

START

1

GRADUATION APPLICATION

In accordance with the information provided in the Graduation Application Guide, the student submits their graduation application.

After the application, the student uploads their thesis to the relevant system to obtain the “Thesis Similarity Report Submitted to the Jury.”

The supervisor approves the student’s application via the e-Institute system.

The passwords required to access the system for generating the Similarity Report are sent to the student via an email titled “Regarding Your Graduation Application from the Institute of Science.”

The thesis title on your bound copy and in the submission documents must be identical to the thesis title stated in your “Thesis Defense Result Report.”

The Institute reviews the student’s similarity report and publication requirements, and approves the applications of those who meet the conditions.

2

FIRST SUBMISSION

The student submits the initial submission forms to the Departmental Secretary.

Initial Submission Forms:

- Graduate Thesis Submission Form
 - Master’s/Doctoral Jury Proposal Form
 - * Publication Document
- The initial submission forms are obtained from e-Enstitü system.

The Jury Proposal Form is created by the supervisor through the e-Enstitü system.

The Institute Executive Board (EYK) determines the jury members

3

EXAM ROOM RESERVATION

The student or the supervisor enters the defense date, place, and time through the e-Enstitü system and makes a reservation for the examination room. The reservation is approved by the Institute if deemed appropriate.

The date must be scheduled to take place within one month from the date on which the jury was appointed by the Institute Executive Board.

e-Enstitü: e-enstitu.yildiz.edu.tr

Click here for all details and important points regarding the thesis submission process.

5

THESIS TEMPLATE CHECK

A student who successfully passes the thesis defense must upload their thesis to the system for the Thesis Template Check within two weeks from the date of the defense.

The thesis template check officer reviews the thesis within five business days, and the student makes the necessary template corrections according to the provided instructions.

POST-DEFENSE SIMILARITY REPORT

After the template check, the student who will not make any changes to the thesis uploads it to the relevant system for the “Post-Defense Similarity Report” as part of the “Graduation Thesis Control Form.”

A student cannot submit their thesis without a valid similarity report.

4

THESIS DEFENSE

The student defends the thesis in person on the scheduled date and in the assigned room.

After the defense, the supervisor initiates the evaluation through the e-Enstitü system. Once all jury members complete their evaluations, the resulting “Thesis Defense Result Report” is submitted to the departmental secretary

Once the Thesis Defense Result Report reaches the Institute, the student’s defense outcome is approved by the Institute.

UNSUCCESSFUL

THE STUDENT IS DISMISSED.

EXTENSION

The defense examination can be extended only once.

- Master’s students must submit their corrected thesis to the jury members within three months, and doctoral students within six months, after completing their revisions. They must also approve the “Corrected Thesis Submission Commitment” through the e-Enstitü system.
- Simultaneously, the student uploads the thesis to the relevant system for the similarity report.
- The supervisor approves the student’s thesis submission commitment via the e-Enstitü system.
- The second thesis submission form generated in the e-Enstitü is sent to the Department Secretariat.
- The student or the supervisor enters the defense date, place, and time through the system and makes a reservation for the examination room.
- The thesis defense must be held within one month from the date of the commitment.
- No second extension will be granted, and the defense will be concluded as either successful or unsuccessful.

6

BOUND THESIS SUBMISSION

The student must submit the final submission documents and the bound copy of the thesis to the relevant officer at the Institute within one month following the defense examination date.

Final Submission Documents:

- * 1 HARDCOVER COPY OF THE THESIS
- * Graduate Bound Thesis Submission Form (FR-1243) – e-Enstitü
- * Graduation Thesis Control Form – e-Enstitü
- * Thesis Permission Form (FR-0328) – kalite.yildiz.edu.tr
- * Master’s/Doctoral Thesis Correction and Bound Copy Submission Report for Jury Members (FR-0329 / FR-0325) – kalite.yildiz.edu.tr
- * Master’s/Doctoral Student Information Form (FR-0331 / FR-0327) – kalite.yildiz.edu.tr
- * YÖK – Thesis Metadata Entry Form (2 copies) – tez.yok.gov.tr
- * 1 CD (must be submitted with its case)

* Master’s/Doctoral CD Cover Form (FR-0330 / FR-0326) – kalite.yildiz.edu.tr

CD Content:

1. Full text of the thesis
2. Turkish abstract (Özet)
3. English abstract (Abstract)

The CD content must be in PDF format. The file name should include the Reference Number indicated on the YÖK Thesis Metadata Entry Form.

The student is required to submit the bound thesis within one month from the date of the defense. With the supervisor’s approval, the student may request an extension of one (1) month.

FINISH

A student who submits all required documents in full is graduated by the decision of the Institute Executive Board (EYK).