

2024-2025 ACADEMIC YEAR GRADUATE SCHOOL OF NATURAL SCIENCES

INTERNAL ACADEMIC CALENDAR

FALL TERM	
23-27 September 2024	REGISTRATION
30 September 2024	BEGINNING OF INSTRUCTION
02-04 October 2024	ADD-DROP Tuition Fee/Contribution Payment and Course Registration (Additional Period) for those who did not complete their Registration Renewal process between 02-04 October 2024
16-24 November 2024	Fall Term Mid-Term Week
16-20 December 2024	Fall Term Mid-term Make -Up Exam
12 January 2025	END OF INSTRUCTION
13-21 January 2025	Final Exams
03-07 February 2025	Resit Exams
SPRING TERM	
10-14 February 2025	REGISTRATION
17 February 2025	BEGINNING OF INSTRUCTION
19-21 February 2025	ADD- DROP Tuition Fee/Contribution payment and Course Registration for those who did not complete their Registration Renewal process between 19-21 February 2025 (Extension period)
05-13 April 2025	Spring Term Mid-Term Week
05-09 May 2025	Spring Term Mid-term Make -Up Exam
30 May 2025	END OF INSTRUCTION
12-20 June 2025	Final Exams
30 June -04 July 2025	Resit Exams

Seminar/ Thesis Proposal/ Term Reports/ Doctoral Qualifying	
<p>Deadline for Seminar Presentation:</p> <p>The deadline is 2 (two) weeks before the registration renewal dates specified in our University's Academic Calendar.</p>	<p>- The student who will present the seminar and the advising faculty member shall submit the relevant documents to the Department Secretariat of the Department after the presentation. The seminar presentation file prepared according to the thesis writing guide should be entered into OGRIS in PDF format. The necessary approvals (Advisor-Department Chair) must be completed.</p> <p>- The documents to be submitted to the Department are available on the 'Forms' menu on our institute's website.</p> <p><u>For MA Programme :</u> Seminar Form Seminar Exam Record Form List of Seminar Audience</p> <p><u>For PhD Programme ;</u> Seminar Form (Article. 48) Seminar Exam Record Form (Article. 48)</p> <p>List of Seminar Audience</p>

	<p><u>* If, during the semester in which the student takes the seminar course, the student requests and submits to the Institute, with the approval of the advisor, a participation certificate related to the oral presentation (prepared individually or jointly with the advisor) given by the student at a national or international conference, symposium, or congress, along with the event program and the full text or abstract published in the proceedings, the student is considered successful in the seminar course.</u></p>
<p style="text-align: center;">Thesis Proposal Submission Deadline</p> <p style="text-align: center;">- It is proposed to the institute by the departmental board of the department/main art branch until the start of the next academic term</p> <p>{ In order for the student to be able to choose their thesis topic during the registration renewal week, the thesis proposal must have been approved by the administration before this date. }</p>	<p>The 'Thesis Proposal Form' for Master's students is prepared by the student and the advising faculty member. The relevant documents are submitted to the Department Secretariat of the Department. The 'Thesis Proposal Form' should be entered into OGRIS in PDF or Word format. After the necessary approvals (Advisor-Department Chair) are completed, the form is sent to the Institute for consideration by the Department Council and the Institute Educational Commission (IMB). If the 'Thesis Proposal Form' is accepted, the approval process will be completed by the Institute Student Affairs through OGRIS.</p> <p>Required Documents</p> <p><u>-Advisor Petition</u> <u>Department Council Decision</u></p> <p>ARTICLE 50 (1) For the student who is successful in the proficiency examination, with the advisor's proposal and the decision of the board of the department /art major and the decision of the IMB a TMC is composed within a month.</p> <p>(THESIS MONITORING COMMITTEE)</p> <p>The required documents are available on the 'Forms' menu of our institute's website.</p> <p><u>-Doctoral Thesis Committee Proposal Form</u> <u>-Advisor Petition</u> <u>-Department Council Decision</u></p> <p>“Thesis Proposal Defense” ARTICLE 51 (1) The student who successfully completes the PhD proficiency exam and registers the thesis proposal, orally defends the thesis proposal which includes the purpose, method and work plan of the research that will be done within six months at the latest. The student submits a written report on the thesis proposal to the members of the TMC at least fifteen days before oral defence.</p> <p>-“Thesis Proposal Form” The thesis proposal is prepared by the student and the advising faculty member. The relevant documents are submitted to the Department Secretariat. The 'Thesis Proposal Form' should be entered into OGRIS in PDF or Word format. After the necessary approvals (Advisor-Department Chair) are completed, the form is sent to the Institute for consideration by the Department Council and the Institute Educational Commission (EYK). If the 'Thesis Proposal Form' is accepted, the approval process will be completed by the Institute Student Affairs through OGRIS.</p> <p>The required documents are available on the 'Forms' menu of our institute's website.</p> <p><u>-Record Form of Thesis Proposal Defense Exam</u> <u>-Advisor Petition</u></p>

<p style="text-align: center;">PhD Qualifying Examination</p> <p>- A student may take the proficiency exam up to twice a year, one in December, the other is in June until the beginning of the re-registration week of the next academic semester.</p>	<p>ARTICLE 49 – Principles related to the proficiency exam are: a) (Amended: RG-5/8/2021-31559) The purpose of the proficiency exam is to measure whether the student who has successfully completed the courses and seminars has deep knowledge of his/her doctoral work and the basic topics and concepts in his field and doctoral work. The student who is admitted to the doctoral program with a master's degree must take the proficiency exam at the latest in the fifth semester and the student who has been admitted to the undergraduate level at the latest at the seventh semester. A student may take the proficiency exam up to twice a year, one in December, the other is in June until the beginning of the re-registration week of the next academic semester.</p> <p>The required documents are available on the 'Forms' menu of our institute's website. <u>Proposal for Qualifying Exam Jury;</u></p> <p>- <u>Jury Exam Record Form for Proficiency Exam</u> -Advisor Petition <u>For the Proficiency Exam;</u></p> <p>- Proficiency Committee Record Form -Advisor Petition</p>
<p style="text-align: center;">Doctoral Thesis Monitoring Committee (Term Report)</p> <p>- January-June and July-December</p>	<p>For students whose thesis proposals have been accepted, the Thesis Monitoring Committee convenes at least twice a year, once between January and June, and once between July and December, to evaluate the progress of the student's work.</p> <p>The required documents are available on the 'Forms' menu of our institute's website. -Advisor Petition - The interim report of the thesis study should be submitted on CD. -Record Form of Thesis Proposal Defense Exam</p>
<p style="text-align: center;">Thesis Defense Examination</p> <p>- The thesis defense must be completed before the next academic registration period.</p>	<p>- ARTICLE 38 – The advisor of the student who prepares his / her dissertation in accordance with the TYK shall submit the dissertation to the institute through a dissertation with the petition declaring that the dissertation is defensible. (2) Graduate thesis jury is appointed by the thesis supervisor with the proposal of the presidency of the department / art major and the EYK decision. The thesis defense jury consists of three faculty members, at least one from outside the university, including a supervisor. In addition, two alternate faculty members are appointed, one from another department of higher education in the branch of the department. Where the second thesis advisor is a jury member, the jury consists of two substitute teaching members, five of which are from the university and two of which are from different domestic or foreign higher education institutions, and at least one from outside the university. Members of the jury appointed by the 13 Institute shall inform the Institute of their excuse, if any, from the date on which they are notified. The substitute member is invited instead of the member with the excuse.. (For further necessary information, please refer to Article 38)</p> <p>PhD; ARTICLE 52 – A student in doctoral degree program, must put her/his findings on paper in accordance with the principles of Thesis Manual and must orally defend his/her thesis before the jury members. (Amended: RG-5/8/2021-31559) For the finalization of a student’s thesis, he/she must register for the thesis study for four semesters and be successful and at least three Thesis Monitoring must be submitted after the thesis proposal is accepted. Before the</p>

defense of a doctoral thesis, the required revisions must be made and then the thesis must be submitted to the thesis advisor. The advisor submits the thesis to the institute together with his opinion that the thesis is ready to be defended. The student submits seven bound copies of the thesis to the 17 jury members. The institute sends the plagiarism software report concerning the thesis to the jury members. In case of detection of plagiarism in the reports, the thesis is sent to the Institute Administrative Board with the reasons to be ruled in details. The doctoral thesis jury is appointed with the approval of Institute Administrative Board by recommendation of the thesis advisor and the chair of graduate school department. The committee is composed of three members of faculty including those in the TAC and at least two members from a different institution of higher education, totalling five members including the advisor and two standby members at least one of them is chosen from a different institution of higher education. The co-supervisor may attend the meeting without a right to vote. The jury members appointed by the institute deliver their excuses, if they have, to the institute office from the date of the notification. In place of those who have excuses, standby members are invited.

- The documents to be submitted to the Department are available on the 'Forms' menu of our institute's website.

For MA Programs:

- **Thesis Jury Proposal Form**
- **Turnitin Formu**
- **Page Showing Turnitin Similarity Rate**
- **Committee Record Form**
- **Department Council Decision**
- **Advisor Petition**

For PhD Programs:

- **Thesis Jury Proposal Form**
- **Turnitin Formu**
- **Page Showing Turnitin Similarity Rate**
- **Committee Record Form**
- **Department Council Decision**
- **Advisor Petition**

Doctoral Students: For a doctoral student to submit their thesis, it is required that: a scientific article related to their thesis has been published in peer-reviewed international journals determined by the Senate, or they have obtained a digital object identifier number for their article published in these journals, and a national or international conference presentation related to their thesis has been made orally, in writing, or visually.

After the student who has undergone the thesis defense examination submits the necessary documents to the Departmental Department Secretariat;

- The student makes the necessary corrections provided by the Jury Members and our Institute. (For thesis checking information, please click here!))

The documents that students who have undergone the thesis defense examination must submit from the Department are.;

For MA Programs:

-Thesis Exam Record Form (Article. 38)

List of Thesis Defense Exam Audience

	Personal Report Form of Jury Member (
	<u>-Advisor Petition</u>	
	<u>For PhD Program;</u>	
	-List of Thesis Defense Exam Audience	
	Personal Report Form of Jury Member	
	Thesis Examination Record Form	
<p>Students who have successfully completed their thesis and made the necessary corrections must submit the required documents listed on our institute's website (For Required Information, Click Here!) along with their thesis to our institute within one month.</p>		

*** STUDENTS WHO WILL TAKE EXAMS ONLINE MUST SEND THE DEPARTMENT COUNCIL DECISION SPECIFYING THE EXAM FORMAT TO OUR INSTITUTE ALONG WITH THE ADVISOR'S PETITION BEFORE THE EXAM.**