

**İSTANBUL KÜLTÜR UNIVERSITY**  
**EDUCATION AND EXAMINATION REGULATIONS FOR GRADUATE (MASTER'S) AND**  
**POSTGRADUATE (DOCTORATE) PROGRAMS**

**PART ONE**

**Objective, Scope, Legal Basis and Definitions**

**Objective**

**ARTICLE 1** – (1) The objective of these Regulations is to set forth and govern the principles of education and examination applicable for the graduate (master's) and postgraduate (doctorate) programs carried out at the institutes that are affiliated to İstanbul Kültür University.

**Scope**

**ARTICLE 2** – (1) The scope of these Regulations encompass the provisions regarding the education, scientific research and application activities carried out at the graduate (master's) and postgraduate (doctorate) programs delivered at İstanbul Kültür University.

**Legal Basis**

**ARTICLE 3** – (1) These Regulations have been issued on the basis of the provisions of Article 14 of the Code of Higher Education No. 2547, enacted on 4/11/1981.

**Definitions**

**ARTICLE 4** – (1) The following terms in this Regulation shall have the following meanings;

- a) ECTS: The European Credit Transfer System,
- b) ALES: Academic Personnel and Graduate Education Exam,
- c) Institute: Any institute, which carries out graduate education activities in affiliation to İstanbul Kültür University,
- ç) Plagiarism: To use by a person the ideas, methods, data or works of another person, without making reference to such other person in accordance with scientific rules, pretending that such ideas, methods, data or works are of her/his own or thought, developed or created by her/him, partially or entirely,
- d) ÖSYM: The Measuring, Selection and Placement Center,
- e) Rector's Office: The Rector's Office of İstanbul Kültür University,
- f) Senate: The Senate of İstanbul Kültür University,
- g) NCS: The National Credit System,
- h) University: İstanbul Kültür University,
- i) YDS: The Foreign Language Knowledge Level Determination Exam.

**PART TWO**

**Admission to Graduate (Master's) and Postgraduate (doctorate) Programs**

**Determination and announcement of placement quotas and special requirements**

**ARTICLE 5** – (1) Each department/ art major of each institute shall, at the end of each semester, propose the graduate (master's), postgraduate (doctorate) and proficiency-in-art programs, which it intends to open within the following semester, the number of students, which they intend to admit to each of such programs, and the special requirements of application and admission applicable, if any, for each of such programs, including foreign language proficiency, to the respective institute thereof, in accordance with the relevant resolution of the Inter-University Council. The proposals shall be assessed, discussed and resolved by the committee of the relevant institute, and be finalized upon being approved by the Senate.

(2) The Rector's Office shall announce the names of the graduate (master's), postgraduate (doctorate) and proficiency-in-art programs, to which each institute will admit students, the number of students to be admitted, the special requirements for application, if any, the deadlines for application, the exam dates, and the other information that could be deemed necessary, collectively.

**Requirements for application**

**ARTICLE 6** – (1) The requirements for application to graduate (master's) and postgraduate (doctorate) programs are provided as follows:

a) Application to a graduate (master's) program requires the applicant to hold an undergraduate degree diploma in respect of any of the undergraduate programs determined specifically for such graduate (master's) program, and to have scored a standard grade of 55, at minimum, in the grade type applicable for the program applied at ALES, which is held centrally by ÖSYM, except for the special requirements announced for certain programs. ALES grade requirement shall not be applicable for admission of students to non-thesis graduate (master's) programs. The students,

who have enrolled to an undergraduate program, may, provided that such enrollment would not add to the course load that is necessary for them to obtain their undergraduate degrees and that is not included in the mandatory credit account, enroll to a graduate (master's) program upon the proposal of the relevant department and under the resolution of the Senate, and took not more than three courses, and should they pass such courses so taken successfully, they may have such courses taken into account as a part of the course load of the graduate (master's) program.

b) Application to a postgraduate (doctorate) program requires the applicant to hold an undergraduate degree or thesis graduate (master's) program diploma in respect of any of the undergraduate or graduate (master's) programs determined specifically for such postgraduate (doctorate) program, or a diploma of graduation from a faculty of medicine, faculty of dentistry or a veterinary school, the period of study excluding the preparatory class of which is not shorter than ten semesters, or expertise qualification awarded in a laboratory branch in accordance with the provisions of the applicable regulations, and to have scored a standard grade of 55, at minimum, in the grade type applicable for the program applied at ALES except for the special requirements announced for certain programs or, in the case of an applicant, who holds an undergraduate degree diploma, to have scored a standard grade of 80 at minimum and to have a graduation average not lower than 3 out of 4 or an equivalent grade. Also, admission to a postgraduate (doctorate) program strictly requires the applicant to have scored not lower than 55 at the central foreign language exam or an equivalent grade at another exam, the equivalence of which is recognized by the Board of Directors of ÖSYM, in held English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese or Persian, which should not be the mother tongue of the student.

c) Application to a proficiency-in-art program requires the applicant to hold an undergraduate degree or graduate (master's) program diploma in respect of any of the undergraduate or graduate (master's) programs determined specifically for such proficiency-in-art program, and to have scored a standard grade of 55, at minimum, in the verbal grade type at ALES except for the special requirements announced for certain programs or, in the case of an applicant, who holds an undergraduate degree diploma, to have scored a standard grade of 80 at minimum and to have a graduation average not lower than 3 out of 4 or an equivalent grade. Also, admission to a proficiency-in-art program strictly requires the applicant to have scored not lower than 55 at the central foreign language exam or an equivalent grade at another exam, the equivalence of which is recognized by the Board of Directors of ÖSYM, in held English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese or Persian, which should not be the mother tongue of the student.

ç) The admission to a graduate (master's) program or a postgraduate (doctorate) program requires any Turkish national applicant, who resides in abroad, and any applicant of foreign nationality to hold an undergraduate and/or graduate (master's) degree in connection to the program applied. ALES grade requirement shall not be applicable for the graduate (master's) and postgraduate (doctorate) program applications of the said candidates. Also, applicants of a foreign nationality should meet the Turkish proficiency requirements provided within Article 9 in order for them to be entitled to apply for a program, in which the medium of instruction is Turkish.

#### **Form of application**

**ARTICLE 7 –**(1) Each applicant shall deliver the letter of application, to which s/he shall enclose the documentary proof of her/his educational status as well as the other documents required by the board of the relevant institute, to the directorate of such institute within the prescribed period of time. In the cases, where the diploma that is required to be submitted for application has been issued by an institution that is based in abroad; the original copy of the documentary proof of the recognition by the Council of Higher Education of such issuing institution or a duplicate copy, which has been certified by the issuing institution to be authentic, should also be delivered. In the cases, where the applicant is subject to the foreign language proficiency exam, s/he shall also specify the foreign language among such foreign languages, for which the board of the relevant institute has agreed to the holding of a proficiency exam. The original copies or the duplicate copies, which are certified by the institute to be authentic, of the documents required for application shall be accepted. In respect of the military service status and the criminal record; the applicant's representations shall be taken into consideration.

(2) The applications of the applicants, who are of a foreign nationality, or the applicants, who are Turkish nationals and reside in abroad, may be received electronically upon the proposal of the board of the relevant institute and in accordance with the requirements of admission determined under the resolution of the Senate.

#### **Assessment of applications**

**ARTICLE 8 –**(1) The applicants shall be assessed by juries. A jury shall be comprised of at least three members, who shall be appointed by the relevant department/ art major. A separate jury may be constituted for each individual graduate (master's) or postgraduate (doctoral) program carried out at a department/ art major.

(2) The academic standing of an applicant, who applies for a graduate (master's) or postgraduate (doctoral) program, shall be determined on the basis of the total grade thereof that is calculated out of the full grade of 100.

(3) The achievement grade of an applicant, who has applied for a thesis graduate (master's) program, shall be determined in accordance with the following criteria:

- a) 50% of ALES grade,
  - b) 10% of the point scored at the foreign language proficiency exam to held by the relevant department or at YDS or an equivalent foreign language exam,
  - c) 20% of the grade point average scored at the relevant undergraduate program,
  - ç) 20% of the grade scored out of the full grade of 100 at the interview/ science exam assessment.
- d) The full and substitute applicants shall be determined by way of the ranking of the applicants, whose calculated total grades out of the full grade of 100 are not lower than 65, in a descending order. In the cases where total grades are equal, the applicant with a higher grade point average scored at the relevant undergraduate program shall be ranked higher.

(4) The achievement grade of an applicant, who has applied for a non-thesis graduate (master's) program, shall be determined in accordance with the following criteria:

- a) 10% of the point scored at the foreign language proficiency exam to held by the relevant department or at YDS or an equivalent foreign language exam,
  - b) 40% of the grade point average scored at the relevant undergraduate program,
  - c) 50% of the grade scored out of the full grade of 100 at the interview/ science exam assessment.
- ç) The full and substitute applicants are determined by way of the ranking of the applicants, whose calculated total grades out of the full grade of 100 are not lower than 65, in a descending order. In the cases where total grades are equal, the applicant with a higher grade point average scored at the relevant undergraduate program shall be ranked higher.

(5) The achievement grade of an applicant, who has applied for a postgraduate (doctorate)/ proficiency-in-art program, shall be determined in accordance with the following criteria:

- a) 50% of ALES grade,
  - b) 10% of the point scored at YDS or an equivalent foreign language proficiency exam that is recognized by the Inter-University Council.
  - c) 20% of the grade point average scored at the relevant graduate (master's)/ undergraduate program,
  - ç) 20% of the grade scored out of the full grade of 100% at the interview/ science exam assessment.
- d) The full and substitute applicants are determined by way of the ranking of the applicants, whose calculated total grades out of the full grade of 100 are not lower than 75, in a descending order. In the cases where total grades are equal, the applicant with a higher interview assessment grade shall be ranked higher.

(6) The department/ art major shall draw up the ranking made thereby in the form of a list and deliver such list to the directorate of the relevant institute on the basis of the a formal record.

(7) The board of the institute shall identify the applicants, who meet the applicable requirements, with respect to the placement quota of the relevant program in the forms of the list of full applicants and the list of substitute applicants.

(8) The decision about the admission to a certain graduate (master's) program of an applicant, who holds an undergraduate degree in another field, or the referral of the same to the scientific preparation program shall be made by the board of the institute with consideration of the opinion of the relevant department/ art major.

(9) The foreign language exam score requirement in respect of a program, the medium of instruction in which is a foreign language, shall be determined by the board of the institute upon the proposal of the relevant department/ art major.

(10) The applications by the applicants, who are of a foreign nationality, and by the applicants, who are Turkish nationals and reside in abroad, shall be assessed by the board of the relevant institute with consideration of the relevant department within a period of fifteen days.

#### **Foreign language proficiency exam, exemption and foreign language preparatory class**

**ARTICLE 9 –(1)** The foreign language(s), in which the applicant is required to have a certain level of command, and the required level of command in such foreign language(s) for enrollment to a graduate (master's) or postgraduate (doctorate) program shall be determined by the board of the relevant institute upon the proposal of the relevant department/ art major, and be specified within the announcement that shall be made in accordance with Article 5.

(2) Any applicant, who has scored not lower than 70 at a centrally held foreign language proficiency exam or has scored a point that is equivalent to such point at an international foreign language exam, the equivalence of which is recognized and accepted by ÖSYM, with a view to enroll to a graduate (master's) or postgraduate (doctorate) program, the medium of instruction in which is a foreign language, or any applicant, who has been awarded an

undergraduate or graduate degree in a program at the University, in which the medium of instruction is a foreign language, or any applicant, who applies for a graduate (master's) or postgraduate (doctorate) program at the University within a period that is not longer than two academic years after her/his graduation from a university that is based at home or in abroad, in which the medium of instruction is a foreign language, may be exempted by the board of the relevant institute from the foreign language proficiency exam.

(3) In respect of the Turkish language proficiency requirement for applicants, who are of a foreign nationality; an applicant is required to have graduated from a Turkish language teaching course opened by a diplomatic mission in abroad of the Republic of Turkey or a governmental entity or agency, a Turkish language teaching center of a Turkish university or a Turkish language teaching unit of the University with a graduation grade that is not lower than 70 out of a hundred or an equivalent point or to have scored not lower than 70 out of a hundred or an equivalent point at a Turkish language proficiency exam held by one of the entities, agencies or institutions mentioned above.

(4) Any applicant, who fails to meet the foreign language proficiency level requirement despite meeting the other requirements that have been determined by the board of the relevant institute upon the proposal of the relevant institute department/ art major and approved by the Senate, and any applicant of a foreign nationality, who fails meet the Turkish foreign language proficiency level requirement, may attend the foreign language preparatory class of the University's foreign languages center or Turkish foreign language preparatory class education at the Turkish language teaching unit of the University under the provisions of the Regulation on the Principles to Be Followed in Respect of Foreign Language Education and Instruction in A Foreign Language, which was promulgated within the issue No. 29662, dated 23/3/2016, of the Official Gazette. Any applicant, who fails to pass, shall be granted the right to repeat the foreign language preparatory class on the condition that s/he pays the relevant student contribution amount or the tuition fee. The maximum period that could be spent at the foreign language preparatory class is one calendar year, which may not be extended except for semester leaves. The period spent at the foreign language preparatory class may not be included to the period of the relevant graduate (master's) or postgraduate (doctorate) program specified in these Regulations.

#### **Science assessment exam**

**ARTICLE 10** – (1) The knowledge and achievement levels of any applicant, who applies for a graduate (master's) or postgraduate (doctorate) program, shall be assessed according to the result of a written exam and/or interview to be held or conducted by the relevant institute department/ art major. The members of the jury, who will be assigned to serve during the exams, shall be identified and appointed by the relevant institute department/ art major.

#### **Announcement of results and enrollment**

**ARTICLE 11** – (1) In the event the number of applicants, who are determined by the board of the relevant institute to be successful as a result of the assessment conducted, is, according to the opinion of the relevant institute department/ art major, more than the placement quota that had been announced, a ranking in descending order in terms of the grades is arranged and such number of applicants that is equal to the relevant placement quota are considered to have succeeded. The results shall be announced upon being finalized by the resolution of the board of the relevant institute.

(2) Any applicant, who is admitted for a graduate (master's) or postgraduate (doctorate) program, shall apply with the required documents and enroll on a final basis to the relevant institute directorate between such dates that are determined by the board of the relevant institute. Any applicant, who fails to enroll within the specified period of time, shall forfeit her/his right of enrollment. The board of the relevant institute may resolve for any applicant, who fails to enroll within the specified period of time but has a valid excuse, to be permitted to enroll on a final basis. The original copies or the duplicate copies, which are certified by the institute to be authentic, of the documents required for enrollment shall be accepted. In respect of the military service status and the criminal record; the applicant's representations shall be taken into consideration.

(3) In the event the number of applicants, who apply or are admitted to a graduate (master's) or postgraduate (doctorate) program, is equal to or less than five; the board of the relevant institute may, upon obtaining the opinion of the head of the relevant institute department/ art major, decide for such program not to be opened in the relevant semester or academic year.

(4) Except for non-thesis graduate (master's) programs; any applicant may not enroll to and attend multiple graduate (master's) or postgraduate (doctorate) programs concurrently.

#### **Tuition fees**

**ARTICLE 12** – (1) The tuition fee payable for each individual graduate (master's) and postgraduate (doctorate) program at the University shall be determined by the Board of Trustees of the University upon the proposal of the Board of Directors of the University. Any student, who does not pay the applicable tuition, within the period specified

by the Rector's Office, shall not be admitted for enrollment and the registration of any such student shall not be renewed. The tuition fee for scientific preparation programs, which are payable by such students, who are considered necessary to attend a scientific preparation program, shall be determined separately on an annual basis by the Board of Trustees.

**Admission of students to scientific preparation programs**

**ARTICLE 13** – (1) Scientific preparation programs may be implemented with a view to remedy the deficiencies of the applicants of graduate (master's) and postgraduate (doctorate) programs, whose characteristics are provided below:

a) Any applicant, whose undergraduate degree is in another field than that of the graduate (master's) or postgraduate (doctorate) program, to which s/he has applied.

b) Any graduate (master's) program applicant, who has been awarded her/his undergraduate degree by another higher education institution than the University.

c) Any postgraduate (doctorate) program applicant, who has been awarded her/his undergraduate or graduate (master's) degree by another higher education institution than the University.

ç) Any applicant, whose undergraduate or graduate (master's) degree is in another field than that of the postgraduate (doctorate) program, to which s/he has applied.

(2) Students shall be admitted to the scientific preparation program in accordance with such principles that are applicable for the admission of students to the relevant graduate (master's) or postgraduate (doctorate) program.

(3) The mandatory courses of the scientific preparation program shall be selected among the courses of the immediately lower-level program, and may not serve in substitution of the courses, which are required to be passed for the completion of the relevant graduate (master's) or postgraduate (doctorate) program. However; a student, who attends a scientific preparation program, may also take courses for the relevant graduate (master's) or postgraduate (doctorate) program in addition to the scientific preparation courses subject to the approval of the board of the relevant institute upon the proposal of the relevant institute department/ art major.

(4) The requirements of attendance, the course exams, the course grades and the requirements for passing the courses as well as the repetition of courses and other matters related to the scientific preparation program shall be governed by the provisions of these Regulations. Any student, who fails to pass the courses in the scientific preparation program, shall be disenrolled. The maximum period that could be spent at the scientific preparation program is two semesters. The period of the summer semester shall not be included to the said period. The said period may not be extended except for semester leaves, and any student, who fails to pass the courses in the program by the end of such period, shall be disenrolled. The period spent at the program may not be included to the period of the relevant graduate (master's) or postgraduate (doctorate) program.

**Admission of special students**

**ARTICLE 14** – (1) Any person, who has graduated from a higher education institution and wishes to enhance her/his knowledge on a certain matter, may, subject to the approval of the relevant institute department/ art major and under the resolution of the board of the relevant institute, be admitted to certain courses of a graduate (master's) or postgraduate (doctorate) program, the number of which may not, in total, be more than three in two semesters, as special students. Any person, who takes any course as a special student, shall be required to pay the course-credit tuition fee, which shall be determined at each semester by the Board of Trustees of the University upon the proposal of the board of directors of the University, and to fulfill all such requirements applicable for the courses taken thereby as the attendance and exam requirements. The special student status is not intended for the concerned person to obtain a degree for the relevant program, directly, and the period of such status may not be longer than two semesters.

(2) Any special student may not benefit the rights of full-time students. However; should any special student subsequently enroll to a graduate (master's) or postgraduate (doctorate) program at the University, the credits of the courses of the graduate (master's) or postgraduate (doctorate) program, to which s/he enrolls, that s/he took throughout her/his status as a special student may be considered valid for the program, to which s/he attends, subject to the approval of the board of the relevant institute upon the proposal of the relevant institute department/ art major on the condition that the sum of such credits should not exceed one third of the sum of the credits of the relevant program.

**Admission of students through lateral transfer**

**ARTICLE 15** – (1) A student, who has successfully completed at least one semester at a graduate (master's) or postgraduate (doctorate) program of a higher education institution, may be admitted to a graduate (master's) or postgraduate (doctorate) program of the University through lateral transfer in accordance with the provisions set forth below:

a) In respect of the program, to which students are to be admitted through lateral transfer; a placement quota for such students may be reserved on the condition that such quota reserved may not exceed one fourth of the placement

quota determined for such program. The programs, from which students may be admitted through lateral transfer, the placement quota to be reserved and the specific requirements to be sought shall be determined by the board of the relevant institute upon the proposal of the relevant department/ art major, and be specified within the announcement that shall be made in accordance with Article 5.

b) The remaining course obligation of an applicant, who is admitted through lateral transfer, as well as the period of time to be granted thereto and other related matters shall be determined by the board of the relevant institute with due consideration of these Regulations.

### **PART THREE Common Provisions**

#### **Renewal of enrollment and semester leaves**

**ARTICLE 16** – (1) Each student, who is enrolled to a graduate (master's) or postgraduate (doctorate) program, shall be obliged to renew her/his enrollment at the beginning of each semester in accordance with the procedures determined and set forth by the institute. Any student, who does not renew her/his enrollment within the specified period of time without a just excuse that has been accepted by the board of the relevant institute according to the second paragraph, shall be considered to have failed for the relevant semester. The enrollment renewal shall be conducted by way of the payment of the tuition fee and selecting courses or the renewal of the thesis registration.

(2) In the event of the existence of any of the just and valid excuses specified within the third paragraph; a graduate (master's) program student may be considered to be on leave for not longer than two semesters and a postgraduate (doctorate) program student may be considered to be on leave for not longer than four semesters throughout the entire duration of the relevant program subject to the resolution of the board of the relevant institute upon the proposal of the relevant institute department/ art major. The acceptance of a just and valid excuse shall be dependent upon the notification of the directorate of the relevant institute of such excuse within not longer than one month following the occurrence or emergence of the same. The semester, for which a student is considered to be on leave, shall not be included to the period of education of such student. Consideration to be on leave may be repeated subject to the same procedure.

(3) The events and circumstances, which shall be considered as just and valid excuse, are provided as follows:

a) The student's having a medical excuse, which is proven on the basis of a medical report issued by a healthcare institution.

b) The student's having to take a certain period of time off her/his education due to an Act of God on the condition that the occurrence of such event is proven on the basis of a document that is to be issued by the highest level civilian authority of the relevant town or city.

c) The student's forfeiture of his entitlement to the deferral of military service obligation or being conscripted by way of the vacation of his deferral.

ç) The student's proving on documentary basis that s/he will travel to abroad for research purposes and that such trip has been considered appropriate by the relevant department.

d) The student's having been arrested and convicted except for the cases, where the student is imposed by the higher education institution the penalty of being suspended for a certain period of time or expelled.

e) The occurrence or emergence of any economic, family-related or other similar cause, which is considered just and valid by the relevant board.

#### **Courses**

**ARTICLE 17** – (1) The hours and the number of mandatory and elective courses to be taken by a student at each program shall be determined by the board of the relevant institute upon the proposal of the relevant institute department/ art major in accordance with the principles set forth herein.

(2) The ECTS value for one semester of a graduate (master's) or postgraduate (doctorate) program course represents the weekly course load per student of such course. The minimum total ECTS value for one semester is thirty.

(3) The national credit value of a graduate (master's) or postgraduate (doctorate) program course represents the sum of the entirety of the weekly hours and the half of the application and laboratory hours of a course, which is taught for one semester. The national credit value for one semester of a graduate may not be more than four.

(4) It is mandatory for at least one course, the scope of which encompasses scientific research techniques as well as research and publication ethics, to be delivered throughout a graduate (master's) or postgraduate (doctorate) program.

(5) The courses that are to be included to the syllabus of a student out of such courses, which are approved by the board of the institute, shall be determined jointly by the student and the advisor thereof. The duty of advisor shall be performed by the head of the institute department/ art major or the program coordinator/ director until the

appointment of the thesis advisor.

(6) Any exam, which is to be held to measure proficiency, to determine the level or to measure course achievement, may be held in printed form and simultaneously for all applicants or electronically in such manner that allows for different questions to be asked to each individual applicant at different times out of a question bank, in which questions are classified with respect to their fields and levels of difficulty and stored securely.

(7) The courses of a graduate (master's) or postgraduate (doctorate) program, which are to be opened within a semester, and the faculty members, by whom such courses are to be lectured, shall be determined by the board of the relevant institute upon the proposal of the relevant institute department/ art major.

#### **Attendance**

**ARTICLE 18** – (1) In order to go in for the exams, a student is required to have attended the theoretical lessons by at least 70% and the applied lessons by at least 80%. Attendance shall be monitored and supervised by the relevant institute department/ art major. Each faculty member shall report the students, who fail to meet the attendance requirement, to the relevant institute department/ art major by the end of each semester.

(2) The matter of whether or not the attendance requirement shall be sought in the event of the repetition of any course and application, for which the attendance requirement has been met, shall be determined by the relevant institute department/ art major.

#### **Exams**

**ARTICLE 19** – (1) For each course, at least one midterm grade shall be assigned on semester basis. The midterm grade may be assigned either as a result of a written and/or oral exam or by way of the assessment of the homework assignments and/or attendance to course sessions.

(2) The semester final exams shall be held within the period determined within the academic calendar of the relevant institute.

(3) At the end of each semester, a make-up exam shall be held for each course delivered throughout such semester.

#### **Assessment**

**ARTICLE 20** – (1) In order for a student to be considered to have successfully passed a credit course of a graduate (master's) or postgraduate (doctorate) program; the end-of-semester final grade should be:

a) minimum (B-) in the case of a graduate (master's) program,

b) minimum (B) in the case of a postgraduate (doctorate) program or proficiency-in-art program.

. In respect of the courses of the scientific preparation program, the minimum grade applicable for relevant program attended shall be applied.

(2) A student shall be assigned one of the letter grades provided below as her/his grade of achievement by the relevant faculty member for each course, to which such student has enrolled:

<u>Grades</u>	<u>Coefficient</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

G: Semester final exam was not taken

E: Deficiencies in the studies throughout the semester

Y: Adequate

Z: Inadequate

P: Course is ongoing

T: Transfer

(3) In the event a student successfully completes a course without credit, s/he shall be assigned the grade (Y); and in the event s/he fails to successfully complete such a course, s/she shall be assigned the grade (Z).

(4) In respect of the courses, which a student, who has been transferred from another higher education

institution, has taken at such other institution, and the equivalence of which is recognized under the relevant regulations; the grade (T) shall be assigned. However; the student's right to repeat any such course, for which s/he is assigned the grade (T) without credit at her/his discretion is reserved.

(5) Any student, who fails to meet the said requirements, shall be considered to have failed to pass the relevant course.

(6) A student may repeat a course, in which s/he fails, or may take the same during the summer semester should such course be opened. In the event a student fails to pass an elective course, s/he may elect another course at the following semester subject to the approval of the advisor thereof.

#### **Challenging exam results**

**ARTICLE 21** – (1) A student may challenge the result of a written exam on the grounds of error of facts by way of the filing of a petition with the directorate of the relevant institute within not longer than five working days as of the date of announcement of such results at the relevant institute. Any challenge petition filed later than the expiration of the said period shall not be accepted.

(2) Once a challenge petition is filed; a three-member jury, the members of which shall be appointed by the relevant institute department/ art major, and one of which shall be the faculty member, who lectures the relevant course, shall review the relevant exam paper within not longer than five working days as of the date of the jury's notification of the matter, and the result of such review shall be issued along with the justifications and be so submitted thereby to the directorate of the relevant institute.

#### **Admission of audience to defense sessions**

**ARTICLE 22** – (1) The defense sessions of thesis proposals and exhibition/ project proposals and defense sessions of theses and exhibitions/ projects shall be open for the attendance of faculty members and students. However; only the members of the jury may pose questions to the applicant.

#### **Exemptions for re-enrollment**

**ARTICLE 23** – (1) In the event a student, who requests to be exempted from the obligation to take any course(s), which s/he had successfully passed throughout any graduate (master's) or postgraduate (doctoral) program previously, in a program, to which s/he has recently enrolled, applies to the directorate of the relevant institute within not longer than fifteen days as of the date of her/his enrollment; such request shall be assessed by the relevant department/ art major. The board of the institute shall accept or deny the request for exemption in the light of such assessment.

#### **Notifications**

**ARTICLE 24** – (1) Any announcement posted at the institutes' buildings and through the Internet on educational matters, exams, disciplinary matters and similar other matters shall have the effects of notifications served to the students in person. Any personal actions and operations about any student shall be served to the address of such student, which is advised thereby in writing at the time of initial enrollment or subsequently revised, in accordance with the applicable provisions of the Notification Law No. 7201, enacted on 11/2/1959.

### **PART FOUR**

#### **Graduate (Master's) Program**

##### **Graduate (master's) programs**

**ARTICLE 25** – (1) The graduate (master's) program may be implemented in two forms, being with and without thesis. The institute departments/ art majors, within the organization of which such programs are to be opened, and the methods and procedures of the implementation of such programs shall be determined under the resolution of the board of the relevant institute upon the proposal of the relevant institute department/ art major and subject to the approval of the Senate.

(2) The matter of approval for transfers from a thesis graduate (master's) program to a non-thesis graduate (master's) program shall be determined by the board of the institute with consideration of the opinion of the relevant department/ art major. Any student, who attends a non-thesis graduate (master's) program, may switch to a thesis graduate (master's) program on the condition that s/he meets the minimum requirements identified for a thesis graduate (master's) program, in which case the courses taken as a part of the non-thesis graduate (master's) program may be taken into consideration in substitution of the courses in the thesis graduate (master's) program.

(3) Any student, who is enrolled to an undergraduate program of a higher education institution, may enroll to the courses delivered as a part of a graduate (master's) program and have such courses so taken to be taken into account as a part of the course load of the relevant graduate (master's) program on the condition that they meet the following requirements:

a) Having satisfied the requirements sought for the relevant graduate (master's) program except for holding an undergraduate degree and having scored the minimum ALES score.



b) Being enrolled to the last year of the undergraduate program attended thereby.

## **PART FIVE**

### **Thesis Graduate (Master's) Program**

#### **Objective and scope**

**ARTICLE 26** – (1) The objective of a thesis graduate (master's) program is to ensure that the student gains the ability to conduct scientific research, access to information, compile information, and assess and interpret information.

(2) A thesis graduate (master's) program is comprised of at least seven courses, the sum of the credits of which is not less than twenty one credits, as well as one seminary course and the thesis (dissertation) study. The seminar course and the thesis (dissertation) study do not have credit values, and the student shall be assessed in respect of such course and study as successful (pass) or unsuccessful (fail). The total ECTS credit value of a thesis graduate (master's) program, the ECTS credit value for one semester of which shall not be less than 60, and which shall be comprised at least eight courses, including the seminar course, and the thesis (dissertation) study, shall be 120 ECTS at minimum. A student shall be obliged to enroll for each semester of the thesis period as of the semester that follows the appointment of the advisor at latest.

(3) Maximum two of the courses to be taken by the student may be elected among the undergraduate courses on the condition that the courses elected have not been taken throughout the undergraduate program education. Also, maximum two courses, which are delivered at other higher education institutions, may also be elected subject to the approval of the board of the relevant institute upon the proposal of the institute department/ art major.

(4) A thesis graduate (master's) program may be carried out as an evening education second graduate (master's) program.

#### **Duration**

**ARTICLE 27** – (1) The duration of a thesis graduate (master's) program shall be four semesters, excluding the period spent on the scientific preparation program, which shall begin as of the semester, during which the courses associated to the relevant program start to be delivered, irrespectively of whether or not the student enrolls for each semester, and the program shall be completed within maximum six semesters. Any student, who is determined by the respective advisor thereof that s/he can present her/his thesis within a shorter period of time, may enter the thesis defense session after the ending of the third semester and within the fourth semester under the resolution of the board of the relevant institute upon the proposal of the department.

(2) Any student, who fails to successfully complete the credit courses within the instructional plan and the seminar course or fails to fulfill the requirements/ criteria of success contemplated by the University by the end of four semesters, or fails at the thesis (dissertation) study within the contemplated maximum periods of time or does not attend the thesis defense session, shall be dismissed from the institute.

#### **Appointment of thesis advisor and thesis study**

**ARTICLE 28** – (1) In a thesis graduate (master's) program, the relevant institute department/ art major shall propose a thesis advisor, who is a permanent member of the University's staff, for each student to the institute not later than the end of the first semester, and also propose to the institute the subject matter of thesis, which the student shall determine jointly with the advisor thereof, not later than the end of the second semester. The thesis advisor and the subject matter of thesis shall be finalized upon the approval of the board of the institute.

(2) The thesis advisor shall be selected among such faculty members, who have the qualifications to be determined by the Senate. In the event there are no faculty members at the University, who meet the determined qualification requirements, the board of the institute may appoint a faculty member of another higher education institution in accordance with the principles set forth by the Senate of the University. The second thesis advisor, who is to be appointed in the cases, where the thesis (dissertation) study, by its nature, necessitates the appointment of multiple thesis advisors, may be a person, who is not a member of the University's staff and holds a doctoral degree at minimum.

(3) In cases of necessity, the advisor may be substitute under the resolution of the board of the relevant institute upon the justified proposal of the relevant institute department/ art major with due consideration of the opinion of the existing advisor.

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

**ARTICLE 29** – (1) A student, who attends a thesis graduate (master's) program, shall issue the conclusions drawn thereby in writing in compliance with the thesis writing rules determined by the Senate, and defend her/his thesis orally before a jury.

(2) Prior to the defending of the master's thesis or, in the case of a thesis, which is recommended to be corrected, upon the correction of the same, the student shall complete her/his thesis and submit the same to her/his advisor. Upon her/his consideration that the thesis is defensible, the advisor shall deliver the thesis, along with her/his

opinion, to the institute through the agency of the department. The institute shall have plagiarism checker software report generated in respect of the thesis, and send such report to the advisor and the members of the jury. In the event of the detection of an actual plagiarism as per the data within the report, the matter as well as the reasons of the same shall be submitted to board of the institute for the board to resolve the matter.

(3) The members of the master's thesis jury shall be appointed under the approval of the board of the institute upon the proposal of the thesis advisor and the relevant institute department/ art major. The jury shall be comprised of three or five faculty members, one of whom shall be the student's thesis advisor and at least one of whom shall be from outside the University. In the cases, where the jury is comprised of three members, the second thesis advisor may not be assigned as a member of the jury.

(4) The student shall, upon completing her/his thesis (dissertation) study, deliver the required number of copies of thesis to the thesis advisor. The advisor shall submit her/his written opinion regarding the compliance of the thesis with the applicable spelling rules to the relevant institute through the agency of the department/ art major/ program.

(5) The members of the jury shall convene and admit the student for thesis exam within not earlier than seven days and not later than one month as of the date of delivery thereto of the relevant thesis. The thesis exam shall be comprised of the presentation of the thesis study and the question-and-answer section following such presentation. The thesis exam shall be held openly for the attendance of such audience as the faculty members, students of graduate (master's) and postgraduate (doctorate) programs and the relevant field experts.

(6) Following the completion of the thesis exam, the jury shall adopt a decision of acceptance, rejection or correction about the thesis by absolute majority. The decision shall be communicated by the relevant institute department/ art major to the relevant institute in the form of a formal report within a period of three days following the thesis exam.

(7) Any student, whose thesis is found unsuccessful and rejected, shall be dismissed from the University.

(8) In the event it is decided that the thesis presented by a student should be corrected, the student shall correct the thesis and defend the thesis once again before the jury within not longer than three months. Any student, whose thesis is, once again, found unsuccessful and rejected as a consequence of such second defense session, shall be dismissed from the University.

(9) In the event a student, whose thesis is rejected, so requests; s/he shall be issued a non-thesis graduate (master's) diploma on the condition that s/he has fulfilled all such requirements of a non-thesis graduate (master's) program as course credit load and project writing.

#### **Thesis graduate (master's) diploma**

**ARTICLE 30** – (1) Provided that the student successfully passes the thesis exams and satisfies the other requirements for graduation as determined by the Senate; the student, who delivers at least three bound copies of her/his master's thesis to the relevant institute within one month as of the date of her/his taking the thesis exam and whose thesis is found formally acceptable, shall be issued a thesis graduate (master's) diploma. The board of the institute may, upon request, extend the delivery time for not longer than one month. Any student, who does not fulfill the said requirements, may not receive her/his diploma and benefit her/his rights as a student until s/he fulfills the same, and shall be dismissed in the event she fails to fulfill such requirements by the date of expiration of the maximum period of time granted for such fulfillment.

(2) The thesis graduate (master's) diploma shall bear the title of the program of the institute department/ art major, to which the student is enrolled, that has been approved by the Council of Higher Education. The date of graduation for a student, who is enrolled to an art major, shall be the date of applied exam, which is held after the thesis exam and which the student successfully passes, and that for a student, who is enrolled to another program, shall be the date of the thesis exam, on which the thesis is accepted.

(3) A copy of the master's thesis shall, within a period of three months following the date of delivery of the same, be submitted electronically by the institute to the Council of Higher Education to be made available for the purpose of scientific research and activities.

### **PART SIX**

#### **Non-Thesis Graduate (Master's) Program**

##### **Objective and scope**

**ARTICLE 31** – (1) A non-thesis graduate (master's) program provides the student knowledge on professional subjects and enables the student to gain skills as to how such knowledge can be used in practice.

(2) A non-thesis graduate (master's) program is comprised of thirty credits in total and minimum ten courses, the ECTS value of which is not less than 90, and the term project course. The student should enroll to the term project course in the semester, during the term project course is to be taken, and to submit a written project and/or report at the end of such semester. The term project course does not have a credit value, and the student shall be assessed in

respect of such course as successful (pass) or unsuccessful (fail).

(3) Maximum three of the courses to be taken by the student may be elected among the undergraduate courses on the condition that the courses elected have not been taken throughout the undergraduate program education.

(4) A non-thesis graduate (master's) program may be carried out as an evening education graduate (master's) program.

#### **Appointment of advisor**

**ARTICLE 32** – (1) In a non-thesis graduate (master's) program, the relevant institute department/ art major shall identify a faculty member or a faculty member with doctoral degree, who meets the qualification requirements determined by the Senate, for each student to act as the student's advisor in respect of the election of courses and the implementation of the term project not later than the end of the first semester.

(2) In the cases, where necessary; a faculty member, who shall be appointed by the relevant institute department/ art major, shall act as the advisor temporarily until the actual advisor is appointed.

(3) In cases of necessity, the advisor may be substitute under the resolution of the board of the relevant institute upon the justified proposal of the relevant institute department/ art major with due consideration of the opinion of the existing advisor.

#### **Duration**

**ARTICLE 33** – (1) The duration of completion of a non-thesis graduate (master's) program shall be at least two semesters and at most three semesters, excluding the period spent on the scientific preparation program, which shall begin as of the semester, during which the courses associated to the relevant program start to be delivered, irrespectively of whether or not the student enrolls for each semester. Any student, who fails or cannot complete the program by the end of the said period, shall be dismissed from the University.

(2) The student shall deliver a copy of the term project completed thereby to the institute through the agency of the department along with the letter of approval of the faculty member, being her/his advisor.

#### **Non-thesis graduate (master's) diploma**

**ARTICLE 34** – (1) Any student, who successfully passes the credit courses and successfully completes the term project, shall be issued a non-thesis graduate (master's) diploma.

(2) The non-thesis graduate (master's) diploma shall bear the title of the program of the institute department/ art major, to which the student is enrolled, that has been approved by the Council of Higher Education.

(3) Any student, who attends a non-thesis graduate (master's) program, may switch to a thesis graduate (master's) program on the condition that s/he meets the minimum requirements identified by the higher education institution, to which s/he has applied, for a thesis graduate (master's) program, in which case the courses taken as a part of the non-thesis graduate (master's) program may be taken into consideration in substitution of the courses in the thesis graduate (master's) program.

### **PART SEVEN**

#### **Postgraduate (Doctorate) Program**

##### **Objective and scope**

**ARTICLE 35** – (1) A postgraduate (doctorate) program enables the student to gain such skills as to conduct independent research, study, interpret and analyze scientific problems and data through an extensive and profound perspective and to derive new syntheses.

(2) For a student, who has been admitted with a thesis graduate (master's) degree; a postgraduate (doctorate) program is comprised of twenty one credits in total and at least seven courses, the seminar, the proficiency exam, the thesis proposal and the thesis (dissertation) study, the total ECTS value of which shall not be less than 240, while the total ECTS value per each academic semester shall not be less than 60. For a student, who has been admitted with an undergraduate degree; a postgraduate (doctorate) program is comprised of 14 courses, the seminar, the proficiency exam, the thesis proposal and the thesis (dissertation) study of at least forty two credits, the total ECTS value of which shall not be less than 300.

(3) As a part of a postgraduate (doctorate) program; maximum two courses, which are delivered at other higher education institutions, may also be elected by a student, who has been admitted with a graduate (master's) degree, and maximum four such courses may be elected by a student, who has been admitted with an undergraduate degree, subject to the approval of the board of the relevant institute upon the proposal of the institute department/ art major.

(4) The undergraduate program courses may not be taken into account for the course load and the postgraduate (doctorate) program credits.

(5) A postgraduate (doctorate) program may not be opened as an evening education program.

(6) The thesis that is to be issued as a result of the postgraduate (doctorate) study should fulfill at least one of the criteria of introducing a scientific innovation, development of a novel scientific method and the application of a

known method to a new field.

#### **Duration**

**ARTICLE 36** – (1) For a student, who is admitted with a thesis graduate (master's) degree; the duration of the postgraduate (doctorate) program is eight semesters, excluding the period spent on the scientific preparation program, which shall begin as of the semester, during which the courses associated to the relevant program start to be delivered, irrespectively of whether or not the student enrolls for each semester, and the maximum period of time, within which such a student should complete the postgraduate (doctorate) program is twelve semesters; and such duration for a student, who is admitted with an undergraduate degree, is ten semesters, and the maximum period of time, within which such a student should complete the postgraduate (doctorate) program is fourteen semesters.

(2) The maximum period, within which the credit courses of a postgraduate (doctorate) program should be successfully completed, is four semesters for a student, who is admitted with a thesis graduate (master's) degree, and six semesters for a student, who is admitted with an undergraduate degree. Any student, who fails to successfully complete the credit courses or to score the minimum grade point average required by the University within the said period of time, shall be dismissed from the University.

(3) Any student, who successfully completes the credit courses, is found to have successfully passed the proficiency exam and whose thesis proposal is accepted, but who fails to complete her/his thesis (dissertation) study by the end of the period of twelve or fourteen semesters as provided within the paragraph, shall be dismissed.

(4) Any student, who has applied to a postgraduate (doctorate) program with an undergraduate degree, and who has failed to successfully complete the credit courses and/or complete her/his thesis (dissertation) study within the maximum prescribed period of time, and whose doctorate thesis is not found successful, shall, upon her/his request, be issued a non-thesis graduate (master's) diploma provided that s/he has satisfied such requirements applicable for non-thesis graduate (master's) programs as credit load and project preparation.

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

**ARTICLE 37** – (1) The relevant institute department/ art major shall propose a thesis advisor, who is a permanent member of the University's staff, for each student and also propose the subject matter of thesis, which the student shall determine jointly with the advisor thereof, to the relevant institute. The thesis advisor and the proposed subject matter of thesis shall be finalized upon the approval of the board of the institute. The thesis advisor should strictly be appointed not later than the end of the second semester.

(2) The thesis advisor shall be selected among such faculty members, who have the qualifications to be determined by the Senate. In the event there are no faculty members at the University, who meet the determined qualification requirements, the board of the institute may appoint a faculty member of another higher education institution in accordance with the principles set forth by the Senate. In order for a faculty member to be appointed as a thesis advisor to manage a thesis (dissertation) study in a postgraduate (doctorate) program; such faculty member is required to have managed at least one graduate (master's) thesis that has been completed successfully. The second thesis advisor, who is to be appointed in the cases, where the thesis (dissertation) study, by its nature, necessitates the appointment of multiple thesis advisors, may be a person, who is not a member of the University's staff and holds a doctoral degree at minimum.

(3) In cases of necessity, the advisor may be substitute under the resolution of the board of the relevant institute upon the justified proposal of the relevant institute department/ art major with due consideration of the opinion of the existing advisor.

#### **Proficiency exam**

**ARTICLE 38** – (1) The proficiency exam is a tool of measuring the proficiency of the student, who has completed her/his courses and seminar, in the main topics and concepts covered within the scope of such courses and seminar and also measuring whether or not the student has gain the scientific research profoundness in relation to the respective doctorate study thereof. A student shall take the proficiency exam for not more than twice in a year.

(2) (**Amended: Issue No. 30458, dated 24/6/2018, of the Official Gazette**) The proficiency exam shall be held twice a year, one during the May-June period and one during the November-December period. However; any student, who has been admitted with a graduate (master's) degree, should take the proficiency exam not later than the end of the fifth semester while a student, who has been admitted with an undergraduate degree, should take the same not later than the end of the seventh semester.

(3) The proficiency exam shall be held and implemented by a postgraduate (doctorate) proficiency committee, which shall be comprised of five members, who shall be proposed by the relevant institute department/ art major and approved by the board of the relevant institute. The committee shall constitute exam juries, which shall be appointed to prepare, apply and assess the exams in different fields. The exam jury shall be comprised of five faculty members, at least two of whom shall not be the members of the University's staff, including the advisor. The matter of the

advisor's having voting right shall be determined by the relevant board. In cases, where the advisor does not have voting right; the jury shall be comprised of six faculty members. The proficiency exam meetings shall be held openly for the attendance of such audience as the faculty members, students of graduate (master's) and postgraduate (doctorate) programs and the relevant field experts.

(4) The proficiency exam shall be held in two sections, one being in written form and the other being in oral form. Any student, who successfully passes the written exam, shall take the oral exam. The exam jury shall assess the student's status of achievement in the written and oral exams, and decide whether or not the student has successfully passed the proficiency exam on overall basis by absolute majority. The decision shall be communicated by the relevant institute department/ art major to the relevant institute in the form of a formal report within a period of three days following the proficiency exam.

(5) Any student, who fails to pass the proficiency exam, shall be subjected to the exam in respect of the section/s, in which s/he fails to pass, in the following semester. Any student, who fails to successfully pass the proficiency exam also at the second time, shall be dismissed from the postgraduate (doctorate) program.

(6) The proficiency exam jury may require a student, who has successfully passed the proficiency exam, to take additional course/s, the credits of which should not, however, exceed the overall sum of the credits, even if such student has completed the required course load. The student should successfully pass the courses, which s/he is required to take under the relevant decision of the institute.

(7) Any student, who has been admitted to the postgraduate (doctorate) program with an undergraduate degree and who has successfully passed at least seven courses, may switch to a graduate (master's) program.

#### **Thesis monitoring committee**

**ARTICLE 39** – (1) A thesis monitoring committee shall be constituted for a student, who successfully passes the proficiency exam, within a period of one month under the approval of the board of the institute upon the proposal of the relevant institute department/ art major.

(2) The thesis monitoring committee shall be comprised of three faculty members. The members of the committee shall be a faculty member, who lectures within the organization of the relevant institute department/ art major, and a faculty member, who lectures outside such department, in addition to the thesis advisor. In the cases, a second thesis advisor is appointed, the second thesis advisor may also attend the meetings of the committee at her/his discretion.

(3) The members of the thesis monitoring committee may be subsequently substituted under the approval of the board of the institute upon the proposal of the relevant institute department/ art major.

#### **Thesis proposal defense**

**ARTICLE 40** – (1) A student, who successfully completes the postgraduate (doctorate) proficiency exam, shall orally defend her/his thesis proposal, which shall include the objective and method of the research, which s/he proposes to conduct, and her/his study plan, before the thesis monitoring committee within not longer than six months. The student shall deliver a written report on her/his thesis proposal to the members of the committee at least fifteen days before the oral defense.

(2) The thesis monitoring committee shall decide for the thesis proposal presented by the student to be accepted, corrected or rejected by absolute majority. In the event the thesis proposal is decided to be corrected, the student shall be granted a period of one month for correction. The decision for acceptance or rejection that is made upon the expiration of such period shall be communicated by the relevant institute department/ art major to the relevant institute in the form of a formal report within a period of three days following the expiration of the period.

(3) A student, whose thesis proposal is rejected, shall be entitled to select a new advisor and/or thesis subject. In that case, a new thesis monitoring committee may be appointed. In the event the student prefers to continue the program with the same advisor, s/he shall defend her/his thesis proposal once again within a period of three months; and in the event s/he replaces her/his advisor and/or thesis subject, s/he shall defend her/his thesis proposal once again within a period of six months. Any student, whose thesis proposal is rejected also upon such second defense, shall be dismissed from the University.

(4) In the event the thesis proposal of the student is accepted, the thesis monitoring committee constituted for the student shall convene for at least twice a year, once between January and June and once between July and December. The student shall submit the committee members a written report at least one month before the date of meeting, in which report the activities carried out by such date shall be summarized and the study plan for the following period shall be provided. The student shall be assessed by the committee in respect of such thesis (dissertation) study as successful (pass) or unsuccessful (fail). Any student, who is assessed by the committee to be unsuccessful for twice consecutively or for three times intermittently, shall be dismissed from the University.

(5) Any student, who does not attend the thesis proposal defense session within the period that is specified

within the first paragraph without a valid excuse, shall be considered unsuccessful, and the thesis proposal thereof shall be rejected.

#### **Conclusion of the postgraduate (doctorate) thesis**

**ARTICLE 41** – (1) A student, who attends a postgraduate (doctorate) program, shall issue the conclusions drawn thereby in writing in compliance with the thesis writing rules adopted by the Senate, and defend her/his thesis orally before the jury.

(2) Prior to the defending of the postgraduate (doctorate) thesis or, in the case of a thesis, which is recommended to be corrected, upon the correction of the same, the student shall complete her/his thesis and submit the same to her/his advisor. Upon her/his consideration that the thesis is defensible, the advisor shall deliver the thesis, along with her/his opinion, to the institute through the agency of the department. The institute shall have plagiarism checker software report generated in respect of the thesis, and send such report to the advisor and the members of the jury. In the event of the detection of an actual plagiarism as per the data within the report, the matter as well as the reasons of the same shall be submitted to board of the institute for the board to resolve the matter.

(3) At least three thesis monitoring committee report should be submitted in order for the conclusion of the student's thesis.

(4) The members of the postgraduate (doctorate) thesis jury shall be appointed under the approval of the board of the institute upon the proposal of the advisor and the relevant institute department/ art major. The jury shall be comprised of five faculty members, three of whom shall be the faculty members, who are members of the student's thesis monitoring committee, and at least two of whom shall not be the members of the University's staff. The matter of the advisor's having voting right shall be determined by the relevant board. In cases, where the advisor does not have voting right; the jury shall be comprised of six faculty members. Also, the second thesis advisor may have a seat at the jury without voting right.

(5) The members of the jury shall convene and admit the student for thesis defense within and not later than one month as of the date of delivery thereto of the relevant thesis. The thesis defense exam shall be comprised of the presentation of the thesis study and the question-and-answer section following such presentation. The thesis defense meetings shall be held openly for the attendance of such audience as the faculty members, students of graduate (master's) and postgraduate (doctorate) programs and the relevant field experts.

(6) Following the completion of the thesis exam, the jury shall, without the admission of audience, adopt a decision of acceptance, rejection or correction about the thesis by absolute majority. Any student, whose thesis is accepted, shall be considered successful. The decision shall be communicated by the relevant institute department/ art major to the relevant institute in the form of a formal report within a period of three days following the thesis exam. Any student, whose thesis is found unsuccessful and rejected, shall be dismissed from the university. In the event it is decided that the thesis presented by a student should be corrected, the student shall correct the thesis and defend the thesis once again before the jury within not longer than six months. Any student, who is not assessed to be successful at such second defense, shall be dismissed from the University. Any student, who has been admitted to the postgraduate (doctorate) program with an undergraduate degree, and who has been assessed to be unsuccessful in respect of her/his thesis, shall, upon her/his request, be issued a non-thesis graduate (master's) diploma in accordance with Article 34.

#### **Postgraduate (doctorate) diploma**

**ARTICLE 42** – (1) The student shall, upon completing her/his thesis (dissertation) study, deliver the required number of copies of thesis to the advisor. The advisor shall submit her/his written opinion regarding the compliance of the thesis with the applicable spelling rules to the relevant institute through the agency of the department/ art major/ program.

(2) Provided that the student's thesis defense is assessed to be successful and the student satisfies the other applicable requirements; the student, who delivers at least three bound copies of her/his postgraduate (doctorate) thesis to the relevant institute within one month as of the date of her/his taking the thesis exam and whose thesis is found formally acceptable, shall be entitled to be issued a postgraduate (doctorate) diploma. The board of the institute may, upon request, extend the delivery time for not longer than one month. Any student, who does not fulfill the said requirements, may not receive her/his diploma and benefit her/his rights as a student until s/he fulfills the same, and shall be dismissed in the event she fails to fulfill such requirements by the date of expiration of the maximum period of time granted for such fulfillment.

(3) The postgraduate (doctorate) diploma shall bear the title of the program institute department/ art major that has been approved by the Council of Higher Education. The date of graduation shall be the date of the thesis exam, as a result of which the thesis is accepted.

(4) A copy of the postgraduate (doctorate) thesis shall, within a period of three months following the date of

delivery of the same, be submitted electronically by the relevant institute to the Council of Higher Education to be made available for the purpose of scientific research and activities.

## **PART EIGHT**

### **Proficiency-in-Art Program**

#### **Objective and scope**

**ARTICLE 43** – (1) The proficiency-in-art study is a higher education program that is equivalent to a postgraduate (doctorate) program, which aims at the creation of an original work of art or, in the fields of music and performance arts, at a superior level of performance and creativity.

(2) For a student, who has been admitted with a thesis graduate (master's) degree; a proficiency-in-art program is comprised of twenty one credits in total and at least seven courses, applications as well as such activities as thesis, exhibition, project, recital, concert and performance, the total ECTS value of which shall not be less than 240, while the total ECTS value per each academic semester shall not be less than 60. For a student, who has been admitted with an undergraduate degree; a proficiency-in-art program is comprised of 14 courses, applications as well as such activities as thesis, exhibition, project, recital, concert and performance of at least forty two credits, the total ECTS value of which shall not be less than 300.

(3) As a part of a proficiency-in-art program; maximum two courses, which are delivered at other higher education institutions, may also be elected by a student, who has been admitted with a graduate (master's) degree, and maximum four such courses may be elected by a student, who has been admitted with an undergraduate degree, subject to the approval of the board of the relevant institute upon the proposal of the institute department/ art major.

(4) A student of a proficiency-in-art program may take undergraduate program courses upon the advisor's proposal. The undergraduate program courses may not be taken into account for the course load and the proficiency-in-art program credits.

#### **Duration**

**ARTICLE 44** – (1) For a student, who is admitted with a graduate (master's) degree; the duration for the completion of the proficiency-in-art program is eight semesters, excluding the period spent on the scientific preparation program, which shall begin as of the semester, during which the courses associated to the relevant program start to be delivered, irrespectively of whether or not the student enrolls for each semester, and the maximum period of time, within which such a student should complete the proficiency-in-art program is twelve semesters; and such duration for a student, who is admitted with an undergraduate degree, is ten semesters, and the maximum period of time, within which such a student should complete the proficiency-in-art program is fourteen semesters.

(2) The maximum period, within which the credit courses of a proficiency-in-art program should be successfully completed, is four semesters for a student, who is admitted with a thesis graduate (master's) degree, and six semesters for a student, who is admitted with an undergraduate degree. Any student, who fails to successfully complete the credit courses or to score the minimum grade point average required by the University within the said period of time, shall be dismissed from the University.

(3) Any student, who successfully completes the credit courses and applications, but who fails to complete such activities thesis, exhibition, project, recital, concert and performance by the end of the period of twelve or fourteen semesters as provided within the paragraph, shall be dismissed.

(4) Any student, who has applied to a proficiency-in-art program, and has been assessed to be unsuccessful in respect of the proficiency-in-art thesis, shall, upon her/his request, be issued a non-thesis graduate (master's) diploma on the condition that s/he has satisfied such requirements as credit load and project requirements.

#### **Appointment of advisor**

**ARTICLE 45** – (1) The institute department/ art major shall propose an advisor, who shall be a member of the University's staff, for each student in order to provide the student with advice in respect of the election of courses and applications as well as the performance of such activities as thesis, exhibition, project, recital, concert and performance and also propose the subject matter of such activities as thesis, exhibition, project, recital, concert and performance, which the student and the advisor shall jointly determine, to the institute, which proposal shall become finalized upon the resolution on the matter of the board of the institute. The advisor should strictly be appointed not later than the end of the second semester. In the cases, where the nature of the proficiency-in-art study necessitates the appointment of multiple advisors; a second thesis advisor may be appointed. In order for a faculty member to be appointed as an advisor to manage such activities as thesis, exhibition, project, recital, concert and performance; such faculty member is required to have managed at least one graduate (master's) thesis that has been completed successfully. The second thesis advisor may also be a person with a postgraduate (doctorate) degree/ proficiency-in-art degree, who is not a member of the University's staff.

(2) The advisor shall be selected among the faculty members, who are determined by the Senate, and the faculty

members, who hold a postgraduate (doctorate) degree/ proficiency-in-art degree.

(3) In cases of necessity, the advisor may be substitute under the resolution of the board of the relevant institute upon the justified proposal of the relevant institute department/ art major with due consideration of the opinion of the existing advisor.

#### **Conclusion of the proficiency-in-art study**

**ARTICLE 46** – (1) The student, who prepares her/his thesis, shall issue the written document, which shall explain the results derived thereby as well as such activities as exhibition, project, recital, concert and performance, in compliance with the thesis writing rules adopted by the Senate, and defend such activities as thesis, exhibition, project, recital, concert and performance orally before the jury.

(2) Prior to the defending of the proficiency-in-art study or, in the case of a thesis or study, which is recommended to be corrected, upon the correction of the same, the student shall complete her/his thesis/study and submit the same to her/his advisor. Upon her/his consideration that the thesis is defensible, the advisor shall deliver the thesis, along with her/his opinion, to the institute through the agency of the department. The institute shall have plagiarism checker software report generated in respect of the thesis, and send such report to the advisor and the members of the jury. In the event of the detection of an actual plagiarism as per the data within the report, the matter as well as the reasons of the same shall be submitted to board of the institute for the board to resolve the matter.

(3) The student shall, upon completing her/his proficiency-in-art study, deliver the required number of copies of thesis to the thesis advisor. The advisor shall submit her/his written opinion regarding the compliance of the thesis with the applicable spelling rules to the relevant institute through the agency of the department/ art major/ program.

(4) The members of the proficiency-in-art jury shall be appointed under the approval of the board of the institute upon the proposal of the advisor and the relevant institute department/ art major. The jury shall be comprised of five members, at least two of whom shall not be the members of the University's staff, including the advisor. The matter of the advisor's having voting right shall be determined by the relevant board. In cases, where the advisor does not have voting right; the jury shall be comprised of six members. Also, the second thesis advisor may have a seat at the jury without voting right.

(5) The members of the jury shall convene and admit the student for exam within not later than one month as of the date of delivery thereto of the relevant thesis or document. The exam shall be comprised of the presentation of the proficiency-in-art study and the question-and-answer section following such presentation. The exam shall be held openly for the attendance of such audience as the faculty members, students of graduate (master's) and postgraduate (doctorate) programs and the relevant field experts.

(6) Following the completion of the exam, the jury shall, without the admission of audience, adopt a decision of acceptance, rejection or correction about such proficiency-in-art study of the study as thesis, exhibition, project, recital, concert and performance by absolute majority. Any student, whose thesis and proficiency-in-art study are accepted, shall be considered successful. The decision shall be communicated by the relevant institute department/ art major to the relevant institute in the form of a formal report within a period of three days following the exam. Any student, whose thesis and proficiency-in-art study are found unsuccessful and rejected, shall be dismissed from the University. In the event it is decided that the proficiency-in-art study of a student should be corrected, the student shall correct the proficiency-in-art study and defend such proficiency-in-art study as thesis, exhibition, project, recital, concert and performance once again before the jury within not longer than six months. Any student, whose proficiency-in-art study is, once again, found unsuccessful and rejected as a consequence of such second defense session, shall be dismissed from the University. Any student, who has been admitted to the proficiency-in-art program with an undergraduate degree, and who has been assessed to be unsuccessful in respect of her/his proficiency-in-art study such as thesis, exhibition, project, recital, concert and performance, shall, upon her/his request, be issued a non-thesis graduate (master's) diploma in accordance with Article 34.

#### **Proficiency-in-art diploma**

**ARTICLE 47** – (1) Any student, who is assessed to be successful in respect of her/his proficiency-in-art study, shall be issued a diploma, which indicates the field of study with respect to the art branch as approved by the Council of Higher Education, on the condition that s/he satisfies the other relevant requirements. The date of graduation shall be the date of the applied exam held after the thesis exam, as a result of which the student is assessed to be successful.

(2) Provided that the student's thesis defense is assessed to be successful and the student satisfies the other applicable requirements; the student, who delivers at least three bound copies of her/his proficiency-in-art thesis to the relevant institute within one month as of the date of her/his taking the thesis exam and whose thesis is found formally acceptable, shall be entitled to be issued a postgraduate (doctorate) diploma. The board of the institute may, upon request, extend the delivery time for not longer than one month. Any student, who does not fulfill the said requirements, may not receive her/his diploma and benefit her/his rights as a student until s/he fulfills the same, and



shall be dismissed in the event she fails to fulfill such requirements by the date of expiration of the maximum period of time granted for such fulfillment.

(3) A copy of the proficiency-in-art thesis shall, within a period of three months following the date of delivery of the same, be submitted electronically by the relevant institute to the Council of Higher Education to be made available for the purpose of scientific research and activities.

**PART NINE**  
**Miscellaneous and Final Provisions**

**Disciplinary affairs**

**ARTICLE 48** – (1) The Student Disciplinary Regulations for Higher Education Institutions, which was promulgated within the issue No. 28388, dated 18/8/2012, of the Official Gazette, shall be applicable for the students, who attend the graduate (master's) and postgraduate (doctorate) programs.

**Legal clauses**

**ARTICLE 49** – (1) Any matters not provided herein shall be governed by the provisions of the other applicable regulations and the resolutions of the Senate and the board of the relevant institute.

**Abrogated regulations**

**ARTICLE 50** – (1) The Education and Examination Regulations for Graduate (Master's) and Postgraduate (Doctorate) Programs of İstanbul Kültür University, which was promulgated within the issue No. 29420, dated 20/7/2015, of the Official Gazette, is hereby abrogated.

**Effectiveness**

**ARTICLE 51** – (1) These Regulations shall become effective as of the date of promulgation hereof.

**Enforcement**

**ARTICLE 52** – (1) The provisions of these Regulations shall be enforced by the President of İstanbul Kültür University.

	<b>Details of the Official Gazette Issue of Promulgation</b>	
	<b>Date</b>	<b>Issue</b>
	26/12/2016	29930
	<b>Details of the Official Gazette Issue of Promulgation of Amending Regulations</b>	
	<b>Date</b>	<b>Issue</b>
1	24/6/2018	30458
2		
3		