

From Beykoz University:

BEYKOZ UNIVERSITY
GRADUATE EDUCATION AND EDUCATION REGULATION

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SECTION ONE
Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation; To regulate the procedures and principles regarding student admission, enrolment, education, measurement and evaluation processes for graduate programs at the Graduate Programs Institute of Beykoz University.

Scope

ARTICLE 2 – (1) This Regulation covers the education-training processes applied in graduate programs at Beykoz University and the provisions regarding student admission, registration, success and graduation conditions.

Basis

ARTICLE 3 – (1) This Regulation; It has been prepared based on the 14th, 44th and 50th articles of the Higher Education Law dated 04/11/1981 and numbered 2547.

Definitions

ARTICLE 4 – (1) The following terms used in this regulation are explained below:

- a) ECTS: European Credit Transfer System based on course load,
- b) ALES: Academic Staff and Graduate Education Acceptance Exam,
- c) Work: Original work made for qualification in art, equivalent to a doctorate,
- d) Institute: Beykoz University Graduate Programs Institute,
- e) Institute Board: Graduate Programs Institute Board,
- f) Institute Administrative Board: Graduate Programs Institute Administrative Board,
- g) EÖBS: Beykoz University education information system,
- h) GMAT: General Management Admission Test,
- i) GPO: General Point Average,
- j) GRE: Graduate Record Examination,
- k) Raw passing grade (HBN); The grade given to the student out of 100 in the exam,
- l) Types of Graduate Programs: Graduate programs at the University consist of non-thesis and Master's programs defined in TYYÇ's Level, and Doctorate and Qualification in Art program types defined in 8th Level of TYYÇ.
- m) Rector: Rector of Beykoz University,
- n) Senate: Senate of Beykoz University,
- o) Thesis: The original work prepared by the students to complete the master's and doctorate

- programs with thesis,
- p) TYYÇ: National Qualifications Framework for Higher Education in Turkey,
 - q) UAK: Inter-University Board,
 - r) University: Beykoz University,
 - s) YDS: Foreign Language Proficiency Exam,
 - t) Qualification Type: At the same learning level, but functional, learning qualification groups that differ significantly in terms of their achievements (outputs), size and/or sectoral trends.,
 - u) YNO: Semester Grade-Point Average,
 - v) YÖK: Council of Higher Education.

SECTION TWO

Non-Thesis Master's Programs

General Principles

ARTICLE 5 – (1) Non-thesis master's programs, aim to develop the expertise of undergraduate program graduates in their own or related fields of study, to show them how to use their existing knowledge in practice by acquiring knowledge on professional issues, with the 7th Level master's level descriptors in TYYÇ, which are defined for the TYYÇ Basic Field with which the program is related at the relevant level. It is a postgraduate higher education qualification designed and credited to meet learning outcomes and other related aspects.

(2) Non-thesis master's programs consist of a project work consisting of at least 10 courses and at least 15 ECTS credits to be prepared and presented in the final semester, which requires a student workload of 30 credits and 90 ECTS.

(3) With the proposal of the Institute Board, the decision of the Senate and the approval of the Higher Education Council, non-thesis master's programs consisting of 60 ECTS including courses and term projects can be opened.

(4) At most three of the courses in non-thesis master's programs can be selected from undergraduate courses, provided that they were not taken during undergraduate education. In addition, a maximum of two courses can be selected from the courses offered in other higher education institutions, with the recommendation of the Institute's department head and the approval of the Institute Administrative Board.

Application and Admissions

ARTICLE 6- (1) Announcements regarding applications and admissions to non-thesis master's programs are announced through communication channels deemed appropriate by the University, according to the academic calendar.

(2) Candidates with a bachelor's degree can apply to non-thesis master's programs. In the admission of students to the programs, in addition to the undergraduate diploma, ALES, undergraduate grade point average, written scientific evaluation and/or interview, foreign language and similar minimum requirements and the rate at which they will be evaluated are determined by the decision of the relevant Institute Board and the approval of the Senate.

Duration

ARTICLE 7 – (1) The duration for completing non-thesis master's programs is at least two semesters, at most three semesters, regardless of whether or not they are registered for each semester, starting from the semester in which the courses related to the program they are registered are given, excluding the time spent in scientific preparation. At the end of three semesters, students who cannot fulfil the graduation requirements specified in the first paragraph of Article 10 or who cannot complete the program are dismissed from the University.

Advisor Appointment

ARTICLE 8- (1) (Amended: STK-25.08.2022-19/4) In non-thesis master's programs the head of the institute's department / department is responsible for appointing each student a faculty member who will advise on the selection of the courses and the execution of the term project or a faculty member with a doctorate degree by the relevant Senate by the end of the first semester at the latest. Students must notify the Graduate School about the term project until the end of the second semester at the latest. The term project advisor and its subject are finalized with the approval of the Institute Administrative Board.

Term project

ARTICLE 9- (1) The term project course is non-credit and can be taken from the beginning of the second semester at the earliest.

(2) (Abolished: STK-25.08.2022-19/4)

(3) (Amended: STK-25.08.2022-19/4) Student delivers their term projects to their advisers at the end of the semester in which the student took the term project course. The project must comply with the term project writing guidelines approved by the Senate and similarity checks in accordance with the rates specified in the application principles on the dates specified in the academic calendar. Provided that the students that have handed their term projects fulfilling the report and writing guidelines along with the similarity check criteria can present their projects if the students have passed all their courses and their GPA is at least 2.5. Following a presentation made to a jury of three members, the student is deemed either successful or unsuccessful with a majority vote. The students that have failed to deliver their term projects in accordance with the interim report and similarity checks are not allowed to present their projects and their advisors fail them in their grade their term project courses.

(4) (Amended: STK-25.08.2022-19/4) In case of failure, the student's relationship with the university is terminated.

(5) The student submits at least two copies of the term project accepted by his/her advisor and two electronic copies of the term project in PDF format to the Institute Directorate within 15 days from the acceptance date of the project.

(6) The accepted term project can be published by the Institute in the country or abroad.

Graduation, diploma and diploma supplement

ARTICLE 10 – (1) Students are entitled to graduate if they successfully complete all the courses in the program they are enrolled in and the term project, meet the minimum ECTS credit requirements and other necessary conditions for graduation, and have a cumulative grade point average of at least 2.50 out of 4.00.

(2) Students who have successfully completed the courses in the curriculum and the term project

but whose overall average is below 2.50 out of 4.00, which is the graduation requirement, are selected from the courses they have taken before in order to enable them to increase their GPA to 2.50. They are given the right to raise their grade point average for once for a maximum of two courses they will choose. Students who are able to increase their GPA to 2.50 by participating in the exams can use this exam right. Students who cannot increase their grade point average to 2.50 by using this exam right are subject to the rule regarding the course repetition provisions specified in article 51.

(3) Students who have the right to graduate are given a non-thesis master's diploma and a diploma supplement in English.

(4) On the non-thesis master's diploma, the name of the program in the department/art department of the Institute to which the student is registered is approved by the Higher Education Council.

(5) The execution of the processes related to graduation and diploma, diploma supplement and other issues and documents related to graduation are carried out in accordance with the principles determined by the Senate.

Transition to master's programs with thesis

ARTICLE 11 - (1) Students who continue non-thesis master's programs and students who have successfully completed and graduated from these programs can transfer to a master's program with thesis, which is equivalent to the non-thesis master's program, provided that they fulfil the minimum requirements for the thesis master's programs in this Regulation. In this case, the courses taken in the non-thesis master's program can be substituted for the courses in the master's program with thesis by the decision of the Institute Administrative Board.

SECTION THREE

Master's Programs with Thesis

General Principles

ARTICLE 12– (1) Aiming to enable graduates of master's programs with thesis to gain the ability to access, compile, interpret and evaluate information by using scientific research methods in their own or related work or learning fields, 7th Level master's level descriptors in TYYÇ are related to the program at the relevant level. It is a postgraduate higher education qualification type that is designed and credited to meet the learning outcomes and other related issues defined for the TYYÇ Basic Area.

(2) Master's programs with thesis consist of at least 7 courses, a seminar course and thesis, provided that a total of 21 credits and not less than 120 ECTS.

(3) At most two of the courses in master's programs with thesis can be chosen from undergraduate courses, provided that they were not taken during undergraduate education. In addition, a maximum of two courses can be selected from the courses offered in other higher education institutions, with the recommendation of the Institute's department/art major head and the approval of the Institute Administrative Board.

Application and admission

ARTICLE 13 – (1) Announcements regarding the application and acceptance of master's programs with thesis are announced through the communication channels deemed appropriate by the

University according to the academic calendar.

(2) In the admission of students to master's programs with thesis, the minimum grade point averages of the candidates, GRE or GMAT and similar exam scores accepted as equivalent to ALES or ALES, the result of the scientific evaluation exam and/or interview, foreign language and similar conditions, and the rates at which these will be evaluated by YÖK. It is determined by the decision of the relevant Institute Board and the approval of the Senate, not less than the minimum points and rates determined by the University.

Duration

ARTICLE 14 - (1) The duration of master's programs with thesis is four semesters, starting from the semester in which the courses related to the program they are enrolled in, excluding the time spent in scientific preparation, regardless of whether they are registered for each semester, and the program is completed in a maximum of six semesters.

(2) The following students are deregistered from the university: Those that cannot successfully complete the courses and seminar course in the curriculum at the end of four semesters or that fail to fulfil the graduation requirements specified in the first paragraph of Article 17 during this period are concerned; and the students who fail in their thesis studies or do not enter the thesis defence within the maximum period granted to them

Appointment of thesis advisor

ARTICLE 15 – (1) In master's programs with thesis, the head of the Institute's department/articles must have a thesis advisor in the University staff for each student, until the end of the first semester at the latest; The student proposes the thesis topic that he/she determines together with his/her advisor to the Institute until the end of the second semester at the latest. Thesis advisor and thesis topic are finalized with the approval of the Institute Administrative Board.

(2) The thesis advisor is selected from among the faculty members with the qualifications to be determined by the Senate. If there is no faculty member with the qualifications determined at the university, a faculty member from another higher education institution may be selected as a consultant by the Institute Administrative Board within the framework of the principles determined by the Senate. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed may be from people outside the University who have at least a doctorate degree.

Finalization of the master's thesis

ARTICLE 16 – (1) A student studying in master's programs with thesis writes the results in accordance with the spelling rules determined by the Senate and defends his thesis orally in front of the jury.

(2) **(Amended: STK-25.08.2022-19/4)** Before the defence of the master's thesis and in the thesis for which correction is given, the student completes the thesis together with the correction and presents it to his/her advisor. The advisor submits the thesis in PDF to the Institute with his/her opinion that the thesis is defensible along with a plagiarism report to the Institute. The Institute forwards the plagiarism report and the thesis to the jury members. If a real plagiarism is detected in the data from the report, the thesis is sent to the Institute Administrative Board for a decision together with its justification.

(3) The master's thesis jury is appointed with the recommendation of the thesis advisor and the

Institute's department head and the approval of the Institute Administrative Board. The jury consists of three or five faculty members, one of whom is the thesis advisor of the student, and at least one of them is from outside the University. If the jury consists of three people, the second thesis advisor cannot be a jury member.

(4) The student who completes the thesis work delivers the requested number of copies of the thesis to the thesis advisor. The advisor sends the copies of the thesis to the relevant Institute through the head of the department/art major, with the opinion that the thesis is written in terms of compliance with the spelling rules.

(5) The members of the jury meet within one month at the latest from the date the thesis is delivered to them and take the student to the thesis exam. The thesis exam consists of the presentation of the thesis work followed by a question-answer section. The thesis exam is held in an environment open to the participation of lecturers, graduate students and experts in the field, but only jury members can ask questions to the student during the exam.

(6) After the thesis exam is completed, the jury decides to accept, reject or correct the thesis with absolute majority. This decision is notified to the relevant Institute by the Head of the Institute within three days following the thesis exam.

(7) **(Amended: STK-25.08.2022-19/4)** The students whose theses are accepted must deliver their theses to the relevant Institute within a month following the guidelines set by the thesis writing guide. A student who fails to meet these conditions will not be able to get his diploma or benefit from the student rights and is dismissed from the university when his maximum period as a student expires.

(8) A student whose thesis is found unsuccessful and rejected is dismissed from the University.

(9) The student, whose thesis is decided to be corrected, defends the thesis again within three months at the latest before the same jury. At the end of this defence, the student who is found unsuccessful and whose thesis is not accepted is dismissed from the University.

(10) If the student whose thesis is rejected makes a request, a non-thesis master's diploma is given to him, provided that he fulfils the course credit load, project writing and similar requirements of the non-thesis master's program.

Graduation, diploma and diploma supplement

ARTICLE 17 – (1) Students are entitled to graduate if they successfully complete all the courses in the curriculum they are enrolled in and the thesis, meet the minimum ECTS credit requirements and other necessary conditions for graduation, and have a cumulative grade point average of at least 2.50 out of 4.00.

(2) Students who have successfully completed the courses in the curriculum but whose overall average is below 2.50 out of 4.00, which is the graduation requirement, will be able to increase their grade point average to 2.50 from among the courses they have taken before. For two courses, the right to raise the grade point average for once is given. Students who are able to increase their GPA to 2.50 by participating in the exams can use this exam right. Students who cannot increase their grade point average to 2.50 by using this exam right are subject to the rule regarding the course repetition provisions specified in article 51.

(3) Students who have the right to graduate are given a master's diploma with thesis and a diploma supplement in English.

(4) On the master's diploma with thesis, the name of the program approved by the Council of Higher Education of the Institute in which the student is registered is found. Graduation date is the date on which the signed copy of the thesis is delivered by the examination jury commission.

(5) Within three months from the delivery of the thesis, a copy of the master's thesis is sent to

the Presidency of the Council of Higher Education by the Institute in electronic environment to be put into service of scientific research and activities.

(6) The execution of the processes related to graduation and diploma, diploma supplement and other issues and documents related to graduation are carried out in accordance with the principles determined by the Senate.

SECTION FOUR

Doctoral Programs

General Principles

ARTICLE 18 – (1) Doctoral programs aim to provide students with the skills necessary to conduct independent research, to interpret scientific problems and data with a broad and deep perspective, to analyse and to reach new syntheses, with the 8th Level doctoral level descriptors in TYYÇ that the program is related to at the relevant level. It is a postgraduate higher education qualification type that is designed and credited to meet the learning outcomes and other related issues defined for the TYYÇ Basic Area.

(2) For students who have been accepted with a bachelor's degree from at least seven courses, seminars, qualifying exams, thesis proposal and thesis work, provided that a total of 21 credits and 240 ECTS for students who have been accepted to doctoral programs with a master's degree with thesis consists of 14 courses, seminars, qualifying exams, thesis proposal and thesis work, provided that they are not less than 42 credits and 300 ECTS.

(3) In doctoral programs, a maximum of two courses can be selected for students who have been accepted with a master's degree, and a maximum of four courses for students who have been accepted with a bachelor's degree, from the courses offered in other higher education institutions with the recommendation of the Institute's department/article chairmanship and the approval of the Institute Administrative Board. Undergraduate courses do not count towards course loads and credits.

(4) The thesis to be prepared at the end of the doctoral study must fulfil at least one of the qualifications of bringing innovation to science, developing a new scientific method or applying a known method to a new field.

Application and Admission

ARTICLE 19 – (1) A candidate must have a bachelor's or master's degree with thesis in order to be accepted into a doctoral program.

(2) In the admission of students to doctoral programs, the minimum grade point averages of the candidates, GRE or GMAT and similar exam scores accepted as equivalent to ALES or ALES, the results of the scientific evaluation exam and/or interview, foreign language and similar conditions, and the rates at which these will be evaluated are determined by YÖK. It is determined by the decision of the relevant Institute Board and the approval of the Senate, not less than the minimum points and rates.

Duration

ARTICLE 20 - (1) Starting from the first academic year of the program in which the student is registered, regardless of whether the student has registered for each semester or not, the normal duration of doctoral programs is eight semesters, the maximum duration is twelve semesters; For

students admitted to these programs with a bachelor's degree, the normal duration of these programs is ten semesters, and the maximum completion period is fourteen semesters.

(2) The maximum time to successfully complete the required credit courses for doctoral programs is four semesters for those who are accepted with a master's degree with thesis, and six semesters for those who are accepted with a bachelor's degree. Students who fail to fulfil the graduation requirements specified in the first paragraph of Article 26 within these periods are dismissed from the University.

(3) Student who successfully completes the credit courses, is successful in the qualifying exam and whose thesis proposal is accepted, but cannot complete the thesis work by the end of the twelve or fourteen semesters specified in the first paragraph, is dismissed.

(4) Among the students who have applied to doctoral programs with a bachelor's degree, those who cannot complete their credit courses, the thesis work within the maximum period, and/or those who cannot be successful in the doctoral thesis, on the condition that they have fulfilled the credit load, project and similar graduation requirements for the non-thesis master's degree. undergraduate diploma is awarded.

Appointment of Thesis Advisors

ARTICLE 21 – (1) The Head of the Department/Art Major of the Institute recommends a thesis advisor in the University staff for each student and the thesis topic and thesis title to be determined together by the advisor and the student to the relevant Institute. The thesis advisor and thesis proposal are finalized by the decision of the Institute Administrative Board. When the thesis advisor will be appointed within the student's program is determined by the Institute Administrative Board. However, the thesis advisor must be appointed by the end of the second semester at the latest.

(2) The thesis advisor is selected from among the faculty members with the qualifications to be determined by the Senate. If there is no faculty member with the specified qualifications, a faculty member from another higher education institution may be selected as a consultant by the Institute Administrative Board within the framework of the principles determined by the Senate.

(3) In order for faculty members to manage a thesis in doctoral programs, they must have directed at least one successfully completed master's thesis. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed may be from outside the University with at least a doctorate degree.

Qualifying Exam

ARTICLE 22 – (1) The doctoral qualifying exam is the measurement of whether the student who has completed the courses and seminar has the basic topics and concepts in the field and the depth of scientific research related to the doctoral study. A student takes the qualifying exam at most twice a year.

(2) The Institute Board determines when the student will take the qualifying exam. However, the student admitted with a master's degree must take the qualifying exam by the end of the fifth semester at the latest, and the student admitted with a bachelor's degree by the end of the seventh semester at the latest.

(3) The qualifying exams are organized and conducted by the five-person doctoral qualifying committee, which is recommended by the Institute's department/art major head and approved by

the Institute Administrative Board. The committee establishes exam juries to prepare, administer and evaluate exams in different fields. The examination jury consists of six faculty members, at least two of whom are from outside the university, including the advisor.

(4) Qualifying exam meetings are held open to the participation of lecturers, graduate students and experts in the field, but only jury members can ask questions to the student during the exam.

(5) In doctoral programs, the qualifying exam is given in two parts, written and oral. The student who is successful in the written exam is taken to the oral exam. The weights and grades of the exams are calculated according to the principles determined by the Senate. The thesis advisor does not vote in the exams. Jury members other than the thesis advisor evaluate the success of the student in the written and oral exams and decide with absolute majority whether the student is successful or unsuccessful. This decision is reported to the Institute by the head of the department within three days following the qualifying exam.

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

(7) The qualifying exam jury may require a student who has passed the qualifying exam to take extra courses/courses, provided that it does not exceed one third of the total credit amount, even if he/she has completed the course load. The student has to pass the courses to be determined by the related Institute Decision.

(8) A student who has been accepted to doctoral programs with a bachelor's degree and has successfully completed at least seven courses can transfer to master's programs. The conditions for admission to graduate programs are determined by the Senate.

Thesis monitoring committee

ARTICLE 23 – (1) For the student who is successful in the qualifying exam, a thesis monitoring committee is formed within one month with the recommendation of the Institute's department/art major department and the approval of the Institute Administrative Board.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes a member from within and outside of the Institute's department. In case the second thesis advisor is appointed, the second thesis advisor can attend the committee meetings if he/she wishes.

(3) In the periods following the establishment of the thesis monitoring committee, changes can be made in the members with the recommendation of the Institute's department/art major department and the approval of the Institute Administrative Board.

Thesis proposal defence

ARTICLE 24 – (1) The student, who successfully completes the doctoral qualifying examination, defends his thesis proposal, which includes the purpose, method and study plan of the research to be carried out, in front of the thesis monitoring committee, within six months at the latest. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defence.

(2) The thesis monitoring committee decides with absolute majority to accept, correct or reject the thesis proposal submitted by the student. One month is given for correction. At the end of this period, the decision to accept or reject by absolute majority is reported to the Institute by the Institute department/art major head within three days following the end of the process.

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

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee convenes at least twice a year, once between January-June and once in July-December. The student submits a written report to the committee members at least one month before the meeting date. In this report, a summary of the work done so far and the work plan to be made in the next period are stated. The thesis work of the student is determined by the committee as successful or unsuccessful. A student who is found to be unsuccessful two times in a row or three times intermittently by the committee is dismissed from the University.

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

Finalization of the thesis work

ARTICLE 25 – (1) A student in doctoral programs writes the results in accordance with the spelling rules accepted by the Senate and defends his thesis orally in front of the jury.

(2) Before the defense of the doctoral thesis and in the thesis for which correction is given, the student completes the thesis together with the correction and presents it to his/her advisor. The advisor submits the thesis to the Institute with his/her opinion that the thesis is defensible. The Institute receives the plagiarism software report related to the thesis and sends it to the advisor and jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the Institute Administrative Board for a decision together with its justification.

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

(4) The doctoral thesis jury is appointed with the recommendation of the advisor and the Institute's department/art major head and the approval of the Institute Administrative Board. The jury consists of six faculty members, including three faculty members from the student's thesis monitoring committee and at least two advisors from outside their higher education institution.

(5) The members of the jury meet within one month at the latest from the date the thesis is delivered to them and take the student to the thesis defence. The thesis defence exam consists of the presentation of the thesis work followed by a question-answer section. Thesis defence meetings are open to the participation of lecturers, graduate students and experts in the field, but only jury members can ask questions to the student in the exam.

(6) After the thesis exam is completed, the members of the jury, other than the thesis advisor, decide to accept, reject or correct the thesis by absolute majority, closed to the audience. The student whose thesis is accepted evaluates as successful. This decision is reported to the relevant Institute Directorate by the Head of the Institute department/art major within three days following the thesis exam. The student whose thesis is found unsuccessful and rejected is dismissed from the University. The student, whose thesis is decided to be corrected, defends his thesis again in front of the same jury by making the necessary corrections within six months at the latest. A student who is also unsuccessful in this defence is dismissed from the University. Students who are not

successful in the thesis are given a non-thesis master's diploma upon their request.

Graduation, diploma and diploma supplement

ARTICLE 26 – (1) Students are entitled to graduate if they successfully complete all the courses in the curriculum they are enrolled in and the thesis, meet the minimum ECTS credit requirements and other necessary conditions for graduation, and have a GPA of at least 2.50 out of 4.00 in the courses they have taken.

(2) Students who have successfully completed the courses in the education plan but whose overall average is below 2.50 out of 4.00, which is the graduation requirement, are required to take their previous grade point averages to 2.50 before taking the qualifying exam. Students are given the right to take an exam to increase their grade point average for one time, for a maximum of two courses they will choose from among the courses. Students who are able to increase their GPA to 2.50 by participating in the exams can use this exam right. Students who cannot increase their grade point average to 2.50 by using this exam right are subject to the rule regarding the course repetition provisions specified in article 51.

(3) A student who is successful in the thesis exam delivers at least three bound copies of his thesis to his/her advisor within one month from the date of taking the thesis exam. The advisor sends the copies of the thesis to the relevant institute through the head of the department, with the opinion that the thesis is in written form in terms of compliance with the spelling rules. The Institute Administrative Board may extend the submission period of the thesis for a maximum of one more month upon the application of the student. A student who does not fulfil these conditions cannot receive his/her diploma, cannot benefit from student rights, and is dismissed if the maximum period expires.

(4) On the doctoral diploma, the name of the program in the department of the Institute, approved by the Higher Education Council, is found. Graduation date is the date on which the signed copy of the thesis is delivered by the examination jury commission.

(5) A copy of the doctoral thesis is sent to the Council of Higher Education to be put into service of scientific research and activities in electronic environment within three months from the delivery of the thesis by the Institute.

(6) The execution of the processes related to graduation and diploma, diploma supplement and other issues and documents related to graduation are carried out in accordance with the principles determined by the Senate.

SECTION FIVE

Qualification in Art

General Principle

ARTICLE 27- (1) Qualification in arts programs aim to reveal an original work of art, and a superior practice and creativity in music and performing arts, and will meet the 8th Level doctoral level descriptors in TYYÇ and the learning outcomes defined for the TYYÇ Basic Field with which the program is related at the relevant level and other related issues. It is a type of higher education qualification designed and credited with a doctorate equivalent.

(2) Qualification in art programs, for students who have been accepted with a master's degree with a thesis, a total of 21 credits and not less than 240 ECTS, at least seven courses, applications and thesis, exhibition, project, recital, concert, representation work, undergraduate degree It

consists of 14 courses, not less than 42 credits and 300 ECTS, for students who have been accepted with a dissertation, exhibition, project, recital, concert, and performance work.

(3) A maximum of two courses for students admitted with a master's degree, and a maximum of four courses for students admitted with a bachelor's degree can be selected from the courses offered in other higher education institutions, upon the recommendation of the Institute Department/Art Major head and the approval of the Institute Administrative Board. Undergraduate courses do not count towards course loads and credits.

Application and Admission

ARTICLE 28 – (1) A candidate must have a bachelor's degree or a master's degree with thesis in order to be accepted into a qualification in arts program.

(2) The minimum grade point averages of the candidates, GRE or GMAT and similar exam scores accepted as equivalent to ALES or ALES, interview, aptitude test, portfolio review, foreign language and similar conditions and the rates at which these will be evaluated are determined by YÖK in the admission of students to qualification in arts programs. determined by the decision of the relevant Institute Board and the approval of the Senate, not less than the minimum points and rates.

Duration

ARTICLE 29 - (1) Starting from the first academic year of the program in which the student is registered, regardless of whether the student has registered for each semester or not, the normal duration of the qualification in arts programs is eight semesters, the maximum duration is twelve semesters; For students admitted to these programs with a bachelor's degree, the normal duration of these programs is ten semesters, and the maximum completion period is fourteen semesters.

(2) The maximum time to successfully complete the required credit courses for qualification in arts programs is four semesters for those who are accepted with a master's degree with thesis, and six semesters for those who are accepted with a bachelor's degree. Students who fail to fulfill the graduation requirements specified in the first paragraph of Article 32 within these periods are dismissed from the University.

(3) A student who has successfully completed his credit courses and applications, but cannot complete his works such as thesis, exhibition, project, recital, concert, performance until the end of the maximum twelve or fourteen semesters specified in the first paragraph, is dismissed.

(4) Students who have applied to qualification in arts programs with a bachelor's degree, those who cannot complete their credit courses, the thesis within the maximum period, and/or those who have not been successful in the qualification in art thesis, on the condition that they fulfil the required credit load, project and other graduation requirements for non-thesis master's degree. non-thesis master's degree awarded.

Appointment of Advisors

ARTICLE 30 – (1) The Department/Art Major of the Institute proposes an advisor from the university for each student for their thesis, exhibition, project, recital etc. as well as the subject and title of the concert, thesis, exhibition, project, recital etc. to be decided upon by the student and his advisor together to the relevant institute. The thesis advisor and thesis proposal are finalized by the decision of the Institute Administrative Board. When the advisor will be appointed within the student's program is determined by the Institute School Administrative Board. However, the

advisor must be appointed by the end of the second semester at the latest.

(2) The advisor is selected from among the faculty members with the qualifications to be determined by the Senate. If there is no faculty member with the specified qualifications, a faculty member from another higher education institution may be selected as a consultant by the Institute Administrative Board within the framework of the principles determined by the Senate.

(3) In order for faculty members to manage works such as thesis, exhibition, project, recital, concert, and performance in art qualification programs, they must have directed at least one successfully completed master's thesis. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed can be from people outside the University who have at least a doctorate/art qualification degree.

Finalization of the qualification in art study

ARTICLE 31 – (1) A student in qualification in arts programs writes the text that explains and documents the results he/she has achieved, his/her work such as exhibition, project, recital, concert, representation, in accordance with the spelling rules accepted by the Senate, and his/her studies such as thesis, exhibition, project, recital, concert, representation are in front of the jury. verbally defends.

(2) Before the defence of the qualification in art work and in the thesis and studies for which correction is given, the student completes the thesis/study together with the correction and submits it to his/her advisor. The advisor submits the thesis to the institute with his/her opinion that the thesis is defensible. The Institute receives the plagiarism software report related to the thesis and sends it to the advisor and jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the Institute Administrative Board for a decision together with its justification.

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

(4) The jury of qualification in art is appointed with the recommendation of the advisor and the Institute's department/article chairman and the approval of the Institute Administrative Board. The jury consists of six faculty members, including three faculty members from the student's thesis monitoring committee and at least two advisors from outside their higher education institution.

(5) The members of the jury meet within one month at the latest following the delivery of the thesis in question and take the student to the exam. The exam consists of the presentation of the qualification in art work followed by a question-answer section. The exam is open to the participation of lecturers, graduate students and experts in the field, but only jury members can ask questions to the student in the exam.

(6) After the completion of the exam, the members of the jury, other than the thesis advisor, decide, with absolute majority, to accept, reject, or correct the student's qualification in art, such as thesis, exhibition, project, recital, concert, and representation. The student whose thesis and qualification in art work is accepted evaluates as successful. This decision is notified to the relevant Institute by the Head of the Institute department/art major, within three days following the thesis exam. The student whose thesis and qualification in art work is rejected as unsuccessful is dismissed from the University. The student, who is given a decision to correct the qualification in art work, makes the necessary corrections within six months at the latest and defends the qualification in art work such as thesis, exhibition, project, recital, concert, representation before the same jury. A student who is also unsuccessful in this defense is dismissed from the University. Students who are not successful in qualification in art such as thesis, exhibition, project, recital,

concert, representation are given a master's degree without thesis upon their request.

Graduation, diploma and diploma supplement

ARTICLE 32 – (1) Students are entitled to graduate if they successfully complete all the courses in the curriculum and qualification in art, meet the minimum ECTS credit requirements and other requirements for graduation, and have a GPA of at least 2.50 out of 4.00 in the courses they have taken.

(2) Students who have successfully completed the courses in the curriculum but whose overall grade point average is below 2.50 out of 4.00, which is the graduation requirement, are chosen from among the courses they have taken before in order to enable them to raise their grade point average to 2.50 before taking the qualifying exam. For a maximum of two courses they will take, they are given the right to raise the grade point average for once. Students who are able to increase their GPA to 2.50 by participating in the exams can use this exam right. Students who cannot increase their grade point average to 2.50 by using this exam right are subject to the rule regarding the course repetition provisions specified in article 51.

(3) The student who is successful in the thesis defence delivers at least three bound copies of the qualification in art thesis to his/her advisor within one month from the date of the thesis exam. The advisor sends the copies of the thesis to the relevant institute through the head of the department/art major, with the opinion that the thesis is in written form in terms of compliance with the spelling rules. The Institute Administrative Board may extend the submission period of the thesis for a maximum of one more month upon the application of the student. A student who does not fulfil these conditions cannot receive his/her diploma, cannot benefit from student rights, and is dismissed if the maximum period expires.

(4) On the doctoral diploma, the name of the program in the department/art major of the Institute, approved by YÖK, is placed. Graduation date is the date on which the signed copy of the thesis is delivered by the examination jury commission.

(5) A copy of the qualification in art thesis is sent to the Presidency of Higher Education (YÖK) by the Institute in electronic environment, within three months from the delivery of the thesis, to be put into service of scientific research and activities.

(6) The execution of the processes related to graduation and diploma, diploma supplement and other issues and documents related to graduation are carried out in accordance with the principles determined by the Senate.

SECTION SIX

Common Provisions

Quotas

ARTICLE 33 - (1) The graduate programs to be opened are determined by the decision of the Board of Trustees, upon the recommendation of the Institute's department head, the proposal of the Institute Board and the approval of the Senate, and they become final with the approval of YÖK.

Student admission through lateral transfer

ARTICLE 34 – (1) Successful students who have studied for at least one semester in a graduate program at a university or another higher education institution can apply for admission through

horizontal transfer. Applications, together with the necessary documents, are made to the Institute directorate within the specified periods. For admission, the candidate must have met the conditions sought for the admission of new students to the program they are applying for. Student admission is made by the decision of the Institute Administrative Board.

(2) It is determined by the decision of the Institute Administrative Board that which of the previously successful courses will be considered successful in the new program of the students who transfer from outside or inside the university. Students are exempt from these courses and the credits and grades of the courses corresponding to the courses they are exempt from in their new programs are recorded on their transcripts.

(3) A student who transfers to a non-thesis master's program must complete the project course in the program to which he/she transferred. It is obligatory for the student who transfers to master's or doctorate programs with thesis to submit his/her thesis proposal in the program he/she transferred to and to complete his/her thesis and doctoral qualifying exam in this program.

(4) The periods spent in the previous programs of the students who enroll in graduate programs through lateral transfer from within and outside the university are included in their education period.

Special student

ARTICLE 35– (1) (**Amended: STK-25.08.2022-19/4**) Students who are enrolled in a master's, doctorate or proficiency in arts program can be accepted as special students with the approval of the Graduate School's department head, where they are registered to graduate courses in other higher education institutions. The exemption procedures for the courses that the students admitted to the postgraduate courses take as special students and are successful in are carried out by the head of the Institute department/art major department the student is registered to. Special student admission conditions and other provisions on this subject are determined by the Senate.

(2) Special students pay the tuition fee determined by the Board of Trustees per credit for graduate programs in that year, according to the credits of the courses they are enrolled in.

(3) A document (transcript) showing the courses and grades taken at the University is given to special students upon request.

Domestic or international exchange programs

ARTICLE 36 – (1) Mutual student exchange programs can be implemented within the framework of bilateral agreements between the University and other higher education institutions in Turkey or abroad. During the exchange program, the student's registration at the University continues. Student exchange programs are carried out in accordance with the provisions of the Regulation on Student and Faculty Member Exchange Program between Higher Education Institutions published in the Official Gazette dated 18/2/2009 and numbered 27145 and the principles determined by the Senate.

Joint graduate programs with domestic or foreign higher education institutions

ARTICLE 37 – (1) Within the framework of bilateral agreements between the University and other higher education institutions in the country or abroad, joint graduate programs can be applied with domestic and foreign higher education institutions recognized by the Higher Education Council. Joint programs are carried out in accordance with the Regulation on the Establishment of Joint Postgraduate Education and Training Programs of Higher Education Institutions with

Domestic Higher Education Institutions published in the Official Gazette dated 22/2/2007 and numbered 26442 with the higher education institutions in the country. As for the joint programs abroad, they are carried out in accordance with the provisions of the Regulation on Joint Education Programs of Higher Education Institutions with Foreign Higher Education Institutions published in the Official Gazette dated 6/10/2016 and numbered 29849 with higher education institutions abroad and the principles determined by the Senate.

Student admission from abroad

ARTICLE 38- (1) Admission and registration of students from abroad to graduate programs are carried out within the framework of the Beykoz University Foreign Student Admission and Registration Directive.

Student admission to the scientific preparation program

ARTICLE 39- (1) Scientific preparation program can be applied by those who have received their bachelor's or master's degree in a field different from the master's or doctoral program they are accepted to, and graduate or doctoral program candidates who have received their bachelor's or master's degree from higher education institutions other than the higher education institution they are accepted to, in order to make up for their deficiencies.

(2) The compulsory courses in the scientific preparation program cannot replace the courses deemed necessary to complete the related graduate program. However, in addition to the scientific preparation courses, a student in the scientific preparation program can also take courses for the graduate program, provided that the maximum workload specified in article 45 is not exceeded, with the recommendation of the relevant Institute's department / art major and the approval of the Institute Administrative Board.

(3) The provisions of this Regulation regarding the program in which the student took the course are applied for the exams, grades, conditions for successful counting from the courses, course repetition, deregistration and other issues related to the scientific preparation program.

(4) The time to be spent in the scientific preparation program is two semesters at the most. Summer education is not included in this period. This period cannot be extended except for the semester leave, and the student who is not successful at the end of the period is dismissed from the program. The time spent in this program is not included in the duration of the master's or doctoral program.

(5) **(Addendum: STK-25.08.2022-19/4)** Students enrolled in the scientific preparation program pay the tuition fee determined by the Board of Trustees per credit for the graduate programs that year, in line with the credits of the courses they are enrolled in.

Medium of Instruction

ARTICLE 40- (1) The language of instruction in graduate programs is Turkish. However, upon the recommendation of the Senate, the decision of the Board of Trustees, and the approval of YÖK, in some graduate programs, courses, thesis, study, term project and other similar learning activities can be conducted wholly or partially in English or other foreign languages. The language of instruction of the programs is shown in the announcements of the University.

Distance education

ARTICLE 41 - (1) Some graduate programs are carried out wholly or partially, and some courses

included in formal graduate education programs and approved by the Senate are carried out in accordance with the principles determined by the University Senate, within the framework of the Procedures and Principles Regarding Distance Education in Higher Education Institutions defined by YÖK.

Academic Year and Calendar

ARTICLE 42 - (1) An academic year consists of two semesters, each of which is fourteen weeks (seventy working days), excluding the final exams. The total duration of each semester is seventeen weeks, with two-week final exams and preparation time for the exams. If necessary, classes and exams can be held after the end of working hours on weekdays and/or on Saturdays and Sundays.

(2) Except for the semesters specified in the first paragraph, the Senate may decide to open a seven-week summer school. Summer education is carried out according to the principles determined by YÖK and the principles determined by the Senate.

(3) The academic calendar covers the admission and registration procedures of the students to the education programs, the periods related to the education-training, exams and similar activities and is determined and announced by the Senate within the previous academic year. In obligatory cases, the academic calendar can be changed by the Senate.

University enrolment

ARTICLE 43– (1) Registration of students admitted to graduate programs is carried out by the Registrar's Office in accordance with the academic calendar, with the originals of the documents requested by the University or copies approved by the University.

(2) Before the final registration of the candidates who are accepted to graduate programs with their undergraduate diplomas from abroad, the approval of YÖK is obtained regarding the recognition of the higher education institutions from which they received their diplomas and their education and degrees.

(3) Students who are found not to meet the necessary conditions for final registration, who subsequently lose these conditions, who are found to have registered with false or misleading statements and documents, will be cancelled even if they have been registered.

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

Education, syllabus and courses,

ARTICLE 44 – (1) Education at the university is carried out on the basis of passing a course. During the education period, the curriculum is finalized with the recommendation of the relevant department and program boards, the relevant advisory boards and the opinions of the stakeholders, with the approval of the Institute Board and the decision of the Senate.

(2) Based on the university's curricula, the university's institutional learning outcomes, the characteristics of the programs and the student-centred learning approach, taking into account the seventh level qualification definitions of TYYÇ for master's programs and the eighth level qualifications for doctorate programs, and TYYÇ Basic Field Qualification definitions and credit intervals. It is designed and updated by clearly stating the knowledge, skills and competence levels that students are expected to gain when they successfully complete the relevant program.

(3) Program design, program outputs, course and laboratory, homework, project, practice, workshop, internship, seminar, clinical study, thesis, technical trip and other similar learning

activities and their content and learning outcomes in line with the aims and objectives of the relevant program. Calculated on the basis of learning, teaching, measurement and evaluation methods and approaches and the workload of the student, and 30 ECTS credits for each academic semester.

(4) The courses included in the curriculum include in-class and out-of-class learning and practice activities within the main categories of basic field courses, professional field and specialization courses, competence courses and professional practice (internship) in the workplace. Courses can be compulsory, optional, prerequisite and/or co-requisite. Each student is obliged to take the compulsory courses of the program they are registered with and the number and type of elective courses shown in the curriculum.

(5) The credits of the courses in the curriculum, the maximum weekly time that a student can allocate to all educational activities is forty-five hours, and the time allocated for all educational activities in an academic semester is seventeen weeks (fourteen weeks of lectures, three weeks of seminars). final exams and exam preparation) and 1 ECTS credit is calculated to correspond to a student workload of 25.5 hours.

(6) The definitions of all courses and other learning activities in the syllabus are made in accordance with the format specified within the scope of EÖBS. For each course or learning activity, the following information is given: Name of the course or activity, semester, credit, language, education level, whether it is compulsory or optional, by which teaching method and by whom, its coordinator, if any, the course with pre- or side-requirement. Whether it is a learning activity or not, its category, goal and content, learning outcomes, learning and teaching methods, distribution of teaching topics according to weeks, and the pre- and post-preparatory work to be done by the student for the lesson or learning activity every week, the source materials of the lesson, the lesson or the contribution of the activity to the program achievements, the examination and evaluation methods and their contribution to the success of the course or activity, the time (workload) to be spent by the student for all the envisaged learning and examination activities, and accordingly the workload and ECTS accepted by the University and specified in this Regulation ECTS credits are clearly stated within the framework of the relationship.

(7) In graduate education programs, elective courses can be offered at the level of institutes and departments/arts. The Institute Administrative Board decides how many students must be registered to the course in order for elective courses to be opened. If the minimum number of students registered for elective courses is below the minimum number, this course will not be opened. Students who enroll in an unopened course can enroll in another elective course that is opened within five days.

(8) Some courses included in formal education programs and approved by the Senate can be given entirely or partially through distance education, in accordance with the principles determined by the Senate, within the framework of the principles determined by the Council of Higher Education.

Student workload and course taking conditions

ARTICLE 45 – (1) The normal student workload of a student in a semester is 30 ECTS, and the maximum student workload is 42 ECTS.

Quality assurance

ARTICLE 46- (1) Internal and external quality assurance practices for the continuous improvement of the education programs within the university in accordance with national and international standards and other issues related to this subject are determined by the Senate in line with the provisions of the relevant legislation and the institutional quality policies of the University.

Academic counselling and student success tracking

ARTICLE 47 – (1) The academic advisor is the instructor who monitors the success and development of the student throughout his/her education and advises and guides the student regarding the compulsory and elective courses that the student should take within the framework of the relevant curriculum. Until the thesis advisor is appointed, the academic advisory task is carried out by the Institute's department head or program coordinator/head. Practical principles regarding academic counselling are determined by the Senate.

(2) Academic counselling is supported by the Student Success Follow-up Unit, which monitors the academic success of students throughout their education, supports the success and development of the student, and works in coordination with academic units and academic advisors.

Course registration

ARTICLE 48 – (1) Students, who pay the tuition fee at the beginning of each academic year/semester, choose courses for that semester on the EÖBS within the framework of the conditions specified in Article 45 and on the dates specified in the academic calendar during their maximum education period and register for final courses with the approval of their academic advisors.

(2) Students who attend the compulsory English preparatory program in the Department of Foreign Languages and fulfil the English language proficiency requirements at the end of the fall semester and students who continue the optional English preparatory program can enrol in the courses offered in the spring semester of the program they will study, if they want to give up the preparatory program.

(3) **(Amended: STK-25.08.2022-19/4)** Students who successfully complete the compulsory English preparatory program in the foreign languages department and students who participate in the optional English preparatory program can take the courses opened in the summer education, if they wish, by paying the tuition fee determined by the Board of Trustees for graduate programs per credit that year.

(4) Students who do not renew their registration cannot attend classes, exams and cannot benefit from other student rights. The periods spent as unregistered students are counted towards the maximum period of study.

Course add-drop

ARTICLE 49- (1) Students can add and drop courses on the EÖBS instead of the courses they have registered for, on the dates specified in the academic calendar.

Withdrawal from the course

ARTICLE 50 – (1) After the add and drop period ends, students can withdraw from the course they have registered with, with the opinion of the advisor and the decision of the Institute Administrative

Board, until the deadline specified in the academic calendar. Students who withdraw from the course are given a W grade. Students can withdraw from a maximum of 2 courses during their education. No refunds will be made for course withdrawals.

(2) As a result of withdrawing from the course, the number of courses registered by the student in a semester cannot fall below (**Amended statement: STK-25.08.2022-19/4**) 3.

(3) Students cannot choose another course in the same semester instead of the course they have withdrawn.

(4) English preparatory program students and first semester students cannot withdraw from courses.

Repeating courses

ARTICLE 51 – (1) Students with a semester letter success grade of FF, DZ, BZ and W have to repeat the courses they failed or were withdrawn from. Grades of repeated courses are recorded in the semesters to which the course belongs and are included in the grade point average of that semester.

(2) If students fail a course that has been removed from the curriculum as a result of changes in the education and training programs, they take the course/courses that are matched with the failed course from the main course categories to which that course belongs, provided that it is not less than the credits of the course they failed.

(3) Students can take another elective course instead of the elective courses they failed, provided that the credits are not less than the course they failed.

(4) Students, if they wish, can take the courses they have been successful again in order to increase their grade point average. The higher grades of the course(s) taken are recorded in their transcripts.

Obligation to attend the course

ARTICLE 52 – (1) 70% attendance is compulsory in theoretical and applied courses. Students' attendance records are recorded in EÖBS by the instructor of the course. Students who cannot meet the attendance requirement of the course cannot take the final and make-up exams.

(2) According to the principles determined by the Senate, the periods during which the students with a medical report are on a medical report and the periods during which the students who are allowed to participate in domestic and international sports, cultural, scientific and artistic activities on behalf of the University attend these activities are not counted as absences. However, these periods cannot exceed 50% of the total course hours.

(3) A student who fulfils the attendance requirement for a course once does not have to attend the course, provided that he/she fulfils the semester and end-of-term assessment and evaluation requirements of the course when he/she takes this course again.

(4) If students fail a course that has been removed from the curriculum as a result of changes in the education and training programs, they are deemed to have met the attendance requirement for the course that is matched with the failed course from among the main course categories to which that course belongs.

5) The attendance, conditions and form of the students enrolled in distance education programs are determined by the recommendation of the relevant department / art major head and the decision of the Institute Administrative Board.

Taking courses from other higher education institutions and transferring courses

ARTICLE 53- (1) The Institute Administrative Board decides whether the student takes courses from other higher education institutions during his education at the University and the transfer of these courses and grades.

Recognition of prior learning, course exemption and adjustment

ARTICLE 54 – (1) Students who have been successful in the courses they have taken by attending another higher education institution can be exempted from the equivalent courses in the program they have been accepted to, by the decision of the relevant Institute Board.

(2) The learning gains of the students who have been accepted to the programs within the university, outside the higher education institutions in relation to the learning outcomes of the program they have been accepted to, can be associated with the learning outcomes and credits of the courses within the scope of the relevant program. Students who document these achievements and their acquisition processes may be exempted from the exams to be held in the courses to which their achievements are associated, provided that they are successful and by the decision of the relevant Institute Board.

(3) Within the scope of the recognition of prior learning and course exemption, the Senate may decide to hold exemption exams for the common courses in the curriculum on the dates specified in the academic calendar. Recognition of prior learning, course exemption and adjustment procedures are carried out according to the principles determined by the Senate.

(4) Senior students of undergraduate programs can take the courses of their master's programs, provided that they do not exceed the credit load they are required to take in their own curriculum. These courses are included in the transcripts of the students as graduate courses, but their credits and success grades are not included in the GPA calculation. Students can be exempted from the courses they have taken and succeeded in this way, if they continue to their master's programs, by the decision of the Institute, within the scope of the recognition of previous learning from the relevant courses of the graduate program they are registered.

(5) Success grades of exempted courses are converted into letter grades and these grades are included in the general grade average calculation.

(6) The semester in which the student who transfers from another higher education institution to an equivalent program of the institute will be adapted is determined by the institute board, taking into account the education period of the student in the previous institution.

(7) Students who transfer from a graduate program of another higher education institution to a different program of the Institute and students who graduated or were dismissed from a graduate program of another higher education institution and placed in a program of the Institute will be adapted to a semester to be determined by the Institute Board, which will take into account the courses and credits.

(8) Students who are placed or transferred to the Institute have to fulfil the obligation to continue the courses they have taken from another higher education institution and which they are not exempted from.

(9) In order for the students who are adjusted to be exempt from the courses to gain the right to graduate, it is required to be registered in the graduate programs of the Institute for at least 1 semester.

Assessment and Evaluation

ARTICLE 55 – (1) Assessment and evaluation activities related to the courses are carried out in accordance with the definitions specified in the EÖBS of the University under the responsibility of the lecturers giving the courses.

(2) A course coordinator is appointed for each common course in which different lecturers are assigned in more than one program, upon the recommendation of the relevant department/arts directorate and the approval of the Institute Board. The course coordinator is the instructor of the course that he is the coordinator of; coordinates the university to conduct the course in accordance with the format specified within the scope of EÖBS, to ensure effectiveness and identity in determining the questions to be asked in the exams and success grades.

(3) Matters related to the effective and efficient conduct of the courses given entirely or partially through internet supported distance education, and the implementation of measurement and evaluation activities are carried out in accordance with the principles determined by the Senate.

(4) Examinations of the same coded courses can be made jointly under the responsibility of the course coordinators, their evaluation can be done separately for each group of the course, and the exams of some courses with the same code can be evaluated jointly for all groups of the course by the decision of the Senate.

(5) **(Amended: STK-25.08.2022-19/4)** The assessment and evaluation methods to be used for the courses are announced over the EÖBS at the beginning of the semester. Except for the courses (graduation studies, graduation projects, supervision, term project, thesis and similar activities) that do not require any midterms and/or final exams, there have to be at least four assessments, including the compulsory midterm exam and the final exam. With the decision of the Senate, the university can introduce different practices in the number of assessment activities. The success grade of courses that do not require midterm and/or final exam is set by the relevant instructor or a jury formed depending on the activities held during the semester or the nature of the course.

(6) The dates of midterm, final exams and make-up exams are announced in the academic calendar. The exam schedule, which determines the day, time and place of the exams, is prepared by the relevant units before the start of the exams and announced to the students. The dates of other measurement activities during the semester are determined by the instructors and announced to the students. When deemed necessary, exams can be held on Saturdays and Sundays with the decision of the University Administrative Board. In obligatory cases, the exam dates can be changed with the decision of the Rectorate.

(7) Examinations of a maximum of three courses for each semester, and a maximum of four exams for students who repeat courses can be given in one day.

(8) Except for the exams of distance education and applied courses in the workplace, exams cannot be held outside the university venues.

(9) Exams are held in accordance with the exam application procedure determined and announced by the relevant academic units. Students must comply with the exam order administered by the instructor in the exam hall and exam venue. Students who, for whatever reason or excuse, do not comply with the exam order, delay the provision of the exam, and have attitudes and behaviours that prevent the exam from being conducted in a healthy way, will not be admitted to the exam. The provisions of the Higher Education Institutions Student Disciplinary Regulation and other relevant legislation, published in the Official Gazette dated 18/8/2012 and numbered 28388, apply to these students.

- (10) Students who do not have a valid student ID card issued for the current academic year will not be admitted to the exam.
- (11) Exam grades of students who do not have the right to take the exam are deemed invalid.
- (12) Instructors announce the results of the mid-term measurement-evaluation activities carried out for the evaluation of students' success, by entering the EÖBS within a maximum of two weeks from the date of the measurement activity.
- (13) Semester and make-up exam results are recorded in EÖBS by the lecturers of the course within the periods specified in the academic calendar and these results are announced to the students in EÖBS together with the semester-end letter success grades.
- (14) After the midterm, final exam and make-up exam results are recorded in the EÖBS by the instructor and the students are announced, the correction of the erroneous transactions is concluded with the decision of the Institute Administrative Board, and the correction of the faulty transactions related to other measurement activities is concluded with the approval of the relevant department/art major head.

Exams

ARTICLE 56 – (1) Exams consist of the exams held during the semester and the final exam, resit exam, single course exam, make-up exam, exemption exam and additional exams.

Midterm Exams

ARTICLE 57 – (1) Midterm exams are held in each academic semester, from the courses included in the curriculum of that semester, within the period determined in the academic calendar, and other quizzes, projects, homework and similar in-term assessment activities are held at the times deemed appropriate by the relevant instructor in each academic semester.

(2) Students who do not attend the mid-term exams of the courses can take the final exam of the courses if they have fulfilled the attendance requirement.

Final Exams

ARTICLE 58 – (1) Semester final exam; It is the exam given in each academic semester, within the period determined in the academic calendar, after the semester courses are completed from the courses included in the curriculum of that semester.

(2) In order to take the final exams, it is necessary to fulfil the attendance requirement of the relevant courses.

Resit Exams

ARTICLE 59 – (1) Resit exams are given for the failed courses taken in that academic semester after the final exams are completed in each academic semester.

(2) In order to take the resit exam, the attendance requirement for that course must be fulfilled.

(3) The resit exam is a substitute for the final exam.

(4) The resit exam grade is recorded in the transcript for the last semester in which the course was taken and is taken into account in the calculation of GPA.

Single-Course Exams

ARTICLE 60 – (1) (**Amended: STK-25.08.2022-19/4**) Single course exam can be taken by the students that have taken all of the courses in their course schedule but have failed in a single course.

The students must have taken that course and fulfilled the attendance requirement for this course too in order to take the single-course exam. Applied courses (project courses, semester project, thesis, supervision, seminar and similar activities) can be excluded from the single course exam. Such courses are determined by the boards of the relevant academic units and the decision of the Senate and then reported to the Rectorate.

(2) (**Amended: STK-25.08.2022-19/4**) Single course exam dates and application dates for the exam are announced in the academic calendar. Students who want to take the single course exam can apply to the Institute on the specified dates.

(3) In the event that the objections of the students who object to the exam grades are positive, the students participating in the national and international student mobility program and the students who participated in the summer education program in another higher education institution and could not take a single course exam, only one course remains for their graduation, these students will be given additional courses with the decision of the Institute Administrative Board. A single course exam may be granted.

(4) Semester studies are not taken into account in the success evaluation of the single course exam. In order to be successful in the exam, a minimum grade of CC must be obtained.

(5) The single course exam grade is shown on the transcript within the semester in which the course is included and is taken into account in the calculation of GPA.

(6) (**Abolished: STK-25.08.2022-19/4**)

Makeup exams

ARTICLE 61 – (1) (Amended: STK-25.08.2022-19/4) Make-up exam right is given to the students that could not take the midterm exam because of an excuse by the Institute Administrative Board. The student who could not attend the exams due to an excuse, submits the document stating the nature of the excuse to the Institute Directorate within five working days following the end of the exams at the latest. The relevant Institute Administrative Board may grant the students the right to take a make-up exam for the relevant course, if their excuse documents are delivered on time and their excuse is found right and justified. Make-up exams are held on the dates to be determined by the Institute Administrative Board. Any health-related excuses must be documented with a health report taken from health institutions.

(2) Resit/retake exams are regarded as the make-up exam for the final exams. The right to take make-up exams can be given for the end of the semester and make-up exams due to extraordinary circumstances (natural disaster, long-term illness, accident, death of a first-degree family member and similar unexpected situations) and on condition that these circumstances are documented, with the decision of the Graduate School Administrative Board.

Exemption exams

ARTICLE 62 – (1) Within the scope of recognition of prior learning and exemption from courses, the Senate may decide to hold exemption exams for some courses in the curriculum on the dates specified in the academic calendar. Students who succeed in these exams are exempted from the relevant courses, the success grades of the exempted courses are converted into letter grades and these grades are included in the GPA calculation.

Additional exams

ARTICLE 63 – (1) (Amended: STK-25.08.2022-19/4) The students that have failed to complete

the courses required by their course schedules within the maximum completion time of the courses are given the right to two additional exams within the scope of the courses they have taken before.

Final grade

ARTICLE 64 – (1) In formal programs, students' final grades related to a course are calculated by taking 50% of the weighted average of the grades they received from the mid-term assessment and evaluation activities and 50% of the grades they received from the final exam.

(2) In order for a student to be successful in a course, he/she must get at least 50 points out of 100 from the final exam.

(3) The passing grade of the courses that do not require a midterm and/or final exam can be evaluated with an absolute grade or as BI (Pass)/BZ (Fail) depending on the nature of the course. The grades of the courses evaluated as successful or unsuccessful are not included in the grade point averages.

(4) A temporary grade of E (Incomplete) may be given for some courses that do not require a midterm and/or final exam and whose evaluation process has not been completed. The passing grade of these courses is converted to an absolute grade or a BI (Pass)/BZ (Fail) grade when the evaluation process is completed.

(5) The issues regarding the implementation of the measurement and evaluation activities of the programs or courses offered entirely or partially through internet supported distance education are carried out in accordance with the principles determined by the Senate within the framework of the Procedures and Principles Regarding Distance Education in Higher Education Institutions determined by the General Council of Higher Education.

Archiving of the exam documents

ARTICLE 65 – (1) All kinds of exam documents are kept in accordance with the provisions of the relevant legislation.

Objection to exam grades

ARTICLE 66 – (1) Mid-term and final exams are announced by the instructor in EÖBS within the periods specified in the twelfth and thirteenth paragraphs of Article 55 as raw grades.

(2) **(Amended Değişik: STK-25.08.2022-19/4)** The student makes an objection to the exam grade of a course in writing to the Institute Directorate within three working days following the announcement of this grade on EÖBS. The Institute Directorate establishes a commission consisting of the lecturer of the course, the head of the department/art program and a lecturer related to the course. The commission re-examines the success grade of the contested exam within the framework of material and/or evaluation errors and notifies the Institute Directorate in writing of the result within three working days. The result of the objection is decided by the relevant Institute Administrative Board and the student is notified in writing. If the student wishes to object to this decision, he/she submits his/her objection in writing to the Rectorate within three working days from the date of notification of the decision. Those who exceed these deadlines lose their right to appeal. Students can also object to the success grade of the course resulting from the midterm and final exams. In this case, the methods and principles defined in this article are applied, taking into account the contribution of the contested course to the success grade, and the results of the current semester and final exams.

(3) Courses whose grades cannot be objected to (supervision, term project, applied courses like

thesis etc.) are forwarded to the Rectorate on the recommendation of the relevant department and with the approval of the Institute Board so that a Senate decision can be taken regarding the matter.

Calculation of the final grade

ARTICLE 67 – (1) Absolute grade system is used in the calculation of final grades. The relationship between the absolute grades and the letter grades and the principles regarding the numerical success grade equivalents of these grades are given below:

a) The relationship and meanings of absolute grades with letter and numerical final grades are given in the table below:

| Absolute Grade | Letter Grade | Numerical Grade | Meaning |
|----------------|--------------|-----------------|------------|
| 90-100 | AA | 4,00 | Perfect |
| 80-89 | BA | 3,50 | Very Good |
| 73-79 | BB | 3,00 | Good |
| 66-72 | CB | 2,50 | Average |
| 60-65 | CC | 2,00 | Passing |
| 0-59 | FF | 0,00 | Failed |
| - | DZ | 0,00 | Absent |
| - | BI | - | Pass |
| - | BZ | - | Fail |
| - | M | - | Exempt |
| - | W | - | Withdrawn |
| - | E | - | Incomplete |

- b) A student who receives one of the letter grades of AA, BA, BB, CB, CC, BI and M as a passing grade in a course is deemed to have succeeded in that course.
- c) A student who receives one of the letter grades of FF, BZ and DZ in a course is considered unsuccessful in that course.
- ç) Students who do not fulfil the attendance requirements of the course are given a letter grade of DZ. DZ grade is treated as FF grade in the GPA calculation.
- d) BI grade; It is given as the success grade of the seminar course, term project, thesis work or the courses that are not included in the grade point averages and successfully completed.
- e) BZ grade; It is given as the success grade of the seminar course, term project, thesis work or the courses that are not included in the grade averages and are unsuccessful.
- f) M grade; It is given as the success grade of the courses that are exempted as a result of the exemption evaluation, which are not included in the grade point averages.
- g) W grade; If the student withdraws from a course within the periods specified in the academic calendar, it is the grade used to describe the student's status in the transcript.
- ğ) E (Incomplete) grade; It is the grade given temporarily to the courses whose evaluation process has not been completed and grades have not been entered. The grade E that is not converted within the specified time is converted to the failed grade defined for the related course.
- (2) The conversion of university letter grades to ECTS grades and ECTS grades to University letter

grades is made according to the principles determined by the Senate.

Calculation of grade point averages

ARTICLE 68 – (1) GPA is calculated by multiplying the numerical success grades (from AA to FF, including FF) of the courses taken by the student since the first semester and the ECTS credit values of these courses and dividing this sum by the total ECTS credits of the courses included in the average.

(2) YNO is calculated by multiplying the numerical success grades of the courses taken by the student for any semester and the ECTS credit values of these courses and dividing this total by the total ECTS credits of the courses included in the average.

(3) In the calculation of grade point averages, the three-digit process is carried out after the comma and the display is made over two digits. In the rounding process, if the third digit after the comma is 0-4, round down, and if it is 5-9, round up.

Transcript

ARTICLE 69 – (1) The success grades of the courses taken by the student during their education are recorded on the transcript according to the distribution of the courses to the semesters in the curriculum.

Honours and high honour students

ARTICLE 70- (1) Those with a GPA of 3.00-3.49 graduate as honour students, and those with a GPA of 3.50 and above graduate as high honour students. A special document stating their status is given to these students along with their diplomas. Honour or high honour certificate is not issued for students who have received disciplinary punishment.

Record freeze

ARTICLE 71- (1) Students can request registration freeze for health, military service, financial, natural disasters, family, personal, education abroad and similar justified and valid reasons, within the maximum period of education and provided that they document it.

(2) With the decision of the Institute Administrative Board, students can freeze a maximum of four semesters at a time, for a maximum of two semesters at a time in master's programs with thesis, doctorate and qualification in arts programs, and a maximum of two semesters in non-thesis master's programs. In compulsory cases, these periods may be extended by the decision of the University Administrative Board. Registration frozen periods are not counted as the maximum period of study.

(3) The principles regarding the tuition fees of students who want to freeze registration are determined by the Board of Trustees.

Disenrollment

ARTICLE 72 – (1) Students, if they wish, can request deregistration via EÖBS. The disenrollment process is completed with the approval of the relevant units through the system. The documents given by the student during registration can be given to himself or to another person whom he appoints with the power of attorney of a notary public.

(2) Students who want to cancel their registration must have paid the tuition fee before the semester/year in which the application for deregistration was made.

- (3) Students who cancel their registration lose all their student rights at the University.

Exmatriculation

ARTICLE 73 – (1) In the following cases, the student is exmatriculated from the University with the decision of the University Administrative Board.:

- a) Students who cannot complete their graduate education within the maximum period of education or who do not renew their registration for two consecutive semesters in master's programs, and for four consecutive semesters in doctorate and qualification in arts programs, will be deregistered from graduate programs with the decision of the University Administrative Board and the approval of YÖK.
- b) According to the provisions of the Higher Education Institutions Student Disciplinary Regulation, the student who is suspended from the higher education institution is deregistered.

SECTION SEVEN

Miscellaneous and Final Provisions

Tuition fee

ARTICLE 74 – (1) Education at the university is subject to a fee.

- (2) Tuition fees and payment methods are determined and announced each year by the Board of Trustees for students who are continuing their education and will be newly registered.
- (3) **(Amended: STK-25.08.2022-19/4)** Taking into consideration the year of enrolment at the university, a student who could not complete a program with thesis he/she registered in the normal education period (4 semesters) has to pay the additional time tuition fee determined by the Board of Trustees for each additional time (5th and 6th semesters) he/she will use.
- (4) Students who register or renew their registration by paying the tuition fee, in case of leaving the University for any reason and being dismissed from the University, will be refunded the tuition fee at the time and rates determined by the Board of Trustees.
- (5) Special students are required to pay the tuition fee determined per credit according to the credits of the courses they are enrolled in.
- (6) According to the provisions of the Higher Education Institutions Student Disciplinary Regulation, the tuition fees paid by the students who are suspended from the University are not refunded.
- (7) Students who do not pay their tuition fees within the periods determined in the academic calendar are not registered and renewed. These students cannot benefit from student rights.

Scholarships

ARTICLE 75 - (1) Scholarships can be given to students studying in graduate programs within the framework of the principles determined by the Board of Trustees. Scholarships provided to students are non-refundable. Scholarships continue throughout the normal education period, including the compulsory English preparatory program.

- (2) Scholarships for scholarship students who cannot complete their education within the normal education period can be extended for a maximum of one more year, if the students have a valid excuse, this is accepted by the University Administrative Board and the Board of Trustees approves.

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

Student disciplinary proceedings

ARTICLE 76 - (1) Disciplinary procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation and the Law No. 2547.

Notices

ARTICLE 77 - (1) (Amended: STK-25.08.2022-19/4) The notifications to be made to the students are made by to the e-mail address provided by the University, to the EÖBS or through announcements made by the relevant academic and administrative units on the website and/or notice boards.

(2) Students are responsible for monitoring the messages sent to the e-mail address provided by the University and updating their contact information in each registration period.

Cases with no related provisions

ARTICLE 78 - (1) In cases where there is no provision in this Regulation; The provisions of the Law No. 2547, the Regulation on Foundation Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040, and the provisions of other relevant legislation, and the decisions of the Council of Higher Education, the Senate and the University Administrative Board are applied.

Effective as of

ARTICLE 79 - (1) This Regulation enters into force on the date of its publication.

Executed by

ARTICLE 80- (1) The provisions of this regulation are executed by the Rector of Beykoz University.