

MAE MSc Dissertation System (Student)

User's Guide



Version : 1.0

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Date : 9-Feb-06

TABLE OF CONTENTS

1	Introduction
1.1	Background
1.2	Process flow
1.3	About this manual
2	Using the system
2.1	Login
3	Main menu
4	Propose/Modify My Project Title
4.1	Selecting Supervisor's Topics
4.2	Making Your Own Proposal
5	View Status of Proposal/Project
6	View Supervisors' Project Titles
7	View Course Information
8	Frequently Asked Questions
8.1	Who to look for when help is needed?

1 Introduction

1.1 Background

The MAE MSc Dissertation System comprises 3 modules:

- Staff Module (used by supervisors/ program directors)
- Student Module (used by students)
- Administration Module (used by MAE Graduate Office)

The objectives of this system are to facilitate:

- students making proposals of dissertation topics and checking their dissertation status
- program directors approving the topics and assigning supervisors to students
- supervisors to keep track of his students

1.2 Process flow

Student Propose > Program Director Approves/Assign Supervisor > Supervisor Accepts

Emails will be triggered at each stage to facilitate the workflow.

1.3 About this manual

This user guide is meant for students.

2 Using the system

2.1 Login

The system is found in GSLink accessible from the NTU Portal <http://www.ntu.edu.sg>
You may be prompted to login if not done so.

Click on "MAE MSc Dissertation System" as shown in Fig 1 to launch the system.

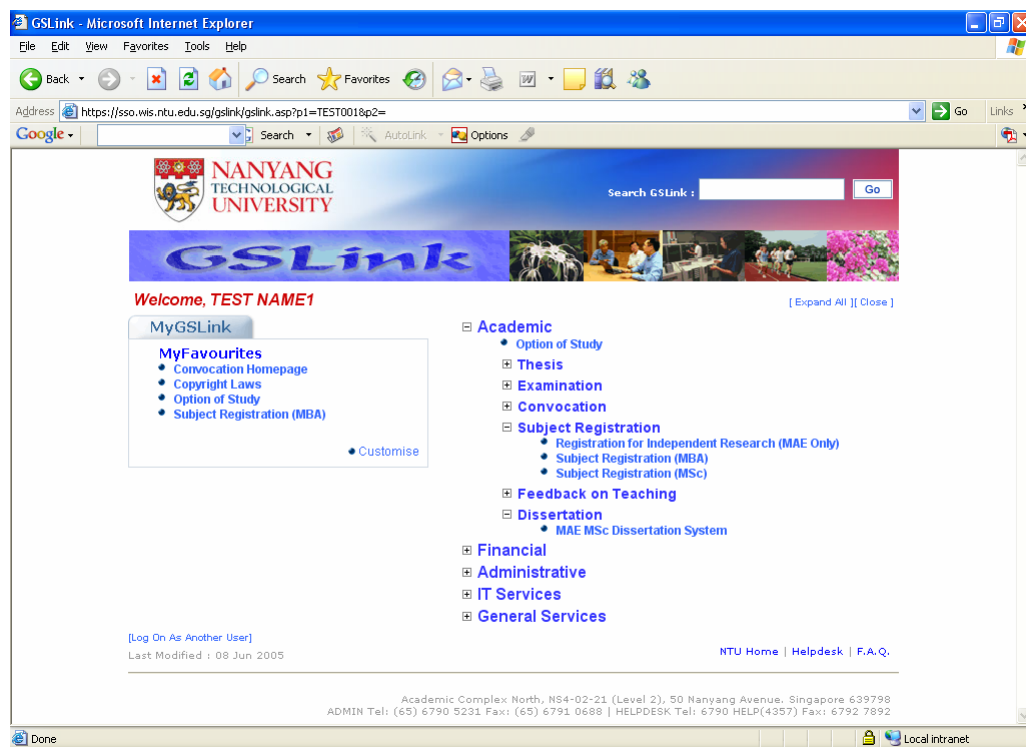


Fig 1.

3 Main Menu

After successful login, the following screen is shown:

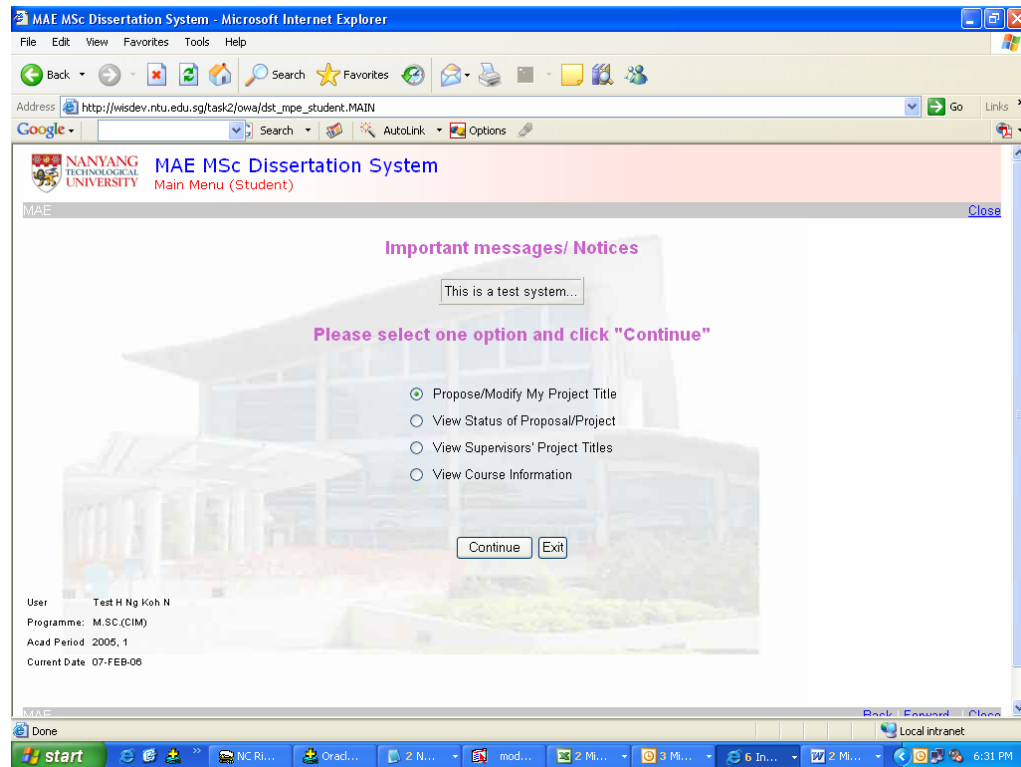


Fig 2.

The options available are:

- Propose/Modify My Project Title
- View Status of Proposal/Project
- View Supervisors' Project Titles
- View Course Information

These are described in more detail in sections 4 to 7.

4 Propose/Modify My Project Title

This option is for you to select a supervisor and propose your topic. The functions are described in Section 4.1 and 4.2.

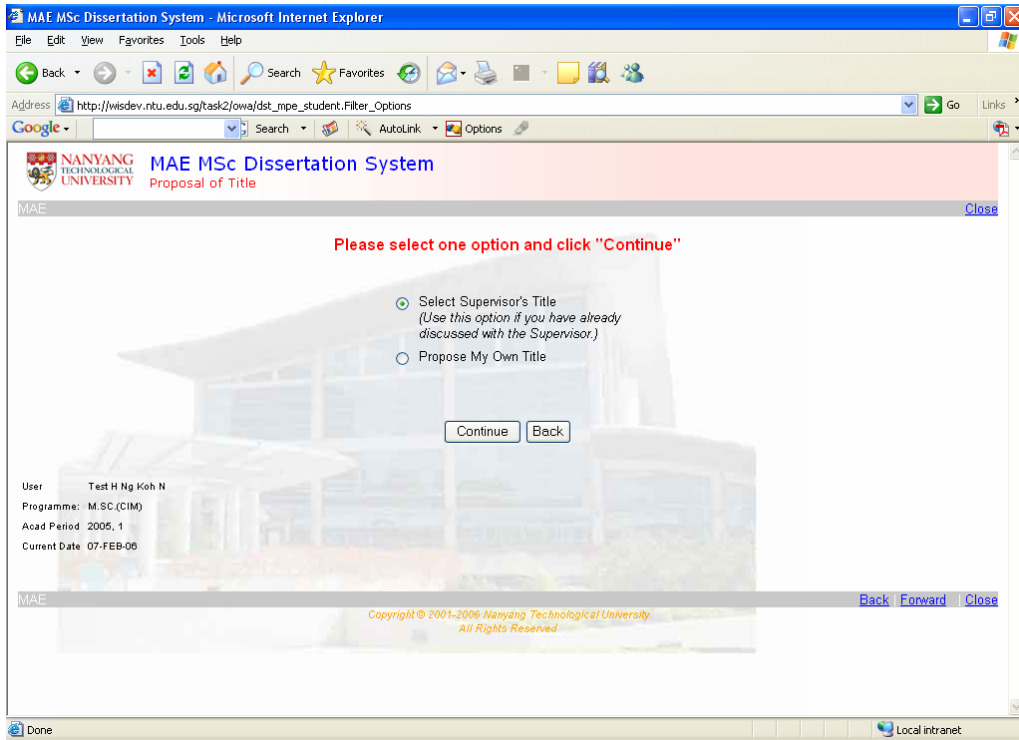


Fig 3

4.1 Selecting Supervisor's Topics

If you have seen the list of supervisors' topics and would like to work with them (with prior arrangement with supervisor), click "Select Supervisor's Title" in Fig 3.



Fig 4

From the screen in Fig 4, select the topic (see Section 6 for more info) you are interested in and click "Continue". A screen is displayed as shown in Fig 5a to 5c.

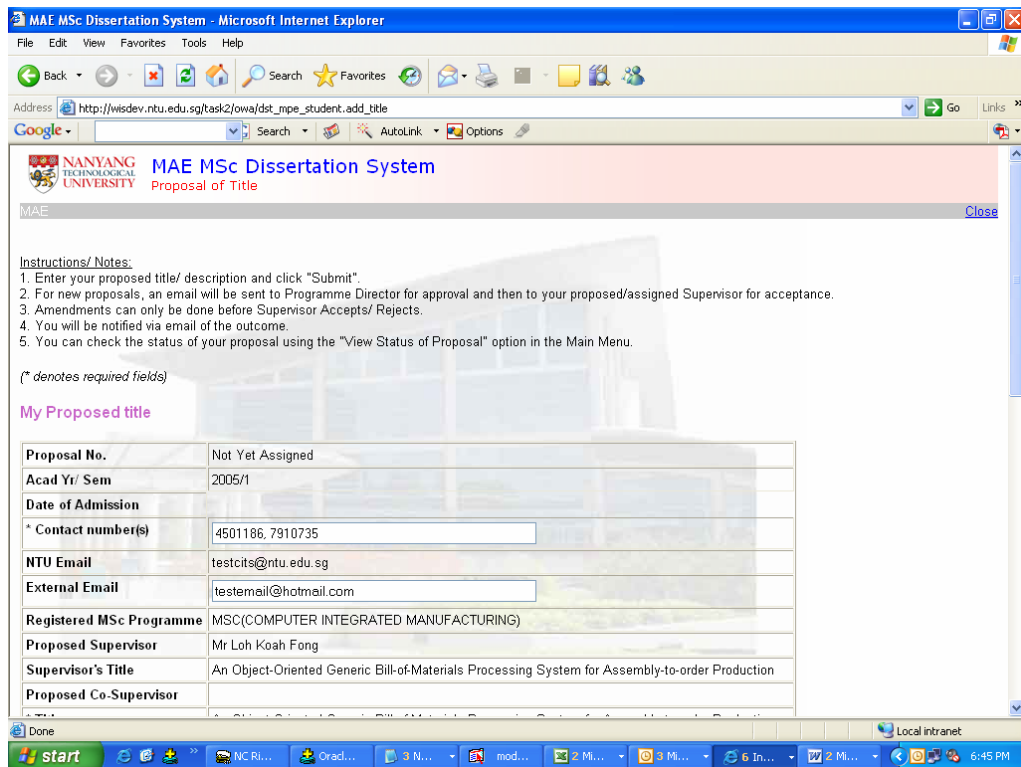


Fig 5a

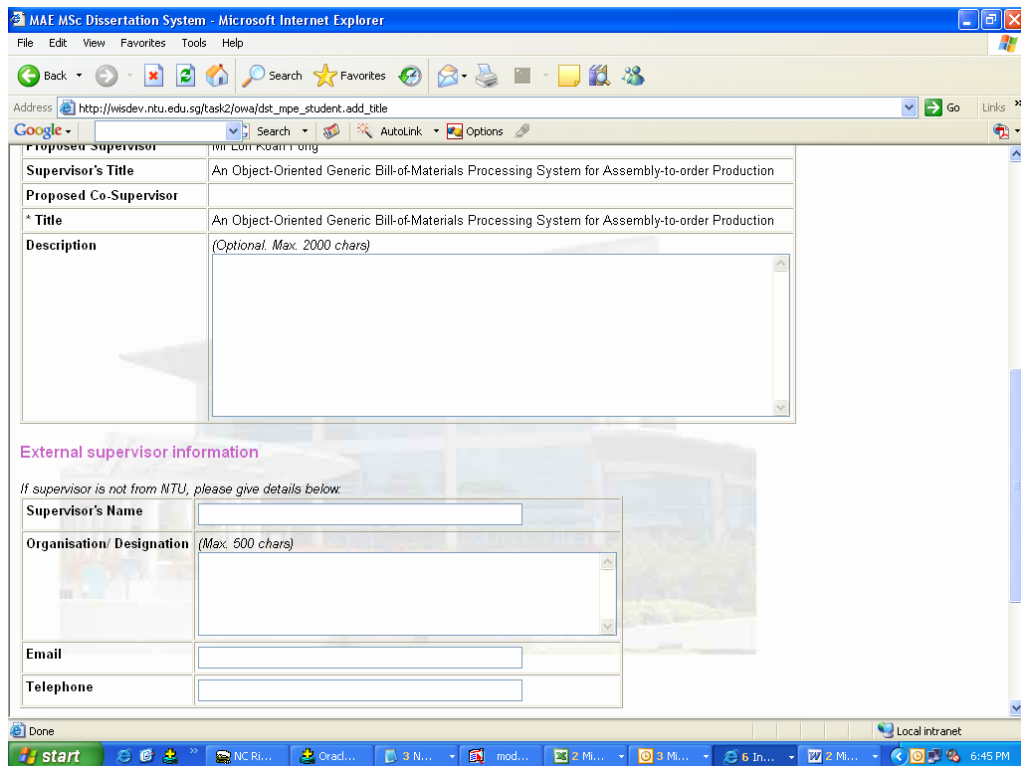


Fig 5b

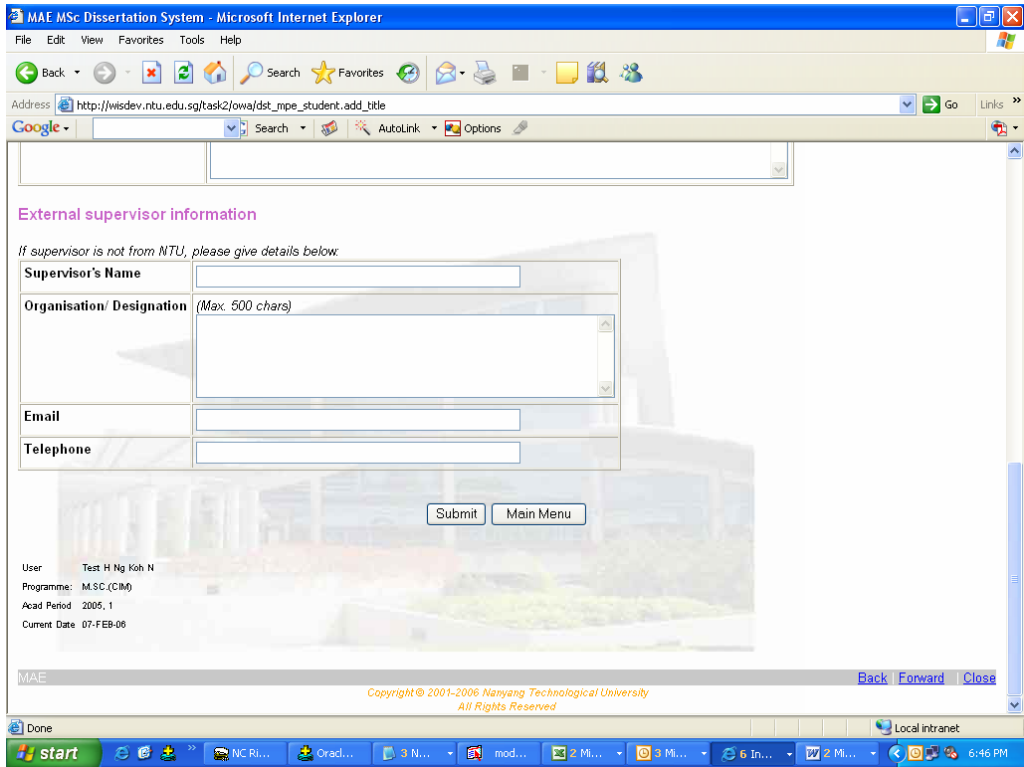


Fig 5c

Make updates to your contact number an preferred email and click on "Submit" to send it off to Programme Director for approval/supervisor assignment. That completes your proposal.

4.2 Making Your Own Proposal

If you have your own proposal (with or without prior arrangement with a supervisor), click "Propose My Own Title" in Fig 3.

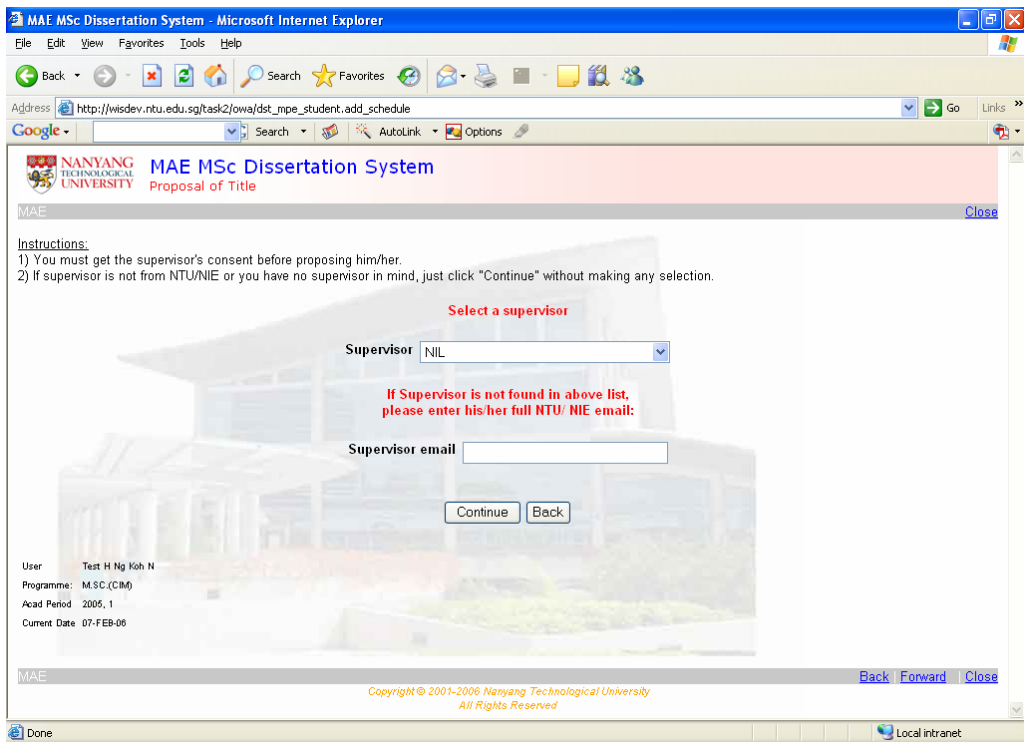


Fig 6

You will be guided to select a supervisor (with prior arrangement) or you can choose to leave it blank for Program Director to assign.

If you are working with a supervisor from another school in NTU/NIE, enter his e-mail in the above.

Click on "Continue" to proceed.

You will be brought to the same screen as displayed in Fig 5a to 5c. Complete it in the same way.

5 View Status of Proposal/Project

This option allows you to check on the status of your proposal.

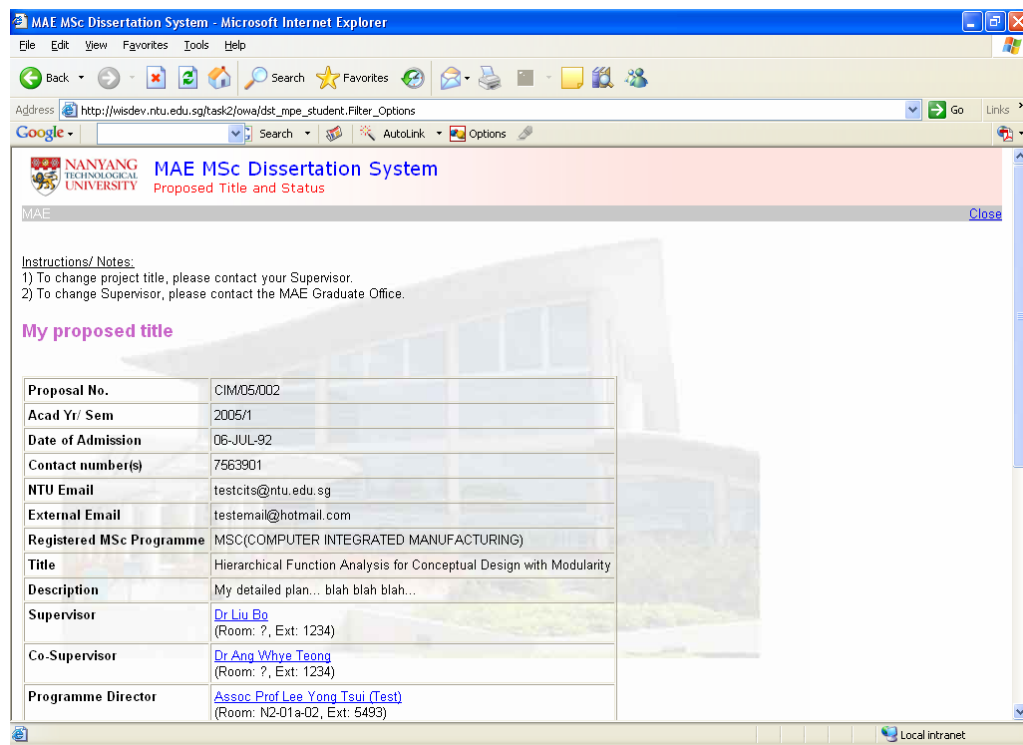


Fig 7a

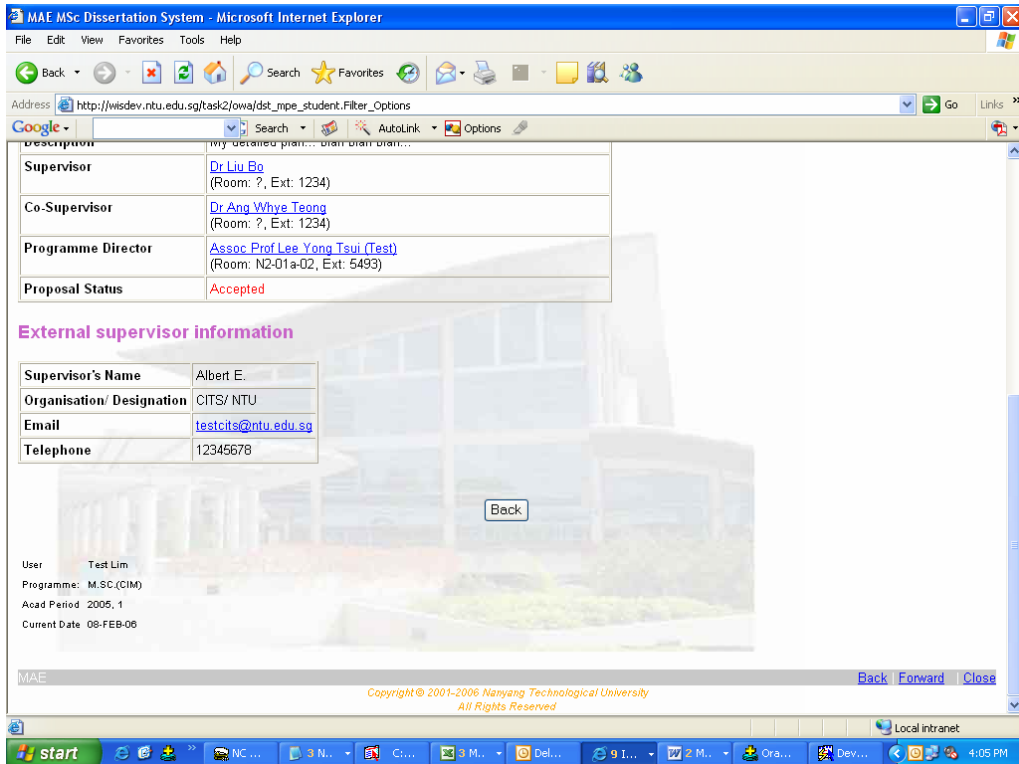


Fig 7b

6 View Supervisors' Project Titles

This option allows you to check the topics that are offered by supervisors. The topics displayed will only be those available to your programme of study. The topics are available for both semesters in the Acad Year.

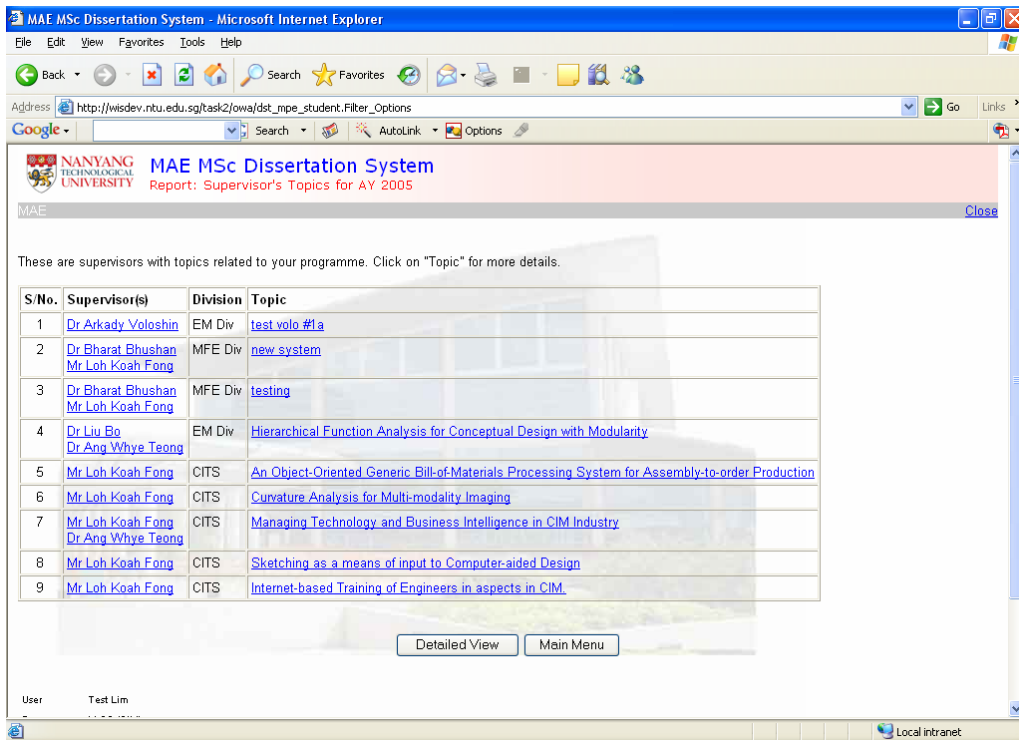


Fig 8

You may click on the "Detailed View" button to see all details.

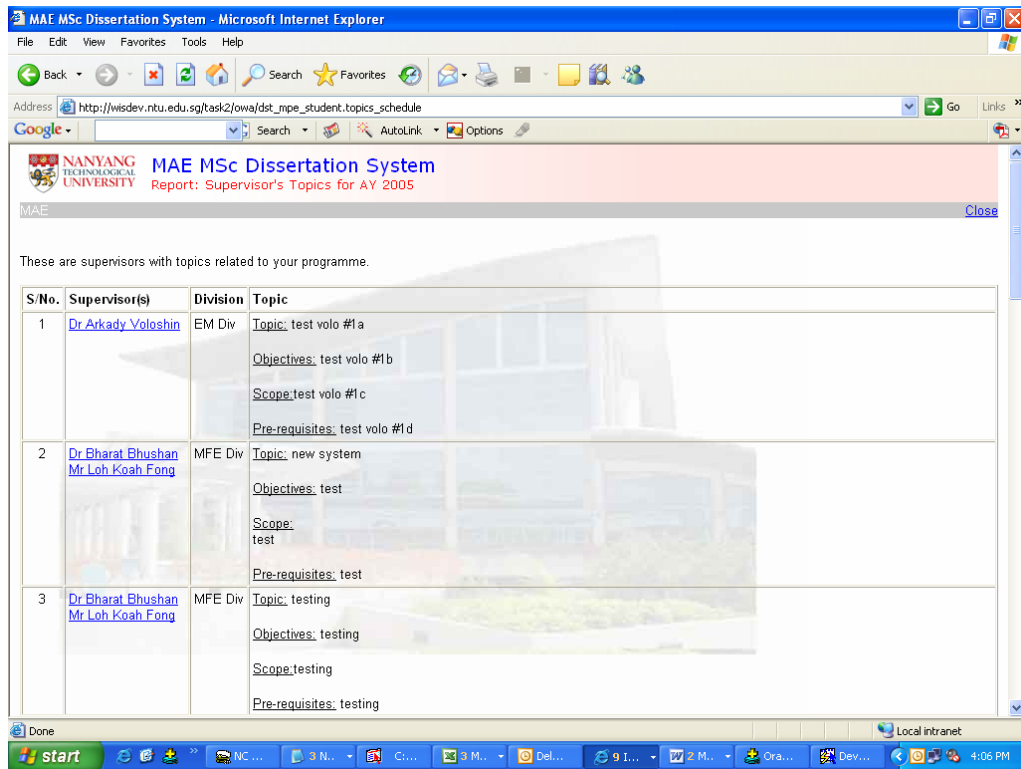


Fig 9a

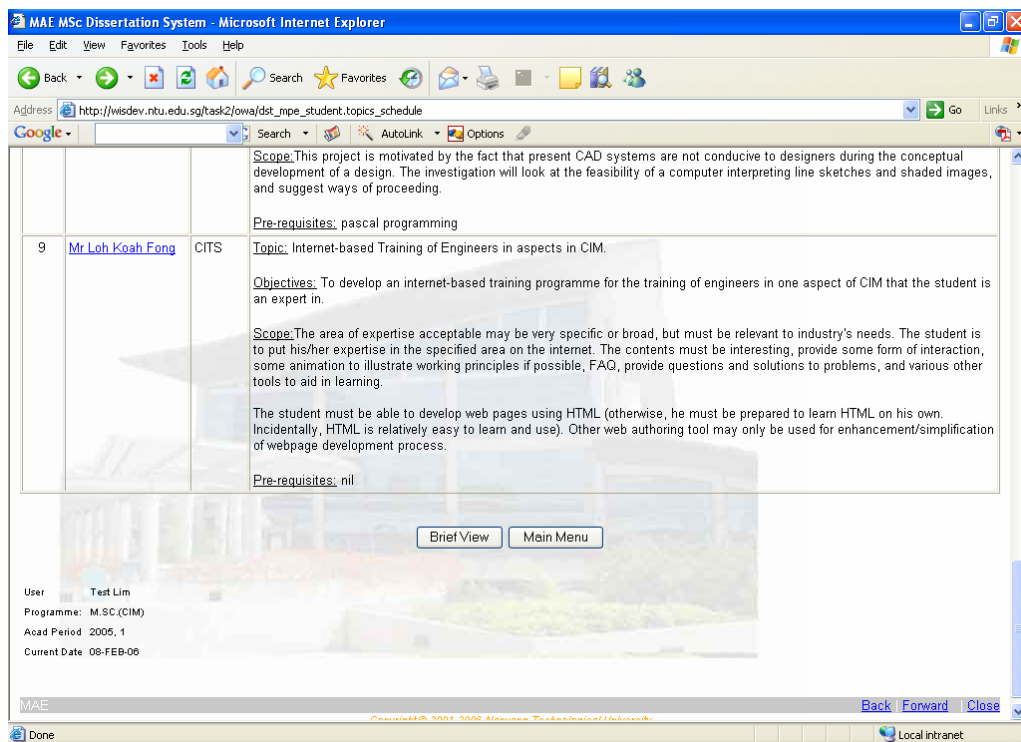


Fig 9b

Click on the "Brief View" button to return to summary display.

7 View Course Information

This option will bring you to an external page with more information relating to your course.

8 Frequently Asked Questions

8.1 Who to look for when help is needed?

Course related questions:

MAE Graduate Office (email: mae.msc@ntu.edu.sg)

Ms Tan Lip Kheng (tel: 6790 4955, email MLKTan@ntu.edu.sg)

System related questions:

CITS Helpdesk (tel: 6790 5228, helpdesk@ntu.edu.sg)

Mr Loh Koah Fong (tel: 6790 6986, kfloh@ntu.edu.sg)

For further advice on dissertation topics, please contact your respective Programme Directors.