

## PROCEDURES TO BE FOLLOWED BEFORE THE THESIS DEFENSE OZTOP LAB EDITION

Students who are going to defend the thesis must submit all the documents mentioned below to the your department (Food Engineering Department (**Mukaddes Hanım**)). Since these documents, which will be forwarded to institute by your department, need to be delivered to institute no later than 1 month before the date student will enter the thesis defense, it is very important that the students take these periods into consideration.

### Answers to FAQ

1. It is not obligatory to submit before 1 month of your thesis defense date, it is advised.
2. Institute will be looking for format mistakes and overall structure, **they will not be interested with the content, you can change your thesis after submission** and if you did not complete one part, you can fill the missing part by writing a short draft.
3. The Institute will send you format corrections if there are any, you can make the corrections then.

### Documents to Submit Mukaddes Hanım Prior to Defense

- [Thesis Jury Assignment Form](#) (Ctrl+left Click to open)

(After Jury members are determined, fill it, then **wait for signature**. TİK is only for PhD students)

- [Originality Report](#)\*
- Thesis Draft Copy (Submit the .pdf version to the department secretary) \*\*
- [Publication List](#) (You should open an account, filled out the form online and printed after completion. Then, **wait for signature**)

\* The thesis supervisor must prepare and sign 2 Original Reports **before and after the thesis defense** (after the corrections are completed). It is enough to print the first page of the similarity index for the originality report.

In more detail, you will have 2 Turnitin reports in total, 1)- before thesis defense, Turnitin result of the one you submitted to Institute over Mukaddes Hanım 2)- Turnitin result of the last version of your thesis ready to publish.

For Turnitin, **you should exclude cover pages, references and appendix.** It will basically start with an introduction and end with a conclusion.

How to upload to Turnitin: [https://fbe.metu.edu.tr/tr/system/files/Belgeler/turnitin\\_ogrenci.pdf](https://fbe.metu.edu.tr/tr/system/files/Belgeler/turnitin_ogrenci.pdf)

You should open a Turnitin student account with a class

**ID: 15457674**

**Password: FoodZ23b**

Then, you should submit your thesis and **wait for signature.**

\*\* Students must use any of the **Word** or **Latex** thesis templates on the [Thesis Writing Process](#) page to minimize any errors that may occur in the format of the thesis. **(Download and then start writing directly by using template it's a lot easier)**

## **PRE-DEFENSE PERIOD**

You should send an email including your thesis in PDF format to jury members **a minimum of one week** before the defense. Also, you should send an email including **the abstract of your thesis and meeting details (place, time, zoom link, etc.)** to fde-grad 3-5 days before the defense.

Before the defense, there is **a practice session** for the defense presentation to OztopLab.

## PROCEDURES TO BE FOLLOWED DURING AND AFTER THE THESIS DEFENSE

You should print the page of “Approval of the Thesis” and the page of declaration “**I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.**” **AS DOUBLE-SIDED BEFORE THE THESIS DEFENSE.** We strongly recommend that you print a minimum of 6-7 documents (as duplicates) in Çarşı from a press such as Dereagzi **since it is very important to get the output in the correct format. You should also bring your documents to the thesis defense especially for signatures of your jury members who are not members of METU!!**

Students who successfully complete their thesis defense must take the following steps **within one month following the thesis defense:**

1. Makes the corrections specified by the jury members.
2. Updates the thesis title and thesis summary on OIBS 71 or from the same program link that can be accessed from student.metu.edu.tr.
3. Takes the originality report signed by the thesis advisor.
4. Binds at least four copies of the thesis (five copies for the students who have a co-supervisor)\*\*\*
5. **Ensures that all the fields on the approval page of the thesis are signed by the related faculty member. Blue ink must be used for all signatures.**
6. If postponement of access is requested (6 months for publications, 2 years for the patent) or confidentiality (in case of national interests, defense, security, etc.) is requested;
  - a. Letter of application prepared by the student.
  - b. Letter of application prepared by the supervisor (**and by the co-supervisor**).
  - c. Submission of request to the Institute with cover letter prepared by the related department.
  - d. The discussion and termination of request in Institute Executive Board
  - e. While submitting the copy of the thesis to METU library Date of the decision and Number of the decision must be specified.
7. Uploads the thesis to OpenMETU (open.metu.edu.tr). Please check: [video for uploading the graduate thesis to OpenMetu](#) and [hard copy submission to the library](#)
8. Fills the [YOK Thesis Entry Form](#) and prints it.
9. Create a CD containing the PDF version of the thesis. The name of the PDF file should be the reference number (Ex: 10155525.pdf) given in YOK Thesis Entry Form. **(Dereagzi in çarşı generally gifts you the CD)**

10. Deliver the thesis signed by the related faculty members (except the institute director) and the following documents to the relevant institute personnel on the second floor of the institute;
  - a. Originality Report.
  - b. Printout of YOK Thesis Entry Form.
  - c. CD containing a PDF version of the thesis.
11. Take the thesis from the same institute personnel after a minimum of three workdays.

In addition, student, who takes the thesis signed by the institute director, **keeps one copy for himself/herself and then\*\*\*\***

- submits one copy to the **Acquisitions & Cataloging Department** located on the ground floor of METU Library\*\*\*
- submits one copy to the **department secretariat**,
- submit one copy to the thesis supervisor (and also co-supervisor if any)

\*\*\* [Thesis Permission Form](#) must be added at the end of the library copy.

\*\*\*\* Students may multiply more than one thesis for themselves.

**If you have any further questions you can contact: [hilmie@metu.edu.tr](mailto:hilmie@metu.edu.tr)**