# BOĞAZİÇİ UNIVERSITY
## Institute for Graduate Studies in Social Sciences
## Flowchart for MA with Thesis

**MA ADMISSION/REGISTRATION & Graduate Program Advisor Assignment**

**CLICK ON THE FORMS TO DOWNLOAD**

→ Thesis Advisor Assignment Form

→ Thesis Title Assignment Form

→ Thesis Committee Assignment Form

→ Notification of Thesis Defense Result Form

**Course Selection**

**Thesis Advisor Assignment** (by the end of the 1st semester)

> The Thesis Advisor must be a full-time faculty member from the related graduate program (Assist. Prof. level or above).

**Thesis Title Assignment** (by the end of the 2nd semester)

> In case the proposed research for the thesis requires an ethics approval, Ethics Committee must be contacted.

**Thesis Course Registration**

> In the semester immediately following the assignment of the thesis advisor, the student must register for the thesis course opened under the name of the thesis advisor.

**Completion of Coursework GPA ≥ 3.00**

> The coursework must be completed successfully by the end of the 4th semester. Otherwise, the student is **dismissed.**

**Thesis Writing Process**

> Each semester during the writing process, the student's thesis work is assessed by the Thesis Advisor, who will give a TP or an F grade for the semester.

**MA Thesis Committee Assignment** (at least 1 month before the thesis defense)

> **3 Principal Members**
> - Thesis Advisor
> - 1 BU faculty member
> - 1 faculty member of another university
>
> **2 Alternate Members**
> - 1 BU faculty member
> - 1 faculty member of another university

**Notification of the Thesis Defense Date to the Institute**

> At least 15 days before the defense, the Thesis Advisor must notify the Institute of the defense date, location, and email addresses of the jury members and email a PDF of the thesis. (sbe(at)boun.edu.tr)

**Thesis Defense**

> After successfully defending the thesis, the student should first check the related webpage on thesis editing and must contact the Thesis Editor for a format check.

**Unsuccessful**

> If the defense is unsuccessful, the student is **dismissed.**

**Revision**

> The jury may grant an extension of up to 3 months for revision. At the end of this period, the student must re-defend. If the re- defense is unsuccessful, the student is **dismissed.**

**Successful**

> The printed and bound copy of the thesis must be submitted to the Institute within 1 month of the defense. (A one-month extension may be requested from the Institute by petition). If the thesis is not delivered within the specified time, the student must re-defend.

**GRADUATION**

> The maximum time allowed for an MA is 6 semesters, whether the student is registered or not. If the thesis is not delivered within this period, the student is **dismissed.**

***Note:** The result of all assessments must be reported (with relevant forms) to the Institute within 3 days of the event.*