



Registration Process to Thesis Defense

1. **Choosing the Topic**
 - Select a topic considering the minimum time allowed between the registration of the proposed title (proposal) and the defense of the thesis, which is 6 months.
2. **Obtaining the Proposal Form**
 - Obtain the proposed thesis title registration form (proposal) from the faculty website or in person from the research unit.
3. **Compiling the Proposal Form**
 - Complete the form for registering the proposed title of the thesis (proposal) with the help of your supervisor and advisor.
4. **Submitting the Proposal**
 - Submit the proposed thesis title (proposal) to the research council of the relevant educational group.
5. **Review and Approval**
 - Obtain the result of the examination of the proposed title of the thesis (proposal) from the group. If corrections are needed, make the necessary changes and obtain final scientific and methodological approval from the research council.
6. **Evaluation Form**
 - Complete the proposal evaluation form by the appointed referee(s) and submit it to the faculty.
7. **Registration in Researcher System**
 - Register the thesis (proposal) in the researcher system.
8. **Submission of Approved Proposal**
 - Submit the original copy of the first two pages of the thesis (proposal) approved by the research council of the department, with the seal and signatures of the supervisors, advisor, methodologist, and research assistant, to the research office of the faculty.
9. **Implementation of Research**
 - Conduct research according to the approved proposal.
10. **Thesis Progress Report**
 - Prepare and complete the thesis progress report form and submit it to the research office of the faculty.
11. **Thesis Compilation**
 - Compile the thesis based on the provided template.
12. **Scientific and Methodological Compatibility**
 - Ensure scientific and methodological compatibility of the thesis and proposal by the relevant methodologist and obtain final approval from the supervisors, advisors, and research assistant.
13. **Ethics Code**
 - Obtain the ethics code in the research assistant system.
- #qrcode# 14. **Permission for Defense Session**
 - Obtain the permission form to hold a defense session from the faculty website or in person from the research center.



15. Designation of Referees

- The research assistant of the department will designate referees for the thesis defense.

16. Notification and Authorization

- Notify the referees and register their seal and signature in the authorization form for holding a defense session, to be submitted to the research unit of the faculty.

17. Submission to Supervisors and Referees

- Submit the thesis and a copy of the proposal to the supervisors, advisors, and referees at least one week before the defense meeting.

18. Defense Meeting

- Hold the defense meeting at the time and place specified in the permission form, with the presence of supervisors, advisors, referees, and research assistants.

19. Uploading the Thesis

- Upload the full version of the thesis in the research assistant system.

20. Completion of Evaluation Forms

- Complete the evaluation forms and minutes of the final grade by the professors present at the meeting. Submit the original copy to the research unit of the faculty to record the grade in the report card.

21. Submission of Approved Essay

- Submit the approved essay to the department and the faculty to receive two supplementary marks for the thesis. A high grade (19 or 20) is only possible by presenting the original article resulting from the thesis, which has been approved by the research assistant of the faculty. The maximum grade awarded at the defense session is 18.

22. Final Thesis Binding

- Bind the thesis according to the thesis binding instructions on the faculty website.

23. Submission of Bound Thesis

- Submit a bound copy of the thesis, sealed and signed by the professors and research office of the faculty, along with a CD, to the university library for settlement and completion of graduation matters.

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