

IŞIK UNIVERSITY
GRADUATE ACADEMIC SUPERVISION DIRECTIVE

SECTION ONE
Purpose and Scope, Basis, Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to regulate the procedures and principles regarding the qualifications, appointment, duties, and responsibilities of course and thesis/qualification in art advisors/supervisors in Işık University graduate education.

Scope

ARTICLE 2 - (1) The criteria set out in this Directive are limited to the supervision of graduate courses, master's degrees with theses, doctoral theses, and proficiency in art studies.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on subparagraph (c) of Article 22 of the Higher Education Law No. 2547 and Articles 8 and 18 of the Işık University Graduate Education Directive.

Definitions

ARTICLE 4 - (1) The definitions of the terms used in the directive are as follows:

- (a) Department/Division of Arts: The department/division of arts in the relevant graduate school,
- (b) Academic Board: The Board, consisting of all faculty members in the relevant department or arts program,
- (c) Advisor/Supervisor: A faculty member or a lecturer with a doctorate who is recommended by the head of the department of major or minor and appointed by the Graduate School Executive Board to supervise the student enrolled in the Graduate School during the course and thesis (master's thesis, doctoral thesis, proficiency in art thesis, or term project) periods.
- (d) Graduate School: A graduate school affiliated with Işık University that provides graduate education,
- (e) Graduate School Executive Board: The executive board of the relevant graduate school.

SECTION TWO
Supervision

Advisor/Supervisor Appointment

ARTICLE 5 - (1) In master's degree programs with and without a thesis, doctorate, or proficiency in art programs, the principles regarding the appointment of an advisor and the execution of the advisor duty are as follows:

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- (a) The head of the department/art department supervises each student studying in the master's program with or without a thesis, doctorate, or proficiency in the art program until an advisor is appointed.
- (b) A thesis advisor is appointed within one month for thesis and non-thesis master's, doctorate, and proficiency in art students in accordance with the relevant article of the Işık University Graduate Education Directive. The opinions of the student and the faculty member to be appointed are taken into consideration while determining the thesis advisor.
- (c) The appointment of an advisor for a student who starts a master's, doctorate, or proficiency in art studies is executed upon the decision of the Executive Board of the Graduate School after receiving the opinions and recommendations of the relevant Academic Department.
- (d) In the recommendation and appointment of the advisor, it is required that the faculty member to be the advisor be a faculty member in the relevant field or have published research in the scientific field within the graduate program in which the student is enrolled. In mandatory cases, a faculty member working at another higher education institution and meeting the specified conditions, or faculty members in the related fields, can also be appointed as an advisor.
- (e) In the event that the advisor faculty member is assigned abroad for a long period of time (longer than six months), his or her advisory duty is terminated.
- (f) Advisors of students who will study within the scope of the Faculty Member Training Program are appointed by the Graduate School Executive Board in line with the opinions and recommendations of the relevant Academic Department Board to which the student is affiliated.
- (g) If the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed to assist in the thesis studies with the recommendation of the head of the department and the decision of the Graduate School Executive Board in accordance with the reasoned report of the student and the advisor faculty member.

The second thesis advisor/supervisor

- ARTICLE 6 -** (1) The second thesis advisor/supervisor can be a faculty member with a doctorate from a higher education institution or can be selected from among the researchers who have a doctorate and are experts in their field, working in the public or private sector.
- (2) Second thesis advisors can be faculty members working at universities in Turkey or abroad, or they can be appointed among retired faculty members.

Change of advisor/supervisor

- ARTICLE 7 -** (1) If necessary, the thesis advisor may be changed upon the application of the student and/or the recommendation of the thesis advisor, with the proposal of the Academic Division Board and the decision of the Graduate School Executive Board.
- (2) In the event that the advisor leaves his or her job at the university for more than 3 (three months) for any reason, the issue of changing the advisor is considered by the head of the department or major and decided by the Graduate School Executive Board.
- (3) The continuation of the advisory duties of the faculty members who are on long-term leave or report due to health problems is reviewed by the relevant Academic Division Board, and the change to be made, if any, is submitted to the Graduate School. It is decided by the Graduate School Executive Board.
- (4) Other requests for change of advisor or cessation of supervision are decided by the Graduate School Executive Board upon submission of a new advisor proposal to the Graduate School after being discussed in the relevant Academic Division Board.

Qualifications required for advisors/supervisors

- ARTICLE 8** – (1) The field of expertise of the faculty member or doctoral faculty member to be appointed as an advisor must be relevant to the thesis field of study chosen by the student.
- (2) The faculty member who will be the advisor to the student who is studying a thesis or proficiency in art in doctorate or proficiency in art programs must have directed at least one "Master's Thesis."
- (3) The faculty member or staff member to be appointed as an advisor must have at least two articles or one book published in national or international refereed journals.

Supervision tasks

- ARTICLE 9-** (1) To be informed about the student's academic performance in the courses taken in the graduate program in which the student is enrolled,
- (2) To supervise students on academic issues such as course selection, course add/drop (add-drop), and course adjustment,
- (3) To inform the student about the graduate regulations and directives to which the student is affiliated,
- (4) To conduct a seminar course or courses,
- (5) To conduct the specialization course,
- (6) To supervise the student in the selection of the thesis or term project and the preparation of the thesis proposal, considering the student's field of interest, ability, and current research topics,
- (7) To supervise students in the development of their ability to access, produce, and evaluate information,
- (8) To plan the thesis or term project study together with the student and to ensure the preparation of the necessary infrastructure for the study,
- (9) To regularly supervise the studies on the thesis or term project through periodic meetings with the student and to evaluate the results obtained,
- (10) To encourage the student to turn his or her thesis work into a project to provide internal and external support,
- (11) To determine whether the research has achieved its objectives and to supervise the regular writing of the thesis,
- (12) To ensure that the student's qualifying exam, thesis proposal defense, and thesis monitoring committee meetings are held in doctoral programs,
- (13) To prepare an "Evaluation Report" at the end of each semester for the graduate students among the research assistants appointed within the scope of the Faculty Member Training Program and submit it to the Graduate School.

Termination of Supervision

- ARTICLE 10** - (1) Supervision duty ends when a student enrolled in a graduate program fails to renew his/her registration for 2 (two) or more consecutive semesters, fails to continue his/her academic activities regularly, or fails due to absenteeism.
- (2) In the event that it is determined that the faculty member does not carry out the supervision duty, the duty is terminated upon the decision of the Graduate School Executive Board.

SECTION THREE Effective Date and Execution

Effective Date

- ARTICLE 11** - (1) This Directive enters into force as of the date of its approval by the Işık University Senate.

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Execution

ARTICLE 12 - (1) This Directive shall be executed by the Rector of Işık University.