

**KARABUK UNIVERSITY
INSTITUTE OF SCIENCE
DIRECTIVE ON THESIS WRITING AND EDITING**

Purpose and Scope

Article 1- This directive draws up the principles of the writing format, presentation and distribution of the master's thesis that will be prepared in the Departments of the Institute of Science according to the Karabuk University Regulation for Education and Examinations.

Definitions

Article 2- The terms used in this directive with their short forms mean these:

University: Karabuk University,
Senate: Senate of Karabuk University,
Institute: Karabuk University Institute of Science,
Regulation: Karabuk University Regulation for Master's Education and Examinations
Guide: Karabuk University Institute of Science 'Directive on Thesis Writing and Editing'

Thesis Writing Guide

Article 3- Master's thesis that will be prepared in the departments of Karabuk University Institute of Science are written in accordance with the 'Master's Thesis Writing Guide'.

Thesis Delivery for Defense

Article 4- The master student applies to the Head of Department with a petition which states that he/she is ready to take the thesis defence exam adding the unbound copies of the thesis accepted by his/her advisor. The number of the copies to be delivered are the same as that of the jury members. In master's and doctorate programs, the candidate is examined within a month from the thesis delivery. In obligatory cases, this time can be extended by the Administrative Board of Institute.

Forming the Juries

Article 5- Thesis defense juries, place and date of exams are determined, and the jury members selected from other universities are assigned by the Administrative Board of Institute upon the view of advisor and offer of the Department Board.

Conveying the Thesis to Juries

Article 6- Unbound copies of the thesis are distributed to the jury members by the Directorate of Institute after the control of the related Institute. The thesis is conveyed to the jury members at least fifteen days before the examination day.

Procedures about the Exam Result

Article 7- Due to the regulation, the exam result is conveyed to the Institute by the chairman of the jury together with a minute in three days at the least. An example of the minutes is sent to the related Head of Department by the Institute.

The student who is successful in the defense examination delivers an unbound copy of

the thesis to the Institute in a month at least by making the corrections that the jury will suggest if any. In case of failure, the student is informed about the additional times to be given in accordance with the related articles of the regulation. In case of one more failure, the student is discharged from the Institute.

Examining the Thesis in the Institute

Article 8- The thesis copy delivered to the Institute is formally examined in terms of its accordance with the ‘Master’s Thesis Writing Guide’ within a week. The thesis for which a correction is suggested at the end of the examination is returned to the related student by the Institute with the demand that required alterations be made within fifteen days.

The student whose thesis is indicated as formally appropriate delivers three bound copies and two electronic copies of his/her thesis to the Institute within fifteen days. Bound copies of the thesis are distributed to the University and Institute libraries provided that one is to the related Head of Department, and two electronic copies of the thesis are distributed to the Documentation Centre of the Council of Higher Education and the Institute library by the Institute.

Sanctions

Article 9- The proceeding to be made about the student who doesn’t comply with the time limits mentioned in Article 7 and 8 is determined by the Administrative Board of Institute.

Authorization

Article 10- On the issues not mentioned in this directive, the related articles of the Karabuk University Regulation for Master’s Education and Examinations and when required, the decisions of the Administrative Board of Institute are effective.

Enforcement

Article 11- This directive comes into force with the approval of the Rector of Karabuk University.

Execution

Article 12- The articles of this directive are conducted by the Director of the Institute of Science.

Accepted by the Senate’s Decision dated 02 /07/2008 and numbered 2008/05.9.