BİLKENT UNIVERSITY THESES PLAGIARISM REPORT PROCEDURE - NOVEMBER 2017*

Institute secretaries: Send the list of master and doctoral students to the library via email in the beginning of each semester. (plagiarism@bilkent.edu.tr) Library: Creates an account on plagiarism tool called "LIBRARY". Library: LIBRARY user creates classes according with the Institute names. Library: Creates assignments under each Institute class called "2017 Master Theses: Before Jury Defence" and "2017 Doctoral Theses: Before Jury Defence". While creating these assignments, library selects the "no repository" option. Each year, an assignment will be named according to the year' names. Advisor: Sends the thesis copy (both word and pdf files) to the library at least one week before the jury defence via email with information that the copy is for jury defense. (plagiarism@bilkent.edu.tr) Library: Submits the thesis to "2017 Master Theses: Before Jury Defence" or "2017 Doctoral Theses: Before Jury Defence" assignments. Library: Sends the plagiarism report to the relevant advisor and Institute secretary. Advisor: Sends the thesis copy and the plagiarism report to the jury. Student: If there are any changes on the thesis, the student makes the changes and sends the final draft to the advisor. The thesis is accepted. Advisor: Sends the accepted thesis copy (both word and pdf files) to the library via email with information that the copy is accepted one. (plagiarism@bilkent.edu.tr) Student: Starts to the final thesis procedure. Student: Selects an electronic access option by filling out the Bilkent Üniversity Thesis Database Submission and Permission Form. Form is available via http://mfbe.bilkent.edu.tr/?page_id=55 address. No access limit Access limit Library: Submits the accepted thesis to "2017 Accepted Master Library: Submits the accepted thesis to "2017 Accepted Master Theses-student repository" or "2017 Accepted Doctoral Theses-Theses-student repository" or "2017 Accepted Doctoral Thesesstudent repository". By choosing "Standart paper repository", the student repository". These fields have the feature of "no repository". thesis will be protected by the plagiarism tool. $\hat{\Gamma}$ Library: Sends the accepted thesis plagiarism report to the relevant advisor and Institute secretary.

^{*:} This copy is updated version of the 2015 (first) procedure.