

ISTANBUL MEDIPOL UNIVERSITY
GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

PROCEDURES THAT NEEDS TO BE DONE AFTER THE THESIS DEFENSE

1. Students who are accepted as successful in the thesis defense exam have to fill the **Thesis Data Entry Form** online electronically after entering the system (<https://tez.yok.gov.tr/UlusalTezMerkezi/sistemGiris.jsp>) with their own **E-Government password**. Student will print out this form and submit it to the Institute with the thesis.
2. Students who are successful in the thesis defense exam and fulfilled the other requirements for graduation, they have to submit two hard copies of the thesis wet signed by the jury and one CD contains PDF version of the thesis **within one month** after the date of the thesis defense exam to the Institute. For the security of personal data, signatures of the jury should only be found in hard copies. While preparing the CD, the jury approval page and the student ethics statement page must be unsigned.
3. The name of the electronic PDF file of the thesis in the CD has to be the same **Reference No.** generated in the **Thesis Data Entry Form**.
4. The result page of the TURNITIN Plagiarism Report has to be added to last page of the thesis. The student's advisor should check the thesis before preparing the hard copies. The hard copy of the thesis and the PDF version (CD) must be identical. At this point, the thesis even with small differences can be decided as invalid by the Higher Education Council (YOK) system.
5. The students who submit his/her thesis to the Institute and fulfill the other requirements have to submit [Registration Delete Form](#) and the [Graduation Letter](#) to the Institute as well to be able to complete official graduation process.
6. Graduate thesis;
 - a) If the patent application for the graduate thesis or the process of obtaining a patent continues; **Two years** *Article 6 (1)
 - b) Access to thesis might be postponed for a period of **six months** if the thesis has the information, findings, new techniques, materials and methods, which have not been published or protected through a patent yet. *Article 6 (2)
7. Students who wish to make a request for constraint on their thesis, have to apply to Institute with the [Thesis Constraint Letter](#). This application has to be made during the submission of the **Thesis Data Entry Form**.
8. Student who do not apply with the **Thesis Constraint Letter**, their thesis will be available online on the National Thesis Center.

**The directive on the Collection, Regulation and Opening of Graduate Theses in Electronic Environment.*