

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



# **The Graduate Academic Information System**

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**Manual/Tutorial for College Deans, Department  
Chairmen and Graduate Coordinators**

Last updated: March 23, 2016

This is a manual/tutorial document that explains the functionalities of the Graduate Academic Information System (GAIS) for College Deans, Department Chairmen and Graduate Coordinators.

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# The Graduate Academic Information System - GAIS

With the aim enabling the department and college administrators to take information-driven decisions and effectively plan the academic activities, The Deanship of Graduate Studies has launched **Graduate Academic Information System (GAIS)** which is accessible through the “Graduate Studies” tab inside the KFUPM portal. GAIS currently consists of the following tools:

1. Graduate Academic Information
  - a. Complete Academic Summary
  - b. Complete Coursework list
  - c. Approved Degree Plan
2. Thesis/Dissertation Advisor Statistics
3. Degree Milestones of Graduate Students
4. Tracking and Evaluation Reports of Approved Applicants
5. Courses Selected in the Degree Plans by Active Graduate Students

## 1. Graduate Academic Information

The list of all Active and Recently Inactive Student of the department/college is displayed with important academic information. If the user is the Dean of a College, he is required to select a major first for which the list is compiled and displayed. The information provided are: Major, Student ID, Name, Degree, Classification, Full-Part Time Indicator, Latest Status, Thesis Advisor, Email Addresses and the Contact Numbers. Fig. 1 show an example of the displayed information.

The screenshot shows the 'All Graduate Students of the Department' page. It includes a breadcrumb 'Home > DGS - All Students' and a date 'Feb 01, 20...'. Below the title, there is a prompt: 'Please select a student and click on the button according to the required functionality:'. Three buttons are visible: 'Student Academic Summary', 'Complete Coursework', and 'Degree Plan'. The main table has the following structure:

| Major | ID    | Name       | Degree | Classification                 | Full-Part Time | Latest Status | Thesis Advisor | All Emails | Contact No.                          |
|-------|-------|------------|--------|--------------------------------|----------------|---------------|----------------|------------|--------------------------------------|
| MATH  | 20070 | [Redacted] | PHD    | Lecturer B Regular             | F              | Active        | [Redacted]     | [Redacted] | 05305 [Redacted]                     |
| MATH  | 20070 | [Redacted] | PHD    | Lecturer B Regular             | F              | Active        | [Redacted]     | [Redacted] | 05566 [Redacted]<br>05668 [Redacted] |
| MATH  | 20080 | [Redacted] | PHD    | Lecturer B Regular             | F              | Active        | [Redacted]     | [Redacted] | 05055 [Redacted]                     |
| MATH  | 20090 | [Redacted] | PHD    | Lecturer B Regular             | F              | Active        | [Redacted]     | [Redacted] | 0598 [Redacted]                      |
| MATH  | 20094 | [Redacted] | MS     | Regular Research Assistant     | F              | Active        | [Redacted]     | [Redacted] | 05047 [Redacted]<br>00966 [Redacted] |
| MATH  | 20095 | [Redacted] | MS     | Provisional Graduate Assistant | F              | Active        | [Redacted]     | [Redacted] | 05692 [Redacted]<br>05692 [Redacted] |

Fig 1: All Active and Recently Inactive Student of the department.

# The Graduate Academic Information System - GAIS

By selecting a student, administrators can view the following by pressing the respective buttons on the top of the list:

## A. Complete Academic Summary

This page provides a detailed summary of a student's academic record. Fig 2 demonstrates the information provided in a summarized manner which is really crucial for taking info-driven decisions.

**Graduate Student Academic Summary**  
Home > Graduate Students' Academic Summary

**Student Info:**

**Student Name:** [Redacted]  
**Student ID:** [Redacted]  
**Naionality:** Yemen  
**Department:** Dept of Mathematics & Stat  
**Level:** DR  
**Major:** MATH  
**Degree:** PHD  
**Classification:** FT Lecturer B Regular  
**Admit Term:** 201110

**Academic Info:**

**Earned Hours:** 33  
**CGPA:** [Redacted]  
**Latest Status:** Active (Term: 201120)  
**No. of Active Terms:** 10  
**Admission Provisions:**  
**Degree Plan:** Submitted on Jan 14, 2016  
**Advisor:** [Redacted]  
**Thesis Proposal:** Proposal Approved on Jun [Redacted] 2014  
**PhD Comprehensive Exam:** Passed on Nov [Redacted] 2013

**Current Level Coursework:**

| Term   | Course   | Course Title      | Credit Cours | Grade   |
|--------|----------|-------------------|--------------|---------|
| 201520 | MATH-712 | PhD. Dissertation | 9            | In Prog |
| 201510 | MATH-712 | PhD. Dissertation | 9            | IP      |

Fig 2: Graduate Students' Academic Summary

# The Graduate Academic Information System - GAIS

## B. Complete Coursework list

This page provides the list of all the courses a student has taken at KFUPM with the grades secured and the term in which a course has been taken. Fig. 3 shows an example of the complete coursework of a student.

**Complete Coursework of a Graduate Student**  
Home > DGS - Student's Complete Coursework

**Student Info:**

| Student ID | Student Name | Current Degree | Current Major |
|------------|--------------|----------------|---------------|
| 200803     | [REDACTED]   | PHD            | MATH          |

**All GPAs:**

| Student Level | GPA           | Earned Hours |
|---------------|---------------|--------------|
| Doctorate     | 3. [REDACTED] | 33           |
| Graduate      | 3. [REDACTED] | 30           |

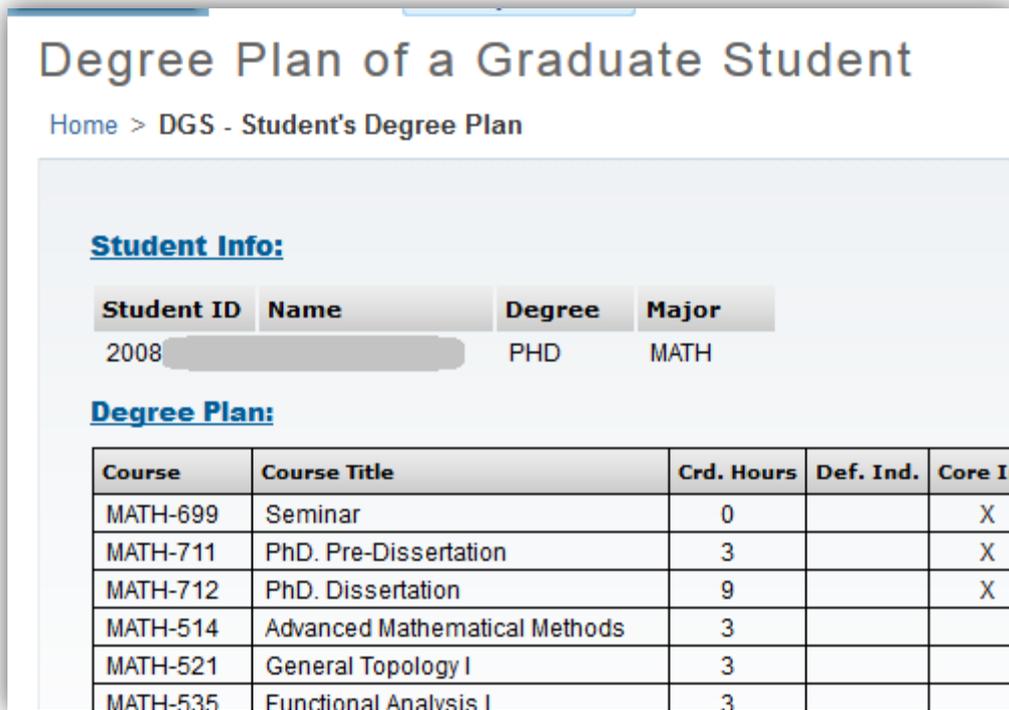
**All Courses:**

| Term | Course Level | Course   | Title                         | Grade      | Credit Hours |
|------|--------------|----------|-------------------------------|------------|--------------|
| 201  | DR           | MATH-712 | PhD. Dissertation             | In Prog    | 9            |
| 20   | DR           | MATH-712 | PhD. Dissertation             | IP         | 9            |
| 20   | DR           | MATH-712 | PhD. Dissertation             | IP         | 9            |
| 20   | DR           | MATH-712 | PhD. Dissertation             | IP         | 9            |
| 20   | DR           | MATH-712 | PhD. Dissertation             | IP         | 9            |
| 20   | DR           | MATH-711 | PhD. Pre-Dissertation         | [REDACTED] | 3            |
| 20   | DR           | MATH-568 | Advanced Partial Differential | [REDACTED] | 3            |
| 20   | DR           | MATH-699 | Seminar                       | [REDACTED] | 0            |
| 20   | DR           | MATH-514 | Advanced Mathematical Methods | [REDACTED] | 3            |

Fig 3: Complete coursework record of a student.

## C. Approved Degree Plan

This page displays all the courses in the approved degree plan of a student as per Fig 4.



**Degree Plan of a Graduate Student**

Home > DGS - Student's Degree Plan

**Student Info:**

| Student ID | Name | Degree | Major |
|------------|------|--------|-------|
| 2008       |      | PHD    | MATH  |

**Degree Plan:**

| Course   | Course Title                  | Crd. Hours | Def. Ind. | Core Ir |
|----------|-------------------------------|------------|-----------|---------|
| MATH-699 | Seminar                       | 0          |           | X       |
| MATH-711 | PhD. Pre-Dissertation         | 3          |           | X       |
| MATH-712 | PhD. Dissertation             | 9          |           | X       |
| MATH-514 | Advanced Mathematical Methods | 3          |           |         |
| MATH-521 | General Topology I            | 3          |           |         |
| MATH-535 | Functional Analysis I         | 3          |           |         |

Fig 4: Approved Degree Plan of a student.

## 2. Thesis/Dissertation Advisor Statistics

This tool provides the statistics related to Thesis supervision and committee membership of faculty members of the department. The statistics shown are No. of Active Advisees, Membership Count (Active Students only), Advisees Defended & Passed; for every faculty member involved in the theses/dissertations of students of a particular department. The important academic details of students are also shown by selecting a student and pressing the “View Details” button. This tool is extremely critical in planning the distribution of students among faculty members for thesis supervision. Examples are demonstrated in Figs 5A and 5B.

# The Graduate Academic Information System - GAIS

Home > Thesis/Dissertation Advisor Stats (Active Stds only)

[View Details](#)

| * Advisor ID | Advisor Name | No. of Active Advisees | Membership Count (Active Stds) | Advisees Defended & Passed |
|--------------|--------------|------------------------|--------------------------------|----------------------------|
| 0068         |              | 3                      | 4                              | 5                          |
| 0070         |              | 3                      | 1                              | 1                          |
| 0069         |              | 2                      | 3                              | 2                          |
| 0070         |              | 2                      |                                | 2                          |
| 0070         |              | 2                      | 2                              |                            |
| 0070         |              | 2                      | 1                              | 1                          |
| 0070         |              | 2                      |                                |                            |
| 0070         |              | 2                      | 2                              |                            |
| 0070         |              | 2                      | 4                              | 1                          |
| 0070         |              | 2                      |                                |                            |
| 0070         |              | 2                      | 1                              |                            |
| 0018         |              | 1                      | 5                              | 1                          |
| 0019         |              | 1                      | 1                              | 2                          |
| 0019         |              | 1                      |                                |                            |
| 0020         |              | 1                      | 1                              |                            |
| 0068         |              | 1                      | 6                              | 3                          |
| 0069         |              | 1                      | 4                              | 1                          |
| 0069         |              | 1                      |                                |                            |

Fig 5A: Summarized Thesis/Dissertation Advisor Stats.

Displaying Records for: Dr. ( #0069 )

**Active Advisees:**

| Major | Student ID | Name | Degree | Thesis Status     | Effective Date |
|-------|------------|------|--------|-------------------|----------------|
| MATH  | 201        |      | PHD    | Proposal Approved | 15             |
| MATH  | 201        |      | PHD    | Advisor Selected  | 2015           |

**Committee Membership (Active Students)**

| Major | Student ID | Name | Degree | Thesis Status     | Effective Date |
|-------|------------|------|--------|-------------------|----------------|
| MATH  | 201        |      | PHD    | Proposal Approved | 15             |
| MATH  | 200        |      | PHD    | Proposal Approved | 14             |
| MATH  | 200        |      | PHD    | Proposal Approved | 14             |

**Advisees 'Defended & Passed'**

| Major | Student ID | Name | Degree | Thesis Status     | Effective Date |
|-------|------------|------|--------|-------------------|----------------|
| MATH  | 201        |      | PHD    | Defended & Passed | 14             |
| MATH  | 200        |      | PHD    | Defended & Passed | 13             |
| MATH  | 200        |      | MS     | Defended & Passed | 10             |
| MATH  | 200        |      | MS     | Defended & Passed | 09             |

Fig 5B: Detailed Thesis/Dissertation Advisor Stats.

### 3. Degree Milestones of Graduate Students

The list of all Active Student of the department/college is displayed with the status of degree milestones and important academic information. Fig. 6 provides an example.

# The Graduate Academic Information System - GAIS

**Degree Milestones of all Active Graduate Students of the Department:**

| Major | Std ID | Name | Degree | Classification | F/P Time | Level CGPA | Active Terms | Degree Plan | Thesis Status | Thesis Advisor | Comp. Exam Passed | Degree Time Limit | Email Addresses | Co |
|-------|--------|------|--------|----------------|----------|------------|--------------|-------------|---------------|----------------|-------------------|-------------------|-----------------|----|
| MATH  | 2014*  |      | PHD    |                | F        |            |              |             |               |                |                   | 201920            |                 | 05 |
| MATH  | 2007   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2007   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2008   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2009   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2010   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 00 |
| MATH  | 2010   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2010   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2010   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201720            |                 | 05 |
| MATH  | 2011   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201520            |                 | 05 |
| MATH  | 2011   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201610            |                 | 05 |
| MATH  | 2012   |      | PHD    |                | F        |            |              | Approved    | Prop Aprvd    |                |                   | 201620            |                 | 05 |

**Fig 6: Degree Milestones of Graduate Students.**

## 4. Tracking and Evaluation Reports of Approved Applicants

This tool provides the detailed evaluation reports of the approved applicants of a department to the department and college admins. There are four (04) search options i.e. via Banner ID, applicant's Login ID, first and/or last name and by generating the list of all approved applicants in a particular term for a particular department. Upon pressing the “Search” button, a list of applicant(s) is displayed matching the search criteria. This list contains important application and previous education information such as in order to easily identify the applicant, as demonstrated in Fig 7.

# The Graduate Academic Information System - GAIS

**Search By:**

- Banner ID (e.g: A00123456) :
- Applicant's Login ID: (e.g: abc1234) :
- Name
- List of all applicants in a particular term

Information & Computer S ▾

201520 - Second Semeste ▾

Search
Back
Logout

| Application Info     |           |                |            |           |             |                |               |          |                    |                              | Previous Education             |             |       |             |         |             |
|----------------------|-----------|----------------|------------|-----------|-------------|----------------|---------------|----------|--------------------|------------------------------|--------------------------------|-------------|-------|-------------|---------|-------------|
|                      | Banner ID | Applicant Name | Appl. Term | Appl. No. | Nationality | Applied Degree | Applied Major | F/P Time | Classification     | Latest Status                | Acquired Degree                | Degree Year | Major | Institution | Country | CGPA        |
| <a href="#">View</a> | 20        |                | 20         | 2         | S           | MS             | CS            | F        | Graduate Assistant | Approved Provisionally (KSA) | Bachelor of Science            | 20          | ence  |             |         | 3 [4 ]      |
| <a href="#">View</a> | 20        |                | 20         | 2         | I           | MS             | CS            | F        | Research Assistant | Admission Ltr Issued Regular | Bachelor of Engineering        | 20          |       |             |         | 3 [4 ]      |
| <a href="#">View</a> | 20        |                | 20         | 2         | I           | MS             | CS            | P        | Master Student     | Admission Ltr Issued Regular | Bachelor of Science            | 20          | ence  |             |         | [4 Scale]   |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Master Student     | Provisional Approval Intl    | Bachelor of Science            | 19          | ence  |             |         | [4 Scale]   |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Master Student     | Provisional Approval Intl    | Bachelor of Science            | 20          | ence  |             |         | [4 Scale]   |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Master Student     | Provisional Approval Intl    | Bachelor of Engineering        | 20          | ence  |             |         | [5 Scale]   |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Master Student     | Provisional Approval Intl    | Bachelor of Information System | 20          | ence  |             |         | 7 [4 ]      |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Master Student     | Provisional Approval Intl    | Bachelor of Science            | 20          | ence  |             |         | 3 [4 ]      |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Master Student     | Provisional Approval Intl    | Bachelor of Science            | 20          | ence  |             |         | 5 [4 ]      |
| <a href="#">View</a> | 20        |                | 20         | 1         | I           | MS             | CS            | F        | Research Assistant | Admission Ltr Issued Regular | Bachelor of Science            | 20          | ence  |             |         | 1 [4 ]      |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Research Assistant | Provisional Approval Intl    | Bachelor of Science            | 20          | ence  |             |         | percentage] |
| <a href="#">View</a> | AC        |                | 20         | 1         | I           | MS             | CS            | F        | Research           | Provisional                  | Bachelor of                    | 20          | ence  |             |         | [4 Scale]   |

**Fig 7: Approved Applicants' Evaluation Page**

Upon clicking on the corresponding “View” button, the Evaluation Report is generated and displayed in place of the search results list, as depicted in Fig 8. This report contains all the important information i.e. personal information such as applicants’ name, Banner ID, email address, etc. employment information, application information such as major, degree, etc., previous education such as institution, degree completion year, GPA/percentage, etc., test scores such as TOEFL/IELTS, GRE, etc., evaluation decisions and latest status of the application. In addition, it provides the latest status of the applicant according to admission office data such as: Admission letter Issued, Visa Issued, MOHE approval granted, Offer Sent, Waiting List, etc.

## The Graduate Academic Information System - GAIS

Save Button
Refresh Button
close

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**King Fahd University of Petroleum & Minerals**  
**Deanship of Graduate Studies**  
**Applicant Evaluation Report**

Wed, 02-Mar-2016

Close Button

**PERSONAL INFORMATION**

|                |            |               |            |               |          |
|----------------|------------|---------------|------------|---------------|----------|
| Name           |            |               |            | Banner ID     | A0019    |
| Residency      | Pakistan   | Nationality   | Pakistan   | Date of Birth |          |
| Mobile         |            | Email Address | @gmail.com |               |          |
| Postal Address | St. Line 1 |               |            |               |          |
|                | St. Line 2 |               |            |               |          |
|                | St. Line 3 |               |            |               |          |
| City           | Layyah     | ZIP Code      |            | Nation        | Pakistan |

**EMPLOYMENT INFORMATION**

N/A

**APPLYING FOR**

|               |        |            |                            |                |                    |
|---------------|--------|------------|----------------------------|----------------|--------------------|
| Degree        | MS     | Department | Dept of Mathematics & Stat | Major          | Applied Statistics |
| Academic Year | 201520 | Admit Type | Master Student             | Full/Part Time | FT                 |

**PREVIOUS EDUCATION**

| Degree              | Degree Year | Major      | Institution | Country  | GPA          |
|---------------------|-------------|------------|-------------|----------|--------------|
| Bachelor of Science | 2015        | Statistics |             | Pakistan | [Percentage] |

**TEST SCORES**

|                     |  |                |  |           |  |             |  |
|---------------------|--|----------------|--|-----------|--|-------------|--|
| GRE-V               |  | GRE -V (New)   |  | GRE-Q     |  | GRE-Q (New) |  |
| GRE Analyt. Writing |  | GRE Analytical |  | GMAT      |  |             |  |
| TOEFL IBT           |  | IELTS          |  | TOEFL CBT |  | TOEFL PBT   |  |

**DECISIONS**

**Fig 8: Approved Applicant's Evaluation Report.**

### 5. Courses Selected in the Degree Plans by Active Graduate Students

This tool provides the statistics of all courses selected by the active students in their Degree Plans, with important academic details of students choosing a particular course classified into two groups i.e. those who have already taken and passed the course and those who are yet to take and pass the course. This tool is critical to find out the popularity of courses and help the department administrators in planning course offerings for the coming semesters. Figs 9A and 9B illustrate the function of this tool.

# The Graduate Academic Information System - GAIS

**Courses in Active Students' Degree Plans:**

Course Taken By

| * Course                                | Title   | No. of Students Passed/Registered the Course | No. of Students Not Yet Passed/Registered the Course |
|---|---------|--|--|
| <input type="radio"/> AS-4              | es      | 1  | 0  |
| <input type="radio"/> MATH-2            | bra     | 1  | 0  |
| <input type="radio"/> MATH-3            | ematics | 1  | 0  |
| <input type="radio"/> MATH-4            | II      | 3  | 0  |
| <input type="radio"/> MATH-4            |         | 1  | 0  |
| <input type="radio"/> MATH-4            |         | 1  | 0  |
| <input type="radio"/> MATH-4            | ntrl.   | 2  | 0  |
| <input type="radio"/> MATH-4            |         | 1  | 0  |
| <input type="radio"/> MATH-4            |         | 1  | 0  |
| <input type="radio"/> MATH-4            | ons     | 1  | 0  |
| <input type="radio"/> MATH-4            |         | 3  | 0  |
| <input type="radio"/> MATH-4            |         | 1  | 0  |
| <input checked="" type="radio"/> MATH-5 | ers     | 171  | 5  |
| <input type="radio"/> MATH-5            | ds      | 22   | 0  |
| <input type="radio"/> MATH-5            |         | 7  | 0  |
| <input type="radio"/> MATH-5            |         | 3  | 0  |
| <input type="radio"/> MATH-5            |         | 20   | 1  |
| <input type="radio"/> MATH-5            |         | 23   | 2  |
| <input type="radio"/> MATH-5            |         | 11   | 0  |
| <input type="radio"/> MATH-5            |         | 3  | 0  |
| <input type="radio"/> MATH-5            | sis     | 1  | 0  |
| <input type="radio"/> MATH-5            |         | 29   | 2  |
| <input type="radio"/> MATH-5            |         | 4  | 0  |

Fig 9A: List of selected courses in degree plans of active students.

Selected Course: **MATH-5**

**No. of students passed/registered the course:**

| Major | Student ID | Name | Degree | Classification | F/P Time | Student Email | All Emails | Contact N |
|-------|------------|------|--------|----------------|----------|---------------|------------|-----------|
| ME    | 20052      |      | MS     |                | F        | g200          |            | 691       |
| CE    | 20090      |      | PHD    |                | F        | g20           |            | 326       |
| EE    | 20110      |      | PHD    |                | F        | g20           |            | 766       |
| ME    | 20120      |      | PHD    |                | F        | g20           |            | 361       |
| ME    | 20110      |      | PHD    |                | F        | g20           |            | 376       |
| ME    | 20100      |      | PHD    |                | F        | g20           |            | 313       |

**No. of students Not YET (passed/registered) the course:**

| Major | Student ID | Name | Degree | Classification | F/P Time | Student Email | All Emails | Contact N |
|-------|------------|------|--------|----------------|----------|---------------|------------|-----------|
| ME    | 2014       |      | MS     |                | F        | g2014         |            | 37        |
| ME    | 2006       |      | MS     |                | P        | g2006         |            | 34        |

Fig 9B: Details of students choosing a particular course in their degree plans.