**BAŞKENT UNIVERSITY**

 **INSTITUTE OF HEALTH SCIENCES**

**GRADUATE STUDENT AND ADVISORY AGREEMENT**

**Obligations of the Student:**

**1**. The student must attend the first orientation meeting held after the registration date.

**2.** The student should be aware of the requirements of the program and fulfill them on time.

**3.** The student is responsible for making the appropriate ethics committee/ethics commission application for the thesis project together with the advisor.

**4.** The student should make and adhere to a plan to complete his/her program with the advice of his/her advisor.

**5.** The student should establish and adhere to a regular schedule of meetings with his/her advisor.

**6.** The student must complete the tasks to be determined by his/her advisor regarding the research project within the specified time.

**7.** The student should regularly inform his/her advisor about the status and progress of the course/thesis work.

**8.** The student must abide by the rules of Başkent University and other collaborating institutions on ethical, confidentiality, working principles and security etc.

**9.** The student is responsible for presenting the results of the thesis study at scientific meetings and preparing it for publication, after receiving the recommendation and approval of his/her advisor.

**10.** The student should be prepared for the proficiency/thesis defense exam in accordance with the advisor's recommendations.

**11.** The student is responsible for preparing his thesis in accordance with the thesis writing guide of the institute.

12. The student is responsible for the preparation of the "Student Academic Development File" containing the graduation publication information and presenting it to the "thesis monitoring committee". As a graduation condition in doctoral programs, there must be at least one research article published in peer-reviewed journals within the scope of national and international indexes and/or accepted for publication.

In Master programs, a document must be presented proving that at least one research article has been published and/or accepted for publication in journals within the scope of national and international indexes or the thesis turned into a research article must have been submitted to journals within the scope of national and international indexes for publication. Apart from these minimum conditions, the student must submit any activity to his/her advisor to be added to the file in question.

**Obligations of the Advisor:**

**1.** The Advisor explains his/her expectations from the student. He/She is the person who guides his/her student to reach learning goals. Clarity and honesty are the most important qualities in this relationship.

In this context, the advisor should direct the student to the thesis study, taking into account his/her interests and abilities. The advisor should consider the student's characteristics from the very beginning in the selection of course and thesis topics.

**2.** The advisor should attend the orientation meeting with the student organized by the Institute at the beginning of the semester.

**3.** In order for the student to complete his/her education within the time stipulated in the regulation, the advisor should monitor the course status, introduce the institution and guide the student to his/her new status.

**4.** At the beginning of each semester, the advisor, together with the student, should determine the courses to be taken during the semester and check the course registration forms.

**5.** He/She should inform and guide the student about exchange programs, abroad education opportunities and scholarships.

**6.** The advisor guides and supports the student in the following subjects,

* Choosing suitable courses
* Completion of the compulsory courses and course credit of the program
* Acquiring skills related to the field (laboratory and/or clinical)
* Selecting the thesis project
* Conducting appropriate literature review on the subject
* Defining research questions and purpose
* Designing the research plan
* Collection, analysis and interpretation of research data
* Writing and publishing results
* Guide for the writing of the thesis

**7.** He/She must be a guide for the development of the student's ability to access, produce and evaluate information. He/she must plan the thesis study together with the student and ensure the preparation of the necessary background for the study.

**8.** He/She must ensure that the student submits the thesis proposal to the institute on time, that thesis monitoring committee meetings are held regularly and that their reports are prepared.

**9.** He/She must evaluate the process of the study and the results obtained by regularly meeting with the student. The advisor must establish a regular meeting schedule with the student, at least 3 hours a week.

**10.** He/she must guide the thesis study to be done in high ethical standards and should be a role model with his/her own behavior. In this framework, he/she must guide the student to obtain the permission of the ethics committee/other relevant institutions and convey the results to the relevant committees.

**11.** He/she must guide the student regarding the financial support required for the thesis study and assist in the preparation of project proposals.

**12.** He/she must guide his/her student for the thesis to be published and for the student’s post-graduation career.

**13.** The advisor must encourage the student to participate and contribute to the academic activities (lectures, conferences, scientific meetings, research projects) he/she carries out.

**14.** He/She must provide objective feedback on the academic development of the student at all levels.

**15.** He/She checks that the student's thesis book is kept properly. Responsible for presenting the research and data logbook at TMC meetings.

**16.** The original data of the thesis study should be available to both the advisor and the student. This is valid even if the study has been published. The student should be the first name in the publication produced from the thesis work. The order of other authors should be determined according to their contributions to the thesis. Normally, the advisor is the last (senior) author. If the student does not prepare the thesis study results for publication within one year, the advisor has the right to publish the results, provided that the student's right to be the first name is reserved.

17. In case the thesis advisor changes, the student's right to continue his/her graduate education with the same thesis subject depends on the written permission of the thesis advisor.

18. The student should be the first name in the publication produced from the thesis study, the order of the other authors is determined according to their contributions to the thesis work. Normally, the advisor is the last (senior) author. If the student does not prepare the thesis study results for publication within one year, the advisor has the right to publish the results, provided that the student's right to be the first name is reserved.

Date

Director of Baskent University Institute of Health Sciences :

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Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_