

## A. General Information

The graduate program in Psychological Sciences offers specialization in four tracks:

- Biological  $\psi$
- Cognitive  $\psi$ ,
- Developmental  $\psi$ , and
- Social  $\psi$ .

The program involves one year of course work (which includes two applied-oriented research project courses, *PSY 504 & PSY 505*) and another year of research (which may or may not be related to, or an extension of, your guided research in *PSY 504 & PSY 505*) that is to turn into your master's thesis.

### *Remedial*

Those of you whose undergraduate major was in a field other than psychology are required to take extra courses at the undergraduate level. Sometimes, if we see the student's background insufficient based on their performance in the written exam & interview, we might even ask those with an undergraduate degree in psychology to take a remedial year. If you pass your remedial year of undergraduate courses, you will start the master's program described below. If you fail, you are unfortunately no longer eligible for the master's program you had been accepted into. (For specifics, see Madde 16 in

[http://www.boun.edu.tr/tr\\_TR/Content/Ogrenciler/Ogrenci\\_Isleri/Yonetmelik\\_ve\\_Ic\\_Tuzukler/BU\\_Lisansustu\\_Egitim\\_ve\\_Oretim\\_Yonetmeliqi](http://www.boun.edu.tr/tr_TR/Content/Ogrenciler/Ogrenci_Isleri/Yonetmelik_ve_Ic_Tuzukler/BU_Lisansustu_Egitim_ve_Oretim_Yonetmeliqi))

### *First year*

The first year is devoted to course work. You are expected to take eight courses and finish your course work by the end of the second semester of the first academic year. Over two semesters, you are required to take two advanced research methods/statistics courses (*PSY 501, PSY 502*), two research project courses (*PSY 504, PSY 505*), three content courses (e. g., *PSY 521*) one of which has to be from your own area), and a graduate seminar course on ethics (*PSY 579*).

Your **principal thesis advisor** should be assigned by the end of the first semester and be reported to the Institute of Graduate Studies in Social Sciences (IGSSS, [www.sbe.boun.edu.tr](http://www.sbe.boun.edu.tr)). Only faculty members who are full-time and of at least assistant professor status can serve as principal advisors.

Your **thesis title** (which can be revised later on, see <http://www.sbe.boun.edu.tr/en/forms-and-documents/en-petition-forms>) should be submitted to the IGSSS the latest by the end of the 2<sup>nd</sup> semester. Regardless of whether you have to do a second year of courses because you failed some of them during your first year, you will have to add *PSY 690.xx MASTER THESIS* to your program to mark your thesis advisor.

If you fail one or more courses during your first year you are granted another two terms to repeat and pass those courses. If you do not complete the course requirements at the end of your 2<sup>nd</sup> year, you will be dismissed from the program. All requirements of the program (including thesis) need to be completed within 6 academic terms.

All students are evaluated by a faculty committee at the end of the first year with regard to their progress and given individualized feedback in person. One of the major criteria, other than overall GPA, to evaluate success in the program is performance in ***PSY 504-505 RESEARCH PROJECT IN PSYCHOLOGY I-II***. These courses demand the following achievements:

- Full written research proposal by the end of the 1<sup>st</sup> semester (PSY 504)<sup>1</sup>
- Full-fledged empirical research poster to be presented around end of May at the end of the 2<sup>nd</sup> semester (PSY 505)
- Full paper manuscript of the empirical research (PSY 505)

If progress is not found satisfactory based on the criteria mentioned above, your advisor has the right to resign from being your advisor. Likewise, if you encountered problems with your thesis advisor (suppose you took his/her PSY 504-505 course and you did not get the necessary guidance) you have the right to change your thesis advisor. When you decide to change your advisor you have to make sure you can accommodate your interests to those of a new thesis advisor.

### Thesis year

Thesis work is undertaken in the second academic year. However, students are expected to decide on a research topic and arrange with a faculty member to become their principal thesis advisor preferably by the end of their 1<sup>st</sup> semester in the program, and the latest by the end of their first academic year. The **thesis committee** is formed ideally in summer or the beginning of the second academic year (the last deadline is one month before the thesis defense). **Once this is done, students need to inform the Institute for Graduate Studies in Social Sciences of their thesis committee members** (see <http://www.sbe.boun.edu.tr/en/forms-and-documents/en-petition-forms>).

### NOTES:

- (1) All students are **strongly encouraged** to attend each others' thesis defenses, even proposal presentations, as well as any kind of seminars held at our department, **regardless of** whether it is related to their own area and interests or not. Attending these will widen your understanding and help you in your own process of preparing your proposal and your own thesis defense!
- (2) It is of utmost importance that you keep a weekly correspondence with your thesis advisor about your current state of affairs. Do not expect your advisor to check on you because we see this as **your responsibility**.
- (3) When submitting your proposal or thesis drafts...
  - do not forget that all faculty members have an abundance of academic and administrative responsibilities which lead to extremely heavy email traffic; therefore, once you submit your proposal or thesis draft, **you need to grant a 2-3 week reading period** (particularly for the first drafts); make sure you send your drafts early enough; do not forget that **proposal and thesis drafts typically take a number of back-and-forths till they reach their final version**;

## B. Thesis Committee: Form and Function

1. The committee consists of 3 principal and 2 alternate members (all of who have to be non-retired, full-time employed faculty members of at least assistant professor status):
  - one principal thesis advisor,
  - two principal members (one of whom is external, i. e., from a different university or institution), and

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<sup>1</sup> This project can be a novel project or an extension of an already existing project that your advisor may have at hand.

- two alternate members (for the internal and external member, respectively) who will act in case of an extraordinary situation when the principal members will not be able to serve on the committee.
2. The student is expected to inquire the research interests of the faculty members in the department during the first year and formulate a research topic that will match both his/her interest and that of the faculty member s/he would like to work with.

The **principal thesis advisor** is determined in view of:

- a) the match between the student's research interest and the advisor's interest, knowledge, etc., in the area, and
  - b) the readiness of both sides to work with each other (depending on work load, work style etc.)
3. The principal thesis advisor is expected to guide the student in determining the other committee members.
  4. It is the responsibility of the principal thesis advisor to give the student necessary guidance throughout the entire process of thesis work (including the preparation of a research proposal, data collection and analysis, and thesis writing).
  5. The principal thesis advisor and the thesis committee will evaluate the student's progress each semester as TP ('thesis in progress') or F ('fail'). Remember, all requirements of the program have to be successfully delivered within three years (= 6 full-term semesters). For example, students who enter the program in fall 2018 have to successfully finish all of the program's requirements (course work and thesis defense) till the beginning of fall 2021.
  6. The principal thesis advisor is obliged to read the drafts of the thesis in due time until s/he is satisfied with the quality. Likewise, students are obliged to give advisors sufficient time to read their drafts. Students have to ask their advisors how much time they will need for the corrections. The final draft is submitted to the other committee members at least 2 weeks before the presentation to allow members enough time to read it and the student enough time to make the final revisions.

**NOTE. A committee member may refuse to read the thesis draft and participate in the presentation if the thesis is handed in less than 2 weeks prior to the presentation.**

7. It is the responsibility of the principal thesis advisor to send their student's thesis to the Social Sciences Institute (SBE) two weeks before the defense with a notification of the time and place where the defense will be held, and the email addresses of all jury members. The Social Sciences Institute will then check the thesis for plagiarism and send a Turnitin report to all jury members. The defense will then be announced by the institute university-wide and is open to public.
8. The advisor is obliged to read the defended and to-be-revised thesis in due time to prevent putting the student in a position of not being able to graduate. Likewise, it is the student's responsibility to submit all drafts within the deadlines set by the thesis advisor.
9. The thesis writing process & timelines.....

### **9.1. PROPOSAL**

**Thesis Proposal Meeting** (to be held latest by the end of November of the second year)

- A written proposal is to be approved by the thesis advisor first.

- Typically, this point is reached after extensive one-to-one work between you and your principal thesis advisor on the research design, study materials, scales, typically some piloting, pilot data analyses etc.
- Once your written thesis proposal is approved by your thesis advisor, you will be asked to send it to the other committee members (cc: thesis advisor) with possible times to meet. Committee members should have at least 2 weeks of time to read the proposal before the meeting.
- The proposal meeting will allow the other committee members to give their initial reactions and for all members to share their views.

## 9.2. POST-PROPOSAL

**Pre-Pilot Meeting** (with principal thesis advisor or, optionally, with entire committee):

- Revisions to the proposal, scales to be finalized, etc.
- Once the proposal is finalized, the student must apply to INAREK/SBB Ethics Sub-Committee (<http://www.sbe.boun.edu.tr/en/inarek-sbb/inarek-sbb-ethics-sub-committee-application>) to get ethical clearance for the study. Any kind of data collection must wait until the thesis proposal is approved and ethical clearance is secured.

**Post-Pilot Meeting** (with principal thesis advisor or, optionally, with entire committee):

- Discuss pilot data, observations regarding pilot, etc.

**Pre-Data Analysis** (with principal thesis advisor or, optionally, with entire committee):

- Go over hypotheses and the statistical procedures to test them.

**Post-Data Analysis** (with principal thesis advisor or, optionally, with entire committee; to be held latest by the end of April):

- Go over analyses, major findings, and suggest other analyses if needed.

## 9.3. THESIS

**Thesis Preparation**

- Check with the IGSSS at <http://sbe.boun.edu.tr/en/thesis/style-guide> for the style guide that you should follow for the preparation of the final bound copy of your thesis.
- In writing the thesis, the rules set by the American Psychological Association Publication Manual (6th edition) are followed.

**Thesis Defense**

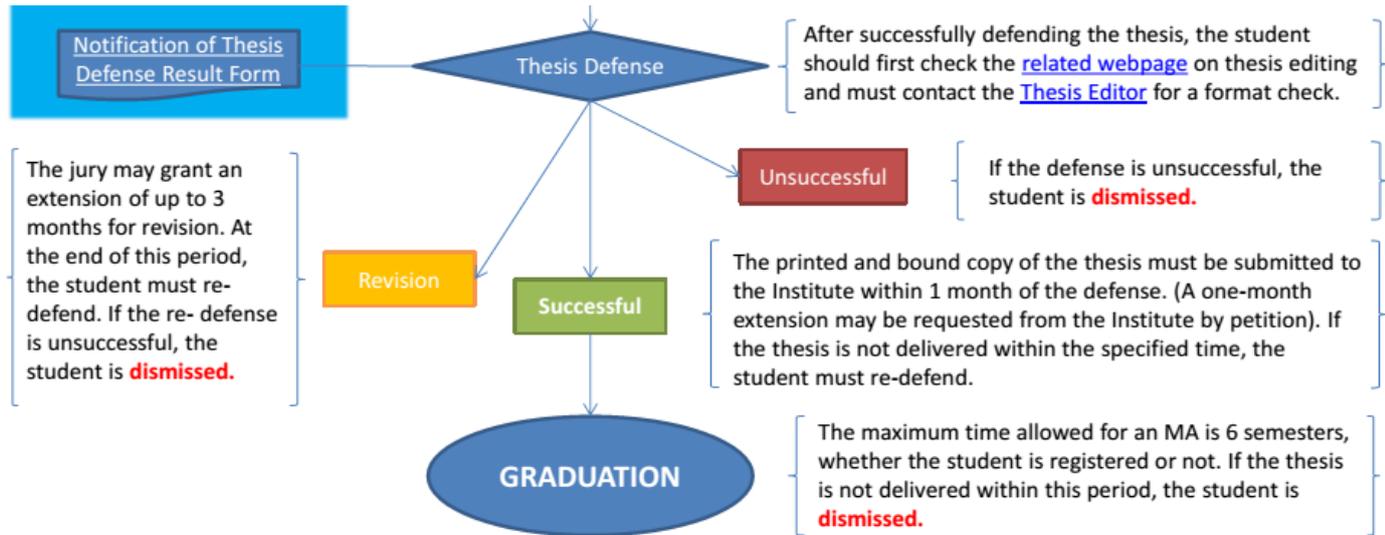
- Thesis will be sent two weeks before defense date to committee members. Further details under *C. Timeline for Thesis Work* heading.
- Your powerpoint presentation should be discussed with and finalized with your principal thesis advisor.

**Post-Thesis Defense**

- If the defense is voted (unanimously or by majority) successful, you will nonetheless have to do all revision suggestions delivered by committee members orally during the

defense or written after your defense. If the defense is voted as demanding revisions or failed, see figure below.

- The final, revised e-manuscript has to be sent to all committee members. Members are allowed to check whether their input has been incorporated into the revised manuscript.
- Together with your principal thesis advisor you have to decide and then inform the IGSSS whether you want your finished document be granted full-text access in the Council for Higher Education database (see <https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp>)



**Note:** The result of all assessments must be reported (with relevant forms) to the Institute within 3 days of the event.

[http://www.sbe.boun.edu.tr/files/sbe\\_flowchart\\_for\\_ma.pdf](http://www.sbe.boun.edu.tr/files/sbe_flowchart_for_ma.pdf)

### C. Timeline for Thesis Work: Suggested Dates...

Also see: [http://www.sbe.boun.edu.tr/files/sbe\\_flowchart\\_for\\_ma.pdf](http://www.sbe.boun.edu.tr/files/sbe_flowchart_for_ma.pdf)

- At **the end of the first academic year** in the program, the student arranges with a faculty member to become his/her principal thesis advisor.
- The student does background reading in his/her area of interest and to complete a literature survey over the summer.
- The thesis topic is finalized and the remaining members of the thesis committee determined, at the latest, by **the beginning of the second year**.
- A written thesis proposal is approved by all members of the committee by **the end of the 3<sup>rd</sup> semester**. Data collection/analysis begins only after the thesis proposal is approved.
- Data collection/analysis is finished and statistical analyses are carried out by **April**.
- The thesis is written up and presented by **the end of the second academic year**.
  - **NOTE.** The student may use the summer months to make revisions, if required. In that case, the final draft of the thesis, approved by the principal thesis advisor,

must be handed in to the other committee members **at the latest, before the beginning of the third academic year.**

- If this schedule cannot be adhered to for valid reasons, a student may be granted an extra period of study for the completion of the thesis with the consent of the committee and only for good reason.
- Students are strongly suggested to determine exact deadlines for proposal and thesis meetings with their advisors and allow ample time for feedback and revisions by their advisors and committee members.
- Faculty members may have other requirements regarding theses (e. g., open-science pre-registration, publication manuscript preparation et al.); the student must check with his/her advisor and agree on these extra requirements prior to starting the thesis process.

**PLEASE NOTE** that not following these timelines will put your graduation seriously at risk. For instance, if you do not do your thesis proposal meeting in time, your professor has the right to you an F instead of a TP grade during your thesis year semester. Please remember that work discipline is one of the most critical aspects reported in letters of recommendation. If you go through stressful times or have unexpected other commitments, make sure you inform you advisor in time. As mentioned earlier, you are expected to communicate with your thesis advisor weekly or bi-weekly, otherwise, you (and your thesis advisor as well!) will lose track which again will jeopardize your graduation.

## D. Thesis Defense: Administrative issues

For critical details see:

[http://www.sbe.boun.edu.tr/files/sbe\\_flowchart\\_for\\_ma.pdf](http://www.sbe.boun.edu.tr/files/sbe_flowchart_for_ma.pdf)

[http://www.sbe.boun.edu.tr/files/sbe\\_formatcheck2.pdf](http://www.sbe.boun.edu.tr/files/sbe_formatcheck2.pdf)

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[http://sbe.boun.edu.tr/files/sbe\\_guide\\_to\\_formatting\\_approval\\_page\\_b\\_w.pdf](http://sbe.boun.edu.tr/files/sbe_guide_to_formatting_approval_page_b_w.pdf)

**NOTE:** Please also check the official Graduate Studies Rules & Regulations website →

[http://www.boun.edu.tr/tr\\_TR/Content/Ogrenciler/Ogrenci\\_Isleri/Yonetmelik\\_ve\\_Ic\\_Tuzukler/BU\\_Lisansustu\\_Egitim\\_ve\\_Ogretim\\_Yonetmeligi](http://www.boun.edu.tr/tr_TR/Content/Ogrenciler/Ogrenci_Isleri/Yonetmelik_ve_Ic_Tuzukler/BU_Lisansustu_Egitim_ve_Ogretim_Yonetmeligi)