

**RULES AND REGULATIONS**

From the Higher Education Council:

**RULES AND REGULATIONS FOR GRADUATE PROGRAMS****SECTION ONE****Purpose, Scope, Legal Ground and Definitions****Purpose and Scope**

**ARTICLE 1-** (1) These rules and regulations govern the principles for graduate education which is comprised of master's degrees, Ph.D. degrees, and competence in art degrees offered by higher education institutions.

**Legal Ground**

**ARTICLE 2-** (1) These Rules and Regulations have been prepared pursuant to Article 44, paragraph (c) of the Higher Education Law No:2547 dated November 4, 1981.

**Definitions**

**ARTICLE 3 –** (1) For the purpose of these Rules and Regulations, the following terms shall have the following meaning hereinafter:

- a) ALES: Academic Staff and Graduate Admissions Examination
- b) ECTS: European Credit Transfer and Accumulation System
- c) Plagiarism: To represent the ideas, methods, data or intellectual work of others as one's own, in part or full, without proper citation.
- f) OSYM: The Student Selection and Placement Center

**SECTION TWO****Master's Programs****General Principles**

**ARTICLE 4 -** (1) A master's program can be offered with or without the thesis requirement. The principles pertaining to by which departments and how these programs will be offered or transfers between thesis and non-thesis programs, which are at the discretion of higher education institutions, are regulated by the rules and regulations issued by the respective senates.

(2) Higher education institutions may also offer distant graduate education programs in which course instructors and students are not required to be in the same place. The curricula of these programs are planned and delivered based on information and communications technologies. The Higher Education Council of Turkey determines the fields in which distant education programs can be offered, courses which may be taught by distant education, course credits and ECTS credit hours, development of course materials, administration of examinations, protocols to be signed between higher education institutions for this purpose and other principles pertaining to distant education.

**Applications and Admissions**

**ARTICLE 5 -** (1) Prospective master's degree students must hold an undergraduate diploma and must have obtained the minimum score required by the senate in the respective score type in ALES, provided that it is not less than 55. However, the ALES score requirement does not apply to admissions into the departments at the faculties of fine art or conservatories.

(2) Higher education institutions may also opt not to require an ALES score for admissions to their non-thesis master's programs. However, if the ALES score is required, the minimum score for ALES is set forth by the senates.

(3) Principles pertaining to the admission of graduates and graduating seniors, 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 respective senate.

(4) While higher education institutions may admit students into their graduate programs based on their ALES scores only, they may also admit students to their graduate programs based on their undergraduate GPA, and the result of the written scientific evaluation and/or interview, in addition to the ALES score.

**Thesis Master's Program**

**ARTICLE 6 -** (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 is made up of a minimum of seven courses with at least 21 credits, a seminar course and a thesis project. The seminar course and thesis are non-credits and are graded as either Fail or Pass. 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. Students must register for the thesis each semester, at the latest starting from the semester in which they are assigned an advisor.

(3) Students may choose up to two courses from undergraduate courses provided that they did not take those courses during their undergraduate studies. Furthermore, subject to the recommendation of the respective department head and the approval of the respective graduate school executive board, students may choose up to two courses from other higher education institutions.

(4) A thesis master's program may also be offered as an evening education program.

#### **Period of Study**

**ARTICLE 7** -(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 credit courses and seminars in the curricula 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.

(3) The applicable procedure for students who are eligible to graduate from their master's programs before the end of the regular period of study is determined by the senate-approved rules and regulations.

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

**ARTICLE 8** - (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. Thesis advisors and thesis subjects are determined upon the approval of the Graduate School Executive Board.

(2) The thesis advisor is selected from among faculty members with the required qualifications set forth by the Senate. In the absence of a faculty member with the required qualifications within the higher education institution, the graduate school executive board may choose a faculty member from another higher education institution as the student's thesis advisor within the framework of the principles set forth by the university senate. 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 Ph.D. degree.

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

**ARTICLE 9** -(1) A thesis master's program student writes his/her findings in accordance with the format required by the senate, and orally defends it before a thesis jury.

(2) The student completes his/her 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 Graduate Executive Board 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 Graduate School Executive Board. 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 of whom 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) The student who has completed his/her thesis work 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/program heads, specifying in writing that the thesis is in conformity with the required format.

(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 Q&A 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 of the thesis examination.

(7) Should the thesis be deemed unsatisfactory and rejected, the student's enrollment at the University is terminated.

(8) 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. Should the thesis be deemed unsatisfactory and rejected at the end of the second defense, the student's enrollment at the University is terminated.

(9) Such students may be awarded with a non-thesis master's degree diploma upon their request provided that they have completed the total credits required for graduation from the respective non-thesis master's degree program as well as the graduation project and other similar graduation requirements for the respective program.

#### **Diploma**

**ARTICLE 10** - (1) Provided that the student passes the thesis examination and fulfills other graduation requirements set forth by the Senate, s/he is awarded a Thesis Master's Degree Diploma. However, in order to be eligible for a Thesis Master's Degree 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 examination, and the student's thesis must have been approved in terms of its format. If requested, the Graduate School Executive Board may postpone the date of 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 meanwhile, the student is expelled from the higher education institution.

(2) The thesis master's degree diploma bears the name of the student's department as approved by the Higher Education Council of Turkey. The date of graduation is the date at which the thesis jury submits the signed copy of the thesis.

(3) The Graduate School submits an online copy of the master's thesis to the Higher Education Council of Turkey within three months of thesis submission to be used for the purpose of scientific research.

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

**ARTICLE 11** - (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 at least 60 ECTS credits in total with a minimum of ten courses with at least 30 credits and a semester project course. Students must register for the semester project course in the semester it is offered and submit a written project and/or report at the end of the respective semester. The semester project course is non-credit and is graded as either Fail or Pass.

(3) Students may choose up to three courses from undergraduate courses provided that they did not take those courses during their undergraduate studies.

(4) A qualifying examination may be administered at the end of a non-thesis master's program as per the principles set forth by the senate.

(5) A thesis master's program may also be offered as an evening education program.

#### **Period of Study**

**ARTICLE 12** - (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.

#### **Assignment of an Advisor**

**ARTICLE 13** - (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 semester project. Advisors are either faculty members or instructors with a PhD degree and the required qualifications set forth by the Senate.

#### **Diploma**

**ARTICLE 14** - (1) Students who successfully complete their credit courses and semester projects are awarded non-thesis master's diplomas.

(2) The thesis master's degree diploma bears the name of the student's department as approved by the Higher Education Council of Turkey.

(3) Non-thesis master's program students may transfer to thesis master's programs provided that they meet the minimum requirements set forth for the thesis program by the respective higher education institution to which they apply. 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 graduate executive board.

### **SECTION THREE**

#### **PhD Program**

#### **General Principles**

**ARTICLE 15** - (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 Ph.D. program consists of at least 240 ECTS credits in total with a minimum of seven courses with at least 21 credits, 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 semester. (3) For students admitted with a non-thesis master's diploma, a Ph.D. program consists of at least 300 ECTS credits in total with a minimum of 14 courses with 42 credits, a seminar course, a qualifying examination, a thesis proposal and a thesis project.

(3) In Post-Master's and Post-Bachelor's Ph.D. programs, students may choose up to two or four courses from other higher education institutions, respectively, subject to the recommendation of the respective department head and the approval of the respective graduate school executive board.

(4) Undergraduate courses are not counted towards the course load or credits of the Ph.D. 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 16** – (1) In order to be eligible to apply for a Ph.D. program, prospective students must:

a) hold a thesis master's degree and meet the minimum ALES score requirement set forth by the senate, provided it is not less than 55 in the score type of the respective program.

b) hold a bachelor's degree whose total period of study in the faculties of medicine, dentistry, veterinary or pharmacy and the preparatory program is at least ten semesters or an expert certificate in a department of laboratory as approved by Ministry of Health, and meet the minimum ALES score requirement set forth by the senate, provided it is not less than 55 in the score type of the respective program.

c) Students applying for Post-Bachelor Ph.D. Programs must have a GPA score of at least 3 out of 4 or an equivalent score, and meet the minimum ALES score requirement set forth by the senate, provided it is not less than 80 in the score type of the respective program. In addition to the ALES score, Ph.D. applicants may also be evaluated based on the results of their written scientific evaluation examination and/or interview. In Post-Master's Ph.D. Programs, applicants' Master's GPA may also be considered. Principles pertaining to applications, evaluations and admissions are governed by the rules and regulations determined by the senate.

(2) Students who pursued at least a ten-semester Bachelor's Degree program, excluding the preparatory program, are considered Master's Degree holders.

(3) The weight of the ALES score in evaluations is determined by the senate, provided that it is not less than 50 percent. Higher education institutions may admit students based on their ALES scores only. Scores deemed and declared equivalent to ALES by the Higher Education Council of Turkey may be increased subject to the decision of the senate at each university.

(4) The ALES score requirement does not apply to admissions to the departments of the faculties of fine art or conservatories. However, the university senate may require an ALES score. In such a case, the minimum score for ALES is set forth by the Senate.

(5) In admissions to Ph.D. 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 the Higher Education Council of Turkey or in an international foreign language examination deemed equivalent by the Higher Education Council of Turkey, or must achieve an equivalent score in an international foreign language examination deemed equivalent by the Student Selection and Placement Center. University senates may increase the minimum pass scores depending on the requirements of the respective program.

(6) In order to be eligible to apply to Ph.D. programs in basic medical sciences, prospective students must hold a bachelor's degree in medicine and must have achieved the minimum basic medical score determined by the Senate in the Medical Specialty Examination (TUS), provided that is not less than 50 points, or the minimum score determined by the Senate in the quantitative score type in ALES, provided that is not less than 55 points. Prospective students who are not graduates of a faculty of medicine must hold a Master's Degree (dentistry or veterinary graduates may apply with their bachelor's degrees) and must have achieved the minimum score determined by the Senate in ALES, provided that it is not less than 55 points, in order to be eligible to apply to Ph.D. programs in basic medical sciences. The basic medical score is calculated by multiplying the standard scores achieved in Test-1 in basic medical sciences and the clinical medical sciences test in the Medical Specialty Examination with 0.7 and 0.3, respectively, and adding their multiplications. In addition to the basic medical score and the ALES score, Ph.D. applicants may also be evaluated based on their Bachelor's and/or Master's GPA, and scientific evaluation and/or interview results, if deemed required. Principles pertaining to application requirements (i.e. letter of reference, letter of intent, international examination score reports) and evaluations are governed by the rules and regulations determined by the respective senate. However, in admissions to Ph.D. programs in basic medical sciences, 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 the Higher Education Council of Turkey or in an international foreign language examination deemed equivalent by the Higher Education Council of Turkey, or must achieve an equivalent score in an international foreign language examination deemed equivalent by the Student Selection and Placement Center. University senates may

increase the minimum passing scores depending on the requirements of the respective program. The weight of the ALES score, provided that it is not less than 50 percent, or the basic medical score in evaluations is determined by the respective senate. Higher education institutions may admit students based on their basic medical scores or ALES scores only.

#### **Period of Study**

**ARTICLE 17** -(1) The regular period of study for Ph.D. 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 Ph.D. program must be completed in at most twelve semesters, while the Post-Bachelor's Ph.D. Program must be completed in at most fourteen 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.

(2) The maximum period of study to complete the required credit courses in Ph.D. programs is four semesters for students admitted with a thesis master's degree, and six semesters for students admitted with a bachelor's degree. Failure to successfully complete these credit courses or to achieve the minimum grade point average required by the respective higher education institution by the end of these periods results in expulsion from the University.

(3) Students who fail to complete their thesis by the end of the 12th or 14th semester as specified in clause (1) are expelled from the University even if they successfully complete all of the required credit courses, pass the qualifying examination, and have their thesis proposals approved.

(4) In Post-Bachelor's Ph.D. programs, students who fail to complete their credit courses and/or thesis project within their maximum period of study or who fail their Ph.D. thesis are awarded a non-thesis master's diploma, subject to their request, provided that they complete the required number of credits, projects and other graduation requirements for the respective non-thesis program.

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

**ARTICLE 18** - (1) Department Heads submit their recommendations for a thesis advisor and a thesis subject for each student to the respective Graduate School. Thesis advisors must be faculty members of the University, and the recommended thesis subject must have been mutually determined by the student and the thesis advisor. The final decision about thesis advisors and thesis proposals are given by the Graduate School Executive Board. Advisors are assigned to students during their period of study in their academic programs according to the timeline provided in the rules and regulations approved by the Senate. However, thesis advisors must be assigned at the latest by the end of the second semester.

(2) The thesis advisor is selected from among faculty members with the required qualifications set forth by the Senate. In the absence of a faculty member with the required qualifications within the higher education institution, the graduate school executive board may choose a faculty member from another higher education institution as the student's thesis advisor within the framework of the principles set forth by the university senate. In order for a faculty member to serve as a thesis advisor in a Ph.D. program, excluding the departments at the faculties of dentistry, pharmacy, medicine or veterinary medicine, s/he must have supervised at least one master's thesis which was successfully completed. 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 Ph.D. degree.

#### **Qualifying Examination**

**ARTICLE 19** - (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 possess 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 at most two qualifying examinations in a year.

(2) The date of the qualifying examination is determined by the rules and regulations approved by the Senate. However, Post-Master's Ph.D. students and Post-Bachelor's Ph.D. 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 graduate school executive board. 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 higher education institution. It is at the discretion of the respective executive board 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. 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 rules and regulations of the respective higher education institution. The examination jury assesses the student's performance in the written and oral examination, and decides whether or not the student passed the examination with absolute majority. 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.

(5) Students who fail the qualifying examination may retake the part(s) failed in the following semester. Failing the qualifying examination for a second time results in expulsion from the Ph.D. Program.

(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 credits of the Ph.D. program. In such a case, the student must pass the additional courses determined by the decision of the respective graduate school.

(7) Students who are admitted to a Post-Bachelor's Ph.D. Program may transfer to a master's degree program provided that they successfully complete at least seven courses. The terms and conditions for transfers to a master's degree program are governed by the rules and regulations set forth by the senate.

#### **Thesis Monitoring Committee**

**ARTICLE 20-** (1) A Thesis Monitoring Committee is established for eligible students who pass the qualifying examination within one month of the examination upon the recommendation of the respective department head and the approval of the Graduate School Executive Board.

(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 University and another who is not affiliated with the University. In cases where there are two thesis advisors, the second thesis advisor may also attend the committee meeting at his/her discretion.

(3) After the Thesis Monitoring Committee is established, members of the committee may be changed upon the recommendation of the respective department head and the approval of the Graduate School Executive Board.

#### **Thesis Proposal Defense**

**ARTICLE 21** - (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 date of the qualifying examination. Students must also submit a written report about their thesis proposals to committee members within at least fifteen days of 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 the 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 expelled from the higher education institution.

(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. Students submit a written report to committee members at least one month before the date of the meeting. In their reports, students summarize the works they have completed until that date and their planned work schedules for the following semester. The student's thesis work is deemed either as satisfactory or unsatisfactory by the committee. Students whose thesis work is deemed unsatisfactory by the committee for twice successively or three times intermittently are dismissed from the higher education institution.

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

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

**ARTICLE 22** - (1) A Ph.D. student writes the findings s/he has obtained 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 Graduate School Executive Board for the final justified decision.

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

(4) The doctoral thesis jury is assigned upon the recommendation of the thesis advisor and the respective department head and the approval of the Graduate School Executive Board. 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 from another higher education institution. It is at the discretion of the respective executive board 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 Q&A session. Thesis Defense meetings are open to faculty, graduate students, and field experts.

(6) Once the thesis examination 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. Students whose theses are approved are 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. Should the thesis be deemed unsatisfactory and rejected, the student is expelled from the higher education institution. In the event 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. Students whose thesis proposals are also rejected during the second defense are expelled from the higher education institution. Post-Bachelor's Ph.D. Program students who fail the thesis section, subject to their requests, may be awarded with a non-thesis master's diploma as per Article 17, clause 4 of these rules and regulations.

#### **Ph.D. Diploma**

**ARTICLE 23** - (1) The student who has completed his/her thesis work 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.

(2) Provided that the student passes the thesis defense and fulfills other graduation requirements, s/he is awarded a Ph.D. Diploma. However, in order to be eligible for a Ph.D. 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 examination, and the student's thesis must have been approved in terms of its format. If requested, the Graduate School Executive Board 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 meanwhile, the student is expelled from the higher education institution.

(3) The Ph.D. diploma bears the name of the student's department as approved by the Higher Education Council of Turkey. The date of graduation is the date at which the thesis jury submits the signed copy of the thesis.

(4) The Graduate School submits an online copy of the doctoral thesis to the Higher Education Council of Turkey to be used for scientific research and purposes within three months of thesis submission.

### **SECTION FOUR**

#### **Competence in Art Program**

##### **General Principles**

**ARTICLE 24** - (1) The Competence in Art Program is a graduate program which corresponds to a Ph.D. program. The program aims to foster the creation of an original work of art, and promote outstanding creativity and performance in music and performance arts.

(2) For students admitted with a thesis master's degree, the Competence in Art Program consists of at least 240 ECTS credits in total with a minimum of seven courses with 21 credits, the thesis, practices, exhibitions, projects, recitals, concerts, and shows. The total ECTS credits of courses cannot be less than 60 ECTS credits per semester. For students admitted with a bachelor's degree, the Competence in Art Program consists of at least 300 ECTS credits with a minimum of 14 courses with at least 42 credits, the thesis, practices, exhibitions, projects, recitals, concerts, and shows.

(3) Furthermore, in the Competence in Art programs, subject to the recommendation of the respective department head and the approval of the respective graduate school executive board, students admitted with a master's or bachelor's degree may choose up to two or four courses from other higher education institutions, respectively.

##### **Applications and Admissions**

**ARTICLE 25** - (1) In order to be eligible to apply to the Competence in Art program, prospective students must hold either a bachelor's or a master's degree. Excluding graduates of faculties of fine art, conservatories or other equivalent faculties/schools, prospective students who apply with a bachelor's or master's degree must also meet the minimum ALES score requirement set forth in the verbal score type by the senate, provided that it is not less than 55 for prospective students with a master's degree or 80 for prospective students with a bachelor's degree.

(2) Students applying to the Competence in Art Program with a bachelor's degree must have a Bachelor's GPA of at least 3 out of 4 or an equivalent score. In admissions to the Competence in Art Program, in addition to the ALES score and Master's GPA, the results of interviews / aptitude tests / portfolio evaluations may also be considered. Evaluation criteria and application documents, including letters of reference, letters of intent, international examination score reports and other similar documents, are determined by senate.

(3) In admissions to the Competence in Art program, 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 the Higher Education Council of Turkey or in an international foreign language examination deemed equivalent by the Higher Education Council of Turkey, or must achieve an equivalent score in an international foreign language examination deemed equivalent by the Student Selection and Placement Center. University senates may increase the minimum passing scores depending on the requirements of the respective program.

(4) The weight of the ALES score in evaluations is set forth by the senate, provided that it is not less than 50 percent. Higher education institutions may admit students based on their ALES scores only. Scores deemed and declared equivalent to ALES by the Higher Education Council of Turkey may be increased subject to the decision of the senate at each university. However, in admissions to graduate programs associated with conservatories and faculties of fine arts, the provisions of Clause 1 will prevail.

#### **Period of Study**

**ARTICLE 26** -(1) The regular period of study for Competence in Art programs is eight semesters for students admitted with a 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 program must be completed in at most twelve semesters, while the Post-Bachelor's program must be completed in at most fourteen 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.

The maximum period of study to complete required credit courses in the Competence in Art program is four semesters for students admitted with a thesis master's degree and six semesters for students admitted with a bachelor's degree. Failure to successfully complete these credit courses or to achieve the minimum grade point average required by the respective higher education institution by the end of these periods results in expulsion from the University.

(3) Failure to complete the thesis requirement by the end of the 12th or 14th semester as specified in clause one will result in expulsion from the higher education institution, even if the student has completed all of the required credit courses, passed the qualifying examination, and had his/her thesis proposals approved.

(4) In Post-Bachelor's Competence in Art programs, students who fail their competence in art thesis are awarded a non-thesis master's diploma, subject to their request, provided that they have completed the required number of credits, projects and other graduation requirements for the respective non-thesis program.

#### **Assignment of an Advisor**

**ARTICLE 27** - (1) Department Heads submit their recommendations for a thesis advisor for each student to the respective Graduate School. Thesis advisors must be faculty members of the University and must supervise students in selecting their courses and practicals and completing their thesis, project, concert, show and other similar graduation requirements. Department Heads also submit their recommendations for a thesis/exhibition/project/recital/concert/show subject and title which thesis advisors and students will determine together to the Graduate School. The final decision about the recommendations will be rendered by the Graduate School Executive Board. Advisors are assigned to students based on the schedule specified in the Senate-approved rules and regulations. However, advisors must be assigned at the latest by the end of the second semester. Where a graduation project for competence in art requires at least two thesis advisors, a second thesis advisor may be assigned. In order for a faculty member to supervise a thesis, exhibition, project, recital, concert, show and similar other graduation requirements, s/he must have supervised at least one master's thesis which was successfully completed. The second thesis advisor may also be from outside the University, provided that s/he holds a doctor of fine arts/competence in art degree.

(2) The advisor is selected from among faculty members who possess the qualifications required by the Senate or among instructors who hold a doctor of fine arts/competence in art degree.

#### **Conclusion of the Graduation Project for Competence in Art**

**ARTICLE 28** -(1) The student prepares a document which explains and documents the findings s/he has obtained in the thesis project, or the exhibition, project, recital, concert and other similar graduation project s/he has completed in accordance with the format required by the senate, and orally defends these before the jury.

(2) The student completes his/her thesis/project before the defense and submits it to his/her advisor. Where the student is asked to make revisions to the thesis/project, the student completes and submits the thesis/project 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 Graduate Executive Board for the final justified decision.

(3) The student who has completed the graduation project for competence in art submits the required number of copies to his/her thesis advisor. The thesis advisor confirms in writing that the thesis is in conformity with the required format, and submits the copies of the thesis to the respective Graduate School via the department head.

(4) The competence in art jury is assigned upon the recommendation of the thesis advisor and the respective department head and the approval of the Graduate School Executive Board. The jury is made up of five faculty members, one of whom is the student's thesis advisor and at least two of whom are not affiliated with the University. It is at the discretion of the respective executive board 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 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 administer an examination for the respective student within one month of the submission of the thesis or the text. The examination is made up of the presentation of the competence in art project, followed by a Q&A session. The examination is conducted in a public environment open to an audience including faculty, graduate students, and field experts.

(6) Once the examination is conducted, the jury, in a session closed to the public, either accepts or rejects the student's thesis, exhibition, project, recital, concert, show or other competence in art work, or asks for revisions with an absolute majority. Students whose theses or competence in art works are approved deemed successful. The decision is submitted to the respective Graduate School in writing by the department head within three days of the examination. Should the thesis or the competence in art work be deemed unsatisfactory and rejected, the student is expelled from the higher education institution. In the event the student is asked to make revisions to his/her thesis/competence in art work, the student must complete the requested revisions and defend the revised thesis, exhibition, project, recital, concert, show or other competence in art work again before the same jury within six months. Should the thesis/competence in art work be deemed unsatisfactory and rejected at the end of the second defense, the student is expelled from the higher education institution. Post-Bachelor's Competence in Art Program students who fail the thesis, exhibition, project, recital, concert, show or other competence in art work, subject to their request, may be awarded with a non-thesis master's diploma as per Article 26, clause 4 of these rules and regulations.

#### **Competence in Art Diploma**

**ARTICLE 29** - (1) Students whose competence in art works are deemed successful are awarded diplomas which bear the name of the respective field of art as approved by the Higher Education Council of Turkey, provided that they fulfill other graduation requirements also. The date of graduation is the date at which the thesis jury submits the signed copy of the thesis.

(2) Provided that the student passes the thesis defense and fulfills other graduation requirements, s/he is awarded a Ph.D. Diploma. However, in order to be eligible for a Ph.D. Diploma, the student must have submitted at least three copies of his/her competence in art thesis with spiral binding to the respective Graduate School within one month of the thesis examination, and the student's thesis must have been approved in terms of its format. If requested, the Graduate School Executive Board 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 meanwhile, the student is expelled from the higher education institution.

(3) The Graduate School submits an online copy of the competence in art thesis to the Higher Education Council of Turkey to be used for scientific research and purposes within three months of thesis submission.

### **SECTION FIVE**

#### **Miscellaneous and Final Provisions**

##### **Admissions to the Scientific Preparation Program**

**ARTICLE 30** -(1) Among students admitted to master's or Ph.D. programs, those who completed their bachelor's or master's degree in a field different from that of the master's or Ph.D. 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 admitted to a scientific preparation program to overcome their shortcomings.

(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 Graduate School Executive Board.

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

(4) 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 Ph.D.

program.

#### **Special Student Admissions**

**ARTICLE 31** - (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, subject to the approval of the respective department head. Special students are not awarded a degree in the respective graduate school, and the maximum period of study is at most two semesters. Special students do not have student privileges. Admission requirements and other provisions pertaining to special students are governed by the senate-approved rules and regulations. The total number of exempted courses taken and successfully completed by special students admitted to graduate programs cannot exceed 50 percent of the courses offered by the respective graduate program.

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

**ARTICLE 32** - (1) Successful students who have studied for at least a semester in a different graduate program within the same higher education institution or in a graduate program of a different university may be admitted to graduate programs through horizontal transfers. Admission requirements for horizontal transfers are specified in the Senate-approved rules and regulations.

#### **Enrollment in Graduate Programs**

**ARTICLE 33** -(1) Enrollment requirements for graduate programs are specified in the Senate-approved rules and regulations.

#### **Programs, Examinations and Assessment**

**ARTICLE 34** - (1) The curriculum of a graduate program consists of the required/elective courses, the thesis, seminars and other works which must be completed in order to graduate from the program, and their total credits. These curricula are discussed and approved by Graduate School Executive Boards so long as they meet the minimum content requirements set forth by the university senate.

(2) The courses to be offered by a graduate program in an academic semester and the instructors to teach these courses are determined by the respective Graduate School Executive Board upon the recommendation of the respective department head.

(3) Graduate programs are designed based on credits, or the credit range set forth by the Higher Education Council of Turkey according to the program's diploma level or field as per the National Qualifications Framework for Higher Education, or the ECTS credits determined by the university senates according to the total student work load. In designing graduate programs, the following are considered:

a) The total semester credit value of a graduate course is the sum of all of the weekly theoretical class hours and half of the weekly practical or laboratory sessions of that course in an academic semester.

b)The ECTS credits of a course are calculated as per the principles determined by the respective university senate in consideration of the total class hours of theoretical and practical courses whose learning outcomes are clearly set forth and the student's estimated workload for other activities. Learning outcomes demonstrate the course's contributions to the student's knowledge, skills and competences.

(4) In graduate programs, principles pertaining to attendance, examinations, grades, assessments, and course repeats, and other principles are governed by the Senate-approved rules and regulations.

(5) Each graduate program must offer at least a course on scientific research techniques and research and publication ethics.

(6) The student and the advisor mutually decide which courses the student will take from among the courses approved by the Graduate Executive Board. The department head or the program coordinator/chair serves as the thesis advisor until the student is assigned a thesis advisor.

(7) Higher education institutions may, after any semester, require students to meet additional achievement requirements in order to be eligible to pursue their studies in the program.

(8) 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. Principles pertaining to the preparation of exam questions, development and encryption of the question bank, maintenance of paper or online examinations, and exam safety are determined by the Higher Education Council of Turkey.

#### **Miscellaneous Provisions**

**ARTICLE 35** - (1) Although it is the university senates that determine the required bachelor's or master's degrees that prospective students must hold in order to be eligible to apply for a master's, Ph.D. or competence in art program, these degrees may also be determined based on the recommendation of the Inter-University Board and the decision of the Higher Education Council of Turkey, if deemed necessary.

(2) The principles and procedures pertaining to the admission of international prospective students and Turkish citizens who completed all of their undergraduate studies abroad are determined by the university senates.

(3) Higher education institutions announce the names of their graduate programs, admission requirements,

deadline for applications, required documents and other requirements. These announcements can be made at the beginning of each semester to admit new students.

(4) Higher education institutions cannot offer any graduation programs outside of the city in which their rectorate is located, even though these programs are approved by the Higher Education Council of Turkey.

(5) The principles and procedures pertaining to admissions, evaluation and assessments, and degrees offered as well as minimum mutual courses and practices for teacher education graduate programs are determined by the Higher Education Council of Turkey based on the opinion of the Ministry of Education, when necessary.

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

(7) Dental or medical qualification corresponds to a doctoral degree, and these qualification programs are offered as per the Rules and Regulations for Dental and Medical Qualification published in the Official Gazette No:28983 on April 26, 2014.

**Abolished Rules and Regulations**

**ARTICLE 36** - (1) The Rules and Regulations for Graduate Programs published in the Official Gazette No: 22683 on July 1, 1996 have been abolished.

**Bridging Clause**

**PROVISIONAL ARTICLE 1** - (1) The provisions and periods stipulated herein take effect on the effective date of these rules and regulations.

(2) The clause six of Article 35 does not apply to students who were concurrently enrolled in multiple graduate programs before these rules and regulations were published.

(3) Students who were registered in or graduated from non-thesis master's programs before February 6, 2013 may apply for Ph.D. programs.

**Effectiveness**

**ARTICLE 37** -(1) These rules and regulations shall enter into force as of the date of publication.

**Execution**

**ARTICLE 38** – (1) These directives are executed by the President of the Higher Education Council of Turkey.