

**REGULATION**

From Altınbaş University:

**ALTINBAŞ UNIVERSITY GRADUATE  
Education and Teaching Regulation****CHAPTER ONE  
Initial Provisions****Purpose and Scope**

**ARTICLE 1-** (1) The purpose of this Regulation is to regulate the procedures and principles related to graduate education and teaching conducted at Altınbaş University.

(2) This Regulation covers the provisions related to graduate education and teaching, consisting of master's, doctoral, and artistic proficiency programs conducted at the Altınbaş University Graduate School of Education.

**Legal Basis**

**ARTICLE 2-** (1) This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law No. 2547 dated 4/11/1981.

**Definitions**

**ARTICLE 3-** (1) The following terms used in this Regulation shall have the following meanings:

- a) Academic advisor: The faculty member assigned to oversee the course selection and all graduate processes of a student enrolled in the institute until graduation,
  - b) ECTS: The European Credit Transfer System,
  - c) ALES: The Academic Personnel and Graduate Education Entrance Exam,
  - ç) Department/field of study: The department or field of study defined in Article 5 of the Regulation on the Organization and Operation of Postgraduate Education and Training Institutes, published in the Official Gazette dated 3/3/1983 and numbered 17976, and which has an education program at the Institute,
  - d) Department chair (EADB): Department chairs within the Altınbaş University Graduate Education Institute,
  - e) Maximum duration: Two semesters for scientific preparation programs, three semesters for non-thesis master's programs, six semesters for thesis-based master's programs, twelve semesters for doctoral programs for those admitted with a thesis-based master's degree, and fourteen semesters for those admitted with a bachelor's degree,
  - f) Institute: Altınbaş University Graduate School,
  - g) Institute Council (IC): The Council of the Altınbaş University Graduate School of Education,
  - ğ) Institute Management Board (IMB): The Altınbaş University Graduate School Institute Management Board,
  - h) English proficiency exam: The English proficiency exam administered by Altınbaş University,
  - ı) Plagiarism: Actions contrary to scientific research and publication ethics,
  - i) Board of Trustees: The Board of Trustees of Altınbaş University,
  - j) ÖSYM: The Presidency of the Measurement, Selection, and Placement Center,
  - k) Program duration: Two semesters for scientific preparation programs, two semesters for non-thesis master's programs, four semesters for thesis-based master's programs, eight semesters for doctoral programs for those accepted with a thesis-based master's degree, and ten semesters for those accepted with a bachelor's degree,
  - l) Rector: The Rector of Altınbaş University,
  - m) Senate: The Senate of Altınbaş University,
  - n) Thesis Advisor: Faculty members appointed by the Institute Management Board to guide students enrolled in the Institute in their academic work, as well as researchers with at least a doctoral degree appointed on a part-time basis under Article 46 of Law No. 2547,
  - o) University: Altınbaş University,
  - ö) YÖK: The Higher Education Council,
- are defined.

**SECTION TWO****General Principles Regarding Education and Teaching****Language of Education and Instruction**

**ARTICLE 4-** (1) The language of instruction in programs is Turkish or English.

(2) The examinations to determine proficiency in English or Turkish and the matters related to exemption from these examinations are determined by the Senate.

**Academic Calendar**

**ARTICLE 5-** (1) Education and instruction are conducted on a semester basis. Each academic year consists of two semesters: fall and spring.

(2) In addition to the fall and spring semesters, summer courses may be offered. Their duration and format are determined by the Senate, taking into account the recommendations of the Institute Council.

(3) The end of one semester marks the beginning of the next semester.

#### **Registration**

**ARTICLE 6-** (1) Applicants whose applications are accepted register at the University in person or through their authorized representatives within the periods announced in the academic calendar for registration, by providing the required documents and paying the tuition fees.

(2) Candidates who fail to complete the registration process within the specified timeframe lose their right to register at the University.

(3) Except for non-thesis master's programs, candidates cannot enroll in or continue in more than one graduate program at the same time.

(4) For registration, either the original document or a duly certified copy of the required documents is accepted. Furthermore, the documents submitted during registration must be valid on the date of registration. The applicant's declaration regarding whether they are enrolled at another higher education institution is taken as the basis for processing. Applicants found to have submitted false or misleading statements and documents will not be enrolled; if they have already been enrolled, their enrollment will be canceled regardless of the semester. All documents issued to these individuals, including diplomas, will be deemed invalid, and legal proceedings will be initiated against them.

#### **Courses to be offered**

**ARTICLE 7-** (1) Which graduate courses will be offered in a semester and which faculty members with doctoral or equivalent graduate degrees and researchers appointed in accordance with Article 46 of Law No. 2547 will teach these courses shall be determined by the Institute Administrative Board upon the recommendations of the relevant Institute department or program chairs.

(2) At least one course covering scientific research techniques and research and publication ethics must be offered during graduate education.

#### **Course attendance**

**ARTICLE 8-** (1) Attendance at courses, laboratory and practical work, and other activities deemed appropriate by teaching staff is mandatory. The principles regarding student attendance are determined by the Senate.

#### **Advisors**

**ARTICLE 9-** (1) In thesis-based master's programs, the EADB proposes a thesis advisor from the University's faculty for each student to the Institute by the end of the first semester at the latest. The thesis advisor is finalized with the approval of the EYK. The thesis advisor is appointed from among the faculty members. If there is no faculty member at the University who meets the specified qualifications, a faculty member from another higher education institution may be appointed as an advisor by the EYK upon the recommendation of the relevant EADB. In addition, researchers with at least a doctoral degree who are employed part-time under Article 46 of Law No. 2547 may also be selected as thesis advisors. However, for these individuals to be appointed as advisors, the student's request, the written consent of the relevant researcher, and the decision of the EYK are required. Until a thesis advisor is appointed, the advisory role is performed by the EADB or the program coordinator/chair. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed may be a person with at least a doctoral degree from outside the University staff.

(2) In non-thesis master's programs, the EADB shall determine and notify the Institute of a faculty member or a teaching assistant with a doctoral degree who will provide advisory services to each student in course selection and the execution of the term project by the end of the first semester at the latest.

(3) In doctoral programs, the EADB shall propose a thesis advisor from the University faculty for each student to the Institute by the end of the second semester at the latest. The thesis advisor shall be finalized by the EYK decision. The thesis advisor is selected from among the faculty members on the University staff. Researchers with at least a doctoral degree who are employed part-time under the provisions of Article 46 of Law No. 2547 may also be selected as thesis advisors. However, for these individuals to be appointed as advisors, the student's request, the written consent of the relevant researcher, and the decision of the EYK are required. If there are no faculty members at the university who meet the specified qualifications, a faculty member from another higher education institution may be appointed as an advisor by the EYK upon the recommendation of the relevant EADB. In doctoral programs, except for the departments of dentistry, pharmacy, and medicine, faculty members must have successfully supervised at least one master's thesis in order to supervise a thesis. Until a thesis advisor is appointed, the advisory role is performed by the EADB or the program coordinator/chair. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor may be appointed from individuals outside the university staff who hold at least a doctoral degree.

(4) In art proficiency programs, the EADB proposes to the Institute a supervisor from the University faculty for each student, as well as the subject and title of the thesis, exhibition, project, recital, concert, performance, etc., to be carried out in collaboration with the supervisor and the student, for the selection of courses and applications and the

execution of work such as theses, exhibitions, projects, recitals, concerts, and performances. This proposal is finalized by the EYK decision. The Institute determines when the advisor will be appointed within the student's program. However, the advisor must be appointed by the end of the second semester at the latest. In cases where the nature of the Master of Fine Arts work requires more than one thesis advisor, a second thesis advisor may be appointed. In order to supervise works such as theses, exhibitions, projects, recitals, concerts, and performances in master's programs, it is necessary to have successfully supervised at least one master's thesis. The second thesis advisor may be a person with a doctoral/artistic proficiency degree from outside the University faculty. The advisor is selected from among faculty members whose qualifications are determined by the Senate and teaching staff with doctoral/artistic proficiency degrees.

#### **Programs, Exams, and Evaluation**

**ARTICLE 10-** (1) Graduate teaching plans in departments or fields of study consist of compulsory/elective courses, theses, seminars, and similar studies, as well as credit totals required for graduation from the graduate program. These teaching plans are approved by the Senate, provided they comply with the minimum conditions determined by the Senate.

(2) Which graduate courses will be offered in a semester and which teaching staff with doctoral or equivalent graduate education degrees and researchers appointed in accordance with Article 46 of Law No. 2547 will teach these courses is determined by the EYK based on the relevant EADB recommendations.

(3) The following principles shall be taken into account in the establishment of graduate programs based on the ECTS credits determined by the Senate, considering the credits or the credit range determined by the Higher Education Council according to the Turkish Higher Education Qualifications Framework for the diploma level and field of the relevant program and the students' working hours:

a) The semester credit value of a graduate course is the sum of the total weekly theoretical course hours for a course lasting one semester and half of the weekly practical or laboratory hours.

b) ECTS course credits are calculated within the framework of the principles determined by the Senate, taking into account the learning outcomes that express the contribution of the course to the knowledge, skills, and competencies that the student will acquire upon completion of the relevant diploma program, as well as the clearly defined theoretical or practical course hours and the working hours required for other activities envisaged for students.

(4) The advisor, together with the student, decides which of the courses approved by the EC will be included in the student's course program. Until a thesis advisor is appointed, the advisory role is performed by the EADB or the program coordinator/chair.

(5) The Senate may determine additional success requirements necessary for a student to continue in the program after any semester.

(6) Additional examination rights granted to students in the graduation phase are determined by the Senate.

(7) All examinations measuring proficiency, level determination, or course success may be conducted on paper and simultaneously for all candidates, or they may be conducted electronically from a secure question bank classified according to field and difficulty level, allowing different questions to be asked to each candidate at different times. The preparation of questions to be asked in exams, the creation and encryption of the question bank, the storage of exam questions in paper or electronic format, and the provision of exam security shall be carried out in accordance with the principles determined by the Higher Education Council.

(8) Make-up exams are not held in graduate programs.

#### **Course grades**

**ARTICLE 11-** (1) For each course taken, students are assigned one of the following letter grades by the instructor as the final course grade for the semester:

<u>Letter Grade</u>	<u>Point Values</u>	<u>Grade Point Average</u>
AA	90-100	4.00
BA	85-89	3.50
BB	80-84	3.00
CB	75-79	2.50
CC	70-74	2.00
FF	0-69	0.00

(2) The principles regarding grades are as follows:

a) For a student to be considered successful in a course, they must receive a minimum grade of (CC) in a master's program or a minimum grade of (BB) in a doctoral/artistry program.

(3) When grades and grade point averages need to be converted to a 100-point system, the conversion table determined by the Higher Education Council shall be applied.

(4) The following grades are not included in the calculation of averages:

a) Incomplete (I) grade; this grade is given by the instructor to students who, despite being successful during the semester and taking the final exam, are unable to complete the other requirements for the course (course attendance, laboratory and workshop practice, field work, assignments, projects, seminars, internships, and similar) due to illness or

other valid reasons. If a student receives an (I) grade in any course, they must complete the missing requirements and receive a grade within fifteen days of the deadline for entering grades specified in the academic calendar. Otherwise, the (I) grade automatically becomes an (F) grade. This period may be extended in cases of prolonged illness or similar circumstances upon the student's request, the recommendation of the EADB, and the decision of the EYK.

b) Satisfactory (S) grade: Awarded to students who have successfully completed courses that do not contribute to grade point averages.

c) Insufficient (U) grade; given to students who fail courses that do not contribute to grade averages.

ç) In Progress (P) grade; given to students who are successfully continuing their project or thesis work.

d) Exempt (EX) grade; given for courses from which the student is exempted by the EYK. In addition, students who meet the conditions determined by the Senate for certain courses may also be given an EX grade for the relevant courses. The EX grade is not included in the average, but is shown on the grade transcripts.

e) Withdrawn (W) grade; used for a course that the student is permitted to withdraw from after the normal course addition and withdrawal period has ended, within the first ten weeks from the beginning of the semester, upon the recommendation of the student's advisor and with the permission of the instructor. The following rules apply to students withdrawing from a course in this manner:

1) A student cannot withdraw from courses they are required to repeat, courses for which they previously received a W, or courses that do not contribute to the grade point average.

2) A student may be permitted to withdraw from a maximum of one course per semester, up to a maximum of two courses throughout the program, and up to a maximum of four courses for students admitted to a doctoral program from an undergraduate program, with the recommendation of the advisor and the permission of the instructor.

f) The grade that does not count towards the grade point average (NI) is given to identify the courses taken by the student that do not count towards the grade point average of the program or programs in which the student is enrolled. This grade is shown on the student's transcript along with the letter grade received for the course. Courses with this status are not used in course counting procedures related to the program or programs in which the student is enrolled. Courses with an NI grade cannot be repeated.

### **THIRD SECTION**

#### **Application to Graduate Programs, Student Admission, and Registration**

##### **Conditions for Applying to Master's Programs**

**ARTICLE 12-** (1) To apply for a thesis-based graduate program, applicants must have a bachelor's degree and an ALES score of at least 55 in the relevant score type. However;

a) For conservatory programs and programs in fine arts faculties that only accept students through special talent exams, when accepting students into the Institute's main art and science departments,

b) For applicants with doctoral/artistic proficiency/medical specialty/dental specialty/veterinary specialty/pharmacy specialty degrees applying to master's programs,

c) When admitting students to non-thesis master's programs, the ALES requirement is not applied.

(2) In the evaluation process for candidates covered by paragraph (b) of the first clause;

a) The ALES score of these candidates is accepted as 55 points from the score type of the program they are applying to, regardless of the score type or field of specialization at the time of admission to the graduate program from which they graduated, and is included in the calculations accordingly.

b) These candidates may apply in a different field than the score type or doctoral/artistic proficiency/specialization field they previously obtained.

(3) The principles regarding the applications of candidates who are graduates or may graduate, the weighting to be given to their ALES score, which shall not be less than 50%, and other matters concerning the admission of students to graduate education and training shall be determined by the Senate.

(4) The university may admit students to master's programs based solely on their ALES score, or it may also consider their undergraduate GPA, the results of a written scientific evaluation, and/or an interview in addition to their ALES score.

(5) Matters related to English language proficiency exemptions for the admission of students to English-language thesis and non-thesis graduate programs shall be determined by the Senate.

(6) Applicants who meet the other requirements for admission to master's programs but cannot prove their English language proficiency for programs requiring such proficiency will be admitted to the University's English language preparation program upon application. The tuition fee for graduate students who will continue in the English language preparation program in this manner is determined at the beginning of each academic year.

(7) Students continuing in the English language preparatory program are subject to the provisions of the Regulation on the Principles to be Followed in Foreign Language Teaching and Teaching in a Foreign Language in Higher Education Institutions, published in the Official Gazette dated 23/3/2016 and numbered 29662.

##### **Application requirements for doctoral/artistic proficiency programs**

**ARTICLE 13-** (1) The requirements for applicants to apply to doctoral programs are as follows:

a) To be eligible to apply for doctoral programs, candidates must have a thesis-based master's degree and a minimum ALES score of 55 in the score type of the program they are applying for. However, the ALES requirement is not sought for applicants who are graduates of doctoral/artistic proficiency/medical specialization/dental specialization/veterinary specialization/pharmacy specialization programs applying to doctoral programs, and in the evaluation process of these applicants:

1) The ALES score of these candidates is accepted as 55 points in the score type of the program they are applying to, regardless of the score type or field of specialization of the graduate program they graduated from, and is included in the calculations in this way.

2) These candidates may apply in a different field than the score type or doctoral/artistic proficiency/specialization field they previously obtained.

b) They must have at least a ten-semester bachelor's degree, excluding medical, dental, veterinary, and pharmacy faculties and preparatory classes, or a specialization in a laboratory field obtained in accordance with the principles set by the Ministry of Health, and they must have at least 55 ALES points in the score type of the program they are applying to.

c) Those applying to doctoral programs with a bachelor's degree must have a bachelor's degree GPA of at least 3.00 out of 4.00 or an equivalent score and must have at least 80 ALES points in the score type of the program they are applying to.

(2) Those who have completed a ten-semester undergraduate education, excluding preparatory classes, are considered to have a master's degree.

(3) The Senate determines the weighting of the ALES score in the evaluation, provided that it is not less than 50%. The university may also admit students based solely on their ALES score. Equivalent scores announced by the Higher Education Council may be raised by a Senate decision. For applicants to doctoral programs, in addition to the ALES score, the results of a written scientific evaluation exam and/or interview, as well as the master's degree GPA for applicants holding a master's degree, may be evaluated. Matters related to this evaluation and other matters are determined by the Senate.

(4) For conservatory programs and programs in fine arts faculties that only accept students through special talent exams, the ALES score is not required for admission to the Institute's main art and science departments.

(5) For admission to doctoral programs, a minimum score of 55 is required from central foreign language exams accepted by the Council of Higher Education or equivalent international foreign language exams, or an equivalent score from international foreign language exams accepted by the Measurement, Selection, and Placement Center (ÖSYM), and the Senate may decide to raise these minimum scores if necessary, depending on the characteristics of the programs to be entered.

(6) For the admission of students to doctoral programs conducted in English, matters related to English language proficiency exemptions are determined by the Senate.

(7) To apply for doctoral programs in basic medical sciences, medical school graduates must have a bachelor's degree and a basic medical score obtained from the medical specialty entrance exam, which will be determined by a Senate decision with a minimum score of 50, or an ALES score with a minimum score of 55 in the numerical score type; Those who are not medical school graduates must have a master's degree (or a bachelor's degree for graduates of dental and veterinary schools) and an ALES score of at least 55 in the numerical score type. The basic medical score is obtained by multiplying the standard score obtained from the Basic Medical Sciences Test-1 section of the medical specialty education entrance exam by 0.7 and the standard score obtained from the Clinical Medical Sciences Test by 0.3 and adding them together. For admission to doctoral programs, in addition to the basic medical score or ALES score, the undergraduate and/or graduate GPA, scientific evaluation, and/or interview results may also be considered if necessary. The Senate determines the details of this evaluation, as well as the reference letter, essay explaining why the applicant wants to pursue a doctorate, international standard exams, and other similar documents that applicants must provide for their application. However, for admission to doctoral programs in basic medical sciences, a minimum score of 55 must be obtained in international foreign language exams recognized as equivalent to the central foreign language exams accepted by the Council of Higher Education, or an equivalent score must be obtained in international foreign language exams recognized as equivalent by ÖSYM. and the Senate decides whether to raise these minimum scores based on the characteristics of the programs to be entered. The Senate determines the weighting of the basic medical score or ALES score in the evaluation, provided that it is not less than 50%. The university may also accept students based solely on their basic medical score or ALES score.

(8) To apply for a proficiency study in the arts, candidates must hold a bachelor's or master's degree. Except for graduates of fine arts faculties and conservatories and graduates of equivalent programs from other faculties, candidates applying with a master's degree must have a minimum score of 55 in the ALES verbal section, Applicants applying with a bachelor's degree must have an ALES score of at least 80 in the verbal section.

(9) Applicants to the proficiency program in art with a bachelor's degree must have a bachelor's degree GPA of at least 3 out of 4 or an equivalent score. For applicants to the Master of Fine Arts program, the ALES score, graduate GPA, and interview/aptitude test/portfolio review results may also be evaluated for admission to the Master of Fine Arts programs. Matters related to this evaluation, as well as the reference letter, essay explaining why the applicant wishes to pursue a Master of Fine Arts, international standard exams, and other similar documents required for application are determined by the Senate.

(10) For admission to the Master of Fine Arts program, applicants must obtain a minimum score of 55 on the central foreign language exams accepted by the Council of Higher Education or on international foreign language exams recognized as equivalent by ÖSYM ( ), or an equivalent score on international foreign language exams recognized as equivalent by ÖSYM. and university senates may decide to raise these minimum scores if necessary, depending on the characteristics of the programs to be entered.

(11) Matters related to English language proficiency exemptions for student admission to art proficiency programs conducted in English are determined by the Senate.

(12) The Senate determines the weighting of the ALES score in the evaluation, provided that it is not less than 50%. The institute may also accept students based solely on their ALES score. Equivalent scores announced by the Higher Education Council as equivalent to ALES may be raised by Senate decision. However, the provisions of the first paragraph shall apply to the admission of students to the departments/branches of fine arts faculties and conservatories at the institute.

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

**ARTICLE 14-** (1) A scientific preparation program may be implemented for students admitted to master's and doctoral programs who have obtained their bachelor's or master's degree in fields different from the master's or doctoral program to which they were admitted, as well as for master's or doctoral program candidates who have obtained their bachelor's or master's degree from higher education institutions outside the University, in order to address their deficiencies.

(2) Compulsory courses in the scientific preparation program cannot replace courses deemed necessary to complete the relevant graduate program.

(3) The principles regarding the compulsory courses in the scientific preparation program are as follows:

a) A scientific preparation program consisting of undergraduate courses for master's students and undergraduate and/or graduate courses for doctoral students is determined individually for each candidate. The scientific preparation program containing the courses determined individually for the candidate is defined by the EADB and finalized by the EYK decision.

b) Graduate students in the scientific preparation program may take up to five graduate-level courses per semester, in addition to the scientific preparation courses, with the approval of the department chair and the decision of the EYK.

c) The minimum passing grade for undergraduate-level scientific preparation courses and graduate-level scientific preparation courses is CC. Grades obtained in these courses are not included in the graduate GPA calculation.

(4) The duration of the scientific preparation program is a maximum of two semesters. Summer sessions are not included in this period. This period cannot be extended except for semester leaves, and the student's enrollment is terminated if they are unsuccessful at the end of the period. The time spent in this program is not included in the duration of the master's or doctoral programs.

#### **Admission of Special Students**

**ARTICLE 15-** (1) Students enrolled in a master's, doctoral, or artistic proficiency program at other higher education institutions may take courses as special students in graduate programs with the approval of the relevant EADB. The exemption procedures for courses taken and successfully completed by these students as special students are carried out by the EADB at the other higher education institution where they are enrolled. Students taking courses as special students are issued a document showing their attendance and success in the course or courses they have taken. This document also specifies the credits/hours of the relevant courses.

(2) Graduate students enrolled in institute programs may take courses as special students at institutes affiliated with another higher education institution. The exemption procedures for courses taken and successfully completed by students taking courses in this manner as special students are carried out by the EADB of the program in which they are enrolled.

#### **Admission through lateral transfer**

**ARTICLE 16-** (1) A successful student who has completed at least one semester in another EADB within the university or in a graduate program at another higher education institution may be accepted into graduate programs through horizontal transfer. Horizontal transfer is made by the EYK decision, provided that the student applies with the necessary documents within the application period. This decision shall also specify which course requirements the student is exempt from in the program to which they are admitted. Students transferring horizontally from a higher education institution outside the University must meet the application requirements announced by the University. Credit

equivalence and the semester from which students from higher education institutions outside the University will begin their studies shall be determined by the EYK.

(2) A student admitted to a doctoral/artistic proficiency program with a bachelor's degree may transfer to a master's program. The transfer of a student deemed eligible for lateral transfer to the program is made by decision of the EYK.

#### **Transfers between programs**

**ARTICLE 17-** (1) Transfers between thesis-based or non-thesis-based master's and doctoral programs offered under the same department at the university are made upon the student's application and by decision of the EYK, at the latest by the last day of the add/drop period announced in the academic calendar at the beginning of the fall and spring semesters.

(2) Transfers between thesis-based and non-thesis programs may only be made once during the entire education process.

(3) Students transferring from a non-thesis master's program to a thesis-based master's program shall pay the thesis-based master's program fee applicable to the academic year and/or semester in which they are enrolled, taking into account the relevant program application requirements.

(4) If a student who has been accepted into a doctoral program as a bachelor's degree graduate wishes to transfer to a thesis-based master's program in the same department, they may apply to transfer to the relevant thesis-based master's program if the time spent in the doctoral program is counted and there is enough time left to complete the program they wish to transfer to.

(5) Other principles applicable to transfers between thesis-based and non-thesis-based programs are determined by the Senate.

#### **Course transfer**

**ARTICLE 18-** (1) Graduate-level courses taken and successfully completed by a student at any higher education institution prior to enrolling in the Institute, whether as a registered student or a special student, may be transferred to the program in which the student is enrolled, subject to the approval of the EYK, provided that such courses are related to the student's field of science/art.

The total credits of courses to be transferred in this manner are evaluated in accordance with the principles determined by the Senate.

(2) Course transfers from other higher education institutions shall be listed on the transcript with the original course name and code. The credit and ECTS equivalent of the course taken and the equivalent letter grade at the University shall be finalized by the EYK decision in accordance with the principles determined by the Senate.

#### **Tuition fees and scholarships**

**ARTICLE 19-** (1) Education and training at the University are subject to fees. The tuition fees to be paid to continue in the programs and the payment procedures are determined by the proposal of the Institute, the approval of the Rectorate, and the decision of the Board of Trustees. Students are obliged to pay their tuition fees at the beginning of the semester they enroll in, within the periods specified in the academic calendar.

(2) Matters related to scholarships are determined by the EK before each academic year, proposed to the Rectorate, and implemented by decision of the Board of Trustees.

(3) Scholarships are valid for domestic education and training fees and do not cover special conditions that may arise within the framework of the University's agreements with institutions abroad.

#### **Registration Renewal**

**ARTICLE 20-** (1) Registrations are renewed at the beginning of each semester within the dates specified in the academic calendar. During the registration renewal period, the courses, theses, projects, seminars, and similar studies to be taken by the student are also determined. Students can add or drop courses they are taking that semester within the periods specified in the academic calendar. The registrations of students who do not renew their registration are suspended until the end of their maximum study period, and they cannot benefit from their student rights until they re-register. The periods spent in this way are deducted from the student's maximum study period. These students can renew their registration to continue their education and benefit from their student rights on the condition that they pay the tuition fee valid for the academic year in which they renew their registration.

(2) The registrations of students who do not fulfill their financial obligations will not be renewed or frozen. These students cannot benefit from student rights in any way. The principles determined by the Senate are taken into account in the fulfillment of financial obligations.

(3) Students who do not renew their registration and have completed their maximum period of study will have their relationship with the University terminated.

#### **Withdrawal of Registration**

**ARTICLE 21-** (1) Students wishing to withdraw their registration must submit a written request to the Institute.

## **FOURTH SECTION**

### **Non-Thesis Master's Program**

#### **Purpose and scope**

**ARTICLE 22-** (1) The non-thesis master's program provides students with knowledge in professional subjects and demonstrates how existing knowledge can be applied in practice.

(2) The non-thesis master's program consists of at least ten courses and a semester project course, totaling no less than thirty credits and 60 ECTS. Students must register for the semester project course in the semester in which it is offered and submit a written project and/or report at the end of the semester. The semester project course is not credited and is evaluated as either successful or unsuccessful.

(3) A maximum of three of the courses to be taken by the student may be selected from undergraduate courses, provided that they have not been taken during the undergraduate program.

(4) The non-thesis master's program may also be conducted in the second graduate education.

#### **Duration**

**ARTICLE 23-** (1) The duration for completing the non-thesis master's program, excluding the period spent in scientific preparation, is at least two semesters and at most three semesters, starting from the semester in which the courses related to the registered program are offered, regardless of whether the student registers for each semester. At the end of this period, the student who fails or cannot complete the program will have their affiliation with the Institute terminated.

#### **Semester Project**

**ARTICLE 24-** (1) Students enroll in the semester project course at the beginning of the second or third semester based on their advisor's opinion.

(2) The semester project report is prepared and written according to the Institute's semester project writing guidelines. The submission dates for semester projects are announced in the academic calendar.

#### **Graduation requirements and diploma**

**ARTICLE 25-** (1) Students who complete their credit courses with a minimum GPA of 2.50 out of 4.00 and successfully complete their term project are awarded a non-thesis master's degree.

(2) The name of the student's registered department/program, as approved by the Higher Education Council, appears on the non-thesis master's degree diploma.

(3) Students enrolled in a non-thesis master's program may transfer to a thesis-based master's program provided they meet the conditions determined by the Senate for the thesis-based master's program. In this case, courses taken in the non-thesis master's program may be counted toward the thesis-based master's program upon the recommendation of the relevant EADB and the decision of the EYK.

## **FIFTH SECTION**

### **Thesis-Based Master's Program**

#### **Purpose and Scope**

**ARTICLE 26-** (1) The thesis-based master's program enables students to acquire the ability to access, compile, interpret, and evaluate information using scientific research methods.

(2) The thesis-based master's program consists of at least seven courses, a seminar course, and thesis work, totaling no less than twenty-one credits. The seminar course and thesis work are not credited and are evaluated as either successful or unsuccessful. The thesis-based master's program consists of a minimum of eight courses, including the seminar course, and a thesis study, totaling at least 120 ECTS credits, provided that one academic year consists of no less than 60 ECTS credits. The student must register for the thesis period every semester, starting no later than the semester following the appointment of their advisor.

(3) In the seminar, the student may be asked to explain the depth of their knowledge on topics related to their thesis work and the preliminary research, preparation, and planning they have done for their thesis in a presentation on a date specified during the exam period at the end of the semester.

(4) A maximum of two of the courses to be taken by the student may be selected from undergraduate courses, provided that they have not been taken during the undergraduate program. In addition, with the recommendation of the EADB and the approval of the EYK, a maximum of two courses offered at other higher education institutions may be selected.

(5) The thesis-based master's program may be conducted as a second graduate program.

(6) Before selecting the thesis course, the student must successfully complete their courses, seminars, credits, and ECTS credits, as well as any supplementary activities or applications, in accordance with the grade point averages specified in this Regulation.

#### **Duration**

**ARTICLE 27-** (1) The duration of the thesis-based master's program is four semesters, starting from the semester in which the courses related to the registered program are offered, regardless of whether the student registers

for each semester, excluding the period spent in scientific preparation. The program must be completed within a maximum of six semesters.

(2) Students who fail to successfully complete the credit-bearing courses and seminar course specified in the teaching plan at the end of four semesters, or who fail to meet the success conditions/criteria specified in this Regulation within this period, except for the overall grade point average; or students who fail their thesis work or do not defend their thesis within the maximum period will have their affiliation with the Institute terminated.

(3) Students who have successfully completed the credit-bearing courses and seminar course listed in the curriculum at the end of four semesters but whose overall grade point average is below 3.00 cannot select the thesis course.

(4) Students who have fulfilled all the requirements necessary to graduate from the master's program may graduate before the normal period of study.

#### **Thesis Topic**

**ARTICLE 28-** (1) The thesis topic title is determined in consultation with the advisor, taking into account the student's areas of interest. The thesis topic title, determined by the student under the supervision of their advisor, is evaluated by the relevant EADB and then reported to the Institute no later than the end of the second semester after the student begins their master's program. It is finalized with the approval of the EYK. Any subsequent changes requested to the thesis topic are made with the advisor's recommendation, the relevant EADB's approval, and the EYK's decision.

#### **Thesis Committee**

**ARTICLE 29-** (1) The master's thesis jury is appointed with the recommendation of the thesis advisor and the EADB and the approval of the EYK. The jury consists of three or five faculty members, one of whom is the student's thesis advisor and at least one of whom is from outside the University. If the jury consists of three members, the second thesis advisor cannot be a member of the jury.

#### **Completion of the Master's Thesis**

**ARTICLE 30-** (1) In order for students to be eligible to defend their thesis, they must meet the publication requirement approved by the Senate.

(2) Before the defense of the master's thesis, the student completes the thesis and submits it to their advisor. The advisor informs the Institute of their opinion that the thesis is defensible, in accordance with the Institute's thesis writing guidelines, scientifically adequate, and taking into account the Altınbaş University Graduate Education Institute Thesis Work and Term Project Originality Report Implementation Principles determined by the Senate.

(3) The Institute obtains a plagiarism software program report on the thesis and sends it to the advisor and jury members. If the report reveals actual plagiarism, the thesis is sent to the EYK for a decision with justification.

(4) The student who has completed the thesis work submits the required number of copies of the thesis and, if applicable, its publication(s) to the thesis advisor and other jury members.

(5) The jury members meet within one month of the date the thesis is submitted to them and examine the student on the thesis. The thesis examination consists of the presentation of the thesis work and a subsequent question-and-answer session. The thesis examination is conducted in an open environment attended by faculty members, graduate students, and experts in the field.

(6) If a permanent jury member is unable to attend the defense due to a valid reason, substitute jury members are invited by the relevant EADB. Jury meetings are not held with a missing member. If the jury meeting cannot be held on the announced date, the situation is recorded in a minutes document, and a second meeting date is determined within fifteen days at the latest, taking into account the opinion of the Institute directorate. The EYK decides on the procedure to be followed for juries that cannot meet a second time. The situation of students who cannot attend the defense is recorded in a minutes by their advisor and forwarded to the Institute directorate. Students who cannot take the exam are considered unsuccessful and their relationship with the Institute is terminated.

(7) After the thesis examination is completed, the jury decides by a simple majority to accept, reject, or request revisions to the thesis. This decision is communicated to the Institute by the EADB within three days following the thesis examination, with a written record.

(8) Students whose thesis is rejected as unsuccessful will have their affiliation with the Institute terminated.

(9) A student whose thesis is decided to be revised shall defend the revised thesis before the same jury within three months at the latest. If the student is found unsuccessful and the thesis is not accepted after this defense, their affiliation with the Institute shall be terminated.

(10) If a student whose thesis has been rejected requests it, a thesis-free master's degree diploma shall be awarded to them, provided that they have fulfilled the course credit load, project writing, and similar requirements of the thesis-free master's program. The additional period to be granted to students in this situation shall be determined by the EYK. If a student fails to complete the requirements of the thesis-free master's program within this period, their affiliation with the Institute shall be terminated.

#### **Graduation requirements and diploma**

**ARTICLE 31-** (1) The following conditions must be met in order to graduate:

a) The student must have successfully completed the credit-bearing courses and seminar course included in their registered teaching plan and have a minimum overall grade point average of 3.00 out of 4.00.

b) Pass the thesis defense exam.

c) To meet other conditions required for graduation as approved by the Senate.

ç) Submit at least three bound copies and an electronic copy of the master's thesis, which has been found to be formally acceptable, to the Institute within one month of the thesis examination date.

(2) The EYK may extend the thesis submission period by a maximum of one month upon the student's request. Students who do not meet the conditions set forth in the first paragraph cannot receive their diploma, cannot benefit from student rights, and their relationship with the Institute will be terminated upon the expiration of the maximum period.

(3) Students who fulfill the conditions set forth in the first and second paragraphs shall graduate by decision of the EYK and receive a master's degree.

(4) The name of the program in the Institute's department of study, as approved by the Council of Higher Education (YÖK), shall appear on the master's degree diploma with thesis. The date of graduation shall be the date on which the copies of the thesis, deemed suitable in form, bound, and signed by the examination jury committee, are submitted to the Institute.

(5) Within three months of the thesis submission, a copy of the master's thesis is sent electronically by the Institute to YÖK for the purpose of serving scientific research and activities.

## **SIXTH SECTION**

### **Doctoral Program**

#### **Purpose and Scope**

**ARTICLE 32-** (1) The doctoral program equips students with the necessary skills to conduct independent research, interpret and analyze scientific problems and data from a broad and deep perspective, and arrive at new syntheses.

(2) The thesis prepared at the end of the doctoral study must:

a) Contribute to science,

b) Develop a new scientific method,

c) Apply a known method to a new field,

must meet at least one of these criteria.

(3) The doctoral program consists of a minimum of 240 ECTS credits for students admitted with a master's degree with thesis, including at least seven courses, seminars, a qualifying exam, a thesis proposal, and thesis work, provided that each academic term is no less than 60 ECTS credits. For students admitted with a bachelor's degree, it consists of at least fourteen courses, seminars, qualifying exams, thesis proposals, and thesis work totaling at least 42 credits, amounting to a minimum of 300 ECTS credits.

(4) In the seminar, the student may be asked to explain the depth of their knowledge on topics related to their thesis work and the preliminary research, preparation, and planning they have done for their thesis in a presentation on a date determined during the exam period at the end of the semester.

(5) In doctoral programs, with the recommendation of the EADB and the approval of the EYK, a maximum of two courses offered at other higher education institutions may be selected for students accepted with a master's degree, and a maximum of four courses for students accepted with a bachelor's degree.

(6) Undergraduate courses do not count toward the course load or doctoral credits.

(7) Doctoral programs cannot be offered as second-shift programs.

#### **Duration**

**ARTICLE 33-** (1) The doctoral program consists of eight semesters for those admitted with a thesis-based master's degree, excluding the period spent on scientific preparation, starting from the semester in which the courses related to the program they are enrolled in are offered, regardless of whether they register for each semester or not; the maximum completion period is twelve semesters. For those admitted with a bachelor's degree, the program consists of ten semesters, and the maximum completion period is fourteen semesters.

(2) The maximum period for successfully completing the required credit courses for the doctoral program is four semesters for those admitted with a thesis-based master's degree and six semesters for those admitted with a bachelor's degree. Students who fail to successfully complete their credit courses within this period or who fail to achieve the minimum overall grade point average required by the University will have their affiliation with the Institute terminated.

(3) Before taking the qualifying exam, the student must successfully complete their courses, seminars, credits, and ECTS credits, as well as any supplementary activities or applications, if applicable, in a manner that meets the grade point averages specified in this Regulation.

(4) Students who complete their credit courses with a minimum GPA of 3.00 out of 4.00, pass the qualifying exam, and have their thesis proposal accepted, but fail to complete their thesis work by the end of the maximum period specified in the first paragraph, shall have their affiliation terminated.

(5) Students who applied to the doctoral program with a bachelor's degree and who fail to complete their credit courses and/or thesis work within the maximum period, or who fail to successfully complete their doctoral thesis, shall be awarded a thesis-free master's degree upon request, provided that they have fulfilled the required credit load, project, and other similar conditions for a thesis-free master's degree.

#### **Doctoral Qualification Exam**

**ARTICLE 34-** (1) The purpose of the qualification exam is to assess whether the student has a thorough understanding of the fundamental topics and concepts in their field and the scientific research depth related to their doctoral work.

(2) Students who have completed their courses and seminars may take the qualification exam. A student may take the qualification exam a maximum of two times per year.

(3) A student who applies to take the qualification exam but does not take it is considered to have failed.

(4) Students who fail the qualifying exam will be retested in the following semester in the section or sections in which they failed. Students who fail this exam will be dismissed from the doctoral program.

(5) Students admitted with a master's degree must take the qualifying exam by the end of the fifth semester at the latest, and students admitted with a bachelor's degree must take the qualifying exam by the end of the seventh semester at the latest. If they do not take the exam, they will be considered unsuccessful.

(6) Qualifying examinations are organized and conducted by a five-member doctoral qualification committee proposed by the EADB and approved by the EYK. The committee establishes examination juries to prepare, administer, and evaluate examinations in different fields. The examination jury consists of five faculty members, including the advisor, at least two of whom are from outside the University. The EYK decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six faculty members. Qualifying examination meetings are open to faculty members, graduate students, and experts in the field.

(7) The doctoral qualification examination consists of two parts: written and oral. Students who pass the written examination are admitted to the oral examination. The examination committee members evaluate the student separately based on their performance in the written and oral examinations. The student must obtain a minimum of 80 points in both parts of the doctoral qualification examination. The jury members decide by simple majority whether the student has passed or failed the doctoral qualification exam. This decision is reported to the Institute by the department chair within three days following the qualification exam.

(8) The qualification exam jury may require a student who has passed the qualification exam to take additional courses, even if they have completed their course load, provided that the total number of credits does not exceed 1/3 of the total credit requirement. The student must pass the courses determined by the EYK decision.

(9) A student who has been admitted to the doctoral program with a bachelor's degree and has successfully completed at least seven courses may transfer to the master's program. The conditions for transferring to the master's program are determined by the EYK.

#### **Thesis Monitoring Committee**

**ARTICLE 35-** (1) Within one month, a thesis supervision committee is formed for a student who has passed the qualifying exam, based on the recommendation of the EADB and the approval of the EYK.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes one member from within and one member from outside the department. If a second thesis advisor is appointed, the second thesis advisor may attend committee meetings if they wish.

(3) After the establishment of the thesis monitoring committee, changes may be made to its members upon the recommendation of the EADB and approval of the EYK.

#### **Thesis proposal defense and thesis supervision**

**ARTICLE 36-** (1) Students who successfully complete the doctoral qualification exam defend their thesis proposal, which covers the purpose, method, and work plan of their research, orally before the thesis monitoring committee within six months at the latest. Students distribute a written report on their thesis proposal to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by a simple majority whether to accept, request revisions to, or reject the thesis proposal submitted by the student. A period of one month is given for revisions. At the end of this period, the decision to accept or reject, made by a simple majority, is reported to the Institute by the EADB within three days following the completion of the process, with a written record.

(3) Students whose thesis proposals are rejected and who change their thesis topic have the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee may be appointed. Students who wish to continue in the program with the same advisor are required to defend their thesis proposal again within three months, while students who change their advisor and thesis topic are required to do so within six months. Students whose thesis proposal is rejected again in this defense will have their affiliation with the Institute terminated.

(4) For students whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once between January and June and once between July and December. The student submits a written report to the

committee members at least one month before the meeting date. This report summarizes the work done so far and outlines the work plan for the next period. The student's thesis work is determined by the committee as successful or unsuccessful. The student whose thesis is found unsuccessful twice in a row or three times intermittently by the committee will have their affiliation with the Institute terminated.

(5) At least three thesis monitoring committee reports must be submitted for the student's thesis to be completed. Thesis monitoring committee reports must continue to be submitted at regular intervals until the thesis is completed.

(6) In cases where the thesis topic is accepted but a change in the thesis topic is required as a result of subsequent thesis monitoring exams, the committee prepares a report on the matter and submits it to the Institute. The report, bearing the signatures of the committee members, is reviewed by the EYK, and if the thesis topic change is deemed appropriate by the EYK decision, the student takes the thesis proposal defense exam within six months at the latest and submits at least three thesis monitoring committee reports within the specified time periods. The provisions of the fourth paragraph regarding the thesis proposal apply.

(7) If a student fails to take the thesis proposal defense within the timeframe specified in the first paragraph without a valid excuse, they are deemed unsuccessful, and their thesis proposal is rejected.

#### **Doctoral Thesis Committee**

**ARTICLE 37-** (1) Before the defense of the doctoral thesis, the student completes the thesis and submits it to their advisor. The advisor informs the relevant EADB of their opinion that the thesis is ready for defense and requests the formation of a thesis jury. The doctoral thesis jury is appointed upon the recommendation of the advisor and EADB and with the approval of the EYK. The thesis jury consists of five main members, including the advisor, three of whom are faculty members on the student's thesis monitoring committee and at least two of whom are from outside the University, and two alternate members, at least one of whom is from outside the University. The board of directors decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six faculty members. If there is a second advisor, this advisor may serve on the committee without voting rights.

#### **Completion of the Doctoral Thesis**

**ARTICLE 38-** (1) The student must write their thesis in accordance with the Institute's thesis writing guidelines and defend it orally before the doctoral thesis jury. To be eligible for the doctoral thesis defense, the student must meet the publication requirement approved by the Senate.

(2) The advisor informs the Institute of their opinion regarding the defendability of the thesis, taking into account the Principles of Application for the Altınbaş University Graduate Education Institute Thesis Work and Term Project Originality Report determined by the Senate. The student submits the unbound version of the thesis, along with any publications, to the jury members in accordance with the procedures and principles determined by the University, together with the plagiarism report received.

(3) The doctoral thesis committee shall convene within one month of the date the thesis is submitted to them and examine the student on the thesis. The thesis examination consists of the presentation of the thesis work and a subsequent question-and-answer session. The examination, the date of which is announced in advance, is open to the public. If a regular member or members are unable to attend this meeting due to a valid reason, the relevant EADB invites a substitute member or members. Jury meetings are not held with missing members. If the jury meeting cannot be held on the announced date, the situation is recorded in a minutes document, and a second meeting date is set within fifteen days at the latest, taking into account the opinion of the institute directorate. The EYK decides on the procedure to be followed for juries that cannot meet a second time. The situation of students who cannot attend the defense is recorded in a minutes by their advisor and forwarded to the institute directorate. Students who cannot take the exam are considered unsuccessful and their relationship with the Institute is terminated.

(4) After the thesis examination is completed, the jury decides by a simple majority to accept, request revisions, or reject the thesis. Students whose theses are accepted are evaluated as successful. The jury's decision is communicated to the Institute via the relevant EADB within three business days at the latest, with a written record.

(5) Students whose thesis work is deemed unsuccessful and rejected will have their affiliation terminated.

(6) Students whose thesis is decided to be corrected must defend their thesis again before the same jury within six months at the latest, after making the necessary corrections. If the thesis is not accepted after this defense, the student's affiliation with the University is terminated. If the student does not take the thesis examination by the end of the six-month period, the thesis is considered rejected.

(7) Doctoral program students who fail their thesis may, upon request, be transferred to a non-thesis master's program, provided that the EYK ensures they meet the necessary ECTS credit load, project, and other similar conditions.

#### **Graduation requirements and diploma**

**ARTICLE 39-** (1) Students who have a minimum GPA of 3.00 out of 4.00 in their credit courses, fulfill the program requirements, and complete their thesis work submit the required number of copies of their thesis to their advisor. The advisor sends the copies of the thesis to the Institute via EADB, along with their written opinion on the thesis's compliance with writing rules.

(2) Students who successfully defend their thesis and meet the other requirements, submit at least three bound copies of their doctoral thesis to the Institute within one month of the thesis examination date, and whose thesis is found to be formally acceptable, are eligible to receive a doctoral diploma. The EYK may extend the submission period by a maximum of one month upon request. The student must fulfill other conditions necessary for graduation, such as publications, projects, and awards approved by the Senate. Students who do not fulfill these conditions cannot receive their diploma until they do so, cannot benefit from student rights, and their affiliation will be terminated upon expiry of the maximum period.

(3) The name of the program in the field of science/art, as approved by the Council of Higher Education, shall appear on the doctoral diploma. The date of graduation shall be the date on which the thesis, signed by the examination jury, is submitted to the Institute.

(4) Within three months of the thesis being submitted, the Institute shall send a copy of the doctoral thesis in electronic format to the Presidency of the Higher Education Council for use in scientific research and activities.

## **SEVENTH SECTION**

### **Master of Arts Program**

#### **Purpose and Scope**

**ARTICLE 40-** (1) The Master of Fine Arts program is a doctoral-equivalent higher education program that aims to produce an original work of art or, in the case of music and performing arts, to demonstrate superior application and creativity.

(2) The Master of Fine Arts program consists of a minimum of seven courses totaling twenty-one credits and a minimum of 240 ECTS credits, including applications and a thesis, exhibition, project, recital, concert, or performance, provided that one academic term is no less than 60 ECTS credits for students admitted with a thesis-based master's degree. For students admitted with a bachelor's degree, it consists of at least fourteen courses worth a minimum of forty-two credits, along with practical work and a thesis, exhibition, project, recital, concert, performance, or similar work, totaling at least 300 ECTS credits.

(3) Graduate-level courses may be selected from courses offered at other higher education institutions, subject to the recommendation of the EADB and the approval of the EYK, with a maximum of two courses for students admitted with a master's degree and a maximum of four courses for students admitted with a bachelor's degree.

#### **Duration**

**ARTICLE 41-** (1) The duration for completing the Master of Arts program is eight semesters for those admitted with a master's degree, starting from the semester in which the courses related to the program they are enrolled in are offered, regardless of whether they register for each semester, excluding the period spent in scientific preparation. The maximum completion period is twelve semesters. For those admitted with a bachelor's degree, the duration is ten semesters, and the maximum completion period is fourteen semesters.

(2) The maximum period for successfully completing the required credit courses for the proficiency program in the arts is four semesters for those accepted with a thesis-based master's degree and six semesters for those accepted with a bachelor's degree. Students who fail to successfully complete their credit courses within this period or who fail to achieve the minimum GPA required by the University will have their affiliation with the Institute terminated.

(3) Students who successfully complete their credit courses and applications but fail to complete their thesis, exhibition, project, recital, concert, performance, or similar work within the maximum twelve or fourteen semesters specified in the first paragraph will have their affiliation terminated.

(4) Students who have applied to the Master of Arts program with a Bachelor's degree and have fulfilled the required credit load, project, and other similar conditions but have not been successful in their Master of Arts thesis will be awarded a Master's degree without a thesis upon request.

#### **Completion of the Master of Arts program**

**ARTICLE 42-** (1) Students preparing a thesis shall write a text explaining and documenting their work, such as an exhibition, project, recital, concert, or performance, in accordance with the writing rules accepted by the Senate, and defend their thesis, exhibition, project, recital, concert, or performance before a jury.

(2) Before the defense of the Master of Arts thesis and in the case of theses and works that have been given corrections, the student completes their thesis/work together with the corrections and submits it to their advisor. The advisor submits the thesis to the Institute together with their opinion on whether the thesis is ready for defense. The Institute obtains a plagiarism software program report on the thesis and sends it to the advisor and jury members via . If the report reveals actual plagiarism, the thesis is sent to the EYK for a decision with justification.

(3) Students who have completed their artistic proficiency work submit the required number of copies of their thesis to their advisor. The advisor provides their opinion in writing regarding the thesis's compliance with writing rules and sends the theses to the Institute through the department chair.

(4) The Master's thesis jury is appointed upon the recommendation of the advisor and the EADB and with the approval of the EYK. The jury consists of five members, including the advisor, at least two of whom are faculty members from outside the University. The EYK decides whether the advisor has voting rights. If the advisor does not have voting

rights, the jury consists of six members. Additionally, the second thesis advisor may participate in the committee without voting rights.

(5) The jury members meet within one month of the date on which the thesis or text is submitted to them and examine the student. The examination consists of the presentation of the artistic proficiency work and a subsequent question-and-answer session. The examination is open to the participation of faculty members, graduate students, and experts in the field.

(6) After the defense of the master's thesis is completed, the jury, in a closed session, decides by a simple majority to accept, reject, or request revisions to the student's thesis, exhibition, project, recital, concert, performance, or other master's thesis work. Students whose thesis and master's thesis work are accepted are evaluated as successful. This decision is reported to the Institute by the department chair within three days following the examination. Students whose thesis and master's thesis are rejected as unsuccessful are dismissed from the Institute. Students whose artistic proficiency work is subject to a revision decision must make the necessary revisions within six months at the latest and defend their thesis, exhibition, project, recital, concert, performance, or other artistic proficiency work again before the same jury. If the student is found unsuccessful at the end of this defense and their artistic proficiency work is not accepted, their relationship with the Institute is terminated. Students who are unsuccessful in their artistic proficiency work, such as thesis, exhibition, project, recital, concert, or performance, may be awarded a master's degree without a thesis upon request.

#### **Graduation requirements and diploma**

**ARTICLE 43-** (1) Students who are successful in their artistic proficiency work are awarded a diploma specifying their field, approved by the Higher Education Council, provided they meet the other requirements. The graduation date is the date the signed copy of the thesis is submitted to the Institute by the examination jury committee.

(2) Students who successfully defend their thesis and meet other requirements, submit at least three bound copies of their thesis to the Institute within one month of the thesis examination date, and whose thesis is found to be formally acceptable, are eligible to receive a Master of Arts degree. The EYK may extend the submission period by a maximum of one month upon request. The student must fulfill other requirements for graduation, such as publications, projects, and awards, as approved by the Senate. Students who do not fulfill these requirements cannot receive their diploma until they do so, cannot benefit from student rights, and their affiliation will be terminated upon expiration of the maximum period.

(3) Within three months of the thesis submission, the Institute shall send a copy of the Master of Arts thesis in electronic format to the Presidency of the Higher Education Council for the purpose of scientific research and activities.

### **EIGHTH SECTION**

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

##### **Leave of Absence**

**ARTICLE 44-** (1) Registration may be suspended by a decision of the EYK for a maximum of four semesters, not exceeding one semester in non-thesis master's programs, two semesters in thesis-based master's programs, and two semesters at a time in doctoral and artistic proficiency programs, if at least one of the reasons specified below exists:

a) The student has a documented health-related excuse from a fully equipped health institution; for foreign students, the report obtained from abroad must be certified by the specified health institutions.

b) The student being forced to interrupt their studies due to natural disasters, provided that this is documented by a certificate issued by the highest local administrative authority.

c) The student's detention.

c) The student's conviction, which does not require expulsion from the higher education institution according to the relevant legislation.

d) The student being drafted into military service due to the loss of their deferment right or the revocation of their deferment, regardless of the reason.

(2) For the student's registration suspension process to be completed, the student must not have any outstanding debts to the University.

(3) Students with a medical report covering five weeks or more in a semester are considered to have suspended their registration for that semester.

(4) The periods during which registration is suspended are not counted toward the maximum duration of study for the relevant program.

(5) Students continue their studies by renewing their semester registration at the end of their registration freeze period. Students whose registration has been frozen for more than one semester and who wish to return before completing their registration freeze period must apply in writing to the Institute before the course registration for the semester they wish to return begins.

##### **Single Course and Grade Improvement**

**ARTICLE 45-** (1) The single course exam is a one-time exam that students who have taken all the required courses, failed only one course, and fulfilled the course attendance requirement can take.

(2) Students who have reached the end of their maximum study period may take the single course exam: students in non-thesis master's programs to graduate, students in scientific preparation programs to complete the scientific preparation phase, students in thesis-based master's programs who have reached the end of the maximum course phase to advance to the thesis phase, and doctoral program students to advance to the qualifying exam phase.

(3) Additionally, students who have taken and passed all the courses required to improve their grades, have fulfilled the attendance requirement for the course, but cannot achieve the grade point average specified in this Regulation for graduation;

a) Students in non-thesis master's programs who have reached the end of the maximum study period may graduate,

b) Thesis-based master's program students who have reached the end of the maximum duration of the course phase may take the exam to advance to the thesis phase, and doctoral program students may take the exam to advance to the qualifying exam phase, may take this exam.

(4) The single course exam date and exam application date are announced in the academic calendar. Students who wish to take the single course exam apply to the relevant EADB on the dates specified in the academic calendar, and the student is accepted to the exam by EYK decision.

(5) The single course exam is not available for seminar courses, supervision, orientation, or the term project course in non-thesis master's programs.

(6) Students cannot take both the single course exam and the grade improvement exam at the same time.

(7) The final grade obtained as a result of the exam is considered valid.

#### **Objections to Grades and Evaluations**

**ARTICLE 46-** (1) Students may submit written or electronic appeals to the EADB regarding material errors in the grades they received in graduate courses within three business days of the announcement of the grades. For appeals regarding material errors, the EADB requests the opinion of the instructor teaching the course within three business days. The EADB informs the relevant student and the Institute of the outcome of the appeal.

(2) Students may file appeals with the Institute regarding the results of assessment and evaluation practices, other than material errors, within three business days of the announcement of grades. Appeals are resolved by the EYK. The EYK may seek expert opinions, establish an examination committee, or take similar measures if necessary.

#### **Make-up Exams**

**ARTICLE 47-** (1) If a student has a valid and justified reason and requests it, they may be granted the right to take a make-up exam with the approval of the relevant instructor and the EADB.

(2) Students who obtain a medical report certified by a fully equipped health institution shall submit their report to the relevant EADB within three working days after the end of the report period. Students are considered to be on leave of absence during these periods and cannot take exams, but they can take make-up exams after the end of the report period.

(3) Make-up exams are not held during the summer term.

#### **Course Repetition**

**ARTICLE 48-** (1) Students are required to repeat compulsory courses that they previously took and failed or withdrew from.

(2) Students may take another suitable elective course from the course pool instead of the elective course they failed.

(3) The compulsory course covering scientific research techniques and research and publication ethics, along with the seminar course, are offered every semester, and only the same courses may be selected in their place.

#### **Course Credit Transfer/Equivalence**

**ARTICLE 49-** (1) The conditions for course credit transfer, exemption from one or more courses, and the resulting reduction in program duration for students with special student status, horizontal transfer, or from a previous graduate program are determined by the decision of the EYK.

(2) The transfer of credits for graduate courses or activities/practical training previously taken by students when transferring between graduate programs is decided by the EYK.

(3) Requests for the transfer of credits and grades for courses previously taken by the student are decided by the EYK.

(4) Students requesting course credit must apply to the EADB within fifteen days of the registration date with their transcript, course contents, and a petition. Following the application, the student's course transfer is carried out with the approval of the EYK.

#### **Course Exemption**

**ARTICLE 50-** (1) Exemption procedures are carried out in accordance with the principles determined by the Senate.

(2) Students newly enrolled in the program may apply for exemption to have courses they have previously taken and passed at any higher education institution counted toward the program requirements. Applications for exemption are evaluated and decided upon by the EYK, along with a transcript, course contents, and a petition.

(3) The EYK decides on matters such as which courses successfully completed by the student at another higher education institution will be counted toward the requirements of the diploma program in which they are enrolled at the University, the credit and grade adjustments for these courses, and which courses in the diploma program the student will be exempted from in exchange for these courses .

#### **Termination of Enrollment**

**ARTICLE 51-** (1) The enrollment of graduate students in their programs shall be terminated in the following cases:

a) Students may voluntarily withdraw from their programs by submitting a written request to the Institute.

b) Students who have been expelled from the university and students who have transferred to another university through lateral transfer shall have their registrations canceled.

(2) Tuition fees and other educational expenses paid by students whose enrollment is terminated shall not be refunded.

#### **Thesis work during disasters and epidemics**

**ARTICLE 52-** (1) In the event of a disaster or epidemic, graduate students in the thesis phase may be granted an additional period of up to two semesters upon request, and if they reapply depending on the stage of the disaster or epidemic, provided that these additional periods are not counted towards the maximum duration.

#### **Disciplinary proceedings**

**ARTICLE 53-** (1) Disciplinary proceedings against students are conducted in accordance with the provisions of Law No. 2547.

#### **Notification**

**ARTICLE 54-** (1) All official notifications to be made to students shall be delivered in person against signature, to the last address declared by the student, or to the email address provided to the student by the University.

#### **Cases not covered by provisions**

**ARTICLE 55-** (1) In cases not covered by this Regulation, the relevant legislation and Senate decisions shall apply.

#### **Regulations Repealed**

**ARTICLE 56-** (1) The Altınbaş University Graduate Education and Teaching Regulation published in the Official Gazette dated 1/11/2020 and numbered 31291 has been repealed.

#### **Entry into force**

**ARTICLE 57-** (1) This Regulation shall enter into force on the date of its publication, effective from the beginning of the 2023-2024 academic year.

#### **Implementation**

**ARTICLE 58-** (1) The provisions of this Regulation shall be implemented by the Rector of Altınbaş University.