

## **Requirements for the Completion of a Master Thesis**

1. A master's degree (with thesis) student must have at least seven courses and one seminar course (60 ECTS) with a minimum GPA of 2.50 to take the thesis defense exam.
2. Following the decision of the IZU Senate dated 18.09.2017 and numbered 2017/21; students enrolled in the master and doctoral programs with a thesis within the Graduate Education Institute as of the spring semester of the 2017-2018 academic year must fulfil the publication requirement. [Click](#) here for more information about the publication requirement.

## **Checking the Compliance of the Student's Thesis with the Rules of Plagiarism and Thesis Writing**

1. The student and the thesis supervisor are responsible for preparing theses in compliance with the Graduate Education Institute Thesis Writing Guide. Thesis Control Team Members are only responsible for ensuring the format control of the final versions of the theses. [Click](#) here to access the Graduate Education Institute Thesis Writing Guide and thesis templates.
2. The student who has completed his/her thesis in compliance with the Graduate Education Institute Thesis Writing Guide must send the thesis via e-mail to the thesis supervisor.
3. The thesis supervisor must e-mail the Word version of the student's completed thesis to the relevant Thesis Control Team Member. [Click](#) here for Thesis Control Members' e-mail addresses.
4. The Thesis Control Team Members e-mail the assessment result of whether the theses comply with the Thesis Writing Guide and the plagiarism/similarity report to the thesis supervisor within five working days.
5. The correction period for a thesis that does not comply with the Graduate Education Institute Thesis Writing Guide and has a plagiarism/similarity rate above 20% is five days. Thesis Control Team Members will not check the thesis for correction more than five times. All responsibility in this regard belongs to the thesis supervisor and the student. It must be noted that individual similarities must not exceed 1% in plagiarism/similarity reports.
6. Up to 5% of the thesis may consist of direct quotations unless exceptions exist.

## **In Case of Getting Approval for Thesis from the Thesis Control Team**

### **By Thesis Supervisor,**

1. Thesis Jury Assignment Form,
2. The petition for compliance with the plagiarism and thesis writing rules of the thesis and the plagiarism/similarity report sent by the Thesis Control Members (pages indicating the similarity rate),
3. Thesis Final Control Form,
4. Graduate Publication Notification Form, (Publication Certificate, Publication Acceptance Form, or Publication must be attached to the Graduate Publication Notification Form)

must be sent to the Graduate Education Institute via EBYS as e-signed by the Head of the Department.

- The supervisors from outside the University must send the required documents to the Head of the relevant Department via their institutional e-mail addresses. The printout/pdf of this e-mail must be attached to the required documents by the Head of the Department.

### **After Notification of the Approval of the Documents by the Graduate Education Institute Administrative Board**

1. The student must share a copy of the thesis with the jury members **within one week at the latest**. All jury members (including the substitutes) must sign the Form of Thesis Delivery to Jury Members with wet signatures.

### **After the Submission of the Thesis to the Jury Members**

1. The date, time, and place of the thesis defense are notified to the Graduate Education Institute by the supervisor faculty member by filling out the Thesis Defense Date Notification Form **via the EBYS system** with the e-signature of the Head of the Department.

2. Jury members must meet within 15 days at the earliest and within one month at the latest from the date the thesis is submitted to them and take the student to the thesis defense exam. (IZU Graduate Education and Training Regulations Article: 24/5)

### **After Thesis Defense Exam**

- Rechecking successful theses by the Thesis Control Team in terms of plagiarism and compliance with thesis writing rules,
- The thesis that received a correction decision;
  - a. Thesis defense exams must be held the same jury members must attend the thesis defense exam at the latest within three months.
  - b. The Thesis Control Team must recheck the thesis for plagiarism and compliance with the thesis writing rules.
  - c. The supervisor fills in the Thesis Defense Date Notification Form before the end of three (3) months and, **at the latest, 15 days before the planned thesis defense date** and notifies the Graduate Education Institute with the e-signature of the Head of the Department. The corrected thesis must be delivered to the same jury members.
  - d. The thesis, corrected at the latest 15 days before the thesis defense date, is delivered to the same jury members, who must sign the Form of Thesis Delivery to Jury Members with a wet signature.

### **In Case of Submission of Successful Theses**

1. Form of Thesis Delivery to Jury Members and Thesis Exam Minute (wet-signed) must be sent by the supervisor to the Graduate Education Institute via EBYS with the e-signature by the Head of the Department within three working days.

2. The thesis must be wet-signed by the jury members and the Director of the Graduate Education Institute. Two hardcover copies must be submitted to the Graduate Education Institute Secretariat within one month from the date of the thesis defense exam.

3. The thesis must be submitted in PDF format to the relevant Institute Secretariat via e-mail. The names of the jury members and the Director of the Graduate Education Institute must be written on the thesis approval page, and the signature sections must be left blank.

4. The Hardcover Thesis Submission Form must be filled out by the student and handed to the relevant staff.

5. The student must log in to YÖKTEZ with their E-Devlet password, fill out the Thesis Data Entry Form, save it, and hand it over to the staff. [Click](#) here to access YÖKTEZ.

- [Click](#) here to access the petitions and forms mentioned above.