

REGULATION

From Gazi University:

**GAZI UNIVERSITY GRADUATE EDUCATION-TRAINING AND EXAMINATION REGULATION
PART 1****Objective, Scope, Basis and Definitions****Goal and Scope**

ARTICLE 1 – (1)The objective of this regulation is to arrange the procedures and principles related to graduate education- training and examinations applied at Gazi University Institutions in fall, spring and summer semesters.

(2) This regulation covers the provisions related to graduate education-training and examinations, master's, doctorate programs by thesis, non-thesis master's and doctorate programs, proficiency in arts, and integrated doctorate programs carried out by formal education or distance learning at Gazi University Institutes.

Basis

ARTICLE 2 – (1) This document has been drawn up based on article 14 of the Law of Higher Education Act 2547 dated 4/11/1981.

Definitions

ARTICLE 3 – (1)The terms mentioned in this regulation mean:

- a) Academic calendar: Calendar which indicates the dates of the graduate education academic year, summer semester, proficiency and similar activities determined by Senate,
- b) Academic board: The board consists of permanent professorial, associate professorial and assistant professorial academic staff and academicians taken the proficiency title in PHD/art; for interdisciplinary programs, the board consists of academicians working in these programs,
- c) ECTS credits: The credit used by European Credit Transfer System which is based on the student workload and enables students' course credits and grades that students get and pass at home or abroad to be transferred from one higher education institute to another,
- ç) ALES: Academic Personnel and Graduate Education Exam,
- d) Department/ Art Major: department having education and training programs as defined in Article 5 of the Regulation on the Organization and Operation of Graduate Education Institutions published in Official Gazette dated 03.03.1983 and numbered 17976,
- e) Head of Department/ Art Major: refers to the head of department defined in (d)
- f) Maximum duration: (course period): Four academic semesters for thesis/non-thesis master's and post master's doctorate/ proficiency in art, six academic semesters for postgraduate doctorate/ proficiency in art (including thesis duration); six academic semesters for thesis/non-theses master's programs , twelve academic years for postgraduate doctorate/ proficiency in art, eighteen semesters for doctorate programs/ proficiency in art on Bachelor's degree programs.
- g) Scientific preparation: If necessary, admitted postgraduate students' course completion education that takes maximum one academic year in order to make up their deficiencies.
- ğ) Consultant/ advisor :Gazi University faculty member appointed by the Board of Directors of the Institute to approve the registered students' course selection and drop, to guide them through scientific activities such as thesis supervision,
- h) Doctorate / Proficiency in Art committee: The committee consists of department/ science/art major academicians; it organizes and conducts proficiency exams,
- ı) Term project: A scientific subject presented in the form of a scientific research report that has been researched and/or analyzed during non-thesis master's degree.
- i) Institute: An institute that offers master's degree at Gazi University,
- j)The Institute Committee: the committee chaired by the Director of the Institute, and consists of the institute deputy directors and institute head of the departments/ art major,
- k)Board of Directors of the Institute: the Council chaired by the Director of the Institute, deputy directors and three faculty members elected for three years by the Institute Committee,
- l) Relevant/concerned Presidency: Relevant head of department/ art major conducting master's program that are available at the institute,
- m) Second consultant/advisor: A faculty member who is not on the permanent staff and is working at any at home or abroad university or any other higher education institution assigned as per the subject of the thesis or application of the student doing master's by thesis, doctorate or proficiency in art.

- n) Normal duration: three semesters for non-thesis master's, four semesters for master's by thesis, eight semesters for postgraduate doctorate, ten semesters for doctorate programs on bachelor degree programs,
- o) Joint degree graduate programs: Master's programs carried out in collaboration with universities at home or abroad,
- ö) Student: student registered at an institute having graduate program,
- p) Special student: Students who are granted permission to participate two courses at most in a semester and are temporarily registered by the decision of institute board of directors and cannot benefit from the rights granted to regular students except for the activities of the course he/she is granted permission to participate,
- r) Duration of the program: Normal durations determined for Master's and doctorate/ proficiency in art programs' and the maximum time for the contribution fee to be paid,
- s) Rectorate: Gazi University Rectorate,
- ş) Seminar: A written study prepared by graduate students during course period; based on investigating a scientific issue and it is assessed by students' presenting orally,
- t) Senate: Gazi University Senate,
- u) Thesis: A scientific and/or artistic work prepared for the purpose of master's ,doctorate degree or proficiency in art education,
- ü) Thesis monitoring committee: The committee consists of three academic members one of whom is the consultant/advisor responsible for reviewing, and assessing thesis proposal and guiding thesis studies of the doctorate/ proficiency in art student,
- v) Specialization Field Course: The course carried out with the student who is advised and it is opened for the purpose of guiding student for their thesis ,and it specialize them in thesis topic and it continues during the consultancy period,
- y) University: Gazi University,
- z) Foreign language exam: Exams which are held by higher education councils and OSYM or exams whose equivalents are accepted,
- aa) Semester: the duration of education and training covering at least fourteen weeks of work except weekends and public holidays as well as exam days, start and end dates of which are determined by the Senate for each academic year.

PART TWO

General Provisions Concerning Postgraduate Programs, Application to the Programs, Exact Registration, Re-registration and Graduation

General Provisions Concerning Postgraduate Programs

ARTICLE 4 – (1) Postgraduate programs are opened and conducted on the basis of the departments and art majors of the institutes/ faculties.

(2) Another postgraduate program at an institute can be opened that bears a different name from an existing department or art major at the request of the relevant department/ art major/ science/ art department academic board, the proposal of the Board of the Institute, acceptance of the Senate and the permission of the Board of Higher Education.

(3) An interdisciplinary institute department can be established bearing a different name than a faculty or a department at the request of an institute board at the institutes, acceptance of the Senate and the permission of the Board of Higher Education for the purpose of offering a postgraduate study.

(4) Postgraduate programs can be conducted in two ways: with or without thesis. Postgraduate programs with thesis are opened at the request of the relevant department/art major, acceptance of the Senate and the permissions of the relevant institute board and the Board of Higher Education.

(5) Postgraduate programs without thesis can be offered at the request of the institute board, approval of the Senate and the permission of the Board of Higher Education in the evening education in the framework of the principles specified by the Board of Higher Education.

(6) Postgraduate, doctorate, and proficiency in art programs with thesis cannot be opened in the evening education.

(7) Postgraduate programs provided that they are not contrary to the provisions of the relevant legislation can be arranged in the form of in country and international joint postgraduate programs. The principles and application procedures for these programs are determined by the Senate.

(8) The Institute Board decides whether to take students for postgraduate or not and if taken determines the quota with the opinion of the relevant department/ art major/ science/ art department academic board and the

proposal of the relevant presidential.

(9) If required, additional arrangements can be made for the programs that accept students with special protocols and these additional arrangements are ratified by the Senate.

(10) In the event of signing an education/ cooperation protocol amongst relevant institution/organization and university in order to establish expert staff, the conditions that are determined in the education/ cooperation protocol apply to the acceptance of the candidates with bachelor's degree working at the relevant institution/organization to postgraduate programs and the acceptance of the candidates with postgraduate diploma to doctorate programs.

Admission of Students with Student Transfer, Exchange Programs and through Transfer between Programs

ARTICLE 5 – (1) In demand, the research assistants who have completed at least one semester and successfully passed all the courses they have taken at the institute or a postgraduate program of another higher education institute can transfer to postgraduate programs conducted at the Institute with the proposal of the relevant presidential and the permission of the relevant Institute Board. The candidates applying for the transition must meet the minimum admission requirements of the relevant provisions of the regulation.

(2) The applications for student exchange programs such as Erasmus, Mevlana and Farabi are carried out in accordance with the principles set by the relevant legislation and the Senate.

(3) A student who has been admitted to a doctoral/ proficiency in art program with a bachelor's degree and has succeeded in at least seven courses can transfer to a master's by thesis program of the same science/art department if there is one. (the same department/ art major chair for programs that do not have science/art departments) The student whose transfer is considered appropriate is switched to the program at the request of the student, the proposal of the relevant presidential and the decision of the Board of Directors of the Institute.

(4) To transfer from a master's by thesis to a non-thesis program provided that it is in the same science/art chair (the same department/ art major chair for programs that do not have science/art departments) is carried out with the application of the candidate, proposal of the relevant presidential and the decision of the Board of Directors of the Institute.

(5) Provided that it is in the same science/art chair (the same department/ art major chair for programs that do not have science/art departments), to transfer from a non-thesis program to a by thesis one is carried out with the application of the candidate, proposal of the relevant presidential and the decision of the Board of Directors of the Institute on condition that the student provides the minimum application requirements of the master's by thesis program and successfully passes all the courses taken and the student's GPA must be minimum 3.50/4.00. In this case, the courses taken during non-thesis program are counted in place of the master's by thesis program upon the decision of the Board of Directors of the Institute.

(6) From students who are registered to a master's by thesis program conducted by the same science/art chair (the same department/ art major chair for programs that do not have science/art departments) to the ones who meet the minimum requirements for a doctorate/ proficiency in art, have completed at least a semester and successfully passed all the courses taken and whose GPAs are minimum 3.50/4.00 are given right to transfer to an integrated doctorate/ proficiency in art programs at the request of the student and with the proposal of the relevant presidential and the decision of the Board of Directors of the Institute.

(7) The transfers between programs can only be conducted once. On the condition of admission, the student's file is transmitted to the new program and the student is discharged from the old one.

Admissions to Master's by Thesis and Non-thesis Master's Programs

ARTICLE 6 – (1) In order for the candidates to apply for the postgraduate programs, they must have a bachelor's degree or must have an equivalency certificate given by the Council of Higher Education

(2) An ALES exam score in accordance with the score category of the relevant program must be minimum 60.00 for master's with thesis and 55.00 for non-thesis master's or students must receive the equivalent score from exams that grant equivalence by the Higher Education Council. As for applications to some art major/ art chairs that are determined by the Senate having an ALES score is not required.

(3) Whether or not a foreign language exam score or a document and a base score are required for admission to master's programs is proposed by the relevant department/ art major/science/ art chair Academic Board and determined by the Board of Directors of the Institute.

(4) Candidates applying for programs whose medium of instruction is a foreign language must be a graduate of a under or/and postgraduate program that provides department program language or candidates to be admitted to international partner universities must get at least 75 from the foreign language exam of the relevant educational language or they must get a score determined by the Senate.

(5) The application of the candidates and all the information about the registration are announced by the University. Applications for the master's degrees are done with the method determined by the relevant institute management. Candidates must submit all the required documents completely in time for the final registration.

(6) The proposal of the relevant academic board and /or special terms by the decision of institute board of directors and/or criteria can also be determined on minimum criteria prescribed by these regulations for the acceptance of students to departments/ art major/science/ art chairs

(7) The acceptance terms of students for distance learning non-thesis master's programs are determined by the Institute Board of Directors upon the proposal of the relevant department academic board.

(8) The candidates applying to this program are given aptitude test/ portfolio examination or interview/written test by the jury who are chosen by taking into account of the proposal of ten people for jury by the relevant academic board and are determined by the decision of the Board of Directors of the Institute and consists of at least three and at most five original and two substitute members. The proposal of a ten people jury is not required in the absence of a sufficient number of faculty members in the relevant department.

Achievement Grades for Master's by thesis and Non-thesis Programs and Additional Quota

ARTICLE 7 – (1) The number of the applicants who are given aptitude test/ portfolio examination or interview/written test is restricted at least three times of the quota announced. This number is determined by 50% of ALES or an equivalent exam score and 25% of bachelor's degree GPA. For departments/art major/ science/ art chairs that an ALES score is not required, this number is determined by 65% of bachelor's degree GPA. The scores that are obtained this way are ordered starting from the highest scores.

(2) Applicants' success grades are calculated by adding 25% of their BA degree GPA, 50% of ALES or an equivalent exam score and 25% of their test/ portfolio examination or interview/written test. For the applicants applying for a master's by thesis –programs that not do not require an ALES score-, their success grades are calculated by adding 65% of their BA degree GPA and 35% of their test/ portfolio examination or interview/written test. The calculated scores are ordered starting from the highest scores. The applicants are regarded unsuccessful if their score from test/ portfolio examination or interview/written test is below 40 or entrance success grade is below 60. The applicants whose entrance success grade is 60 or above and test/ portfolio examination or interview/written test score is 40 and above are placed to programs in accordance with the quota that is determined. If the applicants entrance scores are equal, the highest ALES, then test/ portfolio examination or interview/written test and after that BA degree GPA respectively are given priority. The applications who do not take test/ portfolio examination or interview/written test is not taken into consideration for admission. The results are announced by the relevant institute.

(3) The entrance success score for candidates applying for master's without thesis is calculated by adding 50% of ALES or an equivalent exam score and 50% of their BA degree GPA. BA degree GPA is considered the entrance success score for departments/ art major/science/art chairs that do not require ALES score. The scores that are obtained this way are ordered starting from the highest scores and exact registrations are taken as the most number of declared quota. Applicants whose entrance success score is below 55 is regarded unsuccessful. If the applicants' entrance scores are equal, the highest scores of ALES (for programs requiring one) and BA degree GPA are given priority. The results are announced by the relevant institute.

(4) For the valedictorian applicants who are graduates of a four year faculty/college departments/programs, additional quotas for master's by thesis can be opened and the number is determined by the Board of Directors of the Institute. These applications are evaluated outside the general application ranking. The applicants must meet the minimum application conditions. The success scores of the applicants are announced starting from the highest scores. The applicants whose test/ portfolio examination or interview/written test result is below 40 or entrance success score is below 60 are considered unsuccessful. The applicants whose entrance success grade is 60 or above and test/ portfolio examination or interview/written test score is 40 and above are placed to programs in accordance with the quota that is determined. If the applicants entrance scores are equal, the highest ALES, test/ portfolio examination or interview/written test and BA degree GPA scores are given priority. The applications who do not take test/ portfolio examination or interview/written test is not taken into consideration for admission. The results of the valedictorians who are placed are announced by the relevant institute. Candidates who are excesses of quota are evaluated along with the general ranking with other applications.

(5) Applicants taking part at projects that have a high strategic value, national / international projects and National Agency and TUBITAK projects can be admitted to master's by thesis programs with the proposal of the project team and the decision of the Board of Directors of the Institute provided that they

make their study as the subject of their thesis. The applicants must meet the minimum application requirements.

Admission of Doctorate and Proficiency in Art Programs

ARTICLE 8 – (1) In order to apply for a doctorate/ proficiency in art program, the applicants' master's GPA must at least be 2,50 / 4,00 and a master's by thesis diploma or an equivalence certificate from a Higher Education Institute.

(2) The number of applicants to be admitted to doctorate and proficiency in art (integrated doctorate) are determined by the proposal of the head of the department and the decision of the Board of Directors of the Institute. This number cannot exceed half of the quotas of the doctorate program.

(3) An integrated doctorate and a master's degree cannot be done in a program at the same time.

(4) In order to apply for a doctorate/ proficiency in art program, the applicants' BA degree GPA must at least be 3,50 / 4,00 and a BA degree diploma or an equivalence certificate from a Higher Education Institute.

(5) Candidates who have the diploma of medicine, dentistry and veterinary faculties that lasts at least ten semesters- except preparatory class- , or have BA or master's degree from faculty of pharmacy or faculty of science, candidates who have expertness authorization gained from a laboratory branch according to the principles of the Ministry of Health can apply to doctorate programs without doing a master's degree.

(6) For applications to doctorate and proficiency in art programs, to get 60 or above ALES points for applications after master's by thesis, 85 points and above for after BA programs or an exam score that has an equivalency from the Council of Higher Education is a must. However, ALES is not required for applications for some art major/art chairs determined by the Senate for admitting students to institutes of fine arts and conservatories. Also, students can be admitted to basic medicine upon the decision of Senate or to programs that are a part of basic medicine with ALES score.

(7) Candidates applying for programs after master's by thesis must get at least 55 points from foreign language exam and candidates applying for programs after bachelors degree doctorate and proficiency in art programs must get at least 75 points.

(8) For acceptance of candidates to courses that are conducted in a foreign language, applicants must be graduated from an undergraduate and/or a postgraduate program that offers education in the department program language or must get at least 75 points from the relevant education language exam or a score that is determined by the Senate for the students who are to be admitted from international partner universities.

(9) For acceptance of candidates to doctorate programs that are conducted in a foreign language, applicants must be graduated from a relevant master's by thesis program or must get at least 80 points from the relevant foreign language exam. Acceptance of candidates for programs that are conducted on foreign languages, candidates must get at least 55 points from a second foreign language.

(10) All the information about the application of the candidates and registration are announced by the University. The applications to doctorate and proficiency in art programs are carried out with the method determined by the relevant institute. The candidates must submit all the necessary documents for exact registration.

(11) Acceptance of students to departments/ art major/science/ art chairs: The proposal of the relevant academic board and /or special terms by the decision of institute board of directors and/or criteria can also be determined on minimum criteria prescribed by these regulations

(12) The candidates applying to the opening programs are given aptitude test/ portfolio examination or interview/written test by the jury who are chosen by taking into account of the proposal of ten people for jury by the relevant academic board and are determined by the decision of the Board of Directors of the Institute and consists of at least three and at most five original and two substitute members. The proposal of a ten people jury is not required in the absence of a sufficient number of faculty members in the relevant department.

Achievement Grades for Doctorate and Proficiency in Art Programs and Additional Quota

ARTICLE 9 – (1) The number of the applicants who are given aptitude test/ portfolio examination or interview/written test is restricted at least three times of the quota announced. For candidates applying to an integrated doctorate program 25% of BA degree GPA, for other candidates 25% of their master's by thesis GPA and 50% of ALES are added and calculated and are ranked starting from the highest score.

(2) The entrance success score for candidates applying for a doctorate/proficiency in art program is calculated by adding 50% of ALES or an equivalent exam score, for candidates applying for an integrated doctorate program BA degree GPA and, for other candidates 25% of their master's by thesis GPA and 25% of aptitude test/ portfolio examination or interview/written test

(3) The entrance success score for candidates applying for programs that do not require an ALES score is calculated by adding 65% of their BA degree GPA for candidates applying for a doctorate degree after graduation, 65% of their master's by thesis GPA for other candidates and 35% of their test/ portfolio examination or interview/written test.

(4) The scores obtained are ranked starting from the highest grade. The applicants whose score from the test/ portfolio examination or interview/written test is below 50 or entrance success grade is below 70 are regarded unsuccessful. The applicants whose entrance success grade is 70 and above and test/ portfolio examination or interview/written test score is 50 and above are entitled to enrollment within the quota. In case of equal entrance success scores, the higher score of the applicants' ALES, test/ portfolio examination or interview/written test scores are taken into account respectively; for candidates applying for an integrated higher doctorate BA degree GPAs are given priority; for other candidates the higher master's degree GPAs are given priority. The applicants who do not take the test/ portfolio examination or interview/written test are not regarded for evaluation. The results are announced by the relevant institute.

(5) Applicants taking part at projects that have a high strategic value, national / international projects and National Agency and TUBITAK projects can be admitted to doctorate/ proficiency in art programs with the proposal of the project team and the decision of the Board of Directors of the Institute provided that they make their study as the subject of their thesis. The applicants must meet the minimum application requirements.

Admission of Foreign Students and Undergraduate/graduate Students Who Completed Their Education Abroad

ARTICLE 10 – (1) Foreign students are admitted to master's programs in accordance with the quota, procedures and principles upon the proposal of the relevant presidential and the decision of the Board of Directors of the Institute provided that they have BA or master's by thesis diploma whose equivalency is accepted by the Council of Higher Education; the candidates applying for doctorate and proficiency in art programs must get at least 55 from the foreign language exam -except their native language-, one of the languages English, French, German, Italian, Spanish, Russian, Arabic, Chinese, Japanese or Farsi and must meet the terms and conditions that are determined by the Board of Directors of the Institute.

(2) Foreign national students applying to integrated doctorate must submit their BA diploma, -other applicants master's by thesis diploma- and an original and certified Turkish translations of their transcripts and at least C1 level document received from Turkish Education, the Research and Application Center (TÖMER) that shows they have the enough Turkish proficiency to follow master's programs. Turkish proficiency document is not required for foreign national students whose official language of their country is Turkish or foreign national students who has completed their BA/ master's by thesis programs in Turkey or candidates applying for programs whose medium of instruction is a foreign language.

(3) Foreign government scholarship students and agreement students who come with Protocol signed with the Government of the Republic of Turkey, bilateral agreements, the EU Cohesion Program, student exchange programs and similar agreements are admitted to the program regardless of the provisions stated in articles 6.7.8 and 9.

Scientific Preparation Program and Application Principles

ARTICLE 11 – (1) Applicants admitted to master's by thesis programs, but applied to a different field master's program from their BA or the applicants of master's program who completed their BA study in an higher education institutions different from the institutions they applied for can be given scientific preparation courses upon the proposal of the relevant department/ art major/ science/ art chair and the decision of the Board of Directors of the Institute.

(2) Applicants admitted to a doctorate/proficiency in art program, but applied to a different field doctorate/proficiency in art program from their master's program can be given scientific preparation courses upon the proposal of the relevant department/ art major/ science/ art chair and the decision of the Board of Directors of the Institute.

(3) The courses taken during the scientific preparation program must be minimum three and maximum six courses and these courses are proposed upon the relevant presidential and are decided by the Board of Directors of the Institute. Scientific preparation courses can consist of BA or registered master's program courses.

(4) Scientific preparation program does not apply to distance learning non-thesis master's programs.

(5) Scientific preparation courses cannot be substituted for the courses that are necessary to complete the relevant master's program.

(6) Provisions of the legislation of the program that the student is studying apply to attendance, examinations, passing grades, course repeats, disenrollment and other procedures regarding scientific preparation program. The grades of the scientific preparation course can be found in the transcript; however, they are not added to the calculation of master's GPA.

(7) In order for a students admitted to scientific preparation program to start the program they applied for, they must successfully complete all the courses of the scientific preparation program. Students can take master's lessons while studying their scientific preparation program upon the proposal of the relevant presidential. Students who do not complete the scientific preparation program successfully are not deemed to be successful in their master's courses.

(8) The period of the scientific preparation program is maximum a calendar year. This period cannot be prolonged for any reason and the period spent in this program is excluded from the period of doctorate/ proficiency in art program. If the period exceeds a calendar year, it is considered to have been used from the time of the relevant program.

(9) Students who cannot complete the registered scientific preparation program during the maximum calendar time take new scientific preparation course/courses with the proposal of the relevant presidential and the decision of the Board of Directors of the Institute.

Admission of Special Students

ARTICLE 12 – (1) Those who have done their bachelor's or master's degree and wish to improve their knowledge in certain disciplines may apply as a special students provided that they take two courses at most during each semester. The applications are assessed and decided by the relevant presidential.

(2) For admission of special students, a certain GPA grade is not required and entrance exam is not held. Special students cannot avail themselves of the rights which the students of the University are entitled to; however, they must fulfill the obligations specified in this Regulation for the semester they take course/courses just like the University students.

(3) Scientific preparation period students cannot take courses from their registered program as special students.

(4) Special students are not given a diploma or a title. However, they are given a document which attests the courses and grades that they have taken. Special student status is indicated in this document.

(5) Special students pay the fee determined by the Senate.

(6) Students are liable to the disciplinary procedures published in the Official Gazette No. 28388 dated 18 August 2012.

Documents Required for Application to Master's Programs

ARTICLE 13 – (1) Applications for master's program is carried out during the calendar year and set duration in accordance with the announcement of the university and calendar.

(2) The applicants meeting the application conditions can apply to two programs at most. Documents are required for application specified in the following articles.

a) The original or a computer printout of ALES result

b) The original or a computer printout of the foreign language document

c) BA diploma for master's and integrated doctorate programs, the original copy of master's by thesis diploma or a certified copy by the university for doctorate/ proficiency in art programs, for candidates who have completed their bachelor's/ master's by thesis programs abroad an original and a certified copy of their a equivalency document taken from the Council of Higher Education with their diploma.

ç) Student certificate that attests general academic achievement.

Registration to Master's Programs

ARTICLE 14 – (1) The list of the actual and substitute candidates who are entitled to enroll on master's programs are determined upon the decision of the Board of Directors of the Institute and announced by the institute. Exact registration is carried out in accordance with the determined procedures and within the time frame announced by the Institute. Applicants who do not do their exact registration during the time frame will lose their eligibility for registration. In place of those applicants, the candidates on the substitute list are announced in order and admitted.

Reregistration and Reregister under the Relevant Legislation

ARTICLE 15 – (1) At the beginning of the fall and spring semesters and on the dates specified in the academic calendar: Students registered to non-thesis master's programs are obliged to pay their evening education fee; students enrolled to distance-learning programs are obliged to pay tuition determined by Senate; in case of exceeding their normal time period, master's by thesis and doctorate/ proficiency in art students are obliged to pay their contribution margin; foreign nationality students are obliged to pay the fee that is determined by the Senate for the registered master's by thesis/non-thesis programs and students are

obliged to do their reregistrations required by the relevant institute presidential.

(2) The reregister of students who do not pay their contribution margin, tuition, evening education or similar fees is not applicable, they are not given student certificate, internship document, certificate of exemption from military service or similar documents, and they cannot avail themselves of the rights which the students of the University are entitled to.

(3) The consultancy of students who do not renew their registration for two semesters without excuse is transferred to the Department.

(4) The students can apply to withdraw from the University and for cancellation of their registration by giving petition upon the decision of the Board of Directors of the Institute.

(5) The orientation of the students whose registrations are cancelled for a reason and then reregistered according to Act 2547 are conducted by the Board of Directors of the Institute upon the proposal of the relevant presidential. For these students:

- a) Their study period before the cancellation of their registration is substituted for their study period
- b) The thesis consultant of those who were in the period of thesis might be reappointed
- c) Course period, qualification period (stage), the thesis period and other matters are subject to the provisions of this Regulation.

PART THREE

Principles on Education and Training

Course Selection

ARTICLE 16 – (1) Students registered to master's programs select their courses with the guidance and approval of their consultant, the registration of students whose consultant is not appointed is conducted by the relevant institute/ science department until a consultant is appointed.

Course Selection and Admissions of the Selected Courses

ARTICLE 17 – (1) Each program divides its courses that are offered into two groups which are compulsory and elective. Four compulsory courses, four courses at most for master's programs, four courses at most for doctoral/proficiency in art programs and eight courses at most for integrated doctorate/proficiency in art is determined by the department academic board and become definite upon the decision of the relevant institute presidential. Students determine the other courses they must take to complete their credits with their consultant. These courses could be chosen from the elective courses group or from the compulsory courses group by abiding by the sanctions in the regulations

(2) Students can take two courses at most for master's and three courses at most for doctorate/proficiency in art programs with the approval of the institute consultant or a program different from theirs in the university; outside the university- including programs offering education in a different language- with the proposal of the consultant and the department presidential and the decision of the Board of Directors of the Institute. However, the sum of the courses that are to be counted cannot be against the provisions in the sixth paragraph.

(3) Courses that were taken from another program before registering the program can be counted to the new program as long as they have been taken in the last three years- two courses at most for master's and three courses at most for doctorate/proficiency in art programs- upon the proposal of the consultant and the department presidential and the decision of the Board of Directors of the Institute. However, the sum of the courses that are to be counted cannot be against the provisions in the sixth paragraph.

(4) Students can transfer at most four courses they have taken in the last three years as a special student to the program they are enrolled upon the decision of the Board of Directors of the Institute.

(5) For interdisciplinary programs: Students can take four courses at most for master's and doctorate programs, and eight courses for integrated doctorate programs except the program they are registered in accordance with the second paragraph.

(6) For master's programs: The number of courses that are to be counted or taken from other programs cannot exceed four; for doctorate programs: It cannot exceed eight courses.

(7) If a program is opened in both Turkish and English in the same department, a student registered to the Turkish program can take lessons from the English program and these courses are counted as taken from the registered course. If a student takes a same content course in both programs, he is considered that he took the course from the Turkish program.

Adding and Dropping Courses

ARTICLE 18 – (1) Changing, adding and dropping courses are conducted by considering the points in

the Article 16 in this Regulation within the period specified in the academic calendar.

Academic Calendar

ARTICLE 19 – (1) Master's academic calendar is determined by the Senate every year.

Courses, Credit Transfer and Credit Value

ARTICLE 20 – (1) Each institute publishes the content of lessons that will be offered, assessment methods, learning outputs, success criteria and the course catalogue upon the decision of the department/art major/ science/ art chair in the Gazi Information package.

(2) Each semester, except scientific preparation programs, the master's courses that will be offered and their responsible lecturers or teaching assistants having the title of doctorate/ proficiency in art is decided by the Directors of the Board of the Institute upon the written opinion of the department/ art major/ science/ art chair academic board. Lecturers from other higher institutions can be assigned to give courses upon the department/art major/ science/ art chair's reasoned proposal and the approval of the Directors of the Board of the Institute. Academicians who are holding the doctorate/ proficiency in art title can be appointed from the other units of the university or from outside the university in order to give courses in multidisciplinary or interdisciplinary programs upon the decision of the Directors of the Board of the Institute if necessary.

(3) The academic board of the institutes that do not have BA education consists of academicians who give courses in that department/ art major/ science/art in the current time and academicians who hold the doctorate/proficiency in art title. If the number of the academicians is less than five during that current time, lecturers teaching from the last semester are included in the board.

(4) If the demanded information or the documents is not delivered to the institute on time from the department/ art major/science/art chairs, then the situation in question is decided and implemented on its own motion by the Directors of the Board of the Institute.

(5) The number of students necessary in order to open a course determined by Directors of the Board of the Institute. In case of the students' registration of a class is under the specified number, these students can switch to opened courses by considering their preferences.

(6) The lessons that a student has taken from a higher education institute at home /abroad in the last three years before enrolling to the institute can be considered valid – two courses at most from the registered department/art major/science/art chair- upon the opinion of the relevant presidential and the decision of the Directors of the Board of the Institute for the program they are studying. The courses that were taken from another master's program that the student graduated is not included to this.

(7) Master's courses taken from reciprocal exchange programs within the framework of at home and overseas institutions of higher education is considered valid upon the decision of the Directors of the Board of the Institute for the program they continue.

(8) Consultants open their specialization field courses for each student in the graduate program that they advise. Students are obliged to enroll to the specialized field course opened by their consultants. Specialized field courses start on the date when a consultant is appointed by the Directors of the Board of the Institute and lasts until the Directors of the Board of the Institute decides students' graduation, or dismissal of students from the advisor or the institute. These courses continue during semesters and summer breaks. Specialized field courses are considered three ECTS credit per term.

(9) Students take the thesis preparation course opened by their consultants as well as specialized field course again opened by their consultants until the thesis term starts right after their consultants are appointed. Thesis preparation course is one ECTS credit and is valid through terms until the thesis term starts. Thesis study is designated as a course to students who is on the thesis period and this course consists of thirty ECTS credit.

(10) The results of the thesis/term project results are assessed as successful or unsuccessful by the consultant at the end of each semester. Another consultant is appointed to students who fail from two consequent terms or fail thesis/term project/specialized field course three terms in total or unsuccessful from one of the consequent two terms and do not reregister to the other one. The assignment process is conducted in accordance to the relevant Articles. In that case, thesis student has to choose a new thesis topic.

Attendance

ARTICLE 21 – (1) Students have to attend 70 % of theoretical and 80% of applied courses. The attendance records of students are monitored by the course instructor.

Leave of Absence and Other Relevant Circumstances

ARTICLE 22 – (1) Students having a medical report or an excuse that can be acceptable by the Board of the Directors of the Institute are granted leave of absence within the time frame that is given for the excuse or during the time frame of the medical report as long as they notify within five business days after the end of their plea.

(2) Students who do not meet the compulsory attendance after deducting the permission that are granted are considered to have failed the course.

(3) Students who cannot take midterm exam because of plea are taken to excuse midterm which is stated in the academic calendar. There is no excuse examination for final and make-up examinations.

(4) Students who could not continue their education due to military service, studying abroad, overseas mission or long-term health report documenting a disease and sick and casual leaves specified in accordance with the Law No. 657 104 and 105, unpaid leaves given to female civil servants to give birth under the same law and time spent during compulsory military service is added to students' maximum time.

(5) Students who do not reregister except as provided in the above paragraph cannot choose a course during that semester. If they are on proficiency/ thesis stage, they are excluded from the assessment and regarded unsuccessful for that semester by consultant/proficiency committee/thesis monitoring committee. The time periods spent during these situations are added to the duration of study.

Semester Exams, Assessment and Objections to Grades

ARTICLE 23 – (1) Apart from midterms and/or studies conducted during the semester, students are assessed by a final exam and/or final project. Final exam schedule determined by the relevant department/art major/science/art chair is announced by the relevant presidential.

(2) Students success is assessed by the assessment method which is announced to students by the lecturer of the relevant course and the success criteria.

(3) Students can retake a course that they fail or choose another course instead. Students can retake the courses that they were successful at in order to raise their GPA with the decision of the Directors of the Board of the Institute.

(4) Midterms and/or studies conducted during the semester, final exam and/or final project are assessed out of 100 points. The success grade is determined by the weight of grades during and end term assessment grade, the assessment of the concerned instructor and success criterion. The weight of the during term assessment grade can be at least 25%, and 75% at most. In order for a student to be considered successful at a relevant course, his master's success letter grade must be at least CC grade; doctorate, integrated doctorate, and proficiency in art success letter grade must be at least CB grade. In distance education, unattended measurement of the evaluation activities to the overall success cannot be more than 20%.

(5) The success letter grade of a credit course is determined by the instructor offering the course. The coefficients of the letter grades and the standard grading used in the calculation of Grade Point Average are indicated below:

<u>Letter Grade</u>	<u>Coefficient</u>	<u>Standard Grading</u>
AA	4,00	90-100
BA	3,50	85-89
BB	3,00	80-84
CB	2,50	75-79
CC	2,00	70-74
DC	1,50	60-69
DD	1,00	50-59
FF	0,00	0-49

(6) In addition, the letters below are used for assessment except the letter grades used in the above chart:

- a) B: Successful
- b) K: Unsuccessful
- c) D: Absentee
- ç) G: Has not taken exam

(7) Grade point average; The success grade obtained from each course is multiplied by the ECTS credit of the course and the obtained results are divided by the total ECTS credit of the taken courses. The total weight of the score obtained for each course builds the student's overall GPA. The obtained average is displayed in two digits after the point and it is rounded up. The highest success letter grades courses, which

provide twenty-one credits for master's, thirty credits for non-thesis, twenty-four credits for doctorate/proficiency in art credits, are considered for calculating GPA. Students who do not take exams are given (G) and their success letter grade is (FF). The latest grade is valid for the courses retaken to raise GPA. All grades are shown in the student status certificate. Specialized field course, thesis preparation course, term project and courses like thesis study are assessed (B) successful or (K) unsuccessful. Grades (B) and (K) are not added to GPA.

(8) GPA for graduation must at least be 2.50/4.00 for master's by thesis/ non-thesis programs and 3.00/4.00 for doctorate and proficiency in art programs. Students who completed all credits but cannot meet the requirement for graduation meet this condition by taking new course/courses.

(9) Students who cannot obtain the right to take the final exam because of failing to meet the conditions related to attendance or course applications are considered absentee (D) and their success letter grade is (FF). Thesis study, workshop and courses like term project are assessed (B) successful or (K) unsuccessful. Grades (B) and (K) are not added to GPA. Students who do not take the exam are given (G) grade and success letter grade is (FF) given.

(10) Exam results except from material errors- open to judicial reviews-cannot be objected. Objection to material errors are made in writing no later than five working days after the exam results are announced in the student information system. The objections that are not made during the time frame are not considered. If material errors are found in the exam papers and exam records, it is corrected by the Board of the Directors of the Institute by taking opinion from the responsible instructor. Material errors are shown to the student and announced within fifteen days.

(11) Principles of education and training related to distance learning programs is subject to the principles of non-thesis program specified in this regulation.

Calculation of Current Service Cost, Tuition and Fees

ARTICLE 24 – (1) Regarding tuition fees; the provisions of articles 44 and 46 of the Law No. 2547, set by the Council of Ministers, in accordance with relevant legislation and other special bilateral agreements provisions are applied. It is a maximum of six semester provided that

PART FOUR

Master's by Thesis Program

Purpose

ARTICLE 25 – (1) The purpose of the master's by thesis program; to provide students with access to information through scientific research, evaluate and interpret information and to ensure students to acquire the ability to develop new ideas/solutions and do artistic work.

The Duration of the Master's by Thesis Program

ARTICLE 26 – (1) The normal duration of the master's by thesis program is four semesters in total consisting two semesters course period and two semesters thesis period. Maximum duration is six semesters provided that contribution margin is paid. Students who fulfil all the obligations in this regulation can graduate in a shorter duration.

Appointment of Advisors and the Determination of the Courses

ARTICLE 27 – (1) Master's by thesis program consists of at least eight course a total of not less than 60 ECTS credits including seminar and specialized field courses, thesis or art studies whose ECTS credits cannot be less than 60.

(2) The Board of Directors of the Institute appoints an advisor/consultant among full-time instructors of the university for each student with the proposal of department/ art major/ science/art chair until the end of the first semester. Appointing an advisor: student's choice, instructor's area of specialization and their consultancy load is taken into consideration. In cases where the nature of the thesis requires multiple consultants, a second consultant can be appointed who works outside the university, a Turkish or a foreign faculty member at any higher education institution. This appointment is realized by considering the department's suggestion upon the request of the consultant and the decision of the Board of the Directors of the Institute. The programs that are carried out in conjunction with at home and foreign universities, the consultant appointed by the other university is accepted as the second consultant.

(3) The upper limit of consultancy number per master's and doctorate faculty members are determined by the authorized bodies of the Institute of Higher Education. The justified reduction of this number of to raise it to 50% is determined by the relevant institute board. An instructor having two joint consultancy is considered to have one consultancy. The consultancy of non-thesis masters are not included in these numbers.

(4) The courses and the registration procedures that a student is to take is determined by the relevant presidency until registration procedures consultant is appointed.

(5) Students must complete the courses they have taken in three years. For students who do not complete the courses that they successfully passed within this period, these course/courses are not included in GPA calculation and students are given in their place the courses that the consultant deem appropriate.

(6) A workshop is given for research students during the courses completion period within the program framework determined by the relevant presidency. The grade evaluation of the workshop course is done by the instructor conducting the course as (B) successful and (K) unsuccessful.

(7) Students who successfully complete the course will give the thesis proposal approved by the advisor to the Institute within three months that he signs up for the thesis. Thesis proposal becomes definite upon the decision of the Board of the Directors of the Institute.

(8) In case of the acceptance of the justified demand of consultant's withdrawal request or student's request for a new consultant, a new consultant is appointed to the student. The appointment process is conducted in accordance with the articles related to determining a consultant. The long-term abroad designated consultant's consultancy ends in six months while his consultancy is maintaining. The consultant change can be done before six months, on request of the student and the consultant together. An instructor's consultancy terminates automatically if he resigns, is appointed to another institution apart from a higher institution for more than six months or transfers with his contract. However, the consultancy duty can be extended up to three months upon the request of the student and the consultant if the master's students is on the final stage of the thesis. The consultancy of instructors who retire or transfers between supreme boards or higher institutions continues until the process ends on request.

(9) At most two of the courses that students who do not take the academic preparation can be chosen from the undergraduate courses provided that they were not taken during the undergraduate study upon the proposal of the consultant. The total ECTS credit of these courses cannot exceed fifteen. Besides, the lessons that are to be taken can be chosen from the courses that are offered in other higher institutions upon the proposal of the relevant institute department academic board and the approval of the Board of Directors of the Institute.

(10) Students who study two master's programs at the same time can in total take at most two common courses that are valid in both two programs. However, course substitution process is conducted by the Board of Directors of the Institute. Except for these two courses, none of the courses taken from any program can be substituted for another program.

(11) The ECTS credit of the courses that a student take or substituted from different higher education institutes, BA education, institute's other department/ art major/science/art chairs or from other institutes of the university and the substituted courses that a student take from two master's program at the same time cannot be more than thirty.

The Conclusion of the Master's Thesis

ARTICLE 28 – (1) A master's thesis student must write obtained results in accordance with writing rules that are approved by the Senate and he must defend his master's thesis verbally in front of the jury. Before the master's thesis is taken for defense, the plagiarism report which is prepared by the relevant student is delivered to the concerned institute.

(2) At least one of the proceedings of student's thesis study must fulfil one of these conditions: must be presented as a poster or verbally in a national, international conference, congress or a symposium, or one of the scientific articles must be accepted for publication/published in an international refereed journals, or must participate at least one artistic activity is sought as a prerequisite for the establishment of a master's thesis defense jury.

(3) The student who meets the condition of publishing submits his master's thesis to the institute with the approval of his consultant.

(4) The thesis jury for master's by thesis is determined by the decision of the Board of the Directors of the Institute among a total of ten members consisting of five academicians suggested by the consultant including himself- regarding their areas of expertise- and another five faculty members suggested by the concerned department/art major chair. The jury consists of at least three members. - One is student's consultant; at least one of them is from another higher institution-. Two more substitute members are determined as well: one of them is from concerned department/art major/science/art chair, and the other one

is from another higher education institute. For master's thesis that have a second consultant the jury consists of five original and two substitute members. The thesis jury cannot be changed apart from the obligatory reasons that are accepted by the Board of the Directors of the Institute.

(5) After the jury members are appointed, the student submits his thesis to the jury members in fifteen days. The members of the jury gather with the written invitation of the institute within the month following the submission of the thesis in question and take the student to the thesis defense examination. The defense examination can be postponed upon the justified decision of the concerned jury. In case of failure of the defense of the thesis within the period, the Board of the Directors of the Institute ex-officio determines a new jury. The members of the jury prepare their personal reports on the thesis in question. The date and the place that the thesis defense examination is conducted within at least seven days before by the institute's department/science chair. The process of the thesis examination consists of the presentation of the thesis study, defense and questions and answers sections and is open to audience. In place of the original member/members who declare their excuse with petition, substitute member/members are invited to thesis defense by the presidency. If the jury members are gathered and the student do not take the thesis defense examination, the situation is retrieved and recorded by the members of the jury, and the record is delivered to the Institute on the same day. If the student documents the justification of his excuse and it is accepted by the Board of the Directors of the Institute, he is taken to defense again within fifteen days from the end period of his excuse. The status of the student who does not present an excuse to the Board of the Directors of the Institute or whose excuse is not accepted or who fails to take the defense examination twice although having an excuse is determined by the Board of the Directors of the Institute and the provision of the eighth paragraph is applied.

(6) After the completion of the thesis defense examination, the jury decides by absolute majority to accept, reject or decide for data correction without audience and in a closed session. This decision is submitted as an official report by the concerned institute within three days following the examination with the personal reports to the institute. Member/members of the jury who make the decision for refusal add their reasons to the official report.

(7) The student whose thesis is decided on corrections does the corrections and re-defends it again in front of the same jury at the latest within three months.

(8) Another consultant is appointed to the student whose thesis is refused or refused after corrections in defense upon the suggestion of the relevant presidency and the decision of the concerned Board of the Directors of the Institute or with the request of the student and if there is a non-thesis master's program is available, the student is given a non-thesis master's diploma and his registration is terminated provided that the requirements – course credit load on master's, project writing and etc- are fulfilled. Upon the proposal of the new consultant, a new thesis topic is determined for the student with the decision of the Board of the Directors of the Institute. The student who is given a new thesis topic can enroll to continue their education provided that they pay tuition fees or student contribution share for the relevant period. In that case, their student status continue without benefiting the other rights given to students except for fulfilling the requirements about thesis and attending classes/exams. Under this article, those wanting to take a non-thesis master's degree are given at most two semesters, those are given another consultant are given at most for semesters extra time.

(9) Those who cannot complete a master's by thesis program successfully in a maximum of three years can register to continue their education provided that they pay tuition fees or student contribution share according to the conditions specified in Article 46 of Law No.2547. In that case, their student status continue without benefiting the other rights given to students except for fulfilling the requirements for thesis preparation and attending classes/exams.

(10) Students who do not submit their thesis to the institute to determine their jury by the approval of their consultant at the end of the maximum duration of study is regarded unsuccessful. However, if the student and the consultant have a reasoned request and if the request is found appropriate by the Board of the Directors of the Institute, the student can be given a maximum of two semesters. Students who are not given extra time or who fails although given extra time –on request- are assigned a new consultant by the Board of the Directors of the Institute. Appointment process is conducted according to the paragraphs related to assigning a consultant. Three different courses that are considered necessary are given to those students upon the suggestion of the consultant and the approval of the Board of the Directors of the Institute. After being successful from those courses, the student can continue to master's thesis study. The students who are within the scope of this article are given a maximum of four semesters extra in order to successfully pass those three courses and finish their thesis study.

(11) The intellectual property rights of the thesis that is found successful as a result of the thesis defense, unless otherwise indicates, belongs to the university.

(12) The master's thesis is prepared according to the relevant language and thesis defense is conducted in that language for master's programs that are carried out in a foreign language.

The Master's by Thesis Diploma

ARTICLE 29 – (1) Students being successful at the master's thesis defense examination must submit at least one copy that is bound and signed by the members of the jury and at least one another copy that is written electronically to the institute within one month from the date of the examination. Master's student who submits their master's thesis and the other documents required by the institute and whose thesis fulfils the requirements of the thesis writing rules- provided that being successful at the thesis defense examination and meeting other conditions- deserve to get a master's by thesis diploma and this diploma is regarded as the graduation date.

PART FIVE

Non- thesis Master's Program

The Course Credits/ Numbers and Duration of Non-Thesis Master's program

ARTICLE 30 – (1) The purpose of non-thesis master's program is to increase the level of students' knowledge in a professional field, to give to the student the information obtained from research and to demonstrate the use of existing information and it consists of a fifteen-credit term project and at least ten courses provided that the sum of ECTS credit cannot be less than seventy-five. Term project courses are taken in the semester following the completion of the term project courses. Students register for the term project during the semester that the term project is taken and presents a written project to their consultant at the end of the semester. Non-thesis master's program can be carried out during a second postgraduate program. The normal duration of a non-thesis master's program is three semesters and maximum duration is six semesters.

The Appointment of a Project Advisor and Determining the Courses

ARTICLE 31 – (1) In non-thesis master's program, an academician is appointed as consultant for each student with the suggestion of the relevant presidency and the decision of the Board of Directors of the Institute at the latest by the end of the first semester. A new consultant is assigned to student if the consultant is appointed to another duty apart from a higher education institute, sickness or withdrawal for other reasons provided that the reasoned request of the concerned presidential or student is accepted by the Board of Directors of the Institute. Student's affairs are conducted by the concerned presidential until a new consultant is appointed.

(2) The advisor approves the student's courses from the system during the date range specified in the academic calendar

(3) The student can choose at most three undergraduate courses that their advisor suggests provided that those courses are not taken during undergraduate study. These courses can be chosen from other higher institutions upon the suggestion of the concerned institute department academic board and the approval of the Board of Directors of the Institute.

(4) Students must complete the courses in three years. For those who cannot complete the courses during this time and if three years passes over the successfully taken courses, these lessons are not included in the GPA calculation and the course/courses that are regarded appropriate by the advisor is given to the student by the decision of the Board of Directors of the Institute. The GPA must be at least 2, 50/4,00 to graduate. The student must register to the term project course in the semester that they will take the course, must write it in accordance with the thesis writing rules, and present it as a seminar in a session that is determined by the concerned presidential and with the attendance of the advisor .The evaluation of the term project course is assessed by the advisor as (B) successful and (K) unsuccessful.

(5) The student who complete their lessons but fail to submit the term project to the institute at the end of the maximum education duration is regarded unsuccessful. However, if the student and the advisor have a reasoned request and it is found appropriate by the Institute Board of Directors, the student can be given two extra semesters. A student who is not given extra time or who fails although given extra time is assigned with a new advisor- on request- to study on a subject by the Board of the Directors of the Institute. The assignment process is conducted according to the articles related to determining an advisor. Three different courses that are regarded necessary for the program are given to those students before starting a new term project upon the suggestion of the advisor and the approval of the concerned institute board of directors. After the start of the new course/courses, the student continues to their term project study. The students who are under this article, are given at most two extra semesters to take at least three courses, be successful at them and complete term project.

(6) Those who cannot complete non-thesis master's program in a maximum of three years, can register to continue their education provided that they pay tuition fees or student contribution share according to the conditions specified in Article 46 of Law No.2547. In that case, their student status continues without benefiting the other rights given to students except for fulfilling the requirements for attending classes/exams.

Non-Thesis Master's Diploma

ARTICLE 32 – (1) Non-thesis master's student who completes ten courses worth at least seventy-five ECTS and finishes term project worth fifteen ECTS successfully deserves to get a non-thesis master's diploma upon the decision of the Board of Directors of the Institute and this decision is accepted as the graduation date. The official name of the program at the institute department that the student is registered is on the non-thesis master's diploma.

Distance-Learning Non-Thesis Master's Program

ARTICLE 33 – (1) The execution of the distance-learning non-thesis master's program is subject to procedures for non-thesis master's program.

(2) Master's by thesis and non-thesis master's formal program students cannot take courses from the distance education program

PART SIX Doctoral Program

The Aim and the Scope of the Program

ARTICLE 34 – (1) The aim of doctoral programs is to equip students with the skills of doing independent research, interpreting scientific phenomena with broad and in-depth analysis and determining the necessary steps that will lead to new syntheses. The authentic thesis to be prepared following doctoral work must bear at least one of the qualities below:

- a) Introducing innovation to science
- b) Developing a new method of scientific research
- c) Applying a well-known method to a new field

The Doctoral Program and Its Duration

ARTICLE 35 – (1) The normal duration of a doctoral program for students who hold a Master's degree is eight semesters, (maximum duration twelve semesters) and for students who are admitted to the program with an undergraduate degree, it is ten semesters (maximum duration eighteen semesters). Students who fulfill all the requirements indicated in this Regulation may graduate in a shorter period of time.

(2) Doctoral program can be organized in the form of a joint at home and international program.

(3) The field and clinic studies of doctoral programs related to Dentistry are decided and conducted by the concerned institute in accordance with the provisions in this Regulation.

The Assignment of an Advisor and the Determination of the Courses

ARTICLE 36 – (1) Doctoral programs consist of courses, proficiency examination, thesis proposal, thesis work and thesis defense examination. Students who are accepted to doctorate programs with a master's degree must complete successfully eight courses worth at least sixty ECTS, proficiency phase worth thirty ECTS and thesis study worth at least ninety ECTS credit whereas students who are accepted with a BA degree must successfully complete sixteen courses worth at least one hundred and twenty ECTS, proficiency phase worth thirty ECTS and thesis study worth at least ninety ECTS.

(2) The Board of the Directors of the Institute appoints an advisor amongst full-time lecturers for each student at the latest by the end of the first semester upon the choice of the student, the opinion of the department/ science academic board and the suggestion of the concerned presidential.

(3) When assigning the first advisor for doctorate programs, the lecturer is required to assist at least one master's by thesis program as the first advisor and help the student complete it successfully before. This does not apply to programs that accept students according to the fifth paragraph of Article 8.

(4) The upper limit of the number of consultancy per faculty member for master's and doctoral programs is determined by the authority councils of the YÖK (the Institute of Higher Education). The concerned Board of Directors of the Institute determines the justified reduction of this number or to raise it up to 50%. The academician who has two joint consultancy is considered to have one consultancy. The consultancy of non-thesis master's program is excluded from this number.

(5) When assigning an advisor to students, students' choice, the expertise of the academician and their consultancy load is taken into consideration. In cases where the nature of the thesis requires more than one advisor, a second advisor who is not a permanent staff working for the university can be appointed from another at home or foreign higher education institute. This assignment is conducted upon the suggestion of the department presidential and the decision of the Board of the Directors of the Institute. A second advisor appointed by another university is accepted for joint programs that are conducted with at home and overseas universities.

(6) The determination of the courses that the student is to take and the registration processes are conducted by the concerned presidential until an advisor is appointed.

(7) The maximum duration to complete the credited courses that are necessary for doctoral program is two years for students who are accepted to the program with master's degree and three years for students who are accepted to the program with a BA degree. For students who cannot complete the courses during this time and if four years passes over the successfully taken courses for students who are admitted to the program with a master's degree and if five years passes over the successfully taken courses for students who are admitted to the program with a BA degree, these course/courses are not included in the GPA calculation and the course/courses that are regarded appropriate by the advisor is given to the student by the decision of the Board of Directors of the Institute.

(8) For students who cannot complete their courses within the stipulated time period and in cases where four years passes over the course/courses that are successfully taken, the student is given again a course/courses that the advisor regards appropriate. Grades that are taken more than four years ago are not included to GPA.

(9) Those who cannot complete the ECTS credit load successfully and those who cannot complete their thesis study within the maximum time period can register to continue their education provided that they pay tuition fees or student contribution share according to the conditions specified in Article 46 of Law No.2547. In that case, their student status continue without benefiting the other rights given to students except for fulfilling the requirements for thesis preparation and attending classes/exams. Those who is registered to a doctoral program with a BA degree and fail: they are given non-thesis master's diploma on request provided that they fulfil the requirements related to the necessary credit load, project and other conditions

(10) A new advisor is appointed to the student with the Board of the Directors of the Institute after the opinion of the department is taken in cases where the advisor demands withdrawal or the reasoned request of the student related to the change of advisor. The appointment process is conducted in accordance with the paragraphs related to determining an advisor. The long-term abroad designated consultant's consultancy ends in six months while his consultancy is maintaining. The consultant change can be done before six months, on request of the student and the consultant together. An instructor's consultancy terminates automatically if he resigns, is appointed to another institution apart from a higher institution for more than six months or transfers with his contract. However, the consultancy duty can be extended up to three months upon the request of the student and the consultant if the doctoral students is on the final stage of the thesis. The consultancy of instructors who retire or transfers between supreme boards or higher institutions continues until the process ends on request.

(11) Students who study two doctoral programs at the same time can in total take at most two common courses that are valid in both two programs. However, course substitution process is conducted by the Board of Directors of the Institute. None of the courses taken from any program can be substituted for another program.

(12) The sum of the courses that are counted or taken from institute's other department/ art major/science/art chairs, the other institutes of the university or different higher education institutions and the courses that are counted while studying two doctoral programs at the same time cannot be more than four and their ECTS credit total cannot be more than thirty. However, for programs that are carried out jointly third and sixth paragraphs of Article 17 are taken into account.

Doctoral Proficiency Examination

ARTICLE 37 – (1) The purpose of the doctoral proficiency examination is to assess whether or not the student has in depth knowledge about basic areas. Students who complete doctoral program successfully with at least 3.00 GPA gain the right to take the proficiency examination. Students who were registered to a doctoral program on 28/6/2008 or before and did not take the proficiency exam/took the proficiency exam and failed gain the right to take the proficiency exam in case of documenting their foreign language examination score which must be at least 55 or equivalent from French, German, Spanish, Russian, Arabic, Chinese, Japanese or Farsi languages. Those whose GPA scores are below 3.00 take the courses that are regarded appropriate for their adviser until they meet with this condition.

(2) Doctoral proficiency examinations are held twice a year, once in each semester. The student who come to the proficiency phase and will take the proficiency examination must choose the proficiency phase from the course registration system at the time when he takes the examination. Students who cannot be successful at the proficiency examination takes the exam again in the next term.

(3) Proficiency exams are held by the proficiency committee consisting of department/ science chair academic board. The committee establishes exam juries in order to prepare exams, apply and assess them by taking the opinion of the advisors. The jury consists of five academic staff- one advisor and at least two academicians from another higher institution- and two substitute academicians- one of them from the same department/ science chair and the other one is from another higher institution-

(4) Proficiency exam is held in two parts: written and oral. The student who is found successful from the written exam by the jury is taken to an oral exam which cannot be more than sixty minutes. The oral examination is open to audience. It consists of listeners, academicians, master's students and field experts. The jury decides whether the student is successful or not with absolute majority in the oral exam. The student who passes the oral exam successfully is regarded to have completed the proficiency exam successfully. The student who passes the written exam but fails in the oral exam, takes only the oral exam in the next proficiency examination. If he is found successful in the oral exam, he is regarded to have completed the proficiency exam successfully. If he is found unsuccessful, the provision in the second paragraph applies in the next semester and the student re-takes both the written and the oral examination. Exam results is delivered to the institute as successful or unsuccessful with the reasoned decision within the three days following the proficiency exam by the concerned presidential.

(5) Students admitted with a master's degree must take the proficiency exam not later than by the end of the fifth semester and students admitted with a BA degree must take the proficiency exam no later than by the end of the seventh semester.

(6) Proficiency examination jury can ask the student who passes the proficiency exam to take extra courses - provided that it does not exceed 1/3 of the total credits- even though they have completed the course load.

(7) Students can request for postponement for their first attempt to the proficiency exam by making a written application to the administration of the institute at the beginning of the term provided that it is not contrary to the fifth paragraph. It can be done without an excuse, and only once. The acceptance of the postponement does not mean that students will be given an extra semester.

Doctoral Thesis Monitoring Committee

ARTICLE 38 – (1) A doctoral thesis monitoring committee is established for the student who is found successful in the proficiency examination upon taking the opinion of the advisor, the suggestion of the concerned presidential and the decision of the Board of the Directors of the Institute at the latest within one month. The consultancy of a student is transferred to the department presidential and a new advisor is appointed if the student's doctoral thesis monitoring committee cannot be established without an excuse within the period.

(2) Thesis monitoring committee comprised of three faculty members including the advisor. One of the two remaining members is selected within the concerned department/science chair, the other one is selected primarily from another higher institution or from another department/science chair within the university. It is considered that the areas of expertise of the members of the thesis Committee to be compatible with the subject of the thesis, especially the members of the thesis committee be from different disciplines for interdisciplinary thesis studies and concerned faculty members take part. The second advisor can attend the committee meetings as audience. After the thesis monitoring committee is established, the members can be changed by taking the reasoned view of the advisor and upon the suggestion of the concerned presidential and the decision of the Board of the Directors of the Institute.

(3) Advisor or the second advisor delivers a report that forms a basis for the report of the thesis monitoring committee before the committee meeting for international joint programs Thesis monitoring committee assesses the report sent and adds it to their report.

Thesis Proposal Defense

ARTICLE 39 – (1) The student who successfully passes the proficiency exam defends their thesis proposal that covers the scope, method and the plan of the study orally in front of the thesis monitoring committee the latest within the six months. The student presents a written report about the proposal in question to the committee members at least fifteen days before the defense.

- (2) Thesis proposal defense is open to audience.
- (3) The thesis monitoring committee decides whether to accept or refuse the thesis proposal with absolute majority. The concerned presidential delivers the decision of the thesis monitoring committee with an official report including reasons within three days following the defense
- (4) The student who does not defend their thesis in six month is considered that their thesis is refused.
- (5) The student whose thesis proposal is refused has the right to ask for a new advisor and to choose a new thesis topic. In this case, a new thesis monitoring committee can be assigned. The student who would like to continue with the same advisor defends his thesis again in three months whereas the student whose advisor and/or thesis topic change defends his thesis in six months again.
- (6) The thesis monitoring committee gathers twice a year; one in January- June and one in July- December for a student whose thesis proposal is accepted. The student presents a written report at least one month before the meeting. The summary of the studies conducted until that moment and the studies that will be done in the next semester is stated in this report. The student's thesis study is assessed as successful or unsuccessful. The decision is delivered to the relevant institute with an official report within three days following the defense. In case of not failure, the reasons are added to the official report.

The Finalization of the Doctoral Thesis

ARTICLE 40 – (1) The student writes the results they get in accordance with the thesis writing rules that are approved by the Senate and defends it orally in front of the jury. Before the student is taken for doctoral thesis defense, the plagiarism program report is submitted to the relevant institute.

(2) At least one scientific article related to the subject of the student's doctoral thesis to be published/accepted for publication at the field indexes that are accepted by the Interuniversity Presidency for the doctoral examination SCI, SCI-Expanded, SSCI, AHCI is sought as a precondition for the establishment of doctoral thesis defense jury. (must have a DOI number)

(3) The student who fulfils the publication condition submits their doctoral thesis to the institute by taking the approval of their advisor for the determination of the jury.

(4) Doctoral thesis jury is determined by the Board of Directors of the Institute amongst five academic members who are suggested by the advisor with the thesis monitoring committee and five academic members suggested by the concerned department/science. Doctoral jury along with the thesis monitoring committee is comprised of five members including at least two lecturer from another higher institution. Also, two substitute members – one university member, the other one is from another higher institution- are determined. The jury consists of seven original and two substitute members of doctoral thesis that have a second advisor. The thesis jury cannot be changed apart from the mandatory reasons that are accepted by the Board of Directors of the Institute.

(5) Student submit their thesis to the members of the jury within fifteen days following the appointments conducted by the Board of Directors of the Institute. The members of the jury gather at least within a month of the submission of the thesis in question to themselves and take the student to the thesis defense examination with the written invitation of the Institute. The defense examination can be postponed for a month with the reasoned decision of the concerned jury. The postponement decision is delivered in writing to the relevant Institute by the advisor the last day of the jury assembly duration the latest. In case of failure of the defense of the thesis within the period, the Board of the Directors of the Institute ex-officio determines a new jury. In case of failure of the defense of the thesis within the period, the Board of the Directors of the Institute ex-officio determines a new jury. The members of the jury prepares their personal reports on the thesis in question. The date and the place that the thesis defense examination is conducted within at least seven days before by the institute's department/science chair. The process of the thesis examination consists of the presentation of the thesis study, defense and questions and answers sections and is open to audience. In place of the original member/members who declare their excuse with petition (except for TIK members), substitute member/members are invited to thesis defense by the presidency. If the jury members are gathered and the student do not take the thesis defense examination, the situation is retrieved and recorded by the members of the jury, and the record is delivered to the Institute on the same day. If the student documents the justification of his excuse and it is accepted by the Board of the Directors of the Institute, he is taken to defense again within fifteen days from the end period of his excuse. . The status of the student who does not present an excuse to the Board of the Directors of the Institute or whose excuse is not accepted or who fails to take the defense examination twice although having an excuse is determined by the Board of the Directors o and seventh paragraph of Article 39 is applied.

(6) After the completion of the thesis defense examination, the jury decides by absolute majority to accept, reject or decide for data correction without audience and in a closed session. This decision is submitted as an official report by the concerned institute within three days following the examination with the

personal reports to the institute. Member/members of the jury who make the decision for refusal add their reasons to the official report.

(7) The student whose thesis is decided on corrections does the corrections and re-defends it again in front of the same jury at the latest within three months.

(8) Another consultant is appointed to the student whose thesis is refused or refused after corrections in defense upon the suggestion of the relevant presidency and the decision of the concerned Board of the Directors of the Institute. Appointment is carried out according to the related Paragraphs.

(9) Those who are admitted to a doctoral program with a BA degree and cannot be successful are granted a non- thesis master's diploma according to the ninth paragraph of Article 36.

(10) The student who completes ECTS credits successfully, who is found successful in the proficiency exam and whose thesis proposal is accepted but who does not submit their thesis to the Institute upon taking the approval of their advisor at the end of the maximum education time is deemed unsuccessful. However, if the student and the consultant have a reasoned request and if the request is found appropriate by the Board of the Directors of the Institute, the student can be given a maximum of two semesters. Students who are not given extra time or who fail although given extra time –on request- are assigned a new consultant by the Board of the Directors of the Institute. Appointment process is conducted according to the paragraphs related to assigning a consultant. Three different courses that are considered necessary are given to those students upon the suggestion of the consultant and the approval of the Board of the Directors of the Institute. After being successful from those courses, the student can continue to doctoral thesis study. The students who are within the scope of this article are given a maximum of eight semesters extra in order to successfully pass those three courses and finish their thesis study.

(11) Extra time is not provided to students who changes their advisor for any reason, the elapsed time is included to the maximum time.

(12) The intellectual property rights of the thesis that is found successful as a result of the thesis defense, unless otherwise indicates, belongs to the university

(13) The doctoral thesis is prepared according to the relevant language and thesis defense is conducted in that language for doctoral programs that are carried out in a foreign language.

Doctoral Diploma

ARTICLE 41 – (1) Students being successful at the doctoral thesis defense examination must submit at least one copy that is bound and signed by the members of the jury and at least one another copy that is written electronically to the institute within one month from the date of the examination. Doctoral student who submits their doctoral thesis and the other documents required by the institute and whose thesis fulfils the requirements of the thesis writing rules- provided that being successful at the thesis defense examination and meeting other conditions- deserve to get a doctoral diploma and this diploma is regarded as the graduation date.

PART SEVEN

Proficiency in Art Program

The Aim and the Scope of the Program

ARTICLE 42 – (1) The aim of the proficiency in art program is to equip students with the skills of doing independent research, interpreting scientific phenomena with broad and in-depth analysis and determining the necessary steps that will lead to new syntheses or exhibition of an original and qualified work of art and to create a work of art that exhibits a superior creativity and applications. The authentic thesis to be prepared following doctoral work must bear at least one of the qualities below:

- a) Introducing innovation to science
- b) Developing a new method of scientific research
- c) Applying a well-known method to a new field

The Duration of the Proficiency in Art Program

ARTICLE 43 – (1) The period to complete this program is eight semesters for students accepted with a master's degree and twelve semesters for students accepted with a bachelor's degree. The normal period of the program is ten semesters and the maximum period for successful completion of the credit-bearing courses is eighteen semesters for students with a bachelor's degree. Students who have met all the requirements in the regulation may complete the program can graduate earlier.

(2) Proficiency in arts programs can be organized as integrated programs at home and abroad.

(3) Instead of doctoral thesis, exhibition, concert, recital or project can be done as a proficiency in art

study. The procedures related to proficiency in art programs is subject to the procedures in doctoral programs

Assignment of Supervisor and the Determination of the Courses

ARTICLE 44 –(1) The phases of the proficiency in art program are; courses, proficiency examination, thesis proposal, thesis studies and thesis defense examination. Students admitted to the proficiency in art program with a master's degree must successfully complete eight courses worth at least sixty ECTS credits, proficiency period worth thirty ECTS and thesis/art study worth at least ninety ECTS; students who are admitted to the program with a BA degree must complete sixteen courses worth at least one hundred and twenty ECTS, proficiency period worth thirty ECTS and thesis/art study worth at least ninety ECTS credits.

(2) The Board of the Directors of the Institute appoints a full-time advisor amongst university's faculty members upon the preference of the student, opinion of the department/art major/science/ art chair and the suggestion of the relevant presidential at the latest by the end of the first semester

(3)When assigning the first advisor for proficiency in art programs, the lecturer is required to assist at least one master's by thesis program as the first advisor and help the student complete it successfully before.

(4) The upper limit of the number of consultancy per faculty member for master's and proficiency in art programs is determined by the authority councils of the YÖK (the Institute of Higher Education). The concerned Board of Directors of the Institute determines the justified reduction of this number or to raise it up to 50%. The academician who has two joint consultancy is considered to have one consultancy. The consultancy of non-thesis master's program is excluded from this number.

(5) When assigning an advisor to students, students' choice, the expertise of the academician and their consultancy load is taken into consideration. In cases where the nature of the thesis requires more than one advisor, a second advisor who is not a permanent staff working for the university can be appointed from another in country or foreign higher education institute. This assignment is conducted upon the suggestion of the department presidential and the decision of the Board of the Directors of the Institute. A second advisor appointed by another university is accepted for joint programs that are conducted with at home and overseas universities.

(6) The determination of the courses that the student is to take and the registration processes are conducted by the concerned presidential until an advisor is appointed.

(7) The maximum duration to complete the credited courses that are necessary for proficiency in art programs is two years for students who are accepted to the program with master's degree and three years for students who are accepted to the program with a BA degree. For students who cannot complete the courses during this time and if four years passes over the successfully taken courses for students who are admitted to the program with a master's degree and if five years passes over the successfully taken courses for students who are admitted to the program with a BA degree, these course/courses are not included in the GPA calculation and the course/courses that are regarded appropriate by the advisor is given to the student by the decision of the Board of Directors of the Institute.

(8) For students who cannot complete their courses within the stipulated time period and in cases where four years passes over the course/courses that are successfully taken, the student is given again a course/courses that the advisor regards appropriate. Grades that are taken more than four years ago are not included to GPA.

(9) Those who cannot complete the ECTS credit load successfully and those who cannot complete their thesis study within the maximum time period can register to continue their education provided that they pay tuition fees or student contribution share according to the conditions specified in Article 46 of Law No.2547. In that case, their student status continue without benefiting the other rights given to students except for fulfilling the requirements for thesis preparation and attending classes/exams.

Those who are registered to proficiency in art program with a BA degree and fail: they are given non-thesis master's diploma on request provided that they fulfil the requirements related to the necessary credit load, project and other conditions

10) A new advisor is appointed to the student with the Board of the Directors of the Institute after the opinion of the department is taken in cases where the advisor demands withdrawal or the reasoned request of the student related to the change of advisor. The appointment process is conducted in accordance with the paragraphs related to determining an advisor. The long-term abroad designated consultant's consultancy ends in six months while his consultancy is maintaining. The consultant change can be done before six months, on request of the student and the consultant together. An instructor's consultancy terminates automatically if he resigns, is appointed to another institution apart from a higher institution for more than six months or transfers with his contract. However, the consultancy duty can be extended up to three months upon the request of the student and the consultant if the doctoral students is on the final stage of the thesis. The consultancy of

instructors who retire or transfers between supreme boards or higher institutions continues until the process ends on request.

(11) Students who study two proficiency in art programs at the same time can in total take at most two common courses that are valid in both two programs. However, course substitution process is conducted by the Board of Directors of the Institute. None of the courses taken from any program can be substituted for another program.

(12) The sum of the courses that are counted or taken from institute's other department/ art major/science/art chairs, the other institutes of the university or different higher education institutions and the courses that are counted while studying two proficiency in art programs at the same time cannot be more than four and their ECTS credit total cannot be more than thirty. However, for programs that are carried out jointly third and sixth paragraphs of Article 17 are taken into account.

Proficiency in Art Examination

ARTICLE 45 (1) The purpose of the proficiency in art examination is to assess whether or not the student has in depth knowledge about basic areas. Students who complete doctoral program successfully with at least 3.00 GPA gain the right to take the proficiency examination. Students who were registered to a proficiency in art program on 28/6/2008 or before and did not take the proficiency exam/took the proficiency exam and failed gain the right to take the proficiency exam in case of documenting their foreign language examination score which must be at least 55 or equivalent from French, German, Spanish, Russian, Arabic, Chinese, Japanese or Farsi languages. Those whose GPA scores are below 3.00 take the courses that are regarded appropriate for their adviser until they meet with this condition.

(2) Proficiency in art examinations are held twice a year, once in each semester. The student who come to the proficiency phase and will take the proficiency examination must choose the proficiency phase from the course registration system at the time when he takes the examination. Students who cannot be successful at the proficiency examination takes the exam again in the next term.

(3) Proficiency exams are held by the proficiency committee consisting of department/ science chair academic board. The committee establishes exam juries in order to prepare exams, apply and assess them by taking the opinion of the advisors. The jury consists of five academic staff- one advisor and at least two academicians from another higher institution- and two substitute academicians- one of them from the same department/ science chair and the other one is from another higher institution-

(4) Proficiency exam is held in two parts: written and oral. The student who is found successful from the written exam by the jury is taken to an oral exam which cannot be more than sixty minutes. The oral examination is open to audience. It consists of listeners, academicians, master's students and field experts. The jury decides whether the student is successful or not with absolute majority in the oral exam. The student who passes the oral exam successfully is regarded to have completed the proficiency exam successfully. The student who passes the written exam but fails in the oral exam, takes only the oral exam in the next proficiency examination. If he is found successful in the oral exam, he is regarded to have completed the proficiency exam successfully. If he is found unsuccessful, the second paragraph of Article 45 is re-applied in the next semester and the student re-takes both the written and the oral examination. Exam results is delivered to the institute as successful or unsuccessful with the reasoned decision within the three days following the proficiency exam by the concerned presidential.

(5) Students admitted with a master's degree must take the proficiency exam no later than by the end of the fifth semester and students admitted with a BA degree must take the proficiency exam no later than by the end of the seventh semester.

(6) Proficiency examination jury can ask the student who passes the proficiency exam to take extra courses - provided that it does not exceed 1/3 of the total credits- even though they have completed the course load.

(7) Students can request for postponement for their first attempt to the proficiency exam by making a written application to the administration of the institute at the beginning of the term provided that it is not contrary to the fifth paragraph. It can be done without an excuse, and only once. The acceptance of the postponement does not mean that students will be given an extra semester

Proficiency in Art Thesis Monitoring Committee

ARTICLE 46 – (1) A doctoral thesis monitoring committee is established for the student who is found successful in the proficiency examination upon taking the opinion of the advisor, the suggestion of the concerned presidential and the decision of the Board of the Directors of the Institute at the latest within one month. The consultancy of a student is transferred to the department presidential and a new advisor is appointed if the student's doctoral thesis monitoring committee cannot be established without an excuse within the period.

(2) Thesis monitoring committee comprised of three faculty members including the advisor. One of the

two remaining members is selected within the concerned department/science chair, the other one is selected primarily from another higher institution or from another department/science chair within the university. It is considered that the areas of expertise of the members of the thesis Committee to be compatible with the subject of the thesis, especially the members of the thesis committee be from different disciplines for interdisciplinary thesis studies and concerned faculty members take part. The second advisor can attend the committee meetings as audience. After the thesis monitoring committee is established, the members can be changed by taking the reasoned view of the advisor and upon the suggestion of the concerned presidential and the decision of the Board of the Directors of the Institute.

(3) Advisor or the second advisor delivers a report that forms a basis for the report of the thesis monitoring committee before the committee meeting for international joint programs. Thesis monitoring committee assesses the report sent and adds it to their report.

Thesis Proposal Defense

ARTICLE 47 –(1)The student who successfully passes the proficiency exam defends their thesis proposal that covers the scope, method and the plan of the study orally in front of the thesis monitoring committee the latest within the six months. The student presents a written report about the proposal in question to the committee members at least fifteen days before the defense.

(2) Thesis proposal defense is open to audience.

(3) The thesis monitoring committee decides whether to accept or refuse the thesis proposal with absolute majority. The concerned presidential delivers the decision of the thesis monitoring committee with an official report including reasons within three days following the defense

(4) The student who does not defend their thesis in six month is considered that their thesis is refused.

(5) The student whose thesis proposal is refused has the right to ask for a new advisor and to choose a new thesis topic. In this case, a new thesis monitoring committee can be assigned. The student who would like to continue with the same advisor defends his thesis again in three months whereas the student whose advisor and/or thesis topic change defends his thesis in six months again.

(6) The thesis monitoring committee gathers twice a year; one in January- June and one in July-December for a student whose thesis proposal is accepted. The student presents a written report at least one month before the meeting. The summary of the studies conducted until that moment and the studies that will be done in the next semester is stated in this report. The student's thesis study is assessed as successful or unsuccessful. The decision is delivered to the relevant institute with an official report within three days following the defense. In case of not failure, the reasons are added to the official report.

(7) The consultancy is transferred to the concerned department presidential for the student who is found unsuccessful by the thesis monitoring committee twice consecutively or three times in total or the student whose thesis committee does not gather twice consecutively or three times in total. A new advisor is appointed to the student upon the suggestion of the concerned presidential and the decision of the concerned Board of Directors of the Institute.

The Finalization of the Proficiency in Art Thesis

ARTICLE 48 – (1) The student writes the results they get in accordance with the thesis writing rules that are approved by the Senate and defends it orally in front of the jury. Before the student is taken for proficiency in art thesis defense, the plagiarism program report is submitted to the relevant institute.

(2) At least one scientific article related to the subject of the student's doctoral thesis to be published/accepted for publication at the field indexes or holding an event (concert, performance, exhibition, fashion show, workshop or project applications)is sought as a precondition for the establishment of doctoral thesis defense jury. (must have a DOI number)

(3) The student who fulfils the publication condition submits their proficiency in art thesis to the institute by taking the approval of their advisor for the determination of the jury.

(4) Proficiency in art thesis jury is determined by the Board of Directors of the Institute amongst five academic members who are suggested by the advisor with the thesis monitoring committee and five academic members suggested by the concerned department/science. Proficiency in art jury along with the thesis monitoring committee is comprised of five members including at least two lecturer from another higher institution. Also, two substitute members – one university member, the other one is from another higher institution- are determined. The jury consists of seven original and two substitute members of doctoral thesis that have a second advisor. The thesis jury cannot be changed apart from the mandatory reasons that are accepted by the Board of Directors of the Institute.

5) The student submits their thesis to the members of the jury within fifteen days following the appointments conducted by the Board of Directors of the Institute. The members of the jury gather at least within a month of the submission of the thesis in question to themselves and take the student to the thesis defense examination with the written invitation of the Institute. The defense examination can be postponed

for a month with the reasoned decision of the concerned jury. The postponement decision is delivered in writing to the relevant Institute by the advisor the last day of the jury assembly duration the latest. In case of failure of the defense of the thesis within the period, the Board of the Directors of the Institute ex-officio determines a new jury. In case of failure of the defense of the thesis within the period, the Board of the Directors of the Institute ex-officio determines a new jury. The members of the jury prepares their personal reports on the thesis in question. The date and the place that the thesis defense examination is conducted within at least seven days before by the institute's department/science chair. The process of the thesis examination consists of the presentation of the thesis study, defense and questions and answers sections and is open to audience. In place of the original member/members who declare their excuse with petition (except for TIK members), substitute member/members are invited to thesis defense by the presidency. If the jury members are gathered and the student do not take the thesis defense examination, the situation is retrieved and recorded by the members of the jury, and the record is delivered to the Institute on the same day. If the student documents the justification of his excuse and it is accepted by the Board of the Directors of the Institute, he is taken to defense again within fifteen days from the end period of his excuse. . The status of the student who does not present an excuse to the Board of the Directors of the Institute or whose excuse is not accepted or who fails to take the defense examination twice although having an excuse is determined by the Board of the Directors o and seventh paragraph of Article 47 is applied.

(6) After the completion of the thesis defense examination, the jury decides by absolute majority to accept, reject or decide for data correction without audience and in a closed session. This decision is submitted as an official report by the concerned institute within three days following the examination with the personal reports to the institute. Member/members of the jury who make the decision for refusal add their reasons to the official report.

(7) The student whose thesis is decided on corrections does the corrections and re-defends it again in front of the same jury at the latest within three months.

(8) Another consultant is appointed to the student whose thesis is refused or refused after corrections in defense upon the suggestion of the relevant presidency and the decision of the concerned Board of the Directors of the Institute. Appointment is carried out according to the related Paragraphs.

(9) Those who are admitted to proficiency in art program with a BA degree and cannot be successful are granted a non- thesis master's diploma according to the ninth paragraph of Article 44.

(10) The student who completes ECTS credits successfully, is found successful in the proficiency exam and whose thesis proposal is accepted but who does not submit their thesis to the Institute upon taking the approval of their advisor at the end of the maximum education time is deemed unsuccessful. However, if the student and the consultant have a reasoned request and if the request is found appropriate by the Board of the Directors of the Institute, the student can be given a maximum of two semesters. Students who are not given extra time or who fails although given extra time –on request- are assigned a new consultant by the Board of the Directors of the Institute. Appointment process is conducted according to the paragraphs related to assigning a consultant. Three different courses that are considered necessary are given to those students upon the suggestion of the consultant and the approval of the Board of the Directors of the Institute. After being successful from those courses, the student can continue to doctoral thesis study. The students who are within the scope of this article are given a maximum of eight semesters extra in order to successfully pass those three courses and finish their thesis study.

(11) Extra time is not provided to students who changes their advisor for any reason, the elapsed time is included to the maximum time.

(12) The intellectual property rights of the thesis that is found successful as a result of the thesis defense, unless otherwise indicates, belongs to the university

(13) The proficiency in art thesis is prepared according to the relevant language and thesis defense is conducted in that language for doctoral programs that are carried out in a foreign language.

Proficiency in Art Diploma

ARTICLE 49 – (1) Students being successful at the proficiency in art thesis defense examination must submit at least one copy of their proficiency in art thesis that is bound and signed by the members of the jury and at least one another copy that is written electronically to the institute within one month from the date of the examination. Proficiency in art student who submits their doctoral thesis and the other documents required by the institute and whose thesis fulfils the requirements of the thesis writing rules- provided that being successful at the thesis defense examination and meeting other conditions- deserve to get a doctoral diploma and this diploma is regarded as the graduation date.

PART EIGHT
Miscellaneous and Final Provisions

Holding Exams Using Electronic Media

ARTICLE 50 – (1) In master's programs, the thesis monitoring/ defense examination can be held by using voice and video communication technologies in cases where the other jury member/members are in another city/country provided that the absolute majority attends the examination.

Research Assistants at Newly-Established and Developing Academic Institutions

ARTICLE 51 – (1) Research assistants who are appointed to newly-established, developing or high technology institutes to do master's are admitted to master's programs according to the conditions set by the Board of the Directors of the Institute upon the suggestion of the concerned university or the high technology institute, the opinion of the advisor and researcher training board and the decision of the Higher Institution Board

Private Agreements

ARTICLE 52 – (1) Students are admitted to do master's within the framework of private agreements made between the university and official or private institutions/organizations and that are approved by the Senate.

Situations for which There are No Provisions in the Regulation

ARTICLE 53 – (1) In cases where there are no provisions in this Regulation, the decisions of Master's Education-Training Institutes' Organization and Functioning Regulation published in the Official Gazette no. 17976 dated 3.3.1983, concerned legislation provisions, Higher Education Institute, Senate and the Board of the Directors of the Institute are executed.

Invalidated Article

ARTICLE 54 – (1) The regulation entitled Gazi University Master's-Education- Training and Examination published in the Official Gazette no. 28736 dated 15/8/2013 has been invalidated.

Orientation

TEMPORARY ARTICLE (1) The seventh paragraph of Article twenty-three, the second paragraph of the Article two, the first paragraph of the Article thirty-six, the first paragraph of the Article thirty-seven, the second paragraph of the Article forty, the first paragraph of the Article forty-four, the first paragraph of the Article forty-five and the second paragraph of the Article forty-eight do not apply to students who registered before 2013-2014 academic year fall semester.

(2) Students who started their studentship before the ECTS credit implementation and still a student:

The courses taken are assessed with the updated ECTS credits. In cases where the relevant course is not offered, the course is calculated on the ECTS credit value accepted and transcripts are attached to the diploma.

(3) Students who are registered before 2008-2009 academic year fall semester and took the proficiency examination without meeting the foreign language requirement must fulfil this requirement before taking the thesis defense examination.

(4) The first paragraph of the Article 17 does not apply to students who are registered before 2014-2015 academic year fall semester,

Validity

ARTICLE 55 – (1) This regulation is effective as of the date of its release.

Execution

ARTICLE 56 – (1)The provisions of this regulation are implemented by the Rector of Gazi University