

GRADUATE STUDIES THESIS TRACKER USER GUIDE

STUDENT

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Overview

The Thesis Tracker application was developed to provide an efficient way of tracking and monitoring the state of students' application for examination of their Thesis / Research Paper / Project.

This guide is an instructive aid for the Graduate Studies Thesis Tracker application on how to use the available features of the application. It will provide step-by-step instructions on using the various features.

Please note that all inquiries or reports of problems experienced with the application should be sent to gradthesistracker@uwimona.edu.jm.

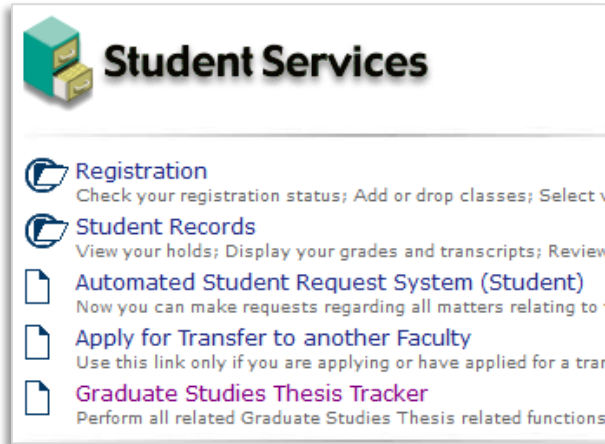
Accessing the Thesis Tracker Application

1. Login to the Student Administrative System (SAS) using your UWI credentials.
2. Select **Student Services** as shown below.



3. Select **Graduate Studies Thesis Tracker** from the resultant menu as shown below (Figure 1).

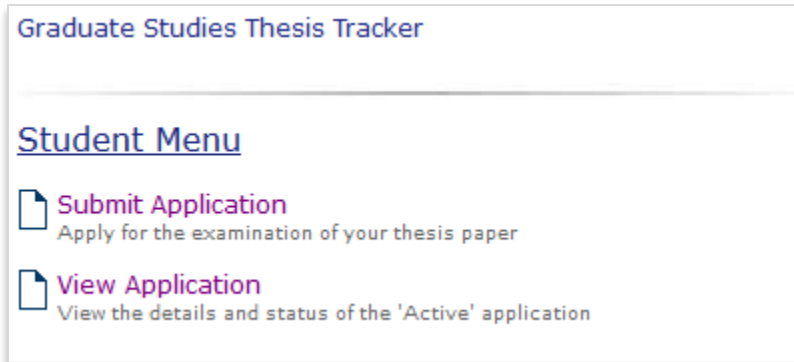
Figure 1 – Student Services Menu



Submitting an Application for Examination

1. Access the Graduate Studies Thesis Tracker Menu by using the steps presented in the previous section: **Accessing the Thesis Tracker Application**.
2. From the **Student Menu** (Figure 2), select '**Submit Application**'.

Figure 2 – Thesis Tracker Student Menu



3. Fill out the resultant form (as shown in Figure 3) with your respective information. In completing the form please observe the following points:
 - 3.1 **Required Fields**

All fields denoted with the symbol (*) are **required** and therefore must be entered before you will be able to submit the application.
 - 3.2 **No Primary Supervisor Found**

If the **Primary Supervisor** assigned to you isn't found by the application the message below will be displayed on the form. As the message states, you will not be allowed to submit the application until the application reflects your assigned Supervisor. If this occurs contact the Office of Graduate Studies and Research.

Assigned PRIMARY Supervisor:	No Assigned Supervisor found. You will therefore not be allowed to Submit this application. Please contact the Office of Graduate and Studies Research to report this issue.
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 - 3.3 **Wrong Primary Supervisor**

Ensure that the **Primary Supervisor** is the correct one that was assigned to you. If this is not the case, **DO NOT SUBMIT** the application until the application reflects your true Supervisor.

3.4 **Intended Submission Date**

3.4.1 Clicking inside the field will present a popup Date Calendar picker which makes it easier for you to select the intended date.

3.4.2 The intended submission date **must be 3 months** from the date the application is being made. The system will give necessary alerts in the event that you enter a date that is less than 3 months or falls on a weekend.

Figure 3 – Sample Application Form

Thesis Examination Application 05091634 Rose-Ann J. Smith
Mar 16, 2016 01:45 pm

Please complete the form below, then click the **SUBMIT** button. Fields with (*) are REQUIRED.

Assigned PRIMARY Supervisor: DAVID BARKER
Please ensure that the above given Supervisor is your Primary Supervisor. If he/she is not, DO NOT SUBMIT! Instead, contact the Office of Graduate and Studies Research to report this. Telephone: (876)977-0655 Email: gradthesistracker@uwimona.edu.jm

Application Date 16-MAR-2016

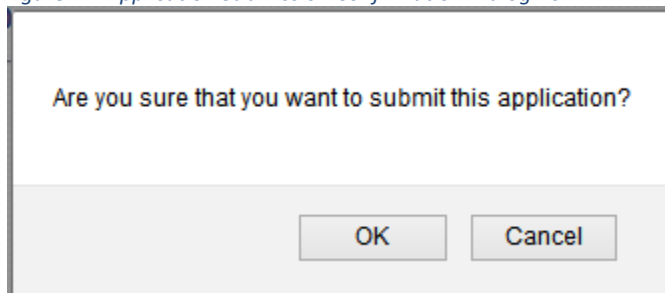
Thesis Title (To Be Approved) * My thesis title...

Intended Submission Date * 16-JUN-2016

Titles and Dates of Subsidiary Published Works My published subsidiary works...

4. Once you have completed entering the information in the form, click the ‘**SUBMIT**’ button. A confirmation message will be displayed (Figure 4) asking if you are sure you are ready to submit the information entered. If you are ready to submit, click the ‘**OK**’ button. If you are not ready to submit, click the ‘**Cancel**’ button.

Figure 4 – Application Submission Confirmation Dialog Box



5. Once you clicked the ‘**OK**’ button from Step 4, you will be presented with the confirmation message shown in Figure 5.

Figure 5 - Application Submitted Confirmation Message

Application Submitted

Thank you for submitting the application for the examination of your Thesis / Research Paper / Project. Your **Confirmation Number** is [REDACTED]. This number may be provided to the Office of Graduate Studies & Research for any queries regarding your application.

Please note that you will not be allowed to alter the application at this point, nor will you be allowed to submit another application. If you would like to make changes to the application, please contact the Office of Graduate Studies and Research.

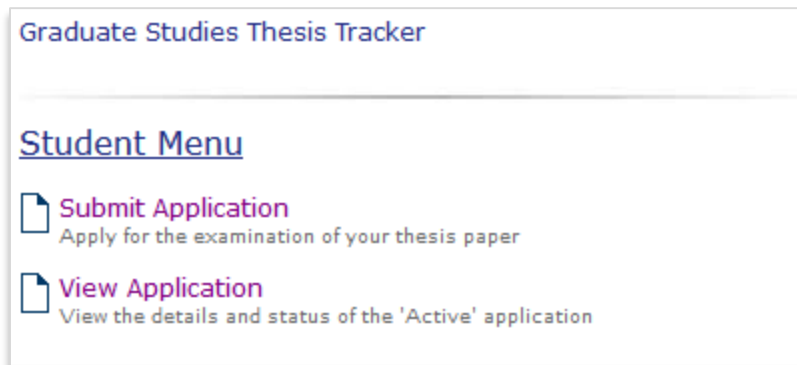
Additionally, a confirmation email has been sent to your UWI email address.

Thank You.

Checking the status of an Application

1. Access the Graduate Studies Thesis Tracker Menu by using the steps presented in the section: **Accessing the Thesis Tracker Application**.
2. From the **Student Menu** (Figure 6), select '**View Application**'.

Figure 6 – Thesis Tracker Student Menu



- 3.