
	TURKISH-GERMAN UNIVERSITY PROCESS HANDBOOK	Document Code	TAÜ_PhD_03
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PROCESS TITLE	PhD Course Process	PROCESS NO TAÜ_PhD_03
THE OBJECTIVE OF THE PROCESS		
Assigning a thesis advisor to the student in doctoral programs conducted at the Turkish-German University and ensuring that the processes of completing the courses are carried out.		
INPUTS		OUTPUTS
Course Schedule		Success of the Programme
APPLICABLE LAW		
Higher Education Council Postgraduate Education and Training Regulation (YÖK-LÜ) Turkish-German University Graduate Education and Examination Regulation (TAÜ-LÜ)		
DOCUMENTS USED		
Course Registration Form Advisor Appointment Request Form		
RELEVANT DEPARTMENT		
Academic Units	Institutes, Faculties, Departments	
Administrative Units		
PERFORMANCE INDICATORS		

PROCESS	Prepared by	Approved by
PhD Course Process	Doç. Dr. Müge KLEIN Arş. Gör. Selin KARACA	Prof. Dr. Aykut KİBRİTÇİOĞLU

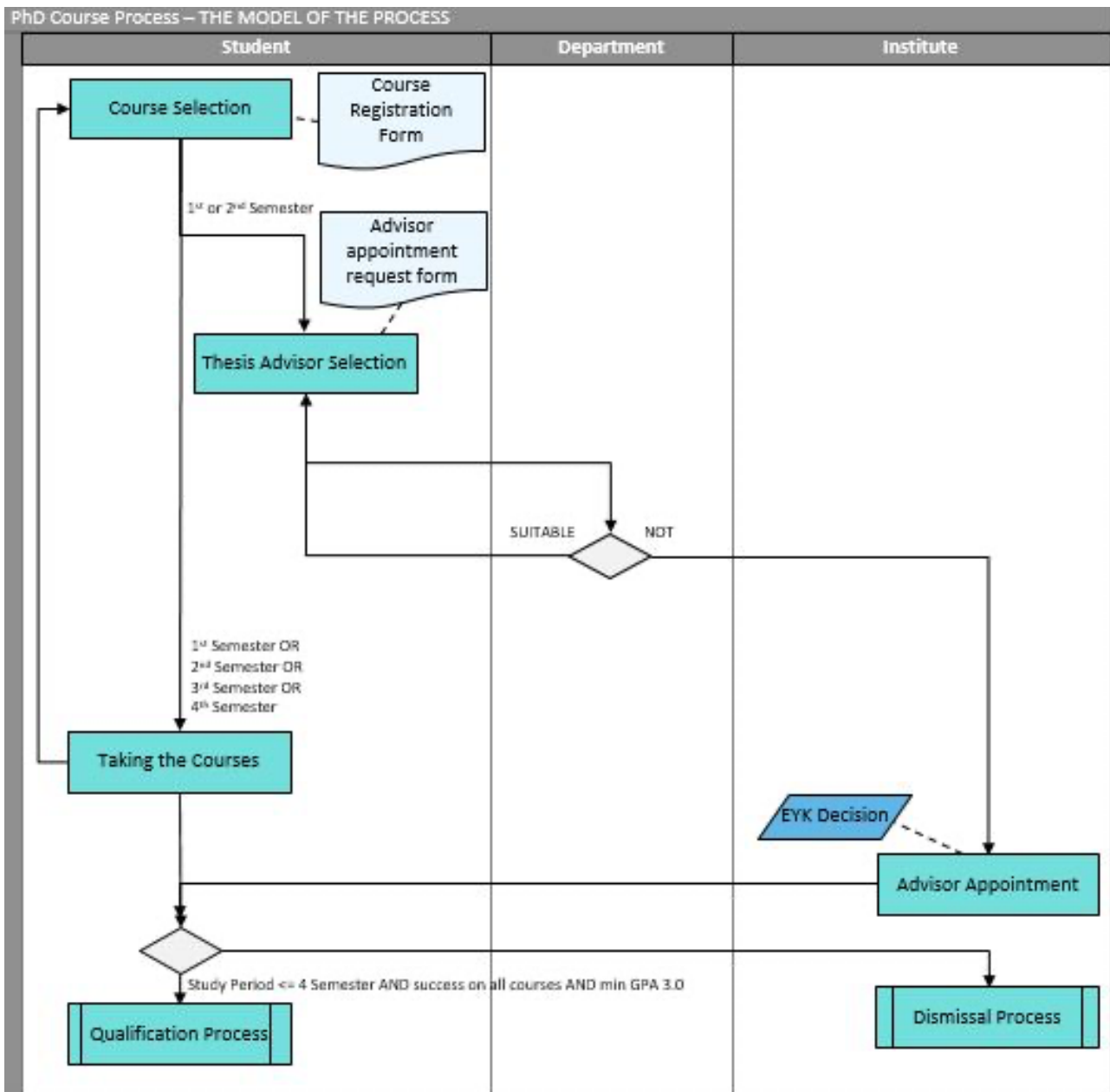
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PROCESS DEFINITION

1. The student carries out the course selection in accordance with the course schedule of the program.
2. The maximum period planned for the successful completion of the required courses in order to be able to pass the qualification process in the PhD program is four semesters. The student continues to select and take all of his/her courses for four semesters..
3. In accordance with the Turkish-German University Graduate Education and Examination Regulations, a thesis advisor among the faculty members of the university is assigned to each student until the end of the second semester, with the proposal of the department to which the student is affiliated, and the decision of the Institute Board of Directors. The student submits the required advisor appointment request form to department.
4. The advisor appointment request form is examined by the department. If the department does not approve the thesis advisor, it informs the student to reselect a thesis advisor.
5. The form approved by the department is submitted to the Institute. If the Institute Administrative Board approves the thesis advisor proposal, a thesis advisor is assigned to the student by the Institute. If EYK does not approve the thesis advisor, it informs the department and the advisor is selected again.
6. If a student who has been appointed as a thesis advisor and has taken all the prescribed courses in the first four semesters of the PhD program successfully completes all courses and achieves a GPA of min 3.0, the qualification process starts, the student who fails to meet these requirements is dismissed from the program.

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THE MODEL OF THE PROCESS



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