

# **MALTEPE UNIVERSITY GRADUATE PROGRAMS REGULATION**

## **PART ONE**

### **Purpose, Scope, Basis, and Definitions**

#### **Purpose and Scope**

ARTICLE 1 - (1) The purpose and scope of this Regulation is to regulate the procedures and principles regarding graduate education and training consisting of master's, doctorate, and proficiency in art programs carried out at Maltepe University.

#### **Basis**

ARTICLE 2 - (1) This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

#### **Definitions**

ARTICLE 3 – (Amendment: OG – 22/2/2024-32468)

(1) In this Regulation the following phrases refer to:

a) Academic Advisor: The academic staff assigned by the head of the department/major field to guide the student enrolled in the Graduate School affiliated with Maltepe University,

b) Academic calendar: The annual education period determined by the Senate, including semesters and similar dates determined for graduate education programs,

c) ECTS: European Credit Transfer System (ECTS),

ç) ALES: Academic Personnel and Graduate Education Entrance Examination,

d) Department/major field: The department/major field defined for institutes in Article 5 of the Regulation on the Organization and Functioning of Graduate Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976 and which has an education program in the Institute,

e) Head of the department/major field: The head of the department/major field as defined in Article 5 of the Regulation on the Organization and Functioning of Graduate Education Institutes,

f) Board of the Department/Division of Arts and Sciences: The board chaired by the head of the department/division of arts and sciences, consisting of faculty members and/or faculty members with doctorate degrees who work in the graduate education programs of the department/division of arts and sciences,

g) Maximum period: The maximum period determined as semesters for the completion of a graduate program,

ğ) Similarity rate: The rate obtained from the plagiarism software program report after the thesis/semester project is uploaded to the plagiarism software program by the thesis/term project advisor,

h) Scientific preparation: Graduated undergraduate and/or graduate program and the graduate program. The completion education, which is applied to ensure the adaptation of students whose programs are in different fields to the program they apply to, and lasts for a maximum of two semesters,

- i) Term Project: The graduation project included in the non-thesis master's degree education programs,
- i) Institute: Institute of Graduate Education affiliated to Maltepe University,
- j) Institute Board: Under the chairmanship of the Institute Director, the board consisting of the deputy directors of the Institute and the heads of the Institute's departments/departments with education programs in the Institute,
- k) Institute Board of Directors: Under the chairmanship of the Institute Director, the board consisting of three faculty members elected by the Institute Board for three years from among the six candidates proposed by the Institute Director and the deputy directors of the Institute,
- l) GPA: General weighted grade point average,
- m) GMAT: International Graduate Management Admission Test,
- n) GRE: International Graduate Record Examination,
- o) Plagiarism: Representing the ideas, methods, data, or works of others as one's own work, in whole or in part, without citation following scientific rules,
- ö) Credit: The semester credit value of a credit graduate course; the credit determined as the sum of the weekly theoretical course hours and half of the weekly practice, workshop or laboratory hours of a course continuing for one semester and/or the corresponding ECTS credit,
- p) Graduate Education: Master's and non-thesis master's, doctorate and proficiency in art programs,
- r) Director The Director of the Institute,
- s) Chairmanship of the Board of Trustees: The Presidency of the Board of Trustees of Maltepe University,
- ş) SIS: Student/University information system,
- t) ÖSYM: Measurement, Selection and Placement Center,
- u) Special student: A student who is enrolled in a graduate program at a higher education institution and enrolls in graduate course(s) at a different higher education institution provided that his/her registration remains at his/her own higher education institution,
- ü) Program Coordinator: The instructor who assists in the execution of graduate programs,
- v) Project: Graduation project in non-thesis master's degree programs,
- y) President: President of Maltepe University,
- z) Senate Maltepe University Senate,
- aa) Thesis: Master's thesis, Ph.D. thesis, and proficiency in art thesis,
- bb) Thesis/project advisor: The faculty member appointed by the Graduate School Executive Board to guide the thesis/project studies of master's and PhD students enrolled in the Graduate School,
- cc) TUS: Medical specialty training entrance exam, bb) University: Maltepe University,

çç) University: Maltepe University

dd) University Administrative Board: Maltepe University Board of Directors,

ee) Foreign language exam: Central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent,

ff) YANO: Semester grade point average,

gg) Semester: The educational period consisting of fall and spring semesters, covering at least a fourteen-week study period excluding the end-of-semester exam days, with the start and end dates determined and approved by the Senate for each academic year,

ğğ) Summer education: Education and training activities at associate degree and undergraduate level during the summer months,

hh) YÖK: Council of Higher Education,

## **PART TWO**

### **General Principles**

#### **Academic Calendar**

ARTICLE 4 - (1) The academic calendar to be followed in graduate programs is determined by the proposal of the Graduate School Board and the decision of the Senate.

#### **Opening a graduate program and new courses**

ARTICLE 5 - (1) The following points are taken into consideration regarding graduate programs:

a) Graduate programs in the Graduate School are opened with the proposal of the relevant department/division head, the decision of the department/division board, the approval of the Senate with the approval of the Graduate School Board, and the approval of the Council of Higher Education provided that they comply with the criteria for opening a graduate program determined by YÖK.

b) Graduate education is carried out at the levels of master's program with and without thesis and doctorate/proficiency in art program.

c) With the approval of the Council of Higher Education, graduate distance education programs can be opened at the University, where education activities are planned and carried out based on information and communication technologies. The conditions determined by YÖK apply in the opening and execution of these programs.

ç) Graduate programs allowed to be opened by YÖK cannot be carried out outside the province where the Rectorate is located.

d) Joint graduate programs can be opened by establishing cooperation with higher education institutions in Turkey and abroad. These programs are carried out according to the provisions of the relevant legislation.

(2) Courses/course credits are determined within the framework of the provisions of the legislation adopted by the Senate, considering the credit range of the courses determined by YÖK according to the Turkish Higher Education Qualifications Framework for the diploma level and field in which the relevant department/major is located and the workload of the students.

a) For a new course to be opened in a department/major, the faculty member who will teach the course applies to the head of the department/major with the relevant form including the content and justification of the course. The course proposal form is forwarded to the Graduate School with the decision of the board of the department. The course proposal, which is discussed at the Graduate School Board, is opened with the recommendation of the Graduate School Board and the approval of the Senate.

b) The graduate courses to be offered each semester and the faculty members responsible for them are determined by the Graduate School Administrative Board upon the proposal of the department/division boards.

### **Heads of departments and their duties**

ARTICLE 6 - (1) According to Article 5 of the Regulation on the Organization and Functioning of the Graduate Schools of Postgraduate Education, the heads of the departments of the faculties are also the heads of the departments of the Graduate School.

(2) Interdisciplinary departments can be established under the Graduate School. The head of the new department/major field to be established is appointed by the Director of the Graduate School for a period of three years. This appointment decision is notified to the President.

(3) Heads of departments/majors are responsible to the Director of the Graduate School for the effective and efficient conduct of graduate-level education and research following the provisions of the relevant legislation.

### **Quotas and application requirements**

ARTICLE 7 - (1) Graduate program quotas (including transfer and international student candidate quotas) are determined by the proposal of the relevant department/division of expertise, the decision of the Graduate School Board, and the approval of the Senate, considering the number of faculty members who can work in graduate programs determined by the University, the number of students per faculty member and thesis advising loads. Quota limits can be increased by 50% for programs carried out within the framework of special protocols approved by YÖK and University-industry cooperation.

(2) The conditions to be sought for application and admission to master's and doctorate/proficiency in art programs (graduation field, grade point average, foreign language score requirement, scientific evaluation and/or interview results to be made in writing, etc.) are announced on the website of the Graduate School upon the proposal of the relevant department/division and the Graduate School Board and the approval of the Senate.

### **Application and student admission**

ARTICLE 8 - (1) A candidate must have a bachelor's degree to apply for a master's program.

(2) In master's programs with a thesis, it is required to have a score determined by the Senate, which is not less than the minimum score determined by the Council of Higher Education (YÖK) in the score type ALES or GRE or GMAT, which are accepted as equivalent to ALES, in the score type that the candidates apply. However;

a) In the admission of students to graduate programs of institute departments, conservatory programs, and fine arts faculties that accept students only by special talent exam,

b) Doctorate/proficiency in art/specialty in medicine/specialty in medicine/specialty in dentistry/specialty in veterinary medicine/specialty in pharmacy graduates applying to master's programs,

ALES is not required.

(3) ALES score or its equivalent may not be required for admission to non-thesis master's programs. Other conditions to be sought for application and admission to master's programs (grade point average, written scientific evaluation and/or interview results and similar) are determined by the Senate upon the recommendation of the relevant department/department head and the Graduate School Board.

(4) For a candidate to apply to doctorate/ proficiency in art programs;

a) Bachelor's degree or master's degree with thesis,

b) Those who apply with an undergraduate degree must have an undergraduate graduation grade point average of at least 3.00 out of 4.00 or a grade point average accepted as equivalent by YÖK,

c) In the score type of the applied program, the score determined by the Senate, which is not less than the minimum score determined by YÖK from the numerical score type of ALES or GRE or GMAT similar exams accepted as equivalent to ALES, (However; ALES condition is not required for the applications of doctorate/proficiency in art/specialization in medicine/specialization in dentistry/specialization in veterinary medicine/specialization in pharmacy graduates to PhD programs).

ç) Candidates must score higher than the minimum score determined by the Council of Higher Education (YÖK) in central foreign language exams accepted by the Council of Higher Education (YÖK) and international foreign language exams whose equivalence is accepted by the Council of Higher Education (YÖK) or a score equivalent to this score from international foreign language exams accepted as equivalent by ÖSYM or a score determined by the Senate not less than these minimum scores,

d) To apply for PhD programs in basic medical sciences, medical school graduates must have a bachelor's degree and a basic medicine score from TUS to be determined by the Senate, not less than the minimum score determined by YÖK, or a score determined by the Senate, not less than the minimum score determined by YÖK, from the numerical score type of ALES or GRE or GMAT similar exams accepted as equivalent to ALES,

e) For those who are not graduates of medical faculties who want to apply to PhD programs in basic medical sciences, a master's degree (bachelor's degree for graduates of dentistry and veterinary faculties) and a score determined by the Senate, not less than the minimum score determined by YÖK from the numerical score type of ALES or GRE or GMAT similar exams that are accepted as equivalent to ALES,

f) In the admission of students to the PhD program in basic medical sciences, students must have at least the equivalent of this score from the central foreign language exams accepted by YÖK and international foreign language exams accepted as equivalent, and if necessary, the score determined by the Senate.

(5) As a rule, ALES score is not required for admission to PhD programs of the departments of the Graduate School, conservatory programs and faculties of fine arts that accept students only by special aptitude exam. However, ALES score may be required with the decision of the Senate. If ALES score is required, the base score is determined by the Senate.

(6) In the proficiency in art program, except for graduates of fine arts faculties and conservatories and graduates of equivalent programs of other faculties, candidates who apply with a master's degree or bachelor's degree are required to have a score determined by the Senate, not less than the minimum score determined by the Council of Higher Education (YÖK) from the numerical score type of ALES or GRE or GMAT similar exams that are accepted as equivalent to ALES.

(7) (Apndx: RG-7/5/2022-31828) For applications to the programs of conservatory programs and the programs of fine arts faculties that accept students only through special talent exams, the programs in which the language of instruction is Turkish in the departments and departments of the institutes, provided that it is documented with a health report taken from a state hospital or a state university hospital,

a) Hearing-impaired candidates with an uncorrected disability of at least 70% or a corrected disability of at least 40% and above,

b) Candidates with intellectual disability with a disability level of 50% or more,

c) Disabled candidates with a disability level of 40% and above diagnosed with "pervasive developmental disorder" (autism spectrum disorder/childhood autism / atypical autism, Rett Syndrome, Asperger Syndrome),

foreign language score is not required. These candidates are deemed to have met the foreign language base score requirement sought by the University as a foreign language score.

(8) (Addition: RG-7/5/2022-31828) For applications to the proficiency in art program, conservatory programs and the programs of the faculties of fine arts that accept students only by special talent exam, provided that it is documented with a health report taken from a state hospital or a state university hospital,

a) Hearing-impaired candidates with an uncorrected disability of at least 70% or a corrected disability of at least 40% and above,

b) Candidates with intellectual disability with a disability level of 50% or more,

c) Disabled candidates with a disability level of 40% and above diagnosed with "pervasive developmental disorder" (Autism spectrum disorder / childhood autism / atypical autism, Rett Syndrome, Asperger Syndrome), foreign language score is not required. These candidates are deemed to have met the foreign language base score requirement sought by the University as a foreign language score.

### **Evaluation of applications**

ARTICLE 9 - (1) Candidates applying for graduate programs must meet and document all the conditions determined by the Senate upon the recommendation of the heads of the departments and the Graduate School Board for their applications to be evaluated. The applications of the applicants whose documents required for the application are incomplete are not taken into consideration.

(2) In the evaluation of applications for master's programs with thesis, only ALES score or exam scores accepted as equivalent, not less than the minimum weight determined by YÖK, as well as undergraduate grade point average, written scientific evaluation and/or interview results are carried out according to the application principles accepted by the Senate upon the proposal of the head of the department / department, the proposal of the Graduate School Board.

(3) In the evaluation of applications for non-thesis formal or distance education master's programs, the weighting of the undergraduate grade point average, the result of the written scientific evaluation and/or interview, if any, is carried out according to the application principles determined by the Senate upon the proposal of the head of the department/major and the Graduate School Board.

(4) In the evaluation of applications for doctorate or proficiency in art programs, the weight of the basic medical score or ALES score, or exam scores accepted as equivalent can be taken into consideration with a weight not less than the minimum weight determined by YÖK; in addition to this, if necessary, undergraduate and/or graduate grade point average, scientific evaluation and/or interview results are carried out according to the application principles determined by the Senate upon the proposal of the head of the department/department and the Graduate School Board.

(5) ALES is not required for doctorate/proficiency in art/specialty in medicine/specialty in dentistry/specialty in veterinary medicine/specialty in pharmacy graduates to apply to PhD programs. The following points are taken as basis in the evaluation of these candidates:

a) Regardless of the type of score or field of specialization at the entrance to the graduate program, the score determined by the Senate and announced in the conditions of the relevant program, not less than 55 and not more than 75, is taken into consideration.

b) These candidates may apply in a field different from the type of score or doctorate/proficiency in art/field of specialization they previously received.

c) The announced score is included in the calculations as ALES score regardless of the score type.

(6) For applications to PhD programs in basic medical sciences, the basic medicine score is obtained by multiplying the standard score obtained from the basic medical sciences test-1 section of TUS by 0.7 and the standard score obtained from the clinical medical sciences test by 0.3. Students can also be admitted with only a basic medicine score or ALES score.

(7) The evaluation of graduate student applications is made according to the grade conversion table of YÖK, which corresponds to the grades in the quadratic system in the hundred system.

(8) All candidates who meet the application requirements are evaluated by the departments of the departments according to the application principles determined by the Senate, and a success ranking is made within the quota according to their scores.

### **Final registration and registration renewal procedures**

ARTICLE 10 - (1) Final registration and registration renewal procedures are carried out within the period specified in the academic calendar announced by the Graduate School on its website and following the announced application principles.

(2) Candidates who are eligible to be placed in master's, doctorate/proficiency in art and postgraduate doctorate/proficiency in art programs must apply with the required documents within the period specified in the academic calendar and make their final registration in person or by notary proxy. Candidates who do not make their final registration within the specified period lose their right to enroll and cannot claim any rights. Candidates on the reserve list are accepted instead of these candidates by announcing them in order. Candidates are responsible for following the announcements and updates regarding these announcements.

(3) In the event that the registration documents of the students who have been definitively registered are found to be incomplete, damaged, or falsified, their registrations will be canceled.

(4) Except for non-thesis master's programs, students cannot be enrolled and continue in more than one graduate program at the same time.

(5) Each student renews his/her registration for the relevant semester by completing the course-taking procedures within the periods specified in the academic calendar. Unless the student has an excuse based on valid reasons, he/she must renew his/her registration every semester.

(6) The semester in which the student does not renew his/her registration is counted from the maximum education period.

### **Scientific preparation program**

ARTICLE 11 - (1) Among the students admitted to master's and doctorate/proficiency in art programs, a scientific preparation program may be applied for those who have received their bachelor's or master's degree in fields different from the master's or doctorate program to which they are admitted, and for master's or doctorate/proficiency in art program candidates who have received their bachelor's or master's degree from higher education institutions outside the University to overcome their deficiencies.

(2) The courses required to be taken in the scientific preparation program cannot replace the courses required to complete the relevant graduate program. However, a student in the scientific preparatory program may also take courses for the graduate program in addition to the scientific preparatory courses upon the recommendation of the relevant department head and the approval of the Graduate School Executive Board.

(3) Students who take graduate courses and the scientific preparation program at the same time are considered to have started the maximum period specified in their graduate programs.

(4) Students who will enroll in the scientific preparation program must have fulfilled their financial obligations.

(5) Attendance, course exams, course grades, conditions to be considered successful in courses, course repetition, deregistration and other issues related to the scientific preparation program are carried out according to the application principles determined by the Senate.

(6) The maximum duration of the scientific preparation 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 is not successful at the end of the period is dismissed. The time spent in this program is not included in the duration of the master's degree or doctorate/proficiency in art program.

### **Foreign language preparatory program**

ARTICLE 12 - (1) Whether or not foreign language score will be required for applications to programs other than master's programs teaching in a foreign language is announced on the Institute's web page according to the proposal of the head of the department/department, the acceptance of the Institute Board and the application principles determined by the Senate.



(2) Except for candidates who graduated from a program of higher education institutions in the language of the program to which they apply and who will enroll in master's programs at most three years after graduation, candidates who apply to master's programs that teach in a foreign language are expected to have a foreign language score at the level determined as a prerequisite for the program from foreign language exams organized or accepted by the University in the language of the program they apply.

(3) Candidates who fail to achieve the expected score can study in the University's foreign language preparatory program for a maximum of two semesters with the opinion of the relevant department/major and the decision of the Graduate School Executive Board. Students who fail to achieve the expected foreign language score at the end of the period allotted to them are dismissed from the program they have applied for. Applicants who apply to a master's program in Turkish may participate in the foreign language preparatory program upon request. This period is not included in the student's education period in the graduate program.

(4) Students who take graduate courses and the foreign language preparatory program at the same time are deemed to have started the maximum period specified in their graduate programs.

### **International student admission**

ARTICLE 13 - (1) The admission procedures of international students to the University are carried out in accordance with the directive accepted by the Senate and the provisions of the relevant legislation.

### **Special student admission**

ARTICLE 14 - (1) Students enrolled in a graduate program can be admitted to graduate courses at other higher education institutions as special students with the approval of the head of the department of the Graduate School in which they are enrolled. The credit transfer procedures of the courses taken and succeeded by the students accepted to graduate courses as special students are determined by the head of the relevant department/major. Special student admission conditions and other provisions on this subject are carried out according to the application principles determined by the Senate.

### **Student admission through internal transfer**

ARTICLE 15 - (1) A student who has successfully completed at least one semester in another department/major within the University or in a graduate program of another higher education institution can be admitted to graduate programs by internal transfer within the determined quotas.

(2) Internal transfer students must apply with the necessary documents within the application period announced in the academic calendar.

(3) The evaluation and acceptance of transfer applications are carried out with the opinion of the head of the relevant department and the decision of the Graduate School Executive Board.

(4) The graduate courses previously taken by the student whose transfer is accepted can be counted towards the course load following the application procedures and principles accepted by the Senate, with the opinion of the head of the relevant department/major and the decision of the Graduate School Executive Board.

(5) The period that a student who enrolls in a program by internal transfer is limited to the maximum duration of the program in this Regulation, including the time previously used.

(6) Internal transfer students must have fulfilled their financial obligations.

(7) Other issues related to horizontal transfers are regulated according to the procedures and principles determined by the Senate.

### **Transfer between graduate programs**

ARTICLE 16 - (1) Students who wish to transfer from a thesis master's program of the University to a non-thesis master's program or from a non-thesis master's program to a thesis master's program may apply to the Graduate School with a petition within the periods specified in the academic calendar, provided that they fulfill the minimum requirements of the program they wish to transfer to.

(2) The time spent in the program in which the student who wants to transfer between programs is deducted from the maximum period of the program he/she wants to transfer to, and the student's application is evaluated by determining whether he/she has enough maximum time to complete the program he/she wants to transfer to.

(3) Transfer between programs can be made once, provided that it does not exceed the maximum period. The file of the transferring students is transferred to the new program and the student is dismissed from the old program. Recognition of previously acquired qualifications and adjustment procedures of students who transfer between programs are carried out according to the application principles determined by the Senate, with the recommendation of the relevant department/department head and the decision of the Graduate School Executive Board.

(4) Students who are enrolled in a master's program with thesis and whose thesis is rejected as unsuccessful are given the right to switch to a master's program without thesis, provided that they fulfill the course credit load, project writing, and similar requirements by giving an additional semester upon their request.

(5) Students enrolled in a doctorate/ proficiency in art program with a bachelor's degree can switch to a master's program with or without thesis if they have successfully completed their courses with a total of 60 ECTS credits.

(6) Students who have applied to the doctorate/proficiency in art program with a bachelor's degree, who cannot complete their credited courses and/or thesis study within the maximum period, and who are not successful in their doctorate/proficiency in art thesis are awarded a master's degree without thesis upon their request, provided that they have fulfilled the credit load, project and other similar conditions required for a master's degree without thesis.

### **Credit transfer and exemption**

ARTICLE 17 - (1) Credit transfer and exemption procedures are carried out following the application principles determined by the Senate.

(2) The points to be applied at the University in cases of transfer, adjustment, or similar situations and to be evaluated as the equivalent of the success grades in the documents to be given to and received from other universities or institutions are as follows:

#### **LETTER GRADE POINT RANGE**

AA 90-100

BA 85-89

BB 80-84

CB 75-79

CC 70-74

DC 60-69

DD 50-59

F 0-49

### **Curriculum, courses and course credits**

ARTICLE 18 - (1) Courses in the department/major are categorized into two groups as compulsory and elective. The number of compulsory and elective courses, excluding seminars for master's degree with thesis and doctorate/qualification in art programs, doctorate/qualification in art exam, thesis study, and project in non-thesis programs, is determined by the board decision of the department/major and finalized with the decision of the Graduate School Board and the approval of the Senate.

(2) At least one course on scientific research methods and publication ethics must be taken during graduate education.

(3) The total credits of graduate education programs are at least 90 ECTS for non-thesis master's programs, at least 120 ECTS for master's programs with thesis, at least 240 ECTS for post-masters doctorate/art proficiency programs, and at least 300 ECTS for post-graduate doctorate/art proficiency programs.

(4) In master's programs with thesis, the ECTS credit value of the thesis study is 60, and 120 in doctorate/proficiency in art programs. In non-thesis graduate programs, the ECTS credit value of the graduation project course is 30.

(5) The semester credit value of a graduate course is the sum of the weekly theoretical course hours and half of the weekly practice or laboratory hours of the course that continue for one semester.

(6) ECTS course credits are calculated within the framework of the principles determined by the Senate, considering the learning outcomes, which express the contribution of that course to the knowledge, skills, and competencies to be gained by the student who completes the graduate program, and the clearly defined theoretical or practical course hours and the working hours required for other activities foreseen for students.

### **Course registration procedures, add-drop, course withdrawal, and grade improvement**

ARTICLE 19 - (1) The student's academic advisor decides which of the courses approved by the Graduate School Board will be included in the student's course programs together with the student. Until the thesis/project advisor is appointed, the duty of academic advisor is performed by the head of the Graduate School department/major field or the academic advisor.

(2) The maximum ECTS credit load of a student pursuing a master's degree or doctorate/proficiency in arts program is 30 credits in a semester. Upon the recommendation of the academic advisor and the approval of the Graduate School Executive Board, this load can be increased by a maximum of 7.5 ECTS credits in the relevant semester.

(3) Those who have received a passing grade in all credit courses in the master's program but whose GPA is below 2.50/4.00 continue to take courses within four semesters to increase their GPA.

(4) In doctorate/ proficiency in art programs, those who have received a passing grade in all credit courses but whose GPA is below 3.00/4.00 continue to take courses within four semesters for those admitted with a master's degree with thesis and six semesters for those admitted with a bachelor's degree to increase their average.

(5) Students are obliged to succeed in their compulsory courses. A student may repeat an elective course that is unsuccessful or lowers the GPA or may choose another course instead. The last letter grade obtained in the semester in which the course is repeated is valid.

(6) At most two of the courses to be taken by the student in master's programs with thesis and at most three of the courses in master's programs without thesis can be selected from undergraduate courses following the credits in the curriculum, provided that they have not been taken during undergraduate education. In addition, with the recommendation of the head of the department and the approval of the Graduate School Executive Board, a maximum of two courses can be selected from courses offered in other higher education institutions.

(7) In doctorate/proficiency in art programs, a maximum of two courses for students admitted with a master's degree and a maximum of four courses for students admitted with a bachelor's degree can be selected from courses offered in other higher education institutions with the recommendation of the head of the department/art department and the approval of the Institute Administrative Board.

(8) Undergraduate courses in doctorate/ proficiency in art programs do not count towards course load and PhD credits.

(9) Students may withdraw from some of the courses they registered at the beginning of the semester until the end of the eighth week. Students can withdraw from a maximum of two courses during their entire education.

(10) Semester course registration is valid after it is approved by the student and the academic advisor.

(11) Graduate courses taken from higher education institutions in Turkey and abroad within the framework of reciprocal exchange programs can be considered valid for the program that the student is continuing with the decision of the Graduate School Executive Board.

### **Attendance Status in Classes**

ARTICLE 20 - (1) Attendance to courses and practices is compulsory. Students are required to attend theoretical courses, 70% of the practical courses and 80% of the applied courses. The instructor of the course is responsible for monitoring and supervising the attendance of the students.

(2) A student who fails to fulfill the attendance requirement of a course is considered unsuccessful in that course.

(3) In case of repetition of courses and practices for which the attendance requirement has been fulfilled, the attendance requirement is not required again.

(4) The absences of students who are considered to be on leave due to the decisions taken by the Directorate of the Graduate School and/or who participate in meetings, sports, arts and similar activities representing the University or Turkey with the approval of the President are not taken into account.

### **Exams and grades**

ARTICLE 21 - (1) At least one interim assessment such as written exam, project submission, homework submission, or oral presentation is made in each course. The dates of the midterm evaluations to be held during the semester are specified in the course syllabus to be prepared by the relevant faculty member at the beginning of the semester.

(2) Students are informed by the relevant instructor about their semester success in each course.

(3) In each course, a written exam, project submission, homework submission, oral presentation and a similar end-of-semester evaluation is made. The regulations regarding the final exams are stated below:

a) In courses with final exams, the dates, days and times of the final exams to be held are arranged by the Directorate of the Graduate School with the opinion of the relevant department/major and announced on the website of the Graduate School.

b) The announced exam dates can be changed by the Directorate of the Graduate School upon the justified proposal of the relevant department / department head, provided that they are within the final exam dates. This process is announced on the Institute's web page before the start of the final exam period specified in the academic calendar.

(4) The excuse of students who did not attend the final exam is evaluated by the Graduate School Administrative Board. If the appropriate documents proving the excuse are accepted by the Institute Administrative Board, the excuse exams are held on the announced dates.

(5) If necessary, courses and exams can be held after the end of working hours on weekdays and/or on weekends.

(6) The relevant faculty members and exam invigilators are responsible for conducting the exams following the rules.

(7) All exams measuring proficiency, placement or course achievements can be held simultaneously on paper or electronically from a question bank that is classified by field and difficulty level and stored securely, allowing each candidate to be asked different questions at different times. Preparation of the questions to be asked in the exams, creation and encryption of the question bank, storage of the exam questions in paper or electronic environment, and ensuring exam security are carried out following the application principles determined by YÖK.

(8) The success of the student is evaluated by the evaluation method specified in the course syllabus announced at the beginning of the semester and the success criteria specified in this Regulation. All exam results and semester work of the student are taken into consideration in assigning the semester success grade.

(9) Midterm exams and/or midterm studies, final exam or evaluation are made out of 100 full points. Seminar, thesis, project and proficiency exam are non-credit and are evaluated as successful or unsuccessful. For the student to be considered successful in the relevant course, the success letter grade must be at least CB in master's degree and at least BB in doctorate/proficiency in arts and postgraduate doctorate/proficiency in arts programs. Grades

below the specified letter grades, excluding F, are evaluated depending on the GPA requirement (at least 2.50/4.00 in master's programs with/without thesis, and at least 3.00/4.00 in PhD / proficiency in art programs). The grade of F in compulsory courses is retaken by the student.

(10) The success evaluation system in graduate programs is as follows:

a) A letter system is used to indicate the students' degree of success in the course. The letters and weight coefficients used for this purpose are shown below:

LETTER GRADE	COEFFICIENT VALUE
AA	4.00
BA	3,50
BB	3,00
CB	2,50
CC	2,00
DC	1.50
DD	1.00
F	0

b) Other letters and their evaluations in the transcript in subparagraph (a) are as follows:

Graduate Transcript Explanation

(TR Abbreviation) (EN Abbreviation)

BI (Successful) S (Satisfactory) No credit or grade point average

indicates that the student is successful in a course that is not attended.

BZ (Failed) U

(Unsatisfactory) No credit or grade point average

Indicates that the student has failed in a course that does not participate.

EK (Incomplete) I (Incomplete) It is given to students who cannot fulfill the conditions specified in this Regulation and / or specified by the instructor in courses that include similar studies such as seminars and projects due to an excuse. These studies are finalized within two weeks following the finalization of the final exam letter grades. This period is extended until the beginning of the next semester at most. The (EK) grade that is not corrected at the end of the period is converted to (F) or (BZ) grade.

CC (Withdrawn) W (Withdrawal) Withdrawn from the course

does not participate in the weighted average. shows

DZ (Absent) FA

Absent) (Failed Student fulfills the attendance requirements

(DZ) grade is treated like (F) grade in grade calculations.

IZ (Leave of Absence) L

absence) (Leave of Absence) Indicates the semester in which the student is on leave.

MU (Exempt) EX (Exemption) Indicates the equivalent course that the student has previously taken from a higher education institution and has been successful and approved by the Institute Administrative Board. Weighted grade point average participates.

S (Special Student) A student who is enrolled in a graduate program and enrolls in graduate course(s) at a different higher education institution, provided that his/her registration remains at his/her own higher education institution.

and the course(s) taken as a special student.

TF (Transfer) T (Transfer) Indicates the transfer course that the student has previously taken from a higher education institution and has been successful and approved by the Institute Administrative Board. Weighted grade point average

participates.

Y (Substitute) S (SWAP) Another elective course taken instead of the elective course that the student failed or received a low grade course.

(11) The issues related to the calculation of grade point averages in graduate programs are as follows:

a) The success status of students is calculated at the end of each semester by calculating their grade point averages. The grade point average of a course is the weighted coefficient of the course grade the student has received.

b) GPA is calculated by dividing the sum obtained by multiplying the credit value of each of the courses enrolled in that semester by the weight coefficient of the success grade obtained in that course by the sum of the credit values of all courses taken in that semester.

c) GPA is calculated by dividing the sum obtained by multiplying the final grades in the courses enrolled in all semesters by the sum obtained by multiplying the credit value of each of them by the weight coefficient of the success grade obtained, by the sum of the credit values of all courses taken.

ç) As a result of the division, five digits after the comma are calculated and when the third digit after the comma is five or more, it is completed to the next higher number. The obtained YANO and GANO are shown with two digits after the comma.

(12) Grades from (AA) to (F) are taken as a basis for the calculation of both GPA and GPA. (DZ) grades are treated as (F) grades.

(13) For graduation, the GPA must be at least 2.50/4.00 in master's programs and at least 3.00/4.00 in doctorate/ proficiency in arts programs from all credit courses in the curriculum.

### **Announcement of grades, objection to exam results and correction**

ARTICLE 22 - (1) Faculty members enter the exam results of the courses in the graduate programs into SIS within five working days at the latest following the completion of the final exams. Exam grades and achievement status are announced on SIS when approved by the relevant faculty member.

(2) Student admission, midterm exams, final exams and other evaluation results cannot be objected to except for material errors, with the judicial remedy being open.

(3) Material error objections are made in writing to the Graduate School Directorate within five working days at the latest following the announcement of the exam results on the SIS or on the Graduate School web page. Objections not made within the deadline are not taken into consideration.

(4) (Amendment: RG-7/5/2022-31828) The student's objection is evaluated within the framework of the evaluation criteria for that course by a commission consisting of three people, including the head of the relevant department/departments of arts and sciences and the instructor, and it is determined whether there is a material error within five working days at the latest. The commission decision to be taken regarding the student's objection is notified to the Directorate of the Institute with the commission report attached and is decided at the first meeting of the Institute Board of Directors. The decision taken is entered into SIS.

(5) In cases where grades are given by more than one instructor in the form of a jury or committee, one member of the commission to be formed is determined from among the instructors of the course/jury, and the other two are determined from among the instructors in close fields. The commission finalizes the objection within a maximum five working days and submits its report to the Graduate School Directorate. The Commission report is discussed and decided at the first Graduate School Board of Directors meeting. The decision taken is entered into SIS.

a) If any material error regarding the announced grades is noticed by the instructor, the application for correction of the exam grade by the instructor of the course is made to the Directorate of the Graduate School within seven working days from the date the result of the course in question is announced, with a petition stating the reason and the attachments that will be the basis for the correction. The correction process is finalized with the decision of the Graduate School Administrative Board. The decision taken is entered into SIS.

b) After the letter grades are announced, the changes made in the grades upon objection to the exam result are not reflected in the statistical distribution of the course previously made.

### **Delivery and retention period of exam documents**

ARTICLE 23 - (1) The principles determined by the Council of Higher Education (YÖK) are applied in matters regarding the storage of documents related to all exams measuring proficiency, placement or course achievement and ensuring exam security.

(2) All documents that measure course achievements such as minutes of the exams, exam questions and answer keys, exam papers, attendance and exam attendance sheets, approved exam grade list, optical readers, documents related to homework and practices are delivered to the University archive in a sealed envelope by the relevant responsible faculty member within ten working days after the end of the final exams.

(3) In programs with practical courses/internships, assignments, projects, exhibitions, presentations and similar activities; exam documents, if any, evaluation forms and other documents related to the exam practice, all kinds of digital documents or content files (text documents, images, audio, video, and similar digital files) and digital storage media (CDs, DVDs, USB sticks, etc.) received from the student are delivered to the University archive in the envelope of course/exam documents by the faculty member responsible for the course within the period specified in the second paragraph at the end of the semester.

(4) All kinds of student products used in the evaluation, such as maquettes, models, and handicraft works that are difficult or impossible to store, transport and protect, are converted into digital format and stored in a suitable format and delivered to the University archive within the period specified in the second paragraph at the end of the semester.



(5) Course/exam documents are kept in the University archive for two years.

(6) In case there is a need to open the envelopes of the delivered course/exam documents (objection to the exam result and similar), the Institute Directorate can take the relevant course/exam documents from the University archive with the delivery report. At the end of the process, they are delivered again with the delivery report.

### **Registration freeze, excused leave and additional time**

ARTICLE 24 - (1) The enrollment of students may be suspended for a maximum of two semesters with the decision of the Graduate School Executive Board for health, family, military service, academic, educational, unexpected compulsory situations, and similar reasons, based on justified and valid excuses, provided that they are documented, to return to the University. For those who are suspended due to military service, the period of suspension is valid for the duration of military service. However, in cases of necessity and with the decision of the Graduate School Executive Board, these periods can be extended for a maximum of two more semesters.

(2) Students who wish to freeze their enrollment apply to the Graduate School with a petition within three weeks at the latest from the beginning of the relevant semester. Except for compulsory reasons, applications made after the end of these periods are not processed.

(3) The periods of suspension of enrollment are not included in the maximum period of the student.

(4) Students who have frozen their enrollment continue their education by applying to the Graduate School with their petition stating that they want to start their education at the end of the registration freeze period and registering for the relevant semester.

(5) In the event that the student submits his/her proving documents to the Graduate School with a petition within seven working days following the end date of the excuse, the Graduate School Executive Board decides how long the student will be considered excused or on leave. Excuses that are not declared in writing within this period are not accepted. The registration of those whose excuse is accepted is not considered frozen. The days when the student is excused or on leave are notified in writing by the Graduate School to the faculty members conducting the courses. Students within this scope may be excused from the courses and exams during the period they are considered to be on leave, and the periods they cannot attend the courses are not considered as absenteeism.

(6) In case of disasters and pandemics, graduate students at the thesis stage may be granted an additional period of one semester upon their request, and a maximum of two additional semesters, one semester more if they apply again according to the stage of the disaster or pandemic, and these additional periods are not counted from the maximum period.

## **PART THREE**

### **Master Programs**

#### **Master's program with thesis**

ARTICLE 25 - (1) The master's program with thesis enables the student to gain the ability to access, compile, interpret and evaluate information by using scientific research methods.

(2) The master's program with thesis consists of at least seven courses, a seminar course and thesis study, provided that they are not less than twenty-one credits in total. Seminar

course and thesis study are non-credit and are evaluated as successful or unsuccessful. A master's program with thesis consists of a total of at least 120 ECTS credits, including at least eight courses including a seminar course and thesis study, provided that an education period is not less than 60 ECTS credits. The student has to register for thesis study every semester starting from the semester following the appointment of the advisor at the latest.

### **Duration**

ARTICLE 26 - (1) The duration of the master's program with thesis is four semesters, starting from the semester in which the courses related to the program in which the student is enrolled are given, regardless of whether he/she registers for each semester, except for the period spent in scientific preparation, and the program is completed in a maximum of six semesters.

(2) Students who fail to successfully complete the credited courses and seminar course in the curriculum at the end of four semesters and who fail to meet the GPA requirement in the thirteenth paragraph of Article 21, and who fail in the thesis study or fail to take the thesis defense within the maximum period of time are dismissed from the Graduate School.

(3) The early graduation period of a master's program with thesis cannot be less than four semesters. Students who were previously enrolled in a graduate program, dismissed and re-enrolled cannot graduate before at least two semesters, taking into account the exempted courses.

### **Appointment of thesis advisor**

ARTICLE 27 - (1) In the master's program with thesis, the head of the relevant department/major field of study recommends the thesis advisor for each student to the Graduate School by the end of the first semester at the latest, and the thesis topic determined by the student together with the advisor to the Graduate School by the end of the second semester at the latest with the approval of the head of the relevant department/major field of study. The thesis advisor and thesis topic are finalized with the approval of the Graduate School Executive Board.

(2) The thesis advisor is selected among the faculty members with the qualifications determined by the Senate. If there is no faculty member with the qualifications determined at the university, a faculty member from another higher education institution can be selected as an advisor by the Institute Administrative Board within the framework of the principles determined by the Senate. In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may be a person with at least a doctorate degree from outside the University staff.

(3) The criteria and processes related to the appointment and replacement of the advisor or second advisor are carried out according to the application principles determined by the Senate.

### **Finalization of the master's thesis**

ARTICLE 28 - (1) A student studying in a master's program with thesis writes the results obtained in accordance with the spelling rules determined by the Senate and defends his/her thesis orally in front of the jury.

(2) Before the defense of the master's thesis, and in theses that are corrected, the student completes the thesis and submits it to the advisor. The advisor submits the thesis and the plagiarism software program report for the thesis to the head of the department/major with

his/her written opinion that the thesis is defensible. The Graduate School sends the plagiarism software program report to the relevant jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the Graduate School Executive Board for a decision together with its justification.

(3) The master's thesis jury is appointed upon the recommendation of the advisor and the head of the relevant department/major field of study and the decision of the Graduate School Executive Board. The jury consists of three or five faculty members, one of whom is the student's advisor and at least one of whom is from outside the University. In addition, two substitute members are determined, one of whom is a permanent faculty member of the University, and the other is a permanent faculty member of another higher education institution. If the jury consists of three people, the second advisor cannot be a member of the jury.

(4) Upon completion of the thesis, the student submits the required number of copies of the thesis to the thesis advisor.

(5) The jury members convene within one month at the latest from the date the thesis is delivered to them and take the student to the thesis exam. The thesis exam consists of the presentation of the thesis work followed by a question and answer session. The thesis exam is held in an environment open to the participation of an audience consisting of faculty members, graduate students, and experts in the field.

(6) After the completion of the thesis exam, the jury decides on acceptance, rejection, or correction by absolute majority. This decision is notified to the Graduate School within three working days following the thesis exam by the head of the department/major. The student whose thesis is rejected as unsuccessful is dismissed from the University.

(7) The student whose thesis has been decided to be corrected defends the corrected thesis again in front of the same jury within three months at the latest. At the end of this defense, the student whose thesis is found unsuccessful and not accepted is dismissed from the Graduate School.

### **Master's degree with thesis (Amendment title:RG-22/2/2024-32468)1**

ARTICLE 29 - (1) (Amendment:RG-22/2/2024-32468)1 The student who is successful in the thesis exam and meets the other conditions required for graduation according to the application procedures and principles determined by the Senate, submits at least three copies of the master's thesis, whose similarity rate is within the limits determined by the Graduate School and which is deemed appropriate in terms of form, to the Graduate School in printed / digital environment within one month from the date of entry to the thesis exam, and the student whose graduation is approved by the Graduate School Executive Board is awarded a master's diploma with thesis. The Graduate School Board of Directors may extend the submission period for a maximum of one more month upon request. Students who do not fulfill these conditions cannot receive their diploma until they fulfill the conditions, cannot benefit from student rights, and are dismissed from the Graduate School when the maximum period expires.

(2) The master's degree diploma with thesis bears the name of the program in the relevant department/major field in which the student is enrolled, approved by YÖK. The date of graduation is the date of submission of the signed copy of the thesis by the exam jury.

(3) The student who is entitled to receive a diploma must be dismissed from all relevant units of the University to receive his/her diploma.

(4) Within three months following the submission of the thesis, a copy of the master's thesis is sent electronically to YÖK by the Graduate School to be made available for scientific research and activities.

### **Master's degree program without thesis**

ARTICLE 30 - (1) The non-thesis master's program helps the student gain knowledge on professional subjects and gain competence in how to use the existing knowledge in practice, especially in action research.

(2) The non-thesis master's program consists of at least ten courses and a term project course, provided that they are not less than thirty credits and 90 ECTS. Students are required to register for the semester project course in the semester in which the semester project course is taken and submit a written project and/or report at the end of the semester. The semester project course is non-credit and is evaluated as successful or unsuccessful.

(3) According to the principles determined by the Senate, a proficiency exam can be applied at the end of the master's program without thesis.

### **Duration**

ARTICLE 31 - (1) The period of completion of the master's program without thesis is at least two semesters and at most three semesters, starting from the semester in which the courses related to the program in which the student is enrolled are given, regardless of whether he/she registers for each semester, except for the period spent in scientific preparation. At the end of this period, the student who fails the credit courses and fails to meet the GPA requirement in the thirteenth paragraph of Article 21 is dismissed from the Graduate School.

(2) Students who were previously enrolled in a graduate program, dismissed and re-enrolled cannot graduate before two semesters, taking into account the exempted courses.

### **Appointment of advisor**

ARTICLE 32 - (1) In the non-thesis master's program, a faculty member with the qualifications determined by the Senate is appointed as an advisor to carry out the term project for each student, taking the opinion of the relevant department/art department chair.

### **Non-thesis master's degree diploma**

ARTICLE 33 - (Amended with Title: OG-22/2/2024-32468)1

(1) A non-thesis master's degree diploma is awarded to the student who successfully completes the credit courses and the GPA requirement in the thirteenth paragraph of Article 21 and successfully completes the term project.

(2) On the non-thesis master's degree diploma, there is the name of the program in the department/major field in which the student is enrolled, approved by YÖK.

(3) The student who receives approval from his/her advisor for the term project and meets the other conditions required for graduation according to the application procedures and principles determined by the Senate, submits the printed and digital copy of the term project, whose similarity rate is within the limits determined by the Graduate School and which is deemed appropriate in terms of form, to the Graduate School within the period specified in the academic calendar or given by the project advisor, and the student whose graduation is approved by the Graduate School Executive Board is awarded a non-thesis master's diploma. The graduation date on the diploma is the date the student's graduation is approved by the Graduate School Executive Board.

(4) The student who is entitled to receive a diploma must be dismissed from all relevant units of the University to receive his/her diploma.

## **SECTION FOUR**

### **PhD Program**

#### **General principles**

ARTICLE 34 - (1) The PhD program provides students with the skills of conducting independent research, defining problems scientifically, collecting appropriate data by following the scientific method for solution, analyzing and interpreting them to produce solutions, and reporting and presenting them within the framework of the rules accepted by the scientific world.

(2) The thesis to be prepared at the end of the PhD study must fulfill at least one of the qualifications of bringing innovation to science, developing a new scientific method, applying a known method to a new field.

(3) For students admitted with a master's degree with thesis, the PhD program consists of a total of twenty-one credits and at least 240 ECTS credits, including at least seven courses, seminar, proficiency exam, thesis proposal and thesis study, provided that an education period is not less than 60 ECTS. For students admitted with a bachelor's degree, it consists of a total of at least 300 ECTS credits, including 14 courses of at least forty-two credits, seminar, proficiency exam, thesis proposal and thesis study.

#### **Duration**

ARTICLE 35 - (1) The PhD program is eight semesters and the maximum completion period is twelve semesters for those admitted with a master's degree with thesis, starting from the semester in which the courses related to the program they are enrolled in are given, regardless of whether they register for each semester, except for the period spent in scientific preparation; ten semesters and the maximum completion period is fourteen semesters for those admitted with a bachelor's degree.

(2) The maximum time to successfully complete the credit courses required for the doctorate program is four semesters for those admitted with a master's degree with thesis and six semesters for those admitted with a bachelor's degree. Students who fail to successfully complete their credit courses within this period and fail to meet the GPA requirement in the thirteenth paragraph of Article 21 are dismissed from the Graduate School.

(3) Students who successfully complete their credit courses, are successful in the proficiency exam, and whose thesis proposal is accepted, but who fail to complete the thesis study by the end of the twelve or fourteen semesters specified in the first paragraph are dismissed from the Graduate School.

(4) The period for early completion of the PhD program cannot be less than six semesters. However, students who were previously enrolled in a graduate program, dismissed and re-enrolled cannot graduate before at least four semesters, taking into account the exempted courses.

#### **Appointment of thesis advisor**

ARTICLE 36 - (1) In the PhD program, the head of the relevant department recommends a thesis advisor for each student to the Graduate School. The thesis advisor is finalized with

the decision of the Graduate School Executive Board. The thesis advisor must be appointed by the end of the second semester at the latest.

(2) The thesis advisor is selected among the tenured faculty members of the University. Except for the departments of dentistry, pharmacy, medicine and veterinary faculties, faculty members must have supervised at least one successfully completed master's thesis in order to supervise a thesis in PhD programs. If there is no faculty member with the specified qualifications at the university, a faculty member from another higher education institution with the same qualifications can be selected as an advisor. In cases where the nature of the thesis study requires more than one thesis advisor, a second advisor with a doctorate degree from within the University, from a higher education institution in Turkey or abroad, or from outside the University may be assigned.

(3) The processes related to the appointment and replacement of the advisor, or second advisor are carried out according to the principles determined by the Senate.

### **PhD qualifying exam**

ARTICLE 37 - (1) The PhD qualifying exam is the measurement of whether the student who has completed the credited courses and seminar course has the knowledge of the basic subjects and concepts in the field and the depth of scientific research to conduct a PhD study. A student takes the qualifying exam at most twice a year.

(2) In order to take the PhD qualifying exam, the student must successfully complete all courses and meet the GPA requirement in the thirteenth paragraph of Article 21.

(3) The student who wants to take the qualifying exam submits his/her application for the qualifying exam to the head of the relevant department/art department at the beginning of the fall and spring semesters on the dates specified in the academic calendar. Applications made outside the specified dates are not taken into consideration.

(4) PhD qualifying exams are held twice in each academic year, in April-May and October-November. These dates may be changed if the student has an acceptable excuse and/or with the decision of the Graduate School Executive Board.

(5) Students admitted with a master's degree must take the qualifying exam until the end of the fifth semester at the latest, and students admitted with a bachelor's degree must take the qualifying exam until the end of the seventh semester at the latest.

(6) Qualifying exams are organized and conducted by a five-person PhD qualifying committee proposed by the relevant department/major and approved by the Graduate School Executive Board. The committee establishes exam juries to prepare, administer and evaluate exams in different fields. The exam jury consists of five faculty members, including the advisor, at least two of whom are from outside the University. In addition, two substitute members are determined, one of whom is a tenured faculty member of the University and the other is a tenured faculty member of another higher education institution.

(7) The Graduate School Executive Board decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. Qualifying exam meetings are open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(8) The qualifying exam is conducted in two parts: written and oral. Students who are successful in the written exam take the oral exam. The format of the exams, their weighting,

success criteria and calculation of grades are made in accordance with the principles determined by the Senate, taking into account the relevant legislation.

(9) The exam juries evaluate the student's success in the written and oral exams and decide by absolute majority whether the student is successful or unsuccessful. This decision is notified to the Graduate School within three working days following the qualifying exam by the head of the department/art department.

(10) The PhD qualifying exam jury may require a student who passes the exam to take extra course(s), even if he/she has completed the course load, provided that it does not exceed one third of the total credit amount. These courses approved by the PhD qualifying committee are forwarded to the Graduate School through the head of the department. The student must succeed in the courses taken with the approval of the Graduate School Administrative Board. The success grade of the courses taken with the jury recommendation is not included in the GPA.

(11) The student who fails the qualifying exam takes the exam again in the next semester from the department/subdivisions that he/she failed. The student who fails in this exam is dismissed from the Graduate School.

(12) Students who do not take the exam at any stage of the PhD qualifying exam (written and/or oral) without an excuse acceptable by the Graduate School Executive Board are considered to have used this right and failed at that stage.

#### **PhD thesis monitoring committee**

ARTICLE 38 - (1) For the student who is successful in the qualifying exam, a thesis monitoring committee is formed within one month upon the recommendation of the relevant department head and the approval of the Graduate School Executive Board.

(2) The thesis monitoring committee consists of three faculty members, one of whom is the advisor. In addition to the thesis advisor, the committee includes one member from within and outside the relevant department/major and is assigned by the decision of the Graduate School Executive Board.

(3) It is ensured that the areas of expertise of the members of the thesis monitoring committee are compatible with the thesis subject and that the members of the thesis monitoring committee are selected from different disciplines, especially in interdisciplinary thesis studies. In case a second thesis advisor is appointed, the second thesis advisor may attend the committee meetings as an observer if he/she wishes.

(4) In the periods following the establishment of the thesis monitoring committee, the members may be changed upon the recommendation of the relevant department/division of arts and sciences with the justified opinion of the advisor and the decision of the Graduate School Executive Board.

#### **PhD thesis proposal defense and thesis monitoring process**

ARTICLE 39 - (1) Upon successful completion of the PhD qualifying exam, the student defends his/her thesis proposal, including the purpose, method and work plan of the research to be conducted within six months at the latest, orally before the thesis monitoring committee. The student submits the written report on the proposal to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by absolute majority to accept, correct, or reject the thesis proposal submitted by the student. In case of a correction, the student is given one

month. The chairmanship of the department/department of arts notifies the Graduate School of the decision of the thesis monitoring committee with its justifications within three working days following the thesis proposal defense.

(3) A student who fails to defend his/her thesis proposal within the period specified in the first paragraph without a valid excuse is deemed unsuccessful and his/her thesis proposal is rejected.

(4) The student whose thesis proposal is rejected has the right to request the appointment of a new advisor and/or choose a new thesis topic. In such a case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same advisor is taken to the thesis proposal defense within three months, and the student who changes the advisor and/or thesis topic is taken to the thesis proposal defense again within six months. The student whose thesis proposal is also rejected in this defense is dismissed from the Graduate School.

(5) For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once in January-June and once in July-December. The student submits a written report to the committee members at least one month before the meeting date. In this report, a summary of the work done so far and the work plan for the next semester are stated. The student's thesis work is determined as successful or unsuccessful by the committee. The decision of the committee is forwarded to the Graduate School through the department/art department within the following three working days. Students who are found unsuccessful by the committee twice in a row or three times in a row are dismissed from the Graduate School.

(6) The thesis monitoring exam of the student who fails to take the exam on the day determined by the advisor and determined by the head of the department/major without an excuse acceptable by the Graduate School Administrative Board is considered unsuccessful.

(7) In cases where the thesis topic is accepted as a result of the thesis proposal defense exam, but the thesis topic is changed as a result of the subsequent thesis monitoring exams, the Committee prepares a report on the subject and submits it to the Graduate School. The report bearing the signatures of the committee members is examined by the Graduate School Executive Board and if the change of thesis topic is deemed appropriate by the decision of the Graduate School Executive Board, the student takes the thesis proposal defense exam within six months at the latest.

### **Preparation and finalization of the PhD thesis**

ARTICLE 40 - (1) A student in a PhD program writes the results obtained following the thesis writing rules approved by the Senate and defends his/her thesis orally in front of the jury.

(2) For the student's thesis to be finalized, at least three successful thesis monitoring committee reports must be submitted.

(3) For the thesis defense jury to be formed, the student must have fulfilled the requirement of at least one academic publication in the field of PhD studies with the thesis advisor or with the approval of the thesis advisor or must have received a letter of acceptance for publication. The nature of the academic publication in question is determined by the Senate decision. For the publication to meet the graduation requirement, the student or his/her advisor must be the first author or responsible. It is obligatory to show the name of the university in publications, printed and visual materials, and correspondence. The student applies to the Graduate School through the relevant department/major field by documenting



that he/she fulfills the aforementioned academic publication requirements and obtaining the approval of the thesis advisor.

(4) Before the defense of the PhD thesis, and in theses that are given a correction, the student completes the thesis with the correction and submits it to the advisor. The advisor submits the thesis to the Graduate School with a written opinion that it is defensible. The advisor submits the plagiarism software program report for the thesis to the Graduate School. The Graduate School sends the plagiarism software program report to the relevant jury members. If plagiarism is detected in the data in the report, the thesis is sent to the Graduate School Administrative Board for a decision with its justification.

(5) The jury for the PhD thesis defense is appointed upon the recommendation of the advisor, the relevant department head, and the approval of the Graduate School Executive Board, taking into account the jury's areas of expertise. The jury consists of five faculty members, including the advisor, three of whom are members of the student's thesis monitoring committee and at least two from outside the University. The Graduate School Executive Board decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. In addition, the second thesis advisor may take part in the jury without the right to vote.

(6) Other issues regarding the thesis defense process are carried out according to the principles determined by the Senate.

(7) The jury members convene within one month at the latest from the date the thesis is submitted to them and take the thesis defense exam. The thesis defense exam consists of the presentation of the thesis work followed by a question and answer session. The thesis defense exam is held in an environment open to the participation of an audience consisting of faculty members, graduate students, and experts in the field.

(8) After the completion of the thesis defense exam, the jury, closed to the audience, decides on acceptance, rejection or correction of the thesis by absolute majority. The decision is notified to the Graduate School within three working days following the exam by the relevant department of major science/art department together with the personal evaluation reports. The justification of the jury member(s) who made the rejection decision is added to the minutes. The student whose thesis is rejected as unsuccessful is dismissed from the Graduate School.

(9) The student who is given a correction decision about his/her thesis defends his/her thesis again in front of the same jury by making the necessary corrections within six months at the latest. The student who fails in this defense is dismissed from the Graduate School.

## **PhD Diploma**

ARTICLE 41 - (1) Upon completion of the thesis, the student submits the required number of copies of the thesis to the advisor. The advisor sends the written opinion of the thesis in terms of compliance with the spelling rules and copies of the thesis to the Graduate School through the relevant department/major.

(2) (Amendment: RG-22/2/2024-32468)<sup>1</sup> The student who is successful in the thesis exam and meets the other conditions required for graduation according to the application procedures and principles determined by the Senate, submits at least three copies of the PhD thesis, whose similarity rate is within the limits determined by the Graduate School and which is deemed appropriate in terms of form, to the Graduate School in printed / digital media within one month from the date of entry to the thesis exam, and the student whose graduation is approved by the Graduate School Executive Board is awarded a PhD diploma.

The Graduate School Board of Directors may extend the submission period for a maximum of one more month upon request. Students who fail to fulfill these conditions cannot receive their diploma until they fulfill the conditions, cannot benefit from student rights, and are dismissed from the Graduate School when the maximum period expires.

(3) The name of the program in the relevant department/major field approved by the Council of Higher Education (YÖK) is found on the PhD diploma. The date of graduation is the date the signed copy of the thesis is submitted by the exam jury.

(4) The student who is entitled to receive a diploma must be dismissed from all relevant units of the University in order to receive his/her diploma.

(5) Within three months following the submission of the thesis, the Graduate School sends a copy of the PhD thesis to YÖK electronically to be made available for scientific research and activities.

## **SECTION FIVE**

### **Proficiency in Art Program**

#### **General principles**

ARTICLE 42 - (1) Proficiency in art is a doctorate equivalent higher education program that aims to produce an original work of art, and in music and performing arts, a superior practice and creativity.

(2) For students admitted with a master's degree with thesis, the proficiency in art program consists of at least 240 ECTS credits, including at least seven courses, proficiency in art thesis proposal, proficiency in art thesis study and presentation/practice performance studies related to the thesis, provided that a total of twenty-one credits and an education period is not less than 60 ECTS credits. For students admitted with a bachelor's degree, it consists of at least 300 ECTS credits, including 14 courses of at least forty-two credits, a seminar course, proficiency in art thesis proposal, proficiency in art thesis study and presentation/practice performance studies related to the thesis.

#### **Duration**

ARTICLE 43 - (1) The proficiency in art program is eight semesters and the maximum completion period is twelve semesters for those admitted with a master's degree with thesis, starting from the semester in which the courses related to the program they are enrolled in are given, regardless of whether they register for each semester, except for the period spent in scientific preparation, and ten semesters and the maximum completion period is fourteen semesters for those admitted with a bachelor's degree.

(2) The maximum time to successfully complete the compulsory and elective courses in the proficiency in art program is four semesters for those admitted with a master's degree and six semesters for those admitted with a bachelor's degree. Students who fail to successfully complete their credit courses within this period and fail to meet the GPA requirement in the thirteenth paragraph of Article 21 are dismissed from the Graduate School.

(3) Students who successfully complete their credit courses, are successful in the proficiency exam, and whose thesis proposal is accepted, but who fail to complete the thesis study by the end of the twelve or fourteen semesters specified in the first paragraph are dismissed from the Graduate School.

(4) The period for early completion of the proficiency in art program cannot be less than six semesters. However, students who were previously enrolled in a graduate program, dismissed and re-enrolled cannot graduate before at least four semesters, taking into account the exempted courses.

### **Appointment of advisor**

ARTICLE 44 - (1) In the proficiency in art program, the relevant department head recommends a thesis advisor for each student to the Graduate School. The thesis advisor is finalized with the decision of the Graduate School Executive Board. The thesis advisor must be appointed by the end of the second semester at the latest.

(2) The thesis advisor is selected among the tenured faculty members of the University. If there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institution with the same qualifications can be selected as the advisor. In cases where the nature of the proficiency in art requires more than one thesis advisor, a second thesis advisor may be appointed. In order for the thesis advisor to direct studies such as thesis, exhibition, project, recital, concert, and representation in proficiency in art programs, he/she must have directed at least one successfully completed master's thesis. The second thesis advisor may also be a person with a doctorate/proficiency in art degree from outside the University staff.

(3) The processes related to the appointment and replacement of the advisor, or second advisor are carried out according to the application principles determined by the Senate.

### **Proficiency in Art exam**

ARTICLE 45 - (1) The proficiency in art exam aims to test the comprehensive knowledge-skill, synthesis and creativity power of the student who has completed the credit courses and seminar course on the subjects related to the thesis study. A student takes the qualifying exam at most twice in a year.

(2) In order to take the proficiency in art exam, the student must successfully complete all courses and meet the GPA requirement in the thirteenth paragraph of Article 21.

(3) The student who wants to take the proficiency exam submits the application for the proficiency exam to the relevant department at the beginning of the fall and spring semesters, on the dates specified in the academic calendar. Applications made outside the specified dates are not taken into consideration.

(4) Proficiency in Art exams are held twice in each academic year, in April-May and October-November. These dates can be changed in case the student has an acceptable excuse and/or with the decision of the Graduate School Executive Board.

(5) Students admitted with a master's degree must take the qualifying exam until the end of the fifth semester at the latest, and students admitted with a bachelor's degree must take the qualifying exam until the end of the seventh semester at the latest.

(6) Proficiency exams are organized and conducted by a five-person proficiency in art committee proposed by the relevant department and approved by the Graduate School Executive Board. The committee establishes exam juries to prepare, administer and evaluate exams in different fields. The exam jury consists of five faculty members, including the advisor, at least two of whom are from outside the University. The Graduate School Executive Board decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. Qualifying exam meetings are

open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(7) The qualifying exam is conducted in two parts: written and oral. Students who are successful in the written exam take the oral exam. The format, weights, success criteria and calculation of the grades of the exams are made in accordance with the application principles determined by the Senate.

(8) The exam jury evaluates the student's success in the written and oral exams and decides by absolute majority whether the student is successful or unsuccessful. This decision is reported to the Graduate School within three working days following the qualifying exam by the chairmanship of the department.

(9) The proficiency in art exam jury may require a student who passes the exam to take extra course(s), even if he/she has completed the course load, provided that it does not exceed one third of the total credit amount. These courses approved by the proficiency in art committee are forwarded to the Graduate School through the chairmanship of the department. The student must succeed in the courses taken. The success grade of the courses taken with the jury recommendation is not included in the GPA.

(10) Students who fail the qualifying exam are taken the exam again in the next semester from the department(s) they failed. Students who fail in this exam are dismissed from the Graduate School.

(11) Students who do not take the exam at any stage of the proficiency in art exam (written and/or oral) are considered to have used this right and failed at that stage.

### **Proficiency in art thesis monitoring committee**

ARTICLE 46 - (1) For the student who is successful in the qualifying exam, a thesis monitoring committee is formed within one month upon the proposal of the relevant department head and the approval of the Graduate School Executive Board.

(2) The thesis monitoring committee consists of three faculty members, one of whom is the advisor. In addition to the thesis advisor, the committee includes one member from within and outside the department of the Graduate School and is assigned by the decision of the Graduate School Executive Board.

(3) It is ensured that the areas of expertise of the members of the thesis monitoring committee are compatible with the thesis topic and that the members of the thesis monitoring committee are selected from different disciplines, especially in interdisciplinary thesis studies. In case a second thesis advisor is appointed, the second thesis advisor may attend the committee meetings as an observer if he/she wishes.

(4) In the periods following the establishment of the thesis monitoring committee, the members may be changed with the recommendation of the relevant department head and the decision of the Graduate School Executive Board, taking the reasoned opinion of the advisor.

### **Proficiency in Art thesis proposal defense and thesis monitoring process**

ARTICLE 47 - (1) After successfully completing the proficiency in art exam, the student defends his/her thesis proposal including the purpose, method and work plan of the research to be conducted within six months at the latest orally before the thesis monitoring committee. The student submits the written report on the proposal to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by absolute majority to accept, correct or reject the thesis proposal submitted by the student. In case of a correction, the student is given one month. The chairmanship of the department notifies the Graduate School of the decision of the thesis monitoring committee with its justifications within three working days following the defense of the thesis/work proposal.

(3) The student who fails to defend his/her thesis proposal within the period specified in the first paragraph without a valid excuse is deemed unsuccessful and the thesis proposal is rejected.

(4) The student whose thesis proposal is rejected has the right to request the appointment of a new advisor and/or choose a new thesis topic. In such a case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same advisor is taken to the thesis proposal defense within three months, and the student who changes the advisor and/or thesis topic is taken to the thesis proposal defense again within six months. The student whose thesis proposal is also rejected in this defense is dismissed from the Graduate School.

(5) For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once in January-June and once in July-December. The student submits a written report to the committee members at least one month before the meeting date. This report includes a summary of the work done so far and the work plan for the next semester. The student's thesis/work is determined as successful or unsuccessful by the committee. The decision of the committee is forwarded to the Graduate School through the relevant department within the next three working days. Students who are found unsuccessful by the committee twice in a row or three times in a row are dismissed from the Graduate School.

(6) The thesis monitoring exam of the student who fails to take the exam on the day and time determined by the advisor and approved by the head of the department without an excuse accepted by the Graduate School Administrative Board is considered unsuccessful.

(7) In cases where the thesis topic is accepted as a result of the thesis proposal defense exam, but the thesis topic is changed as a result of the subsequent thesis monitoring exams, the Committee prepares a report on the subject and submits it to the Graduate School. The report bearing the signatures of the committee members is examined by the Graduate School Executive Board and if the change of thesis topic is deemed appropriate by the decision of the Graduate School Executive Board, the student takes the thesis proposal defense exam within six months at the latest.

### **Preparation and finalization of the proficiency in art study**

ARTICLE 48 - (1) A student in the proficiency in art program defends his/her thesis, exhibition, project, project, recital, concert, representation, film and screening in front of the jury orally by writing the text explaining and documenting the results obtained, exhibition, project, recital, concert, concert, representation, film and screening in accordance with the writing rules accepted by the relevant Senate.

(2) In order for the student's thesis to be finalized, at least three successful thesis monitoring committee reports must be submitted.

(3) In order for the thesis defense jury to be established, the student must have fulfilled the requirement of at least one artistic activity or academic publication in the field of proficiency in art with the thesis advisor or with the approval of the thesis advisor, or must have received a letter of acceptance for publication. The nature of the academic publication in question is

determined by the Senate decision. In order for the publication to meet the graduation requirement, the student or the advisor must be the first author or responsible. The name of the university must be shown in publications, printed and visual materials and correspondence. The student applies to the Graduate School through the relevant department by documenting that he/she fulfills the aforementioned academic publication requirements and obtaining the approval of the thesis advisor.

(4) Before the defense of the proficiency in art thesis, and if the thesis is corrected, the student completes the thesis and submits it to the advisor. The advisor submits the thesis to the Graduate School with a written opinion that it is defensible. The advisor submits the plagiarism software program report for the thesis to the Graduate School. The Graduate School sends the plagiarism software program report to the relevant jury members. If plagiarism is detected in the data in the report, the thesis is sent to the Graduate School Administrative Board for a decision with its justification.

(5) Proficiency in Art jury is appointed upon the recommendation of the advisor, the relevant department head and the approval of the Graduate School Executive Board. The jury consists of five faculty members including the advisor, three of whom are members of the student's thesis study monitoring committee and at least two of whom are from outside the University. The Graduate School Executive Board decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. In addition, the second thesis advisor may take part in the jury without the right to vote.

(6) Other issues related to the formation of the thesis defense jury are carried out according to the application principles determined by the Senate.

(7) The jury members convene within one month at the latest from the date the thesis is submitted to them and take the thesis defense exam. The thesis defense exam consists of the presentation of the thesis work followed by a question and answer session. The thesis defense exam is held in an environment open to the participation of an audience consisting of faculty members, graduate students and experts in the field.

(8) After the completion of the thesis defense exam, the jury, closed to the audience, decides on acceptance, rejection or correction of the thesis by absolute majority. The decision is notified to the Graduate School by the relevant department within three working days following the exam together with the personal evaluation reports. The justification of the jury member(s) who made a rejection decision is added to the minutes. The student whose thesis is rejected as unsuccessful is dismissed from the Graduate School.

(9) The student who is given a correction decision about his/her thesis defends his/her thesis again in front of the same jury by making the necessary corrections within six months at the latest. The student who is also unsuccessful in this defense is dismissed from the Graduate School.

### **Proficiency in Art diploma**

ARTICLE 49 - (1) Upon completion of the thesis, the student submits the required number of copies of the thesis to the advisor. The advisor sends the copies of the thesis to the Graduate School through the relevant department headquarters with his/her written opinion on the conformity of the thesis to the spelling rules.

(2) (Change:RG-22/2/2024-32468)1 The student who is successful in the thesis exam and meets the other conditions required for graduation according to the application procedures and principles determined by the Senate, submits at least three copies of the proficiency in

art thesis, whose similarity rate is within the limits determined by the Graduate School and which is deemed appropriate in terms of form, to the Graduate School in printed / digital environment within one month from the date of entry to the thesis exam, and the student whose graduation is approved by the Graduate School Executive Board is awarded a proficiency in art diploma. Upon request, the Graduate School Executive Board may extend the submission period for one month at most. Students who fail to fulfill these conditions cannot receive their diploma until they fulfill the conditions, cannot benefit from student rights, and are dismissed from the Graduate School when the maximum period expires.

(3) Students who are successful in their proficiency in art thesis are awarded a diploma that determines the field according to the specialty of the art branch approved by the Council of Higher Education (YÖK), provided that they also fulfill the other graduation requirements. The date of graduation is the date the signed copy of the thesis is submitted by the exam jury.

(4) The student who is entitled to receive a diploma must be dismissed from all relevant units of the University in order to receive his/her diploma.

(5) Within three months following the submission of the thesis, the Graduate School sends a copy of the proficiency in art thesis to YÖK electronically to be made available for scientific research and activities.

## **SECTION SIX**

### **Miscellaneous and Final Provisions**

#### **Students with disabilities**

ARTICLE 50 - (1) The procedures of students with disabilities are carried out according to the relevant directive. Students enrolled in graduate programs whose disability status and degree are proven by a medical report are obliged to comply with the provisions of this Regulation regarding taking courses. However, if the student has difficulty in fulfilling the requirements of any course due to his/her disability, with the approval of the advisor and the instructor of the course, changes, adaptations and arrangements are made to eliminate the difficulties in question and the student is allowed to take the course. If the student cannot fulfill the requirements of the course, he/she takes another course equivalent to that course, if any.

(2) Students with disabilities enrolled in graduate programs must take the exams specified in Article 21. However, in order to evaluate the student's performance in the best way, the place, duration and format of the exam can be changed and made appropriate with the approval of the faculty member giving the course based on the student's disability. Additional materials such as special alphabets, computers, magnifying glasses, people or tools to help reading or writing are provided by the head of the department of the Institute.

#### **Graduation, diploma and diploma supplement**

ARTICLE 51 - (1) Graduation, diploma and diploma supplement procedures are regulated according to the directive put into effect by the Senate and the provisions of the relevant legislation.

#### **Tuition fees, scholarships and discounts**

ARTICLE 52 - (1) Tuition fees are charged at the University. Tuition fees are re-determined every year by the Board of Trustees and announced together with the payment conditions. Tuition fees must be paid at the beginning of the semester and on the announced dates.

(2) The tuition fee paid for that semester is not refundable for students who leave, dismiss, disenroll or graduate from the University after the start of education.

(3) Students who transfer between programs (with/without thesis) pay the difference between the tuition fees of master's programs with/without thesis determined by the Board of Trustees for the year they transfer to the program.

(4) Scholarships to be given to graduate program students are carried out in accordance with the provisions of the relevant legislation and Senate decisions within the scope of Additional Article 9 of Law No. 2547.

### **Disenrollment**

ARTICLE 53 - (1) Except for the provisions of this Regulation regarding disenrollment, students are disenrolled in the following cases;

a) If they make a written application voluntarily, their registration is deleted.

b) Students who have been dismissed from the University and students who transfer to another higher education institution or to another graduate program within the University are disenrolled from the relevant program.

(2) The documents given by the student during registration can be given to the student himself/herself or to another person appointed by a notary public as a proxy.

(3) Students who wish to disenroll must have paid the tuition fee for the semester/year prior to the semester/year in which the disenrollment application is made.

(4) Students who disenroll lose all their student rights at the University.

### **Disciplinary actions**

ARTICLE 54 - (1) (Amended:RG-22/2/2024-32468)1 Disciplinary affairs and procedures of graduate students are carried out according to the provisions of Article 54 of Law No. 2547.

(2) Students who are suspended for any reason cannot participate in educational and social activities and cannot enter the facilities of the University during this period.

### **Informing address and notification**

ARTICLE 55 - (1) Each student is obliged to declare his/her residence address or, if he/she has not yet acquired a place of residence, the address of his/her last place of residence and the e-mail address that he/she uses continuously during enrollment in order to be able to communicate with him/her. This information is recorded in the Student Information System (SIS) and communication with the student is based on the registered residence address and e-mail address in SIS. Students are obliged to notify the changes in the address information registered in the SIS and ensure that the said information is updated.

(2) The student is obliged to follow the written, visual, audio and visual notifications and announcements made by the Institute and the notifications and announcements made on the official web pages of the University and the Institute.

(3) Notifications made to the student by one of the following methods are considered as notification:

a) Notifications made by registered mail to the student's registered residence address in the University SIS,



- b) Notifications made from the electronic mail address of the Graduate School to the student's registered electronic mail address in SIS,
  - c) Notifications and announcements made publicly on the official website of the University and the Institute,
  - ç) Notifications announced by posting on the bulletin boards of the University and the Graduate School.
- (4) Students are obliged to follow the messages sent to the e-mail address registered in SIS.

### **Procedures and principles to be applied regarding distance education**

ARTICLE 56 - (1) For the issues related to distance education that are not included in this Regulation, the provisions of the relevant legislation of the Council of Higher Education and the procedures and principles determined by the Senate apply.

### **Conducting exams using electronic media**

ARTICLE 57 - (1) In graduate programs, the proficiency, thesis monitoring/defense exam can also be held using audio and video communication technologies following the application principles determined by YÖK and/or the Senate in case the other jury member(s) are out of the province or abroad, provided that the absolute majority actually attend the exam.

### **Cases where there is no provision in the Regulation**

ARTICLE 58 - (1) In cases where there are no provisions in this Regulation, the provisions of the relevant legislation and the decisions of the Senate are applied.

### **Repealed regulation**

ARTICLE 59 - (1) Maltepe University Graduate Education and Training Regulation published in the Official Gazette dated 19/10/2016 and numbered 29862 has been repealed.

### **Transitional provisions and adaptation**

PROVISIONAL ARTICLE 1 - (1) Students enrolled in or graduated from master's programs without thesis before 6/2/2013 can apply to doctorate/proficiency in art programs.

(2) The academic publication requirement in the third paragraph of Articles 40 and 48 does not apply to students who enrolled in doctorate and proficiency in art programs before the spring semester of the 2019-2020 academic year.

(3) The provisions of Article 31 of the Regulation repealed by Article 59 are applied to students admitted to graduate programs as special students before the 2020-2021 academic year.

(4) For graduate students enrolled before the beginning of the 2016-2017 academic year, the maximum periods start from the fall semester of the 2016-2017 academic year.

### **Validity**

ARTICLE 60 - (1) This Regulation shall enter into force on the date of its publication.

### **Execution**

ARTICLE 61 - (1) The provisions of this Bylaw shall be executed by the President of Maltepe University.

Official Gazette where the Regulation was published

Date Count

2/5/2021 31472

Official Gazettes in which the Regulations Amending the Regulation are Published

Date Count

1. 7/5/2022 31828

2. 22/2/2024 32468