

KARABUK UNIVERSITY
ACADEMIC RULES AND REGULATIONS CONCERNING GRADUATE PERIOD
OF STUDY, EXAMINATIONS AND ASSESSMENT

PART ONE: Objects, Contents, Grounds and Definitions

Object

ARTICLE 1 - (1) The object of this Regulation is to regulate the principles to be applied in exams and graduate education in institutes connected to the Karabuk University.

Content

ARTICLE 2 - (1) This Regulation includes the decisions related to the setting right of the graduate education, doctoral and proficiency in art programs; and exams, certificates, excuses, discharge certificate.

Grounds

ARTICLE 3 - (1) This Regulation has been issued based on the 14th article of the 4/11/1981 dated and the law number 2547 Board of Higher Education Law.

Definitions

ARTICLE 4 - (1) Mentioned in this Regulation expresses;

- a) Graduate Study Admission Examination (ALES),
- b) Department: department defined in 5th article of the Graduate Education Functioning and Organization Regulation published in 3/3/1983 dated, No.17976 Official Newspaper and possessing an education program,
- c) The Academic Board of Department: The board consisting of all the academic members in the related department,
- d) The Head of the Department: the described head in the 5th article of the Graduate Education Functioning and Organization Regulation,
- e) The Board of Department: The department board consisting of the department chairperson and the heads of department
- f) Consultant: The instructor appointed by the Board of Institute Management to guide students registered in institute in times of lesson, assignments and thesis,
- g) Institute: Institutes doing education and training dependent on Karabuk University
- h) The Board of Institute: With the lead of Institute Manager, the board consisting of Institute Assistant Managers and the heads of department, who have education programs in the institute,
- i) The Board of Institute Management: With the lead of Institute Manager, the board consisting of Institute Assistant Managers and three instructors to be chosen by the Board of Institute for three years among the candidates proposed by the Manager,
- j) Credit: The unit value equal to the total of the weekly entire theoretical time and half of the application or laboratory time belonging to a graduate education class,
- k) Manager: The Manager of the relevant Institute
- l) Student: The student registered in the Institute for the graduate education,
- m) OSYM: The Student Selection and Placement Center
- n) President: The President of Karabuk University
- o) Senate: The Senate of University
- p) Thesis: The proficiency thesis in master, doctoral or art,
- q) TUS: Examination for Specialty in Medicine
- r) ÜDS: Interuniversity Foreign Language Examination
- s) University: Karabuk University

PART TWO: The Bases Related to the Education and Training
Levels of Education

ARTICLE 5 - (1) Graduate education in the institutes connected to the university is done at the level of the Master's program with thesis or without thesis, doctoral and proficiency in art.

Student Status

ARTICLE 6 - (1) The students to be trained in the institutes are in two different situations as fulltime and private student as mentioned below.

- a) Fulltime students: To be a fulltime student for a student and to benefit from the rights of University studentship, it is obliged to register in a graduate program in the Institute, to sign up and continue the lesson, on the condition of winning the right of entrance to Institute or doing internal transfer. Foreign language prep class, scientific prep program, thesis period students are also fulltime and benefit from these rights.
- b) Private Students: Those who graduate getting a Bachelor's degree or Master's degree and want enhance their information on a specific topic or students registered in a graduate program in a different Institute are accepted as a private student with the suggestion of the Head of the Department and approval of the Board of Institute Management and can keep taking courses. The students in this position are to obey the all conditions of the courses they take and perform all the requirements of the courses like fulltime students. The private students cannot benefit from the rights of the fulltime students. The bases relevant to Private Studentship are settled by the Board of Institute and applied by the Board of Institute Management.

The Opening of the Education Programs

ARTICLE 7 - (1) The institute carries out the education programs in the departments and levels to be defined, according to the decisions of Graduate Education Functioning and Organization Regulation. The graduate programs to be carried out by the Institutes open with the offer of the Board of Department, the appropriate view of the Board of Institute, the acceptance of the Senate and the approval of the Board of Higher Education. Collaborating with the other higher education and research institutions, the Board of Institute Management decides to run common graduate programs with the approval of Presidency.

(2) Education and Training is arranged on the basis of semester. In addition to the spring and fall semesters; training, summer schools or summer semesters can open. Time and form of these are determined with the proposal of related boards by the Senate.

The Bases of Programme Practice

ARTICLE 8 - (1) The bases related to the practice of the education programs according to the features of the departments are prepared by institutes and these bases are put in force with the offer of the Board of Institute and the decision of the Senate.

The Opening of the Courses and the Course Custodians

ARTICLE 9 - (1) The instructor to give the course applies for the course thought to open; including the content, grounds and sources of the course to the Head of Institute Department twice a year, in April and October.

(2) The assignments of the instructors to give the course in the Institute Department take place with the verdict of the Board of Institute Department, the appropriate view of the Board of Institute Management and the approval of the Board of University Management.

The Head of Department

ARTICLE 10 - (1) The Head of Department is responsible for the graduate education to the Institute. The Head of Department chooses the students' quota, which graduate courses will open in a year, the custodians of these courses, the offers relevant to jury and advisors in cooperation with the instructors of the Board of Department.

Medium of instruction

ARTICLE 11 - (1) The medium of instruction is Turkish in the Institute. However, with the offer of the Board of Institute and verdict of Senate, all the courses or certain parts of them can be taught in a specific language. The written language of the thesis is Turkish. A thesis

can be decided to be written in a foreign language when necessary, with the common decision of Advisor and the Board of Institute Department and the approval of the Board of Institute Management; but, course, project and thesis period are completed in the programs whose graduate education is carried out in a foreign language.

The Institute Department Strategic Plans

ARTICLE 12 - (1) The Board of Institute Department prepares strategic plans depending on short, medium, long term graduate education, politics-strategies and accordingly programs. These plans are put in force with the decision of the Board of Institute and the approval of the Senate.

PART THREE: Students' Admittance and Registration Procedures and the Definition of the Quotas

The definition of the quotas

ARTICLE 13 - (1) The Board of Institute Management decides whether the students take place in the Institute's education programs, the qualifications wanted in the students in the direction of the offers of the boards of departments. These decisions are submitted to the approval of the Senate.

The Announcements of the Quotas

ARTICLE 14 - (1) The names of the master, doctoral and proficiency in art programs, the student quotas to be accepted in the programs, the required documents for application, deadline, the date of the written exam and other matters are announced by University. The announcement at issue can be given to take students at the beginning of every semester.

(2) The announcements to be given for students' admittance are published on the web pages of the University and Institute or in a newspaper with mass circulation in Turkey at least one time.

Terms of Application

ARTICLE 15 - (1) The candidates apply to the Institute with the required documents in the application period announced. The candidates are supposed to carry these conditions below according to the type of the graduate education they apply for.

a-The terms of application for the master programs:

- 1) To hold a Bachelor's degree
- 2) To score at least 55 standart point in the type of program applied in ALES examination carried out centrally by OSYM or holding a point in one of the international exams whose equivalent with ALES is accepted and whose points are accepted to have equaivalent points announced by the Board of Higher Education by the Board of Institute Management. However, it is not obliged to take ALES examination in the applications for the masters' programs opening in fine arts and state conservatory.

b- The terms of application for the Doctoral programs:

- 1) To hold a Bachelor's or Master's degree; a Bachelor's degree of faculties of medicine, dentistry and veterinary science at least for 10 semesters period, Master's degree or Bachelor's degree of faculty of dentistry, veterinary science, specialty certificate won in a laboratory branch based on the facts of Ministry of Health.
- 2) To score at least 55 points in UDS or an equivalent point whose equivalency is accepted with a similar examination by the Board of Interuniversity. To get at least 55 points in UDS among one of the languages English, French, German except for their first languages or an equivalent point whose equivalency is accepted for the similar examinations by the Board of Interuniversity for the foreign students.
- 3) To get at least 60 points in the same type of point applied, at least 70 standard points in the same type of point required by the program applied by applicants or to hold a point in one of the international exams whose equivalent with ALES is accepted and whose

points are accepted to have equivalent points, announced by the Board of Higher Education, by the Board of Institute Management. However, it is not obliged to take Ales examination in the applications for the masters' programs opening in fine arts and state conservatory.

- 4) To hold a Bachelor's degree for the grad students of faculty of medicine, who apply for doctoral programs in the sciences of medicine and at least 50 basic medicine points or at least 60 standard points in the mathematical part of ALES; for those not graduated from Faculty of Medicine, to hold a Master's degree; for those graduated from faculty of dentistry and veterinary science, to hold a Bachelor's degree and at least 60 standard points in the mathematical part of ALES; for those graduated from faculty of dentistry and veterinary science, to hold at least 75 standard point. Basic medical point: multiplying the standard score obtained from clinical medical sciences 0.3 by collecting with the standard score 0.7 obtained from basic medical sciences test-1st part of TUS.

c- The terms of application for the doctoral programs for the grads of Master's degree without thesis:

- 1) Master grade point average: to be at least 85 out of 100 full marks or at least 3.50 out of 4.00.
- 2) To score at least 55points in UDS or an equivalent point, whose equivalency has been accepted with a similar examination by the Board of Interuniversity. To get at least 55 points in UDS among one of the languages English, French, German except for their first languages or an equivalent point whose equivalency is accepted for the similar examinations by the Board of Interuniversity for foreign students.
- 3) To hold at least 60 standard points in the same type of point applied a point in one of the international exams whose equivalency with ALES is accepted and whose points are accepted to have equivalent points, announced by the Board of Higher Education, by the Board of Institute Management.
- 4) To submit successfully the report relevant to the subject and prepared for two semesters period of study and research in front of a jury of three people.

d- The terms of application for the proficiency in art program.

- 1) To hold Bachelor's and Master's degree. To have been confirmed for the equivalency of Bachelor's and Master's degree taken from abroad.
- 2) To score at least 55points in UDS or an equivalent point whose equivalency is accepted with a similar examination by the Board of Interuniversity. To get at least 55 points in UDS among one of the languages English, French, German except for their first languages or an equivalent point whose equivalency is accepted for the similar examinations by the Board of Interuniversity for foreign students.
- 3) To hold at least 60 points in the linguistic part of ALES, at least 70 standard points for those applying with Bachelor's degree or a point in one of the international exams whose equivalent with ALES is accepted and whose points are accepted to have equivalent points, announced by the Board of Higher Education, by the Board of Institute Management. However, it is not obliged to take ALES examination in the applications for the masters' programs opening in fine arts and state conservatory.
- 4) The bases related to the admittance of students graduated from Master's program to the proficiency in art programs are determined by the Board of Institute Management at the recommendation of the Board of Department.

Evaluation and Student's Admittance

ARTICLE 16 - (1) The evaluation of students' applications and students' admittance to programs are done through these ways:

- a) The students are included in the graduate programs by evaluating ALES standard point carried out centrally by OSYM or instead of ALES result, with a point in one of the international exams whose equivalency with ALES has been accepted and announced by the Board of Institute Management and the result of the written exam to be taken at the field of science that students apply for. However, the candidates applying for the Master's program without thesis are only evaluated by taking ALES standard point into consideration.
- b) Except for those who apply for the Master's program without thesis, the candidates applying for the Master's program are taken to the foreign language exam before evaluation. Those who score at least 55 points in UDS or an equivalent point whose equivalency has been accepted with a similar examination by the Board of Interuniversity are exempted from this exam.
- c) The foreign language and written exams of the candidates are evaluated by the juries consisting of at least three at most five or seven members determined by the Board of Institute Management at recommendation of the Board of Department.
- d) Foreign language exam is done by translating a 200-words-text –written in foreign language- related to the field of science of candidate to Turkish in two hours, standing by the meaning of the text. Dictionary can be used in this exam. The pass mark in the foreign language exam is %60 of the full mark. Those who do not take the exam even if they are not exempted or who fail taking the exam are not included in the exam.
- e) The pass mark in the admittance to master education are calculated taking %70 of ALES standard point and %30 of written exam point. The written exam point is determined by evaluating out of 100 full marks. The candidates who do not take the exam or get lower points than 60 in the written exam are accepted as failed. In the evaluation, those who get at least 65 points out of 100 points are accepted to the master programs being sorted according to their pass marks on available basis.
- f) The proficiency in arts programs, student achievement grade is calculated according to 70% of ALES score and 30 % of the written exam/ aptitude test / portfolio. In this evaluation, the candidates may need to have a reference letter, an essay stating why s/he wants to make proficiency in art, international standard examinations and similar circumstances. Written exam / aptitude test / grade portfolio scores are determined by assessing out of 100 full grade. The candidates who don't take the exam or whose grade below 65 is considered as unsuccessful. The candidates who get at least 70, for admission based on graduate at least 75 out of 100 full grade, will be ranked based on their scores and accepted for proficiency in art taken into the consideration of quota. However, ALES is not required for fine arts and state conservatory.
- g) The rule mentioned in these regulations, Article 15 (c), the non-thesis master's and doctoral degree graduate applicants who meet application conditions are accepted for doctor/art proficiency program according to rules in this article with sub-paragraphs (e) and (f).
- h) During admission to graduate programs, if the case of equality of points occurs, respectively, UDS and ALES / Basic Medicine ranking is given priority.
- i) Admission to Master's and PhD programs from which undergraduate and graduate degrees are determined by the decision of University Council. However, the Senate may decide to admit students on the outside of the programs.
- j) On condition that not less than 55 points out of ALES standard score, candidates who apply for PhD after completing graduate program at the university or institution of higher without breaking more than a semester don't have to take ALES again. These applicants are accepted according to ALES standard scores on their master's program.

Admission to the Deficiency Programme

ARTICLE 17 - (1) The Deficiency Program is administered for adaptation of students to the program they have applied for. Qualities of students are stated below:

- a) The candidates whose bachelor's degree differs from master's and doctoral programs
- b) The graduate candidates whose bachelor's degree from other higher education institutions other than university degree
- c) The doctorate candidates whose graduate and undergraduate degrees from institutions of higher education other than university doctoral program
- d) The candidates whose Master's degree differs from doctorate program which they apply for.

(2) The Deficiency Programme can not be less than 3 lessons and more than 10 lessons.

(3) The course program of a master's student who has been admitted to the Deficiency Program is made up of undergraduate level courses. These courses cannot be substituted for the courses necessary for completion of the concerned Master's program. However, Students attending the Deficiency Program can take graduate courses besides Deficiency courses on the recommendation of the Chairperson of the Department and approval of the Administrative Committee of the Graduate School.

(4) The graduate students who are accepted for Deficiency Program must successful in all deficiency lessons in order to start the regular program which is applied for according to Karabuk University Rules and Regulations concerning Graduate Programs dated 25/07/2008 and published numbered with 26947; doctorate and art deficiency students need to have qualities in these regulations about graduate program lessons.

(5) The students who have been accepted to the Deficiency Program can maintain an academic year at most. At the end of an academic year, if the students fail deficiency program, they can't start their regular graduate program. No time will be given to extend this program except permissions and this program is not included in other programs which are mentioned in these regulations.

(6) A student's deficiency program within the scope of this article by taking into consideration the above-mentioned principles is prepared by the Chairman of the Department and the Department /Board of the Department with the approval and it is sent to the relevant institute in fifteen days following the date of the student's registration.

Admission of Special Students

ARTICLE 18 - (1) Persons who have graduated from an institute of higher education or who are currently enrolled in such an institution and who want to learn more about a specific subject may be allowed to take graduate level courses, as special students. Approval of the Department and the Graduate School is required.

(2) Candidates who want to register as a special student, at the beginning of the semester, within the postgraduate registration period, need to apply to the related institute with transcripts, photocopies of diplomas and a petition.

(3) The candidates who are approved by the Institute Board of Directors to take some courses as special students can enrol in program on condition that they must pay for each credit which is determined by the Graduate School Board and the Executive Board and the candidates must provide the documents which are required.

(4) The students who enrol as a special student can take 50% of the total number of credit hours of graduate courses the most.

(5) Special student status, upon completion of special student registration is earned and the students are provided with a special student identity card. Special students are not given diplomas and titles. However, they can be given a certificate showing courses and grades in the courses. Special students cannot benefit from students rights.

(6) If special students decide to leave classes to, the amount paid for each course will not be refunded.

(7) The special students must obey the rules about attendance, examinations and assessment.

Admission through Transfer

ARTICLE 19 - (1) A student who is currently enrolled in a graduate program of higher education within university or another institution and has successfully completed at least one semester, upon submitting all required documents before the deadline, may transfer to a graduate program at any level upon the recommendation of the department administration and with the approval of the Administrative Committee of the Graduate School. The minimum requirements for transfer are as follows: a minimum cumulative grade point average of 3.00/4.00 or 75/100 in masters program, and a minimum cumulative grade point average of 3.50/4.00 or 85/100 in doctorate program. In addition the criteria stated in Article 15 must be required.

(2) For students to transfer to a master program, they must apply to the related Institution with a petition which is attached to transcripts and on-going program details the student studies in at least fifteen days before following semester starts. The chairperson sends the requirements specified for each program to department administration.

(3) The views and recommendations of the Department about the students who are accepted are put under examined before the beginning of the first semestre. The decision will also include eligibility for exemption from some courses of the graduate program. The credit equivalency for students who transfer from universities is determined by the Administrative Committee of the Graduate School.

(4) The graduate students who are completing a thesis, and the students who have entered the doctorate programme can benefit from the right of transfer.

Admission of Foreign Students

ARTICLE 20 - (1) To start the program, master and doctoral foreign candidates are required to have the results of a Graduate Program such as ALES. Required scores in the exams are determined related Institution. Other international tests accepted as equivalent to ALES can be accepted by the Board of Directors. However, candidates who do not have a Graduate Exam result are required to take the written exam whose principles and content determined by the Institute Department / the Head of the Department. The results treated as equivalent to ALES are calculated out of 100 full points.

(2) The candidates whose scores are sufficient to apply to Director of Institute are required to hand in undergraduate and graduate course levels and grades, or any other personal information and documents. The students whose scientific level is sufficient is accepted in the graduate program by the Jury appointed by the Executive Board of the Institute.

(3) The required language for foreign candidates is Turkish. The candidates who submit a valid certificate taken from Turkish and Foreign Languages Research and Application Center (TOMER) can apply to the graduate programs. These candidates are interviewed or taken written exam alone. Candidates achievement scores are calculated according to Article 16 of these regulations.

(4) The foreign students who have been granted scholarships by the Turkish Ministry of Education are included in Graduate Program with the decision of Executive Board of the Institute.

(5) The Turkish language is not an obligation for foreign candidates who apply to a graduate program or doctorate program if they study at least one of their undergraduate or graduate programs at a university whose medium of instruction is Turkish.

Domestic and International Student Exchange

ARTICLE 21 - (1) In accordance with agreements made between a university and other universities, students are sent to universities abroad and domestic for one or two semesters. The courses to be enrolled by the accepted student are determined by related academic units which the student is temporarily registering for the specific exchange program semester. The exam results are included in students' transcripts and added into C.G.P.A. In case of failure in any course, the students can take courses which aren't taken before with the decision of their advisors upon the recommendation of the Department of the Institute approved by the Board of Directors.

(2) Within the same exchange program, exchange students from other universities are under the provisions of these regulations and given a transcript for each course they take.

Registration in Graduate Programmes

ARTICLE 22 - (1) Applicants' undergraduate and/or graduate academic success, success achievement in the exams stated in Article 16, and other conditions required are evaluated by the relevant department administration and students who are found successful are accepted into graduate programs. The results of the evaluation are announced by the relevant Directorate of Graduate School taking into consideration the quota. Required documents for registration must be handed in within the prescribed time on condition that examples of acceptable originals or approved by the Institute Directorate are presented. With respect to his military status and criminal record of the candidate's record processing is done based on the declaration. Applicants are eligible for final registration, the documents submitted during an application may be prompted again. Students on the reserve list of candidates are registrated within the time specified time if the students on original list miss their rights to register.

(2) The number of those who register a branch of science is less than five, the Institute may not open a program in this branch in that academic year. However, these candidates' rights are reserved till the next program.

Renewal Registration

ARTICLE 23 - (1) Each semestre, the students are required to add courses and a thesis through and submit examples of original documents which show the courses and a thesis the students have taken to the Institute with approval of the Department of Counseling approval of the Department of the Institute must deliver. The students must take out their

registration each semester. If graduate students in one semester without an excuse fail to register will be dismissed from the Institute.

(2) A student who didn't register in assigned time indicated in academic calendar with an excuse is given a right to do it during add and drop as long as the excuse is accepted by the Board of Institute. During this time, if the student fail to register again, s/he will be given a chance to register at the beginning of the subsequent semester. Otherwise, the student will be dismissed from the institute. This lost time is considered within the period of education.

Add and Drop

ARTICLE 24 - (1) Students can add other courses in the existing programs, or they can drop classes at the beginning of each semester and the days assigned indicated in academic calendar provided they get the opinion of head of the Department or their advisors.

PART FOUR: Courses, Examinations and Assessment

Courses

ARTICLE 25 - (1) Each semester, graduate courses and faculty members who are responsible for carrying out these courses are decided on the recommendation of the head of the Department by taking the opinion of the Board of the Department. In the absence of adequate faculty, upon the proposal of the Department and with the approval of the Board of Institute Directors can appoint instructors with doctorate, lecturers in the state of competence in art to give lectures. If necessary, with the decision of the Executive Council, to give lectures, appointments can be done within the same discipline or other interdisciplinary areas of the University.

(2) A graduate course credit, one semester course is the sum of an ongoing weekly course and a whole half of the laboratory or practicum hours. Education and training plan for each program is determined by the Council and with the approval of the Senate regarding recommendations presented by relevant departments. In graduate education programs a part of all courses or all courses can be held in a foreign language with the recommendations of the Board of the Department and the approval of the Senate.

Attendance

ARTICLE 26 - (1) Students are required to attend all classes, laboratory/practicum sessions and examination. More than 30% of theoretical courses and 20 % of other courses will be F1. Instructors of all classes are expected to monitor student attendance.

Midterms

ARTICLE 27 – (1) Students are required to take a mid-term examination and/or complete other assigned projects/homework during the semester and, additionally, are required to take a final examination and/or complete a final project for course evaluation. The University will determine and announce the time and place of final examinations. Students will be given a final grade by the course instructor. The final grade will be based on the mid-term examination grade, the final examination grade and/or evaluation of final project, and the attendance record.

(2) Students who miss any examination may be given a make-up examination provided the Department determines that there is a valid reason for missing the examination.

The Overall Exam

ARTICLE 28- (1) The student has to enter into the overall exam of the all courses that s/he has taken in one semester and that s/he has obeyed to the attendance requirement at a time and on the day which is determined by the institute. F2 is given as a note to the student who has not entered into the exam. The exam at the end of one semester may be in the form of the evaluation of the term paper that has been prepared according to the institute's guide to write a paper. The students who fail the overall exam cannot enter into the make-up exam. However, the students who have justification and whose justification has been approved by the board of the institute may have the right to enter into an exam of the justification that stands for the overall exam. The date of this exam is determined by the institute.

(2) The programmes of the exams of each semester are prepared by the chairmanships of the departments of the institute, and are announced at least a week ago before the beginning of the exam times by the management of the institute. The exams are done in the university buildings at the place, time, and the day stated in the programme. Yet, the exams of the courses and applications done in the area may be performed in the area, and outside the university buildings. Only with the suggestion of the instructors, the institute may decide whether the exam will be oral, oral and written, and applicable. The decision on this matter is declared in at least two weeks after the beginning of the semester.

(3) The exams are prepared and conducted by the instructor of the course. Upon the apology of the instructor giving the course, who is not at school then, the head of the department decides who will make the exam, and it is declared to the management of the institute. The notes the students get from the overall exams are entered to the student information system within the time period that is announced in the academic calendar. The results are submitted to the institute at the latest fifteen days after the ending of the overall exams.

Calculation of the Final Grade

ARTICLE 29- (1) The final grade is attained not only by the assessment of the overall exam, but also by the student's studies which s/he does in the semester and the midterms together. The contribution rate of the studies in the semester and the midterms to the final grade may change from 40 to 60 per cent, and it is decided by the board of the institute.

(2) For a course to be regarded as success is to be at least 65 out of 100 for the master degree, and at least 75 out of 100 for the doctorate.

(3) The course of the seminar, the study of the thesis, and the dissertation is assessed as failure or success.

Success Marks

ARTICLE 30- (1) According to the result of the evaluation of the final grade, the student gets the notes below. For the courses without credits, the final grade is G (Success).

Assessment		Master		Doctorate	
Grade	Mark	Factor	Level	Factor	Level
95-100	AA	4.00	Excellent	4.00	Excellent
85-94	BA	3.50	Good-Excellent	3.50	Good-Excellent
75-84	BB	3.00	Good	3.00	Good
65-74	CB	2.50	Average	-	-
-	G	-	Success	-	Success

Failure Marks

ARTICLE 31- (1) The student get the marks below for the reasons of his/her failure:

- F1: It is given to a student who has not attended the courses. The student cannot enter into the exam/s.
- F2: It is given to a student who has not entered into the overall exam.
- F3: It is given to a student who has entered into the overall exam, but has failed.
- E: Missing: It is given to a student who has entered into the overall exam, but has not completed his studies in the semester due to the compulsory reasons. The student has

to complete the missing part of his/her study at least in a month after the exams. Otherwise, the marks pertaining to his/her studies in the semester are accepted as 0(zero), and thus, s/he is marked like that.

e) K: It is given to a student who has failed in a course that has no credits.

Objection to Marks

ARTICLE 32- (1) Except for the mistakes in the marks, students cannot object to the marks. The student can declare his objection to his/her department in two weeks time after the declaration of the exam results. This objection is said to the instructor of the course. If a mistake in the mark is noticed, the correction is done, and it is declared to the institute. The correction is finalized by the board of the institute. The mark given by the instructor is the final one.

Courses in Failure

ARTICLE 33- (1) Master and doctorate students can get F in at most two courses in their education. Students who get F in more than two lessons are discharged from the institute. The student has to re-take the courses s/he has failed, and pass them. In compulsory cases, with the proposal of the advisor, the decision of the council of the department, and the assent of the board of the institute, the student can get another course for the course s/he has failed.

(2) If the student who has been discharged is accepted to a master programme in the same institute after s/he has passed the exam s/he has attended, the matter about whether the courses s/he has taken will be repeated or not is decided, upon the proposal of the department, by the board of the institute.

Academic Average

ARTICLE 34- (1) Multiplying the credit of a course with the factor of the final grade gives the weighted score of the course. Academic average is obtained by the division of the total of the weighted scores of all the courses that s/he has passed after his/her acceptance to the institute to the credit totals of the same courses. In this calculation, the division is passed to two steps after the comma. The courses that the student takes G are not added to the academic average.

Overall Average of the Marks

ARTICLE- (1) The overall average of the marks is counted by taking all the courses s/he has taken and passed during his/her training life in the master programme into consideration. To succeed the whole courses, students of master with and without thesis should get at least 70 out of 100 (2.50 out of 4.00), and students of the doctorate programmes should get at least 80 out of 100 (3.00 out of 4.00). Students who don't get these averages after the end of four semesters are discharged from the institute.

PART FIVE: Educational Programmes

Master Programme

ARTICLE 36- (1) Master programme is of two types as master with thesis (MA) and non-thesis master. To open these programmes and to decide their numbers of students are decided by the board of the institute upon the proposal of the board of department of the institute.

(2) Students of non-thesis master who perform overachievement in the first two semesters, whose overall average of the marks is at least 85 out of 100 (3.5 out of 4.00), and who want to be pass to the MA can pass to the programme with the opinion of the commission of the department of the institute and the verdict of the board of the institute.

(3) Students of MA can pass to the master without thesis with the opinion of the commission of the department of the institute and the verdict of the board of the institute after the first two semesters.

(4) Students who have got their degree from the non-thesis master programme can get their degree from the MA programme only by preparing a thesis on condition that they have been

accepted to the programme after they carry on the conditions in the (a) item of the first paragraph in the 15th article of this institute.

The Aim and the Scope of the MA Programme

ARTICLE 37- (1) The purpose of the programme of the master-with-thesis is to make students have the capability of reaching the knowledge by doing research, and of evaluating and interpreting the knowledge. The program consists of at least seven courses with at least 21 credits, a seminar course, and the study of thesis. The seminar course and the study of the thesis do not have credits, and they are assessed as success or failure. The student in this program is subjected to take courses with at least 6 credits in each semester. The courses should be taken from the department of the institute in which s/he is studying. Besides that, a student can enrol at a lesson with max 15 credits.

(2) The student is subjected to enrol at a lecture on specialized field after the date when the advisor is appointed, and also in the following semesters. The lecture is opened by the advisor. Yet, the student has to enrol at the course of the study of thesis after s/he has finished the courses, and beginning from the first semester of the time to write his/her thesis. The course of the study of the thesis and the lecture on specialized field can continue in the other semesters and the summer holiday except for the dates when the instructors are off and on duty. These courses do not have a mid-term or a final exam, and they do not have any credits as well.

(3) Max two courses which will be enrolled by the student can be chosen from the courses of the bachelor degree on condition that they have not been taken at the time when s/he has been studying at university before s/he gets her bachelor degree. Besides that, master students can get lessons from the doctorate program. The courses can also be chosen from other universities with the proposal of the advisor and the committee of the department of the institute, and with the consent of the board of the institute. The credits of the courses taken from the other universities cannot exceed the 50% of the total credits.

(4) Some master courses that are related to the study of the student, and that succeeded after being taken from the inland and outland universities in the last three years as a non-fulltime-enrolled student before his/her fulltime enrolment in the institute can be transferred to the programme in which s/he is enrolled with the proposal of the advisor and the committee of the department, and with the consent of the board of the institute. Yet, the credits of the courses taken like that cannot exceed the 50% of the total credits.

The Duration of the MA Programme

ARTICLE 38 – (1) The programme ends in four semesters. However, the student can get his/her degree at the end of the third semester on condition that s/he has completed his/her course credits at the end of two semesters, and got at least 70 out of 100 (at least 2.50 out of 4.00), and on condition that s/he studies on his/her thesis for at least a semester.

(2) The student is discharged from the institute if s/he does not succeed the courses with credits and the seminar course at the end of four semesters, or if s/he does not get the least overall average that is stated in the 35th item in this regulation.

(3) The student who fails successively two times or three times at intervals in the course on specialized field and the course of the study of the thesis is discharged from the institute.

(4) With the proposal of the advisor and the head of the department of the institute and with the consent of the board of the institute, max two semesters can be given to a student who has succeeded the courses with credits and the seminar course, but has not entered into a thesis exam because s/he has not completed his/her thesis study by the end of four semesters as stated in the first paragraph of this article. The aim is to make the student complete and defend his/her thesis. The student who does not submit the thesis and take additional time at the end of four semesters or the student who does not submit the thesis at the end of the additional time given by the board of the institute is discharged from the institute.

Appointment of the Advisor and the Thesis Study in the MA Programme

ARTICLE 39 – (1) In MA programme, board of the department offers a thesis advisor for each student to the institute until the end of the first semester. A second advisor can be appointed with the proposal of the advisor and the consent of the board of the department if the thesis study necessitates the second advisor. Yet, the second advisor can only be appointed if the student has succeeded all the courses with credits and has passed to the thesis study. The proposal of the second advisor can be accepted with the consent of the board of the institute.

(2) By the end of the second semester, the appointed advisor sends the proposal of the subject of the thesis and the report of the student to the institute via the chairmanship of the department of the institute.

(3) The advisor is chosen among the lecturers who has done the doctorate and who has the qualifications specified by the instructors or the senate. Also, lectures from other universities can be appointed as an advisor with the proposal of the advisor, with the consent of the board of the department of the institute, and with the decision of the board of the institute.

(4) The advisor is to guide the student in the courses s/he takes, to monitor the student's attending the courses and to monitor his/her educational status as well as to lead his/her thesis study. The consulting operations are done by the head of the department until the advisor is appointed to the student.

(5) The change of the advisor is done by the decision of the board of the institute by taking the view of the advisor and the board of the department of the institute into consideration after the written application of the student or the advisor. In the change of the advisor, the consent of the new advisor is also taken into consideration.

(6) The lecturers that are appointed as an advisor of the MA programme and as the second advisors, if any, by the institute can open a lecture on specialized field with four theoretical course load besides all of the academic and administrative tasks in each semester and summer holiday beginning from the date they are appointed by the board of the institute so that they can teach their students the current developments in their fields. The lecture on specialized field in MA is shown as a course with four theoretical course load for each student without taking the number of student into account. The MA course of the study of the thesis is shown as a one-hour practical course load for each student. However, second advisors cannot open the course of thesis study.

(7) The MA student gives a seminar on his/her thesis study in the framework of the programme that is decided by the department in the seminar course. The evaluation of the seminar course is done by the advisor, entered into student information system, and the result is sent to the institute by the chairmanship of the department.

The Completion of the MA Programme

ARTICLE 40 – (1) The student in the MA programme submits the thesis that is prepared according to the spelling and publishing guide by the student and approved by the advisor to the institute.

(2) The jury of the MA thesis is appointed with the proposal of the board of the department and with the consent of the board of the institute. The jury is of three or five people, one is the advisor and at least one is from other department in the institute or from another university. The members of the jury can also be chosen from the professors that work in a university abroad whose equivalence is accepted by the Council of Higher Education, and that are the citizens of the Turkish Republic or that are from foreign countries. If the jury is of three people, the second advisor cannot be the member of the jury. Yet, if the jury is of five people, the second advisor can be the member of the jury. The members of the jury that are offered should study the same specialized subject as the student and the topic of his/her thesis. The distribution of the thesis to the instructors is done by the directorate of the institute.

(3) The members of the jury do the dissertation examination for the student by coming together in minimum fifteen days, max a month after the distribution the aforementioned thesis. The members who will not attend the exam due to the requirements inform the directorate of the institute on their reasons why they cannot attend in a written way in a week at the latest after the distribution of the thesis. The meetings of the juries cannot be done if the members are absent. The case of the meeting of the juries not being done at the announced time is declared to the directorate of the institute with an official report, and another date of the meeting is decided in at least fifteen days. The dissertation exam consists of the presentation of the thesis and the succeeding part of answering the questions. The sessions like exhibition, demonstration, performance, and the like can be added to the dissertation exam with the proposal of the board of the department and with the consent of the board of the institute.

(4) After the dissertation the jury goes for approval, rejection or correction about the thesis with absolute majority. This decision is notified as an official report by the Institute-chairmanship of the department within the three days following the dissertation. Student whose thesis is rejected is dismissed from the Institute. As for the correction students, within three months at most they are expected to make necessary readjustments and defence their thesis before the same jury. Students failing again are dismissed from the Institute .Decisions of rejection are announced with an official report covering the reasons.

Postgraduate Certificate

ARTICLE 41- (1) Providing that they are successful in their dissertation and fulfil the other conditions, postgraduate students who submit a number of bound thesis stated by the institute within one month following the date of the defence and whose dissertations are approved in terms of form become entitled to get a postgraduate certificate.

(2) Students who don't submit their thesis in a month as stated above may demand an extra amount of time with a petition to headship of the institute.

(3) On the postgraduate certificate the validated name of the student's program of the department and Institute is indicated.

(4) Postgraduate certificate is signed by the head of the Institute and rector and sealed by impressed stamp of the University.

The Aim and the Scope of the Non-thesis Postgraduate Programme

ARTICLE 42- (1) The aim of the non-thesis post graduate program is to enable student to gain profound knowledge about the job and show how to use the existing knowledge. Non-thesis post graduate program can be conducted as formal education, evening education or distance education. This program consists of ten courses no less than 30 credits and a term project course. Students of non-thesis post graduate program are obliged to have at least 6-credit courses for each terms of the first and second half of the year. Moreover, a student can have 18-credit courses at most in a term.

(2) Student needs to enrol in the term project in the available term for the register and at the end of the term a written report needs to be submitted to advisor by the student. Course of the term project is non-credited and isn't regarded as successful or the reverse.

(3) Providing that they are not registered during undergraduate education students can choose at most 3 undergraduate courses. In addition courses can be selected from the other higher education institutions with the offer of the advisor and suggestion of the Board of the Department and approval of the Administrative Committee of the Graduate School. Credits from other institutions of higher education cannot exceed the %50 of the total credits.

(4) Before enrolling as a full time student in the graduate school as a special student, a portion of graduate courses related to the field of science and domestic or foreign courses that are received and finished in the last three years may be transferred to program in progress with the proposal of the advisor and suggestion of the Board of the Department and approval of the

Administrative Committee of the Graduate School. However courses to be taken in this way cannot exceed the %50 of the total credit of student's program.

The Duration of Non-thesis Postgraduate Programme

ARTICLE 43 - (1) Time to complete the non-thesis degree program is a maximum of six semesters. Non-thesis graduate courses and the term project are completed in a maximum of subsequent four semesters. At the end of this period students who fail two courses in all courses or whose academic averages are below 70 out of 100(2.5 out of 4.00) though they are successful in their courses can be granted an additional period of two semesters to raise their average and repeat the failed courses. Students who cannot complete the six-credit courses or/and the term project course required by the program at the end of the semester are dismissed from the institute.

Appointment of the Advisor for the Non-thesis Postgraduate Programme

ARTICLE 44 - (1) For the non-thesis post graduate program, If there is not enough teaching staff to supervise the selection of courses for each student and implementation of the term project by the Graduate School / Board of the Department, a lecturer with a PhD on the related branch of the science is assigned until the end of first term by the decision of Institute Board of Directors of the Department's.

(2) Academic members appointed as term project consultant by the institute, indicate the term project course as a one practical lesson hour following the student's registration to project course. This course may continue in the semester and during summer vacation except for the days on which faculty members are on holiday.

The Completion of the Non-thesis Postgraduate Programme

ARTICLE 45 - (1) Students of non-thesis post graduate program are taken to project defence in the third semester at the earliest. In this program results at the end of the project work are prepared in accordance with the institutes' thesis writing guide stated by the senate of the universities. Students to have project defence exam have to submit their three spiral bound projects to the institute on time stated in the academic calendar.

(2) Project defence examination is realized in spoken form before a jury formed by the Board of Directors of the Institute with an offer of Graduate School / Board of the Department. This jury consists of three members: student's project advisor, and two(at least one of whom is either from a different Department / Branch-Main Branch or from the same or another university) . After the completion of the project examination of defence, the jury goes for correction, rejection or correction with absolute majority about the project. The Institute is notified about the decision by the Head of Department with an official report in three days following the project defence exam. Students, whose projects are rejected, are dismissed from the institute. As for correction students, necessary adjustments are realized at most within two months and they defence their project before the same jury. Students whose projects are not approved are dismissed from the institute.

The Certificate of Non-thesis Postgraduate Programme

ARTICLE 46 - (1) Students whose projects are accepted submit three bound and two electronic copies of their project work to the related institute in a month following the exam date. Students whose term projects are approved in terms of form get a right to have postgraduate certificate.

(2) Students who don't submit their project in the form stated above, can demand an additional time with a petition to the director of the institute covering their excuses. Students are dismissed from the institute if they fail to submit their project again.

(3) On the non-thesis post graduate program certificate student's validated name of the Main Art Branch of the program and institute are indicated.

(4) Postgraduate certificate is signed by the head of the Institute and rector and sealed by impressed stamp of the University.

The Aim and the Scope of the PhD Programme

ARTICLE 47 - (1) The aim of the PhD program is to enable students to gain skills to identify necessary steps to do autonomous research, comment from a broader and deeper viewpoint and reach new syntheses by examining the scientific facts. At the end of PhD program the thesis to be prepared needs to:

- a) bring a novelty in science
- b) develop a new scientific approach
- c) apply an existing method to a new field

(2) PhD program consists of at least 7 courses providing that they aren't less than 21 credit, seminar, prelim, thesis proposal and thesis for the students who have a postgraduate certificate. For the students accepted with a bachelor degree, PhD program consists of 14 lessons providing that they aren't less than 42 credits, seminar, prelim, thesis proposal and thesis. PhD students are obliged to have at least 6 courses available by Institute Departments / main arts disciplines for the both first and second terms. Moreover, a student can enrol in courses for 15 credits at most.

(3) Student must enrol in non-credited specialization course provided by the advisor following and subsequent terms of the appointment of the advisor. However if student has passed the prelim for the thesis or has missed the delete-add period he must enrol in from the next term on. Thesis and specialisation courses may continue in the semester and during summer vacation except from the days on which faculty members are on holiday or duty. These courses do not have midterm and final exams and provide no credits for the students

(4) PhD students can have courses from post-graduate program provided that they aren't registered before. Post-graduate courses can also be selected from other higher education institution with the proposal of the advisor and the approval of the Board of the Department in charge. Credits of the lessons taken from other institutions of higher education or the other divisions of the same department cannot exceed the %50 of the total credit. Undergraduate lessons aren't included in course time and PhD credits.

(5) Before enrolling as a full time student in the Graduate School as a special student a portion of graduate courses related to the field of science domestic or foreign courses that are received and finished in the last three years may be transferred to program in progress with the offer of the advisor and suggestion of the Board of the Department and approval of the Administrative Committee of the Graduate School. However courses to be taken in this way cannot exceed the %50 of the total credit of student's program.

The Duration of PhD Programme

ARTICLE 48 - (1) Completion times of PhD program are 8 terms for the students with a post-graduate certificate and 10 for bachelor degree. PhD program can be finished in a shorter time as 4 terms of thesis for the post-graduate students and 5 terms for bachelor degree students. However post-graduate students can submit their thesis after they successfully pass three thesis exams following the thesis proposal exam. As for the students with bachelor degree they are expected to pass successfully four thesis exams following the thesis proposal exam to submit their thesis.

(2) Unsuccessful student can be dismissed from the institute before this period. Student's matriculation whose failure is detected by the thesis monitoring committee is deleted with the decision of the Board of the Department.

(3) Maximum period for the successful completion of PhD credit courses: 4 terms for the post-graduate students and 6 terms for the bachelor degree students. Those who cannot finish courses successfully within this period or who fall below the minimum average required by the article 35 are dismissed from the institute with the decision of the Administrative Committee of the Graduate School.

(4) Students accepted with a bachelor degree and complete 7 courses successfully can shift to post-graduate program from PhD with the proposal of the Board of the Department and the decision of Administrative Committee of the Graduate School on condition that they apply in ten days before the term starts. Students of MA programs of the Department can only graduate after writing a thesis.

(5) With the proposal of the Chairman of the Department and the decision of the Administrative Committee of the Graduate School an additional time consisting of four terms, once in two, can be granted to students who cannot have thesis exam as they cannot finish their thesis in due time stated by the 1.division of this matter after they successfully have their credit courses and prelim and their thesis proposal is approved. At the end of the 8 terms students who cannot submit their thesis and don't have an additional time granted by the Administrative Committee of the Graduate School are dismissed from the institute.

The Appointment of the Thesis Advisor

ARTICLE 49 - (1) The Board of the Department proposes the thesis advisor to the institute in charge. Proposal of the thesis advisor becomes absolute with the decision of the Administrative Committee of the Graduate School. The thesis supervisor is appointed at the end of first semester at the latest. Second thesis advisor can be appointed with the proposal of the thesis monitoring committee, the decision of the Board of the Department and approval of the Administrative Committee of the Graduate School when the quality of the thesis necessitates more than one advisor.

(2) Thesis advisor is supposed to guide the students to the courses throughout their education, monitor their attendance and level of learning, and to direct their thesis. During the period until the thesis advisor is appointed supervising is conducted by the Chairman of the Department in charge.

(3) Thesis advisor and the second thesis advisor are selected among faculty members. Besides, experts with a PhD working out of higher education institutions or organizations can also be appointed as co-advisor with the proposal of the advisor, the approval of the Board of the Department and the decision of the Administrative Committee of the Graduate School.

(4) The change of the advisor is realized upon the written application of the advisor or the student by the decision of the Administrative Committee of the Graduate School after the opinions of the faculty members and the Board of the Department are taken into account.

(5) In addition to their other academic and administrative responsibilities, faculty members appointed as PhD thesis advisor by the institute, second advisors as well, can give four hour theoretical course under the name of specialized field topics to introduce the current developments for the summer and every term from the date of their appointment on. Regardless of the student's number PhD specialized field topics' course is indicated as four hours for a student. PhD thesis course is indicated as one practical hour of lesson for each student. However second advisors cannot give PhD thesis courses.

PhD Qualifying Exam

ARTICLE 50 - (1) The qualifying exams are conducted for two times in a year as April-May and October and November to assess the individual's knowledge of basic doctoral subjects. Students who want to have this exam must have an average above 80 out of 100(3.00 out of 4.00).

(2) From the term in which students successfully complete their courses, they apply to the Board of the Department for the qualifying exam date of which is announced by the Administrative Committee of the Graduate School. However, students with a master degree must have the qualifying exam in the fifth year at the latest and the seventh for students with bachelor degree.

(3) The qualifying exams are regulated and conducted by five people proposed among the faculty members serving in the board of the department and approved by Administrative

Committee of the Graduate School. The committee sets examination juries to prepare, apply and grade the exams in different areas. The examination juries consist of five principal and two alternate members. The advisor of the student and at least one faculty member serving in higher education institutes are present in the jury. The jury members can also be selected among the either citizen or non-citizen faculty member-professors of Turkey serving in higher education institutions abroad which are recognized by the Board of Higher Education. PhD qualifying committee is renewed in every three years.

(4) PhD qualifying exam is conducted in two sessions as written and spoken. To be successful in PhD qualifying exam student needs to have at least 75 points out of 100 (3.00 out of 4.00) for each written and spoken exam. Students failing in either of the exams are regarded as failed to pass qualifying exam and their exam is conducted again as written and spoken except for compulsory cases. PhD qualifying committee regards students' status as failure or success by assessing their success in written and spoken exams with absolute majority. This verdict is notified to institute by the Head of the Department within the following three days of the exam.

(5) A student who either fails or doesn't have the exam at the time announced by the Administrative Committee of the Graduate School of the department with no excuse is regarded as unsuccessful to pass the qualifying exam. Student who fails in this exam is dismissed from the institute.

(6) Even though a student passes the doctoral qualifying examination and completes his/her course load, the doctoral qualifying committee might require the student to take additional courses even after the period of study specified in Article 48, clause three of these rules and regulations. The additional course(s) taken must be credit course(s) (under NI status) and students must receive at least CB from the course(s). Students who do not complete the course(s) within these conditions will be dismissed.

Thesis Monitoring Committee

ARTICLE 51 - (1) A Thesis Supervising Committee is appointed on the recommendation of the related Department and approval of the Administrative Committee of the Graduate School within one month after the student passes the Doctoral Qualifying Examinations.

(2) The committee consists of three faculty members. Other than the thesis supervisor, there is a member from the same department and another member from a different department. In case there are two thesis advisors, the second thesis advisor may also participate in the committee meetings.

(3) There may be changes in the members of the Thesis Supervising Committee on the recommendation of the Department and approval of the Administrative Committee of the Graduate School after establishment of the Thesis Monitoring Committee.

Thesis Proposal Defence

ARTICLE 52 - (1) Students who successfully complete the qualifying exam prepares his/her thesis proposal which covers the purpose, method and plan of their research project under the supervision of his/her advisor within at the latest six months, and must defence it in front of the thesis monitoring committee. Defence request, on a petition by the student of the

Institute / Main Art Forms notified. Date of oral defence of the Institute / approval of the Presidency of the Main Art Branch Directorate of the Institute and the Institute will be announced after the decision of the Board of Directors. The student should hand out a written report concerning the thesis proposal to the committee members 15 days before his defence. Without an excuse accepted by the Board of the Institute during the period of the committee to report back on the announced day and time, or not take the student's thesis proposal defence examination shall be deemed rejected. In this case the student must submit the proposal within three months and again. At the end of this period offer a report, the defence will be dismissed from the institution attended or proposal is rejected.

(2) The thesis monitoring committee decides to accept or reject the thesis proposal presented by the students with absolute majority. This decision is notified to the relevant Graduate School with a written report within three days following the thesis proposal defence.

(3) Students whose thesis proposals are rejected are entitled to choose a new advisor and a new thesis subject. In such a case a new thesis monitoring committee may be assigned. Students who wish to continue their program with the same advisor are admitted to the thesis proposal defence again within three months and students who change their advisor and thesis subject are admitted to the thesis proposal defence again within six months. Students whose thesis proposals are rejected in this defence are subject to dismissal from the university.

(4) Dissertation proposal is accepted, but after the exam or subsequent monitoring exams as a result of the thesis dissertation topic where change is concerned, the committee prepares a report on the subject and provides the Institute. Report bearing the signatures of members of the Committee of the Institute / Institute of the Department after the decision of the Board is reviewed by the Board of Directors and the Board of Directors with the approval of the institute the change becomes final thesis. If necessary, a new committee is appointed by the Council of the Institute of Directors. In case a change of thesis topic, again, during the period of those who hold a master's degree thesis proposal thesis defence exam and at least two times to enter and pass the exam monitoring. Admitted with an undergraduate degree within the period of at least three times again, the thesis proposal and thesis defence exam and take the examination must be satisfactory monitoring. These new students will be dismissed if the rejection of the thesis proposal. This decision of the Institute / Main Art Branch Presidency proposal of a new thesis and proficiency in art work will be submitted to the Institute within three days following the defence.

(5) If a student only once during the period of preparation of the thesis may propose a new thesis topic. New thesis proposal from the transactions related to the adoption of any extension of time students learning time cannot be expended.

Monitoring the Doctoral Dissertation

ARTICLE 53 - (1) Thesis monitoring committee for the student whose thesis proposal is accepted, between the months of January to June and July-December meets twice a year,

including one once. It has to be five months between these two meetings. The student submits a written report to the committee members at least fifteen days before the date of the meeting. Summary of studies made so far in this report, a list of national and international publications and the work plan to be completed in one year is indicated. Student's thesis committee is determined as the result of a written report by the Institute Director in the success or failure is reported.

(2) The student whose thesis is found unsuccessful three times by the monitoring committee will be dismissed from the Institute. In addition, the student who does not report on the announced day and time without an excuse accepted by the Board of the Institute during the period of the committee will be dismissed the Institute.

Completion of the Doctoral Thesis

ARTICLE 54 - (1) A student in the doctorate program should submit the thesis that show the results obtained from his/her searches and that is approved by the advisor to the Institute in accordance with the spelling and publishing guide, and s/he should defend it orally before a jury. Students who are accepted with a Master degree cannot submit the thesis before completing at least four semesters as the thesis duration, whereas students who are accepted with the bachelor's degree cannot submit the thesis before completing at least five semesters as the thesis duration.

(2) The doctoral thesis jury is assigned on the recommendation of the related Department and approval of the Administrative Committee of the Graduate School. The jury is composed of five permanent members, three of whom are the faculty members served in the student's thesis monitoring committee and it is consisted of at least one faculty member from another higher education institution recognized by the Higher Education Council, or who work in institutions of higher education abroad, a foreign citizen or a citizen of the Republic of Turkey, including faculty members in five people among the professors, the case of a member of the jury, the jury of seven people from the thesis advisor. Board of Directors of the Institute also one of the faculty members of universities and other higher education institutions, including other chooses two alternate members. Distribution of the thesis jury members will be made by the Institute.

(3) Members of the jury, at the earliest from the date of the dissertation submitted fifteen days, at the latest within one month of / by the Directorate of the Department of the Institute upon the recommendation of the Chairman announced the location, date and time will take the student for a dissertation examination. Members cannot participate because of obligations to the jury, as the reasons to attend the reasons from the date of the thesis has been submitted to the Institute Director will notify in writing within one week. PhD thesis, date and place of examination shall be notified in writing of the jury members by institutions.

(4) Jury members are not missing meetings. Not be declared a day case with a written report for the meeting of the jury determined, and reported to Director of Institute for a

second day of the meeting is determined at least within fifteen days. Board of Directors of the Institute for uncollectable for the second time is taken action according to the decision of juries. Submission of the thesis work can be done in front of the listeners, but only the jury members can ask the questions to the student.

(5) At the end of the thesis examination, the jury either accepts or rejects the thesis or asks for revisions with absolute majority. The jury submits the decision to the relevant graduate school in written report within at the latest three days. Students whose theses are rejected are subject to dismissal from the University. In the event that the jury decides that the thesis needs revisions, students make the necessary revisions within at the latest six months and defend their thesis in front of the same jury. Students whose theses are rejected at the end of this defence are subject to dismissal from the University. Objection report describes with a reasoned decision.

Doctorate Degree Diploma

ARTICLE 55 - (1) Students who passed the test and the other conditions of the thesis will submit in his Ph.D. thesis prepared according to the manual of the Institute's graduate thesis dissertation, dissertation advisor within one month from the date of the exam, a doctoral dissertation accepted by the institute board letter and three copies of a specified number of bound thesis two electronic copy of the relevant institute. A student who has passed the thesis examination, completed all other requirements, and submitted at least four bound copies of the doctoral thesis to the Graduate School within one month after taking the thesis examination will be conferred the Doctoral Degree Diploma on condition that the thesis meets the format requirements. The Doctoral Degree Diploma will bear the official name of the program completed.

(2) Students who cannot submit the thesis in a month, a petition stating the excuse for one month by contacting the Institute Director may request additional time. The student who does not submit their theses at the end of this period will be dismissed from the institution. The date entitling for the diploma is on the date of acceptance of the Executive Board. The title of Doctor is given by the Senate.

(3) The doctorate degree diploma bears the approved name of the program offered by the department in the graduate school where the student studied.

4) Diploma, Institute Director and shall be signed by the President and be sealed with the University's embossed stamp.

The Aim and the Scope of the Proficiency Program in Art

ARTICLE 56 - (1) Proficiency in Art is a graduate program equivalent to doctoral study which aims at the creation of an original work of art, or, in the case of music and the performing arts, a superior creative production or performance.

(2) For students with a master's degree, the doctoral (proficiency) program in art consists of a minimum of seven courses, not being less than 21 credits in total, a seminar course, practicums, and a thesis study or an exhibition, project, recital, concert, or stage performance work. For students with a bachelor's degree, it consists of a minimum of fourteen courses, not being less than 42 credits in total, a seminar course, practicums, and a thesis study or an exhibition, project, recital, concert, or stage performance work. Student competence in the arts program, is enrolled in each department, the first and second semesters / main arts disciplines filed at least 6 credits must take the courses. In addition, a student can choose a maximum of 15 credits in one semester.

(3) Student competency in the art program, the thesis advisor assigned to work and proficiency in art history credit opened by the consultant of the following semester and subsequent semesters must register for course competency in the arts area of expertise. However, students succeeded in passing a qualifying exam course semester proficiency in art thesis, or adding and deleting courses must register for the period elapsed since the next semester. Area and thesis work specialization courses, faculty members and staff on leave in the days when summer vacations outside the semester and may continue. These courses within the semester and final exam is not about the students does not provide credit.

4) Competence in the arts students, graduate and undergraduate programs, take courses to be provided that have not already. Postgraduate courses, consultant proposal, the Department / Institute Board of Directors with the approval of the Department of the Board's proposal and take courses from other institutions of higher education can be selected. Other higher education institutions and / or the Institute's different departments / branches of main arts courses to be taken loans cannot exceed 50% of the total loan. Course load of undergraduate courses, and proficiency in art credits do not count.

(5) Before enrolling as a student full time student in the Graduate School as a special student in the last three years, or domestic, foreign higher education institutions that received and successful, a portion of their graduate courses related to the field of art; advisor offers, Division / Board approval of the Department and the Institute Board of Directors the program continues with the decision that can be transferred. Only in this way should take lessons from credit student is enrolled in the program may not exceed 50% of the total credits.

(6) Competence in the arts programs; both domestic and abroad in the form of programs can be edited with the proficiency in art. Application procedures and principles of these programs, the Senate proposal, upon the opinion of the board of education faculty members and researchers are determined by the Council of Higher Education.

Period of Study of Proficiency Program in Art

ARTICLE 57 - (1) The maximum period to complete the proficiency program in art is eight semesters for students who are admitted to the program with a master's degree and ten semesters for students who are admitted to the program with a bachelor's degree. Those who hold a graduate degree at least four, having been accepted at least five semesters with a degree thesis and exhibitions, projects, recitals, concerts, shows and similar studies, including time as an art proficiency program can be completed sooner. However, students from the Master's degree thesis and proposal of a work of art thesis defence examination and the subsequent period of at least three times and pass the exam after viewing a work of art, and art work of the thesis proposal defence, students from license exam at least four times in the period following the thesis after a successful thesis and exam and monitoring work of art can deliver.

(2) Students who fail to complete the requirements may be dismissed from the Graduate School before the end of this period. Students, whose failure is detected with thesis monitoring committee report and department decision, will be dismissed without waiting for the specified time.

(3) The maximum period to complete the credit courses and seminar course required by the proficiency program in art is four semesters for students who are admitted to the program with a master's degree and six semesters for students who are admitted to the program with a bachelor's degree. Students who fail to complete all of their credit courses within this time period or whose cumulative grade point average is below the required point which is specified in the 35th article of this regulation will be dismissed from the Graduate School by the decision of the Administrative Committee of the Graduate School.

(4) With an undergraduate degree has been accepted and successfully completed at least seven courses a student to apply within ten days of the semester, provided it is at least Graduate School / Graduate School Administrative Board of the Department and with the recommendation of the graduate program in arts program may competence. Graduate School / Students admitted to graduate programs and research of the Department only graduated from master's thesis and may be preparing a work of art.

(5) If students who have successfully completed all of their credit courses are unable to present their thesis and proficiency project by the end of the time stipulated by the Clause (1) of this Article, they may be granted an extension of a maximum of four semesters for the defence of their thesis and proficiency project work upon the recommendation of the Department and approval of the Graduate School Administrative Board. Eight could not deliver the final thesis and proficiency in art work of the institute with those without additional time at the end of the grace period granted by the Board of Directors who cannot submit his thesis students will be dismissed from the Institute.

Appointment of Thesis and Work of Art Supervisor

ARTICLE 58 - (1) Graduate School / Board of the Department of the Institute for each student on a thesis advisor and recommends that a work of art. The thesis advisor recommendation and the formal approval of a work of art are finalized by the board of the institute. At the end of the first semester, no later than the thesis advisor is assigned and works of art.

(2) Thesis supervisor to redirect student learning during the classes will take these lessons and learning more and for the management of the state is obliged to constantly monitor and manage the student's thesis. The thesis supervisor is appointed, for the period of consultation processes / executed by the Chairman of the Department.

(3) The thesis supervisor is elected from among university faculty. More than one supervisor and the nature of the thesis work of art where required by the second thesis advisor, thesis monitoring committee deemed proficient operation of the proposal after the acceptance of the defence, Graduate School / Institute Board of Directors with the approval of the Department and can be assigned to the decision of the Board. The second thesis advisor, a lecturer with a PhD degree, or may be deemed proficient.

(4) Change of the thesis adviser, the student and / or faculty advisor and consultant on the written request of the Institute / Graduate School Administrative Board of the Department is done by taking the opinion of the Board. Consultant is required to change, the new advisor's approval.

(5) Thesis and proficiency in art work as a consultant appointed by the Institute faculty members, including consultants from the Institute Board of Directors of each semester and the summer period from the date assigned, as advisor to students, to transfer current developments in the fields, in addition to all other academic and administrative burdens and duties of the arts specialist qualification under the name of the course as a four-course load may theoretically. Competency in the art area of specialization courses, regardless of the number of students are shown only as a student course load for the four theoretical. Thesis of competency in the art lesson, course load per student is shown as a one-hour practice. To start the second lesson, however, the thesis advisers proficiency in art proficiency exam.

ARTICLE 59 - (1) The purpose of competency in the art exam; deemed proficient students who successfully complete courses and related applications of fundamental concepts and proficiency in art is to determine whether in-depth knowledge on issues related to the operation. Competency in the art, including exams twice a year is from April to May and October-November. Who want to take a qualification exam grade the student's overall grade point average of at least 80 out of 100 (at least 3.00 out of 4.00) must be taken.

2) The student successfully completed semester courses from the Institute to enter the qualifying exam on the date announced by the Board of Directors of the Institute /Head of the Department shall apply. However, students have been accepted with a Master's degree with at

least the fifth semester of the bachelor's degree no later than the seventh semester of accepted students must take the qualifying exam.

(3) The qualifying examinations will be organized and administered by a five-member Doctoral Qualifying Committee recommended by the Department Chairperson and approved by the Graduate School Administrative Board. It may establish examining committees that will prepare, administer and evaluate examinations in various academic fields. The committee consist of three or five members and two substitute members. In the committee, there exists the advisor of the student and a member who affiliated with another higher education institution in Turkey or international institutions which are approved by Turkish Higher Education Council. The committee is renewed every three years.

(4) The doctoral qualifying examination consists of two parts: written and oral. The students whose grade is at least 75 and more out of 100 (or 3.00 out of 4.00) will be considered successful. The Doctoral Qualifying Committee decides by absolute majority whether a student has passed or failed the examination, taking into account the report of the examining committee and the student's performance on the written and oral sections of the examination. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the qualifying examination. The Graduate School Board may determine the rules and procedures of the qualifying examination. The decision is proclaimed to the institution in the following three days.

(5) The students who don't take the exam and don't have an excuse will be considered unsuccessful. Students who fail the qualifying examination will retake it the following semester. Students failing the examination twice will be dismissed from the doctoral program.

(6) The jury may require the student who has passed the Doctoral Qualifying Examination to take additional courses even if the student has completed the normal course load. Students who do not complete the course(s) at the end of the eighth semester will be dismissed.

Thesis Monitoring Committee

ARTICLE 60 - (1) A Thesis Monitoring Committee will be appointed upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board within a month after the student passes the qualifying examination.

(2) The Thesis Monitoring Committee will be comprised of three faculty members. In addition to the thesis supervisor, one member will be from within and one from outside the department. Special attention will be paid to include the faculty members of related disciplines especially in the case of a thesis study of an interdisciplinary nature. The co-supervisor, if there is one, may also attend the Committee meetings.

(3) In subsequent semesters, changes in the membership of the Thesis Monitoring Committee may be made upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

Doctoral Thesis Study and Thesis Proposal Defence

ARTICLE 61 - (1) A student who has passed the doctoral qualifying examination will have a maximum of six months to orally defend before the thesis monitoring committee his/her thesis proposal comprising the aim, method, and plan of research. The student should hand out a written report concerning the thesis proposal to the committee members at least fifteen days before the oral defence. A student whose thesis proposal is rejected will have the right to select a new thesis supervisor and a new thesis subject. In such cases, a new thesis monitoring committee may also be appointed. Students who want to continue with the same supervisor will be required to defend their thesis proposal within three months and students whose supervisor and thesis subject have been changed within six months.

(2) The committee will decide whether the work completed is satisfactory or unsatisfactory with absolute majority. This decision is forwarded to the related institution in three days.

(3) A student whose thesis proposal is rejected will have the right to select a new thesis supervisor and a new thesis subject. In such cases, a new thesis monitoring committee may also be appointed. Students who want to continue with the same supervisor will be required to defend their thesis proposal within three months and students whose supervisor and thesis subject have been changed within six months. If the thesis is rejected again, the student will be dismissed.

(4) The maximum period to complete the doctoral (proficiency) program in art is eight semesters for students who are admitted to the program with a master's degree and ten semesters for students who are admitted to the program with a bachelor's degree. However, students with a master's degree can take the proficiency in art examination at the end of their sixth semester at the earliest and students with a bachelor's degree at the end of their eighth semester at the earliest. (The examination covers the defence of thesis study or of exhibition, project, recital, concert, or stage performance work.) Students who fail to complete the requirements stipulated by the regulations may be dismissed from the Graduate School before the end of this period by a decision of the Graduate School Administrative Board.

(5) The student who is rejected once before has the chance to propose a new thesis only once. The maximum time of education isn't affected by the new thesis proposal.

Monitoring the Doctoral Thesis (in Art)

ARTICLE 62 - (1) Thesis Supervising Committee for the students whose thesis proposal is accepted meets twice a year; January-June and July-December. There has to be five months between two meetings. The student submits a written report to the Committee members one month before the meeting. In this report, there is a summary of the work that has been done by that day and the plan for the next semester. The Committee gives the grade of satisfactory or unsatisfactory for the student's thesis.

(2) The student whose thesis is found unsatisfactory by the committee for two times successively or three times intermittently and the students who don't present their thesis to the committee before the due date specified by the institution will be dismissed from the institution.

Completing the Doctoral Thesis (in Art)

ARTICLE 63 - (1) A student enrolled in a doctoral program must submit his/her thesis in the format specified by the Graduate School and defend it orally before an examining committee.

(2) The thesis examining committee will be appointed upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board. It will consist of five members, including the three members of the thesis monitoring committee and two faculty members from other institutions of higher education. The thesis is distributed to the committee members by the related institution.

(3) Within fifteen days or one month after the thesis has been submitted to them, the committee members will send their individual reports to the Graduate School Director; and the committee, summoned by the Graduate School Director, will conduct the thesis examination. The jury member has to state their excuses in a written format to the institution a week before if they will not be able to attend the exam. The date and the time of the examination are forwarded to the member by the institution.

(4) The jury meetings aren't realized if there is a missing member. The committee members must be attired in academic regalia during the thesis examination. Following the thesis defence, the examining committee meets in private to decide by absolute majority to "accept", "reject", or "require a revision" of the thesis. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the thesis examination. If the committee rejects the thesis, the student will be dismissed from the program.

(5) If the committee requires the student to revise the thesis, the student, after having made the necessary corrections, will defend the thesis again before the same committee (if possible) within a maximum of one year. If the committee rejects the thesis after the second defence, the student will be dismissed from the program. A student who has passed the thesis examination will be dressed by the committee chair in academic regalia of the department.

Doctoral Degree (in Art) Diploma

ARTICLE 64 - (1) A student who has passed the thesis examination, completed all other requirements, and submitted at least three bound and two soft copies of the doctoral thesis to the Graduate School within one month after taking the thesis examination will be conferred the Doctoral Degree Diploma on condition that the thesis meets the format requirements. The Doctoral Degree Diploma will bear the official name of the program completed.

(2) If there is a valid excuse, the student is able to demand an extra month (at the most). Unless the student presents the thesis at the end of extra time, the student will be dismissed from the institution.

(3) The student is rewarded with a diploma according to the features of the institution which the student attends.

(4) The diploma is signed by the head of the institution and the president of the university. The diploma is sealed with university's embossed stamp.

PART SIX: Permissions and Excuses

EXCUSES

ARTICLE 65 - (1) Whether the student's excuse is valid or not is decided by the institution. For the excuse to be considered valid, the related document is to be submitted to the institution within fifteen days. The submission after fifteen days is not accepted.

(2) For the student to be considered medically excused, there has to be a medical report from a medical institution and this report has to be accepted by institution administrative board. Medical reports given for out patients and less than five days are not valid.

(3) Unless these excused days are more than attendance limits, the student is considered permitted by the institution.

PERMISSIONS

ARTICLE 66 - (1) The student can be considered permitted in case of a scholarship, chance for studying abroad with the permission of the institution. The student can suspend the registration at the program for two semesters at most.

(2) The students who cannot complete their education abroad can be considered permitted for extra semester according to the decision of institution's administrative board.

(3) The students are allowed to do their military service supposed that they are promising enough to complete their degrees.

(4) The students who are permitted owing to a medical reason are not considered permitted if they are found working in another government or private institution.

(5) According to the demands from the students, the students can cancel the rest of their permission and continue their education.

(6) The students are to forward the related documents about their permissions or cancelling their permission to the institution in fifteen days.

PART SEVEN: Other Issues

ARTICLE 67

Instead of the articles that are not present in this regulation, registration, leave of absence and related issues about the graduate students are administered by the rules of Karabuk University Registration and Admission Regulations.

INVALIDATED ARTICLE

ARTICLE 68 - (1) The regulation of Karabuk University Graduate Programs Education and Examination which published in a national newspaper on 28/07/2008 with the number of 26950 is invalidated.

TEMPORARY ARTICLE

The students who are affiliated with another graduate program in another higher institution are subjected to the rules which are in invalidated regulation mentioned in article 68.

VALIDITY

ARTICLE 69 - (1) These Regulations will be effective from the 2010-2011 academic year onward.

IMPLEMENTATION OF THE REGULATIONS

ARTICLE 70 - (1) These regulations are implemented by the President of Karabuk University.