

EGE UNIVERSITY REGULATION ON GRADUATE EDUCATION

SECTION ONE

Aim, Scope, Basis and Definitions

Aim and Scope

ARTICLE 1 – (1) The aim of this regulation is to regulate procedures and principles concerning graduate education and exams administered in Ege University.

(2) This regulation applies provisions concerning student admission to the graduate education programs, registration procedures, attendance, education and instruction, assessment and evaluation, and graduation.

Basis

ARTICLE 2 – (1) This regulation is based on Articles 14 and 44 of the Higher Education Law No.2547 of 4.11.1981 and the relevant features of the Higher Education Council Graduate Education and Instruction Regulation.

Definitions

ARTICLE 3 – (1) The following terms used in this Regulation are stated below:

- a) Academic Calendar refers to education and instruction period and process that will be assigned for the Institutes by the Senate, including the semester dates in graduate education and instruction.
- b) AKTS (ECTS) refers to European Credit Transfer System.
- c) Maximum Time Frame refers to the maximum time established to complete a program.
- d) ALES refers to Academic Personnel and Graduate Education Entrance Exam.
- e) Similarity Report refers to a report taken from possible similarity detection programs (Turnitin, iThenticate, etc.) and showing the similarity rates in summary (Similarity Summary Report) and in detail (Similarity Comprehensive Report) by the decision of the committee.
- f) Advisor refers to the faculty member who is appointed to guide the student enrolled in the Institute in the course, project and thesis/art proficiency studies so that students can make arrangements regarding the planning and decisions regarding their education, determine their academic life goals and solve the problems they encounter.
- g) Term refers to the period from the academic semester in which the student is registered until the beginning of the next semester.
- h) Term Project refers to Predesign study which non-thesis master's degree students are supposed to prepare.
- i) Electronic Information Management System (EBYS) refers to the general name of the electronic information management system software which enables all data regarding to Educational organization of the university to be managed, stored and reported.
- j) Institute refers to the institutes education, science, health and social sciences affiliated with Ege University.
- k) Department/art major refers to the institute which has a training program, in the 5th article of the Organization and Operation Regulation of the Graduate

Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976.

- l) Institute board refers to the relevant institute board.
- m) Institute council of department/art major refers to relevant council of department/art major.
- n) Administrative Board of the Graduate school refers to the relevant Administrative Board of the Graduate school.
- o) GPA refers to Grade Point Average.
- p) GMAT refers to Graduate Management Admission Test.
- q) GRE refers to Graduate Record Examination.
- r) Plagiarism refers to consciously or unconsciously using and submitting others thoughts, ideas, practices, methods, and data or pieces entirely or partially as if one's own work without any reference and citation.
- s) Program refers to proficiency schemes of doctorate/arts with non-thesis and thesis master's degree program of institutes affiliated with Ege University.
- t) Rector refers to the rector of Ege University.
- u) Seminar refers to a study consisting of a written/visual text prepared by the graduate students during the course period, based on the examination and examination of a scientific subject, and evaluated by presenting it orally.
- v) Senate refers to senate of Ege University.
- w) Thesis refers to graduate and doctorate thesis work and qualification work at arts.
- x) TİK refers to thesis monitoring committee, which is approved by the Graduate School Administrative Board recommended by the Department, monitors the doctoral/art proficiency thesis as content and undertakes the task of evaluating it at regular intervals,
- y) Joint Graduate Program refers to joint graduate programs which are mutually conducted by the international or domestic graduate institution.
- z) Specialization course refers to Theoretical course applied to graduate and doctoral students in order to transfer the knowledge and experience of the advisor faculty member in the scientific field, to provide the students with the ability to follow and evaluate the scientific ethics and work discipline, and to follow and evaluate the current literature.
- aa) TUS refers to Examination for specialty in medicine.
- bb) University refers to Ege University.
- cc) the school of foreign languages refers to ege university school of foreign languages
- dd) Local credit refers to one week of practice with the entire weekly theoretical course hour of a course that continues throughout the semester or total of half of the laboratory hour.
- ee) Placement score refers to score graduation grade point average, ALES, TUS and similar central exam scores and the score used in the final registration produced from the written scientific evaluation and/or interview score within the scope of the requirements for the graduate program applied by the candidate.

CHAPTER TWO

Master's Program with Thesis

Aim and Scope

CHAPTER 4 – (1) Master's program with thesis aims enabling students to gain the competence of accessing, evaluating and interpreting information by

conducting scientific research. This program consists of a total of 54 ECTS and at least 120 ECTS credits, with at least 7 courses, seminar courses, specialization courses and thesis study, provided that they are not less than 21 credits. Non-credit seminar course, specialization course and thesis study are evaluated as successful or unsuccessful.

(2) Up to two of the courses that the student will take can be selected from undergraduate courses, provided that they have not been taken during the undergraduate program. Students can be enrolled in courses offered in other higher education institutions upon the recommendation of the student advisor, the decision of the department/art major and the approval of the institute administrative board. With the approval of the advisor and the decision of the institute board of directors, the student can take a maximum of two courses from other higher education institutions, to be counted as the minimum course load.

(3) Upon the board of higher education (YÖK)'s decision, University is allowed to initiate graduate distance education programs where educational activity is based on information and communication technologies are planned and conducted with instructors and student's presence in the same location is not mandatory. Domains to register distance education programs, courses offered through distance education, credits and ECTS, preparation of course materials, how exams are executed, protocols to be signed between higher education institutions for this purpose and other issues related to distance education are set out by YÖK.

(4) Master's program with thesis can be performed as second shift education program.

Application and acceptance

Article 5 – (1) students can be admitted for fall and spring semesters. The number of students to be admitted to the master's programs with thesis, the qualifications to be sought in the candidate students and the candidate evaluation criteria are decided by the institute board, taking into account the recommendations of the department/art major, and submitted to the Senate for approval. This information is announced on the dates determined by the institute board of directors. In this advertisement; the documents required for the application, the application date and conditions, the qualifications sought for the candidate students for each program, the candidate evaluation criteria, and the date, time, place and other issues where the applicants will enter the written scientific evaluation and/or interview are specified. The maximum number of programs a student can apply to is determined and announced by the institute board of directors.

(2) Applicants are required to have at least bachelor's degree and to document a summary with a minimum score of 55 ALES or an equivalent score from the GRE or GMAT exams for applying to a master's program with thesis. The fractional scores below the minimum score in ALES and similar documents required for applications to master's programs cannot be rounded to whole numbers. Ales score is not required in student admissions in master's program for Faculty of Fine Arts, Design and Architecture and department/art major affiliated with conservatory. Principles regarding the application of applicants who are/can be graduated are determined by the Senate with the decision of the relevant Institute Board and the weightage of the ales score is going to be taken

into consideration, provided that the ALES score is not less than 50%, and other issues regarding the admission of students to graduate education.

(3) Applicants submit their applications by declaring the information and documents requested from them electronically and/or personally according to the principles detailed in the announcement.

(4) Applicants are responsible for the accuracy of the information and documents they declared during the application process. Students who do not meet the necessary conditions for application and apply with false or fake documents are deregistered regardless of the semester they are in.

(5) If the relevant department requires a foreign language proficiency condition among the applicants who apply to the Master's program with thesis, At least score of 60 from the master's foreign language proficiency exam held by the School of Foreign Languages in the last three years or a central foreign language proficiency requirement accepted by YÖK. They must have received score of at least 50 from language exams or score of 50 from international foreign language exams whose equivalence is accepted by the Assessment, Selection and Placement Center (ÖSYM). A foreign language certificate is not required from applicants who certify that they have graduated from a higher education institution or program that provides education in a foreign language in one of the languages whose equivalence has been accepted by ÖSYM in the last three years.

For applicants who apply to programs that teach completely in a foreign language or that have a foreign language and literature field, at least score of 70 from the master's foreign language proficiency exam held by the School of Foreign Languages in medium of instruction of the program to which they will apply, or at least score of 60 from the central foreign language exams accepted by YÖK. They must have obtained a score equivalent to this score in the international foreign language exams whose equivalence is accepted by ÖSYM. A foreign language certificate is not required from applicants who certify that they have graduated from a higher education institution or program that provides education in a foreign language in the last 3 years.

(6) In applications made in the fall semester to master's programs with thesis, the graduates of our University, who finished their undergraduate program with the first 3 (three) degrees, as a result of the grading made in the previous spring semester, meet the minimum requirements of the program and, upon their request, have any of the undergraduate programs they graduated from. Non-quota enrollments are made to an active master's program. This right of application is valid for the fall semester following the student's graduation year.

(7) In the evaluation of applicants who apply to master's programs with thesis, written scientific evaluation and/or interview method is used in addition to the undergraduate grade point average, excluding the ALES score, the Faculty of Fine Arts, Design and Architecture and the departments/art majors of the Conservatory. Which or which of the written scientific evaluation and/or interview measurement methods will be used is determined by the recommendation of the department of the department, the decision of the institute board of directors and the approval of the Senate.

(8) The contributions of the ALES score, undergraduate grade point average, written scientific evaluation and/or interview evaluation, excluding the

departments/art majors affiliated to the Faculty of Fine Arts, Design and Architecture and the Conservatory, in calculating the placement score to be used in the evaluation of the applicants applying to the master's programs with thesis are as follows:

a) Calculation of the placement score is shown below in case of both interview and written scientific evaluation of the applicants of Turkish and TRNC nationality:

Placement Score Types	ALES	Undergraduate Graduation Grade Point Average	Interview Score	Written Scientific Evaluation Score
Placement score of applicants applying to master's programs with thesis (including distance education programs)	50%	25%	10%	15%
Placement score of the applicants who apply to the master's programs of the Faculty of Fine Arts, Design and Architecture and the departments of the Conservatory	-	75%	10%	15%

b) The calculation of the placement score is shown below in case of only an interview or only a written scientific evaluation of the applicants with Turkish and TRNC nationality:

Placement Score Types	ALES	Undergraduate Graduation Grade Point Average	Interview Score	Written Scientific Evaluation Score
Placement score of applicants applying to master's programs with thesis (including distance education programs)	50%	25%	25% (only if interviewed)	25% (only if written scientific evaluation is made)
Placement score of the applicants who apply to the master's programs of the Faculty of Fine Arts, Design and Architecture and the departments of the Conservatory	-	75%	25% (only if interviewed)	25% (only if written scientific evaluation is made)

(9) Evaluation juries that will take part in the evaluation of applicants who apply to master's programs with thesis consist of at least three and maximum seven regular and two substitute members and are determined by the recommendation of the relevant department/art major board and the approval of the institute board of directors.

(10) The evaluation committee evaluates the applicants over perfect score of 100 by taking them to a written scientific evaluation and/or interview at the date, time and place specified in the exam entrance document. Placement score is not calculated for applicants who do not take the written scientific evaluation and/or interview, or whose written scientific evaluation and/or interview score is below 50, and these applicants are deemed unsuccessful. In case of both a written scientific evaluation and an interview, the written scientific evaluation is followed by an interview, and the candidate who does not participate or fails in the written scientific evaluation is not taken to the interview.

(11) In the evaluation of applicants applying to master's programs with thesis, the placement score is calculated as stated in the eighth paragraph. The head of the Evaluation committee transmits the report containing the placement score calculation of the applicants to the institute directorate within two working days following the date of the written scientific evaluation and/or interview through the head of the department/art major. The documents related to the written scientific evaluation exam and/or interviews used in the calculation of the placement score are kept by the relevant EABD/EASD presidency.

(12) Applicants with a placement score of 60 and above in master's programs with thesis are ranked according to their scores, starting from the highest. Applicants within the quota are entitled to final enrollment in the programs they have applied for. Other applicants in the ranking are determined and announced as substitutes. In case of equality in the ranking for master's programs with thesis, the candidate with a high ALES score; In case of equality in the ranking of the master's programs with thesis of the departments/art majors of the Faculty of Fine Arts, Design and Architecture and the Conservatory, prioritized to the candidate with a high undergraduate grade point average.

(13) On the condition that conservatory programs and fine arts faculties' programs that accept students only with a special talent exam, they are documented with a health report obtained from a State hospital or a State university hospital, in applications to the programs whose language of instruction is Turkish in the main arts and departments of the institutes;

a) Applicants with hearing impairment who have an uncorrected disability of at least 70% or a corrected disability of at least 40% or more,

b) Applicants with intellectual disability with a disability level of 50% and above,

c) Applicants with disabilities who have a disability level of 40% or more with a diagnosis of "pervasive developmental disorder" (Autism spectrum disorder/childhood autism/atypical autism, Rett Syndrome, Asperger's Syndrome),

Foreign language score is not required for applicants to apply. These applicants are deemed to have met the foreign language base score requirement sought by the University as a foreign language score.

(14) If the applicant's graduation grade is in the 4 point grading system, and if does not bring an approved document regarding the grade conversion from the university they graduated from, it is evaluated according to the grade conversion table set out by YÖK.

Duration

ARTICLE 6 – (1) the duration of master’s program with thesis starts with the related course students enrolled in, regardless of whether students are enrolled for each semester, excluding the time spent in scientific preparation this program is completed in 4 semesters and can be completed in maximum of 6 semesters.

(2) Students can complete relevant master’s program with thesis in 3 semester with the condition of conducting thesis for at least 2 semester with the decision of institute board of directors and motivated recommendation of the relevant board of department/ art major.

(3) Students who cannot successfully complete the credit courses and seminar course in the curriculum at the end of four semesters is dismissed from the program.

(4) The maximum duration of the master's program with thesis is 6 semesters. Students who fail in the thesis study or do not enter the thesis defense within the maximum period of time is dismissed from the program.

Assignment of Academic Advisor

ARTICLE 7 – (1) During the master's program with thesis, the institute department /art major proposes a faculty member from the University staff to the institute directorate as a consultant within 15 days following the final registration of the student for each student. Advisor is confirmed by the approval of the board of management. Until the advisor is appointed, the advisory duty is carried out by the head of the institute's department/art major.

(2) In cases where the thesis work requires more than one advisor, faculty members or lecturers with doctorate degrees in the fields related to the subject of the thesis can be appointed as the second advisor with the recommendation of the department head and the approval of the institute board of directors. The second advisor can also be chosen from among those who have at least a doctorate degree from outside the University staff. A second advisor cannot be recommended for a student whose thesis topic has not been determined.

(3) The faculty member appointed as the advisor by the decision of the institute board of directors sends the thesis proposal of the student they are the advisor of, by the end of the second semester at the latest, to the institute directorate through the head of the department. The thesis proposal becomes certain with the approval of the institute board of directors. The thesis can be written in English, provided that it complies with the provisions of the Regulation on Foreign Language Teaching and the Principles to be Followed in Foreign Language Teaching in Higher Education Institutions, with the reasoned opinion of the advisor, the Decision of the Department Board and the approval of the relevant Institute Administrative Board, with a broad summary in Turkish language.

(4) The advisor has the obligation to determine the courses that the student will take during his education, to approve the registration renewal, to monitor the attendance and educational status of these courses, to ensure the execution of the term project, to act as an intermediary in his relations with the administration when necessary, and to deal with other academic problems.

(5) Procedures and principles concerning eligibility, assignment, mandate and responsibilities of the advisor are determined by the senate.

(6) Upon the request of a student or advisor, student’s advisor can be replaced by the board of department/major art’s reasoned proposal and the

approval of the institute board of directors. In the event that a advisor cannot be appointed from the university, a faculty member from another higher education institution from the same field may be selected as a advisor by the institute's board of directors upon the reasoned proposal of the department.

(7) A theoretical course, called specialization courses, is offered for students, from the date the advisor is appointed by the institute board of directors, in addition to all other academic/administrative burdens and duties from each semester and summer term. The principles related to the area of expertise are determined by the Senate.

(8) After determining the subject of the thesis, the student applies to the ethics committee regarding the scope of the ethics committee departments. It is the responsibility of the student and enrollment in the thesis proposal to follow the ethics committee approval process. The thesis studies begin after the duration of the ethical approval and research permit, and the necessary approval or permissions.

(9) The student's thesis topic and name change request is notified to the Graduate School via the relevant EABD/EASD upon their parents and is decided by the EYK.

Completion of master's thesis.

ARTICLE 8 – (1) A student studying in the master's program with thesis writes the results obtained in accordance with the spelling rules determined by the Senate for the institute. If the student successfully completes all the obligations in the curriculum and executes the other requirements for graduation determined separately by the Senate for each graduate institute, he or she defends his thesis orally in front of the committee.

(2) The master's thesis committee is appointed with the recommendation of the advisor and the related institute department head and the approval of the institute board of directors. The committee consists of 3 or 5 faculty members, one of whom is the student's advisor and at least one is from outside the University. If the committee consists of 3 people, the second advisor cannot be a committee member.

(3) The date and time of the thesis defense exam and the place where the exam will be held are determined by the institute board of directors upon the recommendation of the head of the department. The thesis defense exam is done face to face. The thesis defense exam must be held within one month at the latest from the date of the decision of the institute board of directors.

(4) Before the defense of the master's thesis and in the thesis for which correction is given, the student completes the thesis with the correction and presents it to their advisor. The advisor submits their opinion that the thesis is defensible and the thesis to the institute at least four weeks before the exam date through the head of the department. The Institute receives the similarity report for the thesis and sends it to the advisor and committee members. In the similarity report, a maximum similarity rate of 15% is allowed, excluding the curriculum vitae, appendices, bibliography and citations, or a maximum of 20%, including the curriculum vitae, appendices, bibliography and citations. If a plagiarism is detected as a result of the committee's evaluation, the committee sends the report prepared together with the reason for the plagiarism to the institute board of directors for a decision. The thesis advisor is primarily

responsible for the scientific adequacy of the thesis and its compliance with the relevant writing guide.

(5) Committee members who prepare their personal reports about the thesis until the date of the thesis defense examine the "Similarity Summary Report" from the institute and, if necessary, the "Similarity Comprehensive Report", which is ready to be shared by the advisor just before the defense. If the members of the committee decide that there is plagiarism in the thesis with at least a majority of votes, they do not start the defense, committee records the situation with reasons and the relevant documents are sent to the institute board of directors so that the final decision about the thesis can be made. If plagiarism is not detected in the thesis and the committee members decide that the thesis is defensible with at least a majority decision, the student takes the thesis defense exam.

(6) The thesis defense exam consists of the presentation of the thesis work followed by a question-answer section. The duration of the thesis defense exam is minimum 45 and maximum 90 minutes. The thesis defense exam is held under the conditions determined by the recommendation of the advisor and the approval of the institute board of directors, open to the participation of the audience consisting of lecturers, graduate students and experts in the field.

(7) After the thesis defense exam is completed, the committee decides to accept, reject or correct the thesis with absolute majority and determine this situation with a report. The report of the committee and the personal reports of the committee members regarding the thesis are sent to the relevant institute by the head of the relevant department/art major within two working days following the thesis exam.

(8) The student, whose thesis is decided to be corrected, defends the thesis again within three months at the latest before the same committee. At the end of this defense, the student who is found unsuccessful and whose thesis is not accepted is dismissed from the University. The plagiarism report must be re-reported at the delivery of the corrected theses.

(9) If a student whose thesis is rejected makes a request, a non-thesis master's diploma is granted to the student, provided that the student executes the course credit load, project writing and similar requirements of the non-thesis master's program.

Master's degree with thesis

Article 9 – (1) Master's degree with thesis is granted to the student Provided that the student is successful in the thesis defense exam and meets the other requirements for graduation determined separately for each graduate institute by the Senate. A bound copy of the master's thesis and two electronically saved (USB memory, CD, DVD) copies, together with the acceptance letter of the thesis advisor, must be submitted to the relevant institute within one month from the date of the thesis defense examination, and the thesis must be suitable in terms of form. The graduate student who submits the thesis to the relevant institute within one month from the date of the thesis defense exam and whose thesis is found suitable in terms of form is awarded a Master's Diploma with Thesis. The student is obliged to submit a hardcover or electronic copy of the approved thesis to the institute directorate, with a document indicating that he has submitted it to the members of the committee. The Institute's board of directors may extend the delivery period for a maximum of one month upon

request, upon the recommendation of the advisor and the decision of the relevant department/art major. Students who do not execute these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed if the maximum period expires.

(2) On the master's diploma with thesis, the name of the program in the department/ art major of the institute that the student is registered is approved by YÖK. Graduation date is the date when the copy of the thesis signed by the examination committee commission is sent to the institute by the head of the department.

(3) Within three months from the delivery of the thesis, a copy of the master's thesis is sent to YÖK by the institute in electronic environment to be put into service of scientific research and activities.

(4) In order for the students of the master's program with thesis within the body of university institutes to graduate, an article of which the student is the first author must be published or accepted for publication in national or international peer-reviewed journals with the address of the University, at least in ULAKBİM and/or TRdizin, with the first submission of the thesis to the institute, or It is obligatory for the student to be the first author, presented in peer-reviewed national or international scientific meetings, criticized, discussed, and whose full text or summary has been published in the proceedings book. Unless otherwise stated, students in master's programs conducted on the basis of protocols with international institutions and organizations will be considered outside of this article. In addition to meeting the specified minimum requirements, additional conditions related to the subject are determined by the Senate with the recommendation of the relevant department/art major board and the decision of the Institute Administrative Board. The student who does not meet this requirement will not be taken to the thesis defense exam and the elapsed time will be counted in the thesis period.

CHAPTER THREE

Non-thesis master's program

Objective and scope

ARTICLE 10 – (1) The non-thesis master's program aims to provide the student with the necessary information on professional issues and to show how to use this information in practice. Non-thesis master's program can also be offered as a formal education, distance education or mixed education program and is carried out in accordance with the relevant legislation. This program consists of at least 60 ECTS credits, not less than 30 credits in total, including at least 10 courses and a term project. Term project course is non-credit and evaluated as successful or unsuccessful. The student has to register for the term project course in the semester in which the term project course is taken and submit a written project and/or report at the end of the semester.

(2) A proficiency exam can be taken at the end of the non-thesis master's program. In this case, the head of the relevant department determines the examination place, date and committee for each student and submits it to the approval of the institute board of directors.

(3) Non-thesis master's program can be conducted as evening education.

(4) The non-thesis master's program consists of compulsory and elective courses. At most three of the courses to be taken by the student can be selected

from the undergraduate courses provided that they were not taken during the undergraduate education.

(5) The proficiency exam during non-thesis master's programs, also be done face-to-face or via remote access after the approval of the institute's administrative board.

Application and acceptance

ARTICLE 11 – (1) Students who have at least a bachelor's degree can be admitted to non-thesis master's programs in the fall and spring semesters. The number of students to be admitted to non-thesis master's programs, the qualifications to be sought in candidate students, and the candidate evaluation criteria are decided by the institute board, taking into account the proposal of the department/art major of the institute and presented to the Senate for approval. This information is recorded and announced by the institute board of directors. In this announcement; Details such as the documents required for the application, the application date and conditions, the features required in the candidacy of the applicant for a program, the conduct of the applicant evaluation, the date, time and place where the applicants will take the written assessment and/or exams, and the maximum number of programs an applicant student can apply to are specified.

(2) Applicants, make their applications by declaring the information and documents requested from them electronically and/or in person, in accordance with the principles detailed in the announcement.

(3) Written scientific evaluation and/or interview method is used in addition to the undergraduate grade point average in the evaluation of applicants who apply to non-thesis master's programs. Which or which of the written scientific evaluation and/or interview measurement methods will be used is determined by the recommendation of the board of the department/art major, the decision of the institute board and the approval of the Senate.

(4) Written scientific evaluation and/or interview evaluation of undergraduate grade point average in calculating the placement score to be used in the evaluation of applicants applying to non-thesis master's programs are as follows:

a) Calculation of the placement score is shown below in case of both interview and written scientific evaluation of applicants with Turkish and TRNC nationalities:

Placement Score	undergraduate graduation grade point average	Interview Score	written scientific evaluation score
Placement score of applicants applying to non-thesis master's programs (including distance education programs)	75%	10%	15%

b) The calculation of the placement score of the applicants with Turkish and TRNC nationality is shown below if only an interview or only a written scientific evaluation is made:

Placement Score	undergraduate graduation grade point average	Interview Score	written scientific evaluation score
Placement score of applicants applying to non-thesis master's programs (including distance education programs)	75%	25% (if interviewed only)	25% (only if written scientific evaluation is made)

(5) Evaluation committee that will take part in the evaluation of applicants applying to non-thesis master's programs consist of at least three and maximum seven original members, two substitute members, and are determined by the recommendation of the relevant department and the approval of the institute board of directors.

(6) The evaluation committee evaluates the applicants for a written scientific evaluation and/or interview at the date, time and place specified in the exam entrance document, and evaluates them over score of 100 separately for each measurement method used. Placement score is not calculated for applicants who do not take the written scientific evaluation and/or interview, or whose written scientific evaluation and/or interview score is below 50, and these applicants are deemed unsuccessful. In case of both a written scientific evaluation and an interview, the written scientific evaluation is followed by an interview, and the candidate who does not participate or fails in the written scientific evaluation is not taken to the interview.

(7) In the evaluation of applicants applying to non-thesis master's programs, the placement score is calculated as stated in the fifth paragraph. The head of the Evaluation Jury transmits the report containing the placement score calculation of the applicants to the institute directorate within two working days following the date of the written scientific evaluation and/or interview through the head of the department. The documents related to the written scientific evaluation exam and/or interviews used in the calculation of the placement score are kept by the relevant EABD/EASD presidency.

(8) Applicants with a placement score of 60 and above in non-thesis master's programs are ranked according to their scores, starting from the highest. Applicants within the quota are entitled to final enrollment in the programs they have applied for. Other applicants in the ranking are determined and announced as substitutes. In case of equality in the ranking, priority is given to the candidate with a high undergraduate graduation GPA.

(9) If the applicant's graduation grade is in the 4 point grading system, and if the applicant does not bring an approved document related to the grade conversion from the university he graduated from, it is evaluated according to the grade conversion table determined by YÖK.

Duration

ARTICLE 12 - (1) duration to complete non thesis master's program, excluding time spent in scientific preparation, is minimum of 2 semesters and maximum of 3 semesters. Starting from the semester courses relevant to the program student enrolled in are lectured. Students who are unsuccessful or couldn't complete the program at the end of this duration are dismissed.

Academic advisor assignment

ARTICLE 13 – (1) The board of department/art major recommends a lecturer who will be advisor for course selection and administration of term project or a lecturer who has a doctorate in department/art major or discipline that covers relevant education program, if there are insufficient amount of lecturers, as advisor to institute directorate at the beginning of first semester for each student. The advisor is finalized by the approval of board of management.

(2) The advisor obliged to assigning the courses the student will take, approving re-registration and watching state of the students education, enabling administration of the term project, mediating the students relations with the board and dealing with the students academics problems when necessary.

(3) Procedures and principles related to qualifications, assignments, mandate and responsibilities of advisors are determined by decision of the Senate.

(4) On the non-thesis master's program diploma there is the institute department/art major program's name which approved by YÖK which the student is enrolled.

(5) Students who continue to the no thesis master's program, can transition to master's program with thesis upon the decision of relevant department/art major board and the institute board of directors, with condition of executing minimum requirements determined for university's master's program with thesis and in the case of there is a master's program with thesis relevant to their field of study. In this case, courses taken in non-thesis master's program can be substituted for the courses in masters with thesis program upon the decision of the institute board of directors.

CHAPTER FOUR Doctoral Program

Objective and Scope

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

(2) the doctoral program consists of 21 credits and minimum of 240 ECTS in total provided that one semester does not consist less than 60 ECTS, 7 courses, preliminary examination, thesis proposal, thesis study, for students who are accepted with master's with thesis degree. For students who are admitted with undergraduate degree, the doctoral program consists minimum of 300 ECTS 14 courses with minimum of 42 credits, seminar, preliminary examination, thesis proposal and thesis study.

(3) The doctoral program allows students who are admitted with master's degree to select maximum of 2 lessons that are offered with proposal of the head of institute department / art major and with the approval of the institute board of directors in other higher education institutions. Students who are admitted with undergraduate degree can choose maximum of 4 lessons.

(4) Undergraduate courses do not apply to course load and doctorate credit.

(5) Doctorate programs cannot be initiated as evening education.

(6) Thesis to be prepared at the end of the doctoral study, need to execute at least one of the qualifications of innovation in science, developing a new scientific method and applying a known method to a new field.

Application and admission

ARTICLE 16 – (1) Students can be admitted to doctoral programs for autumn and spring semesters. Number of students to be admitted are concluded by the board of institute Considering Qualifications sought in applicant students and Applicant valuation criteria Board of department/art major that encompasses the institute proposal and submitted to the approval of senate. This information is announced on the dates determined by the institute board of directors. This announcement states, the documents required for the application, the application date and conditions, the qualifications sought for the applicant students for each program, the applicant evaluation criteria, and the date, time, place and other issues where the candidates will enter the written scientific evaluation and/or interview.

(2) In order to apply to doctoral programs other than basic medical sciences, applicants are required;

a) To have masters with thesis diploma and minimum score of 60 in the score type of the program applied from ALES or;

b) To have a bachelor's degree of at least 10 semesters excluding medicine, dentistry, veterinary and 5-year pharmacy faculties and preparatory classes or have expertise gained in a laboratory branch according to the principles regulated by the Ministry of Health and minimum score of 60 in the score type of the program applied from ALES,

c) Applicants who apply to doctoral program with bachelor's degree are required to have minimum of 3 GPA out of 4 or equivalent and minimum score of 80 in the score type of the program applied from ALES.

(3) In order to apply to doctoral programs at basic medical sciences, applicants are required;

a) Bachelors of medical faculty are required undergraduate diploma and minimum of 50 basic medicine score from TUS or minimum score of 60 in the numerical score type of ALES.

b) If not graduated from the Faculty of Medicine, having a master's degree (undergraduate degree from graduates of dentistry, pharmacy and veterinary faculties) and minimum score of 60 in the numerical score type of ALES is required.

(4) Basic medicine score is obtained from the 0.7 of the standard score obtained from the Basic Medical Sciences Test-1 section in TUS; it is obtained by adding the standard score obtained from the clinical medical sciences test by multiplying by 0.3.

(5) Excluding preparatory class, those who receive undergraduate education for 10 semesters are deemed to have a master's degree.

(6) ALES is not compulsory for student admittance in the Faculty of Fine Arts, Design and Architecture and the Conservatory's departments in the institutes.

(7) In the admissions of students in the doctoral program, at least 55 points in central foreign language examinations accepted by YÖK or a score that is equivalent to that in an international language exam that is accepted as equivalent by ÖSYM is required. However, candidates who administered to the

programs that teach fully foreign has to get at least 70 points in central foreign language examinations accepted by YÖK or a score that is equivalent to that in an international language exam that is accepted as equivalent by ÖSYM for the language carried out in the program is required.

(8) Candidates applying to the programs that have scientific field, foreign language and literature has to have at least 80 points in central foreign language examinations accepted by YÖK or a score that is equivalent to that in an international language exam that is accepted as equivalent by ÖSYM for the language carried out in the program is required.

(9) In the event of our University graduates completed the undergraduate programs ,with the first three (3) degrees, that produce graduates with a master's degree fulfilling the minimum conditions the program requires, with their demands, they register into an active doctoral program out of quota.

(10) Evaluation juries assigned to evaluate the students who applied to doctoral programs in doctorate, proficiency studies in art and basic medical sciences consist of at least 3, at most 7 original members with odd numbers and 2 substitute members and it is determined by the council of the related department/art major and confirmation of the institute council.

(11) The evaluation jury evaluates the candidates with a written scientific evaluation and/or interviewing at the date, time and place specified in the exam entrance document, and evaluates them over 100 points separately for each measurement method used. Placement score is not calculated for candidates who do not take the written scientific evaluation and/or interview, or whose written scientific evaluation and/or interview score is below 60, and these candidates are considered as unsuccessful. In case of both a written scientific evaluation and an interview are made, the written scientific evaluation is followed by an interview, and the candidate who does not participate or fails in the written scientific evaluation is not taken to the interview. The head of the jury transmits the written scientific evaluation score and/or interview evaluation score and the report containing the placement scores of the candidates to the head of the institute within two working days following the date of the written scientific evaluation and/or interview through the head of the department. The documents related to the written scientific evaluation exam and/or interviews used in the calculation of the placement score are kept by the relevant EABD/EASD presidency.

(12) Excluding the departments/majors affiliated to the Faculty of Fine Arts, Design and Architecture and the Conservatory, he contributions of the ALES score, undergraduate and/or graduate grade point averages, written scientific evaluation and/or interview evaluation in calculating the placement score to be used in the evaluation of candidates applying to doctoral and art proficiency programs are stated below:

a) In case of the candidates who are citizens of TC and KKTC does both the interview and the written scientific evaluation, calculation of the placement scores is shown below:

ALES	Grade Point Average of	Grade Point Average of	Interview Score
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	Undergraduate Graduation	Postgraduate Graduation	
%50	%25	-	%10
%50	-	%25	%10
-	%75	-	%10

-	%50	%25	%10
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b) In case of the candidates who are citizens of TC and KKTC does just the interview or the written scientific evaluation, calculation of the placement scores is shown below:

ALES	Grade Point Average of Undergraduate Graduation	Grade Point Average of Postgraduate Graduation	Interview Score
%50	%25	-	%10
%50	-	%25	%10

-	%75	-	%10
-	%50	%25	%10

(13) Candidates whose placement scores are 65 or more are lined up from highest to lowest according to their scores. Candidates within the quota gain the right of final enrollment to the programs they applied. The other candidates who got in the line are determined as substitute. In case of equivalence in the line the candidate with the higher ALES score gets the precedence. Results are announced through the University's electronic information management system.

(14) If the candidate's graduation score is in 4 point system, in case of not having an approved document regarding the grade conversion from the university candidate graduated from it gets evaluated according to grade conversion table YÖK determined.

Time

ARTICLE 17- (1) Excluding the time spent on scientific preparation, starting from the semester in which the courses related to the program they are enrolled in, regardless of whether they are registered or not, for those who got accepted with a master's degree with thesis, for those who got accepted with a

master's degree with thesis, the doctoral program is 8 semesters for each semester and the maximum completion period is 12; for those who got accepted with a bachelor's degree the doctoral program is 10 semesters for each semester and the maximum completion period is 14. At least the 3 semesters of this period must be used for thesis studies.

(2) Maximum period of successfully completing the credit courses necessary for the doctoral program for those who got accepted with a master's degree with thesis is 4 semesters, for those who got accepted with a bachelor's degree it is 6 semesters. Students who fail to successfully complete their credit courses within this period or who cannot achieve the minimum grade point average required by the University are dismissed from the University.

(3) Students who successfully completes their credit courses, is successful in the proficiency exam and whose thesis proposal is accepted but cannot complete their thesis study until the end of the 12 or 14 semesters stated in the first paragraph, is dismissed from the University.

(4) Master's degree without the thesis is given to those who cannot complete the credit courses or the thesis study in the maximum period, are unsuccessful at the doctorate thesis, as long as they meet the conditions of credit burden project and others that are necessary for the master's degree without the thesis regarding their demands.

Consultant assignment

ARTICLE 18 – (1) Department/ art major council of The Institute proposes a University faculty member who is a part of the University staff to the head of the institute as the consultant for each student in the next 15 days of the student' official registration. Consultant becomes definite with the approval of the institute board. Assigning a consultant in the first month of the first semester is necessary. Until a consultant is assigned, the consultant duties will be carried out by the head of the institute department/art major.

(2) Doctoral programs except the departments of dentistry, pharmaceuticals and veterinary science faculties, in order for a lecturer to manage a thesis, they have to manage at least one successful postgraduate thesis.

(3) Consultant proposes the thesis topic and subject that is specified with their student at the start of the third semester. This proposal gets approved by the institute board. Relevant thesis topic and subject form a basis for the thesis suggestion that the student will make to the thesis monitoring committee after successfully completing the proficiency exam

(4) In the events of the qualification of the thesis study requires more than one consultant; the second consultant that will be assigned can be a person from the University or out of it, who at least has a doctoral degree. The second consultant cannot be determined before the thesis monitoring committee approves the thesis topic.

(5) Consultant has the obligation of specifying the classes the student will take during their education, watching their continuity to the classes and the situation of the education by giving an approval for re-registration, ensuring the management of the term project, mediation with administration connections when necessary and dealing with their academic problems.

(6) Procedures and principles regarding the qualifications, appointments, duties and responsibilities of consultants are determined by the decision of the Senate.

(7) A student's consultant can be changed upon the request of the student or the consultant faculty member, with the reasoned recommendation of the department/major art board and the approval of the institute board. If a consultant cannot be appointed from the university, a faculty member from another higher education institution may be selected as a consultant by the institute board, upon the reasoned proposal of the department/art major board.

(8) Consultant; beginning from the date they got appointed by the institute board, opens a theoretical course called a field of specialization course for the students they advise in addition to all the other academic/administrative loads and duties, in every semester and summer term.

Proficiency exam

ARTICLE 19 – (1) The proficiency exam is a measure of whether the student, who has successfully completed his courses and seminar, has the basic topics and concepts in his field and the depth of scientific research related to his doctoral study. A student can take the proficiency exam at most twice a year.

(2) Students accepted with a master's degree must take the proficiency exam by the end of the fifth semester at the latest, and students accepted with a bachelor's degree must take the proficiency exam by the end of the seventh semester at the latest. If the student does not take the proficiency exam, they are considered to have failed the first proficiency exam.

(3) Proficiency exams are organized and carried out by a five-person doctoral qualification committee, in the period that begins with the consultant's letter and is recommended by the institute's department of science/art major and approved by the institute's board. The committee establishes exam juries to prepare implement and evaluate exams in different fields. The exam jury consists of five faculty members, including the consultant, at least two of whom being from the outside of the University. The relevant institute board decides whether the consultant has the right to vote or not. If the consultant does not have the right to vote, the jury consists of six faculty members. The proficiency examination is conducted face to face. Proficiency examination is open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(4) The qualification exam is held in two parts, written and oral. The student who is successful in the written scientific evaluation is entitled to take the oral exam. For success, the student must get at least 75 points out of 100 from both the written and oral exams.

(5) Exam juries decide with absolute majority whether the student is successful or unsuccessful by evaluating the success of the student in the written and oral exams. This decision is notified to the institute within three working days following the proficiency exam by the head of the institute's department of science/ art major, with the doctorate proficiency committee report, which has the examination jury report attached.

(6) The students who fail the proficiency exam will take the exam again in the next semester from the exam section(s) in which they failed. The students who fail this exam will be dismissed from the doctoral program.

(7) The proficiency exam jury may ask a student who has passed the proficiency exam to take extra course or courses, on condition that they do not exceed one-third of the total credit amount, even if the student has completed the course load. The student must pass the courses determined by the decision of the relevant institute.

(8) A student who has been accepted to the doctoral program as an undergraduate graduate and has successfully completed at least 7 courses and 21 credits, 60 ECTS credits can transfer to the master's program with thesis of the same name, if available, in the department/art major. Transfer to a master's program with thesis takes place upon the student's request, with the decision of the department/art major and the approval of the institute board.

Thesis monitoring committee

ARTICLE 20 – (1) Thesis monitoring committee is formed within the month with the proposal of the council of the department/ art major and approval of the institute board in the period that starts with the written proposal of the consultant for the student who is successful in the proficiency exam.

(2) The thesis monitoring committee consists of three faculty members. Besides the consultant, the committee includes one member from within and outside the department. The second consultant may attend committee meetings without the right to vote.

(3) When necessary, in multidisciplinary departments/art majors, both members can be elected from outside the department/art major, with the recommendation of the department/ art major board and the decision of the institute board, in a process that starts with the written recommendation of the advisor.

(4) In the periods after the establishment of the thesis monitoring committee, changes in the members can be made with the recommendation of the institute department board and the approval of the institute board of directors, starting with the written recommendation of the advisor.

Thesis proposal defense

ARTICLE 21 – (1) A student who successfully completes the proficiency exam; Within six months at the latest, prepares a thesis proposal covering the purpose, method and work plan of his research and defends it orally in front of the thesis monitoring committee. Thesis proposal defense can be done face to face or, after receiving the approval of the institute board of directors, via remote access. The student must submit his thesis proposal in writing to the members of the thesis monitoring committee at least 15 days before the defense date.

(2) The thesis monitoring committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected. One month is given for correction. At the end of this period, within three business days following the end of the process, the decision made by absolute majority for acceptance or rejection is forwarded to the institute by the institute's department/major art department chair along with the thesis monitoring committee meeting minutes.

(3) The student whose thesis proposal is rejected has the right to choose a new consultant 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 consultant is taken to the thesis proposal defense again within three months, and the student who changes the consultant 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 University.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets twice a year, once between January-June and once between July-December. The student submits a written report to the committee members at least one month before the meeting date. In this report, a summary of the work done until that date and the work plan to be made in the next period are stated. The thesis monitoring committee meeting can be held face to face or, after receiving the approval of the institute board of directors, via remote access. The head of the department/art major notifies the student and the institute of the thesis monitoring committee meeting date determined by the advisor. The thesis work of the student is evaluated as successful or unsuccessful by the committee. Thesis monitoring committee's meeting minute and addenda are sent to the head of the institute by the head of the department/ art major within three working days.

(5) The student who is found unsuccessful by the thesis monitoring committee twice in a row or three times intermittently will be dismissed from the University.

(6) A student who does not take the exam on the day and time determined by the consultant and approved by the head of the department/art major, without having an excuse accepted by the institute board, is deemed to have failed the thesis monitoring exam.

(7) A student who wants to change the thesis topic defends the new thesis proposal as stated in the first paragraph. The thesis monitoring committee decides with absolute majority to accept or reject the thesis proposal presented by the student. This decision, in the form of a report, is forwarded to the institute directorate by the head of the department/art major, within two business days following the thesis proposal defense date, with the consultant's reasoned letter regarding the change of the thesis topic attached. Suggestions for change of thesis topic are finalized after being approved by the institute board.

(8) A student who does not attend the thesis proposal defense within the time specified in the first paragraph without a valid excuse will be considered as unsuccessful and the thesis proposal will be rejected.

Conclusion of the doctoral thesis

ARTICLE 22 – (1) In order for the student's thesis to be concluded, at least 3 successful thesis monitoring committee reports must be presented.

(2) The student in the doctoral program writes the acquired conclusions in a way that is convenient with the institute Thesis Manual accepted by the Senate. If the student successfully completes all the obligations in the education plan and fulfills the other requirements for graduation determined separately by the Senate for each graduate institute, the student defends their thesis orally in front of the jury.

(3) Before the doctoral thesis defense, and for theses that are corrected, the student completes the thesis with the correction and presents it to the consultant. The consultant delivers his opinion that the thesis is defensible and the thesis to the institute through the head of the department at least four weeks before the exam date. The Institute receives the similarity report for the thesis and sends it to the consultant and jury members. In the similarity report, a maximum similarity rate of 15% is allowed, excluding the curriculum vitae, appendices, bibliography and citations, or a maximum similarity rate of 20%, including the curriculum vitae, appendices, bibliography and citations. If a plagiarism is detected as a result of the jury's evaluation, the jury sends the report prepared together with the reason for the plagiarism to the institute board of directors for a decision. The thesis consultant is primarily responsible for the scientific adequacy of the thesis and its compliance with the relevant writing guide.

(4) Jury members who prepare their personal reports about the thesis until the date of the thesis defense examine the "Similarity Summary Report" from the institute and, if necessary, the "Similarity Comprehensive Report", which is ready to be shared by the advisor just before the defense. Jury members do not start the defense if they decide that there is plagiarism in the thesis with at least a majority of votes, they record the situation with reasons and the relevant documents are sent to the institute board of directors so that the final decision about the thesis can be made. If plagiarism is not detected in the thesis and the jury members decide that the thesis is defensible with at least a majority decision, the student takes the thesis defense exam.

(5) Doctoral thesis defense exam jury is declared with the offer of the head of the department/ art major and the approval of the institute board. The jury consist of 5 lecturer, including the consultant, three of them being the lecturers from the student's thesis monitoring committee and two of them being from the outside of the university. Relevant institute board decides whether the consultant has the right to vote or not. In the case of consultant has the right to vote, the jury consist of 6 lecturers. Also the second consultant can be in the jury without having the right to vote.

(6) The date and the place of the thesis defense exam and the place where the exam will be held is determined with the approval of the institute board upon the recommendations of the head of the department. Thesis defense exam should be made within one month at latest, starting from the approval date of the institute board.

(7) The jury members meet on the defense exam date and take the student into the thesis defense. The thesis defense exam consists of the presentation of the thesis work and the question-answer section following it. The duration of the thesis defense exam is minimum 60 and maximum 120 minutes. The thesis defense exam is done face to face. Thesis defense meetings are held open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(8) After the thesis exam is completed, the jury decides with absolute majority to accept, reject or correct the thesis, without the audience, and this situation is recorded in the minutes. The report of the jury and the personal reports of the jury members regarding the thesis are sent to the relevant institute

by the head of the institute within three working days following the thesis exam. The student whose thesis is rejected as unsuccessful will be dismissed from the University. The student, whose thesis is decided to be corrected, defends his thesis again in front of the same jury by making the necessary corrections within six months at the latest. The student who is unsuccessful in this defense will be dismissed from the University.

(9) Thesis can be written in English providing that it will be in convenience with the provisions of the Regulation on the Principles to be Followed in Foreign Language Teaching and Teaching in Foreign Languages in Higher Education Institutions, with the decision of the Council of the Department and the approval of the relevant Institute Board on the condition to give a Turkish brief.

(10) Students who are not successful in the thesis are given a non-thesis master's degree upon their request, in accordance with the first paragraph of Article 14.

Doctorate diploma

ARTICLE 23 – (1) The student who completes his thesis study submits the required number of copies of the thesis to their consultant. The consultant sends their written opinion stating that the thesis complies with the writing rules and copies of the thesis to the relevant institute through the head of the department.

(2) Provided that the thesis defense exam is successful and the other conditions required for graduation are met by the Senate separately for each graduate institute, a bound copy of the doctoral thesis and two electronically recorded copies (USB memory, CD, DVD) are submitted together with the thesis consultant's acceptance letter. A PhD student who submits the thesis to the relevant institute within one month from the date of the defense exam and whose thesis is found to be suitable in terms of form is given a Doctorate Diploma. The student is obliged to submit a hardcover or electronic copy of his approved thesis to the institute directorate with the document that he has submitted to the members of the jury. The Institute's board of directors may extend the delivery period for a maximum of one month upon request, upon the recommendation of the advisor and the decision of the relevant department/art major. Students who do not fulfill these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed if the maximum period expires.

(3) Doctoral diploma is given to the doctorate student who submits five bound copies of his doctoral thesis to the relevant institute within one month from the date of taking the thesis exam and whose thesis is found to be suitable in terms of form, provided that he is successful in the thesis examination and meets the other conditions required for graduation as determined separately by the Senate for each graduate institute. The student delivers the bound copies of the thesis that is approved to the jury members. He gives the document that he has delivered to the institute directorate.

(4) The institute board may extend the delivery period for a maximum of one more month upon request. Students who do not fulfill these conditions cannot receive their diploma, cannot benefit from student rights, and are dismissed from the University if the maximum period expires.

(5) Name of the program in the institute's department/ art major that is approved by the YÖK is on the doctorate diploma. Graduation date is the date on which the copy of the thesis, signed by the examination jury commission, is delivered to the institute by the head of the department.

, (6) Within the three months from the delivery date of the thesis from the relevant institute, a copy of the doctoral thesis is sent electronically to YÖK by the relevant institute to be made available for scientific research and activities.

Fifth Chapter

Program of Proficiency in Art

Aim and scope

ARTICLE 24 – (1) Program of Proficiency in Art is a higher education program which is equal to a doctorate program that aims to produce a unique art piece, aspires a creative and outstanding technics in music and theater arts.

(2) Program of Proficiency in Art consists of minimum 240 ECTS for students admitted with a master's degree with thesis as 21 credits and 7 classes on the condition that one semester is not less than 60 ECTS with practises and thesis, such as exhibition, project, resital, concert and acting; seminar, proficiency exam, thesis proposal and thesis study. For students admitted with a bachelor's degree it consists of minimum 300 ECTS credit as 14 classes with 42 credits with practises and thesis, such as exhibition, project, resital, concert and acting; seminar, proficiency exam, thesis proposal and thesis study.

(3) Postgraduate classes, can be choosen from other higher education institutions classes that are being continues to lectured, by the suggestion of the concerned institute's head of department and with the approval of institute's board of directors. The students admitted with a master's degree can choose maximum 2 classes while students admitted with a bachelor's degree can choose maximum 4 lessons.

Application and admission

ARTICLE 25 – (1) In order to apply to Program of Proficiency in Art students must have a bachelor's degree or a master's degree diploma. Except the students who are graduated from Fine Arts, Faculty of Design and Architecture and Conservatory or the students who graduated from equivalent programs in different institutions, the applicants must get the minimum ALES (Selection Exam for Academic Personnel and Graduate Studies) point which is designated by the Senate's decision and applicants who applied with a master's degree must get minimum 55 points on ALES in linguistics point type and applicants who applied with a bachelor's degree must get minimum 80 points on ALES in linguistics point type.

(2) Applicants who are applying with a bachelor's degree must have a minimum 3 points out of 4 in their graduation point average or a point that is equivalent to that. In the admission of the students who will apply to Program of Proficiency in Art, ALES score, master's degree point average and

interview/aptitude test/portfolio review might be also considered. This assessment's aspects and the reference letter that applicant are required to submit, an essay about why do they want to join to this program, international standart exams and assesment details about other similar documents will be determined by the Senate.

(3) In admission to Program of Proficiency in Art, except their native language it is mandatory that getting a minimum score of 55 on the centralised foreign language exams that are accepted by the Higher Education Institute and on international language exams that are being recognised as equivalent or get an equavalent score on the international language exams that are being recognised as equivalent by the ÖSYM (Student Selection and Placement Center), whether these minimum scores might rise by the qualities of the department which is being admissioned is will be decided by the Senate. In admissions to the departments of Conservatory programs and Faculty of Fine Arts which are only admissions students with an aptitude test which are lectured in Turkish, on condition that to document a medical report obtained from State Hospital or a State University;

a) Hearing impaired candidates with an uncorrected disability of at least 70% or a corrected disability of at least 40% and above,

b) Applicants with a mental disability that have a disability level of 50% or more,

c) Disabled candidates with a disability level of 40% and above diagnosed with "common developmental disorder" (Autism spectrum disorder / childhood autism / atypical autism, Rett Syndrome, Asperger Syndrome),

foreign language score is not required for application. These candidates are deemed to have met the foreign language base score requirement sought by the University as a foreign language score.

(4) The weight of the ALES score, provided that it is not less than 50%, is determined by the Senate. Students can also be admitted with ALES score only. Equivalent scores accepted as equivalent to ALES and announced by YÖK (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, Design and Architecture and Conservatories.

(5) If the graduation grade of the applicant is in the 4 point system, it is calculated according to the grade conversion table determined by the YÖK if the applicant does not bring an approved document from the university he/she graduated from regarding the grade conversion.

Duration

ARTICLE 26 - (1) The maximum time to complete the Program of Proficiency in Art is 8 semesters and the maximum completion period is 12 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 10 semesters and the maximum completion period is 14 semesters for those admitted with a bachelor's degree.

(2) The maximum time to successfully complete the credit courses required for the proficiency in art program is 4 semesters for those admitted with a master's degree with thesis and 6 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 at least the minimum cumulative grade point average are dismissed from the University.

(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 12 semesters or 14 semesters specified in the first paragraph are dismissed from the University.

(4) Those who are not successful in the Program of Proficiency in Art are awarded a master's degree without thesis upon their request, provided that they meet the relevant requirements.

Consultant assignment

ARTICLE 27 – (1) The chairmanship of the institute department recommends to the institute an advisor who is a member of the University staff who will act as an advisor for 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, exhibition, project, recital, concert, representation to be determined by the advisor and the student together, and this recommendation becomes final with the decision of the institute board of directors. Until the advisor is appointed, the duty of advising is performed by the head of the institute's department/art department. The advisor must be appointed by the end of the second semester at the latest. In cases where the nature of the Program of Proficiency in Art requires more than one advisor, a second advisor may be appointed. In order for the advisor to direct studies such as thesis, exhibition, project, recital, concert, representation in proficiency in art programs, he/she must have directed at least one successfully completed master's thesis. The second advisor may also be a person with a doctorate / proficiency in art degree from outside the University staff.

(2) The procedures and principles regarding the qualifications, appointment, duties, powers and responsibilities of advisors are determined by the Senate decision.

(3) The faculty member appointed as an advisor with the decision of the School Board of Directors sends the thesis proposal of the student to the School Directorate through the head of the department/major until the end of the second semester at the latest. The thesis proposal is finalized with the approval of the institute board of directors. The thesis may be written in English, provided that it complies with the provisions of the Regulation on the Principles Regarding the Teaching of Foreign Languages in Higher Education Institutions and the Teaching of Foreign Languages in Higher Education Institutions, with the justified opinion of the advisor, the decision of the Department Board and the approval of the relevant Institute Board of Directors, provided that a broad Turkish summary is given.

Qualifying exam

ARTICLE 28 – (1) The qualifying exam is the measurement of whether the student, who has successfully completed their courses and seminar, has the basic subjects and concepts in their field and the depth of scientific research related to the Proficiency in Art study. A student can take the qualifying exam at most twice in one year.

(2) 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 the student fails to take the qualifying exam, he/she is deemed to have failed the first qualifying exam.

(3) Qualifying exams are organized and conducted by the five-person doctoral qualifying committee, which is recommended by the head of the institute's department/art department and approved by the institute board of directors in the process starting with the advisor's letter. The committee establishes exam juries to prepare, implement 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 relevant institute 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. Qualifying exam is conducted face to face. The qualifying exam is open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(4) Qualifying exam is conducted in two parts: written and oral. Student who succeed in the written scientific evaluation is entitled to take the oral exam. For success, the student needs to get at least 75 points out of 100 on both written and oral exams.

(5) The exam jury decides whether the student has failed or succeeded by evaluating their success in the written and oral exams according to the absolute majority. This decision is notified to the Graduate School within three working days following the qualifying exam by the head of the Graduate School Department of Art with the minutes of the Proficiency in Art Committee and the minutes of the exam jury.

(6) The student who fails the qualifying exam takes the exam again in the next semester from the failed exam section/sections. The student who fails in this exam is dismissed from the Program of Proficiency in Art.

(7) 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 one third of the total credit amount. The student must succeed in the courses to be determined by the decision of the relevant institute.

(8) A student who has been accepted to the Program of Proficiency in Art as a bachelor's degree graduate and has successfully completed at least 7 courses and 21 credits, 60 ECTS credit load can transfer to the master's program with thesis with the same name, if any, in the department. Transition to the master's program with thesis; Upon the request of the student, it is carried out with the decision of the board of the department / department of art and the approval of the institute board of directors.

Thesis supervision committee

ARTICLE 29 – (1) For the student who is successful in the qualifying exam, a thesis supervision committee is formed within one month with the recommendation of the relevant institute department/major board and the approval of the institute board of directors.

(2) The thesis supervision committee consists of three faculty members. In addition to the advisor, the committee includes one member from within and outside the department/major. The second advisor may attend the committee meetings without the right to vote.

(3) In multidisciplinary departments, if necessary, two members can be selected from outside the department/major field with the recommendation of the board of the department/major field and the decision of the institute board of directors in the process starting with the advisor's letter.

(4) In the periods following the establishment of the thesis supervision committee, changes can be made in the members with the recommendation of the board of the institute department/major field of study and the approval of the board of directors of the institute in the process starting with the letter of the advisor.

Thesis proposal defense

ARTICLE 30 – (1) A student who successfully completes the qualifying exam prepares a thesis proposal covering the purpose, method and work plan of the research to be conducted and defends it orally before the thesis monitoring committee within six months at the latest. The thesis proposal defense can be done face-to-face or via remote access after the approval of the Graduate School Board of Directors. The student must have submitted their thesis proposal in writing to the members of the thesis monitoring committee at least 15 days before the defense date.

(2) The thesis supervision committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected. One month is given for correction. At the end of this period, the decision, which is made by absolute majority in the direction of acceptance or rejection, is forwarded to the Graduate School together with the minute of the thesis supervision committee meeting within three working days following the end of the process by the head of the institute department/art department.

(3) The student whose thesis proposal is rejected 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 University.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets 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. In this report, a summary of the work done up to that date and the work plan for the next semester are stated. The thesis supervision committee meeting can be held face-to-face or via remote access after the approval of the institute board of directors. The chairmanship of the department / department of arts notifies the student and the institute of the thesis supervision committee meeting date determined by the advisor. The student's thesis work is evaluated as successful or unsuccessful by the committee. The minute of the thesis monitoring committee meeting and its annexes are sent to the directorate of the institute within three working days following the thesis monitoring committee meeting date by the head of the department.

(5) Students who are found unsuccessful by the thesis supervision committee twice in a row or three times intermittently are dismissed from the University.

(6) The thesis monitoring exam of the student who fails to take the exam on the day and time determined by the advisor and approved by the head of the department/major without an excuse accepted by the board of directors of the institute is considered failed.

(7) A student who wants to change their thesis topic defends their new thesis proposal as specified in the first paragraph. The thesis supervision committee decides by absolute majority to accept or reject the thesis proposal submitted by the student. This decision is submitted to the directorate of the institute by the chairmanship of the department/art department in the form of a minute within two working days following the thesis proposal defense date, including the advisor's justified letter regarding the change of thesis topic. Thesis topic change proposals are approved and finalized by the Graduate School Executive Board.

(8) The student who fails to attend the thesis proposal defense within the period specified in the first paragraph without a valid excuse is deemed failed and the thesis proposal is rejected.

Finalization of the proficiency in art study

ARTICLE 31 – (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 Graduate School Thesis Writing Guide 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 that are given a correction, the student completes the thesis and submits it to the advisor. The advisor submits his/her opinion that the thesis is defensible and the thesis to the Graduate School at least four weeks before the exam date through the head of the department/art department. The Graduate School receives the similarity report for the thesis and sends it to the advisor and jury members. In the similarity report, a maximum 15% similarity rate excluding CV, appendices, bibliography and citations or a maximum 20% similarity rate including CV, appendices, bibliography and citations is allowed. If a plagiarism is detected as a result of the jury evaluation, the jury sends the report prepared by the jury together with the justification of the plagiarism to the Graduate School

Executive Board for a decision. The thesis advisor is primarily responsible for the scientific adequacy of the thesis and its compliance with the relevant writing guidelines.

(3) The jury members who prepare their personal reports on the thesis until the defense date of the proficiency in art examine the "Similarity Summary Report" received from the Graduate School and, if necessary, the "Comprehensive Similarity Report" kept ready for sharing by the advisor just before the defense. If the jury members decide that there is plagiarism in the thesis with at least a majority of votes, they do not start the defense, record the situation with justification, and the relevant documents are sent to the Graduate School Executive Board to make a final decision on the thesis. If plagiarism is not detected in the thesis and the jury members decide that the thesis is defensible with at least the majority decision, they accept the student to the thesis defense exam.

(4) The student who completes the proficiency in art study submits the required number of copies of the thesis to the advisor. The advisor states their opinion in writing in terms of the compliance of the thesis with the spelling rules and sends the theses to the relevant institute through the head of the department/art department.

(5) The proficiency in art thesis defense exam jury is determined by the recommendation of the advisor and the head of the department/division of the institute and the approval of the institute board of directors. The jury consists of five people including the advisor, at least two of whom are faculty members from outside the University. The relevant institute 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 addition, the second advisor may take part in the jury without the right to vote.

(6) The date and time of the proficiency in art study defense exam and the place where the exam will be held are determined by the institute board of directors upon the recommendation of the head of the department/art department. The jury members convene within one month at the latest from the date the thesis or text is delivered to them and take the student face-to-face. The duration of the thesis defense exam is at least 60 and at most 120 minutes. The exam consists of the presentation of the proficiency in art study followed by a question and answer section. The exam is open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(7) After the completion of the exam, the jury, closed to the audience, decides on acceptance, rejection or correction of the student's Program of Proficiency in Art such as thesis, exhibition, project, recital, concert, representation by absolute majority. Students whose thesis and Proficiency in Art program are accepted are considered successful. This decision is notified to the relevant institute within three working days following the exam by the head of the institute department/art department by a minute. Students whose thesis and Program of Proficiency in Art are rejected as unsuccessful are dismissed from the University. The student who is given the decision of correction about the Program of Proficiency in Art program defends the Program of Proficiency in Art 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 Art program is not accepted is dismissed from the University. If a student who were admitted with a bachelor's degree who could not succeed in the Program of Proficiency in Art such as thesis, exhibition, project, recital, concert, representation, a master's degree without thesis will be given to them according to the fourth paragraph of article twenty-sixth upon their request.

Proficiency in Art thesis/study

ARTICLE 32 – (1) Students who are successful in the proficiency in art program are awarded a diploma that determines the field according to the specialty of the art branch approved by YÖK, provided that they meet the other conditions. The date of graduation is the date the signed copy of the thesis is submitted by the examination jury commission.

(2) Provided that the student is successful in the proficiency in art defense exam and meets the other requirements for graduation determined by the Senate, the student who submits the bound copy of the form of the proficiency in art work approved by the jury / thesis and two copies of the thesis electronically recorded (USB memory, CD, DVD) together with the acceptance letter of the advisor to the relevant institute within one month from the date of the proficiency in art defense exam and whose work is approved in terms of form is awarded the "Proficiency in Art Diploma". The student is obliged to submit a bound or electronic copy of the approved work to the directorate of the institute. Upon the recommendation of the advisor and the decision of the relevant department, the Graduate School Executive Board may extend the submission period for a maximum of one more month. Students who do not fulfill these conditions cannot receive their diploma until they fulfill the conditions, cannot benefit from student rights and are dismissed in case the maximum period expires.

(3) Within three months following the submission of the thesis by the relevant graduate school, a copy of the proficiency in art thesis is sent electronically to YÖK to be made available for scientific research and activities.

Proficiency in Art Diploma

ARTICLE 33 – (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 the signed copy of the thesis is submitted by the examination jury commission.

(2) Provided that they are successful in the thesis defense and meets the other conditions, the student who submits at least three bound copies of their proficiency in art thesis to the relevant institute within one month from the date of entry to the thesis exam and whose thesis is approved in terms of form is entitled to receive a proficiency in art diploma. The board of directors of the institute may extend the submission period for a maximum of one more month upon application. The student who fails to fulfill these conditions cannot receive

their diploma until they fulfill the conditions, cannot benefit from student rights and is dismissed in case the maximum period expires.

(3) Within three months following the submission of the thesis by the relevant institute, a copy of the proficiency in art thesis is sent electronically to the YÖK to be made available for scientific research and activities.

SIXTH CHAPTER

Miscellaneous and Final Provisions

Student admission to the scientific preparation program

ARTICLE 34 – (1) Among the students admitted to master's and doctoral programs, a scientific preparation program can be applied to overcome the deficiencies for those who have received their bachelor's or master's degree in different fields than 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 other than the higher education institution they are admitted to.

(2) Within the scope of the scientific preparation program, master's students can enroll in courses in the undergraduate program of the Faculty / Schools of Higher Education, and doctoral students can enroll in courses in undergraduate and / or graduate programs, not exceeding a maximum of 30 ECTS credits in one semester. Students can also take these courses within the summer school education program. These courses are not counted towards the course load of the graduate program. However, a student in the scientific preparation program may also take course(s) for the graduate program in addition to the courses within the scope of the scientific preparation program, upon the recommendation of the relevant institute department/art department board and the decision of the institute board of directors.

(3) Scientific preparation courses cannot be offered as elective courses. The student cannot be exempted from the courses taken in the scientific preparation program. The student may re-register for the failed scientific preparation courses in the semester in which the courses are offered or in the summer school, or may register for other courses approved by the board of directors of the institute upon the recommendation of the relevant department/art department. The scientific preparation courses taken for the master's program are not counted as scientific preparation courses to be taken for doctorate/proficiency in art programs.

(4) The scientific preparation programs of the students are prepared by the board of the department/art department and submitted to the approval of the institute board of directors within 15 days following the registration date of the student by the head of the department/art department.

(5) The provisions of the legislation of the program in which the student takes courses are valid for attendance and evaluation processes and procedures within the scope of the scientific preparation program.

(6) 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.

Admissions for special students

ARTICLE 35 – (1) Admissions of special students are made by the decisions of the Senate.

Admission of students via transfer

ARTICLE 36 – (1) A student who has completed at least one semester in a graduate program in another department/division of the same institute at the University or in an equivalent institute of another higher education institution, who has not taken a thesis/semester project, or who accepts that they will take the proficiency exam again and prepare a new thesis/semester project in the program to which they will transfer, can be admitted to the graduate program by transfer upon the recommendation of the relevant department/division board and the decision of the institute board of directors.

(2) In order for a student to be accepted for transfer, they must be successful in the courses they have enrolled until the application date, have a weighted grade point average of at least 2.50 out of 4.00 and meet the application requirements of the relevant program.

(3) A student who wants to transfer to a graduate program of the university; must meet the application requirements of the program they are applying for, and apply to the directorate of the institute at least three weeks before the start date of the following semester by attaching the documents introducing the graduate program they are currently enrolled in and indicating the success status of the courses they have enrolled in.

(4) The directorate of the Graduate School sends the application documents to the head of the department/major and requests the opinion of the board of the department/major in terms of the conditions in the first paragraph and, if this opinion is positive, the names of the courses that the student must register for the student's adjustment to the program.

(5) The opinions and recommendations of the department/major department are examined by the Graduate School Executive Board and it is decided whether the student's transfer request is appropriate before the start date of the semester.

(6) Transfer applications of Master's degree students with thesis and students admitted to the Doctoral program with a Master's degree are accepted if they are at the end of the second semester at most, regardless of whether they have registered for each semester, starting from the semester in which the courses related to the program they are enrolled in, except for the period spent in scientific preparation, and at the end of the fourth semester at most for students admitted to the PhD program with a Bachelor's degree.

(7) Students cannot transfer from the distance education program of a higher education institution in Turkey or abroad or from distance education programs within the Graduate School to master's and doctorate/ proficiency in art programs with thesis.

Acceptance of foreign applicants or Turkish applicants who completed their undergraduate/graduate education abroad

ARTICLE 37 – (1) The decisions of the Council of Higher Education (YÖK) are applied on whether or not recognition and equivalency certificates will be requested from candidates who are foreign nationals or who have completed their undergraduate/graduate education abroad. The following conditions are required for the admission of foreign nationals and Turkish nationals who completed their undergraduate/graduate education abroad:

a) Candidates are exempted from the Turkish proficiency requirement if they certify that they have received a Turkish proficiency certificate from the Turkish language teaching centers or units determined by YÖK or if they have passed the Turkish language courses or exams organized by Ege University Turkish World Studies Institute. Candidates who do not have a Turkish proficiency certificate must get at least 70 out of 100 points from the Turkish placement exam conducted by Ege University Institute of Turkish World Studies. Candidates who certify that they have completed their undergraduate or graduate education at a Turkish-medium university are exempted from the Turkish language exam.

b) If the relevant department requires foreign language proficiency from the candidates applying to the Master's program with thesis, the candidates must have at least 50 points for master's programs with thesis from the central foreign language exams conducted in German, French or English other than their mother tongue and accepted by YÖK, or 60 points from the master's foreign language proficiency exam conducted by the School of Foreign Languages, or at least 55 points from the foreign language exams accepted by YÖK for doctoral programs, or a score equivalent to the relevant score from international foreign language exams accepted as equivalent by ÖSYM. Among the candidates who will apply to the Master's program with thesis, no foreign language certificate is required from those who certify that they have graduated from a higher education institution or program that provides education in one of the languages accepted as equivalent by YÖK and ÖSYM within the last 3 years. No other foreign language requirement is required from the applicants from the Turkic Republics who submit the Turkey's Dialect of Turkish language proficiency certificate specified in subparagraph (a) of this article.

c) Foreign applicants who are exempt from the Turkish language exam can take the written scientific evaluation and/or interview.

ç) Applicants applying to graduate programs related to a foreign language and literature or fully conducted in a foreign language are required to have a minimum score of 60 in foreign language exams accepted by YÖK for thesis-based master's programs and a score of 70 in the foreign language proficiency exam conducted by the School of Foreign Languages for programs conducted in the language of the program. For doctoral programs, applicants must have a minimum score of 70 in foreign language exams accepted by YÖK or an equivalent score in internationally recognized foreign language exams accepted by ÖSYM. Turkish proficiency is not required from these applicants. Applicants who can provide evidence of graduating from a higher education

institution or program where the Thesis Master's program was conducted in a foreign language within the last 3 years are exempt from providing a language proficiency certificate.

d) Doctoral applicants applying to programs in the field of a foreign language and literature must have obtained a minimum score of 60 from foreign language exams accepted by YÖK in a different foreign language or an equivalent score from internationally recognized foreign language exams accepted by ÖSYM.

(2) In the evaluation of applicants applying for graduate programs, the criteria to be taken into account and used in the calculation of the placement score are provided below:

a) The calculation of the placement score for foreign applicants, in case both an interview and a written scientific evaluation are conducted, is provided below:

Placement Score Type	Undergraduate Graduation Grade Point Average	Graduate Graduation Grade Point Average	Interview Grade	Written Scientific Evaluation Grade
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Placement score of applicants applying to thesis-based master's and doctoral programs as graduates of bachelor's degree programs and exempt from the Turkish proficiency exam 50% - 25% 25%

Placement score of applicants applying to thesis-based master's and doctoral programs as graduates of bachelor's degree programs and successfully completing the Turkish proficiency exam 50% - 25% 25%

Placement score of applicants applying to non-thesis master's programs and exempt from the Turkish proficiency exam (including distance education programs) 25% 25% 25% 25%

Placement score of applicants applying to non-thesis master's programs and succeeding in the Turkish proficiency exam (including distance education programs) 50% - 25% 25%

Placement score of applicants applying to doctoral programs as master's graduates and are exempt from the Turkish proficiency exam. 25%
25% 25% 25%

Placement score of applicants applying to thesis-based master's and doctoral programs as graduates of bachelor's degree programs and succeeding in the Turkish proficiency exam 25% 25% 25% 25%

b) The calculation of the placement score for foreign applicants, in case only an interview or only a written scientific evaluation is conducted, is provided below:

Placement Score Type	Undergraduate Graduation Grade Point Average	Graduate Graduation Grade Point Average	Interview Grade	Written Scientific Evaluation Grade
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Placement score of applicants applying to thesis-based master's and doctoral programs as graduates of bachelor's degree programs and exempt from

the Turkish proficiency exam 50% - 50% (only if an interview is conducted) 50% (only if a written scientific evaluation is conducted)

Placement score of applicants applying to thesis-based master's and doctoral programs as graduates of bachelor's degree programs and successfully completing the Turkish proficiency exam 50% - 50% (only if an interview is conducted) 50% (only if a written scientific evaluation is conducted)

Placement score of applicants applying to non-thesis master's programs and exempt from the Turkish proficiency exam (including distance education programs) 50% - 50% (only if an interview is conducted) 50% (only if a written scientific evaluation is conducted)

Placement score of applicants applying to non-thesis master's programs and succeeding in the Turkish proficiency exam (including distance education programs) 50% - 50% (only if an interview is conducted) 50% (only if a written scientific evaluation is conducted)

Placement score of applicants applying to doctoral programs as master's graduates and are exempt from the Turkish proficiency exam. 25% 25% 50% (only if an interview is conducted) 50% (only if a written scientific evaluation is conducted)

Placement score of applicants applying to thesis-based master's and doctoral programs as graduates of bachelor's degree programs and succeeding in the Turkish proficiency exam 25% 25% 50% (only if an interview is conducted) 50% (only if a written scientific evaluation is conducted)

(3) The principles determined by YÖK regarding the requirement of equivalence certificate of bachelor's or master's diplomas obtained from abroad are valid.

(4) The principles determined by YÖK regarding the applications of the students who are on scholarship or are nominated to study at the graduate level in Turkey within the framework of bilateral agreements and exchange programs.

(5) The principles regarding the applications of graduate student applicants who are graduated or eligible for graduation, the evaluation criteria, and other matters related to the admission of students to graduate education are determined by the decision of the related Institute Board by the Senate.

(6) If the applicant's graduation grade is on a 4-point scale, and they do not provide an approved document regarding the grade conversion from their graduated university, then the applicant's grade will be evaluated by calculating it according to the grade conversion table determined by YÖK.

Registration to graduate programs

ARTICLE 38 – (1) Applicants who have earned the right to enroll in graduate programs and are listed in the main applicant list announced by the institute directorate within the quota of the related program are required to complete their final registration by submitting the required information and documents to the Directorate of Student Affairs on the dates determined by the Senate. Applicants who do not complete their registration within the given period will be replaced by applicants from the reserve list provided by the

relevant institute. These applicants will then complete their registration according to their grades on the specified dates.

(2) The students must renew their registration at the beginning of each semester. If they fail to renew their registration, they will not be able to benefit from their student rights during the semester. Academic semesters which the registration is not renewed are considered as the maximum duration of education.

(3) Applicants who apply electronically for graduate programs and are granted the right for final registration must present the information and documents they declared during the application process in a complete and accurate form during the final registration process if they are eligible for registration. If there are differences between the information provided during the application and the information and documents presented during the final registration process, the applicants' registrations will not be made. If there are applicants whose registrations have been made, their registrations will be canceled.

(4) Except for non-thesis master's programs, it is not possible to enroll in or continue with more than one graduate program simultaneously.

Academic year, Curriculum, and Scope of graduate programs

ARTICLE 39 – (1) An academic year consists of two semesters of at least sixteen weeks each, including the final exam periods. The academic semester in which the student is enrolled is the period until the beginning of the next semester.

(2) Summer School may be offered within an academic year. The principles regarding the conduct of education in Summer School are determined by the Senate.

(3) The duration and dates of the registration, courses, examinations and other similar activities within an academic year are arranged through the academic calendar.

(4) In the graduate education plans of the institute's departments, compulsory/elective courses, thesis, seminar, term projects, and similar works to be completed for graduation from the graduate program are specified, along with the corresponding credits assigned to these activities. The academic plans are approved by the institute boards. Changes in the curriculum of a graduate program and the principles of adaptation for enrolled students to these changes are prepared by the relevant EABD (Department Academic Board) and are decided upon by the relevant EK (Institute Board).

(5) Which graduate courses will be offered in a semester and which faculty members will teach these courses are determined by the institute's board of directors on the proposal of the related institute's department/art department board.

(6) It is mandatory to take at least one graduate course on the subjects of scientific research techniques and research and publication ethics in all graduate education programs.

(7) Together with the student, the student's advisor decides which elective courses from the curriculum will be included in the study programs of the related students. Advisory tasks are carried out by the head of the institute's department/art department until an advisor is assigned.

(8) In the event that a student later enrolls in a graduate program at the University, the courses taken by the student from another university's graduate program that will be counted towards the minimum course load are determined by the recommendation of the relevant Department Board and confirmed by a decision of the Institute Board.

(9) Course add and drop operations can be conducted with the approval of the advisor during the second week of each semester.

(10) The renewal of registration process is carried out by the student, and the advisor is responsible for approving the registration renewal. For students who do not renew their registration within the specified period and have documented excuses, the relevant institute executive board decides whether to allow course add-drop procedures until the end of the fifth week, provided that the elapsed time is considered as absence. In cases where the student is unable to renew their registration due to reasons beyond their control and upon documenting attendance, course add-drop procedures can be carried out based on the reasoned decision of the related institute's department/art department board and the approval of the institute executive board within the same academic term.

(11) Students can take elective courses from other programs with the approval of the advisor, excluding the courses determined for their programs. A master's/doctorate student who is at the thesis stage can take courses (provided that they are from courses other than their field of specialization and thesis work). If students fail in the courses they have taken, their registration are canceled.

(12) In cases where the advisor is not available due to overseas assignments, illness, administrative leave, etc., the EABD/EASD chairman can approve course changes, additions, and drops within the specified periods on behalf of the advisor. After the assessment of the sudden force majeure situation by the department council, the head of the department can be directly appointed as the advisor upon the approval of the institute board.

Examinations, Assessment and Objection Duration

ARTICLE 40- (1) All exams measuring qualifications, proficiency levels, or course achievements can be conducted either on paper and simultaneously for all applicants, or in an electronic environment where questions are drawn from a secure question bank categorized by field and difficulty level, allowing each applicant to receive different questions at different times.

(2) Examinations for graduate courses are evaluated through direct assessment method and graded with letter grades. The passing grade for a course is calculated using the weighted average of the grades obtained from mid-term exam and/or other in-semester assessment activities, if any, along with the final exam grade of that course.

(3) The instructor of the course determines the percentage of contribution to the passing grade of the exam and assessment activities before the registration week and announces it to the students no later than within the first two weeks of the semester courses. The contribution of mid-term exams and in-semester assessment activities to the passing grade must be within the range of 40-70%, while the contribution of the final exam grade must be within the range of 30-60%.

(4) Examination and assessment processes in distance education programs are conducted in accordance with the principles determined by YÖK.

(5) The coefficients of the letter grades and the score intervals used in the calculation of Grade Point Average are indicated below:

Letter Grade	Coefficient	Score intervals
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	80-84
CB	2.50	75-79
CC	2.00	70-74
DC	1.50	65-69
DD	1.00	60-64
FD	0.50	50-59
FF0.00	0-49	
NA	0.00	Not attended

(6) The following grades are not included in the GPA:

Letter Grade	Coefficient	Meaning and Use
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P	0.00	The thesis work is continuing successfully (If the thesis work is completed successfully, it will be converted to S)
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S	0.00	Thesis, Seminar, Specialization field course successfully completed.
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U	0.00	(Unsatisfactory)
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EX	0.00	(Exempt)
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(7) In order for a student enrolled in a master's program to be considered successful in a course, the course success grade must be at least CC. In order for

a student enrolled in a doctoral or art proficiency program to be considered successful in a course, the course success grade must be at least CB.

(8) In order for a student to be able to take the final exam of a course, the student needs to attend at least a minimum of 70% of theoretical courses, and 80% of applied courses.

(9) Students can re-register for the same compulsory/elective courses they failed, in a regular semester or summer school. Additionally, instead of elective courses students can attend other elective graduate courses approved by an advisor. The failed course is not deleted from the transcript.

(10) Exam grades are entered into the student information system by the course instructor no later than five days after the end of the exam dates.

(11) Exam papers and exam result documents are kept by the instructor for two years. A copy of the exam result documents is prepared by the related department chair and sent to the related institute student affairs office. The exam result documents are kept by the student affairs office of the related institute for 10 years.

(12) The exam results are announced by the responsible academic staff between the dates determined for the unit.

(13) Objections regarding the exam results are made to the relevant institute directorate within three working days following the announcement. The objection is examined by the related institute director and a commission of at least three people, one of which is the instructor who conducted the exam, and the final decision will be made within five working days following the objection period. Grade changes that are finalized are sent to the Student Affairs Department by the same procedure.

(14) Correction requests due to any material errors in grades shall be submitted to the Student Affairs Department within one week from the announcement of the exam results, upon the application of the instructing faculty member, the recommendation of the department chair, and the decision of the institute board, as specified by the relevant regulations.

Make-up Exam

ARTICLE 41- (1) Make-up exams are valid only for mid-term and final exams. If a resit exam is conducted, the makeup exam will be held for the resit exam instead of the final exam. The institute executive board decides whether a student will be allowed to take a make-up exam and determines the date, location, and format of the exam, and announces the details.

(2) Students who cannot attend exams due to illness must document their situation with a medical report issued by hospitals. The institute executive board decides whether students who provide documentation for reasons such as the death of their relatives, natural disasters, and similar circumstances are eligible to benefit from the right to take make-up exams for all their exams.

(3) Documents related to the excuse must be submitted to the institute directorate within five working days following the date of issuance. If this period exceeds, the applications will not be processed. Students who do not take the

make-up exam will not be able to benefit from another opportunity for a make-up exam.

(4) Students assigned to represent Turkey, the University, and the related academic unit in social, cultural, and sporting activities will benefit from the right to take a make-up exam for any exam they cannot attend due to their participation in these activities.

Leave of Absence

ARTICLE 42 – (1) Students can benefit from a leave of absence upon the decision of the institute executive boards. Leave of absence procedures are conducted separately for each semester. The right of leave of absence cannot exceed one year at a time, excluding the duration spent on military service. Additionally, the total duration of leave of absence permissions cannot exceed half of the regular academic year. Leave of absence periods are not considered as a part of the maximum duration of education. Student contribution/tuition fee for the semester/year during the leave of absence will not be paid.

(2) The leave of absence application is made to the relevant institute directorate along with a letter specifying the reason and necessary documents. It is essential that leave of absence applications are made within 3 weeks from the beginning of the semester. Except for sudden and unexpected circumstances, applications made after these periods will not be processed. The same process must also be followed for the cancellation of leave of absence.

(3) Students whose excuses or reports have been accepted by the EYK and/or who are on leave of absence from their education cannot attend classes, course exams, or thesis proposal, thesis monitoring, proficiency, thesis/project defense exams during the period of being excused, having a report, or on a leave of absence from their education. The courses and course exams taken during this period, as well as the thesis/project defense exams are considered invalid.

Additional Period

ARTICLE 43 – (1) By the decision of higher education institutions, in the case of disasters and pandemics, graduate students in their thesis stage can be granted an additional period of up to one semester upon their request, and in the case of re-application according to the stage of the disaster or pandemic, an additional period of up to one semester can be given, and these additional periods are not counted towards the maximum duration.

Disciplinary procedures

ARTICLE 44 – (1) The disciplinary matters and procedures of graduate students are conducted within the framework of the provisions of the current legislation. Disciplinary procedures are conducted in accordance with the provisions of the Higher Education Institutions Student Discipline Regulation, published in the Official Gazette.

The contributions or tuition fees paid by students who withdraw their registration or are dismissed on grounds of disciplinary action will not be refunded.

Notifications

ARTICLE 45 – (1) Announcements and notifications explicitly made by the Institute or University regarding education, exams, and similar matters on Institute or University bulletin boards, internet pages, etc. are considered to have been made directly to the student.

(2) All kinds of notifications regarding other individual procedures concerning the student is carried out in writing or electronically to the address the student has provided to the Institute.

(3) Students who provide incorrect or incomplete addresses or fail to inform the Institute of address changes are considered to have been properly notified to the address provided to the Institute. Students cannot make any claims regarding the notifications.

Student exchange

ARTICLE 46 - (1) Exchange programs may be offered between the university and institutions of higher education in the country or abroad within the framework of mutual agreements. Exchange programs are conducted in accordance with relevant legislation, decisions of YÖK, bilateral agreements and the principles determined by the Senate.

Conditions without provisions

ARTICLE 47 - (1) In conditions without provisions, the provisions of relevant legislation along with the decisions of the Senate and the executive boards of institutes shall be applied.

Repealed regulations

ARTICLE 48 – (1) The Ege University Postgraduate Education Regulation published in the Official Gazette dated 15/12/2017 and numbered 30217 has been repealed.

Transitional Provisions

TEMPORARY ARTICLE 1 -The provisions of the fourth paragraph of Article 9 and the seventh paragraph of Article 23 shall not apply to students registered before 5/7/2021.

Enforcement

ARTICLE 49 – (1) This Regulation shall enter into force on the date of publication.

Execution

ARTICLE 50 – (1) The provisions of this Regulation shall be executed by the Rector of Ege University.

Regulation Published in the Official Gazette;

Date Number

.../.../2023