



**ANKARA YILDIRIM BEYAZIT UNIVERSITY
INSTITUTE FOR INTERNATIONAL
RELATIONS AND STRATEGIC RESEARCH
TEACHING HANDBOOK FOR FACULTY &
STUDENTS**

Bylaws and guidelines



FEBRUARY 1, 2021
ANKARA YILDIRIM BEYAZIT UNIVERSITY
Cinnah Cad. No: 16 Çankaya, ANKARA



Ankara Yıldırım Beyazıt University
Institute for International Relations and
Strategic Research

ANKARA YILDIRIM BEYAZIT UNIVERSITY GRADUATE SCHOOL

EDUCATION AND TEACHING REGULATION

PART 1

Purpose, Scope, Basis and Definition of Terms

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to set out the procedures and principles regarding graduate education, teaching and examinations applied at institutes affiliated with the Ankara Yildirim Beyazit University.

Scope

ARTICLE 2 - (1) This Regulation comprises provisions related to education, teaching activities, and examinations, and scientific research and application activities comprising graduate and doctoral programs with and without thesis carried out by the institutes affiliated with the Ankara Yildirim Beyazit University.

Basis

ARTICLE 3 - (1) (1) This Regulation has been drawn up based on article 14 and 44 of the Higher Education Act 2547 dated on 4 November 1981.

Definitions

ARTICLE 4 – (1) Wherever the following terms appear in this document, they shall be taken to refer to:

- a) ECTS: European Credit Transfer System,
- b) ALES: Academic Personnel and Graduate Education Exam,
- c) Academic Department Board: The board consisting of all the academic staff and faculty members who are actively teaching in the relevant department,
- d) Integrated doctorate: Doctorate program based on an undergraduate degree.
- e) Advisor: The faculty member appointed by the institute administrative board or a lecturer with the qualifications determined by the Senate, to provide guidance to students enrolled in master programs without a thesis in the institute.
- f) Term project: Refers to the presentation of a scientific subject that has been researched and/or examined during the master's degree education without the thesis in the form of a scientific research report.
- g) DUS: Specialization Training Entrance Examination in Dentistry,
- h) Institute: The relevant institutes at Ankara Yildirim Beyazit University that provide education and teaching,
- i) Department of Institute: Academic units that have a graduate program in the Institute and are responsible to the Institute for the execution of the program,
- j) Institute Board: The Board consisting of the institute director, heads of the departments, and the deputy directors of the institute
- k) Institute Board of Directors: The institute director, the deputy director of the institute and three faculty members to be elected by the institute 's board of directors for three years.
- l) Second advisor of thesis: A person appointed by the Institute Board of Directors in accordance with the characteristics of master's or doctoral degree student's thesis or application subject, and has at least the doctoral/ proficiency in arts program.
- m) Plagiarism: Using the ideas, methods, data or works of others as partially or completely as their own work without attributing to scientific rules.

- n) ÖİBS: Student / Staff Information System
- o) Seminar: The study consisting of a written text based on the examination of a scientific subject that is prepared by the graduate students during the academic year and evaluated by oral presentation.
- p) Senate: The Senate of Ankara Yildirim Beyazit University.
- q) Thesis study: A scientific study prepared for serving the purpose of a master's degree with a thesis or of doctoral degree.
- r) Thesis advisor: The academic personnel assigned by the Board of Directors of the relevant institution in order to guide enrolled students of the master program with thesis or of doctorate program.
- s) Thesis monitoring committee: The Committee comprised of at least three faculty members, including the thesis advisor, in charge of evaluating thesis proposal and guiding, supervising doctoral student's thesis study.
- t) TUS: Medical Specialist Education Entrance Exam
- u) Specialization course: The course in which the advisor transfers the knowledge and experience s/he has in the scientific field s/he works for the whole year-long.
- v) ÜAK: Inter-University Board,
- w) University: Ankara Yildirim Beyazit University,
- x) Semester: A period of study, consisting of fall and spring semesters, lasting at least seventy days except final exam days, the start date and end date of which is recommended by the institute board of directors for each academic year and approved by the Senate.
- y) YDMS: Foreign Language Exemption Exam held by Ankara Yildirim Beyazit University School of Foreign Languages,
- z) YDS: Foreign Language Exam
- aa) Intensive summer school period: A period of study without fall and spring semesters, except final exam, the start date and end date of which is recommended by the institute board of directors for each academic year and approved by the Senate.

PART 2

General Principles of Graduate Education

Education levels and periods

ARTICLE 5 – (1) Graduate Programs are conducted as master's level and as doctoral level.

(2) Master's level; It is a program in which persons who have the undergraduate diploma from a higher education institution or an equivalent degree perform scientific research, education, artistic work and application activities.

(3) Master's degree program can be carried out in two ways; with thesis and non-thesis. These programs can be run as evening education.

(4) Doctoral level; It covers education, scientific research, application and artistic activities based on undergraduate or master's degrees. Doctoral programs cannot be run as evening education.

(5) The graduate distance education program in which the instructor teaches in mutual interaction with the students concurrently without location and the education-related events concerning the higher education institutions are planned and conducted based on information and communication technology, can be launched with the decision of the Council of Higher Education.

(6) Graduate education activities are carried out on a semester basis and an academic year consists of fall and spring semesters. Courses can also be opened during the intensive summer school period. The duration and education principles of the summer school are to be recommended by the institute board of directors and approved by the Senate.

On Opening Education Programs

ARTICLE 6 -(1) A new graduate program shall be opened with the proposal of the academic department board, the opinion of the institute board, the decision of the Senate and the approval of the Higher Education Council.

- (2) The departments of the institute are taken as basis in the opening or execution of graduate programs.
- (3) A graduate education program with a different name may be opened in the institute with the proposal of the relevant academic department, the recommendation of the Institute Board, the approval of Senate and the decision of the Higher Education Board.
- (4) With the recommendation of the institute board, the approval of the Senate and the decision of the Council of Higher Education, an interdisciplinary institute department with a different name than a faculty or department can be established to do graduate education.
The head of such an institute department is appointed by the director of the institute for three years after receiving the opinion of the relevant deanships and the Rector is informed.
- (5) Request for change proposals of the department committee regarding the current programs are decided by the Senate after being approved by the institute board.
- (6) With the proposal of the academic department board and the decision of the institute board of directors, joint programs can be opened by establishing a cooperation protocol with domestic and international higher education / research institutions and organizations. Joint programs come into force with the decision of the Senate and the approval of the Higher Education Council and are carried out in accordance with the provisions of the relevant legislation.
- (7) Graduate programs in a foreign language can be opened with the suggestion of the relevant academic department board, the proposal of the institute board, the decision of the Senate and the approval of the Higher Education Council.

The opening of education programs and courses

ARTICLE 7 – (1) Graduate education programs are determined by educational objectives, entry and graduation requirements for the programs, compulsory and elective courses included in the programs, their ECTS values and principles related to similar subjects, the proposal of the academic department board, the decision of the institute board and the approval of the Senate.

- (2) The courses to be opened for the first time, courses to be closed, changes to the name of the course or ECTS credits are decided by the Senate upon the proposal of the relevant academic department board and the approval of the institute board.
- (3) Which graduate courses are to be opened in a semester and which lecturers shall execute the courses, shall be determined by the proposal of the relevant department heads and decision of the Institute board of director.
- (4) The assent of the relevant faculty or college is obtained by the head of the department of the institute in order to assign the lecturers to give the course to be opened in multidisciplinary programs.
- (5) The specialization field course is opened by thesis advisors and continues throughout the year. In cases where the thesis study is managed by more than one advisor, the specialization courses shall be opened by the first thesis advisor.
- (6) At least one course, which includes scientific research techniques and research and publication ethics, must be taken during graduate education.
- (7) Graduate courses are generally taught by faculty members. In compulsory cases, with the reasoned recommendation of the institute department and the approval of the institute board of directors, faculty members who have obtained a doctorate, specialization in medicine, specialization in dentistry, proficiency in art and artist lecturers can be assigned. If deemed necessary, an assignment may be made from outside the University by the decision of the University Executive Board.

Advisor and thesis advisor

ARTICLE 8 - (1) In the master program without thesis, the academic department board recommends a faculty member or a lecturer with the specified qualifications in the programs determined by the Senate to advise in the selection of courses for each student and the execution of the term project to the institute, before the students' course registration period begins. The appointment of the advisor shall become definite with the approval of the institute board of directors.

- (2) The number of graduate students without thesis to be given per faculty member is determined by the institute board of directors by considering the characteristics of the relevant institute department.
- (3) In master's with thesis and doctoral programs, the board of the department of the institute makes the thesis advisor proposal, taking into account each student's previous scientific studies, the field s/he wants to work in and the thesis advisor's preference, to the relevant institute at the latest before the course registrations period of the student begins.
- (4) **(Amended: RG-11/6 / 2017-30093)** In order for faculty members to be able to manage thesis in doctoral programs except for the departments of dentistry, pharmacy, medicine and veterinary medicine of the faculties, faculty members must have managed at least one successfully completed master's thesis.
- (5) The thesis advisor is recommended primarily from the faculty members of the institute department, or from other departments' faculty members. In the absence of a faculty member with the qualifications specified in the university, the faculty member may be selected by the institute board of directors as a thesis advisor from another higher education within the framework of the principles set by the Senate. The proposal of the thesis advisor shall become definite with the approval of the institute board of directors.
- (6) **(Amended: RG-11/6 / 2017-30093)** The second thesis advisor that will be appointed in cases when the thesis work requires more than one thesis advisor, may be chosen outside the university staff having at least a doctoral degree and a degree in the qualifying program in arts.
- (7) The upper limit of the number of thesis consultancy per faculty member is determined by the Higher Education Council's authorized boards. The number of doctoral thesis advisors can be at most half of the agreed upper limit. The faculty member, who has two joint consultancies, is considered to have one consultancy. Advisory for masters without thesis is excluded from these numbers. The consultancy of the faculty members, who have been repositioned in university or upper boards and retired from their university, continues until the process is completed.
- (8) The thesis advisor opens a specialization field course in addition to all other academic and administrative burdens and duties for the students whom he / she is an advisor in every semester and summer period from the date he is appointed by the institute board of directors. The student is obliged to take the specialized field course opened. Principles related to the field of specialization course are determined by the institute board and applied by the institute board of directors. Even if an instructor has opened a specialization course in more than one institute, the payment is made only for one specialization course from the related department.
- (9) Students may request a change in the advisor / thesis advisor by applying to the institute directorate or the academic department chair in writing.
- (10) The advisor/thesis advisor may request that the consultancy of the student be taken by applying in written form to the head of the department if the student does not renew the enrollment for two semesters without any excuse. With the proposal of the institute department and the decision of the institute board of directors, the advisor / thesis advisory shall be cancelled and the student shall be accepted as a passive student on the ÖİBS.

PART 3

Student Quotas, Entry Requirements and Announcement, Application to Graduate Programs, Evaluation and Registration

Student Quotas

ARTICLE 9 - (1) Student quotas for graduate programs shall be determined by the Senate upon the opinion of the institute department board and the proposal of the institute board of directors. In

addition, the Senate may authorize the board of directors of the institute to change the quotas determined, provided that the opinion of the department board is obtained.

(2) Students can be admitted to master's programs without thesis within the framework of the protocol determined by bilateral agreements apart from the quota announced for student admissions.

Determination and announcement of application requirements

ARTICLE 10 - (1) Which graduates of undergraduate and graduate programs can apply to masters and doctorate programs shall be finalized by the proposal of the academic department committee, decision of the institute board of directors and the approval of the Senate.

(2) Minimum ALES score and type of score, minimum grade point average, required conditions for graduate / prospective applicants, minimum foreign language score and type, and other special requirements, to be asked to apply to graduate programs, are decided by the institute board of directors upon the recommendation of the academic department board that opened the program and it is finalized with the approval of the Senate.

(3) Instead of ALES score, the equivalent points accepted as equivalent to ALES and announced by the Council of Higher Education are considered valid in applications. TUS and DUS exams are not a substitute for ALES unless otherwise specified in the relevant program application requirements.

(4) The foreign language certificate announced in the graduate program to be applied, foreign language certificate shall be not required from those who have completed their undergraduate education in this foreign language and graduated. The scores of these candidates who do not have a certificate in the evaluation shall be evaluated over the minimum score requested by the relevant institute department.

(5) Application requirements for graduate programs without thesis, the evaluation of applications and student admission shall be determined by the Senate upon the opinion of the academic department board and the recommendation of the institute board of directors.

(6) Admission of students into graduate programs shall be held at most twice a year.

(7) The Rector's Office announces the names of graduate programs opened by the institutes, required documents for application, application dates, interview / written exam dates and other issues on the University website.

Application requirements for master's programs

ARTICLE 11 – (1) The following conditions are required for candidates who apply to master's programs with thesis;

- a) Applicants must have a bachelor's degree or shall be in the last semester of their undergraduate studies for conditional pre-acceptance, and additionally Turkish students who have completed their undergraduate program in foreign countries must have a document from the Higher Education Council that the university they graduated from is recognized.
- b) Applicants must have provided the undergraduate GPA announced as the application requirements.
- c) Applicants shall have received the score decided on by the institute board of directors upon the recommendation of the academic department committee and approved by the Senate, not less than 55 points in the type of program they apply from ALES.
- d) **(Amended: RG-11/6 / 2017-30093)** Foreign language exam scores are not compulsory for the programs whose education language is Turkish; however, in admitting students to the program, a foreign language condition can be sought with the recommendation of the relevant department academic board and the approval of the institute board of directors or the decision of the institute board of directors. In programs with foreign language education, it is mandatory to get 50 points from Central foreign language exams accepted by the Council of Higher Education or international foreign language exams whose equivalence is accepted or to get a score equivalent to this score from international foreign language exams accepted as equivalent by student

selection and placement center (ÖSYM). These minimum scores can be increased according to the characteristics of the programs to be entered, by the recommendation of the relevant academic department board and the decision of the institute board of directors. Foreign language exams for the languages that cannot be evaluated by YDS or equivalent exams shall be conducted centrally by the juries to be determined by the institute board of directors. In addition, the scores obtained from YDMS can be accepted with the proposal of the relevant academic department board and the decision of the institute board of directors.

(2) In student admissions through bilateral agreements for masters without thesis programs, evaluation shall be done according to the protocol conditions.

Application requirements for PhD programs

ARTICLE 12 - (1) Following conditions are required for candidates who apply to doctorate programs:

a) In order to apply for the doctorate program, the applicants must have a bachelor's / master's with thesis degree or they must be at the last semester of their undergraduate / master's with thesis programs for conditional pre-acceptance, additionally Turkish students who have completed their undergraduate / master's with thesis programs in foreign countries must have a document from the Higher Education Council that the university they graduated from is recognized. Students registered in or graduated from master's programs without thesis before the date 6/2/2013 can apply to doctoral programs.

b) Graduates of medicine, dentistry, veterinary, pharmacy faculties and those who have at least ten-semester undergraduate diploma, except for preparatory classes, or those who have the competence in a laboratory according to the principles regulated by the Ministry of Health, can apply to doctoral programs without a master's degree.

c) Applicants with a master's diploma shall not have master's GPA less than 2.50 out of 4 or an equivalent score; candidates who apply to the doctorate program with a four-year undergraduate diploma shall not have undergraduate GPA less than 3.0 out of 4 or an equivalent score; also, they should have received the score that was decided on by the institute board of directors upon the recommendation of the academic department committee and approved by the Senate.

d) According to subparagraph (b) of this paragraph, applicants graduated from medicine and dentistry faculties shall not have undergraduate GPA less than 2.00 out of 4 or an equivalent score; undergraduate GPA of other faculties shall not be less than 2.50 out of 4 or an equivalent score; also, they should have received the score that was decided on by the institute board of directors upon the recommendation of the academic department board and approved by the Senate.

e) According to subparagraph (b) of this paragraph, applicants must have an ALES score to be determined by the Senate provided that they should not get less than 55 points in the score type of the program applied by ALES and those who apply to the doctorate program with a bachelor's degree should not get less than 80 points in the score type of the program applied by ALES.

f) In order to apply to doctorate programs in the basic medical sciences, the graduates of medical faculties must have the undergraduate diploma and the basic medicine score from TUS determined by the Senate decision provided that it shall be not less than 50 points and must have ALES score determined by Senate decision, provided that ALES is not less than 55 in mathematical score type; for those who are not graduates of medical faculties must have the graduate diploma (bachelor degree of graduates of dentistry, pharmacy and veterinary faculties) and ALES score to be determined by Senate decision provided that it is not less than 55 points in the numerical score type of ALES and the graduates of dentistry faculty must have basic science score of DUS. The Basic Medicine Score is the sum of TUS basic medicine Test-1 score multiplied by 0,7 and clinical medicine score multiplied by 0,3. Basic science score is the sum of

DUS basic medicine Test-1 score multiplied by 0,7 and clinical medical science test score multiplied by 0,3.

g) In the admission of students to doctorate and basic medicine programs, applicants should have received the score that was decided on by the institute board of directors upon the recommendation of the academic department board and approved by the Senate, provided that applicants, other than their mother tongues, get at least 55 points from central foreign language exams accepted by the Council of Higher Education and international foreign language exams whose equivalence is accepted or get an equivalent score from international foreign language exams accepted as equivalent by ÖSYM.

h) Documents taken from ALES, TUS and DUS exams can be accepted interchangeably if it is announced in the relevant programs' application requirements.

Application, acceptance of applications and evaluation

ARTICLE 13 - (1) Applications to graduate programs are made through ÖİBS. The documents required in the application are delivered by hand during the final registration.

(2) In order to evaluate applications for graduate programs and to conduct interviews / written exams, the institute board of directors shall form juries, with at least three principal and two alternate members among the academic members proposed by institute department board. Separate juries can be established for different graduate programs carried out in a department.

(3) Students can be admitted on the application documents, without an interview / written exam, by the jury created for the evaluation of applications to master's programs without thesis.

(4) (**Amended: RG-11/6 / 2017-30093**) In the determination of those who will be invited for an interview / written exam among the applications made to the master's programs with thesis and doctorate programs that have a foreign language requirement, 50% of the ALES score, 35% of the undergraduate CGPA and 15% of the foreign language score are taken; in determining the ones to be invited to the interview / written exam among the applications made to the master's programs without a foreign language requirement, 50% of the ALES score and 50% of the undergraduate CGPA are taken, and ordering is made from the highest to the lowest according to the points obtained by adding them. Applicants are invited for an interview / written exam at a rate of ten times the determined quota.

(5) General academic grade averages at the end of the previous semester are used as the undergraduate CGPA of candidates who are graduates/ prospective graduates from undergraduate programs applying to graduate or integrated doctorate programs.

(6) In the master's with thesis and doctoral programs, applicants are evaluated over 100 full points in the interview / written exam. In the interview, an oral evaluation is made by considering the reference letter submitted by the applicant, if requested, and the composition of why they want to do this training and their goals. Applicants who do not take the interview or written exam and those who score less than 60 points from the arithmetic average of these exams are considered unsuccessful.

(7) In admitting students to master's programs with thesis; ALES score, undergraduate CPA and interview / written exam result shall be evaluated. In the evaluation, 50% of ALES score, 20% of undergraduate CGPA and 30% of the interview / written exam result shall be summed and ranked from the highest to the lowest. The jury determines which applicants can be accepted as main and substitute (reserve) for the graduate program by determining the minimum score level that will be considered successful in the ranking. The reserve applicants list can be as many as the number of permanent candidates. The main and reserve lists reported by the jury are finalized and announced with the decision of the institute board of directors.

(8) In accepting students to the doctorate program; ALES score, undergraduate and /or graduate CPA and interview / written exam result are evaluated. For graduates of the Faculty of Medicine / Dentistry applying to basic medical sciences or clinical medical sciences programs, ALES or related Basic Medicine score / Basic Sciences score is taken into consideration. In the evaluation, the points to be calculated taking into account 50% of the ALES or related Basic Medicine score / Basic Sciences score, 20% of the undergraduate

or graduate CPA and 30% of the interview / written exam result shall be ranked from the highest to the lowest and ranking is made among the ones who got at least 70 points in total. The jury informs the institute which applicants can be accepted as a permanent candidate or substitute for the doctoral program by determining the minimum score level that will be considered successful in the ranking. The reserve candidate list can be as many as the number of permanent candidates. The permanent and reserve lists reported by the jury shall be finalized with the decision of the institute board of directors and announced.

(9) When the jury of the exam deems it appropriate to take more students than the quota announced, it will inform the institute with a report stating the reason for this. The institute board of directors may decide to increase the quota by obtaining the opinion of appropriateness of the institute department.

Final Registration

ARTICLE 14 - (1) The list of primary and substitute candidates who have right to enroll in graduate programs shall be finalized by the decision of the institute board of directors. The results shall be announced by the rectorate.

(2) Registrations shall be made on the days specified in the graduate academic calendar accepted and announced by the Senate.

(3) Turkish and foreign candidates who are eligible for graduate studentship make their final registration by submitting the required documents personally or with their notarized attorney.

(4) The candidates who are eligible for final registration shall be not required to re-submit their original documents or their copies submitted to the University, the institute or the competent authority during the application.

(5) Regarding compulsory military service and judicial records, the application shall be processed based on the candidate's declaration.

(6) Candidates who have not completed their registration within the announced period lose their registration rights. Instead of these candidates, substitute candidates shall be accepted on the basis of success order. Reserve candidates continue to be accepted until the actual quota is filled.

(7) The registrations of those who make final registration based on false statement and / or fake or defaced document shall be cancelled as of the date of registration in the program.

(8) Enrollments of candidates with foreign nationality within the framework of the bilateral agreements made by the university or by the decisions of the Higher Education Council can be registered directly, except for the regulations regarding the Turkish language proficiency.

(9) Final registration of candidates who are required to pay tuition fees shall be made after paying the tuition fee for that period.

PART 4

Re-registration, Exams and Assessment

Taking Courses and Accepting Courses Taken

ARTICLE 15 – (1) Students registering in graduate programs must take at least half of the total course credits required by the program they register in.

(2) For the students who are accepted to the programs in a foreign language, Ankara Yildirim Beyazit University School of Foreign Languages Preparatory Class and Bachelor's Degree Foreign Language Lessons Teaching and Learning Regulation and relevant legislation provisions published in the Official Gazette dated 26/8/2013 and numbered 28747 are followed.

(3) The course registration of the student is completed after the finalization by choosing the course among the courses decided to be opened by the institute board via ÖİBS and the approval of the advisor / thesis advisor. Course registrations that are not finalized by the student or approved by the supervisor / thesis advisor are not

accepted by the ÖİBS and the student is considered to have not registered for the course. The student is responsible for finalizing the course registration.

(4) The maximum number of courses a student can take in a semester cannot exceed five. Seminar, fields of specialization course and term project are not included in this issue.

(5) Upon the proposal of the academic department board and the decision of the institute board of directors, students can take a maximum of two graduate courses from other higher education institutions in Turkey and abroad.

(6) Graduate courses taken by a student at least two semesters prior to registration at the institute without satisfying the graduation requirement from the domestic / international higher education institutions can be counted towards the program that the student is registered with the opinion of the advisor, the recommendation of the department board and the decision of the institute board of directors. In this way, counting may not exceed 50% of the number of the related graduate program's courses except seminar, fields of specialization course, term project and thesis study. This provision does not apply to students who have been admitted to a master's program with a thesis from master's program without a thesis.

(7) In order to perform course counting in graduate programs in foreign language, the language of the courses taken before must be the same as the language of the program to be accepted. This provision does not apply to students who have been admitted to a master's degree program with a thesis from master's program without a thesis.

(8) No course taken in a graduated program can be re-substitute in another program.

Renewal of registration

ARTICLE 16 – (1) Students registered in graduate programs are obliged to pay the student tuition fee determined by the relevant legislation and to perform the required registration renewal procedures at the beginning of the fall and spring semesters, on the dates specified in the academic calendar. Students who do not pay the tuition fee are not renewed; these people cannot enjoy their student rights, they are not given documents such as student status certificate, student certificate, internship letter and military service certificate.

(2) Students who cannot renew their registration without a justified and valid reason determined by the Senate cannot choose courses that semester. In these cases, the elapsed times are included in the maximum time.

Adding, dropping the Courses

ARTICLE 17 – (1) Course add-drop procedures shall be carried out by the students via ÖİBS within the period determined in the graduate academic calendar. Adding and dropping courses shall be completed after the student's finalization and approval of the advisor / thesis advisor. The course add-drop registrations that have not been finalized by the student or approved by the advisor / thesis advisor are not accepted by the ÖİBS.

Exams

ARTICLE 18 – (1) Exams; there are four types of exams: midterm, final exam, make-up exam and excuse exam.

(2) Midterm exams can be held in classes. Projects, homework, laboratories, workshops and similar works that are done during the semester can also be used as a midterm exam.

(3) Final exams of courses are done within the periods announced in the graduate academic calendar. The way of conducting the exam is determined by the responsible instructor. A student who does not take even though he has the right to take the final exam is considered unsuccessful from that course.

(4) Make-up exam can be done with the decision of the Institute board of directors and the approval of the Senate. Those who do not have the right to take the final exam from a course cannot take the make-up exam for that course. Make-up exam result is considered as a substitute for the final exam.

(5) Students must attend 70% of theoretical courses and 80% of practices and / or other learning activities in order to take the final / make-up exams. In addition, with the decision of the academic department, midterm exam success condition can also be required.

(6) The student who cannot take midterm exams due to his/her excuse and whose excuse is accepted with the decision of the institute board of directors, uses the midterm exam rights within the same semester.

(7) Excuse exam of the final exam is a make-up exam and no one more exam right is given. The resist exam does not have an excuse exam. In excuses that consistently occur to cover the final exam and resist exam dates of a course and are accepted by the decision of the institute board of directors, an excuse exam is granted for the course in the following semester. The letter success grade obtained in the excuse exam is evaluated by joining the academic achievement average and the overall academic achievement average of the semester in which the course is taken.

Assessment of success in courses

ARTICLE 19 – (1) The studies and midterm exams of courses held during the semester and how to participate in the final exam are determined by the instructor and announced to the students in the first week of each semester.

(2) End of the term assessment is done by the lecturer or staff giving the course. In order to be successful in a course, graduate students with thesis / without thesis must obtain at least (CB) letter success grade and doctorate students must have at least (BB) letter success grade.

(3) The student can take a failed course within the maximum period of taking the course or take another course with the same credit value instead of that course, provided that there is no compulsory course. Students can also repeat the courses they have passed in order to raise their overall academic success average. In this way, the last taken letter success grade in the course repetitions is evaluated by joining the academic grade point average of the semester and the overall academic grade point average.

(4) After the points related to the course are entered and finalized in ÖİBS by the instructor giving the course, the letter is converted to a success grade considering the values stated in the table in subparagraph

(a):

Explanation	Letter Success Grade	Coefficient	Score Intervals
-	AA	4.00	90-100
-	BA	3.50	80-89.99
-	BB	3.00	70-79.99
-	CB	2.50	65-69.99
-	CC	2.00	60-64.99
-	DC	1.50	55-59.99
-	DD	1.00	50-54.99
-	FF	0.00	0.00-49
Absentee	DZ	0.00	--
Successful	BŞ	--	--
Unsuccessful	BŞZ	--	--
In Progress	DE	--	--
Failure to Take Exam	GR	0.00	--

Did not take the exam due to his/her excuse	MZ	--	--
Missing	E	--	--

b) Students who continue their thesis studies shall be given a grade of “in progress” (DE) for thesis study and fields of specialization courses. This evaluation is based on the evaluation of the thesis advisor in the master's degree and the reports of the thesis monitoring committee in doctoral education. For the thesis monitoring committee reports that do not arrive on time, the grade of unsuccessful (BŞZ) shall be given.

c) The seminar course is evaluated with a successful (BŞ) or unsuccessful (BŞZ) letter grade.

ç) Assessment of the thesis study is evaluated with successful (BŞ) or unsuccessful (BŞZ) letter grade together with the fields of specialization course.

d) (GR) grade; It is given to students who do not take the exam even if they have the right to take the courses, qualification exam, thesis and similar exams by fulfilling the conditions stipulated in this Regulation. This grade is processed as the (FF) letter success grade when calculating the semester and overall academic success grade average.

e) (DZ) grade is given to students who do not have the right to take the exam because they cannot fulfill the attendance obligations or conditions related to course practices. This grade regarded as the (FF) letter success grade in the GPA calculation.

f) (MZ) grade; It is given to students who cannot take the exams due to their justified and valid excuse accepted by the institute board of directors.

g) (E) grade; Although successful in the semester, the instructor is given to the students who have not met some of the conditions required for the course due to a valid reason such as illness. A student who has took (E) grade must complete his / her deficiencies and get a grade within fifteen days after the submission of the grades. During this period, the student's (FF) grade, which cannot complete his deficiency, turns into a letter success grade.

(5) The instructor who gives the course can lower the score ranges corresponding to the letter achievement grade to lower limits.

(6) Successful (BŞ) and unsuccessful (BŞZ) letter achievement grades are not included in the academic success averages.

Academic success grade averages

ARTICLE 20 – (1) The credit value of a graduate course is equal to the ECTS credit determined by the relevant institute.

(2) There are two types of academic success average of the student such as semester academic success grade point average and cumulative academic success grade point average.

(3) The weighted composite scores a student takes from a course is found by multiplying the course credit with the coefficient of success grade. The semester academic grade point average is calculated by dividing the sum of the weighted composite scores of all the courses taken by the student over a coefficient of 4 by dividing the total credit amount of all courses. The resulting average is executed by two digits after the decimal point and is rounded.

(4) The cumulative academic success grade point average is calculated by considering all the courses evaluated over the 4.00 that the student has taken since the admission to the graduate program by following the path in calculating the academic grade average. The final grade from the repeated courses is added to the overall academic success average. All grades are transferred to the student status sheet.

Exam results and objection

ARTICLE 21 – (1) The student, who has an objection to the exam results due to errors of facts, makes this objection in writing to the head of the department of the institute within five working days at the latest after the exam results of the related courses are announced. This objection is forwarded to the instructor who teaches the course. If there is an error of facts in the re-evaluation made by the instructor, the necessary grade correction is made and notified in writing to the institute directorate within one week at the latest. After the examination, the grade given by the instructor is final. The result is announced to the student in fifteen days.

Maximum duration and exceeding the maximum duration

ARTICLE 22 – (1) The duration of the master's program with thesis is four semesters, excluding the time spent in scientific preparation, regardless of whether the students enrolled for each semester or not, starting from the semester they are enrolled, and the program is completed in six semesters at most. Failed to successfully complete the credit courses and seminar courses included in the curriculum at the end of four semesters or fail to meet the success provisions / criteria foreseen by the relevant institute within this period; The student who fails in the thesis study or who does not enter the thesis defence within the maximum duration is dismissed from the University.

(2) The duration of completion of the master's program without thesis is at least two semesters and at most three semesters, regardless of whether or not students are enrolled for each semester, starting from the period when the courses related to the program in which they are enrolled are registered, except for the time spent in scientific preparation. Students who fail at the end of this program or fail to complete the program shall be dismissed from the higher education institution.

(3) The Ph.D. program is eight semesters, regardless of whether or not students are registered for each semester, starting from the period when the courses related to program in which they are enrolled, for those who are admitted with a master's degree with thesis, except for the time spent in scientific preparation, and the maximum completion duration is twelve semesters; For those admitted with a bachelor's degree, that is ten semesters and the maximum completion duration is fourteen semesters.

(4) The maximum duration of successful completion of credit courses required for the Ph.D. program is four semesters for those admitted with a master's degree with thesis, and six semesters for those who are admitted with an undergraduate degree. Students who fail to successfully complete their credit courses during this period or who cannot achieve a GPA of at least 3.00 (BB) shall be dismissed from the University.

(5) Students who successfully complete their credit courses, who are successful in the proficiency exam and whose thesis proposal is accepted, but who have not completed the thesis study until the end of the twelve or fourteen semesters specified in the third paragraph, shall be dismissed.

(6) Students who have applied to the doctorate program with a bachelor's degree, those who have not completed their credit courses and / or thesis study within the maximum period, and those who have not been successful in the doctoral thesis, are granted a master's degree without thesis upon their request, provided that they have fulfilled the necessary credit load, project, and other similar conditions.

PART 5

Master's Program with Thesis

The purpose and scope of the master's program with thesis

ARTICLE 23 – (1) The purpose of master's programs with a thesis is to have students access knowledge through scientific research, evaluate and interpret this knowledge and convert this acquisition into an academic product in the form of a thesis. This program includes at least seven courses, a seminar, a course containing scientific research techniques, research and publication ethics for students who have not taken before, and other learning activities and thesis study determined by recommendation of institute department and the decision of the institute board of directors.

(2) In the master's program with thesis, at most two of the courses to be taken by the student can be selected from undergraduate courses provided that those have not been taken during undergraduate study. The ECTS values of the courses taken in this way are counted as the minimum ECTS value in the courses of the related program. The scores obtained from these courses over 100 are evaluated according to the paragraph (a) of the fourth paragraph of Article 19.

(3) With the recommendation of the institute board of directors, the institute board may decide to open interdisciplinary compulsory or optional courses that are completing each other.

(4) Students who are pursuing master's programs with thesis and without thesis at the same time can take a maximum of two joint courses in total. However, the course substitute process shall be carried out with the decision of the institute board of directors.

The Phase of thesis study and Finalization of thesis

ARTICLE 24 – (1) In order for the student to pass the thesis phase, he / she must take courses for at least two semesters and have successfully completed all the courses, a seminar and other learning activities required for the relevant program. However, if the students substitute for their courses in lateral transfer and special student, they do not have to take courses for at least two semesters.

(2) In the master's program with thesis, the institute head of the department / art major recommends the thesis topic determined by the student together with the advisor to the institute by the end of the second semester at the latest. The subject of the thesis is finalized with the approval of the institute board of directors.

(3) A student studying in a master's program with thesis writes the results obtained in accordance with the writing rules determined by the Senate and shall present his / her thesis to a committee.

(4) Before the defense of the master's thesis and in the theses given correction, the student completes the thesis with the correction and presents it to the advisor. The advisor of the student who prepares his / her thesis in accordance with the thesis writing guideline shall submit the thesis to the institute through a thesis with the electronic copy that the thesis is defensible. The Institute receives the plagiarism software program report regarding the thesis and sends it to the advisor and the graduate thesis jury. In the event that a real plagiarism is detected in the data in the report, the thesis shall be sent to the institute board of directors for decision along with its reason.

(5) With the decision of the relevant academic department board, at least one of the student's papers related to the thesis study has been presented at a national or international conference, congress or symposium, poster or orally, a scientific article has been accepted / published in a national or international refereed journal or having a similar work, attending at least one of the conditions of participating in at least one mixed artistic event, is required as a prerequisite for the establishment of a master's thesis defense jury.

(6) The master's thesis jury is appointed with the proposal of the thesis advisor and the related presidency of institute department / art major, and the approval of the institute board of directors. The jury consists of three or five faculty members, one from the student's thesis advisor and at least one from outside the institution. If the jury consists of three people, the second thesis advisor cannot be a member of the jury. Two substitute jury members, one of which is from outside the institute, shall be determined for the master's thesis jury.

(7) The student who completes the thesis study delivers the desired number of copies of the thesis to the thesis advisor. The advisor sends the copies of the thesis to the relevant institute through the head of the department / art major/ department of science / arts / program with the opinion that the thesis has been written in terms of compliance with the writing rules.

(8) The jury members gather within a month at the latest after the thesis is submitted to them and takes the student to the thesis exam. The thesis defense exam consists of presentation of thesis study and the subsequent question and answer section. The presentation of the thesis exam is made open to the listeners. It consists of lecturers, graduate students, and field specialists.

(9) After the completion of the thesis examination, the jury shall give one of the decisions of acceptance, rejection or correction to the thesis with absolute majority. This decision is delivered to the institute within three days following the thesis examination by the presidency of the institute department/ art major.

(10) If the thesis is unsuccessful and rejected, the student is dismissed from the University.

(11) A student who has been given a decision to amend the thesis is re-defended within three months at the latest in front of the same jury. At the end of this defense, the unsuccessful student is dismissed from the University.

(12) In case of rejection of the thesis rejected student, if s/he makes a request, a graduate diploma without thesis is awarded to him / herself, provided that he / she fulfills the requirements such as course credit, project writing and similar requirements.

(13) In the accepted theses, the jury members sign takes place in the approval page of the thesis. In the theses accepted by the majority of votes, the opposing member / members sign the acceptance approval page, and can put the negative statement on the approval page if he/she wants.

(14) As a result of the thesis defense, the intellectual property rights of the successful thesis belong to the University unless otherwise stated.

(15) The language of the thesis study is the program language. However, upon the student's request, the advisor's acceptance and the appropriate opinion of the department and the approval of the institute board of directors, a thesis can be written in another language other than the program language.

Graduate diploma with thesis

ARTICLE 25 – (1). To be successful in the thesis examination and to provide other necessary conditions for the graduation determined by the Senate, three bound copies and an electronic copy of the master thesis required by the institute must be submitted to the institute within one month from the date of entrance to the thesis examination and given to the graduate student a master's degree is awarded. In addition, thesis shall be written in accordance with the thesis writing rules. The institute board of directors can extend delivery time on request up to one more month. A student who does not fulfill these conditions cannot take his / her diploma until the conditions are met, cannot benefit from his / her student rights and is dismissed if the maximum duration expires.

(2) (Amended: RG-11/6 / 2017-30093) The name of the program in the department/art major of the institute where the student is registered, approved by the Council of Higher Education, shall be taken a place on the master's degree with a thesis. The applied exam date, which is successful after the thesis exam, for the students whose graduation date is registered to the main art programs; For students enrolled in other programs, it is the date when the copy of the thesis signed by the exam jury commission is delivered to the relevant institute.

(3) Within three months after the submission of the thesis, the relevant institute shall send a copy of the master's thesis to the presidency of Higher Education Council on an electronic medium, to serve in scientific research and activities.

PART 6

Master's Program without Thesis

Purpose and scope of the master's program without thesis

ARTICLE 26 – (1) (Amended: RG-11/6 / 2017-30093) The purpose of the master's program without thesis is to provide the student with deep knowledge on the professional issue and to show how to use existing information in practice by giving information to students in professional matters. The master program without thesis consists of a minimum of ten courses and a term project lesson provided that it is not less than 60 ECTS credits.

(2) The scope and conditions of the term project are determined by the institute board of directors. Term project is evaluated as successful or unsuccessful. The student is required to register to the institute for the semester term project and to submit a written project and / or report at the end of the semester. Upon the proposal of the department of the institute, a proficiency exam can also be held with the decision of the institute board of directors.

(3) Maximum three of the courses that the students are to take can be selected from undergraduate courses, provided that they have not been taken during the undergraduate study. The ECTS values of the courses taken in this way are counted at the minimum ECTS value in the courses of the related program. The grades obtained from these courses over 100 are evaluated according to the subparagraph (a) of the fourth paragraph of the article 19.

Graduate diploma without thesis

ARTICLE 27 – (1) Students who have successfully completed all their courses and the term project and delivers the other documents required by the institute to institute, are given a graduate diploma without thesis.

(2) The name of the program in the department of the institute where the student is followed, approved by the Council of Higher Education, shall be taken a place on the master's degree without a thesis.

PART SEVEN

Doctoral Program

The purpose and scope of the doctoral program

ARTICLE 28 - (1) Purpose of the doctorate program that students will be able to conduct independent research, analyze scientific problems, interpretation with a broad and deep point of view, comment, interpretation, analysis and ability to reach new syntheses.

(2) The thesis shall be prepared at the end of the doctoral study must fulfill at least one of the qualities of bringing innovation to science, developing a new scientific method, applying a known method to a new field.

(3) Doctorate program, consists of at least seven courses, seminars, other learning activities (articles, conferences, papers and the like) determined by the decision of the institute board of directors and proficiency exam for students who have been admitted with a master's degree with thesis, has at least 240 ECTS credits including thesis proposal and thesis study. For students admitted with a bachelor's degree, consists of at least 14 courses, seminars, other learning activities (articles, conferences, papers and the like) determined with the decision of the institute board of directors, and proficiency exam, thesis proposal and thesis study, and has at least 300 ECTS credits. In addition, at least one course that includes scientific research techniques and research and publication ethics must be taught during graduate education.

(4) With the proposal of the committee of the department, the institute board may decide to open mandatory or elective courses that are interdisciplinary.

(5) With the recommendation of the institute department, and the approval of the institute board of directors in doctoral programs, a maximum of two courses can be selected for students who have been admitted with a master's degree, and a maximum of four courses for students who have been admitted with a bachelor's degree.

(6) Undergraduate courses to be taken by students who are admitted to the doctoral program with a master's degree are not counted towards the course load and course credit in the doctoral program. Up to two of the courses to be taken by the student can be selected from the masters' courses provided that they have not been taken during the graduate education.

(7) Students admitted to the doctorate program with a bachelor's degree can choose a maximum of two courses from undergraduate courses, provided that it has not been taken during undergraduate education. The ECTS values of the courses taken in this way are counted at the minimum ECTS value in the courses of the related program. The scores obtained from these courses over 100 are evaluated according to the paragraph (a) of the fourth paragraph of the article 19.

Doctorate qualifying exam

ARTICLE 29 - (1) The qualifying exam is the measurement of whether the student who completes his/her courses, other learning activities and seminar, and has the depth of scientific research related to the basic subjects and concepts in his/her field and doctoral study.

(2) A student may take the qualifying exam up to twice a year.

(3) A student enrolled in the doctorate program must take at least two semesters to pass to the

qualification stage. However, if students pass their courses taken in internal transfer, special studentship and doctorate program, it is not necessary to take courses for at least two semesters.

(4) The student who is admitted to the doctoral program with a master's degree must take the qualifying exam at the latest in end of the fifth semester and the student who has been accepted to the doctoral program with a four- year undergraduate degree level must take the qualifying exam at the latest at the end of the seventh semester.

(5) Doctorate qualifying exams shall be held once a semester within the periods specified in the academic calendar. The student who has reached the proficiency stage and will take the qualifying exam must choose the proficiency stage from the course registration system during the exam period. Students failing in the qualifying exam will be retaken in the next semester.

(6) Qualifying exams are organized and administered by a five-member doctorate proficiency committee recommended by the institute department. The term of office of the members of the committee is two years. The committee establishes exam and jury examinations to prepare, implement and evaluate exams in different fields. The examination jury consists of five faculty members, one of whom is an advisor and at least two from outside the institution, and two substitute faculty members selected one from the same department and the other from outside the institution.

(7) The proficiency exam is organized in two parts, written and oral. Written and oral exams are evaluated over 100 points. The student who succeeds in the written examination with at least 70 points is taken to the oral examination.

(8) The exam jury evaluates the success of the student in written and oral examinations and decides by absolute majority whether the student is successful or unsuccessful. This decision shall be reported to the institute by the head of the department / art major within three days following the qualifying exam.

(9) Students failing in the qualifying exam shall be retaken in the next semester from the sections where they fail. The student who fails again shall be dismissed from the doctorate program.

(10) A student who does not take the qualifying exam at any stage of the doctoral qualifying exam despite fulfilling the requirements shall be deemed to have used these rights and unsuccessful at that stage.

(11). The proficiency exam jury may require that a student who has passed the qualification exam will receive extra courses, provided that he / she has fulfilled the course load but does not exceed one third of the total credit amount. The student must achieve the courses to be determined by the relevant institute decision. These courses are evaluated as successful / unsuccessful and do not participate in the GPA.

(12) A student who was accepted with an undergraduate degree to the doctorate program and who has successfully completed his / her seminar with at least seven courses can go to the master's program according to the conditions of the student admission by internal transfer.

Thesis monitoring committee

ARTICLE 30 - (1) For the student who is successful in the proficiency examination, with the proposal of relevant head of the relevant institute department/ art major and the approval of the institute board of directors a thesis monitoring committee is composed within a month.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, there are members from within and outside the institute departments / art majors. If the second thesis advisor is appointed, the second thesis advisor can join the committee meetings if s/he wishes to.

(3) In the periods after the establishment of the thesis monitoring committee, changes may be made to the members of the thesis monitoring committee with the proposal of the head of institute department/ art major and approval of the institute board of directors.

Defence of the thesis proposal

ARTICLE 31 - (1) The student who successfully completes the qualification examination, orally defends the thesis proposal in front of the thesis monitoring committee within six months at the latest. The student submits a written report on the thesis proposal to the members of the thesis monitoring committee at least fifteen days before oral defense.

(2) The thesis proposal defense shall be held open to audiences and listeners can contribute to the thesis proposal.

(3) The thesis monitoring committee decides by absolute majority to accept, rectify or reject the thesis proposal. If the correction is in question, the relevant student is given one month extra time. At the end of this period, the decision of acceptance or rejection by absolute majority will be notified to the institute within three days after the completion of the process by the head of the institute department / art major.

(4) Students whose thesis proposals are rejected have a right to choose a new advisor and/or another thesis topic. In that case a new thesis monitoring committee may be assigned. Students who choose to continue the program with the same thesis advisor defend their proposal once again within three months, and those who choose a different thesis topic or thesis supervisor do so latest within six months. In case of rejection of the thesis proposal a second time, the student is dismissed from the University.

(5) (**Amended: RG-11/6 / 2017-30093**) For the student whose thesis proposal has been approved, the thesis monitoring committee convenes 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 their meeting. In this report, a summary of the work covered thus far and the work plan for the next semester are given. Thesis study of the students shall be evaluated as successful or unsuccessful by the committee. Students who fail twice consecutively, or three times intermittently by the committee, in their thesis work are deemed unsuccessful and dismissed from the University.

(6) A student who fails to attend the thesis proposal defense session without a valid excuse within the period stated in first paragraph is deemed unsuccessful and her/his thesis proposal is rejected.

Finalization of the doctoral thesis

ARTICLE 32 - (1) A student in doctoral program, must put her/his results on paper in accordance with the writing rules accepted by Senate and must orally defend his/her thesis before the jury members.

(2) Before the defense of a doctoral thesis, the required revisions must be made and then the thesis must be submitted to the thesis advisor. The advisor submits the thesis to the institute with his opinion that the thesis is ready to be defended. The institute sends the plagiarism software report concerning the thesis to the advisor and the jury members. In case of detection of plagiarism in the reports, the thesis is sent to the institute board of directors with the reasons for decision to be ruled in details.

(3) For the finalization of a student's thesis, at least three thesis monitoring reports shall be submitted.

(4) With the decision of the relevant academic department board, at least one of the student's papers related to the thesis study has been presented at a national or international conference, congress or symposium, poster or orally, a scientific article has been accepted / published in a national or international refereed journal or having a similar work, attending at least one of the conditions of

participating in at least one mixed artistic event, is required as a prerequisite for the establishment of a thesis defence jury.

(5) The doctoral thesis jury is appointed with the recommendation of the advisor and head of the institute department/art major and approval of institute board of directions. The committee is composed of three members of faculty including those in the thesis monitoring committee of the student and at least two members from a different institution of higher education, totalling five members including the advisor. The board of directors decides whether the thesis advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. In addition, the co-advisor can take part in the jury without the right to vote. Two substitute jury faculty members, one of which is from the same department/ art and the other from outside the institute, shall be determined for the doctoral thesis jury.

(6) The jury members gather within a month at the latest after the thesis is submitted to them and takes the student to the thesis defense. The thesis defense exam consists of presentation of thesis study and the subsequent question and answer section. The presentation of the thesis exam is made open to the listeners. It consists of lecturers, graduate students, and field specialists.

(7) After the thesis defense is completed, the jury decides in the absence of the audience and in absolute majority, whether the result is approval, revision or rejection. Students whose theses are accepted are deemed to be successful. This decision is delivered to the institute within three days following the thesis examination by the presidency of the institute department/ art major. Students who are unsuccessful and whose theses are rejected are dismissed from the University. Students who are asked to review their theses are given an extension of maximum six months. They make the required revisions and defend their theses once again before the same jury. Students whose theses are not approved after the second defense are dismissed from the University.

Upon request, students in doctorate on Bachelor's degree programs who fail to complete the thesis are entitled to Master's diploma without thesis regarding the sixth paragraph based upon the article 22.

(8) In the accepted theses, the jury members sign takes place in the approval page of the thesis. In the theses accepted by the majority of votes, the opposing member / members sign the acceptance approval page, and can put the negative statement on the approval page if he/she wants.

Doctorate diploma

ARTICLE 33 - (1) Upon completing his/her thesis, the student must submit the required number of copies to the advisor. The advisor sends the copies of the thesis to the relevant institute through the head of the department / art major with the opinion that the thesis has been written in terms of compliance with the writing rules.

(2) With the condition of being found successful in his/her thesis defense and ensuring other provisions, the graduation of a student, who submits to the institute, the three bound copies of the doctoral thesis within one month as of the date of the defense and whose thesis is found appropriate as per format, she/he merits to get a doctorate diploma. Upon request, the institute board of directors may extend the submission of the thesis for maximum one month. Students who fail to meet these requirements cannot receive their diplomas or exercise rights granted to students until they do so, and are dismissed from their programs if the maximum duration expires.

(3) (Amended: RG-11/6 / 2017-30093) The name of the program in the department of the institute is approved by the Council of Higher Education, shall be taken a place on the doctorate diploma. Graduation date is the date when the copy of the thesis signed by the exam jury commission is delivered to the related institute.

(4) Within three months after the submission of the thesis, the relevant institute shall send a copy of the doctorate thesis to the presidency of Higher Education Council on an electronic medium, to serve in scientific research and activities.

PART EIGHT
Miscellaneous and Final Provisions

Student admission to the scientific preparation program

ARTICLE 34 - (1) Scientific preparation program can be applied upon the recommendation of the exam jury and the opinion of the head of the related institute in order to eliminate the deficiencies that are accepted to the master and doctorate programs and whose qualifications are given below:

a) Those who have received their bachelor's or master's degree in different fields from the master's or doctorate program in which they are accepted.

b) Those who have received their bachelor's or master's degree from another higher education institution other than the University.

(2) The courses to be taken in the scientific preparation program are determined as compulsory courses with the recommendation of the relevant department and the approval of the institute board. These courses cannot replace the courses required to complete the relevant graduate program and are not included in the graduate grade average. However, course success grades are recorded in the transcript as successful (BŞ) or unsuccessful (BŞZ).

(3) A student in the scientific preparation program can take a maximum of two courses for each semester from the scientific preparatory courses as well as the courses related to the graduate program with the recommendation of the relevant head of the institute department and the approval of the institute board of directors.

(4) The relevant legislative provisions of the education level program in which the course taken for the attendance, course exams, lecture notes, the conditions to be considered successful from the courses, course repetition and other issues related to the course taken in the scientific preparation program are applied.

(5) The period to be spent in the scientific preparation program is at most two semesters. Summer school is not included in this period. This period cannot be extended except for semester leave, and students who fail at the end of the term are dismissed. The time spent in this program is not included in the graduate or doctorate program periods.

Special student acceptance

ARTICLE 35 - (1) Those who are graduates or students of a higher education institution and want to increase their knowledge on a particular subject can be accepted as special students for each semester to the graduate courses with the opinion of the relevant faculty member, the recommendation of the academic institute department and the approval of the institute board of directors. Those who take courses with the status of special student cannot benefit from student rights. In the admission of special students, grade level shall be not sought and entrance exam shall be not held. Special students, like normal students, must fulfill their obligations to the University and comply with all the conditions of the courses they follow. Special student applications shall be made in the first week of classes.

(2) Special student education is not an education aimed at obtaining a direct degree in the related program and its duration cannot exceed two semesters.

(3) In the case that special students become normal students provided that they do not spend more than two semesters, the courses they take from those who are related to their own department or science fields from the graduate courses they have succeeded as special student, the proposal of the academic department board and the institute board of directors, can be considered valid for the program they are continuing. Maximum two of the courses taken from another higher education institution as special students can be counted.

(4) Students who continue the master's program cannot take courses from doctoral programs as special students.

Student admission through internal transfer

ARTICLE 36 - (1) Students who have completed at least one semester in the graduate programs of other higher education institutions at the university or at home / abroad and whose GPA is at least 2.50 for master's programs and at least 3.00 for doctoral programs, can apply to switch.

(2) In order for the transfer applications to be accepted, applicant student must meet the criteria of the program which the student wants to be transferred.

(3) The application for lateral transfer is decided by the director board of the institute by obtaining the positive and reasoned opinion of the relevant institute department.

(4) The adaptation procedures of the student accepted by internal transfer and the level where s/he will continue to the program are determined by the decision of the relevant academic department. However, the number of courses exempted as a result of the adaptation procedure cannot exceed 50% of the number of courses taught in the relevant graduate program.

(5) Students who have been accepted to the doctorate program can switch to a graduate program carried out at the University. Students who wish to transfer, must have met the entry requirements in the latest student advert for the program they wish to transfer. Transfer acceptance is recommended by the relevant academic department and is finalized by the institute board decision.

(6) In order for students who study in any master's program to transfer to the integrated doctorate program, they must have met the entry requirements in the latest student advert for the related department. Transfer admission is recommended by the relevant academic department and finalized by the institute board decision. These students are given the time given to students admitted with the undergraduate degree and the time spent in the master's program is counted from the maximum education period.

(7) It is possible to transfer from the graduate program without thesis opened in the department of the same institute within the university to the master's programs with thesis. Those who apply for this transfer application have paid all tuition fees of the master's program without thesis, they have successfully completed all the courses except for the term project, the minimum cumulative grade point average required by these courses and the minimum ALES score and minimum in the last student ad posting of the graduate program with thesis. They must have provided a foreign language score. In the acceptance of candidates who applied for a transfer in this way; ALES score, cumulative grade point average and foreign language score of the courses taken in the graduate without program are evaluated. In the evaluation, 50% of the ALES score, 35% of the weighted CGPA and 15% of the foreign language score are calculated from the highest to the lowest. The department will inform the institute that the candidate can be accepted as a substitute for the master's program with thesis, until the quota announced by the relevant department. The reserve candidate list can be as many as the number of permanent candidates. The main and reserve lists reported by the head of department are finalized with the decision of the institute board of directors.

(8) Students who are admitted with a lateral transfer from a master's program without to a master's program with a thesis continue with the thesis study after receiving a semester seminar. The time spent by these students in the master's program without thesis is counted from the maximum teaching period.

(9) Permission to transfer from master's programs with thesis to master's programs without thesis is given by the institute board upon the proposal of the institute departments.

(10) Students who switch from the master's program with thesis to the master's program without thesis must complete the required credits for master's programs without thesis.

(11) In the transfer between the programs, the time spent in each program is taken into account in the maximum time calculation.

(12) Transfer is made only once in postgraduate programs.

Foreign student admissions

ARTICLE 37 - (1) Requirements for the graduate programs are determined for foreign candidates and Turkish citizens completing the entire degree abroad.

Contribution, tuition fee and other fees

ARTICLE 38 - (1) Contributions, tuition fees and other course fees are determined by the University Administrative Board within the framework of the decision of the Council of Ministers.

Permission

ARTICLE 39 - (1) Students may be granted leave from the University for a maximum of two semesters, with the decision of the relevant board of directors, for the reasons of health, military service, education at domestic or foreign higher education institutions, and for financial and family reasons. In compulsory cases, this period may be extended by the relevant board of directors granting the permission.

(2) The student who wants to be considered on leave shall apply to the related institute with the petition and documents stating her excuse until the end of the add-drop period of the relevant semester at the latest. The institute board of directors decides the permission request with the appropriate opinions of the student's advisor / thesis advisor and the head of the institute department. Except the unexpected cases, the applications to be made after the add-drop period is not processed.

(3) The decision of the relevant institute board of directors is forwarded to the Registrar's Office and processed there, and all relevant parties are informed.

(4) Students whose leave period has expired can register for the semester on the dates announced in the academic calendar.

(5) Students who want to return to their education before the end of the permitted period must apply to the relevant institute with a petition before starting the course registration. The institute board of directors decides with the appropriate opinions of the student's advisor / thesis advisor and the head of the institute department and the result is conveyed to the Registrar's Office. The student can register for the courses announced on the academic calendar.

Cancellation of registration

ARTICLE 40 - (1) Students can cancel their registrations upon the decision of the relevant institute board of directors, if they wish. The date of cancellation is the date of application with the petition.

(2) Students who cancel their registration from the university or who have been dismissed from the University due to disciplinary penalties shall be required to complete their registration and to fulfill their financial obligations in order to receive their diplomas or documents in their files.

Notifications and announcements

ARTICLE 41 - (1) Without prejudice to the provisions of the relevant notification legislation, all kinds of notices and announcements to the student shall be sent to the student's postal address in the official records and / or to the student's e-mail address provided by the University. The student shall be obliged to control the messages sent to the e-mail address provided by the University.

Annulled regulation

Article 42 – (1) The regulation entitled Yildirim Beyazit University Graduate Education and Teaching Regulation which was published on Official Gazette number 29446, on 15/8/2015 has been annulled.

Application of new articles issued

PROVISIONAL ARTICLE 1 – (1) Application of the new articles issued with this regulation and decided durations are valid as of Fall Semester of 2016-2017 Academic Year.

Orientation procedures of students from closed down universities

PROVISIONAL ARTICLE 2 – (1) Orientation procedures of the students of Turgut Özal University which was closed down shall be made in accordance to the regulations issued by the Council of Higher Education (YÖK).

Condition of Foreign Language

PROVISIONAL ARTICLE 3– (Addition: OG-11/6/2017-30093)

(1) Abolition of condition of foreign language can only be done through the suggestion of academic committee of the department and decision of executive committee of the Institute for students who had conditional acceptance for not being able to meet Turkish language criterion.

Validity

ARTICLE 43 - (1) This Regulation enter into force on the date of its publication.

Executive

ARTICLE 44 - (1) The provisions of this Regulation are executed by Rector of Ankara Yildirim Beyazit University.

The Official Gazette in which the Regulation was published		
	Date	Number
	10/2/2017	29975
Official Gazettes in which Regulations Amending the Regulation were Published		
	Date	Number
1	11/6/2017	30093
2		
3		