**ATTENTION NON-THESIS STUDENTS**

1. Students who successfully complete the course periods by taking the courses in the curriculum (at least 10 courses) move on to the Project period upon completing 60 ECTS credits.

2. Students who transfer from the thesis program to the non-thesis program must complete 10 courses (excluding seminars) along with the project if they have any missing courses.

3. Students in the second semester may submit their projects at the end of the second semester after successfully completing their courses and selecting an advisor.

4. For programs where the project advisor is not assigned by the department chair:

Students in the non-thesis program who have reached the end of their second semester must apply to the institute for a project advisor assignment after selecting an advisor from within the institution and obtaining approval from the department chair.

5. Non-thesis programs are limited to a maximum of three semesters, and students have the right to freeze their registration for one semester. Students who wish to freeze their registration can apply via the registration freeze link under the Forms heading on our website (https://uskudar.edu.tr/tr/kayit-dondurma). Applications for registration freeze must be made before the start of the visa exams. Applications made after the start of the visa exams will be rejected.

6. Students in non-thesis programs must apply to the Institute with the Project Advisor Preference Form, after obtaining the approval of the advisor they will select from within the institution and the department chair, before the start of the 3rd semester, which is the project period.

7. No Project Proposal Form is provided for non-thesis programs.

8. Forms related to advisor assignments, advisor changes, etc., to be submitted to the Institute may be sent to the Institute Secretariat via email along with the approval obtained from the advisor and department chair via email. (ayse.satir@uskudar.edu.tr and esen.aktas@uskudar.edu.tr)

**WHAT TO DO DURING THE PROJECT PREPARATION PROCESS:**

The deadline for submitting projects for the spring semester at our institute is August 29, 2025.

1. Students in non-thesis programs who have been assigned an advisor may begin preparing their projects.

2. Projects must be prepared in accordance with the “Project Writing Guide” found under the “Forms” heading on our website. Once completed, they must be submitted to the Institute in Word format for format control along with the transcript and the plagiarism report obtained from the advisor, and all requested corrections must be completed in full. Projects that are bound without format control will not be accepted.

3. The plagiarism rate must not exceed 30%. Plagiarism reports are obtained by advisors.

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

4. The number of words in the project must be at least 7,500.

5. Projects that have reached the printing stage must have a wet-signed Project Approval Form attached. 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 out on a computer. Handwritten forms will not be accepted.

7. Students taking courses during the project period may only submit their projects after their courses have been completed.

8. Projects must be submitted to the Institute Secretariat located on the 3rd floor of the Çarşı Campus.

9. The following documents must be submitted with the project:

- 1 Project Work (hardcover) with format control and printing

- 1 CD containing the Project Work

- Plagiarism Report

- Project Submission Form

- Transcript