

## **POSTGRADUATE STUDENTS GRADUATION PROCEDURES – FREQUENTLY ASKED QUESTIONS**

**I wish to defend my thesis and graduate this semester. So, how do I book a date? What are the important issues to consider while booking my thesis defense date?**

Dates for the thesis defense should be determined in accordance with the dates announced at the official webpage ([grad.emu.edu.tr](http://grad.emu.edu.tr)) of the Institute for Graduate Studies and Research.

While choosing the thesis defense date, candidates are advised to take into account revisions that the jury members may ask for following the defense, as well as the period of time allocated to relevant units for official graduation-related correspondence and the period of time needed for thesis binding. Students who fail to submit their thesis (binded/hardcovered) to the Institute Directorate until the deadline specified by the Institute Directorate, or those who have done so but have no time left for the official correspondence for graduation, bear full responsibility for renewing their registration for the upcoming semester within the period specified for registration on the Academic Calendar.

Candidates are expected to submit their applications to the Institute Directorate regarding their thesis defense date which has been mutually agreed with the thesis supervisor, latest by 30 (thirty) days before the expected thesis defense date for doctoral degree and 15 (fifteen) days for master's degree.

Applications are submitted to the departmental secretaries after having filled-in a "Thesis Defense Form" and "Graduation Procedures Tracking and Thesis Format Control Forms", and obtained an "Originality Report" and relevant signatures.

Students who have reached the thesis defense stage but still have registered courses and/or seminar may still apply for the thesis defense. However, they are not entitled to take the thesis defense before the course/seminar grades have been announced.

## **What are the steps for thesis format check?**

Prior to the thesis defense, it is good to visit the Institute for a preliminary format check as it will minimise the problems you may encounter during further stages.

Compulsory thesis format check on the printed copy of the thesis takes place after the thesis defense and following the application of revisions required by the jury after the defense and by the Institute Directorate during the preliminary format check. Students whose program is in English should complete the “Öz” and the students whose program is in Turkish should complete the “Abstract” section prior to final format check on the printed copy. Thesis binding should only take place after having obtained the printing approval of the thesis by the Institute Directorate.

**IMPORTANT REMINDER:** All printed copies of the thesis to be sent for binding should be obtained from the same computer and printer because in situations where the same system has not been used, problems with format may occur. If the copy for which the format approval has been received and the binded copies taken for signature are not the same, your thesis will not be accepted and you may be asked to do some format revisions and take the copies for binding again. In order to avoid undesirable situations as such, you are expected to demonstrate utmost care during this process.

As the final step, binded theses with required signatures, CDs and “Thesis Reproduction and Publication Forms” are submitted to the relevant research assistant for the final approval and are, then, signed by the Institute Director.

If the candidates who have external jury members wish to obtain their signatures on the day of thesis defense, they are strictly required to obtain the Institute’s approval on the organisation of the signature pages prior to the thesis defense date. Theses with previously obtained signatures not complying with the specified Institute format are not accepted by the Institute Directorate.

Hours specified for thesis format check are between 10:00 a.m. and 12:00 a.m. and 2:00 p.m. and 4:00 p.m. during the week.

## **In which situations are the applications for thesis defense not approved?**

Applications of the candidates to the Institute Directorate are **rejected** if one or more of the items below are valid for the candidate:

If the required total credit has not been completed,

If the CGPA is <3.00/4.00

If there are missing points in the Thesis Supervisor and Thesis Recommendation Forms,

If the Originality (Turnitin) report is rejected.

For applications rejected by the Institute, the candidate is asked to fulfill the required conditions and renew the application to obtain a new thesis defense date.

## **What are the steps I should follow after the thesis defense process? When should I submit binded copies of my thesis to the Institute Directorate?**

The procedures to be carried out are subject to the jury's decision following the thesis defense.

Those candidates who receive the jury decision as **"Approved"** obtain an electronic print out of his/her thesis and send it to the Institute Directorate for a format check and binding approval. The candidate is required to submit binded copies of his/her thesis to the Institute Directorate latest within 5 (five) working days.

Postgraduate theses which have been accepted with a jury decision of **"Approved – Upon Alteration"** are sent to the jury members after the revisions have been made latest within one month for master's theses and within three months for doctoral degree theses. Upon the jury members' confirmation and approval of the application of the required revisions, the candidate submits an electronic print out of his/her thesis to the Institute Directorate for a final format check and the approval for binding. The candidate is required to submit binded copies of his/her thesis to the Institute Directorate latest within 5 (five) working days.

Candidates who are required to **“Repeation of Thesis Defense”** are expected to do so latest within 3 (three) months for master’s theses and within 6 (six) months for doctoral degree theses. The candidate failing the thesis defense for the second time is dismissed from the Institute.

Candidates who receive **“Reject”** for their thesis following the thesis defense are dismissed from the Institute.

Following the thesis defense, jury members fill in the jury report form and submit it to the Institute Directorate via the department chair within 2 (two) working days.

In line with the jury’s decision, the thesis supervisor submits the thesis grade to the Institute Directorate via the relevant department within 2 (two) working days by following one of the methods below:

- If there is a thesis grade already assigned during the semester, by filling in the “Seminar, Thesis and Project Grade Change Form”;
- If a thesis grade has not been entered within the semester, by completing an “Additional Grade Form”.

### **What points should I be careful about while submitting binded copies of my thesis?**

During the submission of the binded copies of thesis, you should pay extra attention to the following points:

All required signatures should be available on each copy of the thesis.

2 PDF formatted CDs,

3 filled-in copies of original “Thesis/Dissertation Duplication and Publication Approval Form”

### **What are the important points that I should consider while filling-in the “Thesis/Dissertation Duplication and Publication Approval Form”?**

These forms confirm the candidate has agreed to grant the permission to Eastern Mediterranean University Library Directorate to archive the binded copy of his/her thesis, or partially or fully loan it in the paper, audio or electronic format or in any environment including the Internet, either charged or free of charge, or distribute its copies free-of-charge and without any delays, on the condition that the owner of the thesis reserves the property rights .

If the candidate selects the first choice on the form which contains two options, s/he grants permission for his/her thesis to be reproduced and published in accordance with the conditions specified by Eastern Mediterranean University, University Executive Board.

If the second option has been chosen, the candidate is given the right to freeze the aforementioned permissions he has granted for a maximum period of three years following the date the candidate signed the form. At the end of three years, Eastern Mediterranean University Library Directorate has the right to reproduce and publicate the thesis under the conditions permitted by the first choice provided on the form.

This form has to be prepared with the cooperation of the author of the thesis and the thesis supervisor and should be submitted to the Institute Directorate as three original copies with wet (original) signatures. Unoriginal forms or forms with missing thesis supervisor signatures are not taken into account.

### **In which situations should I renew my registration?**

Even if the candidate’s thesis defense has taken place within the registered semester, those who fail to submit their thesis (binded/hardcovered) to the Institute Directorate until the deadline specified on the academic calendar of the Institute Directorate, or those who have done so but have no time left for the

official correspondence for graduation, bear full responsibility for renewing their registration for the upcoming semester within the period specified for registration on the Academic Calendar

### **How are the graduation procedures carried out?**

Graduation procedures of candidates who have fulfilled the conditions specified below are initiated within 2 (two) working days by the Institute Directorate. In order to carry out these procedures, the Institute Directorate puts the graduation decision in writing and sends it to the relevant units.

Submission of the thesis defense report to the Institute Directorate,

Submission of the binded thesis copies to the Institute Directorate by the candidate,

Submission of the thesis course grade as “TS” on the student’s portal,

Submission of the graduation letter of the candidate to the Institute Directorate.

### **How do I follow the graduation procedures and when should I buy my return ticket to my country?**

The student may follow the process from the departmental secretaries and via the portal. Since candidates who visit the Institute Directorate or Registrar’s Office for document tracking slow down the application of the procedures, they are kindly asked not to do so.

The candidate should visit the Registrar’s Office to receive his/her diploma only when the candidate’s condition on the portal has been displayed as “graduate”.

While purchasing the ticket to his/her country, the candidate should take into consideration the period needed for thesis binding and grade change following the thesis defense as well as the durations specified for official graduation-related correspondence. Excuses from candidates who have bought their return tickets to their country without considering the aforementioned processes are not taken into account and candidates have full responsibility for situations as such.