

**BEZMIALEM VAKIF UNIVERSITY
INSTITUTE OF HEALTH SCIENCES
SUPERVISOR GUIDELINES**

Purpose and Scope

ARTICLE 1- (1) The supervision mentioned in this guideline is related to the graduate course and thesis process. This guideline has been prepared to clarify the qualifications, appointment, duties, powers and responsibilities of supervisors.

Basis

ARTICLE 2- (1) This guideline has been prepared based on the Regulation on Graduate Education and Training of the Council of Higher Education, Bezmialem Vakif University Graduate Education and Training Regulation and Bezmialem Vakif University Graduate Education and Training Application Principles.

Definitions

ARTICLE 3- (1) The definitions of some terms mentioned in this directory are as follows:

- a) Rectorate: Bezmialem Vakif University Rectorate,
- b) Senate: Bezmialem Vakif University Senate,
- c) Institute: Bezmialem Vakif University Institute of Health Sciences,
- d) Institute Board: Bezmialem Vakif University Health Sciences Institute Board,
- e) Institute Board of Directors: Bezmialem Vakif University Institute of Health Sciences Board of Directors,
- f) Department: The department that has a program in the Institute and is responsible to the Institute for the execution of the program,
- g) Academic Board of the Department: The academic board of the department which has a program in the Institute and is responsible to the Institute for the execution of the program, consisting of all academic staff conducting the courses of the graduate program
- h) Supervisor: The faculty member appointed to guide the enrolled student during the course and thesis study periods,
- i) AHCI: Arts and Humanities Citation Index,
- j) SCI-Expanded: Science Citation Index Expanded,
- k) SSCI: Social Science Citation Index,
- l) Thesis: Master's or doctoral thesis.

Appointment of the Supervisor

ARTICLE 4- (1) In graduate programs, the supervisor is appointed by the Board of Directors of the Institute upon the recommendation of the academic board of the department, among the faculty members in the University staff, and among the faculty members or lecturers who have completed their doctorate in non-thesis master's programs.

(2) Each student who starts a master's program with or without thesis is assigned a supervisor at the beginning of the first semester within two weeks at the latest after the final registration

deadline specified in the academic calendar. Until the supervisor is appointed, the duty of supervision is performed by the head of the department.

(3) Each student who starts a PhD program is assigned an supervisor until the end of the first semester at the latest following their admission to the program. Until the supervisor is appointed, the duty of supervision is performed by the head of the department.

(4) The supervisor is selected among the faculty members in the academic board of the relevant program. If there is no faculty member with the specified qualifications at the university, a faculty member who has specialized in the relevant field from another higher education institution can be selected as a supervisor by the Institute Administrative Board.

(5) In interdisciplinary programs, the supervisor may preferably be appointed among the permanent faculty members of the University directly related to that field.

(6) The supervisor may be changed upon the justified request of the student and/or the supervisor with the decision of the Institute Board of Directors upon the opinion of the head of the department.

(7) In cases where the supervisor leaves his/her position at the University or is assigned outside the province for more than six months or is on unpaid leave for more than six months due to maternity leave report, etc.; a new supervisor is appointed from the same department, taking into account the student's request.

(9) After the supervisor is appointed, a contract declaring mutual responsibilities is signed with the student. The signed contract is submitted to the Graduate School after the decision of the Institute Board of Directors where the supervisor is appointed. It is kept in the student file by the Institute.

(10) In case of a change of supervisor, the newly appointed supervisor and the student sign a new contract declaring their mutual responsibilities. This contract is kept in the student file by the Institute.

(11) In cases where the nature of the thesis study requires more than one supervisor, the second supervisor to be appointed may be a person outside the University staff, who is working or retired in public institutions, foundation universities or private sector, provided that he/she has at least a PhD/medical specialty degree. In case the second supervisor is from the same department, the reason is stated in the Second Thesis Supervisor Appointment form and submitted to the opinion of the Institute Board of Directors.

Qualifications of the Supervisor

ARTICLE 5- (1) In order for a faculty member to serve as a supervisor in graduate programs, he/she must have an article published in journals within the scope of SCI-Expanded, SSCI or AHCI in the last three years, or at least one book/book chapter published in his/her field of science (translations are not considered in this context), or a utility model/patent in his/her field of science.

(2) The area of specialization of the faculty member to be appointed as the supervisor must be appropriate to the student's research topic. The selection of the research topic and finding the right supervisor are directly related to each other. That a supervisor is an active researcher and conducts research projects is preferred.

(3) Those who have a first-degree family relationship, those who have a registered conflict of interest with the student cannot be the student's supervisor and cannot take part in the juries and thesis monitoring committee.

(4) In thesis master's and PhD programs, the total number of supervision carried out by a faculty member at the same time must be maximum 14 (fourteen), and for non-thesis master's programs, maximum 16 (sixteen), except for thesis master's and doctorate programs. Second supervision services provided to students of other departments or other institutions are not included in the total number of supervision services.

Responsibilities of the Supervisor

ARTICLE 6- (1) The supervisor is the person who guides the student in achieving his/her learning goals. The supervisor should direct the student to the thesis study by taking into account the student's interests and abilities. The supervisor should consider the characteristics of the student from the very beginning in the selection of course and thesis topics.

(2) The supervisor is responsible for the fulfillment of the following duties:

a) Monitoring the student's course status, introducing the institution, familiarizing and guiding the student to the program so that the student can successfully continue his/her education and complete it within the period stipulated in the regulations.

b) At the beginning of each semester, it determines the compulsory and elective courses that the student must take during the semester together with the student and checks the course registrations.

c) Guides students about exchange programs, study abroad opportunities and educational scholarships.

d) Guides students in the development of their ability to access, produce and evaluate information. Plans the thesis study together with the student and guides the preparation of the necessary infrastructure for the study.

e) Guides the student to submit his/her thesis proposal to the Graduate School on time, to hold thesis monitoring committee meetings regularly and to prepare reports.

f) Directs the student to keep the research and data record book properly and checks the book frequently.

g) Evaluates the process of the study and the results obtained by meeting regularly with the student.

h) Guides the thesis study to be conducted within the framework of universal ethical rules and acts as a role model with his/her own behavior. Within this framework, he/she guides the student to obtain the permissions of ethics committees and other relevant institutions and to submit the results to the relevant commissions.

i) Guides the student on the financial support required for the thesis study and guides the preparation of project proposals.

- j) He/she follows the scientific developments related to the thesis topic and guides the student to follow them.
- k) In PhD programs, the supervisor is a natural member of the thesis monitoring committee and thesis defense exam jury. The supervisor does not have the right to vote in the thesis defense exam and does not have the right to be the jury president.
- l) The second supervisor can take part in the PhD thesis defense juries without the right to vote and can attend the PhD thesis monitoring committee meetings.
- m) The supervisor for master's programs is a natural member of the thesis defense jury.
- n) Sends his/her written opinion on the conformity of the thesis to the spelling rules and the copies of the thesis to the relevant institute through the head of the department/science department.
- o) Guides the student for the conversion of theses into publications and post-graduation career.
- p) At the end of each semester, he/she checks the "Graduate Student Scientific Publications Monitoring Form" of the Institute in which the student will write his/her academic activities (publications, papers, project assignments, etc.) and provides objective feedback on the student's academic development. It also ensures that the form is forwarded to the Institute by the Head of the Department. Keeps all documents, articles, papers, etc. mentioned in this form in the student portfolio.

Solving Problems that May Arise in Supervisor-Student Relationship

ARTICLE 7- (1) The main goal is to create a more qualified research-education atmosphere and to increase the quality of the thesis. If there is a problem in the supervisor/student relations, an impartial commission consisting of three faculty members determined by the Institute Board of Directors, if deemed necessary, will try to reach a consensus. If a consensus cannot be reached, the Institute Board of Directors may propose that the supervisor be replaced.

Effective from

ARTICLE 8- (1) These guidelines enter into force as of the date of acceptance by the Board of the Graduate School of Health Sciences.

Execution

ARTICLE 9- (1) The provisions of this guideline are executed by the Director of Bezmialem Vakif University Institute of Health Sciences.