

REGULATIONS

From Kadir Has University:

**KADIR HAS UNIVERSITY REGULATIONS
FOR GRADUATE EDUCATION****PART ONE****Aims, Content, Legality and Definitions****Aims**

ARTICLE 1 – (1) These Regulations stipulate the guidelines concerning graduate education and related exams administered by institutes at Kadir Has University.

Content

ARTICLE 2 – (1) These regulations contain the guidelines for graduate education programs including thesis track Master's programs, non-thesis Master's programs, PhD programs, and Proficiency in Arts programs.

Legality

ARTICLE 3 – (1) These regulations adhere to the tenets as stipulated in Articles 14, 44 and 46 of Higher Education Law 2547, dated 4/11/1981.

Definitions

ARTICLE 4 – (1) The definitions of the following terms in these Regulations are as follows:

- a) ECTS: European Credit Transfer System,
- b) ALES: The Entrance Examination for Academic Personnel and Graduate Studies,
- c) The Discipline Area: The discipline area which is defined for the institute in Article 5 of the Regulations for the Organization and Administration of Graduate Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976 and which has an education program at the institute,
- ç) Head of the Discipline Area: The head of the discipline area at an institute as defined in Article 5 of the Regulations for the Organization and Administration of Graduate Education Institutes,
- d) Advisor: A faculty member who has been appointed by the Administrative Board of an institute to advise graduate students during coursework and the writing of theses,
- e) Institute: Kadir Has University's Graduate School of Science and Engineering, and the Graduate School of Social Sciences,
- f) Institute Administrative Board: The board under the chairmanship of the dean of an Institute which is composed of the Institute's vice directors and three faculty members selected by the Institute Board from six candidates who have been recommended by the dean and who serve terms of three years,
- g) KHAS İYS: Kadir Has University English Proficiency Exam,
- ğ) Board of Trustees: The Board of Trustees of Kadir Has University,
- h) Student: An individual who is registered at the Institute for graduate education,
- ı) ÖSYS: The System of Testing, Selecting and Placing,
- i) Program: For a Master's or a PhD degree, a specified number of compulsory and elective courses containing specified content as well as comprehensive exams of PhD programs, theses and applied projects,
- j) Program Coordinator: A faculty member who is recommended by the Head of the Discipline Area and appointed by the Institute Administrative Board and who coordinates the program,
- k) Rector: The Rector of Kadir Has University.
- l) Senate: The Senate of Kadir Has University.
- m) Thesis: A Master's thesis/artistic work, a PhD thesis, proficiency in arts thesis,
- n) University: Kadir Has University,
- o) YDS: Foreign Language Level Assessment Exam.

PART TWO

Common Principles Concerning Graduate

Studies Quotas and specification of special conditions

ARTICLE 5 – (1) At the end of every semester, each discipline area proposes to their institutes the Master's, PhD and Proficiency in Arts programs to be opened in the following semester. These proposals include student quotas for these programs as well as special application and admittance criteria (if applicable) for each, including foreign language requirements. Proposals are then evaluated and concluded by the relevant institute administrative board and become finalized upon the approval of the Senate.

(2) The Senate stipulates which Bachelor's and Master's programs must be completed to be eligible to apply to the Master's, PhD and Proficiency in Arts programs.

(3) The titles, student quotas, special application criteria (if applicable), application deadlines, exam dates and other information about Master's, PhD and Proficiency in Arts programs to which Institutes will admit students are announced simultaneously by the Rectorate.

(4) The Senate determines the principles and requirements regarding the acceptance of foreign students, and Turkish citizens who completed their undergraduate education abroad to graduate programs.

Application criteria

ARTICLE 6 – (1) To be eligible to apply for Master's programs, candidates must hold an undergraduate degree. Candidates for thesis track Master's programs must have a minimum standard score of 55 from the ALES exam for the appropriate score type for their discipline or be in possession of an equivalent score from an exam the equivalence of which has been accepted by the Council of Higher Education. The ALES exam requirement does not apply to candidates of non-thesis Master's programs.

(2) In the acceptance of students for Master's programs, for programs taught in English, or predominantly in English, candidates must have the minimum score specified by the Senate from the KHAS İYS, or the minimum score of 65 from the Foreign Language Level Assessment Exam (YDS). Candidates in possession of an equivalent score from an international foreign language exam the equivalence of which has been accepted by the Senate are also eligible to apply.

(3) Concerning the evaluation of candidates; in addition to ALES and foreign language exam scores, the Senate stipulates other criteria or conditions such as undergraduate GPA, interviews, letters of reference, letters of intent. In cases where more than one criteria apply, the ALES score's weight in the decision must be a minimum of 50%.

(4) To be eligible to apply for PhD programs, candidates must hold either a thesis track Master's degree or an undergraduate degree. Candidates holding a Master's degree must have a minimum score of 55 from the ALES exam in the required score type for their discipline. Candidates only having an undergraduate degree must have a minimum score of 80 from the ALES exam in the required score type for their discipline. An equivalent score from an exam the equivalence of which has been accepted by the Council of Higher Education is also valid. Candidates for PhD programs only having an undergraduate degree must have a minimum 3 out of 4 or the equivalent undergraduate GPA. The Senate has the authority to increase score requirements.

(5) In the acceptance of students for PhD programs, for programs taught in English, or predominantly in English, candidates must have the minimum score specified by the Senate from the KHAS İYS, or the minimum score of 65 from the Foreign Language Level Assessment Exam (YDS). Candidates in possession of an equivalent score from an international foreign language exam the equivalence of which has been accepted by the Senate are also eligible to apply. The Senate has the authority to increase score requirements.

(6) Candidates of PhD programs whose applications have been approved are invited for the interview. Details such as interview dates and faculty tasked with carrying out the interview are specified by the Senate following the recommendation of the relevant Institute. When deciding on acceptance of students, the ALES score, foreign language exam score, interview and the student's Undergraduate and/or Master's GPA are taken into consideration. In the decision of acceptance,

the ALES score's weight is minimum 50%. The Senate stipulates other criteria concerning the evaluation of candidates, as well as other required documents for application and all these are declared in the announcement which is made in accordance with the 5th article of the Regulations.

(7) In order to be eligible to apply for proficiency in arts programs, candidates must hold either a Master's degree or an undergraduate degree in the fields specified for each program. If they are not graduates of fine arts faculties or conservatories, candidates holding a Master's degree must have a minimum score of 55, while candidates only having an undergraduate degree must have a minimum score of 80 in the verbal score type of ALES to be eligible for candidacy. Candidates for Proficiency in Arts Programs only holding an undergraduate degree must have a minimum 3 out of 4 or the equivalent undergraduate GPA. The Senate has the authority to increase score requirements.

(8) In the acceptance of students for Proficiency in Arts programs, for programs taught in English, or predominantly in English, candidates must have the minimum score specified by the Senate from the KHAS İYS, or the minimum score of 65 from the Foreign Language Level Assessment Exam (YDS). Candidates in possession of an equivalent score from an international foreign language exam the equivalence of which has been accepted by the Senate are also eligible to apply. The Senate has the authority to increase score requirements.

(9) Candidates of Proficiency in Arts Programs whose applications have been approved are invited to the aptitude exam. Details such as interview dates and faculty tasked with carrying out the aptitude exam are specified by the Senate in accordance with the recommendation of the relevant Institute. When deciding on acceptance of students, the ALES score, foreign language score, interview and the student's undergraduate and/or Master's GPA are taken into consideration. In the decision of acceptance, the ALES score's weight is minimum 50%. The Senate stipulates other criteria concerning the evaluation of candidates, as well as other required documents for application and all these are declared in the announcement which is made in accordance with the 5th article of the Regulations.

(10) Candidates who cannot provide documentation of their language proficiency as discussed in articles 2, 5, and 8 must take the University's English Proficiency Exam and receive an equivalent score. Students who are unsuccessful in this exam too may attend Kadir Has University Preparatory School foreign language preparatory program in accordance with the principles specified by the Senate, and by paying the tuition fee. The duration of this program is one calendar year, and students who do not successfully pass the program's final exams may re-register for a maximum of two additional semesters provided that they pay the requisite tuition fee. Students who are still not successful at the end of this additional time will be dismissed and their relationship with the university terminated. Semesters spent in the preparatory program do not count towards the time period for the graduate program of study.

Application procedure

ARTICLE 7 – (1) Candidates must apply to the related institute directorate by the deadline with the required documents.

(2) If the required diploma is obtained from a program of higher education outside of Turkey, the original equivalence document approved by the Council of Higher Education (YÖK) or a copy of the equivalence document approved by the University or; the original document stating that an equivalency application has been made to YÖK or a copy of this document approved by the Council must be submitted. The original certificate of equivalency must be submitted by the end of the first semester of studies.

(3) Application documents must be originals or copies which have been approved by the related institute.

(4) Procedures regarding documentation of military service and criminal records are carried out based on the statement of the candidate.

Evaluation of applications

ARTICLE 8 – (1) A Student Acceptance Committee is assembled for the purpose of evaluating applications for graduate programs in accordance with the recommendation of the related

discipline area and the approval of the related institute administrative board, consisting of at least three faculty members. This committee, upon completion of evaluations within the framework of the guidelines determined by the Senate, makes recommendations about the acceptance of applicants. Final acceptance is made following the institute administrative board's approval of the recommendations made by the committee, whereupon applicants are notified. During the process of acceptance to programs with thesis and non-thesis tracks, the candidate will be clearly informed as to which program the candidate has been accepted to.

(2) Foreign applicants and applicants who are Turkish nationals residing abroad are subject to the same guidelines for acceptance with the exception of exemptions determined by the Senate.

(3) Applicants who do not submit all of the required documents or who submit tampered documents are not allowed to register at the University and if such students have registered, their registration is cancelled.

Tuition fees

ARTICLE 9 – (1) All graduate programs at the University are subject to tuition fees. The amount of fees is determined and announced by the Board of Trustees every year in accordance with the 9th supplement of Article 46 of Law 2547.

(2) Students who register for a program or re-register at the beginning of an academic year but then withdraw from the program prior to the beginning of the semester must pay one fourth of the annual tuition fee. If a student withdraws after the semester has begun, he/she is not entitled to a reimbursement of tuition for that semester. Students who have not paid their tuition fees by the deadline stipulated by the Rectorate may not register or renew their registration. These students may not benefit from student privileges.

3) Tuition fees for academic preparation programs are determined by the Board of Trustees every year.

Acceptance of students for the academic preparation program

ARTICLE 10 – 1) Candidates may be required to register for an academic preparation program if they hold an undergraduate degree from an unrelated disciplinary area to the Master's or PhD program to which they have applied (students holding only an undergraduate degree who apply to a PhD program are subject to the same requirement), and candidates are required to register for an academic preparation program if they hold a Master's degree from a program other than the PhD program or proficiency in arts program to which they have applied.

2) Students are accepted into an academic preparation program in accordance with the terms of Article 6 of these Regulations. Based on an evaluation within the framework of the Senate principles, graduate programs student acceptance committees decide on recommendations regarding which applicants will be accepted to the academic preparation program. The final decision is made with the institute administrative board's approval of the committee's recommendations, whereupon candidates are notified.

3) Tuition fees to be paid for academic preparation programs are determined by the Board of Trustees each year.

4) Compulsory courses required by the academic preparation program may not count in place of courses required by a given graduate program. However, students may take courses from the graduate program in addition to courses in the academic preparation program in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board.

5) Attendance, course exams, course grades, requirements for passing courses, repeating courses, cancellation of registration, and other issues are administered within the framework of Kadir Has University's Regulations for Associate, Undergraduate and Master's Degrees as published in the Official Gazette on 15.09.2015, numbered 29476.

6) The academic preparation program cannot last longer than two semesters. This period may not be extended beyond semester holidays. Students who are not successful at the end of this period will be dismissed and their relationship with the University terminated.. Time spent in the

academic preparation program is not counted towards the period of time mandated for Master's and PhD programs.

7) Courses in the academic preparation program to be taken by Master's students and PhD students who were accepted without a Master's degree may predominantly be courses from the third and fourth years of an undergraduate program of study. To successfully complete the academic preparation program, students must achieve a minimum grade of CC (2.00/4.00) for each course as well as an overall GPA of 2.50/4.00.

8) Courses in the academic preparation program to be taken by PhD students holding a Master's degree are made up of Master's level courses. To successfully complete the academic preparation program, students must achieve a minimum grade of CB (2.50/4.0

0) for each Master's-level course as well as an overall GPA of 3.00/4.00.

Acceptance of visiting students

ARTICLE 11 – (1) Graduates or students from programs of higher education or individuals who would like to develop their knowledge on a specific subject may register for graduate courses as non-degree students, in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board. Individuals who take courses as visiting students are not granted student privileges. Visiting students are issued a document indicating the courses they have taken as well as the grades they received for those courses. This document does not confer the same bearing as a diploma or a degree. Visiting studentship is not a program towards a degree, and can not continue for more than two semesters. In cases where students accepted for a graduate program are given exemption for courses they previously took and succeeded in as visiting students, the number of such courses cannot be more than 50 percent of the courses taken in the related graduate program.

(2) Tuition fees for visiting students are specified by the Board of Trustees. Institutes may set quotas for visiting students.

Acceptance of transfer students

ARTICLE 12 – (1) Students who have successfully completed at least one semester of studies of a discipline area at one of the University's institutes or at a graduate program at another institution of higher education may transfer into a program of graduate studies. Transfer students must have completed a minimum of 6 credit hours of course work at the graduate program from which they seek to transfer and have achieved a minimum GPA of 60/100. The courses taken by the student to be applied towards the relevant graduate program are specified in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board.

(2) Transfer applications to graduate programs at the stage of thesis are not processed.

(3) Tuition fees for transfer students are calculated and announced every year by the Board of Trustees.

Registration for graduate programs

ARTICLE 13 – (1) Students who are eligible for registration must complete their registration in person at the registration offices organized by the Student Affairs Office. If a student has a valid excuse, then that student's registration may be completed by a legal or designated representative.

(2) Registration cannot be made with incomplete documents or by mail. Students who have not completed their registration by the designated deadline forfeit all rights.

(3) Students who have not paid the tuition fees before the deadline stipulated by the Rectorate are not allowed to register.

(4) The registration of applicants who submit any tampered documents, or who were found to have cheated on the university entrance exam will be cancelled as of the date of registration, and legal action will be taken against those individuals. If such a student has left the University, all documents issued to him/her, including the diploma, are cancelled. Tuition fees paid by such students are not returned.

(5) Students cannot be simultaneously registered on more than one graduate program except for the non-thesis Master's programs.

Student identity cards

ARTICLE 14 – (1) A University identity card indicating that the individual is a student of Kadir Has University is issued to students who have successfully completed registration. If this card is lost, an announcement concerning its loss must be posted in a local or national newspaper; this announcement must then be attached to the request for a new card, which must be submitted to the Student Affairs Office. A new card is then issued to the student for a fee determined by the Rectorate.

(2) Student identity cards of students who have left, who have been expelled, whose registration has been cancelled, or who have graduated from the University are taken back by the Civil Defense and Security Directorate, and are destroyed.

Renewal of registration

ARTICLE 15 – (1) Students must renew their registration every semester during the period specified in the academic calendar. Students who are at the thesis stage in Master's and PhD programs must register for their thesis and project work every semester.

(2) Students must have paid all of the tuition fees for the previous semester as well as the current semester to renew their registration. Students who do not fulfill this requirement are not permitted to renew their registration. These students do not hold privileges as students of the University.

(3) Students who have paid their tuition fees must complete their course registrations with the approval of their advisors for the course program they created from courses stipulated for the semester. Students are responsible for the entire operation of registration renewal and selecting courses, and are fully responsible for completing their course registrations. Students who complete the process of taking courses are deemed to have renewed their registration.

(4) Students who do not renew their registration within the time period specified are not eligible to register for courses and exams and do not hold student privileges.

(5) Semesters where the student has not renewed his/her registration are counted towards the period of education.

(6) Renewal of registration for students who have participated in exchange programs can be done on dates other than those stipulated in the academic calendar with the approval of the related unit's administrative board.

Academic calendar

ARTICLE 16 – (1) The University's academic calendar is stipulated based on the recommendations of Institutes and the decision of the Senate.

(2) The dates for the start and end of education, mid-term and final exams, payment of tuition, renewal of registration, suspension of studies, and other issues related with graduate programs are stipulated in the academic calendar.

Academic semesters

ARTICLE 17– (1) Education in the graduate programs is based on a semester system.

(2) In the semester system education consists of fall and spring semesters.

(3) A semester consists of at least fourteen weeks.

Education programs and courses

ARTICLE 18

(1) The number and hours of compulsory and/or elective courses in every program is specified by the institute administrative board with the approval of the Senate following the recommendation of the relevant institute's discipline area directorate in accordance with the terms specified in these Regulations.

(2) The semester ECTS value of a graduate course is equal to the weekly course load per student. The total ECTS value of a semester may not be below 30 credits, while the ECTS value of an academic year may not be below 60 ECTS.

(3) Every program must include at least one compulsory course focusing on scholarly research techniques and research and publication ethics.

(4) Students may take as many credits as specified in their curriculum during the semesters they are registered. When necessary, the credit load can be increased with the approval of the institute administrative board.

(5) Where students take courses which are outside of the normal curriculum they are expected to successfully complete them.

Course Registration and Add/Drop procedures

ARTICLE 19 – (1) Students must have attended 70% of classes, and 80% of applied studies such as laboratories and workshops to be eligible to take exams. Course attendance is tracked and controlled by the instructor of the course. At the end of the semester each course instructor is required to provide the relevant Institute's discipline area directorate with the names of the students who fail to meet the attendance criterion.

(2) Students are required to meet the attendance criterion for all repeated courses and applied studies which have an attendance policy.

(3) Students may add and/or drop courses, until the deadline announced in the academic calendar for each semester, with the approval of their advisors.

(4) Students may withdraw with the approval of their advisor from a maximum of one course in one semester, or two courses during their whole education, up to the deadline announced in the academic calendar for each semester. A course from which a student has withdrawn from is indicated as a Ç (Withdrawal) in his/her transcript.

Course exams and evaluation

ARTICLE 20 – (1) The semester credit value of a graduate course must be the sum total of the weekly theoretical portion of course hours and half of the weekly hours dedicated to applied or laboratory coursework.

(2) Students are given one of the grades indicated below by the instructor or professor for each course taken in the graduate program.

a) LETTER GRADE and
VALUE AA 4.00

BA 3.50

BB 3.00

CB 2.50

CC 2.00

FF 0.00

VF 0.00

b) A student who receives a grade of AA, BA, BB, CB, CC or G passes the course.

c) A student who receives an FF fails the course.

ç) A student who receives a VF fails the course for insufficient attendance.

(3) Other grade symbols are as follows:

a) An "E" grade (incomplete) is given to students who could not complete the required assignments for graduation thesis, graduation project, graduation assignment, internship, field work, laboratory work, thesis, project work, presentation and for similar courses. Students who receive an E must submit the incomplete assignments and receive a grade within 15 days after the announcement of grades as stipulated on the academic calendar. Otherwise, the grade will automatically become an FF. The deadlines indicated above can be extended in accordance with the recommendation of the department chair and the decision of the relevant administrative board.

b) A "G" grade (pass) is given to students who pass a non-credit course or a course that is given on a pass/fail basis. This grade is not used in the calculation of the GPA.

c) An "S" grade (continuing) is given to students for credit and non-credit courses which last longer than one semester and for which the student has demonstrated satisfactory performance in semesters prior to the semester in which the letter grade will be given. This grade is not used in the calculation of the GPA.

ç) A "Ç" grade (withdrawal) is given for courses from which a student withdraws. This grade is not used in the calculation of the GPA.

d) A "T" (repeat) grade indicates that a course has been repeated. When an elective course is replaced by another elective with the approval of the advisor, it should also be indicated with a T.

e) An "H" (excluded) grade indicates that a course is not included in calculations of the GPA.

f) A “TR” (transfer) grade is used for transfer courses, whose equivalency is accepted by the administrative board of the unit with the recommendation of the department directorate, taken by students who have transferred between programs within the University or who have participated in an exchange program,.

g) An “M” grade indicates courses from which the student is exempt.

ğ) A “NGR” grade is automatically given when the letter grade of the student has not been entered by the deadline indicated on the academic calendar. When the grade of a course is not given within fifteen days after the deadline specified on the academic calendar an FF grade is automatically given.

(4) In graduate studies, a student must have a minimum final semester grade of CC to pass a course. A CC grade is a conditional pass grade; to improve this grade, students may retake the course during their studies. A student who receives a final semester grade of FF fails that course. The thesis work seminar courses of the thesis track Master’s programs and the graduation projects of the non-thesis Master’s programs are graded either as Pass, Fail or In Progress; letter-grades are not awarded for these.

(5) Mid-term exams, quizzes, field work, practice, assignments, projects, workshops, seminars, attendance, laboratory work and similar semester work constitutes a minimum of 40% and a maximum of 60% of the final course grade; the final exam grade constitutes a minimum of 40% and a maximum of 60% of the final course grade.

(6) All exams testing proficiency, level or course success can be paper-based and administered simultaneously, or can be carried out electronically using a question database which is classified in terms of area and levels of difficulty; when administered in this manner each examinee receives a different question at a different time from the question data-base. The Senate determines the guidelines for preparing exam questions, creating and encrypting the question database, maintaining copies of exam questions in hard or soft copy, as well as exam security, in accordance with the principles specified by the Council of Higher Education.

Semester GPA and Cumulative GPA

ARTICLE 21 – (1) The Semester Grade Point Average and Cumulative Grade Point Average are calculated as follows:

a) The Semester Grade Point Average (AYNO) is calculated by multiplying the coefficients of grades of the courses taken in a given semester of study with the number of credit hours of each course and then adding up the results obtained and then, dividing this by the total number of credit hours. The final result is rounded to two decimal points. b) The Cumulative Grade Point Average (AGNO) is calculated by multiplying the coefficients of grades of all courses taken in all semesters of study with the number of credit hours of each course and then adding up the results obtained and then, dividing this by the total number of credit hours. The final result is rounded to two decimal points.

(2) In calculating the Cumulative Grade Point Average at the end of the current semester, courses from which the student has withdrawn are not included in the Cumulative Grade Point Average.

(3) In calculating the Semester Grade Point Average and Cumulative GPA, for courses that have been repeated the grade received for the most recently taken course is valid. The previous grades for a repeated course are not included in the Cumulative GPA.

Raising the Cumulative GPA

ARTICLE 22 – (1) Students who would like to raise their cumulative GPA may repeat courses with the decision of the institute administrative board. In calculating the Cumulative Grade Point Average of these students the grade received for the most recently taken course is valid.

Exams

ARTICLE 23 –

(1) Exams include mid-term exams, make-up exams, final exams, single course exams and grade increasing exams.

- (2) Exams may be written, or if documented, they may be oral exams, assignments or seminar studies, or can be done in application.
- (3) Exams are carried out in line with the program prepared and announced by the related discipline area. Students must present their student identity cards when they take exams.
- (4) Exams cannot be given in places other than the University's buildings. Only exams given within the framework of distance learning programs in the fields of information and communication technologies may be carried out off-campus and, exams for field work stipulated by the relevant institute administrative board may also be carried out off-campus.
- (5) If necessary, exams may be given at times other than normal working hours or on Saturdays and Sundays which are not national or public holidays, in accordance with the approval of the committees of the related discipline area.
- (6) In accordance with the rules determined by the administration of the institute, documents forming the basis of exam grades and all other related documents must be stored for two years and at the end of this time period they must be appropriately destroyed with documentation to that effect.

Mid-term exams

ARTICLE 24 – (1) A mid-term exam is an exam given during the semester of a course which is part of a program of study offered by the related discipline area.

- (2) Every course must have at least one mid-term exam per semester.
- (3) If a student does not take a mid-term exam of a course, including repeated courses, without a valid excuse, then he/she receives zero (0) for the mid-term exam and the course grade is calculated accordingly.
- (4) A student who did not take the mid-term exam for a given course may still take the final exam.

Final exams

ARTICLE 25 – (1) A final exam is the exam given at the end of the semester in which the course was taught. (2) Final exams of all courses are given at the end of the semester in which the course was taught. To be eligible to take the final exam of a course, a student must:

- a) Have attended at least 70% of classes for theoretical courses.
 - b) Have attended at least 80% of classes for applied courses and have been successful.
- (3) Students who do not meet these criteria are deemed to have received a grade of VF from that course.

Make-up exam

ARTICLE 26 – (1) A make-up exam is an exam given in place of a mid-term exam.

- (2) A student who misses a mid-term exam due to health or other justified and valid excuses may take a make-up exam if his/her excuse is accepted by the institute administrative board.
- (3) The Senate determines the rules and regulations concerning whether or not a health report and/or other valid excuse grants a student the right to take a mid-term exam.
- (4) Students who are unable to take a mid-term or a final exam because they have been tasked with representing the University may take a make-up exam with the approval of the University Administrative Board.
- (5) Students may not take exams administered during periods in which they are on sick leave or on an official leave of absence; exam grades received during these periods are not valid.
- (6) A student who misses a make-up exam given on the announced date is not given the right to take another make-up exam.

Single-course exam

ARTICLE 27 –

- (1) If a student within the maximum allowed period of studies does not meet the graduation criteria because of only one failed course as stipulated in these Regulations he/she is given the right to take a single-course exam. A student whose GPA is below the level required for graduation is granted the right to a single-course exam only if with the contribution of the grade he/she will get from the single-course exam his/her GPA will reach the level required for graduation.

(2) In order to be eligible to take a single-course exam students who fulfill the requirements of the first clause must have met the attendance requirements of the course they failed as specified in the second clause of the 25th article of these Regulations.

(3) Single-course exams are offered after the fall and spring semester final exams.

(4) Students who want to take the single-course exam must apply to the appropriate unit in writing within the time frame stipulated in the academic calendar. The Administrative Board of the related unit examines the related students' situation taking into account the students' advisors' opinions, and make a decision regarding the single-course exam applications.

(5) At the end of the single course exam, the course grade to be given is based solely on the single course exam score of the related course.

(6) Students who are within the maximum allowed period of studies and who fail the single-course exam of a compulsory course may register to the course in the following semester if it is offered. If the course is not offered, the student may take the next single-course exam at the date announced in the academic calendar. If the course in question is an elective course, the student may registered for the same course or for another elective course. If there are no elective courses the student can take which he has not taken and passed before the student may take the next single-course exam whose date is announced in the academic calendar. Students who do not register for a course do not have to pay any tuition fee, but these students will not be able to benefit from the rights of students of the university.

(7) Students who are within the maximum allowed period of studies and pass the single-course exam but who cannot increase their GPA to the required minimum level may re-register on one or more courses in the following semester in order to increase their GPA. If courses the student can re-take are not offered the student can take the next grade-increasing exam at the date announced in the academic calendar. Students who do not register on a course do not have to pay any tuition fees but these students will not be able to benefit from the rights of students of the university.

(8) Articles regarding make-up exams do not apply to single-course exams.

Grade increasing exam

ARTICLE 28 – If a student within the maximum allowed period of studies who has been successful from all courses but cannot complete all of the requirements for graduation as stipulated in these Regulations because his/her GPA is below the required level, then he/she is granted the right to an additional exam from one of the courses he/she has passed conditionally, on the condition that he/she will be able to increase his/her GPA to the required level with the contribution of the grade he/she will get from this exam.

(2) Grade increasing exams are offered after the fall and spring semester final exams, together with single-course exams.

(3) Students can not take both the single-course and the grade increasing exam in the same semester.

(4) Students who want to take the grade increasing exam must apply to the appropriate unit in writing within the time frame stipulated in the academic calendar. Administrative board of the related unit examine the related students' situation taking into account the students' advisors opinions, and make a decision regarding the grade increasing exam applications.

(5) At the end of the grade increasing exam performance of the student for the related course is specified solely based on the score of the grade increasing exam.

(6) Students within the maximum allowed period of studies who have not been able to increase their GPA to the level required for graduation are subject to the terms regarding course repetitions.

(7) Articles regarding make-up exams do not apply to grade increasing exams.

Objecting to exam results

ARTICLE 29 – (1) Students may raise objections to the appropriate unit in writing to challenge their exam results on the basis of material error within three days of the announcement of exam scores. The related institute ensures the related faculty member re-assess the exam in light of the

student's objections and the administrative board makes a decision regarding the student's objections and the faculty member's evaluation and informs the student within two weeks. No assessment or re-evaluation other than for material errors is carried out for exams whose scores have been announced.

Suspension of studies

ARTICLE 30 – (1) Students' studies may be suspended with the approval of the University Administrative Board in accordance with the terms below:

- a) For health reasons, as demonstrated by a valid health report.
- b) When education is suspended in accordance with the decision of the Council of Higher Education due to events which may disrupt education, as indicated in Paragraph 3 of Sub-clause 2 of Clause D of Subsection 1 of Article 7 of Law 2547.
- c) When a student must suspend studies because of a natural disaster. This must be verified in a document issued by the highest local authority where the disaster occurred.
- ç) When a student provides documentation that he/she will travel abroad for foreign language studies.
- d) When a student is subject to a ruling which, in accordance with the Council of Higher Education Discipline Regulations published in the Official Gazette numbered 28388 and dated 18/8/2012, does not require expulsion from an institution of higher education.
- e) When a student, for any reason, loses the right to a suspension of mandatory military service and is required to complete his military service.
- f) If a student is arrested.
- g) If other situations arise which are deemed legitimate and valid by the University Administrative Board.

(2) Students may suspend studies for a maximum of two semesters during their total studies at the University.

(3) Students must apply to suspend studies within the time frame stipulated in the academic calendar. In cases of exceptional circumstances covered in the above clauses occurring after this deadline students must apply for suspension of studies within fifteen days from the date when the declared circumstances arise.

(4) Students apply to the Student Affairs Office to have their studies suspended by filling in the suspension of studies request form and handing in appropriate documentation outlining their legitimate and valid reasons for requesting their suspension of studies. The University Administrative Board makes the decisions regarding applications for suspension of studies.

(5) Upon suspension of studies, documents the student provided at registration to the university will not be returned to the student. The period of time granted for a suspension of studies is not counted towards the maximum period of studies indicated in the Regulations for Graduate Studies published in the Official Gazette dated 20.04.2016 and numbered 29690. During the period of suspension of studies, students are not given the right to repeat laboratory hours, applied work, or final exams; no final exams are offered to them. Upon expiration of the suspension of studies, students continue their studies from the point at which they took leave.

(6) If a student who did not attend the University for more than four semesters for psychological reasons documented by a health report would like to continue his/her studies, he/she is asked to provide a new health report. Based on an analysis of this report the University Administrative Board makes a decision about whether or not the student will be able to continue studying. A student who is deemed to not be able to continue his/her studies will have his/her relationship with the University cancelled.

(7) For the suspension of studies request to be processed the student must pay one fourth of the semester tuition. If this payment is not made, suspension of studies requests will not be processed. In cases where the suspension of studies request is denied, the fee paid by the student is paid back to him/her.

(8) Students are not eligible for University scholarships during suspension of studies.

Dissolution of relationship with the University and leaving

ARTICLE 31 – (1) Students’ relationship with the University will be dissolved under the following conditions:

- a) When a student requests to have his/her registration cancelled.
- b) When a health report indicates that a student is not psychologically fit to continue studying.
- c) When a student, for any reason, transfers to another institute of higher education. (2) Being unsuccessful for reasons specified in articles 7, 9, 12, 17, 19, 21 and 22 of the Regulations for Graduate Studies, as well as those specified in the related articles of these Regulations,
- (3) If a student whose relationship with the University is dissolved requires a document showing his/her registration status this can be obtained by applying in writing to the Student Affairs Office.
- (4) When a student’s relationship with the University is dissolved, the terms stipulated by the Board of Trustees regarding tuition fees are applied.

Master’s programs

ARTICLE 32 – (1) A Master’s program may be thesis track or non-thesis track. The Senate decides in which discipline area of institutes these programs will run and how these programs will be conducted. Decisions regarding transfers between thesis track and non-thesis track programs are made in accordance with the principles stipulated by the Senate and implemented with the consent of the related discipline area and the approval of the institute administrative board.

(2) The University may offer distance learning education programs for graduate degrees; the courses for these programs are planned and implemented with communications technologies which do not require that the lecturer and students be in the same physical space.

PART THREE

Thesis track Master’s program

Aim and content

ARTICLE 33 – (1) The aim of the thesis track Master’s program is to enable students to gain, through using scientific research methods the skills necessary to access, acquire, interpret and evaluate information. This program consists of at least seven courses carrying a total of not less than twenty-one credits, one seminar course, and work on a thesis all of which add up to 120 ECTS credits and at least 60 ECTS credits must be taken each semester. The seminar course and the thesis work are non-credit, and they are evaluated either as pass or fail. A thesis advisor must be appointed to each student by the end of the first semester of studies at the latest. The thesis topic which is specified by the student and his/her advisor must be recommended to the institute by the end of the second semester of studies at the latest. The thesis advisor and the thesis topic is finalized with the approval of the institute administrative board. The student must register for each thesis semester following the appointment of his/her thesis advisor.

(2) A maximum of two courses may be selected from the fourth year courses of an undergraduate program providing that the student did not previously take these courses during his/her undergraduate studies.

(3) Credits required for completion of a graduate program may be transferred from previous graduate programs provided that they were not counted towards a diploma and in accordance with the recommendation of the thesis advisor and the approval of the institute administrative board.

(4) Courses which are not offered at the university can be taken at other institutions of higher education in accordance with the recommendation of the relevant institute’s discipline area directorate and with the approval of the institute administrative board.

Period of study

ARTICLE 34 – (1) The period of study for the thesis track Master’s program is, excluding foreign language preparation and academic preparation programs, four semesters including the first semester when the courses of the program starts, regardless of whether or not the student was registered for each semester, and the program must be completed in six semesters at the latest.

Students who have completed their coursework, including the seminar course and the thesis work as stipulated in their program have the right to graduate.

(2) The periods of study specified in the first clause are the maximum and minimum periods for the completion of the thesis track Master's programs, and the tuition fee is specified in accordance with the principles set forth in article 9.

Appointment of thesis advisors

ARTICLE 35 –

(1) In a thesis track graduate program, the Institute's discipline area directorate suggests to the relevant Institute a thesis advisor from the University's academic personnel for each student by the end of the first semester of studies at the latest. The Institute's discipline area directorate recommends the thesis topic which the student and the advisor have agreed upon to the relevant Institute by the end of the second semester of studies at the latest. The thesis advisor and the thesis topic recommendation is finalized with the approval of the institute administrative board.

(2) (**Change: OG-20/04/2017-30044**)The thesis advisor is selected from among faculty members of the University who have the necessary attributes as determined by the Senate. In case no such faculty member with necessary attributes is found at the University, the institute administrative board can appoint a faculty member from another higher education institution within the principles set forth by the University senate. In case the scope of the thesis work makes more than one advisor necessary, a co-advisor with a minimum of a PhD degree may be appointed from outside of the University with the consent of the discipline area directorate and the approval of the institute administrative board.

(3) When necessary, an advisor may be replaced in accordance with the views of the program coordinator and with the decision of the institute administrative board.

Completion of graduate theses

ARTICLE 36 – (1) A student in a thesis track program must present in writing the findings he/she obtained in accordance with the formatting requirements stipulated in the thesis writing guide approved by the senate and must give an oral defense of the thesis in front of the thesis jury.

(2) Before the Master's thesis defense, the student completes his/her thesis, with the completed revisions where revisions have been requested, and submits it to his/her advisor. The advisor submits the thesis to the jury with his/her opinion that the thesis is defensible. The institute takes the plagiarism software report of the thesis and submits it to the jury members. Where real plagiarism is detected in the report data the evidence and thesis are sent to the institute administrative board for a decision to be made.

(3) A Master's thesis jury is appointed in accordance with the recommendation of the relevant Institute's discipline area directorate and with the approval of the Institute Administrative Board. The jury must be comprised of three or five members, one of whom must be the student's advisor and at least one of whom must be from another higher education institution. If the jury is comprised of three members, the co-advisor cannot be a jury member. Additionally, two substitute members must be selected, one of whom must be a faculty member from the University and the other from another higher education institution.

(5) The date and location of the thesis examination must be specified by the Institute in accordance with the recommendation of the program coordinator; and jury members and the student receive written notification of the time and location of the examination.

(6) The members of the jury must hold the student's examination within one month of receiving the thesis. The thesis examination must include a presentation of the thesis and a subsequent question-answer session. The thesis examination is held in an environment open to academic personnel, graduate students, and experts of the area. However, during the examination, only jury members are permitted to ask questions. The examination must last a minimum of 45 minutes and a maximum of 90 minutes. The Institute is responsible for taking all necessary steps to announce the thesis examination at least three days prior to the selected date.

(7) After completion of the thesis examination, the jury holds a closed meeting in which a decision for pass, fail, or revision must be reached through a majority vote. This decision must be officially reported to the related institute by the discipline area directorate within three days.

(8) If a student's thesis is found to be unsuccessful, his/her registration with the higher education institution will be dissolved.

(9) If revisions have been requested, the student must complete these within three months and defend the thesis once again in front of the same jury. If his/her thesis is rejected at this defense too, his/her registration with the program will be terminated.

(10) If the student whose thesis is rejected requests it he/she may be granted a non-thesis Master's diploma providing that all the requirements such as course credits and projects have been completed.

Masters diploma for thesis track Master's program

ARTICLE 37 – (1) Students have the right to be granted a Thesis Track Master's Diploma on the condition that they have completed the required credit courses, non-credit seminar course, and thesis course, have a minimum GPA of 2.50/4.00, and pass the thesis examination. A Master's student whose thesis is, in terms of format, deemed to meet the criteria of the writing guide approved by the Senate and who submits, within one month of taking the thesis examination, at least three bound copies of the thesis as well as three soft (electronic) copies which include the entire thesis and its abstracts in Turkish and English to the related Institute is given a Master's diploma and the diploma supplement. The institute can extend the submission date up to a month upon request. A temporary graduation document may be provided until the diploma itself is prepared to the eligible student; however, in this case no diploma supplement is given.

(2) A student who does not meet the conditions in the first clause is not given his/her diploma until he/she meets the conditions, does not hold rights as students of the university, and when he/she reaches to the maximum allowed time of studies his/her relationship with the University gets dissolved.

(3) **(Change: OG-20/04/2017-30044)** The Thesis-track Master's diploma indicates the name of the program, approved by the Council of Higher Education, within the institute's discipline area in which the student completed his/her studies. The date of graduation is the date when the signed copy of the thesis is submitted by the examination jury committee.

(4) Within three months of the submission of the thesis a soft copy of the thesis must be sent by the related institute to the Council of Higher Education to be used for scientific research and activities.

PART FOUR

Non-thesis Master's program

Aim and content

ARTICLE 38 – (1) The aim of the non-thesis Master's program is to enable students to obtain in-depth knowledge of a vocational area and the ability to apply this knowledge.

(2) **(Change: OG-20/04/2017-30044)** The non-thesis Master's program consists of at least ten courses carrying a total of not less than thirty credits and 60 ECTS credits, and a term project

(3) A maximum of three courses may be selected from the fourth year courses of an undergraduate program providing that the student did not previously take these courses during his/her undergraduate studies. The GPA of a student for graduate studies is calculated based on all courses he/she has taken.

(4) Courses which are not offered at the university can be taken at other institutions of higher education in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board.

(5) The student must submit a copy of the completed term project to the related institute through the related discipline area directorate along with his/her advisor's letter of approval.

Appointment of thesis advisors in non-thesis Master's programs ARTICLE 39 –

(1) In a non-thesis Master's program, by the end of the first semester of studies at the latest, the relevant institute's discipline area directorate appoints, for each student, a faculty member or an eligible lecturer of the University with a PhD degree who will advise him/her about his/her term project.

(2) When necessary, an advisor may be replaced, following the opinions of the current advisor with the reasoned recommendation of the relevant institute's discipline area and in accordance with the decision of the institute administrative board.

Length of study for non-thesis Master's programs

ARTICLE 40 –

(1) The period of study for the non-thesis Master's programs is, excluding foreign language preparation and academic preparation programs, a minimum of two and a maximum of three semesters, regardless of whether or not the student was registered for each semester. The relationship between the University and students who have been unsuccessful or who have not completed the program by the end of this time will be terminated.

Diploma for non-thesis Master's program

ARTICLE 41 – (1) Students have the right to be granted a non-thesis Master's Diploma on the condition that they have successfully completed the required credit courses and the non-credit semester project and have a minimum 2.00/4.00 GPA.

(2) A Master's student whose project is, in terms of format, deemed to meet the criteria of the writing guide approved by the Senate and who submits to the related institute, within one month of taking the project examination, a bound copy of the project as well as three soft (electronic) copies which include the entire thesis and the abstract in Turkish and English is given a Master's diploma and the diploma supplement. A temporary graduation document may be provided until the diploma itself is prepared to the eligible student; however, no diploma supplement is given.

(3) The Master's diploma indicates the name of the program, approved by the Council of Higher Education, within the institute's discipline area in which the student completed his/her studies.

(3) A student of a non-thesis Master's program may transfer to a thesis track Master's program provided that he/she meets the minimum conditions for the thesis track program. In this case, courses taken in the non-thesis Master's program can be counted towards the thesis track program following the approval of the institute's administrative board.

PART FIVE PhD Programs

Aim and content

ARTICLE 42 – –

(1) The aim of the PhD program is to ensure that students acquire the skills necessary to conduct independent research, and the ability to interpret, analyze scientific issues and reach a new synthesis through scrutiny based on a wide and deep perspective.

(2) For students holding a Master's degree, this program consists of at least seven courses carrying a total of not less than twenty-one credits, one seminar course; a comprehensive exam; thesis proposal; and thesis all of which add up to 240 ECTS credits; while one semester must cover at least 60 ECTS credits.

(3) For students accepted to the program with an undergraduate degree, this program consists of at least fourteen courses carrying a total of not less than forty-two credits, one seminar course; comprehensive exam; thesis proposal; and thesis all of which add up to 300 ECTS credits. The GPA of a student is calculated based on all credit courses he/she has taken.

(4) A maximum of two courses may be selected from the fourth year courses of an undergraduate program providing that the student did not previously take these courses during his/her undergraduate studies.

(5) The thesis to be prepared for completion of a PhD program must introduce an innovation to the related branch of science or scholarship, develop a new scientific or scholarly method, or utilize a known methodology in a new field.

Period of study

ARTICLE 43 – (1) The period of study for the PhD program for students holding a thesis track Master's degree is, excluding foreign language preparation and academic preparation programs, eight semesters including the first semester when the courses of the program starts, regardless of whether or not the student was registered for each semester, and the program must be completed in twelve semesters at the latest; while it is ten semesters for those accepted to the program with an undergraduate degree with a maximum of fourteen semesters of period of study.

(2) The maximum amount of time in which credit courses for the PhD program must be completed is four semesters for students with a thesis track Master's degree and six semesters for students accepted with an undergraduate degree. The relationship between the University and students who have not successfully completed their courses within this period of time or who cannot achieve a minimum GPA of 3.00/4.00 will be dissolved.

(3) The relationship between the University and students who have successfully completed their credit coursework, passed their comprehensive examinations, and whose thesis proposal is approved but who cannot complete the thesis within the twelve or fourteen semesters stipulated in the first clause will be dissolved.

(4) The periods of study specified in the first clause are the maximum and minimum periods for the completion of the thesis track PhD programs, and the tuition fee is specified in accordance with the principles set forth in article 9.

(5) (**Change: OG-26/10/2017-30222**) If a student who has been accepted onto a PhD program with an undergraduate degree cannot complete his/her credit courses and/or thesis within the maximum allowed period, or his/her thesis is rejected, he/she may be granted a non-thesis Master's degree upon his/her request, provided that he/she has completed all the requirements for the non-thesis Master's such as course credits and projects.

Appointment of thesis advisors

ARTICLE 44 –

(1) The Institute's discipline area directorate suggests a thesis advisor from the University academic personnel for each student as well as the thesis subject and title the student and the advisor chose together to the relevant Institute. The thesis advisor and the thesis topic recommendation is finalized with the approval of the institute administrative board. The thesis advisor must be appointed by the end of the second semester of studies at the latest with the consideration of the thesis area the student would like to work on and the research areas of faculty members.

(2) The thesis advisor is selected from among faculty members who have the necessary attributes as determined by the Senate. In cases where no such faculty member with the necessary attributes is found at the University, the institute administrative board can appoint a faculty member from another higher education institution in accordance with the principles set forth by the University Senate.

(3) For a faculty member to advise a PhD thesis, he/she must have advised at least one successfully completed Master's thesis.

(4) (**Change: OG-20/04/2017-30044**) In case the scope of the thesis work makes more than one advisor necessary, the second advisor to be appointed may be an individual from outside of the University with a PhD/proficiency in art degree.

Doctorate Comprehensive Exam

ARTICLE 45 – (1) The comprehensive exam assesses whether or not students who have completed their courses and seminars have sufficient knowledge of the main subjects and concepts, as well as a deep scientific perspective regarding their PhD work.

(2) A student can take up to two comprehensive exams per year. Comprehensive exams are given on the dates announced in the academic calendar.

- (3) Students may apply to take the comprehensive exam if they have completed their credit coursework and seminar course and if they have a minimum GPA of 3.00. Students who start their PhD studies with a Master's degree must take the comprehensive exam by their fifth semester and students who have started their PhD studies with an undergraduate degree must take the comprehensive exam by their seventh semester at the latest. Students who do not take this exam within these periods of time are deemed to be unsuccessful in the program.
- (4) The comprehensive exam is prepared and administered by a comprehensive exam committee which consists of five permanent faculty members who are recommended by the institute's discipline area directorate and approved by the institute administrative board. The committee forms exam juries tasked with preparing, carrying out, and evaluating exams covering various areas. The jury consists of five faculty members and must include the thesis advisor, and at least two of the jury members must be from outside of the University. The jury must also have two substitute members, one of whom must be from outside of the University.
- (5) Members of comprehensive exam juries selected by the Committees get appointed by the related institute's administrative board.
- (6) The comprehensive exam is held in two sections: written and oral. A student who has received a minimum of 70 out of 100 points in the written exam is deemed successful and is taken to the oral exam. The exam jury determines through a majority decision whether a student has passed or failed based on the student's performance on the written and oral sections of the exam. This decision must be officially reported by the institute's discipline area directorate to the related institute within three days of the exam date.
- (7) Students who do not pass the comprehensive exam are given the exam, from the part/s they failed, again in the following semester. The relationship between the University and students who fail the exam again will be terminated.
- (8) The Comprehensive Exam Committee may stipulate that a student who has passed the comprehensive exam must take additional courses, even if he/she has completed the coursework, provided that this does not add up to more than one third of the total credit amount. The student must pass these courses specified by the related institute's administrative board.
- (9) A student who has been accepted into a PhD program with an undergraduate degree and has successfully completed a minimum of seven courses may transfer to a Master's program.
- (10) If a student who started the PhD program with an undergraduate degree wishes to leave the program, he/she may obtain a Master's degree on the condition that he/she has completed at least twenty-one credits and taken the thesis course and fulfilled the requirements of this course and the other requirements of the thesis track Master's program; or if the student requests it he/she may be granted a non-thesis Master's diploma provided that he/she has completed at least thirty credits of coursework and has prepared a semester project.

Thesis Monitoring Committee

- ARTICLE 46** – (1) Within a month after a student passes the comprehensive exam, a thesis monitoring committee must be created in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board.
- (2) The Thesis Monitoring Committee must be comprised of three faculty members. One member, in addition to the thesis advisor, must be from the relevant institute's discipline area and one must be from outside of the University. If there is a co-advisor, he/she can also attend committee meetings.
- (3) In the semesters following the creation of the thesis monitoring committee, its members may be replaced in accordance with the recommendation of the relevant institute's discipline area directorate and the approval of the institute administrative board.

Defense of Thesis Proposal

- ARTICLE 47** – (1) Within a maximum of six months of passing the comprehensive exam, students must give, to the thesis committee, an oral defense of their thesis proposal, which includes the thesis's aims, methodology and plan of study. Students must submit a written report about the thesis proposal to committee members at least fifteen days prior to the defense.

(2) The thesis monitoring committee must decide through a majority vote whether the thesis proposal should be accepted, rejected or its modification should be requested from the student. One month is given to the student for the modification. The decision taken at the end of this period through a majority vote must officially be reported by the institute's discipline area directorate to the relevant institute within three days of the end of the operation.

(3) Students who do not pass the defense of their thesis proposal have the right to select a new thesis advisor and/or a new thesis topic. In such cases, a new thesis monitoring committee may be appointed. Students who prefer to continue with their current advisor must submit and defend a new thesis proposal within three months; while students who change their advisor or thesis topic must submit and defend a new thesis proposal within six months. If the thesis proposal is rejected at this defence too, the relationship between the University and the student is terminated.

(4) The thesis monitoring committee appointed for students who have passed the defense must meet twice per year, once from January to June and once from July to December. Students must submit a report to committee members at least one month prior to the meeting. This report must provide a summary of the work that has been completed as well as a plan for work to be completed in the following semester. The work is evaluated as being either successful or unsuccessful. The relationship between the University and the student is terminated if a student is evaluated as being unsuccessful twice in a row, or three times non-consecutively,

Completion of PhD Thesis

ARTICLE 48 – (1) A student in a PhD program must write the results he/she obtained in accordance with the formatting requirements stipulated in the thesis writing guide approved by the Senate and, and must give an oral defense of the thesis in front of the thesis jury.

(2) Before the PhD thesis defense, the student completes his/her thesis, and where revisions have been requested together with the revisions submits it to his/her advisor. The advisor submits the thesis to the jury with his/her opinion that the thesis is defensible. The institute takes the plagiarism software report of the thesis and submits it to the jury members. In cases where real plagiarism is detected in the report data the thesis and evidence of plagiarism is sent to the institute administrative board for a decision to be taken.

(3) For the completion of the thesis, the student must have submitted at least three thesis monitoring reports.

(4) A PhD thesis jury is appointed in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board. The jury must be comprised of five members, three of whom must be faculty members in the student's thesis monitoring committee and at least two of whom must be from another higher education institution. Additionally, two replacement (substitute) jury members, one of whom a faculty member of the University and one of whom must a faculty member of another higher education institution must be selected. The co-advisor can also be on the jury as a non-voting member.

(5) The members of the jury must hold the student's examination within one month of receiving the thesis. The thesis examination must include a presentation of the thesis and a subsequent question-answer session. The examination must last a minimum of 45 minutes and a maximum of 120 minutes. The thesis examination is open to academic personnel, graduate students, and experts of the area. The Institute is responsible for taking all necessary steps to announce the thesis examination at least one week prior to the selected date. During the examination, only jury members are permitted to ask questions.

(6) After completion of the thesis examination, the jury holds a closed meeting in which a decision for pass, fail, or revision must be reached through a majority vote. A student who thesis is approved is successful. This decision must be officially reported to the related institute by the discipline area directorate within three days. If a student's thesis is rejected outright, his/her registration with the higher education institution will be terminated. If revisions have been requested, the student must complete these within six months and defend the thesis once again in

front of the same jury. If his/her thesis is rejected at this defense too, his/her relationship with the University will be terminated.

(7) (**Change: OG-26/10/2017-30222**) A student whose thesis is rejected may be granted a non-thesis Master's diploma upon his/her request in accordance with the fifth clause of the 43rd article.

PhD diploma

ARTICLE 49 – (1) Students have the right to be granted a PhD Diploma on the condition that they have completed the required credit courses, non-credit seminar course, have a minimum GPA of 3.00/4.00, and pass the thesis examination. A PhD student whose thesis is, in terms of format, deemed to meet the criteria of the writing guide and who submits, within one month of taking the thesis examination, at least three bound copies of the thesis as well as three soft (electronic) copies which include the entire thesis and Turkish and foreign language abstracts to the related Institute is given a PhD diploma and the diploma supplement. The institute can extend the submission date up to a month upon request.

(2) A student who does not meet the conditions in the first clause is not given his/her diploma until he/she meets the conditions, does not hold rights as students of the university, and when he/she reaches to the maximum allowed time of studies his/her relationship with the University gets dissolved.

(3) A student who has graduated is given a diploma, and a diploma supplement. A temporary graduation document may be provided until the diploma itself is prepared to the eligible student; however, no diploma supplement is given.

(4) (**Change: OG-20/04/2017-30044**) The PhD diploma indicates the name of the program, approved by the Council of Higher Education, within the institute's discipline area in which the student completed his/her studies. The date of graduation is the date when the signed copy of the thesis is submitted by the examination jury committee.

(5) Within three months after the submission of the thesis, a soft copy of the thesis must be sent by the related institute to the Council of Higher Education to be used for scientific research and activities.

PART SIX

Proficiency in Arts Program

Aim and content

ARTICLE 50 – (1) The proficiency in arts program is a higher education program equal to PhD that focuses on the production of original works of art as well as novel approaches to implementation and creativity in music and performing arts.

(2) For students holding a Master's degree the proficiency in Arts program consists of at least seven courses carrying a total of not less than twenty-one credits, implementations and a thesis or a work such as an exhibition, project, recital, concert, or performance which add up to at least 240 ECTS credits; while one semester must cover at least 60 ECTS credits. For students accepted to the program with an undergraduate degree this program consists of at least fourteen courses carrying a total of not less than forty-two credits, implementations and a thesis or a work such as an exhibition, project, recital, concert, or performance which add up to at least 300 ECTS credits.

(3) Courses not offered at the university can be taken at other institutions of higher education in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board. The number of such courses cannot be higher than two for students holding a Master's degree, and four for students accepted to the program with an undergraduate degree.

Period of study

ARTICLE 51 – (1) The period of study in the proficiency in arts program for students holding a thesis track Master's degree and academic preparation programs, eight semesters including the first semester when the courses of the program starts, regardless of whether or not the student was

registered for each semester, and the program must be completed in twelve semesters at the latest; while it is ten semesters for those accepted to the program with an undergraduate degree with a maximum of fourteen semesters of period of study.

(2) The maximum amount of time in which compulsory courses for the proficiency in arts program must be completed is four semesters for students with a Master's degree and six semesters for students accepted to the program with an undergraduate degree. The relationship between the University and students who have not successfully completed their courses within this period of time or who cannot achieve the minimum GPA specified by the Council of Higher Education is terminated.

(3) The relationship between the University and students who have successfully completed their credit coursework, passed their comprehensive examinations, and whose thesis proposal is approved but who cannot complete the thesis, exhibition, project, recital, concert, or performance within the twelve or fourteen semesters stipulated in the first clause will be terminated.

(4) If a student who has been accepted into the proficiency in arts program with an undergraduate degree cannot complete his/her thesis of proficiency in arts he/she may be granted a non-thesis Master's degree, provided that he/she has completed all the requirements such as course credits and projects.

Appointment of thesis advisors

ARTICLE 52 –

(1) **(Change: OG-20/04/2017-30044)**The Institute's discipline area directorate suggests a thesis advisor from the University academic personnel for each student who will advise him/her about his/her thesis, exhibition, project, recital, concert, or performance. In addition to the advisor, it suggests the topic and title of the thesis, exhibition, project, recital, concert, or performance the student and the advisor chose together. These recommendations are finalized with the approval of the institute administrative board. At which stage during the program the advisor will be appointed is specified in accordance with the Regulations accepted by the Senate. However, the advisor must be appointed by the end of the second semester of studies at the latest. In case the scope of the proficiency in arts work makes a second advisor necessary, a co-advisor may be appointed. For a faculty member to advise a proficiency in arts work such as thesis, exhibition, project, recital, concert, or performance, he/she must have advised at least one successfully completed Master's thesis. The second advisor may be an individual from outside of the University with a PhD/proficiency in art degree.

(2) The advisor is selected from among faculty members and lecturers with a PhD/proficiency in art degree in accordance with the qualities determined by the Senate.

Completion of the Proficiency in Arts Work

ARTICLE 53 – (1) A student writing a thesis must report the findings he/she obtained, and students preparing an exhibition, project, recital, concert, or performance must prepare a document which explains and documents the project in accordance with the formatting requirements stipulated in the thesis writing guide approved by the Senate, and must give an oral defense of the thesis, exhibition, project, recital, concert, or performance in front of the jury.

(2) Before the defense of the proficiency in arts artefact, and if revisions have been requested together with the revisions, the student completes his/her thesis/work and submits it to his/her advisor. The advisor submits the thesis to the institute with his/her opinion that the thesis is defensible. The institute takes the plagiarism software report of the thesis and submits it to the jury members. In cases where real plagiarism is detected in the report data the thesis and evidence of plagiarism is sent to the institute administrative board for a decision to be made.

(3) The student who completes his/her proficiency in arts work submits its requested number of copies of the thesis to his/her advisor. The advisor submits his/her opinion, in written, on whether or not the thesis is in accordance with the writing guidelines, and submits the theses to the related institute through the discipline/art area directorate.

(4) A proficiency in Arts jury is appointed in accordance with the recommendation of the relevant institute's discipline area directorate and with the approval of the institute administrative board.

The jury must be comprised of five members, one of whom is the thesis advisor, and at least two of whom are faculty members from another higher education institution. The related administrative board decides whether or not the advisor has a vote on the jury. The co-advisor can also be on the jury as a non-voting member.

(5) The members of the jury must hold the student's examination within one month of receiving the thesis. The thesis examination must include a presentation of the proficiency in arts work and a subsequent question-answer session. The thesis examination is open to academic personnel, graduate students, and experts of the area.

(6) After completion of the thesis examination, the jury holds a closed meeting in which a decision for the proficiency in arts work- which can be a thesis, exhibition, project, recital, concert, or performance- such as pass, fail, or revision must be reached through a majority vote. Students whose thesis or proficiency in arts work is approved are deemed successful. This decision must be officially reported to the related institute by the discipline area directorate within three days.

If a student's thesis and proficiency in Arts work is rejected outright, his/her registration with the program is dissolved. If revisions on the proficiency in arts work have been requested, the student must complete these within six months and defend the thesis, exhibition, project, recital, concert, or performance once again in front of the same jury. If his/her proficiency in arts work is evaluated as being unsuccessful and rejected at this defense too, his/her registration with the higher education institute is dissolved. (**Change: OG-26/10/2017-30222**) A student whose proficiency in art work such as thesis, exhibition, project, recital, concert, or performance is unsuccessful, may be granted a non-thesis Master's diploma upon his/her request in accordance with the fourth clause of the 51st article.

Proficiency in Arts diploma

ARTICLE 54 – (1) (**Change: OG-20/04/2017-30044**) Students are granted a diploma, indicating the field based on the art branch approved by the Council of Higher Education, on the condition that they have completed the credit courses, the non-credit seminar course, have a minimum GPA of 3.00/4.00, and whose proficiency in arts work has been successful. The date of graduation is the date when the signed copy of the thesis is submitted by the examination jury committee.

(2) Students have the right to be granted a PhD Diploma on the condition that they have been successful in the thesis examination and met the other requirement, and have submitted, within one month of taking the thesis examination, at least three bound copies of the thesis to the related Institute is given a PhD diploma and the diploma supplement. The institute can extend the submission date up to a month upon request.

(3) A student who does not meet these conditions is not given his/her diploma until he/she meets the conditions, does not hold rights as students of the university, and when he/she reaches to the maximum allowed time of studies his/her relationship with the University gets dissolved.

(4) Within three months after the submission of the thesis a soft copy of the thesis must be sent by the related institute to the Council of Higher Education to be used for scientific research and activities.

PART SEVEN Other Regulations

Disciplinary issues

ARTICLE 55 – (1) Students registered in graduate programs of study are subject to the Institutions of Higher Education Student Disciplinary Regulations.

Domestic and international student exchange

ARTICLE 56 – (1) Student exchange programs may be carried out in accordance with the agreements made with universities in Turkey and abroad. During the exchange program, the

student's registration at the home university remains in force, and time spent in the exchange programs is counted towards the duration of studies. Exchange programs must be carried out in accordance with the terms of dual agreements as well as the regulations stipulated by the Council of Higher Education.

(2) Courses, practical work, internships, and other activities to be undertaken during an exchange program and their equivalence with courses, practical work, internships, and other activities at the home institution are determined in advance with the decision of the institute administrative board, based on the proposal of the advisor and the recommendations of the relevant institute's discipline area directorate.

(3) The process of acceptance and conversion of the courses taken at universities in Turkey and abroad within the context of an exchange program is carried out in accordance with the decision of the related institute's administrative board and with consideration of the recommendation of the student's advisor.

(4) The credits and grades of courses whose equivalency is accepted and for which conversion is made are counted as transfer credits and applied to the student's transcript.

(5) The procedures for foreign students who study at the university under the auspices of a dual agreement or an international program are carried out with the decisions of the related institutes' administrative boards in accordance with the articles of the dual agreement and the related regulations. Students are provided with transcripts which indicate the courses they have taken as well as their performance in these courses.

(6) Procedures regarding the acceptance of applicants from abroad as well as Turkish citizens with undergraduate degrees gained abroad are carried out in accordance with the principles specified by the Senate.

Exemptions for Activities

ARTICLE 57 – (1) The periods in which students have been tasked with representing the University in sporting events, culture and arts activities and competitions, as well as the preparation periods for these activities when these students cannot attend their classes are not taken into account in the calculation of attendance. Such students may take the exams which they missed due to the above activities at a time specified by the administrative board of the related unit.

Notifications

ARTICLE 58 – (1) In accordance with the articles of the related regulations, all official notifications must be communicated via e-mail to students' University e-mail accounts or by registered mail to the address they submit to the University during registration. Notification in return for signature at the related unit of the University is also valid.

(2) If the address the student declared to the University during his/her registration changes but is not reported to the Student Affairs Office within a reasonable period of time or if the changes are reported incorrectly or incompletely then the student cannot claim that he/she has not been informed in case notifications were sent to their recorded address.

(3) In cases when a student is inaccessible, written announcements on the official notice boards within the University which are used for student matters are also accepted as notifications.

Cases with no provisions

ARTICLE 59 – (1) If cases should arise for which there are no provisions in these regulations, then recourse must be made to other related regulations as well as to the decisions of the Council of Higher Education, the Senate, and the related institute’s administrative board.

Annulled regulation

ARTICLE 60 – (1) The Kadir Has University Regulations for Graduate Education published in the Official Gazette dated 28/7/2012 and numbered 28367 is hereby annulled.

Provisional articles

PROVISIONAL ARTICLE 1 – (1) For students who were registered to graduate programs before 20/4/2016, the articles in these Regulations and the new periods specified start to apply as of the fall semester of the 2016-2017 academic year.

(2) The fifth clause of the 13th article does not apply to students who were registered to more than one graduate program simultaneously before the announcement of these Regulations.

(3) Students who got registered to non-thesis Master’s programs, or who graduated from them before 6/2/2013 can apply to PhD programs.

Implementation

ARTICLE 61 – (1) These regulations are valid as of the date of their publication.

Execution

ARTICLE 62 – (1) The legal provisions of these Regulations are executed by the Rector of Kadir Has University.

The Official Gazette in Which the Regulations Were Published	
Date	Number
27/9/2016	29840
The Official Gazette in Which the Regulations Amending the Regulations Were Published	
Date	Number
20/04/2017	30044
26/10/2017	30222

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulations shall be legally binding if any disputes of meaning should arise.”