*The Electronic Copy of this form should be filled in, and the Department should submit the Printed Copy of the completed form to the Institute of Graduate Studies and Research (IGSR) at least 15 days before the written examination date. Incomplete forms will be returned to the Department. Upon receipt of the form, the Institute of Graduate Studies and Research will finalize the application.*

*The PhD qualification exam aims at measuring the student’s knowledge, ability and research capability on fundamental subjects as well as in his/her research area. The exam consists of two parts; namely written and oral. During the registration period, the student is informed on the content of the exam and the program specific PhD Qualification exam implementation procedures. The exam should measure the student’s knowledge level as well as his/her synthesis and analysis abilities and research skills.*

**Part I. Student Information [To be completed by the Supervisor and signed by the Student]**

I, hereby, apply for authorization from the Department Chair to schedule my Ph.D. Qualifying Examination. I certify that I have completed my Doctoral coursework successfully, and I am ready to take the exam on the dates proposed below. I am aware of the contents of the exam, as well as the implementation procedures.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

 | Student's Name  |  |
| Department |  |
| Number of Satisfactorily Completed Courses with Grades "B" or above |  | Date of Coursework Completion |  | CGPA (At least 3.00) |  | Date of Ph.D. Qualifying Exam, if any attempt before |  |
| Number of Courses Left with Grades below "B", if any |  | Preliminary Dissertation Title |  |
| Field of Study |  | Signature |  | Date |  |

**Part II. Examination Schedule Proposed by the Department Chair**

I verify that the student whose name is given above has completed his/her Doctoral coursework successfully, and I recommend that the Ph.D. Qualifying Examination be scheduled at the proposed date and time.

|  |
| --- |
| **Proposed Examination Schedule** |
| Written Exam | Date |  | Time |  | Building |  | Room No. |  |
| Oral Exam | Date |  | Time |  | Building |  | Room No. |  |

**Part III. PhD Qualifying Examination Committee Proposed by the Department Chair**

The Graduate Studies Committee may act as the PhD Qualifying Exam Committee when a common written examination will be offered to all candidates.

|  |
| --- |
| **Ph.D. Qualifying Exam Committee** |
|  | Academic Title and Name | Department |
| Member 1  |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4  |  |  |
| Member 5 |  |  |

**Part IV. Written Exam Juries Proposed by the PhD Qualifying Exam Committee\*(if any)**

|  |
| --- |
| **Proposed Examining Jury for Written Exam Part 1 \*\*** |
| Examination subject: |  |
|  | Academic Title and Name | Department |
| Member 1  |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4 |  |  |
| Member 5 |  |  |

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| --- |
| **Proposed Examining Jury for Written Exam Part 2 \*\*** |
| Examination subject: |  |
|  | Academic Title and Name | Department |
| Member 1  |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4 |  |  |
| Member 5 |  |  |

|  |
| --- |
| **Proposed Examining Jury for Written Exam Part 3 \*\*** |
| Examination subject: |  |
|  | Academic Title and Name | Department |
| Member 1  |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4 |  |  |
| Member 5 |  |  |

**Part V. Oral Exam Jury Proposed by the PhD Qualifying Exam Committee\***

|  |  |
| --- | --- |
| Oral Exam Subject(s) |  |
| **Proposed Examining Jury for the Oral Part** |
|  | Academic Title and Name | Department |
| Member 1  |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4  |  |  |
| Member 5 |  |  |

**Part VI. Approvals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department ChairTitle and Name |  | Signature |  | Date |  |
| IGSR DirectorTitle and Name | Prof. Dr. Ali Hakan Ulusoy | Signature |  | Date Received |  |
| Notes |  | SystemCheck | [ ]  |

\* *Please attach additional paper if the written exam contains more than three parts.*

\*\* *The jury should include five faculty members (Assistant Professors, Associate Professors, and Professors). Once each jury member has been notified, this form signifies the approval of the proposed exam date and time. It also commits each member of the jury to be present at the proposed exam date and time.*