Thesis Submission Procedures

1- The [Submission Petition Of Hard-Cover Thesis](https://static.ohu.edu.tr/uniweb/media/portallar/fenbilimlerienstitusu/sayfalar/3134/1nxmrmwr.doc)

2- The Thesis (… Copy/Copies)

3- The Thesis Data Entry Form and Publication Permission Form (2 Copies) <https://tez.yok.gov.tr/UlusalTezMerkezi/giris.jsp>

EXPLANATION;



4-[Thesis Approval Page](https://static.ohu.edu.tr/uniweb/media/portallar/fenbilimlerienstitusu/sayfalar/3134/zngzdpk3.doc) (1 Copy) (It must be saved with its reference number.)

EXPLANATION;

The students whose theses are to be loaded into the system within BAP (Research Projects Unit) (DOKTEP, YÜLTEP) need to bring two copies of the approval page.

5- 2 CDs

EXPLANATION;

Also theses are to be digitally submitted in the medium of the compact disk (CD). The complete thesis in the PDF format needs to be saved with the name of the PDF file and the reference number on the Thesis Data Entry Form. The PDF file prepared is to be the same as the copy of the thesis which is approved by the institute. The compact discs (CD) which are suitably prepared need to be submitted as two copies.

There are no standards for the CD cover and may be submitted in the envelope cover. The student’s name – surname, department and program are to be written on the cover.

According to the law on the protection of personal data which was made in the meeting on 13.05.2020 by YÖK Executive Board, the CD should not contain personal data (Wet signature, Photo, ID number, E-mail address, Telephone, Place of Birth, Date of Birth, Work and Home address etc.).

6-[Thesis Control Form](https://static.ohu.edu.tr/uniweb/media/portallar/fenbilimlerienstitusu/sayfalar/3134/bzufcatz.doc) (It will be filled out by the advisor.)

7- (For 100/2000 YÖK Ph.D. Scholarship Students);

The form is to be filled out by [100/2000 YÖK Ph.D. Scholarship student and the scholarship student’s advisor/s](https://static.ohu.edu.tr/uniweb/media/portallar/fenbilimlerienstitusu/sayfalar/27260/4xogdgzc.docx).

8- After the international students who are registered in our institute and on the step of graduation have completed the graduation procedures and have been graduated from the Institute Automation System, they are required to register on the Turkey Alumni Portal. After registering, they must fill out and sign the Graduation Form from the Education Information section, print the form and submit it to Our Institute.

-The registration procedure on the Turkey Alumni Portal is done on the website: <https://www.turkiyemezunlari.gov.tr/Account/Login> .

-The International Students who haven’t submitted the Turkey Alumni Information Form to Our Institute cannot receive their graduation documents.

EXPLANATION;

Announcement on Filling the Turkey Alumni Information Form for International Master Students

Announcement on Filling the Turkey Alumni Information Form for International Master Students

You can get an alumni information form by following the steps below on the Turkey alumni web portal.

1. Login to [https://www.turkiyemezunlari.gov.tr/Account/Login](https://www.turkiyemezunlari.gov.tr/)with your user information.

2. Click the "My Profile" button in the upper right corner.

3. Fill in the "Personal Information" and "Contact Information" sections in your profile and upload your photo.

4. Click on "My Education Information".

5. Determine your education level by clicking the "Add New Education Information" button at the top left and fill out the form. You can upload your graduation certificate or transcript, which you can get from e-government, in the Upload diploma section, then click the "Save" button.

6. You can download your information form by clicking "Graduation Form" in the area where your education information is displayed on the renewed screen.

7. Print the downloaded form and submit it to the institute student affairs after it is signed.

Note: All transactions up to the signing stage must be carried out by the student through the Turkey Alumni Portal (TMP). Alumni Information Form should not be filled in manually. Forms prepared in the past and/or to be sent to different institutions should not be used.

With respect to filling out the master questionnaire on the link given below;

I kindly request you to take the necessary action.

<https://soft.ohu.edu.tr/mbs/default.aspx>