

Thesis Supervisor Assignment Guidelines

These Guidelines have been prepared based on the "Principles for Thesis Supervisor Selection and Assignment," which were established in accordance with the Graduate Education and Research Bylaws Articles 20(2), 25(2), and 30 thereof, following the Senate's decision dated 27.11.2024 and the Board of Trustees' approval dated 5.12.2024.

1. Supervisor Assignment Schedule and Process

- **Assignment Timeline:** The relevant Program Head recommends a thesis supervisor for each student to the Institute no later than:
 - **Master's with Thesis:** By the end of the first semester.
 - **PhD:** By the end of the second semester. *(For integrated PhD students admitted with a bachelor's degree, this period extends to the end of the 4th semester).*
- **Approval Mechanism:** The thesis supervisor and the thesis topic are finalized upon approval by the Institute. There is no need for the approval of the Institute for Term Paper Advisor Assignments.
- **Course Registration:** Until a supervisor is assigned, the student's course selection and registration processes are managed by an **academic advisor** designated by the Program Head.

2. Master's (without Thesis) Term Project Advisor Assignment

- **Criteria:** Full-time or part-time faculty members who hold a PhD in the relevant field are eligible to serve as advisors.
- **Assignment:** The advisor is determined by the Program Head during the semester in which the student enrolls in the Term Project.

3. Master's (with Thesis) Supervision

- **Primary Criteria:** Supervisors are selected from **full-time** faculty members (Professors, Associate Professors, and Assistant Professors) on the University staff within the relevant field.
- **Cases of Necessity (Exceptions):** If there are insufficient full-time faculty members at the University, the following may be assigned:
 - Full-time lecturers with a PhD.
 - **Part-time** academic staff with a PhD.
 - **External Assignment:** If no suitable full- or part-time staff is available at the University, PhD-holding faculty members working at another institution, freelancers, or retired faculty may be assigned (subject to written permission from their home institution and Institute approval).

4. PhD Thesis Supervision

- **Primary Assignment:** In PhD programs, supervisors are primarily selected from **Professors and Associate Professors** on the University staff.
- **Cases of Necessity (Exceptions):** If there are insufficient full-time Professors and Associate Professors, the following may be assigned:
 - Full-time **Assistant Professors**.
 - Retired faculty members.
 - Individuals with a PhD, **provided they meet the conditions below:**
 - Part-time academics;
 - Individuals employed in other institutions (provided it is not a higher education institution).

1. Publication and Scientific Output Requirements (By Field):

- **Science, Engineering, Health, Agriculture, and Forestry:** One **article** indexed in Web of Science (SCIE, SSCI, AHCI) or Scopus, or a registered **patent**.
- **Architecture, Planning, and Design:** An **article** indexed in Web of Science (SCIE, SSCI, AHCI, ESCI) or Scopus, a **patent**, or a **competition award**.
- **Social Sciences, Humanities, Administrative Sciences, Education, Law, Theology:** An **article** indexed in Web of Science, Scopus, or TR Dizin, or an **original scientific book** related to the field.
- **Fine Arts:** An **article** indexed in Web of Science, Scopus, or TR Dizin, or an **original work of art** related to the field.

2. Master's thesis supervision experience:

- At least one successfully supervised and completed Master's thesis.

5. Co-Supervisor Assignment

- If required by the nature of the thesis, individuals with at least a PhD degree from within or outside the University (other institutions, retired academics, or independent researchers) may be assigned as **co-supervisors**.

6. Continuity in Case of Retirement or Change of Institution

- If a faculty member retires or moves to another institution while a supervision process is ongoing, their duties may continue **until graduation** upon the recommendation of the Program Head and the decision of the Institute. In such cases, a co-supervisor or a program coordinator may be assigned to track the student's official University procedures.

7. Process for Assigning or Changing a Thesis Supervisor

- **Initial Assignment:** The Program Head initiates the initial supervisor assignment by completing the "Thesis Supervisor Assignment and Change Form" and submitting it to the Institute.
- **Change of Supervisor:** The process is initiated either by the student, the current supervisor, or the Program Head using the same form.

8. Related Forms

- (English) E100 Thesis Supervisor Assignment and Change Form
- (Turkish) T100 Thesis Supervisor Assignment and Change Form