



# New Student Information System User Manual

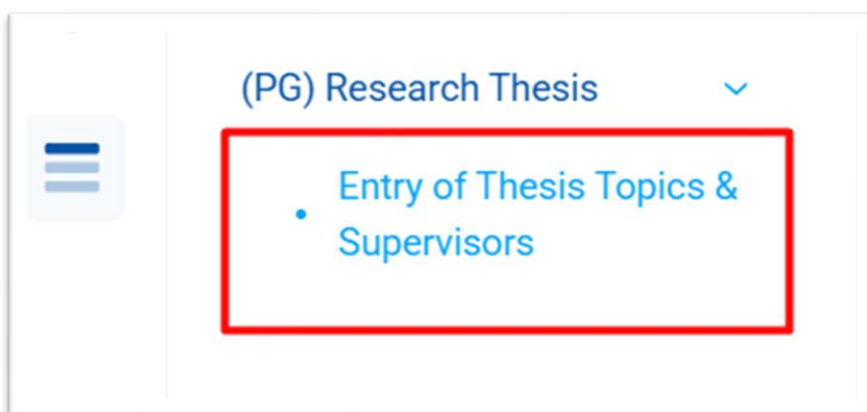
User Account: Head of Department  
Function: Entry of Thesis Topics &  
Supervisors

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## A. System Overview

- From the PG Research Thesis menu, the head of department can select the screen “**Entry of Thesis Topics & Supervisors**”.



*Figure 1 – Entry of Thesis Topics & Supervisors Screen*

## B. Instructions

Through this function, the Head of Department can add the topics, sub topics, and supervisor of the PG majors provided by his department, so that the PG students applying for Thesis can choose from in their requests.

### 1. Searching

- HOD can press the "Search" button.
- System show the "Thesis Topics" section to enter the required data.

Home / (PG) Research Thesis / Entry of Thesis Topics & Supervisors

Academic Year: 2025/2026 Semester: First College: College of Arts Department: Arabic and Islamic Studies

**Search** Reset

**THESIS TOPICS**

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	topic 1	topic 1	>>		
Master of Arts in Arabic Language and Literature					

**Submit To Dean**

Figure 2 – Searching for Thesis Topics

## 2. Adding Topic

- HOD selects the major provided to PG students from "Major" list.
- Then enters the "Topic Name (AR)", and "Topic Name (EN)" Then presses "Add" icon.

Home / (PG) Research Thesis / Entry of Thesis Topics & Supervisors

Academic Year: 2025/2026 Semester: First College: College of Arts Department: Arabic and Islamic Studies

Search Reset

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	topic 1	topic 1	>>		
Master of Arts in Arabic Language and Literature					

Submit To Dean

Figure 3 – Adding Topic

### 3. Updating Topic




- The HOD edits the "Topic Name (AR)", and "Topic Name (EN)".
- Then the HOD presses "**Update**" icon button.

Home / (PG) Research Thesis / Entry of Thesis Topics & Supervisors

Academic Year: 2025/2026 Semester: First College: College of Arts Department: Arabic and Islamic Studies

Search Reset

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	Main Topic	Main Topic	>>		
Master of Arts in Arabic Language and Literature					

Submit To Dean

Figure 4 – Updating Topic

## 4. Deleting Topic




- The HOD presses "**Delete**" icon button.

Home / (PG) Research Thesis / Entry of Thesis Topics & Supervisors

Academic Year: 2025/2026 Semester: First College: College of Arts Department: Arabic and Islamic Studies

Search Reset

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	Main Topic	Main Topic	>>		
Master of Arts in Arabic Language and Literature					

Submit To Dean

Figure 5 – Deleting Topic

## 5. Adding Sub Topic

- The HOD can press "Sub Topic" icon ">>" to add the sub topics for the entered Topic.
- System shows the "Sub Topic" section.
- HOD enters the "Sub-Topic Name (AR)", and "Sub-Topic Name (EN)" Then presses "Add" icon.

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	Main Topic	Main Topic	>>		
Master of Arts in Arabic Language and Literature			+		

SUB TOPIC

Sub-Topic Name (AR)	Sub-Topic Name (EN)	Supervisor		
sub 1	sub 1	>>		
			+	

Submit To Dean




Figure 6 – Adding Sub Topic






## 6. Updating Sub Topic

- The HOD edits the "Sub-Topic Name (AR)", and "Sub-Topic Name (EN)".
- Then the HOD presses "**Update**" icon button.

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	Main Topic	Main Topic	>>		
Master of Arts in Arabic Language and Literature					

SUB TOPIC

Sub-Topic Name (AR)	Sub-Topic Name (EN)	Supervisor		
موضوع فرعي	Sub-Topic	>>		
				




Figure 7 – Updating Sub Topic

## 7. Deleting Sub Topic

- The HOD presses "**Delete**" icon button.

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	Main Topic	Main Topic	>>		
Master of Arts in Arabic Language and Literature			+		

SUB TOPIC

Sub-Topic Name (AR)	Sub-Topic Name (EN)	Supervisor		
موضوع فرعي	Sub-Topic	>>		
			+	

Submit To Dean

Figure 8 – Deleting Sub Topic

## 8. Adding Supervisor

The HOD can press "**Supervisor**" icon ">>" to add the supervisor for the entered Sub-Topic.

- System show the "**Supervisor**" section.
- HOD presses the search icon, and the system popup filter screen to search for a "**Faculty member**".
- Then presses "**Select**" button, and system display in "**Supervisor Name**".

THESIS TOPICS

Major	Topic Name (AR)	Topic Name (EN)	Sub Topic		
Master of Arts in Arabic Language and Literature	Main Topic	Main Topic	>>		
Master of Arts in Arabic Language and Literature			+		

SUB TOPIC

Sub-Topic Name (AR)	Sub-Topic Name (EN)	Supervisor		
موضوع عربي	Sub-Topic	>>		
		+		

SUPERVISOR

Supervisor Name
Staff Name

Submit To Dean

Figure 9 –Adding Supervisor

Faculty Staff Advanced Search

**Search Result**  
10 Record

	Faculty Name	Associated Department	Job Degree
<input type="radio"/>	DR. ABDUL GHANI HAMEED KHALAF ALKUBISI	Arabic and Islamic Studies	Professor
<input type="radio"/>	Dr. AHMED ABDELAZIZ SELIM	Arabic and Islamic Studies	Professor
<input type="radio"/>	DR. MAHMOUD ELSAYED DAOUD	Arabic and Islamic Studies	Professor
<input type="radio"/>	Dr. Omar Hamdan Rewjaa AlKubaisi	Arabic and Islamic Studies	Professor
<input type="radio"/>	PROF. ABDELFAHAT AHMED YOUSIF	Arabic and Islamic Studies	Professor
<input type="radio"/>	Prof. Abdelouhab Ferhat	Arabic and Islamic Studies	Professor
<input type="radio"/>	Prof. BASEM AHMED AAMER	Arabic and Islamic Studies	Professor
<input type="radio"/>	Prof. Dr.Ahmad Mohamad Wais	Arabic and Islamic Studies	Professor
<input checked="" type="radio"/>	Prof. Ruqaya Alalwani	Arabic and Islamic Studies	Professor
<input type="radio"/>	PROF. YAHYA MOHAMED RABIE	Arabic and Islamic Studies	Professor

10 ▾

Figure 10 – Selecting Supervisor

## 9. Deleting Supervisor

- The HOD presses "**Delete**" icon button.

SUPERVISOR

Supervisor Name
PROF. RUQAYA ALALWANI

Staff Name

Figure 11 – Deleting Supervisor

## 10. Submit To Dean

After adding all the Topics/ Sub-Topics/ Supervisors, HOD then presses **"Submit To Dean"** button for approval.

- System hides action buttons (Add, Edit, Delete).

The screenshot displays a web interface for adding academic topics and supervisors. It includes sections for 'Main Topic', 'SUB TOPIC', and 'SUPERVISOR'. Each section has input fields for names in Arabic and English, and a 'Supervisor' field. Action buttons like '>>', '+', and a red square are visible. At the bottom, a blue 'Submit To Dean' button is highlighted with a red box and an arrow pointing to it.

Figure 12 – Submitting To Dean

*Figure 13 – After Submitting To Dean*