

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

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



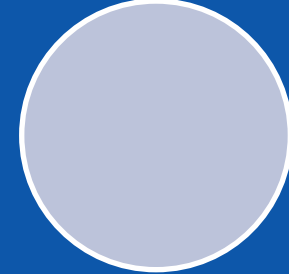
Management Organization



Prof. Dr. Yasemin
YUKSEL DURMAZ,
Director of GSENS



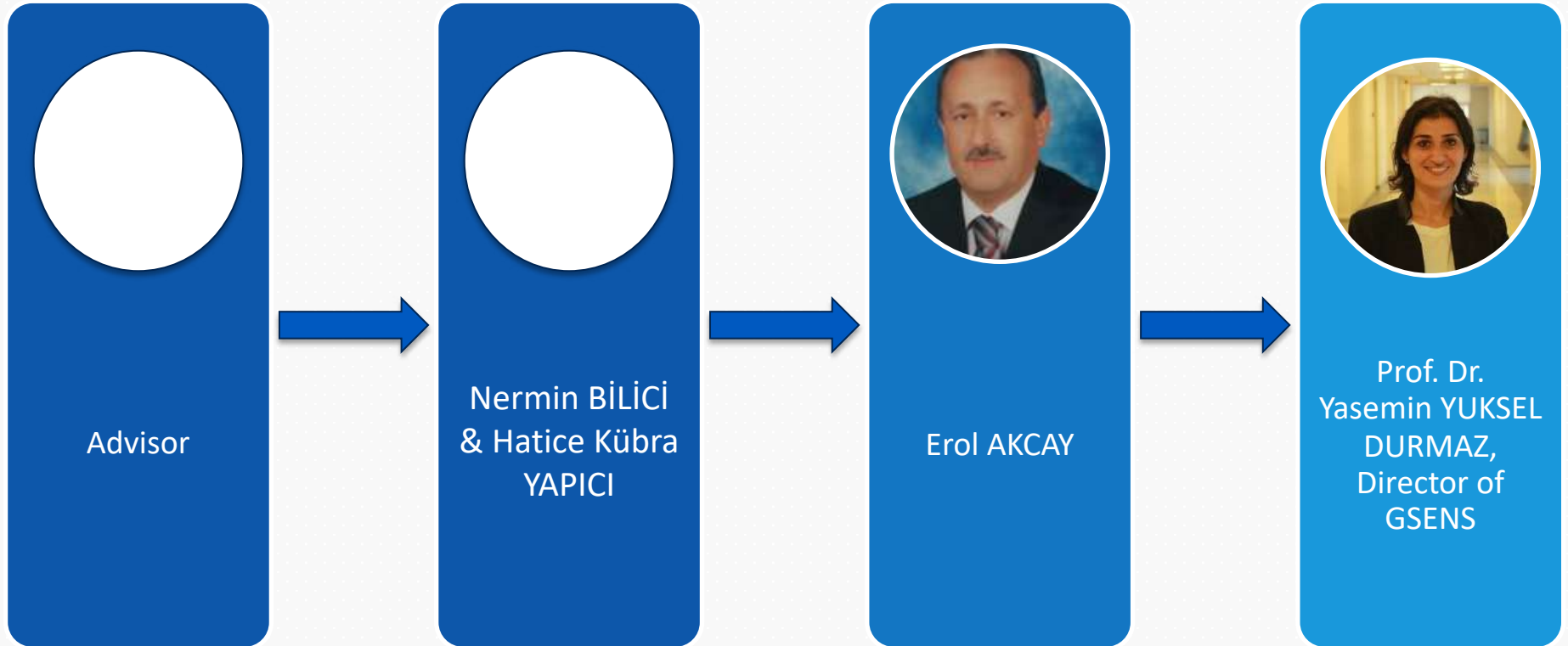
Erol AKCAY
Secretary of GSENS



Nermin BİLİCİ &
Hatice Kübra YAPICI
Secretaries 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/akademik/enstituler/fen-bilimleri-enstitusu>



<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

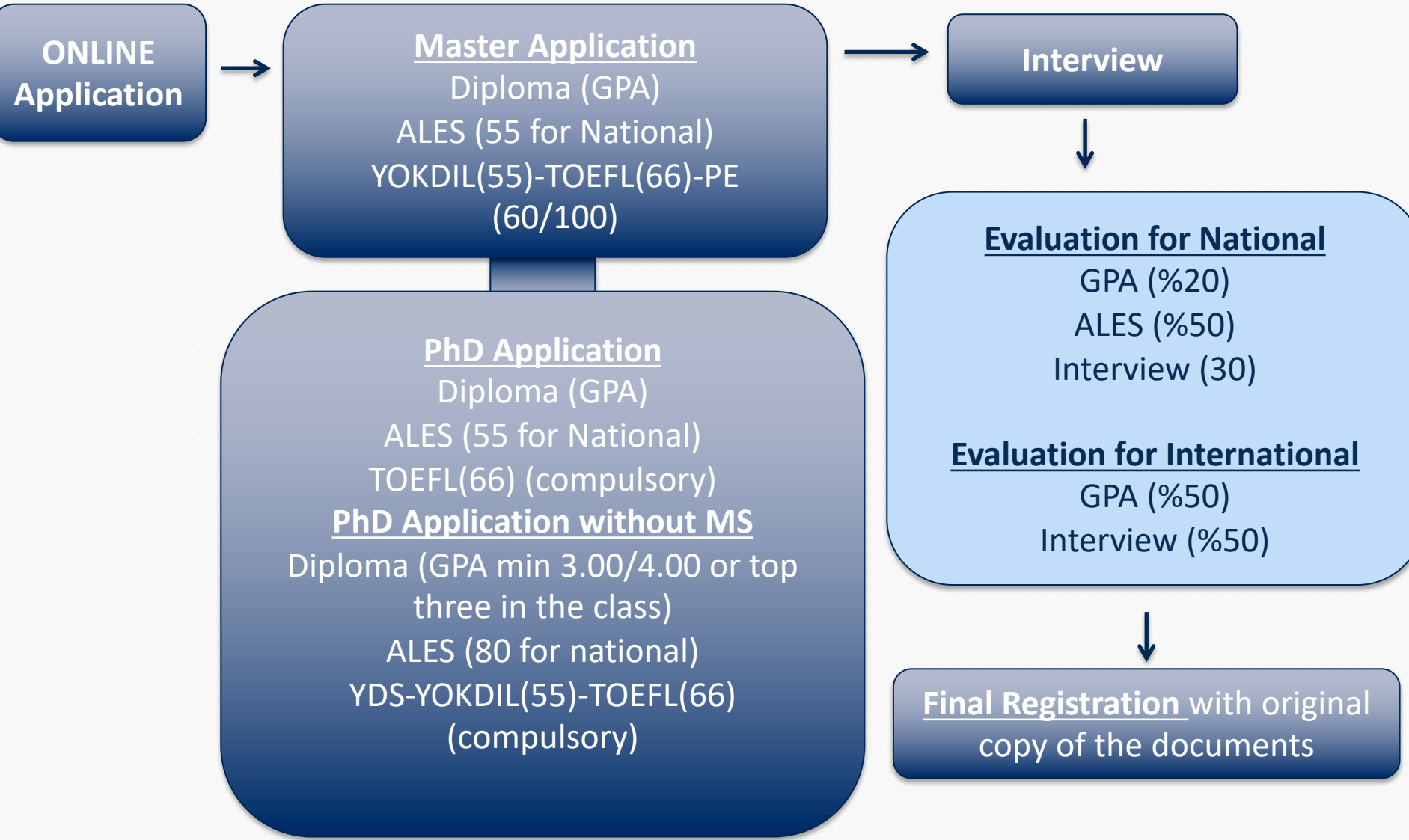
- [Course Transfer Letter](#)
- [Special Student Course Transfer Letter](#)
- [Leave of Absence Letter](#)
- [Registration Delete Form](#)
- [Registration Delete Letter \(Graduation\)](#)
- [Registration Delete Letter](#)
- [Re-Registration Letter](#)
- [Thesis Advisor Change Letter](#)
- [Transfer Letter](#)
- [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

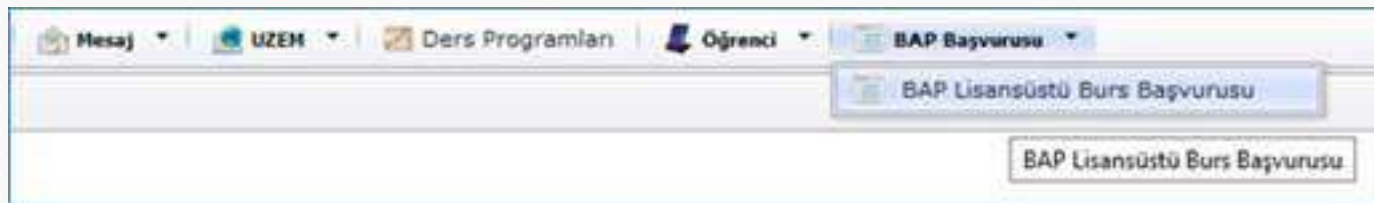
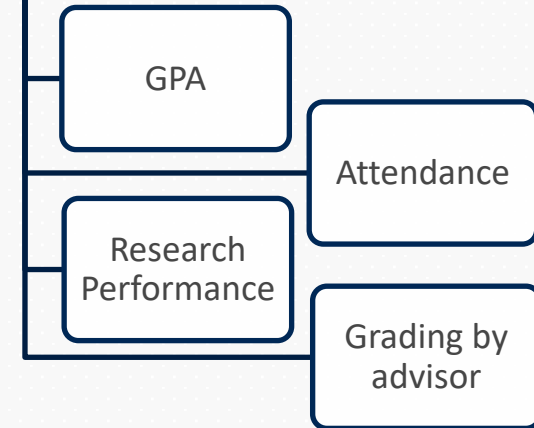
ISTANBUL MEDIPOL UNIVERSITY
GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES
2021-2022 EDUCATION YEAR
ACADEMIC CALENDAR

BEGINNING - END OF FALL SEMESTER	October 4, 2021	January 14, 2022
Beginning - End of Online Application for Fall Semester	Jun 8, 2021 - August 20, 2021	
English Exam for Master Applicants	August 25, 2021	
Interview of all Applicants	August 27, 2021	
Announcement of Accepted Graduate Students for Fall Semester	September 3, 2021	
Final Registration for New Graduate Students	September 13-27, 2021	
Fall Semester Course Selection	September 28 - October 8, 2021	
Fall Semester Add-Drop Term	October 9-30, 2021	
Fall Semester - Midterms	November 20-28, 2021	
Fall Semester - Make up Exam Term	will be announced.	
Fall Semester - Final Exams	January 19-30, 2022	
Thesis Submission Deadline for Fall Semester	January 14, 2022	
Fall Semester Qualifying Exam - Written Part	January 21, 2022	
Fall Semester Qualifying Exam - Oral Part	January 24-28, 2022	
BEGINNING - END OF SPRING SEMESTER	February 21, 2022	June 9, 2022
Beginning - End of Online Application for Spring Semester	November 1, 2021 - December 31, 2021	
English Exam for Master Applicants	January 3, 2022	
Interview of all Applicants	January 6, 2022	
Announcement of Accepted Graduate Students for Spring Semester	January 11, 2022	
Final Registration for New Graduate Students	February 7-21, 2022	
Spring Semester - Course Selection	February 15-25, 2022	
Spring Semester Add-Drop Term	February 26 - March 19, 2022	
Spring Semester - Midterms	April 9-17, 2022	
Spring Semester - Make up Exam Term	will be announced.	
Spring Semester - Final Exams	June 14-26, 2022	
Thesis Submission Deadline for Spring Semester	August 19, 2022	
Spring Semester Qualifying Exam - Written Part	August 19, 2022	
Spring Semester Qualifying Exam - Oral Part	August 22-26, 2022	
<i>Commencement</i>	<i>will be announced.</i>	

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

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.
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 complete 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



Courses


- List of the course can be found at sens.medipol.edu.tr
- MS student can take max of 2 undergraduate course if they haven't taken before
- However, PhD student can not take the undergraduate courses
- MS and PhD student can take max of 2 course from different graduate schools (PhD without MS can take max of 4 course)
- PhD student can take MS courses
- 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.
- PhD student can graduate as early as in their 8th semester.

Advisor

- Advisor needs to be assigned for all grad students until the end of the first semester.
- Thesis topic should be determined latest by the end of the second semester.
- **We expect** everyone to assign advisor and determine thesis topic **by the end of first semester**. Then, **students have to register thesis** after their advisor has assigned.
 - Form need to be filled. *Thesis advisor and Topic selection* 
- If the thesis study requires more than one advisor second advisor can be either form our university or another university.

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. This takes 3-4 weeks.
 - Once it is delivered to your thesis committee you have a month to defend it.



sens.medipol.edu.tr/forms/

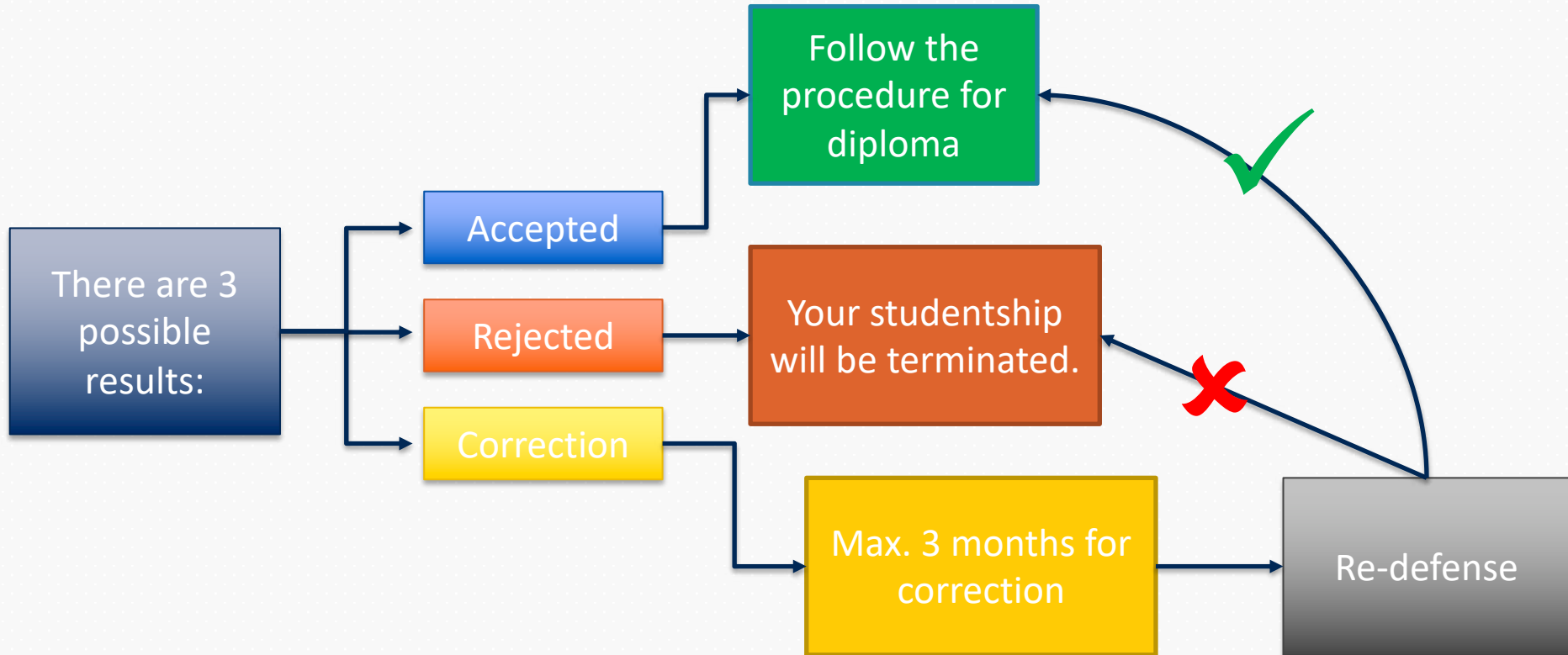
Defense Exam (MS)

- Defense committee;
 - 3 committee member 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.



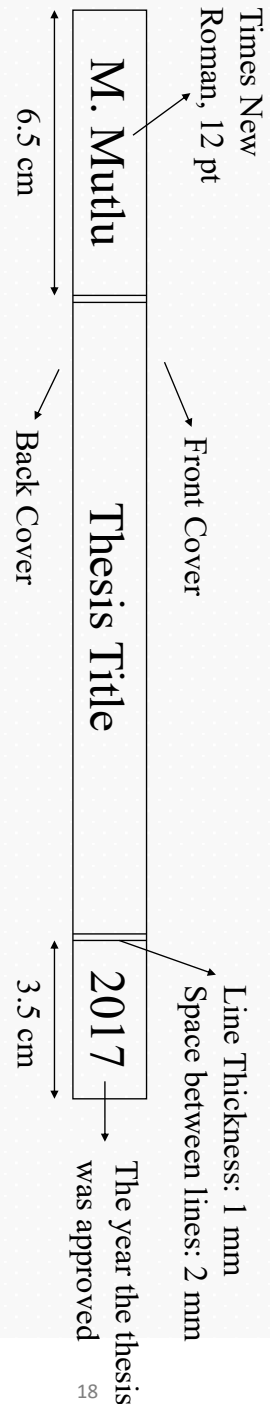
sens.medipol.edu.tr/forms/

Defense Exam (MS)



Diploma (MS)

- Within one month corrected and formatted thesis (**2 hard copies** containing complete signature of all committee members, signed “Thesis Submission Checklist” and **1 CD** as electronic copy) must be submitted to GSENS. **BEFORE PREPARING HARD COPIES, THESIS FORMAT SHOULD BE CHECKED BY APPOINTED STAFF MEMBER.**
- There is certain color and format for thesis cover and all thesis have to follow this rule.
- 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

Graduate School of Engineering and Natural Sciences

Graduate Program

Month, Year of defense



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-QE

- Course load should be completed within 4 semester.
- Students have to register to QE preparation course in the semester that they are going to take the exam.
- **Latest 5th semester PhD students need to take Qualifying exam (without MS-> 7th semester).**
- If they wish, they can register to QE preparation course along with the course in their 4th semester
- End of that semester submit the form.
 - Application to take PhD Qualifying Exam
- Two times in a year (end of August and end of January)



sens.medipol.edu.tr/forms/

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 question
- 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 EECS

- 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
 - 2weeks before oral exam, student delivers the survey paper to committee members
 - Evaluation of survey paper: Advisor evaluates 60% and committee evaluates 40% of it.
 - 65% 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 BMEB

- 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)
 - 65 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

*Student can select any of 2 course

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 Math	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 Learnign and Pattern Recognition	Pattern Recognition and Machine Learning by Christopher M. Bishop
16	Distrubuted Sytems 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 course

QE

- Results should be given as written document to GSENS within 3 days.
 - Forms need to be filled
 - Written PhD Qualifying Exam Result
 - Oral PhD Qualifying Exam Result
- Results can be
 - **Pass:** Follow with thesis proposal and supervision
 - **Fail:** 1 more chance for following semester.



sens.medipol.edu.tr/forms/

Thesis Supervision Committee

- After passing QE a thesis supervision committee **will be established within a month.**
- Committee will contain 2 member inside and/or outside of the program.
 - Form need to be filled:
 - Thesis supervision committee
- If co-advisor wishes can join the meetings.



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Thesis Proposal

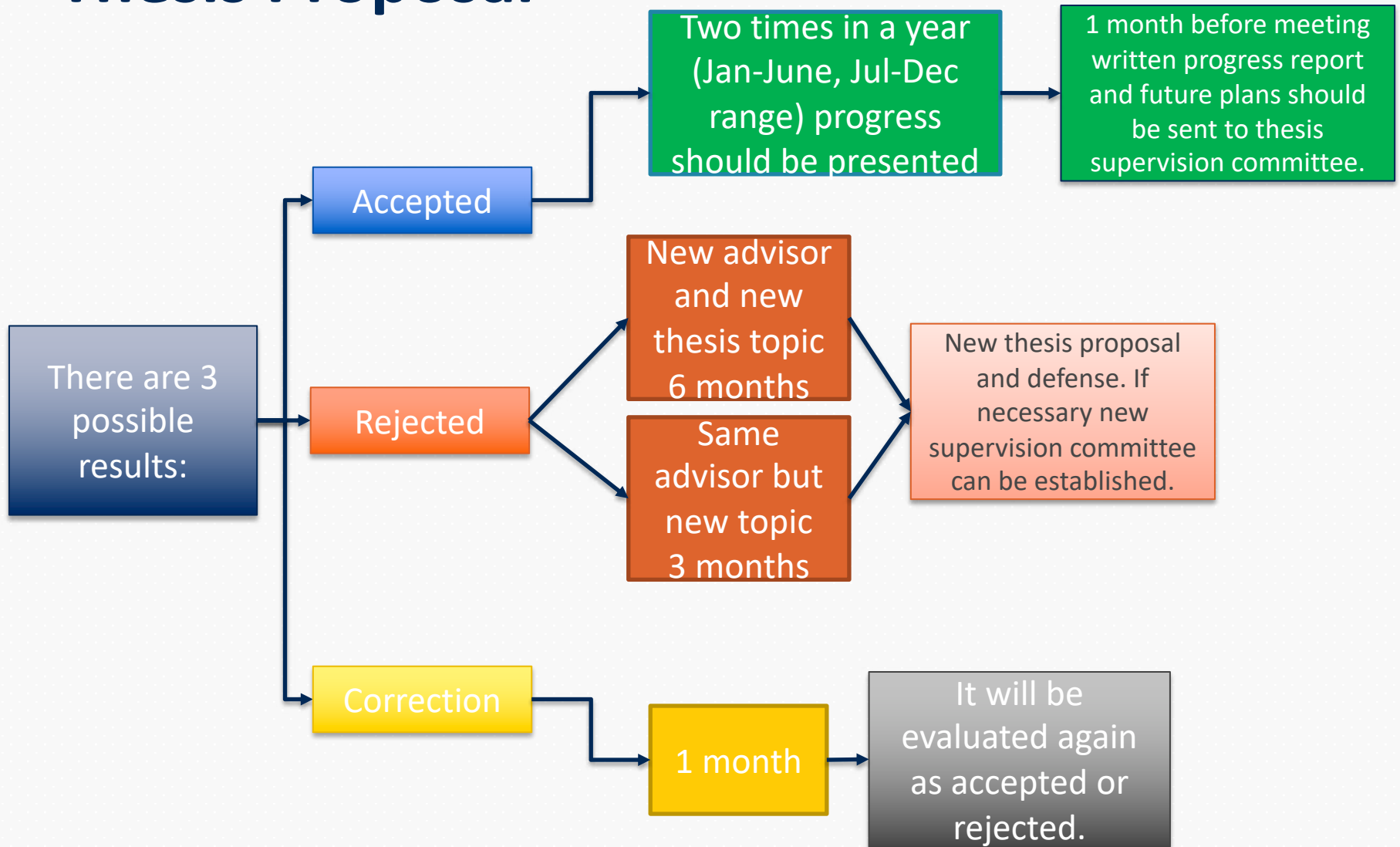
- After passing QE, within 6 months student presents a thesis proposal to thesis committee.
 - Thesis proposal:
 - Scope of work
 - Method
 - Work Plan
- A written document should be submitted to thesis supervision committee members within **15 days before** thesis proposal presentation.
- The result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



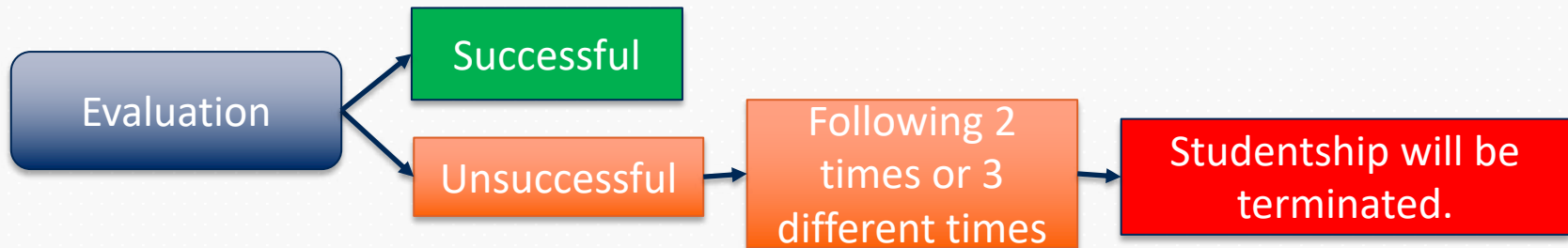
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Thesis Proposal



Thesis Progress Report



- 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)

- All PhD students have to qualified to publication requirements for graduation
- 1 research article related with your thesis in at least Q2 level of journal in Web of Science or Scopus)
- Or 2 search article related with your thesis in at least Q3 level of journal in Web of Science or Scopus)
- Or 1 article in Q3 + Patent application through TTO of IMU

PhD Publication Information Form



sens.medipol.edu.tr/forms/

Finalizing Thesis and Graduation (PhD)

- All PhD student have to qualified to publication requirements for graduation
- 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.
- **Advisors 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.*
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 - *Thesis plagiarism report form.*
- **GSENS creates the originality report** and sends it along with thesis to advisor and other committee members (Acceptable limit <15%)
- This takes 3-4 weeks.
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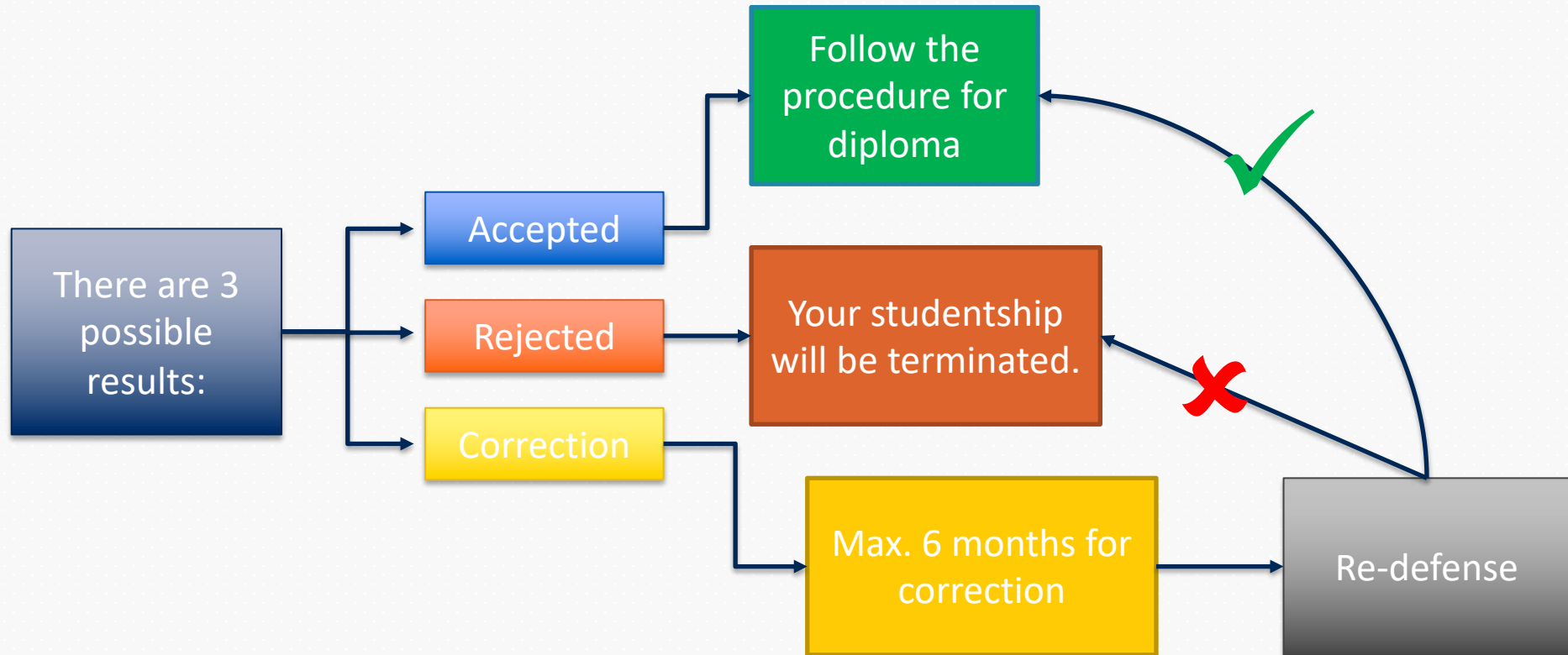


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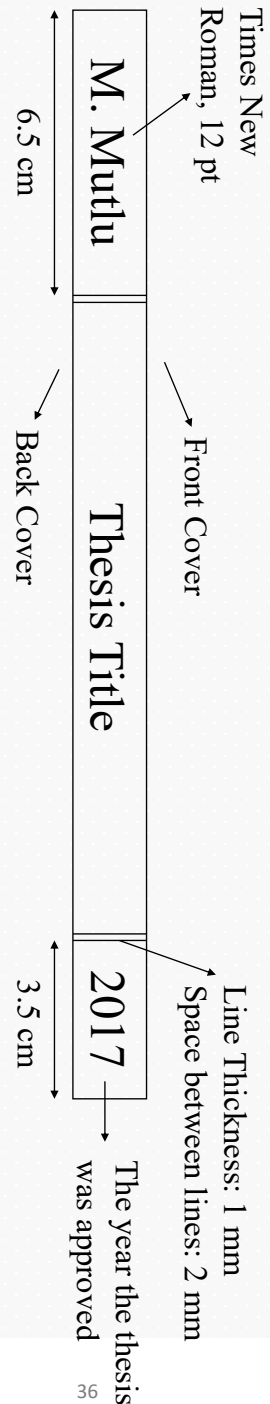
- Thesis committee:
 - 3 members should be from thesis supervision committee
 - Minimum 2 members from different university
 - In total 5 members.
- Committee will get together and make defense exam within 1 month after receiving student`s thesis.

Defense Exam



Diploma (PhD)

- Within **one month** corrected and formatted thesis (**2 hard copies** containing complete signature of all committee members, signed “Thesis Submission Checklist” and **1 CD** as electronic copy) must be submitted to GSENS. **BEFORE PREPARING HARD COPIES, THESIS FORMAT SHOULD BE CHECKED BY APPOINTED STAFF MEMBER.**
- There is certain color and format for thesis cover and all thesis have to follow this rule.
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THESIS TITLE HERE
SECOND LINE IF NECESSARY
THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES

PhD Thesis
Name SURNAME of student

Graduate School of Engineering and Natural Sciences
Graduate Program

Month, Year of defense

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ISTANBUL MEDIPOL UNIVERSITY
GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES
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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)
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