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

1. Overview (Genel Bakış)

LEOS (Graduate Education Automation System – Lisansüstü Eğitim Otomasyon Sistemi) has been developed to enable graduate students of **Karabük University Graduate School of Education** to carry out and monitor their academic processes — including advisor assignment, project submission, thesis management, request handling, and graduation procedures — in a digital environment.

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

Note: Course registration and course selection procedures are **not conducted through LEOS**. LEOS is a platform designed solely for managing and tracking academic processes **after enrollment**.

Upon logging in, students are directed to the **Student Dashboard (Öğrenci Ana Sayfa)**, where they can:

- View announcements and the academic calendar,
- Access advisor and semester information,
- Use modules such as **Project Upload (Proje Yükleme)**, **Requests (Talepler)**, and **Decisions (Kararlar)**,
- Communicate with institute officials through the system.

The **left-side menu** provides access to all available student operations within LEOS:

- **Advisor Operations (Danışman İşlemleri)**
- **Project Operations (Proje İşlemleri)**
- **Request Operations (Talep İşlemleri)**
- **Decision Operations (Karar İşlemleri)**
- **OBS (Courses and Grades – Dersler ve Notlar)**
- **Forms (Formlar)**
- **Profile Operations (Profil İşlemleri)**

2. Advisor Operations Module (Danışman İşlemleri Modülü)

The **Advisor Operations Module (Danışman İşlemleri Modülü)** is the section where students manage their advisor assignment, viewing, and change processes.
This module includes four subsections:

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

Select Advisor (Danışman Seç)

This section is used when the student does not currently have an assigned advisor. The student selects a suitable advisor from the list of available academic staff in the system. After selecting the preferred advisor(s), the student must click the **"Confirm / Send to Advisor (Onayla / Danışmanına Gönder)"** button.

Once submitted, the process proceeds through three approval stages in order:

1. Advisor,
2. Department Head,
3. Graduate School Administration.

My Advisor (Danışmanım)

Through this section, the student can view their currently assigned advisor and related records. The screen displays details such as:

- Advisor's name and academic title,
- E-mail address,
- Department (Main Field of Study),
- Approval status by the Graduate School.

Advisor Change (Danışman Değişikliği)

This section is used when a student wishes to change their current advisor. The student selects a new advisor candidate from the system and creates a request. During this process, the information and approval of the **current advisor** are required. After receiving approval from both the advisor and the department, the request is forwarded to the Graduate School for final approval.

Second Advisor (İkinci Danışman)

The **Second Advisor** section applies only to students enrolled in **Thesis Master's** and **Doctoral Programs**. For **Non-Thesis Master's** students, this section may be visible in the interface but remains **inactive**.

3. Project Operations Module (Proje İşlemleri Modülü)

The **Project Operations Module (Proje İşlemleri Modülü)** is the section where **non-thesis master's students** manage their **term project process**. This module consists of two subsections:

- **Upload Project (Proje Yükle)**
- **My Projects (Projelerim)**

Upload Project (Proje Yükle)

This section allows students to upload their term project to the system. **Only students who have an assigned advisor** can perform this upload process.

The fields and their functions on this screen are as follows:

- **Project Title (Proje Adınız):** The title of the project is entered in this field.
- **Current Advisor (Mevcut Danışman):** The assigned advisor automatically appears in this area.
- **Description (Açıklamanız):** A brief explanation or note about the project can be added (optional).
- **Select Project File from Computer (Bilgisayardan Projenizi Seçin):** The prepared project file (**.pdf** or **.docx** format) is selected from the computer. Once selected, the system displays the file name on the screen.
- **Upload & Send to Advisor (Yükle & Danışmanına Gönder):** Clicking this button uploads the project to the system and sends it to the advisor for review. After uploading, the student can track the status in the **My Projects (Projelerim)** section.

My Projects (Projelerim)

The **My Projects** section allows students to view the projects they have previously uploaded to the system. Students can monitor the **approval status** and **review progress** of their projects step by step.

The screen contains the following elements:

- **Status (Durum):** Students can filter projects according to their approval status. The dropdown menu includes the following options:
    - **Pending Advisor Action (Danışman İşlemi Bekleniyor):** The project is under advisor review.
    - **Completed (Tamamlandı):** The project has been approved by both the advisor and the Graduate School.
    - **Revision Requested (Düzeltme İstendi):** The advisor has requested changes to the project.
    - **High Similarity Rate (İntihal Oranı Yüksek):** The project has a high similarity score and needs to be revised.
- **Advisor (Danışman):** Displays the name of the advisor reviewing the project.
- **Student Description (Öğrenci Açıklaması):** Shows the short note entered by the student during upload.
- **Search / Clear / Re-upload Buttons (Ara / Temizle / Yeniden Yükle Butonları):**
    - **Search (Ara):** Filters projects based on selected criteria.
    - **Clear (Temizle):** Resets all filters.
    - **Re-upload (Yeniden Yükle):** Allows students to update their project file if a revision has been requested by the advisor or the Graduate School.

At the bottom, under the **Uploaded Projects (Yüklediğim Projeler)** heading, all previous submissions are listed. Each record includes the **upload date**, **advisor name**, **current status**, and **any notes from the Graduate School**.

4. Request Operations Module (Talep İşlemleri Modülü)

The **Request Operations Module (Talep İşlemleri Modülü)** allows students to create and submit any type of **official request** to the Graduate School in a digital environment. This module consists of two sections:

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

Create Request (Talep Oluştur)

Students should use this section whenever they wish to submit a formal request (e.g., **registration freeze**, **ID upload**, **transition from thesis to non-thesis program**, **extension request**, etc.).

This section enables students to prepare and send an official petition directly through the system.

The fields and their functions on this screen are as follows:

- **Request Title (Talep Başlığı):** The student selects the type of request from the dropdown menu. *(Examples: "Registration Freeze (Kayıt Dondurma)", "Extension Request (Ek Süre Talebi)", "Course Exemption Request (Ders Muafiyeti Talebi)", "ORCID Number Notification (ORCID Numarası Bildirimi)" etc.)*
- **Request Text (Talep Yazısı):** Once the request type is selected, the system automatically fills in the student's personal details (name, surname, student number, program, etc.). By clicking the **"Generate Request Text (Talep Yazısını Oluştur)"** button, **LEOS** automatically prepares the formal petition text. The student may make minor edits to this text if desired.
- **Document Upload Area (Belge Yükleme Alanı):** Depending on the request type, the student can upload required supporting documents (e.g., medical report, signed petition, ID copy, etc.). The file is selected via the **"Choose File (Dosya Seç)"** button.
- **Submit My Request (Talebimi Gönder):** After all necessary fields are completed and documents are uploaded, the student clicks **"Submit My Request (Talebimi Gönder)"**. The system automatically forwards the request to the relevant unit — such as the **advisor**, **department head**, or **Graduate School administration** — for review and approval.

My Requests (Taleplerim)

The **My Requests** section allows students to view all previously submitted requests and monitor their progress step by step. This page shows the **current unit** handling the request and its **processing status**.

The screen includes the following elements:

- **Request Status (Talep Durum):** Students can filter their requests based on the current status. The dropdown menu includes the following options:
    - **Pending at Graduate School (Enstitü Beklemede):** The request is awaiting review by the Graduate School.
    - **Completed (Tamamlandı):** The request has been finalized.
    - **Rejected (Reddedildi):** The request was denied or missing documents were identified.
    - **Pending Department Action (ABD İşlem Bekleniyor):** The request is under review by the Department Head.

    - **Department Approved, Graduate School Decision Pending (ABD Karar Aldı, Enstitü Kararı Bekleniyor):** The request has been approved by the department and is awaiting final approval by the Graduate School.

- **Title (Başlık):** The student can select the specific request type (e.g., "Registration Freeze", "Extension Request", "ORCID Number Notification") to filter only related entries.
- **Sorting (Sıralama):** Requests can be sorted by **creation date** or **status**.
- **Search / Clear Buttons (Ara / Temizle Butonları):**
    - **Search (Ara):** Searches for requests based on the selected criteria.
    - **Clear (Temizle):** Resets all filters and displays the complete list of requests.

At the bottom of the page, the **Request List (Talep Listesi)** section displays all requests previously created by the student. Each entry includes the **title**, **creation date**, **current status**, and **processing stage**. By clicking on a specific request, the student can view **detailed information** and **uploaded documents** related to that request.

5. Decision Operations Module (Karar İşlemleri Modülü)

The **Decision Operations Module (Karar İşlemleri Modülü)** is the section where students can view the **official decisions** taken regarding their academic processes. This includes decisions related to **advisor assignments**, **project approvals**, **registration status**, and other academic procedures.

This module contains a single section:

- **My Decisions (Kararlarım)**

My Decisions (Kararlarım)

The **My Decisions** section lists all official decisions taken for the student. Within this area, students can view decisions related to their academic progress, along with details such as the **date**, **type of decision**, and **status**.

The screen displays the following information:

- **Status (Durum):** Indicates the current status of the decision (e.g., *Approved (Onaylandı)*, *Rejected (Reddedildi)*).
- **Decision Type (Karar Tipi):** Specifies the type of decision. *(Examples: Advisor Assignment Decision (Danışman Atama Kararı), Project Approval Decision (Proje Onay Kararı), Extension Decision (Ek Süre Kararı), Dismissal Decision (İlişik Kesme Kararı), etc.)*
- **Related Department (İlgili Anabilim Dalı):** Indicates the department or academic unit where the decision was made.

- **Content (İçerik):** Displays the full text of the decision. The student can review which processes were approved or implemented and see which students are included in the decision.
- **Actions (İşlemler) – Download Icon (İndirme Simgesi):** The student can download the official decision document from this section. **LEOS automatically generates the decision file** through the system. Each file includes a **QR code** located at the bottom-right corner for verification. When scanned, this QR code allows the authenticity of the decision document to be verified directly through the system.

Information: This module displays **only the decisions related to the logged-in student**. Students cannot access general or other students' committee decisions. When a new decision is issued, it is automatically updated and displayed within this module.

6. OBS – Courses Module (OBS – Derslerim Modülü)

The **OBS – Courses Module (OBS – Derslerim Modülü)** allows students to view all the courses they have taken throughout their academic program, along with related academic information. This module is **integrated with the Karabük University Student Information System (OBS – Öğrenci Bilgi Sistemi)** and automatically displays all relevant data. Students are **not required to perform any actions** within this module, as all information is synchronized directly from the OBS system.

7. Forms (Templates) Module (Formlar (Şablonlar) Modülü)

The **Forms (Templates) Module (Formlar (Şablonlar) Modülü)** allows students to easily access official document and petition templates required throughout their academic processes. All documents in this section are prepared by the Graduate School and include the **most up-to-date official forms**. Students can download the necessary document, fill it out, and use it for the corresponding procedure.

Template Search Section (Şablon Ara Bölümü)

At the top of the page, there is a field labeled **"Template Name (Şablon Adı)"**. Students can enter the name of the form they need and click the **"Search (Ara)"** button to filter results. The **"Clear (Temizle)"** button resets the list to display all available templates.

Template List Section (Şablon Listesi Bölümü)

The lower part of the page, titled **Template List (Şablon Listesi)**, displays all available forms in the system.
Each form has a corresponding **"Download (İndir)"** button next to it.
By clicking this button, students can download the selected template to their 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)
- Responsibility Statement (Sorumluluk Beyanı)
- Thesis Similarity Ratio Form (Tez Benzerlik Oranı Formu)

Information: All documents are provided in **Word format**. Downloaded templates must be completed by the student on their computer and uploaded through the **Request Operations (Talep İşlemleri)** section of LEOS. The **validity and currency** of all forms are automatically maintained by the Graduate School.

8. Profile Operations Module (Profil İşlemleri Modülü)

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

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

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 image is selected from the computer and added to the system by clicking the **"Save Image (Resmi Kaydet)"** button.
- **Update ID Number (TC Kimlik Numarası Güncelleme):** Students who need to update their national ID number (e.g., international students) can make the change here. After entering the correct number, they must click **"Update ID (TC Güncelle)"** to confirm.
- **Update E-mail Address (Mail Güncelleme):** When students wish to change their e-mail address, they enter the new address and click **"Update (Güncelle)"**. The update is finalized once the student clicks the verification link sent by the system to the new e-mail address.
- **Update Phone Number (Telefon Güncelleme):** Students can change their phone number in this section. After entering the number, click **"Update Number (Numara Güncelle)"** to save the change. *(The SMS login feature is currently inactive.)*

Information: All changes made in this section are automatically recorded by **LEOS**. It is important for students to keep their contact details up to date to ensure they receive official announcements and notifications from the Graduate School.

Security (Güvenlik)

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

Password Update Steps:

1. **Current Password (Eski Şifre):** The student enters their current system password (the one used to log in).
2. **New Password (Yeni Şifre):** The student sets a new password. For stronger security, the password should include **uppercase and lowercase letters, numbers, and special characters**.
3. **Confirm New Password (Yeni Şifre Tekrar):** The new password is entered again to verify accuracy.
4. **Save Button (Kaydet Butonu):** After filling in all required fields, the student clicks **"Save (Kaydet)"**. Once confirmed, the system automatically updates the password, and the student can log in using the new credentials.

Information: Once the password is changed, the previous one becomes invalid. Students who forget their password can reset it through the **LEOS Login Page → "Forgot My Password (Şifremi Unuttum)"** link, using e-mail verification. For security reasons, the password must contain **at least 8 characters**.