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POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)

USER MANUAL for SENATE

Version 1.0

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TABLE OF CONTENTS

1	INTRODUCTION	6
1.1	Scope	6
1.2	System Requirement.....	6
1.2.1	URL	6
1.2.2	Internet Browser	6
1.2.3	User Access	7
1.3	Screen Design.....	7
2	HIGHLEVEL FLOW	9
2.1	Thesis Proposal Submission Process Flow	9
3	USER LOGIN and LOGOUT	10
3.1	Login.....	10
3.2	Logout	10
4	CHANGE PASSWORD	12
4.1	Change Password	12
5	THESIS VIEW	13
5.1	Search Student via Thesis ID/Title.....	13
5.1.1	Student Profile Details.....	13
5.2	Search Student via Student Name/Matrix No	16
5.2.1	Student Profile Details.....	16
6	LIST OF APPROVED THESIS	20
6.1	List of Approved Thesis.....	20
6.2	Generate File.....	21
7	ADMINISTRATION VIEW	22
7.1	Thesis Approval	22
7.2	Thesis Approval – Next Section	23
7.2.1	Enter Remark	26
7.2.2	Change and View Supervisor/Co-supervisor	27
7.2.3	Upload Attachment.....	30
7.3	List of Thesis Proposal – Disapproved Thesis by Senate	30
7.3.1	Generate File.....	31
8	Message.....	32
8.1	Inbox.....	32
8.1.1	View Message	33
8.2	New Message.....	34
8.2.1	Select Recipient	35
8.2.2	Upload Attachment.....	36
8.3	Sent	37
8.3.1	Read Message	38

9 Help	39
9.1 Online help - Student	39
9.2 User Manual	40
9.3 FAQ	41
Appendix	43
Email Template - Admin to Student (Trigger after Decision Made by Senate)	43
Thesis Proposal - Approved	43
Thesis Proposal - Disapproved	44
Thesis Proposal – Approved with Changes	45
Email Template - Admin to Faculty (Trigger after Decision Made by Senate)	46
Thesis Proposal - Approved	46
Thesis Proposal - Disapproved	47
Thesis Proposal – Approved with Changes	48
Email Template - Admin to Supervisor (Trigger after Decision Made by Senate)	49
Invitation as Supervisor/Co-Supervisor	49

LIST OF FIGURES

Figure 1: PGTMCs Screen Structure Design	8
Figure 2: Thesis Proposal Submission Process Flow	9
Figure 3: Login Page	10
Figure 4: Logout Page.....	11
Figure 5: Change Password Page	12
Figure 6: Thesis Tab	13
Figure 7: Student Profile	14
Figure 8: Subject Taken	15
Figure 9: Thesis History	15
Figure 10: Thesis Tab	16
Figure 11: Student Profile	17
Figure 12: List of Supervisor / Co-Supervisor	17
Figure 13: Subject Taken	18
Figure 14: Thesis History	19
Figure 15: List of Approved Thesis	20
Figure 16: List of Approved Thesis PDF	21
Figure 17: Thesis Approval	22
Figure 18: Thesis Approval - Searching Result	23
Figure 19: List of Thesis for Senate Approval PDF	25
Figure 20: Remarks by Senate	26
Figure 21: Change Supervisor/Co-Supervisor	27
Figure 22: Search Result with no searching criteria provided	27
Figure 23: Search Result with searching criteria provided	28
Figure 24: List of Assigned Supervisor	28
Figure 25: View and Update Supervisor Biodata	29
Figure 26: View Supervisor Assigned	29
Figure 27: Upload Attachment	30
Figure 28: List of Thesis proposal - Disapproved	30
Figure 29: List of Disapproved Thesis by Senate	31
Figure 30: Message	32
Figure 31: Read Message.....	33
Figure 32: New Message	34
Figure 33: Select Recipient	35
Figure 34: Select Recipient- Next Section	35
Figure 35: Upload Attachment	36
Figure 36: Upload Attachment- Next Section.....	36
Figure 37: Sent.....	37
Figure 38: Read Message.....	38
Figure 39: Online Help	39
Figure 40: User Manual.....	40
Figure 41: FAQ.....	41

1 INTRODUCTION

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

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

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

1.1 Scope

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

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

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

1.2 System Requirement

1.2.1 URL

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

1.2.2 Internet Browser

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

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

1.2.3 User Access

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

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

1.3 Screen Design

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

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

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

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

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

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

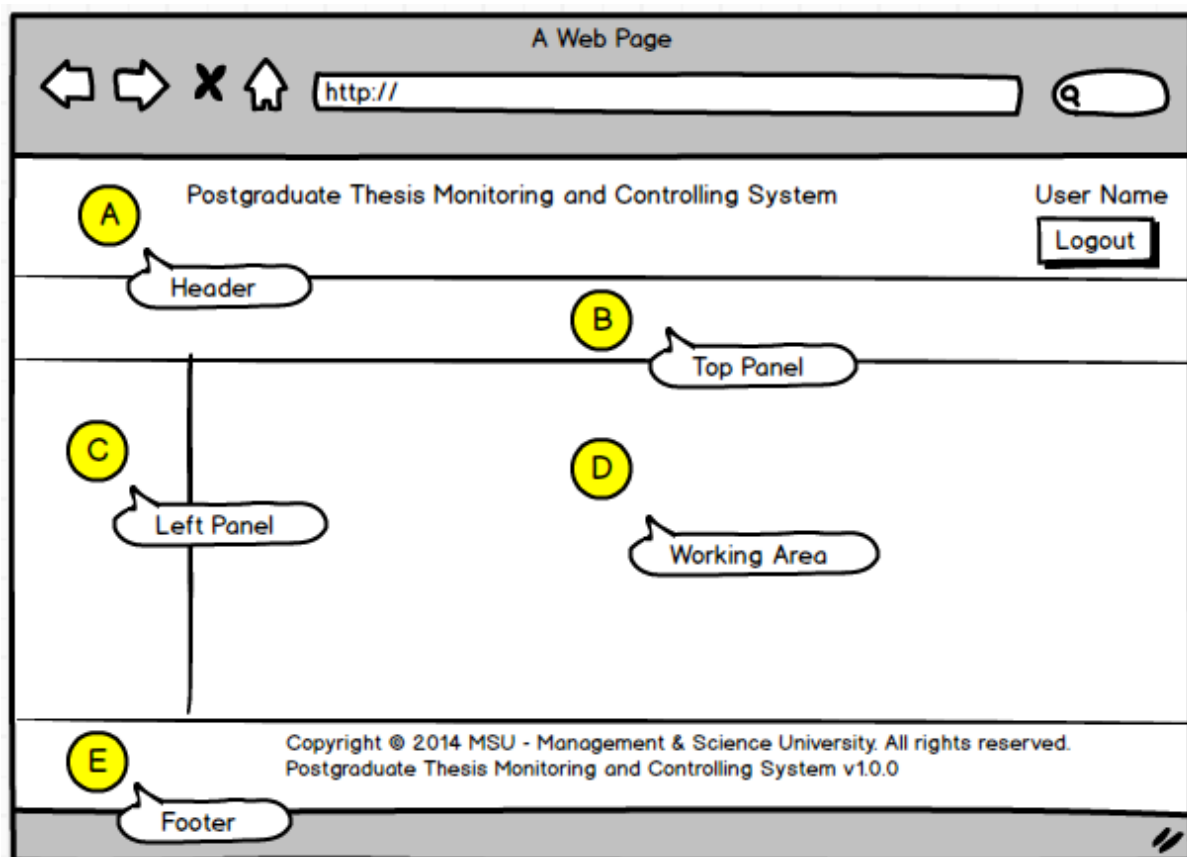


Figure 1: PGTMCs Screen Structure Design

2 HIGHLEVEL FLOW

2.1 Thesis Proposal Submission Process Flow

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

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

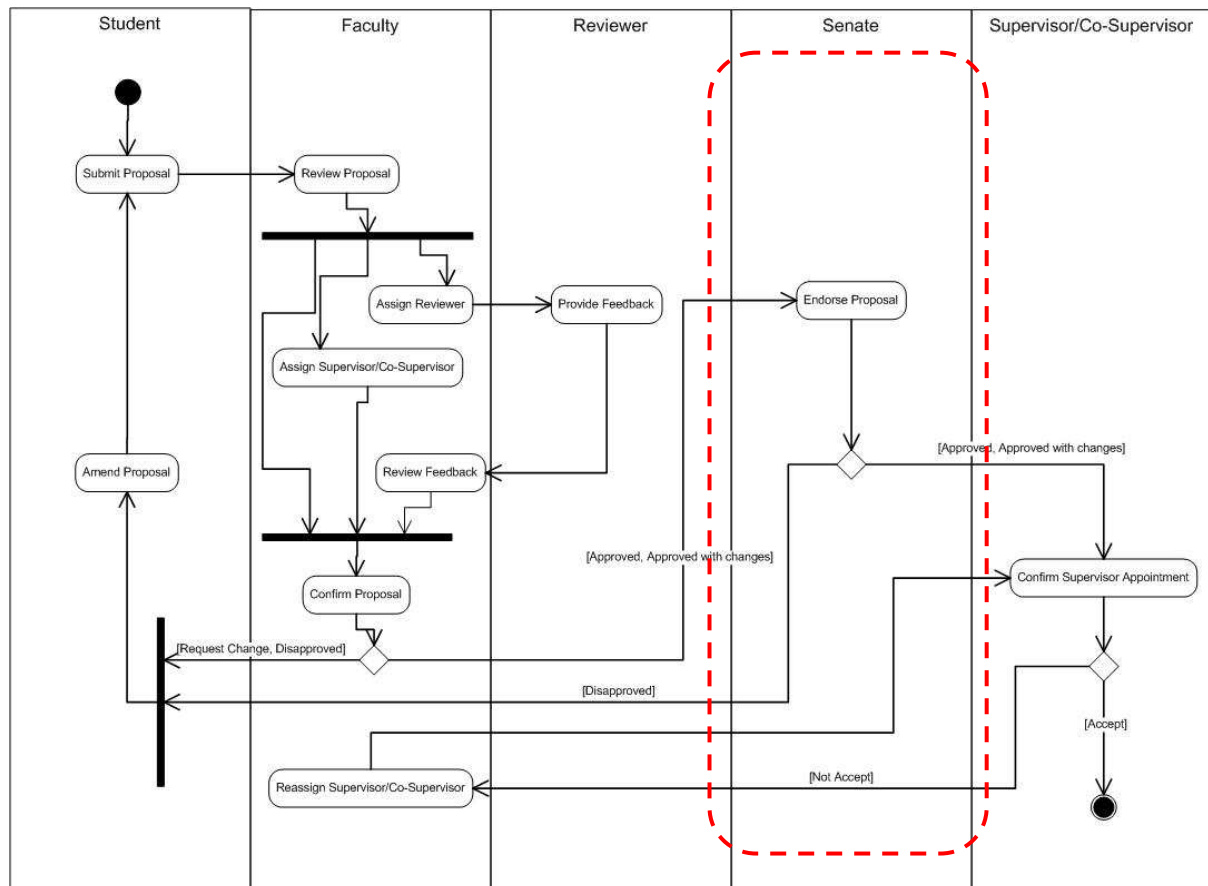


Figure 2: Thesis Proposal Submission Process Flow

3 USER LOGIN and LOGOUT

3.1 Login

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

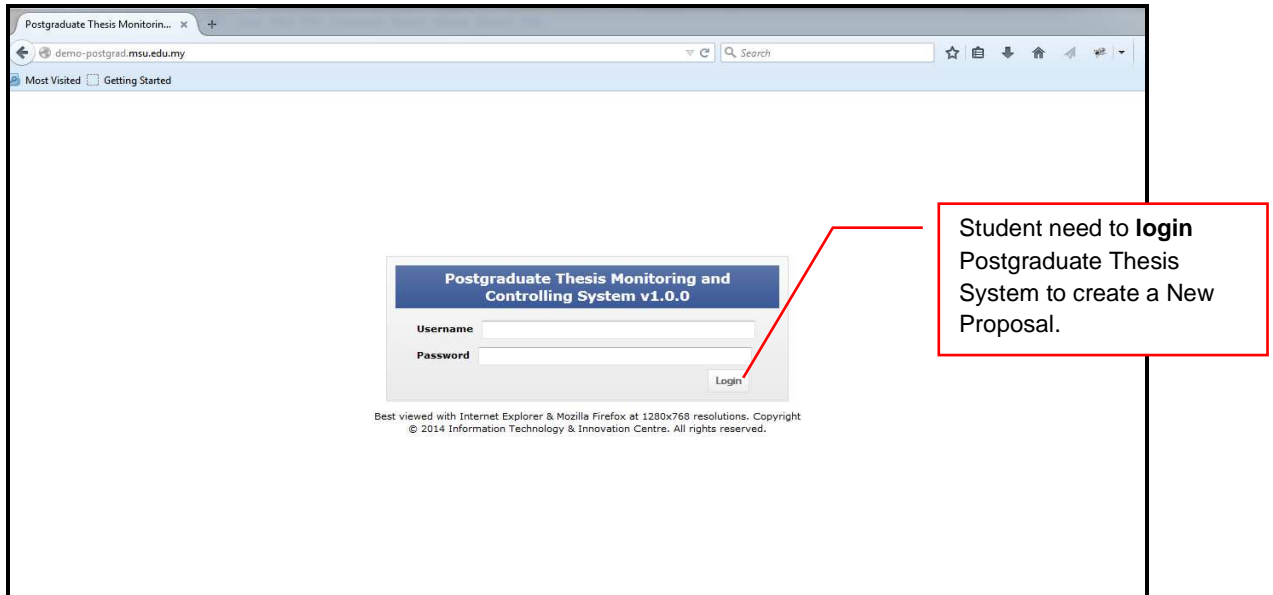


Figure 3: Login Page

Steps:-

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

3.2 Logout

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

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

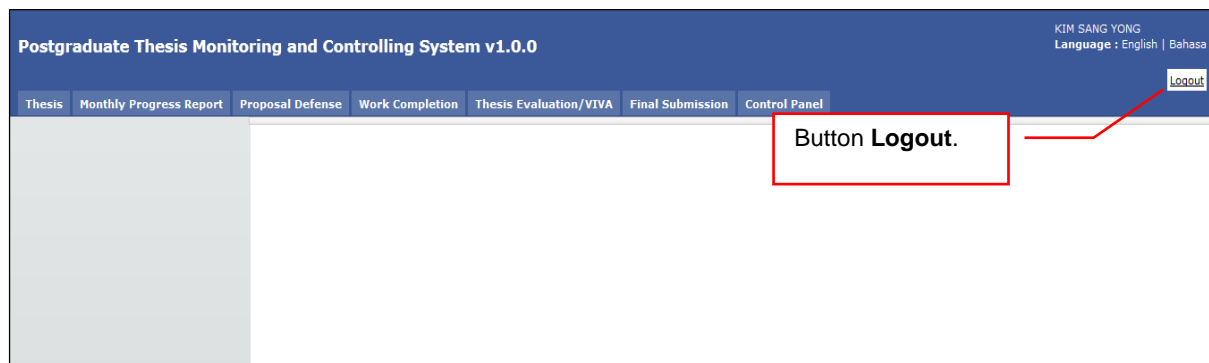


Figure 4: Logout Page

Steps:-

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

4 CHANGE PASSWORD

4.1 Change Password

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

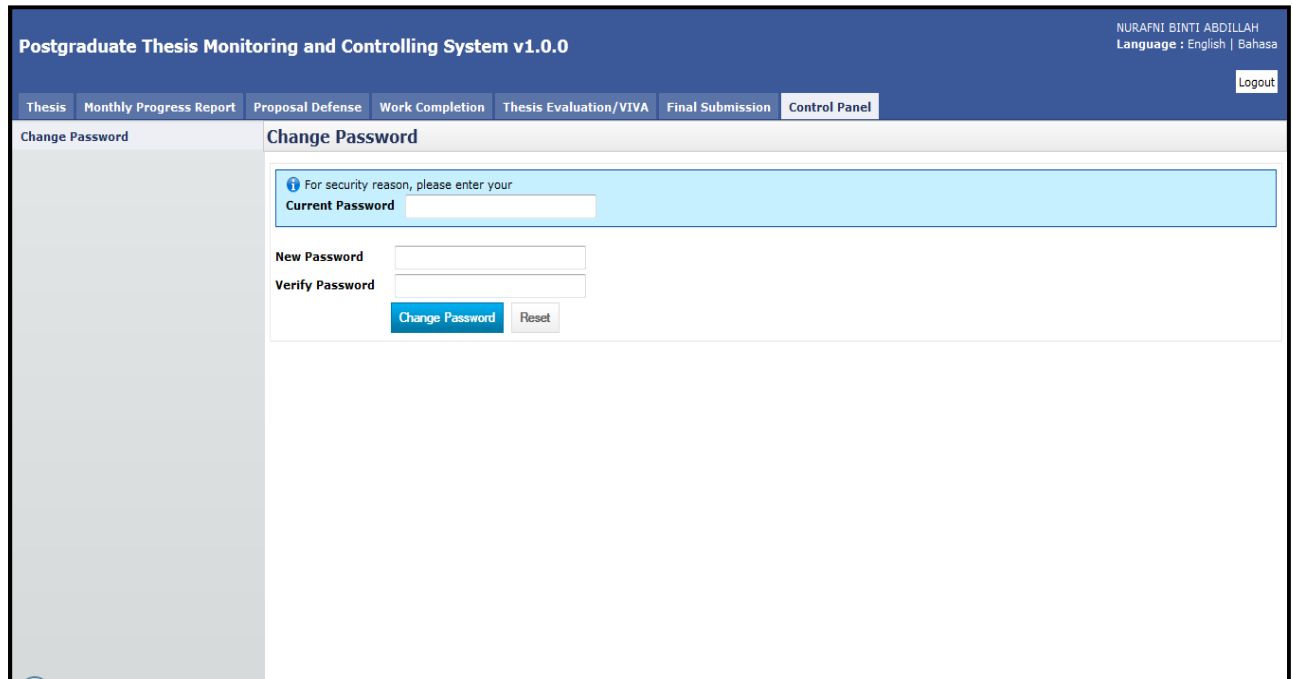


Figure 5: Change Password Page

Steps:-

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

5 THESIS VIEW

5.1 Search Student via Thesis ID/Title

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

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

senate
Language : English | Bahasa
Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

LIST OF STUDENT

Please enter search criteria below to search your supervisee:-

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

Searching Results:-

No	Thesis ID	Matric No	Thesis Title	Cohort	Name	Status	Entry	Action
1.	T20150518001	012013110572	Software Testing v1.0	201311(02)/MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	View
2.	T20150518002	012014030387	Software Testing V2.0	201403(01)/MBA-F	KIM SANG YONG	ACTIVE	FRE	View
3.	T20150518003	012006051798	Smart Markete v1.0	200605(01)/PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		View
4.	T20150518004	012006051796	11111111111111111111	200811(01)/PAF-F	NORHASLINDA BINTI ZAKARIYA	ACTIVE		View
5.	T20150518005	012009051477	Test for Cancellation	200905(05)/MMB-F	HARJINDER SINGH SEGGU	ACTIVE		View
6.	T20150519001	012011051748	User Manual for Senate v1	201103(01)/MCS-F	MASHITAH BT KECHIK	ACTIVE	FRE	View
7.	T20150519002	012011051747	User Manual for Senate v2	201105(05)/PAF-F	DEWUNDARA LIYANAGE PRASATH MANJULA RATHNASINGHA	ACTIVE	FRE	View

< Previous 1 Next >
(total 7 results)

Figure 6: Thesis Tab

Steps:-

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

5.1.1 Student Profile Details

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

5.1.1.1 Student Profile

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

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Language : English | Bahasa
Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

STUDENT PROFILE

Matric No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Programme : MBA - Master in Business Administration
Intake : 201311(02)MBA-F Thesis ID : T20150518001 Student Status : ACTIVE
Thesis / Project Title : Software Testing v1.0
Email ID : HAFIZ84@HOTMAIL.COM Skype ID :


Thesis Progress Flow

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

Back to Student List

Figure 7: Student Profile

Steps:-

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

5.1.1.2 Supervisor/Co-Supervisor List

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

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

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

Postgraduate Thesis Monitoring and Controlling System v1.0.0
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senate
Language : English | Bahasa
Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

LIST OF SUPERVISOR/CO-SUPERVISOR

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

Back to Student List

Figure 7: List of Supervisor / Co-Supervisor

Steps:-

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

5.1.1.3 Subject Taken

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

Postgraduate Thesis Monitoring and Controlling System v1.0.0
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senate
Language : English | Bahasa

Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

SUBJECT TAKEN

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

List Of Subject Registered

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

Back to Student List

Figure 8: Subject Taken

Steps:-

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

5.1.1.4 Thesis History

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

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

senate
Language : English | Bahasa

Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

SUMMARY LIST

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

< Previous 1 Next >

(total 3 results)

Figure 9: Thesis History

Steps:-

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

5.2 Search Student via Student Name/Matrix No

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

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

senate
Language : English | Bahasa

Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Student Profile

LIST OF STUDENT

Please enter search criteria below to search the student:-

Student Name/Matrix No 012013110572 Search Note: (1)

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

Searching Results:-

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

< Previous 1 Next >

(total 1 results)

Figure 10: Thesis Tab

Steps:-

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

5.2.1 Student Profile Details

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

5.2.1.1 Student Profile

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

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

senate
Language : English | Bahasa

Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

STUDENT PROFILE

Matric No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Programme : MBA - Master in Business Administration
Intake : 201311(02)MBA-F
Thesis ID : T20150518001
Student Status : ACTIVE
Thesis / Project Title : Software Testing v1.0
Email ID : HAFIZ84@HOTMAIL.COM
Skype ID :

Thesis Progress Flow

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

Back to Student List

Figure 11: Student Profile

Steps:-

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

5.2.1.2 Supervisor/Co-Supervisor List

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

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

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

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

senate
Language : English | Bahasa

Logout

Thesis Administration Message Control Panel HELP

List of Thesis
Student Profile
Thesis Profile

Thesis Profile

Student Profile Supervisor/Co-Supervisor Subject Taken Thesis History

LIST OF SUPERVISOR/CO-SUPERVISOR

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

Back to Student List

Figure 12: List of Supervisor / Co-Supervisor

Steps:-

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

5.2.1.3 Subject Taken

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

The screenshot displays the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' interface. The top navigation bar includes 'Thesis', 'Administration', 'Message', 'Control Panel', and 'HELP'. The left sidebar shows 'List of Thesis', 'Student Profile', and 'Thesis Profile'. The main content area is titled 'Thesis Profile' and contains tabs for 'Student Profile', 'Supervisor/Co-Supervisor', 'Subject Taken', and 'Thesis History'. The 'Subject Taken' tab is active, showing student details (Name: ABDUL HAFIZ BIN IBRAHIM, Matric No: 012013110572, Cohort: 201311(02)/MBA-F) and a table of subjects registered. The table has columns for Sem No, Semester, Subject Code, Description, and Grade. A 'Back to Student List' button is at the bottom.

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

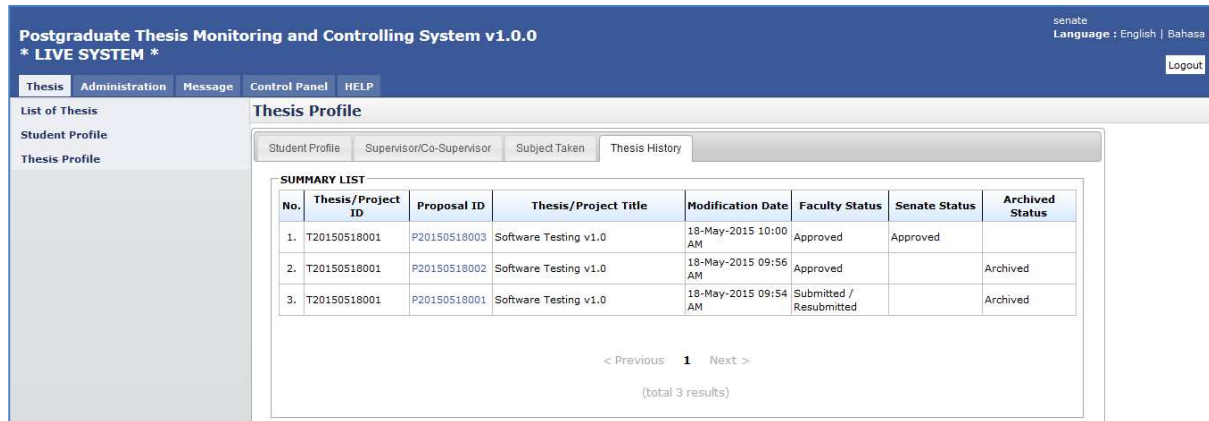
Figure 13: Subject Taken

Steps:-

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

5.2.1.4 Thesis History

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



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

< Previous 1 Next >
(total 3 results)

Figure 14: Thesis History

Steps:-

1. It is only for view information.

6 LIST OF APPROVED THESIS

6.1 List of Approved Thesis

The screenshot shows the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' interface. The top navigation bar includes 'Thesis', 'Administration', 'Message', 'Control Panel', and 'HELP'. The 'List of Thesis' menu item is highlighted. The main content area is titled 'List of Thesis' and contains a search section with a dropdown for 'Senate Meeting Date' set to '18-May-2015' and a 'Search' button. Below the search section is a table with the following data:

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

A 'Print Listing' button is located at the bottom of the table.

Figure 15: List of Approved Thesis

Steps:-

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

6.2 Generate File

msu
MALAYSIA
SARAWAK
UNIVERSITY

For Internal Used Only

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


No	ThesisProject ID	ThesisProject Title	Student Name	Matric No	Supervisor List	Verified by Faculty	Status by Senate
1	T20150518001	Software Testing v1.0	ABDUL HAFIZ BIN IBRAHIM	012013110572	1. AYE AYE KOHN - Supervisor (S012013090015)	Approved	Approved
2	T20150518004	11111111111111111111	NORHASLINDA BINTI ZAKARIYA	012006051796		Approved	Approved


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

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

Figure 16: List of Approved Thesis PDF

Steps:-

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

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

7 ADMINISTRATION VIEW

Administration consists of Thesis Approval and List of Thesis.

7.1 Thesis Approval

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

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

senate Language : English | Bahasa Logout

Thesis Administration Message Control Panel HELP

Thesis Approval
List of Thesis

List of Thesis Proposal for Senate Review and Approval

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

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

Searching Results:-

Tick	No.	Senate Status	Thesis Date	Thesis/Project ID	Thesis/Project Title	Student Name	Attachment by Student	Supervisor
<input type="checkbox"/>	1.	NEW	18-May-2015	T20150518003 Enter Remarks	Smart Markete v1.0	ADAM AMRIL BIN JAHARADAK (012006051798)	No attachment	1) AYE AYE KHIN (S012013090015) Change View
<input type="checkbox"/>	2.	NEW	19-May-2015	T20150519001 Enter Remarks	User Manual for Senate v1	MASHITAH BT KECHIK (012011051748)	Attachment 1:	1) AYE AYE KHIN (S012013090015) 2) ADEL AKHAVANMALAYERI (S012013100003)

Figure 17: Thesis Approval

Steps:-

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

7.2 Thesis Approval – Next Section

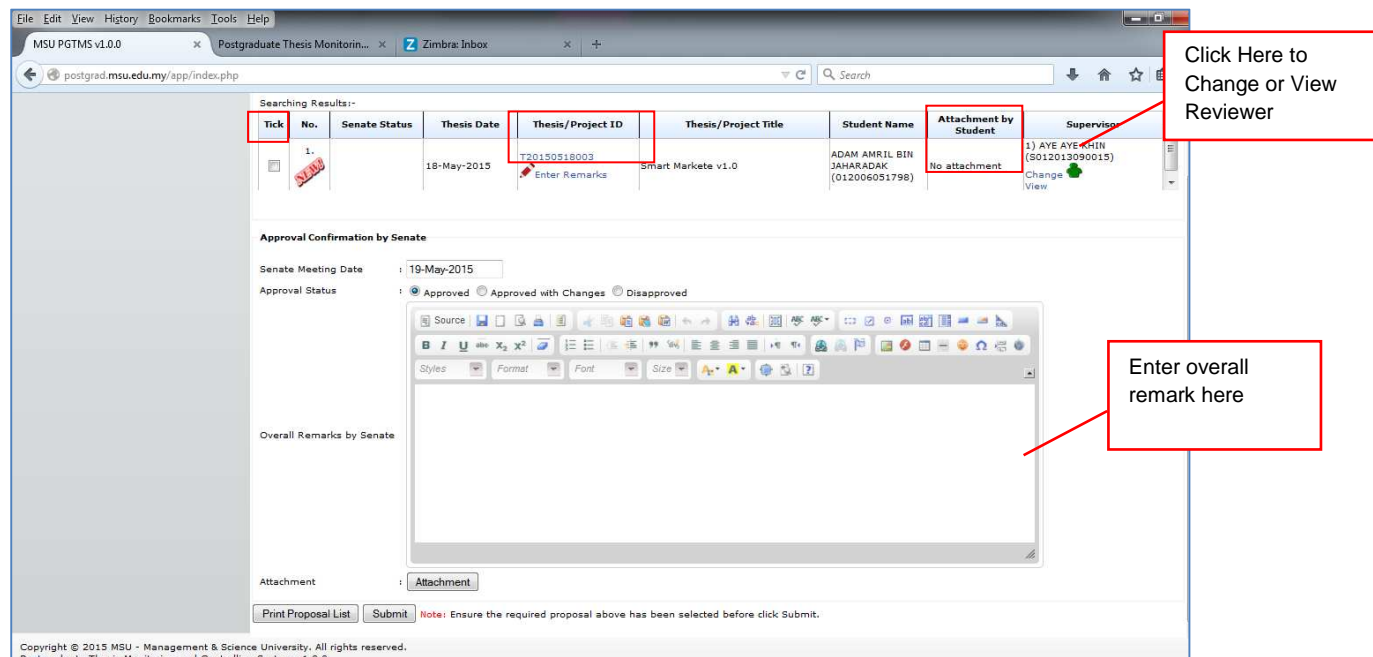







Figure 18: Thesis Approval - Searching Result

Steps:-

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

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

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

No	Student Name	Matrix No	Thesis Date	ThesisProject ID	Thesis Type	ThesisProject Title	Senate Decision (Please Tick)
1.	ABDULL HAFIZ BIN IBRAHIM	012010110272	19-May-2015	T20102010201	Case Study	Software Testing v1.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
2.	NORHAGLINDA BINTI ZAKARIYA	012000201196	19-May-2015	T20102010204	Research	11111111111111111111	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
3.	DEVJUNIDARA LYANAGE PRAGATHI MANULLA RATHNAGIRIPK	012011021147	19-May-2015	T20102010202	Project	User Manual for Senate v2	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
4.	MASHTAH BT KEOH	012011021143	19-May-2015	T20102010201	Research	User Manual for Senate v1	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved
5.	ADAM AMRIL BIN JAHARACHAK	012000201196	19-May-2015	T20102010203	Research	Smart Manifesto v1.0	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Changes <input type="checkbox"/> Disapproved

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



Name: senate Staff ID: _____ Date: _____

Name: _____ Staff ID: _____ Date: _____

Name: Professor Tan Sri Dato Nila
Dr. Mohd Shukri Ali Yagici, President of MSU
Date: _____

Figure 19: List of Thesis for Senate Approval PDF

Steps:-

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

7.2.1 Enter Remark

Thesis Approval

Outline of Proposed Research by the Student

Thesis ID : T20150518003
Matrix No : 012006051798
Student Name : ADAM AMRIL BIN IAHARADAK
Thesis / Proposal Date : 18-May-2015
Thesis / Project Title : Smart Markete v1.0
Proposal Type : Research

Introduction

A "smart market" is a periodic auction which is cleared by the operations research technique of mathematical optimization, such as linear programming. The **smart market** is operated by a market manager. Trades are not bilateral, between pairs of people, but rather to or from a pool. A smart market can assist market operation when trades would otherwise have significant transaction costs or externalities.

Objective

Compared to traditional market structures, a smart market substantially reduces transaction costs, allows competition which would not be possible otherwise, and can eliminate externalities. Despite complex constraints, a smart market allows the benefits of a modern financial exchange system. Fulfilment of the contract is backed by the exchange; parties are generally anonymous; the market manager enforces regulation to ensure fairness and transparency; and markets are orderly, especially during stressful conditions.

Brief Description

A smart market may be a one-sided auction in which participants buy from the market manager, a one-sided procurement (reverse auction) in which participants sell to the market manager, or two-sided, in which the market manager balances supplying participants with demanding participants. In a two-sided smart market, the market manager may be a net seller, a net buyer, or simply a revenue-neutral broker.

Proposal Area

Area No	Proposal Area	Area No	Proposal Area
1.	instructional multimedia	4.	
2.		5.	
3.		6.	

Discussion Details

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

Remarks by Senate

Source

B I U abc X₂ X²

Styles Format Font Size

Text Field

Update Back

Figure 20: Remarks by Senate

Steps:-

1. This page displays the thesis proposal outline that has been submitted by the student.
2. Enter the necessary remark and click the **Update** button to proceed.
3. Click **Back** button to return to previous page.

7.2.2 Change and View Supervisor/Co-supervisor

The screenshot shows the 'Thesis Approval' interface. On the left is a sidebar with 'Thesis Approval' and 'List of Thesis'. The main content area has a 'Thesis Approval' header. Below it, the 'List of Assigned Supervisor' section displays student information (Student Matrix No: 012006051798, Student Name: ADAM AMRIL BIN JAHARADAK) and a table of assigned supervisors. The table has columns: Tick, No., Dept, Name, Qualification, Field of Expertise, Role, Skype ID, and Reply Date. One supervisor is listed: AYE AYE KHIN (S012013090015) with qualifications in Agricultural Economics and Agribusiness. Below the table are 'Update', 'Delete', and 'Back' buttons. The 'Assign New Supervisor' section prompts the user to enter searching criteria (Department, Supervisor Name / Staff ID, Field of Expertise / ID) and includes a 'Search' button and a 'Back' button. A note states: 'Note: If no entry is provided, it will search all.' Below this is a 'Searching Results:-' section with a table header and a message 'No record found!'. A 'Back' button is at the bottom.

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

Figure 21: Change Supervisor/Co-Supervisor

Steps:-

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

Searching Results:-

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

Figure 22: Search Result with no searching criteria provided

Assign New Supervisor
Please enter searching criteria below:-

Department: Faculty of Information Sciences and Engineering
Staff Name / Staff ID: T002
Field of Expertise / ID:

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

Searching Results:-

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

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

Figure 23: Search Result with searching criteria provided

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

Thesis Approval

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

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

Figure 24: List of Assigned Supervisor

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

7.2.2.1 View Brief Biodata

Proposal Confirmation

Brief Biodata

Staff ID : S012013090015
Supervisor Name : AYE AYE KHIN

You may update this biodata if it is required:-

Update Back

Attachment Document (i.e CV, supporting documents)

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

Figure 25: View and Update Supervisor Biodata

Steps:-

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

List of Assigned Supervisor

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

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

Back

Figure 26: View Supervisor Assigned

Steps:-

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

7.2.3 Upload Attachment

Attachment

[Add Attachment](#)

Searching Results:- 1 record(s) found.

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

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

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

Figure 27: Upload Attachment

Steps:-

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

7.3 List of Thesis Proposal – Disapproved Thesis by Senate

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

senate
Language : English | Bahasa

[Logout](#)

Thesis Administration Message Control Panel HELP

Thesis Approval

[List of Thesis](#)

List of Thesis Proposal - Disapproved Thesis by Senate

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

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

Searching Results:-

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

[Print Listing](#)

Figure 28: List of Thesis proposal - Disapproved

Steps:-

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

7.3.1 Generate File

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


No	Thesis/Project ID	Thesis/Project Title	Student Name	Metric No	Supervisor Lmt	Verified by Faculty	Status by Senate
1	T20150218001	Software Testing v1.0	ABDUL HAFIZ BIN IBRAHIM	D120151102672	1. AYE AYE KOHN - Supervisor (S0120130362015)	Approved	Disapproved
2	T20150518004	11111111111111111111	NORHASLINDA BINTI ZAKARIYA	D12006051796		Approved	Disapproved


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

Name: senate Staff ID: senate Date: _____
Name: Dr. Mohd Shukri Ad Yagis, President of MSU Staff ID: _____ Date: _____
Name: Professor Tan Sri Dato Viera Staff ID: _____ Date: _____

Figure 29: List of Disapproved Thesis by Senate

Steps:-

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

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

8 Message

8.1 Inbox

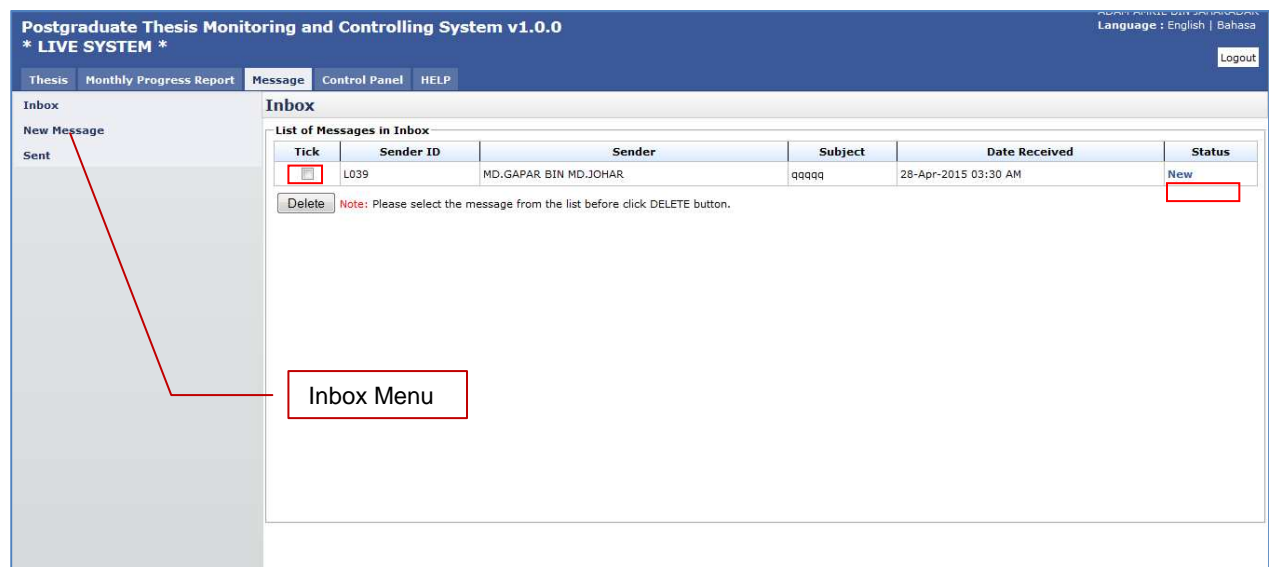


Figure 30: Message

Steps:-

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

8.1.1 View Message

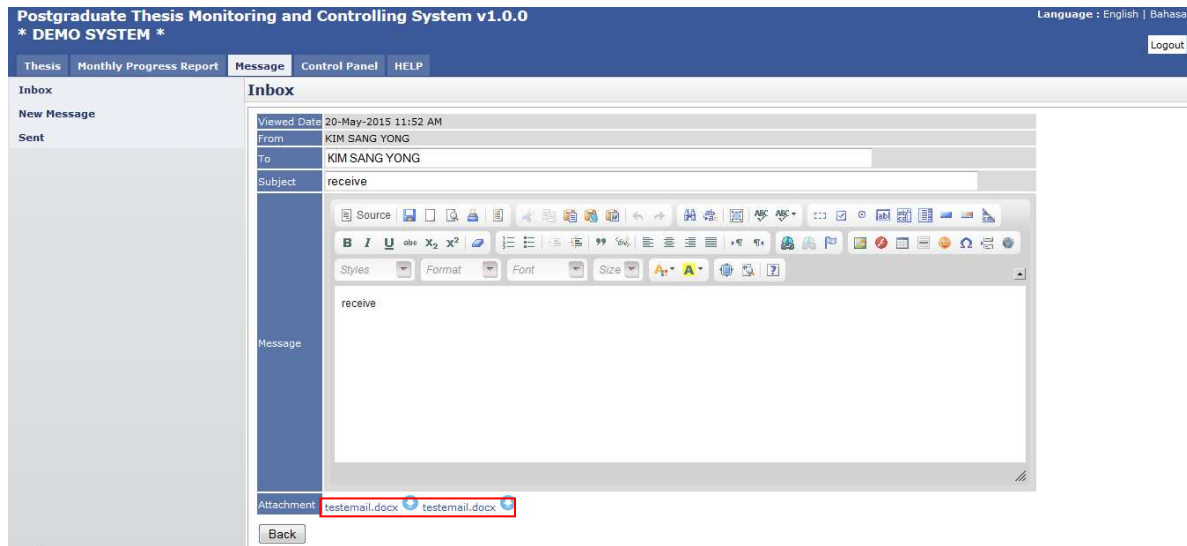

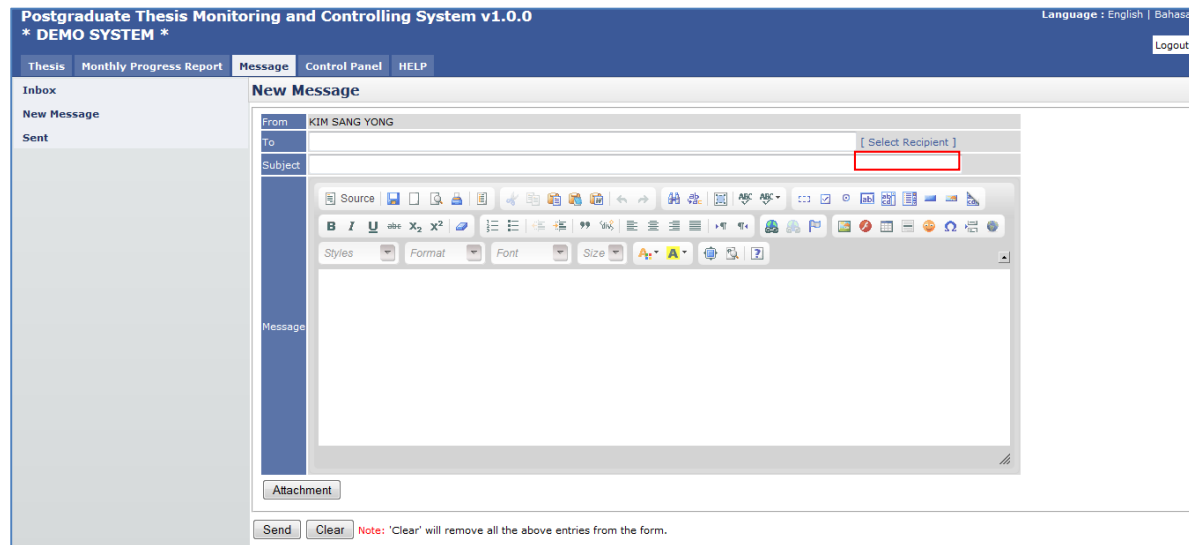


Figure 31: Read Message

Steps:-

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



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

8.2.1 Select Recipient

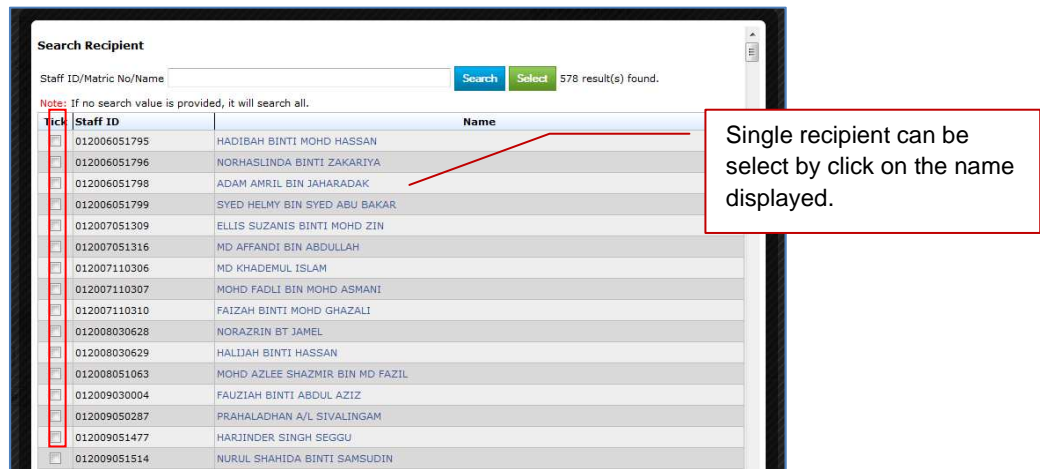


Figure 33: Select Recipient

Steps:-

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

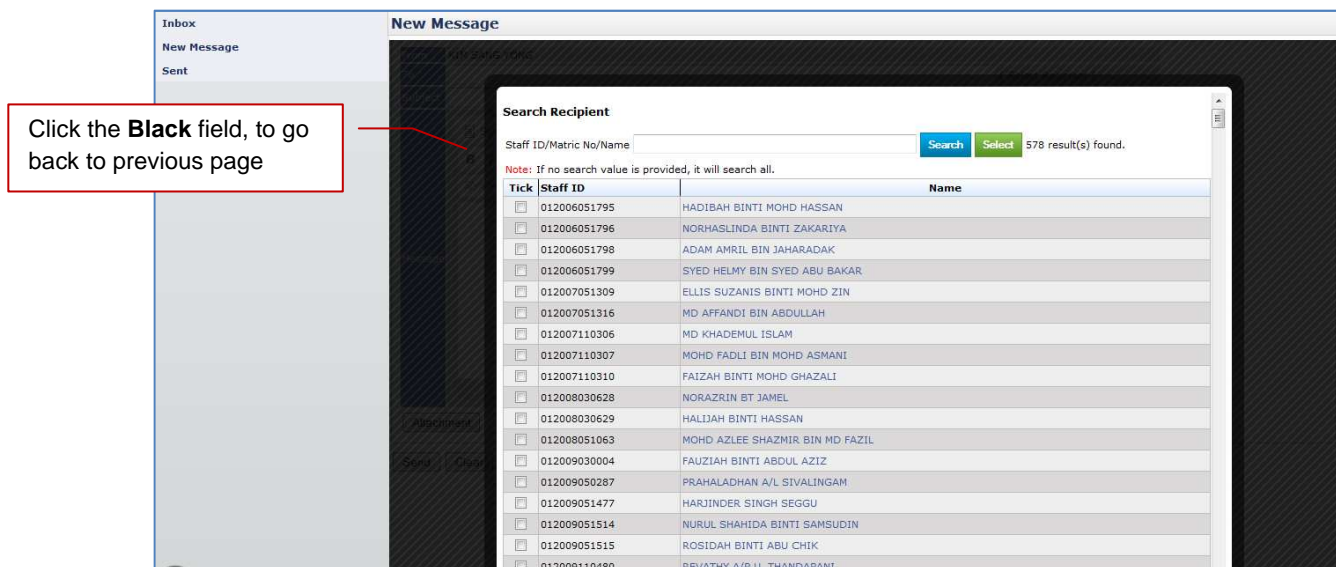


Figure 34: Select Recipient- Next Section

8.2.2 Upload Attachment

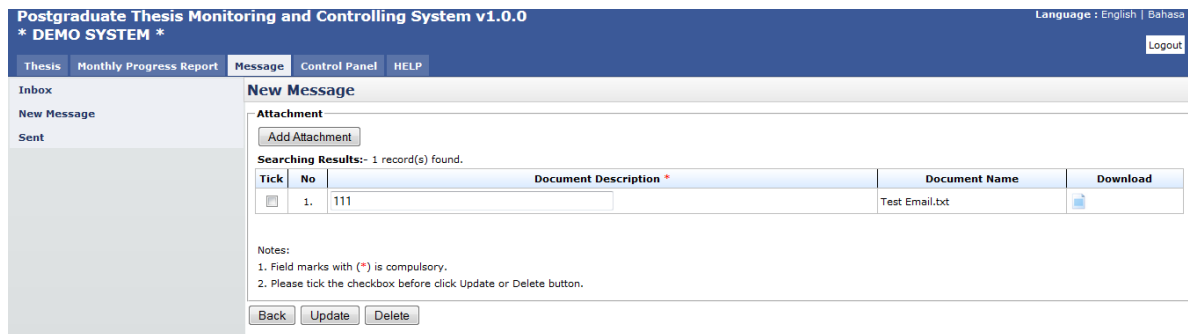


Figure 35: Upload Attachment

Steps:-

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

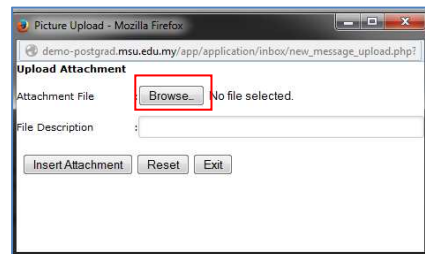



Figure 36: Upload Attachment- Next Section

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

8.3 Sent

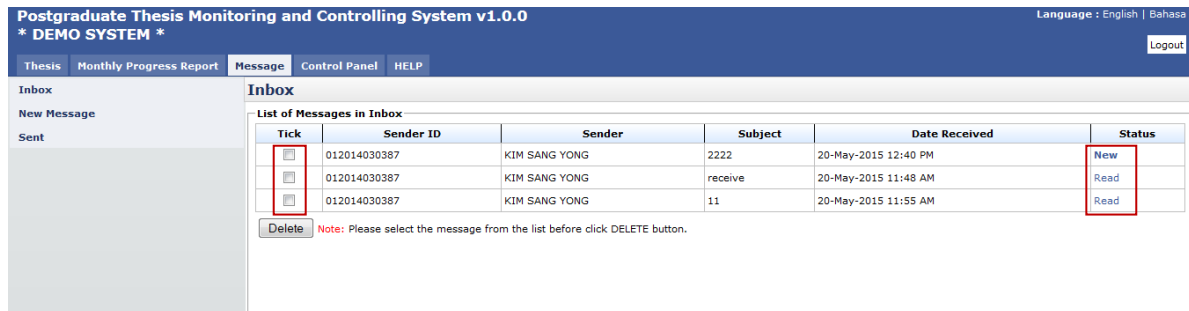


Figure 37: Sent

Steps:-

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

8.3.1 Read Message

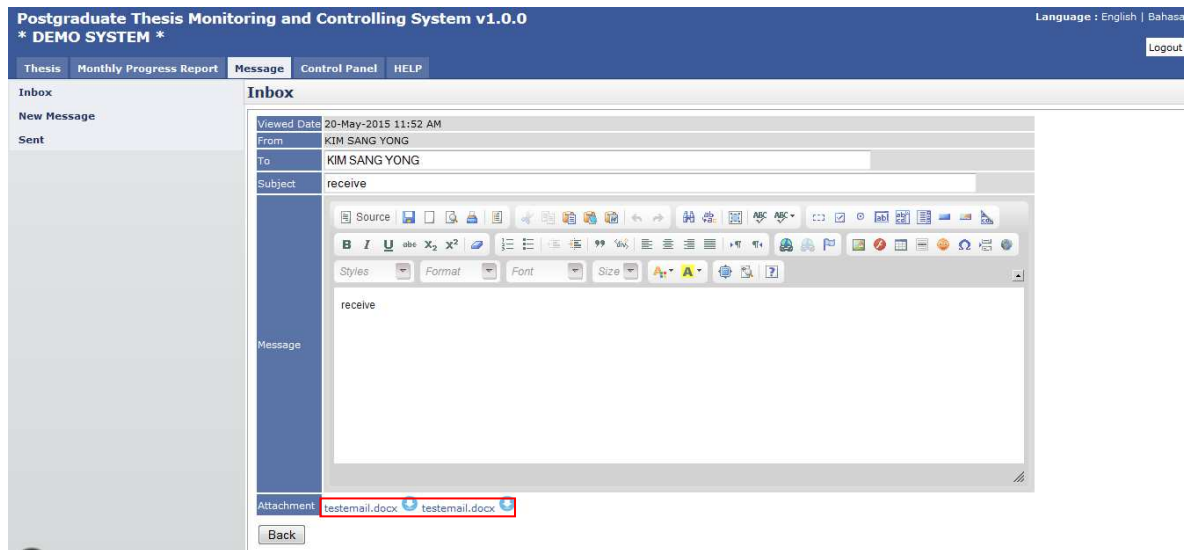



Figure 38: Read Message

Steps:-

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

9 Help

9.1 Online help - Student

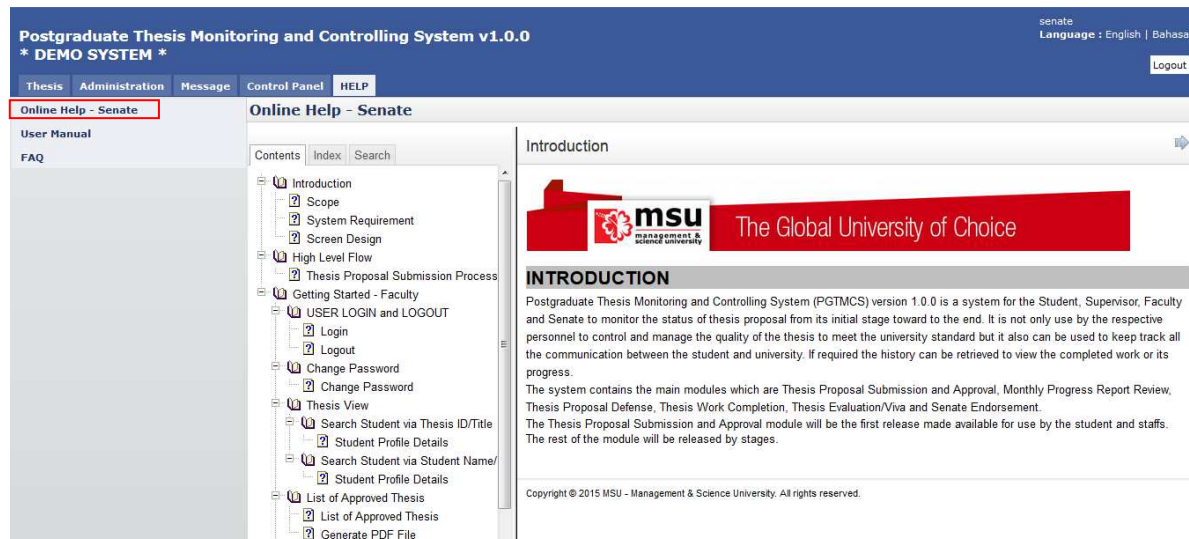


Figure 39: Online Help

Steps:-

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

9.2 User Manual



Figure 40: User Manual

Steps:-

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

9.3 FAQ

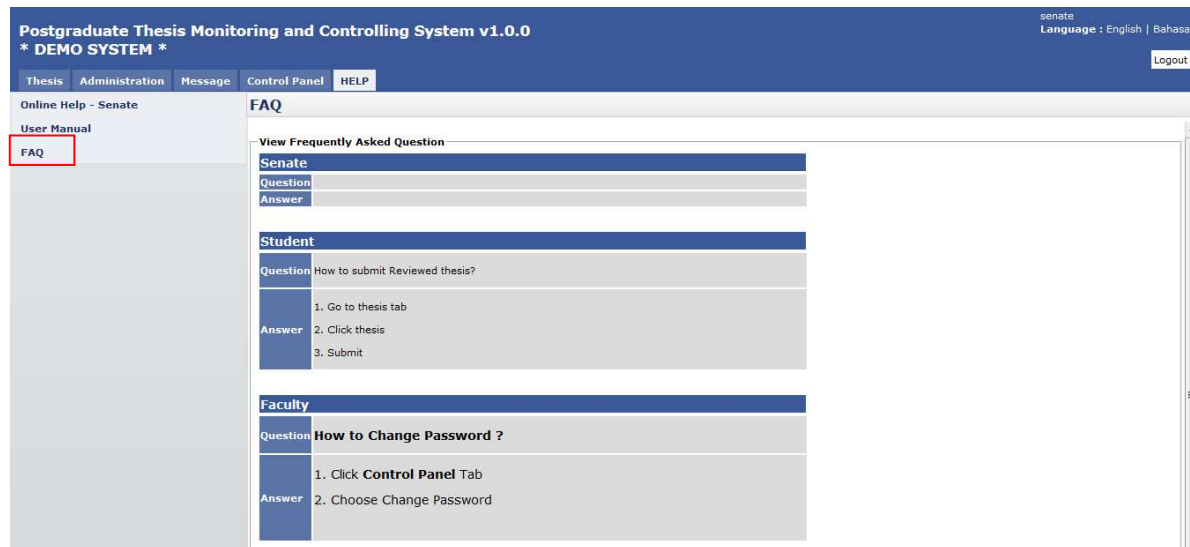


Figure 41: FAQ

Steps:-

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

APPENDIX

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

Thesis Proposal - Approved

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



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

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

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal - Disapproved

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



The Global University of Choice

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

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

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal – Approved with Changes

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



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

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

Thank you,

Best Regards,

Management & Science University

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Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

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

Thesis Proposal - Approved

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



Dear Sir,

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

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

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal - Disapproved

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



The Global University of Choice

Dear Sir,

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

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

Thank you,

Best Regards,

Management & Science University

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

Thesis Proposal – Approved with Changes

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



The Global University of Choice

Dear Sir,

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

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

Thank you,

Best Regards,

Management & Science University

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Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

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

Invitation as Supervisor/Co-Supervisor

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



The Global University of Choice

Dear Dr. AYE AYE KHIN,

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

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

Thank you,

Best Regards,

Management & Science University

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