

# THESIS/DISSERTATION SUBMISSION PROCESS

## Bilkent University

Document Date: June 2026

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### Submission and Approval Workflow:

- 1. Student Submission via SRS:** The student submits the final version of the thesis and the required documents (see below) through SRS.
- 2. Advisor Approval:** After thesis submission, an automated email is sent to the advisor. The advisor reviews the submission and either approves it or declines it with an explanatory note.
- 3. Library Approval:** After advisor approval, an automated email is sent to the student instructing them to submit the required documents (see below) to the Bilkent University Library for approval. The Library reviews the thesis submission and the related documents, and either approves the submission or declines it with an explanatory note.
- 4. Graduate School Approval:** After Library approval, an automated email is sent to the student instructing them to submit the required documents (see below) to the Graduate School for final approval. The Graduate School reviews the thesis submission and the related documents, and either approves the submission or declines it with an explanatory note.
- 5. Revisions, If Required:** If the submission is declined by the advisor, the Library, or the Graduate School, it is returned to the student for revision. The student is notified through an automated email.
- 6. Completion of Submission:** After Graduate School approval, the thesis submission process is completed. The student is notified through an automated email.

**Note:** For interim graduation certificate or more, contact the Registrar's Office: oim(at)bilkent.edu.tr

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### Documents/Information to be Submitted via SRS

Within one month after the thesis defense presentation, the student must submit the final version of their thesis. The required documents and information are listed below (see the submission portal in SRS for further details):

1. ORCID number, which can be obtained at <https://orcid.org/>
2. Final version of the thesis in PDF format:
  - The jury names must match the correct official names. See the following link: <https://akademik.yok.gov.tr/AkademikArama/>
  - The student's name must match their name in STARS

3. Scanned version of the thesis signature page, with all signatures obtained as wet signatures.
4. Scanned version of the “YÖK Veri Giriş Formu” / YÖK Thesis Entry Form, signed by the student. Login via e-devlet at <https://tez.yok.gov.tr/UlusalTezMerkezi/> and select “Tez Üst Veri Giriş Formu” (Thesis Entry Form) under the user account. See the following link for further details:  
<https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp>
5. Scanned version of the signed embargo request form, if online access postponement is requested for the thesis. This form should be obtained through the thesis submission portal in SRS, and signed by the advisor and the director of the Graduate School Director.

### **Documents Required for Library Approval**

After advisor approval, the student submits the following documents to the Bilkent University Library for inspection:

1. One signed hardcopy of the thesis, with all signatures obtained as wet signatures
2. “Form for Termination of Enrolment,” available on the Graduate School website, signed by the advisor

### **Documents Required for Graduate School Approval**

After Library approval, the student submits the following documents to the Graduate School Director:

1. “YÖK Veri Giriş Formu” / YÖK Thesis Entry Form, signed by the student
2. Embargo request form signed by the advisor, if online access postponement was requested for the thesis
3. “Form for Termination of Enrolment,” signed by all relevant units except the Graduate School Director