**Attention Students in our Master's Program with Thesis,**

1. Students who continue their 2nd semester in the thesis program must apply to the Head of the Department with the Thesis Advisor Preference Form by obtaining the approval of the advisor they will choose from within the institution for the appointment of a Thesis Advisor.

2. Students who submit the Thesis Advisor Preference Form to the Graduate School must submit the approved Thesis Proposal Form filled out with their advisors to the Graduate School within one month at the latest. For theses that require an Ethics Committee, a petition signed by the advisor must be attached to the Thesis Proposal Form.

3. The Thesis Data Entry Form must be filled in by the student whose Thesis Proposal is accepted by the board of directors by logging in to the Thesis Automation System from the link <https://tez.yok.gov.tr/UlusalTezMerkezi/giris.jsp>

4. Forms such as advisor assignment, thesis proposal, jury assignment, etc. to be submitted to the Graduate School can be submitted to the Graduate School Secretariat ([esen.aktas@uskudar.edu.tr](mailto:esen.aktas@uskudar.edu.tr) and [ayse.satir@uskudar.edu.tr](mailto:ayse.satir@uskudar.edu.tr)) by e-mail, provided that they are submitted together with the approval to be received by e-mail from the advisor and the head of the department.

**Attention to our students in the thesis preparation and submission process,**

For the autumn term at our institute;

- For non-thesis students and those who have completed the maximum period in thesis programmes (6th semester and 7th - 8th semester students with additional period); **17 February 2025**

- For other students; **17 February 2025**

In accordance with the decision of the University Senate dated 26.08.2021;

To be valid from 2021-2022 Fall Semester,

- In doctoral programs, a research article accepted in an international refereed journal before the thesis defense exam,

- In master's programs with thesis, a research article submitted to a national or international refereed journal is required.

The procedures that students who will take the Thesis Defense Examination must do regarding the submission of the thesis are given below:

- At least 2 weeks before the thesis defense exam date, the Master's Thesis Jury Appointment Form must be submitted to the Graduate School Secretary together with the transcript. There must be an external member in the jury other than the advisor. The jury appointment form must be approved by the advisor and the head of the department. The defense exam cannot be taken without submitting the Jury Appointment Form.

- Theses must be prepared in accordance with the “Thesis Writing Guide” under the “Forms” heading on our web page, and the format must be checked by the Graduate School before printing. Theses without format control will not be accepted.

- At the end of the Thesis Defense Examination, if the thesis is found successful, the Thesis Defense Examination Minutes and Thesis Approval Form must be signed by the exam jury. (The current forms in Word format under the “Forms” heading should be used.)

<https://uskudar.edu.tr/sbe/formlar>

([sbe-thesis-advisor-appointment-form NÖROBİLİM.pdf](https://cdn.uskudar.edu.tr/uploads/files/2022/12/15/sbe-thesis-advisor-appointment-form-norobilim_2.pdf))

- All forms must be filled in on the computer. Handwritten forms will not be accepted.

- Students who successfully pass the defense exam must send the thesis as word to [esen.aktas@uskudar.edu.tr](mailto:esen.aktas@uskudar.edu.tr) and [ayse.satir@uskudar.edu.tr](mailto:ayse.satir@uskudar.edu.tr) for format control, make corrections after the format control, send it back to [ceyda.sisman@uskudar.edu.tr](mailto:ceyda.sisman@uskudar.edu.tr) for final control, and get the final control approval before printing.

- Students who are rejected or given additional time at the end of the defense exam must submit the defense exam minutes to the Graduate School with wet signature within 5 working days.

Within 30 days at the latest from the thesis defense date, the necessary corrections must be completed;

a) There will be two separate PDF files saved in 1 CD as follows;

\* PDF file containing the entire thesis, signed thesis approval form and all appendices

\* PDF file with the full text of the thesis to be uploaded to the YOK National Thesis Center (The thesis approval form and signed documents within the scope of KVKK, curriculum vitae and e-mail, telephone, photograph, place of birth, date of birth, etc. information will be masked or removed in the file, and the file name will be saved as the reference number in the Thesis Data Entry Form).

b) 1 “Thesis Data Entry Form” downloaded from <http://tez2.yok.gov.tr/>, filled in and signed

c) Thesis Approval Form (2 pieces) The blanks in the Graduate School Director Approval section at the bottom of the form will not be filled in and signed.

d) Approved Thesis Defense Examination Minutes (1 piece)

e) Plagiarism Report printout (Turnitin Report must be taken, the plagiarism rate must be below 25% (maximum 4% citation rate from one source), the student's name and surname must be stated in the report, and it must be signed by the advisor.

It is not necessary to print out the entire plagiarism report, the cover page and the pages showing the percentage rates are sufficient).

f) Thesis Format Review Form to be filled out by the advisor (If the form is missing, the thesis will not be accepted)

g) Thesis Submission Form,

h) In master's programs with thesis, the screen printout of the research article sent to the journal,

i) 1 bound thesis (2 for doctoral programs)

j) A wet signed version of the Thesis Approval Form will be used in the bound thesis.

Students who do not submit their thesis within one month after the defense exam, which is the period specified in the regulations, must take the thesis defense exam again.

- It must be ensured that the title of the thesis is the same in all documents.

- Being successful in the Thesis Defense Examination does not mean graduation. For graduation, the thesis must be submitted on time and in full.

- Students conducting their thesis work through the Provincial Directorates of Health and Provincial Directorates of National Education must submit a bound copy of their thesis to the directorates in accordance with the protocol.

Click here for the guideline on the compilation of graduate theses prepared in higher education institutions over the internet.