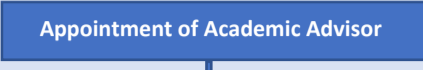



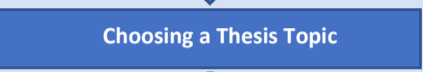

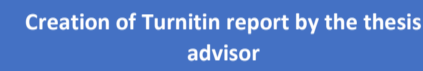
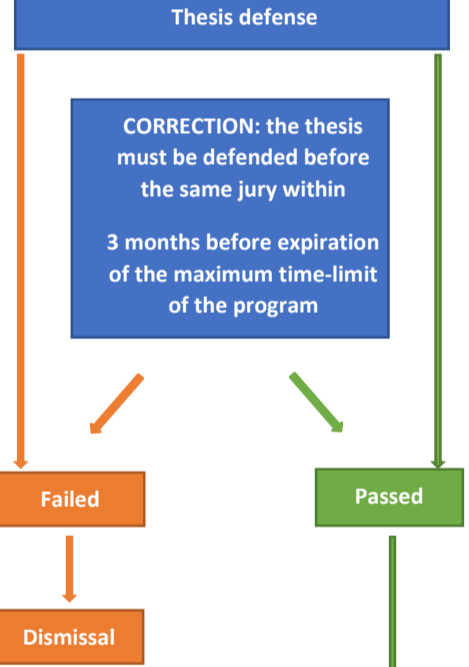

 MUISEF İslam Ekonomisi ve Finansı Enstitüsü	Workflow Process of Master's Degree with Thesis*
Workflow Process	Duties, Authorities, and Responsibilities **
	<p>The Academic Advisor of the students enrolled in the graduate programs of the Institute of Islamic Economics and Finance is the head of the department they are enrolled in.</p>
	<p>Student selects courses on BYS: at the beginning of the first semester, according to the fall semester curriculum within the dates announced in the Academic Calendar, from the course pools numbered (1-4), (1-5) or (1-6); At the beginning of the second semester, from the courses to be opened in the course pools numbered (5-8), (6-10) or (7-12) according to the curriculum of the Spring semester. The selected courses are sent by the student to the academic advisor for approval via BYS. The process is completed when the academic advisor approves the selected courses.</p>
	<p>Academic year consists of two semesters, i.e. fall and spring semesters. In order for a student to move to the thesis stage, their GPA must be at least 2.50 out of 4.00. 60 credits must be completed and each course grade must be at least CC. The maximum duration to complete the course period under the specified conditions is four semesters.</p>
	<p>The thesis advisor is recommended by the head of the department in which the student is enrolled and appointed by the Executive Board of the Institute.</p>
	<p>A student who successfully completes the course period must inform the institute about the title of the thesis title that he/she has determined together with his / her thesis advisor by filling the form titled MASTER'S THESIS PROPOSAL FORM. This form must be submitted to the Institute at least six months before the thesis defense. For minor changes to be made in the Title of the Thesis, in a way that does not affect the content of the dissertation, it is necessary to fill the form titled MASTER'S THESIS PROPOSAL FORM and submit it to the institute along with a petition of the thesis advisor approving the change before the thesis defense date.</p>
	<p>The dissertation defense jury consists of three faculty members, at least one of whom is from outside his or her own higher education institution. One of the substitute members must be determined from the department in which the student is enrolled, and the other must be from a different higher education institution. The thesis defense jury is notified to the institute by preparing the form of MASTER'S THESIS DEFENSE REQUEST FORM.</p>
	<p>Before the thesis defense, the plagiarism software report regarding the thesis must be prepared. Turnitin similarity report can be obtained by following the instructions specified in the address given below https://marmara.libguides.com/c.php?q=599180. In the Turnitin similarity report, similarity rates should not exceed 30% in total and the rate of using a single source should not exceed 5%.</p>
 <p>The flowchart shows the process of thesis defense. It starts with 'Thesis defense'. If the student fails, they go to 'Failed' and then 'Dismissal'. If they pass, they go to 'Passed'. A box indicates that a correction must be defended before the same jury within 3 months before expiration of the maximum time-limit of the program. The 'Failed' path leads to 'Dismissal'.</p>	<p>The maximum duration of master's program with thesis, including the course period and defense of the dissertation, is six semesters in total. A student can defend his/her thesis at the earliest 6 months after the date of submitting "MASTER'S THESIS PROPOSAL FORM" to the Institute. The thesis defense date must be within the maximum completion period of the master's program. Before the defense;</p> <ol style="list-style-type: none"> 1. Savunma istek formu (defense request form), 2. inner cover-outer cover, 3. CD containing the thesis in PDF format, the first page of Turnitin and orijinallik beyanname formu (the form of declaration of the authenticity), 4. digital receipt from Turnitin program (similarity rate, first-last name, thesis subject and Turnitin logo), 5. Orijinallik Beyanname Formu (similarity justification will be written by the thesis advisor) will be prepared and delivered to the head of the department. <p>After the dissertation defense jury is approved by the institute, THESIS DEFENSE DATE NOTIFICATION FORM is taken from the student affairs office within two months. YÜKSEK LİSANS SAVUNMA TUTANAKLARI (MASTER'S DEFENSE MINUTES) must be manually received from the institute one day before or on the same day as the reported exam date.</p> <p>A student who receives a CORRECTION takes the defense exam again before the same jury, after making the corrections requested by the defense jury within the three-month correction period, not exceeding the maximum duration of the program of six semesters in total. Before the thesis defense exam;</p> <ol style="list-style-type: none"> 1. Tez Savunma İstek Formu for a second time 2. inner cover - outer cover, 3. CD containing PDF format thesis, first page of Turnitin and orijinallik beyanname formu, 4. digital receipt from Turnitin program (similarity rate, first-last name, dissertation subject and Turnitin logo) <p>must be prepared and delivered to the head of the department before the defense. The Defense date is notified to the institute with THESIS DEFENSE DATE NOTIFICATION FORM signed by the thesis advisor. MASTER'S DEFENSE MINUTES must be received manually from the institute one day before or on the same day as the reported exam date.</p>
	<p>Before the submission of the thesis to the institute, it is necessary to log in to YÖK National Thesis Center and prepare TEZ VERİ GİRİŞ FORMU (the dissertation data entry form) and to get a reference number. In addition, the Turnitin similarity report (https://marmara.libguides.com/c.php?q=599180) regarding the final version of the thesis accepted after the defense should be prepared. The Turnitin report is prepared from the thesis to be submitted to the institute, including all required corrections, if correction is requested during the defense. In graduation procedures;</p> <ol style="list-style-type: none"> 1. One must log into Higher Education Council's website (http://tez.yok.gov.tr) with the E-Devlet password, fill out TEZ VERİ GİRİŞ FORMU (THESIS DATA ENTRY FORM) and take 2 copies of signed printouts and then submit. 2. The entire dissertation is submitted in pdf format recorded in 2 CDs. The name of the PDF file must be the Reference Number existing on TEZ VERİ GİRİŞ FORMU (THESIS DATA ENTRY FORM). What CDs should contain; <ul style="list-style-type: none"> • One file in PDF format recorded with the reference Number consisting the following in the given order: Master's thesis including outer cover, inner cover, Turkish abstract, English abstract, introduction ... and • A Supplementary file consisting of THESIS STUDY ORIGINALITY REPORT DECLARATION FORM (the declaration form of the dissertation work authenticity report), the entire THESIS STUDY ORIGINALITY REPORT and the total number of pages of the thesis as well as a digital receipt showing the date of the process, not exceeding one month after the thesis defense date 3. THESIS STUDY ORIGINALITY REPORT DECLARATION FORM signed by the thesis advisor, 4. The first page printout of THESIS STUDY ORIGINALITY REPORT signed by the thesis advisor, showing that the thesis does not exceed 30% similarity in total and 5% similarity in a single source, 5. DIGITAL RECEIPT printout signed by the thesis advisor showing the total number of pages of the thesis and the date of the process, not exceeding one month from the thesis defense date, 6. After fulfilling the requirements specified by Marmara University, Department of Library and Documentation at http://kutuphane.marmara.edu.tr/hizmetler/tez-teslim-proseduru/ the forms of THESIS SUBMISSION and KİTAP BORCU YOKTUR (NO BOOKS DUE) received from the Department of Library and Documentation 7. Student ID issued by the Institute, 8. As for foreign students; YABANCI UYRUKLU MEZUN BİLGİ FORMU (THE FOREIGN STUDENT GRADUATE INFORMATION FORM) must be filled out by logging into https://www.turkiyemezunlari.gov.tr, and a copy must be printed out and submitted to the Institute.

* Workflow Process of Master's Degree with Thesis is a guide for the students enrolled in the Master program which requires writing a thesis. Detailed information about the master's degree with thesis can be found in Marmara University, Institute of Islamic Economics and Finance, Graduate Education and Training Regulation.

** All forms mentioned under the heading of "duties, authorities and responsibilities" can be found at Institute of Islamic Economics and Finance → Student → Student Forms; tab (<https://muisef.marmara.edu.tr/en/students/student-forms>).