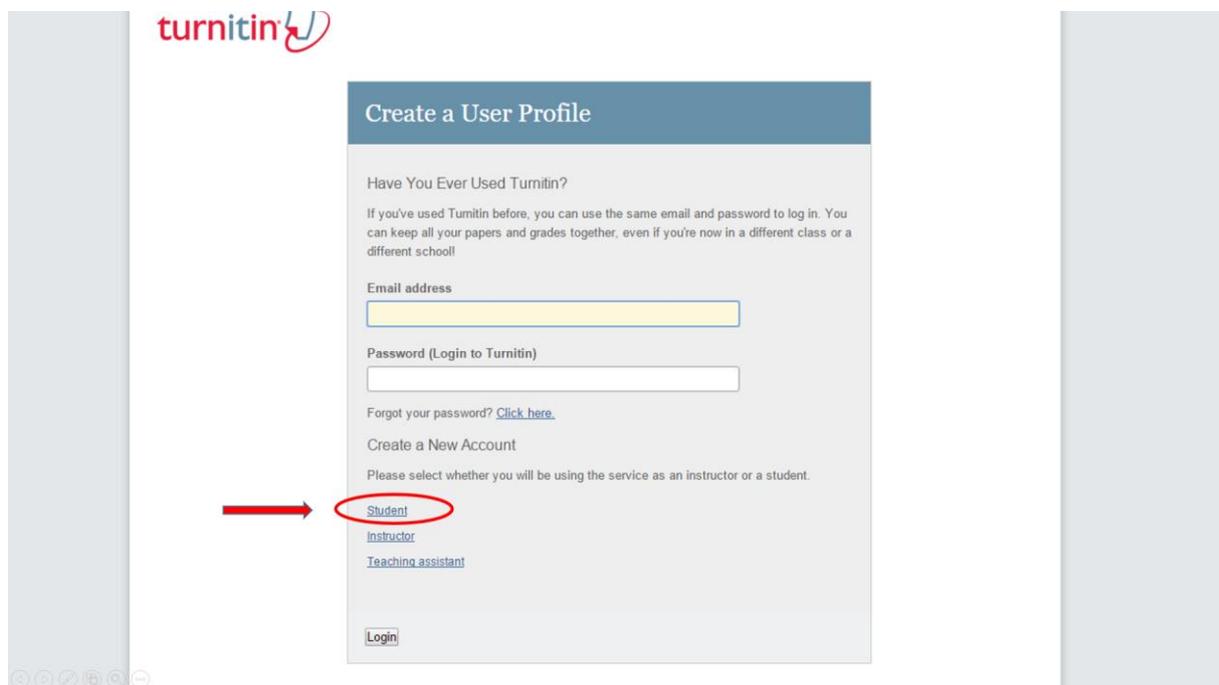


TURNITIN PROCEDURE

According to the Council of Higher Education principles, graduate students must submit a plagiarism report before defending their thesis. Therefore, each advisor should upload the master or PhD thesis of their graduate students to Turnitin before the Jury Defence while following the below steps:

BEFORE JURY DEFENCE

- Send an e mail to the Graduate School (pozdol@bilkent.edu.tr) for obtaining Class ID and Class enrolment password for Turnitin
- Choose Create Account button to login from the Turnitin page (<http://www.turnitin.com/>)
- Using the Create a User Profile menu, select STUDENT as the Turnitin user



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If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.

Account ID

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Your last name

Display names as
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 Last name (Space) First name (example: Smith John)
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Email address

Password and Security
Please keep in mind that your password is case sensitive (for example, paSS123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).
Enter an email address and password you can easily remember. Please write down your

From Graduate School →

Student's first name

Student's last name

Student's E mail address

Password and Security
Please keep in mind that your password is case sensitive (for example, paSS123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).
Enter an email address and password you can easily remember. Please write down your email address and password for future reference.

Enter your password

Confirm your password

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

Secret question
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Question answer

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- Using All Classes, choose Ekonomi ve Sosyal Bilimler Enstitüsü

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Bilkent University: kutuphane

Class ID	Class Name	Instructor	Status	Drop class
11333368	Ekonomi ve Sosyal Bilimler Enstitüsü 2016	Bilkent University LIBRARY	Active	

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- Using Class Portfolio, choose the relevant assignment (MS or PhD Before Jury Defence)

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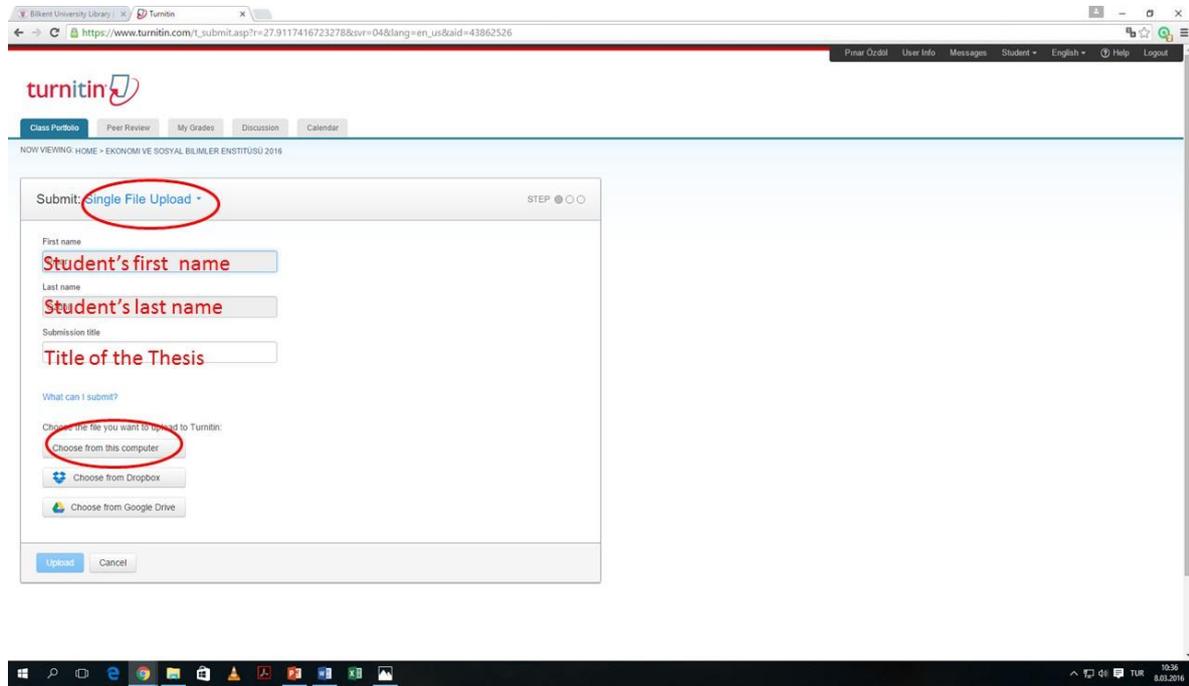
Assignment Inbox: Ekonomi ve Sosyal Bilimler Enstitüsü 2016

Info	Dates	Similarity
2016MS-Before Jury Defence-No repository	Start 01-Jan-2016 1:46PM Due 31-Dec-2016 11:58PM Post 31-Dec-2016 12:00AM	Submit View
2016PHD-Before Jury Defence-No repository	Start 01-Jan-2016 1:48PM Due 31-Dec-2016 11:58PM Post 31-Dec-2016 12:00AM	Submit View
2016MS-Accepted thesis-No repository	Start 01-Jan-2016 1:49PM Due 31-Dec-2016 11:58PM Post 31-Dec-2016 12:00AM	Submit View
2016PHD-Accepted Thesis-No repository	Start 01-Jan-2016 1:50PM Due 31-Dec-2016 11:58PM Post 31-Dec-2016 12:00AM	Submit View
2016MS-Accepted Thesis-Student repository	Start 01-Jan-2016 1:53PM Due 31-Dec-2016 11:58PM Post 31-Dec-2016 12:00AM	Submit View
2016PHD-Accepted Thesis-Student repository	Start 01-Jan-2016 1:53PM Due 31-Dec-2016 11:58PM Post 31-Dec-2016 12:00AM	Submit View

Choose the relevant one

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- Using Class Portfolio, for Submitting Paper
 - Write Student's first and last name and title of the thesis
 - Upload the thesis file
 - Confirm that the thesis file is uploaded



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AFTER JURY DEFENCE

The advisor must check that all the corrections are done and all the requirements that are stated by the members of the Jury Defence Committee are satisfied. The uploaded file has to be the final version of the thesis.

- The advisor should Create Account using the Turnitin page with the student's e mail address and the password chosen by the advisor
- Using All Classes, choose Ekonomi ve Sosyal Bilimler Enstitüsü
- Using Class Portfolio, choose the relevant assignment (MS or PhD Accepted Thesis- No repository)
- The advisor should have to upload the final thesis after all corrections are done and checked.

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