

**BURSA ULUDAG UNIVERSITY**  
**THE GRADUATE SCHOOL OF HEALTH SCIENCES**  
**ACADEMIC SUPERVISION INSTRUCTIONS**

**PART 1**

**Aim, Scope, Foundation and Definitions**

**Aim and Scope**

**ARTICLE 1-** (1) The purpose of this directive is to determine the procedures and principles regarding the course conduct and thesis period of the graduate and doctorate students with thesis/non-thesis registered in Bursa Uludağ University The Graduate School of Health Sciences. This directive covers the course and thesis period supervision of graduate and doctorate students with thesis non-thesis registered in Bursa Uludağ University The Graduate School of Health Sciences.

**Foundation**

**ARTICLE 2-** (1) This directive is based on the 8th, 3rd, and 18th articles of the Higher Education Board Presidency Postgraduate Education and Training Regulation published in the Official Gazette dated 20/02/2016 and numbered 29690 and dated 28/06/2020 and numbered 31169. It has been prepared based on the 27th, 31st and 36th articles of Bursa Uludağ University Graduate Education and Training Regulation published in the Official Gazette.

**Definitions and Abbreviations**

**ARTICLE 3-** (1) In the administering process of these directives

- a) AHCI: stands for ‘Arts and Humanities Citation Index.’
- b) The department: stands for ‘The department of the Graduate school, which has a program in the Graduate school, consists of faculty members whose staff /title and/or contribution to the Graduate school is approved by the Council of Higher Education and is responsible to the Graduate school for the execution of the program.’
- c) Board of the Department: stands for ‘The board of the department of the Graduate school, which has a program in the Graduate school, consists of faculty members whose staff/title and/or contribution to the department of the Graduate school is approved by the Higher Education Council, and is responsible to the Graduate school for the execution of the program.’
- ç) Supervisor: stands for ‘The faculty member appointed to guide the student registered at the Graduate school during the course and thesis work periods by fulfilling the criteria determined by the Senate.’
- d) Graduate school: stands for ‘Bursa Uludağ University The Graduate school of Health Sciences.’

- e) Graduate School Board: stands for ‘Bursa Uludağ University Health Sciences The Graduate School Board.’
- f) Graduate School Administrative Board: stands for ‘Bursa Uludağ University the Graduate School of Health Sciences, The Board of Directors.’
- g) E-SCI: stands for ‘Emerging Science Citation Index.’
- ğ) Student: stands for ‘with, without a thesis registered to Bursa Uludağ University The Graduate School of Health Sciences graduate and doctoral students.’
- h) Rector: stands for ‘Bursa Uludağ University Rector
- i) SCI: stands for ‘Science Citation Index’
- j) SCI-Expanded: stands for ‘Science Citation Index Expanded’
- k) Senate: stands for the ‘Senate of Bursa Uludağ University’
- l) SSCI: stands for ‘Social Science Citation Index’
- m) Thesis: stands for ‘Master’s Thesis or Ph.D thesis’
- n) University: stands for ‘Bursa Uludağ University’

## **PART 2**

### **Appointment of Supervisor, the Qualifications**

#### **Required, the Duties of the Appointed Supervisor**

**ARTICLE 4-** (1) In graduate programs, the supervisor is appointed by the decision of the Graduate School Administrative Board upon the recommendation of the Department Board, from among the faculty members in the university staff, and in the non-thesis master's programs, from among the faculty members or lecturers who have completed their doctorate degree.

(2) An supervisor is appointed during the course selection process at the beginning of the first semester, at the latest, for each student who starts a master's with thesis, a master's without thesis, and a doctorate program, upon their admission to the program.

(3) After the supervisor assignment process is notified to the relevant faculty member and the student, the supervisor and the student, by examining 'the Guide for Academic supervisors and students in Graduate Education' (Appendix 1) until the end of the first semester, and 'the Graduate Academic Supervisor and Student Commitment' (Appendix 2) together and ensure that a signed copy is delivered to the Graduate school. The undertaking is kept in the student file by the Graduate school. In case of supervisor change, these processes are repeated.

(4) In cases where the nature of the thesis work requires the appointment of more than one thesis supervisor, a second thesis supervisor may be appointed. The proposal of the second supervisor is sent to the Graduate school with the decision of the department board. The second thesis supervisor may also be outside the university staff, provided that he/she has at least a doctorate degree. The appointment is made by the Graduate school Administrative Board. The second supervisor can take part in thesis defense juries without voting rights and attend the thesis monitoring committee meetings.

(5) If the supervisor leaves the university or is assigned abroad for more than six months due to a medical report or a similar reason, his or her supervisory duty ends and a new supervisor is appointed in accordance with the procedure in the first paragraph. The provision of this paragraph is applied by analogy to the second thesis supervisor.

(6) Upon the written request of the student or the supervisor, including the reasons, during the course or thesis stage, the supervisor can be changed upon the proposal of the board of the department and the decision of the Graduate school Administrative Board. If there is no faculty member who wants to be an supervisor to the student, or if the thesis supervisor wants to leave the supervision and a new supervisor is not recommended by the department board, the student's counseling is transferred to the head of the department. If the faculty member who wishes to leave the supervision is the head of the department, the faculty member with the least number of graduate students in the department is appointed as the supervisor.

**The qualifications of the supervisor:**

**ARTICLE 5-** (1) The supervisor is obliged to make the necessary effort for the student to enter the research environment from the first stages of the graduate education process. It is essential that the supervisor is an active researcher and carries out research projects.

(2) For a faculty member to be a thesis supervisor in graduate programs, he/she must have performed at least one of the following scientific activities in the last three years:

a) Having an article published in journals within the scope of SCI, SCI Expanded, E-SCI, SSCI, or AHCI AHCI, or

b) To have at least one patent or utility model in his field of science, or

c) Being an executive or researcher in a research project supported by international funds or external public institutions, such as TÜBİTAK, TAGEM and KOSGEB.

(3) In addition to the conditions in the second paragraph, the following conditions must be met to be able to provide thesis supervision:

a) For a faculty member to be a thesis supervisor in graduate programs, he/she must have taught at least two semesters in the undergraduate program and must be in a doctorate or medical /veterinary field of specialization or associate professorship in the field related to the thesis subject area that he/she will undertake supervision of.

b) For a faculty member to be an supervisor in the doctoral program, he/she must have taught at least four semesters in the undergraduate program or the master's program with a thesis for two semesters, and his or her doctorate or associate professorship must be in the relevant field.

(4) Except for faculties of medicine, veterinary and dentistry, faculty members must have directed at least one successfully completed master's thesis to be able to direct a thesis in doctoral programs.

(5) Faculty members who are related by blood up to the third degree (including this degree) with the student cannot be appointed as supervisors and cannot take part in thesis monitoring committees and juries. The same provision applies if the student and the lecturer are married. The Graduate school Board of Directors is authorized to take decisions ex officio by making the necessary examinations in case of occurrence of situations that may prevent the proper execution of supervision activities.

(6) Given the number of faculty members who can take part in graduate programs and the number of students per current faculty member, the number of advisees per faculty member is determined as a maximum of 14 (fourteen) students for master's and doctorate programs with thesis, and maximum of 16 (sixteen) students for non-thesis master's and doctorate programs, excluding thesis master's and doctorate programs.

(7) The total number of supervision carried out by a faculty member at the same time in master's and doctoral programs cannot exceed 5 (five) except in obligatory cases.

(8) A faculty member who has 2 (two) second supervisory duties is deemed to have one thesis supervisory duty.

## **Duties of the Supervisor**

**ARTICLE 6-** (1) The supervisor guides his student in achieving his or her learning goals. In this communication, openness and honesty are the most important features that should exist. From the beginning of graduate education, the supervisor considers the characteristics of the student in the selection of course and thesis topics and directs the student to the thesis study by taking into account the interests and abilities of the student.

(2) Supervisor is a natural member of the Thesis Monitoring Committee and Thesis Defense Examination Jury.

(3) The supervisor performs the following duties.

a) He/she monitors the course status, introduces the institution and guides the student to his or her new status so that the student can continue his or her education successfully and complete it within the time stipulated in Bursa Uludağ University Graduate Education and Training Regulations.

b) At the beginning of each semester, he/she determines the compulsory and elective courses that the student must take during the semester, together with the student, and checks the course registration status.

c) He/she guides students about scientific activities, exchange programs, study abroad opportunities and educational scholarships.

ç) He/she guides the development of the student's ability to reach, produce and evaluate information. He/she plans the thesis work with the student and provides the necessary infrastructure for the study.

d) He/she ensures that the student submits the thesis proposal to the Graduate School on time that the thesis monitoring committee meetings are held regularly and that the reports are prepared. He/she directs the student to keep a thesis research notebook.

e) He/she evaluates the study process and the results obtained by having regular meetings with the student. The supervisor regularly spares time for his advisee and tries to establish a productive communication environment.

f) He/she guides the thesis work to be done in accordance with ethical standards and acts as a role model with his or her own behaviours. In this framework, he/she directs the student to obtain the approval of the Ethics Committee and the permissions of the relevant institution and to submit the results to the relevant committees.

g) He/she guides the student about the financial support required for the thesis work and assists in the preparation of Project proposals.

ğ) He/she follows the latest development related to the field and guides the student as well in keeping track of these developments

h) He/she encourages the students to turn their theses into publication and gives them guidance about their post-graduation careers.

ı) He/she ensures that the student participates in activities, such as lessons, conferences, scientific meetings, research projects and encourages the student to contribute

to these activities.

i) At every level, he/she gives feedback to the students about their academic development in an objective manner.

**The Solutions to the Problems that may occur in an Supervisor-Student Relationship**

**ARTICLE 7- (1)** Within the framework of the supervision activity, it is aimed to increase the quality of the theses produced by providing a qualified research-education atmosphere. For this reason, the Head of the Department makes an active effort to identify and solve possible problems that may arise in supervisor-student communication.

**THIRD PART**

**Miscellaneous and Final Provisions**

**Cases where there is no provision**

**ARTICLE 8 (1)** In cases where there is no provision in this directive, the provisions of the relevant legislation and the decisions of the Board of Directors of the Graduate school and the Senate are implemented.

**Enforcement**

**ARTICLE 9- (1)** This directive enters into force as of March 11, 2021, when it was accepted by the Senate.

**Execution**

**ARTICLE 10 (1)** Bursa Uludağ University Rector executes the provisions of this directive.

**Appendix-1: A Guide for Students and Supervisors in Graduate Education**



**BURSA ULUDAG UNIVERSITY  
GRADUATE SCHOOL OF  
HEALTH SCIENCES**



**GUIDE FOR STUDENTS AND SUPERVISORS  
IN GRADUATE EDUCATION**



**BURSA, 2021**

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## **PREFACE**

The main goal of postgraduate education is to train a good generation of researchers to create and develop a modern information society. Individuals who have completed their graduate education are expected to know how to access information, analyze and interpret information, analyze problems with an analytical point of view, and do good planning to reach new information. The role of individuals who have undergone such education in the development of society and science is undeniable.

In postgraduate education, which is aimed to be multidimensional, significant responsibilities fall on both the supervisor and the student receiving the postgraduate education. Although graduate education is a challenging process, it can turn into a productive process for students and supervisors with effective time management, planned work, and balanced communication between the supervisor and the student. A well-managed supervision system will increase the research motivation of students and faculty members, contributing to the training of good researchers and increasing the quality of research conducted.

This guide is the outcome of the work carried out by Bursa Uludağ University The Graduate School of Health Sciences Management to improve postgraduate education. We hope that this guide, prepared in line with the literature on the subject, will contribute to the faculty members and students who provide supervision in postgraduate education.

**BURSA ULUDAG UNIVERSITY  
THE GRADUATE SCHOOL OF HEALTH SCIENCES**

## **1. SCOPE OF GRADUATE EDUCATION**

Post-graduate education is education that provides individuals who have successfully completed their undergraduate education with the opportunity to specialize in their own field or another branch of science that they are interested in by completing their master's or doctorate education.

The aim of the master's program with a thesis is to teach students how to access information and to gain the ability to analyze and interpret the information they have accessed. The master's program with a thesis consists of compulsory and elective courses determined in the relevant program, as well as a seminar course, specialization course and a thesis. The student's success in the field of specialization, thesis supervision and seminar courses is evaluated as PASSED (P), FAILED (F), and ABSENT (A). The student is obliged to take 120 AKTS credits throughout the program. Although the total duration of the program is 2 years (4 semesters), students can continue their education for a maximum of three years (6 semesters)

The aim of the non-thesis master's program is to contribute to the student's obtaining information about his or her profession and to reflect this knowledge in his or her practice. The non-thesis master's program consists of 60 AKTS and a term project.

The aim of the doctoral program is to provide the student with the ability to plan and conduct independent research, interpret scientific problems with a more comprehensive perspective, analyze and synthesize to reach new information. It consists of compulsory and elective courses determined in the relevant program, seminar course, doctoral proficiency program, specialization course, and thesis for students who enroll in the doctoral program after completing their master's degree. The student's success in the field of specialization, thesis counseling and seminar courses is evaluated as PASSED (P), FAILED (F) and Absent (A). The student is obliged to take at least 240 AKTS throughout the program. Although the total duration of the program is 4 years (8 semesters), students can continue their education for a maximum of 6 years (12 semesters).

## **2. RESPONSIBILITIES OF THE SUPERVISOR**

### **2.1. The Definition of being a Supervisor**

In addition to the responsibility of giving lectures, the supervisory faculty member also assumes the responsibility of advising graduate and doctoral students in all matters related to their education. Thus, it is necessary to plan the time to be allocated to each student and inform the student in advance. The management of resources and the continuation of

post-graduate education as a dynamic process are as important as the effective management of time. Supervision is a process that must be followed carefully by both the supervisor and the student.

## **2.2. The Considerations in an Supervisor-Student Relationship**

Communication between the supervisor and the student he/she is mentoring should be based on mutual appreciation and respect. Graduate education can be a challenging, lonely and tense process for many students. Ineffective communication, inadequate counseling, and lack of self-confidence on the part of the student, and the inability to manage the process and the lack of clear information about the path to follow may further complicate this situation. At this stage, important responsibilities fall on the supervisor faculty member. The decisive role in the management of this critical process is that of the supervisor. Although the method to be followed by the supervisor in the counseling process differs throughout the process, the only essential, indispensable element is to help the student move on the right path with a positive and supportive approach. This approach model will also help students overcome the problems they face. In addition, supervisors should be aware that words and behaviours in the form of bullying, discrimination, and harassment in the workplace and educational environment should be recognized, prevented and reported. They should ensure that such words and behaviours are never tolerated in the workplace and educational environment.

The responsibilities of the supervisor are listed below:

- Meets his or her advisees during the registration week.
- Informs the students about the regulations, directives and application principles related to graduate education and guides the students by following the changes in the legislation.
- Strives to provide a safe and healthy research and education environment.
- Explains the counseling model he has adopted to his students (e.g., answering questions and mentoring)
- Explains to the student the requirements for a professional level of communication (e.g., expectations, assessment style, problem solving, conflict management and time management)
- Explains to the student how professional behavior should be (e.g., completing tasks on time, when to ask for help, how to behave towards constructive criticism and academic performance indicators).
- Becomes a role model to his students.
- Determines a way to communicate with students and explains it to them.

- Indicates the frequency and duration of the meetings he/she will hold with his/her students.
- Assists in the writing of scientific research by the student, reviews the text and gives feedback. The feedback should contribute to the academic development of the student.

### **2.3. Guidance during Course Selection and Course Registration**

- Guides students in their course selection.
- Warns and guides students on their duties and responsibilities (e.g., seminar and thesis proposal) with deadlines during and at the end of the course. He/she guides the delivery of materials related to these processes to the Graduate school on time.
- Guides the operations, such as students' registration freeze and time extension.
- Guides the student in the selection of courses, considering the student's interests, contribution to his/her academic development and his/her own experience in the elective courses to be taken along with the compulsory courses that the student should take.
- Evaluates the credit load that students should take for each semester and guides them in the courses they should take.
- Informs students about program changes, such as illness, that occur due to instant developments.
- Informs the Department and the Graduate School of the course reimbursements to be made in planned short-term assignments, such as meetings and congresses, also makes necessary explanations to his students about the subject.
- In cases where the supervisor is on duty for 1 (one) month or more, such as assignments at different universities, he/she definitely informs his/her students.
- Informs the Graduate school in case a different supervisor needs to be appointed.

### **2.4. Conducting Academic Research, Determining Thesis Subject, and the Management of the Thesis**

- The supervisor should be available to students to monitor, evaluate and discuss their individual academic development and provide guidance for their research.
- The number and duration of mutual meetings between the student and the supervisor may differ depending on the discipline of the field of expertise, the stage of the research, the learning characteristics of the student and the research topic.
- The supervisor guides the students in the selection of appropriate and manageable, current and original research topics (scientific research, master's and doctoral thesis) and the stages related to ethical processes.

- The supervisor helps the students set realistic, short and long-term goals in their academic studies. He/she submits the thesis proposal form in writing, together with the determined thesis topic and the approval of the thesis's ethics committee, to the Head of the Department and carries out this process in accordance with the regulations and principles.
- The supervisor has minimal knowledge of the planned research subject and is willing to work on the relevant subject.
- The supervisor provides guidance on how the student can access resources and other materials for research when necessary.
- The supervisor evaluates the materials written by the student in a timely and constructive manner and gives feedback. These assessments are important to ensure and maintain the student's academic development. The feedback process may vary depending on the lecturer's workload and the number of students he/she gives supervision to, but this period should not exceed three weeks.
- The supervisor evaluates the progress of the doctoral student in the thesis process together with the members of the thesis monitoring committee and gives feedback to the student in meetings that are attended by committee members and the student. He/she notifies the Graduate school about the result of the meeting (the thesis monitoring committee report is submitted to the Graduate school every six months).

## **2.5. Conducting Academic Research, Presenting the Thesis, and Guidance about Publication**

The supervisor

- Guides the student to finish the thesis study and other academic studies on time.
- Assists the student in doing a study plan and comply with this plan.
- Acts as a guide for students to participate in events, such as congresses and seminars, to give presentations at these events and carry out other activities that will help their academic development.
- Provides motivation by making the necessary explanations to the student to make the necessary contribution to authorship in scientific publications.
- Guides the student in academic writing.
- Guides the student while making presentations on course subjects and gives feedback on these presentations.
- Provides guidance for the defense examination of the completed post-graduate thesis to be conducted as specified in regulations.

- Submits the necessary documents (e.g., jury suggestion form) to the Board of the Department on time to determine the jury for the thesis defense examinations and conduct the thesis defense examinations on time and duly.
- Considers the principles of the regulations and codes of practice in the selection of the jury and determine the number of jury members.
- After the thesis defense examination, the supervisor guides the student within the stipulated time so that the changes and additions suggested by the thesis jury members can be made.

### **3. RESPONSIBILITIES OF THE GRADUATE STUDENT**

Students enrolled in master's and doctoral programs receiving postgraduate education at the Graduate school may face some problems, especially when they reach the thesis stage. They may have challenges fulfilling some responsibilities that they are not accustomed to.

To gain an academic degree, the student should

- Decide to start hard work,
- Get used to this lifestyle,
- Take part in the Graduate school as a student,
- Maintain communication with the supervisor and other faculty members,
- Learn to conduct research,
- Keep records,
- Manage time,
- Improve yourself,
- Communicate and collaborate with other students,
- Make presentations,
- Write a report,
- Prepare for the lessons,
- Prepare for the examinations.

#### **3.1. Communication**

- Be in respectful communication with your friends, supervisor and other faculty members.
- Learn how to communicate with your supervisor when and where necessary.

- Act by understanding the importance of having a professional and respectful relationship with your supervisor and other faculty members. Do not forget that this form of communication also applies to our communication with other graduate students and all employees.
- Make effort to fulfill all the responsibilities given to you regarding the academic field in which you are studying completely and on time. If you cannot achieve this, please contact the supervisor/lecturer of the course and explain your situation.
- In all academic (education, research, service) environments you are in, be aware of the education you are receiving and try to act in accordance with the qualifications of scientists. Make effort to improve yourself in this regard.

### **3.2.Choosing a Supervisor**

- When you qualify for graduate education, register with the Graduate school at the date intervals determined by the Graduate school.
- In this process, you will be asked to choose a supervisor faculty member from the relevant department.
- When a supervisor faculty member is appointed for you, this faculty member will take care of all your supervisory procedures.

### **3.3.Course Selection and Course Registration**

- You should be willing to fulfill the responsibilities of graduate studentship.
- You should learn the basic information necessary to describe your graduate studies. This information will contribute to your fulfillment of your responsibilities at the course and thesis stage.
- Follow all the processes related to your lessons by receiving information about the student automation system.
- Make sure that you choose your course load of at least 30 ECTS as stated in the regulation for each semester.
- Ask for help from your supervisor for course selection.
- Make effort to take lessons from different disciplines or higher education institutions that can contribute to your thesis work and improve yourself.
- At the end of each semester, be careful to prevent missing ECTS by checking that the grades of the courses you have taken are announced to you by the course instructors.

### **3.4. Determining Academic Research Topic and Thesis Topic**

Reading before starting research or a thesis, reading and examining a scientific article, analyzing, scanning the literature and taking notes are the most basic points in determining and planning the appropriate research topic. Therefore, you need to improve yourself in this regard. While writing a thesis in graduate education, you should realize that you need to make a special effort to develop some of your basic skills. Unfortunately, it is impossible to complete a thesis on time that is not well planned, lacks discipline, and has not been studied sufficiently.

- Act with awareness of your own responsibilities in the conduct of academic studies.
- Respond in a timely, complete and appropriate manner to the feedback (e.g., corrections of spelling) made by the supervisor while carrying out academic activities.
- Learn how an effective literature review should be conducted in determining the research/thesis topic. To determine the research topic, read many academic studies while you are still in the course period to have a deeper knowledge of the topics you want to research.
- Improve yourself on how to read an academic article.
- In determining the research/thesis topic, always act within the guidance of your supervisor and a plan. Put effort into developing an alternative plan by noticing the parts of the plan where there may be problems. This will allow you to manage your time effectively and prevent you from wasting time.
- Ethics Committee Approval and Institutional permissions are prerequisites for many studies. Fill in the documents required during the application completely and under the guidance of your supervisor.
- Always act within ethical principles in your work.
- Participate in courses and training that will guide you in your education and contribute to your academic development.

### **3.5. Conducting Academic Research/Writing and Presenting the Thesis**

Conducting postgraduate research and writing a thesis is about conducting comprehensive research and writing it within the specified time, developing skills related to writing a large report. This process can be challenging for a graduate student. Especially the doctoral thesis is one of the most challenging tasks in a student's career.

- As a student, you should put in enough effort to complete and present your thesis.
- Create a work schedule and work packages so the thesis can be completed when you reach the thesis stage. This calendar may contain separate periods for each chapter in the thesis (e.g., identifying the



subject, literature review, preparing proposals, obtaining an ethics committee, data collection, data analysis and writing a thesis).

- To find financial support for the thesis, you should talk to your supervisor about preparing a project.
- Write down the parts of your research studies by date.
- You should work in accordance with the schedule you have determined, and you should do additional planning for the problems that may arise during the thesis (e.g., lack of materials and difficulty in accessing the subjects in data collection).
- You should prepare the thesis monitoring committee reports (PhD students) with the knowledge of your supervisor and submit them timely.
- Consult your supervisor about the difficulties you experienced during the thesis process. Likewise, you should report to your supervisor at certain time intervals during the thesis-related process. You should schedule these meetings with your supervisor.
- You should consider the criticisms and suggestions about your thesis made by the members of the thesis monitoring committee and your supervisor and respond appropriately with professional communication.
- Pay attention to ethical principles in publications, understand the importance of ethical violations while publishing and act in accordance with the principles. Please note that your failure to comply with these rules may occur at every stage of your academic life and you may face legal sanctions.
- Learn how and for how long the research data should be kept after the research is completed. Take the necessary care to ensure confidentiality and prevent ethical violations from occurring, and act under the guidance of your supervisor at every stage.
- It is of considerable importance that you present the data obtained while writing the results of the projects and research without distorting them. Be aware that distorting data is an ethical violation and act in accordance with the qualifications required to be a scientist.
- Establish a consensus with your supervisor before submitting research articles for publication.

Working in harmony with your supervisor is critical to avoid disruptions that may occur during or after the article's publication.

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## **Appendix-2: Academic Supervisor and Student Commitment**

### **BURSA ULUDAĞ UNIVERSITY THE GRADUATE SCHOOL OF HEALTH SCIENCES GRADUATE ACADEMIC SUPERVISOR AND STUDENT COMMITMENT**

The purpose of this commitment is to establish strong communication between the supervisor and the student and make the postgraduate education process more efficient for the student and the supervisor.

All fields specified in this undertaking must be filled in completely.

The supervisor and the student should talk in detail about all the articles in the undertaking, clarify the incomprehensible issues and form a consensus.

The undertaking is filled and signed in 3 copies until the end of the semester when the education starts at the latest. The supervisor and the student should keep one copy, and the third signed copy should be submitted to the Graduate school to be kept in the student's file.

<b>Faculty and Department</b>	
<b>Student's Number</b>	
<b>Student's Name and Surname</b>	
<b>Supervisor's Name and Surname</b>	
<b>Name and Surname of Second Supervisor, if any</b>	

SUPERVISOR LECTURER			STUDENT		
1. GENERAL INFORMATION					
	Yes	No		Yes	No
<ul style="list-style-type: none"> <li>General information about the program in which the student has been registered given.</li> </ul>			<ul style="list-style-type: none"> <li>I have been informed about the program I have registered for.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been informed about access to regulations, directives and application principles.</li> </ul>			<ul style="list-style-type: none"> <li>I have been informed about the regulations, directives and application principles in place of the legislation.</li> <li>I will pay attention to the rules to be introduced.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been informed about student registration and required semester credits.</li> </ul>			<ul style="list-style-type: none"> <li>I will fulfill my responsibilities as a student, such as student registration and course credits.</li> </ul>		
<ul style="list-style-type: none"> <li>Transactions, such as students' registration freeze and time extension, have been announced.</li> </ul>			<ul style="list-style-type: none"> <li>When I have requests for the registration freeze or time extension, I will convey this to my supervisor first.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been informed about the required training, courses, and similar events.</li> </ul>			<ul style="list-style-type: none"> <li>I will attend courses, training, and similar events that will contribute to my graduate education.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been informed about the library and access to online sources.</li> </ul>			<ul style="list-style-type: none"> <li>I will use the library, online sources, the internet, and information technologies appropriately.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been informed about internet access and information technologies.</li> </ul>			<ul style="list-style-type: none"> <li>I will use the facilities of the university and the department available fairly, respecting everyone's rights.</li> </ul>		

**2. COMMUNICATION, MANNERS AND ATTITUDES**

	Yes	No		Yes	No
<ul style="list-style-type: none"> <li>The student has been provided with information to reach his/her supervisor and information about the time and day when supervisory could be given.</li> </ul>			<ul style="list-style-type: none"> <li>I have received the contact information (phone, e-mail) of my supervisor, and I understand how I can communicate when necessary and at specified times.</li> </ul>		
<ul style="list-style-type: none"> <li>The place of the meetings to be held between the supervisors, other faculty members and students related to graduate education, time, frequency, and way of communication (e.g., phone, e-mail, face-to-face and online) has been decided between supervisors and students.</li> </ul>			<ul style="list-style-type: none"> <li>I will establish a professional and respectful relationship with my supervisor, other faculty members, graduate students, and all staff.</li> </ul>		
<ul style="list-style-type: none"> <li>The process has been created by making a joint decision to ensure the participation of both the student and the supervisory faculty member in the meetings and to record the decisions taken at these meetings.</li> </ul>			<ul style="list-style-type: none"> <li>I will attend the pre-planned meetings/interviews with my supervisor by making the necessary academic preparations.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been informed about how professional communication should be.</li> </ul>			<ul style="list-style-type: none"> <li>I will keep a record of the responsibilities (e.g., assignment, project and article) given by my supervisor, and I will complete my responsibilities on time.</li> </ul>		
<ul style="list-style-type: none"> <li>How the communication with other students should be in the working environment and the expected attitude to possible problems and behaviors have been explained.</li> </ul>			<ul style="list-style-type: none"> <li>I will respect other students' education and all other rights.</li> </ul>		
			<ul style="list-style-type: none"> <li>I will carry the values of the scientist in all education, research and service environments and I will behave accordingly.</li> </ul>		

			<ul style="list-style-type: none"> <li>I will act with the awareness that the primary purpose of my postgraduate education in my field is to protect and improve public health.</li> </ul>		
<b>3. DUTIES AND RESPONSIBILITIES</b>					
	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>The duties and responsibilities of the supervisor have been explained clearly.</li> </ul>			<ul style="list-style-type: none"> <li>I have understood the role of my supervisor in conducting academic research.</li> </ul>		
<ul style="list-style-type: none"> <li>The student has been explained what kind of consultancy model has been adopted while conducting research, preparing for the seminar, and writing of thesis.</li> </ul>			<ul style="list-style-type: none"> <li>While carrying out academic activities, I will respond to feedback (e.g., spelling corrections) given by my supervisor in a timely and appropriate manner.</li> </ul>		
<ul style="list-style-type: none"> <li>The duties and responsibilities of the student have been explained clearly.</li> </ul>			<ul style="list-style-type: none"> <li>While working under the guidance of my supervisor, I will act within the framework of my duties and responsibilities.</li> </ul>		
<b>4. PLANNING AND EXECUTING THE PROJECT-RESEARCH-THESIS SUBJECT</b>					
	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>How to choose a research topic has been talked about.</li> </ul>			<ul style="list-style-type: none"> <li>In determining the research subject, I will act under the guidance of my supervisor.</li> </ul>		
<ul style="list-style-type: none"> <li>How the planned projects/research will be sustained has been talked about.</li> </ul>			<ul style="list-style-type: none"> <li>I will work within a plan for the conduct of the research/project.</li> </ul>		

<ul style="list-style-type: none"> <li>The responsibilities expected from the student in the process of conducting research have been explained.</li> </ul>			<ul style="list-style-type: none"> <li>If there is a problem with the plan, I will first share it with my supervisor.</li> <li>I will develop an alternative plan for possible disruptions.</li> </ul>		
<ul style="list-style-type: none"> <li>The necessity of obtaining the approval of the Ethics Committee and the permission of the relevant institution to start the research and the application process to the institutions with the Ethics Committee has been explained to the student.</li> </ul>			<ul style="list-style-type: none"> <li>I will be responsible, together with my supervisor, for the preparations of the literature review and approval of the Ethics Committee for the research/thesis topic and obtaining institutional permissions.</li> </ul>		
<ul style="list-style-type: none"> <li>Information has been provided about the collection, storage and confidentiality of data.</li> </ul>			<ul style="list-style-type: none"> <li>I will take due care in collecting research data, then keep it safe and confidential.</li> </ul>		
<ul style="list-style-type: none"> <li>The reporting process for the projects has been explained.</li> </ul>			<ul style="list-style-type: none"> <li>In reporting project and research results, I will present the obtained data without distorting it.</li> </ul>		
<ul style="list-style-type: none"> <li>The criteria of being a research supervisor and researcher in research have been discussed.</li> </ul>			<ul style="list-style-type: none"> <li>Before publishing research articles, I will agree with my supervisor.</li> </ul>		
<ul style="list-style-type: none"> <li>The importance of publishing research/thesis has been explained.</li> </ul>			<ul style="list-style-type: none"> <li>I will hand over my academic studies and my thesis to my supervisor, free from spelling, punctuation and grammatical errors.</li> </ul>		
<ul style="list-style-type: none"> <li>The following rules regarding publication ethics have been conveyed to the student.*</li> </ul>			<ul style="list-style-type: none"> <li>I will pay attention to ethical principles in publications and I will not plagiarize while writing my research.</li> </ul> <p>The following rules regarding publication ethics have been conveyed to me; I declare that I will take them into consideration.*</p>		

**5. SEMINARS AND OTHER ACADEMIC PRESENTATIONS**

	<b>Yes</b>	<b>No</b>		<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Expectations regarding the presentation of papers at the seminar and congress requested by the student have been explained.</li> </ul>			<ul style="list-style-type: none"> <li>I will do necessary preparations for participation in seminars/academic meetings (preparing papers, preparing presentations).</li> </ul>		
<ul style="list-style-type: none"> <li>The importance of academic presentations has been explained.</li> </ul>			<ul style="list-style-type: none"> <li>I will attend academic meetings related to my field.</li> </ul>		

**Date**

**Signature**

**Student**

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**Supervisor**

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## **\*RULES ABOUT PUBLICATION ETHICS**

**Pay attention to the following rules in any academic activity you will prepare:**

- **Be sure to specify the sources you cite.**
  - ◇ One way to cite sources without skipping/exactly is to jot them down as you read.
- **Access the first resource.**
  - ◇ If the first source cannot be reached, cite the first source based on the source you have: "According to Ahmet's quote from Mehmet"...
- **Indicate the sources accurately and completely.**
  - ◇ Be sure of the tags of the sources. Do not use sources you do not control.
- **Use scientific sources for scientific information.**
  - ◇ Some tools, such as Wikipedia and Facebook, should not be used as a source for scientific information.
- **Follow the citation rules.**
  - ◇ The quotations in the article you have written should be clearly noticed by the reader, and it should be clear which sentence was written by you and which was written by someone else.
    - When quoting one-to-one, it is absolutely necessary to put it in quotation marks.
  - ◇ Incorrect example: Author's sentence. Author's sentence. An important determinant of the agenda is that the defined duties of medical ethics departments in academia outside of education are limited to taking part in the ethics committee of drug research. The failure of ethical consultation in health institutions for various reasons has caused medical ethics studies to stay away from the service delivery dimension (1). Author's sentence. Author's sentence.
    - When making "Paraphrasing" (Explanation with different words), it is absolutely necessary to transfer it into our own words. Example:
  - ◇ Original text: An important determinant of the agenda is that the defined duties of medical ethics departments in academia outside of education are limited to taking part in the ethics committee of drug research. The failure of ethical consultation in health institutions for various reasons has led to that medical ethics studies being far from the service delivery dimension.
  - ◇ Quoting (with paraphrase): Author's sentence. Author's sentence. According to Pellegrino, given that the departments of Medical Ethics only contribute to ethics committees outside of education and that they do not provide ethical consultation services to clinics, this lead to the field of medical ethics not to be able to connect with health service delivery, which causes medical ethics studies not to cover the problems in service delivery (1). Author's sentence. Author's sentence.
- **Please also cite the quotations from the internet pages.**
  - ◇ Various programs, such as Turnitin, Urkund and iThenticate, have been produced to scan word files and find out which sentence has been taken from which web page. Take advantage.