

DOCTOR OF PHILOSOPHY (PhD) PROGRAM FLOWCHART

COURSE PERIOD

At least 7 courses + Seminar Course
Minimum 21 credits (60 ECTS)

APPOINTING AN ADVISOR

The head of the department is appointed as an advisor until the thesis advisor is appointed. The department determines the thesis advisor and notifies the institute until the end of the first semester. The appointment of the advisor is finalized with the approval of the Board of Directors of the Institute.

Thesis Advisor Appointment Form (HOD)

THESIS TOPIC AND TITLE

The subject and title of the thesis are evaluated by the academic board of the relevant department and notified to the Institute by the head of the department until the end of the second semester at the latest. The thesis topic and thesis title are finalized with the decision of the Board of Directors of the Institute. Students whose subject is accepted are required to create their ORCID records from the YÖK thesis data entry screen. For studies requiring ethics committee approval, the document showing the ethics committee approval must be submitted within two months at the latest after the doctoral qualifying exam.

Setting Subject and Title of the Thesis Form (A)

SEMINAR

The seminar course is held in the second or third semester. In case of more than one seminar course, they can also be held in the following semesters. The semester in which the seminar course will be held is specified in the course plan. The presentation announcement form must be completed before the seminar presentation is made. The seminar should be announced by hanging this form in certain places in the university

-Seminar Announcement Form (S)
-Seminar Evaluation Form (A)

Have the courses been completed with a GPA of 3.0/4.0?



Students who cannot successfully complete their courses with credits and seminar until the end of the fourth semester are dismissed.

DOCTORAL QUALIFICATION PHASE

The student who successfully completes the courses must take the doctoral qualifying exam by the end of the fifth semester at the latest. Students who do not take the proficiency exam until the end of the fifth semester are considered unsuccessful. If he does not take the exam in the next semester or fails the exam, he will be dismissed. The doctoral qualifying exam is conducted in two parts, written and oral. The student who succeeds in the written exam is taken to the oral exam. In order to be considered successful in the exams, it is necessary to get at least 75 points out of 100 from the oral and written exams. The results of the written and oral exams, and the decision regarding the student's success status are notified to the Institute by the head of the department within three days following the proficiency exam.

PhD Qualifying Exam Request Form (S)

FORMING A QUALIFICATION COMMITTEE

The qualifying exams are organized and conducted by a five-member doctoral qualifying committee proposed by the head of the department and approved by the Board of Directors of the Institute. One of the members of the doctoral qualification committee is elected as the chairman of the committee. The chairman is responsible for the regular work of the committee and the timely conduct of examinations. The committee establishes examination juries in order to prepare, administer and evaluate exams in different fields.

Qualification
Committee
Proposal
Form (A)

PROPOSING A JURY MEMBER FOR THE QUALIFICATION EXAM

The exam jury to be formed by the Qualification Committee consists of five faculty members, including the advisor. At least two of the jury members must be from other higher education institutions. Jury designates one of its members as the rapporteur. The Board of Directors of the Institute decides whether the advisor has the right to vote or not. If the advisor does not have the right to vote, the jury consists of six faculty members.

Qualification
Committee
Proposal
Form (A)

FORMING THE JURY FOR THE QUALIFICATION EXAM

The date and location of the qualification exam are notified to the Institute by the decision of the academic board of the relevant department. The members of the qualification exam jury are formed by the proposal of the department chair and the decision of the Board of Directors of the Institute.



The student who fails the proficiency exam is taken to the exam again in the following semester from the part(s) in which he or she failed the exam. The student who fails this exam again is dismissed from the doctoral

THESIS PHASE

Minimum four, maximum six semesters
Thesis studies + specialization field courses (60 ECTS)
It is necessary to be successful in at least three thesis monitoring committee reports and to complete the thesis work and specialization field courses for all semesters specified in the Course Plan, and to meet the publication/poster presentation requirements determined by the Institute.

FORMING THE THESIS MONITORING COMMITTEE

For a student who is successful in the qualification exam, a thesis monitoring committee is formed within one month with the proposal of the head of the relevant department and the approval of the Board of Directors of the Institute. The thesis supervision committee consists of three faculty members. In addition to the thesis advisor, there is one member from inside and outside the department. In case of appointment of the second thesis advisor, the second thesis advisor may attend the committee meetings if he wishes.

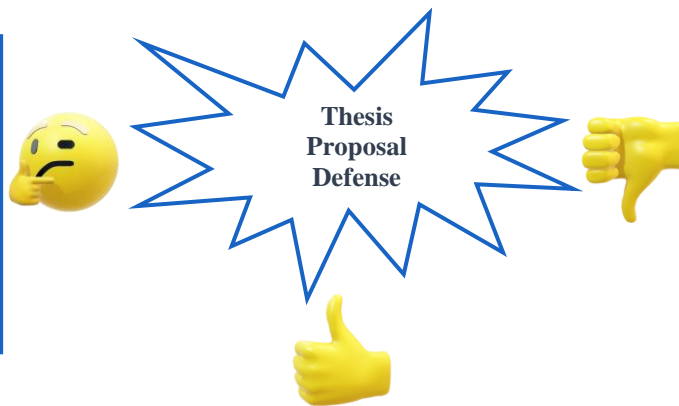
Thesis
Monitoring
Committee
Recommendation
Form (A)

THESIS PROPOSAL DEFENSE

The student, who has successfully completed the doctoral qualifying exam, verbally defends his or her thesis proposal covering the purpose, method, and study plan of the research in front of the thesis monitoring committee within six months at the latest. The student submits a written report of the thesis proposal to his or her advisor at least one month before the defense. The advisor attaches the report and transmits the time and location of the thesis proposal defense to the Institute. The Institute writes an assignment letter including this information as well to the members of the thesis monitoring committee. The thesis supervision committee decides by absolute majority whether the student's thesis proposal will be accepted, corrected, or rejected. Students who do not enter the defense of the thesis proposal within the period specified in the first paragraph without a valid excuse are deemed unsuccessful and the thesis proposal is rejected.

Thesis
Proposal
Defense
Evaluation
Form (A)

A one-month period is given for a student whose thesis is decided to be corrected. At the end of this period, the decision made by the absolute majority in the direction of acceptance or rejection is notified to the Institute by the head of the department within three days following the end of the procedure.



A student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same advisor is taken to the thesis proposal defense again within three months, and the student who changes the advisor and thesis subject is taken back to the defense of the thesis proposal within six months. The student whose thesis proposal is rejected in this defense is dismissed from the higher education institution.

THESIS MONITORING COMMITTEE REPORTS

The thesis supervision committee for the student whose proficiency thesis proposal has been accepted convenes at least twice a year, once between January-June and once between July-December. At least three thesis monitoring committee reports must be submitted in order for the student's thesis to be concluded. The student submits a written report to his/her advisor at least one month before the date of the meeting. In this report, the summary of the work done so far and the work plan to be made in the next period are indicated. The advisor reports the date and location of the student's thesis monitoring committee meeting information to the Institute. The Institute writes an assignment letter including this information to the members of the thesis monitoring committee. The student's thesis work is determined by the committee as successful or unsuccessful. The result of the meeting of the thesis monitoring committee is notified to the institute by the department chair. A student who is found unsuccessful as a result of the thesis follow-up meeting or whose meeting result is not notified is considered unsuccessful in the specialization field course and thesis work taken in that semester.

- TMC Recommendation Form (A)
- Interim Report Evaluation Form (A)



A student who is found unsuccessful twice consecutively or three times intermittently by the committee is dismissed from the higher education

PROPOSING A JURY MEMBER FOR THE THESIS DEFENSE EXAM

A student who is successful in at least three thesis monitoring committee reports, who has completed the thesis work and specialization field courses for all semesters specified in the Curriculum and who has completed the publication/poster requirements determined by the institution applies to the relevant department with the petition to take the thesis defense exam. Before the defense of the doctoral thesis, the student completes the thesis and submits it to the advisor. In the case of theses for which correction is requested, the corrected thesis is submitted to the advisor before retaking the doctoral exam. If the advisor thinks that the thesis is defensible and in accordance with the writing rules, he / she sends the copies of the thesis, the date and place of the thesis defense exam to the Institute through the head of the department. The Institute writes an assignment letter including this information to the members of the thesis monitoring committee. The student's thesis work is determined by the committee as successful or unsuccessful. The result of the meeting of the thesis monitoring committee is notified to the Institute by the department chair. A student who is found unsuccessful as a result of the thesis follow-up meeting or whose meeting result is not notified is considered unsuccessful in the specialization field course and thesis work taken in that semester.

Institute Thesis Submission and Jury Recommendation Form (A)

JURY DETERMINATION FOR THESIS DEFENSE EXAM

The student submits the documents related to the publication/poster studies (article, certificate of participation, abstract, cover page of the proceedings booklet, etc.) to the department upon application for the thesis exam. The jury proposal, thesis, petition, publication/poster information and exam date and location information recommended by the advisor are notified to the Institute with the decision of the academic board of the department. The thesis jury is determined by the proposal of the department chair and the decision of the Board of Directors of the Institute.

PLAGIARISM REPORT AND JURY MEMBER ASSIGNMENT

A plagiarism report of the thesis is taken by the Institute. Thesis with a plagiarism rate below 30% is taken to the Board of Directors of the Institute to determine the jury member and to determine the date and place information of the defense exam. Jury assignment letters are sent to the jury members together with the PDF version of the thesis and other documents.

THESIS DEFENSE EXAM

The thesis defense exam consists of the submission of the thesis work followed by a question-and-answer section. After the completion of the thesis exam, the jury decides to accept, reject, or correct the thesis with an absolute majority. This decision is reported to the Institute by the chair of the department within three days following the thesis exam.

1. Thesis Defense Exam Request Form (S)
2. Signed report (A)

The student whose thesis has been decided to be corrected defends the corrected thesis again in front of the same jury within six months at the latest.

At the end of this defense exam, the student who is found unsuccessful and whose thesis is not accepted is dismissed from the Institute.



Thesis Defense Exam Result



The student who fails the thesis defense exam is dismissed from the Institute.



SUBMISSION OF THESIS AND GRADUATION

Two copies of the thesis, written in accordance with the thesis writing rules of the Institute, must be submitted to the Institute within one month from the date of entry to the thesis exam. Upon request, the Board of Directors of the Institute may extend the submission period for a maximum of one month. Students who do not fulfill these conditions cannot receive their diploma until they fulfill the conditions, cannot benefit from student rights and will be dismissed if their maximum period expires.

Thesis Submission Form (S)

Abbreviations:

S: Student
A: Advisor
HOD: Head of Department

