



New Student Information System User Manual

User Account: Head of Department

Function: Request of Reviewing PG Thesis

Plan - Head

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A. System Overview

- From the (PG) Research Thesis menu, the head of department can select the screen “**Request of Reviewing PG Thesis Plan - Head**” to search for the PG student’s thesis research plan request.

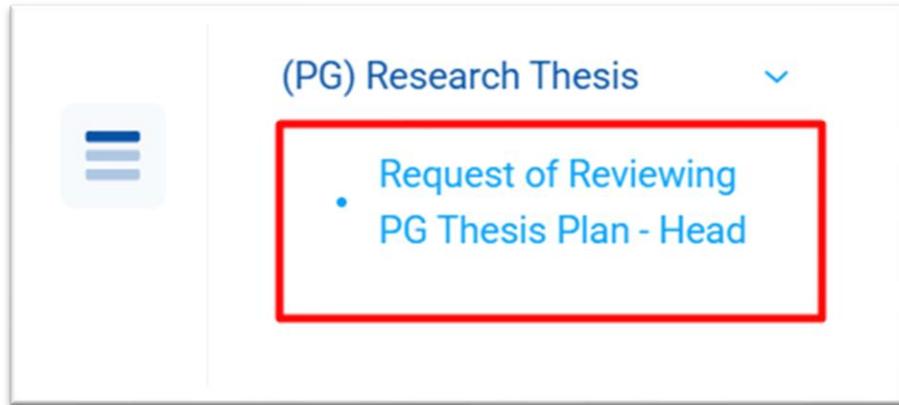


Figure 1 – Request of Reviewing PG Thesis Plan - Head

B. Instructions

This screen allows the Head of Department can assign Reviewers, Referrer and Approve or Reject the PG student's Thesis Research Plan request.

1. Searching:

- Head of Department can enter the Student ID to search for specific student's request.
- Also can select to search by the request status.
- Or user can use only the default status “All”.
- Then click “Search” as the system will display in the search result of the PG Student's request for Thesis research plan with the correspondent files for download and review.

Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Approve	Reject
19980980	26/11/2025 10:47:56 AM	Approved by Supervisor			Download	Download	Download	>>	Reject			
20039021	02/12/2025 11:14:47 AM	Approved by Head of Dep			Download	Download	Download	>>				
20133937	02/12/2025 11:47:15 AM	Approved by Supervisor			Download	Download	Download	>>	Reject			
20152932	04/12/2025 12:8:54 PM	Approved by Supervisor			Download	Download	Download	>>	Reject			
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor			Download	Download	Download	>>	Reject			

Figure 2 – Search for students

2. Downloading Research Plan / Responsibilities Files & Displaying Reviewers Evaluation:

- Head of Department can press “Download” button for the “Research plan file” or the “Responsibilities file” and the system will download the files.
- HOD can press the Print Icon for “Reviewers Evaluation” to display the Reviewers Evaluation Report.

Search Result													
Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Approve	Reject	Print
19980980	26/11/2025 10:47:56 AM	Approved by Supervisor						>>					
20039021	02/12/2025 11:14:47 AM	Approved by Head of Dep											
20133937	02/12/2025 11:47:15 AM	Approved by Supervisor						>>					
20152932	04/12/2025 12:8:54 PM	Approved by Supervisor						>>					
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor						>>					

Figure 2 – Download Files & Displaying Report

3. Assign Reviewers:

- HOD can press the button “Assign Reviewers >>” for requests with status “Approved By Supervisor”, system display “Add Reviewers to Request” screen.
- HOD should select 2 College Staff with role (Professor, Associate Professor, Assistant Professor) as reviewers.
- Then press button “Assign Reviewers”.
- System will change the Request Status to “Under Reviewer” System hide any action on that request from the HOD until the reviewers complete their evaluation.
- Staff Members (Reviewers) shall open the Request assigned to them to enter the evaluation.

Search Result													
5 Record													
Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Assign Approve	Reject	
19980980	26/11/2025 10:47:56 AM	Approved by Supervisor											
20039021	02/12/2025 11:14:47 AM	Approved by Head of Dep											
20133937	02/12/2025 11:47:15 AM	Approved by Supervisor											
20152932	04/12/2025 12:8:54 PM	Approved by Supervisor											
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor											

Figure 3 – Assign Reviewers



Figure 4 – Selecting 2 College Staff Members

Search Result													
5 Record													
Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Approve	Reject	
19980980	26/11/2025 10:47:56 AM	Under Reviewer			Download	Download	Evaluation						
20039021	02/12/2025 11:14:47 AM	Approved by Head of Dep			Download	Download	Evaluation						
20133937	02/12/2025 11:47:15 AM	Approved by Supervisor			Download	Download	Evaluation		>>	Reject			
20152932	04/12/2025 12:8:54 PM	Approved by Supervisor			Download	Download	Evaluation		>>	Reject			
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor			Download	Download	Evaluation		>>	Reject			

Figure 5 – Under Reviewer Request

4. Initial Reject:

- HOD can press the button “Initial Reject” for requests with status “Approved By Supervisor”.
- The request will be sent back to be approved from the supervisor.

Search Result												
5 Record												
Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Approve	Reject
19980980	26/11/2025 10:47:56 AM	Approved By Reviewer										
20039021	02/12/2025 11:14:47 AM	Approved by Head of Dep										
20133937	02/12/2025 11:47:15 AM	Approved by Supervisor										
20152932	04/12/2025 12:8:54 PM	Approved by Supervisor										
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor										

Figure 6 – Initial Reject

5. Assign Referrer:

- When the request is "**Approved By Reviewer**" the Head of Department can assign a **Referrer** (only one staff as referrer), same as assigning the Reviewers if the request needed a third person to review.
- System changes the request status to "**Under Referrer**"

Search Result												Print
Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Approve	Reject
19980980	26/11/2025 10:47:56 AM	Approved By Reviewer									Approve	Reject
20039021	02/12/2025 11:14:47 AM	Approved by Head of Dep										
20133937	02/12/2025 11:47:15 AM	Approved by Supervisor						>>	Reject			
20152932	04/12/2025 12:8:54 PM	Approved by Supervisor						>>	Reject			
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor						>>	Reject			

Figure 7 – Assign Referrer

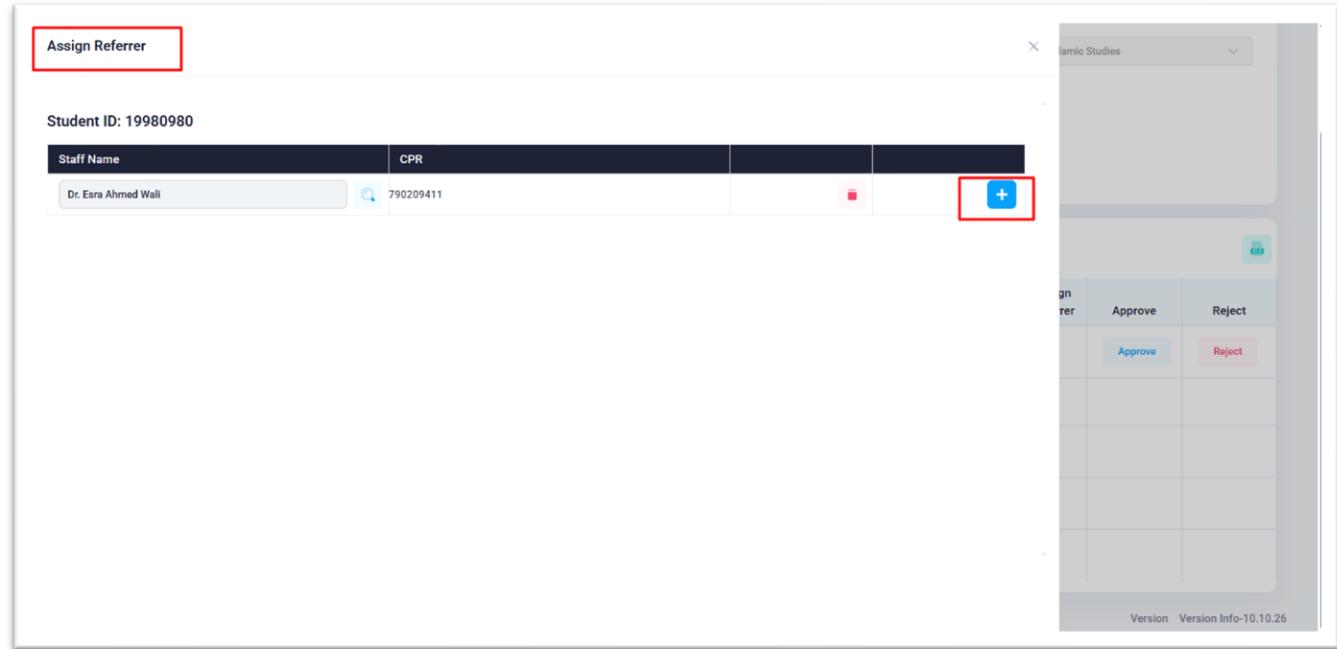


Figure 8 – Assign Referrer

6. Final Approve / Reject:

- After the referrer completed the evaluation, the system changes the request status to “Approved by Referrer”, and only buttons (Approve, Reject) are activated.
- The Head of Department can give the final “Approve” or “Reject” action.

Search Result												
5 Record												
Student ID	Request Date	Request Status	Research Plan Arabic Name	Research Plan English Name	Research Plan File	Responsibilities File	Reviewers Evaluation	Assign Reviewers	Initial Reject	Assign Referrer	Approve	Reject
19980980	26/11/2025 10:47:56 AM	Approved By Referrer										
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20152932	04/12/2025 12:8:54 PM	Approved by Supervisor										
20155813	04/12/2025 12:10:19 PM	Approved by Supervisor										

Figure 9 – Approve or Reject Request