A Guide to Fill in the Thesis/Project Proposal and Supervisor Appointment Form

Part I. Student, Program, Thesis/Project and Supervisor Information. Student and Supervisor Approval.

1. **Student Name and Student Number**

   Fill in your student number by typing one digit into each box. Type your name into the field underneath, in "Name SURNAME" form.

2. **Program Name and Type**

   The name and the type of the enrolled program must be selected using the menu which pops up after clicking the arrow placed to the right hand side of the text box labelled "Choose program name and type". Please pay attention to the distinction between Thesis/Non-Thesis Master's and Doctoral (Ph.D.) programs.

3. **Thesis/Project Starting Semester**

   Under the title "Thesis/Project started in" after clicking on "Choose semester" and then by clicking on the right arrow. Choose Fall or Spring Semester. You must type the academic year by filling in the boxes with one digit for each: | 2 | 0 | 1 | 6 | / | 2 | 0 | 1 | 7 |

4. **Date**

   The date you fill in the form must be selected using the date picker placed under the title "Date". Date selected must be the date the form is filled in.

5. **Title of the Thesis/Project**

   The title of the thesis/project must be typed after clicking on the text box labelled "Enter the title of the thesis/project".

6. Originality Statement

This is the part where the student agrees that the thesis/project research is original to best of her/his knowledge. Click on the small box in this area, make sure that the box becomes checked. The sentence written in this area is automatically completed only if the program information and the thesis/project title are supplied by the student.

7. Aim, Scope and Methods

Using short sentences, give a brief description of your aims in this research. State the field on which you propose to study. If necessary, consult your supervisor on the selection of the specific subject. Then, state your focus. Based on your literature review, briefly explain the background of your research project, and report what has been done up to now. Also state the possible originality of your contribution. Mention about the techniques or methods that have been used up to now, and compare them with yours. Do not forget to cite the most significant references related to your study. Such references must be listed in References box with the selected style.

8. Expected Results

In this part write your expected results out of this research and possible publications.

9. References

The references part cannot be an arbitrary list of publications. They must be the ones cited in the section of "Aim, Scope and Methods". Reference list can be in Numeric or APA style (for this examine the examples below and also consult the sample documents). Be aware that you must distinguish between journal articles, books, conference proceedings, and websites. For numeric style, you must list the references in the form:

1. N. Surname. *Book title*. City: Publisher, Year.   *(Book)*

2. N1. Surname1, N2. Surname2. "Article title". *Journal Title*, Volume (Issue), Page, Year.
(Journal article)

3. N. Surname. "Article title". *Proceeding name*, Year, Page.   *(Proceeding article)*

4. N. Surname. "Article title or webpage name". Internet: URL, Date updated [Date accessed].   *(Website)*

5. N. Surname. "Thesis title". Degree level, University, Location, Year.   *(Thesis)*

If you use the APA style, you must follow the form:

Dancey, C. P., & Reidy, J. (2004). Statistics without maths for psychology: Using SPSS for Windows (3rd ed.). Harlow, England: Pearson/Prentice Hall. *(Book)*

Germann, F., Ebbes, P., & Grewal, R. (2015). The chief marketing officer matters! Journal of Marketing, 79(3), 1-22. *(Journal article)*

Friedman, S.M. (1969), Relationship Between Cognitive Complexity, Interpersonal Dimensions and Spatial Preferences and Properties, Ph.D. Dissertation, University of California, Berkeley. *(Thesis)*

Abel Scribe. (2006, October 3). Dr. Abel Scribe's guides to research writing and style. Retrieved on: 31 October 2006, Available on: http://www.docstyles.com/index.htm.

(Website)

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), Sociology for the New Millennium. Paper presented at The Australian Sociological Association, Monash University, Melbourne, 7-10 December (pp. 281-289). Churchill, VIC: Celts. *(Proceeding article)*

10. Supervisor and Co-supervisor Information

The supervisor and co-supervisor (if applicable) information must be typed in "Name SURNAME" form. Their academic titles are picked after clicking on the arrows placed on the right hand side of the text boxes labelled "Choose a title". The department of the supervisor is chosen using the drop down list popped up by clicking on the arrow on the right of the text box labelled "Choose a department". If the co-supervisor is affiliated to another university, then the full address is typed into the area for Institution. If no co-supervisor is appointed, then leave co-supervisor area blank and choose the blank item (i.e. " ") for the academic title.

Part II. Approvals of the Department Chair, Thesis Specialist, and the Director of Institute

11. Department Chair, Thesis Specialist and Director of Institute

Fill in Department Chair's name in the form of "Title Name SURNAME (e.g. Prof. Dr. Hasan ÖZGEN).

After filling the form, the student must upload it using the interface on the same page that the form was downloaded; enter her/his e-mail address and then press "Submit". The form will be automatically directed to the Thesis Specialist, who will reply the student via e-mail and give electronic approval. If the Thesis Specialist does not approve the form and gives revision instead, then the revised form must be uploaded the using the same interface again. Upon specialist approval, the student will make a colored or gray scale printout (**forms exceeding 1 page will not be accepted**), get the necessary signatures and submit the signed form to the Department Secretary, who will send it to the Institute.