**APPLICATION AND ACCEPTANCE PROCEDURES TO THE PhD PROGRAM**

**QUOTA ANNOUNCEMENT**

The quota requests submitted to the Institute by the Departments are discussed and resolved by the Institute Board and the doctorate quotas are announced on the website of the Institute in accordance with the academic calendar.

**APPLICATION PROCEDURE**

**CERTIFICATE**: The Masters or a related graduation certificate that complies with the requirements of the applied program.

**ALES**: A minimum score of 60 from ALES (SAY/MATH) is required by the program or equivalent scores from GRE or GMAT exams as determined by the senate. Medical faculty graduates (MDs) can provide their TUS (Turkish examination for specialty in medicine) scores (a minimum of 50).

**FOREIGN LANGUAGE**: a minimum score of 60 from a YOK based foreign language exams (score obtained at most 5 years ago) or equivalent score (obtained at most 3 years ago) from other international foreign language exams for which the equivalency is certified by the OSYM Board.

Valid KPDS, ÜDS, YDS, and e-YDS scores, within 5 years from the exam date.

**TRANSCRIPT**: GPA 80/100 or 3.00/4.00 from a Master program with thesis.

**OTHER DOCUMENTS**:

1. Copy of the ID document
2. CV
3. Certificate or interim graduation certificate
4. ALES/GRE/GMAT score document
5. Foreign language score document
6. Transcript
7. Cover letter (in English)
8. Reference letters (three copies, within a sealed envelope), please bring these with you to the interview

**EVALUATION**

The successful candidate must obtain a minimum of 70 points in the evaluation. The success score is composed of 25% from the evaluation, 25% from the undergraduate GPA, and 50% from the ALES score. The students are selected to the program in order of their success scores until the quota is filled.

During the application,

If a student, at the time of application, did not graduate yet, the graduation GPA will be based on an up-to-date GPA instead of the undergraduate CGPA. Should there be a tie in the success score ranking, the candidate with the higher up-to-date GPA score will receive priority.

**PhD EDUCATION PROCESS**

The PhD training and course load/obligations

The educational program consists of seven courses with a minimum of 21 credits from the following course groups: the courses described in the education program, the seminar, the thesis proposal, and the specialization field course, the qualification exam, and the thesis.

The students must take each semester course with 30 AKTS in total. The total credit for the thesis is 120 AKTS and the total AKTS for the program is 240. During the PhD education, students must complete courses for a total of 120 AKTS within four semesters. The PhD program must be completed within six years.

**1st Semester**

The supervisor of the student is appointed at the beginning of the semester (supervisors can supervise at most 10 students at a time and of these up to five can be PhD students).

Initially, the students select courses worth 30 AKTS (research topics related to the thesis-I are mandatory). She/he takes midterms and finals at the dates determined by the department, which are scheduled according to the academic calendar.

**2nd Semester**

The student selects courses worth 30 AKTS from the online-registration system (research topics related to the thesis-II are mandatory). She/he takes midterms and finals at the dates determined by the department, which are scheduled according to the academic calendar.

**3rd Semester**

The student selects courses worth 30 AKTS from the online-registration system (the seminar course is mandatory). She/he takes midterms and finals at the dates determined by the department, which are scheduled according to the academic calendar.

**STATEMENT**

The ‘Specialization Field Course’ must be selected from the online course registration system every semester until the graduation.In the PhD program, the Philosophy and Ethics of Science course (3 AKTS) is mandatory. The students’ course load equals 30 AKTS in each semester. If students would like to get extra courses, it is recommended that the total credit for the semester does not exceed 35 AKTS. Taking classes worth more than 30 AKTS at the first two semester does not allow students to take less than 30 AKTS in the 3rd semester.

**4th Semester**

The student selects the ‘Specialization Field Course’ from the online-registration system. Students take their Unsuccessful/Absentee courses, if any. If there are no Unsuccessful/Absentee courses, the students take their qualification exam until the end of 5th semester. In order for a student to qualify for the qualification exam; s/he must:

a) Complete her/his courses successfully;

b) Present her/his portfolio including the CV in the ARBIS format and the documents indicated below.

**5th Semester**

The student selects the ‘Specialization Field Course’ from the online-registration system. Students take their Unsuccessful/Absentee courses, if any. If there are no Unsuccessful/Absentee courses, the students take their qualification exam until the end of 5th semester (s/he must have completed all of the courses and the seminar). The qualification committee consists of five academic members, including the supervisor, and at least two members must have a position outside of DEU. The department then transfers the PhD Qualification Exam Application Form to the institute. Students that did not take their PhD qualification exam until the end of their 5th semester, are considered unsuccessful.

**QUALIFICATION EXAM**

If a student is unsuccessful, s/he will retake the exam the following semester. If s/he is successful, her/his exam related official reports are submitted to the institute within three days after the exam. If the student is unsuccessful for the second time, her/his affiliation with the institute is terminated. If s/he is successful the second time, the qualification exam committee might ask the student to take additional courses, even if s/he has complete all required courses. The credit for these extra courses cannot exceed 1/3rd of the total credits from courses for the program.

**ESTABLISHING THE THESIS MONITORING COMMITTEE**

After a student successfully completed his/her qualification exam, the thesis monitoring committee is formed within one month after the exam, with the Institute’s department head proposal and approval from the Institute Board.

The thesis monitoring committee consists of three academic members, including one person from the department, one external of the department/program, and the supervisor. If a secondary supervisor is appointed, s/he can attend to the meetings, but cannot be the part of the committee.

**THESIS DEFENSE**

Within 15 days after the oral presentation, students submit their written report to the thesis monitoring committee members (along with the ethical approval for the study, if necessary).

One or two days before the oral presentation, the students can receive the PhD thesis proposal evaluation form (blue) and the PhD thesis proposal report from the institute. The thesis monitoring committee meets once during January-June and once July-December for a total of twice a year to accept the student’s thesis proposals/progression (The summary must include the research/experiments that have been performed thus far and the description of the planed experiments).

**THESIS PROPOSAL DEFENSE**

Students that pass the PhD qualification exam successfully, defend their thesis in front of the thesis monitoring committee as an oral presentation within six months. If the proposal is accepted, the official reports regarding the thesis examination are submitted within three days after the meeting to the institute. However, if corrections are requested, a secondary thesis defense meeting is held within one month. If the corrected thesis is accepted, the official reports regarding the thesis examination are submitted within three days after the meeting to the institute. If the corrected version of the proposal is rejected, a new supervisor and/or a thesis subject can be selected. With a written application from the student to the department, a new thesis monitoring committee can be appointed. A new thesis proposal defense meeting is held for those students who decide to continue the PhD with their supervisor within three months, for those who decide to continue with another supervisor within six months. If the proposal is accepted, the official reports regarding the thesis examination are submitted within three days after the meeting to the institute. If the proposal is rejected, the student is removed from the program.

**CONCLUSION OF THE PhD THESIS**

 **(BOLOGNA STANDARDS)**

Until their graduation, students must have at least one published article or an acceptance letter from a national/international journal related to the thesis in part or whole and must have presented her/his thesis in a national/international peer-reviewed scientific event as an oral, written, or poster presentation.

**CONCLUSION OF PhD THESIS**

* Students write down the results of her/his studies according to the thesis guide.
* The drafts of the thesis is sent to the jury members, which are appointed in compliance with the Department’s suggestions and with approval from the Institute Board.
* The jury members sent their written evaluation of the thesis drafts to the institute within a month of the draft submission. The evaluations are conveyed to the student. The supervisor submits her/his statement that the thesis is appropriate for the defense, along with the report from the plagiarism detection software, to the institute.
* At least three thesis monitoring committee report must have been submitted to the institute in order for the student to complete her/his thesis.
* The jury meets within a month of the thesis submission for the student’s thesis defense.
* The jury of the thesis defense consists of five members; the members of the thesis progression committee and at least two academic members that have a position outside of DEU.
* Procedure steps:

PhD THESIS EXAMINATION (open to the public)

• Failure or corrections: If there are any corrections requested, then the student has six months to complete them and defend her/his thesis again. If the PhD THESIS EXAM is failed for the second time, then the student is removed from the program.

• Successful: The institute has to be notified about the success decision within three days of the exam in form of an official report. The official documents needed for the graduation are submitted to the institute within a month. Only then becomes the student entitled to receive her/his PhD certificate.