

## **Thesis Submission Process for Students Who Have Successfully Completed Their Thesis Defense**

- Students who have successfully completed their thesis defense are required to submit their theses within 1 month at the latest. Upon request, the Institute Executive Board may extend the submission period for up to one additional month (you may submit a request via e-petition).
- After defending your thesis and before submitting the printed copy to the Institute, please send the final (post-defense) version of your thesis, revised in accordance with the guidelines and in Word format, to [boun.sbe.editor@gmail.com](mailto:boun.sbe.editor@gmail.com) for format checking. Based on the editor's report, you must ensure that all requested revisions have been completed. Please also print the editor's report and include it among the documents you will submit.

**Note: Please ensure that your thesis is submitted to the editor, who is responsible for supporting all students, in good time, allowing at least two weeks for the review and report preparation process.**

- You may submit the printed copy of your thesis to the Institute of Social Sciences together with 2 CDs and 2 YÖK Thesis Data Entry Forms (YÖK Tez Üst Veri Giriş Formu).
- Please log in to the YÖK Thesis Center (YÖK Tez Merkezi) to access the Thesis Data Entry Form; this will also generate a reference number for your thesis. The two CDs you submit must contain your thesis in PDF format, and the file name must include your thesis reference number. If you do not yet have an ORCID, you must also create one.
- If your defense was held online, the defense recording must also be submitted on a CD (in this case, there will be a total of 3 CDs).
- Please ensure that the CDs you submit do not contain any personal information (such as phone numbers, addresses, or email addresses). We kindly ask that you pay attention to this matter.
- Only the printed version must bear the wet signatures of the jury members on the approval page and your signature on the declaration of originality. You must ensure that

the electronic and printed versions of the thesis are identical in form and content, with the exception of signatures. Please remember to write the date you submitted your thesis in the date section of the declaration of originality.

- Please note that you must submit your thesis to the Institute in person.