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POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)

USER MANUAL for SENATE

Version 1.0

Document Reference: MSU/PGTMCS/UM/004

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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 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

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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.

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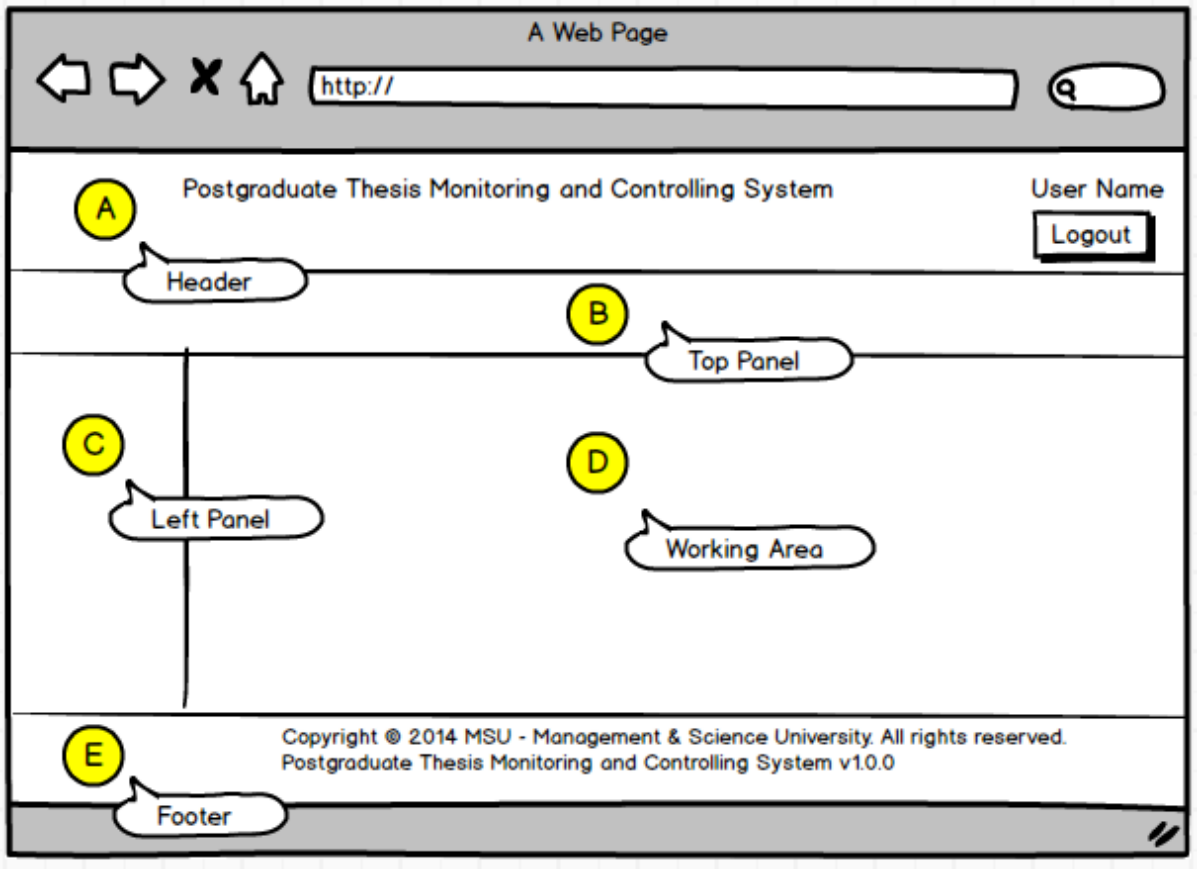

Figure 1: PGTMCS Screen Structure Design

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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.

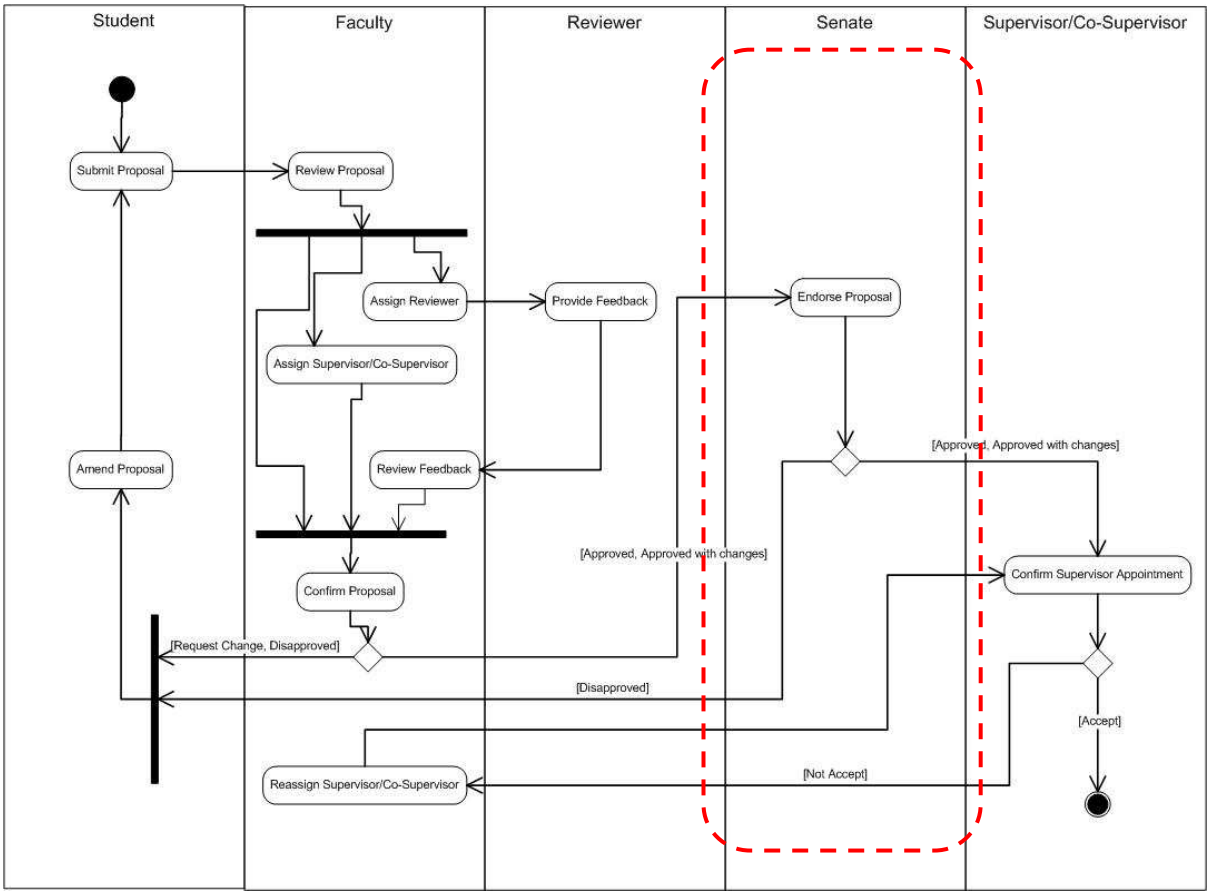

Figure 2: Thesis Proposal Submission Process Flow

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3 USER LOGIN and LOGOUT

3.1 Login

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

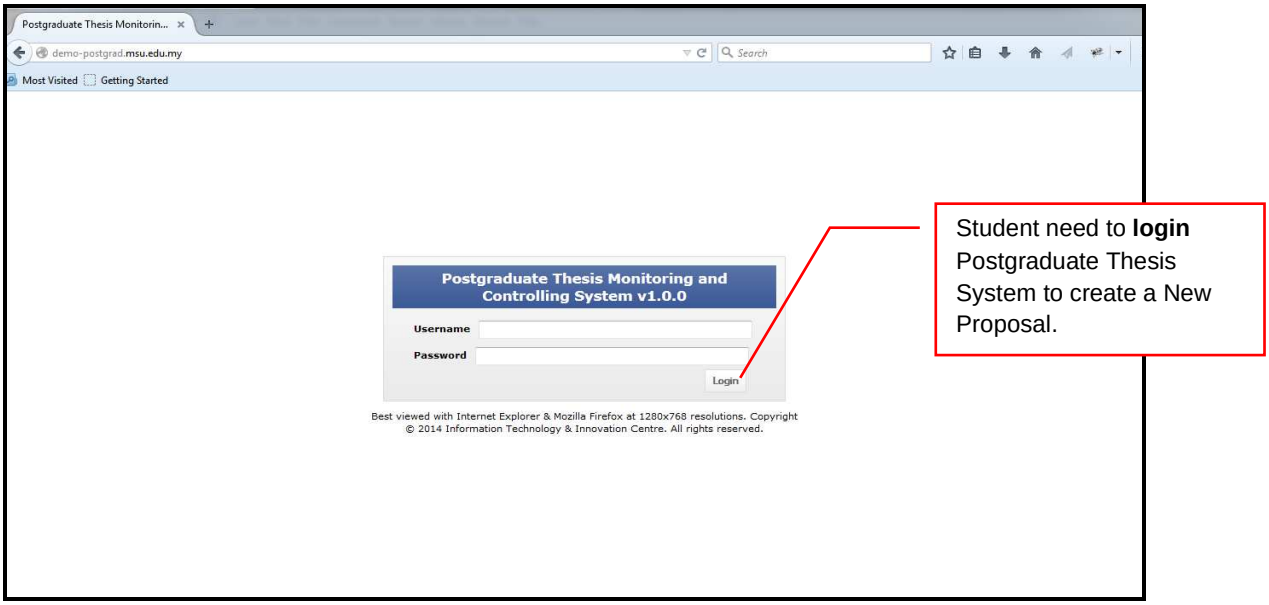

Figure 3: Login Page

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.

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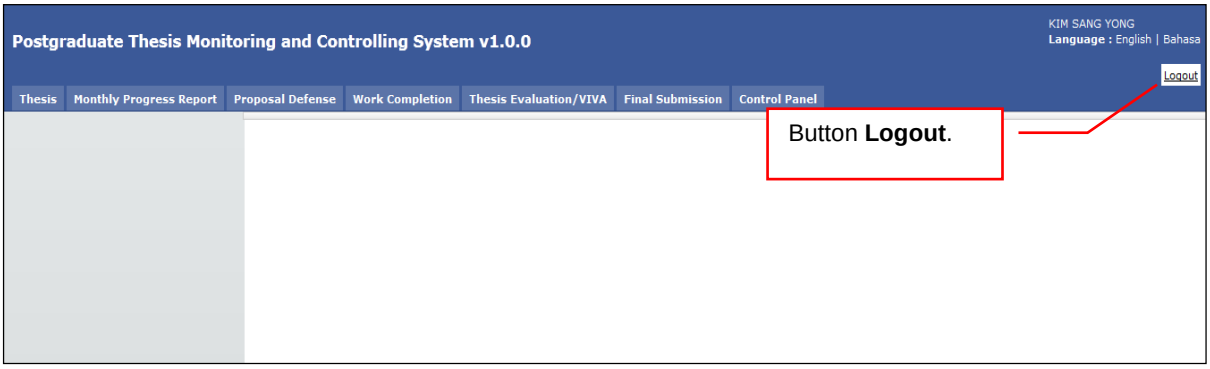

Figure 4: Logout Page

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.

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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.

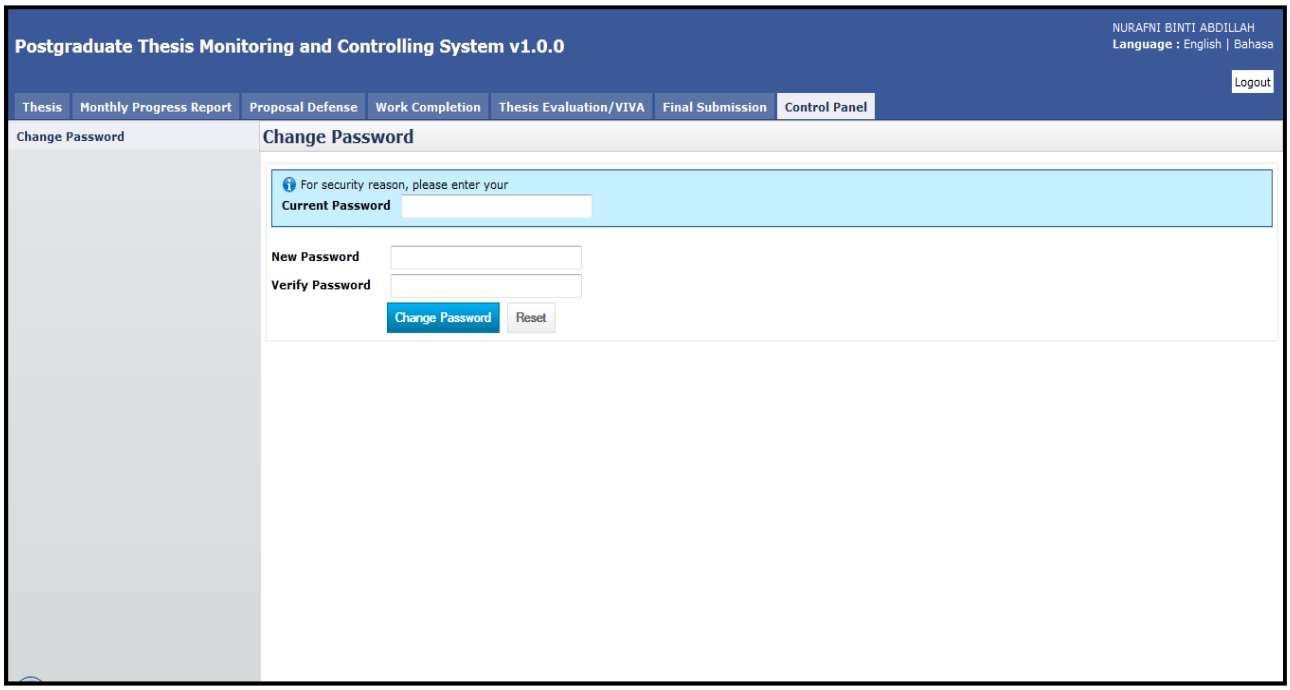

Figure 5: Change Password Page

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.

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5 THESIS VIEW

5.1 Search Student via Thesis ID/Title

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

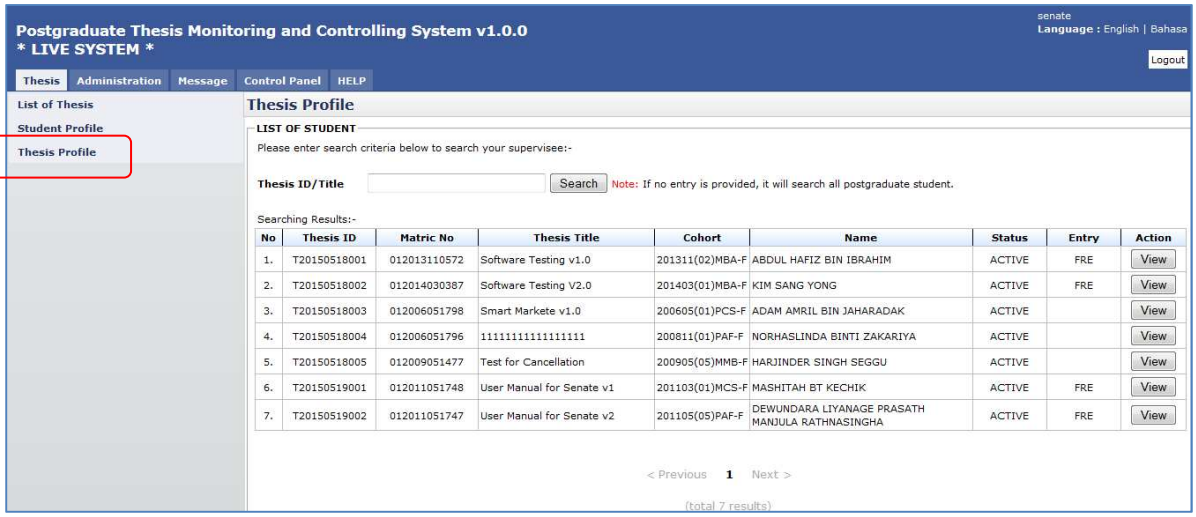

Figure 6: Thesis Tab

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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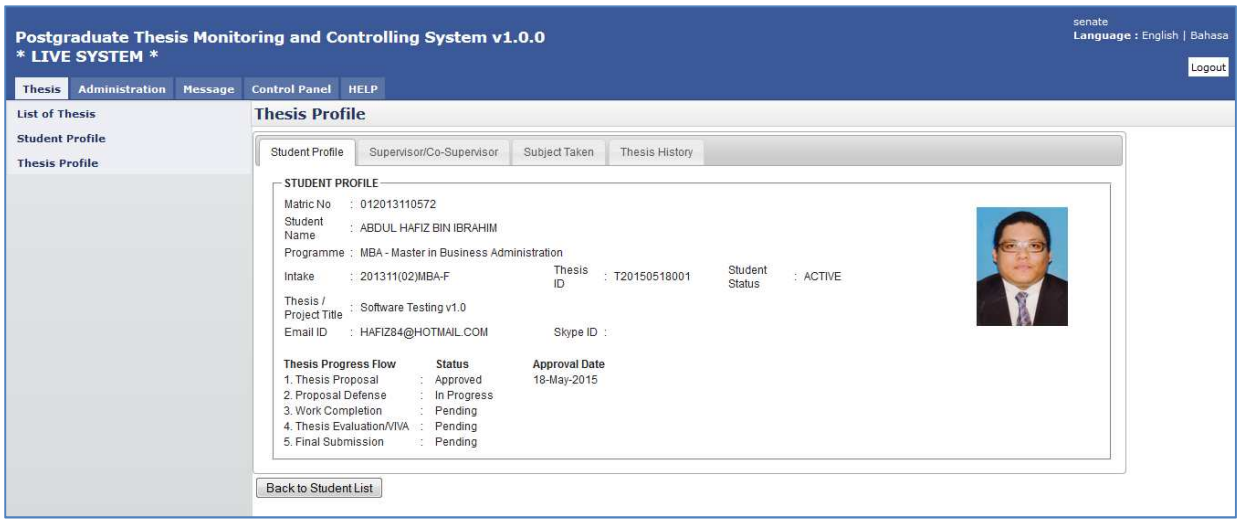

Figure 7: Student Profile

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.

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

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5.1.1.3 Subject Taken

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

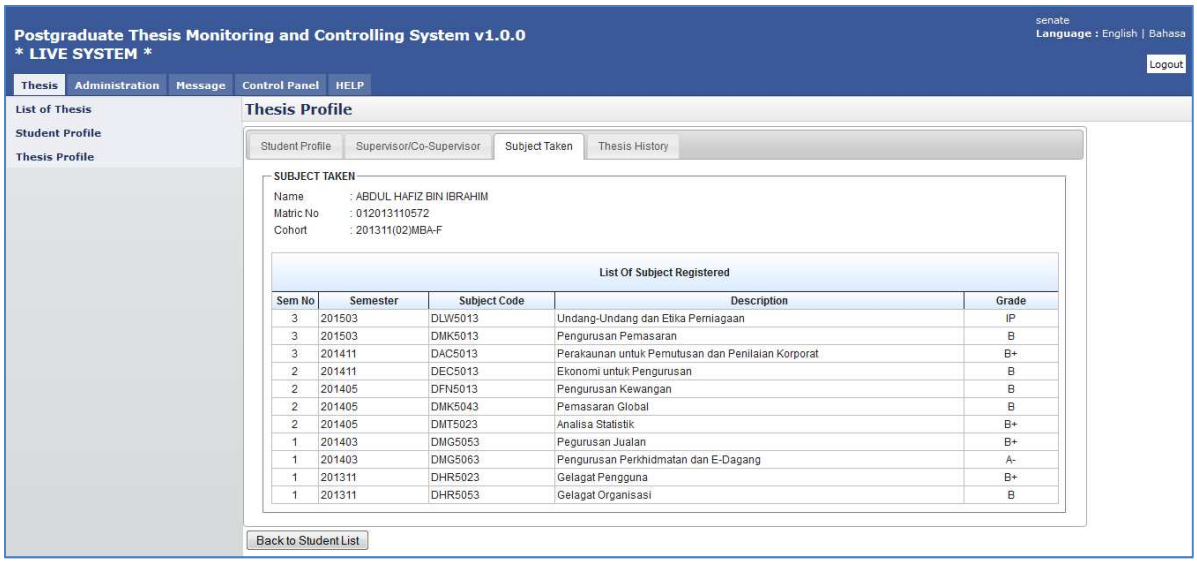

Figure 8: Subject Taken

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.

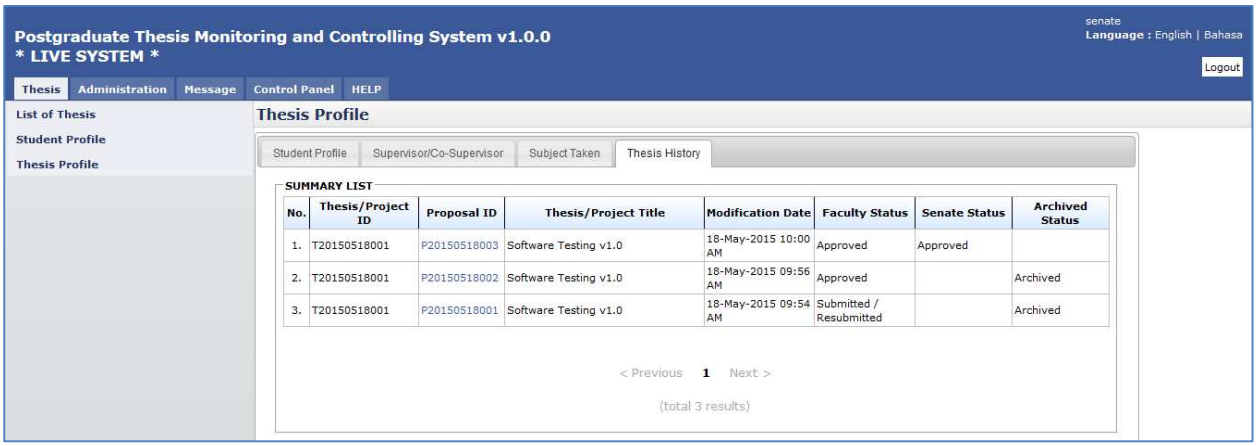

Figure 9: Thesis History

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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**.

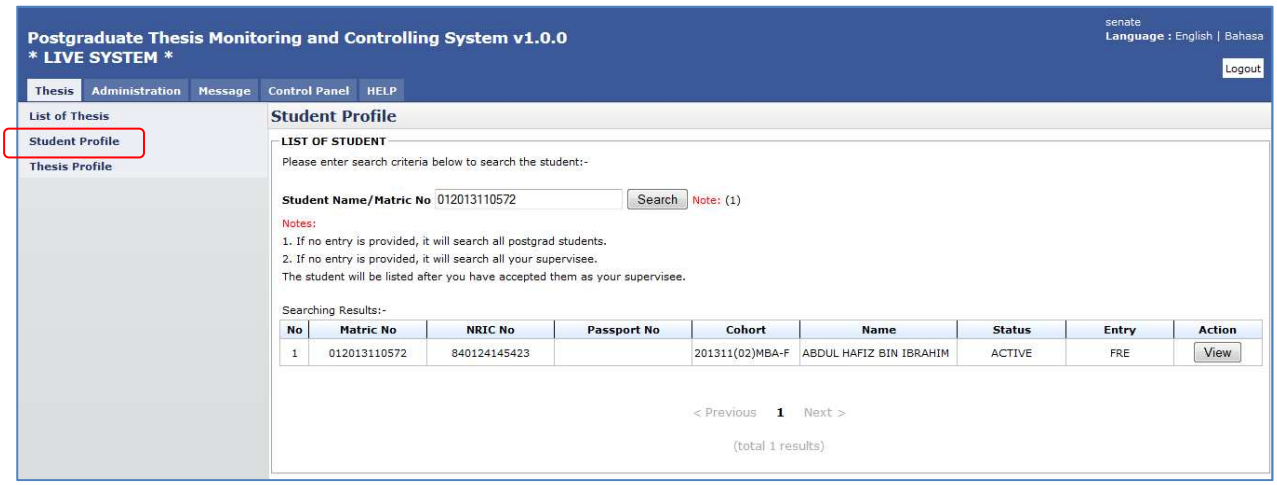

Figure 10: Thesis Tab

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

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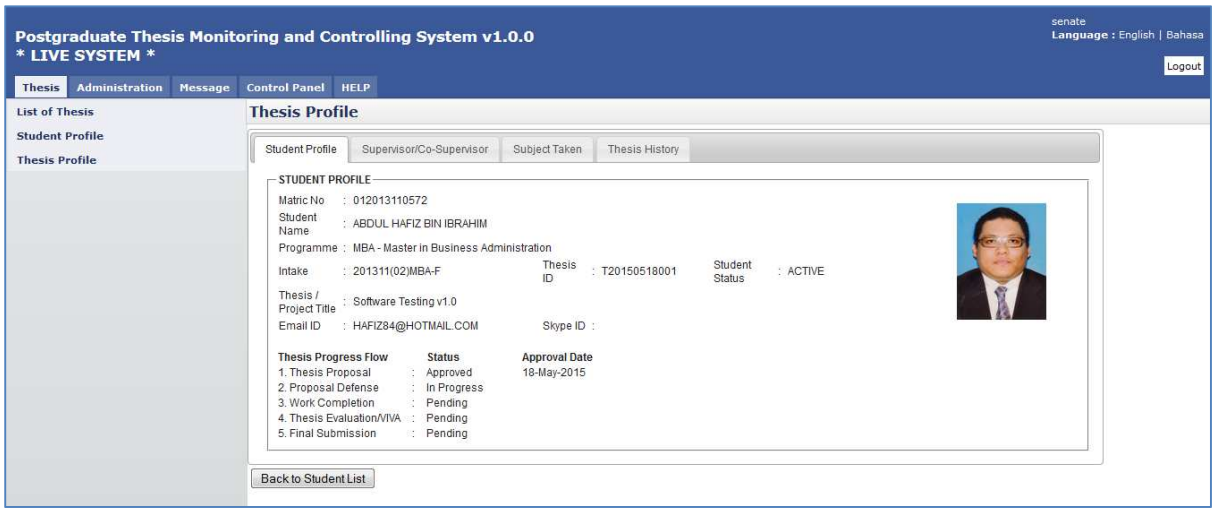

Figure 11: Student Profile

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.

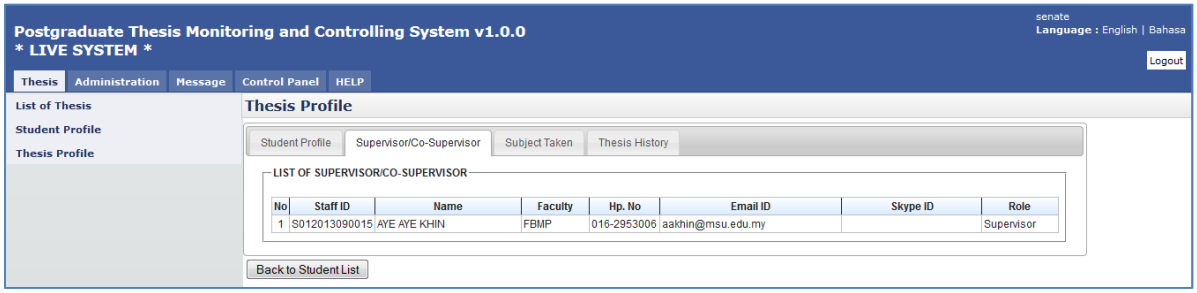

Figure 12: List of Supervisor / Co-Supervisor

Steps:-

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

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5.2.1.3 Subject Taken

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

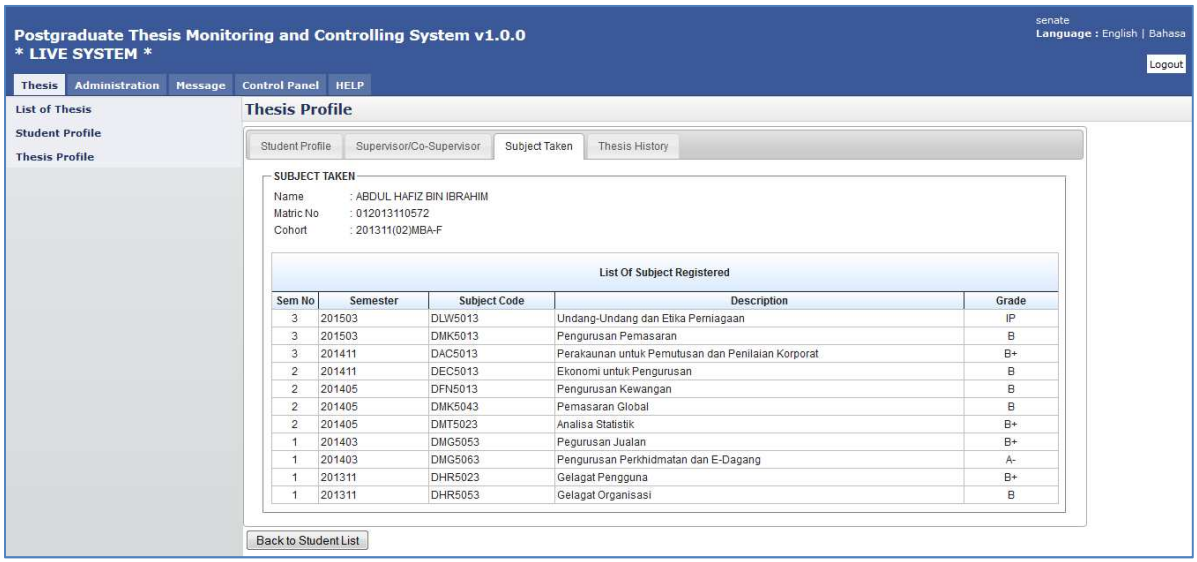

Figure 13: Subject Taken

Steps:-

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

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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

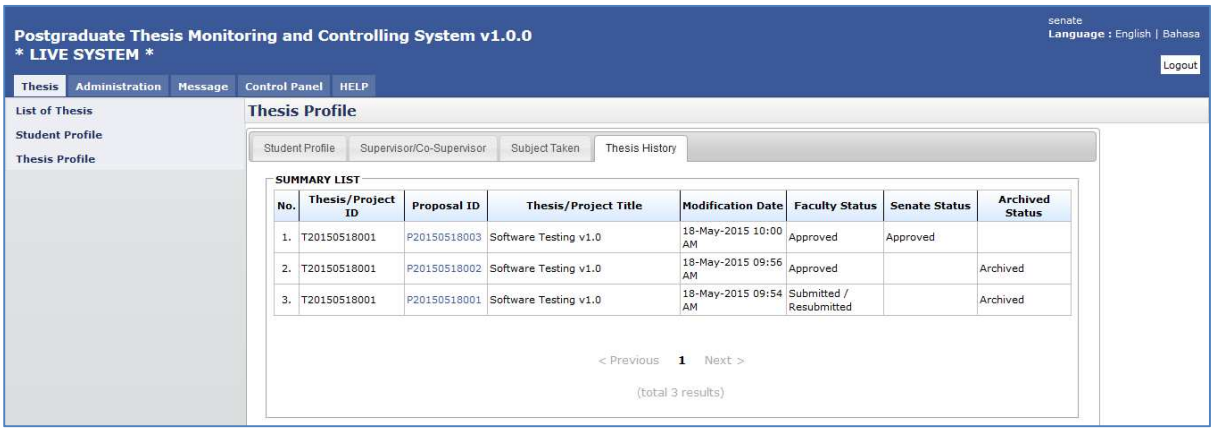

Figure 14: Thesis History

Steps:-

1. It is only for view information.

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6 LIST OF APPROVED THESIS

6.1 List of Approved Thesis

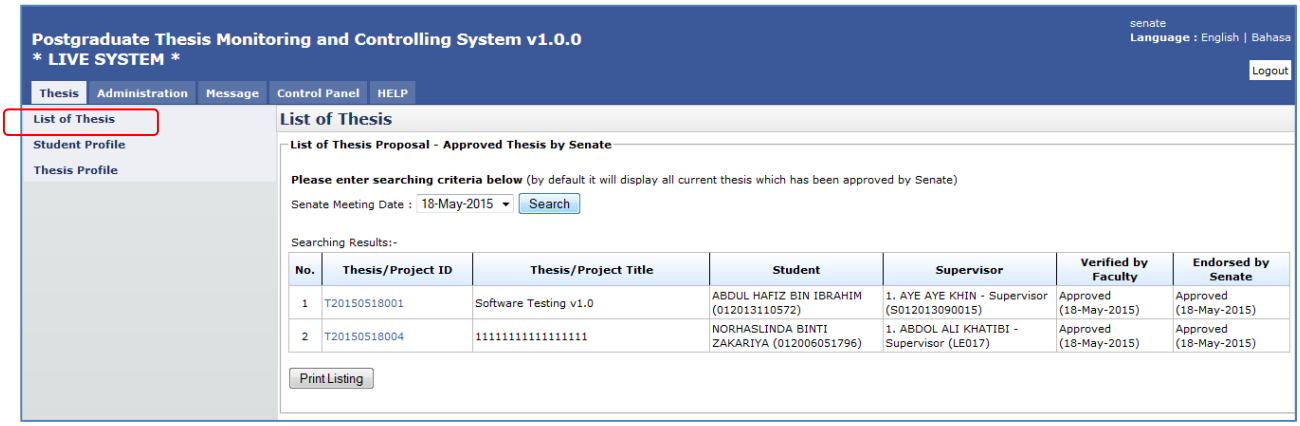

Figure 15: List of Approved Thesis

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.

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6.2 Generate File

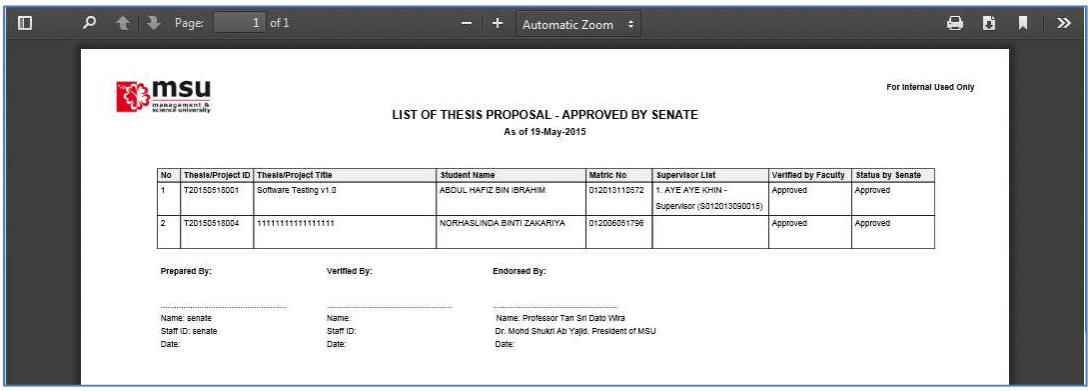

Figure 16: List of Approved Thesis PDF

Steps:-

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

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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.

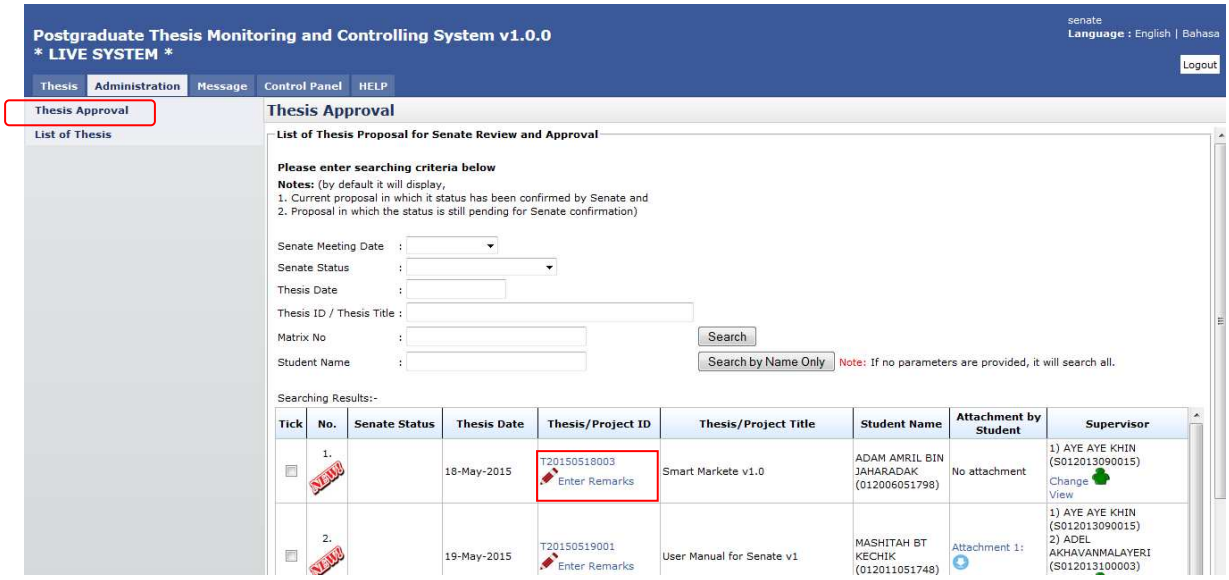

Figure 17: Thesis Approval

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: .

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7.2 Thesis Approval – Next Section

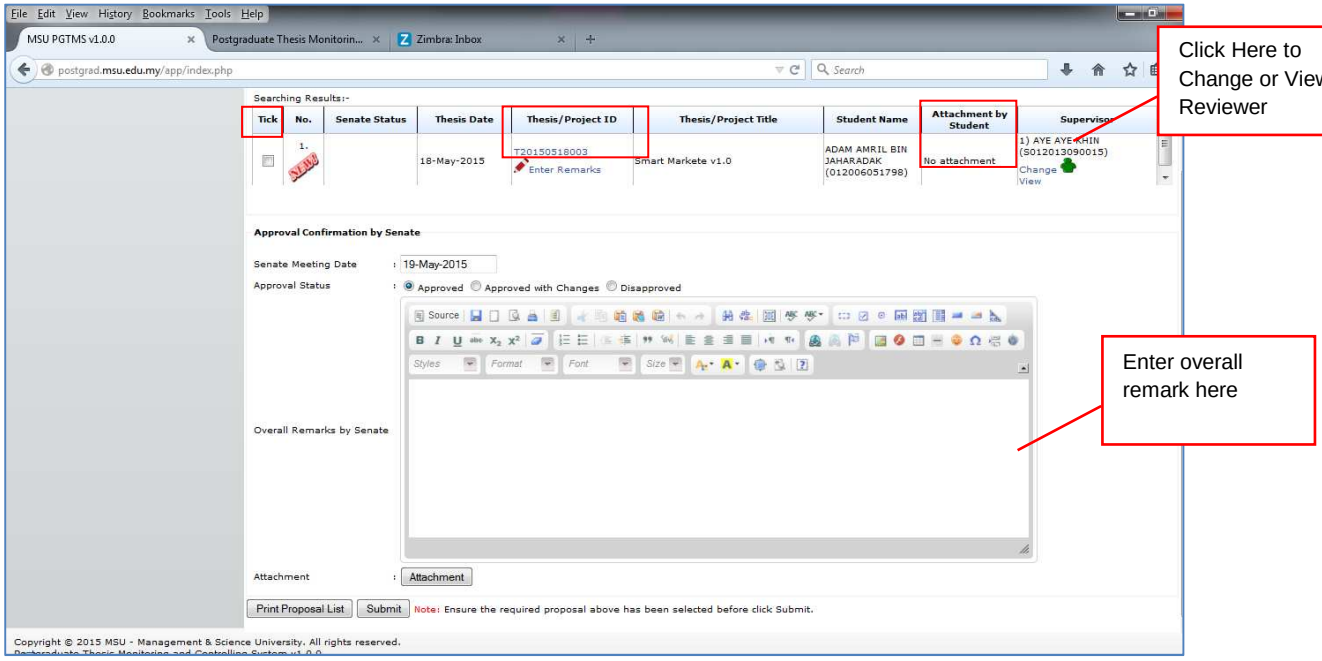

Figure 18: Thesis Approval - Searching Result

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 NEW at the **No.** column.
3. To give the remarks, click Enter remarks to proceed.
4. To read or download attachment uploaded by the student is by clicking the link Attachment 1:
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 Change.
8. To view Supervisor/Co-supervisor that has been assigned, click the link View.
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.

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

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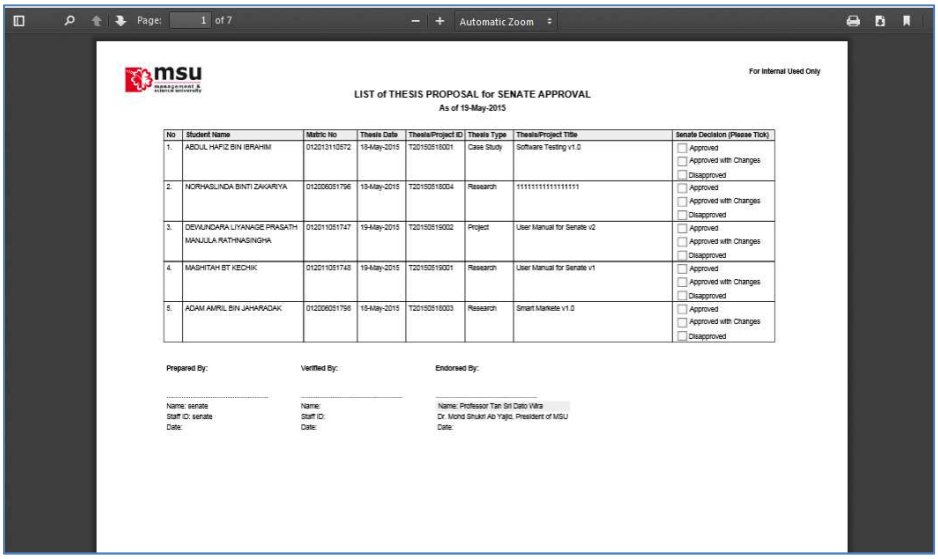

Figure 19: List of Thesis for Senate Approval PDF

Steps:-

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

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7.2.1 Enter Remark

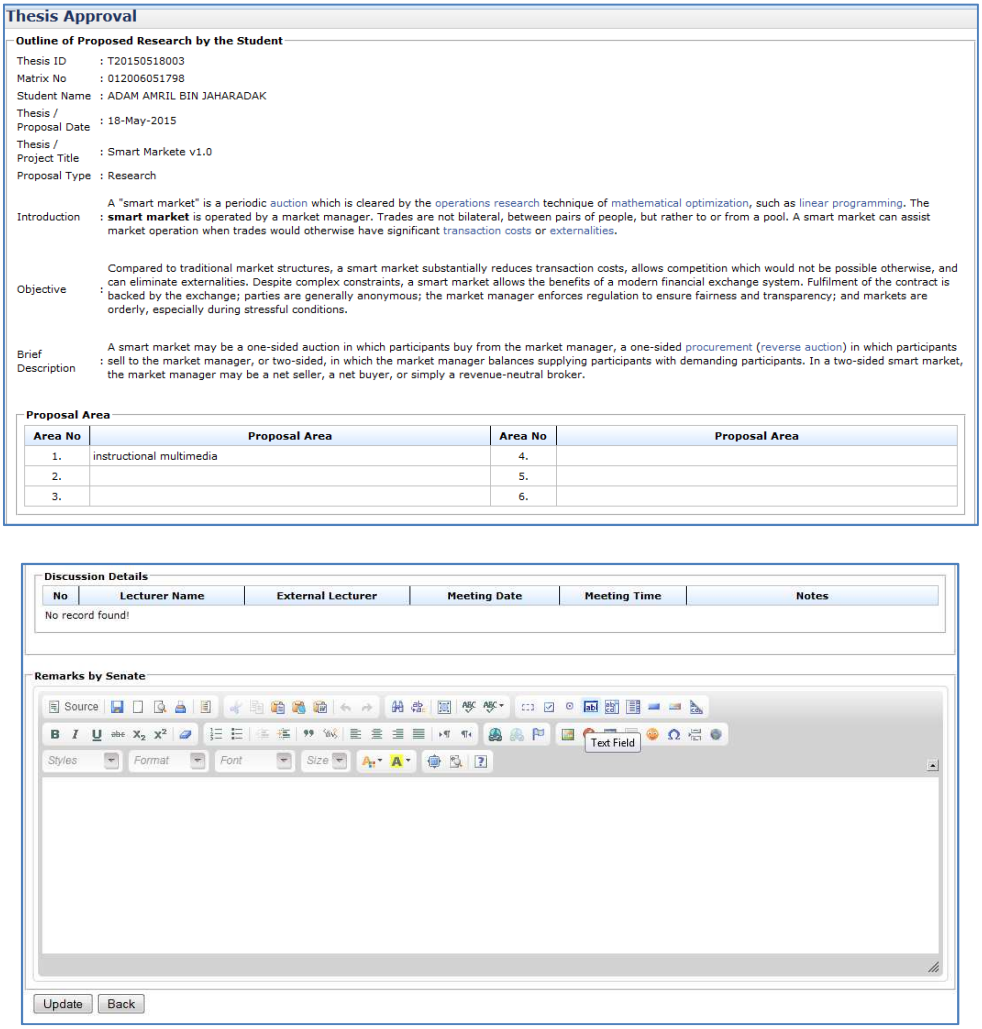

Figure 20: Remarks by Senate

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.

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7.2.2 Change and View Supervisor/Co-supervisor

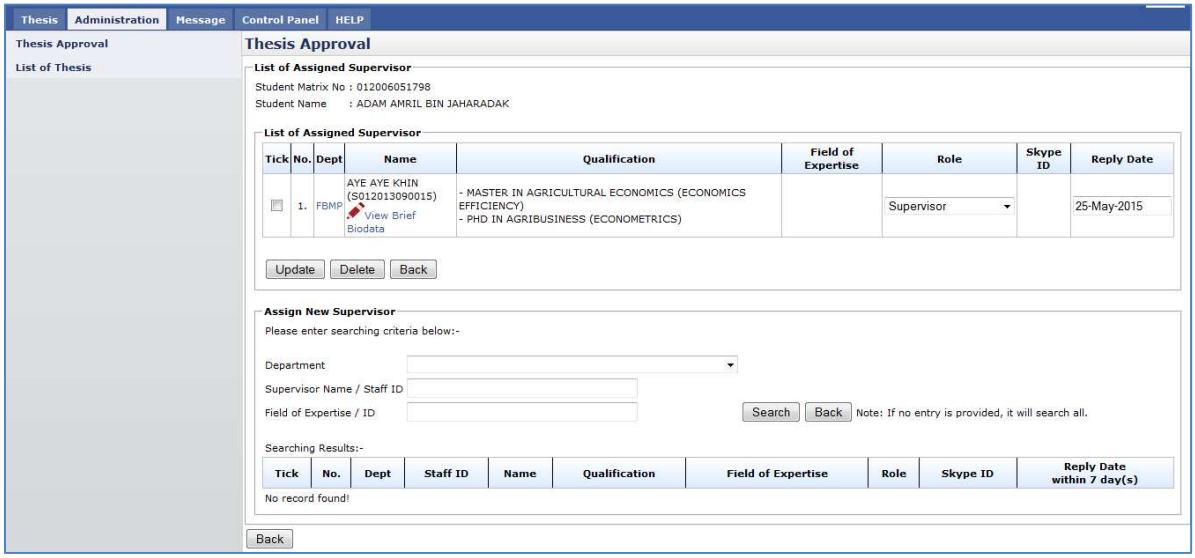
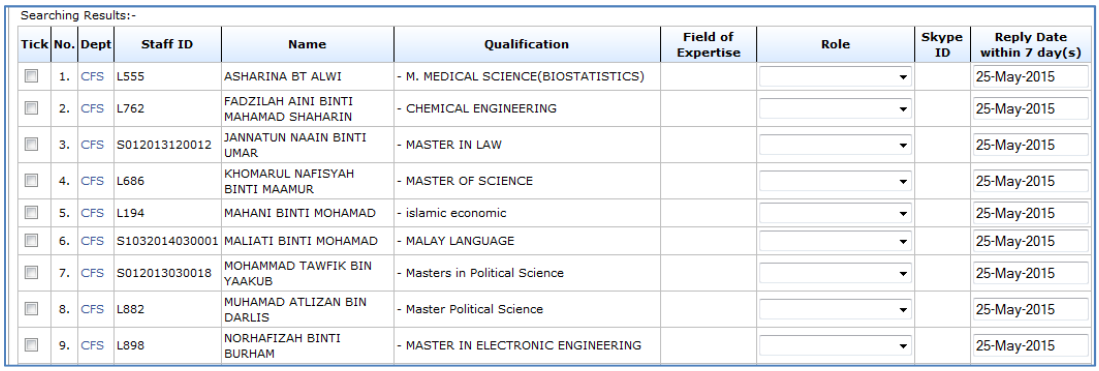


Figure 21: Change Supervisor/Co-Supervisor

Steps:-

1. 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:-
    a. **Department**
    b. **Supervisor Name / Staff ID**
    c. **Field of Expertise / Expertise ID**
2. If there is no entry provided, the search will display all the staff.



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

Figure 22: Search Result with no searching criteria provided

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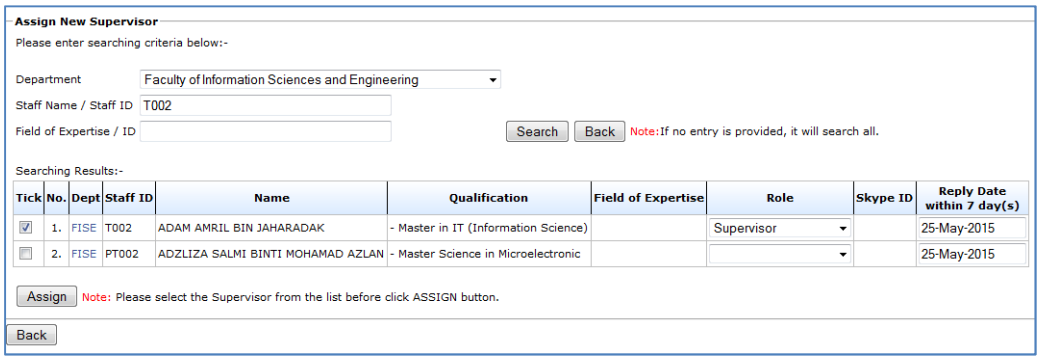

Figure 23: Search Result with searching criteria provided

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

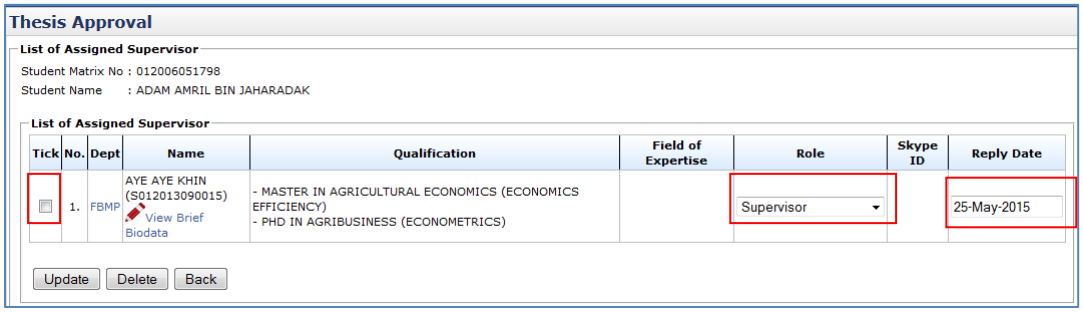

Figure 24: List of Assigned Supervisor

7. 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.
8. To View brief biodata of the staff click

.
9. 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.

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7.2.2.1 View Brief Biodata

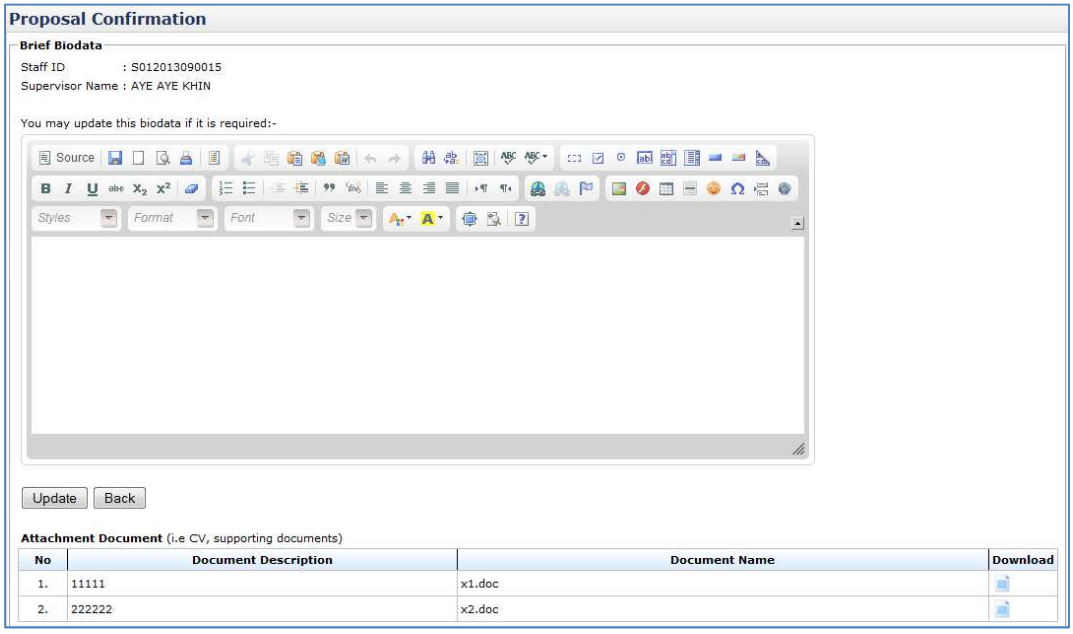

Figure 25: View and Update Supervisor Biodata

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.

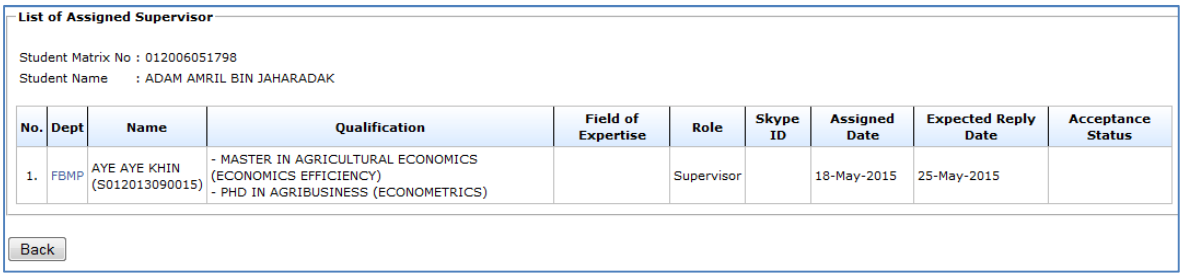

Figure 26: View Supervisor Assigned

Steps:-

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

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7.2.3 Upload Attachment

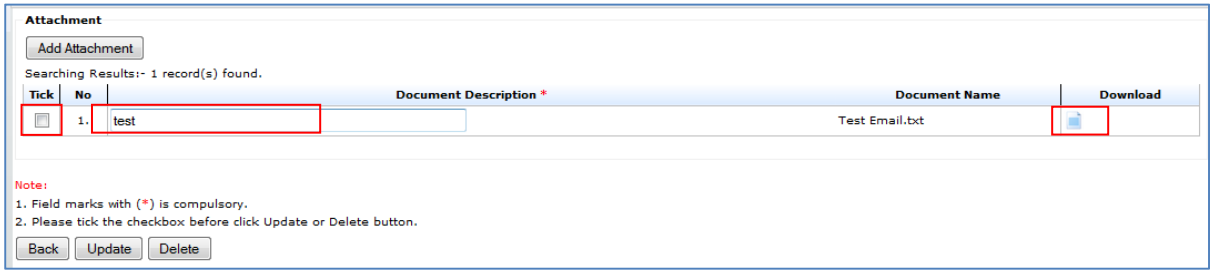

Figure 27: Upload Attachment

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

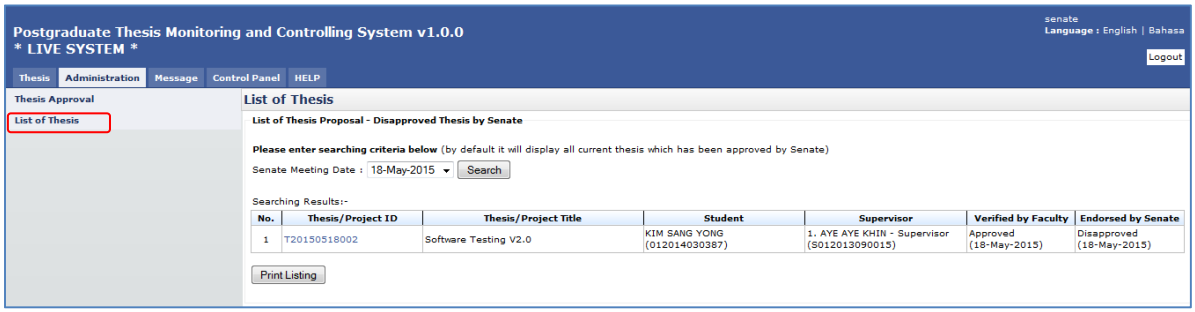

Figure 28: List of Thesis proposal - Disapproved

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.

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7.3.1 Generate File

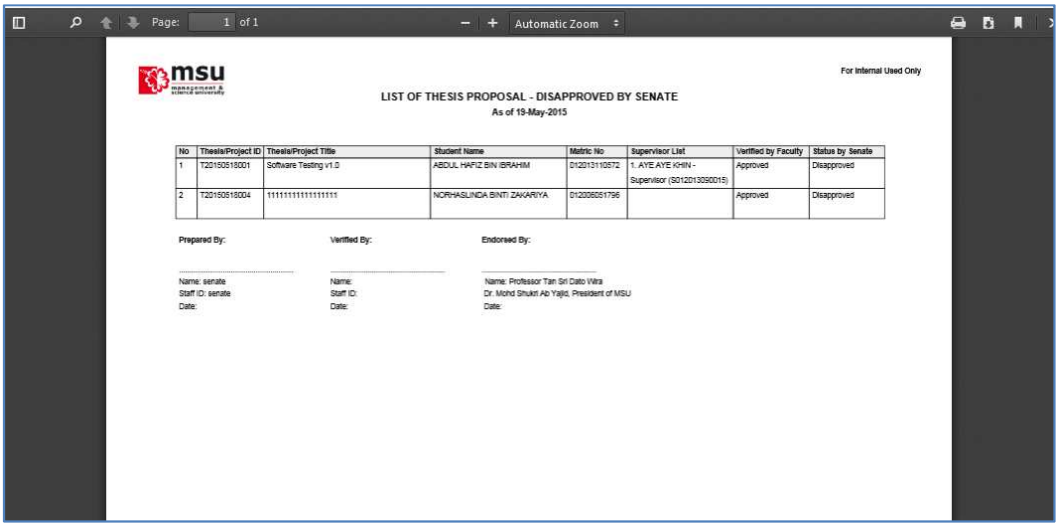

Figure 29: List of Disapproved Thesis by Senate

Steps:-

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

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8 Message

8.1 Inbox

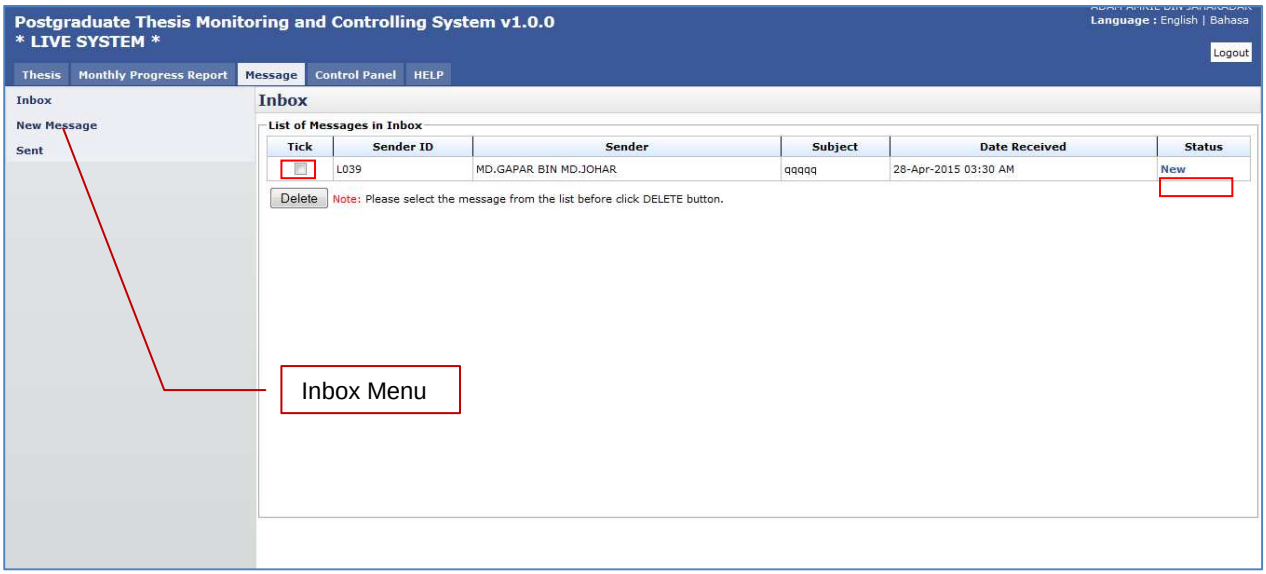

Figure 30: Message

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

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8.1.1 View Message

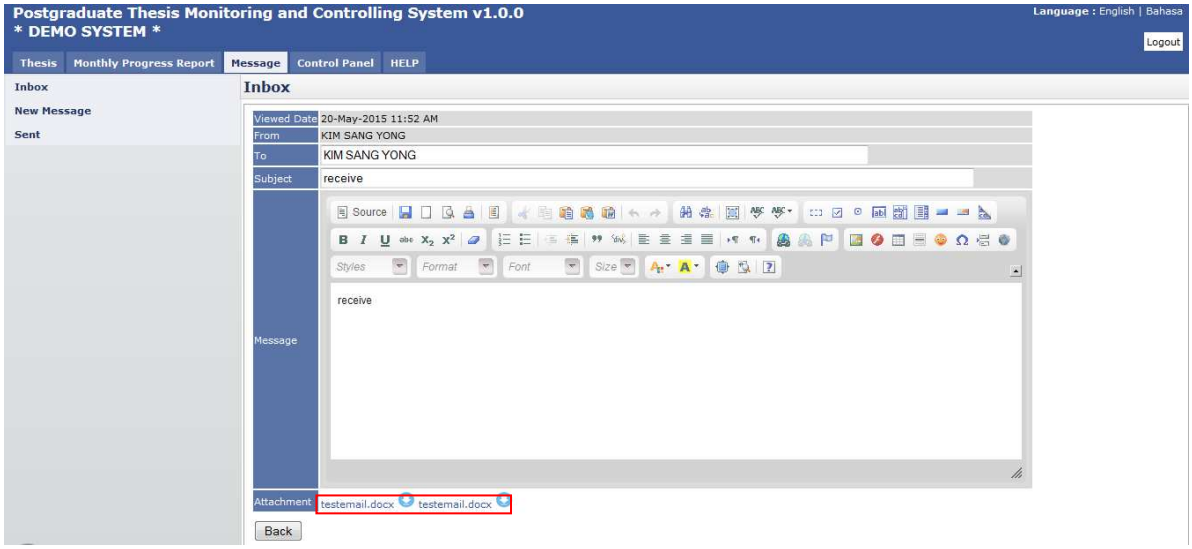

Figure 31: Read Message

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.

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8.2 New Message

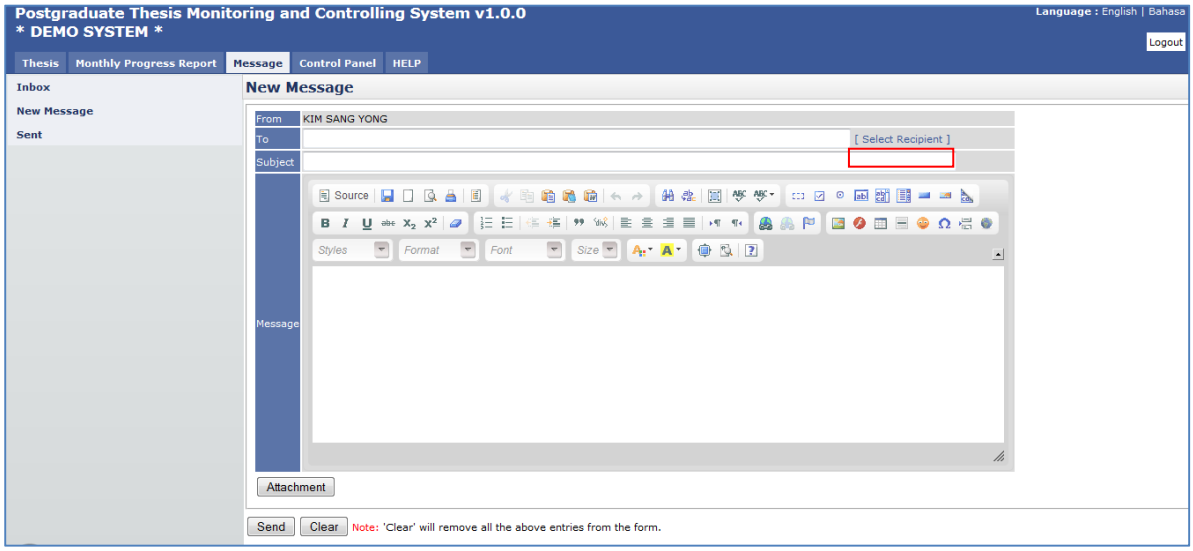

Figure 32: New Message

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.

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8.2.1 Select Recipient

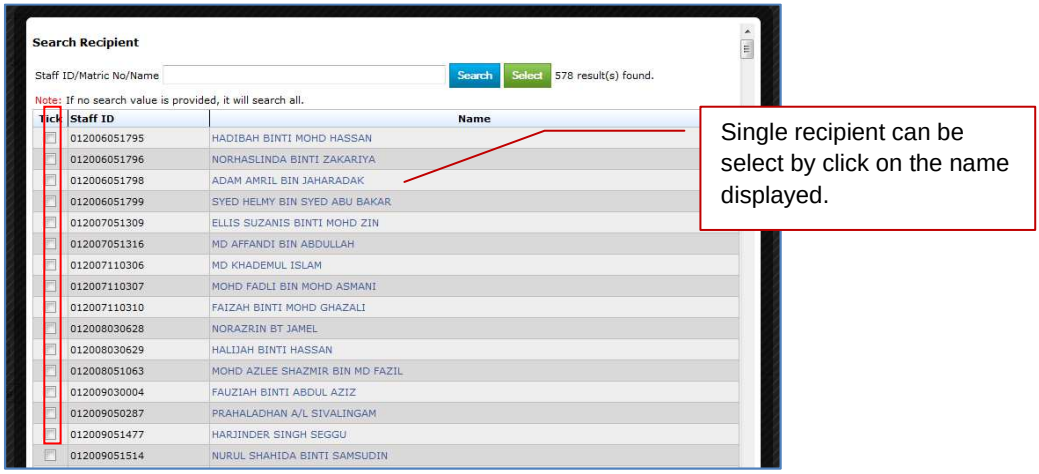

Figure 33: Select Recipient

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

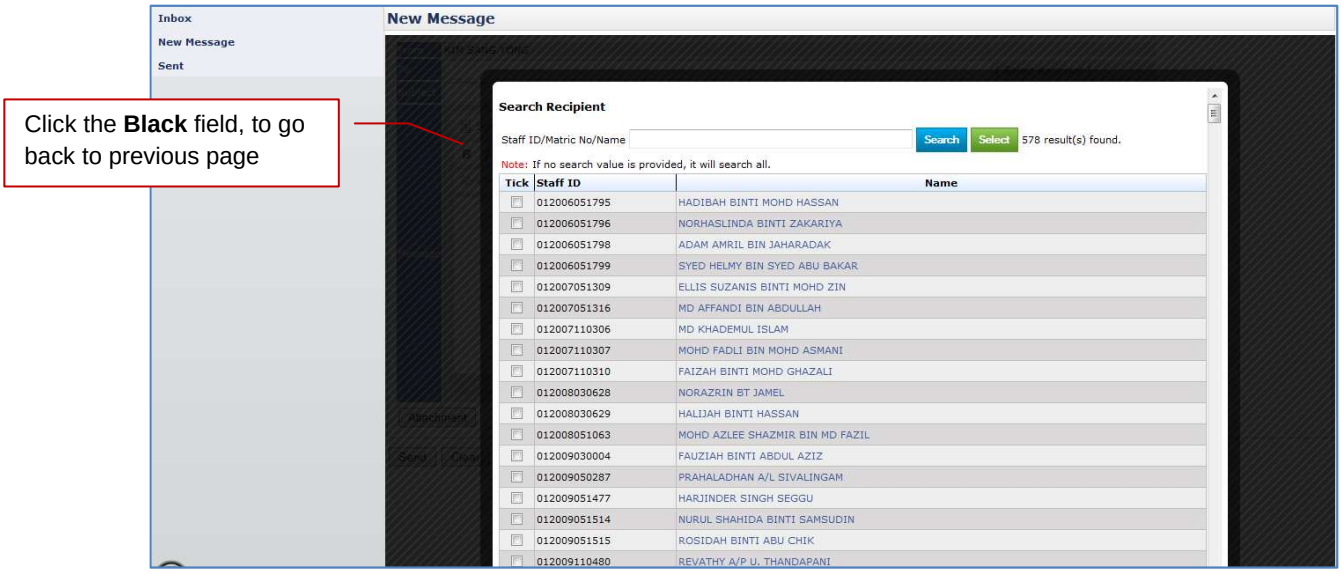

Figure 34: Select Recipient- Next Section

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8.2.2 Upload Attachment

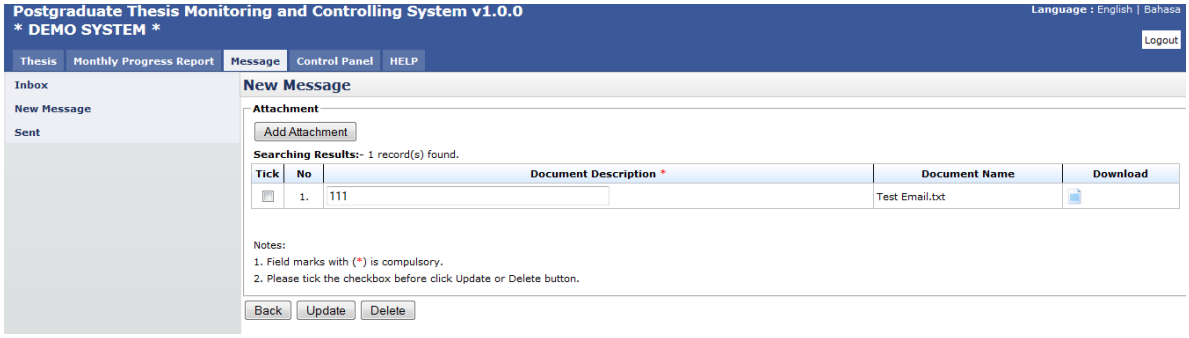

Figure 35: Upload Attachment

Steps:-

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

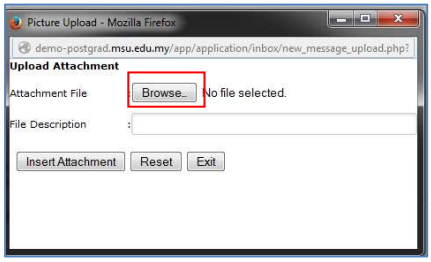

Figure 36: Upload Attachment- Next Section

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

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8.3 Sent

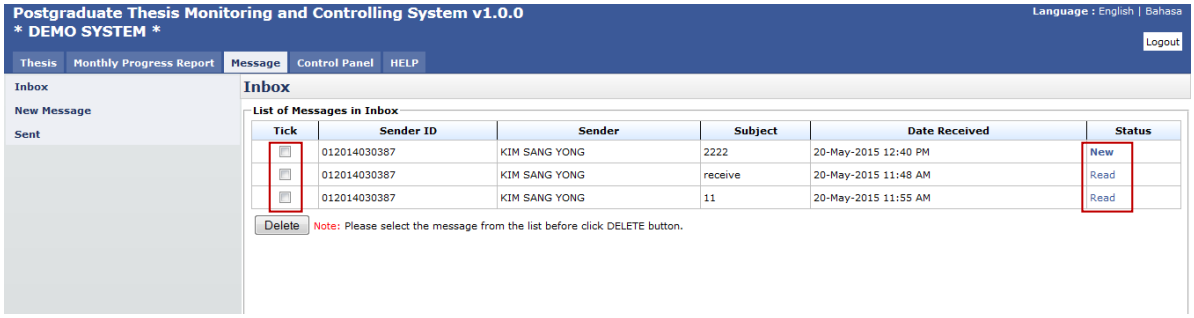

Figure 37: Sent

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.

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8.3.1 Read Message

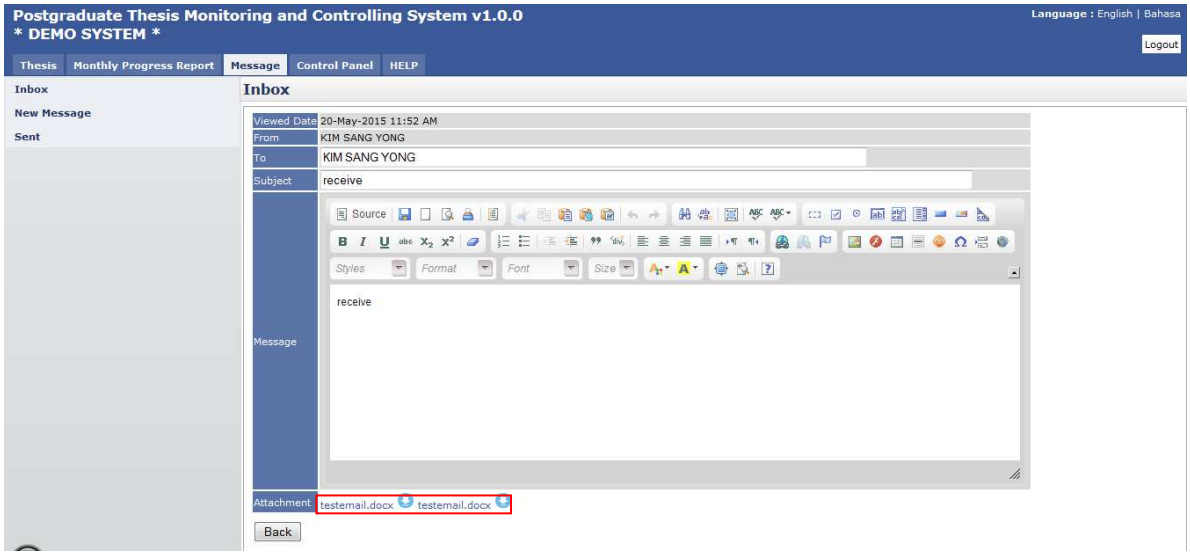

Figure 38: Read Message

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.

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9 Help

9.1 Online help - Student

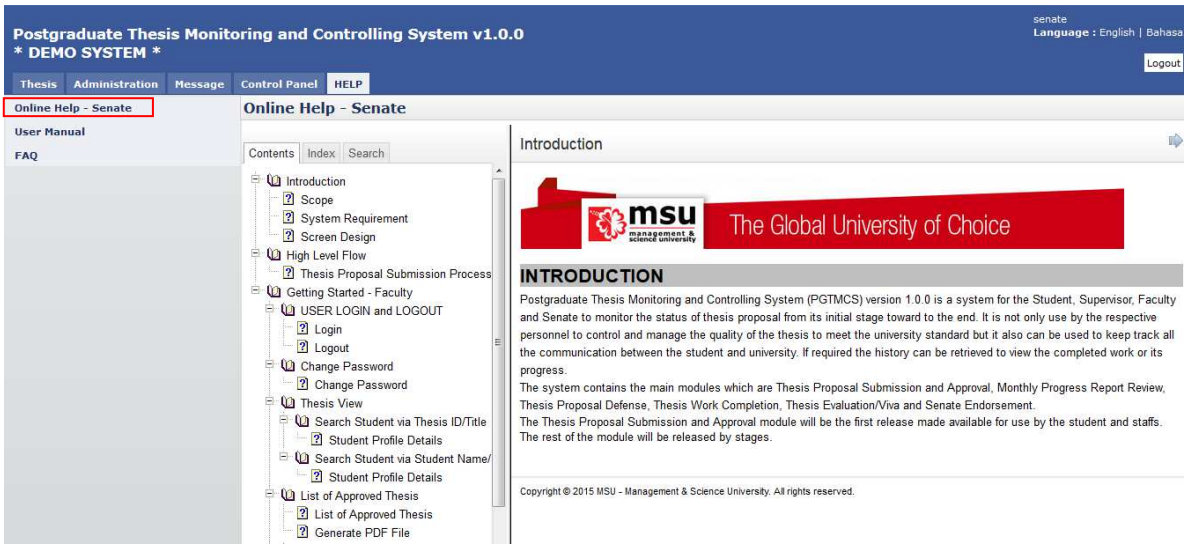

Figure 39: Online Help

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.

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9.2 User Manual

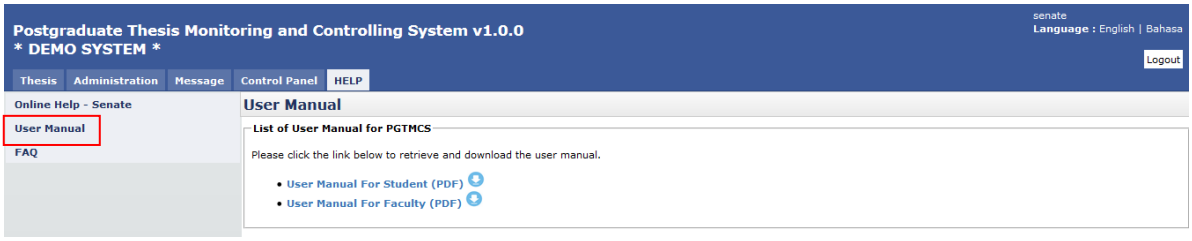

Figure 40: User Manual

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.

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9.3 FAQ

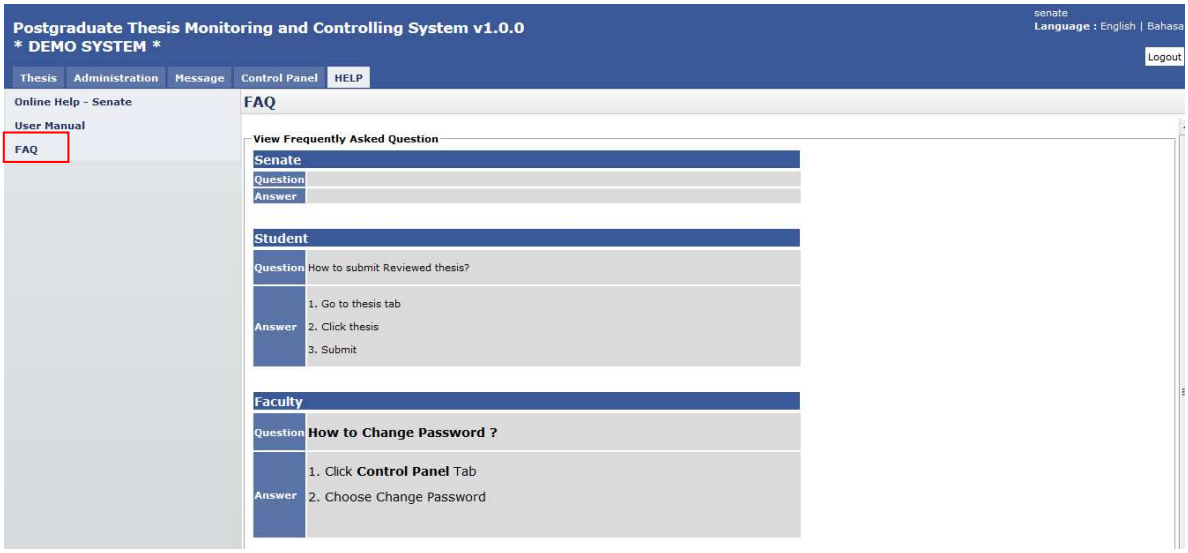

Figure 41: FAQ

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.

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APPENDIX

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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

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	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.

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

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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

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	Approved with Changes

Thank you,

Best Regards,

Management & Science University

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

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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

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

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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

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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)
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Thank you,

Best Regards,

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