

## A-BEFORE THE THESIS DEFENCE

1. Prepare your thesis according to the rules specified in the [Thesis Manual](#).
2. The students who will take the thesis defence must submit all the following documents to the Academic Board of Graduate Studies Secretariat no later than one month before the date of the thesis defence. The last day that can be entered into the thesis defence can be found in the academic calendar.
  - a) Thesis [Jury Appointment](#) and [64A-Thesis Defence Scheduling](#) Forms.
  - b) The page showing the similarity index as a percentage in the "Similarity Index Report" This page must be signed by the thesis advisor with title, first and last name and date written. The similarity index may be at most 20%.
  - c) A copy of the thesis.
  - d) Unofficial transcript that including the last semester (can be obtained from (<https://student.metu.edu.tr/>).
  - e) Student Info [can be obtained from <https://student.metu.edu.tr/> Student Information (61)].
  - f) THESIS TEMPLATE CONFIRMATION FORM (first page of the METU NCC Thesis Template document) signed by the student.
    - *The Academic Board of Graduate Studies Secretariat sends an e-mail to the student about the corrections of the thesis drafts that do not conform to the format. Students who receive this e-mail should receive their thesis drafts no later than ten days. Thesis drafts that are not taken are destroyed.*
    - *If your thesis draft is rejected, you must re-prepare it using the thesis manual. Then you must submit it again.*

## B-DURING AND AFTER THESIS DEFENCE

1. After thesis defence, students must submit the [65A-Thesis Defence Report Form](#) with the appendix **within three days** to the Academic Board of Graduate Studies Secretariat.
  - If there is any change in the title of the thesis as a result of the thesis defence exam, the title must be changed through the SAIS system, the necessary approvals must be completed within the same day and the new "65A-Thesis Defence Report Form" prepared and signed with the new title must be submitted together with the report of the chairman of the jury.
  - In case of correction (additional time) given as a result of the thesis defence exam, the letter of the chairman of the jury stating the reason for the extension must be submitted. You must re-enter the thesis defence exam at the end of the additional period of a maximum of 3 months.
2. Submits [Thesis Permission Form](#) to the Academic Board of Graduate Studies Secretariat.
  - *If the second or third option were checked, the request would be discussed and finalized by the Academic Board of Graduate Studies. The Academic Board of Graduate Studies Secretariat sends an e-mail to the student about the decision date and number. This decision date and number are used to fulfil the requirements of article 10 under the C) AFTER THESIS DEFENCE title.*
  - *For [OpenMETU](#) access criteria, Thesis Permission Form must be added to the Appendices of the thesis as the last page (Both in the binding and pdf format).*

### B-1) CORRECTION

Students who will enter the extension jury;

- o If there is a change in the thesis title, it is obligatory to complete the updates from the SAIS/oibs system.
- o It is mandatory to enter the final defence jury with the same jury.
- o Under the "DURING AND AFTER THESIS DEFENCE" Heading transactions must be done.

## C) AFTER THESIS DEFENCE

Within one month at most following the date of the thesis defence, the student who completes the thesis defence,

3. Makes the corrections specified by jurors,
4. Makes the format corrections specified on the draft by Academic Board of Graduate Studies Secretariat,
5. Prepares the “Turnitin Similarity Index” report for the latest copy of the thesis (signed by thesis advisor),
6. If the student has e-government access (<https://www.turkiye.gov.tr/>).
  - a) Fills out the [YÖK Thesis Entry Form](#).
    - Students who enrolled in one of the **SEES**, **CNG** and **MECH** programs, please select “Orta Doğu Teknik Üniversitesi ODTÜ Kuzey Kıbrıs Kampüsü-Fen Bilimleri Enstitüsü”
    - Students who enrolled in PSIR program, please select “Orta Doğu Teknik Üniversitesi ODTÜ Kuzey Kıbrıs Kampüsü-Sosyal Bilimler Enstitüsü”
    - Students who enrolled in ENLT program, please select “Orta Doğu Teknik Üniversitesi ODTÜ Kuzey Kıbrıs Kampüsü-Eğitim Bilimleri Enstitüsü”
7. Creates two CDs with a PDF version of the thesis.
  - *The name of this PDF document must only be the reference number provided by YOK in the Thesis Data Input form.*
  - *Wet signed copies of the “thesis approval” and “ethical declaration” pages of the thesis must not be uploaded to the CD under the Personal Data Protection Act.*
8. Submits Thesis Checklist (<https://ncc.metu.edu.tr/sites/default/files/Thesis%20Checklist.pdf>) signed by the student.
9. Submits at least three copies (or at least four copies for those who have a Co-Advisor) of the bound thesis to the Academic Board of Graduate Studies Secretariat along with one CD. All the fields on the approval page of the thesis must be signed by the relevant faculty members except Head of Academic Board of Graduate Studies.
  - *Academic Board of Graduate Studies Secretariat collects the signature of the Head of Academic Board of Graduate Studies.*
10. Takes back two copies (or three copies for those who have a Co-Advisor) of the bounded thesis after 3 days later from the Academic Board of Graduate Studies Secretariat.
11. Upload the thesis pdf file to <https://open.metu.edu.tr/>.
  - *Wet signed copies of the “thesis approval” and “ethical declaration” pages of the thesis must not be uploaded to the OpenMETU under the Personal Data Protection Act.*
  - *Please watch video (<https://open.metu.edu.tr/thesisvideo>) before submitting your thesis.*
  - *For [OpenMETU](#) access criteria, Thesis Permission Form must be added to the Appendices of the thesis as the last page (Both in the binding and pdf format).*
  - *For the off-campus, you need to use VPN Service.*  
(<http://faq.cc.metu.edu.tr/results/vpn>)
12. Submits one copy of the bounded thesis to the METU NCC Library.
13. Submits online [Student Registration Withdrawal Form \(2A\)](#) form.

***Your graduation procedures may only be initiated once you have completed all of the steps.***