



## WHAT TO DO AFTER SUCCESSFUL THESIS DEFENCE?

### I. CRITICAL NOTES (*Plase read carefully*)

1. Please make sure that Thesis Defense Report (8BI for Master's Programs, 8BII for PH. D Programs) is sent to the Institute by your department in 3 days.
2. The thesis approved by the thesis committee should be taken to the person in charge again at GSSS in order to be reevaluated for structure and similarity before getting it binded. **The thesis satisfying the GSSS criteria and approved by the thesis supervisor can be binded.**
3. The minimum required number of binded thesis is five (5). It could be more if wished.
4. One copy of binded thesis is to be submitted to the Institute in a month after the defense date. This period can be extended for one more month if the student requests (*In accordance with 32/7. and 41/6. articles of Çankaya University Rules and Regulations Governing Graduate Studies*). **If thesis is not submitted within this period, student cannot benefit from student rights and WILL BE DISMISSED if maximum study period is exceeded.**



## II. WHAT IS GOING TO BE HANDED IN TO GSSS

1. One hard copy of the binded thesis with the original signatures of the thesis committee members on the approval page and the original signature of the student on the declaration page. In all signatures, **blue pen** must be used. Otherwise, thesis will not be accepted.
2. One copy of the filled “**Thesis Entry Form**” with the student’s original signature on each of them. *(Please look at pages 3-4 to learn how to fill thesis entry form)*
3. Two CDs including thesis in PDF format and written on *Reference Number of The Thesis (From YOK Page), Name of The Thesis, Student Name-Surname and ID Number. (Please look at page 5 to learn how to prepare CD’s)*
4. Similarity Check Report for Graduate Thesis *(Signed by the advisor and the SBE thesis specialist. (Form 7B).The relevant form can be accessed from <http://www.sbe.cankaya.edu.tr/formlar/>*
5. The printout of the first and last pages of the Turnitin Report signed by the thesis supervisor.
6. Signed printout of Thesis Archive and Open Access Permission Form *(Form 14B). The relevant form can be accessed from <http://www.sbe.cankaya.edu.tr/formlar/>*



## HOW TO FILL THESIS ENTRY FORM?

1. One can click 'Sign in' button at <https://tez.yok.gov.tr/UlusalTezMerkezi/giris.jsp> and then select 'Sign in through E-Government'. Login with TR number and E-government password.

The screenshot shows the Thesis Center website. At the top right, there is a 'Sign in' button with a red arrow pointing to it. Below the navigation bar, there is a search section with a text input field for 'Enter your search terms', dropdown menus for 'Search in' (set to 'Title'), 'Access type' (set to 'All'), and 'Thesis type' (set to 'All'). There are 'Clear' and 'Search' buttons, and links for 'Detailed Search', 'Advanced Search', and 'Recently added'. Below the search section, there is an 'ATTENTION PLEASE!' section with two bullet points.

The screenshot shows the user login page. At the top right, it says 'Last Updated : 23.12.2019 10:150'. Below the navigation bar, there are 'User Login' and 'Institute Login' buttons. The main content area is titled 'User Login' and contains the text 'Authentication should be done through e-government gateway by TC ID and password.' A red arrow points to the 'Sign in through E-Government' button.

The screenshot shows the e-Devlet Kapısı Kimlik Doğrulama Sistemi login page. At the top, it says 'e-Devlet Kapısı Kimlik Doğrulama Sistemi'. Below that, there is a navigation bar with 'Giriş Yapılacak Adres' (https://tez.yok.gov.tr/UlusalTezMerkezi/LoginContr...) and 'Giriş Yapılacak Uygulama' (Ulusal Tez Merkezi Uygulaması). There are several login options: e-Devlet Şifresi, Mobil İmza, e-İmza, T.C. Kimlik Kartı, and İnternet Bankacılığı. Below these options, there is a text block: 'T.C. Kimlik Numaranızı ve e-Devlet Şifrenizi kullanarak kimliğinizin doğrulandıktan sonra işleminize kaldığınız yerden devam edebilirsiniz. e-Devlet Şifresi Nedir, Nasıl Alınır?'. There are two input fields: '\* T.C. Kimlik No' and '\* e-Devlet Şifresi'. Red arrows point to these fields. Below the input fields, there are buttons for 'Sanal Klavye' and 'Yazarken Gizle'. At the bottom, there are buttons for 'İptal Et' and 'Giriş Yap'.



## 2. Thesis Entry Form” and then “Thesis Form” is selected and filled.

The screenshot shows the Thesis Center website interface. The top navigation bar includes links for Home, Search, Legislation, Statistics, FAQ, Legal Notice, Contact, Help, and a red arrow pointing to the 'YÜKSEK ÖĞRETİM' menu. Below this, a red box highlights the 'Thesis Entry Form' link. The search bar is visible with fields for 'Enter your search terms', 'Search in', 'Access type', and 'Thesis type'. Below the search bar, there is a section titled 'ATTENTION PLEASE!' and a 'Personal Information' section. The 'Education' section contains a table with columns for 'Place of Study', 'Programme', 'Status', and 'Thesis form'. A red arrow points to the 'Thesis form' column, which has 'Click' links for 'Doctorate Programme' and 'Master Programme'.

Place of Study	Programme	Status	Thesis form
	Doctorate Programme	Enrolled	<a href="#">Click</a>
	Master Programme	Graduated	<a href="#">Click</a>

## 3. Please get three copies of “Thesis Entry Form” and it is mandatory to sign all three copies in blue. (Photocopy of signed “Thesis Entry Form” is not accepted by GSSS.)

The screenshot shows the 'TEZ VERİ GİRİŞ FORMU' (Thesis Entry Form) from the T.C. YÜKSEK ÖĞRETİM KURULU ULUSAL TEZ MERKEZİ. The form contains the following information:

T.C. YÜKSEK ÖĞRETİM KURULU ULUSAL TEZ MERKEZİ	
TEZ VERİ GİRİŞ FORMU	
Referans No	10186725
Yazar Adı / Soyadı	H. ÖZGÜR ÖZGÜR
T.C.Kimlik No	17714167554
Telefon	5322222222
E-Posta	ozgur@metu.edu.tr
Tezin Dili	Türkçe
Tezin Özgün Adı	12 Eylül 1980 Askeri Darbe Döneminde Cumhuriyet, Hürriyet ve
Tezin Tercümesi	Tercüman Gazetelerindeki Sansür / Oto-Sansür Uygulamaları Censorship and Self-Censorship Applications in Cumhuriyet, Hürriyet and Tercüman Newspapers During The Military Coup of September 12, 1980
Konu	Siyasal Bilimler = Political Science ; Hukuk = Law ; Tarih = History
Üniversite	Çankaya Üniversitesi
Enstitü / Hastane	Sosyal Bilimler Enstitüsü
Anabilim Dalı	Siyaset Bilimi ve Uluslararası İlişkiler Anabilim Dalı
Bilim Dalı	
Tez Türü	Yüksek Lisans
Yılı	2018
Sayfa	365
Tez Danışmanları	PROF. DR. AYKUT KANSU
Dizin Terimleri	
Önerilen Dizin Terimleri	

04.04.2018  
İmza:



**PREPARING CD (2 pieces)**

1) The thesis approved by the GSSS is to be saved in pdf format including all signed signature pages scanned in color.



2) The reference number, which is received from YOK web page, should be name of the pdf file. (for example: 10186725)

3) The following information should be written with permanent marker on 2 CDs:

- *Reference Number of The Thesis (Obtained from YOK Web Page)*
- *Name of The Thesis*
- *Student Name, Surname and ID Number*
- *Name of the Graduated Program*