



New Student Information System

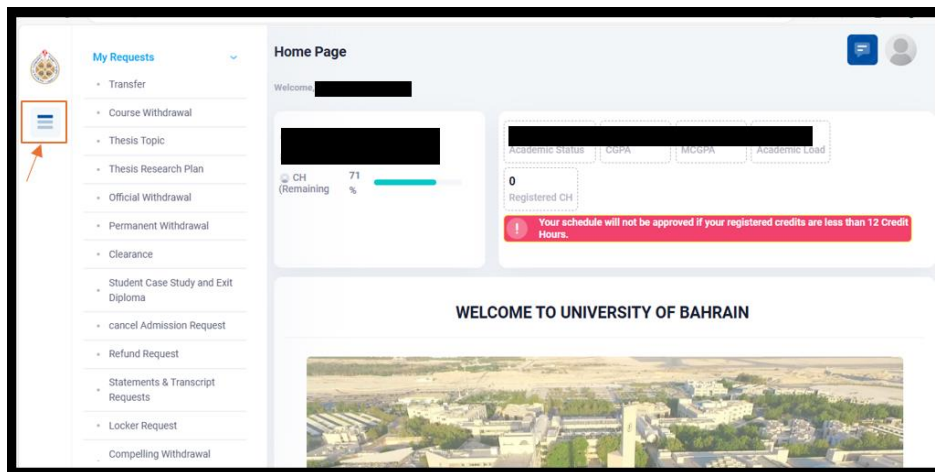
User Manual

User Account: Student
Request: Thesis Request

Request Overview:

The submission of a thesis request is conducted in two primary stages: **Stage One:** The student is required to select a thesis title and a supervisor. This selection must be approved by both the department head and the chosen supervisor. **Stage Two:** Upon receiving approval for the thesis title and supervisor, the student may proceed to submit a request for a thesis research plan. This request will be reviewed by the department head and the faculty members.

Steps to make the request:



1. Accessing the System:

- Navigate to the homepage.
- Click on the left side of the page as depicted in the image to display the navigation menu.
- Select "My Requests" and then choose "Thesis Topic."



Student ID Student Name Major Enrollment Status Mobile No.

Sorry there is no Topics under this Topic. Kindly contact Head of Department or Program Advisor.

Topic Sub Topic Supervisor

Select Select Select Save

- If the option to select a thesis topic and supervisor is unavailable, this indicates that the "Topics and Supervisors" list has not yet been approved by the Dean of Graduate Studies.

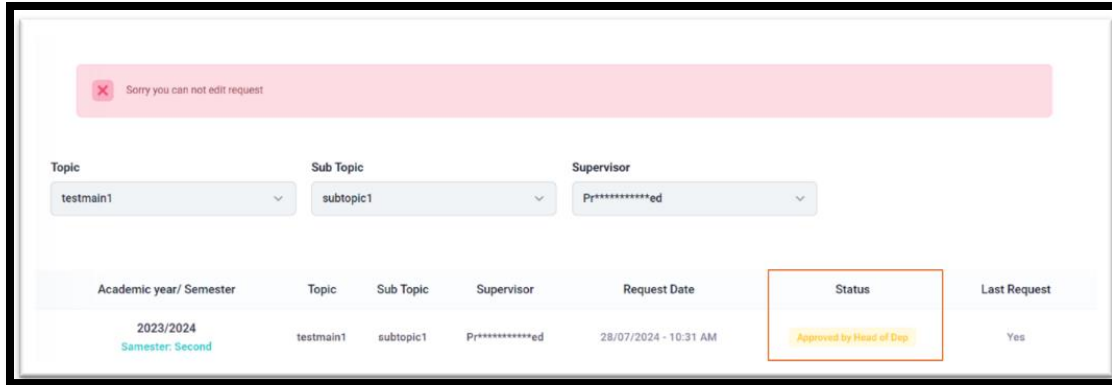
Topic Sub Topic Supervisor

Civil Law Intellectual Property DR*****LA Save

| Academic year/ Semester | Topic | Sub Topic | Supervisor | Request Date | Status | Last Request |
|-------------------------------|-----------|-----------------------|------------|-----------------------|--------|--------------|
| 2023/2024 Semester: Second | Civil Law | Intellectual Property | DR*****LA | 22/07/2024 - 10:19 AM | New | Yes |

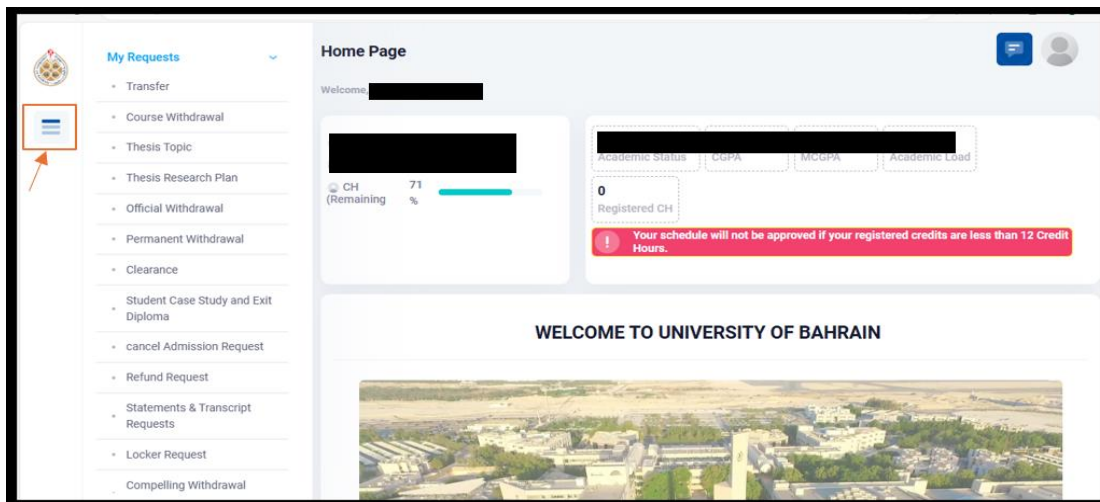
2. Selecting a Thesis Topic and Supervisor

- Once the "Topics and Supervisors" lists are approved, they will become available. You can then:
 - Select a topic from the first list.
 - Select a subtopic from the second list.
 - Choose a supervisor from the third list.
- After making your selections, click "Save."
- The status of your request can be monitored under the "Status" section.

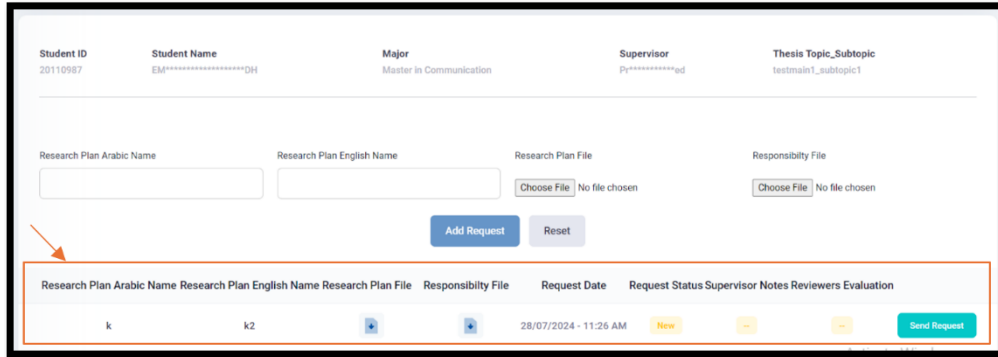


3. Approval Process:

- The status of your request will update upon approval by the department head, completing the first stage of the process.



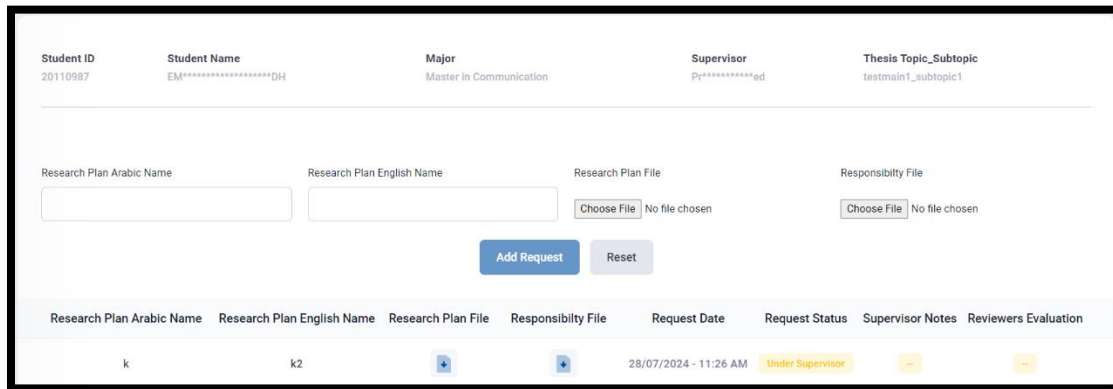
- After receiving approval for the thesis topic and supervisor, navigate back to "My Requests" and select "Thesis Research Plan."



| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File | Request Date | Request Status | Supervisor Notes | Reviewers Evaluation |
|---------------------------|----------------------------|--------------------|---------------------|-----------------------|----------------|------------------|----------------------|
| k | k2 | | | 28/07/2024 - 11:26 AM | New | | |

4. Submitting a Thesis Research Plan:

- Enter the name of the research plan in both Arabic and English.
- Upload the research plan document and the responsibility agreement by clicking on "Choose File."
- Click "Add a Request." The request line will appear, allowing you to edit your attached documents.
- To finalize the request, click "Send Request."



| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File | Request Date | Request Status | Supervisor Notes | Reviewers Evaluation |
|---------------------------|----------------------------|--------------------|---------------------|-----------------------|------------------|------------------|----------------------|
| k | k2 | | | 28/07/2024 - 11:26 AM | Under Supervisor | | |

5. Review and Final Approval:

- After submitting the request, the status will change to "Under Supervisor."



| Student ID | Student Name | Major | Supervisor | Thesis Topic_Subtopic |
|------------|-------------------|-------------------------|------------|-----------------------|
| 202011023 | SA*****[REDACTED] | Master in Communication | Pt*****ed | testmain1_subtopic1 |

| | | | |
|---------------------------|----------------------------|---|---|
| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File |
| <input type="text"/> | <input type="text"/> | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Choose File"/> No file chosen |

| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File | Request Date | Request Status | Supervisor Notes | Reviewers Evaluation |
|---------------------------|----------------------------|--|--|-----------------------|------------------------|---|---|
| k1 | k2 | <input type="button" value="Choose File"/> | <input type="button" value="Choose File"/> | 28/07/2024 - 11:38 AM | Approved by Supervisor | <input type="button" value="Add Note"/> | <input type="button" value="Add Review"/> |

- Subsequently, the status will be updated to either 'Accepted' or 'Rejected' by the supervisor.

| Student ID | Student Name | Major | Supervisor | Thesis Topic_Subtopic |
|------------|--------------|-------------------------|------------|-----------------------|
| 202000076 | AB*****ED | Master in Communication | Pt*****ed | testmain1_subtopic1 |

| | | | |
|---------------------------|----------------------------|---|---|
| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File |
| <input type="text"/> | <input type="text"/> | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Choose File"/> No file chosen |

| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File | Request Date | Request Status | Supervisor Notes | Reviewers Evaluation |
|---------------------------|----------------------------|--|--|-----------------------|----------------|---|---|
| k1 | k2 | <input type="button" value="Choose File"/> | <input type="button" value="Choose File"/> | 28/07/2024 - 11:41 AM | Under Reviewer | <input type="button" value="Add Note"/> | <input type="button" value="Add Review"/> |

- The status will then update to “Approved or Rejected by Supervisor.” If approved, the request status will change to “Under Reviewers.”



| Student ID | Student Name | Major | Supervisor | Thesis Topic_Subtopic |
|------------|--------------|-------------------------|------------|-----------------------|
| 20110987 | EM*****DH | Master in Communication | Pr*****ed | testmain1_subtopic1 |

| | | | |
|---------------------------|----------------------------|---|---|
| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File |
| <input type="text"/> | <input type="text"/> | <input type="button" value="Choose File"/> No file chosen | <input type="button" value="Choose File"/> No file chosen |

| Research Plan Arabic Name | Research Plan English Name | Research Plan File | Responsibility File | Request Date | Request Status | Supervisor Notes | Reviewers Evaluation |
|---------------------------|----------------------------|---|---------------------|--------------|----------------|------------------|----------------------|
| k | k2 | <input 143="" 380="" 420"="" 891="" button"="" data-label="List-Group" type="button" value="+</input></td><td>28/07/2024 - 11:26 AM</td><td>Approved by Head of Dep</td><td>--</td><td>--</td></tr></tbody></table></div><div data-bbox="/> <ul style="list-style-type: none">● In the final step of stage two, following the review of the research plan, the request status will change to “Approved or Rejected by the Head of Department.” | | | | | |



A diagram showing the steps for request a thesis:

