**Before Defense (Minimum 15 days for Master and 30 days for PhD students):**

1. Forms required for forming Master’s Jury (for Master’s Students) or Forms required for forming Ph.D. Jury (for Ph.D. Students).
2. First page of Turnitin Originality Report attached to an official letter written by the Head of the Department.
3. Publication/ acceptance proof

**After Defense:**

1. Forms required after Master’s/Ph.D. Jury (Maximum 3 working days)
2. Bounded thesis (3 copies).
3. Within maximum one month after defence date for master thesis
4. Within maximum three months after defence date for PhD thesis
5. CD (3 copies containing PDF version of the thesis) CD’s should be labeled with student number, student’s name and last name, department name, and, program name. The CDs should be placed in a paper cover for CD and glued/stuck to the inner side of the back cover of the thesis.