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| **Thesis Preparation and Defense Guidelines**  **- For the Students -** |
| **INSTITUTE FOR SOCIAL SCIENCES**   |  | | --- | | **THESIS PREPARATION** | | Candidates for master’s degrees at Turkish-German University are required to write and defend a thesis.  The word thesis used here refers to a formal research investigation on an approved topic. A thesis requires an oral defense and a written paper evaluated by an academic committee convened for that purpose. Culminating projects that substitute for the thesis (non-thesis options) are not regulated by these policies. | | **THESIS TOPIC** | | “**MASTER'S DEGREE ADVISOR APPOINTMENT REQUEST FORM”** and **“MASTER'S DEGREE THESIS TITLE/THESIS SUBJECT NOTIFICATION FORM”**. When the topic has been approved by the advisor.  The advisor must be a member of the Graduate Faculty who has been approved to direct theses.  Although a detailed thesis prospectus is not required, a paragraph should be attached to the Notification of Approved Thesis Topic form that includes a clear statement of the problem to be undertaken and the procedure or methodology to be used in the research.  The topic of the final thesis of the Master's degree programme is prepared jointly by the student and the supervisor and communicated to the Institute as a topic proposal by the end of the second semester at the latest, together with the opinion of the responsible major subject supervisor, and determined by decision of the Administrative Board of the Institute (Art. 39 (1)).  If changes are to be made to the topic of the thesis and its proposal, this may be done on the basis of a proposal by the supervisor on the part of the Administrative Board of the Institute (Art. 39 (2)). For this purpose, **“MASTER'S DEGREE THESIS TITLE” and / or “THESIS SUBJECT CHANGE NOTIFICATION FORM”** need to be filled and submitted to the Institute.  If the topic requires the approval of the Ethics Board, this must be obtained from the Institute's Board of Directors prior to submission (Art. 39 (3)). | | **BEFORE DEFENDING THE THESIS** | | Before defending the thesis, students present the thesis to their supervisor. When the advisor believes the thesis is ready for preliminary approval, the advisor asks for the plagiarism report. The supervisor hands over the thesis to the institute together with a written consent stating that the thesis is ready to be defended. The advisor will designate the time and place of the oral defense and notify all members of the thesis committee.  The academic calendar includes important dates for defense for each semester of the academic year. When the student and his\*her advisor begin thinking about defending, the student should check the academic calendar for deadlines. | | **THESIS COMMITEE** | | A master’s thesis defense committee must include the advisor, a second faculty member from within your programme, and a faculty member from another university (external jury member).  The supervisor organises the defense in accordance with the research area of the thesis. If there are two supervisors the defense jury consists of 5 including the supervisors. If there is one supervisor the defense jury consists of 3 members. In each case one of the jury members should be out of TAU. The external and internal jury members are decided and invited to the defense by the supervisor.  When the student has developed a thesis topic acceptable to the advisor, a thesis committee responsible for overseeing the progress of the candidate's thesis is appointed.  The student’s advisor in consultation with the student and the Graduate Coordinator appoints the members of the committee. After the date, time and place of the defence meeting have been determined jointly with other jury members, the advisor and the Graduate Coordinator, sign the **"MASTER'S THESIS DEFENSE EXAM JURY FORMING FORM**" with the **“Defense Petition”** and forward them to the Social Sciences Institute Secretariat for approval of the Director of Institute. The Institute will officially invite the external jury member to the defense.  After the determination / appointment of the jury members, the student submits a copy of her thesis to all jury members and the advisor and all members of the committee, the Graduate Coordinator or Department Chair sign the “**REPORT OF THESIS DELIVERY TO JURY MEMBERS”**.The student is responsible for collecting the necessary signatures and for submitting the report to the institute secretariat on time**.**  This group will consist of at least *three* members if there is one supervisor:   1. The advisor, who chairs the committee. 2. An additional member from the candidate's department or institute. 3. The external Jury member must be a faculty member from another Turkish University (external jury member).   This group will consist of at least *five* members if there are two supervisors:   1. The first advisor, who chairs the committee. 2. The second advisor. 3. At least two additional members from the candidate's department or institute. 4. The external Jury member must be a faculty member from another Turkish University (external jury member). | | **FINAL EXAMINATION (ORAL DEFENSE)** | | The members of the examination committee meet no later than one month after receipt of the relevant thesis and the final examination (oral defense).  **The thesis advisor will act as the moderator** at the oral defense. His or her duties are to preside and see to it that all participants act in a civilized, polite, and proper manner. He or she should be familiar with the procedures of the oral defense and has the authority to suspend proceedings should a situation arise that would not be conducive to a fair examination.  The student will open the oral defense with a brief presentation of his or her findings, after which the members of the thesis committee will question the candidate in an order determined by the advisor. Questions dealing with the substance, meaning and usefulness of the research in the thesis are of greatest priority. Inquiries or comments dealing with punctuation, grammatical minutiae, spelling, etc., are out of order. Such comments should be written out and privately submitted to the student and the advisor.  When, in the judgment of the advisor, members of the thesis committee have had an adequate opportunity to question the student, the advisor may open the examination to non-committee members of the graduate faculty, then, as the advisor deems appropriate, to others present. If, in the opinion of the advisor or upon a motion duly passed by a majority of the committee, it is deemed desirable to discontinue the oral defense, the advisor may recess the oral defense until a time mutually agreeable to the advisor, the student, and the thesis committee.  The Defense Meeting should last at least 45 minutes and at most 90 minutes. When the questioning has run its course, the advisor will excuse everyone except members of the thesis committee and, if in attendance, the Graduate Coordinator and School Director.  Parliamentary procedure will be followed to determine the success or failure of the student, with the advisor serving as chair.  The student should be evaluated upon both:  a) the overall quality and significance of his or her thesis, and  b) the oral defense of his or her findings.  A student passes the oral defense and becomes a “candidate” for the degree if he or she passes with no more than one dissenting vote.  The advisor and members of the thesis committee will sign “**MASTER'S THESIS DEFENSE EXAM REPORT FORM”**, and each registers his or her vote of “pass” or “fail.” Thesis committee members may not abstain in this vote. The advisor and all members of the committee sign the report, and the document is forwarded to the Social Sciences Institute Secretariat for the signature of the Director of Institute. The Institute Secretariat returns a copy of the completed form to the Department.  Following the decision of revisions required by the committee, the defense process is delayed for 3 months and repeated. | |