

Macao Polytechnic University
Information Technology Department

**Postgraduate Student Progress
Management System (PSPMS)**

User Manual

Version: 1.0

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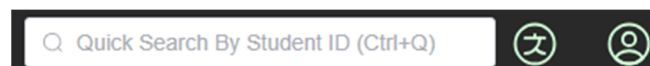
1. Feature Overview

 Student Life Cycle	Manage the entire lifecycle of individual students, including thesis title, supervisor assignment, progress report, candidature, defence, and leaves.
 Progress Report	Batch management of progress reports.

2. Student Lifecycle Management

In the Student Lifecycle Management section, you can search for students by **Student ID**, **Name**, **Degree Level**, **Faculty**, or **Program**. If you know the Student ID, you can enter the ID number directly in the search box at the top-

right corner of the page



to

access the student's lifecycle page.

Student Info	Progress Report	Candidature	Thesis Defense	Leave
------------------------------	---------------------------------	-----------------------------	--------------------------------	-----------------------



P2315095

陳大文
CHAN TAI MAN

Faculty of Business
DOCTOR OF BUSINESS
ADMINISTRATION

Student Info

Status	Entry Term
Not Enroll	2025/2026 - 1

Progress Report

Thesis

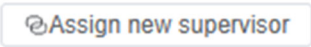
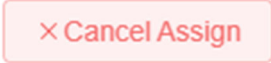
Thesis Title

Supervisor

On the student's page, five buttons at the top correspond to different lifecycle information:

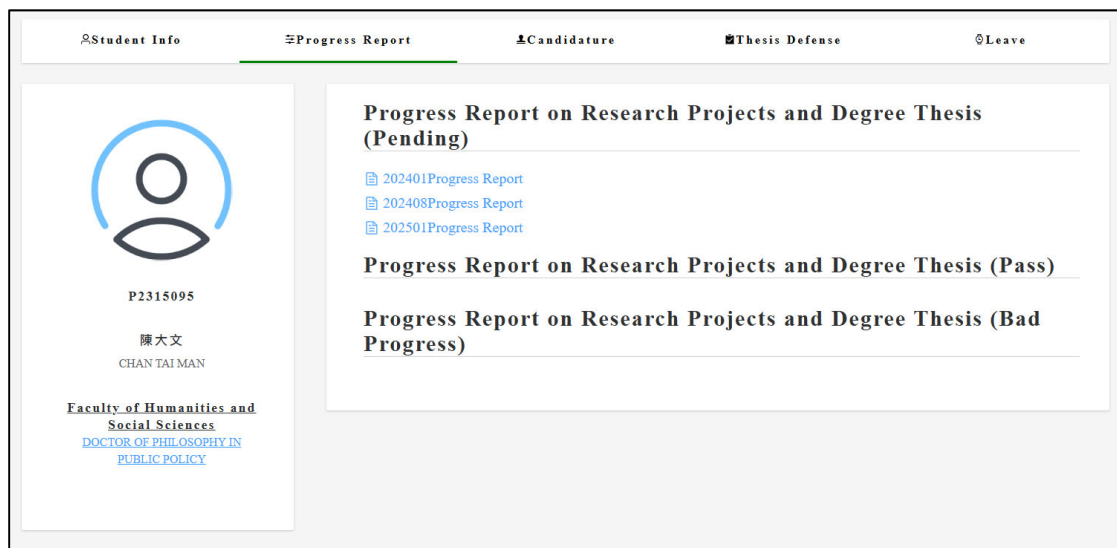
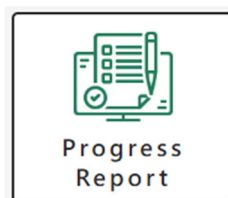
Student Info	Progress Report	Candidature	Thesis Defense	Leave
------------------------------	---------------------------------	-----------------------------	--------------------------------	-----------------------

Thesis Information:

- Click  to enter or update the thesis title.
- Click  to assign a supervisor. Once assigned, the supervisor will have permission to provide feedback on the student's activities. The supervisor's name will appear on the page; click the name to view their details. Click  to cancel supervisor assignment.

Progress Report Information:

- Click on a report to view details. This function is similar to



2.1 Enter or update the thesis title

2.1.1 Access the student's lifecycle page

Student List

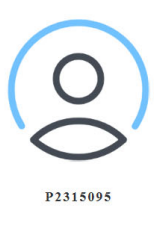
Student ID Student Name Level Faculty

Program 入學時間 Academic Status

☐	Student ID	Academic Status	Faculty	Level	Chinese Name	Foreign Name	Program	Progress report	
☐	P2315095	Not Enroll	FCG	PD	陳大文	CHAN TAI MAN	DOCTOR OF BUSINESS ADMINISTRATION		Life Cycle

2.1.2 Click

Student Info **Progress Report** **Candidature** **Thesis Defense** **Leave**



P2315095

陳大文
CHAN TAI MAN

Faculty of Business
DOCTOR OF BUSINESS
ADMINISTRATION

Student Info

Status Not Enroll **Entry Term** 2025/2026 - 1

Progress Report

Thesis

Thesis Title

Supervisor

2.1.3 Fill in thesis title and save

Student Info **Progress Report** **Candidature** **Thesis Defense** **Leave**



P2315095

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CHAN TAI MAN

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Thesis

Thesis Title

Supervisor

Enter Thesis Title

Thesis Title

2.2 Assign supervisor

2.2.1 Access the student's lifecycle page

Student List

Student ID Student Name Level Faculty

Program 入學時間 Academic Status

☐	Student ID	Academic Status	Faculty	Level	Chinese Name	Foreign Name	Program	Progress report	
☐	P2315095	Not Enroll	FCG	PD	陳大文	CHAN TAI MAN	DOCTOR OF BUSINESS ADMINISTRATION		Life Cycle

2.2.2 Click

Student Info **Progress Report** **Candidature** **Thesis Defense** **Leave**

Student Info

Status: Not Enroll Entry Term: 2025/2026 - 1

Progress Report

Thesis

Thesis Title:

Supervisor:

P2315095

陳大文
CHAN TAI MAN

Faculty of Business
DOCTOR OF BUSINESS
ADMINISTRATION

2.2.3 For external supervisor, fill in the information of the supervisor. If it is not available or unknown, use "/" to skip temporarily.

Assign New Supervisor

☒ External Supervisor ☐ Internal Supervisor

☒ Supervisor ☐ Assistant Supervisor

Chinese Name:

Foreign Name:

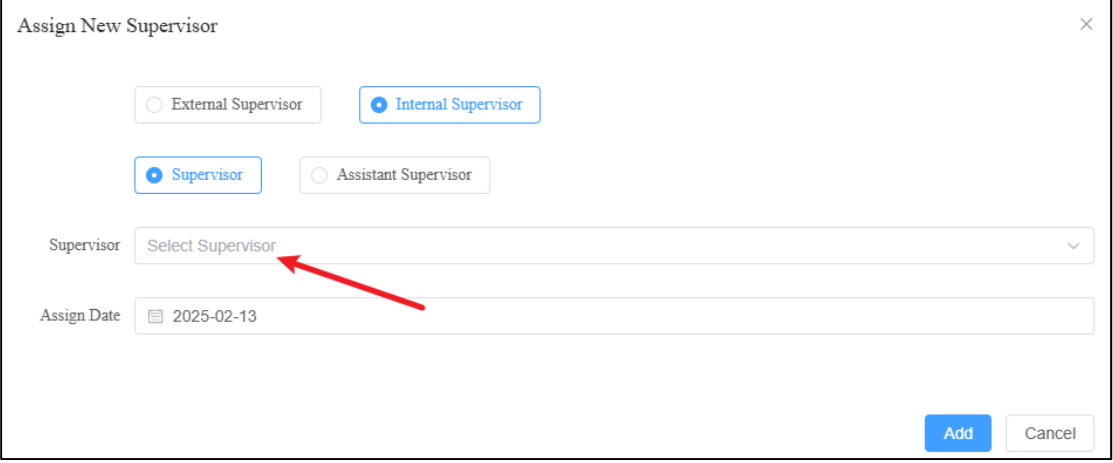
Position:

College:

Program:

Assign Date:

2.2.4 For MPU supervisor, just select it from the list.



The dialog box titled "Assign New Supervisor" contains the following elements:

- Radio buttons for "External Supervisor" and "Internal Supervisor" (selected).
- Radio buttons for "Supervisor" (selected) and "Assistant Supervisor".
- A dropdown menu for "Supervisor" with the text "Select Supervisor" and a red arrow pointing to it.
- A date field for "Assign Date" showing "2025-02-13".
- "Add" and "Cancel" buttons at the bottom right.

2.3 Cancel supervisor's assignment

2.3.1 Access the student's lifecycle page

Student List

Student ID

Student Name

Level

Doctorate

Faculty

Unlimited

Program

Unlimited

入學時間

Unlimited

Academic Status

Unlimited

Enquiry

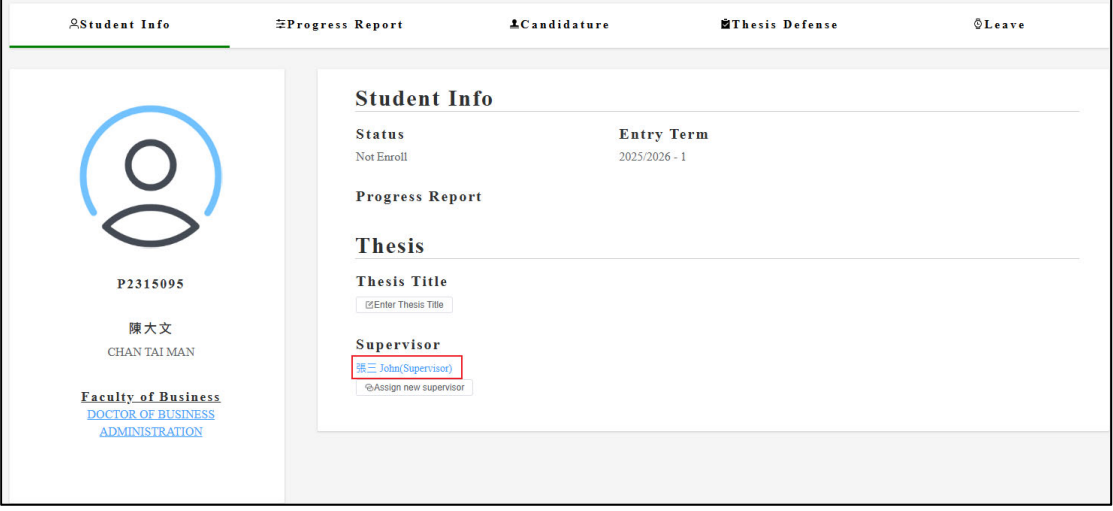
Reset

Batch Upload

Export Student Data to Excel

☐	Student ID	Academic Status	Faculty	Level	Chinese Name	Foreign Name	Program	Progress report	
☐	P2315095	Not Enroll	FCG	PD	陳大文	CHAN TAI MAN	DOCTOR OF BUSINESS ADMINISTRATION		Life Cycle

2.3.2 Click on the supervisor that needs to be cancelled



The "Student Info" page displays the following information:

- Student Info:** Status (Not Enroll), Entry Term (2025/2026 - 1).
- Progress Report:**
- Thesis:** Thesis Title (Enter Thesis Title).
- Supervisor:** 第三 John(Supervisor) (highlighted with a red box). Below it is a link "Assign new supervisor".

2.3.3 Click

✕ Cancel Assign

Supervisor Detail

×

×

Cancel Assign

	External Supervisor
Name	張三 John
Position	教授
College	/
Program	/
Assign Date	2025-02-13
Status	Assigning
Update Date	

Close

2.3.4 Fill in the reason and save

Fill in the reason and confirm cancellation of assigned supervisor

×

Reason

Confirm

Cancel

Assign Date	2025-02-13
Status	Assigning
Update Date	

Close

3. Progress Report Management

In the Progress Report Management section, you can filter reports by **Student ID, Name, Degree Level, Faculty, Program, Report Period, Enrollment Year & Semester, or Report Result.**

Progress Report List

Student ID Student Name Level Faculty

Program Report Start Date Entry Term Academic Status

Report Status

	Student ID	Chinese Name	Foreign Name	Report Period	Supervisor Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☐	P2315095	陳大文	CHAN TAI MAN	2025/01/01 ~ 2025/07/31	2025-07-31	2025-08-31	0		○○○○	Pending	Comment Document

Review Progress Indicators:

Audit Progress	Status
● ● ○ ○	Pending

Four circles represent sequential review stages: **Supervisor** → **Program Coordinator** → **Pedagogic Committee** → **Senate**.

● ○ : Pending review.

● ● : Pass.

● ● : Not Pass.

The text next to the circles shows the latest status.

For Individual Students:

● Click to view review progress and comments.

● Click to view or upload files.

Supervisor Comment
×

Supervisor	Pass Comment: / Date: 2025-02-24 Comment Detail
Program Coordinator Comment	Pass Comment: / Date: 2025-02-24 Comment Detail
Pedagogic Committee Comment	Pass ☒ Update Pedagogic Committee Comment Comment: Date: 2025-02-05 Comment Detail
Senate Comment	Add

Close

Adding/Editing Comments:

Click

Add

 (visible only to authorized users) to add comments for each stage. Click the edit button next to existing comments to modify them.

Batch Actions:

✓ Batch Submission of PC Approval	Bulk confirm PC comments
✓ Batch Submission of Senate Approval	Bulk confirm Senate comments
🕒 Change Submission Deadline for Supervisor	Change submission deadline for supervisor approval.
🕒 Change Submission Deadline for Faculty	Change submission deadline for faculty approval.

3.1 Submit Supervisor comment and upload report

3.1.1 Search student with below conditions

Progress Report List

Student ID

Student Name

Level

Unlimited

Faculty

Unlimited

Program

Unlimited

Report Start Date

Unlimited

Entry Term

Unlimited

Academic Status

Unlimited

Report Status

Unlimited

Search

Reset

3.1.2 Click Comment to add a new comment

☐	Student ID	Chinese Name	Foreign Name	Report Period	Supervisor Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☐	P2315095	陳大文	CHAN TAI MAN	2025-01-01 ~ 2025-07-31	2025-07-31	2025-08-31	0		○○○○	Pending	Comment Document

3.1.3 Click Add

Supervisor Comment ×

Supervisor

Program Coordinator Comment

Pedagogic Committee Comment

Senate Comment

Add

Close

3.1.4 Fill in the comment and save

New Supervisor Comment ×

*Passed or not

Yes

No

Comment

Date

2025-02-24

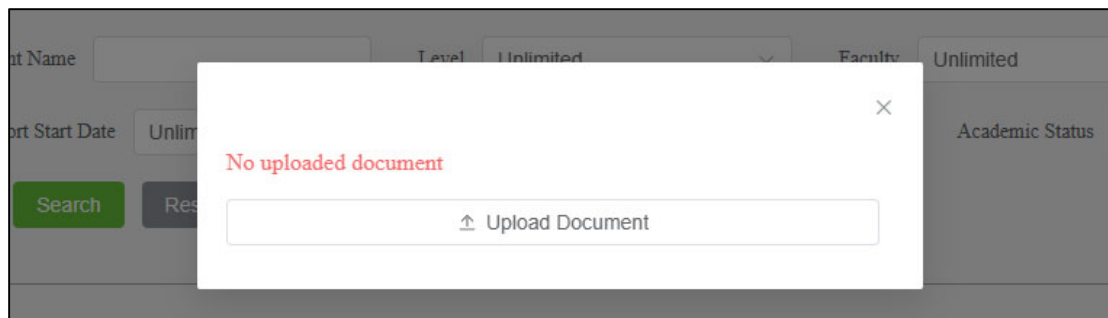
Confirm

Cancel

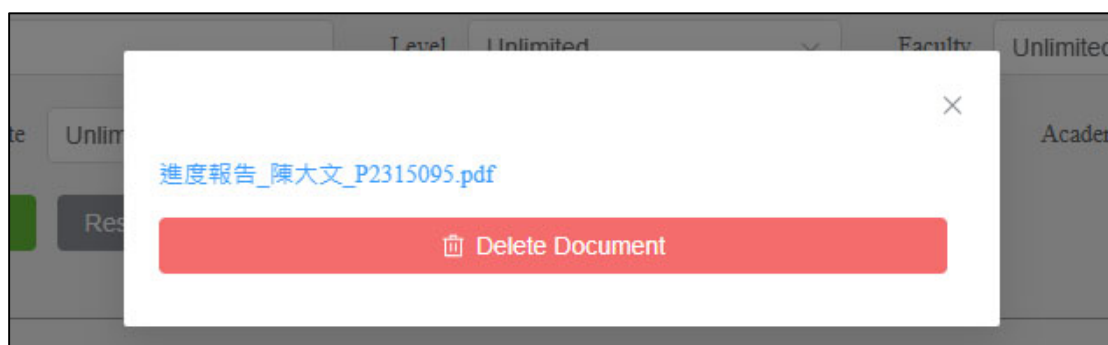
3.1.5 Click to upload report

☐	Student ID	Chinese Name	Foreign Name	Report Period	Supervior Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☐	P2315095	陳大文	CHAN TAI MAN	2025/01/01 ~ 2025/07/31	2025-07-31	2025-08-31	0		○○○○	Pending	 

3.1.6 Click Upload Document



3.1.7 After uploading, you can click on the file name to view it, or delete the file and upload again.



3.2 Submit Program Coordinator comment

3.2.1 Search student with below conditions

Progress Report List

Student ID Student Name Level Faculty

Program Report Start Date Entry Term Academic Status

Report Status  

3.2.2 Click to add a new comment

☐	Student ID	Chinese Name	Foreign Name	Report Period	Supervior Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☐	P2315095	陳大文	CHAN TAI MAN	2025/01/01 ~ 2025/07/31	2025-07-31	2025-08-31	0		●○○○	Pending	 

3.2.3 Click

Add

Supervisor Comment

Supervisor

Program Coordinator Comment

Pedagogic Committee Comment

Senate Comment

Pass

☒ Update Supervisor Comment

Comment: /

Date: 2025-02-24

Comment Detail

Add

Close

3.1.4 Fill in the comment and save

New Program Coordinator Comment

*Agree or disagree with the supervisor's comment

☐ Yes

☐ No

Comment

Date

Confirm

Cancel

3.3 Batch Submission of PC Approval

3.3.1 Search student with below conditions

Progress Report List

Student ID

Student Name

Level

Unlimited

Faculty

Unlimited

Program

Unlimited

Report Start Date

Unlimited

Entry Term

Unlimited

Academic Status

Unlimited

Report Status

Unlimited

Search

Reset

3.3.2 Selection of students whose assessment progress has reached Stage 3 (PC Approval stage)

1 progress report has been selected

☐	Student ID	Chinese Name	Foreign Name	Report Period	Supervisor Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☒	P2315095	陳大文	CHAN TAI MAN	2025-01-01 ~ 2025-07-31	2025-07-31	2025-08-31	0		●●○○	Pending	Comment Document

3.3.3 If there are more students, you can adjust the number of students per page below to select all students at once.

Last Notice Date	Audit Progress	Status	
	●●○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
	○○○○	Pending	Comment Document
Total 1389		10/page ▾	< 1 2 3 4 5 6 ... 139 >

3.3.4 After selecting students, click

[Batch Submission of PC Approval](#)

to

submit approval

Progress Report List

Student ID Student Name Level Faculty

Program Report Start Date Entry Term Academic Status

Report Status [Search](#) [Reset](#)

[Batch Submission of PC Approval](#)

1 progress report has been selected

☐	Student ID	Chinese Name	Foreign Name	Report Period	Supervisor Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☒	P2315095	陳大文	CHAN TAI MAN	2025-01-01 ~ 2025-07-31	2025-07-31	2025-08-31	0		●●○○	Pending	Comment Document

3.3.5 Select whether to approve and fill in the date, click “Confirm” to complete the batch submission.

Confirm Selected Progress Report Status

Batch submission of Pedagogic Committee Assessment

Status

☐ Pass

☐ Not Pass

Date

Confirm

Cancel

3.4 Batch Submission of Senate Approval

3.4.1 Search student with below conditions

Progress Report List

Student ID

Student Name

Level

Unlimited

Faculty

Unlimited

Program

Unlimited

Report Start Date

Unlimited

Entry Term

Unlimited

Academic Status

Unlimited

Report Status

Unlimited

Search

Reset

3.4.2 Selection of students whose assessment progress has reached Stage 4 (Senate Approval stage)

1 progress report has been selected

☒	Student ID	Chinese Name	Foreign Name	Report Period	Supervior Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☒	P2315095	陳大文	CHAN TAI MAN	2025/01/01 ~ 2025/07/31	2025-07-18	2025-08-31	0			Pending	Comment Document

3.4.3 If there are more students, you can adjust the number of students per page below to select all students at once.

Last Notice Date	Audit Progress	Status	
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
		Pending	Comment Document
Total 1389	10/page	< 1 2 3 4 5 6 ... 139 >	

Batch Submission of Senate Approval

3.4.4 After selecting students, click submit approval. to submit approval.

Progress Report List

Student ID Student Name Level Faculty
Program Report Start Date Entry Term Academic Status
Report Status [Search](#) [Reset](#)

[← Batch Submission of PC Approval](#)
[← Batch Submission of Senate Approval](#)
[↻ Change Submission Deadline for Supervisor](#)
[↻ Change Submission Deadline for Faculty](#)

1 progress report has been selected

☐	Student ID	Chinese Name	Foreign Name	Report Period	Supervisor Approval Deadline	Faculty Approval Deadline	No. of Notice	Last Notice Date	Audit Progress	Status	
☒	P2315095	陳大文	CHAN TAI MAN	2025/01/01 ~ 2025/07/31	2025-07-18	2025-08-31	0			Pending	Comment Document

3.3.5 Select whether to approve and fill in the date, click “Confirm” to complete the batch submission.

Confirm Selected Progress Report Status

Batch Confirmation Progress Report Final Review

Status

☐ Pass
☐ Not Pass

Date

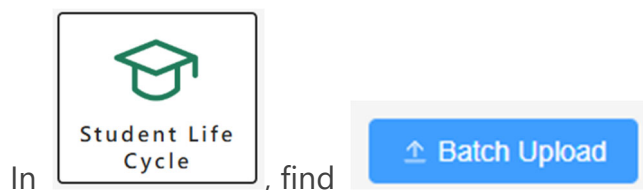
Confirm

Cancel

4. Batch Upload of Thesis Titles and Supervisor

Information

The system allows users to batch upload thesis titles and supervisor Information via Excel files.



To perform this operation:

1. Download the Template:

- Navigate to [specific module/page name] and locate the Batch Upload section.
- Download the standardized Excel template.

2. Fill and Upload:

- Fill in the required data (thesis titles and supervisor assignments) in the template.
- Upload the completed Excel file to the system.

Batch Upload

1. Choose to download the Excel file in the corresponding format and fill in the records that need to be added in batch.

⬇ Thesis format excel

⬇ Supervisor format excel

2. Upload a formatted Excel file to batch add the corresponding records.

⬆ Choose Upload File

Key Features:

- The system automatically checks for **duplicate entries** and **data format errors**.
- No need to manually delete duplicates or correct errors—the system ensures data integrity without disrupting existing records.