**MALTEPE UNIVERSITY**

**FACULTY OF BUSINESS AND MANAGEMENT SCIENCES**

**GUIDELINES FOR WRITING GRADUATION PROJECT**

The Graduation Project is an essential part of the reflection of the knowledge and skills acquired by the students enrolled in Maltepe University Faculty of Business Administration and Management Sciences programs into practice. Encouraging students to produce projects and academic texts is a common goal of all programs.

Within the scope of Graduation Project I and II courses, students are expected to write a quality project that reflects the knowledge and skills they have acquired over the course of four years. For this reason, it is necessary to show the necessary care and effort at every stage, from generating ideas to presenting the work.

All graduation projects should be prepared in accordance with academic ethical principles and rules. Scientific negligence, scientific distortion, plagiarism, etc., which damage the reliability of the studies. attempts should be avoided.

Considering the issues mentioned in this guide, the principles and rules that must be followed during the graduation project writing process are included.

**1. HOW TO CHOOSE A GRADUATION PROJECT TOPIC?**

In order to determine the subject, students are first asked to determine in which field they would to like work; such as accounting, finance, marketing, management, human resources, production, international trade, logistics. The choice of subject depends on the student's curiosity, interests, career goals etc.

While preparing the Graduation Project, the student must identify a research problem. This research problem may be a current problem of the business world, such as increased returns, low staff engagement. Next, other sub-questions that the researcher must answer in order to answer the research question are determined. If an application will be made and data will be collected for this purpose, scales should be searched for. A poorly defined research problem impacts the importance and value of research negatively.

An exploratory study can be done to identify the research topic. For this purpose, a web search on a related subject (e-commerce, CRM, leadership, etc.), resource scanning such as books and journals, electronic databases or expert opinions, field investigation, and problems observed during internship can be evaluated. The discovery phase usually begins with a literature review. For this purpose, bibliographic databases, indexes, books, encyclopedias can be used.

After the problem has been defined, the research objectives based on the problem need to be clearly stated. One of the best ways to set research objectives is to ask the question “What kind of information do we need to solve the problem?”. The research design should be planned within the scope of the methods and processes by which the needed information should be collected. Research design can be divided into exploratory or conclusive, and often an exploratory research is followed by a conclusive study.

Exploratory research is aimed at revealing the problem and its dimensions. In general, exploratory research comes into play when there are no previous studies on the research problem or research topic. In this respect, the less is known about the problem, the more likely it is to apply exploratory research. Four basic techniques are used in exploratory research: secondary sources (literature review), pilot studies, case studies and referral to people who are knowledgeable about the problem.

Conclusive research assists in identifying, evaluating and selecting the best alternative to follow in a given situation. Statistical methods are used to increase the reliability of information. Conclusive research are divided in to descriptive and causal studies:

The main purpose of descriptive research is to describe the characteristics of a population or a phenomenon. A business's current customer profile, competitors' strategies, etc. can be evaluated within the scope of descriptive research.

The main purpose of causal research is to determine the cause-effect relationship between the variables. In this type of research, one variable is changed and it is observed whether there is a change in the other variable. In the meantime, external factors that may affect this relationship should be kept under control.

The Graduation Project Title should be determined in a way that gives the main idea to the people about the project. The title should neither be too short nor too long to be distracting. For example, "International Logistics" is a general title that does not give an adequate idea about the study, as it is a very wide-ranging field. “Storage of Products in Free Zones in International Logistics, Regulations and Practices on this Subject” is a complex title because it contains unnecessary words. The title of “Benefits of Free Zones and Basic Applications in International Logistics” is a sufficient and understandable title to introduce the subject.

**2. LITERATURE REVIEW**

Literature review is used at every stage of the research. Sources are classified as primary sources (notes, interview records, laws, speeches and internal records), secondary sources (encyclopedias, textbooks, journals, newspapers) and tertiary sources (indexes, bibliographies, internet search engines). In particular, information and information sources obtained from the web are evaluated according to purpose, format, scope, reputation, format and target audience.

In the literature review section, the student can use any source that he or she obtains physically or on the internet, by citing in accordance with the rule. However, it is important to predominantly use scientific resources in academic databases. Some electronic databases serve on a subscription basis. In order to access academic databases, direct access can be provided within the campus by selecting databases->subscriber databases from the menu on the website of the Library and Information Center, kutuhane.maltepe.edu.tr. If it is off-campus, the "Out of Campus Access" section on the same page should be used.

Some of the important databases that students can benefit from are listed below.

• Ebsco - Academic Search Ultimate: The world's most comprehensive academic full-text database for multi-disciplinary research. Science, technology, engineering, etc., as well as social and humanities. Includes peer-reviewed full-text journals. In addition to full-text journals, it covers reports, books, and many different types of documents in full-text.

• JSTOR: It is a database that offers very comprehensive peer-reviewed full-text content specific to Economics and Administrative Sciences. The articles in this database date back to 1886.

• Proquest: Designed to complement other databases and collections, this multidisciplinary database brings together full-text links to publicly available scholarly content from a number of different sources from around the world, all open access or unlicensed. Content includes journal articles, preprints, dissertations, conference proceedings and reports.

• ProQuest Dissertations & Theses: Covers doctorate and master's theses in all academic fields from engineering, medical sciences, physics, psychology, education, literature, philosophy, social sciences, communication and arts.

• Emerald Premier eJournals: Emerald Premier eJournals collection includes accounting, finance, economics, business, management, strategy, education, human resource management, corporate studies, health and social care, information management, marketing, operations, logistics and quality, environmental management, public There are a total of 309 journals on management, tourism, engineering and librarianship.

• Science Direct: It is one of the leading databases in the fields of engineering, technology, medicine, chemistry, computer science, humanities and social sciences, and economics.

• Springer: It covers 2073 journals in the fields of life sciences, chemistry, environmental sciences, behavioral sciences, social sciences, computer science, materials science, mathematics, medicine, energy, physics & astronomy, and engineering. 483 journals are also published as open access.

• Taylor & Francis Group Physics, mathematics, engineering, technology, medicine, chemistry, computer science, humanities and social sciences, economics.

• Web of Science: A bibliographic database providing access to Science Citation Index (SCI), Science Citation Index-Expanded (SCI-E), Social Sciences Citation Index (SSCI) and Arts & Humanities Citation Index (AHCI) since 1980.

• YÖK Thesis Center: All master's and doctoral theses in Turkey can be accessed through this database. Address: tez.yok.gov.tr

• TR Dizin: TR Dizin being created by ULAKBİM; consists of local journals in the main subjects of Social Sciences, Dentistry, Pharmacy, Engineering, Basic Sciences, Health Sciences, Veterinary, Social and Human Sciences. Address: https://trdizin.gov.tr/

• Google Scholar: A Google service that scans open access journals. However, it does not provide access to significant scientific journals that require subscription. It should not be seen as sufficient on its own by students. Address: https://scholar.google.com.tr/

These databases can be accessed by keywords as in an internet search engine. If a large number of sources are encountered when searching, year range, subject, journal, language, etc. such as filters. In addition, detailed inquiries can be made with the help of operators such as "AND, OR, NOT" from the "advanced search - advanced search" sections.

**3. HOW TO WRITE ABSTRACT?**

The most read sections of a project are the abstract, introduction and conclusion sections. People who want to learn only general information about the subject are mostly content to read these three chapters. For this, the subject of the project and the important results obtained should be rewritten in the summary, introduction and conclusion sections.

The purpose of the abstract is to provide the reader with a general idea of the topic. The subject should be introduced in the first paragraph of the abstract. In the other paragraphs, the scope and objectives of the study should be explained step by step, the approach, model and methods used should be briefly introduced and the main results should be given.

Since the abstract describes a finished work, it should be written in the past tense, the narration should be in a passive form such as "it has been done, it has been completed".

“Keywords” should be specified under the abstract section.

**4. HOW TO WRITE PREFACE?**

The preface is the section where the student writes his/her own views regardless of the professional and scientific content of the project. Also, in this section, the people and organizations that helped during the study are thanked.

**5. HOW TO WRITE THE PROJECT?**

In order to follow the project easily, the text of the project should be written by dividing it into sections. The first part of each project text should be the introduction and the last part should be the conclusion.

**5.1. How to write Introduction?**

The introduction should contain sufficient basic information to enable the reader to understand and evaluate the project without needing to read other related publications, and should briefly describe the need and purpose of the study. The reason for choosing the topic and why the topic is important should be well emphasized in the introduction.

The structure of the introduction should be:

• The definition of the subject, the importance of the problem and the solution should be stated.

• If there is any preliminary information that needs to be known in order to understand the study, it should be explained.

• If there are previous studies on the same subject, they should be explained and evaluated.

• The processes, facts, primary and secondary objectives, basic idea, solution model and method, research and analysis methods and the reasons for choosing these methods should be explained.

• To make it easier for the reader to decide which chapters to read, the next chapters of the thesis book should be briefly introduced.

**5.2. How to Write Literature Review?**

In the literature part of the Graduation Project, the student defines the basic concepts related to the research problem. While the number of employees and the company's annual turnover are concepts that cannot be discussed, there are also more abstract concepts in the researches.

One of the most fundamental characteristics of a successful scientific study is that the concepts discussed are clearly defined and presented in accordance with common understanding.

It is seen that the relations between variables in social sciences are handled from different perspectives with different approaches. Therefore, research variables need to be accurately expressed as dependent, independent, moderator, mediator, and control variables. Therefore, while writing the literature section, attention should be paid to the compatibility of the research problem with the literature information presented. With the literature review, information is given about the history of the research problem, previous studies and findings on this subject are presented.

**5.3. How to write other chapters?**

In the following chapters of the project, the study outlined in the introduction should be explained in detail. Since these chapters will be for people who want to have detailed information about the project or to work on the same subject, the project work should be explained step by step without skipping important information. Generally, those who read the project try to have an idea about that chapter by reading the first paragraph of each main chapter. For this, the first paragraph of each main section should outline that section.

In order for the study to be evaluated and understood more easily, the narrative should be strengthened with figures and tables. If the study is experimental, the results obtained from the experiments should be given in tables and the evaluation of the results should be facilitated. In non-experimental project studies, there must be an "Implementation" section, except for special cases. In this section, how the implemented system is applied and the results obtained during the implementation phase should be explained. In the implementation part, the number of data should be so large that generalizations can be made.

**5.4. How to write Implementation chapter?**

In the implementation part of the Graduation Project, it is aimed that the students experience a study in accordance with the scientific method. In this direction, it is expected that the implementation to be carried out is planned and executed in a systematic way, based on empirical procedures that are repeatable. The purpose of the research should be clearly defined. Students need to make a detailed plan regarding the research process and choose the most appropriate method and design for the research. High ethical standards must be respected at all levels of research. Errors should be anticipated and minimized in scientific studies. However, since it will not be possible to conduct a perfect research, the limitations discussed in the study should be explained by the students.

If data is to be collected, it is decided whether this data will be primary or secondary data. Primary data is the data collected by the researcher for the research that is open to error control and closer to the truth. Secondary data is the type of data that the researcher finds ready, which has undergone at least one stage of compilation/interpretation/processing/classification.

However, information (processed data), not data, is required to answer the research problem. If data is obtained within the scope of the research, adequate analysis should be applied to these data with appropriate methods. No research produces perfect and eternal knowledge. Therefore, while presenting the results of their studies, students should avoid precise language expressions and present them to the readers by taking into account the research limitations. In the generalization of the study findings, the research population and the selected research sample should be taken into account, and unwarranted or very broad inferences should be avoided.

The sub-headings that should be included in the implementation section are as follows:

* Method of Research
* Purpose, Scope, Importance and Problems of the Research
* Research Model and Hypotheses
* Assumptions and Limitations of the Study
* Universe and Sample
* Data Collection Tools, Data Collection and Analysis

**5.5. How to write Conclusion?**

The conclusion chapter where the results obtained from the project are evaluated. The structure of this chapter should be as follows:

• The project topic should be redefined and the methods used should be summarized.

• Obtained results should be expressed in clear and simple sentences.

• In experimental studies, the main results obtained from the evaluation of different test results should be explained, and generalizations should be made according to these results, if possible.

• In order to guide those who want to work on this subject, the extent to which the target set at the beginning has been achieved, the advantages and disadvantages of the study and its different and important aspects should be explained, and suggestions for future studies, if any, should be stated.

**6. RESEARCH ETHICS**

All parties involved in research must be ethical. The aim of research ethics is that no one is harmed directly or indirectly due to research. There is no single approach when talking about ethics, it is insufficient to be limited to people's own moral understanding and laws/regulations. The student who prepares the Graduation Project should pay attention to the issue of compliance with high standards of ethical issues at all stages of the study.

For this purpose, if data is collected in the application part, necessary precautions are taken to ensure that the companies and/or persons participating in this phase of the research are not harmed in any way. The benefits of the study are explained to the people participating in the research, what their rights are, and how their data will be protected. Consent is obtained from the participants when necessary. The right of the participants not to answer is respected and permission is obtained when recording audio or visual in any way.

In Graduation Project writing, plagiarism is an unforgivable serious illegal action. It is considered plagiarism to present the ideas, findings and comments of others as one's own, to use or copy someone else's printed or non-printed material without specifying the source (including "paraphrase" by changing the place of words), citing without specifying the source and not complying with the attribution rules.

Not knowing what plagiarism is cannot be considered an excuse for students. Generally, failure to comply with the process and time-related planning in the study and the approaching deadlines are common reasons why students make such mistakes knowingly or unknowingly.

The following should not be included in the Graduation Project:

• Copying someone else's work,

• Using copy-paste sentences without referencing,

• The use of elements, including figures, visuals, tables and charts, without referencing, disregarding the efforts of others,

• Incorrect or incomplete citation,

• Excessive citation,

The most effective method to avoid plagiarism is to conduct an effective, timely and systematic study, to have a good comprehension of the literature on the subject, to correctly refer to the relevant source whenever necessary.

**7. How Should The Graduation Project Be Organized?**

Graduation Project should be organized as follows:

• Outer cover (paperboard)

• Inner cover

• Statement of Compliance with Ethical Principles and Rules

• Preface

• Abstract

• Table of Contents (page numbers should not be forgotten)

• List of Tables (page numbers should not be forgotten)

• List of Figures (page numbers should not be forgotten)

• List of Abbreviations

• Introduction

• Project Chapters

• Conclusion

• References (Internet sources should be shown separately)

• Appendix (if any)

**7.1. Outer Cover:**

Graduation Project outer cover should be a white paperboard binding or spiral. The outer cover should contain the following information:

• T. C. Maltepe University

• Faculty and Department Name

• Undergraduate Graduation Project

• Project Title/Name

• Number, nameof the student

• Title, name of the project advisor

• Month, Year

**7.2 Inner Cover**

The content and layout of the inner cover is the same as the outer cover page. The difference is that the outer cover is paperboard, the inner cover is plain paper.

**7.3 Front Pages**

**Statement of Compliance with Ethical Principles and Rule**s

The declaration of compliance with ethical principles and rules must be signed by the student.

**Preface**

The preface of the graduation project is the part in which the person completing the study conveys his/her own views regardless of the professional and scientific content of the project. The people and organizations that helped during the study are thanked.

**Abstract**

The abstract part of the graduation project is the part that allows the reader to have a general idea about the subject. The abstract section includes the introduction of the subject, the scope of the study, the aims, the methods used and the main results.

**Table of Contents**

Titles and page numbers of the front pages, headings and subheadings of the project should be given under the TABLE OF CONTENTS. Until the introduction, page numbers are as i, ii, iii, iv, ……….., and 1,2,3,4, ………… from the introduction.

**List of Tables**

The titles of the tables in the project should be given under the LIST OF TABLES.

**List of Figures**

The titles of the figures in the project should be given under the LIST OF FIGURES.

**List of Abbreviations**

The list of abbreviations used in the project should be given in alphabetical order under the title of LIST OF ABBREVIATIONS.

**Conclusion**

The conclusion of the Graduation Project is the part where the results obtained from the project are evaluated. In this chapter, the subject of the project and the methods used are summarized, and the results and future work issues are expressed.

**7.4 Project**

Project consists of:

• Abstract

• Introduction

• Project Chapters

• Conclusion

• References

The rules to be observed while writing these sections are stated above.

**7.5 Last Pages**

**References**

The sources cited in the APA format (https://apastyle.apa.org/style-grammar-guidelines/references/examples) in the project text (author's surname, publication year and page number) should be given under the REFERENCES title and in the order of the author's surname.

Sources taken from the internet in the form of (URL-1, URL-2, URL-3, ….) are listed in the sub-title of Internet Resources, and the site address and access date, day, month and year (Example: Access Date: 10.10. 2021) should be given.

At least twenty-five sources should be used in the writing of the graduation project.

**Appendix**

Charts, photographs, plans, flow diagrams, computer programs, etc., which are not required to be included in the project and will disrupt the flow of the project should be given in the APPENDIX section.

**8. RULES TO BE FOLLOWED WHEN WRITING THE GRADUATION PROJECT**

The following rules should be followed while writing the Graduation Project:

**8.1. General rules**

• The project should be written in an understandable language and in accordance with the spelling rules.

• The project should be writtwen in passive voice (as if it was done, used). General information should be given using the present tense (such as done, added).

• The similarity rate of the project submitted at the end of sprinf semester should be at most 45%.

• After the project is completed, an oral presentation should be made to the jury consisting of three instructors, including the advisor.

**8.2. Page layout**

• The project should be written on A4 (210 x 297 mm) white paper.

• One side of the paper should be used.

• The 'Times New Roman' character type should be used in the writing of the project. Letter size should be 12 points.

• Page margins should be 3.5 cm from the left, 2.5 cm from the right, and 3 cm from the bottom and top.

• Front pages should be numbered with Roman Numerals (i, ii, iii) starting with Table of Contents “i” (inside cover page “i” is accepted, not written).

• The page number should be written at the bottom of the page, aligned to the right.

• Lines and paragraphs should start from the left margin.

• Lines must be aligned right and left.

• 1-line spacing should be used in the project text.

• 1.5 line spacing should be left between paragraphs.

• The main sections (1st, 2nd, 3rd, 4th CHAPTER) should start on a new page.

• 1.5 line spacing should be left after the headings.

**8.3. Chapter Headings**

• Headings and subheadings of the project text (by dividing into sub-headings such as 1., 1.1., 1.2.5.) should be numbered.

• Headings and first-degree chapter headings on the front pages and last pages should be written in capital letters, and from the 2nd degree, the first letters of the words should be written in capital letters, and the other letters should be written in lowercase letters.

• All chapter headings should start from the left edge of the page and should be written in bold.

**8.4. Figures**

• Figure numbers and titles should be written under the figure, leaving 1 line space. Figures should not be given without title.

• Figures should be numbered starting with the number of each main chapter. For example, the third figure of the second chapter should be numbered as "Figure 2.3".

• The title of the figure should be written in bold, leaving a space of one character after the figure number, capitalizing the first letter of the first word and lowercase the other letters.

• Figures and figure titles should be centered on the page.

• Figures taken exactly from a publication should be cited at the end of the figure title.

**8.5. Tables/Charts**

• Table number and title should be written above the table. There should be 1 line space between the title and the table. should not be given without title.

• Tables should be numbered starting with the number of each main chapter and showing which section it is. For example, the second table of the third section should be numbered as “Table 3.2”.

• The title of the table should be written in bold, leaving a space of one character after the table number, capitalizing the first letter of the first word and lowercase the other letters.

• Tables and their titles should be centered within the text.

• Tables taken exactly from a publication should be cited at the end of the table title.

**8.6 Formulas**

Formulas should be centered on the page. Formula numbers should be written aligned to the right.

Formulas should be given a number that starts with the number of each section and indicates the formula for that section. This number should be written in parentheses at the end of the line. For example, the fourth formula given in the third section should be specified as (3.4). A 1-line space should be left between the text and the formula.

Ex:

sy = s0 + k. d-m (2.3)

**8.7. In-Text Citation**

References in the text are indicated by the surname of the author or the name of the publisher institution, publication year and page number. For example; (Long, 2013, p.171), (TUIK, 2012, p.59). If different sources of the same author/institution for the same year are used (Long, 2013a, p.171), it is shown as (Long, 2013b, p.42).

**8.8. Referencing Figures, Tables, Formulas**

Figure, table or formula number is specified in the project.

**Example:** Turkey's highway map can be seen in Figure 2.7. Percentage distribution of transport modes is given in Table 2.23. The number of shelf compartments in the warehouses is calculated as in Formula 1.3.

**8.9. References**

In accordance with the APA format (https://apastyle.apa.org/style-grammar-guidelines/references/examples), the author's surname/institution name is indicated in alphabetical order under the REFERENCES title as follows:

**Examples:**

**Book:**

Author's Surname, Initials of Name(s). (Year of publication). Book title. Publisher. Publishing Place. ISBN.

Example: Üstündağ, A. (2008). Radio Frequency Identification System (RFID) and Supply Chain. System Publishing. Publication No.: 2078, Edition No.:1. Istanbul ISBN.: 978 975 322 515 1.

**Book Chapter:**

Author's Surname, Initials of Name(s). (Year of publication). Chapter title. Editor(s) Initials Surname (Ed.), Title of book. Publisher. Publishing Place.

Example: Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), Media effects: Advances in theory and research (4th ed., pp. 115–129). Routledge.

**Journal Article:**

Author's Surname, Initials of Name(s). (Year of publication). The name of the article. Name of the Journal, Volume number and (section number), page numbers.

Example: Akçetin, E. (2010). Turkey on the Way to Become a Global Logistics Base in the European Union Membership Process, Adıyaman University Journal of Social Sciences Institute, 3(5), 1-14.

**Conference Proceeding:**

Author's Surname, Initials of Name(s)., (Year of publication). Paper Name. Name of Conference Booklet, Date and Place of Congress, Place of Publication, Publisher, page numbers.

Example: Goel, A., Vidal, T. (2011). A Hybrid Genetic algorithm for Combined Vehicle Routing and Truck Driver Scheduling, MIC 2011: The IX Metaheuristics International Conference, 25-28 July, 2011, Udine, Italy, pp. 1-3.

**Dissertations and Thesis:**

Author's Surname, Initials of Name(s). (Year of publication). Title of Thesis, [Master's/PhD Thesis]. University/Institute/Institution Name.

Example: Ceran, M.B. (2010). Logistics Villages in Providing Competitive Advantage in a Global Competitive Environment: Konya Logistics Village Proposal, [Unpublished Doctoral Thesis], Selcuk University Institute of Social Sciences.

**Webpages and websites:**

In the figure below, the name of the site, the full name of the resource, the address of the page on the site where the resource is located, and the date of the day the resource was taken, should be written in URL number order.

Example: URL 1, TMMOB Chamber of Environmental Engineers website, Istanbul Environmental Status Report - June 2009, http://www.cmo.org.tr/index.php/raporlar/1017-istanbulcdr2009, Accessed 01.05. 2011.

URL 2, http://www.tcdd.gov.tr, Accessed 10.03.2011.

**9. TIME PLAN FOR COMPLETING THE GRADUATION PROJECT**

|  |  |  |
| --- | --- | --- |
|  | **Graduation Project I** | **Graduation Project II** |
| **Week 1** | Scientific thinking and scientific research process | One-on-one meetings with the advisor |
| **Week 2** | Developing hypotheses and preparing a research proposal | Preparation of the first part, which includes the purpose, importance, limitations, assumptions and definitions of the research |
| **Week 3** | Starting to research; Searching online databases, browsing catalogs in libraries, organizing the collected resources | Preparation of the first part, which includes the purpose, importance, limitations, assumptions and definitions of the research |
| **Week 4** | Ways of citing sources: citation, quotation, basic principles and purposes in citing sources | Preparation of the first part, which includes the purpose, importance, limitations, assumptions and definitions of the research |
| **Week 5** | Scientific writing types; articles, papers, thesis, projects, posters, books | One-on-one meetings with the advisor |
| **Week 6** | Structure and arrangement of a scientific article | Preparation of the second part, which includes the theoretical framework of the research and the literature review |
| **Week 7** | Academic writing stages I: topic selection, observation, relevant literature | Preparation of the second part, which includes the theoretical framework of the research and the literature review |
| **Week 8** | Academic writing stages II: determining research questions | Preparation of the second part, which includes the theoretical framework of the research and the literature review |
| **Week 9** | Academic writing stages III: preparing the draft | One-on-one meetings with the advisor |
| **Week 10** | Preparation of graduation project proposal | Preparation of the third part, which includes the methods, findings and results of the research |
| **Week 11** | Preparation of graduation project proposal | Preparation of the third part, which includes the methods, findings and results of the research |
| **Week 12** | Preparation of graduation project proposal | Preparation of the third part, which includes the methods, findings and results of the research |
| **Week 13** | Determination of the project subject with the consent of the consultant | One-on-one meetings with the advisor |
| **Week 14** | Revision and completion of missing parts | Revision and completion of missing parts |

**Appendix:**

APPENDIX 1. Graduation Project Suggestion Form

APPENDIX-2. Graduation Project I - Evaluation Form

APPENDIX-3. Graduation Project II - Evaluation Form

APPENDIX-4. Example of Graduation Project Inner and Outer Cover

APPENDIX-5. Example of Graduation Project Table of Contents

**APP-1.**

**MALTEPE UNIVERSITY**

**FACULTY OF BUSINESS AND MANAGEMENT SCIENCES**

**…… DEPARTMENT**

**GRADUATION PROJECT SUGGESTION FORM**

**Student Name and Surname: Student Number: Date:**

**Topic:**

**Importance of Research Subject:**

*(Please indicate your reasons for choosing this topic and the issues related to the importance of the research.)*

**Purpose of the research:**

*(State the main purpose of your research.)*

**Research Questions:**

*(Write the basic research questions and the questions on their sub-expansions. If you will do an analytical and empirical study at this stage, also state your hypotheses.)*

**Scope:**

*(Indicate which periods, sectors or units the research covers, and at what level and detail the research will be conducted.)*

**Method to Apply:**

*(Indicate whether the research method will be descriptive or empirical, and if available, the types of analysis or econometric methods to be used.)*

**Content:**

*(Briefly state the chapter titles of the project document and the subjects to be covered under these headings, main and sub-titles.)*

1. Heading ……

1.1……

1.1.1……………….

…………………………..

 1.2……………………………

 1.2.1………………….

 ………………………….

1. Heading ………………

2.1.……………………………

 2.1.1……………………

 …………………………….

2.2…………………………….

 2.2.1……………………

 …………………………….

…………………………………….

**Temporary Resources:**

*(Write books, journal articles, conference proceedings, online media resources, etc. that you will use in your project.).*

**Important Note:** For the project writing, Maltepe University Faculty of Business and Management Sciences Guidelines for Writing Graduation Project will be used.

**APP-2.**

**MALTEPE UNIVERSITY
FACULTY OF BUSINESS AND MANAGEMENT SCIENCES
……. DEPARTMENT**

**……. (Code) GRADUATION PROJECT I EVALUATION FORM**

|  |  |
| --- | --- |
| **STUDENT NAME:** |  |
| **STUDENT NUMBER:**  |  |
| **GRADUATION PROJECT PROPOSAL TITLE:** |  |
| **DELIVERY and ASSESSMENT DATE:** |  |
| **PROJECT ADVISOR:** |  |
| **FINAL GRADE (TOTAL POINTS/100):** |  |

**Evaluation of ……. (Code) Graduation Project I**: The Graduation Project will be evaluated with a total score of 100 by the advisor in line with the following criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **LOW** | **MEDIOCRE** | **GOOD** | **POINTS** |
| Student's study performance during the semester |  |  |  |  |
| Attending regular meetings with the advisor |  |  |  |  |
| Written or oral exam(Written or oral exam on subjects such as research methods and techniques, academic writing rules, preparation of research reports according to the advisor's preference) |  |  |  |  |
| In this section, graduation project proposal will be evaluated according to the following criteria:The criteria taken into account in this evaluation are the project title, purpose, research questions, scope, method and content suitability, the difficulty of the subject, the adequacy of the temporary resources and the relevance of the project subject, the conformity with the form requirements and on time delivery. |  |  |  |  |
| **TOTAL POINTS:**  |
| **EVALUATION EXPLANATIONS:** (In this part, please write your explanations about the evaluation made above and your suggestions for error correction, revision and learning required for the GRADUATION PROJECT II course).**Project Advisor:****Signature** |

**APP-3.**

**MALTEPE UNIVERSITY
FACULTY OF BUSINESS AND MANAGEMENT SCIENCES
……. DEPARTMENT**

**……. (Code) GRADUATION PROJECT II EVALUATION FORM**

|  |  |
| --- | --- |
| **STUDENT NAME:** |  |
| **STUDENT NUMBER:**  |  |
| **GRADUATION PROJECT TITLE:** |  |
| **DELIVERY and ASSESSMENT DATE:** |  |
| **PROJECT ADVISOR:** |  |
| **FINAL GRADE (TOTAL POINTS/100):** |  |

**Evaluation of ……. (Code) Graduation Project II**: The Graduation Project will be evaluated with a total score of 100 by the advisor in line with the following criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **LOW** | **MEDIOCRE** | **GOOD** | **POINTS** |
| Student's study performance during the semester |  |  |  |  |
| Attending regular meetings with the advisor |  |  |  |  |
| Interim project reports (two at most) |  |  |  |  |
| Compliance with the requirements of Guidelines For Writing Graduation Project (including cover, page layout, table, figure, page numbering, referencing)  |  |  |  |  |
| The succinctness of abstract |  |  |  |  |
| Whether the introduction part of the graduation project covers the purpose and content |  |  |  |  |
| Whether the literature review is sufficient |  |  |  |  |
| Up-to-dateness of resources used |  |  |  |  |
| Compatibility of titles and explanations given in the text |  |  |  |  |
| Whether it is clearly demonstrated how data/information are collected/compiled in the graduation project |  |  |  |  |
| The suitability of the information and findings obtained in the graduation project |  |  |  |  |
| Whether a conclusion has been reached by evaluating the obtained information and findings |  |  |  |  |
| Compliance of the results and recommendations with the obtained information and findings in the research |  |  |  |  |
| Originality of the ideas presented |  |  |  |  |
| Similarity rate (can be 45% at most) |  |  |  |  |
| **TOTAL POINTS:** |
| **EVALUATION EXPLANATIONS:****Project Advisor:****Signature** |

**APP-4. EXAMPLE OF GRADUATION PROJECT INNER AND OUTER COVER**

|  |
| --- |
| **PROJECT TITLE** |
|  **Student Name** **Student Number** |
| **GRADUATION PROJECT** Faculty of Business and Management Sciences…… DepartmentAdvisor: Title. Name and SurnameIstanbulT.C. Maltepe UniversityFaculty of Business and Management Sciences ……. DepartmentMonth, Year |

**APP-5. EXAMPLE OF GRADUATION PROJECT TABLE OF CONTENTS**

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ABSTRACT

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 **DECLARATION OF COMPLIANCE WITH ETHICAL PRINCIPLES AND RULES**

**…../…../20…**

I declare that this thesis is my own, original work; I act in accordance with scientific ethical principles and rules at all stages of my study, including preparation, data collection, analysis and presentation of findings; I have cited all data and information not obtained within the scope of this study and I have included these sources in the bibliography; the study has been scanned with the "plagiarism detection software" used in Maltepe University and meets the prescribed standards.

At any time, I declare that I consent to all moral and legal consequences if a situation contrary to this statement I made regarding my work is detected.

 Wet Signature

Name of Student

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