

## **REGULATIONS ON ATILIM UNIVERSITY GRADUATE DEGREE PROGRAMS**

### **SECTION ONE**

#### **Purpose, Scope Basis and Definitions**

##### **Purpose**

**ARTICLE 1** – (1) This Regulation aims to specify the conditions to be applied to education, teaching and examinations in graduate degree programs implemented at the graduate schools of Atılım University.

##### **Scope**

**ARTICLE 2** - (1) This Regulation covers the provisions on the graduate degree education and training consisting of graduate degree programs based on undergraduate level education, and doctorate degree programs based on undergraduate and graduate level education at Atılım 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 no. 2547.

##### **Definitions**

**ARTICLE 4** - (1) The definitions for the terms in these Regulations are as follows:

- a) AEPE: Atılım University English Proficiency Exam,
- b) ECTS: European Credit Transfer System,
- c) ALES: Academic Personnel and Graduate Education Entrance Exam,
- ç) Major Graduate School/ Art Graduate School Department (EABD): The major graduate school /art graduate school department under the graduate schools of Atılım University,
- d) Head of Major Graduate School/Art Graduate School Department: The head of the major graduate school /art graduate school department under the graduate schools of Atılım University,
- e) Graduate School Board: The board chaired by the Graduate School Director and consisting of the graduate school vice directors and the heads of major graduate school departments implementing programs, and/or conducting joint programs at the graduate school,
- f) Graduate School Director: The directors of the graduate schools under Atılım University,
- g) EYK: Graduate School Board of Directors,
- ğ) Plagiarism: The process of using the opinions, methods, data or works of others partly or completely, as one's own and without referencing in accordance with scientific rules,
- h) Directorate of Student Affairs: The Atılım University Directorate of Student Affairs,
- ı) Board of Trustees: The Board of Trustees of Atılım University,
- i) ÖSYM: The Directorate of Assessment, Selection and Placement Center
- j) President: The President of Atılım University;
- k) Senate: The Atılım University Senate;
- l) University: Atılım University,
- m) YDS: Foreign Language Proficiency Examination.

## SECTION TWO

### Application Conditions for, and Registration and Admission to Graduate Degree Programs

#### Student Admission

#### ARTICLE 5 – (Amended: RG-14/9/2020-31244)

(1) Students are admitted to graduate degree programs taking into account their success at an undergraduate level, the result of their ALES exam, or an international exam deemed equivalent by the Senate, their result in a foreign language exam for programs in English, and other criteria deemed suitable and announced by the Senate to applicants. Applicants are required to hold an undergraduate diploma for admission to non-thesis master degree programs, or to have at least the lowest ALES score determined by the Senate, and not less than 55, in the score class relevant to the program of their application. The Senate determines the weight of the ALES score when evaluating applicants, provided that it is not less than 50%.

(2) The condition regarding ALES exam results is not the case for:

a) Student admission procedures for the conservatory program, or the major graduate school/ art school departments of graduate schools under the School of Fine Arts to admit students on the basis of an aptitude exam; and

b) Applications for graduate degree programs by the graduates of Doctorate/ Art Proficiency/ Medical Expertise/ Dentistry Expertise/ Veterinary Expertise/ Pharmaceutical Expertise programs.

(3) The cases that apply to the evaluation procedures of the candidates under Paragraph Two are as follows:

a) A score not lower than 55 and not higher than 75 is determined by the Senate, and announced under the conditions of the relevant department, regardless of both the entry score to candidates' graduate degree programs which they have completed, and their field of expertise.

b) These candidates may apply in a field different from their previous score type, or the field studied while pursuing their doctorate degree/ proficiency in art/ expertise.

c) The score announced is regarded as the ALES score of candidates, regardless of the score class.

(4) Students are admitted to doctorate programs based on their success in their undergraduate and, if any, graduate degree programs, as well as their scores in ALES or another international exam deemed equivalent by the Senate, in addition to their foreign language exam results, and other criteria to be accepted and announced to the applicants by the Senate. Applicants are required to hold an undergraduate diploma, or that of a thesis graduate program for admission to doctorate programs, or to have at least the lowest ALES score determined by the Senate, not lower than 60 in the score class of the program, or 80 if the application is made on the basis of an undergraduate diploma. In addition to their ALES scores, applicants' written scientific evaluation exam and/ or interview results, as well as the grade point average of their graduate degree program for applicants with a graduate degree, may be assessed for admission to doctorate programs. The Senate determines the weight of the ALES score when evaluating applicants, provided that it is not less than 50%. Applicants for doctorate programs who are applying with their undergraduate diploma are required to have an undergraduate diploma grade of 3.00 out of 4.00, or an equivalent score.

(5) The conditions regarding ALES scores as per Paragraph Four do not apply for doctorate degree program applications by graduates of Doctorate/ Proficiency in Art/ Medical Expertise/ Dentistry Expertise/ Veterinary Expertise/ Pharmaceutical Expertise programs. Instead, the conditions below apply when evaluating such candidates:

a) A score not lower than 55 and not higher than 75 is determined by the Senate, and announced under the conditions of the relevant department, regardless of both the entry score

to candidates' graduate degree programs which they have completed, and their field of expertise.

b) These candidates may apply in a field different from their previous score type, or the field studied while pursuing their doctorate degree/ proficiency in art/ expertise.

c) The score announced is regarded as the ALES score of candidates, regardless of the score class.

a) ALES scores do not constitute a basis for student admission procedures for the conservatory program, or the major graduate school/ art school departments of graduate schools under the School of Fine Arts to admit students on the basis of an aptitude exam. However, the Senate may require ALES scores for admission purposes. Where required, the Senate determines the base ALES score for admission.

#### **Student admission through transfers**

**ARTICLE 6** - (1) Students successfully completing minimum one semester under a graduate degree program at the University or at any other higher education institution may be admitted to graduate degree programs at the University through student transfer upon EABD proposal and the decision by the relevant Executive Committee, provided that the required documents are submitted within the relevant time frame. The decision also indicates the courses in the program from which the student shall be exempted. Transfer students from different higher education institutions are required to meet the criteria in Article 5. Credit equivalence for transfer students from different higher education institutions where the semester period differs in length is determined by the relevant Executive Committee.

(2) The conditions on the fees to be paid by transfer students are determined by the Board of Trustees.

#### **English Proficiency Level**

**ARTICLE 7** - (1) Candidates who have an academic success deemed sufficient for admission to graduate degree programs in English, but failed in AEPE, or have not yet taken the exam, may enroll in the preparatory English program as students.

#### **Admission to the Academic/ Art Deficiency Program**

**ARTICLE 8** - (1) The Academic/ Art Deficiency Program is intended to harmonize the successful students to the programs of their application. The Academic/ Art Deficiency program may not exceed 4 courses in total. The students to be admitted to this program are determined by EABD after an evaluation of their levels of success in undergraduate and/ or graduate degree programs, and the structure of these programs.

(2) The course program of students admitted to the Academic/Art deficiency program consists of undergraduate or graduate degree courses. These courses may not substitute the ones deemed required to complete the graduate degree program of their choice.

(3) The compulsory courses to be taken by doctorate degree/proficiency in art program students in the academic/art deficiency program shall not count towards the completion of the doctorate degree/ proficiency in art program.

(4) Students of the academic/art deficiency program may also take graduate degree program courses with the proposal of the concerned EABD and the approval of the concerned EYK in addition to academic/ art deficiency program courses.

(5) The academic/ art deficiency program lasts a maximum of 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 does not count towards the graduate degree program or the doctorate degree/proficiency in art program specified under this Regulation.

(6) To be able to begin their graduate degree programs, students are required to pass the courses in the academic deficiency program with a minimum letter grade of DD and the minimum GPA of 2.00. To begin the doctorate program of their choice, students are required to complete their academic deficiency program courses with the minimum letter grade of CC

and the minimum GPA of 2.50. The grades earned in these courses may not add to the GPA of the graduate degree program.

#### **Admission of Students with a Special Status**

##### **ARTICLE 9 – (Amended: RG-20/6/2020-31161)**

(1) Students registered in graduate or doctorate degree programs, or art deficiency programs at different higher education institutions may be admitted as special students with the approval of the Directorate of the Department Major/ Art Major under the graduate school where they are registered. Exemption procedures of such special students admitted to graduate degree courses for their courses taken and achieved are undertaken by the Directorate of the Department Major/ Art Major of the graduate school under which the students are registered.

(2) Special students are granted a certificate of attendance and success relating to the course(s) taken. The certificate indicates the credits/ hours regarding the courses taken.

#### **Registration and renewals**

**ARTICLE 10** – (1) Student registration procedures are carried out by the Directorate of Student Affairs. Students admitted to programs are registered by the Directorate of Student Affairs upon submission of required documents. Students failing to have their registration renewed within the time frame on the academic calendar are suspended. The students whose registrations are suspended are not entitled to exercise rights granted to students. The period of suspension is counted towards the period of study. The provisions concerning fees to be paid for such periods by the students are determined by the Board of Trustees.

#### **Leaves**

**ARTICLE 11-** (1) Students may request a leave for a maximum of two semesters in graduate degree programs and four semesters in doctorate programs provided that their excuse is deemed acceptable by EYK. The period of their leave does not count towards their period of study. Students may not continue their classes or take exams while on leave.

(2) Applications for leaves may be made within four weeks after courses begin.

(3) The issues regarding the tuition fees of the students applying for leaves shall be determined by the Board of Trustees.

#### **Disenrollment**

**ARTICLE 12** - (1) The student wishing to disenroll may apply to the Director of Student Affairs with an official letter. The provisions concerning the tuition fees paid by those disenrolling voluntarily are specified by the Board of Trustees.

#### **Tuition Fees and Scholarships**

**ARTICLE 13** – (1) The conditions regarding the tuition fees paid by and scholarships to students enrolling in graduate degree programs are determined by the Board of Trustees.

Students failing to pay their tuition fees shall not be entitled to register, re-register and conduct leave actions. Such students shall not be granted any student rights.

(3) Even when graduate degree program students complete their program before their expected period of study, they are required to pay the whole tuition fee.

### **SECTION THREE**

#### **General Provisions on Education**

##### **Academic Year**

**ARTICLE 14** – (1) An academic year consists of two semesters of sixteen weeks each. Periods and dates concerning registration, courses, examinations and similar activities shall be determined as per the academic calendar approved by the Senate.

(2) Summer school may be opened where required. Summer school courses are optional. Summer school is a paid service.

##### **Attendance**

**ARTICLE 15** - (1) Students are obligated to attend the courses, practices and exams. Student attendance is tracked by the relevant instructor.

### **Graduate Degree Program Credit Values**

**ARTICLE 16** - (1) The credit value of a course is the sum of 1.0 times the number of weekly theoretical courses, and 0.5 times that of practical courses.

(2) The courses to be excluded from GPA calculations are specified by the Senate.

### **Course exams and evaluation**

**ARTICLE 17** – (1) Students are subjected to final exams, and/ or project studies at the end of the semester, in addition to midterm exams and/or studies during the semester. Final exams are sat at hours and times announced by the University. The end-of-semester grades of students are determined by the relevant instructor with regards to their midterm results, their final exam results and/or their final projects, as well as their work during the semester, in addition to their attendance. The students unable to attend an exam due to a reason deemed righteous and valid by the relevant EABD shall attend a make-up exam.

### **Course Grades**

**ARTICLE 18** (1) For each course taken, students are 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) The conversion chart determined by the Council of Higher Education shall be used to convert the grades and grade averages into the decimal system.

(3) Grades excluded from GPA calculations are:

- a) I: Incomplete
- b) S: Satisfactory,
- c) U: Unsatisfactory,
- ç) P: Progressing,
- d) NI: Not included,
- e) NA: Not attended.

(4) The grade (I) is given to a student who provides supporting evidence through documentation of illness or other reasons which have prevented them from completing the necessary course work. In case a student is given I for any course, they are required to complete the missing work and obtain a grade within 15 days from submission of the grades to the Directorate of Student Affairs. Otherwise, the (I) grade will be automatically converted into a (FF). This period may be extended upon the proposal by the EABD and the decision by EYK upon application by the students on the basis of illness 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) The grade (P) is given to students continuing their thesis studies successfully.

(8) The grade (NI) is given for the courses taken, on the condition that they are not included in the cumulative grade point average calculations. This grade is indicated on a student's transcript along with the letter grade received from the course in question. Such courses are not used in course exemption processes regarding the program(s) in which the student is registered. The (NI) status of courses may not be changed within the same program.

(9) The grade (NA) is given by the instructor to the students failing to meet the attendance requirements. This grade is treated as an (FF).

(10) The semester grades are finalized when delivered to the Directorate of Student Affairs by the graduate school department, and announced by the said directorate.

#### **Material Errors in Grades**

**ARTICLE 19** - (1) In case of any material errors concerning semester grades announced by the Directorate of Student Affairs, correction requests shall be decided on by the relevant EABD upon the application by the instructor. Material errors concerning grades granted after semester exams shall be corrected at the latest by the end of the registration period of the next semester. Any later applications shall be decided on by the relevant Executive Board.

#### **Grade Point Averages**

**ARTICLE 20** – (1) The success scores of students are calculated by taking general point averages at the end of semester. Total credits earned by students for a course are calculated by multiplying the final grade coefficient with the credit value of the course. To calculate the Grade Point Average (GPA) for a semester, total credit points of a student are divided by the credit values of the courses taken. The averages are represented with two digits after point. The Cumulative Grade Point Average (CGPA) of a student is calculated taking all courses received to complete the minimum course load specified by the relevant EABD since student admission to a graduate degree program. The most recent grade earned for a repeated course is taken into account in CGPA calculations. All grades are shown on transcripts.

#### **Course Exemptions**

**ARTICLE 21-** (1) The conditions for the status of special student, the status of transfer student, as well as for exemption procedures for the courses of previous graduate degree programs attended, exemption from one or more courses, and those regarding the resulting early graduation, are determined by the relevant Executive Board, with the opinion of the relevant grade school department.

(2) Graduate degree program applicants are required to complete their procedures for exemption from courses taken in other programs during program applications.

(3) Graduate students pursuing a program may take courses from a different higher education institution upon the proposal by their advisor, the approval by the head of the relevant EABD, and the decision by the relevant EYK.

#### **Course Repetitions**

**ARTICLE 22-** (1) To pass a course, graduate and doctorate degree students are required to achieve a minimum of, respectively, (CC) or (CB) as their letter grades, in the course in question. Students are required to repeat the failed courses, or the courses deemed equivalent to electives by the relevant EABD. Students may repeat passed courses or take courses deemed equivalent to them by the relevant EABD in order to increase their Cumulative Grade Point Averages.

## **SECTION FOUR**

### **Graduate Degree Programs**

#### **Graduate degree programs**

**ARTICLE 23-** (1) Graduate degree programs aim to enable students to earn the skills to access, assess and interpret the information through scientific research. These may be thesis, or non-thesis programs. The Senate shall decide on the departments of the graduate school and the means to conduct such programs.

(2) Transition between thesis and non-thesis programs may be performed upon student application, with the unqualified opinion of the relevant EABD and the approval of the relevant Executive Board. In this case, courses received in a previous graduate degree program may count towards the completion of the courses of a current graduate degree program, upon the decision by the relevant Executive Board.

### **Period and course load in Thesis Graduate Degree Programs**

**ARTICLE 24-** (1) (1) Thesis graduate degree programs are comprised of at least seven credit courses, one seminar course, non-credit courses approved by the relevant EABD, and thesis studies. The seminar course and thesis studies are pass/ fail courses. Thesis graduate degree programs consist of minimum 120 ECTS credits in total on the condition that minimum 60 ECTS credits are taken in each academic year. Students are required to complete their thesis graduate degree programs with a CGPA of 3.00.

(2) The advisors of thesis graduate degree program students are finalized by the end of the first semester, and the thesis topics determined by students with the guidance of their advisors are finalized by the end of the second semester, both with the suggestion by the relevant EABD and the approval by the relevant EYK. Thesis advisors are appointed among the faculty members who have presented courses in undergraduate programs for a minimum of two semesters. In the event that there are no instructors at the University to meet the requirements, the relevant Executive Board may select instructors from other higher education institutions as thesis advisors. In cases where a thesis study requires more than one advisor, a second advisor may be appointed from outside of the University among academicians with at least a doctorate degree. Conditions regarding thesis advisors and the appointment and replacement of secondary advisors are determined by the relevant graduate school board.

(3) The relevant EABD determines the courses to be taken and handles registration procedures of students until a thesis advisor is appointed.

(4) Students are obliged to register to thesis studies in each semester following the appointment of a thesis advisor.

(5) The period of study for thesis graduate degree programs is four semesters, to be completed within at most six semesters, excluding the scientific preparation period, and starting from the semester where program courses are presented for the first time, regardless whether students register for each semester. Students failing to complete their preplanned credit hours and seminar hours successfully, or to meet the conditions/ criteria for success as stipulated by the University in this period; and those failing their thesis studies within maximum allowed periods of study or failing to attend their thesis defense shall be dismissed from the University.

(6) The student may select undergraduate courses with the approval of the head of the relevant EABD on the condition that a maximum of two graduate degree courses have not been taken during their undergraduate program studies. The head of a graduate school may delegate their powers to an advisor.

(7) Students may take a maximum of two graduate degree program courses from other higher education institutions to be counted towards the course load of their program with the proposal by the relevant EABD and the decision by the relevant EYK.

(8) The extra courses to be taken by students completing their minimum course load requirements specified by the relevant EABD shall not be taken into account in general point average calculations, but will be indicated on the transcript.

### **Conclusion of graduate degree theses**

**ARTICLE 25 -** (1) Students completing their dissertation studies within the time period specified under Article 24 shall be obliged to prepare their thesis results in the format as specified under the Thesis Writing Guidelines of the University and defend their theses orally before a jury. Theses must be written in the program language. However, for programs in Turkish, theses may be written in a foreign language with the unqualified opinion of the relevant EABD and the approval by the relevant Executive Board.

(2) (**Amended: RG-20/6/2020-31161**) Students the theses of whom have been approved by their relevant advisor(s) and, if any, who meet the minimum criteria of the relevant EABD regarding the appointment of thesis jury members apply to the EABD to take their thesis assessment. The relevant EABD submits the thesis jury proposal and an unbound copy of the

thesis reviewed by the advisor in terms of content, along with the plagiarism report to the relevant graduate school. In the event of detection of an actual plagiarism in the report data, the thesis is sent to the executive board of graduate school for a justified decision. The deadline for thesis assessment is specified on the academic calendar.

(3) The jury members for graduate degree theses are appointed with the proposal of the relevant EABD and the decision by the relevant EYK. Three to five instructors among whom are the student's thesis advisor, and at least one instructor from a different university, constitute the jury. In the event where three individuals constitute the jury, the secondary advisor may not be appointed as a jury member. In addition, two alternate members are determined for jury membership, one of whom is not from the University.

(4) The jury members gather within maximum one month from receiving the thesis and subject the student to the thesis defense exam. The thesis assessment consists of thesis presentation and follow-up questions. The session is open to an audience. The audience consists of instructors, master grade students and field specialists.

(5) After the examination, the jury members decide to accept, reject, or request corrections by simple majority vote and without an audience. The jury decision is submitted to the Graduate School by the relevant EABD with a report, within three days the latest. Students with rejected theses are dismissed from the University. Students having received the decision to review their theses must complete their work within three months the latest, to defend their theses before the same jury. Students whose theses are rejected for a second time are dismissed from the University. Upon request by students with rejected theses, students receive a non-thesis graduate degree diploma provided that they meet the conditions such as course credit load, and project writing.

#### **Thesis Graduate Degree Diploma**

**ARTICLE 26 – (1) (Amended: OG-3/2/2019-30675)** In order to obtain their graduate degree diploma, graduate degree program students are required to submit three bound copies of their theses and three electronic CDs that contain their theses in PDF format within a month of attending the thesis exam; have their theses be deemed acceptable with respect to form; have completed their duties regarding the University and have no liability to the University regarding their tuition fee; on the condition that they also meet the remaining requirements. Executive Committee of Graduate School may extend the submission period of three bound copies of graduate degree theses and three electronic CDs containing PDF copies of the theses for maximum one month upon request. Students failing to meet these conditions may not receive their diploma and may not be granted student rights until the conditions are met; and should the maximum period be exceeded; they are dismissed from the University.

(2) **(Amended: OG-9/5/2017-30061)** Graduate degree diplomas show the approved title of the program in the graduate school attended by the student, and the statement "Thesis Program". Students graduate on the submission date of their thesis signed by the assessment jury.

#### **Period and Course Load in Non-Thesis Graduate Degree Programs**

**ARTICLE 27 - (1)** Non-thesis graduate degree programs aim to equip students with in-depth knowledge on professional issues and how to use the existing information in practice. Non-thesis graduate degree programs consist of minimum ten credit courses and a term project course, provided that the total credit is at least 90 ECTS. Students are obliged to register for their project course in the semester to begin a project, and deliver their written reports, or anything produced in relation to the project, at the end of the semester. The project report must be written in the program language. The term project is a pass/ fail course.

(2) In non-thesis graduate degree programs, the relevant EABD assigns a faculty member or an instructor holding a PhD and bearing the qualifications specified by the Senate, by the end of the first semester at the latest, to advise a student through course selection procedures and project studies.

(3) The relevant EABD determines the courses to be taken and handles registration procedures for students until a thesis advisor is appointed.

(4) Students are required to complete their non-thesis graduate degree programs with a CGPA of 2.50 (**Amended statement: RG-3/2/2019-30675**).

(5) Students may select undergraduate level courses with the approval of the head of the relevant EABD provided that they have not been taken during their undergraduate studies. The head of a graduate school may delegate their powers to an advisor. However, a maximum of three of such courses may count towards the course load and as graduate degree program credits.

(6) Students may take a maximum of three graduate degree program courses from other universities to be counted towards the course load of their program, with the proposal by the relevant EABD, and the decision by the relevant EYK.

(7) The period of study for thesis graduate degree programs is two semesters, to be completed within at most three semesters, excluding the scientific preparation period, and starting from the semester where program courses are presented for the first time, regardless whether students register for each semester. Students who fail, or are otherwise unable to complete their program, are dismissed from the University.

#### **Non-Thesis Graduate Diploma**

**ARTICLE 28 - (1) (Amended: RG-3/2/2019-30675)** In order to obtain their graduate degree diploma, graduate degree program students are required to have completed their credit courses and term projects, as well as their duties regarding the University; and have no liability to the University regarding their tuition fees.

(2) The graduate diploma bears the approved title of the program in the relevant graduate school department and the statement “Non-Thesis”.

## **SECTION FIVE Doctorate Programs**

### **Purpose and Scope**

**ARTICLE 29 - (1)** Doctorate degree programs aim to equip students with the skills to conduct independent research, study and analyze the scientific events with a broad and in-depth point of view, and the capability to determine the steps required for reaching new syntheses. The dissertation to be prepared at the end of doctorate program studies must add novelty to science, develop a new scientific method, or apply a known method to a new field.

### **Doctorate Program Period and Course Load**

**ARTICLE 30 - (1) (Amendment: RG-9/5/2017-30061)** Doctorate programs consist of at least 240 ECTS credits of minimum seven credit courses, seminars, proficiency exams, thesis consultations and thesis studies, where not less than 60 ECTS credits are allocated for one academic year for students admitted with a graduate degree. Programs consist of minimum 300 ECTS credits of at least fourteen credit courses, a seminar course, a proficiency test, thesis consultation and thesis studies for students admitted with an undergraduate degree. Doctorate degree program courses must be completed with a minimum CGPA of 3.00.

(2) Doctorate program students are assigned thesis advisors by the end of the second semester upon the proposal by the relevant EABD and the decision by the relevant EYK. In cases where doctorate theses require multiple advisors, a secondary advisor may be appointed. The secondary advisor may be selected among individuals from outside the University that hold the title of PhD at least. Thesis advisors are appointed among full time faculty members who have conducted at least one graduate degree thesis, and have presented undergraduate or graduate courses for at least four semesters. In the event that there are no instructors at the University to meet the requirements, the relevant Graduate School Executive Committee may choose instructors from other universities as thesis advisors, within the principles determined

by the Senate. Conditions regarding appointment and replacement of thesis advisors and secondary thesis advisors are determined by the relevant graduate school board.

(3) The relevant EABD determines the courses to be taken by the student and handles registration procedures for students until a thesis advisor is appointed.

(4) Students passing the qualifying exam successfully are obliged to register to thesis studies every semester.

(5) Doctorate program students may take undergraduate courses. Undergraduate courses shall not count towards their course load and doctorate degree credits. Maximum two and four courses may be selected respectively for students of doctorate programs admitted with a graduate degree and among the courses offered by other universities with the suggestion by the head of the department major/ art major of the graduate school, and the approval by the relevant graduate school board.

(6) The extra courses to be taken by students completing their minimum course load requirements specified by the relevant EABD shall not be taken into account in general point average calculations, but will be indicated on the transcript.

(7) The period of study for thesis graduate degree programs is eight semesters, to be completed within at most twelve semesters, excluding the scientific preparation period, and starting from the semester where program courses are presented for the first time, regardless whether students register for each semester. The period for students admitted with a graduate degree is ten semesters under the same conditions, to be completed in fourteen semesters, at most. The maximum period to complete credit courses required for doctorate programs is two years for those admitted with a graduate degree and three years for those admitted with an undergraduate degree. Students failing to complete their credit courses, or to achieve the minimum CGPA required by the University in this period are dismissed. Students who complete their credit courses, pass their doctorate proficiency exam successfully, and have their dissertation proposal accepted; but are unable to complete their thesis studies within twelve or fourteen semesters, are dismissed from the University. Upon their request, should they fail in their doctorate dissertation, doctorate program students having been admitted to the program with their undergraduate diploma may receive non-thesis graduate degree diplomas on the condition that they meet the requirements such as those regarding the necessary credit load, or projects.

#### **Doctorate degree qualifying exam**

**ARTICLE 31** – (1) The doctorate qualifying exam measures the students who have completed their courses and seminars with respect to the fundamental subjects and concepts of their field, and their scientific research skills regarding their doctorate studies. Doctorate degree students with a graduate degree may take their doctorate qualifying exam within their fifth semester the latest, while those admitted with an undergraduate degree are to take it within the seventh semester, the latest. The relevant Grade School is informed by the relevant EABD of the students applying for their doctorate qualifying exam. A student may only take the doctorate qualifying exam twice per year.

(2) The doctorate qualifying examination is held twice a year, once in May and once in December.

(3) Qualifying examinations are held and executed by a doctorate qualification committee consisting of five members proposed by the relevant EABD, approved by the relevant EYK, and appointed for an office of three years. The committee establishes examination juries consisting of five full members one of whom is an advisor, with minimum two members from outside the University and two alternate members to prepare, administer and evaluate examinations in different fields. The relevant executive board decides on the advisor's right to vote. When the advisor does not have the right to vote, the jury shall consist of six faculty members.

(4) The Doctorate Qualifying Examination consists of written and verbal exams to determine the ability of students in related fields and their tendency to research. Students who pass the written examination enter the oral examination.

(5) The doctoral qualifying examination committee evaluates the written and oral exam results together and decides on the success or failure by simple majority vote. The decision is submitted to the Graduate School by the relevant EABD as an attachment to a minute.

(6) Students failing in the qualifying examination retake their failed modules of the qualifying examination in the next semester. Students failing their re-examination process are dismissed from the doctorate program.

(7) The Doctoral Qualifying Committee may require passing students to take a maximum of 2 courses from the fields where they are deemed to be lacking by the committee, even when they have completed their course load. Students are obliged to pass the courses to be determined with the decision by the relevant graduate school. Extra credit courses are of (NI) status and a minimum letter grade of CB should be earned.

(8) A student admitted based on their undergraduate degree and having completed a minimum of seven courses may be transferred to a graduate degree program.

#### **Thesis Monitoring Committee**

**ARTICLE 32** - (1) The thesis monitoring committee is established for students passing their qualifying examination, within one month with the proposal by the relevant EABD and the approval by the relevant EYK.

(2) The Thesis Tracking Committee is composed of three faculty members. In addition to the thesis advisor, a member from and a member outside of the relevant graduate school department also participate in the committee. In the case of a second thesis advisor, upon the decree by the secondary thesis supervisor, they may attend the committee meetings.

(3) In the semesters that follow the appointment of a thesis monitoring committee, members may be replaced with the proposal by the relevant EABD and the approval by the relevant EYK.

#### **Thesis proposal defense**

**MADDE 33** – (1) Students passing their doctorate qualifying examination defend their thesis proposal before the thesis monitoring committee, to cover the purpose, the method and the study plan of their planned research to be performed in the following six months the latest. Students deliver the written report on their thesis proposal fifteen days before their verbal defense to committee members.

(2) The thesis monitoring committee decides to accept, reject, or require corrections on the thesis proposal submitted by students by simple majority vote. The decision is submitted to the relevant Graduate School within three days following the thesis proposal by the relevant EABD. The student is given one month for corrections. The decision on acceptance or refusal taken by simple majority vote is notified by the major graduate school department/art graduate school department to the graduate school within three days afterwards.

(3) Students whose thesis proposals are rejected are entitled to select a new advisor and/or thesis subject. In such cases, a new thesis monitoring committee may be appointed. The next thesis proposal defense session is held in three months for students who wish to continue the program with the same advisor, and six months for students reselecting their advisors and thesis subjects. Students whose thesis proposals are rejected in the second defense session are dismissed from the University.

(4) The thesis tracking committee convenes twice a year, between January and June and July and December, for students whose thesis proposals are accepted. Students submit a written report to committee members at least a month prior to the meeting date. The report summarizes the studies conducted to date and the plan of study to be conducted in the following semester. The thesis study of the student is deemed successful or failing by the

committee and the decision is informed to the graduate school with a minute. Students deemed by the committee to fail twice consecutively and thrice at intervals are dismissed from the University.

(5) Students who fail to attend their thesis proposal defense within the period specified in the first paragraph without a valid excuse are deemed unsuccessful and their thesis proposals are rejected.

#### **Conclusion of doctorate theses**

**ARTICLE 34** - (1) Students completing their doctorate thesis studies within the time period mentioned in Article 30 are obliged to write their results in the form specified in the thesis writing guide of the University, and to defend their theses verbally, before the committee. For the programs in English, theses should be in English.

(2) (**Amended: RG-20/6/2020-31161**) To be eligible for their doctorate thesis defense sessions, students must have minimum one publication on the thesis authored by themselves or co-authored with other researchers in the related field, of which publication in national or international refereed journals has been approved. Students the theses of whom have been approved by their relevant advisor(s) and, if any, who meet the minimum criteria of the relevant EABD regarding the appointment of thesis jury members apply to the EABD to take their thesis assessment. The relevant EABD submits an unbound copy reviewed and approved by the advisor with respect to content along with their proposal on the thesis jury, a copy of the article mentioned in this Clause and submitted for publication, and the plagiarism report, to the relevant graduate school. In the event of detection of an actual plagiarism in the report data, the thesis and justifications are sent to the graduate school executive board for a decision. The deadline for students to take their thesis examination is specified on the academic calendar.

(3) In order to conclude their theses, students are required to submit a minimum of three thesis monitoring committee reports.

(4) The doctorate thesis jury is appointed with the proposal by thesis advisors and the major graduate school department/art graduate school department and the approval of the graduate school executive board. The jury consists of five academic members three of whom are the academic members from the thesis monitoring committee and minimum two of whom are from outside the University. The relevant executive board decides on the advisor's right to vote. When the advisor does not have the right to vote, the jury shall consist of six faculty members. In addition, the secondary thesis advisor may participate in the jury without the right to vote. Two alternate members are appointed for the jury from outside the University.

(5) The jury members convene within maximum one month after receiving the thesis and subject the student to their thesis defense exam. The thesis assessment consists of thesis presentation and follow-up questions. The session is open to an audience. The audience consists of instructors, master grade students and field specialists.

(6) At the end of the examination; the jury decides to accept, reject, or require corrections by simple majority vote, without the presence of the audience. The jury decision is submitted to the Graduate School by the relevant EABD with a report, within three days the latest. Students whose theses are accepted are deemed successful. Students with rejected theses are dismissed from the University. Students whose theses require corrections are to make the necessary amendments to defend the amended theses to the same jury members within six months the latest. Students failing in their defense a second time are dismissed from the University. Students admitted to doctorate programs with an undergraduate degree and failing to pass dissertation successfully will be granted a non-thesis graduate degree upon their requests in accordance with Article 30, Paragraph 7. Students must register for the semester where they are issued an extension.

### **Doctorate degree diplomas**

**ARTICLE 35** – (1) Students who complete their thesis studies submit the copies of their theses as per their advisors' request. Advisors then submit the copies of theses along with their written opinion that the theses comply with thesis formatting guidelines to the relevant graduate schools, via the major graduate school department/ art graduate school department directorates.

(2) (**Amended: RG-3/2/2019-30675**) In order to obtain their doctorate diploma, doctorate program students are required to submit at least three bound copies of their doctorate theses and three electronic CDs that contain their theses in PDF format within a month of attending the thesis exam; having their theses be deemed acceptable with respect to form; having completed their duties regarding the University and no liability to the University regarding their tuition fee; on the condition that they also meet the remaining requirements. Upon request, the Graduate School Executive Committee may extend the submission period for three bound copies and three PDF copies on electronic CDs of student theses for up to a month. Students failing to meet these conditions may not receive their diploma and may not be granted student rights until the conditions are met; and should the maximum period be exceeded; they are dismissed from the University.

(3) (**Amended: RG-9/5/2017-30061**) The doctorate diploma bears the approved name of the program followed at the graduate school department. Students graduate on the submission date of their theses signed by the exam jury.

## **SECTION SIX**

### **Proficiency in Art Programs**

#### **Purpose and Scope**

**ARTICLE 36** - (1) Proficiency in Art studies constitute a higher education program equivalent to a doctorate program, aiming for the creation of original works of art, a superior practice and creativity in music and performing arts.

#### **Duration and course load of Proficiency in Art Programs**

**ARTICLE 37** – (1) Proficiency in Art programs consist of minimum 240 ECTS credits including minimum seven credit courses not less than 60 ECTS credits in an academic year, as well as practices, in addition to studies such as theses, exhibitions, projects, recitals, concerts and representation for the students admitted with a thesis graduate degree. For the students admitted with undergraduate degree, the program consists of minimum 300 ECTS credits including minimum seven credit courses, practices, theses, exhibitions, projects, recitals, concerts and representation. Students are obliged to complete their proficiency in art program courses with a CGPA of 3.00.

(2) The major graduate school department/art graduate school department proposes to the graduate school an advisor among the academic staff of the University for each student for the execution of course and practice selection, as well as the studies such as theses, exhibitions, projects, recitals, concerts and representation. The proposal is finalized upon the decision by the relevant EYK. Thesis advisors for Proficiency in Art program students are proposed by the relevant EABD and appointed upon the decision of the relevant executive committee no later than the end of the second semester. When a Proficiency in Art study requires multiple advisors, a secondary advisor may be appointed. The advisor is obliged to have executed a minimum of one successful graduate degree thesis in order to execute the studies such as theses, exhibitions, projects, recitals, concerts and representation in Proficiency in Art programs. Secondary thesis advisors may be appointed among the academicians outside the University with a doctorate/ proficiency in art degree. Provisions on appointing and replacing thesis advisors and secondary advisors are specified by the relevant graduate school board.

(3) The relevant EABD determines the courses to be taken by the student and handles registration procedures for students until a thesis advisor is appointed.

(4) Students are obliged to register to thesis studies in each semester following the appointment of a thesis advisor.

(5) Students in the Proficiency in Art program may take undergraduate courses. For students holding a graduate degree, such courses do not count towards the course load and Proficiency in Art credits. A maximum of two graduate degree courses may be transferred to the course load as proficiency in art credits for students admitted with an undergraduate degree.

(6) Students who are admitted with their graduate degrees may take maximum two courses while those admitted with their bachelor degrees may take maximum four courses with the approval by the relevant EYK and the proposal by the major graduate school department/art graduate school department.

(7) The extra courses to be taken by students completing their minimum course load requirements specified by the relevant EABD shall not be taken into account in general point average calculations, but will be indicated on 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 bachelor degree and must be completed within fourteen semesters. The maximum period to complete credit courses required for the Proficiency in Art program is four semesters for those admitted with a thesis master degree and six semesters for those admitted with an undergraduate degree. Students failing to complete their credit courses, or to achieve the minimum CGPA required by the University in this period are dismissed. The students who pass credit courses and practices successfully but fail their studies such as theses, exhibitions, projects, recitals, concerts and representation within twelve or fourteen semesters as specified in the first paragraph are dismissed. The students applying to the Proficiency in Art program with their undergraduate degrees and failing to pass their Proficiency in Art dissertation successfully are to be granted a non-thesis graduate degree diploma upon their request, provided that the required credit load, project load and other similar requirements have been fulfilled.

#### **Conclusion of proficiency in art studies**

**ARTICLE 38** - (1) Students must write the conclusions and explanations clarifying their artistic studies together with documentation according to the Thesis Writing Guidelines specified by the Senate and defend their theses, and art studies, before jury members, verbally. The deadline for students to take their thesis examination is specified on the academic calendar.

(2) Students complete their theses/ studies before their proficiency in art study defense session, or correct them where correction is required, and present them to their advisors. Along with their opinion that a thesis may be defended, advisors submit the thesis to the graduate school. The institute sends the plagiarism software report of the thesis to the advisor and jury members. In the event of detection of an actual plagiarism in the report data, the thesis and justifications are sent to the graduate school executive board for a decision.

(3) The students having completed their proficiency in art studies submit the copies of their theses as requested by their advisors. Along with their written statement on the conformity to spelling rules, advisors submit the theses to the relevant graduate school through the major graduate school department/art graduate school department directorate.

(4) Proficiency in art jury members are appointed with the proposal by the relevant EABD and the approval by the relevant EYK. The jury members consist of five people including the advisor and minimum two faculty members from another University. The

relevant executive board decides on the advisor's right to vote. If the advisor does not have the right to vote, the jury shall consist of six people. In addition, the secondary thesis advisor may participate in the jury without the right to vote.

(5) The jury members convene within maximum one month after receiving the thesis or the text, and subject the student to the exam. The assessment consists of Proficiency in Art study presentation and a Q&A session to follow. The examination is held with the participation of academic members, graduate students and experts.

(6) Upon completion of the examination, the jury, decides to accept, reject, or request corrections on the proficiency in art studies such as theses, exhibitions, projects, recitals, concerts and representation by simple majority vote at least, without an audience. Students whose theses and proficiency in art studies are accepted are deemed successful. The decision is submitted to the Graduate School by the relevant EABD within three days following assessment as an attachment to a minute. Students whose theses and proficiency in art studies are rejected are dismissed from the University. Students whose proficiency in art studies require a correction make the necessary amendments and re-defend their proficiency in art studies such as theses, exhibitions, projects, recitals, concerts and representation opportunities to the same jury within maximum six months. Students whose proficiency in art studies are rejected a second time are dismissed from the University. Students who are admitted to the proficiency in art program with an undergraduate degree and fail the proficiency in art studies such as theses, exhibitions, projects, recitals, concerts and representation are granted non-thesis graduate diploma in accordance with Article 37, Paragraph 8.

#### **Diploma of Proficiency in Art**

**ARTICLE 39 - (1) (Amendment: RG-3/2/2019-30675)** In order to obtain their proficiency in art diploma showing their field with respect to the nature of the field of art, students succeeding in their proficiency in art studies are required to have completed their duties regarding the University; and have no liability to the University regarding their tuition fees. Students graduate on the submission date of their thesis signed by the assessment jury.

(2) **(Amended:RG-14/9/2020-31244)** In order to obtain their doctorate diploma, doctorate program students are required to submit at least three bound copies of their doctorate theses and three electronic CDs that contain their theses in PDF format within a month of attending the thesis exam; having their theses be deemed acceptable with respect to form; having completed their duties regarding the University and no liability to the University regarding their tuition fee; on the condition that they also meet the remaining requirements. The Graduate School Executive Committee may extend the submission period of three bound copies of doctorate theses and three electronic CDs containing PDF copies of the theses for maximum one month upon application. Students failing to meet these conditions may not receive their diploma and may not be granted student rights until the conditions are met; and should the maximum period be exceeded; they are dismissed from the University.

(3) Within three months following thesis submissions, the relevant graduate school submits the soft copies of the proficiency in art theses to the Council of Higher Education (YÖK) to be used for scientific research and activities.

## **SECTION SEVEN**

### **Miscellaneous and Final Provisions**

#### **Disciplinary actions**

**ARTICLE 40 – (1)** Discipline procedures regarding students are subject to provisions of the Regulation on Student Disciplinary Procedures at Higher Education Institutions published in the Official Gazette dated 18/8/2012, no. 28388.

**Granting study period extensions for students with theses in progress during natural disasters and outbreaks**

**ARTICLE 40/A - (Added: RG-14/9/2020-31244)**

(1) Where a natural disaster or an outbreak is the case, graduate degree program students with theses in progress shall be granted an extension of a semester, and another upon reapplying should the severity call for such an action, adding up to a maximum of two semesters in total. The extensions do not count towards the maximum period of study.

**Repealed regulation**

**ARTICLE 41** – (1) The Regulations on Atılım University Graduate Programs published on the Official Gazette dated 4/2/2016, no. 29614 has been abolished.

**Assignment**

**TEMPORARY ARTICLE 1** – (1) The provisions on cumulative grade point averages specified under Articles 27, 30 and 37 shall not apply to students registered under graduate degree programs at the Graduate School of Social Sciences before the publication date of these Regulations.

(2) Paragraph Two of Article 34 shall not apply to students failing their doctoral qualifying examination before the publication date of these Regulations.

(3) The provisions with regard to the maximum study periods in these Regulations shall apply as of Fall 2016-2017.

(4) **(Added: RG-20/6/2020-31161)** The provisions of Article 9 of these Regulations before their amendment shall apply for special students of graduate degree programs before the Academic Year of 2020-2021.

**Distance Education**

**PROVISIONAL ARTICLE 2 - (Added: RG-12/7/2020-31183)**

(1) Within the scope of the decree on the implementation of distance education for Spring 2019-2020 at higher education institutions resolved by the Council of Higher Education in relation to the pandemic caused by the Covid-19 virus also detected in our country, the Senate is authorized to determine the terms and conditions regarding the academic activities and examination procedures regarding the students who are currently pursuing their graduate degrees.

(2) The articles of this Regulation do not apply for the topics in the fields also regulated by the Senate as per the Paragraph above. For areas over which the Senate has not ruled, this Regulation shall remain in effect.

(3) Distance education is subject to the decree of the Senate as long as it continues, with courses and examination procedures taking place accordingly.

(4) The terms and conditions to be determined by the Senate as per the Paragraphs above apply for all graduate degree students.

**Conditions regarding ALES scores**

**PROVISIONAL ARTICLE 3 - (Added: RG-14/9/2020-31244)**

(1) Due to the global outbreak, the conditions regarding ALES scores shall be subject to Provisional Article 2 of the Regulations on Graduate Degree Education published on the Official Gazette dated 20/4/2016, no. 29690.

**Effective Date**

**ARTICLE 42** – (1) These Regulations hereby enter into effect as of the Academic Year of 2016-2017.

**Execution**

**ARTICLE 43** - (1) These Regulations are executed by the President of Atılım University.

<b>The Regulations were published in the Official Gazette</b>		
	<b>Dated</b>	<b>no.</b>
	25/12/2016	29929
<b>The Regulations amending the Regulations were published in the Official Gazettes</b>		
	<b>Dated</b>	<b>no.</b>
1	9/5/2017	30061
2	3/2/2019	30675
3	20/6/2020	31161
4	12/7/2020	31183
5	14/9/2020	31244