

REGULATION

From OSTİM Technical University:

**OSTİM TECHNICAL UNIVERSITY
REGULATION ON GRADUATE EDUCATION****PART ONE****Purpose, Scope, Basis, and Definitions****Purpose**

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the procedures and principles concerning graduate education and examinations in the institutes affiliated with OSTİM Technical University.

Scope

ARTICLE 2 – (1) This Regulation involves the provisions concerning the graduate degree education offered at OSTİM Technical University, which consists of postgraduate degree programs following undergraduate degree programs, and Ph.D. programs following undergraduate degree and postgraduate degree programs.

Basis

ARTICLE 3 – (1) This Regulation has been prepared based on Articles 14 and 44 of Law No 2547 on Higher Education dated November 4th, 1981.

Definitions

ARTICLE 4 – (1) Definitions of the terms in this Regulation are as follows;

- a) ECTS: European Credit Transfer System,
- b) ALES: Academic Staff and Graduate Education Entrance Examination,
- c) Department of Institute (DI): Departments of the institutes at OSTİM Technical University,
- d) Head of the Department of Institute: Head of the Department of Institute within OSTİM Technical University,
- e) Institute Board: The board that is chaired by the Director of the Institute and composed of deputy directors of the institute and the heads of the departments of the institute offering education programs and/or joint education programs in the institute,
- f) Director of the Institute: The directors of the institutes within OSTİM Technical University,
- g) Administrative Board of the Institute: The board of directors of the institute,
- h) Plagiarism: Using ideas, methods, data, or works of others partially or completely as their work without making references according to the scientific rules,
- i) IYS: English Proficiency Test,
- j) Board of Trustees: The Board of Trustees of OSTİM Technical University,
- k) Registrar's Office: Registrar's Office of OSTİM Technical University,
- l) OSYM: Student Selection and Placement Center,
- i) Rector: The Rector of OSTİM Technical University,
- j) Senate: OSTİM Technical University Senate,
- k) University: OSTİM Technical University,
- l) YDS: Foreign Language Level Determination Test.

PART TWO
Conditions for Application, Registration, and Admission to Graduate Programs

Student Admission

ARTICLE 5 – (1) Students are admitted to the Master's with Thesis Degree programs upon the evaluation of Bachelor's diploma (graduation certificate), ALES scores or the results of an international exam accepted as ALES equivalent by the Senate, undergraduate transcript, foreign language proficiency certificate for programs conducted in English, and other criteria approved by the Senate and announced to the candidates. Bachelor's diploma, ALES scores, results of the scientific evaluation exam and/or interview, and undergraduate grade point average can also be evaluated in the admission of candidates to the Master's with Thesis degree programs. For admission to the Master's with Thesis degree programs, the candidates must have obtained the ALES score determined by the Senate, provided that it is not lower than 55 points in the type of the program applied for. The weight of the ALES score in the evaluation is determined by the Senate, provided that it is not lower than 50%. ALES score is not required for admission to the graduate programs in the fields of design other than the basic field of architecture. ALES score is not required for admission to Master's without a Thesis Degree programs. Bachelor's diploma, result of the scientific evaluation test and/or interview, and undergraduate grade point average can be evaluated in admission to Master's without a Thesis Degree programs. For programs conducted in English, students are admitted upon the evaluation of a foreign language proficiency certificate and other criteria approved by the Senate and announced to the candidates.

(2) Students are admitted to the Ph.D. programs upon the evaluation of undergraduate and graduate diploma (achievement) scores, ALES scores or the results of an international exam accepted as ALES equivalent by the Senate, foreign language proficiency certificate, and other criteria approved by the Senate and announced to the candidates. Candidates of Ph.D. programs must have a minimum grade point average of 3.00 out of 4.00 or equivalent. Students applying to Ph.D. programs with a bachelor's degree must also have a minimum grade point average of 3.00 out of 4.00 or an equivalent score. ALES score is not required for admission to the graduate degree programs in the fields of design other than the basic field of architecture. For admission to the Ph.D. programs, students must have a Master's with a Thesis Degree and a Bachelor's Degree, and obtained the ALES score determined by the Senate, provided that it is not lower than 60 points for students applying with a Master's with a Thesis Diploma and 80 points for students applying with a Bachelor's Diploma. In admission to Ph.D. programs, the results of the scientific evaluation test and/or interview and the graduate grade point average for students applying with a graduate degree can also be evaluated in addition to the ALES score. The weight of the ALES score in the evaluation is determined by the Senate, provided that it is not less than 50%.

(3) Students are admitted to the proficiency in arts programs upon the evaluation of undergraduate and graduate achievement scores, ALES scores or the results of an international exam accepted as ALES equivalent by the Senate, foreign language proficiency certificate, and other criteria approved by the Senate and announced to the candidates. ALES score is not required for admission to proficiency in arts programs in the fields of design. For admission to the proficiency in arts programs, students must have Graduate and a Bachelor's Diplomas, and obtained the ALES score determined by the Senate, provided that it is not lower than 55 points in the verbal score type for students applying with a Graduate Diploma, and it is not lower than 80 points in the verbal score type for students applying with a Bachelor's Diploma. The weight of the ALES score in the evaluation is determined by the Senate, provided that it is not less than 50%. Candidates applying to proficiency in art programs with a Bachelor's Degree must have a minimum undergraduate grade point average of 3.00 out of 4.00 or an equivalent score for admission. ALES scores, graduate degree grade point averages, and interview/talent test/portfolio examination results can also be evaluated in the admission of students applying for the Proficiency in Art program. The matters concerning this evaluation, the reference letter to be provided by the candidates, the essay on the reasons for applying to the proficiency in art program, international standard exams, and other similar documents are determined by the Senate.

(4) The medium of instruction of the graduate programs offered at the University is determined by the Senate and recommended to the Council of Higher Education. In graduate programs taught in

Turkish, students may be required to provide a certain proficiency in any foreign language to be specified in advance, with the decision of the relevant institute board. The proficiency level of the candidates who apply to the graduate programs to be conducted in a foreign language is determined according to the results of YDS, international exams whose equivalence is accepted by OSYM, English Proficiency Exams of other higher education institutions providing education in English or IYS. The required proficiency exam score for admission to Master's programs conducted in a foreign language is determined by the Senate, provided that it is not less than 60 points out of 100 in YDS or IYS. In the admission of students to Ph.D. and proficiency in arts programs, students must obtain a score determined by the Senate, provided that it is not less than 60 points from YDS or an equivalent score from an exam accepted as equivalent by OSYM. An English proficiency certificate is not required from students who have graduated from an English-medium higher education institution in a country whose official language is English.

(5) All information about candidate applications and registrations is announced by the University. Candidate applications for graduate programs are made directly to the directorate of the relevant institute. Candidates must submit their diplomas, ALES scores, an exam result document certifying their levels of proficiency in English for programs conducted in English, and other documents specified in the announcement, within the specified period. Concerning the documents requested from the candidates for registration, the original documents or their copies approved by the relevant institute are accepted.

(6) Candidates, who are evaluated as successful according to their undergraduate and/or graduate achievement scores, international exam scores accepted as equivalent by ALES or OSYM, proficiency levels in English for programs conducted in English, and other criteria deemed appropriate by the relevant department of the institute by the institute, are admitted to graduate programs. Results of applications are announced by the relevant departments of institutes or institutes.

(7) For international candidates and Turkish citizens, who have completed their undergraduate education abroad, the procedures and principles concerning admission to graduate programs are determined by the Senate.

(8) Students cannot enroll in and study multiple graduate programs, except for the Masters without A Thesis programs.

Admission with horizontal (lateral) transfer

ARTICLE 6 – (1) Students, who have successfully completed at least one year in a graduate program offered in a university or other higher education institution, can be admitted to the graduate programs offered at the University through horizontal (lateral) transfer, upon the recommendation of the relevant Department of Institute and the decision of the relevant Administrative Board of Institute, provided that they apply with the required documents in due time. This decision must indicate the course obligations in the program, from which the student will be exempted. A student, who transfers from a higher education institution other than the University must meet the criteria specified in Article 5. For students, who transfer from higher education institutions with different lengths of the semester, the credit equivalence is determined by the relevant Administrative Board of Institute.

(2) Matters concerning the fees to be paid by students admitted with a horizontal (lateral) transfer are determined by the Board of Trustees.

Proficiency in English

ARTICLE 7 – (1) Candidates, whose scientific achievement levels are found insufficient for admission to graduate programs conducted in English, failed in IYS, or have not taken the IYS, can enroll as students in the English preparatory program.

Admission to the preparatory science/art program

ARTICLE 8 – (1) Preparatory science/art is a program implemented to ensure the compliance of successful students who have applied to different fields of study. The preparatory science/art program cannot offer more than 4 courses. Students to be admitted to this program are determined by the relevant Department of Institute by evaluating the undergraduate and/or graduate achievement levels

of the candidates and the structure of the undergraduate and/or graduate programs they have been enrolled in.

(2) The syllabus of a graduate student admitted to a preparatory science/art program consists of undergraduate or graduate courses. These courses cannot replace the courses deemed necessary to complete the graduate program.

(3) The compulsory courses to be received by a student of Ph.D./proficiency in arts programs admitted to a preparatory science/art program cannot replace the compulsory courses required to complete the relevant proficiency in science/art program.

(4) Students, who have been enrolled in the preparatory art/science program, can also take courses of the graduate program in addition to the preparatory courses of art/science upon the recommendation of the relevant Department of Institute and the approval of the relevant Administrative Board of Institute.

(5) The period of study in the preparatory art/science program is one calendar year at the most. Summer school is not included in this period and the student, who is not successful at the end of the period, is dismissed. The period of study in this program is not included in the periods of study specified for the postgraduate/Ph.D./proficiency programs in this Regulation.

(6) Students, who have been admitted to the preparatory art/science program, can start the master's program they have applied for, must obtain at least DD grade from the preparatory art/science program courses, and complete the program with a minimum grade point average of 2.00. Ph.D. students, who have been admitted to the preparatory art/science program, must obtain at least CC from the preparatory art/science program courses and complete the program with a minimum grade point average of 2.50. Grades obtained from these courses are not included in the grade point average of the graduate program.

Admission of private students

ARTICLE 9 – (1) Students, who have been enrolled in the master's, Ph.D., or proficiency in art programs in another higher education institution, can be admitted as private students with the approval of the relevant department head of the institute. The exemption procedures concerning the courses that the student has taken and successfully completed as a private student are carried out by the head of the department of the institute they are enrolled in.

(2) Private students are provided with a document indicating their achievement in the course(s) they have received. The credits/hours of the relevant courses are also indicated in this document.

(3) There is no entrance exam, no grade level, and language requirement for the admission of private students. Private students cannot register for a seminar, term project, or thesis. Private students cannot benefit from student rights, scholarships, or fee reductions.

(4) Persons, who are a graduate or students of a higher education institution and want to increase their knowledge in a particular field, can be admitted as private students for graduate courses with the approval of the relevant Department of Institute.

(5) Studying as a private student status does not qualify for a degree, and the period of study cannot exceed two semesters.

(6) Private students, who have taken the program courses, can gain the status of a graduate student in case they fully fulfill the student admission requirements of the program. Among the courses that students admitted to the graduate program take as private students and are successful, a maximum of 5 courses for Master's without a Thesis Degree and 4 courses for Master's with A Thesis and Ph.D. programs can be included in the program with the recommendation of the relevant Department of Institute and the decision of the Administrative Board of Institute.

Enrollment and renewal

ARTICLE 10 – (1) The enrollment procedures of students admitted to graduate programs upon the decision of the Administrative Board of Institute are carried out by the Registrar's Office. Students admitted to the programs register the programs by submitting the documents required by the Institute. Students, who have not renewed their registrations within the period specified in the academic calendar, are suspended. Students, whose registrations are suspended cannot benefit from student rights. The period of suspension is included in the period of study. The matters concerning the fees to be paid by the students for these periods are determined by the Board of Trustees.

(2) The registration procedures of the students admitted to graduate programs are finalized according to the following conditions:

a) Having obtained a Bachelor's Diploma for admission to the Master's with and without A Thesis programs, and a Bachelor's Diploma or a Master's with A Thesis Diploma for admission to Ph.D. programs.

b) Having fulfilled the obligations regarding student contribution or tuition fees.

c) Having fulfilled the other conditions announced by the University.

(3) Concerning the documents required for registration, the original documents or copies approved by the University after seeing the original are accepted.

(4) Students, who complete the registration process, are awarded a student identity document. The identity document contains information about the student

(5) Applicants, who do not complete the registration process in due time, are deemed to have waived their right to be a University student and cannot claim any rights.

Leaves of Absence

ARTICLE 11 – (1) Graduate students can be granted excused leaves of absence up to two semesters for Master's degree students and up to four semesters for Ph.D. students, provided that the excuses are deemed valid by the relevant Institute Board. The allowed period is not included in the period of study. Students cannot attend classes and cannot take exams during their leave of absence.

(2) Applications for leave of absence can be made until the end of the fourth week following the start of the classes.

(3) The matters concerning the tuition fee to be paid by the students, who have applied for leave of absence, are determined by the Board of Trustees.

Cancellation of registration

ARTICLE 12 – (1) Students who want to cancel their registration at their request should submit a petition to the relevant Directorate of Institute. The student is dismissed from the University with the decision of the relevant Institute Board. The matters concerning the tuition fee to be paid by the students, who have voluntarily canceled their registration, are determined by the Board of Trustees.

Tuition fees and scholarships

ARTICLE 13 – (1) Matters concerning the tuition fees and scholarships of students enrolled in graduate programs are determined by the Board of Trustees upon the recommendation of the University Board.

(2) The registration is not renewed and the leave procedures are not carried out for students, who have not paid the tuition fees. These students cannot benefit from student rights.

(3) The students enrolled in graduate programs have to pay the entire tuition fee even if they have completed the program before the deadline. In case the student cannot complete the program during the normal period of study, the student will pay the fee determined by the Board of Trustees upon the recommendation of the University Board for the extended period.

PART THREE

General Provisions Concerning Education

Opening of the graduate program and academic year

ARTICLE 14 – (1) Graduate education involves master's degree programs with and without thesis and Ph.D. programs. A graduate program is prepared by the Department of Institute and opened with the recommendation of the relevant Institute Board, the decisions of the Senate and the Board of Trustees, and the approval of the Council of Higher Education. Changes in the curriculum of a graduate program and the principles concerning the adaptation of students to these changes are prepared by the Department of Institute, examined by the relevant Institute Board, presented to the Senate and the decision is finalized. International joint graduate programs can be opened in collaboration with higher education institutions abroad. Education is carried out in accordance with the provisions of the relevant legislation in these programs.

(2) Students cannot enroll in and study multiple graduate programs, except for the Masters without A Thesis programs.

(3) Student exchange programs can be organized with domestic or international higher education institutions within the framework of mutual agreements. The principles concerning these programs are determined by the Senate.

(4) An academic year consists of two semesters of sixteen weeks. The duration and dates for registration, lectures, exams and similar activities are specified in the academic calendar approved by the Senate.

(5) Summer school can be opened when necessary. Taking courses in summer school depends on the preference of the students. Summer school has a separate fee.

Attendance Obligation

ARTICLE 15 – (1) Students must attend classes, practices, and exams. The attendance of students is monitored by the relevant instructor. Students are required to attend 70% of the theoretical courses and 80% of the laboratory and practical courses.

Credit values of graduate courses

ARTICLE 16 – (1) The credit value of a course is the sum of 1.0 times the weekly hour of theoretical course and 0.5 times the weekly hour of practice.

(2) The courses that will not be included in the grade point averages are determined by the Senate.

Programs, course exams, and assessment

ARTICLE 17 – (1) The graduate education plans in the departments of institutes are composed of the compulsory/elective courses to be received for graduating from the graduate program, thesis, seminars, and similar studies, and the total of their credits. These education plans are discussed and approved in the relevant Institute Board, provided that they meet the minimum conditions specified by the Senate.

(2) The graduate courses to be offered in a semester and the lecturers to teach these courses are determined by the Institute Board upon the recommendations of the heads of the relevant institute departments.

(3) The following factors are considered in the opening of graduate programs according to the credit or ECTS credit determined by the Senate, taking into account the diploma level of the relevant program by the Council of Higher Education, the credit range determined according to the Turkish Qualifications Framework (TQF) for the field, and the working hours of the students:

a) The semester credit value of a graduate course is the sum of the entire weekly hours of the theoretical course and half of the weekly practice or laboratory hours of the course.

b) ECTS course credits are calculated within the framework of the principles determined by the Senate, taking into account the learning outcomes that express the contribution of that course to the knowledge, skills and, competencies to be gained by the student who completes the relevant diploma program, as well as the specified theoretical or applied course hours and the working hours required for other activities stipulated for the students.

(4) At least one course including scientific research techniques and research and publication ethics must be offered during graduate education.

(5) The student and the advisor of the student decide the courses approved by the Institute Board to be included in the curriculum of the students. Until the thesis advisor is appointed, the advisory duty is carried out by the Head of the Department of the Institute or the program coordinator/head.

(6) All exams assessing proficiency, level determination, or course achievement can be administered on paper and simultaneously to all candidates, as well as in an electronic environment that enables different questions to be asked to each candidate at different times from a securely stored question bank classified according to field and difficulty level. The principles concerning the preparation of the questions in the exams, the development and encryption of the question bank, the storage of the exam questions in paper or electronic environment, and the provision of exam security, are determined by the Council of Higher Education.

(7) In addition to midterm exams and/or mid-semester studies, students are also administered a final exam, and/or the end of the semester project work evaluation is performed. Final exams are held at the places and times determined and announced by the University. The semester grade to be assigned to the student is appreciated by the instructor, taking into account the midterm exams, the final exam, and/or the evaluation of the end-of-semester project work along with the course studies and attendance during the semester. A make-up exam is administered to students who cannot take any exam for a justified and valid reason by the relevant Department of Institute.

Course Grades

ARTICLE 18 – (1) One of the following letter grades is assigned to the students as the end of the semester course grade by the instructor for each course they receive:

AA	4.00	90-100
BA	3.50	85-90
BB	3.00	80-84
CB	2.50	70-79
CC	2.00	60-69
DC	1.50	50-59
DD	1.00	45-49
FD	0.50	35-44
FF	0.00	0-34
NA	0.00	0

(2) The conversion table determined by the Council of Higher Education is applied for converting the grades and grade point averages to the hundred-score system.

(3) The following grades are not included in the averages:

- a) I incomplete
- b) S: Satisfactory
- c) U: Unsatisfactory
- d) P: Performing.
- e) NI: Not Included in Grade Point Average.
- f) NA: Absence.

(4) The (I) grade is appreciated by the instructor for the students who have been successful in the semester but could not complete the requirements for the course due to illness or any other valid reason. In case the student receives an (I) grade in any course, he/she has to complete the deficiencies and get a grade within 15 days from the date of submission of the grades to the Registrar's Office. Otherwise, grade (I) automatically becomes grade (FF). This period can be extended with the application of the student, the recommendation of the relevant Department of Institute, and the decision of the relevant Institute Board in case of a prolonged illness or similar cases.

(5) The (S) grade is assigned to students, who have passed the courses that are not included in their grade point averages.

(6) The (U) grade is assigned to students, who have failed to pass the courses that are not included in their grade point averages.

(7) The (P) grade is assigned to students who successfully continue their thesis studies.

(8) The (NI) grade is assigned to define the courses received by the student without being included in the grade point average of the program or programs he/she has been enrolled in. This grade is indicated in the transcript of the student together with the letter grade received from the relevant course. Courses in this status are not used in the course substitution processes related to the program or programs in which the student is registered. The status of courses in (NI) status cannot be changed within the same program.

(9) The (NA) grade is given to students, who have failed because they have not met the attendance requirements. This grade is considered an (FF) grade.

(10) When the final course grades are submitted to the Registrar's Office, they are finalized and announced by the Registrar's Office.

(11) To be considered successful in a course, the graduate student must have received at least CC and the Ph.D. student must have received at least CB as a semester grade.

Material errors and objections in grades

ARTICLE 19 – (1) In case of any material error, concerning the end of the semester course grades announced by the Registrar's Office, the request for correction is decided by the relevant Department of Institute, upon the application of the instructor. Material errors concerning the grades assigned after the final exams must be corrected within the registration period of the following semester at the latest. Decisions on late applications are made by the relevant Institute Board.

(2) Students can object to the relevant Department of Institute concerning the exams administered or the grades assigned, with a valid reason. Objections must be made to the Department of Institute with a petition within fifteen days at the latest. In case the Department of Institute deems the objection appropriate, the exams can be repeated within the registration period of the following semester at the latest, or the material errors can be corrected. The matters concerning the late applications are decided by the relevant Institute Board.

Grade point averages

ARTICLE 20 – (1) The achievement status of the students is determined by calculating their grade point averages at the end of each semester. The total ECTS received by a student from a course is obtained by multiplying the ECTS value of that course with the coefficient of the semester-end course grade. To calculate the grade point average of any semester, the total ECTS amount received by the student from all courses in that semester is divided by the total ECTS value of the courses received. The obtained average is written as two digits after the comma. Grade point average is calculated by considering all of the courses that the student has received to complete the minimum course load determined by the relevant Department of Institute since admission to the graduate program. The last grade obtained from the repeated courses is added to the overall grade point average. All grades are recorded on the transcript of the student.

Adaptation of courses

ARTICLE 21 – (1) Conditions concerning the private student status of the students, the adaptation of the courses received in the previous graduate program, and exemption from one or multiple courses and early graduation are determined by the relevant Institute Board by taking the opinion of the relevant department.

(2) The adaptation procedures concerning the courses received by the applicants of a graduate program must be carried out at the time of application.

(3) Graduate students attending any program can take courses from another higher education institution other than the University at the beginning of the relevant semester, with the recommendation of the advisor, the approval of the relevant Department of Institute, and the decision of the relevant Institute Board.

Repetition of courses

ARTICLE 22 – (1) To be considered successful in a course, the master's degree students must have obtained a minimum of (CC) grade and the Ph.D. students must have received a minimum of (CB) grade in the semester. Students must repeat the courses they have failed or take the elective courses that are considered equivalent by the relevant Department of Institute. Students can repeat the courses they are successful in or take courses that are considered equivalent to these courses by the relevant Department of Institute, for increasing their grade point averages.

PART FOUR Master's Degree Programs

Master's Degree Programs

ARTICLE 23 – (1) The purpose of the master's degree program is to ensure that the student gains the ability to access, evaluate, and interpret knowledge through scientific research. The master's degree program can be implemented in two forms: with and without a thesis. The departments to offer these programs and methods of implementation are discussed in the Senate and the Board of Trustees upon the recommendation of the relevant Institute Board, a decision is made and announced with the approval of the Council of Higher Education.

(2) Transfer between Master's with and without Thesis programs can be made with the application of the student, the positive opinion of the relevant Department of Institute, and the approval of the relevant Institute Board. In this case, the courses received in the previous master's degree program can be adapted to replace the courses in the new master's degree program to be registered, with the decision of the relevant Institute Board.

(3) Distance graduate education programs can be opened to plan and implement teaching activities based on information and communication technologies without the obligation of academic staff and students to be in the same space, with the approval of the Council of Higher Education. Matters concerning the fields of science to offer distance education programs, courses to be opened through distance education, the number of their credits and ECTS credits, preparation of course materials, methods of exams, the protocols to be signed between higher education institutions for this purpose, and other matters concerning distance education are determined by the University.

Period of study and course load of Master's with A Thesis program

ARTICLE 24 – (1) The master's with thesis program must have at least seven compulsory and elective courses with a minimum of twenty-one credits in total, a seminar course deemed appropriate by the Department of Institute, and the thesis study. The seminar and thesis study do not have credit values and are evaluated as success or failure. The master's with thesis program consists of at least 60 ECTS credits in one academic year, at least eight courses including seminars, compulsory and

elective courses, and a total of at least 120 ECTS credits, including thesis study. Courses in the master's with thesis program must be completed with a minimum grade point average of 3.00.

(2) In the master's with thesis program, the Department of Institute must recommend a thesis advisor for each student from among the staff of the University until the end of the first semester at the latest and the thesis topic determined by the student together with the advisor until the end of the second semester at the latest. The decision becomes final with the recommendation of the relevant Department of Institute and the approval of the relevant Institute Board. The thesis advisor is selected from among the permanent faculty members, who have taught in an undergraduate program for at least two semesters. The thesis advisor is selected from among the academic members with the qualifications to be determined by the Senate. In case there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institution may be selected as the advisor by the relevant Institute Board. In cases where the thesis study requires multiple thesis advisors, the second thesis advisor may be appointed from outside the University among persons, who have a minimum of a Ph.D. degree. The conditions for the appointment and replacement of the thesis advisor and the second thesis advisor are determined by the relevant Institute Board.

(3) The determination of the courses to be received by the student and the registration procedures are carried out by the thesis advisor, and by the relevant Department of Institute until the thesis advisor is appointed.

(4) The student has to register for the thesis study every semester from the beginning of the semester following the appointment of a student advisor

(5) The period of study of the master's with thesis program is four semesters, regardless of whether they are registered for each semester, starting from the semester in which the courses of the program are offered, excluding the semesters allowed by the relevant Administrative Board of the Institute and the periods spent in preparatory years of science and English. The program must be completed in a maximum of six semesters. The semesters spent in higher education institutions in Turkey or abroad within the scope of exchange programs and international joint programs are included in the period of study. Students, who have not successfully completed the credit courses and seminar course included in the education plan at the end of four semesters or failed to meet the achievement conditions stipulated by the University within this period, and students, who have failed in the thesis study or participated in the thesis defense within the due periods, are dismissed from the University.

(6) Students can select at most two courses from among the undergraduate courses upon the recommendation of the relevant Department of Institute and the decision of the relevant Administrative Board of Institute, provided that they have not received these courses during their undergraduate education. The head of the department may delegate his/her authority to the advisor.

(7) Students can take a maximum of two graduate courses from the courses offered in other higher education institutions to be counted towards the course load of the program he/she has been enrolled in, with the recommendation of the relevant Department of Institute and the decision of the relevant Institute Board.

(8) The extra courses to be received by the student, who has completed the minimum course load determined by the relevant Department of Institute, are not included in the grade point average, but are indicated in the transcript.

Conclusion of the master's thesis

ARTICLE 25 – (1) Students, who have completed their master's thesis studies within the time specified in Article 24, have to write the results obtained in line with the thesis writing guide of the University and defend their thesis orally in front of the jury. The thesis must be written in the medium

of instruction of the relevant program. However, in programs conducted in Turkish, these can also be written in a foreign language with the approval of the relevant Department of Institute and the relevant Institute Board.

(2) Students, whose thesis is accepted by the thesis advisor and who have fulfilled the minimum requirement for the thesis jury assignment application approved by the relevant Department of Institute, if any, apply to the relevant Department of Institute to take the thesis exam. The relevant Department of Institute submits an unbound copy of the thesis that has passed the control of the advisor in terms of content to the relevant Institute, along with the plagiarism report and the recommendation of the thesis jury. In case plagiarism is detected in the data in the report, the thesis is sent to the Administrative Board of Institute for a decision with justification. The last date that students can take the thesis exam is indicated in the academic calendar.

(3) The master's thesis jury is appointed upon the recommendation of the relevant Department of Institute and the decision of the relevant Institute Board. The jury consists of three or five faculty members, one of whom is the thesis advisor of the student and at least one member from another higher education institution. In case the jury consists of three persons, the second thesis advisor cannot be included in the jury. In addition, two substitute members, one from outside the University, are determined for the jury.

(4) The members of the jury convene within one month from the date the thesis is delivered and administer the thesis examination to the student. The thesis exam consists of the presentation of the thesis study followed by a question-answer section and is open to the audience. The audience consists of lecturers, graduate students, and experts in the field.

(5) At the end of the examination, the jury decides to accept or reject the thesis or return it for correction by at least an absolute majority, in a closed session. The decision of the jury is reported to the relevant institute within three days at the latest by the relevant Department of Institute. Students, whose thesis has been evaluated as unsuccessful and rejected, are dismissed from the University. Students, whose thesis has been returned for correction, defend their thesis again in front of the same jury by completing the deficiencies within three months at the latest. At the end of this defense, students, who are found unsuccessful and whose thesis has not been accepted, are dismissed from the University. In case the students with rejected thesis make a request, a Master's without a Thesis Diploma is awarded, provided that they have fulfilled the course credit load, project writing, and similar requirements of the Master's without A Thesis program.

(6) Students, who have completed the thesis study, deliver the requested number of copies of the thesis to the thesis advisor. The advisor submits his written opinion concerning the compliance of the thesis with the dissertation rules to the Department of Institute along with the copies of the thesis.

Master's with A Thesis Diploma

ARTICLE 26 – (1) To obtain a graduate diploma, the graduate student must submit three bound copies of the master's thesis and three electronic CD copies prepared in PDF format to the relevant Department of Institute within one month from the date the thesis exam, provided that the other conditions have also been met, the thesis must be approved in terms of form, the student must have fulfilled all obligations towards the University and paid all the fees including the tuition fee. Upon request, the Administrative Board of the Institute may extend the period for a maximum of one month concerning the delivery of three bound copies of the master's thesis and three electronic CD copies prepared in PDF format. Students, who fail to fulfill these obligations, cannot receive their diplomas and benefit from student rights until they meet all the conditions. In case the due period is over, the student is dismissed.

(2) The graduate diploma includes the approved name of the program in the Department of the Institute where the student has been enrolled, along with the phrase “With A Thesis”. The date of graduation is the date on which the signed copy of the thesis is submitted by the examination jury commission.

(3) Within three months from the delivery of the thesis, a copy of the master's thesis is sent to the Council of Higher Education by the Institute, to be put into service of scientific research and activities in the electronic environment.

Period of study and course load of Master’s without A Thesis program

ARTICLE 27 – (1) The aim of the Master’s without A Thesis program is to provide the student with deep knowledge of the professional subject and to demonstrate how to use existing knowledge in practice. The Master’s without A Thesis program consists of three semesters, two semesters of which involve lectures and one semester involving a semester project. The Master’s without A Thesis program consists of a total of thirty credits and at least ten courses, not less than 60 ECTS, and a term project course of 30 ECTS. Students must complete a total of 90 ECTS credits to graduate from the Master’s without A Thesis program. Students must enroll in the graduation project course in the semester in which the graduation project course is received and submit a written project and/or report at the end of the semester. The project report must be written in the language in which the program is taught. The semester project course does not have a credit value and is evaluated as success or failure.

(2) In the Master’s without A Thesis program, the relevant Department of Institute appoints a faculty member by the end of the first semester at the latest to advise each student in the course selection and the execution of the project work, or a faculty member with a Ph.D. and the qualifications determined by the Senate.

(3) The determination of the courses to be received by the student and the registration procedures are carried out by the advisor and the relevant Department of Institute until the advisor is appointed.

(4) The courses of the Master’s without A Thesis program must be completed with a minimum grade point average of 2.50.

(5) In the Master’s without A Thesis program, the student can take undergraduate courses, provided that they had not been taken during undergraduate education and with the approval of the relevant Department of Institute. The head of the department may delegate his/her authority to the advisor. However, at most three of these courses can be counted towards the course load and graduate credits.

(6) Upon the recommendation of the relevant Department of Institute and the decision of the relevant Institute Board, the student can take a maximum of three graduate courses from other universities to be counted towards the course load of the program he/she has studied.

(7) The period of study for completing the Master’s without A Thesis program is a minimum of two and a maximum of three semesters, regardless of registration in each semester, starting from the semester when the courses registered with start and excluding the period of study during the preparatory science program. Students, who fail or cannot complete the program within the specified period of study, are dismissed from the University.

(8) According to the principles determined by the Senate, a proficiency exam can be administered at the end of the Master’s without A Thesis program.

(9) The Master’s without A Thesis program can also be studied in the second postgraduate education.

Master’s without A Thesis diploma

ARTICLE 28 – (1) To be awarded a graduate diploma, the student must have successfully completed the credit courses and the semester project fulfilled all obligations towards the University, and paid all fees including the tuition fee.

(2) The Master's without A Thesis diploma is awarded to students, who have successfully completed the credit courses and the semester project.

(3) The Master's without A Thesis diploma includes the approved name of the program in the Department of the Institute where the student has been enrolled in.

(4) Students, who have been enrolled in the Master's without A Thesis program, can transfer to the Master's with A Thesis program at the end of the first semester, provided that they have fulfilled the minimum requirements for the Master's with A Thesis program. In this case, the courses taken during the Master's without A Thesis program can be adapted to replace the courses in the Master's with A Thesis program with the decision of the Institute Board.

PART FIVE

Ph.D. Programs

Purpose and Scope

ARTICLE 29 – (1) The purpose of the Ph.D. program is to ensure that the student attains the ability to make independent research, interpret scientific events within a comprehensive and deep perspective, and determine the necessary steps to reach new syntheses. The dissertation to be prepared at the end of the Ph.D. program must comply with one of the qualifications of introducing an innovation to science, developing a new scientific method, or implementing a known model to a new field. Ph.D. programs cannot be offered in evening classes.

Period of study and course load of the Ph.D. program

ARTICLE 30 – (1) For students, who have been admitted upon a Master's with A Thesis degree, the Ph.D. program consists of at least 240 ECTS credits including a minimum of seven credit courses with a minimum of twenty-one credits, seminars, proficiency exams, thesis proposal, and thesis study, provided that it is not less than 60 ECTS per academic year. For students, who have been admitted to this program upon a Bachelor's Degree, the Ph.D. program consists of at least 300 ECTS credits including fourteen credit courses with a minimum of forty-two credits, one seminar course, proficiency exams, thesis proposal, and thesis study. Courses of the Ph.D. program must be completed with a minimum grade point average of 3.00.

(2) The thesis advisor for the student in the Ph.D. program is appointed by the end of the second semester at the latest upon the recommendation of the relevant Department of Institute and the decision of the relevant Institute Board. In cases where the nature of the Ph.D. thesis requires multiple thesis advisors, a second thesis advisor may be appointed. The second thesis advisor can be a person with at least a Ph.D. degree from outside the University staff. The thesis advisor is selected from among the full-time faculty members of the University, who have conducted at least one successful master's thesis and have taught at least four semesters of undergraduate or graduate courses. In case there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institution may be selected as the advisor by the relevant Institute Board. The terms of appointment and replacement of the thesis advisor and the second thesis advisor are determined by the relevant Institute Board.

(2) The planning and registration of the courses to be received by the student are carried out by the thesis advisor and the relevant Department of Institute until the thesis advisor is appointed.

(3) Students, who are successful in the proficiency exam, have to register for the thesis study every semester.

(4) Students can take undergraduate courses within the Ph.D. program. Undergraduate courses are not counted towards course load and Ph.D. credits. Students, who have been admitted upon a graduate degree can receive a maximum of two courses, and the students, who have been admitted upon a Bachelor's Degree, can receive a maximum of four courses from among the courses offered in other higher education institutions, with the recommendation of the Department of Institute and the approval of the Institute Board.

(5) The extra courses to be taken by the students, who have completed the minimum course load determined by the relevant Department of Institute, are not included in the grade point average, but are indicated in the transcript.

(6) The Ph.D. program consists of twelve semesters and the maximum period of study is twelve semesters for students, who are admitted upon a Master's with A Thesis degree, and it consists of ten semesters and the maximum period of study is fourteen semesters for students, who are admitted upon a Bachelor's Degree, starting from the period when the courses related to the program are opened and regardless of whether they are registered for each semester, and excluding the time spent during the preparatory science program. The maximum period to successfully complete the credit courses required for the Ph.D. program is four semesters for students, who are admitted upon a Master's with a Thesis degree, and six semesters for students, who are admitted upon a Bachelor's Degree. Students, who fail in the credit courses or cannot meet the minimum grade point average stipulated by the University within this period, are dismissed from the University. Students, who successfully complete the credit courses, are successful in the proficiency exam, and whose thesis proposals are accepted, but cannot complete the thesis study by the end of twelve or fourteen semesters, are dismissed. Students, who have been admitted to the Ph.D. program upon a Bachelor's Degree and who have not been successful in their Ph.D. thesis, are awarded a Master's without A Thesis Degree upon their request, provided that they have fulfilled the required credit load, project, and other similar conditions.

Ph.D. qualifying exam

ARTICLE 21 – (1) The Ph.D. qualifying exam is the measurement of whether the students, who have completed the courses and seminars, have gained the depth of scientific research related to the basic topics and concepts in their fields and Ph.D. study. Ph.D. students with a Master's Degree are administered the Ph.D. qualifying exam in the fifth semester at the latest, and students admitted upon a Bachelor's Degree in the seventh semester at the latest. The names of the students, who have applied for the Ph.D. qualifying exam, are notified to the relevant institute by the relevant Department of Institute. Each student can be administered a Ph.D. qualifying exam twice a year at the maximum.

(2) The Ph.D. qualifying exam is held twice a year, in May and December.

(3) The qualifying exams are organized and administered by a five-person Ph.D. proficiency committee recommended by the relevant Department of Institute, approved by the relevant Institute Board, and to serve for three years. To prepare, administer, and evaluate the exams in different fields, the committee establishes exam juries consisting of one thesis advisor of the student, at least five main faculty members, two of whom are from outside the University, and two substitute faculty members, one from outside the University. The relevant Administrative Board decides whether the advisor has the right to vote. In case the advisor does not have the right to vote, the jury consists of six faculty members.

(4) The Ph.D. qualifying exam consists of written and oral exams to determine the ability of the students in the relevant field of science and the tendency of the students to research. Students, who are successful in the written exam, can attend the oral exam.

(5) The Ph.D. qualification committee evaluates the written and oral exam results together and decides with the absolute majority whether the student is successful or unsuccessful. This decision is notified by the relevant Department of Institute to the relevant Institute within three days at the latest.

(6) Students, who fail in the qualifying exam, are administered the exam again in the next semester concerning the parts they have failed. Students, who have also failed this exam, are dismissed from the Ph.D. program.

(7) The Ph.D. qualification committee may require students, who have passed the qualifying exam, to take at most 2 courses from the fields determined to be deficient in addition to the courses they have taken, even if they have completed their course load. Students must successfully complete these courses to be determined upon the decision of the relevant Institute. The extra credit courses qualify as (NI) and these courses must be completed with a minimum of CB grade.

(8) Students, who have been admitted to a Ph.D. program upon a Bachelor's Degree and have successfully completed at least seven courses, can transfer to a Master's with or without A Thesis program.

The thesis monitoring committee

ARTICLE 32 – (1) A thesis monitoring committee is formed within one month for students, who have been successful in the qualifying exam, with the recommendation of the relevant Department of Institute and the approval of the relevant Institute Board.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes a member from within and out of the major Department of the Institute. In case there is a second thesis advisor, the second thesis advisor can participate in the meetings of the committee.

(3) In the semesters following the establishment of the thesis monitoring committee, changes can be made in the members with the recommendation of the relevant Department of Institute and the approval of the relevant Institute Board.

Defenses of the thesis proposal

ARTICLE 33 – (1) Students, who have completed the Ph.D. qualifying exam, defend their thesis proposals including the purpose, method, and schedule of the study orally before the thesis monitoring within six months at the latest. Students have to submit a written report on their thesis proposals within a minimum of fifteen days before the oral defense.

(2) The thesis monitoring committee decides with the absolute majority to accept or reject the thesis proposal presented by the student or return it for correction. This decision is notified by the relevant Department of Institute to the relevant Institute within three days following the thesis proposal. One month is allowed for correction. The decision on acceptance or rejection made with the absolute majority is notified in writing to the Institute by the Department of Institute.

(3) Students, whose thesis proposals have been rejected, have the right to choose a new advisor and/or thesis topic. In such a case, a new thesis monitoring committee may be appointed. Students, who want to continue the program with the same advisor, are called for the thesis proposal defense again within three months, and students, who want to change the advisor and the thesis subject are called for the thesis proposal defense again within six months. Students, whose thesis proposals have been rejected again in the second defense, are dismissed from the University.

(4) For students, whose thesis proposals have been accepted, the thesis monitoring committee convenes at least twice a year, once between January-June and once in July-December. Students submit a written report to the committee members at least one month before the meeting date. This report must indicate the summary of the studies carried out until that time and the schedule for the

studies to be carried out in the following semester The thesis studies of the students are determined as successful or unsuccessful by the committee and a report is submitted to the relevant institute. Students, who are unsuccessful twice subsequently or in intervals, are dismissed from the University.

(2) Students, who fail to attend the thesis proposal defense within the period specified in the first paragraph without a valid excuse, are deemed unsuccessful, and their thesis proposals are rejected.

Finalization of the Ph.D. thesis

ARTICLE 34 – (1) Students, who have completed the Ph.D. thesis studies within the time specified in Article 30, have to write the results obtained in accordance with the thesis writing guide of the University and defend their thesis orally before the jury. In programs conducted in English, the thesis must be written in English.

(2) To participate in a Ph.D. thesis defense, at least one publication related to the thesis of the student, completed alone or with other researchers in the relevant discipline, must be accepted for publication in a national or international journal with peer review. Students, who have fulfilled this requirement, whose thesis are accepted by the thesis advisor, and, if any, approved by the Institute of the relevant Department of Institute, and who have fulfilled the minimum requirement for the assignment of the thesis jury, apply to the relevant Department of Institute to take the thesis exam. Department of Institute submits an unbound copy of the thesis that has been reviewed and approved by the advisor in terms of content, and a copy of the article submitted for publication specified in this paragraph to the relevant Institute together with the plagiarism report and the recommendation of the thesis jury. In case plagiarism is detected in the data in the report, the thesis is submitted to the Administrative Board of Institute for a decision together with its justification. The last date that students can take the thesis exam is indicated in the academic calendar.

(2) For the thesis of a student to be finalized, at least three thesis monitoring committee reports must be submitted.

(3) The Ph.D. thesis jury is appointed with the recommendation of the advisor and the Head of the Department of the Institute and the approval of the Administrative Board of the Institute. The jury consists of five faculty members including the advisor, three of whom are in the thesis monitoring committee of the student, and at least two of them from out of the university. The relevant Board decides on whether the advisor has the right to vote. In case the advisor does not have the right to vote, the jury consists of six faculty members. In addition, the second thesis advisor can participate in the jury without the right to vote. Two substitute members, one from outside the University, are determined for the jury.

(5) The members of the jury meet within one month at the latest from the date the thesis is delivered to them and call the student to the thesis defense. The thesis exam consists of the presentation of the thesis work followed by a question-answer section and is open to the audience. The audience consists of lecturers, graduate students, and specialists in the field.

(6) At the end of the exam, the jury decides on accepting or rejecting the thesis or returning it for correction by the absolute majority, in a closed session. The decision of the jury is reported to the relevant Institute within three days at the latest by the relevant Department of Institute. Students, whose thesis is accepted, are considered successful. Students, whose thesis has been found unsuccessful and rejected, are dismissed from the University. Students, whose thesis is decided to be returned for correction, defend their thesis again before the same jury by making the necessary corrections within six months at the latest. Students, who have been unsuccessful in this defense, are dismissed from the University. Students, been admitted to a Ph.D. program upon a Bachelor's Degree and have not been successful in the thesis, are awarded the Master's without A Thesis diploma in accordance with the seventh paragraph of article 30, upon request. Students must have registered for the semester for which they received an extension.

Ph.D. diploma

ARTICLE 35 – (1) Students, who have completed their thesis studies, deliver the requested number of copies of the thesis to their advisors. Advisors submit the copies of the thesis to the Department of the Institute along with their opinion concerning whether the thesis complies with the dissertation rules.

(2) To be awarded a Ph.D. diploma, Ph.D. students must have been successful in defense of the thesis and submitted at least three bound copies of the Ph.D. thesis and three electronic CD copies prepared in PDF format to the relevant Institute within one month from the date of the thesis exam, the thesis must have been approved in terms of its format, the students must have fulfilled all obligations towards the University, and must have fulfilled all payment obligations including the tuition fees. Upon application, the Administrative Board of the Institute may extend the submission period of at least three bound copies of the Ph.D. thesis and three electronic CD copies prepared in PDF format for a maximum of one month. Students, who have not fulfilled these conditions, cannot receive their diplomas or benefit from the student rights until they fulfill these obligations. In case the due period is over, the student is dismissed from the University.

(3) The Ph.D. diploma includes the approved name of the program in the Department of Institute enrolled by the student. The date of graduation is the date when the copy of the thesis signed by the jury is delivered.

PART SIX

Proficiency in Art Programs

Purpose and Scope

ARTICLE 29 – (1) Proficiency in art is a Ph.D. equivalent higher education program that aims to reveal an original artwork and a superior practice and creativity in music and performing arts.

Period of study and course load of the Proficiency in Art program

ARTICLE 37 – (1) For students, who have been admitted upon a Master's with A Thesis degree, the Proficiency in Arts program consists of at least 240 ECTS credits including a minimum of seven credit courses with a minimum of twenty-one credits, practices, thesis, exhibitions, projects, recitals, concerts, and performances, provided that they are not less than 60 ECTS per academic year. For students, who have been admitted to this program upon a Bachelor's Degree, the Ph.D. program consists of at least 300 ECTS credits including fourteen credit courses with a minimum of forty-two credits, practices, thesis, exhibitions, projects, recitals, concerts, and performances. Courses of the Proficiency in Arts program must be completed with a minimum grade point average of 3.00.

(2) The Department of Institute recommends an advisor from the University staff for each student to consult in the selection of courses and practices along with the thesis, exhibitions, projects, recitals, concerts, performances, and similar activities and the themes and titles of the thesis, exhibitions, projects, recitals, concerts, performances, and similar activities to be determined together by the advisor and the student to the Institute, and this recommendation is finalized by the Institute Board. The thesis advisor for the student in the Proficiency in Art program is appointed by the end of the second semester at the latest, upon the recommendation of the relevant Department of Institute and the decision of the relevant Institute Board. In cases where the nature of the Proficiency in Art program requires multiple thesis advisors, a second thesis advisor may be appointed. The advisor must have supervised at least one successfully completed master's thesis to supervise activities such as thesis, exhibitions, projects, recitals, concerts, and performances in Proficiency in Art programs. The second thesis advisor may be selected from outside the University from among the persons with Ph.D./Proficiency in Art degrees. The terms of appointment and replacement of the thesis advisor and the second thesis advisor are determined by the relevant Institute Board.

(3) The planning and registration of the courses to be received by the students are carried out by the thesis advisor and the relevant Department of Institute until the thesis advisor is appointed.

(4) Students are required to register for the thesis study every semester, starting from the beginning of the semester following the appointment of the advisor.

(5) Students in the Proficiency in Art program can take undergraduate courses. For students with a master's degree, these courses are not counted towards the course load and Proficiency in Art program credits. Students who have been admitted with a Bachelor's Degree can adapt at most two undergraduate courses to the course load and Proficiency in Art program credits.

(6) Students, who have been admitted upon a graduate degree can receive a maximum of two courses, and the students, who have been admitted upon a Bachelor's Degree, can receive a maximum of four courses from among the courses offered in other higher education institutions, with the recommendation of the Department of Institute and the approval of the Institute Board.

(7) The extra courses to be received by the students, who have completed the minimum course load determined by the relevant Department of Institute, are not included in the grade point average, but are indicated in the transcript.

(8) The Proficiency in Art program consists of eight semesters and the maximum period of study is twelve semesters for students, who are admitted upon a graduate degree, and it consists of twelve semesters and the maximum period of study is fourteen semesters for students, who are admitted upon a Bachelor's Degree, starting from the period when the courses related to the program are opened and regardless of whether they are registered for each semester, and excluding the time spent during the preparatory science program. The maximum period of study to successfully complete the credit courses required for the Proficiency in Art program is four semesters for students, who are admitted upon a Master's with A Thesis Degree, six semesters for students, who are admitted upon a Bachelor's Degree. Students, who have not successfully completed the courses or failed to meet the minimum grade point average stipulated by the University with credits within the specified period, are dismissed from the University. Students, who have successfully completed the courses with credits and practices but could not complete their studies concerning thesis, exhibitions, projects, recitals, concerts, and performances within a maximum of twelve semesters or fourteen semesters as specified in the first paragraph, are dismissed from the University. Among the students, who have been admitted to the Proficiency in Art programs but could not succeed in the proficiency in art thesis, are awarded a Master's without A Thesis diploma, provided that they have acquired the required credit loads, completed the projects, and fulfilled other similar conditions.

Conclusion of the Proficiency in Art Program

ARTICLE 38 – (1) Students have to submit a report explaining and documenting the results obtained in their studies concerning thesis and work of art in accordance with the dissertation rules accepted by the Senate and also defend their thesis and work of art orally before the jury. The last date that students can take the thesis exam is indicated in the academic calendar.

(2) Students complete their thesis/studies and submit to the advisor before the defense of the study on Proficiency in Art, or after the correction in cases where the thesis has been returned for correction. The advisor submits the thesis to the Institute including his/her opinion that the thesis is ready for defense. The Institute receives the plagiarism software report related to the thesis and sends it to the advisor and jury members. In case plagiarism is detected in the data in the report, the thesis is sent to the Administrative Board of Institute for decision together with its justification.

(3) Students, who complete the Proficiency in Art study, deliver the required number of copies of the thesis to their advisors. The advisor expresses his/her opinion in writing in terms of the compliance of the thesis with the writing rules and submits the theses to the relevant Institute through the Department of Institute.

(4) Proficiency in Art jury is appointed with the recommendation of the relevant Department of Institute and the approval of the relevant Institute Board. The jury consists of five persons, including the advisor, at least two of whom are faculty members out of the University. The relevant administrative board decides whether the advisor has the right to vote. In case the advisor does not have the right to vote, the jury consists of six faculty members. In addition, the second advisor can participate in the jury without the right to vote.

(5) The members of the jury convene within one month at the latest from the date the thesis is delivered and invite the student to the thesis defense. The exam consists of the presentation of the proficiency in art study followed by a question-answer section. The exam is open to the audience consisting of faculty members, graduate students, and specialists in the field.

(6) After the completion of the exam, the jury takes a decision of acceptance or rejection or return of the study for correction with the absolute majority about the Proficiency in Art such as thesis, exhibitions, projects, recitals, concerts, and performances, in the absence of the audience. Students, whose Proficiency in Art study is accepted, are considered successful. This decision is notified by the relevant Department of Institute to the relevant Institute within three days following the exam. Students, whose thesis and Proficiency in Art study are found unsuccessful and rejected, are dismissed from the University. Students, whose thesis or Proficiency in Art study are returned for correction, make the necessary corrections within six months at the latest and defend the Proficiency in Art study such as thesis, exhibitions, projects, recitals, concerts, and performances before the same jury. At the end of this defense, students, who are found unsuccessful and whose Proficiency in Art studies is not accepted, are dismissed from the University. Students, who have been admitted to the Performance in art program based on their Bachelor's Degree and have not been successful in thesis, exhibitions, projects, recitals, concerts, and performances, are awarded a Master's without a Thesis Degree in accordance with paragraph eight of Article 37, upon their request.

Proficiency in Art Diploma

ARTICLE 39 – (1) Students, who have been successful in the Proficiency in Art study, are awarded a diploma according to the feature of the branch of art, provided that they have met the other conditions, fulfilled all of their obligations to the University, and have performed all payment obligations, including tuition fees. The date of graduation is the date when the copy of the Proficiency in Art study signed by the jury is delivered.

(2) For a Ph.D. student to be awarded a Ph.D. diploma, the student must have been successful in defending the thesis and submitted at least three bound copies of the Proficiency in Arts thesis to the relevant Institute within one month from the date of the exam, provided that the student has been successful in defense of the thesis, the thesis has been found appropriate in terms of form, the student has fulfilled all of their obligations the University and performed all payment obligations, including tuition fees. Upon application, the Administrative Board of Institute may extend the submission period of at least three bound copies of the Ph.D. thesis and three electronic CD copies prepared in PDF format for a maximum of one month. Students, who have not fulfilled these conditions, cannot receive their diplomas or benefit from the student rights until they fulfill these obligations. In case the due period is over, the student is dismissed from the University.

(3) A copy of the Proficiency in Art thesis is sent to the Council of Higher Education to be put into service of scientific research and activities by the relevant institute within three months from the delivery of the thesis.

PART SEVEN

Miscellaneous and Final Provisions

Other Provisions

ARTICLE 40 – (1) The graduates of undergraduate and graduate programs, who can apply for Master's, Ph.D., and Proficiency in Art programs, are determined by the Senate.

(2) The quotas for the graduate programs are determined by considering the number of faculty members, who can take part in postgraduate programs, as determined by the Council of Higher Education and the current number of students per faculty member, provided that the number of thesis students per faculty member does not exceed 14 in Master's with A Thesis and Ph.D. programs, and the number of thesis students per faculty member does not exceed 16 in Master's without A Thesis programs, excluding the that the number of thesis students per faculty member in Master's with A Thesis and Ph.D. programs. However, this quota can be increased by 50% in graduate programs carried out within the scope of the protocol signed with the Council of Higher Education and within the framework of collaboration with the industry.

(3) The University cannot offer postgraduate programs, which are approved by the Council of Higher Education, outside the province where its Rectorate is located.

(4) Students cannot enroll in and study multiple graduate programs, except for the graduate programs without a thesis.

(5) The University may grant a single semester as an additional period of study to the graduate students preparing their thesis in case of natural disasters and epidemics, upon their request, and another semester in case the students apply again due to the stage of the disaster or epidemic; therefore, the total additional period of study can be a maximum of two semesters. These additional periods of study are not included in the maximum period of study. |

Opening of the graduate program

ARTICLE 41 – (1) Graduate education consists of the Master's with A Thesis, Master's without A Thesis, Ph.D., and Proficiency in Art programs with a medium of instruction in Turkish and English.

(2) A graduate program is prepared by the relevant Department and opened with the recommendation of the relevant Institute Board, the decision of the Senate and the Board of Trustees, and the approval of the Council of Higher Education.

(3) The curriculum of a graduate program consists of lectures, laboratories, practices, workshops, studios, internships, seminars, projects, thesis, and similar studies and the distribution of these studies according to semesters.

(4) The changes in the curriculum of a graduate program and the principles concerning the adaptation of the students to these changes are prepared by the Department, examined by the relevant Institute Board, submitted to the Senate, and the decision is finalized.

(5) Students cannot register and continue multiple graduate programs at the same time, except for the Masters without A Thesis program.

(6) International joint graduate programs can be opened in collaboration with higher education institutions abroad. In these programs, education is carried out in accordance with the provisions of the relevant legislation.

(7) Student exchange programs can be organized with domestic or foreign higher education institutions within the framework of the relevant legislation and mutual agreements. The principles concerning these programs are determined by the Senate.

Thesis advisor

ARTICLE 42 – (1) In graduate programs, the Department of Institute recommends the Institute a thesis advisor for each student from among the University staff until the end of the first semester at the latest, along with the thesis topic determined by the student together with the advisor until the

end of the second semester at the latest. The advisors are appointed accordingly. The thesis advisor and the topic of the thesis are finalized with the approval of the Administrative Board of the Institute. The thesis proposal is written in printed form in the computer environment, including the literature review.

(2) The thesis advisor is selected from among the faculty members with the qualifications to be determined by the Senate. In case there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institution may be selected as the advisor by the relevant Institute Board according to the principles determined by the Senate. In cases where the thesis study requires multiple thesis advisors, the second thesis advisor may be appointed from outside the University among persons, who have a minimum of Ph.D. degree with the recommendation of the Department of Institute and the decision of the Administrative Board of Institute.

Disciplinary procedures

ARTICLE 43 – (1) During their education, disciplinary procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Discipline Directive published in the Official Gazette dated 18th August 2021 and numbered 28388.

Scholarships

ARTICLE 44 – (1) Principles concerning the content and distribution of scholarships to be granted to students are determined by the Senate and Board of Trustees.

Health affairs

ARTICLE 45 – (1) The principles concerning the health services to be provided to students are regulated by the Senate.

Contribution fee, tuition fee, and other fees

ARTICLE 46 – (1) Tuition fees for graduate programs are determined by the Senate and the Board of Trustees before the beginning of the academic year. The tuition fee for each semester is paid at the beginning of that semester before registration or renewal of registration.

(2) Students, who do not pay the tuition fee, can not be registered or their registration cannot be renewed.

Freezing registration

ARTICLE 47 – (1) In case students have a valid excuse, they can freeze their registration for a maximum of two semesters.

(2) Students must apply to the relevant Department with a petition, declaring and proving their valid excuse.

(3) To apply for freezing their registration, students must have registered for the current semester and paid the tuition fee. This tuition fee paid by the student is deducted as the fee for the semester in which the student starts studying again.

(4) In case the relevant Department approves the request of the student and the petition to freeze registration, it notifies the Institute Board with a cover letter. Registration can be frozen for a maximum of two semesters with the decision of the Institute Board.

Cancelation of registration

ARTICLE 48 – (1) Students may cancel their registration by applying to the relevant Institute with a petition.

(2) Students, who have been dismissed from the University or who have been dismissed from the University due to disciplinary action, are required to complete the cancellation procedures determined by the University and fulfill their financial obligations to receive their diplomas or documents in their files.

(3) Students, who have canceled their registration and want to return to their education, may apply again to the relevant program. This application is evaluated by the Department of Institute within the framework of the application and admission conditions for graduate programs.

Distance graduate programs

ARTICLE 49 – (1) Distance graduate degree programs can be opened where teaching activities are planned and carried out based on information and communication technologies without the obligation of the instructor and the students to be in the same location.

(2) The fields where distance education programs can be opened, the courses to be offered through distance education and the number of credits and ECTS credits, the preparation of course materials, the method of administration of the exams, the protocols to be made with other higher education institutions for this purpose, and other matters related to distance education are determined by the Senate.

(3) The distance Master's without A Thesis program is carried out according to the procedures concerning the Master's without A Thesis program.

(4) Students of formal master's programs with or without a thesis can take courses from distance education programs with the recommendation of the Department of Institute and the decision of the relevant Administrative Board of Institute.

Enforcement

ARTICLE 50 – (1) This Regulation shall take effect on the date of its publication to be valid from the beginning of the 2020-2021 academic year.

Execution

ARTICLE 51 – (1) The provisions of this Regulation are executed by the Rector of OSTİM Technical University.