

Dear Students,

The Thesis Management System (TMS) is now available for thesis students, faculty members, Institute of Graduate Studies, and other stakeholders to carry out the thesis processes through a single platform.

The main objectives of the TMS are to ensure a fast, trackable communication between students and advisors, and an actual way of facilitating it in terms of file sharing.

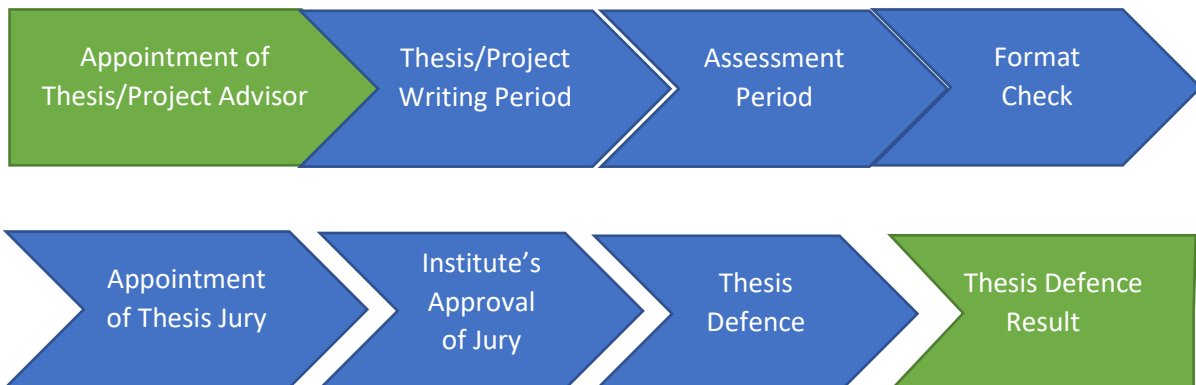
This initial stage of the TMS will allow online monitoring of thesis progress, file sharing, correspondence, thesis format check, appointment of the thesis jury, and submission of the thesis defence results to the institute. Other processes including Project Process, Thesis Proposal, changing a Thesis Topic, Thesis Monitoring, and the drawing up of other forms are currently underway. These processes will be kept track of manually until further arrangements are made.

Sincerely,
Institute of Graduate Studies

You can access Altınbaş University Electronic Thesis Management System at <https://thesis.altinbas.edu.tr>. Log in to the system using your @ogr.altinbas.edu.tr e-mail address and password. (In case you forget your password, you can reset it at <https://reset.altinbas.edu.tr>)

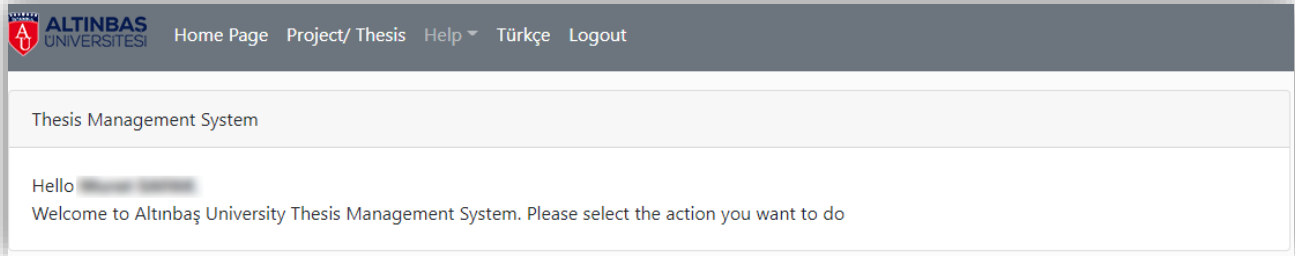
In case of errors/incomplete piece of work in your thesis/project topic or if you experience any error or mistake with the appointment of your thesis/project advisor, you can report the issue by email to the Institute of Graduate Studies (lee@altinbas.edu.tr).

In the Electronic Thesis Management System, processes including thesis work, review/check of the thesis work prior to thesis defence, jury proposal form, thesis defence report are all performed digitally.



Welcome Screen

When you log in to the system, a screen with personalised menus and a welcome message will be displayed.

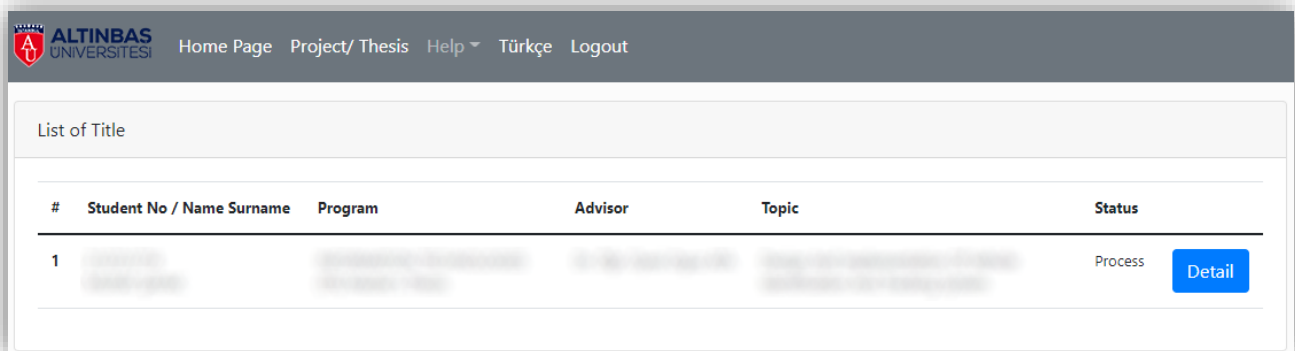


You can use the "Project & Thesis" link in the menu to view the Thesis/Project message list.

Project & Thesis

When you click on the Project & Thesis menu, a list showing your student number, your first and last name, your programme of study, your thesis/project advisor, your thesis/project topic (if any) and the status of your work will appear.

In case your thesis/project advisor and/or thesis topic changes, your old and new registration will be displayed one under the other on this screen.



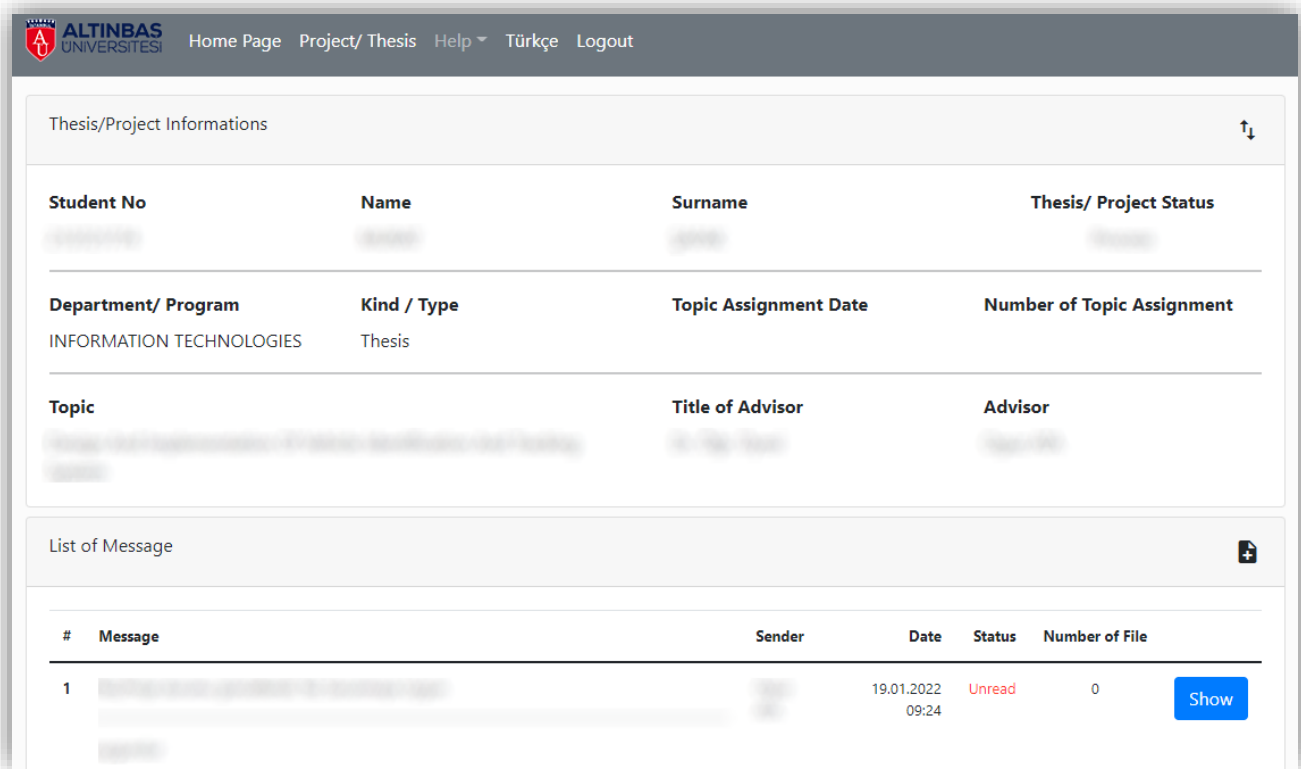
To view the thesis/project details page, just click "Detail" button, as seen in the screenshot above. You can contact your advisor (sending/receiving messages and files) also by visiting the thesis/project details page.

Thesis & Project

The Thesis/Project screen will display the following details and a list of messages between you and your advisor:

- Your Student Number
- Your first name
- Your surname
- Your Thesis/Project Status
- Your Programme of Study
- Decision Date (if any)
- Decision Number (if any)
- Your Thesis/Project Topic
- Your Thesis/Project Advisor

In the message list you will see the message dates, the sender details, and the number of files attached to the message (if any).



The screenshot displays the 'Thesis/Project' management interface. At the top, there is a navigation bar with the Altınbaş University logo, 'Home Page', 'Project/ Thesis', 'Help', 'Türkçe', and 'Logout'. Below this, the 'Thesis/Project Informations' section is shown with a table of student details and a 'List of Message' section with a table of messages.

Student No	Name	Surname	Thesis/ Project Status
12345678	Ali	Yılmaz	Thesis

Department/ Program	Kind / Type	Topic Assignment Date	Number of Topic Assignment
INFORMATION TECHNOLOGIES	Thesis		

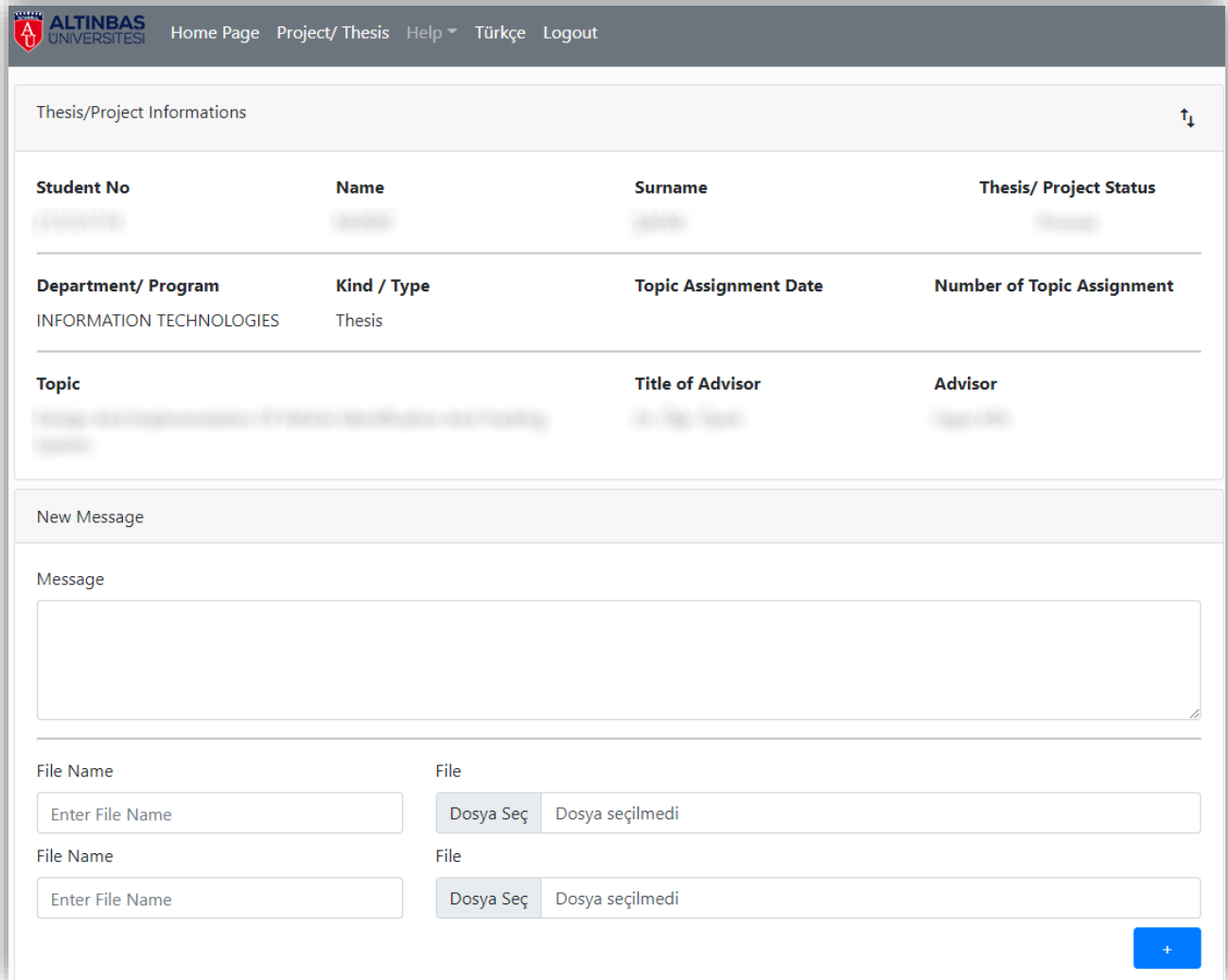
Topic	Title of Advisor	Advisor
Yazılım Geliştirme ve Test	Dr. Ali Yılmaz	Ali Yılmaz

List of Message

#	Message	Sender	Date	Status	Number of File	
1	Message content	Ali Yılmaz	19.01.2022 09:24	Unread	0	Show

You can view the message content by clicking ("View") button next to the message. To send a new message, just click on the icon on the right side of the message list header.

On the message reply screen, there is a field where you can type the message you want to send to your advisor and there are also file upload fields where you can attach a file to your message. In the file upload fields, you will notice ("File Name") fields where you can name your files so that the file can be found and used more easily. The information you type here will be displayed in the download field of your advisor's TMS.



The screenshot shows the user interface for sending a message. At the top, there is a navigation bar with the Altınbaş University logo and links for Home Page, Project/Thesis, Help, Türkçe, and Logout. Below this is a section titled "Thesis/Project Informations" with a table containing student details and assignment information. The table has columns for Student No, Name, Surname, Thesis/Project Status, Department/Program, Kind/Type, Topic Assignment Date, Number of Topic Assignment, Topic, Title of Advisor, and Advisor. Below the table is a "New Message" section with a "Message" text area and two file upload fields. Each file upload field consists of a "File Name" input box and a "File" button labeled "Dosya Seç" (File Select) and "Dosya seçilmedi" (File not selected). A blue "+" button is located at the bottom right of the file upload section.

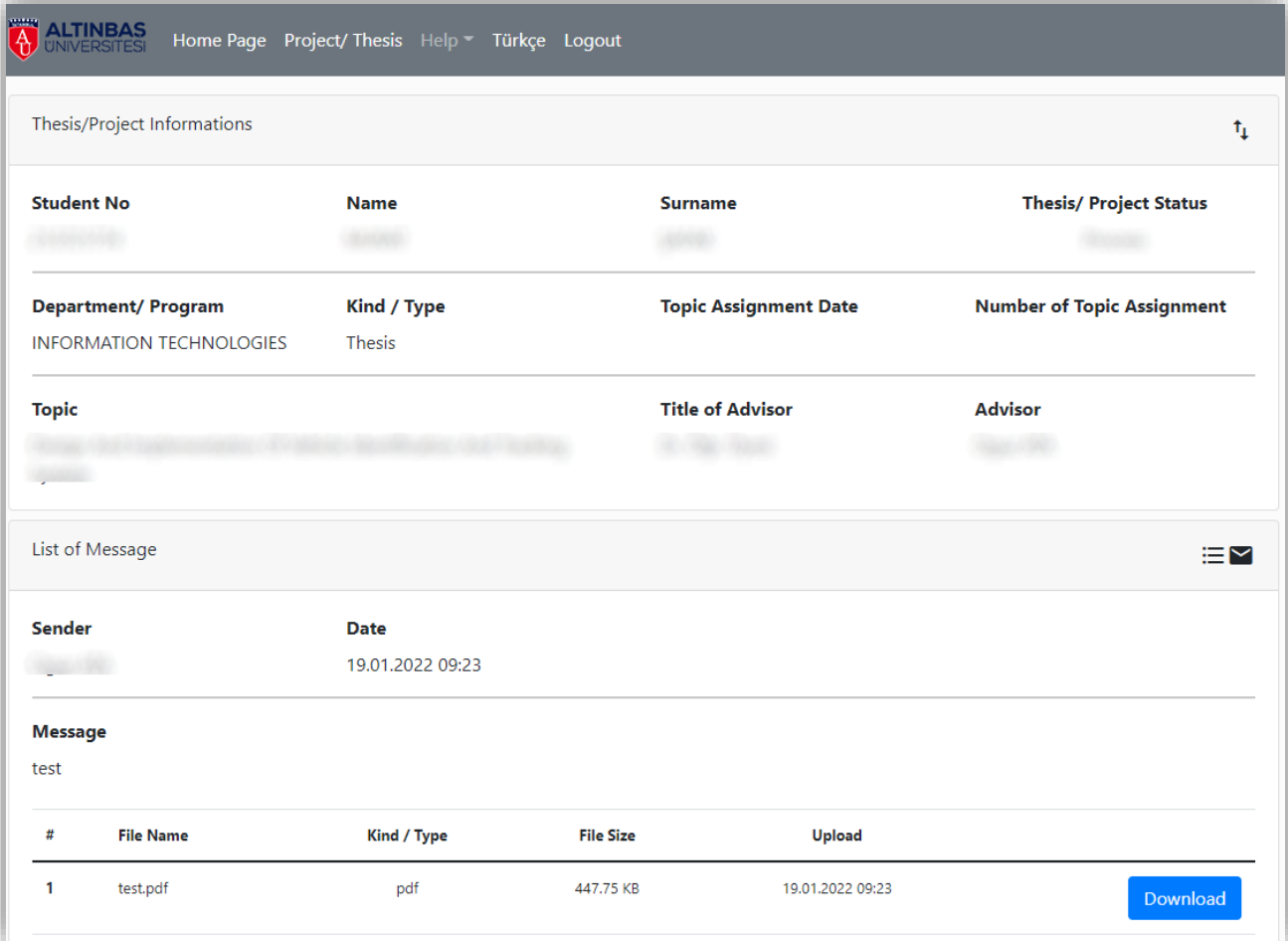
By default, 2 file upload fields are displayed on the file sending screen. When you need to send more files, you can create new file upload fields by clicking on the "+" button. You can attach up to 10 files to a message.

Plain text can be used in the message box field. When you need to send a Rich Text Format document, you can send it as an attachment to your message.

Please note that the maximum file size allowed in a message is 100 MB, and the maximum number of files allowed is 10. If you have problems sending files, it is recommended to check that you have not exceeded these limits.

Press the ("Save") button to send your message. After you send your message, a notification e-mail will be sent to your advisor.

When you or your advisor clicks "View" button next to a message in the message list, you or s/he will see a page displaying the sender, the send date, the message content, the files attached to the message and the download links of these files.



The screenshot displays the user interface of the Altınbaş University Electronic Thesis Management System. At the top, there is a navigation bar with the university logo, the text "ALTINBAS UNIVERSITESİ", and menu items: "Home Page", "Project/ Thesis", "Help", "Türkçe", and "Logout".

The main content area is divided into two sections:

- Thesis/Project Informations:** This section contains a table with the following columns: "Student No", "Name", "Surname", and "Thesis/ Project Status". Below this, there is another table with columns: "Department/ Program", "Kind / Type", "Topic Assignment Date", and "Number of Topic Assignment". The data shown includes "INFORMATION TECHNOLOGIES" for the department and "Thesis" for the kind. A third table shows "Topic", "Title of Advisor", and "Advisor".
- List of Message:** This section shows a message from a sender on "19.01.2022 09:23". The message content is "test". Below the message, there is a table of attached files:

#	File Name	Kind / Type	File Size	Upload	
1	test.pdf	pdf	447.75 KB	19.01.2022 09:23	Download

You can click "Download" button to download any file attached by the sender. Depending on your browser settings, the download will start automatically, or a checkbox will be displayed for you to select the folder where you want to download the file.

Depending on your browser settings, the file may start to download automatically. In case the file is downloaded automatically, check your computer's default download folder, or your browser's "Downloads" area to find the downloaded file on your computer.

While reading any message, you can return to the message list or reply to the message by clicking on the icons next to the message title.