

## Thesis Submission Procedure:

### After Thesis Defence Procedure:

Thesis advisor uploads to Turnitin the final version of the thesis with all the corrections checked after Jury Defence. The Turnitin Originality Report- Accepted Thesis would be sent to the advisor by the Graduate School.

Deliver to the Graduate School for format checking of the thesis.

Bound the thesis according to the Graduate School Guidelines.

Hardcopy is signed by the Director of the Graduate School.

Form a single pdf file named with the reference number of CoHE Thesis Entry and Publishing Permit Form including the Approval Page and make 2 copies on CD .

### Forms:

- Bilkent University Thesis Database Submission and Permission Form
- CoHE Thesis Entry and Publishing Permit Form (Accessed from the Internet through E-government gateway with reference numbers) (3 copies)
- Termination of Enrollment Form (Signed by all units except the Registrar and Director of Graduate School)

### Documents:

#### For Library:

- Hardcopy of the thesis (1 copy)
- Bilkent University Thesis Database Submission and Permission Form (original copy for Graduate School)
- CoHE Thesis Entry and Publishing Permit Form (1 copy)
- Thesis file on CD (1 copy) (Only Thesis File)

#### For the Graduate School:

- Bilkent University Thesis Database Submission and Permission Form (original copy)
- CoHE Thesis Entry and Publishing Permit Form (2 copies)
- Thesis file on CD (1 copy) (Thesis and Turnitin Originality Reports Before Jury Defence and Accepted Thesis)
- Termination of Enrollment Form