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**PhD THESIS MONITORING COMMITTEE MEETING MINUTE**

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| --- | --- | --- | --- |
| STUDENT’S | | | |
| Name & Surname |  | | |
| Number |  | | |
| ORCID\* |  | | |
| Department |  | | |
| Degree Program |  | | |
| Thesis Title |  | | |
| Meeting Period | **🞏** January-June **🞏** July-December | | |
| Number of Meetings | **🞏** 1 **🞏** 2 **🞏** 3 **🞏** 4 **🞏** 5 **🞏** 6 **🞏** 7 **🞏** 8 | | |
| Meeting Date: | | Time: | Place: |
| Recording link: | | | |

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| **EVALUATION\*\*** | | | |
| Considering the report submitted and the presentation made by the student at the thesis-monitoring meeting, the monitoring of the student’s thesis has been conducted based on the following criteria. | | | |
| Studies completed by the date of meeting | **🞏** Satisfactory | | **🞏** Unsatisfactory |
| Study plan for the next period | **🞏** Satisfactory | | **🞏** Unsatisfactory |
| **DECISION** | | | |
| The monitoring meeting concluded  🞐 UNANIMOUSLY 🞐 BY A MAJORITY VOTE  that the student’s progress in dissertation has been:  🞐 SUCCESSFUL (P) 🞐 UNSUCCESSFUL (NP) | | | |
| 1. Committee Member’s Title Name & Surname:   Date & Signature:  **🞏** Successful (P) **🞏** Unsuccessful (NP) | | | |
| 1. Committee Member’s Title Name & Surname:   Date & Signature:  **🞏** Successful (P) **🞏** Unsuccessful (NP) | |  | |
| 1. Committee Member’s Title Name & Surname:   Date & Signature:  **🞏** Successful (P) **🞏** Unsuccessful (NP) | |  | |
| **🞏** Exam was not held as the jury could not meet.\*\*\*  **🞏** The student was not present for the exam.\*\*\*\* | | | |

*\*ORCID (Open Researcher and Contributor ID) is received from* [*https://orcid.org/*](https://orcid.org/)

\*\* *Students are required to submit written reports which covers a summary of their thesis progress and a study plan for the next period at least 1 month before the meeting, and presents them orally during the meeting.*

\*\*\* *If the exam cannot be held as the jury was not able to meet, a new date is set for the exam.*

\*\*\*\* *In cases when the student is not present for the exam, the student’s excuse form is assessed by the Administrative Board of the Graduate School. If the student does not have any valid excuse, s/he is dismissed with a decision made by the Administrative Board of the Graduate School. When the student’s excuse is deemed valid, a new date is set for meeting.*

\*\*\*\*\* *In order for this student to defend his/her thesis, at least 3 monitoring meetings are required to be held following the approval of thesis proposal.*

\*\*\*\*\* *Those students, who have been evaluated by the committee as unsuccessful for two consecutive times or three times in total, are dismissed from the relevant degree program.*