**FENERBAHÇE UNIVERSITY GRADUATE**

**STUDIES TRAINING REGULATION**

**SECTION ONE**

**Preliminary Provisions**

**Purpose**

**ARTICLE 1-**(1) The purpose of this Regulation is to regulate the procedures and principles applied in education-training regarding postgraduate diploma programs carried out at Fenerbahçe University Institute of Graduate Studies.

**Scope**

**ARTICLE 2-** (1) This Regulation covers the provisions regarding education-training, scientific research and application activities in postgraduate diploma programs carried out at Fenerbahçe University Institute of Graduate Studies.

**Foundation**

**ARTICLE 3-**(1) This Regulation has been issued based on the 14th and 44th articles of the Higher Education Law No. 2547 dated 4/11/1981.

**Descriptions**

**ARTICLE 4-**(1) The abbreviations used in this Regulation mean the following:

a) ECTS: European Credit Transfer System,

b) ALES: Academic Personnel And Postgraduate Education Entrance Exam,

c) Department/Art Major: Department/art major defined for postgraduate institutes in the Regulation on the Organization and Operation of Institute of Graduate Studies published in the Official Gazette dated 3/3/1983 and numbered 17976 and which has an educational program at the Institute,

ç) Head of Department/Art Major: Heads of the department/art major that has an educational program within the institute,

d) Advisor: Instructor appointed by the Board of Directors of the Institute to provide academic consultancy to students registered at the Institute in their courses and postgraduate studies,

e) Institute: Fenerbahçe University Institute of Graduate Studies,

f) Institute Board: The board, chaired by the director of the institute, consists of deputy directors of the institute and heads of departments that have educational programs at the institute,

g) Institute Board of Directors: The board of directors, chaired by the director of the Institute, consists of deputy directors of the Institute and three faculty members selected by the Institute Board from among six candidates recommended by the director of the Institute,

ğ) GMAT: General Management Admission Test Exam,

h) GPA: General Point Average,

ı) GRE: Graduade Record Examinations,

i) Credit: National/local credit consisting of the sum of all weekly theoretical hours of a course and half of the weekly hours of laboratory, practical, workshop, studio and similar studies,

j) Postgraduate Work: Term project in non-thesis master's programs, master's thesis in master's programs with thesis, doctoral thesis in doctoral programs, proficiency in art study in art proficiency programs,

k) Board of Trustees: Board of Trustees of Fenerbahçe University,

l) SIS: Fenerbahçe University Student Information System,

m) SAD: Fenerbahçe University Student Affairs Directorate,

n) ÖSYM: Presidency of Centre for Assessment, Selection and Placement,

o) Rector: Rector of Fenerbahçe University,

ö) Senate: Senate of Fenerbahçe University,

p) University: Fenerbahçe University,

r) CoHE: Council of Higher Education.

**SECTION TWO**

**Master’s Program**

**General principles regarding master's programs**

**ARTICLE 5-** (1) Master's programs can be carried out as thesis and non-thesis programs. The rules regarding the departments/art majors in which these programs will be carried out and how they will be carried out and the rules regarding the transition between thesis and non-thesis master's programs are determined by the Senate.

(2) Thesis and non-thesis master's programs can be carried out as postgraduate evening education programs.

(3) Except for non-thesis master's programs, it is not possible to enroll and continue in more than one postgraduate program at the same time.

**Application and admission conditions for master's programs**

**ARTICLE 6-**(1) Candidates applying to the master's program must have graduated from the undergraduate program at the time of registration if they are accepted.

(2) While students can only be accepted to master's programs with their ALES point, in addition to ALES or GRE or GMAT exam score, which is considered equivalent to ALES, provided that the score weight is not less than 50%, undergraduate graduation grade point average, written science exam and/or oral scientific evaluation, foreign language, other conditions regarding application and admission and the proportions of measurement and evaluation criteria are determined by the decision of the Institute Board and the approval of the Senate, provided that it is not less than the minimum scores and rates determined by CoHE.

(3) In order to apply for a master's program with thesis, applicants must have an ALES score of not less than 55 points in the score type they are applying for. However, ALES is not required

a) for applications to master's degree programs for graduates of doctorate/art proficiency/medical specialization/dentistry specialization/veterinarian specialization/pharmacy specialization,

b) for the admission of students to the departments/art majors of the Institute in conservatory programs and programs of fine arts faculties that accept students only with a special talent exam,

c) for student admission to non-thesis master's programs,

(4) In the evaluation procedures of applicants within the scope of clause (a) of the third paragraph,

a) The ALES score of these applicants is considered as 55 points in the score type of the program they apply to and is included in the calculations as such, regardless of the score type or area of specialization in which they entered the postgraduate program they graduated from.

b) These candidates can apply in a field different from the score type they previously received or the field of doctorate/art proficiency/specialty.

(5) Whether ALES or equivalent exams and scores will be required for admission to master's programs for foreign national applicants and Turkish citizens who complete their entire undergraduate education abroad is determined by the decision of the Institute Board and the approval of the Senate.

(6) In accepting students to thesis and non-thesis master's programs where the medium of instruction is a foreign language, applicants are required to receive a score determined by the decision of the Institute Board and the approval of the Senate from one of the national and/or international foreign language exams organized by the University or accepted by the Senate. Applicants who meet the other requirements for admission to master's degree programs, but who do not document that they meet the foreign language proficiency requirement, are accepted to the University's foreign language preparatory program if they apply. A student accepted to a foreign language preparatory program must meet one of the foreign language proficiency requirements valid in the year of admission or the year of transition to the postgraduate program in order to start the postgraduate program. The duration of this program is two semesters, and students who are not successful in the specified exams at the end of this period may be given a maximum of two additional semesters by the decision of the Institute Board of Directors, provided that they pay the tuition fee. At the end of these periods, the student who fails will be dismissed from the University. The time spent in the foreign language preparatory program is not included in the study period. In this way, the tuition fee for postgraduate students who will continue the foreign language preparatory program is determined by the Board of Trustees at the beginning of each academic year. The education and training processes of students attending a foreign language preparatory program are determined by the instruction.

**Master's program with thesis**

**ARTICLE 7-**(1) Master's programs with thesis are postgraduate qualification programs that aim to enable students to gain the competence to access, compile, interpret and evaluate information by using scientific research methods in their relevant fields of study.

(2) The master's program with thesis consists of a total of 21 credits and a total of at least 120 ECTS, including at least 7 courses, a seminar course and a thesis, provided that it is not less than 60 ECTS in one academic year. The seminar course and thesis are non-credit and are evaluated as pass or fail.

(3) At most two of the courses the student will take can be chosen from undergraduate courses, provided that they are not taken during undergraduate education or the scientific preparation program. The selection of these courses, the compatibility of credit and ECTS values, and letter grade conversions are determined by the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors.

(4) The student may choose a maximum of two courses from other higher education institutions upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors. Students who want to take courses from other higher education institutions must apply to the Institute with a petition at least 15 days before the course registration dates specified in the academic calendar. The selection of these courses, the compatibility of credit and ECTS values, and letter grade conversions are determined by the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors.

**Duration in master's program with thesis**

**ARTICLE 8-**(1) The duration of the master's program with thesis is four semesters, starting from the semester in which the courses related to the registered program are given, excluding the time spent in scientific preparation, regardless of whether registration is made for each semester, and the program is completed in a maximum of six semesters.

(2) The student who cannot successfully complete his/her courses at the end of four semesters or cannot achieve a GPA of at least 2.70 out of 4.00, fails his/her thesis within the maximum period, or does not take the thesis defense exam or does not meet other minimum success conditions stipulated by the Institute, will be dismissed from the University.

**Appointment of an advisor in master's program with thesis**

**ARTICLE 9-**(1) In the master's program with thesis , the head of the department/art major recommends an advisor who is a university faculty member for each student by the end of the first semester at the latest and the thesis topic determined by the student together with the advisor by the end of the second semester at the latest to the Institute. The advisor and the thesis topic are finalized by the end of the second semester at the latest, with the decision of the Institute Board of Directors.

(2) The advisor is appointed among faculty members who have the qualifications determined by the Senate. If there is no faculty member with the specified qualifications at the university, a faculty member from another higher education institution may be appointed as an advisor by the Institute Board of Directors within the framework of the principles determined by the Senate. Researchers with at least a doctoral degree who are assigned part-time within the scope of additional article 46 of Law No. 2547 can also be selected as thesis advisors. However, in order for these people to be appointed as advisors, the student's request, the written consent of the relevant researcher and the decision of the Institute Board of Directors are required. In cases where the nature of the thesis topic requires more than one advisor, a second advisor may be appointed from outside the University staff, with at least a doctoral degree, upon the recommendation of the head of the department/art major and the decision of the Institute Board of Directors.

(3) When necessary, the advisor may be changed in accordance with the principles in this article, with the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

**Completion of master's thesis**

**ARTICLE 10-**(1) In order to be eligible to take the master's thesis defense exam, all courses must be successfully completed and the GPA must be at least 2.70 out of 4.00.

(2) In the master's program with thesis, the student writes his/her thesis in accordance with the term project and thesis writing and publishing guide accepted by the Senate and defends it orally in front of the jury.

(3) Before the master's thesis defense and in cases where the thesis jury decides on corrections, after correction, the student completes his/her thesis and presents it to his/her advisor. The advisor signs the letter containing his positive opinion that the thesis complies with the spelling rules and is defensible and the plagiarism software program report attached to the thesis and the Thesis Originality Report document, and delivers the number of copies of the master's thesis required by the Institute in accordance with the guide and a PDF file in USB to the Institute through the head of the department/art major. If plagiarism is detected in the data in the plagiarism software program report regarding the thesis, the relevant thesis is sent to the Institute Board of Directors for a decision with justification.

(4) The master's thesis jury is appointed with the recommendation of the advisor, the approval of the head of department/art major and the decision of the Institute Board of Directors. The jury consists of three faculty members, one of whom is the student's advisor and at least one of whom is from outside the University.

(5) The date and place of the thesis defense exam are determined by the Institute upon the recommendation of the advisor and the approval of the head of the department/art major, and are notified to the jury members and the student in writing electronically. The Institute sends the relevant thesis and the plagiarism software report related to the thesis to the jury members electronically.

(6) The jury members meet within one month at the latest from the date the relevant thesis is delivered to them and take the student to the thesis defense exam. The thesis defense exam consists of the presentation of the thesis and a question-answer section. Lecturers and postgraduate students can only attend the thesis defense exam as listeners.

(7) After the thesis defense exam is completed, the jury, closed to the audience, decides to accept, reject or correct the thesis by absolute majority. This decision is notified to the Institute in a report by the head of the department/art major within 3 days following the thesis defense exam.

(8) The student whose thesis is rejected as unsuccessful will be dismissed from the University.

(9) The student whose thesis is corrected must re-defend the corrected thesis in front of the same jury within 3 months at the latest. The student whose thesis is unsuccessful and is not accepted at the end of this defense exam will be dismissed from the University.

(10) If the student whose thesis is rejected makes a request to the Institute directorate within 15 days from the date of the thesis defense exam and there is a non-thesis master's degree in the same program at the institute, with the recommendation of the head of the department/art major and the decision of the Institute Board of Directors, a non-thesis master's degree diploma is given to the student, provided that the course and credit load / ECTS, project writing and other requirements of the non-thesis master's program are fulfilled. Students in this situation may be given additional time upon request by the decision of Institute Board of Directors. The student who cannot complete the requirements of the non-thesis master's program within this additional period will be dismissed from the University. If there is no non-thesis master's degree of the same program in the institute, the situation is reported to CoHE in order to define the non-thesis master's program in the field in question as semi-passive in CoHESIS, and after the program is defined in CoHESIS, the relevant student is given a non-thesis master's degree diploma.

**Master's degree with thesis graduation, diploma and diploma supplement**

**ARTICLE 11-**(1) The student who successfully completes all credit and non-credit courses in the registered program, whose GPA is at least 2.70 out of 4.00 and who successfully defends his thesis in front of the jury and who meets the other requirements for graduation determined by the Senate and submits at least three hardcover copies of the postgraduate work approved by the jury to the Institute and one copy in electronic form to the Library and Documentation Directorate within one month from the date of taking the thesis defense exam and whose thesis is found to be suitable in terms of form is awarded a thesis master's diploma and diploma supplement by the decision of the Institute Board of Directors. Additionally, data must be entered at the CoHE National Thesis Center and the data entry form must be submitted to the Institute. The Institute Board of Directors may extend the delivery period of the thesis to the Institute for a maximum of one month if the student requests it in writing. A student who does not meet these conditions cannot receive his/her diploma until he/she fulfills the conditions, cannot benefit from his/her student rights, and is dismissed from the University if his/her maximum period expires.

(2) The master's degree with thesis diploma includes the name of the program in the department/art major in which the student is registered, approved by CoHE. Graduation date is the date on which the copies of the thesis found to be appropriate in terms of form, bound and signed by the jury members are delivered to the Institute.

(3) A copy of the master's thesis, approved by the jury, is sent by the Institute to the Presidency of CoHE within three months following the delivery of the thesis to the Institute, to be made available electronically for scientific research and activities.

(4) Unless a contrary decision is taken by the authorized institutions, organizations or units, postgraduate works are kept accessible electronically.

**Non-thesis master's program**

**ARTICLE 12-**(1) The non-thesis master's program is a postgraduate qualification program that aims to provide students with knowledge on professional subjects, teach them how to use the knowledge in practice, and develop their expertise in relevant fields of study.

(2) The non-thesis master's program consists of at least ten courses and a term project course, requiring a student workload of at least 90 ECTS, with a total of not less than 30 credits.

(3) The student must register for the term project in each semester and present the term project or report on the project at the end of the semester. The term project is non-credit and is evaluated as successful or unsuccessful.

(4) A maximum of three courses can be chosen from undergraduate courses, provided that they are not taken during the undergraduate education or scientific preparation program. The selection of these courses, the compatibility of credit and ECTS values, and letter grade conversions are determined by the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors.

**Duration in non-thesis master's program**

**ARTICLE 13-**(1) The duration of completion of the non-thesis master's program is at least two and at most three semesters, excluding the scientific preparation period, starting from the semester in which the courses related to the registered program are given, regardless of whether the student is registered for each semester or not. At the end of this period, the student who cannot successfully complete his courses and/or term project or cannot achieve a GPA of at least 2.70 out of 4.00 is dismissed from the University.

**Appointment of an advisor in a non-thesis master's program**

**ARTICLE 14-**(1) In the non-thesis master's program, the head of the department/art major determines and recommends to the Institute, by the end of the first semester at the latest, a faculty member who will provide consultancy for each student in course selection and execution of the term project, or a faculty member with a doctoral degree who has the qualifications determined by the Senate, and this person is appointed by the decision of the Institute Board of Directors.

(2) When necessary, the advisor may be changed in accordance with the principles in this article, with the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

**Completion of the term project in the non-thesis master's program**

**ARTICLE 15-**(1) The student who takes the term project must have the project he/she has prepared prepared approved by his/her advisor.

(2) The term project topic determined by the student together with his/her advisor is notified to the Institute by the head of the department/art major by the end of the first semester at the latest. The subject of the term project is finalized by the decision of the Institute Board of Directors.

(3) The term project can be taken from the beginning of the second semester at the earliest and is non-credit and evaluated as successful or unsuccessful.

(4) The student enrolls in the project course in the semester in which he/she takes the term project, and at the end of the semester, submits the term project in writing to his/her advisor in accordance with the term project and thesis writing and publishing guide accepted by the Senate. The evaluation of the term project by the advisor is made after the student is successful in all courses.

(5) The advisor checks the compliance of the term project with the term project and thesis writing and publishing guide accepted by the Senate and signs the letter and its atteched showing his/her final opinion about the success or failure of the term project and the plagiarism software program report and Project Originality Report document and delivers a final copy of the term project in accordance with the guide and a PDF file in USB to the Institute through the head of the department/art major. In addition, the advisor sends a copy of the term project to the Institute electronically. If plagiarism is detected in the data in the plagiarism software program report for the project, the relevant project is sent to the Institute Board of Directors for a decision with justification.

**Non-thesis master's degree graduation, diploma and diploma supplement**

**ARTICLE 16-**(1) A student who successfully completes all credit and non-credit courses and the term project in the registered program, has a GPA of at least 2.70 out of 4.00, and meets the other requirements for graduation determined by the Senate, is entitled to receive a non-thesis master's diploma and diploma supplement.

(2) The version of the term project approved by the advisor must be submitted to the Institute with the approval of the head of department/art major by the deadline for submitting letter grades to the SAD according to the academic calendar.

(3) On the non-thesis master's diploma, there is the name of the program in the department/art major in which the student is registered, approved by CoHE. Graduation date is the date on which the student fulfills all his/her obligations and this is approved by the Institute Board of Directors.

(4) Those who continue a non-thesis master's program can transfer to a master's program with thesis, provided that they meet the minimum requirements determined by the Senate. In this case, the courses taken in the non-thesis master's program may be counted instead of the courses in the thesis master's program, with the exemption evaluation of the relevant head of department/art major and the decision of the Institute Board of Directors.

**SECTION THREE**

**Doctoral Program**

**Doctoral program**

**ARTICLE 17-**(1) The PhD program is a postgraduate qualification program that aims to provide the student with the necessary knowledge and skills to conduct independent research, analyze scientific questions and problems, analyze data by examining them from an in-depth perspective, and reach new solutions. In this context, the doctoral thesis must meet at least one of the following: applying a known method to a new field, bringing innovation to science, and developing a new scientific method.

(2) The doctoral program consists of a total of 21 credits and at least 240 ECTS, including at least 7 courses, a seminar course, qualifying exam, thesis proposal and thesis, provided that one academic year is not less than 60 ECTS, for students accepted with a master's degree with thesis. For students accepted with a bachelor's degree, it consists of 14 courses of at least 42 credits, a seminar course, a qualifying exam, a thesis proposal and a thesis, for a total of at least 300 ECTS.

(3) In doctoral programs, students accepted with a master's degree can choose a maximum of two courses, and students accepted with a bachelor's degree can choose a maximum of four courses from courses offered at other higher education institutions, upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors. Courses taken from other higher education institutions must not offered at the University during the academic semester/year in which they are taken. Students who want to take courses from other higher education institutions must apply to the Institute with a petition at least 15 days before the course registration dates specified in the academic calendar. The selection of these courses, the compatibility of credit and ECTS values, and letter grade conversions are determined by the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors.

(4) Courses registered at the undergraduate level are not counted towards the course and credit/ECTS load required by the doctoral program and are not included in the GPA calculation.

(5) Doctoral programs cannot be opened as evening education.

**Application and admission conditions for doctoral programs**

**ARTICLE 18-**(1) The requirements for applicants to apply to the PhD program are as follows:

a) Applicants who apply to PhD program is required to complete their master's and bachelor's education at the time of registration if they are accepted.

b) They must have a master's degree with thesis and an ALES score of at least 55 in the score type of the program they are applying for. However, ALES requirement is not required for applications to doctoral programs of graduates of doctorate/art proficiency/medical specialization/dentistry specialization/veterinarian specialization/pharmacy specialization and in the evaluation processes of these applicants,

1) The ALES score of these applicants is considered as 55 points from the score type of the program they apply to and is included in the calculations, regardless of the score type in which they enter the postgraduate program they graduate from or their field of specialization.

2) These applicants may apply in a field different from the score type they previously receive or the field of doctorate/art proficiency/specialty.

c) They must have a bachelor's degree of at least ten semesters, excluding faculties of medicine, dentistry, veterinary, pharmacy and preparatory classes, or a specialist qualification in a laboratory branch according to the principles regulated by the Ministry of Health, and have at least 55 ALES points in the score type of the program they apply for.

ç) Those who apply to a PhD program with a bachelor's degree must have a bachelor's degree average of at least 3.00 out of 4.00 or an equivalent score and have an ALES score of at least 80 in the score type of the program they apply for.

d) In the admission of those who apply to the PhD program, the university may accept students only with ALES score, as well as ALES score or GRE or GMAT exam scores that are considered equivalent to ALES, provided that the score weight is not less than 50%, with undergraduate graduation GPA for those applying with a bachelor's degree/master's graduation GPA for those applying with a master's degree, written science exam and/or oral scientific evaluation, foreign language, and other conditions regarding application and admission and the ratios of measurement and evaluation criteria are determined by the decision of the Institute Board and the approval of the Senate, not less than the minimum scores and ratios determined by CoHE.

(2) Graduates of bachelor's degree programs with at least ten semesters of education, excluding preparatory classes, can apply to the doctoral program under the same conditions as graduates of master's degrees with thesis.

(3) ALES score is not required for the admission of students to the departments/art majors of the Institute in conservatory programs and programs of fine arts faculties that accept students only with special talent exams.

(4) Whether ALES or equivalent exams and scores will be required for admission to doctoral programs for foreign national applicants and Turkish citizens who have completed their entire undergraduate education abroad is determined by the decision of the Institute Board and the approval of the Senate.

(5) In the admission of students to the doctoral program, it is mandatory to get at least 55 points from the international foreign language exams, which are accepted as equivalent to the central foreign language exams accepted by CoHE, other than their mother tongue, in programs conducted in Turkish as the medium of instruction or to get at least 60 points or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM in programs conducted in a foreign language. It is decided by the Senate to increase these minimum scores, if necessary, according to the features of the programs.

(6) In order to apply for doctoral programs in basic medical sciences, medical school graduates must have a bachelor's degree and a basic medical score from the Medical Specialization Education Entrance Exam to be determined by the decision of the Senate, provided that it is not less than 50 points, or an ALES score, provided that it is not less than 55 points in the numerical score type and those who are not graduates of medical faculty must have a master's degree (graduates of dentistry and veterinary faculties have a bachelor's degree) and an ALES score of not less than 55 points in numerical score type. In the admission of students to doctoral programs, in addition to the basic medical score or ALES score, if necessary, the undergraduate and/or master's graduation grade point average and the results of the written and/or oral science exam may also be taken into consideration. The issues regarding this evaluation and the reference letter, letter/composition stating that they want to do a doctorate, international standard exams and other similar documents that the applicants must provide for application are determined by the Senate. However, for the admission of students to the doctoral program in basic medical sciences, it is mandatory to get at least 55 points from the international foreign language exams accepted as equivalent to the central foreign language exams accepted by CoHE, or an equivalent score from the international foreign language exams accepted as equivalent by ÖSYM, other than their mother tongue and the Senate decides to increase these minimum scores, if necessary, according to the features of the programs to be entered. The percentage in which the basic medicine score or ALES score will be evaluated, provided that it is not less than 50%, is determined by the Senate. The institute can also accept students with only basic medicine score or ALES score.

**Duration in PhD program**

**ARTICLE 19-**(1) For those accepted with a master's degree with thesis, excluding the time spent in scientific preparation, the doctoral program is eight semesters, regardless of whether they are registered for each semester, starting from the semester in which the courses related to the program in which they are registered are given, and the maximum completion period is twelve semesters and for those accepted with a bachelor's degree, the duration is ten semesters and the maximum completion period is fourteen semesters.

(2) The maximum period for successful completion of credit courses in the doctoral program is four semesters for those accepted with a master's degree with thesis and six semesters for those accepted with a bachelor's degree. The student who cannot successfully complete his/her courses within this period or cannot achieve a GPA of at least 3.00 out of 4.00, who fails the proficiency exam or thesis within the maximum period, or who does not take the thesis defense exam and does not meet the other minimum success conditions stipulated by the Institute, will be dismissed from the University.

(3) Students accepted to the doctoral program with a bachelor's degree who cannot complete their courses and/or thesis within the maximum period or who are not successful in their doctoral thesis defense are given a non-thesis master's diploma, if they make a request to the Institute within 15 days following the end of the maximum period, provided that they fulfill the credit load/ECTS, project and other requirements required for a non-thesis master's degree. Students in this situation are given an additional semester for the course and/or term project obligations they must complete in the non-thesis master's program. The student who cannot complete the requirements of the non-thesis master's program within this period will be dismissed from the University. If there is no non-thesis master's degree of the same program in the institute, the situation is reported to CoHE in order to define the non-thesis master's program in the field in question as semi-passive in CoHESIS, and after the program is defined in CoHESIS, the relevant student is given a non-thesis master's degree diploma.

**Appointment of advisor in doctoral program**

**ARTICLE 20-**(1) n the doctoral program, the head of the department/art major proposes an advisor from the University faculty for each student, and the thesis topic and thesis title determined by the student together with the advisor, to the Institute by the end of the second semester at the latest. The thesis proposal with the advisor is finalized by the end of the second semester at the latest, with the decision of the Institute Board of Directors.

(2) The advisor is appointed from among faculty members who have the qualifications determined by the Senate. If there is no faculty member with the specified qualifications at the university, a faculty member from another higher education institution may be appointed as an advisor upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors, within the framework of the principles determined by the Senate. Researchers with at least a doctoral degree who are assigned part-time within the scope of additional article 46 of Law No. 2547 can also be selected as thesis advisors. However, in order for these people to be appointed as advisors, the student's request, the written consent of the relevant researcher and the decision of the Institute Board of Directors are required.

(3) In order to be able to supervise a thesis in doctoral programs, except for the departments of dentistry, pharmacy, medicine and veterinary faculties, faculty members are required to supervise at least one successfully completed master's thesis.

(4) In cases where the nature of the thesis topic requires more than one advisor, a second advisor with at least a doctoral degree may be appointed from outside the University staff, upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

(5) When necessary, the advisor may be changed in accordance with the principles in this article, with the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

**PhD proficiency exam**

**ARTICLE 21-**(1) The doctoral qualification exam is an exam that measures whether the student, who has completed his/her courses and seminars, has the depth of knowledge in the field of science, scientific knowledge regarding the doctoral thesis topic and the knowledge of conducting research. The PhD proficiency exam is open to lecturers and graduate students as audience members.

(2) Students who successfully complete the courses and seminars in the program and have a GPA of at least 3.00 out of 4.00 can apply to take the proficiency exam.

(3) The student's entrance to the proficiency exam is determined by the Institute at most twice a year. Students starting the doctoral program with a master's degree must take the doctoral proficiency exam by the end of the fifth semester at the latest, and students starting with a bachelor's degree must take the doctoral proficiency exam by the end of the seventh semester at the latest. A student who does not take the PhD proficiency exam within the specified periods is considered to fail the exam and is dismissed from the University.

(4) Doctoral proficiency exams are organized and carried out by a five-person doctoral qualification committee recommended by the head of the department/art major and approved by the Institute Board of Directors. The PhD qualification committee establishes exam juries to prepare, implement and evaluate exams in different fields. The examination jury consists of five main faculty members, including the advisor, at least two of whom are from outside the University, and two substitute faculty members, one of whom is from outside the University.

(5) Exam jury members determined by the doctoral qualification committee are appointed by the Institute Board of Directors.

(6) The PhD proficiency exam consists of two parts: written and oral. The student who scores at least 70 out of 100 points in the written exam is considered successful and is taken to the oral exam. The exam jury evaluates the success of the written and oral exams and decides by absolute majority whether the student is successful or unsuccessful in the proficiency exam. This decision is notified to the Institute in a report by the head of the department/art major within 3 days following the proficiency exam.

(7) A student who fails the proficiency exam will take the exam again in the next semester from the department or departments in which he/she failed. The student who fails this exam will be dismissed from the doctoral program. However, a student who is accepted to the doctoral program with bachelor's degree and successfully complete at least seven courses can transfer to the master's program with the decision of the Institute Board of Directors upon request within 15 days, provided that the maximum period is not exceeded. Conditions for transferring to a master's program are determined by the Institute Board of Directors.

(8) The PhD qualifying exam jury may request that a student who passes the proficiency exam take an extra course(s), provided that it does not exceed one-third of the total credits of the program, even if the student completes the course load. The student must pass the courses determined by the decision of the Institute Board of Directors.

**Thesis monitoring committee**

**ARTICLE 22-**(1) For the student who is successful in the doctoral proficiency exam, a thesis monitoring committee is created within one month with the recommendation of the head of the department/art major and the decision of the Institute Board of Directors.

(2) The thesis monitoring committee consists of three faculty members. In addition to the advisor, the thesis monitoring committee includes one member from within and outside the department/art major. A member from outside the department/art major may be from a different department at the University, or may be from the same or a different department/art major at other higher education institutions. If a second advisor is appointed, the second advisor can also attend the thesis monitoring committee meetings without the right to vote.

(3) When necessary, changes can be made in the thesis monitoring committee members in accordance with the principles in this article, with the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

**Thesis proposal defense**

**ARTICLE 23-**(1) The student, who successfully completes the doctoral proficiency exam, orally defends his/her thesis proposal, which includes the purpose, method and work plan of his/her research, in front of the thesis monitoring committee within six months at the latest. The student distributes a written report regarding the thesis proposal to the committee members at least 15 days before the oral defense. A student who does not attend the thesis proposal defense within the time specified in this paragraph without a valid excuse accepted by the Institute Board of Directors will be deemed unsuccessful and the thesis proposal will be rejected.

(2) The thesis monitoring committee decides by absolute majority to accept, correct or reject the thesis proposal submitted by the student. One month is given for correction. At the end of this period, the decision made by absolute majority for acceptance or rejection is notified to the Institute with a report by the head of the department/art major within 3 days following the end of the committee meeting.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same advisor is taken to the thesis proposal defense again within 3 months, and the student who changes the advisor and/or thesis topic is taken to the thesis proposal defense again within 6 months. The student whose thesis proposal is rejected in this defense is dismissed from the University.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once between January-June and July-December. The student submits a written report to the committee members at least 1 month before the meeting date. This report includes a summary of the work done so far and the work plan to be carried out in the next period. The student's work is evaluated as successful or unsuccessful by the committee and the student's report is submitted to the Institute by the advisor, along with the committee minutes.

(5) A student who does not attend the thesis monitoring committee meeting without a valid excuse is considered unsuccessful for that period of monitoring. A student who is unsuccessful in two consecutive meetings or three different meetings in total by the thesis monitoring committee will be dismissed from the University.

**Completion of doctoral thesis**

**ARTICLE 24-**(1) A student in the doctoral program writes his/her thesis in accordance with the term project and thesis writing and publishing guide accepted by the Senate and defends her doctoral thesis orally in front of the jury.

(2) In order for the student's doctoral thesis to be finalized, at least three thesis monitoring committee reports must be submitted to the Institute.

(3) In order to successfully complete the doctoral program, the student is required to publish at least one scientific article produced from the doctoral thesis in national or international journals in the relevant field of science before taking the thesis defense exam. It is sufficient to submit the publication acceptance letter to the Institute.

(4) Before the defense of the doctoral thesis and after the correction is made by the thesis jury, the student completes the thesis and presents it to his/her advisor. The advisor signs the letter and attached containing his/her positive opinion that the thesis complies with the spelling rules and is defensible, and the Thesis Originality Report with the plagiarism software program report and delivers the number of copies of the doctoral thesis required by the Institute in accordance with the guidelines and a PDF file in USB to the Institute through the head of the department/art major. If plagiarism is detected in the data in the plagiarism software program report regarding the thesis, the relevant thesis is sent to the Institute Board of Directors for a decision with its justification.

(5) The doctoral thesis jury is appointed upon the recommendation of the advisor, the recommendation of the head of the department/art major and the decision of the Institute Board of Directors. The jury consists of five faculty members, including three faculty members who are on the student's thesis monitoring committee and an advisor, at least two of whom are from outside the University. The second advisor may take part in the jury without the right to vote.

(6) The date and place of the thesis defense exam are determined by the Institute upon the recommendation of the advisor and the approval of the head of the department/art major and are notified to the jury members and the student in writing. The Institute sends the relevant thesis and the plagiarism software report related to the thesis to the jury members electronically.

(7) The jury members meet within one month at the latest from the date the relevant thesis is delivered to them and take the student to the thesis defense exam. The thesis defense exam consists of the presentation of the thesis and a question-answer section. Lecturers and graduate students can attend the thesis defense exam as listeners.

(8) After the thesis defense exam is completed, the jury decides to accept, reject or correct the thesis by absolute majority, closed to the audience. The student whose doctoral thesis is accepted is considered successful. This decision is notified to the Institute in a report by the head of the department/art major within 3 days following the thesis defense exam. The student whose doctoral thesis is rejected as unsuccessful is dismissed from the University. The student, whose doctoral thesis is decided to be corrected, makes the necessary corrections within 6 months at the latest and defends his/her thesis again in front of the same jury. The student who is unsuccessful in this defense is dismissed from the University.

**Doctoral graduation, diploma and diploma supplement**

**ARTICLE 25-**(1) The student who successfully completes his/her courses, has a GPA of at least 3.00 out of 4.00, passes the qualifying exam, and successfully defends his/her doctoral thesis in front of the jury, whose thesis is found to be suitable in terms of form and who meets the other requirements for graduation determined by the Senate and who submits at least three bound copies of his/her thesis approved by the jury to the Institute and one copy electronically to the Library and Documentation Directorate within 1 month from the date of taking the thesis defense exam is given a doctoral diploma and diploma supplement.

(2) In order for the student who has successfully completed his/her doctoral thesis to start the graduation process, he/she must show his/her advisor at least three bound copies approved by the jury of the thesis he/she will submit to the Institute and receive the positive opinion of his/her advisor in writing regarding the compliance of the thesis with the writing rules. Additionally, data must be entered at the CoHE National Thesis Center and the data entry form must be submitted to the Institute.

(3) The Institute Board of Directors may extend the delivery of the thesis to the Institute by a maximum of 1 month if the student requests it in writing. A student who does not fulfill the graduation procedures and necessary conditions cannot receive his/her diploma until he/she fulfills the conditions, cannot benefit from his/her student rights, and is dismissed from the University if his maximum term expires.

(4) The doctorate diploma includes the name of the program in the department/art branch approved by CoHE. Graduation date is the date on which copies of the thesis found to be appropriate in terms of form, bound and signed by the jury members are delivered to the Institute.

(5) A copy of the doctoral thesis, approved by the jury, is sent to the CoHE Presidency within 3 months from the delivery of the doctoral thesis to the Institute, to be made available electronically for scientific research and activities.

(6) Unless a contrary decision is taken by the authorized institutions, organizations or units, postgraduate works are kept accessible electronically.

**SECTION FOUR**

**Proficiency in Art Program**

**Proficiency in art program**

**ARTICLE 26-**(1) The proficiency in art program is a postgraduate proficiency program at the doctoral level that aims to produce an original work of art, superior practice and creativity in music and performing arts.

(2) The proficiency in art program consists of a total of 21 credits for students accepted with a master's degree with thesis and at least 240 ECTS, including at least 7 courses and practices, and studies such as thesis, exhibition, project, recital, concert, performance, provided that the academic year is not less than 60 ECTS. For students accepted with a bachelor's degree, it consists of 14 courses of at least 42 credits and a minimum of 300 ECTS, including practices and studies such as thesis, exhibition, project, recital, concert, performance.

(3) In proficiency in art programs, students accepted with a master's degree can choose a maximum of two courses, and students accepted with a bachelor's degree can choose a maximum of four courses from courses offered at other higher education institutions, upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors. Courses taken from other higher education institutions must not be opened at the University during the academic semester/year in which they are taken. Students who want to take courses from other higher education institutions must apply to the Institute with a petition at least 15 days before the course registration dates specified in the academic calendar. The selection of these courses, the compatibility of credit and ECTS values, and letter grade conversions are determined by the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors.

(4) Courses enrolled at the undergraduate level are not counted in the course and credit/ECTS load required by the proficiency in arts program and are not included in the GPA calculation.

(5) Proficiency in art programs cannot be opened as evening education.

**Application and admission conditions for proficiency programs in art**

**ARTICLE 27-**(1) In order to apply for the proficiency in art program, applicants must have a bachelor's or master's degree. Except for graduates of fine arts faculties and conservatories and those who graduated from equivalent programs of other faculties, applicants applying with a master's degree must have an ALES score of at least 55 points in the ALES verbal score type, and applicants applying with a bachelor's degree must have an ALES score of at least 80 points in the ALES verbal score type.

(2) In order to apply to the proficiency in art program with a bachelor's degree, applicants must have a bachelor's degree average of at least 3.00 out of 4.00.

(3) In accepting students to the proficiency in art program, the university can accept students with ALES score, and also accept, provided that the score weight is not less than 50%, ALES score or GRE or GMAT exam scores that are considered equivalent to ALES and accept students with an undergraduate graduation GPA for those applying with a bachelor's degree or a master's degree graduation GPA for those applying with a master's degree, with written science exam and/or oral scientific/talent evaluation, portfolio review, foreign language, other conditions regarding application and admission and the ratios of the measurement and evaluation criteria are determined by the decision of the Institute Board and the approval of the Senate, provided that they are not less than the minimum scores and ratios determined by CoHE. Other issues regarding the evaluation of the applicants, as well as the reference letter that the applicants must provide in the application, the letter/composition stating that they want to qualify in art, international standard exams and other similar documents are determined by the Senate.

(4) Whether ALES or equivalent exams and scores will be required for admission to proficiency in art programs for foreign national applicants and Turkish Republic citizens who complete their entire undergraduate education abroad is determined by the decision of the Institute Board and the approval of the Senate.

(5) In accepting students to the proficiency in art program, it is mandatory to get at least 55 points from the international foreign language exams, which are accepted as equivalent to the central foreign language exams accepted by CoHE, other than their mother tongue, in programs conducted in Turkish as the medium of instruction or to get at least 60 points or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM in programs conducted in a foreign language. It is decided by the Senate to increase these minimum scores, if necessary, according to the features of the programs.

**Duration in proficiency in art program**

**ARTICLE 28-**(1) The duration of completion of the proficiency in arts program is eight semesters for those accepted with a master's degree, excluding the time spent in scientific preparation, regardless of whether they are registered for each semester, starting from the semester in which the courses related to the program they are registered for are given and the maximum completion period is twelve semesters, and for those accepted with a bachelor's degree it is ten semesters, and the maximum completion period is fourteen semesters.

(2) The maximum period determined for the successful completion of credit courses in the proficiency in art program is four semesters for those accepted with a master's degree with thesis and six semesters for those accepted with a bachelor's degree. The student who cannot successfully complete his/her courses within this period or cannot achieve a GPA of at least 3.00 out of 4.00 is dismissed from the University.

(3) The student who successfully completes his/her credit courses and practices, but cannot complete studies such as thesis, exhibition, project, recital, concert, performance by the end of the maximum twelve semesters or fourteen semesters specified in the first paragraph, is dismissed from the University.

(4) Those who apply to the proficiency in art program with a bachelor's degree and cannot complete their courses and/or proficiency in art study within the maximum period or who are not successful in the proficiency in art study, provided that they fulfill the credit load/ECTS, project and other conditions required for the non-thesis master's program, are given a non-thesis master's diploma upon the request of the relevant student within 15 days, upon the recommendation of the head of the department/art major and the decision of the Institute Board of Directors. Students in this situation may be given additional time upon request by the Institute Board of Directors. The student who cannot complete the requirements of the non-thesis master's program within this additional period is dismissed from the University. If there is no non-thesis master's degree of the same program in the institute, the situation is reported to CoHE in order to define the non-thesis master's program in the field in question as semi-passive in CoHESIS, and after the program is defined in CoHESIS, the relevant student is given a non-thesis master's degree diploma.

**Appointment of an advisor in the proficiency in art program**

**ARTICLE 29-**(1) In proficiency in art programs, the head of the department/art major recommends an advisor from the University staff and the subject and title of the proficiency study in art, such as thesis, exhibition, project, recital, concert, performance, determined by the student together with the advisor, to the Institute until the end of the second semester at the latest, for the purpose of course and practice selection for each student and for carrying out studies such as thesis, exhibition, project, recital, concert, performance. The proposal for the proficiency in art study with the advisor is finalized by the decision of the Institute Board of Directors by the end of the second semester at the latest.

(2) The advisor is appointed among faculty members who have the qualifications determined by the Senate and faculty members who have a doctorate/ proficiency in art degree.

(3) In proficiency in art programs, faculty members are required to direct at least one successfully completed master's thesis in order to manage studies such as theses, exhibitions, projects, recitals, concerts and performances.

(4) In cases where the nature of the proficiency in art study requires more than one advisor, a second advisor may be appointed with the recommendation of the head of the department/art major and the decision of the Institute Board of Directors. The second advisor may be someone from outside the University staff who has at least a doctorate/proficiency in art degree.

(5) When necessary, the advisor may be changed in accordance with the principles in this article, with the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

**Completion of proficiency in art study**

**ARTICLE 30-**(1) The student who prepares the proficiency in art study writes the results obtained, the text explaining and documenting his/her work such as exhibition, project, recital, concert, performance in accordance with the term project and thesis writing and publishing guide accepted by the Senate, and defends his/her work such as thesis, exhibition, project, recital, concert, performance orally in front of the jury.

(2) In order for the student's proficiency in art study to be finalized, at least three thesis monitoring committee reports must be submitted to the Institute.

(3) Before the defense of proficiency in art and in cases where the jury decides on correction and after correction, the student completes the proficiency in art study and presents it to his/her advisor. The advisor signs the letter and containing his/her positive opinion that the study of proficiency in art is defensible in accordance with the writing rules, and the Thesis Originality Report with a plagiarism software program report attached to the study and delivers the number of copies of the proficiency in art study required by the Institute in accordance with the guide and a PDF file in USB to the Institute through the head of the department/art major. If plagiarism is detected in the data in the plagiarism software program report regarding the proficiency in art study, the relevant study is sent to the Institute Board of Directors for a decision with justification.

(4) The proficiency in art jury is appointed with the proposal of the advisor, the recommendation of the head of the department/art major and the decision of the Institute Board of Directors. The jury consists of five faculty members, including the advisor, at least two of whom are from outside the University.

(5) The date and place of the proficiency in art defense exam are determined by the Institute upon the recommendation of the advisor and the approval of the head of the department/art major, and are notified to the jury members and the student in writing. The Institute sends the proficiency in art study and the plagiarism software report regarding the study to the jury members electronically.

(6) The jury members meet within 1 month from the date the proficiency in art study or text is delivered to them and take the student to the defense exam. The defense exam consists of the presentation of the proficiency in art work and the question-answer section. Lecturers and graduate students can participate in the defense of the proficiency in art study as listeners.

(7) After the defense exam is completed, the jury, closed to the audience, decides to accept, reject or correct the work of proficiency in art such as thesis, exhibition, project, recital, concert, performance by absolute majority. Students whose proficiency in art studies are accepted are evaluated as successful. This decision is notified to the Institute with a report by the head of the department/art major within 3 days following the defense exam. The student whose art proficiency study is rejected as unsuccessful is dismissed from the University. The student, who is given a decision to correct the proficiency in art work, makes the necessary corrections within 6 months at the latest and re-defends the proficiency in art work such as thesis, exhibition, project, recital, concert, performance before the same jury. The student who is unsuccessful at the end of this defense exam and whose proficiency in art work is not accepted is dismissed from the University.

**Proficiency in arts graduation, diploma and diploma supplement**

**ARTICLE 31-**(1) The student who successfully completes his courses, has a GPA of at least 3.00 out of 4.00, and successfully defends his proficiency in art work in front of the jury, whose work is found to be suitable in terms of form and who fulfills the other conditions required for graduation as determined by the Senate, who submits at least three hardcover copies of the graduate work, approved by the jury, to the Institute and one copy in electronic form to the Library and Documentation Directorate within 1 month from the date of entrance to the art proficiency study defense exam, is given a doctoral diploma and diploma supplement that determines the field according to the characteristics of the art branch approved by CoHE.

(2) In order for the student who successfully completes the proficiency in art study to start the graduation process, he/she must show his/her advisor at least three bound copies of the work he/she will submit to the Institute, approved by the jury, and receive the positive opinion of the advisor in writing regarding the conformity of the work to the spelling rules. Additionally, data must be entered at the CoHE National Thesis Center and the data entry form must be submitted to the Institute.

(3) The Institute Board of Directors may extend the delivery time of the proficiency in art study to the Institute by a maximum of 1 month if the student requests it in writing. A student who does not fulfill the graduation procedures and necessary conditions cannot receive his/her diploma until he fulfills the conditions, cannot benefit from his/her student rights, and is dismissed from the University if his/her maximum term expires.

(4) The name of the program in the department/art major approved by CoHE appears on the diploma of proficiency in art. Graduation date is the date on which copies of the proficiency in art study, found to be appropriate in terms of form, bound and signed by the jury members, are delivered to the Institute.

(5) A copy of the proficiency in art study approved by the jury is sent to the CoHE Presidency within 3 months from the delivery of the study to the Institute to be made available electronically for scientific research and activities.

(6) Unless a contrary decision is taken by the authorized institutions, organizations or units, postgraduate works are kept accessible electronically.

**SECTION FIVE**

**Application and Registration Procedures**

**Quotas**

**ARTICLE 32-** (1) Quotas for postgraduate programs are determined and announced with the recommendation of the head of department/art major, the decision of the Institute Board and the approval of the Senate.

**Application and admission procedures**

**ARTICLE 33-**(1) Application and admission conditions for postgraduate programs are determined by the decision of the Institute Board and the approval of the Senate. Prospective students make their applications to the Institute within the framework of the determined principles. Application and admission conditions and all other announcements are announced through communication channels deemed appropriate by the University according to the academic calendar.

(2) The evaluation and acceptance process of applications is carried out by the Institute. According to the admission conditions of the programs, the successful applicants are ranked starting from the highest success/entrance score within the announced quota, and the applicants are placed according to these results. The list of winning applicants is announced on the University website. In determining priority among applicants with equal success/entrance scores, those with a high graduation grade point average, ALES score or equivalent exam score, written science exam and/or oral scientific/talent assessment exam scores in art major programs and foreign language scores are preferred, respectively.

**Registration procedures**

**ARTICLE 34-**(1) Applicants who have the right to enroll in graduate programs apply to the SAD on the dates announced by the University, with the required documents and by paying the tuition fees, in person or through their representatives designated with a notarized power of attorney. Applicants who do not register definitively within the announced registration date ranges are deemed to give up their right to register.

(2) For undergraduate and postgraduate degrees received abroad, the approval of CoHE is sought regarding the recognition of the higher education institution from which the diploma was obtained and the education received and the degree. Applicants who are citizens of the Republic of Turkey must also submit the Diploma Equivalence Certificate received from CoHE during their registration to the University.

(3) Applicants who do not pay the tuition fee within the period determined by the University will not be registered.

(4) Prospective students who are accepted are obliged to complete their missing documents within the period specified in their admission letters. If the missing documents are not completed within the specified period, the student is dismissed from the University at the end of the given period.

(5) The registrations of students who are found to not meet the necessary conditions for final registration, who subsequently lose these conditions, or who are found to register with untrue or misleading statements and documents, will be cancelled as of the registration date and legal action will be taken against them, regardless of the semester they are in, even if their registration is completed. If these students graduate, all documents, including the diploma given to them, will be cancelled and legal action will be taken against them. Tuition fees paid by these people are not refundable.

(6) Students whose contact information changes are obliged to update their information by applying to the SAD in writing within 15 days following the change.

**Registration renewal**

**ARTICLE 35-**(1) Students must renew their registration at the beginning of each semester within the dates specified in the academic calendar.

(2) In order for the student to complete his/her registration, he/she are required to fulfil his/her financial obligations and the advisor's approval is required to be completed for course registration at SIS.

(3) In postgraduate programs, students who are at the stage of a term project, thesis or proficiency in art study must register every semester.

(4) Those who do not renew their registration within the specified periods cannot take classes and exams in that semester and cannot benefit from their student rights.

(5) The semester in which the student does not renew registration is counted as part of the maximum education period.

(6) Students can add and/or drop courses with the approval of their advisors within the dates specified in the academic calendar. Requests to add and/or drop courses after the specified dates are evaluated and decided by the Institute Board of Directors.

(7) Other procedures regarding registration renewal are carried out in accordance with the relevant regulations of the University and the decisions of the Senate.

**Language of education and language proficiency**

**ARTICLE 36-**(1) Postgraduate programs in which education is carried out in Turkish or a foreign language can be opened at the Institute with the decision of the Senate and the approval of CoHE. The medium of instruction of the programs is shown in the University's announcements.

(2) Applicants applying to postgraduate programs must submit an exam document documenting their language level. The minimum Turkish and foreign language requirements and accepted exams for registration to postgraduate programs are determined by the decision of the Institute Board and the approval of the Senate.

(3) Language proficiency exemption conditions for programs where the medium of instruction is Turkish or a foreign language are determined by the decision of the Institute Board and the approval of the Senate.

(4) In student admission, it is mandatory to get at least 55 points in the international foreign language exams, which are accepted as equivalent to the central foreign language exams accepted by CoHE, other than their mother tongue, for PhD/proficiency in art programs in Turkish language, to get at least 60 or an equivalent score from the international foreign language exams accepted as equivalent by ÖSYM for master's and doctoral/proficiency in art programs in foreign languages and to get at least B2 from the Turkish language proficiency exam for international candidate students. If necessary, these scores can be increased according to the features of the programs, with the decision of the Institute Board and the approval of the Senate.

(5) In accepting students to programs where the medium of instruction is a foreign language, applciants are required to receive a score determined separately for each program by the decision of the Institute Board and the approval of the Senate, from one of the national and/or international foreign language exams organized by the University or accepted by the Senate.

(6) Exams to determine foreign language proficiency and exemption conditions from these exams are determined by the decision of the Institute Board and the approval of the Senate. The principles regarding education in the foreign language preparation program are regulated by the directive.

(7) Foreign nationals applying to graduate programs taught in Turkish are required to graduate from an undergraduate or graduate program whose language of instruction is Turkish at any higher education institution in the country or abroad or to have an official document showing that they receive at least B2 or an equivalent score from the Turkish proficiency exam administered by the University's Turkish Language Teaching Application and Research Center, Yunus Emre Institute or one of the Turkish teaching centers of other universities in Turkey. This score level can be increased with the decision of the Institute Board and the approval of the Senate. Applicants who do not have a Turkish language certificate of at least B2 level from the Turkish proficiency exams specified in this paragraph are subject to the Turkish proficiency exam conducted by the University. Applicants who are successful at B2 level can be accepted to the program. Those who fail are directed to the University's Turkish preparatory program, provided that they obtain Turkish proficiency at B2 level. The duration of this program is two semesters, and students who are not successful in the specified exams at the end of this period may be given a maximum of two additional semesters by the decision of the Institute Board of Directors, provided that they pay the tuition fee. At the end of these periods, the student who fails is dismissed from the University. The time spent in the Turkish language preparatory program is not included in the study period. In this way, the tuition fee for graduate students who will continue the Turkish language preparatory program is determined by the Board of Trustees at the beginning of each academic year. The education and training processes of students attending the Turkish preparatory program are regulated by directives.

(8) Exams to determine Turkish proficiency and exemption conditions from these exams are determined by the decision of the Institute Board and the approval of the Senate. The principles regarding learning in the Turkish preparatory program are regulated by instructions.

**Undergraduate transfer**

**ARTICLE 37-**(1) Successful students who complete at least one semester in another department/art major within the university or in the graduate program of another higher education institution can apply for admission to undergraduate programs at the same or different level through undergraduate transfer, provided that they are still registered at the relevant institution.

(2) Applications are made to the Institute secretariat. For application, the applicant must meet the conditions required for student admission to the relevant program. Undergraduate transfer is made with the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors, provided that the student applies with the necessary documents within the application period. This decision also states which course obligations the student will be exempt from in the program to which he/she is accepted. For internal university undergraduate transfers, the exam documents used for admission to the program in which students are registered can be used during registration to the program they want to transfer to.

(3) In order for the student to transfer between programs, his or her GPA must be at least 2.70 out of 4.00 at the master's level or at least 3.00 out of 4.00 at the doctoral/proficiency in art level. Conditions such as valid ALES score, written science exam, and oral scientific evaluation applied by the program may be requested from the applicant student.

(4) For students transferring from another higher education institution, the student transferring to a doctoral/proficiency in art program is required to complete the proficiency exam, thesis/proficiency in art study proposal and the thesis/proficiency in art study in this program, the student who transfers to a master's program with thesis must complete his/her thesis in this program, the student who transfers to a master's program without thesis must complete his/her term project in this program and complete at least two compulsory and/or elective courses at the University that are included in the graduation requirement of the program he/she transfers to.

(5) If a student who is accepted to a doctoral/proficiency in art program with a bachelor's degree wants to transfer to a master's program with thesis in the same department, he/she can apply to transfer to the relevant master's program with thesis if there is enough time to complete the program he/she wants to transfer, considering the time he/she spent in the doctoral program.

(6) Exemption and adaptation procedures for the courses taken by students in their program are carried out in accordance with the relevant regulations of the University, the principles determined by the Senate and the relevant legislative provisions. Which of the courses previously passed by transfer students is considered exempt in the applied programs is determined by the recommendation of the relevant head of department/art major and the decision of the Institute Board of Directors.

(7) For students who enroll in postgraduate programs through undergraduate transfer from within or outside the university, the time they spent in their previous programs is included in their education period.

**National and international student Exchange**

**ARTICLE 38-**(1) Interuniversity student exchange programs are implemented in accordance with bilateral agreements made between the University and other universities in the country or abroad and the principles determined by the Senate and CoHE. Sending students to other higher education institutions and accepting students from other higher education institutions are determined by the decision of the Institute Board of Directors.

(2) Students enrolled in the University's postgraduate programs and taking courses from other higher education institutions within the scope of exchange programs continue their registration at the University for the duration of the exchange program, this period is counted as the education period and they pay the valid tuition fee for the relevant semesters to the University.

(3) The courses that the student will take within the scope of the exchange program and how these courses will be counted towards the program obligations are determined by the head of the department/art major in accordance with the student's own teaching plan and approved by the decision of the Institute Board of Directors. The credit and/or ECTS values and grades of the courses recognized as equivalent and adapted are counted as transfer credits and recorded on the student's transcript.

(4) Issues such as procedures for students coming to the University from abroad within the framework of bilateral agreements or international relations, course registrations and tuition fees are carried out by the Institute directorate in accordance with the bilateral agreements and relevant legislation. These students have the rights of exchange students. They are subject to the academic and administrative rules of the university. These students are not given diplomas or titles. Students are given a transcript showing the courses they choose and their success status.

**Special student admission**

**ARTICLE 39-**(1) Those who are registered students of master's, doctorate or proficiency in arts programs at other higher education institutions and want to increase their knowledge in a particular field of science can be accepted as special students to the courses of the program they apply to, with the recommendation of the head of department/ art major and the decision of the Institute Board of Directors. Applications will be finalized within the course add-drop dates announced in the academic calendar at the latest. The student whose special student application is accepted pays the tuition fee determined by the University and completes his/her registration to the University for the program to which he/she is accepted within the add-drop dates at the latest and realizes the course registration within the same period. Exemption procedures for the courses taken by these students as private students and in which they are successful are carried out by the head of the institute department/art major in the other higher education institution where they are registered. Students who take courses with special student status are given a transcript showing their attendance and success in the course(s) they take.

(2) Postgraduate students enrolled in institute programs can apply to take courses as special students at institutes affiliated with another higher education institution, upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors. In any case, the courses taken as a special student cannot exceed half of the number of courses that the student must take for graduation in the program in which he/she is registered, provided that they are in the same medium of instruction. The exemptions of the courses that the students who take courses in this way take as special students and are successful in are determined by the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

(3) Special studentship is not an education aimed directly at obtaining a degree in a postgraduate program, its duration cannot exceed two semesters and is counted towards the student's education period. Summer school is not included in this period.

(4) No separate courses are opened for special students. Those who take courses as special students cannot benefit from student rights other than attending classes and participating in educational and training activities.

(5) Those who are accepted as special students pay the tuition fee determined by the Board of Trustees per ECTS value for that year.

(6) Postgraduate students enrolled in institute programs pay their full tuition fees to the University during the semesters in which they take courses as special students.

**Tuition fees and scholarships**

**ARTICLE 40-**(1) Postgraduate programs at the university are subject to fees. Tuition fees and payment principles are determined and announced by the Board of Trustees every semester/year in accordance with the relevant legislation.

(2) A student who does not pay the tuition fee on time or has debt from previous semesters will not be registered, renewed or suspended, and is dismissed from the University at the end of the period determined by the relevant legislation. These students cannot benefit from student rights in any way.

(3) Issues regarding scholarships and supports to be provided to postgraduate students are determined by the decision of the Senate and the approval of the Board of Trustees.

(4) The student can benefit from the scholarship for the period and conditions promised by the University in the year of registration.

(5) Tuition fees for students coming through undergraduate transfer are determined and announced by the Board of Trustees.

(6) Summer school tuition fee is collected in return for the summer school education service provided, apart from the education and training fees paid in the fall and spring semesters.

(7) The program fee paid by the student whose dismissal from the University is terminated due to disciplinary or exceeding the maximum period will not be refunded.

**SECTION SIX**

**Principles Regarding Education and Training**

**Academic year and calendar**

**ARTICLE 41-**(1) An academic year consists of two semesters, each with a minimum of 70 working days and 14 weeks of course duration. Final exams are not included in this period.

(2) In graduate programs, courses are conducted on a semester basis in the fall and spring semesters.

(3) Summer school can be organized in postgraduate programs. The duration of the summer school is a maximum of 8 weeks, including 7 weeks of course time and one week of final exam time. The total hours of a course opened in summer school are equal to the total hours of that course in the fall or spring semesters. Taking courses in summer school depends on the student's choice.

(4) Summer school is not included in the normal education period for graduate education, and the education period spent in summer school is not added to the normal education period.

(5) Other issues regarding summer school education are determined by the directive.

(6) In postgraduate programs, courses can be given in two modules with a 7-week course duration in the fall or spring semesters. The total hours of a course to be given in a module are equal to the total hours of that course in the fall or spring semester. End-of-module exams are not included in these periods.

(7) Durations and dates for registration, courses, exams and similar activities are specified in the academic calendar approved by the Senate.

**Scientific preparation program**

**ARTICLE 42-**(1) Among the students accepted to master's and doctoral programs, for those who receive their bachelor's or master's degree in fields other than the master's or doctoral program to which they are accepted and for master's or doctoral program applicants who receive their bachelor's or master's degree from other higher education institutions, a scientific preparation program consisting of courses determined by the recommendation of the head of department/art major and the decision of the Institute Board of Directors can be applied in order to eliminate the deficiencies.

(2) Courses taken within the scope of the scientific preparation program cannot be selected from the courses of the relevant graduate program. Courses taken in the scientific preparation program cannot be used to complete the credits/ECTS value of the graduate program and cannot be included in the GPA calculation.

(3) Compulsory attendance, success evaluation and other issues regarding the courses taken in the scientific preparation program are carried out subject to the provisions of the program in which those courses are given.

(4) Students who attend the scientific preparation program can take a course(s) from the graduate program they are enrolled in, upon the recommendation of the head of department/art major and the decision of the Institute Board of Directors, provided that they do not conflict with the courses they are taking in the scientific preparation program.

(5) The maximum period to be spent in the scientific preparation program is two semesters. Summer education is not included in this period. This period cannot be extended except for semester leaves, and the student who is not successful at the end of the period is dismissed from the University. The time spent in this program is not included in the duration of the master's or doctoral program.

(6) During the scientific preparation program, no other courses can be taken other than the scientific preparation program courses or the postgraduate courses taken with the approval of the Institute Board of Directors.

(7) Other matters regarding the scientific preparation program are determined by the decision of the Senate.

**Foreign language preparation program**

**ARTICLE 43-**(1) If applicants who will definitely enroll in postgraduate programs cannot meet the minimum foreign language requirement determined by the Senate, the student may be given the right to enroll in a foreign language preparatory program. The education, examinations, exemption conditions and other principles related to education of the students accepted under this condition in the foreign language preparatory program are regulated by the directive.

(2) The duration of the foreign language preparation program for postgraduate students is two semesters. Students who are not successful in the specified exams at the end of this period may be given a maximum of two semesters of additional time by the decision of the Institute Board of Directors, provided that they pay the tuition fee. At the end of these periods, the student who fails is dismissed from the University.

(3) Before the foreign language requirement is met, scientific preparation program courses or graduate program courses cannot be taken, and thesis work cannot be done.

**Advisor role**

**ARTICLE 44-**(1) The number of thesis advisors per faculty member is determined as a maximum of 14 students for thesis master's and doctoral programs, and a maximum of 16 students for non-thesis master's programs, excluding thesis master's and doctoral programs.

(2) The advisor role is carried out by the head of the department/art major or the program coordinator, who is notified to the Institute in writing by the head of the department/art major, until the advisor is appointed.

**Dersler**

**ARTICLE 45-**(1) It is the sum of postgraduate education plans in departments/art majors, compulsory/elective courses, seminars, postgraduate works and similar studies required to graduate from the postgraduate program, and the credits and ECTS values of these studies. These teaching plans are determined by the decision of the Institute Board and the approval of the Senate.

(2) At least one course covering scientific/artistic research techniques and research and publication/art ethics must be given to students in postgraduate programs.

(3) The courses that the student will enroll in each semester are finalized with the student's course selection and the advisor's approval via SIS.

(4) All types of measurement and evaluation for each course, their mid-term studies/exams and final exams, their numbers and their contribution to the course's letter grade and other conditions for taking the final exam, if any, the purpose, content and achievements of the course, and the weekly syllabus are updated by the course instructor in the University's academic information package 2 weeks before the start date of each semester, defined in the SIS, included in the course syllabus and shared with the student via SIS in the first week of classes.

(5) Students can take courses up to the ECTS value specified in the course plan in the semesters they are registered. When necessary, the ECTS value that the student can receive may be increased with the recommendation of the advisor, the approval of the head of department/art major and the decision of the Institute Board of Directors.

(6) Students must repeat compulsory courses that they previously take, fail or withdraw from. In repeated courses, the last letter grade received is used in the GPA calculation.

(7) Failed elective courses can be taken again, or another course in the elective courses section can be chosen with the approval of the advisor, provided that the total credit and ECTS value of the relevant student is not an obstacle to the student's graduation.

(8) If an elective course is not opened, the student who register for this course and fail may enroll in one of the elective courses with the approval of the advisor within the periods specified in the academic calendar, provided that the total credits and ECTS of the relevant student are not an obstacle to the student's graduation.

(9) If a course is removed from the course plan, a student who fails this course can take an equivalent or similar course in the course plan, with the recommendation of the advisor and the decision of the head of department/art major, provided that the total credit and ECTS value of the relevant student is not an obstacle to the student's graduation.

(10) In order to increase their GPA, students can retake the course(s) in which they are successful with letter grades of "BA" or below, with the approval of the advisor. In this case, attendance is required for the repeated course(s) and the last letter grade(s) received is valid.

(11) The principles regarding the implementation of modular systems in course programs and their duration are determined by the recommendation of the relevant head of department/art major, the decision of the Institute Board and the approval of the Senate.

(12) Specialization course(s) are conducted in accordance with the relevant regulations of the University.

**Withdrawal**

**ARTICLE 46-**(1) Students can withdraw from courses with the approval of their advisors within the dates specified in the academic calendar. Course withdrawal requests after the course withdrawal period has expired are evaluated and decided by the Institute Board of Directors. There is no course withdrawal during summer school.

(2) The course from which the student withdraws is deemed not to be taken, and is shown as withdrawn (W) on the transcript. A student can withdraw from a maximum of one course in a registered semester, and from a maximum of two courses in total throughout the course of study. A student cannot withdraw a second time from a course he/she previously withdraw from, or from a course/courses that do not count toward the GPA. In case of withdrawal from a repeated course, the last letter grade received for this course before withdrawal is valid.

(3) No refunds is made for course withdrawals, nor will they be offset against subsequent fees.

**Prerequisites and corequisites of the courses**

**ARTICLE 47-**(1) Prerequisites are obligations that must be completed before a course can be taken. As prerequisites, course(s) previously taken and completed with at least a "CC" letter grade at the master's level and at least a "CB" or "S" letter grade at the doctoral/proficiency in art level, or obligations such as credits and work to be achieved/completed may be determined.

(2) If a prerequisite course is repeated, the last letter grade received from that course is valid.

(3) A course that must be taken together in order to be able to take a course is called a corequisite course for that course. A student who completes one of the courses that must be taken together by receiving at least a "CC" letter grade at the master's level and at least a "CB" or "S" letter grade at the doctoral/proficiency in art level can take the course, which is a corequisite of that course, alone.

(4) Prerequisites and corequisites of the courses are determined by the recommendation of the head of department/art major, the decision of the Institute Board and the approval of the Senate.

(5) Students cannot enroll in courses for which they do not meet the prerequisites and/or corequisites. The provision of this paragraph also applies to students participating in national or international exchange programs, students who want to take courses at the University as special students, and students who want to take courses from other higher education institutions while registered at the University.

(6) An exempt course can be used to meet the prerequisite/corequisite of another course.

**Compulsory attendance**

**ARTICLE 48-**(1) Students are obliged to attend classes, laboratories and practices, and participate in all kinds of exams and other studies deemed appropriate by the instructors during the semester. Under all circumstances, the compulsory attendance is at least 70% in theoretical courses and at least 80% in practical courses. A student who does not meet this requirement cannot take the final exam of that course. Whether the student complies with the compulsory attendance is monitored by the instructor teaching the course and recorded on the SIS.

(2) In case of repeating the courses and practices for which the compulsory attendance is fulfilled, the compulsory attendance is required again.

**Exemption from courses**

**ARTICLE 49-**(1) Students may request exemption from the courses they previously take at a higher education institution in order to have them count towards their obligations in the postgraduate programs they are enrolled in. Exemption applications are made in writing to the Institute secretariat, with the transcript and course contents attached.

(2) The courses that the student previously take and succeeded in a higher education institution, and the courses that are counted as a replacement for the student's obligations in the postgraduate program in which he/she is registered, as well as their credit and/or ECTS values and letter grade equivalents, are determined by the recommendation of the head of the department/art major and the decision of the Institute Board of Directors. Courses from which the student is exempt cannot be taken again during his/her education at the University.

(3) Courses from which the student is exempted by the decision of the Institute Board of Directors are included in the GPA calculation and are shown on the transcript.

(4) Students who apply for exemption from courses taken at another higher education institution, ,n doctoral/art proficiency programs, must complete the proficiency exam, thesis/proficiency in art study proposal and thesis/proficiency in art study in this program, must complete their thesis in this program in master's programs with thesis, must complete the term project in this program in non-thesis master's programs and complete at least two compulsory and/or elective courses at the University that are included in the graduation requirement of the relevant program.

**Exams**

**ARTICLE 50-**(1) Essentially, at least one mid-term and one final exam are held for each course. However, all assessments and evaluations regarding a course, including mid-term and final exams, can be made verbally, with assignments, reports, projects, seminars and similar assessments and evaluations, or practically, provided that they are written and/or documented.

(2) Exams consist of mid-term, final and make-up exams.

(3) Make-up exam is the exam given instead of mid-term and final exams. However, there is no make-up exam in distance education programs. Students who cannot take the mid-term and final exams due to health or other justified and valid excuses can take the make-up exams, provided that their excuses are found appropriate by the head of the department/art major and are accepted by the decision of the Institute Board of Directors. Students who do not take the make-up exam on the announced date are not given the right to take another make-up exam.

(4) Make-up exams are not held in postgraduate programs.

(5) All exams that measure proficiency, placement or course success can be done on paper and simultaneously for all applicants, or they can be done electronically, allowing different questions to be asked to each applicant at different times. Practices regarding the preparation of questions to be asked in the exams, the creation and encryption of the question bank, the storage of exam questions on paper or electronically, and ensuring exam security are carried out in accordance with the principles determined by CoHE.

(6) Exams can be held out of working hours or on Saturdays and Sundays, excluding national holidays and public holidays, by the decision of the head of department/art major.

(7) All documents and notes that form the basis of the exams are kept for two years in accordance with the relevant regulations of the University. At the end of this period, it is duly destroyed by means of preparing a report.

(8) Students cannot take exams while they are on sick leave or on duty. The grade obtained in the exam taken during this period is considered invalid.

**Objection to exam results**

**ARTICLE 51-**(1) Students can object to the exam results by making a written application to the relevant head of department/art major within 3 business days from the date the relevant exam result is announced. The exam paper is examined by the course instructor within 3 business days from the date of notification of the application, and the result is forwarded to the Institute by the head of the department/art major, in writing and with justification. The student is informed about the result of the objected grade. If the objected grade changes, the decision of the Institute Board of Directors is notified to the SAD.

(2) The student may object again by making a written application to the Institute within 3 business days from the date of notification of the relevant decision. In this case, a three-person examination commission, established by the decision of the Institute Board of Directors, consisting of experts in the field and without the instructor of the relevant course, examines the exam paper within 7 working days and determines the student's final exam score. The decision of the Institute Board of Directors is notified to the faculty member of the relevant course and the student. The decision taken by the Institute Board of Directors on this matter is final. In case of a grade change, the Institute notifies the SAD about the result

**Factual error in grades**

**ARTICLE 52-**(1) Correction of the announced final grade of a course due to a factual error is made by the decision of the Institute Board of Directors upon written notification of the relevant faculty member.

**Final grades**

**ARTICLE 53-**(1) The final grade is determined by the end-of-semester assessment as well as the appropriate mid-semester assessments such as the mid-term exam for that course, quizzes, field work, practice, homework, presentation, ongoing work, project, workshop, seminar, course attendance, laboratory, exhibition, show, recital, concert, representation, performance and similar assessments.

(2) Students' success is determined by calculating their GPA at the end of each semester. GPA is calculated by multiplying the letter grade success coefficients of all courses included in the grade point averages in which the student is enrolled, starting from the first semester, with the ECTS values of these courses, adding up the results and dividing this total by the total of the ECTS values. The resulting average is shown as two digits after the comma.

(3) The final grade of a course is determined according to the weighted average of mid-term assessments and final assessments. 60% of the total success rate is the ratio of mid-term assessments, and 40% is the ratio of final assessments.

(4) In order for the student to be considered successful in a course, his/her final semester letter grade must be at least "CC" at the master's level and at least "CB" at the doctoral/proficiency in art level.

(5) A student who receives one of the letter grades "AA", "BA", "BB", "CB", "CC", "S", "E" from a master's degree course is deemed to pass that course.

(6) A student who receives one of the letter grades "FF", "A" or "U" from a master's degree course is considered unsuccessful in that course. The "A" letter grade of students who cannot fulfill the course compulsory attendance is converted into a "FF" letter grade in the GPA calculation.

(7) A student who receives one of the letter grades "AA", "BA", "BB", "CB", "S", "E" from a course at the doctorate/proficiency in art level is deemed to pass that course.

(8) A student who receives one of the letter grades "CC", "FF", "A" or "U" from a course at the doctorate/proficiency in art level is deemed to fail that course. The "A" letter grade of students who is converted into a "FF" letter grade in the GPA calculation.

(9) “S” and “U” letter grades are used for seminar and postgraduate work.

(10) Other letters and signs are as follows:

a) A: Absent; The letter grade "A" is used for students who cannot fulfill the compulsory attendance of the course. This grade is converted into a "FF" letter grade in GPA calculation.

b) P: Course continues; In credit/non-credit courses lasting more than one semester, it is given to students who successfully continue at the end of the semesters before the semester in which the final letter grade will be given. “P” letter grade is not included in the GPA calculation and is not included in the credit/ECTS calculation. This letter grade must be converted to a letter grade before graduation.

c) S: Pass; It is given to students who are successful in courses that are evaluated as pass/fail. Letter grade "S" is not included in the GPA calculation.

ç) U: Fail; It is given to students who are unsuccessful in courses that are evaluated as pass/fail. Letter grade "U" is not included in the GPA calculation.

d) R: Repeated course; It is used to show that a course is taken again or that another course is taken instead with the approval of the advisor. For these courses, the student's most recent letter grade is valid. When a letter grade is given for a course taken again, the old letter grade is not included in the GPA calculation.

e) N: Non-credit course; It is used to show that a course is not included in the GPA calculation under any circumstances.

f) E: Exempt/not responsible; It shows the courses from which the student is exempted by the decision of the Institute Board of Directors.

g) W: Withdrawal from course; It is given for the course the student withdraws from. “W” letter grade is not included in the GPA calculation and is not included in the credit/ECTS calculation.

ğ) I: Incomplete course; It is given to students who cannot complete the required conditions for the course at the end of the semester for a reason deemed valid by the instructor and/or who cannot complete the required studies for courses and applied courses for which the final exam cannot be held. In the course in which the student receive an "I" letter grade, the student must complete the missing parts within 30 days from the last announcement date of the grades specified in the academic calendar and receive a letter grade. Otherwise, the “I” letter grade automatically turns into “FF” or “U” letter grade. This period may be extended until the end of the tenth week following the end of the semester final exams, upon the student's application, the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

h) T: Transferred course; It is used for transfer courses taken by students who undergradute transfer within the university, participate in an exchange program, or take courses from a different university with the decision of the Institute Board of Directors, and whose equivalence is accepted with the recommendation of the head of department/art major and the decision of the Institute Board of Directors.

ı) M: Did not enter the exam; It is used for students who do not take the doctoral proficiency exam due to its deadline.

i) SP: It shows the courses taken in the scientific preparation program, is not included in the GPA calculation and is not included in the credit/ECTS calculation.

j) The final grades of the formation courses that doctoral students must take are evaluated as pass/fail and are not included in the GPA calculation.

(11) Students whose GPA is between 3.50-3.74 are considered honor students, and students whose GPA is 3.75 and above are considered high honor students. This qualification is stated on the student's transcript.

(12) When grades and grade point averages need to be converted to the 100-point system, the conversion table determined by CoHE is applied.

(13) Final grades are expressed with letters. Letter grades, 100 grade ranges and their coefficient values are shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Master’s Degree | PhD/Proficiency in Art | Letter Grade | Grade Range | Coefficient of Success |
| Excellent | Excellent | AA | 90-100 | 4,00 |
| Very Good | Very Good | BA | 85-89 | 3,50 |
| Very Good | Good | BB | 80-84 | 3,00 |
| Good | Passed | CB | 70-79 | 2,70 |
| Passed | Failed | CC | 60-69 | 2,00 |
| Failed | Failed | FF | 0-59 | 0,00 |
| Absent | Absent | A | -- | 0,00 |
| Course continues | Course continues | P | -- | -- |
| Successful | Passed | S | -- | -- |
| Failed | Failed | U | -- | -- |
| Repeated | Repeated | R | -- | -- |
| Course without credit | Course without credit | N | -- | -- |
| Exempt/not responsible | Exempt/not responsible | E | -- | -- |
| Withdrawal  | Withdrawal | W | -- | -- |
| Deleted | Deleted | K | -- | -- |
| Incomplete | Incomplete | I | -- | -- |
| Transfer | Transfer | T | -- | -- |
| Did not enter the exam | Did not enter the exam | M | -- | -- |
| Scientific preparation | Scientific preparation | SP | -- | -- |

**Suspension study**

**ARTICLE 54-** (1) All students, including those in foreign language preparatory programs and scientific preparatory programs, may request suspension of study due to reasons such as health, military service and unexpected compulsory events. Students who wish to suspend their study apply to the Institute with a reasoned petition. When deemed necessary, the Institute may request additional information and documents from the student to support its justification. In order for the study suspension request to be taken into consideration, the student is required to register for the course for the relevant semester and must apply to the Institute directly or through his/her legal representative within 30 days from the date on which any of the reasons specified in this paragraph occur. Applications are decided by the Institute Board of Directors.

(2) Except for health reasons related to the report, study may be suspended for a maximum of one semester at a time. The total period for which study can be suspended is one semester for master's programs and two semesters for doctoral/art proficiency programs. Students who wish to suspend their study due to health reasons are asked for a health report and the duration of the study suspension is decided by the Institute Board of Directors. The registration of students who complete the maximum education period is not suspended. Periods during which registration is suspended are not counted towards the maximum education period.

(3) In order for the student whose application is approved to be completed, the student must pay the tuition fee for the semesters for which the registration is suspended and must not have any debt to the University. Fees paid by students for the periods they suspend their studies will not be offset against their subsequent fees or counted as tuition fees.

(4) Students whose suspension study is completed will not be registered for courses in the relevant semester or the courses they take will be deleted from their records. These students cannot work on postgraduate studies and cannot benefit from student rights.

(5) At the end of the study suspension period, students continue their education by renewing their semester registrations. Students who suspend their study for more than one semester and wish to return to the University before completing their term must apply in writing to the Institute directorate before the start of course registration for the semester they wish to return.

**Exmatriculation**

**ARTICLE 55-** (1) Students who cannot complete their course obligations, postgraduate studies and/or other obligations required for graduation from the registered program within the maximum period of time given within the scope of their education period is dismissed from the University.

(2) Tuition fees paid by the dismissed student are not refunded.

**Dropping out of university**

**ARTICLE 56-** (1) Students who want to disenroll from the University voluntarily can initiate the termination process by applying to the Institute. When these students apply to disenroll, they are dismissed from the University as of the date they complete their obligations towards the University, if any.

(2) A student who registers by paying the tuition fee will not be refunded in case of dropping out of the University or disenrollment.

(3) Students who pay the summer school tuition fee and enroll for courses will not be refunded if they drop out of the University.

(4) A student who drop outs of the University or is dismissed from the University for any reason must not have any liability towards the University and must return the items and equipment provided by the University for his/her use undamaged.

(5) If the student drops out of the University within the add-drop period or after the end of this period, his/her registrations will be deleted from the courses in which he/she is registered in the relevant semester. Courses for which final course grades are given at the end of the semester are recorded together with their current grades.

**Disenrollment**

**ARTICLE 57-**(1) In the following cases, the student's registration is deleted by the decision of the Institute Board of Directors:

a) Receiving a penalty of expulsion from the higher education institution in accordance with the relevant legislation.

b) Understanding that he/she cannot continue his/her education due to mental illnesses documented in the health report issued by the authorized health institution.

c) Transferring to another higher education institution for any reason.

ç) Failure to complete the final registration process properly.

d) Understanding later that he/she does not have the right to register definitively

e) Not accepted the excuse given for not completing the final registration procedures within the required time by the Institute Board of Directors.

f) To be a student in other situations that require deregistration as specified in Law No. 2547.

(2) Students whose registrations are cancelled will be given a transcript upon their request..

(3) The student may disenroll his/her registration at his/her own request. In order for the student to be disenrolled, the termination procedures determined by the University must be completed.

(4) Disenrollment of a student cannot be done by mail. In order to disenroll, a written application from the student or his/her legal representative is required.

**Discipline**

**ARTICLE 58-** (1) The provisions of Law No. 2547 apply to the disciplinary procedures of students.

(2) The suspension period of a student who is suspended from the University due to disciplinary punishment is taken into account in calculating the maximum education period.

**SECTION SEVEN**

**Miscellaneous and Final Provisions**

**Other provisions**

**ARTICLE 59-** (1) The university cannot continue postgraduate programs allowed to be opened by CoHE outside the province where the Rectorate is located.

(2) Specialization in medicine and dentistry is at a level equivalent to a doctorate, and these specialization trainings are carried out in accordance with the Regulation on Specialization Training in Medicine and Dentistry published in the Official Gazette dated 3/9/2022 and numbered 31942.

**Validity periods of exams**

**ARTICLE 60-** (1) The validity periods of the exams included in the admission requirements for postgraduate programs are limited to their own validity periods.

**Thesis work in case of disaster and epidemic**

**ARTICLE 61-**(1) In case of disasters and epidemics, students at the thesis stage may be given an additional period of one semester upon their request, or an additional semester of at most two semesters if they re-apply depending on the stage of the disaster or epidemic. Additional periods given are not counted towards the maximum period.

**Notice**

**ARTICLE 62-** (1) All kinds of official notices that must be made to students are made in accordance with the relevant legislation, by registered and returned mail, to the e-mail address created by the University for the student and to the address provided by the students during their registration to the University. Notices made by signature at the Institute, instead of by registered or returned mail, are also valid. Students are responsible for monitoring the messages sent to the e-mail address provided to them by the University and updating their contact information during each registration period.

(2) Students who change the address they provided during registration to the University but do not notify the Student Affairs Directorate in writing within 1 week, or who report the situation incorrectly or incompletely, cannot claim that they were not notified if their current address is notified.

(3) In cases where the student cannot be reached, written announcements made on the official notice boards reserved for students within the University also serve as notices.

**Situations for which there aro no provisions**

**ARTICLE 63-** (1) In cases where there is no provision in this Regulation, the relevant legislation provisions and the decisions of CoHE, Senate and University Board of Directors are applied.

(2) The Senate, the University Board of Directors, the Rector, the Institute Board, the Institute Board of Directors, and the head of the department/art major, depending on their interest and field of duty, are authorized to resolve any hesitations that may arise during the implementation of the provisions of this Regulation and to solve the problems that may arise during the adaptation process of students who registered to any graduate program before the date of entry into force of this Regulation.

(3) Regarding the use of the powers granted in this Regulation, the head of department/art major is authorized to resolve disputes between faculty members or advisors and the head of program/science branch, the Institute Board of Directors is authorized to resolve disputes between faculty members or advisors and the head of the department/art major, the Institute Board of Directors is authorized to resolve disputes between the head of program/science branch and the head of department/art major and the Institute Board is authorized to resolve disputes between the head of the department/art major and the Institute Board of Directors. The unit authorized by this paragraph regarding the resolution of disputes makes a decision after receiving the opinions of the parties in writing, in case of written application by one or both parties. The decision made is final and implementation is carried out accordingly.

**Repealed regulation**

**ARTICLE 64-** (1) Fenerbahçe University Institute of Graduate Studies and Training Regulation published in the Official Gazette dated 8/1/2023 and numbered 32067 has been repealed.

**Enforcement**

**ARTICLE 65-**(1) This Regulation comes into force at the beginning of the fall semester of the 2023-2024 academic year.

**Execution**

**ARTICLE 66-**(1) The provisions of this Regulation are executed by the Rector of Fenerbahçe University.