

**YEDİTEPE UNIVERSITY**

**INSTITUTE OF HEALTH SCIENCES**

**FOLLOWING STEPS FOR THESIS DELIVERY**

1. Approval of Thesis Approval Page by the Institute of Health Sciences which signed by Exam Jury.
2. One copy of thesis which prepared according to Thesis Writing Guide of Instıtute of Health Sciences, must be delivered to Institute of Health Sciences with **APPENDIX-1** that signed by advisor and student, latest within a month from the date of defense of thesis. ( Approval page must be added to 2nd page)
3. 3 CDs (in pdf format and including approval page)
   1. The following cover must be printed on CD.



**T. C.**

**YEDİTEPE ÜNİVERSİTESİ**

**SAĞLIK BİLİMLERİ ENSTİTÜSÜ**

**Tez Konusu**

**Hazırlayan**

**Sağlık Bilimleri Enstitüsüne teslim edilmiştir.**

**………………………….Yüksek Lisans/Doktora Tezi**

**İSTANBUL,2016**

* 1. In every CD;
     1. The whole thesis (including approval page) must be created in pdf format
     2. The summary part of thesis ( as a separate pdf file)
     3. The abstract part of thesis ( as a separate pdf file) must be found.

1. Signed up from https://tez.yok.gov.tr/UlusalTezMerkezi/, than create and signed the “thesis data entry and permission form” (3 pieces) for delivering to Instıtute of Health Sciences. NOTE: For access to the system, TR Identity Number and e-government (e-devlet) password are required.
2. After submitting the required documents to Institute of Health Sciences, ‘’ Graduation Form’’ (A9 form) must be downloaded from <http://sagbil.yeditepe.edu.tr/formlar> and approved by related units.

**NOT:** **Diploma MADDE 10 – (1**) Tez sınavında başarılı olmak ve senato tarafından belirlenen mezuniyet için gerekli diğer koşulları da sağlamak kaydıyla, yüksek lisans tezinin ciltlenmiş en az üç kopyasını tez sınavına giriş tarihinden itibaren bir ay içinde ilgili enstitüye teslim eden ve tezi şekil yönünden uygun bulunan yüksek lisans öğrencisine tezli yüksek lisans diploması verilir. **Enstitü yönetim kurulu talep halinde teslim süresini en fazla bir ay daha uzatabilir. Bu koşulları yerine getirmeyen öğrenci koşulları yerine getirinceye kadar diplomasını alamaz, öğrencilik haklarından yararlanamaz ve azami süresinin dolması halinde ilişiği kesilir.**

**APPENDIX 1. THESIS CHECK LIST**

Following checks must be done before finalizing and replicating the thesis.

* The title obtained as MSc. or Ph.D is written on cover and inner cover page. (The name of advisor should not be written on cover page)
* The name of PROGRAM to be graduated (not the name of DEPARTMENT) is written on cover page.
* The name-surname, name of institute, program and year are written on the back part of thesis cover as mentioned in the guide (attention about direction of writing!)
* On thesis cover; only title of thesis is written by 18 point and bold. For the name of INSTITUTE and DEPARTMENT 14 point, for other writings 12 point fonts are used.
* The approval page (earned titles as MSc or Ph.D must be included) is properly prepared and signed. ( The signature of the Director of Institute is also necessary, pay attention about the colour of pen, it must be same colour while signing.
* The printouts are taken only one side of paper by using computer that provide a high-quality output.
* The index is prepared as explained in the guide.
* On front pages, i,ii,iii etc. are put in Roman numerals.
* The page numbers are prepared as explained in guide.
* The page layout is prepared as specified in guide.
* The main text is printed in Times New Roman by using 12 points font.
* The footnote letter is printed in 8-10 points font.
* The main text is written by using 1.5 line spacing.
* Turkish and English abstracts are written in compatible with each other.
* The proper keywords are used in Turkish and English summary.
* The abbreviations and symbols are appropriately made.
* In sources list, each source is numbered. It is written in accordance with source presentation principles and citation rules.
* All sources that used in thesis are provided.
* Appendixes are given with appropriate titles, starting from separate pages, according to the order of presentation in the thesis.

**The student’s thesis is suitable according to the above items.**

Advisor’s Signature Student’s Signature