

**ANKARA MEDIPOL UNIVERSITY**  
**FACULTY OF PHARMACY**  
**BACHELOR'S DISSERTATION GUIDELINES**

**Aim, Scope and Basis**

**ARTICLE 1** - The purpose of these Implementation Principles is to regulate all processes related to the Bachelor's Dissertation, which is a mandatory requirement for graduation for students of the Faculty of Pharmacy at Ankara Medipol University. The aim is to enable students to conduct in-depth research on a specified topic, perform literature reviews, and/or carry out practical work, thereby developing their abilities to access information, analyze the accessed information, and prepare an independent research report.

**ARTICLE 2** – These implementation principles have been prepared based on the provisions of the 'National Core Pharmacy Education Program 2019 (EczÇEP-2019)' which came into effect with the General Assembly Decision of the Council of Higher Education (YÖK) dated December 19, 2019 and Article 13 of the Ankara Medipol University Faculty of Pharmacy Education-Teaching and Examination Regulation.

**Implementation Periods**

**ARTICLE 3** - The Bachelor's Dissertation and Bachelor's Dissertation Application are conducted in the 9<sup>th</sup> and 10<sup>th</sup> semesters, respectively. The Bachelor's Dissertation in the 9<sup>th</sup> semester is worth 6 ECTS credits, with 2 theoretical hours and 4 practical hours per week. The Bachelor's Dissertation Application in the 10<sup>th</sup> semester is worth 15 ECTS credits, with 8 practical hours per week. Bachelor's Dissertation are prepared in Turkish for students in the Turkish Program and in English for students in the English Program. The time allocated for the Bachelor's Dissertation is indicated in the weekly class schedule

**Quotas and Placement**

**ARTICLE 4** - The number of advisors and students for the Bachelor's Dissertation is determined according to the number of faculty members in the department. Faculty members, lecturers, and research assistants who hold doctoral degrees can be appointed as advisors.

**ARTICLE 5** - Students can carry out the Bachelor's Dissertation individually or in groups of up to two people. In group projects, the responsibilities of each student and the parts they have prepared must be clearly specified.

**ARTICLE 6** – (1) The faculty members responsible for the Bachelor's Dissertation courses and the related research topics are reported to the Dean's Office by the Department Chairs as a Department Decision two weeks before the start of the academic year. Project topics are

announced to students. Each student makes a preference by listing up to ten advisors, starting with the advisor they wish to work with.

(2) Preference forms (APPENDIX-01) must be submitted by the student to the Faculty Secretariat, either in person, by mail, or via email with a signature, by the end of the third day of the course registration period specified in the academic calendar, after the research project topics have been announced. The relevant forms are evaluated by the Education Committee based on the student's Grade Point Average (GPA) and/or if the student has an existing research project, and a faculty member to serve as the advisor is determined. Students select their Bachelor's Dissertation course advisor through the *MEBİS* system. For students with equal GPAs, their ranking is determined based on their Faculty entrance scores.

(3) If a student is already working on an existing research project before the preference period, the student must prepare a declaration form and submit it to the Faculty Secretariat with the signature of the faculty member they are working with.

(4) For students who do not make a preference for their Bachelor's Dissertation advisor, the advisor will be determined by the Education Committee. Students who are assigned advisors are expected to contact them within one week of the announcement date. Students do not have the right to appeal the assigned advisors.

### **Project Preparation**

**ARTICLE 7** - The writing of the Bachelor's Dissertation is carried out based on the Ankara Medipol University Faculty of Pharmacy Bachelor's Dissertation Writing Guide (APPENDIX-02) using the Bachelor's Dissertation Writing Template (APPENDIX-03).

a) Topic Determination: The advisor and the student finalize the project topic and report it to the Department Chair.

b) Literature Review: The student conducts a comprehensive literature review related to the determined topic.

c) Methodology Development: The student develops the project methodology in detail with the advisor.

d) Data Collection and Analysis: The student collects the necessary data (theoretical research and/or practical applications) and analyzes it using scientific methods.

e) Writing: The student prepares the project according to the writing guide and receives regular feedback from the advisor.

f) Presentation: The project is completed with a poster presentation and an oral presentation/defense in front of the jury. The poster and presentation are prepared in accordance with the evaluation criteria.

## **Project Evaluation**

**ARTICLE 8** – 1) For the Bachelor's Dissertation course, the advisor determines the student's attendance and performance and enters the midterm and final exam grades. In the Bachelor's Dissertation Application course, the advisor sets the midterm grade based on the student's participation and performance. For the final exam evaluation of the Bachelor's Dissertation Application course, the advisor determines the plagiarism rate. The plagiarism rate must be below 25% after excluding references and matches under 1%. Projects with a higher plagiarism rate will not be accepted.

(2) A student who is deemed successful completes their project by participating in a poster presentation (60x90 cm) and a 15-minute oral presentation/defense in front of a jury. The poster and oral presentations are held on the date determined during the final exam week.

(3) The advisor, who is a natural member of the jury, enters the student's final grade into the student grading system in accordance with the Ankara Medipol University Associate Degree and Undergraduate Education, Teaching, and Examination Regulation, together with the evaluations of the other three jury members appointed by the Faculty Management Board (Appendix-04).

**ARTICLE 9** - Students who are deemed unsuccessful must prepare a new Bachelor's Dissertation with a new advisor, appointed by the Faculty Management Board, within two semesters. No make-up exams are offered for the Bachelor's Dissertation and Bachelor's Dissertation Application courses.

## **Student Rights and Responsibilities**

**ARTICLE 10** - The student must submit one bound printed copy and one CD of the Bachelor's Dissertation to the Faculty Secretariat by the end of the 13th week of the 10th semester. Additionally, one bound printed copy must be submitted to the advisor. The CD copy of the project must be identical to the printed copy. If the project presentation is not made in the Bachelor's Dissertation Application course or if the project is not submitted on time, the student will be considered unsuccessful. For students deemed unsuccessful by the advisor, a report will be written and the reason for failure will be reported to the Dean's Office.

**ARTICLE 11** - During the Bachelor's Dissertation work, students may use the laboratories and other research facilities of Ankara Medipol University Faculty of Pharmacy. However, permission must be obtained from the relevant Department Chair for the use of laboratories and equipment.

**ARTICLE 12** - The student is responsible for the reliability and accuracy of the data obtained during the Bachelor's Dissertation work. Compliance with ethical guidelines during the data collection process is mandatory.

**ARTICLE 13** - When the results of the Bachelor's Dissertation are shared as scientific publications, oral/written presentations, or poster presentations, the names of the project advisor and any other contributors should also be listed as authors. The address of Ankara Medipol University Faculty of Pharmacy should be clearly stated in the publications.

#### **Other Matters**

**ARTICLE 14** - The Bachelor's Dissertation and the Bachelor's Dissertation Application courses cannot be taken together in the same term. Successful completion of the Bachelor's Dissertation course is a prerequisite for taking the Bachelor's Dissertation Application course.

**ARTICLE 15** - Bachelor's Dissertation topics are determined as unique subjects that will develop the student's research spirit, enhance their professional knowledge, competence, and vision. The project topics should encompass either a theoretical review or a practical application.

**ARTICLE 16** - The Bachelor's Dissertation and Bachelor's Dissertation Application courses are conducted under the supervision of the same faculty member. If the faculty member is unable to continue supervising the project due to a valid excuse (such as a health report, official assignments, or other special circumstances that hinder the successful continuation of the project), another faculty member from the faculty will be appointed as the advisor by the decision of the Faculty Management Board during the term.

**ARTICLE 17** - Bachelor's Dissertation and Bachelor's Dissertation Application courses cannot be offered during the summer term and cannot be taken from summer schools of other universities.

#### **Cases Not Covered by the Application Principles**

**ARTICLE 18** –The general organization of the processes related to bachelor's dissertation, the designation of advisors, and the preparation of relevant guides and templates are carried out by the Faculty Management Board. In situations not specified in these principles, the Faculty Board is authorized.

#### **Enforcement and Management**

**ARTICLE 19** – These implementation principles will become effective upon their acceptance in the University Senate's meeting.

**ARTICLE 20** – These implementation principles are managed by the Dean of the Faculty of Pharmacy.

**APPENDIX-01** – Ankara Medipol University Faculty of Pharmacy Bachelor's Dissertation Preference Form

**APPENDIX-02** – Ankara Medipol University Faculty of Pharmacy Bachelor's Dissertation Writing Guidelines

**APPENDIX -03** – Ankara Medipol University Faculty of Pharmacy Bachelor's Dissertation Writing Template

**APPENDIX -04**– Ankara Medipol University Faculty of Pharmacy Bachelor's Dissertation Committee Evaluation Form