

PHD PROGRAM EDUCATION PROCESS

APPLICATION AND REGISTRATION

Graduate student requests are taken from the Presidents of the Departments by the Institute for the next semester. These requests, application conditions and dates are discussed in the INSTITUTE BOARD with the participation of all the Presidents of the Departments and presented to the Rectorate of our University. The quota, application conditions and dates are announced on our website after the decision is made in the University Senate. Candidates can apply from lubasvuru.uludag.edu.tr after the applications start. As a result of the applications, Candidates by the number of candidates indicated on the announcement will be invited to the Science Exam. Candidates who have earned the right to register after the evaluation of the system by adding the scores of the candidates entering the Science Exam / Interview will be announced and definite records will be made on the specified dates. The thesis supervisors of the candidates who have earned the right to register are appointed with the recommendation of the Department and the approval of the Institute.

PHD EDUCATION

The duration of normal education is 8 semesters and the **maximum duration is 12 semesters**. Students who cannot complete their credit courses in the 4th semester or who fail twice in the proficiency examination or can not graduate at the end of the maximum period will be dismissed. In addition, the dismissal of the student whose thesis proposal has been rejected twice or the Thesis Supervisory Committee reports have failed twice or three times in succession. Students must complete at least 240 ECTS in 8 semesters in order to graduate.

COURSE SELECTION

The PhD program has at least 7 + 1 (Research Techniques and Publication Ethics) credited courses, 8 PhD Specialized Field Courses, a Seminar, and 8 Thesis Supervision courses (excluding the Industrial Engineering MSL Program). The student must make a course selection with 30 ECTS according to the lesson plans in our Web page in each semester with consultant's approval. Students can choose maximum two courses (in the same ECTS value) out of program (not selectable from graduate programs) or a different university course, taking into account the ECTS values of the courses. The course grade must be at least 75 (CB). Theoretical courses are required to attend at least 70% and practice courses at least 80%.

SEMINAR PRESENTATION

Students registered before the fall semester 2016-2017 must also present a thesis phase seminar. **The Seminar Evaluation Form (RIT-FR-OID-57), the Seminar Participant List (RIT-FR-OID-56) and the CD with the seminar text** must be sent to the Institute through the Department. Students registered before the fall semester 2016-2017 must also present a thesis phase seminar. The seminar presentation does not have a specific date, it can be presented at any time during the semester. PhD students are not taken to the proficiency exam without presenting their seminar.

PROFICIENCY EXAM

PhD students who complete their credit courses have to take the proficiency exam for the next term (at the latest in the 5th semester). Foreign students who do not submit their foreign language documents out of Turkish and their native language at the time of the final registration can not take in the proficiency exam without submitting the foreign language documents they have received at least 55 to the Institute.

Doctorate students who complete their credited courses in 4 semesters shall fill the **Doctorate Proficiency Jury Recommendation Form (RIT-FR-ÖİD-64)** in the 5th semester and send the Institute through the Department. This form should be submitted with the exam date on the form one month before the exam date. The proficiency exam must be made within one month after Proficiency Jury approval by the Institute's Executive Board. Jury members must consist of 5 primary (2 persons from outside the institution) and 2 substitute members (1 person outside the institution). Students must take at least 75 points (both written and oral). **The student who fails in the proficiency exam have to take proficiency exam for the next semester again. The relation of student who fails the proficiency exam twice is interrupted.**

THESIS MONITORING COMMITTEE

Thesis Monitoring Committee Determination Form (RIT-FR-ÖİD-65) of student who is successful in the proficiency exam must be filled within one month and must be sent to the Institute through the Department. Thesis committee members must consist of 3 faculty members including advisor, a faculty member from the same department and a faculty member from different department. The thesis monitoring committee is approved by the Board of Directors of the Institute. The 2nd Thesis Advisor can attend the committee meetings but not the committee member.

THESIS PROPOSAL APPROVAL

The student who is successful in the proficiency exam, must defend the thesis proposal which includes the purpose, method and study plan of his/her research within 6 months after the Thesis Monitoring Committee is determined. The Committee decides, by absolute majority, whether to accept or reject the thesis proposal. For the correction a period of a month is given. **The Thesis Proposal Defense and Result Form (RIT-FR-ÖİD-66)** of the student accepted the thesis proposal at the end of this period must be prepared and sent to the Institute.

A student rejected thesis proposal has the right to choose a new advisor and / or thesis topic. In such a case, a new thesis monitoring committee may be established. **A student who wants to continue with the same advisor is taken again to the thesis proposal defense exam within 3 months while a student who wants to continue with a different advisor and/or thesis topic is taken again to the thesis proposal defense exam within 6 months. The relation of the student rejected the thesis proposal in this defense is cut off.**

THESIS MONITORING COMMITTEE REPORTS

For the student whose thesis proposal is accepted, the Thesis Monitoring Committee meets twice a year, once between **January - June and July - December**. The student must present a written report to the committee members at least one month before the meeting date. A summary of the work done so far in this report and the work plan to be made in the next period are specified. These studies are stated as successful or unsuccessful by the committee and the report is sent to the Institute by the Presidency of the Department. **The relation of the student who has failed consecutive twice or intermittent three times in succession cuts off by the Committee.** At least 3 successful thesis monitoring committee reports must be submitted in order for the student to complete the thesis.

SCIENTIFIC PUBLICATION

If the student of the graduate program **has taken** the thesis topic until 08.09.2016 or **has completed** the credited courses until the end of 2015-2016 Spring Semester, our graduate students must do a paper from A 1.1 or A1.2 and they must be the first author in the paper.

Our graduate students which **has not taken** the thesis topic until 08.09.2016 or **has not completed** the credited courses until the end of 2015-2016 Spring Semester must do a paper from A1.3 added to one of the A 1.1 or A 1.2 (two papers).

A1.1: published in the SCI or SSCI Journals

A1.2: published in the SCI-E Journals

A1.3: published in the other international Journals

THESIS DELIVERY

The Compliance Form (RIT-FR-ÖID-60) of the thesis according to the writing rules determined by the Institute and the **Thesis Approval Form** must be approved by the Supervisor and the Associate Director of the Institute. The thesis text will be scanned to the Turnitil Plagiarism Program by the Thesis Advisor with a password to be obtained from the Library and Documentation Department by the faculty member for one time. In the Forms and Requests page the **MSc / PhD Plagiarism Report** must be filled. These three forms mentioned above must be submitted to the Institute by the student together with a thesis and Scientific Publications. **The Thesis Defense Jury Recommendation Form (RIT-FR-ÖID-59)**, where jury must be formed with five primary (two from the different educational institutions) and two substitute members (one from the different educational institutions), determined by the Advisor must be sent to the Institute through the Department. With the decision of the Administrative Board of the Institute, jury members are determined. The jury's proposal form should indicate the date of the examination.

GRADUATION STAGE

Joint Report on Graduate Thesis Defense Examination (RIT-FR-ÖID-62), **Personal Assessment Reports (RIT-FR-ÖID-61)** filled in by the jury members and the questions asked in the examination must be sent to the Institute through the Department after the thesis defense examination within 3 working days. The Personal Assessment Report must be filled in separately by each primary jury member.

In order to be able to decide to graduation after the thesis defense examination, the documents mentioned in our webpage together with 1 signed and bounded thesis (including U.Ü. Thesis Replication and Electronic Publishing and Permission Form in the thesis end) must be submitted to the Institute within 1 month. The diplomas of each graduating student are ready within 40 days.