

RULES AND REGULATIONS**From Ostim Technical University:****OSTIM TECHNICAL UNIVERSITY****RULES AND REGULATIONS GOVERNING GRADUATE STUDIES****SECTION 1****Aim, Scope, Basis and Definition of Terms****Aim**

ARTICLE 1 - (1) The aim of this document is to regulate the procedures and principles regarding admissions and registration to the programs offered by the institutes of Ostim Technical University and the conduct of graduate education, examinations and assessment.

Scope

ARTICLE 2 - (1) This document comprises the provisions regarding graduate education and training, consisting of undergraduate based master's degree and undergraduate and graduate degree based doctoral programs conducted at Ostim Technical University.

Basis

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

Definition of terms

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. Institute Department/Department of Art: Graduate programs offered by the institutes at Ostim Technical University, ID: A Department under an institute at Ostim Technical University
- d. Institute Head of the Department: A head of the Department under an institute at Ostim Technical University
- e. Institute Board: Under the chairmanship of the institute director, institute vice directors and the board consisting of the head of the institute Departments that have educational programs in the institute and/or conduct a joint educational program,
- f. Director of the Institute: Directors of the institutes at Ostim Technical University,
- g. IBD: Institute Board of Directors,
- h. Plagiarism: the practice of knowingly or unknowingly taking and using someone else's work, ideas, methods, or data without crediting the source, and presenting them as one's own,
- i. EPE: English Proficiency Exam,
- j. Board of Regents: Ostim Technical University Board of Regents,
- k. Department of Students Affairs: Ostim Technical University Department of Student Affairs
- l. ÖSYM: Directorate of Student Selection, and Placement Center,
- m. Rector: The President of Ostim Technical University
- n. Senate: The Senate of Ostim Technical University,
- o. University: Ostim Technical University,
- p. YDS: Foreign Language Exam,

SECTION 2**Application and Admission to Graduate Programs****Student admission**

ARTICLE 5 - (1) In order to be eligible for application to master's with a thesis, the candidates are to hold an undergraduate diploma, or a graduate certificate, Academic Personnel and Postgraduate Education Entrance Exam (ALES) Score or the result of an international exam score accepted as ALES equivalent by the Senate, transcript, English Proficiency Certificate for programs conducted in English and any other criteria approved by the Senate and announced to the candidates. In the admission of those who will apply for the master's program with thesis, Bachelor's diploma, ALES Score, scientific evaluation exam and/or interview

results and undergraduate grade point average can also be evaluated. For master's programs with thesis, it is necessary to have an ALES score determined by the Senate which is not less than 55 points in the related field. The weighing of the ALES score is determined by the Senate, provided that it is not less than 50%. However, ALES is not required for admission to graduate programs in design-related fields except the field of architecture. ALES is not required for admission to master's programs without a thesis. Bachelor's diploma, scientific evaluation exam, and/or interview results and GPA can be evaluated for admission to master's programs without a thesis. For the programs conducted in English, students are admitted with the evaluation of their English proficiency level and other criteria that are approved by the Senate and announced to the candidates.

(2) Students are admitted to doctoral programs according to the evaluation of their undergraduate and graduate diploma success levels, ALES results or the result of an international exam accepted as ALES equivalent by the Senate, English proficiency level and other criteria approved by the Senate and announced to the candidates. Candidates applying to doctoral programs must have a GPA of 3.00 out of 4.00 or equivalent. Applicants to a doctoral program with a bachelor's degree must also have a minimum GPA of 3.00 out of 4.00 or an equivalent score. However, ALES is not required for admission to doctoral programs in design-related fields except architecture. In order to be accepted to doctoral programs, it is necessary to have a bachelor's degree and a master's degree with thesis. For those who apply for the doctoral programs with a master's degree with thesis, it is necessary to have an ALES score determined by the Senate and not less than 60 while for those who apply for the doctoral programs with a bachelor's degree, it is necessary to have an ALES score determined by the Senate and not less than 80. In the admission of those who apply for the doctoral programs, the results of the scientific evaluation exam and/or interview results and master's GPA for those who apply with a master's degree can also be evaluated in addition to the ALES score. The weighting of the ALES score is determined by the Senate, provided that it is not less than %50.

(3) Students are admitted to proficiency in arts programs with the evaluation of their undergraduate and postgraduate achievement levels, ALES results or the results of an international exam accepted as ALES equivalent by the Senate, English proficiency level and other criteria approved by the Senate and announced to the candidates. However, ALES is not required for the admission of students to the proficiency in art programs opened in the fields related to design. In order to be admitted to proficiency in arts programs, candidates who apply with a master's or bachelor's degree must have ALES score not less than 55 in the verbal section and candidates who apply with a bachelor's degree must have ALES score determined by the Senate, provided that it is not less than 80 points in ALES verbal section. The weighting of the ALES score is determined by the Senate, provided that it is not less than 50%. Candidates who apply for the proficiency in arts programs with a bachelor's degree must have a minimum undergraduate GPA of 3.00 out of 4.00 or an equivalent score in order to be accepted. ALES score, graduate GPA and interview/talent test/portfolio examination results can also be evaluated in the admission of those who will apply for the proficiency in arts programs. The matters related to this evaluation, the reference letter that the candidates must provide for the application, the composition stating why they want to be proficient in art, international standard exams and other similar documents are determined by the Senate.

(4) The language of the graduate programs conducted at the University is determined by the Senate and recommended to the Council of Higher Education. In the master's programs conducted in Turkish, students may be required to provide a certain proficiency in any foreign language with the decision of the relevant institute board. The foreign language knowledge level of the candidates applying to the master's programs in a foreign language is determined according to the results of the international exams, the equivalence of which is accepted by ÖSYM, the English Proficiency Exams of other higher education institutions providing education in English, or EPE. In order to be accepted to the master's programs conducted in a foreign language, the proficiency exam success grade is determined by the Senate, provided that it is not less than 60 points out of 100 in YDS or EPE. In the admission of students to doctoral and proficiency in arts programs, it is obligatory to get a score determined by the Senate, provided that it is not less than 60 points from YDS, or an equivalent score from an exam accepted as equivalent by ÖSYM. An English proficiency certificate is not required from those who have graduated from an English-medium higher education institution in a country whose official language is English.

(5) All information about candidate applications and registrations is announced by the University. Candidate applications for graduate programs are made directly to the relevant institute directorate. Candidates must submit their diplomas, ALES result document, an exam result document certifying their level of English proficiency for programs conducted in English, and other documents specified in the announcement, within the specified period. The originals of the documents requested from the candidates for registration, or a copy approved by the relevant institute are accepted.

(6) Candidates who are found successful according to their graduate and/or graduate achievement

levels, ALES scores, international exam scores accepted as ALES equivalent by ÖSYM, English proficiency level for programs conducted in English and other criteria deemed appropriate by the relevant institute Department, as a result of the evaluation of the institute Department are accepted to graduate programs. Application results are announced by the relevant institute Departments or institutes.

(7) The procedures and principles regarding the admission of foreign candidates and Turkish citizens who have completed their undergraduate education abroad to graduate programs are determined by the Senate.

(8) Except for non-thesis master's programs, it is not possible to enroll and continue in more than one graduate program at the same time.

Student admission through lateral transfer

ARTICLE 6 - (1) Successful students who have completed at least one semester in a graduate program at the University or another higher education institution can be admitted to the graduate programs conducted at the University through lateral transfer, provided that they apply with the necessary documents within the prescribed period, upon the recommendation of the relevant ID and the decision of the relevant IBD. In this decision, it is also stated which of the course obligations in the program in which the student is accepted will be exempted. The student who transfers from a higher education institution other than the University must meet the criteria specified in the 5th article. Term length for students coming from different higher education institutions than the University, the credit equivalence is determined by the relevant IBD. Matters regarding the fees to be paid by students admitted with lateral transfer are determined by the Board of Trustees.

English proficiency level

ARTICLE 7 - (1) Candidates whose scientific achievement level is not considered sufficient for admission to postgraduate programs conducted in English and who fail the English EPE or who do not take this exam can enroll in the English preparatory program.

Student admission to the Scientific/Artistic Preparation Program

MADDE 8 - (1) Scientific/Artistic preparation is a program that is implemented to ensure that successful students adapt to the program that they apply for in a different field. Scientific/Artistic preparation program cannot exceed 4 courses in total. To be admitted to this program, students are determined by the relevant institute Department by evaluating the undergraduate and/or graduate success levels of the candidates and the structure of the undergraduate and/or graduate programs they follow.

(2) The syllabus of a graduate student admitted to a Scientific/Artistic preparatory program consists of undergraduate or graduate level courses. These courses cannot replace the courses required to complete the graduate program.

(3) The compulsory courses to be taken by a doctoral/proficiency in arts student admitted to the Scientific/Artistic preparatory program cannot replace the courses deemed necessary to complete the relevant doctoral/artistic proficiency program.

(4) In addition to the Scientific preparation courses, students in the Scientific/Artistic preparatory program can also take courses for the graduate program with the recommendation of the relevant institute Department and the approval of the relevant IBD.

(5) The time to be spent in the Scientific/Artistic preparation program is one calendar year at most. Summer education is not included in this period and the student who is not successful at the end of the period is dismissed. The time spent in this program is not included in the master's or doctorate/art proficiency program periods specified in this Regulation.

(6) In order for a graduate student accepted to the Scientific preparation program to start the program he/she has applied for, he/she must complete the Scientific preparation program courses with at least DD grade and the program with at least 2.00 GPA. Doctoral students admitted to the Scientific preparation program must complete the Scientific preparation program courses with a minimum grade of CC and a GPA of at least 2.50. Grades from these courses are not included in the graduate program GPA.

Special student admission

ARTICLE 9 - (1) Students enrolled in a master's, doctorate or proficiency in the Arts program in another higher education institution can be accepted as special students with the approval of the Department head of the institute they are registered to. The exemption procedures for the courses that the students admitted to the postgraduate courses take as special students and are successful are carried out by the Department of the institute to which they are registered.

(2) Special students are given a document indicating their success in the course or courses they have taken. The credits/hours of the relevant courses are also indicated in this document.

(3) There is no entrance exam, no grade level and language requirement for the admission of special students. Special students cannot register for a seminar, term project or thesis. Those who take courses in special student status cannot benefit from student rights, scholarships or fee reductions.

(4) Those who are a graduate or student of a higher education institution and wish to increase their

knowledge on a particular subject can be admitted as special students for graduate courses with the approval of the relevant institute Department.

(5) Those who are a graduate or student of a higher education institution and wish to increase their knowledge on a particular subject can be admitted as special students for graduate courses with the approval of the relevant institute Department.

(6) A special student who takes the program courses can gain the status of a graduate student if he/she fully fulfills the student admission requirements of the program. Among the courses that students accepted to the graduate program take as special students and are successful, at most 5 courses for non-thesis master's and 4 courses for master's and doctorate programs with thesis can be counted into the program with the recommendation of the relevant institute Department and the decision of the IBD.

New registration and registration renewal

ARTICLE 10 - (1) The registration procedures of the students who are accepted to the graduate programs by the relevant IBD decision are made by the Registrar's Office. Students admitted to the programs register to the programs with the documents required by the institute. The registration of the student who does not renew his registration within the period specified in the academic calendar is suspended. Students whose registration is suspended cannot benefit from student rights. The suspended period is counted as the period of study. The matters regarding the fees to be paid by the students for these periods are determined by the Board of Trustees.

(2) The following conditions are required for the registration of students admitted to graduate programs to be finalized:

a) To have a bachelor's degree for those admitted to the master's programs with and without thesis, and a bachelor's or master's degree with thesis for those admitted to doctoral programs.

b) Fulfilling the obligations regarding student contribution or tuition fee.

c) To fulfill the other conditions announced by the UUniversity.

(3) The original of the documents required for registration or a copy approved by the University after seeing the original is accepted.

(4) Students who complete the registration process are issued a student identity document. The identity document contains information about the student.

(5) Those who do not complete the registration process in due time are deemed to have waived their right to be a University student and cannot claim any rights.

Permissions

ARTICLE 11 - (1) Excuse leave permits for graduate students can be given up to two semesters for graduate students and up to four semesters for doctoral students, provided that they are valid by the relevant IBD. The allowed period is not counted as the period of study. Students cannot attend classes and cannot take exams during their leave of absence.

(2) Applications for leave of absence can be made until the end of the fourth week following the start of the classes.

(3) The matters regarding the tuition fee to be paid by the students who want to be considered on leave are determined by the Board of Trustees.

Disenrollment

ARTICLE 12 (1) Students who want to cancel their registration voluntarily apply to the related Institute Directorate with a petition. The student is dismissed from the University with the relevant IBD decision. The matters related to the tuition fee paid by the students who voluntarily cancel their registration are determined by the Board of Trustees.

Tuition fees and Scholarships

ARTICLE 13 - (1) The tuition fees and scholarships of students enrolled in graduate programs are determined by the Board of Trustees upon the recommendation of the University Administrative Board.

(2) The registration of the student who does not pay the tuition fees is not renewed, and the leave procedures are not carried out. These students cannot benefit from student rights.

(3) Even if the student enrolled in graduate programs completes the program before the deadline, they pay the entire program tuition fee. If the student cannot complete the program during the normal education period, the student will pay the fee determined by the Board of Trustees upon the recommendation of the University Administrative Board for the extended period.

SECTION 3

General Provisions Regarding Education

Opening of the graduate program and academic year

ARTICLE 14 - (1) Postgraduate education includes the master's programs with and without thesis, and

doctoral programs. A graduate program is prepared by the Presidency of institute Department and opened with the recommendation of the relevant institute board, the decision of the Senate, the Board of Trustees and the approval of Council of Higher Education. The changes in the curriculum of a graduate program and the adaptation principles of the students to these changes are prepared by the institute Department Presidency, examined by the relevant institute board, submitted to the Senate and decided. International joint graduate programs can be opened with higher education institutions abroad. In these programs, education is carried out in accordance with the provisions of the relevant legislation.

(2) Except for the non-thesis master's programs, it is not possible to enroll and continue in more than one graduate program at the same time.

(3) Student exchange programs can be organized with domestic or foreign higher education institutions within the framework of mutual agreements. The principles regarding these programs are determined by the Senate.

(4) An academic year consists of two sixteen-week terms. The duration and dates for registration, courses, exams and similar activities are specified in the academic calendar approved by the Senate.

(5) Summer school can be opened when necessary. Taking courses in summer school depends on the student's wishes. Summer school is subject to a fee.

Compulsory attendance

ARTICLE 15 - (1) Students are required to attend classes, practices and exams. The attendance status of the students is monitored by the relevant instructor. Students are required to attend 70% of the theory courses and 80% of the laboratory and application courses.

Credit values of graduate courses

ARTICLE 16 (1) The credit value of a course is the sum of 1.0 times the weekly theoretical course hour and 0.5 times the weekly practice hour.

(2) Courses that will not be included in the grade point averages are determined by the Senate.

Schedules, course exams and assessment

ARTICLE 17 – (1) Graduate education plans in the Department of the institute are the compulsory/elective courses required to graduate from the graduate program, thesis, seminar and similar studies and credit totals. These teaching plans are approved by the relevant institute board on the condition of complying with the minimum content determined by the Senate.

(2) Which postgraduate courses will be offered in a semester and which lecturers will teach these courses are determined by the IBD upon the suggestions of the heads of the relevant institute Departments/arts.

(3) The following points are taken into account in the creation of graduate programs according to the credit or ECTS credit determined by the Senate, taking into account the diploma level of the relevant program by the Higher Education Council and the credit range determined according to the Turkish Higher Education Qualifications Framework (TYYÇ) for the field, and the working hours of the students:

a) Semester credit value of a graduate course is the sum of the entire weekly theoretical course hour and half of the weekly practice or laboratory hours of the course.

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

(4) At least one course including scientific research techniques and research and publication ethics must be given during graduate education.

(5) The student and the student's advisor decide which of the courses approved by the institute board will be included in the curriculum of the students. Until the thesis advisor is appointed, the advisory task is carried out by the head of the institute's Department or the program coordinator/head.

(6) All exams measuring proficiency, level determination or course achievement can be made on paper and simultaneously to all candidates, as well as in a way that allows each candidate to be asked different questions at different times from a question bank that is classified according to field and difficulty level and stored securely. It can also be done electronically. The principles regarding the preparation of the questions to be asked in the exams, the creation and encryption of the question bank, the storage of the exam questions in paper or electronic media, and the provision of exam security are determined by the Council of Higher Education.

(7) In addition to midterm and/or midterm studies, students are also taken to final exam and/or final project work evaluation. Final exams are held at the places and times determined and announced by the University. The semester grade to be given to the student is appreciated by the instructor, taking into account the midterm exams, the final exam and/or the evaluation of the end-of-semester project work, and the course

work and attendance during the semester. A make-up exam is given to a student who cannot take any exam for a justified and valid reason by the relevant institute Department

Course grades

ARTICLE 18 - (1) For each course they take, one of the following letter grades is given to the students by the instructor as the final course grade:

AA	4,00	90-
BA	3,50	85-89
BB	3,00	80-84
CB	2,50	70-79
CC	2,00	60-69
DC	1,50	50-59
DD	1,00	45-49
FD	0,50	35-44
FF	0,00	0-34
NA	0,00	0

(2) When grades and grade point averages need to be converted to the hundredth system, the conversion table determined by the Council of Higher Education is applied.

(3) Grades not included in the averages are:

- a. I: Missing
- b. S: Successful
- c. U: Failed
- d. P: Developing
- e. NI: Not Included
- f. NA: Not attended

(4) Grade (I) is appreciated by the instructor for students who cannot complete the course requirements despite being successful in the semester due to illness or any other valid reason. If the student receives an (I) grade in any course, he/she has to complete his/her deficiencies and get a grade within 15 days from the date of submission of the grades to the Ministry of Student Affairs. Otherwise, the (I) grade automatically becomes (FF). This period can be extended with the application of the student, the proposal of the relevant institute Department and the decision of the relevant IBD in case of a prolonged illness or similar cases.

(2) Grade (S) is given to students who are successful in the courses that are not included in their grade point averages.

(3) Grade (U) is given to students who fail to pass the courses that are not included in their grade point averages.

(4) Grade (P) is given to students who successfully continue their thesis studies.

(5) Grade (NI) is given to define the courses taken by the student, provided that they are not included in the grade point average of the program or programs in which the student is registered. This grade is shown on the student's transcript together with the letter grade received from the relevant course. Courses in this status are not used in course substitution processes related to the program or programs in which the student is registered. The status of courses taken in (NI) status cannot be changed within the same program.

(6) Grade (NA) is given to students who fail because they do not meet the attendance requirements.

(7) Semester-end course grades are finalized as soon as they are sent to the Registrar's Office and are announced by the Registrar's Office.

(8) In order to be considered successful in a course, the graduate student must have received at least CC and the doctorate student must have received at least CB as a semester grade.

Objections in grades

ARTICLE 19 - (1) In case of any material error related to the semester-end course grades announced by the Registrar's Office, the request for correction is decided by the relevant institute Department, upon the application of the instructor. Material errors regarding the grades given after the final exams must be corrected within the registration period of the following semester at the latest. Late applications are decided by the relevant IBD.

(2) Depending on a valid reason, students can make objections to the relevant institute Department presidency regarding the exams given or the grades given. Appeals must be made to institute Departments with a petition within fifteen days at the latest. If the institute Department presidency deems the objection appropriate, the exams can be repeated within the registration period of the following semester at the latest, or the material errors may be corrected. For later applications, the issue is decided by the relevant IBD.

GPAs

ARTICLE 20 - (1) The success of students is determined by calculating their grade point averages at the

end of each semester. The total ECTS received by a student from a course is obtained by multiplying the ECTS value of that course with the coefficient of the semester-end course grade. To find the grade point average of any semester, the total amount of ECTS received by the student from all courses in that semester is divided by the sum of the ECTS value of the courses taken. The resulting average is displayed as two decimal places. Grade point average is calculated by taking into account all of the courses that the student has taken in order to complete the minimum course load determined by the relevant INSTITUTE DEPARTMENT since he is accepted to the graduate program. The last grade obtained from the repeated courses is added to the overall grade point average. All grades are recorded on the student's transcript.

Course substitution

ARTICLE 21 - (1) The conditions for special studentship, lateral transfer, having a course subtracted from the previous postgraduate program, exemption from one or more courses and accordingly early graduation are determined by the relevant IBD by taking the opinion of the relevant Department.

(2) For candidates applying to any graduate program, the process of counting the courses they have taken in other programs must be done during their application to the program.

(3) Postgraduate students attending any program can take courses from another higher education institution other than the University with the recommendation of the advisor, the approval of the relevant institute Department presidency and the relevant IBD decision at the beginning of the relevant semester.

Repetition of the course

ARTICLE 22 - (1) In order to be considered successful in a course, a graduate student must have received a minimum grade of (CC) and a doctoral student a grade of (CB) as a semester grade. Students must repeat the courses they have failed or take the elective courses that are considered equivalent by the relevant institute Department. In order to increase their GPA, students can repeat the courses they have been successful in or take courses that are considered equivalent to these courses by the relevant institute Department.

SECTION 4

Master's programs

ARTICLE 23 - (1) The aim of the master's program is to enable the student to gain the ability to access, evaluate and interpret information by conducting scientific research. The master's program can be carried out in two ways, with and without thesis. In which Departments these programs will be opened and how they will be carried out, are discussed in the Senate and the Board of Trustees upon the recommendation of the relevant institute board, the decision is made and announced with the approval of The Council of Higher Education (YÖK).

(2) Transfer between the thesis and non-thesis master's programs can be made with the application of the student, the positive opinion of the relevant institute Department and the approval of the relevant IBD. In this case, the courses taken in the previous master's program can be counted instead of the courses in the new master's program to be registered with the relevant IBD decision.

(3) Upon the decision of the Council of Higher Education, graduate distance education programs can be opened in which teaching activities are planned and carried out based on information and communication technologies, without the obligation of teaching staff and students to be in the same place. The areas where distance education programs can be opened, the courses to be given through distance education and the amount of credits and ECTS credits, the preparation of course materials, the way the 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 the University.

Thesis duration and course load

ARTICLE 24 - (1) The master's program with thesis consists of at least seven compulsory and elective credit courses, provided that they are not less than twenty-one credits, a seminar course deemed appropriate by institute Department and thesis work. Seminar and thesis work are non-credit and evaluated as successful or unsuccessful. The master's program with thesis consists of at least 60 ECTS credits in one academic year, at least eight courses including seminars, compulsory and elective courses, and a total of at least 120 ECTS credits, including thesis work. Courses in the master's program with thesis must be completed with a GPA of at least 3.00.

(2) In the master's program with thesis, the head of the institute's Department/articles must have a thesis advisor in the staff of the University for each student, until the end of the first semester at the latest; The thesis topic determined by the student together with his/her advisor is recommended to the institute until the end of the second semester at the latest and becomes final with the recommendation of the relevant institute Department and the approval of the relevant IBD. The thesis advisor is selected from among the permanent

faculty members who have taught in an undergraduate program for at least two semesters. The thesis advisor is selected from among the faculty members with the qualifications to be determined by the Senate. If there is no faculty member with the specified qualifications at the UUniversity, a faculty member from another higher education institution may be selected as a consultant by the relevant IBD. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed may be from outside the University staff with at least a doctorate degree. The conditions for appointment and replacement of the thesis advisor and the second thesis advisor are determined by the relevant institute board.

(3) The determination of the courses to be taken by the student and the registration procedures are carried out by the thesis advisor, and by the relevant institute Department until the thesis advisor is appointed.

(4) The student must register for the thesis study every semester, starting from the beginning of the semester following the appointment of the advisor.

(5) The duration of the master's program with thesis is four semesters, starting from the semester in which the courses related to the program they are registered are given, excluding the semesters allowed by the relevant institute's board of directors and the periods spent in scientific preparation and English preparation, regardless of whether they are registered for each semester, and the program is completed in a maximum of six semesters. . The semesters spent in higher education institutions in Turkey or abroad within the scope of exchange programs and international joint programs are included in the program duration. A student who fails to successfully complete the credit courses and seminar course in the curriculum at the end of four semesters or fails to fulfill the success conditions/criteria stipulated by the University within this period, fails in the thesis study or does not enter the thesis defense within the maximum period, is dismissed from the University.

(6) The student can choose at most two of the undergraduate courses from the undergraduate courses provided that they were not taken during the undergraduate education and with the approval of the relevant institute Department president. The head of the Department may delegate his authority to the advisor.

(7) With the recommendation of the relevant institute Department and the decision of the relevant IBD, the student can take a maximum of two graduate courses from the courses offered in other higher education institutions to be counted towards the course load of the program he/she has followed.

(8) The extra courses to be taken by the student who completes the minimum course load determined by the relevant institute Department, are not included in the GPA, but are indicated in the transcript.

Completion of the master's thesis

ARTICLE 25 - (1) A student who has completed his/her master's thesis work within the time specified in Article 24, has to write the results obtained in accordance with the University's thesis writing guide and defend his/her thesis orally in front of the jury. The thesis must be written in the language in which the program is conducted. However, in programs conducted in Turkish, theses can also be written in a foreign language with the approval of the relevant institute Department and the approval of the relevant IBD.

The student whose thesis is accepted by the thesis advisor and who fulfills the minimum requirement for the thesis jury assignment application approved by the institute directorate of the relevant institute Department, if any, applies to the relevant institute Department to take the thesis exam. The relevant institute Department, together with the proposal of the thesis jury, sends an unbound copy of the thesis that has passed the supervisor's control in terms of content, together with the plagiarism report, to the relevant institute. If a real plagiarism is detected in the data in the report, the thesis is sent to the institute board of directors for a decision together with its justification. The last date that students can take the thesis exam is indicated in the academic calendar.

The master's thesis jury is appointed with the recommendation of the relevant institute Department and the decision of the relevant IBD. The jury consists of three or five faculty members, one of whom is the thesis advisor of the student and at least one from another higher education institution. If the jury consists of three people, the second thesis advisor cannot be a jury member. In addition, two substitute members, one from outside the University, are determined for the jury.

The members of the jury meet within one month from the date the thesis is delivered to them and take the student to the thesis exam. The thesis exam consists of the presentation of the thesis work followed by a question-and-answer section and is open to the audience. The audience consists of lecturers, graduate students and experts in the field.

At the end of the examination, the jury decides to accept, reject or correct the thesis by at least an absolute majority, closed to the audience. The decision of the jury is notified to the relevant institute within

three days at the latest by the relevant institute Department. The student whose thesis is found unsuccessful and rejected is dismissed from the University. The student, whose thesis is decided to be corrected, defends his thesis again in front of the same jury by completing the deficiencies within three months at the latest. At the end of this defense, the student who is found unsuccessful and whose thesis is not accepted is dismissed from the University. If the student whose thesis is rejected makes a request, a non-thesis master's diploma is given to him, provided that he fulfills the course credit load, project writing and similar requirements of the non-thesis master's program.

The student who completes the thesis work delivers the requested number of copies of the thesis to the thesis advisor. The advisor sends the copies of the thesis to the relevant institute through the Department/article/science/art branch/program presidency, with the opinion that the thesis is written in terms of compliance with the spelling rules.

Master's degree with thesis

ARTICLE 26 - (1) In order for a master's student to be awarded a master's diploma, the student must submit three bound copies of the master's thesis and three electronic CD copies prepared in PDF format to the relevant institute directorate within one month from the date of taking the thesis exam, provided that the other conditions are fulfilled, the thesis must be found appropriate in terms of form, must fulfill all obligations related to the University, and must not have any debts, including tuition fees. Upon request, the Institute Administrative Board may extend the submission period of at least three bound copies of the master's thesis and three electronic CD copies prepared in PDF format for a maximum of one more month. Students who do not fulfill these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed if the maximum period expires.

(2) On the graduation diploma, there is the approved name of the program in the Department of the institute followed by the student and the phrase with thesis. Graduation date is the date on which the signed copy of the thesis is submitted by the examination jury commission.

(3) Within three months from the delivery of the thesis, a copy of the master's thesis is sent to the Council of Higher Education by the institute to be put into service of scientific research and activities in electronic environment.

Non-thesis master's duration and course load

ARTICLE 27 - (1) The aim of the non-thesis master's program is to provide the student with deep knowledge of the professional subject and to show how to use the existing knowledge in practice. The non-thesis master's program consists of three semesters, two semesters of which are lectures and one semester is a term project. The non-thesis master's program consists of a total of thirty credits and at least ten courses, not less than 60 ECTS, and a term project course of 30 ECTS. A student must complete a total of 90 ECTS credits to graduate from the non-thesis master's program. The student has to register for the term project course in the semester in which the term project course is taken and submit a written project and/or report at the end of the semester. The project report must be written in the language in which the program is executed. The term project course is non-credit and is evaluated as successful or unsuccessful.

(2) In the non-thesis master's program, the relevant Institute Department/Department of Art appoints a faculty member who will advise each student in the course selection and the execution of the project work, or a faculty member with a doctorate degree with the qualifications determined by the Senate, by the end of the first semester at the latest.

(3) The determination of the courses to be taken by the student and the registration procedures are carried out by the advisor and the relevant Institute Department/Department of Art until the advisor is appointed.

(4) The non-thesis master's program courses must be completed with a GPA of at least 2.50.

(5) In the non-thesis master's program, the student can take undergraduate courses, provided that they were not taken during undergraduate education and with the approval of the relevant Institute Department/Department of Art president. The head of the Department may delegate his/her authority to the advisor. However, at most three of these courses can be counted towards the course load and graduate credits.

(6) A student can take a maximum of three graduate courses from other universities, with the recommendation of the relevant Institute Department/Department of Art and the decision of the relevant IBD, to be counted towards the course load of the program he/she has followed.

(7) The duration to complete the non-thesis master's program is at least two semesters, at most three

semesters, regardless of whether or not they are registered for each semester, starting from the semester in which the courses related to the program they are registered are given, excluding the time spent in scientific preparation. The students who fail or cannot complete the program at the end of this period are dismissed from the UUniversity.

(8) According to the principles determined by the Senate, a proficiency exam can be applied at the end of the non-thesis master's program.

(9) The non-thesis master's program can also be carried out in the second postgraduate education.

Non-thesis master's diploma

ARTICLE 28 - (1) In order for a graduate student to be awarded a graduation diploma, the student must successfully complete the credit courses and term project, fulfill all obligations related to the University, and have no debt debts including tuition fees.

(2) The student who successfully completes the credit courses and the term project is awarded a non-thesis master's diploma.

(3) On the non-thesis master's diploma, the name of the program approved by the Higher Education Council of the institute in the Department of the student is registered.

(4) Those who continue to the master's program without thesis can transfer to the master's program with thesis at the end of the first semester, provided that they fulfill the minimum requirements for the master's program with thesis. In this case, the courses taken in the non-thesis master's program can be counted instead of the courses in the thesis master's program with the decision of the IBD.

SECTION

5

Doctoral Programs

Purpose and scope

ARTICLE 29 - (1) The aim of the doctoral program is to provide the student with the ability to conduct independent research, to interpret scientific events with a broad and deep perspective, and to determine the necessary steps to reach new syntheses. The thesis, which will be prepared at the end of the doctoral study, must fulfill one of the qualities of bringing innovation to science, developing a new scientific method, and applying a known method to a new field. Doctoral programs cannot be opened as secondary education.

Doctoral duration and course load

ARTICLE 30 - (1) A minimum of seven credit courses, seminars, proficiency exams, thesis proposal and thesis work, provided that the doctorate program is not less than twenty-one credits in total and 60 ECTS in one academic year for students who have been accepted with a master's degree with thesis. It consists of 240 ECTS credits. This program consists of at least 300 ECTS credits, including fourteen courses with a minimum of forty-two credits, a seminar course, proficiency exam, thesis proposal and thesis work for students who have been accepted with a bachelor's degree. Doctoral program courses must be completed with a minimum GPA of 3.00.

(2) The thesis advisor for the student in the doctoral program is appointed by the end of the second semester at the latest upon the recommendation of the relevant Institute Department/Department of Art and the decision of the relevant IBD. In cases where the nature of the doctoral thesis requires more than one thesis advisor, a second thesis advisor may be appointed. The second thesis advisor can be from people outside the UUniversity who have at least a doctorate degree. The thesis advisor is selected from among the full-time faculty members of the UUniversity who have conducted at least one successful master's thesis and have given at least four semesters of undergraduate or graduate courses. In the absence of a faculty member with the qualifications determined at the UUniversity, a faculty member from another higher education institution may be selected as a consultant by the institute board of directors within the framework of the principles determined by the Senate. The conditions of appointment and replacement of the thesis advisor and the second thesis advisor are determined by the relevant institute board.

(3) The planning and registration of the courses to be taken by the student is carried out by the thesis advisor and the relevant Institute Department/Department of Art until the thesis advisor is appointed.

(4) The student who is successful in the proficiency exam has to register for the thesis study every semester.

(5) Students in the doctoral program can take undergraduate courses. Undergraduate courses are not counted towards course load and doctoral credits. In the doctoral programs, a maximum of two courses can be selected for students who have been accepted with a master's degree, and a maximum of four courses for students who have been accepted with a bachelor's degree, from the courses offered in other higher education institutions with the recommendation of the institute's DDepartment/DDepartment Head and the approval of the IBD.

(6) The extra courses to be taken by the student who completes the minimum course load determined by the relevant Institute Department/Department of Art are not included in the GPA, but are indicated in the transcript.

(7) Except for the time spent in scientific preparation, for those who are accepted with a master's degree with thesis, starting from the semester in which the courses related to the program they are enrolled in are given, for each semester regardless of whether they are registered or not, the maximum completion period is twelve semesters, ten for those who are accepted with a bachelor's degree. semester and the maximum completion period is fourteen semesters. The maximum time for successfully completing the credit courses required for the doctoral program is two years for those who are accepted with a master's degree with thesis, and three years for those who are accepted with a bachelor's degree. Students who fail to successfully complete their credit courses within this period or who cannot achieve the minimum grade point average required by the UUniversity are dismissed from the UUniversity. The student who successfully completes the credit courses, is successful in the proficiency exam and whose thesis proposal is accepted, but who cannot complete the thesis work by the end of twelve or fourteen semesters, is dismissed. Students who have applied to a doctoral program with a bachelor's degree and who have not been successful in their doctoral thesis, provided that they have fulfilled the required credit load, project and other similar conditions, are given a master's degree without thesis upon their request.

Doctoral Proficiency Exam

ARTICLE 31 - (1) The proficiency exam is the measurement of whether the student who has completed the courses and seminar has the depth of scientific research related to the basic topics and concepts in the field and doctoral work. Doctoral students with a master's degree are taken to the doctoral proficiency exam in the fifth semester at the latest, and students who are accepted with a bachelor's degree in the seventh semester at the latest. The names of the students who apply to take the doctoral qualifying exam are notified to the relevant institute by the relevant Institute Department/Department of Art. A student takes the proficiency exam at most twice a year.

(2) The doctoral proficiency exam is held twice a year, in May and December.

(3) The proficiency exams are organized and administered by a five-person doctoral proficiency committee recommended by the relevant Institute Department/Department of Art, approved by the relevant IBD and serving for a period of three years. In order to prepare, implement and evaluate the exams in different fields, the committee establishes exam juries consisting of one student's thesis advisor, at least five principals, two of whom are from outside the University, and two substitute faculty members, one from outside the University. The relevant board of directors decides whether the consultant has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members.

(4) The doctoral proficiency exam consists of written and oral exams that will determine the students' ability in the relevant field of science and their tendency to research. The student who is successful in the written exam is taken to the oral exam.

(5) The doctoral proficiency committee evaluates the written and oral exam results together and decides with absolute majority whether the student is successful or unsuccessful. This decision is notified by the relevant Institute Department/Department of Art to the relevant institute within three days at the latest.

(6) Students who fail the doctoral proficiency exam are taken to the exam again in the next semester from the DDepartment/DDepartments they failed. The student who also fails in this exam is dismissed from the doctoral program.

(7) The doctoral proficiency committee may require a student who has passed the proficiency exam to take at most 2 courses from the field determined to be deficient in addition to the courses he has taken, even if he has completed the course load. The student has to succeed in the courses to be determined by the decision of the relevant institute. Extra credit courses (NI status) taken and these courses must have a minimum CB grade.

(8) A student who has been accepted with a bachelor's degree and has successfully completed at least seven courses can transfer to a master's program.

Thesis monitoring committee

ARTICLE 32 - (1) For the student who is successful in the proficiency exam, a thesis monitoring committee is formed within one month with the recommendation of the relevant Institute Department/Department of Art and the approval of the relevant IBD.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, there is one member each from within and outside the related institute Department in the committee. In case of a second thesis advisor, the second thesis advisor can attend the committee meetings if he/she wishes.

(3) In the semesters following the establishment of the thesis monitoring committee, changes can be made in the members with the recommendation of the relevant Institute Department/Department of Art and the approval of the relevant IBD.

Thesis proposal defense

ARTICLE 33 - (1) The student who successfully completes the doctoral proficiency exam defends the

thesis proposal, which includes the purpose, method and study plan of the research to be carried out within six months at the latest, before the thesis monitoring committee. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides with absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected. This decision is notified by the relevant Institute Department/Department of Art to the relevant institute within three days following the thesis proposal. One month is given for correction. At the end of this period, the decision to accept or reject by absolute majority is reported to the institute by the institute's Department head within three days following the end of the process.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis topic. In such a case, a new thesis monitoring committee may be appointed. A student who wants to continue the program with the same advisor is taken to the thesis proposal defense again within three months, and a student who changes the advisor and thesis topic within six months. The student whose thesis proposal is rejected in this defense is dismissed from the University.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets twice a year, once between January-June and once in 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 studies done so far and the study plan to be made in the next semester are stated. The thesis work of the student is determined as successful or unsuccessful by the committee and a report is reported to the related institute. A student who is found unsuccessful two times in a row or three times intermittently by the committee is dismissed from the University.

(5) The student who does not enter the thesis proposal defense within the time specified in the first paragraph without a valid excuse, is considered unsuccessful and the thesis proposal is rejected.

Completion of the Doctoral Thesis

ARTICLE 34 - (1) The student who completes his/her doctoral thesis work within the time specified in Article 30, has to write the results obtained in accordance with the University's thesis writing guide and defend his/her thesis orally in front of the jury. In programs conducted in English, the thesis must be written in English.

(2) In order to be able to enter a doctoral thesis defense, at least one publication related to the thesis of the student, published alone or with other researchers, must be accepted for publication in a national or international peer-reviewed journal. A student who fulfills this requirement whose thesis is accepted by the thesis advisor and, if any, approved by the institute directorate of the relevant Institute Department/Department of Art, fulfills the minimum requirement for the assignment of the thesis jury, applies to the relevant Institute Department/ Department of Art to take the thesis exam. Institute Department/Department of Art, together with the proposal of the thesis jury, sends an unbound copy of the thesis that has been checked and approved by the advisor in terms of content, and a copy of the article sent for publication specified in this paragraph, together with the plagiarism report, to the relevant institute. If a real plagiarism is detected in the data in the report, the thesis is sent to the institute board of directors for a decision together with its justification. The last date that students can take the thesis exam is indicated in the academic calendar.

(3) In order for the student's thesis to be finalized, at least three thesis monitoring committee reports must be submitted.

(4) The doctoral thesis jury is appointed with the recommendation of the advisor and the institute Department head and the approval of the institute board of directors. The jury consists of five faculty members, three of whom are on the student's thesis monitoring committee, and at least two of them from outside the UUniversity, including the advisor. The relevant board of directors decides whether the consultant 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 second thesis advisor can take part in the jury without voting rights. Two substitute members, one from outside the University, are determined for the jury.

(5) The members of the jury meet within one month at the latest from the date the thesis is delivered to them and take the student to the thesis exam. The thesis exam consists of the presentation of the thesis work followed by a question and answer section and is open to the audience. The audience consists of lecturers, graduate students and experts in the field.

(6) At the end of the examination, the jury makes the decision of accepting, rejecting or correcting the thesis by absolute majority, closed to the audience. The decision of the jury is notified to the relevant institute within three days at the latest by the relevant Institute Department/Department of Art. Students whose thesis is accepted are considered successful. The student whose thesis is found unsuccessful and rejected is dismissed from the University. The students, whose thesis is decided to be corrected, defends their thesis again in front of the same jury by doing the necessary within six months at the latest. A student

who is also unsuccessful in this defense is dismissed from the University. For those who are not successful in the thesis among those who have been accepted to a doctorate with a bachelor's degree, a non-thesis master's diploma is given according to the seventh paragraph of Article 30, upon their request. The students must register for the semester for which they received an extension.

Doctoral diploma

ARTICLE 35 - (1) The student who completes the thesis work delivers the requested number of copies of the thesis to his/her advisor. The advisor sends the copies of the thesis to the relevant institute through the head of the Department, with the opinion that the thesis is written in terms of compliance with the spelling rules.

(2) In order for a doctoral student to be awarded a doctorate diploma, the student must be successful in thesis defense and submit at least three bound copies of the doctoral thesis and three electronic CD copies prepared in PDF format to the relevant institute within one month from the date of taking the thesis exam, provided that the other conditions are met. must be present, must fulfill all obligations related to the University, and must not have any debt debts, including tuition fees. Upon application, the Graduate School Administrative Board may extend the submission period of at least three bound copies of the doctoral thesis and three electronic CD copies prepared in PDF format for a maximum of one month. Students who do not fulfill these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed if the maximum period expires.

(3) On the doctoral diploma, the approved name of the program in the Department of the institute followed by the student is found. Graduation date is the date on which the signed copy of the thesis is delivered by the examination jury commission.

SECTION 6

Proficiency in Art Programs

Purpose and Scope

ARTICLE 36 - (1) Proficiency in Art is a higher education program equivalent to a doctorate, aiming to reveal an original work of art and a superior practice and creativity in music and performing arts.

Proficiency in Arts and course load

ARTICLE 37 - (1) For students who have been accepted to a proficiency in arts program with a master's degree with a thesis, at least 240 ECTS, including at least seven courses, not less than 60 ECTS per semester, and studies such as thesis, exhibition, project, recital, concert, representation. consists of credit. It consists of at least 300 ECTS credits for students who have been accepted with a bachelor's degree, including at least fourteen courses, applications and studies such as thesis, exhibition, project, recital, concert, and representation. The courses in the proficiency in arts program must be completed with a minimum GPA of 3.00.

(2) Presidency of the Department of the Institute, the thesis, exhibition, project, thesis, exhibition, project, which will be determined by a consultant, the advisor and the student together for the selection of courses and applications and the execution of studies such as thesis, exhibition, project, recital, concert, representation, etc. proposes the subject and title of works such as recitals, concerts and performances to the institute, and this proposal is finalized by the IBD. The thesis advisor for the student in the proficiency in art program is appointed by the end of the second semester at the latest upon the recommendation of the relevant Institute Department/Department of Art and the decision of the relevant IBD. In cases where the nature of the proficiency in art study requires more than one thesis advisor, a second thesis advisor may be appointed. In order to manage works such as thesis, exhibition, project, recital, concert, and performance in art proficiency programs, the advisor must have managed at least one successfully completed master's thesis. The second thesis advisor may also be someone who has a Doctorate/Art proficiency degree from outside the University staff. The terms of appointment and replacement of the thesis advisor and the second thesis advisor are determined by the relevant institute board.

(3) The planning and registration of the courses to be taken by the student is carried out by the thesis advisor and the relevant Institute Department/Department of Art until the thesis advisor is appointed

(4) The student has to register for the thesis study every semester, starting from the beginning of the semester following the appointment of an advisor.

(5) Students in the proficiency in arts program can take undergraduate courses. For students with a master's degree, these courses are not counted towards the course load and proficiency in arts credits. Students who have been accepted with a bachelor's degree can count at most two undergraduate courses to the course load and proficiency in arts credits.

(6) Postgraduate courses, with the recommendation of the relevant institute Department and the approval of the IBD, can be selected from the courses offered in other higher education institutions, with a maximum of two courses for students who have been accepted with a master's degree, and a maximum of four courses for students who have been accepted with a bachelor's degree.

(7) The extra courses to be taken by the student who completes the minimum course load determined by the relevant Institute Department/Department of Art are not included in the GPA, but are indicated in the transcript.

(8) The period of completion of the proficiency in arts program is eight semesters for each semester, starting from the period when the courses related to the program they are enrolled in, for those who are accepted with a master's degree, excluding the time spent in scientific preparation, and the maximum completion period is twelve semesters, with a bachelor's degree. ten semesters for those who are accepted and the maximum completion period is fourteen semesters. The maximum time to successfully complete the credit courses required for the proficiency in arts program is four semesters for those who are accepted with a master's degree with thesis, and six semesters for those who are accepted with a bachelor's degree. Students who fail to successfully complete their credit courses within this period or who cannot achieve the minimum grade point average required by the University are dismissed from the University. The students who has successfully completed their credit courses and practices but cannot complete their thesis, exhibition, project, recital, concert, and performance studies until the end of the maximum twelve semesters or fourteen semesters specified in the first paragraph is dismissed. The students who have applied to the proficiency in art program with a bachelor's degree, on the condition that they have fulfilled the required credit load, project and other similar conditions, are given a master's degree without thesis upon their request, if they are not successful in the proficiency in art thesis.

Completion of the proficiency in Art study

ARTICLE 38 - (1) The students have to write a text explaining and documenting the results obtained in their thesis and their artistic work in accordance with the spelling rules accepted by the Senate, and also defend their thesis and artistic work orally in front of the jury. The last date that students can take the thesis exam is indicated in the academic calendar.

(2) Before the defense of the proficiency in art work and in the thesis and studies for which correction is given, the student completes the thesis/study together with the correction and submits it to his/her advisor. The advisor submits the thesis to the institute with his/her opinion that the thesis is defensible. The Institute receives the plagiarism software program report related to the thesis 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 institute board of directors for a decision together with its justification.

(3) The student who completes the proficiency in art study delivers the required number of copies of the thesis to his/her advisor. The advisor expresses his/her opinion in writing in terms of the compliance of the thesis with the writing rules and sends the theses to the relevant institute through the head of the Department.

(4) The jury of proficiency in art is appointed with the recommendation of the relevant Institute Department and the approval of the relevant IBD. The jury consists of a total of five people, including the advisor, at least two of whom are faculty members from outside the University. The relevant board of directors decides whether the consultant has the right to vote. If the advisor does not have the right to vote, the jury consists of six people. In addition, the second thesis advisor can take part in the jury without voting rights.

(5) The members of the jury gather within one month at the latest from the date the thesis or text is delivered to them and take the student to the exam. The exam consists of the presentation of the proficiency in art work followed by a question-answer section. The exam is open to the participation of lecturers, graduate students and experts in the field.

(6) After the completion of the exam, the jury decides to accept, reject or correct with absolute majority, closed to the audience, about proficiency in art such as thesis, exhibition, project, recital, concert, representation. Students whose thesis and proficiency in art work are accepted are considered successful. This decision is notified by the relevant EABD to the relevant institute within three days following the exam. The student whose thesis and proficiency in art work is rejected as unsuccessful is dismissed from the University. The student, who is given a decision to correct the proficiency in art work, makes the necessary corrections within six months at the latest and defends the proficiency in art work such as thesis, exhibition, project, recital, concert, representation before the same jury. A student who is found unsuccessful at the end of this defense and whose proficiency in art is not accepted is dismissed from the University. Those who have not been successful in thesis, exhibition, project, recital, concert, representation, among those who have been accepted to the proficiency in art program with a bachelor's degree, are awarded a master's degree without thesis in accordance with the eighth paragraph of Article 37, upon their request.

Diploma of Proficiency in Arts

ARTICLE 39 - (1) In order for the student who is successful in the proficiency in Art to be awarded a diploma that determines the field according to the feature of the branch of art, the students must fulfill all of

their obligations related to the University, provided that the other conditions are met, and they must not have any fee debts including the tuition fee. Graduation date is the date on which the signed copy of the thesis is submitted by the examination jury commission..

(2) In order for a doctorate student to be awarded a doctorate diploma, the student must be successful in defending the thesis, and submit at least three bound copies of the proficiency in arts thesis to the relevant institute within one month from the date of taking the thesis exam, provided that the student is successful in defense of the thesis, that the thesis is appropriate in terms of form, and that the student fulfills all of the obligations related to the University. and there should be no fee debts including tuition fees. Upon application, the Graduate School Administrative Board may extend the submission period of at least three bound copies of the doctoral thesis and three electronic CD copies prepared in PDF format for a maximum of one month. Students who do not fulfill these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed if the maximum period expires.

(3) A copy of the proficiency in art thesis is sent to the Council of Higher Education to be put into service of scientific research and activities by the relevant institute within three months from the delivery of the thesis.

SECTION

7

Various and Final Provisions

Other provisions

ARTICLE 40 - (1) The Senate determines which undergraduate and graduate programs can apply to master's and doctoral programs and to the study of proficiency in art.

(2) Considering the postgraduate program quotas, the number of faculty members who can take part in postgraduate programs determined by the Council of Higher Education, and the number of students per current faculty member, a maximum of 14 thesis advisors per faculty member for master's and doctorate programs with thesis, and a maximum of 14 for non-thesis master's programs. for the thesis, excluding the master's and doctorate programs, it is determined to be a maximum of 16 students. However, this quota can be increased up to 50% for graduate programs conducted within the framework of the protocol signed with the Council of Higher Education and within the framework of UUniversity-industry cooperation.

(3) The University cannot continue postgraduate programs, which are allowed by the Council of Higher Education, outside the province where its Rectorate is located.

(4) Except for non-thesis master's programs, it is not possible to enroll and continue in more than one graduate program at the same time.

(5) In case of disasters and epidemics, graduate education students who are at the thesis stage may be given an additional period of one semester, if they apply again depending on the stage of the disaster or epidemic, one more semester, at most, two semesters, these additional periods are not counted as the maximum period.

Opening of the graduate education program

ARTICLE 41 - (1) Postgraduate education includes master's and doctorate programs with and without thesis, as well as proficiency in arts programs, in Turkish and English.

(2) A graduate program is prepared by the relevant Department/art and opened with the recommendation of the relevant IBD, the decision of the Senate and the Board of Trustees, and the approval of Council of Higher Education.

(3) The curriculum of a graduate program; consists of lectures, laboratories, practices, workshops, studios, internships, seminars, projects, thesis and similar studies and the distribution of these studies according to semesters.

(4) Changes in the curriculum of a graduate program and the principles of students' adaptation to these changes are prepared by the Department/art branch, examined by the relevant IBD, submitted to the Senate and decided.

(5) Except for non-thesis master's programs, it is not possible to enroll and continue in more than one graduate program at the same time.

(6) International joint graduate programs can be opened with higher education institutions abroad. In these programs, education is carried out in accordance with the provisions of the relevant legislation.

(7) Within the framework of the relevant legislation and mutual agreements, student exchange programs may be organized with domestic or foreign higher education institutions. The principles regarding these programs are determined by the Senate.

Thesis advisor

ARTICLE 42 - (1) In graduate programs, the Institute Department/Art Department presides over a thesis advisor for each student at the University until the end of the first semester at the latest, and the thesis topic that the student determines together with his/her advisor to the Institute until the end of the second semester at the latest, and the advisors are appointed. The thesis advisor and thesis topic are finalized with

the approval of the relevant institute board of directors. The thesis proposal is written on the printed form, in the computer environment, and is stated in a way that includes the literature review.

(2) The thesis advisor is selected from among the faculty members with the qualifications to be determined by the Senate. If there is no faculty member with the qualifications determined at the UUniversity, a faculty member from another higher education institution may be selected as a consultant by the related institute administrative board within the framework of the principles determined by the Senate. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed may be from people who have a doctorate degree from outside the University, upon the recommendation of the Department/art branch and the decision of the relevant institute board of directors.

Disciplinary action

ARTICLE 43 - (1) During their education, the disciplinary procedures of the students are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

Scholarship

ARTICLE 44 - (1) The content and distribution of scholarships to students are determined by the Senate and the Board of Trustees.

Health affairs

ARTICLE 45 - (1) The principles regarding the health services to be provided to students are regulated by the Senate.

Contribution margin, tuition and other fees

ARTICLE 46 - (1) Tuition fees for graduate programs are determined by the Senate and Board of Trustees before the start of the academic year. Tuition fee for each semester is paid at the beginning of that semester before registration or re-registration.

(2) Students who do not pay the tuition fee will not be registered or renewed.

Suspending the study

ARTICLE 47 - (1) If the student has a valid excuse, they can freeze their registration for a maximum of two semesters.

(2) The students can apply to the relevant Department/art branch with a petition to suspend their registration by declaring and proving their valid excuse.

(3) In order for a student to apply to freeze registration, he or she must have registered for the current semester and paid the tuition fee. This tuition fee paid by the student will be deducted as the fee for the semester in which the student will start studying again.

(4) If the relevant Department/art branch approves the student's request and petition to freeze registration, it notifies the IBD with a cover letter. With the decision of the IBD, the student's request to freeze registration can be applied for a maximum of two semesters.

Disenrollment

ARTICLE 48 - (1) Students can cancel their registration by applying to the relevant institute with a petition if they wish.

(2) Students who have been dismissed from the University or who have been dismissed from the University due to disciplinary action are required to complete the cancellation procedures determined by the University and fulfill their financial obligations in order to receive their diplomas or documents belonging to them in their files.

(3) Those who want to return to their education again among the students who have canceled their registration, re-apply to the relevant program. This application is re-evaluated by the Institute Department/Department of Art Presidency within the framework of the application and admission conditions for graduate programs.

Distance education graduate programs

ARTICLE 49 - (1) Graduate distance education programs can be opened in which teaching activities are planned and carried out based on information and communication technologies, without the obligation of teaching staff and students to be in the same place.

(2) The areas where distance education programs can be opened, the courses to be given through distance education and the amount of credits and ECTS credits, the preparation of course materials, the way the exams are held, the protocols to be made with other higher education institutions for this purpose and other issues related to distance education are determined by the Senate.

(3) Execution of the distance education non-thesis master's program, is subject to the procedures related to the non-thesis master's program.

(4) Students of formal master's programs with/without thesis can take courses from distance education programs with the recommendation of the Institute Department/Department of Art Presidency and the decision of the relevant institute board of directors.

Enforcement

ARTICLE 50 - (1) This Regulation enters into force on the date of its publication, to be effective from the beginning of the 2020-2021 academic year.

Execusion

ARTICLE 51 - (1) The provisions of this regulation are executed by the Rector of Ostim Technical University.