

THESIS SUBMISSION AND JURY FORMATION PROCESS BEFORE DEFENSE
Procedures for Master's with Thesis and PhD/Proficiency in Art Programmes

<p>➤ Graduate students log in to the “pusula.omu.edu.tr” system using their student number and UBYS password.</p> <ol style="list-style-type: none">1. From the “Tez Süreçleri > Akademik Çalışmalar” tab, they add their academic activities (publication(s) in compliance with the Senate Decision*).2. In the “Tez Süreçleri>Tez Ekle” tab, a new thesis entry is made. Checkboxes confirming compliance with the guide, template, and publication requirements are approved.3. All information related to the thesis is entered. Both PDF and Word versions of the thesis are uploaded. The academic activities added in Step 1 are linked to the thesis. (If the thesis is supported within a project, the project code is written on the inner cover of the thesis.) (If necessary, the Ethics Committee Approval is attached).4. The “Tez teslim sürecini başlat” button is clicked. <p>Note: In case of any non-compliance at any step, a task is assigned to the student on the “Görevler>Öğrenci Tez Düzenleme” page via the system. The student can go to this task and respond to the non-compliance in the "İnceleme Adımı" tab, update the thesis information using the “Tez Düzenleme Formu”, and resolve the issue by clicking the “Tez Güncelle”, “Çözüldü Olarak İşaretle” and “Görevi Tamamla” buttons to send it back to the relevant step.</p> <p>✓ <i>At this step, the thesis is forwarded to the advisor.</i> *Click here for the Senate Decision.</p>	Graduate Student
<p>➤ A task is assigned to the academic advisor through the “Görevler>Danışman Ön Kontrol” tab on the “pusula.omu.edu.tr” system.</p> <ol style="list-style-type: none">1. The Thesis Advisor logs in to the “pusula.omu.edu.tr” system using their UBYS username and password.2. The advisor goes to the relevant task and checks all necessary information and documents required for thesis submission (thesis text, thesis title, publications, etc.).3. In case of any non-compliance, the advisor can add it through the “Uygunsuzluk Ekle” option. The added non-compliance can be approved using the “Delete-Edit-Approve” options and sent back to the student for correction.4. A similarity report** for the thesis is generated.5. The similarity ratios are entered in the “İnceleme Adımı” tab, and the report is uploaded.6. By ticking “It is appropriate to start the thesis submission process based on the similarity report result” and clicking the “Görevi Tamamla” button, the process is forwarded to the next step. <p>✓ <i>At this step, the thesis is sent to the institute for preliminary review.</i> **Click here for the rules and procedures regarding the plagiarism report.</p>	Thesis Advisor
<p>➤ A task is assigned to the relevant staff member through the “Görevler>Enstitü Ön Kontrol” tab on the “pusula.omu.edu.tr” system.</p> <ol style="list-style-type: none">1. The relevant staff member checks the minimum graduation requirements for the student.2. In case of any non-compliance, the student or the advisor is notified via the system.3. The student resolves the non-compliance and resubmits the thesis to the student affairs office. (For non-compliance related to the similarity report, the advisor resolves the issue and resubmits the thesis to the student affairs office.)4. Once the review is complete, the thesis is forwarded to the next step by clicking the “Görevi Tamamla” button. <p>✓ <i>At this step, the thesis is sent for text review.</i></p>	Graduate School Student Affairs
<p>➤ A task is assigned to the thesis reviewer through the “Görevler>Tez Kontrol” tab on the “pusula.omu.edu.tr” system.</p> <ol style="list-style-type: none">1. The compliance of the thesis text with the OMU Thesis Writing Guide and Template*** is checked within the task completion period specified in the system.2. In case of any non-compliance, it is added through the “Uygunsuzluk Ekle” option. The added non-compliance can be approved using the “Delete-Edit-Approve” options and sent back to the student for correction. Detected corrections are notified to the student only through the system by entering non-compliance within the task period specified in the system.3. The student resolves the non-compliance and re-uploads the thesis to the system. The thesis review task is re-assigned to the reviewer. The revised thesis is checked again.4. The thesis that complies with the guide is approved and forwarded to the next step by clicking the “Görevi Tamamla” button. <p>✓ <i>At this step, the thesis is sent to the advisor for the jury formation step.</i> ***Click here for the OMU Writing Guide and Template.</p>	Thesis Control Team

<p>➤ A task is assigned to the thesis advisor through the “Görevler>Jüri Belirleme” tab on the “pusula.omu.edu.tr” system.</p> <ol style="list-style-type: none"> 1. Information about the jury members is entered. 2. The planned date and location for the exam, to be held within the current academic semester according to the academic calendar, are entered. 3. The process is forwarded to the next step by clicking the “Görevi Tamamla” button. <p>✓ <i>At this step, the jury proposal is sent for approval to the Head of the Department.</i></p>	Thesis Advisor
<p>➤ A task is assigned to the Head of the Department through the “Görevler> Anabilim Dalı Başkanı Jüri Onay” tab on the “pusula.omu.edu.tr” system.</p> <ol style="list-style-type: none"> 1. Information about the jury members is reviewed in the “İnceleme Adımı” tab. 2. In case of any non-compliance, the jury proposal can be sent back to the advisor through the system. The advisor revises the jury proposal or the date and resubmits it for approval to the Head of the Department. 3. The reviewed jury and date proposal are approved and forwarded to the next step by clicking the “Görevi Tamamla” button. <p>✓ <i>At this step, the jury proposal is sent to the Institute Management for approval.</i></p>	Head of Department
<p>➤ A task is assigned to the “Görevler>Enstitü Yönetim Onay” section under "Tasks > Institute Management Approval" in the Institute's Management Board.</p> <ol style="list-style-type: none"> 1. The juries and dates proposed by the Management Board are discussed. 2. If any inconsistency is observed, the task can be sent back to the advisor through the system. The advisor revises the jury proposal or date, and with the approval of the Department Chair, it is sent back to the management. 3. The "EYK Jury Formation Decision" is obtained for the approved juries and date. 4. The jury and date proposal, after being reviewed, is approved and moved to the next step by clicking the "Görevi Tamamla" button. <p>✓ <i>At this step, the exam result is sent to the advisor for input.</i></p>	Graduate School Administrative Board
<p>➤ A task is assigned to the faculty member via the system under “Görevler>Savunma Sınav Sonuç Raporlama” section on the dashboard.</p> <ol style="list-style-type: none"> 1. The thesis defense exam result notification is made in the "İnceleme Adımı" section. 2. The exam result is entered into the system within 3 days from the date of the exam. 3. If a change in the thesis title is decided, the "Thesis Title Should Be Updated" checkbox is marked, and the proposed new thesis title is entered. 4. For each jury member, a status selection (Accepted - Rejected - Revision) is made, and an individual evaluation report is uploaded to the system. (For jury members who are absent, the backup jury is activated using the "Activate backup jury because the jury was absent" button.) 5. The exam result is added to the system using the "Add Thesis Exam Result" button. 6. The "Thesis Defense Exam Jury Report" PDF is generated from the system, printed, signed by the jurors in the relevant sections, and then sent to the institute through the UBYS along with the "Thesis Individual Evaluation Reports." The UBYS submission number is entered into the system, and the task is completed by clicking the "Görevi Tamamla" button. <p>✓ <i>At this step, the exam result is forwarded to the institute with an official cover letter.</i></p>	Thesis Advisor

Note: In doctoral and master's programs, if the thesis defense exam is held online, the records will be archived by the Department/Department Chair.

- To perform any task, go to the relevant task via the "Tasks" section and use the "İnceleme Adımı" section.
- If any inconsistency is detected, enter the inconsistency through the system.
- Complete the task within the defined completion time for any task in the system.
- The "Öğrencilerim" menu is solely for academic advisors to track information and processes related to their students. To perform actions, please use the "Tasks" and "İnceleme Adımı" sections.
- Use the forms and PDF outputs generated by entering information through the Pusula system. External forms will not be used.
- If you experience any issues with the Pusula system, please send feedback via email to tez.kontrol@stu.omu.edu.tr