

Lisansüstü Eğitim Otomasyon Sistemi (LEOS) User Guide for Thesis Master's Students

1. General Overview

The **Graduate Education Automation System (LEOS)** has been developed to enable thesis-based master's students of Karabük University Graduate Education Institute to manage and monitor their advisor, thesis, request, examination, and graduation processes in a digital environment.

Students can log in to the system via <https://leos.karabuk.edu.tr> using their username and password.

Course registration and course selection procedures are **not conducted** through LEOS. LEOS serves as a platform used **only for managing academic processes after registration**.

After logging in, the **Student Home Page (Öğrenci Ana Sayfa)** screen provides access to the following:

- Viewing announcements and the academic calendar,
- Checking advisor and semester information,
- Accessing thesis, request, and decision modules,
- Communicating with institute officials through the system.

The **left-side menu** provides access to all student operations within the system. For thesis master's students, this menu includes all functions available through LEOS:

- **Advisor Procedures (Danışman İşlemleri)**
- **TÖMER Document Procedures (TÖMER Belgesi İşlemleri)** (*for international students only*)
- **Thesis Procedures (Tez İşlemleri)**
- **Thesis Examination Procedures (Tez Sınav İşlemleri)**
- **Request Procedures (Talep İşlemleri)**
- **Decision Procedures (Karar İşlemleri)**
- **OBS – Courses and Grades (OBS – Dersler ve Notlar)**
- **Forms – Templates (Formlar – Şablonlar)**
- **Profile Settings (Profil İşlemleri)**

2. Advisor Procedures Module (Danışman İşlemleri Modülü)

The **Advisor Procedures Module (Danışman İşlemleri Modülü)** is the section where the student carries out the processes of assigning, viewing, and changing their thesis advisor. This module includes four subsections:

- **Select Advisor (Danışman Seç)**
 - **My Advisor (Danışmanım)**
 - **Advisor Change (Danışman Değişikliği)**
 - **Co-Advisor (İkinci Danışman)**
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Select Advisor (Danışman Seç)

This section is available only if the student does not currently have an assigned advisor. The student selects a suitable advisor from the list of faculty members displayed in the system. After selecting the desired advisor(s), the student must click “**Confirm / Send to Advisor (Onayla / Danışmanına Gönder)**” to submit the request. Following submission, the process is approved sequentially by the **advisor**, **department head**, and **institute**.

My Advisor (Danışmanım)

In this section, the student can view their active advisor and related records. The screen displays the assigned advisor’s **name**, **academic title**, **email address**, **department**, and **institute approval status**.

Advisor Change (Danışman Değişikliği)

This section is used when the student wishes to change their current advisor. The student selects a new advisor candidate through the system and creates a request. The approval of the **current advisor** is required for this process. Once the request is approved by the **advisor** and **department**, it is forwarded to the **institute** for final approval.

Co-Advisor (İkinci Danışman)

The **Co-Advisor (İkinci Danışman)** section is available only for **thesis-based master’s** and **doctoral programs**. Although visible to **non-thesis master’s** students, this section is **inactive** for them.

In this section, students can request the appointment of a second advisor in addition to their primary one.

The screen fields and their functions are as follows:

- **Current Advisor (Mevcut Danışmanınız):** Automatically displayed by the system.
- **Select Institution Type (Kurum Tipi Seçiniz):** The student selects the institution type where the co-advisor works.
 - **Internal Institution (Kurum İçi):** For faculty members within Karabük University.
 - **External Institution (Kurum Dışı):** For faculty members outside Karabük University.
- **Message (Mesajınız):** A short note or explanation regarding the co-advisor request can be added.
- **Add to List (Listeye Ekle):** Adds the selected co-advisor candidate to the list.
- **Confirm & Send to Advisor (Onayla & Danışmanına Gönder):** When completed, the request is sent sequentially to the **advisor**, **department head**, and **institute** for approval.

3. Thesis Procedures Module (Tez İşlemleri Modülü)

The **Thesis Procedures Module (Tez İşlemleri Modülü)** allows thesis-based master's students to create, edit, and track their thesis topics. This module includes three subsections:

- **Create Thesis Title (Tez Adı Oluştur)**
- **My Thesis Titles (Tez Adı Listem)**
- **Change Thesis Title (Tez Adı Değiştir)**

Create Thesis Title (Tez Adı Oluştur)

This section allows students to register their thesis topic in the system. A thesis topic proposal can only be submitted by students who already have an assigned advisor.

Fields and their functions:

- **Advisor (Danışman):** The assigned advisor is displayed automatically by the system.
- **Thesis Title (Tez Adı):** The Turkish title of the thesis is entered.
- **English Thesis Title (İngilizce Tez Adı):** The English title of the thesis is entered.
- **Keywords (Anahtar Sözcükler):** Turkish keywords related to the thesis are added.
- **English Keywords (İngilizce Anahtar Sözcükler):** English equivalents of the keywords are entered.
- **Purpose and Objectives (Amaç ve Hedefler):** The aim and objectives of the thesis are stated here.
- **Subject (Konu):** A brief explanation of the thesis subject is provided.

- **Original Contribution (Özgün Değer):** The scientific contribution or originality of the study is described.
- **Methodology (Yöntem):** The research methods to be used in the thesis are summarized.
- **References (Kaynaklar):** The main references used in the thesis proposal are listed.

Students are also required to plan their process timeline:

- **Design Start/End (Tasarım Başlangıç/Bitiş)**
- **Material Supply Start/End (Malzeme Temini Başlangıç/Bitiş)**
- **Experimental Method Start/End (Deneysel Yöntem Başlangıç/Bitiş)**
- **Result Evaluation Start/End (Sonuç Değerlendirme Başlangıç/Bitiş)**

After filling out all the fields, the student clicks “**Submit Thesis Proposal (Tez Bildirimi Gönder)**” to initiate the process. The approval proceeds sequentially through the **advisor**, **department head**, and **institute**.

My Thesis Titles (Tez Adı Listem)

This section allows students to view all thesis topics they have registered in the system and track their approval status.

Displayed fields:

- **Thesis Status (Tez Durumu):** Students can filter their thesis proposals by status:
 - **Awaiting Advisor Approval (Danışman Onayında)**
 - **Awaiting Department Approval (Anabilim Dalı Onayında)**
 - **Awaiting Institute Decision (Enstitü Kararı Bekleniyor)**
 - **Approved (Onaylandı)**
 - **Rejected (Reddedildi)**
- **Thesis Title / English Thesis Title (Tez Adı / İngilizce Tez Adı):** Displays the recorded thesis titles.
- **Keywords (Anahtar Sözcükler):** Lists related keywords.
- **Current Advisor (Mevcut Danışman):** Advisor information is displayed automatically.
- **Statuses (Durumlar):** Advisor process, thesis status, and general status are shown separately.
- **Actions (İşlemler):**
 - **Upload Thesis (Tez Yükle):** Initiates the process of uploading the thesis file for an approved topic. When this icon is clicked, the system automatically redirects the student to the **Thesis Examination Procedures → Apply for Thesis Defense (Tez Sınav İşlemleri → Tez Sınavına Başvur)** screen. On this page, the student uploads their thesis document and completes the thesis defense application.

Change Thesis Title (Tez Adı Değiştir)

This section is used when the student wishes to change their current thesis topic. Once the change request is created, the process again proceeds through **advisor** → **department** → **institute** approval stages.

Fields and their functions:

- **Relation Between the New and Previous Topic (Yeni Önerilen Araştırmanın Önceki Konu ile İlgisi):** Explains the connection between the new topic and the previous one.
- **Reason for Topic Change (Tez Konusu Değişiklik Gerekçesi):** States the reason for the requested change.
- **New Thesis Title / English Thesis Title (Yeni Tez Adı / İngilizce Tez Adı):** Enters the updated titles.
- **Keywords / English Keywords (Anahtar Sözcükler / İngilizce Anahtar Sözcükler):** Adds keywords for the new topic.
- **Purpose and Objectives (Amaç ve Hedefler):** Defines the objectives of the new thesis.
- **Subject (Konu):** Summarizes the new thesis subject.
- **Design, Material Supply, Experimental Method, and Evaluation Dates (Tasarım, Malzeme Temini, Deneysel Yöntem ve Sonuç Değerlendirme Tarihleri):** Schedules the new thesis plan.

After completing all the fields, the student clicks “**Update (Güncelle)**” to submit the change request to the system.

4. Thesis Examination Procedures Module (Tez Sınav İşlemleri Modülü)

The **Thesis Examination Procedures Module (Tez Sınav İşlemleri Modülü)** is used for uploading the thesis file, sending it for advisor approval, viewing examination dates, and tracking examination results. This module allows the student to manage the final stages of their thesis process. It includes four subsections:

- **Apply for Thesis Defense (Tez Sınavına Başvur)**
 - **My Thesis Uploads (Tez Yüklemelerim)**
 - **My Thesis Examinations (Tez Sınavlarım)**
 - **My Thesis Examination Results (Tez Sınav Sonuçlarım)**
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Apply for Thesis Defense (Tez Sınavına Başvur)

This section allows the student to upload their approved thesis file and send it to the advisor for review.

Additionally, when the “**Upload Thesis (Tez Yükle)**” icon under “**Thesis Procedures → My Thesis Titles (Tez İşlemleri → Tez Adı Listem)**” is clicked, the system automatically redirects the user to this page.

Fields and their functions:

- **Thesis Title (Tez Adı):** The approved thesis title is automatically filled in by the system.
- **Advisor (Danışman):** Displays the student’s registered advisor.
- **Description (Açıklamanız):** The student can optionally enter a short note or comment.
- **Select Thesis from Computer (Bilgisayardan Tezi Seçin):** The thesis file (.pdf or .docx) is selected from the computer.
- **Upload & Send to Advisor (Yükle & Danışmana Gönder):** Uploads the selected file and sends it for advisor approval.

Process Steps:

1. The student uploads the thesis and sends it to the advisor.
2. Once approved by the advisor, the file is forwarded to the department.
3. The department proposes the examination jury.
4. The institute issues the thesis examination decision and notifies the student.

After the process is completed, the student can track examination details under the “**My Thesis Examinations (Tez Sınavlarım)**” section.

My Thesis Uploads (Tez Yüklemelerim)

This section allows the student to view previously uploaded thesis files, see advisor comments, and re-upload the thesis if necessary.

Displayed fields:

- **Status (Durum):** Displays advisor or institute approval status.
- **Thesis (Tez):** Lists the uploaded thesis topics.
- **Advisor (Danışman):** Displays the thesis advisor information.
- **Student Comment / Advisor Comment (Öğrenci Açıklaması / Danışman Açıklaması):** Shows process-related comments from both sides.
- **Plagiarism Rate (İntihal Oranı):** Displayed if entered by the advisor.

- **Re-upload (Yeniden Yükle):** If the student has made revisions, they can upload the updated version through this button.

At the bottom, under “**Uploaded Theses (Yüklediğim Tezler)**”, all previous uploads are listed.

My Thesis Examinations (Tez Sınavlarım)

This section displays information about the student’s thesis defense, including date, location, and status details.

Displayed fields:

- **General Status (Genel Durum):** Indicates the overall status of the examination process (e.g., “Planned,” “Completed,” or “Pending”).
- **Thesis Language (Tez Dili):** Indicates the language of the defense (Turkish / English).
- **Defense Status (Savunma Durumu):** Indicates whether the defense has been scheduled or completed.
- **Exam Venue (Sınav Yeri):** Displays the location or department where the defense will take place.
- **Sort / Search / Clear (Sıralama / Ara / Temizle):** Filtering tools that allow the student to search for specific exams or reset filters.

At the bottom, under “**My Thesis Examinations (Tez Sınavlarım)**”, all scheduled exams are listed.

My Thesis Examination Results (Tez Sınav Sonuçlarım)

This section displays the result of the student’s thesis defense.

Displayed fields:

- **General Status (Genel Durum):** Shows the current result of the examination (e.g., “Successful,” “Revision Required,” “Unsuccessful”).
- **Sort / Search / Clear (Sıralama / Ara / Temizle):** Used for listing and searching results.
- **Thesis Examination Results List (Tez Sınav Sonuç Listesi):** Displays the list of the student’s examination results.

From this section, the student can also access the **official document or decision file** related to the thesis examination result.

5. Request Procedures Module (Talep İşlemleri Modülü)

The **Request Procedures Module (Talep İşlemleri Modülü)** is the section where students can digitally create any official requests they wish to submit to the institute. This module includes two subsections:

- **Create Request (Talep Oluştur)**
 - **My Requests (Taleplerim)**
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Create Request (Talep Oluştur)

Students should use this section whenever they have a formal request such as **freezing enrollment, uploading an ID, transferring from a thesis to a non-thesis program, or requesting an extension period**, etc.

This section allows the student to create an official petition digitally through the system.

Fields and their functions:

- **Request Title (Talep Başlığı):** The student selects the type of request from the dropdown menu. (*Examples: “Freezing Enrollment (Kayıt Dondurma)”, “Extension Request (Ek Süre Talebi)”, “Course Exemption Request (Ders Muafiyeti Talebi)”, “ORCID Number Notification (ORCID Numarası Bildirimi)”*)
 - **Request Text (Talep Yazısı):** When the student selects the request type, the system automatically fills in their personal information (name, international ID number, program, etc.). By clicking **“Generate Request Text (Talep Yazısını Oluştur)”**, LEOS automatically creates the official petition text. The student may edit this text slightly if necessary.
 - **Document Upload Area (Belge Yükleme Alanı):** Depending on the request type, required supporting documents (e.g., medical report, petition form, copy of ID, etc.) are uploaded here. The student attaches the document by clicking **“Choose File (Dosya Seç)”**.
 - **Submit My Request (Talebimi Gönder):** After all required fields are filled and the necessary file is uploaded, the student clicks this button to send the request. The system automatically forwards the request to the relevant unit (e.g., **advisor, department, or institute**).
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My Requests (Taleplerim)

The **My Requests (Taleplerim)** section allows students to view all requests they have previously submitted and to track their progress step by step. This page displays which unit currently holds the request and its processing status.

Displayed fields:

- **Request Status (Talep Durum):** Students can filter their requests based on their current status.
The dropdown menu includes:
 - **Pending at Institute (Enstitü Beklemede):** The request is awaiting review by the institute.
 - **Completed (Tamamlandı):** The request has been finalized.
 - **Rejected (Reddedildi):** The request was not approved or was rejected due to missing documents.
 - **Pending at Department (ABD İşlem Bekleniyor):** The request is under review by the department head.
 - **Approved by Department, Awaiting Institute Decision (ABD Karar Aldı, Enstitü Kararı Bekleniyor):** The department approved the request, and it is pending institute approval.
- **Title (Başlık):** Students can filter their list to display only specific types of requests such as “Freezing Enrollment (Kayıt Dondurma)” or “Extension Request (Ek Süre Talebi)”.
- **Sorting (Sıralama):** Requests can be sorted by **creation date** or **status**.
- **Search / Clear Buttons (Ara / Temizle):**
 - **Search (Ara):** Searches based on the selected filters.
 - **Clear (Temizle):** Resets all filters and displays the full request list again.

At the bottom of the page, the **Request List (Talep Listesi)** section displays all submitted requests, including their **title**, **creation date**, **status**, and **processing stage**. By clicking on a specific request, the student can view its **details** and **uploaded documents**.

6. Decision Procedures Module (Karar İşlemleri Modülü)

The **Decision Procedures Module (Karar İşlemleri Modülü)** is the section where students can view official committee decisions related to their academic processes. This area includes decisions such as **advisor assignments**, **thesis or project approvals**, **registration status updates**, and other academic proceedings.

This module contains one subsection:

- **My Decisions (Kararlarım)**

My Decisions (Kararlarım)

The **My Decisions (Kararlarım)** section lists all official decisions related to the student. In this section, the student can view decisions regarding their academic process along with the **date**, **type of decision**, and **status**.

Displayed information:

- **Status (Durum):** Shows the current status of the decision (e.g., *Approved, Rejected*).
- **Decision Type (Karar Tipi):** Indicates the type of decision (e.g., *Advisor Assignment Decision, Project Approval Decision, Extension Decision, Dismissal Decision*).
- **Relevant Department (İlgili Anabilim Dalı):** Specifies the department where the decision was made.
- **Content (İçerik):** Displays the details of the decision text. The student can see what actions were taken and which students are included in the decision.
- **Actions (İşlemler – Download Icon / İndirme Simgesi):** The student can download the official decision file from this area. LEOS automatically generates this decision document, and the downloaded file includes a **QR code** at the bottom right corner for verification. By scanning the QR code, the authenticity of the document can be verified through the system.

Information: This module displays only decisions related to the student. Students cannot view decisions concerning other students or general committee decisions. When a new decision is issued, the system automatically updates this module.

7. OBS – Courses and Grades Module (OBS – Derslerim Modülü)

The **OBS – Courses and Grades Module (OBS – Derslerim Modülü)** allows students to view all courses they have taken throughout their academic program, along with relevant academic information.

This module is integrated with the **Karabük University Student Information System (OBS – Öğrenci Bilgi Sistemi)** and automatically displays the student's data. Students are **not required to perform any actions** within this module, as all information is automatically synchronized from the OBS system.

8. Forms – Templates Module (Formlar – Şablonlar Modülü)

The **Forms – Templates Module (Formlar – Şablonlar Modülü)** provides students with easy access to official document and petition templates used throughout academic procedures. All templates in this area are prepared by the institute and contain the most recent and official

versions of the required forms. Students can download, fill out, and use these forms in their related procedures.

Search Template Section (Şablon Ara Bölümü)

At the top of the page, there is a field titled **Template Name (Şablon Adı)**. Students can type the name of the required form to search for it. By clicking “**Search (Ara)**”, results can be filtered, and with “**Clear (Temizle)**”, the list can be reset.

Template List Section (Şablon Listesi Bölümü)

The **Template List (Şablon Listesi)** displayed at the bottom of the page shows all available forms in the system. Each form has a “**Download (İndir)**” button next to it. By clicking this button, the corresponding document template is downloaded to the computer.

Example templates include:

- **Course Exemption Request Form (Ders Muafiyet Talep Formu)**
 - **Course Make-Up Form (Ders Telafi Formu)**
 - **Graduate Seminar Course Application Form (Lisansüstü Seminer Dersi Uygulama Formu)**
 - **Declaration of Responsibility (Sorumluluk Beyanı)**
 - **Thesis Similarity Rate Form (Tez Benzerlik Oranı Formu)**
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Information:

- All documents are provided in **Word format**.
 - Downloaded templates must be filled out digitally and uploaded back into the system via the **Request Procedures (Talep İşlemleri)** module.
 - The **institute automatically ensures the validity and up-to-date status** of all forms.
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9. Profile Settings Module (Profil İşlemleri Modülü)

The **Profile Settings Module (Profil İşlemleri Modülü)** is the section where students can view and update their personal information. This module contains two subsections:

- **General Information (Genel Bilgiler)**

- **Security (Güvenlik)**
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General Information (Genel Bilgiler)

The **General Information (Genel Bilgiler)** section allows students to view and, when necessary, update their basic identity and contact details.

Fields and their functions:

- **Name – Surname (Ad – Soyad):** Displays the student’s registered name and surname in the system. These fields cannot be edited.
- **Upload & Change Profile Picture (Profil Resmi Yükle & Değiştir):** Students can upload or update their profile photo. The picture is selected from the computer and added to the system by clicking “**Save Picture (Resmi Kaydet)**”.
- **Update ID Number (TC Kimlik Numarası Güncelleme):** Students who need to change their Turkish ID number (e.g., foreign nationals) can update it here. After entering the required number, they must click “**Update ID (TC Güncelle)**”.
- **Update Email (Mail Güncelleme):** If a student wishes to change their email address, they can enter the new address and click “**Update (Güncelle)**”. The update is completed after confirming the verification link sent to the new email.
- **Update Phone Number (Telefon Güncelleme):** Students can modify their phone number in this field. After entering the new number, they must click “**Update Number (Numara Güncelle)**” to finalize the process. *(The SMS login feature is currently inactive.)*

Information: All updates made in this section are automatically recorded by LEOS. Keeping personal contact information up to date is important to ensure that institute announcements and notifications are delivered properly.

Security (Güvenlik)

The **Security (Güvenlik)** section allows students to change their LEOS system login password. This area is designed to protect personal data and prevent unauthorized access to the student’s account.

Password Update Steps (Şifre Güncelleme Adımları):

- **Current Password (Eski Şifre):** The student enters their existing system password (the one currently used to log in).
- **New Password (Yeni Şifre):** The student enters the new password they wish to set. It is recommended to include uppercase letters, lowercase letters, numbers, and special characters for a strong password.

- **Confirm New Password (Yeni Şifre Tekrar):** The student re-enters the same new password for confirmation.
- **Save Button (Kaydet Butonu):** Once all fields are filled, the student clicks “**Save (Kaydet)**”. The system then automatically approves the password change, and the student can log in with the new password.

Information: After the password change is completed, the previous password becomes invalid. Students who forget their password can request a new one through the **LEOS Login Page (LEOS Giriş Ekranı)** by clicking “**Forgot My Password (Şifremi Unuttum)**” and following the email verification process. For security reasons, the new password must be at least **8** characters long.