

Graduate School - Project Checklist

This form is used by the School to ensure compliance with the project writing guidelines.
It is provided to students for informational purposes.

Student Name and Surname:

Student Number:

1	The student's full name is correctly stated.
2	The student ID number is provided.
3	The name of the Graduate School is correctly stated.
4	The Department / Division is specified.
5	The program type (Master's / PhD / Proficiency in Arts) is specified.
6	The project title is written in Turkish (if the language of the project is Turkish).
7	The project title is written in English (if the language of the project is English).
8	The advisor and co-advisor (if applicable) information is provided.
9	The outer cover page complies with the Institute's format.
10	The inner cover page is properly formatted.
11	A preface section is included (if applicable).
12	Turkish and English abstracts are included.
13	Keywords are provided (in Turkish and English).
14	A table of contents is included.
15	A list of tables is included (if applicable).
16	A list of figures is included (if applicable).
17	A list of abbreviations is included (if applicable).
18	Page numbering is appropriately formatted.
19	Font type and size comply with the project writing guidelines.
20	Line spacing is appropriately formatted.
21	Margins comply with the required formatting standards.
22	Heading hierarchy is used appropriately.
23	Tables are numbered appropriately.
24	Figures are numbered appropriately.
25	An introduction section is included (to be evaluated by the advisor).
26	The literature review is sufficient (to be evaluated by the advisor).
27	The purpose of the study is clearly stated (to be evaluated by the advisor).
28	The methodology section is described in detail (to be evaluated by the advisor).
29	The findings are clearly presented (to be evaluated by the advisor).
30	A discussion section is included (to be evaluated by the advisor).
31	A conclusion and recommendations section is included (to be evaluated by the advisor).
32	References comply with the required citation style (to be evaluated by the advisor).
33	A plagiarism report is obtained.
34	The plagiarism rate is within the limits determined by the Senate (ÜYZ + plagiarism rate $\leq$ 20%).
35	The project is submitted digitally in PDF format.

Checked by (Name-Surname/Signature): _____

Date: ____ / ____ / ____