



T.C.
ISTANBUL GEDİK UNIVERSITY
GRADUATE THESIS SUBMISSION GUIDE

1. The student is given two thesis approval documents after the thesis defense exam.

2. "Thesis Data Entry Form" is filled out from the National Thesis Center website of the Higher Education Council, and two signed copies are delivered to the Institute with theses. The thesis data entry form should be filled in according to the information stated in item 2.1 below. Students who fill out the thesis data entry form before completing their thesis must update the form and print it again.

2.1 Filling the Thesis Data Entry and Publishing Permission Form:

2.1.1. Thesis Data Entry and Publishing Permission Form: This document form is the author's permission for the thesis to be submitted to the research service by the CoHE National Thesis Center in any medium including digital transmission as a full text (PDF) contains thesis title, author name, the reference number, and other bibliographic information.

Thesis Data Entry and Publishing Permission Form are available at (<https://tez.yok.gov.tr/UlusalTezMerkezi/>). It is necessary to be a member of the system to fill the form.

2.1.2. The form is designed to ensure that the information filled in by the author is transferred to a temporary table linked to the National Thesis Center Database. When the form is completed, and the “**Save**” box is clicked, a form suitable for printing is prepared with the “**Reference Number**” generated by the system. If for any reason, incorrect data has been entered, correction can be made by going back in the system before the form is printed. **During the checks to be carried out in the National Thesis Center, the Reference Number on the Thesis Data Entry and Publishing Permission Form will be taken into consideration.**

2.1.3. The titles and abstract pages of the theses are loaded into the searchable areas of the Thesis Database. Therefore, italic typeface, table, figure, graphic, chemical or mathematical formulas, symbols, subscript, superscript, Greek letters, or other non-standard symbols or characters should not be used in such text fields.

2.1.4. If there is no suitable option in the Department, Main Science and Discipline lines, **these lines can be empty.** Otherwise, it will not be accepted by the Institute.

2.1.5. Directory Terms: It is an alphabetical list of keywords providing direct access to theses sought in the National Thesis Center Database.

2.1.6. Suggested Directory Terms: In case the related keywords are not included in the Directory Terms List existing in the system; The keyword suggested by the author should be written in this field as Turkish = English.

2.1.7. Publishing Permission and Postponement: Since the Thesis Data Entry and Publishing Permission Form includes the permission text that will allow the theses to be published on the internet, a permission form will not be filled in separately.

The thesis writers who accept to submit their thesis to the full-text research service through the National Thesis Center Database of the Council of Higher Education edit the form by checking the **"I allow it to be published"** option. If the patent application for the postgraduate thesis is filled or the process of obtaining the patent continues, upon the recommendation of the thesis advisor and the appropriate opinion of the institute department, the institute board of directors may decide to postpone the access of the thesis for two years. In this case, the thesis author specifies the delay period by checking the delay option.

3. The writer prints two copies of thesis prepared following the thesis writing directive, in magenta / black cloth binding, and prints the thesis approval document received from the Institute according to the order in the thesis writing directive.

4. The thesis text in the "Word" format will be added by the order in the thesis writing directive and will be converted into a "pdf" format. The CD prepared in accordance with Article 4.1 will be delivered to the institute in two copies.

4.1. Preparation of CDs:

4.1.1. The full text of the thesis will be prepared as a single "pdf" file. Explanations for mixed theses with attachments other than text format are included in 4.1.6.

4.1.2. The "pdf" files prepared must be the same as the copy of the thesis approved by the institute. (Thesis Approval Document placed in the thesis will be placed on CD according to the order in the thesis writing directive and will also be in pdf.)

*** Since no changes will be made by the Council of Higher Education on the thesis work, any responsibility regarding the fact that the thesis is the same as the original copy when viewed on the computer screen belongs to **the author**. The numbering of the pages and the places such as pictures, figures, graphics, tables in the main text of the thesis should be identical with the printed thesis.

4.1.3. The file containing the full text of the thesis will be uncompressed and unencrypted. Attachments will only be compressed with the WinRAR program.

4.1.4. While naming the files, the reference number in **the Thesis Data Entry Form** will be used.

Example:

For the full text referenceno.pdf

Referenceno.rar for attachments

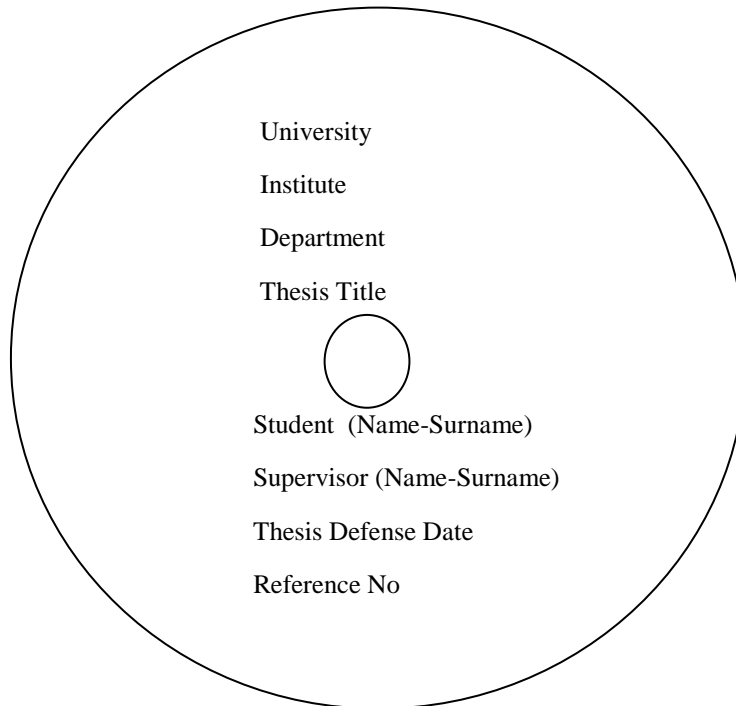
*** If the name given other than the reference number is given as the CD name, the Institute will not accept the CD.

4.1.5. Thesis supplements in text format or prepared with a copy (photocopy) will be included in the "pdf" file containing the full text of the thesis. For this, documents will be converted into a "pdf" format using seekers or digital copiers.

4.1.6. Mixed Theses: If the thesis does not consist of only a text file, if pictures, maps, computer programs, images, or sound recordings are also used, these files should be converted to CD by using the WinRAR program in the form of referenceno.rar, including the reference number.

4.1.7. The following information (all information on the cover of the thesis) should be written on the CDs to be delivered to the Institute with an indelible pen (CD pen / Acetate pen) or digitally. Otherwise, it will not be accepted by the Institute.

CD:



5. Control Process Before Submission of Thesis

5.1 Documents to be Delivered

- Student ID
- 2 Printed Theses
- 2 CDs
- 2 Thesis Data Entry Form
- 1 Istanbul Gedik University Library Thesis Submission Form

5.2 Formal Issues Regarding the Thesis and Its Content

It must be prepared in accordance with Istanbul Gedik University Institute of Science and Technology Thesis Writing Directive.

<p>I have read and understood “Istanbul Gedik University Graduate Thesis Submission Guide”.</p> <p>Student’s,</p> <p>Name: Surname:</p> <p>Signature:</p> <p>Date:</p>	<p>The Institute Authority who submitted the “Thesis Submission Guide”,</p> <p>Name: Surname:</p> <p>Signature:</p>
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