



T.C.
RECTORATE OF ISTANBUL GELISIM UNIVERSITY
The Dean's Office of the Faculty of Health Sciences



It entered into force with the decision of the IGU Senate dated 22.03.2023 and numbered 2023-06-04.

GRADUATION THESIS DIRECTIONS

1. Course Description

Graduation Thesis is a course that provides students with the ability to access and use information and prepare an independent report to check a hypothesis on a theoretical or applied subject or to design scientific research.

2. Purpose of the Course

The Graduation Thesis aims to provide knowledge, skills and attitudes regarding the planning, implementation and completion of thesis studies in accordance with the principles and rules of scientific research ethics.

3. Course Management

a. Graduation Thesis advisor and advisor appointment:

- i. The Graduation Thesis supervisor in each department is the head of the department. In cases of necessity, the head of the department may delegate this authority to other faculty members of the department with the approval of the Deanery. This delegation is also stated in the course schedule.
- ii. The head of the department appoints faculty members who are eligible to teach, including themselves, as advisors to students during the course registration week, with a written notice.
- iii. The Graduation Thesis advisor is determined by the course coordinator, taking into account the student's suggestions.

b. Graduation Thesis application semester and notification of the graduation thesis:

- i. In departments that have a Seminar course in their curriculum, the seminar topic can be the students' thesis topic. In departments that do not have a Seminar course in the curriculum, the subject of the Graduation Thesis is given to the student at the latest in the 8th Semester, by the end of the course add-drop period specified in the Academic Calendar.
- ii. During the course registration process, each student submits the “**Graduation Thesis Application Form**” (**Appendix 1**) to their advisor by the end of the third week. The thesis topic is evaluated on the same form and, if deemed appropriate, is approved by the advisor.
- iii. For the purpose of communicating with students, the “**Graduation Thesis Students Contact Information Form**” (**Appendix 2**) is prepared by the course advisor.

FoHS GRADUATION THESIS DIRECTIVE

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c. Change of the subject/title of the Graduation Thesis:

- i. In departments that have a Seminar course in their curriculum, changing the subject/title of the dissertation is the responsibility of the advisor, and the thesis subject/title can be changed within 3 weeks at the latest following the date it is given at the beginning of the 7th Semester during the Seminar Course process. No changes can be made to the thesis topic/title as of the 8th Semester.
- ii. In departments that do not have a Seminar course in their curriculum, the subject of the Graduation Thesis can be changed within 3 weeks at the latest following the date of submission at the beginning of the 8th Semester.

d. Duration of the Graduation Thesis:

- i. The Graduation Thesis begins at the beginning of the 8th Semester and ends during the final week of the Graduation Thesis course.
- ii. The student must submit their graduation thesis to the thesis advisor on the announced date, in the week when the final exams are held, according to the academic calendar of the semester in which they are responsible.

4. Advisor Change Process

In departments with Seminar courses, the advisor of the Graduation Thesis is appointed together with the Seminar course in the 7th semester. If the student has a valid reason, they can change the advisor assigned to them in the 7th semester by contacting the course administrator. The student cannot change his/her graduation thesis advisor during the 8th semester. However, in extraordinary cases notified by the Head of the Department (such as leave of the advisor, illness, inaccessibility due to out-of-town projects, etc.), the student completes the graduation thesis with a new advisor.

5. Graduation Thesis Preparation Rules

- a. Graduation thesis is written according to IGUSABDER Writing Rules. Relevant spelling rules can be accessed at <https://dergipark.org.tr/tr/pub/igusabder/writing-rules> .
- b. Graduation thesis can be prepared using qualitative, quantitative or mixed methods
- c. While preparing the Graduation Thesis **Cover Sample (Annex3)** should be used.
- d. While preparing the Graduation Thesis **Writing Plan Sample (Appendix 4)** should be used.
- e. While preparing the Graduation Thesis **Contents Index Example (Appendix 5)** should be used.

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6. Course Follow-up and Evaluation

- a. Since the Graduation Thesis is a practical course without a theoretical course load, there are no midterm exams, final exams, or makeup exams in accordance with **Article 23, Paragraph 1, Clause (b) of the Istanbul Gelisim University Associate and Undergraduate Education and Examination Regulation**. For end-of-term evaluation, the student is provided with the 'project (graduation thesis) submission date' in the final exam schedule. The student submits their graduation thesis to the thesis advisor for evaluation on the announced date.
- b. At the end of the semester, the score obtained by the student through the '**Graduation Thesis Evaluation Form**' (**Appendix 6**), reflecting their performance throughout the semester, is entered into the system as the final grade on the final exam day specified in the Academic Calendar.
- c. The course grade is calculated in accordance with **Article 23, Paragraph 1 of the Istanbul Gelisim University Associate and Undergraduate Education and Examination Regulation**.
- ç. In the Graduation Thesis course, student interviews are held individually or in groups, face to face, online or with hybrid application, at intervals deemed appropriate by the advisor.
- d. The advisor meets with the students assigned to him/her at least 4 times during the semester.
- e. During the thesis process, advisor-student meetings are documented using the '**Meeting Follow-up Form**' (**Appendix 7**). For the issuance of final grades, the student submits the thesis report to their advisor in digital format as a Word and PDF file.
- f. A student who fails to submit their Graduation Thesis to their advisor by the specified deadline is considered **UNSUCCESSFUL**.
- g. At the beginning of the academic year, the course instructor determines the advisors for the students and submits the forms (**Appendices 1, 2, 6, 7**) to be used for tracking and evaluation to the advisor. At the end of the semester, the relevant forms, along with the completed theses, are submitted by the advisor to the course instructor.
- h. All forms prepared regarding the course process (**Appendices 1, 2, 6, 7**) are submitted to the Student Affairs Department by the course instructor on the date specified in the Academic Calendar.

7. Execution

- a. The provisions contained herein are enforced by the Deanship of Istanbul Gelisim University Faculty of Health Sciences.
- b. For matters not included in this Directive, the provisions of the "Istanbul Gelisim University Associate and Undergraduate Education and Examination Regulation" and/or the Faculty Board Decisions of the Faculty of Health Sciences apply.
- c. This Directive shall enter into force as of the date it is approved by the Istanbul Gelisim University Senate, and the Graduation Thesis Directive approved by the decision of the Istanbul Gelisim University Senate dated 2023-02-07, numbered 20.01.2023, shall become invalid as of the effective date of this Directive.

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ANNEXES:

APPENDIX-1: GRADUATION THESIS APPLICATION FORM

APPENDIX-2: GRADUATION THESIS STUDENTS CONTACT INFORMATION FORM

APPENDIX-3: GRADUATION THESIS COVER SAMPLE

APPENDIX-4: GRADUATION THESIS WRITING PLAN SAMPLE

APPENDIX-5: GRADUATION THESIS TABLE OF CONTENTS EXAMPLE

APPENDIX-6: GRADUATION THESIS EVALUATION FORM

APPENDIX-7: GRADUATION THESIS INTERVIEW FORM

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ANNEX-1. GRADUATION THESIS APPLICATION FORM

...../...../.....

Student's Department	
Student's Number	
Student's Name and Surname	
Graduation Thesis Topic	
Graduation Thesis Title	
Date of Submission of the Graduation Thesis/...../.....
Name-Surname of the Advisor	
Advisor's Signature	
Student's Signature	
Course Instructor's Signature	

First application	(...)
Revision application (Thesis topic/title change)	(...)

**Note: This form is prepared in three copies (Course Instructor, Advisor, Student)*

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ANNEX-2. GRADUATION THESIS STUDENTS CONTACT INFORMATION FORM

ADVISOR'S NAME-SURNAME:

DEPARTMENT:

ORDER NO	STUDENT UNIVERSITY NUMBER	NAME SURNAME	EMAIL	PHONE NUMBER
1				
2				
3				
4				
5				
6				
7				
8				
9				
10.				

	Name – Surname:	Signature:
Course Instructor:		
Date:		

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ANNEX-3. EXAMPLE OF GRADUATION THESIS COVER

**COMPARISON OF TWO HISTOLOGICAL METHODS IN CALCULATING
THE SURFACE AREA OF THE SMALL INTESTINE**

GRADUATION THESIS

PREPARED BY
ASLIHAN ASLAN

ADVISOR
PROF. DR. HASAN HAKAN BOZKURT

İSTANBUL
2023

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ANNEX-4. EXAMPLE OF A GRADUATION THESIS WRITING PLAN

ETHICAL APPROVAL PAGE
PREFACE
TABLE OF CONTENTS INDEX
TABLE INDEX
FIGURE INDEX
ABBREVIATION INDEX
ABSTRACT IN TURKISH
ABSTRACT
1.PART ONE: INTRODUCTION
2. PART TWO: MATERIAL and METHOD
<i>*Sub-degree section titles (2.1, 2.1.1... ve 2.2, 2.2.1)</i>
3.PART THREE: FINDINGS
<i>* Sub-degree section titles (3.1, 3.1.1... ve 3.2, 3.2.1)</i>
4.PART FOUR: CONCLUSION DISCUSSION AND SUGGESTIONS
REFERENCES
ANNEXES

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ANNEX -5. GRADUATION THESIS TABLE OF CONTENTS INDEX
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ANNEX-6. GRADUATION THESIS EVALUATION FORM

A. Evaluation Criteria

GENERAL (30 points)	The thesis is understandable and easy to read. The student has followed the thesis writing rules. The thesis sections are in integrity with each other.
INTRODUCTION (20 points)	The problem/problems that cause scientific research have been identified. The hypotheses for the solution of the problem/problems are explained.
MATERIAL & METHOD (10 points)	The material and method are sufficient to explain the hypotheses.
FINDINGS (10 points)	Tables, figures, graphs and interpretations are understandable and sufficient.
DISCUSSION (10 points)	Current studies that support / do not support the solution of the problem have been used and are sufficient.
RESULT (10 points)	The results are in accordance with the thesis writing rules.
ANNEXES (10 points)	The annexes are up-to-date and sufficient.

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B.GRADUATION THESIS FINAL EXAM EVALUATION TABLE

ADVISOR'S NAME- SURNAME: **DEPARTMENT:**

No	Student's ID	Student's Name-Surname	EVALUATION							
			GENERAL	INTRODUCTION	MATERIAL AND METHOD	FINDINGS	DISCUSSION	RESULT	ANNEXES	TOTAL
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

	Name-Surname	Signature
The Instructor of the Course:		
Date:		

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ANNEX-7. GRADUATION THESIS INTERVIEW FORM

Student's Name-Surname	Advisor's Name-Surname	Interview Date	The Opinion and Recommendations of the Advisor	Advisor's Signature	Student's Signature
		1.			
		2.			
		3.			
		4.			
		1.			
		2.			
		3.			
		4.			
		1.			
		2.			
		3.			
		4.			
		1.			
		2.			
		3.			
		4.			
		1.			
		2.			
		3.			
		4.			
		Name-Surname	Signature		
The Instructor of the Course:					
Date:					

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