

NEAR EAST UNIVERSITY
Graduate Studies: FORMS AND PROCEDURES

- **Step 1: Graduate Student Registration Form (NEU-GS/001)**
 - When: During the application process
 - Who: The student
 - Process:
 - The student fills the form in and submits it to the Head of the Department/the departmental coordinator with all the relevant documents to be considered. The Head of the Department, after consulting the dean where necessary, informs the relevant Graduate School of his/her remarks via this form.
 - If the decision is positive, then the student takes the form to the relevant Graduate School. Once the approval of the Graduate School is also obtained, the student submits this form to the Registrar's Office/International Office to complete the registration process.
 - Once the student is registered and is given a student number, he/she applies to the department/coordination office for an academic advisor to be appointed for him/her.
 - Copies of all the documents used during the application process are kept by the academic advisor in individual files for students.
- **Step 2: Plagiarism and Publication Contracts (NEU-GS/002a and NEU-GS/002b)**
 - When: At the beginning of the **first** semester, during registration process for the courses
 - Who: The academic advisor and the graduate student
 - Process:
 - The forms are provided by the academic advisors, signed by the student and returned to the academic advisor to be kept in the student's file until graduation.
 - Both MA and PhD students are to sign the Plagiarism Contract (NEU-GS/002a).
 - PhD students are also to sign the Publication Contract (NEU-GS/002b).
- **Step 3: Thesis Proposal Submission Form (NEU-GS/003)**
 - When: Following registration, the form should be submitted to the department before the thesis proposal meetings. These meetings are to be held **latest** by the end of the first semester.
 - Who: The graduate student
 - Process:
 - The student prepares a thesis proposal based on the courses he/she has taken during the first semester and submits it to the department/coordination unit.
 - The Head of the Department/the coordinator makes the necessary arrangements for the proposal meetings to be held and short interviews are held with each student regarding their research proposal.
 - Following these meetings, the Head of the Department makes suggestions to the relevant Graduate School using NEU-GS/004 – Supervisor Appointment Form, regarding the appropriate thesis supervisor for each proposed project, also considering the supervisory preferences made by the student on the proposal submission form.
- **Step 3a: Academic Meeting Minutes and Decision Form (NEU-GS/00A)**
 - When: Right before the thesis proposal meetings, filled in separately for each student.
 - Who: The academic advisor

- Process:
 - Notes and remarks related to the proposal meetings should be made on the forms, which should be filled in separately for each student.
 - At the end of the meeting, the jury members sign the form and it is sent to the relevant Graduate School for approval.
- **Step 4: Thesis Supervisor Appointment Form(NEU-GS/004)**
 - When: Latest by the end of the first semester, following the proposal meetings.
 - Who: Academic advisors
 - Process:
 - Following the thesis proposal meetings, the departmental committee suggests at least one supervisor for each student. The academic advisor fills in one form for each student accordingly and signs them.
 - Once the form is filled in and signed by the academic advisor(s), it is signed by the suggested supervisor(s). Then, it is approved first by the Head of the Department and then sent to the relevant Graduate School for approval.
 - Students are informed about the decisions regarding their supervisors by the academic advisor(s).
- **Step 5: Ethical Approval Application Form(NEU-GS/00E)**
 - When: Before the beginning of the thesis
 - Who: The student together with his/her supervisor
 - Process:
 - The form can be obtained online via <http://etikkurul.neu.edu.tr>
 - The student is responsible for observing all the ethical considerations highlighted by his/her Graduate School.
 - It should be filled in and submitted to the Ethics Committee via e-mail (baek@neu.edu.tr)
 - Depending on the outcome, the form may need to be re-submitted after corrections, until approval for the study is obtained.
 - Data collection cannot start before ethical clearance is obtained.
- **Step 6: Qualification Exam Application Form (PhD only) (NEU-GS/006)**
 - When: Once the student completes all the taught courses, including the Seminar, before he/she begins the thesis.
 - Who: The thesis supervisor
 - Process:
 - The jury members for the PhD qualification exam need to be identified by the supervisor in collaboration with the Head of the Department/the coordinator.
 - In this process, the supervisor may need to contact the external examiners to check for their availability.
 - The form needs to be submitted to the Head of the Department/coordinator for approval. Then, it is forwarded to the relevant Graduate School by the department for approval.
- **Step 6a: Academic Meeting Minutes and Decision Form (NEU-GS/00A)**
 - When: On the day of the PhD qualification exam meeting
 - Who: Thesis supervisor advisor and the jury members
 - Process:

- The thesis supervisor prepares the form and makes it ready for the jury members to sign and mark their decision.
- The form is then forwarded to the Graduate School by the department for approval.
- **Step 7: Thesis Registration Form (NEU-GS/007)**
 - When: Before the student registers for the thesis for the first time
 - Who: The student (guided by his/her supervisor and academic advisor)
 - Process:
 - The student takes the form first to the Registrar's Office/International Office to be approved and then returns the signed form to the department.
 - The Head of the Department/the coordinator approves the form and forwards it to the relevant Graduate School for approval.
 - The student can only register for the thesis if this form is approved by the Graduate School.
- **Step 8: Student Self-Assessment Form for Thesis Monitoring Meetings (PhD only) (NEU-GS/008)**
 - When: At least 2 weeks before the thesis monitoring meeting
 - Who: The student (notified by his/her thesis supervisor)
 - Process:
 - The student is notified by the thesis supervisor at least three weeks before the proposed thesis monitoring meeting and informs the student about the form.
 - The student fills in the form and submits it to the supervisor.
 - The form is forwarded to the proposed committee members by the thesis supervisor.
 - During the meeting, issues raised in the form by the student are discussed.
- **Step 9: PhD Thesis Monitoring Committee Jury Appointment Form (PhD only) (NEU-GS/009)**
 - When: The form should be completed with all the stamps and sent to the relevant Graduate School **at least a week before** the meetings take place.
 - Who: The thesis supervisor and the student
 - Process:
 - The student should be notified by their thesis supervisor to obtain the form and it should be taken to the Registrar's Office/International Office for approval first.
 - Then the form is returned to the academic advisor who will fill in the jury members.
 - The form is then submitted to the Head of the Department/coordinator for approval and then forwarded to the relevant Graduate School by the department for approval.
- **Step 9a: Academic Meeting Minutes and Decision Form (NEU-GS/00A)**
 - When: Twice every year (once between 1st January until 30th June and the second one between 1st July until 31st December) for students who are writing their PhD theses. The form should be ready during the meeting.
 - Who: The thesis supervisor and the jury members
 - Process:
 - The thesis supervisor prepares the form and makes it ready for the jury members to sign and mark their decision.
 - The form is then forwarded to the relevant Graduate School for approval by the department.
- **Step 10: Jury Appointment Form for Defence (NEU-GS/010)**

- When: The form should be completed and forwarded to the relevant Graduate School **at least a month before the intended thesis jury date**. This is the time when the jury members should receive a copy of the thesis to be evaluated.
- Who: The supervisor should collaborate with the Head of the Department/coordinator in deciding on the jury members.
- Process:
 - The student should be notified by the thesis supervisor to obtain the form from and then take it to the Registrar's Office/International Office for approval.
 - Once the form is approved, it should be returned to the supervisor to be filled in and submitted to the Head of the Department/coordinator for approval.
 - The approved form is then forwarded to the relevant Graduate School by the department for approval.
- **Step 11: Thesis Evaluation Form (NEU-GS/011)**
 - When: While the thesis is evaluated by the jury members
 - Who: Jury members
 - Process:
 - The thesis supervisor forwards a copy for the form to the jury members together with a copy of the thesis to be evaluated. The jury members use this form to evaluate the thesis. They can also attach any extra notes/comments to the form.
 - The form should be submitted to the Head of the Department/coordinator **latest** on the day of the jury.
 - All the evaluation forms, together with the decision form following the jury, are sent to the relevant Graduate School for approval upon the completion of the defence.
- **Step 11a: Academic Meeting Minutes and Decision Form (NEU-GS/00A)**
 - When: On the day of the thesis defense
 - Who: The thesis supervisor and the jury members
 - Process:
 - The thesis supervisor prepares the form and makes it ready for the jury members to sign and mark their decision.
 - The form is then forwarded to the relevant Graduate School by the department for approval.
- **Step 12: Thesis Submission Form (NEU-GS/012)**
 - When: When the thesis is completed, bound and ready for submission
 - Who: The graduate student
 - Process:
 - The supervisor should notify the student to fill in the form when the thesis is bound.
 - The form should be filled in before the thesis is to be submitted to the library.
 - A copy of the form (stamped by the library staff) should be returned to the department so that the student can be cleared on the system as a graduate.

Other Forms:

- NEU-GS/004a: Supervisor Change Form
- NEU-GS/009a: Thesis Monitoring Committee Jury Member Change Form
- NEU-GS/013: Thesis-Non-thesis Program Transfer Form