*Having carried out relevant checks and procedures, this form, with relevant attachments, is submitted for the approval of the Institute for the formation of jury for thesis defense.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 | Student’s Name |  |
| Department |  |
| Program Code |  | Program Name |  |

**Part I. Checks and Procedures to be Carried Out by the Department**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Before the Thesis Defense**
 | Yes | No | N/A |
| The student has registered to the relevant semester.  | [ ]  | [ ]  | [ ]  |
| In Master’s and doctoral degree programs with thesis requirements, registration for thesis has taken place during the relevant semester (graduation semester)  | [ ]  | [ ]  | [ ]  |
| In Master’s and doctoral degree programs with thesis requirement, supervisor appointment form and thesis proposal has been submitted to the Institute.  | [ ]  | [ ]  | [ ]  |
| The student completed probational (deficiency) courses (if any) within one academic year. | [ ]  | [ ]  | [ ]  |
| English Support Program has been completed. | [ ]  | [ ]  | [ ]  |
| Program courses have been completed. | [ ]  | [ ]  | [ ]  |
| CGPA>=3.00 | [ ]  | [ ]  | [ ]  |
| The student is successful in the seminar course in master’s programs with thesis requirements and PhD qualifying exam in doctoral degree programs. | [ ]  | [ ]  | [ ]  |
| Course requirements have been fulfilled within the normal period specified for the program. | [ ]  | [ ]  | [ ]  |
| Publication of a scientific article condition has been satisfied. | [ ]  | [ ]  | [ ]  |
| Turnitin Originality Test has been conducted and the report has been obtained. | [ ]  | [ ]  | [ ]  |
| Turnitin Originality Report has been analyzed and is acceptable. | [ ]  | [ ]  | [ ]  |
| The approval or exemption form of the Scientific Research and Publication Ethics Board is obtained. | [ ]  | [ ]  | [ ]  |
| ‘Authorization Request to Schedule a Master’s Thesis/Ph.D. Dissertation Form’ has been fully completed and a copy has been submitted to the Institute with the thesis. | [ ]  | [ ]  | [ ]  |

*Please keep a copy of this form to carry out the procedures listed below following the thesis defense*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Procedures to be Followed after Thesis Defense**
 | Yes | No |  |
| In programs with thesis, thesis grade of the student who has gained the right of graduation has been specified as TS. In non-thesis programs, the project grade has been submitted as PS.  | [ ]  | [ ]  |  |
| Graduation letter has been written and submitted to the Institute. Having been signed by the department head, the graduation letter is submitted to the Institute within **2 working days**. | [ ]  | [ ]  |  |
| During the period when grade entrance is closed on the portal, ‘Additional Grade Form’ is used. | [ ]  | [ ]  |  |
| If, within the relevant semester, there is a previously submitted thesis grade for the student, ‘Thesis/project Grade Change Form’ is used. | [ ]  | [ ]  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department HeadTitle and Name |  | Signature |  | Date |  |
| Notes |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 | Student’s Name |  |
| Department |  |

**Part II. Verifications and procedures to be followed by the institute**

|  |  |  |  |
| --- | --- | --- | --- |
| **Verifications and procedures to be followed by the institute** | Yes | No | N/A |
| The student has submitted his/her Master’s/PhD thesis and a format check has been conducted.  | [ ]  | [ ]  | [ ]  |
| ‘Authorization Request to Schedule a Master’s Thesis/Ph.D. Dissertation’ form has been approved. | [ ]  | [ ]  | [ ]  |
| A copy of the thesis has been submitted to the jury members by the student. Documents confirming the submission of the thesis have been submitted to the Institute. | [ ]  | [ ]  | [ ]  |
| Appointments have been put into writing and sent.  | [ ]  | [ ]  | [ ]  |
| Decision of the Jury is Approved (TS/PS)/Approved upon alteration (TI/PI), Repetition (TR)/Rejected (TJ) | [ ]  | [ ]  | [ ]  |
| If the jury decision is ‘Approved upon alteration (TI)’, thesis submission date has been specified and the student and the relevant department have been informed.  | [ ]  | [ ]  | [ ]  |
| In case of thesis defense to be repeated, final date for the thesis defense has been specified and the student and the relevant department have been informed.  | [ ]  | [ ]  | [ ]  |
| The student has submitted 5 hardback copies of his/her thesis.  | [ ]  | [ ]  | [ ]  |
| The student has submitted three copies of the Thesis/Dissertation Duplication and Publication Approval Form. | [ ]  | [ ]  | [ ]  |
| The student has submitted his/her thesis as 2 CDs. | [ ]  | [ ]  | [ ]  |
| The contents of the CD’s have been checked /(One word and one pdf version of the thesis is available) | [ ]  | [ ]  | [ ]  |
| Thesis/project grade of the student who has gained the right of graduation has been specified as TS/PS. | [ ]  | [ ]  | [ ]  |
| Graduation letter has been submitted to the Institute. | [ ]  | [ ]  | [ ]  |
| Graduation letter has been written by the Institute | [ ]  | [ ]  | [ ]  |
| Graduation letter is submitted to the Rector’s Office within **2 working days**. | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IGSR DirectorTitle and Name | Prof. Dr. Ali Hakan Ulusoy | Signature |  | Date |  |
| Notes |  |