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| 25 December 2016 SUNDAY | **Official Gazette** | Issue : 29929 |
| **REGULATION** | | |
| By Atilim University:  **REGULATION ON ATILIM UNIVERSITY GRADUATE PROGRAMS**  **CHAPTER ONE**  **Objective, Scope Basis and Definitions**  **Purpose**  **ARTICLE 1 –**(1) The aim of this Regulation is to stipulate the conditions to be applied to education, teaching and exams in graduate programs applied by graduate schools of Atilim University.  **Scope**  **ARTICLE 2 -** (1) This Regulation covers the provisions on the graduate education and training consisting of doctoral programs based on undergraduate and graduate education, and master programs based on undergraduate education conducted at Atilim University.  **Basis**  **ARTICLE 3.** (1) This Regulation has been prepared on the basis of article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.  **Definitions**  **ARTICLE 4 -** (1) The following terms have below given meanings wherever used in this Regulation:  a) AİYS: Atilim University English Proficiency Exam,  b) AKTS: European Credit Transfer System  c) ALES: Academic Personnel and Graduate Education Entrance Exam,  ç) EABD: Major Science/Art Department of Graduate School of Atilim University.  d) Head of Major Science/Art Department of Graduate School: Head of Major Science/Art Department of Graduate School,  e) Board of Graduate School: The board chaired by Graduate School Director and consisting of assistant graduate school directors and chairs of the graduate school departments having program and/or conducting joint programs,  f) Graduate School Director: Directors of graduate schools of Atilim University  g) EYK: Board of Directors of Graduate School, Board of Trustees: Board of Trustees of Atilim University  ğ) Plagiarism: Benefiting partly or completely from the opinions, methods, data or works of others without referring in accordance with scientific rules,  h) Directorate of Registrar Office: Directorate of Registrar Office of Atilim University,  ı) Board of Trustees: Board of Trustees of Atilim University  i) ÖSYM: The Directorate of Assessment, Selection and Placement Center  j) President: President of Atilim University,  k) Senate: Atilim University Senate,  l) University: Atilim University,  m) YDS: Foreign Language Proficiency Exam    **CHAPTER TWO**  **Conditions for Application to Graduate Programs, Registration and Admission**  **Student Admission**  **ARTICLE 5-** (1) Students are admitted to master programs on the basis of their undergraduate success level, ALES result or international exam result equivalence of which is accepted by the Senate, foreign language exam result for programs conducted in English and other criteria to be accepted and announced to the applicants by the Senate. For admission to non-thesis master programs, the applicant must have undergraduate diploma. Additionally, for admission to thesis master programs, the applicant must have an ALES score not less than 55 in the score type of relevant program to be specified by the Senate. The Senate shall determine the weight of ALES score in assessment, provided that it shall not be less than 50%. However, ALES is not required for admission to master programs in fine arts and design other than architecture.  (2) Students are admitted to doctoral programs on the basis of undergraduate and master program, if any, success grade, ALES result or international exam result equivalence of which is accepted by the Senate, foreign language exam result and other criteria to be accepted and announced to the applicants by the Senate. However, ALES is not required for admissions to doctoral programs in fine arts and design other than architecture. For admission to Doctoral Program, the candidate must have thesis master degree or undergraduate degree and minimum ALES score to be specified by the Senate, provided that ALES score is not under 60 in the type of score as required for the program for those with Master Degree and 80 in the type of score as required for the program for those with undergraduate diploma. Besides ALES score, the result of written scientific evaluation exam and/or interview and grade point average of master program (for applications with master program degree) may be evaluated for the admission to doctoral programs. The Senate shall decide on weight of ALES score in assessment, provided that it shall not be less than 50%. Average undergraduate graduation score of those applying to doctoral program with undergraduate diploma shall be minimum 3.00/4.00 or equivalent score.  (3) Students are admitted to Proficiency in Arts programs on the basis of undergraduate and master program, if any, success grade, ALES result or international exam result equivalence of which is accepted by the Senate, foreign language exam result and other criteria to be accepted and announced to the applicants by the Senate. However, ALES is not required for admissions to Proficiency in Arts Programs in the fields of fine arts and design. For admission to Proficiency in Arts Program, the candidate must have thesis master degree or undergraduate degree and minimum ALES score to be specified by the Senate, provided that ALES score is not under 55 (verbal score) and 80 for the applicants with undergraduate diploma. The Senate shall decide on weight of ALES score in assessment, provided that it shall not be less than 50%. Average undergraduate graduate score of those applying to Proficiency in Art program with undergraduate diploma shall be minimum 3.00/4.00 or equivalent score. ALES score, grade point average of master program and result of interview/talent exam/portfolio evaluation results may be evaluated for the admission to Proficiency in Arts Program. The Senate requests the reference letter, a composition expressing the reason of applying to Proficiency in Arts Program, international standard exams and other similar documents required to be submitted by the candidates.  (4) The medium of instruction at the graduate programs is decided by Senate and proposed to Higher Education Council. A certain proficiency in a foreign language to be specified by relevant graduate school board may be required as a condition for the master programs conducted in Turkish. Foreign language levels of applicants of master programs conducted in a foreign language shall be determined by YDS (Foreign Language Test), international tests equivalences of which are accepted by Measurement, Selection and Placement Center (ÖSYM), English Proficiency Exams conducted by other higher education institutions giving education in English or AİYS results. The success score from proficiency exam for admission to master programs conducted in Foreign language shall be specified by the Senate, provided, however, that it shall not be less than 60/100 in YDS or AİYS. The success score from proficiency exam for admission to doctoral and proficiency in arts programs shall be decided by the Senate or a score from any exams approved as equivalence by ÖSYM, provided that such score shall not be under 60 in YDS.  (5) All information about applicants registrations are announced by the University. Applications to graduate programs are directly made to the relevant graduate school. Applicants shall submit ALES result, English proficiency level test result for programs conducted in English and other documents listed in the announcement within the specified time period. The original or copies of the documents approved by relevant Graduate School are accepted for registration.  (6) The applicants who are determined to be successful by EABD upon assessment of undergraduate and/or master program success score, ALES scores or scores from international exams equivalence of which are accepted by ÖSYM, English Proficiency Exam result for the programs conducted in English and other criteria required by the relevant EABD are admitted to the graduate programs. Application results are announced by EADBs or the relevant graduate schools.  (7) The principles and procedures for the admission of international candidates and citizens of the Republic of Turkey receiving complete undergraduate education in abroad to graduate programs shall be determined by the Senate.  (8) It shall not be possible to register in and continue more than one graduate program at the same time except for non-thesis master programs.  **Student admission through transfer**  **ARTICLE 6-** (1) The successful student who has completed minimum one semester at a graduate program at the University or any other higher education institution may be admitted to graduate programs at the University through transfer with EABD’s proposal and EYK’s decision provided that the required documents are submitted within the required time. The said decision shall also indicate the courses that the student is exempted in the program. The student transferred to another higher education institution must have met the requirements specified under article 5. The credit equivalence for the students transferred from higher education institutions where period of semester is longer than the period applied at the University shall be fixed by the relevant EYK.  (2) The tuition fees to be paid by students admitted through transfer shall be specified by the Board of Trustees.  **English Proficiency Level**  **ARTICLE 7.** (1) Those whose academic success is satisfactory for admission to graduate programs conducted in English but who failed to pass AİYS or has not taken the exam may register in English preparatory program.  **Admission to Academic/art Preparatory program**  ARTICLE 8- (1) Academic/Art preparatory program is a program applied to provide adaptation of successful students to the programs they have applied for. Number of courses at an Academic/Art preparatory program shall not be more than four in total. The students to be admitted to the program are admitted upon evaluation of the undergraduate and/or graduate program success scores and structures of undergraduate and/or graduate programs by EABD.  (2) Course program of a master student admitted to Academic/Art preparatory program consists of undergraduate or graduate level courses. The courses cannot be counted for the ones required for completion of the related master program.  (3) The must courses to be taken by doctoral/proficiency in art program student admitted to academic/art preparatory program shall not be counted for courses considered necessary for completion of doctoral/proficiency in art program.  (4) Students of academic/art preparatory program can also take courses for graduate program with proposal of the relevant EABD and approval of the relevant EYK in addition to academic preparatory program courses.  (5) The period fixed for academic/art preparatory program is maximum one calendar year. Summer school shall not be included in this period and the students who fail at the end of the period shall be dismissed from the university. The period spent in this program is not added to the master program or doctoral/proficiency in art program period specified under this Regulation.  (6) For starting the program, the master student must complete the courses given in academic preparatory program with minimum DD grade and with general average score of minimum 2.00. For starting the doctoral program, the student must complete the courses given in academic preparatory program with minimum CC grade and with general average score of minimum 2.50. The scores earned from such courses shall not be counted for grade point average of graduate program.  **Admission of Students with special status**  **ARTICLE 9-** (1) Those who have graduated from or are students of a higher education institution and wish to increase their knowledge in a specific area can be admitted as students with special status with the approval of relevant EABD.  (2) The students with special status are issued participation and success certificates for the taken course or courses. The certificate indicates the credits/hours of the courses taken. Special student status is not directly intended to rank in the top in relevant program and it shall not last longer than two semesters.  (3) A student with special status taking program courses may become graduate program student in case of meeting all requirements for admission to the program. Maximum 5 of the courses taken and passed by the students admitted to a graduate program can be exempted upon the proposal of relevant EABD and decision of EYK for non-thesis master program and 4 courses for thesis master and doctoral programs.  **Registration and renewal of registration**  **ARTICLE 10 –** (1) Student registration procedures are carried out by Registrar’s Office. Students admitted to programs are registered to the programs by Registrar’s Office upon submission of required documents. Those failing to renew their registrations within time period specified in academic calendar will be suspended. The students whose registrations are suspended are not entitled to exercise rights granted to students. The period of suspension is counted for education period. The provisions concerning fees to be paid for such periods by the students are determined by the Board of Trustees.  **Leaves**  **ARTICLE 11-** (1) The graduate students can take a leave maximum for two semesters in master programs and four semesters in doctoral programs provided that their excuse is approved by EYK. The period of leave is not counted for period of education. The student on leave does not attend courses and take exams during leave.  (2) Applications for leave can be made within four weeks following start of courses.  (3) The issues with regard to the tuition fees of the students who apply for leave shall be determined by the Board of Trustees.  **Disenrollment**  **ARTICLE 12-** (1) The student wishing to disenroll may apply to the Registrar’s Office with an official letter. The provisions concerning tuitions fees paid by those disenrolling voluntarily shall be determined by the Board of Trustees.  **Tuition fees and scholarship**  **ARTICLE 13 –** (1) Provisions concerning tuition fees and scholarships in graduate programs shall be specified by the Board of Trustees.  The students failing to pay their tuition fees shall not be entitled to register, re-register and take a leave. These students shall not benefit from rights granted to students.  (3) Even if the students registered in graduate programs complete the program before normal period of study, they shall pay the whole tuition fee.  **CHAPTER THREE**  **General Provisions on Education**  **Academic Year**  **ARTICLE 14** – (1) An academic year consists of two semesters, each consisting of sixteen weeks. Periods and dates concerning registration, courses, exams and similar activities shall be specified in the academic calendar approved by the Senate.  (2) Summer school may be opened, if required. Taking course at summer school depends on the request of the student. Students pay tuition fee for summer school.  **Attendance**  **ARTICLE 15 -** (1) The students must attend the courses, practices and exams. Students' attendance is followed by the relevant Instructor.  **Credits of Graduate Program Courses**  **ARTICLE 16 -** (1) Credit of a course is the sum of 1.0 times of weekly theoretical course and 0.5 times of weekly practical courses.  (2) Courses that will not be counted for grade average shall be specified by the Senate.  **Course exams and evaluation**  **ARTICLE 17 –** (1) Students are subjected to end of semester final exams and/or end of semester project studies in addition to midterms and/or studies during a semester. End of semester final exams shall be held at the venues and times to be specified by the University. End of semester grade to be granted to the students shall be assessed by the teaching member taking into account the midterms, end of semester final exam and/or end of semester project study evaluation and studies during the semester as well as attendance to the course. Make-up exam shall be administered for the students failing to take any exam due to any reasonable excuse accepted by the relevant EABD.  **Course Grades**  **ARTICLE 18** (1) For each course taken, the students is given one of the following grades by the course instructor at the end of semester.  AA 4.00  BA 3.50  BB 3.00  CB 2.50  CC 2.00  DC 1.50  DD 1.00  FD 0.50  FF 0.00  (2) When the grades and grade averages are required to be converted into 100 scale, the conversion table specified by Higher Education Council shall be applied.  (3) Grades not counted in averages are:  a) I: Incomplete  b) S: Satisfactory,  c) U: Unsatisfactory,  ç) P: Progressing,  d) NI: Not-included,  e) NA: Not-attended.  (4) The grade of (I) is given to a student who provides supporting evidence through documentation of illness or other reasons which have prevented her/him from completing the necessary course work. In case the student is given I in any course, the student must complete the missing assignments and responsibilities and obtain a grade within 15 days from submission of the grades to the Registrar’s Office. Otherwise, the (I) grade will automatically become a (FF). Such period may be extended with EABD’s proposal and EYK’s decision upon the application of the students due to sickness or similar cases.  (5) The grade (S) is given to students who are successful in non-credit courses.  (6) The grade (U) is given to students who are not successful in non-credit courses.  (7) Grade (P) is given to students continuing their thesis studies successfully.  (8) The grade (NI) is given 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 course concerned. Such courses are not used in the course exemption process related to the Program or programs the student registered at. The status of the courses taken in (NI) status shall not be changed in the same program.  (9) The grade NA is given by the instructor to the students failing due to not meeting attendance requirements. This grade shall be treated same as grade (FF).  (10) The semester grades are finalized when delivered to the Registrar's Office by the graduate school department and announced by the Registrar's Office.  **Material Errors in Grades**  **ARTICLE 19 -** (1) In case of any material error concerning semester grade announced by the Registrar’s Office, request for correction shall be decided by the relevant EABD upon application of the instructor. Material errors concerning grades granted after semester exams shall be corrected at the latest by end of the registration period of the next semester. The applications filed late shall be decided by the relevant EYK.  **Grade Point Averages**  **ARTICLE 20 –** (1) The achievement (success) score of student is calculated by taking general point averages at the end of semester. The total credit earned by student from a course is calculated by multiplying the coefficient of the final grade by the credit hours. In order to obtain the Grade Point Average (G.P.A) for any given semester, the total credit points are divided by the total credit hours. The averages are represented with two digits after point. The Cumulative Grade Point Average (C.G.P.A) is calculated by taking into account all the courses taken by a student from his/her admission to graduate program to complete minimum course load specified by the relevant EABD. The most recent grade earned for a repeated course is used to calculate the C.G.P.A. All grades are shown on the student transcript.  **Course Exemptions**  **ARTICLE 21-** (1) The requirements for exemption from one or more than one courses, substitution of a course passed in a former graduate program and early graduation, gaining right to be special student and registering as transfer students shall be specified by the relevant EYK upon taking opinion of the relevant graduate school department.  (2) Procedures for exemptions from courses taken in other programs by the graduate program applicant must be completed during application to the program.  (3) In the cases where graduate students continuing their studies in a graduate program wish to take courses from a higher education institution other than the University, they may take courses from such institutions with the proposal of the advisor, approval of head of EABD and decision of relevant EYK.  **Course Repeating**  **ARTICLE 22-** (1) To be successful in a course, minimum (CC) grade is required for master students and (CB) for doctoral students. The students are obliged to repeat the courses they have failed or take the elective courses equivalent of which are accepted by the relevant EABD. The students may repeat the courses they have passed successfully or take equivalent courses approved by the relevant EABD in order to get higher Cumulative Grade Point Average.  **CHAPTER FOUR**  **Master Programs**  **Master Programs**  **ARTICLE 23-** (1) The purpose of the master program is to enable the students to gain skills to access, assess and interpret the information by conducting scientific search. Master programs can be conducted in two types; with thesis and without thesis. The Senate shall decide on the departments of the graduate school and way of conduct of such programs.  (2) Transfer from thesis master program to non-thesis master program and vice versa can be made upon affirmative opinion of the relevant EABD and approval of the relevant EYK upon application of the student. In such a case, the courses taken in the former master program may be exempted for the courses in the new master program upon the decision of EYK.  **Period and course load in thesis master program**  **ARTICLE 24-** (1) The thesis master program consists of at least seven credit courses, one seminar course, non-credit courses approved by the relevant EABD and thesis studies. Seminar course and thesis are pass/fail courses. Thesis master program consists of minimum 120 ECTS in total and minimum 60 ECTS credit must be taken in each academic year. The courses of thesis master programs must be completed with minimum cumulative general point average of 3.00.  (2) Thesis advisor of the student of thesis master program shall be determined until the end of the first semester at the latest upon the proposal of relevant EABD and approval of EYK and the thesis subject determined with the advisor of the students until the end of the second semester. The thesis advisor to be assigned for the students shall be selected among the faculty members who have given courses in undergraduate program for minimum two semesters. If the university does not have an instructor as qualified as required, EYK may select an instructor from another higher education institution as a thesis advisor. In the cases where thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may be one of the academicians out of the university having minimum doctoral degree. Provisions concerning appointment and substitution of thesis advisor and second advisor shall be specified by the relevant graduate school board.  (3) The determination of the courses to be taken by the student and registration procedures are conducted by EABD until appointment of thesis advisor.  (4) The student is obliged to register his/her term thesis study starting from beginning of the semester following appointment of thesis advisor.  (5) Regardless of whether students register in each semester, the period of thesis master program shall be four semesters starting from the semester in which registered curricular courses are given. This period shall not include the scientific preparation period and shall be completed within maximum six semesters. The students who fail credit courses and seminar course included in the curriculum or meet the success requirements/criteria stipulated by the University, fail the thesis study within maximum study period or do not attend thesis defense shall be dismissed.  (6) The student may select undergraduate courses with approval of the chair of the relevant EABD provided that maximum two courses of master programs have not been taken during undergraduate program. The chair of graduate school department may delegate his/her authorities to the advisor.  (7) The students may take maximum two graduate program courses from other higher education institutions to be counted as course load of the program attended by them with EABD’s proposal and EYK’s decision.  (8) The extra courses to be taken by students completing their minimum course load requirement specified by the relevant EABD shall not be considered in general point average but indicated in the transcript.  **Conclusion of master thesis**  **ARTICLE 25-** (1) The student completing his/her master thesis studies within the time period specified under article 24 shall be obliged to write the thesis results in the form as specified under thesis writing instruction of the University and defend the thesis orally before committee. The thesis must be written in the language of the program. However, in the programs conducted in Turkish, thesis may be written in a foreign language with affirmative opinion of EABD and approval of EYK.  (2) The student whose thesis is accepted by thesis advisor shall apply to the relevant EABD to take thesis exam. The relevant EABD submits to the graduate school the unbound thesis checked by the advisor in respect to content together with thesis jury proposal and plagiarism report. If case of any plagiarism in the report data, the thesis is sent to the executive board of graduate school for a justified decision. The deadline for thesis exam is specified under the academic calendar.  (3) Master thesis jury is appointed with proposal of the related EABD and decision of the relevant EYK. The jury is composed of three or five faculty members consisting of student’s advisor and at least one from another higher education institution. In case jury consists of three members, the second thesis advisor shall not be member of jury. In addition, two alternate members shall be appointed to the jury outside university.  (4) The jury members gather within maximum one month from date of delivery of the thesis to them and take the student to thesis defense exam. Thesis exam consists of presentation of thesis works and question-answer section following thereupon is open to audience. The audience consists of teaching staff, graduate students and field specialists.  (5) Upon the exam, the jury, without the presence of the audience, gives the decision of acceptance, rejection or correction by simple majority vote at least. The jury's decision is submitted to the Graduate School by relevant EABD as an attachment to minute. The student whose thesis is rejected is dismissed from the University. The student whose thesis needs to be corrected makes the necessary or suggested amendments to the thesis and defends it before the same jury again within three months at the latest. The student whose thesis is rejected in this defense again is dismissed from the University. Upon the request of the student whose thesis is rejected, s/he is awarded with non-thesis master degree on the condition that s/he meet the requirements of non-thesis master program such as course credit load and project writing.  **Thesis Master Diploma**  **ARTICLE 26-** (1) Master diploma is issued to the student submitting to graduate school directorate three bound copies of master thesis and CD copies of pdf format in one month from thesis exam date, and approved in respect to thesis format, provided that other conditions are also met. Board of Directors of the Graduate School may extend the submission period for maximum one month upon request. The student who do not meet these requirements cannot receive his/her diploma and benefit from the rights granted to students and dismissed from the University at the end of maximum period.  (2) **(Amended: RG-9/5/2017-30061)** The master degree diploma includes approved title of the program in the graduate school department studied by the student and the expression “thesis master”. Students graduate on the submission date of thesis signed by exam jury.  **Period and course load in non-thesis master program**  **ARTICLE 27 -** (1) The purpose of the non-thesis master program is to equip the student with in-depth knowledge about the professional matters and using existing information in practice. Non-thesis master program consists of minimum ten credit courses and term project course, provided that total credit is not less than 90 ECTS. The student is obliged to register for project course in the semester when it is taken and submit a written report and if any, products related to the project at the end of the semester. The project report must be written in the language of the program. Semester project is a fail/pass project.  (2) In the non-thesis master program, the relevant EABD assigns a faculty member or an instructor with PhD and bearing the qualifications specified by the Senate by the end of semester at the latest to advise him/her for course selections and project studies.  (3) The determination of the courses to be taken by the student and registration procedures are conducted by EABD until appointment of advisor.  (4) The courses of non-thesis master programs must be completed with minimum cumulative general point average of 2.75.  (5) The student may select undergraduate courses with approval of the chair of the relevant EABD provided that they have not been taken during undergraduate program. The head of graduate school department may authorize the advisor. However, maximum three of such courses can be counted for course load and master program credits.  (6) The students may take maximum three graduate program courses from other universities to be counted as course load of the program attended by them with EABD’s proposal and EYK’s decision.  (7) Regardless of whether students register in each semester, the completion period of non-thesis master program shall be minimum two semesters starting from the semester in which registered curricular courses are given. This period shall not include the scientific preparation period and shall be completed within maximum three semesters. The student who fails at the end of this period or cannot complete the program is dismissed from the University.  **Master Diploma without Thesis**  **ARTICLE 28-** (1) The student of master program who completes credit courses and term project successfully is granted master degree diploma.  (2) The master degree diploma states the approved title of the program in the graduate school department studied by the student and the expression “without thesis”.    **CHAPTER FIVE**  **Doctoral Program**  **Purpose and Scope**  **ARTICLE 29 -** (1) The aim of the doctoral program is to equip students with the skills to conduct research independently, study and analyze the scientific events with a broad and in-depth point of view and capability to determine the steps required for reaching new syntheses. The dissertation to be prepared at the end of doctoral program studies must meet one of the criteria specified below: the novelty to science, a new scientific method development, applying a known method to a new field.  **Period and course load of Doctoral Program**  **ARTICLE 30 –** (1) **(Amended: RG-9/5/2017-30061)** Doctorate program contains minimum 240 ECTS credits including minimum seven credit courses not less than 60 ECTS credits in an academic year, seminar, proficiency exam, thesis proposal and thesis study for the students admitted with thesis master degree. For those having undergraduate degree, the program consists of minimum fourteen credit courses, seminar course, qualifying examination, dissertation proposal and dissertation studies provided that total credit is not less than 300 ECTS. The courses of doctoral program must be completed with minimum cumulative general point average of 3.00.  (2) The thesis advisor for a student in doctoral program is proposed by the relevant EABD and assigned with decision of relevant EYK not later than the end of the second semester. Where the doctoral thesis requires more than one advisor, the second advisor may be appointed. The second thesis advisor to be appointed may be one of the academicians out of the university having minimum doctoral degree. The thesis advisor shall be appointed among full time faculty members of the University who have conducted at least one successful master thesis and given course at undergraduate program or master program for minimum four semesters. If the university does not have an instructor as qualified as required, EYK may select an instructor from another higher education institution as a thesis advisor within the frame of the principles stipulated by the Senate. Provisions concerning appointment and substitution of thesis advisor and second advisor shall be specified by the relevant graduate school board.  (3) The determination of the courses to be taken by the student and registration procedures are conducted by EABD until appointment of thesis advisor.  (4) A student passing qualifying exam successfully is obliged to register in thesis studies every semester.  (5) Students in doctoral program may take undergraduate courses. Undergraduate courses are not included in course load and doctorate credit. In doctoral programs, the students who are admitted with their master degree may take maximum two courses while the students who are admitted with undergraduate degree may take maximum four courses with the approval of EYK and proposal of Major Science/Art Department of Graduate School.  (6) The extra courses to be taken by students completing their minimum course load requirement specified by the relevant EABD shall not be considered in general point average but indicated in the transcript.  (7) Regardless of whether students register in each semester, the completion period of doctoral program for the students admitted with thesis master degree shall be eight semesters starting from the semester in which registered curricular courses are given. This period shall not include scientific preparation period and shall be completed within maximum twelve semesters. The period shall be ten semesters for the students admitted with undergraduate degree and must be completed within fourteen semesters. Maximum period to complete credit courses required for doctoral program is two years for those admitted with master degree and three years for those admitted with undergraduate degree. The student who fails their credit courses and achieve the minimum grade point average stipulated by the University within this period is dismissed from the University. The student who completes credit courses and passes doctoral qualifying exam successfully and whose dissertation proposal is accepted but cannot complete thesis study within twelve or fourteen semesters is dismissed from the University. Those applying to doctoral program with undergraduate degree and failing to pass doctorate dissertation successfully will be granted non-thesis master degree upon their requests, provided that required credit load, project and other similar requirements have been fulfilled.  **Doctoral qualifying exam**  **ARTICLE 31 –** (1) Doctoral qualifying exam is conducted to evaluate whether the student who has passed proficiency exam, credit courses and seminar successfully has fundamental subjects and concepts in related field and scientific research skills with regard to doctoral study. Doctoral students with master degree take the doctoral qualifying exam before fifth semester at the latest while those with undergraduate degree take before the seventh semester at the latest. The names of the doctoral qualifying exam applicants are submitted to relevant Graduate School by the relevant EABD. A student can only enter maximum two qualifying exams per year.  (2) Doctoral qualifying exam is held twice a year, one in May and one in December.  (3) Qualifying exam is held and executed by a doctoral qualification committee consisting of five members proposed by relevant EABD and approved by relevant EYK and assigned for an office of three years. The committee establishes exam juries consisting of five full members one of which is student’s advisor, minimum two from outside University and two alternate members to prepare, administer and evaluate exams in different fields. Relevant Board of Directors decides whether the advisor has right to vote. If the advisor does not have right to vote, the jury shall consists of six academic members.  (4) Doctoral Qualifying Exam consists of written and oral exams to determine the student’s ability in related field and his/her tendency for research. The student who pass written exam enters oral exam.  (5) Doctoral qualifying exam committee evaluates the written and oral exam results together and make a decision for success or failure with simple majority. The decision is submitted to the Graduate School by relevant EABD as an attachment to minute within maximum three days.  (6) The student failing the qualifying exam is taken to qualifying exam for the parts s/he has failed, again during the next semester. The student who also fails this exam is dismissed from the doctoral program.  (7) Doctoral Qualifying Committee may require a student successfully passing qualifying exam to take maximum 2 courses from the field the committee considers that the student is incomplete in even if the student has completed course load. The student is obliged to pass the courses to be determined with the decision of relevant Graduate School. Extra credit courses are of (NI status) and minimum CB grade should be earned.  (8) A student admitted based on undergraduate degree and passing minimum seven courses may be transferred to a master program.  **Thesis Monitoring Committee**  **ARTICLE 32 -** (1) Thesis monitoring committee is established for the student being successful in the qualifying exam, within one month with proposal of the related EABD and approval of the relevant EYK.  (2) Thesis monitoring committee is composed of three faculty members. In addition to thesis advisor, one member is selected from other related graduate school department and one from outside. In case of second thesis advisor, if the second thesis advisor wishes, s/he may attend the committee meetings.  (3) During the semesters after establishment of the thesis monitoring committee, members can be replaced with proposal of the related EABD and EYK’s approval.  **Thesis proposal defense**  **MADDE 33 –** (1) The student who passes doctoral qualifying exam successfully defends his/her thesis proposal covering the purpose, method and study plan of the research before the thesis monitoring committee within maximum six months. The student delivers the written report about the thesis proposal to the members of the committee minimum fifteen days before oral defense.   (2) Thesis monitoring committee decides on the acceptance, correction or refusal of the thesis proposal submitted by the student with simple majority. The decision is submitted to the Graduate School by relevant EABD within three days following thesis proposal as an attachment to minute. The student is given one month for correction. The decision on acceptance or refusal taken with simple majority is notified by Major Science/Art Department of Graduate School to the graduate school within three days following the end of transaction.  (3) The student whose thesis proposal is refused is entitled to select a new advisor and/or thesis subject. In such a case, a new thesis monitoring committee may be appointed. The student wishing to continue the program with the same supervisor makes his thesis proposal defense within three months while the student changing his advisor and thesis topic makes thesis proposal defense within six months. The student whose thesis proposal is rejected in this defense session again is dismissed from the University.  (4) For the student whose thesis proposal is accepted, the thesis monitoring committee convenes twice a year, once between January and once June and July and December. The student submits his/her written report to the committee members at least one month prior to meeting date. The report gives summary of the studies conducted up to that date and the plan of study to be conducted in one year thereafter. The thesis study of the student is determined to be successful or unsuccessful by the committee and informed to the graduate school with a minute. The student who is evaluated by the committee to be unsuccessful twice consecutively and thrice at intervals is dismissed from the University.  (5) The student who does not attend the thesis proposal defense within the period specified in the first paragraph without any excuse is decided to be unsuccessful and his/her thesis proposal is rejected.  **Conclusion of the doctoral thesis**  **ARTICLE 34 -** (1) The student completing his/her doctoral thesis studies within time period specified under article 30 shall be obliged to write the thesis results in the form as specified under thesis writing instruction of the University and defend the thesis before committee. For the programs conducted in English, the thesis must be written in English, as well.  (2) To be eligible for doctoral thesis defense, the student must have minimum one article on the thesis authored by him/her or co-authored with other researchers in the related field, of which publication in national or international refereed journals has been approved. The student who meets such condition and whose thesis is accepted by thesis advisor shall apply to the relevant EABD to take thesis exam. The EABD submits to the Graduate school the unbound thesis checked and approved by the advisor in respect to content together with thesis jury proposal, a copy of paper sent for publication as specified under this article and plagiarism report. If case of any plagiarism in the report data, the thesis is sent to the Board of Directors of Graduate School for a justified decision. The deadline for thesis exam is specified under the academic calendar.  (3) In order for the conclusion of the thesis of the student, minimum three thesis monitoring committee reports must be submitted.  (4) Doctoral thesis jury is appointed with the proposal of advisor, Major Science/Art Department of Graduate School and approval of Board of Directors of the Graduate School. The jury consists of five academic members three of which are the academic members included in thesis monitoring committee and minimum two of which are out of the University. Relevant Board of Directors decides whether the advisor has right to vote. If the advisor does not have right to vote, the jury shall consists of six academic members. In addition, the second thesis advisor may be involved the jury without the right to vote. In addition, two alternate members shall be appointed to the jury outside university.  (5) The jury members gather within maximum one month from date of delivery of the thesis and take the student to thesis defense exam. Thesis exam consists of presentation of thesis works, and the question-answer part following thereupon is open to audience. The audience consists of teaching staff, graduate students and field specialists.  (6) Upon the exam the jury, without the presence of the audience, gives the decision of acceptance, rejection or correction by simple majority vote. The jury's decision is submitted to the Graduate School by relevant EABD as an attachment to minute. The student whose thesis is accepted is evaluated to be successful. The student whose thesis is rejected is dismissed from the University. The student whose thesis needs to be corrected makes the necessary amendments and re-defends it before the same jury again within six months at the latest. The student who also fails this exam is dismissed from the university. Those admitted to doctoral program with undergraduate degree and failing to pass dissertation successfully will be granted non-thesis master degree upon their requests in accordance with the 7th paragraph of article 30. The student must register for the extended semester.  **Doctorate diploma**  **ARTICLE 35 –** (1) The student who completed his/her thesis study submits the copies of the thesis as requested by the advisor. Along with the written statement about the conformity to spelling rules, the advisor submits the copies of the thesis to relevant graduate school through the Major Science/Art Department of Graduate School.  (2) The student providing the relevant Graduate School with the three bound copies of doctoral thesis and CD copies of pdf format within one month following the thesis exam date and approved in respect to thesis format are entitled to be awarded with doctorate diploma provided that other conditions are also met. Board of Directors of the Graduate School may extend the submission period for maximum one month upon request. The student who does not meet these requirements cannot receive his/her diploma and benefit from the rights granted to students and dismissed from the University at the end of maximum period.  (3) **(Amended: RG-9/5/2017-30061)** The Doctoral diploma states the approved title of the program in the graduate school department studied by the student. Students graduate on the submission date of thesis signed by exam jury.  **CHAPTER SIX**  **Proficiency in Art**  **Purpose and Scope**  **ARTICLE 36 -** (1) Proficiency in Art study is a higher education program which is equivalent to doctoral program and aiming at creation of an original work of art, a superior practice and creativity in music and performing arts.  **Duration and course load of Proficiency in Art**  **ARTICLE 37 –** (1) Proficiency in Art program consists of minimum 240 ECTS credits including minimum seven credit courses not less than 60 ECTS credits in an academic year, practices, thesis, exhibition, project, recital, concert and representation for the students admitted with thesis master degree. For the students admitted with undergraduate degree, the program consists of minimum 300 ECTS credits including minimum fourteen credit courses, practices, thesis, exhibition, project, recital, concert and representation The courses of proficiency in art program must be completed with minimum cumulative general point average of 3.00.  (2) Major Science/Art Department of Graduate School proposes an advisor among academic staff of the University for each student for the execution of course and practice selection, thesis, exhibition, project, recital, concert and representation to the Graduate School. The proposal is finalized upon the decision of EYK. The thesis advisor for a student in Proficiency in Art program is proposed by the relevant EABD and is assigned with decision of relevant EYK not later than the end of the second semester. Where the Proficiency in Art study requires more than one advisor, the second advisor may be appointed. The advisor is obliged to have executed minimum one successful master thesis in order to execute the studies such as thesis, exhibition, project, recital, concert and representation in Proficiency in Art programs. The second thesis advisor to be appointed may be one of the academicians out of the university with doctoral/proficiency in art degree. Provisions concerning appointment and substitution of thesis advisor and second advisor shall be specified by the relevant graduate school board.  (3) The determination of the courses to be taken by the student and registration procedures are conducted by EABD until appointment of thesis advisor.  (4) The student is obliged to register his/her term thesis study starting from beginning of the semester following appointment of thesis advisor.  (5) Students in Proficiency in Art program may take undergraduate courses. For those having master degree, such courses shall not be counted for course load and Proficiency in Art credits. Maximum two undergraduate courses can be counted for course load and proficiency in art credit for the students admitted with undergraduate degree.  (6) The students who are admitted with master degree may take maximum two courses, while the students who are admitted with undergraduate degree may take maximum four courses with the approval of EYK and proposal of Major Science/Art Department of Graduate School.  (7) The extra courses to be taken by students completing their minimum course load requirement specified by the relevant EABD shall not be counted in general point average but indicated in the transcript.  (8) Regardless of whether students register in each semester, the completion period of proficiency in art program for the students admitted with master degree shall be eight semesters starting from the semester in which registered curricular courses are given. This period shall not include scientific preparation period and shall be completed within maximum twelve semesters. The period shall be ten semesters for the students admitted with undergraduate degree and must be completed within fourteen semesters. Maximum period to complete credit courses required for Proficiency in Art program is four semesters for those admitted with thesis master degree and six semesters for those admitted with undergraduate degree. The student who fails their credit courses and achieve the minimum grade point average stipulated by the University within this period is dismissed from the University. The student who passes credit courses and practices successfully but cannot pass the studies such as thesis, exhibition, project, recital, concert and representation within twelve or fourteen semesters as specified in the first paragraph is dismissed. The students applying to Proficiency in Art program with undergraduate degree and failing to pass Proficiency in Art dissertation successfully will be granted non-thesis master degree upon their requests, provided that required credit load, project and other similar requirements have been fulfilled.  **Conclusion of proficiency in art study**  **ARTICLE 38 -** (1) The student must write the conclusions and explanations clarifying his/her artistic studies together with documentation according to thesis writing guide specified by the Senate and defend the thesis and art study before jury orally. The deadline for thesis exam is specified under the academic calendar.  (2) The student must complete and present his/her thesis/study before the proficiency in art study defense. If the student is required to correct the thesis/study, corrected thesis/study must also be submitted before the defense. Along with his/her opinion that the thesis can be defendable, the advisor submits the thesis to the Graduate School. The Graduate School sends the plagiarism software report of the thesis to the advisor and jury members. If case of any plagiarism in the report data, the thesis is sent to the Board of Directors of Graduate School for a justified decision.  (3) The student who completes his/her proficiency in art study submits the copies of the thesis as requested by the advisor. Along with the written statement about the conformity to spelling rules, the advisor submits the thesis to relevant Graduate School through the Major Science/Art Department of Graduate School.  (4) Proficiency in art jury is appointed with proposal of the related EABD and approval of the relevant EYK. The jury consists of five people including the advisor and minimum two academic staff from another University. Relevant Board of Directors decides whether the advisor has right to vote. If the advisor does not have right to vote, the jury shall consists of six people. In addition, the second thesis advisor may be involved in the jury without the right to vote.  (5) The jury members gather within maximum one month from date of delivery of the thesis or article and take the student to exam. The exam consists of presentation of Proficiency in Art works and question-answer part following thereupon. The exam is held with the participation of academic members, graduate students and experts.  (6) Upon completion of the exam, the jury, without the presence of the audience, gives the decision of acceptance, rejection or correction of the proficiency in art studies such as thesis, exhibition, project, recital, concert and representation by simple majority vote. The student whose thesis and proficiency in art study are accepted is evaluated to be successful. The decision is submitted to the Graduate School by relevant EABD within three days following exam as an attachment to minute. The student whose thesis and proficiency in art study are rejected is dismissed from the University. The student whose proficiency in art study needs to be corrected makes the necessary amendments and re-defends the proficiency in art studies such as thesis, exhibition, project, recital, concert and representation before the same jury within maximum six months. The student whose proficiency in art study is rejected in this defense again is dismissed from the University. The students who are admitted to the proficiency in art program with undergraduate degree and fails the proficiency in art studies such as thesis, exhibition, project, recital, concert and representation are granted non-thesis master diploma in accordance with the 8th paragraph of article 37.  **Diploma of Proficiency in Art**  **ARTICLE 39-** (1) **(Amended: RG-9/5/2017-30061)** A Diploma stating the field of the art is issued to the student who has been successful in the proficiency in art, provided that s/he has met all other requirements. Students graduate on the submission date of thesis signed by exam jury.  (2) The student providing the relevant Graduate School with the three bound copies of proficiency in art thesis within one month following the thesis exam date and approved in respect to thesis format are entitled to be awarded with doctorate diploma provided that other conditions are also met. Board of Directors of the Graduate School may extend the submission period for maximum one month upon request. The student who does not meet these requirements cannot receive his/her diploma and benefit from the rights granted to students and dismissed from the University at the end of designated period.  (3) Within three months following the submission of the thesis, relevant Graduate School submits the soft copy of the proficiency in art thesis to the Council of Higher Education (YÖK) to be used for scientific research and activities.  **CHAPTER SEVEN**  **Miscellaneous and Final Provisions**  **Disciplinary actions**  **ARTICLE 40 –** (1) Discipline procedures are subject to provisions of Regulation concerning Student Disciplinary Procedures in Higher Education Institutions published in Official Gazette dated 18/8/2012 and numbered 28388.  **Repealed regulation**  **MADDE 41 –** (1) Regulation on Atilim University Graduate Programs published on the Official Gazette dated 4.2.2016 and numbered 29614 has been abolished.  **Orientation**  **TEMPORARY ARTICLE 1 –** (1) The provisions concerning general point averages specified under articles 27, 30 and 37 shall not be applied to students registered in graduate programs of Graduate School Of Social Sciences before publication date of this Regulation.  (2) Paragraph two of article 34 shall not be applied to students passing doctoral qualifying exam before publication date of this Regulation.  (3) The provisions with regard to minimum study periods in this Regulation shall be applied as from 2016-2017 fall semester.  **Effective Date**  **MADDE 42 –** (1) This Regulation comes into effect as from the beginning of 2016-2017 academic year.  **Execution**  **Article 43 -** (1) The provisions of this Regulation are executed by the President of Atilim University. | | |