








No	Activity	PIC			Standard Quality			Description
		Student	Academic Administration Team	Head of Study Program/ Academic Coordinator	Requirements	Time	Output	
1	Students ask the administration staff for the Dissertation Eligibility Exam approval sheet				Research Result Seminar revision sheet and revised manuscript		Final Dissertation	Students show the Research Results Seminar revision sheet, proof of payment of tuition fees, collect Loog Book
2	Administration staff makes a Dissertation Eligibility Exam approval form				Dissertation Eligibility Exam approval form	1 day		
3	Scheduling Exams To the team of supervisors and examiners				Dissertation Eligibility Exam approval form			Students request the scheduling of the Dissertation Eligibility Examination to the Advisory Commission (Promoter/Co-Promoter) and the Examiner
4	Students show reputable international journals				International journals are accepted and show proof of payment	1 day		PS checks (predator, scopus, thomson, microsoft academic) Reputable international journals and shows proof of payment for journals
5	Head of Study Program approves the schedule agreed upon by the Advisory Committee and the Examiner Team				Dissertation Eligibility Exam approval form	1 day		
6	Making Exam Invitations by administration staff				Dissertation Eligibility Exam Invitation	1 day		Administration staff makes Dissertation Eligibility Exam invitations and prepares Dissertation Eligibility Exam files
7	Exam execution				Dissertation Eligibility exam assessment file	2 hours	Exam scores	Implementation of the Dissertation Feasibility Examination by Students in the presence of the Advisory Commission and the Examiner Team