
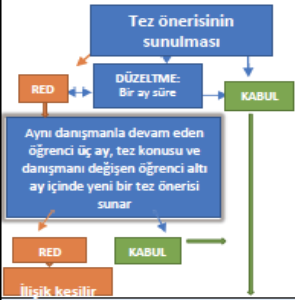
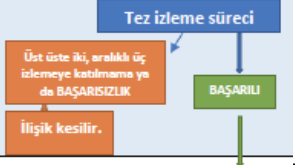
	<b>ISTANBUL YENİ YÜZYIL UNIVERSITY INSTITUTE OF SOCIAL SCIENCES PHD STUDY PROCESS*</b>	
WORKFLOW PROCESS	CONTENT OF DUTIES, AUTHORITIES AND RESPONSIBILITIES **	
Academic Advisor Assignment	Academic Advisor assignment for students enrolled in PhD programs of the Institute of Social Sciences are announced in the Student Information System (OBS).	
Course Registration Procedures	At the beginning of the first semester, students are required to select the courses to be offered from the course pool (according to the fall semester curriculum) over OBS on the dates announced in the Academic Calendar. At the beginning of the second semester, students are required to select the courses to be offered from the course pool (according to the spring semester curriculum) over OBS on the dates announced in the Academic Calendar. * It is compulsory to take the "Research Methods and Publication Ethics" course for PhD students.	
Finalisation of Course Registration	Selected courses are sent by the student to the academic advisor for approval via OBS. The process is completed when the advisor approves the selected courses.	
Thesis Advisor Assignment	For students enrolled in PhD programs of the Institute of Social Sciences, a Ph.D. thesis advisor is recommended by the Head of the department in which the student is registered until the end of the second semester at the latest. (PhD Thesis Advisor Suggestion Form)	
Thesis Advisor Approval	Suggested thesis advisor is approved by the Administrative Board of Institute.	
Finalisation of the Course Period	The course term consists of two semesters as fall and spring semesters. In order to pass the Qualifying Exam stage, student's GPA must be at least 3.00 out of 4.00, he/she must complete 60 ECTS and each course grade must be at least CB. The maximum duration of the course period to be completed under the specified conditions is four semesters.	
Establishment of the PhD Qualifying Exam Committee	The PhD Qualifying Exam committee consists of five faculty members including the advisor, and at least two of them must be from outside of their higher education institution. During the establishment of the Qualifying Exam committee, the <b>"Qualifying Exam Application Form"</b> should be prepared and submitted to the Head of the Department. (PhD Qualifying Exam Committee Suggestion Form) (PhD Qualifying Exam Application Form)	
	<p>The student who passes the Qualifying Exam defends his/her thesis proposal to the thesis monitoring committee within six months at the latest. (The student is required to submit the PhD thesis proposal to the Institute before the defense.)</p> <p><b>"Thesis Proposal Defense Exam Report"</b> is submitted to the Institute within three days following the exam. For minor changes to be made in the "Thesis Title" that does not affect the content of the thesis, the thesis advisor must prepare the <b>"PhD Thesis Topic Form"</b> again together with approving the change and submit it to the Institute before the thesis defense date.</p>	
	<p>Thesis monitoring can be done after the date that the Administrative Board of Institute accepts the thesis proposal. The thesis monitoring committee convenes at least twice a year, in January-June and July-December periods. At the end of the thesis monitoring, the <b>"PhD Thesis Monitoring Report"</b> is delivered to the Institute. (PhD Thesis Monitoring Exam Form must be submitted to the Institute before monitoring.)</p>	
<p>Students who successfully pass at least three monitoring committees gain the right to defend their PhD thesis. If the committee decides that the thesis is defensible at the third or any following monitorings, <b>"PhD Thesis Defense Request Form"</b> can also be prepared and delivered to the Institute.</p>	<p>It is required to get successful results from at least 3 thesis monitoring committees to take the PhD defense exam and submit the thesis to the Institute.</p>	
<p>Plagiarism report must be taken by the advisor and delivered to the Institute.</p>	<p>Plagiarism report must be prepared before the thesis defense exam. Similarity rates in the plagiarism report should be below 20% in total.</p>	

	<p>The thesis defense exam committee consists of five faculty members including the advisor, and at least two of them must be from outside of their higher education institution. For thesis defense exam committees "PhD Thesis Defense Request Form" should be prepared and submitted to the Institute by Head of the Department. The day before or the same day, the PhD Thesis Defense Reports are received from the institute by hand.</p> <p>The student who receives a correction takes the defense exam again by making the required corrections within a period of six months, not exceeding the maximum duration of the program.</p> <p>Before the defense exam; 1) Thesis Defense Request Form, 2) The Similarity Report signed by the advisor are delivered to the Institute.</p>
<p>The student is accepted as successful and graduation procedures are initiated.</p>	<p>PhD Thesis Defense Reports are notified to the Institute of Social Sciences by the Head of the Department within three days following the defense exam.</p>
<p>The PhD thesis must be submitted to the Institute in CD format within one month after the thesis defense exam is held. Students are entitled to receive a PhD diploma if their thesis are suitable for specific thesis format and meets all the requirements.</p>	<p>Before submitting the thesis to the Institute, student must register YÖK Thesis Center. Student is required to fill out the "<b>Thesis Data Entry Form</b>" and receive the "<b>Reference Number</b>".</p> <p>In graduation procedures;</p> <ol style="list-style-type: none"> <li>1- Students should sign in the website of the YÖK Thesis Center (<a href="http://tez.yok.gov.tr">http://tez.yok.gov.tr</a>) with the E-Government password and the "Thesis Data Entry Form" is filled, 2 printouts is signed and delivered to the Institute.</li> <li>2- According to the decision of the Council of Higher Education (YÖK) all graduate students must have an "<b>Open Researcher and Contributor ID - ORCID</b>" number and write this number to the "Thesis Data Entry Form". Please open an account in the <a href="https://orcid.org/">https://orcid.org/</a> address and take an ORCID number.</li> <li>3- The entire thesis is delivered in PDF format with 1 CD. The name of the PDF file must be the <b>Reference Number</b> on the <b>Thesis Data Entry and Publishing Form</b>. What should be in the content of CDs;</li> </ol> <p>· PhD thesis including: Outer Cover, Inner Cover, Thesis Approval Document, Ethical Statement, Preface, Table of Contents, List of Tables, List of Figures, List of Abbreviations, Turkish Abstract, English Abstract, Introduction ...</p> <p>4- Originality Report Declaration Form signed by the advisor.</p>
<p>*PhD Thesis Study Process is a guide for the education and training stages of the students enrolled in the PhD program. Detailed information about the PhD dissertation process is included in the Postgraduate Education and Training Regulation of Istanbul Yeni Yüzyıl University Institute of Social Sciences.</p> <p>** The forms mentioned in the content of duties, authorities and responsibilities are included collectively in the Institute of Social Sciences → Student Forms tab. (<a href="http://www.yeniuyuzvil.edu.tr/SosyalBilimlerEnstitusu/OgrenciFormlari.aspx">http://www.yeniuyuzvil.edu.tr/SosyalBilimlerEnstitusu/OgrenciFormlari.aspx</a>)</p>	