

Graduate School of Engineering and Science

Thesis/ Dissertation Submission Guidelines

Bounded hardcopy/ies has to be submitted to the director of the graduate school within one month after the defence date, for the final signature. (Graduate school doesn't take any hardcopies, only library takes one.)

After all signatures are completed, all following has to be ready before submitting one hardcopy of your thesis to the library:

For YÖK thesis submission guide, you can visit:

<https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp>

1. Bilkent University thesis database submission and permission form (filled by the student)
https://library.bilkent.edu.tr/tr/wp-content/uploads/2018/09/thesis_database_submission_and_permission_form.pdf
2. *Form for termination of enrollment* (All signatures except director's has to be completed)
(*The M.S. graduates that are going to continue Ph.D do not have to fill this form*)
Please get document from mfbe web site https://mfbe.bilkent.edu.tr/?page_id=55
3. YOK thesis entry form (via e-government web site below and all 3 copies has to be signed by the author)
<https://library.bilkent.edu.tr/tr/tez-teslimi/>
4. 2 CD's :1 for library, 1 for graduate school (if your department needs one, prepare +1 CD)
The cd has to be labelled (Title, author, graduate school and university name, date) and must be in a hard cd case. Graduate School ask for CD as without signature.
5. **(if requested)** Graduate Theses Access Postponement Request Form (filled by the student, approved by the Advisor and the Director of the Graduate School.)

Please do not forget:

- To check that your jury names are correct from:
<http://akademik.yok.gov.tr/AkademikArama/>
- Your name has to be as your name in STARS.
- For interim graduation certificate or more:
Contact Registrar's Office: oim(at)bilkent.edu.tr
Preparation of the documents may take 3-7 days.