

**ISTANBUL AYDIN UNIVERSITY GRADUATE  
EDUCATION INSTITUTE STUDENT  
INFORMATION GUIDE**

This form has been prepared by the Graduate Education Institute to inform students within the framework of the principles determined by the YÖK Graduate Education Regulation.

**1. GENERAL MATTERS**

a. Please refer to the official website of the Graduate Education Institute (<https://www.aydin.edu.tr/tr-tr/akademik/lisansustu-egitim-enstitusu/Documents/lisansustu-egitim-ogretim-sinav-yonetmeligi.pdf>)

Please read the "YÖK Postgraduate Education Regulation" carefully.

b. You can access announcements about the Institute (course changes and/or cancellations, grades, exam dates, etc.) through the UBYS (Student Automation) system.

c. The email address assigned to you by the university is your official correspondence address. Please check it frequently.

d. You can get your Student ID Cards from the Information Technology Department.

**2. ISSUES RELATED TO EDUCATION AND TRAINING**

**a. Thesis Master's Program**

(1) Thesis-based master's programs cover **4 (four) semesters** .

(2) This program consists of at **least eight courses**, **one seminar course**, and a thesis, totaling no less than 24 local credits and 120 ECTS. The number of courses and total credits may be increased by up to 50% upon the recommendation of the department head and the decision of the Institute Board.

(3) Seminar courses and thesis work are not credited locally and are graded as pass (P), fail (F), or incomplete (I). Students must register for the thesis work each semester, beginning at the beginning of the third semester at the earliest.

(4) Students who fail to successfully complete the credit courses and seminar course listed in their curriculum at the end of four semesters, or who fail to meet the University's success requirements/criteria within this period, will be dismissed. Students who successfully **complete the credit courses and** seminar course at the end of four semesters will be granted an additional two semesters (the fee must be paid). Students whose thesis is not accepted within this period will be dismissed.

(5) In thesis-based master's program, the department head recommends a thesis advisor for each student to the relevant institute no later than the end of the first semester, and the thesis topic no later than the end of the second semester. The thesis advisor and thesis topic proposal are finalized with the approval of the relevant institute's board of directors. If the nature of the thesis requires more than one advisor, a second thesis advisor may be appointed.

(6) A student in a thesis-based master's program writes down the results he/she has obtained in accordance with the thesis writing principles recommended by the institute board and approved by the Senate, and defends his/her thesis orally before the jury.

(7) After the thesis examination is completed, the jury decides by simple majority whether to accept, reject, or correct the thesis. This decision is communicated to the relevant institute by the department head in a report within three days following the thesis examination.

(8) A student whose thesis is rejected as unsuccessful will be dismissed. A student whose thesis is subject to a decision to revise must take the necessary action and re-defend their thesis before the same jury within three months at the latest. A student whose thesis is rejected after being revisited will be dismissed.

(9) The student must prepare a successfully defended thesis in accordance with the principles set out in the thesis writing guide, have it approved by the jury members in at least three copies, and submit it to the Institute no later than one month from the exam date. A one-month extension may be granted upon request and with the approval of the student's advisor.

(10) If a student whose thesis is rejected requests it, he/she will be awarded a non-thesis master's degree, provided that the course credit load, project writing and similar requirements of the non-thesis master's program are met.

#### **b. Non-thesis Master's Program**

(1) Non-thesis master's programs cover a maximum of **three (3) semesters**. A non-thesis master's program consists of at least ten courses and a term project, with a total of thirty credits and at least 60 ECTS.

(2) The relevant institute department head appoints an advisor to advise each student in course selection and the execution of the term project by the end of the first semester at the latest.

(3) Excluding the period spent in scientific preparation, students who fail or cannot complete the program within **three academic semesters**, regardless of whether they register for each semester, starting from the semester in which the courses related to the program they are registered for are given, will be dismissed.

#### **c. Doctoral Program**

(1) The doctoral program consists of a minimum of 240 ECTS credits, consisting of at least seven courses, a seminar, a qualifying exam, a thesis proposal, and a thesis study, **totaling at least twenty-one credits** for students admitted with a thesis-based master's degree, and no less than **60 ECTS credits** per academic year. For students admitted with a bachelor's degree, it consists of 14 courses, a seminar, a qualifying exam, a thesis proposal, and a thesis study, totaling at least 300 ECTS credits.

(2) The duration for completing the doctoral program is **10 (ten) semesters** for those accepted with a **bachelor's degree** and **8 (eight) semesters** for those accepted with a **non-thesis/thesis master's degree**. This period can be extended to a **maximum of 14 (fourteen) semesters** for those accepted with a **bachelor's degree** and **12 (twelve) semesters** for those accepted with a **non-thesis/thesis master's degree**.

(3) The maximum time to successfully complete the required credit courses for the doctoral program is **four semesters** for those admitted with a **non-thesis/thesis master's degree** and **six semesters** for those admitted with a **bachelor's degree**. Students who fail to successfully complete their credit courses or achieve the minimum required GPA within this timeframe will be dismissed.

(5) Students who have applied to the doctoral program with a bachelor's degree but are not successful in their doctoral thesis will be granted a **non-thesis master's degree** upon request, provided that they have fulfilled the required credit load, project and other similar conditions.

(7) The relevant department head recommends a thesis advisor to the relevant institute **no later** than the end of the second semester for each student admitted with a non-thesis/thesis master's degree, and **no later than the end of the fourth semester** for each student admitted with a bachelor's degree. The thesis advisor must be appointed no later than the **beginning of the third semester** for those admitted with a thesis master's degree, and **no later than the beginning of the fourth** semester for those admitted with a bachelor's degree.

(8) Doctoral qualification exams are held twice a year, in May-June and November-December.

Students accepted with a **master's degree will apply at the latest in the fifth** semester, with a **bachelor's degree**.

Accepted students **must take the proficiency exam no later than the end of the seventh semester** . Students who fail to take the exam on the announced date will be considered unsuccessful for that semester.

**(9)** In order for the student to be successful in the doctoral qualification exam, the total of the grades received from the oral/ written exams divided by two **must be at least 75 out of 100** .

**(10)** A student who has been accepted with a bachelor's degree and has successfully completed at least eight courses may transfer to a thesis-based or non-thesis-based master's program, starting from the fourth semester at the latest.

Students who have studied in a doctoral program **with a bachelor's degree for more than three years cannot change programs**.

**(11)** A student who successfully completes the doctoral qualifying examination must orally defend his or her thesis proposal before the thesis monitoring committee **within six months at the latest** . A student whose **thesis proposal is rejected twice will be dismissed**.

**(12)** The thesis monitoring committee meets twice a year for students whose thesis proposal is accepted. Students who are deemed **unsuccessful by the thesis monitoring committee twice in a row or three times in a row will be dismissed**.

**(13)** Students whose theses are accepted are considered successful. **Students whose theses are deemed unsuccessful and rejected are dismissed**. Students whose thesis **is subject to a decision to revise must make the necessary corrections within six months and re-defend their thesis before the same jury**. Students who **fail this defense are dismissed from the university**.

**(14)** Students who have applied to a doctoral program with a bachelor's degree and who cannot complete their credit courses and/or thesis work within the maximum period, or who are not successful in their doctoral thesis, are granted a non-thesis master's degree upon request, provided that they have fulfilled the credit load, project and other similar conditions required for a non-thesis master's degree.

**3. MEASUREMENT AND EVALUATION CRITERIA;**

**a.** At least two performance assessments are conducted within a semester. At the discretion of the relevant faculty member, one or both of these assessments may be in the form of an exam, assignment, project, laboratory report, or similar practical application.

**b.** Students who cannot take the exam for a justified and valid reason must provide documentation of their excuse within seven (7) days. If the excuse is accepted by the Institute's Board of Directors, the student will be allowed to take a make-up exam.

**c.** Academic Year Fall / Spring Semester Exam Schedule

Exams	Midterm Exam	Search Other Exam/Exams	End of the Semester Exam (Final)	End of the Semester Exam (Completion)
Current Academic	<b>Exam Dates</b> Check the Calendar Get it	In case of need <b>by the faculty member</b> will be determined.	Current Academic Check the Calendar Get it	Current Academic Calendar Check

**d.** Class attendance is essential in graduate programs. Students whose attendance rate falls below 70% cannot take the midterm and/or final exams for the relevant course.

## e. Base Grades, Letters of Achievement and Grade Ranges:

Percentage Points	Weighted 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 and below (*)	0.00	FF

The minimum grade required to pass a course is CC for a master's degree and CB for a doctorate. In thesis and non-thesis master's programs, AA, BA, BB, CB, CC, and P (passing) are passing; DC, DD, FD, and FF are failing letter grades.

(\*\*) In doctoral and art proficiency programs, AA, BA, BB, CB and P (successful) are successful; CC, DC, DD, FD, FF are failing letter grades.

## f. In order for students to be successful in any course in one semester:

Midterm Exams (Midterm Exams)	Final Exam (Final or Supplementary)	End of Term Success Grade
40%	60%	100%

**4. OBJECTION TO EXAM RESULTS**

A student may object to a course's final exam result by submitting a petition to the principal's office within seven (7) days of the date the final grade is announced. The objection will be reviewed for factual errors by the relevant faculty member and finalized by the board of directors.

**5. REPEAT A COURSE DUE TO FAILURE**

a. Students who receive an FF grade in a required course must retake the course when it is offered again. However, if the course for which the FF grade was earned is not offered in the relevant semester, the institute's administrative board may, with the approval of the student's advisor or program coordinator, allow the student to take one or more other courses that meet the required course credit hours.

b. A student who receives an FF grade from an elective course may repeat the course when it is first offered or take another course instead.

**6. TRANSITION BETWEEN PROGRAMS**

a. Students pursuing a thesis-based master's program may transfer to a non-thesis master's program before completing the thesis program, provided they meet the minimum requirements for the non-thesis master's program established by the higher education institution to which they are applying. In this case, courses taken in the thesis-based master's program will be counted in place of those in the non-thesis master's program, subject to the decision of the Institute's Board of Directors.

b. Those who have completed one semester in the non-thesis master's program may transfer to the thesis master's program. In this case, courses taken in the non-thesis master's program will be counted in place of the courses in the thesis master's program, subject to the decision of the Institute's Board of Directors.

c. **The time spent** by the transferring student **in the first program** is less than the time required for the program to which he/she is transferring. **is counted as a period.**

#### **7. EXCUSES AND LEAVES (REGISTRATION SUSPENSION)**

**(1)** Postgraduate students may be granted a leave of absence for a maximum of two semesters in master's programs and four semesters in doctoral programs upon the recommendation of the relevant Department/Main Art Department Head and approval of the Institute's Board of Directors. If deemed necessary, upon the recommendation of the advisor and the Department/Main Art Department Head, this period may be extended for an additional two semesters with the approval of the Institute's Board of Directors.

Postgraduate students may only be granted leave with the approval of the Institute's Board of Directors based on the following grounds:

- a) The student goes abroad for a period of time for educational purposes related to his/her profession or postgraduate studies or is assigned to a domestic institution for a period of time for the same purpose,
- b) To go to the military,
- c) In case of illness, natural disaster, economic difficulties that prevent the continuation of education or similar reasons, the necessity to work, the death of a relative such as a mother, father, spouse, child or sibling, or the absence of anyone else to care for them in case they become ill,
- d) If a student who has successfully completed his/her course work is interrupted due to reasons beyond his/her control, such as difficulties in obtaining devices or materials.

**(2)** If a leave of absence is requested for the reasons specified in the first paragraph, the student must apply to the directorate and provide supporting documentation **within twenty days** of the excuse arising . If the reasons in question persist, the leave period may be extended by the Institute's Board of Directors.

**(3)** Students who are considered to be on leave **cannot attend classes** and **cannot take end-of-term exams** during the period they are on leave .

**(4)** Periods of leave **are not counted as study time.**

#### **8. DISCONNECTION AND REGISTRATION DELETION (DIRECTIVE)**

**(1)** In the following cases, the student's registration is cancelled by the decision of the relevant board of directors:

- a) Having received a penalty of expulsion from the higher education institution in accordance with the relevant legislation.
- b) It is understood that the student cannot continue his/her education due to mental illnesses documented by a medical report.

c) Having transferred to another higher education institution for any reason.

d) Cancellation of registration due to the understanding that the final registration process was not carried out properly or that the right to final registration was not acquired.

d) The emergence of other situations specified in Law No. 2547.

**(2)** Registration cancellation cannot be done by mail. A written application or notarized power of attorney from the student is required for registration cancellation.

**(3)** Students whose registration has been cancelled will be given a document stating the courses they took at the Institute and the grades they received, upon request.

#### **10. DISCIPLINARY PENALTIES AND PROSECUTION**

Student disciplinary procedures are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulations published in the Official Gazette dated 18/8/2012 and numbered 28388.