

# IZMIR INSTITUTE OF TECHNOLOGY

## CODE OF GOOD PRACTICE IN SUPERVISION

Izmir Institute of Technology (IZTECH) places a significant focus on research and innovation. It has several research centers and laboratories where faculty and students conduct innovative research in various disciplines. Effective supervision plays a crucial role in promoting students' academic and professional growth in IZTECH. It serves as a guiding force in shaping their research projects, fostering critical thinking, and enhancing their overall learning experience. This document outlines some essential good practices in supervision at IZTECH that can help establish a positive and productive supervisory relationship. By adopting these good practices in supervision, supervisors can create an environment conducive to student growth, academic excellence, and professional development. Effective supervision nurtures the next generation of scholars, empowering them to succeed in their academic pursuits and future careers.

### **Definitions:**

Academic Regulations: Academic regulations refer to the rules and policies designed by the Council of Higher Education of Türkiye that govern academic activities and conduct within universities.

Academic Supervisor: A supervisor, or a research supervisor or thesis advisor, is a faculty member or experienced researcher who guides and supports students pursuing advanced degrees such as a master's or doctoral degree. The role of an academic supervisor is crucial in ensuring the successful completion of a student's research or thesis project.

Researcher: Professionals engaged in the conception or creation of new knowledge, products, processes, methods, and systems in the management of the projects concerned.

R1 researcher: First Stage Researcher (up to the point of PhD degree such as Ph.D. students).

R2 researcher: Recognised Researcher (PhD holders or equivalent who are not yet fully independent such as Postdocs and Assistant Professors).

R3 researcher: Established Researcher (researchers who have developed a level of independence such as Associate Professors).

R4 researcher: Leading Researcher (researchers leading their research area or field such as Professors).

Institution: Defines Izmir Institute of Technology with all its branches, such as faculties (Science, Architecture, Engineering), Graduate school, Student Affairs, and Rectorship.

## **Responsibilities of a Supervisor:**

All R2 to R4 level researchers at IZTECH are potential supervisors of R1 level graduate students. The supervisor's expertise and support significantly contribute to the student's academic and research success. Students must establish a good working relationship with their academic supervisor, communicate effectively, and seek clarification when needed. The following items are considered primary responsibilities of a supervisor:

1. Guidance in Research Topic Selection: An academic supervisor helps students select a suitable research topic based on their interests, expertise, and the availability of resources. They provide advice on the feasibility and relevance of the chosen topic.
2. Developing a Research Plan: The supervisor assists the student in creating a detailed research plan, outlining the objectives, methodology, and timeline for the project. They offer insights into research design and methodology, ensuring students follow a logical and systematic approach.
3. Guidance on Course Selection: The supervisor guides the student in selecting compulsory/elective courses and completing all required courses and credits.
4. Providing Research Resources: The supervisor helps the student access relevant literature, databases, research materials, and equipment necessary for research. The supervisor may also introduce the student to other experts or research groups in the same field.
5. Regular Meetings and Feedback: Academic supervisors schedule regular meetings with their students to discuss progress, address challenges, and provide feedback on research work. They offer suggestions for improvement, identify potential issues, and help students stay on track.
6. Mentorship and Professional Development: The supervisor serves as a mentor, guiding students in their personal and professional development. They may offer advice on building networks, attending conferences, publishing research papers, and pursuing further academic or career opportunities. A supervisor maintains supervisor-student confidentiality as needed.
7. Ethical Considerations: The supervisor ensures research integrity and ethical conduct. The supervisor guides the student in adhering to ethical guidelines and standards in research, including obtaining necessary approvals and permissions.
8. Regulations: The supervisor proposes the thesis monitoring committee to the Graduate School and, once approved, guides the student to present the thesis proposal on time before the committee and, if found successful on the proposal, then conducts the thesis

monitoring committee meetings regularly. The supervisor proposes the thesis defense jury for the student to the Graduate School and then oversees the student to take the thesis defense exam on time. The advisor informs the student about the regulations.

9. Final Evaluation and Assessment: The academic supervisor evaluates the student's progress throughout the research project and provides input during the write-up phase. The supervisor reviews drafts of the thesis or research paper, offers suggestions for improvement, and assesses the final submission.

## **Responsibilities of a Graduate Student**

The graduate student at IZTECH (R1 level researcher) is expected to have a primary focus on research and will have responsibilities that are aligned with academic and research pursuits. The following items are considered primary responsibilities of a graduate student:

1. Coursework: Graduate students are usually required to complete a set of coursework relevant to their field of study. This may include both core and elective courses. The student is responsible for attending classes, completing assignments, and actively participating in discussions.
2. Regulations: Graduate students must be aware of the regulations and comply with them during their education.
3. Research: The primary responsibility of an R1 level graduate student in a research-focused university is to engage in research activities and to comply with the research timetables. This involves identifying a research topic or project, conducting experiments or data analysis, and documenting research findings. The graduate student works closely with the supervisor and other members of the research group. The graduate student should not work on any project that is not related to the thesis or collaborate with other researchers without the consent of the supervisor.
4. Literature Review: The graduate student is expected to review existing literature in the pertinent field of study. This involves reading scientific papers, books, and other relevant sources to comprehensively understand the research landscape and identify gaps or areas for further exploration.
5. Publications: The graduate student is expected to publish the findings of the research in renowned conferences and high-impact factor scientific journals with the consent of the supervisor. The graduate student should not use or publish information related to thesis work with other researchers without the consent of the supervisor. Graduate students should abide by the supervisor's research direction and hypotheses decisions.

6. Attitude: Graduate students are expected to have a high level of commitment and positive response to advice and guidance, establish a good working relationship with their academic supervisor, maintain effective communication, and seek clarification when needed.
7. Collaboration and Networking: Collaborating with other researchers within IZTECH and other institutions is an essential part of the research process. The graduate student is expected to actively participate in research group meetings, seminars, and workshops and establish professional connections with other experts in their respective research fields.
8. Ethical Conduct: Graduate students are expected to adhere to IZTECH's Code of Ethics and Code of Good Practice in Research. This includes conducting research with integrity, ensuring participant confidentiality, obtaining necessary approvals for using human or animal subjects in research, and properly attributing the work of others through citations and references.
9. Time Management and Self-Motivation: Graduate studies require self-discipline and practical time management skills. The graduate student must establish a balance between coursework, research, and other responsibilities. Setting goals, prioritizing tasks, and maintaining a consistent work schedule is essential to stay on track.
10. Proposal and Thesis Writing: Graduate students often need to write research proposals and a thesis or dissertation. The student will be responsible for formulating a research proposal, presenting it to the research committee for approval, and then conducting the research outlined in the proposal. Finally, the graduate student will write and defend the thesis or dissertation based on their research findings.
11. Teaching and Mentoring: Some graduate students such as teaching assistants may have teaching or mentoring responsibilities for undergraduate courses or supervising undergraduate research projects. This involves assisting with class instruction, grading assignments, guiding students, and conducting office hours.
12. Presentations and Conferences: Graduate students are encouraged to present their research findings at conferences, seminars, or symposiums. The student may be responsible for preparing presentations, posters, or talks to communicate the research to a wider audience effectively.

### **Responsibilities of Researchers:**

All R1 to R4 level researchers at IZTECH are responsible for conducting innovative research, contributing to the scientific community, advancing knowledge in their corresponding fields and

adhering to IZTECH's Code of Good Research Practices. The following are some key responsibilities:

1. Research Conduct: The primary responsibility of any level researcher at IZTECH is to conduct original research in their areas of expertise. This involves designing experiments, collecting and analyzing data, interpreting results, and drawing conclusions. They are also encouraged to be involved in interdisciplinary collaborations and to seek external funding for research projects.
2. Publication and Dissemination: Publishing your research findings in reputable peer-reviewed journals is crucial for sharing knowledge with the scientific community. Researchers at all levels are expected to write research papers and communicate their work effectively through presentations at conferences and seminars.
3. Grant Writing: To support research activities and secure funding, researchers at all levels are responsible for writing grant proposals. This involves identifying funding opportunities, developing research project proposals, and justifying their research's significance and potential impact.
4. Mentoring and Supervision: Depending on the level and experience of the researcher, an IZTECH researcher may mentor and supervise graduate students, postdoctoral researchers, and research assistants. Essential aspects of this responsibility are: guiding and supporting research endeavors, providing feedback, and helping to develop skills.
5. Collaboration and Networking: Collaborating with colleagues within and outside IZTECH is crucial for advancing research. Engaging in collaborative projects, sharing expertise, and participating in research networks and consortia can lead to fruitful partnerships and enhance the impact of the work conducted at IZTECH.
6. Academic Service Activities: Active participation in academic service activities is often expected from all levels of researchers at IZTECH. This includes serving on departmental or university committees, participating in peer-review processes for journals and conferences, and providing expertise or guidance in corresponding fields of research.
7. Professional Development: Staying up-to-date with the relevant field's latest developments and trends is essential for all levels of researchers at IZTECH. Attending conferences, workshops, training sessions, and participating in lifelong learning and skill development activities will help IZTECH researchers improve and flourish in their corresponding areas of research.
8. Attending and Presenting at Conferences: Disseminating research through conference presentations are encouraged to share the work conducted at IZTECH with the academic community, receive feedback, and establish collaborations. Researchers from all levels

are expected to present at national and international conferences within their areas of expertise.

9. Knowledge Dissemination: Beyond traditional academic publishing, R2 to R4 level researchers at IZTECH are expected to engage in knowledge dissemination activities, such as writing book chapters, delivering invited lectures, or contributing to public forums to share your research with a broader audience.
10. Participating in Academic Events: Attending and presenting at conferences, seminars, and workshops is important for staying updated with the latest research trends and networking with other researchers. It also provides opportunities to display your research and receive feedback from the scientific community.
11. Contributing to IZTECH's Research Culture: Actively participating in departmental or university-level research committees, sharing research expertise, and contributing to the research community within the university are important for fostering a vibrant research culture for all level researchers at IZTECH.

## **Responsibilities of the Institution**

IZTECH follows academic regulations to ensure fairness, integrity, and consistency in the academic environment. Academic regulations refer to the rules and policies that govern academic activities at IZTECH. The following are some key responsibilities of the Institution:

1. To issue regulations for the organization of educational activities of R1 level researchers

Admissions: Regulations related to the admission process, including eligibility criteria, application requirements, deadlines, and procedures for evaluating and accepting students.

Registration and Enrollment: Rules regarding course registration, adding or dropping courses, maximum and minimum credit loads, prerequisites, and restrictions on enrollment.

2. To provide information and guidance on university regulations for R1 level researchers

Curriculum and Degree Requirements: Requirements for completing academic programs, including the number of credits or courses needed, mandatory and elective courses, general education requirements, and any specific program requirements.

Grading and Evaluation: Policies on grading systems, criteria for assessing student performance, grade point average (GPA) calculations, using honors or distinction designations, and procedures for appealing grades.

Attendance and Participation: Expectations for attendance, participation, and engagement in classes, labs, seminars, and other academic activities.

Leave of Absence: Guidelines for taking a temporary study break.

Transfer of Credits: Procedures for evaluating and accepting transfer credits from other educational institutions.

3. To provide guidelines for supervising students, researchers, and faculty members for R2 to R4 level researchers

Academic Standing: Standards for maintaining satisfactory academic progress, including minimum GPA requirements, probation, suspension, and dismissal policies.

Academic Integrity: Regulations regarding plagiarism, cheating, academic misconduct, and disciplinary actions associated with violations.

4. To provide basic infrastructure for research for all level researchers

5. To ensure the physical and psychological well-being of the university community

Academic Support Services: Policies regarding tutoring, academic advising, counseling, and other support services offered to all level researchers.