ISTANBUL TICARET UNIVERSITY

GRADUATE SCHOOL OF SOCIAL SCIENCES

Application Requirements for Thesis Defense and Submission of Project

For the Academic Year 2019-2020 Fall Semester, student who wants to defense her/his Thesis or submit her/his Project should provide all required forms and deliver them to the Graduate School of Social Sciences until 06 January 2020. **All required forms must be handed over to the Graduate School Office by 06 January 2020, after that date no application will be accepted.**

FORMS TO BE SUBMITTED BY THE PhD STUDENTS

- **PhD Thesis Presentation Form** (Link for the form 1)

This form should be filled up and signed by the student who completed her/his all courses (required and elective) and her/his PhD thesis. With this form, student declares the completion of the thesis and asks the Graduate School of Social Sciences to allow her/him to defense her/his thesis. First part of the form must be filled up and signed by the student, second part by the thesis advisor and the final part by the head of the department.

This form should contain following annexes;

1- **Plagiarism report (signed by your thesis advisor)**
2- **Hard-copy thesis (2 paper copies, with PhD Thesis Approval Page)**
3- **Soft-copy thesis (2 digital copies in CDs, with PhD Thesis Approval Page)**
4- **Application form for the Council of Higher Education Thesis Center (2 signed copies).** After submitting your information into system, application form of the Thesis Center should be signed up by the student. The link is given as follow (there is also an English version of it): https://tez.yok.gov.tr/UlusalTezMerkezi/giris.jsp
5- **Documents related to publication requirement of the thesis.** In order to defense your PhD thesis, you should prove that you prepared a study from your thesis that is published in the national or international peer-reviewed journals or it is going to be published, including our University's journals. If it has not yet been published (or it will not be published), you could present this study in one national/international event in the related field. In this case, you should give your participation certificate for this event to the Graduate School Office.

Note: 2-3 and 4 could be given to the Office after thesis defense within only one month.

- **PhD Thesis Jury Form** (Link for the form 2)

This form should be filled up and signed by the head of the department. With this form, PhD thesis jury is defined and declared.

- **PhD Thesis Defense Exam Form** (Link for the form 3)

This form should be filled up and signed by the PhD Thesis advisor. With this form, PhD thesis defense exam is defined and declared.

- **PhD Thesis Delivery Form** (Link for the form 4)

This form should be filled up and signed by the student and each jury member, just after delivering them a copy of the thesis.

***All above documents must be delivered to the Graduate School Office until 6 January 2020 without any delay.

FORMS TO BE SUBMITTED BY THE STUDENTS WITH THESIS

Thesis Presentation Form / Thesis Jury and Defense Date Form / Thesis Delivery Form

- **Thesis Presentation Form** (Link for the form 5)

This form should be filled up and signed by the student who completed her/his all courses (required and elective) and her/his thesis. With this form, student declares the completion of the thesis and asks the Graduate School of Social Sciences to allow her/him to defense her/his thesis. First part of the form must be filled up and signed by the student, second part by the thesis advisor and the final part by the head of the department.

This form should contain following annexes;

1- **Plagiarism report (signed by your thesis advisor)**
2- **Hard-copy thesis (2 paper copies, with Thesis Approval Page**)
3- **Soft-copy thesis (2 digital copies in CDs, with Thesis Approval Page)**
4- **Application form for the Council of Higher Education Thesis Center (2 signed copies).** After submitting your information into system, application form of the Thesis Center should be signed up by the student. The link is given as follow (there is also an English version of it): https://tez.yok.gov.tr/UlusalTezMerkezi/giris.jsp
5- **Documents related to publication requirement of the thesis.** In order to defense your thesis, you should prove that you prepared a study from your thesis that is

published in the national or international peer-reviewed journals or it is going to be published, including our University's journals. If it has not yet been published (or it will not be published), you could present this study in one national/international event in the related field. In this case, you should give your participation certificate for this event to the Graduate School Office.

Note: 2-3 and 4 could be given to the Office after thesis defense within only one month.

- **Thesis Jury and Defense Date Form** (Link for the form 6)

This form should be filled up and signed by the head of the department. With this form, thesis jury and defense date are defined and declared.

- **Thesis Delivery Form** (Link for the form 7)

This form should be filled up and signed by the student and each jury member, just after delivering them a copy of the thesis.

***All above documents must be delivered to the Graduate School Office until 6 January 2020 without any delay.

FORMS TO BE SUBMITTED BY THE STUDENTS WITH NON-THESIS

- **Term Project Presentation Form** (Link for the form 8)

This form should be filled up and signed by the student who completed her/his all courses (required and elective) and her/his term project. This form must also be signed up by the term project advisor. With this form, student declares the completion of the term project and asks the Graduate School of Social Sciences to allow her/him to give her/his term project. The Term Project Presentation Form and the Term Project (2 paper copies) must be delivered to the Graduate School Office until 6 January 2020 without any delay.

OTHER LINKS

Thesis Approval Page (Link for the form)

PhD Thesis Approval Page (Link for the form)

Additional Time Request Form (Link for the form): Students who did not complete her/his thesis process in official time period (in 4 semesters) could demand additional time by filling up this form.