

Thesis Monitoring Committee (TMC) Implementation Guidelines

These guidelines have been prepared to regulate the procedures and principles regarding the **establishment of the Thesis Monitoring Committee (TMC)**, its operation in accordance with the academic calendar, and the reporting processes. The guide also outlines the **TMC success criteria** required for graduation and the conditions that may lead to the **termination of studentship**.

1. Formation and Structure of the Committee

- **Formation:** A TMC is established within **one month** for every student who successfully passes the PhD proficiency examination.
- **Member Structure:** The committee comprises three members, including the advisor and one member from a different discipline. Members must be selected with the thesis defense jury criteria in mind, as their presence on both committees is mandatory.
- **Co-supervisor:** If any, the co-supervisor may attend meetings but does not have the right to vote.
- **Changes:** Committee members remain fixed until graduation; however, changes may be made upon the recommendation of the Program Head and the approval of the Institute.

2. TMC Establishment and Approval Process

- **Establishment:** The initial establishment of the TMC is performed by the Program Head via the SIS.
- **Timing:** The TMC must be established by the "Deadline for TMC Establishment" announced in the Institute's academic calendar.
- **Finalization:** The TMC proposed by the Program Chair becomes official with the approval of the Institute Directorate.

3. Changing the Committee Members

- **General Rule: Members remain fixed until graduation**, and no reappointment process is required each semester.
- **Force Majeure for Member Changes:** Changes may be made in mandatory cases that could cause student grievance, such as termination of the member's affiliation with the university, long-term health issues, or refusal of the assignment by external members.

- **Procedure:** Changes are carried out with the recommendation of the Program Chair and approval of the Institute Directorate. The "PhD Thesis Monitoring Committee Appointment Form" (for Member Change purposes) must be used.
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4. TMC Meetings

- **First TMC:** The thesis proposal defense must be held **at most six months** after the proficiency exam.
 - **TMC Frequency:** For students whose proposals are accepted, the TMC meets **twice a year** (at the end of each Fall and Spring semester) until graduation.
 - **Defense Semester:** The TMC is not required to meet during the semester in which the thesis defense exam is held.
 - **Scheduling:** The meeting date and time are planned freely according to the availability of members, provided they do not exceed the "Deadline for TMC Meetings".
 - **Responsibility:** Organization belongs to the Program Chair and supervisor; the delivery of the signed TMC Progress Report to the Institute belongs to the **thesis supervisor**.
 - **Graduation Requirement:** A minimum of **three successful TMC reports** is mandatory for the completion of the thesis.
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5. Student's Reporting Responsibilities

- **Thesis Proposal (First TMC):** The student submits the proposal report to the members **at least 15 days** before the oral defense.
 - **Progress Report:** For subsequent meetings, the report containing work done and plans for the next semester must be submitted **at least 15 days** prior.
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6. Evaluation and Studentship Termination Conditions

- **Grading:** The committee grades the work as "**Progress (P)**" or "**Unsuccessful (U)**".
- **Studentship Termination:** A student is terminated from the Institute in the following cases:
 - Being found unsuccessful (U) **twice consecutively**.
 - Being found unsuccessful (U) **three times intermittently**.
 - Failure to attend a meeting without a valid medical report.
 - Rejection of the thesis proposal for a second time.

7. Online TMC Meeting Principles

(See [Online Graduate Jury Implementation Guidelines](#))

- **Participation:** Students, supervisors, and all members may participate fully online without requiring specific Institute permission.
- **Signatures:** Wet signatures or individual approvals sent from **institutional email addresses** are valid. Approvals from personal emails (gmail, etc.) are strictly not accepted.
- **Technical Prep:** Students must have digital supporting tools (tablet or writing board) ready for the Q&A session.

8. Related Forms

The following forms or templates can be downloaded from the **Graduate School (Institute)** website:

Turkish Forms:

- **T400:** TİK-Tez İzleme Komitesi - Sonuç Raporu
- **T410:** TİK-Tez İzleme Komitesi - Çevrimiçi Üye - E-posta ile Onay Şablonu
- **T415:** TİK-Tez İzleme Komitesi Üye Değişirme Formu

English Forms:

- **E400:** TMC-Thesis Monitoring Report Form
- **E410:** TMC-Thesis Monitoring Committee - Online Member - Email Approval Template
- **E415:** TMC-Thesis Monitoring Committee Member Change Form

9. Related Guidelines

- (English) **Online Graduate Jury Implementation Guidelines**
- (Türkçe) **Çevrimiçi Lisansüstü Jüri Uygulama Rehberi**