

**EGE UNIVERSITY INSTITUTE OF HEALTH SCIENCES
GRADUATE ADVISORY DIRECTIVE**

PART ONE

Aim, Scope, Basis and Definitions

Aim and Scope

Article 1- (1) The advisor referred to in this directive is limited to graduate course and thesis process. This Directive has been prepared in order to clarify the qualifications, appointments, duties, rights and responsibilities of the advisors.

Basis

Article 2- (1) This Directive has been prepared based on the 7th, 13th, and 18th articles of the Council of Higher Education Regulation on Graduate Education and Training (Official Gazette dated April 20, 2016, and numbered 29690) and Ege University Regulation on Graduate Education and Training (Official Gazette dated December 15, 2017, and numbered 30271).

Definitions

Article 3- (1) In this Directive, the terms below shall refer to the following:

- a) Rectorate: The Rectorate of Ege University,
- b) Senate: The Senate of Ege University,
- c) Institute: Ege University Institute of Health Sciences,
- d) Institute Board: Ege University Institute of Health Sciences Board,
- e) Institute Board of Directors: The Board of Directors of Ege University Institute of Health Sciences,
- f) Department: The department within the institute that offers the program and holds the responsibility to the institute for the implementation of the program,
- g) Academic Department Board: The academic department board consisting of all faculty members who teach in Graduate education and training programs within the institute's academic department, which hosts the program and holds responsibility to the institute for the execution of the program,
- h) Advisor: The faculty member appointed within the institute to provide guidance to registered students during course and thesis periods, and who meets the criteria set by the Senate,
- i) AHCI: Arts and Humanities Citation Index,
- j) E-SCI: Emerging Science Citation Index,
- k) SCI-Expanded: Science Citation Index Expanded,
- l) SSCI: Social Science Citation Index,
- m) Thesis: The master's thesis or doctoral dissertation.

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PART TWO

Appointment of Advisors, Qualifications Expected of Advisors, Responsibilities of Advisors, Resolution of Potential Issues in the Advisor-Student Relationship

Appointment of Advisors

Article 4- (1) For graduate programs, advisors are appointed from among the faculty members of University's staff in the student's respective department; for non-thesis master's programs, advisors are appointed from faculty members or teaching staff who have who have completed their doctorate by the Institute Board of Directors based on the recommendation of the academic department board.

(2) The advisor recommendation is submitted to the institute management by the Academic Department Board/Art Department Academic Board within 15 days following the student's official enrollment. The advisor is confirmed through the approval of the institute board of directors. Advisor appointment is mandatory within the first month of the first semester.

(3) In situations requiring more than one thesis advisor due to the complexity of the research, the second thesis advisor can be chosen from the University staff or from external sources, with expertise in the same or different disciplines and holding a minimum of a doctoral degree. The second advisor must have theoretical and/or methodological experience related to the student's thesis topic or research project. The second advisors appointed from external sources must agree to adhere to the supervision-related rules of the institute to which the student is affiliated. The recommendation for the second advisor is sent to the Institute by the academic department board decision. The appointment is made by the Institute Board of Directors. The second advisor can participate in thesis defense committees without voting rights and attend thesis monitoring committee meetings. In cases where a student has multiple advisors, one advisor should be appointed as the primary advisor. The primary advisor is responsible for administrative matters concerning the student.

(4) After the advisor is appointed, a contract outlining their respective responsibilities with the student is signed. This contract is stored in the student's file by the Institute.

(5) In case of an advisor change, a new contract is signed between the newly appointed advisor and the student, outlining their mutual responsibilities. This contract is stored in the student's file by the Institute.

Qualifications for Advisors

Article 5- (1) The advisor should be a competent and active researcher. Advisors are expected have national and international scientific networks.

(2) For a faculty member to be eligible for thesis advising in graduate programs, they are expected to have fulfilled at least ONE of the following conditions in the last three years in the field they will advise in:

- a) An article published in journals within the scope of SCI-E, E-SCI, SSCI, or AHCI.
- b) Editorship of at least one book/book chapter published in their own field of expertise,
- c) At least one applied/received patent in their own field of expertise,
- d) Having served as a principal investigator/researcher/advisor in at least one completed/ongoing externally funded project (such as EU projects, TÜBİTAK, TÜSEB, etc.)

(3) In thesis-based master's and doctoral programs, a faculty member can serve as the PRIMARY advisor for a maximum of fourteen (14) students simultaneously. On the other hand, the maximum number of doctoral thesis advisories per faculty member, including all doctoral programs within the institute, is determined as five (5).

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Nedim Hant

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Additionally, the number of doctoral thesis advisories can be increased to a total of seven (7) based on the following conditions:

- a) An additional advisory for each international publication conducted with a graduate student within the last five years.
- b) An additional student advisory for each research project supported by external sources and participated in (as project leader, researcher, or advisory) within the last five years.

Second advisories are evaluated outside the scope of the specified criteria.

(4) During the appointment and duration of advisory, if a person is reasonably expected to have a real or perceived conflict of interest that could in any way impact the student's progress or position, that person should not be appointed or remain as an advisor. In this context, advisors who have a first-degree relative or family relationship with their students cannot be the primary advisors of them, participate in juries or thesis monitoring committees.

(5) In case the advisor for the master's and doctoral programs resigns from their position at the University, is assigned to a duty outside the city for a period exceeding six months, or takes an unpaid leave, maternity leave, or similar situations, a new advisor will be appointed upon the request of the student.

(6) Faculty members who transfer within the university or retire can continue their ongoing advisory roles until the process is completed.

(7) Except for the dentistry, pharmacy, and medicine departments, faculty members must have successfully supervised at least one master's thesis in order to be able to supervise doctoral theses in doctoral programs.

(8) Advisors are expected to participate in advisor training programs organized within the university/institute or externally.

Responsibilities of Advisors

Article 6- (1) The advisor is responsible for performing the following tasks:

- a) The advisor provides guidance in course selection for the student. At the beginning of each semester, the advisor, in collaboration with the student, determines the mandatory and elective courses the student needs to take for the duration of the semester, checks and approves the course registration.
- b) The advisor monitors the student's course status to ensure successful progression of their studies and completion within the timeframe specified by the regulations.
- c) The advisor guides students on exchange programs, international education opportunities, and educational/research scholarships.
- d) The advisor provides guidance in enhancing the student's ability to access, generate, and evaluate information. The advisor collaborates with the student to plan the thesis, project proposals, and supports the preparation of the required basis for the research.
- e) The advisor ensures timely submission of the student's thesis proposal to the institute, regular convening of thesis monitoring committee meetings, and preparation of reports. Guides the student in keeping, sharing, and organizing thesis data by maintaining a laboratory-research record book (digital or physical), and ensures the supervision and monitoring of the record book.
- f) The advisor evaluates the graduate process by conducting regular meetings and discussions with the student (at least twice a month), providing recommendations and guidance. In these meetings, the advisor provides guidance on project management, thesis, and article writing to the student. The advisor keeps records of the meeting minutes.

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- g) The advisor provides guidance for conducting the thesis work with high ethical standards and serves as a role model through their own behavior. In this context, the advisor guides the student in obtaining approvals from the ethics committee, ethical commission, and other relevant institutions, and ensures that the outcomes are communicated to the related committees.
- h) The advisor tracks scientific developments related to the thesis topic and provides guidance for the student to follow.
- i) The advisor is the essential member of thesis monitoring committee and thesis defense examination committee. The thesis defense examination juries for students enrolled in doctoral programs, consist of six (6) members, including the advisor, and the advisor faculty member does not have the right to vote.
- j) The advisor guides their student in portfolio preparation, maintains communication with the institute for post-graduation career opportunities, and informs the student about career prospects.
- k) The advisor involves their student in their academic activities (such as lectures, conferences, scientific meetings, research projects, organizing congresses, etc.) and encourages the student's contribution.
- l) The advisor provides objective feedbacks at all levels concerning the student's academic progress.
- m) The advisor must have knowledge about the Ege University Graduate Education and Training Regulations, Senate decisions regulating graduate education and training, directives, procedures, and principles. The advisor informs the student by tracking changes in legislation related to graduate education and training.

Resolution of Potential Issues in the Advisor-Student Relationship

Article 7- (1) Issues that may arise in the advisor/student relationship are evaluated in accordance with the provisions set forth in the Ege University Graduate Education and Training Regulations, Ege University Institute of Health Sciences Graduate Advisory Directive, and the Ege University Institute of Health Sciences Graduate Student-Advisor Contract. In case of potential issues, the academic department chair should intervene, determine the nature of the problem, and attempt to reach a resolution through negotiation. If a compromise cannot be reached, the advisor change is proposed to the Institute Board of Directors through a decision by the academic department board.

PART THREE

Miscellaneous and Final Provisions

Enforcement

Article 8 - (1) This directive is applicable to advisor appointments made after the date of approval by the Senate of Ege University.

Execution

Article 9- (1) The provisions of this directive will be executed by the Rector of the Ege University.

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Nedim Hant
Deputy General Secretary