
T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
REGULATION FOR THE GRADUATE THESIS STUDY
AND TERM PROJECT PLAGIARISM REPORT

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to regulate the principles regarding the receipt and use of the “Thesis Study and Term Project Originality Report” for the theses/term projects written in all graduate programs carried out in the departments of Nevşehir Hacı Bektaş Veli University Institutes.

Scope

ARTICLE 2- (1) This directive covers the provisions regarding all thesis/non-thesis graduate programs carried out in the main science/main arts branches of Nevşehir Hacı Bektaş Veli University Institutes.

Basis

ARTICLE 3- (1) This Directive is based on Article 14 of the Higher Education Law No. 2547 dated 06/11/1981,

(2)“Graduate Education and Training Regulations” by Presidency of the Council of Higher Education published in the Official Gazette dated 20/04/2016 and numbered 29690,

(3) Relevant provisions of the Nevşehir Hacı Bektaş Veli University Graduate Education and Training Regulation published in the Official Gazette dated 13/05/2018 and numbered 30420.

Definitions

ARTICLE 4- (1) In this Directive following definitions are used:

- a) Department/Faculty of Art: The department that has a training program in the institute and defined for the institutes in Article 5 of the Organization and Operating Regulation of Graduate Education Institutes published in the Official Gazette dated 03/03/1983 and numbered 17976,
- b) Similarity Detection Program: The TURNITIN program, which is offered to the use of administrative staff working in academic and institutes by Nevşehir Hacı Bektaş Veli University Library and Documentation Department,
- c) Advisor: The faculty member appointed by the recommendation of the department of the department and the decision of the institute board of directors to guide the student registered in the institute during the course and thesis periods,
- d) Term project: A study prepared for the purpose of non-thesis master's education,
- e) Institute: Nevşehir Hacı Bektaş Veli University Institutes,
- f) Institute Administrative Board: The administrative boards of the Institutes within Nevşehir Hacı Bektaş Veli University,
- g) Plagiarism: To present the ideas, methods, data or works of others as one's own work, in whole or in part, without citing scientific rules,
- h) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- i) Thesis: A scientific study prepared for the purpose of master's with thesis, doctorate,

proficiency in art education,

j) Thesis/Semester Project Originality Report Declaration Document: The declaration form to be filled by the student and his/her advisor during the submission of the thesis to the relevant Institute,

k) Thesis Study Originality Report: The similarity percentages result list and annotations obtained by scanning the thesis from the Similarity Detection Program (TURNITIN),

l) University: Nevşehir Hacı Bektaş Veli University.

SECOND PART

Access to Plagiarism Detection Program, Principles for Obtaining and Using an Originality Report

Accessing Plagiarism Detection Program

ARTICLE 5- (1) The plagiarism report is obtained through the plagiarism detection program called "TURNITIN", which is made available to the administrative staff and faculty members of the institutes by the Library and Documentation Department of our University.

(2) The plagiarism detection program is open to the use of institutes and advisors. Instructors who are not members of the TURNITIN program get their personal accounts by contacting our University Library and Documentation Department for authorization to access the program.

(3) The plagiarism report is taken by the thesis advisors of the graduate student through their personal accounts.

(4) Preliminary report control and thesis submission plagiarism report related to the thesis work or term project are made by the thesis advisor of the student, and the final control is done by the relevant institute during the determination of the thesis defense exam juries.

(5) The personal user names and passwords of the plagiarism detection program will never be shared with second parties and this program will be used only for the control of graduate theses.

Preparation of Originality Report

ARTICLE 6- (1) The thesis work or term project originality report is prepared by the thesis advisor, which consists of only the "Abstract, Abstract, Introduction, Main Chapters (Literature Search, Material and Method, Findings and Discussion, Conclusion and Suggestions ...) and Conclusion". part of it as a single file (the plagiarism detection program allows the use of Word, Pdf and OpenOffice file types) to the plagiarism detection program.

(2) The file size must be less than 40 MB, the file must contain at least 20 words, and the number of pages must be less than 400. In cases where the number of pages is high, the thesis/term project should be uploaded to the system in two parts. In determining the similarity ratio, the similarity ratio condition must be met for both parts separately.

(3) When uploading to the plagiarism detection program, the thesis title is written as the Document title, the name of the student as the Author's first name, and the surname of the student as the Author's last name.

(4) In the reporting of the file uploaded to the plagiarism detection program, the filtering options are set as follows:

a) Except for the confirmation page,

- b) Except for the preface,
- c) Except for the contents,
- ç) Except for symbols and abbreviations,
- d) Sources excluded (Bibliography excluded),
- e) Except for the CV,
- f) Except for annexes,
- g) Except for publications from the thesis,
- ğ) Quotes included,
- h) Except for parts of text with less than 5 words overlap (Limit match size to 5 words)
- i) Other filtering options in the program menu are not included in the reporting.

(5) The analysis cannot be completed on time and erroneous results may occur due to inappropriate quotation marks (for example, double dashes, apostrophes, upper splits, transparent or white dashes, etc.). Only the shift symbol of the é character in the upper left corner of the keyboard should be used for quotation marks.

(6) Thesis texts belonging to erroneous, incomplete or misleading analyzes can be reviewed retrospectively and correction or cancellation may be required.

(7) After the reporting process is completed, the screen image showing the full title of the thesis, the student's name, surname and the total number of pages of the file will be sent electronically by the thesis advisor to the "Originality Report" at the end of the "Digital Receipt" and "Current View Report". saved, printed out and initialed.

(8) The result of the Originality report obtained as a result of the evaluation is located in the upper right corner of the report as a percentage (%).

(9) All responsibility for the acceptance of similarity ratios and correction of similar parts belongs to the student and his/her advisor.

Evaluation of Thesis and Term Project in Terms of Plagiarism

ARTICLE 7- (1) The "Similarity Rate", which is indicated as a percentage number in the upper right corner of the screenshot recorded after the evaluation of the originality report of the prepared thesis or the term project, that is, after the reporting process made by the plagiarism program, the "total number of pages" of the file that has been reported, and The "date" information on the reporting process is entered in the "Thesis/Semester Project Originality Report Declaration Document" to be taken from the forms section of the Institute website and signed by the student and his/her advisor.

(2) In order for the Thesis/Semester Project to be evaluated outside the scope of plagiarism by the advisor and jury members, the "similarity rate" specified in the report obtained after the reporting process by the Plagiarism Detection Program should not exceed 30%, including the citations. If the similarity rate exceeds 30%, the thesis examination jury is not appointed and the student is asked to make corrections so that it does not exceed this rate.

(3) The fact that the similarity rate in the Thesis Study/Semester Project Originality Report is below 30% does not mean that there is no plagiarism in the thesis/term project alone. Even if the similarity rate is below these rates, the Law No. 5846 on Intellectual and Artistic Works must be complied with. In case of non-compliance with this law, the responsibility arising from it belongs to the student and his/her advisor.

(4) Article 9/2 of the "Graduate Education and Training Regulations" published in the Official Gazette dated 20/04/2016 and numbered 29690 by the Council of Higher Education and 22/2; pursuant to its articles; before the defense of the student thesis/term project; in theses/term projects that are corrected, he/she completes the thesis/term project together with the correction and presents it to the advisor. The advisor submits the thesis/term project, together with his/her view that the thesis/term project is defensible, to the Institute together with the "Thesis/Semester Project Originality Report Declaration Document" and the screenshot output specified in Article 6/7. After making the necessary examinations, the Graduate School Administrative Board approves the defendability of the thesis/term project, determines the defense exam date within one month, and sends the thesis/term project together with the "Thesis/Semester Project Originality Report Statement Document" to the advisor and the jury members.

(5) Jury determination procedures are not carried out for theses whose thesis plagiarism evaluation report is not submitted to the relevant Institute Directorate, an invitation letter is not sent to the juries for the thesis defense exam, and the thesis defense exam date is not determined.

Using The Thesis and Term Project Originality Report Before Thesis Defense Exam

ARTICLE 8- (1) The advisor prepares the thesis, the software program report, the student's petition stating that he/she wants to take the thesis defense exam, the thesis/term project originality report and other information and documents requested by the Institute and submits it to the head of the department to be sent to the relevant Institute. it does.

(2) The plagiarism software program report and the thesis/term project originality report, which are sent to the Graduate School through the head of the department, are sent to the members of the jury by the relevant Graduate School, following the appointment of the thesis defense examination jury.

(3) Plagiarism Detection Program report should be renewed in case the thesis is corrected and/or contains extensive changes.

(4) In the annex of the copies of the thesis to be distributed to the jury members of the students who will take the thesis defense exam; They are required to submit the "Thesis/Semester Project Originality Report Declaration", which was prepared by the Plagiarism Detection Program and the printout of the page containing the similarity rate, and which was prepared based on this printout, approved and signed by their advisors.

(5) A copy of the Plagiarism Report of the students whose Thesis Defense Jury is formed is sent to the members of the Thesis Defense Jury together with their thesis by the institute to be evaluated before the defense. As a result of the examination they will make before the exam, the juries should evaluate the plagiarism of the thesis in the personal report documents in which they will evaluate the theses and submit the personal report documents of the thesis with wet signature to the relevant institute before the exam date, by hand or by e-mail.

(6) If a real plagiarism is detected in the data in the similarity report from the software program and in the thesis, the members of the jury send a plagiarism report, which they will personally prepare within ten days from the date of sending the thesis and the Plagiarism Detection Program report, to the Institute Administrative Board for a decision.

Use of Thesis and Term Project Originality Report in Graduation Procedures

ARTICLE 9- (1) The student who is successful after the thesis defense exam has been prepared by using the information in a second plagiarism report taken by using the file containing the possible changes made in the thesis after the thesis defense exam date, in the annex of the printed and electronic copies of the thesis to be submitted to the Graduate School for graduation, is obliged to provide a second Master's/PhD Thesis Work Plagiarism Report, which is approved and signed by the thesis advisor and provides the ratios below the maximum similarity rates specified in these Application Principles.

(2) If changes are made in the thesis after the thesis defense exam, as a result of the decision of "correction" about the thesis by the jury, the "Thesis/Semester Project Originality Report" and "Thesis/Semester Project Originality Report Declaration Document" must be received and submitted again.

(3) The thesis is uploaded to the Plagiarism Detection Program by the Institute and final reporting is made. The student prints his thesis, which he wrote and edited in accordance with the thesis writing guide, in accordance with the format and rules determined by the Institute, and goes to his advisor with the hardcover copies and the final report of the plagiarism software program. It is the responsibility of the thesis student and supervisor to transmit the final version of the thesis to the members of the jury.

(4) A copy of the plagiarism reports of successful theses and the "Thesis/Semester Project Originality Report Declaration Document" approved and signed by their advisors are archived in the student file at the Institute.

THIRD PART

Other Provisions, Force and Executive

Other Provisions

ARTICLE 10- (1) In cases where there is no provision in this directive, the provisions of the relevant legislation, the Senate and the relevant Institute Administrative Board decisions are applied.

Force

ARTICLE 11- (1) This directive enters into force as of the date it is accepted by the Senate of Nevşehir Hacı Bektaş Veli University.

Executive

ARTICLE 12- (1) The provisions of this Directive are executed by the relevant Institute Directors of Nevşehir Hacı Bektaş Veli University.

Senate Resolution Date: 17.06.2021 Number: 2021.17.111