



New Student Information System User Manual

User Account: Head of Department

Function: Request of PG Student for Thesis
Topic & Supervisor

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A. System Overview

- From the (PG) Thesis Research menu, the head of department can select the screen **“Request of PG Student for Thesis Topic & Supervisor”** to search for the students’ requests, approve and reject them.

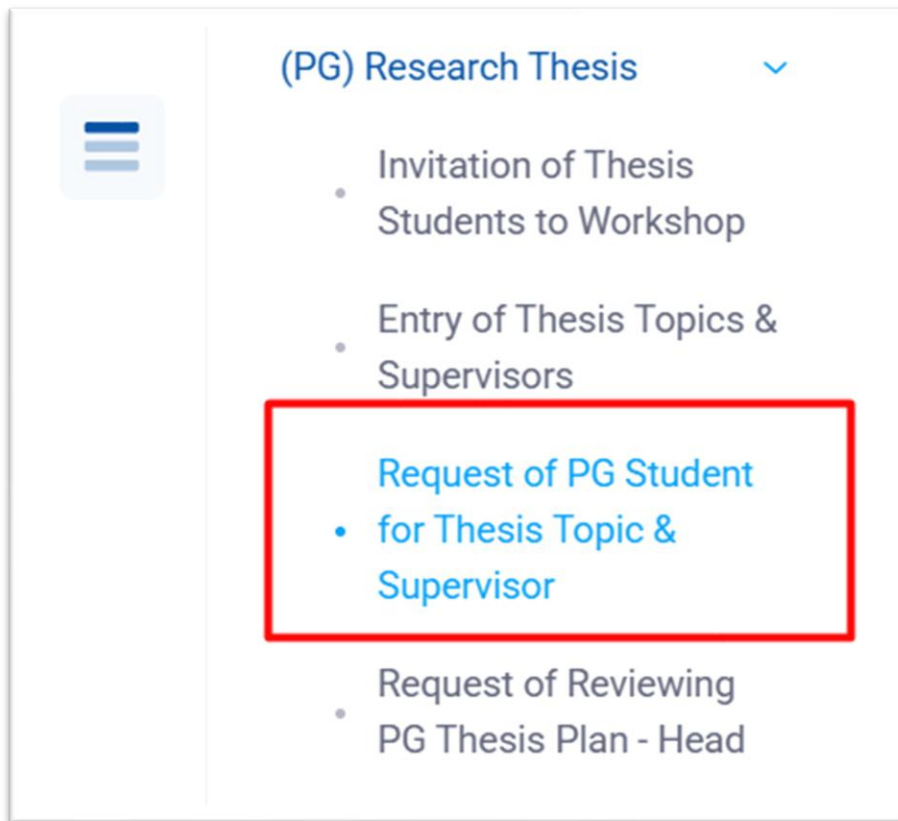


Figure 1 - Request of PG Student for Thesis Topic & Supervisor

B. Instructions

This screen allows Head of Department can approve or reject the PG student's request for Thesis Topic & Supervisor after the Supervisor approval.

1. Searching for students' requests

- HOD can select to search by the request status or use the default status "All".
- Also can use the Student ID to search for specific student.
- Then click "Search" as the system will display in the search result of the PG Students requests for Thesis Topics & Supervisor.

Home / (PG) Research Thesis / Request of PG Student for Thesis Topic & Supervisor

College
College of Arts

Department
Arabic and Islamic Studies

Status
All

Faculty Name
Faculty Name

Student ID

Search Reset

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

Student ID	Major	Topic	Sub Topic	Supervisor	Status		
ID:19980980 ZE*****AR	ماجستير الآداب في اللغة العربية والآداب	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20039021 JA*****GH	ماجستير الآداب في اللغة العربية والآداب	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Supervisor	Approve Student Request	Reject Student Request
ID:20112641 MA*****AL	ماجستير الآداب في اللغة العربية والآداب	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Supervisor	Approve Student Request	Reject Student Request

Figure 2 – Search for students' requests

2. Approving students' requests

- HOD can press the button **"Approve Student Request"** for requests with status **"Approved by Supervisor"**.
- system will update the request status **"Approved by Head of Dep"**.

Search Result							
7 Record							
Export to Excel							
Student ID	Major	Topic	Sub Topic	Supervisor	Status		
ID:19980980 ZE*****AR	ماجستير الآداب في اللغة العربية وأدائها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20039021 JA*****GH	ماجستير الآداب في اللغة العربية وأدائها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20112641 MA*****AL	ماجستير الآداب في اللغة العربية وأدائها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Rejected by Head of Dep.		
ID:20133127 RA*****AD	ماجستير الآداب في اللغة العربية وأدائها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Rejected by Supervisor		
ID:20133127 RA*****AD	ماجستير الآداب في اللغة العربية وأدائها	Main Topic 1	Sub Topic 2	Prof. Ruqaya Alalwani	Rejected by Head of Dep.		
ID:20133937 GH*****MI	ماجستير الآداب في اللغة العربية وأدائها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20154935 HA*****AH	ماجستير الآداب في اللغة العربية وأدائها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Supervisor	Approve Student Request	Reject Student Request
10							

Figure 3 – Approve Student Request

3. Rejecting students' requests

- HOD can press the button "**Reject Student Request**" for requests with status "**Approved by Supervisor**".
- system will update the request status "**Rejected by Head of Dep**".

Search Result							
7 Record							
Export to Excel							
Student ID	Major	Topic	Sub Topic	Supervisor	Status		
ID:19980980 ZE*****AR	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20039021 JA*****GH	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20112641 MA*****AL	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Rejected by Head of Dep.		
ID:20133127 RA*****AD	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Rejected by Supervisor		
ID:20133127 RA*****AD	ماجستير الآداب في اللغة العربية وآدابها	Main Topic 1	Sub Topic 2	Prof. Ruqaya Alalwani	Rejected by Head of Dep.		
ID:20133937 GH*****MI	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep		Reject Student Request
ID:20154935 HA*****AH	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Supervisor	Approve Student Request	Reject Student Request

Figure 4 – Reject Student Request