

INSTITUTE OF POSTGRADE EDUCATION

Document No:	LE-İA-0018
Publication Date:	03.05.2018
Revision No:	1
Revision Date	12.09.2022

THESIS SUBMISSION PROCESS WORK DESCRIPTION: RESPONSIBLE PERSONS WORK PROCESS START WRITING THE THESIS AND SUBMISSION TO THE THESIS ADVISOR The student of the master's program with a thesis writes his/her thesis in accordance with the rules of the Postgrade Education Institute Thesis Writing Guide. The student who completes the thesis STUDENT re corrections made before the student's maximum time submits the thesis work (in Word and Pdf format) to his/her advisor. was exceeded? DECISION ON THE Time is given to the student for ADVISOR DEFENSIBILITY OF THE corrections. THESIS SUBMISSION OF THE THESIS TO INSTITUTE The student submits his/her thesis to the institute with the following documents: Thesis Advisor Approval Form (signed) 1 Spiral Bound Thesis Digital Copy of Thesis Work (Word and Pdf Format) STUDENT CREATING A REPORT ON PLAGIARISM The Institute generates and sends the **Thesis Plagiarism Software Program Final Report** to the advisor.

NOTE:If a real plagiarism is detected in the TURNITIN similarity report data, the thesis is sent to the institute board of directors to be decided with INSTITUTE DECISION ON THE DEFENSE ADVISOR **EXAMINATION** FIRST DEFENCE DESIGNATION OF THE THESIS JURY The **thesis jury** is designated upon the recommendation of the Department Head of the Institute and INSTITUTE ADMINISTRATION BOARD with the approval of the Institute Administration Board. DISTRIBUTION OF THE THESIS TO THE JURY Within 10 days at the latest from the submission of the thesis to the Institute, 5 printed (spiral bound) copies of the thesis are submitted to the 1 advisor, 2 main jury members, and 2 alternative jury members in return for their signatures on the Thesis Submission Minute Form, and this form is STUDENT submitted to the Institute. DETERMINATION OF THE THESIS DEFENSE EXAM Thesis defense date and time are determined by the thesis advisor. ADVISOR Not: The first defense exam must be held within one month at the latest from the date the thesis is delivered to the jury members. If there is a correction decision, the second defense examination must be held within 3 months at the latest from the date of the first defense. THESIS DEFENSE EXAM MINUTE The thesis jury decides to accept, reject or correct the thesis according to the <u>Defense Exam Minute Form</u> and Jury Evaluation <u>Forms</u> within three days following the thesis defense by the head of the <u>institute department</u>. DEPARTMENT HEAD OF THE INSTITUTE DECISION OF THE -REJECT--CORRECTION-RE-DEFENCE ACCEPT RE-DEFENCE MINOR CORRECTION The student whose thesis has been The student whose thesis has been given a major correction decision given a minor correction decision must defend his/her thesis to the makes the corrections within 3 days STUDENT same jury again within the time at the latest and submits the final frame set by the jury (at the latest $% \left\{ 1,2,\ldots,4\right\}$ version of the thesis to the institute within 3 months). THE OBLIGATIONS OF A STUDENT WHO HAS SUCCESSFULLY DEFENDED THE THESIS (1) Binding and Turning Theses into Books (3 bound theses): After the thesis has passed the final control at the Institute, it must be placed in the book with a wet-ink signature on the "Jury Member's Acceptance and Approval Page" (with a blue pen).

(2) Filling Out the Thesis Data Entry and Publishing Permission Form (in 1 printed and 1 digital carrier): To fill out the form at https://tez.yok.gov.tr/ STUDENT UlusalTezMerkezi, log in with an e-government password. Foreign students can go to PTT branches and get their e-government password. After filling out the form, a REFERENCE NUMBER and ORCID will be created. Digital copies of the form in WORD and PDF format will be loaded on 1 carrier (CD, flash memory, etc.). (reference number will be used while naming digital files). (3) Submission to the Institute: Submission to the Institute: Within one month following the defense date at the latest, the student is required to submit the following to the Institute: 3.2. Thesis Data Entry and Publishing Permission Form, provided in both printed and digital formats. 3.3. Thesis Data Entry Form from the National Thesis Center, also provided in both printed and digital formats (signed). 3.4. The final version of the thesis in both PDF and Word formats, enclosed in a CD or digital storage device. $For more information, read the "Student Obligations" section in the \textit{Thesis Submission Guide} at \ https://tez.yok.gov.tr/UlusalTezMerkezi/.$ STUDENT'S DISCONNECTION INSTITUTE GRADUATION PROCESS

PREPARED BY	CONTROLLED BY	APPROVED BY
	Prof. Dr. Semih EKERCÍN	Şafak GÜR

FINISH