

Graduate School of Engineering and Natural Sciences

Graduate Programs Orientation



Graduate School of Engineering and Natural Sciences

Biomedical
Engineering and
Bioinformatics

PhD
MS (With Thesis)
MS (Without Thesis)

Electrical-Electronics
and Cyber Systems
Engineering

PhD
MS (With Thesis)
MS (Without Thesis)

Healthcare Systems
Engineering

PhD
MS (With Thesis)

Climate Change,
Energy and Health

(30% English)
MS (With Thesis)

İnşaat Yönetimi
ve Hukuku

PhD
MS (With Thesis)
MS (Without Thesis)

Yapılı Çevre ve
Sağlık

MS (Without Thesis)

Civil
Engineering

(30% English)
PhD
MS (With Thesis)

Computer
Engineering

PhD
MS (With Thesis)



sens.medipol.edu.tr



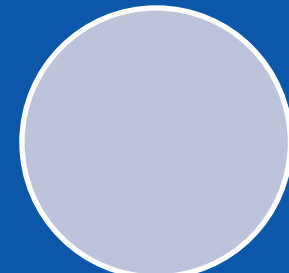
Management Organization



Prof. Dr. Yasemin
YUKSEL DURMAZ,
Director of GSENS



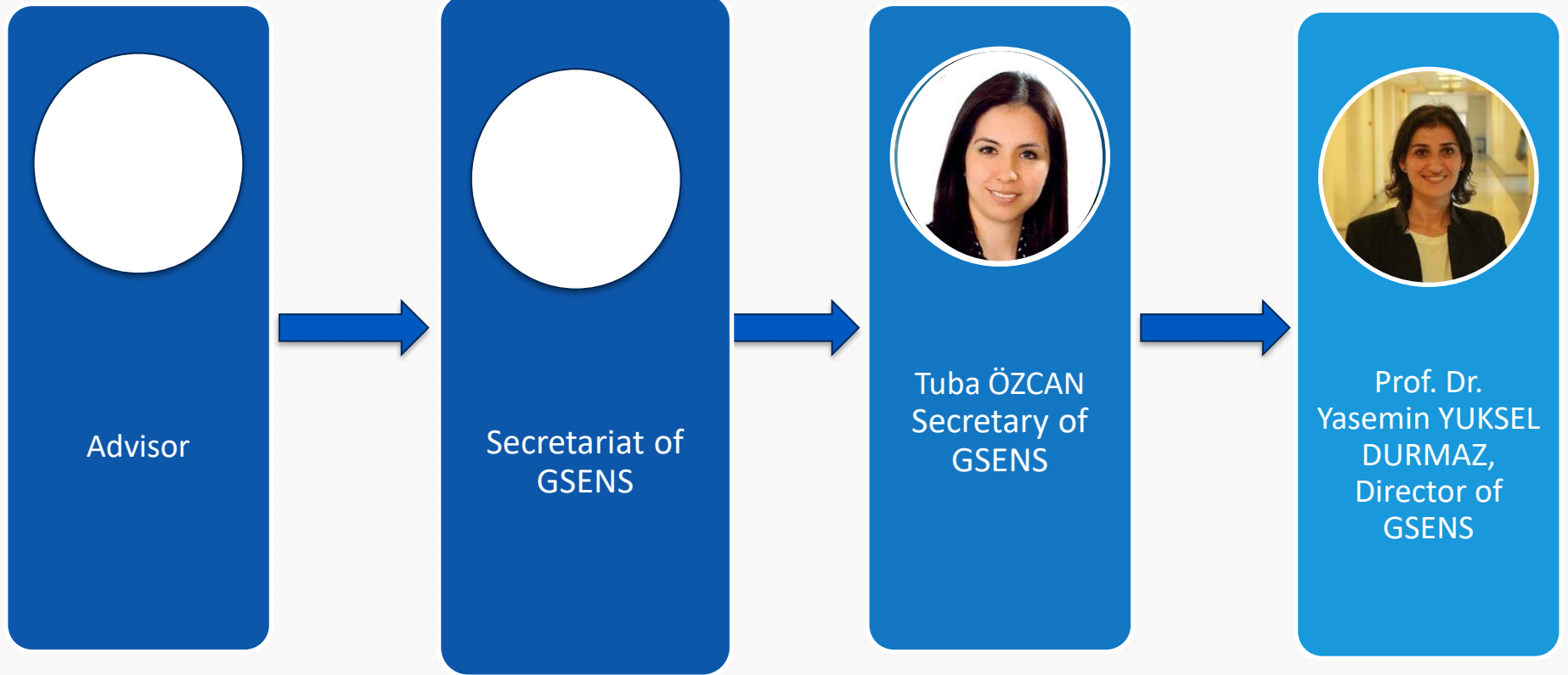
Tuba ÖZCAN
Secretary of
GSENS



Secretariat of
GSENS



Problem Solving Organization



First visit “sens.medipol.edu.tr”

- Courses
- Guideline for graduate student
- Guideline and template for thesis
- Procedures that needs to be done after defense exam
- Forms
- Letters
- Application details
- Program details
- Course schedule

<https://www.medipol.edu.tr/en/academics/graduate-schools/graduate-school-of-engineering-and-natural-sciences>

<http://sens.medipol.edu.tr/forms/>

<http://sens.medipol.edu.tr/thesis/>

Forms

[Form: Application to Take PhD Qualifying Exam](#)

[Form: Application to Take Thesis Defense Exam](#)

[Form: PhD Qualifying Exam Committee and Exam](#)

[Form: Selection of Courses and Committee Memb](#)

[Form: Exam Result](#)

[Form: Oral PhD Qualifying Exam Result](#)

[Form: Thesis Advisor Selection](#)

[Form: Thesis Exam Committee and Defense Date](#)

[Form: Thesis Plagiarism Report](#)

[Form: Thesis Submission Form](#)

[Form: Thesis Supervision Committee](#)

[Form: Thesis Topic Selection Form](#)

[Form: Written PhD Qualifying Exam Result](#)

Letters

[Course Transfer Letter](#)

[Special Student Course Transfer Letter](#)

[Leave of Absence Letter](#)

[Registration Delete Form](#)

[Registration Delete Letter \(Graduation\)](#)

[Registration Delete Letter](#)

[Re-Registration Letter](#)

[Thesis Advisor Change Letter](#)

[Transfer Letter](#)

[Thesis Constraint Letter](#)

[Special Student General Information \(in Turkish\)](#)

[Special Student General Information \(in English\)](#)

[Special Student Approve](#)

Thesis

[Procedures to be Made After The Thesis Defense](#)

[Tez Savunması Sonrası Yapılması Gereken İşlemler](#)

[Latex Template for MS](#)

[Latex Template for MS \(co-advisor\)](#)

[Latex Template for PhD](#)

[Latex Template for PhD \(co-advisor\)](#)

[Declaration of Originality](#)

[Medipol University Thesis Format \(in Turkish\)](#)

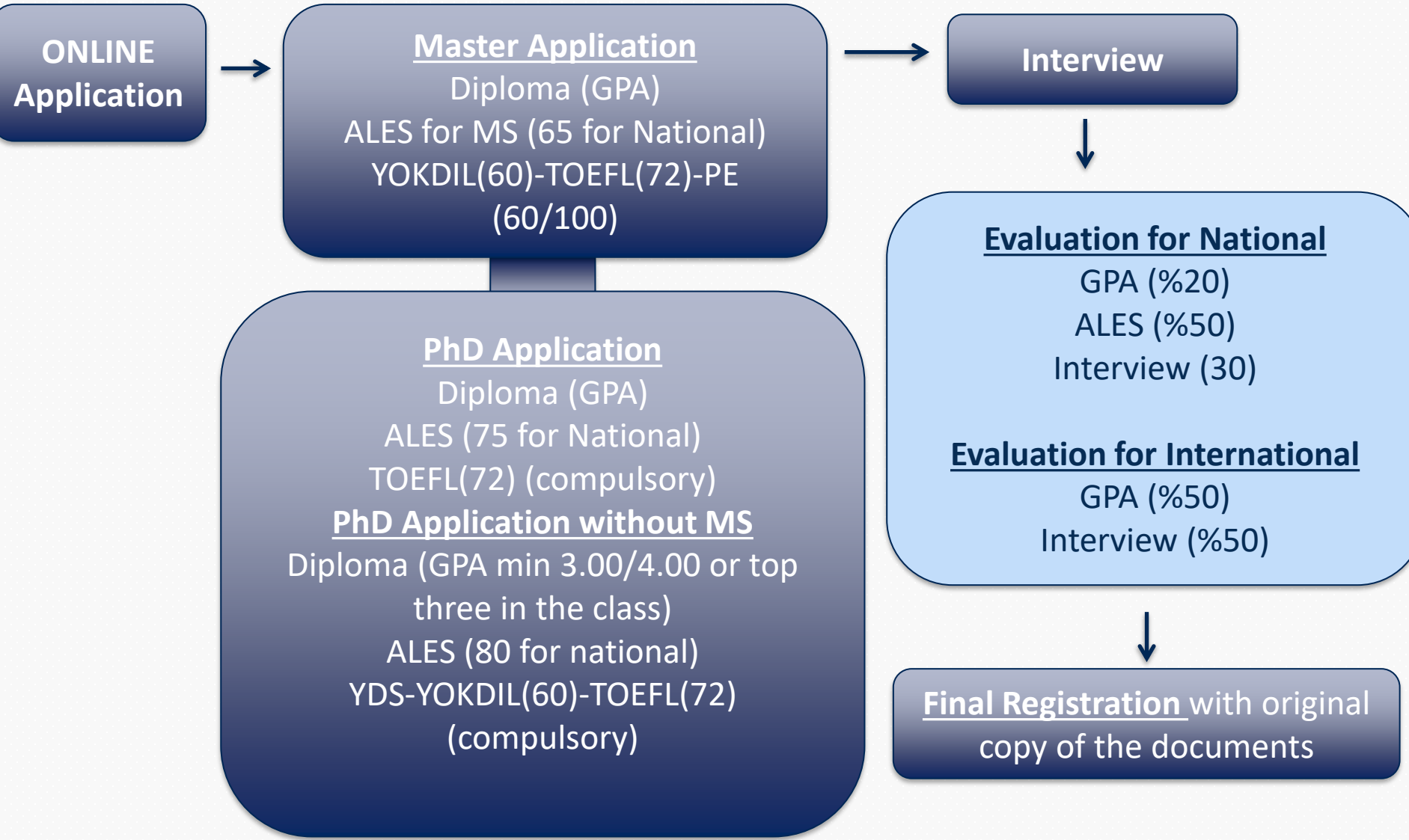
[Medipol University Thesis Format](#)

[Thesis Cover Template](#)

[Color Code for the Thesis Cover Background](#)

[Hardcover Outer Cover Spine Title](#)

Getting into GSENS



Academic Calendar

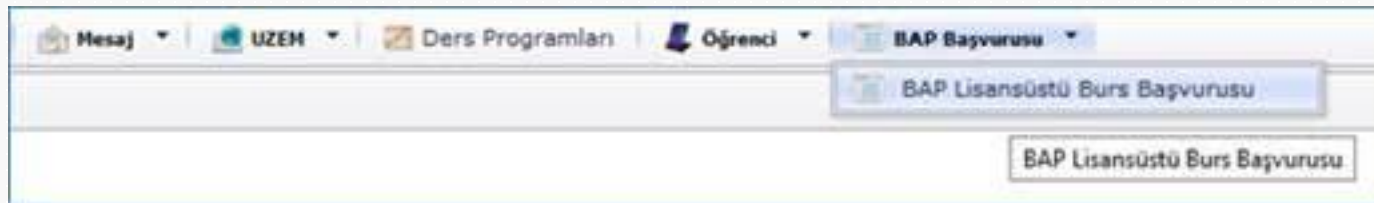
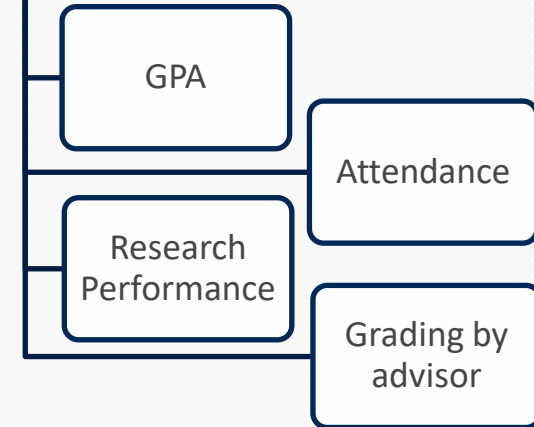
| Explanation | Start | End |
|---|------------|------------|
| Beginning - End of Online Application for Fall Semester | 02.10.2023 | 12.01.2024 |
| Fall Semester Course Selection | 26.09.2023 | 06.10.2023 |
| Fall Semester Add-Drop Term | 07.10.2023 | 13.10.2023 |
| Fall Semester - Midterms | 18.11.2023 | 26.11.2023 |
| Fall Semester - End Of Courses | 12.01.2024 | 12.01.2024 |
| Fall Semester - Final Exams | 15.01.2024 | 28.01.2024 |
| Thesis Submission Deadline for Fall Semester (10.12.2023 is the last defense exam date) | 10.01.2024 | 10.01.2024 |
| Fall Semester Proficiency Written Exam | 18.01.2024 | 18.01.2024 |
| Fall Semester Proficiency Oral Exam | 22.01.2024 | 26.01.2024 |
| BEGINNING -END OF SPRING SEMESTER | 12.02.2024 | 31.05.2024 |
| Spring Semester - Course Selection | 10.02.2024 | 18.02.2024 |
| Spring Semester Add-Drop Term | 19.02.2024 | 23.02.2024 |
| Spring Semester - Midterms | 30.03.2024 | 07.04.2024 |
| Spring Semester - End Of Courses | 31.05.2024 | 31.05.2024 |
| Spring Semester - Final Exams | 01.06.2024 | 13.06.2024 |
| Thesis Submission Deadline for Spring Semester (14.07.2024 is the last defense exam date) | 14.08.2024 | 14.08.2024 |
| Spring Semester Proficiency Written Exam | 04.07.2024 | 04.07.2024 |
| Spring Semester Proficiency Oral Exam | 08.07.2024 | 12.07.2024 |



Each Semester

- Course selection with approval of your advisor.
- BAP application.
- Completion of BAP document based on % fellowship.
 - All first semester students are fully supported as long as they are full time researcher in the university, but they still need to apply for BAP and deliver proper document to accounting department.

How does BAP work?



| MS | | ECTS |
|----------------------------|---|---|
| Minimum Course Requirement | <ul style="list-style-type: none"> Graduate Seminar Scientific Research Techniques and Ethics 7 technical courses (21 credits) | Have to be 60 ECTS (except for Scientific Research Techniques and Ethics) |
| Minimum ECTS Requirement | 120 | (7+2) courses 60 ECTS +Thesis 60 ECTS |

| PhD | With MS Degree | ECTS | Without MS Degree | ECTS |
|----------------------------|---|------|--|------|
| Minimum Course Requirement | <ul style="list-style-type: none"> Graduate Seminar Scientific Research Techniques and Ethics* 7 technical course (21 credits) | 60 | <ul style="list-style-type: none"> Graduate Seminar Scientific Research Techniques and Ethics 14 technical courses (42 credits) | 120 |
| | <ul style="list-style-type: none"> Qualifier | 30 | <ul style="list-style-type: none"> Qualifier | 30 |
| | <ul style="list-style-type: none"> Thesis | 120 | <ul style="list-style-type: none"> Thesis | 120 |
| | <ul style="list-style-type: none"> Guided Research | 30 | <ul style="list-style-type: none"> Guided Research | 30 |
| Minimum ECTS Requirement | | 240 | | 300 |

- Course load must be completed within 4 semesters, otherwise your studentship will be ended.
- Missing ECTS can be completed with "Guided Research I and II".
- Students CAN transfer maximum half of the required course credits. This means max GSENS accepts your 3 courses
- *If it hasn't taken before
- Scientific Research Techniques and Ethics course is not a technical course



Courses

- List of the course can be found at sens.medipol.edu.tr
- MS student can take max of **2 undergraduate courses** if they haven't taken before
- However, PhD student **can not** take the undergraduate courses
- MS and PhD student **can take max of 2 courses from different graduate schools** (PhD without MS can take max of 4 courses)
- PhD students can take MS courses **by considering the balance in the transcript**
- **MS student can take both MS and PhD courses.** However, their PhD courses that they took during their MS won't be count as course load for PhD if they continue to PhD program

Program Durations

| | Master | PhD | |
|----------------------|--------|---------|------------|
| | | With MS | Without MS |
| Min. Time (semester) | 4 | 8 | 10 |
| Max. Time (semester) | 6 | 12 | 14 |

- End of the maximum time, who could not complete the program requirement, their studentship will be terminated.
- Maximum time to complete MS courses is 4 semester
- Maximum time to complete PhD courses is 4 semester for PhD with MS and 6 semester PhD without MS.
- Early graduation is possible from MS program (end of 3rd semester), however requires solid success.

Advisor

- The advisor assigned in the first semester on Mebis system is your academic advisor and is the person who approves your course selections (for new student).
- It is obligatory to assign a **Thesis/Project advisor to each graduate student until the end of the first semester.** For this reason, students are required to fill in the relevant forms at the end of the first semester and submit them to GSENS.
- The **thesis/project topic** must be decided **at the end of the second semester at the latest.** For this reason, students are required to fill in the relevant forms at the end of the first semester and submit them to GSENS.
- If the thesis work requires more than one advisor, a **co-advisor** from the university or out of university can also be selected.
- The student's requests for a reasoned **change of advisor** are submitted to GSENS and become final with the decision of the Graduate School Administrative Board.
- **GSENS needs to be informed in advance for advisor change or co-advisor assignment requests. Last min request are not considered.**
- In the thesis topic changes, the remaining time for the completion of the thesis should be considered and the justification should be presented according to the legislation. **Thesis Title** changes that do not cause any change in the thesis should be submitted to GSENS with a petition.



sens.medipol.edu.tr/forms/



Finalizing Thesis and Graduation (MS)

- **Start planning your defense with your advisor 2 months** prior to your expected graduation (defense) day. Be careful about thesis submission deadlines.
- Obtained results should be **written as a thesis** by following the rule the GSENS defined.
- Completed thesis should be **submitted to advisor** for his/her review. Please provide your advisor time for review like **minimum 2 weeks** before thesis submission.
- **Advisor approves and submits thesis to GSENS along with all required information** for thesis defense like committee members, defense date and time etc...

- Forms need to be filled;
 - *Thesis submission form.*
 - *Application to take thesis defense exam.*
 - *Thesis exam committee and defense date form .*
 - *Thesis plagiarism report form.*

- **GSENS creates the originality report** and sends it along with thesis to advisor and other committee members. Theses with an **originality rate of less than 15%** are accepted. The thesis originality report should not be sent to the members of the jury before it is considered successful. **This takes 3-4 weeks.**
 - Once it is delivered to your thesis committee you have a month to defend it.



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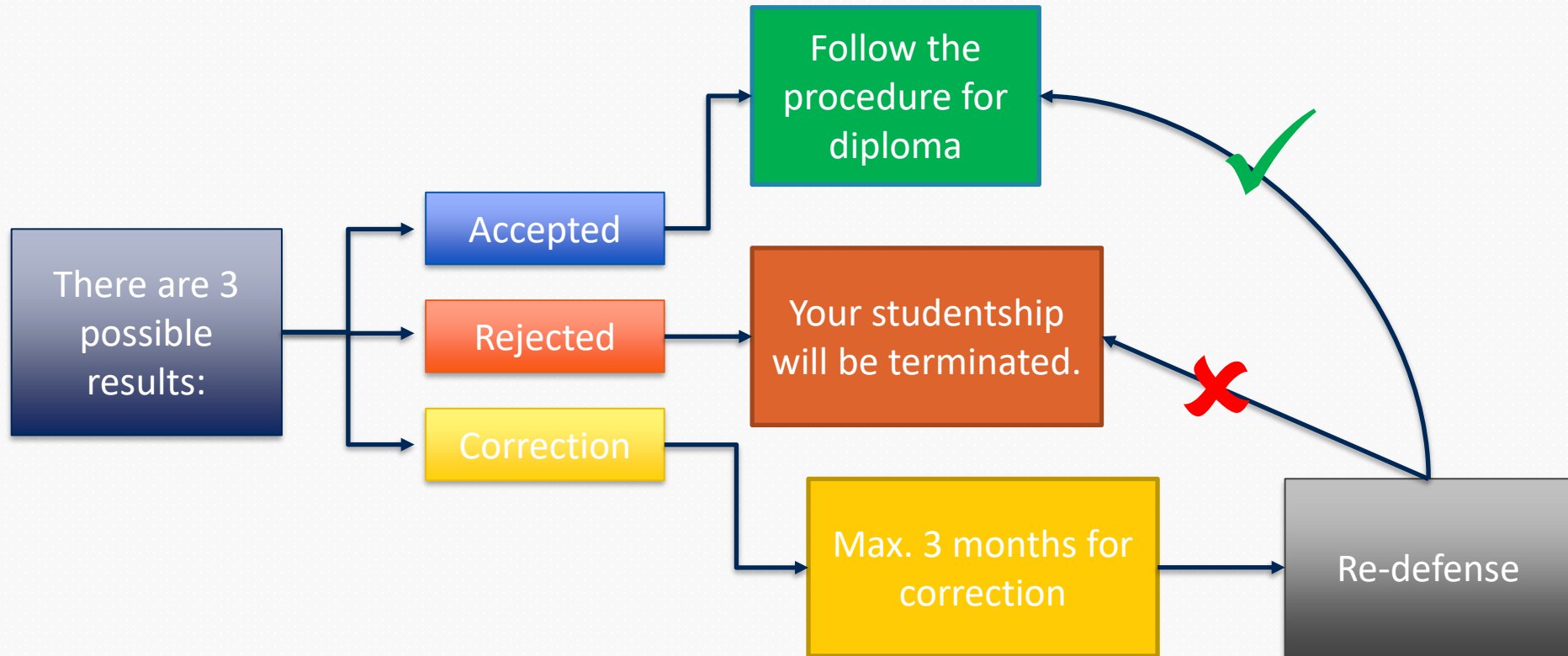
Defense Exam (MS)

- Defense committee;
 - 3 committee members including student's advisor.
 - 1 committee member should be from another university
 - Co-advisor can join the exam.
- Exam results should be reported to GSENS within **3** days.
 - Forms need to be filled.
 - Exam result form.



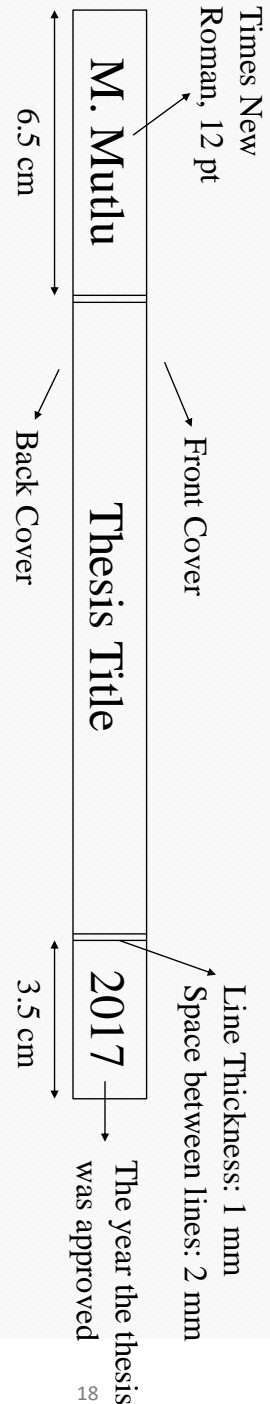
sens.medipol.edu.tr/forms/

Defense Exam (MS)



Diploma (MS)

- The thesis, which has been corrected within a month and prepared **according to the thesis writing guideline**, needs to be checked by the relevant GSENS Thesis Control Supervisor and the Thesis Checklist needs to be completed. Before this process, the **STUDENT'S ADVISOR MUST REVIEW THE THESIS ONE LAST TIME.**
- The thesis, which has been prepared and checked according to the thesis writing guideline **(2 hard copies containing the signatures of all jury members and the result page of the originality report, and 1 electronic copy as CD)** should be submitted to GSENS.
- Graduation date will be the defense date.
- If necessary, student can request 1 more month to complete this process.
 - However, after this point, if thesis won't be submitted, student will be passive student and won't be able to use any right of being student. (Immigration office and army for native students)
 - End of the max. time for master program, studentship will be terminated.



THESIS TITLE HERE

SECOND LINE IF NECESSARY

THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES

MSc Thesis

Name SURNAME of student

Page Margins: 3 cm from the top and bottom, 2.5 cm from the left and right

Paper Type: A4 Times New Roman-12 Points

Logo Size: Height 4 cm, width 10.72 cm.

From Top to Bottom: Logo 3 cm, thesis title 11 cm, thesis type and name-surname 15 cm,

Institute and program name 21 cm, date 24 cm

Graduate School of Engineering and Natural Sciences

Graduate Program

Month, Year of defense

CMYK: 100, 81, 0, 51

ISTANBUL MEDIPOL UNIVERSITY
GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES
PROCEDURES TO BE MADE AFTER THE THESIS DEFENSE

1. Students who are accepted as successful in the thesis defense exam have to fill the Thesis Data Entry Form online electronically after entering the system (<https://tez.yok.gov.tr/UlusalTezMerkezi/sistemGiris.jsp>) with their own E-Government password. Then, Thesis Data Entry Form will be delivered to the Institute (GSENS) as hard copy by printing out.
2. Students who are successful in the thesis defense exam and fulfilled the other requirements for graduation, they have to submit two hard copies of the thesis signed by the jury and one CD contains PDF version of the thesis within one month after the date of the thesis defense exam to the Institute (GSENS).
3. The name of the electronic PDF file of the thesis in the CD has to be the same Reference No. generated in the Thesis Data Entry Form.
4. The result page of the TURNITIN Originality Report has to be added to thesis as last page of the thesis. The student's advisor should check the thesis before preparing the hard copies. The hard copy of the thesis and the PDF version (CD) must be identical. At this point, the thesis even with small differences can be decided as invalid by the Higher Education Council (YOK) system.
5. The students who submit his/her thesis to the Institute (GSENS) and fulfill the other requirements have to submit Registration Delete Form and the Graduation Letter to the Institute as well to be able to complete official graduation process.
6. Graduate thesis;
 - a) If the patent application for the graduate thesis or the process of obtaining a patent continues; Two years *Article 6 (1)
 - b) Access to thesis might be postponed for a period of six months if the thesis has the information, findings, new techniques, materials and methods, which have not been published or protected through a patent yet. *Article 6 (2)
7. Students who wish to make a request for constraint on their thesis, have to apply to Institute (GSENS) with the Thesis Constraint Letter. This application has to be made during the submission of the Thesis Data Entry Form.
8. Student who do not apply with the Thesis Constraint Letter, their thesis will be available online on the National Thesis Center.

**The directive on the Collection, Regulation and Opening of Graduate Theses in Electronic Environment.*



PhD

- Course load should be completed within 4 semester.
- Latest 5th semester PhD students need to take Qualifying exam (without MS-> 7th semester).
- In the 4th semester they can register to QE preparation course along with the course.

Qualifying Exam (QE)

- Two times in a year (January and July)
- Register to QE preparation course.
- End of that semester submit the form.
 - Application to take PhD Qualifying Exam



sens.medipol.edu.tr/forms/

2023-2024 Academic Year Qualifying Exam Calendar

| | |
|---------------------------------------|------------|
| Fall Semester Written Qualifying Exam | 18.01.2024 |
| Fall Semester Oral Qualifying Exam | 22.01.2024 |

| | |
|---|------------|
| Spring Semester Written Qualifying Exam | 04.07.2024 |
| Oral Semester Oral Qualifying Exam | 08.07.2024 |

QE

Sub-committee contains student`s advisor

Each PhD program sets their QE committee which forms sub committee based on student`s course selection

Sub-committee organizes the written exam

Sub-committee organizes the oral exam

- Prepares the written exam questions
- Evaluates the written exam question and signs the Q&A sheets
- Committee members do not have to physically be there
- Written exam should be same day for all students

- If student is successful, same or different sub – committee can make the oral exam
- Committee members have to physically be there
- They make a final decision



QE for Electrical-Electronics and Cyber Systems Engineering Program

- QE committee consist of 5 members including advisor (2 members from different universities, 2 from department)
- Written exam:
 - Student prepares a survey paper in their research field
 - 2 weeks before oral exam, student delivers the survey paper to committee members
 - Evaluation of survey paper: Advisor evaluates 60% and committee evaluates 40% of it.
 - 75% success required to take oral exam
- Oral exam:
 - Student makes 30 min presentation of the survey paper to same committee members
 - After presentation, exam will continue as Q&A

QE for Biomedical Engineering and Bioinformatics Program

- QE committee consist of 5 members including advisor (2 members from different universities, 2 from department)
 - Written exam:
 - Student selects two subjects related with the program
 - 6 questions (3Q/course, 2Q/course have to be answer)
 - 75 is required to take oral exam

- Oral exam:
 - Student prepares a survey paper in their research field
 - 2 weeks before oral exam, student delivers the survey paper to committee members
 - Evaluation of survey paper: Advisor evaluates 60% and committee evaluates 40% of it.
 - Survey paper contributes the 40% of the oral exam grade
 - Student makes 30 min presentation of the survey paper to same committee members
 - After presentation, exam will continue as Q&A



BMEB Course Pool

| | Courses | Reference Books |
|---|----------------------------|--|
| 1 | Biology | <p>*Molecular biology of THE CELL 5th edition by Bruce Alberts, Alexander Johnson, Julian Lewis, Martin Raff, Keith Roberts, and Peter Walter</p> <p>*Essential Cell Biology 4th edition by Bruce Alberts, Dennis Bray, Karen Hopkin, Alexander Johnson, Julian Lewis, Martin Raff, Keith Roberts, and Peter Walter</p> <p>*Medical Cell Biology Third edition edited by Steven R. Goodman</p> |
| 2 | Linear Algebra | * Elementary Linear Algebra by Bernard Kolman and David R. Hill (9th edition) |
| 3 | Circuit Theory | Fundamentals of Electric Circuits by Charles K Alexander, Matthew Sadiku |
| 4 | Biomedical Instrumentation | <p>*Introduction to Biomedical Equipment Technology, Fourth Edition, Joseph J. Carr, John M. Brown</p> <p>*Medical Instrumentation, Application and Design, John C. Webster</p> |
| 5 | Biomaterials | "Biomaterials Science: An Introduction to Materials in Medicine, B.D. Ratner, A.S. Hoffman, F.J. Schoen, J.E. Lemans, Academic Press |
| 6 | Biomechanics | Nihat Özkaya, Margareta Nordin, David Goldsheyder, Dawn Leger: Fundamentals of Biomechanics: Equilibrium, Motion, and Deformation, Springer, 2012 |
| 7 | Biochemistry | Principles of Biochemistry, 5th Edition Moran, Horton, Scrimgeour & Perry © 2012 Pearson ISBN-13: 9780321707338 |
| 8 | Physiology | Prof. Dr. Levent Ertuğrul, Physiology (2012) 2. Arthur C. Guyton, John E. Hall, Medical Physiology 11th Edition (2007) |
| 9 | Medical Imaging | Fundamentals of Medical Imaging, Paul Suetens, Cambridge |

*Students can select any of 2 courses

Bioinformatic part

| | | |
|----|---|---|
| 10 | Algorithms and Theory | Introduction to Algorithms, 3rd Edition 3rd Edition by Thomas H. Cormen, Charles E. Leiserson, Ronald L. Rivest, Clifford Stein |
| 11 | Data Structures and Programming Languages | Data Structures and Algorithm Analysis in C++, 2nd edition by Mark Allen Weiss |
| 12 | Database Systems | Database systems: The complete book (2nd edition) by Hector Garcia-Molina, Jeffrey D. Ullman and Jennifer Widom |
| 13 | Discrete Mathematics | Concrete Mathematics: A foundation for Computer Science, 2nd Edition by Ronald L. Graham and Donald E. Knuth |
| 14 | Linear Algebra | * Elementary Linear Algebra by Bernard Kolman and David R. Hill (9th edition) |
| 15 | Machine Learning and Pattern Recognition | Pattern Recognition and Machine Learning by Christopher M. Bishop |
| 16 | Distributed Systems and Operating Systems | Distributed Systems: Principles and Paradigms (2nd Edition) by Andrew S. Tanenbaum and Maarten Van Steen |
| 17 | Formal Languages and Automata | |
| 18 | Probability and Statistics | |
| 19 | Graph Theory and Computer Networks | Graph Theory by Reinhard Diestel |
| 20 | Computer Networks | |

*Student can select any of 2 courses

QE for Health Science Engineering Program

The Qualifying Exam Jury consists of 5 members including the advisor (2 external, 2 internal members).

➤ **Written Exam:**

- The student chooses 2 topics that are suitable for the department.
- 6 Questions (3Q/lesson, 2Q/lesson must be answered)
- It is necessary to get at least 75 to pass to the oral exam.

➤ **Oral Exam:**

- Students prepare a literature review related to their research areas.
- 2 weeks before the oral exam, students give the literature review to the jury members.
- Evaluation of the literature review: The advisor evaluates 60% and the jury members evaluate 40%.
- Literature review constitutes 40% of the oral exam grade.
- Students make a 30-minute presentation to the jury members to whom they give the literature review.
- After the presentation, the exam continues in the form of questions and answers.

QE for Civil Engineering Program

The Qualifying Exam Jury consists of one student's advisor, 2 from the relevant department within the university, and 2 from another university.

Written Exam: It is evaluated over 100 points.

- The advisor chooses 2 subject areas that are suitable for the department.
- The advisor asks 2 questions (60 points), the members of the jury one question (40 points).
- The duration of the exam cannot exceed 3 hours.
- Each jury member evaluates his/her own question.

A minimum score of 75 is required to pass to the oral exam.

Oral Exam: It is evaluated over 100 points.

- The oral exam covers all postgraduate courses that the student has taken within the framework of the Civil Engineering Ph.D. program.
- The exam grade is the arithmetic average of the scores given by the members of the Jury.
- The duration of the oral exam cannot exceed 90 minutes.
- It is necessary to get at least 70 points in order to be successful in the oral exam.

QE for Construction Management and Law Program

The Qualifying Exam jury consists of five faculty members, at least two of whom are outside the University staff, including the advisor.

- a. Having at least two professors in the jury,
- b. In case one of them is a professor, it is essential that at least two of them be academic holding the title of associate professor.

Written exam:

The student prepares a scientific article in a field defined by his/her advisor during the Preparation of Qualifying Exam. The article must be able to be published in a national/international refereed journal. The student sends the article to the members of the jury at least one week before the doctoral qualifying written exam. The article is evaluated by the jury as a written exam. Students who score at least 70 out of 100 in the written exam are taken to the oral exam. The consultant evaluates 40% and the Committee members evaluate 60%.

Oral exam:

The written exam covers all graduate level courses defined for the program created within the Construction Management and Law Doctorate Program. The student is responsible for all the courses he/she has taken within these courses.

QE

- Results should be given as written document to GSENS within 3 days.

- Forms need to be filled



- Written PhD Qualifying Exam Result sens.medipol.edu.tr/forms/
- Oral PhD Qualifying Exam Result

- Results can be

- **Pass:** Follow with thesis proposal and supervision
- **Fail:** 1 more chance for following semester.

Thesis Supervision Committee

- After passing QE a thesis supervision committee **will be established within a month.**
- **Thesis Supervision Committee will consist of 3 members**
- Apart from the thesis advisor, the committee will consist of one member each from within and outside of the program/institute.
 - Form need to be filled:
 - Thesis supervision committee
- If co-advisor wishes can join the meetings.



sens.medipol.edu.tr/forms/

Thesis Proposal

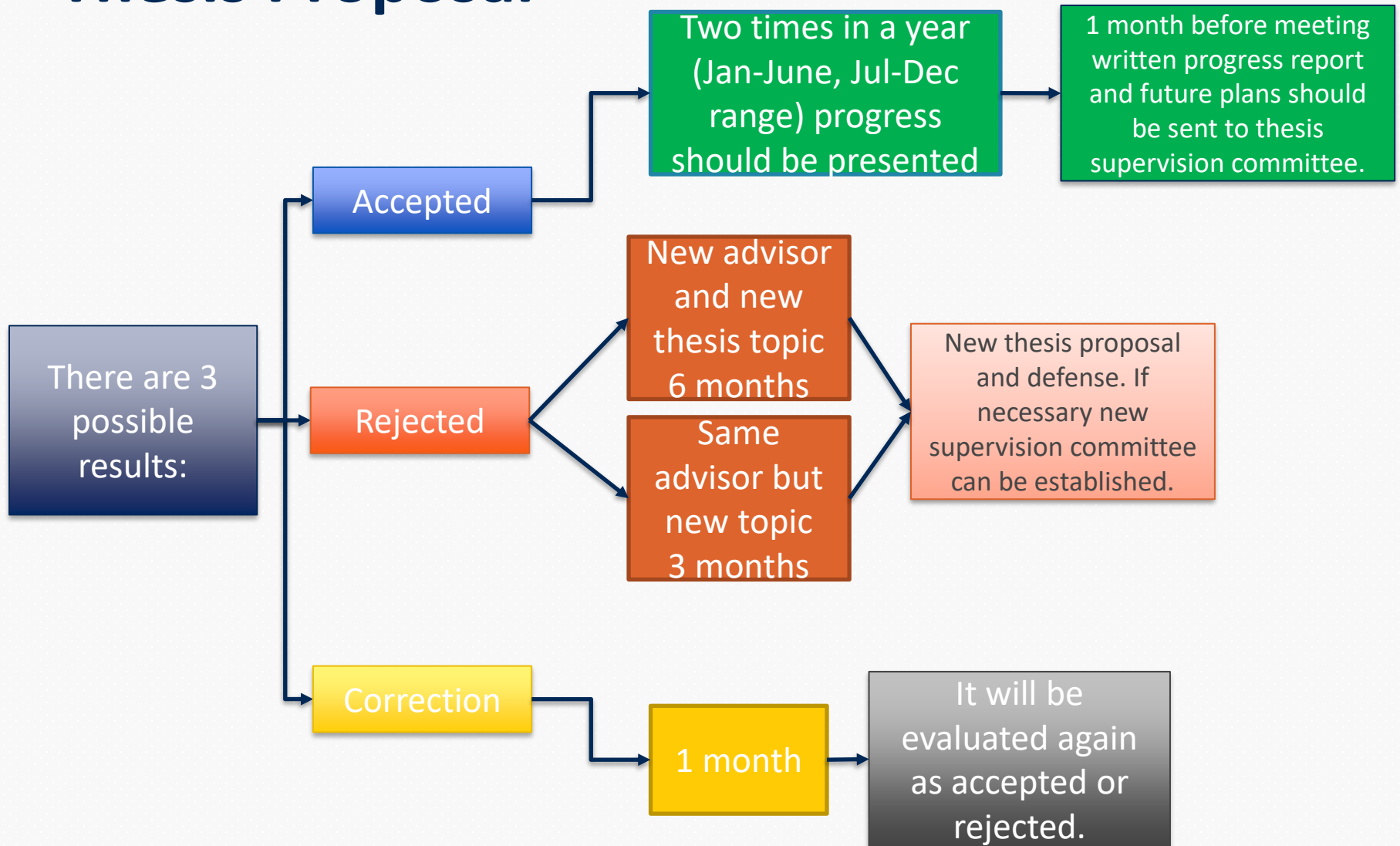
- After passing QE, within 6 months student presents a thesis proposal to thesis committee.
 - Thesis proposal needs to be written based on the **template provided in GSENS**
 - Scope of work
 - Method
 - Work Plan
- A written document should be submitted to thesis supervision committee members within **15 days before** thesis proposal presentation.
- Written Proposal and the result of thesis proposal defense will be submitted to GSENS as a written document within 3 days.
 - Forms need to be filled:
 - Exam Result



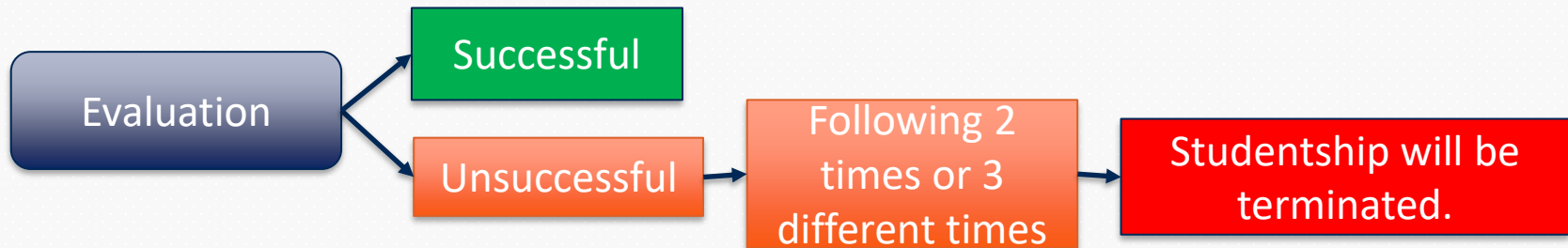
sens.medipol.edu.tr/forms/



Thesis Proposal



Thesis Progress Report



- Thesis progress reports should be prepared according to the template prepared by GSENS. This speeds up the student's thesis writing process
- If student doesn't come to thesis proposal defense without a proper excuse student will be accepted as unsuccessful and proposal will be rejected.
- **Minimum 3 progress reports** should be submitted and presented to thesis supervision committee between acceptance of thesis proposal and PhD dissertation.

Finalizing Thesis and Graduation (PhD)

- Start planning your defense with your advisor 2 months prior to your expected graduation (defense) day. Be careful about thesis submission deadlines.
- **Theses must be written according to the Thesis writing guideline determined by GSENS.**
- Completed thesis should be **submitted to advisor** for his/her review. Please provide your advisor time for review like **minimum 2 weeks** before thesis submission.
- **Advisors approves and submits thesis to GSENS along with all required information** for thesis defense like committee members, defense date and time etc...



sens.medipol.edu.tr/forms/

Finalizing Thesis and Graduation (PhD)

- In order for the PhD thesis to be defended, the publication condition determined by the University Senate must be met. The student must submit the PhD publication Information form with the thesis to GSENS.
- Forms need to be filled;
 - *Thesis submission form.*
 - *Application to take thesis defense exam.*
 - *Thesis exam committee and defense day form.*
 - *Thesis plagiarism report form.*
 - *PhD Publication Information Form*
- GSENS creates the originality report and sends it along with thesis to advisor and other committee members. Theses with an originality rate of less than 15% are accepted. The thesis originality report should not be sent to the members of the jury before it is considered successful. This takes 3-4 weeks.
 - Once it is delivered to your thesis committee you have a month to defend it.

Finalizing Thesis and Graduation (PhD)

Publication Requirement for PhD-Graduation

Our University Senate convened on 26/01/2021 and made the following decisions.

Decision 1:

In the 20.03.2018 meeting of our university's senate decision numbered 1, 2018/12, the decision taken regarding the publication that is required for the student who has completed the doctoral thesis and wants to defend his/her thesis in front of the jury, has been changed as follows until a new decision is made by considering the pandemic conditions.

Based on the authorization granted by decision 28 (3) of the Istanbul Medipol University Postgraduate Education Regulation published in the Official Gazette dated 14/03/2018 and numbered 30360, in order for the student who has completed his/her doctoral thesis to defend his/her thesis in front of the jury:

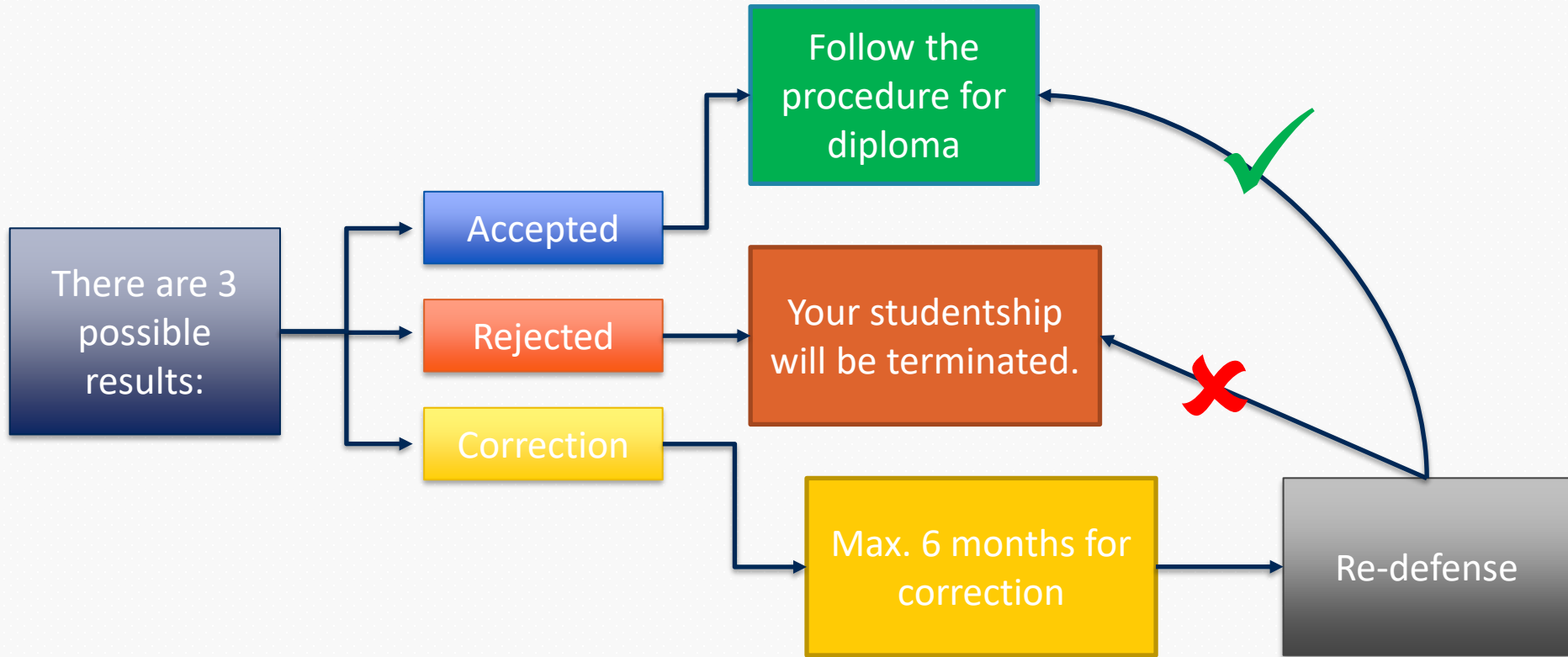
1. In the programs affiliated to the GSENS and the Fundamental Medical Programs affiliated with the Institute of Health Sciences, the publication derived from thesis must be published in the international Journals of the "Web of Science" or "Scopus" database as follow;
at least 1 publication in Q2 (quartile 2),
or 2 publication Q3
or in addition to 1 publication in Q3 to apply for 1 patent/utility model (provided that the application is accepted by the Intellectual Rights and Property Board of our University)

For the student of Medical History and Ethics and Health Management program of the Institute of Health Sciences and Construction Management and Law Program of Graduate Schools of Engineering and Natural Sciences, at least one article in the field as first author must have been published or accepted for publication after starting doctoral studies either in the international journals of the "Web of Science" or "Scopus" database or the national peer-reviewed journals listed in ULAKBİM-TR.

Finalizing Thesis and Graduation (PhD)

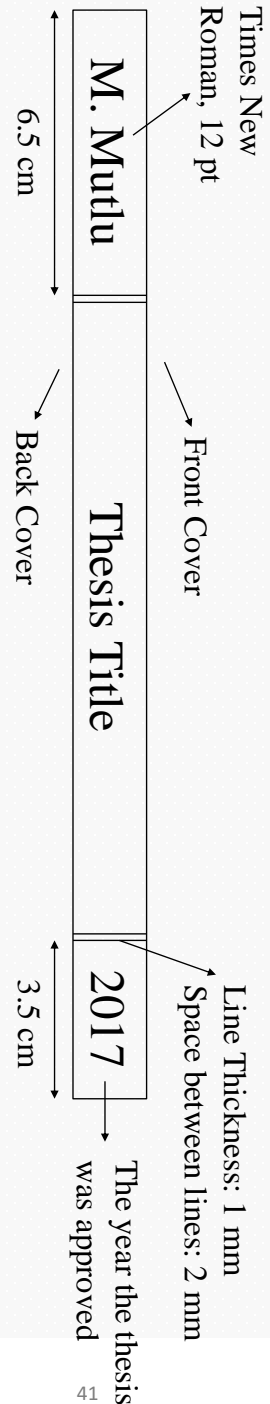
- Thesis committee:
 - 3 members should be from thesis supervision committee
 - Minimum 2 members from different university
 - In total 5 members.
- The committee conducts the defense exam within 1 month after receiving the student's thesis.

Defense Exam



Diploma (PhD)

- The thesis, which has been corrected within a month and prepared **according to the thesis writing guide**, needs to be checked by the relevant GSENS Thesis Control Supervisor and the Thesis Checklist needs to be completed. Before this process, the STUDENT'S ADVISOR MUST REVIEW THE THESIS ONE LAST TIME.
- The thesis, which has been prepared and checked according to the thesis writing guide (2 hard copies containing the signatures of all jury members and the result page of the originality report, and 1 electronic copy as CD) should be submitted to GSENS.
- Graduation date will be the date that student submitted his\her thesis to GSENS.
- If necessary, student can request 1 more month to complete this process.
 - However, after this point, if thesis won't be submitted, student will be passive student and won't be able to use any right of being student. (Immigration office and army for native students)
 - End of the max. time for PhD program, studentship will be terminated.



THESIS TITLE HERE

SECOND LINE IF NECESSARY

THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES

PhD Thesis

Page Margins: 3 cm from the top and bottom, 2.5 cm from the left and right

Paper Type: A4 Times New Roman-12 Points

Logo Size: Height 4 cm, width 10.72 cm.

From Top to Bottom: Logo 3 cm, thesis title 11 cm, thesis type and name-surname 15 cm,

Institute and program name 21 cm, date 24 cm

Graduate School of Engineering and Natural Sciences

Graduate Program

Month, Year of defense

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RGB(0,0,0)**

ISTANBUL MEDIPOL UNIVERSITY
GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES
PROCEDURES TO BE MADE AFTER THE THESIS DEFENSE

1. Students who are accepted as successful in the thesis defense exam have to fill the Thesis Data Entry Form online electronically after entering the system (<https://tez.yok.gov.tr/UlusalTezMerkezi/sistemGiris.jsp>) with their own E-Government password. Then, Thesis Data Entry Form will be delivered to the Institute (GSENS) as hard copy by printing out.
2. Students who are successful in the thesis defense exam and fulfilled the other requirements for graduation, they have to submit two hard copies of the thesis signed by the jury and one CD contains PDF version of the thesis within one month after the date of the thesis defense exam to the Institute (GSENS).
3. The name of the electronic PDF file of the thesis in the CD has to be the same Reference No. generated in the Thesis Data Entry Form.
4. The result page of the TURNITIN Originality Report has to be added to thesis as last page of the thesis. The student's advisor should check the thesis before preparing the hard copies. The hard copy of the thesis and the PDF version (CD) must be identical. At this point, the thesis even with small differences can be decided as invalid by the Higher Education Council (YOK) system.
5. The students who submit his/her thesis to the Institute (GSENS) and fulfill the other requirements have to submit Registration Delete Form and the Graduation Letter to the Institute as well to be able to complete official graduation process.
6. Graduate thesis;
 - a) If the patent application for the graduate thesis or the process of obtaining a patent continues; Two years *Article 6 (1)
 - b) Access to thesis might be postponed for a period of six months if the thesis has the information, findings, new techniques, materials and methods, which have not been published or protected through a patent yet. *Article 6 (2)
7. Students who wish to make a request for constraint on their thesis, have to apply to Institute (GSENS) with the Thesis Constraint Letter. This application has to be made during the submission of the Thesis Data Entry Form.
8. Student who do not apply with the Thesis Constraint Letter, their thesis will be available online on the National Thesis Center.

**The directive on the Collection, Regulation and Opening of Graduate Theses in Electronic Environment.*

