

REGULATIONAltınbaş University**ALTINBAS UNIVERSITY GRADUATE
EDUCATION AND TRAINING
REGULATION****SECTION ONE****Initial Provisions****Purpose and scope**

ARTICLE 1- (1) The purpose of this Regulation is to regulate the procedures and principles regarding graduate education and training at Altınbaş University.

(2) This Regulation covers the provisions regarding graduate education and training consisting of master's, doctorate and proficiency in art programs carried out at Altınbaş University Graduate School of Education.

Basis

ARTICLE 2- (1) This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 3- (1) In this Regulation;

- a) Academic advisor: The faculty member assigned to control the course selections of the student enrolled in the Graduate School and all graduate processes until graduation,
- b) ECTS: European Credit Transfer System,
- c) ALES: Academic Personnel and Graduate Education Entrance Examination,
- ç) Department/major branch: The department or major branch defined in Article 5 of the Regulation on the Organization and Functioning of the Graduate Schools of Postgraduate Education published in the Official Gazette dated 3/3/1983 and numbered 17976 and which has an education program at the Institute,
- d) Head of the department/major field (EADB): The heads of the departments within Altınbaş University Graduate Education Institute,
- e) Maximum duration: Two semesters for scientific preparation programs, three semesters for master's programs without thesis, six semesters for master's programs with thesis, twelve semesters for those admitted to doctoral programs with a master's degree with thesis, fourteen semesters for those admitted with a bachelor's degree,
- f) Graduate School: Altınbaş University Graduate School of Education,
- g) Graduate School Board (EK): Altınbaş University Graduate School of Graduate Education Graduate School Board,
- h) Graduate School Executive Board (EYK): Altınbaş University Graduate School of Graduate Education Graduate School Board of Directors,
- h) English proficiency exam: English proficiency exam conducted by Altınbaş University,
- i) 1) Plagiarism Acts against the ethics of scientific research and publication,
- j) Board of Trustees: Altınbaş University Board of Trustees,
- k) ÖSYM Measurement, Selection and Placement Center Presidency,
- l) Program duration: Two semesters for scientific preparation programs, two semesters for master's programs without thesis, four semesters for master's programs with thesis, eight semesters for those admitted to doctoral programs with a master's degree with thesis, ten semesters for those admitted with a bachelor's degree,
- m) Rector: The Rector of Altınbaş University,
- n) Senate: Altınbaş University Senate,
- o) Thesis advisor: Faculty members assigned by the Institute Board of Directors to guide the academic study of the student enrolled in the Institute and researchers with at least a doctorate degree who are assigned part-time within the scope of the additional article 46 of the Law No. 2547,
- p) University Altınbaş University,
- q) ö) YÖK: The Council of Higher Education.

SECTION TWO**General Principles Regarding Education and Training****Language of education and training**

ARTICLE 4- (1) The language of instruction in the programs is Turkish or English.

(2) The exams to be held to determine English or Turkish proficiency and the exemption from these exams are determined by the Senate.

Academic calendar

ARTICLE 5- (1) Education and training is conducted on a semester basis. Each academic year consists of two semesters; fall and spring.

(2) In addition to fall and spring semesters, summer courses may be offered. The duration and form of these courses are determined by the Senate taking into account the recommendations of the Graduate School Board.

(3) The end of one semester is the beginning of the following semester.

Registration

ARTICLE 6- (1) Applicants, whose applications are accepted, register to the University in person or through their authorized proxies, within the periods announced for registration in the academic calendar, by providing the required documents and paying the tuition fees.

(2) Candidates who do not complete the registration process within the deadline lose their right to enroll in the University.

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

(4) For the documents required for registration, the original or duly certified copy of the document is accepted. In addition, the documents submitted during registration must be valid on the date of registration. Regarding whether the candidate has a record in another higher education institution, the process is based on the candidate's statement. Candidates who are found to have applied with false or misleading statements and documents will not be registered; if they have already been registered, their registration will be canceled regardless of the current semester. All documents, including diplomas, given to these people are deemed invalid and legal proceedings are initiated against them.

Courses to be offered

ARTICLE 7- (1) Which graduate courses will be offered in a semester and which of these courses will be taught by faculty members with a doctorate or equivalent graduate degree and researchers assigned in accordance with the additional article 46 of the Law No. 2547 are determined by the Graduate School Executive Board upon the recommendations of the heads of the relevant Graduate School departments.

(2) At least one course on scientific research techniques and research and publication ethics must be given during graduate education.

Class Attendance

ARTICLE 8- (1) Attendance to courses, laboratory and application studies and other studies deemed appropriate by the instructors is compulsory. The principles regarding the attendance of students are determined by the Senate.

Consultants

ARTICLE 9- (1) In the master's program with thesis, the EADB recommends a thesis advisor for each student to the Graduate School by the end of the first semester at the latest. The thesis advisor is finalized with the approval of the GSAB. The thesis advisor is appointed among faculty members. If there is no faculty member with the specified qualifications at the university, a faculty member from another higher education institution can be appointed as an advisor by the GSAB upon the recommendation of the relevant EADB. In addition, researchers with at least a PhD degree who are assigned part-time within the scope of the additional article 46 of the Law No. 2547 can also be selected as thesis advisors. However, in order for these people to be assigned as advisors, the student's request, the written consent of the relevant researcher and the decision of the EYK are required. Until the thesis advisor is appointed, the duty of advising is performed by the EADB or the program coordinator/chair. In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may be a person with at least a PhD degree from outside the University staff.

(2) In the non-thesis master's program, the EADB determines a faculty member or a lecturer with a doctorate degree who will advise each student in course selection and in the execution of the term project until the end of the first semester at the latest and notifies the Graduate School.

(3) In the PhD program, the EADB recommends a thesis advisor for each student to the Graduate School until the end of the second semester at the latest. The thesis advisor is finalized with the decision of the GSAB. The thesis advisor is selected among the faculty members of the University. Researchers with at least a PhD 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, in order for these people to be assigned as advisors, the student's request, the written consent of the relevant researcher and the decision of the EYK are required. In case there is no faculty member with the specified qualifications at the university, a faculty member from another higher education institution may be appointed as an advisor by the GSAB upon the recommendation of the relevant EADB. Except for the departments of dentistry, pharmacy and medicine faculties, faculty members must have supervised at least one successfully completed master's thesis in order to supervise a thesis in doctoral programs. Until the thesis advisor is appointed, the duty of advising is performed by the EADB or the program coordinator/chair. In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may be a person with at least a PhD degree from outside the University staff.

(4) In proficiency in art programs, the EADB proposes to the Graduate School an advisor who is a member of the University staff to advise each student, for the selection of courses and applications, and for the conduct of studies such as thesis, exhibition, project, recital, concert, representation, and the subject and title of the thesis, which the advisor and the student will determine together, and this proposal becomes final with the decision of the GSAB. When the advisor will be appointed within the student's program is determined by the Graduate School. However, the advisor must be appointed until the end of the second semester at the latest.

In cases where the nature of the proficiency in art requires more than one thesis advisor, a second thesis advisor may be

appointed. In order to be able to direct studies such as thesis, exhibition, project, recital, concert, representation in proficiency in art programs, it is necessary to have directed at least one successfully completed master's thesis. The second thesis advisor may be a person with a doctorate/proficiency in art degree from outside the University staff. The advisor is selected among the faculty members whose qualifications are determined by the Senate and among the lecturers with doctorate/proficiency in art degree.

Programs, exams, and assessment

ARTICLE 10- (1) Graduate education plans in the departments or majors are the compulsory / elective courses, thesis, seminar and similar studies and credit totals that must be taken in order to graduate from the graduate program. These curricula are discussed and approved by the Graduate Council, provided that they comply with the minimum requirements decided by the Senate.

(2) Which graduate courses will be offered in a semester and which of these courses will be taught by faculty members with a doctorate or equivalent graduate education and researchers assigned in accordance with the additional article 46 of the Law No. 2547 are determined by the EYK upon the recommendations of the relevant EADB.

(3) The following principles are taken into account in the creation of graduate programs according to the ECTS credits determined by the Senate, taking into account the credit range determined by the Higher Education Council according to the Turkish Higher Education Qualifications Framework for the diploma level and field in which the relevant program is located and the working hours of the students:

a) The semester credit value of a graduate course is the sum of the weekly theoretical course hours and half of the weekly practice or laboratory hours of the course continuing for one semester.

b) ECTS course credits are calculated within the framework of the principles determined by the Senate, taking into account the learning outcomes that express the contribution of that course to the knowledge, skills and competencies to be gained by the student who completes the relevant diploma program and the clearly determined theoretical or practical course hours and the working hours required for other activities foreseen for students.

(4) The student's advisor, together with the student, decides which of the courses approved by the EK will be included in the students' course programs. Until the thesis advisor is appointed, the advisor is assigned by the EADB or the program coordinator/chair.

(5) Additional success conditions may be determined by the Senate for the student to continue the program after any semester.

(6) Additional exam rights to be granted to students at the graduation stage are determined by the Senate.

(7) All exams measuring proficiency, placement or course achievement can be held in paper form and simultaneously for all candidates, or electronically from a question bank classified by field and difficulty level and stored securely, allowing each candidate to be asked different questions at different times. The principles determined by the Council of Higher Education are applied in the preparation of the questions to be asked in the exams, the creation and encryption of the question bank, the storage of the exam questions in paper or electronic environment and ensuring the security of the exam.

(8) There is no make-up exam in graduate programs.

Course grades

ARTICLE 11- (1) Students are assigned one of the following letter grades by the instructor for each course they take:

<u>Letter Grade</u>	<u>Point Values</u>	<u>Success Coefficient</u>
AA	90-100	4,00
BA	85-89	3,50
BB	80-84	3,00
CB	75-79	2,50
CC	70-74	2,00
FF	0-69	0,00

(2) The principles regarding grades are as follows:

a) In order for a student to be considered successful in a course, he/she must get at least (CC) in the master's program and at least (BB) in the doctorate / proficiency in art program.

(3) When grades and grade point averages need to be converted to the 100 system, the conversion table determined by the Council of Higher Education is applied.

(4) The grades not included in the averages are as follows:

a) Incomplete (I) grade is assigned by the instructor to students who, due to illness or any other valid reason, cannot complete the other requirements for the course (course participation, laboratory and workshop practice, field work, homework, project, seminar, internship, etc.) even though they are successful in the semester and take the final exam.

If they receive an (I) grade, they must complete their deficiencies within fifteen days from the date of completion of the grade entries specified in the academic calendar and receive a grade. Otherwise, the grade of (I) automatically becomes a grade of (F). This period may be extended in case of a prolonged illness or similar circumstances upon the student's application, the recommendation of the EADB and the decision of the GSAB.

- b) Satisfactory (S) grade is given to students who are successful in courses that are not included in their grade point averages.
- c) Unsatisfactory (U) grade is given to students who fail to succeed in courses that are not included in their grade point averages. d) Continuing (P) grade is given to students who successfully continue their project or thesis studies.
- e) Exempt (EX) grade is given for the courses from which the student is exempted by the GSAB. In addition, students who meet the conditions determined by the Senate for some courses may also be given EX grade for the relevant courses. The EX grade is not included in the grade point average, but is shown on the transcripts.
- f) Withdrawn (W) grade is used for a course that is allowed to be withdrawn with the recommendation of the student's advisor and the permission of the faculty member within the first ten weeks from the beginning of the semester after the normal add and drop period ends. The following rules are applied for students to withdraw from a course in this way:
 - 1) A student cannot withdraw from courses that he/she has to repeat, has previously received a W, or is not included in the grade point average.
 - 2) A student may be allowed to withdraw from a maximum of two courses during the program, maximum one course in a semester, and a maximum of four courses for students admitted to the doctoral program from undergraduate education with the recommendation of the advisor and permission of the faculty member.
- g) The grade not included in the grade point average (NI) is given to identify the courses taken on the condition that they are not included in the grade point average of the program or programs in which the student is enrolled. This grade is shown on the student's transcript along with the letter grade the student received from the course. Courses with this status are not used in course counting for the program or programs in which the student is enrolled. Courses with NI grade cannot be repeated.

SECTION THREE

Application, Admission and Registration to Graduate Programs

Application requirements for graduate programs

ARTICLE 12- (1) In order to apply for a master's program with thesis, candidates must have a bachelor's degree and an ALES score of not less than 55 points in the score type they apply. However,

a) In the admission of students to the departments of conservatory programs and the programs of fine arts faculties that accept students only by special talent exam,

b) In the applications of graduates of PhD/art, qualification/medicine, specialty/dental in medicine, specialty/veterinarian of specialty in medicine /specialty in pharmacy to master's degree programs,

c) ALES is not required for admission to non-thesis master's programs.

(2) In the evaluation procedures of candidates within the scope of subparagraph (b) of the first paragraph;

a) The ALES score of these candidates is accepted as 55 points from the score type of the program they apply for, regardless of the score type or specialization area at the entrance to the graduate program they graduated from and is included in the calculations in this way.

b) These applicants can apply in a different field from the type of score or doctorate/proficiency in art/specialization field they have previously received.

(3) The principles regarding the application of candidates who are/can be graduates, the weight of the ALES score, provided that it is not less than 50%, and other issues regarding the admission of students to graduate education are determined by the Senate.

(4) In addition to ALES score, undergraduate grade point average, written scientific evaluation and/or interview results may also be taken into consideration.

(5) In the admission of students to master's programs with and without thesis in English, the issues regarding the exemption of English language proficiency are determined by the Senate.

(6) Candidates who fulfill the other requirements for admission to graduate programs, but who cannot document that they have this proficiency in programs requiring English language proficiency, are accepted to the English language preparatory program of the University if they apply. The tuition fee for graduate students who will continue the English language preparatory program in this way is determined at the beginning of each academic year.

(7) The provisions of the Regulation on the Principles Regarding Foreign Language Teaching in Higher Education Institutions and Teaching in Foreign Languages published in the Official Gazette dated 23/3/2016 and numbered 29662 are applied to students who continue the English language preparatory program.

Application requirements for doctorate/proficiency in art programs

ARTICLE 13- (1) The requirements for candidates to apply to the PhD program are as follows:

a) In order to apply for doctoral programs, candidates must have a master's degree with thesis and at least 55 ALES score in the score type of the program they apply for. However, ALES is not required for the graduates of doctorate / proficiency in art / specialization in medicine / specialization in dentistry / / specialization in veterinary medicine / specialization in pharmacy to apply to doctoral programs and in the evaluation processes of these candidates;

1) The ALES score of these candidates is accepted as 55 points from the score type of the program they apply for, regardless of the score type or specialization area at the entrance to the graduate program they graduated from and is included in the calculations in this way.

2) These candidates can apply in a different field from the type of score or doctorate/proficiency in art/specialization field they previously received.

b) They must have a bachelor's degree from faculties of medicine, dentistry, veterinary medicine, and pharmacy with a minimum of ten semesters excluding preparatory classes or a specialization in a laboratory branch according to the principles regulated by the Ministry of Health and must have at least 55 ALES score in the score type of the program they apply for.

c) Those who apply for a PhD program with a bachelor's degree must have an undergraduate grade point average of at least 3.00 out of 4.00 or an equivalent score and must have at least 80 ALES score in the score type of the program they apply for.

(2) Those who have completed ten semesters of undergraduate education, excluding preparatory classes, are considered to have a master's degree.

(3) The weight of the ALES score, provided that it is not less than 50%, is determined by the Senate. The University may also accept students with ALES score only. Equivalent scores accepted as equivalent to ALES and announced by the Council of Higher Education can be raised with the decision of the Senate. In the admission of those who will apply to the doctoral program, in addition to the ALES score, the results of the scientific evaluation exam and / or interview to be held in writing and the graduate grade point average for those who apply with a master's degree can also be evaluated. The issues regarding this evaluation and other issues are determined by the Senate.

(4) ALES score is not required in the admission of students to the departments of conservatory programs and the programs of fine arts faculties that accept students only by special talent exam.

(5) In the admission of students to the doctoral program, it is compulsory to get at least 55 points from the central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent by the Measurement, Selection and Placement Center (ÖSYM) or an equivalent score from international foreign language exams accepted as equivalent by the Measurement, Selection and Placement Center (ÖSYM), and it is decided by the Senate to raise these minimum scores if necessary according to the characteristics of the programs to be entered.

(6) In the admission of students to doctoral programs conducted in English, the issues regarding the exemption of English language proficiency are determined by the Senate.

(7) In order to apply to doctorate programs in basic medical sciences, graduates of medical faculties must have a bachelor's degree and a basic medicine score of not less than 50 points from the entrance exam for specialization in medicine to be determined by the Senate decision or ALES score of not less than 55 points in the numerical score type of ALES; non-graduates of medical faculties must have a master's degree (bachelor's degree for graduates of dentistry and veterinary faculties) and ALES score of not less than 55 points in the numerical score type of ALES. The basic medical score is obtained by multiplying the standard score obtained from the basic medical sciences Test-1 section of the medical specialty education entrance exam by 0.7 and the standard score obtained from the clinical medical sciences test by 0.3. In addition to the basic medical sciences score or ALES score, if necessary, undergraduate and/or graduate grade point average, scientific evaluation and/or interview results may also be evaluated in the admission of students to doctoral programs. The issues related to this evaluation and the reference letter, essay stating why they want to pursue a doctorate, international standardized exams, and other similar documents that candidates must provide for the application are determined by the Senate. However, in the admission of students to the doctoral program in basic medical sciences, it is compulsory to get at least 55 points from the central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent by ÖSYM or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM, and it is decided by the Senate to raise these minimum scores if necessary according to the characteristics of the programs to be entered. The weight of the basic medicine score or ALES score, provided that it is not less than 50%, is determined by the Senate. The University may also accept students with only basic medical score or ALES score.

(8) In order to apply for proficiency in art, candidates must have a bachelor's or master's degree and ALES score not less than 55 points in ALES verbal score type for candidates applying with a master's degree, and not less than 80 points in ALES verbal score type for candidates applying with a bachelor's degree, except for graduates of fine arts faculties and conservatories and graduates of equivalent programs of other faculties.

(9) Those who apply to the proficiency in art program with a bachelor's degree must have a bachelor's degree grade point average of at least 3 out of 4 or an equivalent score. In the admission of those who will apply to the proficiency in art program, ALES score, master's degree grade point average and the result of the interview / aptitude exam / portfolio examination can also be evaluated. The issues regarding this evaluation and the reference letter, essay stating why they want to do proficiency in art, international standard exams, and other similar documents that candidates must provide for application are determined by the Senate.

(10) In the admission of students to the proficiency in art program, at least 55 points from the central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent, except for their mother tongue.

Or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM is compulsory, and it is decided by the university senates to raise these minimum scores if necessary, according to the characteristics of the programs to be entered.

(11) In the admission of students to proficiency in art programs conducted in English, the issues regarding the exemption of English language proficiency are determined by the Senate.

(12) The weight of the ALES score, provided that it is not less than 50%, is determined by the Senate. The Graduate School may also accept students with only ALES score. Equivalent scores accepted as equivalent to ALES and announced by the Council of Higher Education can be raised with the decision of the Senate. However, the provisions of the first paragraph are applied in the admission of students to the departments of fine arts faculties and conservatories in the Institute.

Student admission to the scientific preparation program

ARTICLE 14- (1) Among the students admitted to master's and doctoral programs, a scientific preparation program may be applied for those who have received their bachelor's or master's degree in fields different from the master's or doctoral program they are admitted to, and for master's or doctoral program candidates who have received their bachelor's or master's degree from higher education institutions outside the University in order to overcome their deficiencies.

(2) The courses required to be taken in the scientific preparation program cannot be substituted for the courses required to complete the relevant graduate program.

(3) The principles regarding the compulsory courses to be taken in the scientific preparation program are as follows:

a) A scientific preparation program consisting of undergraduate courses for master's students and undergraduate and/or graduate courses for doctoral students is determined for each candidate. The scientific preparation program, which includes the courses determined specifically for the candidate, is defined by the EADB and finalized with the decision of the EYK.

b) In addition to the scientific preparation courses, graduate students in the scientific preparation program can take a maximum of five courses per semester from the graduate courses at the relevant level of education with the opinion of the head of the department / department and the decision of the Executive Board.

c) The minimum grade for scientific preparation courses at the undergraduate level and scientific preparation courses at the graduate level is CC. The grades obtained from these courses are not included in the graduate GPA calculation.

(4) The maximum duration of the scientific preparation program is two semesters. Summer education is not included in this period. This period cannot be extended except for semester leaves and the student who is not successful at the end of the period is dismissed. The time spent in this program is not included in the duration of the master's or doctoral program.

Special student admission

ARTICLE 15- (1) Students enrolled in a master's, doctorate or proficiency in art program at other higher education institutions can take courses from graduate programs as special students with the approval of the relevant EADB. The exemption procedures of the courses that these students take as special students and are successful are carried out by the EADB at the other higher education institution where they are enrolled. Students who take courses as special students are given a document showing their attendance and success status for the course or courses they take. The credits/hours of the related courses are also indicated in this document.

(2) Graduate students enrolled in the programs of the Graduate School can take courses in the institutes of another higher education institution with the status of special student. The exemption procedures of the courses that the students who take courses in this way take as a special student and are successful are carried out by the EADB of the program they are enrolled in.

Student admission through transfer

ARTICLE 16- (1) Successful students who have completed at least one semester in another EADB within the University or in a graduate program of another higher education institution may be admitted to graduate programs by transfer. Transfer is made with the decision of the GSAB, provided that the student applies with the necessary documents within the application period. In this decision, it is also stated which of the course obligations in the program to which the student is admitted will be exempted. Students transferring from a higher education institution outside the University must meet the application requirements announced by the University. For students from higher education institutions outside the University, the credit equivalency, and the semester from which they will start is determined by the EYK.

(2) A student admitted to the doctorate/ proficiency in art program with a bachelor's degree can transfer to a master's program. The student whose transfer is deemed appropriate is adjusted to the program with the decision of the Executive Board.

Transitions between programs

ARTICLE 17- (1) Transfers between thesis or non-thesis master's and doctorate programs offered under the same department of the University are made by the decision of the EYK upon the application of the student, at the beginning of the fall and spring semesters, until the last day of the add-drop period announced in the academic calendar.

(2) Switching between thesis and non-thesis programs is done only once during the education process.

(3) The student who transfers from a non-thesis master's program to a master's program with thesis makes a payment based on the master's fee for the academic year and/or semester in which he / she enrolls, taking into account the application requirements of the relevant program.

(4) If a student who has been accepted to a doctoral program as a bachelor's degree graduate wants to transfer to a master's program with thesis in the same department, if the time spent in the doctoral program is counted, it is possible to pass.

If he/she has enough time to complete the program he/she wants, he/she can apply to transfer to the relevant master's program with thesis.

(5) Other principles to be applied for transfers between thesis and non-thesis programs are determined by the Senate.

Course transfer

ARTICLE 18- (1) Among the graduate courses that a student has taken and succeeded before enrolling in the Graduate School from any higher education institution, either as a special student or enrolled in the program, those related to his/her field of science/art can be transferred to the program he/she enrolled in with the approval of the GSAB. The total credits of the courses to be transferred in this way are evaluated in accordance with the principles determined by the Senate.

(2) Course transfers for courses taken from other higher education institutions are included in the transcript documents with the original course name and course code. The credit and ECTS equivalent of the course taken and the equivalent letter grade equivalent of the grade received at the University are finalized by the decision of the GSAB in accordance with the principles determined by the Senate.

Tuition and scholarships

ARTICLE 19- (1) Education and training at the University is fee-based. The education and training fees to be paid in order to continue the programs and the payment procedure are determined by the proposal of the Institute, the approval of the Rectorate and the decision of the Board of Trustees. Students are obliged to pay their tuition fees at the beginning of the semester in which they enroll, within the periods specified in the academic calendar.

(2) The issues regarding scholarships are determined by the EC before each academic year, recommended to the Rectorate and put into practice with the decision of the Board of Trustees.

(3) Scholarships are valid for domestic tuition fees and do not cover special conditions that may arise within the framework of the University's agreements with institutions abroad.

Registration renewal

ARTICLE 20- (1) Registrations are renewed at the beginning of each semester between the dates specified in the academic calendar. During the registration renewal period, the courses, thesis, project, seminar, and similar studies to be taken by the student are also determined. Students can make additions or deletions to the courses they take in that semester within the periods specified in the academic calendar. Students who fail to renew their registration are suspended until the end of their maximum period of study and cannot benefit from student rights until they re-register. The semesters spent in this way are deducted from the student's maximum education period. These students can renew their registration to continue their education and benefit from student rights provided that they pay the tuition fee valid in the academic year in which they renew their registration.

(2) Students who do not fulfill their financial obligations will not have their enrollment renewed or frozen. These students cannot benefit from student rights in any way. The principles determined by the Senate are taken into consideration in fulfilling financial obligations.

(3) Students who fail to renew their enrollment and who have completed the maximum period of study are dismissed from the University.

De-registration

ARTICLE 21- (1) Students who wish to deregister apply to the Graduate School with a petition.

SECTION FOUR

Non-Thesis Master Program

Purpose and scope

ARTICLE 22- (1) The non-thesis master's program provides the student with knowledge on professional subjects and shows 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 register for the semester project course in the semester in which the semester project course is taken and submit a written project and/or report at the end of the semester. The semester project course is non-credit and is evaluated as successful or unsuccessful.

(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 education.

(4) The non-thesis master's program can also be carried out in the second graduate education.

Duration

ARTICLE 23- (1) The period of completion of the master's program without thesis is at least two semesters and at most three semesters, regardless of whether the student registers for each semester, starting from the semester in which the courses related to the program he / she enrolled in are given, except for the period spent in scientific preparation. Students who fail or fail to complete the program at the end of this period are dismissed from the Institute.

Term project

ARTICLE 24- (1) Students enroll in the term project course at the beginning of the second or third semester, based on the opinion of their advisor.

(2) The term project report is prepared and written according to the Graduate School's term project writing guidelines. The submission dates of semester projects are announced in the academic calendar.

Graduation requirements and diploma

ARTICLE 25- (1) Students who complete their credit courses with a grade point average of at least 2.50 out of 4.00 and successfully complete the term project are awarded a non-thesis master's degree diploma.

(2) On the non-thesis master's degree diploma, there is the name of the department / department program in which the student is enrolled, approved by the Council of Higher Education.

(3) Those who continue their master's program without thesis can transfer to the master's program with thesis, provided that they fulfill the requirements determined by the Senate for the master's program with thesis. In this case, the courses taken in the non-thesis master's program can be counted instead of the courses in the thesis master's program with the recommendation of the relevant EADB and the decision of the EYK.

SECTION FIVE

Master's Program with Thesis

Purpose and scope

ARTICLE 26- (1) The master's program with thesis enables the student to gain the ability to access, compile, interpret and evaluate information by using scientific research methods.

(2) The master's program with thesis consists of at least seven courses, a seminar course and thesis study, provided that it is not less than twenty-one credits in total. Seminar course and thesis study are non-credit and are evaluated as successful or unsuccessful. A master's program with thesis consists of a total of at least 120 ECTS credits, including at least eight courses including a seminar course and thesis study, provided that an education period is not less than 60 ECTS credits. The student has to register for the thesis period every semester starting from the semester following the appointment of the advisor at the latest.

(3) In the seminar, the student may be asked to explain his/her depth of knowledge on the subjects related to his/her thesis study and his/her preliminary research, preparation and planning for his/her thesis in a presentation on a date determined within the exam period at the end of the semester.

(4) At most two of the courses to be taken by the student can be selected from undergraduate courses, provided that they were not taken during undergraduate education. In addition, with the recommendation of the EADB and the approval of the GSAB, a maximum of two of the courses offered in other higher education institutions can be selected.

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

(6) Before choosing the thesis course, the student must successfully complete the courses, seminar, credits and ECTS credits, complementary activities or practices, if any, in a way to meet the grade point averages specified in this Regulation.

Duration

ARTICLE 27- (1) The duration of the master's program with thesis is four semesters, starting from the semester in which the courses related to the program in which the student is enrolled are given, regardless of whether he / she registers for each semester, except for the period spent in scientific preparation, and the program is completed in a maximum of six semesters.

(2) Students who fail to successfully complete the credited courses and seminar course in the curriculum at the end of four semesters, or who fail to fulfill the success conditions / criteria stipulated in this Regulation, except for the grade point average within this period, and who fail in the thesis study or fail to enter the thesis defense within the maximum period, are dismissed from the Institute.

(3) At the end of four semesters, students who have successfully completed the credit courses and seminar course in the curriculum but whose GPA is not 3.00 cannot choose the thesis course.

(4) Students who fulfill all the requirements for graduation from the master's program can graduate before the normal education period.

Thesis topic

ARTICLE 28- (1) The thesis topic is determined together with the advisor, taking into account the student's areas of interest. The thesis topic to be determined by the student under the supervision of the advisor, after being evaluated by the relevant EADB, is notified to the Graduate School by the end of the second semester at the latest after the student starts the master's program and becomes final with the approval of the GSAB. Subsequent changes to the thesis topic are made upon the recommendation of the advisor, the approval of the relevant EADB and the decision of the GSAB.

Thesis jury

ARTICLE 29- (1) The master's thesis jury is appointed upon the recommendation of the thesis advisor and the EADB and the approval of the GSAB. The jury consists of three or five faculty members, one of whom is the student's thesis advisor and at least one of whom is from outside the University. If the jury consists of three members, the second thesis advisor cannot be a jury member.

Finalization of the master's thesis

ARTICLE 30- (1) Students must meet the publication requirement approved by the Senate in order to enter the thesis defense.

(2) Before the defense of the master's thesis, the student completes the thesis and submits it to the advisor. The advisor notifies the Graduate School that the thesis is in accordance with the Graduate School's thesis writing guide, scientifically sufficient and defensible by taking into account the Altınbaş University Graduate School of Graduate Education Thesis and Term Project Originality Report Application Principles determined by the Senate.

(3) The Graduate School receives the plagiarism software program report for the thesis in question and sends it

to the advisor and jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the GSAB for a decision together with its justification.

(4) Upon completion of the thesis, the student submits the required number of copies of the thesis and the publication or publications, if any, to the thesis advisor and other jury members.

(5) The jury members convene within one month at the latest from the date the thesis is submitted to them and take the thesis exam. The thesis exam consists of the presentation of the thesis work followed by a question-and-answer session. The thesis exam is held in an environment open to the participation of the audience consisting of faculty members, graduate students, and experts in the field.

(6) Substitute jury members are invited by the relevant EADB instead of the main jury member who cannot attend the defense due to an excuse. Jury meetings are not held with missing members. For the jury meeting that cannot be held on the announced day, the situation is determined with a report and a second meeting date is determined within fifteen days at the latest, taking the opinion of the Graduate School directorate. The EYK decides on the action to be taken regarding the juries that cannot meet for the second time. The situation of the students who cannot attend the defenses is determined by the advisor with a report and forwarded to the Graduate School directorate. Students who cannot attend the exam are considered unsuccessful and dismissed from the Graduate School.

(7) After the completion of the thesis exam, the jury decides on acceptance, rejection or correction by absolute majority. This decision is reported to the Graduate School by the EADB within three days following the thesis exam.

(8) The student whose thesis is rejected as unsuccessful is dismissed from the Graduate School.

(9) The student who is given a decision of correction about the thesis defends the corrected thesis again in front of the same jury within three months at the latest. At the end of this defense, the student who fails and whose thesis is not accepted is dismissed from the Graduate School.

(10) If the student whose thesis is rejected makes a request, he/she is awarded a non-thesis master's degree diploma 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 to be given for students in this situation is determined by the GSAB. Students who fail to complete the requirements of the non-thesis master's program within this period are dismissed from the Graduate School.

Graduation requirements and diploma

ARTICLE 31- (1) The following conditions must be met in order to graduate:

a) To have successfully completed the credit courses and seminar course in the curriculum in which the student is enrolled and to have a GPA of at least 3.00 out of 4.00.

b) To be successful in the thesis defense exam.

c) To meet the other requirements for graduation approved by the Senate.

ç) To submit at least three bound and electronic copies of the master's thesis to the Graduate School within one month from the date of entry to the thesis exam.

(2) Upon the request of the student, the GSAB may extend the submission period of the thesis for a maximum of one month. The student who fails to fulfill the conditions in the first paragraph cannot receive his/her diploma until he/she fulfills the conditions, cannot benefit from student rights, and is dismissed from the Graduate School when the maximum period expires.

(3) The student who fulfills the conditions in the first and second paragraphs graduates with the decision of the GSAB and receives a master's degree.

(4) On the master's degree diploma with thesis, there is the name of the program in the department of the Institute in which the student is enrolled, approved by YÖK. The date of graduation is the date on which the thesis is submitted to the Graduate School in a form approved, bound, and signed by the exam jury commission.

(5) Within three months after the submission of the thesis, a copy of the master's thesis is sent electronically to YÖK by the Graduate School to be made available for scientific research and activities.

SECTION SIX

Doctorate Program

Purpose and scope

ARTICLE 32- (1) The PhD program provides the student with the necessary skills to conduct independent research, to interpret, analyze and reach new syntheses by examining scientific problems and data from a broad and deep perspective.

(2) The thesis to be prepared at the end of the doctoral study;

a) brings innovation to science,

b) develops a new scientific method,

c) must fulfill at least one of the qualifications of applying a known method to a new field.

(3) The PhD program consists of a total of twenty-one credits for students admitted with a master's degree with thesis and a total of at least 240 ECTS credits, including at least seven courses, seminar, qualifying exam, thesis proposal and thesis study, provided that an academic term is not less than 60 ECTS. For students admitted with a bachelor's degree, it consists of fourteen courses of at least forty-two credits, seminar, proficiency exam, thesis proposal and thesis study, totaling at least 300 ECTS credits.

(4) In the seminar, the student may be asked to explain his/her depth of knowledge on the subjects related to his/her thesis study and his/her preliminary research, preparation and planning for his/her thesis in a presentation on the

date determined within the exam period at the end of the semester.

(5) In doctoral programs, with the recommendation of the EADB and the approval of the EYK, a maximum of two courses for students admitted with a master's degree and a maximum of four courses for students admitted with a bachelor's degree can be selected from the courses offered in other higher education institutions.

(6) Undergraduate courses do not count towards course load and doctoral credits.

(7) Doctoral programs cannot be opened as second education.

Duration

ARTICLE 33- (1) The PhD program is eight semesters and the maximum completion period is twelve semesters for those who are accepted with a master's degree with thesis, starting from the semester in which the courses related to the program they are enrolled in are given, regardless of whether they register for each semester, except for the period spent in scientific preparation; ten semesters and the maximum completion period is fourteen semesters for those who are accepted with a bachelor's degree.

(2) The maximum period to successfully complete the credited courses required for the doctoral program is four semesters for those admitted with a master's degree with thesis and six semesters for those admitted with a bachelor's degree. Students who fail to successfully complete the credited courses within this period or who fail to achieve the minimum grade point average required by the University are dismissed from the Graduate School.

(3) Before taking the qualifying exam, the student must successfully complete the courses, seminar, credits and ECTS credits, complementary activities or practices, if any, in a way to meet the grade point averages specified in this Regulation.

(4) Students who complete their credit courses with a grade point average of at least 3.00 out of 4.00, who are successful in the proficiency exam and whose thesis proposal is accepted, but who fail to complete the thesis study until the end of the maximum period specified in the first paragraph are dismissed.

(5) Among the students who applied to the doctorate program with a bachelor's degree, those who cannot complete their credited courses and / or thesis study within the maximum period and those who are not successful in their doctoral thesis are awarded a non-thesis master's degree upon request, provided that they have fulfilled the credit load, project and other similar requirements for a non-thesis master's degree.

Doctoral qualifying exam

ARTICLE 34- (1) The purpose of the qualifying exam is to measure whether the student has the basic topics and concepts in the field and the depth of scientific research related to the doctoral study.

(2) Students who have completed their courses and seminars can take the qualifying exam. A student takes the qualifying exam at most twice in a year.

(3) A student who applies to take the qualifying exam fails if he/she does not take the qualifying exam.

(4) Students who fail in the qualifying exam will be admitted to the department or departments to take the exam again in the next semester.

Students who fail in this exam shall be dismissed from the doctoral program.

(5) Students admitted with a master's degree must take the qualifying exam until the end of the fifth semester at the latest, and students admitted with a bachelor's degree must take the qualifying exam until the end of the seventh semester at the latest. If he/she does not take it, he/she is considered unsuccessful.

(6) The qualifying exams are organized and conducted by a five-member doctoral qualifying committee proposed by the Graduate School and approved by the GSAB. The committee establishes exam juries to prepare, administer and evaluate exams in different fields. The exam jury consists of five faculty members, including the advisor, at least two of whom are from outside the University. The GSAB decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. Qualifying exam meetings are open to the participation of an audience consisting of faculty members, graduate students, and experts in the field.

(7) The doctoral qualifying exam is conducted in two parts: written and oral. The student who is successful in the written exam is taken to the oral exam. The exam jury members evaluate the student's success in the written and oral exams separately. The student must get at least 80 points from both parts of the doctoral qualifying exam. The jury members decide by absolute majority whether the student is successful or unsuccessful in the doctoral qualifying exam. This decision is reported to the Graduate School within three days following the qualifying exam by the head of the department.

(8) The qualifying exam jury may require a student who passes the qualifying exam to take extra course(s), even if he/she has completed the course load, provided that it does not exceed 1/3 of the total credit amount. The student must succeed in the courses determined by the decision of the GSAB.

(9) A student who has been accepted to a doctoral program with a bachelor's degree and has successfully completed at least seven courses can switch to a master's program. The conditions for transfer to the master's program are determined by the GSAB.

Thesis monitoring committee

ARTICLE 35- (1) A thesis monitoring committee is formed within one month for the student who is successful in the qualifying exam upon the recommendation of the EADB and the approval of the GSAB.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes one member from within and outside the department/major. If a second thesis advisor is appointed, the second thesis advisor may attend the committee meetings if he/she wishes.

(3) In the periods following the establishment of the thesis monitoring committee, the members may be changed

with the recommendation of the EADB and the approval of the GSAB.

Thesis proposal defense and thesis monitoring

ARTICLE 36- (1) Upon successful completion of the doctoral qualifying exam, the student defends his/her thesis proposal including the purpose, method, and work plan of the research to be conducted orally before the thesis monitoring committee within six months at the latest. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by absolute majority to accept, correct, or reject the thesis proposal submitted by the student. One month is given for correction. At the end of this period, the decision of acceptance or rejection by absolute majority is notified to the Graduate School by the EADB within three days following the end of the process.

(3) A student whose thesis proposal is rejected and who changes the thesis topic has the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same advisor is taken to the thesis proposal defense within three months, and the student who changes the advisor and thesis topic is taken to the thesis proposal defense again within six months. The student whose thesis proposal is also rejected in this defense is dismissed from the Graduate School.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once in January-June and once in July-December. The student submits a written report to the committee members at least one month before the meeting date. This report includes a summary of the work done so far and the work plan for the next semester. The student's thesis work is determined as successful or unsuccessful by the committee. Students who are found unsuccessful by the committee twice in a row or three times intermittently are dismissed from the Graduate School.

(5) In order for the student's thesis to be finalized, at least three thesis monitoring committee reports must be submitted. Until the thesis is finalized, the thesis monitoring committee reports must continue to be submitted within their periods.

(6) In cases where the thesis topic is accepted, but as a result of the subsequent thesis monitoring exams, there is a change in the thesis topic, the committee prepares a report on the subject and submits it to the Graduate School. The report bearing the signatures of the committee members is examined by the GSAB and if the change of thesis topic is deemed appropriate by the decision of the GSAB, the student takes the thesis proposal defense exam within six months at the latest and submits at least three thesis monitoring committee reports within the deadline. The provisions of the fourth paragraph regarding the thesis proposal are applied.

(7) The student who does not enter the thesis proposal defense within the period specified in the first paragraph without a valid excuse is deemed unsuccessful and the thesis proposal is rejected.

Doctoral thesis jury

ARTICLE 37- (1) Before the defense of the doctoral thesis, the student completes the thesis and submits it to the advisor. The advisor notifies the relevant EADB about the request for the formation of a thesis jury together with his/her opinion that the thesis is defensible. The doctoral thesis jury is appointed upon the recommendation of the advisor and the EADB and the approval of the GSAB. The thesis jury consists of three faculty members in the student's thesis monitoring committee and five original members including the advisor, at least two of whom are from outside the University, and two substitute members, at least one of whom is from outside the University. The board of directors decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six faculty members. In case there is a second advisor, this advisor can take part in the jury without the right to vote.

Finalization of the doctoral thesis

ARTICLE 38- (1) The student must write his/her thesis in accordance with the thesis writing guide of the Graduate School and defend it orally in front of the doctoral thesis jury. In order to enter the doctoral thesis defense, the student must meet the publication requirement approved by the Senate.

(2) The advisor notifies the Graduate School of his/her opinion that the thesis is defensible by taking into account the Altınbaş University Graduate School of Graduate Education Thesis and Term Project Originality Report Application Principles determined by the Senate. The student submits the unbound version of the thesis and the publication or publications, if any, to the jury members within the framework of the procedures and principles determined by the University, together with the plagiarism report received.

(3) The doctoral thesis jury convenes within one month at the latest from the date the thesis is submitted to them and takes the student to the thesis exam. The thesis exam consists of the presentation of the thesis work followed by a question-and-answer session. The exam, the date of which is announced in advance, is open to the audience. Substitute members or members are invited by the relevant EADB instead of the original member or members who cannot attend this meeting due to an excuse. Jury meetings are not held with missing members. For the jury meeting that cannot be held on the announced day, the situation is determined with a report and a second meeting date is determined within fifteen days at the latest by taking the opinion of the institute directorate. The EYK decides on the action to be taken regarding the juries that cannot meet for the second time. The situation of the students who cannot attend the defenses is determined by the advisor with a report and forwarded to the directorate of the Graduate School. Students who cannot attend the exam are considered unsuccessful and dismissed from the Graduate School.

(4) After the completion of the thesis exam, the jury decides on acceptance, correction, or rejection by absolute majority. Students whose thesis is accepted are considered successful. The decision of the jury is notified to the Graduate School through the relevant EADB with a report within three working days at the latest.

(5) The student whose thesis is rejected as unsuccessful shall be dismissed.

(6) The student whose thesis is decided to be corrected defends the thesis again in front of the same jury by making the necessary corrections within six months at the latest. The student whose thesis is not accepted at the end of this defense is dismissed from the University. The thesis of the student who does not take the thesis exam until the end of the six-month period is deemed rejected.

(7) Doctoral program students who fail in their thesis, if they request, are adjusted to meet the required ECTS credit load, project, and other similar conditions by the EYK and, if any, they are transferred to a non-thesis master's program.

Graduation requirements and diploma

ARTICLE 39- (1) The student, who has a GPA of at least 3.00 out of 4.00 for the credit courses, fulfills the requirements of the program and completes the thesis study, submits the required number of copies of the thesis to the advisor. The advisor sends the thesis copies to the Graduate School via EADB with his/her written opinion on the conformity of the thesis to the spelling rules.

(2) Provided that he/she is successful in the thesis defense and meets the other conditions, the student who submits at least three bound copies of the doctoral thesis to the Graduate School within one month from the date of entry to the thesis exam and whose thesis is found to be appropriate in terms of form is entitled to receive a doctoral diploma. Upon application, the GSAB may extend the submission period by one month at most. Students are required to fulfill other requirements for graduation such as publications, projects and awards approved by the Senate. 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) On the doctoral diploma, the name of the program in the department / field of study approved by the Council of Higher Education is found. The date of graduation is the date the signed copy of the thesis by the exam jury commission is delivered to the Graduate School.

(4) Within three months after the submission of the thesis by the Graduate School, a copy of the doctoral thesis is sent electronically to the Presidency of the Council of Higher Education to be made available for scientific research and activities.

SECTION SEVEN

Proficiency in Art Program

Purpose and scope

ARTICLE 40- (1) Proficiency in Art is a higher education program equivalent to a doctorate that aims to produce an original work of art, and in music and performing arts, a superior practice and creativity.

(2) For students admitted with a master's degree with thesis, the proficiency in art program consists of a total of twenty-one credits and at least 240 ECTS credits, including at least seven courses, practices, and studies such as thesis, exhibition, project, recital, concert, representation, provided that an education period is not less than 60 ECTS. For students admitted with a bachelor's degree, it consists of fourteen courses with a minimum of forty-two credits and a minimum of 300 ECTS credits including thesis, exhibition, project, recital, concert, representation, etc.

(3) Graduate courses, with the recommendation of the EADB and the approval of the EYK, a maximum of two courses for students admitted with a master's degree and a maximum of four courses for students admitted with a bachelor's degree can be selected from the courses offered in other higher education institutions.

Duration

ARTICLE 41- (1) The duration of completion of the proficiency in art program is eight semesters and the maximum completion period is twelve semesters for those admitted with a master's degree, starting from the semester in which the courses related to the program they are enrolled in are given, regardless of whether they register for each semester, except for the period spent in scientific preparation, and ten semesters and the maximum completion period is fourteen semesters for those admitted with a bachelor's degree.

(2) The maximum period to successfully complete the credit courses required for the proficiency in art program is four semesters for those accepted with a master's degree with thesis and six semesters for those accepted with a bachelor's degree. Students who fail to successfully complete the credited courses within this period or who fail to achieve the minimum grade point average required by the University are dismissed from the Graduate School.

(3) Students who successfully complete their credit courses and practices, but fail to complete their thesis, exhibition, project, recital, concert, representation, etc. until the end of the maximum twelve semesters or fourteen semesters specified in the first paragraph are dismissed.

(4) Students who have applied to the proficiency in art program with a bachelor's degree, provided that they have fulfilled the required credit load, project and other similar requirements, those who are not successful in the proficiency in art thesis are awarded a master's degree without thesis upon request.

Finalization of the proficiency in art study

ARTICLE 42- (1) The student who prepares a thesis writes the text explaining and documenting the results, exhibition, project, recital, concert, representation, etc. in accordance with the spelling rules accepted by the Senate, and defends the thesis, exhibition, project, recital, concert, representation, etc. orally in front of the jury.

(2) Before the defense of the proficiency in art study and in theses and studies that are given correction, the student completes the thesis/study with the correction and submits it to the advisor. The advisor submits the thesis to the Graduate School with the opinion that the thesis is defensible. The Graduate School receives the plagiarism software program report for the thesis in question and sends it to the advisor and jury members. If a real plagiarism is detected in

the data in the report, the thesis is sent to the GSAB for a decision together with its justification.

(3) Upon completion of the proficiency in art, the student submits the required number of copies of the thesis to the advisor. The advisor states his/her opinion in writing regarding the conformity of the thesis to the spelling rules and sends the theses to the Graduate School through the head of the department or major.

(4) The proficiency in art jury is appointed upon the recommendation of the advisor and EADB and the approval of the GSAB. The jury consists of five people including the advisor, at least two of whom are faculty members from outside the University. The GSAB decides whether the advisor has the right to vote or not. If the advisor does not have the right to vote, the jury consists of six people. In addition, the second thesis advisor can take part in the jury without the right to vote.

(5) The jury members convene within one month at the latest from the date the thesis or text is submitted to them and take the exam. The exam consists of the presentation of the proficiency in art study followed by a question-and-answer session. The exam is open to the participation of the audience consisting of faculty members, graduate students, and experts in the field.

(6) After the defense of the proficiency in artwork is completed, the jury, closed to the audience, decides by absolute majority to accept, reject or correct the student's thesis, exhibition, project, recital, concert or representation. Students whose thesis and proficiency in artwork are accepted are considered successful. This decision is notified to the Graduate School within three days following the exam by the head of the department / department of art. Students whose thesis and proficiency in art studies are rejected as unsuccessful are dismissed from the Graduate School. The student who is given the decision of correction about the proficiency in artwork defends his/her proficiency in artwork such as thesis, exhibition, project, recital, concert, representation in front of the same jury again by making the necessary corrections within six months at the latest. The student who is found unsuccessful at the end of this defense and whose proficiency in artwork is not accepted is dismissed from the Graduate School. Students who are not successful in their proficiency in art studies such as thesis, exhibition, project, recital, concert, representation may be awarded a master's degree without thesis upon their request.

Graduation requirements and diploma

ARTICLE 43- (1) Students who are successful in their proficiency in art studies are awarded a diploma that determines the field according to the specialty of the art branch approved by the Higher Education Council, provided that they meet the other conditions. The date of graduation is the date when the thesis signed by the exam jury commission is submitted to the Graduate School.

(2) Provided that he/she is successful in the thesis defense and meets the other conditions, the student who submits at least three bound copies of the proficiency in art 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 diploma of proficiency in art. Upon application, the GSAB may extend the submission period by one month at most. Students are required to fulfill other requirements for graduation such as publications, projects and awards approved by the Senate. 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) Within three months after the submission of the thesis by the Graduate School, a copy of the proficiency in art thesis is sent electronically to the Presidency of the Council of Higher Education to be made available for scientific research and activities.

SECTION EIGHT

Miscellaneous and Final Provisions

Suspension of Studies

ARTICLE 44- (1) In case of the presence of at least one of the following reasons, registration can be suspended for one semester in master's degree without thesis, two semesters in master's degree with thesis, maximum four semesters in doctorate and proficiency in art, not exceeding two semesters at a time, with the decision of the EYK:

a) The student has a health-related excuse documented from a full-fledged health institution, and the report to be obtained from abroad for foreign students must be approved by the specified health institutions.

b) The student has to interrupt his/her education due to natural disasters, provided that it is documented with a document issued by the highest local administrative authority.

c) Student detention.

d) A conviction that does not require the student to be dismissed from the higher education institution according to the provisions of the relevant legislation.

e) For whatever reason, the student loses his/her right to deferment or is conscripted into military service by revoking his/her deferment.

(2) The student whose application is approved must not have any debt to the University in order to complete the registration freeze process.

(3) Students who have a report for five weeks or more in a semester are considered to be suspended for that semester.

(4) The periods of registration freeze are not counted from the maximum education period of the relevant program.

(5) Students continue their education by renewing their semester registrations at the end of their registration freeze period. Students whose enrollment has been frozen for more than one semester must apply to the Graduate School in writing before the start of the course registrations of the semester they want to return if they want to return before completing the registration freeze period.

Single course and grade improvement

ARTICLE 45- (1) Single course exam is a one-time exam that can be taken by students who have taken all the required courses, failed a single course and fulfilled the attendance requirement for the course.

(2) Non-thesis master's program students who have reached the end of the maximum education period can take the single course exam in order to graduate, scientific preparation program students can take the single course exam in order to complete the scientific preparation phase, master's program students with thesis who have reached the end of the maximum course phase can take the single course exam in order to pass the thesis phase, and doctoral program students can take the single course exam in order to pass the qualifying exam phase.

(3) In addition, students who have taken and succeeded in all the courses required to raise their grades, fulfilled the attendance requirement for the course, but cannot achieve the grade point average specified in this Regulation for graduation;

a) Master's program students without thesis who have reached the end of the maximum education period to graduate,

b) Master's program students with thesis, who have reached the end of the maximum duration of the course phase, in order to proceed to the thesis phase and doctoral program students in order to proceed to the qualifying exam phase,

can take this test.

(4) The single course exam date and the date of application for the exam are announced in the academic calendar. Students who want to take the single course exam apply to the relevant EADB on the dates specified in the academic calendar and the student is accepted to the exam with the decision of the GSAB.

(5) Seminar course, supervision, orientation, and term project course in the non-thesis master's program are not entitled to a single course exam.

(6) You cannot take both the single course exam and the grade improvement exam at the same time.

(7) The last grade obtained at the end of the exam is considered valid.

Appeal against grades and assessments

ARTICLE 46- (1) Students may submit their objections to the EADB in writing or electronically within three business days of the announcement of the grades they have received in graduate courses. For objections related to material errors, the EADB requests an opinion from the faculty member teaching the course within three business days. The EADB notifies the relevant student and the Graduate School of the result of the objection.

(2) Students may file an objection to the Graduate School within three working days of the grade announcement, except for material errors regarding the results of assessment and evaluation practices. The objections are finalized by the GSAB. If necessary, the GSAB may resort to expert opinion, establishment of a review commission and similar means.

Make-up exams

ARTICLE 47- (1) If the student has a justified and valid reason and requests it, the student may be given the right to take an excuse exam with the approval of the relevant instructor and the approval of the EADB.

(2) Students who receive a documented medical report from a full-fledged health institution submit the report to the relevant EADB within three business days from the end of the report period. The student is considered to be excused during these periods and cannot take the exams, but after the end of the report, he / she can take the make-up exams.

(3) There is no make-up exam in summer education.

Course repetition

ARTICLE 48- (1) Students are obliged to repeat the compulsory courses that they have previously failed or withdrawn from.

(2) Students may take another suitable elective course from the course pool instead of the failed elective course.

(3) A compulsory course on scientific research techniques and research and publication ethics and a seminar course are offered every semester and only the same courses can be chosen instead of these courses.

Course counting / adjustment

ARTICLE 49- (1) The conditions for students to be special students, to count courses from transfer or previous graduate programs, to be exempt from one or more courses, and to be exempted from one or more courses, and to reduce the duration accordingly, are determined by the decision of the GSAB.

(2) In the transfers between graduate programs, the adjustment of the graduate courses or activities/practices previously taken is made with the decision of the GSAB.

(3) The student's request for credit and grade transfer for the courses previously taken is decided by the GSAB.

(4) Students who will request course substitution must apply to the EADB within fifteen days following the registration date with transcripts, course contents and a petition. After the application, the student's course adjustment is made with the approval of the GSAB.

Course exemption

ARTICLE 50- (1) Exemption procedures are carried out according to the principles determined by the Senate.

(2) Students who are newly enrolled in the program can request exemption to count the courses they have previously taken and passed in any higher education institution to their program obligations. Applications for exemption are evaluated and decided by the GSAB together with transcripts, course contents and a petition.

(3) The courses that the student has previously taken and succeeded in another higher education institution will be counted instead of the obligations in the diploma program in which the student is enrolled at the University, their credit and grade adaptations and these issues such as which courses in the diploma program will be exempted in

exchange for the courses are decided by the ECK.

Disassociation

ARTICLE 51- (1) Graduate students are dismissed from the programs they are enrolled in in the following cases:

a) Students may voluntarily deregister by applying to the Graduate School with a petition.

b) Students who are sentenced to dismissal from the university and students who transfer to another university are deregistered.

(2) Tuition and tuition fees paid by dismissed students are not refundable.

Thesis in case of disaster and epidemic

ARTICLE 52- (1) Graduate students at the thesis stage in disasters and pandemics may be granted an additional period of at most two semesters, one semester upon their request and one more semester if they apply again according to the stage of the disaster or pandemic, and these additional periods granted are not counted from the maximum period.

Disciplinary actions

ARTICLE 53- (1) Disciplinary procedures of students are carried out according to the provisions of Law No. 2547.

Notification

ARTICLE 54- (1) All kinds of notifications that need to be officially made to the students are made to the students personally against signature or to the last address declared by the students or to the e-mail address provided to the student by the University.

Cases where there is no provision

ARTICLE 55- (1) In cases where there are no provisions in this Regulation, the provisions of the relevant legislation and the decisions of the Senate are applied.

Repealed regulation

ARTICLE 56- (1) Altınbaş University Graduate Education and Training Regulation published in the Official Gazette dated 1/11/2020 and numbered 31291 has been repealed.

Enforcement

ARTICLE 57- (1) This Regulation enters into force on the date of its publication, effective from the beginning of the 2023-2024 academic year.

Execution

ARTICLE 58- (1) The provisions of this Regulation shall be executed by the Rector of Altınbaş University.