

## 2022-2023 Fall Term Thesis Announcement

All Master's Programs (Except Law Programs) will use "Thesis Writing Guide".

**\* STUDENTS TAKING THE DEFENSE EXAM SHOULD SEND THESIS TO FORMAT CHECK.**

**\*\*ENGLISH PROGRAMS WILL USE ENGLISH FORM- TURKISH PROGRAMS WILL USE TURKISH FORM.**

**\*\*\* THE MINIMUM WORD NUMBER OF THESIS IS 8500.**

### Format Control

- **Advisors** should check for plagiarism the theses whose academic content they approve of as complete. (Maximum 25% plagiarism rate)
- **Advisors** should send the "Thesis Jury Proposal Form", Turnitin Report, and "Suitable for Format Control" petition for the thesis, whose academic content they approve of, to the address: [tezformat@gs.bau.edu.tr](mailto:tezformat@gs.bau.edu.tr). The video recording of the online defense exams should be sent by the advisors to the e-mail address [tezformat@gs.bau.edu.tr](mailto:tezformat@gs.bau.edu.tr).
- **The student** will send last version of thesis approved by the advisor to the Graduate School [tezformat@gs.bau.edu.tr](mailto:tezformat@gs.bau.edu.tr) for format control. (as word and PDF).
- No additions or deletions can be made in terms of content on the thesis, which is taken to format control with all documents completed.
- If the advisor's approval, plagiarism report, jury suggestion form and format mail at least one of the are missing on the specified date, the thesis format will not be checked.

### Summer Term Master Thesis Calendar

**!For the format control of the theses, the first control will be done by hand (it will be delivered to the Institute as a printout), the next controls will be made by mail.**

<b>Friday, December 16, 2022</b>	Deadline for submission of thesis jury proposals and approved version of theses for Format control to the institute via e-mail.
<b>Friday, January 27, 2023</b>	Last day of the master's thesis defense exams.
<b>Monday, March 6, 2023</b>	Last day for students who have passed the Graduate Thesis exam to submit the required number of printed and digital copies of the thesis in accordance with the spelling rules to the institute.

### **MASTER'S THESIS DELIVERY**

**The student who is successful at the end of the defense must submit the hardcover copy of the thesis approved by the institute, together with the necessary documents, to the Institute by the deadline.**

### **Matters to be Considered in Submission of Thesis;**

- 1 hardcover thesis (The original of the thesis approval form, in which the thesis is approved by the jury, must be included in the thesis)
- Fill in the thesis data entry form from the link below and save it and sign it by taking 3 prints. ORCID number must be found in data entry forms, detailed information is in the ORCID section of the data entry area.  
<https://tez.yok.gov.tr/UlusalTezMerkezi/sistemGiris.jsp>
- 2 CDs (what should be on the CD; the thesis must be in **PDF** (except for the appendices) and **WORD** format. The appendices should be in the form of a **rar** file, the files on the CDs should be saved with the **reference number** given in the YÖK data entry form, **references** on the CDs should be You must write your **number, name and surname**. The files on the CD should not contain a signed consent form)
- 3 Thesis Defense Report Form
- 3 Thesis Approval Forms (1 copy must be included in the volume, 2 copies must be hand delivered)
- The Turnitin/Plagiarism report (to be taken by the Advisor) will be delivered to our institute by the student.
- **(Signatures of the Advisor and Jury Members on the Approval and Minutes forms must be wet signatures or e-signatures)**

### **Students Taking Extension And Failed**

The student who receives an extension at the end of the defense must submit the signed "Thesis Report Form" and "Jury Report" to the Graduate School within 1 month. Students who receive a thesis revision must come to the defense again within 3 months and have to repeat all the steps for their thesis during the correction period (such as advisor approval, plagiarism report, format control, defense).

Students who fail at the end of the defense must submit the Thesis Report Form to the Graduate School within 1 month.

BAHÇEŞEHİR UNIVERSITY GRADUATE EDUCATION AND TEACHING REGULATIONS Concluding the master's thesis ARTICLE 14- (8) (Amended:RG- 19/9/2020-31249) A student whose thesis is rejected as unsuccessful and/or who does not attend the thesis defense after completing the maximum period is dismissed from the University.

If requested:

**If the master's program with thesis does not have an approved non-thesis master's program, the student is adapted to the non-thesis program closest to the thesis program with the decision of the institute administrative board and his diploma is given from the non-thesis program to which the adjustment is made. In this situation, a student is given a maximum of one semester additional time to complete his/her deficiencies..**