

## Thesis Submission and Jury Formation Process Before Defense

### Procedures for Master's with Thesis and PhD/Proficiency in Art Programmes

<p>The graduate student logs into the “<b>pusula.omu.edu.tr</b>” system using their student number and UBYS password.</p> <ol style="list-style-type: none"><li>1. From the “<b>Academic Studies</b>” tab, the student adds publications in accordance with the <b>Senate Decision</b> (if applicable).</li><li>2. All information regarding the thesis is entered through the “<b>Add Thesis</b>” tab (Ethics Committee Approval is attached if required).</li><li>3. The “<b>Start the Thesis Submission Process</b>” button is clicked. ✓ At this step, the thesis is forwarded to the advisor.</li></ol> <p><i>Click here for the Senate Decision.</i></p>	<p><b>Graduate Student</b></p>
<p>The thesis advisor logs into the “<b>pusula.omu.edu.tr</b>” system using their UBYS username and password.</p> <ol style="list-style-type: none"><li>1. From the “<b>Tasks</b>” tab, the advisor reviews all necessary information and documents required for thesis submission.</li><li>2. The advisor obtains the <b>similarity report</b> **for the thesis.</li><li>3. In the “<b>Review Step</b>” tab, the advisor enters the similarity report percentages and uploads the report.</li><li>4. By ticking the box “<b>It is appropriate to initiate the thesis submission process based on the similarity report results,</b>” the advisor submits it by clicking the “<b>Complete Task</b>” button. ✓ At this step, the thesis is forwarded to the graduate school for preliminary review.</li></ol> <p><i>**Click here for the plagiarism report guidelines and procedures.</i></p>	<p><b>Thesis Advisor</b></p>
<p>The responsible staff member reviews the student's compliance with the <b>minimum graduation requirements</b> through the system.</p> <ol style="list-style-type: none"><li>1. If any <b>non-compliance</b> is identified, the issue is communicated to the student via the system.</li><li>2. The student resolves the issue and reuploads the corrected thesis to the system.</li><li>3. Once the thesis passes the compliance check, it is <b>approved</b>. ✓ At this step, the thesis is forwarded for <b>text review</b>.</li></ol>	<p><b>Graduate School Student Affairs</b></p>
<p>➤ The thesis is reviewed for compliance with the <b>OMU Thesis Writing Guideline and Template</b>***.</p> <ol style="list-style-type: none"><li>1. If any <b>non-compliance</b> is identified, the issue is communicated to the student via the system.</li><li>2. The student resolves the issue and reuploads the corrected thesis to the system.</li><li>3. Once the thesis complies with the guideline, it is <b>approved</b>.</li></ol>	<p><b>Thesis Control Team</b></p>

<p>✓ At this step, the thesis is forwarded to the advisor for the <b>jury formation process</b>.</p> <p><i>***Click here for the OMU Thesis Writing Guide and Template.</i></p>	
<p>➤ The <b>thesis advisor</b> enters the jury proposal through the “<b>Jury Assignment</b>” tab.</p> <ol style="list-style-type: none"> <li>1. The advisor enters the required jury details and generates the output by clicking on the “<b>Create PDF</b>” tab.</li> <li>2. The <b>jury proposal form</b> is signed, and the form, along with a cover letter signed by the <b>Department Chair</b>, is submitted to the graduate school via <b>UBYS</b>.</li> <li>3. Through the system, the advisor clicks the “<b>Complete Task</b>” tab, and the proposed jury members are sent to the administration.</li> </ol> <p>✓ At this step, the jury proposal is forwarded to the graduate school administration.</p>	<p><b>Thesis Advisor</b></p>
<p>➤ The <b>Graduate School Administrative Board</b> reviews the proposed juries.</p> <ol style="list-style-type: none"> <li>1. If any <b>non-compliance</b> is identified, the advisor is notified via the system.</li> <li>2. The advisor revises the jury proposal accordingly.</li> <li>3. For the approved juries, the “<b>EYK Jury Formation Decision</b>” is obtained.</li> <li>4. The juries are <b>approved</b> via the system.</li> </ol> <p>✓ At this step, the exam date is communicated to the advisor for further notification.</p>	<p><b>Graduate School Administrative Board</b></p>
<p>➤ The thesis defense exam date is set through the “<b>Scheduling the exam</b>” tab.</p> <ol style="list-style-type: none"> <li>1. The date determined for the exam, to be held within one month from the Board of Directors' Decision date, is notified through the system.</li> </ol>	<p><b>Thesis Advisor</b></p>
<p>Thesis Defense Exam and Submission of Results to the Graduate School</p>	
<p>Within <b>3 business days</b> following the defense exam, the following forms must be submitted to the graduate school via the <b>EBYS</b> system:</p> <ul style="list-style-type: none"> <li>• <b>PP1.2.FR.0066 Individual Thesis Evaluation Forms</b> - [Click here for the form].</li> <li>• <b>PP1.2.FR.0068 Thesis Defense Jury Report Form</b> - [Click here for the form].</li> </ul> <p><b>Note:</b> In the case of online thesis defense examinations in Master's programs with thesis, the records will be archived by the Department/Field Chair</p>	<p>Thesis Advisor/Head of Department</p>

- The relevant form links can be obtained from [https://unikys.omu.edu.tr/tr/document\\_categories](https://unikys.omu.edu.tr/tr/document_categories).
- If you experience any issues with the Pusula system, please send an email to **tez.kontrol@stu.omu.edu.tr**.