

Master's Thesis Submission Process

Plagiarism Checking by Thesis Advisor

1

The student sends his thesis work to his advisor via e-mail. The related thesis advisor makes the plagiarism analysis and evaluation of the result. The advisor shares the analysis results made by the system (document information and general similarity score, list of sources with similarity to the document and the final report) with the student.

Preparation for Thesis Defence Exam

2

If the student has one advisor four (4), if s/he has a co-advisor six (6) thesis copies with white cover are prepared. "YL-2 Master's Thesis and Scientific Publication Submission Form" is filled. The student submits the first and last pages of the plagiarism report signed by the thesis advisor, the "YL-2 Master's Thesis and Scientific Publication Submission Form", the thesis copies with the white cover to the head of department or department secretariat.

Conducting Master's Thesis Defence Exam

3

Thesis defence exam is done by the related programme. "YL-3 Master's Thesis Defence Result Form" approved by the thesis supervisor(s) and jury members at the end of the exam is delivered to the institute. Students who receive a revision at the end of the exam are given three (3) months to revise their thesis and defend it. During this period, the student submits the "YL-4 Revised Master's Thesis Submission Form" to the institute.

Preparation of the Thesis for Submission

4

Students who succeed in the thesis defence exam and have reached their defence result form at Student Affairs send the thesis file to the research assistants who will check the thesis manuscript for the format and ITU thesis writing guidelines.

Format control of the thesis is completed within two (2) working days at most. "YL-6 Master's Thesis Format Review Form", which includes foreseen revisions as a result of the format examination is submitted to the Student Affairs by the research assistant.

All corrections foreseen in the format examination are completed by the student. The blue hardcopy thesis is signed by the thesis supervisor(s) and the jury members. The second plagiarism report of the blue hardcopy thesis is completed. "YL-6 Master's Thesis Format Review Form" and blue hardcopy thesis are signed by the research assistant who conducts the examination.

Submission of the Thesis and Other Necessary Documents

5

Students who are successful in the thesis defence exam must submit the following documents to the Student Affairs within one (1) month after the defense exam.

- Blue hardcopy thesis signed by supervisor (s) and jury members
- "YL-5 Master's Thesis Blue-cover Manuscript Submission Form"
- Signed "YL-6 Master's Thesis Format Review Form"
- First and last pages of the second Plagiarism report signed by the advisor
- Thesis Data Entry Form with thesis electronic copy

The student who does not perform this process within the period is dismissed from the university.

Doctorate Thesis Submission Process

Plagiarism Checking by Thesis Advisor

- 1 The student sends his/her thesis to thesis advisor via e-mail. The related thesis advisor makes the plagiarism analysis and evaluation of the result. The advisor shares the analysis results made by the system (document information and general similarity score, list of sources with similarity to the document and the final report) with the student.

Initiating the Delivery Process by the Student

- 2 The student submits 1 doctoral thesis copy, "DTS-1 Doctorate Thesis Defence Committee Assignment Form", "DTS-3 Doctorate Thesis Manuscript and Scientific Publication Submission Form", short summaries and the document related to the publication of the article and proceeding related to thesis.

Pre-Defence Examination of the Thesis Study

- 3 "DTS-4 Doctorate Thesis Evaluation Form" is delivered to the student by the institute and the student delivers the "DTS-2 Doctorate Thesis Defence Committee Manuscript Delivery Report" to the institute within a week by distributing his/her thesis to the jury members. The student's doctoral thesis is taken to open examination for 2 weeks.

Doctoral Thesis Defence Exam

- 4 The student who is successful in the defence exam enters the completion phase of the thesis submission. An additional 6-month period is given to the student who is decided to need revision by the defence jury. The student submits his/her revised thesis at the end of 6 months and with the "DTS-7 Doctorate Revised Thesis Manuscript Submission Form" and the procedures are resumed from the first step. The advisor of the doctoral student who fails the defence exam is changed and the relevant article of the regulation is applied.

Format Review of the Thesis

- 5 The student who is successful in defence delivers one doctoral thesis manuscript to the institute for format examination in the library. Student receives the thesis with the necessary revisions from the library and makes the corrections. One black-cover doctoral thesis with completed revisions is delivered to the library by the student. The second plagiarism report of the black-cover thesis is prepared.

Submission of the Thesis and Other Necessary Documents

Students who are successful in the thesis defense exam must submit the following documents to the Student Affairs within one (1) month after the defense exam.

- 6
 - One signed black-cover doctoral thesis.
 - Second plagiarism report signed by the advisor.
 - "DTS-8 Doctorate Thesis Black-cover Manuscript Submission Form"
 - Thesis Data Entry Form
 - Electronic copy of the thesis

The student who does not perform this process within the period is dismissed from the university.