

**ÖZYEĞİN UNIVERSITY**  
**RULES AND REGULATIONS FOR GRADUATE PROGRAMS**  
[\(Date of Official Gazette: 08.11.2017, Issue of Official Gazette: 30234\)](#)

**SECTION ONE**  
**Purpose, Scope, Legal Ground and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of these Rules and Regulations is to govern the applicable principles and procedures for teaching and learning in the graduate programs offered by the graduate schools at Özyeğin University.

**Scope**

**ARTICLE 2** – (1) These rules and regulations cover the principles and procedures pertaining to teaching and learning in the graduate programs offered by Özyeğin University's graduate schools.

**Legal Ground**

**ARTICLE 3** – (1) These Rules and Regulations have been prepared pursuant to Article 14 and Article 44 of Higher Education Law No:2547, dated November 4, 1981.

**Definitions**

**ARTICLE 4** – (1) For the purpose of these Rules and Regulations, the following terms shall have the following meaning hereinafter:

- a) ECTS: European Credit Transfer and Accumulation System,
- a) ALES: Academic Staff and Graduate Admissions Examination
- c) SGPA: Semester Grade Point Average,
- ç) Graduate School: Graduate schools offering graduate programs at Özyeğin University,
- d) Graduate School Department: Departments at Özyeğin University's Graduate Schools,
- e) Graduate School Board (GSB): Özyeğin University's Graduate School Boards,
- f) Graduate School Executive Board (GSEB): Özyeğin University's Graduate School Executive Boards,
- g) GMAT: General Management Admission Test,
- ğ) GPA: Grade Point Average,
- h) GRE: Graduate Record Examinations,
- i) Plagiarism: To represent the ideas, methods, data or intellectual work of others as one's own, in part or full, without proper citation.
- i) Board of Trustees: Özyeğin University Board of Trustees,
- j) Student Services: Özyeğin University Student Services,
- k) OSYM: The Student Selection and Placement Center,
- l) Rector: Özyeğin University Rector,
- m) Senate: Özyeğin University Senate,
- n) University: Özyeğin University,
- o) YÖK: Higher Education Council of Turkey.

**SECTION TWO**

**Principles for Graduate Programs and Courses to be Offered**

**Graduate Programs**

**ARTICLE 5** – (1) Each new graduate program to be launched is determined with the resolution of the Board of Trustees upon the recommendation of the Senate, and takes effect pursuant to the approval of the Higher Education Council (YÖK).

(2) PhD Programs are not offered as evening programs.

**Courses to Be Offered in Graduate Programs:**

**ARTICLE 6** – (1) Courses, laboratory sessions, practicals, projects, theses, and similar other activities required for graduation from the graduate programs are determined by the resolution of the respective GSB and upon the approval of the Senate. Amendments are made likewise. Resolutions must also include applicable procedures and rules for students affected by such amendments. Amendments become effective at the beginning of the following semester.

(2) The curriculum of each graduate program must offer at least one course on scientific research techniques, and research and publication ethics.

(3) The courses to be offered by a graduate program in an academic semester and the instructors to teach these courses are determined by the resolution of the respective GSEB upon the recommendation of the respective department head at the graduate school.

(4) ECTS credits of graduate courses are determined as per Article 34 of the "Rules and Regulations for Undergraduate Programs" published in the Official Gazette No:29690 dated April 20, 2016.

### **Scientific preparation program**

**ARTICLE 7** – (1) Among students admitted to master’s or PhD programs, those who completed their bachelor’s or master’s degree in a field different from that of the master’s or PhD program to which they are admitted, and those who completed their bachelor’s or master’s degree in a higher education institution other than the one to which they are admitted may first be required to complete a scientific preparation program to improve their academic readiness subject to the decision of the respective GSEB. In such a case, the list of courses the student must take are specified.

(2) Required courses offered by the scientific preparation program do not count towards required courses for graduation from the respective graduate program. (3) On the other hand, in addition to scientific preparation courses, a student in the scientific preparation program may also take courses offered in the curriculum of his/her respective graduate program, subject to the recommendation of the respective department head and the approval of the GSEB.

(3) In the Scientific Preparation Program, principles pertaining to attendance, examinations, grades, assessment, course repeat, and withdrawal from the University are governed by these rules and regulations.

(4) Students who are unable to complete the courses offered in the Scientific Preparation Program with at least a C Grade within its maximum period of study are expelled from the University in the following semester with the resolution of the respective GSEB.

(5) The maximum period of study in the Scientific Preparation Program is two semesters. Summer sessions are not included in this period. The maximum period of study cannot be extended, unless it is for semester breaks/leaves of absences. Students who fail at the end of the maximum period of study are expelled. Semesters spent in the scientific preparation program do not count toward the maximum period of study of the respective master’s or PhD program.

## **SECTION THREE Master’s Programs**

### **General Principles**

**ARTICLE 8** – (1) A master’s program can be offered with or without the thesis requirement.

(2) Thesis and non-thesis master’s programs may also be offered as evening education programs.

### **Applications and Admissions**

**ARTICLE 9** – (1) Graduate programs to admit students, and their application and admission requirements are determined by the resolution of the respective GSB upon the approval of the Senate, and are announced at the beginning of the fall and spring semesters.

(2) Prospective master’s degree students must hold an undergraduate diploma and must have obtained at least 55 points in ALES or the minimum required score determined by YÖK in an equivalent examination such as the GRE or GMAT. An ALES or equivalent exam score may not be required for admissions to non-thesis master’s programs. However, if the ALES or an equivalent exam score is required, the minimum score is set by the Senate. In admissions to thesis master’s programs, the weight of the ALES score in assessments, provided that it is not less than 50 percent, and other principles pertaining to graduate admissions are also determined by the Senate.

(3) While students may be admitted into master’s degree programs based on their ALES scores only, subject to the GSB decision, they may also be admitted based on their undergraduate GPA, and the result of the written scientific evaluation and/or interview, in addition to the ALES score.

(4) Whether or not the ALES or an equivalent exam score is required for the admission of prospective international students and Turkish citizens who completed all of their undergraduate studies abroad is determined by the Senate upon the recommendation of the respective GSB.

(5) If the bachelor’s or master’s degree diploma is obtained abroad, the higher education institution that issued the diploma, as well as its education and diploma must be recognized by YÖK. Turkish citizens must also obtain a Certificate of Equivalence from YÖK in person, and submit it to the University at the time of enrollment.

(6) In admissions to English-medium programs, prospective students must have obtained at least the minimum score determined upon the resolution of the respective GSB and the approval of the Senate in the English proficiency examination administered by the University or in a national and/or international English proficiency examination which is recognized by the Senate. Prospective students who graduated from English-medium programs of higher education institutions are exempt from the English proficiency requirement provided that they graduated within two years of the date of enrollment in the University. Students who are unable to satisfy the English proficiency requirement may be admitted to the English Preparatory Program by the resolution of the respective GSEB. Students who are admitted to the English Preparatory Program must satisfy one of the English proficiency requirements which are applicable in the year of admission or matriculation to the graduate program in order to be eligible to matriculate to their graduate programs.

(7) Applications are submitted together with the required documents to the respective graduate schools within the periods announced in the academic calendar. New students are admitted to programs by the resolution of the respective GSEB based on the application and admission requirements. Application documents must still be

valid at the beginning of the enrollment period announced in the academic calendar for the respective graduate program in which the student wishes to enroll in the respective semester.

### **Thesis Master's Program**

**ARTICLE 10** – (1) Thesis master's programs equip students with the skills to access, collect, interpret, and evaluate information using scientific research methods.

(2) A thesis master's program consists of at least 120 ECTS credits in total with a minimum of eight courses including the seminar course, and the thesis project per semester. The total ECTS credits from courses cannot be less than 60 ECTS credits per semester. The seminar course and thesis are graded as either Pass or Fail. Students must register for the thesis each semester, at the latest starting from the semester in which they are assigned an advisor.

(3) Among the courses to be counted towards graduation requirements, only up to two courses can be undergraduate courses subject to the approval of the respective GSEB, provided that these courses were not taken by the student during the undergraduate studies.

(4) Subject to the recommendation of the respective department head and the approval of the respective GSEB, students may take courses from other higher education institutions, but only up to two of those courses are counted towards their graduation requirements.

### **Period of Study**

**ARTICLE 11** – (1) The regular period of study for a thesis master's program is four semesters, regardless of whether students renew their semester registrations. The regular period of study starts from the semester in which the courses of the respective program are first offered, and excludes the semesters spent for scientific preparation. The program must be completed in at most six semesters.

(2) Failure to successfully complete the minimum required course load including the seminar course and excluding the thesis project by the end of the fourth semester; or failure to meet the success requirements/criteria set forth by the higher education institution; or failure to submit or defend the thesis by the end of the maximum period of study results in expulsion from the University by the resolution of the respective GSEB.

(3) Students may graduate before the end of their regular period of study by the resolution of the respective GSEB, provided that they fulfill the graduation requirements of their master's programs.

### **Assignment of a Thesis Advisor and Choosing a Thesis Subject**

**ARTICLE 12** - (Amended: RG-14/08/2022-31923) (1) In thesis master's programs, department heads submit their recommendations for a thesis advisor for each student to the graduate school by the end of the first semester. Thesis advisors must be faculty members of the University. Department heads also submit their recommendations for a thesis subject which they mutually determine with the student's thesis advisor to the graduate school by the end of the second semester. Those who are not on the faculty of the University cannot be proposed as thesis advisors. Thesis advisors and thesis subjects are determined by the end of the second semester upon the approval of the GSEB.

(2) Students select their courses together with their thesis advisors, and course registrations take effect upon the approval of thesis advisors. Course selections are approved by the respective department head or program coordinator/head until a thesis advisor is assigned.

(3) Where the thesis project requires at least two thesis advisors, the second thesis advisor may also be chosen from outside the University, from individuals with at least a PhD degree.

(4) Thesis advisors who transfer to another academic department within the University may continue to advise students until the thesis is completed subject to the resolution of the GSEB.

(5) (Amended:RG-14/08/2022-31923) Should the thesis advisor of a student who has completed the thesis proposal phase leave the University and continue to work as a faculty member at another higher education institution, the respective faculty member may continue to serve as the thesis advisor with the GSEB decision until the thesis process is brought to a completion.

### **Result of the Master's Thesis**

**ARTICLE 13** – (1) A thesis master's program student writes his/her thesis in accordance with the format required by the senate, and orally defends it before a thesis jury.

(2) Before the thesis defense, the student completes his/her thesis and submits it to his/her advisor. Where the student is asked to make revisions to the thesis, the student completes and submits the thesis together with the requested revisions. If deemed "defendable" by the advisor, the thesis is then submitted to the Graduate School by the advisor. The Graduate School runs the thesis through a plagiarism detection program, and sends the report to the thesis advisor. Should the report reveal actual plagiarism, the thesis will be submitted to the GSEB for the final justified decision.

(3) The thesis jury is assigned based on the recommendations of the thesis advisor and the respective department head, and upon the approval of the GSEB. The jury is made up of either three or five faculty members, one of whom is the student's thesis advisor and at least one other is from another higher education institution. Where

there are two thesis advisors and the jury is made up of three members, then the second thesis advisor cannot be a member of the jury.

(4) Once the thesis is approved by the thesis advisor and the plagiarism report concluded to be acceptable, the student submits the required number of copies to his/her thesis advisor. The thesis advisor submits the copies of the thesis to the respective Graduate School via the department head, specifying in writing that the thesis is in conformity with the required format. The Graduate School sends the copies of the thesis and the plagiarism report to the members of the jury.

(5) The members of the jury convene to administer a thesis examination for the respective student within one month from the date of thesis submission. The thesis examination is made up of the thesis presentation followed by a question and answer session. The thesis examination is conducted in a public environment open to an audience including faculty, graduate students, and field experts.

(6) Once the thesis examination is conducted, the thesis jury, with an absolute majority, either accepts or rejects the thesis, or asks for revisions. The decision is submitted to the respective Graduate School in writing by the department head within three days from the date of the thesis examination. According to the thesis jury's decision, the respective Graduate School issues an executive board decision which includes the date and result of the thesis examination and submits it to Student Services.

(7) In the event the student is asked to make revisions to the thesis, the student must complete the requested revisions, and defend the revised thesis again before the same jury within three months from the date of thesis examination. During this period, the student must renew his/her registration at the University during the registration renewal period announced in the academic calendar. Theses of the students who are admitted to the thesis defense for a second time are either accepted or rejected by the jury. The decision is submitted to the respective Graduate School in writing by the department head within three days from the date of the thesis examination. According to the thesis jury's decision, the respective Graduate School issues an executive board decision which includes the date and result of the thesis examination and submits it to Student Services.

(8) Students whose theses are rejected may be awarded with a non-thesis master's degree diploma provided that they submit a request to their graduate school within five days from the date of thesis examination. However, in order to be eligible for a non-master's degree diploma, these students must have completed the graduation requirements of the respective non-thesis master's degree program. Students who place a request are granted a one semester grace period to satisfy any outstanding graduation requirements they need to complete in order to be eligible for graduation from the non-thesis master's degree program, such as courses or projects. In a case where there are no available non-thesis master's degree program, courses, laboratory sessions, practicals, projects, theses, and similar other activities required for graduation are determined by the resolution of the respective GSB and upon the approval of the Senate as per the terms and conditions stipulated under Article 15, clause 2 of these rules and regulations. Amendments are made likewise. Diploma Supplement is not awarded in a case where there is no available non-thesis master's program.

(9) Students whose theses are deemed unsatisfactory and rejected at the end of the first or second thesis defense and who could not be awarded a non-thesis master's degree diploma are expelled from the University subject to the resolution of the GSEB.

## **Diploma**

**ARTICLE 14** – (1) The following requirements must be satisfied in order to be eligible for graduation from a thesis master's degree program:

a) To have successfully completed all of the courses and total ECTS credits listed among graduation requirements,  
b) To have obtained a cumulative grade point average of at least 3.00 from the courses counted towards graduation requirements,  
c) To have duly renewed the registration for the degree program during the semester in which the thesis examination is to be administered,  
ç) To have passed the thesis examination,  
d) To have satisfied any other graduation requirements recommended by the respective graduate school board and approved by the Senate,  
e) To have submitted at least three copies of his/her thesis with spiral binding to the respective Graduate School within one month of the thesis examination provided that the thesis has been approved in terms of its format. If requested, the GSEB may award a grace period up to one month for thesis submission. Students who fail to fulfill these terms and conditions are not eligible to receive their diplomas, nor can they retain their student privileges until they duly satisfy them. Should the maximum period of study be exceeded by the student at this time, the student is expelled from the University.

(2) Students who fulfil these requirements graduate from their programs and are awarded master's degree diplomas upon the resolution of the respective GSEB.

(3) The thesis master's degree diploma bears the name of the student's department as approved by YÖK. The date of graduation is the date at which the copies of the thesis which are spiral-bound, approved in terms of its format, and signed by the examination jury commission are submitted to the Graduate School.

(4) The Graduate School submits an online copy of the master's thesis to YÖK within three months of thesis submission to be used for the purpose of scientific research.

### **Non-Thesis Master's Programs**

**ARTICLE 15** – (1) Non-thesis masters programs provide students with professional knowledge and teach them how to use their current knowledge in practice.

(2) Non-thesis master's programs consist of ten courses with at least 60 ECTS credits and a term project course.

(3) Students must register for the term project course in the semester it is offered and submit a written project and/or report at the end of the respective semester. The term project course is graded as either Pass or Fail.

(4) Students, subject to the resolution of the respective GSEB, may choose up to three courses from undergraduate courses provided that they did not take those courses during their undergraduate studies.

(5) Subject to the recommendation of the respective department head and the approval of the respective GSEB, students may take courses from other higher education institutions. However, these students must complete at least a quarter of the total ECTS credits of the required and elective courses listed among graduation requirements at the University, excluding the term project.

### **Period of Study**

**ARTICLE 16** – (1) The regular period of study for non-thesis master's programs is two semesters, regardless of whether students renew their semester registrations. The period of study starts from the semester in which the courses of the respective program are first offered and excludes the semesters spent for scientific preparation. The program must be completed in at most three semesters. Should students fail their classes or fail to complete the program by the end of this period, their enrollment at the University is terminated subject to the GSEB decision.

### **Assignment of an Advisor**

**ARTICLE 17** – (1) In non-thesis programs, department heads assign each student an advisor by the end of the first semester to provide guidance for course selections and the term project. Advisors are either faculty members or instructors with a PhD degree. Amendments are made likewise.

(2) Students select their courses together with their advisors, and course registrations take effect upon the approval of advisors. Course selections are approved by the respective department head or program coordinator/head until an advisor is assigned.

### **Diploma**

**ARTICLE 18** – (1) The following requirements must be satisfied in order to be eligible for graduation from a non-thesis master's degree program:

a) To have successfully completed all of the courses, the term project, and the total ECTS credits listed among graduation requirements,

b) To have spent the last semester studying in the degree program in which the student is registered at the University, excluding exchange programs,

c) To have completed at least a quarter of the total ECTS credits of the required and elective courses listed among graduation requirements at the University, excluding the term project required for non-thesis master's programs,

ç) To have obtained a cumulative grade point average of at least 3.00 from the courses counted towards graduation requirements,

d) To have satisfied any other graduation requirements recommended by the respective GSB and approved by the Senate.

(2) The non-thesis master's degree diploma bears the name of the student's department as approved by YÖK.

(3) The advisor-approved term project report is submitted to the respective graduate school upon the approval of the department head before the last day for submission of incomplete grades posted in the academic calendar.

(4) Non-thesis master's program students may transfer to thesis master's programs provided that they meet the minimum application requirements set for the thesis program. In such a case, courses taken in the non-thesis master's program may be counted towards the graduation requirements of the thesis master's program, subject to the decision of the respective GSEB.

## **SECTION FOUR**

### **PhD Program**

#### **General Principles**

**ARTICLE 19** – (1) Doctoral Programs equip students with the required skills to conduct independent research; extensively and deeply explore, interpret and analyze scientific problems and data; and develop new syntheses. (2) For students admitted with a thesis master’s diploma, a PhD program consists of at least 240 ECTS credits in total with a minimum of seven courses, a seminar course, a qualifying examination, a thesis proposal, and a thesis project. The total ECTS credits of courses cannot be less than 60 ECTS credits per academic year. For students admitted with a bachelor’s degree diploma, a PhD program consists of at least 300 ECTS credits in total with a minimum of 14 courses, a seminar course, a qualifying examination, a thesis proposal, and a thesis project. (3) After enrollment in the program, students may take courses from other higher education institutions, subject to the recommendation of the respective department head and the approval of the respective GSEB. However, from among those courses, only up to two or four courses are counted towards the graduation requirements for post-master’s and post-bachelor’s PhD program students, respectively. (4) Undergraduate courses are not counted towards the course load or credits of the PhD program. (5) PhD Programs are not offered as evening programs. (6) A doctoral thesis must introduce a new scientific innovation, or develop a new scientific method, or apply an existing method to a new field.

#### **Applications and Admissions**

**ARTICLE 20** - (1) Graduate programs to admit students, and their application and admission requirements are determined by the resolution of the respective GSB upon the approval of the Senate, and are announced at the beginning of the fall and spring semesters. Applications are submitted together with the required documents to the respective graduate schools within the periods announced in the academic calendar. New students are admitted to programs by the resolution of the respective GSEB based on the application and admission requirements. (2) Students may apply to PhD programs either with a thesis master’s degree diploma or a bachelor’s degree diploma. Graduates of bachelor’s degree programs whose period of study is at least 10 semesters, excluding the preparatory program, may also apply to PhD programs under the same terms and conditions that apply to graduates of thesis master’s degree programs. (3) Thesis master’s degree graduates and bachelor’s degree graduates must have obtained at least 55 points or 80 points in the score type of the program applied in ALES, respectively, or the minimum required score determined by YÖK in the GRE, GMAT, or an equivalent examination. The Senate may increase the minimum required scores. (4) Students applying to PhD programs with a bachelor’s degree must have a Bachelor’s GPA of at least 3 out of 4 or an equivalent score. The Senate may increase the minimum required score. (5) Whether or not the ALES or an equivalent exam score is required for the admission of international prospective students and Turkish citizens who completed all of their undergraduate studies abroad is determined by the Senate upon the recommendation of the respective GSB. (6) In addition to the ALES score, PhD applicants may also be evaluated based on the results of their written scientific evaluation examination and/or interview upon the recommendation of the GSB and the approval of the Senate. In Post-Master’s PhD Programs, applicants’ Master’s GPA may also be considered. The Senate may limit the weight of the ALES score in evaluations, provided that it is not less than 50 percent, upon the recommendation of the respective GSB. (7) In admissions to PhD programs, prospective students must achieve at least 55 points in a language other than their native language either in a central foreign language examination recognized by YÖK or must achieve an equivalent score in an international foreign language examination deemed equivalent by the Student Selection and Placement Center. The Senate may increase the minimum pass scores depending on the requirements of the respective program. (8) In admissions to English-medium programs, prospective students must have obtained at least the minimum score determined upon the resolution of the respective GSB and the approval of the Senate in the English proficiency examination administered by the University or in a national and/or international English proficiency examination which is recognized by the Senate. The Senate may increase the minimum pass scores depending on the requirements of the respective program. Students who are unable to satisfy the English proficiency requirement may be admitted to the English Preparatory Program by the resolution of the respective GSEB. Students who are admitted to the English Preparatory Program must satisfy one of the English proficiency requirements which are applicable in the year of admission or matriculation to the graduate program in order to be eligible to matriculate to their graduate programs. (9) In admissions to PhD programs, prospective students must achieve at least 55 points in a language other than their native language either in a central foreign language examination recognized by YÖK or must achieve an equivalent score in an international foreign language examination deemed equivalent by the Student Selection and Placement Center.

(10) If the bachelor's or master's degree diploma is obtained abroad, the higher education institution that issued the diploma, as well as its education and diploma must be recognized by YÖK. Turkish citizens must also obtain a Certificate of Equivalence from YÖK in person, and submit it to the University at the time of enrollment.

(11) Applications are submitted together with the required documents to the respective graduate schools within the periods announced in the academic calendar. New students are admitted to programs by the resolution of the respective GSEB based on the application and admission requirements. Application documents must still be valid at the beginning of the enrollment period announced in the academic calendar for the graduate program in which the student wishes to enroll in the respective semester.

### **Period of Study**

**ARTICLE 21** – (1) The regular period of study for PhD programs is eight semesters for students admitted with a thesis master's degree, and ten semesters for students admitted with a bachelor's degree, regardless of whether students renew their semester registrations each semester. The Post Master's PhD program must be completed in at most twelve semesters, while the Post-Bachelor's PhD Program must be completed in at most 14 semesters. The period of study starts from the semester in which the courses of the respective program starts. Semesters spent in the scientific preparation period are not counted towards the period of study. Students who fail to graduate within their maximum period of study are dismissed from the University by the decision of the respective GSEB.

(2) The maximum period of study to complete all of the required courses in PhD programs (excluding the qualifying exam, thesis proposal and thesis project) 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 these courses or who fail to achieve a grade point average of at least 3.00 from all of the courses counted towards graduation (excluding the qualifying exam, thesis proposal and thesis project) by the end of these periods are dismissed from the University by the decision of the GSEB.

(3) Students who are unable to complete all of the courses and/or thesis project or who are unable to pass the thesis defense within the maximum period of study may be awarded with a non-thesis master's degree diploma provided that they submit a request to their graduate school within five days from the termination of the maximum period of study. However, in order to be eligible for a non-master's degree diploma, these students must have completed the graduation requirements of the respective non-thesis master's degree program. Students who place a request are granted a one-semester grace period to satisfy any outstanding graduation requirements they need to complete, such as courses or projects, in order to be eligible for graduation from the non-thesis master's degree program. In a case where there are no available non-thesis master's degree program, courses, laboratory sessions, practicals, projects, theses, and similar other activities required for graduation are determined by the resolution of the respective GSB and upon the approval of the Senate as per the terms and conditions stipulated under Article 15, clause 2 of these rules and regulations. Amendments are made likewise. Diploma Supplement is not awarded in a case where there is no available non-thesis master's program.

### **Assignment of a Thesis Advisor**

**ARTICLE 22** - (1) (Amended: RG-14/08/2022-31923) In PhD programs, department heads submit their recommendations for a thesis advisor for each student to the graduate school by the end of the second semester. Thesis advisors must be faculty members of the University. Department heads also submit their recommendations for a thesis subject which they mutually determine with the student's thesis advisor to the graduate school by the end of the second semester. Those who are not on the faculty of the University cannot be proposed as thesis advisors. Thesis advisors and thesis subjects are determined by the end of the second semester upon the approval of the GSEB.

(2) Students select their courses together with their thesis advisors, and course registrations take effect upon the approval of thesis advisors. Course selections are approved by the respective department head or program coordinator/head until a thesis advisor is assigned.

(3) (Amended:RG-14/08/2022-31923) In order for a faculty member to serve as a thesis advisor in a PhD program, s/he must have supervised at least one master's thesis which was successfully completed.

(4) Thesis advisors who transfer to another academic department within the University may continue to advise students until the thesis is completed subject to the resolution of the GSEB.

(5) Where the thesis project requires at least two thesis advisors, the second thesis advisor may also be chosen either from within or outside the University, from individuals with at least a PhD degree.

(6) (Amended:RG-14/08/2022-31923) Should the thesis advisor of a student who has completed the thesis proposal phase leave the University and continue to work as a faculty member at another higher education institution, the respective faculty member may continue to serve as the thesis advisor with the GSEB decision until the thesis process is brought to a completion.

## **Qualifying Examination**

**ARTICLE 23** – (1) Doctoral students who complete all of their course and seminar requirements must pass a qualifying examination. The qualifying examination is administered in order to establish whether the student possesses the required breadth and depth of scientific research pertaining to fundamental topics and concepts as well as his/her doctoral studies in the respective field. Students are entitled to sit for at most two qualifying examinations in a year.

(2) Post-Master's PhD students and Post-Bachelor's PhD students must take their qualifying examinations by the end of the fifth and seventh semester, respectively.

(3) Qualifying examinations are planned and administered by a qualifying committee consisting of five members recommended by the respective department head and approved by the respective GSEB. The committee establishes examination juries to prepare, administer and assess examinations in different fields. An examination jury is made up of five faculty members, one of whom is the student's thesis advisor, and at least two of whom are from another University. It is at the discretion of the respective GSEB whether the thesis advisor will have the right to vote. Should the thesis advisor not have any right to vote, the jury will consist of six faculty members. Where there are two thesis advisors, the second thesis advisor may join the qualifying jury without the right to vote. Qualifying Examination meetings are open to faculty, graduate students, and field experts.

(4) The Qualifying Examination has two parts: Written and Oral. Students who pass the written examination advance to the oral examination. The weight of each examination and grades are calculated as per the recommendation of the department head and the decision of the respective GSB. The examination jury assesses the student's performance in the written and oral examination, and decides with absolute majority whether or not the student passed the examination. The decision is submitted to the respective graduate school in writing by the department head within three days of the date of the qualifying examination. According to the examination jury's decision, the respective graduate school issues an executive board decision which includes the date and result of the thesis examination and submits it to Student Services.

(5) Students who fail the qualifying examination may retake the part(s) failed in the following semester. Students must renew their semester registrations in order to be eligible to sit for the exam to be administered in the following semester. Failing the qualifying examination for a second time results in expulsion from the PhD Program subject to the decision of the respective GSEB. However, Post-Bachelor's PhD Program students may place a request before expulsion in order to transfer to a master's degree program with the decision of the respective GSEB, provided that they have successfully completed at least seven courses.

(6) The qualifying examination jury may require the student to take an additional course(s) even if the student has completed all his/her course requirements and passed the qualifying examination, provided that the total credits of the additional course(s) do not exceed one third of the total ECTS credits of the required course load. In such a case, the student must pass the additional courses determined by the decision of the respective GSEB.

## **Thesis Monitoring Committee**

**ARTICLE 24** – (1) A thesis monitoring committee is established for eligible students who pass the qualifying examination within one month from the respective decision of the GSEB upon the recommendation of the respective department head and the approval of the GSEB.

(2) The thesis monitoring committee is formed of three faculty members. In addition to the thesis advisor, the committee includes a faculty member from the student's department at the respective graduate school, and another who is not affiliated with the department. The member who is not affiliated with the department can be from another department within the University as well as from the same or a different department at other higher education institutions. In cases where there are two thesis advisors, the second thesis advisor may also attend the committee meeting at his/her discretion, without a right to vote.

3) After the thesis monitoring committee is established, members of the committee can be changed likewise upon suggestion by the respective department head and approval by the GSEB.

## **Thesis Proposal Defense**

**ARTICLE 25** – (1) Students who pass the qualifying examination present an oral defense for their thesis proposals, which covers the purpose, method and work schedule of the research, within six months of the decision of the respective GSEB. Students must also submit a written report about their thesis proposals to committee members within at least fifteen days before the oral defense.

(2) The thesis monitoring committee accepts or rejects the student's thesis proposal or asks for revisions with an absolute majority. Students are given one month for revisions. At the end of this period, the final decision of approval or rejection is made with an absolute majority. The decision is then submitted to the respective graduate school in writing by the department head within three days.

(3) Students whose thesis proposals are rejected are entitled to choose a new thesis advisor and/or thesis subject. In such cases, a new thesis monitoring committee may be assigned. Students who wish to keep their thesis advisors are re-admitted to a thesis defense within three months. Students who change their thesis subjects and advisors are re-admitted to a thesis defense within six months. Students whose thesis proposals are rejected during the second defense are dismissed from the University by the decision of the respective GSEB.



(4) The thesis monitoring committee convenes at least two times a year, at least once between January and June and at least once between July and December, for students whose thesis proposals are approved.

(5) Students submit a written report to committee members at least one month before the date of the thesis monitoring meeting. In their reports, students summarize the works they have completed until that date and their planned work schedules for the following semester. The committee decides whether the student's thesis is satisfactory or unsatisfactory before the last day for the submission of final grades for the semester in which the committee meeting was held. To this end, the advisor submits the committee decision to the respective graduate school together with the student's report within the same period. Students whose thesis work is deemed unsatisfactory by the committee for two times successively or three times intermittently are dismissed from the University subject to the decision of the respective GSEB.

(6) Students who fail to provide a defense for their thesis proposals within the period specified in clause (1) without a justified reason recognized by the GSEB are considered to have failed the defense. These students' thesis proposals are rejected.

### **Conclusion of the Doctoral Thesis**

**ARTICLE 26** – (1) A PhD student writes the thesis in accordance with the format required by the Senate and orally defends it before the jury.

(2) The student completes his/her doctoral thesis before the thesis defense and submits it to his/her advisor. Where the student is asked to make revisions to the thesis, the student completes and submits the thesis together with the requested revisions. If deemed "defendable" by the advisor, the thesis is then submitted to the graduate school by the advisor. The graduate school runs the thesis through a plagiarism detection program, and sends the report to the thesis advisor and the members of the thesis jury. Should the report reveal actual plagiarism, the thesis will be submitted to the GSEB for the final justified decision.

(3) To conclude a thesis, at least three thesis monitoring committee decisions must be issued.

(4) The PhD thesis jury is assigned based on the recommendations of the advisor and the department head, and upon the approval of the GSEB. The jury is made up of five faculty members including the thesis advisor, three of whom are the members of the thesis monitoring committee, and at least two of whom are not affiliated with the University. It is at the discretion of the respective GSEB whether the thesis advisor will have the right to vote. Should the thesis advisor not have any right to vote, the jury will consist of six faculty members. Where there are two thesis advisors, the second thesis advisor may join the jury without the right to vote.

(5) The members of the jury convene to conduct a thesis defense for the respective student within one month of the thesis submission. The thesis defense is made up of the thesis presentation followed by a question and answer session. Thesis defense meetings are open to faculty, graduate students, and field experts.

(6) (Amended:RG-14/08/2022-31923) Once the thesis defense is completed, the jury, in a session closed to the public, either accepts or rejects the thesis or asks for revisions with an absolute majority. The student whose thesis is approved is deemed successful. The decision is submitted to the respective graduate school in writing by the department head within three days from the date of the thesis examination. According to the thesis jury's decision, the respective graduate school issues a GSEB decision which includes the date and result of the thesis defense and submits it to Student Services. Should the thesis be deemed unsatisfactory and rejected, the student is expelled from the University subject to the decision of the GSEB. In a case where the student is asked to make revisions to the thesis, the student must complete the requested revisions and defend the revised thesis again before the same jury within six months. The student whose thesis proposal is also rejected during the second defense is expelled from the University subject to the decision of the GSEB. Within this six-month period, the student is required to renew his registration during the registration renewal period announced in the academic calendar.

(7) Students who fail the thesis defense may be awarded a non-thesis master's degree diploma upon their request provided that they meet the requirements stipulated in Article 21, clause three hereunder.

### **PhD Diploma**

**ARTICLE 27** – (1) The student who is deemed successful in the thesis defense submits the required number of copies of his/her thesis to his/her thesis advisor. The thesis advisor submits the copies of the thesis to the respective graduate school via the department head, specifying in writing that the thesis is in conformity with the required format.

(2) Provided that the student passes the thesis defense and fulfills other graduation requirements, s/he is awarded a PhD Diploma. However, in order to be eligible for a PhD Diploma, the student must have submitted at least three copies of his/her thesis in spiral binding to the respective graduate school within one month of the thesis defense, and the student's thesis must have been approved in terms of its format. If requested, the GSEB may postpone the date of thesis submission for up to one month. Students who fail to fulfill these terms and conditions are not eligible to receive their diplomas, nor can they retain their student privileges until they duly satisfy them. Should the maximum period of study be exceeded by the student at this time, the student is expelled from the University subject to the decision of the GSEB.

(3) The PhD diploma bears the name of the student's department as approved by YÖK. The date of graduation is the date at which the copies of the thesis which are spiral-bound, approved in terms of its format, and signed by the examination jury commission are submitted to the graduate school.

(4) The graduate school submits an online copy of the doctoral thesis to YÖK to be used for scientific research and purposes within three months of thesis submission.

## **SECTION FIVE**

### **Enrollments and Academic Principles**

#### **Academic Year and Calendar**

**ARTICLE 28** – (1) One academic year consists of two semesters, each with at least a 14-week (70 business days) lecture period. The final exam periods are not included in these periods. Courses are held on a semester basis, and are offered during the fall and spring semesters.

(2) Furthermore, as part of the academic year, a summer session may also be held for at most 8 weeks with at least a 7-week lecture period followed by an exam period. The total class hours of a course offered in the summer session are equivalent to the total class hours of that course when offered during the fall or spring semester. Registration for summer session courses is optional. The duration of the summer session is neither included nor counted towards the regular period of study of graduate programs.

(3) In some graduate programs, courses may be offered in two modules, each with a 7-week lecture period, in the fall and spring semesters. The total class hours of a course offered in the summer module are equivalent to the total class hours of that course when offered during the fall or spring module. The final exam periods are not included in these periods.

(4) Dates and periods pertaining to registration, classes, final examinations and other important academic events are announced in the Senate-approved academic calendar.

#### **Language of Instruction and English Proficiency**

**ARTICLE 29** – (1) In admissions to English-medium programs, prospective students must have obtained at least the minimum score determined upon the resolution of the respective GSB and the approval of the Senate in the English proficiency examination administered by the University or in a national and/or international English proficiency examination which is recognized by the Senate.

(2) Principles pertaining to English proficiency examinations, terms and conditions for exemption, and attendance in the English Preparatory Program are governed by the Rules and Regulations for the English Preparatory Program within the Özyeğin University School of Languages, which are published in the Official Gazette No:28951 dated March 24, 2014.

#### **Enrollments**

**ARTICLE 30** – (1) Students admitted to graduate programs must personally or by designated proxy or a legal representative complete their enrollment for the University by submitting all required documents and paying the required tuition and fees within the period specified in the academic calendar. Enrollments are processed by Student Services.

(2) Students cannot enroll via mail or if their documents are incomplete. Prospective students who fail to complete their enrollment within the announced period lose their right to enrollment at OzU.

(3) Enrolling in and pursuing multiple graduate programs is not allowed, excluding in non-thesis master's programs.

(4) Enrollment documents must be original or duly certified copies. Documents must still be within their validity period at the time of enrollment. The prospective student's enrollment is completed in reliance on the truth of the student's representations regarding enrollment in another higher education institution. Military Service documents and procedures are completed as per Military Law No:631. Should it be subsequently determined that a student has applied based on incomplete, inaccurate, misleading or otherwise falsified/forged documents and statements, the student will not be enrolled, and, if enrollment has already been completed, the enrollment will be revoked, regardless of the semesters the student has studied at the University. Such students, even if graduated, shall be subject to legal proceedings, and all documents issued in their name, including diplomas, shall be deemed invalid.

#### **Registration Renewal**

**ARTICLE 31** – (1) Students must personally renew their registrations at the beginning of each semester. To renew their registrations, students must complete their course registrations within the periods announced in the academic calendar after they pay the required tuition and fees, and fulfill any other due obligations required by the University.

(2) Students who fail to complete their registration within the announced dates may complete late registrations during the add/drop period specified in the academic calendar. Students who complete late registration are required to fulfill the requirements determined by the University. Students may not renew their registrations after the add/drop period is over.

(3) Students who fail to renew their registrations by the end of the add-drop period receive the status of "unregistered students". Such students cannot attend courses or sit for examinations, nor can they obtain grades or retain their scholarships or other student privileges until they renew their registrations. Semesters spent as an "unregistered student" are counted towards the period of study.

(4) Unregistered students may renew their registrations by the decision of the respective GSEB at the beginning of each semester provided that they submit an application to their graduate school's Director's Office before the start of classes. Students who renew their registrations as such are subject to the academic and administrative rules applicable in the respective academic year.

(5) Should there be any changes to the curricula of the students who renewed their registrations by the decision of the GSEB after they received the status of "unregistered students", course and grade transfers are completed by the decision of the respective GSEB.

### **Credit Values of Courses**

**Article 32** – (1) Course credits are determined as per the ECTS. The ECTS credits of courses are used in all course registrations and grade assessments. The weekly class hours and credit values are determined by the decision of the respective GSB upon the approval of the Senate.

### **Required and Elective Courses**

**ARTICLE 33** – (1) Required courses are the courses that are mandatory for students in order to fulfill the graduation requirements of their programs; while, elective courses are courses that students may choose to take based on their areas of interest, in order to fulfill the graduation requirements. Required and elective courses of each program are determined by the decision of the respective GSB upon the approval of the Senate.

### **Pre-requisites and Co-requisites**

**ARTICLE 34** – (1) A pre-requisite is a requirement that students must satisfy in order to be eligible to take a specific course. Prerequisites may include courses which must be completed with at least a passing grade of C or S, or any other requirements that must be satisfied/completed including credits or works. In the event the prerequisite is a repeated course, only the most current grade obtained is applicable.

(2) Co-requisites are courses that are allowed to be taken concurrently in order to be eligible to take a certain course. The student who completes at least one of the co-requisites with at least a C or S grade may take the course with the co-requisite on its own.

(3) Pre- and co-requisites of courses are determined by the decision of the GSB upon the approval of the Senate. Amendments are made likewise.

(4) Students cannot register for courses with pre-requisites or co-requisites unless they satisfy the prerequisite or co-requisite requirements. The provisions of this clause also applies to exchange students participating in national or international exchange programs, students who wish to take courses from the University as special students, and students who wish to take courses from other higher education institutions while enrolled in the University.

(5) An exempted/waived course can be counted as a prerequisite/co-requisite for another course.

### **Attendance**

**ARTICLE 35** – (1) (Amended:RG-14/08/2022-31923) The attendance requirement and the effect of attendance on grade calculation are determined and announced by the course instructor at the beginning of the semester.

(2) (Amended:RG-14/08/2022-31923) In a case in which attendance is required, course instructors keep records of students' attendance.

(3) (Amended:RG-14/08/2022-31923)The amount of time spent on leave of absence by students who are granted a leave of absence by the University so that they may represent the University at national and international sports, cultural, scientific and artistic events are not included in the calculation of absenteeism.

### **Course Exemptions**

**ARTICLE 36** – (1) Newly enrolled graduate students may request exemptions from the courses they passed at another higher education institution prior to enrolling in OzU, and have them counted towards the graduation requirements of their new program. Students must submit their course exemption requests to the Director's Office of their graduate school along with a petition, their transcript, and the courses' descriptions.

(2) Among the courses taken and successfully completed by students in another higher education institution, those to be counted toward the graduation requirements of the new program, their credit and grade transfers, and courses to be exempted/waived in the new program are determined by the respective GSEB. The credits and courses of exempted/waived courses are transferred as is. The language of instruction of a course completed by students in their previous program must satisfy the language of instruction requirements of the exempted/waived course in the student's new program.

(3) Since, in non-thesis master's programs, at least a quarter of the total ECTS credits of the required and elective courses listed among graduation requirements must be completed at the University, excluding the term project, the GSEB must take this restriction into consideration when granting exemption.

(4) The total number of exempted courses previously taken and successfully completed by special students admitted to graduate programs cannot exceed 50 percent of the courses offered by the respective graduate program.

(5) Based on the total credits of exempted/waived courses, the number of semesters is calculated. 30 ECTS credits given for exempted/waived courses correspond to a semester. The number of semesters deemed completed is counted towards students' period of study. If the calculated number of ECTS credits is between 24 and 30, then one semester will be deducted from the student's period of study. If the ECTS credits amount to less than the full multiples of 30 but between 24 and 30, then one more semester will be deducted from the student's period of study.

### **Taking Courses at Other Higher Education Institutions**

**ARTICLE 37** – (1) Students may take courses from other higher education institutions as special students or exchange students by the decision of the respective GSEB. Thesis Master's students and Post-Master's PhD students may take a maximum of two courses, while Post-Bachelor's PhD students may take a maximum of four courses from other higher education institutions as special students. (3) Since, in non-thesis master's programs, at least a quarter of the total ECTS credits of the required and elective courses listed among graduation requirements, excluding the term project, must be completed at the University, the GSEB must take this restriction into consideration when granting exemption.

(2) Among the courses taken at other higher education institutions by (outgoing) special or exchange students, those to be counted towards graduation requirements of their program at OzU, as well as their credit and grade transfers, and corresponding courses to be substituted with in the academic programs at OzU are determined by the respective GSEB. The language of instruction of courses taken by the student at another higher education institution must satisfy the language of instruction requirements of the course substituted with in the student's program at OzU.

(3) Students must pay their semester tuition to Özyeğin University in full during the semesters they spend at other higher education institutions as outgoing special students or outgoing exchange students. These semesters are counted towards the student's period of study.

### **Course Registrations**

**ARTICLE 38** – (1) Students must register for courses within the period announced in the academic calendar. Students may register for courses which are graded with an S or U grade until the end of the add-drop period announced in the academic calendar subject to the approval of the graduate school director. The advisor's approval is not required for these courses.

(2) Students who fail to duly register for courses during the course registration period are not allowed to attend classes, sit for examinations or receive any grades.

(3) Students' requests for registration in courses with overlapping times ("time-conflicts") in the weekly course schedule are subject to the evaluation and approval of the respective GSEB.

### **Add/Drop**

**ARTICLE 39** – (1) Students may add or drop courses or change the course sections they registered for during the "add-drop period" announced in the academic calendar as per the rules stipulated hereunder. Any requests to add/drop courses or change sections after this date are subject to the evaluation and approval of the respective GSEB.

### **Course Withdrawal**

**ARTICLE 40** – (1) Students may withdraw from courses for which they registered within the "course withdrawal period" announced in the academic calendar. Any course withdrawal requests after the course withdrawal period are subject to the evaluation and approval of the respective GSEB.

(2) Students are not permitted to withdraw from all of the courses for which they registered in the fall or spring semesters. However, students are allowed to withdraw from all of the courses they registered for in the summer session. Withdrawn courses are shown with a letter W on the transcript. In course withdrawals, the fees previously paid cannot be refunded or offset with subsequent fees.

(3) In the event that a student withdraws from a repeated course, the grade previously obtained from the repeated course will be reinstated.

### **Course Repeat**

**ARTICLE 41** – (1) Students must repeat the required courses they failed or withdrew from. Where the course to be repeated is an elective; students may repeat the same course or substitute it with another elective, which is recognized as a substitute course by the graduate school. However, the course repeat requirement does not apply to additional elective courses taken by students who have successfully completed all of the graduation requirements of their degree programs. These courses contribute to the grade point average and are shown on the transcript.

(2) Students may repeat the courses in which they received a grade of A- or lower in order to achieve a better grade. Courses with a letter grade of I (Incomplete) cannot be repeated until the final grade is assigned for such courses. Where the course to be repeated is an elective; students may repeat the same course or substitute it with another elective, which is recognized as a substitute course by the graduate school.

(3) Students may repeat courses in any semester.

(4) Only the most current grade obtained in repeated courses are included in the calculation of the GPA. However, all of the courses the student repeated are shown on the student's transcript.

(5) Students who apply for exemption from the courses they took and passed at another higher education institution before they enrolled in the University cannot repeat such exempted courses during their period of study at the University.

## **SECTION SIX**

### **Examinations, Grades, Signs, and Assessment**

#### **Examinations**

**ARTICLE 42** – (1) Required examinations, projects, assignments, exercises and any other academic work for which students are responsible, as well as the effect such required work has on the final grade, are determined and announced by the course instructor at the beginning of the semester.

(2) Dates of mid-term examinations and other similar works are determined and announced to students by the course instructor. Final examinations are administered on the dates announced in the academic calendar.

(3) Students who have failed only one course that they need to pass in order to be eligible for graduation are not given a "single course exam" for that course. Such students must repeat and pass the failed course in order to be eligible for graduation.

(4) Students are considered to have failed the examinations or activities they miss. Students may be granted the right to make up any missed examination or work based on the principles set forth by the University. The method of make-up is determined by the respective course instructor and/or the GSEB. Students, who for any reason, could not exercise their right to a make-up examination/work are not granted a second opportunity to make up the examination/work they missed. The justified reasons and the principles for make-ups are specified below:

a) Students may submit a maximum of two sick leave reports per semester. The number of make-ups that may be granted for a course in a semester is determined by the course instructor and/or the GSEB, provided that each student is granted a make-up examination/work for at least once for each course in a semester. The make-up right can be exercised for either the mid-term or the final exam/work that the student missed. The course instructor and/or the respective GSEB are not required to grant the student an additional make-up opportunity for the final exam/work. In order to be eligible for a make-up examination/work, students must inform the course instructors and submit a written petition to the Director's Offices of their graduate schools by the end of the third business day from the date of the exam/work they missed.

b) In the case of the bereavement of a first-degree relative, the student may be granted a make-up examination/work for any examinations/work scheduled for the respective period, provided that the date of bereavement and the degree of affinity are documented, and so long as the student notifies the University of the bereavement within 3 business days from the bereavement.

c) Students who are assigned to represent the University in national and international athletic, cultural, scientific and artistic events are granted the right to make up any examination they miss subject to the approval of the respective unit designated by the Rector's Office.

(5) Qualifying examinations, proficiency examinations and all other examinations for the assessment of the student's learning may be given either as paper-and-pencil tests simultaneously for all students, or online at different time slots with a different set of questions chosen for each student from a question bank which is classified by the field and degree of difficulty and maintained securely. Exam proceedings including the preparation of exam questions, development and encryption of the question bank, maintenance of paper or online examinations, and ensuring exam safety are completed as per the principles set by YÖK.

#### **Grades and Signs**

**ARTICLE 43** – (1) Students' course performance is assessed with a final grade which is assigned within the period posted in the academic calendar as per the principles announced by the course instructor at the beginning of the semester.

(2) The final grades that contribute to the Grade Point Average (GPA) are shown below. The minimum passing grade is "C", while "C-", "D+", "D", and "F" are fail grades. Accordingly, the grades and their coefficients are as follows:

<u>Grade</u>	<u>Coefficient</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

(3) The final grades that do not contribute to the Grade Point Average (GPA) are shown below.

<u>Grade</u>	<u>Coefficient</u>	<u>Definition</u>
S	-	Satisfactory
U	-	Unsatisfactory

(4) Signs are as follows:

a) IP (In Progress) is given to students who successfully attend a course that lasts longer than a semester. IP signs are not included in the grade and credit calculations. However, IP signs must be turned into a letter grade before graduation.

b) T (Transfer) signs do not contribute to a GPA, but the course credits are included to the overall credits completed. This sign is assigned for exempted courses in the academic programs at OzU in lieu of the courses students previously took at other higher education institutions, excluding exchange programs.

c) EX (Exemption) signs do not contribute to a GPA. This sign is assigned for exempted/waived requirements in the academic programs at OzU in lieu of the courses students previously took on exchange programs.

ç) EW (Waiver with Examination) signs do not contribute to a GPA. This sign is assigned for exempted/waived requirements in the academic programs at OzU in recognition of the student's achievement in the exemption/waiver examinations. Exemption/waiver examinations are administered to grant exemption/waiver for the courses determined by the Senate.

d) W (Withdrawal) signs show that the student withdrew from the course. W signs are not included in the calculation of a GPA or the overall credits completed.

e) I (Incomplete) signs are given to students who failed to fulfill the necessary course requirements by the end of the semester for reasons deemed acceptable by the course instructor. These students must complete the unfulfilled requirements, and obtain a grade within four weeks from the end of the final examination period specified in the academic calendar. Otherwise the 'I' sign is automatically replaced by an 'F' or 'U' grade. Under certain circumstances including extended illness or similar conditions, and upon the request and application of the student with a well-reasoned petition and necessary documentation, this period may be extended till the end of the tenth week from the end of the final examination period. Such extensions are granted upon the recommendation of the course instructor and the approval of the GSEB.

f) NI (Not Included) signs refer to the courses that do not contribute to the GPA or the total number of credits completed, and therefore that are not counted towards the graduation requirements of the student's program. The NI sign is shown on the transcript together with the grade assigned to the student for the respective course. The NI sign is assigned as per the principles set forth by the Senate.

### **Grade Point Average**

**ARTICLE 44** – (1) A student's academic standing is demonstrated by an SGPA and an CGPA, which are calculated at the end of each semester.

(2) In order to calculate an SGPA, the credits of each course taken in a semester are multiplied with the coefficient of the grade received for that course, and the total grade points are then divided by the total credits obtained from the courses taken.

(3) In order to calculate a CGPA, the credits of all courses taken during all of the semesters in which the student was enrolled are multiplied with the coefficient of the grades received for those courses, and the total grade points are then divided by the total credits of all courses. Only the most current grade of repeated courses is considered for CGPA calculations. Previous grades obtained for repeated courses are irrelevant.

(4) SGPAs and CGPAs are rounded up to two decimal places.

### **Objections to Grades**

**ARTICLE 45** – (1) Students may object to the final grades they received or any examination and/or work that contributed to the final grade within five business days from the announcement of the respective grade with a petition to the Director’s Office of their graduate schools and may request a review of their examination papers and/or works.

(2) (Amended: RG-14/08/2022-31923) The Director of the respective graduate school may ask the course instructor to review the examination paper or, if deemed necessary, may establish a commission of three faculty members/instructors to review the paper. Course instructor(s) cannot join this commission. In such a case, the review must be concluded within two weeks from the end of the objection period. The review is concluded by the final decision of the respective GSEB.

### **Factual Errors in Grades**

**ARTICLE 46** – (1) Errors in announced final grades are corrected after they are notified by the course instructor, and the correction is approved by the Director of the respective graduate school.

(2) Grades must be corrected before the last day for incomplete grade submission specified in the academic calendar. After the specified date, grade corrections are subject to the decision of the respective GSEB provided that such corrections are completed before the end of the tenth week following the final examination period in the semester in which the grade was assigned.

## **SECTION SEVEN**

### **Miscellaneous and Final Provisions**

#### **Special Student Admissions**

**ARTICLE 47** – (1) Current students and graduates of higher education institutions who wish to build on their existing knowledge in a field of subject may be admitted to graduate courses as special students. These students submit their applications to the respective graduate school that offers the course. The final decision about applications is rendered by the GSEB at the latest during the add-drop period announced in the academic calendar. Students who are admitted as special students must pay their tuition, complete their enrollment in the graduate program, and register for their courses at the latest within the add-drop period.

(2) Students who take courses as special students may not benefit from student privileges other than attending courses, sitting for examinations, or participating in technical, academic, social, and cultural activities of the University. However, special students are subject to the same academic and administrative rules that apply to other students at the University. Special students are not awarded diplomas or degrees, but, subject to their requests, they may be provided with transcripts documenting the courses they took and the grades they achieved.

(3) Special student programs are not offered for degree purposes, and the maximum period of study is at most two semesters. Summer sessions are not included in this period.

(4) Special students may enroll in their graduate programs as regular graduate students provided that they satisfy the application requirements of their programs and submit the required documents within the first four weeks from the start date of classes announced in the academic calendar. Once these students attain the regular student status, they may benefit from all of the student privileges. Students who satisfy the application requirements after the first four weeks from the start of classes must re-apply within the first application and registration period in the subsequent semester, excluding the summer session. The final decision about their applications is rendered by the GSEB.

(5) In a case where a special student is admitted to a graduate program at the University as a regular student, the total number of exempted courses among the courses the student took and successfully completed when s/he held the special student status cannot exceed 50 percent of the courses offered by the respective graduate program.

(6) Special students may not transfer to another program at the University.

#### **Admissions Through Horizontal Transfer**

**ARTICLE 48** – (1) Students who have studied for at least a semester in a graduate program at the University may apply for horizontal transfer to a different graduate program at the University, while students who have studied at least a semester in a graduate program at a different university may apply for horizontal transfer to a different or the same graduate program at the University so long as they are still registered students at their home university. Admissions are subject to the decision of the respective GSEB.

(2) Applications must be submitted to the Director’s Office of the respective graduate school together with the required documents within the new student application period announced in the academic calendar. Prospective students must satisfy the admission requirements of the program they apply in order to be admitted to the program. In transfers within the University, examination score reports which were used for admission to the previous graduate program can also be used for enrollment in the new program, regardless of their dates of validity.

(3) Among the courses the horizontal transfer students took and successfully completed in their previous programs, those to be counted towards the students’ new program, as well as their credit and grade transfers,

and the number of semesters to be deducted from the students' periods of study are determined by the decision of the respective GSEB. In horizontal transfers within the University, the courses counted towards the students' new program are transferred as is along with the credits and grades obtained.

(4) Students who enrolled in PhD programs through horizontal transfer must complete the qualifying examination, thesis proposal, and thesis in their new programs at the University. Students who transferred to the thesis master's programs must complete their thesis in their new programs, while students who enrolled in non-thesis programs through horizontal transfer must complete their term projects and at least a quarter of the total ECTS credits of the required and elective courses listed among graduation requirements of their programs at the University.

### **Transfers within the Department**

**ARTICLE 49** – (1) Transfers between a thesis or a non-thesis program and PhD programs within the same department are subject to the decision of the respective GSEB upon the student's application. Transfers between programs are completed before the last day for add-drops announced in the academic calendar in the fall and spring semesters.

(2) Students must have studied for at least a semester in their current programs, still be a registered student at the University, and satisfy any other requirements, if any, approved by the Senate or admission requirements effective in the year of transfer in order to be considered for transfers within the department. To this end, examination score reports which were used for admission to the previous graduate program can also be used for enrollment in the new program, regardless of their dates of validity.

(3) Among the courses the transfer students took and successfully completed in their previous programs, those to be counted towards the students' new program, and the number of semesters to be deducted from the students' periods of study are specified in the decision of the respective GSEB. The courses counted towards the students' new program are transferred as is along with the credits and grades obtained.

### **International Exchange Programs**

**ARTICLE 50** – (1) Graduate schools may offer student exchange programs within the scope of agreements signed with other higher education institutions, as per the principles set by YÖK and Senate, and accordingly may send students to or admit students from other higher education institutions by the decision of the respective GSEB.

(2) Exchange procedures, course registrations, tuition, and other similar procedures for incoming exchange students are conducted by the Director's Office of the respective graduate school as per effective bilateral agreements and legislations. These students have the exchange student rights. They are also subject to the same academic and administrative rules as those applicable to other students at the University. These students are not awarded diplomas or titles, but, subject to their requests, they may be provided with transcripts documenting the courses they took and the grades they achieved at the University.

(3) Current graduate students who take courses from other higher education institutions as part of an exchange program remain registered at the University during the semesters they spend on the exchange program, and they pay the semester tuition to the University for the respective semesters. How the courses will be counted towards the graduation requirements of the respective program and the tuition these students need to pay are specified in the decision rendered by the Executive Board of the Graduate School in which the students are registered.

### **Tuition and Scholarships**

**ARTICLE 51** – (1) Education offered at OzU is subject to tuition. Tuition and payment methods for both current and newly admitted students are determined and announced annually by the Board of Trustees. Students are required to pay their tuition and fees at the beginning of the fall and spring semester, within the period announced in the academic calendar. Students who fail to pay the tuition and fees within the posted periods are not allowed to complete their enrollment, renew semester registration, nor take a leave of absence. Also, such students cannot retain their student privileges under any circumstances.

(2) The scope and requirements of tuition waivers and additional admission and in-study scholarships awarded to students are determined by the decision of the Senate and upon the approval of the Board of Trustees.

(3) Students may benefit from the scholarships under the terms and conditions the University guaranteed in the year of their enrollment.

(4) Summer session fees are not included in the tuition and fees paid for the fall and spring semesters and are charged separately for courses taught during the summer session.

### **Leave of Absence**

**ARTICLE 52** – (1) Students may request a leave of absence due to medical, financial, personal or academic reasons, or to complete their military service, to study abroad or as a result of family circumstances or other unexpected or unavoidable cases.

(2) Leave of absence requests are submitted to the Director's Office of the graduate school in which the students are enrolled along with a well-reasoned petition. The graduate school, where deemed necessary, may ask for



supporting documents from the student. Leave of absence applications are reviewed, and leaves of absence are granted by the respective GSEB. Students can be granted a leave of absence for at most two semesters at one time and for a total of four semesters throughout their maximum period of study. In unavoidable circumstances, a longer leave of absence may be granted, subject to the decision of the University Executive Board. Students who exceed their maximum period of study are not granted a leave of absence. The time that the student spends on a leave of absence is not counted towards the student's maximum period of study.

(3) For the granted leave of absence to take effect, the student must have paid half of the tuition and fees required for the semesters for which the student is granted a leave of absence, and must have no debts to the University. Students who submit their leave of absence applications after the last business day of the fourth week following the start of classes must pay the full tuition and all of the fees required for the respective semesters. Fees paid for the periods for which a leave of absence is taken are not refunded, nor offset with or counted towards the subsequent semester tuition or fees. All courses for which the student who is granted a leave of absence is registered are dropped for the respective semester.

(4) Students who are arrested or imprisoned can be granted a leave of absence by the decision of the GSEB upon the student's request. Should arrested or imprisoned students fail to request a leave of absence, such students cannot make any claim against the University if the penal institution or other relevant authorities do not allow the student to sit for the exams or fulfill other academic obligations.

(5) At the end of their leave of absence, students must renew their registration and resume their studies. Of the students who are granted a leave of absence for multiple semesters, those who wish to resume their studies before the end of their leave of absence must apply in writing to the Director's Offices of their graduate schools. Applications must be submitted before the start of course registrations in the semester in which students wish to resume their studies. Tuition previously paid by students who resumed their studies by the decision of the GSEB are offset with the current semester tuition.

### **Withdrawal from University**

**ARTICLE 53** – (1) Students who wish to withdraw from the University must apply to Student Services in order to initiate the withdrawal proceedings. Enrollments of these students are terminated on the day they fulfill all of their obligations to the University.

(2) Current students who withdraw from the University or whose enrollments are terminated are refunded for the tuition they paid, provided that they paid their fall and/or spring semester tuition and duly renewed their semester registrations. Refunds are made based on the principles set by the Board of Trustees. However, after the specified deadline has passed, students are not refunded.

(3) Summer School students who withdraw from the University or the Summer School are not refunded even if they duly paid their summer school fees and registered for courses.

(4) Students who withdrew from the University at their own discretion or whose enrollments at the University are terminated for any reason must have no obligations to the University, and must have returned all items and equipment issued for their use by the University in good working condition.

(5) Should students withdraw from the University within the add-drop period, all of the courses for which the student registered are dropped for the given semester. In a case where students withdraw from the University after the end of the add-drop period, courses that have not been assigned final grades are denoted with a letter W on the student's record indicating the student withdrew. However, courses that have been assigned final grades are recorded with the assigned grades.

### **Student Discipline**

**ARTICLE 54** – (1) Student discipline is governed based on the Rules and Regulations for Student Discipline at Higher Education Institutions published in the Official Gazette No:28388 on August 18, 2012.

### **Notifications**

**ARTICLE 55** – (1) All of the notifications addressed to students are sent to the email addresses the University created for each student, as per the relevant legislations. Notifications pertaining to disciplinary actions are also mailed to the student's address registered in the Central Civil Registration System (MERNIS). In a case where a notification is returned from the mailing address, Student Services releases an announcement, and the notification is deemed served.

### **Absence of Provisions**

**ARTICLE 56** – (1) In the absence of effective provisions within these rules and regulations, Senate decisions and the provisions of other relevant legislations shall prevail.

### **Abolished Rules and Regulations**

**ARTICLE 57** – (1) The Rules and Regulations for Graduate Programs within Özyeğin University published in the Official Gazette No: 28716 on July 23, 2013 have been abolished.

**Bridging Clauses**

**PROVISIONAL ARTICLE 1** – (1) The new provisions and periods stipulated herein take effect on April 20, 2016.

(2) Graduate students who enrolled in their programs before April 20, 2016 are subject to the following rules:

a) The maximum period of study specified in these rules and regulations shall be reset in the 2016-2017 Fall semester, regardless of the semesters previously spent by students at the University. Any issues pertaining to scholarships, tuition waivers/discounts, and scholarship terms are concluded by the decision of the graduate school executive board.

b) Any amendments to these rules and regulations, including but not limited to ECTS credits and courses, are governed by the respective graduate school executive boards.

Students who enrolled in their non-thesis master's degree programs before February 6, 2013 may apply to PhD programs with their non-thesis master's degree diploma. These students are subjected to the same terms and conditions as thesis master's degree graduates.

(4) Clause three of Article 30 does not apply to students who were concurrently enrolled in multiple graduate programs before April 20, 2016. These students may concurrently pursue the programs in which they are enrolled.

**Effectiveness**

**ARTICLE 58** – (1) These rules and regulations shall enter into force as of the date of publication.

**Execution**

**ARTICLE 59** – (1) These directives are executed by Özyeğin University's Rector.