*In the case of a thesis supervisor not being specified to a student, an academic advisor is appointed by the use of this form. The Academic Advisor is responsible for providing the student with guidance in connection with course registration and other academic matters. The Graduate Student Academic Advisor is in charge until a thesis supervisor is appointed. For the appointment/change of a thesis supervisor/co-supervisor please use the relevant forms available on IGSR web page. (Thesis Supervisor Appointment and/or Thesis Proposal Form, Thesis/Dissertation Title/Supervisor/Co-supervisor Change Form).*

**Part I. Student [To be completed by the Academic Advisor]**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | | Student's Name |  | | | |
| Program Type | | | Academic Year and Semester | | | | |
| Master's | | Ph.D. | Academic Year | 20y y y y - 20y y y y | Semester | Fall | Spring |
| Department |  | | Signature |  | Date |  | |

**Part II. Academic Advisor**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Advisor’s Name |  | Title | Instructor | Asst. Prof. Dr. | | Assoc. Prof. Dr. | | Prof. Dr. |
| Department |  | Signature |  | | Date | |  | |

**Part III. Approval of the Department Chair**

The mentioned member of the department has been appointed as the advisor for the student whose name is given above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department Chair  Title and Name |  | Signature |  | Date |  |

**Part IV. Approval of the Institute of Graduate Studies**

The department should inform the Institute of Graduate Studies and Research by sending the approved form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IGSR Director  Title and Name | Prof. Dr. Ali Hakan Ulusoy | Signature |  | Date Received |  |
| Notes |  | | | System Check |  |