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|  **T.C.****SELÇUK UNIVERSITY****DIRECTORATE OF HEALTH SCIENCES INSTITUTE** |

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| **STUDENT INFORMITON** |
| **Name-Surname** | Click or tap here to enter text. |
| **Student No** | Click or tap here to enter text. |
| **T.R. Identity Number** | Click or tap here to enter text. |
| **Department** | Click or tap here to enter text. |
| **Program** | [ ]  **Master’s Degree** [ ]  **Doctorate** [ ]  **Master’s Degree without Thesis** |
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| **Reason for Dismissal** | [ ]  **Graduation**  |
| **Academic Year of Graduation** | Click or tap here to enter text. |
| **Alumni information system** | **After the student graduates, information will be entered at the following site** For Detailed Information: <https://mezun.selcuk.edu.tr/> |
| **GSM** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **I request that the graduation procedures be carried out and my diploma be prepared and given to me.****Student’s Name Surname****SIGNATURE** |
| **INFORMATION and APPROVAL OF THE DEPARTMENT TO BE DISMISSED** |
| **UNIT NAME** | **CONSIDERATIONS** | **DATE** | **APPROVED BY****NAME SURNAME****SIGNATURE** |
| **ADVISOR** | **There is no problem in the graduation of the named student.** | **…../…../20…** |  |
| **DEPARTMENT** | **There is no embezzled material belonging to our department on the named student.** | **…../…../20…** |  |
| **S.U. CENTRAL LIBRARY** | **The named student does not have any embezzled materials belonging to our Library.** | **…../…../20…** |  |
| **SCIENTIFIC RESEARCH PROJECTS****COORDINATION UNIT** | **The named student has no project supported by our coordinatorship. Bap Project No : …………………..** | **…../…../20…** |  |
| **ERASMUS INSTITE COORDINATORSHIP** | **Students who do not benefit from Erasmus mobility do not need to fill in this section.** | **…../…../20…** |  |
| **EXPLANATION**1. Student ID Card must be attached to this form. Those who have lost their student ID Card must attach the full page of the newspaper with the announcement of the loss or a petition stating the situation.
2. The student information in the form must be filled in by computer and the signature fields must be signed with a blue ink pen.
3. **If you have received support for your thesis by the Scientific Research Projects Coordination Office, you can dismiss from the student affairs office to close the project by obtaining the decision of the Graduate School Board of Directors that you have graduated.**
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| T.C. Selçuk Üniversitesi Sağlık Bilimleri Enstitüsü Müdürlüğü Alaeddin Keykubad Yerleşkesi Yeni İstanbul Caddesi No:335 Selçuklu - KONYAE-mail: sagbil@selcuk.edu.tr Phone: +90 332 223 2453 & Fax : +90 332 241 05 51 |

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| **RULES TO BE FOLLOWED DURING THESIS SUBMISSION** **(DOCUMENTS TO BE BROUGHT TO THE INSTITUTE AFTER THE THESIS DEFENSE EXAM)** |  |  |

1. **Thesis publishing;**

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| * The thesis will be examined by the Institute and then proceed to the printing stage.
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1. **Thesis data entry form;**

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| * You need to go to http://tez2.yok.gov.tr and become a member of the system. Then, after logging in, filling in the "Thesis Data Entry Form" and clicking "Save - Print", a reference number is obtained. After this reference number is taken, a printout is taken from the printer. Bring the Thesis Data Entry Form in two (2) copies to our Graduate School Directorate, one to be given to YÖK and the other to Selçuk University Central Library by our Graduate School.

 **Note:**  **After writing the department in the thesis data entry form, if there is a branch of science, write it, if not, leave it blank.** |  |  |

1. **Digital record of the completed thesis;**

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| * The entire thesis must be in PDF format. Do not create it in any other format (Word, etc.). The PDF file will be prepared as a single file that will include the Turkish and English thesis abstracts and the cover and approval section. The file name should be the reference number from the thesis data entry form. **The CD content should not include curriculum vitae, ethics committee and approval page. The above documents must be included in your thesis to be submitted to the Institute.**  2 copies of the completed CD will be delivered to our Institute and the information should be written as labeled CD as follows**.**

http://www.selcuk.edu.tr/dosyalar/images/302/cdyazi.jpg |  |  |

1. **Diploma delivery;**

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| * Those who cannot receive the diploma in person can have it taken by the person they give a notarized power of attorney.
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1. **Distribution of theses;**

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| * Students enrolled in the master's or doctoral program; After the graduation decision is taken from the Institute Administrative Board and they are graduated in the automation system, have 3 copies of theses for master's degree and 5 copies of theses for doctorate signed by the Directorate of Institute and sent to the jury members by themselves.
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**I HAVE READ AND CONSENT**

 **NAME SURNAME**

 **İMZA**