



## 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.

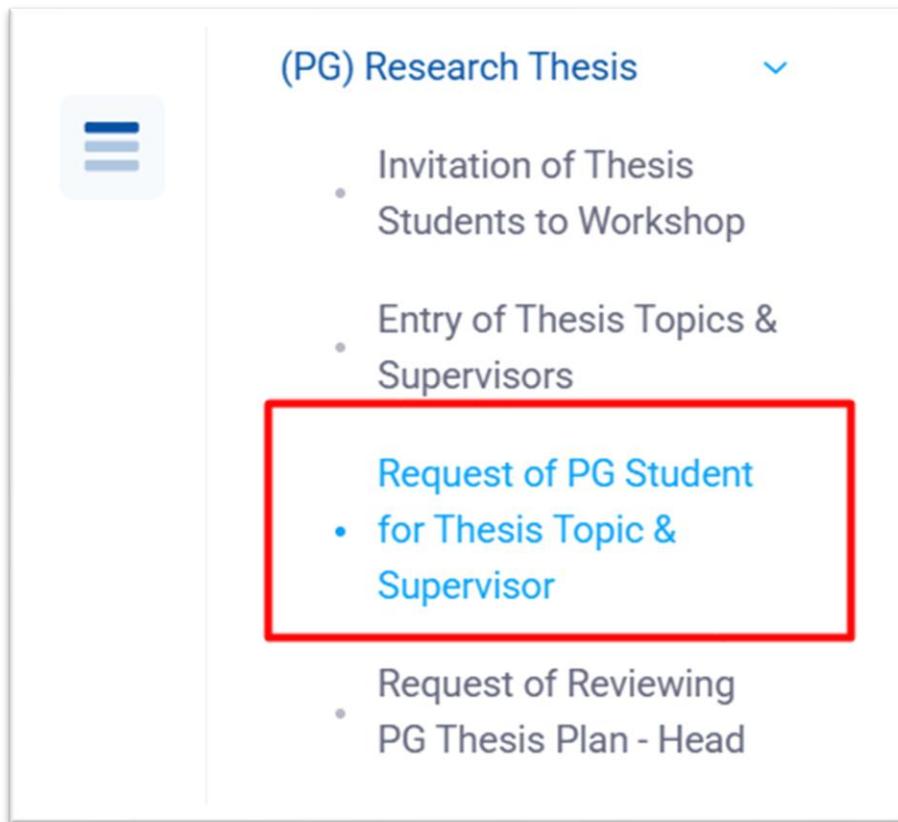


Figure 1 - Request of PG Student for Thesis Topic & Supervisor

## 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	Department	Status	Faculty Name
College of Arts	Arabic and Islamic Studies	All	Faculty Name

Student ID:

**Search Result**  
3 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	<a href="#">Approve Student Request</a>	<a href="#">Reject Student Request</a>
ID:20039021 JA*****GH	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Supervisor	<a href="#">Approve Student Request</a>	<a href="#">Reject Student Request</a>
ID:20112641 MA*****AL	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Supervisor	<a href="#">Approve Student Request</a>	<a href="#">Reject Student Request</a>

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 وأدبها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep	<a href="#">Reject Student Request</a>
ID:20039021 JA*****GH	ماجستير الآداب في اللغة العربية وأدبها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep	<a href="#">Reject Student Request</a>
ID:20112641 MA*****AL	ماجستير الآداب في اللغة العربية وأدبها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Rejected by Head of Dep.	
ID:20133127 RA*****AD	ماجستير الآداب في اللغة العربية وأدبها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Rejected by Supervisor	
ID:20133127 RA*****AD	ماجستير الآداب في اللغة العربية وأدبها	Main Topic 1	Sub Topic 2	Prof. Ruqaya Alalwani	Rejected by Head of Dep.	
ID:20133937 GH*****MI	ماجستير الآداب في اللغة العربية وأدبها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep	<a href="#">Reject Student Request</a>
ID:20154935 HA*****AH	ماجستير الآداب في اللغة العربية وأدبها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	<div style="display: flex; justify-content: space-around;"> <span>Approved by Supervisor</span> <span>Approve Student Request</span> </div>	<a href="#">Reject Student Request</a>

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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						 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	<a href="#">Reject Student Request</a>
ID:20039021 JA*****GH	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep	<a href="#">Reject Student Request</a>
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 GI*****MI	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	Approved by Head of Dep	<a href="#">Reject Student Request</a>
ID:20154935 HA*****AH	ماجستير الآداب في اللغة العربية وآدابها	Main Topic	Sub-Topic	Prof. Ruqaya Alalwani	<a href="#">Approved by Supervisor</a>	<a href="#">Approve Student Request</a>

Figure 4 – Reject Student Request