## Necessary + ॥ifo

## FBE Graduation Applicants <br> Workflow

Finish your thesis before sending your thesis to the jury.

Arrange your thesis according to Format.pdf and FrequentlySeenMistakes.pdf.

Sign up to Turnitin with your @boun e-mail address for similarity check.

Request Class ID and Password from fbe@boun.edu.tr. Please request this information with your @boun e-mail address, providing your full name and StudentID and join that classroom.

Remove the preamble from your thesis (Before Page 1; Table of Contents, Summary, Lists etc.) and upload it as homework to the classroom you have just joined.

Your similarity report may take 1-24 hours to be prepared by Turnitin.

Check the similarity rate in the similarity report (\%20 is a good aim).

If there is a similarity between your own articles or old uploads, send the necessary documents to FBE Research Assistant to revert the situation.
fyou are content with the similarity rate, send the report to jury members before the jury. Avoid last-minute e-mails.

If you are not content with the similarity rate, arrange your thesis for re-upload.

Print the similarity info part of your Turnitin report and present it to your jury. An example of the similarity info part of your Turnitin report is given below. You should only present the similarity info part to the FBE and Thesis Jury, not the part with the whole thesis.


Your jury members may take two different actions according to your similarity report:

They approve your report and you continue with your thesis defense.

A plagiarism report can be issued and an investigation will start.

After completing your thesis defense with success, you should forward your "passed with success" signed official defense report and signed Turnitin Similarity Report (only Advisor sign is enough) to FBE.

After this step, anytime till the end of this workflow, a graduation text from your department should arrive. There is not a specific deadline, although it is necessary for graduation. PhD students also need to bring a PhD Thesis Report in which student's publications should be written on the last page. Information and suggestion for PhD Thesis Report are available on our website.

There will be an online thesis format check process following your successful thesis defence. You should e-mail your thesis (in .pdf format) and your successful defense report to FBE Res. Assist.

If there are corrections in your thesis, they will be pointed out and forwarded to you.

It is expected of you to send This step will finish when there are no more corrections in your thesis. the corrected version of your thesis.


When your first online control loop is finished, the last online check will be done by FBE Board members. It is done in order to decrease errors in printed thesis and reduce cost and time spent. Your thesis will be forwarded to FBE Board members not physically but online.

After Board members' control, there are two possibilities:

Board will approve and this approval will be sent to you by FBE Res. Assist.

This process may take up to a few weeks regarding the availablity and the workload of the board members.

After the "print approval", bring your printed with blue binded thesis to FBE. You can direct your questions about printing to fbe@boun.edu.tr

In addition to your thesis, two Thesis Data Entry Forms (from YOK's official website and must be signed by the student) and two CDs must be with the thesis. CDs contents must be 1-) Thesis Data Entry Form 2-) Thesis Itself 3-) Necessary Attachments (Codes etc.). The rules of file naming of the CD contents are given on the FBE website in detail.

After you have handed out all these documents, your thesis will be reviewed by FBE Board physically, which gathers once in two weeks. Rarely, there can be some minor correction required for problems missed in earlier checks. Board may tell you to correct them. After you correct them or if you do not have any corrections, your thesis will be approved

Your process in FBE finishes here. You can continue with your graduation process in your department.

