



New Student Information System User Manual

User Account: Head of Department

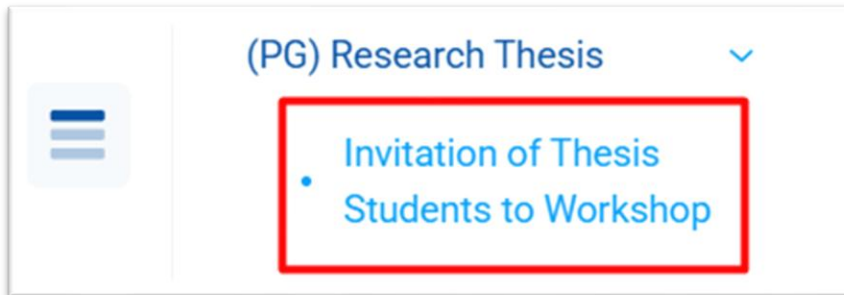
Function: Invitation of Thesis Students to
Workshop

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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

Search Result 5 Record [Export to Excel](#)

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*****WJ	Doctor of Philosophy in Architecture	ARCH750 From 2025-1

Figure 3 – View Registered Thesis Courses