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POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)

USER MANUAL for STUDENT

Version 1.0

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1 INTRODUCTION

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

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

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

1.1 Scope

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

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

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

1.2 System Requirement

1.2.1 URL

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

1.2.2 Internet Browser

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

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

1.2.3 User Access

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

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

1.3 Screen Design

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

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

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

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

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

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

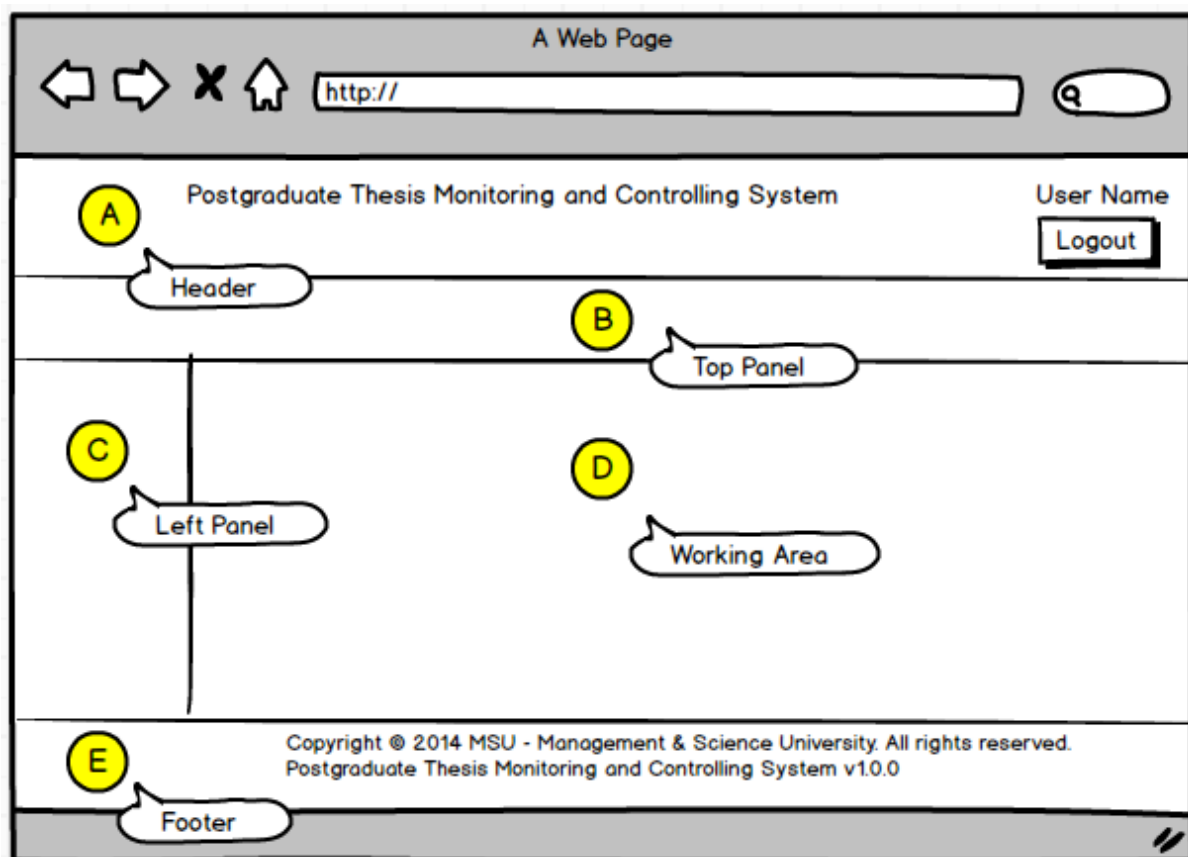


Figure 1: PGTMCs Screen Structure Design

2 USER LOGIN and LOGOUT

2.1 Login

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

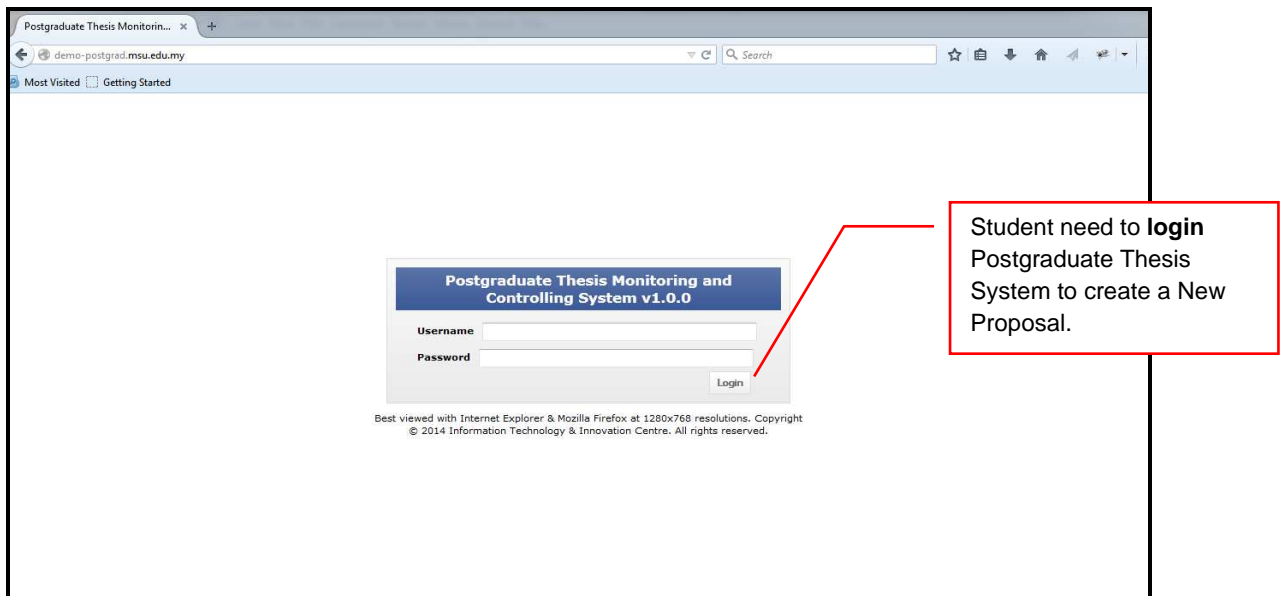


Figure 2: Login Page

Steps:-

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

2.2 Logout

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

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



Figure 3: Logout Page

Steps:-

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

3 CHANGE PASSWORD

3.1 Change Password

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

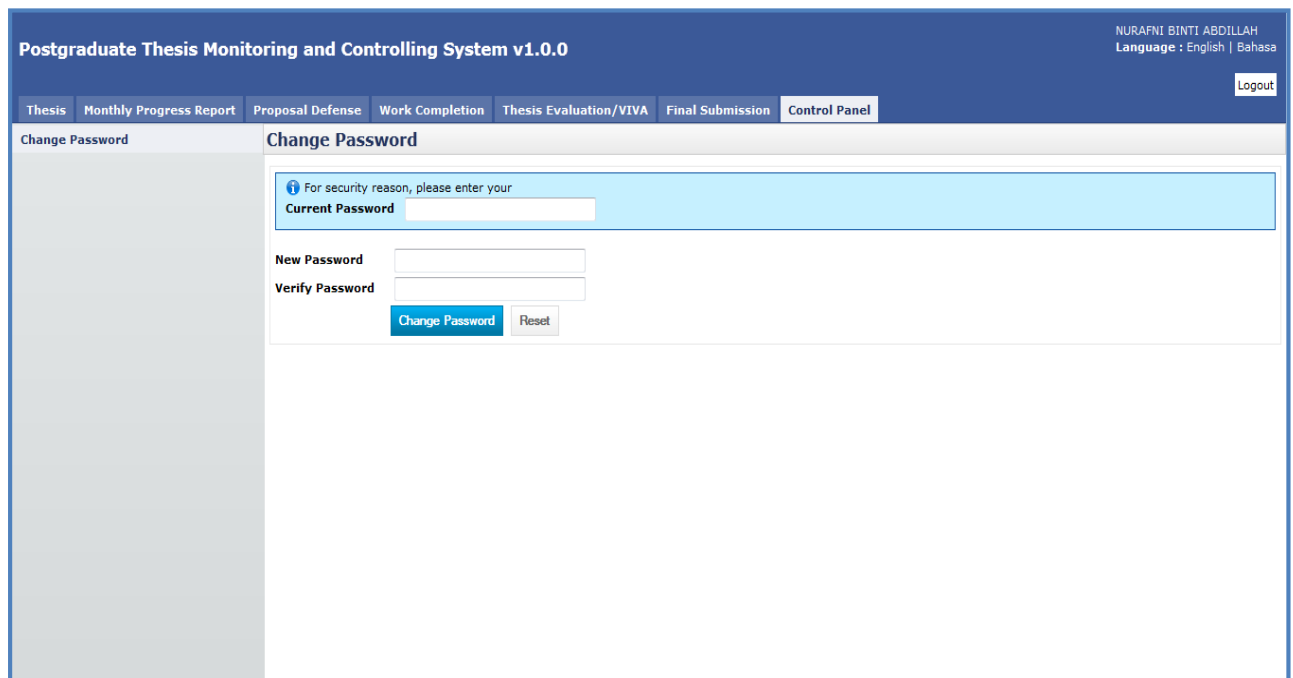


Figure 4: Change Password Page

Steps:-

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

4 STUDENT PROGRAMME

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

4.1 Student Profile

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

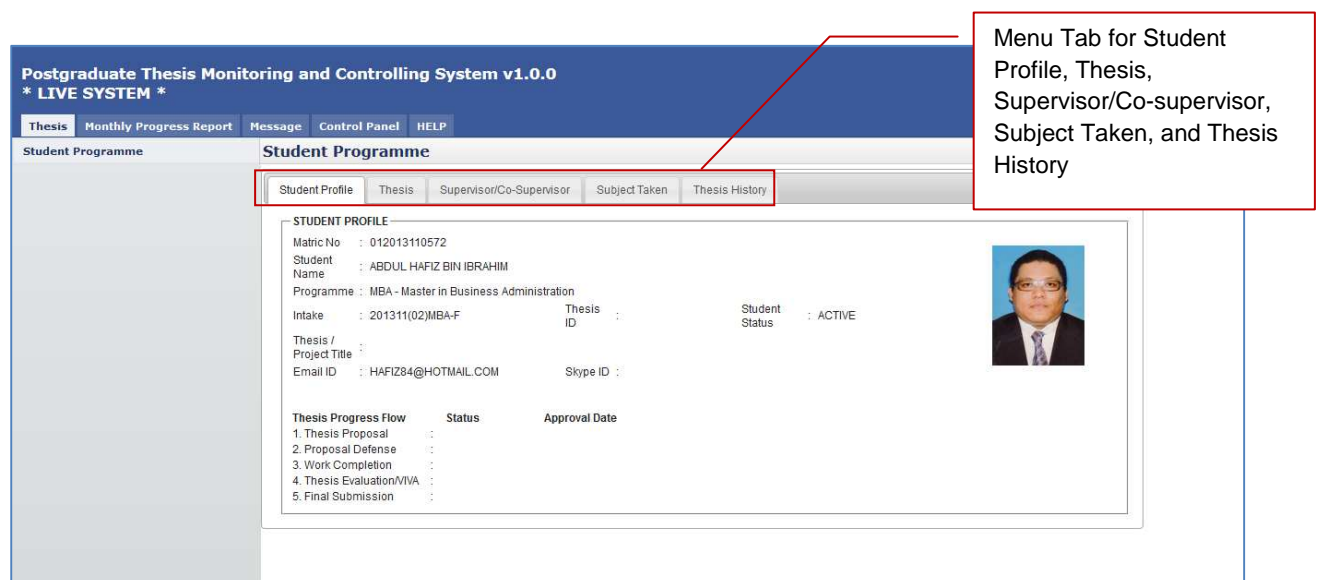


Figure 5: Student Programme Tab

Steps:-

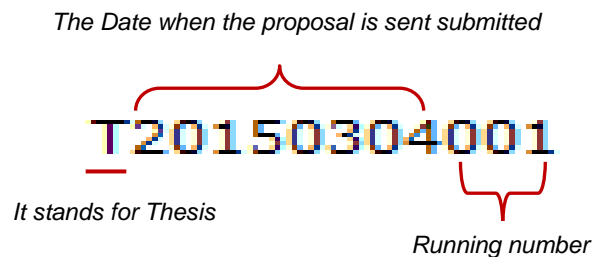
1. Click on the **Thesis** tab on the system **Top** panel section.

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

4.2 Thesis

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

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

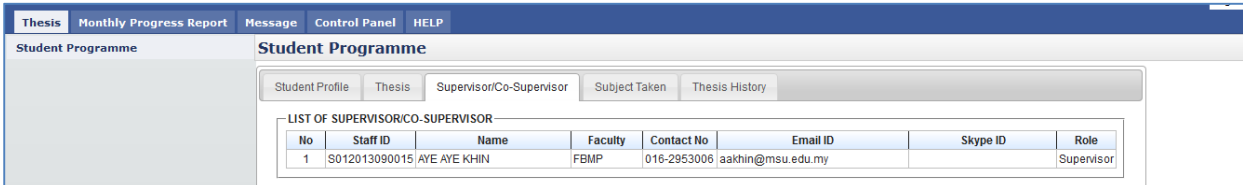


4.3 Supervisor/Co-Supervisor List

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

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

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



The screenshot shows a web application interface with a top navigation bar containing 'Thesis', 'Monthly Progress Report', 'Message', 'Control Panel', and 'HELP'. The left sidebar has 'Student Programme'. The main content area has tabs for 'Student Profile', 'Thesis', 'Supervisor/Co-Supervisor', 'Subject Taken', and 'Thesis History'. The 'Supervisor/Co-Supervisor' tab is active, displaying a table titled 'LIST OF SUPERVISOR/CO-SUPERVISOR'.

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

Figure 6: List of Supervisor / Co-Supervisor

Steps:-

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

4.4 Subject Taken

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

Sem No	Semester	Subject Code	Description	Grade
3	201503	DLW5013	Business Law and Ethics	IP
3	201503	DMK5013	Marketing Management	B
3	201411	DAC5013	Accounting for Corporate Decisions and Evaluation	B+
2	201411	DEC5013	Economics for Management	B
2	201405	DFN5013	Financial Management	B
2	201405	DMK5043	Global Marketing	B
2	201405	DMT5023	Statistical Analysis	B+
1	201403	DMG5053	Sales Management	B+
1	201403	DMG5063	E-Commerce and Service Management	A-
1	201311	DHR5023	Consumer Behaviour	B+
1	201311	DHR5053	Organizational Behaviour	B

Figure 7: Subject Taken

Steps:-

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

4.5 Thesis History

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

Student Programme							
Student Profile Thesis Supervisor/Co-Supervisor Subject Taken Thesis History							
SUMMARY LIST							
No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status	Archived Status
1.	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 8: Student Programme – Thesis History

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis History** tab on the **Working Area**
4. System will display the list of the thesis history starting from its submission till its approval.

5 SUBMIT NEW PROPOSAL

5.1 First Time

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

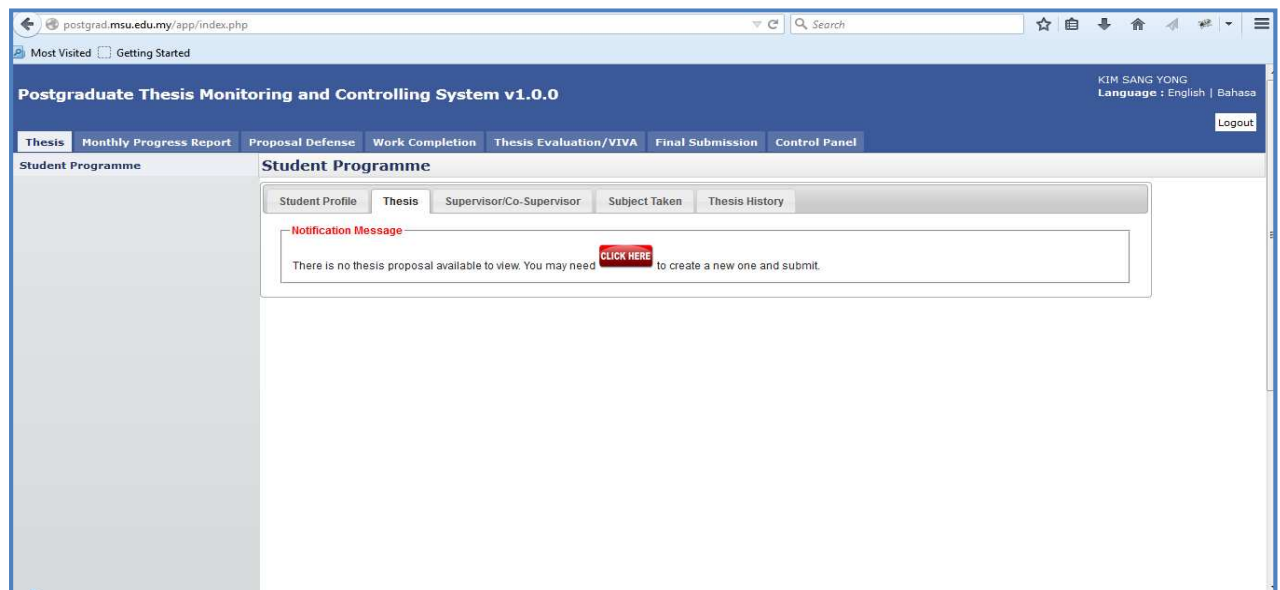


Figure 9: First Time Proposal Preparation

Steps:-

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

MSU PGTMS v1.0.0

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

Postgraduate Thesis Monitoring and Controlling System v1.0.0

KIM SANG YONG
Language : English | Bahasa

Logout

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

Student Programme

Notes:

- (1) This form should be submitted to MSU Graduate School of Management (GSM) upon completing of the Research Methodology and before student starts the project.
- (2) Students are advised to seek the lecturer's advice before proceeding with the proposal.
- (3) Student should plan on 6-month's time from the Official Approval Date to complete the Final Project.
- (4) As refer to MBA rules, No candidate with CGPA below 3.0 shall be eligible to register for the Final Project of the degree unless recommended by the Board of Examiners.
- (5) Appointment of supervisor is subject to the recommendation from the Director of MSU Graduate School of Management (GSM).

New Application - Outline of Proposed Research/Case Study

* Thesis / Project Title

Proposal Type ☒ Research ☐ Case Study ☐ Project

* Introduction

Figure 10: New Proposal Page

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

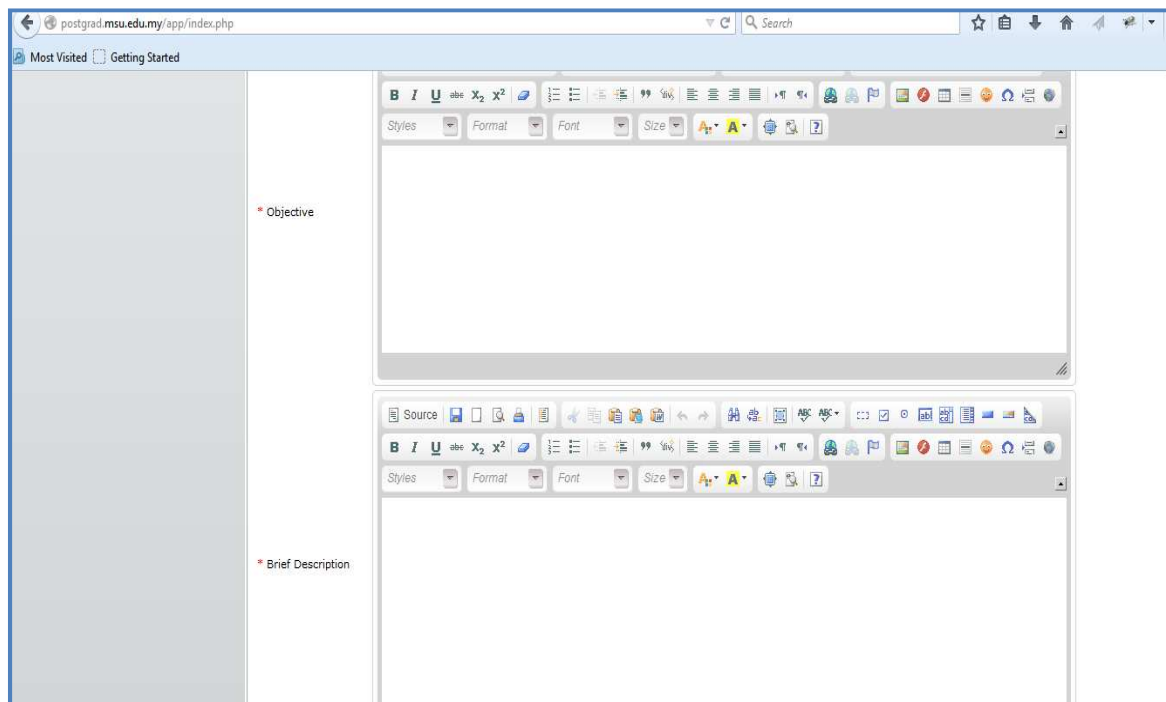


Figure 11: New Proposal Page – Next Section

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

Click Select link to choose Thesis Proposal Area.

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

Discussion Detail Attachment

Figure 12: New Proposal Page – Next Section

9. Minimum 1 **Thesis Area** need to be selected to associate with the proposal. That will also enable the Faculty to assign the right and suitable Supervisor / Co-supervisor to consult with the student.

Search Job Area

Job Area Category:

Sub Category ID/Description:

Sub Category ID	Description
01001	anaesthesiology
01002	anatomy
01003	biochemistry
01004	community medicine
01005	emergency medicine
01006	family medicine
01007	internal medicine
01008	medical education
01010	clinical microbiology
01011	obstetrics & gynaecology

< Previous 1 2 3 4 5 6 7 8 9 10 12 ... Next >

(total 115 results)

Figure 13: Thesis Proposal Area Searching Page

10. On Thesis Area page, by default it will list all the result if the searching is done without provide the required searching criteria i.e. Thesis Area, Sub-category ID or Sub-Category Description.

Job Area Category:

Sub Category ID/Description:

Sub Category ID	Description
01001	anaesthesiology
01002	anatomy
01003	biochemistry
01004	community medicine

Figure 14: Thesis Proposal Area – Thesis Proposal Area Category Selection Page

11. The Job Area Category lists all the category for Thesis Proposal.

Job Area Category:

Sub Category ID/Description:

Figure 15: Thesis Proposal Area – Thesis Proposal Area Description

12. Alternatively, the description also can be input by the user to search a specific thesis area category.

The screenshot shows a form titled 'Thesis Proposal Area'. It contains six input fields labeled 'Area 1' through 'Area 6'. Each field has a '[Select]' button next to it. Below the fields are two buttons: 'Discussion Detail' and 'Attachment'. Two red callout boxes provide instructions: one points to the 'Discussion Detail' button with the text 'Click Discussion Detail button to insert discussion detail.', and the other points to the 'Attachment' button with the text 'Click Attachment button to insert attachment.'

Figure 12: New Proposal Page – Next Section

* Please click **Save as Draft** first before proceeds. If not, all the detail which has been entered will be discarded.

A horizontal row of three buttons: 'Save as Draft', 'Submit', and 'Back'.

Figure 13: New Proposal Page – Next Section

The screenshot shows the 'Student Programme' interface. Under the 'Discussion Details' section, there are fields for 'Meeting Date *', 'Meeting Time *' (with a 'Select Time' dropdown), 'Lecturer *' (with a '[Select]' button), and 'External Lecturer *' (with a note: 'Note: If non-MSU staff.'). There is also a 'Notes' text area and an 'Add' button. A red callout box points to the '[Select]' button with the text 'Click Select here to search and select the lecturer'. Below the form, it says 'Searching Results:- 0 record(s) found.' and shows a table with columns: 'Tick', 'No', 'Date *', 'Time *', 'Lecturer Name *', 'External Lecturer *', and 'Notes'. The table is empty with the message 'No record found!'. At the bottom, there are 'Notes' (1. Field marks with (*) is compulsory. 2. Please tick the checkbox before click Update or Delete button.) and buttons for 'Back', 'Update', and 'Delete'.

Figure 16: Discussion Detail

13. Enter the discussion detail such as Meeting Date, Meeting Time, Lecturer or External Lecturer and Notes. All the field mark with * is compulsory.
14. To select or choose lecturer involve, click **Select** link.
15. Then click **Add** Button to proceed.

Search Staff

Staff ID/ Name 345 result(s) found.

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

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

Figure 17: Search Staff Page - Select Lecturer

16. On the **Search Staff** page, if the searching is done without enter the searching criteria, it will show all the lecturers.
17. If the Staff ID or Name is provided, then the searching for that particular lecturer will be done.
18. Based on the search result list, click on the selected lecturer to pick his/her name so that it will be populated into the Lecturer field list.

✓ Discussion detail has been added successfully.

Discussion Details

Meeting Date *

Meeting Time *

Lecturer * [Select]

External Lecturer * *Note: If non-MSU staff.*

Notes

Searching Results:- 1 record(s) found.

Tick	No	Date *	Time *	Lecturer Name *	External Lecturer *	Notes
<input checked="" type="checkbox"/>	1.	17-May-2015	07:30 AM	ABDELRAHMAN OSMAN ABDEL [Select]	<input type="text"/>	Discuss regarding Software Testing vi.0

Notes:

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

Figure 18: Discussion Detail

19. Once all the required information have been provided, then click **Add** button to add it into the discussion list.
20. To change or update the record, user can do it to the particular record.
21. Then **tick** the checkbox and click **Update** Button.
22. To delete the detail, **tick** the checkbox, and click **Delete** button to delete detail.
23. To go back to the previous page, click **Back** Button

Student Programme

Attachment

Searching Results:- 1 record(s) found.

Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	Attachment v.1	php notes.docx	

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

Figure 19: Attachment List

24. To insert or add attachment, click **Add Attachment** button and windows popup will appear as figure 12.2.1.

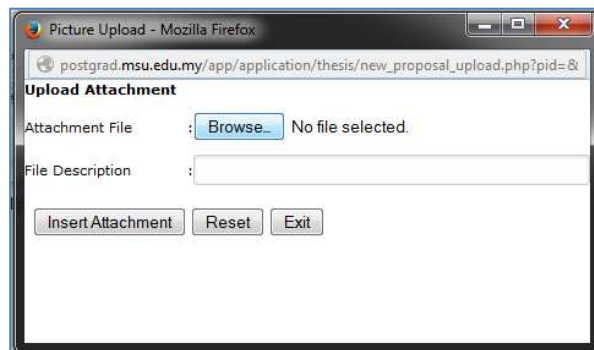


Figure 20: Upload Attachment

25. Choose or **Browse** selected file that need to upload. File Description is not compulsory, so it can proceed by click **Insert Attachment** button. Then it will display like Figure 12.2.
26. To Update Document Description, click on the field and change the description. Then tick the checkbox on the left side and click **Update** button to update.
27. To delete attachment, tick the checkbox and click the **Delete** button to delete.
28. To go back to previous page, click **Back** button

Discussion Detail (*) Attachment (*)

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

Figure 13: New Proposal Page – Next Section

29. After the discussion detail and attachment has been insert, the number of discussion detail that being insert and the number of attachment uploaded will be shown on the button.

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

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

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

Thesis Proposal

*Area 1 [Select] [Unselect] Area 4 [Select] [Unselect]

Area 2 [Select] [Unselect] Area 5 [Select] [Unselect]

Area 3 [Select] [Unselect] Area 6 [Select] [Unselect]

Discussion Detail (*) Attachment (*)

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

Figure 21: New Proposal Page – Next Section

30. After all the necessary information has been provided, the student can save it temporarily via **Save as Draft** button in case there is a need to be reviewed and updated later. Once finalize, it can be submitted to the Faculty and Senate for approval and becomes a thesis.
31. Click **Back** button if to return back to **Student Programme** page.
32. If the proposal has been finalized and ready to submit for approval, the student can send it to Faculty via **Submit** button. Any changes cannot be done until the proposal is returned back by Faculty due to any changes needed.
33. When **Submit** button is being clicked, the email notification will be sent to the faculty by the system. (Refer Appendix)

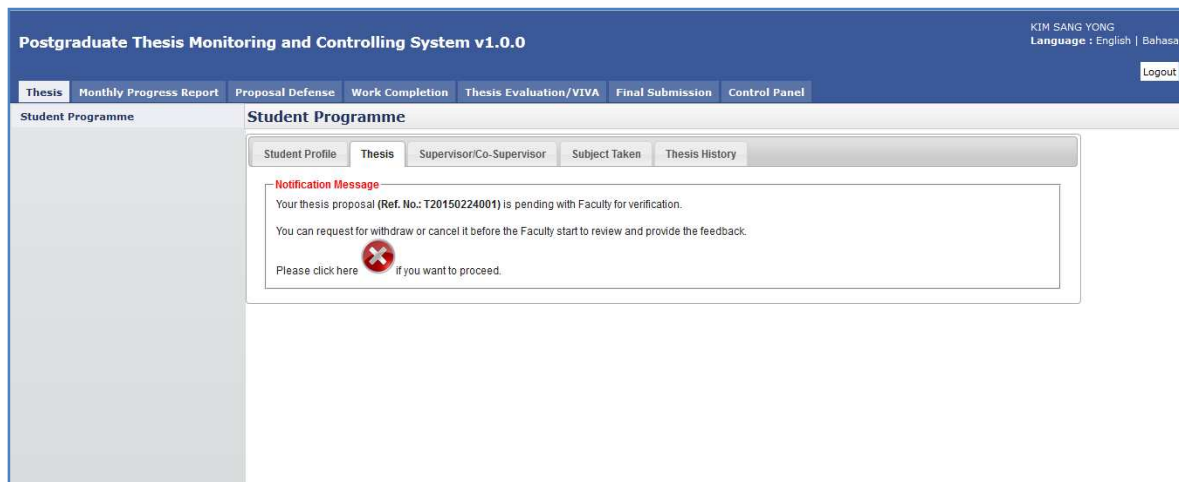



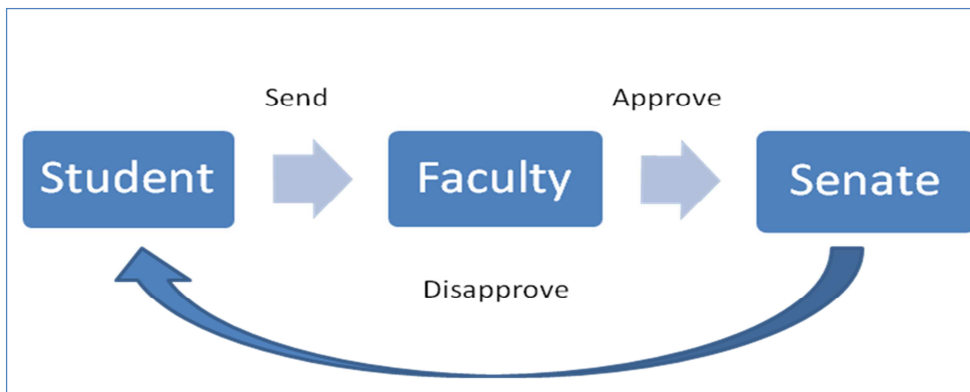
Figure 22: New Proposal Page – After submission

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

7 DISAPPROVED

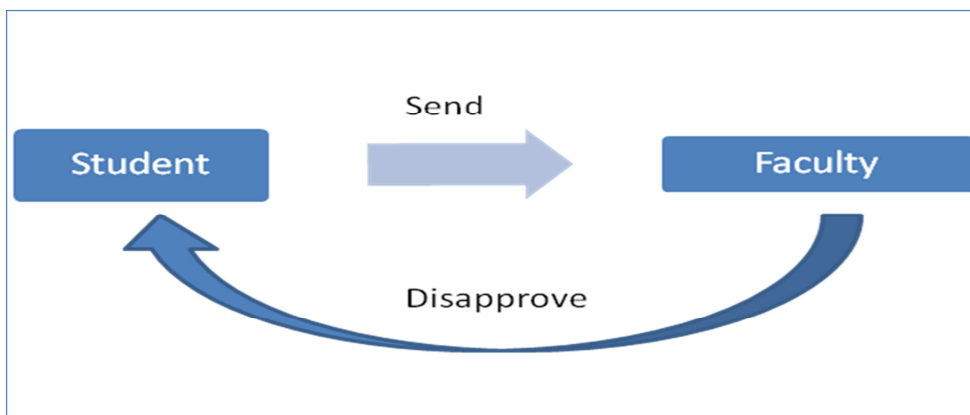
7.1 Process Flow

a) First Scenario



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

b) Second Scenario



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

7.2 Disapprove

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

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

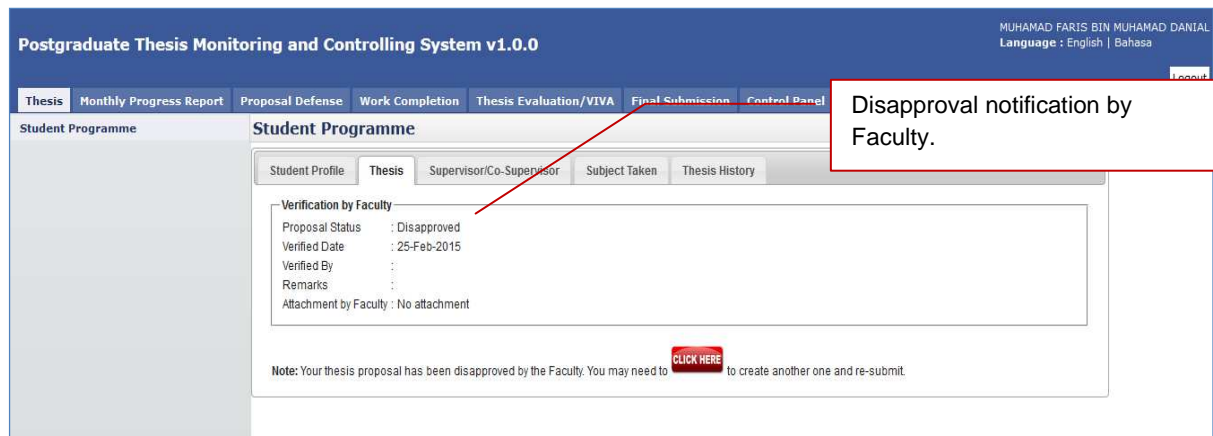


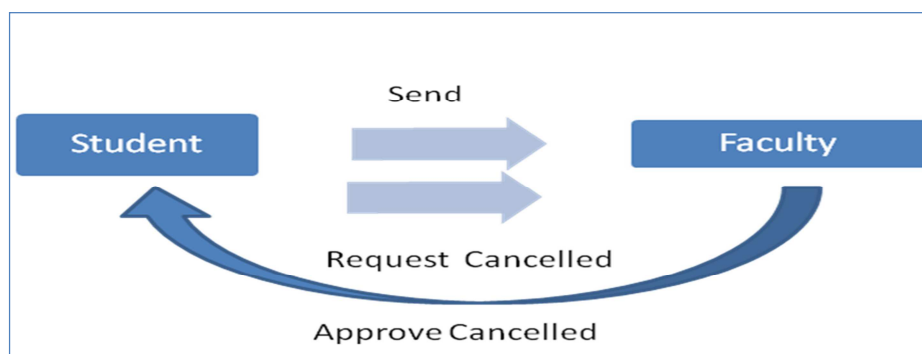
Figure 23: Proposal Disapproved by Faculty

Steps:-

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

8 CANCEL PROPOSAL

8.1 Process Flow



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

8.2 Request for Proposal Cancellation

Student is allowed to cancel his/her newly submitted proposal in case he/she realizes some amendment need to be done. For this case the student can request for proposal cancellation as shown below.

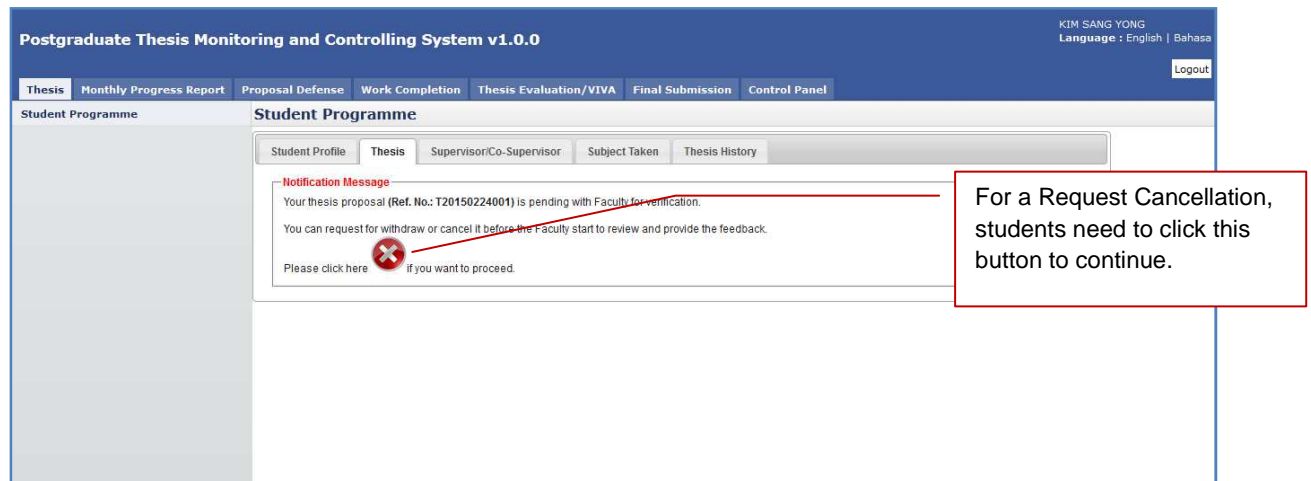



Figure 24: Proposal Cancellation

Steps:-

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

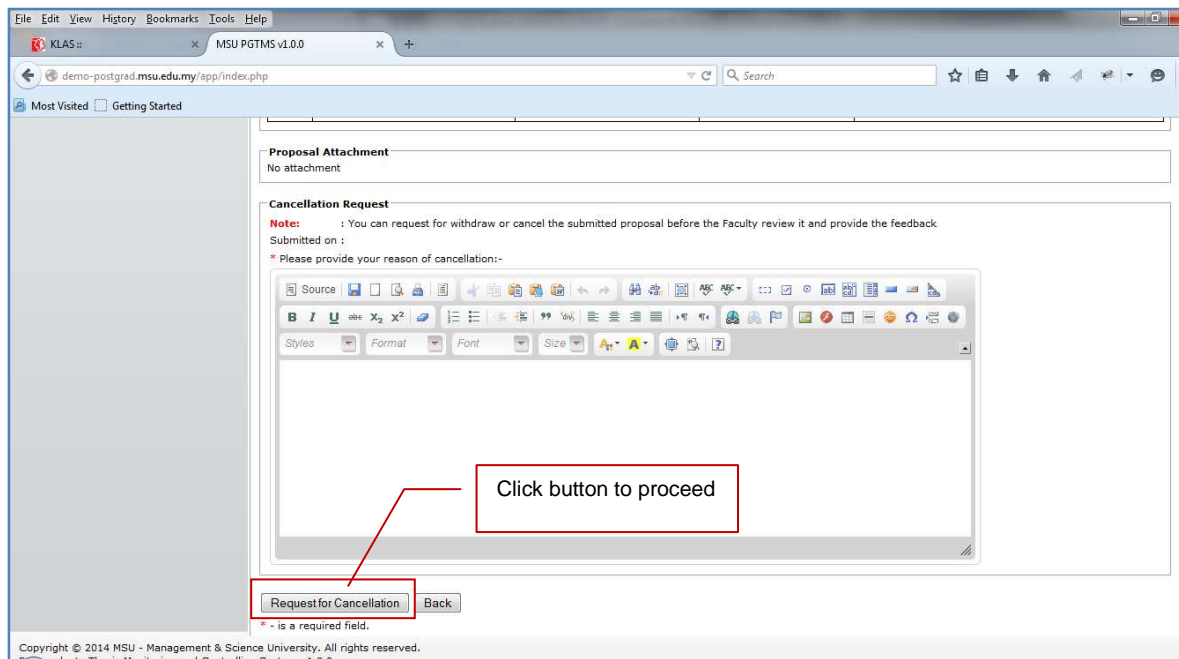


Figure 25: Request for Cancellation

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

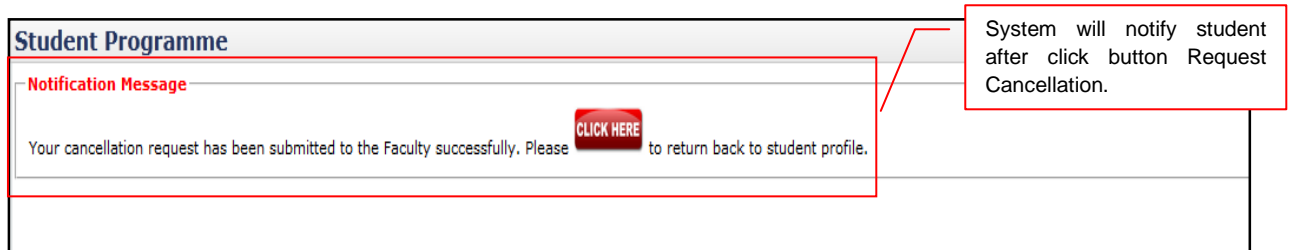


Figure 26: Request for Cancellation

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

9 Approval from Faculty

9.1 Approval from Faculty

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

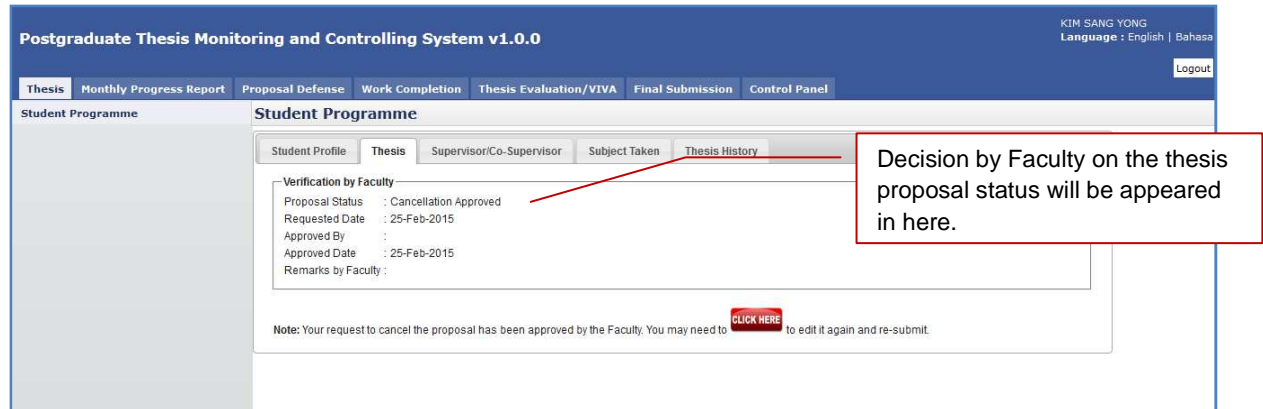


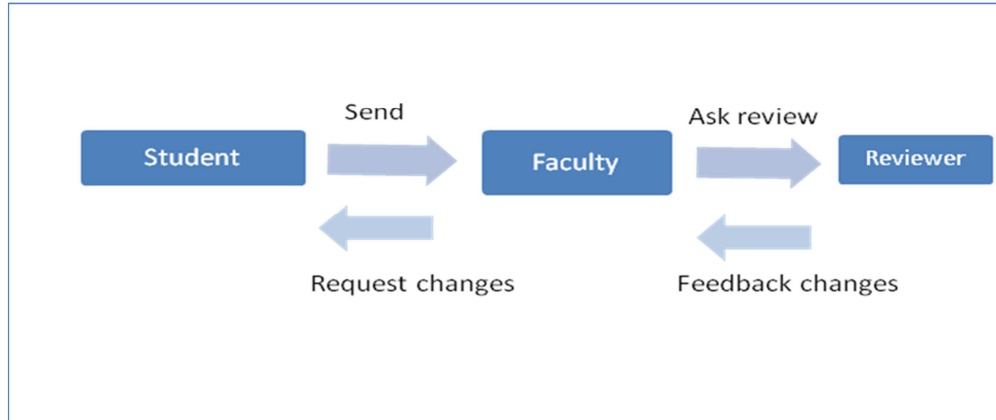
Figure 27: Request for Cancellation

Steps:-

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

10 EDIT PROPOSAL

10.1 Process Flow



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

10.2 Request Change

If there is a case where the thesis proposal needs some changes, the Faculty will return it back to the student to amend and resubmit it.

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

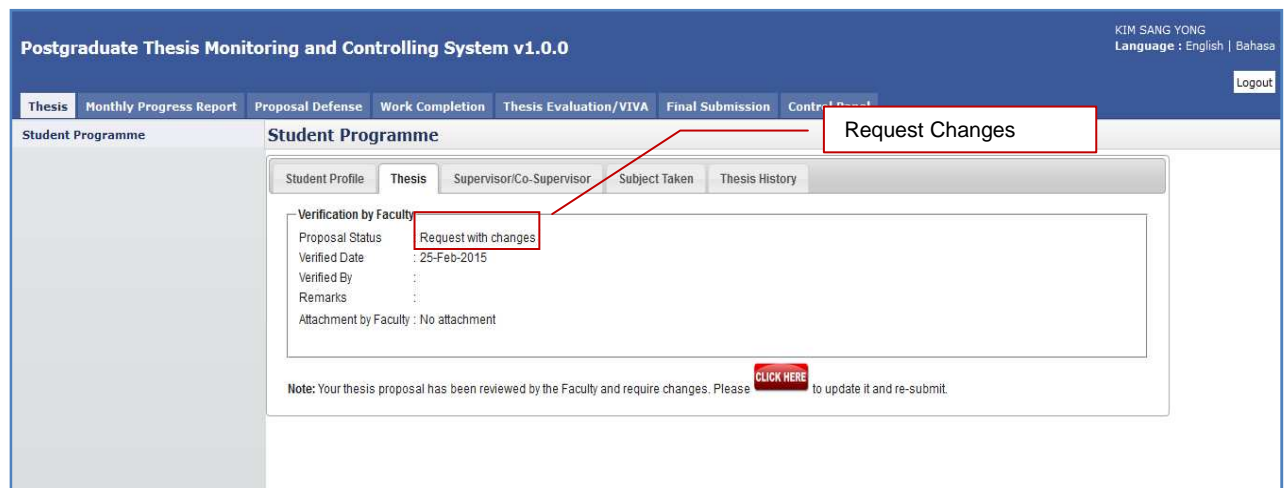



Figure 28: Request Changes – Edit Proposal

Steps:-

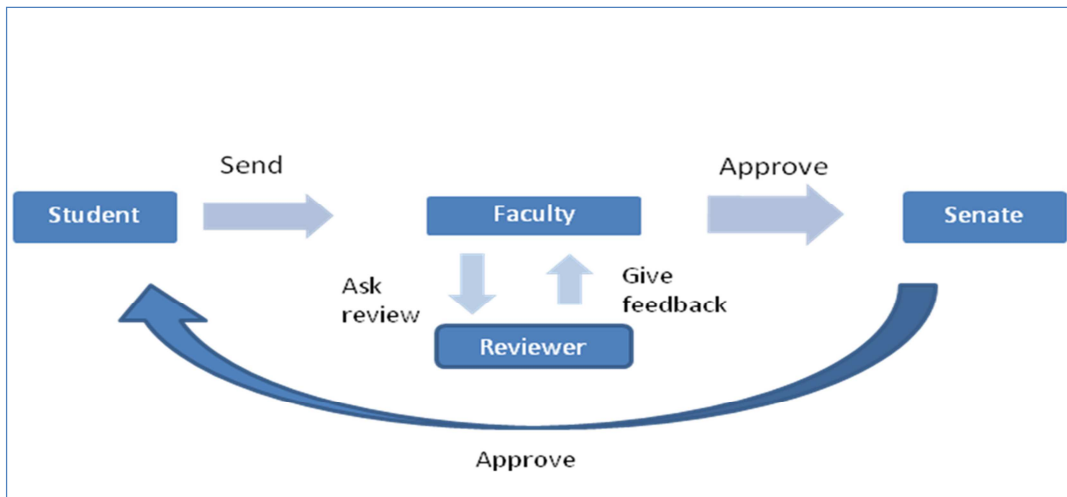
1. After the proposal has been submitted to the Faculty, the Faculty will review it and determine its status. In case the proposal need some changes, the student can check it via **Thesis** tab.

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

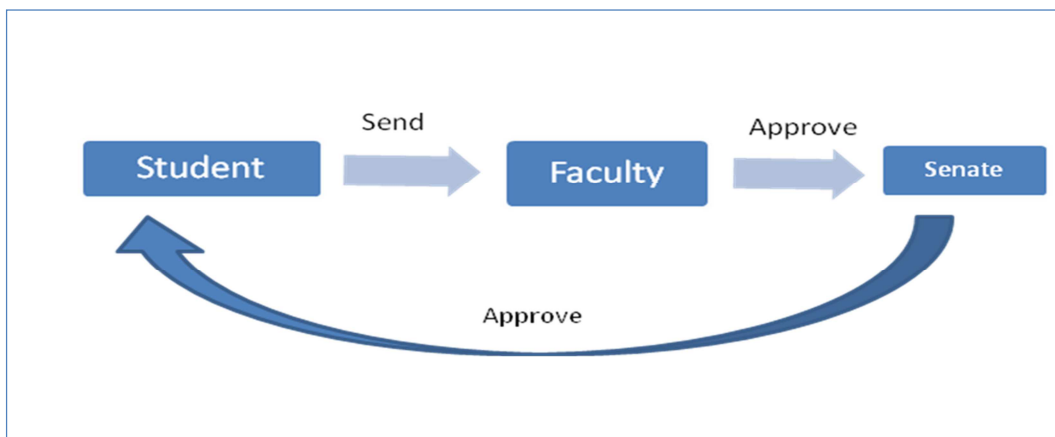
11 VIEW PROPOSAL

11.1 Process Flow

a) Approve

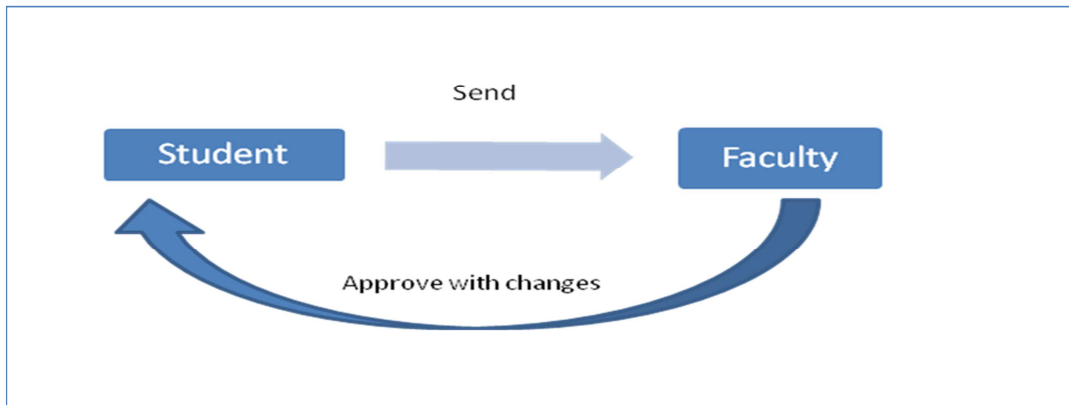


Above scenario, after student sent the thesis proposal, Faculty will ask Reviewer to review the thesis proposal and give a feedback to Faculty to review before approve the thesis proposal.

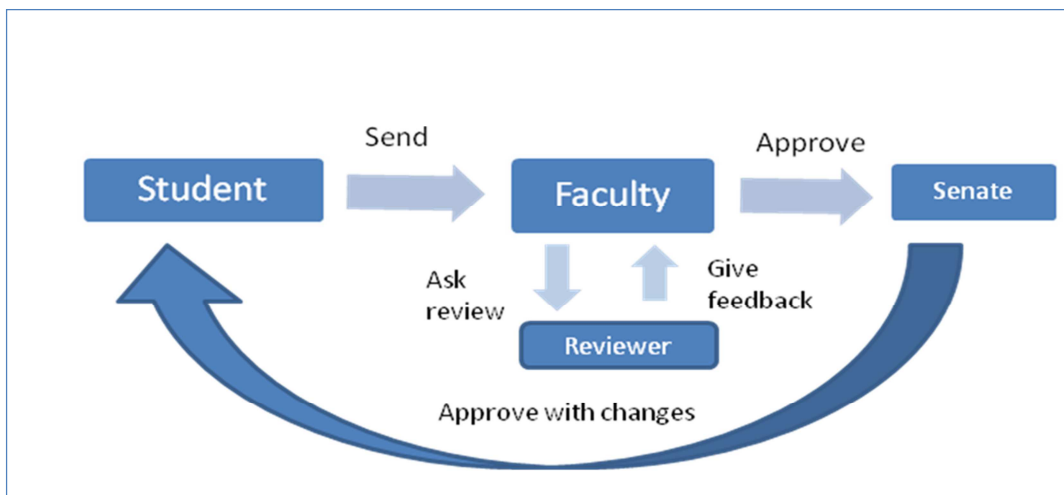


Others scenario, Faculty is not necessary ask review from Reviewer before approve, they also can approve the thesis proposal then submit to Senate for endorsement.

b) Approve with Changes



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



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

11.2 Approved

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

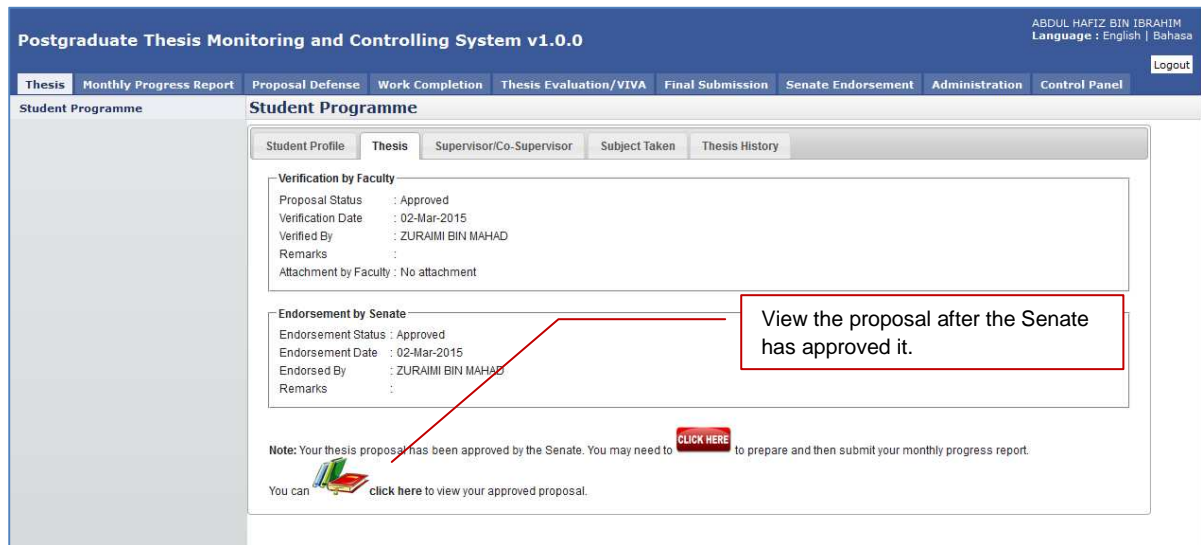



Figure 29: View Proposal – Approved by Senate

Steps:-

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



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

11.3 Approved with Changes

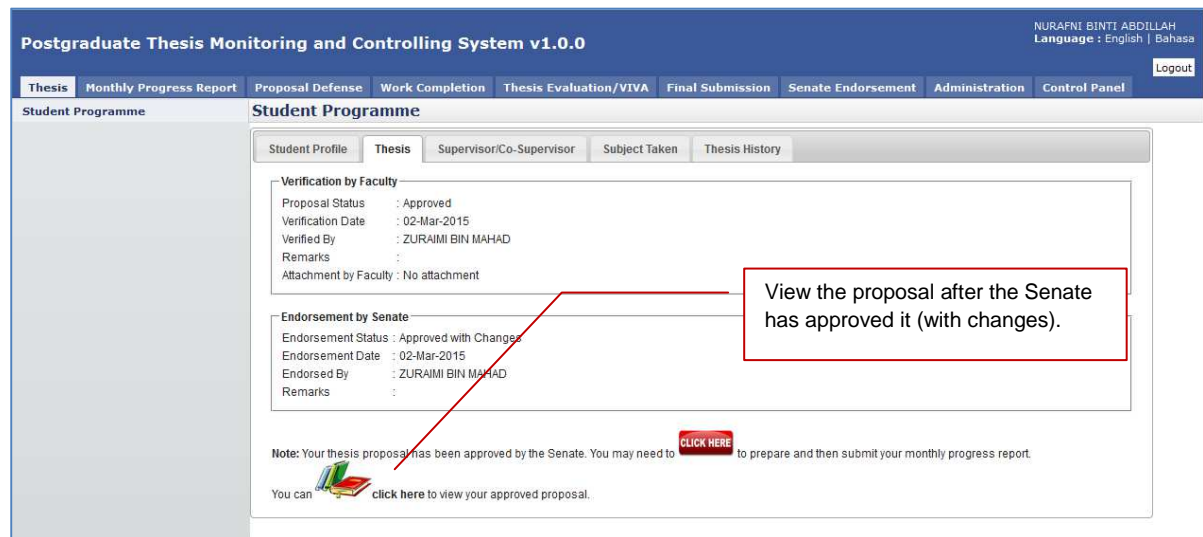



Figure 30: View Proposal – Approved with Changes by Senate

Steps:-

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



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

12 Message

12.1 Inbox

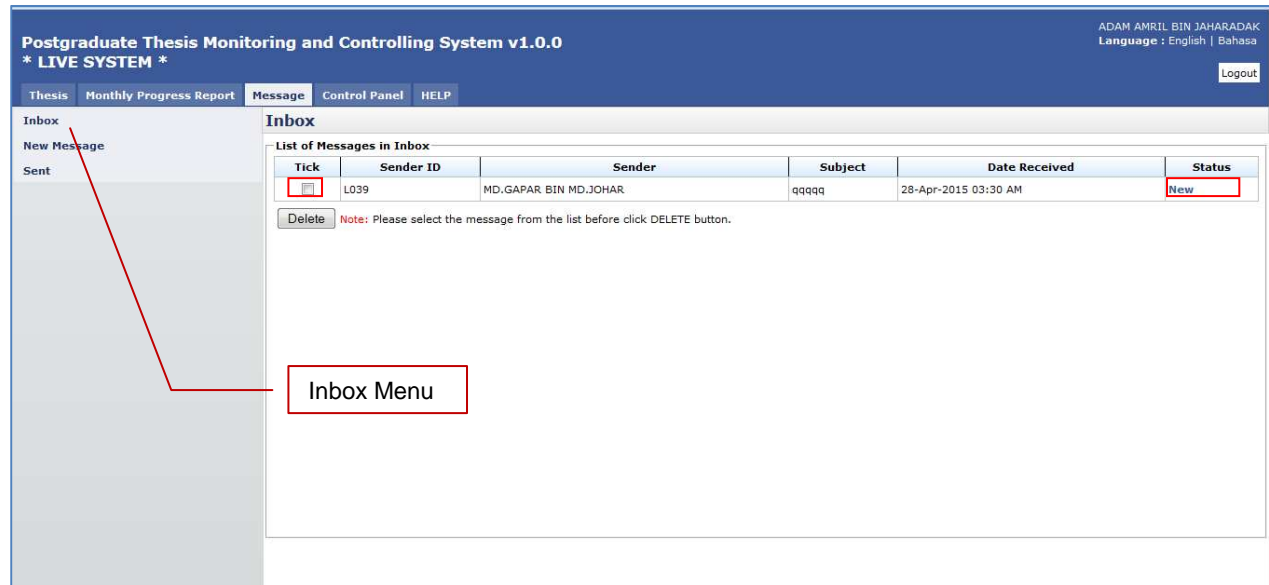


Figure 31: Message

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

12.1.1 View Message

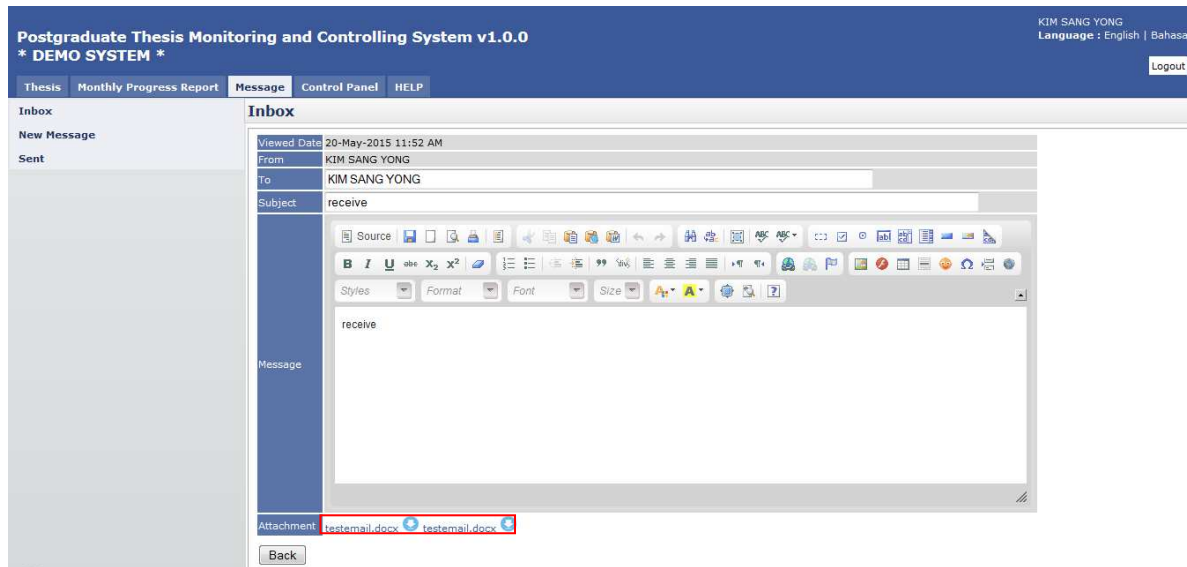



Figure 32: Read Message

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.

12.2 New Message

Figure 33: New Message

Steps:-

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.

12.2.1 Select Recipient

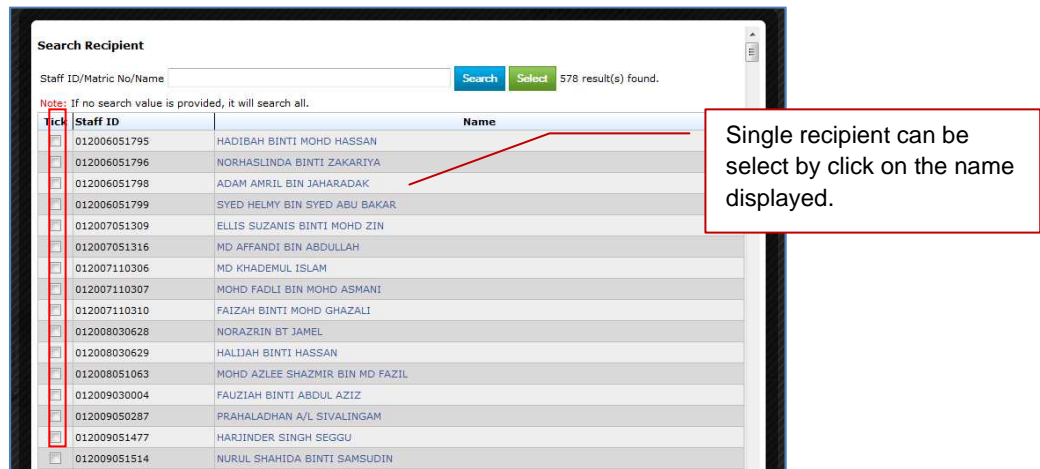


Figure 34: Select Recipient

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

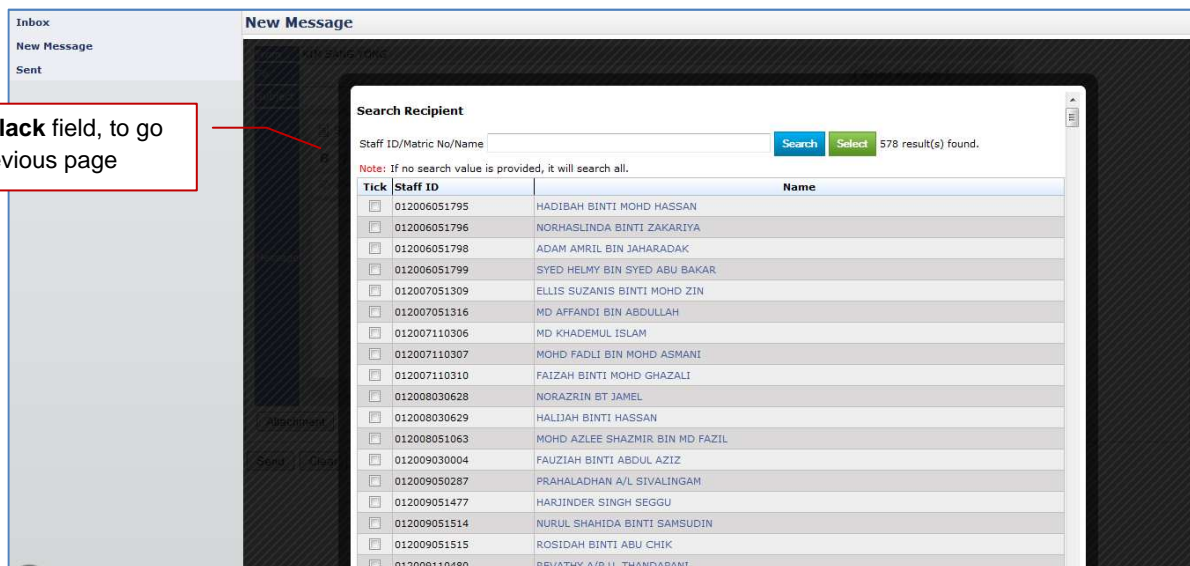


Figure 35: Select Recipient- Next Section

12.2.2 Upload Attachment

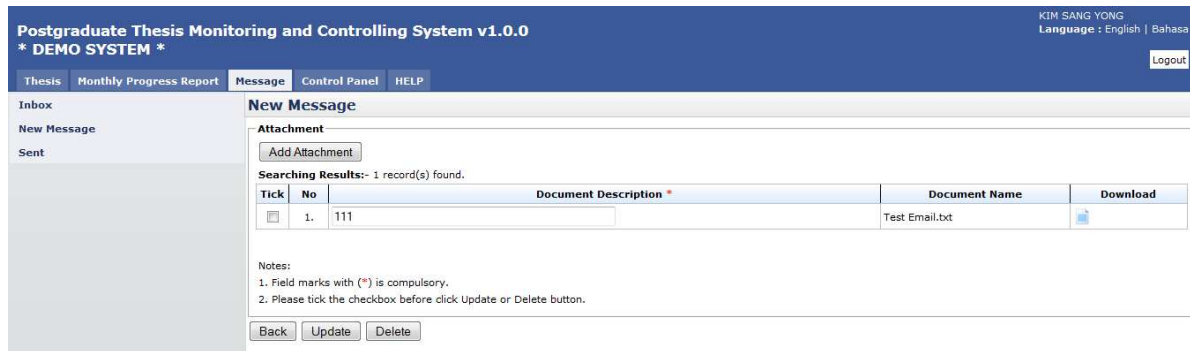


Figure 36: Upload Attachment

Steps:-

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

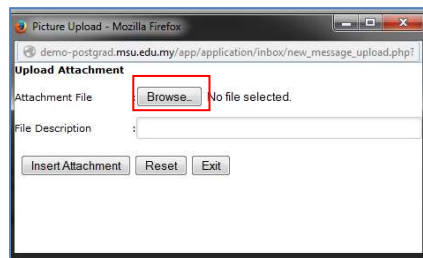



Figure 37: Upload Attachment- Next Section

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

12.3 Sent

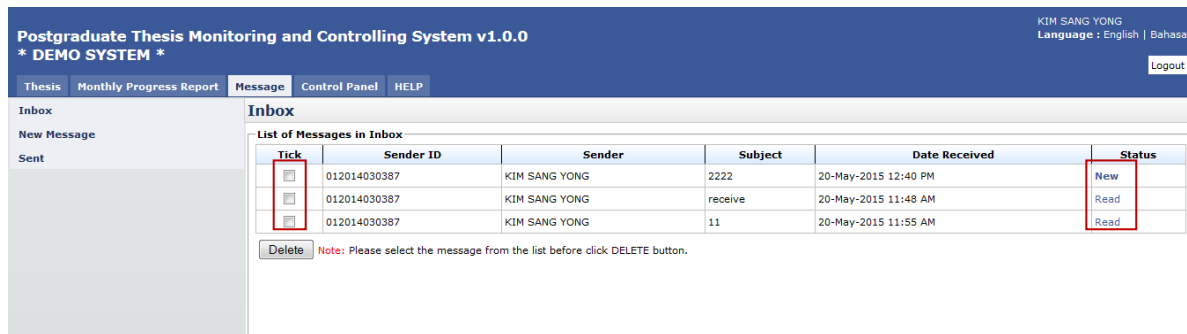


Figure 38: Sent

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.

12.3.1 Read Message

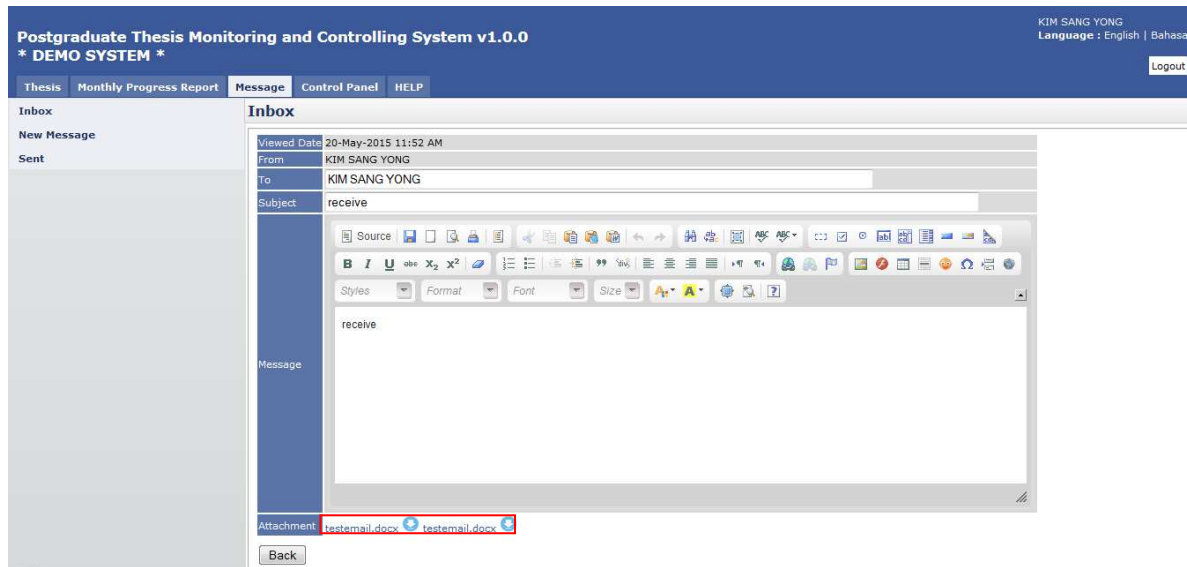



Figure 39: Read Message

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.

13 Help

13.1 Online help - Student

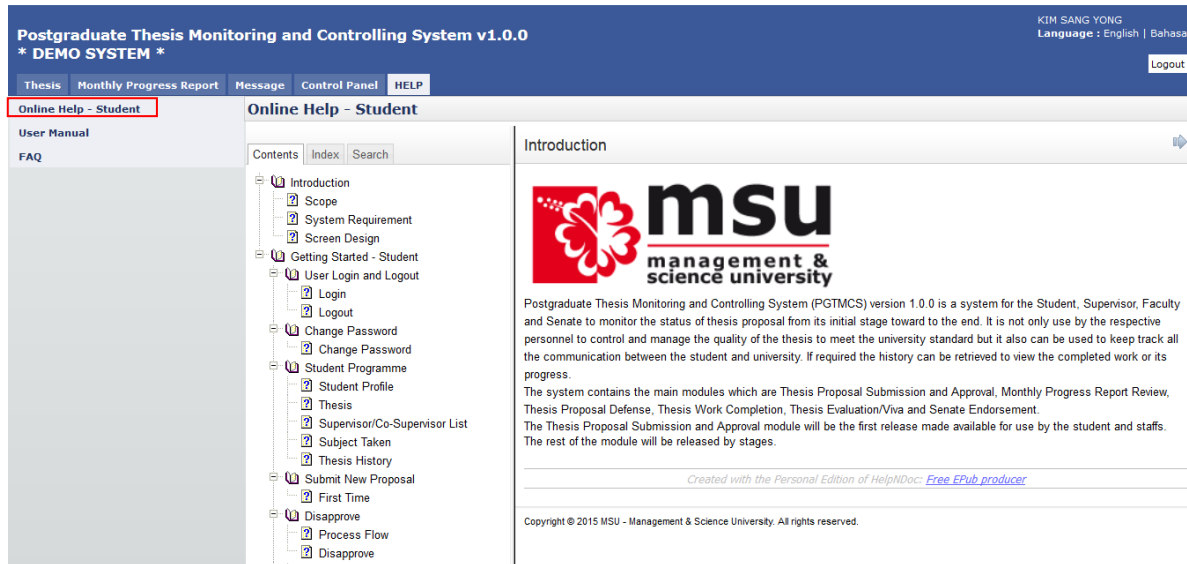


Figure 40: Online Help

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.

13.2 User Manual

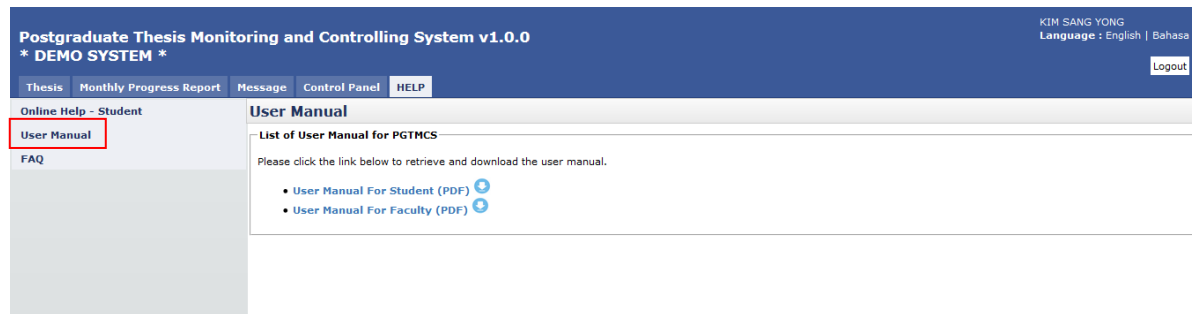


Figure 41: User Manual

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.

13.3 FAQ

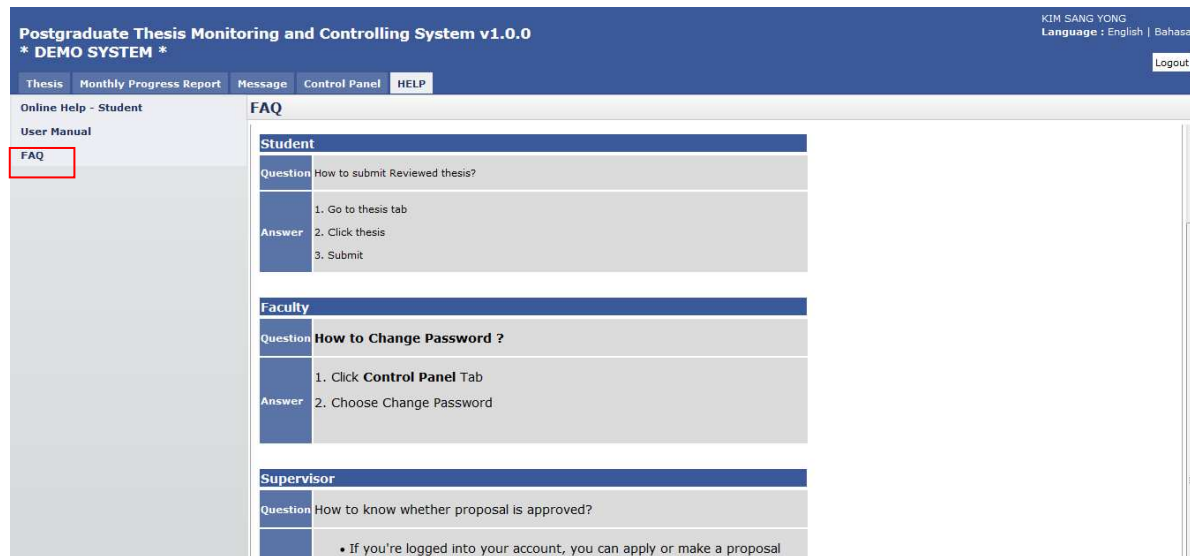


Figure 42: FAQ

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 - Student to Faculty

Thesis Proposal – Submission

To: gsm@msu.edu.my <gsm@msu.edu.my>
From: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
Cc: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
Subject: Thesis Proposal by KIM SANG YONG – Submitted



The Global University of Choice

Dear Sir,
I am pleased to submit the thesis proposal as follows :-

Student Name	KIM SANG YONG
Matric No	012014030387
Thesis ID	T20150513001
Submit Date	13-05-2015
Thesis/Project Title	11111111 - submit_proposal.php
Proposal Type	Research
Student Email	samkim302@yahoo.com

Thank you,

Best Regards,

KIM SANG YONG

Management & Science University

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

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