



## Workflow Process of Master's Degree Without Thesis\*

Workflow Process	Duties, Authorities, and Responsibilities
<p>Appointment of Academic Advisor</p>	<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>Course Registration, First Semester</p>	<p>Student selects <b>all the courses through BYB</b> within the dates announced by the Institute at the beginning of the first semester, if the student's first semester is fall semester, then according to the fall semester curriculum, opened under the course pools (1-5) or (1-6); if the student's first semester is the spring semester, then from the courses to be opened under the course pools (6-10) or (7-11) according to the curriculum of the Spring semester</p>
<p>Completion of Course Registration</p>	<p>In order for the course selection to be completed and approved, <b>the program tuition and fees are paid and the course selection is sent to the academic advisor's approval via BYB</b>. Course registration is finalized after it is approved by the academic advisor (Head of the Department)</p>
<p>Course Registration, Second Semester</p>	<p>At the beginning of the second semester, if the student's second semester is the fall semester, then <b>all the courses</b> opened under the course pool (1-5) or (1-6) according to the fall semester curriculum, and if the student's second semester is the spring semester, then <b>all the courses</b> opened under the course pools (6-10) or (7-11) according to the spring semester curriculum <b>are selected through BYB</b>. In the second semester, students <b>must register for the PROJECT COURSE</b> along with their courses.</p>
<p>Completion of Course Registration</p>	<p>In order for the course selection to be completed and approved, <b>the program tuition and fees are paid and the course selection is sent to the academic advisor's approval via BYB</b>.</p>
<p>Appointment of Project Advisor</p>	<p>The project advisor is recommended by the head of the department and approved by the Executive Board of the Institute</p>
<p>Preparation and submission of the Project</p> <p><b>CORRECTION:</b> at the end of the second semester, a two-month extension is given upon the request of the Project Advisor, recommendation of the head of the department and approval of the Board of Directors of the Institute.</p> <p>Failed</p> <p>Dismissal</p> <p>Passed</p>	<p>The student must submit the final version of the work prepared in accordance with <b>the project title</b> determined together with the project advisor for the approval of the advisor <b>by the end of the second semester</b>.</p> <p><b>The maximum duration of Master's programs without thesis is three semesters.</b> The student must be successful in his / her courses and project work by the end of three semesters. Within the maximum duration of the master's program without thesis, if any one of the following happens:</p> <ul style="list-style-type: none"><li>• Failing from any course,</li><li>• Failing to submit the project work</li></ul> <p>the student will be considered unsuccessful and <b>dismissed from the higher education institution</b>.</p>
<p>The Project Advisor enters the results into BYB and the graduation procedures are started</p>	<p>The duration of master's program without thesis begins from the period in which the courses are given. Courses and project work must be completed successfully in minimum two and maximum three semesters, regardless of whether the student is actively registered for each semester in the program in which he/she is enrolled. Within these time limits, it is required,</p> <ul style="list-style-type: none"><li>• all courses to be completed successfully,</li><li>• the term project to be completed and submitted to the Institute.</li></ul> <p>A student who is successful in his/her courses and project work moves to the graduation stage.</p> <p>For graduation, the following documents must be submitted to the Institute.</p> <ul style="list-style-type: none"><li>• Printouts of the inner cover, outer cover of the project work,</li><li>• A copy of the project work recorded to a CD in Word or PDF format,</li><li>• A printout of Grades from BYB (approved by Project Advisor)</li></ul>

\* Workflow Process of Master's Degree Without Thesis is a guide for the students enrolled in the Master's program which does not require writing a thesis. Detailed information about the master's degree without thesis can be found in Marmara University, Institute of Islamic Economics and Finance, Graduate Education and Training Regulation.