

## PhD Qualifying Exam Implementation Guidelines

These guidelines have been prepared in accordance with the relevant provisions of the CIU Graduate Education Regulations.

---

### 1. Application and Timing Requirements

- **Prerequisite:** The student must have successfully completed their course load, including credited courses and the seminar.
  - **Time Limit:** The student is required to take the exam by the end of the semester following the one in which all courses (including the seminar) were successfully completed.
  - **Registration:** The student must be registered for the course "DYS 650 - PhD Qualifying Exam" during the relevant semester.
- 

### 2. Exam Organization: Committees and Juries

- **PhD Qualifying Committee:**
    - Consists of **5 faculty members** proposed by the relevant Department Head and approved by the Institute.
    - This committee manages the processes of preparing exams and establishing juries.
  - **Exam Jury:**
    - Specially appointed for each student by the Committee.
    - **Member Count:** 5 permanent faculty members.
    - **Structure:** Includes the student's supervisor and **at least 2 members** from another institution (outside the university).
- 

### 3. Pre-Exam Report Requirement

- **Report Content:** The student prepares a written report, with the supervisor's knowledge, containing a comprehensive **literature review** and the **proposed methodology** related to their doctoral research topic.
- **Presentation:** The student presents this report during the oral exam stage.
- **Submission Timeline:** The report must be submitted (in print or digital format) to all jury members **at least 15 days before** the exam date.
- **Uncertain Thesis Topics:** If the thesis topic is not yet finalized or is in transition, the report and presentation may be prepared on **another relevant topic** determined with the supervisor's approval.

---

#### 4. Exam Implementation (Written and Oral)

- The exam consists of two stages to test the student's general academic depth and field-specific expertise.

##### Written Exam

- **Purpose:** Measures the student's theoretical and methodological knowledge.
- **Exam Topics:** Determined by the PhD Qualifying Committee. **Consult your supervisor well before the exam.**
- **Content Selection:** Based on core theoretical knowledge of the field and the student's previous academic coursework.
- **Distribution of Topics:** Questions do not need to be distributed equally across all courses. Weight may be given to **critical and vital topics**, and the Committee may decide not to ask questions from certain courses.
- **Sessions:** The written exam may be held in multiple sessions on pre-announced dates. The result of one session cannot be a prerequisite for another.
- **Success Criterion:** A minimum score of **70 out of 100** is required to pass.
- **Critical Rule:** Students who do not attend or who fail the written exam **cannot take the oral exam**. In such cases, the jury does not convene.

##### Oral Exam

- Students who succeed in the written exam proceed to this stage.
- The oral exam is held before the jury and is **open to the public** (faculty, graduate students, and experts).

---

#### 5. Evaluation and Decision Options

- Following the exam, the jury meets in a closed session and reaches a decision by **simple majority** (at least 3/5):
- **Satisfactory (S):** The student is deemed sufficient.
- **Conditional Satisfactory (S):** The jury may require the student to take additional non-credit courses, even if they have completed their course load.
  - **Limit:** Max 2 courses for Master's-entry students; max 4 courses for Bachelor's-entry students.
- **Unsatisfactory (U):** The student is deemed insufficient. The jury must justify the reasons for failure in the report.

---

#### 6. Post-Exam Administrative Procedures

- **Reporting:** The result report (**T300/E300**) must be sent to the Institute via the Department Head within **3 working days** after the exam.

- **Archiving:** Written exam papers and jury evaluation forms are **not** sent to the Institute; they are archived within the relevant academic unit. The Department Head is responsible for storing these documents according to regulations.
  - **System Entry:** Once approved by the Institute Director, the grade ("S" or "U") is automatically processed into the student automation system.
- 

#### 7. Failure (Re-Examination)

- A student who fails the DYS is re-examined in the **following semester**.
  - **Scope:** In the second attempt, the student is responsible for **both the written and oral stages**, regardless of previous success in the written exam.
  - **Dismissal:** A student who fails a second time is dismissed from the PhD program.
- 

#### 8. Relevant Forms:

- (English)      **E300**    PhD Qualifying Exam Result Report
- (Turkish)      **T300**    Doktora Yeterlik Sınavı Sonuç Raporu