

**ISTANBUL TİCARET UNIVERSITY**  
**PROCEDURES AND PRINCIPLES OF THE GRADUATE SEMINAR COURSE**

**CHAPTER ONE**

**General Provisions**

**Aim and Content**

**Article 1 – (1)** The purpose of these “Procedures and Principles” is to set the principles for the implementation of the graduate *Seminar Course* given by the graduate institutes of Istanbul Ticaret University.

**Legal Basis**

**Article 2 – (1)** These “Procedures and Principles” have been prepared on the basis of the Higher Education Council Graduate Education Regulation dated 20 April 2016, and Istanbul Ticaret University Graduate Education Regulation dated 2 July 2017.

**Definitions**

**Article 3 – (1)** Terms mentioned here mean;

- a) University: Istanbul Ticaret University,
- b) Thesis Writing Guideline: Istanbul Ticaret University Thesis Writing Guideline,
- c) Thesis Proposal Preparation Guideline: Istanbul Ticaret University Thesis Proposal Preparation Guideline,
- d) Rector: Rector of Istanbul Ticaret University,
- e) Course: Graduate Seminar Course,
- f) Instructor: Instructor who gives the Graduate Seminar Course.
- g) TÜBİTAK: The Scientific and Technological Research Council of Türkiye

## CHAPTER TWO

### General Principles

**Article 4** – (1) The primary objective of the Graduate Seminar Course is to enable students to prepare a thesis proposal by applying the knowledge acquired in the *Scientific Research Methods and Ethics* course, and in accordance with the *Thesis Proposal Preparation Guideline*.

(2) The Seminar Course may be opened every semester in graduate and doctoral programs; however, students can enroll in this course only in the second semester of their coursework stage.

(3) In order to enroll in the Seminar Course, students must have taken and successfully completed the course *Scientific Research Methods and Ethics*.

(4) The Seminar Course is offered for three (3) hours per week. In master's programs, the student's grade is evaluated as *Successful* or *Unsuccessful* based on the thesis proposal output. In doctoral programs, a letter grade is assigned based on the student's performance in the course and the quality of the thesis proposal output.

(5) The Seminar Course is delivered by qualified faculty members who have experience in thesis supervision within the relevant academic departments.

## CHAPTER THREE

### Implementation of the Seminar Course

**Article 5** – (1) The faculty member delivering the course prepares students to write a *Thesis Proposal* through formulating research questions, developing hypotheses, determining research methodology, and adhering to ethical principles in research.

(2) The faculty member informs students about the *Thesis Writing Guideline* and the *Thesis Proposal Preparation Guideline* and provides the necessary instruction on how to prepare a thesis proposal in accordance with these guidelines.

(3) Considering the student's interests and background, a research topic regarding the Thesis Proposal is determined for each student, preferably in coordination with the Thesis Supervisor. The research topic may be related to the student's prospective thesis topic or to a different subject. The student prepares a Thesis Proposal for the selected topic.

(4) After determining the research topic, the student begins to conduct a literature review and starts reading relevant sources. While analyzing the literature on the selected topic, the student begins preparing a draft thesis proposal in collaboration with the course instructor.

(5) By the end of the semester, the students may present in class the progress made in their readings and thesis proposal preparation. The number of presentations to be given during the semester, and whether presentations will be required at all, are determined by the course instructor.

(7) At the end of the semester, the student submits a thesis proposal consisting of approximately 1,500–2,000 words for master’s programs and approximately 4,000–5,000 words for doctoral programs to the course instructor. The proposal must be prepared in accordance with the *Thesis Proposal Preparation Guideline*. The course instructor evaluates the thesis proposal according to Guideline and determines the student’s grade at the end of the semester.

(8) Instead of *Thesis Proposal Preparation Guideline*, students are free to prepare a *Project Proposal* according to the templates of any TÜBİTAK programs (such as 1002, 1005, 3005, 1001, etc.). In such cases, the course instructor evaluates the student’s performance in the Seminar Course based on the project proposal prepared for TÜBİTAK.

## **CHAPTER FOUR**

### **Various and Final Provisions**

#### **Entry into Force and Execution**

**Article 6 –** (1) The “Procedures and Principles of the Graduate Seminar Course” enter into force as of the Spring Semester of the 2025–2026 Academic Year.

#### **Enforcement**

**Article 7 –** (1) The provisions of the “Procedures and Principles of the Graduate Seminar Course” are executed by the Rector of the University.

