**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 via e-mail. The final date of submission: TO BE ARRANGED.

For late submissions, 10 points will be deducted for each day including the reports submitted after arranged time.

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:

**WORK PLAN:** A summary of the work plan including risk management and impact.

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

Table of Contents

**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.

|  |  |  |
| --- | --- | --- |
|  | **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

20XX-20XX FALL

**TABLE OF CONTENTS**

**TABLE OF CONTENTS 1**

**WORK PLAN 2**

**ABSTRACT 3**

**LIST OF FIGURES 4**

**LIST OF TABLES 5**

**1. INTRODUCTION 6**

**1.1. Subtitle 1 6**

**1.2. Subtitle 2 7**

**2. PROJECT PROGRESS 8**

**2.1. Subtitle 1 8**

**2.2. Subtitle 2 9**

**2.2.1.** Subtitle 2.1 **9**

**2.2.2.** Subtitle 2.2 **10**

**REFERENCES 15**

**APPENDICES 16**

**A. Subtitle (e.g. Calibration Curves) 16**

**B. Subtitle (e.g. Supplementary Figures) 17**

**WORK PLAN**

1. **PURPOSE AND NOVELTY OF THE PROJECT**
2. **PROJECT MANAGEMENT**
	1. **Work Timeline**

The main work packages to be included in the research proposal and the duration of each work package should be specified.

**Table 1.** Work timeline table

|  |  |  |
| --- | --- | --- |
| **No** | **Work Packages** | **TIMELINE** |
| **Fall****1-8 weeks** | **Fall****9-16 weeks** | **Spring****1-8 weeks** | **Spring****1-8 weeks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

(\*) Rows and columns in the chart can be expanded as needed.

* 1. **Risk Management**

The risks that may adversely affect the success of the research and the measures to be taken to ensure the successful conduct of the research when these risks are encountered (Plan B) should be outlined in the Risk Management Table below by specifying the relevant work packages.

**Table 2.** Risk management table

|  |  |  |
| --- | --- | --- |
|  **No** | **Critical Risks** | **Risk Management ( Plan B)** |
| 1 |  |  |
| 2 |  |  |

 (\*) Rows and columns in the chart can be expanded as needed.

1. **WIDESPREAD IMPACT**

In this section, the expected output, outcome, and impacts from the research should be explained.

**ABSTRACT**

**LIST OF FIGURES**

**Figure 1** Title of Figure 1 **1**

**Figure 2** Title of Figure 2 **10**

**LIST OF TABLES**

**Table 1** Title of Table 1 **5**

**Table 2** Title of Table 2 **15**

**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**

Acar, M.H., Yılmaz, P. (1997) Effect of Tetramethylthiuramdisulfide on the Cationic Polymerization of Cylohexeneoxide. The 2nd International Conference on Advanced Polymers via Macromolecular Engineering, 2-14 August, Orlando, Florida, USA.

Bowersock, T.L., Park, K., Kosswig, K. (1997) Vaccines and Other Immunological Products, Encyclopedia of Pharmaceutical Technology, 1st Edition., Swarbrick, J., Boylan, J.C. Editors.; Marcel Dekker, Inc., New York, USA.

Liu, J.X., Liang, Z. (2008) Landfill leachate treatment with a novel process: Anaerobic ammonium oxidation (Anammox) combined with soil infiltration system. Journal of Hazardous Materials, 151(1), 202-212.

Nelson, M.R. (1988) Constraints on the Seismic Velocity Structure of the Crust and Upper Mantle Beneath the Eastern Tien Shan, Central Asia. PhD Thesis, MIT, Cambridge, MA, USA, 54-60.