



University of Kyrenia

Maritime Vocational School

Graduation Project

Application Procedure

January 2025

Purpose, Scope and Basis

Objective

Article 1

The purpose of this procedure is to determine the principles regarding the implementation stages of the Graduation Project course that University of Kyrenia, Maritime Vocational School students are obliged to take in the 4th semester.

Scope

Article 2

These principles cover the procedures and principles regarding the implementation of the Graduation Project course in the 8th semester for the students at the University of Kyrenia, Maritime Vocational School and the related provisions.

Basis

Article 3

These principles have been prepared for the students at the Maritime Vocational School at the University of Kyrenia.

Preparation Phase

Appointment of Advisor and Determination of Graduation Project Topic

Article 4

Each student enrolled in the Graduation Project course is assigned to a project advisor from among the vocational school members by the department head. The process of assigning an advisor is completed no later than 2 weeks after the date announced as the start date of the courses in the academic calendar. The Graduation Project advisor guides the student in determining the subject of study, directing and supervising the work to be done by the student, organizing the work in the form of a project report and evaluating the work. The advisor ensures

that the student adheres to the work schedule and takes the necessary measures to prevent delays that may occur.

Article 5

Each student is assigned a graduation project topic to be decided by the advisor together with the student. The project topic must be related to the discipline of Maritime Vocational School Studies. More than one student can be assigned a group project, but the number of students in the group cannot be more than 5.

Article 6

The project advisor submits the “Graduation Project Application Form” (Annex-1) to the Head of the Department.

Article 7

The Graduation Project is prepared in the semester specified in the relevant course plan and/or before, the subject is determined, started and delivered in the specified semester.

Article 8

The project advisor makes the necessary warnings and supervision to ensure that the student acts in accordance with ethical rules during the realization of the project and the writing of the project report, especially to avoid attempts that may be considered plagiarism.

Article 9

In the writing of the Graduation Project report, the rules specified in the Maritime Vocational School Graduation Project Application Procedure will be followed (**Annex-3: Graduation Project Writing Guide and Sample Format**). The report must be written in easy-to-understand English in accordance with the spelling rules. The maximum acceptable similarity in the similarity or plagiarism report (**to be created via Turnitin**) will be applied as **30%** acceptance rate. The plagiarism report and application criteria are made by the project advisors and those below this rate are eligible to present.

Article 10

The mid-term (**midterm**) grade for the Graduation Project course is evaluated by the advisor during the mid-term exam week. In determining the mid-term grade, the students' effort and progress reports are considered in the realization of the project.

Project Defense**Article 11**

The project defense is oral and is held in front of a jury of at least 3 or at most 5 people, one of whom is the student's advisor, and the exam juries are announced on the vocational school web page in the 12th week at the latest. The student is obliged to submit the electronic (**soft**) copy of the report to the relevant jury members 10 days before the exam date at the latest. At the end of the defense, the jury evaluates the thesis. At the end of this evaluation, changes may be requested, they may be found completely inadequate, or they may be found appropriate and graded. If changes are requested, these changes are completed within the period determined by the jury and the report is submitted again to the advisor for approval.

Article 12

The evaluation of the Graduation Project course consists of a 15-minute oral presentation and a 5-minute question and answer session. The oral presentation is open to the participation of vocational school students. Participation of all students taking the Graduation Project course is mandatory. Students who do not present their Graduation Project to the jury on the announced date are considered not to have taken the final exam of the course.

Submission of Project Report**Article 13**

After the report of the Graduation Project course is written in accordance with the rules and after the approval of the advisor and the jury, one (**1**) copy (**hard copy**) is submitted to the Head of the Department in clamshell files. The approved and signed final version is sent

electronically (**soft**) to the advisor and the head of the department by e-mail. The deadline for submission of the projects is the start date of the final exams of the semester.

Article 14

The final exam grade given by the jury is entered into the student information system by the student's advisor. In case of material errors in grades and objections to exam results, the conditions specified in the University of Kyrenia Associate and Undergraduate Education and Training Regulations apply.

Article 15

Graduation projects that do not receive a passing grade within the framework of the evaluation criteria of the Graduation Project course will fail. In this case, the course is repeated within the framework of the education and training regulations to which the student is subject.

Article 16

Content of the Course	
Week	Subject
1	Introduction and Basic Concepts Aim and content of the course Basic concepts and definitions related to the subject General functioning of the course and evaluation methods
2	Historical Development and Current Situation Historical origins of the issue Important scientists and studies in the field Current developments and debates
3	Theoretical Framework The main theories used to explain the topic Models and conceptual frameworks Comparison of different theories
4	Research Methods Methods used when conducting research on the topic Data collection techniques (questionnaire, observation, experiment etc.) Data analysis methods (statistical analysis, qualitative analysis etc.)

5	Application Areas Applications of the subject in different fields Practical examples and case studies Impact of technological developments
6	Ethical Principles Ethical principles in scientific research Data privacy and security Conflicts of interest
7	Critical Thinking and Problem Solving Critical thinking skills Problem solving methods Decision-making processes
8	Scientific Writing and Presentation Rules for writing scientific articles Academic presentation techniques
9	Special Topics and Project More in-depth examination of the issue Special topics according to students' interests Individual or group projects
10	Project Studies
11	Project Studies
12	Project Studies
13	Project Studies
15	Project presentations and evaluations

Article 17

Graduation Project Evaluation Form is as in Annex-2.

Miscellaneous and Final Provisions

Article 18

The decisions of the Vocational School Board shall be applied in matters not included in these principles.

Enforcement

Article 19

These Principles have entered into force with the decision of the University of Kyrenia, Maritime Vocational School, Maritime Vocational School Board of Directors dated 17/01/2025 and reference number 2025/01.

Execution

Article 20

The provisions of these Principles are executed by the Director of the Maritime Vocational School Studies.

Annexes

Annex-1: Graduation Project Application Form

Annex-2: Graduation Project and Presentation Evaluation Form

Annex-3: Graduation Project Writing Guide and Sample Format

Annex-1

**University of Kyrenia
Maritime Vocational School
Graduation Project
Application Form**

..... /.... /202...

Subject: About Graduation Project Advisor and Title

Department :

Student's ID :

Student's Name and Surname:

Student Signature :

Graduation Project Title :

Graduation Project Date :

Advisor's Name and Surname:

Advisor Signature :

Note: This form is prepared in triplicate (Department Head, Advisor, Student).

Annex-2

**University of Kyrenia
Maritime Vocational School
Graduation Project
Evaluation Form**

Evaluation and Presentation Date	
Student ID	
Name Surname	
Subject	
Advisor	

Evaluation Topics and Scoring

		Scores						
		D	J-1	J-2	J-3	J-4	Ort.	
Scientific Qualification	Point							
The objectives of the graduation project have been determined and designed in line with these objectives	5							
The fact that the study was examined in line with the determined objectives and that the literatures examined reflect the subject and are sufficient	5							
Compliance with the educational objectives of the program of study	5							
Acting in accordance with ethical principles, reflecting professional and ethical responsibility awareness	5							
The methods applied in the study have been selected correctly to achieve these objectives, The ability to use modern methods and tools required by the profession has been proven.	10							
The ideas presented should contain original and creative thoughts	10							
Ability to identify, define and model the problem using the basic knowledge related to the department	10							
Ability to interpret and discuss solutions and results accurately	10							
Format Efficiency								
Compliance with the spelling guide and spelling style	10							
Accuracy of resource use	10							
Presentation Competence								
Fulfilled the necessary presentation procedures when starting to present the Graduation Project	4							
Visual equipment was used effectively, information technology was utilized	4							
Concepts are used correctly and clearly	4							
The student used the specified time effectively The presentation was made fluently and clearly.	4							
Questions were answered accurately and clearly.	4							
Overall	100							
Success Grade								

	Signature
Advisor:	
Jury Member:	
Jury Member:	
Jury Member:	
Jury Member:	

Annex-3

Graduation Project Writing Guide and Sample Format

The following graduation project writing guide is prepared in accordance with APA7 format.

APA 7 Format

The APA (American Psychological Association) style is a widely used writing and citation system in academic writing, primarily for referencing sources in the social sciences, business, and education disciplines. The 7th edition of the APA Publication Manual was published in 2019, and it provides guidelines for writing, formatting, and citing sources in a consistent and professional manner. Below is an overview of the key aspects of APA 7 format:

General Formatting Rules

- **Page Layout:** Use standard 8.5 x 11-inch paper with 1-inch margins on all sides.
- **Font Style and Size:** Use readable fonts like Times New Roman (12pt), Calibri (11pt), or Arial (11pt).
- **Line Spacing:** Double-space the entire document, including headings, references, and block quotations.
- **Page Numbers:** Add page numbers in the top right corner of every page, starting from the title page.
- **Paragraphs:** Indent the first line of each paragraph by 0.5 inches.
- **Headings:** APA 7 uses a 5-level heading structure to organize content. Each level has specific formatting.

Title Page

For student papers:

- Title of the paper (bold, centered, and capitalized).
- Author's name (centered).
- Institutional affiliation.
- Course name and code.
- Instructor's name.
- Submission date.

For professional papers, include a running head in addition to the above.

In-Text Citations

- **Parenthetical Citation:** Includes the author's last name and year of publication in parentheses (e.g., Smith, 2020).
- **Narrative Citation:** Includes the author's name as part of the sentence followed by the year in parentheses (e.g., According to Smith (2020)...).
- **Direct Quotes:** Include the page number (e.g., "... (Smith, 2020, p. 45)).

Reference List

- The reference list should start on a new page with the title "References" bolded and centered at the top.
- Use a hanging indent for all references.
- Arrange references alphabetically by the author's last name.
- Include all sources cited in the text, and ensure they are formatted properly based on the source type (e.g., books, journal articles, websites).

Key Changes in APA 7

- **Number of Authors in Citations:** For in-text citations with three or more authors, list only the first author followed by "et al." (e.g., Smith et al., 2020).
- **DOIs and URLs:** Include DOIs in reference entries as clickable URLs (e.g., <https://doi.org/xxxx>). Omit "Retrieved from" before URLs unless a retrieval date is necessary.
- **Use of Singular "They":** APA 7 encourages the use of "they" as a singular pronoun to promote inclusivity.
- **Student-Specific Guidelines:** APA 7 provides additional guidelines tailored to student papers, such as different title page requirements.

Examples

- **Book:**
Smith, J. A. (2020). *Understanding Psychology*. Pearson.
- **Journal Article:**
Brown, T. (2019). The impact of climate change on marine life. *Journal of Environmental Science*, 12(4), 123-135. <https://doi.org/10.xxxx>

By following the APA 7 guidelines, writers can ensure their work is organized, professional, and academically credible.



Project Title

**A Graduation Project Submitted to the Maritime Vocational School
of
University of Kyrenia**

**By
Student ID / Name Surname**

**In Partial Fulfilment of the Requirements for
the Degree of Bachelor of Science (BSc)
in
Department Name**

Kyrenia, Month, 2025

Approval of Director of Maritime Vocational School**Assist. Prof. Dr. Pınar Shargi****Examining Committee in Charge:**

We, the undersigned members of the Examining Committee, have carefully evaluated the project entitled “ **Project Title** ”, submitted by **Name Surname** for the degree of Bachelor of Science (BSc) in **Department Name**. Based on our evaluation and the successful defense of the graduation project, we hereby certify that the project meets the required academic standards and qualifies for the award of the degree.

Title Name Surname**University of Kyrenia****Advisor****Title Name Surname****University of Kyrenia****Committee Chairman****Title Name Surname****University of Kyrenia****Committee Member****Title Name Surname****University of Kyrenia****Committee Member****Title Name Surname****University of Kyrenia****Committee Member**

Declaration

I hereby declare that all the information presented in this document has been obtained and presented in accordance with academic rules and ethical conduct. Furthermore, I affirm that I have appropriately cited and referenced all external sources and materials used in this work, as per the requirements of these rules and guidelines.

Name Surname

Student ID

Acknowledgements

You are invited to dedicate your writing and acknowledge people who have contributed to your development, who have special meaning to you, or who have helped ...

Abstract

On this page your final project's English abstract should be written.

The abstract cannot exceed 250 words.

2025, 555 Pages.

Keywords: maximum 5 words (*Italic*)

Özet

Bu sayfaya bitirme ödevinizin Türkçe özeti yazılmalıdır.

Özet 250 kelimeyi geçemez.

2025, 555 Sayfa.

Anahtar Kelimeler: en fazla 5 kelime (Italic)

Table Of Contents

Declaration	I
Acknowledgements.....	II
Abstract.....	III
Özet	IV
Table Of Contents	V
List of Figures.....	VI
List of Tables.....	VII
Abbreviations Used.....	VIII
1.1. Introduction.....	2
1.2. Sub Title.....	3
1.2.1. General Overview	3
1.2.2. Subheading	3
2. Literature Review	4
3. Material and Methods	5
4. Results and Discussions.....	6
5. Conclusion	7
6. References.....	8
7. Appendices	9
Appendix 1: Turnitin Report	9
Appendix 2: Curriculum Vitae	11

List of Figures

Figure 1.	4
<i>Figure Name</i>	4

List of Tables

Table 1.	5
<i>Table Name</i>	5

Abbreviations Used

A list of abbreviations is a list of all the abbreviations that you used in your thesis or dissertation. It should appear at the beginning of your document.

EO	Earth Observation
EU	European Union
EUNIS	European Nature Information System
HELCOM	The Baltic Marine Environment Protection Commission
ICZM	Integrated Coastal Zone Management
IMO	International Maritime Organization
IUCN	International Union for Conservation of Nature
MARPOL	The International Convention for the Prevention of Pollution from Ships
MPA	Marine Protected Area
UNEP	United Nations Environment Programme
WWF	World Wide Fund for Nature

Project Title

By

Student ID / Name Surname

Department

1.1. Introduction

The introduction leads the reader into your dissertation. It should describe the topic, focus, importance, and objectives of your research.

Author type	Parenthetical citation	Narrative citation
One author	(Tan, 2020)	Tan (2020)
Two authors	(Tan & Goh, 2020)	Tan and Goh (2020)
Three or more authors	(Reilly et al., 2020)	Reilly et al. (2020)
Group author with abbreviation	(Ministry of Health [MOH], 2020)	Ministry of Health (MOH, 2020)
First citation*	(MOH, 2020)	MOH (2020)
Subsequent citations		
Group author without abbreviation	(Healthhub, 2020)	Healthhub (2020)

* Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text.

Example of In-text Citations in APA Format

1. Narrative in-text citation

Author's last name in the sentence followed by publication year in parenthesis

Page number at the end of the sentence in parenthesis

Allen (2020) explored whether there was truly life on Earth. In her study, she found that the existence of alien lifeforms is probable (p.33). Another study from Educational University included similar data for these findings (Zinc & Doyle, 2019, p. 431). Even though both studies have shown the existence of aliens, it is still something disputed.

2. Parenthetical in-text citation

In parenthesis at the end of the sentence:
Author's last names, publication year, page number

1.2. Sub Title

1.2.1. General Overview

A subtitle explains or provides context to a shorter main title, it sets the place and time under study or the method used, and adds substance ...

1.2.2. Subheading

Sample

2. Literature Review

A literature review is a survey of scholarly sources (such as books, journal articles, and theses) related to a specific topic or research question. It generally includes a chronological order of past research related to the work you have done.

Figure 1.

Figure Name



Note: Important tips about figure.

3. Material and Methods

A material and methods section should give enough detail to evaluate and, if needed, to repeat the experiments reported in the article.

Table 1.

Table Name

Abundance	Numeric representation	Description
Dominant ^a	5	Species that could be seen everywhere on each observation
Very common	4	Species that could be seen almost on each observation
Common	3	Species that could be seen commonly, but not on every observation
Rare	2	Species that could be seen sporadically
Very rare	1	Species that could be seen up to three times only
Not observed	0	Species that could not be observed

Note. Important tips about table.

4. Results and Discussions

The results section is where you report the main findings of the data collection and analysis you conducted for your graduation project or dissertation.

5. Conclusions

The conclusions summarize the main points, and the discussion goes into more detail about the findings. Both are crucial components, each fulfilling its unique role in presenting and concluding a research study.

6. References

Reference to a thesis Elements to cite: Author's SURNAME, INITIALS., Year of publication. Title of thesis. Designation, (and type).

Abbasnia, M., & Toros, H. (2019). Analysis of long-term changes in extreme climatic indices: a case study of the Mediterranean climate, Marmara Region, Turkey. *Meteorology and climatology of the Mediterranean and Black Seas*, 141-153. https://doi.org/10.1007/978-3-030-11958-4_9

Bianchi, C. N., Azzola, A., Bertolino, M., Betti, F., Bo, M., Cattaneo-Vietti, R., ... & Bavestrello, G. (2019). Consequences of the marine climate and ecosystem shift of the 1980-90s on the Ligurian Sea biodiversity (NW Mediterranean). *The European Zoological Journal*, 86(1), 458-487. <https://doi.org/10.1080/24750263.2019.1687765>

Garrabou, J., Gómez-Gras, D., Medrano, A., Cerrano, C., Ponti, M., Schlegel, R., ... & Harmelin, J. G. (2022). Marine heatwaves drive recurrent mass mortalities in the Mediterranean Sea. *Global Change Biology*, 28(19), 5708-5725. <https://doi.org/10.1111/gcb.16301>

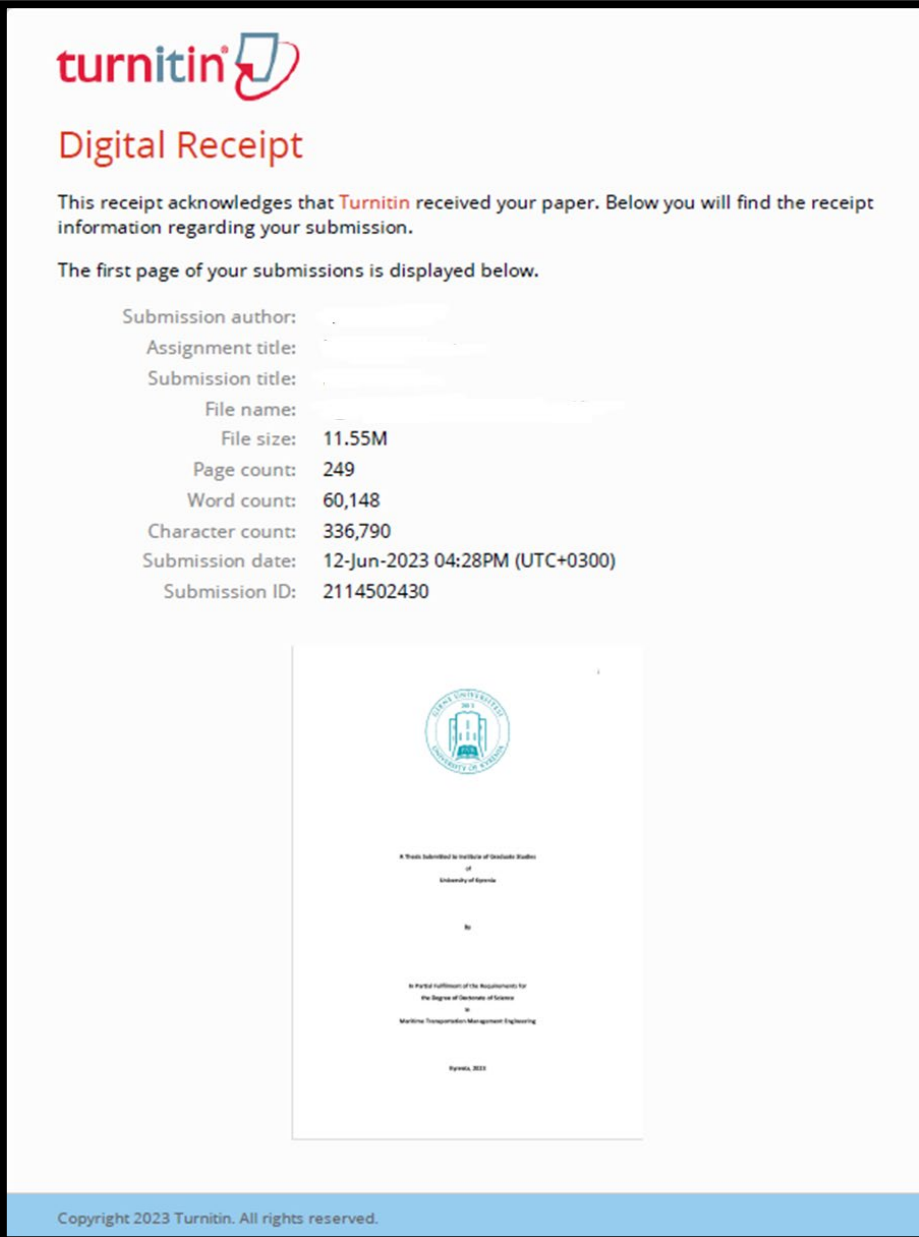
Theriault, J. E., Young, L., & Barrett, L. F. (2021). The sense of should: A biologically-based framework for modeling social pressure. *Physics of Life Reviews*, 36, 100-136. <https://doi.org/10.1016/j.plrev.2020.01.004>

Virgili, R., Tando, V., Katsanevakis, S., Terlizzi, F., Villani, G., Fontana, A., & Crocetta, F. (2022). The Miseno Lake (central-Western Mediterranean Sea): an overlooked reservoir of non-indigenous and cryptogenic ascidians in a marine reserve. *Frontiers in Marine Science*, 9, 481. <https://doi.org/10.3389/fmars.2022.866906>

Zenetos, A., Albano, P. G., Garcia, E. L., Stern, N., Tsiamis, K., & Galanidi, M. (2022). Established non-indigenous species increased by 40% in 11 years in the Mediterranean Sea. *Mediterranean Marine Science*, 23(1). <https://doi.org/10.12681/mms.29106>

7. Appendices

Appendix 1: Turnitin Report



The image is a screenshot of a Turnitin Digital Receipt. It features the Turnitin logo at the top left, followed by the title "Digital Receipt" in red. Below this, there is a paragraph explaining that the receipt acknowledges the submission of a paper. A second paragraph states that the first page of the submission is displayed below. A list of submission details follows, including author, assignment title, submission title, file name, file size (11.55M), page count (249), word count (60,148), character count (336,790), submission date (12-Jun-2023 04:28PM UTC+0300), and submission ID (2114502430). Below the text is a thumbnail of the first page of the document, which is a thesis cover page from the University of Salford. The cover page includes the university's crest, the text "A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Doctorate of Science in Maritime Transportation Management Engineering", and the year "2023". At the bottom of the receipt, there is a blue footer with the text "Copyright 2023 Turnitin. All rights reserved."


turnitin

Digital Receipt

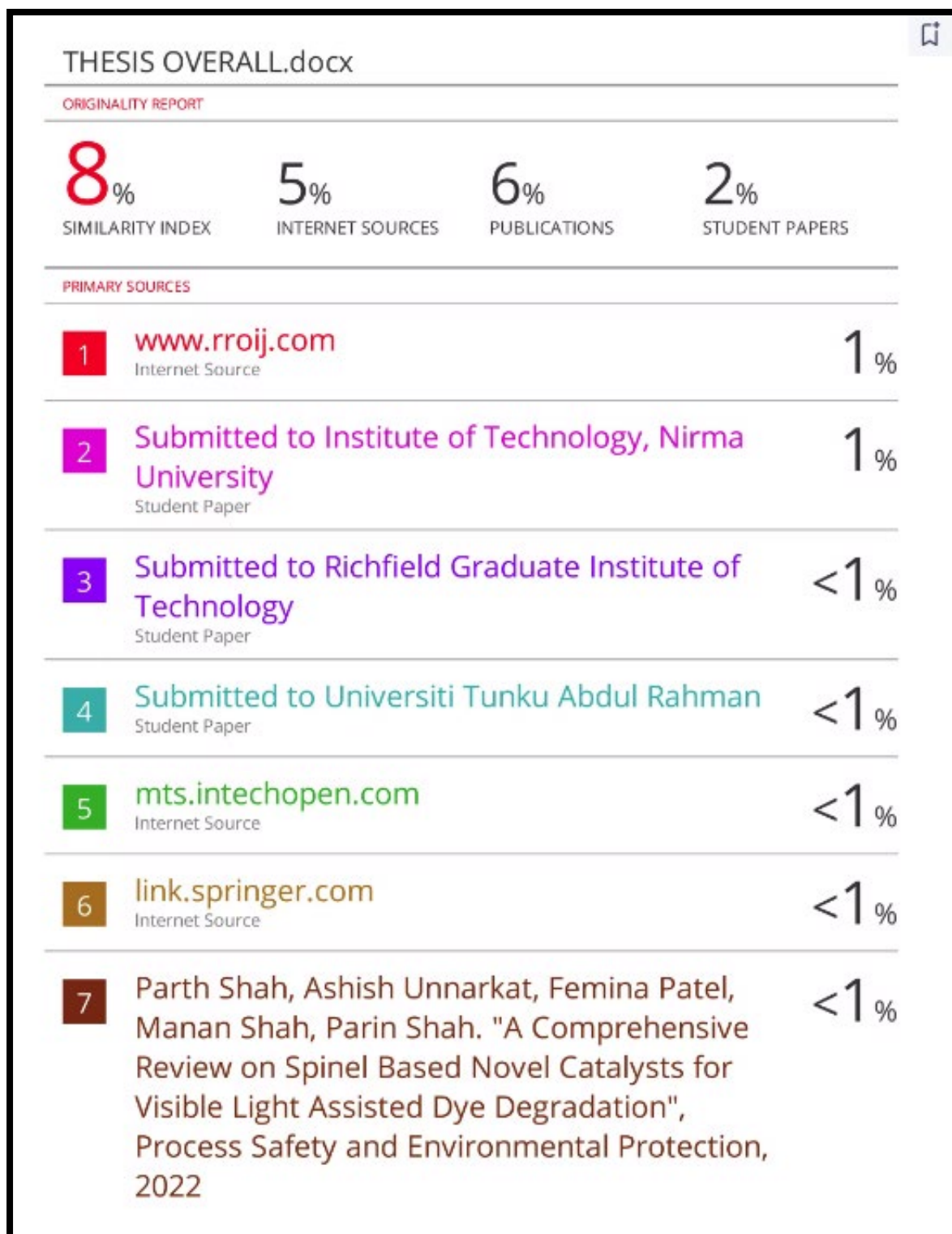
This receipt acknowledges that Turnitin received your paper. Below you will find the receipt information regarding your submission.

The first page of your submissions is displayed below.

Submission author: [REDACTED]
Assignment title: [REDACTED]
Submission title: [REDACTED]
File name: [REDACTED]
File size: 11.55M
Page count: 249
Word count: 60,148
Character count: 336,790
Submission date: 12-Jun-2023 04:28PM (UTC+0300)
Submission ID: 2114502430


A Thesis Submitted in Partial Fulfillment of the Requirements for
the Degree of Doctorate of Science
in
Maritime Transportation Management Engineering
2023

Copyright 2023 Turnitin. All rights reserved.



Appendix 2: Curriculum Vitae

1. **Name Surname** :
2. **Date of Birth** :
3. **Title** :
4. **University** :
5. **Faculty** :
6. **Department** :
7. **Graduation Year** :
8. **Phone** :
9. **E-mail** :
10. **Experience** :