

	<b>COMMON FORMS</b>	Document Code	<b>FBE-FR-O2 (EN)</b>	
		First Publishing Date	<b>25.11.2022</b>	
	<b>GRADUATE STUDENT - ADVISOR AGREEMENT</b>	Revision Date / No		<b>0</b>
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**STUDENT'S**

Name/Surname

Student No:

Department

Program

Advisor

Contact Phone :

Advisor Assingment Date :

No :

E-mail Address :

This agreement has been signed between \_\_\_\_\_, who studies \_\_\_\_\_ degree at the Department of \_\_\_\_\_, and \_\_\_\_\_ who has been assigned as the thesis advisor to him/her by the Graduate School of Applied and Natural Sciences Administrative Board in order to fulfill the following responsibilities:

**A - ADVISOR'S RESPONSIBILITIES**

- To explain their expectations from the student, support and encourage the student.
- To help the student with any academic problem they may encounter.
- To guide the student in the development of their ability to reach, produce and evaluate information.
- To schedule and adhere to a regular meeting of at least 2 hours per week with the student. In these meetings, the obligations that the student must fulfill in the graduate education processes, the gains in the courses taken, the progress of the thesis work, and the results should be evaluated.
- To encourage the student to participate and contribute to their own academic activities (lectures, conferences, scientific meetings, research projects).
- To have information about Regulation, Senate Decisions, Directives - Procedures and Principles Regarding Graduate Education to follow the student's education process. The student should be informed about the current legislation and legislative changes related to graduate education. For these processes, the student should be guided to comply with the dates determined and announced in the graduate academic calendar.
- **To guide and support the student about the following issues:**
  - The advisor should determine the courses that the student should take within the period specified in the graduate academic calendar at the beginning of each semester together with the student. The advisor should examine the suitability of the courses for which the student register and complete the student's course registration through the consultancy approval within the announced period.
  - The advisor should inform the student about the must courses of the program and the credit/non-credit course load that must be completed, monitor the registered courses so that the student can complete his/her education in the time prescribed in the regulation, introduce the institution, and guide the student to their new status.
  - The advisor should provide the student with a seminar subject related to the thesis topic during the course period (maximum 4 semesters) and ensure that the presentation is made in accordance with the seminar program announced for the relevant department and that the presentation report is submitted to the Graduate School.
  - The advisor should ensure that they determine the thesis topic with the student and submit it to the Graduate School within the period specified in the academic calendar (until the end of the 2nd semester). They should guide the student by providing necessary support in reviewing the literature suitable for the thesis topic, determining the research hypothesis, purpose and research methods, designing the research plan, collecting, analyzing, and interpreting the research data, and writing the thesis.
  - The advisor should guide the student in the acquisition of skills necessary in the field.
  - The advisor should guide the student to do research and thesis writing according to ethical rules and should be a role model with his/her own behavior in this regard.

Advisor Sign

Student Sign

**Prepared by**

Institute Computing Unit

**Approval**

Institute Manager

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- The advisor should guide the student on how to work effectively in a group as a member of a research team.
- The advisor should inform and guide the student about exchange programs, abroad education opportunities, and education scholarships.
- The advisor should encourage and support the student's participation in appropriate scientific activities. He/she should guide the student to turn the thesis into publication and to pursue a career after graduation.
- To guide student in the process of carrying out the "doctoral comprehensive examination" and preparing the "thesis proposal" in doctoral programs. The advisor should ensure that the student submits the thesis proposal to the Graduate School on time, that the thesis monitoring committee meetings are held regularly, and that their reports are prepared.
- To examine the compatibility of the graduate thesis prepared by the student with the "thesis writing rules", and check that the similarity of the thesis is within the limits determined by the KTU Senate using the similarity analysis software. The advisor should organize the "thesis defense examination jury" for the student who has completed his/her graduate thesis.

## B - STUDENT'S RESPONSIBILITIES

- To have information about the regulations, senate decisions, directives, procedures, and principles related to graduate education, and regularly check the current legislation and legislative changes related to graduate education on the Graduate School's website in order to follow the Graduate Education process.
- To be aware of the requirements of the program he/she studies and fulfill them in a timely manner.
- To schedule and adhere to regular meetings with the advisor.
- To be responsible for the selection of must/elective courses together with the advisor, the completion of the credit load, planning of the seminar, review of the literature suitable for the thesis topic, determination of the research hypothesis, determination of the research methods, analysis and interpretation of the research data, writing and publication of the thesis.
- All applications and transactions related to graduate processes must be carried out in accordance with the dates specified in the academic calendar.
- To take responsibility for their own work and complete the tasks set by their advisor on time in accordance with the work plan.
- To inform their advisor regularly about the status and progress of the course/thesis studies.
- To give a copy of all the data of their thesis work to their advisor. These data should be retained even if the study is published.
- To abide by the rules about ethics, confidentiality, working principles, and security of Karadeniz Technical University and other collaborating institutions.
- To receive the advisor's recommendation and approval in order to present the results of the thesis study in scientific meetings and prepare it for publication.
- To meet the criteria specified in the "publishing criterion for thesis submission" accepted and put into practice by the KTU Senate before the thesis submission and declare the necessary evidence at the thesis submission stage.
- To do research and thesis writing in accordance with ethical rules.
- To prepare their thesis in accordance with the "thesis writing guide" of the Graduate School.

## C - RIGHT OF PUBLISHING

- In all papers (posters, orals, etc.) and publications produced from the thesis studies, the names of the student and the advisor should be included together. The name order of the advisor, student and, if any, other authors is determined according to their contribution to the study.

Advisor Sign

Student Sign

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- If the student does not prepare the thesis study for publication within one year after graduation, the advisor has the right to publish the study, provided that they comply with the above-mentioned contribution. Likewise, if the advisor does not contribute to the publication preparation process within one year after graduation, the student can publish the results produced from the thesis by including their advisor and other contributors.

#### D- IMPLEMENTATION

- **This agreement is sent to the Graduate School through EBYS (Electronic Document Management System) by the department, with all pages initialed and the relevant parts signed by the parties, within 15 days at the latest after the advisor is assigned by the Graduate School Administrative Board. 3 original signed copies of this agreement are prepared to be kept by the department, the advisor, and the student.** The copy is kept by the department until the student graduates. Forms without an original signature are not accepted. After the agreement reaches the Graduate School, advisor-student matching is made by the Graduate School over BYS (Information Management System). If this form is not sent to the Graduate School within 15 days, the decision to assign an advisor is canceled by the Graduate School Administrative Board. In this case, the student restarts the processes in the graduate regulations for the assignment of a new advisor.
- In case of a change of advisor with the decision of the Graduate School Administrative Board, the agreement made with the old advisor automatically becomes invalid as of the date when a new advisor is assigned to the student. This agreement is rearranged and processed between the newly assigned advisor and the student, in accordance with the above-mentioned procedure, in case of the advisor change.

	<b>I have read, understood and agreed to the advisor's responsibilities set forth above..</b>
<b>Date:</b>	/ /
Signature	
<b>Advisor</b>	

	<b>I have read, understood and agreed to the student's responsibilities set forth above.</b>
<b>Date:</b>	/ /
Signature	
<b>Student</b>	

\* This agreement was accepted at the KTU Senate meeting dated 02.08.2022 and numbered 331 and entered into force.

<b>Prepared by</b> _____ Institute Computing Unit	<b>Approval</b> _____ Institute Manager
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