**Thesis Management System**

**Work Flow Chart**

Advisor checks documents that student has uploaded to system and gives feedback.

**Procesess**

**Procesess**

Student manage the thesis process efficiently by communicating with advisor through system.

Student uploads files/documents prepared about thesis to system.

**Study Procesess**

**Student Thesis Upload Stage**
After editing the thesis according to the Thesis Writing Template and Thesis Writing Guideline on the institute's website, student uploads thesis approved by the advisor as defensible to system in word file format until specified date range in academic calendar.

**Advisor Thesis Control Stage**

**Rejection**

The thesis is checked by the advisor. If deemed appropriate, approval is given for the defense exam 2 times, in the Process Stage and in the Evaluation Result Waiting Stage.

**Process Before From Thesis Defense Exam I**

**Research Asistant Assignment Awaited**
In order to carry out thesis checks, a research assistant is appointed by the Head of the Department.

**Awaited for Research Asisstant**

**Rejection**

**X2**

Plagiarism and form control of the thesis is done by the assigned research assistant.

**Defense Form Awaits**
Advisor records the date, place, time and the members of the jury in the system, taking into account the dates specified for the defense exams in the academic calendar with the student.

**Awaiting Institute Decision**
Defense form filled in by the advisor is decided by the institute. Student takes the Defense Exam on the specified date, at the specified place.

**Process Before From Thesis Defense Exam II**

**Thesis Defense**

**Result Awaited**

**Rejection**

**Rectification**

**Acceptance**

**Delivery Process After From Thesis Defense Exam**

**Student Thesis Upload Stage**
After arranging student thesis according to the Thesis Writing Template and Thesis Writing Guideline on the institute's website in line with the minor corrections given in the defense, student uploads it to system in word file format.

**Rejection**

**Advisor Thesis**

**Control Stage**

Thesis control is done by the advisor.

**Rejection**

**X2**

**Awaited for Research Asisstant**



**Institute Thesis Control**
The form of the thesis is checked by the Institute, necessary shape corrections are specified, if any, and the student is informed about the printing processes.

**Information on** **Thesis/Disseration Management System and Thesis Processes**

**I** After our student submits the necessary documents, the advisor and thesis topic information are processed into the Thesis Management System (TYS) by the Graduate Education Institute, Student Affairs Unit.

**I** All correspondence, file transfers, etc. made by the advisor and the student regarding the writing and improvement of the thesis. It must proceed through the Thesis Management System (TYS).

**I** The processes from the "Study" Stage in the Study Process to the "Institute Thesis Control" Stage in the Delivery Process After the Thesis Defense Exam follow each other.

**I** The student conveys all the work, procedures and progress made regarding the writing of the thesis to the advisor during the "Work" Phase. At this stage, the advisor and the student must constantly check the system and be in contact..

**I** In order for the student to complete the "Study" Stage, the advisor uploads the final version of the thesis, approved as defensible, to the system for control. After the advisor finds the uploaded thesis defensible, it is required to give the "Suitable" approval (2 times) on the system.

**I** During the "Waiting for Control" Stage in the Study Process, the thesis is checked only twice by our Research Assistant. For this reason, the student should take maximum care to prepare according to the Thesis Writing Template and Thesis Writing Guide while uploading the thesis.

**I** In the "Awaiting Defense Form" Stage, the Defense Form must be filled by the advisor before the thesis defense so that the student must take the defense exam.

**I** After the thesis defense exam, the Thesis Defense Result must be entered into the system in the "Waiting for Thesis Defense Result" Stage by the advisor.

**I** The stage of the student who receives correction returns to the "Study" Stage in the Study Process and the processes proceed as before the defense exam. For the student who has received correction and whose processes have progressed from the beginning, a new form should be filled by the advisor for the new defense exam, provided that there are former jury members.

**I** The student who has been successful in the Thesis Defense Exam has 1 month after the defense exam in order to submit the thesis to the institute in printed form.

**I** The student whose thesis is rejected is dismissed from the Institute, or if the student makes a request, a non-thesis master's diploma is given to it, provided that he fulfills the course credit load, project writing and similar requirements of the non-thesis master's program.

**I** Thesis checks that must be done by the Institute will be made only once during the "Institute Thesis Control" Stage.

**I** The student should not print the thesis without seeing the phrase "Thesis Stages Completed" in the status tab of the Thesis Management System.

**I** In order for the printed version of the thesis to be accepted for use in graduation processes, the changes that the research assistant and the institute have stated and that the student must make must be completely made, and the study must be in accordance with the Thesis Writing Template and Thesis Writing Guide. Otherwise, the printed thesis will not be accepted by the institute.