

**REGULATIONS**

From Haliç University:

**HALIÇ UNIVERSITY POSTGRADUATE EDUCATION AND TRAINING REGULATIONS****PART ONE****Purpose, Scope, Basis and Definitions****Purpose**

**ARTICLE 1 – (1)** The purpose of this regulation is to organize the principles related to postgraduate education and teaching carried out at University Graduate Education Institute.

**Scope**

**ARTICLE 2 – (1)** This Regulation covers graduate education and teaching principles consisting of master's with and without thesis programs, doctorate programs and proficiency in arts programs carried out at the Graduate Education Institute affiliated to Haliç University; and

principles to be applied in exams, diplomas and titles, provisions regarding permanent and temporary leave procedures.

**Basis**

**ARTICLE 3 – (1)** This Regulation has been prepared on the basis of Articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4 – (1)** As set forth in this Regulation;

- a) ECTS: Refers to European Credit Transfer System,
- b) ALES: Refers to Academic Staff and Graduate Education Entrance Exam,
- c) Department/ Art Department: Refer to the relevant department/art department of the Graduate Education Institute of Haliç University,
- d) Academic Board of Department / Art Department: Refer to the board consisting of faculty members and lecturers having doctorate who actually work in relevant education and teaching department / art department.
- e) Head of department/art department: Refer to heads of departments or art departments which have postgraduate education and teaching programs at Haliç University Graduate Education Institute,
- f) Board of departments/art departments: Refer to the Board consisting of Heads of departments or art departments
- g) Institute: Refers to Graduate Education Institute of Haliç University, which carries out graduate education and teaching,
- h) Institute Board: Refers to the Board of Graduate Education Institute of Haliç University,
- l) Institute Director: Refers to Director of Graduate Education Institute of Haliç University,
- j) Board of Directors of the Institute: Refers to the Board of Directors of Graduate Education Institute of Haliç University,
- k) GPA: Refers to Grade Point Average,
- l) Plagiarism: Refers to displaying the ideas, methods, data or works of others as their own work, in whole or in part, without reference to scientific rules.
- m) SSCP (ÖSYM): Refers to the Student Selection and Placement Center
- n) Rector: Refers to the Rector of Haliç University,
- o) Senate: Refers to Haliç University Senate,
- p) TOEFL: Refers to "Test of English as a Foreign Language" exam, which is one of the international foreign language exams,
- q) University: Refers to Haliç University,
- r) University Board of Directors: Refers to Haliç University Board of Directors,
- s) YDS (FLE): Refers to Foreign Language Proficiency Examination,
- t) SGPA: Refers to Semester Grade Point Average,
- r) YÖK (CoHE): Refers to Council of Higher Education,
- s) YÖS (FSE): Refers to Foreign Student Exam,

**PART TWO****General Principles related to Graduate Education and Training****Language of education and training**

**ARTICLE 5 – (1)** Except for the programs in foreign language, the language of education and training is Turkish.

(2) With the proposal of the department / art department and the approval of the Institute Board, education can be done in a foreign language for all courses or some courses in certain programs.

(3) Books written in a foreign language can be used in Turkish courses; assignments and similar studies may be requested to be prepared in a foreign language. In addition, it may be requested to prepare the projects and thesis studies and reports and seminars in a foreign language with the recommendation of the advisor, the appropriate opinion of the head of the department/art department and the approval of the Institute's Board of Directors.

(4) In order for courses, practices and exams to be held in a foreign language, the relevant faculty members must comply with the requirements specified in the Regulation on The Principles to Be Observed in Foreign Language Teaching and Teaching with Foreign Language in Higher Education Institutions published in the Official Gazette dated 23/3/2016 and numbered 29662.

#### **Levels and Terms of Teaching**

**MADDE 6** – (1) Postgraduate education; It consists of master's with and without thesis, doctorate and proficiency in arts programs.

(2) Postgraduate education and training is conducted on semester basis. Each academic year consists of two semesters, fall and spring, and each semester consists of 16 weeks, including exams. Academic calendar of postgraduate education is determined separately.

(3) In addition to the fall and spring semesters, internships and similar programs may be added. Their calendar, duration and form are determined by Senate upon the recommendation of the Institute Board.

#### **Opening of new graduate programs**

**ARTICLE 7** – (1) New graduate programs can be opened with the proposal of the Institute Board, the approval of the Senate and the decision of YÖK (CoHE).

(2) Postgraduate programs bear the same names as the Graduate School's departments. However, with the proposal of the Institute Board, the approval of the Senate and the decision of YÖK (CoHE), a graduate program which is affiliated to a department/art department of the Institute. with a different name from that department/art department can also be opened.

(3) Joint programs can be carried out with other higher education institutions and organizations at home or abroad by obtaining the proposal of the Institute Board, the appropriate opinion of the Senate and the approval of the YÖK (CoHE).

#### **Opening of courses and determining student quotas**

**ARTICLE 8** – (1) The principles of the departments/art departments, graduate education programs, educational objectives, admission and graduation conditions, the level of foreign languages sought, the compulsory and elective courses contained in the programs, their credits and similar subjects are determined by the proposal of the head of the department/art department, the decision of the Institute Board and the approval of the Senate.

(2) In the programs that carry out the education and training activities of the Graduate Education Institute, courses to be opened in each semester, the number of students to be enrolled in the course, and instructors who will teach these courses are determined by the recommendation of the Head of the department / art department and the decision of the Board of Directors of the Institute.

(3) For a new course planned to be opened at the Graduate Education Institute, the faculty member who will give the course makes the application, which includes the content, justification and resources of the course to the head of the department/art department of the Institute. Following the proposal of the head of the department and the decision of the established commission, the courses proposed are opened with the favorable opinion of Institute Board and the approval of the Senate.

(4) Postgraduate courses are given by faculty members. However, in compulsory situations, with the justified recommendation of the head of the department / art department and the approval of the Board of Directors of the Institute, lecturers or artist lecturers can also teach graduate courses. When deemed necessary, academic staff from outside the University may be appointed upon the recommendation of the head of the relevant department / art department, the positive opinion of the Institute Board of Directors and the approval of the Rectorate.

(5) Courses with the same name or content cannot be opened in undergraduate, master's and doctoral programs at the Institute.

#### **Foreign language preparatory education**

**ARTICLE 9** – (1) For students enrolled in the master's program at the Graduate Education Institute, an optional foreign language preparatory class can be opened. The procedures of foreign language preparatory class students regarding registration, education and training, exam and success status are carried out in accordance with the provisions of the relevant legislation.

#### **Department preparation program**

**ARTICLE 10** – (1) A department preparatory program can be applied for students admitted to master's and doctoral programs, those who have received their bachelor's or master's degree in different fields from the master's or doctoral program in which they are accepted, and for graduate or doctoral program candidates who have received their

bachelor's or master's degree from higher education institutions other than the higher education institution where they are accepted.

(2) Compulsory courses to be taken in the scientific / artistic preparation program cannot replace the courses required to complete the related graduate program.

(3) For the attendance, course exams, course grades, conditions for successful courses, repetition of courses, cancellation of registration and other principles related to the department preparation program, the provisions of the legislation regarding the undergraduate / graduate program in which the student takes courses are applied.

(4) Students attending the department preparation program can be given the relevant graduate program courses in addition to department preparation courses with the recommendation of the department and the decision of the Board of Directors of the Institute, provided that they submit a written application.

(5) The maximum time to be spent in the department/art department preparation program is two semesters. Summer education is not included in this period. The student who fails at the end of this period is dismissed. The time spent in this program is not included in the duration of the master's or doctoral program periods.

(6) The student must be successful in all courses within the scope of the department preparation program prescribed for him/ her. However, the grades of these courses are not included in the graduation grade. The courses taken in department preparation program are shown in the transcript of the student.

#### **Studying abroad**

**ARTICLE 11 – (1)** Short or long-term education or practice opportunities abroad for students at the expense of the student can be obtained from institutions where the Institute conducts education in partnership with special agreements or from higher education institutions that the student finds as a result of personal initiatives.

(2) In order for these trainings or practices to be evaluated as part of the student's education program at the Institute, the appropriate opinion of the relevant department/department and the decision of the Board of Directors of the Institute are required before the student can go abroad.

(3) The time to be spent abroad is counted as the academic periods specified in this Regulation and the success conditions determined by the Institute are sought in the education and applications abroad. The grade and credit equivalence of education abroad is decided by the Board of Directors of the Institute by taking the opinion of the department/art department according to the documents to be sent from the relevant higher education institution.

#### **Distance education**

**ARTICLE 12 – (1)** Upon the decision of YÖK; at the university, postgraduate distance education programs, in which teaching activities based on information and communication technologies are planned, organized and carried out, can be opened without the obligation of teaching staff and students to be in the same place. The issues related to distance education are carried out in accordance with the provisions of the relevant legislation.

### **PART THREE**

#### **Application to Graduate Programs, Admission and Registration**

##### **Announcement of programs**

**ARTICLE 13 – (1)** The quotas of students to be admitted to graduate programs, application conditions and the sufficient number to start education and training are determined by the decision of the Institute Board and the approval of the Senate upon the recommendation of the department/art department.

(2) Before the start of each semester, the names of the programs that the Institute will accept students, application conditions and necessary documents, deadlines and exam dates and other conditions are announced by the Rectorate. In this announcement, quotas and transfer quotas reserved for foreign students and Turkish citizens residing abroad are also indicated.

(3) The originals of the required documents or their copies approved by the University are accepted for the application. The student's statement is sufficient for the military status and criminal record. The validity period of the exam scores in the submitted documents is the validity period determined by the institution that performs the relevant exam from the date the candidate takes the exam. The document, which has not expired on the date of application, is also considered valid on the date of registration.

##### **Insufficient number of students**

**ARTICLE 14 – (1)** If there are not enough applications for a newly opened program or the number of successful applicants is not sufficient or there are no students enrolled in a previously opened program, students may not be admitted to the program for that year or semester with the decision of the Board of Directors of the Institute and the approval of the Senate. In case the program is opened later, the entrance exams of the candidates who have not started education and training can be considered valid with the decision of the Institute Board of Directors and the approval of the Senate.

##### **Application requirements for master's programs**

**ARTICLE 15 – (Amended: OG 21.06.2020-31162)** (1) Master's programs are opened for those who have graduated from at least eight semesters of education. Candidates who will apply for graduate programs;

a) Must have a bachelor's degree approved by the Institute Board upon the recommendation of the head of the relevant department / art department.

b) From ALES, they must have the ALES score to be determined by the Senate, or the standard score determined by YÖK (CoHE), provided that they are not less than 55 standard points in the type of the program they apply for.

(2) b) Provided that the score of the program applied for is not less than 55, they must have an ALES score to be determined by the Senate, or they must have a standard score determined by YÖK (CoHE). However;

a) Unless otherwise decided by the Senate, ALES is not required for candidates who will apply for non-thesis graduate programs.

b) ALES is not required for the acceptance of students to conservatory programs and faculties of fine arts programs that only accept students with a special talent exam.

c) ALES is not required for the applications of the graduates of doctorate / proficiency in art / specialty in medicine / specialty in dentistry / specialty in veterinary medicine / specialty in pharmacy to graduate programs. For the evaluation procedures of these candidates;

1) Regardless of the type of score or field of expertise at the entrance to the graduate program, a score not lower than 55 and not more than 75 is determined by the Senate and announced in the conditions of the relevant program.

2) These candidates can apply in a different field from the type of score they have previously received or from the field of doctorate / proficiency / expertise.

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

(3) Among the students of the faculty of the university who receive at least eight semesters of education, the following conditions are sought for candidates who will apply to the master's integrated program:

a) Having completed at least the first seven semesters of undergraduate education.

b) Having a GPA of at least 3.00 until the semester applied to the relevant program.

(4) Students applying for the integrated program are admitted to master's programs if they have a bachelor's degree and meet the conditions in the first and second paragraphs."

#### **Application requirements for doctorate / proficiency in arts programs**

**ARTICLE 16 (Amended: OG 21.06.2020-31162)** 1) Doctorate / proficiency in arts programs can be opened for those who have completed their master's degree with thesis and successful students of the faculties that offer at least ten semesters of education.

(2) Candidates who will apply to doctorate / proficiency in arts programs;

a) In order to apply for a doctorate program, they must have a bachelor's degree or a master's degree with thesis, a minimum ten-semester degree (except preparatory classes) in medicine, dentistry and veterinary faculties, a bachelor's or master's degree in pharmacy and science, or an expert laboratory authorization certificate in accordance with the principles regulated by the Ministry of Health.

b) Those who have a master's degree must have at least 55 score from ALES in the type of score of the program they apply for, and those who apply with a bachelor's degree must have minimum standard points determined by the Senate which is at least 80, or they must have the base score determined by the Senate and obtained from an international examination accepted by YÖK instead of ALES score. But; ALES condition is not required for the applications of graduates of doctorate / proficiency in art / specialty in medicine / dentistry, specialty / veterinary medicine / specialty in pharmacy to doctoral programs and for the evaluation procedures of these candidates;

1) Regardless of the type of score or field of expertise at the entrance to the graduate program, a score not lower than 55 and not more than 75 is determined by the Senate and announced in the conditions of the relevant program.

2) These candidates can apply in a different field from the type of score they have previously received or from the field of doctorate / proficiency / expertise.

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

c) In basic medical sciences; Those who have a diploma of medical faculty / faculty of dentistry who will apply to doctoral programs must have at least 55 (quantitative score) of ALES, the base of which is determined by the Senate; or they must have a basic medical score of at least 50 or more.

d) In order to apply for the doctorate / proficiency in arts program, they must have at least 55 from YDS (foreign language exam) or a foreign language proficiency standard score to be determined by the Senate, provided that it is not less than a score equivalent to this score from an exam accepted by the Interuniversity Board.

d) Undergraduate and graduate grades must be at least 2.50 or equivalent.

(3) Unless otherwise decided by the Senate, ALES score is not required for admission to the conservatory programs and to the departments of the institutes for the programs of the fine arts faculties where students are accepted only with the special talent exam.

(4) Basic medical score is the sum of 0.7 times the standard score obtained from the Medical / Dentistry Specialization Education Entrance Exam (TUS) / (DUS) Basic Medical Sciences Test-1st part, and 0.3 times the standard score obtained from the clinical medical science test section.

(5) Among the students who have received at least ten semesters of education and training at the university, the following conditions are sought from the candidates who will apply to the integrated program of doctorate / proficiency in arts:

- a) Having completed at least the first eight semesters of undergraduate education.
- b) Having a GPA of at least 3.00 or its equivalent until the semester applied to the relevant program.

(6) Those who apply to programs with a bachelor's degree are admitted to doctoral programs provided that their undergraduate graduation grade point average is at least 3.00 or equivalent and they meet the requirements in the second paragraph.

#### **Admission of foreign candidates**

**ARTICLE 17 – (1)** Admission requirements of foreign applicants applying for postgraduate education outside of the departments/art departments that provide education and training in a foreign language are determined by the foreign language evaluation commission and HALIÇ-TÖMER unit of the University.

(2) In the admission of Turkish citizens or foreign students residing abroad to the program;

a) Foreign applicants who apply to the master's program with thesis in English, French or German languages other than their mother tongue must score at least 55 in YDS (Foreign Language Exam), and those who apply for doctorate or proficiency in art must score at least 55 in YDS, or an equivalent exam accepted by the Interuniversity Board; and they must have a base success score in Turkish, which is accepted by the Senate.

b) Candidates must certify that the institutions where they have previously studied are considered equivalent by YÖK (CoHE).

(3) ALES score is not required for foreign students' admission to graduate programs.

(4) Foreign nationals, government scholarship students and contracted students who come with the protocol signed with the Government of the Republic of Turkey, bilateral agreement, European Union harmonization programs, foreign Turks and their relatives' student exchange programs can be admitted to the program by evaluating their undergraduate and graduate grades, if any, without an additional examination.

#### **Written and/or interview exam**

**ARTICLE 18 – (1)** With the recommendation of the Institute Board of Directors and the decision of the Senate, student admissions to master's and doctoral / arts proficiency programs can only be made with ALES score or, in addition to ALES score, undergraduate GPA, written scientific evaluation and / or interview can be taken into consideration.

(2) The Board of Directors of the Institute shall form a jury of at least three principal and two substitute members, determined among the faculty members recommended by the department/art department for evaluating master's and doctoral/arts proficiency applications and conducting written exams and/or interviews.

(3) If deemed necessary by the head of the relevant department, a special talent exam can also be given to candidates who apply to the proficiency in arts program; and the results of this examination or assessment is evaluated within the framework of the interview grade.

#### **Overall success assessment and student admission**

**ARTICLE 19 – (1)** For general success assessment and student admission, the overall success grades of the candidates are calculated by evaluating the ALES or basic medical score, general weighted grade average, and written / interview exam results. Accordingly, the general grade is calculated by taking 50% of the ALES score or basic medicine score, 30% of the undergraduate or graduate grade point average and 20% of the full grade obtained in the written / interview evaluation, which is converted into a full grade out of 100. In the programs that do not require ALES score evaluation, the general success grade is calculated by taking 60% of the undergraduate general grade average and 40% of the full grade obtained in the written / interview evaluation.

(2) The ranking of the candidates in the program they applied to is determined by the written / interview jury according to their overall success grade. The list of candidates ranked is notified to the Institute Directorate with a report. These students are accepted to the programs they apply to by the decision of the Board of Directors of the Institute.

(3) Reserve candidates up to 50% of the quotas determined for master's, doctorate / proficiency in arts programs can be determined based on the general success evaluation order. Reserve candidates are accepted on the basis of the general success evaluation order, instead of the candidates who lost their rights by not registering on the days specified in the academic calendar although they gained the right to enroll in the program.

#### **Special students**

**ARTICLE 20 – (1)** Those who are graduates or students of a higher education institution and want to increase their knowledge on a specific subject can enroll in the courses opened at the Graduate Education Institute as a special student without seeking term conditions with the approval of the head of the relevant department / art department and with the decision of the Institute Administrative Board.

(2) The principles for special students are as follows:

a) Special students are not given diplomas or degrees. However, a document showing the courses and grades they have taken in the programs they attended is given.

b) In order for special students to register for the courses, they must obtain approval from the departments of the relevant courses and fulfill their financial obligations.

c) Those who take courses as a special student cannot benefit from student rights, but they have to fulfill the obligations of students such as attending the courses, exams, discipline and similar.

d) Due to the courses taken as a special student at the university, exemption may be granted for relevant courses in the graduate program, according to the criteria determined by the Council of Higher Education and the Senate. Which courses will be exempted and the grades received from these will be included in the GPA is determined by the decision of the Board of Directors of the Institute, taking the opinion of the head of the department / art department. The courses to be taken as a special student by the students who are accepted to the graduate program and the courses given exemption cannot exceed 50% of the courses given in the relevant graduate education.

d) Special student programs are not directly aimed at obtaining degrees, and their duration cannot exceed two semesters.

#### **Admission through undergraduate transfer**

**ARTICLE 21** – (1) Students who have completed at least one semester except preparation in the graduate programs of another department/art department or other higher education institution within the University and who have completed all the courses they have taken can be accepted by undergraduate transfer within the quotas determined for graduate programs. Applicant students are listed according to their cumulative grade point average as principal and substitute.

(2) In order for the applications to be accepted;

a) A master's, doctorate / proficiency in arts program is required in the relevant department / art department.

b) GPA of the student until the semester applied for the relevant program must be at least 3.00 out of 4.00 for the master's degree, or at least 75 out of 100. The student's GPA must be at least 3.00 out of 4.00 or 75 out of 100 for the proficiency in doctorate / arts. (The grades of students graduating from higher education institutions that do not implement a hundred grade system are calculated by taking into account the table announced by YÖK in this regard.)

c) The foreign language level of the student must meet the conditions set by the Institute for their students.

(3) Students enrolled in a master's program or a doctorate / proficiency in arts or integrated doctorate program at the university may transfer to another master's, doctorate / proficiency in arts or integrated doctoral program of the University. Students who want to transfer must meet the admission requirements of the program they want to transfer to. The acceptance of the transfer requests is finalized with the decision of the Board of Directors of the Institute, upon the recommendation of the head of the relevant department / art department.

(4) The Board of Directors of the Institute decides (upon recommendation of head of relevant department / art departments) which of the courses that a student whose application has already taken will be considered valid within the scope of credit transfer and whether he/she will take additional courses for his/her adaptation.

(5) A student who transfers from a master's program with thesis to another master's program without thesis must complete the missing credits.

#### **Credit transfer**

**ARTICLE 22** – (1) Due to the graduate courses that a student has taken from any domestic / foreign higher education institution before enrolling in the Institute, and the graduate courses that he / she has achieved, the consent of the advisor, the recommendation of the head of the relevant department / art department and the approval of the Graduate School Administrative Board. credit is transferred. The grades of this student in the transferred courses are added to the grade point average of the grades of the graduate courses he/she has taken and succeeded in the programs affiliated to the University.

(2) Courses taken from universities abroad within the framework of mutual exchange programs are included in the student's transcript, if there are equivalent courses in the university's graduate education and training program, otherwise, they are recorded in the student's transcript with their name and credit as an optional course.

(3) Credits taken in a master's program and considered valid for this program are not transferred to a doctorate / proficiency in arts program.

#### **Tuition Fee**

**ARTICLE 23** – (1) Postgraduate education and training at the university is subject to a fee. The tuition fee covers the course and thesis/project phase within the normal duration of the relevant program. The tuition fee is determined each year by the Board of Trustees upon the proposal of the Rectorate. Tuition fees are paid during enrollment or renewal of enrollment; Students who do not pay their fees are not enrolled or renewed.

(2) Students who are accepted to graduate programs with scholarship or in return for work can continue their education by paying the tuition fee in case they lose their scholarship requirements or do not meet the working conditions.

#### **Enrolling in the Institute**

**ARTICLE 24** – (1) Eligible candidates are enrolled by submitting the documents requested by the Board of Directors of the Institute to the Institute within required period of time. For enrollment, originals or certified copies of

the documents required are accepted. Candidates who do not register within the specified period lose their enrollment rights. Special student enrollments can be made until the end of the course addition/deletion period.

(2) The registration of those who have falsified documents and those who cannot correct the deficiencies in their documents within the time limit will not be registered and canceled if done.

#### **Reenrollment**

**ARTICLE 25** – (1) Registrations are renewed at the beginning of each semester on the dates specified in the academic calendar, provided that course selection and tuition fees are paid. During the registration renewal, the courses, thesis, projects, seminars and similar studies of the student are also determined.

(2) Students who do not fulfill their tuition fee obligations within the time limit are deemed to have given up the right to attend that semester and cannot benefit from their student rights. The non-enrollment period is also counted as the education period.

#### **Disenrollment**

**ARTICLE 26** – (1) The student may cancel his / her enrollment voluntarily, or his / her enrollment may be canceled automatically due to the penalty of dismissal from the higher education institution or other reasons in accordance with the provisions of the relevant legislation.

(2) If the student cancels his / her enrollment before the thesis / project period, the thesis / project fee will be refunded. The tuition fee will not be refunded if he / she cancels his / her enrollment after passing the thesis / project stage. The student whose enrollment is canceled at the end of the Preparation Program pays the same amount of credit as the course credit he / she took in preparation.

### **PART FOUR**

#### **Education and Training, Course Registrations, Exams and Assessment**

##### **Selecting and enrolling in a course**

**ARTICLE 27** – (1) The compulsory and elective courses in graduate programs and the prerequisite courses, if any, their credits, terms and responsible instructors are decided by the Institute Board upon the recommendation of the head of the relevant department / department and applied after the approval of the Senate.

(2) With the recommendation of the department / art department board and the decision of the Institute Board of Directors, students can choose at most two courses from the courses provided in other higher education institutions in Turkey and abroad.

(3) Students must take at least three courses other than the seminar course during their first enrollment semester. Within the periods specified in the academic calendar, they can add or delete the registered courses with the approval of their advisors. However, if the number of students enrolled in that course falls below the sufficient number specified in the Institute Board as a result of the course deletion process, the deletion process is not performed for that course.

(4) Students must repeat the failed courses in the first semester they are opened. If these courses are not opened within the next two semesters at the latest, they will take the courses or courses recommended by the advisor and the relevant department/art department and approved by the Board of Directors of the Institute.

(5) At most two of the courses taken in the master's program with thesis, and at most three of the courses taken in the non-thesis master's program can be selected from undergraduate courses provided that they have not been taken before. Undergraduate courses in a doctorate program are not counted as course load and doctoral credits. Doctoral program students can take graduate courses to be counted towards their credit load, provided they have not taken the same course before.

(6) Students studying in thesis programs must enroll for the thesis study every semester during the thesis period after the period following the appointment of a consultant at the latest.

##### **Attendance to courses**

**MADDE 28** – (1) It is compulsory to attend lectures, laboratories and applications, except for the courses that are deemed appropriate by the Senate to be provided through the distance education system. A student who does not attend more than 30% of the theoretical courses and more than 20% of the application/laboratory hours is not taken to the final and condition exams of that course. The list of those who do not qualify for the exam due to their lack of attendance is announced by the responsible instructor of the relevant course at least one week before the final exam period and registered in education information system and administration is informed.

(2) Students' attendance to lecture, practice, laboratory and similar studies is controlled and evaluated by the relevant instructor. Attendance is not required for courses that are repeated in order to increase the grade, or for courses taken again due to failure.

##### **Exams**

**ARTICLE 29** – (1) Exams; including Midterm exams, excuse exams, final exams and make-up exams are held in writing, oral or both in writing and verbally and/or practically as follows. A student who does not take the exams is deemed to have used that exam right and to have received a zero. The principles regarding the exams are as follows:

a) Midterm Exam: At least one midterm exam is held in each course. The instructor can consider homework, projects, laboratories/workshops and similar studies as midterm exams.

b) Final exam: The final exam of a course is held at the end of the semester/year in which that course is completed.

c) Excuse exam: It is the exam that is taken instead of the midterm exam. Students who have obtained the right to take these exams but cannot take the exam due to their rightful and valid excuses must submit their reasoned excuses to the Institute within 5 working days with a petition and relevant document. Those whose excuses are accepted by the Institute Board of Directors use their midterm exam rights within the same period according to the calendar determined by the Institute Board of Directors.

d) Make-up exam: It is done when the student who fails the final exam takes the exam on the scheduled calendar.

#### **Course grade**

**ARTICLE 30** – (1) The success status of a course is determined by the course grade. In order to be considered successful in a course, the course grade must be at least 65 in the master's program and at least 70 in the doctoral/arts proficiency program. The number and type of mid-term exams for a course, and their effect on the course success grade are entered by the relevant instructor in the education information system at the beginning of the term and announced to the students. The effect of the final exam on the course grade cannot be less than 40% or more than 60%. For students who fail the final exam, the make-up exam grade replaces the final exam grade.

(2) The exam result lists of the courses are signed by the instructor at the end of the semester and forwarded to the Institute Directorate by the relevant department/art department.

(3) In the lessons that are repeated and taken to increase the grade (including summer school), the last grade the student received is taken as basis.

(4) The letter grade showing the grades to be given to the students for each course and the corresponding coefficient and the point equivalents and grades are given below:

<u>Grade</u>	<u>Letter Grade</u>	<u>Meaning</u>	<u>Score Range</u>
4,00	AA	Perfect	90-100
3,50	BA	Very Good	80-89
3,00	BB	Good	70-79
2,50	CB	Medium	65-69
0,00	FF	Failed	0-64
0,00	NA	Not Attended	0
	T	Exempt	

(5) Students' success status in a course is determined by one of the letters below, which are outside the letter grades in the first paragraph and have no coefficient. Of these;

a) NA (Not Attended): It is given for the courses failed due to not attending and is treated as (F) for credit courses and U for non-credit courses in the average calculations.

b) I (Missing): It is given if the students are successful in the course but cannot complete the projects, graduation assignments, laboratory experiments and similar studies required for the course due to their excuses. Students who receive this mark must complete their missing and take a grade within 15 days at the latest after the end of the exam period. Otherwise, the I grade changes to an F grade.

c) S (Sufficient): It is awarded when successful in non-credit courses or thesis / term project studies. The (S) grade is not included in the cumulative grade point average.

d) U (Insufficient): Awarded for failure in non-credit courses or thesis studies. The grade (U) is not included in the cumulative grade point average.

e) T (Transfer/Exempt): It is given for courses taken before from another higher education institution and whose equivalence is accepted by the relevant board of directors and deemed exempted, and for courses taken from other universities according to the provisions of this Regulation. Grade (T) is not included in the cumulative grade point average, but these courses are included in the student's course load and credits.

f) W (Withdrawn): It is given for the courses students withdrew until the end of the fourth week.

f) P (In Progress): It is given for non-credit courses spanning more than one semester, or in cases where thesis / term project study continues. When the actual grade is determined, the (P) grade is replaced with the actual letter grade.

#### **Objection to exam results and error correction**

**MADDE 31** – (1) Students who object to the exam results due to factual errors can make this objection in writing to the Institute Directorate within five working days after the announcement of the exam results. This objection is forwarded to the course manager and a factual error examination is carried out. If a factual error is found in the evaluation, the necessary grade correction will be finalized by the Board of Directors of the Institute.

(2) If the course manager determines an evaluation error, he/she applies to the Institute Directorate in writing. If this application requires a change in the announced success grade, the grade correction will be finalized by the Board of Directors of the Institute. The change is announced by the Directorate to the student in writing.

### **Weighted grade point averages**

**ARTICLE 32** – (1) The weighted grade of a course is the number found by multiplying the credit value of that course and the success coefficient.

(2) The weighted grade point average of the semester is calculated by dividing the total of the weighted grades of all the courses the student enrolled at the University in the specified semester by the sum of the credit values of the courses taken.

(3) The cumulative grade point average is obtained by dividing the sum of the weighted grades of all registered courses by the total credit values of these courses since the student's admission to the program.

(4) In calculating the averages, two decimal digits are added to the result.

## **PART FIVE**

### **Master's Program without Thesis**

#### **General Principles**

**ARTICLE 33** – (1) The aim of the non-thesis master's program is to provide the student with comprehensive knowledge in the fields of specialization related to his/her profession, and to show how to use the existing knowledge in practice.

(2) The non-thesis master's program includes a total of 30 credits and consists of at least ten courses and a term project course, not less than 60 ECTS. The student must enroll for the term project course in the semester in which the term project course is taken and submit a written project and / or report at the end of the semester. The term project course is non-credit and is considered as successful or unsuccessful.

(3) Up to three of the courses that the student will take can be selected from undergraduate courses, provided that they are not taken during undergraduate education.

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

(5) The master's program without thesis can also be carried out in distance education and as second postgraduate education.

#### **Duration**

**ARTICLE 34** – (1) The period of completion of the master's program without thesis is at least two semesters and a maximum of three semesters, regardless of whether or not you have enrolled for each semester, starting from the semester in which the courses related to the program are given, except for the time spent in scientific preparation. A student who fails or does not complete the program at the end of this period is dismissed from the University.

#### **Appointment of Advisor**

**ARTICLE 35** – (1) In the non-thesis master's program, the head of the department/art department of the Institute determines a faculty member, or a lecturer with a Doctoral degree with the qualifications determined by the relevant Senate who will advise each student in the selection of courses and for the execution of the semester project, by the end of the first semester at the latest.

#### **Semester project and proficiency exam**

**ARTICLE 36** – (1) Semester project course is considered successful or unsuccessful. The student must enroll for this course during the period of the semester project.

(2) Semester project is given during the period when the student takes his/her final courses in the program. At the end of the semester, on the dates announced by the heads of the department/art department, he/she is obliged to give a written report prepared according to the thesis writing guide of the Institute and submit his/her project to the jury orally.

(3) The evaluation of the term project and the qualifying exam are conducted by the non-thesis master's qualifying exam jury. The student whose report is unsuccessful must re-enroll the project in the following semester and submit a new written report at the end of this semester. Exam of the student who fails the proficiency exam is repeated in the following semester.

(4) The non-thesis master's proficiency exam jury consists of three principal, one substitute faculty members or lecturers determined by the heads of the relevant department/art department, one of whom is the advisor of the student.

#### **Master's diploma without thesis**

**ARTICLE 37** – (1) The student who successfully completes his/her credit courses and term project is awarded a master's diploma without thesis by the decision of the Board of Directors of the Institute.

(2) On the master's diploma without thesis, the name of the program in the department of the Institute where the student is enrolled, approved by YÖK, is written.

(3) Those who continue the non-thesis master's program can transfer to the master's program with thesis, provided that they meet the minimum requirements for the master's program with thesis by the higher education institution they applied to. In this case, the courses taken in the non-thesis master's program can be substituted for the courses in the master's program with thesis upon the decision of the Board of Directors of the Institute.

**PART SIX**  
**Master's Program with Thesis**

**General Principles**

**ARTICLE 38** – (1) The master's program with thesis allows the student to gain the ability to access, compile, interpret and evaluate information using scientific research methods.

(2) The master's program with thesis consists of at least 7 courses, a seminar course and a thesis study, provided that it is not less than 21 credits in total. The seminar course and thesis study are non-credit and are considered successful or unsuccessful. The master's program with thesis consists of a total of at least 120 ECTS credits, including at least 8 courses including seminar course and a thesis study, provided that one education and training period is not less than 60 ECTS credits. The student must enroll for each semester's thesis period from the period following the appointment of a consultant at the latest.

(3) Up to 2 of the courses to be taken by a graduate student can be selected from undergraduate courses provided that they have not been taken during undergraduate study. In addition, a maximum of 2 courses can be selected from the courses given in other higher education institutions with the recommendation of the Head of the Department/Art department of the Institute and the approval of the Board of Directors of the Institute.

(4) Master's program with thesis can be carried out as a second graduate education program.

**Duration**

**ARTICLE 39** – (1) The duration of the master's program with thesis is four semesters, regardless of whether or not they have registered for each semester, starting from the semester in which the courses related to the program are given, excluding the time spent in scientific preparation, and the program is completed in six semesters at most.

(2) At the end of four semesters, the enrollment is canceled for students who fail to successfully complete the credit courses and seminar course in the curriculum or fail to fulfill the success conditions / criteria stipulated by the University within this period, who fail in the thesis study or do not enter the thesis defense within the maximum period of time.

(3) The student who fulfills the conditions stipulated in this Regulation, can graduate in three terms with the recommendation of the advisor, the approval of the related department / art department and the approval of the Board of Directors of the Institute.

**Appointment of thesis advisor**

**ARTICLE 40** – (1) In the master's program with thesis, the head of the department/department of the Institute recommends a thesis advisor in the staff of the University for each student until the end of the first semester at the latest; the thesis subject determined by the student with his advisor is recommended to the Institute by the end of the second semester at the latest. The thesis proposal determined with the advisor by the end of the second semester at the latest is evaluated by the thesis proposal evaluation commission of the relevant department. The thesis advisor and the subject of the thesis are finalized with the approval of the Board of Directors of the Institute.

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

**Conclusion of master's thesis**

**ARTICLE 41** – (1) A student studying in a master's program with thesis writes the results in accordance with the spelling rules determined by the Institute Board and approved by the Senate and defends his/her thesis verbally in front of the jury.

(2) Before the defense of the master's thesis and for the theses with corrections, the student completes the thesis and presents 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 for the thesis in question and sends it to the advisor and the jury members. In the event that a real plagiarism is detected in the data in the report, the thesis is sent to the Board of Directors of the Institute for a decision with its justification.

(3) The master's thesis jury is appointed with the recommendation of the thesis advisor and the relevant department/art department and the approval of the Board of Directors of the Institute. The jury consists of three or five faculty members, one of whom is the student's thesis advisor and at least one from outside the University. If the jury consists of three members, the second thesis advisor cannot be a jury member.

(4) The student who completes the thesis study submits the desired number of copies of the thesis to the thesis advisor. The advisor sends the copies of the thesis to the Institute through the department / art department/ program directorate with the opinion that the thesis is written in compliance with the spelling rules.

(5) Jury members meet within one month at the latest from the date the thesis is submitted to them and take the student to the thesis exam. The thesis exam consists of the submission of the thesis study and the following question / answer section. The thesis exam is held in an environment open to the participation of the audience consisting of academic staff, graduate students and experts in the field. The exam time is at least 60 minutes and maximum 90 minutes.

(6) After the completion of the thesis exam, the jury makes the decision of acceptance, rejection or correction by absolute majority. This decision is notified to the Institute by the head of the department/art department within three days of the thesis exam.

(7) The student whose thesis is rejected as unsuccessful is dismissed from the University.

(8) The student whose thesis is given a correction decision defends the thesis in front of the same jury within three months at the latest. At the end of this defense, the student who is found unsuccessful and whose thesis is not accepted again is dismissed from the University.

(9) As a result of the thesis defense exam, if the student whose thesis / art work is rejected or whose thesis is rejected after correction makes a request, and if there is a related non-thesis master's program in the department / art department, he is awarded a master's degree without thesis with the recommendation of the academic board of the relevant program and the decision of the Institute Board, provided that the course credit load, project writing and similar requirements of the non-thesis master's program are fulfilled.

#### **Master's diploma with thesis**

ARTICLE 42 – (1) Provided that the student passes the thesis exam and meets the other conditions required for graduation determined by the Senate, the advisor and the instructor assigned by the department / art department examines the final version of the student's thesis, who has been successful in the thesis examination, in terms of compliance with the thesis writing guide. A master's diploma with thesis is awarded to a graduate student whose thesis is deemed appropriate in terms of form and who submits at least three bound copies of the approved master's thesis and two CDs to the Institute within one month from the date of the thesis examination. The Board of Directors of the Institute may extend the delivery period for a maximum of one month upon request. A student who does not fulfill these conditions cannot receive his / her diploma until he / she fulfills the conditions, cannot benefit from student rights and is dismissed if the maximum period of time expires.

(2) On the master's diploma with thesis, the name of the program in the department of the Institute where the student is enrolled, approved by YÖK, is written. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

(3) Within three months from the submission of the thesis, a copy of the master's thesis is sent electronically by the Institute to YÖK (CoHE) for scientific research and activities.

### **PART SEVEN Doctorate Program**

#### **General Principles**

ARTICLE 43 – (1) The aim of the doctorate program is to provide the student with the ability to conduct independent research, to interpret scientific events with a broad and deep perspective, and to reach new syntheses. The student must demonstrate this ability by completing an original and innovative scientific thesis. The thesis to be prepared must fulfill one of the qualities of innovating science, developing a new scientific method or applying a known method to a new field.

(2) The doctorate program can be carried out in one of the programs carried out in the Institute and / or in the form of programs organized jointly with other higher education institutions within the University or with other domestic / foreign higher education institutions.

(3) The doctorate program consists of a total of 21 credits for students accepted with a master's degree with thesis and at least 240 ECTS credits, including at least 7 courses, seminars, proficiency exams, thesis proposals and thesis studies, provided that one education and training period is not less than 60 ECTS. For students who are accepted with an undergraduate degree, it consists of 14 courses with a minimum of 42 credits, a seminar, a proficiency exam, a thesis proposal and a thesis study, in total at least 300 ECTS credits.

(4) In doctoral programs, a maximum of 2 courses can be selected for students who have been accepted with a master's degree, and a maximum of 4 courses can be selected for students who have been accepted with a bachelor's degree. These courses are offered in other higher education institutions with the recommendation of the Head of the Institute Department / Art Department and the approval of the Institute Board of Directors,

(5) Undergraduate courses are not counted as course load and doctoral credits.

(6) Doctorate programs cannot be opened as evening education.

#### **Duration**

ARTICLE 44 – (1) For those who are accepted with a master's degree with thesis, except for the time spent in scientific preparation, the doctorate program is eight semesters, starting from the semester in which the courses related to the program they are enrolled in, regardless of whether they have registered for each semester. The maximum

completion period is twelve semesters. The doctorate program is ten semesters for those who are accepted with a bachelor's degree and the maximum completion period for them is fourteen semesters.

(2) The maximum period of successfully completing the credited 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. During this period, the student who fails to successfully complete his/her credit courses or fails to achieve an overall GPA of 3.00 is dismissed from the University.

(3) Students who successfully complete their credit courses, who are successful in the proficiency exam and whose thesis proposal are accepted, but who cannot complete their thesis study by the end of the twelve or fourteen semesters stated in the first paragraph are dismissed.

(4) Students who have applied for a doctorate program with a bachelor's degree, who cannot complete their credit courses and / or their thesis within the maximum duration, who are not successful in their doctoral thesis, are awarded a master's diploma without a thesis upon their request, provided that they have fulfilled the required credit load, project and other similar requirements for the non-thesis master's degree.

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

**ARTICLE 45** – (1) The head of the department/art department of the Institute recommends a thesis advisor who is in the staff of the University for each student and the thesis title to be determined by the advisor and the student together. The thesis advisor and the subject of the thesis are finalized with the approval of the Board of Directors of the Institute. The thesis advisor must be appointed by the end of the second semester at the latest.

(2) The thesis advisor is selected from among the faculty members who have the qualifications to be determined by the Senate. If there are no faculty members with the specified qualifications at the university, a faculty member from another higher education institution can be selected as a consultant by the Board of Directors of the Institute within the framework of the principles determined by the Senate. In doctoral programs, except for the departments of dentistry, pharmacy, medicine and veterinary faculties, in order for faculty members to supervise a thesis, they must have supervised at least one master's thesis that has been successfully completed. In cases where the nature of the thesis study requires more than one thesis supervisor, the second thesis advisor to be appointed may be from persons outside the University staff with at least a doctorate degree.

#### **Doctorate proficiency exam**

**ARTICLE 46** – (1) Proficiency exam is the measurement of whether a student who has completed his courses and seminars has the scientific research depth related to the basic subjects and concepts in his/her field and his/her doctoral study. A student takes the proficiency exam at most twice a year.

(2) Students admitted with a master's degree must take the proficiency exam by the end of the fifth semester at the latest, and the student admitted with a bachelor's degree until the end of the seventh semester at the latest. Students who want to take the proficiency exam submit their application to the Institute on the dates announced at the beginning of the fall and spring semesters. Applications made outside the specified date will not be evaluated. The date of the proficiency exam is determined and announced by the Board of Directors of the Institute with the written recommendation of the advisor and the head of the department. The exam can be held within seven days at the earliest from the date of recommendation.

(3) Qualifying exams are organized and conducted by a five-person doctoral qualification committee recommended by head of department / art department and approved by the Board of Directors of the Institute. The committee determines exam juries in order to prepare, apply and evaluate exams in different fields. The exam jury consists of five faculty members, including at least two of them from outside the University, including the advisor. The Board of Directors of the Institute decides whether the advisor has the right to vote or not. In the event that the advisor does not have the right to vote, the jury consists of six faculty members. The proficiency exam is held in the hall designated by the Institute and on the announced date, open to the participation of the audience consisting of lecturers, graduate students and experts in the field.

(4) The proficiency exam is held in two parts, written and oral. The student who succeeds in the written exam is taken to the oral exam. Students who pass the written exam take the oral exam for at least 60 and at most 90 minutes. The contribution of the written exam in the evaluation is 40% and the contribution of the oral exam is 60%. In order to be successful as a result of the exams, it is necessary to get at least 75 points out of 100. Exam juries evaluate the success of the student in written and oral exams and decide whether the student is successful or unsuccessful by absolute majority. This decision is submitted to the Institute with written and oral exam documents within three days of the proficiency exam by the head of the department/art department of the Institute.

(5) The student who fails the proficiency exam is taken to the exam again in the next semester by the department / art department he / she failed. The student who fails in this exam is dismissed from the doctorate program.

(6) If the students who have been accepted to the Doctoral program with a bachelor's degree, failed twice in the proficiency exam and dismissed from the Doctoral Program have successfully completed at least seven courses, they can move to the master's program with the appropriate opinion of the head of the department/art department of the Institute and the decision of the Board of Directors of the Institute.

(7) The proficiency exam jury may request that a student who has completed the proficiency exam take extra course/courses, provided that they do not exceed one-third of the total credit amount, even if they have completed the course load. The student must achieve the courses to be determined by the decision of the Board of Directors of the Institute.

#### **Thesis monitoring committee**

**ARTICLE 47** – (1) Within one month, a thesis monitoring committee is established for the student who is successful in the Doctoral proficiency exam, which is accepted by the recommendation of the advisor, the appropriate opinion of the relevant department chairman and the decision of the Board of Directors of the Institute.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes one member from within and outside the Institute department. If a second thesis supervisor is appointed, the second thesis supervisor can attend the committee meetings if he / she wishes.

(3) In the periods after the establishment of the thesis monitoring committee, the committee memberships can be changed with the reasoned proposal of the relevant department and the approval of the Board of Directors of the Institute.

#### **Thesis proposal defense**

**ARTICLE 48** – (1) The student who successfully completes the Doctoral proficiency exam orally defends his/her thesis proposal covering the purpose, method and work plan of his/her research in front of the thesis monitoring committee within six months at the latest. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before oral defense. Students who fail to attend the defense of their thesis proposal on time without a valid excuse are deemed unsuccessful and their thesis proposal is rejected.

(2) The thesis monitoring committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected. One month is given for correction. At the end of this period, the decision made by absolute majority in the direction of acceptance or rejection is notified to the Institute by the head of the department/art department of the Institute within three days of the end of the transaction.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis subject. In this 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 defense of the thesis proposal again within three months, and the student who changes the subject and advisor of the thesis is taken into the defense of the thesis proposal again within six months. The student whose thesis proposal is rejected in this defense again is dismissed from the doctoral program.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once between January-June and July-December. The student submits a written report to the committee members at least one month before the date of the meeting. This report summarizes the studies carried out so far and the work plan to be carried out in the next period. The student's thesis study is determined by the committee as successful or unsuccessful. A student who fails twice in a row or three times intermittently by the committee is dismissed from the University.

#### **Conclusion of doctoral thesis**

**ARTICLE 49** – (1) A student in a doctorate program writes his/her results in accordance with the spelling rules accepted by the Senate and defends his/her thesis verbally in front of the jury.

(2) Before the defense of the doctorate thesis and for the theses with corrections, the student completes the thesis and presents 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 for the thesis in question and sends it to the advisor and the jury members. In the event that a real plagiarism is detected in the data in the report, the thesis is sent to the Board of Directors of the Institute for a decision with its justification.

(3) In order to be accepted to the thesis defense exam, the student must be enrolled for the thesis for at least three semesters and submit at least three thesis monitoring committee reports.

(4) In order for the student to defend his / her thesis, at least one research article in the fields of health sciences, science and engineering sciences and social humanities, fine arts, music and performing arts, which is related to the thesis and he/she is the first author in the journals approved by the Senate.

(5) The doctoral thesis jury is appointed with the recommendation of the advisor and the head of the institute department/art department and the approval of the Board of Directors of the Institute. The jury consists of five faculty members, three of whom are in the student's thesis monitoring committee, and at least two of them are from outside the University, including the advisor. The Board of Directors of the Institute decides whether the advisor has the right to vote or not. In the event that the advisor does not have the right to vote, the jury consists of six faculty members. In addition, the second thesis advisor can be on the jury without the right to vote.

(6) Jury members meet within one month at the latest from the date the thesis is submitted to them and take the student to the thesis defense. The thesis exam consists of the presentation of the thesis study and the following question / answer section. Thesis defense meetings are held open to the participation of lecturers, graduate students and experts in the field. The exam time is at least 60 minutes and maximum 90 minutes.

(7) After the completion of the thesis exam, the jury makes the decision of acceptance, rejection or correction by absolute majority (without audience). Students whose thesis is accepted are evaluated as successful. This decision is notified to the Institute by the head of the department/art department within three days of the thesis exam. The student whose thesis is rejected as unsuccessful is dismissed from the University. (8) The student whose thesis is given a correction decision defends the thesis making necessary corrections in front of the same jury within six months at the latest. The student who fails in this defense again is dismissed from the University.

#### **Doctorate diploma**

**ARTICLE 50** -(1) The student who completes the thesis study submits the desired number of copies of the thesis to his/her advisor. The advisor sends the copies of the thesis to the Institute through the department / art department directorate with the opinion that the thesis is written in compliance with the spelling rules.

(2) Provided that the student is found successful in the defense of the thesis and meets the other conditions, he/she who submits at least three bound copies of his/her doctoral thesis and two CDs to the Institute within one month from the date of entry to the thesis exam and whose thesis is found suitable in terms of form, is entitled to receive a doctorate diploma with the decision of the Institute Board of Directors. The Board of Directors of the Institute may extend the delivery period for a maximum of one more month upon application. A student who does not fulfill these conditions cannot receive his / her diploma until he / she fulfills the conditions, cannot benefit from student rights and is dismissed if the maximum period of time expires.

(3) On the Doctorate diploma, the name of the program in the department / art department of the Institute where the student is enrolled, approved by YÖK (CoHE), is written. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

(4) Within three months from the submission of the thesis, a copy of the Doctorate thesis is sent electronically by the Institute to YÖK (CoHE) for scientific research and activities.

### **PART EIGHT**

#### **Proficiency in Arts**

#### **General Principles**

**ARTICLE 51** – (1) Proficiency in Arts study is a higher education program equivalent to a doctorate, which aims to produce an original work of art, and a superior practice and creativity in music and performing arts.

(2) The Proficiency in Art program consists of a total of 21 credits for students accepted with a master's degree with thesis and at least 240 ECTS credits, including at least 7 courses, practice, thesis, project, recital, concert, stage play, provided that one education and training period is not less than 60 ECTS. For students who are accepted with an undergraduate degree, it consists of 14 courses with a minimum of 42 credits, and thesis, project, recital, concert, stage play in total at least 300 ECTS credits.

(3) In graduate programs, a maximum of 2 courses can be selected for students who have been accepted with a master's degree, and a maximum of 4 courses can be selected for students who have been accepted with a bachelor's degree. These courses are offered in other higher education institutions with the recommendation of the Head of the Institute Department / Art Department and the approval of the Institute Board of Directors,

(4) Undergraduate courses to be taken by a proficiency in arts student are not counted as the course load and credits of proficiency in arts.

#### **Duration**

**ARTICLE 52** – (1) For those who are accepted with a master's degree, except for the time spent in scientific preparation, the Proficiency in Arts program is eight semesters, starting from the semester in which the courses related to the program they are enrolled in, regardless of whether they have registered for each semester. The maximum completion period is twelve semesters. The doctorate program is ten semesters for those who are accepted with a bachelor's degree and the maximum completion period for them is fourteen semesters.

(2) The maximum period of successfully completing the credited courses required for the Proficiency in Arts 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. During this period, the student who fails to successfully complete his/her credit courses or fails to achieve an overall GPA of at least 3.00 is dismissed from the Program in Arts program. In order for the student of the proficiency in arts program to determine a thesis topic, the weighted grade point average must be at least 3.00. Students who fail to meet the GPA requirement during the course period are dismissed from the Institute.

(3) A student who successfully completes his/her credit courses and practices, but cannot complete his/her thesis, exhibition, project, recital, concert, stage play, etc. until the end of twelve semesters or fourteen semesters specified at the end of the first paragraph is dismissed.

(4) Among the students who have applied to the proficiency in arts program with a bachelor's degree, those who are not successful in their proficiency in art thesis are awarded a master's degree without thesis upon their request, provided that they have fulfilled the required credit load, project and other similar requirements.

#### **Appointment of Advisor**

**ARTICLE 53** – (1) The advisor is selected from among faculty members whose qualifications are determined by the Senate and lecturers with a doctorate / proficiency in arts degree.

(2) The thesis advisor must be appointed by the end of the second semester at the latest. In cases where the nature of proficiency in arts work requires more than one thesis advisor, a second thesis advisor may be appointed. In order to manage works such as thesis, exhibition, project, recital, concert, stage play in the proficiency in arts programs, it is necessary to have managed at least one successfully completed master's thesis. The second thesis advisor may be from people who have a doctorate/proficiency degree in art from outside the university staff.

(3) The head of the art department of the institute proposes an advisor in the university staff who will advise each student for the selection of courses and practices and to carry out studies such as thesis, exhibition, project, recital, concert, stage play; and also suggests the subject and title of the thesis, exhibition, project, recital, concert, stage play that the advisor and the student will determine together, and the thesis approved by the thesis proposal evaluation commission to the Institute. This proposal is finalized by the decision of the Board of Directors of the Institute.

#### **Conclusion of proficiency in arts study**

**ARTICLE 54** – (1) The student who prepares a thesis writes a text that explains and documents the results, such as exhibitions, projects, recitals, concerts, performances, etc., in accordance with the spelling rules accepted by the Senate. Defends orally his works such as thesis, exhibition, project, recital, concert, representation in front of the jury.

(2) In order for the thesis to be finalized, the student must register for the thesis for at least three semesters and fulfill all other requirements.

(3) The student completes his / her thesis / study and presents it to his / her advisor before the defense of the proficiency study in art, and with the correction in theses and studies that have been corrected. The advisor submits the thesis to the Institute with his/her opinion that the thesis is defensible. The institute takes the plagiarism software report for the thesis in question and sends it to the advisor and the jury members. In the event that a real plagiarism is detected in the data in the report, the thesis is sent to the Board of Directors of the Institute for a decision with its justification. In order for the student to defend his thesis, there must be at least one research article in the journals in the fields of fine arts, music and performing arts that are in the list of journals approved by the Senate, in which the student is the first name in the article, printed or with an acceptance certificate.

(4) The student who completes the Proficiency in Arts study submits the desired number of copies of the thesis to the thesis advisor. The advisor expresses his / her opinion in writing regarding the compliance of the thesis with the spelling rules and sends the theses to the Institute through the head of the department / art department.

(5) The Proficiency in Arts jury is appointed with the recommendation of the advisor and the head of the institute department/art department and the approval of the Board of Directors of the Institute. The jury consists of five members, including at least two faculty members from outside the University, including the advisor. The Board of Directors of the Institute decides whether the advisor has the right to vote or not. In the event that the advisor does not have the right to vote, the jury consists of six members. In addition, the second thesis advisor can be on the jury without the right to vote.

(6) Jury members meet within one month at the latest from the date the thesis or text is submitted to them and take the student to the exam. The exam consists of the presentation of the proficiency in arts study and the following question / answer section. The exam is open to an audience of lecturers, graduate students and experts in the field. The exam time is at least 60 minutes and maximum 90 minutes.

(7) After the completion of the exam, the jury, without the audience, makes the decision of acceptance, rejection or correction of the student's proficiency in art such as thesis, exhibition, project, recital, concert, performance by absolute majority. Students whose thesis and proficiency in arts study are accepted are considered successful. This decision is notified to the Institute by the head of the department/art department within three days of the exam. A student whose thesis and proficiency in arts study are found unsuccessful and rejected are dismissed from the University. The student who has been given a correction decision about the proficiency in arts work makes the necessary corrections within six months at the latest and re-defends the proficiency in arts work such as thesis, exhibition, project, recital, concert, stage play in front of the same jury. At the end of this defense, the student who is found unsuccessful and whose proficiency in arts work is not accepted again is dismissed from the University.

#### **Proficiency in Arts Diploma**

**ARTICLE 55** – (1) The student who is successful in the proficiency in art work is given a diploma that determines the field according to the characteristics of the art branch approved by YÖK, provided that the other conditions are met. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

(2) **(Amended OG 21.06.2020-31162)** Provided that the student is found successful in the defense of the thesis and meets the other conditions, he/she who submits at least three bound copies of his/her Proficiency in Arts thesis and two CDs to the Institute within one month from the date of entry to the thesis exam and whose thesis is found suitable in terms of form, is entitled to receive a Proficiency in Arts Diploma with the decision of the Institute Board of Directors. The Board of Directors of the Institute may extend the delivery period for a maximum of one more month

upon application. A student who does not fulfill these conditions cannot receive his / her diploma until he / she fulfills the conditions, cannot benefit from student rights and is dismissed if the maximum period of time expires.

(3) Within three months from the submission of the thesis, a copy of the Proficiency in Arts thesis is sent electronically by the Institute to YÖK (CoHE) for scientific research and activities.

## **PART NINE**

### **Permits and Excuses**

#### **Being considered on leave**

**ARTICLE 56** – (1) For a student who has to take a break from his / her education for a just and valid reason, or who has opportunities such as a scholarship or research environment to contribute to his / her education; Permission can be given upon the recommendation of his / her advisor, with the approval of the head of the department / art department, and the Institute, with the decision of the Board of Directors,

(2) Except for mandatory reasons, permissions begin from the period following the decision date. For permit applications made within fifteen days of the start of the semester, permission can also be initiated during that semester. At the end of the leave period, the student must renew his/her enrollment. Students on leave can make a turn by cutting their leave short.

(3) The time spent by students studying abroad within the framework of student exchange programs is counted in the period of education and training.

(4) As stated in the Civil Servants Law No. 657 of 14/7/1965 and Labor Law No. 4857 of 22/5/2003, excuse and sick leave, unpaid leave given to a female student due to birth, and periods spent in military service are added to the maximum education period.

(5) Students with a finalized conviction are not considered to be on leave.

#### **Excuses**

**ARTICLE 57** – (1) The student with a health excuse submits his/her health report to the Institute Directorate within three working days after the end of report period.

(2) The student may take the excuse exams after the end of the report. Students who have a report for five weeks or more in a semester can be considered on leave at that time. Report durations are not considered in the calculation of their study periods.

(3) In case of death of mother, father, spouse, sibling or child, or if there is no other person to look after in case of serious illness, or in the event of excuses that can be accepted by the Board of Directors of the Institute, Graduate School Administrative Board may decide to deem the student excused.

(4) Students who are deemed on leave or on a report due to justified and valid reasons stated in the relevant articles of this Regulation, continue to have student rights and obligations while on leave and on a report.

#### **Graduation and diplomas**

**ARTICLE 58** – (1) For a student who successfully completes the graduate program in which he is registered, the following information and documents must be submitted to the Institute in full:

- a) Seminar and course exam results of the relevant programs, proficiency exam jury reports and minutes.
- b) Sufficient number of copies of the thesis, project or artwork prepared, printed and bound in accordance with the Institute's writing guide, one CD.
- c) Data entry form and annual permit document filled in for the thesis or study, required by the university library and YÖK (CoHE).

## **PART TEN**

### **Miscellaneous and Final Provisions**

#### **Notification and address reporting**

**ARTICLE 59** – (1) Notifications directly concerning students are made by registered mail to the address that the students report at the time of registration, and general announcements concerning all students are made by e-mail, announcement boards or on the Website of the University.

(2) Although student change the address, they notified to the Institute Directorate while enrolling in the University, if a notification is sent to the current addresses of the students who have not notified the Institute, or who have given an incorrect or incomplete address, the notification is deemed to have been made to them.

#### **Disciplinary proceedings**

**ARTICLE 60** – (1) The disciplinary procedures of the student are carried out in accordance with the provisions of the Student Disciplinary Regulation of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388.

**Cases with no provisions**

**ARTICLE 61** – (1) In cases where there are no provisions in this Regulation, the provisions of the relevant legislation, the decisions of the YÖK, the Senate and the University Board of Directors shall be applied.

**Repealed regulation**

**ARTICLE 62** – (1) The Haliç University Graduate Education and Training Regulation dated 25/09/2017 and published in the Official Gazette no. 30191 has been repealed.

**Effective Date**

**ARTICLE 63** – (1) This Regulation enters into force on the date of its publication, effective from the beginning of the 2019-2020 academic year.

**Execution**

**ARTICLE 64** – (1) The provisions of this Regulation are executed by the Rector of Haliç University.

	The Official Gazette in which the Regulation was published	
	Date	Number
	11/24/2019	30958
	Official Newspapers where regulations that amend the regulation are published	
	Date	Number
	6/21/2020	31162