

IBN HALDUN UNIVERSITY
DIRECTIVE ON GRADUATE ACADEMIC ADVISING

(This is the unofficial translation of the Turkish guideline.)

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the procedures and principles regarding the academic advising services provided during the coursework and thesis/project periods for graduate students (with thesis and non-thesis master's programs and doctoral programs) enrolled in the institutes of Ibn Haldun University; to define the qualifications, duties, and authorities of advisors; and to specify the rights and responsibilities of students and advisors.

Scope

ARTICLE 2 – (1) This Directive covers faculty members who work at and/or are assigned by Ibn Haldun University and who provide academic advising, as well as students enrolled in graduate programs within the institutes of Ibn Haldun University.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared based on the relevant articles of the Graduate Education and Training Regulation dated 20/04/2016 issued by the Council of Higher Education (YÖK), and the Regulation on Graduate Education of Ibn Haldun University dated 23/09/2024.

Definitions

ARTICLE 4 – (1) In this Directive, the following terms shall mean:

- a) Academic advisor: A faculty member appointed by the Institute Administrative Board to guide a student enrolled in the institutes of Ibn Haldun University during the coursework and thesis/project periods.
- b) Department: The academic department offering an education program within the institutes of Ibn Haldun University.
- c) Institute Administrative Board (IAB): The administrative board of the relevant institute at Ibn Haldun University.
- d) Institute: The relevant institute at Ibn Haldun University.
- e) Second thesis advisor: A second thesis advisor is appointed when required by the nature of the thesis study.
- f) Plagiarism: Presenting others' ideas, methods, data, or works partially or entirely as one's own without proper citation in accordance with scientific rules.
- g) Graduate studies: Master's and doctoral studies.

- h) Student: A student enrolled in graduate programs within the institutes of Ibn Haldun University.
- i) Project: The master's graduation project.
- j) Thesis advisor: A faculty member appointed by the IAB to supervise the thesis work of a student enrolled in the institute.
- k) Thesis Monitoring Committee: A committee consisting of three faculty members: one being the student's advisor, one from the department within the relevant institute, and one from the faculty members of other higher education institutions.
- l) Thesis proposal: A document prepared in line with the aim of doctoral education, including the thesis topic, purpose, significance, requirements, and methodology.
- m) Thesis: A master's or doctoral thesis.
- n) Outputs derived from the thesis: Products created by using the information, findings, and data included in the thesis report, such as presentations, conference papers, books, book chapters, articles, scales, curricula, patented products, trademarks, brand value, and similar outputs.
- o) University: Ibn Haldun University.
- p) YÖK: Council of Higher Education.

Appointment of the Advisor

ARTICLE 5 – (1) Upon admission of graduate students to the program, a thesis advisor shall be appointed no later than the end of the first semester for students starting a master's program, and no later than the end of the second semester for students beginning a doctoral program. During this period, the head of the relevant department shall provide advice.

(2) In graduate programs, the advisor shall be selected from among faculty members within the University staff who meet the qualifications determined by the Senate. If no faculty member with such qualifications exists at the University, a faculty member from another higher education institution may be appointed as an advisor in accordance with the principles determined by the Senate.

(3) Researchers holding at least a doctoral degree who are assigned part-time under Additional Article 46 of Law No. 2547 may also be selected as thesis advisors. However, for such persons to be designated as advisors, the student's request, the researcher's written consent, and an IAB decision are required.

(4) If the nature of the thesis requires more than one advisor, a second thesis advisor holding at least a doctoral degree may also be appointed from outside the University staff. The proposal for the second advisor shall be submitted to the Institute by the department chairmanship and shall become final upon the decision of the Institute Administrative Board. Senate Principles shall be taken into consideration in the remuneration of second thesis advisors assigned from outside the University.

(5) The total number of thesis supervisions that may be assigned to a faculty member may not exceed the number recommended by the Council of Higher Education. No new supervision assignments shall be made to thesis advisors who already have enough supervisions.

(6) The term of office of the thesis advisor shall continue until the student graduates, withdraws from registration, or otherwise terminates their affiliation with the University for any reason.

(7) If a change of thesis advisor and/or second advisor is requested, the student initiates the process by submitting the request via digital forms. Faculty members retain the right to withdraw from thesis advising in cases such as illness, retirement, institutional or duty changes, failure of the student to fulfill obligations, or inability to maintain advisor–student cooperation. Requests for advisor changes become final upon approval of the Institute Administrative Board.

(8) If the advisor leaves their position at the University or is assigned domestically/abroad for more than six months, or if the advisor is expected to be away from the University for more than six months due to a medical report or similar reasons, the advising duty shall end. A new advisor shall be appointed according to the procedure in paragraph (2) of this article. This provision also applies to the second thesis advisor.

(9) The Department Chair may propose an advisor change to distribute the advising workload evenly, regulate workflow, and ensure that scientific studies are carried out in line with the University’s vision and mission. In this process, the opinions of the relevant faculty member and the student shall be obtained. Such a change shall enter into force upon approval of the Institute Administrative Board.

Qualifications of the Advisor

ARTICLE 6 – (1) There must be academic compatibility and scientific alignment between the advisor’s area of expertise and the subject of the student’s thesis or project.

(2) In doctoral programs, the faculty member who will provide advising must have successfully supervised at least one master’s thesis.

(3) For a faculty member to be appointed as a thesis advisor in graduate programs, they must have carried out at least one of the following scientific activities within the last three years:

- a) Having authored a published or accepted-for-publication book or book chapter,
- b) Having an article published in journals indexed in international indexes (Web of Science, Scopus, SSCI, SCI, AHCI, ESCI) or national indexes (ULAKBİM-TR Dizin),
- c) Having at least one patent or utility model in their scientific field,

- d) Serving as an executive or researcher in a research project supported by international funds or external funding institutions such as TÜBİTAK, TAGEM, or KOSGEB.

(4) There may be no marital relationship, former marital relationship (even if the marriage union has ended), blood relation, or relation by marriage between the student and the advisor and/or second advisor; likewise, such a relationship may not exist between the advisor and the second advisor.

Duties, Authority, and Responsibilities of the Advisor

ARTICLE 7 – (1) The advisor is primarily responsible for guiding by considering the student's areas of interest and abilities.

(2) The advisor is obliged to allocate time to the student at regular intervals, hold meetings aimed at the student's academic development, and record these meetings in accordance with the procedure determined by the Institute Administrative Board.

(3) The advisor provides guidance within the framework of scientific ethical principles regarding the student's access to knowledge, production of knowledge, and development of skills.

(4) The advisor is obliged to inform the student about the necessary courses and program structure so that the student can complete their studies within the period specified in the regulation.

(5) During the advising period, the advisor is obliged to be knowledgeable about current legislation and to regularly follow relevant regulations and amendments and take necessary updates into account. The advisor ensures that the student conducts their education in compliance with the law by reading and understanding the relevant regulations and directives.

(6) The advisor informs the student about the University's administrative and academic units and provides necessary guidance.

(7) The advisor is obliged to inform the student about scientific events, exchange programs, scholarships, and opportunities provided by the University.

During the coursework period;

(8) At the beginning of each semester, the advisor informs the student about compulsory and elective courses they must take; if the student has courses to repeat, the advisor checks the registration status for those courses. The advisor evaluates whether course selection procedures comply with current legislation and provides the necessary approval through the system.

(9) The advisor informs the student about adaptation procedures, course equivalency, and exemption matters.

(10) For a student who cannot complete course registration through the system for various reasons and whose request is deemed appropriate to be submitted according to the academic calendar, the advisor checks the appropriateness of the digital add-drop course form and approves it.

During the thesis/project period;

(11) The advisor is obliged to guide the student at every stage of the thesis/project process (topic and method selection, data collection, implementation of the research) and to ensure that the thesis/project is prepared in accordance with the procedures and principles determined by the Institute.

(12) The advisor ensures that the thesis topic is original and compatible with the student's interests and abilities. By reviewing studies registered in the YÖK National Thesis Center, the thesis topic is determined in consultation with the student.

(13) The advisor is responsible for being sufficiently familiar with the thesis proposal prepared together with the student during the proposal defense and for contributing to the healthy conduct of the process.

(14) The advisor directs the student to ensure that thesis monitoring committee meetings are held regularly and that reports and minutes are submitted to the Institute within the specified period.

(15) The advisor checks whether the thesis/project is written in accordance with the Thesis-Project Writing Template, warns the student when necessary, and ensures revisions of the thesis/project.

(16) The advisor is obliged to check whether the student who will enter the thesis defense or submit the project has fulfilled all requirements for graduation.

(17) The advisor checks the documents required for the student's thesis defense application and directs the student to submit the documents to the department secretariat in accordance with the academic calendar. When necessary, the advisor ensures that the parts requiring revision are completed within the period determined by the Institute.

(18) In addition to the documents prepared for the thesis defense application, the advisor generates the thesis similarity report through the system within the framework of the rules determined by the Institute and submits it to the department secretariat. For non-thesis master's program students, the advisor follows the same procedure after project submission to submit it to the Institute.

(19) The advisor ensures the necessary coordination with internal and external jury members for the thesis defense; the advisor is responsible for ensuring that recordings of online thesis defense meetings are taken in a technically accessible and auditable manner.

(20) After the thesis defense meeting, the advisor directs the student to submit the thesis defense minutes to the department secretariat to be delivered to the Institute on time; the advisor supervises that the student makes the revisions requested because of the defense and ensures that the approved thesis is submitted to the Institute within the legal period.

(21) The advisor guides the student in converting thesis studies into publications; after graduation, the advisor provides guidance regarding the student's academic and professional career.

(22) Establishing the thesis jury is the responsibility of the student's thesis advisor. While obtaining the student's opinion, the advisor determines the jury members based on the thesis topic and their areas of expertise. The process of forming the jury is carried out in accordance with relevant legislation and the Institute Administrative Board's decisions. The advisor contacts the jury members, determines the defense date, sends documents, and coordinates the process. Jury member selection and assignment shall be conducted in accordance with relevant legislative provisions.

Rights and Responsibilities of the Student

ARTICLE 8 – (1) Guiding the student is primarily the advisor's obligation. The advisor is responsible for supporting and directing the student's academic development throughout coursework and the thesis/project process, and for ensuring progress in compliance with legislation. However, responsibility for all academic and administrative decisions the student makes at every stage of the coursework and thesis/project periods belongs exclusively to the student. The student is obliged to make their academic preferences and decisions independently, in line with the advisor's guidance.

(2) The student makes all selections during the coursework and thesis/project periods of their own free will. The advisor provides guidance and supervision during these processes. Responsibility for choices made by the student, of their own free will, belongs exclusively to the student, and the advisor cannot be held responsible for them.

(3) The student and advisor share joint responsibility for preparing the thesis content in compliance with ethical principles; however, as the responsible researcher, the student is obliged to conduct all official approval processes, including obtaining ethics committee approval required for the thesis, permissions from relevant institutions and organizations, and uploading the thesis to the institutional open archive or the YÖK National Thesis Center database.

(4) The responsibility for preparing for the thesis defense belongs to the student; the advisor provides guidance during this process. During the thesis defense, the presentation of academic content is the student's responsibility, while contributing to the healthy conduct of the defense process is the advisor's responsibility.

Rights and Responsibilities of the Student and Advisor Regarding Outputs Derived from the Thesis

ARTICLE 9 – (1) For all academic outputs derived from the thesis (books, articles, conference papers, book chapters, patents, projects, etc.), the student and advisor share joint rights and responsibilities in accordance with their level of scientific contribution. The student must be the first author in outputs derived from the thesis work. The advisor is indicated as an author or advisor in proportion to their contribution.

(2) Compliance with ethical principles during the publication process, avoidance of plagiarism and similar violations, and acting in accordance with the rules of the relevant journal or institution are joint responsibilities of both the student and the advisor. Academic, ethical, and legal obligations arising from the work are shared by the student and the advisor in proportion to their contributions and responsibilities.

(3) The student has the right to be an author in scientific works produced from the thesis in proportion to their contribution; their name cannot be removed from the author list without their explicit written approval. The student's name must appear in all publications derived from the thesis, considering their contribution. The advisor(s) and other persons contributing to the thesis work may waive their rights (authorship rights); such waiver must be documented in writing and signed.

(4) As a rule, all academic outputs derived from the thesis work (articles, conference papers, book chapters, projects, etc.) shall be published with Ibn Haldun University affiliation. For joint studies conducted with different institutions or assignments from other institutions, multiple affiliations may be used; however, the Ibn Haldun University affiliation must be stated.

Advisor's Rights in an Unfinished Thesis Due to Student's Unwillingness, Inability to Continue for Any Reason, or Death

ARTICLE 10 – (1) If the student cannot complete the thesis due to unwillingness, inability to continue for any reason, or death, the advisor holds rights over the scientific contributions produced through their own academic effort during this process. In the case of death, the student's name shall be included or acknowledged in the resulting outputs, considering the student's contribution.

(2) The advisor may produce academic outputs (books, articles, conference papers, book chapters, patents, projects, etc.) from an unfinished thesis study within the scope of their academic effort. In this case, the student who initiated the study shall have their contribution stated transparently and ethically, and their name shall appear in the relevant publication.

(3) An unfinished thesis study cannot be transferred to another student and continued as a new thesis.

Obligation to Comply with Thesis and Advising Monitoring Procedures

ARTICLE 11 – (1) The thesis and advising monitoring system implemented by the Institute is carried out to ensure that the thesis and advising process is conducted transparently, measurably, and traceably.

(2) The student, advisor, and second advisor (if any) are obliged to maintain records related to advising meetings, progress reports, thesis submission processes, and jury procedures through this system.

(3) Data entered into the monitoring system constitutes official records and shall be taken as the basis in disputes related to the process.

(4) The Institute Administrative Board is authorized to take necessary academic and administrative measures in case of non-compliance with the monitoring system.

Cases Not Covered

ARTICLE 11 – (1) In cases not covered by this Directive, the provisions of the relevant legislation shall apply.

Entry into Force

ARTICLE 12 – (1) This Directive shall enter into force as of the date of Senate approval.

Enforcement

ARTICLE 13 – (1) The Director of the relevant Institute of Ibn Haldun University shall enforce the provisions of this Directive.