

[Thesis Writing Guide](#)

The students whose thesis defence are to be done in the term in which they have registered are required to take the Defence before the date of *The Next Education Course Enrolment* stated in the Academic Calendar.

Finalisation of a master's thesis ([Bkz. Article 38](#))

Finalization of a doctoral dissertation ([Bkz. Article 52](#))

Within one month from the date of the decision of EYK, in which the jury members are determined, the jury must submit their detailed personal evaluation reports related to the thesis to the institute directorate and take the student to the thesis defence examination. If a thesis cannot be defended due to the excuse of any member of the jury, EYK sets a new jury.

1 – Jury Proposal Form for Thesis Defence; **via the Department the documents needed to be sent through Electronic Document Management System (EDMS) to the Institute;**

Master's Degree Programs; -

- **Thesis Exam Record Form** (In the menu of Forms on the Institute Web Page)

- **Turnitin & iThenticate Form** (In the menu of Forms)

-The Page showing Turnitin Similarity Ratio

Explanation;

Turnitin Report Cover Page and The Similarity Ratio Page (PDF or JPEG) (The advisor must sign it.)

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T.C.
NİĞDE ÖMER HALİSDEMİR ÜNİVERSİTESİ REKTÖRLÜĞÜ
SENATO KARARI

Toplantı Tarihi	Kimlik/Dosya No	Toplantı Sayısı
06.05.2019	74956249/050.01.04	11

KARAR NO: 2019/086

Üniversitemiz Sosyal Bilimler Enstitüsü Müdürlüğünün İntihal/benzerlik endeksi üst sınırının belirlenmesi ile ilgili 11.04.2019 tarihli ve E.277 sayılı yazısı görüşüldü.

Üniversitemizin Lisansüstü programlarında öğrenim gören öğrencilerin tezlerine ilişkin intihal yazılım programı raporunda yer alan İntihal/benzerlik endeksi üst sınırının kaynakça hariç toplamda % 25 ve tek bir kaynaktan % 5 olmasının ve bu sınırların aşılması durumunda danışman görüşü alınarak ilgili enstitü yönetim kurulunun görüşü doğrultusunda karar verilmesinin kabulüne ve enstitülere bilgi verilmesine oy birliğiyle karar verildi.

-**Commission Report Form** (In the menu of forms)

-The Department Board Decision

-The Advisor Petition

For Postgraduate;

- **Jury Proposal Form for Thesis Defence Exam** (In the menu of Forms)

-Turnitin Form

- The Page showing Turnitin Similarity Ratio

-Commission Report Form (The Students registering with the graduate degree)

Commission Report Form (The Students registering with the master degree)

Commission Report Form (The Students registering on the Institute before the education year 2017-2018) (In the menu of Forms)

--The Department Board Decision

- The Advisor Petition

2- The Thesis Defence;

Ph.D. Students: For the students in order to submit their postgraduate theses, it is stipulated to publish a scientific article related to their Dissertation in the international refereed journals whose frame works are determined by the Senate or must obtain the digital identification number for their articles in these journals and make an oral, written or visual presentation of a national or international paper related to their dissertation.

The students whose Secretariat Defence have been done submit the necessary documents to the Secretariat of the Department.

Via the Department the documents needed to be sent through Electronic Document Management System (EDMS) to the Institute;

Master's Degree Programs;

[Thesis Exam Record Form \(Md. 38\)](#)

[List of Thesis Defence Exam Audience](#)

[Personal Report Form of Jury Member \(Md.38\)](#)

The Advisor Petition

For Ph.D. Programs;

[Personal Report Form of Jury Member \(Md. 52\)](#)

[Thesis Examination Record Form \(Md. 52\)](#)

[List of Thesis Defence Exam Audience](#)

The Advisor Petition

The students are required to complete the necessary control and edits to submit their bound Dissertation to the Institute within one month after they successfully completed "The Dissertation Defence".

3- The Dissertation Control Procedures:

After completing the edits given by the Dissertation Defence Jury, the students who have successfully completed The Dissertation Defence are required to do their Dissertation Control Procedures with;

- Biology, Chemistry, Maths, Physics, Biotechnology, Disaster Management Department Students: Assistant Professor TÜRKER (The Faculty of Science and Letter Biotechnology Department, e-mail: huseyinturker@ohu.edu.tr, Tel: **0 388** 225 40 25)
- Civil Eng., Mechanical Eng., Environment Eng., Electrical Electronics Eng., Mining Eng., Geology Eng., Topographical Eng., The Science and Technology of Energy. Architecture Department Students: The Faculty of Engineering, Mechanical Engineering Assistant Professor Yusuf Can TURANOĞLU, Mail: yturanoglu@ohu.edu.tr)
- Agricultural Genetics Engineering, Plant Production and Technologies, Animal Production and Technologies Department Students: The Faculty of Agriculture Research Assistant. Ramazan İlhan AYTEKİN, e-mail: ramazanilhanaytekin@ohu.edu.tr, ramazanilhanaytekin@gmail.com , Tel: 0 388 225 30 85)

Anabilim dalınız yüksek lisans ve doktora programlarında eğitimini tamamlayarak mezun durumunda olan öğrencilerin tez yazım kılavuzuna göre hazırlanmış oldukları tezlerde yapmış olduğumuz değerlendirmeler sonucunda bazı tezlerin bizim onay verdiğimiz formlar üzerinden hazırlanmamış olduğu görülmüştür. Bu durumun öğrenci kaynaklı olduğunu düşünülmekte olup, süreci iyileştirme açısından tezlerin basılı formatının kontrolünden sorumlu olan Enstitümüz Müdür Yardımcısı Dr. Öğr. Üyesi Özhan ŞENOL tarafından tezlerin kontrolü yapılmadan tezler öğrenci işleri tarafından kabul edilmeyecektir. Tez kontrol işlemleri için aşağıda belirtilen gün ve saatlerde Dr. Öğr. Üyesi Özhan ŞENOL tarafından tezlerin kontrol işlemleri yapılması planlanmış olup, anabilim dalınızda danışmanlık yürüten öğretim üyelerine ve öğrencilere duyurulması hususunda;

Bilgilerinizi ve gereğini önemle rica ederim.

KONTROL GÜNLERİ	KONTROL SAATİ
SALI	14:00 - 16:00
ÇARŞAMBA	14:00 - 16:00
CUMA	10:00 - 12:00