



Τεχνολογικό  
Εκπαιδευτικό  
Ίδρυμα Αθήνας

DEPARTMENT OF LIBRARY  
SCIENCE & INFORMATION  
SYSTEMS

# Thesis Procedure

Responsibility	Action	Resources Used	Month
Academic staff	1. Prepare a directory of these topics (at their discretion)	Directory	9 and 3
	2. Post schedule of times when available for student consultation	Announcement	9 - -3 and 4 - 6
	3. Supervise the memorandum and the Bibliography	Office hours	9 and 3
	4. Meet with students	Office hours	9 - -3 and 4 - 6
	5. Supervise the thesis	Office hours E-mail Texts	9 - 3 and 4 - 7
	6. Supervise the preparation of the presentation	Presentation	10, 12 and 4
	7. Supervise the preparation and make a recommendation to the three-faculty-member Committee	Recommendations Grade Report Form	10, 12 and 4
	8. Deliver 1 Copy and a CD for the Department's Thesis Database. Check Bibliographic Bulletins.	Forms CDs Bibliographic Bulletins	10, 12 and 4
Subject Groups	1. Check the topic, the memorandum and the bibliography; grant approval or justify rejection	Minutes of the respective subject group	10 and 4
	2. Announce approvals and justified rejections	Website	10 and 4
	3. New check / approval of rejected applications	Supplementary Minutes	10 and 4

Responsibility	Action	Resources Used	Month
Secretariat	1. Collect applications	Applications	10 and 4
	2. Announce rejections	Telephone Website	10 and 4
	3. Distribute Recommendation Forms, Grade Reports and Bibliographic Bulletin	Recommendation Forms, Grade Reports and Bibliographic Bulletins	10, 12 and 4
	4. Update the Student Register	Student Register	10, 12 and 4

Responsibility	Action	Resources Used	Month
Students	1. Receive topics from professors	Announcements	9 and 2, 3
	2. Meet with the Professor	Office hours	9 and 3
	3. Select a topic	Applications	9 and 3
	4. Prepare the thesis proposal and bibliography in cooperation with the professor	Texts	9 and 3
	5. Obtain information about Thesis Guidelines	Website	1-12
	6. Submit applications, thesis proposal and bibliography to the Secretariat	Applications, Texts	9, 10 and 3, 4
	7. Receive notification of approval or rejection	Website	10 and 4
	8. In the event of rejection, follow the instructions provided to them and submit documents accordingly	New texts and/or application	10 and 4
	9. Meetings with Professors	Office hours	9-3 and 4-6
	10. Write thesis	Office hours E-mail Texts	9-3 and 4-7
	11. Prepare presentation	Presentation E-mail Office hours	10, 12 and 4
	12. Submit 3 copies and 1 CD	Thesis in printed form and on CD	10, 12 and 4
	13. Present the Thesis	Presentation	10, 12 and 4
	14. Submit Bibliographic Bulletin	Bulletins	10, 12 and 4