

SELÇUK UNIVERSITY

GRADUATE (DOCTORATE) ADVISORY DIRECTIVE ARTICLE

Purpose and Scope

ARTICLE 1-(1) The advising mentioned in this directive is limited to the graduate course and thesis process. The directive has been prepared to clarify the qualifications, appointment, duties, powers and responsibilities of the advisors.

Basis

ARTICLE 2-(1) This Directive has been prepared based on Articles 8, 13, 18, 22 of the Regulation on Graduate Education and Training of the Council of Higher Education (Official Gazette No. 20 April 2016/29690) and Articles 14, 29, 44, 55 of the Regulation on Graduate Education and Training of Selçuk University (Official Gazette No. 21 September 2018/29900).

Definitions

ARTICLE 3-(1) In this Directive,

a) Rectorate: Selçuk University Rectorate,

b) Senate: Selçuk University Senate,

c) Institute: Selçuk University Graduate Schools, d) Institute Board: Selçuk University Graduate Schools, Institute Board,

e) Institute Board of Directors: Selçuk University Graduate Schools, Institute Board of Directors,

f) Department/Division of Arts: The department/major branch that has a programme in the institute and is responsible to the institute for the execution of the programme,

g) Academic Board: The academic board of the department of the institute, which has a programme in the institute and is responsible to the institute for the execution of the programme, consisting of all academic staff who teach in graduate education and training programmes,

h) Advisor: The faculty member appointed to guide the student enrolled in the Institute during the course and thesis study periods and the faculty members who fulfil the criteria determined by the Senate,

i) E-SCI: Emerging Sources Citation Index

j) SCI Science Citation Index,

k) SCI-Expanded: Science Citation Index Expanded,

l) SSCI: Social Science Citation Index,

m) AHCI: Arts and Humanities Citation Index,

n) Thesis Refers to a master's or doctoral thesis.

Consultant Appointment

ARTICLE 4-(1) In graduate programmes, the advisor is recommended by the academic board of the department among the faculty members in the university staff and finalised by the decision of the Graduate School Executive Board.

(2) Each student who starts the graduate programme is assigned an advisor at the first Graduate School Executive Board meeting after the final registration date.

(3) In cases where the nature of the thesis study requires more than one thesis advisor, a second advisor may be appointed. The second advisor may be from within or outside the university staff or from abroad with at least a doctorate degree. The second advisor proposal is made to the Graduate School by the advisor and finalised by the decision of the Graduate School Executive Board. The second advisor can take part in thesis defence juries and attend thesis monitoring committee meetings without the right to vote.

(4) Students in the Health Sciences Institute programme and their advisors sign a contract stating mutual responsibilities. The signed contract is delivered to the parties and a copy is kept in the student's file by the Graduate School.

(5) In case of a change in the advisor of the students in the Institute of Health Sciences programmes, the newly appointed advisor and the student sign a new contract declaring their mutual responsibilities. This contract is kept in the student file by the Graduate School.

Qualifications of the counsellor

ARTICLE 5-(1) The advisor must make an effort for the student to enter the research environment from the first semester of graduate education.

(2) In order for a faculty member to be able to advise students in the PhD programme; in the last three years, he/she must have published articles in journals within the scope of E-SCI, SCI, SCI-Expanded, SSCI, AHCI, Area Index or TR index, or at least one book published in his/her field of science, or at least one patent in his/her field of science.

(3) Those who have a situation that may affect the opinion of the students, such as a relationship of affinity up to the third degree, such as a relationship of affinity, hostility and interest, cannot be appointed as an advisor, jury member and thesis monitoring committee member.

(4) Graduate programme quotas are determined by taking into account the number of faculty members who can take part in graduate programmes determined by the Council of Higher Education and the number of students per faculty member, so as to have a maximum of 14 thesis advisors per faculty member for master's and doctoral programmes with thesis, and a maximum of 16 students per faculty member for non-thesis master's programmes, excluding master's and doctoral programmes with thesis. However, this quota can be increased up to 50% for graduate programmes carried out within the protocol with the Higher Education Council and within the framework of university-industry cooperation.

(5) In the event that the advisor assigned to the graduate programmes is absent from his/her duty for six months for overseas assignments and for 1 year in other cases (unpaid leave, maternity leave, external assignment, etc.), a new advisor is assigned to the student in accordance with the request of the advisor or the student.

(6) The supervision of faculty members who are relocated and retired at the University may continue until the completion of the process with the written statements of the student and the advisor.

(7) In order for faculty members to supervise a thesis in doctoral programmes, except for the departments of dentistry, pharmacy, medicine and veterinary faculties, they must have supervised at least one successfully completed master's thesis. In case more than one advisor is assigned for a student, the faculty member who is the second advisor is considered to have one advisor.

Duties of the Counsellor

ARTICLE 6-(1) The counsellor is the person who guides the student in achieving his/her learning goals. Openness and honesty are the most important features of this relationship. In this context, the advisor should guide the thesis study by taking into account the student's interest and ability. The advisor should consider the characteristics of the student in the selection of course and thesis topics from the beginning of the education process.

(2) The advisor is responsible for the fulfilment of the following tasks:

a) In order for the student to continue his/her education successfully and complete it within the period stipulated in the regulation, he/she monitors the course status, introduces the institution, familiarises and guides the student to the new status.

b) At the beginning of each semester, he/she determines the compulsory and elective courses that the student must take during the semester together with the student and checks the course registration forms.

c) Guides students about exchange programmes, study abroad opportunities and scholarships.

d) Guides students in the development of their ability to access, produce and evaluate information. Plans the thesis study together with the student and ensures the preparation of the necessary infrastructure for the study.

e) Follows the student's submission of the thesis proposal to the institute on time, regular meetings of the thesis monitoring committee and the preparation of reports.

f) The counsellor regularly meets with the student and evaluates the process of the study and the results obtained. The counsellor tries to establish a productive communication environment with the student.

g) It guides the thesis study to be carried out in high ethical standards. Within this framework, it guides the student to obtain ethics committee and other relevant institutional permissions and to submit the results to the relevant committees.

h) Guides the student on the financial support required for the thesis study, helps to prepare project proposals.

i) Follows the scientific developments related to the thesis topic and guides the student to follow them. i) The advisor is a natural member of the Thesis Monitoring Committee and the Thesis Defence Examination Jury. The Thesis Defence Examination Juries of the students enrolled in the PhD programmes of the Graduate School of Health Sciences consist of 6 (six) people including the advisor and the advisor has no right to vote. For other Institutes, the provisions of Selçuk University Graduate Education Regulations are applied.

j) Guides the student for the publication of theses and post-graduation career.

k) The advisor encourages his/her student to contribute to the academic activities (courses, conferences, scientific meetings, research projects) he/she carries out.

l)Provides objective feedback on the student's academic development at all levels.

Solution of Problems that may arise in the Counsellor-Student Relationship

ARTICLE 7-(1) The main goal is to increase the quality of the thesis and to create a more qualified research-education atmosphere. If there is a problem in the advisor/student relationship, the head of the department should step in and try to reach a compromise by determining the nature of the problem. In case of failure to reach a compromise, the Institute Administrative Board has the authority to appoint an ex officio counsellor.

Effectiveness

Article 8-(1) This directive is valid for counsellor appointments to be made after it is accepted by the Selçuk University Senate.

Executive

Article 9 - (1) The provisions of this Directive are executed by the Rector of Selçuk University.