**Masters of Science with Thesis**

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| **Process Steps** | **Graduation Requirement\*** | **Time limit\*\*** |
| **Min. 21 credits(7 course)\*\*\*** | **Min. 3.00 GPA** | **Max. 6 semester(2 years)\*\*\*\*** |
| **FBE600 Scientific Research Techniques and Publication Ethics** | **To be succesful in the course(no-credit)** | **The course is offered once a year.** |
| **Thesis Advisor and Thesis topic Proposal** | **Submitting the “Thesis Advisor and Thesis Topic Suggestion” form to the institute on time**  | **must be submitted at the end of the 3rd semester at the latest.** |
| **599 MSc. Thesis** | **To be successful in the course (no-credit)** | **should be taken from 3.semester till graduation** |
| **597 MSc.Seminar** | **To be successful in the course (no-credit** | **should be taken in the 4th semester at the earliest and the 6th semester at the latest.** |
| **Publication and submission of the “Publication information form” to the institute** | **At least 1, produced from the student’s thesis and accepted by the institute, addressed to TOBB ETU;****National or internatioanl congress/symposium/conference paper(summary or full text) has been accepted as oral an oral presentation and at least one of the authors of the paper must have registered for the relevant scientific meeting or,****The journal article scanned by SCI(core or expanded) or AHCI(Art&Humanities Citation index) must be accepted for publication ( A publication can only be used for a student’s graduation)** |  |
| **Thesis writing and originality report** | **It is written in accordance with the ”Thesis Writing Guide” and submitted to the institute with the “Originality Report” through the advisor** |  |
| **Forming the thesis jury** | **It consists of at least three(or five) people one of whom is the thesis advisor and one from a department within the university and the other from another higher education institution. “Thesis Exam Jury Assignment Form”is submitted to the institute board of directors by the department chair.**  |  |
| **Thesis Defence** | **The thesis exam is held within one month at the latest after the thesis is submitted to the jury. The head of the department reports the final decision to the relevant institute within three days following the thesis exam.** |  |
| **Graduation information form** | **“Graduation information form” is filled out by the Head of Department. The student’s transcript is sent to the institute after it is marked with a colored pen, checked, initialed and added to the form by the Department Secretary.** |  |

**\*** **In addition to the conditions given here, the relevant Department may have additional requirements.**

**\*\* Details of time limit information can be followed from Graduate Academic Calendar.**

**\*\*\* At least 1 course must be taken each semester (with or without credit) until the required number of credits is completed. A maximum of 12 credits can be taken in a semester. At most two of the courses can be chosen from the 400 coded undergraduate courses, provided that they were not taken during undergraduate education. With the recommendation of the department chair and the approval of the Institute's board of directors, a maximum of two courses can be selected from courses offered at other higher education institutions.**

**\*\*\*\*** **An additional period of 3 semesters (1 year) may be given for those who have successfully completed their credit courses and seminar course, but cannot take the thesis exam because they cannot complete their thesis in 6 semesters (2 years).**

**Ph.D Program**

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| **Process Steps** | **Graduation Requirement\*** | **Time limit\*\*** |
| **Min. 21 credits(7 course)\*\*\*** | **Min. 3.00 GPA** | **Max. 12 semester(4 years)\*\*\*\*** |
| **FBE600 Scientific Research Techniques and Publication Ethics** | **To be succesful in the course(no-credit)** | **The course is offered once a year.** |
| **697 Ph.D Seminar** | **To be successful in the course (no-credit** | **Must be taken before qualification exam** |
| **DYE 700 PhD Qualification Education** | **To be successful in the course (no-credit)** | **After completing the courses, the students take this course every semester until they pass the proficiency exam. Students who take the course but do not take the exam are considered unsuccessful. Scholarship students who fail twice lose their right to receive scholarships.** |
| **Ph.D .Proficiency Exam** | **Ability to achieve the average specified by the relevant department** | **İt is held in June-July or December-January. It must be entered at the end of 2.5 years at the latest.** |
| **Establishing a Thesis Monitoring Committee(TIC)** | **TIC: It consistes of at least three(or five) people, one of whom is the thesis advisor, one from a department within the University and the other from another higher education institution.** | **The “Ph.D. TIC Assignment form”must be submitted to the institute within 1 month from the decision that the student has passed the proficiency exam.** |
| **0.TIC****(Proposal of Advisor and Thesis Subject)** | **The student defence his thesis topic orally in front of TIC and also distributes a written report to the committee members 15 days before the defense** | **0.TIC must be taken within six months from the decision that the proficiency exam has been passed. “Thesis Advisor and Thesis Topic Proposal Form”, Ph.D. TIC report and TIC report must be submitted to the institute within 3 days following the 0.TIC.** |
| **699 Ph.D. Thesis** | **To be successful in the course (no-credit)** | **It must be taken every semester from the decision that the proficiency exam has been passed until graduation.** |
| **1.TIC;2.TIC;3.TIC** | **The student must take at least three TICs to complete his/her thesis.** | **TIC is carried out twice a year, every six months.**  |
| **Publication and submission of the “Publication information form” to the institute)** | **At least 1, produced from the student’s thesis and accepted by the institute, addressed to TOBB ETU;****National or internatioanl congress/symposium/conference paper(summary or full text) has been accepted as oral an oral presentation and at least one of the authors of the paper must have registered for the relevant scientific meeting and,****The journal article scanned by SCI(core or expanded) or AHCI(Art&Humanities Citation index) must be accepted for publication ( A publication can only be used for a student’s graduation)** |  |
| **Thesis writing and originality report** | **It is written in accordance with the ”Thesis Writing Guide” and submitted to the institute with the “Originality Report” through the advisor** |  |
| **Forming the thesis jury** | **The jury consists of five faculty members, three of whom are faculty members in the student’s TIC and at least two of whom are from outside their own higher education institution, including the advisor. “Thesis Exam Jury Assignment Form”is submitted to the institute board of directors by the Head of Department.** |  |
| **Thesis Defence** | **The thesis exam is held within one month at the latest after the thesis is submitted to the jury. The head of the department reports the final decision to the relevant institute within three days following the thesis exam.** |  |
| **Graduation information form** | **“Graduation information form” is filled out by the Head of Department. The student’s transcript is sent to the institute after it is marked with a colored pen, checked, initialed and added to the form by the Department Secretary.** |  |

**\*** **In addition to the conditions given here, the relevant Department may have additional requirements.**

**\*\* Details of time limit information can be followed from Graduate Academic Calendar.**

**\*\*\* At least 1 course must be taken each semester (with or without credit) until the required number of credits is completed. A maximum of 12 credits can be taken in a semester. At most two of the courses can be chosen from the 400 coded undergraduate courses, provided that they were not taken during undergraduate education. With the recommendation of the department chair and the approval of the Institute's board of directors, a maximum of two courses can be selected from courses offered at other higher education institutions.**

**\*\*\*\* If only the thesis course remains, an additional period of 6 semesters(2 years) may be given.**