

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**  
**DEANSHIP OF GRADUATE STUDIES**

# **Online Academic Services System for Graduate Students**

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**Manual/Tutorial for Graduate Students**

Last updated: April 14, 2015

This is a manual/tutorial document that explains the functionalities and steps of using the Online Academic Services for Graduate Students.

# King Fahd University of Petroleum & Minerals

## Deanship of Graduate Studies

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### Academic Dashboard

The Deanship of Graduate Studies has launched an online academic services system for graduate students. The aim of the newly introduced online services is to provide easily accessible and fully paperless academic transactions for graduate students that will enhance quality-of-service and students' data accuracy. For every module, a workflow instance is initiated that take the approval of all the approver electronically and the student gets status/notification emails about either the approval or the rejection of the request.

The Academic Dashboard currently provides five services, namely:

1. Graduate Student Academic Summary.
2. Degree Plan.
3. Thesis/Dissertation Advisor Selection.
4. Thesis/Dissertation Proposal Submission.
5. Thesis/Dissertation Defense Request Submission.

The screenshot shows the 'Graduate Students Services' dashboard. At the top, it says 'Please select a service:'. Below this is a list of services with their current status and links to perform actions. The services are: 1. Graduate Student Academic Summary (link), 2. Degree Plan (Current Status: Not Submitted, links: Submit Degree Plan, View your Degree Plan), 3. Select Thesis Advisor (Current Advisor: Dr. Dgs Advisor Test Id, link: Change Thesis Advisor), 4. Submit Thesis/Dissertation Proposal (Proposal Approved on Dec 07, 2014, link: Submit Revised Thesis/Dissertation Proposal), 5. Submit Thesis/Dissertation Defence Request BETA (link: Submit Thesis/Dissertation Defence Request), and 6. Logout (link).

Service	Current Status	Action Links
1 • <a href="#">Graduate Student Academic Summary</a>		
2 • <b>Degree Plan</b>	Current Status: Not Submitted	<a href="#">Submit Degree Plan</a> <a href="#">View your Degree Plan</a>
3 • <b>Select Thesis Advisor</b>	Current Advisor: Dr. Dgs Advisor Test Id	<a href="#">Change Thesis Advisor</a>
4 • <b>Submit Thesis/Dissertation Proposal</b>	Proposal Approved on Dec 07, 2014	<a href="#">Submit Revised Thesis/Dissertation Proposal</a>
5 • <b>Submit Thesis/Dissertation Defence Request</b> BETA		<a href="#">Submit Thesis/Dissertation Defence Request</a>
6 • <a href="#">Logout</a>		

Fig 1: Sample of the Graduate Studies dashboard as appears in the student portal.

### 1. Graduate Student Academic Summary

This module summarizes the performance of a graduate student in a comprehensive manner. It includes the key performance indicators of a graduate students such as Earned Hours, CGPA, No. of Active Terms, Thesis/Dissertation Proposal status (for MS and PhD students only), Degree Plan status, PhD Comprehensive Exam status (for PhD students only), One-year FT Residency status (for PT PhD students only) and list of courses taken at current level (GR, DR, PG, etc.). It helps a student to keep a close eye on his own performance and serves as a reminder for his academic responsibilities such as Thesis/Dissertation Proposal submission, Degree Plan submission etc. Below is the snapshot of this report. The recommended web browser for this is

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MS Internet Explorer however it works well with other browsers as well, just without the print button.

Student Name				
Student ID	200-0	Nationality		
Department	Engineering			
Major				
Classification	FT Regular			
Degree	MS			
Admit Term	200-			
Earned Hours	30			
CGPA	3.0			
Latest Status	Graduated (Term: 20-)			
No. of Active Terms	5			
No. of Times Readmitted	2			
Admission Provisions	N/A			
Thesis/Dissertation Proposal	Defended & Passed			
Effective Date	Tuesday, -			
Advisor	Dr. -			
Degree Plan	Approved	Date		
PhD Comprehensive Exam	Not Applicable	Date		
NOC for Residency	Not Applicable	Date		
Current Level Courses				
Term	Course	Course Title	Credit Hours	Grade
20-	-610	M.S. Thesis	6	NP
200-	-610	M.S. Thesis	6	IP

Fig 2: Sample of the academic summary page of a graduate student as appears in his portal.

## 2. Online Degree Plan

Degree Plan is a list of courses that the student selects to be counted towards his degree in agreement with the approved coursework plan of the corresponding program of study. The Degree Plan enables a student to choose the courses only from the pool of courses available to his particular degree program and is useful to avoid any hassles at the time of his graduation.

This module provides two services i.e. submission of degree plan and view/print approved degree plan, along with displaying the current status of degree plan (approved/in processing etc.). The submission of degree plan is fairly easy. A student, once opts to submit the degree plan, is provided with the instructions/regulations about the degree plan submission and then is

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taken to the courses selection page where he is required to choose the required courses using the dropdown lists. For MS and PhD students, the Seminar and Thesis/Dissertation courses are pre-selected. Deficiency courses, if any, are listed automatically.

Student ID	Student Name	Major	Degree	Student Status
		CNW	MS	Active (Term: 201410)

There are no deficiency courses specified for you.


Please choose the courses to be considered for student's degree program. Please note that you can choose upto two (02) 400-level courses.

	Core?	Course	Course Title		Core?	Course	Course Title
1:	<input type="checkbox"/>	COE		2:	<input type="checkbox"/>	COE	
3:	<input type="checkbox"/>	COE		4:	<input type="checkbox"/>	COE	
5:	<input type="checkbox"/>	COE		6:	<input type="checkbox"/>	COE	
7:	<input type="checkbox"/>	COE		8:	<input type="checkbox"/>	COE	
9:	<input checked="" type="checkbox"/>	COE	599 Seminar	10:	<input checked="" type="checkbox"/>	COE	610 COE Master Thesis

Fig 3: Sample of a degree plan submission page as appears in the student portal.

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**DEANSHIP OF GRADUATE STUDIES**  
**Graduate Student Approved Degree Plan**

Name		Student ID	
Degree	Master of Science	Major	

Course	Course Title	Crd Hrs	Core Course	Deficiency Course	Waived
CE-501	Concrete Materials	3	X		
CE-510	Advanced Structural Mechanics	3	X		
CE-511	Advanced Structural Analysis	3	X		
		3	X		
		3	X		
CE-599	Seminar	0	X		
CE-610	Thesis	6	X		
		3			
		3			
		3			

Required Credit Hours for Degree:	30
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Total Degree Plan Hours:	30
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Approval Dates:

Dept. Graduate Coordinator:	November
Dept. Chairman:	November
Dean of Graduate Studies:	November


  
**Prof. Salam A. Zummo**  
**Dean of Graduate Studies**

Fig 4: Sample of an approved degree plan as viewed in the student portal.

### 3. Thesis Advisor Selection

This module lets a student select his Thesis/Dissertation Advisor officially. A student, once starts the process of Thesis Advisor Selection, is provided with the instructions/regulations about the thesis advisor selection and then is taken to the request submission page. Its simple user interface takes the Faculty ID of the selected thesis advisor (in 00XXXXXXXX format) as input from the student and, if found in the database, displays the name of the faculty member and asks for the department and the academic rank of the faculty member. If the Faculty ID is not found in the system, the student is advised to contact the Deanship of Graduate Studies via [gs-academics@kfupm.edu.sa](mailto:gs-academics@kfupm.edu.sa).

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Student ID	Student Name	Major	Degree	Thesis Status	Student Status
		CNW	MS	Proposal Approved on	Active (Term: 201410)

Please enter the KFUPM ID (starting with '00' e.g. 007080000) of the faculty member you intend to choose as your advisor:

Advisor's KFUPM ID:   Faculty Name:

Advisor's Department:

Advisor's Academic Rank:

Fig 5: Sample of thesis advisor selection page as appears in the student portal.

#### 4. Thesis/Dissertation Proposal Submission

All MS and PhD students are required to write thesis/dissertation and for that they must submit thesis/dissertation proposals. This module is designed to serve that purpose. Advisor Selection is the pre-requisite for this module. A student, once opts to submit the Thesis/Dissertation Proposal, is provided with the instructions/regulations about the Thesis/Dissertation Proposal submission and then is taken to the request submission page. Here, the details of the thesis advisor will be shown as it has been pre-entered since it must have been selected using the thesis advisor selection module. In addition, a student is required to submit the details of the committee members, thesis/dissertation title and upload the thesis/dissertation proposal and its similarity report, both in PDF format. Similar to the Thesis Advisor Selection module, if an ID of the faculty member (not the external member) is not found, the student is advised to contact the Deanship of Graduate Studies via [gs-academics@kfupm.edu.sa](mailto:gs-academics@kfupm.edu.sa).

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Student ID	Student Name	Major	Degree	Thesis Status	Student Status
		ARE	MS		Active (Term: 20

Please enter the faculty IDs below as 00XXXXXXX (e.g: 007080000), and press check ID...

Committee Role	Academic Rank	Department	KFUPM ID/External Member's Name	Faculty Name:
Advisor ▼	Associate Professor ▼	ARE		
Co-Advisor ▼	Associate Professor ▼	ARE ▼		Check ID
Member ▼	Associate Professor ▼	ARE ▼		Check ID
Member ▼	Associate Professor ▼	ARE ▼		Check ID
Member ▼	Associate Professor ▼	ARE ▼		Check ID

Thesis/Dissertation Title:

Upload Thesis/Dissertation Proposal (PDF file only):  No file chosen

Upload Similarity Report (PDF file only):  No file chosen

Fig 6: Sample of thesis/dissertation proposal submission page as appears in the student portal.

### 5. Submit Thesis/Dissertation Defense Request

A public oral defense of the thesis/dissertation is required for all candidates for MS and PhD degrees. A student, once opts to submit the Thesis/Dissertation Defense request, is provided with the instructions/regulations about the Thesis/Dissertation Defense and then is taken to the request submission page. Here, if all the conditions for thesis/dissertation defense are satisfied, a student is required to provide the proposed date and time of defense, a pre-booked (through Registrar Office) defense location, the list of published/accepted ISI Journal Papers from his Thesis/Dissertation work and the final thesis/dissertation draft along with its similarity report.

If any of the stated thesis/dissertation defense conditions are not satisfied, they are stated in RED and the student is asked to fulfil them prior to submitting the request.



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Student ID	Student Name	Major	Degree	Thesis Status	Student Status
			MS	Proposal Approved on	Active

**Checklist:**

1. Academic Status: **Active (Term: 201230) | FT Masters Student Regular**
2. CGPA:
3. Registered for Thesis/Dissertation: **Yes**
4. Degree Plan: **Approved**
5. Thesis/Dissertation Status: **Proposal Approved on**
6. Transcript matches with the Degree Plan: **Yes**

**Defence Details:**

**Defence Time:** 07 00 AM *Date and time of defense should be approved by all committee members before the submission of the C entertained once the request is approved.*

**Defence Date:**

**Defence Location:** *The room reservation should be confirmed through Registrar Office before submission be accommodated once the request is approved.*

**Published/Accepted ISI Journal Papers from Thesis/Dissertation work:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Upload Final Thesis/Dissertation Draft (PDF file only):** Choose File No file chosen

**Upload Thesis/Dissertation Similarity Report (PDF file only):** Choose File No file chosen

Fig 7: Sample of thesis/dissertation oral defense submission page as appears in the student portal.

### 6. Graduation Processing Request

After the completion of all of the degree requirements, a student is required to submit a request for the processing of his graduation and issuance of degree certificate. The system first displays an important message regarding the submission of bound copies of Thesis/Dissertation.

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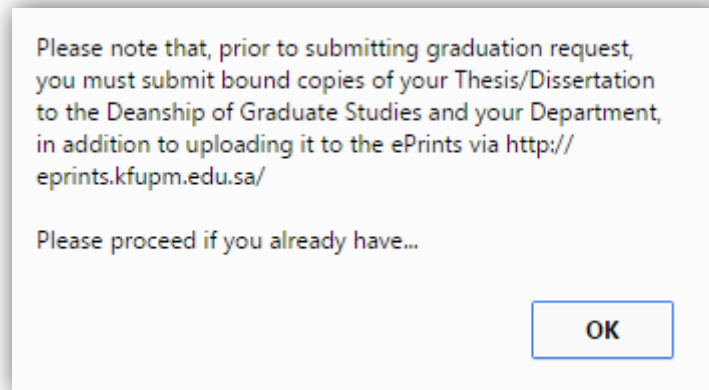


Figure 8: Message regarding the submission of bound copies of Thesis/Dissertation.

The request page consists of a checklist for graduation. To proceed with the request, all of the requirement must be satisfied (displayed in GREEN). In case of any requirement being not fulfilled, it is displayed in RED and an appropriate message about the required action is displayed.

**Checklist:**

1. Academic Status: [REDACTED]
2. CGPA: 3 [REDACTED]
3. Degree Plan: **Approved**
4. Transcript matches with the Degree Plan: **Yes**

Figure 9: Graduation Checklist.