

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

Online Academic Services System for Graduate Students

**Manual/Tutorial for Faculty Members
(Theses/Dissertations)**

January 01, 2015

This is a manual/tutorial document for faculty members that explains the functionalities and steps of using the Online Academic Services related to Theses/Dissertations.

King Fahd University of Petroleum & Minerals

Deanship of Graduate Studies

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Graduate Students Academic Services

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. The students submit various academic requests through KFUPM Portal and the approval process starts by means of Banner Workflow (similar to Admission Application Evaluation system) accessible via <http://pbanner8-wflow.kfupm.edu.sa:8002/wfPROD8/home/worklist.do>.

The system keeps all the concerned parties updated by means of notification emails.

As of now, the following three requests can be submitted through KFUPM Portal that are related to thesis/dissertation, namely:

1. Thesis/Dissertation Advisor Selection.
2. Thesis/Dissertation Proposal Submission.
3. Thesis/Dissertation Defense Request Submission.

1. Thesis/Dissertation Advisor Selection

Once a student submits his Thesis/Dissertation Advisor Selection request through KFUPM portal, a workflow instance is created and the request appears in the worklist of the nominated advisor.

In the workflow form, the academic summary of the student is presented for the information of the nominated advisor.

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<u>Student Info</u>	
Student Name:	[REDACTED]
Student ID:	[REDACTED]
Nationality:	[REDACTED]
Department:	[REDACTED]
Level:	GR
Major:	CE
Degree:	Master of Science
Classification:	FT Regular [REDACTED]
Admit Term:	[REDACTED]
<u>Academic Info</u>	
Earned Hours:	24
CGPA:	[REDACTED]
Latest Status:	Expected Graduation (Inactive) (Term: [REDACTED])
No. of Active Terms:	6
Admission Provisions:	
Degree Plan:	Approved
Degree Plan Date:	27-[REDACTED]
Advisor Selected:	
Thesis Proposal:	
Thesis Date:	
PhD Comp Exam:	Not Applicable
PhD Comp Exam Date:	

Fig 1: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the nominated advisor is presented.

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Advisor Selected

Advisor ID: 00DUMMY3
Advisor Name: Dr. Dgs Advisor Test Id
Rank: ASC
Role: A

Last 10 Advisees

Note: Please avoid making any changes in the following table.

Details:	Student ID	Degree	Thesis Status	Effective Date	Student Name
studet1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet5:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet6:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet7:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet8:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet9:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
studet10:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fig 2: Sample of the info of nominated advisor

The nominated advisor is required to submit his latest publications resulted from the theses /dissertations he supervised.

Journal Publications

Please list the latest journal publications resulted from the theses/dissertations of your latest advisees:

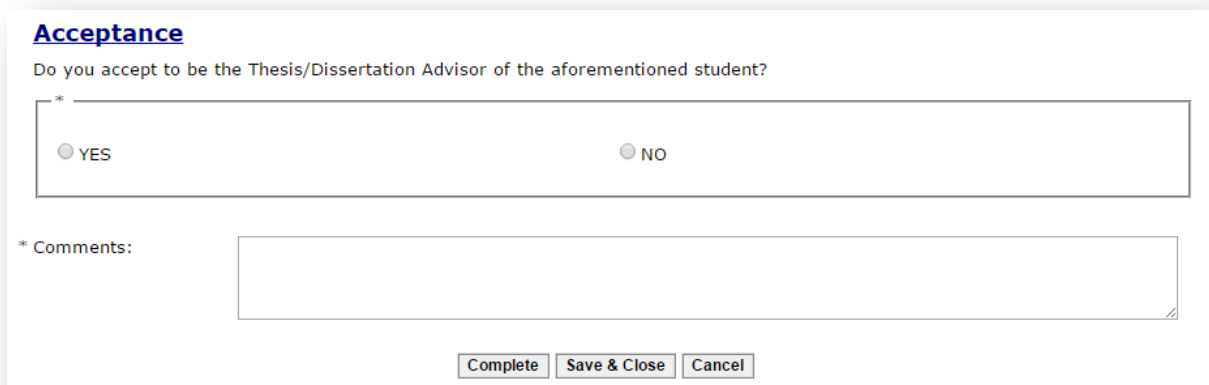
1:	<input type="text"/>
2:	<input type="text"/>
3:	<input type="text"/>
4:	<input type="text"/>
5:	<input type="text"/>
6:	<input type="text"/>
7:	<input type="text"/>
8:	<input type="text"/>
9:	<input type="text"/>
10:	<input type="text"/>

Fig 3: Sample of the required list of journal publications.

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The final part of the form consists of the input for the advisor's acceptance/rejection.



The screenshot shows a web form titled "Acceptance" in blue. Below the title is the question "Do you accept to be the Thesis/Dissertation Advisor of the aforementioned student?". There are two radio button options: "YES" and "NO". Below the radio buttons is a text area labeled "* Comments:". At the bottom of the form are three buttons: "Complete", "Save & Close", and "Cancel".

Fig 4: Sample of the nominated advisor's acceptance.

The required action from the nominated advisor is to either accept & forward to Dept. Chairman for further approvals, or to reject. In both cases, the comments are required to be entered.

2. Thesis/Dissertation Proposal Submission

Once a student submits his Thesis/Dissertation Proposal through KFUPM portal, a workflow instance is created and the request appears in the worklist of the Thesis/Dissertation Advisor.

In the workflow form, the academic summary of the student is presented for the information.

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Student Info

Student Name: [Redacted]
 Student ID: [Redacted]
 Nationality: [Redacted]
 Department: [Redacted]
 Level: GR
 Major: CE
 Degree: Master of Science
 Classification: FT Regular [Redacted]
 Admit Term: [Redacted]

Academic Info

Earned Hours: 24
 CGPA: [Redacted]
 Latest Status: Expected Graduation (Inactive) (Term: [Redacted])
 No. of Active Terms: 6
 Admission Provisions:
 Degree Plan: Approved
 Degree Plan Date: 27-[Redacted]
 Advisor Selected:
 Thesis Proposal:
 Thesis Date:
 PhD Comp Exam: Not Applicable
 PhD Comp Exam Date:

Fig 5: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the thesis/dissertation committee and submitted proposal is presented.

Advisor Selected

Advisor ID: 00DUMMY
 Advisor Name: Dr. Dgs Advisor Test Id
 Rank: Professor
 Role: A

Committee Details

Note: Please avoid making any changes in the following table.

Details:	Faculty ID	Rank	Role	Dept.	Times Adv	Times Mem	Name
1:	00DUMMY	Professor	Advisor		7	0	Dgs Advisor Test Id
2:	00DUMMY1	Associate Professor	Member	COE	0	4	Dgs Member Test Id 1
3:	00DUMMY2	Associate Professor	Member	COE	0	4	Dgs Member Test Id 2
4:							
5:							

Thesis/Dissertation Proposal

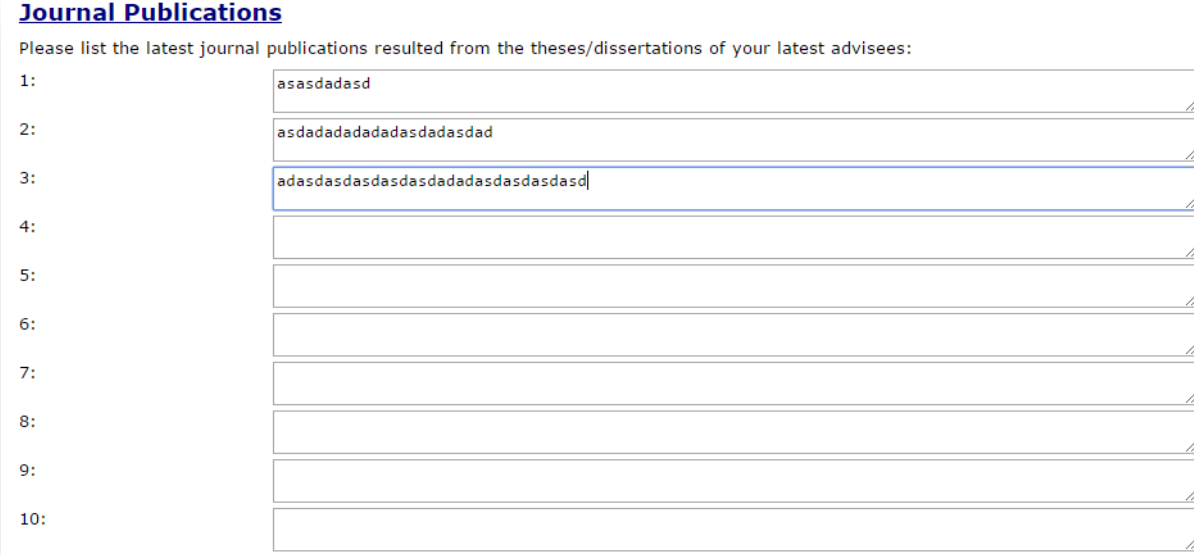
Thesis/Dissertation Title: 00DUMMY00DUMMY00DUMMY00DUMMY
[Thesis/Dissertation Proposal File](#)

Fig 6: Sample of the thesis/dissertation committee and submitted proposal info.

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The thesis/dissertation advisor is required to submit his latest publications resulted from the theses /dissertations he supervised.




Journal Publications

Please list the latest journal publications resulted from the theses/dissertations of your latest advisees:

1:	<input type="text" value="asasdadasd"/>
2:	<input type="text" value="asdadadadadadadadadad"/>
3:	<input type="text" value="adasdasdasdasdasdadadadadadadadadad "/>
4:	<input type="text"/>
5:	<input type="text"/>
6:	<input type="text"/>
7:	<input type="text"/>
8:	<input type="text"/>
9:	<input type="text"/>
10:	<input type="text"/>

Fig 7: Sample of the required list of journal publications.

For thesis/dissertation co-advisor and committee members, the acceptance of the thesis/dissertation advisor is presented along with his comments.



Advisor Recommendation: YES

Advisor Comments:

Advisor Action Date: 29-DEC-14

Fig 8: Sample of the thesis/dissertation advisor's recommendation

The final part of the form consists of the input for the advisor's acceptance/rejection or co-advisor and committee members.

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Acceptance

Do you accept to be the Thesis/Dissertation Advisor of the aforementioned student?

* YES NO

* Comments:

Complete Save & Close Cancel

Fig 9: Sample of the thesis/dissertation advisor's acceptance.

Acceptance

Do you accept to be the member of Thesis/Dissertation Committee of the aforementioned student?

* RECOMMEND REJECT

* Comments: Member Acceptance

Complete Save & Close Cancel

Fig 10: Sample of the co-advisor and committee members' recommendation.

The required action from the thesis/dissertation, co-advisor and committee members is to either accept & forward to Dept. Chairman for further approvals, or to reject. In both cases, the comments are required to be entered.

3. Thesis/Dissertation Defense Request Submission

Once a student submits his Thesis/Dissertation Defense Request through KFUPM portal, a workflow instance is created and the request appears in the worklist of the Thesis/Dissertation Advisor.

In the workflow form, the academic summary of the student is presented for the information.

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<u>Student Info</u>	
Student Name:	[REDACTED]
Student ID:	[REDACTED]
Nationality:	[REDACTED]
Department:	[REDACTED]
Level:	GR
Major:	CE
Degree:	Master of Science
Classification:	FT Regular [REDACTED]
Admit Term:	[REDACTED]
<u>Academic Info</u>	
Earned Hours:	24
CGPA:	[REDACTED]
Latest Status:	Expected Graduation (Inactive) (Term: [REDACTED])
No. of Active Terms:	6
Admission Provisions:	
Degree Plan:	Approved
Degree Plan Date:	27-[REDACTED]
Advisor Selected:	
Thesis Proposal:	
Thesis Date:	
PhD Comp Exam:	Not Applicable
PhD Comp Exam Date:	

Fig 11: Sample of the Students' Academic Summary

Below the academic summary, the information regarding the thesis/dissertation advisor and the proposed defense plan is presented.

<u>Advisor Selected</u>	
Advisor ID:	[REDACTED]
Advisor Name:	[REDACTED]
Role:	Advisor
<u>Defence Plan</u>	
Date:	08-JAN-15
Time:	07:00 AM
Venue:	dasdasdasdasdasd

Fig 12: Sample of the thesis/dissertation advisor info and the defense plan.

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The list of published/accepted ISI journal papers from Thesis/Dissertation work is also presented.

Publications:
Please list the published/accepted ISI Journal Papers from Thesis/Dissertation work:

1:

2:

3:

4:

5:

Fig 13: Sample of the published/accepted ISI journal papers from Thesis/Dissertation work.

For thesis/dissertation co-advisor and committee members, the acceptance of the thesis/dissertation advisor is presented along with his comments.

Advisor Recommendation: RECOMMEND

Advisor Comments:

Advisor Action Date: 30-DEC-14

Fig 14: Sample of the thesis/dissertation advisor's recommendation

The final part of the form consists of the input for the advisor's acceptance/rejection or co-advisor and committee members.

Acceptance

RECOMMEND REJECT

* Comments:

Fig 15: Sample of the thesis/dissertation advisor, co-advisor and committee members' acceptance.

The required action from the thesis/dissertation, co-advisor and committee members is to either accept & forward to Dept. Chairman for further approvals, or to reject. In both cases, the comments are required to be entered.