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THESIS MANAGEMENT & EVALUATION SYSTEM (THEMES)

USER MANUAL for STUDENT

Version 1.0

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1 INTRODUCTION

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 use by the respective personnel to control and manage the quality of the thesis to meet the university standard but it also can be used to keep track all the communication between the student and university. If required the history can be retrieved to view the completed work or its progress.

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

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
- 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.

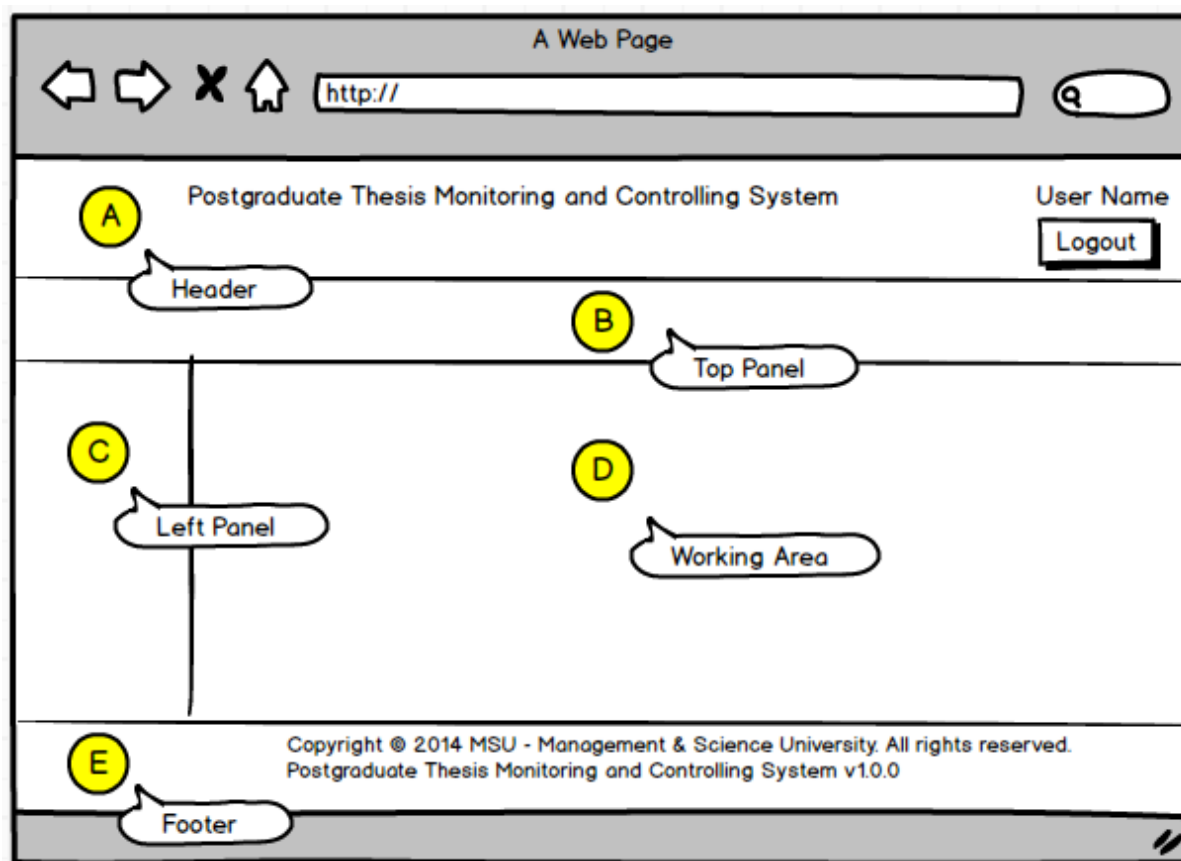


Figure 2: THEMES Screen Structure Design

2 HIGHLEVEL FLOW

2.1 Thesis Proposal Submission Process Flow

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

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

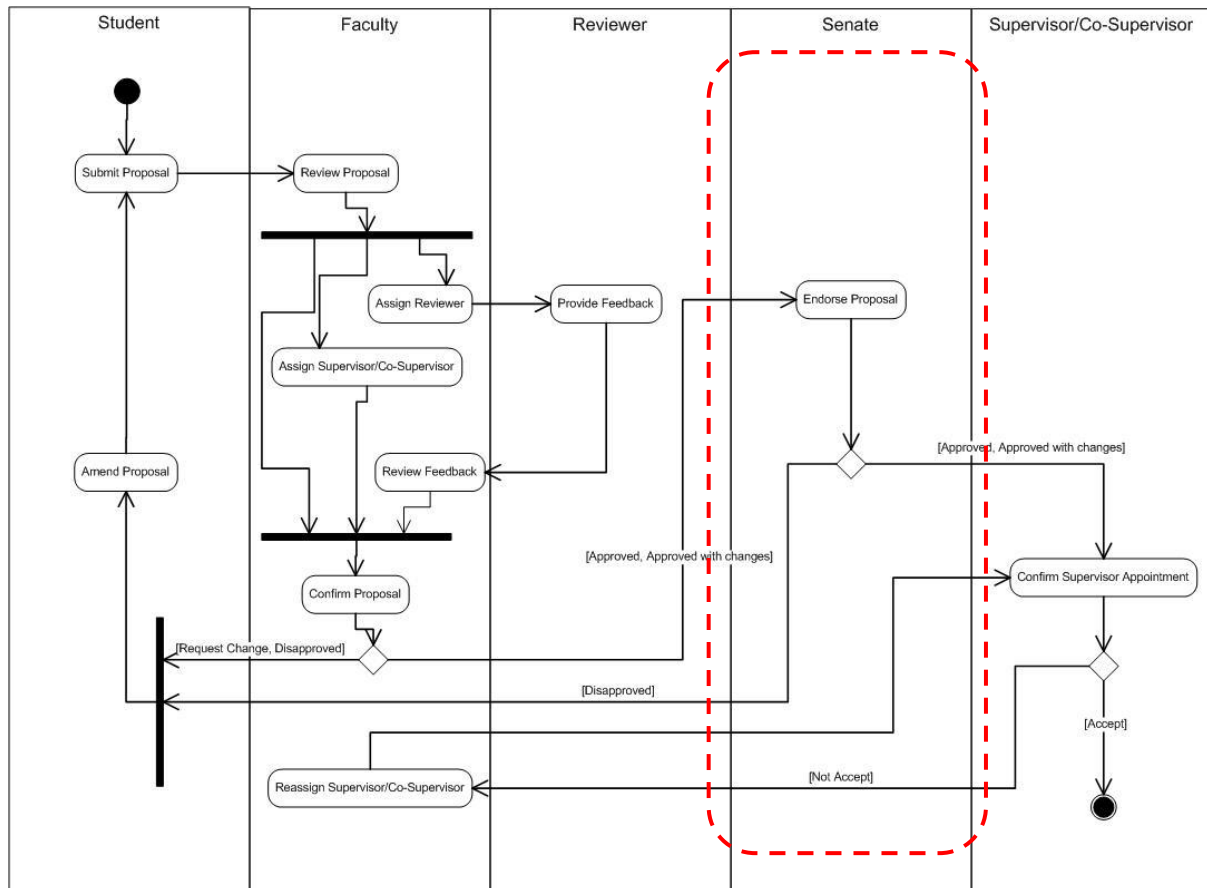


Figure 3: Thesis Proposal Submission Process Flow

3 USER LOGIN and LOGOUT

3.1 Login

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

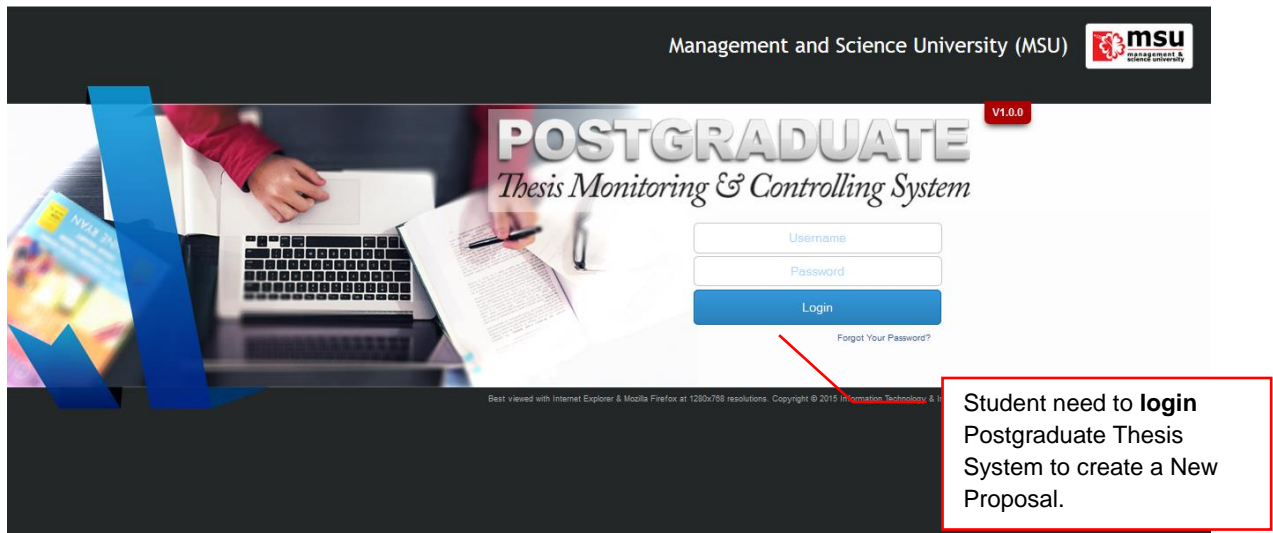


Figure 4: Login Page

Steps:-

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

3.2 Logout

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

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

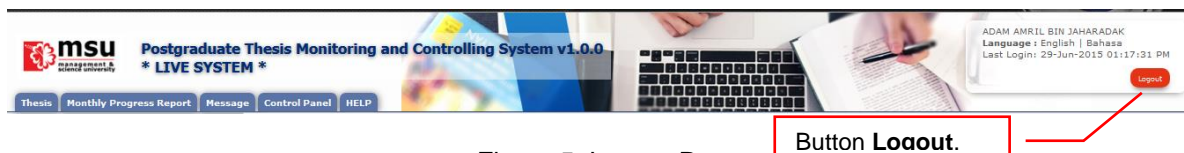


Figure 5: Logout Page

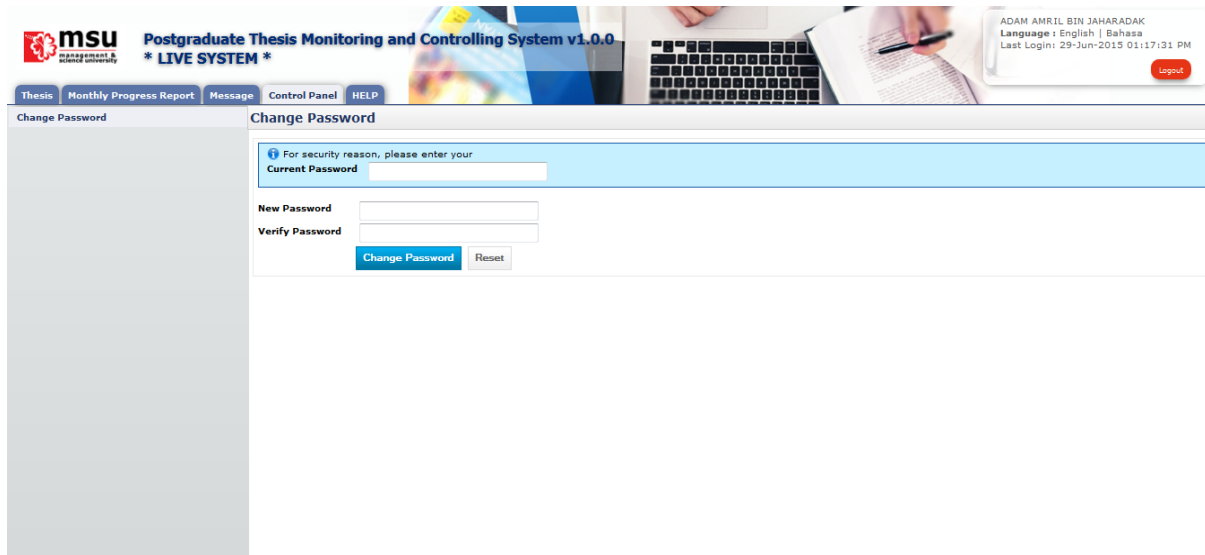
Steps:-

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

4 CHANGE PASSWORD

4.1 Change Password

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



The screenshot shows the 'Change Password' page of the MSU Postgraduate Thesis Monitoring and Controlling System v1.0.0. The page has a sidebar with navigation tabs: Thesis, Monthly Progress Report, Message, Control Panel, and HELP. The main content area is titled 'Change Password' and contains a form with the following fields and buttons:

- Current Password**: A text input field with a blue border and a small information icon on the left.
- New Password**: A text input field.
- Verify Password**: A text input field.
- Change Password**: A blue button.
- Reset**: A grey button.

A user profile box in the top right corner displays the user's name, language, and last login time.

Figure 6: Change Password Page

Steps:-

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

5 THESIS VIEW

5.1 Search Student via Thesis ID/Title

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

No	Thesis/Project ID	Matric No	Thesis Title	Cohort	Name	Status	Entry	Action
1.	T20150526001	012006051798		200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		View
2.	T20150526002	012006051798		200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		View
3.	T20150527001	012014111399	Development of a Visual Perceptual Science Specific Assessment Tool for Teaching and Learning Physics in Secondary School in Sri Lanka	201411(02)PMB-F	PIYATISSA MADAWALA LIYANAGE SHANAKA	ACTIVE	FRE	View
4.	T20150527002	012014030387	Testing process . ignore this data and email	201403(01)MBA-F	KIM SANG YONG	GRADUATED	FRE	View
5.	T20150527003	012014052281	The Impact of Strategic Orientation and Supply Chain Collaboration on Supply Chain Performance	201405(05)PMB-F	NACHIAPPAN A/L SUPPIAH	INACTIVE FRESH	FRE	View
6.	T20150602001	012014111396	Instructional Design Strategies for Interactive Online Courses Using Blended Approach	201411(02)PMB-F	CHAMILA NISHANTHI EDWARD	ACTIVE	FRE	View
7.	T20150612001	012013110572		201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	View

Figure 7: Thesis Tab

Pre-condition

1. none

Post-condition

1. View student profile
2. Proceed to administration view

Steps:-

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

5.1.1 Student Profile Details

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

5.1.1.1 Student Profile

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



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

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.



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

5.1.1.3 Subject Taken

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

Thesis Profile

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

SUBJECT TAKEN

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

List Of Subject Registered

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

[Back to Student List](#)

Figure 9: Subject Taken

Steps:-

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

5.1.1.4 Thesis History

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

Thesis Profile

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

SUMMARY LIST

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

< Previous **1** Next >

(total 3 results)

Figure 10: Thesis History

Steps:-

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

5.2 Search Student via Student Name/Matrix No

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

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

senate
Language : English | Bahasa
Last Login: 29-Jun-2015 03:53:40 PM
Logout

Thesis Administration Message 2 Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Student Profile

LIST OF STUDENT

Please enter search criteria below to search the student:-

Student Name/Matrix No: abdul hafiz [Search] Note: (1)

Student Name: [Search My Supervisee] Note: (2)

Notes:
1. If no entry is provided, it will search all postgrad students.
2. If no entry is provided, it will search all your supervisee.
The student will be listed after you have accepted them as your supervisee.

Searching Results:-

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

Figure 11: Thesis Tab

Steps:-

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

5.2.1 Student Profile Details

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

5.2.1.1 Student Profile

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

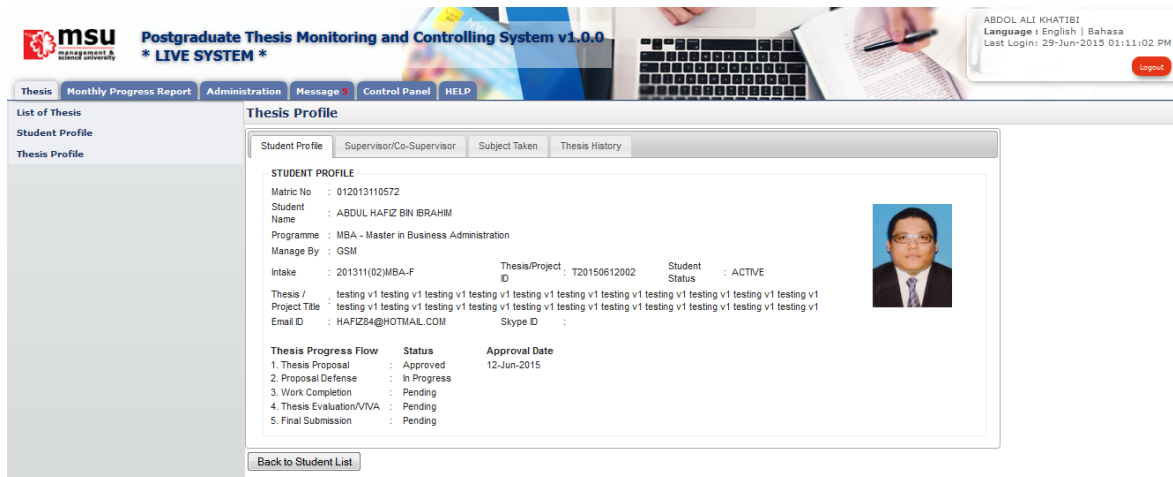


Figure 12: Student Profile

Steps:-

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

5.2.1.2 Supervisor/Co-Supervisor List

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

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

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

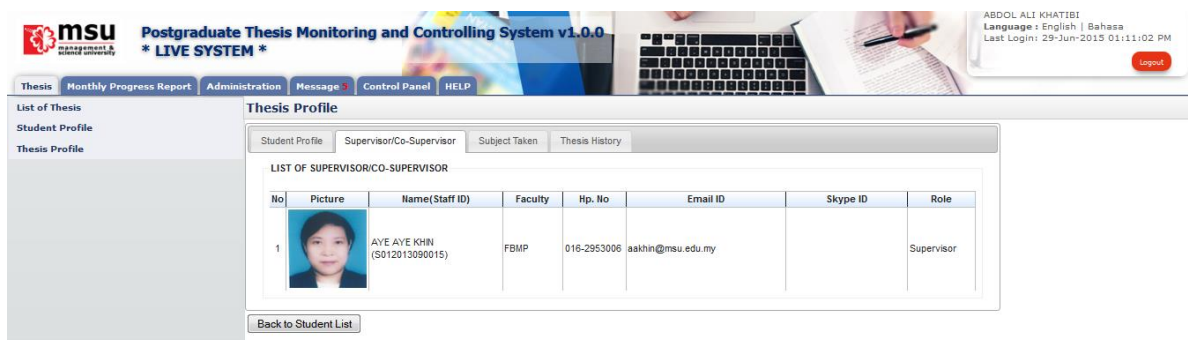


Figure 13: List of Supervisor / Co-Supervisor

Steps:-

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

5.2.1.3 Subject Taken

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

The screenshot shows the 'Thesis Profile' page with the 'Subject Taken' tab selected. The page includes a sidebar with 'List of Thesis', 'Thesis Profile', and 'Student Profile'. The main content area shows student details and a table of registered subjects.

Thesis Profile

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

SUBJECT TAKEN

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

List Of Subject Registered

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

[Back to Student List](#)

Figure 14: Subject Taken

Steps:-

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

5.2.1.4 Thesis History

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

List of Thesis Student Profile Thesis Profile	Student Profile						
	Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History						
	SUMMARY LIST						
	No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status
	1.	T20150518001	P20150518003	Software Testing v1.0	18-May-2015 10:00 AM	Approved	Approved
	2.	T20150518001	P20150518002	Software Testing v1.0	18-May-2015 09:56 AM	Approved	Archived
	3.	T20150518001	P20150518001	Software Testing v1.0	18-May-2015 09:54 AM	Submitted / Resubmitted	Archived
< Previous 1 Next >							
(total 3 results)							

Figure 15: Thesis History

Steps:-

1. It is only for view information.

6 LIST OF APPROVED THESIS

6.1 List of Approved Thesis

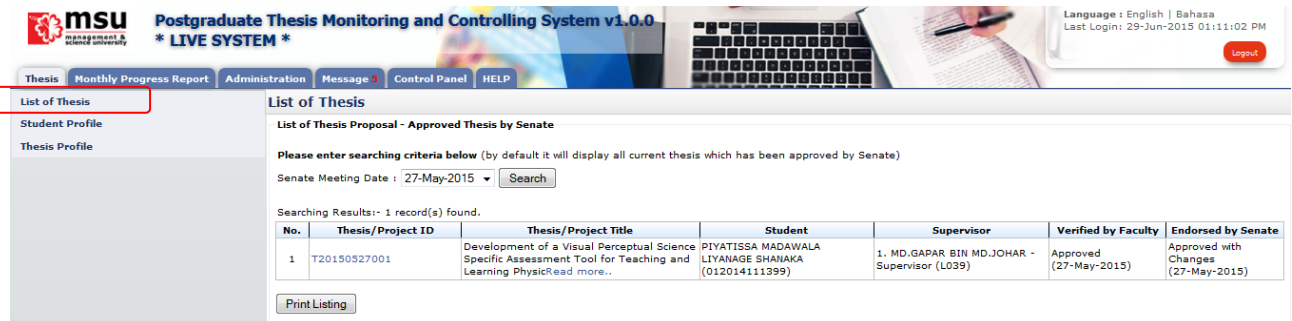


Figure 16: List of Approved Thesis

Pre-condition

1. List of thesis approved by senate

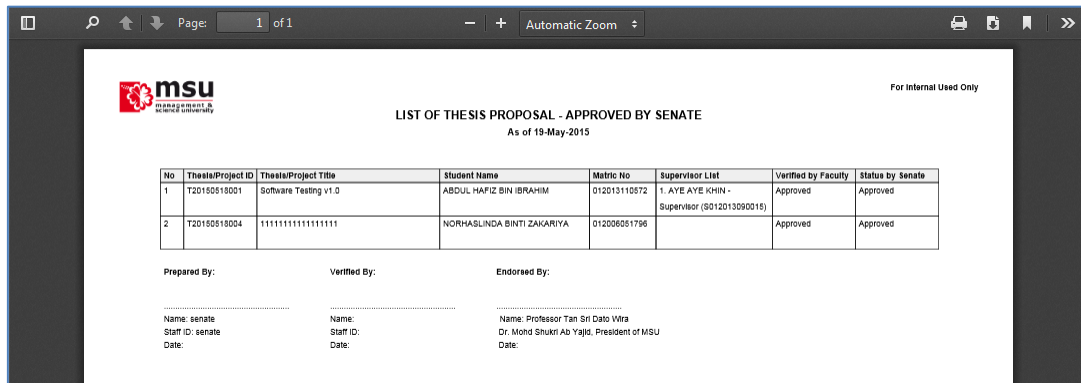
Post-condition

1. Can proceed to thesis approval

Steps:-

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

6.2 Generate File



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LIST OF THESIS PROPOSAL - APPROVED BY SENATE
As of 19-May-2015


No	Thesis/Project ID	Thesis/Project Title	Student Name	Matric No	Supervisor List	Verified by Faculty	Status by Senate
1	T20150513001	Software Testing v1.0	ABDUL HAFIZ BIN IBRAHIM	012013110372	1. AYE AYE KHIN - Supervisor (S012013090015)	Approved	Approved
2	T20150513004	11111111111111111111	NORHASLINDA BINTI ZAKARIYA	012006051796		Approved	Approved

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

Name: senate Name: Name: Professor Tan Sri Dato Vira
Staff ID: senate Staff ID: Dr. Mohd Shukri Ab Yajid, President of MSU
Date: Date: Date:

Figure 17: List of Approved Thesis PDF

Steps:-

1. To print, click the print logo button  to print.

2. To save file (PDF) click the download logo button 

7 ADMINISTRATION VIEW

Administration consists of Thesis Approval and List of Thesis.

7.1 Thesis Approval

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

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

senate Language : English | Bahasa Last Login: 29-Jun-2015 03:53:40 PM

Thesis Administration Message 2 Control Panel HELP

Thesis Approval

List of Thesis Proposal for Senate Review and Approval

Please enter searching criteria below

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

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

Searching Results:-

Tick	No.	Senate Status	Thesis Date	Thesis/Project ID	Thesis/Project Title	Student Name	Attachment by Student	Supervisor/Co-Supervisor
<input type="checkbox"/>	1.	Approved 26-Jun-2015 Status ID: A20150626002	26-Jun-2015	T20150626002 Enter Remarks	Thesis / Project Title	MD KHADEMUL ISLAM (012007110306)	Attachment 1:	1) AYE AYE KHIN (S012013090015) 2) MD.GAPAR BIN MD.SCHAR (L039) 3) ABDOL ALI KHATIBI (LE017) Change View
<input type="checkbox"/>	2.	Approved 26-Jun-2015			Testing Functionality , Please Ignore.	AFAM AMDI BHM		1) AYE AYE KHIN

Figure 18: Thesis Approval

Pre-condition

1. List of thesis approved or approved with changes by faculty

Post-condition

2. Wait for supervisor decision whether to approved or not approved the invitation

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Thesis Approval** and the searching page will be displayed which the user can search for a particular thesis for review. It will list the entire thesis that already been approved by the Faculty.
4. Choose the **Senate Meeting Date** or **Senate Status** or **Thesis Date** or by inserting **Thesis ID/Thesis Title** or **Matrix No** all criteria above and click **Search** button.
5. The record will be displayed under the search result.
6. Alternatively, the Thesis Proposal can be searching via **Student Name** by entering the student name.
7. Click **Search by Name Only** button and the record will be displayed under the search result.
8. To change Supervisor/Co-supervisor, click . To view Supervisor/Co-supervisor that has been assigned, click .
9. To download and view the attachment that has been uploaded by student, click Attachment 1: .

7.2 Thesis Approval – Next Section

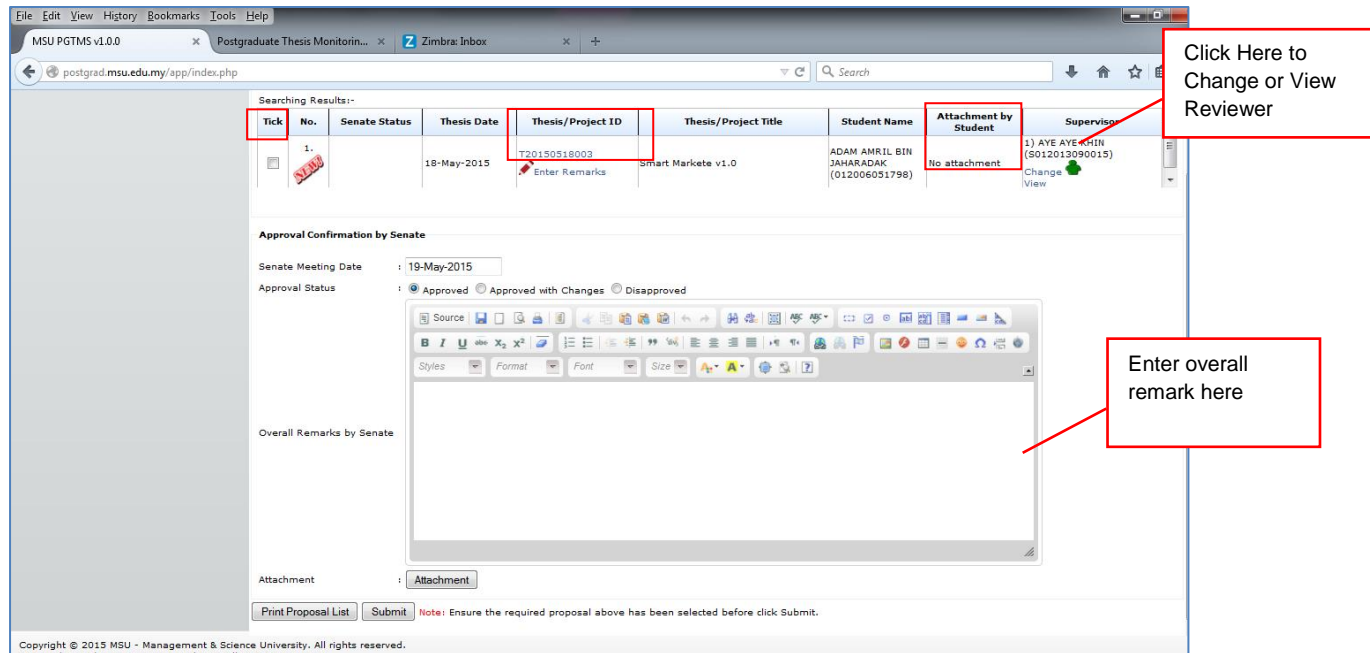







Figure 19: Thesis Approval - Searching Result

Steps:-

1. The result displays all the thesis/proposal that has been approved by the Faculty.
2. The result will show whether the thesis/proposal is new or not by displaying the icon  at the **No.** column.
3. To give the remarks, click  to proceed.
4. To read or download attachment uploaded by the student is by clicking the link .
5. To upload attachment, click **Attachment** button.
6. To edit description of the file/attachment, click **Attachment** button.
7. To change Supervisor/Co-supervisor, click the link .
8. To view Supervisor/Co-supervisor that has been assigned, click the link .
9. To confirm the decision of the thesis proposal, tick the proposal and choose the approval status i.e. Approved, Approved with Changes or Disapprove
10. To give overall remark, enter the remark into the field.
11. Then click the **Submit** button to proceed.
12. When **Submit** button is clicked, the email notification will be sent to the student and faculty by the system (Refer Appendix). Plus, email notification will also be sent to the supervisor that has been assigned.

13. To print the proposal list, click **Print Proposal List**.

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LIST of THESIS PROPOSAL for SENATE APPROVAL
As of 19-May-2015

No	Student Name	Matric No	Thesis Date	Thesis/Project ID	Thesis Type	Thesis/Project Title	Senate Decision (Please Tick)
1.	ABDUL HAFIZ BIN IBRAHIM	012011102072	19-May-2015	T20102510001	Case Study	Software Testing v1.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
2.	NORHABUNDA BINTI ZAKARIYA	012006011796	19-May-2015	T20102510004	Research	11111111111111111111	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
3.	DEVJUNDARA LITANAGE PRASATH MANULLA RATHNARAGHVA	012011021747	19-May-2015	T20102510002	Project	User Manual for Senate v2	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
4.	MASHTAH BT KEOHIC	012011021748	19-May-2015	T20102510001	Research	User Manual for Senate v1	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
5.	ADAM AMRUL BIN JAHARADAK	012006011796	19-May-2015	T20102510003	Research	Smart Markets v1.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved



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

Name: senate Staff ID: senate Date: _____

Name: Professor Tan Sri Dato Vitha Dr. Mohd Shukri Ad Yaghi, President of MSU Date: _____

Figure 20: List of Thesis for Senate Approval PDF

Steps:-

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

7.2.2 Change and View Supervisor/Co-supervisor

Thesis Approval
List of Thesis

Thesis Approval

List of Assigned Supervisor
Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

List of Assigned Supervisor

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

Update
Delete
Back

Assign New Supervisor
Please enter searching criteria below:-

Department
Supervisor Name / Staff ID
Field of Expertise / ID

Search
Back

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

Searching Results:-

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

Back

Figure 22: Change Supervisor/Co-Supervisor

Steps:-

- To assign new Supervisor/Co-supervisor, provide the searching criteria and search. The searching can be by individually or combine. The fields are as follow:-
 - Department
 - Supervisor Name / Staff ID
 - Field of Expertise / Expertise ID
- If there is no entry provided, the search will display all the staff.

Searching Results:-

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

Figure 23: Search Result with no searching criteria provided

Assign New Supervisor
Please enter searching criteria below:-

Department:

Staff Name / Staff ID:

Field of Expertise / ID:

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

Searching Results:-

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role	Skype ID	Reply Date within 7 day(s)
<input checked="" type="checkbox"/>	1.	FISE	T002	ADAM AMRIL BIN JAHARADAK	- Master in IT (Information Science)		Supervisor		25-May-2015
<input type="checkbox"/>	2.	FISE	PT002	ADZLIZA SALMI BINTI MOHAMAD AZLAN	- Master Science in Microelectronic				25-May-2015

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

Figure 24: Search Result with searching criteria provided

- Choose the staff that the user wants to assign by ticking the checkbox.
- Then choose the role of the assigned staff whether to be Supervisor or Co-Supervisor.
- Then choose the **Reply Date**
- Once done, click **Assign** button.

Thesis Approval

List of Assigned Supervisor
Student Matrix No : 012006051798
Student Name : ADAM AMRIL BIN JAHARADAK

List of Assigned Supervisor

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

Figure 25: List of Assigned Supervisor

- If to delete the assigned Supervisor / Co-Supervisor, tick the checkbox and click **Delete** button to remove the assigned supervisor/co-supervisor from the list.
- To View brief biodata of the staff click [View Brief Biodata](#).
- To change the role, choose the **Role** listed or to change the reply date, choose the **Reply Date**. Once done click **Update** button to save it.

7.2.2.1 View Brief Biodata

Proposal Confirmation

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

You may update this biodata if it is required:-

Update Back

Attachment Document (i.e CV, supporting documents)

No	Document Description	Document Name	Download
1.	11111	x1.doc	
2.	222222	x2.doc	

Figure 26: View and Update Supervisor Biodata

Steps:-

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

List of Assigned Supervisor

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

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

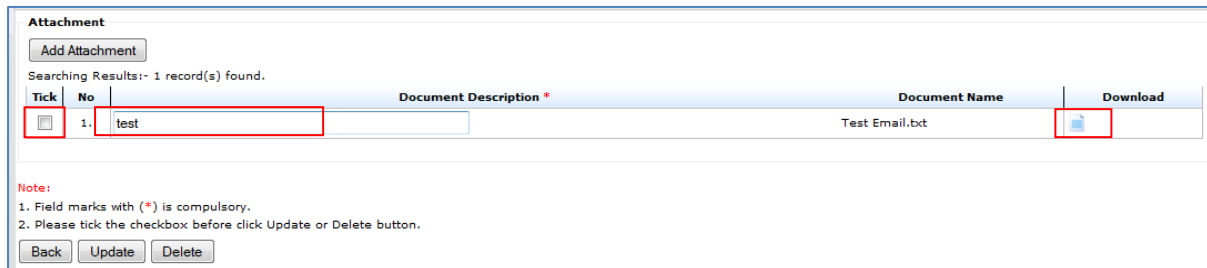
Back

Figure 27: View Supervisor Assigned

Steps:-

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

7.2.3 Upload Attachment



Attachment

[Add Attachment](#)

Searching Results:- 1 record(s) found.

Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	test	Test Email.txt	

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

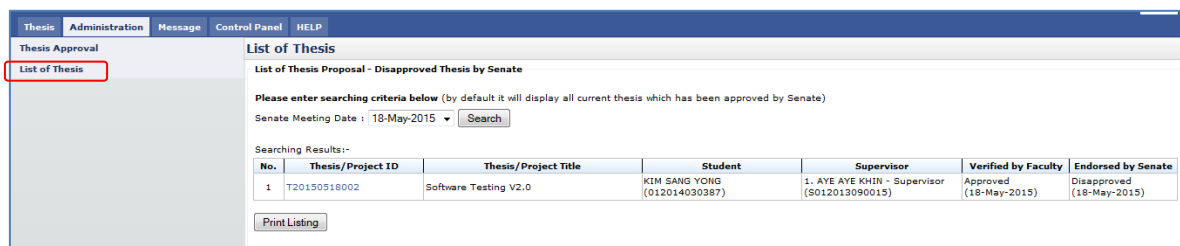
[Back](#) [Update](#) [Delete](#)

Figure 28: Upload Attachment

Steps:-

1. To upload attachment, click **Add Attachment**
2. To update attachment description, click on the field on the column **Document Description** and insert necessary description.
3. Then tick the checkbox on the left side and click **Update** button.
4. To delete attachment, tick the checkbox on the left and click **Delete** button.
5. To download or read the file that been upload, click

6.3 List of Thesis Proposal – Disapproved Thesis by Senate



Thesis Administration Message Control Panel HELP

Thesis Approval

List of Thesis

List of Thesis Proposal - Disapproved Thesis by Senate

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

Senate Meeting Date : 18-May-2015 [Search](#)

Searching Results:-

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

[Print Listing](#)

Figure 29: List of Thesis proposal - Disapproved

Pre-condition

1. List of thesis disapproved by senate

Post-condition

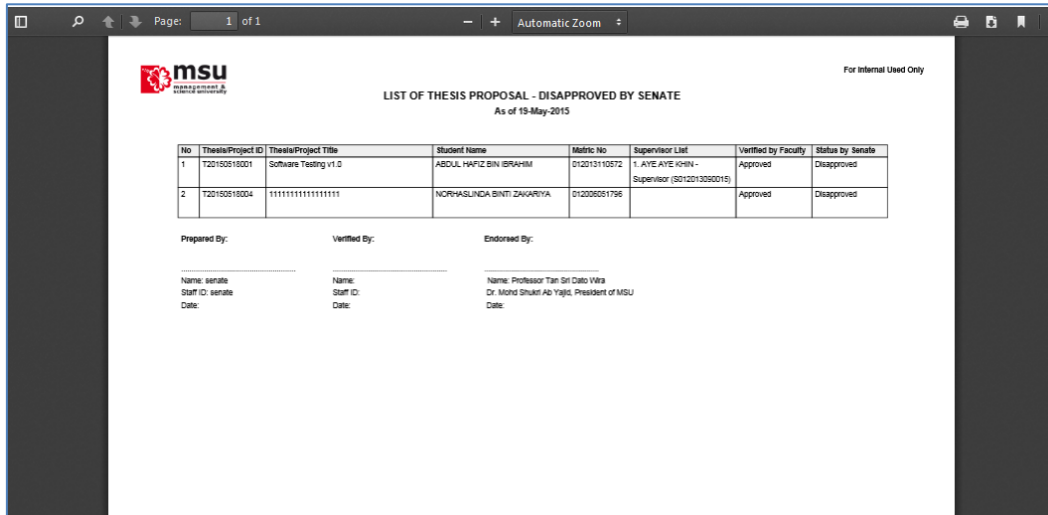
1. Can proceed to thesis approval

Steps:-

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

- To print the detail, click **Print Listing** button to proceed.

6.3.1 Generate File



msu
Thesis Management & Evaluation System (THEMES)

For Internal Used Only

LIST OF THESIS PROPOSAL - DISAPPROVED BY SENATE
As of 19-May-2015

No	Thesis/Project ID	Thesis/Project Title	Student Name	Metric No	Supervisor List	Verified by Faculty	Status by Senate
1	T20150218001	Software Testing v1.0	ABDUL HAFIZ BIN IBRAHIM	012013110272	1. ATE-ATE KHIN - Supervisor (301201309016)	Approved	Disapproved
2	T20150218004	111111111111111111	NORHASLINDA BINTI ZAKARIYA	012008051796		Approved	Disapproved



Prepared By: _____
Name: senate
Staff ID: senate
Date: _____

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

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

Figure 30: List of Disapproved Thesis by Senate

Steps:-

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

APPENDIX

Email Template - Admin to Student (Trigger after Decision Made by Senate)

Thesis Proposal - Approved

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by KIM SANG YONG – Approved



Dear KIM SANG YONG,
Please be informed, your thesis proposal has been approved by the Senate.

Student Name	KIM SANG YONG
Matric No	012014030387
Submit date	19-May-2015
Thesis ID	T20150519001
Thesis/Project Title	Testing Postgrad System v1.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research
Senate Status	Approved

Thank you,

Best Regards,

Management & Science University

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

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

Thesis Proposal - Disapproved

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by KIM SANG YONG – Disapproved



Dear KIM SANG YONG,
Please be informed, your thesis proposal has been approved by the Senate.

Student Name	KIM SANG YONG
Matric No	012014030387
Submit date	19-May-2015
Thesis ID	T20150519001
Thesis/Project Title	Testing Postgrad System v1.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research
Senate Status	Disapproved

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal – Approved with Changes

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by KIM SANG YONG – Approved with changes



The Global University of Choice

Dear KIM SANG YONG,
Please be informed, your thesis proposal has been approved by the Senate.

Student Name	KIM SANG YONG
Matric No	012014030387
Submit date	19-May-2015
Thesis ID	T20150519001
Thesis/Project Title	Testing Postgrad System v1.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research
Senate Status	Approved with Changes

Thank you,

Best Regards,

Management & Science University

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

Email Template - Admin to Faculty (Trigger after Decision Made by Senate)

Thesis Proposal - Approved

To: gsm@msu.edu.my <gsm@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by MASHITAH BT KECHIK – Approved



The Global University of Choice

Dear Sir,

Please be informed, the following student thesis proposal has been approved by the Senate.

Student Name	MASHITAH BT KECHIK
Matric No	012011051748
Submit date	19-May-2015
Thesis ID	T20150519002
Thesis/Project Title	Testing Postgrad System v2.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal - Disapproved

To: gsm@msu.edu.my <kimsangyong@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by MASHITAH BT KECHIK – Disapproved



The Global University of Choice

Dear Sir,

Please be informed, the following student thesis proposal has been approved by the Senate.

Student Name	MASHITAH BT KECHIK
Matric No	012011051748
Submit date	19-May-2015
Thesis ID	T20150519002
Thesis/Project Title	Testing Postgrad System v2.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal – Approved with Changes

To: gsm@msu.edu.my <kimsangyong@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by MASHITAH BT KECHIK – Disapproved



The Global University of Choice

Dear Sir,

Please be informed, the following student thesis proposal has been approved by the Senate.

Student Name	MASHITAH BT KECHIK
Matric No	012011051748
Submit date	19-May-2015
Thesis ID	T20150519002
Thesis/Project Title	Testing Postgrad System v2.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research

Thank you,

Best Regards,

Management & Science University

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

Email Template - Admin to Supervisor (Trigger after Decision Made by Senate)

Invitation as Supervisor/Co-Supervisor

To: aakhin@msu.edu.my <aakhin@msu.edu.my>
From: postgradadmin@msu.edu.my <Postgrad Admin>
Subject: Thesis Proposal by MASHITAH BT KECHIK – Appointment as Supervisor



Dear Dr. AYE AYE KHIN,

Please be informed, the following student has submitted his/her thesis proposal for our approval. On behalf of senate, we would like to extend an invitation to you to serve as a Supervisor for the PhD thesis of the following candidate.

Student Name	MASHITAH BT KECHIK
Matric No	012011051748
Submit date	19-May-2015
Thesis ID	T20150519002
Thesis/Project Title	Testing Postgrad System v2.0 (PLEASE IGNORE THIS EMAIL)
Thesis Type	Research

Thank you,

Best Regards,

Management & Science University

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

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