THESIS (CLOTHBOUND) / PROJECT SUBMISSION AND GRADUATION PROCEDURES

What you need to do before the thesis exam

* Establishment of the Thesis Exam Jury (The jury consists of three or five faculty members, one of whom is the student's thesis supervisor and at least one of whom is from outside the Graduate School. If the jury consists of three members, the second thesis advisor cannot be a jury member).
* Determination of the thesis exam date and submission of these two forms to the Graduate School: **Thesis Exam Jury Recommendation Form** and **Thesis Supervisor Opinion Form** available from this link <https://www.isikun.edu.tr/web/302-18385-1-1/isik_universitesi/akademik/lisansustu_egitim_enstitusu__ogrenci_islem_ve_uygulamalar/forms_in_english>.
* Sending the thesis to the jury members by email as a PDF file no later than one month before the date of the defense.
* Preparation of **Thesis Signature Approval pages** (There must be 5 copies. One of these copies will be signed and delivered to the Graduate School after the thesis defense).
* Preparing the **Thesis Exam Form** before taking the exam and submitting it with all signatures to the Graduate School after the exam.
* Preparing a **Plagiarism Software Program Report** and a **Plagiarism Form** with the password that the student will receive from the Graduate School. You need to send the report to your supervisor, obtain his/her signature and send it to the jury members before taking the thesis exam.

Thesis (Clothbound) Submission Procedures

* If you pass your Master or PhD Thesis Defense Exam, you need to submit four clothbound copies of the thesis to the Graduate School no later than one month after the exam date. The thesis should be prepared in accordance with the Thesis Writing Guide.
* You need to deliver five CDs together with hardcopy thesis to the Graduate School. The CD must be written on it as shown in the following example. (Figure 1) Each of these CDs contains PDF files of the full text and attachments of the thesis. **In addition, the thesis signature must be found on the approval page where the thesis with the original signature.** The full text of the thesis must be a single PDF file.
* You need to submit the **Thesis Signature Approval** page with original (non-digital) signatures to the Graduate School.
* In order to store your thesis at the YÖK Thesis Center you need to fill the **Thesis Data Entry Form** at <http://tez2.yok.gov.tr> and take a reference number. You need to submit the **Thesis Data Entry Form** to the Graduate School as a printed and signed copy with the reference number on it.
* **You need to submit the Işık University Library Thesis Data Entry and Publication Permission Form** to the Graduate School. This should include the reference number mentioned above.
* You need to submit the original copy of the **Plagiarism Software Program Report** and the **Plagiarism Form** to the Graduate School. This should include your and your supervisor’s signatures.
* You need to submit the **Thesis Submission Form** (<https://www.isikun.edu.tr/web/302-18385-1-1/isik_universitesi/akademik/lisansustu_egitim_enstitusu__ogrenci_islem_ve_uygulamalar/forms_in_english>)together with four copies of theses to the Graduate School. The form should be signed by your supervisor and head of department.
* You need to follow all the above steps. Thesis submission is not possible without complete documents.

Please note that: Thesis and projects of the Clinical Psychology Program are submitted to the department assistant.

Figure 1

Project Submission Procedures

* After completing all revisions and getting the approval of your supervisor, you need to submit the thesis to the Graduate School through the Head of the Department. You should submit 1 casebound copy (no spiral) with the printout of your supervisor’s approval email.
* Clinical Psychology Master's Program Projects should be submitted to the secretariat of the Clinical Psychology Program Coordinator. You need to submit 3 casebound copies (no spiral) with the supervisor approval page signed.

Graduation Procedures

* The status of a Master’s or PhD student who completes all the above procedures and whose thesis /project is in accordance with the Thesis Writing Guide in terms of its format is considered by the Executive Board of the Graduate School and a decision is made on his/her graduation.
* A student who completes the above procedures can apply to the Department of Student Affairs to complete the exmatriculation process and obtain a Temporary Graduation Certificate. Diplomas are not awarded before the graduation ceremony. Only a certificate of Temporary Graduation is issued.