

## Submitting your thesis to the Institute

### Please submit the following materials:

#### a) Printed and bound thesis x 1

**Note:** If your thesis has figures where color is used, those colors should appear in the hard copy, that is, use color printing for those pages. (See the main guidelines document, page 19.)

#### b) CDs x 2

- **Content**

- **CD:** The CD should contain your PDF. (Do *not* include your Word document on the CD.)
- **PDF:** The content of the PDF must be identical to the content of the hard copy.

- **Labelling**

- **CD:** Using a CD pen or other indelible marker, hand-write on the surface of each CD your name and degree, e.g. *John Brown PhD*
- **PDF:** Please label the PDF using the reference number issued by YÖK (see the link in section c, below). Do *not* label the PDF with the date or your name or your degree.

#### c) YÖK form x 2

- Print out and sign two copies of the most recent YÖK data form that you download from here: <https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp>
- Students who need an English version can click on the British flag icon in the upper right-hand corner of that page.

### Please keep in mind . . .

1. **A final format check** on the printed and bound copy is made at the Institute before a thesis can be approved for graduation by the Executive Council. In the event that formatting requirements have not been satisfied, the student is responsible for making corrections, any re-printing and binding, and re-submitting.
2. **Deadline for a graduation decision:** To ensure that the hard copy is format-checked in time for the Executive Council meeting, students should submit their hard copy to the Institute at least two days before the scheduled date of the Executive Council meeting. For example, if the meeting is on Thursday, your thesis should be submitted not later than 4pm on Tuesday. Earlier is even better.

**Under no circumstances** are theses accepted for consideration by the Council on the day of the scheduled meeting.