

ISTANBUL TECHNICAL UNIVERSITY
DOCTORAL PROGRAM IN POLITICAL AND SOCIAL THOUGHT
MASTER'S PROGRAM IN POLITICAL STUDIES

Procedural Guide for Master's Thesis Supervision and Progress

Rationale: These guidelines have been constructed by the Graduate Program Thesis Supervision Committee in order to facilitate the timely and efficient completion of a candidate's Master's thesis, while providing for transparency in and oversight by the Graduate Program in accordance with international academic standards, academic freedom and faculty driven initiatives.

Step 1. (INITIATION STAGE)

The first step in completing an Master's thesis is for the candidate to approach a suitable supervisor and to form a supervisory committee consisting of the supervisor and 2 committee members. The candidate should prepare a brief (300 word) abstract of the intended research topic. The **THESIS SUPERVISION FORM** must be completed by the proposed supervisor, signed by the thesis committee members, and the candidate must supply the 300 word abstract and title for the proposed thesis work. The **THESIS SUPERVISION FORM** should also be used for major changes to the thesis topic, or changes to any member of the thesis committee. In the case of a change in supervisor, an MA candidate must work with his or her new supervisor for at least 1 full semester past the date of submission of a new **THESIS SUPERVISION FORM**.

Step 2. (INITIAL PROGRESS STAGE)

No later than three months from the date of submission of the **THESIS SUPERVISION FORM**, a second form, the **THESIS 3-MONTH PROGRESS REPORT** must be completed by the candidate's thesis supervisor, signed by the thesis committee members, and submitted along with: 1. a 1000 word thesis abstract (in Turkish and English for Turkish nationals, in English only for foreign nationals), 2. a bibliography/literature review, and a chapter outline for the thesis that lists the intended titles and content of the entire thesis.

Step 3. (PRESENTATION STAGE)

No later than three months from the date of submission of the **THESIS 3-MONTH PROGRESS REPORT**, the **THESIS 6-MONTH PROGRESS REPORT** form must be completed and the scheduling of a thesis progress presentation must be scheduled using the **THESIS 6-MONTH PROGRESS REPORT** form. Candidates must prepare and present to the faculty and students of the graduate program, in a forum open to the public, a detailed overview of their thesis research for critique. Presentations should be roughly 30 minutes in length and should provide a literature review, as well as a clear picture of the topic of the research, and the stage that the research is at, as well as what remains to be done. **THESIS 6-MONTH PROGRESS REPORT** must also contain a list of three potential arm's length external examiners for the thesis, who will be invited to serve as an external examiner by the graduate program thesis supervision committee. This form must be completed by the candidate's thesis supervisor, and signed by the thesis committee members.

Step 4. (JURY STAGE)

No later than 3 months from the date of submission of the **THESIS 6-MONTH PROGRESS REPORT**, the **THESIS 9-MONTH PROGRESS REPORT** form must be completed and a thesis jury date must be requested. The **THESIS 9-MONTH PROGRESS REPORT** must be submitted no later than two months prior to the anticipated date of the thesis defense. This form must be completed by the candidate's thesis supervisor, and signed by the thesis committee members and the external thesis examiner.

All forms are to be submitted to the graduate program thesis supervision committee.

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THESIS SUPERVISION FORM

1. Please use this form to initiate a committee for a new thesis or to change details listed in the boxes below.
2. Please complete this form and submit it to the Graduate Program Thesis Committee.
3. If submitting this form for a **NEW THESIS** or a **CHANGE in THESIS TOPIC** please attach - on a separate sheet - an abstract of roughly 300 words explaining the research question of the thesis (in the language of the thesis).

DATE: _____

STUDENT'S NAME: _____ STUDENT'S ID NO _____

FIRST DATE OF ENROLMENT IN THE GRADUATE PROGRAM (MM/YY) _____ / _____

WORKING TITLE OF
THESIS: _____

SUPERVISOR'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

Please check all that apply:

- Committee for New Thesis
- Change of Thesis Topic
- Change of Supervisor*
- Change of Committee Member 1
- Change of Committee Member 2

*in the case of a change in supervisor, the student must work with the supervisor a minimum of 1 semester before a thesis defense can take place.

Remarks:

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THESIS 3-MONTH PROGRESS REPORT

1. Please use this form to report in the student's progress in their first three months.
2. Please attach a 1000 word thesis abstract (Turkish and English).
3. Please attach a bibliography/literature review.
4. Please attach a chapter outline.

DATE: _____

STUDENT'S NAME: _____ STUDENT'S ID NO _____

DATE OF THESIS SUPERVISION FORM (DD/MM/YY) _____ / _____

WORKING TITLE OF
THESIS: _____

SUPERVISOR'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

Supervisor please indicate the following:

Progress	EXCELLENT	SATISFACTORY	UNSATISFACTORY
Number of pages written			
Number of pages anticipated			
Quality of Bibliography	EXCELLENT	SATISFACTORY	UNSATISFACTORY
Quality of Chapter Outline	EXCELLENT	SATISFACTORY	UNSATISFACTORY

Remarks:

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THESIS 6-MONTH PROGRESS REPORT (PRESENTATION STAGE)

1. Please use this form to schedule a presentation on the student's thesis research.
2. Please suggest three names that the Graduate Program Thesis Committee can contact as an external examiner.
3. Please attach an abstract of the presentation. (Turkish and English)

DATE: _____

STUDENT'S NAME: _____ STUDENT'S ID NO _____

DATE OF 3-MONTH PROGRESS REPORT (DD/MM/YY) ___/___/___

PROPOSED DATE OF PRESENTATION: (DD/MM/YY) ___/___/___

WORKING TITLE OF
THESIS: _____

SUPERVISOR'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

Supervisor please provide three names and contact information for 3 potential external examiners for the thesis.

Name	University	email and telephone
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Remarks:

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THESIS 9-MONTH PROGRESS REPORT (JURY STAGE)

1. Please use this form to schedule a jury a minimum of 2 months ahead of any proposed thesis defense.
2. Please attach an abstract of the thesis (Turkish and English)

DATE: _____

STUDENT'S NAME: _____ STUDENT'S ID NO _____

DATE OF 6-MONTH PRESENTATION (DD/MM/YY) ___/___/___

PROPOSED DATE OF THESIS JURY: (DD/MM/YY) ___/___/___

TITLE OF
THESIS: _____

SUPERVISOR'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

COMMITTEE MEMBER'S NAME and SIGNATURE:

EXTERNAL EXAMINER'S NAME, AFFILIATION and SIGNATURE:

Remarks: