

# UNIVERSITY OF REGULATION ON EDUCATION AND

## PART ONE

### **Purpose, Scope and**

#### **Definitions Purpose and Scope**

**Article-1** The purpose of this Regulation is to regulate the principles of postgraduate education, training and examinations carried out at the University of Kyrenia (UG). This regulation covers the admission and enrolment of students to the graduate programmes carried out at UG and the provisions regarding graduate education, training and examinations.

#### **Basis**

**Article-2** This Regulation has been prepared based on Article 33 of the TRNC Higher Education Law No. 65/2005 and Articles 14 and 44 of the Turkish Higher Education Law No. 2547 dated 4.11.1981.

#### **Definitions**

**Article-3** Terms and concepts mentioned in this regulation;

**(UG);** University of Kyrenia

**University Senate (US);** The academic structure that takes decisions on the principles of education, scientific research and publication activities of the University

**Institute (E);** The academic unit where graduate education programmes are carried out at the university,

**Institute Board (EK);** The board consisting of the vice directors and the heads of the departments within the Institute, chaired by the Institute Director

**Institute Administrative Board (EYK);** The board consisting of three faculty members elected for three years by the institute board from among six candidates to be nominated by the director, the deputy directors, and the director, chaired by the director of the institute

**Department (USA);** Academic units with graduate programmes in the Graduate School,

**Head of Department (ABDB);** The head of the graduate programme that carries out education, training, research and application activities in the institute (In the university, the heads of the undergraduate programme departments are also the heads of the graduate programme with the same name in the institute)

**Academic Board of the Department (ABDAK);** It is the board consisting of faculty members and lecturers of the USA, which reviews the activities of the Department, especially education and research issues, and determines the requirements for more studies.

**Advisor:** A faculty member / lecturer / doctoral degree holder appointed by the institute board of directors to guide the student registered in the institutes during the course and thesis study periods,

**Scientific Preparation:** This is a two-semester maximum completion training applied in order to ensure the adaptation of students whose undergraduate/graduate programme and the graduate programme to which they apply are in different fields to the programme to which they apply,

**Plagiarism:** Using the ideas, methods, data or works of others as one's own in whole or in part without citation in accordance with scientific and ethical rules

**ECTS;** The value calculated by taking into account the contribution of that course to the knowledge, skills and competencies to be gained by the student who completes the relevant diploma programme within the framework of the higher education qualifications established by the Council of Higher Education for the diploma level and field in the European Credit Transfer System, the theoretical and practical course hours clearly determined by the learning outcomes and the working hours required for other activities foreseen for students,

**ALES;** Academic Personnel and Graduate Education Entrance Examination applied in the Republic of Turkey

**ÖSYM;** Turkish Measurement, Selection and Placement Centre,

**YÖDAK;** TRNC Higher Education Planning, Supervision and Accreditation Board,

**YÖK;** Turkish Higher Education Council

**YÖKDİL** Turkish Higher Education Institutions Language Exam

**YDS;** Turkish Foreign Language Proficiency Test

**GRE; Graduate Record Examination:** A kind of placement test required to be taken by student candidates applying to graduate programmes

**GMAT; Graduate Management Admission Test:** a standardised computer-based test that measures English and mathematical abilities for graduate study

**TUS;** Medical Speciality Training Entrance Examination

**DUS;** Dentistry Speciality Education Examination VUS

: Veterinary Speciality Education Entrance Exam EUS:

Pharmacy Speciality Education Entrance Examination

**SCI; (Science Citation Index):** The most widely scanned index of engineering sciences and basic sciences journals

**SCI-Expanded; (Science Citation Index-Expanded):** the index where journals that have not yet been included in SCI status and journals that are developing towards becoming SCI are scanned

**SSCI; (Social Science Citation):** the most widely cited index of social and educational science journals

**AHCI (Arts and humanities citation index):** refers to the index where the journals in which studies on arts and human social sciences are published are scanned.

**TİK**Thesis Monitoring Committee

## **PART TWO**

### **General**

### **Principles**

### **Student**

### **Admission**

#### **Application to Graduate Programmes**

**Article-4** Candidates submit a petition stating the name of the programme they want to enter within the announced application period, along with a foreign language certificate, ALES result document (for Turkish citizens) to the Directorate of the Institute. Candidates applying for master's programmes shall attach a bachelor's degree to their petition; candidates applying for doctoral programmes shall attach a master's degree and equivalent undergraduate diploma and the transcript constituting the basis of the diploma to their petition. It must be stated in the application petitions whether the programme is with or without thesis. For diplomas obtained from foreign countries, a certificate of equivalence from YÖDAK or YÖK is required. Candidates for graduate programmes may also be asked to attach a letter of reference to their petitions, as well as explanatory documents and statements such as an essay on why they want to pursue graduate education.

In order to evaluate the Master's and Doctorate applications, an Evaluation Jury consisting of 3 original and 2 substitute or 5 original and 2 substitute persons is formed with the proposal made by the decision of the relevant institute department / main art branch board / academic board and the decision of the institute board of directors. The jury is composed of people who are not related to the first degree of kinship between the jury members and the graduate student candidate.

**Article-5** Applications to graduate programmes are accepted according to ALES results and undergraduate and/or graduate success level. International students and TRNC citizens are subject to the criteria stipulated by the Graduate School Board and approved by the Senate. Candidates are also required to have a sufficient level of foreign language skills. The University Senate decides which graduates of undergraduate and graduate programmes can apply for Master's and Doctorate programmes upon the recommendation of the Graduate School Board. The Rectorate of GÜ announces the names of the graduate programmes opened by the Graduate Schools, the documents required for application, the deadline for application and other issues. This announcement is made at the beginning of each semester to admit students.

Candidates who do not make their final registration within the announced period lose their rights.

#### **a) Application to Master's Programmes with and without Thesis**

The following conditions be met for application to master's programmes with and without thesis:

**Diploma and undergraduate GPA:** Applicants must hold a bachelor's degree and have an undergraduate GPA equal to or higher than the GPA specified by the USA.

**ALES score:** Turkish citizen master's degree candidates are required to have at least 55 (fifty-five) standard points from the score type of the programme they apply for. ALES score is not required for non-thesis master's degree applications of TRNC and other country citizens other than Turkish citizens.

**Foreign Language Exam:** It is compulsory to get at least 55 (fifty-five) points from the Graduate Foreign Language Exam conducted by the GÜ School of Foreign Languages within the last three years for applicants to master's programmes with thesis in Turkish and at least 60 (Sixty) points for applicants to master's programmes with thesis in English.

Foreign language exam is not compulsory in non-thesis master's programmes; however, a foreign language exam may be required for the admission of students to the non-thesis master's programme upon the proposal of the Academic Board of the relevant Department and the decision of the Graduate School Board. In cases where a foreign language exam is foreseen, candidates are exempted from the foreign language (English) exam within the framework of subparagraph (b) of Article 9 of this Regulation.

**Evaluation:** In the admission of students to master's programmes, the written exam result, interview exam result, ALES score and undergraduate graduation grade point average are evaluated. For students from TRNC and other countries, 50% of the written exam and interview exam average, 50% of the undergraduate graduation grade point average, and a total of at least 55 (fifty-five) and above points are taken. For Turkish national students, 50% of the ALES score, 30% of the average of the written exam and interview exam, and 20% of the undergraduate graduation grade point average are taken and ranked among those who score at least 55 (fifty-five) and above. As a result of the ranking, the recommendation of the Head of the USA is taken into consideration and the student is admitted with the decision of the EYK. In the interview exam, an oral evaluation is made by taking into account the reference letter submitted by the student to the jury and the composition stating why he / she wants to do a master's degree and his / her goals.

#### **b) Application to Doctorate Programmes**

The following conditions be met for application to doctoral programmes:

**Diploma and graduation grade point average:** In order to apply for a PhD programme, those who have graduated from faculties with at least eight semesters of study must have a master's degree with thesis, those who have graduated from faculties with at least ten semesters of study, excluding preparatory classes, must have a bachelor's degree or a certificate of expertise in a laboratory branch according to the principles regulated by the TRNC and the Turkish Ministry of Health. In order to start a doctoral programme, those who have a master's degree with thesis must have a master's degree grade point average of at least 80 (eighty) out of 100 (one hundred) full marks or 3.00 out of 4.00.

**ALES score:** Turkish citizen PhD candidates have at least 55 (fifty-five) standard points from the score type of the programme they apply for. Medicine / dentistry specialisation

ALES is not required for graduates of veterinary medicine / veterinary medicine / pharmacy faculties to apply to doctoral programmes. ALES score is not required for the applications of candidates other than Turkish citizens, citizens of TRNC and other countries.

**Foreign Language Examination:** Candidates applying to PhD programmes in Turkish must get at least 60 (sixty) points from the Graduate Foreign Language Examination conducted by the School of Foreign Languages. PhD candidates applying to programmes offering education in English must get 70 (seventy) points from this exam. Candidates are exempted from the Foreign Language exam within the framework of subparagraph (b) of Article 9 of this Regulation.

**Evaluation:** For admission to the PhD programme with a Master's degree, 50% of the ALES standard score or GMAT or GRE equivalent score,

It is made by calculating 20% of the master's degree graduation grade point average, 30% of the average of the written exam, interview / work file review result. In the interview, an oral evaluation is made by taking into account the reference letter submitted by the student in the application and the essay stating why he / she wants to do a doctorate and his / her goals. In the admission of students with a bachelor's degree to the doctoral programme, the evaluation is made by calculating 50% of the ALES standard score or GMAT or GRE equivalent score, 20% of the undergraduate graduation grade point average, 30% of the average of the written exam, interview / work file review result. Candidates with a doctoral entrance score of 70 or more are accepted to doctoral programmes within the quota according to the score order. Final registrations are made by the relevant institute directorate.

### **c) Principles for the admission of students to doctoral programmes in Basic Medical Sciences**

**i)** Graduates of faculties of medicine, dentistry, veterinary medicine and pharmacy who apply to PhD programmes in basic medical sciences must have a basic sciences score of 50 (fifty) from TUS/DUS/VUS and EUS taken in the last three years.

**ii)** Candidates must have at least 55 (fifty-five) points out of 100 from YDS. Candidates who comply with paragraph (b) of Article 9 of this Regulation are exempted from the foreign language (English) exam.

**iii)** For graduates of the Faculties of Medicine and Dentistry, Veterinary Medicine and Pharmacy, 50% of the undergraduate graduation grade point average and 50% of the average of the interview result are taken and the entrance score for the doctoral programme is calculated. In order to calculate the entrance score, the candidate must take the written and interview exams.

**d)** Candidates with a doctoral entrance score of 70 or more are accepted to doctoral programmes within the quota according to the order of points. Final registrations are made by the relevant institute directorate.

The University Senate determines the principles regarding the admission of international students to graduate programmes.

Graduates of non-thesis master's programmes can apply to doctoral programmes if they have completed the non-thesis master's programme with an average of at least 85 (eighty-five) out of 100 (one hundred) full marks or 3.50 out of 4.00, have met the application requirements for a master's programme with thesis, have been admitted to a master's programme with thesis and have prepared a master's thesis.

### **Student Admission to Scientific Preparatory Programme**

**Article-6** Among the students admitted to master's and doctoral programmes, those who have received their bachelor's or master's degree in fields different from the master's or doctoral programme to which they are admitted, and master's doctoral programme candidates who have received their bachelor's or master's degree from higher education institutions other than the higher education institution to which they are admitted, a maximum of two semesters of scientific preparation programme is applied in order to overcome their deficiencies. However, for individual academic reasons, graduate programmes may not apply a scientific preparation programme with the decision of the relevant EYK.

**a)** The courses required to be taken in the scientific preparation programme cannot replace the courses required to complete the relevant graduate programme. However, a student in the scientific preparation programme may also take courses for the graduate programme in addition to the scientific preparation courses upon the recommendation of the head of the relevant institute department and the decision of the GSAB.

**b)** Attendance, course exams, course grades, conditions to be considered successful in the courses, course repetition, deregistration and other principles related to the scientific preparation programme are determined by the Regulation on Associate and Undergraduate Education and Examination.

The maximum duration of the scientific preparation programme is two semesters. This period cannot be extended except for semester leaves and the student who is not successful at the end of the period is dismissed. The time spent in this programme is not included in the duration of the master's or doctoral programme. In case of failure in the courses taken during this period, the period until the success of these courses is counted from the maximum education period.

### **Acceptance of Special**

#### **Students Article-7**

**a)** Graduates or students of a higher education institution who want to increase their knowledge on a specific subject can be admitted as special students to graduate courses with the recommendation of the relevant Graduate School and the decision of the EYK. Candidates who want to take courses as a special student apply to the relevant institute with a petition until the last date of the "Registration Renewal and Course Selection" process of the academic calendar. Special student status is not an education and training aimed at obtaining a degree directly in the relevant programme, and its duration cannot exceed two semesters. Those who take courses as special students cannot benefit from student rights other than attending courses and taking exams.

**b)** The status of special student is gained with the decision of the EYK after the student pays the tuition fee to be determined by the University Executive Board for that year per course or credit. These students are given a document by the directorate of the institute showing the courses taken as a special student and their success status.

**c)** No grade level is required for the admission of special students and no entrance exam is held. However, normal student admission rules are applied for the transition from special student to regular student. If they fulfil the admission requirements and become a regular student, the graduate courses they have completed as a special student can be adjusted to the programme they started education and training with the recommendation of their advisor and ABDAK and the decision of the GSAB.

**d)** Students with special student status can count the courses they take as credit courses in the following semesters. The courses that students enrolled in graduate education as a special student take as a special student and are successful are counted as 3 courses and/or 10 credits up to 50% of the minimum course/credit 7 courses/21 credits that they must take in the graduate programme, excluding specialisation courses and seminar. The student may request a term reduction with the appropriate opinion of the advisor and the proposal of the head of the department including the decision of the department board / academic board, provided that the student completes the remaining part of the minimum number of courses and credits required for the course phase, including the seminar, in one semester. The term reduction is finalised with the decision of the institute board of directors. The period to be spent in special student status cannot be more than two semesters for master's and doctorate separately. Special students have to pay a fee per credit / hour, which will be determined by the institute board of directors.

If special students want to drop the courses they enrolled in, the tuition fee they paid for those courses will not be refunded. Special students are obliged to comply with the principles applied in the University and the relevant institutes in terms of attendance, exams, evaluation of success, discipline and other issues.

## **Admission of Students by Horizontal**

### **Transfer Article-8**

- a)** Successful students who have completed at least one semester in a graduate programme at the University or another higher education institution can be admitted to graduate programmes by transfer.
- b)** The application for transfer is examined in accordance with the conditions for admission to graduate programmes determined by the Graduate School of Graduate Studies by taking the positive and justified opinion of the relevant USA, and the decision is made by the Executive Board. Undergraduate transfers are made at the beginning of the semester, within the course taking period.
- c)** Students who have received their undergraduate and/or master's degree in a field different from the master's or doctoral programme with thesis to which they transfer can be applied to a scientific preparation programme with the decision of the relevant ABDAK. The time spent in scientific preparation is excluded from the normal education and training period.
- d)** The courses that the student will take from the courses in the programme to which he/she is accepted and from which stage he/she will continue the graduate programme are determined by the EYK by taking the opinion of ABDAK. New courses can be given to the student whose transfer is accepted, even if he / she has completed the course obligation in the institution he / she comes from.
- e)** The courses taken in the previous education institution can be accepted at a maximum of 2/3 in transfer. Those who have completed their course load in another university are not allowed to transfer only to write a thesis.
- f)** A transferring master's student can submit his/her thesis proposal at the end of the semester of transfer at the earliest; a doctoral student can take the qualifying exam at the end of the semester of transfer at the earliest.
- g)** For transfer to a PhD programme, the proficiency exam given at another university is not accepted and candidates must have fulfilled the foreign language exam requirement stipulated in Article 5 (b) of this regulation.

## **Exemptions**

### **Article-9**

#### **a) Examination Result Certificate Equivalent to ALES**

"A minimum score of 950 in the verbal and quantitative sections of the Graduate Record Examination (GRE),

Candidates with a total score of at least 3.5 in the "Analytical Writing" section,

The scores of candidates with at least 400 points from the "Graduate Management Admission Test" (GMAT) exam are accepted as equivalent to the ALES exam.

**b) Foreign Language Examination:**

- (1) Master's and PhD candidates who have completed at least the last 3 years of secondary education in a country where English is spoken as a mother tongue and in educational institutions attended by citizens of that country,
- (2) completed the last two years of undergraduate, postgraduate or doctoral studies in the native or official language  
Those who have completed their studies at an English-medium higher education institution in an English-speaking country.
- (3) Master's and PhD candidates who apply to Turkish Programmes and score at least 55 and 60 points, respectively, in the Graduate Foreign Language Examination (English) administered by GÜ,
- (4) Master's and PhD candidates who apply to English Programmes and score at least 60 and 70 points, respectively, in the Graduate Foreign Language Examination (English) administered by GÜ,
- (5) Master's and PhD candidates who graduated from English undergraduate programmes GÜ,
- (6) Master's and doctoral candidates who score at least 55 points out of a hundred points from one of the foreign language exams such as YÖKDİL, YDS e-YDS, KPDS (Public Personnel Foreign Language Assessment Exam) conducted by the Turkish Student Selection and Placement Centre,
- (7) Master's and Doctoral Candidates can use the scores they have obtained from internationally recognised English language exams in their applications to graduate programmes. Candidates must have at least the following scores.

Master's Degree:

TOEFL IBT at least 66, (Test of English as a Foreign Language-Internet-Based Test) TOEFL PBT at least 514, (Paper-Based Test)

At least 184 from TOEFL CBT and (Computer-Based Test)

At least 5.5 points from IELTS (The International English Language Testing System) Ph:

TOEFL IBT at least 72, TOEFL

PBT at least 530, TOEFL CBT at

190 IELTS at least 6.0

**Final Registration**

**Article-10** Candidates who are entitled to be a graduate student must submit the following documents on the dates announced by the Graduate School and make their final registration. The documents that the candidates have submitted the original or certified copy of during the application are required for final registration.

valid. The registration procedures of those who use forged or falsified documents for registration or who are found to have falsified the entrance exams are cancelled.

- a) Equivalency certificate from YÖK or YÖDAK for diplomas obtained from foreign countries,
- b) ALES or equivalent exam result certificate (according to Article 9 a of this regulation),
- c) A transcript showing the graduation grade point average,
- d) Those who have the GÜ graduate foreign language (English) exam or equivalent exam result certificate or exemptions specified in this regulation (Article 9, subparagraph b),
- e) Certified copy of the Identity Card,
- f) 6 recent of 4.5 x 6 cm in size,

### **Registration Renewal**

**Article-11** Students enrolled in graduate programmes are obliged to fulfil the registration renewal procedures requested by the Graduate School Directorate on the dates announced at the beginning of the autumn and spring semesters. The registration of those who do not pay the tuition fee is not renewed. Students who do not renew their registration without a justified and valid excuse determined by the Senate are considered unsuccessful in the courses they are responsible for that semester. If the student is at the thesis stage, they are considered unsuccessful by the advisor / thesis monitoring committee by being excluded from the evaluation that semester. The periods in these cases are taken into account in the calculation of the maximum periods. During the period in which they do not pay the tuition fee, students are not given documents such as transcripts, student certificates, internship letters and military service certificates. Subparagraph (j) of Article 16 of this Regulation is applied to students who fail to renew their registration twice.

### **Attendance, Examination and Evaluation of Graduate Courses**

**Article-12** The credit value of a graduate course is the sum of the weekly theoretical course hours and the credit equivalent of the weekly practice or laboratory hours of a course continuing for one semester. Crediting systems such as the European Credit Transfer System (ECTS) are applied by the EYK in the evaluation of graduate courses, applications and other learning activities. In order for students to take the exams, they must have attended 70% of the theoretical courses and 80% of the applications and/or other learning activities. Graduate programmes may regulate the weekly or semester course hours on the basis of the course or courses according to the content and method of the course on the basis of the total number of compulsory course hours in each academic term with the decision of the GSAB. Internship periods and conditions are determined by the decision of the EYK upon the recommendation of the USA.

### **Evaluation of Success in Lessons**

**Article-13** Local and ECTS credit systems are used in the evaluation of course success. In graduate courses, how the studies and midterm exams conducted during the semester will be included in the course success grade is regulated by the ABDAK and announced to the students at the beginning of each semester. The course success grade of graduate courses is evaluated by the responsible faculty member or members of the course out of 100 (one hundred) full points. In order for master's students to be considered successful in a course at the end of the semester, the course success grade must be at least 70 (seventy) out of 100 (one hundred) and at least 80 (eighty) for doctoral students. In order to graduate from master's and doctoral programmes, students must have a grade point average of 100 (one hundred).

must be at least 80 (eighty) out of 80 (eighty) or 3.00 (three) out of 4.00 (four). There is no make-up exam in graduate courses. A failed course can be taken again within the maximum course taking period or another course with the same credit value can be taken instead of that course with the decision of the ECYK, provided that it is not a compulsory course. Students can also repeat the courses they have been successful in order to increase their grade point average with the decision of the Executive Board.

Students who fail to fulfil their attendance obligations or the requirements for course applications and therefore cannot take the exam are given the grade of NA (Absent). (NA) grade is treated as (FF) grade in the grade point average calculation. Students who successfully continue their thesis studies are given the grade of Successful (S), and students who cannot continue their thesis studies successfully are given the grade of Unsuccessful (U). In doctoral education, this evaluation is based on the Thesis Monitoring Committee reports, and in master's degree, it is based on the evaluation of the thesis advisor. In addition, courses are also graded as successful.

(S) or fail (U). NA and S grades are not included in the grade point average.

**Table1. Grading table for master's programmes with and without thesis (converted to ECTS grading system)**

<b>Evaluation</b>	<b>Letter Grade</b>	<b>Achievement Grade (4 point system)</b>	<b>Success Grade (100 system)</b>
Perfect	AA	4,00	90-100
Very good	BA	3,50	85-89
Good	BB	3,00	80-84
Centre	CA	2,50	75-79
Passes	CC	2,00	70-74
Failed	FF	0,00	69 and below
Absent (failed)	NA	0,00	
Adequate (successful)	S	0,00	
Adequate (unsuccessful)	U	0,00	
Exempt	EX		
Incomplete / Incomplete	I		
Continues	P		
Withdrew from class	W		

**Table2. Grading table for PhD programmes (converted to ECTS grading system)**

<b>Evaluation</b>	<b>Letter Grade</b>	<b>Achievement Grade (4 point system)</b>	<b>Success Grade (100 system)</b>
Very good	AA	4,00	90-100
Good	BA	3,50	85-89
Centre	BB	3,00	80-84
Failed	FF	0,00	79 and below
Absent (failed)	NA	0,00	
Adequate (successful)	S	0,00	
Adequate (unsuccessful)	U	0,00	
Exempt	EX		
Incomplete / Incomplete	I		
Continues	P		
Withdrew from class	W		

### **Grade Point Averages**

**Article-14** The success status of the students at the end of the semester is determined by calculating their weighted grade point averages at the end of each semester. The weighted grade a student receives from a course is obtained by multiplying the credit value of that course by the coefficient of the semester course grade the student received. In order to find the weighted semester grade point average, the sum of the weighted grades received by the student from all courses in that semester is divided by the sum of the credit values of the courses taken. The resulting average is shown as two digits after the comma. The term grade point average (GPA) is calculated by taking into account all the courses taken by the student in order to complete the minimum course load determined in the regulation since the student's admission to the graduate programme. The last grade obtained from repeated courses is included in the term grade point average. All grades are recorded on the student's transcript. Students whose cumulative grade point average (CGPA), which is the average of all semesters, is above 3.50 are considered to be highly successful.

### **Acceptance of Courses Taken Outside the Programme**

**Article-15** The conditions for the acceptance of students as special students and the acceptance of the courses taken in previous graduate programmes and the conditions for deducting them from the total credits to be taken are determined by the Graduate School Board.

### **Deletion of**

### **Registration**

### **Article-16**

- a)** Students whose grade point average (GPA) is less than 2.00 at the end of the second and any subsequent semester,
- b)** Students who cannot complete the minimum course load in four semesters in master's programme with thesis, three semesters in master's programme without thesis and six semesters in doctorate programme,

- c) As stated in Article 33, doctoral students who do not fulfil the publication requirement within the period specified in this Regulation,
- d) Doctoral students who are not successful in YÖKDİL, YDS, e-YDS related foreign language proficiency exam within the period specified in this Regulation,
- e) Doctoral students whose thesis proposal is rejected for the third time,
- f) Students who have failed (U) grade twice in a row or three times intermittently from the course or course related to master's or doctoral thesis study,
- g) Students whose thesis is rejected by the jury,
- h) Students whose corrected thesis is not accepted by the jury,
- i) Students who cannot complete their programme in due time,
- j) Students who receive a failing grade (U) from the Thesis Monitoring Committee twice in a row or times intermittently,
- k) Students who fail to renew their registration in the same programme twice without a justified and valid reason according to the principles determined by the Senate,
- l) Doctorate students who apply to the doctorate with a master's degree and do not take the qualifying exam until the end of 8 semesters despite fulfilling the requirements are deregistered.

### **Graduation Conditions, Date and Provisional Graduation Certificate**

#### **Article-17**

- a) Postgraduate programmes graduate to be able to be for this Regulation The success conditions in the relevant provisions must be met.
- b) Graduation date for graduate programmes;
- i) In master's programmes with thesis, the graduation date is the date of the decision taken by the GSAB.
- ii) In non-thesis master's programmes, the graduation date is the diploma and graduation date specified in the academic calendar. For those who graduate after the letter grades are announced, material error correction is made and/or I grade is completed, the graduation date is the date the last letter grade is finalised,
- iii) In doctoral programmes, the graduation date is the date of the decision taken by the GSAB.
- c) If requested, a graduation certificate is given to the graduated student until the graduation diploma is issued. The expiry date of this document is the same as the date of the graduation diploma.

## **PART THREE**

### **MASTER'S PROGRAMMES**

**Article-18** Master's programmes are carried out in two ways: with or without thesis. The opening of the programme is determined by the proposal of the relevant USA, the decision of the EC and the decision of the ÜS and can be opened with the approval of YÖDAK or YÖK.

Upon the decision of YÖDAK / YÖK, postgraduate distance education programmes can be opened in higher education institutions, where teaching activities are planned and carried out based on information and communication technologies, without the necessity of the instructors and students to be in the same place. The fields where distance education programmes can be opened, the courses to be given through distance education, the amount of credits and ECTS credits, the preparation of course materials, the way exams are held, the protocols to be made between higher education institutions for this purpose and other issues related to distance education are determined by YÖDAK / CoHE.

Master's programmes can be organised as combined and joint master's programmes in Turkey and abroad.

The permission to transfer between thesis and non-thesis master's programmes is granted by the Graduate School upon the application of the candidate and the recommendation of the ABD. In order to transfer from a thesis master's programme to a non-thesis master's programme, additional credits must be completed, and in order to transfer from a non-thesis master's programme to a thesis master's programme, foreign language and ALES requirements must be fulfilled. In both cases, the student is given 2 (two) semesters of additional time, not exceeding the maximum period, to complete the procedures of the programme to which the student transfers and to fulfil the other conditions stipulated. In order to be able to transfer from one of these programmes to another, a grade point average threshold may also be set upon the recommendation of the USA and the decision of the GSAB. Applications for transfer must be made until the end of the second semester. In thesis and non-thesis master's programmes, the transfer is made once.

It is not possible to register and continue more than one master's programme with thesis at the same time.

#### **Master's Degree Programme with Thesis Purpose and Scope**

**Article-19** The aim of the master's programme with thesis is to enable the student to gain the ability to access, evaluate and interpret information by conducting scientific research. Master's programme with thesis consists of courses, a seminar course and thesis study. Seminar course and thesis study are non-credit and are evaluated as successful or unsuccessful. A master's programme with thesis consists of a total of 21 local courses, at least eight courses including a seminar course and thesis study, provided that it is not less than 60 ECTS credits, and a total of at least 120 ECTS credits in one academic term (fall and spring semesters). At most two of the courses to be taken by the student can be selected from undergraduate courses, provided that they have not been taken during undergraduate education. In addition, courses can also be selected from courses offered in other higher education institutions (from other institutes affiliated to the university or from courses offered in other higher education institutions) with the recommendation of the relevant Graduate School USA Presidency and the decision of the EYK. The Graduate School Board may decide to open interdisciplinary compulsory or elective integrated courses.

Additional courses can be taken with the request of the student and the advisor, the proposal of the head of the department including the reasoned decision of the academic board of the department and the decision of the board of directors of the institute. The course phase cannot be less than 60 ECTS including specialisation courses and seminar, and the thesis phase cannot be less than 60 ECTS including specialisation courses and thesis study. In the thesis phase, thesis

study course is enrolled every semester. The evaluation of the thesis study is determined by the decision of the jury as a result of the thesis defence. A student can take a minimum of 6 credits and a maximum of 12 credits in one semester, excluding the specialisation course (0 credits) and seminar (0 credits). Seminar course is done in the course phase.

A master's degree student cannot take doctoral courses, and the courses taken are not counted as credits.

## **Duration**

**Article-20** The period of completion of the master's programme with thesis is at least three and at most six semesters, starting from the semester in which the courses related to the programme in which the student is enrolled are given, regardless of whether or not he/she registers for each semester, except for the period spent in scientific preparation.

Students who start their thesis studies in the third semester may complete the master's programme with thesis earlier. Students who successfully complete their credit courses and seminar within the first 3 semesters, but cannot take the thesis exam because they cannot complete the thesis study until the end of six semesters, may be given a maximum of two semesters additional time to defend their thesis in front of the jury with the recommendation of the relevant ABD Chair and the decision of the EYK.

For students who have a reduced term, the course duration may be reduced by one semester, provided that the total number of compulsory courses, course credits and ECTS course credit requirements are fulfilled. In order to be able to reduce the semester, the number of courses and credits (Local Credit / ECTS credits), except for the number of courses and credits taken as a special student and similarly, must be completed in one semester according to the provisions of this Regulation.

The thesis period starts on the date the thesis abstract/proposal is accepted by EY.

Students who fail to successfully complete the credited courses and seminar course in the curriculum at the end of four semesters, or who fail to fulfil the success conditions / criteria stipulated by the University within this period, and who fail in the thesis study or fail to enter the thesis defence within the maximum period are dismissed from the University.

Students who fail to successfully complete their credit courses, seminar or whose GPA is below 2.00 cannot proceed to the thesis stage.

## **Thesis Supervisor and Appointment**

**Article-21** In the master's programme with thesis, the Head of the Department proposes a thesis topic and thesis advisor for each student to the relevant Graduate School until the end of the first semester at the latest, taking into account the student's previous scientific studies, the field he/she wants to work in and the advisor preference. The thesis advisor is recommended from among the faculty members in the USA, other USA or other higher education institutions. The thesis advisor recommendation is finalised with the decision of the GSAB. In the advisor recommendation, it is taken into consideration that there is no first-degree kinship between the graduate student and the advisor. In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed. In the appointment of an advisor, the number of graduate students per advisor is determined by the EC, taking into account the characteristics of the USA.

In cases that require a change of advisor; In the same way, the advisor can be changed with the reasoned recommendation of the academic board of the department and the decision of the institute board of directors.

Until the thesis advisor is appointed, the duty of counselling is carried out by the USU or distance education unit coordinator. If there is no faculty member with the specified qualifications in the higher education institution, a faculty member from another higher education institution can be appointed as an advisor by the EYK within the framework of the principles determined by the ÜS.

In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed with the recommendation of the ABDAK and the decision of the EYK. First advisors are appointed among the faculty members of the University. However, second advisors can also be appointed from outside the University faculty. The second thesis advisor must have at least a doctorate degree. In the event that the faculty member who is the first supervisor leaves the institution, the supervision of the graduate student ends, and in case of retirement, the supervision/supervision undertaken by the student and the faculty member may continue upon mutual request. In the appointment of a new advisor for the relevant student, the provisions regarding the appointment of a thesis advisor specified in the first paragraph of this article are applied.

The duty of the advisor of the student who fails to register for two consecutive semesters or fails the specialisation course for two consecutive semesters may be terminated. For this, the advisor's request, the proposal of the USA and the decision of the EYK are required. If the student renews his/her registration, the provisions regarding the appointment of a thesis advisor specified in the first paragraph of this article are applied.

### **Finalisation of Master's Thesis**

**Article 22** - A student in a master's programme with thesis is obliged to write the results obtained in accordance with the thesis writing rules and to defend his/her thesis orally in front of the jury.

The master's thesis jury consists of full and substitute members. The jury is appointed with the recommendation of the USA including the decision of the relevant ABDAK and the decision of the EYK. The jury consists of at least 3 full and 2 substitute members, one of whom is the student's thesis advisor and at least one of whom is from the same department from another higher education institution or from another department related to the thesis subject from the same institution. All members of the jury must have the qualification of being an advisor. The jury is composed of people who are not related to the thesis defence candidate in the first degree. If the jury consists of 3 members, the second thesis advisor cannot be a jury member. In addition to the main jury, two substitute members are selected, one from the same institution and one from another higher education institution or another department of the same institution related to the thesis subject.

The "Master's Thesis Defence Jury Recommendation Form" filled by the advisor is sent to the Graduate School Directorate by the Head of the Department so that the thesis study, which is examined by the Graduate School and approved according to the thesis writing rules, can be discussed at the Board of Directors.

At least 10 days and at most 1 month the date of the first Graduate School Executive Board determined as the "Thesis Defence Exam Date

The jury members prepare their personal reports, convene on the specified date and take the thesis defence exam.

The thesis examination consists of the presentation of the thesis work followed by a question and answer session. It lasts 45-90 minutes and open to the audience. After the completion of the thesis exam, the jury,

in closed with the audience, decides by simple majority on "acceptance", "rejection" or "correction" of the thesis with justification

This decision report submitted to the Graduate School within 3 days following the thesis defence exam. The student whose thesis is rejected is deregistered.

The student has to re-defend the master's thesis within 3 months and the doctoral thesis within 6 months in front of the same jury.

The student who has not submitted his/her thesis at the end of the correction period is dismissed from the University.

The registration of the student whose thesis is rejected at the end of this defence is deleted. If the student whose thesis is rejected makes a request, he/she is given a non-thesis master's degree diploma provided that he/she has fulfilled the course credit load, project writing and similar requirements of the non-thesis master's programme.

In case the jury member(s) are on long-term duty abroad, the exam can also be conducted online with the justified proposal of the head of the department and the decision of the relevant institute board of directors.

The student submits the master's thesis / doctoral thesis to the Graduate School Directorate within one month at the latest from the date of entry to the thesis defence exam, bound and bound to include the signed jury approval form.

At the first EYK meeting held after this stage, the student's graduation decided. The Thesis Similarity and Plagiarism Report must be distributed to the jury members electronically before the defence exam and in the printed and electronic copies submitted to the Graduate School during graduation. This report must be prepared according to the data from the plagiarism detection programme TURNITIN. For this purpose, only the cover page, introduction, main chapters and conclusion sections of the thesis should be uploaded to the TURNITIN programme as a single file, and the filtering options should be set as "excluding references, excluding/including citations, excluding text parts with less than 5 words overlap (Limit match size to 5 words) before scanning. In order for the thesis to be evaluated outside the scope of plagiarism, the "similarity rate" in the report obtained from TURNITIN not exceed 15% at most "excluding citations" and 30% "including citations". Theses that do not meet these ratios are not taken to the thesis defence. The Graduate School receives the plagiarism software programme report for the thesis in question and sends it to the advisor and jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the EYK for a decision together with its justification.

In Turkish programmes, the thesis can also be written in foreign languages deemed appropriate, including a broad Turkish summary, upon the request of the student and the advisor based on the decision of the ÜS, the decision of the departmental ABDAK and the approval of the EYK.

### **Master's Degree Diploma**

**Article-23** Provided that the student is successful in the thesis exam and meets the other conditions, the student submits two printed copies of the master's thesis written in accordance with the thesis writing rules (one to be kept in the library and the other to be kept in the institute) and the electronic copy to the relevant institute within one month from the date of entering the thesis exam. At the first EYK meeting held after this stage, the student's graduation decided. The Graduate School Executive Board may extend the submission period of the thesis for a maximum of one more month upon request. students who do not fulfil these conditions until they fulfil conditions

cannot receive his/her diploma, cannot benefit from student rights and is dismissed upon the expiry of the maximum period. The student who submits his/her thesis to the Directorate of the Graduate School and the GÜ Library is awarded a Master's Degree Diploma.

On the Master's Diploma, the approved name of the graduate programme followed by the student and the title of the profession, if any, are written.

### **Non-Thesis Master's Degree Aim and Scope**

**Article-24** The aim of the non-thesis master's programme is to provide the student with deep knowledge in the professional field and to show how to use the existing knowledge in practice. This programme consists of at ten courses and a term project with a total of not less than 30 local credits and 90 ECTS credits. The scope and conditions of the term project are determined by the relevant Graduate School Board. The term project is evaluated as "successful" or "unsuccessful". The student must register with the Graduate School in the semester in which the term project is taken and submit a written report at the end of the semester. Upon the recommendation of the Graduate School, a proficiency exam can also be held with the decision of the GSAB. Up to three of the courses to be taken by the student can be selected from undergraduate courses, provided that they were not taken during undergraduate education. Special conditions may be set for admission to the non-thesis master's programme with the recommendation of the relevant ABD and the decision of the EC.

### **Duration**

**Article-25** The period for completing a master's programme without thesis is at least two semesters and at most three semesters, regardless of whether the student registers for each semester, starting from the semester in which the courses related to the programme in which he/she is enrolled are given, except for the period spent in scientific preparation. Students who fail or cannot complete the programme at the end of this period are dismissed from the higher education institution.

### **Counsellor Appointment**

**Article-26** In the non-thesis master's programme, the Graduate School determines a faculty member who will advise each student in the selection of courses and the execution of the term project until the end of the first semester at the latest. In the advisor recommendation, it is taken into consideration that there is no first-degree kinship between the graduate student and the advisor. The appointment of an advisor is finalised with the decision of the GSAB. In the appointment of an advisor, the number of graduate students per advisor is determined by the Graduate School Board, taking into account the characteristics of the USA. In cases that require a change of advisor; in the same way, the advisor can be changed with the justified proposal of the head of the relevant department and the decision of the Graduate School Board of Directors.

### **Non-thesis Master's Degree Diploma**

**Article-27** A non-thesis master's degree student who successfully completes the credited courses and term project is awarded a non-thesis master's degree diploma. The approved name of the programme followed by the student and the title of the profession, if any, are written on the Non-Thesis Master's Degree Diploma.

## CHAPTER FOUR

### DOCTORAL

### EDUCATION

#### Purpose and Scope

**Article-28** The aim of the PhD programme is to provide the student with the ability to conduct independent research, to interpret scientific events by examining them from a broad and deep perspective and to determine the necessary steps to reach new syntheses. The thesis to be prepared at the end of the doctoral study is expected to fulfil one of the following qualifications:

- a) Bringing innovation to science.
- b) Developing a new scientific method.
- c) Applying a known method to a new area.

For students who apply to the doctorate programme with a master's degree with thesis, it consists of at least 27 (twenty-seven) credits in total and at least 7 graduate courses, including a course including scientific research techniques and research and publication ethics, seminar, thesis preparation course, specialisation course, proficiency exam, thesis proposal and thesis study, not less than 60 ECTS in one academic year (fall and spring semesters total) and a total of 240 ECTS credits. Students **who** have previously taken a course on scientific research techniques and research and publication ethics in the master's programme with thesis do not have to take this course again. These students complete their course load by taking 9 courses of 24 credits. Additional courses can be given upon the request of the student and the advisor, the recommendation of the head of the department including the reasoned decision of the ABDAK and the decision of the ECYK. Seminar course is done during the course period and is not included in the credit load. At most two of the courses can be selected from master's degree courses, provided that they have not been taken during master's degree education.

For students applying to the doctorate programme with a bachelor's degree, it consists of at least 14 graduate courses, including a course including scientific research techniques and research and publication ethics, seminar, thesis preparation course, specialisation course, proficiency exam, thesis proposal and thesis study, not less than 54 (fifty-four) credits in total and not less than 60 ECTS in one academic year (fall and spring semester total) and a total of 240 ECTS credits.

Additional courses can be taken upon the request of the student and the advisor, the recommendation of the head of the department including the reasoned decision of the ABDAK and the decision of the ECYK. Students who apply to the doctorate programme with a bachelor's degree can choose at most four of the courses from master's degree courses, provided that they have not taken them before. A student can take a minimum of 3 credits and a maximum of 6 credits in one semester, excluding the specialisation course (0 credits) and seminar (0 credits). Thesis work is every semester. The thesis work is monitored by the thesis monitoring committee and the evaluation of the thesis work is made by the thesis jury.

The courses can also be selected from the courses offered in other institutes of the University or other higher education institutions with the recommendation of the relevant advisor and the approval of the GSAB. The number of courses that can be selected from other higher education institutions can be maximum two for students admitted with a master's degree and maximum four for students admitted with a bachelor's degree. In programmes where education is provided in a foreign language, in addition to the minimum number of courses, credits and ECTS credits in the relevant foreign language, the department that provides Turkish education

Turkish courses from other disciplines can also be taken. These courses do not count towards compulsory credits. Undergraduate courses do not count towards course load and doctoral credits.

Doctoral programmes can be organised as combined and joint doctoral programmes in Turkey and abroad.

cannot be enrolled and continue in more than one doctoral programme at the same time.

## **Duration**

**Article-29** The period of completion of the doctoral programme is eight semesters for those who are admitted with a bachelor's degree and ten semesters for those who are admitted with a bachelor's degree, regardless of whether they register each semester, except for the period spent in scientific preparation. The maximum time to successfully complete the courses required for the doctorate programme is four semesters for those admitted with a master's degree with thesis and six semesters for those admitted with a bachelor's degree. Students who fail to successfully complete the credited courses within this period or who fail to achieve the minimum grade point average stipulated by the higher education institution are dismissed from the higher education institution. However, the course duration can be extended for two semesters with the EYK provided that the required compulsory credits are provided. For students who have a reduced term, the course duration may be reduced by one semester, provided that the total number of compulsory courses and course credits and ECTS course credit requirement are fulfilled. In order to be able to reduce the semester, number of courses and credits (credits, ECTS credits) other than the number of courses and credits taken as a special student and similarly must be completed in one semester according to the provisions of this Regulation. The thesis period starts on the date the thesis abstract/proposal is accepted by the Graduate School Executive Board.

The student who successfully completes the credited courses, is successful in the proficiency exam and whose thesis proposal is accepted, but fails to complete the thesis study until the end of twelve or fourteen semesters, which is the total maximum period specified in the first paragraph, is dismissed from the higher education institution.

Students who have applied to a doctoral programme with a bachelor's degree, who cannot complete their credited courses and/or thesis study within the maximum period of time, and who are not successful in their doctoral thesis, are awarded a master's degree without thesis if they have fulfilled the credit load, project and other similar requirements for a master's degree without thesis, and if there is a master's degree programme without thesis with the same name and if they request it.

## **Appointment of Thesis**

### **Advisor Article-30**

In the PhD programme, the Head of the Department proposes a thesis topic and thesis advisor for each student to the relevant Graduate School until the end of the first semester at the latest, taking into account the student's previous scientific studies, the field he/she wants to work in and the advisor's preference. The thesis advisor is recommended from among the faculty members in the USA, other USA or other higher education institutions. The thesis advisor recommendation is finalised with the decision of the GSAB. In the advisor recommendation, it is taken into consideration that there is no first-degree kinship between the graduate student and the advisor. In the appointment of an advisor, the number of graduate students per advisor is determined by the EC considering the characteristics of the USA. From the beginning of the semester following the acceptance of the thesis project by the EYK, each semester, the students who are advised by the advisor

The Board of Studies may open a course called "Specialisation Area Course" in addition to all other academic and administrative loads and duties. Each student is obliged to take the specialisation course. The principles regarding the specialisation course are decided by the EC and implemented by the GSAB. courses start on the date when the Graduate School Executive Board appoints the student's thesis advisor and continue until the date of the student's graduation or dismissal. Specialised field courses continue uninterruptedly until the beginning of the spring semester for students enrolled at the beginning of the autumn semester and until the beginning of the autumn semester for students enrolled in the spring semester, also during the semester and summer holidays.

In cases that require a change of advisor; in the same way, the advisor can be changed with the reasoned recommendation of the ABDAK and the decision of the EYK. Until the thesis advisor is appointed, the counselling duty is carried out by the USU or distance education unit coordinator. If there is no faculty member with the specified qualifications in the higher education institution, a faculty member from another higher education institution can be appointed as an advisor by the EYK within the framework of the principles determined by the ÜS.

In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed with the recommendation of the Graduate School ABDAK and the decision of the EYK. First advisors are appointed among the faculty members of the University. However, second advisors can also be appointed from outside the University faculty. The second thesis advisor must have at least a doctoral qualification degree. In case the faculty member retires or leaves the institution, the supervision of the graduate student ends. In the appointment of a new advisor for the relevant student, the above-mentioned procedure for the appointment of an advisor is followed. In doctoral programmes, faculty members must have supervised at least one successfully completed master's thesis in order to be able to advise and supervise a thesis. The maximum number of students for counselling is determined by the ABDAK. The supervision of a student who fails to register for two consecutive semesters or fails the specialisation course for two consecutive semesters can be taken away from the advisor upon the request of the advisor, the proposal of the ABDB and the approval of the EYK. If the student renews his/her registration, the provisions of this Regulation regarding the appointment of a thesis advisor are applied.

## **Proficiency Examination**

**Article-31** The purpose of the qualifying exam is to test whether the student has a depth of knowledge in basic and doctoral subjects. Qualifying exams are held twice a year between the dates specified in the University academic calendar.

Students who have a cumulative grade point average of at least 3.00, complete their credits and seminar(s), fulfil the foreign language requirement and other conditions to be determined by the Graduate School can take the qualifying exam. Students entering with a master's degree must take the qualifying exam until the end of the fifth semester and students entering with a bachelor's degree must take the qualifying exam until the end of the seventh semester. In order to take the doctoral qualifying exam, it is obligatory to fulfil one of the foreign language requirements specified in ARTICLE 9 (b) and providing exemption. Doctoral students who fail in the foreign language exams are given a maximum of one calendar year. At the end of this period, the relationship with the doctoral programme of the students who are not successful in the specified exams is terminated.

Qualifying exams are organised by the doctoral proficiency examinations consisting of five faculty members who are recommended by the head of the department of the institute, decided by the GSAB and serve for two years.

committee is organised and executed by the committee. In case of a shortage of committee members, new members are appointed in the same manner to complete the remaining period. The committee establishes exam juries to prepare, implement and evaluate exams in different fields. The full members of the Doctoral Qualifying Examination jury consist of five faculty members, at least two of whom are from outside the relevant higher education institution. At least two and at most four substitute members, one from the same institution and one from another higher education institution, are also determined. The faculty member of the counsellor participates in the exam as an observer, but has no right to vote in determining the result. Qualifying exam meetings are open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

The doctoral qualifying exam is conducted in two parts: written and oral. The student who is successful in the written exam is taken to the oral exam. The success grade in the written exam is 70 out of 100. The exam juries evaluate the student's success in the written and oral exams and decide by absolute majority whether the student is successful or unsuccessful. This decision is notified to the Graduate School within three working days following the qualifying exam by the ABDB. The member/members who vote negatively must add their reasons to the minutes.

The student who fails the qualifying exam is taken the exam again in the next semester. The student who fails in this exam is dismissed from the doctoral programme.

The qualifying exam jury, even if a student who succeeds in the qualifying exam has completed the course load, may request a student to take courses / courses after the qualifying exam, provided that it does not exceed one third of the credit amount for the courses excluding the specialisation course and seminar, and notifies the Directorate of the Institute with a report. These courses are not included in the minimum number of compulsory courses for the programme. Students who are successful in the qualifying exam but take additional courses with the recommendation of the qualifying exam jury must pass these courses before the thesis jury proposal.

A student who has been accepted to a doctoral programme with a bachelor's degree and has successfully completed at least seven courses can switch to a master's programme. The conditions for transferring to the master's programme are determined by the relevant EYK.

### **Thesis Monitoring Committee**

**Article-32** For the student who is successful in the qualifying exam, a thesis monitoring committee (TİK) is formed within one month with the proposal of the relevant US Department and the approval of the EYK. The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes one member each from within and outside the relevant USA. In determining the members, attention is paid to include faculty members of the relevant discipline, especially in interdisciplinary thesis studies. If available, the second thesis advisor may also attend the committee meetings. In the periods following the establishment of the thesis monitoring committee, the members may be changed with the recommendation of the relevant US Chairmanship and the approval of the EYK.

### **Doctoral Thesis Study and Thesis Proposal Defence**

**Article-33** Upon successful completion of the doctoral qualifying exam, the student defends his/her thesis proposal including the purpose, method and work plan of the research to be conducted orally in front of the thesis monitoring committee within six months at the latest. The student presents a written report on the thesis proposal orally.

distributes to the committee members at least fifteen days before the defence. The thesis proposal defence is open to the audience and the audience can also contribute to the thesis proposal. TİK decides by absolute majority to accept or reject the thesis proposal submitted by the student. This decision is notified to the Directorate of Graduate School within three days following the thesis proposal defence. The student whose thesis proposal is rejected has the right to request a new advisor and thesis topic. In such a case, a new TİK can be appointed. A student who wants to continue the programme with the same advisor is taken to the thesis proposal defence within three months; a student who changes the advisor and thesis topic is taken to the thesis proposal defence again within six months. For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once between January-June and once between July-December. The student submits a written report to the committee members at least one month before the meeting date. In this report, the summary of the work done so far and the work plan to be made in the next semester are stated. The student's thesis work is determined as "successful" or "unsuccessful" by the committee. A student in a PhD programme is entitled to enter the thesis defence if he/she has published an original article produced from the thesis project in a journal scanned by SCI (Science Citation Index), SCI-Expanded (Science Citation Index Expanded), SSCI (Social Sciences Citation Index) or AHCI (Arts and Humanities citation Index), or has documented that it is accepted to be published. However, instead of this condition for the Law programme that provides education in Turkish, it is required to have published at least two articles in journals determined by the Interuniversity Academic Coordination Board by taking into account similar practices in Turkey in the field related to the PhD thesis.

Students who fail the thesis monitoring committee report twice in a row or three times intermittently are dismissed from the University. If the thesis monitoring committee report is not received by the Graduate School Directorate until the end of the relevant term, the student is considered unsuccessful for the relevant term.

### **Finalisation of Doctoral Thesis**

**Article-35** A student in a doctoral programme must write his/her thesis in accordance with the thesis writing rules determined by the Graduate School and defend his/her thesis orally in front of the jury. The Thesis Similarity and Plagiarism Report must be included in the copies distributed to the jury members before the defence exam and in the printed and electronic copies submitted to the Graduate School during graduation. This report should be prepared according to the data obtained from the plagiarism detection programme TURNITIN. For this purpose, only the cover page, introduction, main chapters and conclusion sections of the thesis should be uploaded to the TURNITIN programme as a single file, and the filtering options should be set as "excluding references, excluding/including citations, excluding text parts with less than 5 words overlap (Limit match size to 5 words) before scanning. In order for the thesis to be evaluated outside the scope of plagiarism, the similarity rate in the report received from TURNITIN should not exceed 15% at most "excluding citations" and 30% "including citations". Theses that do not meet these ratios are not taken to the thesis defence.

The "Doctoral Thesis Defence Jury Recommendation Form" filled out by the advisor is sent to the Graduate School Directorate by the Head of the Department so that the thesis study, which is examined by the Graduate School and approved as formally appropriate according to the thesis writing rules, can be discussed at the Board of Directors.

The doctoral thesis defence jury consists of full and substitute members.

At least 10 days and at most 1 month the date of the first Graduate School Executive Board determined as the "Thesis Defence Exam Date"

The jury members prepare their personal reports within one month at the latest from the date the thesis is submitted to them electronically, convene on the specified date and take the student to the thesis defence exam.

The thesis exam consists of the presentation of the thesis work followed by a question and answer section. The duration is 60-120 minutes. The thesis exam is open to the audience. In the thesis exam, the jury members must wear a robe (robe). After the completion of the thesis exam, the jury, closed to the audience, gives the decision of "acceptance", "rejection" or "correction" about the thesis by absolute majority with justification.

This decision report is submitted to the Graduate School Directorate within 3 days following the thesis defence exam.

The student whose thesis is rejected is deregistered.

The student who is given a decision of correction about his/her thesis defends his/her thesis again in front of the same jury by doing the necessary within 6 months at the latest. The student whose thesis is rejected at the end of this defence is deregistered.

The student who is successful in the thesis exam is dressed in the relevant ABD's riding gown (robe) by the jury chairman.

The student who has not submitted his/her thesis at the end of the correction period is dismissed from the University.

The registration of the student whose thesis is rejected at the end of the thesis defence exam is deleted. If the student whose thesis is rejected makes a request, he/she is given a non-thesis master's degree diploma provided that he/she has fulfilled the course credit load, project writing and similar requirements of the non-thesis master's programme.

In case the jury member(s) is/are on long-term duty abroad, the exam can also be conducted with the justified proposal of the head of the department and the decision of the board of directors of the relevant Graduate School.

The student submits his/her doctoral thesis to the Graduate School Directorate within one month at the latest from the date of entry to the thesis defence exam, bound bound to include the signed jury approval form.

At the first EYK meeting held after this stage, the student's graduation decided. Determination of the doctoral thesis jury and the doctoral thesis jury is appointed with the recommendation of the relevant US Department and the decision of the EYK. The main jury members consist of five people, two of whom are members of the thesis monitoring committee, one of whom is from the relevant institution and the other two of whom are faculty members from different higher education institutions. At least two and at most four substitute members, one from the same institution and one from another higher education institution, are appointed as jury members.

## **Doctorate Diploma**

**Article-36** Provided that the student is successful in the thesis exam and meets the other conditions, the student who submits two printed copies of the master's thesis written in accordance with the thesis writing rules (one in the library and the other in the institute for safekeeping) and the electronic copy of the thesis to the relevant Graduate School and the GÜ Library within one month from the date of entry to the thesis exam and fulfils the other issues required by the EYK and whose thesis is found to be appropriate in terms of form, is entitled to receive a Doctorate Diploma. The approved name of the programme followed by the student is found on the Doctorate Diploma.

## **SECTION FIVE**

### **AND FEE**

**Article-37 (a)** Graduate education is fee-based. In order to continue the programmes, tuition fee is paid per course.

**(b)** In order to start the thesis writing work, a research contribution fee (bench fee) is paid.

**(c)** Students who wish to deregister apply to the Student Affairs Department with a petition. The tuition fees of students who request deregistration are not refundable.

**(d)** If the thesis completion period is exceeded, a course fee is paid for each passing period.

**(e)** In case of not being successful in the doctoral qualifying exam, a course fee is paid for each semester until success.

### **Enforcement**

**Article-38** This Regulation in force as of 18 January 2018 has been updated as of 28.02.2025.

### **Execution**

**Article-39** The provisions of this Regulation shall be executed by the Rectorate of GÜ.