



**Management & Science University,**  
University Drive, Off Persiaran Olahraga,  
Section 13, 40100 Shah Alam,  
Selangor Darul Ehsan.

# **POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)**

## **USER MANUAL for STUDENT**

Version 1.0

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## **1 INTRODUCTION**

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

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

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

### **1.1 Scope**

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

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

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

### **1.2 System Requirement**

#### **1.2.1 URL**

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

#### **1.2.2 Internet Browser**

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

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

### 1.2.3 User Access

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

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

## 1.3 Screen Design

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

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

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

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

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

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

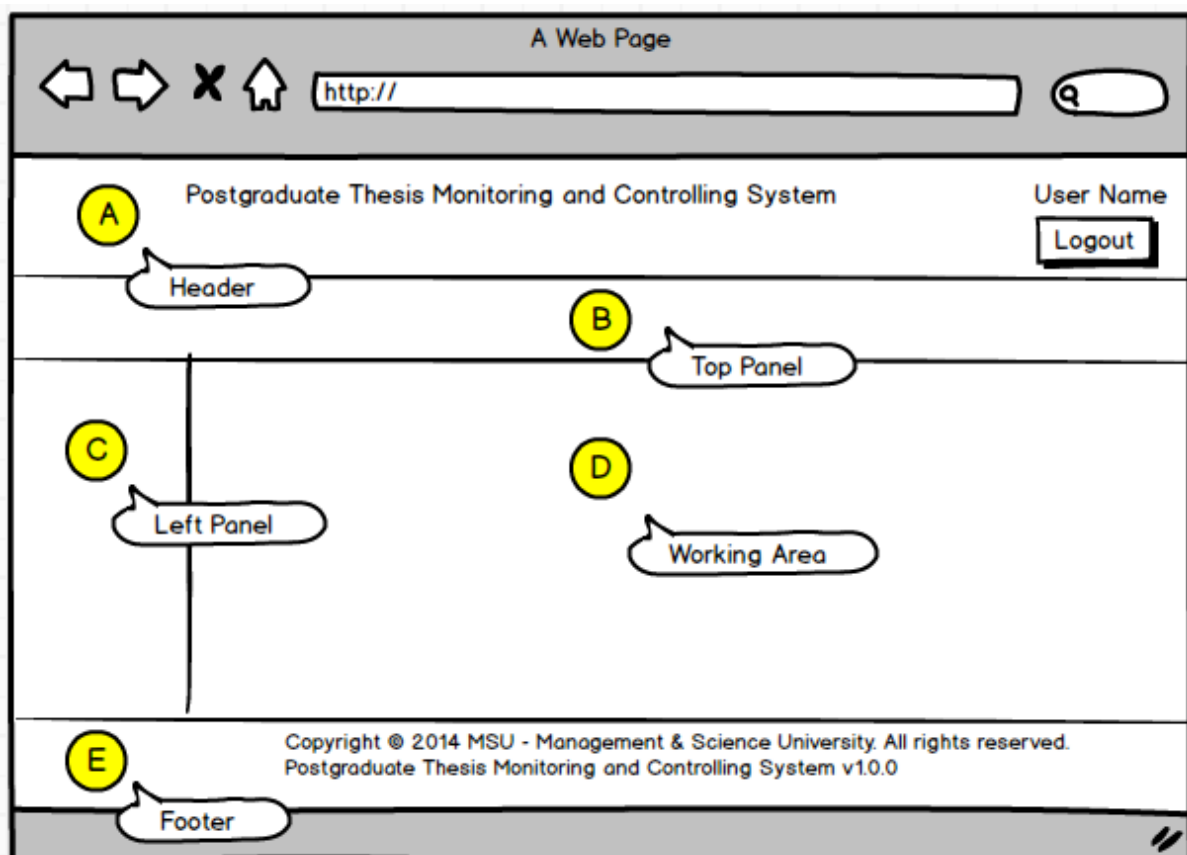


Figure 1: PGTMCs Screen Structure Design

## 2 USER LOGIN and LOGOUT

### 2.1 Login

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

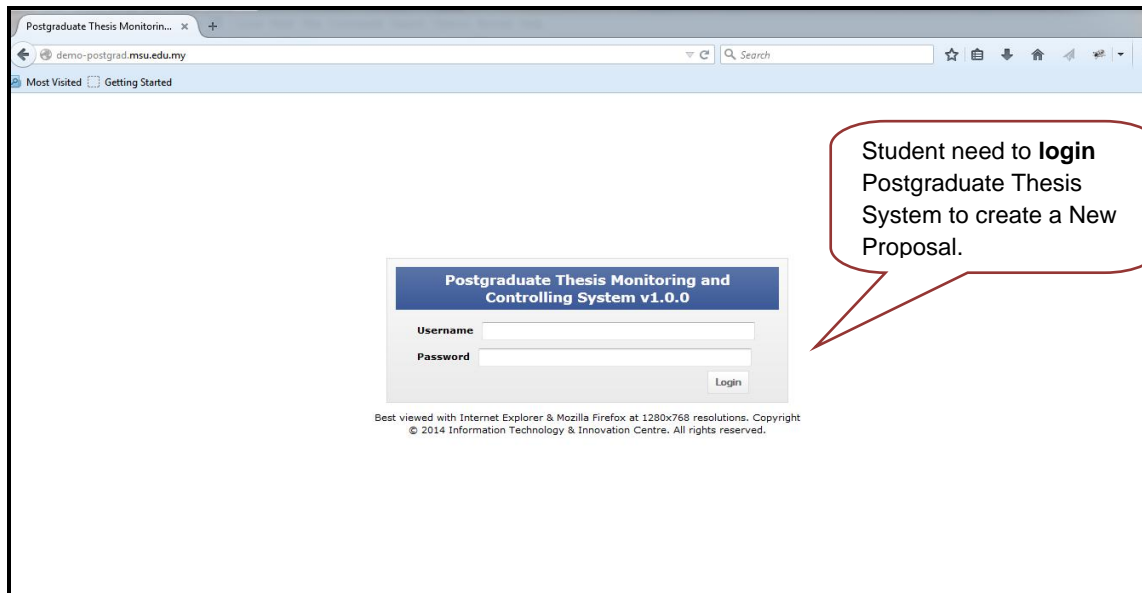


Figure 2: Login Page

#### Steps:-

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

### 2.2 Logout

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

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



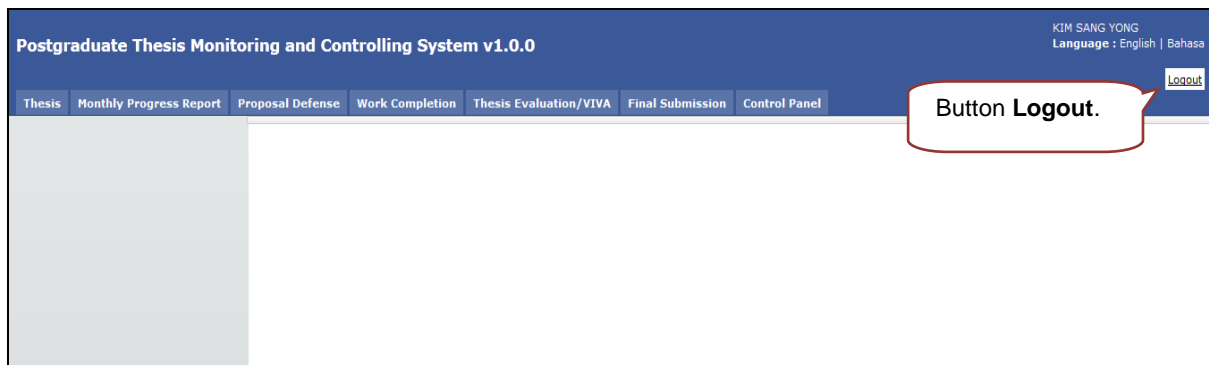


Figure 3: Logout Page

**Steps:-**

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

## 3 CHANGE PASSWORD

### 3.1 Change Password

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

Postgraduate Thesis Monitoring and Controlling System v1.0.0

NURAFNI BINTI ABDILLAH  
Language : English | Bahasa

Logout

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

Change Password

Change Password

For security reason, please enter your  
Current Password

New Password

Verify Password

Change Password Reset

Figure 4: Change Password Page

**Steps:-**

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

## 4 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.

### 4.1 Student Profile

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



Figure 5: Student Programme Tab

**Steps:-**

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

## 4.2 Thesis

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

## 4.3 Supervisor/Co-Supervisor List

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

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

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

The screenshot displays the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' interface. The top navigation bar includes tabs for 'Thesis', 'Monthly Progress Report', 'Proposal Defense', 'Work Completion', 'Thesis Evaluation/VIVA', 'Final Submission', 'Senate Endorsement', 'Administration', and 'Control Panel'. The 'Thesis' tab is selected. On the left, the 'Student Programme' menu is visible. The main content area shows the 'Student Programme' section with sub-tabs for 'Student Profile', 'Thesis', 'Supervisor/Co-Supervisor', 'Subject Taken', and 'Thesis History'. The 'Supervisor/Co-Supervisor' tab is active, displaying a 'LIST OF SUPERVISOR/CO-SUPERVISOR' section. This section includes a 'Notes' area with three points: 'No Supervisor/Co-Supervisor has been assigned. It could be:-', '1. Supervisor/Co-Supervisor is yet to be assigned', and '2. Pending approval by the Senate.' Below the notes is a table with columns: No, Staff ID, Name, Faculty, Contact No, Email ID, Skype ID, and Role. The table contains two entries: one for a Supervisor (Aye Aye Khin) and one for a Co-Supervisor (Adel Akhavamalayeri).

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

Figure 6: List of Supervisor / Co-Supervisor

### Steps:-

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

## 4.4 Subject Taken

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

**Student Programme**

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

**SUBJECT TAKEN**

**STUDENT INFORMATION**

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

**List Of Subject Registered**

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

Figure 7: Subject Taken

### Steps:-

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

## 4.5 Thesis History

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

Date when it was send

**T20150304001**

It stands for Thesis

Plus running number at  
behind the date

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

< Previous   1   Next >

Figure 8: Thesis History

**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.

## 5 SUBMIT NEW PROPOSAL

### 5.1 First Time

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

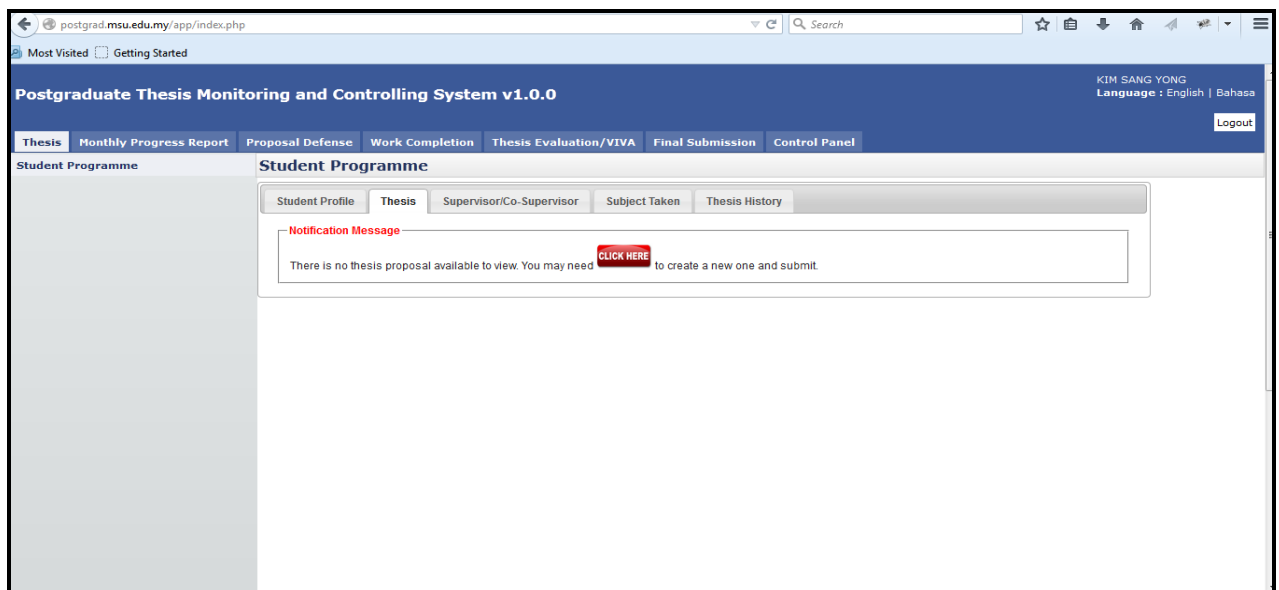


Figure 9: First Time Proposal Preparation

**Steps:-**

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

MSU PGTMCS v1.0.0

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

Postgraduate Thesis Monitoring and Controlling System v1.0.0

KIM SANG YONG  
Language : English | Bahasa

Logout

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

Student Programme

**Notes:**

- (1) This form should be submitted to MSU Graduate School of Management (GSM) upon completing of the Research Methodology and before student starts the project.
- (2) Students are advised to seek the lecturer's advice before proceeding with the proposal.
- (3) Student should plan on 6-month's time from the Official Approval Date to complete the Final Project.
- (4) As refer to MBA rules, No candidate with CGPA below 2.0 shall be eligible to register for the Final Project of the degree unless recommended by the Board of Examiners.
- (5) Appointment of supervisor is subject to the recommendation from the Director of MSU Graduate School of Management (GSM).

**New Application - Outline of Proposed Research/Case Study**

\* Thesis / Project Title

Proposal Type

☒ Research ☐ Case Study ☐ Project

Source

B I U X<sub>2</sub> X<sup>2</sup>

Styles Format Font Size

\* Introduction

Figure 10: New Proposal Page

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

Figure 11: New Proposal Page – Next Section

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

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

**Discussion Details**

Add Delete

	Date	Time	Action
<input type="checkbox"/>	02/02/2015	10:00 AM	<input type="checkbox"/>

**Thesis Areas**

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

**Attachment**

Add Delete

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

Save as Draft Submit Back

\* - is a required field.

Figure 12: New Proposal Page – Next Section

9. By default it will be set as **'Yes'** for the discussion with the MSU's lecturer. The meeting date and its detail can be added via Add button.



10. At least 1 **Thesis Areas** need to be selected for Faculty to select and assign the right and suitable supervisor/co-supervisor to consult with the student.
11. The student also can input as many attachments to support the thesis proposal.

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

**Discussion Details**

[Add](#) [Delete](#)

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

**Thesis Areas**

\*Area 1  Area 2  Area 3

**Attachments**

[Add](#) [Delete](#)

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

[Save as Draft](#) [Submit](#) [Back](#)

\* - is a required field.

**Save as Draft** – Student can save the draft before they submit the application

**Submit** – Once student finish all the input draft and submit to Faculty for approval.

**Back** – Student can click button Back if they Save as Draft.

Figure 13: New Proposal Page – Next Section

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

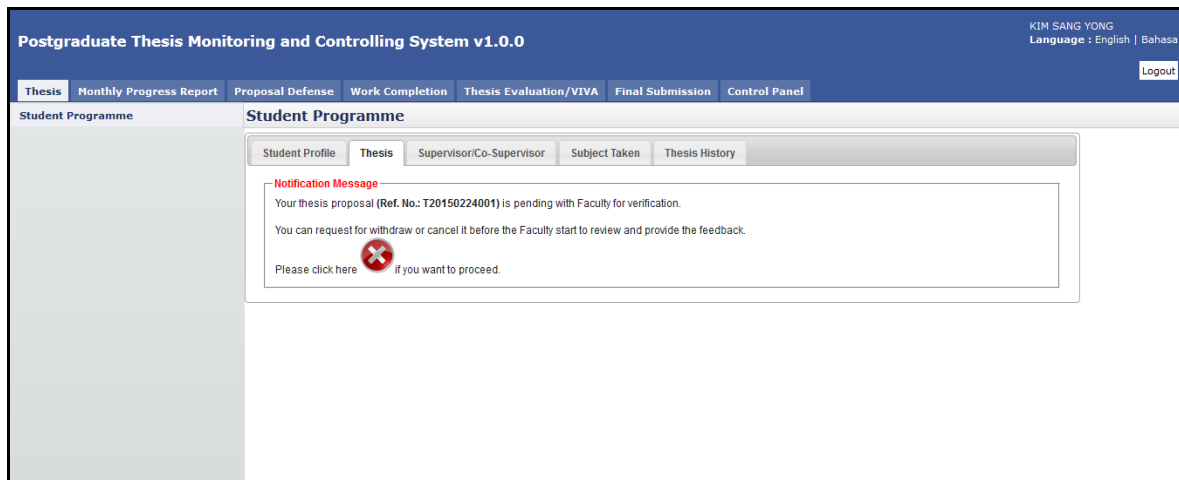



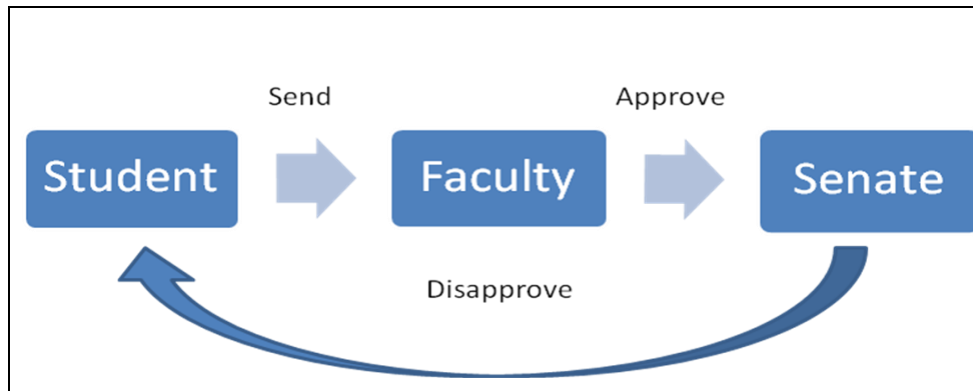
Figure 14: New Proposal Page – After submission

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

## 6 DISAPPROVE

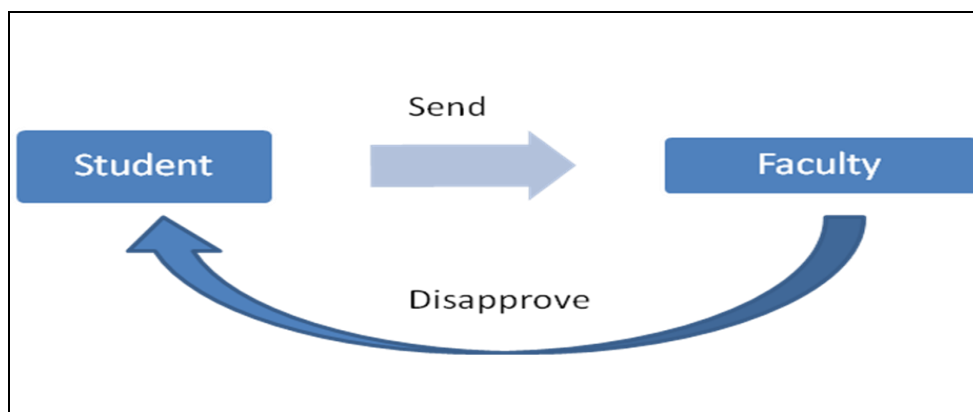
### 6.1 Process Flow

#### a) First Scenario



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

#### b) Second Scenario



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

### 6.2 Disapprove

If there is a case where the thesis proposal does not meet the expectation of the Faculty or the content does not fit the title, the proposal may be rejected or disapproved by the Faculty.

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

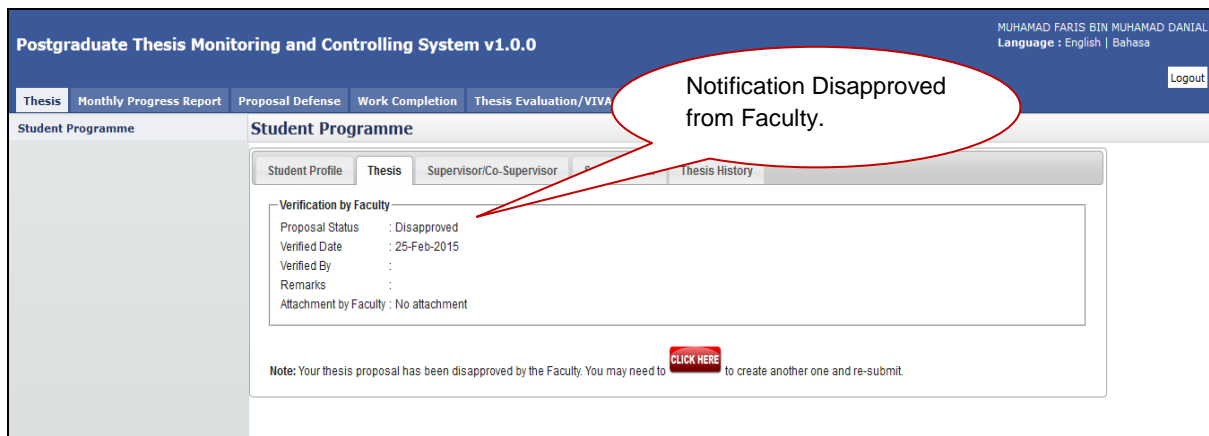


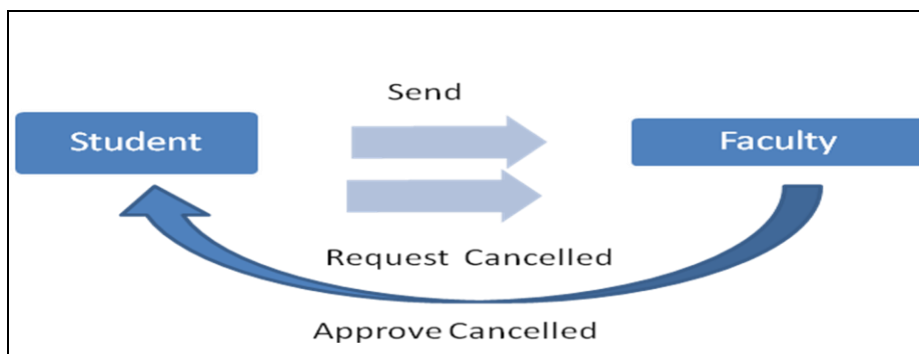
Figure 15: Proposal Disapproved by Faculty

**Steps:-**

1. After the proposal has been submitted to the Faculty, the Faculty will review it and determine its status. In case the proposal gets rejected due to some reason, the student can check it via **Thesis** tab.
2. Click **Thesis** tab on **Top** panel
3. Click on the **Student Programme** on the **Left** panel
4. Click on the **Thesis** Tab on the **Working Area** section.
5. The system will show the proposal status and the student can read the **Remarks** and download the **Attachment** from Faculty (if any).
6. For this case, the student can amend the proposal according to the advice given by the Faculty.
7. Click on the [CLICK HERE](#) **Click Here** button to proceed and resubmit.

## 7 CANCEL PROPOSAL

### 7.1 Process Flow



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

## 7.2 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. For this case the student can request for proposal cancellation as shown below.

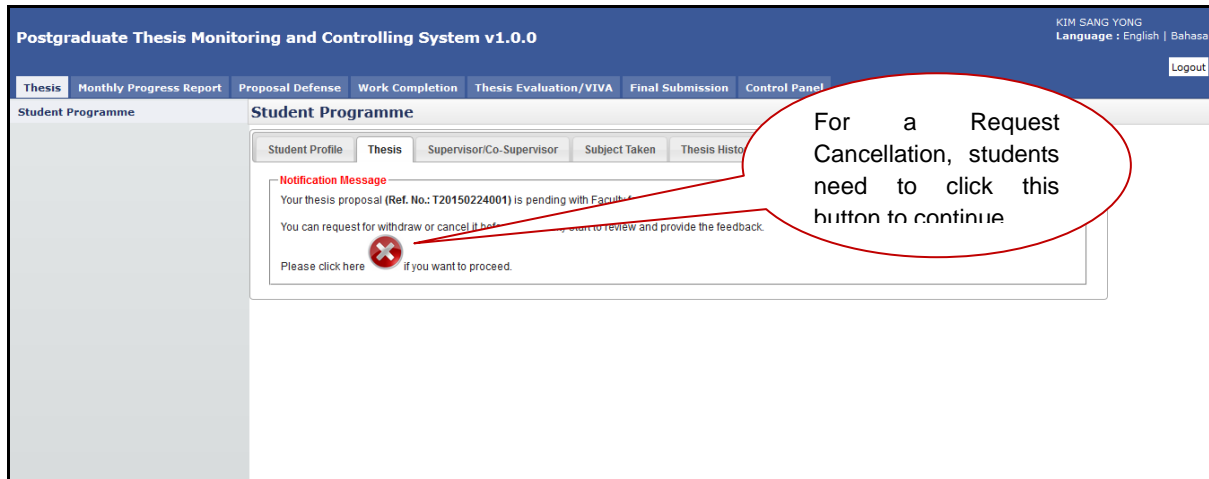



Figure 16: Proposal Cancellation

### Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the Thesis tab on **the Working Area**
4. System will display the notification message to the student indicate that the proposal has been successfully submitted to the Faculty.
5. If the student decided to cancel the proposal, he/she can click on the  cancel button. Please note the cancellation only can be done if the Faculty is not yet provide the feedback.

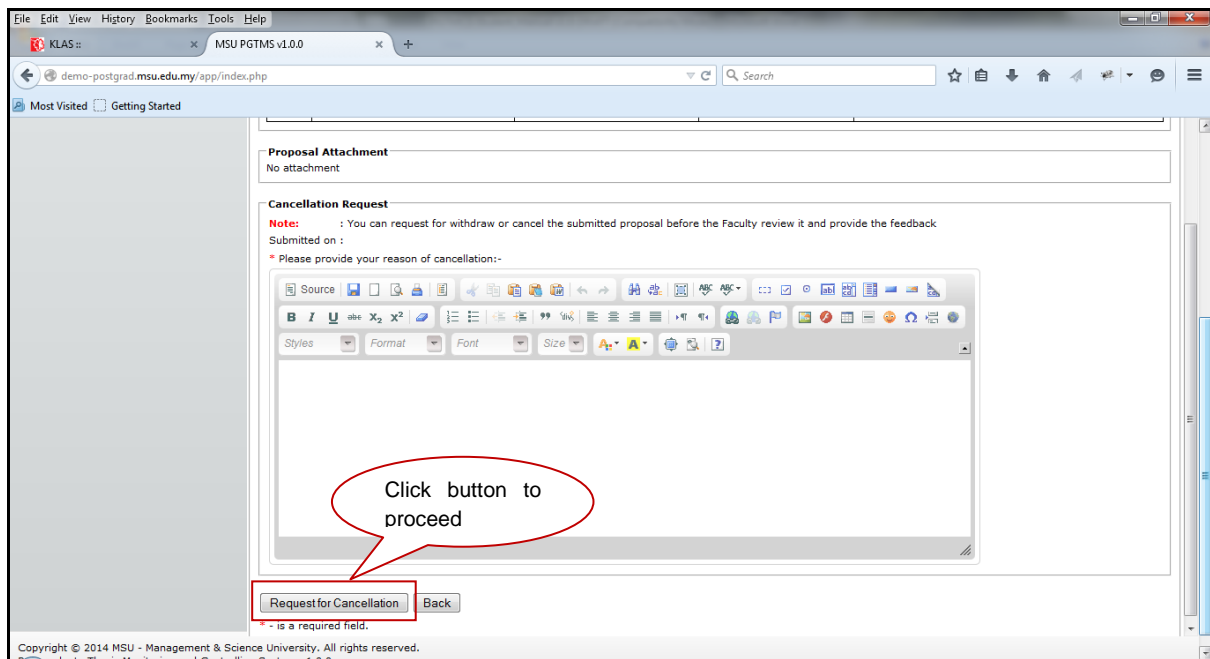


Figure 17: Request for Cancellation

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

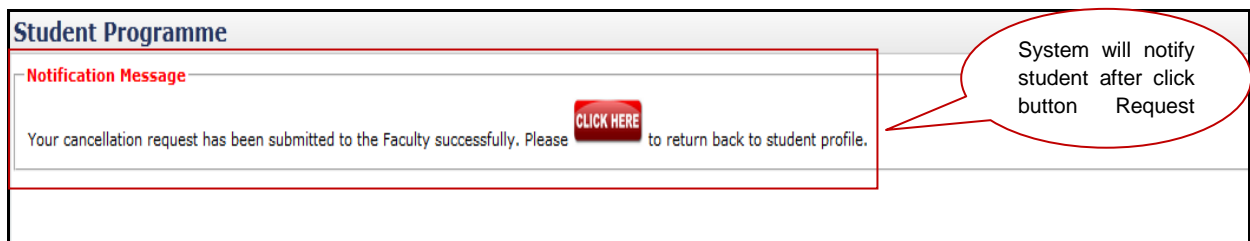


Figure 18: Request for Cancellation

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

## 8 Approval from Faculty

### 8.1 Approval from Faculty

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

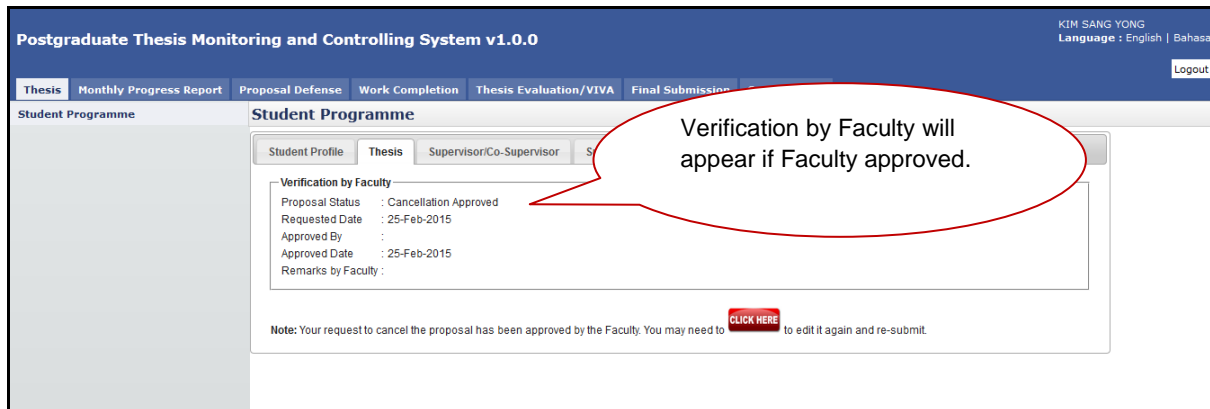


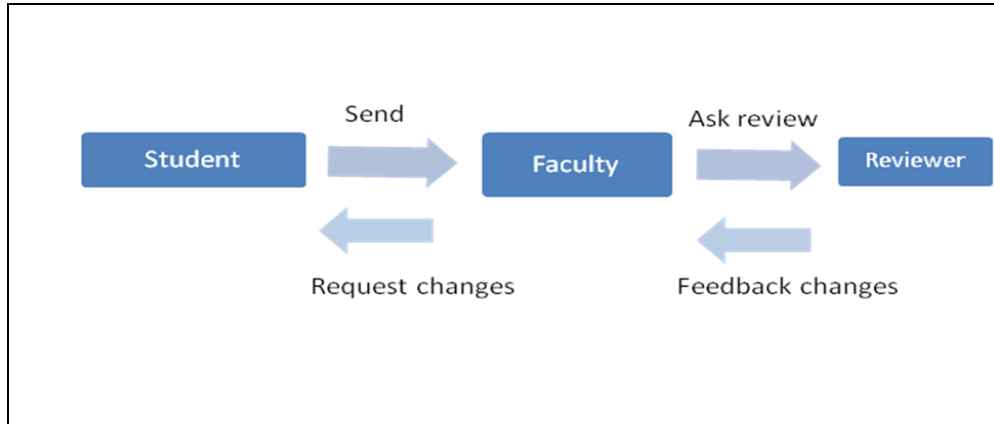
Figure 19: Request for Cancellation

#### Steps:-

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

## 9 EDIT PROPOSAL

### 9.1 Process Flow



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

### 9.2 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.

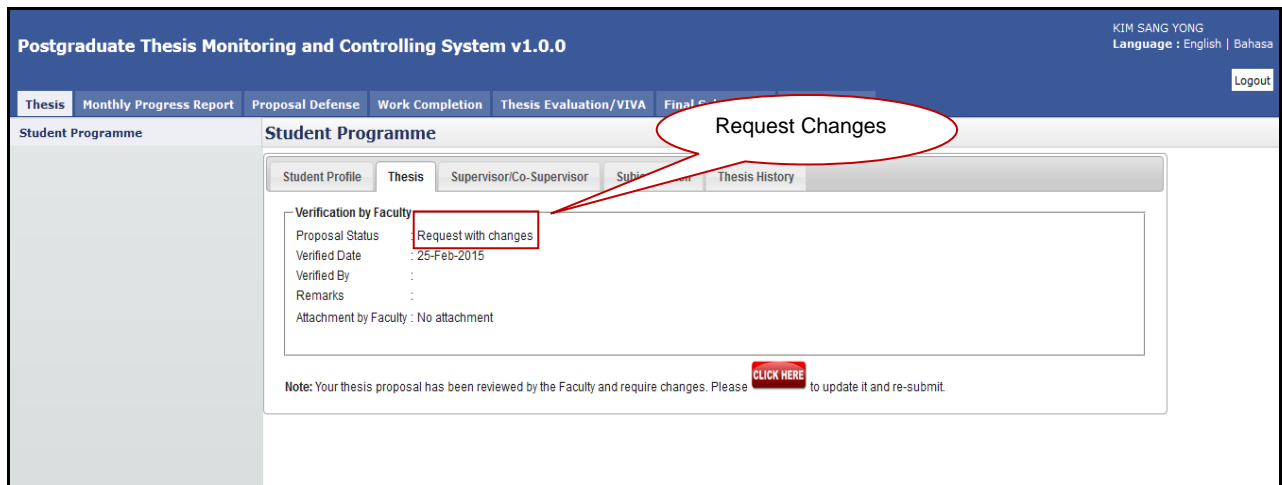



Figure 20: Request Changes – Edit Proposal

#### Steps:-

1. After the proposal has been submitted to the Faculty, the Faculty will review it and determine its status. In case the proposal need some changes, the student can check it via **Thesis** tab.

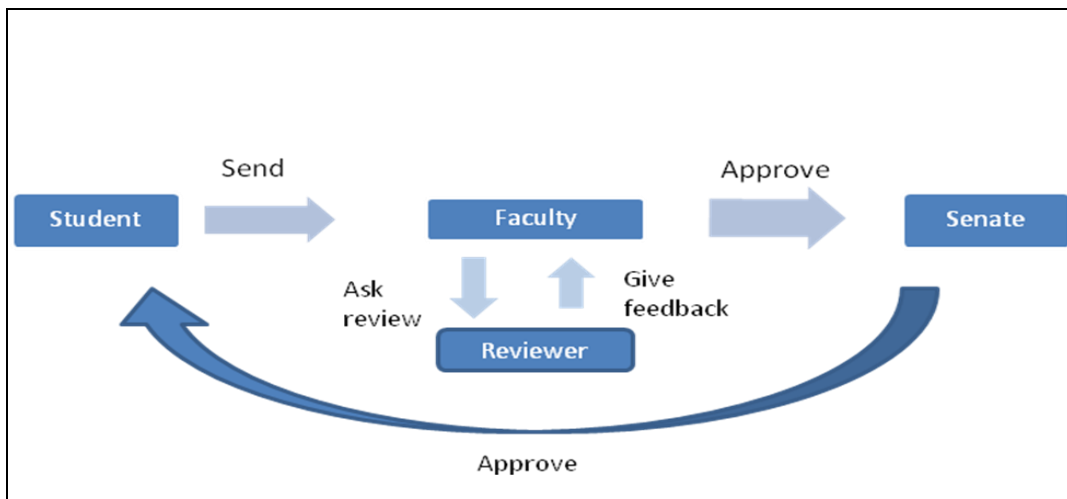


2. Click Thesis tab on **Top** panel
3. Click on the **Student Programme** on the **Left** panel
4. Click on the **Thesis** Tab on the **Working Area** section.
5. The system will show the proposal status and the student can read the **Remarks** and download the **Attachment** from Faculty (if any).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

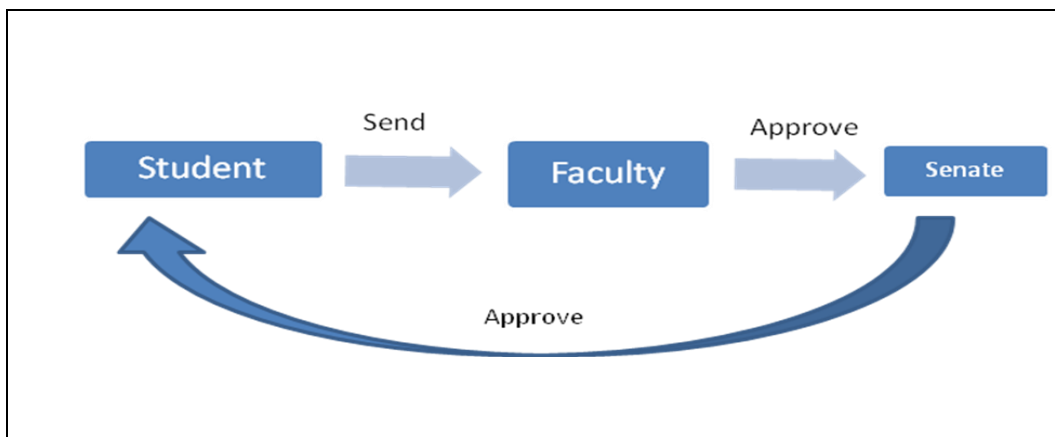
## 10 VIEW PROPOSAL

### 10.1 Process Flow

#### a) Approve

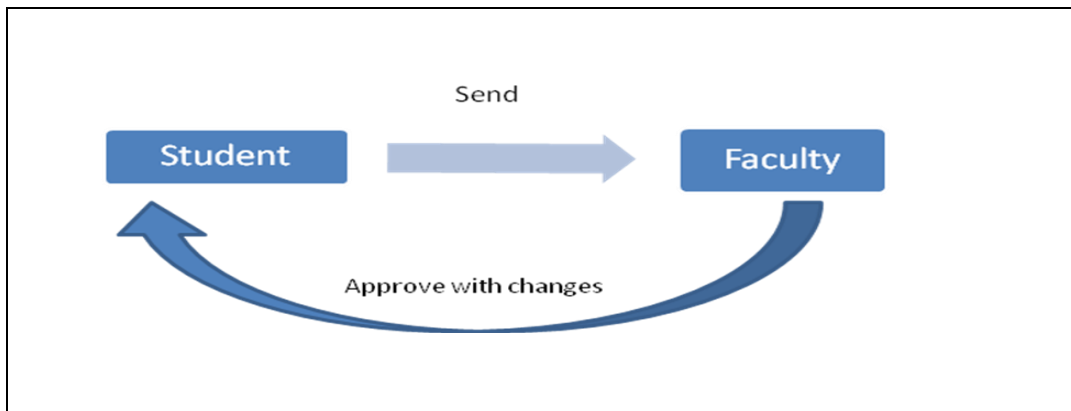


Above scenario, after student sent the thesis proposal, Faculty will ask Reviewer to review the thesis proposal and give a feedback to Faculty to review before approve the thesis proposal.

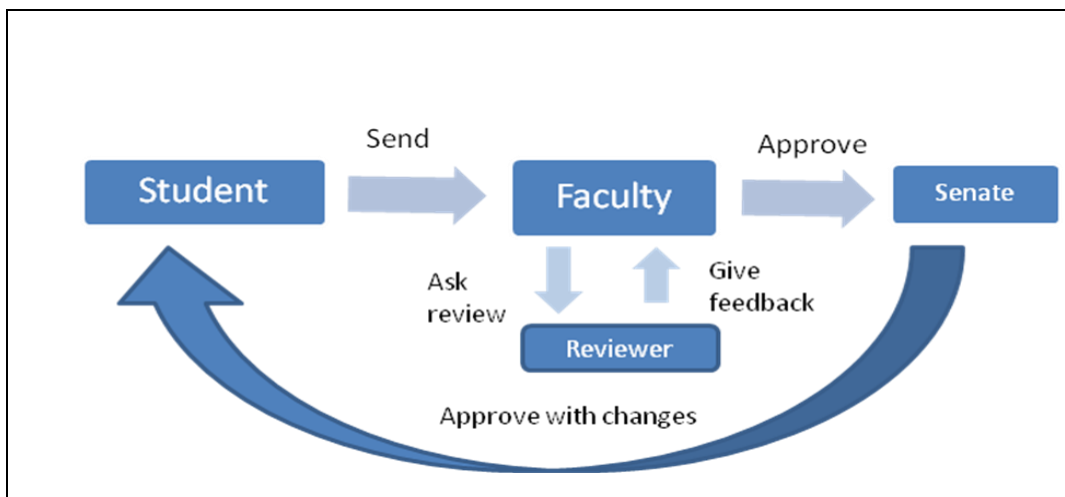


Others scenario, Faculty is not necessary ask review from Reviewer before approve, they also can approve the thesis proposal then submit to Senate for endorsement.

b) Approve with Changes



Approve with changes also can be done by the Faculty if the thesis proposal approve with changes. Status approve with changes is also not necessary need to be done by Senate endorsement.



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

## 10.2 Approved

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



Figure 21: View Proposal – Approved by Senate

### Steps:-

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

## 10.3 Approved with Changes

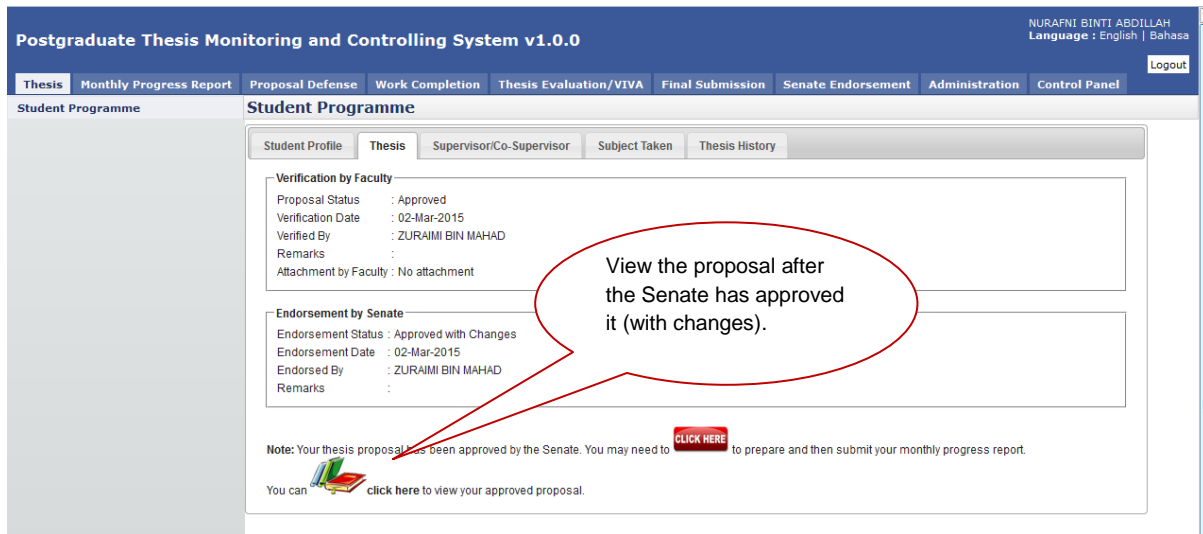



Figure 22: View Proposal – Approved with Changes by Senate

### Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis** tab on the **Working Area**
4. System will display the notification message to the student indicate that the proposal has been approved (with changes) by the Faculty and Senate.
5. The student can proceed with the monthly progress report preparation via **Click Here** button



6. Or the student can view the approved proposal via the click here button  No amendment is allowed on this view.