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**REGULATION of  
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY  
GRADUATE (POST GRADUTAE) EDUCATION**

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*FIRST PART*

*Purpose, Scope, Basis and Definitions*

**Purpose**

**ARTICLE 1 - (1)** The purpose of this Regulation is to regulate the principles regarding postgraduate education and examinations carried out by the institutes affiliated to Nevşehir Hacı Bektaş Veli University.

**Scope**

**ARTICLE 2 - (1)** This Regulation covers the provisions regarding the post graduate education programs conducted by the institutes affiliated to Nevşehir Hacı Bektaş Veli University.

**Basis**

**ARTICLE 3 - (1)** This Regulation has been prepared on the basis of the 14th article of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4 - (1)** In this Regulation following definitions are used:

- a) ECTS: European Credit Transfer and Accumulation System (ECTS),
- b) Academic calendar: The calendar that states the registrations, semester, summer semester, courses, exams and similar subjects for each academic year,
- c) Academic year: The semester starting with the start date of Fall semester course registrations, covering the fall and spring semesters and summer semesters, and ending on the fall semester course registrations of the following academic year,
- ç) ALES: Academic Personnel and Postgraduate Education Entrance Exam,
- d) Department /Department of Art: It is a department defined for the institute in article 5 of the Regulation on The Organization and Functioning of Graduate Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976.
- e) Academic board of the Department /Department of Art: The board consisting of the faculty members of the university and the lecturers who have doctorate, who teach at the postgraduate level in the relevant department or department and / or manage the thesis / art work / proficiency work in art,
- f) Department / departmental branch board: The board consisting of the chair of the department / department of science or arts, chaired by the head of the relevant department/department,
- g) Advisor: The lecturer appointed by the institute board of directors or a doctoral lecturer with the qualifications to be determined by the Senate to guide the student registered in the institute during the course and thesis / art work / art proficiency work periods,
- ğ) Doctorate / proficiency in arts committee: A five-person committee recommended by the head of the Department /Department of Art and approved by the institute board of directors, taking the opinion of the relevant Department /Department of Art academic board.

- h) Term project: A project presented in the form of a scientific research report on a scientific topic researched or studied during non-thesis graduate education and training,
- i) DUS: Specialization Training Entrance Exam in Dentistry,
- i) Institute: Institutes affiliated to Nevşehir Hacı Bektaş Veli University,
- j) Institute Board: The institute boards affiliated to Nevşehir Hacı Bektaş Veli University, providing education and training services,
- k) Institute board of directors: Board of directors of institutes providing education and training services affiliated to Nevşehir Hacı Bektaş Veli University,
- l) Pool: The group in which students who did not renew their registration and / or continue their registration although they renewed,
- m) Second advisor: A lecturer or a doctoral lecturer working at the University or another higher education institution, or a doctoral researcher working outside the University, who is recommended by the first advisor and appointed by the institute management board,
- n) Law: Higher Education Law No. 2547,
- o) Director: The director of the relevant institute affiliated to Nevşehir Hacı Bektaş Veli University,
- ö) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- p) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- r) Thesis monitoring committee: The committee consisting of at least three faculty members, one of which is the thesis supervisor, to guide and direct the doctoral student's thesis studies,
- s) Thesis / proficiency study in arts: Scientific / artistic work prepared for the purpose of master's, doctorate and proficiency in arts education,
- ş) Distance education: By using information technologies, type of education that does not require continuity in its environment,
- t) Specialization field course: The theoretical course in which the consultant conveys his knowledge, manners and experience in the scientific field to the students and helps the proficiency studies in thesis / art,
- u) University: Nevşehir Hacı Bektaş Veli University,
- ü) Semester: The period of education that covers at least 14 weeks or 70 working days, excluding the final exam days, the starting and ending dates recommended by the institute management boards for each academic year and approved by the senate,
- v) YDS: Foreign Language Proficiency Exam,
- y) Board of Directors: Refers to the Board of Directors of Nevşehir Hacı Bektaş Veli University.

## *SECOND PART*

### *Principles Regarding Postgraduate Education*

#### **Opening graduate education programs**

**ARTICLE 5 - (1)** The conditions for opening a program are as follows:

a) Postgraduate programs are opened according to the principles in the Organization and Operation Regulation of Graduate Education and Training Institutes.

b) At the University upon the decision of the Higher Education Council; Postgraduate distance education programs in which teaching activities are planned and carried out based on information and communication technologies can be opened without the obligation of teaching staff and students to be in the same place. The areas where distance education programs can be opened, the courses and credits to be given through distance education, the preparation of course materials, the way of exams, calculation of the success grade, protocols to be made between higher education institutions for this purpose and other issues related to distance education are determined according to the provisions of the relevant legislation.

c) The program proposal of an interdisciplinary institute with a different name from a faculty, department or department for graduate education in institutes is made by the director of the institute upon the recommendation of the head of the relevant department. Head of such an institute department / department; He is appointed by the director of the institute for three years upon the recommendation of the related department heads.

ç) Joint postgraduate programs can be opened in Turkey and abroad to provide postgraduate education within the principles determined by the Higher Education Council.

#### **Determination of courses and course managers**

**ARTICLE 6** - (1) Postgraduate courses; the opinion of the academic board of the relevant department / department, the proposal of the head of the department / department, the decision of the institute board and determined by the approval of the Senate.

(2)The distribution of the approved courses according to the fall and spring semesters is proposed by the head of the Department /Department of Art taking the opinion of the academic board of the Department /Department of Art and decided by the institute board.

(3)For students in masters with thesis and doctorate / proficiency in arts programs, specialization courses can be opened from the beginning of the semester following the date on which the thesis proposal is accepted. The field of specialization course is a theoretical course that is opened in the relevant Department /Department of Art meet the needs of the student or in the subjects chosen for his thesis. Specialization course can be continued every semester and during the holidays. Each student must take the specialty course opened by the thesis supervisor. Specialization course is evaluated as successful or unsuccessful.

(4)Graduate-level courses can also be given by faculty members and lecturers who have a doctorate / art proficiency degree with the justification of the head of the Department /Department of Art approval of the institute board of directors.

#### **Duties of the head of the department / department of art**

**ARTICLE 7** - (1) The head of the Department /Department of Art is responsible to the director of the institute for the effective and efficient execution of postgraduate education and research in accordance with the provisions of the relevant legislation.

#### **Language of instruction**

**ARTICLE 8** - (1) Education at the Institute can be done in Turkish, Turkish and foreign languages together or in a foreign language. The language in which Department /Department

of Art will be taught is determined by the opinion of the academic board of the department / department, the recommendation of the institute board, and the decision of the Senate. Theses, art work or reports on the work of proficiency in art are written in the relevant teaching language.

#### **Foreign language preparatory class for graduate programs**

**ARTICLE 9** - (1) Institutes; They can open a foreign language preparatory class with the opinion of the academic board of the department / department, the proposal of the institute board, the decision of the Senate, the proposal of the Rector and the approval of the Higher Education Council.

(2) The provisions of the relevant legislation are applied in the education and training in the preparatory class.

#### **Quota determination and announcement**

**ARTICLE 10** - (1) The number of students to be enrolled in non-thesis and thesis master's, doctorate and proficiency in arts programs is offered to the institute directorate by the head of the Department /Department of Art by taking the opinion of the academic board of the Department /Department of Art in line with the demands of the instructors in that department.

(2) Quotas are finalized and announced with the opinion of the institute board of directors and the approval of the Senate. In the announcement, the names of the programs, the deadline, application conditions, documents requested for application and other explanatory information, if any. The quotas reserved for foreign students are also specified in this announcement. The said announcement can be made at the beginning of each semester. All procedures related to the exam are carried out by the institute directorate.

#### **Postgraduate evening and summer school programs**

**ARTICLE 11** - (1) Postgraduate evening education programs can be opened with the opinion of the academic committee of the relevant department, the proposal of the institute board and the decision of the Senate.

(2) Evening education non-thesis master's programs can be opened with fee, daytime education master's program without thesis can be opened with or without a fee. The tuition fee to be collected from students who enroll in paid programs and the course fee of the lecturers are determined by the proposal of the institute board of directors and the decision of the University Executive Board.

(3) Except for the fall and spring semesters, summer school can be opened for the programs requested during the summer vacation, with the opinion of the academic board of the department / department, the recommendation of the institute board and the decision of the Senate. Issues related to summer school are determined by the Senate.

### *THIRD PART*

#### *Application to Graduate Programs, Student Admissions and Registration Principles*

#### **Application conditions**

**ARTICLE 12** - (1) Common provisions regarding application requirements for graduate programs are as follows:

a) Applications for graduate programs are made to the institute directorates within the application period specified in the announcement and with the required documents. Applications that do not comply with the application requirements or with missing documents are considered invalid even if they are received. The originals of the documents requested in the applications or their copies approved by the relevant institute can be accepted.

b) Applications are made according to the principles specified for graduate programs.

c) The type of ALES scores to be sought in the acceptance of students to graduate programs is determined by the institute board with the recommendation of the academic board of the relevant department / department.

ç) The base scores mentioned in this article can be changed by the opinion of the academic board of the relevant department / department, the proposal of the institute board and the approval of the Senate.

d) Master's or doctorate programs with and without thesis can be applied together.

(2) In order to apply to the non-thesis master's program, candidates must:

a) have a bachelor's degree in the relevant field or in the fields determined by the opinion of the Department /Department of Art, the proposal of the institute board and the approval of the Institute

b) Whether or not ALES score will be sought in applications for non-thesis graduate programs is determined by the Senate.

(3) In order to apply for a master's program with thesis, candidates must:

a) They must have a bachelor's degree in the relevant field or in the fields determined by the opinion of the department / department, the proposal of the institute board and the approval of the Senate.

b) They must have an ALES standard score to be determined by the Senate, provided that they are not less than 55 standard points from the score type of the program applied from ALES centrally made by ÖSYM, or they must have an equivalent score from an exam considered equivalent to ALES by the Interuniversity Board.

c) ALES enrollment is not required for the graduate programs related to Fine Arts.

(4) In order to apply for a doctorate program, candidates must:

a) A bachelor's degree or a master's degree with thesis, a diploma of at least ten semesters of medicine, dentistry, pharmacy and veterinary faculties, excluding preparatory classes, or the expertise gained in a laboratory branch according to the principles regulated by the Ministry of Health.

b) Those who have completed a master's degree or have a bachelor's degree of at least 10 semesters, excluding preparatory classes, must have at least 55 ALES points.

c) Those who will apply with an undergraduate diploma of less than ten semesters, excluding preparatory classes, must have a minimum ALES score of 80 and a graduation grade of at least 3 out of 4.

ç) ALES or TUS and DUS entry requirement is not required for the applications of those who have completed their specialty education in any department of the medical faculty or dentistry faculty.

d) Those who apply to doctorate / proficiency in arts study programs must have at least YDS 55 or an equivalent score from an exam recognized by the Interuniversity Board. Candidates whose field of science is related to a foreign language must obtain the required language score from a foreign language other than the foreign language they will study.

(5) In order to apply for the proficiency in arts program, the candidates must:

a) They must have a bachelor's or master's degree. It is not required to have entered ALES in graduate programs related to Fine Arts.

b) Those who have a master's degree in the arts program should have at least 55 ALES points in the verbal score type, excluding fine arts and conservatory majors, and those who have graduated from a bachelor's degree must have at least 80 ALES scores and at least 3 undergraduate graduation grade points out of 4.

(6) Candidates whose field of science for postgraduate education is related to a foreign language should receive a YDS score or one of the exams accepted by the Interuniversity Board equivalent to YDS;

a) At least 70 for master's degree,

b) at least 80 points for a Doctorate.

#### **Foreign student application conditions**

**ARTICLE 13 - (1)** The institute board of directors is authorized to determine the entry requirements of foreign students.

(2) The applications of Turkish and foreign candidates who have completed their education in higher education institutions abroad, recognized by the Higher Education Council, are decided by the relevant institute board of directors, taking the opinion of the head of the relevant Department /Department of Art .

(3) Foreign students who will apply to the doctorate program must obtain at least YDS from one of the foreign languages accepted by the Interuniversity Board, except their mother tongue. 55 or a score equivalent to this score from an exam whose equivalence is accepted by the Interuniversity Board. The Senate can raise the minimum scores according to the characteristics of the graduate programs to be applied.

(4) foreign nationals who have graduated from a higher education institution in Turkey, students in the same conditions as nationals of the Republic of Turkey regarding ALES students are subject.

(5) Foreign students who have graduated from a higher education program abroad are required to submit a Turkish proficiency certificate obtained from the Turkish teaching centers of universities (TÖMER) or a valid institution. Those who do not have a Turkish proficiency certificate can read the Turkish preparatory class at Nevşehir Hacı Bektaş Veli University TÖMER after acceptance and registration and / or can start their master's or doctorate education after obtaining a Turkish proficiency certificate.

(6) There is no requirement for a Turkish proficiency certificate in departments teaching in a foreign language.

#### **Student admission**

**ARTICLE 14 - (1)** Applications are evaluated by the board of directors of the institute according to the following principles and successful candidates are determined taking into account the announced quotas:

In applications, all grades of the candidate to be evaluated are converted to over 100 evaluations.

50% of the ALES score, 20% of the undergraduate GPA, 10% of the foreign language score and 20% of the interview exam are taken in the assessment of student admission to master's programs with thesis. The foreign language score of the candidates who do not have a foreign language certificate from an exam accepted by YDS or the Interuniversity Board is considered as zero. The total score must not be less than 50, provided that he gets at least 50 points out of 100 in the interview. Candidates with a total score of over 50 are ranked from the highest score and placed in the relevant programs according to the announced quotas. In case of equality of points, candidates with a high ALES score are preferred.

Whether or not ALES score will be sought in applications to non-thesis master's programs is determined by the Senate. Entry requirements of candidates who apply for non-thesis graduate programs are determined by the institute board of directors in line with the opinion of the department chair.

c) In the evaluation of student admissions to doctoral programs; ALES score 50% of the graduate grade point average, 10% of the foreign language score and 20% of the interview exam are taken. For those who will apply for a doctorate with an undergraduate diploma of less than ten semesters, excluding preparatory classes, the undergraduate GPA is used in calculating the total score. The total score must not be less than 60, provided that he gets at least 50 points out of 100 in the interview. Candidates are ranked from the highest score and placed in the relevant programs according to the announced quotas. In case of equality of points, candidates with higher ALES scores are preferred.

d) Candidates who apply to a program whose field of science is a foreign language and / or literature must have obtained a score of at least 55 in YDS in a foreign language other than this foreign language or an equivalent score from the exams accepted by the Interuniversity Board.

e) Master's and doctorate / arts proficiency interview jury, 5 principals and two substitutes among at least 7 faculty members proposed by the institute board of directors of the relevant department / department; If the number of faculty members in the relevant Department /Department of Art is not sufficient, they are determined as three full and two substitute members among at least five faculty members.

f) The juries convene at the date, time and place specified in the announcement and complete the evaluation and selection procedures on the same day, except in compulsory cases. The candidates are listed in a list according to their success, taking into account the principles and quotas determined by the institute board of directors. The list signed by the jury members, the minutes and the application documents of the candidates are submitted to the institute directorate by the head of the relevant Department /Department of Art.

g) In graduate programs in the field of Fine Arts, field proficiency exam score is used instead of ALES score. Calculation of success grades; The total score is calculated by obtaining 20% of the foreign language score and 20% of the master's grade and 60% of the field proficiency exam score in applications for undergraduate, doctoral/arts master's programs. Candidates who receive at least 60

points out of 100 full points are ranked from the highest score and placed in the relevant programs according to the announced quotas. Candidates who do not have a foreign language certificate from an exam accepted by YDS or the Interuniversity Board are calculated by accepting the foreign language score as zero. In case of score equality, the candidate with a high undergraduate GPA is preferred. Candidates who do not take the field proficiency exam are considered unsuccessful.

ğ) The form of field aptitude exam to be held in graduate programs in the fields of Fine Arts is finalized with the proposal of the Department /Department of Art and the decision of the institute board of directors.

### **Student admission to the scientific preparation program**

**ARTICLE 15 - (1)** In master's and doctorate / arts qualification programs, a scientific preparation program can be applied to fill the shortcomings of the candidates whose qualifications are specified below:

a) Candidates who have received their undergraduate degree in fields other than the master's or doctoral program they applied for.

b) Graduate program candidates who have received their undergraduate degree from higher education institutions other than the higher education institution they applied to.

c) Doctoral candidates who have received their undergraduate or graduate degrees from higher education institutions other than the higher education institution they applied to.

ç) Candidates who have received their undergraduate or graduate degrees in a field other than the doctoral program they applied for.

(2) Students are accepted to the scientific preparation program according to the application requirements for the graduate programs at the institute.

(3) The compulsory courses to be taken in the scientific preparation program do not replace the courses required for the relevant graduate program. However, a student in the scientific preparation program can take courses for the graduate program in addition to the scientific preparation courses, upon the recommendation of the head of the relevant institute Department /Department of Art and approval of the institute board of directors. In the scientific preparation program, courses can also be taken from undergraduate programs.

(4) Attendance, exams, grades, conditions for being successful in courses, deleting enrollment and other issues related to the scientific preparation program are carried out in accordance with the principles of the graduate programs of the institute.

(5) Which students will enter the scientific preparation program according to the above principles, the courses and total credits to be taken by those who are subject to the scientific preparation program, the time to be spent in this program not exceeding two semesters; It is determined by the opinion of the Department /Department of Art committee, the proposal of the head of the Department /Department of Art and the decision of the institute board of directors.

(6) The time spent in this program is not included in the duration of the master's or doctoral programs specified in this Regulation.

### **Special student admission**

**ARTICLE 16 - (1)** Those who are graduates or students of a higher education institution and want to increase their knowledge on a particular subject can be accepted as special students for graduate courses with the recommendation of the head of the relevant



Department /Department of Art and the decision of the institute board of directors. Special students can only enroll in courses offered for registered graduate students. Special students enrolled in postgraduate education can take a maximum of 40 ECTS credits in one semester of graduate education. Special students cannot benefit from student rights.

(2) Attendance, exams, grades, conditions for being successful in courses, cancellation of registration and other issues regarding students in special student status are carried out in accordance with the principles of the graduate programs of the institute.

(3) Special students must pay the tuition fee or tuition fee per credit / hour.

(4) Special students are not awarded diplomas and titles; however, a document stating their status can be given.

### **Student admission through undergraduate transfer**

**ARTICLE 17** - (1) Students who have completed at least one semester in another department of the institute within the university or in the graduate program of another higher education institution and have not started their thesis work and have not received disciplinary punishment may be accepted to graduate programs through lateral transfer.

(2) Students who apply for transfer must have no unsuccessful courses and their GPA must be at least 75 in master's with and without thesis, and at least 80 in doctoral and arts proficiency.

(3) At the end of each semester, the relevant Department /Department of Art notifies the directorate about the transfer student quotas that they will accept in the next semester. Quotas are determined by the opinion of the institute board of directors and the decision of the Senate.

(4) Transfer applications are made at the beginning of the semester at the same time as new student applications.

(5) Candidates make their applications for undergraduate transfer within the application period specified in the announcement and with the required documents to the relevant institute directorate.

(6) Candidates are ranked according to their grades in the courses taken in the graduate or doctorate program they applied for undergraduate transfer, and this ranking is finalized by discussing at the institute board of directors.

(7) The courses to be taken and exempted by the student and the semester to start are determined by the proposal of the head of the Department /Department of Art and the decision of the institute board of directors.

(8) Other principles regarding undergraduate transfer are as follows:

a) Students are not accepted by horizontal transfer between graduate programs with different thesis. The decision to transfer horizontally between graduate programs with different program names and the same course contents is determined by the opinion of the department and the decision of the board of directors of the institute.

b) Students can be accepted through lateral transfer from formal education to distance education programs; However, transfer from distance education programs to formal education programs is not accepted.

c) Students are accepted from the graduate programs with thesis, which have the same program objectives and contents, to the non-thesis graduate programs through horizontal transfer.

d) Transfer between non-thesis graduate programs is determined by the opinion of the relevant department and the decision of the institute board of directors.

d) Students who are appointed to the research assistant position of the University with the condition of being the same graduate program and who are still studying at another higher education institution gain the right to transfer without any other conditions, with the decision of the institute board of directors.

e) Students who study at another higher education institution or another program of the institute because there is no graduate program in the institute they are in, and who are in the status of research assistant of the university, in case a graduate program is opened in the department of the institute they are working in, the approval of the relevant institute department / art branch board. and with the decision of the institute board of directors, without seeking undergraduate transfer conditions.

### **Foreign student admission**

**ARTICLE 18 - (1)** The procedures and principles and quotas regarding the admission of foreign candidates and Turkish citizens residing abroad to graduate programs are determined by the opinion of the relevant department / department, the proposal of the institute board and the decision of the Senate.

(2) The tuition fee to be collected from current or new students who will enroll from abroad within the scope of student admission quotas is determined by the University Administrative Board in accordance with the provisions of the current legislation. However, in cases where the reciprocity principle is valid, the tuition fee is not charged from the students to be accepted from abroad.

(3) Based on the bilateral agreements to which the university is a party, foreign student candidates who apply for graduate education are accepted as students with the opinion of the head of the relevant Department /Department of Art and the decision of the institute board of directors, out of the quota.

(4) The candidates whose registrations are taken are evaluated by the head of the related institute, department, department, whether they have scientific competence at the level that they can carry out the graduate program. If they are insufficient, they are included in the scientific preparation program. In the scientific preparation program applications, the provisions of the relevant articles of this Regulation are applied.

### **Final registration for graduate programs**

**ARTICLE 19 - (1)** Students who are eligible to be placed in graduate programs are finalized by the decision of the board of directors of the institute and announced by the institute directorate.

(2) Student registration is carried out by the relevant directorate, taking into account the characteristics of the graduate program. Candidates who do not register within the specified period lose their right to register.

(3) The institute directorate decides which documents will be requested during the final registration. The originals of the documents required for the registrations or their copies

certified by the relevant institute can be accepted. Registration of those whose documents are missing, damaged or tampered with, those who have been discharged from another higher education institution with disciplinary punishment are canceled even if the final registration has been made.

(4) The registration of foreign students is made within the institute registration period specified in the academic calendar every year, on the same date as other student registrations. These candidates make their final registration by submitting the following documents to the institute within the time limit. The documents required to be copied during application, original or certified copy during final registration are as follows:

- a) Diploma or graduation certificate and its certified translation.
- b) Transcript and certified translation.
- c) A copy of the passport with education legitimate entry visa and its certified translation.

(5) A student registered in a program can not apply for the same program again .

#### *FOURTH PART*

#### *Registration Renewal, Student Contribution and Tuition Fee, Advisors, Courses, Exams and Evaluation Principles*

#### **Registration renewal, student contribution and tuition fee**

**ARTICLE 20** - (1) Graduate students must renew their registration within the period specified in the academic calendar at the beginning of each semester. Foreign students who enroll for graduate education on their own account, students who complete the maximum education period specified in this Regulation, formal education master without thesis, distance education master without thesis and special student status must pay tuition / tuition fee to renew their registration. A student who does not register for courses or renew their registration within the period specified in the academic calendar loses the right to attend that semester. The lost semester is counted from the education period. Students who do not renew their registrations within the period of time may be renewed within the periods specified in the academic calendar, provided that their excuses are justified and valid by the Graduate School Administrative Board. Students who do not renew their registration during the excuse registration week specified in the academic calendar cannot benefit from the student rights for that semester.

(2) Tuition / tuition fee is collected from the students in accordance with the provisions of the current legislation and the principles determined by the Council of Ministers.

(3) Students can add and/or leave courses with the approval of their advisor within the periods specified in the academic calendar and allocated for excuse registrations.

(4) Students can take courses from another higher education institution in the programs they are enrolled in, not exceeding 30 ECTS credits and under the conditions deemed appropriate by the institute head of department and the institute board of directors. The evaluation of these courses is made in accordance with the provisions of this Regulation.

#### **Advisors**

**ARTICLE 21** – (1) Course and thesis advisors for master's, doctoral/arts proficiency studies, the opinion of the relevant Department /Department of Art branch board by

evaluating the student's written request, the proposal of the head of the Department /Department of Art and the decision of the board of directors of the institute are primarily appointed among the faculty members of the Department /Department of Art in which the student is enrolled or among the PhD lecturers with the qualifications to be determined by the Senate. Where the thesis work qualification requires more than one thesis advisor, the second thesis advisor can be appointed with the reasoned report of the first advisor, the proposal of the department/master's chair and the decision of the board of directors of the institute. The second thesis advisor can be a PhD lecturer in a higher education institution or a Doctorate and can be selected from among researchers working in the public or private sector outside the higher education institution. The second thesis advisor is not paid an advisory fee. If necessary, the student's application or the suggestion of the thesis advisor, the proposal of the head of the Department /Department of Art and the decision of the board of directors of the institute can make a change of thesis advisor.

(2) Course / thesis advisors are appointed at the beginning of the first semester for graduate, doctorate / arts proficiency students. This task is carried out by the head of the relevant institute Department /Department of Art until the thesis advisor is appointed.

(3) The duties of the advisors of the students who fail to renew their registration three times consecutively or intermittently for two semesters or fail due to absenteeism are changed from active to passive and these students are collected in a pool. Students who are taken into the pool cannot benefit from student rights. The principles regarding these students are as follows:

a) After the registration is renewed for graduate students and students who have not yet taken the proficiency exam at the doctoral course level, consultancy, which was previously inactivated, is activated.

b) If the students who are taken into the pool are re-enrolled and are not interested in the thesis study, they may be asked to take additional courses equal to half of the minimum credit required for the program they enrolled, upon the recommendation of the advisor.

(4) Determination of the courses to be taken by the student and thesis work are carried out under the supervision of the advisor. Course selection forms filled out by the student are notified to the institute within the course registration dates specified in the academic calendar of each semester by the head of the institute department / department. In case the consultant is absent from consulting for more than six months for any reason or is assigned to another institution in the country or abroad, a new consultant may be appointed to the student with the recommendation of the head of the institute Department /Department of Art of art and the decision of the institute board of directors. If a new advisor is not appointed, the student's official procedures are carried out by the head of the department within this period.

(5) In determining student counseling, priority is given to lecturers who are not graduate or doctoral students, if requested.

#### **Taking and dropping lessons**

**ARTICLE 22** - (1) Graduate students are required to register for courses at the beginning of each semester between the dates specified in the academic calendar.

(2) Scientific preparation, master's and doctorate program students can take a maximum of 40 ECTS credits per semester.

(3) At the beginning of the semester, students who choose the courses to be taken in line with the advisor's opinion and register for courses can make course changes, add and drop courses in line with the advisor's opinion within the period specified in the academic calendar.

(4) Graduate students can take postgraduate courses not exceeding 30 ECTS credits from other higher education institutions in Turkey and abroad with the recommendation of the advisor, the opinion of the head of the Department /Department of Art and the decision of the institute management board.

#### **Course substitution**

**ARTICLE 23** - (1) Including the graduate courses taken by a student as a special student, the graduate courses taken from domestic / foreign higher education institutions in the last four years; The opinion of the advisor, the recommendation of the Department /Department of Art and the decision of the institute board of directors can be transferred to the program the student is enrolled in. However, the total of credits transferred cannot exceed 30 ECTS credits.

(2) Within the framework of the mutual exchange programs, the courses related to the department in which he is enrolled from the universities in Turkey and abroad are equivalent to the courses in the education program or if they can be substituted together with these courses, if not, the course taken as an elective with its own code, name and credit will be included in the student's transcript. processed. The letter grade corresponding to the 4 grade system applied by the University is applied for the codes and names of the courses / courses taken from another higher education institution and the success grades of the course / courses whose ECTS credits are considered to be one-to-one under the recommendation of the head of the institute department / department, under conditions deemed appropriate by the institute board of directors.

(3) Except for lateral transfers, credit courses used to complete an undergraduate / graduate program cannot be transferred to another master's / doctorate / proficiency in arts program.

(4) The total credit of the graduate students to transfer courses cannot exceed 30 ECTS credits. This requirement is not sought for students who are in the thesis stage in the master's program and those who are successful in the proficiency exam in the doctoral program.

#### **Obligatory Attendance**

**ARTICLE 24-** (1) In formal graduate education, it is compulsory for students to attend theoretical courses and practices, not less than 80%. Students who do not fulfill the required attendance cannot take the intermediate, final, make-up and single course exams of that course.

(2) In distance education programs, the attendance requirement is met when at least one of the activities such as homework, mid-year exams is fulfilled. In the distance education program, the instructor in charge of the course is obliged to connect with the students over the internet for at least the course time per week. Students make all kinds of communications with their advisors and instructors in charge of the course, synchronously or asynchronously on the internet.

### **Course repetition**

**ARTICLE 25** - (1) A graduate student has to take the compulsory courses he failed and succeed. Attendance is not required for courses taken again due to failure.

(2) In the direction of the advisor, another postgraduate course can be taken instead of the failed elective course. Attendance is required for this new course instead of the failed course.

(3) In case of taking the failed course again in the non-thesis master's program conducted with formal and distance education, the tuition fee and tuition fee for the relevant semester are paid again.

### **Specialization course**

**ARTICLE 26** - (1) Specialization course is opened for 4 hours of theoretical and at least 6 ECTS credits in order to ensure that the graduate students, for whom the instructor is the thesis advisor, gain knowledge, skills and attitudes during the thesis period, to continue each semester and summer breaks. . The content of the field of specialization course is different from the content of the compulsory and elective courses taken by the student in the graduate program. Each student must take the specialty course opened by the thesis supervisor. Specialization course is evaluated as successful or unsuccessful.

(2) Each instructor can open a maximum of 8 hours of specialization courses per week. If the student has a second advisor, the specialty course is opened only by the first advisor, the second advisor cannot open a specialty course for this student. In case the student's first advisor is from another higher education institution, the specialty course is conducted by one of the faculty members at the University appointed by the recommendation of the academic board of the Department /Department of Art and the decision of the institute board of directors.

(3) The decisions of the Higher Education Council are applied in the pricing of the specialization field courses.

### **Exams**

**ARTICLE 27** - (1) The exams to be held throughout the year are as follows:

a) Midterm exam: At least one midterm exam is held for each course. However, during the semester, faculty members do not need projects, homework, laboratories, workshops, etc. studies can also be counted as midterm exam

b) Final exam: The final exam of a course is given at the end of the semester in which that course is completed. The student who fulfills the attendance requirement has to take the final exam of that course on the specified day and time. However, faculty members can count projects, homework, laboratory, workshop and similar works they have done during the semester, provided that they notify the institute beforehand.

c) Make-up exam: Students who have the right to take the final / semester exam but do not take these exams with or without an excuse, and those who have failed, take the resit exam. In addition, students who are successful as a result of the final exam can take the make-up exam to increase the grade. In both cases, the most recent grade is considered valid. Students who want to take the exam in order to increase the grade must apply to the relevant Department /Department of Art with a petition at least three days before the make-up exam for that course; Otherwise, they cannot take the exam and even if they take the exam,

their exam is considered invalid. There is no make-up exam for the seminar course, term project courses and courses with special status to be determined by the institute board of directors.

d) Make-up exam: Students who cannot take midterm exams due to an excuse accepted by the Institute Board of Directors may be granted a make-up exam. Applications for make-up exams must be made within one week from the end of the excuse. There is no make-up exam for the final, make-up and single course exams.

d) Single course exam: Students who fail a single course to graduate, take the qualifying exam, pass the thesis period or complete the scientific preparation program may be given the right to take a single course exam at the end of the relevant semester, upon the decision of the institute board of directors. A single course exam is not granted for the term project course in the non-thesis master's program.

(2) In distance education programs, final exams are held in classrooms, laboratories or workshop environments approved by the relevant department. Practice exams can be done in the relevant department or in the form of evaluating the projects or homework given to the student over the internet. The start and end dates of the midterm exams are announced by the lecturer on the internet at least ten days before the start date of the exams.

**Calculation of success grade**

**ARTICLE 28** - (1) Exams are evaluated over 100 points. Midterm and final exam results of a course are shown with numerical points. The score of the exams that the student does not take is zero.

(2) Calculation of success grade is as follows:

- a) The average of the midterm exam score is determined by dividing the sum of the students' scores in the midterm exams by the number of midterm exams. In this way, fractional numbers to be found are increased to the nearest whole number.
- b) The success score is calculated by adding 60% of the semester or year-end score and 40% of the average score of the intermediate exams. Fractions are maintained exactly in the account of these ratios, but fraction numbers are completed to the nearest inn number in the success score's account. The intermediate exam grade is not taken into account in a single course exam. The success grade of the students who take the single course exam is determined only according to the single course exam grade.
- c) For each course taken within the framework of the graduate program; the letter grade, which is the equivalent of the success score calculated above, is given by the instructors using the following table:

<u>Point</u>	<u>Coefficient</u>		<u>Success grade</u>
90-100	4.00		AA
85-89	3.50		BA
80-84	3.00		BB
75-79	2.50		CB

70-74	2.00		CC
65-69	1:50		DC
60-64	1.00		DD
50-59	0.50		FD
00-49	0.00		FF

d) In order for the student to be considered successful in the relevant course, this grade must be at least 70 in the master's degree, CC in the letter grade, at least 75 in doctoral and arts proficiency, CB in the letter grade.

d) The provisions of the legislation of the undergraduate / graduate program in which the student takes a course are valid for the attendance of the lectures related to the scientific preparation program, exams, lecture notes, course repetition, registration cancellation and other principles.

e) Students who are successful in seminars, thesis work, specialization courses and other similar courses are given a successful (BL) grade, and students who fail are given a failed (BS) grade.

f) Students who fail the course because they do not fulfill the attendance requirement are given the grade of failure for absenteeism (DZ).

g) The courses taken by the transfer students from the previous diploma program in the last four years and the courses they have been successful in the last four years are adapted, and the grades they have received for these courses are recorded on the transcript.

(3) The success grade of distance education students is determined by the relevant institute within the framework of the principles determined by the Higher Education Council.

(4) All exams that measure proficiency, level determination or course achievement can be done on paper and simultaneously, as well as classified according to the field and difficulty level, from a securely stored question bank, electronically to allow different questions to be asked to each candidate at different times can also be done. The issues regarding the preparation of the questions to be asked in the exams, the establishment of the question bank, the storage of the exam questions in paper or electronic environment and the security of the question bank and the exam are made in accordance with the procedures determined by the Higher Education Council.

#### **Announcement of the exam results and objection**

**ARTICLE 29** - (1) Exam grades are announced within seven days at the latest from the date of the exam. Students who object to the exam results make this objection in writing to the head of the relevant Department /Department of Art within seven days at the latest after the announcement of the exam results. This objection is forwarded to the lecturer by the head of the department. If there is a material error in the evaluation, the necessary grade correction is made and the head of the department is reported to the relevant institute directorate. The correction process is finalized with the decision of the institute board of directors.



## *FIFTH PART*

### *Principles Regarding the Non-Thesis Master's Program*

#### **The purpose and scope of the non-thesis master's program**

**ARTICLE 30** - (1) Master's program without thesis; Based on the students' undergraduate qualification, Turkey Higher Education Qualifications Framework (TYYÇ) Level 7 (Graduate Education) which aims to provide the Sufficiency; It is a graduate program that includes education, scientific research and application activities and term project work.

(2) The non-thesis master's program consists of at least 10 courses and a term project course with a minimum of 90 and a maximum of 120 ECTS credits.

(3) Provisions of this Regulation regarding the attendance requirement are applied for the continuation of formal education master's programs without thesis.

(4) A proficiency exam can be applied at the end of the non-thesis master's program according to the opinion of the relevant Department /Department of Art and the principles determined by the institute board of directors.

(5) Those who continue 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. In this case, the courses taken in the non-thesis master's program are counted instead of the courses in the master's program with thesis with the opinion of the relevant Department /Department of Art and the decision of the institute management board.

#### **Method of teaching in a non-thesis master's program**

**ARTICLE 31** - (1) Non-thesis master's programs, can be conducted with distance education formal or evening education methods.

#### **Duration in the non-thesis master's program**

**ARTICLE 32** - (1) The duration of education in a non-thesis master's program is a minimum of 3 semesters and a maximum of 6 semesters.

(2) Those who cannot successfully complete their education within a maximum of three academic years can enroll in order to continue their education, provided that they pay the student tuition fee or tuition fees for the relevant semester, in accordance with the conditions specified in Article 46 of Law No. 2547. In this case, their student status continues without benefiting from the other rights granted to students, except for participation in classes and exams.

#### **Appointment of a consultant and term project in the non-thesis master's program**

**ARTICLE 33** - (1) Upon the proposal of the Head of the related Department /Department of Art, The Institute Board of Directors assigns a faculty member or lecturer with a doctorate degree as a consultant at the beginning of the first semester to advise each student in the course selection and execution of the term Project. Until a consultant is appointed, this task is carried out by the head of the relevant department.

(2) Term project; It is intended for the effective use of the information acquired by the student in the graduate curriculum. The term project is prepared as from the third semester, under the supervision of the advisor, to last one semester.

(3) The advisor submits the subject of the student's term project to the head of the department to be proposed to the institute directorship until the end of the second

semester. The subject of the project is finalized with the decision of the institute board of directors.

(4) Term project course is evaluated as successful or unsuccessful. The student has to register for the term project in the semesters he receives the term project.

(5) Term project can be carried out with the courses taken in the third semester. The student who completes the term project prepares the project in accordance with the institute thesis writing rules and submits it to his advisor. The successful term project is sent to the institute by the head of the department.

(6) Term project is evaluated as successful or unsuccessful by a jury of three, one of which is a consultant, proposed by the advisor and the head of the relevant department / department. In case of failure, the student takes this course again. In case of repetition of failure, the student's term project, if necessary, with the recommendation of the institute Department /Department of Art board and the decision of the institute board of directors, the advisor is changed with the recommendation of the institute Department /Department of Art board and the decision of the institute board of directors.

#### **Master's diploma without thesis**

ARTICLE 34 - (1) A Master's Degree without Thesis is awarded to a graduate student who successfully completes his courses and term project.

(2) The approved name of the program in the Department/Department of Art of the institute attended by the student is found on the Master's Diploma without Thesis. In addition, the name of the department of science/department of art can be added on the diploma.

### *SIXTH PART*

#### *Principles Regarding the Master's Program with Thesis*

#### **The purpose of the master's program with thesis**

ARTICLE 35 - (1) Master's program with thesis; Based on the students' undergraduate qualification, Turkey Higher Education Qualifications Framework (TYYÇ) Level 7 (Graduate Education) aims to gain qualifications; It is a graduate program that includes education, scientific research and application activities and thesis work.

#### **The scope of the master's program with thesis**

ARTICLE 36 - (1) Master's program with thesis; It consists of a minimum of 8 courses with a minimum of 90 ECTS and a maximum of 120 ECTS credits, a seminar, other learning activities and a thesis study. Students must be successful in at least 60 ECTS credits during the course period.

(2) A student can take a maximum of 45 ECTS credits in one semester.

(3) At most two of the courses to be taken by a graduate student with thesis can be selected from undergraduate courses, provided that they have not been taken during undergraduate education. In addition, on the condition that it does not exceed 30 ECTS credits, the opinion of the advisor, the recommendation of the head of the Department /Department of Art and the approval of the institute board of directors can be selected from other graduate programs or postgraduate courses offered in other higher education institutions.

(4) If a course in daytime education programs is given both through formal education and distance education; Students who choose to take the course through distance education are charged a tuition fee based on the amount of student contribution or tuition fee calculated in accordance with the provisions of the relevant legislation.

#### **Mode of education in the master's program with thesis**

**ARTICLE 37** - (1) Master's programs with thesis are conducted with the formal education method.

#### **Duration of the master's program with thesis**

**ARTICLE 38** - (1) The duration of education in the master's program with thesis is a minimum of 3 semesters and a maximum of 6 semesters.

(2) Those who cannot successfully complete their education within the maximum period of time can enroll in order to continue their education, provided that they pay the student tuition fee or tuition fees for the relevant semester, in accordance with the conditions specified in Article 46 of Law No. 2547. In this case, student status continues without benefiting from other rights granted to students, except for participating in classes and exams and preparing a thesis.

(3) The student cannot submit the thesis study to the institute directorate within 6 months after the thesis proposal is accepted.

#### **Assigning a master's thesis advisor and determining the thesis subject**

**ARTICLE 39** - (1) In the master's program with thesis, the head of the institute department recommends a thesis supervisor for each student to the relevant institute by the end of the second semester at the latest. The thesis advisor proposal is finalized with the approval of the relevant institute board of directors. This task is carried out by the head of the relevant institute Department /Department of Art until the thesis advisor is appointed. In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor is appointed.

(2) The thesis proposal of the student who has successfully completed the course term, prepared in accordance with the thesis subject and thesis writing rules, is presented to the head of the department by the thesis advisor until the end of the second semester at the latest. The subject and proposal of the thesis are finalized with the decision of the institute board of directors after they are examined by the committee of the department / department. In cases where changes are required on the thesis subject, the same procedure is applied. A student doing art work submits to the institute a file that explains and documents his work, as well as his thesis. The students whose thesis proposal is accepted by the decision of the institute board of directors fill in the Thesis Data Entry Form at the Higher Education Council Directorate of Publication and Documentation and submit a copy to the institute.

(3) The student has to register for the thesis study each semester after the approval of the thesis subject by the institute board of directors. Students who will submit their thesis must renew their registration for the last two semesters before submitting their thesis. Students who do not meet this requirement cannot submit their thesis.

#### **Finalization of the master's thesis**

**ARTICLE 40** - (1) A student in a master's program with thesis writes the results in accordance with the thesis writing rules of the institute he is affiliated with, and after being

examined by the advisor for compliance with the rules, he submits it to the head of the department in five copies, to be submitted to the head of the institute. The student must defend his / her thesis orally in front of the jury. A student doing art work has to present this artistic work and defend a thesis that explains this work orally in front of the jury.

(2) The master's thesis exam jury is appointed with the recommendation of the relevant Department /Department of Art of art and the approval of the institute board of directors. The jury is at least three, one of which is the advisor of the student, at least one of which is a doctoral expert from another Department /Department of Art of science / art within the University or from another higher education institution or abroad higher education institutions / research centers recognized by the Higher Education Council. It consists of a maximum of five principal and two substitute members. At least one of the substitute members consists of a doctorate lecturer from another Department /Department of Art of art or science / art branch within the University or from another higher education institution, in the absence of a lecturer, or an artist lecturer with proficiency in art. If the jury consists of three members, the second thesis advisor cannot be a jury member. Members who cannot attend submit their reasons to the institute directorate through the head of the Department /Department of Art before the defense exam.

(3) Theses are sent to the jury members in a procedure determined by the relevant institute directorate.

(4) Thesis defense exam is held on the day, place and time determined by the head of the relevant Department /Department of Art and announced at least three days in advance.

#### **Master's thesis defense examination**

**ARTICLE 41** - (1) The jury members gather within thirty days at the latest from the date the thesis is submitted to them and take the student to the thesis defense examination.

(2) The thesis defense exam consists of the presentation of the thesis and the following question and answer section. Unless there is a reasoned decision to the contrary by the related institute board of directors, the exam is open to the audience and lasts at least 45 minutes.

(3) Substitute members are invited by the head of the relevant Department /Department of Art instead of the principal members who cannot attend the defense examination due to their excuse. Defense examination cannot be held with missing members. For the exam that cannot be held on the announced day, the situation is determined with a report and notified to the relevant institute by the Department /Department of Art and a new exam date is determined and a second exam is held within fifteen days. The institute board of directors decides the action to be taken on juries who cannot convene for the second time.

(4) After the completion of the thesis defense examination, the jury decides to accept, reject or correct the thesis by unanimous or absolute majority, closed to the audience. This decision, together with the individual thesis evaluation reports of the jury members, is reported to the institute within three working days following the thesis exam by the head of the relevant Department /Department of Art.

(5) The student whose thesis has been accepted submits the finalized thesis with the suggestions of the jury members to the institute within one month at the latest, bound. Graduation procedures are not initiated if the theses are not submitted.

(6)The student who has been given a correction decision about his thesis is given a maximum of three months' additional time to make the necessary corrections. During this period, the student makes the necessary corrections and defends his thesis again in front of the same jury on the date and place notified to the institute by the head of the department.

(7)The thesis of a candidate who fails to submit his thesis by not making the necessary arrangements or whose defense is rejected after correction is deemed unsuccessful. In this case, a new thesis topic is given to the student, or if the student requests a non-thesis master program, if he / she has a non-thesis master's program in the relevant department / science / department, provided that he / she has fulfilled the course credit load, project writing and similar requirements of the non-thesis master's program, the relationship with the program is terminated by granting a bachelor's degree. A student who has been given a new thesis subject can register to continue his / her education on the condition that he / she pays the student contribution or tuition fees for the relevant semester. Students in this situation cannot present their thesis to the institute before one semester has passed.

#### **Master's diploma with thesis**

**ARTICLE 42 -** (1) Provided that the thesis defense exam is successful and the other conditions are met, at least three bound copies of the master's thesis and two CD records, documents and documents required by the National Thesis Center of the Council of Higher Education, one A Master's Diploma with Thesis is awarded to a graduate student who submits his thesis to the relevant institute within one month and whose thesis is found suitable in terms of form.

(2) On the Graduate Diploma with Thesis, the approved name of the program in the department of the institute followed by the student is written. In addition, the name of the science / art branch of that department / art branch can be included on the diploma.

### *SEVENTH PART*

#### *Principles Regarding the Doctorate Program*

#### **Purpose of the doctoral program**

**ARTICLE 43 -** (1) Doctoral program; graduate students based on their qualifications, Turkey Higher Education Qualifications Framework (TYYÇ) Level 8 (PhD education) which aims to provide the Sufficiency; It is a postgraduate program that includes education, scientific research and application activities and thesis work.

#### **Scope of the doctoral program**

**ARTICLE 44 -** (1) Doctoral program:

a) For students who are accepted as a master's degree, it consists of a minimum of 7 courses, a seminar, a specialty course, a proficiency exam and a thesis study. The total credit of the program is at least 180 ECTS credits.

b) For students who are accepted as undergraduate graduates, it consists of at least 14 courses, two seminars, specialty course, proficiency exam and thesis work. The total credit of the program is at least 240 ECTS credits.

(2) A student can take a maximum of 45 ECTS credits in one semester.

(3) Undergraduate courses taken by a doctoral student are not counted towards the doctoral course load.

(4) The student may also choose from the courses offered in other domestic / foreign higher education institutions with the recommendation of the head of the department and the approval of the board of directors of the graduate courses in doctoral programs. Students who are admitted to the doctorate program with a master's degree can also choose from the courses of the graduate program, provided that they have not taken them before and there are graduate students enrolled in these courses. In addition, the proposals of the heads of departments concerned with the opinion of the consultant and the institute with institute board's approval of another doctor or other higher education programs of institutions doctorate from the program in classes you can choose. But other courses taken from programs cannot exceed 30 ECTS credits.

(5) Students who have been accepted to the doctorate program with a bachelor's degree may also choose courses from undergraduate courses provided that they have not taken before, with the opinion of the advisor, the recommendation of the relevant department and the approval of the institute board of directors. However, undergraduate courses to be taken are not counted towards doctoral course load and credits.

(6) Students who are admitted to the doctorate program with a bachelor's degree must choose at least seven of the fourteen courses they need to take from the courses offered for the graduate program.

(7) Doctorate programs can also be organized as national / international joint / integrated or joint doctoral programs. The application methods and principles of these programs are determined by the Higher Education Council upon the recommendation of the University.

#### **Mode of teaching in the doctoral program**

**ARTICLE 45** - (1) Doctorate programs are conducted by formal education method.

#### **Duration in the doctoral program**

**ARTICLE 46** - (1) For students who are admitted with a master's degree in a doctorate program, the education period is minimum 6 semesters and maximum 12 semesters. For those who are accepted with a bachelor's degree, the education period is minimum 8 semesters and maximum 18 semesters. Students who are not successful within the maximum education period are charged a tuition fee or tuition fee. Students who do not fulfill their obligations within the maximum education period can register to continue their education provided that they pay the tuition fee or tuition fee for the relevant semester. In this case, except for participating in courses and exams and preparing a thesis, their student status continues without benefiting from other rights granted to students.

(2) The maximum period of successfully completing the credit courses required for the doctorate program is four semesters for those who are accepted with a master's degree with thesis and six semesters for those who are accepted with a bachelor's degree.

(3) Students who are admitted to the doctorate program with a master's degree cannot submit their thesis to the institute directorate before 18 months from the date of acceptance of the thesis proposal, and 24 months for those who are accepted with a bachelor's degree.

(4) A student who has successfully completed the credit courses, has been successful in the proficiency exam and has been accepted, but could not take the thesis exam because he could not complete the thesis study within the maximum time, to defend his thesis before the jury with the recommendation of the head of the relevant institute department and the approval of the relevant institute board New periods are given, with a minimum of six months each time.

(5) Among those who have applied for a doctorate program with a bachelor's degree, students who fail in their doctoral thesis, provided that they have fulfilled the required credit load, project and other similar requirements, are awarded a master's diploma without thesis upon their request.

#### **Appointment of doctoral thesis advisor**

**ARTICLE 47** - (1) The head of the institute department recommends its advisor for each student, primarily among the faculty members of the Department /Department of Art in which the student is registered, to the relevant institute until the end of the second semester. The thesis advisor is finalized by the decision of the institute board of directors.

(2) In cases where the nature of the thesis work requires more than one thesis advisor, a second thesis advisor may be appointed. The second thesis supervisor must have a doctorate degree.

#### **Doctoral qualification committee and qualification exam**

**ARTICLE 48** - (1) The doctoral qualifying exam is conducted to test whether the student has in-depth knowledge on basic subjects and subjects related to doctoral study.

(2) Students who successfully complete their courses are taken to the doctorate / proficiency exam.

(3) Proficiency exams are held once a semester, twice a year in the months determined by the board of directors.

(4) Students admitted with a master's degree must take the proficiency exam by the end of the fifth semester at the latest, and students admitted with a bachelor's degree by the end of the seventh semester at the latest.

(5) Proficiency exams are organized and carried out by a permanent doctorate proficiency committee of five, determined by the institute board of directors upon the proposal of the head of the relevant department. Members of the doctoral qualification committee are renewed every two years. Old members can be re-elected. This committee; In order to prepare, apply and evaluate exams in different fields, the student's thesis advisor, one from another higher education institution, and the others from the University, recommends the examination juries to the relevant institute. The juries are finalized with the decision of the institute board of directors. Jury members consist of faculty members.

(6) Doctoral qualifying exam consists of written and oral exams. The date, place and time of the exam are announced at least three days in advance in the institute and the relevant department. The oral part of the qualifying exam is open to everyone, and only jury members can ask questions to the student. The jury submits the oral exam result in the form of a report together with the written exam documents to the doctoral qualifying committee on the next working day at the latest. Committee; It evaluates the student's success in written and oral exams together and decides whether it is successful or unsuccessful by absolute majority. In

order for the student to be considered successful; written and oral exams must get at least 70 points out of 100 and the arithmetic average of these grades must be at least 75 out of 100. Exam documents and the decision of the committee are reported to the institute within three days at the latest through the department chair.

(7) The doctoral qualifying committee may request a student who passes the qualifying exam to take extra courses / courses, even if they have completed the course load, provided that they do not exceed 1/3 of the total credit amount.

(8) Students who fail the proficiency exam twice must take at least three more courses recommended by the doctoral proficiency committee, starting from the courses they have not taken.

(9) Students who are unsuccessful in the thesis study by the thesis monitoring committee (TIK) for 3 consecutive semesters may be asked to take an additional 30 ECTS credits and pass the proficiency exam with the decision of TIK.

#### **PhD thesis monitoring committee**

**ARTICLE 49 -** (1) After the thesis topic is determined for the student who is successful in the proficiency exam, the thesis monitoring committee is formed with the opinion of the advisor, the recommendation of the relevant department board and the approval of the institute board of directors.

(2) The thesis monitoring committee consists of three principal and two substitute members, all of whom are faculty members. In addition to the thesis advisor, the committee includes one member from within and outside of the related institute department. In determining the members of the thesis monitoring committee, priority is given to the faculty members of the relevant discipline, especially in interdisciplinary thesis studies. If there is a second thesis supervisor, the second thesis supervisor may attend the committee meetings if he wishes, but cannot vote.

(3) In the periods after the establishment of the thesis monitoring committee, changes in the membership of the committee may be made upon the opinion of the advisor, the reasoned recommendation of the head of the relevant department and with the approval of the institute board of directors.

#### **Determination of the doctoral thesis topic and defense of the thesis proposal**

**ARTICLE 50 -** (1) The subject of the doctoral thesis study is determined by the student and his advisor. The thesis to be prepared at the end of the doctoral thesis;

- a) Bringing innovation to science,
- b) Developing a new scientific method,
- c) Applying a known method to a new field, it must fulfill one of its attributes.

(2) The student who successfully completes the doctoral qualifying exam defends the thesis proposal, which includes the subject, purpose, importance, method and study plan of the research to be conducted, in front of the thesis monitoring committee, orally within six months. The student submits a written report on the thesis proposal to the committee members at least fifteen days before the oral defense exam date; Students who do not take the defense exam for their thesis proposal without an excuse are considered unsuccessful.



(3) The student's thesis proposal is evaluated as successful or unsuccessful by the thesis monitoring committee. This decision is reported to the institute directorate within three working days by the head of the relevant department.

(4) The student whose thesis proposal is rejected has the right to choose a new advisor and thesis subject. In such a case, a new thesis monitoring committee may be appointed. In this defense, the thesis proposal is replaced by the advisor of the rejected student and the proposal of the academic board of the department on the subject of the thesis and the approval of the board of directors of the institute. The student who continues his thesis work with the same advisor and thesis monitoring committee within three months; If the advisor, thesis subject and the thesis monitoring committee are changed, the student is taken back to the defense of the thesis proposal within six months.

(5) The thesis monitoring committee of the student whose thesis proposal is accepted meets twice a year, once between January-June and July-December, until the student completes the thesis study. There will be at least three months between two meetings. The student presents a written report to the committee members at least thirty days before the meeting date and defends this report verbally at the committee meeting. In this report, the summary of the work done and the work plan to be done in the next semester are stated. The student's work is determined as successful or unsuccessful by the members of the committee. The committee report is sent to the institute directorate within three working days following the meeting date by the head of the department. The student who fails to submit the thesis report within the time limit is considered unsuccessful. If the thesis study report of the semester is not sent to the institute directorate until the registration renewal and course selection week, the relevant student is considered unsuccessful.

(6) A new supervisor and a thesis monitoring committee may be appointed to a student who has failed twice in a row or three times intermittently by the committee and / or a new thesis topic may be determined.

**Doctoral thesis defense examination jury and finalization of the doctoral thesis ARTICLE 51 - (1)** The student who will submit the thesis

Registration must be renewed for at least 3 semesters during the semester. Students who do not meet this requirement cannot submit their thesis.

(2) A student in a doctorate program has to write his results in accordance with the institute thesis writing rules and defend his thesis orally in front of the jury.

(3) Before the thesis defense exam, the advisor checks whether the theses comply with the institute thesis writing rules and the cover page is signed.

(4) The student submits seven copies of his thesis unbound to the institute to be submitted to the original and reserve jury members.

(5) Theses are sent to the members of the jury according to the procedure determined by the relevant institute directorate.

(6) The doctoral thesis is determined by the examination jury, the opinion of the thesis supervisor, the recommendation of the head of the relevant department and the approval of the institute board of directors. The jury consists of three faculty members in the thesis study monitoring committee of the student, five principal and two substitute members, at least one of which is from another university or high technology institute, or a doctoral specialist

working in foreign higher education institutions recognized by the Higher Education Council. The members who cannot participate in the jury due to compulsory reasons inform the institute directorate through the head of the department before the defense exam. The jury members who do not participate in the thesis defense examination without any justification or whose excuses are not found suitable by the institute board of directors, shall be granted a period of one year with the decision of the institute board of directors. New consultancy and graduate courses may not be given with.

### **Doctoral thesis defense examination**

**ARTICLE 52 - (1)** The jury members prepare detailed personal evaluation reports on the thesis one day before the thesis defense exam, submit them to the institute to be put in the student's file, and collect and take the student to the thesis defense exam. The student must defend his thesis orally in front of the jury. The thesis defense exam consists of the presentation of the thesis study in the form of a seminar and the following question and answer section. The defense exam aims to evaluate the contribution of the results obtained from the candidate's doctoral thesis to science, the candidate's knowledge, interpretation and synthesis power. Unless there is a reasoned decision to the contrary by the institute board of directors, the place and date of this examination, which is open to the audience, is announced at least three days in advance by the head of the relevant department. The exam lasts at least 60 minutes.

(2) The thesis jury meets within thirty days at the latest from the date the thesis is submitted to them and takes the student to the thesis defense examination.

(3) Substitute members are invited by the head of the relevant department to replace the principal members who cannot attend the doctoral thesis defense examination due to their excuse. Jury meetings cannot be held with missing members. The thesis exam that cannot be held on the announced day is determined by a report and notified to the institute. The department determines a second thesis exam date within fifteen days at the latest. The institute board of directors decides the action to be taken on juries who cannot convene for the second time.

(4) After the completion of the thesis exam, the jury makes the decision of acceptance, rejection or correction of the thesis with absolute majority, closed to the audience. This decision is reported to the institute by the head of the department within three working days following the thesis exam.

(5) The student whose thesis has been accepted submits his thesis finalized with the suggestions of the jury members to the institute within thirty days at the latest, bound in the desired number of times. Students who fail to submit their thesis to the institute within this period are not processed for graduation.

(6) A student who is given a correction decision regarding his thesis is given an additional six months at most. During this period, the student makes the necessary corrections and defends his thesis again in front of the same jury at the date and place notified to the institute by the head of the department.

(7) The thesis supervisor and / or thesis topic of the student whose thesis is rejected or rejected in the defense after correction is changed and a new thesis monitoring committee can be appointed. Students who have completed their maximum education period can register to

continue their education, provided that they pay the tuition fee or tuition fee for the relevant semester. Except for participating in courses and exams and preparing a thesis, their student status continues without benefiting from other rights granted to students.

(8) The student who does not take the thesis defense exams on the specified date is considered unsuccessful.

(9) Students who will submit their thesis must have renewed their registration for at least three semesters during the thesis period before submitting their thesis. Students who do not meet this requirement cannot submit their thesis.

(10) Among those who have applied to the undergraduate and graduate degrees and the doctorate program, the students who cannot succeed in the doctoral thesis defense exam, provided that they have fulfilled the required credit load, project and other similar requirements, have a non-thesis master program in the relevant department / science / art branch, upon their request. a non-thesis graduate diploma is awarded.

### **PhD diploma**

**ARTICLE 53** - (1) Submitting the required number of bound copies of the doctoral thesis, two CD records, the documents and documents requested by the National Thesis Center of the Council of Higher Education to the institute within one month from the date of entry to the thesis exam, provided that they are successful in the thesis exam and meet the other conditions and the student whose thesis is approved in terms of form is entitled to receive a doctorate diploma. If thesis is not submitted within one month, graduation procedures are not made.

(2) On the doctorate diploma, the approved name of the program in the institute that the student has followed is written. In addition, the name of the science / art branch of that department / art branch can be included on the diploma.

## *EIGHTH PART*

### *Principles Regarding Proficiency in Arts Program*

#### **Purpose and scope of the proficiency in arts program**

**ARTICLE 54** - (1) Proficiency study in art; It consists of art practices requiring superior application and creativity (applied works such as exhibitions, projects, recitals, concerts, representation in which the work of proficiency in art is presented) and a thesis / proficiency in art report written in accordance with the writing rules of the relevant institute that documents and explains these studies. In the thesis study, students are expected to apply their theoretical knowledge in the field of art in an original / creative manner in accordance with the art projects they will develop and the aims of the program.

(2) For matters not included in this section regarding the proficiency in arts program, the provisions of this Regulation regarding doctorate are applied.

(3) Students who are admitted to the proficiency in arts program with a bachelor's degree can choose from among the courses offered for the master's program, at most seven of the fourteen courses they need to take.

(4) Graduate courses can also be selected from courses offered in other higher education institutions, upon the recommendation of the head of the relevant institute's department of art and with the approval of the institute board of directors.

### **The examination jury of the proficiency in arts study and the conclusion of the thesis**

**ARTICLE 55** - (1) If the student who prepares a thesis, the student who prepares an exhibition or project will write the text of the work explaining and documenting the work in accordance with the principles of preparing the thesis / work text prepared for the relevant institute and accepted by the Senate, must defend also verbally before the jury.

(2) Jury members meet within one month at the latest from the date the thesis or text is submitted to them and take the student to the exam. The exam consists of the presentation of the proficiency study in arts and the following question and answer section.

(3) After the completion of the exam, the jury makes the decision of acceptance, rejection or correction by absolute majority about the thesis or exhibition, project, recital, concert, performance, closed to the audience. This decision is reported to the institute within three days following the examination by the head of the related institute's department.

### **Proficiency diploma in arts**

**ARTICLE 56** - (1) The student who is successful in the proficiency study in art is given a diploma that determines the field according to the characteristics of the art branch, provided that the other conditions are met.

## *NINTH PART*

### *Principles Regarding Graduation and Diploma*

#### **Graduation and diploma**

**ARTICLE 57** - (1) In order for a student who has successfully completed any graduate program to graduate, provided that he / she meets all the requirements of this Regulation and other conditions;

a) Jury reports and minutes of the master's degree, proficiency in art, doctoral defense exam by the head of the relevant Department /Department of Art,

b) Printed and bound copies of the thesis, term project or art proficiency work prepared in accordance with the Institute's thesis writing rules,

c) Anelectronically recorded copy of the thesis, term project or artistic proficiency study,

ç) Documents requested by the Higher Education Council, must have been submitted to the institute directorate in full.

(2) After all relevant documents and information reach the institute directorate, the student's file is examined by the institute board of directors and the graduation of the student who fulfills all the conditions for graduation is decided.

a) Master's with thesis students,

b) Non-thesis graduate students, master without thesis,

c) PhD students, PhD,

d) Art proficiency students are given a diploma of proficiency in art.

(3) On the diploma, the approved name of the program followed by the student in the relevant Department /Department of Art is written. In addition, the name of the science / art branch of that department / art branch can be included on the diploma.

(4) The form, content and similar issues regarding the diploma are determined by the Senate.

## *TENTH PART*

### *Excuses and Principles Regarding Permissions*

#### **Excuses and permissions**

**ARTICLE 58** - (1) Graduate students may be granted leave of absence for a maximum of two semesters with the decision of the board of directors of the institute, by obtaining the consent of the advisor and the head of the Department /Department of Art due to justified and valid excuses. This period cannot be less than one semester. Leaves are not counted in the period of study.

(2) During the leave period, the student cannot attend classes and cannot take exams .

(3) Students whose leave has expired continue their education from where they left by registering at the end of their leave and normal registration dates, provided that they apply to the institute in writing. In case students who do not renew their registration do not re-enroll, the elapsed time will be counted towards the education period. Students on leave cannot benefit from student rights.

#### **Dismission**

**ARTICLE 59** - (1) Those who have received disciplinary punishment from higher education institutions and cancel their registration with their own written request are dismissed from the institute.

(2) The tuition fee or tuition fee paid by students whose registration is canceled is not refunded.

(3) The status of the student who cancels the registration is notified to the relevant units and institutions.

#### **Notification**

**ARTICLE 60** - (1) All kinds of notifications to be made to students; It is made in writing to the address they have notified to the institute or by announcing the notification documents at the institute.

#### **Disciplinary affairs**

**ARTICLE 61** - (1) The provisions of the Higher Education Institutions Student Discipline Regulations published in the Official Gazette dated 18/8/2012 and numbered 28388 shall apply to the disciplinary work and procedures of graduate students.

*CHAPTER ELEVEN*  
*Miscellaneous and Final Provisions*

**The abolished regulation**

**ARTICLE 62** - (1) Nevşehir University Postgraduate Education and Examination Regulation published in the Official Gazette dated 26/11/2007 and numbered 26712 has been repealed.

**Exemption**

**PROVISIONAL ARTICLE 1** - (1) Provisions regarding ECTS credits mentioned in this Regulation are not applied for students enrolled in graduate programs before the 2013-2014 academic year.

**Force**

**ARTICLE 63** - (1) This Regulation enters into force on the date of its publication.

**Executive**

**ARTICLE 64** - (1) The provisions of this Regulation are executed by the Rector of Nevşehir Hacı Bektaş Veli University.