THESIS SUBMISSION PROCESS

1. To submit thesis to the Middle East Institute; thesis must be sent by supervisor to ortadogutezler@sakarya.edu.tr as a Word file.
2. After the thesis is scanned by the Institute, Similarity Report is sent to the supervisor.
3. Supervisor evaluates the similarity index, and if decides that the thesis is defensible, thesis submission process can be started by filling the form at <http://www.ortadogu.sakarya.edu.tr/sites/ortadogu.sakarya.edu.tr/file/Tez_Savunulabilirlik_ve_Orijinallik_Beyan_Formu2.xls>
4. If the supervisor requests corrections according to the similarity index, the student makes the corrections on the thesis and send the thesis again to ortadogutezler@sakarya.edu.tr as a Word file. The Institute scans the thesis again and sends the Similarity Report to the supervisor. If the supervisor approves the similarity index, student initiates the thesis submission process.
5. After all processes are completed, student submits the following to the Institute:

-1 Spiral Bound Thesis,

- Declaration of Thesis Defensibility and Originality Form,

- Thesis Submission Form (Jury Proposal),

- Publication (Article).

Note1: The name of the thesis which is accepted by the Institute's Board of Directors and registered in the student automation should be the same as the name of the thesis to be delivered. Changes in the name of the thesis can be done on defense exam.

Note2: When the similarity index in thesis is more than **20%**; If the supervisor thinks that the thesis is defensible, prepares a **report** by taking the opinion of the Institute's Presidency of the Department. Similarity index of less than 20% is also examined by the supervisor and decided whether the thesis is defensible or not.

Note 3: For the thesis defense exam of the student, the thesis defense jury is formed regardless of the ranking within the jury members proposed in the thesis submission form. Jury members will be formed by institute board members, after **7 days** of determining them thesis defense exam will be executed at latest within **30 days**.

AFTER THE THESIS DEFENCE

The thesis must be prepared in accordance with the thesis writing guide of the Middle East Institute. Master thesis are blue, and the PhD. dissertations are bound in black. 2 pieces thesis must be printed out and “MONTH - YEAR, THESIS NAME, Student Name SURNAME” definitions are written at the side of thesis.

|  |  |  |
| --- | --- | --- |
| MONTH - YEAR | THESIS NAME | Student Name SURNAME |

REGISTERING THE THESIS TO THE NATIONAL THESIS CENTER

The thesis must be registered to the national thesis center[[1]](#footnote-1) and student will get thesis data entry form. After that the form must be signed and delivered by the student.

UPLOADING THE THESIS TO THE CDs

The all thesis must be uploaded to CDs (2 pieces) as a pdf file format and the thesis name, student name&surname and reference number (which is given by national thesis center after uploading there) must be written on CDs.

Note 4: The student must deliver 2 pieces Bound Thesis, 2 pieces CDs and 1 piece Thesis Data Entry Form to the Middle East Institute in a **1 month**.

1. <https://tez.yok.gov.tr/UlusalTezMerkezi/> [↑](#footnote-ref-1)