**Attention to Students in Our Thesis-Based Master's Program:**

1. For programs where thesis advisor assignments are not made by the department chair:

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

2. Students who submit the Advisor Preference Form to the institute must submit the approved Thesis Proposal Form, which they have filled out together with their advisors, to the institute within one month at the latest. For theses requiring an ethics committee, the advisor-signed application form must be attached to the Thesis Proposal Form along with the application documents submitted to the committee after receiving the email confirming the acceptance of the thesis proposal.

3. Students whose thesis proposals have been accepted by the management board must log in to the Thesis Automation System via the link https://tez.yok.gov.tr/UlusalTezMerkezi/ and complete the Thesis Data Entry Form.

4. Forms such as advisor assignment, thesis proposal, jury assignment, etc., to be submitted to the institute may be sent to the institute secretary (ayse.satir@uskudar.edu.tr esen.aktas@uskudar.edu.tr) via email, provided that they are accompanied by approval from the advisor and the department chair via email.

Attention to Students Preparing and Submitting Their Theses:

The final thesis submission date for the spring semester at our institute is:

- For those who have completed the maximum period (6th semester and 7th-8th semester students who have extended their semesters): June 27, 2025

- For other students: August 29, 2025.

Pursuant to the decision of the University Senate dated August 26, 2021;

Effective from the 2021-2022 Fall Semester,

• In doctoral programs, a research article accepted by an international peer-reviewed journal prior to the thesis defense exam,

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

The procedures that students who will take the thesis defense exam must follow regarding thesis submission are listed below:

• At least two weeks before the thesis defense exam date, the Master's Thesis Jury Assignment Form must be submitted to the Institute Secretary along with the transcript. The jury must include at least one external member in addition to the advisor. The committee appointment form must be approved by the advisor and the department chair. The defense exam cannot be taken without submitting the Committee Appointment Form or completing all courses successfully.

• Theses must be prepared in accordance with the “Thesis Writing Guide” found under the “Forms” heading on our website, and a format check must be performed by the Institute prior to printing. Theses that have not undergone a format check will not be accepted. (Since the format check may take up to one week, this time frame should be taken into consideration when submitting the thesis.)

• At the end of the Thesis Defense Exam, if the thesis is deemed successful, the Thesis Defense Exam Record and Thesis Approval Form must be signed by the exam committee. (The current forms in Word format under the “Forms” heading must be used.)

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

• All forms must be filled out on a computer. Handwritten forms will not be accepted.

• Students who successfully pass the defense must send their thesis in Word format to esen.aktas@uskudar.edu.tr and ayse.satir@uskudar.edu.tr for format checking. After format checking, any necessary corrections must be made, and the thesis must be resubmitted to sertac.temur@uskudar.edu.tr for final review and approval before printing.

• Students who receive a rejection or an extension at the end of the defense exam must submit the defense exam record with a wet signature to the Institute within 5 business days.

• Within 30 days of the thesis defense date (taking into account the announced final thesis submission date) and after completing the necessary corrections;

a) One CD containing two separate PDF files saved as follows;

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

\* For uploading to the YÖK National Thesis Center, the full text of the thesis in PDF format (The thesis approval form and documents signed under the KVKK, CV, email, phone number, photo, place of birth, date of birth, etc. will be masked or removed, and the file name will be saved with the reference number found in the Thesis Data Entry Form).

a) One copy of the “Thesis Data Entry Form” downloaded from <http://tez2.yok.gov.tr/> , filled out, and signed by the student.

b) Thesis Approval Form (2 copies). The spaces for the Institute Director's approval at the bottom of the form will not be filled out or signed.

c) Approved Thesis Defense Exam Record (1 copy)

d) Plagiarism Report printout (Turnitin Report must be obtained, the plagiarism rate must be below 25% (the quotation rate from a single source must not exceed 4%), the student's name and surname must be indicated in the report, and it must be signed by the advisor.

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

e) Thesis Format Review Form to be filled out by the advisor (the thesis will not be accepted if the form is incomplete)

f) Thesis Submission Form,

g) A screenshot confirming that the research article has been submitted to the journal in thesis-based master's programs,

h) One bound copy of the thesis (two copies for doctoral programs)

i) The wet-signed version of the Thesis Approval Form will be used inside the bound thesis.

j) The ethics committee approval document must be attached to the thesis appendices.

k) The thesis must be submitted to the Institute Secretariat located on the 3rd floor of the Çarşı Campus.

Students who fail to submit their thesis within one month after the defense exam, as specified in the regulations (except for those who have reached the maximum period), must take the thesis defense exam again.

• The thesis title must be the same in all documents.

• Passing the thesis defense exam does not mean graduation. For graduation, the thesis must be submitted on time and in its entirety.

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

Click here for the guide on the online compilation of postgraduate theses prepared at higher education institutions