DEPARTMENT OF ACTUARIAL SCIENCE GRADUATE PROGRAM
PRINCIPLES OF PREPARING THESIS PROPOSALS

THESIS PROPOSAL GUIDELINES

A. Directives

1) The students of the graduate program must take AKT624 SEMİNER I (0-2-0) during spring semester registrations.

2) The student conducts all his/her thesis researches, reviews and proposal under his/her thesis advisor’s guidance within the scope of this course.

3) Thesis proposals prepared in compliance with the Thesis Proposal Guidelines are distributed to members of the Academic Commission by the head of the department in an electronic environment on the first Monday after the general exams are over.

4) Members of Academic Commission examine these proposals within 15 days and communicate their comments, suggestions and criticism about the proposals to the head of department. The head of department informs the advisor and the student.

5) The thesis proposal prepared under the advisor’s supervision in line with comments, suggestions and criticism is distributed to members of the Commission in writing fifteen days before the date of presentation, which is determined in September according to the academic calendar. The proposal is presented to the members of the Academic Commission and the presentation lasts at least 20 minutes.

6) The proposal that are deemed to be successful by the Academic Commission is converted to the format of the Institute of Science and delivered to the Institute.

7) The course AKT 624 Seminer I is graded by the advisor by taking into account student’s activities within the scope of the course.

B. Main Topics and Descriptions of the Thesis Proposal

1. **THESIS TITLE:** The thesis title must reflect the thesis subject clearly. The student must avoid very long, complicated and very common titles. The title of the thesis can be changed as the study proceeds.

2. **THE PROBLEM STATEMENT:** The problem statement, which reflects researcher’s scientific quest and prompts him/her to carry out the particular study is briefly introduced.
3. **THE PURPOSE STATEMENT:** The purpose of the thesis explains why the particular subject is being pursued. In other words, in this section, the researcher announces the purpose, scope and direction of the study and tells the reader what to expect and what the specific focus of the study is.

4. **THE IMPORTANCE OF THE THESIS:** In this section the underlying reasons for selecting particular subject should be justified. Studies which are directly related to the subject and aim of the thesis are mentioned and how these studies contribute to the thesis is explained. This section also includes the theoretical and practical gains of the study and the anticipated outcomes.

5. **THE METHODOLOGY:** This section describes the research methods employed. In other words, the methods used to collect the necessary information and how this information is collected should be thoroughly explained. This section is heavily relies on the previous sections. In the previous parts include point by point, how the research question and the hypothesis will be dealt with. In this section the researcher explains why some specific methods were selected and the positive and the negative sides of these methods. Also the data collection and evaluation processes are discussed.

6. **THE REFERENCES:** The bibliography of the thesis proposal must be chosen from the list of the scientific citation methods which are presented in the Thesis Writing Guidelines of the Institute of Science.