**GUIDELINES ON WRITING A PROGRESS REPORT OF GRADUATE PROJECT THESIS**

This document aims to create a guideline on writing a progress report for the graduate project thesis.

At the end of Fall Semester, students are required to submit their progress reports to the Department Secretary. The final date of submission: 20.01.2020, 15:00 sharp.

For late submissions, 10 points will be deducted for each day including the reports submitted after 15:00 on the 20th.

The report should be written in grammatically correct English and be easy to read. Do not expect your supervisors to correct your English.

Main sections of the report:

**Abstract:** A summary of the objectives and accomplishments. Should be typically 200-300 words, no longer than 1 page.

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**Introduction:** Introduce the particular problem that you are attempting to solve. Describe the background of the project by referring to literature. All the previous work present in the literature should be covered. DO NOT copy&paste!!!

**Project Progress:** In this section, students are expected to give answers to the following questions:

* What has been achieved so far?
* Are there any delays in the project progress? If so, why?
* What are the plans for the next term?

**References:**

* References should be in alphabetical order.
* All the references should be cited in the document.
* Examples are given in the reference section below for a conference paper, book, paper and thesis, respectively.

*General Formatting guidelines:*

* Text should be justified.
* For improved readability the headings should be left justified rather than center justified.
* Number all figures and tables.  Provide captions for all figures and tables. Place table captions above the tables and figure captions below the figures.
* Figures, tables, and their associated captions should be centrally justified.
* Use line spacing of 1.5.
* Font: Times New Roman
* Font size: 12
* Title Font Size: 16
* Double spacing should be used after the main headings, and single spacing should be used after each title.
* Single spacing should be used after each paragraph.
* All page numbers must appear in the bottom right corner of the page. All page numbers must be in the same font and point size used in the text.

**Plagiarism**

Academic dishonesty is an immoral act and one of the most serious academic crimes. Therefore, be responsible and do not attempt to COPY & PASTE other’s work. Plagiarism and copying are not acceptable and will not be tolerated.

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|  | **MARMARA UNIVERSITY**  **FACULTY OF ENGINEERING**  **DEPARTMENT OF BIOENGINEERING** |  |

**TITLE OF THE PROJECT**

NAME AND SURNAME OF THE STUDENT(S)

**GRADUATION THESIS**

**PART I**

**Thesis Supervisor**

Prof. Dr. Name SURNAME

ISTANBUL

2019-2020 FALL

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**1. INTRODUCTION**

* 1. **Title**
     1. Subtitle
     2. Subtitle
  2. **Title**
     1. Subtitle
     2. Subtitle

**2. PROJECT PROGRESS**

* 1. **Title**
     1. Subtitle
     2. Subtitle
  2. **Title**
     1. Subtitle
     2. Subtitle

**REFERENCES**

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