as Draft** and **Submit** buttons will be disappeared.
7. The comment and attachment uploaded by Supervisor are optional. It will be appeared if it is provided.

Next Action

The student is required to submit the thesis amendment if the Schoolboard request correction to the thesis either it is minor or major correction.

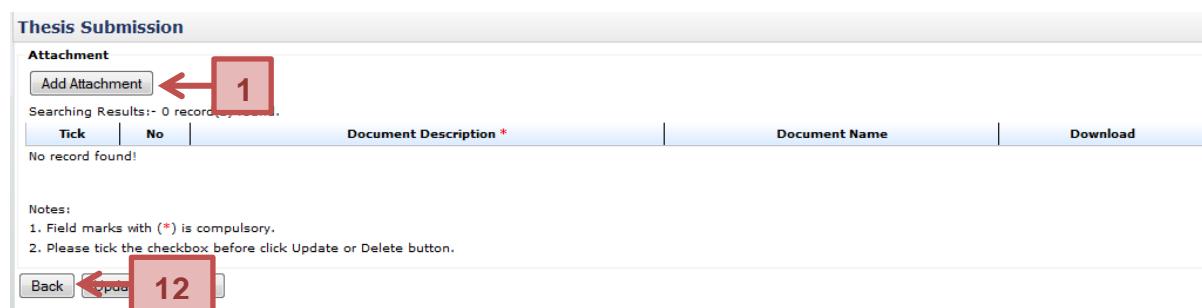
Warning

System will prompt a notification message if the **Evaluation Schedule** has no item been selected.

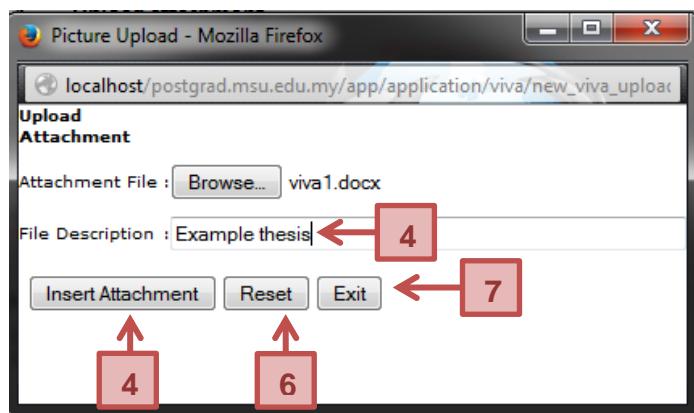
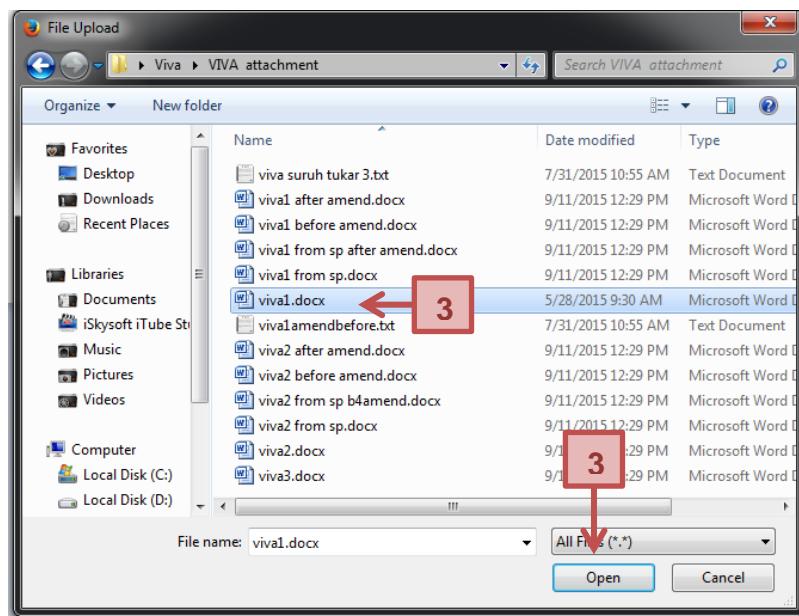
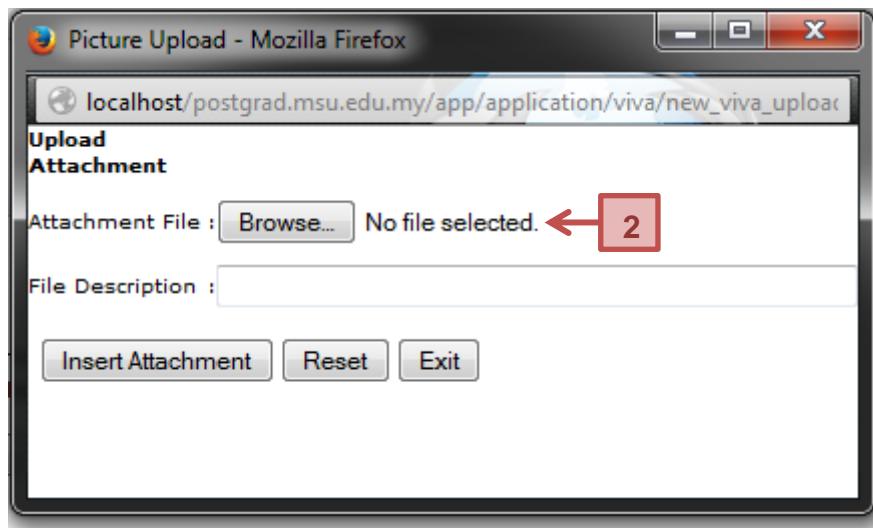
Note

None

10.1.2.1 Upload Attachment



The screenshot shows the 'Thesis Submission' page. At the top left, there is a 'Add Attachment' button with a red box and the number '1' over it. Below this, there is a table with columns for 'Document Description *' (containing 'No record found!'), 'Document Name', and 'Download'. At the bottom left, there are 'Back' and 'Upload' buttons, with a red box and the number '12' over the 'Upload' button.



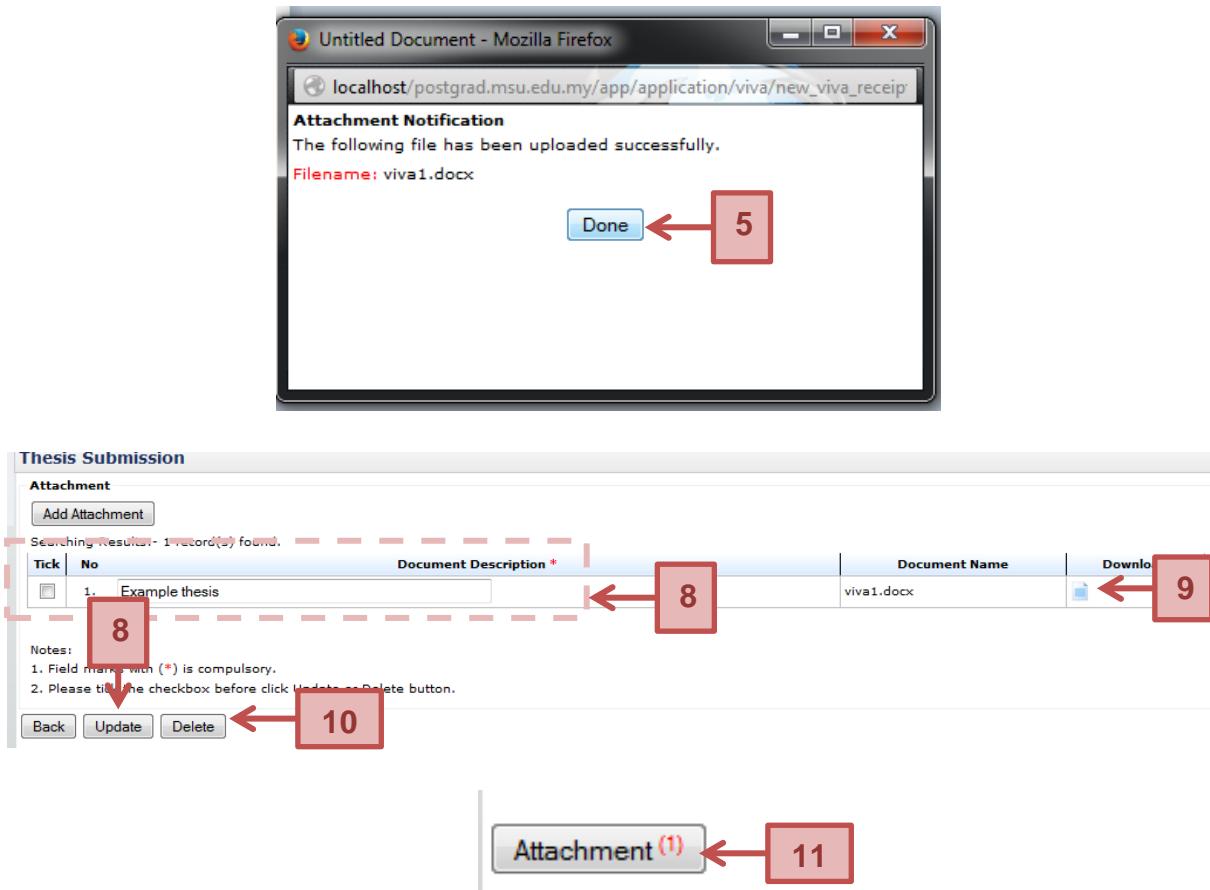


Figure 39: Upload Attachment

Prerequisite

None

Steps

1. Click **Add Attachment** button to upload the thesis
2. Click **browse** button from the popup window.
3. Choose the file and click **Open** button.
4. After done choose file for upload. Enter **File Description** and click **Insert Attachment** button to proceed.
5. Then click **Done** button
6. To change file and file description, click **Reset** button.

7. To close popup window click **Exit** button.
8. To update the file description, change it as reside in the text field. Tick the checkbox and click **Update** button.
9. To download and view the uploaded file, click  button.
10. To delete uploaded file, tick the checkbox and click **Delete** button.
11. The number is indicated the number of uploaded file
12. Click **Back** button to go back to previous page.

Next Action

None

Warning

The system will prompt a notification message if the Student

1. Update the attachment with the file description left empty and checkbox is unselected.
2. Delete the attachment with the checkbox is unselected

Note

None

10.2 Amendment on Thesis

10.2.1 New Amendment Submission

Amendment On Thesis

List of Amendment

Thesis / Project ID : T20150619001
 Submitted Date : 19-Jun-2015
 Approved Date : 01-Sep-2015
 Thesis / Project Title : Testing v2

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	19-Jan-2014 03:13PM

New Amendment

Amendment Details

Thesis / Project ID : T20150619001
 Student Matrix No : 012013110572
 Student Name : ABDUL HAFIZ BIN IBRAHIM
 Evaluation Schedule : 22-Oct-2015, 09:00AM to 09:30AM, Hall A

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty	Status
1.	Supervisor Main 19-Jan-2014	S012013090015	AYE AYE KHIN	FBMP	Expecting Amendment on Thesis

New Amendment

Feedback of External Examiner :

List of Amendment

Tick	No	Feedback of External Examiner
No record found.		

Action Buttons: Update, Delete

Amendment On Thesis

New Amendment

Feedback of External Examiner :

Add

Tick	No	Feedback of External Examiner
<input type="checkbox"/>	1	Example 1 after update
<input type="checkbox"/>	2	Example 2

3
3
4
5
6

Update Delete
Attachment (1)
Back Submit

Notes:
1. Submit button is for submit amendments on thesis to supervisor for review.

Figure 40: New Amendment

Prerequisite

The Schoolboard request correction (either it is minor or major correction) to the thesis submitted by the student.

Steps

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Amendment On Thesis** menu on the **Left** panel
3. Click on **New Amendment** button to submit the amendment list to the Supervisor
4. Enter the feedback of the Examiner into the text field.
5. Click **Add** button to add the feedback into the list.
6. To update the feedback, edit it in the text field on the table of **List of Amendment**, tick the checkbox and click **Update** button to save it.
7. To delete the feedback, tick the checkbox and click **Delete** button. It will be deleted from the list.
8. To upload attachment, click **Attachment** button

9. Click **Submit** button to submit the amendment to supervisor for review.

Next Action

Supervisor to review the amendment submitted and the Student to keep checking the status.

Warning

System will prompt a notification message if,

1. No feedback has been added before the submission to the Supervisor.
2. Update of the feedback with no detail and tick the relevant checkbox
3. Delete the feedback without tick the relevant checkbox.

Note

None

10.2.1.1 Upload Attachment

Amendment On Thesis

Attachment	Document Description *	Document Name	Download
<input type="button" value="Add Attachment"/> 1			
Searching Results:- 0 record(s) found.			
<input type="checkbox"/> Tick <input type="checkbox"/> No			
No record found!			

12

1 Field marks with (*) is compulsory.
2 Please tick the checkbox before click Update or Delete button.

Picture Upload - Mozilla Firefox

localhost/postgrad.msu.edu.my/app/application/viva/new_viva_upload

Upload Attachment

Attachment File : No file selected. **2**

File Description :

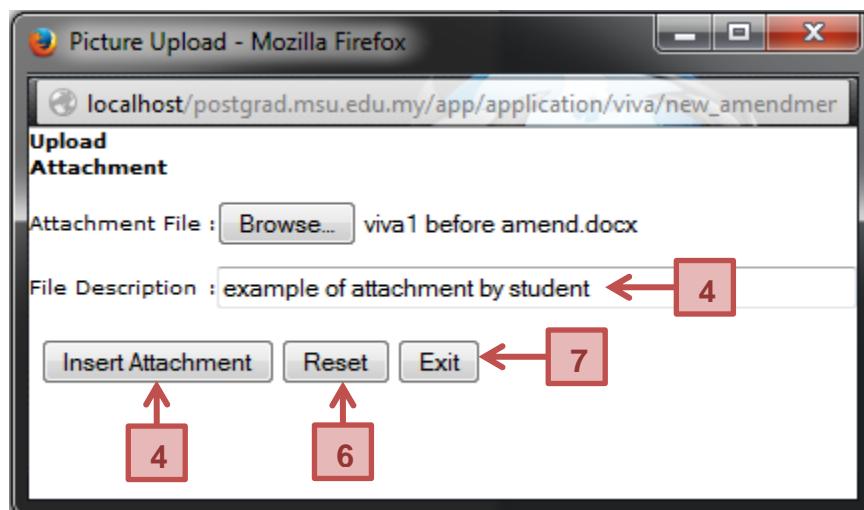
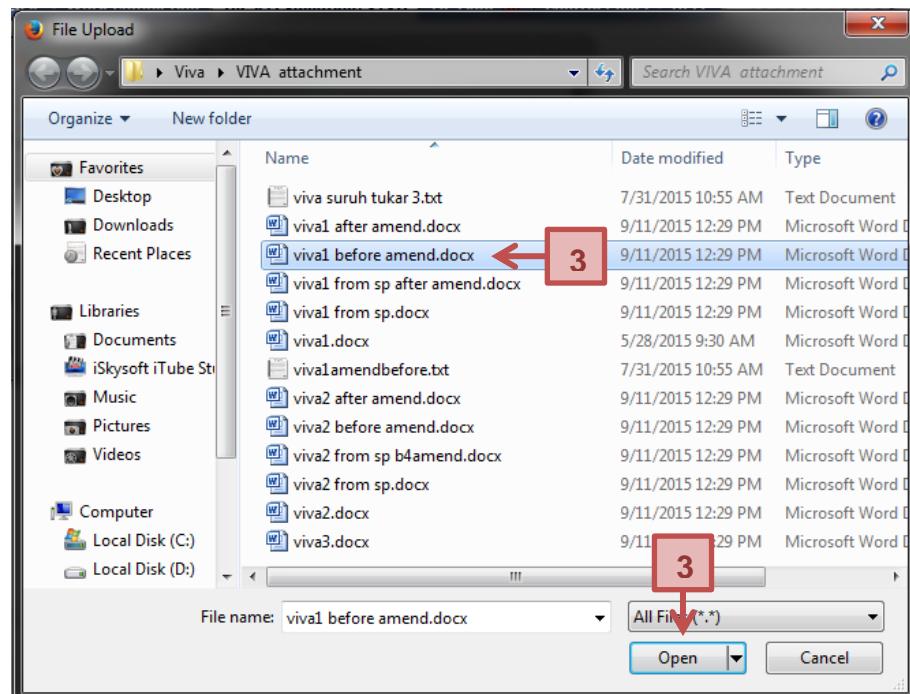
Picture Upload - Mozilla Firefox

localhost/postgrad.msu.edu.my/app/application/viva/new_viva_upload

Upload Attachment

Attachment File : No file selected.

File Description :



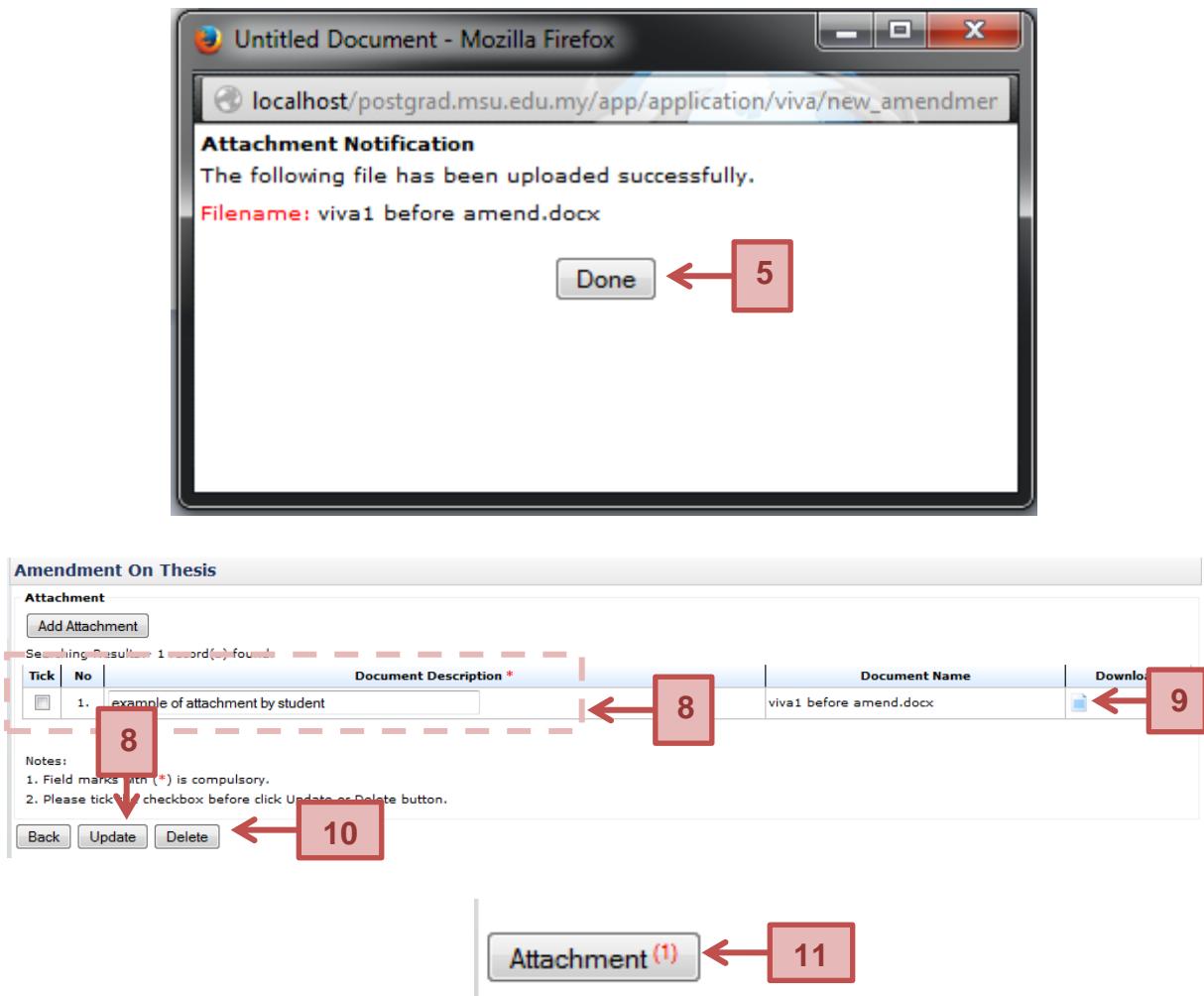


Figure 41: Upload Attachment

Prerequisite

None

Steps

1. To upload thesis click **Add Attachment** button
2. Click **browse** button from the popup window.
3. Choose the file and click **Open** button.
4. After done choose file for upload. Enter **File Description** and click **Insert Attachment** button to proceed.
5. Then click **Done** button
6. To change file and file description, click **Reset** button.

7. To close popup window click **Exit** button.
8. To update the file description, change it as reside in the text field. Tick the checkbox and click **Update** button.
9. To download and view the uploaded file, click  button.
10. To delete uploaded file, tick the checkbox and click **Delete** button.
11. The number is indicated the number of uploaded file
12. Click **Back** button to go back to previous page.

Next Action

None

Warning

The system will prompt a notification message if the Student

1. Update the attachment with the file description left empty and checkbox is unselected.
2. Delete the attachment with the checkbox is unselected

Note

None

10.2.2 Request Changes / Save as Draft

Amendment On Thesis

List of Amendment

Thesis / Project ID	:	T20150619001
Submitted Date	:	19-Jun-2015
Approved Date	:	01-Sep-2015
Thesis / Project Title	:	Testing v2

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	19-Jan-2014 03:13PM

No	Reference No	Project/Thesis Id	Evaluation Date	Amendment Status	Action
1.	R201510190001	T20150619001	22-Oct-2015, 09:00AM to 09:30AM , Hall A	Request Changes	



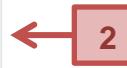
Amendment On Thesis					
Amendment Details					
Reference No	: R201510190001				
Thesis / Project ID	: T20150619001				
Student Matrix No	: 012013110572				
Student Name	: ABDUL HAFIZ BIN IBRAHIM				
Evaluation Schedule	: 22-Oct-2015, 09:00AM to 09:30AM, Hall A				
List of Supervisor/Co-Supervisor					
No	Role / Acceptance Date	Staff ID	Name	Faculty	
1.	Supervisor Main 19-Jan-2014	S012013090015	AYE AYE KHIN	FBMP	
New Amendment					
Feedback of External Examiner :					
 Add					
Amendment On Thesis					
Feedback of External Examiner :					
 Add					
List of Amendment					
Tick	No	Feedback of External Examiner	Comment by Supervisor	Amendment Status	
<input type="checkbox"/>	1	Example 1 after update (After re changes)	 example comment from supervisor		
<input type="checkbox"/>	2	Example 2	Confirm this feedback	 Confirm by Main Supervisor	
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Attachment (1)"/>  					
 1.  button is for submit amendments on thesis to supervisor for review.					
<input type="button" value="Back"/> <input type="button" value="Submit"/>					

Figure 42: Request Changes

Prerequisite

The Supervisor has requested to change the provided feedback.

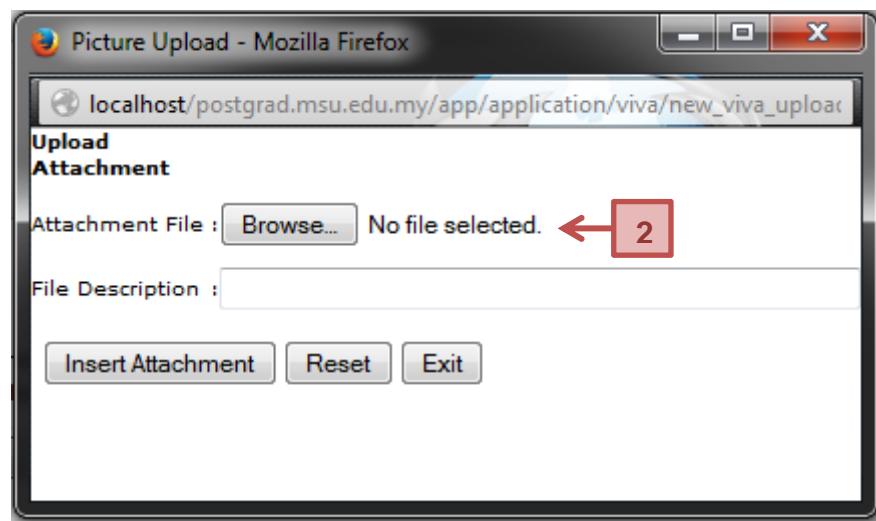
Steps

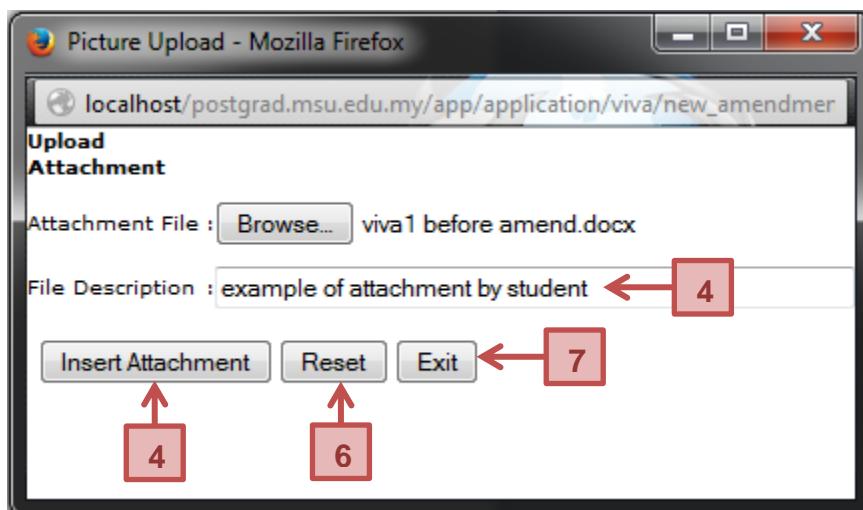
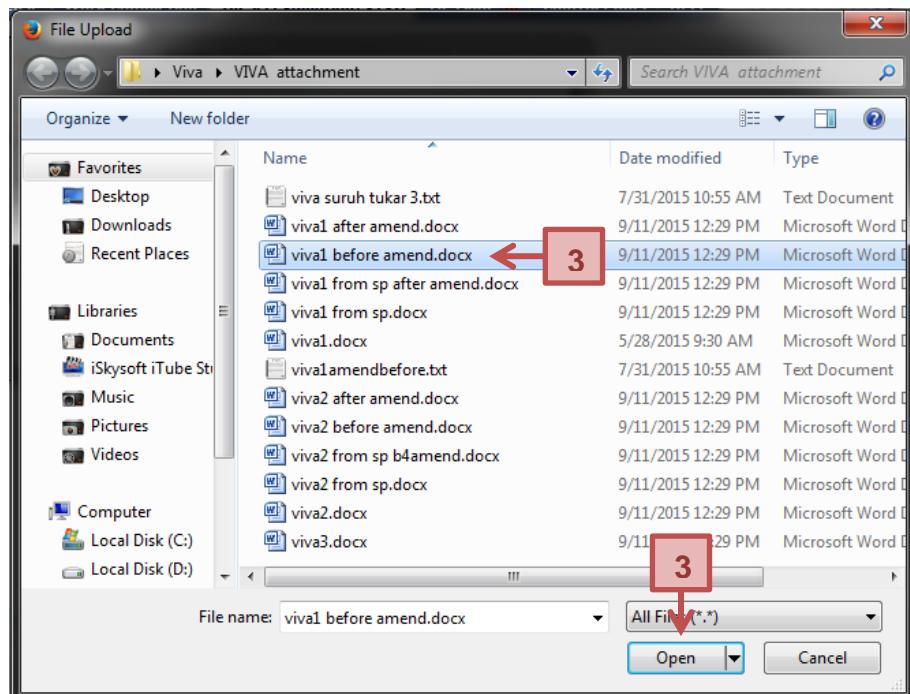
1. Click on **Thesis Evaluation /VIVA** on **Top Panel**. Then click on **Amendment on Thesis** on **Left Panel**. The list of thesis will be displayed. Click on **Edit** button to edit the thesis.
2. Enter the feedback of the Examiner into the text field.
3. Click **Add** button to add the feedback into the list.
4. To update the feedback, edit it in the text field on the table of **Feedback of External Examiner**, tick the checkbox and click **Update** button to save it.
5. The amendment status will be shown at **Amendment Status** column. If it is empty, the Student need to update the thesis based on the comment given by the Supervisor.
6. If the amendment status has **Confirm by Main Supervisor** status, it has been accepted by the Supervisor and the checkbox is disabled to indicate no further update or delete is allowed.
7. Tick the checkbox and click **Delete** button if to delete the feedback from the list.
8. Click **Attachment** button if to upload an attachment.
9. Click **Submit** button to submit the amendment list to the Supervisor for review.

10.2.2.1 Upload Attachment

Amendment On Thesis

Attachment		Document Description *		Document Name	Download
<input type="button" value="Add Attachment"/> 1		Searching Results:- 0 record(s) found.			
<input type="checkbox"/> Tick	<input type="checkbox"/> No	Document Description *			
No record found!					
<p>1 Field marks with (*) is compulsory. 2 Please tick the checkbox before click Update or Delete button.</p> <input type="button" value="Back"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>					





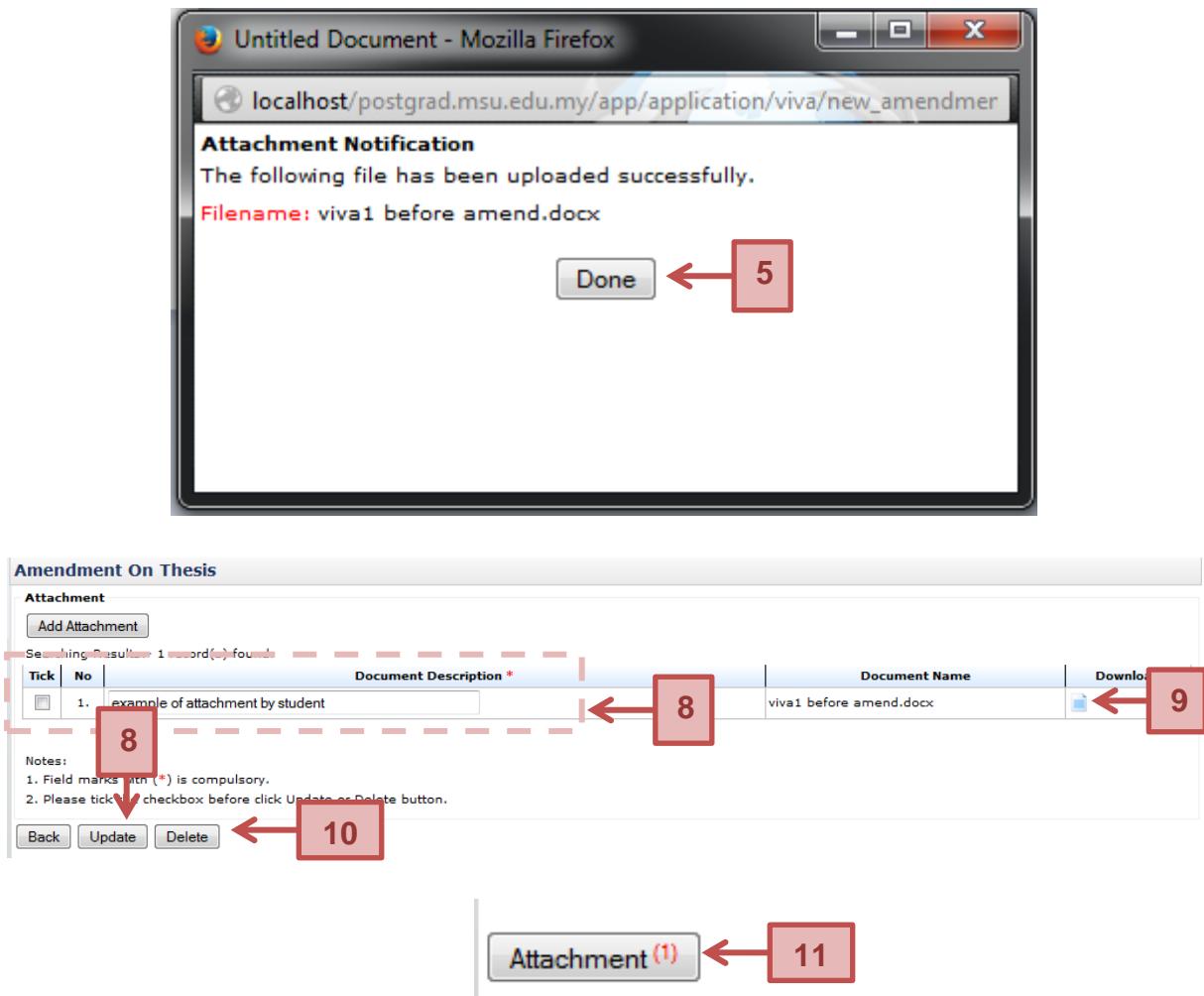


Figure 43: Upload Attachment

Prerequisite

None

Steps

1. To upload thesis click **Add Attachment** button
2. Click **browse** button from the popup window.
3. Choose the file and click **Open** button.
4. After done choose file for upload. Enter **File Description** and click **Insert Attachment** button to proceed.
5. Then click **Done** button
6. To change file and file description, click **Reset** button.

7. To close popup window click **Exit** button.
8. To update the file description, change it as reside in the text field. Tick the checkbox and click **Update** button.
9. To download and view the uploaded file, click  button.
10. To delete uploaded file, tick the checkbox and click **Delete** button.
11. The number is indicated the number of uploaded file
12. Click **Back** button to go back to previous page.

Next Action

None

Warning

The system will prompt a notification message if the Student

1. Update the attachment with the file description left empty and checkbox is unselected.
2. Delete the attachment with the checkbox is unselected

Note

None

10.2.3 Amendment on Thesis

Amendment On Thesis					
List of Amendment					
Thesis / Project ID : T20150619001 Submitted Date : 19-Jun-2015 Approved Date : 01-Sep-2015 Thesis / Project Title : Testing v2					
List of Supervisor/Co-Supervisor					
No	Role	Staff ID	Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	19-Jan-2014 03:13PM
No	Reference No	Project/Thesis Id	Evaluation Date	Amendment Status	Action
1.	R201510190001	T20150619001	22-Oct-2015, 09:00AM to 09:30AM , Hall A	Feedback by Examiners Confirmed	Edit

Amendment On Thesis					
19-Jan-2014					
List of Amendment					
Tick	No	Feedback of External Examiner	Amendment Based on the comment from External Examiner (Please specify the page number)	Comment by Supervisor	Amendment Status
<input type="checkbox"/>	1	after update (After request changes)	Example amendment 1	2a	
<input type="checkbox"/>	2	Example 2	Example amendment 2		
			Update	2c	
Attachment by Student <input type="button" value="Attachment (1)"/>			Attachment by Supervisor <small>Notes:</small> 1. Submit button is for submit amendments on thesis to supervisor for review.		
			<input type="button" value="Back"/> <input type="button" value="Submit"/>		

Figure 44: Amendment on thesis

Prerequisite

Supervisor has verified and confirmed all the feedbacks of External Examiner.

Steps

1. Click **Edit** button to edit the amendment done on the thesis.
2. Enter the amendment detail into the text field based on the feedback provided by the Examiner. Tick the relevant checkbox and click **Update** button to save it. Do the same if there is change has been done on it.
3. To upload attachment, click **Attachment** button
4. Click **Submit** button to submit amendment to supervisor for review.

Next Action

Supervisor need to verify the changes and the Student keep checking the amendment status.

Warning

System will prompt a notification message if the checkbox is unselected before the deletion.

Note

None

10.2.3.1 Upload Attachment

Amendment On Thesis

Attachment

Add Attachment 1

Searching Results:- 0 record(s) found.

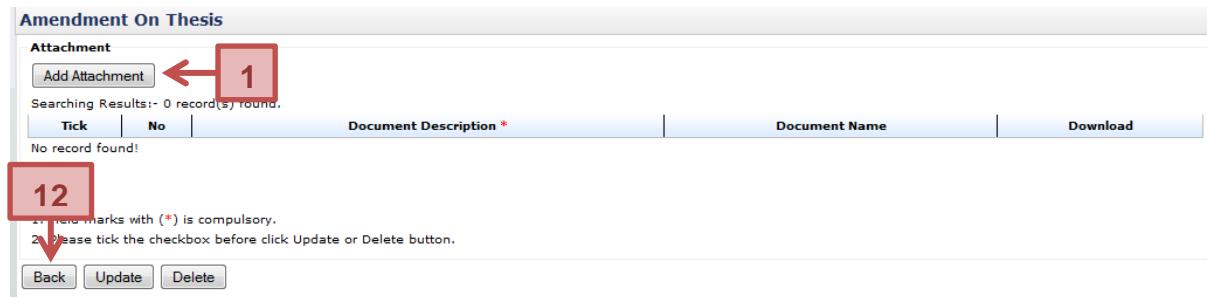
Tick No Document Description * Document Name Download

No record found!

12

1 Field Marks with (*) is compulsory.
2 Please tick the checkbox before click Update or Delete button.

Back Update Delete



Picture Upload - Mozilla Firefox

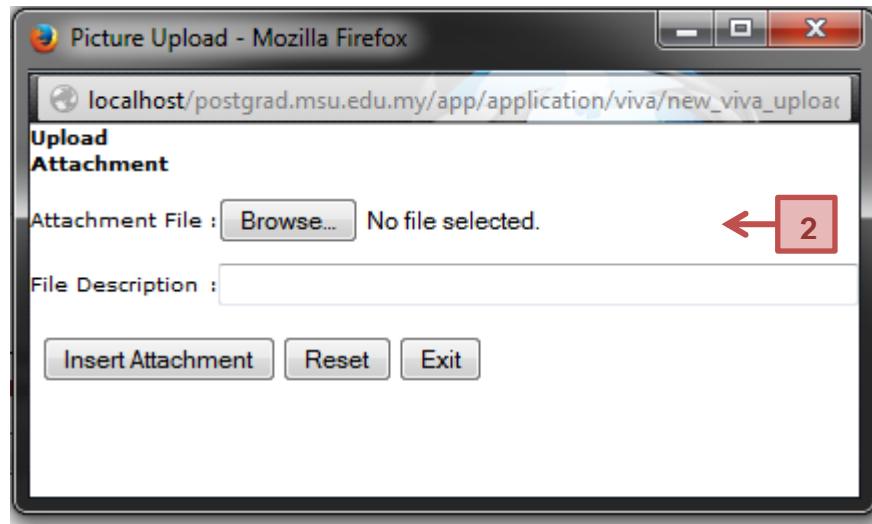
localhost/postgrad.msu.edu.my/app/application/viva/new_viva_upload

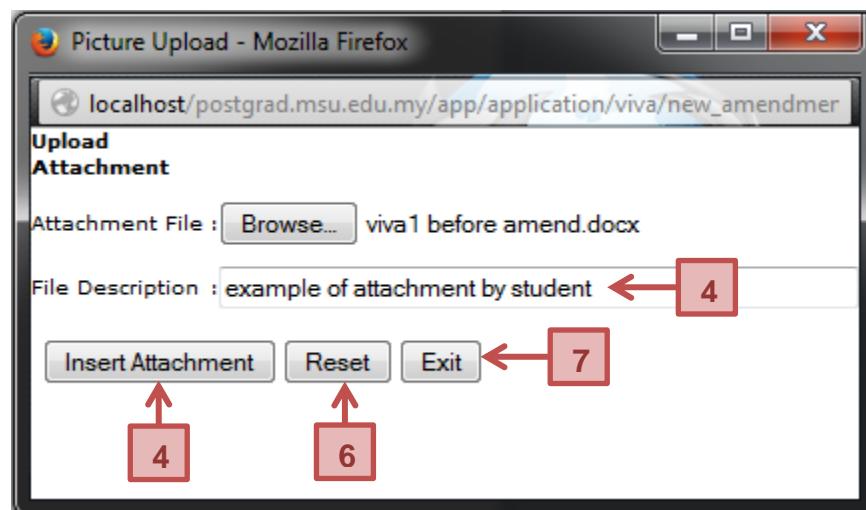
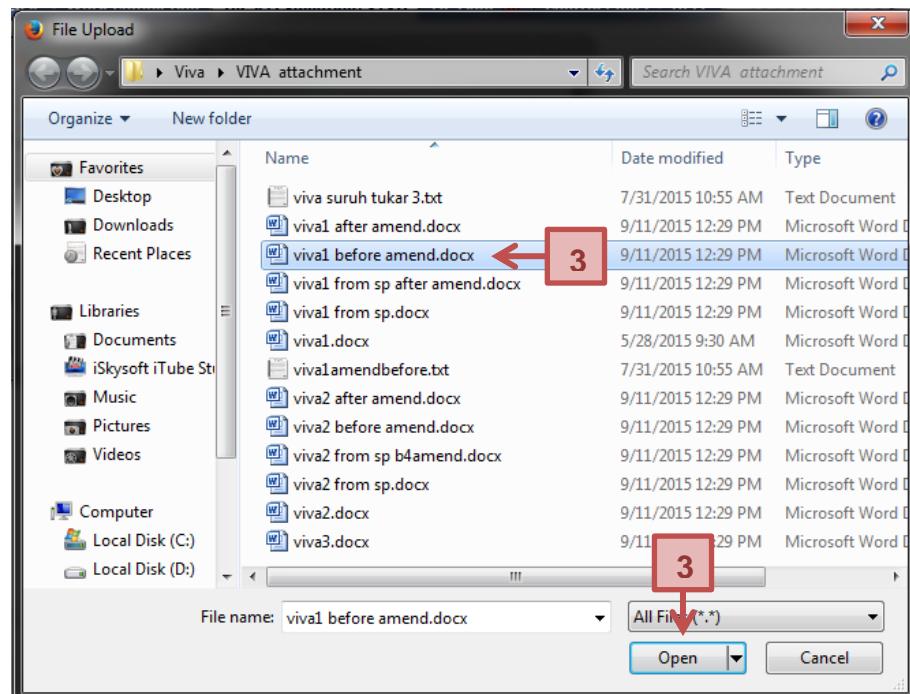
Upload Attachment

Attachment File : No file selected. 2

File Description :

Insert Attachment Reset Exit





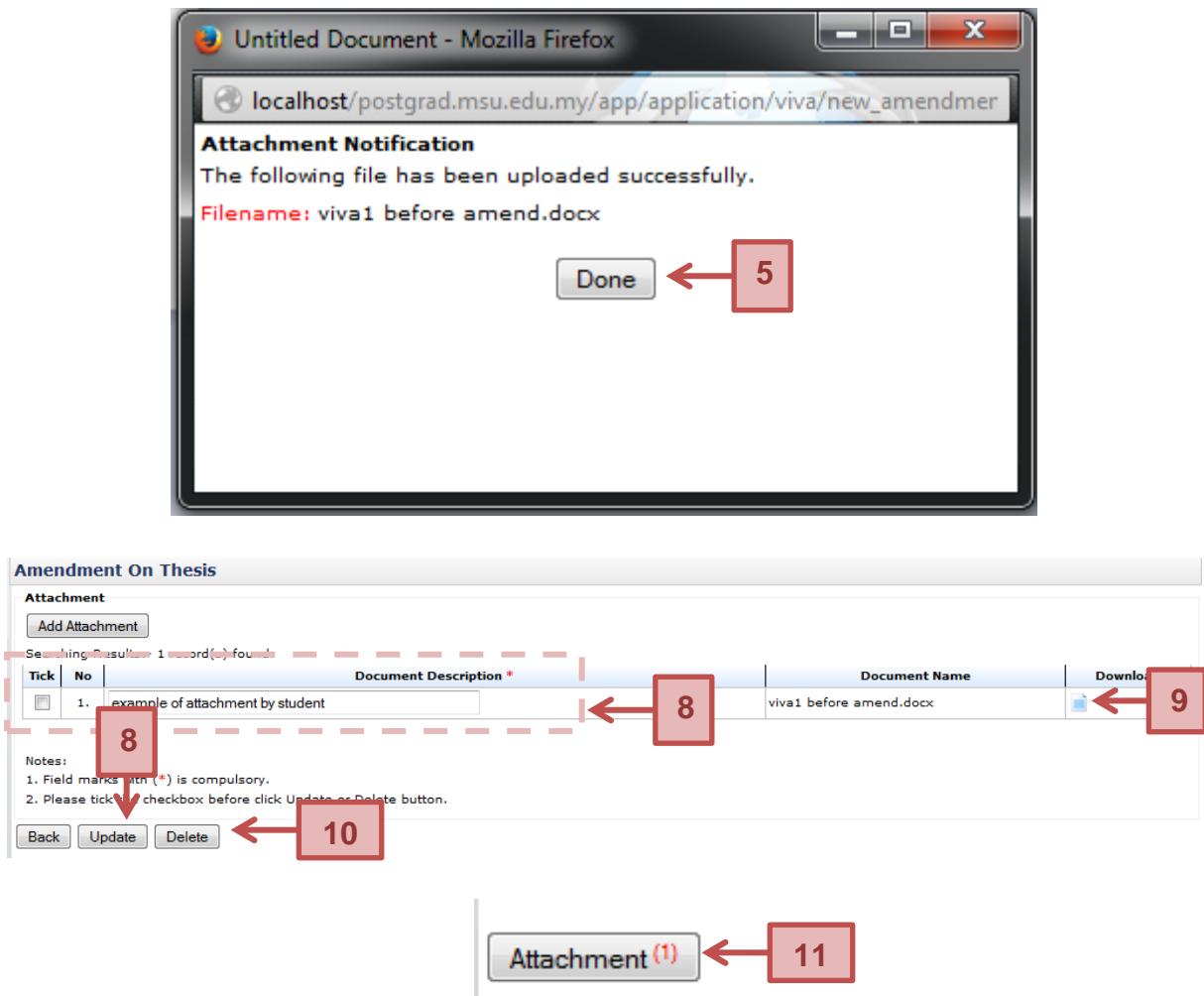


Figure 45: Upload Attachment

Prerequisite

None

Steps

1. To upload thesis click **Add Attachment** button
2. Click **browse** button from the popup window.
3. Choose the file and click **Open** button.
4. After done choose file for upload. Enter **File Description** and click **Insert Attachment** button to proceed.
5. Then click **Done** button
6. To change file and file description, click **Reset** button.

7. To close popup window click **Exit** button.
8. To update the file description, change it as reside in the text field. Tick the checkbox and click **Update** button.
9. To download and view the uploaded file, click  button.
10. To delete uploaded file, tick the checkbox and click **Delete** button.
11. The number is indicated the number of uploaded file
12. Click **Back** button to go back to previous page.

Next Action

None

Warning

The system will prompt a notification message if the Student

1. Update the attachment with the file description left empty and checkbox is unselected.
2. Delete the attachment with the checkbox is unselected

Note

None

10.2.4 Request Changes on Amendment

Amendment On Thesis

List of Amendment

Thesis / Project ID : T20150619001
Submitted Date : 19-Jun-2015
Approved Date : 01-Sep-2015
Thesis / Project Title : Testing v2

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHIN	FBMP	19-Jan-2014 03:13PM

No	Reference No	Project/Thesis Id	Evaluation Date	Amendment Status	Action
1.	R20151019001	T20150619001	22-Oct-2015, 09:00AM to 09:30AM , Hall A	Request Changes On Amendment	Edit

Amendment On Thesis

List of Amendment

Tick	No	Feedback of External Examiner	Amendment Based on the comment from External Examiner (Please specify the page number)	Comment by Supervisor	Amendment Status
<input type="checkbox"/>	1	Example 1 after update (After request changes)	Example amendment 1	amendment ok	Amendment Confirmed
<input type="checkbox"/>	2	Example 2 (after change request)	Example amendment 2 (after change request)	example comment request change	

Attachment by Student

Attachment (1) **5**

Attachment by Supervisor

viva1 from sp after amend.docx **6**

Notes:
1. Submit button is for submit the thesis to supervisor for review.

Back **Submit** **7**

Figure 46: Request Changes

Prerequisite

The Supervisor has requested the changes to the submitted amendment list.

Steps

1. Click **Edit** button to edit the amendment list.
2. To update or edit or add Amendment on thesis, edit detail in text field on the table of **List of Amendment**, tick the checkbox and click **Update** button.
3. The amendment status will be shown at **Amendment Status** column. If it is empty, the Student need to update the thesis based on the comment given by the Supervisor.

4. If the amendment status has **Amendment Confirmed** status, it has been accepted by the Supervisor and the checkbox is disabled to indicate no further update or delete is allowed.
5. Click **Attachment** button if to upload an attachment.
6. Click the filename link if to download the attachment.
7. Click **Submit** button to submit the amendment list to the Supervisor for review.

Next Action

Supervisor need to verify the changes and the Student keep checking the amendment status.

Warning

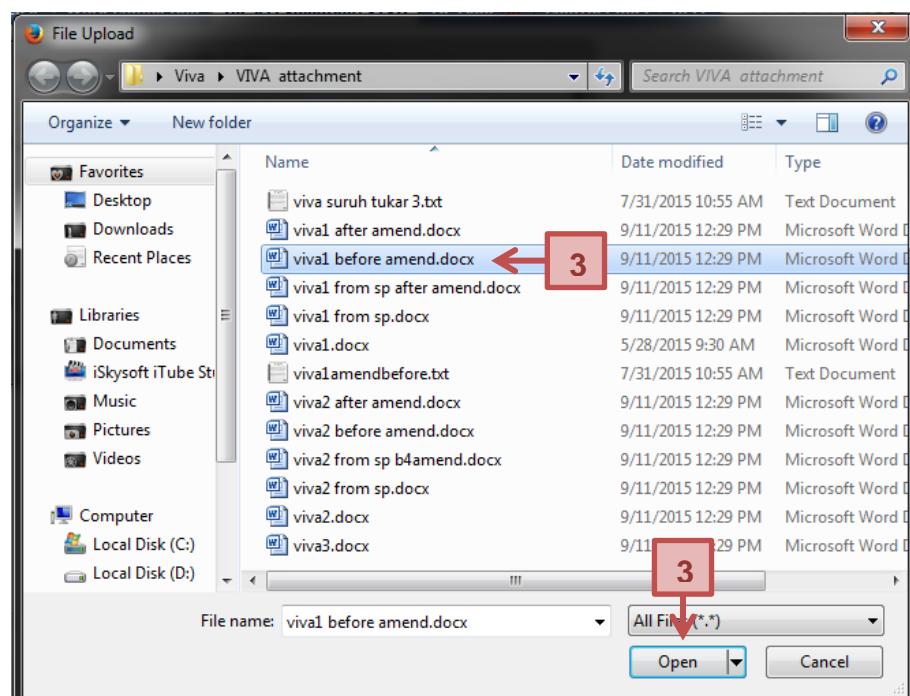
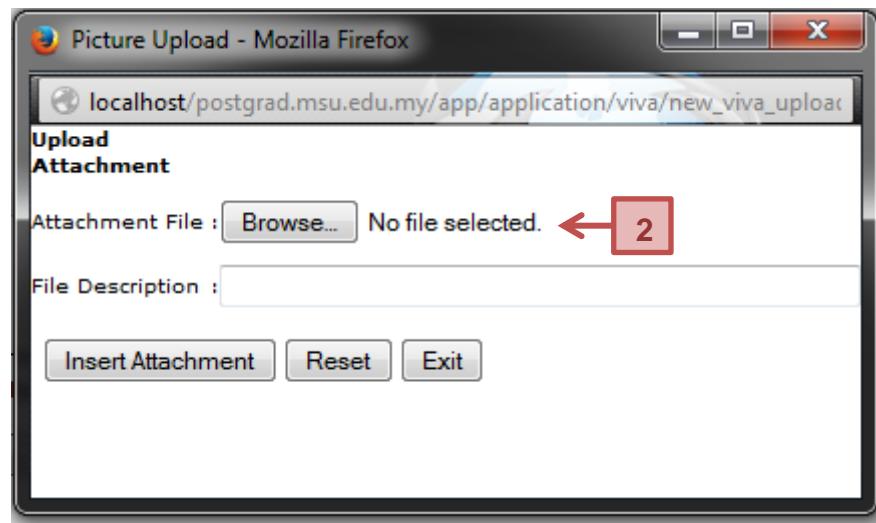
System will prompt a notification message if the checkbox is unselected before the updation.

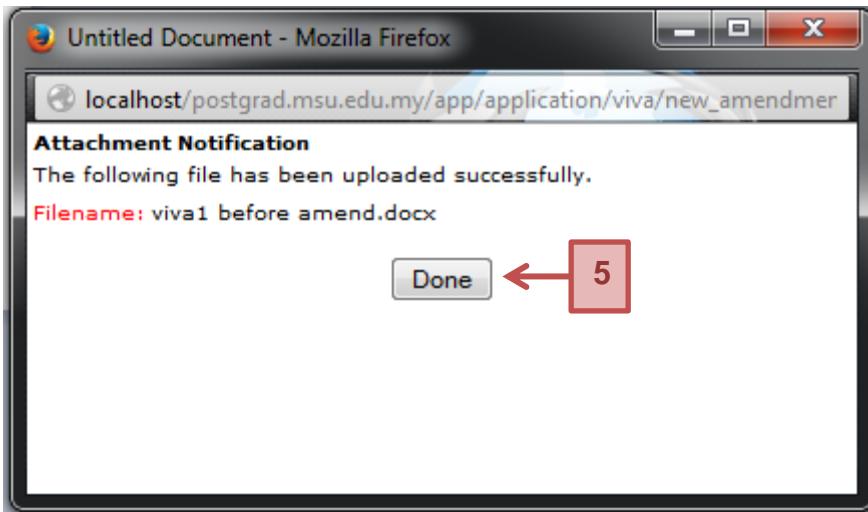
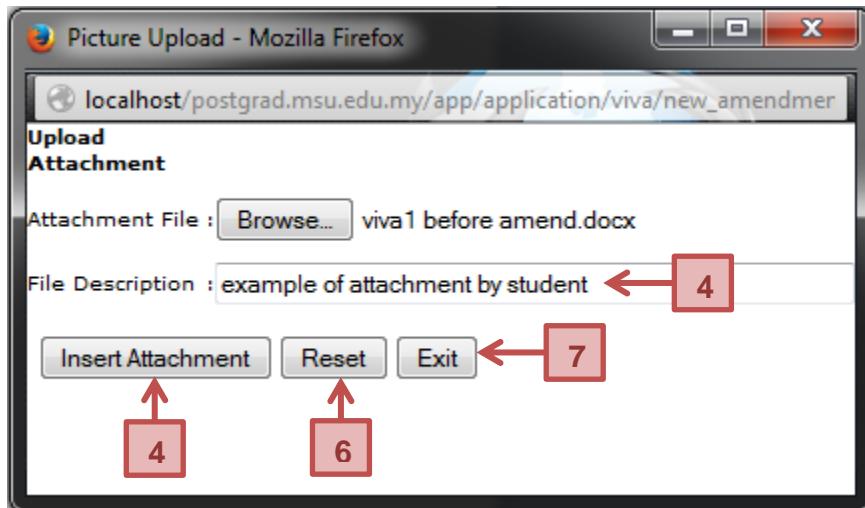
Note

None

10.2.4.1 Upload Attachment

The screenshot shows a web-based application interface for managing thesis amendments. At the top, there's a header bar with the title 'Amendment On Thesis'. Below this, a section titled 'Attachment' contains a button labeled 'Add Attachment' with a red box labeled '1' pointing to it. To the right of this button is a search result area showing '0 record(s) found'. Further down, there are two buttons labeled 'Tick' and 'No'. To the right of these buttons are columns for 'Document Description *' (with a red asterisk), 'Document Name', and 'Download'. Below this table, a note states 'No record found!'. At the bottom of the page, there are three buttons: 'Back', 'Update', and 'Delete'. A red box labeled '12' points to a note at the bottom of the page: '1 Field marks with (*) is compulsory.' and '2 Please tick the checkbox before click Update or Delete button.'





This screenshot shows a web page titled 'Amendment On Thesis' with a sub-section for 'Attachment'. It lists one attachment entry. The table columns are 'Tick', 'No.', 'Document Description *', 'Document Name', and 'Download'. The entry shows 'example of attachment by student' in the 'Document Description' field, 'viva1 before amend.docx' in the 'Document Name' field, and a download icon in the 'Download' column. Red numbered callouts point to: '8' points to the 'Document Description' field, '9' points to the 'Download' icon, '10' points to the 'Delete' button, and '11' points to the 'Attachment (1)' link.

Tick	No.	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	example of attachment by student	viva1 before amend.docx	

Notes:
1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back

Attachment (1)

Figure 47: Upload Attachment

Prerequisite

None

Steps

1. To upload thesis click **Add Attachment** button
2. Click **browse** button from the popup window.
3. Choose the file and click **Open** button.
4. After done choose file for upload. Enter **File Description** and click **Insert Attachment** button to proceed.
5. Then click **Done** button
6. To change file and file description, click **Reset** button.
7. To close popup window click **Exit** button.
8. To update the file description, change it as reside in the text field. Tick the checkbox and click **Update** button.
9. To download and view the uploaded file, click  button.
10. To delete uploaded file, tick the checkbox and click **Delete** button.
11. The number is indicated the number of uploaded file
12. Click **Back** button to go back to previous page.

Next Action

None

Warning

The system will prompt a notification message if the Student

1. Update the attachment with the file description left empty and checkbox is unselected.
2. Delete the attachment with the checkbox is unselected

Note

None

10.3 Appeal Session

10.3.1 Request for Appeal

Appeal Session

Appeal Session

Thesis / Project ID : T20150619001
Submitted Date : 19-Jun-2015
Approved Date : 01-Sep-2015
Thesis / Project Title : Testing v2

List of Supervisor/Co-Supervisor

No	Role	Staff ID	Supervisor Name	Faculty	Acceptance Date
1.	Supervisor Main	S012013090015	AYE AYE KHN	FEMP	19-Jan-2014 03:13PM
2.	Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	19-Jan-2014 03:14PM

No	Reference No	Project/Thesis Id	Thesis Submit Date	Evaluation Date	Appeal Result	End of Appeal Date	Status	Action
1.	V20151016001	T20150619001	19-Oct-2015 02:16AM	22-Oct-2015, 09:00AM to 09:30AM		27-Oct-2015	Not Submitted	<input type="button" value="Add"/>

Appeal Session

Content:

Notes:

1. Save as Draft button is for save the appeal in the system..
2. Submit button to submit a appeal to faculty

Figure 48: Appeal Session

Prerequisite

1. Schoolboard has approved the recommendation of the Evaluation Committee to fail the thesis
2. Schoolboard has given the due date to the student to appeal and resubmit the thesis for VIVA

Steps

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Appeal Session** menu on the **Left** panel
3. Click on the **Add** button to submit the appeal request to the Faculty.
4. Enter the remarks or reason for Faculty consideration.
5. Click **Save as Draft** button if to save changes
6. Click **Submit** button to request appeal approval from the Faculty

Next Action

1. If the appeal is approved by the Faculty, the student needs to resubmit the thesis for VIVA and follow the required steps in VIVA process.
2. If the appeal is disapproved by the Faculty, the VIVA result is considered failed and will be forwarded to Senate for endorsement.

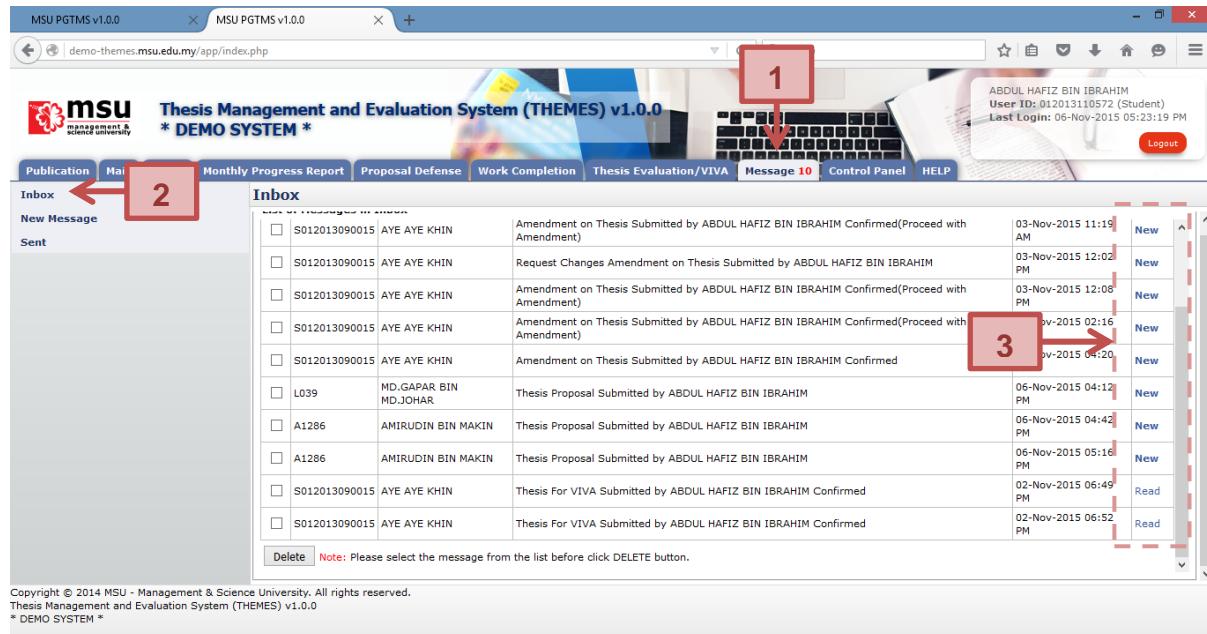
Notes

1. Appeal session can be made within date given.
2. If request appeal is not submitted within the given duration time, VIVA result is considered failed.

11 MESSAGE

11.1 Inbox

11.1.1 New and Read Message



Prerequisite

None

Steps

1. Click on the **Message** tab on the **Top** panel. If there is a number with it, that's mean there are unread messages available pending action from the student.
2. Click on the **Inbox** menu on the **Left** panel. System will display the list of message on the **Working Area** section.
3. On the far right side, it will display the status of the message whether is **New** or **Read**. To read the message, click on it.
4. To delete message, tick on the checkbox in **Tick** column, and click **Delete** button

Next Action

None

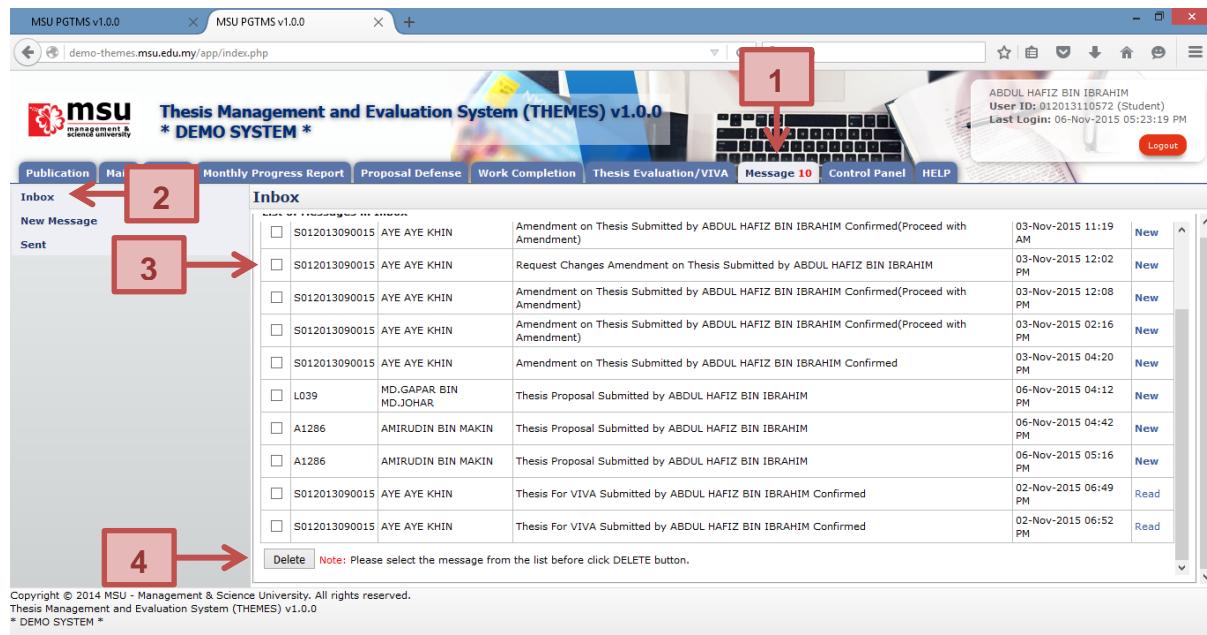
Warning

None

Note

None.

11.1.2 Delete Message



Prerequisite

None

Steps

1. Click on the **Message** tab on the **Top** panel. If there is a number with it, that's mean there are unread messages available pending action from the student.

2. Click on the **Inbox** menu on the **Left** panel. System will display the list of message on the **Working Area** section.
3. Tick the checkbox in which the message is going to be deleted. It can be done in multiple rows.
4. Click on the **Delete** button to delete the message from the list.

Next Action

None

Warning

System will prompt a notification message if the checkbox is untick before the deletion.

Note

None.

11.2 New Message

11.2.1 Send Message

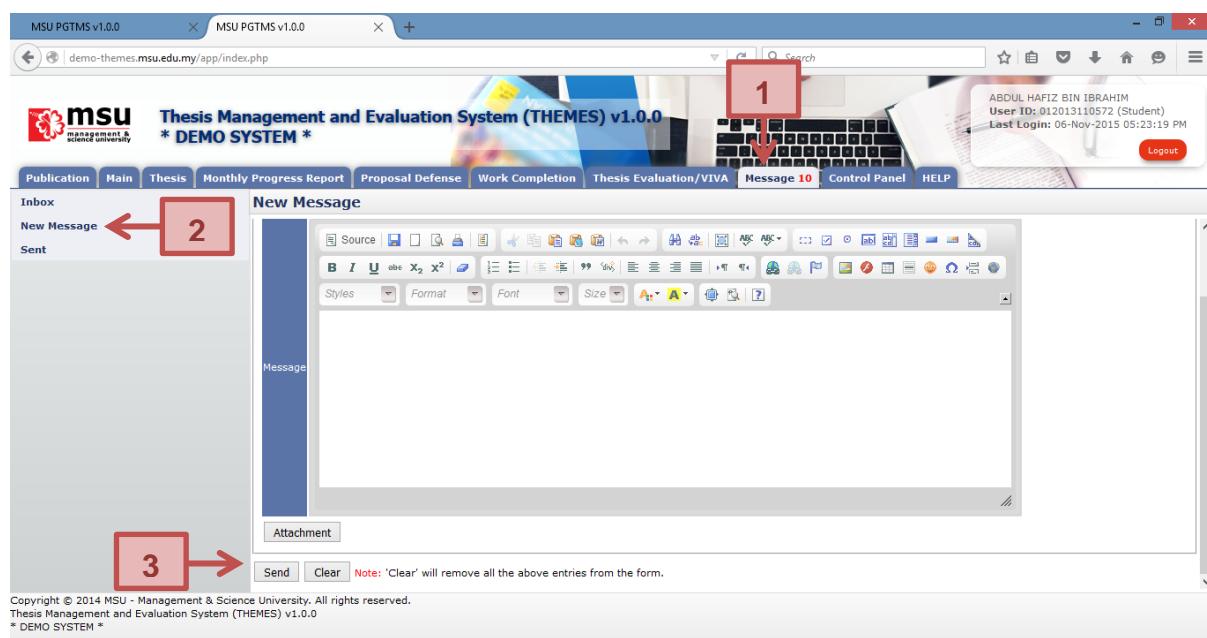


Figure 49: New Message

Prerequisite

None

Steps

1. Click on the **Message** tab on the **Top** panel
2. Click on the **New Message** menu on the **Left** panel
3. Once the Recipient, the message and the attachment (if any) are in place, then click **Send** button to send it to the Recipient.

Next Action

None

Warning

System will prompt a notification message if the checkbox is unticking before the deletion.

Note

None.

11.2.2 Select Recipient

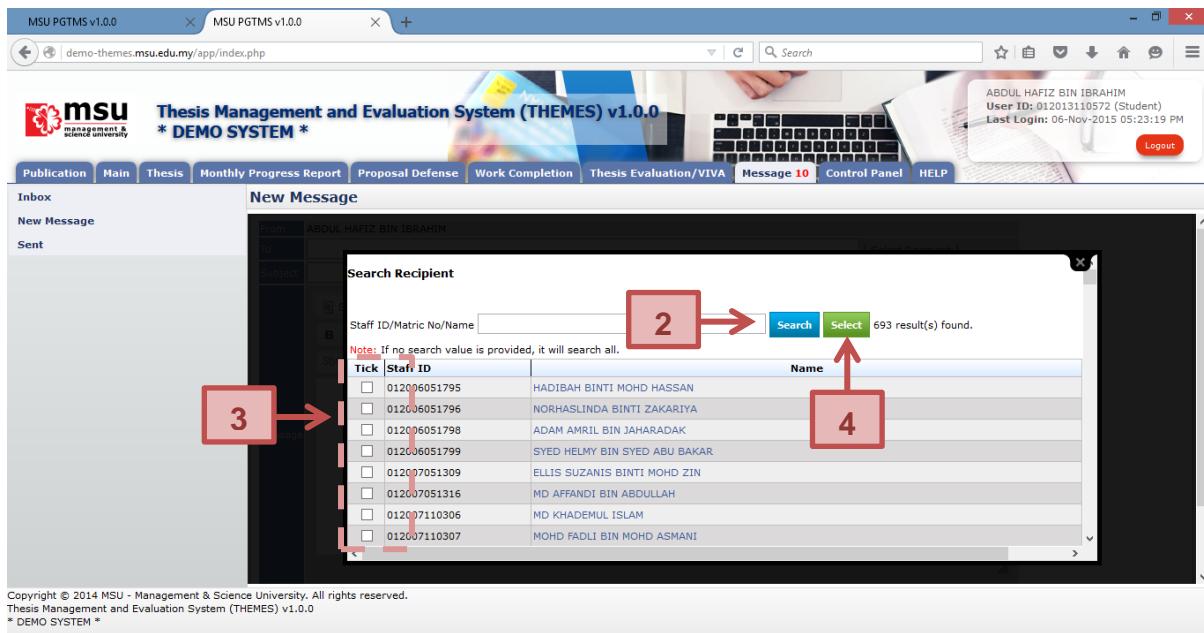
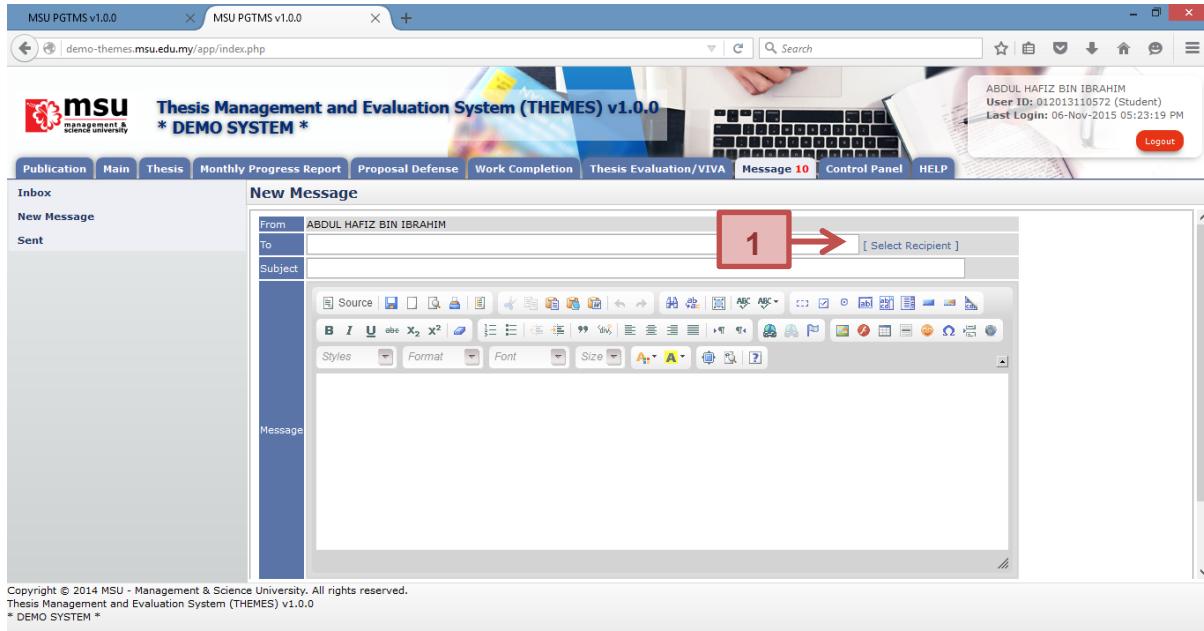


Figure 50: Select Recipient

Prerequisite

None

Steps

1. Click on the **Select Recipient** link to open the Recipient List page.
2. Enter the searching criteria and click **Search** button to search the specific search result or just click the **Search** button to search the general result.
3. Tick on the checkbox for the identified recipient.
4. Click on the **Select** button to populate the selected recipient into the **To** field on the New Message page.

Next Action

None

Warning

None

Note

None

11.2.3 Upload Attachment - Add

MSU PGTMS v1.0.0 MSU PGTMS v1.0.0

demo-themes.msu.edu.my/app/index.php

Search

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 06-Nov-2015 05:23:19 PM
Logout

Publication Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 10 Control Panel HELP

Inbox New Message Sent

New Message

Message

Attachment

Send Clear Note: 'Clear' will remove all the above entries from the form.

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Thesis Management and Evaluation System (THEMES) v1.0.0
* DEMO SYSTEM *

MSU PGTMS v1.0.0 MSU PGTMS v1.0.0

demo-themes.msu.edu.my/app/index.php

Search

ABDUL HAFIZ BIN IBRAHIM
User ID: 012013110572 (Student)
Last Login: 06-Nov-2015 05:23:19 PM
Logout

Publication Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Message 10 Control Panel HELP

Inbox New Message Sent

New Message

Attachment

Add Attachment

Searching Results:- 0 record(s) found.

Tick	No	Document Description *	Document Name	Download
No record found!				

Notes:
1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back Update Delete

Copyright © 2014 MSU - Management & Science University. All rights reserved.
Thesis Management and Evaluation System (THEMES) v1.0.0
* DEMO SYSTEM *

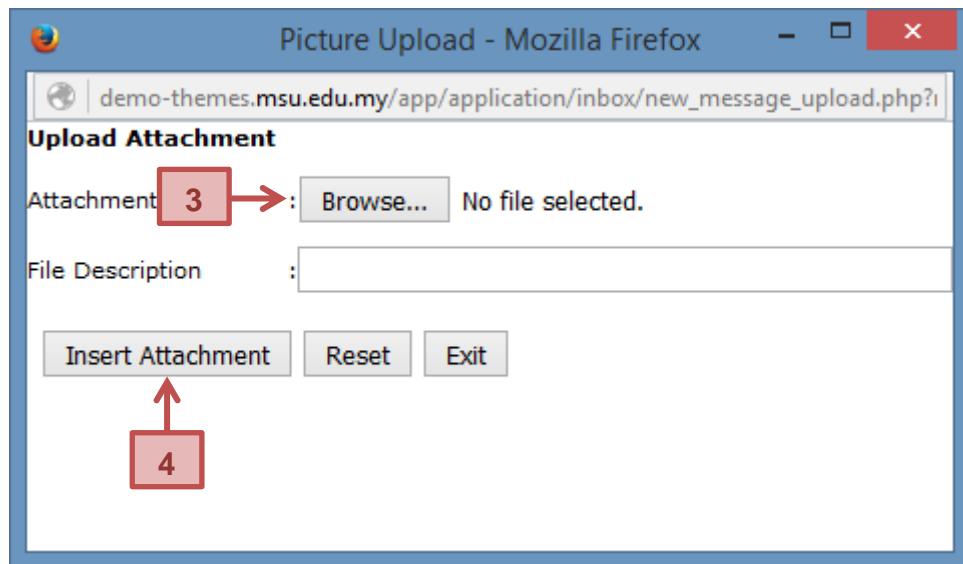


Figure 51: Upload Attachment

Prerequisite

None

Steps

1. Click on the **Attachment** button to open the Attachment page.
2. On Attachment page, click on the **Add Attachment** button.
3. Click on the **Browse** button to select the attachment. File Description field is optional.
4. Click on the **Insert Attachment** button to add the select attachment into the attachment list.

Next Action

1. Send the message
2. Update the attachment's description
3. Delete the attachment

Warning

None

Note

None

11.2.4 Upload Attachment - Update

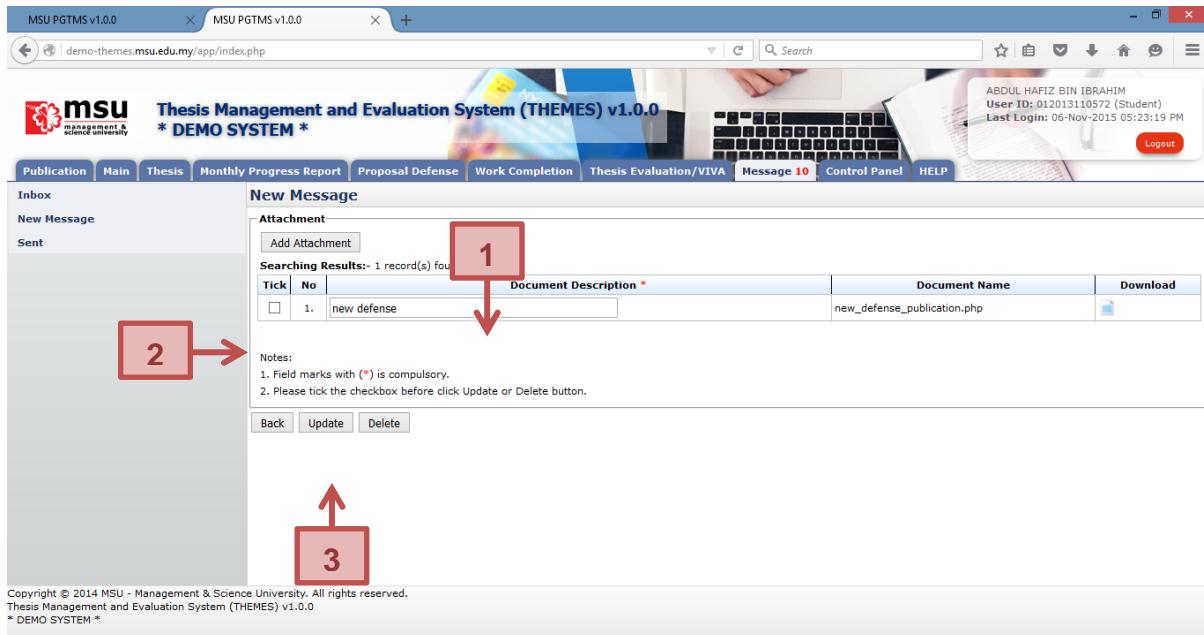


Figure 52: Upload Attachment

Prerequisite

The attachment has been added into the attachment list.

Steps

1. Update the document's description. It can be done in multiple rows.
2. Tick the checkbox for the document's description being updated. It can be done in multiple rows.
3. Click on the **Update** button to update the changes.

Next Action

1. Send the message
2. Update the attachment's description
3. Delete the attachment

Warning

None

Note

None

11.2.5 Upload Attachment - Delete

The screenshot shows a web browser window for 'MSU PGTMIS v1.0.0'. The URL is 'demo-themes.msu.edu.my/app/index.php'. The page title is 'Thesis Management and Evaluation System (THEMES) v1.0.0 * DEMO SYSTEM *'. The top navigation bar includes links for Publication, Main, Thesis, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 10, Control Panel, and HELP. On the right, there is a user profile for 'ABDUL HAFIZ BIN IBRAHIM' with User ID: 012013110572 (Student), Last Login: 06-Nov-2015 05:23:19 PM, and a Logout button.

The main content area is titled 'New Message' under 'Attachment'. It contains an 'Add Attachment' button and a search results table:

TICK	NO	DOCUMENT DESCRIPTION *	DOCUMENT NAME	DOWNLOAD
<input type="checkbox"/>	1.	new defense	new_defense_publication.php	

Below the table, there are notes:

Notes:
1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

At the bottom of the form, there are 'Back', 'Update', and 'Delete' buttons. A red box labeled '2' is placed over the 'Delete' button.

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Thesis Management and Evaluation System (THEMES) v1.0.0
* DEMO SYSTEM *

Figure 53: Upload Attachment

Prerequisite

The attachment has been added into the attachment list.

Steps

1. Tick the checkbox for the document to be deleted. It can be done in multiple rows.
2. Click on the **Delete** button to delete the attachment from the list.

Next Action

1. Send the message
2. Add other new attachment
3. Delete other attachment

Warning

None

Note

None

11.3 Sent Message

11.3.1 View Sent Message

The screenshot shows the 'Sent' tab selected in the navigation bar. The main content area displays a table titled 'List of Sent Messages' with columns for ID, Recipient, Subject, Date, and Status. One message is highlighted with a red box and the number '3'. A note at the bottom of the table says 'Delete Note: Please select the message from the list before click DELETE button.'

ID	Recipient	Subject	Date	Status
S012013090015	AYE AYE KHIN	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 11:19 AM	New
S012013090015	AYE AYE KHIN	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 11:26 AM	New
S012013090015	AYE AYE KHIN	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 12:07 PM	New
S012013090015	AYE AYE KHIN	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 12:09 PM	New
S012013090015	AYE AYE KHIN	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 12:19 PM	New
S012013090015	AYE AYE KHIN	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 12:26 PM	New
S012013090015	AYE AYE KHIN	Defense Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 04:38 PM	New
S012013100003	ADEL AKHAVANMALAYERI	Defense Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	03-Nov-2015 04:38 PM	New
L039	MD.GAPAR BIN MD.JOHAR	Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	06-Nov-2015 03:48 PM	New
LE017	ABDOL ALI KHATIBI	Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	06-Nov-2015 03:48 PM	New
LE017	ABDOL ALI KHATIBI	Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	06-Nov-2015 04:41 PM	New
L039	MD.GAPAR BIN MD.JOHAR	Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	06-Nov-2015 04:41 PM	New
L039	MD.GAPAR BIN MD.JOHAR	Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	06-Nov-2015 05:14 PM	New
LE017	ABDOL ALI KHATIBI	Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM	06-Nov-2015 05:14 PM	New

Figure 54: View Sent Message

Prerequisite

The message has been sent to the Recipient.

Steps

1. Click on the **Message** tab on the **Top Panel**.
2. Click on the **Sent** menu on the **Left Panel**.
3. To view the sent message, click on the message status

Next Action

None

Warning

None

Note

None

11.3.2 Delete Sent Message

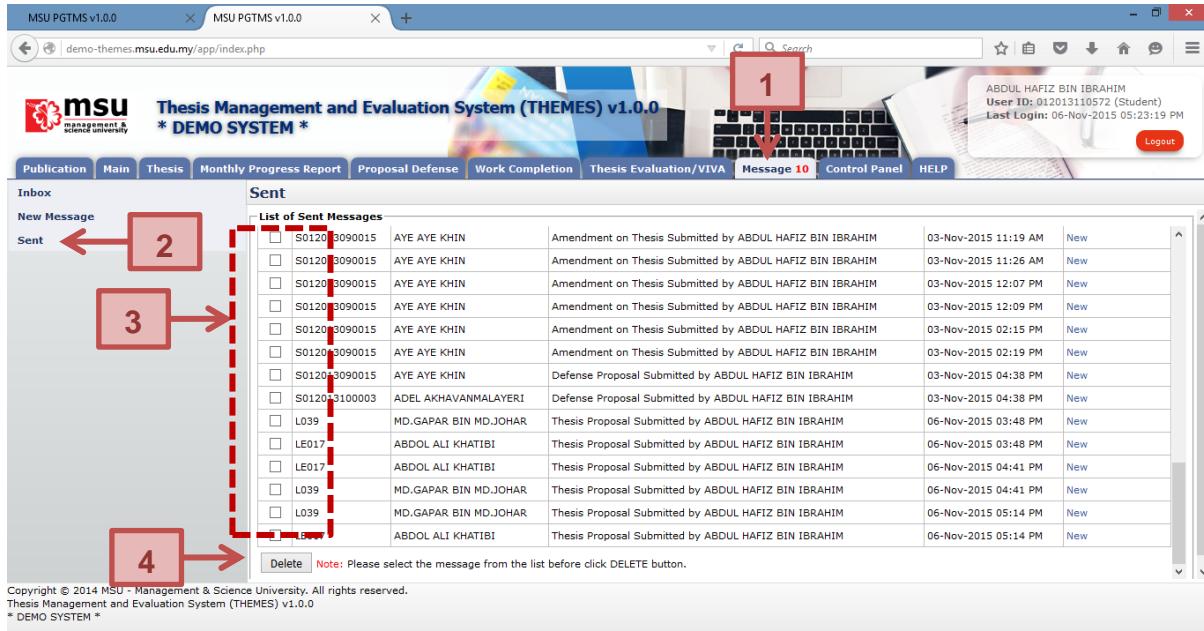


Figure 55: Delete Sent Message

Prerequisite

The message has been sent to the Recipient.

Steps

1. Click on the **Message** tab on the **Top Panel**.
2. Click on the **Sent** menu on the **Left Panel**.
3. Tick the checkbox for which the messages need to be deleted. It can be done in multiple rows.
4. Click on the Delete button to delete the messages from the list.

Next Action

None

Warning

None

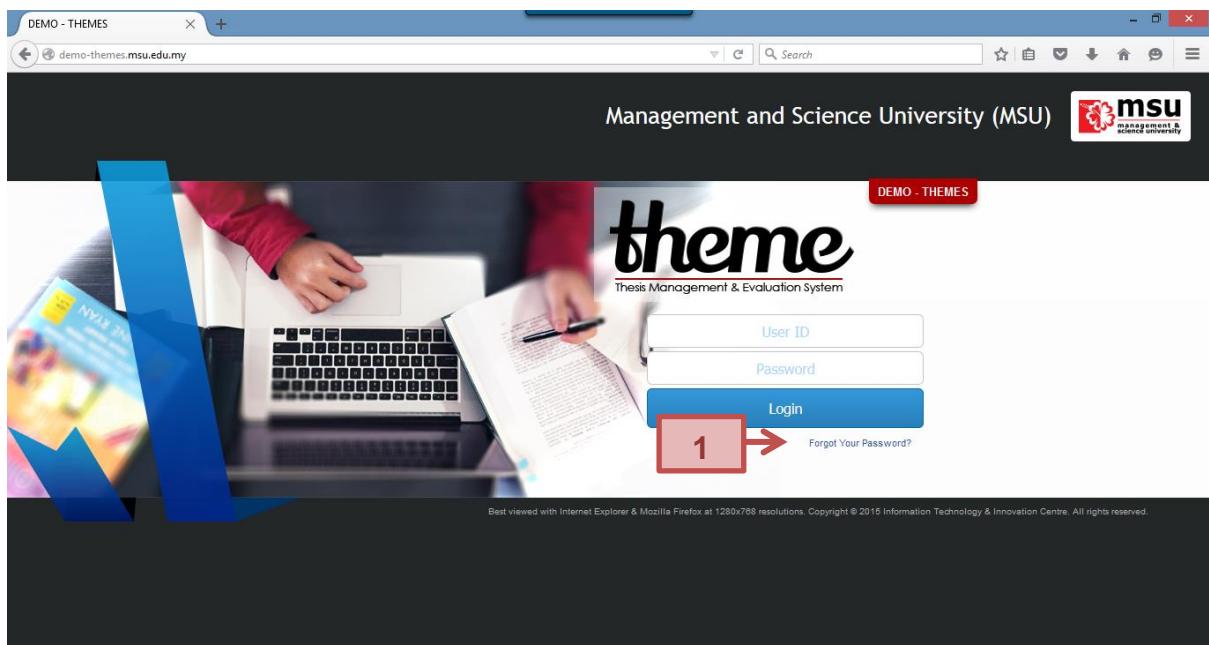
Note

None

12 CONTROL PANEL

12.1 Change Password

12.1.1 Before Login



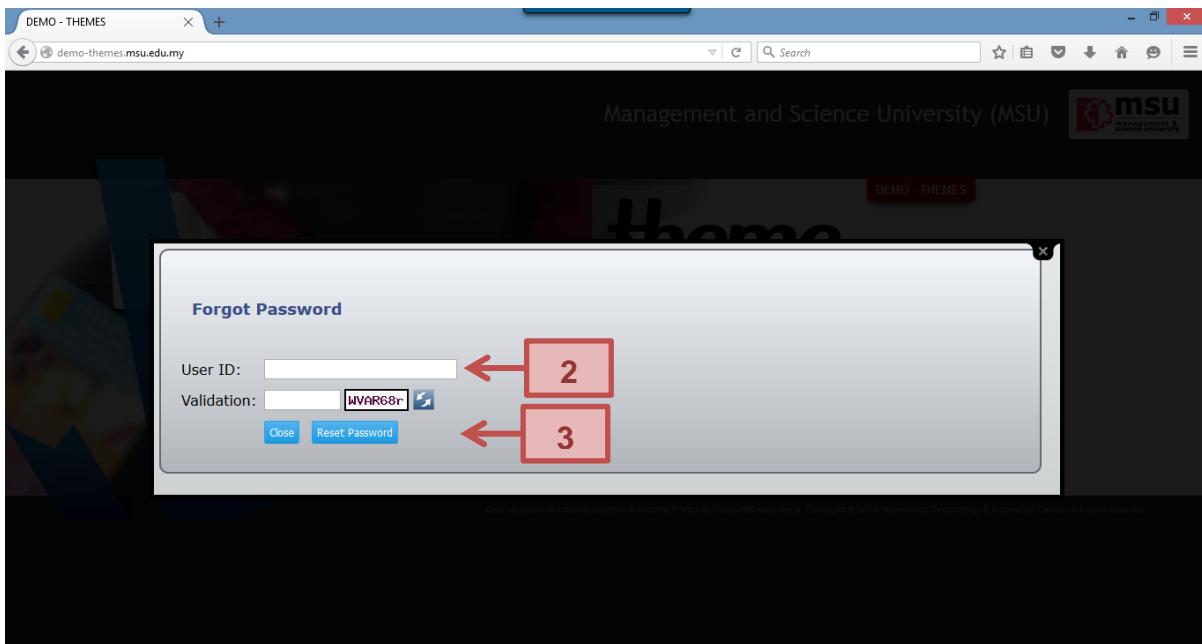


Figure 56: Change Password Page Before Login

Prerequisite

The User must have the email ID registered in KLAS2 system which failure to provide the valid email ID causing the system to do not generate and email a new reset password.

Steps

1. Click on the **Forgot Your Password** at the Login Page. The **Forgot Password** page will be displayed
2. Enter your **User ID** and **Validation Code**. The Validation Code can be refreshed if you want to change it.
3. Click on the **Reset Password** button. The system will generate the new password and send it to the registered user's email ID.

Warning

System will prompt a message if no email ID found in KLAS2 system. The User needs to register it in KLAS2 first before request to reset the password.

Note

None.

12.1.2 After Login

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

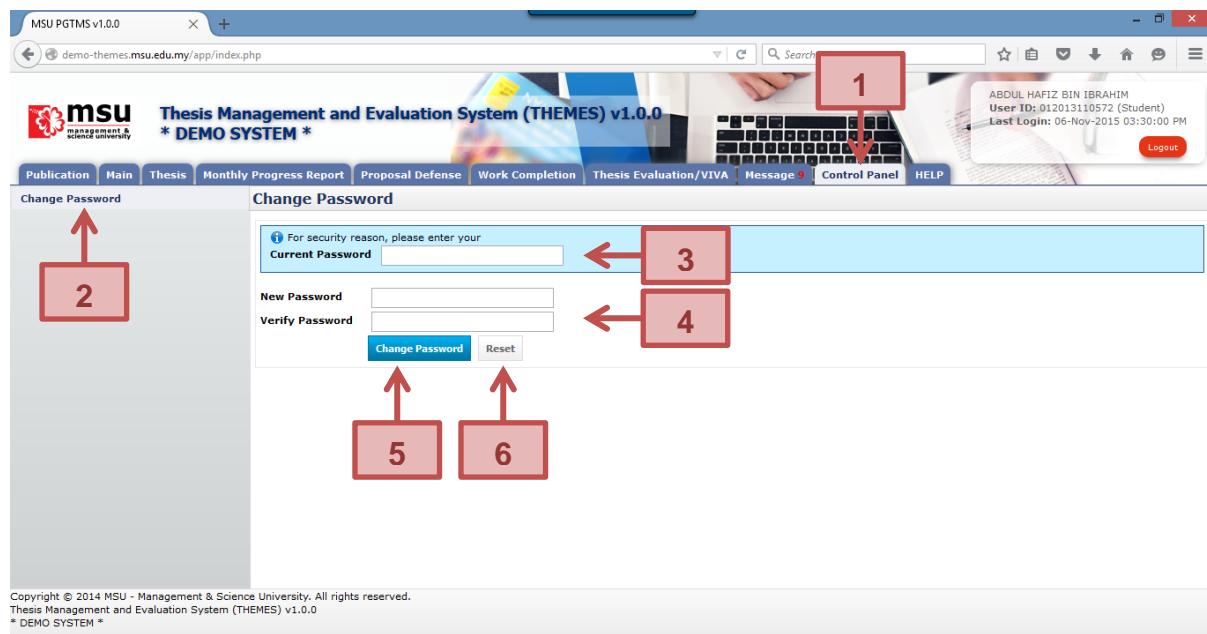


Figure 57: Change Password Page After Login

Prerequisite

None

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 security measure, the system will ask **Current Password** from the user.
4. Then follow by the **New Password** and **Verify Password**.
5. Click **Change Password** button to save the newly change password into the system successfully.
6. User can use **Reset** button if wanted to clear the entry on each fields.

Warning

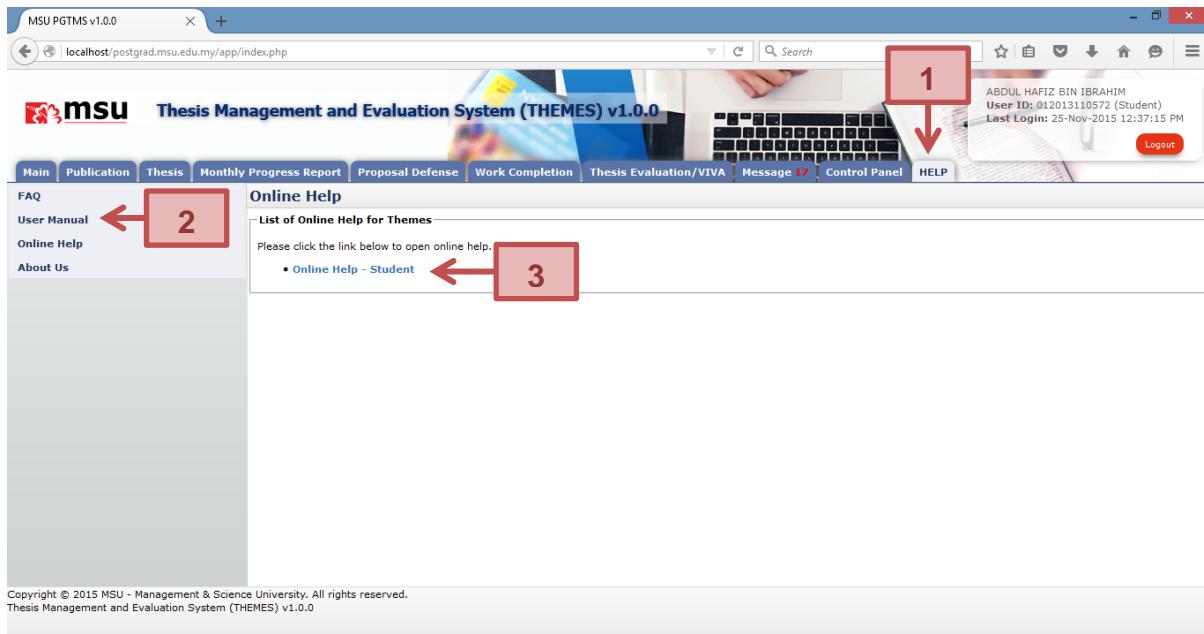
1. If the provided **Current Password** is incorrect, the system will prompt an error message and the user needs to redo the above step 3 onwards.
2. If the provided **New Password** and **Verify Password** are mismatched, the system will prompt an error message and the user needs to provide the match password for both.
3. The user cannot reuse the last 3 passwords which have been used before.
4. The password shall have the numeric (0-9) and characters (a-z, A-Z)

Note

None.

13 HELP

13.1 Online Help - Student



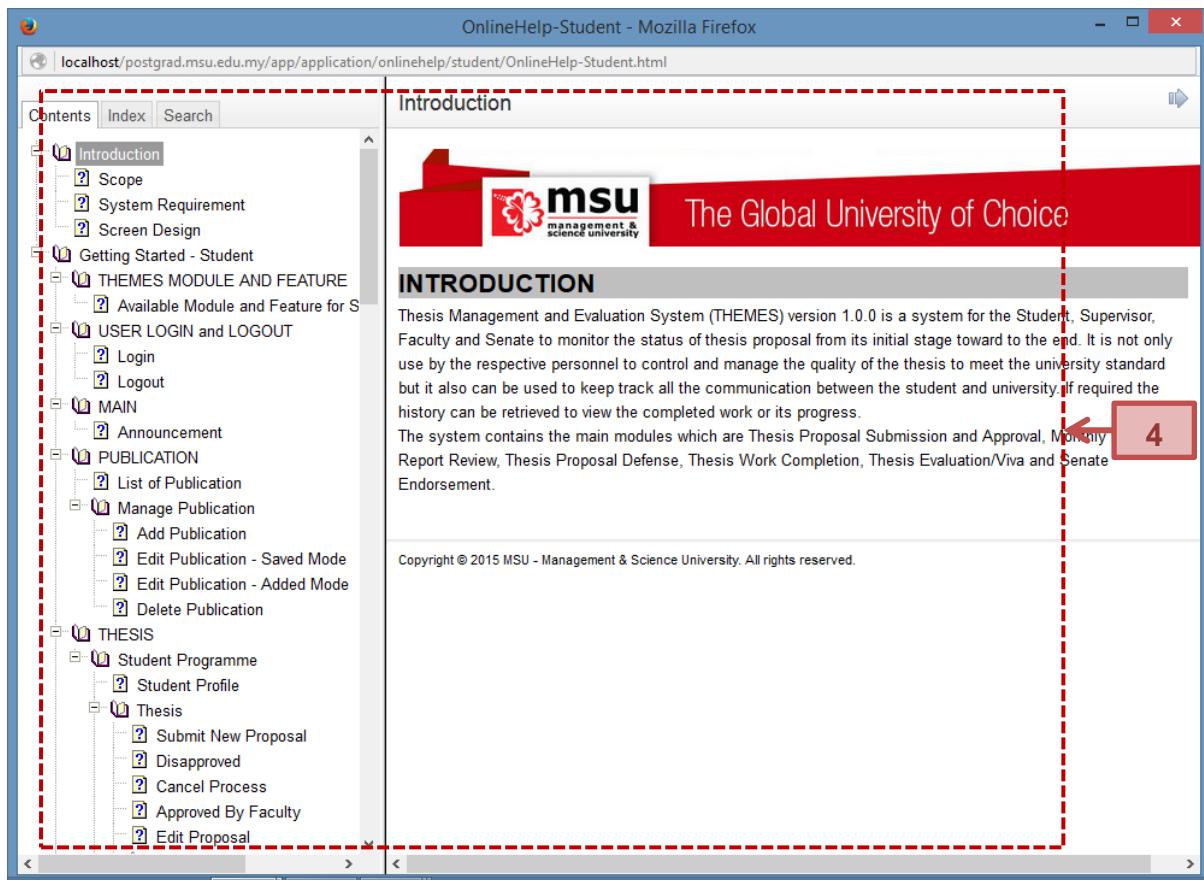


Figure 58: Online Help

Prerequisite

None

Steps

1. Click on the **HELP** tab from the system **Top Panel** section.
2. Click on the **Online Help** on the **Left Panel** section.
3. The online help will be displayed on the **Working Area** section which listed the applicable help to the Student. Click on the online help link.
4. The Online Help page will be displayed. The student can browse through the content to find the required help.

Next Action

None

Warning

None

Note

None.

13.2 User Manual

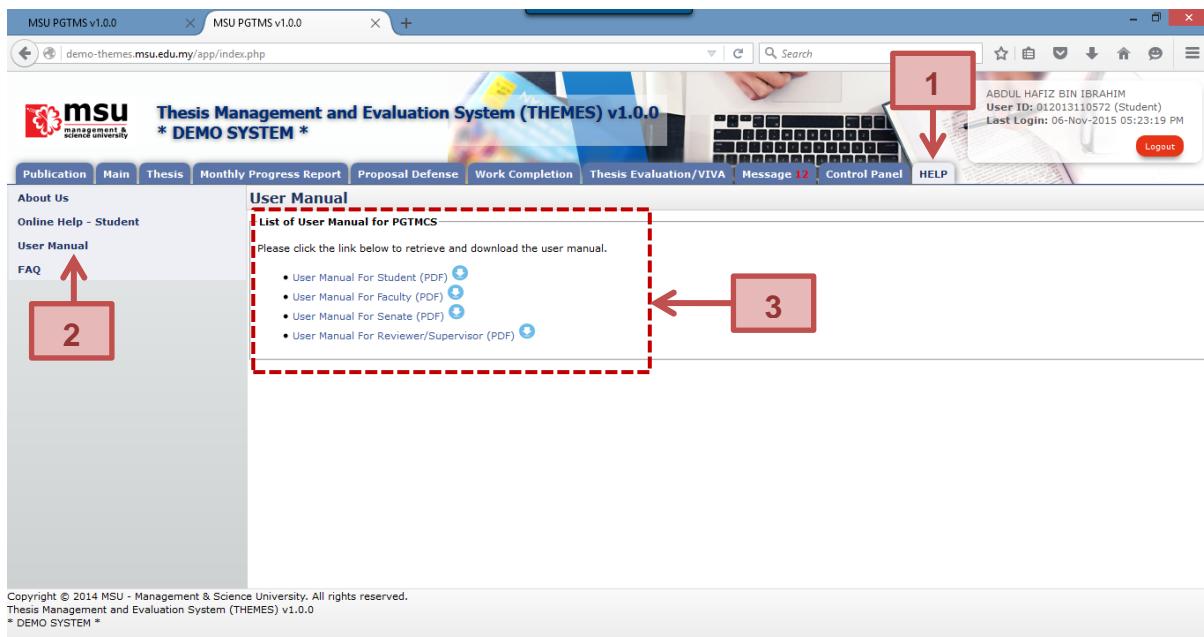


Figure 59: User Manual

Prerequisite

None

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 link to download user manual on the **Working Area** section.

Next Action

None

Warning

None

Note

None.

13.3 Frequently Asked Question

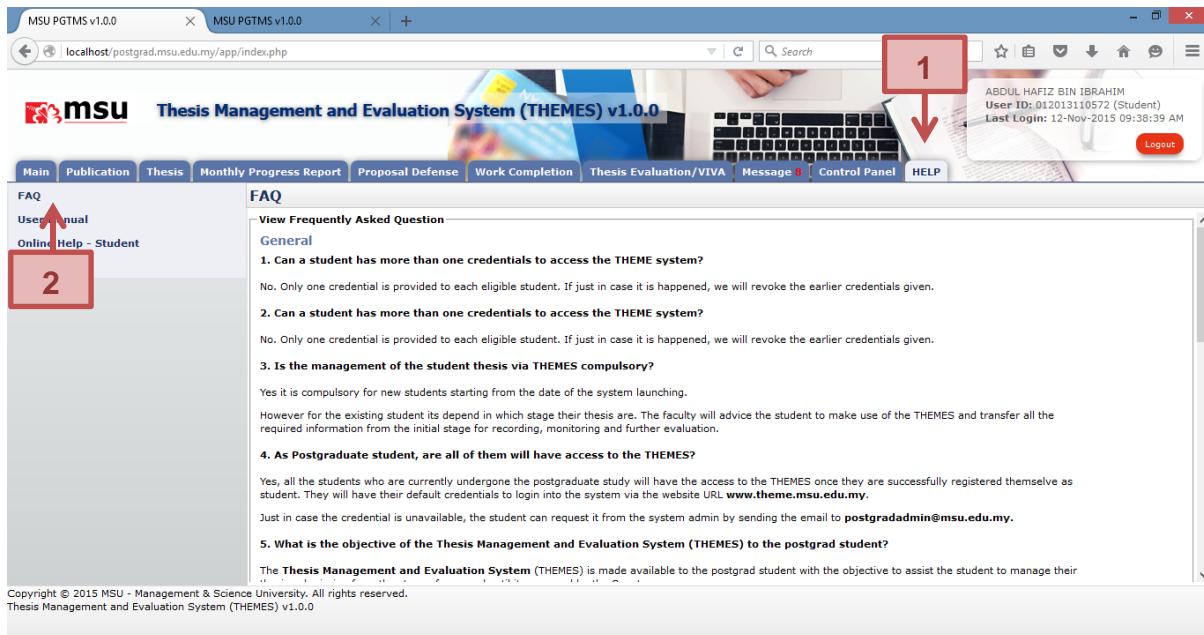


Figure 60: FAQ

Prerequisite

None

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 the list of FAQ on the **Working Area** section.

Next Action

None

Warning

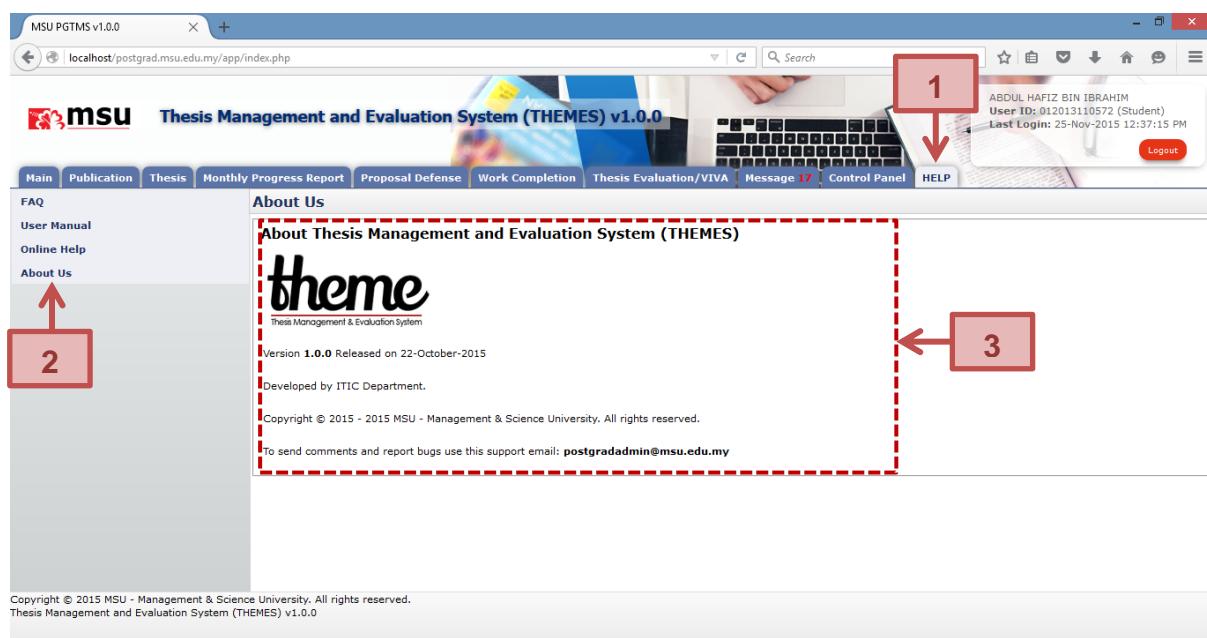
None

Note

None.

13.4 About Us

The page where indicate the current system's version and email to send comment and report bugs.



Prerequisite

None

Steps

1. Click on the **Help** tab on the **Top** panel
2. Click on the **About Us** menu on the **Left** panel

3. System will display the About Us information on the **Working Area** section.

Next Action

None

Warning

None

Note

None.

This page is intentionally left blank.