

## GUIDELINES FOR THE PHD QUALIFICATION EXAM PROCESS

	Process	Suggestions for the running of the PhD Qualification Exam based on EMU Regulations for Graduate Studies and Examination on Doctoral Programmes
01	<b>The Phd Qualification Exam Committee</b>  Prof.Dr.Mukaddes Polay Prof.Dr.Kokan Grchev Asst.Prof.Dr.Ceren Boğaç Asst.Prof.Dr.Pınar Uluçay Asst.Prof.Dr.Öznem Şahali	<p>By Law: 21(3) <i>The PhD qualifying exam is organized and run by a PhD qualifying committee consisting of five members appointed upon the recommendation of the department/program chair and the consent of the Institute Directorate. The committee forms exam juries with the purpose of designing, preparing and administering exams in different subject areas.</i></p>
02	<b>Appointing a PhD Qualification Exam Jury</b>	<p>By law: 21(2) <i>PhD students who have completed the seminar and relevant courses register for the qualifying exam during the registration period of the following semester.</i></p> <p>By law: 21 (3)<i>The exam jury consists of five academic staff members<sup>1</sup>, preferably minimum two of whom are from an external institution and one of whom is the thesis supervisor. The thesis supervisor has the right to vote.</i></p> <ul style="list-style-type: none"><li>• The student's supervisor suggests four academic staff members to the PhD Qualification Exam Committee, preferably minimum two of whom are from an external institution within the announced dates.</li><li>• Suggested Exam Jury members should be related to the student's research field (the suggested member should preferably have publication(s) related to the research field of the student).</li><li>• The PhD Qualification Exam Committee submit all the suggested exam jury members to the Department.</li><li>• The Department either approves or rejects the suggested exam members.</li><li>• In case of rejection, the supervisor suggests new members to the PhD Qualification Exam Committee.</li><li>• The PhD Qualification Exam is a 2 stepped process, composed of a written and oral exam. The oral exam is organized upon the successful completion of the written exam.</li><li>• The written and oral exam periods are announced by the Institute of Graduate Studies and Research.</li><li>• The date of the written exam is recommended by the Department and announced accordingly.</li><li>• The date and place of the oral exam is determined by the supervisor upon the successful completion of the written exam and shared with the PhD Qualification Exam Committee.</li><li>• The oral exam dates of the candidates who passed the written part is announced by the Department.</li></ul>

<sup>1</sup> If the student also has a co-supervisor, the supervisor and co-supervisor jointly participate and evaluate the process. Their grades and votes are considered as "one".

03	<b>Submission Requirements</b>	<ul style="list-style-type: none"> <li>• The student is responsible to submit a digital portfolio to the supervisor (which needs to be delivered to the exam members 2 weeks before the oral exam).</li> <li>• The supervisor is responsible for submitting the student's portfolio to the appointed jury members 2 weeks before the oral exam. In case of non-compliance with this rule, the proposed jury members hold the right to withdraw from the jury.</li> <li>• The portfolio contains: <ul style="list-style-type: none"> <li>• CV</li> <li>• Abstract of master thesis</li> <li>• List of the courses which have been completed during the PHD studies (with course outlines)</li> <li>• Achievements (gained skills &amp; competencies) from the courses (max 500 words each)</li> <li>• Supplementary documents from the courses (term papers, presentations etc.)</li> <li>• Publications (if any)</li> <li>• Definition of the main specialization/field area (max 100 words)</li> </ul> </li> <li>• The chair of the exam jury is suggested by the supervisor and declared upon the approval of the exam jury.</li> <li>• The chair of the committee is selected preferably amongst those proposed from outside of the university -if there is any.</li> <li>• The chair has the responsibility to direct the exam process in coordination with the other jury members and the supervisor.</li> <li>• The supervisor has the full responsibility for managing the logistics and submitting reports to the department.</li> </ul>
04	<b>Exam method</b>	<p>By law: <i>21 (1): After the successful completion of the seminar and courses, <b>the PhD qualifying exam measures the students' breadth of knowledge as well as the depth of their understanding in their field and their research capabilities in their PhD studies.</b></i></p> <p>By law: <i>21(5) The examination consists of written and oral parts. Students, who succeed in the written exam, take the oral exam open to audience consisting of faculty members, graduate students, and experts in the respective field.</i></p>
	<b>A. Written</b>	<p>The purpose of the written exam is to evaluate student's' ability to synthesize and communicate in writing the theoretical, conceptual and empirical knowledge based on the field. Accordingly;</p> <ul style="list-style-type: none"> <li>• The written exam is composed of <b>4 questions</b> to evaluate: <ul style="list-style-type: none"> <li>• The student's gained knowledge and skills in <b>theory</b> in a <b>specific field (2 questions- 50%),</b></li> <li>• <b>Research methods (1 question- 25%),</b></li> <li>• <b>Analysis of a specified case studies (1 question- 25%).</b></li> </ul> </li> <li>• Each jury member (4 members) except the supervisor, sends 1 question for <b>theory</b> in a <b>specific field</b>, 1 question for <b>research methods</b> and 1 question for <b>specified case studies</b> to the supervisor within the specified dates.</li> <li>• The supervisor collects all the proposed 12 questions, and</li> </ul>

		<p>selects <b>4 questions</b> with the approval of the jury members for the written exam.</p> <ul style="list-style-type: none"> <li>• The written exam questions have to be submitted to the PhD Qualification Exam Committee 1 week before the announced date of the exam by the department.</li> <li>• The written exam takes place in the pre-announced date and place by the Department.</li> <li>• The PhD Candidate is responsible for being present at the given date and time. In case of no attendance, the candidate must present a significant excuse. A second opportunity is provided upon the approval of the Department and the Institute of Graduate Studies and Research.</li> <li>• Students cannot use any electronic or printed sources during the exam.</li> <li>• The duration of the exam is <b>3 hours</b>. Students can leave the exam room for refreshment.</li> <li>• The answers should be written on <b>given exam papers</b>. Students can use maximum <b>3 pages for each question</b>.</li> </ul>
	<b>B. Oral</b>	<p>By law: <i>21(5) Students, who succeed in the written exam, take the oral exam open to audience consisting of faculty members, graduate students, and experts in the respective field.</i></p> <ul style="list-style-type: none"> <li>• The oral examination get started by the <b>PhD Qualification Exam Jury Chair</b> who leads the process of examining the student.</li> <li>• The oral questions prepared by the exam members should be checked before the exam by the chair of the examining jury to eliminate similar questions.</li> <li>• The oral exam should be composed of <b>minimum 5</b> (including the supervisor) questions and should be targeting to evaluate the knowledge gained during the PhD courses and following the results of the written exam.</li> <li>• <b>15 minutes is given to the PhD Candidate</b> to present his/her background (courses, publications, other academic activities) and knowledge based on the research field.</li> <li>• <b>35 minutes</b> is granted to the exam jury to ask questions.</li> <li>• Total time for oral examination is <b>60 minutes</b>.</li> </ul>
<b>05</b>	<b>Evaluation Process</b>	<p>By law: <i>21(5) The examining jury, by evaluating the performance of the student in written and oral examinations, decides by an absolute majority whether the student is successful (QS) or not (QU).</i></p>
	<b>A. Written</b>	<ul style="list-style-type: none"> <li>• All the appointed jury members are responsible for reading the answers of the written questions (distributed by the supervisor) and submit their grades to the supervisor within the specified dates.</li> <li>• The appointed examining jury individually evaluates each question according to the following criteria: <ul style="list-style-type: none"> <li>• Meeting the English language proficiency requirement &amp; academic writing structure (introduction, main body, and conclusion) (20%).</li> <li>• Insights (Focus, critical thinking, knowledge) (60%).</li> <li>• Referring to the pioneering scholars of the field (20%).</li> </ul> </li> <li>• The grades will be defined according to the student's response towards theory in a specific field, research</li> </ul>

		<p>methods, analysis of a specified case study.</p> <ul style="list-style-type: none"> <li>• Each appointed jury member receives the answers by the supervisor and is responsible for their evaluation within 3 working days.</li> <li>• The jury chair takes the average for each question and calculates the total grade for the written exam.</li> <li>• The jury chair sends the results to the supervisor and simultaneously submitted to the PhD Qualification Exam Committee.</li> <li>• The results of the written exam are announced by the Department qualifying the successful candidate to enter the oral exam.</li> </ul>
	<b>B. Oral</b>	<p>Each question will be evaluated according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Meeting the English language proficiency requirement.</li> <li>• Direct and supported answer to the question.</li> </ul>
<b>06</b>	<b>Final decision</b>	<ul style="list-style-type: none"> <li>• Final grade consisting of the written and oral exam grade, should be submitted to the PhD Qualification Exam Committee at the same day of the oral exam together with all supporting documents (with oral exam questions).</li> <li>• The Committee holds the responsibility to submit the necessary documents to the Department Secretary the same day.</li> </ul>
<b>07</b>	<b>Informing the Student</b>	<ul style="list-style-type: none"> <li>• The Department is responsible of this announcement after taking the final approval the PhD Qualification Exam Committee.</li> <li>• All PhD Candidates are informed of the results latest within three days of the last day of the PhD Qualification Exam Period.</li> </ul>