

**ISTANBUL AYDIN UNIVERSITY**  
**REGULATION GOVERNING GRAUATE STUDIES AND EXAMINATION**

**PART ONE**

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

**Objective and Scope**

**ARTICLE 1-** (1) The objective of this Regulation is to set the procedures and principles regarding graduate education and examination conducted within the institutions of Istanbul Aydin University.

(2) This document comprises the regulations concerning graduate education including thesis and non-thesis Master's, doctorate and fine arts proficiency programs and scientific research and applications conducted in the institutions of Istanbul Aydin University.

**The Basis**

**ARTICLE 2 –** (1) This document has been drawn up based on article 14 and 44 of the Higher Education Act 2547 dated November 4, 1981.

**Definitions**

**ARTICLE 3 –** (1) Whenever the following terms appear in this document they shall be taken to refer to:

- a) AKTS: European Credit Transfer System (ECTS)
- b) ALES: Academic Personnel and Graduate Education Exam
- c) Academic Advisor: Faculty members who are appointed by the institute board of directors to assist registered students from selecting courses to graduation.
- ç) Thesis/Project Advisor: Faculty members who are appointed by the istitute board of directors to guide registered students in his/her academic work.
- d) Term Project: a study proposed as a scientific research report including an academic subject being studied and/or analyzed during non-thesis Master's education
- e) Institute: Graduate institutes of Istanbul Aydin University
- f) Head of department / Art Department: Branch president defined in Article 5 of Graduate Education Institutions Organization and Operation Regulation issued in Official Gazette no. 17976 dated March 3, 1983
- g) The Board of Institute: The board under the Institute principal consisting of deputy directors and heads of the departments/art departments
- ğ) Directors of the Board of Institute: The board under the Institute principal consisting of Institute Vice-principal and three instructor who is selecting six candidates that has recommended from principal.
- h) GANO: General Academic Point Average
- ı) Plagiarism: the practice of knowingly or unknowingly taking and using someone else's work, ideas, methods or date without crediting the source, and presenting them as one's own

- i) President: The president of the concerned institute
- j) The Board of Trustees: Istanbul Aydin University Board of Trustees
- k) OSYM: Assessment, Selection and Placement Center
- l) Rector: The Rector of Istanbul Aydin University
- m) Artwork Report: The artwork and its reports which shall be prepared by the students on the art branch instead of a thesis.
- n) Senate: The Senate of Istanbul Aydin University
- o) Seminar: A lesson in which the student presents one or more subject orally after analyzing and studying beforehand.
- ö) Thesis: Thesis and application of proficiency in Master's, doctorate/arts
- p) TOMER: Turkish and Foreign Language Application and Research Center
- r) University: Istanbul Aydin University
- s) YDS: Foreign Language Exam
- ş) YOK: Council of Higher Education
- t) YOKDIL: Foreign Language Exam of Higher Education

## **PART TWO**

### **Master's Programs**

#### **General Principles**

**ARTICLE 4 – (1)** The objective of Master's programs is to provide students with the ability to reach the knowledge, evaluate and interpret it by using scientific research methods.

(2) Master's program is conducted as first graduate education program- a thesis and non-thesis- and second graduate program.

(3) Graduate Distance Education programs in which educational activities are planned and conducted based on information and communication technologies without requiring the instructor and student to be present in the same location may be initiated with approval from YOK.

(4) In graduate programs, having a foreign language as medium of instruction, the lessons, seminar and thesis defense shall be done in that language. The Master's thesis/project shall be written in that language according to thesis writing rules.

#### **Application and Admission**

**ARTICLE 5 – (1)** Students who hold a Bachelor's degree or will have soon one, may apply to the Master's programs.

(2) The candidates have to possess a minimum score of 55 in ALES according to the field of application as determined by Senate or an equivalent exam score announced by YOK.

(3) Students who hold a Bachelor's degree or will have soon one have to hand their certificate of graduation in to institute by the starting date of the program.

(4) In the admission of students to thesis Master's programs, the ranking of the students shall be within the frame of criterion set by the Board of Institute which requires a minimum score of 50 in special talent examination of departments and art departments in faculties of fine arts and conservatory institutes. But the programs which is only excepted to special talent examination of conservatory programs and faculties of fine arts is not required ALES conditions for admission of students to the main arts and departments at the institute.

(5) ALES score is not required in the admission of students to non-thesis programs; however, the requirement of ALES may be set out upon the decision of the Senate following the recommendation of the Board of Institute. In case of requirement of an ALES score, base score, minimum of 55, shall be determined by the Senate.

(6) ALES score is not required in the application to the master degree programs for graduated to PhD/proficiency in art/specialty in medicine/specialty in dentistry/specialty in veterinary/specialty in pharmacy. To the evaluation of the candidates;

a) A score of not less than 55 and not more than 75 is determined and announced in the term of the relevant program regardless of specialty type or score type which is entrance to the graduate program graduated by the Senate.

b) This candidates can be apply to another field to score type or PhD/proficiency in art/specialty field which is previously received.

c) The announced score is included in the calculations as the ALES score, regardless of the score type.

(7) A foreign language may be required in thesis Master's in Turkish language with the decision of the Senate following the recommendation of the Board of Institute.

(8) For Master's programs in which the medium of instruction is a foreign language, YDS or YOKDIL or an equivalent-as accepted by the Interuniversity Council- international foreign language exam in that language of instruction is accepted. Exam scoring determined by the related instruction.

(9) The programs of the conservatory and faculties of fine arts which is accepted to student with only special talent exam on the applications to the programs whose language of instruction is Turkish in the main arts and departments of the Institute on condition that documented with a health report obtained from a state hospital or a state university hospital;

a) Candidates with hearing impairment who have an uncorrected disability of at least 70% or a correct disability of at least 40% or more,

b) Candidates with mental retardation with a disability level of 50% or more,

c) Candidates with disabled with a diagnosis (Autism Spectrum Disorder/Childhood Autism/Atypical Autism/Rett Syndrome/Asperger Syndrome), disability level of 40% or more,

Not required foreign language score for apply. These candidates are deemed to have met the required foreign language score requirement.

(10) The candidate who is completed to bachelor program in the foreign language and apply to master program with the same language, language requirement is not onligatory.

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

**ARTICLE 6** - (1) A thesis Master's program is comprised of twenty-one credits in total and with a minimum of 60 AKTS per academic year and at least seven courses, a seminar and a thesis study which makes up 120 AKTS in total. The seminar course and thesis study are non-credit and evaluated as successful or unsuccessful.

(2) The student may choose a maximum of two additional courses from the bachelor's level besides the Master's courses provided that he/she did not take the courses during his / her bachelor's education.

(3) The student may choose a maximum of two courses from other higher education institutions with the approval of Board of the Institute Directors following the recommendation of the Head of department / Art Department.

(4) Recommendation of the Head of department / Art Department or approval of Board of the Institute Directors, a maximum of two courses can be selected from the other higher education institutions.

(5) The student must re-register for each semester for the thesis period at the latest following the period in which a thesis advisor is assigned.

### **Period of Study**

**ARTICLE 7** (1) The duration of the Master program, not including the time spent on scientific preparation and regardless of whether the student has re-registered for each semester, is four semesters, starting from the period in which the courses for the registered program are given and it should be completed in at most six semesters.

(2) Students who fail at completing the credit courses on the education plan by the end of four semester in total, or those who cannot meet the requirements or criteria that the University proposes during this time or those who fail at thesis study or do not participate in thesis defense within the maximum period shall be dismissed from the University.

### **Thesis Advisor Assignment**

**ARTICLE 8** – (1) In thesis Master programs, for each student, Head of department / Art Department recommends a thesis advisor, who is a member of the academic staff, until the end of the first semester at latest and proposes the subject of the thesis specified by the student and the thesis advisor to the institute by the end of the second semester at latest. The thesis advisor and the thesis subject are finalized with the approval of the Board of the Institute Directors.

(2) The thesis advisor is selected among the academic staff of the faculty having the qualifications specified by the Senate. In case the University does not have an academic member having the required qualifications, a faculty member from another university may be selected as a thesis advisor by the Board of Institute Directors within the framework of principles specified by the Senate.

(3) In case of a thesis study requiring more than one thesis advisor, a co-advisor that shall be chosen among individuals within or outside the University must hold at least a doctoral degree.

(4) Upon a decision from the Board of Institute Directors following the demand and approval of the advisor, there may be a change in thesis advisor. The change of advisor does not affect the maximum duration of education of the student.

(5) In case the advisor is assigned to another higher education institution or is retired, he/she may still continue with the duty as an advisor until the process is over upon the decision of the Board of Institute Directors. The change of advisor does not affect the maximum duration of education of the student.

### **Completing the Master thesis**

**ARTICLE 9 – (1)** A student in thesis Master program, writes down the results of the research in accordance with the writing rules laid down by the institute and defends the thesis orally before the thesis jury.

(2) In case there are Survey/Scale/Questionnaires, use of biological material, empirical and qualitative study, quantitative research and intervention, a decision from the ethics committee is sought.

(3) Students having completed their thesis submit their form of approval received from their advisor to institute so as to take thesis defense examination.

(4) The Institute gets the plagiarism software program report for the thesis and sends it to the advisor. In the circumstance that the data in the report indicates a detection of actual plagiarism, the thesis is sent to the Board of Institute Directors for a detailed ruling. The action is taken according to the Directive on Scientific Research and Publication Ethics of Higher Education Institutions.

(5) Master thesis jury members are assigned with the recommendation of relevant Head of department / Art Department and the approval of the Board of Institute Directors with regard to the form of approval and the form of plagiarism. Jury members are comprised of three or five faculty members one of whom is the thesis advisor and one of whom, at least, is from another university. If the jury committee is comprised of three members, the co-advisor shall not be a jury member.

(6) Students with already designated jury members, submit copies of the thesis in which the thesis is saved to the president of the concerned institute.

(7) The jury members gather at the latest one month following the submission date of the thesis and take the student to the thesis defense. The member/members who shall not be able to participate in the jury due to a valid excuse, therefore, shall inform the president of the concerned institute in writing in at latest one week following the submission.

(8) The thesis defense must be carried out only after a minimum of 10 days following the submission of the thesis to the jury members. The date and time of the thesis defense are determined by under the supervision of the thesis advisor and is notified to the institute not latest than one week in advance.

(9) The jury members convene at the date that they are notified in the coordination of the thesis advisor and accept the student to the defense of the thesis. The defense consists of the defense of the thesis study which is followed by a questions and answers session. The thesis defense takes place in an environment where faculty members, graduate students, and field experts are able to participate.

(10) After completing the course, seminar and application studies, students who are studying for a master's degree in art should prepare a work of art or a report on work of art instead of a thesis or a thesis study.

(11) The jury makes a majority decision about acceptance, rejection or correction. This decision shall be notified to the related institute as an official report in three days following the defense of the thesis by Head of department / Art Department.

(12) The students who receive a rejection upon an unsatisfactory thesis or does not enter the thesis defence without a reasonable excuse, are dismissed from the University.

(13) Students who get a revision decision on their thesis must defend the revised thesis once again before the same jury at most within three months. Students who do not attend thesis defense without any valid excuse or those whose theses are rejected as unsatisfactory in this defense are also dismissed from the University.

(14) Upon the requisition of a student whose thesis is rejected, conditional on fulfilling the credit load of the non-thesis Master program, writing of a project and similar requirements, a non-thesis Master degree diploma can be awarded to the student.

#### **Publication requirement for graduation**

**ARTICLE 10** – (1) For graduating to the Master Program with thesis in the institute, it is essential to fulfilling the graduate programs publication requirement in the relative instruction with the first submission of the thesis to the institute. The senate have determined to the graduate programs which is not require to publication requirement or conditions that will replace the publication conditions.

#### **Diploma**

**ARTICLE 11-** (1) Conditional on being successful on the thesis defense and fulfilling the other requirements for graduation specified by the Senate, the thesis Master diploma is awarded to the students who submit at least three bound copies of the Master thesis along with three forms of approval for publication and a CD copy-as the document is saved as PDF or WORD format including the thesis reference number that is already on the form of approval for publication) to the relevant institute within one month of the thesis examination and whose theses are found appropriate in terms of formatting. Board of the Institute Directors may extend the submission date for at most one more month in case of a requisition.

(2) Students who do not fulfill these conditions cannot be entitled to a diploma until the requirements are satisfied, cannot benefit from the relevant student rights and will be dismissed in case the allowed period of time expires.

(3) The name of the program in the department to which the student is registered, which is approved by the Council of Higher Education, is written in the thesis Master diploma. The graduation date is the date on which a signed copy of the thesis is submitted to the concerned graduate school by the jury. The graduation date for international students the date of which is graduate date for Board of the Institute Directors.

(4) Following the submission of the thesis, a copy of the Master thesis should be sent to the Council of Higher Education Committee electronically within three months to be made available for scientific research and activities in accordance with Directive on Collecting, Organizing and Opening to access to Post-graduate Theses and Dissertations in Electronic Environments.

#### **Non-thesis Master's program**

**ARTICLE 12** – (1) Non-thesis Master programs are comprised of thirty credits and at least ten courses with a term project course, conditional on not being less than 60 AKTS.

(2) Students should be registered to the term project in the semester in which the term project course is taken and should submit a written project and/or a report at the end of the semester. The term project does not have any credit and is evaluated as either “satisfactory” or “unsatisfactory”.

(3) At most three of the courses that the student takes may be selected amongst the undergraduate courses, conditional on the student not having taken the courses during the undergraduate education.

(4) With the decision of the Board of Institute following the recommendation of Head of department / Art Department, there can be a qualification examination at the end of the non-thesis Master program according to the terms specified by the Senate.

(5) At most two of the courses given in the different programs of the university can be expanded by the networks of relevant head of department/art.

(6) At most two of the courses can be chosen with approval of Board of Institute or proposal of head of institute head of department/art.

### **Period of Study**

**ARTICLE 13** – (1) The duration of the non-thesis Master program, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is at least two and at most three semesters, starting from the period in which courses related to the registered program are given. Students who fail at the end of this period or could not complete the program in time will be dismissed from the University.

### **Thesis Advisor Assignment**

**ARTICLE 14** – (1) In the non-thesis Master programs, for each student, Head of department / Art Department determines, latest at the end of the first semester, a faculty member or an a member of the academic staff holding at least a doctoral degree, to supervise the student during the course selection and the execution of the term project.

(2) In case there may not be an academic member having the required qualification among the concerned department/art department or the number is not enough, a faculty member from a relative department or an academician with PhD may be selected as a thesis advisor.

(3) Upon a decision from the Board of Institute Directors and approval of the head of department/art department following the demand of the advisor for any reason, there may be a change in thesis advisor. The change of advisor does not affect the maximum duration of education of the student.

(4) In case the advisor is assigned to another higher education institution or is retired, he/she may still continue with the duty as an advisor until the process is over upon the decision of the Board of Institute Directors. The change of advisor does not affect the maximum duration of education of the student.

### **Diploma**

**ARTICLE 15** – (1) The non-thesis Master diploma is awarded to students who complete the credited courses and the term project successfully.

(2) In case there are Survey/Scale/Questionnaires, use of biological material, empirical and qualitative study, quantitative research and intervention, a decision from the ethics committee is sought.

(3) The student who completes the term project submits a term project with or without the report including the approval form from the advisor and a CD copy-as the document is saved as PDF or WORD format of the project to the institute.

(4) The name of the program in the department to which the student is registered, which is approved by the Council of Higher Education, is written on the non-thesis Master diploma.

#### **Transfer between Master's programs**

**ARTICLE 16** – (1) Transfer between master's programs with thesis and non-thesis master's programs can be realized upon the proposal of the concerned department/art department and the decision of Board of the Institute Directors.

(2) The period of study that the student spent during the first program is counted towards the projected period for the new program.

(3) In order to transfer to a program with thesis, the student must complete one semester, non-thesis program, be successful in all courses and have 3.00 GANO.

(4) To be able to transfer to programs with thesis, non-thesis program students from a different field must fulfill the admission requirements of the thesis program. Upon the recommendation of their advisor, students may have additional courses from the bachelor's level besides the Master's courses provided that they did not take the courses during their bachelor's education. These courses are shown on the transcript.

(5) In transfer between Master's programs, courses taken in the previous Master program can be counted for the courses in the current thesis Master program, upon recommendation of the concerned head of department/art department and the decision of Board of the Institute Directors.

(6) In transfer to program with thesis, the ranking of the students shall be done within the frame of criterion and quota set by the board of the institute.

### **PART THREE**

#### **Doctoral Programs**

##### **General principles**

**ARTICLE 17** - (1) A doctoral program provides the student with the skills required to conduct independent research, to interpret and analyse scientific problems and data, with a broader and deeper perspective, and to synthesize.

(2) Doctoral programs may also be organized as integrated and joint graduate programs, both nationally and internationally.

(3) A doctoral program, for those who are admitted with a taught master's degree, requires completion of a total of 21 Local Credits, or a minimum of 240 ECTS in total, consisting of a minimum of seven (7) courses, a seminar, a qualifying exam, a dissertation proposal and a dissertation, where students shall have a course load of no less than 60 ECTS per academic year whereas for those who are admitted with an undergraduate degree, requires completion of a minimum of 42 Local Credits or a minimum of 300 ECTS in total, consisting of a minimum of fourteen (14) courses, a seminar, a qualifying exam, a dissertation proposal and a dissertation.



(4) Upon the proposals of the heads of relevant departments/art majors and subject to approval by the administrative committee of the relevant graduate school, PhD students with a prior taught master's degree may select up to two courses whereas PhD students with a prior undergraduate degree may select up to four courses from the doctoral courses offered in other higher education institutions.

(5) In the PhD programs, choose maximum two course for students who has accepted to master degree and maximum four course for student who has accepted to bachelor degree from the doctoral courses given in other higher education institutions with recommendation of the concerned head of department/art department and the approval of Board of the Institute Directors for students who has accepted to master degree.

(6) Subject to the proposals of the advisors, PhD students may select undergraduate and/or master's courses. However, credits from undergraduate courses shall not be accounted for within doctoral course loads and credits.

(7) In the graduate programs where the medium of instruction is a foreign language, courses, seminars, qualifying exams and thesis defences shall be held in that language. Doctoral dissertations shall be written in that language as well.

(8) No doctoral programs may be offered as evening education.

(9) A dissertation to be presented at the end of a doctoral study shall bear at least one of the following qualifications; it should (a) introduce a scientific innovation; (b) introduce a new scientific method, and/or (c) implement an existing method in a new field.

#### **Application and admission**

**ARTICLE 18** - (1) In order to apply to a doctoral program, the applicants must:

(a) They must have a master's degree with a thesis.

(b) They have completed an undergraduate education of at least ten semesters, exclude the semesters spent in foreign language preparatory schools, in the faculties of medicine, dentistry, veterinary sciences and pharmaceutical sciences, or have been awarded a specialty in one of the medical laboratory disciplines pursuant to the principles set forth by the Ministry of Health of the Republic of Turkey.

(c) They have achieved a score, to be determined by a resolution of the university senate and which may be no less than 55 points, in the relevant qualification field in the Examination for Academic Positions and Admission to Graduate Programs (hereinafter "ALES"), or in examinations that are officially recognised and scores equivalent to those achieved in ALES whereof are published by the Council of Higher Education (hereinafter "YÖK"). But the programs that PhD/proficiency in art/specialty in medicine/specialty in dentistry/specialty in veterinary/specialty in pharmacy applications do not have a require ALES conditions and this candidates for evaluation procedures;

(1) Regardless of the type of score or area of specialization at the entrance to the graduate program graduated by the Senate, a score of not less than 55 and not more than 75 is determined and its announced in the terms of the relevant program.

(2) These candidates can apply in a different field than the type of score or PhD/proficiency in art/specialization area.

(3) In admissions to departments or art majors of the Faculty of Fine Arts and the Conservatory organized in graduate schools, no ALES score is required. However, upon the proposal of the administrative committee of the relevant graduate school and subject to the approval of the Senate, ALES score may be demanded. The minimum ALES score is determined by the Senate.

(4) In admissions to doctoral programs applicants shall be ranked according the score chart, where the ratio of ALES score, or Special Talent Test score in the case of art majors, may constitute no less than the 50% the overall score, determined by the administrative committee of the relevant graduate school.

(5) In admissions to doctoral programs, applicants are required to hold a score achieved in any nationally and centrally held "second" language proficiency exams recognised by YÖK or at least 55 score equivalent to that of the aforesaid in any internationally held "second" language proficiency exams, of such internationally held exams that are recognised by the Student Selection and Placement Centre (hereinafter "ÖSYM").

(6) Applicants to doctoral programs, where the medium of instruction is a foreign language, are required to have achieved a score that is no less than 55 points in Foreign Language Exam (hereinafter "YDS")/Foreign Language Proficiency Exam for Admission to and Academic Employment in Institutes of Higher Education (hereinafter "YÖKDİL", collectively YDS/YÖKDİL) held in the medium of instruction or a score equivalent to that of the aforesaid in any international foreign language proficiency exams held in the medium of instruction and recognised by the Inter-Universities Council. Exam scoring is determined according to the relevant directive. This base scores can be increased with the proposal of the Institute Board and the decision of the Senate.

(7) In admissions to doctoral programs in basic medical sciences, graduates of faculties of medicine are required to hold an undergraduate degree and a score either achieved in the Basic Medicine Section of the Examination for Specialty in Medicine (hereinafter "TUS"), equal to or greater than such minimum score determined by the Senate, which may under no condition be less than 50 points, or achieved in the Quantitative Section of ALES, equal to or greater than such minimum score determined by the Senate, which may under no condition be less than 55 points, whereas graduates of other undergraduate degrees are required to hold a master's degree (an undergraduate degree in the cases of graduates of faculties of dentistry and veterinary sciences) and a score achieved in the Quantitative Section of ALES, equal to or greater than such minimum score determined by the Senate, which may under no condition be less than 55 points. Basic Medicine Score is the sum of the score achieved in TEST-1 in Basic Medicine Section of TUS, multiplied by a coefficient of 0,7 and the standard score achieved in Clinical Medicine Section multiplied by a coefficient of 0,3. Furthermore, if deemed necessary, undergraduate and/or master's GPA(s), qualifying exam and/or interview score(s) may be included in overall scores as well as the Basic Medicine Score and ALES score. The requirements as to such applications along with the documents to be submitted for such (such as reference letters, letter of intention, internationally held standard exams and similar), shall be determined in a Directive published by the Senate. However, in admissions to doctoral programs in basic medical sciences, the applicants are required to have achieved a minimum of 55 points in nationally and centrally held "second" language proficiency exams or a score equivalent to that of the aforesaid achieved in internationally held "second" language proficiency exams, where both shall be of those recognised by YÖK, or a score equivalent to that of the aforesaid achieved in internationally held "second" language proficiency exams, recognised by ÖSYM, where such minimum requirements may be increased by the resolution of the Senate, in consideration of the program the applicant will be admitted to. The higher education institute may also admit applicants on the basis of either of the Basic Medicine Score or ALES only.

### **Period of Study**

**ARTICLE 19** - (1) The period of study in doctoral programs is, for those admitted with a master's degree, eight semesters, exclude the period spent in remedial classes and regardless of whether the student registered for each semester or not, and the maximum period of study is twelve semesters whereas for those admitted with an undergraduate degree, ten semesters and the maximum period of study is fourteen semesters.

(2) The maximum period for the successful completion of the required credit courses for a doctoral program is four semesters for those admitted with a taught master's degree and six semesters for those admitted with an undergraduate degree. PhD students unable to successfully complete credit courses or achieve a minimum GPA set forth by the higher education institution within the said period shall be dismissed.

(3) Students who complete their credit courses successfully and succeed in the qualifying exam and whose thesis proposal is admitted but are unable to complete their thesis until the end of the period specified in the first paragraph of this Article, shall be dismissed.

(4) Students who applied with an undergraduate degree and have been admitted to doctoral programs but are unable to complete their courses and/or their thesis within the maximum period granted, or fail in their doctoral thesis, shall be awarded non-thesis master's degree upon their demand, provided they have satisfied the credit, project or other similar requirements.

### **Appointment of thesis advisor**

**ARTICLE 20** - (1) The heads of relevant departments/art majors within the relevant institute shall propose a thesis supervisor from within the university and the thesis subject to be determined by the student in assistance of the advisor thereof. Thesis supervisors shall be appointed, and thesis proposals shall be admitted upon the approval of the administrative committee of the relevant graduate school. Thesis advisors must be appointed no later than the end of the second semester.

(2) Thesis advisors shall be appointed among those faculty members who have successfully advised and finalized at least one master's thesis, except those theses in the faculties of dentistry, pharmaceutical sciences, medicine and veterinary sciences. Unless no faculty members with such qualifications exist, a faculty member with the said qualifications from another higher education institute may be appointed as an advisor.

(3) The second thesis supervisor to be appointed in cases where the nature of the thesis requires more than one thesis advisor, may be from outside the University, among those who hold a doctoral or art major degree.

(4) Upon the request by the thesis advisor, subject to the approval of the head of the relevant department/art major and the resolution by the administrative committee of the relevant graduate school the thesis advisor may be replaced. The replacement of advisor shall not change the student's maximum period of study.

(5) The consultant's appointment to another institution of higher education and retirement can start with the decision of the institute board of directors until the completion of the process, with the recommendation of the department. The change of advisor does not change the maximum period of study.

### **Doctoral qualification committee and jury**

**ARTICLE 21** - (1) Qualifying exams shall be organized and held by a doctoral qualification committee of five, recommended by the head of relevant department/art major and the administrative committee of the relevant graduate school.

(2) The Committee shall establish exam juries to prepare, hold and evaluate examinations of different fields. The examination jury consists of five faculty members including the thesis advisor, where at least two shall be from outside the University.

(3) The relevant administrative committee shall decide whether the advisor may vote or not. Where the advisor may not vote, the jury shall consist of six faculty members. The second thesis advisor may be involved in the jury without the right to vote.

### **Qualifying exam**

**ARTICLE 22** - (1) The qualifying exam is a means to measure whether a student, who has completed his/her courses and seminar, has a profundity of essentials and concepts of his/her field as well as that of scientific research in relation to his/her doctoral study.

(2) Students who successfully complete their courses and seminar shall be eligible to take the qualifying exam at the end of the following semester. Students having been admitted with a master's degree must take the qualifying exam until the end of the fifth semester whereas students having been admitted with an undergraduate degree must take the qualifying exam until the end of the seventh semester.

(3) Proficiency exam meetings are held open to the participation of the lecturers, graduate students and the experts of the field.

(4) Proficiency exams are held twice a year in December-June or January-July for each department. A student takes the proficiency exam at most two times a year.

(5) The proficiency exam is made in two sections, written and oral. The percentage of both exams is 50%. Students who are at least 75 out of 100 (75/100) are considered successful. Students who take less than 50 of the written exam are not allowed to take the oral exam. Students who pass the written exam are given an oral exam in three days.

(6) Each jury member must ask at least one question. In the written and oral exams, each jury member evaluates over 100 points and five weighted average grades of five jury members are taken.

(7) Written exam duration must be minimum 60 and 120 minutes, the duration of oral examinations must not be less than 45 minutes for each candidate and no more than 120 minutes. Written and oral exams are recorded in minutes.

(8) The result of the proficiency exam is reported to the institute by the head of the department in three days following the proficiency exam by the advisor.

(9) Students who fail the proficiency exam will take the exam again in the next semester. Students who fail this exam will be dismissed from the doctorate program.

(10) The proficiency exam jury may request that a student who has succeeded in the proficiency exam may take extra course /courses on condition that they do not exceed one third of the total credit amount, even if they have completed the course load. The student has to succeed in the courses determined by the decision of the related institute board of directors.

(11) A student who has been accepted to the doctoral program with a bachelor's degree and has successfully completed at least seven courses can be admitted to the master's program without thesis. In this case, the courses taken will be replaced by the decision of the institute board. In such a case, the student must fulfill the requirements for the master's programs with thesis / non-thesis determined in this Regulation.

#### **Thesis monitoring committee**

**ARTICLE 23** - (1) For the student who is successful in the proficiency exam, a thesis monitoring committee is established within a month with the recommendation of the head of the related department and the approval of the institute board of directors.

(2) Thesis monitoring committee consists of three faculty members. In the committee, there is one member from inside and outside of the institute. In case the second thesis advisor is appointed, the second thesis advisor can attend the committee meeting.

(3) The members of the thesis monitoring committee may change in the subsequent terms, upon the approval of the board of directors after the establishment of the thesis monitoring committee.

#### **Thesis proposal defense**

**ARTICLE 24** - (1) The student who successfully completes the Doctoral Proficiency Examination, orally, defends his / her thesis proposal covering the purpose, the method and the study plan of the research to be carried out within 6 months orally before the thesis monitoring committee. The student distributes a written report on the thesis proposal to the members of the thesis monitoring committee at least fifteen days before the oral defense.

(2) The committee decides on, with absolute majority, the acceptance, correction or rejection of the thesis proposal. The student has one month for the correction. At the end of this period, an official report regarding the decision on acceptance or rejection, made with an absolute majority, is submitted to the head of the department of the institute within three days following the end of the procedure.

(3) Students whose thesis proposal are rejected have the right to choose a new advisor and / or thesis topic. In this case, a new thesis monitoring committee can be appointed. The student who wants to continue the program with the same advisor, is admitted to the thesis defense within three months and the student who changes the advisor and thesis subject within six months. The student whose thesis proposal is rejected in this defense is dismissed from the University.

(4) If the student does not participate in the thesis proposal defense within the period specified in the first paragraph without a valid excuse, he/she is considered unsuccessful and the thesis proposal is rejected.

(5) The student whose thesis proposal is accepted can follow the thesis after one semester at the earliest.

#### **Thesis monitoring committee report**

**ARTICLE 25** - (1) At least three dissertation committee reports should be submitted for the student to finalize his / her thesis.

(2) For the student whose thesis proposal is accepted, the thesis monitoring committee gathers at least twice a year between January-June and July-December. The student submits a written

report to the committee members at least one month before the meeting date. This report outlines the work done so far and the work plan to be made in the next period.

(3) The student's thesis is determined by the committee as successful or unsuccessful. The decision given by simple majority of the Committee is notified to the institute by the consultant within three days following the completion of the transaction.

(4) Students who fail two times in a row or three times in a row are dismissed from the University.

### **Doctoral thesis jury**

**ARTICLE 26** - (1) The doctoral thesis jury is appointed upon the recommendation of the head of the department, the advisor and the institute and the approval of the institute's board of directors. The Jury consists of five faculty members, three of them are faculty members in the thesis monitoring committee and at least two of them are from outside the university. The board of directors decides whether the advisor has the right to vote. In the absence of voting rights, the jury consists of six faculty members. In addition, the second thesis advisor may take part in the jury without the right to vote.

### **Finalizing the PhD thesis**

**ARTICLE 27** - (1) If the thesis monitoring committee decides to defend his / her thesis, the student writes his / her results in accordance with the spelling rules of the related institute and defends his / her thesis orally before the thesis jury.

(2) In the study; In case of questionnaire / scale biological material usage, observational and qualitative study, quantitative research and intervention, ethical committee decision is needed.

(3) Before the defense of the doctoral thesis and the revised thesis, the student completes the thesis with the correction and submits it to his advisor. The advisor submits the thesis to the Institute with his / her opinion that the thesis is defensible. The institute sends the plagiarism report of the thesis to the jury members. If a true plagiarism is detected in the data in the report, the thesis is sent to the board of directors of the institute to be decided together with the reason. Action is taken according to the Directive of Higher Education Institutions Scientific Research and Publication Ethics.

(4) The student submits a CD of the thesis to a director of the institute with his / her letter stating that the advisor complies with the spelling rules of the thesis.

(5) The jury members take the student to defense at the latest within one month from the date of submitting the thesis. The members who cannot participate in the jury, due to their just and valid excuses shall inform the institute director by writing within a week at the latest within one week of receipt of the thesis.

(6) The date and time of the defense of the thesis determined by the coordination of the thesis advisor and notified to the institute at least one week. The institute declares information about the thesis defense.

(7) The members of the jury convene at the date announced to them in the coordination of the thesis supervisor and take the student to the defense of the thesis. Thesis defense is carried out in the open places of the lecturers, graduate students and the experts of the field. The thesis consists of defense and subsequent questions and answers.

(8) After the completion of the thesis defense, the jury gives the decision of acceptance, rejection or correction to the listeners with a simple majority. This decision shall be notified to the related institute in three days following the defense of the thesis by the chairman of the institute.

(9) The student whose thesis was rejected as unsuccessful or does not enter the thesis defenses without a reasonable excuses, dismissed from the university.

(10) The student whose thesis is decided to be corrected, will make the necessary corrections within the six months at the latest and submit the thesis to same jury.

(11) The students who are unsuccessful in the thesis, can give the without thesis graduate diploma accordance with the fourth paragraph of article 19, if the students request.

### **Publication requirement for the graduation**

**ARTICLE 28** - (1) In order to graduate in all the doctoral programs in which education and training is carried out, students should publish at least one article addressed to Istanbul Aydın University which is in compliance with the compulsory publication requirements determined by the Presidency of the Interuniversity Council for their associate professorship, or they must have received the letter of acceptance about the publication.

### **Diploma**

**ARTICLE 29** – (1) Students who are successful in the defense of the thesis must submit at least three copies of the dissertation and three copies of the publication permission form 15n done electronic copy (in Pdf and Word format saved as the indicated thesis reference number in the thesis publication and acceptance letter). Submitted the thesis defense to the related institute within one month from the date of entry. With the decision of the Board of Directors of the Institute, the delivery time can be extended no more than one month.

(2) Doctoral diploma is given to the student who fulfills the other required conditions and the requirements indicated in this Regulation. The student who does not fulfill the conditions cannot take the diploma until he / she meets the conditions, cannot benefit from the student rights and is dismissed if the maximum period expires.

(3) The name of the program which is approved by YÖK that the student registered is available on the diploma. The date of graduation is when the thesis's copy is signed and submitted by the examination jury. The date of graduation for international students is decision date of the Institute Board of Directors.

(4) Within 3 months of the submission of the thesis, a copy of the MA thesis shall be sent to the Council of Higher Education in accordance with the Directive on the Collection, Regulation and Opening of Graduate Theses in Electronic Media by the Institute in order to be put into service for scientific research and activities in electronic environment.

## **PART FOUR**

### **Proficiency in Art Programs**

#### **General Principles**

**ARTICLE 30** – (1) Proficiency in art is a higher education program, which is equivalent of a doctorate, which aims to reveal a unique work of art and superior application and creativity in musical and performing arts.

(2) Studies such as thesis, exhibition, project, recital, concert, and play are regarded as proficiency in art.

(3) Those abovementioned programs are possible to be regulated as either national or international joint or mutual postgraduate programmes. Education is conducted in the languages authorised by Turkish Council of Higher Education (HEC).

(4) Proficiency in Arts Programme for the students admitted with master's degree consists of minimum 240 ECTS credits including minimum seven courses, practices and thesis, and studies such as exhibition, project, recital, concert and play, providing that they are not less than 21 credits in total and 60 ECTS during an academic term. For the students accepted with bachelor's degree, it consists of minimum 300 ECTS credits including 14 courses with minimum 42 credits, and practices and thesis, and studies such as exhibition, project, recital, concert and play.

(5) Among the postgraduate courses taught in the other higher education institutes, the students admitted with master's degree and bachelor's degree are allowed to choose maximum two and four courses, respectively, upon the recommendation of the head of the concerned institute's programme/art major and upon the approval of the institute's board of directors.

(6) Graduated courses with recommendation of head of Graduate School/Department of Art and Institute Board of Directors can selected maximum two courses accepted with a master's degree from PhD courses given in other higher education institutions, four courses for students admitted with a bachelor's degree.

(7) Proficiency in art students are allowed to take bachelor's and/or master's courses upon the recommendation of their advisors. However, these courses are not substituted for course load and credit in proficiency in art. The relevant courses are listed in transcript.

(8) For the programmes in which education is fully conducted in a foreign language, courses, seminar, qualifying exams and thesis defence exams are all done in that language. Proficiency in art thesis is written in the same language and in accordance with the thesis manual.

### **Application and admission**

**ARTICLE 31** - (1) To be eligible to apply for proficiency in art programme, candidates must:

- a) have a master's degree with thesis diploma,
- b) have a master's diploma with minimum ten semesters except for faculty of medicine, dentistry, veterinary medicine, pharmacy, and preparatory classes, or have a specialization granted in a laboratory field in accordance with the principals regulated by the Ministry of Health.
- c) earn an ALES score to be dedicated by the concerned senate decision, providing it is no less than 55 for the score type of the applied programme, or earn scores deemed equivalent to ALES and announced by HEC. But, application to PhD/Proficiency of Art/Specialty of Medicine/Specialty of Dentistry/Specialty of Veterinary/Specialty of Pharmacy ALES condition is not required and these candidates for evaluation procedures;
  - 1) Regardless of specialty field or score type which is entry to graduate program by Senate, a score is determined that not less than 55 and not more than 75 and announced in the term of the relevant program.
  - 2) These candidates can apply different field with type of score has previously received or from the field of PhD/proficiency in arts/specialization field.



3) The score which is announced, is included calculation as ALES point regardless of score type.

ç) have a bachelor's graduation grade of minimum 3 out of 4, or equivalence if they apply for the proficiency in art programme with bachelor's degree, and have minimum 80 score for the score type of the applied programme from ALES or an equivalent score from one of the equivalent exams announced by HEC.

(2) In order to be eligible for admission to proficiency in arts programme, students must, apart from their mother tongues, obtain the required scores in one of the international foreign language exams deemed as equivalent to central foreign language exams accepted by HEC, or to the ones accepted by Student Selection and Placement Centre (OSYM). Grading and scoring of the exams shall be determined according to Istanbul Aydin University's Regulation of Application, Admission and Acceptance to Postgraduate Programmes for International Students. These scores may be increased by the recommendation of institute committee and resolution of Senate. Conservatory programs and fine art faculties programs accept students only with a special talent exam, applications to the programs whose language of instruction is Turkish in the main arts and departments of the Institute provided that it is documented with a health report obtained from a state hospital or a state university hospital;

a) Candidates with hearing impairment who have an uncorrected disability of at least 70% or a corrected disability of at least 40% or more,

b) Candidates with mental retardation with a disability level of 50% and above,

c) Candidates with disabilities who have a disability level of 40% or more with a diagnosis of "pervasive development disorder" (Autism spectrum disorder/childhood autism/atypical autism, rett syndrome, asperger syndrome),

Foreign language score is not required for these applicants to apply. These candidates is deemed to have met the required foreign language base score requirement by the University as a foreign language score.

(3) For proficiency in arts programme in which medium of education is Turkish, students whose mother tongues are one of English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, Persian languages may be exempt from a foreign language score.

(4) In process of student admission to proficiency in art programmes, grading shall be performed in accordance with the criteria determined by institute's board of directors based on ALES score not less than 50%, and for the programmes in which no ALES score is required, on special talent exam score not less than 50%.

(5) Students who have taken a bachelor education for ten semesters shall be regarded as the ones with a master's degree.

### **Period**

**ARTICLE 32** – (1) Regardless of students' registration for each semester, the normal and maximum completion periods of proficiency in arts programmes, starting as of the semester in which the courses of the programme are taken, are eight and twelve semesters, respectively for the ones accepted with a master's degree; and ten and fourteen semesters, respectively for the ones accepted with a bachelor's degree.

(2) For the successful completion of credit courses in proficiency in arts programme, the maximum period is four semesters for the ones accepted by a master's degree with thesis, and six semesters for the ones accepted with a bachelor's degree. Within this period, students who have failed to achieve the successful completion of credit courses, or the minimum GDA dedicated by the University shall be dismissed from the institute.

(3) Students who have successfully completed credit courses and practices, but have failed to complete the studies such as thesis, exhibition, project, recital, concert, and play by the end of maximum twelve, or fourteen semesters as specified in the first subparagraph hereinabove shall be dismissed.

(4) Among the students applied to a proficiency in arts programme with a bachelor's degree, the ones who have failed in the programme shall be granted a master's degree without thesis diploma upon their request, on the condition that they have fulfilled the requirements such as credit load, project and so forth.

### **Assignment of supervisor**

**ARTICLE 33** – (1) The head of institute's programme/art major recommends a supervisor among university's academic personnel, and also the topic and title of the studies such as thesis, exhibition, project, recital, play to be determined together by supervisor and student to institute. Thesis supervisor and thesis proposal shall be finalised upon the resolution of institute's board of directors.

(2) Supervisor is selected from university members of faculty who have successfully supervised at least one master's thesis before. In cases when there are no qualified faculty members, or when it is deemed necessary, a supervisor holding the same qualifications may be assigned from another higher education institutions. Supervisor is assigned latest by the end of the second semester.

(3) In cases where the nature of the proficiency in arts work calls for more than one supervisor, a second supervisor may be assigned as co-supervisor. The co-supervisor may be a faculty member outside the University holding a doctoral/proficiency in art.

(4) Upon the request of the supervisor because of any reason, with the approval of the head of institute's programme/art major, and resolution of institute's board of directors, the supervisor may be replaced. The maximum period of education shall not be effected by that replacement.

(5) In cases when the supervisor has been appointed to another higher education institution, has been replaced, or has retired, his or her supervisions that have already started may be continued until the completion of the process upon the recommendation of the head of the institute's programme/art major, and resolution of institute's board of directors. The maximum period of education shall not be effected by that replacement.

### **Committee and jury of proficiency in arts**

**ARTICLE 34** – (1) Comprehensive tests are organised and performed by a proficiency in arts committee composed of five-member recommended by the head of the institute's programme/art major and approved by institute's board of directors.

(2) The committee sets up examination juries to prepare, perform and assess the exams in varied fields. The exam jury composes of five faculty members, one being the thesis supervisor. The jury should include at least two members outside the University. Whether the supervisor has the right to vote is determined by the concerned institute's board of directors. In case when the supervisor has

no right to vote, the jury composes of six faculty members. The co-supervisor can be a part of the jury without the right to vote.

### **Doctoral comprehensive examination**

**ARTICLE 35** – (1) Doctoral comprehensive examination is an exam conducted to assess if students who have completed their courses and seminar possess the depth of scientific researches related to the proficiency in arts with the fundamental concepts and subjects in their fields.

(2) Students who have successfully completed their courses and seminar course are entitled to take the doctoral comprehensive examination at the end of the next semester. However, students accepted with a master's degree and the ones accepted with a bachelor's degree must take the exam latest by the end of the fifth semester and seventh semester, respectively. At the end of this period, the student those who do not attend the proficiency exam, considered to have used a right and failed.

(3) Doctoral comprehensive examination is open to audience consisting of faculty members, graduate students and experts in the field.

(4) Doctoral comprehensive examinations are conducted twice a year, on December and June or January and July, for each programme/art major. A student can take maximum two doctoral comprehensive examinations a year.

(5) Doctoral comprehensive examination consists of written and oral examinations. The weight of both examinations is 50%. Students with the average of minimum 75 out of 100 (75/100) for both exams deemed as successful. In order to be eligible to take the oral examination, it is required to obtain minimum 75 out of 100 (75/100) from the written examination. Students who have succeeded in the written examination take the oral examination in the following three days.

(6) The result of doctoral comprehensive examination shall be notified to the institute latest within three days in an official report by the head of programme/art major and through the supervisor.

(7) Students who have failed in doctoral comprehensive examination resit the examination in the failed programme(s) in the next semester. If students have failed in the examination once again, they shall be dismissed from the proficiency in arts programme.

(8) The doctoral comprehensive examination jury may require students who are successful in the doctoral comprehensive examination to take a course/courses additional to those taken even if the course load requirements have been fulfilled, unless the additional course(s) is/are no more than total credit load. Student must pass the specified courses by the decision of the Institute.

(9) Students who have been accepted to a proficiency in art programme with a bachelor's degree and who have successfully completed at least seven courses may transfer to a master's programme with/without thesis. In that case, the courses taken shall be substituted to master's degree courses by and upon the resolution of institute's board of directors. Those students must fulfil the requirements specified in the regulation hereby.

### **Proficiency in arts work advisory committee**

**ARTICLE 36** – (1) A proficiency in arts work advisory committee is assigned, within one month, to students who are successful in the doctoral comprehensive examination by recommendation of the head of the concerned institute's /art major and approval of the institute's board of directors.

(2) The proficiency in arts work advisory committee is composed of three faculty members. In addition to the supervisor, there are two other members in the committee, one from the institute's

programme/art major and the other from outside the programme/art major. In cases where a co-supervisor has been appointed, the co-supervisor may attend the meetings if he/she wishes without the right to vote.

(3) In ensuing semesters, the committee members may be replaced by the recommendation of the head of the institute's programme/art major and approval of the institute's board of directors.

(4) Art proficiency study monitoring committee for the students whose study is accepted, its gathered twice a year, once between January-June and December-July. The student must submit a written report to its members before the meeting date at least one month. In this report, the summary of the work done so far and the future work plan is specified.

#### **Finalisation of proficiency in arts work**

**ARTICLE 37** – (1) Upon the resolution by the advisory committee for the students to defend their work, those students must explain their findings, work, and put them on paper in accordance with the thesis manual indicated and accepted by the concerned institute; afterwards, defend their work orally before the jury.

(2) In case where a Survey/Measure/Scale, biological material is used, where an observational and qualitative study is conducted, where there is a quantitative research and intervention, ethics board committee resolution is required.

(3) Students complete their work/thesis, in case of revision, with the revised version, and deliver it to their supervisor before the defend.

(4) If a thesis has been written, the institute receives a plagiarism report and submits it to the supervisor and jury members. In case of detection of a real plagiarism, the thesis shall be submitted to the institute's board of directors for the resolution, together with the justification. Necessary actions shall be taken according to Rules and Regulations Governing Ethics in Scientific Research and Publication of Higher Educations.

(5) The supervisor submits his or her judgements regarding the suitability of the thesis to the manual in written to the institute.

(6) The proficiency in arts jury shall be assigned by the recommendation of the head of the institute's programme/art major and approval of the institute's board of directors. The jury is composed of five members, one being the supervisor. The jury must include at least two faculty members outside the University. Whether the supervisor has the right to vote is determined by the concerned institute's board of directors. In case when the supervisor has no right to vote, the jury composes of six faculty members. The co-supervisor can be a part of the jury without the right to vote.

(7) The jury members convene within one month as of the date they receive the thesis to have the student defend it. The thesis defense comprises the presentation of the thesis work and the consecutive question and answer session. The defense is open to audience consisting of faculty members, graduate students and experts in the field.

(8) After the thesis defense is completed, the jury decides, in the absence of the audience and in absolute majority, whether the result is approval, revision, or refusal. Students whose proficiency in arts work has been approved are deemed as successful. The resolution shall be notified to the institute latest within three days in an official report by the head of the programme/art major and through the supervisor.

(9) Students whose proficiency in arts work is deemed as unsuccessful and is rejected shall be dismissed from the University.

(10) Students who are asked to revise their proficiency in arts work make the required revisions and defend their work once again before the same jury within latest six months. At the end of this period, students who fail to stand before the jury for the defense without a legitimate excuse, or whose thesis is deemed as unsuccessful and is not approved after the defense shall be dismissed from the University.

(11) Students who have been accepted to a proficiency in art programme with a bachelor's degree and who have failed in proficiency in arts work shall be entitled to, upon their request and provided that they meet the requirements of master's programme without thesis specified in the regulation hereby, a master's programme without thesis diploma.

#### **Publication requirement for graduation**

**ARTICLE 38** – (1) In order to be eligible for graduation, students must, apart from submission of thesis, exhibition, project, recital, concert, and play works to the institute, conduct at least one academic study addressed to Istanbul Aydın University, or submit a written document demonstrating the approval of the study in accordance with the compulsory requirements for the degree of Associate Professorship in the field of proficiency in arts determined by the Chair of Interuniversities Board.

#### **Proficiency in arts diploma**

**ARTICLE 39** – (1) Students who have succeeded in defense exam and met the other requirements dictated by the Senate, and the ones who have submitted at least three copies of their theses, if any, three forms of thesis consent and an electronic copy of their theses in a two CD (in Pdf and Word formats saved with thesis reference number specified in thesis consent form) to the concerned institute in a month as of the date of thesis defense examination, and finally, provided that the form of their theses has been approved , are granted the proficiency in arts diploma.

(2) The institute's board of directors may, upon students' request and application, extend the submission deadline maximum one month. Students who have failed to meet the requirements specified hereinabove shall not receive their diplomas until they do so, nor shall they enjoy the rights granted to students, and finally, such students shall be dismissed from the University if their maximum duration of study expires.

(3) On the diploma, the HEC approved name of the institute's programme/art major the student has been registered to is written. The date of graduation is the date when the copy of thesis signed by the examination jury has been submitted. The date of graduation for international students is date of the Institute Board of Directors.

(4) In three months following the thesis submission, a copy of master's thesis is sent to the Head of HEC in an electronic setting by the institute for scientific researches and activities and in accordance with the Directive on Collecting, Organising, and Opening to Access to Postgraduate Theses and Dissertations in Electronic Environments.

**PART 5**  
**General Provisions of Postgraduate Education**

**Academic and educational schedules**

**ARTICLE 40** – (1) Academic schedules are accepted upon the recommendation of the concerned institute and approval of the Senate.

(2) Each semester of the programmes includes courses with 30 ECTS-credits. Irregular students are only allowed to take maximum 42 ECTS-credits per semester.

(3) There may be compulsory joint courses between institutes or at the institute level. Compulsory joint courses between institutes are accepted according to the concerned institute's rules.

(4) The course on the subjects of scientific research techniques and publication ethics is compulsory for all postgraduate programmes.

**Student admission to academic deficiency programme**

**ARTICLE 41** – (1) Among the candidates admitted to master's and doctoral/proficiency in arts programmes, the academic deficiency programme, in order to remedy the deficiency, may be applied to the ones who have taken their undergraduate or graduate degrees at a different programme from the admitted master's or doctoral/proficiency in arts programme, as well as the ones who have taken their undergraduate or graduate degrees from a different higher education institutions from the one they have just admitted to.

(2) Compulsory courses in the academic deficiency programme shall not substitute the ones deemed necessary to complete the concerned postgraduate programme. However, students who are in the academic deficiency programme may take postgraduate courses upon the recommendation of the head of the concerned institute's programme/art major and approval of the institute's board of directors as well, together with the courses in the academic deficiency programme. In that case, the period of postgraduate education deems initiated for such students.

(3) For the courses in the academic deficiency programme, the concerned provisions regarding the undergraduate/graduate programmes students take courses from shall be applicable to the ones regarding attendance, examinations, course success grades, course repeat, withdrawal of registration, or other issues. Academic deficiency programmes may be conducted independently from undergraduate/graduate programmes.

(4) The duration to spend in the academic deficiency programme is maximum two semesters. Summer school is not included in that period. That duration cannot be extended except leaves of absence and students who have failed at the end of that duration are dismissed. This period is not included in the maximum duration of master's or doctoral programme.

(5) If the academic deficiency programme consists of bachelor's degree courses, students who have failed the semester courses can take those courses in postgraduate programme. However, the ones who have failed because of absence shall not be granted this right and they shall be dismissed from the programme.

(6) In the academic deficiency programme, courses with maximum 30 ECTS-credits can be taken. Such courses are not included in grade point average of graduate and doctoral programmes, but are demonstrated in the transcript.

### **Admission of special students**

**ARTICLE 42** – (1) The ones who are graduates or students of a higher education institution, and who want to increase their knowledge on a certain subject shall be admitted as special students. Such students can be admitted to postgraduate courses upon the approval of the head of the concerned institute's programme/art major. Students who are accepted as special students to graduate courses and who are successful, exemption procedures for the registered courses are made by the head of the institute department.

### **Student admission through internal transfer**

**ARTICLE 43** – (1) Students who have completed at least one semester of the course-taking period, excluding academic deficiency programme, in a postgraduate programme of the university or another higher education institution may be admitted to the University's postgraduate programmes through internal transfer.

(2) In master's education programmes, students who are in the course-taking period, or who have not had the thesis defense examination yet are required to submit their transcript and approved form of courses content. The courses to be exempted and to be taken for such students shall be finalised upon the recommendation of the head of programme/art major and approval of the institute's board of directors.

(3) Students who have completed at least one semester in the registered doctoral/proficiency in arts programme and who have not had the doctoral comprehensive examination yet can internally transfer to the University's programmes.

(4) Students who have applied to internal transfer for doctoral/proficiency in arts programmes when they are in course-taking period are required to submit their transcripts and approved form of courses content. The courses to be exempted and to be taken for such students shall be finalised upon the recommendation of the head of programme/art major and approval of the institute's board of directors.

(5) The educational period spent in another postgraduate programme shall be included in the duration of education to be given for the postgraduate programmes in the University.

### **Exchange students**

**ARTICLE 44** – (1) Pursuant to the agreement signed by and between the University and another national or international university, students may be sent to national or international students for one or two semesters within the framework of student exchange programme.

(2) Students who want to participate in an exchange program must complete a semester in the related Master's program. Time spent in the exchange programs is counted towards the duration of master program to which the student is registered.

(3) Students, who are accepted to the exchange programs, are subjected to the provisions of the regulations during their education in the University and the students are provided with the transcript for the courses, which they have taken.

### **Registration to graduate programs**

**ARTICLE 45** – (1) Registration of graduate students is conducted by the Institute within the period specified on the academic calendar.

(2) Student who holds a right to register to the Institute may register himself/herself or by a notarized proxy.

(3) The University accept the original documents or the University approved copy of the required documents for the registration. Registration of the students, who misstate and/or provide forged or falsifying document, and are expelled from a higher education institute due to the disciplinary action, is cancelled as of the registration date. All documents gained after the graduation including diploma are nullified. Tuition fees are not returned.

(4) Students who do not pay their tuition fees within the specified period will not register for the semester. Time spent during that is counted towards the duration of the program.

(5) Students could not be simultaneously registered to more than one graduate program except for the non-thesis master's programs.

#### **Acceptance of foreign students**

**ARTICLE 46** – (1) Provisions for the acceptance of foreign students are conducted within the framework of the guidelines in the Regulation for Application, Admission and Registration of Foreign Students.

#### **Course registration, add/drop procedures and appointment of thesis advisors**

**ARTICLE 47** – (1) Students must re-register and select their courses every semester during the period specified in the academic calendar.

(2) Students may add and/or drop elective courses, until the deadline announced in the academic calendar for each semester.

(3) Students may not register to course after the deadline of adding/dropping courses. Students, who do not exceed the absence limit and could not re-register due to a valid excuse, have a right to register to the course provided that their excuse is accepted by the related administrative board.

(4) Students at the thesis or term project stage must register to thesis or term project courses every semester. Every semester is counted towards the maximum study period regardless of whether or not the student is registered for each semester.

(5) Graduate programs quotas, the number of faculty members and the member of students per current faculty member be able to take part in graduate programs determined by Higher Education Institution, thesis advisors per faculty member for the programs are maximum 14 for master's with thesis and PhD, a maximum of 16 student for non-thesis master's programs except for master's program with thesis and PhD programs. However, this quota can be raised up to 50%, available for graduate programs conducted within the framework of the protocol and within the framework of university-industry cooperation.

#### **Internship**

**ARTICLE 48** – (1) The administrative board of institute determines internship in advance. (2) Internship must be completed within specified maximum level of study period. Students who have not completed their internship will not graduate even though they meet the requirements of the courses and applied studies until they complete their internship.



## **Tuition fee**

**ARTICLE 49** – (1) All graduate programs are subject to tuition fees. The amount of fees is determined and announced by the Board of Trustees every year. Tuition fees for master programs except scientific preparation program include three semesters for non-thesis master program, four semesters for thesis master program, eight semesters for proficiency in arts program and doctorate program, ten semesters for integrated Ph.D.

(2) Tuition fees must be paid within the period specified in the academic calendar. Students, who have not paid the fee within the specified period, will not register/ re-register and benefit from the rights granted for students with the exception of students with a valid excuse accepted by the institute administrative board.

(3) Tuition fees for special students and students taking scientific preparation program are specified by the Board of Trustees every year.

(4) Additional fees specified by the Board of Trustees are applied to the students who could not complete graduate program within the normal study period.

(5) Additional fees specified by the Board of Trustees are applied to the students who have to repeat a course to increase grade.

(6) Tuition fees for the students, who are sent to universities in Türkiye or abroad or accepted to the University within the framework of the same exchange program, are specified within the framework of student exchange programs in accordance with the bilateral agreement.

(7) Tuition fees for the relevant semester paid by the students who have left, graduated and whose relationship with the University has cancelled are not given back after the beginning of the academic semester.

## **PART SIX**

### **Courses and Assessment**

#### **Opening of the courses**

**ARTICLE 50** – (1) Teaching plans for graduate program in the departments/art majors of institute include compulsory/elective courses for students to graduate from the master program, thesis, seminar and similar studies and credits. These teaching plans decided by the university senates are approved in the board of institute in accordance with the requirement for following the minimum content.

(2) Deciding and opening of the courses and lecturers for these courses are decided by the administrative board of the institute upon proposals of head of the relevant departments/art majors.

(3) Lecturers with PH. D. /M.A. who are not academic staff of the university, persons with minimum five- year-experience in his/her field, state artists and artist lecturers who have proved themselves may teach courses in the graduate programs with the reasoned proposal of the head of the relevant departments/ art majors and the consent of the administrative board of the institute.

#### **Course attendance requirements**

**ARTICLE 51** – (1) Students must attend to the courses, applied studies, laboratories and other required academic activities.

(2) Minimum attendance requirement for master students is 70% for theoretical courses and 80% for applied studies. Students, who have failed to meet these attendance requirements, are deemed to be unsuccessful in the relevant course due to the nonattendance.

(3) Provisions of the relevant regulations are applied to the distance learning programs and distance learning courses in the formal education.

(4) Students who have failed due to the nonattendance are announced in the student information system. These students will not take exams.

(5) Students who have failed to meet attendance requirement for a course are deemed to be unsuccessful for the relevant course regardless of any excuses including statement of health or suspension due to the disciplinary action.

(6) With the consent of the Rectorate meetings, time spent during sporting events, arts and similar activities when students representing the university and/or Turkey could not attend their classes is not taken into account in the calculation of nonattendance.

### **Course credit values, ECTS credits, examination and assessment**

**ARTICLE 52–** (1) Credit/hours and ECTS values of the graduate program courses are decided by the board of the institute upon the proposal of the head of the relevant department/art major. One ECTS credit is 25,5 hour-student-workload in terms of the ECTS credit equivalents of the courses and other activities.

(2) In one semester there are one mid-term exam and one final exam. Either or both exams could be carried out through exam, homework, project, laboratory report or similar practices upon lecturer's decision.

(3) Final grade of a course is calculated with the average of the mid-term exam(s) and final exam. The percentage of the mid-term exams is 40% and the percentage of the final exams in the final grade is 60%.

(4) In distance learning graduate programs 20% of the mid-term exam and 80% of the final exam or resit exam make up the final grade.

(5) Students are given one of the grades indicated below for each course taken in the graduate program as end-semester mark:

<u>Final Grade</u>	<u>Value Success</u>	<u>Grade</u>
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	80-84
CB	2.50	75-79
CC	2.00	70-74
DC	1.50	60-69
DD	1.00	50-59
FD	0.50	40-49

FF                      0.00                      0-39

(6) Minimum final grade for the scientific preparation courses taken from a bachelor's degree is DD. Minimum final grade to pass a course in a master's program is CC. Minimum final grade for the doctorate/proficiency in arts is CB.

(7) Letter grades not included in the GPAs are indicated below:

a) I (incomplete): It is given by lecturers to students who could not complete some of the required assignments due to a valid reason, such as illnesses even though they are successful during the semester/academic year. Students who receive an "I" must submit the incomplete assignments and receive a grade within 15 days after the submission of grades to the registrar's office. Otherwise, the grade will automatically become an FF. The deadlines indicated above could be extended to next registration period in accordance with the approval of the relevant administrative board of faculty/institute. "I" is processed as "FF" as long as it is in the records.

b) P (Pass): It is given to students who pass non-credit courses in the program.

c) F (Fail): It is given to students who fail non-credit courses in the program.

ç) P and F are also used for internship, proficiency, thesis monitoring committee and thesis/project.

d) NA (nonattendant): It is given to students who fail to meet the attendance requirement or requirements for the course training. NA is processed as FF.

e) W (Withdrawal): It is given for courses from which a student withdraws with the consent of the lecturer of the course after the deadline of add/drop period within the seven weeks as of the beginning of the semester/academic year. A student is allowed to withdraw from maximum two courses during the master program education and maximum one course in one semester with the proposal of the advisor and the consent of the lecturer.

f) C (Correction): It is given to students who get a correction to their thesis proposal and thesis.

(8) Mid-term and final exams are conducted in place and time that are announced through student information system.

(9) Students who have not taken mid-term exams due to a valid excuse may hold a right for make-up exam with the consent of administrative board of the institute if they apply within seven days.

(10) There is not make-up exam for final exam. Students who have failed final exams and have not taken final exams even though they hold a right to enter take resit exam.

(11) A new examination date is determined by the administrative board of the relevant institute if students who have not enter to proficiency exam and thesis defense due to the valid excuse declare their excuse within seven days.

### **Course repetition**

**ARTICLE 53 – (1)** Students will repeat the compulsory course which they have failed. However, students may take equivalent course/courses with the consent of the advisor if the course which student should take is not opened or is terminated from the education plan.

(2) Students who have failed selective courses could take the same courses or equivalent courses with the consent of the advisor.

(3) Students could retake courses to increase their GPA with the consent of the advisor. In this case, the last grade is valid.

(4) Students who meet the requirements of a course do not have the obligation to attend the course in case of course repetition. In this case last grade is valid.

### **Objecting to exam results**

**ARTICLE 54** - (1) Students may raise objections for their mid-term or end-semester exam results with a petition within seven days of the announcement of exam scores. Objections after seven days are not accepted. Upon the objection the related faculty member re-assess the exam and the administrative board of the institute finalize the objection.

### **Taking courses from other departments and different institutions**

**ARTICLE 55**– (1) Daytime education students take courses from the daytime education program, evening education students take courses from the evening education program and distance learning students take courses from the distance learning program.

(2) Students may take courses which equals to minimum 1/3 of their total required credits from other graduate programs within or outside the University with the consent of the advisor and decision of the administrative board of the relevant institute.

(3) Students should only take courses, which are not opened within the relevant semester or is not included in the relevant course catalogue, from other graduate programs in the University or graduate programs in other higher education institutions.

(4) Department/art major's adaptation form for the courses is prepared in accordance with the course equivalency and adaptation rules of the University. Adaptation form is approved by the administrative board of the institute.

### **Suspension of the studies**

**ARTICLE 56** – (1) Graduate studies may be suspended for maximum two semesters in master programs and maximum four semesters in doctorate programs with the proposal of the department/art major and the consent of the administrative board of the relevant institute.

(2) Students' studies may be suspended with the approval of the University Administrative Board in accordance with at least one of the terms below:

a) Health reasons, as demonstrated by a valid health report

b) When a student must suspend studies because of a natural disaster. This must be verified in a document issued by the highest local authority where the disaster occurred.

c) When a student provides documentation (passport with entry/exit stamps, certificate and similar documents) that he/she will travel abroad for foreign language studies,

ç) If a student is arrested or convicted,

d) In accordance with the relevant regulations when a student is subject to a conviction, which does not require expulsion from an institution of higher education,

e) When a student, for any reason, loses the right to a suspension of mandatory military service and is required to complete his military service,

f) When a student goes abroad due to the his/her profession or graduate studies for a limited time or is assigned to an inland institution due to the same reason,

g) When a student provides documentation, which shows that she/he is the only one to take care his/her sick first-degree relative,

ğ) Thesis studies of a student, who meet the requirements of the course successfully, are disrupted due to the lack of equipment and materials required for the studies,

(3) Students who have suspended their studies due to the causes defined in the Subsection 2 should prove the situation with required documents by applying to the management of the institute within 20 days after the incident.

(4) Students who have suspended their studies are not allowed to attend the classes and enter the exams. Suspension time is not counted towards the education time.

(5) After the termination of the excuse for the suspension, student may request for the registration with the condition of fulfilling the requirement of tuition fee for the semester. This request is evaluated by the administrative board of the relevant institute.

#### **Disenrollment and exmatriculation**

**ARTICLE 57–** (1) Graduate students disenroll with the decision of the relevant administrative board under the following conditions:

a) When a student have not met the requirements of the conditions specified in this Regulation,

b) When a student, for any reason, transfers to another institute of higher education

c) Detection of the unduly registration

c) Occurrence of other incidents defined in the Law 2547

(2) Upon request original copies of the documents provided during the registration are returned to students who exmatriculated from the university. The institute keeps copies of these documents.

(3) Exmatriculation document is prepared for the exmatriculated student. This document include the summary of the education activities of the student until the exmatriculation date and all disciplinary punishments. Upon request the student may get a copy of the exmatriculation document and a document showing the courses taken from the institute and their grades.

(4) If student has not continue their education, has not renewed its registration, leave voluntarily or even if its registration is deleted in accordance with its provisions in relevant legislation, must fulfill to financial commitment including the previous years and the academic year in which he was registered.

(5) The student can cancel the registration through the system based on face to face or written application. In the face to face process to deregistration, students have to require a written application or the person to whom the notary power of attorney.

(6) Students whose exmatriculation due to the failing to meet the requirements for the graduation could not get back the tuition fee.

## **PART SEVEN**

### **Miscellaneous and Final Provisions**

#### **Disciplinary Issues**

**ARTICLE 58** – (1) All disciplinary matters regarding students of the Institute are conducted in accordance with the Council of Higher Education Discipline Regulations published in the Official Gazette numbered 28388 and dated 18/8/2012.

#### **Notifications**

**ARTICLE 59** – (1) In accordance with the articles of the related regulations, all official notifications must be communicated in return for signature or mailed to the address they have submitted to the University during registration or e-mailed to students' University e-mail accounts.

(2) If the address the student declared to the University during his/her registration changes but is not reported to the Student Affairs Office or if the changes are reported incorrectly or incompletely then the student cannot claim that he/she has not been informed in case notifications were sent to their recorded address.

#### **Other Provisions**

**ARTICLE 60** – By the University, may granted a maximum of two additional terms with semester upon demand, one more semester if the apply again according to the stage of the disaster or epidemic for graduate education students who is in the thesis stage in disaster and epidemic conditions.

#### **Cases With No Provisions**

**ARTICLE 61** – (1) In case of cases with no provisions, Regulations for Graduate Studies published in the Official Gazette dated 20/04/2016 and numbered 29690 is conducted.

#### **Repealed Regulation**

**ARTICLE 62** – (1) Regulations of education and exam for Graduate Studies in Istanbul Aydın University published in the Official Gazete dated 04/03/2019 and numbered 30704 is repealed.

#### **Transitional Provisions**

**PROVISIONAL ARTICLE 1** – (1) The fifth clause of 45th Article of these regulations is not applied to the students who have registered to more than one graduate program before the publication of the Istanbul Aydın University Regulations for Graduate Education.

(2) Students who have registered to and graduated from non-thesis program before 6/2/2013 could apply to the doctorate program.

#### **Implementation**

**ARTICLE 63** – (1) These regulations are valid as of the date of their publication. Execution

**ARTICLE 64** – (1) The legal provisions of these Regulations are executed by the Rector of the Istanbul Aydın University.