**SIMILARITY REPORT IMPLEMENTATION PRINCIPLES**

Fenerbahce University Institute of Graduate Studies Similarity Report Implementation Principles have been prepared based on the Postgraduate Education and Training Framework Regulation prepared by the Council of Higher Education dated 20/04/2016.

Similarity rates in the Institute of Graduate Studies Similarity Report; It can be 25% for the project in non-thesis master's programs, 20% for the thesis in master's programs with thesis, and maximum 15% for the thesis in doctoral programs.

The fact that the similarity rate is at the maximum levels specified in the similarity report does not by itself mean that there is no plagiarism in the project/thesis. In the writing of the works, scientific citation, citation and ethical procedures should be followed.

**The Similarity Report** is obtained by the consultant through the Turnitin program offered by the Library and Documentation Directorate of our University. In order for instructors to use the Turnitin program, they should request a username and password from the authorized Belgin Çetin (belgin.cetin@fbu.edu.tr).

The **“Digital Receipt”** obtained through the Turnitin program is signed by the advisor and delivered by hand, and the **“Similarity Report”** is saved as a PDF and sent to the Institute via e-mail (lisansustu@fbu.edu.tr).

After these procedures, the "Thesis Defense Jury Members' Proposal" document is submitted to the Head of the Department to be filled in by the advisor and delivered to the Institute of Graduate Studies.

For Similarity Report only; **The Introduction, Main Chapters, Conclusion** (excluding the Cover, Preface, Acknowledgments, Table of Contents and Bibliography) of the project/thesis should be uploaded to the program as a single file. Due to the limitations of the program, if necessary, the project/thesis can be divided into two or more parts.

While uploading to Turnitin, "Thesis Title" is written as the Title (Document Title), "Student's Name" as the Author's First Name, and "Student's Last Name" as the Author's Last Name.

While obtaining the Similarity Report, the filtering options of the program should be arranged according to the Turnitin User's Guide, as further specified below.

♣ Cover, Preface, Abstract, Table of Contents and Bibliography excluded (Bibliography excluded)

♣ Quotes included

♣ Except for parts of text with less than 5 words of overlap (Limit match size to 5 words)

♣ Other filtering options in the program menu are not included in the reporting.

After the reporting process is completed, the **"Similarity Report"** is saved as a PDF, showing the full title of the project/thesis, the student's name and surname and the total number of pages of the file, and sent to the Institute via message (lisansustu@fbu.edu.tr).

In case the thesis is corrected, the similarity report and the digital receipt must be re-created by the advisor with the same methods and submitted to the Institute.