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THESIS MANAGEMENT & EVALUATION SYSTEM
(THEMES)

USER MANUAL for SCHOOLBOARD USER

Version 1.0

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1 INTRODUCTION

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

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

1.1 Scope

The manual will guide the student on how to use the system in every stages starting from the thesis proposal submission, monthly report submission, defence proposal submission, work completion submission, viva evaluation and senate endorsement.

The manual is structured into the following sections:

Manual Section	Description
Prerequisite	This section describes the actions or steps shall be done and in place first before the required steps can be done.
Steps	This section describes the steps to follow in order to yield the result for the desired function.
Next Action	This section describes the expected next steps to be followed once the above steps have been successfully performed.
Warning	This section describes the expected warning triggered by the system if the steps performed violate the business rule validation.
Note	This section describes the additional information which may be useful to the user while using the system.

Figure 1: Manual Structure.

1.2 System Requirement

1.2.1 URL

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

1.2.2 Internet Browser

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

- Mozilla Firefox version 35 and above

- Microsoft Internet Explorer version 8 and above

1.2.3 User Access

The postgraduate students who have been successfully registered in Campus Management System (CMS) aka KLAS2 will be automatically become THEMES user or otherwise the student needs to check with the CMS admin on his/her credential status. By default the Student Matrix Number will be the user id to access the THEMES system.

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

1.3 Screen Design

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

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

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

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

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

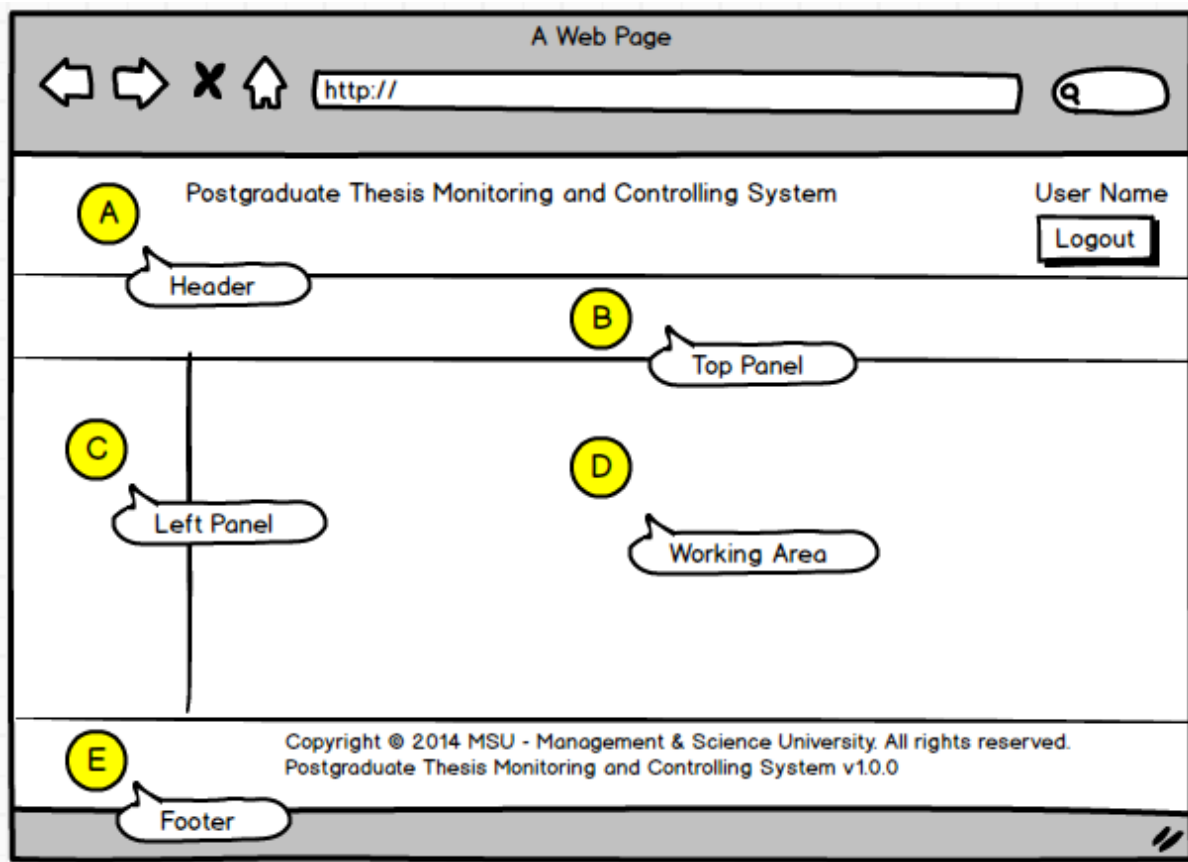Section E to contain the THEMES **Footer** in which it contains the university name and its copyright.

Figure 2: THEMES Screen Structure Design

2   HIGHLEVEL FLOW

2.1 Thesis Proposal Submission Process Flow

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

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

Figure 3: Thesis Proposal Submission Process Flow

3   USER LOGIN and LOGOUT

3.1 Login

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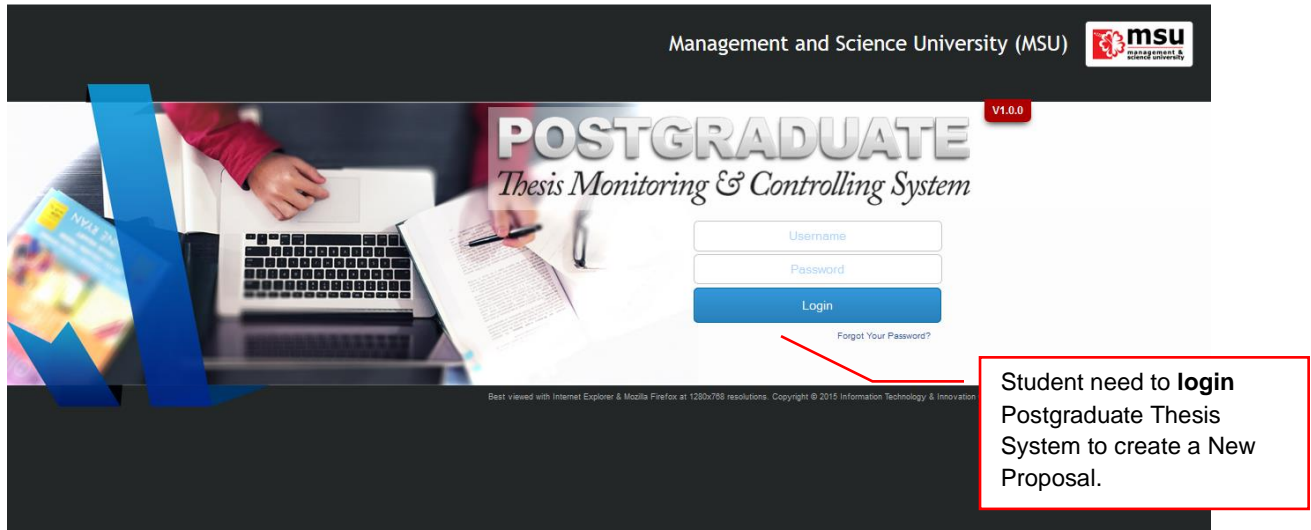

Figure 4: Login Page

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

3.2 Logout

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

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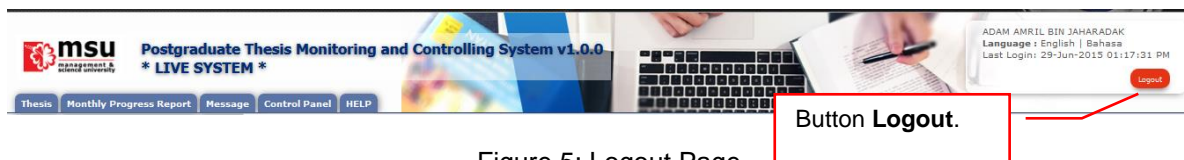

Figure 5: Logout Page

Steps:-

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

4   CHANGE PASSWORD

4.1 Change Password

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

Figure 6: Change Password Page

Steps:-

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

5 Confirm VIVA Evaluation

5.1 Confirm Viva Evaluation

Figure 7: Confirm VIVA Evaluation

Pre-condition

1. After Chairman submit VIVA Evaluation Report

Post-condition

1. Can Confirm VIVA Evaluation

Steps:-

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Confirm VIVA Evaluation** menu on the **Left** panel
3. System will display list of evaluation report

VIVA School Board Comittee

VIVA School Board Committee

Thesis / Project ID : T20150619001
Student Matrix No : 012013110572
Student Name : ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule : 22-Oct-2015, 09:00AM to 09:30AM, Hall A

List of evaluation panel

List of Evaluation Panel on VIVA

No	Role / Acceptance Date	Staff ID	Name	Faculty	Status	Last Update	Recommendation Result	Feedback
1.	Chairman	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	CFS	Submitted	19-Oct-2015 03:05:43 AM	Fail	View
2.	Supervisor - Main	S012013090015	AYE AYE KHIN	FBMP	Submitted	19-Oct-2015 02:42:06 AM	Fail	View

Result by School Board Comittee

No	Components	Tick
1	Pass	◯
2	Pass with minor correction	◯
3	Pass with major correction	◯
4	Pass with major correction and required for re-examination	◯
5	Fail	◯

Result for viva evaluation

Figure 8: Confirm VIVA Evaluation

VIVA School Board Comittee

Appeal Date

End Date : 26-Oct-2015

End of appeal date is provided for thesis that failed

Notes:
If the result for the thesis is fail, please choose last date for the student to request for appeal.
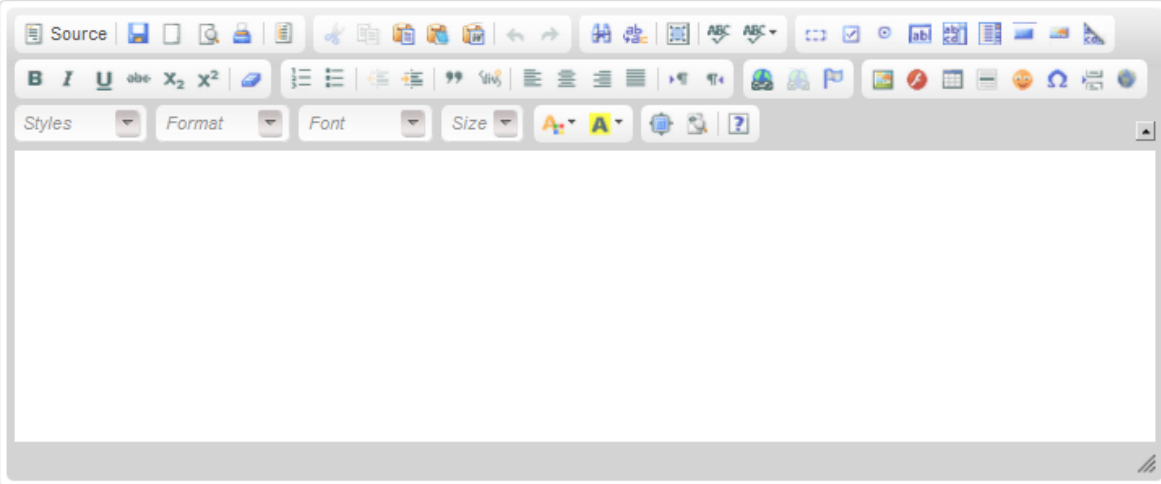By default, the end date of the appeal will be 7 calendar days after the result submitted.

Remarks

Text field provided for insert remark

Figure 9: VIVA Evaluation

VIVA School Board Comittee

Remarks

Notes:
1. Submit button is for submit final result for the thesis for senate endorsement.

Back   Submit

Figure 10: Review Thesis

Steps:-

1. Click on **Update** button to proceed (refer figure 6)
2. To choose the result for viva evaluation, tick one of radio button provided. (refer figure 7)
3. To view evaluation panel evaluation report, click [View]. (refer figure 7 and figure 10)
4. To input remarks, insert detail into text field provided(refer figure 9)
5. If result for the thesis is fail, please choose end date for appeal. If not, it will set by default based on faculty. (refer figure 8)
6. To submit evaluation report, click **Submit** button (refer figure 9)

VIVA School Board Comittee

Chairman Report

Name/Staff ID	: FADZILAH AINI BINTI MAHAMAD SHAHARIN(L762)
Thesis / Project ID	: T20150619001
Student Matrix No	: 012013110572
Student Name	: ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule	: 22-Oct-2015, 09:00AM to 09:30AM, Hall A

SECTION A: OVERALL STYLE AND ORGANIZATION

No	Description	Rate	Comments
1	In terms of contents, the Thesis title is	1-not appropriate at all	
2	In terms of conciseness, the abstract is	1-not concise at all	
3	In terms of clarity of presentation, the Thesis is	1-not clear at all	
4	In terms of organization (chapters, bibliography, appendices, etc.) the Thesis is	1-not clear at all	
5	In terms of language and grammar, the Thesis is	1-not appropriate at all	
6	In terms of spelling, the Thesis is	1-not accurate at all	

Figure 11: Review Thesis

VIVA School Board Comittee

No	Components	Recommendation
1	Pass	○
2	Pass with minor correction	○
3	Pass with major correction	○
4	Pass with major correction and required for re-examination	○
5	Fail	●

SECTION E: OVERALL COMMENT ON STUDENT

As a Examiner, how do you asses your student on the following grounds. Please rate how strongly you agree or disagree with the statement about the candidate on the following ground

No	Components	Ratings
1	Student is confident of what he/she has presented based on research findings	1-Strongly Disagree
2	Students has put enough effort in conducting his research	1-Strongly Disagree
3	Student has shown sincerity in his/her work	1-Strongly Disagree
4	Student has been honest with his/her work	1-Strongly Disagree

Other Comments

example chair e

[Back] [Print]

Figure 12: VIVA Evaluation

Steps:-

1. This page display others evaluation panel report.
2. To go back to previous page, click **Back** button (refer figure 11)

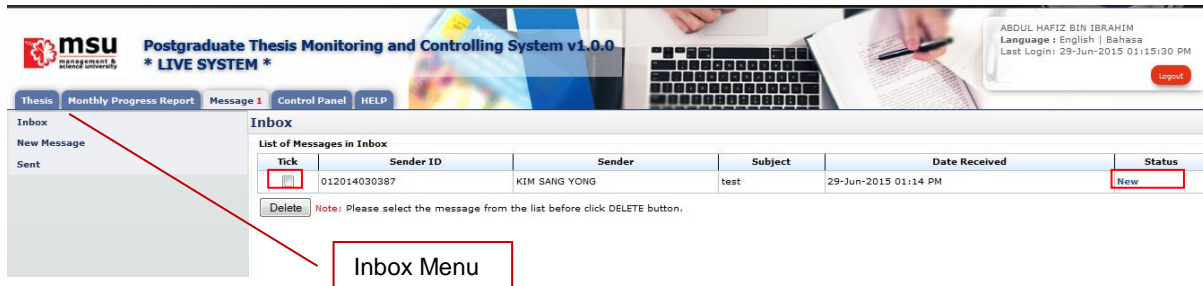# 6 Message

6.1 Inbox

Figure 13: 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 been receive by 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 View Message)
6. To delete message, tick on the checkbox in **Tick** column, and click **Delete** button
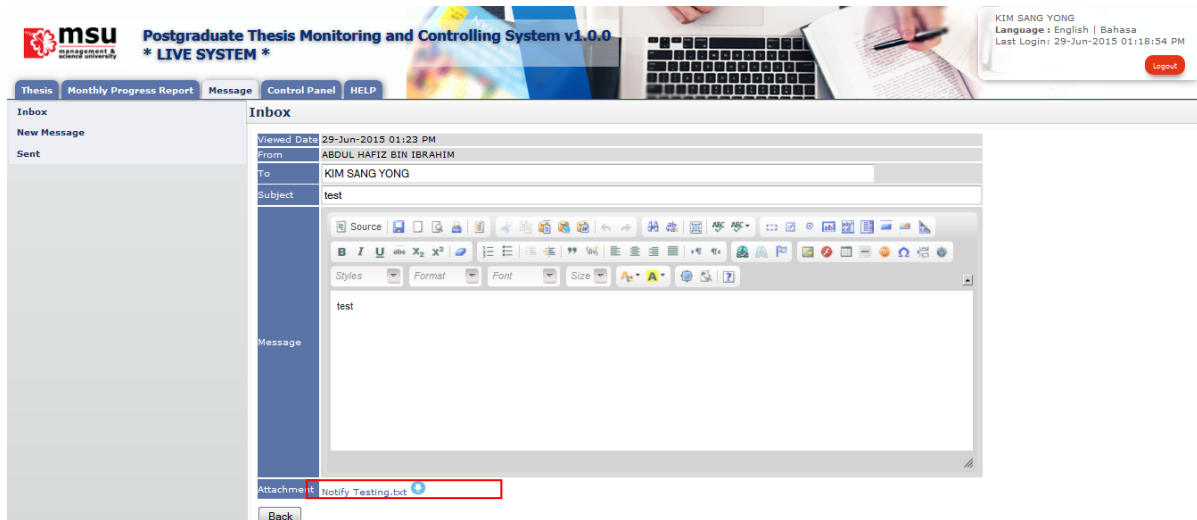
6.1.1 View Message

Figure 14: Read Message

Steps:-

1. This page only displays the message that has been open by the user.

2. To view or download the attachment that been sent, click or link shown on figure 74
3. To go back to the previous page, click **Back** button.

6.2 New Message

Figure 15: 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 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 Upload Attachment.
6. To erase or clear the entire entries, click **Clear** button.
7. To send the message, click **Send** button.
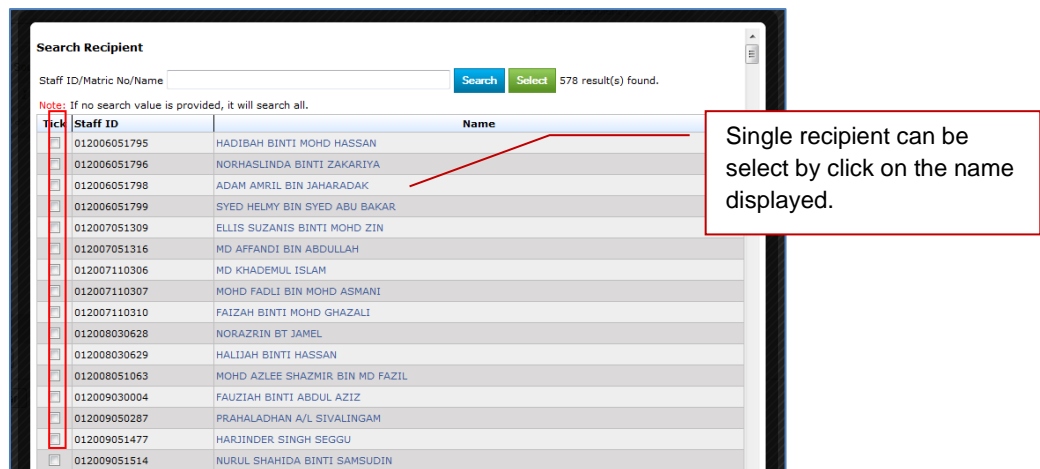
6.2.1 Select Recipient

Figure 16: 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 77
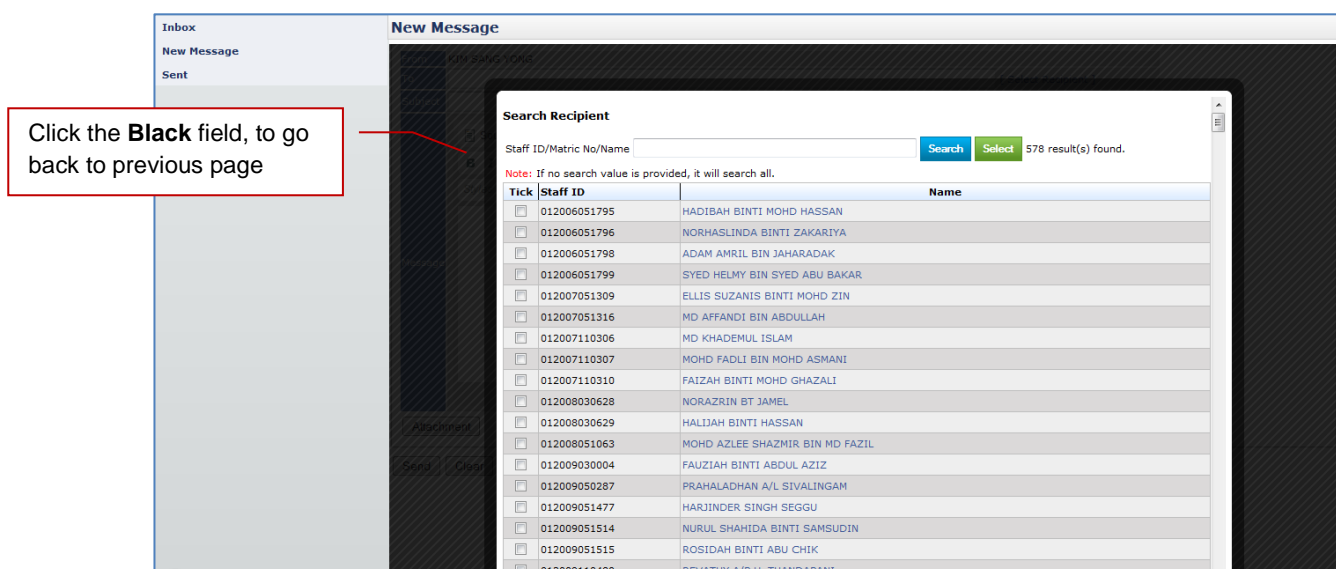

Figure 17: Select Recipient- Next Section

6.2.2 Upload Attachment

Figure 18: Upload Attachment

Steps:-

1. To add attachment, click **Add Attachment** button. (Refer Figure 78)
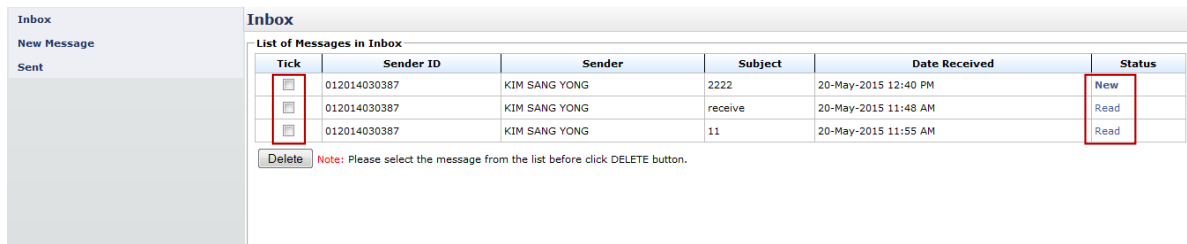
Figure 19: Upload Attachment- Next Section

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

6.3 Sent

Inbox						
Inbox						
List of Messages in Inbox						
Tick	**Sender ID**	**Sender**	**Subject**	**Date Received**		**Status**
☐	012014030387	KIM SANG YONG	2222	20-May-2015 12:40 PM		New
☐	012014030387	KIM SANG YONG	receive	20-May-2015 11:48 AM		Read
☐	012014030387	KIM SANG YONG	11	20-May-2015 11:55 AM		Read

Left panel: Inbox, New Message, Sent

Delete   Note: Please select the message from the list before click DELETE button.

Figure 20: Sent

Steps:-

1. After message has been sent, it will be display in **Sent** Left panel
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 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 Read Message)
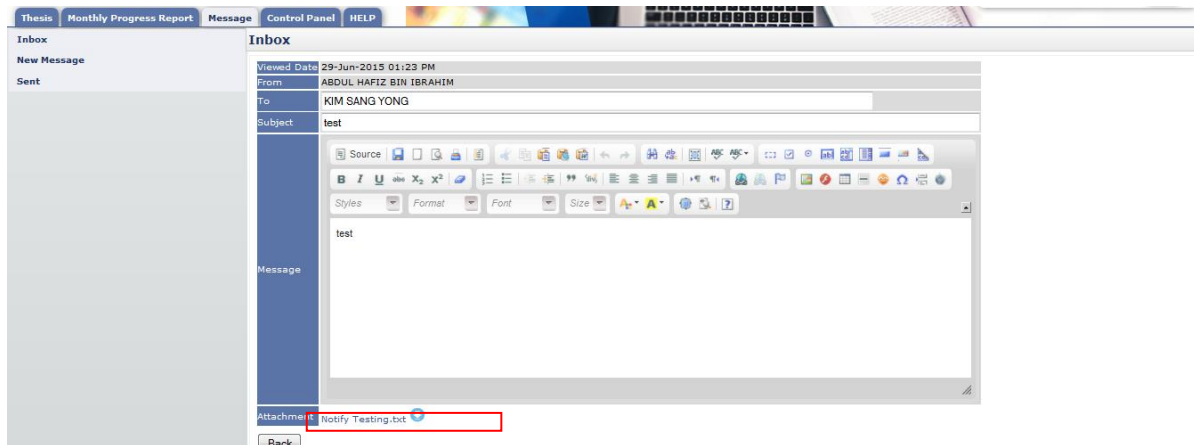7. To delete message, tick the checkbox and click **Delete** button.

6.3.1 Read Message

Figure 21: Read Message

Steps:-

1. This page only displays the message that has been open by the user.

2. To view or download the attachment that been sent, click [icon] or link shown on figure 81.

3. To go back to the previous page, click **Back** button.

APPENDIX

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