

## Thesis Submission Procedure:

### After Thesis Defence Procedure:

Thesis advisor sends the thesis copy (both word and pdf files) with all the corrections checked after Jury Defence to the library via email (plagiarism@bilkent.edu.tr).

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 [https://library.bilkent.edu.tr/tr/wp-content/uploads/2018/09/thesis\\_database\\_submission\\_and\\_permission\\_form.pdf](https://library.bilkent.edu.tr/tr/wp-content/uploads/2018/09/thesis_database_submission_and_permission_form.pdf)
- CoHE Thesis Entry and Publishing Permit Form (Accessed from the Internet through E-government gateway with reference numbers) (3 copies) / Please select "Ekonomi ve Sosyal Bilimler Enstitüsü" topic in CoHE Thesis Entry and Publishing Permit Form.
- 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 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 Form (2 copies)
- Thesis file on CD (1 copy) (Thesis With and Without Signature (2 copies) and Turnitin Originality Reports Before Jury Defence and Accepted Thesis-all as pdf files)
- The cd has to be labelled (Title, author, reference number, graduate school and university name, date)
- Termination of Enrollment Form