

**REGULATION**

From Ömer Halisdemir University:

**REGULATION OF NIĞDE ÖMER HALİSDEMİR UNIVERSITY GRADUATE  
EDUCATION AND EXAMINATION****PART ONE****Purpose, Scope, Basis and Definitions****Purpose**

**ARTICLE 1** – (1) The purpose of this regulation is to regulate the procedures and principles to be applied in the graduate education and examinations carried out in the institutes affiliated to Niğde Ömer Halisdemir University.

**Scope**

**ARTICLE 2** – (1) This Regulation covers the provisions related to graduate education and examinations consisting of master's degree with thesis, non-thesis master's degree, doctorate and the qualifying programs in arts carried out in the institutes affiliated to Niğde Ömer Halisdemir University.

**Basis**

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

**Definitions**

**ARTICLE 4** – (1) Stated in this Regulation as follows:

- a) Academic calendar: The calendar that displays the dates of the semester, summer semester and academic activities such as course and exam periods of the graduate education specified by the Senate every year,
- b) ECTS: European Credit Transfer System,
- c) ALES: Academic Personnel and Graduate Education Entrance Examination
- c) Department / Art Major: The relevant department /art major which has education / training programs in the institute.
- d) Head of Department/ Art major: Head of the relevant department /art major who is responsible to the administration of the institute for the execution of the education at the graduate level.
- e) Department / Art major Board: The board consists of the head of department/ art major and the heads of related programs and the qualifying programs in arts; when it is related to graduate program courses and implementations the board consists of faculty members of the related programs and the qualifying programs in arts; when it is related to a specific program or qualifying program in arts the board consists of all faculty members and instructors who have a doctoral degree,
- f) Discipline/ Art branch: The unit that has graduate programs in the department/art major of the institute and gives education and training, carries out researches and implementations.
- g) Head of Discipline/ Art Branch: Refers to the head of discipline/ art branch who is responsible for execution of graduate education in accordance with the provisions of the related legislation, towards the presidency of the department / art major.
- ğ) Advisor: The faculty member appointed by the institute administrative board to provide guidance to a student enrolled in the institute during the period of courses and thesis / art programs / study for qualification in art,
- h) Doctoral Qualifying Committee (DYK): Recommended by the head of the related department/ art major and approved by the related institute administrative board, the committee serves two years with five faculty members and establishes examining committees that will prepare, administer and evaluate examinations in various academic fields.
- i) Term Project: It refers to a project that has been investigated and / or examined during the master's degree without thesis, in the form of a scientific research report and prepared in accordance with the relevant institute thesis writing guide
- i) Institute: Institutes /graduate schools that give graduate education and affiliated to Niğde Ömer Halisdemir University.
- j) Institute Board (EK): The board chaired by the director of the relevant institute and comprised of institute assistant directors and the heads of departments/ art majors.

- k) Director of Institute: The director of the relevant institute.
- l) Directorate of Institute: The directorate of the relevant institute.
- m) Institute Administrative Board (EYK): The board chaired by the director of the institute and comprised of the institute assistant directors and three members of the faculty elected by the institute board for a three years term.
- n) Equivalent Graduate Program: The graduate program of another higher education institution that is accepted as equivalent with the decision of department/ art major board
- o) Co-advisor: The member of the faculty recommended by the head of department/ art major and appointed by the institute administrative board in order to co-supervise a student of graduate school whose thesis subject requires that; an instructor in a university or another higher education institution who has at least doctoral degree.
- ö) Plagiarism: To indicate one's thoughts, methods, data and works as his/her own, partially or totally, without referring within scientific rules.
- p) Credit: It refers to total number of hours per week of the theoretical course and half of the weekly practice or lab hour,
- r) Graduate Education: It refers to the master's degree with thesis, non-thesis master's degree, doctoral degree and qualification in art,
- s) Student: The student enrolled to the institute for the graduate education,
- ş) Specific Subjects: The theoretical course in the master programs with thesis in which the advisor transfers the knowledge and experience s/he has in the scientific field s/he works and helps the students with their thesis,
- t) Rector: The rector of Niğde Ömer Halisdemir University,
- u) Rectorship: The rectorship of Niğde Ömer Halisdemir University,
- ü) Work for proficiency in art: The work such as thesis, exhibition, project, recital, concert, stage plays which can be prepared and conducted by the students of the qualifying program in arts,
- v) Qualifying Program in Arts: It is a program that aims for the production of an original work of art, and in the case of music and performing arts, a superior application and creativity, that is the equivalent of a doctoral study.
- y) Seminar: A work consisting of a written text based on the examination of a scientific subject, prepared and presented orally in accordance with the Institute's Thesis Writing Guideline by the students of graduate schools, except for the students of non-thesis master programs, and the work is approved by the advisor of the student,
- z) Senate: The senate of Niğde Ömer Halisdemir University,
- aa) Thesis: A scientific study prepared for the purpose of getting a master's degree with thesis, doctoral degree or a degree in qualifying program in arts,
- bb) Thesis Study: The preparation process in which the graduate students work on scientific study related to their thesis
- cc) Thesis Monitoring Committee (TİK): The Committee comprised of at least three faculty members, including the thesis advisor, in charge of evaluating thesis proposal and guiding, supervising doctoral student's thesis study.
- çç) Thesis Writing Guideline (TYK): The Thesis Writing Guide accepted by the institute board and approved by the senate, explaining the rules, presentation and reproduction process to be conformed by the graduate students while preparing their thesis,
- dd) Specialized Field Course: The theoretical course in the doctoral programs/ qualifying programs in arts in which the advisor transfers the knowledge and experience s/he has in the scientific field s/he works and helps the students with their thesis,
- ee) University: Niğde Ömer Halisdemir University,
- ff) Semester: A period of study lasting at least fourteen working weeks except exam days, the start and end of which is determined each academic year by the Senate. It refers to fall and spring semesters during the course phase; as for the thesis phase it refers the period from the beginning of a semester to the beginning of the other semester
- gg) Qualifying Examination: The examination of a doctoral student to determine whether he or she has deep knowledge and competence of such issues as basic subjects, scientific reasoning and methods, conducting an independent research.

## **PART TWO**

### **The Scope of Graduate Education Programs Criteria to Open Programs and Execution**

#### **The scope of the programs and criteria to open programs**

**ARTICLE 5** – (1) The scope of the graduate programs is stated as below:

a) Master's degree program; It is a program in which persons who have the undergraduate diploma from a higher education institution or an equivalent degree perform scientific research and application activities; duration for a master's degree with thesis is at most six semesters and duration for non-thesis master degree is at most three semesters. Master's degree program can be carried out in two ways; with thesis and non-thesis.

b) Doctorate / Qualifying Program in Arts; It is a program that lasts at most twelve semesters for students who have a master's degree; it lasts at most fourteen semesters for students who have only undergraduate degree. These programs cannot be run as evening education.

(2) The graduate education programs are opened on the basis of faculty, conservatory and college departments. Graduate education programs have the same name as departments/ art majors. However, programs belonging to the lower branches of this department / art major are expressed in the institute as discipline. In addition, a graduate education program with a different name may be opened in the institute with the recommendation of the Institute Board, the decision of Senate and the approval of the Higher Education Board.

#### **Execution of the programs**

**ARTICLE 6** – (1) The programs offered are carried out on the basis of institute, faculty and higher education departments and institute programs.

(2) Joint programs may be conducted in institutes in cooperation with other higher education or research institutions with the decision of the Institute Board and the approval of the Senate.

### **PART THREE**

#### **Application for Graduate Education Programs Principles of Student Admission**

##### **Quotas, announcement and application requirements**

**ARTICLE 7** – (1) Student admission and quotas for the graduate education and training programs are determined by Institute Administrative Board by considering the decision of the board of the department /art major. The deadlines and dates of application and examinations shall be determined by the decision of Institute Administrative Board and shall be notified to the Rectorate at the beginning of each semester in order to be announced.

##### **Application and Admission to Graduate Education Programs**

**ARTICLE 8** – (1) Candidates who will apply to the graduate education programs should apply to the institute together with the required documents within the application period stated in the application.

(2) Principles regarding the application to the graduate education programs are as follows:

a) It is necessary for the applicants to have a bachelor's degree in order to apply master's degree programs; in the same way, candidates who will apply to doctorate / qualifying program in arts must have a bachelor's degree or master's degree with thesis.

b) Those who are admitted to the master's and doctoral programs have obtained their undergraduate or graduate degrees in different fields of the graduate or doctoral program and those who have taken their bachelor's or master's degree from the higher education institutions different from the university are supposed to take scientific preparatory program in order to overcome deficiencies in their graduate or doctoral programs. Such applications shall be finalized at the institute board if the specific conditions proposed by the department / art major are found.

c) In order to be able to apply to master programs with thesis, the candidates must have at least 60 points from ALES score or equivalent scores from examinations determined by the Higher Education Council for ALES base score in these scores. However, ALES points are not required for admission of students to the branches of the arts faculties and the conservatory of the institutes.

ç) To doctoral degree programs;

1) Applicants who have a master's degree with thesis must have at least 65 points from the ALES score of the announced program or those who score equivalently to ALES base score from other exams determined by the Council of Higher Education and have master's degree grade point average of at least 80 out of 100,

2) Applicants who apply with a bachelor's degree must have at least 80 points from the ALES score or at least 80 points from the exam scores determined by the Council of Higher Education and have bachelor's grade point average of at least 80 out of 100, can apply.

3) Candidates who hold a bachelor's degree or master's degree for at least ten semesters, except for the preparatory classes of medical, dental, pharmacy and veterinary faculties can apply to the doctoral programs at the Graduate School of Health Sciences.

4) Among the candidates who will apply to the doctoral degree programs at the Graduate School of Health Sciences the ones who graduate from Faculty of Medicine should have a score of at least 50 of Medical Specialization Examination (TUS) basic score which is calculated as the total sum of basic medical

sciences score and clinical medical sciences score multiplying by 0.7 and 0.3 respectively, or they should have ALES numerical score of at least 65 or equivalent score of the examinations determined by the Higher Education Council. Non-medical faculty graduates should have at least 65 from the ALES numerical score or equivalent score from the examinations determined by the Higher Education Council for their ALES base score.

d) Candidates must have a bachelor's or master's degree in order to apply for a qualifying program in arts. Candidates applying with a graduate degree must have at least 65 points in ALES verbal score type and candidates applying with a bachelor's degree must have at least 80 points in ALES verbal score type. Those who apply for an art degree program with a bachelor's degree must have a grade point average of at least 80 out of 100 and those who apply for an art degree program with a master's degree must have a grade point average of at least 80 out of 100.

e) The validity period of the ALES score is based on the time period determined by the Council of Higher Education.

f) Candidates who apply for a doctoral degree/qualifying program in arts, except for their mother tongue, must have at least 55 points from international foreign language exams that are equivalent to the central foreign language exams accepted by the Higher Education Council or have an equivalent score from international foreign language exams whose equivalence is accepted by the Presidency of Measurement, Selection and Placement Center (ÖSYM).

g) Admission to doctoral degree programs; For the applicants applying with a bachelor's degree, the grade point average of the bachelor's degree; for the applicants applying with a master's degree the grade point average of the master's degree is taken into account, apart from the grade point average, the results of interview / talent examinations with ALES score are evaluated for admission to the programs.

ğ) Admission to the qualifying program in arts; For the applicants applying with a bachelor's degree, the grade point average of the bachelor's degree; for the applicants applying with a master's degree the grade point average of the master's degree is taken into account, apart from the grade point average, the results of interview / talent examinations with ALES score are evaluated for admission to the programs. However, ALES points are not required for graduates of conservatory and fine arts faculty and the ones who graduate from the equivalent programs of other faculties. The student is accepted on the basis of the GPA and results of the interview / talent exam results.

h) The student is admitted to the master's degree with thesis on the basis of ALES score, graduate average of GPA and points taken from interview / talent exam. However, ALES points are not required to admit students to the branches of the fine arts faculties and the institutions of the conservatory. Students are admitted to these departments based on their GPA and points taken from interview / talent exam.

ı) For master's degree without thesis; The students are accepted by evaluating their bachelor's grade point average. In addition, ALES score is not required for student admission to non-thesis master's programs.

i) The ALES score type to be used for branches of departments/ art majors is determined by Institute Board's decision and Senate approval.

j) The exam scores of the candidates who are successful in the international exams validated by the Council of Higher Education are considered to be valid as a substitute for the ALES exam.

k) When international students are admitted to undergraduate programs, relevant legislative provisions and Senate decisions are taken as basis.

l) In the event that there are fewer applications from the quota announced to the master's degree without thesis, institute administrative board decides whether the program should be opened or not.

m) The conversion table of the Higher Education Council is taken as basis to convert the graduation grades into different systems.

### **Student admission to the academic deficiency program**

**ARTICLE 9** – (1) The provisions regarding the student admission to the academic deficiency program are stated below:

a) The compulsory courses that each student should take in the academic deficiency program are determined by the recommendation of the Department / Art Major Board and the decision of the EK.

b) Must courses in the academic deficiency program do not replace the required courses in the graduate program.

c) Among the students who continue to the academic deficiency program, those enrolled in master's programs can take undergraduate courses, those enrolled in qualifying program in Doctoral / Arts can take graduate courses that do not exceed two courses per semester besides the undergraduate courses.

ç) Requirements for attendance, exams, grades and success in academic deficiency program are carried out according to the provisions of the relevant legislation for the undergraduate courses; registration cancellation, other matters and graduate courses taken in the academic deficiency program are carried out according to the provisions of this Regulation.

d) The time spent in an academic deficiency program is a maximum of two semesters. Summer School is not included in this period. The duration of an academic deficiency program may not be extended, excluding semester leaves of absence. Students who are not successful in the academic deficiency period are dismissed from the program. The time spent in this program is not included in the

duration of the master's or doctoral program.

### **Transfer student admissions**

**ARTICLE 10** – (1) Students who have successfully completed at least one semester except for academic deficiency program or foreign language preparatory programs bearing the application requirements of the program for which they wish to transfer from another higher education institution post-graduate program of another higher education institution may be admitted to the equivalent graduate program of the institution with the approval of the relevant decision of Department / Art Major Board and the approval of the EYK.

(2) The provisions regarding the transfer student admissions are stated below:

a) Student transfer quotas for open programs are decided by the recommendation of the Department / Art Major Board and the decision of the EYK and announced.

b) Student transfer from graduate education programs abroad is possible. The suitability of the student transfer is determined by the view of the Department / Art Major Board and the decision of the EYK.

c) The student who is going to be transferred must have a minimum score of 75 (CB) for each course in Master's with and without a thesis and at least 80 (BB) for qualifying in Arts and PhD.

ç) Those who continue to the Master's without a thesis may be transferred to Master's with a thesis program provided that they fulfil the minimum requirements for Master's with a thesis program determined in this Regulation. In this case, the courses taken in the Master's without a thesis program can be substituted for the courses in the Master's with a thesis program by the recommendation of the Department / Art Major Board and the decision of the EYK.

d) Which courses in the program that the student will be admitted will be accepted and taken will be determined by the recommendation of the Department / Art Major Board and the decision of the EYK. Courses to be accepted out of those which are taken and succeeded by the students who would like to be transferred are accepted with their titles in the previous higher education institution, their equivalents in the 100 grading system and the transfer code. The letter grades are converted according to the minimum coefficients in the 100 grade system. The corresponding ECTS credits are determined by the recommendation of the Department / Art Major Board and the decision of the EYK.

e) Students in Master's with a thesis programs completed at most the fourth semester, doctoral students who are accepted with a Master's with a thesis diploma completing at most the seventh semester and doctoral students who are accepted with a Bachelor's degree completing at most ninth semester can apply for a student transfer. The sum of the time to be given for the graduate education in the university and the time spent for graduate education in different institutions cannot exceed the maximum legal limit given to graduate students.

f) Students who will be transferred must not have received a disciplinary punishment.

g) While deciding on the reserve candidates who will be transferred, those who have the same score will be sorted based on initially the ALES scores and then the undergraduate / graduate GPA if the scores are equal again.

ğ) Student transfer from distance education programs is not allowed.

### **Special student admission**

**ARTICLE 11** – (1) The students who are graduates or students of a higher education institution and want to increase their knowledge on a specific topic can be considered as special students for graduate courses. Special education is not an education to obtain direct degrees in the related program, and it cannot last longer than two semesters. Special students cannot benefit from student rights.

(2) Those who want to take courses as a special student apply to the institute until the registration renewal date. They can be accepted as a special student by the recommendation of the Department / Art Major Board and the decision of the EYK.

(3) Special students may register for up to two courses in graduate programs per semester. These students have to attend the classes they have taken and fulfil the requirements of these courses. The provisions of this Regulation and other relevant legislation are applied to the special students.

(4) Up to three courses can be accepted in the exemption process of the courses that the students who are admitted to graduate program have taken and succeeded as special students. The exemption or correspondence the ECTS of the courses taken as a special student are decided by the recommendation of the Department / Art Major Board and the decision of the EYK.

(5) The courses to be taken as a special student are required to be paid and the tuition fee to be paid is determined by the university every year.

(6) Special students do not be awarded diplomas and titles. However, a certificate may be issued indicating the special student status, the courses they have followed and the grades they have received.

### **Interview, competency and evaluation juries**

**ARTICLE 12** - (1) Principles regarding the appointment and assignment of the interview and evaluation juries in the student admission to the graduate programs are as follows:

a) An examination jury is determined by the recommendation of the Department / Art Major Board and the decision of the EYK to assess the applications to the programs, determine the order among candidates applying to the related programs before each academic semester and make an interview / competency exam. The examination jury consists of three primary and two substitute faculty members from the relevant departments. If the number of faculty members is not sufficient, faculty members can be selected from nearby faculty / departments or from different higher education institutions.

b) The interview, competency and evaluation juries meet at the date, time and place determined by the Directorate of Institute. The candidates' list, report and application documents which are signed by the jury members regarding the evaluation and selection procedures shall be submitted to the Directorate of Institute by the jury chairman within two working days at the latest.

### **Assessment of interview, competency and entrance achievement scores**

**ARTICLE 13** – (1) The evaluation criteria for the prescribed entrance requirements for having the right to education in the graduate programs are as follows:

a) Requirements for Master's with a thesis program are as follows:

1) 60% of the candidate's ALES score and 40% of the candidate's undergraduate GPA are summed and ranked and declared as three times the pre-determined quota in order that the candidates will enter the interview / competency exam. The undergraduate GPA, ALES score and interview / competency score are evaluated while calculating the entrance achievement score. The entrance achievement score is calculated by summing up the 50% of the candidate's ALES score, 30% of the undergraduate GPA and 20% of the score obtained from the interview / competency exam. In order for the candidates to be successful, the entrance achievement score calculated must be at least 65 points out of 100.

2) ALES score is not required to admit students to the department of Fine Arts and Conservatory. For the interview / competency examination, the candidates are ranked according to the undergraduate GPA and three times the quota is announced. Entrance achievement score is calculated by summing up the 50% of the candidate's GPA and 50% of the score obtained from the interview / competency exam. In order for the candidates to be successful, the entrance achievement score calculated must be at least 65 points out of 100.

b) The entrance achievement score for the Master's without a thesis is calculated regarding the undergraduate GPA. EYK ranks the candidates according to the undergraduate GPA. The next two digits after the comma are considered in the ranking. If the rankings of the last ranked candidates in the ranking are equal, the quota is increased as to cover the relevant candidates.

c) 60% of the candidate's ALES or TUS score and 40% of the undergraduate GPA of the candidate applying with an undergraduate degree or 40% of the graduate GPA of the candidate applying with a graduate degree are summed and ranked and declared as three times the pre-determined quota in order that the candidates will enter the interview / competency exam for the doctoral programs. The entrance achievement score is calculated by summing up the 50% of the candidate's ALES or TUS score, 30% of the undergraduate GPA of the candidate applying with an undergraduate degree or 30% of the graduate GPA of the candidate applying with a graduate degree and 20% of the score obtained from the interview / competency exam. In order for the candidates to be successful, the entrance achievement score calculated must be at least 75 points out of 100.

c) Requirements for Qualifying Program in Arts are as follows:

1) 60% of the candidate's ALES score and 40% of the undergraduate GPA of the candidate applying with an undergraduate degree or 40% of the graduate GPA of the candidate applying with a graduate degree are summed and ranked and declared as three times the pre-determined quota in order that the candidates will enter the interview / competency exam. The entrance achievement score is calculated by summing up the 50% of the candidate's ALES verbal score, 30% of the undergraduate GPA of the candidate applying with an undergraduate degree or 30% of the graduate GPA of the candidate applying with a graduate degree and 20% of the score obtained from the interview / competency exam. In order for the candidates to be successful, the entrance achievement score calculated must be at least 75 points out of 100.

2) ALES score is not required to admit conservatory graduates to the department of Fine Arts and Conservatory. The candidate's ALES score and the undergraduate GPA of the candidate applying with an undergraduate degree or 40% of the graduate GPA of the candidate applying with a graduate degree are summed and ranked and declared as three times the pre-determined quota in order that the candidates will enter the interview / competency exam. The entrance achievement score is calculated by summing up 50%

of the undergraduate GPA of the candidate applying with an undergraduate degree or 50% of the graduate GPA of the candidate applying with a graduate degree and 50% of the score obtained from the interview / competency exam. In order for the candidates to be successful, the entrance achievement score calculated must be at least 75 points out of 100.

d) In the interview / competency exam, the passing score is at least 50 out of 100. Candidates with lower scores and those who do not take the interview / competency exam are considered to be unsuccessful

e) EYK determines the candidates as admitted and reserve candidates as the quotas announced by ranking the entrance achievement scores and the results are finalized with the approval of EYK and announced. While the candidates who have the same score are ranked, at first ALES score for the programs that require ALES score is ranked. If the scores are equal again, undergraduate GPA for candidates applying with undergraduate degree or graduate GPA for candidates applying with graduate degree are ranked. For the programs which do not require ALES score except for non-thesis Master's programs, the undergraduate GPA of the candidate applying with an undergraduate degree or the graduate GPA of the candidate applying with a graduate degree are ranked and if the scores are equal again, candidates' interview / competency scores are ranked.

f) Candidates with a disability who have documented that they are deprived of at least 40% of their workforce can take the exam directly without being included in the interview / competency exam determined as 3 times the quota number if they meet the application requirements. Candidates with disabilities who receive at least 50 points from the interview / competency exam and achieve minimum entrance achievement score for master's degree, doctorate and the qualifying programs in arts are admitted to the program within the quota specified for the disabled candidates in the announcement.

#### **Enrolment to graduate programs**

**ARTICLE 14** – (1) The registration of students are conducted within the period specified in the academic calendar. The students officially admitted to graduate programs should register by delivering the required documents until the end of registration. If the originals of the documents required for registration or their copies approved by the Institute, they will not be registered.

(2) The students who have not completed their enrolment within the enrolment period lose student rights. The announced reserve candidates are registered. The candidates for nomination are accepted with the required registration documents within the announced period. The registrations are conducted according to the rankings.

In the add-drop week, the reserve candidates can be registered according to the ranking list announced before, instead of the students who have voluntarily waived their student rights among those who have registered for the first time.

(4) Except for the non-thesis graduate programs, it is not possible to register and continue with more than one graduate program at the same time. If more than one graduate program is registered, the student will be dismissed from the graduate program.

### **PART 4 Provisions Regarding Education**

#### **Registration Renewal**

**ARTICLE 15** – (1) Students enrolled in graduate programs must fulfil the registration renewal procedures required by the institute within the period specified in the academic calendar for each semester. The student who fails to renew his / her registration within this period is considered to be unsuccessful in the courses that the must courses / thesis studies / special subjects / field of specialization in that semester. Students who have not renewed registration cannot benefit from the rights of registered students. In these cases, the deadlines are regarded as maximum.

#### **Medium of Instruction**

**ARTICLE 16** – (1) The medium of instruction is English. In the programs determined to be presented in a foreign language by the Higher Education Council are conducted in the determined language.

(2) In Turkish-medium programs, the qualifying examination, thesis monitoring, thesis writing and the defence of the thesis can be done in a foreign language with the recommendation of the Department / Art Major Board and the EK and the decision of the Senate. In order that the qualifying examination, thesis monitoring, thesis writing and the defence of the thesis can be done in a foreign language, the relevant faculty members should meet the conditions specified in the relevant legislation. Students who want to take courses in a foreign language and write their thesis in a foreign language should meet the exemption conditions determined by the university.

#### **English Preparatory Program**

**ARTICLE 17** – (1) A compulsory or optional English language preparatory program can be applied within the framework of the following regulations:

a) In the preparatory program, the provisions of the relevant legislation shall be applied to the students who are admitted to the graduate programs implementing the compulsory preparatory program.

b) The students who are admitted to the undergraduate programs that implement the optional preparatory program are subject to the provisions determined by the Senate in the preparatory program.

(2) The period of time spent in the foreign language preparatory program shall not be included in the graduate education periods specified in this Regulation.

#### **Assignment and replacement of an advisor**

**MADDE 18** – (1) EYK assigns faculty members who work at the university and whose doctorate or associate professorship is in the relevant field of the program; if the program is interdisciplinary, the faculty members who will give lectures in the graduate program directly related to the field for each new registered student for the recommendation of the Department / Art Major Board.

(2) Faculty members must have lectured in a bachelor program for at least two semesters to be an advisor in Master's with a thesis program. They must have supervised at least one graduate thesis completed successfully as a thesis advisor and have given courses in an undergraduate program for at least four semesters or a graduate program for at least two semesters to be an advisor in doctoral programs. In addition to these criteria, the Senate may also set additional criteria for the advisor to be appointed for the Ph.D. student.

(3) The advisors are appointed by the decision of EYK at the latest by the end of the first semester considering the number of students per faculty member and the recommendation of the Department / Art Major Board. An instructor who has a doctoral degree and meet the requirements determined by the Senate may also be appointed as advisors in non-thesis graduate program and Qualifying Program in Arts.

(4) Advisors help students to select courses during the period specified for taking courses and conduct their seminars. In the thesis phase, the advisor carries out special subject and specialty courses and enables the student to carry out thesis studies and semester project. Advisors for arts qualifying in Arts work for the choice of course and application for each student and the execution of a thesis, an exhibition or a project.

(5) If the advisor is excused for reasons such as leave, illness, travel abroad, etc., the documents that must be approved in time are approved by the Head of Department/ Art major.

(6) Advisor is changed by the recommendation of the Department / Art Major Board and the decision of EYK upon the advisor's request for withdrawal or the student's justified amendment on the change. When the advisor is changed during the thesis process, the new advisor can continue with the same thesis recommendation if the former advisor waives the scientific and academic rights.

(7) If the advisor has been on duty abroad, on leave or has a medical report for more than six months, a new advisor will be offered by the Department / Art Major Board and appointed by the decision of EYK.

(8) The counselling started by the advisors who are transferred to another higher education institution, admitted to higher education higher committees, or retired can continue upon the request of both the student and the advisor until the process is completed. If an advisor resigns or be assigned in another higher education institution for more than six months, the counselling will automatically terminate. However, upon the request of student and advisor, the advisory period continues until the end of the period for master's students and students in doctorate programs/qualifying programs in arts, who are in the stage of completing their thesis in accordance with the recommendation of the board of department/art major and decision of EYK.

9) If the student is left without an advisor for any reason, department/art major is obliged to present a new advisor within one month.

10) The second thesis advisor that will be appointed in cases when the thesis work requires more than one thesis advisor, may be chosen outside the university staff having at least a doctoral degree and a degree in the qualifying program in arts.

#### **Determining the Courses and Course Instructors**

**ARTICLE 19** - (1) Graduate courses to be opened for the first time in the institute, distribution of the courses approved in the fall and spring semesters, credit and ECTS values are determined by the proposal of department / art major board, decision of EK and approval of the Senate. Which graduate courses are to be given in a semester and which lecturers will execute the courses, will be determined by the proposal of the department / art major board and EYK decision.

(2) Courses are carried out by the lecturers in the department/art major. When the lecturers are being determined, the lecturers who are in charge in the other departments of the University or if necessary, the lecturers in the other higher education institutions may be taken into consideration together with the lecturers in the department/art major.

(3) Lecturers are allowed to have maximum two graduate courses in departments/art majors having



only master's programs except from non-thesis master's program, and maximum three courses in the fields accepting students to the both master's program and doctorate/art major programs including non-thesis master's program. However, in the departments/art majors where education in both Turkish and foreign languages is provided, the determined courses are valid for a program carried out only in one language.

(4) In order for the lecturers to carry out courses in master's programs with thesis providing that said courses are relevant with the field of the program whose doctorate programs and qualifying programs in arts or associate professorship are executed or the program is interdisciplinary, said lecturers must have given lectures in an undergraduate programs for at least two semesters; and s/he must have given lectures in doctorate programs and the qualifying programs in arts for at least four semesters or in a master's program with thesis for at least two semesters.

(5) The lecturers who will execute compulsory courses, must have given lectures in doctorate programs and qualifying programs in arts. However, in the master's programs with thesis. the lecturer must fulfill the condition of giving lectures in master's programs.

### **Graduate Courses**

**ARTICLE 20** - (1) At least one graduate course including scientific research methods and research and publication ethics must be taken during graduate education. In the case that the students registered to doctorate program, take the lesson and become successful in master's program, they do not take the relevant course again.

(2) The graduate students must take at least 30 ECTS courses in one semester apart from specialized field/specific subjects courses.

(3) Upon the proposal of advisor and department/art major board and decision of EYK, the student may take courses from the courses given in the graduate programs of other higher education institutions apart from the University in order to be added to the course load of the program registered. The name of the course in the higher education institution, numerical system grade and transfer code are used for the courses selected. Grade transformations are made in accordance with the equivalents of grades in the letter grade system in the numerical grade system. ECTS equivalents are accepted with the value in the higher education institution where the course is taken. In this process, the proposal of department/art major board and decision of EYK are required.

(4) Except from the compulsory courses in the master's programs with thesis and doctorate programs and qualifying programs in arts, the courses are divided into master's and doctorate courses. They are executed as compulsory courses in master's programs with thesis and doctorate programs and qualifying programs in arts.

### **Adding, Dropping and Changing the Courses**

**ARTICLE 21** - (1) If advisor approves, students who have chosen courses during the registration period, may add or drop courses during the add/drop period indicated in the academic calendar.

### **Course Attendance**

**ARTICLE 22** - (1) Course attendance is compulsory. Students are to attend to at least 70% of theoretical courses and at least 80% of applied courses. The student who has not fulfilled the requirements regarding attendance to the courses, cannot take the final exams of said course/courses and fails.

### **Specific subjects and specialized field courses**

**ARTICLE 23** - (1) Separately for master's students and students in doctorate programs and qualifying programs in arts, providing that the course will be executed by the first thesis advisor, specific subjects courses are opened in master's program and specialized field courses are opened in doctorate programs and the qualifying programs in arts so as to continue in each semester, intersession and summer vacations until the end of advisory period of the advisor.

(2) Specific subjects courses are valid from the date when the thesis subject of the student who has registered to the master's programs with thesis and has been assigned with an advisor, has been offered together with thesis proposal form until the end of second semester at the latest, and has been approved by EYK.

(3) Specialized field course is valid from the date when the thesis proposal of the student in doctorate program and qualifying programs in arts, is approved by EYK.

(4) The master's student must register to the specific subjects course for each semester as of the semester after the advisor is assigned, and the doctoral student must register to specialized field course in the semesters after the semester when s/he has been successful in the proficiency exam.

(5) The advisor lecturer evaluates the status of the student as successful or failed at the end of the semester after the thesis proposal has been approved by EYK.

### **Exam documents and submission**

**ARTICLE 24** - (1) The documents regarding the mid-term/final/make-up exam results and exam documents, are submitted to the institute within 15 days from the end of the exams by the head of departments together with a cover letter and transcript of records. The documents submitted are kept for three years.

### **Exams and evaluation**

**ARTICLE 25** - (1) The mid-term/final/make-up exams of the courses of the students are made in the exam periods determined in academic calendar and announced. If the student fails in single course, single course exam is not applied.

(2) The exams of master's programs/doctorate programs and the qualifying programs in arts, are evaluated over 100 points and at least one exam for each course is made in every semester. The mid-term/final/make-up exams may be written exams and can be also performed by taking the applied works and assignments of the students during the semester into consideration.

(3) The final grade of a course in graduate programs is the total of 40% of mid-term exam average and 60% of final/make-up exam grade; in order for the student to be assumed as successful in the relevant course, said grade must be at least 75 over 100 in master's programs with or without thesis, and at least 80 in doctorate programs and the qualifying programs in arts. The student is evaluated as successful and failed in seminar, term project, thesis work, specific subjects and specialized field courses.

(4) The exam grades of graduate courses are determined over 100 points. However, when desired, the record of the state of education of the student may be prepared in accordance with the letter grade system or four-coefficient system by taking the equivalency chart below:

Grade	Letter Grade	Coefficient
90-100	AA	4,00
85-89	BA	3,50
80-84	BB	3,00
75-79	CB	2,50
70-74	CC	2,00
65-69	DC	1,50
60-64	DD	1,00
50-59	FD	0,50
0-49	FF	0,00

(5) When the document is prepared in accordance with letter grade system, not having fulfilled the requirements regarding attendance and/or application, the student who cannot have the right of entrance to final/make-up exams is assigned with grade NA; S means successful in non-credit courses, U means unsuccessful in non-credit courses.

(6) The right of make-up exam may be valid for the courses taken during the relevant year or semester, however failed in the final exams, or the courses, the final exam entrance requirement of which is fulfilled, but the exam of which cannot be taken. Said exams are performed in the day, at the time and place in the program determined by the relevant units during the periods in the academic calendar. The results are announced within one week after the exam. The make-up exam grade is used instead of final exam grade.

### **Excuses**

**ARTICLE 26** - (1) In the case of the excuses regarding health and reported by a health report, natural disasters, death of mother, father, spouse and child and similar relevant causes, the student may be assumed as excused by EYK.

(2) Students should submit their excuses, from the end date of the report if they have health report, to the institute within seven days at the latest from the date when the event takes place, and should apply for an excuse examination instead of the exam performed when the event of the excuse took place.

(3) The student whose excuse is accepted by EYK cannot attend the classes and take the exams during this period. The exams taken during this period are invalid. The student who has exceeded the absenteeism period determined in Article 22, cannot be exempted from the attendance requirement and fails due to absence.

### **Excuse Exam**

**ARTICLE 27** - (1) The student who has not taken the mid-term exam due to the excuse, may be granted with one exam right providing the application is accepted by EYK. Students' exams are held on the day, at a place and time determined by the institute within the same semester. A second excuse is not granted for students who cannot take the excuse exam. Students are not entitled to take an excuse exam for the final exam and the make-up exam.

### **Exam results and objection**

**ARTICLE 28** - (1) The student may submit an objection to the exam results in a written form to the institute directorate within seven days at the latest from the announcement of the exam results. The

evaluation of the examination documents is carried out within seven days by a committee consisting of the lecturer, the head of the department/art major and the deputy principal of the institute. This commission reports the decision to the institute directorate in a written form, and the result becomes final with the EYK decision.

#### **Disciplinary procedures**

**ARTICLE 29** – (1) The disciplinary procedures regarding students are carried out in accordance with the provisions of the Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education numbered 28388 and published in Official Gazette.

#### **Course substitution**

**ARTICLE 30** – (1) Upon the recommendation of advisor and department/art major board and decision of EYK, a student may substitute maximum two courses that are related to the field of science/art of the student and have been received from a foreign higher education institution and accepted by the Council of Higher Education before registration to the institute. The student must submit the course substitution request to the institute along with the course contents within the registration renewal dates in the academic calendar. Courses taken from a previously graduated program are outside this scope.

(2) The substitution of grades and credits received by the graduate program students who are trained in bilateral agreements, from the courses they have been successful applications are finalized by the opinion department/art major board and decision of EYK.

(3) The substituted courses are accepted with the name, grade in the numerical grade system and ECTS value transfer code in the previous higher education institutions. Grade transformations are made in accordance with the equivalents of grades in the letter grade system in the numerical grade system. In the case that ECTS equivalents are not provided, the proposal of department/art major board and decision of EYK are required.

#### **Course repeat**

**ARTICLE 31** – (1) The student must take the courses which s/he failed, and become successful during their terms. If the failed course is taken again, the attendance condition is not required. In case of failure due to lack of attendance, attendance is required. However, the student may take another course in the relevant term instead of the selective course s/he must repeat, with the approval of the advisor. Attendance is required for the new course taken instead of the course failed. In the case of failure of the applied courses, the student is required to attend the course even if s/he has fulfilled the attendance requirement. In addition, in accordance with the third paragraph of Article 36 and second paragraph of Article 47 master's and doctoral degree students who have to repeat a course can take a course with a similar content instead of a compulsory course and another course instead of the elective course respectively with the advice of the advisor, approval of the department/art major board and decision of EYK from a different higher education institution regardless of the semester.

#### **Academic Average**

**ARTICLE 32** – (1) Academic average is calculated through the division of the total values obtained by multiplying the credit value of the grade earned from each course by the total credit values of those courses. The result is expressed by rounding them off to the second digit after the decimal point.

#### **Withdrawal of registration**

**ARTICLE 33** – (1) Students who fit any of the following descriptions are withdrawn from the programs they are registered in upon the EYK decision:

- a) Written application of the student
- b) Dismissal from higher education institution
- c) Failure in fulfilling the requirements of the related program within the maximum period foreseen in graduate programs.

(2) The tuition/education fee paid by the student whose registration is withdrawn for any reason is not refundable.

## **PART FIVE**

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

#### **General Principles**

**ARTICLE 34** – (1) The aim of master's programs with a thesis is to have students access knowledge through scientific research, evaluate and interpret this knowledge and convert this acquisition into an academic product in the form of a thesis.

(2) The phases of a Master's program with a thesis consist of at least seven credit courses with a total of twenty-one credits at least, one seminar course, thesis work. Seminar course and thesis work are without credits and evaluated as successful and unsuccessful.

(3) An education/training period of master's program with a thesis consists of at least 120 ECTS credits including at least eight courses and thesis work including seminar which is not less than 60 ECTS

credits.

(4) Courses to be taken during the course period are compulsory and elective and it is compulsory that one of the courses in the first semester is a research method and one of the courses in the second semester is a seminar.

(5) With the thesis proposal form, thesis subject determined by the student and advisor is submitted to the institute until the end of the second semester at the latest with the decision of the department/art major board. Thesis subject is finalized by the decision of EYK. The proposal for a change in the thesis is made by the decision of the department/art major board and the decision of EYK.

(6) The student must register to the thesis work of each semester starting from the semester following the appointment of the advisor at the latest.

### **Duration**

**ARTICLE 35** – (1) The normal duration of a master's program with a thesis is four semesters, excluding the period spent in the Academic Deficiency Program, starting from the terms when the courses of the relevant program are completed and the maximum duration of the program is six semesters.

(2) At the end of four semesters, the student who cannot successfully complete the credited courses and seminar courses included in the curriculum, cannot complete the thesis within maximum periods of time or does not enter the defense of the thesis are dismissed from the University.

### **Courses**

**ARTICLE 36** – (1) The courses to be taken are determined by the student and advisor of the student. Education and training plan of the institute regarding the courses to be taken is applied.

(2) The student is obliged to register the seminar, thesis work and specific subjects opened by his/her thesis advisor in the relevant semesters.

(3) Upon the proposal of advisor, the recommendation of head of department/art major and approval of EYK, the student may take maximum two courses from the undergraduate courses among the courses given in another department/art major or other higher education institutions on condition that the course must not have taken during the undergraduate education, so as to be substituted in the credit/ECTS load required by the program. The success evaluation of the undergraduate course taken is made in accordance with Articles in this Regulation.

### **Seminar**

**ARTICLE 37** - (1) The graduate student has to prepare and present a written seminar on a topic determined together with his / her advisor. The seminar must be written in accordance with TYK.

(2) The student, shall present his / her seminar to a committee within at least 30 minutes in the presence of three faculty members, two faculty members who work in the same department / art major or in a nearby institution / department. The presentation is open to listeners. The seminar is evaluated by the relevant commission as successful or unsuccessful. In case of failure, students will be given another subject or a different topic again. The student presents the seminar again in the next semester and is evaluated again by the commission.

### **Finalisation of master's thesis**

**ARTICLE 38** - (1) The advisor of the student who prepares his / her dissertation in accordance with the TYK shall submit the dissertation to the institute through a dissertation with the petition declaring that the dissertation is defensible.

(2) Graduate thesis jury is appointed by the thesis supervisor with the proposal of the presidency of the department / art major and the EYK decision. The thesis defense jury consists of three faculty members, at least one from outside the university, including a supervisor. In addition, two alternate faculty members are appointed, one from another department of higher education in the branch of the department. Where the second thesis advisor is a jury member, the jury consists of two substitute teaching members, five of which are from the university and two of which are from different domestic or foreign higher education institutions, and at least one from outside the university. Members of the jury appointed by the

Institute shall inform the Institute of their excuse, if any, from the date on which they are notified. The substitute member is invited instead of the member with the excuse.

(3) The Institute sends the report of the plagiarism software program related to the thesis to the members of the jury. In the case of plagiarism, the thesis is sent to EYK for decision together with reason.

(4) Students whose examination jury is organised, prepare their thesis in five unbound copies and submit it to the members of the jury.

(5) Within one month from the date of the decision of EYK, in which the jury members are determined, the jury must submit their detailed personal evaluation reports related to the thesis to the institute directorate and take the student to the thesis defense examination. If a thesis cannot be defended due to the excuse of any member of the jury, EYK sets a new jury.

(6) A student who has completed his/her education in a thesis master's degree program must write his / her results and defend his thesis orally in front of the jury. The thesis defense exam consists of presentation of thesis work and the subsequent question and answer section. The duration of the thesis defense test is around 45-90 minutes. The presentation of the thesis defense test is made open to the listeners. It consists of listeners, lecturers, graduate students and field specialists. In the question and answer section, only the jury members can ask questions.

(7) After the completion of the thesis defense examination, the jury shall give one of the decisions of acceptance, rejection or correction to the thesis with absolute majority. For reasons of negative votes, it adds to the relevant record. This decision is delivered to the institute together with the exam paper within three days following the thesis examination by the presidency of the department. If the thesis is unsuccessful and rejected, the student is dismissed from the university. A student who has been given a decision to amend the thesis is re-defended within three months at the latest in front of the same jury. At the end of this defense, the unsuccessful student is dismissed from the university. In case of rejection of the thesis rejected student, a graduate diploma without thesis is awarded to him / herself, provided that he / she fulfills the requirements such as course credit, project writing and similar requirements.

(8) If the student can not come to the thesis defense exam and certifies his excuse and this excuse is accepted by the EYK, he / she is taken to the thesis defense examination within one month from the end of the excuse period provided that the maximum duration is not exceeded. Any student who fails to submit an excuse to EYK or whose excuse is not accepted by the EYK shall be deemed unsuccessful and the relationship with the University shall be terminated.

(9) To be successful in the thesis examination and to provide other necessary conditions for the graduation determined by the Senate, the bound copy of the master thesis required by the institute must be submitted to the institute within one month from the date of entrance to the thesis examination and given to the graduate student a master's degree is awarded. EYK can extend delivery time on request up to one more month. A student who does not fulfill these conditions cannot take his / her diploma until the conditions are met, cannot benefit from his / her student rights and is dismissed if the maximum duration expires.

### **Diploma of the master's programs with a thesis**

**ARTICLE 39** - (1) The graduation of a graduate student who is successful in the thesis defense examination and provides other conditions shall be finalized by EYK decision.

(2) The date of graduation is when the signed copy of the examination is submitted by the examination jury committee.

(3) Students who graduate from two or more domestic / foreign higher education institutions with joint thesis programs are given a joint diploma in the framework of relevant legislation.

## **PART SIX**

### **Master's Program without thesis**

#### **General principles**

**ARTICLE 40** - (1) The aim of the Master's program without thesis is to show how to use existing information in practice by giving information to students in professional matters.

(2) Master's program without thesis can be carried out separately in first and second education.

#### **Duration**

**ARTICLE 41** - (1) The period of completion of the Master's program without thesis is three semesters, regardless of whether or not they are enrolled for each semester, starting from the period when the courses related to the program in which they are enrolled are registered, except for the time spent in scientific preparation. Students who fail at the end of this program or fail to complete the program will be dismissed from the University.

#### **Courses and course credits**

**ARTICLE 42** - (1) The master program without thesis consists of a minimum of ten courses and a term project lesson provided that it is not less than 30 credits and 60 ECTS credits. The student is required to register for the semester project and to submit a written project and / or report at the end of the semester. Semester project course is non-credit and evaluated as successful or unsuccessful.

(2) The student's advisor decides on the courses to be taken with the student.

(3) Maximum three of the courses that the students are to take can be selected from undergraduate courses, provided that they have not been taken during the undergraduate study.

(4) Those who continue to the graduate program without thesis may transfer to a graduate program with a thesis provided that they fulfill the minimum requirements determined for the graduate program. In this case, the courses taken in the non-thesis graduate program can be considered as substitutes for the courses in the graduate program by EYK decision.

#### **Term project**

**ARTICLE 43** - (1) The advisor is required to open a semester project course for the students he / she has counseled. The student submits the term project to the institute directorate by the end of the third semester with the approval of the council of the department/art major. The project topic is finalized with the decision of EYK.

(2) The term project can be carried out together with the courses taken again. The student is required to register the semester project for the semester project in the semester and to submit the project to the institute in a report prepared in accordance with TYK at the end of the semester.

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

**ARTICLE 44** - (1) Students who have successfully completed their courses and semester project and whose graduation is determined by EYK, are given a graduate diploma without thesis.

### **PART SEVEN Doctoral Program**

#### **General principles**

**ARTICLE 45** - (1) Purpose of the Ph.D. program; Students will be able to conduct independent research, scientific problems, interpretation with a broad and deep point of view, interpretation, analysis and ability to reach new syntheses.

(2) The Doctoral program consists of at least seven courses, seminars, proficiency examinations, thesis proposals and thesis studies which are not less than a total of twenty one credits except for the specialized field course for the graduate students with a graduate degree with a thesis and 60 ECTS credits for one academic term total of at least 240 ECTS credits. It is composed of at least 300 ECTS credits including at least fourteen courses for at least forty two credits, seminar, proficiency exam, thesis proposal and dissertation study for the students who are accepted with an undergraduate degree.

(3) The thesis that will be prepared at the end of the Ph.D. study must fulfill at least one of the qualifications, such as developing the thesis, innovating knowledge, developing a new scientific method, applying a known method to a new field.

#### **Duration of the PhD Program**

**ARTICLE 46** - (1) The PhD program is eight semesters, regardless of whether or not they register for each semester, starting from the semester in which the program related to the program that is registered for graduate students who were accepted with a master's degree with a thesis except for the time spent in the scientific preparatory period; maximum completion period is twelve semesters; Ten semesters for those accepted with the undergraduate degree and the maximum completion period is fourteen semesters.

(2) Successful completion of the credited courses required for the Ph.D. program is four semesters for those who are admitted with a maximum graduation degree and six semesters for those who are admitted with a bachelor's degree. In this period, the student who cannot successfully complete the courses with credits will be dismissed from the University.

(3) The student who successfully completes his / her courses who is successful in the proficiency exam and whose thesis proposal is accepted but cannot complete the thesis study until the end of twelve or fourteen semesters mentioned in the first paragraph is dismissed from the University.

(4) To the students who have applied for a doctorate program with a bachelor's degree and who have failed to complete their thesis studies within the maximum period of their credited courses and / or those who cannot succeed in the doctoral thesis are given a master's diploma on condition that they fulfill the credit requirements, project and other conditions required for graduation.

(5) Courses required for the Ph.D. program's course are arranged as follows; two semesters for graduate students with thesis; and four semesters for those accepted with an undergraduate degree.

(6) For the student to present his thesis he/ she has to register the thesis study and specialized field courses and be successful, from the semester following the semester in which the thesis proposal is accepted by EYK.

#### **Courses**

**ARTICLE 47** - (1) Advisor of the student shall decide the courses to be taken with the student

(2) A master's degree or doctoral degree offered in the master's or other master's / master's program or other higher education institutions in which the program is registered with the recommendation of the advisor and the presiding of the department of the department of education, and the decision of the EYK, provided that it has not been taken during undergraduate / Students who are admitted to the undergraduate level of the undergraduate course can take a maximum of two courses and students who are admitted with a bachelor's degree can take up to four courses. However, the lecturer responsible for conducting the course must have the qualifications specified in the fourth paragraph of the 19th article.

(3) Undergraduate courses are not counted towards course load and doctoral credits.

(4) The student is obliged to take the specialized field course opened by his / her thesis supervisor every semester since the semester after the completion of the proficiency examination successfully.

(5) For each student, the institute proposes a dissertation supervisor and a thesis supervisor, who will be appointed by the supervisor and the supervisor of the university, for each student.

#### **Seminar**

**ARTICLE 48** - (1) Students who are admitted to doctorate programs must prepare and present a written seminar during the course period. Students who are admitted to the graduate degree and doctorate programs take the semester in the second semester of the course and the students who are admitted to the undergraduate level take the third semester of the course.

(2) The seminar is evaluated as successful or unsuccessful by a jury composed of two faculty members who are appointed by the head of the department of education / art major and one of the instructors of the same department / art major. In case of failure, the same or different subject will be given again by the student counselor and will be presented again by the student next semester. The student who is admitted to the graduate degree must be successful in the seminar until the end of the sixth semester at the latest and the student accepted at the undergraduate level at the latest at the fourth semester.

#### **Qualifying Examination**

**ARTICLE 49** - (1) Principles related to the qualification examination are:

a) To measure the basic subjects and concepts in the field of the student who have successfully completed the aim, the courses and the seminar of the proficiency test and whether they have the depth of scientific research related to the doctoral study. The student who is admitted to the doctoral program with a master's degree must take the proficiency exam at the latest in the fifth semester and the student who has been admitted to the undergraduate level at the latest at the seventh semester. A student may take the proficiency exam up to twice a year, one in December, the other is in June.

b) Proficiency exams are organized and administered by a five-member DYK, approved by EYK, recommended by the board of the department/art major. The term of office of the members of the DYK is two years. Former members can be re-elected to DYK. DYK sets up exam and jury examinations to prepare, implement and evaluate exams in different fields.

c) The examination jury consists of five faculty members, at least two from domestic / foreign higher education institutions, including counselors, and two substitute faculty members selected from at least one other higher education institution in the country / abroad. The proficiency exam jury is made up of teaching members in the same department. However, DYK can only decide if a jury member is from a close field of study. The members of the proficiency examination jury must inform the institute directorate of their excuse from the date of notification to them. The substitute member is invited instead of the member with the excuse.

ç) The date, place and time of the proficiency test shall be announced at least three days in advance. The proficiency exam is organized in two parts, written and oral. The student who succeeds in the written examination is taken to the oral examination. The verbal part of the proficiency test is open to listeners. It consists of listeners, lecturers, post-graduate students and field specialists. However, only the jury members can ask questions. In order for the student to be successful, both written and oral exams must score at least 80 out of 100 full points. The exam jury evaluates the success of the student in written and oral examinations and decides by simple majority whether the student is successful or unsuccessful and informs the head of the department / art major in writing of his / her decision. This decision shall be notified to the institute within three days following the qualification examination under the presidency of the department of education.

d) Students failing in the proficiency test will be retaken in the next semester from the section / sections where they fail. Apart from the mandatory cases, the jury is also composed of the same members. In this exam, the student who fails again is dismissed from the doctorate program.

e) The proficiency exam jury may require that a student who has passed the qualification exam will receive extra courses / courses, provided that he / she has fulfilled the course load but does not exceed one

third of the total credit amount. The student must achieve the courses to be determined by the jury's recommendation and EYK decision.

f) A student who was accepted with an undergraduate degree and who has successfully completed his / her seminar with at least seven courses can go to the graduate program under the supervision of the EYK. In this case, the student has to complete the master's program in four semesters. The student who cannot complete the program within the duration is dismissed.

#### **Thesis monitoring committee**

**ARTICLE 50 - (1)** For the student who is successful in the proficiency examination, with the advisor's proposal and the decision of the board of the department /art major and the decision of the EYK a TİK is composed within a month.

(2) The TİK consists of three faculty members. In addition to the thesis advisor, there is a member from different departments / art majors and / or from different branches of higher education and / or a different higher education institution in the country / abroad. If the second thesis supervisor is appointed, the second thesis supervisor can join the TİK meetings.

(3) In the periods after the establishment of the TİK, changes may be made to the members of the TİK by the advisor's reasoned recommendation, the decision of the head of the department, and the decision of the EYK.

#### **Defence of the thesis proposal**

**ARTICLE 51 - (1)** The student who successfully completes the PhD qualification examination and registers the thesis proposal, orally defends the thesis proposal which includes the purpose, method and work plan of the research that will be done within six months at the latest. The student submits a written report on the thesis proposal to the members of the TİK at least fifteen days before oral defence.

(2) The TİK decides by simple majority to accept, rectify or reject the thesis proposal. This decision shall be submitted by the TİK to the head of the department / art major. The proposal will be sent by the head of the department/art major to the institute within the three days following the defence of the thesis proposal and finalized by EYK decision. If the correction is in question, the relevant student is given one month extra time. At the end of this period, the decision of acceptance or rejection by simple majority will be notified to the institute within three days after the completion of the process by the head of the department / art major and finalized by EYK decision.

(3) Students whose thesis proposals are rejected have a right to choose a new supervisor and/or another thesis topic. In that case a new Thesis Advisory Committee may be assigned. Students who choose to continue the program with the same thesis supervisor defend their proposal once again latest within the ensuing three months, and those who choose a different thesis topic or thesis supervisor do so latest within the ensuing six months. In case of rejection of the thesis proposal a second time, the student is dismissed from the program.

(4) For the student whose thesis proposal has been approved, the TAC convenes at least twice a year, once between January and June and once between July and December. The student submits a written report to the TİK members at least one month before their meeting. In this report, a summary of the work covered thus far and the work plan for the next semester are given. The thesis study of the student is evaluated as successful or unsuccessful by the TİK and the written report is notified to the institute within three days with the decision of the TİK by the head of the department / art major. In case the TİK does not meet within the specified intervals, the Thesis Monitoring Committee evaluation result is considered to be unsuccessful. Students who fail twice consecutively, or three times intermittently in their thesis work are deemed unsuccessful and dismissed from their programs.

(5) A student who fails to attend the thesis proposal defence session without a valid excuse within the period stated in Article 1 of this Regulation is deemed unsuccessful and her/his thesis proposal is rejected.

#### **Finalization of a doctoral thesis**

**ARTICLE 52 – (1)** A student in doctoral degree program, must put her/his findings on paper in accordance with the principles of Thesis Manual and must orally defend his/her thesis before the jury members.

(2) For the finalization of a student's thesis, at least three reports written by Thesis Examining



Committee should be submitted. For a student to be able to enter the thesis defense session, s/he must register for thesis work for four semesters and be successful.

(3) Before the defense of a doctoral thesis, the required revisions must be made and then the thesis must be submitted to the thesis advisor. The advisor submits the thesis to the institute together with his opinion that the thesis is ready to be defended. The student submits seven bound copies of the thesis to the jury members. The institute sends the plagiarism software report concerning the thesis to the jury members. In case of detection of plagiarism in the reports, the thesis is sent to the Institute Administrative Board with the reasons to be ruled in details.

(4) The doctoral thesis jury is appointed with the approval of Institute Administrative Board by recommendation of the thesis advisor and the chair of graduate school department. The committee is composed of three members of faculty including those in the TAC and at least two members from a different institution of higher education, totalling five members including the advisor and two standby members at least one of them is chosen from a different institution of higher education. The co-supervisor may attend the meeting without a right to vote. The jury members appointed by the institute deliver their excuses, if they have, to the institute office from the date of the notification. In place of those who have excuses, standby members are invited.

(5) Within maximum one month as of the date the jury members are determined by the decision of the Institute Administrative Board, the jury must submit the detailed personal evaluation reports regarding the thesis to the institute Office and must accept the student for the thesis defense session. In case of an excuse by one of the jury members not to be able to attend the thesis defense in the allotted time, the Institute Administrative Board determines a new jury member.

(6) The student must orally defense his/her thesis before the jury. The thesis defense shall comprise the presentation of the thesis work and a consecutive question and answer session. The duration for the thesis defense is between 60-120 minutes. The thesis defense session is held open to audiences such as instructors, post-graduate students and experts in that field. However, only the jury members have the right to ask questions to the student.

(7) After the thesis defense is completed, the jury decides in the absence of the audience and in absolute majority, whether the result is “approval”, “revision” or “rejection”. The decision of the jury is sent to the institute by the chair of the GSD with the official jury report latest within three days of the defense. Those voting “rejection” must add their justifications to the report. Students whose theses are accepted are deemed to be successful. Students who are unsuccessful and whose theses are rejected are dismissed from their program. Students who are asked to review their theses are given an extension of maximum six months. They make the required revisions and defend their theses once again before the same jury. Students whose theses are not approved after the second defense are dismissed from their program. Upon request, students in Ph.D. on Bachelor’s degree programs who fail to complete the thesis work or whose doctoral thesis is not approved are entitled to a non-thesis Master’s diploma regarding the fourth paragraph based upon the 46th article. Students who are not able to attend the thesis defense session are invited to the thesis defense within one month following end of the excuse period with the provision of not exceeding the maximum period and provided that they document their excuses and provided that their excuses are deemed valid by the Institute Administrative Board. Those who do not present any excuses or whose excuses are not deemed valid by the Institute Administrative Board, are found unsuccessful and are dismissed from their program.

### **Ph.D. Diploma**

**ARTICLE 53** – (1) Upon completing his/her thesis, the student must submit the required number of copies demanded by the institute to the supervisor. The supervisor sends his written evaluation regarding appropriateness of the thesis in terms of spelling principles, the copies of the thesis and the other required documents and materials to the institute through the chair of the graduate school department.

(2) With the condition of being found successful in his/her thesis defense and ensuring other provisions, the graduation of a student, who submits to the institute, the required number of bound copies of the doctoral thesis within one month as of the date of the defense and whose thesis is found appropriate as per format, becomes definite with decision of Institute Administrative Board and she/he merits to get a Ph.D diploma. Upon request, the Institute Administrative Board may extend the submission of the thesis for maximum one month. Students who fail to meet these requirements cannot receive their diplomas or exercise rights granted to students until they do so, and are dismissed from their programs if the maximum duration expires.

(3) Students who graduate from joint doctoral programs conducted in collaboration between two or more institutions of higher education within the country or abroad are entitled to a joint diploma within the scope of concerning laws.

**PART EIGHT**  
**Qualifying Program in Arts**

**General Terms**

**ARTICLE 54** – (1) Qualifying Program in Arts is a program that aims for the production of an original work of art, and in the case of music and performing arts, a superior application and creativity, that is the equivalent of a doctoral study.

(2) A qualifying program in arts is comprised of at least 240 ECTS credits including seven courses along with practice and the thesis, exhibitions, projects, recitals, concerts and the stage plays and is a total of twenty-one credits, conditional on not being less than 60 ECTS per semester for students with a thesis Master's degree. Students accepted to the program with a Master's degree, must complete at least 30 ECTS credits per semester totaling at least 240 ECTS credits. Practices, exhibitions, projects, recitals, concerts and stage plays and the thesis are evaluated within the scope of Article 25.

(3) For students with a Bachelor degree, a qualifying program in arts is comprised of at least fourteen courses adding up to forty-two credits and also together with practices, thesis, exhibitions, projects, recitals, concerts, stage plays it is comprised of at least 300 ECTS credits. Students accepted to the program with a Bachelor's degree must complete at least 30 ECTS credits per semester totaling at least 300 ECTS credits. Seminars, specialized field topics, practices, exhibitions, projects, recitals, concerts and stage plays and the thesis are evaluated within the scope of Article 25.

(4) In the qualifying programs in arts, provided that not taken during the undergraduate/graduate study at most two courses for the students who are admitted with a Master degree and at most four courses for the students who are accepted with a Bachelor degree can be selected among courses given in other universities or in another departments/art major within the same university with the recommendation of Department / Art major Board and with the decision of Institute Administrative Board. However, the instructor who is responsible for giving the lecture must have the competences defined in the fourth paragraph of the Article 19.

(5) In case of provisions not stated in this part concerning qualifying programs in arts, the provisions concerning doctoral program are applied.

**Period of Study**

**ARTICLE 55** – (1) The duration of the qualifying program in arts, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is at least eight and at most twelve semesters for students accepted with a Master degree, and is at least ten and at most fourteen semesters for students accepted with a Bachelor degree, starting from the period in which courses related to the registered program are given.

(2) The maximum time allowed to complete the credited courses required for the qualifying program in arts successfully is four semesters for the students who are accepted with a Master degree (with thesis) and six semesters for the students who are accepted with a Bachelor degree. Students who cannot complete the credited courses successfully within allowed time are dismissed from the University.

(3) Students who complete the credit courses and practices successfully, but cannot complete their studies such as the thesis, exhibitions, recitals, concerts and stage plays until the end of twelve or fourteen semesters as indicated in the first subsection are dismissed from the University.

(4) Upon request, a non-thesis Master diploma may be awarded to students who have applied for the qualifying program in arts with a Bachelor degree and who failed in their qualifying program in arts theses, conditional on satisfying the credit load, project requirements or similar conditions.

**Completing the qualifying program in arts**

**ARTICLE 56** - (1) A student who prepares the thesis has to write a text which explains the results and documents his/her work on exhibition, project, recital, concert and stage play according to Thesis Writing Guideline and has to defend his/her studies such as the thesis, exhibition, project, recital, concert and stage play before the jury orally.

(2) Before the defense of the qualifying study in arts, the student completes and presents the thesis/study to the thesis advisor with the revision if a revision was asked. The advisor submits the thesis to the institute if she/he thinks that the thesis is defensible. The institute sends the plagiarism software program report for the thesis to the jury members. In the circumstance that the data in the report indicates detection of actual plagiarism, the thesis is sent to the Institute Administrative Board with the reasons to be ruled in details.

(3) A student who completes the qualifying study in arts submits the desired number of copies of the thesis to his/her advisor. The advisor sends the copies of the thesis with his/her written opinion on the thesis's compatibility with the writing guidelines to the institute through the chair of the art major/department.

(4) The qualifying in arts jury is appointed on the recommendation of the advisor and the chair of the art major/department and on the decision of Institute Administrative Board. The jury consists of 5 members, including the student's advisor, at least two of them from a university other than the one affiliated with and also and two standby members at least one of them is chosen from a different institution of higher education. The co-supervisor may attend the meeting without a right to vote. The jury members appointed by the institute deliver their excuses, if they have, to the institute office from the date of the notification. In place of those who have excuses, standby members are invited.

(5) Within maximum one month as of the date the jury members are given the thesis or the text of the thesis, they must submit their detailed personal evaluation reports regarding the thesis to the Directorate of the Institute and must accept the student for the thesis defense session. In case of an excuse by one of the jury members not to be able to attend the thesis defense in the allotted time, a new jury member is appointed with the suggestion of the advisor, and the decision of the chair of art major/department and the decision of the Institute Administrative Board. The student must orally defend his/her thesis before the jury. The dissertation examination consists of the presentation of the qualifying study in arts and a following question and answer session. The exam takes place in an environment where faculty members, graduate students and field experts are able to participate. However, only the jury members have the right to ask questions to the student.

(6) At the end of the examination, the jury gives the decision of "acceptance", "rejection" or "revision", based on absolute majority, without having the audience in the room, regarding the qualifying study in arts such as thesis, exhibition, project, recital, concert and stage play. The decision of the jury is sent to the institute by the chair of the art major/department with the official jury report latest within three days of the examination. Those voting "rejection" must add their justifications to the report. The students whose theses and qualifying studies in arts are accepted are deemed to be successful. The students whose theses and qualifying studies in arts are rejected as a result of being found unsuccessful are dismissed from their program. Students who are asked to review their qualifying studies in arts are given an extension of maximum six months. Within this period students make the required revisions and defend their theses, exhibitions, projects, recitals, concerts and stage plays once again before the same jury. Students whose qualifying studies in arts are not approved after the second defense are dismissed from their program. Upon request, students in qualifying program in arts on Bachelor's degree programs who fail to be successful in their theses, exhibitions, projects, recitals, concerts, and stage plays are entitled to a non-thesis Master's diploma regarding the fourth paragraph based upon the Article 55.

#### **Diploma in Qualifying Study in Arts**

**ARTICLE 57** – (1) A diploma that is compatible with the art branch that was approved by the Council of Higher Education is awarded to the students who are successful in the qualifying study in arts and have satisfied the other conditions. The graduation date is the date of the submission of the certified copy of the thesis by the examination jury board.

(2) Conditional on being successful in the thesis defense and satisfying other conditions, the students who submit the required bound copies of the qualifying study in arts to the Institute within one month of the defense and whose thesis follows the format required by the Institute is entitled to a doctoral diploma. The Executive Council can extend the submission date for at most one additional month upon requisition. Students who do not fulfill these conditions cannot be awarded with a diploma until the requirements are satisfied, cannot benefit from the relevant student rights and will be dismissed in case the allowed period of time expires.

### **PART NINE**

#### **Miscellaneous and Final Provisions**

##### **Other provisions**

**ARTICLE 58** – (1) There cannot be any interest/conflict relations among the members of the jury and committee affiliating in postgraduate education or between the members and the students in evaluation.

##### **Finalization stage of a thesis**

**ARTICLE 59** – (1) The following rules are implemented in the finalization stage of a thesis:

**a)** For a student to be able to submit a doctoral thesis, she/he must publish a scientific article related to the thesis in an international refereed journal whose frame is determined by the Senate or must take a digital object identifier number for the article in these journals and must make a presentation of a national or international paper either in written or in visual form.

**b)** In the Qualifying Program in Arts the student is supposed to carry out at least two national and/or international exhibitions, projects, recitals, concerts and stage play related to his/her field in order to be

able graduate. It is a must for those activities to be organized by national or international official institutions.

c) Each department/art major might specify higher publication criteria from the minimum criteria determined as graduation condition. To execute such a decision, academic meeting report of the department/art major in which the reasons are indicated is presented to the institute. The related decision comes into force with the approval of the Senate.

#### **Submission of the Thesis and the Diploma**

**ARTICLE 60** – (1) A copy of the thesis is sent to the Higher Education Council electronically by the institute within three months as of the submission date in order to be made use of in scientific researches and activities.

(2) The form of the diploma is determined by the Senate. On the front page of the master/non-thesis and doctoral diplomas, there is the name of the program in the institute department/art major approved by the Higher Education Council. In the qualifying program in arts, a diploma that is compatible with the art branch that is approved by the Council of Higher Education is awarded. The student is given an interim graduation certificate just for once until the diploma is prepared. This certificate is taken back when the diploma is given. In the circumstance of losing the diploma, a new diploma is prepared with the condition of placing an ad on the newspaper and indicating that the new one would be the second copy. In the case of losing the diploma once again, a document which will substitute the diploma is prepared showing that it is given as a result of loss.

#### **Notifications**

**ARTICLE 61** – (1) All types of notification to students are sent to their postal address stated to the institute by them. The students who give wrong or missing information about their addresses or who do not inform the institute about the change in their addresses are held responsible for the notifications even if a notification to the addresses recorded in the institute is made. Education and training, exams and similar matters are announced either in the institute or in the web page of the institute.

#### **No Provisional Situations**

**ARTICLE 62** – (1) In the cases of provisions not included in this regulation, the related legislation provisions and the decisions of Council of Higher Education, Inter-University Council, the Senate and the related Institute Administrative Board are applied.

#### **Invalidated regulation**

**ARTICLE 63** – (1) The regulation entitled Niğde University Rules and Regulations Governing Graduate Studies and Examination published in the Official Gazette no. 28685 dated June 22, 2013 has been invalidated.

#### **Adaptation**

**TEMPORARY ARTICLE 1** – (1) For the students who registered to university before the implementation of this Regulation, provisions introduced by this Regulation and the specified periods in it shall be valid as of the 2016-2017 Academic Year Fall Semester.

(2) For the students who registered to graduate programs before the 2012-2013 Academic Year, the provisions in this Regulation regarding the ECTS credits are not applied.

#### **Validity**

**ARTICLE 64** – (1) This regulation is effective as of the date of its publication.

#### **Implementation**

**ARTICLE 65** – (1) The provisions of this regulation are implemented by the President of Niğde Ömer Halisdemir University.