Candidates get ‘Candidate User Name (Aday Kullanıcı Adı)’ and ‘Candidate (Aday Parolası)’ by using the ‘Candidate (Aday Öğrenci)’ tab in the Information system of the HU-GSHS and login to the information system as ‘Candidate’.

Candidate chooses the program he/she wants to apply. Fills all the required fields in the Information system and uploads all the required documents to the Information system.

- Diploma or Graduation Certificate: According to the pre-requisite of the applied program (MSC or Bachelor) diploma or graduation certificate
- Transcript
- General Test (ALES or equivalent) Result Document
- Foreign Language Certificate
- Copy of the Identification Card
- Photograph

Are the terms of application provided?

NO

Application CANNOT be completed.

YES

Candidate completes the application and takes ‘Candidate Registration and Exam Application Form’.
Candidate **should be** present for the oral exam at the date and time indicated on the ‘Candidate Registration and Exam Application Form’. He/she should present the ‘Candidate Registration and Exam Application Form’ and originals or the certified copies of all the documents uploaded to the system to the Interview Jury.

Is the candidate successful?

- **YES**

  Candidate applies to HU-GSHS Student Affairs at the dates indicated in the Academic Calendar together with the required documents for final registration.

  Are the documents uploaded to the Information system of HU-GSHS are correct?

- **YES**

  Final registration of the candidate is completed.

- **NO**

  Final registration of the candidate IS NOT completed.

- **Evaluation of Oral Exam**
  - Grand Point Average (GPA, 100 grading system) x 20%
  - General Test (ALES or equivalent) Score x 50%
  - Oral Exam Score x 30%

- **Documents required for final registration**
  - Diploma
  - Transcript
  - General Test (ALES or equivalent) Result Document
  - Two Photographs
  - Copy of the Identification Card
  - Foreign Language Certificate
  - For international students in addition to above listed documents; TÖMER certificate, Diploma Equivalence Certificate, Copy of the Passport is also required (If the presented document is not in Turkish, Turkish translation is also necessary).
  - Research assistants should deliver their **Employment Certificates** prepared by their faculties.

- **He/she CANNOT register.**

YOU ARE NOW A STUDENT OF HACETTEPE UNIVERSITY GRADUATE SCHOOL OF HEALTH SCIENCES. WELCOME!!!
DOKTORATE EDUCATION

- The duration of the PhD programs are 4 years (8 semesters), maximum duration is 6 years (12 semesters).
- PhD programs consist of at least 21 credits/240 ECTS, 7 courses, one seminar, preparation for proficiency exam and thesis work.
- Total ECTS of the thesis work is 150.

Appointment of Supervisor
The supervisor of the student is appointed in the beginning of the first semester in accordance with the 'Graduate School of Health Sciences Supervision Regulation' with the suggestion of the departments academic board by the HU-GSHS Board.

Enroll to the HU-GSHS information system by using 'User Name (Kullanıcı Adı)' (it is also your student number) and 'Password (Parola)' via 'Student (Öğrenci)' tab.

Should the student pay fee?

- YES: Student pays the fee.
- NO: Students choose the courses that they determined with their supervisors via HU-GSHS information system, approve and print out 3 program registration receipt. He/she signs the program registration receipt and have them signed by his/her supervisor and the chair of the department. Student delivers one of them to the HU-GSHS Students’ Affairs, one to the Department and keeps one for him/herself.

Is there a need for change during Add/Drop week?

- YES: Student together with his/her supervisor determines the last course list, approves and prints out 3 program registration receipt's. He/she signs the program registration receipt and have them signed by his/her supervisor and the chair of the department. Student delivers one of them to the HU-GSHS Students’ Affairs Office, one to the Department and keeps one for him/herself.
- NO: Course registration process is completed.
I., II. and III. Semester
➢ Student attends theoretical/practical courses (30 ECTS)

Can the student code ‘Preparation for Proficiency Exam’ course at the end of the III. Semester?

IV. Semester
➢ Student codes ‘Preparation for Proficiency Exam’ course (30 ECTS)
➢ Student enters the proficiency exam at the end of the IV. semester

To code ‘Preparation for Proficiency Exam’ course
➢ At the end of the third semester, student should have successfully completed;
  ✓ At least seven courses including compulsory courses of the program, ‘Thesis related research studies I, II, III’ courses and a course on research methods ethics and publication ethics,
  ✓ a seminar, and
  ✓ At least 90 ECTS.

Can the student code ‘Preparation for Proficiency Exam’ course at the end of the VI. Semester?

V. Semester
➢ Student codes ‘Preparation for Proficiency Exam’ course (30 ECTS)
➢ Student enters the proficiency exam at the end of the IV. semester

ATTENTION!!!
Please make sure that you delivered one copy of program registration receipt each semester to the HU-GSHS students’ affairs office during the program registration week.

The registration of the students that does not deliver their receipts is not done for that semester.

If the student could not complete the courses or unsuccessful, he/she codes them in the IV. Semester.
**Thesis Proposal Defense**

- Student makes an oral defense of the thesis proposal to the thesis follow up committee in six months following a successful proficiency exam.
- Student gives written report of his/her proposal (Application for Ethical approval should have been done before) to the members of the thesis follow-up committee 15 days before the oral defense.
- Thesis Follow-up Committee meets every six (6) months and follows the progress of thesis project

**Evaluation of Proficiency Exam**

- **Written exam score** x 60%
  - The score should be at least 70 (seventy) to be admitted to the oral exam
- **Oral Exam Score** x 40%
- **Total score should be at least seventy five** (75, B2)

**Determination of Proficiency Exam Jury**

- **Proficiency Exam Jury** is suggested by the department’s academic board and appointed by the HU-GSHS Board.
  - Jury has five (5) members.
  - Supervisor is the member of the jury
  - At least two (2) of the members should be appointed from other institutions (not from Hacettepe University)

**Thesis Follow-up Committee** is proposed by the department’s academic board and appointed by the HU-GSHS is established in one month following a successful proficiency exam.

- Thesis Follow-up Committee has three members.
- Supervisor is the member of the committee
- At least one of the members should be appointed from other institutions (not from Hacettepe University)
- Student finalizes thesis proposal

**Is the student successful in the proficiency exam?**

- **YES**
  - Evaluation of Proficiency Exam
  - Is the student successful in the second proficiency exam?
    - **YES**
    - Student is unregistered.
    - Determination of Proficiency Exam Jury
    - Thesis Follow-up Committee
    - Evaluation of Proficiency Exam
    - Thesis Proposal Defense
    - Is the proposal accepted by the Thesis Follow-up Committee?
      - **NO**
        - A new supervisor and/or a new thesis subject can be chosen, a new thesis follow-up committee can be established.
        - Students,
          - continuing with their supervisors in three (3) months
          - changing their supervisors and thesis subject in 6 (six) months makes the second thesis proposal defense
  - **NO**
    - Student takes the proficiency exam for the second time in the next semester
To be accepted to the 'Thesis Defense'

- There must be at least three (3) Thesis Follow-up Committee Report
- The student should write the thesis work and the results he/she obtained according to the ‘HU-GSHS Thesis Writing Guide’
- The publication requirements to enter the thesis defense are:
  1. A published/accepted manuscript in SCI, SCI-Expanded, SSCI or AHCI indexed journals where the student is the first author on thesis related subjects.
  2. A published/accepted manuscript in indices accepted by the General Board of the Graduate School for two years on thesis related subjects.
  3. A submitted manuscript to journals in indices accepted by the General Board of the Graduate School for two years on thesis related subjects. The decision regarding submitted manuscript as the third publication is made by the thesis follow-up committee.

  *If the manuscript where the PhD student is the first author is published/accepted in Q1 classified journals, it can be accepted as three publications, if it is in Q2 classified journals, it can be accepted as two publications.
  *If a patent application related to thesis project is proceeded to review stage, this can be regarded as equivalent to one publication.
- Thesis is delivered to the ‘Thesis Assessment Jury’ which is determined by HU-GSHS Board on proposal of the Academic Board of the Department and ‘Originality Delivery Form’ is signed by the jury.

Documents related to Thesis Proposal Defense are sent to HU-GSHS in three (3) days.

Following Semesters

- Student codes ‘Thesis project (30 ECTS)’ each semester
**PhD Thesis Defense**
*(Open to Public)*

**ACCEPTED**

**CORRECTION**

**NOT ACCEPTED**

HU-GSHS is informed about the decision in three days together with the documents signed by the jury.

- **Documents required for graduation**
  - Seven printed thesis
  - ‘Change in the thesis title’ report (if there is any change)
  - Graduation form
  - Thesis work originality report
  - ‘Transient graduation document’ requirement form
  - Copy of identification card
  - Student identification card (original)
  - Documents required by YOK (Thesis data form, CD (pdf))
  - Documents required by H.U. library. (Declaration of publication and ownership copyright, CD (pdf))
  - Thesis and thesis work ‘Originality Delivery Form’
  - Copy of the ‘Thesis approval page’
  - Checklist for thesis preparation
  - ‘HU-GSHS Exit Poll’ declaration page.

**Second PhD Thesis Defense**
*(Open to Public)*

**ACCEPTED**

**NOT ACCEPTED**

HU-GSHS is informed about the decision in three days together with the documents signed by the jury.

- Additional six(6) months are given to the student to make the corrections and re-defense
- Final form of the Thesis corrected according to the suggestions of the jury and approval page is delivered to the HU-GSHS.
- After the control and approval by the HU-GSHS thesis is printed.

The **documents required for graduation** is handed over to HU-GSHS Students Affairs in one month following a successful thesis defense.

**PhD DEGREE**

**CONGRADULATIONS!!!**