

**Boğaziçi University**  
**The Institute for Graduate Studies in Social Sciences**

**COVID-19-related changes regarding M.A. Procedures for the Spring 2020 Semester:  
Important Dates and Reminders (2)**

1. Students who wish to receive their diploma at the graduation ceremonies that, according to the Academic Calendar, are currently being planned for August 18-20, 2020, must successfully defend their thesis no later than **June 30, 2020**. The required format check by the SBE editor must have been completed, corrections made, and the final hard copy version of the thesis submitted to the Institute no later than **July 30, 2020**.
2. Students who wish to graduate but do not intend to register for the Fall 2020 semester, and students who must graduate because they are in their 6<sup>th</sup> semester (and thus have reached the maximum amount of time allowed for master's study), must successfully defend their thesis by **September 18, 2020**. The required format check by the SBE editor must have been completed, corrections made, and the final hard copy version of the thesis submitted to the Institute no later than **October 16, 2020**.
3. New Procedures and Deadlines for Thesis Defense:
  - The Thesis Committee must be formed at least 6 weeks prior to the thesis defense and communicated to the Institute through the relevant department.
  - At least 3 weeks prior to the thesis defense, the thesis advisor must notify the Institute regarding the date, time, and virtual location (e.g. a link enabling participation in a Zoom or Skype meeting) of the defense. This email must include a PDF of the thesis and the names and email addresses of the members of the jury. Please send this email to [sbe@boun.edu.tr](mailto:sbe@boun.edu.tr).
  - At least 1 week before the thesis defense, students must send their thesis signature (approval) page to the SBE editor for checking and approval. Please send this email to [sbe.editor@boun.edu.tr](mailto:sbe.editor@boun.edu.tr).
  - Upon receiving the above-mentioned notification email from a thesis advisor, SBE will email the thesis advisor a unique link to a shared Google Drive folder. Thesis advisors are responsible for making audio and visual recordings of virtual thesis defenses and for submitting these recordings to the SBE by uploading them via the link provided.
  - The thesis advisor is responsible for sending the relevant set of documents to the Department Chair, who will then forward these documents to the Institute through the EBYS System. (The documents must reach SBE within three days following the thesis defense.) The necessary documents include the MA Thesis Defense Report Form and screenshots of emails from the jury members (from their email addresses that were previously submitted for the announcement of the defense by the thesis advisor) to the thesis advisor, confirming that the virtual signatures on the form are indeed theirs.
  - The approval page in the hard copy of the thesis must display the jury members' wet signatures. (The final hard copy of the thesis, including the signed approval page, must be submitted to the Institute within one month following the thesis defense.)
4. New Procedures for Submitting Forms to the Institute:
  - [Forms](#) that ordinarily require wet signatures, such as the MA Thesis Advisor Assignment/Renewal form and the MA Thesis Committee Assignment/Renewal form will be submitted to the Institute electronically until further notice. Individuals whose names are listed on these forms will confirm their virtual signatures via an email that they will send to a student's thesis advisor. The thesis advisors will be responsible for taking screenshots of these emails and sending them to their Department Chair, who will then forward these documents to the Institute through the EBYS System.

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*Conditions for Dismissal*

- *During a student's Scientific Preparation year, courses that are mandated by department cannot be dropped, repeated or postponed. If a student concludes their Scientific Preparation year with missing courses, courses in which they have received an F, or with a GPA below 2.5, they will be dismissed from Boğaziçi University. (Note to students: In the Notes section at the bottom of your Academic Registration page, you will see your scientific preparation courses; if the courses that you are currently taking, or have taken in the past, are different from those listed on this page, please contact your department immediately.)*
- *If a student does not complete their program's relevant coursework in 4 semesters (excluding the period of scientific preparation) with a GPA of at least 3.00, they will be dismissed from Boğaziçi University.*
- *Students who have not completed their coursework and successfully defended their thesis within 6 semesters will be dismissed from Boğaziçi University.*

*NOTE: When submitting forms to the Institute, please type the relevant data electronically. Forms containing handwritten information and forms with missing signatures will not be accepted.*