Graduate School of Engineering and Natural Sciences

Graduate Programs Orientation
# Graduate School of Engineering and Natural Sciences

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<td>PhD, MS (With Thesis)</td>
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[www.sens.medipol.edu.tr](http://www.sens.medipol.edu.tr)
Management Organization

Prof. Dr. Yasemin YUKSEL DURMAZ, Director of GSENS

Tuba ÖZCAN
Secretary of GSENS

Nermin BİLİÇİ
Secretariat of GSENS
Problem Solving Organization

Tuba ÖZCAN
Secretary of GSENS

Nermin BİLİCİ
Secretariat of GSENS

Nermin BİLİCİ
Secretariat of GSENS

Prof. Dr. Yasemin YUKSEL DURMAZ, Director of GSENS
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

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<td>Form: Thesis Plagiarism Report</td>
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<td>Form: Thesis Supervision Committee</td>
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<td>Latex Template for PhD</td>
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<td>Latex Template for PhD (co-advisor)</td>
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<td>Declaration of Originality</td>
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<tr>
<td>Medipol University Thesis Format (in Turkish)</td>
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<td>Medipol University Thesis Format</td>
</tr>
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<td>Thesis Cover Template</td>
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<tr>
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</tr>
<tr>
<td>Hardcover Outer Cover Spine Title</td>
</tr>
</tbody>
</table>
Getting into GSENS

**ONLINE Application**

**Master Application**
- Diploma (GPA)
- ALES for MS (65 for National)
- YOKDIL(60)-TOEFL(72)-PE (60/100)

**Interview**

**Evaluation for National**
- GPA (%20)
- ALES (%50)
- Interview (30)

**Evaluation for International**
- GPA (%50)
- Interview (%50)

**Final Registration** with original copy of the documents

**PhD Application**
- Diploma (GPA)
- ALES (75 for National)
- TOEFL(72) (compulsory)

**PhD Application without MS**
- Diploma (GPA min 3.00/4.00 or top three in the class)
- ALES (80 for national)
- YDS-YOKDIL(60)-TOEFL(72) (compulsory)
<table>
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<th>Academic Calendar</th>
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<td><strong>FALL SEMESTER</strong></td>
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<td>Fall Semester - Course Add-Drop</td>
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<td>Fall Semester - Midterms</td>
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<td>Fall Semester - Make-up Exams</td>
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<td><strong>End of Courses of Fall Semester</strong></td>
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<td>Fall Semester - Final Exams</td>
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<tr>
<td>Thesis Submission Deadline for Fall Semester</td>
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<td>Fall Semester-Qualifying Exam- Written Part</td>
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<td>Fall Semester-Qualifying Exam- Oral Part</td>
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<tr>
<td><strong>SPRING SEMESTER</strong></td>
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<tr>
<td>Spring Semester-Course Selection</td>
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<tr>
<td>Spring Semester-Course Add-Drop</td>
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<tr>
<td>Spring Semester-Midterms</td>
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<tr>
<td>Spring Semester-Make-up Exams</td>
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<td><strong>End of Courses of Spring Semester</strong></td>
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<td>Spring Semester-Final Exams</td>
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<td>Thesis Submission Deadline for Spring Semester</td>
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<tr>
<td>Spring Semester-Qualifying Exam- Written Part</td>
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<tr>
<td>Spring Semester-Qualifying Exam- Oral Part</td>
</tr>
<tr>
<td>Commencement</td>
</tr>
</tbody>
</table>

**EXPLANATION**

*Fall semester is planned as 70 working days excluding midterm exams.
** Classes will not be scheduled during the midterm week.

*Spring semester is planned as 70 working days excluding midterm exams and public holidays.
**For the spring semester, compensation will be planned for lecturers who have classes on May 1, 2023 and May 19, 2023. ***No lessons will be scheduled during the midterm week.
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?

- GPA
- Attendance
- Research Performance
- Grading by advisor
<table>
<thead>
<tr>
<th></th>
<th>MS</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Course Requirement</strong></td>
<td>• Graduate Seminar</td>
<td>Have to be 60 ECTS (except for Scientific Research Techniques and Ethics)</td>
</tr>
<tr>
<td></td>
<td>• Scientific Research Techniques and Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 7 technical courses (21 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum ECTS Requirement</strong></td>
<td></td>
<td>120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(7+2) courses 60 ECTS +Thesis 60 ECTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PhD</strong></th>
<th><strong>With MS Degree</strong></th>
<th><strong>ECTS</strong></th>
<th><strong>Without MS Degree</strong></th>
<th><strong>ECTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Course Requirement</strong></td>
<td>• Graduate Seminar</td>
<td>60</td>
<td>• Graduate Seminar</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>• Scientific Research Techniques and Ethics*</td>
<td></td>
<td>• Scientific Research Techniques and Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 7 technical course (21 credits)</td>
<td></td>
<td>• 14 technical courses (42 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Qualifier</td>
<td>30</td>
<td>• Qualifier</td>
<td>30</td>
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<tr>
<td></td>
<td>• Thesis</td>
<td>120</td>
<td>• Thesis</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>• Guided Research</td>
<td>30</td>
<td>• Guided Research</td>
<td>30</td>
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<tr>
<td><strong>Minimum ECTS Requirement</strong></td>
<td></td>
<td>240</td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

- 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
- 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 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 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

<table>
<thead>
<tr>
<th></th>
<th>Master</th>
<th>PhD</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>With MS</td>
</tr>
<tr>
<td>Min. Time (semester)</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Max. Time (semester)</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

- 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 3\textsuperscript{rd} 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.
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](sens.medipol.edu.tr/forms/) by following the rule the GSENS defined.
- Completed thesis should be [submitted to advisor](sens.medipol.edu.tr/forms/) for his/her review. Please provide your advisor time for review like [minimum 2 weeks](sens.medipol.edu.tr/forms/) 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%](sens.medipol.edu.tr/forms/) 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.
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/
There are 3 possible results:

- Accepted
- Rejected
- Correction

Follow the procedure for diploma

- Your studentship will be terminated.
- Max. 3 months for correction
- Re-defense
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.
M. Mutlu

Thesis Title

2017

The year the thesis was approved

Graduate School of Engineering and Natural Sciences

Graduate Program

Month, Year of defense

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
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/
## 2022-2023 Academic Year Qualifying Exam Calendar

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<th>Event</th>
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<td>Fall Semester Written Qualifying Exam</td>
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<tr>
<td>Fall Semester Oral Qualifying Exam</td>
<td>23.01.2023-27.01.2023</td>
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<tr>
<td>Spring Semester Written Qualifying Exam</td>
<td>07.07.2023</td>
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<tr>
<td>Oral Semester Oral Qualifying Exam</td>
<td>10.07.2023-14.07.2023</td>
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</table>
Each PhD program sets their QE committee which forms sub committee based on student`s course selection.

Sub-committee organizes the written 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

Sub-committee contains student`s advisor.

Sub-committee organizes the oral exam.

- 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

<table>
<thead>
<tr>
<th></th>
<th>Courses</th>
<th>Reference Books</th>
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</thead>
</table>
| 1 | Biology                    | *Molecular biology of THE CELL 5th edition by Bruce Alberts, Alexander Johnson, Julian Lewis, Martin Raff, Keith Roberts, and Peter Walter  
|   |                            | *Medical Cell Biology Third edition edited by Steven R. Goodman                                    |
| 2 | Lineer Algebra             | * Elementary Linear Algebra by Bernand Kolman and David R. Hill (9th edition)                      |
| 3 | Circuit Theory             | Fundamentals of Electric Circuits by Charles K Alexander, Matthew Sadiku                           |
|   |                            | *Medical Instrumentation, Application and Design, John C. Webster                                  |
| 9 | Medical Imaging            | Fundamentals of Medical Imaging, Paul Suetens, Cambridge                                          |

*Students can select any of 2 course*
**Bioinformatic part**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name 1</th>
<th>Course Name 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Data Structures and Programming Languages</td>
<td>Data Structures and Algorithm Analysis in C++, 2nd edition by Mark Allen Weiss</td>
</tr>
<tr>
<td>13</td>
<td>Discrete Mathematics</td>
<td>Concrete Mathematics: A foundation for Computer Science, 2nd Edition by Ronald L. Graham and Donald E. Knuth</td>
</tr>
<tr>
<td>14</td>
<td>Linear Algebra</td>
<td>* Elementary Linear Algebra by Bernand Kolman and David R. Hill (9th edition)</td>
</tr>
<tr>
<td>15</td>
<td>Machine Learning and Pattern Recognition</td>
<td>Pattern Recognition and Machine Learning by Christopher M. Bishop</td>
</tr>
<tr>
<td>17</td>
<td>Formal Languages and Automata</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Probability and Statistics</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Graph Theory and Computer Networks</td>
<td>Graph Theory by Reinhard Diestel</td>
</tr>
<tr>
<td>20</td>
<td>Computer Networks</td>
<td></td>
</tr>
</tbody>
</table>

*Student can select any of 2 course*
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.
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
    - 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 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

There are 3 possible results:

- **Accepted**
- **Rejected**
- **Correction**

Two times in a year (Jan-June, Jul-Dec range) progress should be presented.

1 month before meeting written progress report and future plans should be sent to thesis supervision committee.

- **New advisor and new thesis topic**: 6 months
- **Same advisor but new topic**: 3 months

1 month before meeting written progress report and future plans should be sent to thesis supervision committee.

New thesis proposal and defense. If necessary new supervision committee can be established.

It will be evaluated again as accepted or rejected.
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...
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 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

There are 3 possible results:

- Accepted
- Rejected
- Correction

Follow the procedure for diploma

Your studentship will be terminated.

Max. 6 months for correction

Re-defense
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
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.*