

## Ph.D. Qualifier Examinations Policies and Procedures

### Biomedical Sciences and Engineering Program

I. Students for the Ph.D. degree from the Biomedical Sciences and Engineering Program must attend their qualifier examination by their fifth semester at Koç University if they have a master of science degree or seventh semester if they have only a bachelor of science degree. Students are strongly encouraged to take the qualifying examination immediately following completing their courses.

II. Ph.D. students will, as per Turkish Council of Higher Education guidelines, be provided with a written and oral examination, both of which must be passed in order to continue within the program.

III. The examinations will test the depth and breadth of knowledge of each candidate, along with their aptitude for analytical thinking.

IV. The specific format of the written and oral examinations is decided by the faculty of the Biomedical Sciences and Engineering Program.

V. The student cannot enter the exam unless the course requirement is met. The written exam will be based on the 3 graduate level courses taken by the student. The courses must have at least 1 exam (midterm and/or final exam). Independent Study courses (PROGRAM 599, 598 and 699) cannot be chosen. The student and his/her advisor together will choose these particular courses and will notify the examination committee 1 month before the written exam. Exam questions will be collected from and graded by the faculty who teaches these 3 graduate level courses. The written exam will take 3 hours, where 1 hour will be used for each course and will be occurring as a face-to-face exam, taken by all of the PhD candidates in the same room within the same time period.

VI. In order to pass the written examination students have to take an average 60% grade. Students who pass the written exam will be able to take the oral examination.

VII. The examination committee will form subcommittees for each PhD candidate's exam evaluations. **As per Turkish Council of Higher Education guidelines, this subcommittee (board) will consist of five faculties, which will include the candidate's advisor, and two outside examiners from other universities.** These subcommittees should be selected and finalized at least 10 days before the written exam date.

VIII. The oral part of the examination will proceed as follows. Three working days before the oral examination, the Ph.D. candidate must email a one-page description of their thesis aims to all examination subcommittee members. The student will be asked questions based on the fundamentals of his/her research description.

IX. All five faculties of the oral examination subcommittee must be present in the examination room.

X. Each jury member will question the candidate with no interruption from any other faculty member, and all faculty members of the board will remain in the room to observe questioning by the other faculty members. The oral exam will take 1-1.5 hours.

XI. All examinations, without exception, will take place in the English language. Following questioning by each individual faculty, 15 minutes of free discussion and follow-up questioning will commence. Finally, the candidate will leave the room, and the board will

decide by majority decision whether the student has passed their qualifier examination.

XII. Once a student passes the Ph.D. qualification examination, a thesis committee must be assigned within 1 month. and the student must defend a thesis proposal within 6 months. More details will be provided to those students who pass the qualifier exam.

XIII. Students who fail at their first attempts are given another exam on the part/parts in which they failed in the next semester.

XIV. Exams are given twice a year, once in every semester.