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THESIS MANAGEMENT & EVALUATION SYSTEM (THEMES)

USER MANUAL for FACULTY USER

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
- 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.

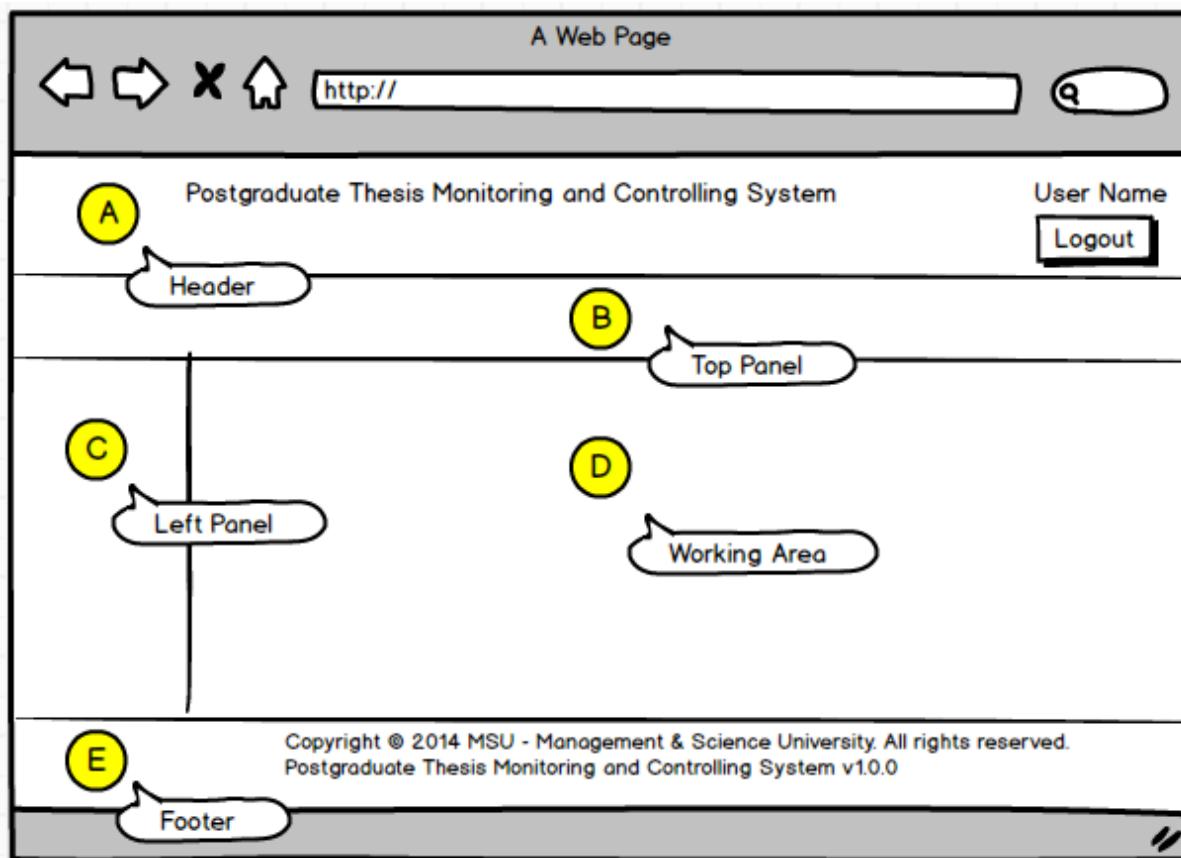


Figure 2: THEMES Screen Structure Design

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 area covered in this manual.

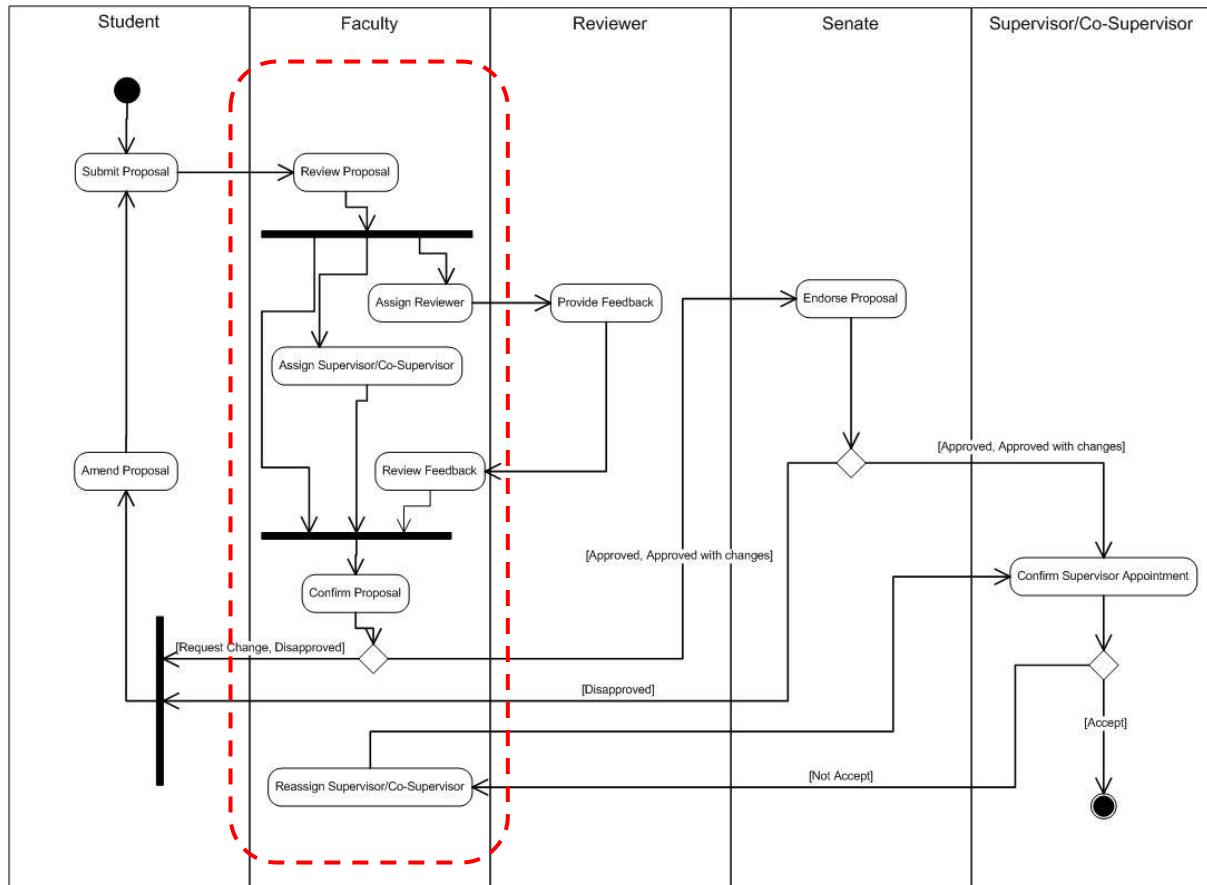


Figure 3: Thesis Proposal Submission Process Flow

2.2 Defence Proposal Process Flow

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

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

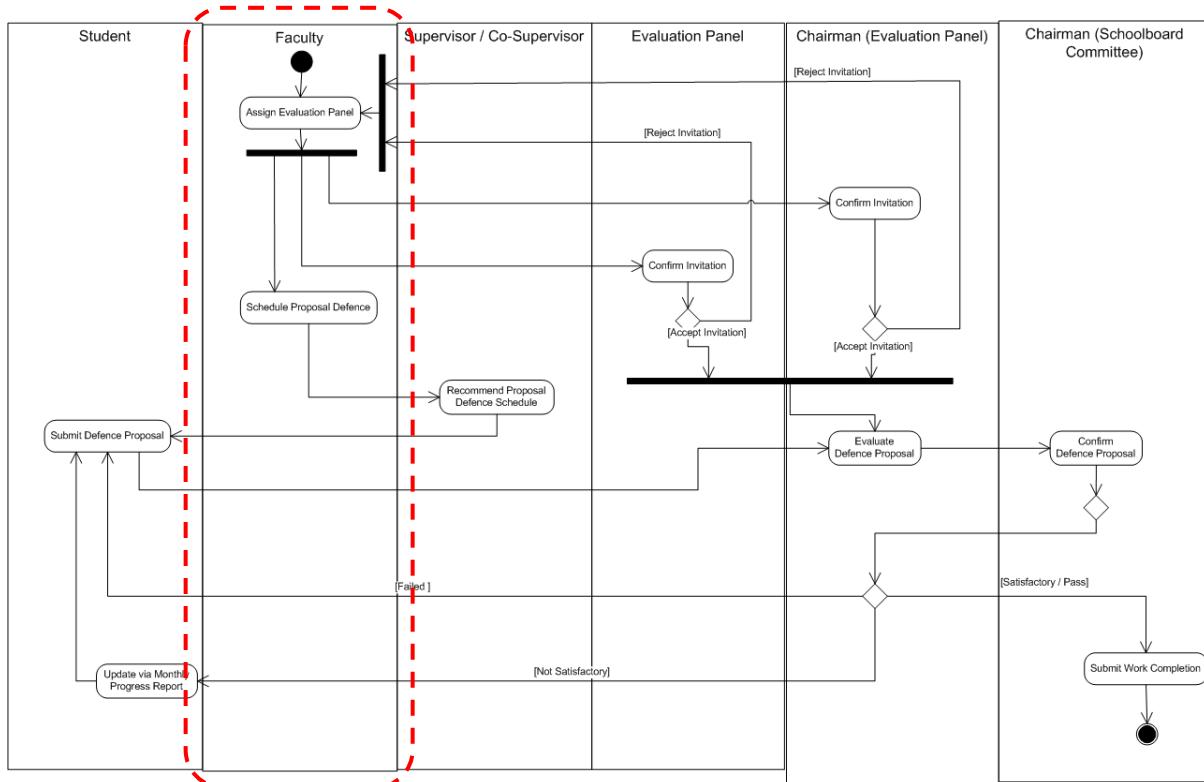


Figure 4: Defence Proposal Submission Process Flow

2.3 Work Completion Process Flow

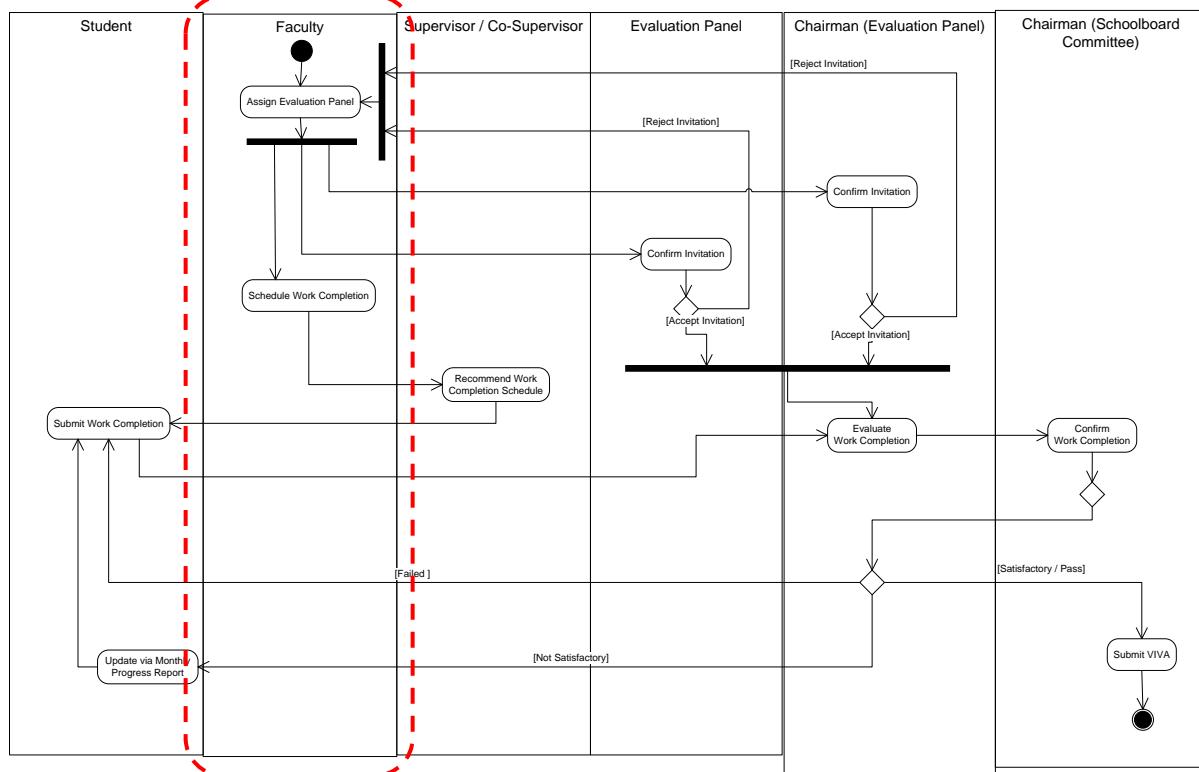
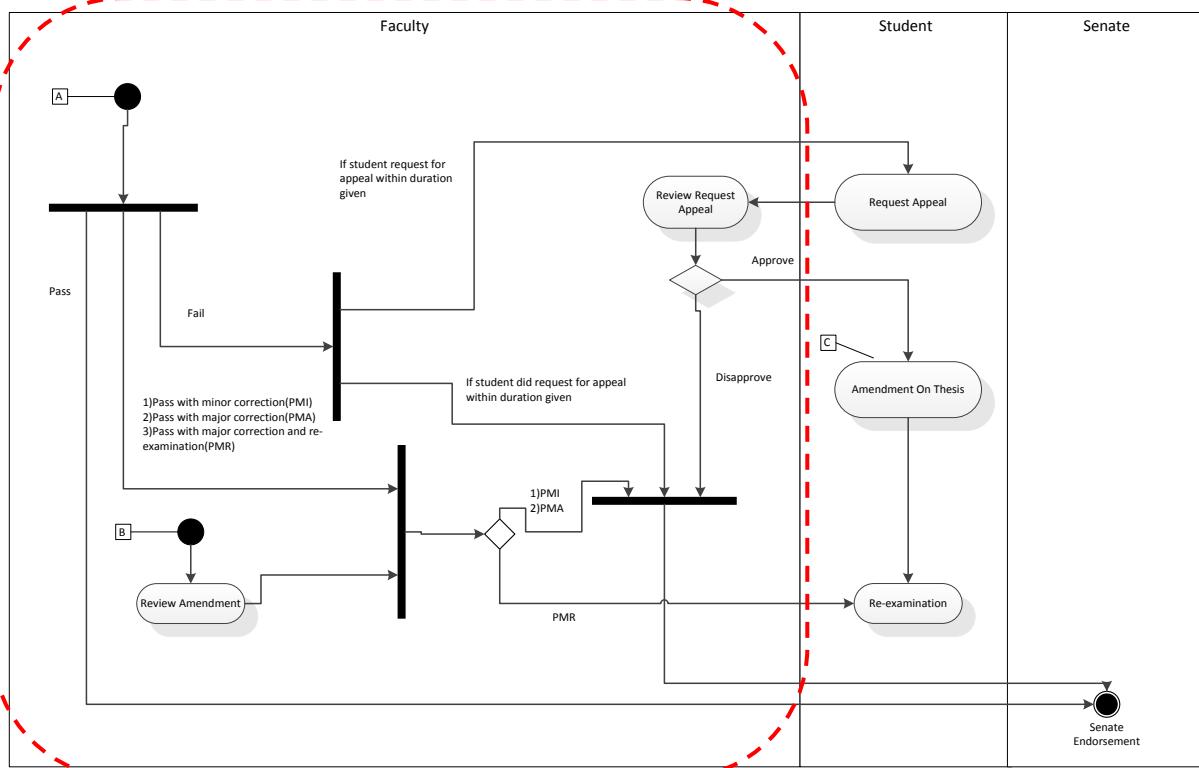


Figure 5: Work Completion Process Flow

2.4 VIVA Evaluation Process Flow



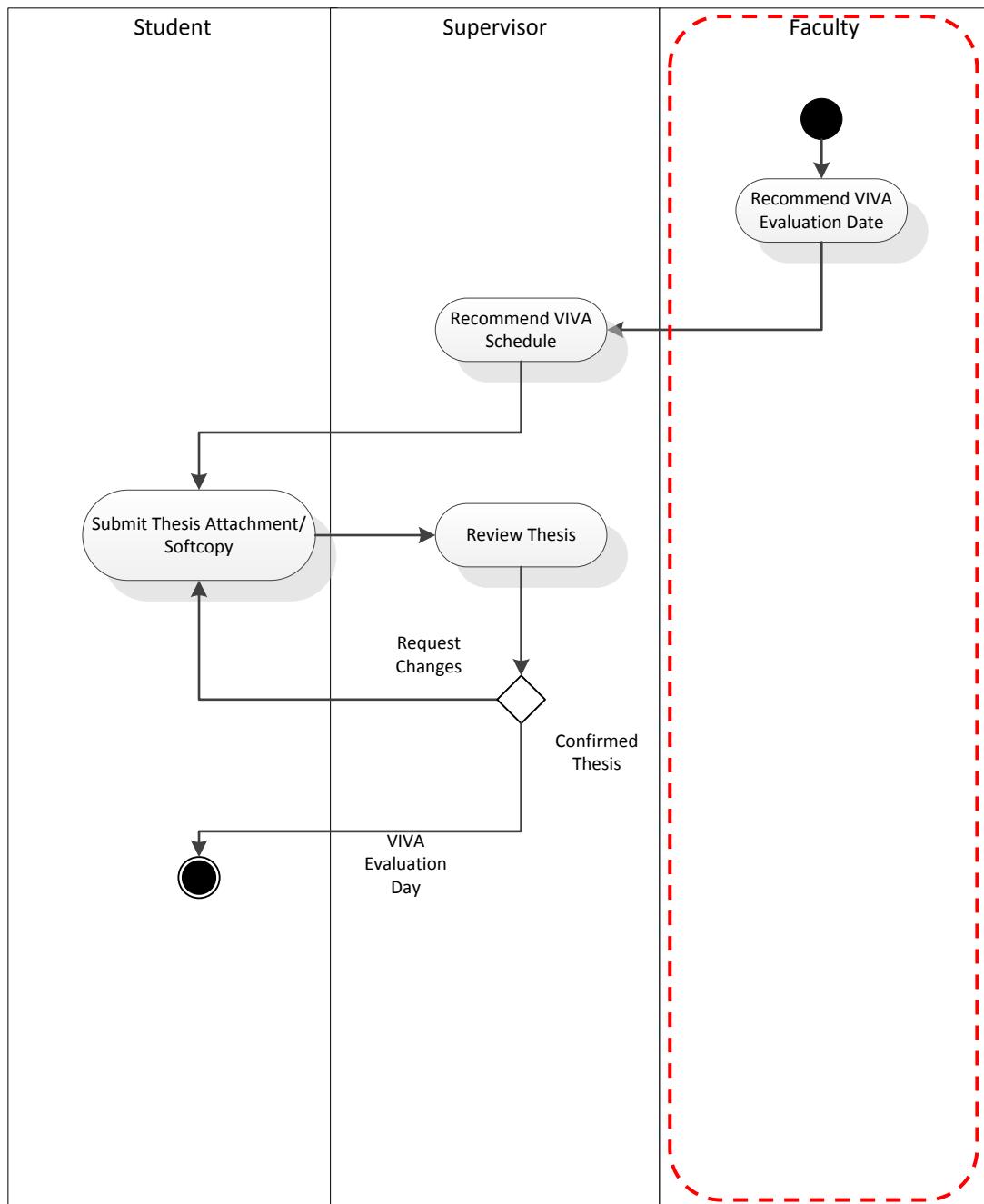


Figure 6: VIVA Evaluation Process Flow

3 MODULE AND FEATURE

3.1 Available Module and Feature

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

Module	Feature	Description
Main	Announcement	List of announcement published by the Faculty to announce important event or information to the student
Thesis	Thesis Profile	Retrieve a list of the postgraduate student which has been submitted the thesis proposal by searching their Thesis ID or Title.
	Student Profile	Retrieve a list of the postgraduate student by searching their student matrix number or name.
	List of Thesis	Retrieve a list of the postgraduate student which the thesis has been approved by the Senate
Monthly Progress Report	List Monthly Progress Report	View and monitor the Monthly Progress Report submission by the Student to the Supervisor.
Work Completion	Verify Amendment	Verify the amendment done by the Student against the feedback provided by the Evaluation Panel.
Thesis Evaluation / VIVA	List of Evaluation Result	View a list of VIVA evaluation result which has been recommended by the Evaluation Panel and agreed by the Schoolboard.
	List of Appeal	View and confirm the appeal request by the Student to re-submit the VIVA
	Amendment Review	Review the amendment completed by the student based on the feedback given by the Evaluation Panel.
Administration	Assign Evaluation Panel	Facility to assign Evaluation Panel to the student to evaluate the student Proposal Defence, Work Completion or Viva.
	Schedule Evaluation Session	Facility to set a list of schedule date and venue for student evaluation for Proposal Defence, Work Completion or Viva.
	Reviewer Feedback Approval	View the feedback provided by Reviewer for the student's thesis proposal. Approve the request by Reviewer to extend the feedback date to Faculty.
	Unassign Supervisor	Facility to unassign the Supervisor / Co-Supervisor from the student
	Proposal Confirmation	Facility to confirm the thesis proposal status either to approved or disapproved.
	Proposal Cancellation	Facility to approve the cancellation request by the student on submitted thesis proposal.

Module	Feature	Description
	Assign Reviewer	Facility to assign the Reviewer to the student
	Assign Supervisor	Facility to assign the Supervisor / Co-Supervisor to the student
	Assign Evaluation Panel	Facility to assign the Evaluation Panel (Chairman, External Examiner, Internal Examiner) to the student
	List of Thesis Proposal	View the list of disapproved thesis proposal
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.
	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	This feature is an alternative help to the user manual.
	About Us	Information page about the system and the team.

Figure 7: Modules and Features

4 MAIN

4.1 Announcement

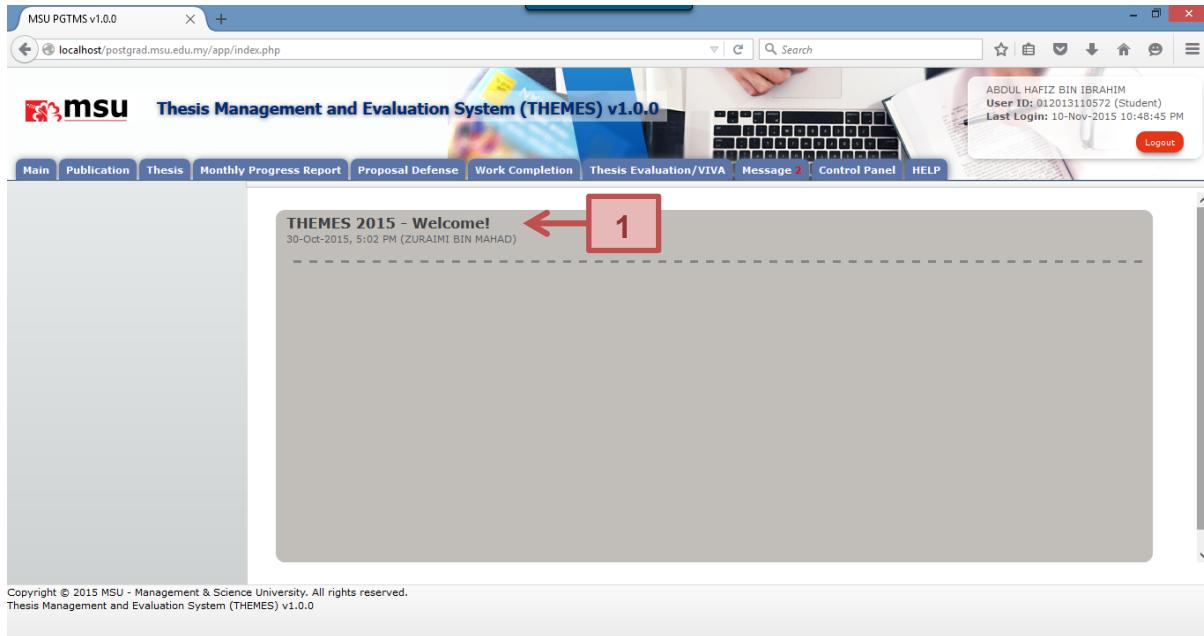


Figure 8: Announcement

Prerequisite

The user has to successfully login to the system first.

Steps

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

Warning

None

Note

Note

5 LOGIN AND LOGOUT

5.1 Login

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

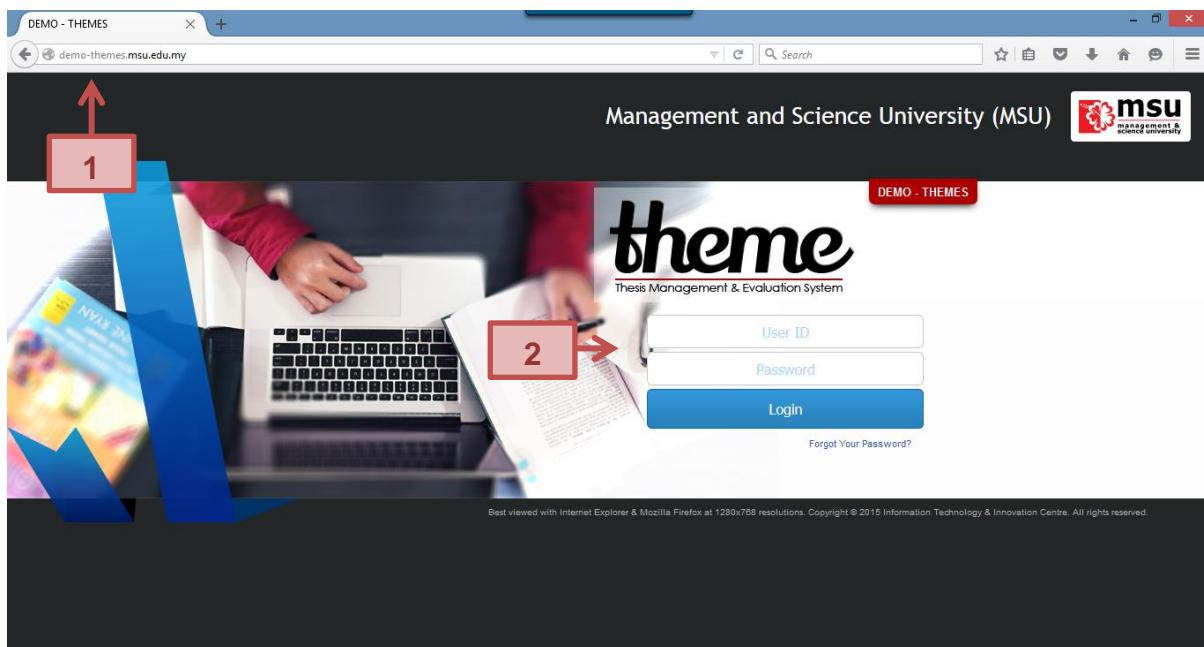


Figure 9: Login Page

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.

- Just in case the user forgot the password, it can be reset via the [Forgot Your Password](#).

Note

None

5.2 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.

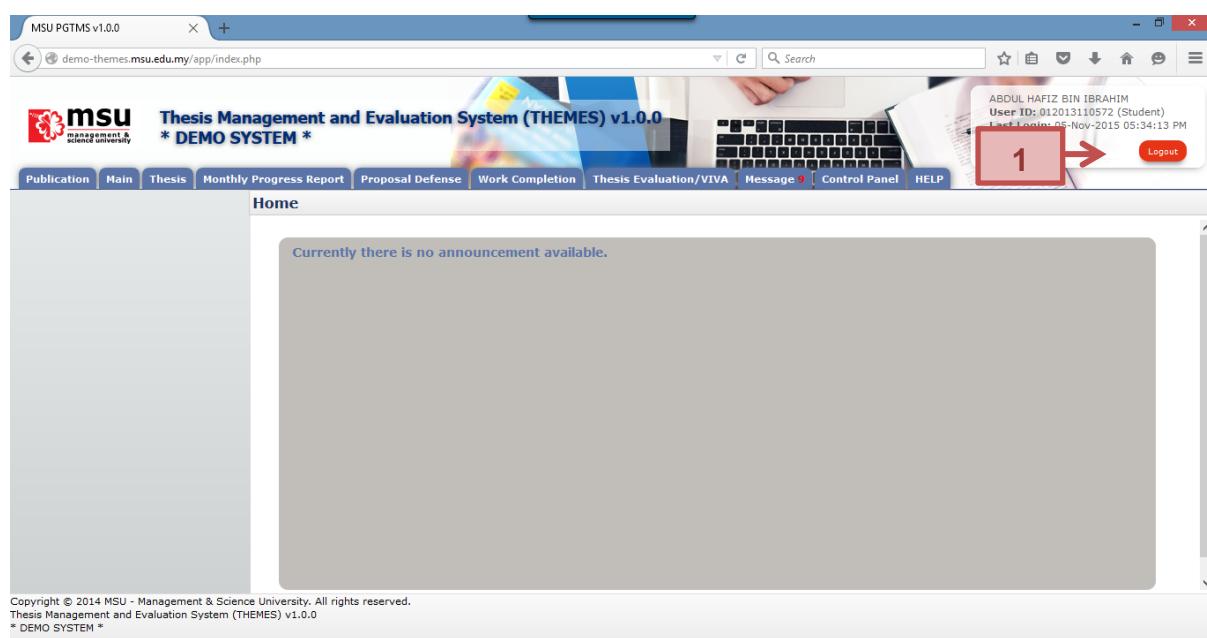


Figure 10: Logout Page

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.

6 THESIS

6.1 List of Thesis

The screenshot shows the 'List of Thesis' page of the system. A red box labeled '1' highlights the MSU logo in the top left corner. A red box labeled '2' points to the 'List of Thesis' menu item in the top navigation bar. A red box labeled '3' points to the search bar and dropdown menu. A red box labeled '4' points to the table header. A red box labeled '5' points to the 'Print Listing' button at the bottom of the table.

No.	Thesis/Project ID	Thesis/Project Title	Student	Supervisor	Verified by Faculty	Endorsed by Senate
1	T20150527001	Development of a Visual Perceptual Science Specific Assessment Tool for Teaching and PhysicRead more..	PIYATISSA MADAWALA LIYANAGE SHANAKA (012014111399)	1. MD.GAPAR BIN MD.JOHAR - Supervisor (L039)	Approved (27-May-2015)	Approved with Changes (27-May-2015)

Print Listing

The bottom part of the screenshot shows a preview window titled 'List of Thesis' with a table of thesis proposals. The table has columns: No., Thesis/Project ID, Thesis/Project Title, Student Name, Metric No, Supervisor List, Verified by Faculty, and Status by Senate. The preview also includes sections for 'Prepared By', 'Verified By', and 'Endorsed By' with sample signatures.

Figure 11: Thesis Tab – List of Thesis

Pre-condition

Thesis has been approved by Senate

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 has been approved by the Senate in order to view its detail. Select the **Senate Meeting Date** at the field and click on **Search** button to search the thesis
4. The record will be displayed under the search result.
5. To print the detail, click **Print Listing** button to proceed.

Next Action

1. View thesis detail
2. Print listing thesis

Warning

None

Next Action

None

6.2 Student Profile

View the student details which has the Student Profile, Supervisor/Co-supervisor lists, Subject Taken and Thesis History.

The screenshot shows the Thesis Management & Evaluation System (THEMES) interface. At the top, there is a navigation bar with tabs: Thesis, Monthly Progress Report, Administration, Message, Control Panel, and HELP. Below the navigation bar, the left sidebar contains three menu items: List of Thesis, Student Profile (which is highlighted with a red box labeled '2'), and Thesis Profile. The main content area is titled 'Thesis Profile' and contains a sub-section 'LIST OF STUDENT'. It includes a note: 'Please enter search criteria below to search your supervisee:- [Thesis/Project ID]/[Title] Search Note: If no entry is provided, it will search for all supervisees'. Below this is a table titled 'Searching Results:-' with columns: No, Thesis/Project ID, Matric No, Thesis Title, Cohort, Name, Status, Entry, and Action. There are seven rows of data, each with a 'View' button under the Action column. A red box labeled '4' points to one of these 'View' buttons. The data in the table is as follows:

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		<button>View</button>
2.	T20150526002	012006051798		200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		<button>View</button>
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			<button>View</button>
4.	T20150527002	012014030387	Testing process . Ignore this data and email	201403(01)MBA-F	KIM SANG YONG	GRADUATED	FRE	<button>View</button>
5.	T20150527003	012014052281	The Impact of Strategic Orientation and Supply Chain Collaboration on Supply Chain Performance	201405(05)PMB-F	NACHIAAPPAN A/L SUPPIAH	INACTIVE FRESH	FRE	<button>View</button>
6.	T20150602001	012014111396	Instructional Design Strategies for Interactive Online Courses Using Blended Approach	201411(02)PMB-F	CHAMILA NISHANTHI EDWARD	ACTIVE	FRE	<button>View</button>
7.	T20150612001	012013110572		201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	<button>View</button>

Figure 12: Thesis Tab

Prerequisite

All the postgraduate student record has been registered into the system

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. Enter the **Thesis ID** or **Title**. into the field and click on **Search** button to search the thesis
4. The record will be displayed under the search result. Locate the student from the list and click **View** button to view the profile details

Next Action

View the Student Profile, Supervisor/Co-supervisor lists, Subject Taken and Thesis History

Warning

None

Note

None

6.2.1 Student Profile

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

Figure 13: Student Profile Tab

Prerequisite

The student has been selected

Steps

1. View information.
 2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.2.2 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.

The screenshot shows the Thesis Profile section of the system. Under the 'Supervisor/Co-Supervisor' tab, there is a table titled 'LIST OF SUPERVISOR/CO-SUPERVISOR'. The table has columns: No, Picture, Name(Staff ID), Faculty, Hp. No, Email ID, Skype ID, and Role. One row is highlighted with a red border, corresponding to the number '1'. At the bottom left of the table, there is a button labeled 'Back to Student List', which is highlighted with a red border and corresponds to the number '2'.

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

Figure 14: List of Supervisor / Co-Supervisor

Prerequisite

The student has been selected

Steps

1. View information.
2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.2.3 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. At the top, there is a header bar with tabs: Student Profile, Supervisor/Co-Supervisor, Subject Taken, and Thesis History. Below the header, there is a section for 'SUBJECT TAKEN' with student details: Name (ABDUL HAFIZ BIN IBRAHIM), Matric No (012013110572), and Cohort (201311(02)MBA-F). A dashed red box surrounds this section. Below it is a table titled 'List Of Subject Registered' with 15 rows of data. Another dashed red box surrounds this table. At the bottom left is a 'Back to Student List' button, which is also highlighted with a red box and labeled '2'. Red arrows point from the numbers 1 and 2 to their respective targets.

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 Permutusan 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	Pengurusan Jualan	B+
1	201403	DMG5063	Pengurusan Perkhidmatan dan E-Dagang	A-
1	201311	DHR5023	Gelagat Pengguna	B+
1	201311	DHR5053	Gelagat Organisasi	B

Figure 15: Subject Taken

Prerequisite

The student has been selected

Steps

1. View information.
2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.2.4 Thesis History

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

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

< Previous 1 Next >
(total 3 results)

[Back to Student List](#)

Figure 16: Thesis Tab – Thesis History

Prerequisite

The student has been selected

Steps

1. View information.
2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.3 Thesis Profile

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

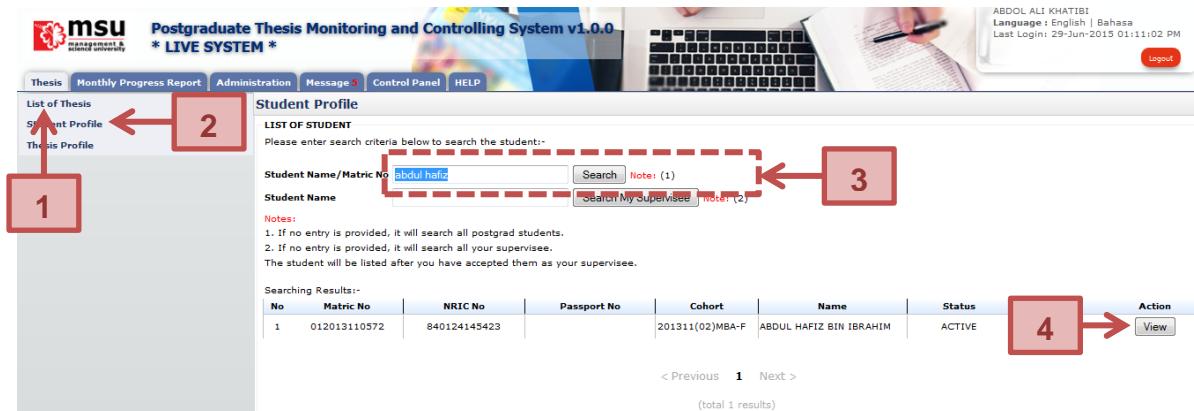


Figure 17: Thesis Tab – List of Student

Prerequisite

All the postgraduate student record has been registered into the system

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. Enter the **Student's Name** or **Matrix No.** into the field and click on **Search** button to search the student.
4. The record will be displayed under the search result. Locate the student from the list and click **View** button to view the profile details

Next Action

View the Student Profile, Supervisor/Co-supervisor lists, Subject Taken and Thesis History

Warning

None

Note

None

6.3.1 Student Profile Details

View the student details which has the Student Profile, Supervisor/Co-supervisor lists, Subject Taken and Thesis History.

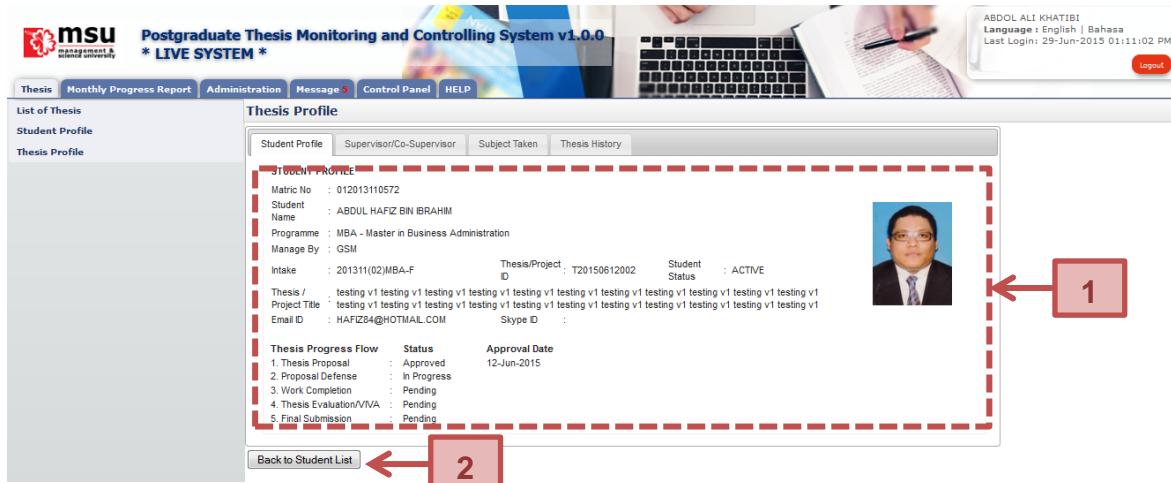


Figure 18: Thesis Tab – Student Profile

Prerequisite

The student has been selected

Steps

1. View information.
 2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.3.2 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.

The screenshot shows the Thesis Profile tab selected. Within it, the 'Supervisor/Co-Supervisor' tab is active. A red dashed box highlights the data table for supervisor information. The table has columns: No, Picture, Name(Staff ID), Faculty, Hp. No, Email ID, Skype ID, and Role. One row is shown, with the 'Role' column explicitly labeled 'Supervisor'. A red arrow labeled '1' points to this 'Role' column. A red arrow labeled '2' points to the 'Back to Student List' button located below the table.

No	Picture	Name(Staff ID)	Faculty	Hp. No	Email ID	Skype ID	Role
1		AYE AYE KHIN (S012013050015)	FBMP	016-2953006	aakhin@msu.edu.my		Supervisor

Figure 19: Thesis Tab - List of Supervisor / Co-Supervisor

Prerequisite

The student has been selected

Steps

1. View information.
2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.3.3 Subject Taken

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

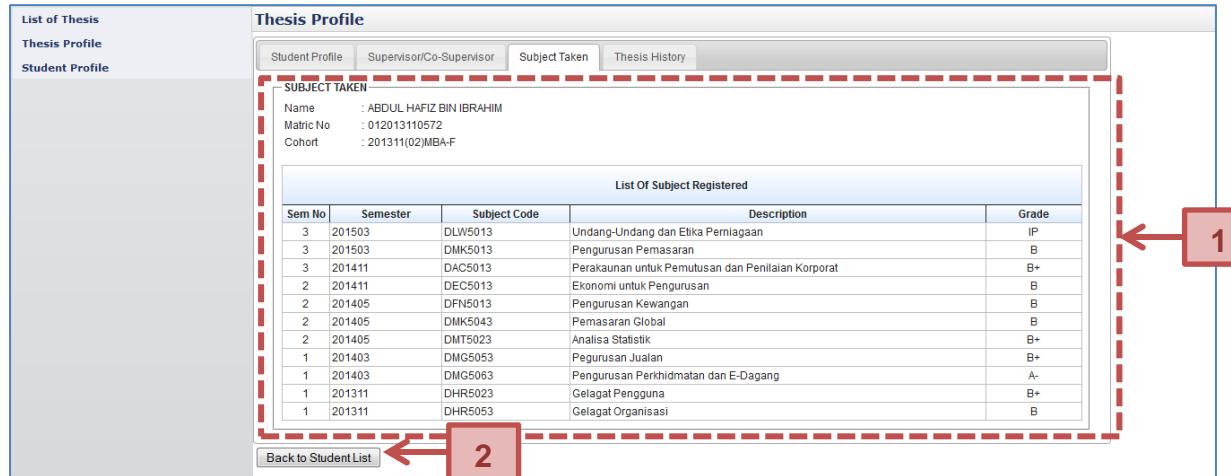


Figure 20: Thesis Tab - Subject Taken

Prerequisite

The student has been selected

Steps

1. View information.
2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

6.3.4 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

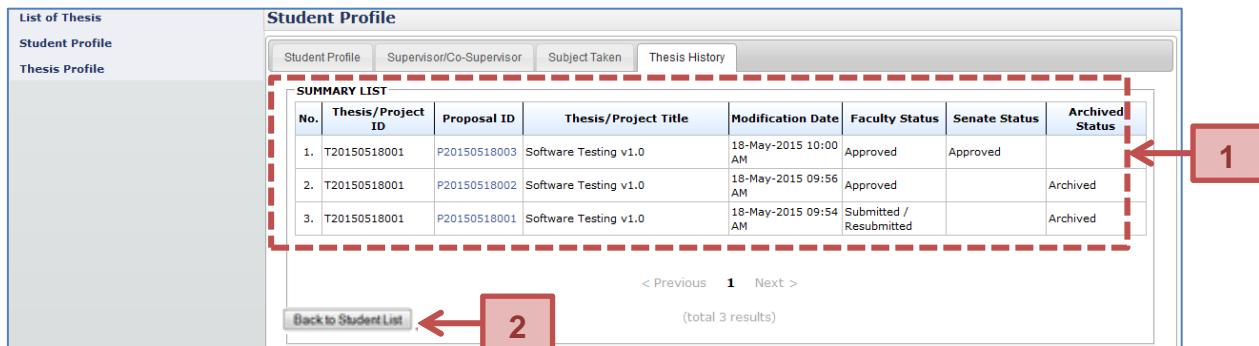


Figure 21: Thesis Tab – Thesis History

Prerequisite

The student has been selected

Steps

1. View information.
2. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

7 MONTHLY PROGRESS REPORT

The Faculty User to view the status of the monthly progress report for each of the student.

7.1 List Monthly Progress Report

No	Thesis / Project ID	Student Matrix No.	Student Name	Supervisor / Co-Supervisor	Staff Role	Acceptance Date	Action
1.	T20151111001	012013110572	ABDUL HAFIZ BIN IBRAHIM	AYE AYE KHIN	Supervisor Main	13-Oct-2015 09:22 AM	<input type="button" value="View"/>
2.	T20151111001	012013110572	ABDUL HAFIZ BIN IBRAHIM	ADEL AKHAVANMALAYERI	Co-Supervisor	13-Oct-2015 09:22 AM	<input type="button" value="View"/>

No	Expected Monthly Progress Report	Accepted Monthly Progress Report	Submitted Date by Student	Reference No.	Last Update by Supervisor / Co-Supervisor	Status
1.	Nov 2015 *	Nov 2015	20-Nov-2015 02:48 AM	R201511200001		Pending

No	Role	Staff ID	Name	Faculty	Acceptance Date
1.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS	13-Oct-2015

Figure 22: List Monthly Progress Report

Prerequisite

The Supervisor has accepted the invitation

The Student has submitted the Monthly Progress Report

Steps

1. Click on the **Monthly Progress Report** tab at the **Top Panel** section
2. Click on the **List Monthly Progress Report** link at the **Left Panel** section
3. The **List of Student** page will be displayed at the **Working Area** section. Enter the search criteria if to find specific result or otherwise just click the **Search** button to get general result.
4. The result will be displayed on the searching result table. Locate the student and click **View** button to view the detail.
5. Click **Print** button if to generate printable view format.
6. Click **Back to Student List** button to return back to **Student List** search page

Next Action

None

Warning

None

Note

None

8 WORK COMPLETION

The Faculty User to verify the amendment done by the Student based on feedback given by the Examiner.

8.1 Verify Amendment

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

2 Verify Amendment

3 Search Note: If no particular term is provided, it will search all.

No	Student	Evaluation Schedule	Evaluation Panel Status	Schoolboard Status	Feedback Status	Amendment Status
1.	NORHASLINDA BINTI ZAKARYA 012006051796	Thesis ID: T20151120001 Ref: W201511200001 20-Nov-2015, 11:00AM to 12:30PM, Meeting Room WC	Satisfactory/Can Submit Thesis	Disapproved [Not Satisfactory]	Feedback Verified 20-Nov-2015 08:59AM View	Amendment Confirmed 20-Nov-2015 09:39AM Update

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Thesis Management and Evaluation System (THEMES) v1.0.0

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

2 Verify Amendment

3 Work Completion - Amendment

Thesis ID	: T20151120001
Reference No	: W20151120001
Evaluation Schedule	: 20-Nov-2015, 11:00AM to 12:30PM, Meeting Room WC
Evaluation Panel Status	: Satisfactory/Can Submit Thesis
Schoolboard Status	: Disapproved [Not Satisfactory]
Main Supervisor	: AYE AYE KHIN (S012013090015)

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Verify Amendment

Panel Evaluation Detail
Name : FADZILAH AINI BINTI MAHAMAD SHAHARIN (L762)

List of Amendment for Work Completion
Searching Results: 3 record(s) found

ID	Amendment	Description	Date	Action
1.	1	100 long-term monitoring and support. With training, parents can provide daily emergent literacy intervention for their children at a young age and alter the academic path of their children who are deaf or hard of hearing.	20-Nov-2015 09:43AM	ok
		Amendment (After Change): <i>This thesis focuses on the methods hearing parents may employ to spur emergent literacy in their children who are deaf or hard of hearing. Children who are deaf or hard of hearing are naturally at risk for language and</i>		Update

Remark by Faculty
Last Update: 20-Nov-2015 09:43AM

ok

Update Back

Figure 23: Verify Amendment

Prerequisite

The Student has submitted the work completion amendment

The Supervisor has verified the work completion amendment

Steps

1. Click on the **Work Completion** tab at the **Top Panel** section
2. Click on the **Verify Amendment** link at the **Left Panel** section
3. The following page will be displayed at the **Working Area** section. Enter the search criteria if to find specific result or otherwise just click the **Search** button to get general result.
4. The result will be displayed on the searching result table. Locate the student and click **Update** button to view the detail.
5. The following page will be displayed. Select which student to view and click **Update** button to open the next page if to provide the update.
6. On the page find which amendment item to update, click **Update** button to get the update page.
7. Enter the update detail.
8. Click **Update** button once done. Click Back button to go back to the previous page.
9. Click **Verification Done** button if the verification of the amendment is all done.

Next Action

None

Warning

None

Note

None

9 THESIS EVALUATION / VIVA

9.1 Amendment Review

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No	Thesis / Project ID	Student Name (Student Matrix No.)	Session Date	Confirm Date	Status	Action
1 .	T20150619001	ABDUL HAFIZ BIN IBRAHIM (012013110572)	22-Oct-2015 , 09:00AM to 09:30AM , Hall A	19-Oct-2015 08:18AM	Confirmed by Supervisor	<input type="button" value="Update"/>

The screenshot shows the 'Amendment Review' section of the system. At the top, student details are listed: Student Name: ABDUL HAFIZ BIN IBRAHIM and Evaluation Schedule: 22-Oct-2015, 09:00AM to 09:30AM, Hall A. Below this is a table titled 'List of Amendment' with columns: Tick, No, Feedback of External Examiner, Amendment Based on the comment from External Examiner (Please specify the page number), and Remarks. Two rows are shown: 'Example 1 after update (After request)' with remark 'example remark form faculty 1' and 'Example amendment 1' (numbered 4), and 'Example 2' with remark 'example remark form faculty 2' and 'Example amendment 2 (after change request)'. To the left of the table is a red box labeled '5' containing a checkbox and the text '1 Example 1 after update (After request) ch'. Below the table is a red box labeled '6' containing the 'Update' button. To the right of the table is a red box labeled '7' containing links to attachments: 'Attachment by Student' (viva1 before amend.docx) and 'Attachment by Supervisor' (viva1 from sp after amend.docx). At the bottom left is a red box labeled '8' containing the 'Back' and 'Submit' buttons. A note at the bottom states: '1. Submit button is for submitting the amendments on thesis to faculty for remarks.'

Figure 24: Amendment Review

Prerequisite

Supervisor must verify amendment first

Steps

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Review Amendment On Thesis** menu on the **Left** panel
3. System will display list of amendment. Click on **Update** button.
4. The next following page will be displayed. Enter remark into **Remarks** text field provided.
5. Then tick the checkbox
6. Click **Update** button to save the update.
7. Click on link if to download and view the attachment uploaded by the Student or the Supervisor.
8. Click **Submit** button once the amendment has been reviewed fully and submit it back to the Student

Next Action

Student to resubmit the thesis if no fails. If it is failed then the student need to resubmit the thesis to the faculty for re-viva.

Warning

None

Note

None

9.2 List of Appeal

List of student who has been given a chance to appeal request by the Schoolboard due to thesis's recommendation result failed in viva. Faculty will either approve or disapprove the request.

The screenshot shows the 'List of Appeal' section of the system. A red box labeled '1' highlights the 'Thesis Evaluation/VIVA' link in the top navigation bar. A red box labeled '2' highlights the 'List of Appeal' link in the left sidebar. A red box labeled '3' points to the 'Action' column in a table where a single record is listed. The table columns are: No, Thesis / Project ID, Student Name (Student Matrix No), Session Date, Result Status, and Action. The record shows: 1, T20150619001, ABDUL HAFIZ BIN IBRAHIM (012013110572), 22-Oct-2015, 09:00AM to 09:30AM, Hall A, Not decided yet, and an 'Update' button.

The screenshot shows the 'List of Appeal' page with detailed information about the appeal session. A red box labeled '4' points to the 'Feedback' column in a table listing the evaluation panel members. The table columns are: No, Role / Acceptance Date, Staff ID, Name, Faculty, Status, Last Update, Recommendation Result, and Feedback. The records show: 1. Chairman, L762, FADZILAH AINI BINTI MAHAMAD SHAHARIN, CFS, Submitted, 19-Oct-2015 03:05:43 AM, Fail, and a 'View' button. 2. Supervisor - Main, S012013090015, AYE AYE KHIN, FBMP, Submitted, 19-Oct-2015 02:42:06 AM, Fail, and a 'View' button. Below the table, a note states: 'Content: Example of content for appeal'. A red box labeled '5' points to the 'Notes' section which includes: '1. Save as Draft button is for save the appeal in the system.. 2. Submit button is to submit appeal to faculty'. At the bottom, a red box labeled '6' points to the 'Back', 'Disapprove', and 'Approve' buttons.

List of Appeal			
Chairman Report			
Name/Staff ID	:	FADZILAH AINI BINTI MAHAMAD SHAHARIN(L762)	
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	
SECTION A: OVERALL STYLE AND ORGANIZATION			
No	Description	Rate	Comments
1	In terms of contents, the Thesis title is	1-not appropriate at all	
2	In terms of conciseness, the abstract is	1-not concise at all	
3	In terms of clarity of presentation, the Thesis is	1-not clear at all	
4	In terms of organization (chapters, bibliography, appendices, etc.) the Thesis is	1-not clear at all	
5	In terms of language and grammar, the Thesis is	1-not appropriate at all	
6	In terms of spelling, the Thesis is	1-not accurate at all	

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Figure 25: Appeal Request

Prerequisite

Student has submitted the request for appeal.

Steps

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **List of Appeal** menu on the **Left** panel
3. System will display list of student. Click **Update** button to open next following page.
4. Click **View** icon to view evaluation report of each evaluation panel.
5. The following page will be displayed to display the detail
6. Click **Approve** button to approve OR **Disapprove** button to disapprove the appeal request.

Next Action

The Faculty is to approve or disapprove the appeal requested by the Student.

Warning

None

Note

None

9.3 List of Amendment Result

MSU PGTMIS v1.0.0 MSU PGTMIS v1.0.0 EKLAS

themis.msu.edu.my/app/index.php

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

Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Administration Message 19 Control Panel HELP

Amendment Review

List of Appeal

List of Evaluation Result

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List of Evaluation Result

List of VIVA Evaluation Report

Please enter searching criteria below:-

Thesis / Project ID : Matrix No :
Final Result Status : Notes: If no record found, it will search

Notes:
1. VIVA evaluation report will appear if Academic Committee has submitted the result.

Searching Results:- 3 record(s) found.

No	Thesis / Project ID	Student Name (Student Matrix No)	Session Date	Final Result Status	Action
1.	T20150612002	ABDUL HAFIZ BIN IBRAHIM (012013110572)	31-Dec-2015, 11:30AM to 02:30PM, HALL C, 5th Floor, Management Tower	Pass with major correction and required for re-examination	<input type="button" value="View"/>
2.	T20150612002	ABDUL HAFIZ BIN IBRAHIM (012013110572)	01-Dec-2015, 07:30AM to 09:00AM, HALL B, 3rd floor	Fail	<input type="button" value="View"/>
3.	T20150612002	ABDUL HAFIZ BIN IBRAHIM (012013110572)	08-Jan-2016, 08:30AM to 10:30AM, HALL K 4th floor	Pass with minor correction	<input type="button" value="View"/>

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMIS v1.0.0 MSU PGTMIS v1.0.0 EKLAS

themis.msu.edu.my/app/index.php

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

Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Administration Message 19 Control Panel HELP

Amendment Review

List of Appeal

List of Evaluation Result

VIVA School Board Committee

Thesis / Project ID : T20150612002
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule : 31-Dec-2015, 11:30AM to 02:30PM, HALL C, 5th Floor, Management Tower

List of Evaluation Panel on VIVA

No	Role / Acceptance Date	Staff ID	Name	Faculty	Status	Last Update	Recommendation Result	Feedback
1.	Chairman	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	CFS	Submitted	02-Nov-2015 12:18:03 PM	Pass with major correction and required for re-examination	<input type="button" value="View"/>
2.	Supervisor - Main	S012013090015	AYE AYE KHIN	FBMP	Not Submitted Yet			

Result by School Board Committee

No	Components	Tick
1	Pass	<input type="radio"/>
2	Pass with minor correction	<input type="radio"/>
3	Pass with major correction	<input type="radio"/>
4	Pass with major correction and required for re-examination	<input type="radio"/>
5	Fail	<input type="radio"/>

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Thesis Management and Evaluation System (THEMES) v1.0.0

Figure 26: List of Amendment Result

Prerequisite

The Schoolboard has agreed with the recommended VIVA result by the Evaluation Panel.

Steps

1. Click on the **Thesis Evaluation/VIVA** tab at the **Top Panel** section.
2. Click on the **List of Evaluation Result** menu at the **Left Panel** section.
3. The list of **List of Evaluation Report** will be displayed on the **Working Area** section. Enter the searching criteria if to search specific result or just click the **Search** button to search the general result.
4. The result will be displayed on the **Searching Result** list. Observe the **Final Result Status** for each of the student's VIVA.
5. Find the student you wanted to view the detail and click on the **View** button.
6. The next following page will be displayed which show the detail of the student's VIVA result.

Next Action

The Senate to acknowledge the student's VIVA result recommended by the Schoolboard.

Warning

None

Note

None

10 ADMINISTRATION

10.1 Assign Evaluation Panel

Assign Evaluation Panel

List of Thesis / Proposal

Please enter searching criteria below:-

No.	Faculty Status	Student Name	Thesis / Project ID	Thesis / Project Title	Evaluation Panel
1 .	Approved	ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications ... Read more	Assign
2 .	Approved	NORHASLINDA BINTI ZAKARIYA (012006051796)	T20151120001	Intervention Methods for Spurring Emergent Literacy in Children who are Deaf of Hard of Hearing by H... Read more	Change

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Thesis Management and Evaluation System (THEMES) v1.0.0

Assign Evaluation Panel

Assign New Examiner

Please enter searching criteria below:-

Tick	No.	Dept	Name	Qualification	Field of Expertise	Role

No record(s) found.

Searching Results:- 1 record(s) found.

Tick	No.	Dept	Staff ID	Name	Qualification	Field of Expertise	Role
<input checked="" type="checkbox"/>	1.	CFS	L762	FADZILAH AINI BINTI MAHAMAD SHAHRIN	- CHEMICAL ENGINEERING		Chairman

Assign Please select Examiner from the list before click ASSIGN button.

Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

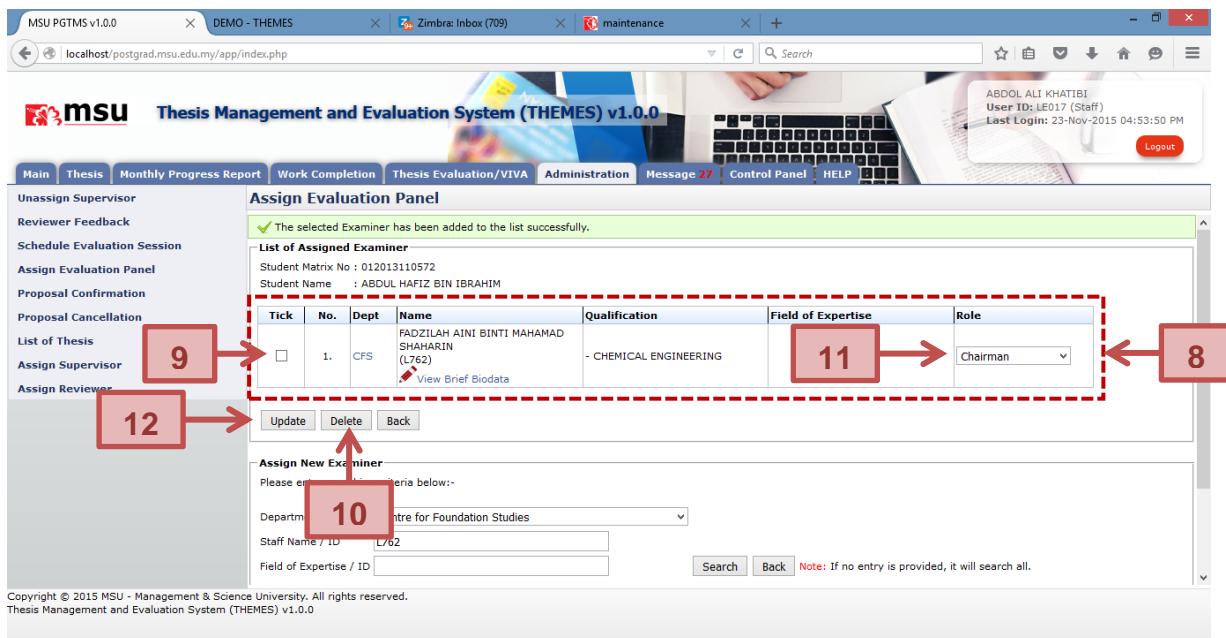


Figure 27: Assign Evaluation Panel

Prerequisite

The student has submitted the defence proposal

Steps

1. Click on the **Administration** tab at the **Top Panel** section.
2. Click on the Assign Evaluation Panel menu at the **Left Panel** section.
3. The list of Thesis Proposal is displayed on the **Working Area** section. Click on the **Assign** link.
4. The next following page will be displayed. Enter the searching criteria if to search specific result or just click the Search button to search the general result.
5. The result will be displayed on the list. Tick the checkbox for the staff being identified to be the panel.
6. Select the role.
7. Then click the **Assign** button to assign the staff for the selected role to the student.
8. The staff will be listed in the List of Assigned Examiner table.
9. If you want to delete the selected staff, tick the respective checkbox.
10. Then click the **Delete** button to remove the staff from the list.
11. If you want to update the role, change the role.
12. Then click the Update button to save the change.

Next Action

The Evaluation panel is to accept the invitation.

Warning

None

Note

None

10.2 Schedule Evaluation Session

Schedule Evaluation Session

provide the requested information below to add the record.

Session Type * :

Session Date * : Select Date

Session Start Time * : Select Time

Session End Time * : Select Time

Venue * :

Remarks :

Student Name* :

Matrix No :

Add

Session Type :

Student Name :

Student Matrix No :

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

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Notes:
1. Field marks with (*) is compulsory.
2. The disabled Checkbox indicates the evaluation session has been completed.
3. Please tick the checkbox before click Update or Delete button.
4. Send Invitation button will be working for those who has yet to receive the invitation.

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No	Evaluation Committee	Staff ID	Role	Assigned Date
1.	FADZILAH AINI BINTI MAHAMAD SHAHARIN	L762	Chairman	23-Nov-2015 10:49 AM
2.	JANNATUN NAAIN BINTI UMAR	S012013120012	Internal Examiner	23-Nov-2015 10:52 AM

Tick	No	Evaluation Panel	Role	Invited Status	Invited By	Invited Date	Acceptance Status
<input type="checkbox"/>	1.	FADZILAH AINI BINTI MAHAMAD SHAHARIN	Chairman	Invited	MD.GAPAR BIN MD.JOHAR L039	20-Nov-2015 08:39 AM	Accept Invitation on 20-Nov-2015 08:40 AM
<input type="checkbox"/>	2.	JANNATUN NAAIN BINTI UMAR	Internal Examiner	Invited	MD.GAPAR BIN MD.JOHAR L039	20-Nov-2015 08:39 AM	Accept Invitation on 20-Nov-2015 08:39 AM

Figure 28: Schedule Evaluation Session

Prerequisite

The student has submitted the Defence Proposal, Work Completion or VIVA.

Steps

1. Click on the **Administration** tab at the **Top Panel** section.
2. Click on the **Schedule Evaluation Session** menu at the **Left Panel** section.
3. The Evaluation Schedule Setup Page is displayed on the **Working Area** section. Enter the information required.
4. Click on the **Select** link to select the student.
5. The next following page will be displayed. Enter the searching criteria if to search specific result or just click the Search button to search the general result.
6. The result will be displayed on the list. Click on the student name.
7. The selected student will be populated on the previous page.
8. If you want to delete the selected staff, tick the respective checkbox.
9. Then click the **Delete** button to remove the staff from the list.
10. If you want to update the **Session Type, Date and Time, Venue or Remark**, change it on the respective fields. Tick the checkbox and click on the **Update** button to save the changes.
11. If to view the list of evaluation panel which has been assigned, click on the **View** button.
12. If to view the list of evaluation panel which has been accepted the invitation, click on the **Submitted** button.
13. This is the list of evaluation panel which has been assigned as evaluation panel.
14. This is the list of evaluation panel which has been accepted the invitation.
15. If to cancel the invitation for the invited panel, tick on the checkbox. It can be selected in multiple rows.
16. Then click on the **Cancel** Invite button to confirm the cancellation.

Next Action

The Supervisor can recommend the date to the student for the evaluation session.

Warning

None

Note

None

10.3 Reviewer Feedback Approval

10.3.1 Feedback by Reviewer

1. Administration

2. Reviewer Feedback Approval

3. Search by Reviewer Name Only

4. Search Results

Tick	No.	Review Status	Replied Date	Reviewer Name	Student Name	Thesis / Project ID	Thesis / Project Title	Remarks	Due Date (to reply)
	1.	Review Done	26-Nov-2015	AYE AYE KHIN (S012013090015)	NORHASLINDA BINTI ZAKARIYA (012006051796)	T20151120001	Intervention Methods for Spurring Emergent Literacy in Children who are Deaf or Hard of Hearing by Hearing Parents: a Literature Review	View Remarks	Groundwater Games:

5. Reviewer Name

6. View Remarks

Tick	No.	Review Status	Replied Date	Reviewer Name	Student Name	Thesis / Project ID	Thesis / Project Title	Remarks	Due Date (to reply)
	1.	Review Done	26-Nov-2015	MD.GAPAR BIN MD.JOHAR (L039)	MOHD FADLI BIN MOHD ASMANI (012007110307)	T20151125001	Groundwater Games: Users' Behavior in Common-Pool Resource Economic Laboratory and Field Experiments	View Remarks	
	2.	Review Done	26-Nov-2015	AYE AYE KHIN (S012013090015)	NORHASLINDA BINTI ZAKARIYA (012006051796)	T20151120001	Intervention Methods for Spurring Emergent Literacy in Children who are Deaf or Hard of Hearing by Hearing Parents: a Literature Review	View Remarks	

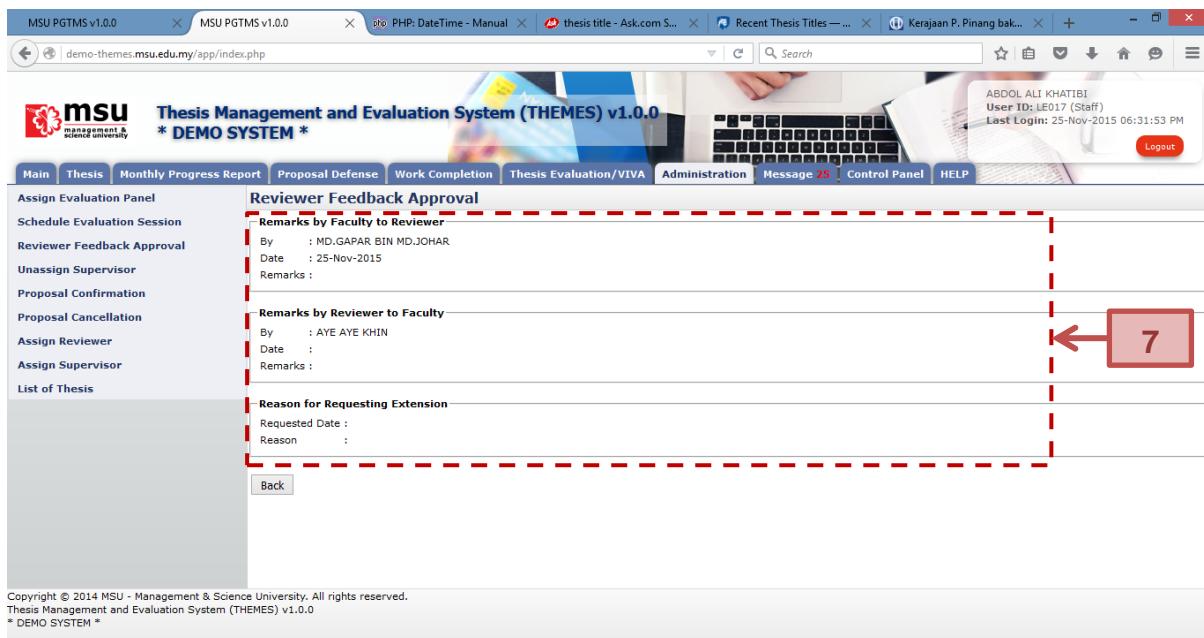


Figure 29: Administration Tab – Reviewer Feedback Approval

Prerequisite

The Faculty has assigned the Reviewer to review the thesis proposal

Steps

1. Click on the **Administration** tab at the **Top Panel** section.
2. Click on the **Reviewer Feedback Approval** at the **Left Panel** section.
3. Enter the searching criteria if to find the specific result or just click any search buttons to get the general result.
4. The list of Reviewer will be displayed on the **Working Area** section.
5. If the **Review Status** and **Replied Date** columns are empty, that's mean the review is still in progress by the Reviewer.
6. Click on the **View Remarks** link if to view the remarks given by the Faculty or Reviewer (if any).
7. The next page will be displayed and show the details.

Next Action

None

Warning

None

Note

None

10.3.2 Feedback Due – Request Extension Approval

MSU PGTMS v1.0.0 MSU PGTMIS v1.0.0 PHP: DateTime - Manual

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

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

Main Thesis Monthly Progress Report Work Completion Thesis Evaluation/VIVA Administration Message 28 Control Panel HELP

Unassign Supervisor
Reviewer Feedback Approval
Schedule Evaluation Session
Assign Evaluation Panel
Proposal Confirmation
Proposal Cancellation
List of Thesis
Assign Supervisor
Assign Reviewer

Reviewer Feedback Approval

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

Searching Results:- 1 record(s) found.

Tick	No.	Review Status	Replied Date	Reviewer Name	Student Name	Thesis / Project ID	Thesis / Project Title	Remarks	Due Date (to reply)
<input checked="" type="checkbox"/>				MD.GAPAR BIN MD.JOHAR (L039)	KIM SANG YONG (012014030387)	T20151124001	Social Networks and the Exchange Economy in Rural Mozambique: A Study of Off-farm Labor and Crop Marketing Behaviors	Feedback here	24-Nov-2015

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

Approve Extension

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MSU PGTMS v1.0.0 MSU PGTMIS v1.0.0 PHP: DateTime - Manual

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

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

Main Thesis Monthly Progress Report Work Completion Thesis Evaluation/VIVA Administration Message 28 Control Panel HELP

Unassign Supervisor
Reviewer Feedback Approval
Schedule Evaluation Session
Assign Evaluation Panel
Proposal Confirmation
Proposal Cancellation
List of Thesis
Assign Supervisor
Assign Reviewer

Reviewer Feedback Approval

Thesis / Project ID :
Matrix No :
Staff ID :
Student Name : Search by Student Name Only
Reviewer Name : Search by Reviewer Name Only
Note: If no entry is provided, it will search all.

Searching Results:- 1 record(s) found.

Tick	No.	Review Status	Replied Date	Reviewer Name	Student Name	Thesis / Project ID	Thesis / Project Title	Remarks	Due Date (to reply)
<input type="checkbox"/>				MD.GAPAR BIN MD.JOHAR (L039)	KIM SANG YONG (012014030387)	T20151124001	Social Networks and the Exchange Economy in Rural Mozambique: A Study of Off-farm Labor and Crop Marketing Behaviors	Feedback here	24-Nov-2015

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

Approve Extension

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Figure 30: Feedback Extension Approval

Prerequisite

The Faculty has assigned the Reviewer to review the thesis proposal

Steps

1. Click on the **Administration** tab at the **Top Panel** section.
2. Click on the **Reviewer Feedback Approval** at the **Left Panel** section.
3. Enter the searching criteria if to find the specific result or just click any search buttons to get the general result.
4. The list of Reviewer will be displayed on the **Working Area** section. The notice will be displayed showing the request by the Review to extend the review date. By default the system will set the new Due Date. The Faculty User may change it if it is needed. Tick the checkbox to proceed with the approval.
5. Click on the **Approve Extension** to approve the request.
6. The checkbox will be disabled and the message show approval successful will be displayed.

Next Action

The Reviewer will review the thesis proposal and provide the feedback.

Warning

System will prompt a notification message if the checkbox is untick before the submission to approve the extension request.

Note

None

10.4 Unassign Supervisor

This facility is provided to the Faculty user if there is a need to unassig the Supervisor from the student due to some reason.

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No.	Faculty Status	Status by Senate	Student Name	Thesis / Project ID	Thesis / Project Title	Supervisor/Co-Supervisor
1.	Approved	Approved	ABDOL HAFIZ BIN IBRAHIM (01201310572)	T20151111001	Three Essays on Bioeconomics of Renewable Resources: Management Regimes, Water Quality Implications . . . read more	View
2.	Approved	Approved with Changes	NORHASLINDA BINTI ZAKARIYA (012006051796)	T20151120001	Intervention Methods for Spurring Emergent Literacy in Children who are Deaf or Hard of Hearing by H . . . read more	View

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Tick No.	Dept	Staff Name / Staff ID / Skype ID	Qualification	Field of Expertise	Role / Role Status	Assigned By / Date	Acceptance Date
<input checked="" type="checkbox"/>	FBMP	AYE AYE KHIN (S012013090015) mymail@hotmail.com Email Status: No	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - POST GRADUATE BUSINESS (ECONOMETRICS)		Supervisor Main	ABDOL ALI KHATIBI (LE017) 20-Nov-2015	20-Nov-2015
<input type="checkbox"/>	IMS	ADILAH ANN FARAHAN BAKERI (S012013100003) mymail@hotmail.com Email Status: No	- MASTER OF GENERAL SURGERY - MEDICINE		Co-Supervisor	ABDOL ALI KHATIBI (LE017) 20-Nov-2015	20-Nov-2015

Overall Remarks

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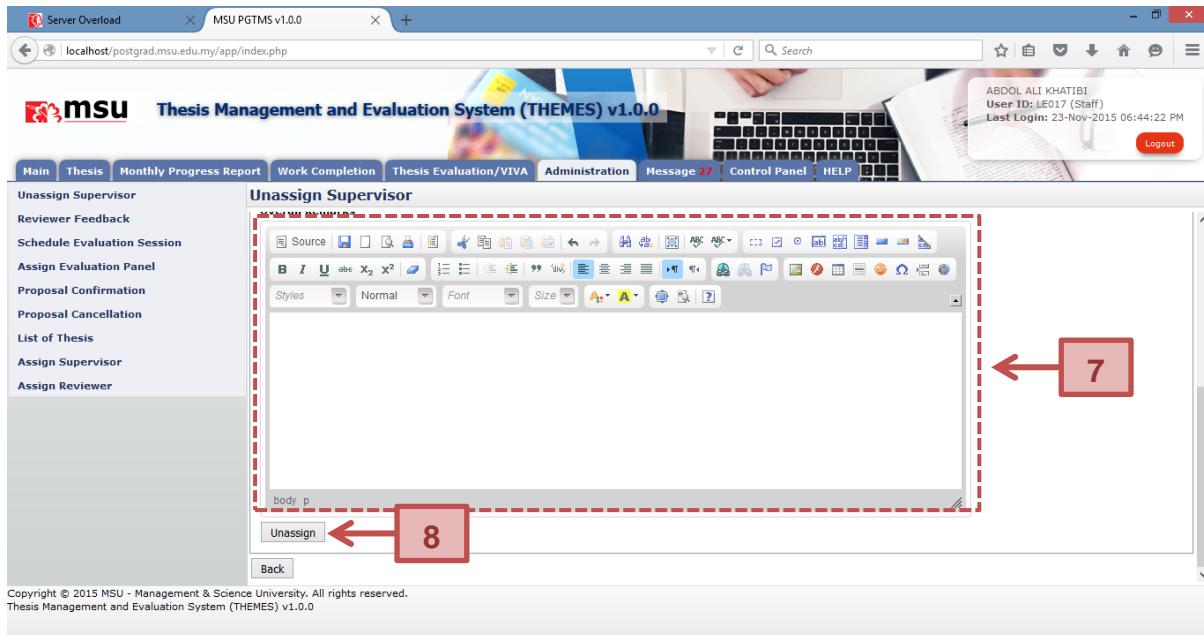


Figure 31: Unassign Supervisor

Prerequisite

The Faculty has assigned the Supervisor to the Student

Steps

1. Click on the **Administration** tab at the **Top Panel** section.
2. Click on the Unassign Supervisor at the **Left Panel** section.
3. The list of student will be displayed on the **Working Area** section.
4. Find the student to unassign the Supervisor and click on the **Unassign** link.
5. The list of Supervisor for the selected student will be displayed. You may view the Supervisor brief biodata or enter specific remark for this Supervisor.
6. Tick the checkbox of the selected Supervisor to be unassigned.
7. Enter the reason on the **Overall Remarks** text field if you have it.
8. Click **Unassign** button once you have confirm to unassign the Supervisor from the student.

Next Action

The Faculty User is needed to re-assign another Supervisor or Co-Supervisor to supervise the student.

Warning

The system will prompt a notification message if the checkbox is unselected before the submission.

Note

None

10.5 Proposal Confirmation

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

MSU PGTM v1.0.0 MSU PGTM v1.0.0 DEMO - THEMES +

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

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Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Administration Message 19 Control Panel HELP

Proposal Confirmation

Please enter searching criteria below

Notes:- (by default it will display, current proposal in which its status has been confirmed by Faculty and proposal in which the status is still pending for Faculty confirmation)

Thesis Date : [Text Input]

[Thesis / Project ID] / [Thesis Title] : [Text Input]

Matrix No : [Text Input]

Student Name : [Text Input]

Search

Searching Results:- 1 record(s) found.

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input type="checkbox"/>	1.	Submitted	11-Nov-2015	T20150619001	Engagement Theory: Technology Based Foreign Language Learning and Teaching in Sri Lanka	V. MADHUBASHINI KUMARIHAMY DELDENIYA (072014110012)	Attachment 1:	Change View	Change View	

Mark for Review Unmark All Print for Review

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Proposal Confirmation

Remark by Faculty *

Remark By : ABDOL ALI KHATIBI

Remark Date:

Remarks

Source [Rich Text Editor]

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

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Proposal Confirmation

Searching Results:- 1 record(s) found.

Tick	No.	Faculty Status	Thesis Date	Thesis / Project ID	Thesis / Project Title	Student Name	Attachment by Student	Attachment by Faculty	Supervisor / Co-Supervisor	Reviewer
<input checked="" type="checkbox"/>	1.	Submitted / Resubmitted	19-Jun-2015	T20150619001	Engagement Theory: Technology Based Foreign Language Learning and Teaching in Sri Lanka	V. MADHUBASHINI KUMARIHAMY DEDDENIYA (072014110012)	Attachment 1: Upload	Attachment 1: Delete <input checked="" type="checkbox"/> Change <input checked="" type="checkbox"/> View	Change <input checked="" type="checkbox"/> View	Change <input checked="" type="checkbox"/> View

Mark For Review Unmark All Print for Review

Verification Confirmation by Faculty

Proposal Status : Approved Approved with Changes Request Changes Disapproved

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

Print Proposal List Submit

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The screenshot shows a Microsoft Word document titled "LIST OF THESIS PROPOSAL for SENATE APPROVAL As of 18-May-2015". It contains a table with three rows of thesis proposal data. Each row includes fields for No., Student Name, Matric No., Thesis Date, Thesis/Project ID, Thesis Type, Thesis/Project Title, and Senate Decision (Please Tick). The "Senate Decision" column contains three checkboxes: "Approved", "Approved with Changes", and "Disapproved". A red dashed box surrounds the entire table area. To the right of the table, a vertical bar has a red box labeled "11" with a red arrow pointing towards the table.

No	Student Name	Matric No	Thesis Date	Thesis/Project ID	Thesis Type	Thesis/Project Title	Senate Decision (Please Tick)
1.	ABDUL HAFIZ BIN IBRAHIM	012013110572	18-May-2015	T20150518001	Case Study	Software Testing v1.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
2.	KIM SANG YONG	012014030387	18-May-2015	T20150518002	Project	Software Testing V2.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
3.	NORHASLINDA BINTI ZAKARIYA	012006051796	18-May-2015	T20150518004	Research	1111111111111111	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved

Figure 32: Administration Tab – Proposal Confirmation

Prerequisite

The student has submitted the thesis proposal to the Faculty.

Steps

1. Click on the **Administration** tab on the system **Top Panel** section.
2. Click on the **Proposal Confirmation** menu on the system **Left Panel** section.
3. The searching page will be displayed on the **Working Area** section. Enter the searching criteria to find the specific result or just click the **Search** button to list all available result.
4. The search result will be populated under the searching result table.
5. Click the **Thesis ID** link if to view the detail of the thesis proposal.
6. Click the attachment link if to download and view the attachment submitted by the student.
7. Click **Upload** button if to upload the attachment related the thesis proposal. Once uploaded you have an option to remove it from the list.
8. Before thesis proposal can be confirmed, the Faculty may need to forward the thesis proposal to the reviewer to get their feedback. Each of these thesis proposals which are being reviewed can be indicated via its status.
 - a. Tick the respective checkbox and click on the **Mark for Review** button. The thesis proposal will be indicated as **Review in Progress**.
 - b. Click **Unmark All** button if to remove the **Review in Progress** status from the list.

- c. Click on **Print for Review** button if to print the list for distribution to the identified Reviewer.
9. This page will be displayed once you have clicked the **Thesis ID** link. You can enter your remarks here and click the **Update** button to save it.
10. For thesis proposal confirmation,
 - a. Tick the checkbox for the respective thesis
 - b. Select the confirmation option **Approved**, **Approved with Changes**, **Request Changes** or **Disapproved**.
 - c. Click the **Submit** button to confirm the thesis proposal status
11. You can also print the list of thesis proposal via **Print Proposal List** button which the sample of PDF file is as shown above.
12. Assign Supervisor can be done at any time. The steps to assign Supervisor can be referred to the **Assign Supervisor** section.
13. Assign Reviewer can be before the thesis proposal is confirmed by the Faculty. The steps to assign Reviewer can be referred to the **Assign Reviewer** section.

Next Action

If the thesis proposal confirmation status is **Approved** or **Approved with Changes** then the Senate needs to confirm the status of thesis proposal too.

If the thesis proposal confirmation status is **Request Changes** then the Student need to amend it and resubmit back to the Faculty.

If the thesis proposal confirmation status is **Disapproved** then the Student need to resubmit a new thesis proposal to the Faculty.

Warning

The system will prompt a notification message if the thesis proposal confirmation status is unselected before the submission.

Note

None

10.6 Proposal Cancellation

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

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Area No	Proposal Area	Area No	Proposal Area
1.	emergency medicine	4.	
2.		5.	
3.		6.	

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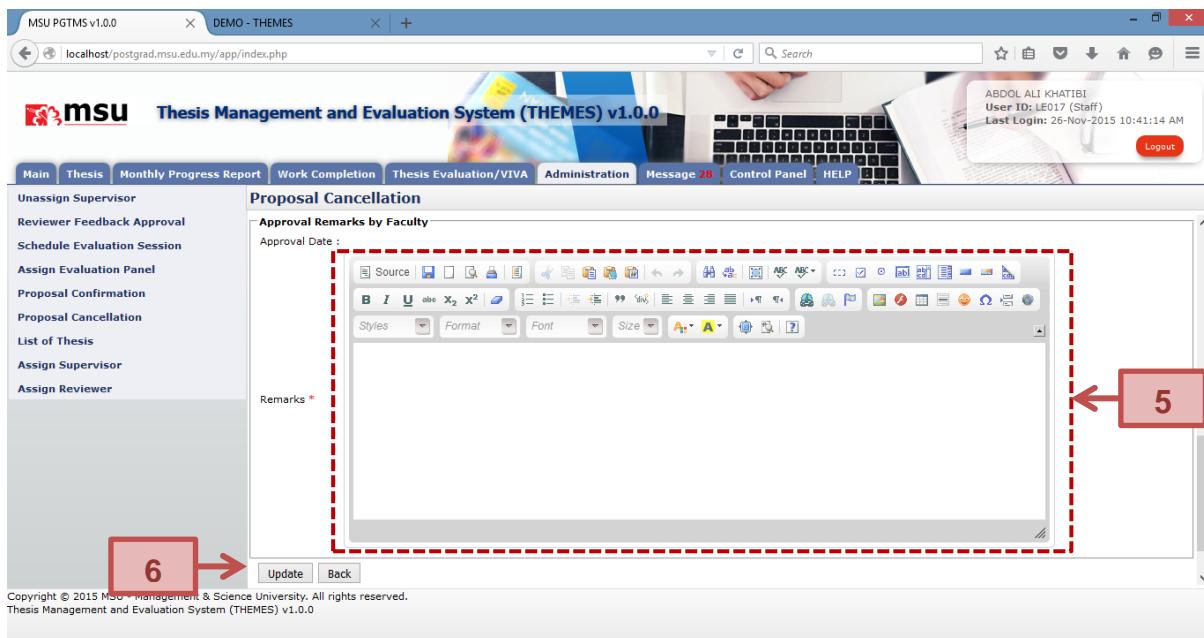


Figure 33: Administration Tab – Proposal Cancellation

Prerequisite

The student has applied the request to cancel the thesis proposal.

Next Action

Student is to resubmit the thesis proposal after the amendment done.

Steps

1. Click on the **Administration** tab on the system **Top Panel** section.
2. Click the **Proposal Cancellation** menu on the system **Left Panel** section.
3. Enter the searching criteria if to find the specific result or just click on the **Search** button to find the general result.
4. The list of thesis proposal will be displayed under the search result. Click on the **Thesis ID** link to get the next page to enter the remarks.
5. The page will display the thesis proposal information and request the Faculty User to enter the remarks.
6. Click on the **Update** button to save the change and **Back** button to go back to the previous page.
7. Tick the checkbox which the thesis proposal is going to be cancelled.
8. Click the **Approve Cancellation** button to confirm the cancellation.

Next Action

The student is do the thesis proposal amendment and resubmit back to the Faculty.

Warning

System will prompt a notification message if the checkbox is untick before the submission to approve the cancellation request.

Note

None

10.7 Assign Reviewer

10.7.1 Assign Reviewer

The screenshot shows the 'Assign Reviewer' page of the MSU Thesis Management and Evaluation System. The page has a search section with fields for Thesis / Project ID, Matrix No., and Student Name, along with a 'Search' button and a note about searching by name only. Below the search is a table of results for KIM SANG YONG (T20151124001). The table columns are: No., Faculty Status, Student Name, Thesis / Project ID, Thesis / Project Title, and Reviewer. The 'Assign' button is highlighted with a red box and number 4. A red box and number 2 points to the 'Assign Reviewer' link in the sidebar. A red box and number 3 points to the search fields. The top right corner shows the user's profile information: MD.GAPAR BIN MD.JOHAR, User ID: L039 (Staff), Last Login: 24-Nov-2015 03:00:30 PM, and a Logout button.

Figure 34: Assign Reviewer

Prerequisite

Student submit new thesis proposal

Steps

1. Click on the **Administration** tab on the **Top Panel** section.
2. Click on the **Assign Reviewer** menu on the **Left Panel** section. The list of thesis proposal will be displayed on the **Working Area** section.
3. Enter the searching criteria if to search specific result or just click on the **Search** button to search general result.
4. The list of student will be displayed on the table. Find the student and click the **Assign/Change** link to assign the Reviewer to the student. The **Assign** link indicates the staff is yet to be assigned as Reviewer. The **Change** link indicates the staff is already assigned as Reviewer.
5. The Assign Reviewer page will be displayed. Enter the searching criteria if to search specific result or just click on the **Search** button to search general result
6. The list of staff will be displayed on the table. Find the staff; change the default **Reply Date** if it is needed, and tick the respective checkbox.
7. Click on the **Assign** button to assign the staff as reviewer to the student.
8. The selected Reviewer will be populated into the list.
9. Enter the specific remarks for this Reviewer (if any) via the **Enter Faculty remarks** link.
10. If you want to delete the Reviewer, tick the checkbox. It can be in multiple rows. Click the **Delete** button to delete the **Reviewer** from the list.
11. If you want to update the **Reply Date**, change it, tick the checkbox and click the **Update** button to save the change.

Next Action

The Reviewer is to review and provide the feedback.

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

10.7.2 Assign Reviewer via Proposal Confirmation

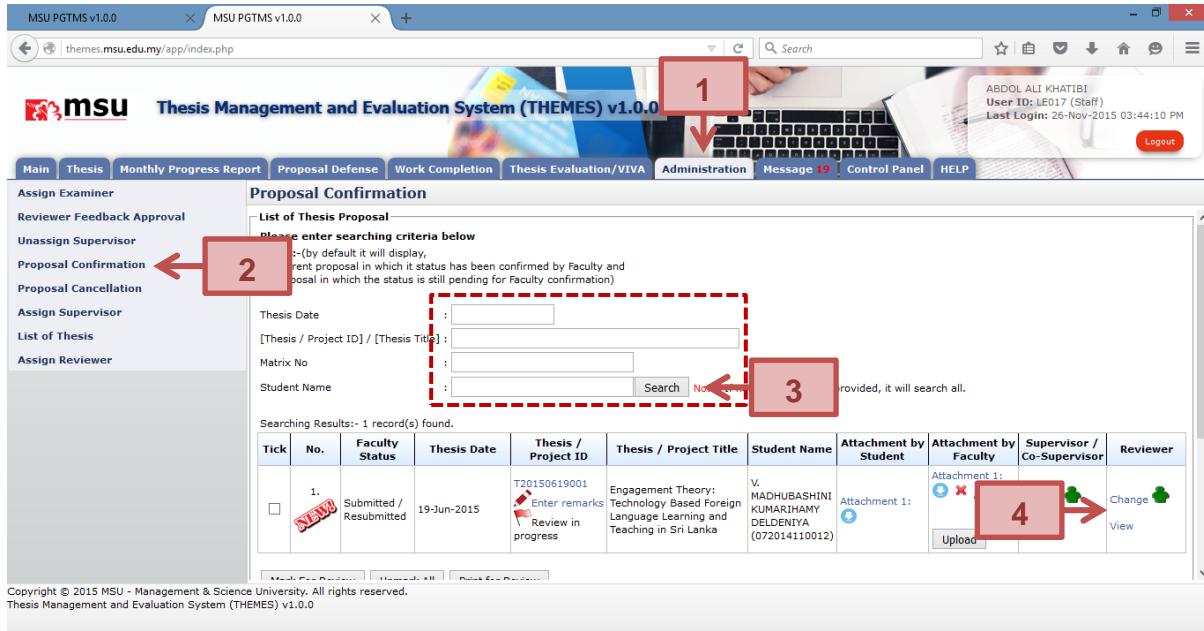


Figure 35: Assign Reviewer via Proposal Confirmation

Prerequisite

Student submit new thesis proposal

Steps

1. Click on the **Administration** tab on the system **Top Panel** section.
2. Click on the **proposal Confirmation** menu on the system **Left Panel**.
3. Enter the searching criteria if to find the specific result or just click the **Search** button to list all the result.
4. The searching results will be displayed under the searching result table. Click on the **Assign/Change** link to assign the Reviewer to the student. The **Assign** link indicates the staff is yet to be assigned as Reviewer. The **Change** link indicates the staff is already assigned as Reviewer. The next following steps please follow the same steps as described in **Assign Reviewer** section.

Next Action

The Reviewer is to review and provide the feedback.

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

10.8 Assign Supervisor

10.8.1 Assign Supervisor

1

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No.	Faculty Status	Status by Senate	Student Name	Thesis / Project ID	Thesis / Project Title	Supervisor
1.	Approved	Approved	ABDUL HAFIZ BIN IBRAHIM (012013110572)	T20151111001	Three Essays on Bioe Resources: Management Quality Implications .	
2.	Approved	Approved with Changes	NORHASLINDA BINTI ZAKARIYA (012006051796)	T20151120001	Intervention Methods for Spurring Emergent Literacy in Children who are Deaf or Hard of Hearing by H . read more	
3.	Submitted / Resubmitted		KIM SANG YONG (012014030387)	T20151124001	Social Networks and the Exchange Economy in Rural Mozambique: A Study of Off-farm Labor and Crop Mar . read more	

Assign Supervisor

Student Matrix No : 072014110012
Student Name : V. MADHUBASHINI KUMARIHAMY DELDENIYA

List of Assigned Supervisor/Co-Supervisor - 0 record(s) found

Tick	No.	Dept	Staff Name / Staff ID / Skype ID	Qualification	Field of Expertise	Role	Role Status	Reply Date
No record(s) found.								

Assign New Supervisor/Co-Supervisor
Please enter searching criteria below:-

Department:
Staff Name / ID: aye
Field of Expertise / ID:

Searching Results- 0 record(s) found

Tick	No.	Dept	Staff Name / Staff ID / Skype ID	Qualification	Field of Expertise	Role	Role Status	Reply Date within 7 day(s)
<input type="checkbox"/>	1.	IMS	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)				03-Dec-2015
			ADEL AKHAVANMALAYERI	Email Status: No				

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Assign Supervisor

Department:
Staff Name / ID: aye
Field of Expertise / ID:

Searching Results- 2 record(s) found.

Tick	No.	Dept	Staff Name / Staff ID / Skype ID	Qualification	Field of Expertise	Role	Role Status	Reply Date within 7 day(s)
<input checked="" type="checkbox"/>	1.	IMS	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMICS EFFICIENCY) - PHD IN AGRIBUSINESS (ECONOMETRICS)		Supervisor	Main	03-Dec-2015
<input checked="" type="checkbox"/>	2.	IMS	ADEL AKHAVANMALAYERI (S012013100003)	- MASTER OF GENERAL SURGERY - MEDICINE		Co-Supervisor		03-Dec-2015

Notes:
1. Please select the Supervisor from the list before click ASSIGN button.
2. Role Status - If more than 1 Supervisor has been assigned, ONLY one can be a primary supervisor.
3. Auto email notification to Supervisor trigger by faculty's action is currently disabled by Admin.

Assign

Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

MSU PGTMS v1.0.0 x MSU PGTMS v1.0.0 x

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

Search

ABDOL ALI KHATIBI
User ID: LE017 (Staff)
Last Login: 23-Nov-2015 10:30:15 AM

Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Administration Control Panel HELP Logout

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

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

Assign Supervisor

Student Matrix No : 072014110012
Student Name : V. MADHUBASHINI KUMARIHAMY DELDENIYA

List of Assigned Supervisor/Co-Supervisor - 2 record(s) found

Tick	No.	Dept	Staff Name / Staff ID / Skype ID	Qualification	Field of Expertise	Role	Role Status	Reply Date
<input type="checkbox"/>	1.	FBMF	AYE AYE KHIN (S012013090015)	- MASTER IN AGRICULTURAL ECONOMICS (ECONOMETRICS)	- BUSINESS (ECONOMETRICS)	Supervisor	Main	03-Dec-2015
<input type="checkbox"/>	2.	IMS	ADEL AKHAVANMALAYERI (S012013100003)	- MASTER OF GENERAL SURGERY		(Co-)Supervisor		03-Dec-2015

1. Auto email notification to Supervisor trigger by faculty's action is currently disabled by Admin.

Update Delete Back

Assign New Supervisor/Co-Supervisor
Please enter the criteria below:-
Department:

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MSU PGTMS v1.0.0

MSU PGTMS v1.0.0

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

Search

ABDOL ALI KHATIBI
User ID: LE017 (Staff)
Last Login: 23-Nov-2015 10:30:15 AM

Main Thesis Monthly Progress Report Proposal Defense Work Completion Thesis Evaluation/VIVA Administration Message 19 Control Panel HELP

Assign Examiner

Reviewer Feedback Approval

Unassign Supervisor

Proposal Confirmation

Proposal Cancellation

Assign Supervisor

List of Thesis

Assign Reviewer

Assign Supervisor

Assign Supervisor

You may update this biodata if it is required:-

Source Styles Format Font Size

Update Back

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Thesis Management and Evaluation System (THEMES) v1.0.0

Attachment Document (i.e CV, supporting documents)

No	Document Description	Document Name	Action
1.	x1.doc	x1.doc	Download
2.	x2.doc	x2.doc	

20

List of Assigned Supervisor

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 Main		12-Jun-2015	19-Jun-2015	Accept Invitation on 12-Jun-2015
2.	IMS	ADEL AKHAVANMALAYERI (S012013100003)	- MASTER OF GENERAL SURGERY - MEDICINE		Co-Supervisor		12-Jun-2015	19-Jun-2015	Accept Invitation on 15-Jul-2015

Figure 36: Administration Tab – Assign Supervisor Page

Prerequisite

Student has submitted the thesis proposal

Steps

- Click on the **Administration** tab on the system **Top Panel** section.

2. Click on the **Assign Supervisor** menu on the system **Left Panel**.
3. Enter the searching criteria if to find the specific result or just click the **Search** button to list all the result.
4. The searching results will be displayed under the searching result table. Click the **Assign/Change** link to assign the Supervisor / Co-Supervisor to the student. The **Assign** link indicates the staff is yet to be assigned as Supervisor / Co-Supervisor. The **Change** link indicates the staff is already assigned as Supervisor / Co-Supervisor.
5. The next following page will be displayed. Enter the searching criteria if to find the specific result or just click the **Search** button to list all the result.
6. The searching results will be displayed under the searching result table.
7. Find the staff to be assigned as Supervisor / Co-Supervisor. Assign the **Role** and **Role Status**. The default **Reply Date** is also provided but the Faculty can change if it is needed **Role**.
8. Tick the respective checkbox
9. Then click the **Assign** button.
10. The newly assigned Supervisor will be listed in the **List of Assigned Supervisor/Co-Supervisor**.
11. If any change required to **Role**, **Role Status** or **Reply Date**, do the changes.
12. Tick the respective checkbox.
13. Click **Update** button to save the changes.
14. If need to delete the assigned staff, tick the respective checkbox and click **Delete** button.
15. If to view the Supervisor / Co-Supervisor brief biodata, click on the **View Brief Biodata**.
16. The biodata page will be displayed. Update the biodata if it is needed.
17. Click Update button to save the changes.
18. If to view the attached document, click the download image and download it.
19. Click **View** link if to view the list of Supervisor/Co-Supervisor which has been assigned to the student.
20. The next following page will be displayed which shows the list of assigned Supervisor / Co-Supervisor.

Next Action

The Faculty user can confirm the status of the thesis proposal.

Warning

None

Note

None

10.8.2 Assign Supervisor via Proposal Confirmation

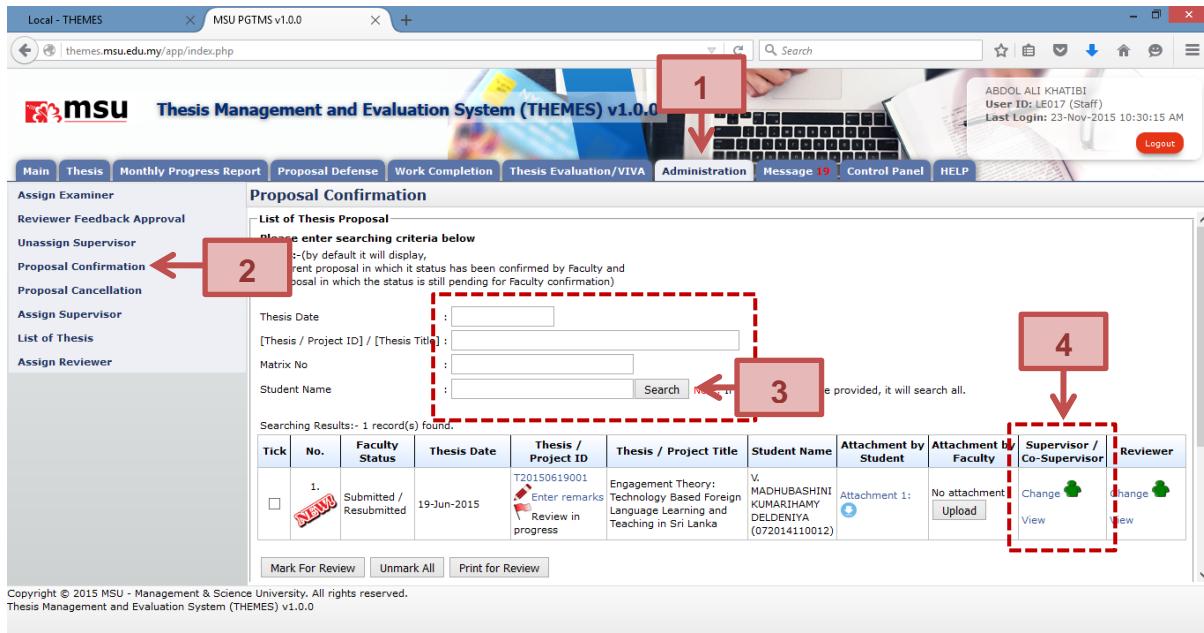


Figure 37: Administration Tab – Assign Supervisor via Proposal Confirmation

Prerequisite

Student has submitted the thesis proposal

Steps

1. Click on the **Administration** tab on the system **Top Panel** section.
2. Click on the **proposal Confirmation** menu on the system **Left Panel**.
3. Enter the searching criteria if to find the specific result or just click the **Search** button to list all the result.
4. The searching results will be displayed under the searching result table. Click the **Assign/Change** link to assign the Supervisor / Co-Supervisor to the student. The **Assign** link indicates the staff is yet to be assigned as Supervisor / Co-Supervisor. The **Change** link indicates the staff is already assigned as Supervisor / Co-Supervisor. The next following steps please follow the same steps as described in **Assign Supervisor** section.

Next Action

The Faculty user can confirm the status of the thesis proposal.

Warning

None

Note

None

10.9 List of Thesis Proposal – Disapproved

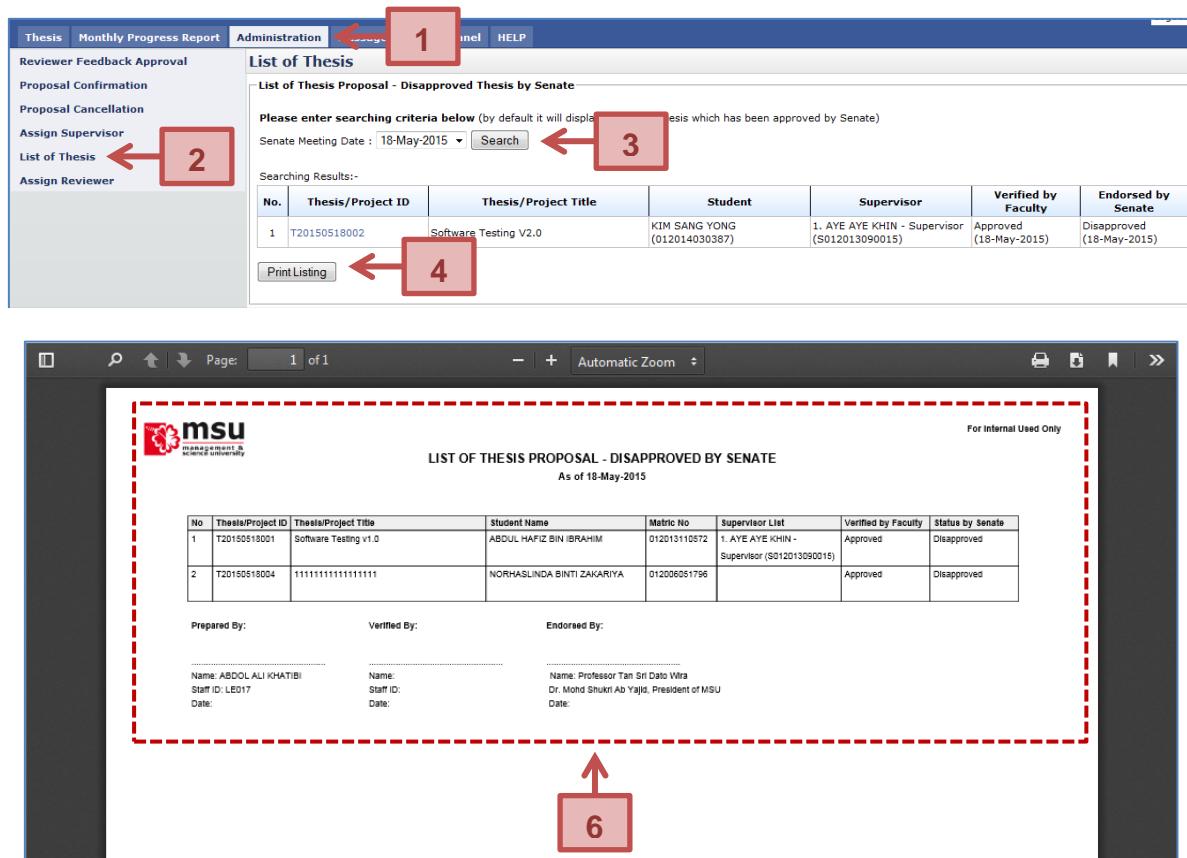


Figure 38: Administration Tab – List of Disapproved Thesis

Pre-condition

Senate has disapproved the thesis proposal submitted by the Student.

Steps

1. Click on the **Administration** tab on the system **Top Panel** section.
2. Click on the **List of Thesis** menu on the system **Left Panel** section.

3. The List of Thesis page will be displayed on the **Working Area** section. Select the **Senate Date** if to find the specific result or leave it empty to find general result. Click **Search** button.
4. The result will be displayed under the **Searching Result** table. Click on the **Print Listing** button to generate a list of disapproved thesis.
5. The PDF file will be generated and it can be saved or printed out.

Next Action

Student needs to resubmit the thesis proposal.

Warning

None

Note

None.

11 MESSAGE

11.1 Inbox

11.1.1 New and Read Message

The screenshot shows the Thesis Management and Evaluation System (THEMES) v1.0.0 interface. At the top, there's a header bar with tabs for Publication, News, Monthly Progress Report, Proposal Defense, Work Completion, Thesis Evaluation/VIVA, Message 10 (highlighted in red), Control Panel, and HELP. On the far right, a user profile is shown for ABDUL HAFIZ BIN IBRAHIM, with a red box labeled '1' pointing to it. Below the header, a sidebar on the left has tabs for Inbox (highlighted in red), New Message, and Sent. The main area is titled 'Inbox' and lists several messages. A red box labeled '2' points to the 'Inbox' tab in the sidebar. A red box labeled '3' points to a specific message in the list. The message list includes:

Date	Message Type	Details
03-Nov-2015 11:19 AM	New	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM Confirmed(Proceed with Amendment)
03-Nov-2015 12:02 PM	New	Request Changes Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM
03-Nov-2015 12:08 PM	New	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM Confirmed(Proceed with Amendment)
03-Nov-2015 02:16 PM	New	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM Confirmed(Proceed with Amendment)
03-Nov-2015 04:20 PM	New	Amendment on Thesis Submitted by ABDUL HAFIZ BIN IBRAHIM Confirmed
06-Nov-2015 04:12 PM	New	L039 MD.GAPAR BIN MD.JOHAR Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM
06-Nov-2015 04:42 PM	New	A1286 AMIRUDIN BIN MAKIN Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM
06-Nov-2015 05:16 PM	New	A1286 AMIRUDIN BIN MAKIN Thesis Proposal Submitted by ABDUL HAFIZ BIN IBRAHIM
02-Nov-2015 06:49 PM	Read	S012013090015 AYE AYE KHIN Thesis For VIVA Submitted by ABDUL HAFIZ BIN IBRAHIM Confirmed
02-Nov-2015 06:52 PM	Read	S012013090015 AYE AYE KHIN Thesis For VIVA Submitted by ABDUL HAFIZ BIN IBRAHIM Confirmed

At the bottom of the inbox screen, there's a note: "Delete Note: Please select the message from the list before click DELETE button." The footer contains copyright information: "Copyright © 2014 MSU - Management & Science University. All rights reserved. Thesis Management and Evaluation System (THEMES) v1.0.0 * DEMO SYSTEM *".

Figure 39: 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

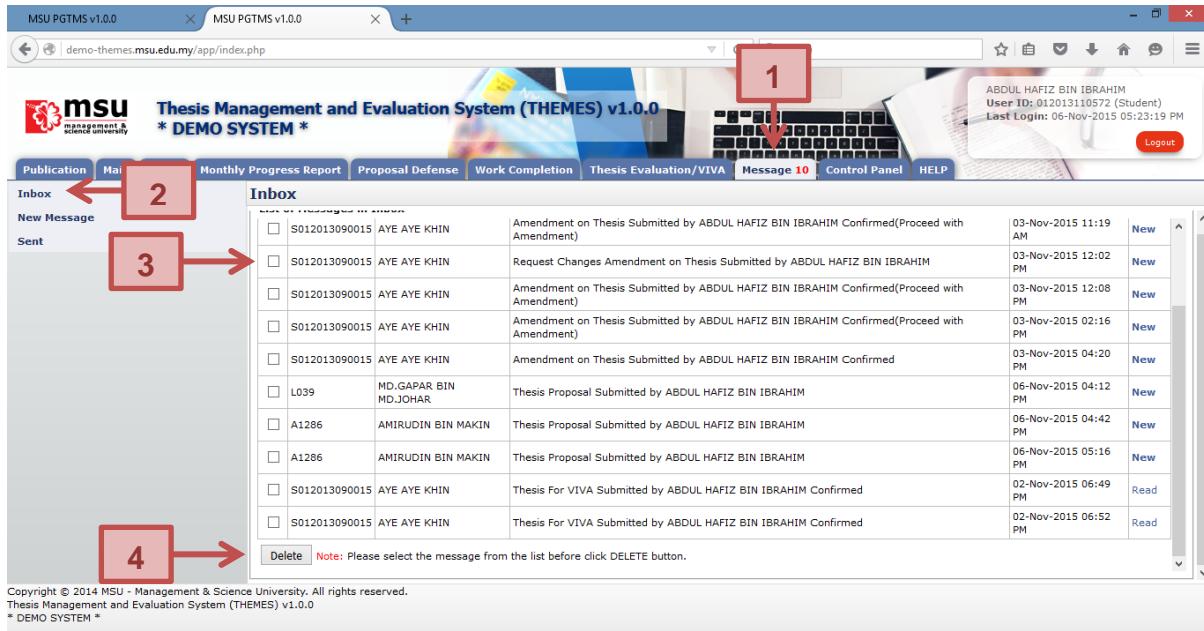


Figure 40: Delete Message

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

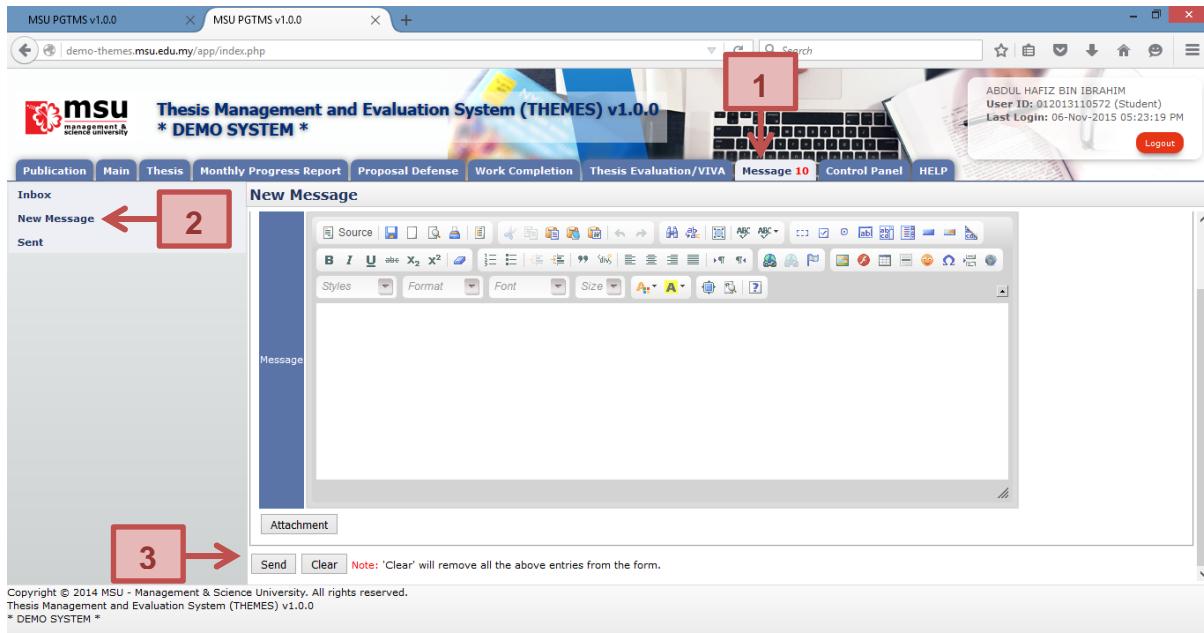


Figure 41: New Message

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

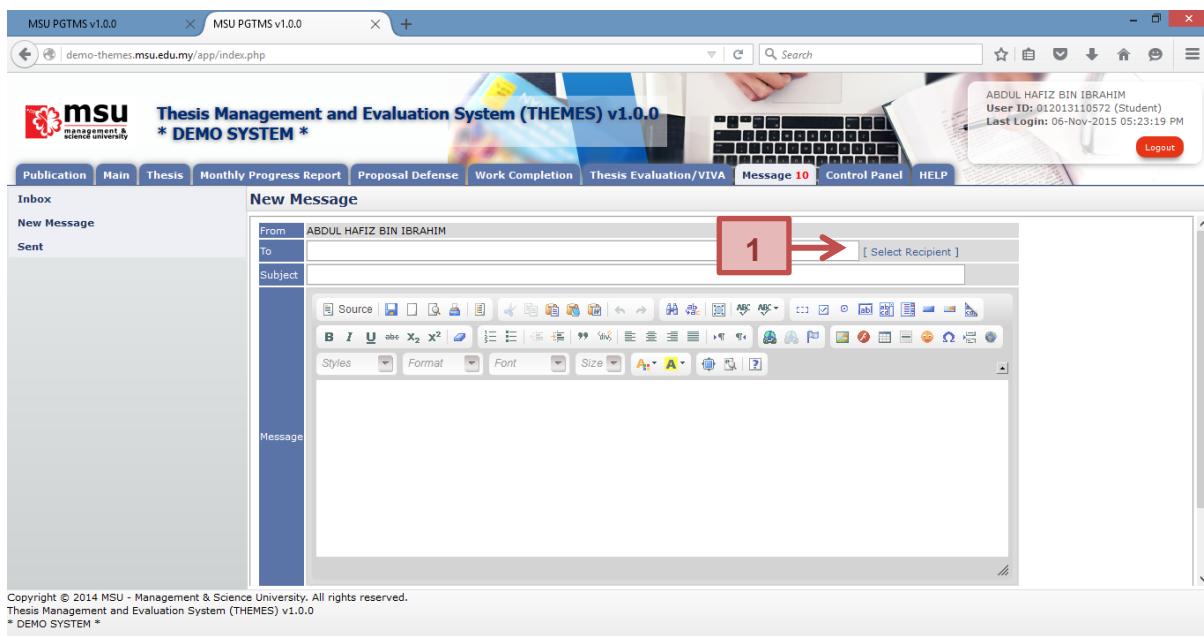
Warning

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

Note

None

11.2.2 Select Recipient



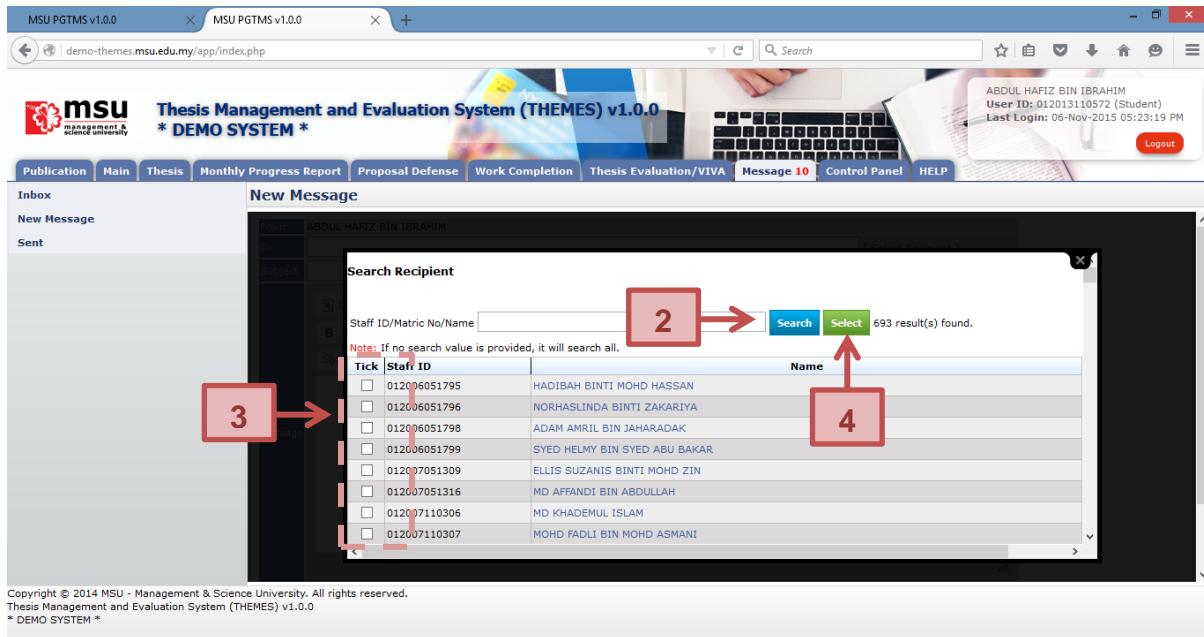


Figure 42: Select Recipient

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 PGTMIS v1.0.0 MSU PGTMIS v1.0.0 demo-themes.msu.edu.my/app/index.php

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

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 PGTMIS v1.0.0 MSU PGTMIS v1.0.0 demo-themes.msu.edu.my/app/index.php

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

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 *

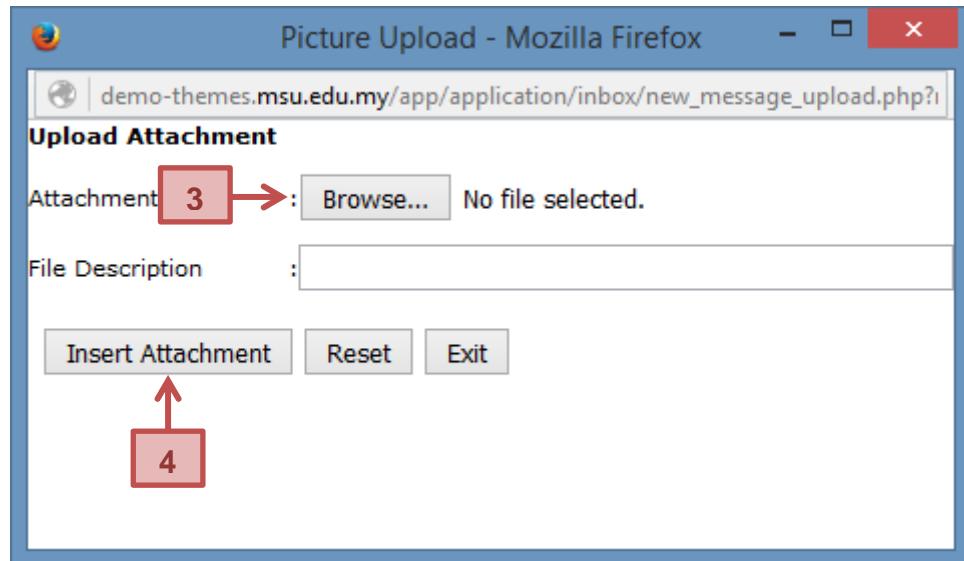


Figure 43: Upload Attachment - Add

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

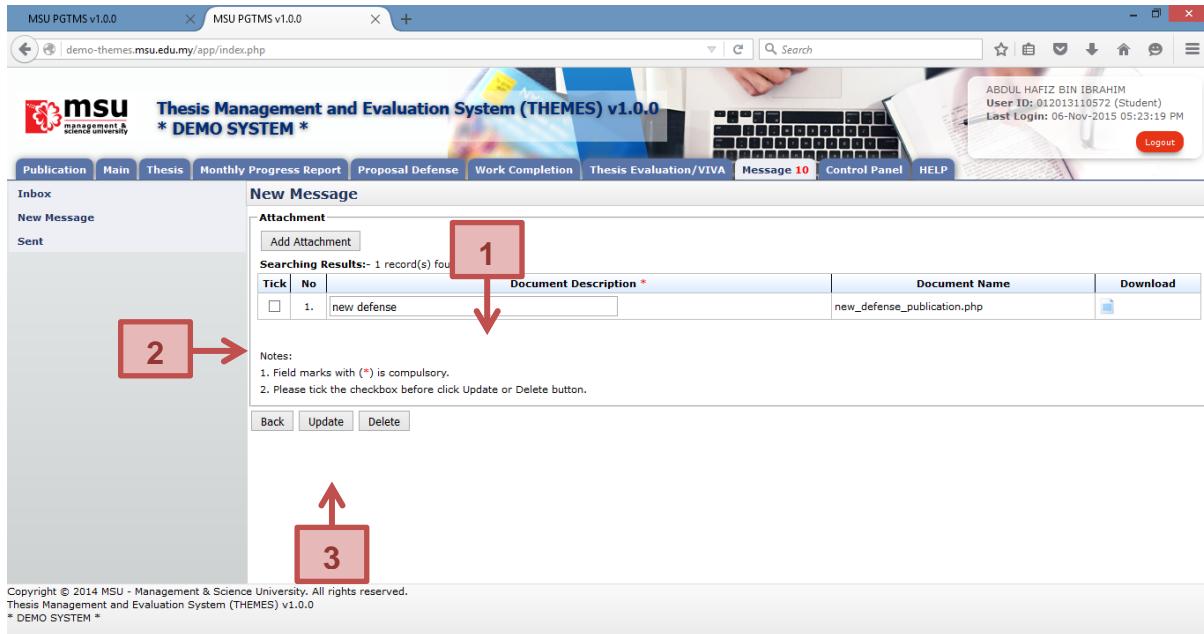


Figure 44: Upload Attachment - Update

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

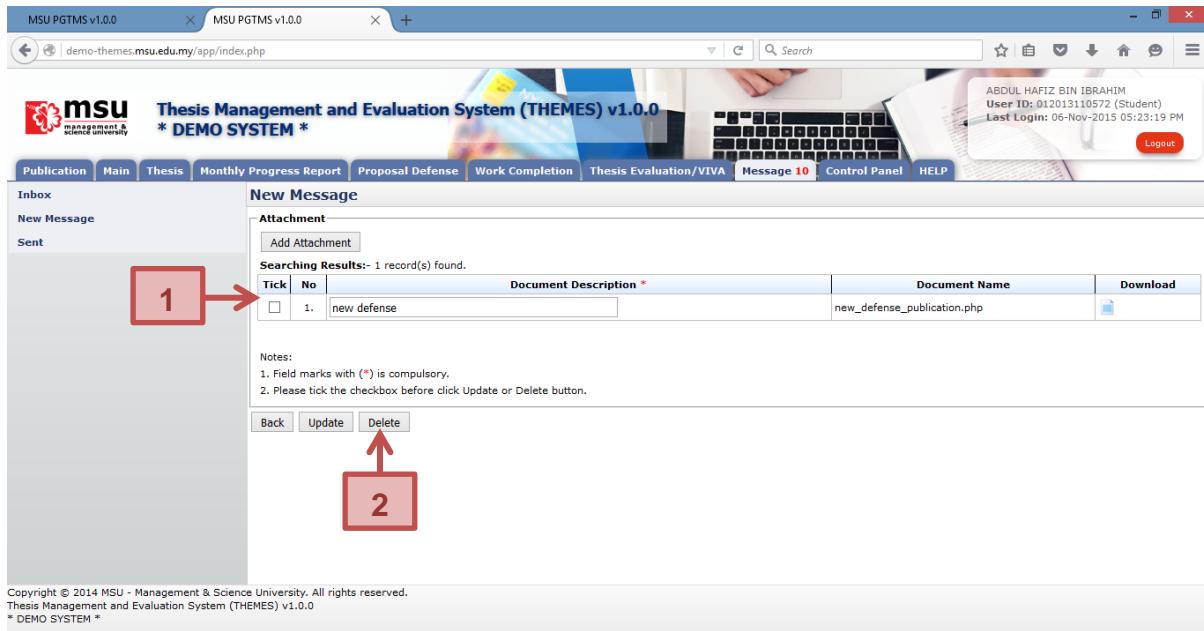


Figure 45: Upload Attachment - Delete

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

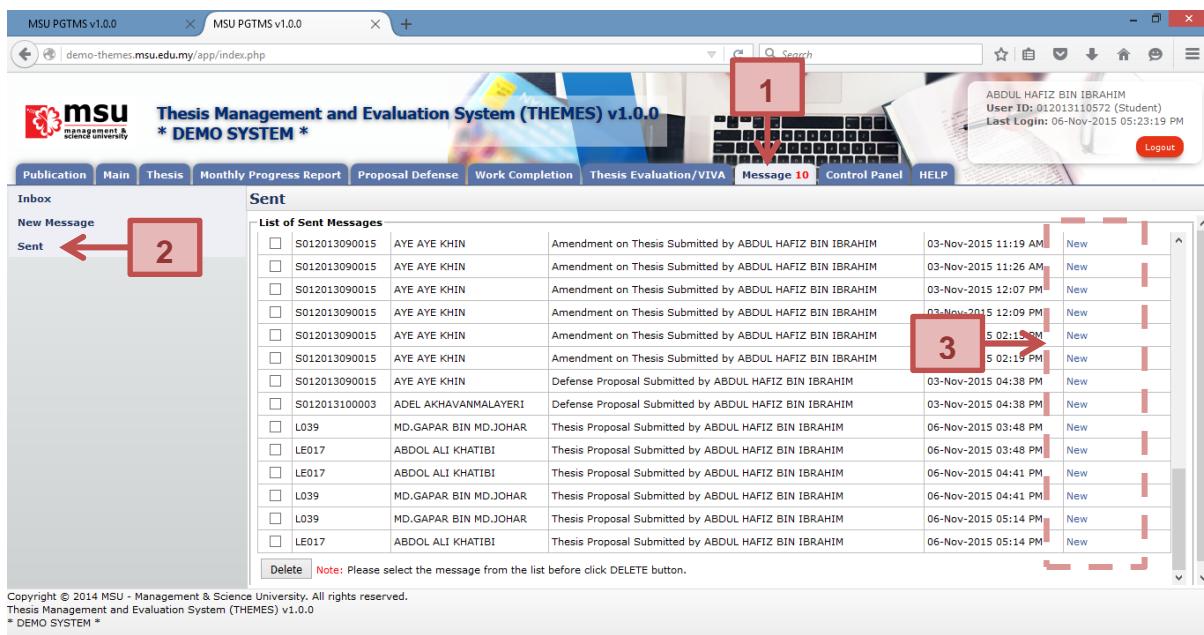


Figure 46: View Sent Message

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

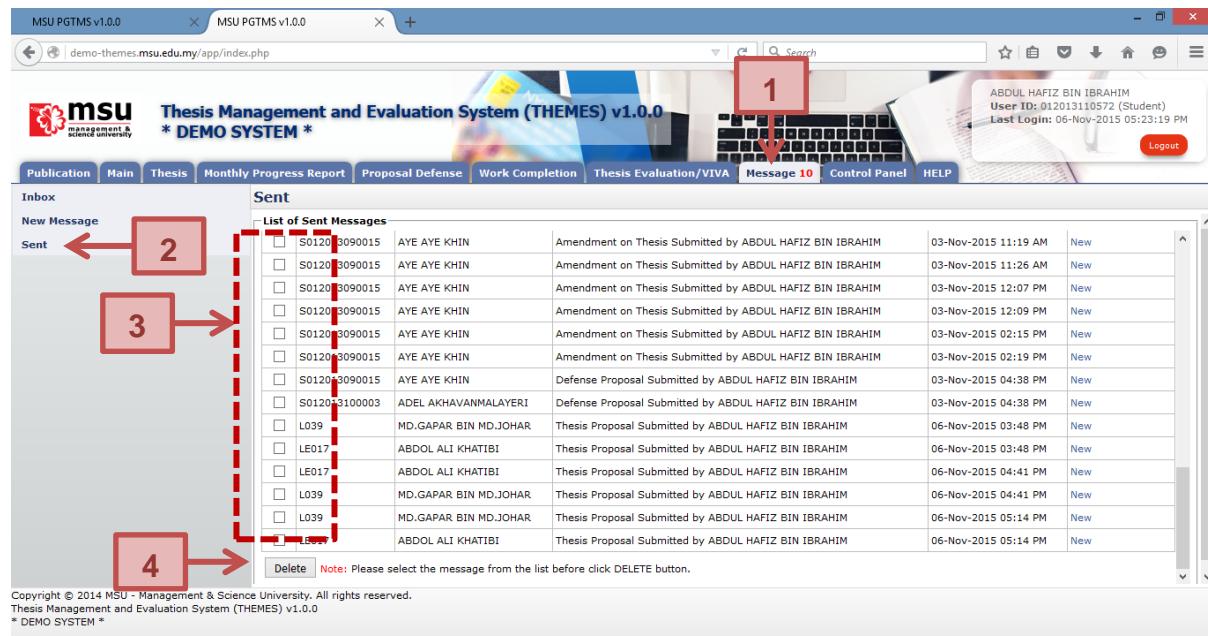


Figure 47: Delete Sent Message

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

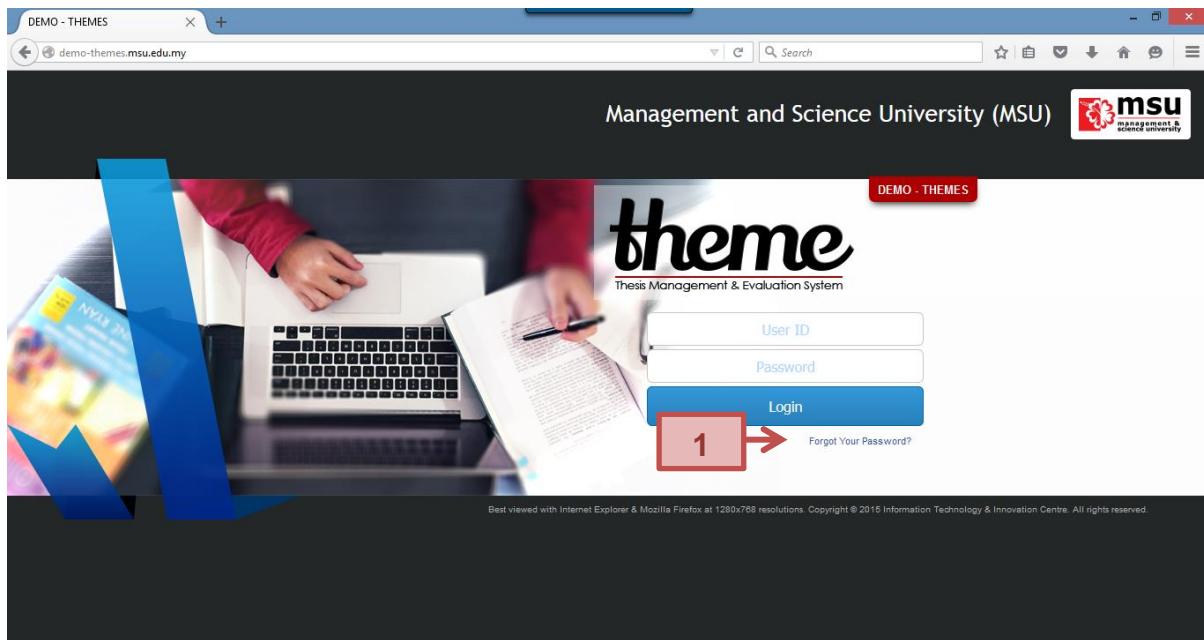
Note

None

12 CONTROL PANEL

12.1 Change Password

12.1.1 Before Login



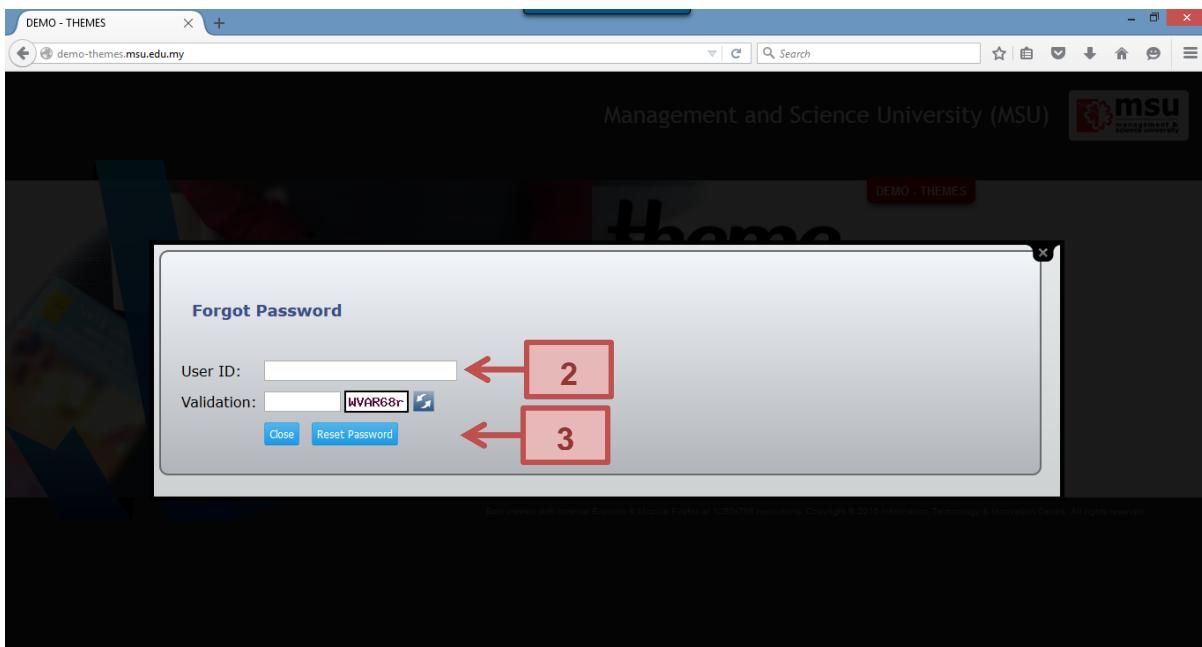


Figure 48: Change Password Page Before Login

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.

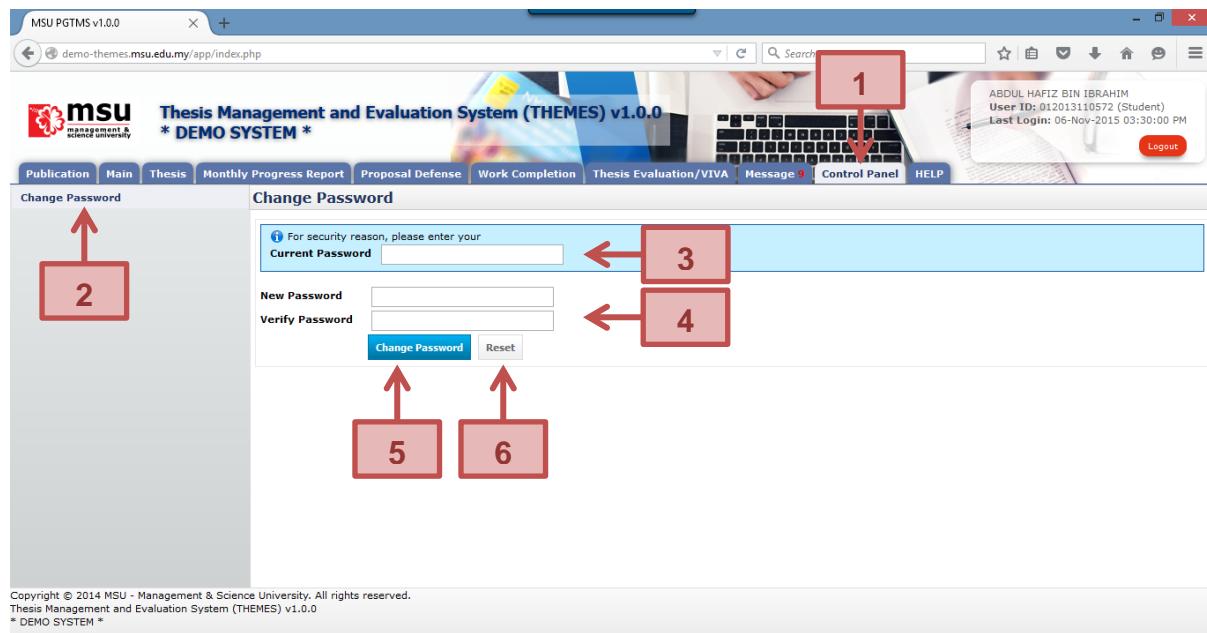


Figure 49: Change Password Page After Login

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

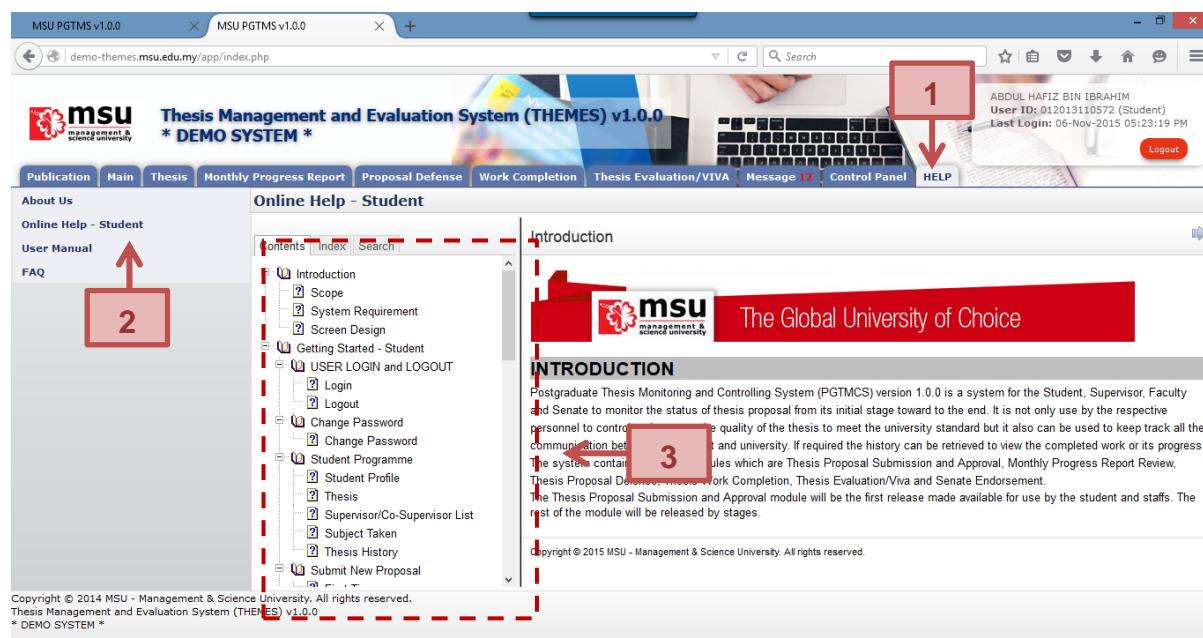


Figure 50: Online Help

Prerequisite

None

Steps

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

Next Action

None

Warning

None

Note

None.

13.2 User Manual

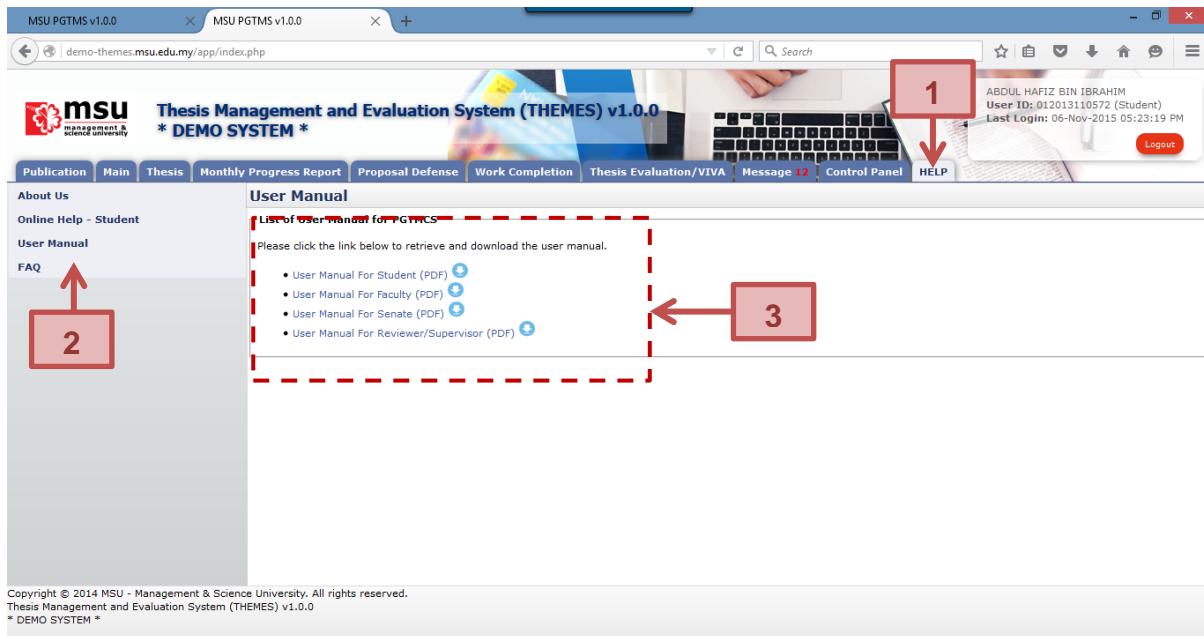


Figure 51: User Manual

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

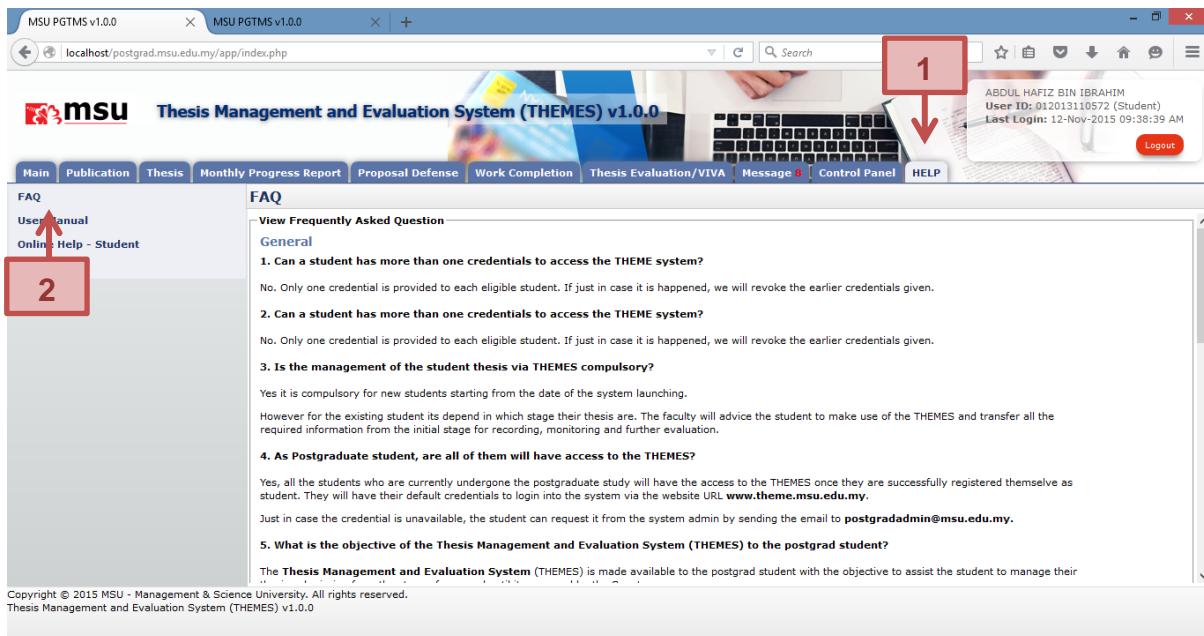


Figure 52: FAQ

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

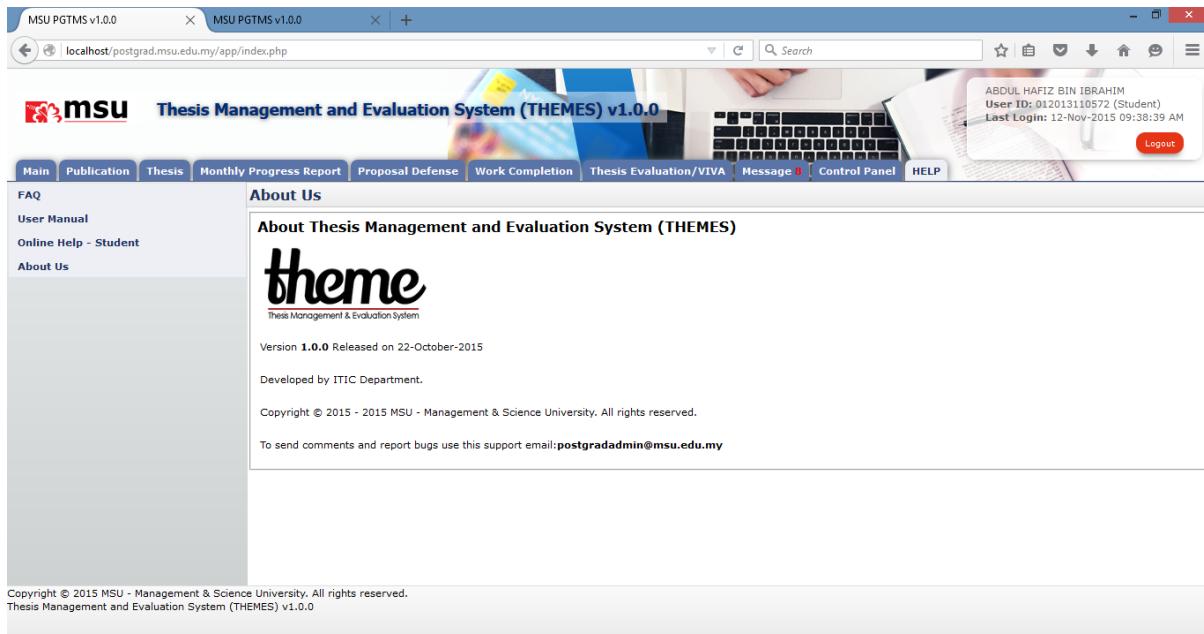
None

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.