

CHECKLIST

THINGS TO DO BEFORE THE THESIS DEFENSE

Students scheduled to take their thesis defense exam must submit all documents listed below, along with Thesis Defense Jury Appointment Form ([Form TJ](#)), to their department chairs. These documents must be sent to the graduate school through the department at least one month prior to the defense exam. Therefore, it is of the utmost importance that students plan their schedules accordingly.

Thesis Defense Jury Appointment Form ([Form TJ](#)) (In accordance with the Senate decision, faculty members who have an advisory relationship and/or a familial relationship with one another should not constitute a majority on the committee.)

- [Form TJ/a](#) (for Master's students only)
- [Form TJ/b](#) (for Doctoral students only)
- Thesis Draft (to be submitted by the student electronically or via mail to both the primary and alternate committee members)
- Current transcript (must be reviewed and signed by the advisor)

NOTE: The last day to attend the thesis defense exam hearing is listed in the [academic calendar](#).

WHAT TO DO AFTER THE THESIS DEFENSE

Students who have taken the thesis defense exam must submit the documents related to the defense exam results to the department secretary's office within three calendar days. These documents are as follows:

- [Form TS](#) (Thesis Defense Exam Jury Report Form)
- [Form TS/a](#) (for doctoral students only)
- [Form TS/b](#) (if the defense is conducted online)
- Originality Report signed by the advisor (plagiarism rate must not exceed 20%)
- Current transcript

After submitting the required documents, the student must complete the following steps before the thesis defense.

- Make the revisions indicated by the thesis committee members.
- Once the revisions are complete, contact the relevant [thesis control officer](#) in your department to have the thesis checked for compliance with the thesis writing guidelines.

-You have one month from the thesis defense to submit the bound copy to the graduate school. When submitting your bound thesis to the Institute, prepare Thesis Final Copy Submission Form ([Form TT](#)) and the attachments specified in the form's notes.

Thesis Submission Process

Thesis submission is made to the graduate school along with Thesis Final Copy Submission Form ([Form TT](#)). The required attachments are as follows:

1. One bound copy of the thesis (After graduation approval, the thesis must be collected by the student from graduate school and submitted to the advisor.)
2. A compact disc containing the PDF version of the thesis, named with its reference number. (Must be in a case and labeled.)
3. 2 copies of the Thesis Data Entry Form (You must have an account with the National Thesis Center at <https://tez.yok.gov.tr/UlusalTezMerkezi/giris.jsp> After logging in to this site, please fill out, print, and sign the form.)
4. The final page of the satisfaction survey (Msc: <https://forms.gle/EqGgRWvTZRir3rHi6>, PhD.: <https://forms.gle/vjCfBoD6H7rq2nWr8>) and the program outcome evaluation survey (<https://forms.gle/bNKsrCyhe8WzNjrx9>) signed by the student
5. A current transcript (It may be a UBYS printout or an e-Government printout.)
6. A publication certificate, if there is a publication requirement for the student

Note: In accordance with the Personal Data Protection Law (KVKK), the signature fields on the thesis approval page must remain unsigned.

If a request is to be made to restrict access to the thesis (6 months for publication, 2 years for a patent) or to maintain confidentiality (in cases involving national interests, security, etc.), an application must be submitted to the department secretary along with a letter from the advisor.

NOTE: After your graduation is approved by the graduate school, you must contact the Office of Student Affairs for all questions regarding graduation procedures.