

FLOW CHART OF PH.D.

COURSE STAGE
At most 4 semesters
8 Courses+Sci.Res.Tech and Publishing Ethics=9 COURSES
+SEMINAR (Non-credit) =10 COURSES
At least 27 Credits, 60ECTS
(Seminar is given in the semester during which the courses are completed)
Students having taken Publication Ethics course don't have to retake this course.
(Article 35/1)

Form X (XX)

X: form number
 (XX): Person to fill the form
 Std: Student
 S: Supervisor
 I: Institute

ASSIGNING SUPERVISOR

- Determination of the courses which the student enroll in and the registration Works are carried out by the relevant department until an supervisor is assigned.(**Article 35/6**)
- Board of the institution assigns an supervisor until the end of first semester at the latest upon the recommendation of the department (**Article 35/2**)
- When assigning the first supervisor for doctorate programs, the lecturer is required to assist at least one master's by thesis program as the first supervisor and help the student complete it successfully before. (**Article 35/3**).

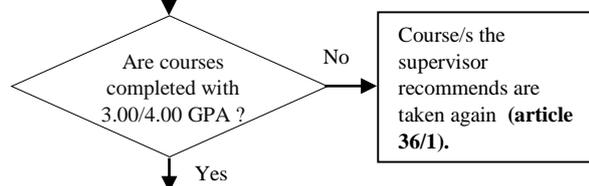
Form 3 (S)

Department sends to institution

DETERMINATION THE SUBJECT OF THE THESIS
 Department of the institution sends the subject of the thesis which the student determined with an supervisor until the end of second semester at the latest (**Article 35/2**)

Form 4 (Std+S)

Department sends to institution



PH.D. PROFICIENCY APPLICATION –INFORMATION
 Ph.D. Proficiency is held twice a year, that is one in Autumn, one in Spring term

- “Proficiency Stage” should be chosen in the course registration system.
- Students whose masters degree is approved should take this exam at the end of **5th semester at the latest**.
- Students who are unsuccessful at the exams twice are discharged from the institute.

Form 11 (Std)

Student takes the application form to the institute.

ESTABLISHING PROFICIENCY EXAM COMMITTEE

- A exam committee of 5-peolpe-Ph.D. ProficiencyCcommittee, recommended and approved by the department for **each school year**, holds the exam.
- exam committee constitutes 5 proffessors, **at least two** of which are from outside the institute, including the supervisor. (**Article 36/3**).

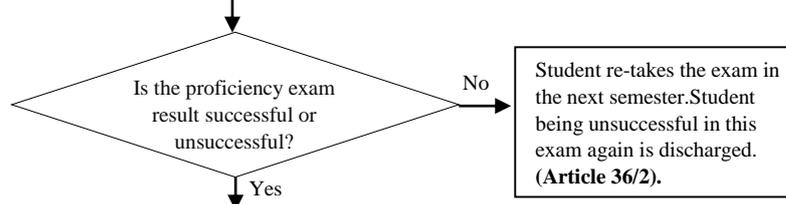
Department sends the proficiency committee and the established exam committee to the institute

PROFICIENCY EXAM

- The exam committee decides whether the student is successful or not with absolute majority in the oral exam. . Exam result is delivered to the institute as successful or unsuccessful with the reasoned decision within the **three days** following the proficiency exam by the concerned board of the directors of the department of the graduate school. (**Article 36/4**)

Form 12

Department sends to the institute



ESTABLISHING THESIS MONITORING COMMITTEE

- A Ph.D. thesis monitoring committee is established upon taking the opinion of the supervisor, the suggestion of the concerned presidential and the decision of the Board of the Directors of the Institute within **one month** at the latest. (**Article 37/1**).
- Thesis monitoring committee comprised of three faculty members including the supervisor. One of the two remaining members is selected within the concerned department/science chair, the other one is selected primarily from another higher institution or from another department/science chair within the university. (**Article 37/2**).

Form 13 (S)

Department sends to the institute



A

THESIS PROPOSAL REPORT SUBMISSION
 Student being successful in the proficiency exam, submits the thesis proposal report consisting the aim, methodology and plan of the study to the committee members **at least 15 days before** the oral defense date (**Article 38/1**).

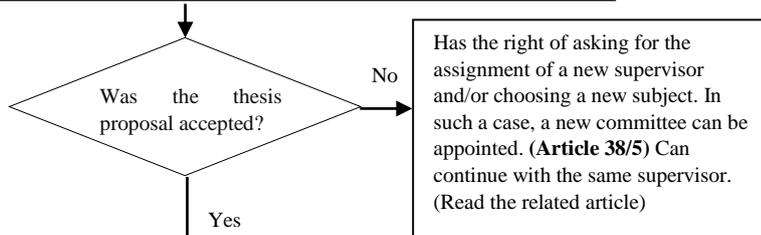
Student submits the proposal report to the committee members

THESIS PROPOSAL DEFENSE

- The student who successfully passes the proficiency exam defends their thesis proposal that covers the scope, method and the plan of the study orally in front of the thesis monitoring committee within the **six months at the latest** (**Article 38/1**).
- The thesis monitoring committee decides whether to accept or refuse the thesis proposal with absolute majority. **One month** is given for the correction. The concerned presidential delivers the decision of the thesis monitoring committee with an official report including reasons within three days following the defense. (**Article 38/3**).

Form 14 (TMC member)

Department sends to the institute with 5sh raport



TMC MEETINGS

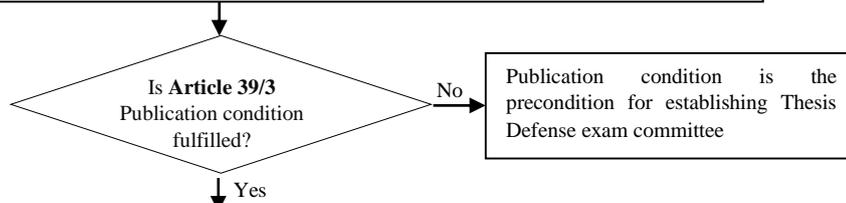
- The thesis monitoring committee gathers twice a year; one in January- June and one in July-December for a student whose thesis proposal is accepted. The student presents a written report at least one month before the meeting. The summary of the studies conducted until that moment and the studies that will be done in the next semester is stated in this report. The student's thesis study is assessed as successful or unsuccessful. The decision is delivered to the relevant institute with an official report within three days following the defense. In case of failure, the reasons are added to the official report (**Article 38/6**).
- Whether the committee gathers or not, in case of being **"unsuccessful" twice or three times**, the student is discharged (**Article 38/7**).

Form 15 (TMC member)

Department sends to the institute with the raport

FINALIZATION OF THE THESIS

- Thesis preparation course+Lecture on specialized field+ Proficiency phase+Thesis proposal+ Thesis study **at least 180 ECTS altogether- at least 240 ECTS with the courses**
- Registered to UAD+Thesis study and being successful for **at least 5 years**
- To conclude the Ph.D. thesis **at least three TMC raports** are to be submitted

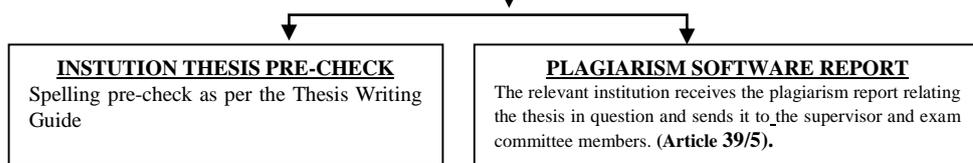


SUPERVISOR THESIS CONTROL AND RECOMMENDATION OF EXAM COMMITTEE MEMBERS
 The student who fulfils the publication condition submits their Ph.D. thesis to the institute by taking the approval of their supervisor (the written opinion stating the convenience of the thesis to the spelling rules).(**Article 39/4, article 39/2**). Ph.D. thesis exam committee is determined by the Board of Directors of the Institute amongst five academic members who are suggested by the supervisor r with the thesis monitoring committee and five academic members suggested by the concerned department/science (**Article 39/5**).

Form 6 (S)

Form 27 (Std+S)

Department sends to the institute, including a written note of "Thesis and Cd are to be delivered in person"



Form 28 (I)

Form 21 (I)

B

B

ASSIGNING EXAM COMMITTEE MEMBERS

The exam committee is determined with the decision of IAC among total of ten members, five of whom are academicians to be suggested including the supervisor along with TMC committee and five other of whom are academicians to be recommended by department chairmanship. The exam committee consists of at least five people, thesis monitoring committee and at least two other from another higher education institution. If there is a second supervisor, it consists of seven original and two substitute members (**Article 39/5**).

Form 6 (I)

THESIS SUBMISSION EXAM COMMITTEE MEMBER

The students submit the thesis to exam committee members within 15 days (**Article 39/6**).

Form 20 (Std)

Department sends to the institute

INVITATION

Institution sends the invitation and Thesis Similarity form to exam committee members via e-mail.

ANNOUNCEMENT OF THE EXAM

Place and date of the Defense exam are announced at least 7 days before by the department (**Article 39/6**).

Form 22 (Std)

Department sends to the institute

THESIS DEFENSE SYSTEM

The exam committee members meet via a written invitation within a **month at the latest as of the date** when the thesis in question is submitted to them and have the student take the thesis defense exam (**Article 39/6**).

Form 7

Form 16

Department sends to the institute

EXAMINATION

The relevant department notifies the exam result to the institution within 3 days accompanied by personal reports with the minute (**Article 39/7**).

Thesis Defense Result?

Rejection

Acceptance

Amendment

The student is deemed as unsuccessful and discharged (**Article 39/9**).

INSTITUTION LAST THESIS CHECK
Spelling check as per the Thesis Writing Check

After making the amendment, defends the thesis in front of the same exam committee within six months at the latest (**Article 39/8**).

FINAL OPERATIONS

At least 1 bound and signed copies of the Doctorate thesis and one electronic copy of it has to be submitted to the institutions within 1 month from the thesis defense exam (**Article 40/2**).

Form 25 (Std)

Form 28 (I)

Form 23 (Std)

Are the necessary documents complete?

Yes

No

Granted with **DOCTORAL DIPLOMA WITH THESIS** with the decision of IAC.

For graduation (**DOCTORAL DIPLOMA WITH THESIS**), all missing documents should be completed in Article 40/2.

Within 3 months of the submission of the thesis, a copy of the Doctorate thesis is sent to Council of Higher Education on electronic platform (**Article 40/2**).