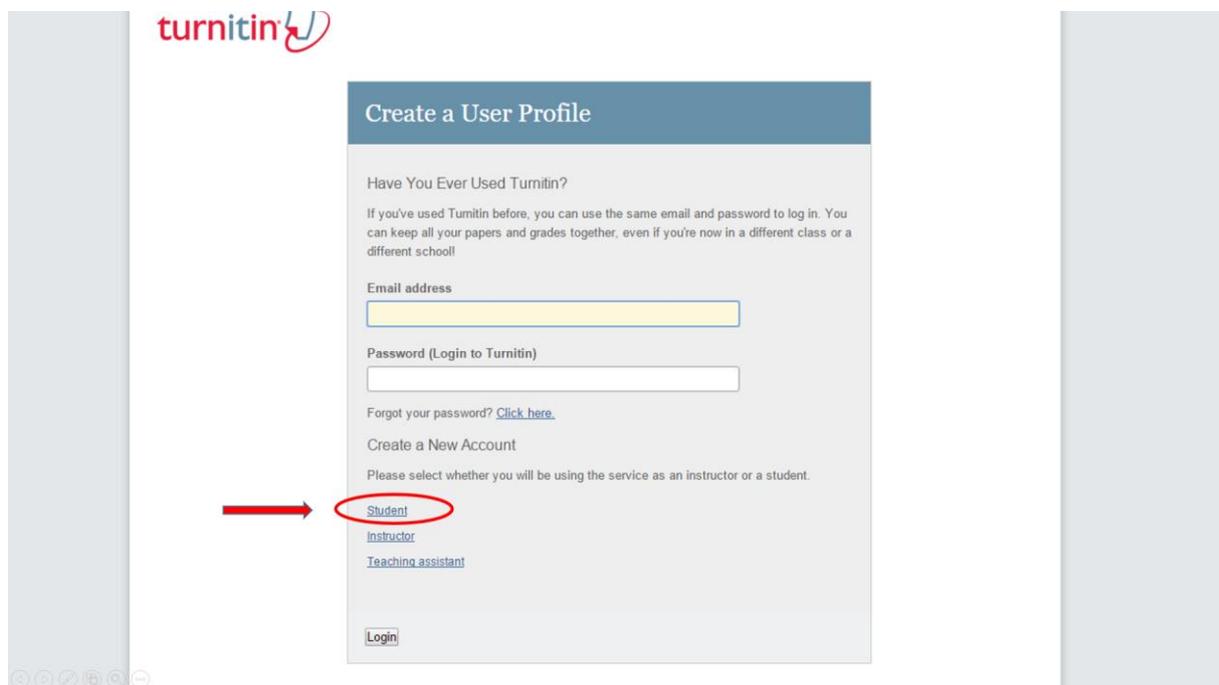# TURNITIN PROCEDURE

According to the Council of Higher Education principles, graduate students must submit a plagiarism report before defensing their thesis. Therefore, each advisor should upload the master or PhD thesis of their gradute 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 Acount button to login from the Turnitin page (http://www.turnitin.com/)
- Using the Create a User Profile menu, select STUDENT as the Turnitin user

- Using the Create a New Student Account Menu, enter the following data:

- Using All Classes, choose Ekonomi ve Sosyal Bilimler Enstitüsü

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

- 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
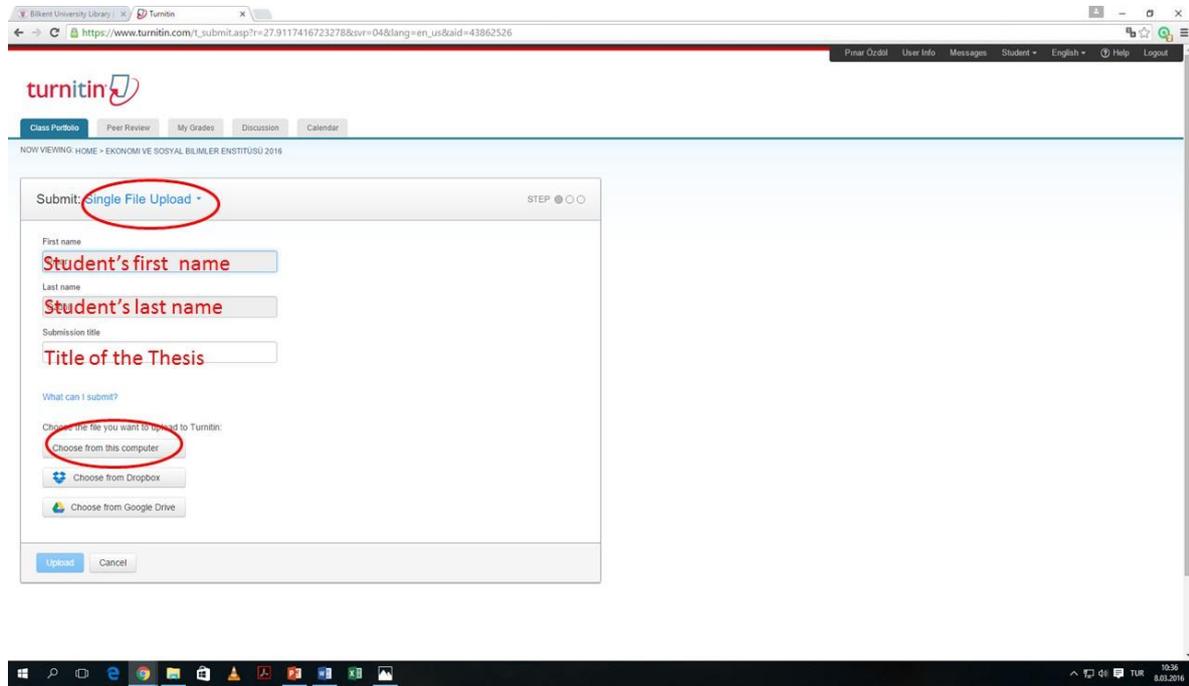
The Turnitin Originality Report- Before Jury Defense would be sent to the advisor after it is obtained from the Bilkent University Library. This report should be presented to the members of the Jury Defence Committee for checking and controlling the similarity indexes.

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.

The Turnitin Originality Report- Accepted Thesis would be sent to the advisor after it is obtained from the Bilkent University Library and would kept in the student's file to be checked by the members of the Audit Committe of the Higher Education Council.