## THESIS ADMISSION GUIDELINES

**a)** Three printed thesis, written according to “Specifications of Theses and Their Orthographic Rules”, with thesis cover and binding, original signature and approval by the advisor.

**b)** Additionally, two compact discs (CDs) that contain a digital copy (pdf-format) of the thesis should be provided. Each CD should be placed in an individual CD envelope and labeled using a CD marker in a readable handwriting. Each CD must contain three copies of the thesis in pdf-format.

The pdf-files should include the

 **1)** the whole scanned thesis, starting from the cover (signed approval page, Ethics Committee approvals, and other documents that are not present in the digital version),

**2)** The thesis summary in English,

**3)** The thesis summary in Turkish.

The label on the CD should include the thesis title, the name of the university and of the institute.

**c)** The thesis titles and summary pages should not contain italic letters, tables, figures, chemical or mathematical formulas, symbols, subscripts or superscripts, Greek letters, or any other special characters as they will be uploaded to the thesis database.

**d)** The abstracts should beboth in English and Turkish, and must not exceed 250 words for each version. (These should be included in pdf-format on the CDs containing the thesis)

**e)** The thesis must include the names of the institute and the university that the thesis is submitted to, the thesis title, thesis owner, approval page containing names of the thesis advisor and jury members, their universities/departments, and signatures. Two additional approval pages should be prepared to be sent to the Council of Higher Education (YÖK).

**f)** The thesis database of YÖK has been updated. You need to register for the “New Thesis Scan” web page ([http://tez2.yok.gov.tr/tezjic/tez.htm](file:///C%3A%5C%22http%3A%5Ctez2.yok.gov.tr%5Ctezjic%5Ctez.htm%5C%22)) that is found under the National Thesis Center menu title on the web page [www.yok.gov.tr](file:///C%3A%5C%22). You can reach the data entry form with a member account, using the password that is given to you after registration. The thesis entry form has to be filled online by the thesis author and a reference number has to be obtained. Two print outs of this form should be signed and submitted together with the thesis.

**g)** The data entry form and the document regarding copyrights are combined into one. The copyright document is formed automatically within the system once the option for restriction whether is “present” or “absent” is selected.

**h)** Students that passed their thesis defense have to submit their documents together with the petition provided in addendum. Students that do not submit all the documents will not receive a graduation certificate.

**i)** The Graduated Student Form must be filled on “mezun.deu.edu.tr”

**j)** Suspension of Studies Form must be filled out.

**k)** The student’s ID card and a photocopy of their citizen ID card must be delivered to the Student Affairs Office of the Institute.

*INSTITUTE MANAGEMENT*