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**REGULATIONS**

From Eskişehir Technical University:

# REGULATIONS FOR ESKİŞEHİR TECHNICAL UNIVERSITY GRADUATE SCHOOL OF SCIENCES EDUCATION AND EXAMINATION

**PART ONE**

**Objective, Scope, Legal Base and Definitions**

**Objective and Scope**

**ARTICLE 1 –** (1) The objective of this Regulation is to regulate the procedures and principles regarding student admission, education and examinations to master's, doctorate and proficiency in arts programmes conducted by formal and / or distance education at the Graduate School of Sciences affiliated to Eskişehir Technical University.

# Reference

**ARTICLE 2 –** (1) This regulation has been prepared on the basis of the 14th, 44th and 46th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

# Definitions

**ARTICLE 3 –** (1) In this Regulation the terms given below shall bear the following meanings;

1. AHCI: Arts and Humanities Citation Index,
2. Supervisor: The faculty members appointed by the Institute Administrative Board to guide students enrolled in the Graduate School of Sciences departments during the course and thesis / term project study periods, and lecturers holding proficiency in doctorate, master of arts or the faculty members appointed by the Institute Administrative Board to guide students enrolled in the department during the course and thesis / work / term project study periods,,
3. ECTS: European credit transfer system,
4. Subject Index: The indexes listed for promotion or assignment to Eskişehir Technical University faculty member positions,
5. ALES: Academic Personnel and Postgraduate Education Entrance Exam,
6. Department/Art Major: The department / art major which has a program in the Graduate School of Sciences and is responsible to the Institute for the execution of the program,
7. DOI: Digital Object Identifier, system that enables the determination of documents and similar contents in digital environment,
8. Institute: Eskişehir Technical University Graduate School of Sciences,
9. Board of Institute: The board consisting of the heads of the departments and art majors of the institute,
10. Secretary of Institute: Eskişehir Technical University Graduate School of Sciences secretary,
11. Institute Administrative Board: The board of administrators of Eskişehir Technical University Graduate School of Sciences,
12. ESCI: Emerging Sources Citation Index,
13. GMAT: International Graduate Management Admission Test,
14. GPA: Grade point average,
15. GRE: International Graduate Record Examination,
16. Director: Eskişehir Technical University Graduate School of Sciences director,
17. Assistant Director: Eskişehir Technical University Graduate School of Sciences assistant director,
18. ÖSYM: Student Selection and Placement Center,
19. Programme: Thesis / non-thesis master’s, doctoral and proficiency in art programmes of Eskişehir Technical University Graduate School of Sciences,
20. Rector: The rector of Eskişehir Technical University,
21. SCI: Science Citation Index,
22. SCI-Expanded: Science Citation Index Expanded,
23. Senate: The Senate of Eskişehir Technical University,
24. TAÇ 7: The subject of Master’s programme’s thesis research,
25. TAÇ 8: The subject of doctorate / proficiency in arts thesis research,
26. Thesis/work: The thesis of Master’s, doctorate or proficiency in art,
27. TÖMER: Turkish and Foreign Language Education and Research Center
28. University: Eskişehir Technical University,
29. YÖK: Council of Higher Education,
30. YÖKDİL: Higher Education Institutions Foreign Language Exam.

**PART TWO**

**Principles Regarding Student Application and Admission**

**Application to graduate programs**

**ARTICLE 4- (1)** In order to apply for a master's program with / without thesis, the candidate must have a bachelor's degree and a minimum 2.00 / 4.00 (50/100) undergraduate GPA. Those who apply for a master's program with thesis must obtain at least 55 points from ALES in the type of program they apply for or an equivalent score from GRE / GMAT exams accepted by the Senate. ALES score is not required for applications to non-thesis master's programs. For foreign language condition; the results of the foreign language exams organized by ÖSYM or the YÖKDİL exam or international foreign language exams accepted as equivalent by ÖSYM are taken into consideration.

(2) The head of the department may change the conditions provided that the score of the related program is not less than the ALES, GPA and foreign language base scores announced by YÖK .

(3) In order to apply to the doctoral program, the candidate must have bachelor's or master's degree with thesis diploma, those who apply for a bachelor's or master's degree with thesis must have a minimum GPA of 3.00 / 4.00 (75/100). Applicants with a master's degree must obtain at least 70 points in the type of score of the program applied from ALES or an equivalent score from GRE / GMAT exams accepted by the Senate. Applicants with a bachelor's degree must obtain at least 80 points in the type of score of the program applied from ALES or an equivalent score from GRE / GMAT exams accepted by the Senate. Applicants with a bachelor's / master's degree must receive a score of at least 55 out of 100 in one of the foreign language exams organized by ÖSYM, or at least 55 points from the YÖKDİL exam or an equivalent score from the international foreign language exams accepted by ÖSYM.

(4) In order to apply to the proficiency in arts program, candidates;

a) They must have a master's diploma with thesis and must have the ALES score determined by the Senate, provided that they are not less than 55 points in the score type of the program applied from ALES.

b) Those who apply to the proficiency in arts program with a bachelor's degree must have at least 3.00 or equivalent points out of 4.00 in their undergraduate graduation grade and they must have the ALES score determined by the Senate, provided that they are not less than 80 points in the score type of the program applied from ALES.

c) ALES score is not required for the acceptance of the graduates of fine arts faculties and conservatory programs and equivalent programs of other faculties to the department / art major branches at the Institute. However, for applications within this scope, ALES score may be requested by the decision of the Senate. If ALES score is requested, the base score is determined by the Senate.

(5) Undergraduate students who cannot complete their internship and graduate students who are successful in their thesis defense and cannot complete their graduation procedures can apply within the scope of conditional pre-acceptance.

6) In order to apply to graduate programs in a foreign language, the candidate must score at least 60 out of 100 in one of the foreign language exams held by ÖSYM or at least 60 points from YÖKDİL or must receive a score equivalent to the score from the international foreign language exams accepted as equivalent by ÖSYM.

7) Student admissions to graduate programs are made by the evaluation commission consisting of at least three full and two alternate members of the University's permanent faculty members with the recommendation of the head of the department and the decision of the Institute Administrative Board, within the framework of the conditions set out separately for each program in this Regulation.

(8) The interview / talent / portfolio assessment exam is conducted in accordance with the procedures and conditions announced with the proposal of the department and the approval of the Institute Administrative Board.

**Application to graduate programs for Foreign national/ Citizens of the Republic of Turkey who have completed their entire undergraduate education abroad**

**ARTICLE 5-** (1) the application for graduate programs for foreign applicants who has undergraduate equivalency and the citizens of Turkey applicants who have completed their entire undergraduate education abroad is made according to Article 4.

(2) TOMER and European Language Portfolio (ADP) level equivalent in order to enrollment of foreign candidates who have the right to enroll in Institute programs whose language of instruction is Turkish B2 for master's programs and C1 for doctoral programs. Turkish Language Score is not required for foreign candidates who has graduated from undergraduate/graduate program whose language of instructions is Turkish and of all citizens of the Republic of Turkey who has graduated from undergraduate/graduate program abroad.

3) Principles and procedures for the acceptance of the foreign candidates and all citizens of the Republic of Turkey who have made entire undergraduate / graduate education abroad are determined by the Senate.

**Determination and announcement of quotas**

**ARTICLE 6-** (1) The graduate programs to be accepted in each academic semester, the required documents for application, the application calendar and other issues are decided by the Senate upon the recommendation of the Institute Executive Board. This decision is announced by the Rectorate.

(2) The limitation of the application areas and the distribution of the quotas by fields are decided by the Senate upon the recommendation of the Institute Administrative Board, depending on the nature of the relevant department / art major.

(3) The success ranking of the candidates applying to graduate programs is made from the highest score to the lowest score and the candidates who are eligible to enroll in the program are announced by the Institute Directorate.

(4) Research assistants of other higher education institutions are accepted to graduate programs in accordance with the provisions of the relevant legislation, provided that they meet the application and acceptance conditions of the Institute. In addition, University research assistants are accepted to graduate programs regardless of the quota announced, provided that they meet the application and admission requirements of the Institute and the approval of head of the department.

**Student admission to the scientific preparation program**

**ARTICLE 7-** (1) In the graduate and doctoral programmes of the Institute, a scientific preparation program can be applied to the candidates whose qualifications are specified below:

1. Master's degree candidate who has received his / her undergraduate degree from outside the higher education institution he / she applied to or in a field other than the graduate program he applied for.
2. Doctoral candidate who has received his/her undergraduate / graduate degree in a field different from another higher education institution or the doctoral program he/she applied for.

(2) Students are accepted to the scientific preparation program in accordance with Article 4.

(3) The student of the scientific preparation program must take and pass the scientific preparation program courses of at least four and at most eight classes within two semesters, upon the recommendation of the Institute head of the department and the approval of the Institute Administrative Board. Scientific preparation program courses are not counted instead of the courses and credits required to complete the graduate program and success grades are not included in the GPA. However, a student in the scientific preparation program can take a maximum of two courses each semester from the selective courses offered in the graduate program, with the recommendation of the Institute head of the department and the approval of the Institute Executive Board, in addition to the scientific preparation courses.

4) In order for a graduate student to be considered successful in the scientific preparation program, to get at least DD letter grade from each course at the undergraduate level in this program; to get at least CC letter grade from each postgraduate course and to have a GPA of 2.00; doctoral students must have at least CC letter grade from each course and have a GPA of 2.50. The provisions of this Regulation are also valid for the attendance, examination, course repetition and other principles related to the scientific preparation program.

(5) The period to be spent in the scientific preparation program is at most two semesters without including summer school education in this period. This period cannot be extended except for eligible and valid reasons determined by the Senate. The time spent in the scientific preparation program is not included in the master's and doctoral program durations specified in this Regulation.

(6) A student who cannot successfully complete the scientific preparation program within the period specified in the fifth paragraph is dismissed from the program.

**Special student admission**

**ARTICLE 8-**(1) Candidates who are graduates or students of a higher education institution and want to increase their knowledge on a certain subject can be accepted as special students for the courses offered in graduate programs, with the positive opinion of the head of the Institute department / art major and the approval of the Institute Administrative Board.

(2) In order for the student to be accepted as a special student; he / she must document that he / she is an undergraduate student in accordance with the definition of senior student determined by the Senate or have an undergraduate graduation certificate. GPA is not required for special student admission. The student has to register by depositing the tuition fee during each semester registration period.

(3) Special courses are not offered for special students, and special students cannot take courses, seminars, specialization field and thesis courses from any undergraduate program.

(4) The special student status cannot last more than two semesters and the student who takes courses in this status cannot benefit from the student rights. This student can register for a maximum of two courses in a semester. Special students are subject to the provisions of this Regulation, except for student rights.

(5) A grade status certificate showing the courses taken or the success status is issued to the student whose special student status has ended.

(6) In case the special student gains the status of graduate student; He / she can request a course transfer from the graduate course (s) he achieved while he was a special student. The request is resolved upon the recommendation of the Institute department and approval of the Institute Administrative Board. The total credit of the transferred course (s) cannot exceed half of the ECTS credits required for the graduation requirement of the relevant program.

**Student admission through transfer**

**ARTICLE 9- - (1)** Students can be accepted through transfer between the graduate programs of the university or from the graduate programs of another higher education institution to the relevant graduate program of the University. For transfer, the student must have completed at least one semester in the program in which the student is enrolled, but has not yet completed half of the maximum education period of the program, has not received disciplinary punishment, has passed all of the courses in the graduate program until the transition semester within the normal period and meets the minimum application requirements of the Institute. The application of a student who has applied for a transfer but has a failed letter grade CD, DC, DD, FF, DZ, YZ or the corresponding grades will not be taken into consideration.

(2) For graduate transfer, the student's GPA is at least 3.00 out of 4.00 or 75 out of 100; at the doctoral level, the student’s GPA must be at least 3.20 out of 4.00 or at least 80 out of 100. In addition, the positive opinion of the head of the relevant department and the approval of the Institute Administrative Board are required for the acceptance of the transfer application.

(3) The time spent in the previous program of a student enrolled in a program by transfer is counted in the program duration of the program that the student passed.

(4) The request for credit and grade transfer for the courses previously taken by the student is decided by the Institute Administrative Board upon the recommendation of the head of the relevant department.

(5) Those who continue to the non-thesis master's program can transfer to the master's program with thesis, provided that they meet the minimum requirements for the master's program with thesis by the higher education institution they applied to. In this case, the courses taken in the non-thesis master's program can be substituted for the courses in the master's program with thesis upon the decision of the Institute Administrative Board.

**Credit and note transfers**

**ARTICLE 10-** (1)The candidate who has the right to enroll in the institute can apply for credit and grade transfer for the course (s) that he / she has completed at the higher education institution he / she has previously studied while registering to the University. The request is reviewed and resolved by the Institute Administrative Board for once, covering the entire postgraduate education of the student.

(2) If the course for which grade and credit transfer will be made is an adaptation course, it is a prerequisite that it has an equivalent and equal or higher ECTS credit to the course to which it will be adapted.

(3) Courses taken within the scope of certificate programs are not transferred.

**Taking and transferring courses from other higher education institutions**

**ARTICLE 11-** (1) The Institute Administrative Board decides for the student to take courses from other higher education institutions during his / her education at the University and transfer the grades with these courses.

**Converting notes**

**ARTICLE 12-** (1) The principles regarding the conversion of grades received from other higher education institutions into letter grades of the University are determined by the University Administrative Board.

**PART THREE**

**Registration, Registration Renewal and Principles Regarding Education**

**Registration and registration renewal for graduate programs**

**ARTICLE 13-** (1) The final registration of a candidate who is entitled to enroll in a graduate program is made between the dates specified in the academic calendar. The advisor of the student enrolling in the program for the first time is the head of the relevant department until the thesis advisor is appointed**.**

(2) The student has to renew his registration at the beginning of each semester. The semesters that are not renewed are counted in the maximum education period. The student cannot benefit from student rights in the period when he / she does not renew his / her registration.

(3) Except for non-thesis graduate programs, more than one graduate program cannot be registered and continued at the same time.

**Academic year**

**ARTICLE 14-** (1) An academic year includes the fall and spring semesters, each of which consists of sixteen weeks, with final exams.

(2) The academic calendar is determined by the Senate.

(3) The courses to be taught in a semester and the instructors who will teach these courses are determined by the Senate upon the recommendations of the Department/Art Major Administration of Institute and the Board of Institute.

(4) Some programs and courses can be conducted within the framework of the relevant legislation provisions by using distance education-teaching techniques.

# Compulsory attendance

# ARTICLE 15 – (1) Compulsory attendance for theoretical and applied courses in formal education is minimum 70%. Principals in practice are determined by the Institute Administrative Board. Even if due to cogent and valid reasons determined by the Senate, if students do not meet the attendance requirements of a course and/or become successful in applications, they cannot have the final or re-sit exams of the course. However, students that have been appointed to represent the University or Turkey by the Institute Administrative Board, are granted leave of absence within this period, consequent upon the approval of Rectorship.

(2) Conditions of attendance of students in distance education programmes are determined by the recommendation of the concerned head of department/art major and the decision of the Board of Institute.

# Reserving the rights for education

**ARTICLE 16** – (1)The right of education of students can be reserved based on one of the cogent and valid reasons determined by the Senate. Students must apply with a petition stating their excuses to the Institute Directorate latest within four weeks of the beginning of the courses in related semester and the final decision is made by the Institute AdministrativeBoard. If the petitions are approved, studies of graduate students are suspended maximum for two semesters, whereas of doctoral students’ maximum for four semesters. Students with suspended studies cannot continue their education and cannot sit any exams in this period. The education period as a reserved right of students is not included in the maximum education period stated in this Regulation.

# Request upon withdrawal of registration

**ARTICLE 17 –** (1) Students upon a formal petition for their withdrawal of registration, are dismissed from the programme with the approval of the Institute Administrative Board.

# Examinations and assessment

**ARTICLE 18 –** (1) At least one interim and final written examinations are carried out for each course. Additionally, only one final examination can be carried out for applied courses. The Board of Institute may decide to carry out the examination in the form of oral or written work when needed.

Grades between the beginning of the semester until the end-of-the-term examination, consist of grades given for assignments, applied work and practical studies, at least one of which is mid-term assessment. Students, at the end of any semester, achieving a result below CC and/or YZ letter grades in graduate courses; FF and/or YZ letter grades in academic deficiency courses and students not sitting end-of-the-term exam, although they meet the requirement of taking end-of-the-term examination, are given the right of taking resit exams for each course. Resits are not held for courses in which grades for end-of-the-term examination are given for applied work/studies carried out in the semester. These courses are laboratory, applied work, workshop and studio lessons, projects, thesis, specialised field courses, graduation projects and similar courses. Pass mark is calculated by taking into account of grades received throughout and at the end of the semester and their percentages. In the case of resits however, grade received in the resit exam is taken into account for calculating the pass mark instead of end-of-the-term exam. For the letter grade obtained in the resit exam, letter grade ranges determined according to the results of end-of-the-term examination are used. Provisions regarding resit exams are determined by the Senate.

1. Students must fulfil their liabilities for attendance in order to take end-of-the-term examination of a course.
2. The success of students in a course is determined by evaluating both the grades received throughout the semester and in end-of-the-term exam. Grades received throughout the semester consist of interim exam grade/s and/or grades obtained for assignments, applied work and practical studies.
3. Make-up exams are carried out upon the decision of the Institute AdministrativeBoard for students who, due to cogent and valid reasons determined by the Senate, not having been able to take any of the interim exams in courses where resits are not carried out. Students who want to take make-up exams must apply to the Institute Directorate with a petition stating their excuses within three working days after the last day of the exam period. In courses where resits are carried out, no make-up exam is held for end-of-the-term exam and resit exam for any reason.
4. After confirming the exam grades on Student Information System, the instructor of the course submits the examination documents to Graduate Student Affairs within five days upon their confirmation of the grades. Examination documents are kept minimum for two years after the exam date.
5. Exams can be carried out either on paper and synchronically or electronically where different questions are asked to each student at different times from a question bank that is kept safely and has questions ranged according to the subject area and level of difficulty. Issues related to preparing questions, generating and encoding a question bank, keeping questions on paper or electronically and the safety of examination are determined by the Senate with the recommendation of the Board of Institute.

 **Assessing success**

**ARTICLE 19 –** (1) Courses and their weekly theoretical and practicum hours, ECTS credits, pre-requisites or completion of courses as a requirement (if any) for taking another course, and distribution of courses in semesters or years are determined by the Board of Institute and with the approval of the Senate.

1. Exams in and at the end of the semester, assignments, applied work and similar assessments and their type and percentages are announced to students on the course web page by the instructor of the course within two weeks of the semester.
2. The contribution of assessments carried out throughout the semester to grades cannot be less than 30% and more than 70% for distance education non-thesis master’s program. The contribution of end-of-the-term exam to grades is 100% in applied courses where end-of-the-term exam is the only form of assessment.
3. The success of the student in a course is determined by the instructor in letter grades by taking into account of the general level of achievement of all students in the course.
4. The letter grades and coefficients used for determining the level of achievement are indicated below:

|  |  |
| --- | --- |
| Letter Grade | Coefficient |
| AA | 4,00 |
| AB | 3,70 |
| BA | 3,30 |
| BB | 3,00 |
| BC | 2,70 |
| CB | 2,30 |
| CC | 2,00 |
| CD | 1,70 |
| DC | 1,30 |
| DD | 1,00 |
| FF | 0,00 |

1. In addition to these letter grades, further evaluation of other letter grades can be made as follows:
2. DZ (Absent): for students failing due to absence. They cannot take end-of-the-term exam. The letter grade DZ is the same as letter grades FF or YZ.
3. EK (Incomplete): for students not meeting the requirements of the course in due course of time due to a cogent and valid reason determined by the Senate. This letter grade is kept on the transcript until replaced by a new letter grade. Students must complete the missing elements before the next semester starts and the letter grade EK is converted to a new letter grade by the Institute Administrative Board according to the letter grade ranges of the course. Otherwise, the letter grade EK is converted to letter grades FF or YZ with the decision of the Institute Administrative Board. The letter grade EK cannot be used in thesis and specialised field courses.
4. KL (Abolished): for courses that have been abolished from the programme.

d) YT (Successful) and YZ (Unsuccessful): for indicating the success of students in courses that are disapproved for being evaluated within the grade point average with the decision of the Institute Administrative Board and the approval of the Senate. YT is given to successful students, whereas YZ is given to unsuccessful.

1. With the approval of their supervisors, students can change, drop or add courses within the add/drop week of the concerned semester.

**Grade Point Averages**

**ARTICLE 20 –** (1) The success of students is determined at the end of each semester by the Grade Point Average of the semester and Cumulative Grade Point Average. Grade Point Average is calculated by multiplying the credit value of each course in GPA and the coefficient corresponding to the grade received from the course which is then followed by the addition of these values and the addition of the values is divided by the total credit points obtained. When this calculation is made for courses in a semester, it is called Grade Point Average; whereas when it is made for all courses taken by that time, it is called Cumulative Grade Point Average. GPAs are indicated as two-digit numbers after the comma.

1. GPA of students that have changed their programmes while continuing another higher education programme include the letter grades received in the courses of their prior programme which have been adapted to the new programme selected and the letter grades received in courses in the new programme selected.
2. Students receiving the letter grades CD, DC, DD, FF, YZ or DZ in compulsory courses must re-take these courses. Students receiving the letter grades CD, DC, DD, FF, YZ or DZ in elective courses can re-take the course or take another elective course instead of that course upon the approval of their supervisor.
3. For calculating GPA, the most recent credit and letter grade of a compulsory course re-taken due to failing or to improve GPA although having passed it, are taken into account and in case of elective courses, the most recent credit and letter grade of an elective course re-taken or the most recent credit and letter grade of the elective course taken instead of another elective course are taken into account.
4. For students to be deemed successful, their GPA must be minimum 2,50 for graduate programmes after each semester and minimum 3,00 for doctoral programmes. In case of taking courses in the summer school, GPA is calculated by taken into account of the letter grades received in the summer school.

**Objection to exam results**

**ARTICLE 21 –** (1) Objection to exam results are only made due to errors of fact within five working days after the announcement of exam results on the University web page with a petition to the Institute Directorate. The objections are evaluated and finalised after the examination of the Institute Administrative Board.

 **Required qualifications of thesis supervisor**

**ARTICLE 22 –** (1) Having field of specialisation suitable for the thesis work.

1. Cannot be student supervisor or take part in juries and the thesis advisory committee if they have conflict of interests/overlapping interests.
2. If they have a different role at the university, appointed in another department or if they retire, for cases in which they once got involved, they can continue to be supervisors until the process is completed.
3. If they leave their duties at the University or are appointed for more than a year in other cities/abroad or in cases of unpaid leave of absence, maternity leave or having a medical report for more than a year, a new supervisor is appointed to their students.
4. The total number of appointments a/n faculty/instructor can have, is determined by the decision of CoHE in graduate, doctorate and proficiency in art programmes.
5. In order for a faculty member to be a thesis supervisor in a doctoral/proficiency in art programme, they must have at least one article (published or with DOI number to be published later or with full text published electronically) published in SCI, SCI-Expanded, SSCI, ESCI, AHCI journals or in journals within the scope of International Subject Indexes in the last five years; or have scientific or professional book/book chapter published by well-known publishing houses; or having at least one patent/useful model/design registry in their scientific field; or having been attended fairs, exhibitions, workshops, displays, symposiums, biennial or triennale events for at least three times with different artwork, designed products, service and experimental designs.
6. Must have guided at least one postgraduate thesis completed successfully to be a thesis supervisor in doctorate/proficiency in art programmes. In case where more than one supervisor is appointed for one student, the faculty having been the second supervisor for a second time is considered to have one supervising duty.

# The responsibilities of thesis supervisors

**ARTICLE 23 –** (1) Thesis supervisors are responsible of fulfilling the duties given below:

1. Monitoring students’ success in order them to maintain their success and complete their education within the expected time stated in this Regulation, also accustoming and orienting students to their new status and familiarising them with the institution.
2. At the beginning of each semester, determining the compulsory and elective courses students must take during the semester with them and checking course enrolment forms.
3. Guiding students into exchange programmes, overseas education opportunities and bursaries.
4. Guiding students into skills of reaching, producing and evaluating the information.
5. Planning the thesis work with the students and provides the necessary basis for it.
6. Ensuring the submission of thesis proposal to the Institute on time; regular realisation of the thesis advisory committee meetings; and preparation of their reports, also guiding students into keeping a thesis (research) journal.
7. Evaluating the process and results of studies in regular meetings with students, also allocating time for students regularly and trying to ensure effective communication.
8. Ensuring the thesis work to be undertaken in high ethical standards, being a role model with their attitudes, also, within this framework, guiding students for receiving permission from the Ethical Committee, Ethics Commission and other concerned institutions and submitting the results to the concerned organisations.

i) Guiding students for the financial support needed for the thesis work, and helping them prepare the project proposals.

j) Guiding students for turning their thesis into publication and guiding them in their career after graduation.

k) Providing objective feedback to students about their academic growth.

l) Aiming to enhance the quality of theses and provide a more qualified research education atmosphere. If a problem occurs in the supervisor/student relationship, head of the department/art major gets involved and tries to reach an agreement by identifying the cause of the problem. In case of not reaching an agreement, the supervisor can be changed.

**PART FOUR**

**Master’s with a Thesis Programme**

**Aim of the Programme**

**Article 24** – (1) The aim is to educate human resources who have information, skills, and qualifications in international standards identified in the scope of Turkey Higher Education Qualifications Framework.

**Application and Admission**

**Article 25** – (1) Applicants are to fulfil the requirements specified in Article 4 to be able to apply to the programme. The applicants’ pass grades are determined by their ALES scores, Grade Point Average (GPA), foreign language exam score, and relevant division or Board of Institute Assessment and Evaluation Commission. Furthermore, oral examination/ talent examination/portfolio assessment exams may be administered for the applicants who applied for a Master’s with a thesis programme by the offer of relevant division and Institute Administrative Board. Oral examination/ talent examination/portfolio assessment exams are administered by the evaluation and assessment commission gathered for the relevant division. In determining the pass grades, the departments/art majors in which oral examination/ talent examination/portfolio assessment exams are not administered, the percentages identified in Table MA1 below; the departments/art majors in which oral examination/ talent examination/portfolio assessment exams are administered, the percentages identified in Table MA2 below are considered:

Table MA1 Percentage (%)

ALES 50

GPA 30

Foreign Language Exam Score 20

Table MA2 Percentage (%)

ALES 50

GPA 15

Foreign Language Exam Score 20

\*Oral examination/ talent examination/portfolio 15

\*In case the applicants take the oral examination/ talent examination/portfolio exams for admission to a Master’s with a thesis programme, they are to receive at least 60 scores on oral examination/ talent examination/portfolio exams.

**Course Load of the Programme**

**Article 26** – (1) The phases of a Master’s program with a thesis consist of at least eight credit courses (except TAC 8 courses) including seminar course, Specialized Field Course, and one thesis work providing a cumulative minimum total of 60 credits. Seminar course, Specialized Field Course, and thesis work are evaluated as YT or YZ letter grades. It is not allowed to take more than 60 ECTS-credits in a year.

1. Students take the Seminar course only once in the second term by their thesis advisor. All the students of the thesis advisor are registered on the same Seminar course. The topic of the Seminar course is defined by the thesis advisor and announced to the head of the division through the departments/art majors, and it is announced by the institution. The seminar topic cannot be changed after it is announced by the institution. Students have to present the seminar to the audience on a predetermined date and time. The students who fail in the Seminar course retake the course in the following term. When it is retaken, the seminar topic can be changed with the approval of the advisor and the head of the institution.
2. Except for the graduate courses taken, students can take a maximum of two graduate courses offered. If a lesson in another institution of higher education is wanted to be taken, the decision of the board and the offer of the departments/art majors for course enrolment are required.
3. Students are allowed to take a maximum of two courses taught in other institutions of higher education with the offer of the head of the departments/art majors and the decision of the board.
4. At least one course on the subjects of scientific research techniques and research and publication ethics must be taken during a graduate program apart from the eight courses. This course is apart from the other eight courses students are supposed to take.
5. A maximum of one course can be taken among the online courses in distance education programmes with the offer of the head of the departments/art majors and the decision of the board.

**The duration**

**Article 27** – (1) The duration of the programme, except for the time spent on the academic deficiency programme, starting from the registered term of the programme in which the lessons are taught, regardless of the student is registered each term or not, is four semesters and the maximum duration of the programme is six semesters.

 (2) The students who cannot pass the courses with ECTS credits in the study plan and the Seminar course in four semesters or the students who receive CD, DC, DD, FF, YZ, or DZ letter grades or the students who cannot provide a minimum of 2.50 GPA are dismissed from the programme.

 (3) The maximum duration to complete the programme is six semesters. The students who cannot be successful in thesis work or the students who do not present the thesis work within six semesters are dismissed from the programme.

 (4) Students who fulfil the requirements of the programme can graduate from the programme before the duration terminates.

 (5) To succeed, the students are to receive YT, CC, or a higher letter grade in all the courses taken and have a minimum of 2.50 GPA.

 (6) In thesis work, after determining the thesis topic, students can continue their study after taking necessary approval and/or consent when ethic committee approval is required.

**Advisor Assignment**

**Article 28** – (1) Academic staff are required to fulfil the provisions in Article 22 to be assigned as an advisor in a Master’s with a Thesis Programme. Also, the head of the departments/major arts receives the student’s written opinion and offers a thesis advisor in the academic staff of the university who taught minimum 4 semesters undergraduate or two semesters graduate courses, or worked as an executive or a researcher in TÜBİTAK/the European Union/NSF to the institution till the end of the first semester. The academic staff holding a Ph. D or Doctor of Arts can also be offered as an advisor providing the same provisions mentioned above. The advisor is assigned by the board. In case the student does not demand an advisor assignment till the end of the first term, the head of the relevant departments/major arts takes the opinion of relevant academic staff and offers them to the institution to be assigned as an advisor. The thesis topic and the title students decided on with advisors are reported to the relevant institution through the head of the departments/major arts by the advisor until the end of the second semester. The thesis advisor and thesis topic are assured by the board. In cases where the nature of the thesis work calls for more than one supervisor, a second supervisor who is a faculty member or a person from outside the university may be assigned as co-supervisor by recommendation of the advisor. The co-supervisor should be an academic staff or should be holding at least a Doctoral degree.

1. In the absence of academic staff having the predetermined provisions in the departments/major arts, another academic staff from outside the university can be assigned as an advisor by the board and the offer of the head of the departments/majors.
2. Students must be enrolled in Thesis and Specialized Field Course starting from the third semester.
3. Specialized Field Course; regardless of the number of students, is taught to all graduate students who are in the thesis phase by the advisor and it is three hours a week.
4. Specialized Field Course is taught starting from the semester in which the relevant student’s thesis topic is determined, lasts until the thesis defence and the student succeeds including the semester and summer vacation.
5. Students’ demands on the changes to the topic and the title are reported to the institution by the offer of the advisor through the departments/major arts and determined by the board. Students cannot change their thesis topic in the last term of the maximum duration.
6. The thesis advisor for major arts is chosen among the academic staff notified in Article 1 or instructors holding Doctor of arts.
7. In case the advisor resigns from the university or is assigned to another city or abroad for more than six months, uses unpaid leave, maternity leave, or sick leave for more than six months, a new advisor is assigned.
8. The ones who have a conflict of interest cannot be relevant student’s advisor and cannot be in relevant juries.

**Finalization of the Thesis Work**

**Article 29** – (1) Students in the programme complete their theses by considering the principles indicated in the Higher Education Institution Thesis Manual and write an abstract in English and in Turkish that is a maximum of 250 words and present their theses orally in front of the jury till the due of the submission of the final letter grades indicated in the academic calendar in the fall semester; till the due of the submission of the summer school final letter grades indicated in the academic calendar in the spring semester. In Turkish programmes, the thesis/work of art can be written in English regardless of the decision of the board.

(2)Before the thesis defence, students are supposed to provide at least one of the below provisions approved by the relevant departments/art majors in their theses:

1. Having presented a paper in national/international congress, conference and symposiums in the field or having taken part in fair, exhibition, workshop, implementation, demonstration, symposium, biennial or triennial with artworks in architecture, design and art.
2. Having a paper published in a peer-reviewed journal or receiving a DOI number to be published or published online in national/international indices (SCI, SCI-Expanded, SSCI, ESCI, AHCI, Field Indices, TR Index) in the field.
3. Having made an application for a worth examining patent or utility model registration.
4. The student who completes the thesis work submits it to the advisor. The advisor reviews it to check whether the work is in accordance with the principles indicated in the Higher Education Institution Thesis Manual. The advisor sends a plagiarism report for the relevant thesis with the written opinion that indicates the thesis is defensible and a copy of the thesis to the head of the institution through relevant departments/major arts latest one month before the meeting.
5. Thesis jury is appointed by the board through the recommendation of the advisor and head of the departments/major works. The jury is composed of three or five members (in case the co-supervisor is in the jury), one being the thesis supervisor of the student, and at least one being a faculty member from another university and two associate members (at least one being a faculty member from another university). If a principal jury member notifies that they cannot be present in the jury and justifies it in written or they do not take part in the jury regardless of declaration, one of the associate members takes part in the jury.
6. The academic staff who have an interest of conflict cannot take part in the jury.
7. The plagiarism report of the relevant thesis taken by the advisor and the thesis is sent to the advisor and the jury members. In case of detection of plagiarism, the thesis with the justification of the jury is sent to the board to be decided.
8. The jury members convene within one month on a predetermined date and time as of the date they receive the relevant thesis, documents and materials. The thesis defence comprises the presentation of the thesis work and the consecutive question and answer session. Thesis defence is open to an audience comprises of academic staff, graduate students and domain experts.
9. After the thesis defence is completed, the jury decides, in the absence of the audience and the applicant in absolute majority, whether the result is “approval”, “revision” or “refusal”. The concerned departments/art majors are notified of the decision of the jury latest within three days through an official exam report.
10. The student whose thesis is approved is found successful.
11. The student whose thesis is not approved is dismissed from her/his program.
12. Students who are asked to review their theses after the defence may be given an extension of maximum of three months by the jury. The student makes the required revisions and defends the thesis once again to the advisor. The thesis with the opinion of the advisor showing that the thesis is defensible, is sent to the head of the institution through the departments/major arts.
13. At the end of this period, students who fail to stand before the jury for a defence, or whose thesis is not approved after the defence are dismissed from their programs.
14. The student defends the revised thesis once again to the same jury in maximum of three months in accordance with the provisions of Article 7. The student who is found unsuccessful and whose thesis is not accepted after this defence is dismissed from the programme.

**Master’s with A Thesis Diploma**

**Article 30** – (1) The student who is found successful in her/his thesis defence and fulfils the other requirements to graduate submits to the concerned institution, at least five bound copies of the thesis found appropriate as per format by the concerned manual, within one month as of the date of the defence and given the diploma. The student may be given an extension of maximum of one month for the submission of the thesis by the chair of the board. Students who fail to meet these requirements cannot receive their diplomas or exercise rights granted to students until they do so, and are dismissed from their programs if the maximum duration expires.

1. On the diploma, the name of the institution programme, which is the student is enrolled, approved by the Higher Education Council is written.
2. The date a signed copy of the thesis delivered by the jury is the graduation date.
3. A copy of the thesis is sent electronically to the head of Higher Education Council by the institution within three months as of the date of the delivery.
4. In case the student whose thesis work is refused demands it, the student is given a Master’s without a Thesis diploma providing that the refused thesis is accepted as a term project by the board and the student has taken 10 courses accounting for at least 60 ECTS-credits and succeeded in them. In the scope of this, the student who cannot fulfil the graduation requirements of Master’s without a thesis is given one semester extra duration. The student who cannot fulfil the graduation requirements of Master’s without a thesis at the end of this duration is dismissed from the programme.

**PART FIVE**

**Non-Thesis Graduate Programme**

**Aim of the Programme**

**ARTICLE 31-** (1) The aim is to train internationally qualified individuals with the skills and knowledge that had been defined under Turkey Higher Education Qualifications Framework Level 7.

**Application and Admission**

**ARTICLE 32-** (1)In order to apply to the program, the candidate must meet the criteria specified in the first paragraph of Article 4. ALES score is not required for applications to non-thesis graduate programs.

**Course Load of the Programme**

**ARTICLE 33-** (1) Master's program without thesis consists of at least 10 courses and a semester project course, not less than sixty ECTS in total. The student must register for the semester project in the semester it is offered and submit a written report at the end of that semester. The semester project is a non-credit course, and is evaluated as "YT" (successful) or "YZ" (unsuccessful). The upper limit for the ECTS in a single semester is 60.

(2) At most three of the courses to be taken by the student can be selected from undergraduate courses provided that they have not been taken during undergraduate study.

(3) The non-thesis master's program can be carried out in the second master’s education.

**Advisor Assignment**

**ARTICLE 34 –** (1)In order for a faculty member to be appointed as a thesis advisor in a non-thesis master's program, they must meet the conditions specified in Article 22. In addition, the head of the department recommends a faculty member or a member of the academic staff holding a doctoral degree to the Institute Directorate to be assigned as student advisor for the purpose of course selection and approval by the end of the first semester at the latest, after taking the written request of the student. If the student does not request to be appointed an advisor by the end of the first semester, the head of the department proposes a member of the academic staff as a student advisor to the institute by referring to opinion of relevant academic staff. This proposal is finalised with the approval of the Institute Administrative Board.

**The Duration**

**ARTICLE 35 –** (1) The time to complete the programme; excluding the time spent in academic deficiency programme, start from the date when the semester in which courses of the relevant programme begin. The duration is at least two semsters and maximum three semester reagardless of whether the student is registered or not. At the end of this period, the student who fails or does not complete the programme is dismissed.

**(2)** In order for a student to be considered successful in the program; they must attaind a grade of YT, CC or above from the courses taken, a minimum GPA of 2.50, and a YT grade from the term project course. In addition, two hardbound copies of advisor approved term project written in accordance with the term project writing guidelines in must be submitted to the Institute Directorate until the date for the end of finals as specified in the academic calendar.

# Non-Thesis Graduate Programme Degree

**ARTICLE 36 –** (1) A non-thesis master's degree is awarded to students who successfully complete their credit courses and term project.

1. On the diploma, the Higher Education Council approved name of the programme and the department / institute where the student is registered is written.

(3) Students who want to transfer from a non-thesis master's program to a master's program with thesis, can transfer to the master's program with thesis by meeting the application and transfer requirements, upon the recommendation of the head of the relevant department and the decision of the Institute Administrative Board. In this case, the courses taken in the non-thesis master's program can be substituted for the courses in the master's program with thesis upon the proposal of the relevant department head and the decision of the Institute Administrative Board.

**PART SIX**

**Doctoral Programme**

**Aim of the Programme**

**ARTICLE 37-** (1) The aim is to train internationally qualified individuals with the skills and knowledge that had been defined under Turkey Higher Education Qualifications Framework Level 8. The thesis to be completed at the end of the doctoral study must fulfill at least one of the following characteristics: contributing an innovation to science, developing a new scientific method and applying a known method to a new field.

**Application and Admission**

**ARTICLE 38-** (1) In order to apply to the program, the candidate must meet the criteria specified in the third paragraph of Article 4. The applicants’ final grade for application is determined by the department evaluation commission taking ALES score, bachelor cumulative GPA into consideration. Additionally, upon the proposal of department and final decision of Gradueate School Administrative Board, an interview, a practical exam or a protfolio evaluation might be required. Interview / practical exam / portfolio evaluation are conducted by the department evaluation commision. In determining the final grades for the applications based on the undergraduate / graduate programmes , the percentages in Table DK1 for the departments where the interview / practical exam score / portfolio evaluation score is not applied, and the percentages in the Table DK2 below, for the departments where the interview / practical exam score / portfolio evaluation is applied are used:

**Table DK1 Percentage (%)**

ALES 50

GPA 30

Foreign Language Exam 20

**Table DK2 Percentage (%)**

ALES 50

GPA 15

Foreign Language Exam 20

\*Interview/Practical Exam/Portfolio 15

\* In case there is an interview for admission to doctoral programmes, a score of at least 60 points is required.

(2) The applicants who have received ten-semesters of undergraduate education, excluding preparatory classes, are deemed to have a master's degree.

(3) For admission, the applicants must get at least 55 points from international foreign language exams accepted as equivalents to the central foreign language exams by HEC, except for their native language, or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM. These required minimum scores can be raised depending on the programme characteristics by the Senate.

**Course Load of the Programme**

**ARTICLE 39-** (1) Doctorate program consists of at least 300 ECTS ; 60 ECTS, at least 8 courses, including one seminar course; with comprehensive exam and dissertation proposal 180 ECTS; and with lecture on field of specialisation along with dissertation proposal 240 ECTS, for students holding a master's degree with thesis. For those who only hold a bachelor’s degree, 15 courses, 120 ECTS including one seminar course, comprehensive exam and dissertation proposal, minimum 180 ECTS, including the lecture on field of specialisation.

(2) The upper limit of ECTS in a doctoral programme per semester is 60.

(3) If not taken during the graduate education, at least one course including Scientific Research Techniques and Research and Publication Ethics must be taken outside of eight (for master's based doctoral programmes) / fifteen (for undergraduate-based doctoral program) courses during doctoral education programme.

(4) The student takes the seminar course from the doctoral thesis supervisor only once in the second semester. All of the students of the same doctoral thesis supervisor register for the same seminar course. The subject of the seminar course is determined by the doctoral thesis advisor, the relevant institute is notified by the department head, and the subject is announced by the Institute. After announcement, the subject of the seminar course cannot be changed. The students are to present their seminar to the relevant audience on specified date and time. The students who fail the seminar course retake the same course during the upcoming semester. In case of repetition, the subject of the seminar course can be changed with the approval of thesis advisor and directorate of the institute.

(5)With the recommendation of the head of the department and the approval of the Institute Administrative Board, the students holding a master’s degree can take maximum of 2 courses (except for TAÇ 7 Course), and the ones who hold a bachelor’s degree can take a maximum of 4 courses that are offered by other higher education institutes.

(6) Undergraduate courses cannot be counted to substitute doctoral program credits. However, a maximum of two courses can be taken from the master's level provided that they have not been taken before, except for the courses that include Scientific Research Techniques and Research and Publication Ethics, or Science Ethics.

(7) Doctoral education cannot be offered in evening education programmes.

**Duration**

**ARTICLE 40-** (1)The regulations as to the the duration of the programme are as follows:

1. For those who hold a master’s degree with thesis, the duration of the programme is eight semesters upon the starting of courses for the relevant department and the the maximum duration of completion is 12 semesters, excluding the academic deficiency programme. For those who only hold a bachelor’s degree, the duration is ten semesters regardless of whether they have registered or not, and the maximum duration of completion is fourteen semesters, excluding the academic deficiency programme.
2. The maximum time to successfully complete the required credit courses is four semesters for those who hold a master's degree with thesis and six semesters for those who are accepted with a bachelor's degree. At the end of these periods, students who cannot successfully complete the ECTS credit courses and seminar course in the curriculum, or who have CD, DC, DD, FF, YZ or DZ letter grades or who cannot achieve 3.00 GPA are dismissed from the programme.
3. Those who successfully complete the credit courses, pass the comprehensive doctoral exam and whose doctoral thesis proposals are accepted, but fail to complete their doctoral theses until the end of twelve or fourteen semesters specified in clause (a) are dismissed from the program.
4. Among the students who have applied to the program with a bachelor’s degree, those who cannot complete their credit courses and / or their doctoral thesis within the maximum period of time or who are not successful in the doctoral thesis defense exam are awarded a master's degree without thesis upon their request, provided that the rejected doctoral thesis is accepted as a term project by the Institute Administrative Board and 10 courses with at least 60 ECTS credits and a term project are successfully completed. Student within this scope, who cannot meet the graduation requirements of non-thesis programme, are given an additional semester of study to meet the graduation requirements. At the end of this period, the students who cannot meet the graduation conditions of non-thesis programmes are dismissed from the programme.
5. If students meet the graduation requirements of the program, they can also graduate early.
6. In order to be considered successful, students must get a letter grade of YT (successful), CC or above from all the courses they take and attain a minimum 3.00 GPA.

**Doctoral Thesis Supervisor Assignment**

**ARTICLE 41-** (1) Upon the written request of the students, doctoral thesis advisors are recommended by the head of the department from among the faculty members of the university to the institute until the end of the first semester at the latest. The thesis advisor proposal is finalized with the approval of the Institute Administrative Board. In order for a faculty member to be appointed as a thesis advisor in a doctoral program, they must meet the conditions stated in Article 22. When the nature of the thesis work requires more than one advisor, with the proposal of the primary thesis supervisor, a secondary advisor can be appointed from within the university or from outside the university. The second thesis supervisor must hold at least a doctoral degree.

(2) If there are no faculty members with the specified qualifications among the university staff, a faculty member from another higher education institution may be appointed as an advisor by the Institute Administrative Board, with the recommendation of the head of the relevant department.

(3) The thesis topic and title of the thesis determined by the student and with their advisor are proposed to the relevant institute through the head of the department within one month at the latest after the doctoral comprehensive exam. The thesis topic and thesis title proposal are finalized with the approval of the relevant Institute Administrative Board.

(4) Course on Field of Specialization is offered as of the semester following the approval of the student's thesis topic and thesis title by the Institute Administrative Board, and it continues until the date of the doctoral thesis defense and its completion, including the winter and summer breaks.

(5) Course on Field of Specialization is offered each semester for all doctoral students at the thesis stage by the advisor for five hours a week, regardless of the number of students.

(6) The institute enforces the signing of an agreement describing the advising process by the advisors, doctoral students and the Director of Graduate School of Sciences.

**Doctoral Comprehensive Exam**

**ARTICLE 42-** (1) Doctoral comprehensive exam is held on the final exam dates specified in the academic calendar. Sudents who fail the comprehensive exam are to take the exam again in the next semester just for the part(s) they have failed. The students who fail in this exam are dismissed from the doctoral program.

(2) The students who have been accepted with master's degree have to take the doctoral comprehensive exam from the date they successfully complete the courses and until the end of the fifth semester at the latest. Those who have been accepted with a bachelor's degree must take the doctoral comprehensive exam from the moment they successfully complete their courses and until the end of the seventh semester at the latest.

(3) The doctoral comprehensive exam is organized and conducted by a five-person doctoral comprehensive exam committee, whose members are proposed by the Institute Department and approved by the Institute Administrative Board. Doctoral comprehensive exam committee assembles exam juries whose duties are to prepare, apply and evaluate exams for different fields. The exam jury members at least two of whom are from another higher education institution include five primary and two substitute faculty members, including the advisor. One of the substitute jury members must be from outside the institution. When the main jury member declares to the institute that they cannot work, or when they cannot attend the exam without a written declaration, one of the substitute members takes part in the jury.

**PART SEVEN**

**Proficiency in Art Program**

 **Program Objectives**

**ARTICLE 47** - (1) The program aims to educate internationally qualified human resources equipped with knowledge, skills, and proficiency described within the framework of the 8th Level of National Qualifications Framework for Higher Education in Turkey. (2) Proficiency in art is a higher education program equivalent with doctorate degree that aims to equip students to create an authentic piece of art, design, or performance that will contribute to arts, design, and culture with the help of theoretical and experimental knowledge, methods, and techniques improved by authentic thoughts and research.

 **Application and Admission**

 **ARTICLE 48** - (1) In order for applicants to be eligible for the program, they must provide the requirements specified in the fourth sub-section of Article 4.

 (a) General success grade of applicants is calculated by the relevant art major’s assessment committee by considering interview/proficiency/portfolio assessment exam, GPA of their bachelor’s degree graduation, and foreign language grade. Interview/proficiency/portfolio assessment exam is conducted by the assessment committee created for the relevant art major. It is also possible to consider ALES grade for applicants applying for proficiency in art program with regards to recommendation of the relevant art major and resolution of the Institute Administrative Board. For calculation of general success grade, the following percentages in Table SY1 and Table SY2 are used for art majors in which ALES grade is required for applications with bachelor’s/master’s degree, and the ones in which ALES grade is not required, respectively:

 Table SY1 Percentage (%)

 ALES 50

 GPA 15

 Foreign Language 20

 \*Interview/Proficiency/Portfolio 15

 Table SY2 Percentage (%)

 GPA 25

 Foreign Language 20

 \*Interview/Proficiency/Portfolio 55

 \*In order for candidates to be eligible for the program, they must take the Interview/Proficiency/Portfolio assessment exam, and get at least 60 out of 100 points.

 (b) For the candidates who have graduated from faculties of fine arts, and conservatories, as well as the equivalent programs of other faculties to be eligible for the program, ALES grade is not required. Nevertheless, ALES grade can be considered based on the Senate’s resolution. In case ALES grade is required, base point is dedicated by the Senate.

 (2) For student admission to proficiency in art program, candidates, must get at least 55 out of 100 points from one of central foreign language, different from their mother tongues, exams accepted by Higher Education Council of Turkey and recognized international foreign language exams, or an equivalent score from one of international foreign language exams recognized by ÖSYM. If deemed as necessary by the Senate, the above-mentioned scores can be increased based on the relevant program’s requirements.

**Program’s Course Load**

 **ARTICLE 49 -** (1) For students who have been admitted to the proficiency in art program with their MA degree, the program consists of at least 240 ECTS in total including at least 8 courses, one of which is Seminar, and with at least 60 ECTS, the proficiency exam, and thesis proposal, as well as specialized field courses and practices with at least 180 ECTS together with works such as thesis, exhibition, project, recital, concert, performance. For students who have been admitted to the program with their bachelor’s degree, it consists of at least 300 ECTS in total including 15 courses, one of which is Seminar, and with at least 120 ECTS, the proficiency exam, and thesis proposal, as well as specialized field courses and practices with at least 180 ECTS together with works such as thesis, exhibition, project, recital, concert, performance.

 (2) It is not allowed to take courses with more than 60 ECTS for aan academic term.

 (3) If not taken during the MA education, it is required to take at least one course covering Research Methods, and Research and Publication Ethics subjects during the proficiency in art education, apart from 8 (for proficiency in art program based on MA degree) and 15 (for proficiency in art program based on bachelor’s degree) courses.

 (4) Students are required to take Seminar course only once and in the second academic term from their proficiency in art thesis/work supervisor. All students of proficiency in art thesis/work supervisor are enrolled to the same Seminar course. The subject and content of Seminar course is dedicated by the proficiency in art thesis/work supervisor; reported to the Institute through the head of the art major, and announced by the Institute. It is not allowed to change the subject and content of Seminar course after the Institute’s announcement. Students are required to present their seminar to the audience on a scheduled day and at a scheduled time. If a student fails at Seminar course, she, or he has to retake it at the next academic term. In case of retake, it is possible to change the subject and content of Seminar course if deemed as appropriate by the proficiency in art thesis/work supervisor, and upon the approval of the Directorate of Institute.

 (5) Upon the recommendation of the head of the art major, and approval of Institute Administrative Board, students who have been admitted to the proficiency in art program with their MA degree are allowed to take maximum 2, and students who have been admitted to the proficiency in art program with their bachelor’s degree are allowed to take maximum 4 courses out of courses taught at the other higher education institutions.

 (6) Undergraduate courses may not be substituted for course load and proficiency in art credits. However, students are allowed to take a course covering Research Methods, and Research and Publication Ethics subjects, or maximum 2 courses except Science Ethics, on the condition that those courses were not taken during the MA degree.

 (7) Proficiency in art programs may not be opened as evening education.

 **Duration**

 **ARTICLE 50 -** (1) Principles regarding program duration are as follows:

 a) For students who have been admitted to the proficiency in art program with their MA degree, the duration required to complete the program is 8 academic terms, except the time spent on scientific preparation, as of the academic term when the enrolled program courses have started to be taught regardless of whether they enroll for each academic term or not, and maximum duration is 12 academic terms. As for students who have been admitted to the proficiency in art program with their bachelor’s degree, the duration is 10 academic terms, and maximum duration is 14 academic terms.

 (b) The duration required to complete the credit courses of the program is 4 academic terms and 6 academic terms for students who have been admitted to the proficiency in art program with their MA degree, and for those who have been admitted to the proficiency in art program with their bachelor’s degree, respectively. Students who fail to complete ECTS credit courses on the education plan and seminar course, or who have course(s) with CD, DC, DD, FF, YZ, or DZ letter grade, or who fail to get 3.00 GPA out of 4.00 shall be dismissed from the program.

 (c) Students who succeed in credit courses and practices, but fail to complete their works such as thesis, exhibition, project, design, recital, concert, performance within the maximum 12 and 14 academic terms specified in the (a) sub-section of the Article 50 shall be dismissed as well.

 (d) Among those who have applied to the program with their bachelor’s degree, students who fail to complete their credit courses (provided that they have successfully completed 10 courses with at least 60 ECTS and end of term project ) and/or proficiency in art thesis/work within the maximum period, or fail at proficiency in art thesis/work defence exam are given a MA degree without thesis diploma upon their request, and on the condition that the rejected proficiency in art thesis/work is accepted and acknowledged as the term project by the Institute Administrative Board. Those who cannot meet the above-mentioned graduation requirements for MA degree without thesis are given an extra academic term to meet the requirements. If they still fail to meet graduation requirements for MA degree without thesis at this time, they shall be dismissed from the program.

 (e) Students may graduate before the program duration if and when they meet the graduation requirements for the program.

 (f) For students to be deemed as successful, they are required to get YT, CC, or above letter grade out of all courses they take, and have 3.00 GPA out of 4.00.

 **Thesis/Work Supervisor Assignment**

 **ARTICLE 51 -** (1) The head of the art major recommends a thesis/work supervisor to the Institute among faculty members of the University for each student by taking student’s written opinion until the end of the first academic term at latest. The thesis/work supervisor recommendation is finalized upon the approval of the Institute Administrative Board. For a faculty member to be assigned as a thesis/work supervisor, she, or he is required to meet the requirements specified in the Article 22.

 (2) In case the quality of thesis/work requires more than one supervisor, or deemed as appropriate, a second supervisor, from the University staff, or from the faculty members of other universities, can be assigned upon the recommendation of thesis supervisor.

 (3) In case there are no faculty members in the University staff having the determined qualifications, upon the recommendation of the relevant head of art major, a faculty member from another higher education institution is assigned by the Institute Administrative Board.

 (4) The subject and title of proficiency in art thesis/work that includes student’s works such as thesis, exhibition, design, project, performance, play determined by the student and supervisor is recommended to the Institute through the relevant head of art major in a month after the proficiency exam at latest. The recommendation regarding the subject and title of proficiency in art thesis/work is finalized upon the approval of the Institute Administrative Board.

 (5) Specialized field course is first opened following the academic term when the subject and title of proficiency in art thesis/work that includes student’s works such as thesis, exhibition, design, project, performance, play is approved by the Institute Administrative Board; and it continues until the date when proficiency in art thesis/work is successfully defended including the time spent on mid-term and summer holidays.

 (6) Specialized field course is opened each academic term for all proficiency in art students in thesis process by the supervisor faculty member as five hours a week regardless of student number.

 (7) An agreement describing the supervising process is signed by and between the supervisor, proficiency in art student and Graduate School of Sciences under the authority of the Institute.

 **Proficiency Exam**

 **ARTICLE 52** - (1) The proficiency exam is done on the final exam dates specified in the academic calendar. If students fail at the proficiency exam, they have right to retake the failed written and/or oral exam and/or presentation (exhibition, design, project, performance, play) in the next academic term. In case they fail at that exam again, they shall be dismissed from the proficiency in art program.

 (2) Students who have been admitted to the program with their MA degree are required to take the proficiency exam from the time they have successfully completed their courses and until the end of fifth academic term at latest; those who have been admitted to the program with their bachelor’s degree are required to take the proficiency exam from the time they have successfully completed their courses and until the end of seventh academic term.

 (3) The proficiency exam is designated and conducted by the proficiency in art committee recommended by the head of art major, approved by the Institute Administrative Board to perform for a three-year-duty. Proficiency in art committee assigns the exam juries to prepare, conduct and assess the exams for different fields. The proficiency exam jury members are comprised of five major including the supervisor and two substitute faculty members, two of whom, at least, are from another higher education institute. One of the substitute jury members is required to be chosen outside of the institution. If and when one of the major jury members gives the Institute a written and justified notice specifying that she, or he may not perform her, or his duty; or if and when she, or he does not participate in the exam without giving a notice in advance, one of the substitute members shall participate in the jury.

 (4) The proficiency exam is carried out in written and/or oral and/or as presentation (exhibition, design, project, performance, play). The exam is assessed by the proficiency exam jury by considering 50% of written exam and 50% of oral exam. For students to be deemed as successful, they are required to get at least 70 out of 100 points from both written and oral exams. Students who fail at written exam shall not be accepted to oral exam. The oral part of proficiency test is carried out as open to participation of faculty members, graduate students and field experts. The jury, by assessing student’s success in written and oral exams, decides in absolute majority whether the student has succeeded or failed. That decision is notified to the Institute as an official report in three working days following the proficiency exam by the Institute’s head of art major.

 (5) The proficiency exam jury can ask students who have succeeded in the proficiency exam to take extra course/courses even though they have completed their course load, on condition that one-third of total course credits is not exceeded. Such students are required to take and succeed in the courses to be decided by the resolution of the Institute Administrative Board.

 (6) Students who have been admitted to the program with their bachelor’s degree and have successfully completed at least seven courses can transfer to the MA program with/without thesis upon the recommendation of the relevant head of art major and approval of the Institute Administrative Board. In that case, the courses successfully completed in the proficiency in art program may be substituted in the transferred MA program. If deemed as necessary, such students are required to take extra course/courses. The time spent in the previous program shall also be substituted with the transferred program duration.

 **Proficiency in Art Thesis/Work Monitoring Committee**

 **ARTICLE 53** - (1) Following the student’s success in proficiency in art exam, a proficiency in art thesis/work monitoring committee is established in a month upon the recommendation of the Institute’s head of art major and approval of Institute Administrative Board.

 (2) Proficiency in art committee is comprised of three faculty members. In the proficiency in art thesis/work monitoring committee, one member inside the Institute’s art major and one member outside the art major are assigned together with the thesis/work supervisor. The member to be assigned outside the art major is chosen from a different art major as close as possible to the thesis subject. In case there is a second thesis/work supervisor, that supervisor may not be a member of thesis/work monitoring committee, yet she, or he may participate in committee meetings without holding the right to vote.

 (3) Following the establishment of proficiency in art monitoring committee, the members can be changed upon the recommendation of the relevant head of art major and approval of the Institute Administrative Board.

 (4) Those who have conflicts of interest may not participate in thesis/work monitoring committee and juries.

# Defense of thesis proposal in Proficiency in Arts

**ARTICLE 54 –** (1) The student who successfully completes the proficiency exam submits the written thesis / work proposal to the members of the thesis monitoring committee for proficiency in arts until the final exams in the semester following are completed, and at least one month before his/her oral defense. The student defends this proposal verbally to the committee (also with the use of information or communication technologies, depending on the circumstances).

(2) In order to be successful in the defense of thesis / work proposal in proficiency in arts, at least one of the following requirements approved by the relevant department of art must be addressed provided that it has not been produced from a master's thesis:

1. To have made a full-text paper presentation in national / international congresses, conferences and symposiums in the field or to have attended in fairs, exhibitions, workshops, practice activities, exhibitions, symposiums, biennial or triennial events with their works in the field of architecture, design and art.
2. To have at least one publication with printed or assigned DOI in journals scanned by national / international indexes (such as SCI, SCI-Expanded, SSCI, AHCI, ESCI, Field Indexes, TR Index, etc.).
3. To have made an application for a patent or a design registration or a utility model which are found worth examining.

 (3) A study in the proficiency in arts is prepared to include one of the following qualities:

1. Being prepared as an academic text in the format of thesis which brings innovation to the field of art or design, develops a new artistic method or design method or fulfills one of the qualifications of applying a known artistic method or design method to a new field.
2. A study applied in the field of art and design and which includes works such as two-dimensional or three-dimensional work with visual quality, design, project, exhibition, representation, show and as an academic text in the format of thesis supporting this study, includes at least one of the following qualifications:
3. Studies such as work, design, project, exhibition, representation, demonstration, and the work review report documenting this.
4. A scientific text that includes and examines the work and the method of producing the work.
5. Preparing a theoretical or technical issue in the field of art and design as an academic text in the format of thesis by using quantitative, qualitative, mixed, or experimental methods.
6. Monitoring committee for the proficiency in art decides the acceptance, correction or rejection of the thesis / work proposal submitted by the student by absolute majority. One month is given for correction. The period of time for correction is one month. The decision of the committee is notified with an official report to the relevant Institute within three business days following the defense of the thesis proposal by the department head for Institute.
7. The student whose proposal for proficiency in art is rejected has the right to choose a new thesis supervisor and / or thesis topic. In such a case, a new thesis / work monitoring committee for proficiency of art may be appointed. As students who want to continue the program with the same thesis / work advisor must defend their thesis / work proposal again within three months, students who have changed thesis/work advisor and the subject of thesis/work must defend their thesis / work proposal again within six months. The student whose thesis / work proposal in proficiency in art is rejected in the defense mentioned above is dismissed from the program.
8. For the student whose thesis / work proposal for proficiency in art is accepted, the thesis / work monitoring committee gathers twice a year, once in the relevant term, until the completion of the final exams specified in the academic calendar each semester. The student submits a written report in four copies to be sent to the members of the committee together with a petition to the Institute at least one month before the meeting date. If the student does not submit the report, the grade YZ is given to the thesis study by the decision of the Institute Administrative Board. The student presents his/her report orally to the thesis / work monitoring committee for the proficiency in art. However, students who have been in foreign student exchange programs or in education / research institutions abroad on duty for at least three months, can defend their report by video conference method. In the report, the summary of the study done in that period and the study plan to be done in the next term are stated. The student's thesis work during the reporting period is evaluated as successful / unsuccessful by the committee. According to this result, the grade YT / YZ is written to the thesis / work monitoring report by the advisor. The committee prepares a reasoned report for the student who failed the monitoring process of the thesis / work in that period. If the thesis / work monitoring committee for the proficiency in art does not gather during the student's registration period, the grade YZ is given to the thesis / work with the decision of the Institute Administrative Board. The student whose thesis / work grade is YZ twice in a row or three times at intervals is dismissed from the program by the decision of the Institute Administrative Board. In thesis / work monitoring processes, if the student does not register for the thesis / work course or the student does not renew the registration, the grade is evaluated as the grade YZ.
9. Students who do not participate in the defense of proficiency in art thesis / work proposal within the period of time specified in the first paragraph without one of the justified and valid reasons accepted by the Senate are considered unsuccessful even if he/she has submitted a thesis / work proposal for proficiency in art.
10. After determining the subject of the thesis / work in accordance with the rules determined by the ethics committee and first by obtaining the necessary approvals and / or permissions for the cases requiring ethics committee approval, the student can start her thesis / work.

# Completion of the study for proficiency in arts

# ARTICLE 55 – (1) The program student writes his/her thesis / examination report written in accordance with the rules in the Graduate School of Sciences Thesis Writing Guide in Turkish or English and in an appropriate format, including an English and Turkish summary of maximum 250 words and defends his/her thesis / work orally in front of the jury until the deadline for submission of the final exam grades specified in the academic calendar in the fall semester; and until the deadline for submission of the summer school final exam grades specified in the academic calendar in the spring semester.

# (2) Before defending the thesis / work for proficiency in art, the student must meet at least one of the following conditions approved by the head of the department relevant to his/her thesis / work:

#  a) To have at least one original published research article in journals covered by SCI, SCI-Expanded, SSCI, AHCI or in journals covered by ESCI or Field Indexes.

#  b) To have a patent or design registration or a utility model.

# (3) Students who have completed their thesis / work submit the thesis / examination report to the thesis / work advisor. Thesis / work advisor checks the thesis / examination report's compliance with the spelling rules in the guide. The advisor submits the thesis/examination report with the plagiarism software program report related to the thesis / examination report and a written opinion that the thesis / work is defensible to the Directorate of Institute through the related department of head at least one month before.

1. In order for the student to defend their proficiency in art thesis / work, they must have submitted a report to the thesis / work monitoring committee for the proficiency of art at least three times and reports and defenses must have been found successful by the committee and evaluated with the grade YT. However, the student who does not participate in thesis / work defense at the end of the three thesis / work monitoring committee for the proficiency in art meetings must present report to the doctoral thesis / work monitoring committee and defend the report for each semester he is registered within its maximum duration. In cases where the thesis / work monitoring exam is not held, Grade YZ (Unsatisfactory) is given to the thesis course by the Graduate School Administrative Board.
2. The jury of the thesis / work defense exam for the proficiency in art is appointed by the Graduate School Administrative Board with the recommendations of the thesis / work advisor and the head of the institute department. The jury consists of six faculty members including three faculty members in the student's thesis / work monitoring committee for the proficiency of art, at least two of the members are from national and / or international universities outside the higher education institution, the advisor and two substitute faculty members. The advisor faculty member does not have any voting right. In addition, the second thesis / work advisor can take part in the jury without being a jury member. One of the substitute jury members must be from outside the institution. When the main jury member, excluding thesis / work monitoring committee members, declares that she cannot work in writing and with justifications to the Institute or she cannot attend the exam without declaring, one of the substitute members takes part in the jury.
3. Persons with a conflict of interest or an overlapping interest cannot take part in juries.
4. Plagiarism software program report and thesis / examination report regarding the thesis / examination report received by the Institute are sent to the thesis / work advisor and jury members. In the case that the probability of plagiarism is determined in the data in the report, the thesis / work is sent to the Graduate School Administrative Board for decision, along with the jury's justification.
5. Jury members have the student take the exam by meeting at the specified day and time within one month at the latest from the date the thesis / examination report is delivered to them. The exam consists of the presentation of the study for the proficiency in art, the evaluation of the studies such as works, exhibition, design, project, representation, and the following question-answer section. The exam is open to lecturers, graduate students and listeners who are experts in the field.
6. After the exam is completed, the jury makes the decision of acceptance, rejection or correction by absolute majority, closed to students and listeners, about the student's thesis / work for proficiency in art such as works, exhibition, project, representation, show. The result of the defense exam is notified to the Institute with a report within three business days following the thesis / work exam by the head of the Institute.
7. The student whose thesis / work is accepted is considered successful.
8. The student whose thesis / work is unsuccessful and rejected is dismissed from the program.
9. The student makes the necessary corrections and submits the thesis / examination report to his/her advisor again for the thesis / work for which the correction decision was made. The thesis / examination report study with the advisor's opinion that the thesis / work is defensible is submitted to the Institute through the head of department. The student who corrected the thesis / examination report within six months at the latest defends it again in front of the same jury. The student who fails at the end of this defense and whose thesis / work is not accepted is dismissed from the program.
10. Provided that the required credit load, project and other similar conditions are fulfilled for the non-thesis master's degree and any request is submitted, students who are not successful in the thesis / work are granted a graduate diploma of non-thesis master’s degree by the decision of the Institute Administrative Board. A student in this case who cannot meet the graduation requirements of non-thesis master’s degree is granted one semester of additional education to meet graduation requirements. At the end of this period, the student who fails to meet the graduation requirements of non-thesis master’s degree is dismissed from the program.
11. The thesis / examination report is written in the language of the graduate program studied. However, the student of proficiency in arts program where the language of instruction is Turkish can also write the thesis / examination report in English with the approval of the advisor and upon the student's request.

# Diploma in Proficiency in Arts

 **ARTICLE 56 –** (1) Student whose thesis / work is accepted submits the thesis / examination report to the thesis / work advisor. The thesis / work supervisor sends eight copies of the thesis / examination report to the Institute through the head of department with her written opinion regarding the compliance with the requirements of the Graduate School of Sciences Thesis Writing Guide.

1. The diploma in proficiency in art is granted to the student who submits the eight bound copies of the thesis / examination report, to the Institute within one month at the latest from the date of entrance to the thesis / work exam and whose thesis / examination report is in accordance with the Guide in terms of form, on condition that they are successful in the thesis / work exam and meet the other requirements. The InsAdministrative Board may extend the delivery period of the thesis / examination report for a maximum of one more month. Students who do not fulfill these requirements cannot get his diploma until he meets the requirements, cannot benefit from student rights and in case the maximum period expires, she is dismissed from the program.
2. On the diploma, the name of the program in the department of the Institute where the student is registered which is approved by YÖK is written.
3. The date of delivery of the copy of the thesis / examination report signed by the jury is the date of graduation.
4. A copy of the thesis / examination report is sent electronically by the Institute to YÖK within three months from its submission.

# PART EIGHT

**Miscellaneous and Final Provisions**

**Situations with no Provisions**

**ARTICLE 57 –** (1) In cases where there is no provision in this Regulation, decisions of the Inter-university Board and the Higher Education Council, the Senate, the Institute Administrative Board, and the Board of Institute along with the relevant legislation provisions are implemented.

# Repealed Regulation

**ARTICLE 58 –** (1) Eskişehir Technical University Graduate Education and Examination Regulation published in the Official Gazette dated 22/7/2018 and numbered 30486 has been repealed.

**Transitional Provisions**

**PROVISIONAL ARTICLE 1 –** (1) The third paragraph of Article 13 about students enrolled in more than one graduate program at the same time before 20/4/2016 is not applicable.

(2) Students enrolled or graduated from non-thesis master's programs before 6/2/2013 can apply for doctoral programs.

(3) Students who are subject to the Turkish Preparatory Program until the Turkish Teaching Center is established at Eskişehir Technical University, receive Turkish Preparatory Class education in Anadolu University TÖMER within the scope of the protocol signed with Anadolu University. During the protocol, students are subject to the provisions of Anadolu University Turkish Teaching Application and Research Center Regulation published in the Official Gazette dated 14/7/2016 and numbered 29770.

#  Force

**ARTICLE 59 –** (1) This Regulation shall enter into force on the date of its publication.

**Enforcement**

**ARTICLE 60 –** (1) This Regulation shall be executed by the Rector of Eskişehir Technical University.