

## REGULATIONS

From İstanbul Arel University:

**ISTANBUL AREL UNIVERSITY REGULATIONS ON EDUCATION IN GRADUATE DEGREE  
PROGRAMS AND EXAM PROCEDURES**

**SECTION ONE**

**The Purpose, the Scope, the Basis and the Definitions**

**Purpose**

**ARTICLE 1 - (1)** The purpose of this regulation is to define the principles and rules applied to academic studies and assessment at institutions in İstanbul Arel University Graduate Programs.

**The Scope**

**ARTICLE 2 - (1)** This regulation, includes provisions relating to thesis and non-thesis masters, doctorate and fine arts proficiency programs, teaching programs in the field of secondary education and applications carried out by the institutions in İstanbul Arel University.

**The Basis**

**ARTICLE 3 - (1)** This regulation has been based on the Higher Education Law dated 04.11.1981 numbered 2547 and Article 14 of the Law on the Organization of Higher Education Institutions dated 28.03.2011 and numbered 2809.

**Definitions**

**ARTICLE 4 - (1)** The following terms in the Regulation will refer to the definitions given herein:

- a) ALES: Academic Personnel and Postgraduate Education Entrance Exam,
- b) Science / art branch: The science / art branches affiliated to the institutions in İstanbul Arel University,
- c) Academic Department Board/Art Department Academic Board: The Board consists of staff titled as professor, associate professor and assistant professor involved in postgraduate training programs in Academic Department and Art Discipline,
- ç) The Head of the Department / Art Department: The head of the department / art department who offers graduate programs in the institutes in the İstanbul Arel University,
- d) The Board of the Department / Art Department: The board which consists of heads of the Department / art department,
- e) ARELIYES: İstanbul Arel University English Proficiency Exam,
- f) President: İstanbul Arel University Head of the Board of Trustees,
- g) ECTS: European Credit Transfer System,
- ğ) Institute: The institutes which offer graduate education in İstanbul Arel University,
- h) Board of the Institute: The board of the relevant Institute in İstanbul Arel University,
- ı) Institute Director: Directors of the institutes in İstanbul Arel University,
- i) The Board of the Institute: The board of the relevant institute in İstanbul Arel University,
- j) GMAT: International Graduate Management Admission Test,
- k) GNO: General Grade Point Average,
- l) GRE: International Graduate Record Examinations,
- m) IELTS: International English Language Testing System,
- n) KPDS: Public Personnel Foreign Language Proficiency Exam,
- o) Credit: The education going on for one semester which consists of a one-hour lecture or two-hour practice course per week,
- ö) Board of Trustees: İstanbul Arel University Board of Trustees,
- p) ÖİDB: İstanbul Arel University Registrar's Office,
- r) Prerequisite course: One or more courses of the previous semester that are conditionally registered to be achieved in the following academic year,
- s) ÖSYM: Student Selection and Placement Center,
- ş) Rector: The Rector of İstanbul Arel University,
- t) Senate: The Senate of İstanbul Arel University,
- u) TOEFL: International Test of English as a Foreign Language,
- ü) ÜDS: University Foreign Language Examination,
- v) University: İstanbul Arel University,
- y) Board of Directors: The Board of Directors in İstanbul Arel University,
- z) YÖS: Examination for foreign students.

## **SECTION TWO**

### **General Principles and the Scope of the Programs on**

#### **Graduate Education**

**ARTICLE 5** – (1) Graduate education consists of the programs such as thesis and non-thesis master degrees, doctorate degree, proficiency in arts and the training of secondary education teachers. It is organized on the basis of academic semesters and consists of fall and spring semesters. Each semester is fourteen weeks. Final exams are taken after the fourteen weeks. Only non-thesis master's degree programs are held in the evening graduate education; the students enrolled in a master degree, with thesis doctorate degree programme, proficiency in art, and medical expertise in a university or any other higher education institution cannot enroll in another graduate program at the same time. Graduate education programs;

a ) Only the students who have at least four-year bachelor degree from an undergraduate programme on its equivalence can enroll in a master degree programme and the program is composed of four semesters covering the activities of scientific research and practice. These programs are carried out in two ways: thesis and non-thesis. You can pass on to the other master degree programmes. Transfer applications are made on the dates specified in the academic calendar and the applications are evaluated by the institute then approved by the related department.

b ) Ph.D. program is offered for pharmacy graduates or graduates of faculties of science organized by the Ministry of Health who have already received undergraduate education of at least six to utmost ten semesters. It is a program which aims at to enable the expertise to gain in the branch in a laboratory it consists of least four to at most eight semesters. The student has to present the results of an original research.

c ) Proficiency in arts program is based on an undergraduate degree of at least six to at most ten semesters or based on a master's degree of at least four to utmost eight semesters. It aims at putting forward an original work of art, creativity in music and art performance. It covers a graduate program equivalent to a doctoral level graduate degree in a higher education.

#### **Opening programs**

**ARTICLE 6** - (1) Institutes execute postgraduate programs at the levels determined by the Board of Higher Education. Graduate programs can be combined with domestic and overseas and can also be arranged in the form of joint graduate programmes.

(2) Programs are opened with the proposal of the department / art department and the recommendation of the board of the institute, approval of the Senate, and the decision of Council of Higher Education.

#### **The language of instruction**

**ARTICLE 7** - (1) The language of education in the institutes is Turkish. However, all or some of the courses in certain programs can be instructed in a foreign language by the recommendation of the board of the institute, the approval of the Senate and the decision of Council of Higher Education. These are written in Turkish. A thesis can be written in a foreign language with the approval of the department and the board of the institution. If all of the courses are hold in a foreign language in a graduate program, lessons, proficiency in written, exams and thesis defense exams are also prepared in the foreign language.

#### **Quotas and Student Admission to the programs**

**ARTICLE 8** – ( 1 ) At the end of each semester, departments / art departments suggest to the board of the institute the graduate programs that they will offer in the following semester including the quotas of students, the foreign language as a medium of instruction in these programs as well as the conditions for application and acceptance. Suggestions of the institute are presented to the Rectorate to be finalized. If the programs of the departments / art departments as well as the quotas of the institutes are approved by the Senate, the decisions are sent to the board of trustees for final approval. The documents required for admission, quotas, application and exam dates will be announced by the Rectorate. The original or copies of the documents certified by the institute are accepted. Military service and criminal record shall be taken on the basis of declaration of the candidate.

(2) The required minimum number of students in order to open a graduate program is proposed by the Board of the Institute and approved by the Board of Trustees. In case of the number of the applicants is under the required quota, the graduate program cannot be opened for that semester with the decision of the Board of Trustees. The procedure is done according to the rule of Bologna Process.

#### **Tuition fees**

**ARTICLE 9** - (1) Graduate training and education is on charge.

( 2 ) The students who cannot complete their education within the required period are charged separately.

(3) Fees shall be paid within the period specified in the academic calendar. Students who do not pay their tuition fees at the specified period are not allowed to register in any program or renew their registration. These students do not benefit from student rights.

(4) The training fees which are paid for each program are not refundable to the students who drop out of the university education after the start of the semester, or graduate or withdraw from school, or graduate.

### **Scholarship students**

**ARTICLE 10** - (1) Transactions related to the allocation of scholarships are made according to the provisions of the relevant legislation.

### **The opening of courses and course responsibilities**

**ARTICLE 11** - (1) The postgraduate training programs, objectives, entrance to the programs, graduation requirements, required and elective courses included in the programs, the course credits, the similar issues are proposed by the department / art department and determined with the approval of the Senate.

(2) Graduate courses are given by faculty members. In extraordinary cases, the courses can be instructed by lecturers with a doctorate degree. In art departments, courses are instructed by faculty members whose qualifications are determined by the Senate. If deemed necessary, lecturers can be assigned from another department, art department, or another institution of higher education by the Board of the Institute.

## **SECTION THREE**

### **Applications, Student Admission, Registration Procedures, Re-registration, course registration**

#### **Application to graduate programs**

**ARTICLE 12** - (1) The following conditions are required to for a candidate to apply for a graduate program:

(a) To have completed a bachelor's degree or possess a diploma of which equivalence has been approved by the Council of Higher Education,

(b) Not to have been dismissed from any other master's program due to any disciplinary action

(c) To have received at least a score of 55 ALES points in the doctoral program, or an equivalent base point determined by the Board of Higher Education on the score basis of GMAT or GRE.

(ç) Having fulfilled all other requirements determined by the board of the institute.

(2) ALES is not required for the Faculty of Fine Arts and the conservatory.

#### **Application to Ph.D. programmes**

**ARTICLE 13** - (1) The following conditions are required for admission to a doctoral program of the candidate:

(a) To have a bachelor's degree and / or master's degree. In case the undergraduate or graduate education has been completed from abroad, its equivalence certificate should be issued by the Council of Higher Education.

(b) Not to have been dismissed from any other undergraduate or master's program due to any disciplinary action,

(c) To have received at least a score of 70 ALES points in the doctoral program, or an equivalent base point determined by the Board of Higher Education on the score basis of GMAT or GRE,

(ç) To have received at least a score of 55 points from the ÜDS exam or an equivalent score in any of the international examinations accepted by the Board of Higher Education.

(d) To have has fulfilled all the other requirements determined by the Board of the Institution.

#### **The principles of student admission for Proficiency in Art programs**

**ARTICLE 14** - (1) The following conditions are required to apply for the candidate's proficiency in arts program:

a) To have an undergraduate and / or graduate diploma. In the event that the bachelor's or master's degree was received from abroad, an equivalence certificate should be received from the Council of Higher education,

b) Not to have been dismissed from any undergraduate or graduate degree program due to any disciplinary action taken before, c) To have a score of at least 55 points in ÜDS for the field which he applied or an equivalent score in any

of the equivalent international examinations accepted by the Board of Higher Education.

ç) To have fulfilled the other requirements determined by the concerned board of the institution.

#### **Examination Jury**

**ARTICLE 15** - (1) the assessment of the success of the candidates is made by examination juries. Exam jury consists of at least three permanent members and two substitute lecturers of the institution who are recommended by the heads of department/art department and approved by the Board of Directors of the concerned institute. Separate juries are set up for different graduate programs carried out in a Department.

(2) Examination results is sent to the institute by the two chairmen of the jury through the concerned the department/art department. The exam results will be announced by the institutes.

#### **Student admission to the master's program**

**ARTICLE 16** - (1) Candidates applying for the graduate programs must have a 4-year bachelor's degree. The students of the MA programme are ranked according to their ALES scores.

(2) The postgraduate entrance exam score is calculated by taking 50% of graduation grade in the Faculty of Fine Arts and in the conservatory, interview and / or by taking a 50%, of the outcome in the practice-based art exam.

(3) In the secondary education program, the entrance score is calculated by taking 50% of the ALES standard score and 50% of the undergraduate graduation score.

(4) The English proficiency level of the graduate students in which p r o g r a m m e the foreign language is compulsory is determined by the ARELIYES exam which is given at the beginning of each academic year.

(5) The candidates start their graduate education if they are considered to be proficient in a foreign language in the ARELIYES exam, or those who have a score of 50 points or above in YDS , or those who are able to document that they are eligible in English in any of the international or national exams of which equivalence is accepted by the University Council of Higher Education.

(6) The candidates who do not participate in this exam, who cannot get the required score, and who cannot prove officially that they have adequate or sufficient level of English are enrolled in the preparatory program. The Other relevant legislation provisions are applied in the preparatory program.

#### **Student admission to the Ph.D. program**

**ARTICLE 17** - (1) Students are required to fulfill the requirements below to be admitted to Ph.D. program:

a. The final score of the applicants with a master's degree is calculated by taking 50% of ALES score, 20% of undergraduate degree graduation grade point average, and 30% of the average of the postgraduate graduation score.

b. The final score of the applicants with an undergraduate degree is calculated by 50% of ALES score and 50% of undergraduate degree graduation grade point average.

(2) Candidates for the doctoral programs are accepted by starting from the highest final score depending on the quota.

In case grade point average is equal on the basis of the criteria, ALES, postgraduate graduation grades, and undergraduate graduation grades are taken into consideration respectively.

#### **Student admission to the proficiency in arts program**

**ARTICLE 18** - (1) Students are required to fulfill the requirement below to be admitted to the proficiency in arts program;

The average success grade of the students who apply with a master's degree is calculated by taking 10% bachelor graduation grade point average of exam results, 40% graduate degree GPA, and 10% of interview and / or a branch of art practice.

The overall success of applicants with an undergraduate degree is calculated by taking 50% of graduation grade point average of exam results and 50% and an interview and / or a branch of art practice.

However, the exam jury can also take into consideration at least two reference letters in addition to the letter of content.

Candidates will be accepted into the proficiency in arts programs by starting from the student having the highest grade, depending upon the quota. In case entrance exam grades are equal, graduate degree, candidates will be accepted on the basis of having the highest scores in graduation grade point average in master's degree, undergraduate graduation GPA, and the exam score in the interview and / or a branch of art practice respectively.

#### **Replacement students**

**ARTICLE 19** - (1) The overall success of replacement candidates for those who apply for graduate, doctoral programs and proficiency in art program are determined on the basis of the order of general evaluation and assessment. Although he gets the right to enroll in the program, candidates who do not register during the academic calendar days, the placement candidates are considered on the basis of the order of evaluation of success.

#### **The registration process**

**ARTICLE 20** - (1) Candidate registration procedures, including placement and screening entrance exams and / or interviews concerning all procedures according to the results of education-teaching graduate and post-graduate students are organized by the institutes, executed and monitored.

The authorized decision-making body for registration, freezing, discharging from school, adaptation, transfer, change of department, exam, health monitoring, and any other transactions is the institute board of directors.

The candidates who obtain the right to post-graduate studies bring the documents required by the concerned institute in the specified time period in the academic calendar and enroll in the institute. The candidate is registered with the decision of the board of directors of the institute. The original or a certified copy of the documents required by the institute will be accepted. Military service and criminal record shall be taken on the basis of declaration of the candidate.

The candidates who are not qualified to enroll in the specified time they lose their right to be post-graduate students. Instead of the candidates who fail to register, the successful candidates are registered on the basis of the order of evaluation of success. Forged or falsified documents will not be accepted and the registration will be cancelled.

#### **The documents required**

**ARTICLE 21** - (1) The following documents are asked from Turkish and foreign students for exact registration.

Students of Turkish nationality are required the documents below:

Original or certified copy of the undergraduate/graduate diploma or certificate of graduation. Those who have received their diplomas from abroad should bring the notary certified translations of the relevant documents and certificates of equivalence,

The original receipt or a computer printout of ALES or equivalent examination results,

Original copy or a computer printout of a foreign language exam or the equivalent exam results,  
The original or a certified copy of the university transcript showing the graduation grade point average (transcript),  
Written declaration that there is no criminal record criminal record,  
T.R. Identification number declaration,  
Written declaration for male candidates that there is no military service,  
The original or certified copy of the document for scholarship applicants who get education on behalf of an institution,  
3 colored passport size photographs (4.5x6 cm.), The  
document showing payment of tuition fee. Documents  
required for foreign students are as follows:  
The original or certified copy of notarized translation of undergraduate / graduate diploma or certificate of graduation,  
or the equivalence of the certificate approved by the Higher Education Council (YÖK),  
The original receipt or a computer printout of ALES or equivalent examination results,  
The notarized translation of transcript showing the graduation grade point average (transcript),  
Educational visa and passport and the notarized copies of their translations,  
Original or certified copy of the certificate of residence from the Police Department,  
3 colored passport size photographs (4.5 x 6 cm).  
The photocopies of the original required documents shall be certified by the Directorate and given back to the concerned  
person.  
The student who gets the right to enroll in the Institute can do it oneself or a close relative(s) can it for him/herself.  
Students who fail to register within the specified registration period announced by the institute are deemed to have given  
up the right to be a student.  
If it is detected at any time during the academic year that the documents and information given by the students are fake,  
they will be dismissed from the institution no matter which semester they are. In this case, those fees are not refundable. In  
such a case, all of the all documents given to them including the diploma are cancelled and the legal action is taken against  
them.

#### **Registration for courses**

**ARTICLE 22** - (1) The university undergraduate students can enroll in graduate programs in their last year education/training may enroll in graduate courses and these courses will be accepted as part of their post-graduate course load. These students take at most three graduate courses. These students enroll in courses opened for registered graduate students. Students who have an GPA of at least 3.00 points in undergraduate programs during admission can benefit from this right. Quotas and conditions relating to foreign language science is determined by the board of department/art department. The students' course selections are made by the head of the department/art department and reported to the director of the institute. The provisions of this regulation apply to attendance, examinations, and assessment. Students participating in this program are given a document indicating the status of the courses taken and completed successfully. The post-graduate courses taken earlier can be counted in place of the courses in the graduate education if it is considered appropriate by the board of the directors of the institute.

#### **Admission of candidates residing abroad and foreign students**

**ARTICLE 23** - (1) The admission requirements of Turkish citizens residing abroad or foreign nationals are determined by the opinion of the head of department, recommendation of the board of the institute, approval of the University Board, and approval of the board of trustees at the beginning of each academic year.

(2) The principles and procedures for the admission of the Turkish citizens residing abroad or foreign nationals to the graduate programme are as follows:

a) Candidates need to take at least 55 standard points in ALES or an equivalent score determined by the Council of Higher Education for GMAT / GRE exams; the applicants who apply for a Ph.D. program with an bachelor's degree must take a score of at least 70 points in ALES or an equivalent score determined by the Council of Higher Education for GMAT / GRE exam,

b) The foreign nationals need to take a score of at least 55 points in ÜDS, or an equivalent score determined by the Council of Higher Education in English, French or German languages other than their mother language,

c) Foreign national are required pass the exam testing Turkish and foreign language levels made by Turkish Examination Center (TÖMER),

c) The foreign students need to succeed in Turkish and foreign language proficiency exam given by the Turkish Education Center (TÖMER),

d) The students who receive a scholarship from the government of the Republic of Turkey or those who get education in bilateral agreements can be accepted as a student by the decision of the board of directors of the institute with the evaluation of their undergraduate and graduate an exam grades.

If deemed necessary, they may be given an examination for determining their levels of language and knowledge. The students who are not qualified enough given supplementary courses. The jury is composed of three permanent members and one substitute member. Scholarship students must take the ALES, but they are not subject to the threshold applied to students of Turkish nationality and they are evaluated and placed on the basis of their ALES scores. Placements are made in

accordance with the methods of the board of the institute and within the framework of the assigned quota.

#### **Admissions to the academic preparation programs**

**ARTICLE 24** - (1) In master and doctoral programs, scientific preparation programs may be prepared in order to compensate for the deficiencies of the candidates whose qualifications are categorized below:

Candidates who are admitted to a master's or doctoral degree program which is different from his/her undergraduate area,

Candidates who have different programs in master's / proficiency in art degrees from the doctoral degree / art qualifying.

(2) The compulsory undergraduate courses which must be taken in the scientific preparation program cannot substitute for the graduate courses required to complete the program. However, a student in a scientific preparation program can also take graduate courses with the recommendation of the concerned department/art department and with the approval of the board of directors of the institute.

(3) Academic preparation program period will be at most one calendar year. This period is not extended except for leave of semester absence. The students who cannot complete the scientific preparatory program during this period can then enroll and continue their education by paying the tuition fee for the relevant semester. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students. The time spent in this program is not included in the periods specified in this regulation for the master's or doctoral programs.

Number of scientific preparation courses are determined by the head of the concerned department/art department and approved by the institute board of directors by examining the course schedule which the students have followed in their undergraduate or graduate program.

Scientific preparation courses can be taken from undergraduate programs in the graduate programs and from the undergraduate programs in doctoral degree programs and proficiency in art. The students who are admitted to the doctoral degree programs and proficiency in art with a bachelor's degree can take courses from the undergraduate programs.

The students who are admitted to the scientific preparation program must complete all the courses in the scientific preparation program with a grade of at least CC in order to take up the courses in the program for which s/he has applied.

The doctoral academic preparation programs / program to be applied to the student's proficiency in arts program to be launched preparatory courses must be taken note of at least CC.

The students in scientific preparation program are to pay tuition fees recommended by the Board of University and approval of the Board of Trustees.

#### **Special student admission**

**ARTICLE 25** - (1) Those who have completed their studies in a bachelor's or graduate degree program and those who want to improve their skills, experience, specific information in a course can be accepted as a special student with the recommendation of the faculty member responsible for the science / art department and approval of the the board of institute. Course credits / hours that special students take shall not exceed 50% of the total courses being executed. These students complete the program and must fulfill the terms of the relevant legislation.

Special students do not benefit from the special rights of students and they are not given ID card.

Special students are not accepted for the course in which there no full-time students.

Special students shall pay the tuition fee determined by the recommendation of the University Board and approval of the Board of Trustees. The fees shall be determined per credit hour

#### **Student admission by lateral transfer**

**ARTICLE 26** - (1) The successful students who have completed at least one semester graduate program can be laterally transferred to another graduate department or art department within the same university or any other institution of higher education under the following conditions:

a) In his/her previous institution of higher education, the graduate GPA must be at least 2.00, or 70 out of 100 and the doctoral GPA must be at least 2.50 or 75 out of 100.

b) S/he must be successful in the foreign language examination in accordance with Article 16 of this Regulation,

(2) After having received the opinion of the concerned head of the department, the board of the institute announces the lateral transfer quotas and programs which can be transferred to. The applications for transfer in accordance with the above conditions shall be decided by the board of the institute, based on the opinion of the head of the department.

(3) The students who are transferred to a more expensive program must pay the price difference between the two programs.

#### **Students participating in the exchange program**

**MADDE 27** - (1) Students can be sent for a period of one or two semesters to domestic universities or abroad in accordance with an agreement between a domestic university or one abroad within the framework of student exchange program. Students' records still continue in the institute during this period of time and this period is considered to be a part of their education. These students need to take their courses at the university to which they are sent and they are considered responsible for those courses. Selection of these courses are performed under the supervision of advisors; this selection is finalized by the proposal department and with the approval of the board of directors of the institute. Scores taken from these courses are

converted to the grading system in this regulation, processed in the student registry, and added to the academic average. If the student fails the course(s) that s/he has taken, s/he can take any of the courses which are offered at the university on the condition that it must be one of the courses that s/he has not taken before. This is possible only through the recommendation of the supervisor and the head of the department and the approval of the board.

For the students coming within the same exchange program, the provisions of this Regulation are applied in college and they are given a transcript for the courses that they have taken.

Within the framework of student exchange programs, the tuition fees are determined by the recommendation of the Board of the University and with the approval of the Board of Trustees in accordance with bilateral agreements.

#### **Renewal of Registration and course registration**

**ARTICLE 28** - (1) Students must pay for their tuition fees and renew their registration within the specified time in the academic calendar at the beginning of each academic year, and carry out the course registration procedures.

The course registrations of the students for the first semester are done directly by the heads of the departments/art departments and the relevant directorate. The students must have their course advisors approve their course registration forms until the end of the second week at latest and submit a copy to the relevant directorate of the institute.

Other students carry out their course registrations on the internet or under the supervision of their advisors. The students must have their course advisors approve their course registration forms until the end of the second week at latest and submit a copy to the relevant directorate of the institute.

The registration of the students whose excuses are accepted by the relevant board of directors is renewed until the end of the second week after the beginning of the education. The students who do not renew their course registrations or those whose excuses are not accepted by the relevant board do not benefit from the student rights.

The student must first sign up for the course(s) that they failed.

Students can add and drop the enrolled subjects during the dates specified in the academic calendar with the approval of his/her advisor.

Students who do not register for courses do not attend the semester courses and examinations, and they do not benefit from the student rights. This period of time is considered as part of the student's education. Those who do not renew registration are not given student certificates.

Students who do not register in two consecutive semesters lose the right to be a student if they do not renew their registration in the following third semester. These students can then continue their education by paying their tuition fees and contribution to education for the relevant period and enroll in the courses. In this case, with the exception of thesis preparation and participation in courses and examinations, their student status continues without benefiting the other rights granted to the students.

### **SECTION FOUR**

#### **Assessment Lessons and Success Courses and credit transfer**

**ARTICLE 29** - (1) A maximum of 30 ECTS credit hours can be taken in one semester. In force majeure, this number can be changed by the decision of the board of directors of the institute.

The courses consist of compulsory and elective courses. Of these, required courses are the ones that students have to take and elective courses are the courses taken with the recommendation of the advisor and the approval of the related committee.

The minimum number of elective courses to be opened is decided by the board of directors of the institute.

If the number of the student's enrollment in a course is under the minimum number set by the board, it is not opened. The students who have already enrolled in the course which is not opened can register another elective course within five days.

#### **Course substitution**

**ARTICLE 30** - (1) The conditions to be a special student, lateral transfer, course substitution from a previous graduate program, exemption from one or more courses, and time reverse accordingly are determined by the opinion of counselor, the council of the recommendation of the department, and approval of the board of the institute.

#### **Repeating courses**

**ARTICLE 31** - (1) In order to be successful in a course, graduate students must make a score of at least CC (70), doctoral students must take at least CB (75). Students must register for the compulsory course(s) which they failed in the first semester. The students who have not fulfilled the course attendance requirements must repeat and achieve the courses in the period during which they took up the course.

Students can take up another elective course instead of a course in which they failed on the recommendation of the advisor, the head of the department and the approval of the Board of Institute.

Students may repeat certain courses to raise their GPA or can take up another elective course instead of one elective course approved by his/her advisor. But in this case the advisor needs to inform the institute through the department at the beginning of the semester.

The final grade for the courses which are either repeated or taken to raise the GPA is the latest score no matter what his previous final grade is.

### **Attendance to the courses and practices**

**ARTICLE 32** - (1) Students must attend classes, practices and examinations. The attendance requirement for the theoretical courses is a total of 70% and 80% for practical courses. The students must attend all the registered courses, practical lab hours as well as the exams and other studies that the lecturer requires. In the first two weeks of the semester, the lecturer must announce to the students about the number of the exams, homework, and practice and their contribution to the final score. Lecturers closely follow the attendance of the students and the rate of absenteeism is reported to the directorate of the institute in the last week of the semester.

Students who do not fulfill the requirements for attendance are not allowed to take the final exam.

The absenteeism of the students who represent Turkey or the university in sports, arts and other activities with the approval of the Rector will be ignored.

The students who do not fulfill the requirements for attendance due to reasons such as the medical report, a disciplinary action including suspension from school or for whatever reason it might be is considered unsuccessful in the courses.

### **The credit value of courses**

**ARTICLE 33** - (1) The credit value of a course consists of the total of theoretical lecture hours per week and half of the total hours for laboratory, practice, workshops, studios and the like.

The credit values of the courses and the courses which are non-credit are determined by the recommendation of the relevant department and decision of the board of the institute.

Seminars, term projects, and thesis work are non-credit, but they can be given ECTS credits by the decision of the relevant board. One semester consists of 30 ECTS and one year is 60 ECTS.

### **Exams**

**ARTICLE 34** - (1) Exams consist of short-term exams (quiz), mid-term exam, final exam and excuse exams. These examinations can be done written, orally, or both written and orally. They can also be given as a term paper and / or practical study. Types of examinations other than the written exams are announced at the beginning of the semester. The examination period is determined by the instructor according to the nature of the exam.

The contribution of midterm exams, laboratory studies and so forth to GNP is %40 and %60 for final examinations. Students are subject to final exams other than mid-term exams. However, with the condition of the above-mentioned short-term rates stay constant, exams, homework, project work and their contributions to the state of attendance is determined by the instructor.

Any student not taking an exam is considered to have failed the exam and deemed unsuccessful. In addition, the mid-term activities such as the assignments, seminars, and panels which are not subject to scoring are evaluated in the same way.

Mid-term exams and other activities based on the courses and the end-of-the- exams are out of 100 points.

Rules for the exam dates and examinations are as follows:

End-of-the-term exam: End-of-the-term exam are made during the dates specified in the academic calendar. The students who register for the courses, meet the requirements of attendance and who are successful in practical courses are allowed to take the exams. End-of-the-term exam can also be prepared in the form of scientific term paper according to the methods of scientific research.

Excuse Exam: Excuse exams are given to the students who have not taken midterm exams or end-of-the-term exams due to a valid reason accepted by the relevant board.

Short-term exam (Quiz): The exams which are made during the class hours in a semester informedly and uninformedly.

### **Exam schedules**

**ARTICLE 35** - (1) Examination programs are announced at least two weeks before the exams by the relevant departments/art departments except for short-term exams.

Students must take their exams during the given dates, time, and places. They must bring their ID cards with them.

Exam dates and locations are not changed without the knowledge of the directorate.

Exams can be made on Saturdays and Sundays except for national and religious holidays.

### **Announcement of examination results**

**ARTICLE 36** - (1) Mid-term results are logged on the computer and announced by the lecturer on the date specified in the academic calendar.

(2) The students' achievement status based upon the mid-term and final exam results are logged on the computer and announced by the lecturer on the date specified in the academic calendar.

### **Excuse exams**

**ARTICLE 37** - (1) The students who miss their midterm or final exams appeal to the relevant directorate with a petition and a document that state their excuses within five working days after the given exam date. Students whose excuses are admitted by the board of directors take their exams on the given dates. A second right is not given for excuse exams.

### **Objection to the exam results**

**ARTICLE 38** - (1) The students may object to test scores within five working days following the announcement of exam grades on the student information system. The objection is raised with a petition to the relevant directorate.

If an error of fact is detected as a result of the examination by the instructor, the error is corrected by the decision of the relevant board of directors. If detected that an error of fact exists, the student is notified about it and the result is written on the petition by the instructor

Objections are brought to conclusion within fifteen days from the date of acceptance.

### **Final grade**

**ARTICLE 39** - (1) In order to measure the final grade of the students, the mid-term exam scores and the final exams, are taken into account.

### **Calculating the final grade**

**ARTICLE 40** - (1) The relative evaluation system is used to calculate the final grading of students. In this evaluation, the course instructor takes into account the statistical results of the scores of the students' mid-term and final exams in the courses they have taken.

After the announcement of final grades, changes made due to objections or for any other reason are not reflected in the statistical distribution made for the course earlier.

Letter system is used to determine the degree of success of the students. Letter grades used for this purpose and their numerical equivalents are defined as follows:

<u>Letter Grade</u>	<u>Coefficient</u>	<u>Percentage Grade</u>
AA	4,00	90-100
BA	3,50	85-89
BB	3,00	80-84
CB	2,50	75-79
CC	2,00	70-74
DC	1,50	60-69
DD	1,00	50-59
FF	0,00	49 and below 0.00

To be successful in a course in the graduate programs, the final grade should be at least CC (70).

To be successful in a course in the doctoral programs/proficiency in arts, it is required that the final grade should be at least CB (75).

### **Letters except for final grades**

**ARTICLE 41** - (1) The other letter grades except for final grades are used as defined follows:

I: Incomplete grade (Incomplete), this is given to students who are unable to complete the necessary conditions for the course, although s/he is successful during the semester. If the student receives a grade of I in any course, s/he should receive a grade by completing his/her deficiencies within two weeks from the most recent announcement of the exam date specified in the academic calendar. This period may be extended by the decision of the board of directors. Otherwise, It is converted into grade of FF.

E: E grade (exempted), this grade is given to those who are successful in the exemption exam and those who are accepted as students with lateral and vertical transition and those courses achieved previously in another institution of higher education. E grade is not included in the computation of the average score.

NA: Absenteeism grade. The grade is given to students who do not meet the requirements of attendance. It is treated like FF in assessments.

S: Successful grade. This is given to students who successfully complete the thesis study. S grade is also used for non-credit courses such as term project, fieldwork, clinical and laboratory studies, and also for seminars. S grade is not included in GPA.

U: Fail grade. This is given to students who fail in the thesis study. U grade is also used for non-credit courses such as term project, fieldwork, clinical and laboratory studies, and also for seminars if they fail these courses. U grade is not included in GPA.

W: Withdrawal note. This is assigned for withdrawing from the courses after the start of classes with the approval of the advisor and the decision of the relevant board. The freshmen cannot withdraw from the courses. Students must take the course that they have withdrawn in the following semester.

Evaluation and credit clearing operations are done primarily in accordance with the ECTS principles.

### **The grade point average**

**ARTICLE 42** - (1) The success of the students is calculated by taking the students' grade point averages at the end of each semester.

As a result of the division, the two digits after the decimal point is calculated, and the third digit after the decimal point is rounded off when it is five or more.

In the courses which are repeated, or taken for raising GNP, the latest grade is accepted no matter what the earlier grades are.

The grades of the scientific preparation courses taken in the academic preparation program are not included in the graduate grade point.

### **Cheating**

**ARTICLE 43** - (1) If students cheat in the exams, projects, assignments, laboratory studies and the like, or help the other students cheat in such studies, they are given the FF grade and they will be subject to Disciplinary Action according to the Regulation of the Council of Higher Education published in the Official Gazette numbered 18634 and dated 01.13.1985.

## **SECTION FIVE**

### **Thesis Master's Degree Program**

#### **Purpose and scope**

**ARTICLE 44** - (1) The purpose of the thesis master's degree program is to help students carrying out a research, have access to information, evaluate and interpret the information. This program consists of at least seven courses, seminars, and thesis work on condition that it is not less than 30 credits per semester. Of these, seminar study will take place during the course period of post-graduate training based on examining a written scientific subject which is prepared by post-graduate students and which is orally presented and evaluated. Students from the start of the third semester must register for thesis work each semester. Seminar study has credits. The student specifies the seminar study in the registration form of the semester during which the seminar study will be carried out.

(2) Students can take at most two of the undergraduate courses which have not been taken during their undergraduate years. Also, courses can be selected from the ones offered by other higher education institutions upon the recommendation of the concerned department /art department and with the approval of the board of institute.

#### **Time**

**ARTICLE 45** - (1) The thesis master's degree consists of a total of four semesters of which two semesters are allocated for courses and two semesters for thesis writing. During this time, students who cannot complete their master's degree program continue their education by paying the tuition fee for the relevant semester. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

The student repeats his failing classes in the third and /or fourth semesters.

The students who cannot complete their credit hours and cannot reach the grade point average at the end of four semesters continue their education by paying the tuition fee for the relevant semester. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

Those who have successfully completed credit courses and seminars, but have not completed their thesis until the end of the fourth semester are given a maximum of two additional semesters by the recommendation of their advisors, the department/art department and with the approval of the board of the institute for for the defense of the thesis. During this time, the students who have not completed their graduate education continue their education by paying the tuition fee for the relevant semester. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

#### **Thesis advisor appointment**

**ARTICLE 46** - (1) The advisor shall be appointed by the institute after consultation with the student's request, the recommendation of the department /art department and the decision of the board of the institute until the end of the second semester.

Thesis advisor is selected from faculty members, lecturers with Ph.D.degree in cases of necessity, and those who are qualities of art branches and these lecturers are designated by the Senate.

According to the nature of this thesis, more than one advisor may be appointed with the recommendation of the department /art department and the decision of the board of the institute. In programs carried out in cooperation with other universities at home and abroad the advisor appointed by the other university is also accepted as the second advisor.

The current advisor may be changed upon the student's request, the reasoned proposal of the concerned department / art department, the opinion of the current advisor, and the decision of the board of the institute.

The student is assigned a new advisor due to the advisor's retirement, his/her assignment to another duty, his/her request for withdrawal from the assignment, and the negative opinion of the department / art department that s/he does not fulfill the task properly. In such a case, the concerned department / art department reports its reasoned opinion to the institute.

Determination of the courses and course registration is done by the advisor. Until the appointment of an advisor, the consultancy is carried out by the head of the department/art department .

In case of excuses on the part of the advisor such as illness, annual leave, overseas travel, and other similar reasons, the documents to be approved during this period are approved by the head of the department/art department and delivered to the institute in time.

The department of the institute recommends the subject of the thesis and dissertation program in conjunction with the student's advisor together with the the decision of the board of the department/art department at least at the beginning of the semester following the completion of courses in the course enrollment week. Thesis is finalized by the board of institute. The same procedure is followed to change the thesis.

The advisor organizes a program including a research and study phases on the student's thesis. The advisor examines the student at the end of each phase of the program, evaluates and prepares a progress report of the thesis, and reports the success/failure to the Directorate.

#### **Seminary course**

**ARTICLE 47 - (1)** A seminary course in the thesis seminary program is offered by the department/art department at the beginning of each semester. Students must register for the seminar course at the beginning of the second semester at the earliest, and present and submit the seminary during the same period.

Date of seminar presentation will be announced by the head of the department/art department. Presentation of the seminar is done under the supervision of the instructor in charge and is open to listeners.

If the seminar is deemed to be successful, grade S is given. If it unsatisfactory, grade U is given. The result of the seminar is logged in the automation system and a copy of a CD in PDF format of the seminary study is delivered to the institute in the period specified in the academic calendar. The guidelines and principles of the Senate for seminars is applied in the preparation of thesis writing.

Students who fail repeat the seminar course next semester.

The students who are not successful in seminar course until the end of the fourth semester paying the tuition fee for the relevant semester continue their education. In this case, their student status continues with the exception of thesis preparation and participation in courses as well as examinations. However, they do not benefit the other rights granted to the student.

#### **Finalization of the Master's Thesis**

**ARTICLE 48 - (1)** A student in a thesis master's programs has to write the results achieved in the thesis in accordance with the principles of the dissertation writing approved by the Senate and defend his dissertation in front of the jury.

(2) The thesis jury shall be appointed by the recommendation of the concerned department and approved by the board of directors by the institute. The jury consists of three to five members of whom one is the thesis advisor and at least one lecturer from the closest department/art department in the same higher education institution or from another higher education institution. In case it is a jury of three members, the second supervisor is not included in the jury. Two substitute members, of whom one is from another higher education institution, are also selected. In conjunction with the thesis jury and department/art department, the date of the exam is announced. The first ten days of the date of delivery of the thesis, no exams are given.

The student prepares the thesis one more than the number of members in the jury and submits it to the directorate of the institute in conjunction with the advisor' approval. The institute submits the thesis and the letter of approval of the advisor to the jury members along with the examination date. Members of the jury gives an exam to the thesis student under the coordination of their thesis advisor. The thesis defense is based an oral presentation of the thesis by the student and a question-and-answer format. Examination takes 55-90 minutes and is open to audience.

In case the jury cannot come together due to a valid excuse, the advisor reports reasons to the institute for that on the same day through the department/art department. The student is informed about the new dissertation defense examination date determined by the institute by taking into account the recommendation of the advisor. The amount of time does not exceed one month following the date of the examination. The new date of the examination should not be later than one month.

After the completion of the examination, the thesis evaluates and assesses its decision as "satisfactory", "poor", or "to be corrected". The decision is reported to the institute within three days after the examination and the reasons for the given decision are also added to the report. If the satisfactory decision is taken by simple majority, the reasons of the members who give negative votes should also be added to the report. Student whose thesis is rejected can continue his/her education by paying the tuition fee. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

The student whose thesis needs correcting makes the necessary corrections in three months and delivers it to the jury members. The advisor notifies the institute about the new examination date through the department/art department. The examination is given within one month from the date of delivery of the thesis to the jury members. The student defends the thesis in front of the jury on the given date. The student whose thesis is not found satisfactory pays the tuition fee for the period and continues the education. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

The thesis approved can be fully or partially published by institute in the country or abroad. The thesis cannot be wholly or partially published by any person or organization without the written permission of the institute.

### **Postgraduate diploma**

**ARTICLE 49** - (1) If the examinee becomes successful in the defense of the thesis examination and fulfills all the other requirements, he converts the thesis into PDF format and delivers it to the institute.

The student who cannot submit their theses within one month from the date of the examination can request additional time within a week with a petition states in which s/he expresses his/her valid excuses. The student whose excuse is accepted is given an additional time of one month. If he does not submit the thesis at the end of this period, the student will be dismissed from the institution.

Master's degree program bears the official name of the department in which the student was taught.

A student who enrolls in a graduate degree program conducted with co-operation between two or more institutions receives a joint diploma.

Students who do not meet the above requirements are not given their diplomas until they fulfill them.

Students are given a temporary certificate of graduation until their diplomas are ready.

In case of the loss of the diploma, a document is issued only for once and in this temporary document it is stated that this diploma is issued due to a loss of the original diploma and detailed information is given about the original diploma.

Students who graduate successfully are given with a diploma which is recognized in the European Union.

## **SECTION SIX**

### **Non-thesis Graduate Program**

#### **Purpose and scope**

**ARTICLE 50** - (1) The purpose of the non-thesis program is to enable students gain a deeper knowledge in a professional field and show how to use the available information in practice. This program is made up for at least ten courses and a semester project course composed of a total of 90 ECTS.

(2) A maximum of three courses to be taken by students can be selected out of the undergraduate courses provided they have not taken them up before. The student can take courses at other institutions with the recommendation of the advisor, the board of the department/art department and the decision of the institute.

#### **Time**

**ARTICLE 51** - (1) The maximum period to complete the non-thesis master's degree and non-thesis master's degree in evening education is six semesters. At the end of six semesters, the student who cannot complete credit courses and the semester project successfully can continue the education by paying the tuition for the period. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

#### **Assigning an advisor**

**ARTICLE 52** - (1) An advisor is assigned at latest until the end of the first semester with the recommendation of the department/art department and the approval of the board of the institute on condition that the advisor demands.

The advisor can be changed upon the request of the student, the reasoned proposal of the concerned department/art department and the opinion of the present advisor, and the approval of the board of the institute.

A new advisor is assigned to the student due to the advisor's retirement, his/her assignment to another duty, his/her request for withdrawal from the assignment, and the negative opinion of the department / art department that s/he does not fulfill the task properly. In such a case, the concerned department / art department reports its reasoned opinion to the institute.

Determination of the courses and course registration is done by the advisor. Until the appointment of an advisor, the consultancy is carried out by the head of the department/art department .

In case of excuses on the part of the advisor such as illness, annual leave, overseas travel, and other similar reasons, the documents to be approved during this period are approved by the head of the department/art department and delivered to the institute in time.

#### **Term Project**

**ARTICLE 53** - (1) Term project course is non-credit. Term project course is taken at the earliest at the beginning of the second semester. Student should register in the term project in the semester in which s/he has been accepted to the university and s/he should submit a written report prepared in accordance with the thesis writing principles approved by the Senate of the institute. Term project course is evaluated and assessed as satisfactory or unsatisfactory. The student whose report is considered unsatisfactory re-registers for this course in the following semester and submits a new written report prepared in accordance with the thesis writing principles of the concerned institute at the end of this semester.

(2) The thesis approved can be fully or partially published by institute in the country or abroad. The thesis cannot be wholly or partially published by any person or organization without the written permission of the institute.

### **Diploma in non-thesis master's degree program**

**ARTICLE 54** - (1) Upon successful completion of their courses and the term project, the non-thesis master's degree student is given a graduate diploma.

Master's degree program followed by the student bears the official name of the Department.

Students who do not meet the above requirements are not given a diploma and a document until they fulfill them.

Students are given a temporary certificate of graduation until their diplomas are ready.

In case of the loss of the diploma, a document is issued only for once and in this temporary document it is stated that this diploma is issued due to a loss of the original diploma and detailed information is given about the original diploma.

Students who graduate successfully are given with a diploma which is recognized in the European Union.

## **CHAPTER SEVEN**

### **Doctoral Program**

#### **Purpose and scope**

**ARTICLE 55** - (1) The aim of the Ph.D. program is to enable the students to conduct independent research, analyze a scientific subject with a broader view, arrive at new syntheses, make comments, and gain the ability to determine the necessary steps to achieve a new synthesis. In his Ph.D. thesis prepared at the end of the education; s/he must accomplish the qualifications below:

Innovation in science,

Development of a new scientific method,

Application of a new method into known field.

The doctoral program to which students with a master's degree are accepted consists of at least seven courses- not less than 30 ECTS credits per semester- proficiency exam, thesis proposal, and thesis work. At most two of these courses can be selected out of the graduate courses on condition that they have not been taken up before. Thesis work and seminar are non-credit. Time for these students to complete the doctoral program is four semesters at most.

Doctoral programs to which students with an undergraduate degree are accepted consist of at least fourteen courses- not less than 240 ECTS credits- proficiency exam, thesis proposal, and thesis work. Thesis work has credit. Time for these students to complete the doctoral program is six semesters at most. This time the students complete the course in a doctoral program for a maximum of six semesters. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students. The time spent in this program is not included in the periods specified in this regulation for the master's or doctoral programs.

Ph.D. courses can be selected out of the courses offered in other higher institutions or universities with the recommendation of the concerned advisor and the approval of the board of the institute.

Undergraduate credits are not counted in the doctoral credits.

Doctoral programs can also be arranged in the form of joint domestic and overseas doctoral programs. In this case, the domestic programs are governed by the principles and in accordance with the provisions of the regulation set forth by the Senate published in the Official Gazette No. 26442 dated 02.22.2007 Domestic Institutions of Higher Education Institutions of Higher Education and Training Joint Graduate Programs.

#### **Period**

**ARTICLE 56** - (1) The time to complete a Ph.D. program offers an education of six semesters at least to eight semesters at most for those who are accepted with a master's degree, and eight semesters at least to sixteen semesters at most for those who are accepted with a bachelor's degree. If the student cannot complete the doctoral program during this time, the student can continue his/her education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

(2) If a student successfully completes their credit courses, passes his proficiency examination and his dissertation is accepted can be given extra four semesters at most with the recommendation of the advisor and the concerned department and the approval of the board of the institute in case he does not complete the thesis dissertation for examination within the time specified in the first paragraph. If the student cannot complete the doctoral program during this time, the student can continue his/her education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

#### **Appointing a Thesis advisor**

**ARTICLE 57** - (1) With the student's request, after having received the student's opinion, the thesis advisor is appointed with the recommendation of the concerned department and the approval of the board of the institute until the beginning of the third semester.

Thesis advisor is selected from among the faculty members.

According to the nature of this thesis, more than one advisor may be appointed with the recommendation of the department /art department and the decision of the board of the institute. It is essential that the second advisor should have a Ph.D. degree. In programs carried out in cooperation with other universities at home and abroad the advisor appointed by the other university is also accepted as the second advisor.

The current advisor may be changed upon the student's request, the reasoned proposal of the concerned department / art department, the opinion of the current advisor, and the decision of the board of the institute.

A new advisor is assigned to the student due to the advisor's retirement, his/her assignment to another duty, his/her request for withdrawal from the assignment, and the negative opinion of the department / art department that s/he does not fulfill the task properly. In such a case, the concerned department / art department reports its reasoned opinion to the institute.

Determination of these courses and course registration is done by consultants. The head of the department/art department carries out consultancy until a new advisor is assigned.

In case of excuses on the part of the advisor such as illness, annual leave, overseas travel, and other similar reasons, the documents to be approved during this period are approved by the head of the department/art department and delivered to the institute in time.

### **Proficiency examination**

**ARTICLE 58** - (1) The purpose of this examination is to determine whether or not the student has in-depth knowledge of the major issues and matters related to doctoral studies. Proficiency exams are held twice a year.

Students take the proficiency exam during the dates in February and June and the exam dates are determined by the board of the institute. However, from the earliest students accepted to the Master's degree, at least until the end of the fifth semester, students accepted with a degree in the early fifth to take this examination at the end of the seventh semester.

The proficiency exams are organized and conducted by a doctoral proficiency committee composed of five persons who have an experience of at least two years. The members of this committee are recommended by the head of the department and approved by the board of institute. The committee can set up juries to prepare, implement, and apply exams in various fields.

Proficiency examination is made up of two parts: written and oral. Ph.D. proficiency committee can decide him/her to be satisfactory or unsatisfactory by closely evaluating and assessing his/her success in the written and oral examinations with the simple majority. This decision will be submitted by the department to the institute within three days after the examination. The members who assign negative votes need to add their reasons records.

A student who fails the proficiency exam is given another exam again in the next semester. If the student fails this exam, the student can continue his/her education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

6) The doctoral committee can require the successful student to take up extra courses/lessons after the qualification exam even if he has completed the course load. The student who has successfully completed the extra courses/lessons within a maximum of two semesters can continue his/her education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

(7) A student who is accepted with a bachelor's degree and has successfully completed all the courses can require to be transferred to a thesis or non-thesis master's program on condition that s/he should begin from the fourth semester. It is essential that s/he be successful in the seminar course in the thesis master's program and submits the master's thesis in the subsequent two semesters. A student who has already studied in the Ph.D. program with a bachelor's degree cannot change the program.

### **Thesis Supervising Committee**

**ARTICLE 59** - (1) For students who have passed the qualification examination, a thesis supervising committee is formed within a month with the recommendation of the department and the approval of the board of the institute.

(2) The thesis supervising committee consists of three members. A member from another higher education institute, apart from the committee advisor, can be included in the committee.

(3) In the period after the organization of the thesis supervising committee, the members may be changed with the recommendation of the department and the approval of the board of the institute.

### **The defense of the thesis proposal**

**ARTICLE 60** - (1) Upon the successful completion of the doctoral qualification examination, the student orally defends the thesis at the latest within six months and expresses his aim, methodology and work plan clearly to the audience in front of the thesis supervising committee. The student submits a written report on the thesis proposal to the members of the thesis defense committee at least fifteen days before the oral presentation.

Thesis supervising committee either accepts or rejects the thesis proposal by simple majority. Negative voting member must report his reasons for that. The reason for this decision is reported to the institute through the concerned department /art department.

The student whose dissertation proposal is rejected has the right to choose a new advisor. In such a case, a new thesis supervising committee may be appointed. A student who wants to continue with the same supervisor is given another chance for thesis defense within the following three months and a student who changes the subject matter of the thesis and his advisor is given another chance for thesis defense within the following six months. A student whose thesis proposal is rejected can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

The thesis surveying committee meets twice a year between the months of January-June and July-December for the student whose dissertation thesis proposal is accepted. The student submits a report to the committee members at least one month before the date of the meeting. In this report, a summary of studies made so far and the studies to be made in the next

period are specified in the study plan. Student's thesis is determined as satisfactory or unsatisfactory by the committee. The student who is marked unsatisfactory for two times successively or three times intermittently by the committee continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

#### **Finalizing the Ph.D. thesis**

**ARTICLE 61** - A student in a Ph.D. program has to write the results achieved in the thesis in accordance with the principles of the dissertation writing approved by the Senate and defend his dissertation orally in front of the jury.

The thesis jury shall be appointed by the recommendation of the concerned department and approved by the board of directors by the institute. The jury consists of three to five members of whom one is the thesis advisor and at least one lecturer from the closest department/art department in the same higher education institution or from another higher education institution. Two substitute members, of whom one is from another higher education institution, are also selected. The department/art department also announces the date of the exam in conjunction with the proposal of the thesis jury. In the first ten days of the date of delivery of the thesis, no exams are given.

The student prepares his thesis one more than the number of the jury members and submits his thesis to the institute through the head of the department/art department with the advisor's report. The institute delivers the theses to the members of the jury with an attachment stating the date of exam. Members of the jury chaired by the head of the supervising committee examine the student on the given date and mark the thesis as "satisfactory", "unsatisfactory", or "to be corrected".

In case the jury cannot come together due to a valid excuse, the advisor reports the reasons to the institute for that on the same day through the department/art department. The student is informed about the new dissertation defense examination date determined by the institute by taking into account the recommendation of the advisor. The amount of time does not exceed one month following the date of the examination. The new date of the examination should not be later than one month.

The thesis consists of three parts as thesis examination, the defense of the thesis, and followed by a question-and-answer section. Examination takes 55-90 minutes and is open to audience. After the completion of the thesis examination, the jury members mark the thesis as "satisfactory", "unsatisfactory", or "to be corrected" by simple majority. Negative voting member must report his reasons for that. The reason for this decision is reported to the institute through the concerned department / art department. A student whose thesis proposal is rejected can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

The student whose thesis is to be corrected makes the required changes in the thesis re-delivers it to the thesis supervising committee chairman and the members of the jury in six months at the latest. The chairman of the thesis supervising committee informs the institute about the new examination date through the department/art department. Examination is made within one month at the latest. The student defends his thesis date in front of the jury on the pre-determined date. A student whose thesis proposal is rejected can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

The thesis approved can be fully or partially published by institute in the country or abroad. The thesis cannot be wholly or partially published by any person or organization without the written permission of the institute.

#### **Doctorate degree**

**ARTICLE 62** - (1) If the examinee becomes successful in the defense of the thesis examination and fulfills all the other requirements, he converts the thesis into PDF format and delivers it to the institute.

A student who cannot submit his thesis within one month from the date of the examination applies to the institute with a petition stating his valid excuse and may request additional time. The student who applies in time is allocated extra one month's additional time. A student who cannot submit his thesis within the given period can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

Ph.D. degree program bears the official name of the department in which the student was taught.

The students who graduate from a joint doctoral program conducted between two or higher education institutions are given a joint diploma.

Students who do not meet the above requirements are not given a diploma until they fulfill them.

Students are given a temporary certificate of graduation until their diplomas are ready.

In case diploma is lost, a document to replace the original diploma is issued for one time only. On the replacement is written why it has been issued and included all the diploma details.

## **CHAPTER EIGHT**

### **Proficiency Program**

#### **Purpose and scope**

**ARTICLE 63** - (1) Proficiency in artwork is a higher degree program which aims at the creativity of an original work, the extraordinary application in art and music.

Proficiency in arts program consists of at least 240 ECTS credits in total, at least seven courses, practice, thesis or project, recitals, concerts, and stage play for students who are admitted with a master's degree. The time for the completion of the proficiency courses in arts is four semesters at most.

The courses in the proficiency in arts program can also be selected from the courses offered in the other higher education institutions or other universities with the proposal of the concerned department and with the approval of the board of the institute.

Undergraduate courses do not count as part of the course load and the credits for proficiency in artwork.

Proficiency in arts programs can also be arranged in the form of domestic and international combined proficiency in arts programs. In this case, the domestic programs are governed by the provisions by Regulation on Joint Graduate Education/training Programs of the Domestic Institutions of Higher Education of Higher Education Institutions and the principles set forth by the Senate.

#### **Time**

**ARTICLE 64** - (1) The time to complete in arts programs is no less than six weeks and eight weeks at the most for those who are accepted to the program with a master's degree, and no less than eight weeks and ten weeks at the most for those who are accepted to the program with an undergraduate degree. A student who cannot complete the proficiency in arts program within the given period can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

(2) A student who has successfully completed the credit courses and practices but not completed the thesis or project work until the end of the period specified in the first paragraph can be given an additional period of up to four semesters with a student is not attended to, the board of directors of the institute and institute directorate of the department with the approval of the thesis proposal, the jury exhibition or project given in front of the defense. At the end of this period, the student who does not defend his thesis or project in front of the jury can continue their education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

#### **Assigning an advisor**

**ARTICLE 65** - (1) An advisor is assigned until the end of the fourth semester upon the request of the student with the recommendation of the department/art department and the decision of the board of the institute.

The advisor is selected from the faculty members whose qualifications are determined the Senate.

According to the nature of this thesis, more than one advisor may be appointed with the recommendation of the department /art department and the decision of the board of the institute. In programs carried out in cooperation with other universities at home and abroad the advisor appointed by the other university is also accepted as the second advisor.

The current advisor may be changed upon the student's request, the reasoned proposal of the concerned department / art department, the opinion of the current advisor, and the decision of the board of the institute.

The student is assigned a new advisor due to the advisor's retirement, his/her assignment to another duty, his/her request for withdrawal from the assignment, and the negative opinion of the department / art department that s/he does not fulfill the task properly. In such a case, the concerned department / art department reports its reasoned opinion to the institute.

Determination of the courses and course registration is done by the advisor. Until the appointment of an advisor, the consultancy is carried out by the head of the department/art department.

(7) In case of excuses on the part of the advisor such as illness, annual leave, overseas travel, and other similar reasons, the documents to be approved during this period are approved by the head of the department/art department and delivered to the institute in time.

#### **Finalizing proficiency in art work**

**ARTICLE 66** - (1) A student preparing a thesis documents the results achieved and a student preparing an exhibition or project documents his work and prepares a text with the rules adopted by the Senate. Besides, the thesis, exhibition or project must be defended in front of the jury.

The thesis jury shall be appointed by the recommendation of the concerned department and approved by the board of directors by the institute. The jury consists of three to five members of whom one is the thesis advisor and at least one lecturer from the closest department/art department in the same higher education institution or from another higher education institution. Two substitute members, of whom one is from another higher education institution, are also selected. The department/art department also announces the date of the exam in conjunction with the proposal of the thesis jury. In the first ten days of the date of delivery of the thesis, no exams are given.

The student prepares his thesis one more than the number of the jury members and submits his thesis to the institute through the head of the department/art department with the advisor's report. The institute delivers the theses to the members of

the jury with an attachment stating the date of exam. Members of the jury chaired by the head of the supervising committee examine the student on the given date and mark the thesis as “satisfactory”, “unsatisfactory”, or “to be corrected”.

In case the jury cannot come together due to a valid excuse, the advisor reports reasons to the institute for that on the same day through the department/art department. The student is informed about the new dissertation defense examination date determined by the institute by taking into account the recommendation of the advisor. The amount of time does not exceed one month following the date of the examination. The new date of the examination should not be later than one month.

The proficiency in art consists of three parts as thesis presentation, the defense of the thesis, and followed by a question-and-answer section. Examination takes 55-90 minutes and is open to audience. After the completion of the proficiency in art, the jury members mark the thesis as “satisfactory”, “unsatisfactory”, or “to be corrected” by simple majority. Negative voting member must report his reasons for that. The reason for this decision is reported to the institute through the concerned department / art department. A student whose thesis proposal is rejected can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

The student whose thesis on proficiency in arts needs correcting makes the necessary corrections in three months and delivers it to the jury members. The advisor notifies the institute about the new examination date through the department/art department. The examination is given within one month from the date of delivery of the thesis to the jury members. The student defends the thesis in front of the jury on the given date. The student whose thesis is not found satisfactory pays the tuition fee for the period and continues the education. In this case, with the exception of participating in courses and examinations in addition to thesis preparation, the student status continues without benefiting the rights granted to the students.

The thesis approved can be fully or partially published by institute in the country or abroad. The thesis cannot be wholly or partially published by any person or organization without the written permission of the institute.

#### **Proficiency in arts**

**ARTICLE 67** - (1) If the examinee becomes successful in the defense of the thesis examination and fulfills all the other requirements, he converts the thesis into PDF format and delivers it to the institute.

The student who cannot submit their theses within one month from the date of the examination can request additional time within a week with a petition states in which s/he expresses his/her valid excuses. The student whose excuse is accepted is given an additional time of one month. If he does not submit the thesis at the end of this period, the student will be dismissed from the institution. A student who does not submit his thesis within the assigned period can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

Proficiency-in- arts diploma bears the official name and field of the department in which the student was taught.

A student who graduates from a program in proficiency in arts conducted with co-operation between two or more institutions receives a joint diploma.

Students who do not meet the above requirements are not given a diploma until they fulfill them.

Students are given a temporary certificate of graduation until their diplomas are ready.

## **CHAPTER NINE**

### **Secondary Education Branch Teacher Non-Thesis Graduate Program**

#### **Purpose**

**ARTICLE 68** - (1) The purpose of the Secondary Education Branch Teacher Non-Thesis Graduate Program is to educate and provide the professional In case of the loss of the diploma, a document is issued only for once and in this temporary document it is stated that this diploma is issued due to a loss of the original diploma and detailed information is given about the original diploma.

The development of the secondary education teachers who have received bachelor's degrees in the fields is set by the Board of Higher Education.

#### **Student admission and other procedures**

**ARTICLE 69** - (1) The student admission and other procedures shall be in accordance with the principles and procedures determined by the Council of Higher Education are according to the provisions of this Regulation.

#### **Time**

**ARTICLE 70** - (1) The non-thesis graduate program for the secondary education teacher is for a minimum of two semesters and a maximum of four semesters.

**CHAPTER Miscellaneous and  
Final Provisions**

**Excuses**

**ARTICLE 71** - (1) The students who declare their justified and valid excuses must apply to the directorate of the institute within five business days from the date of expiry of their excuses. If not, their excuses will not be accepted. Justified and valid excuses include:

- a) A medical report document received from the health institutions and the health-related excuses must be accepted by the concerned board,
- b) Not to be interrupted by the university education because of the events mentioned in the first paragraph of Article 7 of Law 2547 (d) of paragraph (2) of sub-paragraph in accordance with the third paragraph,
- c) The cases s/he interrupts the student's education due to natural disasters must be documented,
- ç) The cases for interrupting the education due to the death of the mother, father, brother, sister, spouse and children and not having somebody to take care of them in case of or serious illness have to be documented and the excuse(s) have to be approved by the board,
- d) To interrupt the education due to economic reasons and to be granted leave of absence by the concerned board,
- e) The student's imprisonment,
- f) Not to have the final version of a conviction or not to have any of the states such as suspension or expulsion from school according to the general provisions of Higher Education Institutions Student Disciplinary Regulations,
- g) The case that the student goes to his military service since he has lost the right to defer or postpone the military duty,
- ğ) The emergence of other states accepted by the board of the institute.

**Freezing registration and granting leave of absence**

**ARTICLE 72** - (1) In case the student applies with justified and valid excuses within thirty days from the beginning of the academic year, his or her registration from a maximum of two semesters to four on the decision of the board of directors and s/he is granted leave of absence during this period.

The student himself makes a written request to freeze his registration to the director of the institute to freeze their registration. The student who requests to freeze his registration adds his documents on the cause of suspension of registration.

In the event that the reasons for freezing registration appear during the continuation of the semester, the student's course registration is frozen from the beginning of the semester.

The student whose registration is frozen is frozen must fulfill his financial obligations. The registration of the student who do not fulfill his financial obligations is not frozen.

The registration of the student who is suspended from school is not frozen.

Students whose requests to freeze their registration are accepted do not participate in training activities within this period of absence and they are not allowed to take mid-term and final exams. This period during which the student is absent from school is not included in the academic education.

The students who freeze the registration continue their education if they re-register at the end of the period.

If the students who are granted medical leave with a medical report wish to continue their education, they are bound to submit their medical reports for recovery.

The students who freeze their registrations for two semesters wish to continue their education must apply to the directorate of the institute with a petition. This rule does not apply to students in English Prep classes.

**Deleting the register**

**ARTICLE 73** - (1) In the following cases, the student's register will be deleted by the decision of the board of directors on:

- a) To take a penalty of dismissal from higher education by the relevant legislation,
- b) Not to be able to continue their education due to mental illness documented by a medical report,
- c) To do switch to another higher education institution for any reason,
- d) To have a cancellation of the final registration process due to the improper registration process,
- e) The emergence of the cases mentioned Act 2547.
- f) The fees of the students whose registration are deleted are not refundable.
- g) De-registration is not performed by mail. The written application of the student is essential to delete the registry.
- ğ) the students whose registration is canceled are given a document indicating their grades upon their request.
- h) The student who completes his master's and doctoral programs within the maximum period of time specified in accordance with the provisions of this regulation can continue his education by paying the tuition fee to enroll. In this case, with the exception of thesis preparation and to participate in courses and examinations, the student does not benefit the other rights granted to the students.

**Notification and address notification**

ARTICLE 74 - (1) Notifications directly related to students are sent to their addresses via certified mail. The announcements directly concerning students are announced on the website of the university and bulletin boards.

(2) If the students change their reporting address and do not inform the institute about this, or if the information is incorrect and incomplete, any sort of notification to their address is deemed to have been notified to them.

**Date of graduation**

ARTICLE 75 - (1) The student's date of graduation is the date of the decision taken by the board of directors for graduate students.

**Clothing and general appearance**

ARTICLE 76 - (1) The students must comply with the relevant legislation in the clothing and general appearance during their education.

**Disciplinary business and operations**

ARTICLE 77 - (1) The procedures for student disciplinary actions are governed by the provisions of the Higher Education Student Disciplinary Regulations.

**ID card**

ARTICLE 78 - (1) The students who get their registrations exactly are given their ID cards.

The ID cards of the students, who leave the university, get a dismissal, or graduate are withdrawn and destroyed.

When the ID card is worn or lost, a new identity card issued to him/her if he refers with a petition to the directorate of the institute. The new ID is charged.

**No provisions**

ARTICLE 79 - (1) Where there are no provisions, other relevant legislations and Istanbul Arel University Associate Degree and Bachelor's Degree Education and Examination Regulations and the decisions of the Senate, the board of directors and related committees are put into practice.

**Force**

ARTICLE 80 - (1) This Regulation shall enter into force on the date of publication.

**Executive**

ARTICLE 81 - (1) This Regulation shall be executed by the Rector of Istanbul Arel University.