

**REGULATION**

From Bahçeşehir University:

**BAHÇEŞEHİR UNIVERSITY REGULATION OF GRADUATE  
EDUCATION AND TRAINING****CHAPTER ONE****Preliminary Provisions****Purpose**

**ARTICLE 1-** (1) The purpose of this regulation is to establish the procedures and principles regarding the admission and registration of students into graduate programs, as well as the graduate education, training, and examinations conducted at the Graduate School of Bahçeşehir University.

**Scope**

**ARTICLE 2-** (1) This regulation covers the provisions related to the admission and registration of students, as well as the graduate education, training, and examinations conducted in the graduate programs of Bahçeşehir University.

**Basis**

**ARTICLE 3-** (1) This regulation has been prepared based on Articles 14, 44, and 46 of the Higher Education Law No. 2547, dated November 4, 1981.

**Definitions**

**ARTICLE 4-** (1) The following terms used in this regulation refer to:

- a) ECTS: European Credit Transfer and Accumulation System,
- b) ALES: Academic Personnel and Graduate Education Entrance Examination,
- c) Graduate School: Bahçeşehir University Graduate School,
- d) Department Head (EADB): Head of the Graduate School Department,
- e) Graduate School Council: The council consisting of the Graduate School Director as the chairperson, deputy directors, and program coordinators of the graduate school's academic and artistic departments,
- f) Graduate School Director: The Director of the Graduate School,
- g) Graduate School Administrative Board: A board consisting of the Graduate School Director as the chairperson, deputy directors, and three faculty members selected for a three-year term by the Graduate School Council from six candidates nominated by the Graduate School Director,
- h) Plagiarism: Presenting the ideas, methods, data, or works of others as one's own, partially or entirely, without proper attribution according to scientific ethical rules,
- i) Board of Trustees: The Board of Trustees of Bahçeşehir University,
- j) ÖSYM: Student Selection and Placement Center,
- k) Program Coordinator: The faculty member assigned by the Graduate School Director to fulfill the duties of the head of a graduate academic/artistic department and responsible for all academic affairs related to graduate programs,
- l) President: The President of Bahçeşehir University,
- m) Senate: The Senate of Bahçeşehir University,
- n) Thesis Monitoring Committee: The committee responsible for overseeing the thesis work of a doctoral student,
- o) University: Bahçeşehir University
- p) Senior Management: The executive body consisting of the President as the chairperson, Vice Presidents, and the Secretary General,
- r) YDS: Foreign Language Proficiency Exam,
- s) Qualifying Exam: An exam evaluating whether a doctoral or proficiency in arts student, having completed coursework and seminar requirements, possesses fundamental knowledge in their field and the ability to conduct independent research,
- t) YÖK: Council of Higher Education.

**CHAPTER TWO****Principles Related to Education and Training****Academic Semester/Year**

**ARTICLE 5-** (1) An academic year consists of two semesters. Each semester includes at least 70 working days of coursework, followed by an exam period. Registration days and official holidays are not included in this period. Courses are structured on a semester basis (fall and spring) or an annual basis. In some graduate programs, courses may

also be offered in a modular format over a shorter period. The total hours of a modular course must be equal to or greater than the total hours of the same course delivered in a full semester.

(2) Summer school may be offered in graduate programs. The total hours of a course offered in the summer term must be equal to the total hours of the same course in the fall or spring semester. Enrolling in summer courses is at the discretion of the student.

(3) The timing and duration of student registration, course registration, classes, exams, and other academic activities are determined annually and published in the academic calendar.

#### **Application and Admission to Graduate Programs**

**ARTICLE 6-** (1) Graduate education includes thesis and non-thesis master's programs, doctoral programs, post-bachelor doctoral programs, and proficiency in arts programs. Announcements regarding applications to graduate programs are made each semester according to the academic calendar. All information and requirements related to applications and registration are published through communication channels deemed appropriate by the University.

(2) Applications for graduate programs must be submitted directly to the Graduate School. Applicants must submit all required documents specified in the announcement completely and within the given deadline.

(3) Candidates who meet the requirements and successfully pass the evaluation process based on their application documents and other specified criteria are admitted to the graduate programs. The results of the application process are announced and communicated to candidates through methods determined by the Graduate School.

(4) Candidates must submit the original copies of the required documents at the time of registration or certified copies approved by the Graduate School. A document verifying the candidate's military status (if applicable) is also required. If a candidate provides false information or fraudulent documents, their admission and registration will be canceled, even if already completed, and legal action will be taken.

#### **Diploma Programs**

**ARTICLES 7-** (1) New graduate diploma programs are proposed by the Graduate School Council and submitted to senior management for approval. Following approval from senior management and the Chair of the Board of Trustees, the proposal is presented to the Senate. If the Senate approves the proposal, the decision is finalized upon YÖK approval.

(2) The courses, laboratories, practical training, projects, theses, and other academic requirements necessary for graduation from graduate diploma programs are determined by the Graduate School Council and approved by the Senate. Any changes to these requirements follow the same procedure. These modifications apply to both current and newly enrolled students. The Senate's decisions include provisions specifying how the changes will affect students. Any changes take effect at the beginning of the earliest subsequent semester.

#### **Medium of Instruction**

**ARTICLE 8-** (1) The language of instruction in graduate diploma programs is either Turkish or English. If necessary, instruction may be offered in another language, subject to a Senate decision.

### **CHAPTER THREE**

#### **Master's Programs**

##### **General Principles of Master's Programs**

**ARTICLE 9-** (1) Master's programs can be conducted in two formats: thesis and non-thesis. The fields in which these programs will be offered within the Graduate School's academic and artistic departments, as well as the procedures for transferring between thesis and non-thesis master's programs under the university's authority, are governed by this regulation.

(2) The university may establish distance learning graduate programs that utilize information and communication technologies without requiring faculty members and students to be in the same physical location, in accordance with the relevant regulations. The fields in which distance learning programs can be offered, the courses that may be delivered through distance education, the national credit and ECTS requirements, the preparation of course materials, examination methods, protocols between higher education institutions for this purpose, and other aspects related to distance learning are determined by the Senate in accordance with the relevant legislation.

##### **Application and Admission Procedures for Master's Programs**

**ARTICLE 10-** (1) To apply for a master's program, candidates must hold a bachelor's degree and meet the additional requirements set by the Graduate School Council for the specific program. Additionally, applicants to thesis-based master's programs must have an ALES score determined by the Graduate School Council, which cannot be lower than 55 in the relevant score type. However, the ALES requirement does not apply in the following cases:

- a) Admission to the Graduate School's academic and artistic departments in conservatory programs and programs in fine arts faculties that accept students exclusively through a special talent exam,
- b) Applications to master's programs by candidates who have already completed a Ph.D., proficiency in arts, medical specialization, dentistry specialization, veterinary specialization, or pharmacy specialization.

(2) Candidates who have graduated or are expected to graduate from a bachelor's or equivalent program may apply for master's programs.

(3) Scholarship applications for graduate programs are evaluated according to the criteria set by the University administration.

(4) Admission to thesis-based master's programs may be based solely on ALES scores or may also include undergraduate GPA, a written scientific evaluation, and/or an interview. The weighting of these criteria is determined by the Senate upon the recommendation of the Graduate School Council.

(5) Candidates applying for master's programs conducted in a foreign language must demonstrate proficiency through centralized foreign language exams recognized by YÖK, international exams deemed equivalent by YÖK or ÖSYM, or the University's English Proficiency Exam.

a) The type and minimum score requirement for foreign language proficiency in both thesis and non-thesis master's programs are determined by the Senate upon the recommendation of the Graduate School Administrative Board.

b) In Turkish-taught master's programs, a foreign language proficiency requirement may be set by the Senate upon the recommendation of the Graduate School Administrative Board, specifying in advance the accepted language(s).

(6) The following documents and criteria are required for admission to thesis-based master's programs:

a) Bachelor's degree or equivalent diploma/certificate,

b) ALES score or an equivalent score from international exams recognized by YÖK, such as GRE (Graduate Record Examinations) or GMAT (General Management Admission Test)

c) Foreign language proficiency certificate for programs conducted in English or another foreign language,

d) Other criteria determined by the Senate upon the recommendation of the Graduate School Administrative Board.

(7) The following documents and criteria are required for admission to non-thesis master's programs:

a) Bachelor's degree or equivalent diploma/certificate,

b) Foreign language proficiency certificate for programs conducted in English or another foreign language,

c) Other criteria determined by the Senate upon the recommendation of the Graduate School Administrative Board.

(8) ALES scores are not required for non-thesis programs. If an ALES requirement is introduced, the minimum score is determined by the Senate upon the recommendation of the Graduate School Council.

(9) Candidates applying under Article 10 (1)(b) (e.g., holders of Ph.D., proficiency in arts, medical specialization, dentistry specialization, veterinary specialization, or pharmacy specialization) are evaluated as follows:

a) The Senate assigns a score between 55 and 75, regardless of the candidate's previous graduate program entrance score type or specialization area, and this score is published in the program requirements.

b) These candidates may apply to a different field than their previous exam score type or doctoral/specialization area.

c) The assigned score is considered equivalent to an ALES score for all calculations, regardless of the original score type.

(10) Candidates applying to Turkish-taught programs in conservatory and fine arts faculties that admit students only through a special talent exam are exempt from foreign language requirements if they provide a medical report from a state hospital or a state university hospital certifying one of the following conditions;

a) Candidates with hearing impairments where the uncorrected impairment is at least 70% or the corrected impairment is at least 40% or higher,

b) Candidates with intellectual disabilities where the impairment level is 50% or higher,

c) Candidates diagnosed with pervasive developmental disorders (including Autism Spectrum Disorder, Childhood Autism, Atypical Autism, Rett Syndrome, or Asperger Syndrome) where the impairment level is 40% or higher,

These candidates are not required to provide a foreign language proficiency score, and they are automatically considered to have met the University's foreign language proficiency requirements.

#### **Thesis-Based Master's Program**

**ARTICLE 11-** (1) The thesis-based master's program enables students to develop the ability to access information, utilize scientific research methods, compile, interpret, and evaluate data.

(2) The thesis-based master's program consists of at least seven courses, a seminar course, and a thesis study, totaling a minimum of 21 national credits and 120 ECTS credits, with each academic year containing no fewer than 60 ECTS credits. The seminar course and thesis study are non-credit and are evaluated on a pass/fail basis.

(3) In the thesis-based master's program, the graduate program coordinator assigns a thesis advisor from the university's faculty for each student by the end of the first semester at the latest. The student must propose a thesis topic, determined in consultation with the advisor, by the end of the second semester at the latest, and submit it to the Graduate School. The thesis advisor and topic become official upon approval by the Graduate School Administrative Board. The student can only register for the thesis course after an advisor has been assigned. Students must enroll in the thesis and

seminar courses at the latest by the maximum course completion period. Until a thesis advisor is assigned, the graduate program coordinator serves as the student's interim advisor.

(4) A maximum of two courses may be selected from undergraduate courses, provided that these courses were not taken during the student's undergraduate studies. Additionally, with the recommendation of the graduate program chair and the approval of the Graduate School Administrative Board, students may take up to two courses from other higher education institutions.

(5) If the university offers a second shift education (evening) program in the relevant field, the thesis-based master's program may also be conducted as a second graduate education program.

#### **Duration of the Thesis-Based Master's Program**

**ARTICLE 12-** (1) The duration of the thesis-based master's program, excluding any scientific preparation period, is four semesters starting from the first semester of enrollment in the program, regardless of whether the student registers for each term or not. The program must be completed within a maximum of six semesters.

(2) Students who fail to successfully complete all credit-bearing courses in their study plan and achieve a minimum cumulative GPA of 3.00/4.00 within four semesters, or who do not meet the university's required academic performance criteria, will be dismissed from the university. Additionally, students who fail to successfully complete their thesis within the maximum duration will also be dismissed.

(3) Students who meet all graduation requirements of the master's program may graduate before the minimum duration if they fulfill all academic obligations. The transcript records of such students will be issued in the same format as regular students' transcripts.

#### **Appointment of the Master's Thesis Advisor**

**ARTICLE 13-** (1) In the thesis-based master's program, the graduate program chair assigns a thesis advisor from the university faculty for each student by the end of the first semester at the latest. The student, in collaboration with their advisor, must propose a thesis topic through the program coordinator to the Graduate School by the end of the second semester at the latest. The thesis advisor and topic are finalized upon approval by the Graduate School Administrative Board.

(2) The thesis advisor is selected from faculty members who meet the qualifications set by the Senate. If the university does not have a faculty member who meets these qualifications, part-time researchers with at least a doctoral degree—appointed under Article 46 of the Higher Education Law No. 2547—may also serve as thesis advisors. However, for such appointments, the student's request, the researcher's written consent, and the approval of the Graduate School Administrative Board are required. Additionally, based on principles determined by the Senate, the Graduate School Administrative Board may assign a faculty member from another higher education institution as a thesis advisor. If the nature of the thesis research requires more than one advisor, a second thesis advisor may be appointed from outside the university, provided they hold at least a doctoral degree.

#### **Completion of Master's Thesis**

**ARTICLE 14-** (1) A student enrolled in a thesis-based master's program must write their thesis in accordance with the thesis writing guidelines approved by the Senate and established by the Graduate School Administrative Board. The student must then defend their thesis orally before a jury.

(2) Before the initial thesis defense or in cases where a revision is required, the student must submit the completed thesis to their advisor. The thesis advisor reviews the thesis and submits a formal letter to the Graduate School confirming that it is ready for defense, along with a plagiarism report generated by plagiarism detection software. If the report reveals actual plagiarism, the thesis is forwarded to the Graduate School Administrative Board for evaluation and a final decision.

(3) The master's thesis jury is appointed based on the recommendation of the thesis advisor and the graduate program chair and is approved by the Graduate School Administrative Board. The jury consists of three or five faculty members, including the thesis advisor and at least one member from outside the university. If the jury consists of three members, a second thesis advisor cannot be included as a jury member.

(4) After completing the thesis, the student must obtain approval from the thesis advisor confirming that the thesis is ready for defense. The student then submits the required number of printed copies of the thesis to the advisor. The advisor reviews the thesis for compliance with formatting guidelines and forwards it, along with a written approval statement, to the Graduate School through the graduate program coordinator.

(5) The jury members convene within the timeframe specified in the academic calendar to conduct the thesis defense exam. The defense consists of a presentation of the thesis, followed by a question-and-answer session. The defense session is open to faculty members, graduate students, and experts in the field. The thesis advisor must announce the time, date, and location of the defense exam at least three days in advance.

(6) After the thesis defense, the jury makes a majority decision to accept, reject, or request revisions to the thesis. This decision is submitted to the Graduate School by the graduate program coordinator via an official report within three days after the thesis defense.

(7) If the thesis is accepted, the advisor must generate a plagiarism report using the final version of the thesis and submit it to the Graduate School for a final compliance check with thesis writing guidelines.

(8) A student whose thesis is rejected as unsuccessful or who fails to defend their thesis within the maximum time limit will be dismissed from the university.

(9) A student whose thesis requires revisions must submit the revised version within three months and defend it before the same jury. If the student is again deemed unsuccessful, their enrollment at the university will be terminated.

(10) If a student's thesis is rejected, they may request to be awarded a non-thesis master's degree, provided they have fulfilled the course credit requirements, project writing, and other obligations of a non-thesis master's program. If a non-thesis equivalent program does not exist within the thesis-based master's program, the Graduate School Administrative Board may transfer the student to the most closely related non-thesis program, from which they will receive a non-thesis master's diploma. Applications for transfer to a non-thesis program are only valid for the semester following the unsuccessful thesis defense. Students in this situation may be granted a maximum of one additional semester to complete any missing requirements.

(11) Students who intend to defend their thesis must initiate the thesis defense process within the timeframe specified in the academic calendar, ensuring sufficient time for review, examinations, and necessary administrative procedures. Failure to comply will result in losing the right to defend the thesis in that semester. The request to take the thesis defense exam must be submitted in writing to the Graduate School through the thesis advisor and program coordinator, using the method determined by the Graduate School.

#### **Issuance of the Thesis-Based Master's Diploma**

**ARTICLE 15-** (1) Students who have successfully completed all credit-bearing courses within the required time, achieved a minimum cumulative GPA of 3.00/4.00, passed the thesis defense, and met all other graduation requirements set by the Senate, are eligible to receive a thesis-based master's diploma. However, to obtain the diploma, the student must submit at least three bound copies of the thesis, two electronic copies, and thesis examination records and approval forms to the Graduate School within one month of the thesis defense date. The Graduate School Administrative Board may extend this deadline upon request. Students who fail to meet these requirements will not receive their diploma, lose their student rights, and, if they exceed the maximum allowed duration, will be dismissed from the university.

(2) The thesis-based master's diploma includes the official name of the graduate program, as approved by YÖK, in which the student was enrolled. The graduation date is the date on which the student submits the signed final thesis copy to the thesis jury committee.

(3) Within three months of thesis submission, a digital copy of the thesis is sent by the Graduate School to YÖK to be made available for scientific research and academic purposes.

#### **Non-Thesis Master's Program**

**ARTICLE 16-** (1) The non-thesis master's program is designed to provide students with professional knowledge and demonstrate how existing knowledge can be applied in practice.

(2) The non-thesis master's program consists of at least ten courses and a term project course, with a total of at least 30 national credits and 60 ECTS credits. The term project course is non-credit and is graded on a pass/fail basis. Students must register for the term project course by the end of their second semester and submit a written project and/or report at the end of the semester in which the course is taken.

(3) A proficiency exam may be administered at the end of the non-thesis master's program, based on the principles determined by the Senate.

#### **Duration of the Non-Thesis Master's Program**

**ARTICLE 17-** (1) The duration of the non-thesis master's program, excluding any scientific preparation period, is a minimum of two semesters and a maximum of three semesters, starting from the first semester of enrollment, regardless of whether the student registers for each term. Students who fail to complete the program within this period or do not meet the graduation requirements will be dismissed from the university.

#### **Appointment of an Advisor for Non-Thesis Master's Students**

**ARTICLE 18-** (1) In the non-thesis master's program, the graduate program coordinator assigns an advisor for each student by the end of the first semester at the latest. The advisor must be either a faculty member or a doctoral degree holder meeting the qualifications set by the Senate. The advisor assists the student in course selection and supervises the term project. Until an advisor is assigned, the graduate program coordinator serves as the student's interim advisor.

#### **Issuance of the Non-Thesis Master's Diploma**

**ARTICLE 19-** (1) Students who successfully complete all credit-bearing courses and the term project, achieve a minimum cumulative GPA of 3.00/4.00, and fulfill all other graduation requirements set by the Senate are awarded a non-thesis master's diploma.

(2) The diploma will include the official name of the graduate program, as approved by YÖK, under which the student was enrolled.

(3) Students enrolled in a non-thesis master's program may transfer to a thesis-based master's program if they meet the minimum admission requirements set for thesis-based programs and if there are available quota positions in the announced programs. The transfer is only possible if the non-thesis and thesis programs are identical. Transfers between thesis-based and non-thesis programs must be completed before the beginning of the third semester. In such cases, courses completed in the non-thesis program may be counted toward the thesis-based program, subject to the approval of the Graduate School Administrative Board. Similarly, students transferring from a thesis-based to a non-thesis program or vice versa will have the time spent in the original program deducted from the maximum allowed duration for their new program. This ensures that the student remains within the minimum and maximum time limits applicable to the new program. If a student transfers to a non-thesis program, a project advisor will be assigned. If a student transfers to a thesis-based program, a thesis advisor will be appointed by the end of the semester of transfer, based on the decision of the Graduate School Administrative Board.

## **CHAPTER FOUR**

### **Doctoral Program**

#### **General Principles**

**ARTICLE 20-** (1) The doctoral program equips students with the ability to conduct independent research, critically analyze scientific problems and data from a broad and in-depth perspective, interpret findings, perform analyses, and develop new syntheses.

(2) Admission to doctoral programs is based on completion of a thesis-based master's degree.

(3) For students admitted with a thesis-based master's degree, the doctoral program consists of a minimum of 21 national credits, with at least seven courses, a seminar, a qualification exam, a thesis proposal, and a dissertation, totaling at least 240 ECTS credits. Each academic year includes a minimum of 60 ECTS credits, covering both the fall and spring semesters

(4) With the recommendation of the graduate program coordinator and the approval of the Graduate School Administrative Board, students may take a maximum of two courses from other higher education institutions.

(5) Undergraduate courses do not count toward the course load or credit requirements of a doctoral program.

(6) Even if the university offers evening education programs, doctoral programs cannot be offered as second-shift graduate programs.

(7) The doctoral dissertation must meet at least one of the following criteria:

Introduce a new contribution to science,

Develop a new scientific method, or

Apply an existing method to a new field.

#### **Application and Admission to the Doctoral Program**

**MADDE 21-** (1) To apply for a doctoral program, candidates must meet the following requirements:

a) Candidates must hold a thesis-based master's degree and have a minimum ALES score of 55 in the relevant score type for their program, as determined by the Graduate School Council's recommendation and Senate approval. However, the ALES requirement does not apply to candidates who have already completed a Ph.D., proficiency in arts, medical specialization, dentistry specialization, veterinary specialization, or pharmacy specialization. For such candidates;

1) The Senate determines a score between 55 and 75, regardless of their previous entrance score type or specialization area, and this is published in the relevant program requirements.

2) These candidates may apply to a doctoral program in a different field from their prior score type or specialization area.

3) The assigned score is treated as an ALES score, regardless of the original score type.

b) Candidates with a bachelor's degree from medical, dentistry, veterinary, or pharmacy faculties, or those with a specialist qualification in a laboratory field recognized by the Ministry of Health, must have completed at least 10 semesters of study (excluding preparatory classes) and must have a minimum ALES score of 55, as determined by the Graduate School Council and approved by the Senate.

c) For doctoral programs in disciplines such as medicine, pharmacy, and veterinary sciences, additional admission criteria may be required. These criteria are determined based on the recommendation of the graduate program coordinator, the Graduate School Administrative Board's proposal, and Senate approval.

c) In addition to the ALES score, doctoral program admission may also consider: a written scientific evaluation exam, an interview, and the applicant's master's GPA. The specifics of this evaluation process, along with application requirements and admission policies, are determined by the Graduate School Administrative Board's recommendation and Senate approval and are announced through appropriate channels.

(2) Candidates who have completed a bachelor's degree of at least 10 semesters (excluding preparatory classes) are considered to have obtained a master's equivalent degree.

(3) The weight assigned to the ALES score in the admission evaluation process must be at least 50% and is determined by the Senate upon the recommendation of the Graduate School Administrative Board. The university may

admit doctoral students based solely on ALES scores. Additionally, ALES-equivalent scores, as recognized by YÖK, may be adjusted or increased upon the Graduate School Administrative Board's recommendation and Senate approval.

(4) For conservatory programs and fine arts faculties that admit students only through a special talent exam, the ALES requirement is waived for admissions to the related graduate programs. However, the Senate may impose an ALES requirement through a formal decision. If an ALES score is required, the minimum score will be determined by the Senate.

(5) Candidates applying for a doctoral program must obtain a minimum score of 55 from: YÖK-approved centralized foreign language exams, or International foreign language exams recognized as equivalent by YÖK or ÖSYM. The Graduate School Council may recommend, and the Senate may decide, to increase the minimum language proficiency score based on the specific requirements of individual programs.

(6) To apply for a doctoral program in basic medical sciences, candidates must hold a medical school degree, and have either a minimum basic medical score of 50, as determined by the Senate, or a minimum ALES quantitative score of 55, as determined by the Senate. Candidates who do not hold a medical degree must hold a master's degree (or a bachelor's degree for dentistry and veterinary graduates), and have a minimum ALES quantitative score of 55, as determined by the Graduate School Council and approved by the Senate. The basic medical score is calculated using the following formula: standardized score from the Basic Medical Sciences Test-1 is multiplied by 0.7, standardized score from the Clinical Medical Sciences Test is multiplied by 0.3, the sum of these two values constitutes the final basic medical score.

(7) In doctoral admissions, in addition to the basic medical score or ALES score, the undergraduate and/or master's GPA, a scientific evaluation, and/or an interview result may also be considered. The specific evaluation criteria and required application documents are determined by the Senate. For basic medical sciences doctoral programs, applicants must obtain a minimum foreign language score of 55 from a YÖK-approved centralized foreign language exam, or an equivalent score from an internationally recognized exam accepted by ÖSYM. The minimum required foreign language score may be increased based on the Graduate School Administrative Board's recommendation and Senate approval. The weight assigned to the basic medical score or ALES score in the admission evaluation must be at least 50% and is determined by the Senate. The Senate may also decide to admit students solely based on the basic medical score or ALES score.

(8) For Turkish citizens applying to doctoral programs conducted in a foreign language, a minimum score of 65 in the program's language is required from YDS (Foreign Language Proficiency Exam), or an equivalent exam recognized by the Interuniversity Council. For doctoral programs conducted in Turkish, applicants must obtain at least 55 points in English or another foreign language determined by the Graduate School Administrative Board from YDS, or an equivalent exam recognized by the Interuniversity Council. The Graduate School Administrative Board may propose and the Senate may approve an increase in these minimum language proficiency scores.

(9) For international students applying to doctoral programs conducted in a language other than their native language, they must obtain at least 65 points in English, French, or German from YDS, or an equivalent exam recognized by the Interuniversity Council. If the program is conducted in Turkish, international applicants must demonstrate Turkish language proficiency. Additionally, they must obtain at least 65 points in a foreign language other than their native language, as specified by the Graduate School Administrative Board and recognized by the Interuniversity Council. The Graduate School Administrative Board may propose and the Senate may approve an increase in these minimum language proficiency scores.

#### **Duration of the Doctoral Program**

**ARTICLE 22-** (1) The doctoral program has a duration of eight semesters, excluding any scientific preparation period, starting from the first semester of enrollment, regardless of whether the student registers for each term or not. The maximum completion period is twelve semesters.

(2) The maximum duration to complete all required credit-bearing courses is four semesters. Students who fail to complete their credit courses within this period or do not achieve a minimum cumulative GPA of 3.00/4.00 will be dismissed from the university.

(3) Students who have successfully completed all credit-bearing courses, passed the doctoral qualification exam, and had their thesis proposal approved, but fail to complete their dissertation within the maximum twelve-semester period, will be dismissed from the university.

#### **Appointment of a Doctoral Thesis Advisor**

**ARTICLE 23-** (1) Program coordinators propose a thesis advisor for each student from the university faculty. The advisor and student jointly determine the thesis topic and title, which is then submitted to the Graduate School for approval. The Graduate School Administrative Board makes the final decision on the appointment of the thesis advisor and the approval of the thesis topic.

(2) The thesis advisor must be selected from among the faculty members who meet the qualifications set by the Senate. Researchers holding at least a doctoral degree who are part-time faculty members under Article 46 of Law No. 2547 may also serve as thesis advisors. However, their appointment requires a formal request from the student, written

consent from the researcher, and approval by the Graduate School Administrative Board. If no qualified faculty members are available within the university, an external faculty member from another higher education institution may be appointed based on the principles set by the Senate and approved by the Graduate School Administrative Board. In doctoral programs, except for dentistry, pharmacy, medicine, and veterinary sciences, a faculty member must have successfully supervised at least one master's thesis before being eligible to supervise a doctoral thesis. If the nature of the thesis requires more than one advisor, a second co-advisor may be appointed. The second advisor may be from outside the university but must hold at least a doctoral degree.

#### **Doctoral Qualifying Exam**

**ARTICLE 24-** (1) The qualifying exam assesses whether a student, who has successfully completed all credit-bearing courses with a minimum GPA of 3.00/4.00 and has passed the seminar course, has the necessary knowledge of fundamental topics and concepts in their field and the ability to conduct independent research related to their doctoral study. A student may take the qualifying exam a maximum of twice per year. The dates of the qualifying exams are determined in the academic calendar.

(2) Qualifying exams are held on the dates specified by the Graduate School for students who have registered for the qualifying course in any given term. However, a student must take the qualifying exam no later than the end of the fifth semester. Students who fail to register for the qualifying course within this period will be dismissed from the university.

(3) Qualifying exams are organized and conducted by a doctoral qualifying committee consisting of five members, nominated by the graduate program coordinator and approved by the Graduate School Administrative Board. The committee is responsible for preparing, administering, and evaluating written and oral exams in different subject areas. The exam jury consists of five faculty members, including the student's advisor, with at least two members from outside the university. The Graduate School Administrative Board decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury will consist of six faculty members. The oral part of the qualifying exam is open to an audience, including faculty members, graduate students, and experts in the field. The date, time, and location of the oral exam must be announced by the graduate program coordinator at least three days before the exam.

(4) The qualifying exam consists of two parts: written and oral. Only students who pass the written exam are allowed to take the oral exam. The weighting and grading rules for the exams are determined by the Senate based on the Graduate School Administrative Board's recommendation. The exam jury evaluates the student's performance in both exams and decides by majority vote whether the student is successful or unsuccessful. This decision must be reported to the Graduate School via an official record within three days following the exam.

(5) A student who fails the qualifying exam must retake only the failed section(s) in the following semester, on the dates specified in the academic calendar. A student who fails the exam a second time will be dismissed from the doctoral program.

(6) The qualifying exam jury may require a student who has passed the exam, even if they have completed all coursework requirements, to take additional courses up to one-third of the total required credits. The student must pass these courses with at least a "B" grade, as determined by the Graduate School's decision.

#### **Doctoral Thesis Monitoring Committee**

**ARTICLE 25-** (1) Within one month of successfully passing the qualifying exam, a thesis monitoring committee is established for the student based on the recommendation of the graduate program coordinator and with the approval of the Graduate School Administrative Board.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee includes one member from within and one from outside the graduate program. If a second thesis advisor is appointed, they may participate in committee meetings if they wish.

(3) After the thesis monitoring committee is formed, changes to its members may be made in subsequent terms upon the recommendation of the graduate program coordinator and with the approval of the Graduate School Administrative Board.

#### **Doktora tez önerisi savunması**

**ARTICLE 26-** (1) A student who has successfully passed the doctoral qualifying exam must defend their thesis proposal within six months. The proposal must outline the research objective, methodology, and study plan and must be presented orally before the Thesis Monitoring Committee. The student must submit a written report on their thesis proposal to the committee members at least fifteen days before the oral defense.

(2) The Thesis Monitoring Committee evaluates the proposal and decides by majority vote whether to accept, request revisions, or reject it. If revisions are required, the student is given one month to make the necessary changes. After this period, a final decision of acceptance or rejection is made by majority vote. This decision is submitted to the Graduate School by the graduate program coordinator within three days of the evaluation.

(3) A student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis topic. In such cases, a new Thesis Monitoring Committee may be appointed. If the student wishes to continue with the same advisor, they must defend a revised proposal within three months. If the student changes the advisor and/or thesis topic, they must defend a new proposal within six months. If the proposal is rejected again, the student is dismissed from the university. The time spent in these processes is counted toward the student's doctoral study period.

(4) Once a student's thesis proposal is accepted, the Thesis Monitoring Committee convenes at least twice a year, once between January-June and once between July-December. The student must submit a written report at least one month before the scheduled meeting with the approval of their advisor through the program coordinator to the Graduate School Secretariat. This report must include a summary of the work completed so far and a plan for the upcoming period. The report submission, along with the date, time, and location of the monitoring session, must be formally communicated to the Thesis Monitoring Committee. Following each monitoring session, the committee evaluates the progress of the thesis and determines whether the student's work is successful or unsuccessful. The evaluation results are documented and submitted to the Graduate School. A student who is deemed unsuccessful twice in consecutive sessions or three times in total will be dismissed from the doctoral program and the university.

(5) A student who fails to attend the thesis proposal defense within the specified timeframe in the first clause without a valid excuse will be considered unsuccessful, and their thesis proposal will be rejected.

#### **Doktora tezinin sonuçlandırılması**

**ARTICLE 27-** (1) A doctoral student must write their dissertation in accordance with the writing guidelines approved by the Senate and defend it orally before a jury.

(2) Before the dissertation defense, and in cases where a revision is required, the student must submit the completed dissertation to their advisor. The advisor, upon determining that the dissertation is ready for defense, submits it to the Graduate School along with an official letter of approval. The advisor also performs a plagiarism check and submits the plagiarism report to the Graduate School and jury members. If the report identifies actual plagiarism, the dissertation is forwarded to the Graduate School Administrative Board for further evaluation.

(3) To proceed with the dissertation defense, the student must present at least three successful Thesis Monitoring Committee reports, spaced no more than six months apart. If the thesis monitoring sessions are not conducted on time, the student will be deemed unsuccessful for that period.

(4) The doctoral defense jury is appointed based on the recommendation of the advisor and graduate program coordinator and with the approval of the Graduate School Administrative Board. The jury consists of five faculty members, including three from the Thesis Monitoring Committee, with at least two members from outside the university. The Graduate School Administrative Board determines whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six members. Additionally, a second advisor may participate in the jury without voting rights. The doctoral defense jury is officially formed within fifteen days after the dissertation is submitted to the Graduate School, and the dissertation is distributed to the jury members.

(5) The jury members convene within one month from the date they receive the dissertation and conduct the oral defense. The defense consists of a presentation of the dissertation by the student, followed by a question-and-answer session. The defense sessions are open to faculty members, graduate students, and experts in the field.

(6) After the defense, the jury deliberates in a closed session and decides by majority vote whether to accept, reject, or request revisions to the dissertation. If the dissertation is accepted, the student is deemed successful. This decision is documented and submitted to the Graduate School within three days. A student whose dissertation is rejected is dismissed from the university. If revisions are required, the student must submit the revised dissertation within six months and defend it again before the same jury. If the student fails the second defense, they are dismissed from the university.

(7) After receiving approval from the jury, the final version of the dissertation is checked for plagiarism by the advisor and submitted to the Graduate School along with the plagiarism report for final verification of compliance with the university's writing guidelines.

#### **Doctoral diploma**

**ARTICLE 28-** (1) A student who has successfully completed all required coursework, obtained a minimum GPA of 3.00 out of 4.00, completed their dissertation, and passed the dissertation defense must submit the required number of dissertation copies to their advisor. The advisor, after verifying the dissertation's compliance with the university's writing guidelines, submits the copies along with a written report to the Graduate School through the graduate program coordinator.

(2) Students who are successful in the thesis defense and meet the other requirements, and who submit at least three hardcover copies of their doctoral thesis and two digital copies of their thesis to the Graduate School within one month from the thesis exam date and whose thesis is found appropriate in terms of form, are entitled to receive a doctoral diploma. Upon application, the Graduate School Administrative Board may extend this deadline for a maximum of one month. Students who fail to meet these submission requirements will not receive their diploma, will not retain student rights, and if they exceed the maximum study period, they will be dismissed from the university.

(3) The doctoral diploma includes the officially approved name of the program as recognized by YÖK (Council of Higher Education). The graduation date is recorded as the date when the signed final dissertation copy is submitted to the Graduate School.

(4) Within three months of dissertation submission, the Graduate School must forward one digital copy of the dissertation to YÖK to be made available for scientific research and academic reference.

## **CHAPTER FIVE**

### **Proficiency in Art Program**

#### **General Principles**

**ARTICLE 29-** (1) The proficiency in art program is an advanced graduate-level education equivalent to a doctoral degree that aims to develop original artistic works, with a focus on superior practice and creativity in music and performing arts.

(2) The program requires a minimum of 21 credits and at least 60 ECTS per academic year, including at least seven courses, practical applications, and creative outputs such as a dissertation, exhibition, project, recital, concert, or performance, totaling a minimum of 240 ECTS.

(3) Students may take up to two courses from other higher education institutions with the recommendation of the Graduate Program Coordinator and the approval of the Graduate School Administrative Board.

#### **Application and Admission to the Proficiency in Art Program**

**ARTICLE 30-** (1) To apply for the proficiency in art program, candidates must hold a master's degree. Applicants who are not graduates of fine arts faculties, conservatories, or equivalent programs from other faculties must have a minimum ALES verbal score of 55, or a score determined by the Graduate School Administrative Board and the Senate.

(2) In addition to the ALES score, applications may be evaluated based on GPA, an interview, a talent exam, or a portfolio review. The specific evaluation criteria, as well as required documents such as reference letters, a statement of purpose, international standardized test scores, or other supporting materials, are determined by the Graduate School Administrative Board and approved by the Senate.

(3) Candidates must obtain a minimum of 55 points from a YÖK-recognized centralized foreign language exam or an equivalent international foreign language exam accepted by ÖSYM. The Senate may decide to raise the minimum required score based on the specific characteristics of the program. For programs where the language of instruction is Turkish, applicants with specific disabilities may be exempt from the foreign language requirement if they provide a medical report from a state hospital or a university hospital certifying their condition. These exemptions apply to:

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

b) Cognitive disabilities of 50% or higher

c) Autism spectrum disorders (including childhood autism, atypical autism, Rett syndrome, and Asperger syndrome) with a disability level of 40% or higher,

Such applicants are considered to have met the minimum foreign language requirement set by the university.

(4) The weight of the ALES score in the evaluation process must be at least 50%, as determined by the Graduate School Administrative Board and the Senate. The Senate may raise the required ALES score or recognize equivalent scores from international exams published by YÖK, based on the recommendation of the Graduate School Administrative Board.

#### **Duration of the Proficiency in Art Program**

**ARTICLE 31-** (1) The duration for completing the proficiency in art program, excluding the time spent in scientific preparation, is a maximum of eight semesters from the semester in which the student first enrolls in courses, regardless of whether the student registers for each semester. The maximum time for completion is twelve semesters.

(2) The maximum time allowed for completing the required credit courses in the proficiency in art program is four semesters. Students who fail to complete their credit courses successfully within this period or who fail to achieve a minimum cumulative GPA of 3.00 out of 4.00 will be dismissed from the university.

(3) Students who successfully complete their credit courses and practical applications but fail to complete their thesis, exhibition, project, recital, concert, or performance within the maximum twelve-semester period specified in the first clause will be dismissed from the university.

#### **Appointment of Advisors in the Proficiency in Art Program**

**ARTICLE 32-** (1) The Graduate School department/program coordinator appoints an advisor from the University faculty for each student. The advisor must hold a PhD or Proficiency in Art degree and will guide the student in course and practice selection, as well as in the execution of their thesis, exhibition, project, recital, concert, or performance. Together, the advisor and student determine the topic and title of the thesis, exhibition, project, recital, concert, or performance, which is then submitted to the Graduate School for approval. The proposal is finalized upon the decision of the Graduate School Administrative Board. The appointment of the thesis advisor must be completed no

later than the end of the student's second semester. In cases where the nature of the proficiency in art work requires more than one advisor, a second thesis advisor may be appointed. To be eligible to supervise a thesis, exhibition, project, recital, concert, or performance in the Proficiency in Art Program, the advisor must have previously supervised at least one successfully completed master's thesis. A second thesis advisor may be selected from outside the university, provided they hold a PhD or Proficiency in Art degree.

(2) The advisor is appointed by the Graduate School Administrative Board upon the recommendation of the department/program coordinator from among faculty members whose qualifications are determined by the Senate and faculty members who have a PhD/art proficiency degree.

#### **Completion of the Proficiency in Art Study**

**ARTICLE 33-** (1) A student preparing a Proficiency in Art thesis must write a text explaining and documenting their results, exhibition, project, recital, concert, or performance in accordance with the writing guidelines recommended by the Graduate School Administrative Board and approved by the Senate. The student must defend their thesis, exhibition, project, recital, concert, or performance before a jury, in accordance with the academic calendar.

(2) Before the defense of the Proficiency in Art study, and in the case of theses or projects requiring revisions, the student must complete the necessary corrections and submit their thesis or work to their advisor. The advisor must confirm that the thesis is defensible and free of plagiarism and submit it to the Graduate School with an official cover letter. The Graduate School conducts its own plagiarism check and shares the plagiarism report with the advisor and jury members. If plagiarism is detected, the thesis is referred to the Graduate School Administrative Board for a decision along with the justification.

(3) A student who has completed their Proficiency in Art study must submit the required number of copies of their thesis to their advisor, including copies for jury members, alternates, and the Graduate School. The advisor must provide a written statement confirming compliance with the writing guidelines and forward the thesis copies to the Graduate School through the department/program coordinator.

(4) The Proficiency in Art jury is appointed upon the recommendation of the advisor and the department/program coordinator and the approval of the Graduate School Administrative Board. The jury consists of five members, including at least two faculty members from outside the university, with the advisor also included. Whether the advisor has voting rights is determined by the Graduate School Administrative Board. If the advisor does not have voting rights, the jury consists of six members. Additionally, the second thesis advisor may attend the defense without voting rights. The Proficiency in Art thesis defense jury is formed within 15 days after the thesis is submitted to the Graduate School, and the members are officially notified, along with the delivery of the thesis.

(5) The jury members must convene within one month of receiving the thesis or text and conduct the student's defense. The defense consists of a presentation of the Proficiency in Art study, followed by a question-and-answer session. The defense is open to faculty members, graduate students, and experts in the field.

(6) After the defense, the jury deliberates in a closed session and, by absolute majority, decides whether to accept, reject, or request revisions to the thesis, exhibition, project, recital, concert, or performance. Students whose thesis and Proficiency in Art study are accepted are deemed successful. This decision is reported to the Graduate School within three days by the department/program coordinator. If the thesis and Proficiency in Art study are rejected, the student's enrollment at the university is terminated. If revisions are required, the student must complete them within six months and defend their thesis, exhibition, project, recital, concert, or performance before the same jury. If the student fails again, their enrollment in the university is terminated.

#### **Proficiency in Art Diploma**

**ARTICLE 34-** (1) A student who has successfully completed the Proficiency in Art study and has a minimum cumulative GPA of 3.00 is awarded a diploma specifying the field of study, in accordance with the Higher Education Council (YÖK) regulations and the characteristics of the relevant art discipline. The graduation date is the date when the jury-signed copy of the thesis is submitted.

(2) Upon successful completion of the thesis defense and fulfillment of all other graduation requirements, a student must submit at least three bound copies and two digital copies of their Proficiency in Art thesis to the Graduate School within one month from the date of their thesis defense. If the thesis is deemed format-compliant, the student becomes eligible for the Proficiency in Art diploma. The Graduate School Administrative Board may extend the submission deadline by up to one additional month upon request. A student who does not fulfill these submission requirements will not be able to receive their diploma, exercise student rights, or continue their enrollment beyond the maximum allowed period.

(3) Within three months of submission, a copy of the Proficiency in Art thesis is sent to YÖK by the Graduate School in electronic format for inclusion in scientific research and academic databases.

### **CHAPTER SIX**

#### **Student Admission and Registration**

##### **Tuition fee**

**ARTICLE 35 – (Amended: OG-14/5/2025-32900)** (1) Graduate education is subject to tuition fees. The tuition fee is collected for one academic year. Fees are determined annually by the Board of Trustees and are implemented in accordance with the provisions of the relevant directive issued by the University. Admission to the Scientific Preparation Program

**ARTICLE 36-** (1) Admission to the Scientific Preparation Program follows the principles outlined in the student admission regulations for graduate programs. This program is designed to address academic deficiencies and facilitate the adaptation of students to their graduate studies.

(2) The Scientific Preparation Program cannot exceed 18 credits in total. The students admitted to this program and the courses they must take are determined by the Graduate School Department Coordination based on their undergraduate and/or graduate academic performance and the structure of their previous programs. These recommendations are finalized by the Graduate School Administrative Board.

(3) The courses required in the Scientific Preparation Program cannot substitute for the mandatory courses of the graduate program. However, a student in the Scientific Preparation Program may enroll in graduate-level courses in addition to preparatory courses, provided that they receive approval from the Graduate School Department Coordination and the Graduate School Administrative Board.

(4) Undergraduate or graduate-level courses taken during the Scientific Preparation Program cannot be counted toward the required coursework or credits for the intended graduate program.

(5) If a student fails to complete the Scientific Preparation Program successfully within two semesters, their enrollment in the program is terminated, and they lose all student rights. A student who fails any of the preparatory courses cannot be assigned new graduate courses.

(6) Attendance requirements, course examinations, grading, passing conditions, course retakes, student record cancellations, and other student-related procedures for the Scientific Preparation Program are governed by the exam regulations, Senate decisions, and University regulations.

(7) The maximum duration of the Scientific Preparation Program is two semesters. A student who fails a course may retake it during the summer semester, but the summer term does not count towards the two-semester limit. Except for leave of absence granted by the Graduate School Administrative Board, this duration cannot be extended. A student who fails to complete the program within the allowed time is dismissed. The time spent in the Scientific Preparation Program is not included in the total duration of the master's or doctoral program.

(8) A master's student admitted to the Scientific Preparation Program must complete all undergraduate courses with a minimum grade of C and all graduate courses with a minimum grade of B to proceed to the main graduate program. A doctoral student admitted to the Scientific Preparation Program must complete all courses with at least a B grade to be eligible to continue in their doctoral program.

(9) Courses taken under the Scientific Preparation Program are subject to an additional credit-based fee, separate from the standard graduate tuition fee.

#### **Admission of Special Students to Graduate Programs**

**ARTICLE 37-** (1) Students enrolled in a master's, doctoral, or proficiency in art program may be accepted as special students in graduate courses, provided they obtain approval from the Graduate School Department Coordination and meet the admission criteria determined by the Graduate School Administrative Board.

(2) Special student status does not grant a degree and cannot exceed two semesters. Special students are not formally enrolled in a specific program and do not have student rights. The acceptance of special students and the courses they are permitted to take are determined based on the recommendation of the Graduate School Department Chair/Coordinator and finalized by the Graduate School Administrative Board. Special students receive an official transcript detailing the courses they have taken and their academic performance.

(3) Students who later fulfill the requirements for admission to a graduate program may transfer up to four courses they previously completed as special students, provided they have successfully passed these courses. The Graduate School Department Coordination submits a transfer request, which is subject to the approval of the Graduate School Administrative Board. However, the total credit transfer cannot exceed 50% of the total coursework credits required for the respective graduate program.

#### **Admission to Graduate Programs through Lateral Transfer**

**ARTICLE 38-** (1) A successful student who has completed at least one semester in another graduate program at the same university or another higher education institution may be admitted to a graduate program through lateral transfer. The conditions for lateral transfer are determined by the Graduate School Administrative Board's recommendation and require Senate approval.

(2) A student who has completed at least one semester in a graduate program at another higher education institution and has successfully passed at least two transferable courses with a minimum GPA of 3.00 (or its equivalent) may apply within the designated period by submitting the required documents. Admission is granted based on the recommendation of the Graduate School Department Coordination and the decision of the Graduate School Administrative Board. The decision must specify which course requirements the student is exempted from in the new

program. Students applying for lateral transfer from another institution must meet the admission requirements outlined in this regulation. If the applicant comes from a university with different semester durations, the equivalency of national and ECTS credits is determined by the Graduate School Board.

(3) A student who has completed at least one semester and passed at least one course in a graduate program at the same university may apply for a lateral transfer by submitting the required documents within the designated period. Admission is subject to the recommendation of the Graduate School Department Coordination and the decision of the Graduate School Administrative Board. The decision must indicate which courses the student is exempted from in the new program. Students applying for a lateral transfer within the same university must also meet the admission requirements specified in this regulation.

(4) The time a student has already spent in the previous graduate program will be deducted from the maximum duration allowed for program completion in the new graduate program.

#### **Graduate Program Enrollment**

**ARTICLE 39-** (1) The graduate program enrollment process is determined by the procedures and principles approved by the Senate.

#### **Programs, Exams, and Evaluation**

**ARTICLE 40-** (1) The graduate study plans within the Graduate School's academic departments include the compulsory and elective courses, thesis, seminar, and other academic requirements necessary for graduation. These study plans must meet the minimum standards set by the Senate and are reviewed by the Graduate School Board before being proposed to the Senate for final approval.

(2) The list of graduate courses to be offered each semester and the faculty members responsible for teaching them are determined by the Graduate School Administrative Board based on recommendations from the department coordinators and are submitted to the Senate for approval.

(3) The credit requirements for graduate programs are determined by the Senate, considering the Turkish Higher Education Qualifications Framework and the workload hours required for students. The following principles apply:

a) The semester credit value of a graduate course is calculated based on the weekly theoretical course hours plus half of the weekly practical/laboratory hours. The credit equivalent of fieldwork, clinical, or other applied courses is determined by the Senate's decisions.

b) The ECTS credits for courses are calculated based on the defined learning outcomes, theoretical or practical hours, and additional workload requirements, following the principles set by the Senate.

(4) Attendance, course exams, grading, passing criteria, retaking courses, and other academic policies for graduate programs are established by the Senate and detailed in the course syllabus, which is uploaded to the student information system at the beginning of each semester by the course instructor.

(5) A course on research methodology and ethics must be included in all graduate programs. The Graduate School Board determines its format, content, and delivery method, and it is incorporated into the curriculum. Doctoral students who have taken this course during their master's studies are exempt from taking it again.

(6) Graduate courses are classified as compulsory or elective by the Graduate School Board and approved by the Senate. Compulsory courses must be completed by all students in the program. Students choose their elective courses based on course availability, with the approval of their academic advisor. Until a thesis advisor is assigned, the Graduate School department chair/coordinator serves as the temporary academic advisor.

(7) The Graduate School Administrative Board may impose additional academic performance requirements for students to continue their programs beyond a certain semester.

(8) Qualifying exams, level assessments, and course performance evaluations can be conducted in physical format, where all students take the exam simultaneously, or in a digital format, where questions are drawn from a secure question bank and administered individually at different times based on subject area and difficulty level. The preparation, encryption, and secure storage of exam questions—whether in physical or digital format—and the measures ensuring exam security are determined by the Senate in accordance with applicable regulations.

### **CHAPTER SEVEN**

#### **Principles Regarding Education and Training**

##### **Course Enrollment**

**ARTICLE 41-** (1) Students must register for courses according to the academic calendar. Within the framework of relevant regulations and the general principles set by the Senate, the rules regarding course exams, grading, passing requirements, attendance, and other course-related matters must be specified by the course instructor in the course syllabus, which must be uploaded to the student information system at the beginning of each semester.

##### **Attendance Requirement**

**ARTICLE 42-** (1) Students are required to attend lectures, laboratory sessions, and practical courses, as well as participate in exams and other activities prescribed by the course instructor in accordance with the regulations set by the Graduate School. Students who fail to meet the attendance requirement for a course—regardless of the reason, including medical leave or disciplinary suspension—are considered unsuccessful in that course. At the end of each semester/year,

the list of students who have failed due to attendance violations must be submitted to the Graduate School before the final exams and announced by the instructor. These students cannot take final exams, and their semester/year-end grade is recorded as NA (Non-Attendance).

#### **Temporary Leave (Registration Freeze)**

**ARTICLE 43-** (1) Graduate students with valid and justified reasons may apply for a temporary leave (registration freeze) by submitting supporting documents to the Student Affairs Directorate within the first four weeks of the semester/year. Applications are reviewed with input from the academic department coordinator and finalized by the Graduate School Administrative Board.

(2) Applications for temporary leave are evaluated according to the following rules:

a) Non-thesis master's students may suspend their enrollment for a maximum of one semester, thesis-based master's students for a maximum of two semesters, and doctoral students for a maximum of three semesters due to valid reasons. In exceptional cases, these periods may be extended by a University Administrative Board decision. The period during which a student is on temporary leave is not counted toward the maximum study duration.

b) If a student presents a medical report covering an entire semester/year, they may apply for a registration freeze. If the medical condition persists, an extension may be granted upon evaluation by the Graduate School Board. Before resuming studies, students may be required to submit medical clearance confirming their ability to continue their education.

c) If a student is conscripted for military service due to an inability to defer enlistment, their enrollment is frozen for the duration of military service.

(3) A student who is on temporary leave cannot transfer any courses taken from another institution during this period into their program at the University.

(4) Applications for temporary leave due to reasons other than medical conditions or other documented compulsory reasons must be submitted within the first four weeks of the semester/year.

(5) If a student is arrested or imprisoned, they may apply for a registration freeze. Upon submission of supporting documents, their enrollment will be suspended until the end of their sentence, including the academic semester/year in which they were incarcerated, subject to the decision of the Graduate School Administrative Board.

(6) If a student is forced to interrupt their studies due to a natural disaster, their enrollment may be temporarily frozen until a date deemed appropriate by the Graduate School Administrative Board, provided that the student presents an official document from relevant authorities confirming their status as a disaster victim.

(7) Students who freeze their enrollment due to military service, illness, incarceration, or natural disasters are exempt from tuition fees. Students who freeze their enrollment for other reasons must pay 25% of the tuition fee for the period of leave.

#### **Graduate Course Credit Values**

**ARTICLE 44-** (1) The courses within a graduate program, including their content, credit hours, ECTS credits, and graduation requirements, are determined by the academic department coordinator and submitted to the Graduate School for approval. Graduate programs become final only after approval by the Graduate School Board and subsequent confirmation by the Senate. The implementation and management of the courses in a graduate program are determined by the Graduate School Administrative Board.

(2) Project, seminar, and thesis courses are non-credit in terms of national credit system but have designated ECTS credits in the academic system.

#### **Examinations and Assessment**

**ARTICLE 45-** (1) In graduate programs, each course must include at least one documented midterm exam and one end-of-term exam per semester. For courses that are purely application-based, the midterm and final exam formats, along with the weight of each assessment, are specified in the course syllabus at the beginning of the semester and communicated to students through the student information system. In addition to midterm and final exams, the course instructor may consider assignments, laboratory work, and other coursework as part of the final grade evaluation. The student's final course grade is determined by the instructor, considering midterms, final exams, coursework, and attendance—all of which are specified in the syllabus at the start of the semester. Final exams are conducted at the times and locations announced by the University. If a final exam is not required for a course, the decision must be approved by the Graduate School Administrative Board upon the recommendation of the academic department coordinator and reported to the Rector's Office at the beginning of the semester.

(2) Midterm exam results are announced within two weeks after the exam. End-of-term evaluations are conducted and announced according to the academic calendar.

(3) No electronic communication devices of any kind may be brought into examination halls without the explicit permission of the course instructor. If such a device is found, regardless of whether it is used or not, it will be considered an act of cheating.

(4) If a student disputes their final grade after the final, make-up, excuse, or additional exams, they must submit a written appeal to the department or program chair within three business days after the grades are announced. The

instructor then reviews the appeal for potential clerical errors and communicates the result to the student. If the student is still dissatisfied, the department or program chair assigns a three-member committee, including the course instructor, to re-evaluate the appeal for any clerical errors. The final decision is reported to the department or program chair, who then notifies the faculty/school administration in writing. If the appeal results in a grade change, the decision is forwarded to the Student Affairs Office for necessary updates.

#### Course Achievement Grades

**ARTICLE 46-** (1) At the end of each semester/year, students receive a final letter grade for each course, as determined by the course instructor. These grades are assigned according to the grading scale specified in the following tables:

Yüksek Lisans için:									
Ders Başarı notu	A	A-	B+	B	B-	C+	C	F	NA
Katsayı Karşılığı	4,00	3,67	3,33	3,00	2,67	2,33	2,00	0,00	0,00

  

Doktora için:							
Ders Başarı notu	A	A-	B+	B	F	NA	CN
Katsayı Karşılığı	4,00	3,67	3,33	3,00	0,00	0,00	0,00

#### (2) Definitions of Letter Grades:

(a) (I) Incomplete: This grade is assigned to courses such as projects, theses, or other mandatory requirements that have not been evaluated due to specific reasons. Students must complete their pending work before the registration period for the next semester begins. If the student does not submit the necessary work within the given period, the I grade automatically converts to an F or U grade.

(b) (S) Satisfactory: Given to students who successfully complete projects, seminars, thesis work, or other non-credit courses.

(c) (U) Unsatisfactory: Assigned to students who fail their projects, thesis work, or other non-credit courses. If a student receives a U in a thesis or project course, they must retake the course. If the failed course is a prerequisite for another, the student cannot continue with the subsequent course.

(d) (PR) In Progress: Assigned to a thesis that has been reviewed and requires modifications following a defense.

(e) (EX) Exempt: Given to courses recognized as exempt by the Graduate School Administrative Board.

(f) (NA) Not Attended: Assigned to students who fail to meet attendance requirements or fail to complete required coursework for practical components. Students who receive an NA are not permitted to take the final exam for that course.

(g) (W) Withdrawn: Given when a student formally withdraws from a course within the first ten weeks of the semester, following the end of the course add/drop period. Students cannot withdraw from a compulsory course, a course they are retaking, a course they have previously withdrawn from, or a course that does not contribute to their GPA. A student may withdraw from a maximum of two courses throughout their master's or doctoral program, and students accepted into a PhD program directly after a bachelor's degree may withdraw from up to four courses. Withdrawn courses are not included in GPA calculations.

(h) (NI) Not Included in GPA: This notation is used for courses that do not affect the student's GPA. The actual letter grade for the course will appear on the transcript alongside NI, but these courses cannot be used for credit transfer. Failing an NI course does not impact a student's academic standing.

(i) (CN) Continuing: Assigned to thesis work that will continue in the next semester.

(4) The final course grades are officially announced by the Student Affairs Office.

#### Grade Point Averages

**ARTICLE 47-** (1) A student's academic standing is determined at the end of each semester or academic year based on their Grade Point Average (GPA). The grade points for each course are calculated by multiplying the course credit hours by the corresponding grade point value (ranging from 0 to 4) assigned to the letter grade received. The Semester GPA (DNO) is computed by dividing the total grade points earned for all courses taken in a semester by the total credit hours of those courses. The resulting number represents the student's academic performance for that specific semester on a 0-4 grading scale.

(2) The Cumulative GPA is calculated by dividing the total grade points accumulated across all semesters by the total credit hours attempted up to that point. If a student repeats a course, only the latest grade is considered in the cumulative GPA calculation, but all previous grades remain visible on the student's transcript.

(3) GPAs are calculated to two decimal places. If the third decimal place is 5 or greater, the second decimal place is rounded up; if it is less than 5, it is rounded down.

#### Course Exemptions

**ARTICLE 48 – (1) (Amended: OG-14/5/2025-32900)** Students' requests for course exemptions are finalized at the beginning of the first semester of their enrollment in the program, based on the recommendation of the relevant

department/art major coordinator and the decision of the Institute Administrative Board. The total national credits of the exempted courses may not exceed 50% of the total national credits required by the applied program. In master's programs, the weighted grade point average of all courses approved for exemption must be at least 3.00 out of 4.00; in doctoral programs, it must be at least 3.50 out of 4.00. In master's programs, all courses approved for exemption must have a minimum letter grade of C or its equivalent; in doctoral programs, the minimum required letter grade is B or its equivalent.

(2) The restriction on the maximum number of exempted courses does not apply to students transferring between thesis and non-thesis tracks of the same master's program.

(3) Courses that were mandatory for obtaining a previous degree and counted toward graduation requirements cannot be used for exemption in a new program.

(4) The total credit hours of exempted courses cannot exceed 50% of the total required coursework credits for the new program.

(5) For students transferring from another institution, the time spent in the previous program is deducted from the maximum duration allowed for the new program. If courses are transferred from another academic status, 30 ECTS credits are considered equivalent to one semester. The Graduate School Administrative Board determines how many semesters the student has effectively used and deducts them from the maximum duration of the program.

(6) Students transferring between thesis-based and non-thesis tracks of a program are eligible for course exemptions. Additionally, courses completed in an English-taught program may be accepted as exemptions when transferring to a Turkish-taught program.

#### **Course Repetition**

**ARTICLE 49-** (1) To be considered successful in a course, a master's student must obtain at least a (C) grade, while a doctoral student must achieve a minimum of (B). Students who fail a course are required to retake it. Additionally, students may voluntarily retake certain courses to improve their cumulative GPA. If a failed or voluntarily repeated elective course is not available in a given semester, the student may substitute another elective course upon the advisor's recommendation and with the approval of the program coordinator. A course may be retaken within a maximum of three semesters from the original attempt. However, courses for which a student received an (F) or (NA) grade must be retaken at the first available offering. In master's programs, students may choose to repeat courses where they received a (B-), (C), or (C+) within the allowed timeframe. Similarly, in doctoral programs, students may retake courses graded (B+) or (B). For repeated courses, the most recent grade is considered valid in the cumulative GPA.

### **CHAPTER EIGHT**

#### **Miscellaneous and Final Provisions**

##### **Distance Learning**

**ARTICLE 50-** (1) Graduate distance education programs can be established, where teaching activities are planned and conducted based on information and communication technologies without the necessity for instructors and students to be in the same physical space. The fields in which distance education programs can be offered, the courses and credit amounts to be provided through distance education, the preparation of course materials, the methods of conducting exams, the protocols between higher education institutions for this purpose, and other matters related to distance education are implemented in accordance with the principles determined by YÖK. The technical support for the programs to be opened, the preparation of courses for broadcast, and their implementation are carried out by the University's Distance Education Unit.

##### **Disciplinary Procedures**

**ARTICLE 51-** (1) Disciplinary actions for students are conducted under Article 54 of Law No. 2547.

##### **Additional Provisions**

**ARTICLE 52-** (1) The eligibility of applicants from different undergraduate and graduate programs is determined by the Graduate School Administrative Board and approved by the Senate.

(2) Admission rules for international applicants and Turkish citizens who completed their undergraduate education abroad are set by the Senate.

(3) The names of the graduate programs for which students will be admitted by the Graduate School, application requirements, the final application deadline, required documents, and other relevant matters are announced through appropriate methods to inform prospective students. The said announcement is made at the beginning of each semester for student admissions.

(4) Except for non-thesis master's programs, it is not permitted to enroll in and attend more than one graduate program simultaneously.

(5) In cases of disasters and pandemics, graduate students in the thesis stage may be granted an additional period of one semester upon request. Depending on the stage of the disaster or pandemic, they may apply again for an additional semester, with a maximum of two additional semesters granted. These additional periods are not counted toward the maximum duration of the program.

##### **Cases Where No Provision Exists**

**ARTICLE 53-** (1) In cases where there is no provision in this Regulation, the relevant legislative provisions and Senate decisions shall apply.

**Repealed Regulation**

**ARTICLE 54-** (1) The Bahçeşehir University Graduate Education and Training Regulation, published in the Official Gazette dated 1/11/2016 and numbered 29875, has been repealed.

**Transitional Provisions**

**TEMPORARY ARTICLE 1-** (1) The fourth paragraph of Article 52 shall not apply to students who were enrolled in more than one graduate program simultaneously before April 20, 2016.

(2) Students who were enrolled in or graduated from non-thesis master's programs before February 6, 2013, may apply to doctoral programs.

**Enforcement**

**ARTICLE 55-** (1) This Regulation shall enter into force on the date of its publication.

**Execution**

**ARTICLE 56-** (1) The provisions of this Regulation shall be executed by the President of Bahçeşehir University.

	<b>Official Gazette in which the Regulation was published</b>	
	<b>Date</b>	<b>Number</b>
	2/3/2025	32829
<b>Official Gazettes where Amendments to the Regulations Are Published</b>		
	<b>Tarihi</b>	<b>Sayısı</b>
1.	14/5/2025	32900
2.		