University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

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.
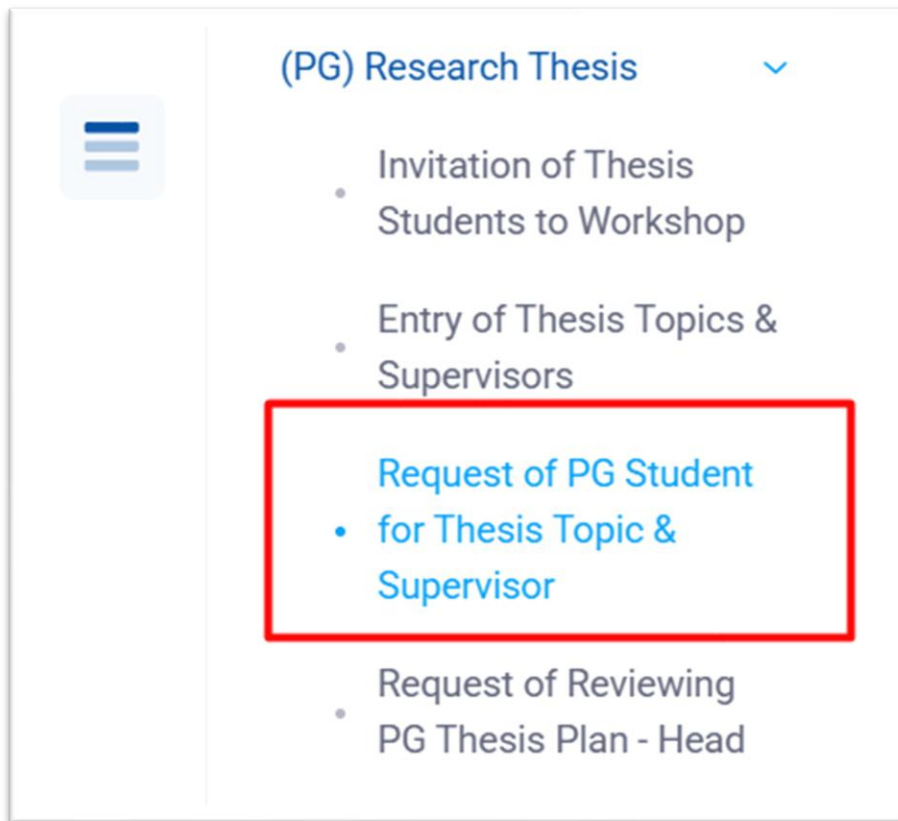

Figure 1 - Request of PG Student for Thesis Topic & Supervisor

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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.

Figure 2 – Search for students' requests

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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**".

Figure 3 – Approve Student Request

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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**".

Figure 4 – Reject Student Request