

## Thesis Upload and Format Control Guidelines

The **Thesis Upload and Format Control System**, prepared by the Cyprus International University (CIU) Institute of Graduate Studies and Research, is designed to help students who have successfully completed their thesis defense manage their submission processes more quickly, accurately, and effectively. Below is a comprehensive guide regarding the operation of the system and matters that require attention.

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### 1. Timing and Deadlines

- The student must make this application no later than **one month** after receiving approval from the thesis defense jury.
- Students who are late cannot benefit from student rights.

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### 2. Pre-Upload Preparation (Student Phase)

Before logging into the **Thesis Upload and Format Control System** on SIS and starting the process, you must ensure the following conditions are met. The "Continue" button on the CIU-SIS checklist will not become active until all items are marked positively.

#### Student's Checklist

- **Format Control Duration:** It should be noted that the thesis format control and acceptance process may take **15 days or more**, depending on the Institute's workload and the student's punctuality in making corrections. Applications should be made accordingly in urgent situations.
- **Order of Operations:** Transactions are carried out strictly according to the **order of application to the Institute**.
- **Corrections:** All corrections suggested by the jury members must be completed.
- **Supervisor Approval:** Your supervisor must have approved that the thesis can be uploaded to the system for format control.
- **Jury Report Form:** The "Jury Report Form" with the phrase "Accepted" or "Accepted with Minor Corrections" must have been delivered to the Institute.
- **Turnitin Report:** Your thesis supervisor must have performed the **TURNTIN** check and uploaded it to the Institute system.
- **File Format:** All components of the thesis (cover, sections, tables, etc.) must be in a **single MS Word file** and in a "ready-to-print" state. **PDF files are strictly not accepted.**

- **Writing Rules:** The thesis must meet the formatting rules of the CIU Thesis Writing Guide.
- **Minimum Word Count Requirements**  
The total word count of the thesis, excluding references, must not be less than the following figures:

Field of Study	Master's Thesis & Term Project	PhD Thesis
Social Sciences	10,000 words	40,000 words
Basic Sciences	8,000 words	25,000 words

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### 3. System Upload Phase (By the Student)

- **Create Request:** Enter the "Thesis Format Control" module on CIU-SIS and create your request.
- **File Upload:** Upload the MS Word file of your thesis to the system.

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### 4. Supervisor's Approval Phase

**Supervisor Control:** After uploading, the process automatically appears in the Thesis Supervisor's system. The supervisor directs the process to the Institute after approving all items in their own checklist.

#### Thesis Supervisor's Checklist

- Has your student made all the corrections suggested by the jury members?
- Have you sent the "Jury Report Form" to the Institute with "Accepted" or "Accepted with Minor Corrections"?
- Were all components of the thesis uploaded as a single MS Word file?
- Does the word count meet the minimum requirements according to the CIU Thesis Writing Guide?
- Have you performed the TURNITIN check and uploaded it to the Institute's TURNITIN system?
- To the best of your knowledge, has the student followed CIU's Thesis Writing Rules?

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## 5. Institute Control and Approval Phases

The Institute subjects your thesis to a two-stage control:

Stage	Controls Performed
<b>Rough Control</b>	Submission date suitability, presence of Jury Report Form, Turnitin report, single MS Word file check, and word count control.
<b>Detailed Format Control</b>	Examination of the thesis for full compliance with CIU writing rules and format.

### Institute's Checklist

- **Timing:** The submission process must be started at least **2 weeks** before the final deadline for submitting the bound thesis to the Institute.
- **Jury Report:** The form must contain the "Accepted" or "Accepted with Minor Corrections" phrase.
- **Similarity Check:** There must be a valid and approved TURNITIN report uploaded to the system.
- **File Format:** Must be a single MS Word file (PDFs are not accepted).
- **Text Length:** Must meet the minimum word count for the relevant field.
- **Compliance:** Full compliance with the CIU Thesis Writing Guide is required.

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## 6. Control Results

- **Format Approval:** If the thesis format is found suitable, printing approval is given.
- **Minor Corrections:** If small changes are needed, the student is notified. These corrections must be made before binding. Compliance is checked later from the bound copy.
- **Major Corrections:** If there are serious formatting errors, correction comments are shared, and the student returns to the "Do the recommended corrections" stage. In this case, the current application is terminated, and the student must start a new process by re-uploading the thesis.

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## 7. Finalization and Binding Stage

After format approval is received, the steps are as follows:

1. **Correction and Printing:** Final corrections (if any) are made, and printing preparation is completed.

2. **Confirmation Before Binding:** Final confirmation is obtained from the Institute before proceeding to binding.
3. **Binding:** The thesis is bound.
4. **Submission:** Bound copies are submitted to the Institute for signatures. At the end of the process, your thesis is signed by the Institute Director on behalf of the University.

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## 8. Related Forms

### ***English Forms***

- E540 Thesis Defense Jury Report Form
- E510 Thesis Writing Template
- E520 Thesis Approval Certificate Page
- E530 Thesis Declaration Form
- E560 Thesis Submission Form

### ***Turkish Forms***

- T540 Tez Savunma Jüri Karar Formu
- T510 Tez Yazım Şablonu
- T520 Tez Onay Sertifikası Sayfası
- T530 Tez Beyan Formu
- T560 Tez Teslim Formu

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## 8. Related Guidelines:

### ***English Guidelines***

- E500 Thesis and Project Report Writing Guidelines
- E510 Thesis Writing Template
- E515 SAMPLE Thesis Pages
- E520 Thesis Approval Certificate Page
- E525 SAMPLE Thesis Approval Certificate Page
- E535 SAMPLE Thesis Declaration Form

### ***Turkish Guidelines***

- T500 Tez ve Proje Raporu Yazım Kılavuzu
- T510 Tez Yazım Şablonu
- T515 ÖRNEK Tez Sayfaları
- T525 ÖRNEK Tez Onay Sertifikası Sayfası
- T535 ÖRNEK Tez Beyan Formu