



NEAR EAST UNIVERSITY
GRADUATE SCHOOL OF APPLIED SCIENCES

TRACKING GRADUATE STUDENTS' GRADUATION PROCEDURES FORM

Student No:		Thesis Title:	
Student Name, Surname:			
Supervisor Title, Full Name:		Department:	

PART I. CHECKS AND PROCEDURES TO BE CARRIED OUT BY THE SUPERVISOR						
A. BEFORE THE THESIS DEFENCE					Yes	No
Check the content of the thesis						
Check the thesis format						
Check the rate of plagiarism						
Prepare the Thesis Jury list and specify the Thesis defence date						
Supervisor Full Name:		Signature		Date		

B. AFTER THE THESIS DEFENCE					Yes	No
Check the corrections required by the jury member						
Check the rate of plagiarism						
Send to jury members for approval (if required)						
Check 5 hardback copies are made						
Check student prepared 1 CD including thesis in PDF and WORD formats						
Supervisor Full Name:		Signature		Date		

PART II. CHECKS AND PROCEDURES TO BE CARRIED OUT BY THE DEPARTMENT						
A. BEFORE THE THESIS DEFENCE					Yes	No
Program courses have been completed.						
The student is successful in the seminar course in master's programs						
CGPA checked						
Approve the Thesis jury list and defence date. Then send to the Graduate School						
Chairperson Full Name:		Signature		Date		

B. PROCEDURES TO BE FOLLOWED AFTER THESIS DEFENCE					Yes	No
Check the approval by the Graduate School						
Check the Jury decision						
Sign the Withdrawal Approval Form if successful						
Chairperson Full Name:		Signature		Date		

PART III. CHECKS AND PROCEDURES TO BE FOLLOWED BY THE GRADUATE SCHOOL			
		Yes	No
Approve the Thesis Jury list and defence date. Then send invitation letter to jury members			
The student has submitted his/her Master's/PhD thesis and a format check has been conducted.			
A copy of the thesis has been submitted to the jury members by the student. Documents confirming the submission of the thesis have been submitted to the Graduate School.			
Appointments have been put into writing and sent.			

Director of the Graduate School Title and Full Name:		Signature		Date	
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