

From Beykoz University:

BEYKOZ UNIVERSITY GRADUATE EDUCATION AND EXAM REGULATION

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CHAPTER ONE Preliminary Provisions

Purpose and Scope

ARTICLE 1- (1) The purpose of this Regulation is to regulate the principles and procedures regarding student admission and enrollment, as well as the education–training, measurement, and evaluation processes conducted in the graduate programs offered by the Beykoz University Graduate School of Programs.

(2) This Regulation covers thesis and non-thesis master's programs, doctoral programs, and proficiency in art programs conducted at the Beykoz University Graduate School of Programs, as well as the scientific research and practical studies carried out within this scope. It also includes provisions concerning student admission, enrollment, assessment of academic achievement, and graduation requirements.

Legal Basis

ARTICLE 2- (1) This Regulation has been prepared on the basis of Articles 14 and 44 of the Higher Education Law No. 2547 dated 04/11/1981.

Definitions

ARTICLE 3- (1) For the purposes of this Regulation;

a) **ECTS:** European Credit Transfer and Accumulation System,

b) **ALES:** Academic Personnel and Graduate Education Entrance Examination,

c) **Academic advisor:** The faculty member assigned to supervise and monitor a student registered at the Graduate School in course selection and all graduate processes until graduation,

ç) **Term project:** A scientific research report submitted on a scientific topic researched and/or examined during non-thesis master's education,

d) **Institute:** Beykoz University Institute of Graduate Program,

e) **Head of Institute Department/Art Major:** The head of the institute department/art major defined in Article 5 of the Regulation on the Organization and Operation of Graduate Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976,

f) **Institute Board:** The board consisting of the Institute Director, deputy directors of the Institute, and heads of departments/art majors who have education programs in the Institute, under the presidency of the Institute Director,

g) **Institute Administrative Board:** The board consisting of the Institute Director, deputy directors of the Institute, and three faculty members to be selected from among six candidates nominated by the Director, under the presidency of the Institute Director,

ğ) **EÖBS:** Beykoz University Education Information System,

h) **GNO:** General academic grade point average,

- 1) **Plagiarism:** Presenting others' ideas, methods, data, or works as one's own work partially or completely without citing in accordance with scientific rules,
- i) **Director:** The Director of the Institute,
 - j) **Board of Trustees:** The Board of Trustees of Beykoz University,
 - k) **ÖSYM:** Assessment, Selection and Placement Centre,
 - l) **Program Coordinator:** The executor of the programs opened under the department/art major,
 - m) **Rector:** The Rector of Beykoz University,
 - n) **Art Work Report:** The study and written report that master's students in the field of art will prepare instead of a thesis,
 - o) **Senate:** The Senate of Beykoz University,
 - ö) **Seminar:** A course in which the results based on the examination and research of one or several subjects by graduate students during the course period are evaluated through an oral presentation by the student,
 - p) **Thesis:** Master's, doctorate/proficiency in art thesis and its application,
 - r) **University:** Beykoz University,
 - s) **YÖK:** Council of Higher Education, expresses the respective meanings,

CHAPTER TWO **Master's Programs**

General Principles

ARTICLE 4- (1) Master's programs may be conducted in two forms: thesis and non-thesis.

(2) With the approval of YÖK, graduate distance education programs may be opened in which instructional activities are planned and carried out based on information and communication technologies without the requirement for instructors and students to be physically present in the same location. The conditions determined by YÖK shall apply to the opening and implementation of graduate education programs.

(3) In graduate programs conducted entirely in a foreign language, courses, seminars, and thesis defense examinations shall be carried out in the relevant foreign language. The master's thesis or project shall also be prepared in the language of instruction in accordance with thesis writing guidelines.

(4) In graduate programs where the language of instruction is Turkish, theses may be written in another language, provided that a comprehensive Turkish abstract of no less than one quarter of the thesis is included, upon the student's request, the advisor's reasoned opinion, the decision of the department board, and the approval of the Institute Administrative Board. Students must meet the language requirement specified in the application conditions for programs offering education in a foreign language as determined by the Senate.

Application and Admission

ARTICLE 5- (1) Candidates who have graduated or are at the graduation stage may apply to master's programs.

(2) In order to apply to a thesis master's program, graduated candidates must have an ALES score or a score from examinations announced by YÖK as equivalent to ALES, not less than 55 in the score type determined by the Senate for the program applied to.

(3) In student admission to programs, in addition to the undergraduate diploma, minimum requirements such as ALES score, undergraduate GPA, written scientific evaluation and/or interview, foreign language proficiency, and similar criteria, as well as the weightings of these criteria, shall be determined by the decision of the Institute Board and the approval of the Senate.

(4) Candidates who are eligible to graduate must submit their graduation documents to the Graduate School by the start date of the programs.

(5) In student admission to thesis master's programs, ALES scores—or, in departments / art programs within faculties of fine arts and conservatories, aptitude examination scores—shall be evaluated according to criteria determined by the Institute Administrative Board, provided that they constitute no less than 50%. However, in conservatory programs and programs of faculties of fine arts that admit students solely through special aptitude examinations, the ALES requirement shall not be sought.

(6) For applications to non-thesis master's programs, there is no requirement to have taken ALES; however, the ALES requirement may be requested by a proposal of the Institute Board and a decision of the Senate. If required, the minimum ALES score shall be determined by the Senate, provided that it is not less than 55.

(7) For applications of graduates of doctoral/proficiency in art/medical specialty/dentistry specialty/veterinary specialty/pharmacy specialty programs to master's programs, the ALES requirement shall not be sought. For the evaluation of these candidates;

a) A score between 55 and 75 shall be determined by the Senate regardless of the score type or specialty field at admission to the graduate program from which they graduated, and this score shall be announced in the program requirements.

b) These candidates may apply to a field different from their previously obtained score type or doctoral/proficiency in art/specalty field.

c) The announced score shall be evaluated as the ALES score in calculations.

(8) In thesis master's programs conducted in Turkish, a foreign language requirement may be requested upon the proposal of the Institute Board and the approval of the Senate.

(9) In master's programs conducted in a foreign language, it is mandatory to obtain at least 55 points from central foreign language examinations accepted by YÖK in the language of instruction, or an equivalent score from international foreign language examinations whose equivalency is recognized by ÖSYM.

(10) In applications to programs conducted in Turkish under departments and art programs of conservatories and faculties of fine arts that admit students solely through special aptitude examinations, provided that it is documented with a medical report obtained from a state hospital or a state university hospital;

a) For hearing-impaired candidates with at least 70% uncorrected disability or at least 40% corrected disability,

b) For candidates with intellectual disability at a level of 50% or above,

c) For candidates with a diagnosis of pervasive developmental disorder (autism spectrum disorder/childhood autism/atypical autism, Rett syndrome, Asperger syndrome) with a disability level of 40% or above, no foreign language score shall be required for application, and these candidates shall be deemed to have met the foreign language minimum score requirement sought by the University.

(11) No language requirement shall be sought from candidates who completed their undergraduate education in a foreign language and apply to master's programs conducted in the same language of instruction. In student admission to programs, in addition to the undergraduate diploma, minimum requirements such as ALES score, undergraduate GPA, written scientific evaluation and/or interview, foreign language proficiency, and similar criteria, as well as the weightings of these criteria, shall be determined by the decision of the Institute Board and the approval of the Senate.

Thesis Master's Program

ARTICLE 6- (1) The purpose of the thesis master's program is to enable students to acquire the ability to access information by using scientific research methods and to compile, analyse, and evaluate the information obtained.

(2) The thesis master's program consists of at least seven courses, one seminar course, and a thesis study, corresponding to a total of 120 ECTS credits, provided that it includes a minimum of twenty-one local credits and not less than 60 ECTS credits per academic year. The seminar course and the thesis study are non-credit and are evaluated as successful or unsuccessful.

(3) A student may select up to two of the courses to be taken from undergraduate courses, provided that these courses were not taken during undergraduate education, in addition to master's-level courses.

(4) A maximum of two courses offered in different programs of the University may be selected upon the recommendation of the relevant Head of Department / Head of Art Program.

(5) Upon the recommendation of the Head of Department / Head of Art Program and the approval of the Institute Administrative Board, a maximum of two courses offered at other higher education institutions may be selected.

(6) The student is required to enroll in the thesis period for each semester, starting no later than the end of the semester following the appointment of the advisor, provided that the semester ECTS limit is not exceeded.

Duration

ARTICLE 7- (1) The duration of the thesis master's program, excluding the period spent in scientific preparation, is four semesters starting from the semester in which the courses of the registered program are offered, regardless of whether the student registers each semester. The program must be completed within a maximum of six semesters.

(2) A student who fails to successfully complete the credited courses and the seminar course included in the curriculum by the end of four semesters, or who fails to fulfill the academic achievement requirements stipulated by the University within this period, or who fails in the thesis study within the maximum duration or does not take the thesis defense examination, shall be dismissed from the University.

Academic Advising and Thesis Advisor Appointment Process

ARTICLE 8- (1) The academic advisor is the faculty member who monitors the student's academic performance and development throughout the education period and provides recommendations and guidance regarding the compulsory and elective courses to be taken within the framework of the relevant academic program. Academic advising shall be

carried out by the Head of Department / Head of Art Program or the program coordinator/chair until a thesis advisor is appointed. The principles regarding the implementation of academic advising are determined by the Senate.

(2) Academic advising is a process carried out in coordination with academic units and advisors, monitoring students' academic performance throughout their education and supporting their success and development.

(3) In the thesis master's program, the Head of Department / Head of Art Program proposes a thesis advisor for each student from among the faculty members on the University's staff no later than the end of the first semester, and the thesis topic determined jointly by the student and the advisor no later than the end of the second semester. The thesis advisor and thesis topic become final upon the approval of the Institute Administrative Board.

(4) The thesis advisor is selected from among faculty members who meet the qualifications determined by the Senate. In cases where no faculty member meeting these qualifications is available at the University, a faculty member from another higher education institution may be appointed as a thesis advisor by the Institute Administrative Board within the framework of the principles determined by the Senate. The principles regarding the implementation of academic advising are determined by the Senate.

(5) Researchers with at least a doctoral degree who are employed on a part-time basis within the scope of Additional Article 46 of Law No. 2547 may also be appointed as thesis advisors. However, for such appointments, the student's request, the written consent of the relevant researcher, and the decision of the Institute Administrative Board are required.

(6) In cases where the nature of the thesis study requires more than one advisor, a second thesis advisor may be appointed from among individuals with at least a doctoral degree, either from within or outside the University.

(7) A change of advisor may be made upon the advisor's request and approval and the decision of the Institute Administrative Board. A change of advisor does not alter the student's maximum period of study.

(8) If the advisor is appointed to another higher education institution or retires, ongoing advising duties may continue until the completion of the process upon the decision of the Institute Administrative Board. A change of advisor does not alter the student's maximum period of study.

Completion of the Master's Thesis

ARTICLE 9- (1) A student enrolled in a thesis master's program shall write the results obtained in accordance with the Graduate School's thesis writing guidelines and shall orally defend the thesis before a jury.

(2) An ethics committee approval is required in cases involving surveys/scales, biological material use, observational and qualitative studies, quantitative research, or interventions.

(3) After the thesis is completed, in order for the student to take the thesis defense examination, the thesis advisor shall submit the thesis advisor approval and jury member selection form and the plagiarism software report to the Graduate School.

(4) If plagiarism is detected in the data contained in the master's thesis similarity report form, the thesis shall be submitted to the Institute Administrative Board for a decision together with its justification.

(5) Based on the approval form and plagiarism report, the thesis jury is appointed upon the recommendation of the Head of Department / Head of Art Program and the approval of the Institute Administrative Board. The jury consists of three or five faculty members, one of whom is the student's thesis advisor and at least one of whom must be from outside the University. If the jury consists of three members, the second thesis advisor cannot serve as a jury member.

(6) The student whose thesis jury has been appointed submits the thesis to the jury members together with the thesis submission record and forwards the record to the Graduate School.

(7) The jury convenes and conducts the thesis defense within a maximum of one month from the date the thesis is delivered to the jury members. Jury members who cannot attend due to justified and valid reasons must notify the Graduate School Directorate in writing of their reasons within one week from the date they receive the thesis.

(8) At least ten days must elapse after the thesis is delivered to the jury members before the thesis defense. The date and time of the thesis defense are determined under the coordination of the thesis advisor and notified to the Graduate School at least one week in advance.

(9) The thesis defense consists of the presentation of the thesis study followed by a question-and-answer session. The defense is held in an environment open to faculty members, graduate students, and experts in the field.

(10) Students pursuing a master's degree in an art field are required, after completing coursework, seminar, and practical studies, to prepare either a thesis study or, in place of a thesis, an artwork and an artwork report.

(11) After the completion of the thesis defense, the jury decides by absolute majority to accept, reject, or request revision of the thesis. This decision is reported to the Graduate School by the Head of Department / Head of Art Program with a written record within three days following the thesis defense.

(12) A student whose thesis is rejected or who fails to attend the thesis defense without a justified excuse shall be dismissed from the University.

(13) A student whose thesis is decided to be revised shall defend the revised thesis before the same jury within a maximum of three months. A student who fails to attend the defense without a justified excuse within this period or whose thesis is not accepted after the defense shall be dismissed from the University.

(14) Upon request, a student whose thesis is rejected may be awarded a non-thesis master's diploma, provided that a non-thesis master's program with the same title exists in the following semester and that the student fulfills the course credit load, project writing, and similar requirements. If no non-thesis master's program with the same title exists, the student shall be transferred to the closest non-thesis master's program by the decision of the Institute Administrative Board. In this case, the student shall be granted an additional one semester to fulfill the graduation requirements of the non-thesis master's program.

Diploma

ARTICLE 10- (1) A thesis master's diploma shall be awarded to a master's student who successfully passes the thesis defense and fulfills the other graduation requirements determined by the Senate, and who submits to the Graduate School, within one month from

the date of entry into the thesis defense, at least three bound copies of the master's thesis, the thesis data entry form, and two electronic copies on CD or USB media prepared in the format and manner determined by the Institute Administrative Board, provided that the thesis is found to be appropriate in terms of format. Upon request, the Institute Administrative Board may extend the submission period by a maximum of one additional month.

(2) A student who fails to fulfill the conditions specified in the first paragraph shall not receive the diploma until the conditions are met, shall not benefit from student rights, and shall be dismissed if the maximum period of study expires.

(3) The thesis master's diploma shall bear the YÖK-approved name of the program under the department / art program of the Graduate School in which the student is registered. The graduation date is the date on which the signed copy of the thesis approved by the examination jury commission is submitted.

(4) Within three months following the submission of the thesis, one electronic copy of the master's thesis shall be sent by the Graduate School to the Presidency of the Council of Higher Education (YÖK) to be made available for scientific research and activities.

Non-Thesis Master's Program

ARTICLE 11- (1) The purpose of the non-thesis master's program is to provide students with professional knowledge and to demonstrate how existing knowledge is applied in practice.

(2) The non-thesis master's program consists of at least ten courses and a term project course, totalling thirty local credits and not less than 60 ECTS credits.

(3) The student must enrol in the term project course in the semester in which it is taken and submit a written project and/or report at the end of the semester. The term project course is non-credit and is evaluated as successful or unsuccessful.

(4) A maximum of three of the courses to be taken by the student may be selected from undergraduate courses, provided that they were not taken during undergraduate education.

(5) At the end of the non-thesis master's program, a proficiency examination/practices may be required in accordance with the principles determined by the Senate upon the recommendation of the Head of Department / Head of Art Program and the decision of the Institute Board.

(6) A maximum of two courses offered in different programs of the University may be selected upon the recommendation of the relevant Head of Department / Head of Art Program.

(7) Upon the recommendation of the Head of Department / Head of Art Program and the approval of the Institute Administrative Board, a maximum of two courses offered at other higher education institutions may be selected.

Duration

ARTICLE 12- (1) The duration for completing the non-thesis master's program, excluding the period spent in scientific preparation, is a minimum of two semesters and a maximum of three semesters starting from the semester in which the courses of the registered program are offered, regardless of whether the student registers each semester. A student who

fails or is unable to complete the program at the end of this period shall be dismissed from the University.

Appointment of Advisor

ARTICLE 13- (1) In the non-thesis master's program, the Head of Department / Head of Art Program shall appoint, no later than the end of the first semester, a faculty member or an instructor holding a doctoral degree to provide advising for course selection and the conduct of the term project for each student.

(2) The advisor shall be selected from among faculty members of the relevant department / art program; if no such faculty member is available or sufficient in number, from among faculty members serving in closely related programs or instructors holding a doctoral degree within the relevant department / art program.

(3) A change of advisor may be made upon the advisor's request for any reason, with the approval of the Head of Department / Head of Art Program and the decision of the Institute Administrative Board. A change of advisor does not alter the student's maximum period of study.

(4) If the advisor is appointed to another higher education institution, changes position, or retires, ongoing advising duties may continue until the completion of the process upon the recommendation of the department / art program and the decision of the Institute Administrative Board. A change of advisor does not alter the maximum period of study.

Diploma

ARTICLE 14- (1) A non-thesis master's diploma shall be awarded to a student who successfully completes the credited courses and the term project.

(2) A student who completes the term project shall submit the project or report to the Graduate School in one electronic copy on CD or USB media together with the approval form obtained from the advisor and the plagiarism report.

(3) The non-thesis master's diploma shall bear the YÖK-approved name of the program under the department / art program of the Graduate School in which the student is registered.

Opening and Operation of an Integrated Master's Programme

ARTICLE 15- (1) The integrated master's programme aims to enable successful undergraduate students whose cumulative grade point average is above a specified level to take certain courses at the master's level during their undergraduate education, to gain applied professional experience, to plan their master's education before completing their undergraduate studies, thereby saving time, and to encourage them to pursue master's education.

(2) Within this framework;

a) Students who have a cumulative grade point average of at least 3.00/4.00 and who have taken and successfully completed all courses in previous semesters/years may apply to the integrated master's programme at the earliest at the beginning of the seventh semester.

b) Students may apply only to the integrated master's programme designated for the undergraduate programme in which they are enrolled.

c) During their undergraduate education, students may take at least one and at most two graduate-level courses per semester. These courses appear on the transcript as non-credit courses and are not included in the undergraduate GPA.

ç) Students enrolled in an International Joint Undergraduate Programme may not apply to the integrated master's programme due to the continuation requirements of the programme.

d) In order for a student enrolled in an integrated master's programme to complete final registration in the master's programme, following undergraduate graduation, the student must have a cumulative GPA of at least 3.00/4.00 and must meet the ALES score, foreign language requirement, and other conditions applicable in the semester of application. Otherwise, final registration in the master's programme cannot be completed.

e) The quota for the integrated master's programme corresponds to 20% of the quota of the relevant graduate programme.

f) Graduate advising of students enrolled in the integrated master's programme is conducted by the Head of the relevant Department / Division of Arts. After students complete their undergraduate education and transfer to the graduate programme, an advisor is appointed in accordance with the Graduate Education and Training Regulation of the relevant university.

g) Students are required to complete the undergraduate programme within eight semesters. They complete final registration at the Institute in the first semester following undergraduate graduation.

ğ) For integrated master's students who cannot complete final registration in the master's programme, the credits of the courses taken under paragraph (c) are determined in a separate document, without being included in undergraduate graduation requirements.

Conditions for Internal (Horizontal) Transfer Between Master's Programmes

ARTICLE 16- (1) Transfers may be made between the Institute's thesis and non-thesis master's programmes with the favourable opinion of the relevant Department / Division of Arts and the decision of the Institute Administrative Board.

(2) The period spent by the student in the initial programme is counted toward the duration stipulated for the programme to which the student transfers.

(3) To transfer to a thesis master's programme, the student must have completed at least one semester in the non-thesis programme.

(4) In transfers to thesis programmes, students coming from non-thesis programmes outside the field are required to meet the admission requirements of the thesis programme. Upon the advisor's recommendation, students may take additional undergraduate courses, provided that they have not previously taken them during undergraduate education. These courses are shown on the transcript.

(5) In transfers between master's programmes, courses taken in the previous programme may be counted in lieu of courses in the transferred programme with the favourable opinion of the relevant Department / Division of Arts and the decision of the Institute Administrative Board.

(6) In transfers to thesis programmes, ranking is carried out within the framework of criteria and quotas determined by the Institute Administrative Board.

CHAPTER THREE

Doctoral Programme

General Principles

ARTICLE 17- (1) The doctoral programme aims to provide students with the ability to conduct independent research, to interpret and analyse scientific problems and data from a broad and in-depth perspective, and to acquire the skills necessary to reach new syntheses.

(2) Within the scope of relevant legislation, doctoral programmes may also be organized as joint or integrated graduate programmes, both domestic and international.

(3) For students admitted with a thesis master's degree, the doctoral programme consists of at least seven courses, a seminar, a qualifying examination, a thesis proposal, and a doctoral dissertation, comprising at least 240 ECTS credits, provided that it includes at least 21 credits and 60 ECTS per academic year. For students admitted with a bachelor's degree, it consists of at least fourteen courses (42 credits), a seminar, a qualifying examination, a thesis proposal, and a doctoral dissertation, comprising at least 300 ECTS credits in total.

(4) From courses offered in different programmes of the University, a maximum of two courses for students admitted with a master's degree and four courses for students admitted with a bachelor's degree may be selected upon the recommendation of the relevant Department / Division of Arts.

(5) With the recommendation of the Department / Division of Arts and the approval of the Institute Administrative Board, doctoral students may select courses offered at other higher education institutions, up to two courses for those admitted with a master's degree and four courses for those admitted with a bachelor's degree.

(6) Doctoral students may take undergraduate and/or master's courses upon the advisor's recommendation. Undergraduate courses are not counted toward the doctoral course load or credit requirement.

(7) In programmes where graduate education is conducted entirely in a foreign language, courses, seminars, qualifying examinations, and thesis defence examinations are conducted in the language of instruction. The doctoral dissertation is written in the language of instruction.

(8) In graduate programmes with Turkish as the language of instruction, upon the student's request, with the advisor's justified opinion, the decision of the Department Board, and the approval of the Institute Administrative Board, dissertations may be written in another language, provided that an extensive Turkish abstract of not less than one-quarter of the dissertation is included. The student must meet the foreign language requirement specified for programmes taught in a foreign language as determined by the Senate.

(9) In Turkish-medium doctoral programmes, a foreign language score may not be required from students whose native language is English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, or Persian.

(10) Doctoral programmes cannot be offered as evening education (second education).

(11) The doctoral dissertation must fulfil at least one of the following criteria: introducing an innovation to science, developing a new scientific method, or applying an existing method to a new field.

Application and Admission

ARTICLE 18- (1) To apply to a doctoral programme, candidates must;

a) Hold a thesis master's degree.

b) Hold a bachelor's degree of at least ten semesters (excluding preparatory classes) from Faculties of Medicine, Dentistry, Veterinary Medicine, or Pharmacy, or hold a

specialization qualification in a laboratory field obtained in accordance with principles set by the Ministry of Health.

c) Have an ALES score determined by the Senate, not less than 55, in the relevant score type of the programme applied for, or an equivalent score accepted by YÖK. However, for graduates of doctorate / proficiency in art / medical specialty / dental specialty / veterinary specialty / pharmacy specialty programmes, the ALES requirement is waived. For the evaluation of such candidates;

1) A score between 55 and 75, determined by the Senate, is assigned and announced in the programme requirements, regardless of the score type or field of specialization.

2) These candidates may apply to a programme in a field different from their previous score type or specialization.

3) The announced score is included in calculations as the ALES score, regardless of score type.

ç) Applicants applying to doctoral programmes with a bachelor's degree must have a minimum undergraduate GPA of 3.00/4.00 or equivalent and an ALES score of at least 80, or an equivalent score from examinations accepted by YÖK.

(2) Those who have completed a ten-semester undergraduate education (excluding preparatory classes) are deemed to hold a master's degree.

(3) In admitting students to Departments / Divisions of Arts and Departments of Institutes affiliated with conservatories and faculties of fine arts that admit students solely through special aptitude examinations, ALES is not required, unless decided otherwise by the Senate. If required, the minimum ALES score is determined by the Senate.

(4) In doctoral admissions, ranking is carried out within the framework of criteria determined by the Institute Administrative Board, provided that the ALES score, or aptitude examination score for Divisions of Arts, constitutes not less than 50% of the evaluation.

(5) Admission to doctoral programmes requires a minimum score of 55 from centrally administered foreign language examinations accepted by YÖK, or an equivalent score from internationally recognized examinations accepted by ÖSYM.

(6) In doctoral programmes conducted in a foreign language, it is mandatory to obtain at least 70 points from centrally administered foreign language examinations accepted by YÖK, or from internationally recognised foreign language examinations whose equivalence is accepted by YÖK, in the language of instruction, or an equivalent score from internationally recognised foreign language examinations whose equivalence is accepted by ÖSYM. These minimum scores may be increased upon the proposal of the Institute Board and the decision of the Senate.

(7) In order to apply to doctoral programmes in basic medical sciences, graduates of Faculties of Medicine must hold a bachelor's degree and must have either a Basic Medical Sciences score obtained from the Medical Specialty Training Entrance Examination, determined by the decision of the Senate, provided that it is not less than 50 points, or an ALES score in the quantitative score type, determined by the decision of the Senate, provided that it is not less than 55 points. Applicants who are not graduates of Faculties of Medicine must hold a master's degree (or a bachelor's degree for graduates of Faculties of Dentistry and Veterinary Medicine) and must have an ALES score in the quantitative score type, determined by the decision of the Senate, provided that it is not less than 55 points. The Basic Medical Sciences

score is calculated by multiplying the standard score obtained from the Basic Medical Sciences Test-1 section of the Medical Specialty Training Entrance Examination by 0.7, and the standard score obtained from the Clinical Medical Sciences Test by 0.3, and summing the results. In the admission of students to doctoral programmes, in addition to the Basic Medical Sciences score or the ALES score, undergraduate and/or master's grade point average, scientific evaluation, and/or interview results may also be evaluated if deemed necessary. Matters related to this evaluation and other documents required from candidates for application (such as letters of reference, a statement of purpose explaining why the candidate wishes to pursue a doctorate, internationally standardised examinations, and similar documents) are determined by the Senate. However, in the admission of students to doctoral programmes in basic medical sciences, it is mandatory to obtain at least 55 points from centrally administered foreign language examinations accepted by YÖK, or from internationally recognised foreign language examinations whose equivalence is accepted by YÖK, or an equivalent score from internationally recognised foreign language examinations whose equivalence is accepted by ÖSYM, other than the candidate's native language. The Senate may decide to increase these minimum scores depending on the characteristics of the programme to be applied for. The weight to be assigned to the Basic Medical Sciences score or the ALES score in the evaluation, provided that it is not less than 50%, is determined by the Senate. The University may also admit students solely on the basis of the Basic Medical Sciences score or the ALES score.

Duration

ARTICLE 19- (1) Excluding the period spent in scientific preparation, the duration of the doctoral programme is eight semesters for students admitted with a master's degree, starting from the semester in which the courses of the programme in which the student is enrolled are offered, regardless of whether the student registers for each semester, with a maximum completion period of twelve semesters; and ten semesters for students admitted with a bachelor's degree, with a maximum completion period of fourteen semesters.

(2) The maximum period for successfully completing the credited courses required for the doctoral programme is four semesters for students admitted with a thesis master's degree and six semesters for students admitted with a bachelor's degree. Students who fail to successfully complete their credited courses within this period or who fail to meet the minimum cumulative grade point average determined by the University are dismissed from the University.

(3) Students who have successfully completed their credited courses, passed the qualifying examination, and had their thesis proposal accepted, but who fail to complete their thesis work by the end of the period specified in the first paragraph, are dismissed from the University.

(4) A student admitted to a doctoral programme with a bachelor's degree who has successfully completed at least seven courses may transfer to a thesis or non-thesis master's programme. In this case, the courses taken are counted in lieu of courses in the master's programme by the decision of the Institute Administrative Board. In such a case, the student is required to fulfil the conditions specified in this Regulation regarding thesis and non-thesis master's programmes.

(5) Among students who applied to and were admitted to a doctoral programme with a bachelor's degree, those who fail to complete their credited courses and/or thesis work within the maximum period, or who fail the doctoral dissertation, are awarded a non-thesis master's diploma, upon request, provided that they have fulfilled the credit load, project, and other requirements necessary for a non-thesis master's programme.

Appointment of Thesis Advisor

ARTICLE 20- (1) The Department / Division of Arts of the Institute proposes to the Institute a thesis advisor from among the academic staff of the University for each student, together with the thesis topic and thesis title to be determined jointly by the advisor and the student. The thesis advisor and thesis proposal become final upon the decision of the Institute Administrative Board. The thesis advisor must be appointed no later than the end of the second semester.

(2) The thesis advisor is selected from among faculty members who meet the qualifications determined by the Senate. Researchers holding at least a doctoral degree who are employed on a part-time basis under Additional Article 46 of Law No. 2547 may also be appointed as thesis advisors. However, for such individuals to be appointed as advisors, the student's request, the written consent of the relevant researcher, and the decision of the Institute Administrative Board are required. In cases where no faculty member meeting the qualifications determined by the Senate is available and in cases of necessity, a faculty member with the same qualifications from another higher education institution may be appointed as advisor. Except for Departments of Dentistry, Pharmacy, Medicine, and Veterinary Medicine, in order for faculty members to supervise doctoral theses, they must have successfully supervised at least one completed master's thesis

(3) In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor to be appointed may be a person holding at least a doctoral / proficiency in art degree, including those from outside the University's academic staff.

(4) A change of thesis advisor may be made upon the request of the advisor, the approval of the Head of the Department / Division of Arts, and the decision of the Institute Administrative Board. A change of advisor does not alter the student's maximum period of study.

(5) In cases where the advisor is appointed to another higher education institution or retires, the ongoing advising duties may continue until the completion of the process upon the recommendation of the Department / Division of Arts and the decision of the Institute Administrative Board. A change of advisor does not alter the maximum period of study.

Doctoral Qualifying Committee and Jury

ARTICLE 21- (1) Qualifying examinations are organised and conducted by a five-member doctoral qualifying committee proposed by the Department / Division of Arts of the Institute and approved by the Institute Administrative Board.

(2) The committee establishes examination juries for the purpose of preparing, administering, and evaluating examinations in different fields. The examination jury consists of five faculty members, including the advisor, at least two of whom must be from outside the University.

(3) Whether the advisor has voting rights is decided by the Institute Administrative Board. If the advisor does not have voting rights, the jury consists of six faculty members.

(4) The second thesis advisor may participate in the jury without voting rights. If the second thesis advisor is a member of the jury, the jury consists of seven faculty members.

Qualifying Examination

ARTICLE 22- (1) The qualifying examination is conducted to assess whether the student who has completed the courses and seminar has sufficient mastery of the fundamental subjects and concepts in their field and possesses scientific research depth related to doctoral studies.

(2) A student who has successfully completed the courses and the seminar course is entitled to take the qualifying examination.

(3) A student admitted with a master's degree must take the qualifying examination no later than the end of the fifth semester, and a student admitted with a bachelor's degree must take the qualifying examination no later than the end of the seventh semester. A student who does not take the qualifying examination by the end of this period is deemed to have used one examination right and to have failed.

(4) Qualifying examination meetings are held openly to the participation of academic staff, graduate students, and audience members consisting of experts in the field.

(5) Qualifying examinations are held twice a year, in December–June or January–July, for each Department / Division of Arts. A student may take the qualifying examination at most twice in one year.

(6) The qualifying examination is conducted in two parts, written and oral. Each examination has a weight of 50%. A student whose average score of both examinations is at least 75 out of 100 (75/100) is deemed successful. A student who scores below 50 in the written examination is not admitted to the oral examination. A student who is successful in the written examination is admitted to the oral examination within three days.

(7) Each jury member is required to ask at least one question. In the written and oral examinations, each jury member evaluates the student over 100 full points, and the equally weighted average score of the five jury members is taken.

(8) The duration of the written examination is at least 60 minutes and at most 120 minutes. The duration of the oral examinations for each candidate may not be less than 45 minutes or more than 120 minutes. Written and oral examinations are recorded by official minutes.

(9) The result of the qualifying examination is reported to the Institute within three days following the examination, by the Department / Division of Arts of the Institute, through the advisor, together with the official minutes.

(10) A student who fails the qualifying examination is retaken the examination in the following semester. A student who fails this examination as well is dismissed from the doctoral programme.

(11) The qualifying examination jury may require a student who has passed the qualifying examination to take additional course(s), provided that the total additional credits do not exceed one-third of the total credit requirement, even if the student has completed the course load. The student is required to successfully complete the courses determined by the decision of the Institute Administrative Board.

Thesis Monitoring Committee

ARTICLE 23- (1) For a student who has successfully passed the qualifying examination, a thesis monitoring committee is formed within one month, upon the recommendation of the Department / Division of Arts of the Institute 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 one member from within and one member from outside the Department / Division of Arts of the Institute. In the event that a second thesis advisor is appointed, the second advisor may participate in committee meetings if they so wish.

(3) In the periods following the establishment of the thesis monitoring committee, changes may be made to the members upon the recommendation of the Department / Division of Arts of the Institute and the approval of the Institute Administrative Board.

Thesis Proposal Defense

ARTICLE 24- (1) A student who has successfully passed the PhD qualifying examination shall, within a maximum of six months, orally defend the thesis proposal—which includes the aim, methodology, and study plan of the proposed research—before the Thesis Monitoring Committee. The student shall distribute a written report related to the thesis proposal to the members of the Thesis Monitoring Committee at least fifteen days prior to the oral defense.

(2) The Thesis Monitoring Committee shall decide, by absolute majority, to accept, revise, or reject the thesis proposal submitted by the student. In the case of revision, a period of one month shall be granted. At the end of this period, the decision taken by absolute majority to accept or reject the proposal shall be reported to the Institute with minutes, through the thesis advisor, by the Head of the Department / Head of the Major Art Branch, within three days following the completion of the process.

(3) A student whose thesis proposal is rejected has the right to choose a new advisor and/or a new thesis topic. In this case, a new Thesis Monitoring Committee may be appointed. A student who wishes to continue the program with the same advisor shall be required to defend a new thesis proposal within three months, whereas a student who changes the advisor and the thesis topic shall be required to defend a new proposal within six months. A student whose thesis proposal is rejected again in this defense shall be dismissed from the University.

(4) A student who fails to enter the thesis proposal defense within the period specified in paragraph (1) without a valid excuse shall be deemed unsuccessful and the thesis proposal shall be considered rejected.

(5) A student whose thesis proposal is accepted may conduct the first thesis monitoring meeting at the earliest one semester later.

Thesis Monitoring Committee Report

ARTICLE 25- (1) In order for a student's thesis to be completed, at least three Thesis Monitoring Committee reports must be submitted.

(2) For a student whose thesis proposal has been accepted, the Thesis Monitoring Committee shall convene twice a year, once between January–June and once between July–December. The student shall submit a written report to the committee members at least one month prior to the meeting date. This report shall include a summary of the studies carried out up to that point and the study plan for the following period.

(3) The student's thesis study shall be evaluated by the committee as successful or unsuccessful. The decision taken by absolute majority shall be reported to the Institute with minutes, through the advisor, within three days following the completion of the process.

(4) A student who is found unsuccessful twice consecutively or three times in total by the committee shall be dismissed from the University.

PhD Thesis Jury

ARTICLE 26- (1) The PhD thesis jury shall be appointed upon the proposal of the thesis advisor and the Head of the Department / Head of the Major Art Branch, and with the approval of the Institute Administrative Board. The jury shall consist of five faculty members, including the advisor, three of whom have served on the student's Thesis Monitoring Committee and at least two of whom are from outside the University. The Institute Administrative Board shall decide whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury shall consist of six faculty members. In addition, a second thesis advisor may take part in the jury without voting rights. If the second thesis advisor is a jury member, the jury shall consist of seven faculty members.

Finalization of the PhD Thesis

ARTICLE 27- (1) If the Thesis Monitoring Committee decides that the student may defend the thesis, the student shall write the results obtained in accordance with the Institute's thesis writing guidelines and shall orally defend the thesis before the PhD thesis jury.

(2) An Ethics Committee approval shall be required in cases involving surveys/scales, the use of biological materials, observational and qualitative studies, quantitative research, and interventions.

(3) Prior to the PhD thesis defense, and in the case of theses given revision, the student shall complete the thesis (together with the revisions, if any) and submit it to the advisor. The advisor shall submit the thesis to the Institute together with his/her opinion stating that the thesis is defendable. The Institute shall send the plagiarism report related to the thesis to the jury members. If plagiarism is detected in the report, the thesis shall be submitted to the Institute Administrative Board for a decision, together with the justification.

(4) The student shall submit copies of the thesis equal to the number of jury members, together with one CD or USB containing the recorded thesis, to the Institute Directorate, along with a letter from the advisor stating that the thesis complies with the thesis writing guidelines.

(5) The jury members shall convene and conduct the thesis defense within one month at the latest from the date the thesis is delivered to them. Members who cannot attend the jury due to justified and valid reasons shall notify the Institute Directorate in writing of their reasons within one week from the date they receive the thesis.

(6) The date and time of the thesis defense shall be determined under the coordination of the thesis advisor and shall be notified to the Institute at least one week in advance. The Institute shall announce the information related to the thesis defense.

(7) The jury members shall convene on the announced date under the coordination of the thesis advisor and conduct the thesis defense. The thesis defense shall be held in

venues open to faculty members, graduate students, and experts in the field. The defense shall consist of the presentation followed by a question-and-answer session.

(8) Following the completion of the thesis defense, the jury shall decide by absolute majority, in a closed session, to accept, reject, or request revision of the thesis. This decision shall be reported to the Institute with minutes by the Head of the Department / Head of the Major Art Branch within three days following the defense.

(9) A student whose thesis is found unsuccessful and rejected, or who fails to attend the thesis defense without a valid excuse, shall be dismissed from the University.

(10) A student whose thesis is given a revision decision shall complete the required revisions and defend the thesis again before the same jury within six months at the latest. A student who fails to attend this defense without a valid excuse or who is found unsuccessful in this defense shall be dismissed from the University.

(11) Students who fail the thesis may, upon request, be awarded a non-thesis master's degree in accordance with paragraph five of Article 19. In this case, the student shall be granted an additional one semester to fulfill the graduation requirements of the non-thesis master's program

Publication Requirement for Graduation

ARTICLE 28- (1) For all doctoral program students enrolled in the Institute, a publication requirement in the field of doctoral study may be required by a decision of the Senate, provided that it is submitted together with the first submission of the thesis to the Institute, as a condition for graduation.

Diploma

ARTICLE 29- (1) A student who is successful in the thesis defense shall submit to the Institute, within one month from the date of entering the thesis defense, at least one hardbound copy of the PhD thesis, three copies of the Thesis Publication Permission Form, and two electronic copies on CD or USB recorded under the thesis reference number specified in the publication permission form. Upon a decision of the Institute Administrative Board, the submission period may be extended for a maximum of one additional month.

(2) A PhD diploma shall be awarded to the student who fulfills all other necessary conditions and formal requirements specified in this Regulation. A student who fails to fulfill these conditions shall not receive the diploma, shall not benefit from student rights until the conditions are fulfilled, and shall be dismissed from the University upon the expiration of the maximum period of study.

(3) The diploma shall bear the YÖK-approved official name of the program of the Department / Major Art Branch within the Institute in which the student is enrolled. The graduation date shall be the date on which the signed copy of the thesis by the examination jury is submitted. For international students, the graduation date shall be the date of the Institute Administrative Board decision.

(4) Within three months following the submission of the thesis, one electronic copy of the PhD thesis shall be sent by the Institute to the Council of Higher Education (YÖK) Presidency to be made available for scientific research and activities.

CHAPTER FOUR

Proficiency in Art Program

General Principles

ARTICLE 30- (1) The Proficiency in Art program is a doctoral-equivalent higher education program aiming at the production of an original work of art, and, in the fields of music and performing arts, at advanced performance and creativity.

(2) Works such as a thesis, exhibition, project, recital, concert, or performance are accepted as Proficiency in Art studies.

(3) Within the scope of the relevant legislation, these programs may also be organized as joint and combined graduate programs at national or international levels. Education and training shall be conducted in languages permitted by the Council of Higher Education (YÖK).

(4) For students admitted with a thesis master's degree, the Proficiency in Art program consists of at least seven courses, applications, and works such as a thesis, exhibition, project, recital, concert, or performance, corresponding to a minimum of 240 ECTS credits, provided that the total course load is not less than 21 credits and 60 ECTS per academic semester. For students admitted with a bachelor's degree, the program consists of at least fourteen courses with a minimum of 42 credits, applications, and works such as a thesis, exhibition, project, recital, concert, or performance, corresponding to a minimum of 300 ECTS credits.

(5) From courses offered in different programs of the University, 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 may be selected upon the proposal of the Head of the Department / Head of the Major Art Branch.

(6) Graduate-level courses may also be selected from doctoral courses offered at other higher education institutions, upon the proposal of the Head of the Department / Head of the Major Art Branch and with the approval of the Institute Administrative Board, up to a maximum of two courses for students admitted with a master's degree and four courses for students admitted with a bachelor's degree.

(7) Proficiency in Art students may take undergraduate and/or master's level courses upon the recommendation of the advisor. These courses shall not be counted toward the course load or credits of the Proficiency in Art program, but shall be indicated on the transcript.

(8) In programs where graduate education is conducted entirely in a foreign language, courses, seminars, qualifying examinations, and thesis defenses shall be held in the language of instruction. The Proficiency in Art thesis shall be written in the language of instruction and in accordance with the thesis writing guidelines.

(9) In graduate programs where the language of instruction is Turkish, theses may be written in another language upon the student's request, provided that a comprehensive Turkish summary of not less than one quarter (1/4) of the thesis is included, subject to the justified opinion of the advisor, the decision of the Department Board, and the approval of the Institute Administrative Board. For programs offering education in a foreign language

as determined by the Senate, the student must meet the foreign language requirements specified in the application conditions

Application and Admission

ARTICLE 31- (1) To apply for a Proficiency in Art program, candidates must;

a) Hold a thesis master's degree.

b) Hold a bachelor's degree of at least ten semesters, excluding preparatory classes, from faculties of medicine, dentistry, veterinary medicine, or pharmacy, or hold a professional specialization qualification in a laboratory field obtained in accordance with principles regulated by the Ministry of Health.

c) Candidates must have an ALES score determined by the Senate, provided that it is not less than 55 in the score type of the program they are applying for, or must have equivalent scores from examinations accepted as equivalent to ALES and announced by the Council of Higher Education (YÖK). However, ALES shall not be required for graduates of Doctorate / Proficiency in Art / Medical Specialization / Dental Specialization / Veterinary Specialization / Pharmacy Specialization programs when applying to doctoral programs, and for the evaluation of these candidates;

1) A score not lower than 55 and not higher than 75, regardless of the score type used for admission to their previous graduate program or their field of specialization, shall be determined by the Senate and announced in the requirements of the relevant program.

2) These candidates may apply to a field different from the score type they previously obtained or from their doctorate/proficiency in art/specialization field.

3) The announced score shall be included in the calculations as an ALES score, regardless of score type.

ç) In case of applying to a Proficiency in Art program with a bachelor's degree, candidates must have a minimum undergraduate grade point average of 3.00 out of 4.00 or an equivalent score, and must obtain at least 80 points from ALES in the score type of the program they are applying for, or an equivalent score from one of the equivalent examinations announced by YÖK.

(2) In admission to the Proficiency in Art program, it is mandatory to obtain at least 55 points from central foreign language examinations accepted by YÖK or from international foreign language examinations whose equivalence is accepted by YÖK, or an equivalent score from international foreign language examinations whose equivalence is accepted by ÖSYM. The Senate may decide to increase these minimum scores, if necessary, depending on the characteristics of the program to be applied to. For applications to programs within conservatories and fine arts faculties that admit students only through special talent examinations, where the language of instruction is Turkish, no foreign language score shall be required, provided that it is documented with a health report obtained from a state hospital or a state university hospital, for the following candidates;

a) Hearing-impaired candidates with at least 70% uncorrected disability or 40% or above corrected disability,

b) Candidates with intellectual disability with a disability level of 50% or above,

c) Candidates diagnosed with "pervasive developmental disorders" (Autism Spectrum Disorder/Childhood Autism/Atypical Autism, Rett Syndrome, Asperger Syndrome) with a disability level of 40% or above,

These candidates shall be deemed to have met the foreign language base score requirement required by the University.

(3) In Turkish-taught Proficiency in Art programs, a foreign language score may not be required from students whose native language is one of the following: English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, or Persian.

(4) In admission to Proficiency in Art programs, ranking shall be conducted within the framework of the criteria determined by the Institute Administrative Board, based on the ALES score, provided that it is not less than 50%, and in programs where ALES is not required, based on the special talent examination score, provided that it is not less than 50%.

(5) Individuals who have completed ten-semester undergraduate education, excluding preparatory classes, shall be deemed to hold a master's degree.

Duration

ARTICLE 32- (1) The duration for completing the Proficiency in Art program, excluding the period spent in scientific preparatory studies, is eight semesters starting from the semester in which the courses of the registered program are offered for those admitted with a master's degree, regardless of whether the student registers for each semester, and the maximum completion period is twelve semesters. For those admitted with a bachelor's degree, the duration is ten semesters and the maximum completion period is fourteen semesters.

(2) The maximum duration for successfully completing the required credit-bearing courses of the Proficiency in Art program is four semesters for those admitted with a thesis-based master's degree and six semesters for those admitted with a bachelor's degree. Students who fail to successfully complete their credit-bearing courses within this period shall be dismissed from the University.

(3) Students who have successfully completed their credit-bearing courses and practical studies but fail to complete their thesis or works such as exhibitions, projects, recitals, concerts, or performances by the end of the maximum period of twelve or fourteen semesters specified in the first paragraph shall be dismissed from the University.

(4) Students who applied to the Proficiency in Art program with a bachelor's degree and who have fulfilled the required credit load, projects, and other similar requirements but have not been successful in the Proficiency in Art program may, upon request, be awarded a non-thesis master's diploma.

(5) A student admitted to the Proficiency in Art program with a bachelor's degree who has successfully completed at least seven courses may transfer to a thesis-based or non-thesis master's program. In this case, the courses taken may be counted toward the master's program courses upon the decision of the Institute Administrative Board. The student is required to fulfill the conditions specified in this Regulation for thesis-based or non-thesis master's programs

Appointment of Advisor

ARTICLE 33- (1) The Head of the Department / Head of the Major Art Branch shall propose to the Institute, for each student, an advisor who is a member of the University's academic staff, as well as the subject and title of the thesis, exhibition, project, recital, concert, or performance to be determined jointly by the advisor and the student. The appointment of the thesis advisor and the thesis proposal shall be finalized by a decision of the Institute Administrative Board.

(2) The advisor shall be selected from among faculty members who have successfully supervised at least one master's thesis. In the absence of a faculty member with such qualifications and in cases of necessity, an advisor with the same qualifications may be selected from another higher education institution. The thesis advisor must be appointed no later than the end of the second semester.

(3) In cases where the nature of the Proficiency in Art study requires more than one thesis advisor, a second thesis advisor may be appointed. The second thesis advisor may also be selected from among individuals outside the University staff who hold a doctorate or proficiency in art degree.

(4) A change of advisor may be made upon the advisor's request for any reason, with the approval of the Head of the Department / Head of the Major Art Branch and the decision of the Institute Administrative Board. A change of advisor shall not affect the maximum duration of study.

(5) In cases where the advisor is appointed to another higher education institution, relocates, or retires, the ongoing advisory duties may continue until completion of the process, upon the proposal of the Department / Major Art Branch and the decision of the Institute Administrative Board. A change of advisor shall not affect the maximum duration of study.

Proficiency in Art Committee and Jury

ARTICLE 34- (1) Qualifying examinations shall be organized and conducted by a five-member Proficiency in Art Committee proposed by the Head of the Department / Head of the Major Art Branch and approved by the Institute Administrative Board.

(2) The committee shall establish examination juries to prepare, administer, and evaluate examinations in different fields. The examination jury shall consist of five faculty members, including the advisor, at least two of whom shall be from outside the University. The Institute Administrative Board shall decide whether the advisor has voting rights. If the advisor does not have voting rights, the jury shall consist of six faculty members.

(3) The second thesis advisor may participate in the jury without voting rights. If the second thesis advisor is a jury member, the jury shall consist of seven faculty members.

Proficiency Examination

ARTICLE 35- (1) The proficiency examination assesses whether the student who has completed the courses and seminar possesses sufficient depth of scientific research related to the fundamental subjects and concepts in their field and to the Proficiency in Art study.

(2) A student who has successfully completed the courses and seminar course is entitled to take the proficiency examination. A student admitted with a master's degree must take the proficiency examination no later than the end of the fifth semester, and a student admitted with a bachelor's degree must take the proficiency examination no later than the end of the seventh semester. A student who does not take the proficiency examination by the end of this period shall be deemed to have used one examination right and to have failed.

(3) The proficiency examination is conducted openly with the participation of listeners consisting of academic staff, graduate students, and experts in the field.

(4) Proficiency examinations are held twice a year for each Department/Major Art Branch, in December–June or January–July. A student may take the proficiency examination at most twice in one year.

(5) The proficiency examination is conducted in two parts: written and oral. Each examination has a weight of 50%. A student whose average score from both examinations is at least 75 out of 100 (75/100) is deemed successful. To be eligible to take the oral examination, the student must score at least 75 out of 100 (75/100) in the written examination. A student who is successful in the written examination is taken to the oral examination within three days.

(6) The result of the proficiency examination is reported to the Institute by the Head of the Institute's Department/Major Art Branch through the advisor, together with an official report, within three days following the examination.

(7) A student who fails the proficiency examination shall retake the examination for the failed part(s) in the following semester. A student who fails this examination as well shall be dismissed from the Proficiency in Art program.

(8) The proficiency examination jury may require a student who has passed the proficiency examination to take additional course(s), provided that the total credit amount does not exceed one-third of the total required credits, even if the student has completed the course load. The student is obliged to successfully complete the courses determined by the Institute.

Proficiency in Art Study Monitoring Committee

ARTICLE 36- (1) For a student who has successfully passed the proficiency examination, a Proficiency in Art Study Monitoring Committee is formed within one month upon the proposal of the Head of the Institute's Department/Major Art Branch and the approval of the Institute Administrative Board.

(2) The Proficiency in Art Study Monitoring Committee consists of three faculty members. In addition to the advisor, one member from within and one member from outside the Institute's Department/Major Art Branch are included. In cases where a second advisor is appointed, the second thesis advisor may attend committee meetings without voting rights.

(3) In the semesters following the establishment of the Proficiency in Art Study Monitoring Committee, changes in committee members may be made upon the proposal of the Head of the Institute's Department/Major Art Branch and the approval of the Institute Administrative Board.

(4) For a student whose study has been accepted, the Proficiency in Art Study Monitoring Committee meets twice a year, once between January–June and once between July–December. The student submits a written report to the committee members at least one month prior to the meeting date. This report includes a summary of the work carried out up to that point and the work plan for the following period.

Completion of the Proficiency in Art Study

ARTICLE 37- (1) A student preparing a thesis writes the results obtained in accordance with writing rules, and in cases of works such as exhibitions, projects, recitals, concerts, or performances, prepares a text explaining and documenting the work, and defends the work orally before the jury.

(2) In cases where the research involves the use of surveys/scales, biological materials, observational and qualitative studies, quantitative research, or interventions, an ethics committee approval is required.

(3) Prior to the defense of the Proficiency in Art study, and together with revisions in cases where revisions are required, the student completes the thesis/study and submits it to the advisor.

(4) In cases where a thesis is written, the Institute obtains a plagiarism report and sends it to the advisor and jury members. If plagiarism is detected in the report data, the thesis is submitted to the Institute Administrative Board for decision together with justification.

(5) The advisor submits a written opinion to the Institute stating that the study complies with the writing rules.

(6) The Proficiency in Art jury is appointed upon the proposal of the Head of the Institute's Department/Major Art Branch and the approval of the Institute Administrative Board. The jury consists of five members, including the advisor, at least two of whom are faculty members from outside the University. The Institute Administrative Board decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six members. Additionally, the second thesis advisor may take part in the jury without voting rights.

(7) Jury members convene and conduct the defense within one month at the latest from the date the study is delivered to them. The defense examination consists of the presentation of the study followed by a question-and-answer session. Defense meetings are conducted openly with the participation of listeners consisting of academic staff, graduate students, and experts in the field.

(8) After the completion of the examination, the jury deliberates in closed session and decides by absolute majority to accept, reject, or request revisions to the Proficiency in Art study. Students whose Proficiency in Art studies are accepted are deemed successful. This decision is reported to the Institute by the Head of the Institute's Department/Major Art Branch through the advisor, together with an official report, within three days following the examination.

(9) A student whose Proficiency in Art study is found unsuccessful and rejected, or who fails to attend the Proficiency in Art defense without a valid excuse, shall be dismissed from the University.

(10) A student for whom a revision decision has been issued must complete the required revisions and re-defend the Proficiency in Art study before the same jury within a maximum of six months. A student who fails to attend the defense within this period without a valid excuse, or whose study is not accepted after this defense, shall be dismissed from the University.

(11) For students admitted to the Proficiency in Art program with a bachelor's degree who fail to successfully complete the Proficiency in Art study, a non-thesis master's diploma shall be awarded upon request, provided that the non-thesis master's requirements specified in this Regulation are fulfilled.

Publication Requirement for Graduation

ARTICLE 38- (1) For all students enrolled in Proficiency in Art programs conducted within the Institute, a publication requirement in the field of Proficiency in Art may be requested by a Senate decision as a condition for graduation, to be submitted together with the initial submission of the thesis or works such as exhibitions, projects, recitals, concerts, or performance.

Proficiency in Art Diploma

ARTICLE 39 - (1) A Proficiency in Art diploma is awarded to a student who has been successful in the defense, fulfilled the other graduation requirements determined by the Senate, submitted to the Institute within one month from the date of entering the defense at least one bound copy of the thesis and/or the text explaining and documenting works such as exhibitions, projects, recitals, concerts, or performances, three publication permission forms, and two electronic copies on CD or USB registered under the reference number specified in the publication permission form in the prescribed format, and whose submission is found to be formally appropriate.

(2) Upon application, the Institute Administrative Board may extend the submission period by a maximum of one additional month. A student who fails to fulfill these conditions cannot receive their diploma until the conditions are met, cannot benefit from student rights, and shall be dismissed from the University if the maximum duration of study expires.

(3) The diploma bears the YÖK-approved name of the program in the Institute's Department/Major Art Branch in which the student was enrolled. The graduation date is the date on which the signed copy of the thesis by the examination jury commission is submitted. For international students, the graduation date is the date of the Institute Administrative Board decision.

(4) Within three months following the submission of the thesis, one electronic copy of the Proficiency in Art study is sent by the Institute to the Council of Higher Education (YÖK) Presidency to be made available for scientific research and activities.

CHAPTER FIVE

General Principles Regarding Graduate Education

Education and Training Plans

ARTICLE 40- (1) Education and training plans are accepted upon the proposal of the Institute Board and the approval of the Senate.

(2) A student's normal workload in one semester is 30 ECTS, and the maximum student workload is 42 ECTS.

(3) Common compulsory courses may be introduced at the Institute level. Inter-program common compulsory courses are accepted through the Institute Board.

(4) It is mandatory for a course on scientific research techniques and/or publication ethics to be offered in all graduate programs.

Distance Education

ARTICLE 41- (1) Some graduate programs may be conducted fully or partially through distance education. Certain courses included in formal graduate education programs and deemed appropriate by the Senate are also carried out in accordance with the procedures and principles determined by the Council of Higher Education (YÖK) regarding distance education and the principles set by the Senate.

Admission of Students to the Scientific Preparation Program

ARTICLE 42- (1) A scientific preparation program may be implemented to eliminate deficiencies for students admitted to master's and doctoral/proficiency in art programs who obtained their bachelor's or master's degrees in fields different from the graduate program to which they were admitted, as well as for master's or doctoral candidates who received their bachelor's or master's degrees from higher education institutions other than the University.

(2) Courses required in the scientific preparation program cannot substitute for the courses deemed necessary to complete the relevant graduate program. However, with the recommendation of the Institute Department/Division Chair and the approval of the Institute Executive Board, a student in the scientific preparation program may also take courses directed toward the graduate program in addition to the scientific preparation courses.

(3) Attendance, examinations, course grades, course repetition, deregistration, and other principles related to courses in the scientific preparation program are subject to the relevant legislative provisions of the undergraduate/graduate program from which the student takes the course. Scientific preparation programs may be conducted independently from undergraduate/graduate programs.

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

(5) A student who fails scientific preparation courses by examination may retake these courses while continuing in the graduate program; however, a student who fails due to absenteeism will be dismissed from the program.

(6) A maximum of 30 ECTS of coursework may be taken in the scientific preparation program. These courses are not included in the master's and doctoral grade point averages but are shown on the transcript.

Admission of Special Students

ARTICLE 43- (1) Students enrolled in a master's, doctoral, or proficiency in art program may be admitted as special students to graduate courses at other higher education institutions with the approval of the Institute Department/Division Chair at which they are registered. Exemption procedures for courses taken and successfully completed as a special student are carried out by the relevant Institute Department/Division Chair.

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

(3) Upon request, special students are provided with a document (transcript) showing the courses they have taken and the grades they have received at the University.

Admission of Students Through Transfer

ARTICLE 44- (1) A student who has completed at least one semester in the coursework stage, excluding scientific preparation, in a graduate program at the University or another higher education institution may be admitted to the University's graduate programs through transfer.

(2) Students in the coursework stage of master's education or those who have not yet entered thesis defense are required to submit a transcript and approved course content. Which courses will be exempted and which courses must be taken are finalized upon the

recommendation of the Department/Division Chair and the decision of the Institute Executive Board.

(3) A student who has completed at least one semester in their doctoral/proficiency in art program and has not taken the qualifying examination may transfer to the University's programs.

(4) Students applying for transfer to doctoral/proficiency in art programs during the coursework stage must submit a transcript and approved course content. Which courses will be exempted and which courses must be taken are finalized upon the recommendation of the Department/Division Chair and the decision of the Institute Executive Board.

(5) The duration of education the student has completed in another graduate program is included in the period granted for education in the University's graduate programs.

Student Participating in an Exchange Program

ARTICLE 45- (1) Reciprocal student exchange programs may be implemented within the framework of bilateral agreements between the University and other higher education institutions domestically or abroad.

(2) In accordance with agreements made between the University and a higher education institution abroad or domestically, students may be sent to such institutions for one or two semesters within the scope of the exchange program.

(3) Students wishing to benefit from the exchange program must have completed one semester in their relevant graduate program. The time spent in the exchange program is counted toward the duration of education in the graduate program in which the student is enrolled.

(4) The provisions of this Regulation apply to students admitted within the scope of exchange programs during their period of study at the University, and they are provided with a transcript for the courses they have taken.

Enrollment in Graduate Programs

ARTICLE 46- (1) Admission procedures for students to be accepted into graduate education are carried out by the Institute within the periods specified in the academic calendar.

(2) Originals of the documents required for registration or copies approved by the University are accepted. The registrations of those who enroll based on false statements and/or forged or altered documents, as well as those expelled from any higher education institution for disciplinary reasons, are canceled as of the program registration date. All documents, including diplomas, of those who have graduated are canceled. Tuition fees are not refunded.

(3) Students who do not pay their tuition within the specified period cannot register for courses in that semester. The elapsed time is counted toward the duration of study.

(4) Except for non-thesis master's programs, it is not permitted to enroll in or continue more than one graduate program simultaneously.

Admission of International Candidates

ARTICLE 47- (1) The procedures and principles regarding the admission of international candidates and Turkish Republic citizens who completed their entire undergraduate education abroad are determined by the Senate.

Course Registration, Add-Drop, and Advisor Assignments

ARTICLE 48- (1) Students must renew their semester registration by selecting their courses at the beginning of each semester within the periods announced in the academic calendar.

(2) Students may make changes to the elective courses for which they have registered within the add-drop period specified in the academic calendar.

(3) Course registration cannot be completed after the add-drop period ends. Students who have not exceeded the absenteeism limit and were unable to register within these dates due to valid excuses may be granted the right to register for courses if their excuses are accepted by the Institute Executive Board.

(4) Students at the thesis or term project stage must register for thesis or term project courses every semester. Regardless of whether the student registers, each semester in which they do not register is counted toward the maximum duration of study.

(5) Graduate program quotas are determined by taking into account the number of faculty members eligible to serve in graduate programs as determined by YÖK and the number of students per existing faculty member, with a maximum of 14 thesis advisorships per faculty member for thesis-based master's and doctoral programs, and a maximum of 16 students for non-thesis master's programs, excluding thesis-based master's and doctoral programs. However, for graduate programs conducted within the scope of protocols with YÖK and university-industry cooperation, this quota may be increased by up to 50%.

(6) The academic calendar covers the periods related to students' admission and registration procedures, education, examinations, and similar activities, and is determined and announced by the Senate during the previous academic year. In mandatory cases, the academic calendar may be amended by the Senate.

Withdrawal from a Course

ARTICLE 49- (1) After the add-drop period ends, students may withdraw from a registered course until the final date specified in the academic calendar with the advisor's opinion and the decision of the Institute Executive Board. Students who withdraw from a course receive a grade of W. Students may withdraw from a maximum of two courses during their studies. No fee refund is made for course withdrawals.

(2) As a result of withdrawal, the number of courses in which a student is registered in a semester cannot fall below three.

(3) Students cannot select another course in the same semester in place of a withdrawn course.

Internship

ARTICLE 50- (1) Whether an internship will be required in graduate programs is determined by the decision of the Institute Board.

(2) Internships must be completed within the maximum education period specified in the legislation. Students who do not complete their internships cannot graduate until they do so, even if they have fulfilled their course and practical obligations.

Tuition Fees

ARTICLE 51- (1) Graduate education is subject to tuition fees. Tuition fees are determined by the Board of Trustees at the beginning of each academic year. The fees determined by the Board of Trustees cover three semesters for non-thesis master's programs, four semesters for thesis-based master's programs, eight semesters for doctoral/proficiency in art programs, and ten semesters for integrated doctoral programs, excluding scientific preparation programs.

(2) Except for those whose excuses are accepted by the Institute Executive Board, students who do not pay their tuition on the announced dates cannot register/renew registration for that semester and cannot benefit from student rights.

(3) Students admitted as special students and those enrolled in the scientific preparation program pay the tuition fee determined annually by the Board of Trustees.

(4) Students who fail to complete their graduate studies within the normal duration are charged an additional semester fee determined by the Board of Trustees.

(5) If a student repeats a course to improve their grade, an additional fee determined by the Board of Trustees is charged.

(6) Fees for students sent to higher education institutions abroad or domestically, or admitted to the University within the same exchange program, are determined in accordance with bilateral agreements.

(7) Tuition fees for the relevant semester are not refunded to students who leave the University, are dismissed, have their registration deleted, or graduate after the academic semester has begun.

CHAPTER SIX **Courses and Assessment of Achievement**

Opening of Courses

ARTICLE 52- (1) Graduate teaching plans in the Institute's departments/divisions consist of compulsory/elective courses, thesis, seminars, and similar studies required for graduation from the graduate program, along with their total credits. These teaching plans are reviewed and approved by the Institute Board provided they comply with the minimum content determined by the Senate.

(2) Which graduate courses will be offered in a semester and which faculty members will teach these courses are determined by the Institute Executive Board upon the recommendation of the department/division chairs.

Attendance Requirements

ARTICLE 53- (1) Students are required to attend courses, examinations, practical sessions, laboratories, and other academic activities required by these components.

(2) In graduate programs, the attendance rate is 70% for theoretical hours and 80% for practical hours. A student who fails to meet either of these rates in a course is considered unsuccessful due to absenteeism.

(3) The following principles are taken into account in calculating absenteeism:

a) Days covered by a medical report submitted by students are not counted as absenteeism. However, this may not exceed 35% of the total course hours for theoretical courses and 25% for practical courses. Reported periods exceeding these limits are evaluated as absenteeism.

b) Absences of students who participate in scientific, cultural, artistic, or sporting activities domestically or abroad on behalf of the University and whose participation is officially approved are not counted as absenteeism. Such permissions must be officially communicated to the course instructor by the relevant academic or administrative units.

(4) Relevant legislative provisions apply to distance education programs and distance education courses offered within formal education.

(5) Students who do not meet the attendance requirement cannot take the final examination for the relevant course.

(6) A student who fails to fulfill the attendance obligation for a course is considered unsuccessful in that course.

Examinations and Course Grade

ARTICLE 54- (1) Midterm and final examinations are held at the place and time announced in the student information system.

(2) At least one midterm and one final examination are held in a semester; at the discretion of the course instructor, one of these examinations may be conducted in the form of an assignment, project, laboratory report, exhibition, performance, or similar practical work. Additionally, a resit examination is administered for students who cannot take or fail the final examination, and a single-course examination is held for students who fail only one course in order to complete the program in non-thesis programs or to complete all coursework by the end of the fourth semester at the latest in thesis-based programs.

(3) In formal programs, the course grade is calculated by taking 40% of the weighted average of midterm grades and 60% of the final examination grade.

(4) In graduate programs conducted through distance education, the course grade is calculated by taking the sum of 40% of the midterm average and 60% of the final or resit examination.

(5) To pass a course, a student must receive at least 50 out of 100 on the final examination and have a minimum overall course grade average of 60 on a 100-point scale.

(6) The course grade for courses that do not require a midterm and/or final examination may be evaluated with an absolute grade or as S (Successful)/U (Unsuccessful), depending on the nature of the course. Grades evaluated as Successful or Unsuccessful are not included in grade point averages.

(7) For some courses that do not require a midterm and/or final examination and whose evaluation process has not been completed, a temporary grade of I (Incomplete) may be given. Once the evaluation process is completed, this grade is converted into an absolute grade or an S (Successful)/U (Unsuccessful) grade.

(8) The grade DM is given to students who will continue with the thesis course; the grade TD is given to students who take the thesis defense examination and are given a revision by the thesis jury.

(9) Matters related to the implementation of measurement and evaluation activities for programs or courses offered fully or partially via internet-supported distance education are carried out in accordance with the procedures and principles set by the Senate within the framework of YÖK's regulations on distance education.

(10) Students who cannot attend midterm examinations due to valid excuses are obliged to submit the official document demonstrating their excuse, together with a petition explaining the reason, to the Directorate of the Institute in which they are enrolled within three (3) business days following the end of the examinations. Applications not submitted within the specified time are not considered. If their excuses are accepted by the Institute Executive Board, they may be granted the right to take a make-up examination.

(11) No make-up examination right is granted for final examinations. Students who fail the final examination, or who are entitled to take it but do not attend, are granted the right to take the resit examination.

(12) For students who cannot attend examinations conducted before a jury, such as the qualifying examination and thesis defense, due to a valid excuse, a new examination date is determined provided that they notify the Institute of their excuse within seven (7) business days and that the excuse is accepted by the Institute Executive Board.

Retention of Examination Documents

ARTICLE 55- (1) All types of examination documents shall be retained in accordance with the provisions of the relevant legislation.

Course Credit Value, ECTS Credit, and Assessment

ARTICLE 56- (1) The credit/hour values and ECTS credits of graduate courses shall be determined by the Institute Board upon the recommendation of the Head of the Department/Division of the Institute. In the crediting of courses and other activities in terms of ECTS, one ECTS credit is calculated as corresponding to 25.5 hours of student workload.

(2) An absolute grading system is used in calculating achievement grades. The relationship between absolute grades and letter grades, and the numerical equivalents of these grades, are set out below:

<u>Absolute Grade</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Meaning</u>
90-100	AA	4,00	Excellent
80-89	BA	3,50	Very Good
73-79	BB	3,00	Good
66-72	CB	2,50	Satisfactory
60-65	CC	2,00	Pass
0-59	FF	0,00	Fail
-	DZ	0,00	Absent
-	BI	-	Successful
-	BZ	-	Unsuccessful
-	M	-	Exempt
-	W	-	Withdrawal from Course
-	E	-	Grade Not Entered
-	TD	-	Thesis Revision
-	DM	-	In Progress (Thesis Process)

- a) A student who receives one of the letter grades AA, BA, BB, CB, CC, BI, or M as a course achievement grade shall be considered to have successfully completed that course.
- b) A student who receives one of the letter grades FF, BZ, or DZ shall be considered unsuccessful in that course.
- c) Students who fail to fulfill course attendance requirements shall be given the letter grade DZ. The DZ grade is treated as an FF grade in GPA calculations.
- ç) The BI grade is assigned as the achievement grade for seminars, term projects, thesis work, or courses that are not included in GPA calculations but have been successfully completed.

- d) The BZ grade is assigned as the achievement grade for seminars, term projects, thesis work, or courses that are not included in GPA calculations but have been unsuccessfully completed.
- e) The M grade is assigned as the achievement grade for courses from which the student is exempt following an exemption evaluation and which are not included in GPA calculations.
- f) The W grade is used to indicate on the student's transcript that the student has withdrawn from a course within the periods specified in the academic calendar.
- g) The E (Grade Not Entered) grade is a temporary grade assigned to courses for which the evaluation process has not been completed and the grade has not yet been entered. An E grade that is not converted within the specified period shall be converted into the failing grade defined for the relevant course.
- g) The TD grade is used for students who have taken the thesis defense examination and have been given revisions by the thesis jury.
- h) The DM grade is used for students who will continue their thesis course in the following semester.

(3) The conversion of university letter grades into ECTS grades and the conversion of ECTS grades into university letter grades shall be carried out in accordance with the principles determined by the Senate.

Calculation of Grade Point Averages

ARTICLE 57- (1) The Cumulative GPA (Grade Point Average – “GNO”) is calculated by multiplying the numerical grades (from AA to FF, inclusive) of the courses taken by the student starting from the first semester by their respective ECTS credit values, summing these results, and dividing the total by the sum of the ECTS credits of the courses included in the average.

(2) The Semester GPA (Semester Grade Point Average – “YNO”) is calculated for any semester by multiplying the numerical grades of the courses taken by the student by their respective ECTS credit values, summing these results, and dividing the total by the sum of the ECTS credits of the courses included in the average.

(3) In GPA calculations, operations are carried out to three decimal places, and the result is displayed with two decimal places. In rounding, if the third decimal place is between 0–4, the number is rounded down; if it is between 5–9, it is rounded up.

Honor and High Honor Students

ARTICLE 58- (1) Students with a cumulative GPA between 3.00–3.49 graduate as honor students, and those with a GPA of 3.50 or above graduate as high honor students. These students are provided with a special document indicating their status together with their diplomas. No honor or high honor certificate shall be issued to students who have received a disciplinary penalty.

Course Repetition

ARTICLE 59- (1) Students must retake compulsory courses they have failed. However, if a compulsory course that the student must repeat due to failure is not offered or has been removed from the curriculum, the student may, with advisor approval, take another course/courses considered equivalent. Students who receive semester letter grades FF, DZ, BZ, or W must retake the courses they have failed or withdrawn from. The grades

of repeated courses are recorded in the semesters to which the courses belong and are included in that semester's GPA.

(2) Students may take another elective course in place of an elective course they have failed, provided that the credit value is not less than that of the failed course.

(3) If they wish, students may retake courses they have successfully completed once in order to improve their GPA. In this case, the most recent grade received by the student shall be valid.

(4) Students who have fulfilled the attendance requirement for a course are not required to meet the attendance requirement again when repeating that course.

Objection to Examination Results

ARTICLE 60- (1) Grades for midterm and final examinations are announced by the instructor via the Student Information System (EÖBS).

(2) Upon an objection to midterm or final examination results, the course instructor shall re-examine the achievement grade of the contested exam within the scope of material error and submit the result in writing to the Directorate of the Institute within three working days.

(3) If a grade change is involved as a result of the objection, it shall be resolved by the relevant administrative board. Following the board's decision, the change shall be forwarded to the Directorate of Student Affairs for implementation.

(4) In cases where no grade change occurs, the student shall be notified directly by the relevant academic unit.

(5) Courses for which grades cannot be contested (such as supervision, term projects, thesis, and similar applied courses) shall be submitted to the Rectorate for a Senate decision upon the recommendation of the relevant department and approval of the Institute Board.

(6) If the instructor does not make a change and the student wishes to continue the objection, the student must notify the Directorate of the Institute again in writing within three (3) working days. Thereupon, a three-member commission, including the course instructor, shall be formed. The academic titles of the commission members must be equal to or higher than that of the instructor whose grade is being contested.

(7) The commission shall review the examination paper and render its decision within no later than five (5) working days. The commission's recommendation becomes final upon the administrative board's decision and is communicated to the student in writing.

(8) Objections regarding in-semester assessments (quizzes, short exams, assignments, and similar) are evaluated by the course instructor.

(9) Objection applications not submitted within the periods defined in this article shall not be processed.

Taking Courses from Different Fields and Institutions

ARTICLE 61- (1) It is essential that daytime program students take courses from daytime programs; evening program students from evening programs; and distance education students from distance education programs.

(2) With the advisor's approval and the decision of the Institute Administrative Board, students may take courses from other graduate programs within or outside the University.

(3) In order for a student to take courses from other graduate programs of the University or from graduate programs of other higher education institutions, the course must not be offered in the relevant semester or must not exist in the relevant graduate course catalogue.

(4) The equivalency (adaptation) form prepared by the Head of the Department/Division for the courses shall be drawn up in accordance with the University's principles on course equivalency and adaptation and submitted to the approval of the Institute Administrative Board.

Leave of Absence (Registration Freeze)

ARTICLE 62- (1) Upon the recommendation of the Head of the Department/Division and the approval of the Institute Administrative Board, graduate students may be granted a leave of absence for up to two semesters in master's programs and, in doctoral programs, for a maximum of two semesters at a time and up to four semesters in total.

(2) Students' registrations may be frozen by decision of the Institute Administrative Board if at least one of the following reasons exists:

- a) The student has a documented excuse supported by medical board reports.
 - b) The student is compelled to suspend their education due to natural disasters, provided that this is documented by the highest local administrative authority.
 - c) The student documents that they will go abroad to learn a foreign language and, upon return, submits documents proving their education (passport entry-exit records, certificate, etc.).
 - ç) The student is under detention or convicted, provided that the conviction does not require expulsion from the higher education institution.
 - d) The student is drafted into military service due to the cancellation of deferment for any reason.
 - e) The student travels abroad temporarily for educational purposes related to their profession or graduate studies, or is assigned temporarily to a domestic institution for the same purpose.
 - f) The student documents that a first-degree relative is ill and that there is no one else to provide care.
 - g) The thesis work of a student who has successfully completed their course load is disrupted due to reasons beyond their control, such as difficulties in obtaining equipment or materials.
- (3) In cases of registration freeze due to the reasons stated in paragraph two, the student must apply to the Directorate of the Institute within no later than twenty days from the occurrence of the event and substantiate the event with the necessary documents.
- (4) A student on leave cannot attend classes or take examinations. Periods during which the student is considered on leave are not counted toward the duration of study.

(5) A student whose leave of absence reason has ended may request the reactivation of their registration, provided that they fulfill the semester tuition fee obligation. This request shall be decided upon by the Institute Administrative Board.

Deletion of Registration and Dismissal

ARTICLE 63- (1) The registrations of students enrolled in graduate programs shall be deleted by decision of the Institute Administrative Board in the following cases:

- a) Failure to fulfill the obligations specified in this Regulation.
- b) Transfer to another higher education institution for any reason.
- c) Determination that the final registration process was not conducted in accordance with the procedure.

ç) Occurrence of other cases specified in Law No. 2547.

(2) Students may request deletion of their registration via the Student Information System (EÖBS). The process is completed upon approval by the relevant units through the system. Documents submitted by the student during registration may be returned either to the student personally or to another person authorized through a notarized power of attorney.

(3) Students requesting deletion of registration must have paid the tuition fees for the semester/year preceding the semester/year in which the deletion application is made.

(4) Students who delete their registration lose all student rights at the University.

(5) In the following cases, the student's affiliation with the University shall be terminated by decision of the University Administrative Board:

a) Students who fail to complete their graduate education within the maximum period of study shall have their registrations deleted from graduate programs by decision of the University Administrative Board.

b) A student who receives a penalty of expulsion from the University pursuant to Article 54 of Law No. 2547 shall have their affiliation terminated.

(6) No tuition refund shall be made to students whose registrations are deleted because they failed to fulfill graduation requirements.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Discipline

ARTICLE 64- (1) Disciplinary procedures concerning students shall be carried out in accordance with Article 54 of Law No. 2547 and other relevant legislative provisions.

Notification

ARTICLE 65- (1) Notifications to students shall be made via the email address provided by the University, through the Student Information System (EÖBS), or by announcements on the websites and/or notice boards of the relevant academic and administrative units.

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

Cases Without Provision

ARTICLE 66- (1) In cases where no provision exists in this Regulation, the provisions of Law No. 2547, the Regulation on Foundation Higher Education Institutions published in

the Official Gazette dated 31/12/2005 and numbered 26040, other relevant legislation, and decisions of the Council of Higher Education shall apply.

Other Provisions

ARTICLE 67- (1) In the event of disasters or epidemics, graduate students at the thesis stage may be granted, upon request, an additional period of up to two semesters—one semester initially and, depending on the stage of the disaster or epidemic, one additional semester upon reapplication. These additional periods shall not be counted toward the maximum duration of study.

Repealed Regulation

ARTICLE 68- (1) The Beykoz University Graduate Education and Training Regulation published in the Official Gazette dated 14/7/2019 and numbered 30831 has been repealed.

Entry into Force

ARTICLE 69- (1) This Regulation enters into force on the date of its publication.

Execution

ARTICLE 70- (1) The provisions of this Regulation shall be executed by the Rector of Beykoz University.