

FLOW CHART OF MASTERS WITH THESIS

COURSE STAGE
 At most 4 semesters
 7 courses+Sci.Res.Tech and Publishing Ethics=8 courses
 +Seminar(Non-credit)= 9 courses
 At least 24 credits,60 ECTS
 (Seminar is given in the semester during which the courses are completed)
 (Article 26/1, 27/1)

Form X (XX)
 X: form number
 (XX): Person to fill the form
 Std: Student
 S: Supervisor
 I: Institute

ASSIGNING SUPERVISOR

- Determination of the courses which the student enroll in and the registration works are carried out by the relevant department until an supervisor is assigned.(Article 27/4)
- Board of the institution assigns an Supervisor until the end of first semester at the latest upon the recommendation of the department (Article 27/2)

Form 3 (S)
 Department sends to institution

DETERMINATION THE SUBJECT OF THE THESIS
 Department of the institution send the subject of the thesis which the student determined with an supervisor until the end of second semester at the latest (Article 27/2)

Form 4 (Std+S)
 Department sends to institution

Are courses completed with 2.5/4,00 GPA?

No → For determination of Thesis Recommendation the courses must be completed

Yes →

DETERMINATION OF THESIS RECOMMENDATION
 The student submit the thesis recommendation which the supervisor found appropriate to the institution within 3 months at the latest as of the date of registration to thesis term (Article 27/6).

Form 4.1 (Std+S)
 Department sends to institution

THESIS STAGE
 At least two semesters
 At most 4 semesters
 With Thesis preparation courses+specialized field topics + Thesis study
 (Article 27/1)

Is Article 28/2 publishing condition provided?

No → Publishing condition is the prerequisite for the establishment of thesis

Yes →

SUPERVISOR THESIS CHECK AND SUGGESTION FOR EXAM COMMITTEE MEMBER
 Before the defense of the master thesis, it is sent to the institution after the approval of the supervisor (opinion that the thesis is written according to the spelling rules) (Article 28/1, Article 28/2). The exam committee is determined with the decision of IAC among total of ten members, five of whom are academicians to be suggested including the supervisor and five other of whom are academicians to be recommended by Department Chairmanship (Article 28/4).

Form 6 (S)
Form 27 (Std+S)
 There will be "Thesis and CD will be delivered by hand" phrase on the 'Department sends to Institution' text

INSTITUTION THESIS PRE-CHECK
 Spelling pre-check as per the Thesis Writing Guide

PLAGIARISM SOFTWARE REPORT
 The relevant institution receives the plagiarism report relating the thesis in question and sends it to the supervisor and exam committee members (Article 28/4).

Form 28 (I)

Form 21 (I)

A

A

ASSIGNING EXAM COMMITTEE MEMBERS
The exam committee is determined with the decision of IAC among total of ten members, five of whom are academicians to be suggested including the supervisor and five other of whom are academicians to be recommended by department chairmanship. The exam committee consists of at least three people, one is the supervisor of the student and at least one other from another higher education institution. If there is a second supervisor, it consists of five original and two substitute members. (Article 28/4)

Form 6 (I)

THESIS SUBMISSION EXAM COMMITTEE MEMBER
The students submit the thesis to exam committee members within 15 days (Article 28/5).

INVITATION
Institution sends the invitation and Thesis Similarity form to exam committee members via e-mail.

Form 20 (Std)

Department sends to institution

ANNOUNCEMENT OF THE EXAM
Defense, place and date of the exam are announced at least 7 days by department (Article 28/5).

Form 22 (Std)

Department sends to institution

THESIS DEFENSE SYSTEM
The exam committee members meet via a written invitation within a month at the latest as of the date when the thesis in question is submitted to them and have the student take the thesis defense exam (Article 28/5).

Form 7

Form 16

Department sends to institution

EXAMINATION
The relevant department notifies the exam result to the institution within 3 days accompanied by personal reports with the minute (Article 28/6).

Results of Thesis Defense Exam

Rejection

Acceptance

Amendment

The student is deemed as unsuccessful and discharged from the institution (Article 28/8).

INSTITUTION LAST THESIS CHECK
Spelling check as per the Thesis Writing Check

After making the amendment, defends the thesis in front of the same exam committee within three months at the latest (Article 28/7).

FINAL OPERATIONS
At least 3 bound and signed copies of the master's thesis and one electronical copy of it has to be submitted to the institutions within 1 month from the thesis defense exam (Article 29/1).

Form 25 (Std)

Form 28 (I)

Form 23 (Std)

Are the necessary documents complete?

Yes

No

Granted with **POSTGRADUATE DIPLOMA WITH THESIS** with the decision of IAC.

For graduation **DIPLOMA WITH THESIS**, all missing documents should be completed in Article 29/1.

Within 3 months of the submission of the theses, a copy of the master's thesis is sent to Council of Higher Education on electronical platform (Article 29/1).