

..... (supervisor), will serve as an supervisor of .....  
(student), a registered student of Bezmialem Vakif University Institute of Health Sciences Master's/PhD program  
between the dates specified below:

..... (start date) .....(expected graduation date)

### **Responsibilities of the Supervisor:**

- The supervisor should guide and support the student on the following issues:
  - Selecting appropriate courses
  - Completion of the compulsory courses and credit load of the program
  - Gaining skills related to the field (laboratory and/or clinical)
  - Determination of thesis study
  - Reviewing the appropriate literature on the subject
  - Defining the research questions and purpose
  - Designing the research plan
  - Collection, analysis and interpretation of research data
  - Writing and publishing the results
  - Compliance with ethical rules in the research and writing process
  - Writing the thesis
- Comply with the dates specified in the academic calendar.
- Have knowledge about the regulations and directives of the Institute in order to follow the educational process of the student.
- Make the appropriate ethics committee/ethics commission application for the thesis study together with the student.
- Apply for project support for the budget related to the thesis study.
- Propose the "thesis monitoring committee" to the academic board of the program in PhD programs and the "thesis defense exam jury" in PhD and master's programs.
- In PhD programs, he/she should guide the student during the preparation of the thesis proposal, provide the necessary guidance for the timely submission of the thesis proposal to the institute or thesis monitoring committee and the timely defense of the thesis proposal.
- Establish and adhere to a regular meeting schedule with the student.
- Help the student with any academic problems that the student may encounter.
- Explain their expectations from the student, support and encourage the student.

### **Responsibilities of the Students:**

- Comply with the dates specified in the academic calendar.
- Must have knowledge about the Institute's regulations and directives in order to follow his/her educational process.
- Must take responsibility for his/her own studies.
- Be aware of the requirements of the program and fulfill them on time.
- Should made the appropriate ethics committee/ethics commission application regarding the thesis study together with the advisor.
- Should make a plan to complete the program and follow it by taking the opinions of his/her supervisor.
- Establish and adhere to a regular meeting schedule with the supervisor.
- Complete the tasks on time determined by the supervisor in research projects proposed by the supervisor.
- PhD candidates must prepare their thesis proposals in accordance with the academic calendar and submit them to the Institute or the thesis monitoring committee.
- Informs their supervisor regularly about the status and progress of their course/thesis work.
- Complies with the rules of Bezmialem Vakif University and other collaborating institutions regarding ethics, confidentiality, working principles, security, etc.
- Present the results of the thesis study at scientific meetings and prepare them for publication by taking the opinion



**INSTITUTE OF HEALTH SCIENCES  
ADVISING AGREEMENT BETWEEN GRADUATE  
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of the supervisor.

- To be prepared for the qualification/thesis defense exam according to the recommendations of the supervisor.
- Prepares the thesis in accordance with the thesis writing guide of the Institute.

**Study Facilities:**

- It is necessary to provide appropriate course/research conditions (if necessary, laboratory, device, etc. conditions) for the student.
- The student should have access to his/her supervisor at regular intervals.
- The student should have the opportunity to present the results of his/her studies at scientific meetings and publish them in scientific journals.

**Publication Rights:**

- Both the supervisor and the student must own the original data of the thesis work. This applies even if the work is published.
- The student should be the first name in the publication(s) produced from the thesis work. The order of the supervisor and other authors should be determined according to their contribution to the thesis work.
- The supervisor's name must be included in all papers (poster, oral, etc.) and publications produced from the thesis work.
- If the student does not prepare the results of the thesis study for publication within one year, the supervisor has the right to publish the results, provided that the student's right to be the first name is reserved.

**Date:** \_\_\_\_\_

**On behalf of Bezmialem Vakıf University Institute of Health Sciences**

**Institute Director:**

**Supervisor:**

**Student:**