**ORPHEUS PhD PROCESS**

**ASSIGNMENT OF SUPERVISOR:** The supervisor is required to be assigned within one month after the entrance examination in her / his PhD program.

**PHD TRAINING DURING THE COURSE PERIOD:** Pleaselook at the “PhD Education Plan” on the last page. In addition the student should attend the mandatory courses of his / her program.

**PHD PROFICIENCY EXAMINATION:** PhD students who have completed the required credits, succeeded in the courses and has been accepted with a master’s degree should take the PhD proficiency exam at the end of the fifth semester at the latest.

The PhD proficiency examination is organized and performed by the PhD Proficiency Committee which is comprised of five permanent members selected by the Executive Board of the Graduate School upon the recommendation of the chair of the department. The PhD Proficiency Committee forms examination juries in order to prepare, apply and evaluate the exams in various fields. The examination jury including the supervisor comprises of five faculty members and at least two of them should be outside of the university staff. In accordance with the proposal of the chair of the department, the Executive Board of the Graduate School decides whether or not the supervisor is entitled to vote. If the supervisor is not entitled to vote, the jury consists of six faculty members. Proficiency examination meetings are held open to the participation of the lecturers, graduate students and the experts of the field.

The courses with a score of 90 ECTS must be completed within three semesters. In the fourth semester, more courses can be attended in case of failed courses or upon the student's request.

**In order to enter the PhD proficiency exam, the applicant should :**

* have successfully completed her/his prerequisite courses; (is checked by the Student Affairs of the Graduate School of Health Sciences)
* submit a CV in ARBIS format and a portfolio comprising of the following documents:
* In his/her portfolio ;
  + Letter of submittance of at least one research article/review/case report related to the thesis topic prepared according to a national/international peer-reviewed journal (it may as well be an electronic journal) and at which the applicant is one of the first two names (eligibility is given by the Orpheus Commission),
  + At least one oral/poster presentation abstract and the presentation text, at a scientific meeting (eligibility is given y the Orpheus Commission).

The Proficiency Examination consists of two sections: written and oral.

Written section of the exam consists of portfolio presentation, manuscript, documentation of the oral/poster presentation abstract and text and presentation of CV in ARBIS format. In addition to these, questions related to his/her research area will be asked in the written exam.

Oral section of the exam consists of presentation and scientific evaluation of the manuscripts. In addition to these, the written exam includes questions related to the field of study.

**THESIS MONITORING COMMITTEE:** For the student who is successful in the proficiency examination, a Thesis Monitoring Committee is formed within a month upon the recommendation of the chair of the department and the approval of the Executive Board of the Graduate School.

**THESIS PROPOSAL:** The student who successfully completes the PhD proficiency examination will present the thesis proposal in front of the Thesis Monitoring Committee orally within the six months, covering the purpose, method and work plan of the research. The student delivers a written report about his / her thesis proposal to the Committee members at least fifteen days before the oral defense.

**THESIS DEFENSE EXAM:** Before the defense of the PhD thesis or the corrected thesis in case of the correction request, the student completes the thesis and offers it his / her supervisor. The supervisor submits the thesis along with her / his opinion that the thesis is defensible and plagiarism software program report to the Graduate School. Plagiarism Software report is organized according to implementation principles of Graduate School of Health Sciences plagiarism software program report.

\* When checking plagiarism, only the text part of the thesis should be controlled, the published articles should not be included.

The student whose thesis (and articles/patents, etc. related to the thesis) has been accepted by the supervisor, applies to the chair of the department to defend his / her PhD thesis. The department chair sends at least eight unbound copies of the thesis to the Graduate School, along with the jury proposal. Articles and other information should be presented in the annexes section of the thesis. Thesis and related articles are approved by the Orpheus Commission. The thesis jury is assigned upon the recommendation of the chair of the department and the decision of the Executive Board of the Graduate school. The jury consists of six actual and two substitute members, three of whom from the student’s Thesis  Monitoring Committee and at least two of whom from outside of the University. The second supervisor can not be a jury member. The supervisor can not be the jury chairman and vote. The jury chairman is determined by the jury members at the beginning of the defense. If a faculty member from abroad is a jury member, this member may participate in the thesis defense exam via electronic communication when necessary.

Jury members submit their independent, written evaluation reports to the Graduate School within one month starting from the date on which the thesis is delivered. These evaluation reports are notified to the student and the student defends her / his PhD thesis after making required (minor) corrections, if any. The Jury meets latest within one month following the delivery of the thesis, and listens the student’s defense. The defense which is open to the audience consists of a presentation and a questions-answers section following the presentation, not any longer than sixty minutes. Location of the PhD defense is determined by the Graduate School and an officer from the Graduate School should be present as well.

In order to apply for the PhD defense, a total of three research papers related to the thesis or thesis topic, at least two of which are published or accepted to be published in an international peer-reviewed journal, and one of which is prepared as a manuscript (sent to a journal) should be presented. At least two of these papers should be published or sent to be published in the journals indexed in expanded SCI/SSCI (or indexed within the scope of SCI/SSCI). If the paper is accepted to be published in a journal with an impact factor of four or higher, a single paper may be accepted instead of two papers provided that the applicant is the first name. The applicant should be the first name in at least one of the three papers. First name paper requirement is not sought for those whose patent applications related to their projects are at the stage of examination at national/international patent institutions. Above mentioned requirements will apply for the other papers of these students. In addition, for the application to the PhD defense, at least one oral, written or visual presentation related to their thesis at international scientific activities is required.

**PhD Training Plan:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1st semester | 2nd semester | 3rd semester | 4th semester | 5th semester | 6th semester | 7th semester | 8th semester |
| 8 ECTS  Research subjects for thesis I | 10 ECTS  Research subjects for thesis II | 12 ECTS Specialty Field  3 ECTS  Seminar | 30 ECTS  Thesis study | 30 ECTS  Thesis study | 30 ECTS  Thesis study | 30 ECTS  Thesis study | 30 ECTS  Thesis study |
| 22 ECTS course | 20 ECTS course | 15 ECTS course |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**The objective of the course entitled “RESEARCH SUBJECTS FOR THESIS I”:** Course is executed with the thesis supervisor and aims that the student should state the problems both related directly to her / his thesis and thesis related topics. It also aims that the student should know enough literature related to the topic and prepare a review article which states the meaning and importance of the problem.

**The outcomes of the course:**

1. She/He can search literature related to thesis areas.
2. She/He can synthesize obtained literature.
3. She/He knows the rules of academic writing.
4. She/He knows the sections and contents of a scientific article.
5. She/He can write scientific research and review articles about her/his thesis subject.

**The objective of the course entitled “RESEARCH SUBJECTS FOR THESIS II”:** Course is executed with the thesis supervisor and aims that the student should plan a research about her / his thesis or at least one of the subjects related her / his thesis.

**The outcomes of the course:**

1. She/He can follow the literature related to her / his thesis subject.
2. She/He knows the rules of a proposal related to her / his thesis subject.
3. She/He can write a proposal related to the thesis subject.
4. She/He can prepare a proposal related to the thesis subject for the relevant ethics committee.
5. She/He can apply to relevant ethics committee related to her / his thesis / thesis subjects.