

## **FIRAT UNIVERSITY SENATE PRINCIPLES REGARDING REGULATIONS ON GRADUATE EDUCATION AND EXAMINATION**

### **Scope**

**ARTICLE 1-** The Senate Principles cover the general and special conditions regarding the application, admission, registration and application to the graduate education programs conducted by Firat University graduate schools within the framework of the Higher Education Rules and Regulations Governing Graduate Studies and Firat University Rules and Regulations Governing Graduate Studies

### **Determination and Announcement of Student Quotas**

**ARTICLE 2-** The number of students to be admitted to graduate programs are determined upon the request of faculty members in the department, advice of the concerned program executive board / department board, and graduate school board and confirmed by the Rectorate.

**ARTICLE 3-** The names of the thesis and non-thesis master's and doctoral programs of the graduate school board, number of students for each program, deadline for applications, form of the applications, required documents for registration, and exam dates are announced by the Rectorate before each semester. Qualifying Exam (FAS) date for the ones who apply to the master's Degree programs different from their Bachelor's degree program is announced in the same announcement. For the departments which do not require Qualifying Exam (FAS) are determined upon obtaining the opinion of the concerned department board and the decision of the graduate school administrative board.

**ARTICLE 4-** A student cannot apply to more than one department or graduate school during an announcement period.

### **Applications and Evaluation**

**ARTICLE 5-** Applications for Graduate Programs are made according to following principles;

- a)** The application documents are sent to the concerned graduate schools between the specified dates and in specified forms (online, in person or with a petition by proxy). Incomplete applications and the ones made other than those specified in the announcement are not accepted.
- b)** During online applications, applications of candidates with missing or wrong documents are not considered valid.
- c)** Graduates of non-thesis Master's programs cannot apply for doctoral programs.
- d)** During the application procedure, the notifications made to the contact addresses on the issues such as exams are deemed to have been notified, and the university cannot be held responsible for any problems that may occur.

**ARTICLE 6 –** Applications for thesis Master's programs and evaluations of those are made according to the following principles:

- a)** The standard ALES score must be at least 55 in the score type/category of the program applied. However, ALES score is not required for admissions to the departments and mainstream branches of faculties of fine arts and conservatories.

**b)** During the evaluation process, the final achievement score is calculated by adding 50% of the ALES score, 40% of the undergraduate GPA, and 10% of the YDS or equivalent exam score, if any. In order for the foreign language exam score to be taken into consideration, the score must be at least 40.

**c)** Candidates with a final achievement score of 60 and above are ranked according to this score. Main and substitute candidates are determined according to the announced quota. In case of equality in the achievement scores, priority is given to the candidate with higher undergraduate GPA.

**d)** The candidates who received their undergraduate degrees in a different field from the thesis master's program they applied need to take the written Qualifying Exam (FAS) regarding the concerned field. The candidates who receive 50/100 and above from the Qualifying Exam are subjected to the evaluation criteria given in paragraph (b) of this article for thesis Master's programs.

**e)** In the conversions regarding the relative evaluation system, the grade conversion table of the Council of Higher education (CoHE/ YÖK) is taken as basis. However, if there is an overall grade point average out of 100 in the transcript together with the four-point system, the CoHE conversion table is not taken as basis.

#### **ARTICLE 7-**

In the acceptance of students to non-thesis master's programs, the candidates are ranked in descending order according to their undergraduate GPA. Main and substitute candidates are listed as many as the announced quota for the concerned program. In case of equality, ALES score is taken into consideration. If candidates with equal scores do not have ALES scores, final decision was made by drawing lots.

**ARTICLE 8-** Applications to the doctoral programs are made according to the following principles:

**a)** Applicants with a master's degree are required to obtain a minimum ALES score of 55 in the score type/category of the program applied; a minimum foreign language exam (YDS, YÖKDİL or equivalent exams) score of 55; and a minimum grade point average of 75/100.

**b)** Candidates who have had bachelor's degrees for at least ten semesters, except for medicine, dentistry, veterinary, pharmacy faculties and preparatory classes, or the ones who have expertise gained in a laboratory branch according to the principles regulated by the Ministry of Health are required to have minimum grade point average of 65/100, a minimum foreign language exam (YDS, YÖKDİL or equivalent exams) score of 55, and a minimum ALES score of 55 in the score type/category of the program applied.

**c)** Those who apply to the doctoral programs with a bachelor's degree (four-year undergraduate degree except for the preparatory year) are required to have: a minimum grade point average of 3 on a four-point system or an equivalent score; a minimum foreign language exam (YDS, YÖKDİL or equivalent exams) score of 55, and a minimum ALES score of 80 in the score type/category of the program applied.

**d)** In the admission of students to the faculties of fine arts and conservatories in graduate schools, candidates must have a bachelor's or master's degree. Except for those who graduated from the faculties of fine arts and conservatories and equivalent programs of other faculties, candidates applying with a master's degree are required to have a minimum verbal ALES score of 55, while candidates with the bachelor's degree are required to have a minimum verbal ALES score of 80 points.

**e)** In order to apply for doctoral programs in basic medical sciences; graduates of Faculty of Medicine must receive at least 55 points in YDS; a minimum 55 points of basic medical score or a minimum quantitative ALES score of 55. Basic medical score is calculated by adding

70% of the standard score obtained from the basic medical sciences test-I part of TUS and 30% of the standard score obtained from the clinical medical science test. In order for candidates who are not graduates of the Faculty of Medicine to apply for doctoral programs, they are required to have a Master's Degree in the field, or graduate degrees of faculties Dentistry and Veterinary and a minimum quantitative ALES score of 55.

f) In the conversions regarding the relative evaluation system, the grade conversion table of CoHE (YÖK) is taken as basis. However, if there is an overall grade point average out of 100 in the transcript together with the four-point system, the CoHE conversion table is not taken as basis.

**ARTICLE 9** - The evaluation of applications to the doctoral program is made according to the following principles:

a) In order for a candidate's application to be evaluated, the candidate must first take the written and oral scientific assessment exams under the chairmanship of the concerned program / department and must succeed.

b) Success score is calculated by taking 50% of ALES (Selection Exam for Academic Personnel and Graduate Studies) score, 20% of undergraduate / graduate graduation score, 20% of foreign language score and 10% of Scientific Evaluation Exam score. Candidates with a success score of 70 and above are ranked, and the main and reserve lists are determined accordingly. In case of equality in the success score, priority is given to the candidate with higher ALES grade.

#### **Formation of Admission Juries, Non-area and Entrance Exams**

**ARTICLE 10- a)** An examination jury for each graduate program is formed by the concerned graduate school administrative board to conduct non-area exams and graduate program entrance exams. The juries consist of three or five full members and two substitute members from the relevant program / department or, if the number of faculty members is not sufficient, from the branches of related departments.

b) Non-area Exams are carried out in written form. To prove successful in the exam, the exam score must be 50/100 and above. Candidates with a score lower than 50/100 or who do not take the exam are considered unsuccessful.

c) Graduate program entrance exam is held in two parts: written and oral. The sum of 65% of the written exam score and 35% of the oral exam score is taken as the final exam score. To prove successful in the exam, the exam score must be 50/100 and above. Candidates with a score lower than 50/100 or who do not take one of the exams are considered unsuccessful.

d) Exams are recorded with an official exam report, and examination documents are sent to the graduate school within three days at the latest.

#### **Applications by International Candidates**

**ARTICLE 11-** The following principles are followed for candidates who apply to graduate programs from abroad.

a) Within the framework of agreements made in order to train lecturers and research students who come from universities of Turkic Republics and Turkish communities and universities of foreign countries, provided that the candidate certifies that he knows Turkey Turkish in a sufficient degree to follow the courses, are accepted to the graduate programs of the departments related to their branches without examination by decision of the department board and decision of the graduate school administrative board.

b) If there are faculty members who can provide postgraduate education in foreign languages in the department, international students can be accepted by the decision of the program executive committee / department board and the decision of the graduate school administrative board. International students who will be enrolled in postgraduate education in a foreign

language are accepted without examination provided that they can document the sufficiency of their language level to continue their education. Applications of International candidates who cannot document this during the application are accepted on the condition that they meet the foreign language requirement within 2 (two) semesters and submit the relevant document to the concerned graduate school. Students who do not bring their foreign language certificates within the specified period are disenrolled. In cases where a preference is required due to the quota during the application, priority is given to the candidate with a language certificate.

c) International students who are outside the scope of paragraph (a) of this Article must certify that they know Turkey Turkish if they apply for programs with Turkish-medium instruction. Otherwise, they are granted 2 (two) semesters to learn Turkish and complete the requirements. The period (two semesters) spent for language education is not included in the maximum program duration. Students who fail at the end of this period are dismissed from the program.

d) Codes, names and credits of graduate courses taken from domestic and foreign higher education institutions within the framework of mutual exchange programs are added to the transcript of those students. However, only the credits of those courses that are equivalent in the education program or the credits of substitute courses are counted as compulsory credits.

d) To be able to apply for doctoral programs, international students must score at least 55 in YDS (Foreign Language Exam) or equivalent tests in a language other than their native languages

e) Candidates with the citizenship of the Republic of Turkey who apply to graduate programs and have completed their entire undergraduate education abroad are required to score at least 55 in ALES (Selection Exam for Academic Personnel and Graduate Studies) or the equivalent international tests corresponding to this base point

### **Supervisor Assignment Process and the Qualifications Required for Faculty Members**

**ARTICLE 12-** a) For students who are admitted to a master's or doctoral program; within the first two weeks, the program executive committee / department board, taking the opinion of the student and the consultant, appoints a supervisor among the faculty members who formally request to supervise graduate students in the relevant department / science branch, and it is finalized with the decision of the graduate school administrative board. Supervisors can be appointed among other faculty members of the University with the recommendation of the program executive committee / department board and the decision of the graduate school administrative board.

b) In cases where a supervisor cannot be appointed, the supervision is carried out by the head of the department / program coordinator.

c) Supervision may be assigned to international faculty members who are on additional duty at the university or on a temporary basis provided that the approval of the Rectorate is obtained. If there is no faculty member with supervisory qualifications at the university or if the thesis study requires a supervisor, a faculty member from another higher education institution can be selected as the supervisor upon the recommendation of the graduate school administrative board and the approval of the Rectorate.

**ARTICLE 13-** The lecturer to be appointed as a supervisor in thesis master's programs must have taught at least one year in one of the associate degrees, undergraduate or graduate programs. However, this requirement is waived in non-thesis graduate programs or in the projects with a scholarship quota led by the supervisor.

**ARTICLE 14-** Faculty member to be appointed as a supervisor in doctoral programs are determined based on the following principles:

a) In doctoral programs, except for the department of Medicine, faculty of Veterinary and

Dentistry, in order to qualify as a thesis supervisor, a faculty member should have supervised at least one Master's thesis which should have been successfully completed.

**b)** In the graduate school of Science and Health Sciences, faculty members should have a minimum h-Index (Web of Science or Scopus scan) value of three to be appointed as supervisors to three students simultaneously, and a minimum h-Index value of five to supervise more students.

**c)** In the graduate school of Educational Sciences, in order to be appointed as doctoral supervisors to more than one student at the same time, faculty members should have at least one essay in the journals covered by SSCI, SCI-Expanded, AHCI, and field indexes (all indexes for ISI Database, Australian Education Index, British Education Index, ERIC and Education Index).

**d)** In the graduate school of Social Sciences, in order to be appointed as doctoral supervisors to more than one student at the same time, faculty members should have at least one essay in the journals covered by SSCI, SCI-Expanded, AHCI, and field indexes

**ARTICLE 15:** A change of supervisor is carried out upon the written application of the supervisor or the student to the program coordinator / department chair, following the procedure in the first supervisor appointment.

**ARTICLE 16-** The principles regarding the supervisory responsibilities in the process of postgraduate education:

**a)** A faculty member can be appointed as a supervisor to 12 (twelve) graduate students, provided that at least 2 (two) of them are international students.

**b)** In the Higher Education Institution or its supreme boards, the supervision of faculty members who have moved to other universities or retired may continue upon their request within 15 days until the process is completed.

**c)** The supervision of students who do not enroll for two consecutive semesters is terminated, and when they re-enroll, supervisors are re-assigned.

**d)** In foreign assignments, the supervision is terminated after six months and a new supervisor is appointed.

**ARTICLE 17-** The principles to be considered in the appointment of the second thesis supervisor:

**a)** In cases where the nature of the thesis study requires more than one thesis supervisor, the second supervisor to be appointed may be from the university staff or a person with at least a doctoral degree from a public/ private institution / organization outside the university staff.

**b)** The appointment of second thesis supervisor is finalized with the decision of the graduate school administrative board after the thesis subject is approved, upon the reasoned recommendation of the supervisor, the decision of the program executive board/ department board and the positive report of one or two referees selected by the director of the graduate school. The supervisory load of the faculty member who has two joint supervisions is accepted as 1(one).

**c)** The second thesis supervisor may be changed by the same method if the subject of the thesis changes or if deemed necessary.

**d)** The second thesis supervisor cannot receive supervisory fees.

## **Subjects**

**ARTICLE 18-** Regulations regarding graduate course registrations;

**a)** A student, under normal conditions, can enroll for a maximum of 15 national credits, and a maximum of 18 national credits if he has a repeat course.

- b)** With the approval of their supervisors, students can drop and add some courses taken in that semester within two weeks after the courses have started.
- c)** A student, except for seminar, specialty course, thesis and term project, can take 50% of the credit courses at most from a faculty member during the program,
- d)** they are enrolled in, can take at most 50% of the credit courses from a faculty member during the program.
- e)** In a semester, a faculty member can open courses with a maximum of 12 (twelve) national credits apart from common courses. At most 6 (six) national credits of those course can be opened in programs with Turkish medium of instruction, and at most 6 (six) national credits of those courses can be opened in programs with a foreign language medium of instruction. However, in programs with Turkish-medium of instruction, if the master's and doctoral program courses in a department are different from the each other, a total of 9 (nine) national credits courses can be opened in a program, with a maximum of 6 (six) national credit courses.
- f)** In the event of decrease in the number of faculty members in the department due to force majeure (retirement, death, resignation, transfer, etc.) the graduate school administrative board is authorized to determine maximum national credit courses that any faculty member can open.

**ARTICLE 19-** In addition to a course that includes scientific research techniques and research and publication ethics during their graduate studies, students must take;

- a)** at least one compulsory course in Graduate School of Natural and Applied Sciences
- b)** compulsory common courses of the graduate school in Health Sciences graduate school programs.

#### **The Seminar Course**

**ARTICLE 20-** The seminar course is conducted under the responsibility of the thesis supervisor. The place and time of the seminar will be determined by the relevant program executive board / department at the end of that semester and announced one week in advance. The seminar study is evaluated as successful or unsuccessful by a three-person jury recommended by the supervisor to the head of the department. The seminar course does not have a national credit but it is 6 ECTS. In case of failure, a new chance is granted within 30 (thirty) days provided that it is in the same academic term. A hardcover seminar booklet is delivered to the concerned graduate school together with an official report.

#### **The Specialization Field Course**

**ARTICLE 21 -** Opening and conducting specialization field courses in graduate programs are made according to the following principles:

- a)** Graduate thesis supervisors can open a specialization field course following the appointment of supervisors.
- b)** A faculty member who does not have a graduate supervision cannot open a specialization field course.
- c)** Specialization field course is given as (6 theoretical + 0 practical courses) and evaluated as successful or unsuccessful.
- d)** Specialization course is not included in the exam load; except for public holidays and off-days, it is included in the course load except for the educational calendar.
- e)** The second thesis supervisor cannot open a field specialization course.

#### **European Credit Transfer System**

**ARTICLE 22 -** The credit system of ECTS is valid as diploma supplement. For the lessons of seminars, specialization courses, thesis and term project courses, ECTS is determined based on the following principles:

- a) The ECTS of the thesis study is 24, which is given beginning from the semester in which the thesis proposal is accepted.
- b) The ECTS credit is established by taking credits of graduate program or the diploma level of the relevant program according to CoHE and, for the field, credit range determined by the Higher Education Qualifications Framework and working hours of students into consideration.
- c) Semester national credit value of a graduate course is the total of the weekly theoretical course hours of a one-semester course and half of the weekly practice or laboratory hours.

**ARTICLE 23-** The exam program of graduate courses is determined, executed and finalized according to the following principles:

- a) Exam schedules are prepared by the program coordinators/department heads and announced at least two weeks before the exam period begins. Exams are held on the day, time and place indicated in the program.
- b) Exams are conducted in written mode. However, at the beginning of each semester, upon the request of the course instructor and decision of the program executive board / department board, the exams can be held both in oral and written modes. If the exam is conducted in written mode, the questions are recorded with a report. If the responsible instructor is not present at the university on the exam day, the program coordinator / head of the department will determine who will supervise the exam and notify the graduate school directorship. The program coordinator / head of the department is responsible for the regular conduct of the exams.
- c) Assessments related to practical and specialization courses, projects, clinical practices, seminars, etc., which are separate courses, can also be considered as midterm exams. However, these assessments must be specified in the course content document distributed to the student at the beginning of the semester, and a copy must be sent to the graduate school.
- d) Exam results are announced within the time determined by the graduate school. Exam documents are kept in the program / department for two years.
- e) The student can object to exam results through applications to the concerned graduate school within one week at the latest from the announcement of the results. Exam documents are examined by the instructor, and if there is a material error, it is corrected with the approval of the head of the department and the director of the concerned graduate school.
- f) Students who cannot attend the midterm exams due to an excuse accepted by the graduate school administrative board are given the right to take exam before the final exam.
- g) Students who fail the final exam or cannot enter the exam are given the right to take make-up exam.

### **Testing and Evaluation in Graduate Courses**

**ARTICLE 24-**The end-of-term assessment and evaluation principles of graduate courses are stated below:

- a) Final grade of a credit course is calculated by taking the arithmetic average of midterm grade and final exam grade. One of the letter grades is given as success grade according to the chart below:

Catalog Value	Letter Grade	Coefficient
90-100	AA	4.00
85-89	BA	3.50
80-84	BB	3.00
75-79	CB	2.50
70-74	CC	2.00
65-69	DC	1.50
0-64	FF	0.00

The following letters are used for evaluations other than the letter grades given in the table above:

B : Successful

K: Unsuccessful / Failed

D : Absent

G : Not Entered

**b)** In order to be successful in a course, it is required to get at least DC in master's degree and at least CB in doctoral degree.

**c)** Seminar, term project, field of specialization course and thesis evaluations are made as Successful / Unsuccessful (B / K). Grades B and K are not included in the cumulative grade point average. The student who does not fulfill the attendance requirement cannot get the right to take the final exam, is considered to be absent (D), and the letter grade of the student in this situation is treated as FF. Unattended exams are marked as (G) and are considered as FF.

**d)** The cumulative grade that a student gets from a course is calculated by multiplying the credit value of that course and the coefficient of the student's success grade. GPA is obtained by dividing the weighted grades of the courses taken by the total course credits.

**d)** GPA is calculated by taking into account all the courses (excluding preparatory program courses) having taken by students in order to complete the minimum course load in the relevant program since their admission to the graduate program. Student can repeat the courses they have already been successful in in order to increase their GPA, provided that it is during the course period. The last grade obtained from the repeated courses is valid.

### **Academic Deficiency Program**

**ARTICLE 25-** The students who are accepted to the graduate and doctoral programs and who have received their undergraduate or graduate degrees in different fields than their master's or doctoral programs may be required to complete an academic deficiency program with the proposal of the program executive board / department board and the decision of the graduate school administrative board.

**a)** The maximum time to spend in the academic deficiency program is two semesters. Summer education is not included in this period. This period cannot be extended except for semester leaves, and the student who fails at the end of the term is dismissed.

**b)** The courses to be taken in the scientific preparation program and the total credit amount are determined by the proposal of the program executive board / concerned department board, and the decision of the graduate school administrative board. The courses to be taken in the academic deficiency program must be at least 10 national credits.

**c)** In the academic deficiency program, a student can take a maximum of 15 national credits per semester. The compulsory courses to be taken in the academic deficiency program can be selected from the courses in undergraduate programs for master's programs while the courses in undergraduate and / or master's programs can be selected for doctoral programs.

**d)** In an academic deficiency program, courses to be taken do not replace the ones to be taken in order to complete the concerned graduate program. However, a student in an academic deficiency program is able to take courses in the concerned graduate program by recommendation of the concerned department and with the approval of the graduate school administrative board.

**e)** Execution rules of the concerned graduate and undergraduate programs are taken into consideration for the issues such as attendance to concerned courses, exams, course grades, provisions to be considered to be successful in courses and course repeat.

**f)** Registered students in academic deficiency program have the same rights as the ones in graduate programs.

- g) Courses taken in an academic deficiency program are indicated in transcript, but they are not included in GPA.
- h) The time spent in an academic deficiency program is not included in the maximum program duration for the concerned graduate program.
- i) No special students are admitted to this program.

### **Thesis Master's Program**

**Article 26- a)** Thesis Master's program consists of at least seven courses, a seminar course and thesis work provided that they are 21 national credits and 120 ECTS in total. Seminar course and thesis study are non-credit courses and are evaluated as successful or not.

**b)** Thesis master's program cannot be below 60 ECTS credit during the semester.

**c)** From the date a thesis supervisor is assigned, the student should register for thesis work or the related courses every semester

**d)** At most two of the courses to be taken by the student can be selected from undergraduate courses provided that they have not been taken during undergraduate education. Moreover, Students can take a maximum of two graduate courses offered in other institutions of higher education by recommendation of the concerned graduate school department board and with the approval of the graduate school administrative board.

**e)** A Thesis master's program can be carried out along with another graduate program.

### **Duration**

**ARTICLE 27- a)** The normal duration of a Thesis Master's program is four semesters, excluding the period spent in the Academic Deficiency Program. The maximum duration of the program is six semesters.

**b)** Students who cannot successfully complete the courses (credit courses and seminar course) in the concerned education program; fail to fulfill the conditions / criteria for success within four semesters; and fail in their thesis work and defense or fail to defend their thesis within the maximum program period are dismissed from the program.

### **Master's Thesis Proposal**

**ARTICLE 28-** The thesis proposal is submitted by the supervisor to the program coordinator / head of the department at the beginning of the second semester at the earliest or at the end of the second semester at the latest. The thesis proposal is discussed in the concerned committee by the program coordinator / department chair, and the necessary corrections are made and submitted to the concerned graduate school. The thesis subject is finalized after it is approved by the concerned graduate school board of directors.

**ARTICLE 29-** If the graduate thesis study is carried out on human and animal, the Ethics Committee Permit from the relevant ethics committees is obtained and submitted to the concerned graduate school together with the Thesis Proposal Form. Ethics committee approval is mandatory for question-and-answer-style thesis proposals where questionnaires or scales are applied, even if the Informed Consent Form is received. In cases where a Legal or Special Permit Certificate is required, the necessary permits must be submitted together with the thesis proposal.

### **Master's Thesis Jury**

**ARTICLE 30-** Master's thesis jury is determined by the recommendation of the thesis supervisor and program executive committee / department board, and the approval of the graduate school administrative board according to the following principles:

**a)** Except for the supervisor, two times the number of jury candidates as the jury (principal + substitute) are sent to the concerned graduate school by the program executive board /

department board. The thesis jury is finalized by the graduate school administrative board.

**b)** Master's thesis jury consists of three or five faculty members, one of whom is the student's thesis supervisor and at least one from outside the University. Apart from the permanent members, two substitute members are assigned, one from the relevant department and one from outside the institution. If the jury consists of three members, the second thesis supervisor cannot be a jury member.

**c)** The faculty member selected from outside the institution must be among the experts with the title of doctor who work in different higher education institutions and organizations other than other higher education institutions.

### **Finalization of Master's theses**

#### **ARTICLE 31**

**a)** A student studying in a thesis master's program writes her results in accordance with the writing rules determined by the concerned graduate school and defends her thesis orally in front of the jury.

**b)** Before the thesis defense, a student who has completed her/his thesis submits a copy to his/her thesis supervisor. The Supervisor submits the thesis to the graduate school together with his opinion that the thesis is ready for defense. The graduate school receives the plagiarism report for the thesis in question and sends it to the supervisor and the jury members. With regard to the plagiarism report, the acceptable similarity rates within the ethical rules are determined by the relevant Graduate School Administrative Board. If there is a plagiarism detected by the jury members in the data in the report, the thesis is sent to the graduate school board of directors to be decided with its justification.

**c)** The student who completes the thesis study submits the requested number of copies of the thesis to the thesis supervisor. The supervisor sends the copies of the thesis to the concerned graduate school through the department / program head, with the opinion that the thesis is written in terms of compliance with the academic writing rules.

**d)** The jury members convene within one month as of the date they receive the thesis to have the student defend it. The thesis defense comprises the presentation of the thesis work and the consecutive question and answer session. The thesis defense is held in an environment open to the participation of the audience consisting of academic staff, graduate students and experts in the field.

**e)** After the thesis defense is completed, the jury decides, in the absence of the audience and in absolute majority, whether the result is "approval", "revision" or "refusal". The concerned graduate school is notified of the decision of the jury latest within three days through an official report.

**f)** The student whose thesis is not approved is dismissed from the program. The student whose thesis resulted in "revision" decision defends the thesis, revisions having been made, in front of the same jury within three months at the latest, by applying the process specified in subparagraph (b) of this article. At the end of this defence, the student who is considered unsuccessful and whose thesis is rejected is dismissed from the program.

**g)** If the student whose thesis is rejected demands, he / she is awarded a non-thesis master's degree, provided that he / she fulfils the requirements of the non-thesis master's program, course credit load, project writing and similar requirements. One semester is allocated for students who have not fulfilled the requirements of the non-thesis master's program to complete the requirements.

### **Diploma of Masters with thesis**

**ARTICLE 32-** **a)** A diploma of masters with thesis is awarded to a graduate student who submits at least three bound copies of his master's thesis to the concerned graduate school within one month from the date of defence and whose thesis is deemed appropriate in terms of

form, provided that he was found successful in his/her defence and meets the other conditions required for graduation. The graduate school administrative boards may extend the submission deadline for a maximum of one more month upon request. A student who does not fulfil these conditions cannot receive his / her diploma until he / she fulfils the conditions, cannot benefit from student rights, and is dismissed from the program if the maximum period expires.

**b)** The graduation date of the candidate is the date on which the copy of the thesis signed by the exam jury commission is submitted.

**c)** Diploma of the masters with thesis has the name of the program in the department in which the thesis is completed, approved by the CoHE.

### **Non-thesis Master's degree program**

**ARTICLE 33- a)** Non-thesis Master's program consists of a total of thirty national credits and a term project course with at least ten courses, not less than 60 ECTS. The student must register for the term project course in the semester in which the term project course is taken and submit a written project and / or report at the end of the semester. The term project course is non-credit and evaluated as successful or unsuccessful.

**b)** Non-thesis master's program can be carried out in daytime and evening education.

**c)** The non-thesis master's program can also be carried out as a distance education program with the proposal of the program executive board/department board and the approval of the graduate school administrative board.

**d)** In distance education non-thesis master's programs, the rate of attendance is 70%, and online attendance is taken as a basis.

**e)** In the non-thesis master's program, the chair of the department determines a faculty member or a lecturer with a doctorate degree to supervise each student in the course selection and execution of the term project until the end of the first semester at the latest.

**f)** Students can select a maximum of three undergraduate courses provided that they were not taken during undergraduate education.

**g)** The minimum duration of the non-thesis master's program is two academic semesters and at the maximum duration is three semesters, excluding the period spent in the Academic Deficiency Program. Students who fail or fail to complete the program at the end of this period are dismissed from the program.

**h)** A proficiency exam can be applied at the end of the non-thesis master's program. This exam is held by the jury established by the department chair for all of the graduates of that term, either written or oral. The result is reported to the graduate school. Students who fail the exam take the exam again within three months. The student who fails in this exam is dismissed from the program.

**i)** Graduate students who successfully complete their credit courses, term project and proficiency exam are awarded a master's diploma without thesis. The diploma includes the name of the program in the department where the student is registered, approved by the CoHE.

### **Transfer between thesis and non-thesis master's programs**

**ARTICLE 34- a)** Those who continue to the non-thesis master's program can transfer to the thesis master's program in the same department, provided that they fulfil the application requirements for the thesis master's program. The transfer is made upon the request of the student, with the positive opinion of the supervisor and the program executive board / department board and the decision of the Graduate School Administrative Board. The following conditions must be provided for the transfer;

**1-** The success score of the student must be higher than the average of the success scores of the graduate students with thesis accepted in the previous semester to the program that the student applies for.

- 2- Application for transfer can only be made at the end of the first semester.
  - 3- Student must have taken courses for at least one semester and succeeded in the courses taken.
  - 4- The courses taken in the previous program can be substituted for the courses in the transferred program with the positive opinion of the advisor and the program executive board / department board and the approval of the Graduate School Administrative Board.
- b) A student in a thesis master's program can transfer to a non-thesis master's program in the same department with the positive opinion of the program executive board / department board and the approval of the Graduate School Administrative Board. Students are required to meet the requirements of the non-thesis master's program for transfer. The courses taken in the previous program can be substituted for the courses in the transferred program with the positive opinion of the advisor and the program executive board / department board and the approval of the Graduate School Administrative Board.

### **Doctoral Program**

#### **ARTICLE 35-** Doctoral program;

- a) For students admitted with a thesis master's degree provided that there is not less than 21 national credits in total, it consists of at least seven courses, seminar, proficiency exam, thesis proposal and thesis study, and at least 240 ECTS credits, with a minimum of 60 ECTS in each academic semester.
- b) For students admitted with a bachelor's degree, it consists of a minimum of 42 national credits, fourteen courses, seminars, proficiency exam, thesis proposal and thesis study, and a total of at least 300 ECTS credits, with a minimum of 60 ECTS in each academic semester.
- c) Of the graduate courses offered in other institutions of higher education, students in doctoral programs can select a maximum of two, and those in doctoral on Bachelor's degree programs can select a maximum of four courses by recommendation of the program executive board / department board and with the approval of the concerned graduate school administrative board.
- d) Undergraduate courses taken in a doctoral program cannot be counted in the course load or towards doctoral credits.
- e) Doctoral programs cannot be opened as evening education.

### **The Doctoral Comprehensive Examination**

**ARTICLE 36 – a)** Doctoral Comprehensive Examination is carried out in November-December in Fall Term and in April-May in Spring Term.

- b) The comprehensive examination is to evaluate students' knowledge about key issues and terms on their profession and their scientific research depth about the doctoral study after they finalize their courses and seminar studies. A student may take the comprehensive exam two times in a year at most.
- c) The student who is accepted with master's degree has to take the exam most lately by the end of his/her fifth semester and for the student who is accepted with bachelor's degree the exam has to be taken most lately by the end of his/her seventh semester.
- d) The doctoral comprehensive board consists of five people who are assigned by recommendation of the graduate school department board and approval of the concerned graduate school administrative board. The committee members are replaced once every three years and in the departments having adequate academic member at least three members are replaced. The comprehensive exam board assigns comprehensive exam jury members to the concerned department upon the supervisor's application. The exam jury and the exam date is determined by the graduate school administrative board.
- e) The comprehensive exam jury consists of five faculty members including the supervisor and

at least two of which are from outside the university. Two substitute members are determined, at least one of which is from outside the university.

**f)** Whether the supervisor has the right to vote or not is determined by the graduate administrative board. If the supervisor does not have the right to vote, the jury consists of six faculty members.

**g)** The date, the time and the place of the exam is announced at least two weeks before the exam by the concerned department. Faculty members, post-graduate students and the experts of the department are allowed to attend to the proficiency exam meetings.

**h)** Foreign students take the exam in the language that they have been accepted to the doctoral programme.

**i)** The comprehensive exam is carried out in two parts; written and oral exams. Of the exam questions that are based on the department, 40% of them are about the key issues and %60 are about student's department. The student who succeeded (who gets 50 or over) in the written examination take an oral examination. The written examination lasts at least 90 minutes and the oral examination lasts for at least 60 minutes. To be deemed successful in the written examination, the total for %65 of the written exam mark and %35 of the oral exam mark needs to be at least 65 /100. The exam jury decides on whether the student is successful or not by absolute majority. This decision is notified with an official report by the head office of graduate school department within three days following the comprehensive exam.

**j)** A student having failed in comprehensive exam re-sits the exam in the ensuing semester by the same jury.

**k)** A student having passed the comprehensive exam, even if s/he completes the course period, may be required to take more course(s) by the proficiency exam jury on the condition that one-third of total course credit is not outnumbered. The student has to pass the courses decided by the concerned graduate school. (75/100).

### **Doctoral thesis advisory committee**

**ARTICLE 37** – Following rules are to assign the doctoral thesis advisory committee.

**a)** For the student having succeeded in the comprehensive exam, a thesis advisory committee is assigned with the proposal of the board of the department and with the approval of Graduate School Administrative Board within a month.

**b)** The thesis advisory committee consists of three faculty members. A thesis supervisor, a member from the department and a member from out of the department are involved in the committee. In cases where a co-supervisor has been appointed, the co-supervisor may attend the meetings if he/she wishes. In ensuing semesters, the members might be replaced by supervisor's reasoned written request, the recommendation of the chair of graduate school department and with the approval of Graduate School Administrative Board.

**c)** For the student whose thesis proposal has been accepted, the thesis advisory committee meets at least twice a year, one in January-June period and one in July-December period.. The student submits a written report to the thesis advisory committee members at least one month before their meeting. In this report, a summary of the work covered thus far and the work plan for the next semester are given. The thesis study of the student is determined as successful or unsuccessful by the committee. Students who are deemed unsuccessful twice consecutively, or three times intermittently, in their thesis work are dismissed from their programs.

**d)** To be eligible for taking the thesis defence, the student needs to have at least three positive reports from thesis advisory committee. If there is not any thesis advisory committee report,

the student is regarded as unsuccessful. In the semester when the student gets a negative thesis advisory committee report, s/he cannot get the Doctoral thesis ECTS credit.

### **Defence of Thesis Proposal**

**ARTICLE 38 – a)** The student having succeeded in the comprehensive exam takes the doctoral thesis course at the beginning of the term and within at least six months s/he presents an oral thesis proposal that includes the aim, the method and the plan of the study s/he is going to carry out to the thesis advisory committee. A student who fails to attend the thesis proposal defence session or fails at the thesis proposal presentation cannot get the Doctoral thesis ECTS credit.

**b)** The student submits a written report related to the thesis proposal to the committee members at least fifteen days before the oral thesis defence.

**c)** The thesis advisory committee decides, with absolute majority, to “approve”, "return for revision" or “reject” the presented thesis proposal. One month is allotted for revision. At the end of this period, At the end of this period, and by latest within three days after the defence of the thesis proposal, the chair of the graduate school department notifies, in an official report, the concerned graduate school of the final decision which is taken by absolute majority as "approval" or "refusal".

**d)** A student who fails to attend the thesis proposal defence session without a valid excuse within the period stated in article (a) this regulation is deemed unsuccessful and her/his thesis proposal is rejected.

**e)** The student whose proposal has been rejected has the right to choose a new supervisor and/or a new thesis topic. In this case a new thesis advisory committee may be assigned. Students who choose to continue the program with the same thesis supervisor defend their proposal once again latest within the ensuing three months, and those who choose a different thesis topic or thesis supervisor do so latest within the ensuing six months. In case of rejection of the thesis proposal a second time, the student is dismissed from the program.

### **Doctoral Thesis Finalization**

**ARTICLE 39 -** To be able to take the thesis proposal defence, the student needs to have at least three positive thesis advisory committee reports, at least 240 ECTS credit and to fulfil at least one of the publication conditions stated below.

#### **Graduate School of Science**

**a)** At least one article that is accepted for publication or published in an international peer-reviewed journal based on doctoral dissertations, together with the thesis must be submitted to the graduate school. This journal must be among the journals defined in SSCI (Social Sciences Citation Index), AHCI (Arts and Humanities Citation Index) or SCI-Expanded (Science Citation Index).

**b)** A writing/letter of application stating that the student has presented a verbal statement or has been a guest speaker at least once at international conferences or symposiums based on doctoral dissertations fulfil the condition of an article accepted for publication or published in an international peer-reviewed journal based on doctoral dissertations.

#### **Graduate School of Medical Sciences**

**c)** During the doctoral period, at least one article prepared in the field of doctoral study accepted for publication or published in an international refereed journal must be submitted to

the graduate together with the thesis. The journal; must be among journals defined in SSCI (Social Sciences Citation Index), AHCI (Arts and Humanities Citation Index), SCI-Expanded (Science Citation Index).

**d)** A letter/ participation document, which states that at least one oral presentation produced from a doctoral thesis has been presented by the student or that s/ he has been an invited speaker in international congresses and symposiums, also fulfils the condition of published /accepted article.

#### **Graduate School of Social Sciences**

**e)** At least one scientific article produced from the doctoral thesis and accepted for publication or published in national / international refereed journals must be submitted to the institute together with the thesis.

**f)** At least one oral presentation produced from a doctoral thesis has been presented by the student in international congresses and symposiums and the letter/ participation document, stating that the oral presentation has been presented by the student also fulfils the condition of published /accepted article.

#### **Graduate School of Educational Sciences**

**g)** During the doctoral period, at least two articles prepared in the field of doctorate study, one of which has been published / accepted for publication in national and one in international refereed journals, must be submitted to the institute together with the thesis. One article must be published/accepted for publication in one of the journals defined in SSCI (Social Sciences Citation Index), AHCI (Arts and Humanities Citation Index), SCI-Expanded (Science Citation Index), ERIC (Education Resources Information Center), the other article must be published/ accepted for publication in national refereed journals.

**h)** At least one oral presentation produced from a doctoral thesis has been presented by the student in international congresses and symposiums and the letter/ participation document, stating that the oral presentation has been presented by the student also fulfils the condition of published /accepted article. However, the condition for the second article published / accepted for publication in national refereed journals should also be fulfilled.

#### **Doctoral Thesis Jury**

**ARTICLW 40:** Doctoral thesis jury, appointed with the approval of the concerned graduate school administrative board by recommendation of the thesis advisor and the program executive board / department board, is determined according to the following principles:

**a)** The jury is composed of five members of faculty including those in the thesis advisory committee, and at least two members from different institutions of higher education

**b)** Program executive board/ the department board recommends twice the number of jury candidates to the graduate school, with the exception of the doctoral thesis advisory committee (primary+ substitute). The jury is finalized with the approval of the Graduate School Administrative Board.

**c)** The Graduate School Administrative Board decides whether the supervisor has the right to vote. If the supervisor does not have the right to vote, the jury consists of six faculty members. In addition, the co-supervisor can take part in the jury without the right to vote.

**d)** The faculty members other institutions must be among the specialists with the title of PhD working in institutions and organizations other than other higher education institutions or higher education institutions.

### **Doctoral Thesis Defence**

**ARTICLE 41:** a) A student in a doctoral program writes the obtained results in accordance with the spelling rules determined by the concerned graduate school and defends her/his thesis orally in front of the jury.

b) Before the defence of the doctoral thesis and for the theses which require revision, the student completes the thesis and presents it to the supervisor. The advisor submits the thesis to the graduate school with her/ his opinion that the thesis is defensible. The graduate school obtains plagiarism report of the thesis and sends to the supervisor and jury members. In case of detection of plagiarism in a thesis, the thesis is sent to graduate school administrative board with its justification to be decided on.

c) The jury members gather within one month as of the date they receive the thesis so as to have the student defend the thesis. The thesis defence shall comprise the presentation of the thesis work and a consecutive question and answer session. Thesis defence is open to an audience of instructors, graduate students and experts in the field.

d) After the completion of the thesis defence, the jury decides in the absence of the audience and in absolute majority, whether the result is “approval”, “revision” or “rejection”. Students whose theses are approved are found successful. The decision of the jury is sent to the concerned graduate school by the chair of the department with the jury report latest within three days of the defence. The student whose thesis is rejected is dismissed from the program. Students who are asked to revise their theses after the defence are given an extension of a maximum of six months by the jury. The student makes the required revisions and defends the thesis once again before the same jury. The student who fails in this defence is dismissed from the program.

### **The Duration of Doctoral Program**

**ARTICLE 42:** a) Excluding the period spent in the Academic Deficiency Program, the duration of a doctoral program for students admitted with Master’s degree is eight academic semesters, regardless of whether registration has been done for each semester. The maximum duration of the Ph.D program is twelve academic semesters; for students admitted with a bachelor's degree, ten semesters and the maximum completion period is fourteen semesters.

b) The maximum duration for the completion of credit courses required for the doctorate program is four academic semesters for students admitted with Master’s degree, and six academic semesters for students admitted with Bachelor’s degree.

c) Students who have successfully completed the credit courses, become successful in doctoral comprehensive exam and whose thesis proposal have been approved, but have failed to complete thesis study or publication requirement by the end of the period stated in the first article is dismissed from the program.

### **Doctoral Diploma**

**ARTICLE 43:** a) Students who complete their thesis study submit the requested number of copies to their supervisor. The supervisor sends the copies of the thesis to the concerned graduate school through the chair of the department with the written opinion that the thesis is written in terms of compliance with the spelling rules.

b) Provided that they are successful in the defence of the thesis and fulfil the publication requirement, students who submit at least three bound copies of their doctorate thesis to the concerned graduate school within a month from thesis defence, and the thesis is deemed suitable in terms of form, are entitled to a doctoral diploma. The Graduate School Administrative Board can extend the time of delivery a maximum of one month by application. Students who do not fulfil these conditions cannot receive their diplomas until they fulfil the conditions, they cannot benefit from student rights and are dismissed from the program if the

maximum duration expires.

c) On the doctoral diploma, the name of the program in the department approved by the CoHE is found. The date of graduation is the date on which the copy of the thesis signed by the exam jury commission is submitted.

d) Within three months from the submission of the thesis, a copy of the doctoral thesis is sent electronically by the concerned graduate school to the CoHE for scientific research and activities.

e) Students who have applied for a doctoral program with a bachelor's degree and who cannot complete their credit courses and / or thesis work within the maximum duration or fail in their doctoral thesis, are awarded a non-thesis master's diploma upon request, provided that they have fulfilled the required credit load, project and other similar requirements for a non-thesis master's degree.

### **Postgraduate Transfer and Course Substitution**

**ARTICLE 44** – Student transfer and course substitution in graduate programs are carried out according to the following principles.

a) Students who apply to the graduate school for post-graduate transfer must attach a letter their petition showing the courses they have studied and the grades received, the date of enrollment, the semesters studied and the disciplinary status. The graduate administrative board may request other documents from students for application.

b) Students with a GPA of 75/100 in master's with and without thesis, and 85/100 or above in doctoral are accepted, provided that they meet the application requirements of the graduate program, are in the course period, have taken at least one semester of courses and have passed all of the courses taken. Transfer cannot be made during doctoral comprehensive examination term and thesis terms.

c) The concerned department is requested to issue their opinions about the students who apply for a postgraduate transfer to be discussed at the graduate school administrative board. The program executive board / department board evaluates the situation of the students in terms of the equivalence and relevance of the programs and courses and issues their opinions to the concerned graduate school. The transfer is finalized with the opinion of the program executive board / department board and the approval of the graduate school board of administrative board. The advisor of the student whose transfer has been accepted and the courses that will be transferred or exempted from the previous courses together with their credit and success grade for their substitution are finalized with the recommendation of the program executive board / department board and the approval of the graduate school administrative board. The reason for not accepting students who are not eligible for transfer is reported to the graduate school.

d) Postgraduate transfer cannot be made to the Academic deficiency program and courses opened within the programs.

e) In course substitutions other than postgraduate transfer, on the condition that it has not been used for a diploma, the courses taken by the students as a principal student from the graduate programs of any higher education institution in the last four semesters before enrolling in the graduate school as a principal student can be transferred to the graduate school enrolled with the proposal of the supervisor and the program executive board / department board and the decision of the graduate school administrative board. The student can be exempted from these courses provided that the final grades and credits meet the success criteria.

### **Special Student Admission**

**ARTICLE 45-** a) Those who are graduates or students of a higher education institution and want to increase their knowledge on a specific subject can be accepted as special students for

the courses taken by graduate students with the approval of the department chair.

**b)** Being a special student is not an education aimed directly at obtaining a degree in the relevant program and its duration cannot exceed two semesters.

**c)** Those who take courses in special student status cannot benefit from student rights.

**d)** Students who are entitled to graduate education can be exempted from a maximum of 2 courses, provided that they have a GPA of 80/100 and above as a special student.

**e)** The period that students admitted to the graduate program receive education as a special student cannot be counted from the graduate education period.

### **Freezing Registration**

**ARTICLE 46** - Students; from the beginning of the excuse for illness, birth, natural disaster, military service, assignments abroad; those who are unable to continue their education due to other reasons preventing the attendance of education may be considered on temporary leave provided that they document their excuses within two weeks at the latest after the start of the courses and are accepted by the graduate school administrative board. The maximum duration of temporary leave is two semesters. The period that the student is on temporary leave is not counted in the normal education period.

**Temporary article 1- (1)** The implementation of the provisions brought by this Regulation and the determined periods start from the date of 20/04/2016 when this Regulation comes into force. However, the periods determined on the basis of the semester (semester) are calculated from the 2016-2017 fall semester.

(2) The previous education periods are not taken into account in the calculation of the maximum periods for the students enrolled in the graduate schools on the date of entry into force of this Regulation. The maximum duration of the students to be calculated as of the 2016-2017 academic year in order to complete these stages and programs according to the stages in the relevant program as of the effective date of this Regulation is stated below:

**a)** For those in non-thesis master's programs, a maximum of three semesters to complete this program,

**b)** For those who are in the course phase of the thesis master's programs, a maximum of four semesters to complete this phase, a maximum of six semesters to complete the program,

**c)** A maximum of four semesters in total for those who are at the thesis stage in thesis master's programs to complete this stage and the program,

**d)** Those who are accepted to doctoral programs with a master's degree and who are at the course stage, a maximum of four semesters to complete this phase and a maximum of twelve semesters in total to complete the program; For those who are accepted with a bachelor's degree and are in the course stage, a maximum of six semesters to complete this stage, a maximum of fourteen semesters in total to complete the program,

**e)** Those who are accepted to doctoral programs with a master's or undergraduate degree and completed the course phase and are in the doctoral comprehensive examination period, have two exam rights to complete this phase, a maximum of eight semesters in total to complete the program,

**f)** Those who are accepted to doctorate programs with a master's or undergraduate degree and completed the course and the doctoral comprehensive examination stages and are in the thesis stage, a maximum of seven semesters in total to complete this stage and the program,

**g)** For those who are accepted to the proficiency in arts programs with a master's degree and are in the course phase, a maximum of four semesters to complete this phase and a maximum of twelve semesters in total to complete the program For those who are accepted with a bachelor's degree and are in the course stage, a maximum of six semesters to complete this stage, a maximum of fourteen semesters in total to complete the program,

**h)** A maximum of eight semesters in total for those who are accepted to proficiency in arts programs with a master's degree and completed the course phase and are in the thesis phase to

complete this phase and the program; Those who are accepted with a bachelor's degree and completed the course phase and are in the thesis stage, a maximum of ten semesters in total to complete this phase and the program,

**i)** Those who are in academic deficiency programs have a maximum of two semesters to complete this program.

**3)** The obligations brought by this Regulation are not applied for the stages students have completed in the concerned graduate program before the effective date of this Regulation.

**4)** The sixth paragraph of Statement 35 is not applicable to students who are enrolled in more than one graduate program simultaneously before the effective date of this Regulation.

**5)** Clause c of Statement 5 is not applied to students who have enrolled or graduated from non-thesis graduate programs before 06/02/2013.