

ATILIM UNIVERSITY GRADUATE SCHOOL OF SOCIAL 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 School of Social Sciences.

Scope

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

Basis

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

Definitions

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

- a) Department: The related department of Atılım University Graduate School of Social Sciences,
- b) Division: The related division of Atılım University Graduate School of Social Sciences,
- c) Academic Committee: The committee consisted of all the academicians in the related departments of Atılım University Graduate School of Sciences,
- d) ECTS: European Credit Transfer and Accumulation System
- e) ALES: Academic Personnel and Postgraduate Education Entrance Exam
- f) DYK: Doctoral Qualifying Committee
- g) Graduate School: Graduate School of Social Sciences
- h) Board of Graduate School: Board of Graduate School of Social Sciences
- i) BMGSS: Administrative Board of Graduate School of Social Sciences
- j) GMAT: Graduate Management Admission Test
- k) GRE: International Graduate Record Examination
- l) IELTS: International English Language Testing System
- m) KPDS: Foreign Language Proficiency Examination for State Employees
- n) The President's Office: The Atılım University President's Office,
- o) The Senate: The Atılım University Senate,
- p) TFC: Thesis Follow up Committee

- q) TOEFL: Test of English as a Foreign Language
- r) ÜDS: Interuniversity Foreign Language Examination
- s) The University: Atılım University

PART TWO

Procedures and Principles about Graduate Admissions

Graduate Admissions

ARTICLE 5- (1) The principles regarding the admission of students to the graduate programmes are stated below:

- a) Admission to Master's programmes is based on applicants' academic success in the undergraduate programme, the score they got in the Academic Personnel and Postgraduate Education Entrance Examination (ALES), and the evaluation of other criteria stated in the announcement.
- b) All applicants must hold a Bachelor's degree, and a minimum ALES exam score not being less than 55. If the applicant has completed a BA programme abroad a certificate of equivalence given by the Board of Higher Education is required. ALES score type is determined and announced by the proposal of the department and the Administrative Board of Graduate School of Social Sciences.
- c) The applicants should also submit their BA diploma or certificate of graduation, ALES score document and for programmes offered in English KPDS, ÜDS or other language exams the equivalence of which is determined by the Interuniversity Council. Other criteria are determined and announced by the Administrative Board of Graduate School of Social Sciences. There is also an oral interview for the admission of applicants.
- d) The maximum number of students for each programme is determined by the Administrative Board of Graduate School of Social Sciences by taking the qualities and opportunities of the programme into consideration.
- e) While calculating the entrance exam score the percentage weight of the graduation grade is 20%, ALES score is 50% and oral interview is 30%. In programmes offered in English the percentage weight of the graduation grade is 20%, ALES score is 50% and English language exam score is 15% and oral interview is 15%. The applicants whose oral interview score is below 50% of the overall grade fail from the examination.
- f) The applicants are admitted to the programmes starting from the one who has the highest score at the entrance exam. In case that the entrance exam scores of the applicants are

the same, the applicant having the highest scores of ALES, BA graduation grade and oral interview respectively has the priority.

g) Principles on admissions to graduate programmes in art divisions are as follows:

1) ALES is not required for the applicants,

2) The maximum number of students for each programme is determined by the Administrative Board of Graduate School of Social Sciences by taking the qualities and opportunities of the programme into consideration.

3) While calculating the entrance exam score the percentage weight of the graduation grade is 70%, and oral interview is 30%. The applicants whose oral interview score is below 50% of the overall grade fail from the examination.

(2) Principles on admission to doctoral programmes are as follows:

a) Only applicants who are graduated from a related MA programme can apply doctoral programmes. Acceptance of students who are graduated from relative fields will be made according to the opinion of the presidency of related department. If the applicant has completed the Master's programme abroad a certificate of equivalence given by the Board of Higher Education is required.

b) Admission to doctoral programmes is based on applicants' academic success in the Master's programme, the score they got in the Academic Personnel and Postgraduate Education Entrance Examination (ALES), their level of English language proficiency, and the evaluation of other criteria stated in the announcement. ALES score type is determined and announced by the proposal of the department and the Administrative Board of Graduate School of Social Sciences.

c) The applicants should hold a Master's degree in order to apply for a doctoral programme, the graduation grades from Master's programmes with thesis should be at least 70 out of 100, at least 2 out of 4 and at least CC in terms of letter grades; on the other hand the graduation grades from Master's programmes without thesis should be at least 75 out of 100, at least 2,5 out of 4 and at least CB in terms of letter grades. Applicants must hold a standard score of 60 from ALES and minimum KPDS or UDS score not being less than 55 or a corresponding score from language proficiency exams that are determined as equivalents by the Interuniversity Committee.

d) Besides their BA diploma or certificate of graduation and ALES score document the applicants should also submit KPDS, UDS score documents or documents of other language exams the equivalence of which is determined by the Interuniversity Committee. Other criteria are offered by the department or division, confirmed and announced by the

Administrative Board of Graduate School of Social Sciences. There is also an oral interview for the admission of applicants.

e) The maximum number of students for each programme is determined by the related department or division by taking the qualities and opportunities of the programme into consideration, and confirmed and announced Administrative Board of Graduate School of Social Sciences.

f) While calculating the entrance exam score the percentage weight of the graduation grade from Master's programme is 20%, ALES score is 50% English language exam score is 15% and oral interview is 15%. The applicants whose oral interview score is below 50% of the overall grade fail from the examination.

g) The applicants are admitted to the programmes starting from the one who has the highest score at the entrance exam. In case that the entrance exam scores of the applicants are the same, the applicant having the highest scores of ALES, MA graduation grade and oral interview respectively has the priority.

(3) Principles on admissions to graduate programmes in art divisions are as follows:

a) The applicants who apply for doctoral study in art divisions should hold a Master's degree in the related art division. If the applicant has completed an MA programme abroad a certificate of equivalence given by the Board of Higher Education is required.

b) The applicants' graduation grades from Master's programmes should be at least 70 out of 100, at least 2 out of 4 in the evaluations made and at least CC in terms of letter grades.

c) Besides their BA or MA diploma or certificate of graduation the applicants should also submit KPDS, UDS score documents or documents of other language exams the equivalence of which is determined by the Interuniversity Council. Other criteria are determined and announced by the Administrative Board of Graduate School of Social Sciences. There is also an oral interview, an aptitude test and/or an evaluation of portfolios.

d) Admission to divisions is based on applicants' academic success in the Master's programme, their level of English language proficiency, and the evaluation of other criteria stated in the announcement.

e) The maximum number of students for each programme is determined by the Administrative Board of Graduate School of Social Sciences by taking the qualities and opportunities of the programme into consideration.

f) While calculating the entrance exam score the percentage weight of the graduation grade from Master's programme is 70%, English language exam score is 15% and oral interview is

15%. The applicants whose oral interview score is below 50% of the overall grade fail from the examination.

g) The applicants are admitted to the programmes starting from the one who has the highest score at the entrance exam. In case that the entrance exam scores of the applicants are the same, the applicant having the highest scores of ALES, MA graduation grade and oral interview respectively has the priority.

(4) The evaluation committee who will evaluate the applicants is designated by the decision of Administrative Board of Graduate School of Social Sciences by taking into account the advices of department / division administration as three permanent and two substitute members. The results of the oral interview are informed to the Graduate School by the head of the evaluation committee in the name of the related department / division within the same day. The applicants whose entrance exam scores are determined according to the results of the oral interview are announced as successful in success order.

(5) Administrative Board of Graduate School of Social Sciences determines the admissions to graduate programmes and the announcements of quotas and admission requirements, and entrance exams and the announcement of results are carried out under the supervision and control of the Graduate School.

(6) The students who will apply for the graduate programmes and continue their education in accordance with Article 35 of Law No. 2547 are also entitled to meet all the admission requirements.

Admissions to Scientific Preparatory Programme

ARTICLE 6- (1) Applicants who are admitted to Master's or doctoral programmes but who have been graduated from different programmes than the ones they applied for are admitted to the Scientific Preparatory Programme.

(2) Students who are admitted to Scientific Preparatory Programme for Master's degree take courses from the undergraduate programme and students who are admitted to Scientific Preparatory Programme for doctoral programme take courses from Master's programme. The courses taken from undergraduate programmes cannot be exempted for the Scientific Preparatory Programme for doctoral programme.

(3) The number of the compulsory courses in Scientific Preparatory Programme being not less than four courses for each semester are determined by the department / division and approved by the Board of Graduate School. The credits of the students for the courses in the Scientific Preparatory Programme will not be used in the graduate programme that they are admitted to.

(4) The period of Scientific Preparatory Programme cannot exceed one calendar year. This time cannot be extended apart from the time given for excuse or medical reports stated in Article 22 of this Regulation. The time spent in this programme cannot be added to the period of Master's or doctoral programme stated in Article 25, 38 and 45 of this Regulation.

(5) In terms of courses, attendance, course grades, success requirements and other issues regarding the Scientific Preparatory Programme for postgraduate study provisions of Atılım University's Academic Regulations Concerning Admission, Associate and Undergraduate Study, Examinations, and Assessment published in Official Gazette numbered 24139 and dated 13/8/2000 are applied.

(6) In terms of courses, attendance, exams, course grades, success requirements, repeating courses, deregistration and other issues regarding the Scientific Preparatory Programme for doctoral study, related provisions of the Regulation are applied.

(7) During Scientific Preparatory Programme students cannot take courses from the Master's programme or doctoral programme they are admitted.

(8) Students who continue their education in Scientific Preparatory Programme cannot suspend their education with the reason of military duty.

(9) If Students of Scientific Preparatory Programme for Master's and doctoral programmes fail they cannot continue their education in Master's or doctoral programme and dismissed from the Graduate School.

Admission of Special Students

ARTICLE 7 - (1) Students who have graduated from an undergraduate or graduate programme and who wish to further their knowledge in that field are admitted as special students with the approval of the Administrative Board of Graduate School. Students who are admitted as special students cannot take courses more than 50% of credit courses.

(2) Special students are not considered as SU students and cannot benefit the rights of the students; however they are bound to fulfill their obligations to the University and the Graduate School of Social Science and also to obey all the conditions of the courses they take. Special students are not given a diploma or a degree but they are given a document showing the courses they have enrolled in and their grades on these courses. Their status of being a student is stated in this document.

(3) In case that a special student is admitted to a postgraduate programme according to the provisions of this Regulation the courses he/she has taken as a special student are exempted for the courses in postgraduate programme if the success rate is 70% upon the written application of the student and with the approval of the Administrative Board of Graduate

School. The compulsory courses taken are exempted for the compulsory courses in postgraduate programme and the elective courses taken are exempted for the elective courses in postgraduate programme.

(4) The status of special student continues for four semesters. The students who do not fulfill the requirements for admission in a postgraduate programme are deregistered from the Graduate School.

Admission of Foreign Students

ARTICLE 8 - (1) On condition that the foreign students have a Bachelor's or Master's degree and fulfill the conditions determined by the Administrative Board of Graduate School are admitted to these postgraduate programmes within the framework of principles stated in the decisions of the Council of Higher Education and within the quota proposed by the related department/division administration and determined by the Administrative Board of Graduate School.

(2) Foreign applicants who wish to receive a postgraduate education must enter ALES or other examinations determined by the Graduate School such as GRE, GMAT, etc. which are internationally equivalent examinations. In admission of foreign students to postgraduate programmes the validity of GRE or GMAT scores are the same with the validity of ALES scores.

(3) The requirements for foreign students are as follows:

a) The applicants should hold a Master's degree in order to apply for a Master's programme with thesis, the graduation grades from BA programme should be at least 70 out of 100, at least 2 out of 4 and at least CC in terms of letter grades ; on the other hand in order to apply for a Master's programme with thesis the graduation grades from BA programmes should be at least 75 out of 100, at least 2,5 out of 4 and at least CB in terms of letter grades and they should also hold a score from ALES or an equivalent exam.

b) In order to apply for doctoral programmes the applicant's graduation grades from Master's programmes with thesis should be at least 70 out of 100, at least 2 out of 4 and at least CC in terms of letter grades; on the other hand the graduation grades from Master's programmes without thesis should be at least 75 out of 100, at least 2, 5 out of 4 and at least CB in terms of letter grades and they should also hold a score from ALES or an equivalent exam.

(4) In the applications of foreign students they should submit the following documents to the Graduate School:

a) Certified Turkish translation of BA or MA certificate of graduation and transcripts with the original documents,

- b) Original ALES score document or its printout,
- c) Originals or printouts of KPDS, UDS score documents or documents of other language exams the equivalence of which is determined by the Interuniversity Council.
- d) Originals or printouts of the document showing Turkish proficiency that is required.
- d) With regard to the diplomas taken from abroad the original or certified copy of certificate of equivalence given by the Council of Higher Education.

There is also an oral interview for the admission of applicants. Other criteria are determined and announced by the Administrative Board of Graduate School of Social Sciences.

Admission through Transfer

ARTICLE 9- (1) Admission of students between postgraduate programmes of the Graduate School or admission from another institute of higher education to a postgraduate programme of the Graduate School is not possible.

Registration and Re-registration

ARTICLE 10 - (1) The results of postgraduate entrance exams are announced by the Graduate School Directorate. Registration procedures are arranged and supervised in accordance with the qualities of the postgraduate programmes and Atılım University's Academic Regulations Concerning Admission, Associate and Undergraduate Study, Examinations, and Assessment.

(2) Students, excluding the special students, who acquired the right to register have to prove that they are not enrolled in a Master's programme in a university/ an institute of high technology with a written declaration. In case it is found that the students have made a false declaration they are dismissed from the Graduate School.

(3) Students have to re-register at the beginning of each semester until they graduate.

PART THREE

Proposals and Criteria for Opening Programme

Opening existing programmes

ARTICLE 11 - (1) Proposals for opening a postgraduate programme upon the recommendation of Interuniversity Committee, and proposals for opening an existing programme for the next academic year upon the decision of the related department / division administration on condition that it complies with the departments / divisions in the University is submitted by the department / division administration to the Graduate School in written form in specified dates.

(2) The below given information is stated in the proposals of opening a programme:

- a) Type of ALES score and quotas to be considered for admissions to postgraduate programmes.
 - b) Compulsory and elective courses for each semester during the programme.
 - c) ECTS forms of the Compulsory and elective courses.
 - d) The names and the titles of the lecturers who are proposed for the courses.
- (3) Reopening a programme that is in progress cannot be proposed unless the second semester of the related programme has been completed.
- (4) Compulsory courses in programmes cannot be changed unless the semester is completed.
- (5) In the proposals for opening a new programme the principles on opening a programme stated in Article 12 of this Regulation is applied.
- (6) If the postgraduate programme will not be opened, the related department / division administration informs the Graduate School in written form on dates determined by the Graduate School.
- (7) The proposals of opening or not opening a programme, the quotas for the programmes and the minimum number of students required for the programme to be opened are determined by the Administrative Board of Graduate School.
- (8) A lecturer cannot teach more than one course in a semester in the same programme. However, in Master's or doctoral programmes in art divisions a lecturer may teach two courses at most in a semester in the same programme, one being theoretical and the other applied.
- (9) In cases when an existing programme is proposed not to be opened in the next academic year or the programme is not opened because there isn't enough number of students registered to the programme, the Administrative Board of Graduate School by taking the opinion of the related department / division administration assigns the same course or a different course having similar content to students who must repeat elective courses from the previous year. Students who must repeat compulsory courses from the previous year take another course with same credit and same content that is opened in a similar programme. In case there is no such course, the course is opened only for those students.
- (10) If the number of students designated by the Administrative Board of Graduate Scholl does not register for the proposed programme, the programme is not opened and the registration rights of the students are reserved. The students whose right to register are reserved are registered to the programme in the following years in case the programme is opened.

Criteria for Opening New Programme

ARTICLE 12 - (1) The postgraduate programmes which are proposed to be opened for the first time are evaluated by the Administrative Board of Graduate Schools considering the principles given below:

a) The postgraduate programmes which are proposed to be opened must comply with the criteria for opening a postgraduate programme determined by the Council of Higher Education.

b) The programme which is proposed to be opened must comply with the departments/divisions in the University and must not have the same title or content with an existing programme.

c) The programmes proposed by different departments / divisions having the same qualities are opened as a joint programme. The courses to be opened in such programmes are determined by the heads of the related departments / divisions and submitted to the Graduate School. Course programmes are arranged in a way to provide different options.

(2) In procedures about opening programme and other related issues the principles states in Article 11 of this Regulation about opening existing programmes are applied.

(3) The Board of Graduate School determines opening a new programme and the number of students to be admitted to the programme considering the instruments, equipment, physical conditions and the course and work load of existing lecturers.

PART FOUR

Courses, Course Examinations and Evaluation, Disciplinary Action

Responsibilities of the department/division administrations

ARTICLE 13 - (1) The heads of the departments / divisions are responsible to the Graduate School for the implementation and execution of postgraduate education related to their departments/divisions.

Appointing Instructors

ARTICLE 14 - (1) For the implementation of postgraduate programmes the Administrative Board of Graduate School assigns lecturers from among professors, associate and assistant professors from the related department/division or from among professors, associate and assistant professors from other departments / divisions that have the same qualifications or if found necessary from another department/division or from another institute of higher education. Lecturers outside institutes of higher education may also be assigned from among people who are experts in their fields or who have worked as senior officials

Academic advisor's workload, duties of academic advisor and the issue of excuse

ARTICLE 15 (1)- The number of theses a lecturer can supervise simultaneously in a Master's or doctoral programme on condition that it does not exceed six in total is determined by the Administrative Board of Graduate School.

(2) After the date he/she has been appointed the thesis advisor is responsible for the student's selecting courses, determining thesis subject, preparing thesis proposal, term project, thesis study interim report, defending thesis proposal, thesis follow up committee, doctoral qualifying exam, thesis defense, exhibition, project and etc.

(3) In case the thesis advisor has an acceptable reason such as illness, overseas journey or etc. the documents that should be approved in due time and the reason of the thesis advisor is approved by the head of the related department/division in accordance with the form organized by the Graduate School and the said documents are submitted to the Graduate School within the period given.

Course Registration and Exemption

ARTICLE 16- (1) Students registered in a postgraduate programme renew their semester registrations at the beginning of each semester in accordance with the periods and principles determined by the Graduate School.

(2) The students must register for the course or courses they are going to repeat. The student who does not register is dismissed from the Graduate School.

(3) The student who does not register within the specified period without an acceptable reason, medical report or leave is dismissed from the Graduate School. The student must inform the reason to the Graduate School with a written declaration within ten days after the registration dates.

(4) The students cannot request to be exempted from courses in postgraduate programmes. However, the students who took courses from the postgraduate programmes in the Graduate School and who succeeded in this courses by taking 70% of the overall grade but dismissed from the Graduate School for some reason and who acquired the right to renew their registration may be exempted from the said courses with the proposal of the related department/division administration and the decision of the Administrative Board of Graduate School on condition that they document their conditions.

Opening Courses

ARTICLE 17 - (1) In the event that the number of student enrolled in an elective course is below the minimum number designated by the Administrative Board of Graduate School the course is not opened and the students who are enrolled in the course are given five days starting from the beginning of semester in order to be enrolled in another elective course.

Attendance

ARTICLE 18 - (1) A semester consists of seventy working days. The students must attend to 70% of the registered courses, term projects and seminars. The student who doesn't fulfill this requirement cannot enter final examination. If the student enters the final examination even though he/she doesn't fulfill the attendance requirement his/her exam will be cancelled.

Repeating Courses

ARTICLE 19- (1) Student who fails in a course can take the subject course again. The student who fails a repeated course is dismissed from the Graduate School.

Course Examinations and Evaluation

ARTICLE 20 - (1) In postgraduate programmes the semester's final grades for each course are calculated by making at least one midterm and final examination and by calculating the arithmetic mean of each grade. The evaluation in Master's programmes is made in accordance with Article 28 and 39 of this Regulation and the evaluation for doctoral programmes is made in accordance with Article 48.

(2) The results and documents of the examinations in postgraduate programmes are submitted to the Graduate School in ten days at the latest according to Academic Regulations Concerning Associate and Undergraduate Study, Examinations, and Assessment.

(3) Students can apply to the Graduate School in writing within fifteen days following the announcement of the exam grades for errors in grading. The objections which are not made within the specified period are not taken into consideration. The evaluation upon objection takes into account whether all the answers are evaluated, the total mark is rightly calculated and the grade is written correctly to the list of results. . If an error in grading is found it is corrected by the Administrative Board of Graduate School.

(4) The student who cheats or attempts to cheat in undergraduate examinations, assignments or project works receives zero (0) in that exam.

Course Grades

ARTICLE 21 - (1) The principles regarding the letter notes are as follows:

a) The final grade for a credit course is determined by the lecturer of the course by evaluating midterms and/or other assigned projects/homework during the semester, final examinations and/or term projects.

b) 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.

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
0 - 49	FF	0,0

c) For evaluations excluding the letter grades stated in the chart in article (b) above the below given letter grades are used:

- 1) S- Satisfactory Completion
- 2) U-Unsatisfactory
- 3) NA -Not attended
- 4) G- for students who do not enter the exam.

(2) To pass any course in a Master's programme the student must receive at least a CC and at least CB for doctoral programme.

(3) The grade (NA) is given to students who have failed to regularly attend courses or who have not fulfilled the requirements of the course and this is processed as an (FF). The grade (S) or (U) is given to students who are successful or unsuccessful in thesis, term project and other non-credit courses. 'S' and 'U' grades are not taken into account in the calculation of grade point averages. (G) is given to students who do not enter the exams and is processed as (FF).

Excuse and Leave

ARTICLE 22- (1) For the students' to be excused their medical reports taken from state or private medical institution must be accepted by the Administrative Board of Graduate School. Moreover, the Administrative Board of Graduate School decides the student to be excused in case of natural disaster; death of parents, siblings, spouse and child or in case they have a serious diseases and there is no one else to take care of if these conditions are proved with documents. The students inform their excuses to the Graduate School and on condition that they have medical reports they submit the reports to the Graduate School within three days at the latest. The reports that are not submitted within the specified period are not accepted. In excuses that exceed the period of 30% attendance the student should abide by the rules of attendance.

(2) The students can take a leave maximum for two semesters only under the condition that they have their excuse report notified by the Administrative Board of Graduate School. The students cannot benefit the rights of students during the period they are excused.

(3) The students whose excuses or medical reports have been accepted by the Administrative Board of Graduate School or students who have taken a leave cannot attend the courses or take the exams or take the thesis defense exam during the period they are excused. If the student attends courses and or takes examinations together with thesis defense they are cancelled.

(4) During the time of the leave the rest of the leave may be canceled upon the acceptable request of the student. However, if it is found that the request is not acceptable the Directorate of Graduate School cancels the leave given and the period spent is counted as the programme period.

Disciplinary Actions

ARTICLE 23 - (1) Disciplinary status of the students is monitored in accordance with the principles within the framework of Instruction Letter of Disciplinary Actions for Students published on January 1, 1985 in the Official Gazette numbered 18634.

CHAPTER FIVE

Master's programme with thesis

Aim and Scope

ARTICLE 24 - (1) The aim of the Master's programme with thesis is to make students learn through scientific research, evaluation and coming to their own conclusions about what they learned.

2) The programme is comprised of at least 7 courses, not being less than 21 credits, a seminar course and thesis studies. Seminar course and thesis study are non-credit courses and they are evaluated as satisfactory or unsatisfactory.

(3) Students must register for thesis work every semester starting from the third semester at the latest.

(4) Transfer from Master's programme with thesis to Master's programme without thesis depends on the proposal of the department/division administration and the approval of the Administrative Board of Graduate School.

Period

ARTICLE 25- (1) The Master's programme with thesis can be completed within 4 semesters. However, the student may be dismissed from the Graduate School before this period according to the provisions of this Regulation.

(2) Students, who complete the required course work and the seminar course, whose thesis proposal is accepted but who cannot complete the thesis work until the end of the fourth semester and thus who cannot take the thesis defense examination, are given two additional semesters to complete the thesis work with the assent of the thesis advisor and the proposal of the department administration and the approval of the Administrative Board of Graduate School.

(3) The time that pass when the student changes his/her academic advisor or thesis subject cannot be added to the education period.

Courses

ARTICLE 26- (1) Principles on determining the courses to be taken by the student in Master's programme with thesis and their evaluation are as follows:

a) Determining the courses and issues related to registration is carried out by the Graduate School until a thesis advisor is appointed and after that by the thesis advisor.

b) In Master's programme with thesis the student takes seven courses with three credits each and a seminar course without credit. Four of the credit courses are opened in the first semester and the other three courses with the seminar are opened in the second semester.

c) Attendance is a must in seminar courses which is taken in the second semester of the Master's programme. Thesis writing instructions determined by the Senate are applied in writing the seminars. Seminar course is evaluated as satisfactory or unsatisfactory at the end of the semester. A copy of the seminar work is submitted to the Graduate School with the signature of the lecturer and the evaluation result.

d) Students must register for thesis work each semester following the semester, in which the advisor is appointed.

Repeating Courses

ARTICLE 27- (1) The student repeats the courses he/she fails in the third and /or fourth semester.

(2) In case the course that the student has failed doesn't open, the student takes another credit course instead.

(3) The students must complete course repetitions, courses and seminar courses successfully until the end of the fourth semester.

Course Examinations and Evaluation

ARTICLE 28 - (1) The students enter at least one midterm examination every semester for each course they register. The midterm examination may also be an evaluation of assignment or assignments prepared by the student. The students have to get 50% of the overall grade

from the midterm examination in order to have the right to enter final examinations. If there is more than one midterm the calculation is based on arithmetic mean. If the student gets less than 50% of the overall grade from the midterm examination he/she cannot enter the final examination and repeats the course. The midterm examination dates are determined and announced by the related lecturer in accordance with the period given in the academic calendar.

(2) Final examination for each semester may also be an evaluation of a term paper which is written in accordance with the methods of academic research.

(3) The final examination grade cannot be less than 50% of the overall grade. (3) The final grade received cannot be less than 50% of the overall grade.

(4) The final grade is calculated through arithmetic mean of the midterm and final examination grades. The final grade cannot be less than 70% of the overall grade. There cannot be any compensation exam for the students who fail in the final examinations.

Appointing Thesis Advisors

ARTICLE 29- (1) The thesis advisor for each student is proposed by the relevant department administration in view of the advisory workloads and expertise areas, to the Graduate School no later than the end of the second semester. The Administrative Board of Graduate School shall determine the appointment of the thesis advisor considering the workload of advisor and the proposal. In case there isn't enough number of faculty members, instructors with PhD degrees may also be proposed as advisors.

(2) The thesis advisors to be assigned for the students who are also research assistants shall be proposed from among the faculty members with Professor title, if not from among the faculty members with Associate Professor title. The Administrative Board of Graduate School shall determine the appointment of the thesis advisor considering the workload of advisor and the proposal.

(3) If the thesis advisor demands withdraw from his/her duty as an advisor for reasons such as retirement, appointment to another duty, illness or other reasons or the department administration thinks that he/she does not or cannot fulfill his/her duty and informs the Graduate School of this situation a new thesis advisor is appointed for the student in accordance with the first paragraph.

Subject of Thesis Study and Thesis Proposal

ARTICLE 30 - (1) Upon the appointment of the thesis advisor, the student decides his/her thesis subject under the supervision of his/her thesis advisor within fifteen days following the date of Administrative Board of Graduate School's decision. The student submits thesis

proposal which is prepared according to the thesis writing instructions to the department administration after the approval of the thesis advisor.

(2) The department administration sends the thesis subject and thesis proposal to the Graduate School by after evaluating and approving. Thesis proposals are finalized together with thesis subject upon the approval of the Graduate School.

Changing Thesis Subject

ARTICLE 31 - (1) Procedures stated in Article 30 of this Regulation are applied in case the thesis subject is changed.

Thesis Study Interim Report

ARTICLE 32 - (1) Thesis student prepares and submits a thesis study interim report to the thesis advisor in accordance with the format designated by the Graduate School in every three months after the date of the decision that thesis project is approved by the Administrative Board of Graduate School. The report is evaluated to be successful or unsuccessful by the thesis advisor and is submitted to the Graduate School no later than ten days.

(2) The student who fails in the evaluation of thesis study interim report two times successively or three times intermittently is dismissed from the Graduate School.

(3) The student who does not prepare the interim report or does not submit it to the approval of his/her thesis advisor two times successively or three times intermittently is dismissed from the Graduate School.

(4) The student who cannot get his/her thesis study interim report approved by the thesis advisor because of the advisor's excuse submits the thesis study interim report to the Graduate School in accordance with Article 15 of this Regulation.

Thesis quality, preparation and submission for thesis defense

ARTICLE 33 - (1) Master's thesis is written in accordance with thesis writing instructions and has the qualifications of testing, analyzing, evaluating information and interpreting.

(2) At least two months prior to the period provided for the completion of the Master's programme, the thesis shall be reproduced as six copies and delivered by the student to the Graduate School as an attachment of a petition together with a thesis delivery report prepared by the thesis advisor in compliance with the format determined by the Graduate School.

(3) The deadline for taking a thesis examination is stated in the Academic Calendar.

(4) The student who does not submit his/her thesis in the period given without an acceptable reason stated by the Administrative Board of Graduate School in Article 22 of this Regulation is dismissed from the Graduate School.

Completing the Master's Thesis

ARTICLE 34 - (1) A student in a Master's programme with thesis must write his/her results in accordance with the thesis writing instructions and defend his/her thesis orally before a committee.

(2) The Master's thesis jury is appointed on the recommendations of the relevant department administration considering their fields of expertise and recommends five lecturers to the Administrative Board of Graduate School. The Administrative Board of Graduate School determines and appoints the thesis committee considering the recommendations. The thesis committee consists of three people; one is the student's thesis advisor, at least one from another department in the University or other institutions of higher education faculties. Moreover, two substitute members are assigned, one from the related department and the other from another department in the University or other institutions of higher education faculties.

(3) Jury members conduct a thesis examination within one month at the latest after the thesis has been submitted with the recommendation of thesis supervisor. If the jury fails to convene with valid ground, thesis supervisor submits a written report to the Graduate School on the same day and details the reasons. The Graduate School determines the new thesis defense examination date within 15 days at the latest and informs jury members with written notice.

(4) Jury members prepare their thesis evaluation reports according to the format specified by the Graduate School and submit them before the thesis defense examination takes place.

(5) Thesis defense examination consists of the presentation of the thesis study and the following question - answer section. The examination takes no shorter than 45 and no more than 90 minutes, it is conducted orally at the Graduate School and is open to audience.

(6) At the end of the examination, the jury, without the presence of the audience, gives the decision of "acceptance", "rejection" or "correction" by unanimous or majority vote. Acting on behalf of the Department chairmanship, head of the jury informs the Graduate School of the jury's decision in writing after the examination has ended.

(7) The students whose theses are rejected will be dismissed from the programme. The students whose theses need to be corrected are not notified in writing. They make the necessary or suggested amendments to their theses and re-submit them to the Graduate School to be defended before the same jury again within three months at the latest. Students whose theses are rejected twice will be dismissed from the programme.

(8) Students who fail to be present at their thesis defense exams forfeit their right to defend, and are dismissed from the programme unless they have a valid reason listed in the Article 22 of this Regulation.

(9) If the thesis defense examination could not be held within the time period specified by Article 3, Department chairmanship notifies the Graduate School. Graduate School Administrative Board takes the necessary steps to organize an examination with the recommendation of the department.

Publication of the thesis or semester project

ARTICLE 35 - (1) Accepted thesis or semester project could be published completely or partially by the Graduate School either domestically or abroad. Thesis or semester project cannot be published completely or partially by any person and/or institution without the Graduate School's consent.

The Master's Diploma

ARTICLE (36) - (1) Students who successfully defend their theses and fulfill the requirements will be awarded a master's diploma on the condition that they submit their approved theses to the Graduate School within one month after the thesis defense examination. The students are given temporary graduation certificates upon their written petition until their Master's diplomas are ready.

(2) The name of the completed programme and the awarded title (if any) will appear on the Master's Diploma.

(3) In order for the thesis to be formally acceptable, it is required to be written and reproduced in accordance with the thesis writing principles and satisfy the conditions stated in the guidelines concerning thesis delivery posted on the website of the Graduate School and the thesis delivery guidelines posted on the website of the Higher Education Board. Whether the thesis complies with the specified conditions shall be determined as a result of the examination to be carried out by the Graduate School. The deficiencies notified in writing or orally to the student are required to be completed within ten days.

(4) The students will not be issued any diplomas or documents unless they meet the conditions above.

PART SIX

Master's Programme Without Thesis

Aim and Scope

ARTICLE 37 - (1) The object of Master's programme without thesis is to give students deep knowledge in a professional subject and to show how to use the existing knowledge.

(2) The minimum required course load is 10 courses and a semester project course which totals no less than 30 credit hours. Seminar - term project is non-credit and is evaluated via “pass” or “fail” grade. The students must register for the semester in which they take the semester project course and give a written report at end of the semester.

Duration of study

ARTICLE 38 – (1) Maximum period to complete the non-thesis Master's programme is 6 semesters. According to the clauses of this Regulation, students may be dismissed prior to the end of this period.

Courses and seminar - semester project

ARTICLE 39 - (1) In the non-thesis master’s programme, the students take four credit courses in the first semester, three credit courses and the non-credit seminar / semester project course in the second semester, and three credit courses in the third semester.

(2) Each semester maximum two courses from other graduate programmes of the Graduate school can be taken by the recommendation of the department administration and the acceptance of the Administrative Board of the Graduate School.

(3) Seminar - semester project is non-credit and is evaluated with either “pass” or “fail” grade. The students must register for the semester in which they take the semester project course and give a written report at end of the semester. The semester project is written according to thesis writing guidelines and is to be approved by the supervisor. The student failing the seminar / semester project course for the second time will be dismissed from the programme.

Repeating Courses

ARTICLE 40 - (1) The student repeats the failed courses on the third, fourth, fifth, and sixth semesters of the programme. The student can take a maximum of four courses each repeated semester.

(2) The students who fail credit courses must take the failed course again. If the failed course is not offered the student must take a substitute credit course.

Appointment of supervisor

ARTICLE 41 - (1) The relevant department chairmanship shall propose thesis advisor for every student, in view of the advisory workloads and expertise areas, to the Graduate School no later than the end of the second semester. The Board of Directors of the Graduate School shall determine the thesis advisor in consideration of also the advisory workloads and

the proposal, and assign him/her. In case of lack of sufficient faculty members, the instructors with PhD degrees may also be assigned as advisors.

The Master's Diploma

ARTICLE 42 - (1) The non-thesis graduate programme student who has completed all the credit courses and has passed the qualifying examination will be awarded the Master's Diploma on the condition that he met all the requirements.

The name of the completed programme and awarded title (if any) will appear on the Master's diploma.

Other

ARTICLE 43 – (1) For other issues related to non-thesis Master's programme which are not covered in this Regulation, related clauses for Master's programme with thesis are in effect.

PART SEVEN

Doctoral Programme

Aim and Scope

ARTICLE 44 - The aim of the doctoral programme is to enable students to acquire the ability to conduct independent research, to examine and interpret phenomena from a wide and in-depth perspective, and to determine the necessary steps to reach new syntheses. The dissertation to be prepared at the end of the doctoral programme must fulfill the requirements stated at Article 56 of this Regulation.

Duration of study

ARTICLE 45 - (1) Doctoral programme must be completed within eight semesters.

(2) The student who fails to complete all credit courses within four semesters is dismissed from the programme.

(3) If a student who has completed the required course work, passed the doctoral qualifying examination and whose thesis proposal has been accepted is unable to complete the thesis work and take the thesis examination by the end of the eighth semester, he/she may be given an extension of a maximum of four semesters for the thesis defence upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

(4) In case of an advisor or thesis subject change, the elapsed time will not be added to the student's period of study.

Courses

ARTICLE 46 - (1) Doctoral programme is based on at least eight courses, not being less than 24 credits in total, a doctoral qualifying examination, a dissertation proposal, and a dissertation.

Repeating Courses

ARTICLE 47 - (1) The student repeats the failed courses on the third or fourth semesters of the programme. The student can take a maximum of four courses each repeated semester.

(2) The student who fails credit courses must take them again the first semester they opened. If the failed course is not offered the student must take a substitute credit course.

(3) The student failing the elective courses could either repeat the same elective or take another elective course instead.

Course Examinations and Evaluation

ARTICLE 48 – (1) Students take at least one midterm examination for every credit course they receive. Evaluation of homework in compliance with thesis writing guidelines could also be graded as midterm examination. In order to be able to take the final examinations, students need to get at least 60% on the midterm examination. Weighted average value is calculated if there are more than one midterm examination. Students who do not get at least 60% marks are not admitted to final examination and they repeat the course. Midterm dates are set and announced by the instructors of the respective course within the limits specified by academic schedule.

(2) Evaluation of homework written in compliance with thesis guidelines could also be graded as final examination.

(3) Students need to get no less than 60% from the midterm examinations.

(4) Final grade is calculated as the weighted average of midterm and final examination results. Final examination mark cannot be less than 75% of overall marks. Re-sit examination will not be offered for the students who fail at the final examination.

Thesis supervisor appointment

ARTICLE 49 - (1) The relevant department chairmanship shall propose thesis supervisor for every student, in view of the advisory workloads and expertise areas, from among the faculty members with Professor, Associate Professor and Assistant Professor titles to the Graduate School no later than the end of the third semester. The Board of Directors of the Graduate School shall determine the thesis advisor in consideration of also the advisory workloads and the proposal, and assign him/her. According to Article 14 of this Regulation, the faculty members with PhD degrees from outside the University may also be assigned as

advisors. Other than the assigned thesis supervisor, PhD-holding faculty members and experts from other universities and institutions may also be assigned as co-advisors.

(2) A new thesis supervisor will be assigned according to Article 1 of this Regulation if the supervisor retires, ails or withdraws for other reasons, as well as in cases where the Department chairmanship finds supervisor incapable of fulfilling his/her duty and informs the Graduate School as to the justified decision.

Thesis subject

ARTICLE 50 – (1) Within 90 days of the assignment of a supervisor by the Graduate School Administrative Board, students submit their thesis subjects to the Department chairmanship with the approval of their supervisors.

(2) Dissertation topic is evaluated by the related departmental board and sent to the Graduate School by Department chairmanship if approved. Thesis subject proposals will be finalized by the approval of Graduate School Administrative Board.

Thesis subject change

ARTICLE 51 - (1) In case of a thesis subject change the procedures listed at Article 50 of this Regulation will be repeated.

Doctorate qualifying committee

ARTICLE 52 – (1) Suggested by the relevant Department chairmanship and approved by the Graduate School Administrative Board, DQC has a two-year term and it consists of five full and two substitute members with Professor, Associate Professor and Assistant Professor titles. If full member seats become vacant, substitute members, starting with the first one, assume the position to complete their term. In the absence of substitute members a similar procedure will be followed to fill the seats.

(2) DQC may form examination juries comprising five full and two substitute members in order to prepare, administer and evaluate a variety of examinations. In addition to the thesis supervisor of the student, at least one Professor, Associate Professor or Assistant Professor from the same or neighboring departments of other higher education institutes is included.

Qualifying Examination

ARTICLE 53 - (1) The aim of the qualifying examination is to determine whether the student has an in-depth knowledge of fundamental concepts and of concepts related to his doctoral study.

(2) The qualifying examinations will be administered either by DYK or a qualifying examination jury appointed by DYK.

(3) Proficiency examinations are held every January and June.

(4) To be able to take the doctorate qualifying examination;

a) Students must have a minimum score of 50 over 100 on ÜDS or on the other foreign language proficiency examinations specified by the Inter-university Board. Foreign students take the examination in their own languages or in Turkish. The Interuniversity Board decides how the foreign students' foreign language examinations are conducted.

b) Doctorate students who fail the specified language proficiency examinations may be registered to the foreign language preparation programme. Language preparation programme is to be completed within one calendar year and those who fail the proficiency examinations at the end of the specified period are dismissed. The duration of this programme is not added to the student's period of study.

(5) The student must take the qualification examination until the end of fifth semester at the latest. Students who do not take the qualifying examination until the end of fifth semester is invited to the examination by DYK. Students who fail to be present at their qualifying without a valid reason listed in the Article 22 of this Regulation, lose one of their chances to take the examination.

(6) The qualifying examination consists of a written and an oral section. The student takes the oral examination within the three days of written examination at the latest. The oral and written examinations are evaluated together. Oral examination takes no less than 60 and no more than 90 minutes. Students whose arithmetic mean of the two sections is less than %75 of the overall marks fail the examination. DQC and / or qualifying examination jury decides whether applicants are "successful" or "unsuccessful" by unanimous or majority vote and informs the Department chairmanship. This decision is submitted to the Graduate School within three days of the oral examination along with a written report of examination grades and other examination documents. The results are announced by the Graduate School.

(7) The student who fails the qualifying exam takes it again at the next qualifying examination period. The student who fails the qualifying examination for the second time is dismissed from the programme.

(8) Students who fail to be present at their qualifying exams forfeit their right to take the examination unless they have a valid reason listed in the Article 22 of this Regulation.

Thesis Supervision Committee

ARTICLE 54 - (1) A Thesis Supervision Committee will be appointed upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board within a month after the student passes the qualifying examination. Thesis supervision committee (TSC) consists of three faculty members. In addition to the

thesis supervisor, one member will be from within and one from outside the department. The co-supervisor, if there is one, may also attend the Committee meetings. In subsequent semesters, changes in the membership of the Thesis Supervision Committee may be made upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

(2) If any seat of TSC becomes vacant, a new member will be chosen according to Article 1.

(3) If the supervisor retires from office after the forming of TSC, a new supervisor will be appointed according to Article 49 of this Regulation.

Thesis proposal defense

ARTICLE 55 - (1) A student who has passed the doctoral qualifying examination will have a maximum of six months to orally defend before the thesis supervision committee his/her thesis proposal comprising the aim, method, and plan of research. The student submits a written report concerning the thesis proposal to the Committee members at least fifteen days before the oral defence.

(2) The thesis monitoring committee decides by absolute majority to accept or reject the thesis proposal. Department chairmanship informs the Graduate School of of this decision in writing within three days.

(3) The student whose thesis proposal is rejected has the right to ask for a new thesis supervisor and a new thesis subject in accordance with Article 50 of this Regulation. In such cases a new Committee may be appointed according to Article 54 of this Regulation. The student who wants to continue with the same supervisor is required to defend his thesis proposal within three months and the student whose supervisor and thesis subject have been changed is required to defend his thesis proposal within six months. The elapsed time will not be added to the student's period of study. The student whose thesis proposal is rejected for the second time is dismissed from the programme.

(4) The Committee for the students whose proposal is accepted meets twice a year; January-June and July-December. The student submits a written report written according to the format specified by the Graduate School to the Department chairmanship for distribution to the Committee members at least one month before the meeting. This report contains the summary of the work that has been done by that day and the plan for next semester. The Committee gives the grades of "Pass" or "Fail" via majority vote. Students who are found unsuccessful two times in a row or three times intermittently are dismissed from the programme.

(5) The student who fails to submit his report to the Committee two times in a row or three times intermittently is dismissed from the programme.

Writing and submitting the dissertation for examination.

ARTICLE 56 - (1) The dissertation to be prepared at the end of the doctoral programme must meet at least one of the following criteria: Introducing an innovation in a scientific field, developing a new scientific method, or applying an already-known method to a new area.

(2) At least two months prior to the period provided for the completion of the PhD programme, the thesis which is written in accordance with the thesis writing principles and reproduced as eight copies shall be delivered by the student to the Graduate School as an attachment of a petition together with a thesis delivery report prepared by the thesis advisor of the student in compliance with the format determined by the Graduate School.

(3) Deadline for the dissertation defense examination is specified by the academic calendar.

(4) Students who fail to submit their theses within the specified period without having an alibi listed in the Article 22 of this Regulation will be dismissed by the Graduate School Administrative Board.

Completing the Doctoral Dissertation

ARTICLE 57 - (1) A student enrolled in a doctoral programme must write the results he/she obtained according to thesis writing guidelines and defend it orally before an examining committee.

(2) In order to form a dissertation jury, relevant Department chairmanship recommends seven faculty members (at least two of them from other institutions of higher education) with Professor, Associate Professor and Assistant Professor titles to the Graduate School Administrative Board in view of their areas of expertise. The Graduate School Administrative Board forms and appoints a thesis jury in view of the suggestions. The jury comprises five faculty members, of which the three are also TSC members. Additionally two substitute members are chosen. At least one member of the full and substitute juries must be faculty members of other institutions of higher education.

(3) Jury members conduct a thesis examination within one month at the latest after the thesis has been submitted with the recommendation of thesis supervisor. If the jury fails to convene with valid ground, thesis supervisor submits a written report to the Graduate School on the same day and details the reasons. The Graduate School determines the new thesis

defense examination date within 15 days at the latest and informs jury members with written notice.

(4) Jury members prepare their thesis evaluation reports according to the format specified by the Graduate School and submit them before the thesis defense examination takes place.

(5) The thesis examination consists of an oral presentation of the thesis study, followed by a question and answer period. It takes 60 to 150 minutes and is open to the public.

(6) Following the thesis defence, the examining committee meets in private to decide by absolute majority to “accept”, “reject”, or “require a revision” of the thesis. The decision is submitted in written form by the head of the jury on behalf of Department Chairperson to the Graduate School after the thesis examination has ended.

(7) The student whose dissertation is rejected is dismissed from the programme. If the Committee requires the student to revise the thesis, the student will not be notified in writing, and after having made the necessary corrections, will submit the thesis to the Graduate School to be defended before the same committee within a maximum of six months. If the Committee rejects the thesis after the second defence, the student will be dismissed from the programme.

(8) The students who fail to be present at their thesis defense exams forfeit their right to defend, and are dismissed from the programme unless they have a valid reason listed in the Article 22 of this Regulation.

(9) If the thesis defense examination could not be held within the time period specified by Article 3, Department chairmanship notifies the Graduate School. Graduate School Administrative Board takes the necessary steps to organize an examination with the recommendation of the Department.

Doctorate Diploma

ARTICLE (58) - (1) Doctoral students who successfully defend their dissertations and fulfill the requirements will be awarded a Doctorate Diploma on the condition that they submit their approved dissertations to the Graduate School within one month after the thesis defense examination. The students are given temporary graduation certificates upon their written petition until their Doctorate Diplomas are ready.

(2) The name of the completed programme and the awarded title (if any) will appear on the Doctorate Diploma.

(3) In order for the thesis to be formally acceptable, it is required to be written and reproduced in accordance with the thesis writing principles and satisfy the conditions stated in the guidelines concerning thesis delivery posted on the website of the Graduate School and

the thesis delivery guidelines posted on the website of the Higher Education Board. Whether the thesis complies with the specified conditions shall be determined as a result of the examination to be carried out by the Graduate School. The deficiencies notified in writing or orally to the student are required to be completed within ten days.

(4) The students will not be issued any diplomas or documents unless they meet the conditions above.

PART EIGHT

Proficiency in Art

Aim and Scope

ARTICLE 59 - (1) Proficiency in Art is a graduate programme which aims at the creation of an original work of art, or, in the case of music and the performing arts, a superior creative production or performance.

(2) Proficiency in Art programme consists of a minimum of eight courses, not being less than 24 credits in total, practicums, and a thesis study or an exhibition, project, recital, concert, or stage performance work.

Duration of study

ARTICLE 60 – (1) The maximum period to complete the Proficiency in Art programme is eight semesters According to the clauses of this Regulation students may be dismissed prior to the completion of this period.

(2) The maximum period to complete credit courses required for the proficiency in art programme is four semesters Students who have not passed all credit courses by the end of the fourth semester will be dismissed.

(3) If a student who has completed the required course work, but could not complete the thesis or exhibition work, he/she may be given an extension of a maximum of four semesters for the thesis defence upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

(4) In case of an advisor, thesis, exhibition or project subject change, the elapsed time will not be added to the student's period of study.

Courses

ARTICLE 61 - (1) Students take equal number of courses on their first and second semesters. At least two of the courses taken every semester are must courses. Elective courses are chosen from a pool of at least four electives each semester.

(2) Courses from higher education institutions can be taken by the recommendation of the department administration and the acceptance of the Administrative Board of the Graduate School.

Repeating Courses

ARTICLE 62 - (1) Students repeat the failed courses on the third or fourth semesters of the programme. The student can take a maximum of four courses each repeated semester.

(2) The student who fails must courses needs to take them again the first semester they opened. If the failed course is not offered the student must take a substitute credit course.

(3) Students failing elective courses may either repeat the failed elective or take another elective instead.

Examinations and Evaluation

ARTICLE 63 – (1) Each term students take at least one midterm examination for every credit course they receive. Evaluation of homework in compliance with thesis writing guidelines could also be graded as midterm examination. In order to be able to take the final examinations, students need to get at least 60% on the midterm examination. Weighted average value is calculated if there are more than one midterm examination. Students who do not get at least 60% marks are not admitted to final examination and they repeat the course. Midterm dates are set and announced by the instructors of the respective course within the limits specified by academic schedule.

(2) Evaluation of homework written in compliance with thesis guidelines could also be graded as final examination.

(3) Students need to get no less than 60% from the midterm examinations.

(4) Final grade is calculated as the weighted average of midterm and final examination results. Final examination mark cannot be less than 75% of overall marks. Re-sit examination will not be offered for the students who fail at the final examination.

(5) Students need to pass at least two courses for every semester they attend. Students who do not meet this requirement are dismissed from the programme.

Appointment of supervisor

ARTICLE 64 - (1) The relevant Department chairmanship proposes thesis advisors for every student, in view of the advisory workloads and expertise areas, to the Graduate School no later than the end of the second semester for the counseling in choosing courses and practicum, as well as realization of theses, exhibitions or projects. Graduate School Administrative Board chooses and appoints a thesis advisor for every student, in view of the advisory workloads and the proposal.

(2) The thesis advisors to be assigned for the students who are research assistants shall be proposed from among the faculty members with Professor title, if not from among the faculty members with Associate Professor title. The Board of Directors of the Graduate School shall propose the thesis advisor in consideration of also the advisory workloads and the proposal, and assigns him/her.

(3) A new thesis supervisor will be assigned according to Article 1 of this Regulation if the supervisor retires, ails or withdraws for other reasons, as well as in cases where the Department chairmanship finds supervisor incapable of fulfilling his/her duty and informs the Graduate School as to the justified decision.

Thesis, exhibition or project subject proposal

ARTICLE 65 – (1) Within 30 days of the Graduate School Administrative Board’s supervisor assignment decision, students submit their thesis subjects and thesis subject proposals to the Department chairmanship after their supervisors’ approval.

(2) Thesis subject is evaluated by the related departmental board and sent to the Graduate School by the Department chairmanship if approved. Thesis subject proposals will be finalized by the approval of Graduate School Administrative Board.

Changing thesis, exhibition or project subject

ARTICLE 66 - (1) In case of a thesis subject change, the procedures listed at Article 65 of this Regulation will be repeated.

Completing the proficiency in art study

ARTICLE 67 - (1) In order to complete the proficiency in art study, students must have a minimum score of 50 over 100 on the ÜDS or they should pass one of the proficiency examinations recognized by the Inter-University Board. Foreign students take the examination in their own languages or in Turkish. The Inter-University Board decides how the foreign students’ foreign language examinations are conducted.

2) Proficiency in Art students who fail the specified language proficiency examinations may be registered to the foreign language preparation programme on the conditions set by the Senate. Language preparation programme is to be completed within one calendar year and those who fail the proficiency examinations at the end of the specified period are dismissed. The elapsed time in this programme will not be added to the student’s period of study.

Proficiency in Art examination

(1) Students who write thesis should explain and document the obtained results, and students who prepare exhibitions or project should explain and document their studies with a text prepared according to thesis writing guidelines and defend it orally before the jury.

(2) In order to form a jury, relevant Department chairmanship recommends five faculty members to the Graduate School Administrative Board. The Board, taking these recommendations into consideration, forms and appoints the thesis jury. The jury is comprised of five members, including the supervisor and at least two members from other institutions of higher education. Likewise, two substitute members are chosen (one from the university, one from another higher education institution)

(3) Jury members conduct a thesis examination within one month at the latest after the thesis has been submitted with the recommendation of thesis supervisor. If the jury fails to convene with valid ground, thesis supervisor submits a written report to the Graduate School on the same day and details the reasons. The Graduate School determines the new thesis defense examination date within 15 days at the latest and informs jury members with written notice.

(4) Jury members prepare their thesis evaluation reports according to the format specified by the Graduate School and submit them before the thesis defense examination takes place.

(5) Thesis defense examination consists of the presentation of the proficiency in art study and the following question - answer section. The examination takes no shorter than 45 and no more than 150 minutes, it is conducted orally at the Graduate School, and is open to audience.

(6) At the end of the examination, the jury, without the presence of the audience, gives the decision of “acceptance”, “rejection” or “correction” to the thesis, exhibition, project, recital and concert by unanimous or majority vote.

(7) Students whose proficiency in art study have been rejected are dismissed from the programme. Students whose Proficiency in Art study needs to be revised make the necessary or suggested amendments to their theses and re-submit them to the Graduate School to be defended before the same jury again within three months at the latest. Students whose Proficiency in Art studies rejected for the second time are dismissed from the programme.

(8) Students who fail to be present at their thesis defense exams forfeit their right to defend, and are dismissed from the programme unless they have a valid reason listed in the Article 22 of this Regulation.

(9) If the thesis defense examination could not be held within the time period specified by Article 3, Department chairmanship notifies the Graduate School. Graduate School Administrative Board takes the necessary steps to organize an examination with the recommendation of the Department.

Publication of thesis or exhibition

ARTICLE 69 - (1) Accepted thesis, exhibition or project could be published completely or partially by the Graduate School either domestically or abroad. Theses cannot be published completely or partially by any person and/or institution without the Graduate School's consent.

Proficiency in Art diploma

ARTICLE 70 - (1) Students who have successfully completed their studies in proficiency in art are granted a diploma bearing the name of the programme depending upon the area of the arts in concern on the condition that they submit their theses, exhibitions or projects within a month of their taking the examination, and that their works have been approved. The students are given temporary graduation certificates upon their written petition until their diplomas are ready.

(2) The diploma bears the title granted to the student depending upon the area of arts they studied.

(3) In order for the thesis to be formally acceptable, it is required to be written and reproduced in accordance with the thesis writing principles and satisfy the conditions stated in the guidelines concerning thesis delivery posted on the website of the Graduate School and the thesis delivery guidelines posted on the website of the Higher Education Board. Whether the thesis complies with the specified conditions shall be determined as a result of the examination to be carried out by the Graduate School. The deficiencies notified in writing or orally to the student are required to be completed within ten days.

(4) The students will not be issued any diploma or document unless they meet the conditions above.

PART NINE

Miscellaneous and Final Provisions

Tuition fee

ARTICLE 71 – (1) Education in Graduate School is subject to payment. Yearly tuition fees are determined each year by the Board of Trustees. The Board also decides on the late fee charge and the validity of alibi if the tuition fee is not paid on time.

(2) Students who would like to deregister apply to the GSS directorate with a petition. They are not reimbursed after deregistration.

(3) According to Article 22 of this Regulation, students on leave pay half of the tuition fee each semester.

(4) Students who are considered exempt according to Article 16 of this Regulation pay full fees.

(5) Students who are given semester extensions for writing thesis according to Articles 25 and 45, and students conducting Proficiency in Art studies according to Article 60 of this Regulation pay the portion corresponding to thesis period each semester.

(6) For courses repeated according to Article 27 and 40 of this Regulation the fee is paid per credit course.

(7) Students pay half of the tuition corresponding to their thesis semester for re-taking the qualifying examination according to Article 53, and for Proficiency in Art study according to Article 68 of this Regulation.

(8) Students who fail to pay their tuition within the registration period will be deregistered and dismissed from the programme.

Master's programme in art divisions

ARTICLE 72 – (1) Master's programme in art divisions are opened in areas in which the Proficiency in Art degree is offered. Graduate programme clauses of the Departments apply to these programmes as well.

Situations for which there are no provisions

ARTICLE 73 – (1) For the issues which are not covered in this Regulation, Graduate Education Regulations of Inter-University Board published in the Official Newspaper dated July 1st 1996, No: 22683; Organization Regulations of the Institute of Postgraduate Education of Higher Education Board published in the Official Newspaper dated March 3rd, 1983, No: 17976 and resolutions of Higher Education Board, Senate, and Graduate School Administrative Board are valid.

Invalidated Regulations

ARTICLE 74 – (1) The regulations concerning the Atılım University Graduate School of Social Sciences Graduate Study, Examinations and Assessment and its alterations published in the Official Newspaper Dated 12th September 1998, No. 23461 are invalidated.

Orientation

PROVISIONAL ARTICLE 1 – (1) Grades of students who have enrolled at the graduate programmes before this Regulation took effect will be converted to letter grading system according to principles set by Graduate School Administrative Board.

(2) Students who have enrolled at the University before this Regulation took effect, current students, dismissed students and those about to be dismissed, benefit from the previous Regulations invalidated by Article 74 of this Regulation.

Validity

ARTICLE 75 – (1) This regulation is effective upon publishing.

Execution

ARTICLE 76 - (1) The articles of this regulation are executed by the President of Atılım University