
T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE *FOR* TEACHING AND THESIS ADVISORY
IN GRADUATE PROGRAMS

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to clarify the qualifications, assignments, duties and powers of the instructors who will teach in graduate programs and who will be appointed as advisors to the term project/thesis/proficiency in art work.

Scope

ARTICLE 2- (1) This Directive covers graduate course and term project/thesis/proficiency in art work consultancy.

Basis

ARTICLE 3- (1) This Directive is in accordance with the Postgraduate Education and Training Regulation published in the Official Gazette dated 20/04/2016 and the 18th article of the Nevşehir Hacı Bektaş Veli University Graduate Education and Training Regulation published in the Official Gazette dated 13/05/2018. It has been prepared based on the Regulation Amending the Regulation on Graduate Education and Training of Nevşehir Hacı Bektaş Veli University, published in the Official Gazette dated 25/01/2021.

Definition

ARTICLE 4- (1) In this Directive following expressions are used:

- a) Major Science/Major Art Branch: The relevant major/major arts branch of the institutes that provide education and training services affiliated to Nevşehir Hacı Bektaş Veli University,
- b) Supervisor: The faculty member or doctoral faculty member appointed by the institute administrative board and recommended by the department of the department of science/major art to guide the student registered at the institute during the course, thesis or project periods,
- c) Institute Administrative Board (EYK): Under the chairmanship of the director of the relevant institute, the board consisting of deputy directors and three (3) academic members elected by the institute board for three (3) years,
- d) Second Advisor: A faculty member who works at the same university or another higher education institution, recommended by the first advisor and appointed by the institute administrative board when required by the thesis/proficiency in arts, or lecturer who has a doctorate/art proficiency degree or a doctorate/art proficiency degree researcher working outside the university,
- e) Graduate Program: Thesis and non-thesis master's, doctorate, proficiency in arts programs,

SECOND PART

**Postgraduate Teaching, Appointment of an Advisor,
Qualifications Required in Advisors, Duties of Advisors**

Appointment of an Advisor

ARTICLE 5- (1) A faculty member is determined to act as an advisor for each student until the end of the first semester at the latest. Until the advisor is appointed, the student's counseling is carried out by the head of the department/art branch. The advisor is appointed with the

decision of the department of science/major arts board and the approval of the EYK.

(2) Advisors are appointed from the faculty members of the relevant major/major art branch or from the faculty members working in other units related to the major/major art branch. For joint programs, advisors from other universities can also be appointed.

(3) The advisor's withdrawal request or the student's reasoned request for the change of advisor is discussed at the EYK and the student's counseling is carried out by the head of the department until a new advisor is appointed. If the academic board decision sent to the institute by the head of the department, the information of the proposed new advisor and the reasoned request is accepted by the EYK, a new advisor is assigned to the student. The appointment process is made according to the articles related to the appointment of a advisor. While continuing his consultancy, the consultancy of a lecturer who has been assigned abroad for a long time ends automatically at the end of six (6) months. In case of joint request of the student and the advisor, the change of advisor can be made before six (6) months. The counseling of a faculty member who resigns, who is assigned to another institution other than the University for more than six (6) months, or who has moved on with his staff, ends automatically. However, upon the joint request of the thesis student and the advisor, the advisory duty can be extended by the decision of the EYK for up to three (3) months for postgraduate students and up to six (6) months for doctoral students. Consultations of faculty members who have moved between universities, who have been appointed to the higher boards of universities or scientific research institutions, or who have retired, continue until the process is completed, if they so desire.

(4) In order for faculty members to manage thesis in doctoral programs, they must have directed at least one successfully completed master's thesis. Issues related to faculty members who can provide consultancy are determined by the decision of the department of the department of science / major art, and the approval of the EYK, taking into account the characteristics of the main science / major art branches.

(5) When more than one thesis advisor is required for the thesis work, a second thesis advisor can be appointed with the proposal of the relevant department of science/major arts board and the approval of the EYK. The second thesis advisor may also be from outside the University staff.

(6) The advisor opens the field specialization course for registered students, where the student's thesis topic is accepted by the EYK every semester.

(7) The maximum number of thesis advisors per faculty member in master's and doctorate programs with thesis is fourteen (14) students, while in non-thesis master's programs, a maximum of sixteen (16) students, excluding master's and doctoral programs with thesis. However, this quota can be increased up to 50% for graduate programs carried out within the framework of the protocol signed with the Council of Higher Education and within the framework of university-industry cooperation. If more than one advisor is assigned to a student for his/her thesis, the faculty member with two joint advisors is deemed to have one advisor. Faculty members who currently have more than fourteen (14) advisors cannot receive new advisory services until the number in question falls below the determined upper limit. Departments/major arts committees should exert their maximum effort to distribute graduate and doctoral thesis advisories in a balanced way among faculty members working in a major/major arts branch.

Change of Advisor

ARTICLE 6- (1) The thesis advisor can be changed upon the application of the student and/or the proposal of the justified advisor of the head of the department/major arts branch and

the decision of the EYK.

(2) Thesis advisor can be changed upon the application of the advisor and/or the reasoned advisor proposal of the department head and the decision of the EYK.

(3) If the problems that may arise in the student's course/seminar/thesis work due to the advisor are detected with concrete information and documents, a change of advisor can be made with the decision of the EYK.

Qualifications sought in advisors and lecturers

ARTICLE 7- (1) In order to teach doctorate courses in doctorate or proficiency in arts programs, a faculty member/staff must have taught at least four (4) semesters in an undergraduate program or two (2) semesters in a master's program with thesis. This condition is not required for the departments of dentistry, pharmacy, medicine and veterinary faculties.

(2) In the appointment of faculty members working in interdisciplinary programs as advisors, the conditions sought for the institute to which the faculty member is affiliated, instead of the institute to which the program is affiliated, must be met.

Duties of advisors

ARTICLE 8- (1) To have information about the academic success of the student in the courses taken,

(2) Guiding the student in academic matters such as choosing a course, taking/dropping a course, and confirming the semester registration of the student,

(3) To carry out the course of specialization,

(4) To guide the student in the selection of the thesis or term project and in the preparation of the thesis proposal, taking into account the student's interests, abilities and current research topics,

(5) To guide the development of the student's ability to access, produce and evaluate information,

(6) To follow up the studies related to the thesis or term project through regular meetings with the student,

(7) To encourage the student to turn the thesis into a project,

(8) To determine whether the research has achieved its objectives,

(9) Informing the student about the writing of the thesis in accordance with the ethical rules and the thesis writing guide and making the necessary inspections,

(10) To ensure that the thesis monitoring and defense committees meet regularly by following the maximum duration of the student,

(11) To propose the student's registration freeze request to the institute through the head of the department,

(12) Guiding the student and signing the forms in order to obtain the permissions of the ethics committee and other relevant institutions and to submit the results to the relevant committees,

(13) To give written approval for the student to take exams such as thesis defense and thesis monitoring committee.

THIRD PART

Miscellaneous and Final Provisions

Force

ARTICLE 9- (1) This Directive enters into force from the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 10- (1) The provisions of this Directive are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

Senate Resolution Passed the Directive
Date: 24.06.2021 / Number: 2021.18.121.