

**REGULATION**

**From Istanbul Aydın University:**

**ISTANBUL AYDIN UNIVERSITY GRADUATE EDUCATION-TEACHING  
AND EXAMINATION REGULATION**

**FIRST PART**

**Purpose, Coverage, Basis and Definitions**

**Purpose**

**ARTICLE 1** - (1) The purpose of this Regulation is to organize the procedures and principles related to post-graduate education and examinations carried out at institutions affiliated to Istanbul Aydın University.

**Scope**

**ARTICLE 2** - (1) This Regulation: It covers the provisions related to post-graduate education and scientific research and implementation activities consisting of Post-graduate thesis and non-thesis master's, doctoral and Art proficiency programs conducted by the institutes affiliated to Istanbul Aydın University.

**Basis**

**ARTICLE 3** - (1) This Regulation has been prepared on the basis of Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4** - (1) In this Regulation;

a) Academic advisor: Lecturer who is assigned by the Head of the master science /main art to guide the enrolled students to the Institute,

b) ECTS (AKTS): The European Credit Transfer System,

c) ALES: Academic Personnel and Post-Graduate Education Entrance Examination,

ç) Master science /Main Art Branch: Master science /Main Art Branch, which is defined in Article 5 of the Organization and Operation Regulation of Post-Graduate Education Institutes published in the Official Gazette dated March 3, 1983 and numbered 17976,

d) Master science / Main Art Branchı Academic Board: The board consisting of lecturers, assistant professors and lecturers who work regular in the post- graduate education programs,

e) Chairperson of the Department: The chairperson, who is defined for the Department of Head in the 5th article of the Organization and Operation Regulation of Graduate Education Institutes,

f) Institute: The institutes affiliated to Istanbul Aydın University,

g) Director of the Institute: The directors of the institutes of Istanbul Aydın University,

ğ) Institute Board: The board consisting of the Head of the Department of Master Science / Main Art Branch, who is in charge of the institute director and the institute training programs,

h) Institute Administrative Board: The board consisting of three instructors to be elected from among the six candidates who will be represented by the assistant administrators and institute administrators, under the chairmanship of the Institute Mission,

ı) Board of Trustees: Istanbul Aydın University Board of Trustees,

i) Rector: Rector of Istanbul Aydın University,

j) Senate: Sanate of İstanbul of Aydın University,

k) Student: The student who has enrolled in the Institute for Post-graduate education programs,

l) Thesis / semester project supervisor: Instructor assigned by the Institute to the Post- Graduate School Administrative Board to guide the thesis, project and other matters registered to the Institute,

m) University: Istanbul Aydın University,

n) University Executive Board: Istanbul Aydın University Executive Board,

o) ÖSYM: Presidency of Measurement, Selection and Placement Center,

ö) YDS: Foreign Students Examination,

p) YÖK: Higher Education Council,

## SECOND PART

### Student Enrollment and Acceptance, Tuition Fee, Teaching Language and Permission

#### Student acceptance

**ARTICLE 5 - (1)** The number of the students to be taken into the graduate programs shall be determined by the proposal of the related department of the department, the decision of the Administrative Board of the Institute and the approval of the Senate. Candidates applying for a postgraduate program are admitted principles on the basis of below:

a) A candidate; In order to be admitted to the post-graduate program must have a bachelor's degree diploma, in order to be admitted to the doctorate / arts proficiency program, s/he must have bachelor's degree or post-graduate degree diploma

b) To apply to the graduate program with thesis; Candidates must have a bachelor's degree and the program applied by ALES centrally by OSYM and must have a score of at least 55 ALES standard points in the type of point. Thesis graduate programs can be evaluated for ALES standard score, as well as the average of undergraduate grades and interview result. The matters related to this assessment and the other documents that the candidates must provide for the application are determined by the Senate. The Senate will determine how much weight the ALES score will be awarded, not less than 50%. With the decision of the Senate, students can be accepted only with ALES score. The language proficiency condition is determined according to the provisions of Article 9 in the programs in which the mother tongue and the education language are different. However, graduate programs without thesis and fine arts faculties and conservatories are not required to attend ALES. It is determined by the decision of the universities board that the graduates of any undergraduate and / or graduate programs can apply to the proficiency program in arts. Students who have graduated from the undergraduate and / or graduate programs of Senatoca can also be admitted to these programs. Students who are studying at the university must be taken from the ALES at least 55 points and they are accepted to proficiency programs in arts on the condition that they have other conditions and made the written applications.

c) Candidates for admission to the doctoral program should have a bachelor's degree or a master's degree without thesis and a master's degree without thesis registered before 6/2/2013, a diploma of medicine, dentistry and veterinary medicine at least ten semesters excluding preparatory classes, a bachelor's degree in pharmacy and science faculty Or graduate degree or in accordance with the principles regulated by the Ministry of Health and must have the ALES standard score to be determined by the Senate, provided that the program applied by ALES is not less than 55 points in the point type and not less than 80 standard points from those applying for undergraduate degree. Those who apply for doctorate degree with a degree of bachelor's degree must have a minimum score of 3.00 or an equivalent score of 4.00 of graduate grade point average. In accepting students to doctoral programs; Along with the ALES score, if necessary, the undergraduate and / or postgraduate grade point average and interview result are also evaluated. The documents related to this assessment, the reference letter that applicants should provide for the application, the composition that specifies why they want to be a doctor, international standardized exams and similar documents are determined by the Senate. However, at least 55 points from the Central Foreign Language Examination or one equivalent from the International Foreign Language Examination, which is accepted as equivalency by the Inter-University Board, is accepted for admission to the doctoral program from English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, It is compulsory to take an equivalent score and it is decided by the University Senate that these minimum scores should be increased if necessary according to the characteristics of the programs to be entered. The Senate will determine how much weight the ALES score will be awarded, not less than 50%. With the decision of the Senate, students can only be accepted with ALES standard score. Equivalent scores equivalent to ALES are determined by the Senate decision.

c) To apply for proficiency in art; applicants must have a minimum of 55 from the verbal section of the ALES or a minimum of 80 applicants from the undergraduate diploma and a minimum of 80 from the ALES with the exception of a license or the preparation of a master's degree and thesis master's degree without a thesis, They must have a standard score. At least the ALES standard score can be determined for Senatoca related program acceptance provided that it is not less than the standard standard stated. Those who apply for arts proficiency program with a bachelor's degree must have a minimum score of 3.00 or an equivalent score over 4 ,00 of the average of their undergraduate graduation grades. For admission to the arts proficiency programs with a master degree degree; In addition to the ALES standard score, if necessary, the result of the examination of the undergraduate and / or graduate grade point average and interview / aptitude test / portfolio is also evaluated.

The documents related to this assessment, the reference letter that applicants should provide for the application, the composition that specifies why they want to be a doctor, international standardized exams and similar documents are determined by the Senate. However, at least 55 points from the Central Foreign Language Examination, or equivalence by the Inter-University Committee, are accepted for admission to the arts proficiency program from one of the following languages: English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese. It is compulsory to take an equivalent point and Senatoca is decided to increase these minimum points if necessary according to the characteristics of the programs to be entered. The weight of the ALES standard score is not less than 50%, which is determined by the Senate. Students can also be accepted by the Senate decision with ALES standard score alone. Equivalent scores equivalent to ALES may be raised by the Senate decision.

(2) Coordination is provided by the Director of the Institute in cases where the post-graduate education-training, application and publishing activities of the institute's department or department are required to work in more than one institute.

(3) In order to evaluate applicants applying for a graduate program, an evaluation jury consisting of at least three original and two substitute teaching members shall be established by the recommendation of the relevant Ministry of Education / Anamomim Darden Presidency and the Executive Board of the Institute.

(4) Candidate's success grade; At least 50% of the ALES standard score in the field is calculated by the evaluation jury according to the rates determined at the beginning of each semester and approved by Senatoca at the beginning of each semester by the relevant department of the Graduate School of the relevant Institute. Successful candidates are admitted to the postgraduate programs according to the order of points. If necessary, depending on the nature of the branch of interest concerned; Restriction of application areas, distribution of quotas according to the fields, upgrading of foreign language score point is done by Senatoca with the recommendation of Institute Board. The list of the students accepted within the quotas declared in the graduate programs is announced by the Institute Directorate.

(5) The Rectorate announces the names of the graduate programs to be admitted to the student, the documents required for the application, the deadline and other matters in line with the decision of the Graduate School Administrative Board. The announcement is given at the beginning of each semester.

(6) In order to apply to doctoral programs in basic medical sciences, Senatoca must have an ALES standard score to be determined, not less than 55 standard points from the numerical portion of ALES or a basic medical score to be determined by Senatoca, not less than 50 points, to the undergraduate degree of medical faculty graduates; Graduates of non-medical faculties must have a bachelor's degree of dentistry and veterinary faculty graduates and ALES must have a standard grade of ALES to be determined by Senatoca, not less than 55 standard points from the numerical part of ALES. The basic medical score is 0.7, the standard score obtained from the Test of Basic Medical Sciences-1 in the Envy Expert Exam (TUS) is 0.7; Is obtained by multiplying the standard score obtained from the clinical medical science test by 0.3. Ph.D. programs may be assessed for student admission, basic medical score or ALES standard score, as well as the average of the undergraduate and / or graduate grade and interview result. The documents related to this assessment, the reference letter that applicants should provide for the application, the composition that specifies why they want to be a doctor, international standardized exams and similar documents are determined by the Senate. However, in the basic medical sciences, at least 55 points from the Central Foreign Language Examination, or equivalence by the Interuniversity Board, from one of the languages other than English, German, French, Italian, Spanish, Russian, Arabic, Chinese, It is compulsory to take an equivalent score for this exam and these minimum scores can be raised by the Senate. The Senate will determine how much weight will be awarded for the basic medical score or not less than 50% of the ALES score. Students may also be admitted with basic medical score or ALES score.

#### **Admission of students to the scientific preparation program**

**ARTICLE 6** - (1) Scientific preparation is a program that is applied in order to ensure the adaptation of the programa by the successful students. The scientific preparation program can not exceed 30 ECTS. The students to be programmed are determined by the Department of the Anam- anim / Duma by evaluating the structure of the undergraduate and / or postgraduate programs they pursue with their undergraduate and / or postgraduate achievement levels.

(2) It consists of courses of master's and doctoral students who are admitted to the Scientific Preparation Program, undergraduate and graduate courses. These courses can not replace the courses required to complete the master's or doctoral program.

(3) Students in the Scientific Preparation Program may take courses aimed at the graduate program through scientific preparatory courses as well as the recommendation of the relevant Institute's department and the approval of the Graduate School Board.

(4) The period of time spent in the scientific preparation program is at most one academic year. Summer education is not included in this period. This period is not extended except for the semester leave and the student who is not successful at the end of the term is discharged. The time spent in this program is not included in the duration of the master's or doctoral program. If the student is taught in a master's or doctoral program in which he / she is registered with the scientific preparation, this period shall be included in the program for which he / she is enrolled.

(5) In order to start the thesis study in the program where the graduate or doctoral student admitted to the scientific preparatory program is applied, the courses of the undergraduate level of the scientific preparatory program must be completed with a grade of at least DD and at least 2.00 overall grade, Scientific preparatory courses must be completed with at least a CC letter grade.

(6) Students who are in a special student status can not be admitted to the scientific preparation program.

#### **Special student admission**

**ARTICLE 7** - (1) Those who are graduates or students of a higher education institution and who want to increase their knowledge on a certain topic may be accepted as special students to the undergraduate courses by the recommendation of the relevant Institute / Department of the Presidency and approval of the Institute. Special student education is not a direct degree in the related program and can not last two semesters. Students who take courses in private student status can not benefit from student rights. However, they are given a document showing the courses they have enrolled and the grades they have received from these courses. The subjects related to education, examinations and discipline of those who are accepted as special students are carried out according to the provisions of the relevant legislation. As a private student it can not be accepted into the scientific preparation program.

(2) Students who take courses as a special student and who are then entitled to enroll in the graduate programs are required to submit the courses they have been successful in the special student status to at least 50% of the total number of courses out of the seminar that they are required to enroll on the program And the approval of the Institute Executive Board.

(3) Special student admission requirements and other matters specified by the Senate

#### **Accepting students by horizontal transfer**

**ARTICLE 8** - (1) Successful students who have completed at least one semester in such programs from a graduate program other than a university undergraduate program or from a graduate program in another higher education institution are accepted by means of horizontal transfer according to the principles to be determined by Senate. However, the right to switch between universities is available once.

#### **Admission of students to foreign language preparation program**

**ARTICLE 9** - (1) Teaching languages Candidates whose scientific achievement levels are considered sufficient for admission to non-Turkish post-graduate programs; They are taken to the relevant language proficiency exam made by the College of Foreign Languages College. The results of the exam are announced according to the order of points. Successful criteria for the announced foreign language scores and the minimum number of YDS equivalents to these criteria or the minimum acceptable limits of the results of the international language examinations accepted by the Interuniversity Board shall be determined by the recommendation of the Institute's Board of Directors and approval of the Senate.

(2) Students who are successful in the science examination and who have failed the foreign language examination will be required to enroll in the language of the program and the relevant foreign language preparation program of the University. Students are required to submit the minimum score of the announced foreign language scores to the YDS which is equivalent to the criteria of success and the international language exams which are accepted as equivalents by the Interuniversity Board within the maximum of two academic terms.

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

**ARTICLE 10** - (1) Foreign candidates who apply for a scholarship from Turkey or their own country to apply for undergraduate education according to bilateral agreements or on their own account may also be accepted as a student to the graduate programs with the approval of the Institute by evaluating the license notes without an examination.

(2) Equivalent documents are not required for postgraduate acceptance proposals of foreign applicants; But the institutions where they graduate or graduate are required to be recognized by YÖK and the approval of YÖK for their education and graduation and whether they are sufficient for graduate and doctoral programs.

(3) In the event that foreign students who wish to enroll in graduate programs that are educated outside their mother tongue must have a certificate of exemption or an equivalent certificate of exemption from which they can graduate from an educational institution that offers education in the language they wish to enroll, They shall be deemed to be exempted from the relevant language proficiency exam if they have the score determined by Senatoca. If it is deemed necessary, an examination may be made to determine the foreign language and science levels of these students. Students who can not provide the required course will be required to enroll in the relevant foreign language preparatory program of the University related to the language of the program in which they will be enrolled. Students are required to meet the minimum acceptable scores for the results of international language examinations, which are equivalent to YDS, which are equivalent to the criteria of success in the foreign language scores declared within the maximum of two academic semesters.

(4) Teaching languages Foreign students who will be enrolled in Turkish language post-graduate programs must have at least level B2 in the graduate programs and at least level C1 in the level of doctorate degree programs. Students who do not have this certificate should take preparatory education at Turkish Language Instruction Application and Research Center of Istanbul Aydın University and students who will be enrolled in graduate programs should be at least B2 and those who are enrolled in doctoral programs should be at least C1.

(5) These students are required to pay the tuition fee determined each year by the Board of Trustees to enroll in the graduate program.

#### **Student enrollment in postgraduate programs**

**ARTICLE 11** - (1) Students who are admitted to graduate programs and those who are admitted to special education within the time specified in the academic calendar, the necessary documents must be submitted to the Institute Student Affairs and have the final registration process. Documents required for registration are announced by the University. A student who can not arrive for the first enrollment for a valid reason may also do the initial enrollment through the designated representative. Students who do not register or provide the required documents within the time limit are deemed to have given up the right to register. Even if records of deficient or falsified documents or documents issued by disciplinary punishment from any higher education institution are made, they are canceled.

(2) Students who wish to study at a graduate school in programs offering a foreign language other than the language of instruction in which they obtained the license; Students who are admitted to the graduate school must have a minimum score of 70 from the proficiency exam that the University Preparatory School is allowed to take, or have a foreign language score equivalent to the program language determined by the Inter-University Board.

#### **Registration renewal**

**ARTICLE 12** - (1) For the students; It is necessary to pay for the tuition fee within the periods announced in the academic calendar and to renew the term registration by selecting courses and approving them to academic advisors. Students may register their semester records personally or through a proxy. During the seven-week summer period, learning is optional and only students who take courses should register.

(2) Students who fail to register during the fall and / or spring semester registration may make an excused entry during the course add-drop period. Registration can not be made after the add-drop period ends.

(3) A student who has not attended a course in any semester and has been absent for at most one semester, may renew his / her academic record at the beginning of the following semester as a result of acceptance of the decision and the excuse of the Graduate School Administrative Board.

(4) The duties of the thesis / project advisor of the students who fail to renew three times overtime or intermittently or fail due to absenteeism are actively converted to a passive and these students can not benefit from student rights. The guidelines for these students are:

a) The students who have not graduated from the proficiency exam at the graduate level and the doctoral course level are regenerated and then the previously consulted counseling becomes active.

b) If these students do not take necessary and sufficient studies about the thesis work by re-enrolling, it may be required to take additional courses as much as half of the minimum credit required for the program they are enrolled in by the advisor's recommendation.

#### **Teaching language**

**ARTICLE 13** - (1) Teaching language of the graduate programs; which is determined by the approval of YÖK for the opening of the program.

#### **Registration Freezing**

**ARTICLE 14** - (1) The recommendation of the graduate students of the relevant institute may be frozen for up to two semesters with the approval of the Graduate School Administrative Board. This period may be extended for another year by the approval of the Graduate School Administrative Board when it is deemed necessary on the recommendation of the Adviser and the Graduate School. It is necessary for the student to freeze registration for at least one semester in order to be able to register. For graduate students;

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

b) going to Military service,

c) the obligation to work due to illness, natural disaster, economic difficulties preventing continuation of learning 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,

ç) a student who successfully completes the course load will not be able to use his or her thesis studies,

The record may be frozen upon the approval of the Institute Administrative Board.

#### **Tuition fee**

**ARTICLE 15** - (1) Post-Graduate education and training has tuition fee. Tuition fee is determined and announced by the Board of Trustees on a program basis. The tuition fees of the students and the other fees determined by the University must be paid within the periods determined at the beginning of each semester.

(2) In order to use the extension rights of the students who can not graduate in the period of normal education stated in this Regulation, the additional tuition fee determined by the Board of Trustees is required.

### **PART THREE**

#### **Courses, Examinations, Assessment and Graduate Programs Scope**

##### **Add-drop**

**ARTICLE 16** - (1) During the fall and spring semesters, the students may make changes in the courses they register during the second week following the beginning of the week. In this process, which is called add course and drop course, students have to make their own course changes by obtaining the approval of their advisors.

(2) In the seven-week summer period, add-drop course can be made until the end of the first week.

##### **Opening of lessons and course responsibilities**

**ARTICLE 17** - (1) The courses to be opened in each semester shall be decided and announced by the Institute Board with the recommendation of the head of the department or the head of the department concerned. The lecturers to whom the courses approved by the Institute Board are to be conducted will be finalized with the proposal of the head of the department concerned or the head of the department and the approval of the Graduate School Administrative Board. Courses at the graduate level are given to faculty members.

(2) In cases where compulsory conditions are required, courses may be given in graduate programs without thesis / dissertation to the graduates who have at least bachelor's degree in the field with the justification of the President of the Institute, or the approval of the Graduate School Administrative Board.

##### **Credit values of Post-graduate courses**

**ARTICLE 18** - (1) The semester credit value of a graduate course is the total of the hours of the weekly theoretical course and the half of the weekly practice or laboratory hour. Accordingly, the credit value of the course is as shown in the following chart:

<u>Type of Education</u>	<u>Weekly Time</u>	<u>Credit Value</u>
Theoretical Course	1	1
Application	2	1
Laboratory, Seminar, Project, Workshop and similar studies	1-4	2
Laboratory, Seminar, Project, Workshop and similar studies	1-8	3
Laboratory, Seminar, Project, Workshop and similar studies	9-12	4

(2) The ECTS values calculated as 1 ECTS 25.5 hours work load based on the credit / hour values of the lecture courses and student workload are included in the relevant course definitions in the education and training information system and the related institute courses Or the presidency of the head of the department, shall be decided upon by the Institute Board and shall be specified in its programs.

##### **Course exams and assesment**

**ARTICLE 19** - (1) The students are subjected to the final examination at the end of the semester besides the midterm examinations and studies. At least one midterm exam and / or evaluation is made in each semester. Final examinations and / or evaluations are made at the place and time determined by the relevant department or department and declared by the Directorate

of the Institute. Students who can not enter the midterm exams due to their excuses can be given an excuse examination instead of the exams they can not enter on condition that their excuses are accepted by the decision of the Administrative Board of the Institute. There is no excuse for the final exam. Students who fail in the final exams and those who have the right to take the final exams are entitled to a makeup exam at the end of the term for each course they fail. The note taken in the make-up exam replaces the final exam note.

(2) For take the final exam;

- a) participation in at least 70% of theoretical courses,
- b) to participate in at least 80% of the laboratories,
- c) must be successful in practice or laboratory,

(3) A student who has taken the final exam will be given a lecture note by the instructor considering the results of the semester examinations and the semester work. Note of courses that do not require final exam; Projects, studios and similar academic studies, taking into consideration the views of the head of the relevant department or department and determined by the decision of the Institute Board and informed to the department of student affairs. In this case, the semester course grade is given considering the student's semester work and / or evaluations.

(4) The raw success grade is determined by taking 40% of the midterm evaluations and 60% of the final exam.

(5) According to Senate, additional success conditions can be determined in order for the student to continue his / her program after any semester.

(6) All exams that measure competence, leveling or course achievements can be made in a paper environment and simultaneously, as well as in a securely stored question bank classified according to area and level of difficulty, in an electronic environment, allowing each question to be asked different times at different times . The principles set by the Council of Higher Education (YÖK) regarding the preparation of questions to be asked during the exams, the creation and encryption of the question bank, the storage of the exam questions in the paper or electronic environment and the securing of the exam are applied.

#### **Course grades**

**ARTICLE 20** - (1) For each course taken by the students, one of the following letter grades will be appreciated by the course instructor as a semester course success grade:

a) Coefficients of the letter grades and their equivalents on the basis of 100 points are given below:

<u>Grade</u>	<u>Semester Lesson Point</u>	<u>Coefficient</u>
90-100	AA	4,00
85-89	BA	3,50
80-84	BB	3,00
75-79	CB	2,50
70-74	CC	2,00
60-69	DC	1,50
50-59	DD	1,00
40-49	FD	0,50
00-39nd below	FF	0.00

b) In addition, the other letter grades and meanings are as follows:

1) Missing grade (I) is given by the course instructor to students who have failed some of the conditions required for the course due to a valid reason such as illness, if they are successful within the semester / year. A student with a letter grade I; Fifteen days after the notes are handed over to the department of student affairs, they have to complete the missing and take a note. During this period, the student who can not complete the grade becomes a note of FF. I letter grades of students who are accepted by the faculty / vocational school board of directors for the long duration of the excuse will be extended until the next registration period. As long as the letter I remains in the notation, FF is treated as a letter notation.

2) Non-attendance grade (NA) is awarded to students who can not fulfill the requirements for attendance or practice. This note is processed as FF grade notation while the semester and general academic achievement grade average are calculated.

3) The passing grade (P) is awarded to students who have succeeded in non-credit courses. It does not affect the average of the learners.

4) Remaining grade (F) is awarded to students who fail in local non-credit courses. It does not affect the average of the learners.

5) Exemption notation (M) is given for exempted courses. It does not affect the average of the learners.

6) The withdrawal grade (W) is given in case of adding a normal course and after the termination of the course is over, the student takes his / her grade in his / her program with the approval of his / her instructor in the first seven weeks from the semester / year. A student; A maximum of one course in a semester can be granted with the permission of the instructor and the recommendation of two professors at most during all master's studies.

(2) In order to be considered a successful student in a graduate program, he must have received one of the letter grades AA, BA, BB, CB and CC as a grade success grade. However, a student who is studying in doctoral / arts proficiency programs must take a grade letter at least CB so that a student can be considered successful.

(3) The final notes are finalized and announced when they are given to the department of student affairs.

(4) The grades of the exempted students are transferred to the transcript of the university grading system, along with letter grades and credits. However, grades, grade points, and credits in the approved transcript issued by the university for courses that have been completed at another university and for which the students who come to the University through the transfer to the University are exempted. This is specified in the transcript. Undergraduate courses taken from a university institute with a special student status are transferred to the transcript together with letter grades and credits if the student registers as the actual student.

#### **Error in notes**

**ARTICLE 21** - (1) In case of any material error related to the course grades announced by the department of student affairs, correction request shall be made by the related institute department or the head of department of the department upon the application of the instructor or student. Material errors related to notes given after the final examinations must be corrected at the latest before the next semester course registrations

#### **Lesson repetition**

**ARTICLE 22** - (1) Graduate students will take the courses in which W, FF, FD, DD, DC and F grade note and Ph.D. students take note of W, FF, FD, DD, DC, CC and F. If the student chooses to take a selective grade lower grade, he or she must achieve the lesson or the lesson defined equivalent to that course. If the student chooses and does not open the course, he may take another elective course offered by the presidency of the department and approved by the Institute's Board of Directors.

(2) In order to raise the GPA; Graduate students can take CC letter grades, doctoral students CB letter grades again. The last note they got is valid.

#### **Note averages**

**ARTICLE 23** - (1) The achievement status of the students is determined at the end of each semester by calculating the grade average by the department of student affairs with the automation system.

(2) The grade average of any semester; It is found by dividing the ECTS value of each course taken by the student in that semester by the sum of the ECTS values of the sum of the products of the coefficient of the semester grading grade. The average obtained is shown as two digits after the call.

(3) The GPA is calculated taking into account that the student has been taken from the time of the acceptance of the postgraduate program and all of the courses in this graduate program have been taken into consideration. The grades given from the AA letter grade to the FF letter grade are taken as basis in the semester and in the overall grade average. In the overall grade average, the most recent grade from repeated courses is taken.

#### **Completion of course load**

**ARTICLE 24** - (1) In order for the students enrolled in the graduate program to complete the course load, they must have completed the minimum required local credits and the minimum ECTS value defined for the program, which have completed all of the compulsory and elective courses specified in the related graduate program.



## **Covarege of the postgraduate programs**

**ARTICLE 25** - (1) University graduate programs; Thesis and non-thesis master's, doctorate and art proficiency programs. Moreover, graduate programs can be conducted in two ways, with and without thesis. Which Institute is to be opened in the department or main branches of the graduate programs without thesis is determined by the proposal of the Institute Department or the Presidency of the Department, the proposal of the Institute Board, the decision of Senate and the approval of YÖK. Switching between graduate and non-thesis postgraduate programs; Upon the application of the student, with the recommendation of the relevant department or the Presidency of the Department and the approval of the Graduate School Administrative Board.

## **PART FOUR**

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

#### **Purpose and Covarage**

**ARTICLE 26** - (1) The aim of the graduate degree program is; To enable the student to acquire knowledge through scientific / artistic research, to gain knowledge and appreciation and artistic creation and application ability. Thesis that will be prepared at the end of thesis graduate program;

A) research / application / development of a scientific method,

B) applying a known method to a new field or a similar field,

It must fulfill one of its qualities.

(2) This program is not limited to a total of 24 local credits; A minimum of eight courses, a seminar course, and a thesis study. Eight of dersten must take one of the Scientific Research Methods course or the Modeling and Design Techniques course or a course defined as equivalent to these courses. The number of courses and the sum of credits can be increased up to 50% by the recommendation of the head of the department and the decision of the Institute Board.

(3) The seminar course and thesis work are not local credits and are evaluated as successful (P), unsuccessful (F) or incomplete (I). The student has to register for the thesis work of each semester starting from the earliest third semester.

(4) Thesis graduate program has a total of 120 ECTS including 30 ECTS in each period. 120 ECTS work load of 60 ECTS work load lessons, 60 ECTS work load of thesis work. For non-regular students, the maximum number of ECTS courses that can be taken in a semester is determined by the Senate's decision.

(5) In case the advisor approves of the graduate students, the maximum number of the undergraduate and graduate courses offered at the other institutes of the university and other higher education institutions shall be maximum at least two of the courses of the undergraduate program equivalent to the proposal of the head of the department concerned and the approval of the Administrative Board of the Institute Two courses can be selected.

(6) Students who graduate in an art field need to prepare a work of art and an artwork report instead of a thesis work or thesis work after completing the course, seminar and practice studies.

#### **Time**

**ARTICLE 27** - (1) The duration of the master's program with thesis is four semesters, regardless of whether they are enrolled for each semester, starting from the semester when the courses related to the program in which they are enrolled are registered. However, students who have successfully completed the 120 ECTS workload, successfully completed the seminar course, and were successful in the master thesis study, can graduate in less than three academic years.

(2) Students who can not successfully complete the credited courses and seminar courses included in the curriculum at the end of four semesters or fail to fulfill the conditions / criteria of success which the University has determined during this period; Within the maximum period of time, the student who fails to work on the thesis or does not enter the thesis defense is dismissed.

#### **Appointment of academic advisor and thesis advisor**

**ARTICLE 28** - (1) Academic adviser shall be appointed within fifteen working days by the head of the department concerned after the completion of acceptance of the student. The academic advisor is obliged to follow the education process of the student. If the head of the department concerned can not appoint an academic advisor, the academic adviser of the student will be the president of the department.

(2) For each student who is successful in 50% of the program courses in the Master's program with thesis, the Institute recommends the thesis topic determined by the thesis supervisor and thesis supervisor from the instructors who are in charge of the program at the latest until the end of the second semester at the latest . Thesis counseling is finalized with the approval

of the Graduate School Administrative Board. In cases where more than one thesis supervisor requires the quality of thesis work, a second thesis supervisor may be appointed with the recommendation of the relevant Department / Head of Department and the approval of the Graduate School Administrative Board. Until the appointment of the thesis supervisor, this task is carried out by the head of the relevant department or department.

(3) The maximum number of thesis counseling per graduate and doctoral student is twelve. Increase of this number by 50% is determined by Institute Board. Non-thesis graduate project consultancy is out of this.

(4) The thesis advisor shall be selected among the faculty members who have the qualifications to be determined by Senate. In the absence of a faculty member with the specified qualifications; The academic advisor may also be selected from among the faculty members of other universities having the title of Doctorate or Proficiency in Art within the framework of the principles determined by the Senate with the justification of the presidency of the Institute or the Presidency of the Institute and the approval of the Executive Board of the Institute.

(5) The recommendation of the graduate thesis advisor change, the student's written application and thesis advisor and the related department of the department of education are approved with the approval of the Graduate School Administrative Board.

### **Conclusion of master's thesis**

**ARTICLE 29** - (1) A student in a thesis graduate program has to write the results obtained in accordance with Senatoca's thesis writing guide and defend his thesis verbally in front of the jury. The thesis of the student is accepted to defend, after being passed through the graduate thesis analogy program.

(2) Before the defense of the master's thesis and the thesis which is corrected, the student completes the thesis together with the correction and presents it to the advisor. The opinion that the counselor's thesis is defensible, the plagiarism software program submits the report together with the thesis to the Institute. The Institute takes the plagiarism software program report related to teze and sends it to the advisor and jury members. In case of a real plagiarism in the data of the trial, the thesis is sent to the Board of Directors for decision together with the reason. The similarity rate can not be more than 20%. The students whose thesis advisories are approved by the thesis advisor apply in writing to the Institute Directorate to take the thesis defense examination together with the five white cardboard bound thesis prepared according to the thesis writing guide.

(3) The student who completes his / her thesis work, delivers the copy of the thesis to the thesis supervisor. The Consultant sends the copies of the thesis to the Institute through the presidency of the department / department / science / arts / program with the opinion stated in writing in accordance with the writing rules of the thesis.

(4) The master thesis jury is appointed by the thesis supervisor and the proposal of the head of the relevant department or department and the approval of the Graduate School Administrative Board. Thesis Jury consists of one student's dissertation supervisor and at least one of the three or five faculty members from outside the University. In addition, if the thesis advisor is not from the outside of the university, at least two reserve jury members will be appointed, one from the faculty members of the related departments outside the university. The second thesis advisor can not be a jury member. All the juries that are formed will elect a president from among themselves at the meeting to be held before the examination.

(5) The members of the jury shall meet at least one week and at the latest within one month from the date on which the thesis is delivered to them and take the student to the thesis defense examination. The thesis examination is held in open environments with the participation of listeners composed of lecturers, graduate students and field experts. The thesis defense examination is held with the participation of all the jury members on the day, place and time determined by the head of the relevant department or department. For the thesis defense examination which can not be done on the day of announcement, the situation is determined with a record and the Institute Directorate is informed and a second meeting day is determined within the latest fifteen days. The master thesis defense exam consists of presentation of the thesis work and subsequent question-answer sections, and the audience is made open.

(6) After the completion of the thesis defense examination, the jury decides acceptance, rejection or correction with absolute majority of the thesis. This decision shall be notified to the Graduate School within three days following the thesis defense examination by the head of the department concerned.

(7) The student who has been given a correction for the thesis shall make his / her dissertation within three months at the latest and defend his / her thesis in front of the same jury. After the thesis correction, the refusal of the rejected student is discontinued.

(8) The student shall prepare the dissertation successfully in accordance with the principles set forth in the thesis writing guide, and submit it to the Institute within one month after the date of entry by the jury members in at least three copies. A thesis is awarded to a graduate student who conforms to the specified conditions, and a master's degree diploma.

(9) If the thesis is unsuccessful, the rejected student is dismissed.

(10) In case of rejection of thesis student, master's degree without student thesis is granted provided that the master's program without thesis fulfills the requirements of course credit, project writing and the like.

### **Graduation and diploma**

**ARTICLE 30** - (1) For the graduation of a student who is studying in graduate degree programs, the following information and documents must be submitted to the Institute in full:

A) A computer CD containing the thesis data entry form and the summary information required for the thesis report required by YÖK.

B) A computer CD containing abstracts of the thesis or project study report required by the Institute written in Turkish and foreign languages.

C) A report on the proficiency test in arts defense examination minutes and the test.

D) In order for graduate students with a thesis to be educated in the university institutes to be able to graduate, a dissertation must be published or accepted for publication in a national or internationally well known magazine addressed by Istanbul Aydın University, or submitted to a competent national or international scientific meeting, criticized, It is obligatory that the declaration be a full-text or summarized declaration in the book. The determination of the graduate programs that will not be published and the conditions to be fulfilled will be determined by the decision of the Institute Board.

(2) All relevant documents and information after the arrival of the Institute, the file of the student is examined by the Institute's Board of Directors. The graduation of the student who fulfills all the conditions for graduation is decided.

(3) At least three copies of the master's thesis must be submitted to the Graduate School within one month from the date of entrance to the thesis examination, and a master's diploma will be given to the graduate student who is suitable for the master's degree. The Board of Directors of the Institute may extend the delivery period on request by no more than one month. Students who do not fulfill these conditions can not take their degree until they fulfill the conditions, can not take advantage of the student's right, and if the maximum duration expires, the relationship is cut off.

(4) In diplomacy; The approved name of the department or department of the program in which the student has studied. At the diplomas, there is the signature of the Director of the Institute and the Rector.

(5) The name of the program approved by YÖK is found in the Graduate Program of the Graduate School in which the student is registered on the graduate diploma with thesis. The date of graduation decision taken by the Administrative Board of the Institute is also the date of graduation of the student concerned. At the diplomas, there is the signature of the Director of the Institute and the Rector.

## **PART FIVE**

### **Master's Program without thesis**

#### **Purpose and Coverage**

**ARTICLE 31** - (1) The aim of the non-thesis postgraduate program is to show students how to use the current knowledge in practice and gain profound knowledge on the professional subject. The period project to be prepared at the end of graduate studies without thesis;

- a) researching a scientific method,
- b) to examine a scientific method,
- c) Applying a known method to a similar area,

It must fulfill one of its qualities.

(2) Master's program without thesis; It consists of a total of 30 local credits and a semester project course with not less than 90 ECTS. The number of courses, the sum of local credit and ECTS credits can be increased by 50% with the decision of the Institute Board.

(3) The total workload is 30 ECTS, with 30 ECTS per workload of the MS program without thesis. For non-regular students, the maximum number of ECTS courses that can be taken in a semester is determined by the Senate's decision.

(4) The semester project course is non-credit; Is considered successful (P), unsuccessful (F), or incomplete (I). The student is required to register for this course in the semester in which the term project is taken and to submit written project and / or report at the end of the semester.

(5) The graduate student who successfully completes the course load and the workload of 90 ECTS and succeeded by the term project counselor is entitled to graduation.

(6) According to the principles determined by the Senate, the proficiency exam can be applied at the end of the Master's program without thesis.

(7) Up to three of the courses that the learners will take may be selected from undergraduate courses, provided that they have not been taken during the undergraduate study.

#### **Appointment of academic advisor and project advisor**

**ARTICLE 32** - (1) Academic adviser shall be appointed within fifteen (15) working days by the head of the department concerned after completion of the acceptance process of the student. The academic advisor is obliged to follow the education process of the student. If the head of the department concerned can not appoint an academic advisor, the academic adviser of the student is executed by the head of the department.

(2) In the non-thesis master's program, the curriculum department appoints a faculty member who will advise each student on course choice and project course, or an instructor with a doctorate degree with the qualifications determined by the Senate, until the end of the first semester. The project advisor is chosen from among the faculty members of the department or department. In case of necessity, a counselor may be appointed from among the instructors who are qualified by the doctoral or artistic proficiency determined by the approval of the Institute's Board of Directors and the instructors of the other universities. The advisor assignment is finalized with the recommendation of the relevant department or head of department and the approval of the Board of Directors of the Institute.

(3) Project consultant change, student's written application and project advisor, and the recommendation of the related Department / Head of Department and the approval of the Board of the Institute.

#### **Time**

**ARTICLE 33** - (1) The period of completion of the master program without thesis is at least three academic semesters, maximum four academic semesters, regardless of whether or not they register for each semester, starting from the period when the program related to the program in which they are enrolled is registered. At the end of this training, the student who is unsuccessful or unable to complete the program is interrupted.

#### **Passing to Master's program with thesis from without thesis program**

**ARTICLE 34** - (1) Those who continue to the master program without thesis may transfer to the graduate program with the condition that they fulfill the minimum requirements determined for the graduate program. In this case, the courses taken in the master's program without thesis will be considered as substitutes for the courses in the master's thesis.

#### **Graduation and diploma**

**ARTICLE 35** - (1) For the graduation of a student who is studying in non-thesis graduate programs, the following conditions must be fulfilled.

a) At least two copies of the graduate semester project must be submitted to the Institute, to be successful in the semester project, to successfully complete 90 ECTS credits and to provide other conditions.

b) a CD containing abstracts written in Turkish and foreign languages of the semester project study report required by the Institute should be given.

c) In order to be successful of term project, the similarity rate should not exceed 30%.

(2) All relevant documents and information After the arrival of the Institute, the file of the student is examined by the Institute's Board of Directors. The graduation of the student who fulfills all the conditions for graduation is decided. A master's degree without thesis is given to the graduate student.

(3) The name of the program which is registered with the student on the graduate diploma without thesis is approved by YÖK. The date of graduation decision taken by the Administrative Board of the Institute is also the date of graduation of the student concerned. At the diplomas, there is the signature of the Director of the Institute and the Rector.

## PART SIX

### Doctoral Program

#### Purpose and coverage

**ARTICLE 36** - (1) Purpose of the Ph.D. program; Students will have the ability to do independent research, to interpret the scientific events with a broad and deep perspective, to interpret and to identify the steps necessary to reach new syntheses. The thesis that will be prepared at the end of doctoral studies;

- a) Informing innovation,
- b) Developing a new scientific method,
- c) Applying a known method to a new field,

It must fulfill one of its qualities.

(2) The coverage of the Ph.D. program is as follows:

a) A total of 21 local credits for students with a thesis graduate degree, provided that they are not less than 60 ECTS of the academic year and one is a course defined as Scientific Research Methods course or Modeling and Design Techniques course or at least seven Seminar, proficiency exam, thesis proposal and dissertation study.

b) For students who are accepted by the undergraduate degree; At least 45 local credits, at least fifteen courses, one seminar course, one semester course, one lesson that is not less than 120 ECTS of education and one of which is defined as one of the Scientific Research Methods course or the Modeling and Design Technics course or equivalent Exam, thesis proposal and dissertation study.

c) The number of courses and the sum of local credits can be increased by 50% with the proposal of the relevant department and the decision of the Institute Board. The seminar course is non-credit and is considered successful (P), unsuccessful (F) or incomplete (I). Thesis study is 120 ECTS and is evaluated as successful or unsuccessful.

d) The workload of each semester of the doctorate program is 30 ECTS and for students with postgraduate enrollment is 240 ECTS. The workload of each term of the graduate degree and doctoral programs accepting students is 30 ECTS, total 300 ECTS. For non-regular students, the maximum number of ECTS courses that can be taken in a semester is determined by the decision of the Senate with the proposal of the Institute Directorate.

(3) A maximum of four courses may be selected for the students who are accepted to the graduate degree from the courses given in the other higher education institutions by the recommendation of the Graduate School of the Institute of Anatolian / Administrative Board and the approval of the Graduate School Administrative Board.

(4) Ph.D. students may take undergraduate or graduate courses at the recommendation of their academic and / or thesis advisor. However, undergraduate or graduate courses are not counted towards course load and doctoral credits.

#### Student acceptance

**ARTICLE 37** - (1) The number of students and the number of students will be determined by the proposal of the President of the Ministry of Education, the decision of the Institute Board and the approval of Senate. Accepted student quotas, documents required for application, application and other conditions are declared by the Rectorate and students are accepted according to the principles stated in the 5th article.

#### Time

**ARTICLE 38** - (1) Completion of the PhD program; Four academic years (eight academic semesters) and six academic years (six semesters), regardless of whether or not they enroll for each semester, starting from the period when the program related to the program is enrolled for the students enrolled in the thesis master's degree, Twelve academic semesters) and the regulations on implementation are made by the Senate.

(2) The period of completion of the doctoral program; (Ten academic semesters), regardless of whether or not they are enrolled for each semester, starting from the period when the courses related to the program in which they are enrolled, for those who are admitted to the undergraduate degree, Semester) and regulations on implementation are made by the Senate.

(3) Ph.D. program consists of a doctoral degree program with at least one semester qualification, at least four semesters, and a master's degree, eight semesters; Students can complete the doctoral program in ten semesters, at least one semester proficiency for the ones who are accepted by the undergraduate degree and at least four semesters for the thesis. The completion times for the courses in the PhD program are given below.

a) Two semesters (four academic semesters) for those who are admitted with a master's degree with a maximum duration of completion of the required course for the Ph.D. program, three academic years (six academic semesters) for those who are accepted with a bachelor's degree. In this period, the student who is unable to successfully complete the credited courses or who fails to achieve the minimum grade point average is forbidden.

b) For students who have successfully completed the course load, who are successful in the proficiency examination and whose thesis proposal is accepted, but whose thesis study is accepted by the graduate degree stated in this paragraph, until the end of six academic years, for students who are accepted by the undergraduate degree, by the end of seven academic years. The relationship of the incapable student is cut off.

c) Those who have applied for the graduate degree and doctorate program and who have not completed their thesis studies and / or can not complete their thesis studies within the maximum period of time, must submit their graduate diploma without thesis in case of their demand for fulfilling the credit load, project and other conditions required for graduate without thesis .

#### **Appointment of academic advisor and thesis advisor**

**ARTICLE 39** - (1) Academic adviser shall be appointed within fifteen working days after the completion of the acceptance process of the student by the head of the department concerned. The academic advisor is obliged to follow the education process of the student. If the head of the department concerned can not appoint an academic advisor, the academic adviser of the student is executed by the head of the department.

(2) The institute proposes a dissertation supervisor for each student at the university. The thesis advisor is finalized by the decision of the Graduate School Administrative Board. The Institute proposes the thesis to be determined by the student's supervisor and the thesis supervisor together with the approval of the thesis supervision committee. The thesis will be finalized with the decision of the Executive Board of the Institute. Senatoca determines when the thesis advisor will be assigned in the student's program. However, it is mandatory for the thesis advisor to be appointed for the student who is admitted to the program with the graduate degree at the latest until the end of the second academic semester at the latest, and at the latest until the end of the fourth academic semester.

(3) The quality of the thesis work may be assigned by the second thesis supervisor in cases where more than one thesis supervisor requires, and the second thesis supervisor may be from persons who have at least a doctorate degree from outside the university. The thesis advisor is selected among the faculty members who have the qualifications to be determined by Senate. In the absence of a faculty member with the specified qualifications in the university, the faculty member from another higher education institution may be selected as a consultant by the Board of Directors of the Institute from the principles determined by Senaton.

(4) In the doctoral programs, faculty members must have managed at least one graduate thesis successfully completed to administer the thesis.

(5) The proposal of the doctoral dissertation consultant change, the written application of the student and the thesis advisor and the related department of the department / the master of education shall be approved by the Institute Administrative Board.

(6) The maximum number of thesis counseling per graduate and doctoral student is twelve. Increase of this number by 50% is determined by Institute Board. Non-thesis graduate project consultancy is out of this.

#### **Proficiency examination**

**ARTICLE 40** - (1) The purpose of the Proficiency examination; Is to test whether the student has the depth of the scientific research related to the basic subjects and concepts in the doctoral program and doctoral study. A student can take the proficiency test up to twice a year.

(2) Doctoral proficiency exams; It is held twice a year, from May to June and from November to December. Students admitted by the graduate degree must take the proficiency exam at the latest until the end of the fifth semester and the student accepted at the undergraduate level at the latest at the end of the seventh semester. In order to enter the proficiency exam, the student gives a petition to the Directorate of the Institute according to the declaration announced before the proficiency exam periods. A student who fails to take the proficiency test on the announced date shall be deemed unsuccessful.

(3) Proficiency exams are organized and administered by a doctoral proficiency committee composed of five full-time faculty members who are recommended by the curriculum presidency and approved by the Institute's Board of Directors. Ph.D. Qualification Committee; Apply and evaluate the exams in different fields, and establish the examination jury or jury for the doctoral qualification examination. The Doctoral Qualifying Examination Jury consists of five faculty members, including at least two of them from outside the university. Proficiency exam meetings are held open to the participation of the lecturers, lecturers and experts of the field.

(4) PhD qualification examination is conducted in two parts, written and oral. At least 50 out of 100 students are required in each department. Students who take less than 50 grades from the written exam can not be accepted as oral examinations. In order for the student to be successful in the PhD qualification examination, the score obtained as a result of dividing the total of the grades taken from both exams into two should be at least 75 out of 100. For written and oral exams, a doctoral proficiency jury, proposed by the PhD Qualification Committee and approved by the Graduate School Administrative Board, is formed. Each of these jury members must ask at least one question. In writing and oral examinations, each jury member is evaluated on 100 full points and equal weighted average score of five jurors is determined as oral exam grade. Written exam duration must not be less than 60 minutes and not more than 120 minutes, oral exam duration not less than 45 minutes and not more than 120 minutes for each candidate. Written and oral exams are recorded in minutes. The questions asked during the oral examinations and the answers given by the students are recorded by the rapporteur in the doctoral examination jury.

(5) Examination jurisdictions determine the success or failure of the learner by evaluating the success of the learner's written and oral exams. This decision is notified to the Graduate School by the Graduate School within three days following the qualification examination of the Graduate School.

(6) Ph.D. qualification exam jury may require that a student who has failed or succeeded in taking the qualification exam take extra courses / courses by taking the counselor's recommendation, provided that it does not exceed 1/3 of the total credit amount, even if the course load is completed. This decision shall be notified to the Graduate School within three days following the qualification examination of the PhD qualification jury.

(7) The student who fails the doctoral qualification examination registers for the doctoral qualification and goes back to the doctoral examination again in the next semester. In this examination, the student who fails also is dismissed from the doctorate program.

(8) Students failing the PhD qualification examination are also considered to be unsuccessful in the PhD qualification course.

(9) Students who are admitted to a doctoral program with a bachelor's degree must be at least seven professors successful in passing to the graduate program. The courses they have taken in the doctorate program are determined by the proposal of the related department and the decision of the Graduate School Administrative Board taking into consideration the local credits, ECTS credits and contents.

#### **Thesis monitoring committee**

**ARTICLE 41** - (1) For the student who is successful in the proficiency examination, a thesis follow-up committee shall be established within one month by the recommendation of the related department and the approval of the Administrative Board of the Institute in the responsibility of the thesis supervisor.

(2) The thesis monitoring committee consists of three faculty members. There are members from inside and outside the relevant department of the committee other than the thesis advisor. In the case of a second thesis advisor, the second thesis advisor may attend the meeting.

(3) Members may be amended after the establishment of the thesis monitoring committee by the recommendation of the related department of the department and approval of the Graduate School Administrative Board.

#### **Defense of thesis proposal**

**ARTICLE 42** - (1) Successfully completing the PhD qualification examination, the student shall, within six months at the latest, orally defend the thesis proposal, including the purpose, methodology and work plan of the research to be conducted, in front of the thesis monitoring committee. The thesis proposal is submitted to the Institute Directorate with the approval of the defense request, the written application of the student's thesis advisor and the head of the department, and the oral defense date is announced by the Directorate of the Institute.

(2) The student shall distribute a written report on the thesis proposal to members of the thesis monitoring committee at least fifteen days prior to oral defense.

(3) After the completion of the defense of the thesis proposal, the thesis monitoring committee decides on the thesis proposal, acceptance, correction or rejection by simple majority, and makes a minute. This report shall be notified to the Institute within three days by the presiding of the relevant department.

(4) The dissertation monitoring committee for the student whose thesis proposal is accepted shall meet twice a year, once between January-June and July-December. At least one month before the meeting date, the student presents a written report on the development of the thesis work to the members of the thesis monitoring committee. The summary of the work done so far and the work plan to be carried out in the next period are specified in this report. The thesis work of the student is determined as successful or unsuccessful by the thesis follow-up committee and a report is sent to the Directorate of the Institute

through the head of the department of education. The dissertation of the student who has failed twice or three times intermittently by the thesis monitoring committee is interrupted.

(5) The student who corrects the thesis proposal will be made defensive thesis proposal by making necessary corrections within one month at the latest. Within three days following the end of the acceptance or rejection decision of the proposed thesis proposal, the Institute shall be notified in writing.

(6) The rejected student has the right to choose a new thesis supervisor and / or thesis topic. In such a case, a new thesis monitoring committee may be appointed by the recommendation of the head of the department concerned and the decision of the Graduate School Board. A student who wishes to continue with the same thesis advisor for a thesis study shall be taken back to the thesis proposal defense at the latest within six months at the latest within three months, and the student who changes the thesis topic. In this defense of the thesis proposal, the rejection of the rejected student is discontinued.

(7) Without a valid excuse for the defense of the thesis proposal, the student who does not enter in the period stated in the first paragraph shall be considered as unsuccessful and the thesis proposal shall be rejected.

### **Finalizing doctoral thesis**

**ARTICLE 43** - (1) A student in the PhD program must prepare the results of the thesis according to the principles of the thesis writing guide determined by the Senate, submit the Instructor with the presentation of the advisor and defend it orally in front of the jury. After the doctoral thesis is spent through the plagiarism software program, the student's thesis is accepted to defend. The similarity rate in the plagiarism software program can not exceed 15%.

(2) Before the defense of the doctoral thesis and in the thesis which is corrected, the student completes the thesis together with the correction and submits it to the thesis supervisor. The thesis advisor submits to the Institute the plagiarism report regarding the thesis with the view that the thesis is defensible. The Institute checks the plagiarism software program report related to the dissertation and sends it to the thesis advisor and members of the jury. The thesis is sent to the Administrative Board of the Institute for decision together with the justification in case of finding a real plagiarism in the data of the protocol.

(3) A report of at least three thesis monitoring committees must be submitted in order for the student's thesis to be finalized.

(4) Doctoral dissertation jury is determined and appointed by the Institute's Board of Directors with the recommendation of the head of the department concerned. The jury consists of five faculty members, including faculty members of the thesis follow-up committee of three students, and a total of at least two lecturers from other higher education institutions. The Board of Directors of the Institute decides whether or not the thesis advisor has the right to vote. The second thesis supervisor may be present at the jury without voting rights. Members who will not be able to attend the jury due to strict requirements must notify reason to disagree within ten days at the Institute Directorate in writing.

(5) The thesis is kept open for examination for fifteen days by the Institute, and announced to the Rectorate, faculties and other institutes. If there are written comments about the thesis during the period while the dissertation is kept open for review, the members of the jury will be notified separately in writing to the Institute Directorate. The jury members prepare a detailed personal report on the thesis by examining the doctoral thesis presented by the candidate, from the scientific and formal perspective. The jury members give these reports to the Institute Directorate within twenty days at the latest from the date the thesis is delivered to them and before the student is taken to the thesis examination.

(6) The members of the Jury shall meet at the latest within one month from the date on which the said thesis is delivered to them and take the student to the thesis defense examination. The date and place of the doctoral thesis defense examination is determined by the Directorate of the Institute, and written to the members of the jury and the students. The thesis defense exam consists of presentation of the thesis work and the following question and answer section. Thesis defense meetings are open to the participation of the lecturers, the graduate students and the experts of the field, and the student can only ask questions from the jury members.

(7) After the completion of the thesis examination, the jury decides on acceptance, rejection or correction of the dissertation with a simple majority and sets a minutes. This record shall be notified to the Institute within three days following the thesis examination under the chairmanship of the program department. Students accepted as thesis are evaluated as successful. When the thesis is unsuccessful, the rejected student is dismissed. The student who has been given a correction for the thesis should make the necessary corrections within six months at the latest and defend his thesis in front of the same jury. In this defense, the relationship of the unsuccessful student is discontinued. Students who are enrolled in a doctorate with a bachelor's degree and are not successful in thesis are entitled to a master's degree without thesis.

### **Doctorate diploma**



**ARTICLE 44** - (1) The student who is successful in the thesis defense examination and who satisfies the other conditions shall submit the six copies of the doctoral thesis prepared according to the thesis writing guide to the Institute within one month from the date of entrance to the thesis defense examination. A student who can not deliver his / her thesis within a month can apply for a maximum of one month additional period by applying to the Institute Director with a petition informing his / her valid excuse. A student who does not fulfill these conditions can not take his / her diploma until the conditions are fulfilled, can not benefit from his / her student rights, and is dismissed if the maximum duration expires.

(2) In order to be eligible for a diploma, it is mandatory that a doctoral student in all doctoral programs with undergraduate education in accordance with the university institutes graduated from Istanbul Aydin University, published a scientific article in internationally accepted journals or accepted for publication. This publication is published by the Science and Technology Citation Index (SCI) and the Arts Humanities Citation Index (AHCI) Citation Index (CMCI), ANBAR, ECONLIT and Architectural Periodicals Index. The recommendation of the doctorate programs not subject to publication conditions and the presidency of the department of the department of education to determine the conditions to be fulfilled shall be determined by the decision of the Institute Board.

(3) The name of the program approved by YÖK is found in the Graduate Program of the Graduate School in which the student is registered on the doctorate diploma. The date of graduation decision taken by the Administrative Board of the Institute is also the date of graduation of the student concerned. At the diplomas, there is the signature of the Director of the Institute and the Rector.

## **PART SEVEN**

### **Proficiency in Arts Program**

#### **Purpose and coverage**

**ARTICLE 45** - (1) Proficiency program in art; To reveal an original work of art, to achieve mastery in music and performing arts, as well as a superior application and creativity, and to be competent in the basic issues within its own discipline. The proficiency program in art is opened in the branches determined by YÖK. The proficiency program in arts is a higher education program equivalent to a doctor.

(2) A student who is proficient in art in an art field prepares a proficiency essay in art or a proficiency essay in art. Thesis or practical studies to be prepared at the end of the proficiency program in art;

A) Creating an original artwork,

B) Developing an original project,

C) Performing / managing a concert or recital requiring superior practice and creativity, practicing or exhibiting / performing a stage work,

It must fulfill at least one of its qualifications.

(3) Proficiency in arts program; At least seven courses with less than 60 ECTS per year are required for the students who are accepted with thesis graduate degree and at least 21 courses for local students and one academic year and 60 ECTS for studies such as thesis, exhibition, project, recital, It consists of 240 ECTS. At least 300 courses including 45 local lecturers for the students accepted to the undergraduate degree and at least 15 courses with less than 120 ECTS per academic year and studies such as thesis, exhibition, project, recital, concert, ECTS. Proficiency in art is non-credit and considered successful or unsuccessful. Proficiency in the Arts program students' workload per semester is 30 ECTS; A total of 300 ECTS for graduate students, and 30 ECTS for one semester work load of students who graduated.

(4) The number of credits to be taken and the number of courses to be taken shall be determined by the resolution of the Administrative Board of the Institute with the proposal of the presidency of the department.

(5) Up to four courses may be selected for the students who have been accepted for graduation from the courses given in the other higher education institutions by the recommendation of the graduate courses, the presidency of the related department and the Administrative Board of the Institute and for the students accepted by the graduate degree.

(6) Proficiency in arts students can take undergraduate courses with the advice of the advisor. Undergraduate courses are not counted towards course load and artistic proficiency.

#### **Student acceptance**

**ARTICLE 46** - (1) Determination of the number of students to be admitted to the professorship programs in the university and the number of students to be accepted to the program shall be finalized with the approval of the Institute Administrative Board and the approval of the Senate. Accepted student quotas, documents required for application, application

and exam dates and other conditions are declared by the Rectorate and students are accepted according to the principles stated in the 5th article.

(2) Applicants who have graduated from the undergraduate and / or graduate programs determined by the decision of the Council of Universities may apply to the proficiency program in art. Students who have graduated from the undergraduate and / or graduate programs of Senatoca can also be admitted to these programs.

(3) In order to be able to apply for proficiency in art, candidates must have a bachelor's or master's degree and at least 55 pounds for ALES verbal points and candidates applied for undergraduate degree, except those who graduated from fine arts faculties, conservatory graduates and equivalent programs of other faculties ALES must have an ALES score to be determined at Senatoca, provided they are not less than 80 points in verbal score type.

(4) Those who apply to the proficiency program with art degree degree must have an average score of at least 3.00 or an equivalent point of 4.00 of undergraduate graduation grade averages. ALES score, post-graduate average, interview / aptitude test / portfolio exam result can be evaluated in admission to candidates' proficiency in art programs. The reference letter to be submitted by applicants for this assessment, the composition, international standardized exams and other similar documents stating why they want to be proficient in the art are determined by the Senate.

(5) It is compulsory to take at least 55 points from international foreign language exams accepted as equivalent to central foreign language exams accepted by YÖK except for their mother tongue in the proficiency program of arts, or an equivalent score from international foreign language exams which are accepted as equivalent by ÖSYM, It is the Senate's decision to raise these minimum points if necessary, according to the characteristics of the programs to be entered.

(6) It is determined by the Senate how much weight the ALES score will be assessed on, provided that it is not less than 50%. The university can only accept students with ALES score. Equivalent scores that are equivalent to ALES and declared YÖK can be increased by the decision of the Senate. However, the provisions of the third paragraph apply to the students / faculty of fine arts faculties and conservatories in the institutes.

#### **Time**

**ARTICLE 47** - (1) The period of completion of the proficiency program in art; Starting from the period when the courses related to the program that is registered for graduate students with the exception of the scholastic preparatory period are enrolled, eight academic semesters, regardless of whether they are enrolled for each semester, with a maximum completion period of twelve academic semesters, ten academic semesters The maximum completion period is fourteen academic semesters.

(2) Successful completion of the credited courses required for the proficiency in arts program is four semesters for those who are admitted with a master's degree with a maximum of thesis, and six academic semesters for those who are admitted with a bachelor's degree. Students who can not successfully complete their credit courses during this period or who can not achieve the grade point average stipulated by the University are interrupted.

(3) Students who have successfully completed their credit courses and their applications but who have been accepted for a thesis, exhibition, project, recital, concert, or representative work by the master's degree as mentioned in the first paragraph, Until the end of seven academic years.

(4) Undergraduate master degree diplomas are awarded to those who are unsuccessful in the artistic proficiency thesis, provided that they have fulfilled the required credit load, project and other similar requirements from the students applying to the arts proficiency program.

#### **Appointment of academic advisor and thesis advisor**

**ARTICLE 48** - (1) Academic adviser shall be appointed within fifteen (15) working days by the head of the relevant department after the completion of acceptance of the student. The academic advisor is obliged to follow the course of the student's education and training. If the head of the department concerned can not appoint an academic advisor, the academic adviser of the student is executed by the head of the department concerned.

(2) The thesis, exhibition, project, recital, concert that a thesis supervisor and thesis supervisor and student will designate for the work of the thesis, exhibition, project, recital, concert, representation from the university cadre who will make thesis supervision for each student , Representations and headings of such studies as the Institute suggests. This proposal becomes final with the decision of the Institute's Board of Directors. The supervisor must be appointed at the latest until the end of the second semester. If more than one thesis supervisor requires the qualification of proficiency in art, a second thesis supervisor may be appointed. In order to be able to manage works such as thesis, exhibition, project, recital, concert, representation in proficiency programs in arts, at least one successfully completed master's degree must be administered. The second thesis supervisor may also be a person who has a doctoral / artistic qualification from outside the University.

(3) The upper limit of thesis counseling per graduate and doctor's degree is 12. Increase of this number by 50% is determined by Institute Board. Non-thesis graduate project consultancy is out of this.

(4) The counselor is selected among the faculty members whose qualifications are determined by the Senate and instructors who have the doctorate / proficiency level in the arts.

#### **Defence of competence in arts proposal**

**ARTICLE 49** - (1) The student who successfully completes his / her credit courses and practices; Defend the thesis / exhibition / project proposal, including the purpose, methodology and working plan of the work to be done within six months at the latest, in front of the thesis monitoring committee. The student disseminates a written report on the dissertation / exhibition / project / recital / concert / representation proposal to the members of the thesis monitoring committee at least fifteen days prior to oral defense.

(2) The monitoring committee decides, by absolute majority, acceptance or rejection of the thesis / exhibition / project / recital / concert / representation proposal presented by the student. This decision shall be notified to the Directorate of the Institute within three days following the recommendation of the head of the department concerned.

(3) Students rejecting the thesis / exhibition / project / recital / concert / presentation proposal are entitled to choose a new advisor and thesis, exhibition, project topic within the framework of the principles determined by the Institute Administrative Board. In such a case, a new thesis, exhibition, project, recital, concert, representation monitoring committee may be appointed. Programa A student who wants to continue with the same advisor is taken within three months, the advisor and a student who changes the topic are defended again within six months to propose the thesis, exhibition, project, recital, concert, representation. In this defense of the thesis proposal, the rejection of the rejected student is discontinued.

(4) Thesis, exhibition, project, recital, concert, representative thesis follow-up committee for the student who accept the thesis, exhibition, project, recital, concert, proposal of representation shall be held twice a year between January-June and July- Times. The student shall submit a written report to the members of the thesis monitoring committee at least one month before the meeting date. In this report, a summary of the work done so far and the work plan to be made in the next year are specified. The thesis / exhibition / project / recital / concert / representation work of the student is evaluated as successful or unsuccessful by the thesis monitoring committee. The dissertation of the student who has failed twice or three times intermittently by the thesis monitoring committee is interrupted.

#### **Proficiency in arts monitoring committee**

**ARTICLE 50** - (1) A thesis / exhibition / project monitoring committee shall be established within one month by the recommendation of the head of the relevant department and the approval of the Graduate School Administrative Board for the student who successfully completes his / her credit courses and practices.

(2) The thesis / exhibition / project monitoring committee consists of three faculty members. Apart from the counselor on the committee, there is one member from inside or outside the relevant mother tongue and from outside the institution. If the second consultant is found, the second consultant may attend the meeting of the committee.

(3) Members may be amended after the establishment of the thesis / exhibition / project monitoring committee by the proposal of the head of the relevant department and approval of the Graduate School Administrative Board.

#### **Conclusion of competence in art**

**ARTICLE 51** - (1) The results of a student preparing a thesis; The artist must write a report in accordance with the editorial manual for the proficiency in arts explaining and documenting works such as exhibitions, projects, recitals, concerts, representations and also to defend his thesis, exhibition, project, recital, concert, representation orally in front of the jury. Competence in art is accepted as a thesis, exhibition, project, defense of the student after being passed through the thesis, exhibition, project, recital, concert, similarity program. The similarity rate can not exceed 15%.

(2) Before the defense of proficiency in art and in the thesis and works corrected, the student completes the thesis / work together with the correction and presents to the thesis supervisor. The thesis advisor submits to the Institute the plagiarism report regarding the thesis with the view that the thesis is defensible. The Institute checks the plagiarism software program report on the subject and sends it to the thesis advisor and members of the jury. The thesis is sent to the Administrative Board of the Institute for decision together with the justification in case of finding a real plagiarism in the data of the protocol.

(3) Proficiency proficiency is appointed by the jury, consultant and proposal of the Presidency of the Presidency of the Master and the approval of the Administrative Board of the Institute. The jury consists of five faculty members, including a supervisor of one student and a thesis supervisor, at least two of whom are faculty members of other higher education institutions. The second thesis advisor may take part in the jury of competence in art without voting rights.

(4) Members of the jury of proficiency in art shall meet in a month at the latest from the date on which the said thesis or text is delivered to them, and the student shall be examined. The examination consists of presentation of competence in arts and the following question and answer section. The examination is open to the participation of the audience, consisting of lecturers, graduate students and field specialists.

(5) After the completion of the examination, the jury decides on acceptance, rejection or correction of the artistic proficiency work such as dissertation, exhibition, project, recital, concert, Students accepted for thesis and proficiency in arts are evaluated as successful. This decision shall be notified to the Institute within three days following the examination by the Director of the Institute. A student who has been given a decision to amend the thesis and proficiency in arts profession should submit his thesis or exhibition or project or recital or concert or artistic competence work such as representation again in front of the same jury at the latest within the next six months. The dissertation of the student rejected in the thesis and in the art proficiency examination rejected or refused after the correction is interrupted. Students who are not successful in the proficiency of arts such as dissertation, exhibition, project, recital, concert, representation are accepted as graduate diplomas without thesis in the demand of those who have been admitted to the proficiency program.

#### **Proficiency diploma in art**

**ARTICLE 52** - (1) Students who are successful in the proficiency in arts are granted a diploma that determines the area according to the nature of the arts approved by YÖK, in order to provide other conditions. The Graduation Date is for all students, the Graduate School Board.

(2) To be successful in defense of the thesis and to provide other conditions, at least three copies of the bound essay of the artistic thesis must be submitted to the Institute within one month from the date of entrance to the thesis examination. The Graduate School Administrative Board may extend the student's application period for a maximum of one month. Students who can not fulfill these conditions can not take their degree until they fulfill it, can not benefit from the student's rights, and are dismissed if their maximum duration expires.

(3) In order for a student to graduate, he / she must fulfill the publication requirement stated in article 44.

(4) On the proficiency degree in art, there is the approved name of the program in the main course that the student has followed. This diploma is signed by the Director of the Institute and the Rector.

### **PART EIGHT**

#### **Miscellaneous and Final Provisions**

##### **Student exchange and joint education programs**

**ARTICLE 53** - (1) Diplomas in which the students enrolled at the university are registered with the ECTS credits, the proposal of the relevant department of education and the decision of the Graduate School Board of the courses or applications they take from another higher education institution at the same level within the scope of national and international student exchange programs in Turkey or abroad. can be counted instead of the credits of the courses they are obliged to.

(2) The enrollment of these students in the University shall continue for the period of their stay at the higher education institutions abroad and shall be counted during the period of education.

(3) Students may take courses that may be equivalent to those in their own program, instead of the courses they need to take during their exchange program. In the thesis phase, students who go to other higher education institutions within the frame of change and fail the workload of 30 ECTS credits at the end of the semester will be considered as unsuccessful at that time.

(4) The student chooses 30 ECTS credit courses under the supervision of his / her advisor before going to the other universities. The selected courses are finalized by the recommendation of the related department / department and approval of the Graduate School Administrative Board. The grades obtained from these courses are translated into the 20th grade grading system and processed in the student transcript and participate in the academic average.

(5) If there are courses in which the student has failed in these courses, the student shall take the courses approved by the Institute's Board of Directors and accepted as equivalent from the lessons he / she did not take in his / her program.

##### **Discipline**

**ARTICLE 54** - (1) The disciplinary work and procedures of the students shall be carried out according to the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

##### **Unclaimed cases**

**ARTICLE 55** - (1) In cases where there is no provision in this Regulation, the provisions of the related legislation and decisions of the Board of Trustees, the Senate and the Institute shall be applied.

##### **Regulation removed from enforcement**

**ARTICLE 56** - (1) Istanbul Aydın University Graduate Education and Examination Regulations published in the Official Gazette dated 21/6/2015 and numbered 29393 have been abolished.

**Transitional provisions**

**PROVISIONAL ARTICLE 1** - (1) Students registered or graduated without thesis before 6/2/2013 may apply to doctorate programs.

**Force**

**ARTICLE 57** - (1) This Regulation shall enter into force on the date of its publication.

**Executive**

**ARTICLE 58** - (1) The provisions of this Regulation shall be executed by the Rector of Istanbul Aydın University.