THESIS SUBMISSION PROCESS FLOW IN MASTER'S & DOCTORAL PROGRAMS

STATUS / STAGE	ACTIONS	DESCRIPTION	SYSTEM
STUDY STAGE	DETERMINATION OF THESIS TOPIC (MASTER).	MUST BE DETERMINED AND SUBMITTED BY THE END OF THE SECOND SEMESTER AT THE LATEST.	REQUEST MANAGEMENT SYSTEM (TAYES)
STUDY STAGE	DETERMINATION OF THESIS TOPIC (DOCTORAL).	THOSE WHO SUCCESSFULLY COMPLETE THE DOCTORAL QUALIFYING EXAM SUBMIT THEIR THESIS PROPOSAL WITHIN SIX MONTHS AT THE LATEST.	THE FORM ON THE INSTITUTE WEBSITE IS FILLED IN AND DELIVERED TO THE INSTITUTE WITH A WET SIGNATURE.
STUDY STAGE	UPLOADING THE THESIS	THE STUDENT MANAGES THE THESIS PROCESS THROUGH COMMUNICATION WITH THEIR ADVISOR VIA THE SYSTEM AND UPLOADS THE DOCUMENTS/PAPERS RELATED TO THEIR THESIS.	THESIS MANAGEMENT SYSTEM (TYS)
STUDY STAGE	ADVISOR CONTROL	THE ADVISOR REVIEWS THE DOCUMENTS UPLOADED BY THE STUDENT AND PROVIDES FEEDBACK.	TYS
STUDY STAGE	UPLOADING THE THESIS	THE STUDENT UPLOADS THE THESIS IN WORD FORMAT, ENSURING COMPLIANCE WITH THE TEMPLATE AND GUIDELINES ON THE INSTITUTE'S WEBSITE. THE DEADLINE IN THE ACADEMIC CALENDAR MUST BE OBSERVED; OTHERWISE, THE STUDENT CANNOT PROCEED TO THE DEFENSE.	TYS
STUDY STAGE	ADVISOR CONTROL	THE ADVISOR REVIEWS THE THESIS AND GIVES APPROVAL IF FOUND APPROPRIATE.	TYS
AWAITING EVALTION RESULT	ADVISOR CONTROL	IF THE REQUIREMENTS ARE MET, THE ADVISOR APPROVES FOR PUBLICATION CONDITION & ETHICS COMMITTEE. FOR WORKS REQUIRING ETHICAL REVIEW, THE ETHICS COMMITTEE RESULT MUST BE UPLOADED TO THE SYSTEM.	TYS
AWAITING CONTROL ASSIGNMENT	ASSIGNMENT OF RESEARCH ASSISTANT	THE HEAD OF THE DEPARTMENT APPOINTS A RESEARCH ASSISTANT TO CONDUCT THESIS CHECKS.	TYS
AWAITING CONTROL	THE ASSIGNED RESEARCH ASSISTANT CHECKS FOR PLAGIARISM & TEMPLATE COMPLIANCE	THE RESEARCH ASSISTANT REVIEWS THE THESIS FOR PLAGIARISM AND FORMAT COMPLIANCE. IF NEEDED, THE STUDENT MAKES CORRECTIONS AND REUPLOADS THE THESIS.	TYS
AWAITING DEFENSE FORM	DEFENSE FORM IS COMPLETED BY THE ADVISOR	THE ADVISOR RECORDS THE DEFENSE FORM; DATE, PLACE, TIME AND JURY MEMBERS INFORMATION IN THE SYSTEM WITH HIS/HER STUDENT, TAKING INTO CONSIDERATION THE DATES SPECIFIED FOR THE DEFENSE EXAMS IN THE ACADEMIC CALENDAR. (AT LEAST TWO DAYS BEFORE THE DATE DETERMINED FOR THE DEFENSE).	TYS
AWAITING INSTITUTE DECISION	THE INSTITUTE MAKES A DECISION REGARDING THE DEFENSE	THE DEFENSE FORM FILLED OUT BY THE ADVISOR IS REVIEWED AND APPROVED BY THE INSTITUTE BOARD. THE STUDENT ATTENDS THE DEFENSE EXAM ON THE SPECIFIED DATE AND PLACE.	TYS
AWAITING DEFENSE RESULT	THE ADVISOR RECORDS THE RESULT OF THE DEFENSE	AFTER THE DEFENSE, THE ADVISOR ENTERS THE DEFENSE RESULT INTO THE SYSTEM (ACCEPTANCE/CORRECTION/REJECTION).	TYS

STATUS / STAGE	ACTIONS	DESCRIPTION	SYSTEM
STUDENT THESIS UPLOAD STAGE	THE STUDENT REVISES AND REUPLOADS THEIR FINAL THESIS	IF THE STUDENT'S THESIS IS ACCEPTED (EXCEPT IN CASES OF A 3-MONTH CORRECTION DECISION), THEY MAKE ANY NECESSARY CHANGES SUGGESTED BY THE JURY AND REUPLOAD THE THESIS IN COMPLIANCE WITH THE TEMPLATE AND GUIDELINES ON THE INSTITUTE'S WEBSITE.	TYS
AWAITING FINAL CHECK	THE RESEARCH ASSISTANT CONDUCTS THE FINAL CHECK (PLAGIARISM & FORMAT COMPLIANCE)	THE RESEARCH ASSISTANT CONDUCTS THE FINAL CHECK FOR PLAGIARISM AND FORMAT COMPLIANCE. THE STUDENT MAKES ANY NECESSARY CORRECTIONS AND RESUBMITS THE THESIS FOR REVIEW. THE RESEARCH ASSISTANT PROVIDES APPROVAL VIA THE SYSTEM.	TYS
ADVISOR THESIS CONTROL	THE ADVISOR COMPLETES THE CONTROL & FILLING OUT THE FORM TO BE SUBMITTED TO THE INSTITUTE WITH THE STUDENT	THE ADVISOR COMPLETES THE FINAL CHECK OF THE THESIS. AFTER THE HARDCOVER THESIS SUBMISSION CONTROL FORM IS COMPLETED, THE REQUIREMENTS FOR SUBMITTING THE THESIS TO THE INSTITUTE ARE FULFILLED (2 HARDCOVER COPIES, 1 CD, 1 THESIS DATA ENTRY FORM). THE STUDENT IS GIVEN APPROVAL TO PROCEED TO THE HARDCOVER THESIS SUBMISSION STAGE, CONSIDERING THE 30 DAYS PERIOD AFTER THE DEFENSE DATE. THIS COMPLETES ALL STAGES IN THE THESIS MANAGEMENT SYSTEM*.	TYS
INSTITUTE THESIS SUBMISSION	AN EMAIL IS SENT THROUGH THE SYSTEM TO STUDENTS TO SCHEDULE AN APPOINTMENT FOR SUBMISSION.	AN EMAIL CONTAINING THE INSTITUTE APPOINTMENT INFORMATION FOR THESIS SUBMISSION IS SENT TO THE STUDENT THROUGH THE SYSTEM. (THE STUDENT CAN ALSO VIEW THE APPOINTMENT SYSTEM ON THE INSTITUTE'S WEBSITE).	TYS

*THESES THAT DO NOT MEET THE SUBMISSION REQUIREMENTS WILL NOT BE ACCEPTED BY THE INSTITUTE.