



## 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

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

**Search** **Reset**

**THESES 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					

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

**Search** **Reset**

**THESES 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				

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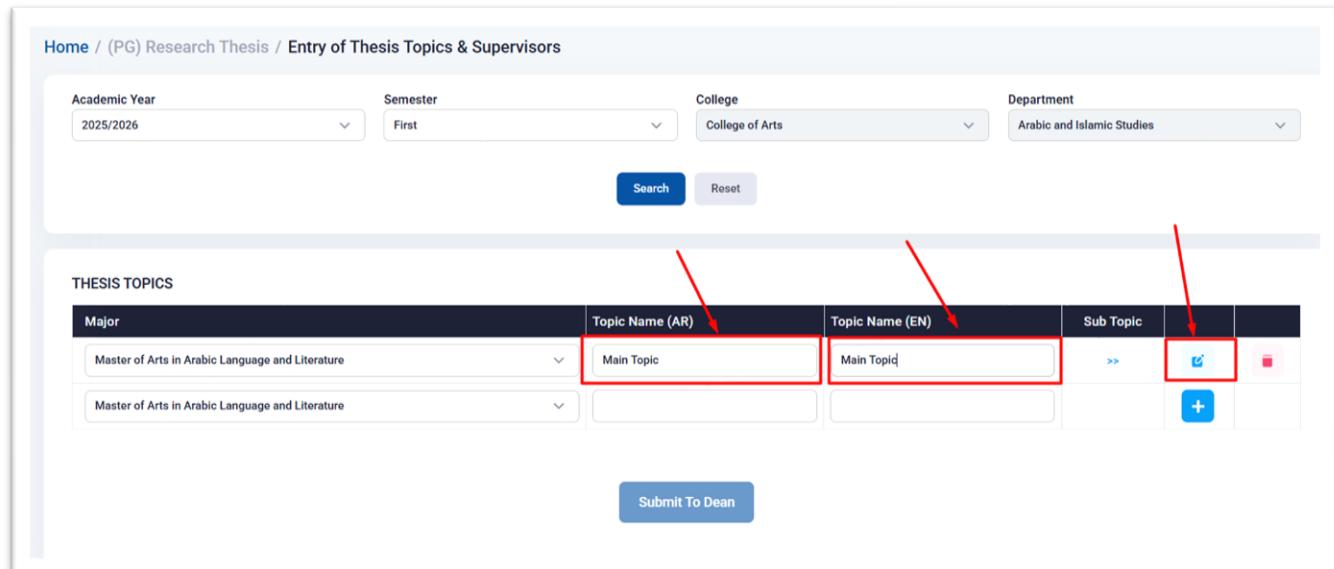


Figure 4 – Updating Topic

## 4. Deleting Topic

- The HOD presses “**Delete**” icon button.

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

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

**Search** **Reset**

**THESES 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.

THESES 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.

THESES 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	
موضع فرضي	Sub-Topic	>>	

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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 آر.بي	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	
مروجع فرعي	Sub-Topic	>>	 
			

SUPERVISOR

Supervisor Name
Staff Name 



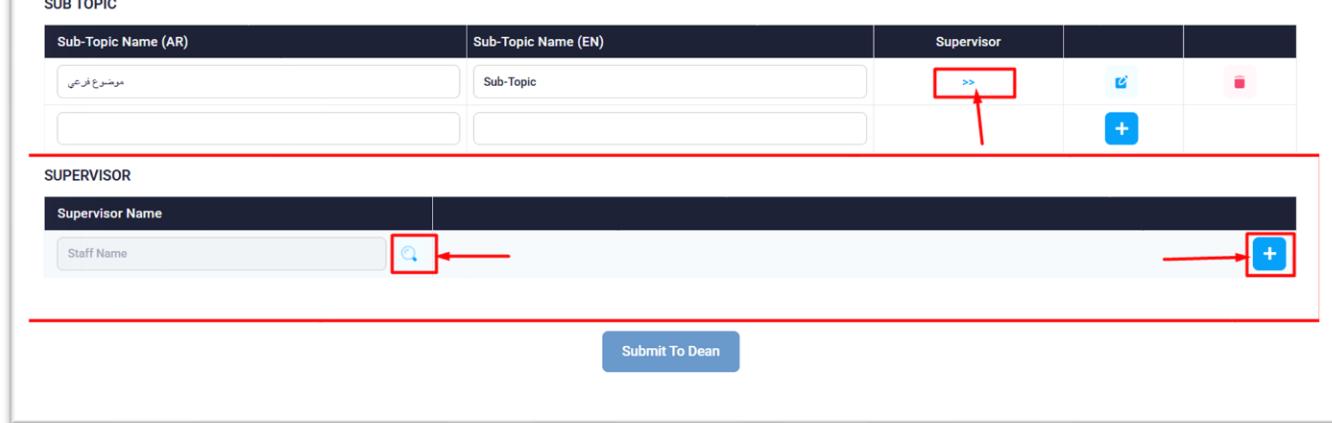


Figure 9 –Adding Supervisor

Faculty Staff Advanced Search

Cancel

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. ABDELFATTAH AHMED YOUSIF	Arabic and Islamic Studies	Professor
<input type="radio"/>	Prof. Abdelouahab 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	<input type="button" value="Delete"/>
PROF. RUQAYA ALALWANI	<input type="button" value="Delete"/>
Staff Name <input type="text"/> <input type="button" value="Search"/>	<input type="button" value="Add"/>

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 shows a software interface for managing academic topics. At the top, there are dropdown menus for 'Main Topic' and 'Sub-Topic' selection, along with buttons for 'Edit' and 'Delete'. Below this, the 'SUB TOPIC' section is visible, featuring a table with columns for 'Sub-Topic Name (AR)' and 'Sub-Topic Name (EN)'. A row in this table contains the text 'دروز فرنسي' in the AR column and 'Sub-Topic' in the EN column. To the right of the table are buttons for 'Edit' and 'Delete', and a blue '+' button. Further down, the 'SUPERVISOR' section is shown, with a table containing the supervisor's name 'PROF. RUQAYA ALALWANI'. Below this table is a search bar for 'Staff Name' with a magnifying glass icon and a blue '+' button. At the bottom center of the interface is a prominent blue button labeled 'Submit To Dean', which is highlighted with a red rectangular box and a red arrow pointing to it from the bottom right.

Figure 12 – Submitting To Dean

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			
Thesis Topics Submitted to Dean for Approval			

SUB TOPIC

Sub-Topic Name (AR)	Sub-Topic Name (EN)	Supervisor
موجز عن فناني	Sub-Topic	>>

SUPERVISOR

Supervisor Name	
PROF. RUQAYA ALALWANI	
Staff Name	🔍

Figure 13 – After Submitting To Dean