



POST RESEARCH PROJECT COMPLETION PROCEDURES AT KBU

Revised and Enlarged

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INTRODUCTION

If you are on the way to your defense, you will find the following steps and tips very helpful. They will guide you through this wonderful, yet tough, journey. I am going to share with you my own MA preparatory steps in this guide. You can follow the instructions given below on the three main steps involving the fulfilment of all the requirements of attaining your degree related to the procedures before, during and after your defense.

Please note that the procedures mentioned in this guide are the ones I followed in 2020. As you well know, regulations may vary from one university to another and from one academic year to another. The links provided might also need updating in the future.

This guide is addressed to all students at KBU who completed their graduate research projects and need to know what to do next. There might be individual cases where some of these procedures would not apply to students or where additional procedures are required, as in the case of international students.

Now, without any further ado, let's get started!

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PRE-DEFENSE PROCEDURES

After completing my thesis that I prepared according to the regulations set by the university, I sent it to my supervisor and waited for his approval. After obtaining his approval, I started filling out the required forms. The first form I had to fill out was the JURY PROPOSAL FORM assigned for MA students, which is called “(YL-04) YÜKSEK LİSANS TEZ SINAVI JÜRİ ÖNERİ FORMU”. (available at the Karabuk Institute of Graduate Programs website. You can visit this website at the link provided below to view and download all the required forms mentioned in this booklet:

<https://lisansustu.karabuk.edu.tr/icerikGoster.aspx?K=S&id=16&BA=index.aspx>

I sent the JURY PROPOSAL FORM to my supervisor. He nominated two jury members (one from my department and another from a different university) and entered their full names and contact information in the form. Then he signed the form. My supervisor also generated a Similarity Report for my thesis and sent it to me as a PDF document. I submitted a PDF copy of my thesis, the form my supervisor signed and the Similarity Report to the department. At this stage, do not include the names of the jury members inside the thesis copy you submit.

In the meantime, it is important to have a convenient date and time for your defense. To do so, I phoned the institute and they scheduled a date and time for my defense. Be careful not to assign the lunch break hour for your defense.

You also need to book one of the meeting rooms for your defense, so it is very important to phone the institute and make a defense room reservation within 1 or 2 months BEFORE the date the institute assigns for your defense. The official phone number you must dial is +90 370 418 84 50 and it is already provided on the institute’s website. Contact your supervisor to make sure if the date assigned for the viva is convenient.

After that, your supervisor will provide you with the jury members' contact details and ask you to email each jury member a PDF version of your thesis and a copy of the Similarity Report. Do not send the entire similarity report to the jury members. Send them only the last page of the report where the similarity percentage is stated. In your email message to them, you should introduce yourself and mention the exact date, time and place of the viva.

At this point, I had to send the final version of my thesis to the institute's official e-mail address at lisansustu@karabuk.edu.tr

Attach your thesis to the email message as a PDF document. Here is a template for the message you can send to the institute:

Merhaba,

Benim adim Ingiliz Dili ve Edebiyatinda Yuksek lisans ogrencisiyim. Savunmaya girecegim tez ektedir.

Saygilarimla,

Please note that at this stage you still should not mention the names of the jury members in the thesis copy you send to the institute.

Remember that if your thesis does not meet the requirements set by the institute in terms of formatting, the institute may reply to your message asking you to resend the thesis after fixing these formatting issues.

I also filled out and submitted the THESIS SUBMISSION FORM and THESIS PRE-CHECK LIST to my department as hard copies. You can find and download the these two forms if you click the link below:

<https://lisansustu.karabuk.edu.tr/icerikGoster.aspx?K=S&id=8&BA=index.aspx>

You should also contact the extramural defense jury member to make sure if he / she received an email message from the institute about the defense.

IN-DEFENSE PROCEDURES

I printed out six copies of my THESIS APPROVAL PAGE and three copies MASTER'S DEGREE THESIS EXAM REPORT FORM (YL-05) and kept them handy at my defense. After I was told that I had successfully defended my thesis, I handed the jury members who attended my defense these documents to sign. Note that the university will not accept these documents if they do not carry the wet signatures of the jury members. Photocopied signatures will be rejected. Note that if a jury member asks you to make modification to your thesis, he / she will not sign these two documents. He /she will sign them after you make these modifications. I suggest you print out extra copies of these documents just in case. Make sure that the thesis title printed on the THESIS APPROVAL PAGE is correct.

Please visit the following link to download the form:

<https://lisansustu.karabuk.edu.tr/icerikGoster.aspx?K=S&id=16&BA=index.aspx>

Your defense will be divided into three sections. In the first section, you will give a 20-minute PowerPoint presentation about your thesis. In the second section, the jury members will ask you questions and you should provide persuasive and logical answers with examples. In the third section, your result will be announced to you by the jury.

Remember to bring your own laptop and remote slide switcher with you to the defense room. Place your PowerPoint presentation document on the desktop for easy access. Place it on a flash drive as well in case your laptop fails to boot.



POST-DEFENSE PROCEDURES

After the jury members signed these two documents, I had my thesis printed out and white-cardboard-cover bound. One copy of the thesis is enough. Please note that spiral binding is not acceptable. Don't forget to include one of the thesis approval pages in the printed copy.

Then, I purchased a blank CD and burned a copy of my thesis on it as a PDF document. Please do not use a CD marker or any other type of pen to write anything on the CD label. It is not allowed. Instead, you are required to download and fill out a special CD label template prepared by the institute for this purpose. You can find this template at the following link:

<https://lisansustu.karabuk.edu.tr/yuklenen/Tez%20Yaz%C4%B1m%20K%C4%B1lavuzu/SBE/CD%20kapa%C4%9F%C4%B1.pdf>

After preparing this label, you need to print it out on a CD-label sheet and stick it on the CD you burned.

Afterwards, I had to fill out the DISCHARGE FORM. This form has to do with Turnitin results. It is also related to our declaration of MA degree completion. You will find this form at <https://lisansustu.karabuk.edu.tr/icerikGoster.aspx?K=S&id=16&BA=index.aspx>

You must also obtain an ORCID ID. It is very crucial to have it beforehand. I got my Orcid ID page printed as well. The term "ORCID ID" stands for "Open Researcher and Contributor ID", which is a non-proprietary alphanumeric code used to uniquely identify your academic studies. This simply shows what our contribution to our academic field is. We therefore need this ID for our graduation. Visit the following website to sign up for an ORCID ID: <https://orcid.org/register>

Then, I obtained the THESIS ENTRY FORM from YOK. YOK stands for “Yuksekk Ogretim Kurulu” (The Higher Education Board). One copy is enough. You can visit this link to obtain this form: <https://tez.yok.gov.tr/UlusalTezMerkezi/>

I also made color copies of my Citizen ID. Make several copies just in case.

As a final step, I delivered all the documents I mentioned above, including the YOK form, as well as the hard copy of my thesis, to the institute. All these documents should be submitted as hard copies. People who work there will gladly help you, so if you feel confused at any time, feel free to ask them for help.

I would finally like to thank you for taking the time to read this guide, and I wish you a very productive and fruitful academic year and a prosperous future. Stay motivated! Best of luck!





Aslı Sekendiz was born in Istanbul on March 31, 1993. She earned her BA in English Language and Literature from Selcuk University and her MA with the same major from Karabuk University. She has participated in several conferences on English Language and Literature. She worked as an ESL Teacher at Konya Sınav College for 3 years and is currently employed as an instructor at the School of Foreign Languages in Bilecik Şeyh Edebali University. She is now a PhD student of English Literature at KBU. Her fields of interest include English and American Literature (specifically postmodern and contemporary), Southern Gothic Literature, Science Fiction novel; Posthuman Theory, and Communication Skills. For further details about her, please access her academic staff info system at

<http://pvs.bilecik.edu.tr/asli.sekendiz/>

If you are wondering what to do after you complete your research project at KBU, and if you want to be professionally and fully prepared for your defense, this is the right booklet for you. In clear and precise style, ASLI SEKENDİZ shares her own experience as a KBU student who followed the pre-defense, in-defense and post-defense procedures and regulations set by the university. She walks you through all the steps required from the moment she submitted her thesis to the moment she completed her MA program. She puts all the steps and hyperlinks you need at your fingertips.



*“All these steps are also crucial for Ph.D. students.”
(Zamire İzzetgil)*