



# Thesis Process - Student



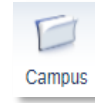
## Orientation and login into the system



Enter the Technion's portal – [click here](#) to enter the site through the link



Click the **Campus** tab at the top of the screen



Click on **My Thesis** 



The upper part of the screen presents both your course of studies, and the two statuses that are updated as the thesis process progresses:

**Decision status** - a general status that defines who is responsible for the next step in the process

**Thesis status** - shows the current stage of the thesis process



The screen is divided into 5 tabs containing data and actions to perform:

Proposal ▾ Extension of the Thesis Submission Date Thesis ▾ Thesis Revision ▾ Grades

### 1. Proposal for a research topic / brief description –

status, date, language and title of the proposal. Submitting a request to change the date of research topic submission / brief description. *Explanation on p.2.*

Uploading the proposal files. *Explanation on p.3*

### 2. Extension of the thesis submission date – submitting a request to change the submission date. *Explanation on p. 2*

### 3. Thesis - status of the thesis review and uploading the thesis files. *Explanation on p.4*

### 4. Corrections to the thesis – submission of both the amendment files, and the revised thesis after the final exam. *Explanation on p. 5*

### 5. Grades – exams and thesis grades are updated in this tab. *Explanation on p. 6*



# Request process for postponement of filing date



Requesting a submission date postponement for the research topic / a concise description

And postponing the thesis submission have an identical process.



Enter the relevant tab:

For Postponing the submission date of **the research topic / a concise description** click on **Proposal**

For postponing the **thesis** submission date click on **Extension of the Thesis Submission Date**



Fill out the application according to the details at the bottom of the page



**The faculty and the school** will examine the request, the new submission date will be updated only after the school's approval.

1

Request Extension

Requested Thesis Due Date	Reason	Document Type	Request Submission Date	Status	Status Reason	Decision Date
---------------------------	--------	---------------	-------------------------	--------	---------------	---------------

To submit an extension request, click on the following panel will open:

1

2

Extension of the Thesis Submission Date

**Scholarship Recipients:** A request for an extension of thesis submission with scholarships can be submitted according to the information at the Graduate School website - [Scholarship Extension Period](#)

Expected Submission Date: Wed, 29.05.2024

Requested Thesis Due Date:

The date must be the end of the month

Reason:

Reason for Thesis Submission Date Extension:

Click on to select the relevant date. always ask for the last day of the requested month, for example 31/12/2024).

2

To display instructions and highlights click on

Select the reason for postponing the submission and click on to upload a letter explaining the reason for requesting a postponement .

To submit the request click on

After the faculty and the graduate school have examined the submission, the application status will change accordingly.

An email notification will be sent after every change of status.

2



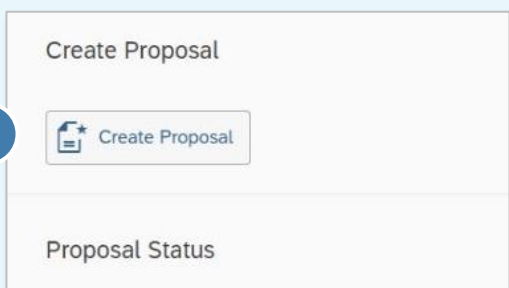
# Submitting a research



## topic proposal / concise description

Note ❤️ A student cannot submit a proposal without a passing grade in the ethics course

- Enter the tab **Proposal**
- Fill in your research proposal data (language, type of thesis and titles) and attach the proposal documents
- The faculty and the school** will examine the proposal.  
The final approval will only be valid after the school approves the proposal



1

For submitting the offer click on **Create Proposal**

A tab will open: Submitting / editing an offer

2

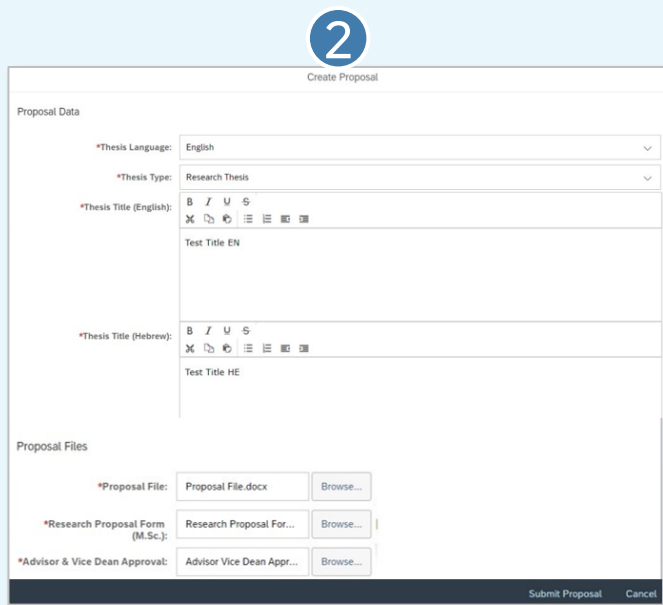
Fill in the following data: language, type of thesis, title in Hebrew and English  
**(these are mandatory fields)**

To display instructions and highlight click on **i**

To attach documents regarding the offer click on **Browse...**

(You must attach all the documents indicated in this screen)

To submit click on **Submit Proposal**



3

After the faculty and the graduate school examine the research proposal, the proposal status will change accordingly. With each status change you will receive an email notification.

If the offer data you filled in / the documents you attached are incorrect, you must **correct and upload them** according to the instructions.



# Submitting the Thesis



Note ♥ Both the Doctor and Master with a thesis programs have an identical process



Enter the tab **Thesis**



Attach the thesis and the mandatory documents according to the instructions detailed at the bottom of the page



**The school** examines the thesis, the thesis documents will be approved only after the school's final approval



**The examiners** will perform an evaluation of the thesis, the final exam will take place after the examiners approval

Thesis

Create Thesis

1 Thesis Status

Thesis Submission Status: Plan Final Exam Approved  
 Expected Submission Date: Sat, 30.11.2024  
 Thesis Submission Date:

To submit the offer click on

A tab will open:

1 Submitting / editing the thesis

Fill in the following data:

Mark ✓ in the checkbox  to confirm the details

2 To display instructions and highlights click on

To attach documents click on

To submit click on

2

Create Thesis

Student Data

Please check and confirm that your personal data ( personal email address/ phone number/ Home address and full name) is correct.  
 In case you need to change your personal data or name please open the launchpad via the following link: <https://portalex.technion.ac.il/jportal/external/CampusExt>  
 In case you need to change the personal email address/ Phone number/ Home address – please use the following App: MyPersonalDetails  
 In case you need to change your name , please use the App: MyRequests

Thesis Files

Confirmation all Faculty Requirements met:

List of Articles:

Rename Research Form:

\*Advisor's Approval:

After the faculty and the graduate school examine the research proposal, the proposal status will change accordingly. With each status change you will receive an email notification.

If the offer data you filled in / the documents you attached are incorrect, you must

**correct and upload them** according to the instructions.



# Submitting Thesis Revisions After the Final Exam



Note ♥ Both the Doctor and Master with a thesis programs have an identical process

- Enter the tab **Thesis Revision**
- Attach a list of corrections and the revised thesis according to instructions detailed at the bottom of the page
- The school** will examine these corrections
- The responsible examiner** will examine both the revised list, and the revised thesis

The process will successfully end, only after approving the revisions 😊

**1**

Thesis Revision Status

Revision Due Date: Wed, 25.09.2024  
Revision Status: Final Exam Passed w. Minor Rev; Revision GR School Approved

Thesis Revision Evaluators

Evaluator	Status	Decision Date
EMPLOYEE TECHNION	Responsible for Revision	Wed, 28.08.2024

Revision Documents

[Upload Revision Documents](#)

To submit the corrections click on **Upload Revision Documents**

A tab will open:

Upload update documents

**1**

**2**

Fill in the following data:

To display instructions and highlights click on **i**

To attach documents click on **Browse...**

To submit click on **Submit Revision Documents**

**2**

Upload Revision Documents

Revision Documents

\*List of Revisions:  **Browse...** **i**

\*Thesis (PDF):  **Browse...** **i**

**Submit Revision Documents** **Cancel**

After the graduate school and the examiner examine all documents, the proposal status will change accordingly.

With each status change you will receive an email notification.

If the offer data you filled in / the documents you attached are incorrect, you must **correct and upload them** according to the instructions.



# Grades

The thesis grades and exams are updated while progressing with the thesis

Enter the tab **Grades** all grades are updated in this list:



## Grades

Appraisal Type	Grade	Appraisal Date
Final Grade	Pass	Wed, 28.08.2024
Candidacy Final Exam	Pass	Tue, 27.08.2024
First Candidacy Exam	Fail	Tue, 27.08.2024
Repetition Candidacy Exam	Pass	Tue, 27.08.2024
Thesis Final Exam	Pass	Wed, 28.08.2024
First Final Exam	Pass	Wed, 28.08.2024
Repetition Final Exam		

Note ❤️ A candidacy exam is only held in the doctoral program

