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ISTANBUL AYDIN UNIVERSITY
INSTITUTE OF GRADUATE STUDIES
STUDENT HANDBOOK

This handbook has been prepared by the Institute of Graduate Studies in order to inform students within the frame of YÖK (The Council of Higher Education) Regulation of Graduate Education-Teaching.

1. GENERAL PROVISIONS

- a. Please carefully read “YÖK Regulation of Graduate Education-Teaching” on the Institute of Graduate Studies’ website (<https://www.aydin.edu.tr/en-us/akademik/lisansustu-egitim-enstitusu/Documents/studenthandbook.pdf>)
- b. You can get announcements about the Institute (Course changes and/or cancellations, grades, date of exams) from UBIS (Student Automation System).
- c. The e-mail address given to you by the University is your official mail address. Please check your inbox frequently.
- d. You can get your student ID cards and e-mail from the Department of Information Technology.

2. EDUCATION-TECHING PROVISIONS

a. Graduate Program with Thesis

(1) The duration of a Master’s program with thesis is 4 (four) semesters.

(2) The program consists of at least eight courses, one seminar course and thesis course. The courses are 24 credits and 120 ECTS. Number of the courses and credits can be increased up to 50% by the recommendation of the head of the department and the decision of the Administrative Board.

(3) The seminar course and thesis are without local credits and evaluated as passed (P), failed (F) or incomplete (I). The student has to register for thesis course each semester starting with the beginning of the third semester at the earliest.

(4) At the end of the fourth semester, students who did not successfully pass all courses and seminar course in the curriculum or who did not meet the requirements of success criteria determined by the University is considered as unsuccessful and dismissed. Student passing credited courses and seminar course at the end of fourth semester has the right to extend their duration up to 2 semesters (on condition of paying fee). Student whose thesis work is not accepted is dismissed from the University.

(5) The Institute proposes a supervisor at the end of first semester at the latest, thesis proposal is submitted to the institute at the end of second semester at the latest. The supervisor and the thesis proposal are finalized by the approval of the Administrative Board of the Institute. If the thesis requires more than one supervisor, the second supervisor can be approved.

(6) The student registered to graduate program with thesis writes his/her thesis in accordance with the thesis writing guide approved by Senate and defends the thesis in front of the jury.

(7) After thesis defense examination, the jury makes decision about the thesis acceptance, rejection or revision with absolute majority. After the completion of the thesis defense examination, the jury gives decision as acceptance, rejection or revision with absolute majority of the thesis. Within three days after defense, the decision about thesis defense examination is reported with a statement to the institute.

(8) The student whose thesis defense is deemed as unsuccessful will be dismissed. The student given revision by the jury members defends the thesis in the presence of same jury within 3 months at the latest. The student whose thesis is rejected after correction will be dismissed.

(9) The student submits the thesis prepared according to the thesis writing guide in 3 copies to the institute within a month after defense. Upon the student's request and the supervisor's approval, the submission can be postponed for one month.

(10) Upon the request of the student whose thesis is rejected, s/he has the right to get a master's degree without thesis diploma, provided that s/he fulfills the requirements of course credit, project writing.

b. Graduate Program without Thesis

(1) The duration of a non-thesis Master's program is **3 (three) semesters at most**. The graduate program without thesis consist of 30 credits and 60 ECTS; 10 courses and a term Project.

(2) The institute assigns an advisor who will assist the students in course selection and the project until the end of the first semester.

(3) Except the duration of scientific preparation, the students who failed or did not complete the program **within 3 semesters** from the time of the starting of the courses of the program s/he registers to, regardless of how many semester s/he registers will be dismissed.

c. Doctoral (PhD) Program

(1) Doctoral degree program has minimum 240 ECTS for graduate students accepted to the degree with thesis is **24 credits in total** and not less than **60 ECTS** within one term, for at least eight courses, seminar, PhD qualifying exam, thesis proposal and thesis work. For students accepted with undergraduate degree, the program consists of at least 300 ECTS with 14 courses with forty two

credits, a seminar, a qualifying exam, a thesis proposal and thesis work. Non-credit thesis is evaluated as successful or unsuccessful.

(2) The time given to complete the PhD program is **8 (eight) semesters** for those who are accepted with a Master's degree with/without thesis, **10 (ten) semesters** for those who are accepted with a bachelor's degree. For those who are accepted to the PhD program with a **Master's degree with/without thesis**, the thesis period can be extended to at least **12 (twelve) semesters**, and for those who are accepted with a **bachelor's degree**, the thesis period can be extended to at least **14 (fourteen) semesters**.

(3) For the PhD programs, **the maximum period for successfully completing credit courses and the seminar is four semesters** for those accepted with a **master's degree with/without thesis**, and **six semesters** for the ones accepted with **bachelor's degree**. Students who cannot successfully complete the credit courses within these periods or fail to have the minimum GPA will be dismissed from the institution.

(5) Students who applied to the doctoral program with bachelor's degree, yet failed to complete their doctoral thesis will be given a **master's degree without thesis** diploma upon their request, on the condition that they complete the required credits, project and the other requirements.

(7) Concerned head of department proposes a thesis supervisor to the concerned institution for each student accepted with a master's degree with/without thesis until the end of the **second semester at latest**, and for the ones accepted with a bachelor's degree until the **end of the fourth semester**. Thesis supervisor must be assigned to the students accepted with a master's degree with thesis at latest until the beginning of **third semester**, and to the ones accepted with a bachelor's degree **at latest** until the beginning of **fourth semester**.

(8) PhD qualifying exams are held twice a year on May-June and November-December. Students accepted with a **Master's degree** have to take the PhD qualifying exam by the end of **5th term at the latest**. Students accepted with a **Bachelor degree** have to take the PhD qualifying exam by the end of **7th term at the latest**. The student who do not take the exam on the date announced are counted as unsuccessful.

(9) In order for a student to be successful with the PhD qualifying exam, the total grade of oral/written exam divided by two should be **75 out of 100**.

(10) A student accepted with a bachelor degree and having completed at least eight courses successfully can pass to thesis or non-thesis master's degree programs as of fourth term at the latest.

A student accepted to doctoral program with **bachelor degree** and studied there for more than three years cannot **change programs**.

(11) Students who successfully complete their PhD qualifying exam orally defend their thesis proposal in the presence of the thesis monitoring committee within **at latest six months**. Students whose thesis proposal is **rejected twice** will be **dismissed** from the institution.

(12) Thesis monitoring committee is gathered twice a year for the students whose thesis proposal is accepted. Students who are deemed as failed **twice consecutively** or **three times periodically** by the committee will be **dismissed** from the institution.

(13) Students whose thesis is approved are deemed as successful. Students whose thesis is rejected will be **dismissed**. For students whose thesis must be revised defend their thesis before the same jury with required revisions done **within six months**. If students are deemed as failed one more time, they will be dismissed from the university.

(14) Students who applied to the doctoral program with a master's degree, yet failed to complete their credit courses, seminar and/or thesis work within the maximum period, and who failed in their doctoral thesis will be given a master's degree without thesis diploma upon their request, on the condition that they complete the required credits for the master's degree without thesis, project and the other requirements.

3. ASSESMENT AND EVALUATION CRITERIAS

a. within one semester, at least 2 success evaluations are done. Concerned instructor decides the type of evaluation like exam, assignment, project, lab report.

b. The student who did not take the exam without a valid reason has to report his/her excuse within 7 days. If the excuse in question is approved by the Administrative Board, the student takes make-up exam.

c. Current Academic Calendar

Exams	Mid-term Exam	The other Exam/Exams	Final Exam	Make-up Exam
Exam Dates	Please Check the	It will be determined by the instructor.	Please Check the	Please Check the

	Current Academic Calendar		Current Academic Calendar	Current Academic Calendar
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d. It is essential to attend the class in graduate programs. The students whose attendance is below 70 percent, can not take mid-term exam and/ or end term exams of the relevant course.

e. Course Grades:

Grade	Coefficient	Letter Grade
100-90	4,00	AA
85-89	3,50	BA
80-84	3,00	BB
75-79	2,50	CB
70-74	2,00	CC
60-69	1,50	DC
50-59	1,00	DD
40-49	0,50	FD
00-39 or below	0,00	FF

(*) in order to be successful, at least CC has to be taken in graduate and CB has to be taken in doctoral program. For the programs with or without thesis, AA, BA, BB, CB, CC and P (Passed) are counted as successful, DC, DD, FD ,FF are counted as unsuccessful.

(**). For the doctorate and arts proficiency programs, AA, BA, BB, CB and P (Passed) are deemed as successful; CC, DC, DD, FC, FF are deemed as unsuccessful.

Mid Term Exams	Final and Make-up Exam	Pass Mark
%40	%60	%100

4. APPEAL

By submitting his/her petition, the student can appeal the exam grade within 7 days following the announcement. The appeal is reviewed by the instructor and finalized by the Administrative Board.

5. RETAKING OF THE COURSE

a. The student who took FF letter grade has to retake the course. In case that the course is not available for selection, the Administrative Board allows the student to take another course equivalent to the compulsory course credit that s/he failed by taking the supervisor's opinion.

b. The student who took the letter grade FF from the elective course retakes the course or takes another course.

6. INTERNAL TRANSFER

a. If the student registered to the program with thesis meets the requirements determined for graduate program, s/he can transfer to the without thesis program from with thesis program. In this case, the courses taken by the student can be counted by the decision of the Administrative Board.

b. The student who spent one semester in the program without thesis can transfer to the program with thesis. In this case, the courses taken by the student can be counted by the decision of the Administrative Board

c. The duration in the first program **is counted** as the duration of the program transferred by the student.

7. REGISTRATION FREEZING

(1) With the proposal of the concerned institute and with the approval of the Administrative Board, the semester can be frozen up to two semesters for the graduate programs, up to four semesters for the doctoral programs. This period may be extended **2 more semesters** with the approval of the Administrative Board when it is deemed necessary upon the recommendation of the Advisor and Head of Science Department. For graduate students;

a) to go abroad for the purpose of education or to be permanently employed in the country for the same purpose,

b) to go to Military service,

c) the obligation to work due to illness, natural disaster, economic difficulties preventing continuation of education or similar reasons, the death of a relative such as a mother, father, spouse, child or sibling, or the absence of any other person to look after in case of illness,

d) if the student successfully completes his/her credit courses, and his/her thesis studies cannot be conducted efficiently because of the difficulties in providing the equipment, devices etc. for the conduct of his/her thesis study.

(2) In case that reasons stated in article (1) occur, the student has to proof his/her excuse **within 20 days**. That duration can be extended by the Administrative Board.

(3) The student granted leave of absence **cannot attend the classes**, and take the **final exams**.

(4) The semesters which students are granted leave of absence are not included in the normal and maximum durations of the study.

8. CANCELLATION OF THE REGISTRATION AND DISMISSAL

(1) The registration of the student is cancelled because of the reasons stated hereinbelow:

a) according to the related provisions, to be dismissed from the higher education institution

b) not to continue education because of the reported mental illness

c) to transfer to another higher education institution

d) not to finalize final registration process in due form or not to be granted for final registration

e) the other reasons emerging in accordance with the law number 2547

(2). The student is not allowed to cancel his/her registration by mail. There has to be the student's written application or power of attorney.

(3) The students who cancels their registration is given the document indicating the courses that they have taken.

10. DISCIPLINARY PUNISHMENTS AND PROSECUTION

The disciplinary procedures of the students shall be carried out according to the provisions of the Student Discipline Regulation of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388.