



CYPRUS AYDIN UNIVERSITY GRADUATE PROGRAMS WORKFLOW PLAN

Non-Thesis Master's

Master's Program with Thesis

Doctorate (PhD)

Workflow: Non-Thesis Master's Program

1ST TERM	The student shall select courses totaling 30 ECTS credits.	Institute	Checks are carried out for the departments under its responsibility.
	At the end of the first semester, the student submits a request to the relevant Department Chair for the assignment of an advisor.	Institute	Advisor assignment is approved by the Graduate School
		Institute	Decisions of the Graduate School are recorded in the system.
	<p>The Department approves the request and forwards the approval to the institute.</p> <p><u>If the student does not submit the request, the <u>institute identifies students without an assigned advisor at the end of the second semester and notifies the relevant Department Chair via an official letter.</u></u></p>	Institute	At the end of the first semester, a list of students who have not been assigned an advisor is sent to the relevant Department Chair.
2ND TERM	The student shall select courses totaling 30 ECTS credits.	Institute	Checks are carried out for the departments under their responsibility.
	The student selects their project topic by the end of the second semester at the latest. After approval by the advisor and the Department Chair , the project topic is submitted to the institute.	Institute	The project topic is approved by the Graduate School Board .
		Institute	Graduate School Board's decisions are entered into the system.
<p>1. CHECKPOINT – TRANSCRIPT REVIEW: The student must complete at least 10 courses (60 ECTS) and the term project no earlier than the end of the 2nd semester and no later than the end of the 3rd semester.</p>			
3RD TERM	After the student completes the semester project and the advisor approves its suitability, the project is submitted to the institute. The student, after passing the necessary checks, has the project bound in a blue cover and submits it to the institute along with the "Project Submission Form" and "Similarity Report."	Institute	The transcript (ECTS and local credits) is checked. A similarity check is performed (must not exceed 30%).
		Institute	Format check is performed.
		Institute	Projects with blue hardcover are received.
		Institute	Documents are scanned.
		Institute	Graduation is approved by the Graduate School Board
		Institute	Graduate School Board's decisions are entered into the system.
	The student's " Provisional Graduation Certificate " is issued.	Institute	.

IMPORTANT NOTES: Non-Thesis Master's Program

<p>Advisor Change: The student submits a request to the Department Chair (ABD). After approval by the former advisor, the new advisor, and the ABD, the change is forwarded to the institute.</p>	Institute	The Graduate School Board (YK) approves the advisor change
	Institute	Graduate School Board's decisions are entered into the system.

<p>Change of Project Topic: The student submits a request to the Department Chair (ABD). After approval by the advisor and the ABD, the change request is sent to the Graduate School.</p>	Institute	Graduate School approves the project topic change.
	Institute	Graduate School Board's decisions are entered into the system.

<p>Ethics Committee: If the student's thesis involves questions, surveys, or similar, Ethics Committee approval must be obtained for the study to be conducted. (Applies to thesis, non-thesis, and doctoral students)</p>	Institute	At the beginning of each semester, a notice is sent to all department chairs, requesting them to identify the theses that need to be submitted to the Ethics Committee
<p>After receiving approval from their advisor, the student submits an Ethics Committee application to the institute along with the approval form.</p>	Institute	The applications are forwarded to the Ethics Committee.
<p>The committee meets once a month.</p>	Institute	Once the committee's decisions are received by the institute, approval letters are sent to the thesis advisors and students.

Scientific Preparation (SP): The duration is a maximum of 2 semesters, and the total credit load of SP courses over these 2 semesters is at most 30 ECTS.

Students who fail to complete the SP courses within 2 semesters will be dismissed from the University.

The credits of SP courses are not counted toward the required course load for graduation in the relevant program.

If a student takes graduate-level courses in the same semester as SP courses, that semester counts toward the program's maximum study period. However, if the student only takes SP courses and no graduate-level courses, that semester does not count toward the program's maximum study period.

Workflow: Master's Program with Thesis (1/2)

1st TERM	The student shall select courses totaling 30 ECTS credits.	Institute	Checks are carried out for the departments under its responsibility.
	At the end of the first semester, the student submits a request to the relevant Department Chair for the assignment of an advisor.	Institute	Advisor assignment is approved by the Graduate School
		Institute	Decisions of the Graduate School are recorded in the system.
	<p>The Department approves the request and forwards the approval to the institute.</p> <p><u>If the student does not submit the request, the <u>institute identifies students without an assigned advisor at the end of the second semester and notifies the relevant Department Chair via an official letter.</u></u></p>	Institute	At the end of the first semester, a list of students who have not been assigned an advisor is sent to the relevant Department Chair.
2nd TERM	The student shall select courses totaling 30 ECTS credits.	Institute	Checks are carried out for the departments under their responsibility.
	Student must determine the thesis topic no later than the end of the second semester. After the approval of the advisor and the Department Chair, the thesis topic is submitted to the Institute.	Institute	The thesis topic is approved by the Graduate School Board.
		Institute	Graduate School Board's decisions are entered into the system.
<p>1. CHECKPOINT – TRANSCRIPT REVIEW: The student must complete at least 10 courses (60 ECTS) and the term project no earlier than the end of the 2nd semester and no later than the end of the 3rd semester.</p>			
3rd&4th TERM & DEFENSE PROCESS	Once the student completes the thesis, the advisor reviews it and, after approving its suitability, the thesis is submitted to the Institute.	Institute	The transcript is checked (ECTS and local credits).The article/publication requirement is checked. A similarity check is conducted (for thesis programs, the similarity rate must not exceed 20%).
		Institute	The committee is approved by the Graduate School Board.
		Institute	Graduate School Board's decisions are entered into the system.

	The advisor establishes the thesis defense committee for the student. After the approval of the Department Chair, the relevant forms are submitted to the Institute.	Institute	
	A student whose defense committee has been established must take the thesis defense within one month at the latest.	Institute	The Institute prepares the defense documents and sends them to the relevant Department Chair one day before the defense.

Workflow: Master's Program with Thesis (2/2)

DEFENSE PROCESS	The student conducts the thesis defense. The advisor submits the defense documents to the Institute.	Institute	The documents are scanned.
		Institute	The defense records are entered into the system.
		Institute	The records are archived.
	If the student is successful;	Institute	The Graduate School Board decisions are entered into the system.
	Öğrenci başarısızsa; Öğrenciye «Tezsiz YL Diploması» alma hakkı doğar. Öğrenci kabul ederse;	Institute	The student is notified by email that they are entitled to receive a Non-Thesis Master's Degree Diploma.
		Institute	The Non -Thesis Master's Degree Diploma is approved by the Graduate School Board.
		Institute	The Graduate School Board decisions are entered into the system.
	If the student is given revisions; The revision period is three months. If the student receives revisions, they must defend the thesis again before the same committee within three months. The Institute monitors the process and provides the necessary notifications to both the advisor and the student	Institute	The revisions are approved by the Graduate School Board.
		Institute	The Graduate School Board decisions are entered into the system.

GRADUATION PROCESS	The thesis of the student who successfully completes the defense is submitted to the Institute. A student who has successfully completed the defense must submit the final version of the thesis to the Institute within one month at the latest.	Institute	The Graduate School Board decisions are entered into the system.
	The student submits the thesis that has passed all required checks to the Institute in a blue-bound format. The following documents must be included: <ul style="list-style-type: none"> • Thesis Submission Form • Thesis Examination Report • 2 CDs • Thesis Data Entry Form • Similarity Report 	Institute	The blue-bound theses are received.
		Institute	The documents are scanned.
		Institute	The graduation is approved by the Graduate School Board.
		Institute	The Graduate School Board decisions are entered into the system.
	The student's Temporary Graduation Certificate is issued.	Institute	
The student's thesis is uploaded to the National Thesis Center.	Institute		

Important Notes: Master's with Thesis

Advisor Change: The student submits a request to the Department Chair (ABD). After approval by the former advisor, the new advisor, and the ABD, the change is forwarded to the institute.	Institute	The Graduate School Board (YK) approves the advisor change
	Institute	Graduate School Board's decisions are entered into the system.

Change of Thesis Topic: The student submits a request to the Department Chair (ABD). After approval by the advisor and the ABD, the change request is sent to the Graduate School.	Institute	Graduate School approves the thesis topic change.
	Institute	Graduate School Board's decisions are entered into the system.
A request to change the thesis topic may also be initiated by the thesis committee. In such cases, the relevant form is submitted to the Institute.	Institute	The Institute submits the decision regarding the change of the thesis topic, as deemed appropriate by the committee members, to the Graduate School Board for approval.

<p>Ethics Committee: If the student’s thesis involves questions, surveys, or similar, Ethics Committee approval must be obtained for the study to be conducted. (Applies to thesis, non-thesis, and doctoral students)</p>	<p>Institute</p>	<p>At the beginning of each semester, a notice is sent to all department chairs, requesting them to identify the theses that need to be submitted to the Ethics Committee</p>
<p>After receiving approval from their advisor, the student submits an Ethics Committee application to the institute along with the approval form.</p>	<p>Institute</p>	<p>The applications are forwarded to the Ethics Committee.</p>
<p>The committee meets once a month.</p>	<p>Institute</p>	<p>Once the committee’s decisions are received by the institute, approval letters are sent to the thesis advisors and students.</p>

Scientific Preparation (SP): The duration is a maximum of 2 semesters, and the total credit load of SP courses over these 2 semesters is at most 30 ECTS.

Students who fail to complete the SP courses within 2 semesters will be dismissed from the University.

The credits of SP courses are not counted toward the required course load for graduation in the relevant program.

If a student takes graduate-level courses in the same semester as SP courses, that semester counts toward the program’s maximum study period. However, if the student only takes SP courses and no graduate-level courses, that semester does not count toward the program’s maximum study period.

<p>Transcript Check: A total of 120 ECTS credits must be completed together with the thesis.</p> <p>The student is required to register for the Thesis I and Thesis II courses in the 3rd and 4th semesters.</p> <p>In order for a thesis committee to be established for the student, the publication requirement must have been fulfilled. The Institute is responsible for verifying this requirement and must inform the advisor accordingly.</p>	
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