**ATTENTION NON-THESIS STUDENTS**

1. Students who have successfully completed the course semesters by taking the courses in the curriculum (at least 10 courses) pass to the Project semester, provided that they complete 60 ECTS.

2. Students in the 2nd semester can choose an advisor and submit a project after successfully completing their courses.

3. Non-thesis programs are limited to a maximum of 3 semesters and students have the right to freeze their registration for one semester. Students who want to freeze their enrollment can apply from the registration freeze link (<https://uskudar.edu.tr/en/suspension-of-studies> ) under the Forms heading on our web page. Applications for registration suspension must be made until the beginning of midterm exams. Applications made after midterms start will be rejected.

4. Students in the non-thesis program must apply to the Head of the Department with the Project Advisor Preference Form by obtaining the approval of the advisors they will choose from within the institution for the Project Advisor appointment before the start of the 3rd semester, which is the project period.

5. There is no obligation to submit a Project Proposal Form in non-thesis programs.

6. Forms such as advisor assignment, change of advisor, etc. to be submitted to the Graduate School can be submitted to the Graduate School Secretariat ([ayse.satir@uskudar.edu.tr](mailto:ayse.satir@uskudar.edu.tr) and [esen.aktas@uskudar.edu.tr](mailto:esen.aktas@uskudar.edu.tr) ) by e-mail with the approval to be received from the advisor and the head of the department via e-mail.

**THINGS TO DO IN THE PROJECT PREPARATION PROCESS:**

Deadline for submission of projects for the Spring semester in our institute; **August 30, 2024**

1. Non-thesis program students who have been assigned an advisor can start preparing projects.

2. Projects must be prepared in accordance with the “Project Writing Guide” under the “Forms” heading on our web page, and when completed, they must be sent to the Graduate School for format check before printing, with the approval of the advisor, transcript and plagiarism report obtained by the advisor. Projects bound before the format check will not be accepted.

3. The plagiarism rate should be maximum 30%. Plagiarism reports are taken by the advisors.

4. The word count in the project must be at least 7.500

5. A wet signed Project Approval Form must be attached to the projects that have reached the printing stage. The current forms in word format under the “Forms” heading (https://uskudar.edu.tr/sbe/formlar) must be used.

6. All information on the forms must be filled in on a computer. Handwritten forms will not be accepted.

7. The projects approved by the advisor must be checked for format. For format control, the project must be submitted to the Institute secretariat in Word format:

([ayse.satir@uskudar.edu.tr](mailto:ayse.satir@uskudar.edu.tr) and [esen.aktas@uskudar.edu.tr](mailto:esen.aktas@uskudar.edu.tr) )

8. Students taking courses during the project period can submit their projects only after

their courses are completed.

9. The following is submitted with the project:

- 1 Project Study (Cardboard Binding), printed and format checked

- 1 CD with Project Work

- Plagiarism Report

- Project Delivery Form

- Transcript