
	TURKISH-GERMAN UNIVERSITY PROCESS HANDBOOK	Document Code	TAÜ_PhD_05
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PROCESS TITLE	PhD Thesis Process	PROCESS NO TAÜ_PhD_05
THE OBJECTIVE OF THE PROCESS		
To carry out the thesis proposal, thesis monitoring and thesis defense of the students who have successfully completed the PhD qualifying exams.		
INPUTS		OUTPUTS
Success in Qualifying Exams		PhD Thesis
APPLICABLE LAW		
Higher Education Council Postgraduate Education and Training Regulation (YÖK-LÜ) Turkish-German University Graduate Education and Examination Regulation (TAÜ-LÜ)		
DOCUMENTS USED		
Thesis Report to Jury Members Advisor Change Request Form Thesis Title and / or Thesis Subject Change Notification Form Plagiarism Report Thesis Defense Exam Jury Form		
RELEVANT DEPARTMENT		
Academic Units	Institutes, Faculties, Departments	
Administrative Units		
PERFORMANCE INDICATORS		


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

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PROCESS DEFINITION

1. Thesis monitoring jury is formed by the department and the approval of the Institute is obtained.
The student who successfully completes the PhD qualifying exam defends his thesis proposal, which includes the purpose, method and study plan of the research, orally in front of the thesis monitoring jury within six months at the latest. The student distributes a written report on the thesis proposal to the members of the jury at least fifteen days before the oral defense.
2. The thesis monitoring jury decides by absolute majority whether the thesis proposal submitted by the student will be accepted, revised or rejected.
3. One month period is given for revise. At the end of this period, the decision of acceptance or rejection by absolute majority is reported by the department to the Institute within three days following the end of the process.
4. The student whose thesis proposal is rejected has the right to choose a new supervisor and / or thesis topic. In this case, a new thesis monitoring jury can 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 within six months. The student whose thesis proposal is rejected in this defense is dismissed from the University.
5. The student whose thesis proposal has been accepted submits a written report to the jury members at least one month before the meeting date. In this report, the summary of the study done so far and the study plan to be done in the next semester are stated. The student's research is determined as successful or unsuccessful by the jury. A student who fails twice in a row or three times intermittently by the jury is dismissed from the University. In order for the student to defend his thesis, at least three reports of the thesis monitoring jury must be submitted.
6. Before the PhD thesis defence, the student completes the thesis in accordance with the spelling rules accepted by the Senate and submits it to her/his advisor.
7. The PhD thesis jury is appointed with the recommendation of the advisor and the department, and the approval of the Institute Board of Directors.
8. The advisor, together with his opinion that the thesis is defensible, submits to the institute as many copies of the thesis as the number of original and substitute jury members. The institute create the plagiarism report for the thesis and sends it to the advisor and the members of the jury. If a plagiarism is detected, the thesis with its justification is sent to the institute board of directors to be decided.
9. The student defends the thesis orally in front of the jury, within one month from the date the thesis is submitted.
10. After the completion of the thesis defence, the jury makes the decision - closed to the audience - of acceptance, rejection or revision of the thesis by absolute majority.
11. Students whose thesis is accepted are considered successful. This decision is reported by the department to the relevant Institute within three days following the thesis defence.

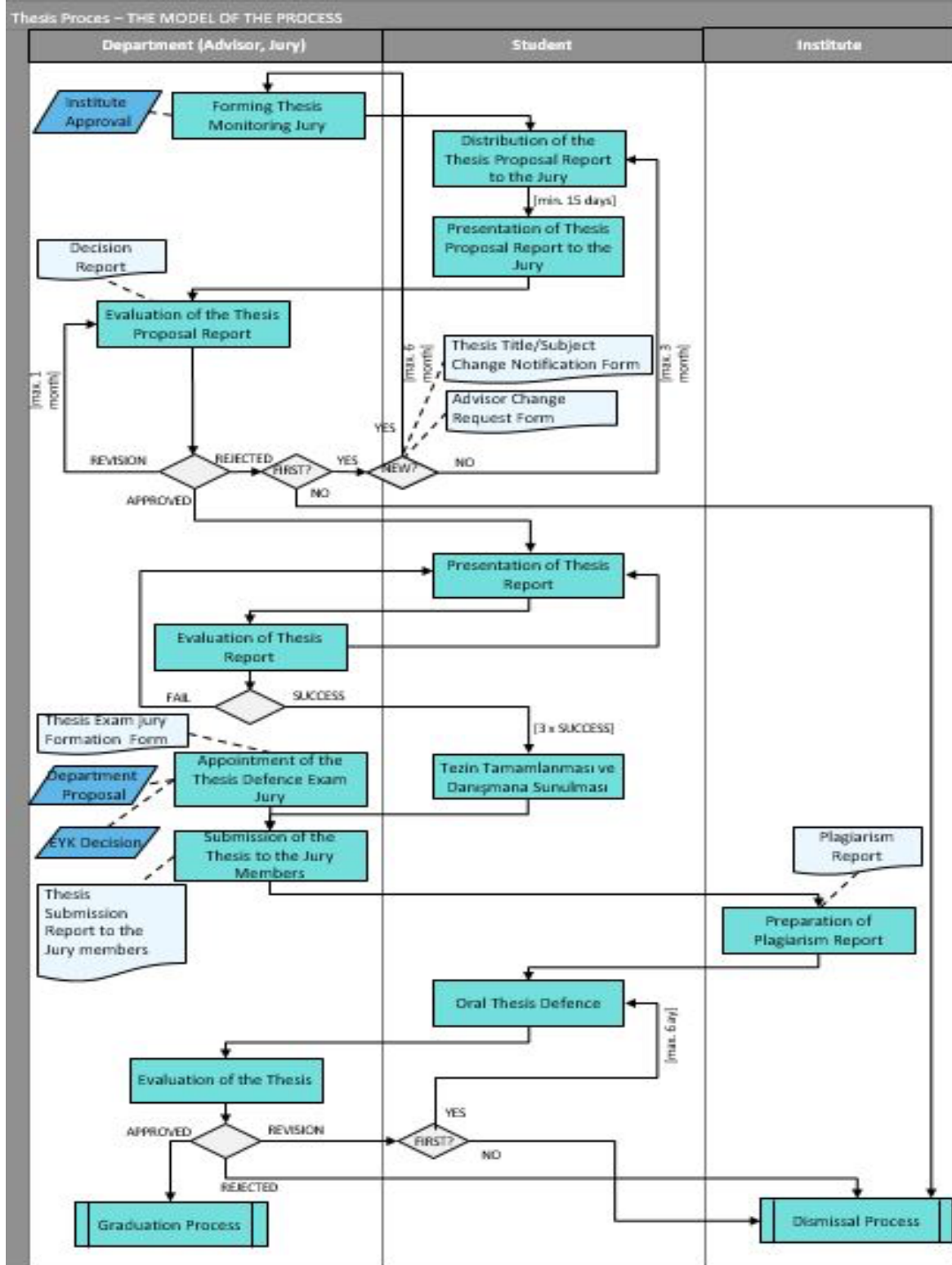
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12. A student whose thesis is rejected is considered as unsuccessful and dismissed from the University..
13. The student whose thesis is decided to be revised defends his thesis again in front of the same jury by making the necessary corrections within six months. The student who also fails in this defense is dismissed from the University.

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THE MODEL OF THE PROCESS



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