



## New Student Information System User Manual

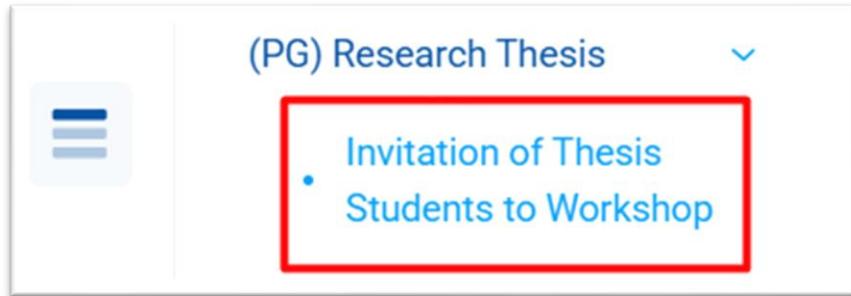
User Account: Head of Department  
Function: Invitation of Thesis Students to  
Workshop

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## A. System Overview

- From the (PG) Search Thesis menu, the head of department can select the screen “**Invitation of Thesis Students to Workshop**” to search for the students with their registered thesis courses.



- Figure 1 – Invitation of Thesis Students to Workshop Screen

## B. Instructions

This screen allows the Head of Department to filter students based on many criteria can View PG Students with their thesis registered courses.

### 1. Searching for students with their registered thesis courses

- Head of Department selects the "Major" from search criteria.
- Then presses "**Search**" button
- System displays students with their registered thesis courses in the search result.

SY\*\*\*\*\*ER / HEAD OF DEPARTMENT  
2025/2026 - FIRST

Home / (PG) Research Thesis / Invitation of Thesis Students to Workshop

Academic Year: 2025/2026 Semester: First College: College of Engineering Department: Architecture and Interior Design

Major: Doctor of Philosophy in Architecture

Search Reset

Figure 2 - Search for students

## 2. View the PG students with their registered thesis courses

Home / (PG) Research Thesis / Invitation of Thesis Students to Workshop

Academic Year: 2025/2026 Semester: First College: College of Engineering Department: Architecture and Interior Design

Major: Doctor of Philosophy in Architecture

Search Reset Export to Excel

Search Result 5 Record

| Student Id | Student Name | Major                                | Registered Courses  |
|------------|--------------|--------------------------------------|---------------------|
| 19931794   | AF*****ED    | Doctor of Philosophy in Architecture | ARCH750 From 2025-1 |
| 20033012   | MA*****EL    | Doctor of Philosophy in Architecture | ARCH770 From 2025-1 |
| 20052319   | MA*****ID    | Doctor of Philosophy in Architecture | ARCH770 From 2025-1 |
| 20080826   | AM*****LA    | Doctor of Philosophy in Architecture | ARCH750 From 2025-1 |
| 202301030  | NO*****WI    | Doctor of Philosophy in Architecture | ARCH750 From 2025-1 |

Figure 3 – View Registered Thesis Courses