

IŞIK UNIVERSITY GRADUATE EDUCATION REGULATIONS

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose and Scope

ARTICLE 1 – (1) This Regulation regulates graduate education and training at Işık University, which consists of proficiency in art, doctorate, and master's degree programs.

Basis

ARTICLE 2 – (1) This Regulation is based on Articles 14, 44, and 46 of Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 3 – (1) The definitions of some of the terms used in the Regulation are as follows:

- (a) ALES: The Academic Personnel and Postgraduate Education Entrance Examination,
- (b) ECTS: The European Credit Transfer and Accumulation System,
- (c) Department: The department of the relevant school,
- (d) Graduate School: The school (**Amended Statement: OG-4/5/2023-32180**) that provides graduate education and training affiliated with Işık University,
- (e) Graduate School Committee: The committee at the related graduate school,
- (f) Graduate School Executive Board: The executive board of the related graduate school,
- (g) Plagiarism: Presenting the ideas, methods, data, or works of others as one's own work in whole or in part without formal citation in compliance with scientific rules,
- (h) ÖSYM: The Turkish Student Selection and Placement Center,
- (i) Rector's Office: The Rector's Office at Işık University,
- (j) Senate: The Senate of Işık University,
- (k) University: Işık University,
- (l) YÖK: The Turkish Council of Higher Education.

SECTION TWO

Master's Degree Programs

General Principles

ARTICLE 4 – (1) A master's degree program can be conducted in two ways: as thesis or as non-thesis.

Application and admission

ARTICLE 5 – (1) The scholarship, discounted, and paid student quotas for master's degree programs are submitted for the approval of the Rector's Office for each semester with the recommendation of the head of the department and the decision of the graduate school committee (**Repealed: OG-4/5/2023-32180**).

(2) Candidates who apply to graduate programs within the framework of protocols or intergovernmental agreements with national and international institutions are enrolled out of quota.

(3) (**Amendment: OG-2/4/2021-31442**) To be admitted to master's degree programs with thesis, candidates must have a bachelor's degree and an ALES score of not less than 55 points in the score type applied. ALES scores are not required for the following programs:

- (a) In non-thesis master's degree programs,
- (b) In the admission of students to the departments and art programs of fine arts faculties that accept students only through special talent examinations (**Amended Statement: OG-4/5/2023-32180**),
- (c) Master's degree applications of the graduates of doctorate/proficiency in art/specialization in medicine/specialization in dentistry/specialization in dentistry/specialization in veterinary medicine/specialization in pharmacy programs.

(4) In admission to master's programs with thesis in English, the student must have a score of 55 points from the YDS (Foreign Language Examination) in English, or if he / she does not have a YDS score, he / she must have a score equivalent to this score from international English language examinations approved by ÖSYM or from the English language examination administered by the University.

(**Additional Statement: OG-4/5/2023-32180**). Those who do not meet this requirement may attend the English preparatory program at the university's language school, starting in the first semester of the academic year, with conditional acceptance to be decided by the admission committees. Students who participate in the preparatory program are subject to the procedures and principles regulating the operation of the program as determined by the Senate. The duration of the English preparatory program is one academic year. At the end of this period, those who do not meet the required English requirement shall be dismissed by the Graduate School. The preparatory school fee to be applied to the students at the Graduate School is determined by the Senate and announced before the application period. In admission to non-thesis master's programs, it may be decided to evaluate the language examination with the recommendation of the head of the department and the decision of the graduate school executive board. This decision shall be announced before the application period.

(5) The students who graduated from the English-medium programs of the University are deemed to have fulfilled the admission requirement of proficiency in English if they are admitted to the graduate programs of the University within three years following their graduation.

(6) The grade weights to be applied in the evaluation of applications for master's degree programs with theses shall be determined by the graduate school boards. ALES scores shall be taken into consideration with a minimum weight of 50% in the formation of recommendations.

(7) To evaluate the applications for master's programs with theses, a program admission commission consisting of a minimum of three faculty members is established upon the recommendation of the head of the department and the approval of the graduate school executive board. As a result of its examination of the applicants, the commission shall prepare its recommendations on the acceptance of candidates, scholarships, and discounts and submit them to the approval of the graduate school executive board. Applications for non-thesis master's programs in English shall be evaluated by the head of the department or a commission of three members to be formed and submitted to the approval of the graduate school executive board. The graduate school executive board is authorized to make decisions on admissions.

Master's degree programs with thesis

ARTICLE 6 – (1) The master's degree program with thesis enables the students to access, collect, interpret, and evaluate data by using scientific research methods.

(2) The master's program with thesis consists of at least seven courses, a seminar course, and a thesis study, provided that it is not less than twenty-one credits in total. The seminar and the thesis study are considered non-credit courses, and they shall be assessed as pass or fail. The master's degree with thesis program consists of a minimum total of 120 ECTS credits, provided that one semester does not include less than 60 ECTS credits. The students are obligated to register for the thesis period every semester, starting with the semester following the appointment of the advisor at the latest.

(3) A student can select a maximum of two undergraduate courses, provided that he/she has not taken the course during his/her undergraduate education. In addition, with the recommendation of the head of the department and the approval of the graduate school executive board, a maximum of two courses can be selected from courses offered at other higher education institutions.

(4) The master's program with thesis can be conducted as a second graduate education program.

Duration

ARTICLE 7 – (1) The duration of the master's program with thesis is four semesters, starting from the semester in which the enrolled program's courses have started, regardless of whether he / she registers for each semester, except for the period spent in the scientific preparation (**Additional Statement: OG-4/5/2023-32180**) and English preparatory program, and is completed in a maximum of six semesters.

(2) Students who fail to complete the seminar and credit courses in the curriculum at the end of four semesters with a minimum GPA of 2.50 out of 4.00, fail the thesis study, or fail to take the thesis defense within the maximum period shall be dismissed from the University.

(3) A student can graduate from the master's degree program in a minimum of two semesters.

Appointment of a thesis advisor

ARTICLE 8 – (1) In the master's program with thesis, the head of the department shall recommend a faculty member on the university staff as a thesis advisor for each student until the end of the first semester; the thesis topic is determined by the student together with the advisor to the graduate school until the end of the second semester at the latest. The thesis advisor appointment and thesis topic shall be finalized with the approval of the graduate school executive board.

(2) The thesis advisor shall be selected from among the faculty members of the University. **(Additional Statement: OG-4/5/2023-32180)** Researchers with a minimum of a Ph.D. degree who are assigned part-time within the scope of additional article 46 of Law No. 2547 can also be selected as thesis advisors. However, the request of the student, the written consent of the relevant researcher, and the decision of the graduate school executive board are required for these persons to be appointed as advisors. In necessary cases, an advisor from a higher education institution outside the university may be appointed with the proposal of the head of the department and the decision of the graduate school executive board. With the recommendation of the head of the department and the resolution of the graduate school executive board, a second advisor (co-advisor) may be assigned. The second thesis advisor can be a person who holds a minimum of a doctorate or proficiency in art degree and works for an institution.

Completion of master's thesis

ARTICLE 9 – (1) The student who has successfully completed all the courses and obtained a minimum GPA of 2.50 shall write the results of the thesis study in accordance with the rules determined by the Senate and defend the thesis verbally before the jury.

(2) Before the defense of the master's thesis and along with the revision for the thesis returned to be revised, the student shall complete the thesis and submit it to the advisor. The advisor shall submit the thesis to the graduate school with his/her opinion that the thesis is defensible. The graduate school shall receive the plagiarism software program report for the thesis in question and send it to the advisor and jury members. If actual plagiarism is detected in the data in the report, the thesis shall be sent to the graduate school executive board for a decision together with its justification.

(3) The master's thesis jury shall be appointed on the recommendation of the thesis advisor and the head of the department and the decision of the graduate school executive board. The jury consists of three faculty members, one of whom is the student's thesis advisor, and at least one of whom is from outside the University. However, in the case of a co-advisor, the jury consists of five faculty members, at least two of whom are from outside the University. The co-advisor is a member of the jury. In addition, two substitute members shall be determined, at least one of them being from outside of the University.

(4) Upon completion of the thesis, the student shall submit the required number of copies of the thesis to the thesis advisor. The advisor shall send the thesis copies to the graduate school through the head of the department with his/her written approval on their terms of compliance with the thesis guidelines.

(5) The jury members shall convene within one month at the latest from the date the thesis is submitted to them and accept the student for thesis examination. The thesis exam consists of the presentation of the thesis work followed by a question-and-answer session. The thesis exam shall be held in an environment open to the participation of the audience, consisting of academic staff, graduate students, and experts in the field. The duration of the exam is a maximum of 3 hours. Questions can only be asked by the jury members.

(6) Once the thesis examination has been completed, the jury shall decide on its acceptance, rejection, or revision by an absolute majority. This decision shall be conveyed to the graduate school by the head of the department with a written report within three days following the thesis examination.

(7) A student whose thesis is rejected for being considered as failed shall be dismissed from the University.

(8) The student whose thesis is determined to be corrected defends the corrected thesis again before the same jury within three months at the latest. At the end of this defense, the student who fails and whose thesis is rejected shall be dismissed from the University.

(9) The student whose thesis is rejected shall be granted a non-thesis master's degree diploma at the end of one additional semester, provided that he / she has fulfilled the course credit load, project writing, and similar requirements of the non-thesis master's program. The additional period can be extended for a maximum of one more semester with the decision of the graduate school executive board in force majeure cases.

Graduation certificate/Diploma

ARTICLE 10 – (1) A master's degree with a thesis diploma shall be awarded to the graduate student who has passed the thesis examination and submitted at least three bound copies of the master's thesis to the relevant graduate school within one month from the date of entry to the thesis examination, and whose thesis is approved in terms of format. Upon request, the graduate school executive board may extend the submission period for a maximum of one more month. Students who do not fulfill these requirements

cannot receive their diploma until they fulfill the requirements; they cannot benefit from student rights, and they shall be dismissed from the University in case the maximum period expires.

(2) The diploma for the master's degree with thesis indicates the title of the student's program as approved by the Council of Higher Education. The date of graduation is the date of delivery of the signed copy of the thesis by the exam jury commission.

(3) Within three months after the submission of the thesis, a copy of the master's thesis shall be sent electronically to the Presidency of the Council of Higher Education by the graduate school to be made available for scientific research and activities and transferred to the open access environment of the University with the approval of the student.

Non-thesis master's degree program

ARTICLE 11 – (1) The non-thesis master's program provides the student with knowledge on professional issues and demonstrates how to use the existing knowledge in practice.

(2) The non-thesis master's program consists of a total of thirty credits and not less than 60 ECTS, at least ten courses, and a term project course. The student must enroll in the term project course in the semester in which the term project course is available and submit a written project and/or report at the end of the semester. The term project course is non-credit and is evaluated as pass or fail.

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

Duration

ARTICLE 12 – (1) The period of completion of the master's program without thesis is a minimum of two semesters and a maximum of three semesters, starting from the semester in which the courses related to the enrolled program are offered, regardless of whether he/she registers for each semester, except for the period spent in scientific preparation. At the end of this period, students who fail to complete the program with a GPA of at least 2.50 out of 4.00 shall be dismissed from the University.

Appointment of a thesis advisor

ARTICLE 13 – (1) In the non-thesis master's program, the head of the department shall appoint a faculty member or a lecturer with a doctoral degree to act as an advisor for each student in course selections and the execution of the term project until the end of the first semester at the latest.

Graduation certificate/Diploma

ARTICLE 14 – (1) Students who successfully complete their credited courses and semester projects shall be awarded a non-thesis master's degree diploma.

(2) The diploma for the non-thesis master's degree indicates the title of the student's program as approved by the Council of Higher Education.

(3) Those who continue a non-thesis master's program can transfer to a master's program with thesis, provided that they meet the minimum requirements for admission.

SECTION THREE

Doctorate Program

General Principles

ARTICLE 15 – (1) The doctorate program provides the student with the necessary skills to conduct independent research, to interpret and analyze scientific problems and data by examining them from a broad and deep perspective, and to reach new syntheses.

(2) For students admitted with a master's degree with thesis, the doctoral program consists of a total of twenty-one credits and a minimum of 240 ECTS, including a minimum of seven courses, a seminar, a qualifying examination, a thesis proposal, and thesis studies, provided that the education period is not less than 60 ECTS. For students admitted with an undergraduate degree, the doctorate program consists of a minimum of 42 credits, including 14 courses, a seminar, a qualifying examination, a thesis proposal, and thesis studies, the total of which shall be equivalent to a minimum of 300 ECTS.

(3) In the doctorate program, the students admitted with a master's degree can take a maximum of two courses, and the students admitted with an undergraduate degree can take a maximum of four courses among the courses offered in other higher education institutions, which is subject to the recommendation of the head of the department and the approval of the graduate school executive board.

(4) Undergraduate courses shall not be counted in the course load or doctorate credits.

(5) The thesis to be prepared at the end of the doctoral study must fulfill at least one of the qualifications of bringing innovation to science, developing a new scientific method, or applying an existing method to a new field.

Application and admission

- ARTICLE 16** – (1) Scholarship, discounted, and paid student quotas for doctoral programs are submitted for the approval of the Rector's Office for each semester with the recommendation of the head of the department and the decision of the graduate school executive board.
- (2) To be admitted to the doctoral program, candidates must fulfill the following requirements:
- (a) If the student holds a master's degree diploma, having scored a minimum of 55 points in the ALES examination in the score type of the program that the student applied for,
 - (b) If the student holds an undergraduate degree, having achieved a minimum graduation GPA of 3.00 over 4.00 or an equivalent score, and having scored a minimum of 80 points in the ALES examination in the score type of the program that the student applied for.
- (3) The grade weights to be referred to in the evaluation of applications for doctorate programs shall be determined by the graduate school committees. While forming recommendations, the ALES score shall be included in the evaluation with a minimum weight of 50%.
- (4) Those who have completed ten semesters of undergraduate education, excluding preparatory classes, are considered to hold a master's degree.
- (5) **(Amendment: OG-2/4/2021-31442)** ALES scores are not required for admission to the programs of fine arts departments affiliated with the graduate school **(Amended Statement: OG-4/5/2023-32180)** that accept students only by special talent examination.
- (6) In the admission of students to the doctoral program, it is compulsory to get a minimum of 55 points from the central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent or an equivalent score from the international foreign language exam accepted as equivalent by ÖSYM.

Duration

- ARTICLE 17** – (1) For students who are accepted with a master's degree with thesis, the doctorate program is eight semesters, and the maximum completion period is twelve semesters, starting from the semester in which the courses related to the program they are enrolled in are offered, regardless of whether they register for each semester, except for the period spent in scientific preparation. For those accepted with a bachelor's degree, it is ten semesters, and the maximum completion period is fourteen semesters.
- (2) The maximum period allowed to complete the required credit courses for the doctorate program is four semesters for students accepted with a master's degree with thesis and six semesters for students accepted with an undergraduate degree. Students who fail to complete the credit courses with a minimum grade point average of 3.00 over 4.00 within the defined period shall be dismissed from the University.
- (3) The students who complete their credit courses, pass the qualifying examination, and whose thesis proposal is accepted yet fail to complete the thesis study until the end of the twelve or fourteen semesters specified in the first subclause shall be dismissed from the University.
- (4) The students who have applied to the doctorate program with an undergraduate degree yet have failed to complete their credit courses and/or thesis studies within the maximum time or failed in their doctoral thesis shall be awarded a non-thesis master's degree graduate certificate, provided that they have fulfilled the credit load, project, and similar requirements.

Appointment of a thesis advisor

- ARTICLE 18** – (1) The head of the department shall recommend a thesis advisor for each student among the University's academic staff, together with the thesis topic and thesis title to be determined by the advisor and the student, to the Graduate School. The graduate school executive board shall decide on the thesis advisor appointment and thesis proposal. A thesis advisor shall be assigned until the end of the second semester after the student starts the program.
- (2) The thesis advisor shall be appointed among the lecturers at the University. **(Additional Statement: OG-4/5/2023-32180)** Researchers with a minimum of a doctoral degree who are assigned part-time within the scope of additional article 46 of Law No. 2547 can also be selected as thesis advisors. However, for these people to be assigned as advisors, the student's request, the written consent of the relevant researcher, and the decision of the graduate school executive board are required. In necessary cases, the appointment of an advisor faculty member from a higher education

institution outside the University can be made with the approval of the institute board of directors. For faculty members to supervise a thesis in doctoral programs, they must have supervised at least one successfully completed master's thesis previously. In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed with the approval of the head of the department and the approval of the graduate school executive board. The second thesis advisor may be a person who holds a minimum of a doctorate degree from within or outside the University staff.

Qualifying examination

- ARTICLE 19** – (1) The qualifying examination is an assessment of whether the student, who has successfully completed the courses and seminar, has scientific investigation depth about the basic subjects and concepts related to doctoral study. A student can sit for the qualifying examination a maximum of two times in a year.
- (2) The students accepted with a master's degree are obligated to sit for the qualifying examination by the end of the fifth semester, at the latest, and the students accepted with an undergraduate degree are obligated to take the examination by the end of the seventh semester, at the latest.
- (3) The qualifying examinations shall be organized and performed by the doctoral qualification committee, which shall consist of five members proposed by the head of the department and approved by the graduate school executive board. The president of the doctoral qualification committee shall be the head of the department, or a permanent lecturer proposed by the head of the department and approved by the graduate school executive board.
- (4) The subjects and courses for which the students sit for the qualifying examination are responsible shall be determined with the recommendation of the thesis advisor and the approval of the doctoral qualification committee and shall be announced to the candidates accordingly. The committee shall establish examination juries to prepare, perform, and evaluate examinations in various fields. The examination jury shall consist of five lecturers, including the thesis advisor, at least two of whom are from outside the University, and two reserve members, at least one of whom is from outside the University. The thesis advisor shall have the right to vote.
- (5) The qualifying examination shall be conducted in two parts: written and oral.
- (6) The written examination includes at least two questions from each of the topics determined by the doctoral qualification committee. The written examination cannot last longer than one working day. Each written examination question shall be graded by the jury member who prepared the question. The exam grade shall be calculated and announced by the committee chair. Students who score 65 or above out of 100 in the written examination shall be considered successful in the written examination phase.
- (7) The students who have succeeded in the written examination shall be accepted for the verbal examination. The thesis examination shall be held in an environment open to the participation of the audience, consisting of academic staff, graduate students, and experts in the field. The maximum duration of a verbal examination shall be 3 hours. Questions can be asked only by the members of the jury.
- (8) The jury members shall evaluate the student's success in the oral examination independently from the written examination and decide whether to pass or fail the oral examination by absolute majority. The student who fails the oral examination shall be deemed to have failed the qualifying exam.
- (9) The examination report and all the documents related to the examination shall be submitted by the head of the department to the graduate school within three days following the date of the qualifying examination.
- (10) A student who has failed the qualifying examination shall be accepted for the examination again in the following semester. If the student also fails this second examination, he/she shall be dismissed from the doctorate program. If a student has successfully completed the written examination in the proficiency examination that he/she has failed, he/she shall not sit for the written examination in his/her second examination.
- (11) The qualifying examination jury may demand that a student who has succeeded in the examination take an extra course(s), even if the student has completed his/her course load, provided that the course(s) do not exceed one-third of the total credit amount. The student shall be obligated to succeed in the courses to be determined by the decision of the graduate school executive board. These courses shall not be included in the calculation of the student's grade point average.

(12) A student accepted into the doctorate program with an undergraduate degree who has successfully completed a minimum of seven courses can be transferred to a master's degree program, provided that the student fulfills the acceptance requirements of the program. The equivalent courses taken by this student in the doctoral program shall be counted in the master's program with the recommendation of the department head and the decision of the graduate school executive board, and the necessary adjustments shall be made.

Thesis follow-up committee

ARTICLE 20 – (1) For students who have succeeded in the proficiency examination, a thesis follow-up committee shall be established within one month with the advice of the head of the department and the approval of the graduate school executive board.

(2) The thesis follow-up committee shall be formed by three faculty members. The committee shall consist of the thesis advisor, a member from the department, and a member from outside of the department. In the event that a second thesis advisor has been assigned, if he/she wishes, the second advisor can attend the committee meetings but shall not have voting rights.

(3) In the semesters following the establishment of the thesis follow-up committee, the members can be changed with the recommendation of the head of the department and the approval of the graduate school executive board.

Thesis proposal defense

ARTICLE 21 – (1) The students that have successfully completed the doctorate qualifying examination shall defend his/her thesis proposal, including the purpose, method, and work plan of his/her research, before the thesis follow-up committee within six months at the latest. The student shall present a written report about the thesis proposal to the members of the committee at least fifteen days before his/her oral defense.

(2) The thesis follow-up committee shall decide by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected, or rejected. One month shall be given for revision. At the end of this period, the decision of acceptance or rejection taken with an absolute majority shall be reported to the graduate school by the head of the department within three days following the end of the process.

(3) A student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis topic. In such a case, a new thesis follow-up committee may be assigned. The students who prefer to continue the program with the same advisor shall be accepted for thesis proposal defense again within three months, while the students who prefer to change their thesis advisor and the subject shall be accepted again within six months. The student whose thesis proposal is also rejected in this defense shall be dismissed from the University.

(4) For the student whose thesis proposal is accepted, the thesis follow-up committee shall convene a minimum of two times a year, once in January–June and once in July–December. The student shall present a written report to the members of the committee at least one month before the date of the meeting. This report shall include a summary of the studies made up to that point and the work plan for the following semester. The student's thesis study shall be determined by the committee as successful or unsuccessful. If a student is considered unsuccessful twice in a row or three times in total, he/she shall be dismissed from the University.

(5) Students who do not attend the thesis proposal defense must submit a written petition to the department explaining their absence. The graduate school executive board shall decide on the request after conferring with the department. If the student's excuse is considered valid, he/she shall be granted an extension of 3 months for the thesis proposal defense. Students who do not present for the thesis proposal defense without a valid excuse within the time stated in the first subclause, or if the student's excuse is not considered valid, he/she shall be counted to have failed and his/her thesis proposal shall be rejected.

Completion of doctoral thesis

ARTICLE 22 – (1) A doctorate student shall redact the conclusions achieved in his/her thesis study according to the format defined by the Senate and verbally defend his/her thesis before the jury.

(2) Before the thesis defense and after the revision of the thesis, the student shall complete the thesis and submit it to his/her advisor. The advisor, with his/her confirmation that the thesis is defensible, shall submit the thesis to the graduate school. The graduate school, then, shall get the plagiarism software report for the related thesis and send it to the advisor and the jury members. In the event that

actual plagiarism is detected in the report data, the thesis with its justification shall be submitted to the executive board for their decision.

(3) For the student's thesis to be completed, a minimum of three thesis follow-up committee reports shall be submitted.

(4) The doctoral thesis jury shall be assigned with the recommendation of the thesis advisor and the head of the department and with the resolution of the graduate school executive board. The jury shall consist of five academicians, including the advisor; three of them are the lecturers assigned to the student's thesis follow-up committee, and at least two of them are from outside the University. The jury shall also include two substitute lecturers, at least one of whom is from outside the University. The thesis advisor takes part in the jury with the right to vote. Additionally, if a second thesis advisor is available, he/she shall be on the jury without voting rights.

(5) The jury members shall convene within one month as of the date of their receipt of the related thesis and accept the student for thesis examination. The thesis examination consists of the presentation of the thesis and the following Q&A process. The thesis examination shall be held in an environment open to the participation of the audience, consisting of academic staff, graduate students, and experts in the field. Questions can be asked only by the jury members.

(6) Once the thesis examination has been completed, the jury shall decide on its acceptance, rejection, or revision with an absolute majority in an environment closed to the audience. The students whose theses have been accepted shall be considered successful. This decision shall be informed to the graduate school by the head of the department with a written report within three days following the thesis examination. The students whose theses are considered unsuccessful and rejected shall be dismissed from the University. If it's decided that the student's thesis needs revision, the student shall complete the necessary revisions and defend the thesis again before the same jury. If the student is also considered unsuccessful in this defense, he/she shall be dismissed from the University. The students accepted for the doctorate program with an undergraduate degree, upon their demand, shall be granted a non-thesis master's degree diploma in accordance with the fourth subclause of the 17th article.

Doctoral Diploma

ARTICLE 23 – (1) Upon completion of the thesis, the student shall submit copies of the thesis to the advisor to be given to the graduate school, library, and advisors. The advisor submits copies of the thesis to the graduate school through the head of the department along with his/her written opinion on the conformity of the thesis to the writing rules.

(2) Provided that he/she is successful in the thesis defense, the student who submits at least three hardcover copies of his/her doctoral thesis to the Graduate School within one month from the date of entry to the thesis exam and whose thesis is deemed appropriate in terms of form is entitled to receive a doctoral diploma. The graduate school executive board may extend the submission period for a maximum of one more month upon application. Students who do not fulfill these conditions cannot receive their diploma until they fulfill the conditions, cannot benefit from student rights, and are dismissed if the maximum period expires.

(3) The doctoral diploma indicates the title of the student's program in the registered major or art major as approved by the Council of Higher Education. The date of graduation is the date of delivery of the signed copy of the thesis by the exam jury commission.

(4) Within three months after the submission of the thesis, a copy of the doctoral thesis shall be sent electronically to the Presidency of the Council of Higher Education by the graduate school to be made available for scientific research and activities and transferred to the open access environment of the University with the approval of the student.

SECTION FOUR Miscellaneous and Final Terms

Admission of students to the scientific preparation program

ARTICLE 24 – (1) Students admitted to master's degree or doctorate programs who have completed a different undergraduate or master's degree program than the master's degree or doctorate program they are admitted to and students who have completed their undergraduate or master's degree studies in an

institution other than the University, may be subjected to the scientific preparation program to remedy their deficiencies.

(2) The obligatory courses taken in the scientific preparation program shall not replace the courses required to complete the related postgraduate program. However, students in the scientific preparation program can take courses from the graduate program in addition to the courses in the scientific preparation program with the recommendation of the head of the department and the approval of the graduate school executive board.

(3) The subjects of attendance, course examinations, course grades, conditions of success, course repeating, disenrollment, and other subjects about the undergraduate courses taken related to the scientific preparation program (**Amended Statement: RG-4/5/2023-32180**), shall be regulated by the provisions of Işık University Associate and Undergraduate Education and Examinations Directive published on the 25/10/2019 dated and 30929 numbered official gazette. The same subjects in postgraduate courses shall be regulated by the provisions of this Regulation.

(4) The maximum duration of the scientific preparation program is two semesters. Summer education shall not be included in this period. The duration cannot be extended apart from semester leaves, and if a student fails to succeed in all courses of the scientific preparation program by the end of this period, he/she shall be dismissed from the University. The time given for this program shall not be included in the duration of the master's degree, doctorate, or doctorate/proficiency in arts program.

(5) The grades achieved in the scientific preparation program courses shall not be counted in the calculation of the student's grade point average.

Admission of special students

ARTICLE 25 – (1) (Amendment: RG-2/4/2021-31442) (Amendment: RG-2/4/2021-31442) A student enrolled in a master's degree, doctorate, or proficiency in arts program can be admitted as a special student with the approval of the major or art major department of the other higher education institution where he/she is registered in postgraduate courses. The special student status is not an education process oriented directly to achieving a degree and shall not exceed two semesters. If a student is taking courses with special student status, he/she cannot benefit from student rights. The graduate school executive board shall be authorized to admit special students. In the exemption procedure for the courses taken and successfully completed in special student status by the students accepted for a postgraduate program, the number of exempted courses shall not be higher than 50% of the courses offered in the related postgraduate program.

(2) The fee per course for each student that has special student status shall be decided by the resolution of the graduate school executive board. The related resolution shall be reported to the Department of Student Affairs and the Department of Financial Affairs. For special students who have fulfilled the requirements and become registered students, the fee paid while the student was in special student status, together with the discount provided, shall be set off against the required fee for the enrolled program. In the event that the set-off amount is higher than the required fee, no refund shall be provided.

Admission of students via transfer

ARTICLE 26 – (1) A student who has completed a minimum of one semester in a graduate school department at the University or in a graduate program at another university's graduate school can be admitted to graduate programs via lateral transfer. The students who are eligible to be transferred shall be determined on the recommendation of the head of the department and with the approval of the graduate school executive board.

(2) The equivalent graduate courses that a student had taken at the University or another higher education institution before he/she enrolled in the program may be counted for his/her program with the recommendation of the head of the department and the approval of the graduate school executive board, provided that the related courses have not been used previously for any diploma.

(3) The doctorate students who have been admitted via transfer shall be obligated to take the proficiency examination even if they had passed it in their previous program.

(4) The duration of the transfer student's previous program shall be counted for the duration of the new graduate program.

Enrolment in graduate programs

ARTICLE 27 – (1) Students are admitted to graduate programs upon the recommendation of the relevant admission commission or the head of the department (in special student status and non-thesis programs) and the decision of the graduate school executive board. The graduate school notifies the Student Affairs and Financial Affairs Departments of the candidates accepted to graduate programs in writing. For final registration, students must fulfill their financial obligations and submit their undergraduate degree diplomas and the original, notarized copy or a copy approved by the graduate school of other registration documents determined by the graduate school.

Programs, examinations, and evaluation

ARTICLE 28 – (1) The postgraduate academic plans at major/art major departments at the graduate school consist of the compulsory or elective courses, theses, seminars, and similar studies and the credit totals required to graduate from the graduate program. These academic plans, provided that they comply with the minimum content determined by the Council of Higher Education, shall be recommended by the graduate school board to the Rector's Office and shall be negotiated and approved by the Senate.

(2) The graduate courses that are to be offered in a semester (**Amended Statement: OG-4/5/2023-32180**) and which faculty members with a doctorate or equivalent graduate degree and which researchers assigned in accordance with subclause 46 of Law No. 2547 are to be appointed to teach these courses are determined by the graduate school executive board upon the recommendations of the heads of the departments.

(3) In the designation of graduate programs according to the ECTS credit determined by the Senate, considering the credits of graduate programs or the diploma level defined by the Council of Higher Education for the related program, the credit scale defined in the Turkish Higher Education Competences Framework, and the total study hours of students, the following shall be considered:

- (a) The semester credit value of a graduate course shall be the sum of the weekly theoretical course hours offered for a semester and half of the weekly applied or laboratory course hours.
- (b) The ECTS course credits shall be calculated within the principles defined by the Senate, considering the academic achievements stating the knowledge, skills, and competencies that the graduates of the related diploma program will have had, the clearly defined theoretical and applied course hours, and the required study hours for other activities estimated for the students.

(4) The following grades shall be given to a graduate student for each course by the lecturer of the related course:

<u>Success Status</u>	<u>Pass Grade</u>	
	<u>Letter Grade</u>	<u>Numeric Grade</u>
Excellent	AA	4.00
Good – Excellent	BA	3.50
Good	BB	3.00
Intermediate – Good	CB	2.50
Intermediate	CC	2.00
Failed	F	0.00
Passed	P	
Incomplete	I	
Not attended to final examination	NP	
Successfully ongoing Thesis/Semester Project	TP	
Successfully completed Thesis/Semester Project	P	
Failed Thesis/Semester Project	F	

- a) The I grade can be given to students who have not completed project-based courses, semester projects, or thesis studies with the condition that they complete their missing studies within 14 days of the final date of submission of exam grades for the related semester. If a student fails to complete the missing studies within this period, the I grade shall be changed to an F grade.
 - b) The P, TP, F, or I grade for term project courses shall be given by the lecturer of the course. In master's thesis courses, the student's thesis advisor shall give one of the following grades: TP, F, or I. For doctoral thesis courses, the thesis follow-up committee shall convene as stated in the fourth subclause of the 21st article and give one of the P, TP, or F grades to the student. If a student who is enrolled in a master's or doctoral thesis receives a TP, successfully defends the thesis before the start date of the next semester's courses, and meets all the requirements given in Article 23, he/she shall graduate after the TP grade is converted to a P.
 - c) In the calculation of the grade point average, the final grade received in a repeat or substitute course shall be counted.
 - d) Any correction of a material error in an announced course grade is decided by the graduate school executive board upon the justified and evidenced application of the faculty member.
 - e) In the event that a student objects to a declared course grade, first the lecturer shall be asked in writing whether there's an error in fact, requesting to review the exam document again. If the lecturer submits his/her written opinion that there is no error in fact, yet the student renews his/her objection, an additional examination shall be processed by the graduate school executive board or by a commission, if considered necessary. Finally, the objection shall be resolved by the graduate school executive board.
 - f) The courses passed with CB grades in master's degree programs, and the courses passed with BB grades in doctorate programs cannot be repeated.
 - g) The letter grades of undergraduate courses taken in graduate programs and in the scientific preparation program shall be given in accordance with the Işık University Associate and Undergraduate Education and Examinations Directive. The final grade of the courses receiving a lower letter grade than CC shall be counted as an F.
- (5) At a minimum, one course on scientific research techniques and research and publication ethics must be offered during graduate education.
- (6) The student's advisor decides together with the student which of the courses approved by the graduate school board are included in the course programs of the students. Thesis supervision is conducted by the head of the department until a thesis advisor is appointed.
- (7) All examinations measuring proficiency, placement, or course achievement can be conducted on paper simultaneously for all candidates or electronically from a question bank that is classified according to field and difficulty level and stored securely so that each candidate can be asked different questions at different times. The principles defined by the Council of Higher Education about the preparation of examination questions, the creation and encoding of question banks, the maintenance of exam questions on paper or in an electronic environment, and the provision of examination security shall be considered.

Provisions on admission of international students

ARTICLE 29 – (1) Foreign-national candidates and the citizens of the Turkish Republic who completed their undergraduate education abroad can be admitted to graduate programs as international students.

(2) International students are admitted to graduate programs upon the recommendation of the department heads and the decision of the graduate school executive board.

Other provisions

ARTICLE 30 – (1) **(Amendment: OG-4/5/2023-32180)** Those who do not have an ALES score among the applicants to the graduate programs of the university can apply with GRE or GMAT scores. Which exam will be accepted with which score is determined by the Senate. Whether ALES or equivalent exams and scores will be sought in the admission of foreign candidates and Turkish citizens who have completed their undergraduate education abroad to graduate programs is determined by the Senate upon the recommendation of the graduate school board.

(2) The decision on which undergraduate or master’s degree program graduates can apply for the master’s degree, doctorate, and proficiency in arts programs shall be determined by the Senate or by the resolution of the Council of Higher Education, if applicable.

(3) The University announces the names of the graduate programs that are to admit students, application requirements, application deadlines, required documents, and other issues. This announcement shall be made to accept students at the beginning of each semester.

(4) Except for non-thesis master's programs, more than one graduate program cannot be enrolled in and attended at the same time.

Leave of absence

ARTICLE 31 – (1) **(Amendment: OG-4/5/2023-32180)** Students who wish to take a leave of absence may be granted permission by the resolution of the executive board of the graduate school, subject to the procedures and principles regarding leave of absence and exmatriculation determined by the Senate.

Annulled regulation

ARTICLE 32 – (1) The Işık University Associate and Undergraduate Education and Examinations Directive, published on 5/1/2017 dated and 29939 dated Official Gazette, has been annulled.

Transitional provision

TEMPORARY ARTICLE 1 – (1) The students who registered in or graduated from non-thesis master’s degree programs before 6/2/2013 can apply for doctorate programs.

Effective Date

ARTICLE 33 – (1) This Regulation shall be effective as of its date of publication.

Execution

ARTICLE 34 – (1) The provisions of the Regulation shall be executed by the Rector of Işık University.

The Official Gazette on which the Regulation was Published		
	Date	Issue No.
	18/2/2019	30690
The Official Gazette on which the Amended Regulations were Published		
	Date	Issue No.
1.	2/4/2021	31442
2.	4/5/2023	32180