

**REPUBLIC OF TURKEY  
ALTINBAŞ UNIVERSITY  
INSTITUTE OF GRADUATE STUDIES**

**THESIS/GRADUATION PROJECT ORIGINALITY REPORT  
APPLICATION GUIDELINES**

**PART I**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**Article 1** The purpose of this document is to set forth the principles and procedures governing the issue and the use of the "Thesis/Graduation Project Originality Report" for the theses/graduation projects written by students enrolled in all thesis-based and non-thesis graduate programmes offered by Altınbaş University Institute of Graduate Studies.

**Scope**

**Article 2** This document covers the provisions governing all thesis-based and non-thesis graduate programmes offered by Altınbaş University Institute of Graduate Studies.

**Legal Basis**

**Article 3** This document of procedures has been drawn up on the basis of the following legislation:

- (1) Article 14 of Turkish Higher Education Act No. 2547 of 4 November 1981,
- (2) "Principles Governing the Launch and Offering of Graduate Programmes" enacted at Turkish Council of Higher Education General Board Meeting of 25 December 2014,
- (3) "Academic Rules and Regulations for Graduate Studies" published by Turkish Council of Higher Education in Turkish Official Gazette Issue No. 29690 of 20 April 2016,
- (4) "Altınbaş University Academic Rules and Regulations for Graduate Studies" published in Turkish Official Gazette Issue No. 31291 of 1 November 2020.

**Definitions**

**Article 4** As used in this document, the following terms shall have the meanings specified below.

- (a) Academic/Art Programme refers to an academic or art major that is defined in Article 5 of Regulation on the Organisation and Operation of Institutes of Graduate Studies, published in Turkish Official Gazette Issue No. 17976 of 3 March 1983, and that is offered by Altınbaş University Institute of Graduate Studies,
- (b) Head of Department (HOD): Heads of Academic/Art Departments affiliated with Altınbaş University Institute of Graduate Studies,
- (c) Institute: Altınbaş University Institute of Graduate Studies,
- (d) Institute Administrative Board: Administrative Board of Altınbaş University Institute of Graduate Studies,
- (e) Advisor: A faculty member appointed by the Institute Administrative Board to guide the student registered at the Institute through their courses and during the preparation of their thesis/graduation project.

- (f) Graduation Project: A scientific essay or dissertation involving personal research, written by a candidate for a non-thesis master's degree,
- (g) Thesis: A long scientific essay or dissertation involving personal research, written by a candidate for a thesis-based master's degree or a doctoral degree,
- (h) Plagiarism: The practice of taking someone else's ideas, methods, data or works and passing them off as one's own, in whole or in part, without giving credit to or acknowledging the author or source,
- (i) Plagiarism Detection Service: "Turnitin", an originality checking and plagiarism prevention service,
- (j) Thesis/Graduation Project Originality Report: A report prepared by the advisor showing the originality score of the submitted work, which is obtained by uploading the "cover page, introduction, main sections and conclusion" sections of the submitted work to the plagiarism detection service as a single file so as to run a check for originality,
- (k) Thesis/Graduation Project Declaration of Originality: Declaration document prepared based on the "Thesis/Graduation Project Originality Report", approved, and signed by the advisor,
- (l) Senate: Altınbaş University Senate,
- (m) University: Altınbaş University.

## PART II

### **Principles Governing the Issue and the Use of a Thesis/Graduation Project Originality Report**

#### **Issue of a Thesis/Graduation Project Originality Report**

**Article 5** (1) The Thesis/Graduation Project Originality Report shall be obtained by the advisors using the Plagiarism Detection Service on their personal accounts, via the username/password provided by Altınbaş University Library and Documentation Office, upon the request of the advisor. If deemed necessary, the Plagiarism Detection Service may also be used by a member of administrative staff/teaching staff to be determined by the Institute. In this case, the criteria set out in Article 5(2), Article 5 (3) and Article 5(4) shall be followed.

(2) The Thesis/Graduation Project Originality Report shall be issued by the advisor, by uploading only the parts of the submitted work including "introduction, main sections and conclusion" to the plagiarism detection service as a single file.

(3) When uploading the sections to the Plagiarism Detection Service, the entire title of the work shall be written as the "*Document Title*", the first name of the student shall be entered as the "*Author's First Name*", and the surname of the student as "*Author's Last Name*".

(4) During the plagiarism check of the file uploaded to the Plagiarism Detection Service, the filtering options shall be set as follows:

- (a) *Bibliography excluded*
- (b) *Quotes excluded*
- (c) Except for parts of text that contain matches less than seven (7) words (*Limit match size to 7 words*), the number of consecutive words from an original text in a sentence should be less than five. Matches of seven words or more consecutive words are considered similarity.
- (d) Other filtering options in the software menu shall not be included in the plagiarism check report.

(5) Following the plagiarism check performed in the Plagiarism Detection Service, the screen shot showing the full title of the submitted work, the full name of the student, the total number of pages in

the file, the date of the reporting and the originality score in “percentage (%)” shall be saved electronically and by the advisor who afterwards shall print a copy of the screenshot.

In case the aforementioned check has been performed by a member of the administrative/teaching staff chosen by the Institute, the prepared documents shall be signed by the relevant member and delivered to the advisor, who shall perform the necessary controls as to whether the Plagiarism Detection Service has been used in accordance with the criteria set forth in Article 5(2), Article 5(3), and Article 5(4).

### **Use of Thesis Originality (Plagiarism) Report Prior to Thesis Defence**

**Article 6** (1) The originality score, which is stated as a percentage number in the upper right corner of the screenshot saved after the check process performed in the Plagiarism Detection Service, the total number of pages of the file that has been checked for plagiarism, and the date of the reporting shall be written by the advisor in the “Thesis/Graduation Project Declaration of Originality (Form I)” provided in ANNEX-1. Form I shall be signed by the student. “Thesis/Graduation Project Declaration of Originality (Form II)” shall be filled out and signed by the advisor.

(2) In accordance with Articles 9(2) and 22(2) of Academic Rules and Regulations for Graduate Studies published in Turkish Official Gazette No. 29690 of 20/04/2016, before master's/PhD thesis defences and regarding master's/ PhD theses which require correction, the student shall complete the thesis and present it to his/her advisor along with the required corrections. The advisor shall submit the following documents to the Institute: the relevant master's/PhD thesis along with his/her opinion that the thesis is defensible, the “Thesis/Graduation Project Declaration of Originality (Form I)” and “Thesis/Graduation Project Declaration of Originality (Form II)”, and the printout of the screenshot mentioned herein in Article 5(5). After making the necessary examinations regarding the submitted work, the Institute shall approve or not its justifiability and send the "Thesis/Graduation Project Declaration of Originality" forms together with the thesis/project to the advisor and the jury members.

In the event that a genuine plagiarism is detected in the data obtained from the "Thesis/Graduation Project Declaration of Originality" forms and the screenshot printout specified in Article 5(5), the relevant thesis and a justification for the rejection shall be sent to the Institute Administrative Board, which will issue a decision regarding the act of plagiarism.

(3) In order for the submitted thesis/project can be considered a non-plagiarised work by the advisor and jury members, the originality score stated in the "Thesis/Graduation Project Declaration of Originality" forms (prepared after the plagiarism check performed on the Plagiarism Detection Service) shall not exceed 30% “including quotations”, or 20%, “excluding quotations”.

Each academic/art department affiliated with the Institute may set special originality score limits for theses or projects written by thesis-based and non-thesis master’s degree and PhD candidates, provided that the originality score does not exceed 30% "including quotations " or 20% “excluding quotations”. In order to do that, the Boards of the Academic Departments must submit their reasoned suggestions to the Institute Administrative Board, which in turn shall evaluate these requests and issue a decision accordingly.

Special originality score limits and criteria that are not approved by the Institute Administrative Board shall be invalid.

(4) In case the originality score of the submitted work, which is attained through the Plagiarism Detection Service and stated in the "Thesis/Graduation Project Declaration of Originality" forms, is above the values specified in Article 6(3), the candidate may be allowed to defend his/her thesis upon the reasoned suggestion of the advisor, the opinion of the Department Board and the decision of the Institute Administrative Board.

(5) The fact that the originality score of the submitted work, which is attained through the Plagiarism Detection Service and stated in the "Thesis/Graduation Project Declaration of Originality" forms, is below the values specified in Article 6(3) does not mean that there is no plagiarism in the submitted work individually. Even if the originality score of the submitted work is below the score specified in Article 6(3), Act No. 5846 on Intellectual and Artistic Works must be adhered to. All liabilities arising out of the non-compliance with this Act shall belong to the student.

(6) In the event that the students who will take the thesis defence examination are required to provide the copies of their works to the members of the jury, they must submit in the attachment of their thesis/project a copy of "Thesis/Graduation Project Declaration of Originality (Form I)" signed by them and a copy of "Thesis/Graduation Project Declaration of Originality (Form II)" signed by their advisors, and the printout of the screenshot mentioned in Article 5(5).

### **Use of Thesis/Graduation Project Originality Report in Graduation Process**

**Article 7** (1) "Thesis/Graduation Project Declaration of Originality" forms (approved and signed by the advisors) of students who have successfully passed their Master's/PhD thesis defence exam, and the screenshot printout mentioned in Article 5(5) shall be submitted to the Institute.

(2) In case that changes are made to the thesis as a result of the decision of "correction" and / or "extension" by the Master's/PhD thesis defence examination jury, "Thesis/Graduation Project Declaration of Originality (Form I)" and "Thesis/Graduation Project Declaration of Originality (Form II)" shall be prepared for the second time and submitted to the Institute after being duly rearranged in accordance with the procedures and practices specified in Article 5(5).

## **PART III**

### **Validity Date, Situations That Are Not Covered By The Provisions Set Forth Herein, Effective Date and Execution**

#### **Validity Date**

**Article 8** These Guidelines shall become effective as of Academic Year 2021-2022 Fall Semester.

#### **Situations That Are Not Covered By The Provisions of These Guidelines**

**Article 9** The provisions of other relevant legislation, and decisions enacted by the University Senate and the relevant committees shall apply to situations that are not governed by the provisions set forth herein.

#### **Effective Date**

**Article 10** The provisions of these Guidelines shall become effective upon adoption by the members of Altınbaş University Senate.

#### **Execution**

**Article 11** The provisions set forth in this document shall be executed by the Director of Altınbaş University Institute of Graduate Studies.

*Altınbaş University Senate Decision No. 2021/08 of 01.06.2021*  
*Altınbaş University Board of Trustees Decision No. 2021/05 of 17.06.2021*

## **ANNEXES**

Thesis/Graduation Project Declaration of Originality (Form I)  
Thesis/Graduation Project Declaration of Originality (Form II)

**REPUBLIC OF TURKEY**  
**ALTINBAŞ UNIVERSITY**

**THESIS/GRADUATION PROJECT**  
**DECLARATION OF ORIGINALITY (Form I)**

*\*This form must be signed by the student.*

Department	
Programme	
Type of the Programme	<input type="checkbox"/> MA/MSc (Thesis-Based) <input type="checkbox"/> MA/MSc (Non-Thesis) <input type="checkbox"/> PhD
Academic Year/ Semester	20.. - 20.. / <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester
Advisor Title, Full Name	
Title of the Thesis/Graduation Project	

Student Number	
Student Full Name	
Turkish Identification Number (for Turkish citizens)	
Passport Number (for non-Turkish citizens)	
Contact Address	
Phone Number	
Email	

I have read and understood the provisions governing the originality of work set forth in the "Thesis/Graduation Project Originality Report Application Guidelines" of Altınbaş University Institute of Graduate Studies.

I declare that the originality score of the submitted work indicated above is .....% which is attained on ...../...../..... through the plagiarism detection service "Turnitin".

The above given Turnitin score is attained by the application of filters specified by "Thesis/Graduation Project Originality Report Application Guidelines" of Altınbaş University Institute of Graduate Studies on a) Cover page, b) Introduction, c) Main Sections and d) Conclusion parts of the submitted work indicated above.

I declare that the submitted work indicated above is my own, where duly acknowledged and referenced, and it does not contain any plagiarized material defined under the Republic of Turkey Act No. 5846 on Intellectual and Artistic Works. I certify that the information above is complete and correct, and I accept all legal liability in case of the contrary.

**Student**  
**Name-Surname, Signature**      **Date:** .. / .. / 202..

**REPUBLIC OF TURKEY  
ALTINBAŞ UNIVERSITY**

**THESIS/GRADUATION PROJECT  
DECLARATION OF ORIGINALITY (Form II)**

*\*This form must be signed by the advisor.*

Department	
Programme	
Type of the Programme	<input type="checkbox"/> MA/MSc (Thesis-Based) <input type="checkbox"/> MA/MSc (Non-Thesis) <input type="checkbox"/> PhD
Academic Year/ Semester	20.. - 20.. / <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester
Student Number	
Student Full Name	
Advisor Title, Full Name	
Title of the Thesis/Graduation Project	
Originality Score	

I hereby declare that,

- 1) The submitted work indicated above has been prepared under my supervision,
- 2) The originality score of the work indicated above is attained by me through application of filters specified by "Thesis/Graduation Project Originality Report Application Guidelines" of Altınbaş University Institute of Graduate Studies,
- 3) The submitted work indicated above matches the originality criteria.

If originality score is within the set limits,

I certify that the information provided above and in the Thesis/Graduation Project Originality Report is complete and correct.

If originality score is above the set limits but the advisor is convinced that the submitted work indicated above does not contain any plagiarized material,

I certify that the information provided above and, in the Thesis/Graduation Project Originality Report is complete and correct; also, in accordance with the Article 6(3) of the "Thesis/Graduation Project Originality Report Application Guidelines" of Altınbaş University Institute of Graduate Studies, I hereby declare that based on the explanation given below the submitted work does not contain any plagiarized material.

Explanation: .....

**Advisor  
Name-Surname, Signature**

**Date: .. / .. / 202.**

