

THESIS DEFENSE PROCESS AND GRADUATION

The steps for thesis defense and graduation procedures are explained below. Please check out our Graduate School regulations for criteria such as the total number of credits required at the end of the course stage or GPA.

Students are required to publish at least one paper relevant to their study area before defending their thesis. The criteria are as follows:

For MA –

- Oral or poster presentation in a congress, conference, symposium etc and published abstract or proceeding article, or
- Article published in a peer-reviewed journal (no field index is required)

For PhD –

- An article published in a SCI, SCI-EXP, E-SCI or an international field index (such as AHCI, Scopus, EBSCO, Engineering index) or an article published in a journal indexed in TR-Dizin.

Students enrolled before the 2013-2014 academic years are exempt from the publication requirement. It is recommended that PhD students check the indexes of the journals they send their papers and MA students who want to use oral/poster paper are highly recommended to check whether or not their papers will be published in the abstracts/proceedings booklet.

In all the publications mentioned above, the name of the student advisor should be included. Author name order and total number of authors are not important.

The student fulfilling the required course credit, meet the criteria for GPA and publication for graduation and completes the thesis study must follow the steps below to present their thesis:

- 1) Appointment of the thesis defense jury
- 2) Defense of the thesis
- 3) Final check of the thesis then its approval by the Graduate School of Natural and Applied Sciences and graduation.

Note: The signatures in all official documents must be signed with a [bluepen](#)

1. SELECTION OF THE THESIS DEFENSE JURY

In this stage, the appointment of juries is conducted.

To do this:

- 1.1.Plagiarism check
- 1.2.Pre-check of the thesis
- 1.3.Filling in the jury designation and thesis statement forms

After the documents related to these processes have been submitted to our Graduate School, thesis jury is appointed by our Administrative Board.

1.1. Plagiarism Check

The Plagiarism ratio of the thesis study to be defended should not exceed 20%. A web-based Turnitin program is used to check plagiarism. The plagiarism control is first conducted by the student's advisor. If an advisor is not registered to our Turnitin program, they need to e-mail us on fenbil@gazi.edu.tr and request a password. Given password can be used for all other Turnitin checks.

When performing a Turnitin scan, 'Assignment Title' must be the same with the official title of the thesis (as written in student file). The scanning options -default settings- should not be changed. Thesis file must be uploaded in PDF format. It might take between a couple of minutes to an hour to prepare a plagiarism report, which depends on the size of the file. If the file size is more than 40 Mb, please remove tables, pictures etc and upload again.

When the scan is over, the report is downloaded in a PDF format and a print out of the first page of the report- in which the thesis title and the author information is- and the last page of the report, where the ratio of the plagiarism is, are taken and they are signed by the thesis advisor. In addition to those prints, the following documents showing that the student meets the publication criterion are added:

If it is a paper- Its first page

If it is a document for a conference, congress etc – i) Certificate of attendance, ii) The cover page of the abstract/paper booklet and iii) The print out of the abstract/article as in the booklet (If there is more than one page, add only the print out of the first page)

A CD with the PDF format of the thesis is included to the Turnitin scan report and publication documents. Also, publication information is written in a reference format and added to the CD as a Word document. A sample reference:

Papers:

Author's Surname and Name initial (Publication date) Name of the Article *Name of the Journal*, Issue (number), Margin.

Congress:

Author's Surname and Name initial (Year, The dates of the congress), *Name of the paper*, the name of the event, Place.

Patent:

The surname and the name initial of the patent owner. (Date of the patent) *Name of the patent*, Number of the patent

The relevant documents and CD is taken to the Student Affairs Office of the Graduate School and they are checked and signed. Then the documents are taken to the Turnitin and submitted. The Turnitin officer conducts her own plagiarism control and writes her plagiarism report and passes it to the relevant office.

1.2.Pre-Check of the thesis

The print out of the thesis is delivered by hand to the Thesis Affairs Office in our Graduate School. The print out must be in line with the thesis writing manual and it must be bounded in spiral. During these checks, black and white print outs are accepted. The thesis is checked in terms of format and the corrections are written in the pre-check control form (form 28). The student then takes his thesis in person and passes that document to the Student Affairs Office.

1.3. Filling in the Jury Designation Form:

Jury Designation form (form-6) and Graduate thesis format evaluation form (form 27) is filled in and signed by the advisor of the student. Jury Designation form must include 5 permanent and 5 alternate members proposed by the advisor.

Both forms are handed in to the relevant departments and if they are approved, the documents are passed to our Graduate School via EBYS system.

All the related documents mentioned above are put on the agenda in the Graduate School Board and jury members are selected then the advisor is officially informed via EBYS.

2. THESIS DEFENSE

Thesis defense takes place within a month after the thesis defense jury is selected (The date of the Board's decision). After the determination of the defense date, the final thesis is submitted to each member of the jury by the student and (form 20) is signed by each jury member showing that the thesis is submitted to the jury by the student. Also, form 22 is filled and given to the relevant department with thesis submission document. The related department passes the documents to our Graduate School via EBYS system.

The student defends the thesis. Right after the defense 'Defense Exam Official Report' (form 7) and 'Thesis Evaluation Personal Report' (form 16) are filled in. These documents are submitted to the head of the relevant Department. Then it is delivered to our Graduate School via EBYS system with the approval of the head of the relevant department.

3. FINAL CHECK OF THE THESIS AND GRADUATION

After the defense of the thesis the following documents must be presented to the Student Affairs Office.

3.1. The final checked and approved thesis which is bounded.

3.2. Copyright forms of the thesis and CDs including the PDF format of the thesis

3.3. Graduation form

3.1. The final check approved and bounded thesis

After the defense, the corrections given by the jury- if there are any- are done and a spiral binded copy of the thesis are handed in to our Graduate School for a final check. A final check of the layout and format is conducted and this process is repeated until there are no mistakes found. After the approval, the thesis can be printed out in a book format. This format is also checked and then it is passed to the Students Affairs Office. One copy is enough for approval. If the student wants more copies, he/she must add signed-by jury- two copies of acceptance and approval paper.

The approved final version of the thesis, together with the student dossier, is examined as an agenda item in the Graduate School Administrative Board and approved if deemed appropriate.

3.2. Copyright forms of the thesis and CDs including PHD file

The forms to be submitted together with the Thesis CDs are given below;

- Thesis Data Entry Form (1 copy)
- Thesis submission form (2 copies)

Thesis Data Entry Form: It updates the thesis information of the student form Higher Education Council thesis automation system (<https://tez.yok.gov.tr/UlusalTezMerkezi/>). Thesis data entry form is filled in and a print out is taken.

Thesis submission form: Download form 25 on our Graduate School webpage, it needs to be filled online then a print out is taken and signed.

Thesis CDs: Two CDs are prepared including PDF format of the thesis. Each CD must include the followings:

- A PDF file including the whole thesis
- A PDF file including only the abstract in Turkish
- A PDF file including only the abstract in English

The format of the tagging of files in order:

name_surname_00000000_thesis

name_surname_00000000_tr_abstract

name_surname_00000000_en_abstract

“00000000” figure must be filled with the automatic reference number given by the system which is in the thesis data entry form. Thesis CDs must be given in a paper envelope. The following Picture shows what to write on CDs:

CD-ÜZERİ YAZIM ŞEKLİ

GAZİ ÜNİVERSİTESİ

FEN BİLİMLERİ ENSTİTÜSÜ

ADI SOYADI: LİSANS:

REFERANS NO:

BÖLÜMÜ:

MEZUNİYET YILI:

CD-İÇERİĞİ YAZIM ŞEKLİ

şule_sönmez_10142700_tez
şule_sönmez_10142700_tr_özet
şule_sönmez_10142700_en_özet

**TEZİNİZİN SON HALİ 2 ADET PDF-CD OLARAK
HAZIRLAYIN VE TEZ İŞLERİNE TESLİM EDİNİZ**



3.3.Dismissal Form

You can take the dismissal form from the Student Affairs Office. After the signatures on the form are completed, they are taken back to the Student Affairs.

The dismissal forms of students having completed these steps are signed by the Graduate School officials. It is updated from MERNIS and graduation is recorded on the system. Students could follow the graduation updates from Students Affairs Office or from our Graduate School website.