



YILDIZ TECHNICAL UNIVERSITY
GRADUATE EDUCATION REGULATION SENATE PRINCIPLES

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1- (1) These Principles regulate the application principles regarding the general and special conditions for application, admission and registration to graduate programmes consisting of master's, doctorate and proficiency in art programmes carried out by the graduate schools of Yildiz Technical University.

Basis

ARTICLE 2- (1) These Senate Principles have been prepared based on the Regulations on Postgraduate Education and Training of the Council of Higher Education and the Regulations on Postgraduate Education and Training of Yildiz Technical University.

Definitions

ARTICLE 3- (1) Definitions in these principles refer to;

- a) Weighted Grade Point Average (GPA): The value obtained by multiplying the numerical value of the success grade obtained from each successful course by the credits of that course and dividing the sum of the values obtained by the sum of the credits of these courses,
- b) European Credit Transfer System (ECTS): ECTS credit is a unit that expresses all of the workloads (theoretical lectures, practice, seminar, individual study, exams, assignments, etc.) that a student must fulfill in order to successfully complete a course,
- c) In-field: Graduated undergraduate programme or master's degree department/art department,
- ç) Out-of-field: All graduated programmes outside the definition of in-field,
- d) Academic Staff and Graduate Education Entrance Examination (ALES): The exam required to be taken by applicants for postgraduate education and candidates who want to be appointed to open academic staff positions (such as research assistant, lecturer, instructor, expert-translator),
- e) Research Methods and Scientific Ethics Course: The course which includes scientific research techniques, and research and publication ethics,
- f) Term Project: In non-thesis Master's programmes, a non-credit, one semester course with a written project and/or report at the end of the semester,
- g) Graduate Institute: The relevant institute affiliated to Yildiz Technical University that provides postgraduate education and training,
- ğ) Graduate Institute Board (EK): The board consisting of the vice directors and the heads of the department/branch of arts/sciences in the institute under the chairmanship of the Graduate School Director,
- h) Graduate Institute Executive Committee (EYK): The relevant board consisting of the

director of the institute, the deputy directors of the institute and 3 (three) faculty members elected for 3 (three) years by the instituteboard among six candidates proposed by the director of the institute,

- i) Graduate Management Admission Test (GMAT): A test administered by the Educational Testing Service (ETS) and guided by the Graduate Management Admission Council (GMAC), which is composed of 131 schools with Master's Programmes in Business Administration (MBA), and taken by candidates who want to apply to MBA programmes in Turkey or abroad or who want to do an e-MBA,
- i) Graduate Record Examination (GRE): A test, administered by the Educational Testing Service (ETS), that must be taken in order to obtain a master's or doctorate degree at universities, whose medium of instruction is English, in many countries including the United States and Turkey,
- j) Plagiarism: Representing the ideas, methods, data or work of others as one's own work, in whole or in part, without citation in accordance with scientific rules,
- k) Programme: Compulsory and elective courses of a certain number and content aimed for master's, doctorate or proficiency in art titles, PhD qualifying exam / proficiency in art exam, thesis and practices,
- l) Rector: The Rector of Yıldız Technical University,
- m) Seminar: A course based on the examination of a topic related to the graduate students' thesis, and its presentation during the course period,
- n) Senate: The Senate of Yıldız Technical University,
- o) Thesis: Master's thesis, doctoral thesis/proficiency in art thesis and its application,
- ö) Thesis Supervisory Committee (TİK): The committee consisting of three faculty members, at least one of whom is the thesis advisor, who undertakes the task of evaluating the thesis proposal of the doctoral student, guiding and directing the thesis studies,
- p) University: Yıldız Technical University,
- r) Regulation: Yıldız Technical University Graduate Education Regulations,
- s) Candidate Introduction File: It refers to the file containing introductory information about the candidate such as CV, published works, academic activities.

PART TWO

General Principles Regarding Graduate Programmes

General Principles of Graduate Programmes

ARTICLE 4- (1) Graduate education is carried out at the master's, doctorate, and proficiency in art levels defined below.

- a) Master's programme; It covers the teaching, scientific research, art and application activities related to the affiliated department/field, of those who have received a bachelor's degree or an equivalent degree from a higher education institution of at least four years. Master's programmes can be with or without thesis. Master's programmes can be offered as day courses or evening programmes. The contribution fee to be paid for the thesis/non-thesis evening master's programmes approved by the Council of Higher Education and held outside working hours is determined by the recommendation of the relevant EYK and the decision of the University Administrative Board.
- b) Doctorate programme consists of education following master's or undergraduate degree, qualifying exam, thesis proposal and thesis study.
- c) Proficiency in art programme consists of education following master's or undergraduate

degree, qualifying exam, proficiency in art thesis proposal, proficiency in art thesis and presentation/practice performance studies related to the thesis.

- ç) Distance education graduate programme is the education programme in which teaching activities are planned and carried out based on information and communication technologies without the necessity of the instructor and students to be in the same place. Distance education graduate programme is carried out according to the provisions of subparagraph (e) of Article 44 of Law No. 2547. Distance education is carried out in the form of day or evening programme non-thesis master's.

Duration of Study

ARTICLE 5- (1) The duration of education for all graduate programmes, starting from the semester in which the courses related to the programme the student is enrolled for are given, regardless of whether the student registers for each semester or not, except for the time spent in scientific preparation, is;

- a) The normal duration for master's programmes with thesis is 4 (four) semesters and maximum 6 (six) semesters.
 - b) The normal duration for non-thesis master's programmes is at least 2 (two) semesters and maximum 3 (three) semesters.
 - c) For those who are admitted to the doctorate / proficiency in art programme with a master's degree with thesis, the normal duration is 8 (eight) semesters and the maximum duration is 12 (twelve) semesters.
 - ç) For those who are admitted to the doctorate / proficiency in arts programme with a bachelor's degree (integrated), the normal duration is 10 (ten) semesters and the maximum duration is 14 (fourteen) semesters.
- (2) Whether the semesters considered as leave of absence will be included within the study period is determined by the relevant EYK.
- (3) Semesters spent in domestic or foreign higher education institutions within the scope of exchange programmes and international joint programmes are included in the duration of education.
- (4) The student who fails in the thesis defense or fails to enter the thesis defense within the maximum period of time is dismissed.

Determination of Student Quotas

ARTICLE 6- (1) Student quotas for in-field, out-of-field and inter-institutional transfer graduate programmes are determined with the opinion of the board of the department/major, the decision of the relevant Graduate School Board and the approval of the Senate.

(2) Graduates of our University who have graduated from their undergraduate programmes as one of the top 3 (three) students in their department can enrol in graduate programmes without an exam, out of the programme quota, with the decision of the EYK. In addition, graduates of our University who meet the conditions specified in paragraphs a, b and c below also benefit from the same provision. *(Amended by the Senate decision dated 29.12.2021/12-15.) (Amended by the Senate decision dated 21.06.2022/04-21.)*

- a) If the academic year of the graduation period has been completed, graduates who have completed the spring term of the same academic year with a weighted GPA equal to or higher than the graduate who graduated with the third degree, *(Amended by the Senate decision dated 21.06.2022.2022/04-21)*
- b) If the academic year of the graduation period has not been completed, the graduates of the autumn semester who completed the previous spring semester with a weighted GPA equal to or higher than the graduate who graduated with the third degree, *(Amended by the Senate decision dated 29.12.2021/12-15.) (Amended by the Senate decision dated 21.06.2022/04-21.)*
- c) Graduates with a high honours degree, *(added by the Senate decision dated*

21.06.2022.2022/04-21)

- ç) Those who graduated with an honours degree can only be enrolled in integrated doctoral programmes an exam and outside of the programme quota with the decision of the EYK. **(Added by the Senate decision dated 21.06.2022.2022/04-21)**

Our graduates who want to benefit from the above provisions must have completed their undergraduate education in the eighth (4/8) semester at the latest (the semesters of students who have completed the foreign language preparatory education in one semester are shown as 4/9 in the system and are taken into consideration). For those who graduate with honours or high honours, the requirement of graduating in the eighth (4/8) semester at the latest is not required. In order for our graduates to apply for out-of-quota registration, there must be an open in-field or out-of-field quota in the programme applied. **(Amended by the Senate decision dated 29.12.2021/12-15)**

(3) For applications to doctoral programmes, our master's degree graduates with thesis can be registered in doctoral programmes out of quota with the decision of the EYK, provided that they apply in the first graduate application calendar following their graduation period. **(Added by the Senate decision dated 29.12.2021/12-15)**

(4) Candidates who will apply to graduate programmes within the framework of protocols or intergovernmental agreements with domestic or foreign institutions are registered out of quota.

(5) Research assistants working in newly established or developing universities or institutes of high technology; in accordance with the relevant articles of the Law No. 2547, are admitted to the relevant programmes for postgraduate education without examination with the proposal of the university or institute of high technology, the decision of the Higher Education Council and the relevant institute board.

(6) In the event that there are not enough applications to the quotas in and out of the field during the evaluation phase, provided that the total programme quota in and out of the field is not exceeded, with the recommendation of the candidate evaluation jury and the opinion of the head of the department, the excess quota from one can be transferred to the other quota with the decision of the relevant EYK.

(7) In the evaluation phase, the graduate quotas can be increased with the recommendation of the candidate evaluation jury, the opinion of the head of the department/major and the decision of the relevant EYK.

Application Principles for Graduate Programmes

ARTICLE 7- (1) Candidates who will apply for a graduate programme must have a bachelor's degree or a master's degree with thesis or be able to graduate at the end of the term in which the application dates are available.

(2) The candidate must have the ALES score to be determined by the Senate for the relevant programme, not less than 55 points in the score type applied for, or must have obtained the GMAT or GRE exam result shown by the Council of Higher Education as equivalent to the ALES base score. For the exam scores required for the application, different base point values can be determined for each programme with the opinion of the board of the department/art department, the decision of the relevant institute board and the approval of the Senate, provided that it is not less than the lower limit determined by the Higher Education Council.

(3) Applicants who apply to doctorate/ proficiency in art programmes (integrated) with a bachelor's degree;

- a) The undergraduate graduation grade point average must be at least 3.00/4.00 or must have a graduation grade point average equivalent to the relevant score by the Council of Higher Education,
- b) The ALES score must not be less than 80 points in the score type of the programme to

which the applicant has applied and must have obtained the ALES score to be determined by the Senate, or the GMAT or GRE exam result shown by the Council of Higher Education as equivalent to the ALES base score.

(4) ALES score is not required for student admission to the relevant institute departments of the Faculty of Art and Design. Instead, a Candidate Introduction File is requested from the candidate. The content of the Candidate Introduction File is determined by the proposal of the department, the decision of the relevant EYK and announced by the institute.

(5) ALES is not required for admission to non-thesis master's programmes (except for programmes where ALES is required with the recommendation of the board of the department and the decision of the Graduate School Board). If there is an ALES requirement, the candidate must have the ALES base score, which should not be less than the score approved by the relevant Graduate School Board decision and the Senate, in the score type to which the candidate applies, or must have obtained the GMAT or GRE exam result corresponding to the ALES base score.

(6) International applicants are required to submit a Turkish proficiency certificate during their application to graduate programmes whose medium of instruction is Turkish. The certificate must be at least C1 level obtained from the language centres of state universities in Turkey or Yunus Emre Institute. International students enrolled in non-Turkish programmes are required to obtain at least B1 level Turkish Language Proficiency Certificate within the programme period. Turkish Language Proficiency Certificate is not required from international students who graduated from undergraduate/graduate programmes whose medium of instruction is Turkish of universities in Turkey.

(7) Candidates who will apply for a graduate programme must have an exam result document showing that the relevant foreign language proficiency specified in Article 9 has been achieved.

(8) For the documents used in the applications, the validity periods determined by the Council of Higher Education are taken into consideration. The relevant administrative boards are authorised for the documents for which the validity period is not determined.

Receiving Applications

ARTICLE 8- (1) A candidate can apply to a maximum of two programmes for master's degree and only one programme for doctorate, regardless of whether they are in or out of the field.

(2) Candidates make their applications electronically. Applications are made with the following documents within the date range specified in the academic calendar:

- a) Bachelor's degree diploma or graduation certificate and transcript document for applications to master's or doctorate/proficiency in art programmes (integrated) with a bachelor's degree,
- b) Bachelor's and master's degree diplomas or graduation certificates with thesis and bachelor's and master's degree transcript documents for application to doctorate/proficiency in art programmes with master's degree,
- c) ALES or GRE or GMAT result certificate if specified in the application principles defined for the relevant graduate programmes,
- ç) For programmes requiring a foreign language certificate, the exam result document showing that the foreign language proficiency specified in Article 9 has been achieved,
- d) Candidate Introduction File for Faculty of Art and Design programmes,

(3) If the information and documents declared during the application are not correct, the candidate's application will be cancelled.

Foreign Language Proficiency

ARTICLE 9- (1) No foreign language requirement is required for applications to the Graduate School's master's programmes with thesis in Turkish. *(Amended by the Senate decision dated 29.12.2021/12-15)*

(2) No foreign language certificate is required for applications to non-thesis master's programmes in Turkish.

(3) For master's programmes in a foreign language, to have at least 55 points for the relevant

language from the central foreign language exam types accepted by the Council of Higher Education and ÖSYM in the language of instruction of the relevant graduate programme, or to have an equivalent score from international foreign language exams whose equivalence is accepted, or to have a high school, undergraduate or graduate diploma from an educational institution where education in the relevant language is offered in a country where English or one of the foreign languages approved for the relevant graduate programme with the opinion of the board of the department and the decision of the relevant Graduate School Board. ***(Amended by the Senate decision dated 29.12.2021/12- 15)***

- (4) The foreign language proficiency specified below must be met for application to doctoral programmes.
- a) To have at least 55 points for the relevant language from one of the foreign languages approved for the relevant graduate programme with the opinion of the board of the department of English or one of the foreign languages approved for the relevant graduate programme with the decision of the relevant Graduate School Board and the decision of the relevant Graduate School Board, or an equivalent score from international foreign language exams accepted by the Higher Education Council and ÖSYM.
 - b) For doctoral programmes taught in a foreign language, to have at least 60 points for the relevant language from the central foreign language exam types accepted by the Council of Higher Education and ÖSYM in the language of education of the relevant graduate programme, or an equivalent score from international foreign language exams accepted as equivalent.
- (5) For the foreign language exam scores required for application to graduate programmes, different base point values can be determined for each programme with the opinion of the board of the department / department of the department, the decision of the relevant Graduate School Board and the approval of the Senate, provided that it is not less than the lower limit determined by the Higher Education Council.

Evaluation of Applications

ARTICLE 10- (1) The evaluation of the applications to the programmes is carried out by the candidate evaluation jury established before each academic semester with the recommendation of the relevant department/major board and the decision of the relevant Executive Board. The candidate evaluation jury can be selected among the faculty members of the relevant department/art discipline, or if there are not enough faculty members, it can also be selected among the faculty members of equivalent/close departments/art disciplines, and for each programme, it consists of at least five principals and two alternate faculty members and/or faculty members with doctorate/proficiency in art title when necessary.

(2) For each candidate, the entrance exam grade for a graduate programme with thesis is determined by a written science exam and/or an interview. If the science exam is conducted as a written science exam and an interview, the weight of the written science exam on the entrance exam grade must be at least 60%. The exam of the candidate who does not participate in any stage of the evaluation is considered unsuccessful and is not included in the ranking.

(3) The general success grade of the candidates is calculated according to the following principles and the candidates are listed according to their general success grades;

- a) The overall success grade of all candidates applying for master's programmes with thesis is calculated by taking into account 50% of the ALES score, 10% of the undergraduate GPA and 40% of the entrance exam grade. In cases where ALES score is not required in the admission of students to master's programmes, the percentage effect of undergraduate weighted GPA and entrance exam success grade in the general evaluation system is determined by the Senate with the opinion of the relevant department / department board and the approval of the relevant Graduate School Board, provided that it is not less than

- the minimum figures determined within the scope of the relevant legislation.
- b) In non-thesis master's programmes, the overall success grade is calculated by taking into account 70% of the ALES score and 30% of the undergraduate GPA if ALES score is specified in the application principles, and the undergraduate GPA for programmes that do not require ALES score.
- c) The overall success grade of all candidates applying for doctorate / proficiency in art programmes is calculated by taking into account 50% of the ALES score, 10% of the undergraduate and / or graduate weighted GPA and 40% of the entrance exam grade. In cases where ALES score is not required in the admission of students to doctorate / proficiency in art programmes, the percentage effect of undergraduate weighted GPA and entrance exam success grade in the general evaluation system is determined by the Senate with the opinion of the relevant department / department board and the approval of the relevant Institute Board, provided that it is not less than the minimum values determined within the scope of the relevant legislation.
- ç) The weight of ALES score, entrance exam score and undergraduate GPA for those applying with a bachelor's degree and at least 10% of undergraduate and / or graduate GPA for those applying with a master's degree is determined by the opinion of the board of the department / discipline, the decision of the relevant Graduate School Board and the approval of the Senate.
- d) In the evaluation of the programmes affiliated to the Faculty of Art and Design (master's degree with thesis, doctorate, proficiency in art), the general success grade is calculated by taking into account 30% of the Candidate Introduction File score, 30% of the undergraduate weighted GPA for master's degree, 10% of the graduate weighted GPA for doctorate degree and 60% of the entrance exam grade.
- (4) The GPA value in the current transcript document taken within the application dates is taken into consideration when calculating the general success grade of the candidates applying before graduation. The weighted GPA cannot be updated after the application and the weighted GPA value in the graduation transcript document to be submitted in case the candidate is entitled to enrol cannot be lower than the weighted GPA value defined during the application.
- (5) The entrance exam grade for graduate programmes is entered into the student automation system and forwarded to the relevant institute directorate by the head of the department together with the relevant documents. For the graduate programmes; the number of quotas announced for the relevant programme is announced as the main candidates and the other candidates who have obtained the general success grade required to be considered successful are announced as alternate candidates.
- (6) A special scientific preparation programme is applied for the candidates who are selected from out-of-field quota.
- (7) ALES is not required for doctorate / proficiency in art / speciality in medicine / speciality in dentistry / speciality in veterinary medicine / speciality in pharmacy graduates to apply to master's / doctorate programmes. For the evaluation procedures of these candidates; Regardless of the type of score or field of specialisation at the entrance to the graduate programme, a score not lower than 55 and not higher than 75 is determined by the Senate and announced in the conditions of the relevant programme. In addition, if the candidates in this situation have an ALES certificate that meets the ALES requirement announced for the relevant semester, they can also apply with this document.

Special Student Acceptance

ARTICLE 11- (1) Students enrolled in a master's, doctorate or proficiency in art programme can apply as a special student to graduate courses at other higher education institutions with the approval of the head of the department of the institute where they are enrolled. Students who apply can be admitted to graduate courses as a special student with the recommendation of the head of the department / discipline and the decision of the relevant EYK.

(2) Students who wish to register for courses offered in a foreign language must have one of the documents showing foreign language proficiency required for the graduate programme.

(3) Special students cannot do thesis work and can only take courses from graduate programmes with thesis.

(4) The courses to be taken as a special student are paid and the fee to be paid is determined by the University Administrative Board every year.

(5) Being a special student does not give the right to enrol in any graduate programme of the University. A special student cannot benefit from student rights, but can benefit from academic opportunities.

(6) Special students can take a maximum of 3 (three) courses with credit in one semester.

(7) Special students are subject to the University's Graduate Education and Training Regulations and Senate Principles. This student is given a document showing his/her success status at the end of the semester.

Admission of Students by Lateral Transfer

ARTICLE 12- (1) Students enrolled in master's and doctoral programmes with thesis at higher education institutions can be admitted to the graduate programmes of the relevant institute by transfer at the end of the second semester at the latest for master's degree and at the end of all semesters for doctorate. *(Amended by the Senate decision dated 29.12.2021/12-15.) (Amended by the Senate decision dated 21.06.2022/04-21.)*

(2) Graduate programmes with thesis and their quotas are determined by the opinion of the board of the department, the decision of the relevant Graduate School Board and the approval of the Senate. *(Amended by the Senate decision dated 29.12.2021/12-15)*

(3) Transfer applications are made to the relevant institutes on the dates announced in the academic calendar.

(4) Those who have received disciplinary penalty for the acts listed in the Student Disciplinary Regulations of Higher Education Institutions or those who are dismissed due to failure cannot apply for transfer.

(5) Students who will transfer to graduate programmes with thesis are;

a) To meet the minimum application requirements specified for the relevant graduate programme's transfer application period,

b) To have at least 3.00/4.00 GPA in the programme in which one is enrolled, *(Changed by the Senate decision dated 21.06.2022.2022/04-21)*

c) For graduate students admitted by transfer from other higher education institutions, a maximum of 3 (three) courses can be transferred. All courses in accordance with Article 17 can be transferred for students who change their programmes by transfer between YTU graduate programmes. *(Amended by the Senate decision dated 29.12.2021/12-15.) (Amended by the Senate decision dated 21.06.2022/04-21.)*

d) Doctorate / Proficiency in Art students can have their courses, doctoral proficiency exam, thesis proposal and thesis monitoring reports adjusted with the recommendation of the course adjustment commission of the relevant department and the decision of the Executive Board. *(Added by the Senate decision dated 29.12.2021/12-15)*

e) The period of study of graduate students who transfer is calculated by including the periods spent at the university they studied at. *(Added by the Senate decision dated 29.12.2021/12-15 and numbered)*

(6) Applications are evaluated according to the principles specified in Article 10. *(Amended by the Senate decision dated 29.12.2021/12-15)*

Admission of Students from Non-Thesis Master's Programmes to Master's or Integrated Doctorate Programmes with Thesis

ARTICLE 13- (1) Those who continue their master's degree programme without thesis may apply for transfer to the relevant programme if there is a programme with the same name, provided that they meet the minimum requirements for the master's degree with thesis or integrated doctoral programme of the period to be applied. Transfers to the relevant programmes are limited to the number of quotas determined by the recommendation of the board of the department and the decision of the EYK. Applications are submitted to the Graduate School through the head of the department and the decision is made by the relevant EYK.

(2) Applications for transfer from non-thesis master's programmes to thesis master's or integrated doctorate programmes are made in accordance with the announced graduate application calendar.

(3) In the evaluation of the applications, the success ranking is determined by taking into account 70% of the ALES score and 30% of the undergraduate GPA.

(4) The student whose transfer is accepted must report to the head of the department within two semesters at the latest.

Students can apply to have their courses taken in the non-thesis master's programme counted. The course counting process is carried out with the opinion of the head of the department and the decision of the relevant EYK. The student must meet the course load completion rules in Article 17 of the transferred programme. *(Amended by the Senate decision dated 15.12.2022/10-02)*

(5) The time spent in the non-thesis master's programme is included in the time spent in the thesis master's or integrated doctorate programme.

Admission of Students from Doctorate Programmes (Integrated) with Bachelor's Degree to Master's Programmes with Thesis

ARTICLE 14- (1) A student who has been accepted to a doctoral programme (integrated) with a bachelor's degree can transfer to a master's programme with the same name at the end of the first semester at the earliest and at the end of the fourth semester at the latest. If the student requests to transfer at the end of the fourth semester, the credit/non-credit and seminar courses required for the master's degree with thesis are required to have been completed by the end of the fourth semester (Article 17). *(Amended by the Senate decision dated 21.06.2022.2022/04-21)*

(2) All courses taken by the student and in accordance with Article 17 are counted. *(Amended by the Senate decision dated 21.06.2022.2022/04-21)*

(3) The periods spent in the integrated doctoral programme are included in the periods in the master's programme with thesis. The student must complete the course load in accordance with Article 17 at the end of the maximum period determined for the master's programme course period and complete the thesis study within the total maximum period determined for the master's programme. *(Added by the Senate decision dated 21.06.2022.2022/04-21)*

(4) Applications for transfer from the integrated doctoral programme to the master's programme with thesis are made in accordance with the announced graduate application calendar. *(Added by the Senate decision dated 21.06.2022/04-21)*

First Registration Procedures

ARTICLE 15- (1) Students register for the programme they are admitted to within the periods specified in the academic calendar.

(2) Additional registration cannot be made even if the number of students enrolled from the original and reserve lists remains below the programme quota at the end of the registration period. Additional placement can be made with the Institute Administrative Board.

(3) All candidates must have the required diploma or graduation certificates at the time of final

Registration Renewal and Course Selection

ARTICLE 16- (1) At the beginning of each semester, students are required to register for the course(s) at the course term, the qualifying exam at the qualifying term, and the thesis and specialisation course at the thesis stage within the terms specified in the academic calendar.

(2) Students who are not assigned an advisor within the advisor appointment periods defined in Article 27 cannot renew their registration.

(3) Students who cannot complete their education within the normal period must pay the student contribution or tuition fees for the relevant semester according to the conditions specified in Article 46 of Law No. 2547 and fulfil other financial obligations of the previous semesters, if any. Students who do not pay the contribution and/or tuition fees on the dates specified in the academic calendar cannot register for that semester and cannot benefit from student rights.

(4) Unregistered periods are counted from the student period. During the unregistered period, the student cannot apply for graduation, cannot submit a thesis monitoring interim report and is considered unsuccessful.

(5) Course registrations are completed by the end of the second week of the semester.

(6) All master's students who have been assigned a thesis advisor and have completed their courses must register for the thesis and specialisation courses opened by the advisor within the registration calendar.

(7) Doctoral students who are assigned a thesis advisor must register for the thesis and specialisation courses opened by the advisor after the thesis proposal stage.

(8) At most two of the courses to be taken by master's students can be selected from undergraduate courses coded 3XXX, 4XXX, provided that they were not taken during undergraduate education. *(Amended by the Senate decision dated 15.12.2022.2022/10-02)*

(9) Provided that the following rules are met, courses can be taken from postgraduate courses given in other higher education institutions with the opinion of the head of the department and the decision of the relevant Graduate School Board of Directors, and these courses are counted towards the elective course load defined by the relevant department.

a) For students admitted to the master's programme with thesis, a maximum of 2 (two) courses, provided that they have not been taken during their master's / undergraduate education and have not been opened in the university's teaching programmes for two consecutive semesters, *(Amended by the Senate decision dated 30.07.2021/06-05)*

b) For students admitted to doctorate / proficiency in art programmes with a master's degree, a maximum of 2 (two) courses, provided that they have not been taken during their master's degree education and have not been offered in the university's teaching programmes for two consecutive semesters, *(Amended by the Senate decision dated 30.07.2021/06- 05)*

c) For students admitted to doctorate / proficiency in art programmes with a bachelor's degree (integrated), a maximum of 4 (four) courses, provided that they have not been taken during their master's / undergraduate education and have not been offered in the university's teaching programmes for two consecutive semesters,

ç) Graduate students who want to take courses from other higher education institutions start the relevant process during the course registration period specified in the current academic calendar at the latest.

Course Load

ARTICLE 17- (1) Master's programme with thesis;

a) The programme consists of at least 7 (seven) courses including the compulsory courses defined by the relevant programme, Seminar course, Research Methods and Scientific Ethics course and thesis study, provided that it is not less than 21 (twenty-one) credits in

total.

- b) The programme consists of a total of at least 120 ECTS credits, provided that an education period is not less than 60 ECTS credits.

(2) For non-thesis master's programme;

The programme consists of at least 10 (ten) courses, Research Methods and Scientific Ethics course and term project course, provided that it is not less than 30 (thirty) credits and 60 ECTS credits.

- a) The student has to register for the term project course in the second semester at the earliest and submit a written project and/or report at the end of that semester.

- b) There is no proficiency exam at the end of the non-thesis master's programme.

(3) For students admitted to doctorate / proficiency in art programmes with a master's degree with thesis;

- a) The programme consists of at least 7 (seven) courses, Seminar course, Research Methods and Scientific Ethics course, proficiency exam, thesis proposal, thesis monitoring reports and thesis study, provided that it is not less than 21 (twenty-one) credits in total.

- b) The programme consists of at least 240 ECTS credits, provided that an education period is not less than 60 ECTS credits.

- c) Students who have taken the Research Methods and Scientific Ethics course, which is a credit course, from other graduate programmes can have this course counted.

(4) For students admitted to doctorate/proficiency in art programmes with a bachelor's degree (integrated);

- a) The programme consists of at least 14 (fourteen) courses, Seminar course, Research Methods and Scientific Ethics course, proficiency exam, thesis proposal, thesis monitoring reports and thesis study, provided that it is not less than 42 (forty-two) credits in total.

- b) The programme consists of at least 300 ECTS credits, provided that one academic term is not less than 60 ECTS credits.

(5) At least 4 (four) of the 7 (seven) courses, except for Research Methods and Scientific Ethics and Seminar course, which must be taken within the first 4 semesters of graduate education, consist of courses in the curriculum of the department in which the student is enrolled and which include the minimum number of compulsory courses of the programme in which the student is enrolled. For doctoral students admitted with a bachelor's degree (integrated), at least 8 (eight) of the 14 (fourteen) courses, except for the Research Methods and Scientific Ethics and Seminar course, which must be taken within the first 6 semesters of graduate education, consist of courses that are included in the curriculum of the department in which the student is enrolled and include the minimum number of compulsory courses of the doctoral programme in which the student is enrolled. ***(The last sentence was added by the Senate decision dated 30.07.2021/06-05)***

(6) A maximum of 3 (three) courses from graduate courses given in other departments or other higher education institutions, and a maximum of 6 (six) courses for doctoral students admitted with a bachelor's degree (integrated) can be counted within the total course load that the student has to take during his/her graduate education. ***(Amended by the Senate decision dated 30.07.2021/06-05)***

(7) Students are required to attend at least 70% of the courses they enrolled for the first time and the theoretical and practical courses that they will repeat due to absenteeism or failure.

(8) Seminar course, term project and thesis study are non-credit and must be taken from the relevant programme.

(9) Term project course is evaluated as successful or unsuccessful.

(10) Students enrolled in foreign language programmes must take all courses in the language of instruction of the relevant programme.

Scientific Preparatory Programme

ARTICLE 18-(1) The scientific preparation programme determined by the candidate evaluation jury is performed in order to overcome the deficiencies of the candidates who are

admitted to the master's or doctorate / proficiency in art programmes out of field. The definitions of in-field and out-of-field can be redefined for the relevant programmes with the opinion of the board of the department and the decision of the relevant Graduate School Board.

(2) In order to overcome the deficiencies of the candidates graduated from other higher education institutions who have the right to enroll in master's or doctorate / proficiency in art programmes in the field, a scientific preparation programme can be applied with the recommendation of the candidate evaluation jury, the opinion of the board of the department and the decision of the relevant EYK.

(3) A scientific preparation programme consisting of undergraduate courses for master's students and undergraduate and/or graduate courses for doctoral students is determined for each candidate. The scientific preparation programme, which includes courses other than the courses that the candidate has previously taken and has been successful, is defined and entered into the student automation system within the calendar determined by the relevant department head.

(4) The period to be spent in the scientific preparation programme is maximum 2 (two) semesters, and the relevant period starts in the semester in which the student enrolls in the programme and cannot be included in the duration of the graduate programme specified in these principles. This period cannot be extended except for term leaves and students who are not successful at the end of the period are dismissed.

(5) The scientific preparation programme consists of a minimum of 3 (three) and a maximum of 8 (eight) courses. The courses required to be taken in the scientific preparation programme cannot be counted as a substitute for the courses required to complete the relevant graduate programme. The grades obtained from these courses are not included in the graduate weighted GPA calculation.

(6) Graduate students in the scientific preparation programme can take a maximum of 2 (two) courses per semester from graduate courses in addition to the scientific preparation courses. ***(Amended by the Senate decision dated 15.12.2022/10-02)***

(7) Success grades are not included in the GPA, provided that the success grade of the course is at least CC (2.00/4.00) for scientific preparation courses at undergraduate level and at least CB (2.50/4.00) for scientific preparation courses at master's level.

Course Counting

ARTICLE 19- (1) Students who have left the graduate programmes of higher education institutions by transfer or due to dismissal from the graduate programmes of higher education institutions and enrolled in our graduate programmes, if the success grade of the course previously taken at the graduate level meets the minimum success grade valid for the level of the programme to which they apply, a maximum of 3 (three) courses can be counted towards the elective and / or compulsory course load defined by the relevant department. The course counting procedures of doctoral students admitted by lateral transfer are regulated according to Article 12. ***(Amended by the Senate decision dated 29.12.2021/12-15)***

(2) If students who are dismissed from the Graduate School programmes for any reason are admitted to the same programme or in an integrated doctoral programme with the same name, the courses taken in accordance with the course load completion rules in Article 17 can be counted towards the student's course load. ***(Amended by the Senate decision dated 29.12.2021/12-15)***

(3) Students who graduate from non-thesis master's degree programmes of our university and are enrolled in a master's degree or integrated doctoral programme with the same name can have the courses, which they have taken during non-thesis master's degree education, counted within the student's course load in accordance with the course load completion rules in Article 17.

(4) A maximum of 3 (three) courses from the courses that the student has already taken and succeeded in the University as a special student can be counted towards the student's course load. ***(Amended by the Senate decision dated 29.12.2021/12-15 and numbered)***

(5) The Research Methods and Scientific Ethics course that the student has taken and succeeded

at the graduate level is made in addition to the course counting procedures mentioned above.

(6) Master's or doctoral student with thesis who wants to have their courses counted, within 4 (four) semesters (excluding the time spent in scientific preparation) from the date of enrolment in a programme at the University, the student of the integrated doctoral programme within 6 (six) semesters (excluding the time spent in scientific preparation), the non-thesis master's student within 2 (two) semesters (excluding the time spent in scientific preparation) applies to the head of the department with a petition with the course curriculum of the course / courses he / she wants to count. The course counting process is finalised with the recommendation of the head of the department / department and the decision of the Institute Board of Directors. *(Amended by the Senate decision dated 15.12.2022/10-02).*

(7) The grade conversion table determined by the Senate is used for grade conversion.

Graduation Conditions and Date

ARTICLE 20-(1) In order to graduate from graduate programmes;

- a) Within the maximum period defined for the master's programme with thesis, to have met the course/credit requirements, to have at least 2.50/4.00 GPA and to be successful in the thesis exam,
 - b) Within the maximum period defined for non-thesis master's programmes, to have met the course/credit requirements, to have a weighted GPA of at least 2.50/4.00 and to be successful in the term project,
 - c) Within the maximum period defined for doctorate / proficiency in art programmes, to have met the course / credit requirements, to have a weighted GPA of at least 3.00 / 4.00 and to be successful in the thesis exam,
 - ç) Enrolment in specialisation and thesis courses in the semester in which graduation is desired.
- (2) The publication requirement defined for the relevant graduate programme must be met.
- (3) At least 3 (three) bound copies of the thesis must be submitted to the relevant institute within 1 (one) month from the date of entry to the thesis exam and the thesis must be suitable in terms of form.
- (4) If the student applies with a petition and the advisor approves, the thesis submission period can be extended for a maximum of 1 (one) month with the decision of the EYK.
- (5) Graduation date for graduate programmes;
- a) In graduate programmes with thesis, is the date when the final copy of the thesis signed by the exam jury commission is delivered to the relevant institute.
 - b) In non-thesis master's programmes, is the first EYK meeting date following the date of fulfilling the graduation requirements.

Publication Requirement

ARTICLE 21- (1) In order to graduate from master's degree, the scientific work produced from the thesis, with the student's thesis advisor, must meet at least one of the following conditions. For the condition of "Accepted patent/utility model/ industrial design certificate" in subparagraph c), studies done without an advisor are also accepted:

Engineering, Basic Sciences and Mathematics	a) At least one article published or accepted for publication in YTU journals,
Architecture, Planning and Design Basic Area	b) At least one article published or accepted for publication in national/international refereed journals,
Social Sciences, Humanities and Administrative Sciences, Educational Sciences and Philology Foundation Area	c) Accepted patent/utility model/industrial design certificate. d) Papers presented as poster/oral presentation in national/international refereed events,

(Regulations were made in the Senate decisions dated 21.06.2022,2022/04-21 and dated 15.12.2022,2022/10-02).

(2) In order for doctorate/proficiency in art students to graduate, they must meet all of the following conditions with their work produced from the thesis and done in collaboration with their advisor. For the conditions in subparagraph a) "to have documented an accepted patent/utility model/industrial design and to have established a company in Technology Development Zones (TDZ)" and for the condition related to the project specified in subparagraph c), work done without an advisor are also accepted:

Engineering, Science and Mathematics Core Area	<p>a) To have a paper orally presented at national/international refereed events and published in the proceedings booklet or an accepted patent/utility model/industrial design certificate or a company established in Technology Development Zones (TDZ)</p> <p>b) Having published articles in journals within the scope of SCI, SCI-E, SSCI or AHCI (scanned as Q1, Q2, Q3 or Q4 in SCOPUS)</p> <p>c) To have worked as a scholar/researcher/executive in a completed or ongoing national/international R&D project or to have submitted a project proposal and not to have been formally rejected (except BAP).</p>
Architecture, Planning and Design Basic Area	<p>a) To have a paper orally presented at national/international refereed events and published in the proceedings booklet or an accepted patent/utility model/industrial design certificate or a company established in Technology Development Zones (TDZ)</p> <p>b) To have published articles in journals indexed in SCI, SCI-E, SSCI, AHCI, ESCI or SCOPUS database or indexed in the field indexes determined by ÜAK,</p> <p>c) To have worked as a scholar/researcher/executive in a completed or ongoing national/international R&D project or to have submitted a project proposal and not to have been formally rejected (except BAP).</p>
Social Sciences, Humanities and Administrative Sciences, Educational Sciences and Philology	<p>a) To have a paper orally presented at national/international refereed events and published in the proceedings booklet or an accepted patent/utility model/industrial design certificate or being the owner of a company established in Technology Development Zones (TDZ)</p> <p>b) SCI, SCI-E, SSCI, AHCI, ESCI or SCOPUS database To have published articles in journals indexed or indexed in the field indexes determined by ÜAK,</p>

(Regulations were made in the Senate decisions dated 21.06.2022.2022/04-21 and dated 15.12.2022.2022/10-02).

Thesis Writing

ARTICLE 22- (1) Theses must be prepared in accordance with the spelling rules determined by the relevant EYK.

(2) In programmes that are not taught in a foreign language, theses can be written in the relevant foreign language with the approval of the head of the department and the decision of the EYK, provided that the student, advisor and TİK members have the relevant language proficiency.

(3) For the thesis to be prepared in a foreign language, the jury members must meet the requirement of being able to give lectures in a foreign language in accordance with the regulation published by the Council of Higher Education and stating the principles to be followed in foreign language education in higher education institutions.

(4) In studies to be prepared in a foreign language, the thesis proposal exam, thesis monitoring reports, thesis defence exam presentation and thesis must also be prepared and conducted in the relevant language.

(5) Students who want to prepare a thesis in a foreign language in graduate programmes

taught in Turkish must have at least the minimum foreign language exam score determined by the EYK within the scope of Article 9.

Final Submission of the Thesis

ARTICLE 23-(1) The student who has completed the thesis study has the relevant institute check whether the thesis complies with the spelling rules.

(2) The student, whose thesis is checked for spelling rules, has the required number of copies of the thesis signed by the advisor and jury members and submits it to the relevant institute for graduation.

Dismissal (Failure)

ARTICLE 24-(1) Students who fail or fail to complete the programme at the end of the maximum period of study defined for the programme are dismissed from the university.

(2) Students who are not successful at the end of two semesters in the scientific preparation programme are dismissed from the university.

(3) In master's programmes with thesis;

- a) Fail to complete the credit/non-credit course load specified in Article 17 that they have to take during their graduate education with at least 2.50/4.00 GPA at the end of four semesters,
- b) Failed the thesis study within the maximum time limit,
- c) Failing to take the thesis defence exam or failing to fulfil the conditions for taking the thesis defence exam,
- ç) Students whose thesis is rejected as unsuccessful are dismissed from the university.

(4) In non-thesis master's programmes, students who fail at the end of 3 (three) semesters or who fail to meet the requirements to complete the programme are dismissed.

(5) In doctorate / proficiency in art programmes;

- a) Failure to complete the credit/non-credit course load specified in Article 17, which they have to take during their education, at the end of 4 (four) semesters for those admitted with a master's degree, and 6 (six) semesters for those admitted with a bachelor's degree, with at least 3.00/4.00 GPA,
- b) Failed the thesis study within the maximum time limit,
- c) 2 (two) times unsuccessful at the qualification stage,
- ç) 2 (two) times unsuccessful at the thesis proposal stage,
- d) Failed by the thesis monitoring committee 2 (two) times in a row or 3 (three) times intermittently,
- e) Failing to take the thesis defence exam or failing to fulfil the conditions for taking the thesis defence exam,
- f) Students whose thesis is rejected as unsuccessful are dismissed from the university.

Awarding Non-Thesis Master's Degree to Students Who Fail in Thesis Studies in Graduate Programmes with Thesis

ARTICLE 25- (1) In programmes with and without thesis, master's degree students with thesis whose thesis work is rejected or students who have been admitted to a doctoral programme with a bachelor's degree (integrated) who are not successful in their thesis work may be awarded a master's degree without thesis if the student requests, provided that they have fulfilled the course credit load, project writing, tuition fee and other requirements of the relevant master's programme without thesis determined by the University Board of Directors.

(2) In order to fulfil the requirements of non-thesis master's degree course credit load, project writing and similar requirements, the articles related to the "Non-Thesis Master's Programme" of the Senate Principles are applied to the student.

(3) In this case, the applications are finalised with the recommendation of the department board and the decision of the EYK.

Admission of International Candidates with Scholarship and Student Exchange with Higher Education Institutions

ARTICLE 26- (1) Applications of international candidate students with scholarship to graduate programmes can be received electronically. The application conditions and process are determined by the decision of the relevant Executive Board.

(2) Applications of students to graduate programmes are evaluated by the relevant candidate evaluation jury. Although an entrance exam is not required for students, the jury may request a mutual interview with the candidate if they wish. The winning candidates are announced on the website of the relevant institute.

(3) The contribution fees of students with international student status are determined by the University Administrative Board.

(4) Within the framework of National (Farabi) and International (Through International Bilateral Agreements, Freemover, Erasmus+ and Mevlâna) Exchange Programmes, students can be sent to universities in Turkey or abroad and students can be accepted from universities in Turkey or abroad with the recommendation of the relevant exchange programme commissions and the decision of the relevant Institute Administrative Board.

PART THREE

Postgraduate Education Processes

Thesis Advisor Assignment

ARTICLE 27-(1) For each enrolled student, a thesis advisor is assigned upon the recommendation of the head of the Department and the approval of the EYK. Until the thesis advisor is appointed, the duty of advising is carried out by the head of the Graduate School Department/Division of Arts and Sciences or the graduate programme coordinator.

(2) Upon the request of the student and the relevant faculty member, the opinion of the department and the decision of the relevant EYK, a thesis advisor is appointed by the end of the first semester at the latest in master's programmes with thesis, and until the end of the second semester at the latest in doctoral programmes. Otherwise, a proposal for the assignment of a thesis advisor is made to the relevant institute at the end of the periods determined for each student by the head of the department, and the advisor is assigned with the decision of the relevant EYK.

(3) The thesis advisor is selected among the faculty members of the relevant department in master's programmes with thesis, among the faculty members of the relevant department who have supervised at least one successfully completed master's study as the first advisor in doctorate programmes, and among the faculty members and lecturers with doctorate/proficiency in art degree in proficiency in art programmes. The thesis advisor can also be appointed from different departments of the relevant institute with the justified opinion of the department and the decision of the EYK.

(4) In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis (co) advisor to be appointed may be appointed among the academic staff with the title of doctorate / proficiency in art or among the persons with the title of doctorate / proficiency in art working in institutions and organisations outside higher education institutions with the recommendation of the advisor, the opinion of the head of the department and the decision of the EYK.

(5) The change of the advisor takes place with the request of the student and the advisor, the opinion of the head of the department and the decision of the relevant EYK.

(6) In case of a request for change by the advisor or any of the students, a written application

to the board of the department, the reasoned opinion of the board of the department and the decision of the EYK, the change of the advisor takes place.

(7) The change/cancellation of the second (co-) advisor is made upon the request of the advisor, the opinion of the head of the department and the decision of the relevant EYK. The second (co-) advisor cannot be changed/cancelled during the thesis defence exam period.

(8) The advisor/second (co-) advisor and jury members cannot be appointed from the first degree relatives of the student.

Objection to Examination Results

ARTICLE 28-(1) The student may request a re-evaluation of the result by applying with a petition to the head of the relevant department within 7 (seven) days from the date of announcement of the mid- semester evaluation, final and doctoral qualifying exam results for any course taken.

(2) Objections to the mid-semester evaluation and final exams The head of the relevant department has the mid-semester and final evaluation documents examined by a commission of 3 (three) people, including the relevant faculty member, to be completed within 7 (seven) days to determine whether a material error has been made.

(3) The objections to the doctoral qualifying exams are examined by a 3 (three) person examination commission to be formed by the doctoral qualifying committee (if necessary, the GSAB). The result of the examination is notified to the student within 3 (three) days by the head of the department and the examination documents are forwarded to the institute.

(4) The processes related to objections are carried out in accordance with the procedures specified in the second and third paragraphs. In cases where the grade needs to be corrected as a result of the examination, the correction is made with the decision of the relevant EYK.

(5) The student can object to the result of the examination by applying to the relevant institute with a petition within 7 (seven) days from the notification of the first examination result. If deemed necessary by the relevant institute, a re-examination may be conducted.

Master Thesis Processes

Submission and Finalisation of Thesis

ARTICLE 29- (1) The student who completes his/her thesis submits the thesis prepared in accordance with the thesis writing principles, the publications produced from the thesis, and the opinion of the advisor that the thesis is defensible to the relevant department to be submitted to the Graduate School within the periods specified in the graduation calendar.

(2) 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 relevant EYK for a decision together with its justification.

(3) Within 1 (one) week at the latest from the date the thesis jury members are determined by the relevant EYK, the student submits a copy of the thesis to the jury members with a report. The thesis defence exam must be held within 1 (one) month at the latest after the submission of the thesis to the jury members. The date and place of the exam is notified to the institute by the advisor. *(Amended by the Senate decision dated 29.12.2021/12-15)*

(4) The time of the thesis defence exam is determined by the relevant institute directorate taking into consideration the recommendation of the advisor and notified to the jury members. The date and time of the thesis defence exam is announced by the relevant department to the faculty members, graduate students and experts in the field so that they can participate as listeners. If the thesis defence exam cannot be held within 1 (one) month at the latest, the thesis defence exam is held within 2 (two) weeks following the first 1 (one) month by ensuring the participation of alternate jury members. The new exam date and the reason for this change in the exam date are notified to the institute by the supervisor.

(5) The members who cannot attend the jury due to justified and valid excuses notify the relevant institute directorate in writing within 1 (one) week at the latest from the date they

receive the thesis. Instead of the jury member whose excuse is accepted, a suitable substitute member is appointed to the jury as a principal member.

(6) The jury members prepare their personal reports by examining the thesis in terms of scientific and formal aspects and the publications presented with the thesis in terms of whether they are produced from the thesis study.

(7) The thesis exam is at least 60 minutes and consists of the presentation of the thesis work followed by a question and answer session. The thesis examination is held in an open environment for the participation of the audience. At the decision stage, the student and the audience must leave the room.

(8) After the completion of the thesis exam, the jury decides to accept, reject or for a revision of the thesis by absolute majority. This decision is notified to the relevant institute within 3 (three) working days following the thesis exam by the head of the department.

(9) The student who is given a revision decision for the thesis is given a maximum of 3 (three) months. Within this period, the student submits the thesis to the relevant department to be submitted to the institute together with the advisor's opinion that the thesis is defensible. The exam date and place information is sent to the institute by the advisor. The thesis is defended again in front of the same jury on the proposed exam date and place. The provisions of the third paragraph are applied for the periods after the second submission of the thesis.

(10) The student whose thesis is rejected as unsuccessful is dismissed from the relevant programme.

(11) If the student, whose thesis is rejected in the programmes with and without thesis, fulfils the course credit load, project writing and similar requirements of the non-thesis master's programme, if he / she makes a request to the board of the department with a petition, he / she is given a non-thesis master's diploma if deemed appropriate by the relevant EYK.

Doctorate / Proficiency in Art Processes

Qualifying Examination

ARTICLE 30- (1) The qualifying exam is the measurement of whether the student who has completed the credit/non-credit courses has the basic subjects and concepts in the field and the depth of scientific research related to the doctoral study. A student takes the qualifying exam twice in a year at most.

(2) Qualifying exams are held twice a year, in autumn and spring semesters, according to the calendar determined by the decision of the relevant EYK.

(3) Qualifying exams are organised and conducted by the doctorate / proficiency in art committee.

(4) To meet the course/credit requirements of the programme;

a) Students admitted with a master's degree with thesis, until the end of the fifth semester at the latest,

b) Students admitted with a bachelor's degree (integrated) must take the proficiency exam until the end of the seventh semester at the latest.

(5) The qualifying exam is evaluated as pass/fail. Students who do not take the exam are considered unsuccessful.

(6) The student who fails or fails the qualifying exam is admitted to the exam again in the next semester. Students who fail the qualifying exam for the second time are dismissed.

(7) The student applies for the qualifying exam through the automation system. The relevant Institute notifies the head of the department of the list of those who will take the exam.

(8) Qualifying exams are open to the participation of an audience consisting of faculty members, graduate students and experts in the field.

(9) The qualification exam consists of two parts: written exam and oral exam.

(10) The written exam is conducted by the proficiency exam jury.

a) The qualifying written exam covers the graduate level courses defined for the programme established within the department.

b) The written exam is maximum 120 minutes.

- (11) The student must get at least 70/100 points from the qualification written exam. Students who are not successful in the written proficiency exam cannot take the oral exam.
- (12) At least 50/100 points must be obtained from the qualification oral exam.
- (13) The arithmetic average of the qualification written and oral exams must be at least 70/100 points.
- (14) The student who fails to fulfil the minimum score requirement from each of the written and oral exams is considered unsuccessful.
- (15) The unsuccessful student applies for the exam again in the next exam period and is admitted to the exam from the section he/she failed. Students who do not apply or do not take the exam are considered to have failed the qualifying exam for the second time. The student who fails for the second time is dismissed from the relevant programme.
- (16) The exam documents are sent to the relevant institute by the department within 3 (three) days following the qualifying oral exam.
- (17) The exams are held on the date and place announced by the doctorate / proficiency in art committee within the dates determined by the relevant EYK.
- (18) The qualifying exam jury may require a student who passes the qualifying exam to take extra course(s), even if he/she has completed the course load, provided that it does not exceed one third of the total credit amount. The student must succeed in the courses to be determined by the decision of the relevant institute.

Doctorate / Proficiency in Art Thesis Proposal Defence

ARTICLE 31-(1) Upon successful completion of the doctoral qualifying exam, the student submits his/her thesis proposal, including the purpose, method and work plan of the research to be conducted, to the thesis monitoring committee fifteen days before the defence date in writing within 6 (six) months at the latest and defends it orally in front of the committee with all members present.

(2) The thesis monitoring committee decides by absolute majority to accept, reject or for a revision of the thesis proposal submitted by the student. The student is given one month for revision and the student is admitted to the thesis proposal defence again. At the end of this period, the decision made by absolute majority in the direction of acceptance or rejection is notified to the relevant institute within 3 (three) working days following the end of the process by the head of the institute department.

(3) The student, who will enter the thesis proposal defence for the second time, is taken to the thesis proposal defence again within 3 (three) months if he/she wants to continue the programme with the same advisor, and within 6 (six) months if he/she wants to change his/her advisor and thesis topic. In case of a change of advisor and thesis topic, a new thesis monitoring committee is formed.

(4) A student who fails to submit his/her thesis proposal in writing within the deadline, does not make a defence or whose thesis proposal is rejected is deemed to have failed the thesis proposal defence.

(5) A student can enter the thesis proposal defence at most twice. The student who fails twice at the thesis proposal stage is dismissed.

(6) If the student who is successful in the thesis proposal defence changes his/her thesis topic, he/she is taken to the thesis proposal defence with the same advisor within 3 (three) months after the change of the thesis topic with the decision of the EYK, and within 6 (six) months if

he/she changes his/her advisor along with the thesis topic. Students who do not submit their thesis proposal in writing within these periods, who do not defend or whose thesis proposal is rejected are considered unsuccessful in the thesis proposal defence.

Doctorate / Proficiency in Art Thesis Monitoring Report

ARTICLE 32-(1) For the student whose thesis proposal is accepted, the thesis monitoring committee must meet twice a year, once in January-June and once in July-December.

(2) The thesis advisor organises the thesis monitoring committee meetings.

(3) The student submits a written report on the progress of the thesis study to the committee members at least one month before the meeting date and defends this report orally at the thesis monitoring committee meetings where all members are present. In this report, the summary of the work done until that date and the work plan to be made in the next period are stated. The student's thesis work is evaluated as successful or unsuccessful by the committee and the evaluation report is sent to the relevant institute directorate within 3 (three) working days through the head of the department with a report.

(4) A student who fails to submit a written report on the progress of the thesis study with a report within the deadline or whose evaluation report is not submitted to the institute is considered unsuccessful from the thesis monitoring report. Students who have a medical report during the period covering the thesis monitoring interim report period can be exempted from the thesis monitoring report in the relevant report period from the date of the excuse within 15 (fifteen days), the student applies with a petition to the head of the department. The student may be exempted from the thesis monitoring report of the relevant semester with the opinion of the head of the department and the decision of the relevant Institute Administrative Board.

(5) Students who fail the thesis monitoring report 2 (two) times in a row or 3 (three) times intermittently are dismissed.

Submission and Finalisation of Doctorate / Proficiency in Art Thesis

ARTICLE 33- (1) In order for the student's thesis to be finalised, at least 3 (three) thesis monitoring reports must be submitted and found successful.

(2) The student submits the thesis prepared in accordance with the thesis writing principles, the publications produced from the thesis and the opinion of the advisor that the thesis is defensible to the relevant institute within the periods specified in the graduation calendar.

(3) The Graduate School sends the plagiarism software report of the thesis to the advisor and jury members.

(4) Within 1 (one) week at the latest from the date the thesis jury members are determined by the relevant EYK, the student submits a copy of the thesis to the jury members with a report. The thesis defence exam is held in the exam halls deemed appropriate by the institutes within 1 (one) month at the latest after the submission of the thesis to the jury members. The time of the exam is determined by the directorate of the relevant institute, taking into account the recommendation of the advisor, and the doctoral thesis jury members are notified in writing. The date and time of the thesis defence exam is announced by the relevant department so that academic staff, graduate students and experts in the field can participate as listeners. ***(Amended by the Senate decision dated 29.12.2021/12-15)***

(5) The thesis and the publications produced from the thesis are submitted by the student to the jury members with a report within one week at the latest from the date the doctoral thesis jury is determined by the relevant EYK.

(6) The Graduate School receives the plagiarism software programme report for the thesis in question and sends it to the advisor and doctoral thesis jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the relevant EYK for a decision together with its justification.

(7) The jury members prepare their personal reports by examining the thesis in terms of scientific and formal aspects and the publications presented with the thesis in terms of whether they are produced from the thesis study.

(8) In the first part of the meeting, if it is determined by majority/unanimous vote that the thesis is not suitable for scientific defence or that the publications are not produced from the thesis study, the student is deemed unsuccessful from the thesis defence and is not taken to the thesis defence exam. This situation is communicated to the directorate of the institute through the head of the department with a detailed report and the exam is terminated.

(9) If the thesis is found to be scientifically suitable for defence and it is determined by majority/unanimity of votes that the publications are produced from the thesis study, the student is taken to the thesis defence exam and the second part consisting of the presentation of the thesis study and the subsequent question and answer section is started.

(10) The thesis exam is at least 60 minutes and consists of the presentation of the thesis work followed by question and answer sections. At the decision stage, the student and the audience are taken out of the exam hall.

(11) If the thesis defence exam is not held within one month, with the approval of the relevant institute, the participation of the substitute jury members is ensured and the thesis exam is held within 2 (two) weeks following the first 1 (one) month.

(12) After the thesis defence exam, the jury decides on acceptance, rejection or a revision of the thesis by majority or unanimous vote and documents this with a report. In case the thesis is accepted by majority vote, a detailed report with justification including the opinions of the jury member(s) who voted for rejection is prepared.

(13) The student, who is granted a revision decision for the thesis, submits the thesis to the institute again within 6 (six) months at the latest, together with the opinion of the advisor that the thesis is defensible, and the process after submission is followed.

(14) The personal reports and the joint minutes prepared by the jury are forwarded to the relevant institute directorate by the head of the department within 3(three) working days following the thesis exam.

(15) The student whose thesis is rejected as unsuccessful is dismissed.

SECTION FOUR

Duties, Responsibilities and Definitions

Institute Board

ARTICLE 34-(1) It is the relevant board under the chairmanship of the institute director, consisting of the institute director, deputy directors of the institute and the heads of the institute departments with education programmes within the institute.

Institute Administrative Board (EYK)

ARTICLE 35- (1) It is the relevant board under the chairmanship of the director of the institute, consisting of the director of the institute, the deputy directors of the institute and 3 (three) faculty members elected for 3 (three) years by the institute board among six candidates proposed by the director of the institute.

Department/Division of Arts and Sciences Board

ARTICLE 36- (1) It is the board consisting of the head of the department/art discipline and the heads of science or art branches; in cases where the department/art discipline covers only one branch of science/art, it is the board consisting of all faculty members and lecturers with a doctorate.

Department/Division Coordinator

ARTICLE 37- (1) The department coordinator is appointed with the proposal of the head of the department and the decision of the EYK to assist the head of the department in the education and training procedures of all graduate programmes of the relevant department.

(2) The term of office of the department coordinator is 3 (three) years. With the opinion of the head of the department and the decision of the EYK, a change can be made before this period expires.

(3) The coordinator of the department can be reappointed with the opinion of the head of the department and the decision of the EYK.

Graduate Programme Coordinator

ARTICLE 38- (1) In departments with more than one programme, a programme coordinator from among the relevant faculty members can be assigned by the head of the department for a period of 3 (three) years to ensure coordination, upon the proposal of the head of the department and the decision of the EYK.

(2) Changes can be made before the expiry of this period with the opinion of the head of the department and the decision of the Executive Board.

(3) The graduate programme coordinator whose term of office has expired can be reappointed with the opinion of the head of the department and the decision of the Executive Board.

Master's thesis jury

ARTICLE 39- (1) The master's thesis jury is determined by the recommendation of the thesis advisor and the head of the relevant institute department and the decision of the relevant EYK.

(2) The master's thesis jury consists of the student's thesis advisor and 3 (three) faculty members, one from outside the university and one from within the same department. The thesis jury member to be determined from within the department of the Graduate School can also be determined from other departments / disciplines with the recommendation of the advisor, the opinion of the department and the decision of the relevant EYK when required by the thesis study.

(3) In addition, if there is a second (co-) supervisor, he/she can take part in the master's thesis jury without the right to vote.

Doctorate / Proficiency in Art Committee

ARTICLE 40- (1) The doctorate / proficiency in art committee is the committee responsible for organising the proficiency exams, determined by the decision of the Executive Board among the faculty members recommended by the board of the department.

(2) The committee consists of five faculty members and serves for 3 (three) years.

(3) A new faculty member is appointed to replace the faculty member who leaves the committee before the end of the term of office to complete the remaining term with the opinion of the board of the department and the decision of the EYK.

(4) The doctorate / proficiency in art committee establishes the exam jury to conduct the written and oral proficiency exams.

Proficiency Examination Jury

ARTICLE 41- (1) The qualifying exam jury is established by the doctorate / proficiency in art committee in order to conduct and evaluate the written and oral qualifying exams.

(2) The qualifying exam jury consists of five faculty members including the advisor, at least two of whom are from other higher education institutions. One (1) faculty member from other departments of the University may take part in the Qualifying Examination Jury. Qualifying exam juries are submitted to the relevant institute through the head of the institute's department programme.

Thesis Monitoring Committee (TİK)

ARTICLE 42- (1) For the student who is successful in the qualifying exam; a thesis monitoring committee is formed within one month at the latest with the recommendation of the advisor, the opinion of the head of the department and the decision of the relevant EYK.

(2) The thesis monitoring committee consists of 3 (three) faculty members. In addition to the thesis advisor, the committee includes one member from within the institute department and one member from outside the university. In cases where the thesis study requires, the committee member to be determined from within the institute department can also be determined from other departments with the recommendation of the advisor, the opinion of the department and the decision of the relevant EYK.

(3) In case a second thesis (co-)advisor is appointed, the second thesis (co-)advisor may attend the committee meetings without having member rights.

(4) The committee members can be changed with the reasoned recommendation of the advisor, the opinion of the head of the institute department and the decision of the EYK.

Doctoral Thesis Jury

ARTICLE 43- (1) The doctoral thesis jury is determined by the recommendation of the thesis advisor and the head of the relevant institute department and the decision of the relevant EYK.

(2) Doctoral Thesis Jury consists of five faculty members, three (3) of whom are the faculty members in the student's thesis monitoring committee, one member from other higher education institutions other than the committee and one member from the same department. The thesis jury member to be determined from the Graduate School's department can also be determined from other

departments with the recommendation of the advisor, the opinion of the department and the decision of the relevant EYK when required by the thesis study. The Executive Board also selects at least two substitute members, one from the University and one from another higher education institution.

(3) If there is a second (co-) supervisor, he/she can take part in the doctoral thesis jury without the right to vote.

(4) The members who cannot attend the jury due to justified and valid excuses notify the relevant institute directorate in writing within one week at the latest from the date they receive the thesis. Instead of the jury member whose excuse is accepted, the appropriate substitute member is appointed as the principle member of the jury.

Inside-Outside the Area

ARTICLE 44- (1) The undergraduate programme or master's degree programme that the student graduated from is defined as in-field, and all programmes other than these are defined as out-of-field. The definitions of in-field and out-of-field can be redefined for the relevant programmes with the opinion of the board of the department and the decision of the relevant Graduate School Board.

Opening of Courses and Course Responsibilities

ARTICLE 45- (1) The courses to be given each semester and the faculty members to be assigned to teach these courses and the faculty members with doctorate / proficiency in art degree are finalised and announced with the opinion of the board of the department and the decision of the relevant EYK.

(2) In case there is no faculty member to teach the relevant course; with the justified opinion of the board of the department and the approval of the EYK, experts outside the university with the title of doctorate / proficiency in art or individuals who have proven their special talent for programmes requiring special talent can be made to teach graduate level courses.

(3) Minimum requirements for each course that is accepted to be opened;

a) Final exams are held on the dates specified in the academic calendar.

b) The lecturer actually conducts the course.

c) The lecturer responsible for the course is responsible for preparing the course file of the course at the end of the academic semester.

ç) For students who cannot attend any of the mid-year evaluations due to an excuse, "YTU Principles for Acceptance of Excuses and Conduct of Excuse Exams" are applied. The student must submit an excuse petition and the relevant documents to the head of the department and this excuse must be accepted.

d) For the course to be opened, the number of students enrolled in the course must be at least 3 (three). In case of necessity, this number can be re-determined with the opinion of the head of the department and the decision of the relevant EYK.

Duties and Responsibilities of the Consultant Faculty Member

ARTICLE 46- (1) The thesis advisor contributes to the development of the student's ability to access, produce and evaluate information in line with the student's interests and skills, and guides the student in choosing a study topic by taking into account current research topics.

(2) He/she periodically meets with the student and evaluates the status of the study and the results obtained, determines whether the research has achieved its objectives and supervises the regular writing of the thesis.

(3) Organises the student's TİK meetings in doctoral programmes.

National Credit System

ARTICLE 47- (1) The national credits of the courses are determined as the sum of the weekly theoretical course hours and half of the weekly practice, workshop or laboratory hours of a course continuing for one semester.

European Credit Transfer System (ECTS)

ARTICLE 48- (1) ECTS credit system is valid as a diploma supplement.

(2) ECTS credits of the courses are finalised with the recommendation of the board of the department and the decision of the relevant Graduate School Board.

Measurement and Evaluation

ARTICLE 49- (1) Issues related to success evaluation;

- In the evaluation of a student's success in a course, the semester grade given out of 100 (one hundred) full grades provided in the semester studies of that course and the final exam grade given out of 100 (one hundred) full grades are taken into consideration.
- In the assessment of success, an exam related to the whole course is held at the end of the semester. The lecturer of the relevant course informs about the course evaluation system in the first lesson. For the courses, the course success grade is calculated by taking into account 40%-60% of the semester grade and 60%-40% of the final exam grade, totalling 100%.
- In the mid-term evaluations, students are subjected to a mid-term exam and mid-term studies (sketch/project/performance/assignment etc. or a second mid-term exam depending on the nature of the course). However, in graduate programmes that admit students to undergraduate programmes with a special talent exam, the semester grade is calculated with at least two projects/performances and at least 3 (three) assignments/sketches at the discretion of the instructor.
- Mid-term exams are not compulsory for project and seminar type courses. The final exam may be in the form of written exam, interview and similar depending on the type of study.
- The success grade of students who do not fulfil the attendance requirement is F0.
- In order for a student to be considered successful in a course, it is compulsory to take the final exam of that course. Otherwise, the student's success grade is FF. Letter grades and the corresponding success coefficients are as follows.

Master's Degree	PhD	Letter Grade	Hundred Point Grade Scale	4.0 Grade Scale
Successful	Successful	AA	90-100	4.00
		BA	80-89	3.50
		BB	70-79	3.00
Failed	Failed	CB	60-69	2.50
		CC	50-59	2.00
		DC	40-49	1.50
		DD	30-39	1.00
		FD	20-29	0.50
		FF	00-19	0.00
		F0	Absentee	0.00
Passed/Sufficient		G	Successful in specialisation courses Successful in PhD / Proficiency in Art exam	-
Failed/Inadequate		K	Failure in specialisation courses Failed the doctorate / proficiency in art exam	-
Exempt		M	Previously taken and/or exempted with the decisions of the EYK by accepting equivalence	-
Missing		E	The failure of the lecturer teaching the course to enter the course grade for a valid reason*.	-
Continuing Thesis Successful		TD	Successful in thesis courses	-
Thesis Continuation Failed		TDZ	Failed to continue thesis courses	-

Thesis Absent Unsuccessful	TZZ	Failed to attend thesis courses	-
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* Grade E is converted to the relevant grade within fifteen working days after the end of the final exams announced in the academic calendar. Grades that are not processed at the end of this period are processed as K for specialisation courses, TDZ for thesis courses and FF for other courses.

(3) In order to be considered successful in a course, the success grade must be at least CB (2.50) in master's programmes and at least BB (3.00) in doctorate / proficiency in art programmes.

(4) The grade point average is the sum of the numerical value of the grade obtained from each successful course multiplied by the credits of that course divided by the sum of the credits of these courses. The result is indicated with two digits by rounding the third digit after the whole number.

(5) GPA is calculated by taking into account all the courses that the student is successful in. All courses taken are found in the student transcript.

(6) Students can take the course they are successful in order to increase their GPA at most twice. Courses with a grade of AA cannot be taken again. Regardless of the previous grade in the repeated course, the last grade received is valid.

Authorisation and Reservation of Rights

ARTICLE 50- (1) Students may be granted a leave of absence for a maximum of one semester at a time (during military service in case of military service) for justified and valid reasons specified by the decision of the EYK and the Higher Education Council. The student who is deemed to be on leave cannot continue his/her education and cannot take the final exams in the exam period following the semester in which he/she is on leave.

(2) Leave of absence may be granted during the semester due to illness, birth and military service. In such cases, the student must prove his/her excuse with the necessary documents. In case of a leave of absence during the semester, the student is considered to be on leave starting from the beginning of the semester and the courses he/she is enrolled in are deleted.

(3) Leave of absence for economic reasons or other reasons to be accepted by the relevant EYK can only be granted at the beginning of the semester. In such a case, the application for leave of absence must be made during the course registration period with the explanation and documentation of the reasons.

(4) The registration of the student who is considered to be on leave due to illness, birth and military service is activated at the end of the leave period. If the student who wants to continue his/her education before the end of the leave period applies with a petition, the EYK decides.

(5) A student may be granted a maximum of two semesters of leave during his/her education. However, if the reasons for the leave continue, the leave may be extended for two more semesters upon the recommendation of the relevant EYK and the approval of the University Executive Board.

(6) The student who wants to be considered as a leave of absence in the relevant semester applies to the relevant department to be forwarded to the institute with a petition stating the request for leave of absence together with the documents within 15 (fifteen days) from the date of the condition that constitutes the excuse.

Seminar

ARTICLE 51- (1) The seminar course is applied and non-credit and is conducted in (0, 2, 0) hours/week. The days and hours are specified in the weekly course schedule.

(2) The seminar course can be enrolled in the second semester at the earliest.

(3) Students enrolled in the seminar course must attend 70% of the course. A student who does not fulfil the attendance requirement is considered unsuccessful due to absenteeism.

(4) In the first weeks of the semester, the seminar coordinator informs the students about the

organisation, writing and public presentation of the paper, article, master's or doctoral thesis.

(5) A student enrolled in the seminar course prepares a seminar on one or more current topics determined by the seminar coordinator. However, for students who are assigned a thesis advisor, the seminar topic can be determined by the thesis advisor.

(6) The seminar course must be taken from the relevant department and the course success grade is at least CB for master's level and at least BB for doctorate level and is not included in the GPA.

Research Methods and Scientific Ethics Course

ARTICLE 52- (1) Research Methods and Scientific Ethics course is a credit course and is held in (2, 0, 0) hours / week. The days and hours are specified in the weekly course schedule.

(2) Students enrolled in the Research Methods and Scientific Ethics course must attend 70% of the course. A student who does not meet the attendance requirement is considered unsuccessful for absenteeism.

(3) Research Methods and Scientific Ethics course covers the process and techniques of scientific research, ethical issues that should be followed in scientific studies.

(4) Research Methods and Scientific Ethics course success grade is at least CB for master's level and at least BB for doctorate level and is not included in the GPA.

Term Project

ARTICLE 53- (1) Term project is carried out according to the Term Project Application Principles determined by the relevant GSAB.

(2) Term project course is not offered outside the semesters.

Subject specialization course and Thesis Load

ARTICLE 54- (1) Field of specialisation and graduate thesis courses are courses opened by their advisors for master's and doctorate/qualification in art students at the thesis stage. The advisor opens two separate specialisation and graduate thesis courses for master's and doctorate/proficiency in art students, one for master's specialisation and one for doctorate/proficiency in art. Even if an advisor works as an advisor in different institutes, he/she cannot offer more than one master's degree and one doctorate/proficiency in art specialisation course each semester. The decision regarding the field of specialisation and graduate thesis courses of the academic staff advising students enrolled in graduate programmes conducted in different languages in the same semester is taken by the EYK.

(2) Master's students with thesis who have been assigned a thesis advisor and have completed their courses and doctoral students who have passed the thesis proposal stage must register for the graduate thesis and specialisation courses opened by the advisor within the registration calendar. These courses continue throughout the year and throughout the maximum education period of the student whose counselling continues regardless of academic semesters.

(3) In cases where the thesis study is carried out with a co-advisor, the field of specialisation and graduate thesis courses are opened by the advisor.

(4) Subject specialization courses are evaluated as Pass / Satisfactory or Fail / Unsatisfactory at the end of the semester.

(5) Graduate thesis courses are evaluated as Thesis Attendance Successful (TD)/Thesis Attendance Unsuccessful (TDZ)/Thesis Attendance Unsuccessful (TZZ) at the end of the semester.

SECTION SIX

Miscellaneous and Final Provisions

Other Provisions

ARTICLE 55- (1) Except for non-thesis master's programmes, students cannot be enrolled and continue in more than one graduate programme at the same time.

(2) Graduate studies/joint programmes can be carried out through bilateral agreements with other institutions or organisations. In these programmes, the provisions of the relevant legislation are applied taking into account the bilateral agreements.

Circumstances Not Provided in the Principles

ARTICLE 56- (1) In cases where there is no provision in these principles, the relevant legislation and the decisions of the Executive Board are applied.

Provisional Articles

ARTICLE 57- (1) Students who have enrolled in any graduate programme before the date of the adoption of the YTU Graduate Education and Training Regulation dated 03.11.2016 and numbered 2016/04-07, are given additional time for the relevant graduate programme as much as the defined maximum period, for once, as of 21.12.2016, when the Regulation entered into force.

Transitional provisions

PROVISIONAL ARTICLE 1 - (1) Students enrolled in or graduated from master's programmes without thesis before 06/02/2013 may apply to doctoral programmes.

(2) Students who enrolled before the 2016-2017 Spring semester are subject to the senate principles in the period they enrolled in Seminar, Research Methods and Scientific Ethics courses. However, PhD students who have taken Research Methods and Scientific Ethics and Seminar courses may also be subject to the current senate principles regarding course load.

(3) Students are subject to the principles of the senate in the period in which they enrolled in terms of graduation publication requirements.

Repealed principles

ARTICLE 58- (1) YTU Graduate Education and Training Regulations Senate Principles dated 28.06.2018 and numbered 2018/04-44 are abrogated.

Enforcement

ARTICLE 59- (1) These Senate Principles enter into force on the date of their adoption.

Execution

ARTICLE 60- (1) These Senate Principles are executed by the Rector of Yıldız Technical University.