

**ATILIM UNIVERSITY**  
**GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES**  
**ACADEMIC REGULATIONS CONCERNING GRADUATE STUDY, EXAMINATIONS, AND**  
**ASSESSMENT**

**PART ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

ARTICLE 1- (1) The aim of these regulations is to set out the objectives, procedures and principles of graduate studies at the Atılım University. Graduate education includes master's and Doctorate studies.

**Scope**

ARTICLE 2- (1) These regulations cover the rules concerning the Master and Ph.D. programmes of the Graduate School of Natural and Applied Sciences.

**Basis**

ARTICLE 3- (1) These regulations have been drawn up on the basis of Article 14 of Law No. 2547 (dated 4 November, 1981) on Higher Education.

**Definition**

ARTICLE 4- (1) The terms and abbreviations in this document shall be defined as follows;

EPE: Atılım University English Proficiency Exam,

DI: Department of Institute,

GSS: Graduate School of Natural and Applied Sciences,

BGSS: Board of Graduate School of Natural and Applied Sciences,

BMGSS: Administrative Board of Graduate School of Natural and Applied Sciences,

GRE: International Graduate Record Examination,

The President's Office: The Atılım University President's Office,

The Senate: The Atılım University Senate.

The University: Atılım University.

**PART TWO**

**Procedures and Principles about Graduate Admissions**

**Graduate Admissions**

ARTICLE 5- (1) All Turkish citizen applicants are required to take the ALES - Academic Personnel and Education Entrance Exam administered by ÖSYM (Student Selection and Placement Center) every year, English Proficiency Exam, and an interview. To apply to graduate programs all the applicants shall have a bachelor's degree and ALES quantitative not less than the minimum score which is stated in the post graduate education and teaching regulations published in the Official Newspaper dated 1<sup>st</sup> June 1996, No. 22683 that is issued by the university committee and the minimum score of the senate. The scores which are taken in the exams must be within the validity period from the date of

the application. ALES scores are valid for 3 years. The assessments are determined by the senate provided that the score of ALES is not less than 50%.CGPA, level of English proficiency, and, if any, GRE or GMAT scores are required in the assessment and acceptance of international applicants

## **(2) Doctoral Program**

- a. All applicants are required to have a Bachelor's degree or a Master's degree which is admitted by the related Department of Institute.
- b. Applicants are required to have a bachelor's degree or graduate (master's) degree - not less than 3.00/4.00 or equivalent.
- c. For admission into a Doctoral program, Turkish citizens must hold a Masters degree, and the minimum ALES exam score determined by the department administration, not being less than 55 in the quantitative score type required by the program applied. ALES quantitative, GRE quantitative or GMAT scores hold by the applicants shall meet the minimum score requirements stated in the post graduate education and teaching program. Each shall not be less than the minimum scores which are determined annually by the Higher Education Committee and must be above the minimum scores determined by Graduate School of Natural and Applied Sciences.
- d. The assessment and admission of international applicants to graduate programs are hold upon undergraduate and graduate CGPA and, if any, GRE or GMAT scores.

(3) Applications to graduate programs are accepted at Graduate School of Natural and Applied Sciences. The deadlines for applications shall not be exceeded and all requested documents shall be submitted in due time. Miscellaneous matters about admissions are announced before the beginning of each semester by the university.

## **English Proficiency**

ARTICLE 6- (1) Applicants' level of English knowledge is evaluated according to the result of the English Proficiency Examination (EPE) or according to the equivalent results of other English language proficiency exams specified by the Senate. For admission into a graduate study program, the acceptable score on these exams is determined by the recommendation of the department administration and the acceptance of the Administrative Board of the GraduateSchool The international applicants whose native language is English are exempted from the EPE.

(2) For the graduate (Master's) program applicants, the score cannot be less than 60 out of 100 for the university EPE. EPE score is valid for one year.

(3) In the Interuniversity Language Proficiency Exam (ÜDS), a minimum score of 55 is required for PhD applicants or an equivalent score from English proficiency exams accepted by the Interuniversity Board. International students are also required to submit a minimum score of 55 in English, French, or German in ÜDS. The ÜDS exam taken shall be in one of the languages mentioned above other than the native language of international applicants. A corresponding score from any of the English proficiency exams determined by Interuniversity Board is also valid.

## **Admission of Transfer Students**

ARTICLE 7- (1) Students who have successfully accomplished at least one semester in an accredited university or in one of the departments in GSS may transfer to the graduate program with the proposal of related DI and the decision of BMGSS on condition of completing all documents before the deadline. The admission is hold according to the regulations of graduate study. In the proposal of related DI, from which courses the student will be exempted shall be included. Students transferring from other universities shall succeed in EPE or any other corresponding proficiency exam. The

accreditation of courses for students transferring from universities that have a varying semester length is determined with the proposal of DI and the decision of BMGSS.

(2) Students providing the requirements in article 5 of this regulation and having completed successfully at least one semester of the graduate program in another university may be accepted to the doctorate program with the approval of the relevant DI and BMGSS. The applicants who apply for graduate study transfer shall sign a counseling protocol as described in article 33 of this regulation. These applicants' course adjustments are done with the proposal of the supervisor and the approval of DI and BMGSS.

### **Admission to English Language Preparatory Program**

ARTICLE 8- (1) The applicants whose level of success is found sufficient to be accepted to graduate studies but who fail or would not take the English Proficiency Exam are given the maximum of one year period to improve their English proficiency. The applicants must be successful in EPE which they take during this period or in the equivalent English proficiency exams mentioned in article 6 of this regulation. A one year period of time spent on learning English is not included in the total period given for the graduate study. Students providing the mentioned requirements can register to English Language Preparatory program.

### **Deficiency Program**

ARTICLE 9- (1) The deficiency program is administered for adaptation and orientation of successful students to the graduate study (Master's) they apply for. The deficiency program cannot be more than 18 credits. Students for this program are determined by DI according to their academic success and the structure of their undergraduate course programmes. The criteria and regulations are as follows:

- a. The course program of a master's student who has been admitted to the Deficiency Program is made up of undergraduate level courses. These courses cannot be substituted for the courses necessary for completion of the concerned Master's program.
- b. Students attending deficiency program can also take graduate courses on the recommendation of the chairperson of DI and with the approval of the BMGSS.
- c. The period of deficiency program lasts one year. This period is not extended except for the semester holidays. The period of the program is not included to the periods of the graduate program which is mentioned in this regulation.
- ç. Graduate students in the program must maintain a cumulative grade point average (CGPA) of at least 2.00 and not receive a grade lower than DD in their current courses in order to continue their regular graduate studies.
- d. Students who fail to complete deficiency program in due time or who have not registered in any period of the program shall be dismissed from the graduate program.

(2) Students in deficiency program (PhD) may enroll in six courses for a maximum of 18 credits. The period of deficiency program lasts one year. This period is not extended except for the semester holidays. The period of the programme is not included to the periods of the graduate program which is mentioned in this regulation.

- a. Students enrolled in the deficiency program shall take undergraduate and graduate courses on the recommendation of DI and with the approval of the BMGSS.
- b. Graduate students in the programme shall accomplish the courses with at least 2.5 CGPA. They shall not receive a grade lower than CC in their undergraduate courses and BB in their graduate

courses in order to continue their regular graduate studies. The grades in the deficiency program shall not be eligible in the calculation of graduate study CGPA of graduate students.

c. Students who fail to complete the deficiency program in due time or not maintaining a CGPA of at least 2.5 shall be dismissed from the graduate program.

### **Special Provisions**

ARTICLE 10-(1) Turkish citizens residing abroad or foreign students who apply to a graduate program may be admitted according to the principles outlined above.

(2) The students who are accepted to graduate study must register to at least two courses for each term.

### **Admission of Special Students**

ARTICLE 11-(1) Persons who have graduated from an institute of higher education or who are currently enrolled in such an institution and who want to learn more about a specific subject may be allowed to take graduate level courses, as special students, at Atılım University. Approval of the Department and the Graduate School is required. Special students pay tuition for each course they take. However, they do not have the rights that mainstream students hold.

## **PART THREE**

### **Implementation of the Programs**

#### **Academic Year**

ARTICLE 12 – (1) Graduate Study Academic Year is defined in accordance with the Atılım University Office of Admissions Regulation published in the Official Newspaper dated 13<sup>th</sup> July 2000, No.24139.

#### **Attendance**

ARTICLE 13 – (1) Students are required to attend all classes, laboratory/practicum sessions and examinations. Instructors of all classes are expected to monitor student attendance.

(2) Graduate students can take a leave maximum for two terms only under the conditions that they register, pay the tuition for the courses, and have their excuse report notified by the BMGSS for each term of leave. The students cannot attend the courses and take the exams during the period they are excused. This period of leave is not regarded as a part of the academic period. Graduate students cannot take a leave during the deficiency program.

(3) The students who would like to deregister are to apply to the GSS directorate with a petition. The students are not reimbursed after deregistration.

### **Determination of Credit Hours for Graduate Courses**

ARTICLE 14 – (1) Credit hours for graduate courses are assigned as follows: 1.0 credit hour for each hour of lecture a week and 0.5 credit hour for each hour of laboratory a week. The Graduate Committee, based on recommendations from the relevant Departments, determines the credit hours for the graduate courses and which courses will be non-credit. The courses of Seminar, Professional Field, Semester Project and Thesis are non-credit.

### **Course Examinations and Evaluation**

ARTICLE 15 – (1) Graduate students are required to take a mid-term examination and/or complete other assigned projects/homework during the semester and, additionally, are required to take a final examination and/or complete a final project for course evaluation. The University will determine and announce the time and place of final examinations. Students will be given a final grade by the course instructor. The final grade will be based on the mid-term examination grade, the final examination grade and/or evaluation of final project, and the attendance record. Students who miss any examination may be given a make-up examination provided the Department determines that there is a valid reason for missing the examination.

## **PART FOUR**

### **Course Grades, Calculating Grade Point Average, Exemption**

#### **Letter Grades**

ARTICLE 16 – (1) The students will be given one of the letter grades listed below as their final score by their instructor as the end of term course grade.

a) The grades added to CGPA are as follows:

1)

| Score        | Course Grade | Coefficient |
|--------------|--------------|-------------|
| 90-100       | AA           | 4.0         |
| 85-89        | BA           | 3.5         |
| 80-84        | BB           | 3.0         |
| 75-79        | CB           | 2.5         |
| 70-74        | CC           | 2.0         |
| 65-69        | DC           | 1.5         |
| 60-64        | DD           | 1.0         |
| 50-59        | FD           | 0.5         |
| 49 and below | FF           | 0           |

2) The letter grade (I) is given to students who have been making a passing grade but are unable to complete the requirements of a course because of sickness or some other valid reason by the course instructor. Students receiving a letter grade of (I) must complete the missing class requirements within 15 days after the grade has been sent to the Registrar. Otherwise, the (I) grade will automatically become FF. In case of prolonged illness or similar situations, this period can be extended until the beginning of registration for the next semester upon recommendation of the DI and subject to approval of the BMGSS.

3 ) The grade (NA) is issued by the instructor of the course when a student does not fulfill the attendance and/or application requirements of the course. The grade (NA) is included in the cumulative grade point average (CGPA) as (FF).

b ) However, the following grades are not included in CGPA:

S- Satisfactory Completion

P- Satisfactory Progress

U-Unsatisfactory

EX- Exemption

NI-Not Included

- 1) The letter grade (S) is given to students who successfully complete their theses. The letter grade (S) is also given for non-credit courses that have been completed successfully.
- 2) The letter grade (P) is given to students who are making adequate progress on their theses.
- 3) The letter grade (U) is given to students who fail to make satisfactory progress on their theses. This grade is also used for the students who have been unsuccessful in both non-credit courses and courses that they take from other universities.
- 4) The letter grade (EX) is given for the courses taken by transfer students at other institutions provided such courses are accepted as equivalent to METU courses and counted as part of the minimum course load.
- 5) The grade (NI) is given if courses within the program or programs in which a student is registered are taken on the "condition that they are not included in the Cumulative Grade Point Average". This grade is indicated on the student's transcript together with the letter grade received from the relevant course. Such courses are not considered during the process of evaluating whether a course can count as part of the program or programs in which a student is registered.

(2) The semester course grades become effective when they are submitted to the Registrar's Office, where the grades are announced.

### **Errors In Grading**

ARTICLE 17 – (1) In the event any errors are found in the final grades announced by the Registrar's Office at the end of the semester, the procedure for correcting the error is for the relevant course instructor to apply for a correction, subject to approval of a DI. Errors discovered in grades for semester grades must be corrected, at the latest, during registration for the next semester.

### **Grade Point Average**

ARTICLE 18 – (1) A student's academic standing is determined by calculating the general grade point average at the end of each semester. The total credit point for a course is obtained by multiplying the course's credit hours by the final grade's coefficient. The grade point average (GPA) of any semester is obtained by dividing the semester's total credit points by the number of credit hours taken by the students for that semester. The obtained GPA is given to two decimal points. The cumulative grade point average (CGPA) is based on all courses taken from time of admission to the graduate program and all the courses taken to meet the minimal course load stipulated by the Department. The most recent grade obtained for a repeated course is used in the calculation of the cumulative grade point average (CGPA). All grades, however, are shown on the student's transcript.

### **Course Substitution**

ARTICLE 19 - (1) The course substitution and the related conditions of decreasing the time period from the regular graduate program by considering the courses of the graduate students during the Deficiency program, the special student program, the transfer issues and the previous graduate program are determined by the BMGSS. Graduate students who are enrolled in a master's program can have a maximum of two courses they have taken as a special student counted as part of their course load in a master's program. This procedure shall be carried out upon the student's application together with the recommendation of the relevant DI and the approval of the BMGSS.

(2) The course substitution and the related conditions of decreasing the time period from the regular graduate program by considering the courses of the post-graduate students during the Deficiency program, the special student program, the transfer issues and the previous graduate program are determined by the BMGSS.

## **PART FIVE**

### **DISMISSAL AND REPEATING COURSES**

#### **Dismissal**

ARTICLE 20 - (1) Graduate students are dismissed from their programs for the following reasons:

- a)** If a student's cumulative grade point average is less than 1.50 at the end of the first semester,
- b)** If a student's cumulative grade point average is less than 2.00 at the end of the second or any of the following semesters,
- c)** If a student receives the letter grade "U" for Masters or Doctorate thesis/ dissertation twice in a row or three times intermittently,
- c)** If the minimum required course load specified by the DI is not completed within four semesters by students in a master's program with thesis, and within six semesters by students in master's program without thesis, and/or if such a student has a Cumulative Grade Point Average (CGPA) less than 3.00 at the end of these periods,
- d)** If a student's thesis is rejected by the jury,
- e)** If a student's corrected thesis is rejected by the jury,
- f)** If graduate students do not complete the program in the specified time period,
- g)** If students do not pay the required fee or do not register in any semester within the registration period.

(2) Post-graduate students are dismissed from their programs for the following reasons:

- a)** If a student's cumulative grade point average is less than 1.50 at the end of the first semester,
- b)** If a student's cumulative grade point average is less than 2.00 at the end of the second or any of the following semesters,
- c)** If a student receives the letter grade "U" for Masters or Doctorate thesis/ dissertation twice in a row or three times intermittently,
- c)** If the minimum required course load specified by the GSS is not completed within four semesters by doctoral students who have enrolled with a masters degree, and within six semesters by students who have enrolled with a bachelor's degree, and/or if such a student has a Cumulative Grade Point Average (CGPA) less than 3.00 at the end of these periods,
- d)** If a student's thesis is rejected by the jury,
- e)** If a student's corrected thesis is rejected by the jury,
- f)** If a doctoral student fails the Doctoral Qualifying Examination twice,
- g)** If a doctoral student's thesis proposal is rejected by the jury twice,
- g)** If students do not complete the doctoral program in the specified time period,
- h)** If students do not sign a new contract within one month following the cancellation of the contract,
- i)** If students do not pay the tuition or do not register in any semester within the registration period.

#### **Repeating Courses**

ARTICLE 21 - (1) To pass any course, a Master's student must receive at least a CC and a Doctoral student at least a CB. Students must repeat courses they have failed or may substitute courses the Department accepts as equivalent.

Students may repeat a course they have passed so as to increase their cumulative grade point averages (CGPA), or substitute some other courses the Department accepts as equivalent, in order to improve their grades and, thereby, their cumulative grade point average (CGPA). However, in such cases, the Department Chairperson must notify the Registrar's Office at the beginning of the semester that the course is being repeated or that another course is being substituted.

2) To pass any course, a Doctoral student must receive at least a CB. Students must repeat courses they have failed or may substitute courses the Department accepts as equivalent. Students may take another substitute course for the course that they have failed with the recommendation of their thesis advisors. In such cases, the GSS must notify the Registrar's Office at the beginning of the semester

## **PART SIX**

### **Master's Program**

#### **Aim and Scope**

ARTICLE 22 - (1) Master's program can be administered with thesis and without thesis. The University Senate will decide which Departments will offer these programs and how they will be conducted.

(2) Transfer between master's with thesis and master's without thesis programs can be evaluated by BMGSS upon application of the student and the recommendation of the DI. However, the student can transfer at the end of the third semester at the latest. The student cannot apply for more than one transfer between the programs. The student whose application for transfer is approved is responsible to fulfill the requirements of the new program.

## **PART SEVEN**

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

#### **Aim**

ARTICLE 23 - (1) The aim of the master's program with thesis is to make students learn through scientific research, evaluation and coming to their own conclusions about what they learned.

#### **Period of Study and Course Load for Master's Program with Thesis**

ARTICLE 24 - (1) The rules related to the implementation of the master's program with thesis are as follows:

- a) A master's program with thesis is comprised of at least 7 courses, not being less than 21 credits, a seminar course and thesis studies. The maximum period to complete course work in a master's program with thesis is four semesters.
- b) The thesis supervisor for the student is proposed by the BMGSS upon approval of the DI no later than the end of the student's first semester. Thesis supervisors are chosen from the faculty members who possess the qualities determined by the Senate. If the student's thesis subject requires more than one supervisor, a co-supervisor may be appointed. The BMGSS makes decisions about the appointment of the thesis supervisor, co-thesis supervisor and changing supervisors.
- c) Determining the courses and issues related to registration is in the responsibility of the thesis supervisor and is carried out by the DI until a thesis supervisor is appointed.
- c) Students must register for thesis work every semester following the semester in which the supervisor is appointed.
- d) The Master's program with thesis can be completed within 4 semesters. However, students who have satisfied the conditions in the regulations may complete the program in a shorter period of time. Students, who complete the required course work and the seminar course but cannot complete the thesis work until the end of the fourth semester, are given two additional semesters to complete the thesis work.



e) A student may take undergraduate courses on the condition that the courses have not been taken during the undergraduate program. However, at most two of these courses may be counted to the Master's course load and credits.

f) On the recommendation of the Department Chairperson and with the approval of the BMGSS, students may take three graduate courses at most at other universities to be counted towards their program requirements. The student in such a case has to pay the tuition for that course determined for the University's master's program.

g) In cases where students take more courses than required by the Department, the additional courses will not be used in calculating the cumulative grade point average (CGPA) although such courses will appear on the transcript

### **Completing the Master's Thesis**

ARTICLE 25 – (1) The rules are as follows:

a. A student, who has completed work on the thesis within the time period specified in Article 20, must write a thesis, using the data collected, according to the specifications of the METU Thesis Writing Guide. The thesis must be written in English. The thesis must be defended, in English, before a jury. The thesis advisors are liable to control the appropriateness of the completed thesis with this guide.

b. A student whose thesis has been accepted by the thesis supervisor applies to the Department to take the thesis examination. The Department Chairperson sends one bound copy of the thesis, with the jury's recommendation, to the Director of the Graduate School. The deadline for taking a thesis examination is mentioned in the Academic Calendar.

c. The Master's thesis jury is appointed on the recommendations of the relevant Department Chairperson and with the approval of the BMGSS. The jury is composed of the thesis supervisor and 3 to 5 faculty members. Of the appointed jury members, up to one may be selected from another Department or another University. In case the jury consists of 3 members, the co-supervisor cannot be the jury member.

ç. Jury members conduct a thesis examination within one month after the thesis has been submitted. The thesis examination consists of a presentation of the thesis study, followed by a question and answer period, which is open to an audience.

d. A majority vote by the jury members determines the outcome of the thesis or examination. The vote can be for "acceptance", "rejection" or "correction". The Department Chairperson will inform the Director of the Graduate School, in writing, of the jury's decision within 3 days. To correct or change a thesis found incomplete and/or inadequate by the jury, the jury must specify in its report that such corrections are necessary. A student may be given, by a decision of the BMGSS, up to three months to complete the corrections. The student must then retake the thesis examination.

e. Students must register for the semester in which they are correcting their thesis. The students in such a case have to pay the tuition for one course determined for the University's master's program.

### **The Master's Diploma**

ARTICLE 26 - (1) A student who has completed all requirements for the Master's Degree must submit three bound copies of the thesis to the Director of the Graduate School within one month after taking the thesis examination. The Director of the Graduate School will check the thesis and if it is found to meet the specifications of the Graduate School, the student will be awarded the Master's Diploma.

(2) The name of the Department program completed will appear on the Master's Diploma.

## **PART EIGHT**

## **Master's Program Without Thesis**

### **Aim**

ARTICLE 27 - (1) The object of Master's program without thesis is to give students deep knowledge in a professional subject and to show how to use the existing knowledge.

### **Period of Study and Course Load for Master's Program Without Thesis**

ARTICLE 28 - (1) The rules are as follows:

- a. The minimum required course load is 10 courses and a semester project course which totals no less than 30 credit hours. The student must register for the semester in which they take the semester project course and give a written report at end of the semester.
- b. By the end of the first semester, a supervisor for the student is proposed by the Department who gives advice concerning the course selection and the semester project.
- c. Until the supervisor is appointed the Department Chairperson is responsible for advising students concerning course work and issues related to registration.
- ç. Maximum period to complete the Master's program without thesis is 6 semesters.
- d. A student may take undergraduate courses on the condition that the courses have not been taken during the undergraduate program. However, at most three of these courses may be counted to the Master's course load and credits.
- e. On the recommendation of the Department Chairperson and with the approval of the BMGSS, students may take three graduate courses at most at other universities to be counted towards their program requirements. The student in such a case has to pay the tuition for that course determined for the University's master's program.
- f. In cases where students take more courses than required by the Department, the additional courses will not be used in calculating the cumulative grade point average (CGPA) although such courses will appear on the transcript

### **The Master's Diploma**

ARTICLE 29 - (1) A student who has completed course work and semester project satisfactorily will be awarded the Master's diploma.

(2) The name of the Department program completed will appear on the Master's Diploma.

## **PART NINE**

### **Doctoral Program**

#### **Aim**

ARTICLE 30 - (1) The aim of the doctoral program is to make students satisfy independent research, comment on the scientific events with a wide and deep point of view, and determine the necessary steps to reach a new synthesis.

(2) The post graduate program consists of two main parts; courses and research study. The research study is presented to the academic jury as the doctoral thesis. The candidates are entitled to receive doctorate's degree upon completing the courses successfully, passing the qualifying examination, and the acceptance of the thesis by the jury.

#### **Duration of the Doctoral Program**

ARTICLE 31 - (1) Doctoral program must be completed within 8 semesters by students who hold a masters degree and within 10 semesters by students holding a bachelor's degree. The courses should be completed in the first three semesters and this duration may be extended for maximum one semester. The research study shall be completed in five semesters. Students are given a maximum of 4 additional semesters of the total eight semesters to complete thesis work. The post graduate program may be completed within four terms at the earliest. The students may take a leave for maximum two semesters during the post graduate education.

### **Course Load and Credits**

Article 32 – (1) Course load and credit regulations for the doctoral program are as follows:

- a. A doctoral program for students who hold a masters degree is based on at least 7 courses, not being less than 21 credits in total, a doctoral qualifying examination, a thesis proposal and a thesis. For those who have been accepted with a bachelor's degree, this program is comprised of a minimum of 42 credits or 14 courses, a doctoral qualifying exam, a thesis proposal, and a thesis.
- b. Taking undergraduate courses do not count as part of the doctoral course load or credits.
- c. On the recommendation of the thesis advisor and with the approval of the DI and BMGSS, students may take maximum three graduate courses at other universities to be counted as part of their program requirements
- ç. Students may take maximum three graduate courses from other departments to be counted as part of their program requirements on the recommendation of the thesis advisor and approval of the BMGSS. These courses count as part of the doctoral course load or credits.

### **Thesis Supervision**

ARTICLE 33 – (1) The students who are accepted to the doctoral program are required to sign a supervision protocol with a faculty member until the end of the first semester of the graduate study. The supervision protocol is signed by both the faculty member and the student. The title of the doctoral dissertation is stated in the protocol and the research to be carried out is defined in the summary. If necessary, the thesis supervisor may organize a qualifying examination in order to determine the scientific level of the student and may add the result of this examination to the protocol. The courses that the student shall take may be recommended in options if necessary. The supervision protocol takes effect with the approval of BMGSS. Either or both parties may apply to the GSS for the termination of the protocol on condition that they state their reasons. The Graduate School evaluates and concludes the request within a month at the latest. The doctoral student whose protocol is terminated before the completion of courses is supposed to sign another protocol. The doctoral student whose protocol is terminated after the completion of the courses is supposed to sign another protocol within a month at latest with another faculty of the institute with a doctoral degree. Otherwise, the student is dismissed from their programs.

### **Second Supervisor**

ARTICLE 34 – (1) A second thesis supervisor with a doctoral degree may be appointed if it is necessary to carry out the dissertation. The second dissertation supervisor is approved and appointed by the BMGSS in one month after the date that the student has passed the Doctoral Qualifying Examination.

### **Financial Provisions and Scholarships**

ARTICLE 35 – (1) The senate determines financial provisions and scholarships for the doctoral education.

## **Doctorate Qualifying Examination**

ARTICLE 36 – (1) The Doctoral Qualifying Examination consists of a written and oral examination to evaluate students' skills and knowledge of research in the field of interest.

- a) The Doctoral Qualifying Examinations are held twice yearly, in May and in November. The Doctoral Qualifying Examinations are prepared and administered by a five-member Doctoral Qualifying Committee recommended by the relevant Department Chairperson and approved by the BMGSS. The committee establishes juries of three to five members, one being the student's thesis supervisor, to prepare, administer and evaluate exams in different areas. Jury members are required to have a doctoral degree.
- b) Doctoral Qualifying Examinations are conducted entirely in English.
- c) Doctorate students take qualifying examination following the semester they complete their courses.
- c) Upon evaluating the written and oral examination results together, the jury decides via majority vote whether the student passes or fails. The BMGSS is informed of the decision with a written report by the Department Chairperson within three days at the latest.
- d) The jury may require the student who has passed the Doctoral Qualifying Examination to take additional courses even if the student has completed the normal course load. The additional course(s) taken must be credit course(s) (under NI status) and students must receive at least CB from the course(s). Students who do not complete the course(s) within these conditions will be dismissed.
- e) Students who fail the Qualifying Examination may retake the examination the following semester. Students failing the Qualifying Examination a second time are dismissed from the program.

## **Thesis Supervision Committee**

ARTICLE 37 – (1) A Thesis Supervising Committee is appointed on the recommendation of the Department and approval of the Administrative Committee of the Graduate School within one month after the student passes the Doctoral Qualifying Examinations. The Thesis Supervising Committee is comprised of three faculty members. Except for the thesis supervisor, there is one member from inside the Department and one member from outside the Department. If there is a co-supervisor, the co-supervisor may attend the Committee meetings. There may be changes in the members of the Thesis Supervising Committee on the recommendation of the thesis advisor and approval of the BMGSS.

## **Thesis Proposal Defense and Supervision**

ARTICLE 38 – (1) Rules related to dissertation and its supervision are as follows:

- a) Right after the thesis supervising committee is formed, the student has 6 months at most to defend his thesis proposal, the method of his thesis work and his future plans about his thesis work before the thesis supervising committee. The student should hand out a written report concerning the thesis proposal to the committee members 15 days before his defense.
- b) The Thesis Supervising Committee decides whether the thesis proposal is accepted or rejected. This decision is forwarded to the Graduate School by the Department.
- c) The student whose thesis proposal is rejected has the right to ask for a new thesis supervisor and a new thesis subject. In such cases, a new Thesis Supervising Committee may be appointed. The student who wants to continue with the same supervisor is required to defend his thesis proposal within 3 months and the student whose supervisor and thesis subject have been changed is required to defend his thesis proposal within 6 months. The student whose thesis proposal is rejected again will be dismissed from the program.
- c) The Thesis Supervising Committee for the students whose thesis proposal is accepted meets twice a year; January-June and July-December. The student submits a written report to the Committee members one month before the meeting. In this report, there is a summary of the work that has been done by that day and the plan for the next semester. The Committee gives the grade of S or U for the student's thesis.

## **Completing the Doctoral Dissertation**

ARTICLE 39 – (1) Students who have completed work on their doctoral dissertations within the time period noted in Article 31, must write a dissertation, in English, using their research data and following the specifications outlined in the University Thesis Writing Guide. Students must, then, defend their dissertation, in English, before a jury. Rules related to the completion of dissertation are as follows:

a) A student whose dissertation has been accepted by the supervisor must apply to the GSS to take the Dissertation Examination. The thesis advisor sends one copy of the dissertation along with one article submitted or printed in one of the indexes (SCI,SCI-expanded, SSCI, and AHCI) to the GSS. The student's dissertation examination must be held by the deadline noted in the Academic Calendar.

b) The doctoral dissertation jury is appointed on the recommendation of the department chairperson and with the approval of the BMGSS. The jury consists of five members, in which three of them to be from the thesis supervising committee and one to be a faculty member from another university.

c) The jury members conduct a dissertation examination within one month after the dissertation and submitted or printed article (mentioned under Paragraph (a) of Article 39) of the student has been submitted. The dissertation examination consists of the presentation of the dissertation and the following question-answer section and is open to audience.

ç) At the end of the examination, the jury, without the presence of the audience, gives the decision of "acceptance", "rejection" or "correction". The department Chairperson must inform, in writing, the BGSS within three days of the decision of the jury. The candidate whose dissertation was rejected may re-apply with a new dissertation within one year and the candidate whose dissertation needs to be corrected may re-apply by correcting it within 6 months. These students are required to register every semester. The students whose dissertation is rejected twice will be dismissed from the program.

## **Doctorate Diploma**

**ARTICLE 40 – (1)** Students who have fulfilled all other requirements should submit three bound copies of the doctoral dissertation to the Director of the GSS within one month after successfully completing the dissertation defense and examination. Students with approved dissertations will be awarded a doctoral diploma. The name of the Department program completed will appear on the doctoral diploma.

## **PART TEN**

### **Miscellaneous and Final Provisions**

#### **Invalidated Regulations**

ARTICLE (41) – (1) The regulations concerning the Atılım University Graduate Study, Examinations and Assessment and its alterations published in the Official Newspaper

Dated 25th May 2000, No. 24059 are invalidated.

#### **Validity**

ARTICLE 42 – (1) This regulation is effective upon publishing.

#### **Execution**

ARTICLE 43 – (1) The articles of this regulation are executed by the President of Atılım University

**Note:** The Turkish version is at <http://fbe.atilim.edu.tr/tr/yonetmelik-ve-yonergeler>