

THINGS TO DO BEFORE AND AFTER THESIS DEFENSE

1. Before Thesis Defense

1.1. Fill in the Form 5A (available at the web page of Graduate School Of Social Sciences (GSSS)) together with thesis supervisor in order to determine Thesis Committee Members and The Defense Date.

1.2. The delivery responsibility of The Invitation Cards (prepared by GSSS) for the Thesis Committee Members outside Çankaya University belongs to the Student. The Invitation Cards for the committee members at Çankaya University are delivered by the GSSS.

1.3. Get your thesis checked out by Dr. Eda Ağaşçioğlu at GSSS for Similarity Report (via ithenticate software program) and Format.

1.4. If your thesis is found to be eligible in terms of Similarity and Format, please deliver one copy of your thesis to each thesis committee member at least 15 days before the defense date of your thesis.

2. After Thesis Defense

2.1. The thesis which is approved by the thesis committee, should be taken to Dr. Eda Ađaşçiođlu again in order to be reevaluated for structure and similarity before getting it binded. The thesis satisfying the GSSS criteria can be binded. The minimum required number of binded thesis is 5. It could be more than 5 copies, if student wishes.

2.2. It is the responsibility of the student to fill in the form “Tez Veri Giriş Formu” from YOK web page (<http://tez2.yok.gov.tr>) in order to get a reference number. Please get three copies of “Tez Veri Giriş Formu” and it is mandatory to sign all three copies. **(Photocopy of signed “Tez Veri Giriş Formu” is not accepted by GSSS.)**

2.3. The thesis approved by the GSSS is to be saved in pdf format including signed signature pages with full signature on it. The name of the pdf file should be the reference number which is received from YOK web page, for example: the file name: 364512.pdf.

3. What is going to be handed in to GSSS:

3.1. One hard copy of the thesis with the original signatures of the thesis committee members on the approval page and the original signature of the student on the declaration page,

3.2. Three copies of the filled “tez veri giriş formu” including the student ‘s original signature on each of them,

3.3. Three CDs including thesis in Pdf format with hard cover on them,

The following information should be written with permanent marker on CDs’ cover:

*Reference Number of The Thesis (From YOK Page),
Name of The Thesis,
Student Name, Surname and ID Number
Name of the Graduated Program*

4. After documents handed to GSSS, Student must fill in the form 9 (GSSS Web Page, Forms), in order to get diploma and terminate the relation with the University.

NOTE: The electronic version of the thesis should be identical with the hard copy of the thesis, which is approved by the GSSS. All the responsibility related to this issue belongs to the student.

**Prof. Dr. Mehmet YAZICI
Director of
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Send questions or suggestions to
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