

# **LOKMAN HEKİM UNIVERSITY REGULATION ON THE POSTGRADUATE EDUCATION**

## **PART ONE**

### **Purpose, Scope, Basis and Definitions**

#### **Purpose**

**ARTICLE 1 –** (1) The purpose of this Regulation is to set forth the procedures and principles for admission and enrollment of students to the postgraduate programs in institutes affiliated to Lokman Hekim University as well as postgraduate education and examinations.

#### **Scope**

**ARTICLE 2 –** (1) This Regulation includes the provisions for admission and enrollment of students to the postgraduate programs in Lokman Hekim University as well as postgraduate education and examinations.

#### **Basis**

**ARTICLE 3 –** (1) This Regulation is based on the article 14 of Higher Education Law No. 2547 dated 04.11.1981.

#### **Definitions**

**ARTICLE 4 –** (1) In this Regulation:

- a) Academic calendar shall mean the calendar that is drafted by the Rector for the institutes and declared by the approval of the Senate.
- b) ECTS shall mean the European Credit Transfer System.
- c) ALES shall mean the Entrance Examination for Academic Personnel and Postgraduate Education,
- ç) Department shall mean any Department with an educational program in the Institute.
- d) Department Head shall mean the Head of Department with an educational program in the Institute.
- e) Maximum period shall mean one year (two semesters) for scientific preparation programs, three years (six semesters) master's degree programs, six year (twelve semesters) for doctorate programs, and nine years (eighteen semesters) for postgraduate doctorate programs,
- f) Term Project shall mean the project carried out under the supervision of a consultant faculty member in non-thesis master's programs.
- g) DUS shall mean the Entrance Exam for Specialty Education in Dentistry.
- ğ) Institute shall mean any institute affiliated with Lokman Hekim University, delivering postgraduate education
- h) Institute Board shall mean the board of Department heads under the chair of Institute manager together with the institute deputy managers, with educational programs opened in the institute.

ı) Institute Administrative Committee shall mean the committee of three faculty members elected by the institute board from the six nominees nominated by the manager under the chair of the institute manager together with the institute deputy managers.

i) EUS shall mean the Entrance Exam for Specialty Education in Pharmacy.

j) Plagiarism shall mean presenting or publishing the ideas, methods, data, works and publications of others as their own, in whole or in part, without making the necessary citations, citing sources or obtaining appropriate permission in accordance with scientific procedures.

k) **(Repealed: OG-22/12/2019-30986)**

l) Board of Overseers shall mean the Board of Overseers of Lokman Hekim University.

m) ÖİK shall mean the Student Affairs Coordinator of Educational Department of Lokman Hekim University.

n)ÖSYM shall mean the Center for Assessment, Selection and Placement.

o) Rector shall mean the Rector of Lokman Hekim University.

ö) SCI: Science Citation Index; SCI-Expanded, Science Citation Expanded Index; SSCI, Social Science Citation Index; SSCI-Expanded, Social Science Citation Expanded Index; AHCI, Art and Humanities Citation Index.

p) Senate shall mean the Senate of Lokman Hekim University.

r) Thesis shall mean the Master's thesis or Doctoral thesis.

s) TİK shall mean the doctoral thesis monitoring committee.

ş) TUS shall mean the Entrance Exam for Specialty in Medicine.

t) TÖMER: Ankara University, Turkish and Foreign Language Application and Research Center.

u) International joint graduate program shall mean a postgraduate program carried out jointly with a higher education institution abroad.

ü) ÜAK shall mean the Interuniversity Board.

v) University shall mean the Lokman Hekim University.

y) University Administrative Committee shall mean the Administrative Committee of Lokman Hekim University.

z) YÖK shall mean the Council of Higher Education.

aa) **(Added: OG-22/12/2019-30986)** GMAT shall mean the International Graduate Management Admission Test.

bb) **(Added: OG-22/12/2019-30986)** GRE shall mean the International Graduate Record Examination.

## **PART TWO**

### **Principles for Education**

#### **Language of Education**

**ARTICLE 5 –** (1) The language of education in postgraduate programs is Turkish.

(2) With the proposal of the Head of the Department and the decision of the Institute Board, all courses or some courses in certain programs may be delivered in a foreign language determined by the Institute Board. Books written in the foreign language used in the classes in which Turkish education is delivered may be followed, assignments and similar works may be requested to be prepared in this foreign language. In addition, project work and thesis studies, reports and seminar presentations may be prepared in this foreign language with the recommendation of the advisor, the approval of the Head of the Department and the approval of the relevant Institute Administrative Committee.

(3) Applicants are required to certify English proficiency in order to be admitted to postgraduate programs where the language of education is English.

(4) The following students shall be deemed to have certified their English proficiency:

a) Those who are successful with the score determined by the relevant Department in the international foreign language exams recognized as equivalent to the central foreign language exams of YÖK;

b) Those who pass the Lokman Hekim University English Language Proficiency Exam with the score determined by the relevant Department;

(5) The validity period of the scores of the central foreign language exams recognized by YÖK and the international foreign language exams recognized as equivalent by ÖSYM shall be two years from the date the candidate took the exam. The validity period must not be expired on the date of application to the postgraduate program. The certificate that is valid on the date of application shall also be deemed valid on the program registration date.

(6) If the English language proficiency of the candidates who want to apply to postgraduate programs is not qualified, but other conditions are met, the candidates shall be allowed one year to qualify their English language proficiency. Students who fail to achieve English language proficiency within this period shall be considered unsuccessful and dismissed from the University. Candidates who qualify English language proficiency shall be placed in the program they applied for.

(7) Foreign students, who apply to Turkish postgraduate programs, shall be required to provide TÖMER Turkish exam result document.

#### **Period of study**

**ARTICLE 6 –** (1) Period and maximum period of postgraduate programs shall be as defined in the relevant articles of this Regulation.

(2) All semesters in which students are enrolled or spent un-enrolled due to non-renewal of enrollment from the date of their first enrollment in the postgraduate program shall be included in the program period, maximum and additional period of study.

(3) The time spent in the scientific preparation program is not included in the maximum

period of the program.

(4) Semesters program period deemed on leave by the relevant board of directors are not included in the program period, maximum and additional period of study.

(5) The semesters spent in higher education institutions in Turkey or abroad as part of the exchange programs and international joint programs are included in the program period, maximum and additional period of study.

### **Academic year**

**ARTICLE 7 –** (1) Education is based on a semester. Each academic year consists of two semesters, fall and spring, and each semester consists of at least sixteen weeks, including the final exams.

(2) In addition to the fall and spring semesters, summer education or summer semesters may be opened. The period and form of these shall be determined by the Senate, taking into account the recommendations of the Institute Board.

(3) The period and dates of enrollment, courses, exams and similar activities in an academic year shall be regulated by the academic calendar.

(4) The weekly schedules of the courses in the semesters and in the summer school shall be arranged and declared by the Head of the relevant Department.

(5) The courses to be delivered in the semesters and in the summer school shall be determined by the relevant Department Head and decided by the relevant administrative committee. The arrangements regarding the groups, capacities and criteria of these courses shall be made by the relevant Department Head.

### **Postgraduate education**

**ARTICLE 8 –** (1) Postgraduate education involves thesis and non-thesis master, doctorate and post-graduate doctorate (integrated doctorate) programs.

(2) A postgraduate program is prepared by the related Institute Department, and is opened with the recommendation of the relevant institute board, the decision of the Senate and the approval of YÖK.

(3) The curriculum of a postgraduate program consists of lectures, laboratories, practices, workshops, studios, internships, seminars, projects, thesis and similar works and the distribution of such works by the semesters.

(4) Changes regarding the name of a postgraduate program and the period of study are prepared by the related Institute Department, and are decided by the Senate upon the recommendation of the relevant institute board.

(5) Changes in the curriculum of a postgraduate program and the principles for adjustment of students to such changes are prepared by the related Institute Department and decided by the relevant institute board.

### **National and international joint postgraduate programs**

**ARTICLE 9 –** (1) Joint postgraduate programs may be opened with higher education institutions abroad and in the country.

(2) Education in international joint programs shall be carried out under the provisions of the Regulation on Joint Education Programs of Higher Education Institutions with

Foreign Higher Education Institutions published in the Official Gazette No. 29849 dated 06.10.2016. The national joint programs are subject to the Regulation on the Establishment of Joint Postgraduate Education Programs between Higher Education Institutions and Higher Education Institutions in Turkey published on the Official Gazette No. 26442 dated 22.02.2007.

### **Exchange students**

**ARTICLE 10** – (1) Exchange programs may be arranged between domestic or foreign higher education institutions and university campuses under the mutual agreements. The principles for these programs are determined by the Senate.

### **Application for and admission to postgraduate programs**

**ARTICLE 11** – (1) Applications for and admissions to postgraduate programs shall be made in accordance with the principles determined by the Senate, on the basis of the Postgraduate Education Regulation published in the Official Gazette No. 29690 dated 20.04.2016 as required by the provision of Article 65 of the Law No. 2547.

(2) At the end of each semester, the Institute's Departments propose the application conditions for the postgraduate programs that they accept students for the next semester to the institute they are affiliated with. This proposal shall be evaluated and decided by the relevant administrative committee and posted on the official website of the relevant institute and/or the Institute's Department.

(3) Applications for postgraduate programs shall be made to the relevant institute managers within the period specified in the academic calendar.

(4) Candidates applying to postgraduate programs must meet all the conditions determined and declared by the related Institute's Department.

(5) Candidates who have completed their undergraduate education or are in the last semester of their undergraduate education may apply to master's programs with and without thesis, and postgraduate doctoral programs. Candidates who have completed their master's education or are in the last semester of their master's education may apply to doctoral programs. Candidates who are in the last semester of the undergraduate program at the time of application to the master's program as well as the candidates who are still in the last semester of their undergraduate or graduate program at the time of application to the doctoral program must complete their education at the latest by the end of the period announced for the first enrollment in the University of the semester in which they applied.

### **Application conditions for postgraduate programs**

**ARTICLE 12** – (1) Candidates applying for the postgraduate programs are required to meet the following conditions:

- a) Upon the recommendation of the relevant Department of Science, a bachelor's degree approved by the Institute Board; Turkish or foreign students who have completed their undergraduate programs in foreign countries must have an equivalence or recognition certificate from the Council of Higher Education (YÖK).
- b) **(Amended: OG-22/12/2019-30986)** For the applications made to the master's programs with thesis, an ALES score to be determined by the related Institute Board,

provided that it is not less than 55 points in the score type of the applied program, For the applications of Turkish or foreign students who have completed their undergraduate programs in foreign countries to the master's programs with thesis, equivalent scores that are considered equivalent to ALES (GRE, GMAT, etc.) and declared by the Council of Higher Education shall also be accepted instead of the ALES result. LES.

c) ALES score is not required for admission of students to non-thesis master's programs. **(Added sentences: OG-21/5/2020-31133)** ALES is not required for the applications of graduates of doctorate / proficiency in art / specialty in medicine / specialty in dentistry / specialty in veterinary medicine / specialty in pharmacy. In the evaluation of such candidates, a score not lower than 55, but not more than 75, shall be determined by the University Senate, regardless of the type of score at the admission to the postgraduate program or the field of specialization, and it shall be notified in the requirements of the relevant program. Such candidates may apply for a different field from the type of score or doctorate/proficiency in art/specialization they have previously received. The notified score shall be included in the calculations as ALES score regardless of the score type.

ç) **(Amended: OG-22/12/2019-30986)** Whether a foreign language is required in programs where the language of education is Turkish, and in case a foreign language is required, the minimum score required to be taken from the Higher Education Institutions Foreign Language (YÖKDİL) Exam and the exams recognized as equivalent, and the University Language Proficiency Exam shall be determined by the decision of the Institute Board and the approval of the Senate, upon the proposal of the relevant Department Heads.

d) The principles for the application of candidates who are/can be a graduate, how much the ALES score will be taken into consideration, provided that the ALES score is not less than 50%, and other issues regarding admission of students to postgraduate education shall be determined by the Senate.

e) In addition to the ALES score for the master's programs with thesis, the undergraduate achievement grade **(Repealed sentence: OG-22/12/2019-30986)** (...) shall be evaluated as a result of the scientific evaluation and/or interview to be made in writing. The extent to which such scores will be evaluated shall be determined by the Senate upon the recommendation of the Academic Board of the Department and the decision of the Institute Board.

f) The Turkish language proficiency level of foreign candidates shall be evaluated according to the score to be taken from the exams determined by the Senate.

### **Application conditions for doctoral programs**

**ARTICLE 13 – (1)** The following conditions are sought for candidates who will apply to doctoral programs based on a master's degree:

a) Candidates are required to have a master's degree with thesis approved by the relevant Institute Board upon the recommendation of the relevant Department Head. Turkish or foreign students who have completed their master's programs in foreign countries are required to have an equivalence or recognition certificate from the Council of Higher Education (YOK). Except for Faculties of Medicine, Dentistry, Veterinary Medicine, Pharmacy and preparatory classes, those who have a bachelor's degree of at least ten semesters or have a specialization authorization obtained according to the principles regulated by the Ministry of Health shall be deemed to have the required master's degree for doctorate.

b) Candidates applying to doctoral programs are required have an ALES score determined by the related Institute Board, provided that it is not less than 55 points in the score type of the program they are applying for.

c) In order to be able to apply to doctoral programs in basic medical sciences, graduates of the Faculty of Medicine are required to have a bachelor's degree and a basic medical score of not less than 50 from TUS, which will be determined by the decision of the Senate on the subject, or ALES score that will be determined by the decision of the Senate, provided that it is not less than 55 points in the numerical score type of ALES. Those who are not graduated from medical school are required to have a master's degree (undergraduate degree of graduates of dentistry, pharmacy and veterinary faculties) and ALES score to be determined by the Senate upon the recommendation of the Academic Committee of the Department and the decision of the Institute Board, provided that it is not less than 55 points in the numerical score type of ALES. To calculate the basic medicine score, the standard score from the basic medical sciences Test-1 section in TUS is multiplied by 0.7, and the standard score from the clinical medical sciences test is multiplied by 0.3, then the results are added. In the admission of students to the doctoral program in basic medical sciences, candidates are required to obtain an equivalent score to be determined by the decision of the relevant Institute Board, provided that it is not less than 55 from the central foreign language exams accepted by YOK and the international foreign language exams accepted as equivalent by OSYM.

ç) **(Added: OG-21/5/2020-31133)** ALES is not required for the applications of graduates of doctorate / proficiency in art / specialization in medicine / specialization in dentistry / specialization in veterinary medicine / specialty in pharmacy. For the evaluation of such candidates, a score not lower than 55, but not more than 75, shall be determined by the Senate, regardless of the type of score at the admission to the graduate program or the field of specialization, and it shall be notified in the requirements of the relevant program. Such candidates may apply for a different field from the type of score or doctorate/proficiency in art/specialization they have previously received. The notified score shall be included in the calculations as ALES score regardless of the score type.

(2) The following conditions are sought for candidates who will apply to doctoral programs based on a bachelor's degree:

a) It is required to have a bachelor's degree approved by the Institute Board upon the recommendation of the relevant Department Head.

b) It is required to have an ALES score determined by the Institute Board, provided that it is not less than 80 in the score type of the program applied from the ALES.

c) Undergraduate education GPA must be at least 3.00 or equivalent out of 4.00.

(3) In order to apply to doctoral programs based on both undergraduate and postgraduate degrees, the candidates are required to have a score of not less than 55 from the central foreign language exams accepted by YOK and international foreign language exams accepted as equivalent by OSYM, other than their mother tongue, upon the recommendation of Academic Board of the Department and the decision of the Institute Board. The score above shall be an equivalent score determined by the Senate.

## Admission of students

**ARTICLE 14** – (1) In order to be admitted to a postgraduate program, the candidate shall be found qualified in the scientific evaluation made by the relevant Institute Department, in addition to the general application conditions. Scientific evaluation may be made through written and/or oral exams and/or product files and similar methods.

(2) During the admission of students, evaluation committees shall be formed by the relevant Institute Department Head. The students to be admitted shall be decided by the relevant Institute Administrative Committee upon the recommendation of the related Institute Department Head.

(3) **(Amended: OG-22/12/2019-30986)** The success of the candidates who apply to the master's programs with thesis and are under evaluation shall be determined by the General Success Score. The General Success Score shall be calculated by taking 50% of the ALES score, 20% of the Undergraduate GPA, and 30% of the grade obtained in the written exam and/or interview. **(Added sentence: OG-21/5/2020-31133)** When calculating the General Success Score of the graduates of doctorate / proficiency in art / specialty in medicine / specialty in dentistry / specialty in veterinary medicine / specialty in pharmacy, 50% of the ALES score determined by the Senate shall be included in the section “contribution to ALES score. The general success score of the candidates who apply to the master's programs in which non-thesis master's programs are carried out shall be calculated by taking 40% of the undergraduate GPA and 60% of the grade from the written exam and/or interview.

(4) In admission of students to doctoral programs, candidates' General Success Grade shall be calculated as 50% of ALES score or TUS, DUS, EUS or Veterinary Specialization Exam Basic Score; as 10% of postgraduate GPA for master program graduates, (except for Faculties of Medicine, Dentistry, Veterinary Medicine, Pharmacy and Preparatory Classes) as 10% of undergraduate GPA for those who have a bachelor's degree of at least ten semesters, or who have an expertise gained according to the principles regulated by the Ministry of Health, and those who apply for a doctoral program based on a bachelor's degree, as 10% of Foreign Language Score, and 30% of the grade from the written exam and/or interview. **(Added sentence: OG-21/5/2020-31133)** When calculating the General Success Score for the admission of graduates of doctorate / proficiency in art / specialty in medicine / specialty in dentistry / specialty in veterinary medicine / specialty in pharmacy, 50% of the ALES score determined by the University Senate shall be included in the section “contribution to ALES”.

(5) For the candidates who fail to take the written exam and/or interview or whose evaluation score is below 60 out of 100, the General Success Score shall not be calculated and the candidate shall be deemed unsuccessful.

(6) The ranking of the candidates in the program they apply shall be made by the examination jury according to the General Success Grade. The examination jury shall, taking into account the characteristics of the program applied by the candidate, decide which of the ranked candidates will be considered successful and notify the Head of the Department of this decision with a report. The final admission of the said students to the programs they apply for shall be subject to the decision of the relevant Institute Administrative Committee.

(7) Candidates who are found eligible for admission to postgraduate programs, provided that they are admitted to the Scientific Preparatory Program first, are identified in the



report to be prepared by the exam juries, and their student status shall be finalized after the procedures to be carried out according to the same article.

**(8) (Repealed: OG-22/12/2019-30986)**

(9) In addition to the above-mentioned conditions, foreign national candidates need to meet other conditions set by the University.

(10) Candidates who are qualified to enroll in the university shall enroll within the periods determined in the academic calendar. The documents required for enrollment shall be notified by the University. The original documents or a copy of original documents approved by the university “as true copy” shall be provided for the application and enrollment. Action shall be taken based on the candidate's statement regarding his military service status and criminal record. In case of identification of those who are qualified to enroll in the University with false or misleading statements and documents, they shall not be allowed to enroll, if they are enrolled, they shall be disenrolled regardless of their semester, all certificates, including the diploma issued to them, shall be invalidated, and legal action shall be taken. Such persons shall not be considered to have a student status and may not benefit from any rights related to studentship in the future. The documents submitted at the time of application shall not be requested again from the candidates who have the right to final enrollment.

**Admission of students in special cases**

**ARTICLE 15** – (1) Foreign national candidates and Turkish citizens who have completed their undergraduate education abroad may apply to postgraduate programs.

**Admission of students to scientific preparatory program**

**ARTICLE 16** – (1) Candidates who have received their bachelor's or master's degree in a different field from the master's or doctoral program applied for, or in higher education institutions other than the University, may be required to complete a Scientific Preparatory Program suitable for them, provided that they meet the other conditions for admission.

(2) The Scientific Preparatory Program consists of undergraduate or postgraduate courses opened in other programs. These courses shall be determined by the recommendation of the relevant Department Head and the decision of the relevant Institute Administrative Committee during the enrollment in the Institute, and shall be notified to the student. The student is obliged to pass all the courses in the Scientific Preparatory Program, with a minimum score of 65/100. Courses taken in the Scientific Preparatory Program shall not be taken into account during the calculation of the student's GPA and may not replace the courses deemed necessary to complete the related postgraduate program. In addition to the scientific preparatory courses, the student may also take postgraduate courses with the recommendation of the relevant Institute Department Head and the approval of the relevant Institute Administrative Committee. The students may take scientific preparatory courses during summer education, if opened. The student is obliged to attend the courses and to comply with the assessment-evaluation rules and conditions for these courses.

(3) The maximum period spent in the Scientific Preparatory Program is two semesters. Summer education is not included in this period. The time spent in this program is not included in the period of the master's or doctoral program. This period may not be extended except for the semester leave, and the student who is not successful at the end of the period shall be dismissed.

## **Admission of special students**

**ARTICLE 17 – (1) (Amended: OG-21/5/2020-31133)** Students who are enrolled in a master's, doctorate or proficiency in arts program may be considered a special student with the approval of the institute's department/main arts branch presidency, where they are enrolled in postgraduate courses in other higher education institutions. The exemption from the courses that the students, who are admitted to the postgraduate courses, take as special student and are successful in, shall be carried out by the institute's department / art major department. Applications for special student shall be considered as an application to take certain courses, not as an application to enroll in the program of the Department that opens those course(s).

(2) Applications for special student shall be evaluated by the Department Head, which has opened the course(s) for which the candidate has applied, taking into account the number of applications made to the programs, the characteristics and capacity of the course to be taken. The evaluation result of the applications made for special student shall be discussed and decided by the related Institute Administrative Committee.

(3) **(Amended: OG-21/5/2020-31133)** Academically, special students have to comply with the requirements for courses stipulated for the students who are enrolled in the postgraduate programs.

(4) A special student who has received the courses he/she has enrolled and success grades shall cease to be a special student. Those who wish to retake a course or take a new course must re-apply for special student status, be accepted and enrolled in that course. Special students shall be issued a certificate showing the courses they have taken and their grades, clearly stating their special student status. GPA shall not be calculated for special students.

## **Transfer of courses**

**ARTICLE 18 – (1)** Courses taken by students in a postgraduate program may not be transferred to another postgraduate program, even if the name of the program is the same.

(2) Such postgraduate courses taken and achieved by the student from any higher education institution in the last five years before enrolling in the institute, as a student enrolled in the program or as a special student, may be transferred to the enrolled program with the recommendation of the relevant Department Head and the approval of the relevant Institute Administrative Committee. The total credits of the courses so transferred may not exceed 50% of the total credits of the courses that the student is required to take in the postgraduate program. The restrictions specified in this paragraph shall not apply to the courses taken in the same Department of the same institute.

(3) Transfer of courses taken from other higher education institutions shall be included in transcripts with the original course name and course code. The equivalent of the credit and ECTS credits of the course taken and the equivalent letter grade in the University shall be determined by the decision of the relevant Institute Administrative Committee.

## **Admission of students through lateral transfer**

**ARTICLE 19** – (1) Successful students who have completed at least one semester in another Institute's Department or in the postgraduate program of another higher education institution may be admitted to postgraduate programs through lateral transfer. The application for lateral transfer shall be reviewed for compliance with the admission conditions determined by the Senate, after receiving the positive and reasoned opinion of the relevant department, and a decision shall be made by the relevant institute administrative committee. Lateral transfers may be possible until the end of the third semester at the latest in the master's degree and until the proficiency exam in the doctorate. A student shall be entitled to only one lateral transfer in the program he/she is studying. Exemption from courses shall be determined by the decision of the relevant Institute's Department and the approval of the Institute Administrative Committee.

(2) Those who are studying a non-thesis master's program within the university's institutes and those who have been successful at all of the courses may be entitled to a lateral transfer to a postgraduate program with thesis in the Department where they are doing non-thesis master's degree, with the recommendation of the Department and decision of the Institute Administrative Committee, based on the specified quota. Students who apply shall be ranked based on the sum of 50% of the ALES score and 50% of the non-thesis master's grade point average, and the student shall be accepted to the program within the quota. The courses taken in the non-thesis master's program by the students who are entitled to enroll in the master's program with thesis shall be substituted with the courses in the thesis master's program with the decision of the Institute Administrative Committee. The student shall start the master's program with thesis from the seminar and thesis phase. Notification for the transition from non-thesis master's programs to master's programs with thesis shall be made by the institute administrative committee at the beginning of each academic term, together with the notification for a new enrollment application. The approval of the Board of Overseers is required for transition from non-thesis master's program to a master's program with thesis and for exemption from tuition fee payable to the University depending on the acceptance.

## **Initial enrollment in the program**

**ARTICLE 20** – (1) Initial enrollment of students admitted to postgraduate programs shall be performed by ÖİK on the dates specified in the academic calendar.

(2) The following conditions shall be met for the enrollment of students admitted to postgraduate programs to be finalized:

- a) Bachelor's degree for those admitted to master's and post-graduate doctorate programs with and without thesis, and master's degree with thesis for those admitted to doctoral programs;
- b) Being qualified for a student visa for international students;
- c) Fulfillment of obligations for student contribution or tuition fee;
- ç) Fulfillment of conditions required by the University.

(3) The original documents or a copy of original documents approved by the university "as true copy" shall be provided for the enrollment. Action shall be taken based on the candidate's statement regarding his military service status and criminal record. In case of identification of those who are qualified to enroll with false or misleading statements and

documents, they shall not be allowed to enroll, if they are enrolled, they shall be disenrolled regardless of their semester, all certificates, including the diploma issued to them, shall be invalidated, and legal action shall be taken.

(4) Students who complete the enrollment shall be issued a student identity certificate. The identity certificate contains information about the student.

(5) Those who fail to complete the enrollment procedure within the period specified in the academic calendar shall be deemed to have waived their right to become a postgraduate student of the University and shall not be entitled to make a claim.

### **Courses and credit values**

**ARTICLE 21** – (1) Courses in postgraduate programs are divided into two groups as compulsory and elective. Compulsory courses are defined in the curriculum and must be taken. Elective courses are the courses whose number, type and course groups are defined in the curriculum and whose selection is made by the students.

(2) The name, code, content, credit value, category, pre-conditions, co-conditions, midterm and final exams and similar aspects of the courses and the changes to be made in such aspects shall be decided by the relevant Institute Board upon the proposal of the related Institute's Department.

(3) The credit value of a course consists of the sum of all the weekly theoretical course hours of that course and half of the weekly hours of laboratory, practice, workshop, studio, internship and similar works.

(4) Weekly theoretical and practical hours of seminar, specialization, term project and thesis work and similar non-credit courses shall be determined; however, no credit value shall be assigned to such courses.

### **Semester enrollment**

**ARTICLE 22** – (1) Students are obliged to renew enrollment on the enrollment dates specified in the academic calendar each semester. However, students who enroll in the postgraduate program for the first time may also enroll during the drop-add week specified in the academic calendar. Students who fail to enroll on the specified dates shall become disenrolled and may not benefit from the rights enjoyed by enrolled students.

(2) The semester enrollment procedure involves the following stages:

a) The student pays the contribution or tuition fee, if any, and fulfills other financial obligations of the previous semesters.

b) The student receives the approval of the academic advisor and enrolls for the semester.

(3) Students who have completed semester enrollment on the specified enrollment dates shall be entitled to add, drop and change courses on the add-drop dates specified in the academic calendar. Re-approval of the consultant is required for the changes made to be valid.

(4) If the advisor deems it appropriate, the student may choose the courses to be taken from the courses offered in other programs of the relevant institute.

(5) With the recommendation of the Institute's Department Head and the approval of the relevant Institute's Administrative Committee, the student may choose maximum two courses from postgraduate courses delivered in other institutes of the university or other higher education institutions in case of doctoral students admitted with postgraduate or master's degree, or maximum four courses in case of doctoral students admitted with bachelor's degree.

(6) Students who take additional time at any stage of the postgraduate program must renew their enrollment for such additional time.

(7) If the disenrolled students wish to enroll for the semester shall apply to the relevant Institute's Department Head, stating and documenting the reason, until the end of the add-drop period of that semester at the latest. Enrollment for semester shall be renewed by ÖİK for students whose excuses are approved by the relevant administrative committee and who have met the necessary enrollment conditions.

(8) Students who become disenrolled may enroll in the following semesters on the enrollment dates specified in the academic calendar. However, such students must apply to the ÖİK with a petition until the date when the interactive enrollment starts at the latest. Applications shall be evaluated and processed under relevant articles of this Regulation in terms of foreign language proficiency (if necessary), ALES, maximum period and adjustment to postgraduate programs.

(9) In case of students who fail to enroll for two consecutive semesters or intermittently three semesters or more at any stage of the postgraduate programs within the maximum period, the thesis topic and/or details of thesis advisor shall be submitted for approval by the relevant boards when they are re-enrolled, with the recommendation of the Institute's Department Head and the approval of the relevant administrative committee. In this case, the thesis topic and thesis advisor may be changed.

(10) Except for non-thesis master's programs, it is not possible to enroll and continue in more than one postgraduate program at the same time.

### **Withdrawal from courses**

**ARTICLE 23** – (1) Postgraduate students may withdraw from the course within the period determined in the academic calendar. The grade of the withdrawn course shall not be included in the GPA and the fee shall not be refunded.

## **PART THREE**

### **Exams and Assessment**

#### **Credit transfer**

**ARTICLE 24** – (1) Postgraduate courses that a student has taken and achieved in the last five years before enrolling in the institute (including the postgraduate courses student has taken as a special student) may be substituted in the program enrolled by the student with the opinion of the advisor, the recommendation of the Institute's Department, and the decision of the relevant institute administrative committee. However, it may not exceed 50% of the total compulsory credit amount in the program in which a student is enrolled.

## **Attendance and exams**

**ARTICLE 25** – (1) Students must attend classes, practices, exams and all academic works deemed necessary by the instructor.

(2) Students' attendance in courses, practices and similar works shall be monitored by the relevant faculty member.

(3) At least one midterm exam shall be administered for each course in a semester. The instructor may assess the assignments, projects, laboratory and similar works as midterm exams. A final exam shall be held at the end of each semester. The course success grade shall be assigned based on the all exam results, in-semester works, and attendance and participation in classes. The form, weight and grade of the exams shall be determined by the relevant instructor and notified to the students at the beginning of the semester.

(4) Course success grades shall be delivered to the Institute Manager by the relevant departments and shall become final after they are declared.

(5) In case of students who fail to attend the assessment such as written exam, project delivery, assignment delivery, and oral presentation, which are required for any course, such students shall be allowed an opportunity for make-up if their excuse is deemed valid by the relevant instructor.

(6) If necessary, classes and exams may be held after the end of working hours on weekdays and/or on Saturdays and Sundays.

## **Assessment and marks**

**ARTICLE 26** – (1) A course success mark shall be assigned to students for each course at the end of the enrolled semester.

(2) The course success grade is obtained by assessing the success of the student during the semester (midterm exams, assignments, applied works, projects, laboratories and similar works) and the general exam together. The midterm exam grade affects the success score by 40%. The general exam grade affects the success score by 60%. The effect rate of midterm and final exams on the success score may be changed with the decision of the Senate. In this case, the effect rate of the general exam on the course success grade will be minimum 50% and maximum 70%.

(3) The coefficient and score of the letter grades included in the GPA calculation are given below.

a) <u>Letter Grade C. effici.</u>		<u>Score</u>
AA	4,00	90-100
BA	3,50	80-89
BB	3,00	75-79
CB	2,75	70-74
CC	2,50	65-69
DC	2,00	60-64

DD	1,50	50-59
FD	0,50	40-49
FF	0,00	0-39
NA	0,00	*

b) The grade NA (not attended) shall be assigned by the instructor to students who fail to meet the course attendance requirements or course application requirements and fail to participate in the academic assessment during the semester. The grade NA shall be treated as FF in the calculation of grade point average.

(4) Grades that are not included in the GPA are listed below:

a) The grade S (satisfactory) shall be assigned to students who are successful in non-credit courses and/or thesis studies.

b) The grade U (unsatisfactory) shall be assigned to students who are not successful in non-credit courses and/or thesis studies.

c) The grade P (progressing) shall be assigned to students who are progressing successfully in non-credit courses and/or thesis studies.

ç) The grade M (exempted) shall be assigned to students that are exempted from certain courses in the curriculum. The principles for exemption from courses shall be set by the Senate.

d) The grade I (insufficient) shall be assigned to students who fail to complete the necessary conditions for the course at the end of the semester or summer school for a valid reason accepted by the instructor who teaches the course. The grade I needs to be converted into a letter grade within one week following the deadline for the assignment of semester or summer school grades. However, in special circumstances, this period may be extended until the next semester's interactive enrollment start date at the latest, and at the end of this period, it must be converted into a letter grade. Such actions shall be taken upon the recommendation of the Head of Department of the Institute where the course is delivered and by the decision of the administrative committee of unit under that Institute's Department. The grade I, which is not converted into a letter grade within the prescribed period, shall automatically turn into an FF or U. The dates related to the grade I are indicated in the academic calendar.

### **Assignment and declaration of grades, and correction of material errors**

**ARTICLE 27** – (1) End-of-semester course grades shall be assigned by the relevant instructors on the dates specified in the academic calendar.

(2) Grades are declared on the relevant websites that is accessible by the students on the date specified in the academic calendar.

(3) Any material errors related to grades shall be corrected with the application of the instructor giving the course, with the approval of the Institute's Department Head within one week following the deadline for the assignment of final grades of the semester or summer school. In case this period is exceeded, the material error shall be corrected upon the recommendation of the Head of Department of Institute delivering the course and by the decision of the administrative committee of unit under that Institute's Department.

The dates on which the material errors may be corrected are indicated in the academic calendar.

### **Course success and repetition of courses**

**ARTICLE 28** – (1) The followings are the principles for the course success and repetition of courses:

- a) In order to be considered successful in a course, a pass grade must be obtained from that course. AA, BA, BB and S are pass grades.
- b) CC in master's programs and CB in doctoral programs are conditional pass grades.
- c) Failed grades are DC, DD, FD, FF, NA and U in master's programs, and CC, DC, DD, FD, FF, NA and U in doctoral programs.
- ç) In case of adjustment, the conditional pass grades are considered as failing grades and must be repeated.
- d) Students who get a failing grade in a course or do not take/cannot take a course in the semester specified in the curriculum must take this course in the first semester it is opened. Instead of the elective courses to be repeated, courses approved by the academic advisor in the curriculum may be taken.
- e) In order to increase the GPA, students may repeat the courses they have been successful with the approval of the instructor lecturing the course. The highest grade shall be considered for the repeated course.

### **Grade point average**

**ARTICLE 29** – (1) At the end of each semester, the end-of-term grade point average and the overall grade point average of the students shall be calculated to determine their success status.

- (2) The ECTS credit from a course is the number found by multiplying the ECTS credits of that course and the coefficient of the success grade awarded to the student.
- (3) The semester grade point average is the number obtained by dividing the total ECTS credits from the courses enrolled in that semester by the total ECTS credits of the enrolled courses.
- (4) The grade point average is the number obtained by dividing the total ECTS credits from all the registered courses since the student's admission to the program by the total ECTS credits of all enrolled courses.
- (5) In courses repeated or taken to increase grades, including summer school, the last grade shall be taken into account, regardless of the previous grade.
- (6) When calculating the grade point average, the result shall be advanced by two decimal places.

### **Graduation conditions and dates**

**ARTICLE 30** – (1) To graduate from postgraduate programs;

- a) The conditions for success in the relevant provisions of this Regulation must be met.



b) The last semester enrolled must be spent at the University, except for international joint postgraduate programs conducted with contracted higher education institutions abroad.

(2) Graduation dates for postgraduate programs are listed below:

a) For master's programs with thesis, it is the date when the thesis jury convenes and the student defends the thesis and is successful.

b) For non-thesis master's programs, it is the declaration date of the letter grades specified in the academic calendar for the relevant semester or summer school. After the letter grades are declared, the graduation date is the date on which the final letter grade is finalized for those who graduate as a result of correction of material errors, the completion of the grade I, and the use of the right to repeat exam.

c) For doctoral programs, it is the date when the thesis jury convenes and the student defends the thesis and is considered successful.

### **Repeat exams**

**ARTICLE 31** – (1) The principles for repeat exams shall be set by the Senate.

### **Plagiarism**

**ARTICLE 32** – (1) Principles for preventing plagiarism in master's and doctoral theses and non-thesis master's term papers shall be set by the relevant institutes upon the recommendations of University Publication Ethics Committee. After the offence of plagiarism is established, it is obligatory to refer it to the relevant authorities.

## **PART FOUR**

### **Principles for Master's Degree Programs**

#### **Purpose and scope**

**ARTICLE 33** – (1) The master's program is delivered in two different ways: master's programs with thesis and non-thesis master's programs.

(2) The aim of the master's program with thesis is to enable the student to acquire the ability to do scientific research, access information, evaluate and interpret information, and translate such acquirement into an academic product as a master's thesis. The master's program with thesis may also be carried out as a second postgraduate education program.

(3) The aim of the non-thesis master's program is to enable students to acquire expert knowledge on the relevant subject and to use existing knowledge in professional practice.

(4) Upon the decision of YOK, postgraduate distance education programs may be opened in which teaching activities are planned and carried out based on information and communication technologies, without the obligation of instructors and students to be present in the same place. Areas where distance education programs can be opened, courses to be delivered via distance learning and credit amounts, preparation of course materials, the method to administer the exams, the protocols between the higher education institutions for this purpose, and other aspects of distance learning shall be set by the YOK.

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

**ARTICLE 34** – (1) The period of the master's program with thesis is four semesters, starting from the semester in which the courses of the enrolled program are delivered, excluding the time spent in scientific preparation, regardless of whether they are enrolled for each semester, and the program must be completed in a maximum of six semesters.

(2) A student who fail to successfully complete the credit courses and seminar course in the curriculum at the end of four semesters or who fail to fulfill the success conditions/criteria stipulated by the University within this period, who fail the thesis work in the maximum period or who fail to defend the thesis shall be dismissed from the University.

(3) Requirements for the students who may graduate from the master's program before the deadline shall be set by the Senate.

### **Course load and success in the master's program with thesis**

**ARTICLE 35** – (1) The master's program with thesis consists of minimum seven courses, a seminar course and thesis work, with a total of not less than twenty-one credits. The seminar course and thesis work are non-credit and are assessed as successful or unsuccessful. A master's program with thesis consists of a total of minimum 120 ECTS credits, including minimum eight courses, including the seminar course, provided that it is not less than 60 ECTS credits in one academic term. The student has to enroll for the thesis period of each semester, starting from the semester following the appointment of the advisor at the latest.

(2) Maximum two of the courses to be taken by the student may be selected from the undergraduate courses, provided that they were not taken during the undergraduate education. In addition, a maximum of two courses may be selected from the courses offered in other higher education institutions with the recommendation of the Institute's Department Head and the approval of the Institute's Administrative Committee.

(3) The courses of the master's program with thesis must be successfully completed in a maximum of two years with a minimum GPA of 2.50.

### **Thesis advisor for the master's program with thesis**

#### **ARTICLE 36 – (1) (Repealed: OG-22/12/2019-30986)**

(2) In the master's program with thesis, the Institute's Department Head recommends a thesis advisor in the staff of University for each student to the institute by the end of the first semester at the latest, and recommends the thesis topic determined by the student together with the advisor to the institute until the end of the second semester at the latest. The thesis advisor and thesis topic shall be finalized with the approval of the Institute's Administrative Committee.

(3) The thesis advisor is selected from among the faculty members with the qualifications determined by the Senate. If the University lacks faculty members with such qualifications, a faculty member from another higher education institution may be selected as advisor by the Institute's Administrative Committee under the principles set by the Senate. In cases where the nature of the thesis work requires more than one thesis advisor, the second thesis advisor may be appointed from persons outside the University staff, who have at least a doctorate degree.

## **Preparation and conclusion of the master's thesis**

**ARTICLE 37** – (1) The master's thesis involves the thesis work and then the defense of the thesis before the members of the jury.

(2) From the beginning of the semester following the appointment of a thesis advisor, the student has to enroll for thesis and thesis-related courses every semester.

(3) Students who receive a U grade two or three times in a row from the thesis and thesis-related courses within the maximum period shall be considered unsuccessful and the thesis topic and/or advisor of such students shall be changed.

(4) Students must successfully complete their thesis work within the maximum time period.

(5) A student studying in a master's program with thesis shall write the results in accordance with the spelling rules set by the Senate and defends the thesis orally before the jury. The followings are the requirements for thesis defense:

a) The student needs to complete the thesis and submit it to his/her advisor prior to defense of postgraduate thesis and together with the correction if thesis needs to be corrected. The advisor submits the thesis to the institute with his/her opinion that the thesis is defensible. The Institute shall receive the plagiarism software program report related to the thesis and submit it to the advisor and jury members. If an actual plagiarism is identified in the data in the report, the thesis shall be submitted to the institute's administrative committee for a decision together with its justification. The deadline for thesis defense is indicated in the academic calendar each semester.

b) The postgraduate thesis jury shall be appointed with the recommendation of the relevant Institute's Department Head and the approval of the Institute's Administrative Committee. The jury consists of three or five people, one of whom is the thesis advisor of the student, and minimum one of them is from another department at the University or from another higher education institution. If the jury consists of three people, the second thesis advisor may not be a jury member.

c) Jury members convene within one month from the date the thesis is delivered to them in order to take the thesis defense. The thesis defense involves the presentation of the thesis work followed by questions and answers and is open to the audience.

ç) The date and place of the thesis defense shall be posted on the official website of the related Institute and/or Department.

(6) After the thesis defense is completed, the jury shall decide to accept, correct or reject the thesis by absolute majority (the audience is not allowed in this phase). The decision of the jury shall be notified to the relevant institute no later than three days by a report by the Institute's Department Head.

(7) After the thesis exam is completed, the jury shall decide to accept, correct or reject the thesis with absolute majority. This decision shall be notified to the relevant institute no later than three days by a report by the Institute's Department Head.

(8) If a decision is made to correct the thesis, the student shall defend the corrected thesis before the same jury no later than three months. At the end of this defense, the student who is found unsuccessful and whose thesis is rejected shall be dismissed from the University.

(9) If the thesis defense is successful, student has to submit minimum three bound copies

of the thesis approved by the relevant institute for format and signed by the members of the jury and by the related Institute's Department Head within one month from the date of the thesis defense to the relevant institute manager. Students who fail to submit the thesis within this period shall be dismissed from the University.

(10) After the thesis is signed by the relevant institute manager, the student whose thesis report form is sent to the ÖİK shall be entitled to receive a master's degree.

(11) Provided that the student is successful in the thesis exam and meets the other conditions required for graduation set by the Senate, a master's degree with thesis shall be awarded to the postgraduate student who submits minimum three bound copies of the master's thesis to the relevant institute within one month from the date of taking the thesis exam and whose thesis is deemed appropriate for format. The Institute's Administrative Board may extend the delivery period for one more month at the most, upon request. Students who fail to fulfill such conditions shall not receive a diploma, shall not benefit from student rights, and shall be dismissed from the University if the maximum period expires.

(12) The master's diploma with thesis shall contain the YOK-approved name of the program in the Institute Department enrolled by the student. Graduation date is the date of the thesis exam when the thesis is accepted.

(13) Within three months from the delivery of the thesis, a copy of the master's thesis shall be electronically submitted to the YOK Presidency by the institute in order to make it available to scientific research and activities.

### **Master's program without thesis**

**ARTICLE 38** – (1) The non-thesis master's program consists of a total of thirty credits and minimum ten courses, not less than 90 ECTS, and a term project course. The student has to enroll 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. The term project course is non-credit and assessed as successful or unsuccessful.

(2) The student has to enroll in the term project in the semester specified by the related Institute's Department and submit a written report at the end of the semester.

(3) In the non-thesis master's program, undergraduate courses may be taken, provided that they were not taken during undergraduate education. However, maximum three of these courses may be counted towards the course load of the program.

(4) In the non-thesis master's program, the Institute's Department Head shall appoint a faculty member to advise each student in the course selection and execution of the term project, or a faculty member with the qualifications set by the Senate, by the end of the first semester at the latest.

(5) A minimum GPA of 2.50 must be completed for the non-thesis master's program courses. In addition, in order to be successful, the student must be successful in the non-thesis master's project course that has received the approval of the advisor. The successful student shall be awarded a master's degree without thesis.

(6) A preliminary exam may be administered at the end of the non-thesis master's program in accordance with the requirements of the Senate.

- (7) The non-thesis master's program may also be carried out in the second postgraduate education.

### **Period of the non-thesis master's program**

**ARTICLE 39** – (1) The period to complete the non-thesis master's program is minimum two semesters, maximum three semesters, regardless of whether or not enrolled for each semester, starting from the semester in which the courses of the enrolled program are delivered, excluding the time spent in scientific preparation. Students who fail or fail to complete the program at the end of this period shall be dismissed from the University.

### **Non-thesis master's diploma**

**ARTICLE 40** – (1) A non-thesis master's degree shall be awarded to a postgraduate student who successfully completes the credit courses and term project.

(2) The non-thesis master's diploma shall contain the approved name of the program received by the student in the Institute's Department.

(3) Those who attend a non-thesis master's program may be transferred to a master's program with thesis, provided that they fulfill the minimum requirements for the master's program with thesis. In this case, the courses taken in the non-thesis master's program may be substituted with the courses in the master's program with thesis by the decision of the Institute's Administrative Committee.

## **PART FIVE**

### **Principles for Doctoral Programs**

#### **Purpose and scope**

**ARTICLE 41** – (1) The aim of the doctoral program is to provide the student with the ability to conduct independent research, examine scientific events with a broad and deep perspective, make comments and determine the necessary steps to reach new syntheses. The original thesis to be prepared at the end of the doctoral study must meet at least one of the following requirements:

- a) Producing new knowledge to introduce innovations to science;
- b) Developing a new scientific research method or implementation of it in a new area;
- c) Developing and implementing a previously unimplemented application of a known method.

#### **Period of doctoral programs**

**ARTICLE 42** – (1) The period of a doctoral program is eight semesters and maximum period to complete is twelve semesters, excluding the time spent on scientific preparation, for those who are accepted with a master's degree with thesis, starting from the semester in which the courses of the enrolled program are delivered, regardless of whether it is enrolled for each semester. It is ten semesters and maximum period to complete is fourteen semesters for those who are accepted with a bachelor's degree.

(2) The maximum period to successfully complete the credit courses required for the doctoral program is four semesters for those who are accepted with a master's degree with thesis, and six semesters for those who are accepted with a bachelor's degree. Students who fail to successfully complete the credit courses within this period or who

fail to achieve the minimum grade point average required by the University shall be dismissed from the University.

(3) The student who successfully completes the credit courses, is successful in the preliminary exam and whose thesis proposal is accepted, but fail to complete the thesis work by the end of the twelve or fourteen semesters specified in the first paragraph, shall be dismissed from the University.

(4) If students who have applied to a doctoral program with a bachelor's degree fail to complete the credit courses and/or the thesis work within the maximum period and are not successful in the doctoral thesis defense exam, they shall be awarded a master's degree without thesis upon their request, provided that they have fulfilled the credit load, project and other similar conditions required for the non-thesis master's degree.

### **Course load and success in the doctoral program**

**ARTICLE 43** – (1) The doctoral program consists of a total of twenty-one credits for students who have been accepted with a master's degree with thesis. An educational period consists of minimum 240 ECTS credits, including minimum seven courses, seminars, proficiency exams, thesis proposal and thesis work, provided that they are not less than 60 ECTS. For students who have been accepted with a bachelor's degree, it consists of minimum 300 ECTS credits, including 14 courses with minimum forty-two credits, seminars, proficiency exam, thesis proposal and thesis work.

(2) Undergraduate courses shall not be counted towards course load and doctorate courses.

(3) Doctoral program courses must be successfully completed within a maximum of two years, and post-graduate doctoral programs must be successfully completed within a maximum of three years and with a minimum GPA of 3.00. CB shall also be accepted as a pass grade in doctoral programs, provided that the overall grade point average is 3.00.

(4) Students who fail to successfully complete the courses at the end of this period or whose grade point average is less than 3.00 shall be considered unsuccessful and such students may not take the doctoral qualifying exam. However, provided that the grade point average is above 3.00, the doctoral qualifying exam may be taken before all courses of the program are successfully completed, with the reasoned recommendation of the relevant Institute's Department and the decision of the relevant Institute Board.

### **Doctorate thesis advisor**

**ARTICLE 44** – (1) The Institute's Department Head recommends a thesis advisor for each student, who is in the University staff, and the thesis topic and thesis title to be determined together by the advisor and the student to the relevant institute. The thesis advisor and thesis proposal shall be finalized by the decision of the Institute's Administrative Board. When the thesis advisor will be appointed within the student's program is specified in the regulation adopted by the Senate. However, the thesis advisor must be appointed by the end of the second semester at the latest.

(2) The thesis advisor is selected from among full-time University faculty members with a doctorate degree. If the University lacks a faculty member with such qualifications, a faculty member from another higher education institution may be selected as an advisor by the Institute's Administrative Committee under the principles set by the Senate. In order for faculty members to manage a thesis in doctoral programs, they must have

managed minimum one successfully completed master's thesis.

(3) In cases where the nature of the thesis work requires more than one thesis advisor, a second thesis advisor may be appointed as co-supervisor upon the recommendation of the relevant Institute's Department Head and the decision of the relevant Institute's Administrative Committee. Co-advisor must have at least a doctoral degree.

### **Doctoral qualifying exam**

**ARTICLE 45** – (1) The qualifying exam is the measurement of whether the student who has completed the courses and seminar has the depth of scientific research related to the basic topics and concepts in their field and doctoral work. A student may only take the qualifying exam twice a year at the most.

(2) The Senate determines when the student will take the qualifying exam. However, the students admitted with a master's degree are required to take the qualifying exam by the end of the fifth semester at the latest, and the students admitted with a bachelor's degree by the end of the seventh semester at the latest.

(3) The qualifying exams are organized and administered by a doctoral qualifying committee of five persons recommended by the Institute's Department Head and approved by the Institute's Administrative Committee. The committee establishes exam juries to prepare, administer and assess exams in different fields. The examination jury consists of five faculty members, at least two of whom are outside the University, including the advisor. The relevant administrative committee decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury will consist of six faculty members. Qualifying exam meetings are open to participation of audience, including the lecturers, postgraduate students and experts in the field.

(4) In order to take the doctoral qualifying exam it is necessary to get at least 60 points out of 100 from the central foreign language exams accepted by YÖK or to get the equivalent score from the international foreign language exams recognized as equivalent by OSYM. In the case of foreign national students, candidates whose mother tongue is the same as the foreign language in which they take the exam shall take an exam in other foreign languages or Turkish. This exam shall be administered by a jury formed by the by the relevant Institute's Administrative Committee. The jury includes three persons of which one is a faculty member of that language. Doctoral candidates who fail the accepted foreign language exams may be enrolled as students in the foreign language preparatory program, the principles of which are set by the Senate. The period of this program is maximum one calendar year, and students who fail the foreign language exam at the end of this period shall be dismissed from the University. The time spent in this program is not included in the study period.

(5) The doctoral qualifying exam involves a writing exam and an oral exam. The doctoral qualifying committee considers the recommendations of jury and the success of the student in writing and oral exams to decide by simple majority whether the student is successful or unsuccessful. The decision shall be communicated by the relevant Institute's Department Head to the relevant institute within three days following the qualifying exam.

(6) A student who fails the doctoral qualifying exam shall take a repeat exam in the next semester. The student who also fails in this exam shall be dismissed from the doctoral program.

(7) The Doctoral Qualifying Committee may require that a student who has passed the Doctoral Qualifying Exam take extra courses after the fourth semester even if the student has completed the course load provided that the student is not in the position as described in paragraph two of article 42. A student who fails to successfully complete the extra courses by the end of the sixth semester shall be dismissed from the University.

### **Thesis monitoring committee**

**ARTICLE 46 –** (1) For the student who is successful in the doctoral qualifying exam, a thesis monitoring committee (TIK) shall be appointed no later than one month in order to approve the doctoral thesis proposal of the student and to monitor the doctoral thesis process in the following periods, with the recommendation of the relevant Institute's Department Head and the approval of the relevant administrative committee.

(2) TIK consists of three faculty members, one of whom is the thesis advisor of the student, and one from another Institute Department within the University or from another higher education institution.

(3) TIK members may be replaced with the proposal of the relevant Institute's Department Head and the approval of the relevant institute's administrative committee.

(4) The initial meeting of TIK shall convene no later than six months after the qualifying exam.

(5) TIK shall convene twice a year, once in January to June and once in July to December.

(6) Co-advisor may attend TIK meetings but may not be a member of TIK.

(7) The student shall submit a written report to the committee members no later than one month before the meeting date. This report shall include a summary of the activities performed then and the plan of activities to be performed in the next year. The thesis work of the student shall be assessed as pass (P) or unsuccessful (U) by the committee.

### **Defense of thesis proposal**

**ARTICLE 47 –** (1) Students who have successfully passed the doctoral qualifying exam shall orally defend their thesis proposal before the TIK. The thesis proposal shall include the purpose, method and future work plan of the thesis work to be carried out within six months at the latest. The student shall distribute a written report on the thesis proposal to the committee members at least one month before the oral defense.

(2) TIK shall decide to accept or reject the thesis proposal submitted by the student with absolute majority. This decision shall be notified to the relevant institute by the Institute's Department Head within three days following the thesis proposal.

(3) Students who fail to defend the thesis proposal or are found unsuccessful shall re-defend the thesis proposal within six months at the latest. If the students fail to defend the thesis proposal for the second time or fail again, the student shall have the right to choose a new advisor and thesis topic. In this case, a new thesis monitoring committee may be appointed.

### **Preparation and conclusion of doctoral thesis**



**ARTICLE 48 – (1)** A doctoral thesis involves the thesis work and then the defense of the thesis before the members of the jury.

(2) In order to defend the thesis, all the courses of the program must be successfully completed, the student must pass the qualifying exam and must have minimum one published research article relating to his/her thesis during the doctoral study in journals such as SCI,SCI-Expanded, SSCI, SSCI-Expanded or AHCI. The faculty member who is the thesis advisor shall also be indicated in such journal, and if the article is not published yet, then a certificate of acceptance shall be issued.

(3) The student who is successful in the thesis proposal shall begin the research studies on the thesis subject under the direction of the thesis advisor and the co-advisor, if any.

(4) Students who receive the grade U two times in a row or intermittently three times from the thesis and thesis-related courses within the maximum period shall be considered unsuccessful, and the thesis topic and/or the advisor shall be changed.

(5) The completion of the thesis work shall be confirmed by the thesis advisor. If it is confirmed, the student is obliged to write the results obtained in accordance with the principles specified in the thesis writing guide of Lokman Hekim University.

(6) Before the thesis defense and for thesis to be corrected, the student shall complete the thesis together with the correction and submit it to the advisor. The advisor shall submit the thesis to the institute with his/her opinion that the thesis is defensible. The Institute shall receive the plagiarism software program report related to the thesis and send it to the advisor and jury members. If an actual plagiarism is identified in the data in the report, the thesis shall be submitted to the institute's administrative committee for a decision together with its justification.

(7) In order for the student's thesis to be finalized, minimum three (TIC) reports must be submitted.

(8) The doctoral thesis jury is appointed upon the recommendation of the advisor and the Institute's Department Head and the approval of the Institute's Administrative Committee. The jury consists of five faculty members, three of whom are on the student's thesis monitoring committee, and at least two of them from outside the university, including the advisor. The relevant administrative committee decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury will consist of six faculty members. In addition, the second thesis advisor may take part in the jury without voting rights.

(9) The members of the jury convenes within one month at the latest from the date the thesis is delivered to them and take the student's thesis defense. The thesis defense exam consists of the presentation of the thesis work followed by questions and answers. Thesis defense meetings are open to audience including the lecturers, postgraduate students and experts in the field.

(10) After the thesis exam is completed, the jury decides to accept, reject or correct the thesis with absolute majority, without audience. The decision of the jury is notified to the relevant institute within three days at the latest by the Institute's Department Head. Students whose thesis is accepted shall be considered successful. The decision is notified to the relevant institute by the Institute's Department Head within three days following the thesis exam. The student whose thesis is found unsuccessful and rejected shall be dismissed from the University. If a decision is made to correct the thesis, the student shall make the required correction no later than six months and defend the thesis before

the same jury. A student who also fails in this defense shall be dismissed from the University. If the students are admitted to doctorate with a bachelor's degree and fail in the thesis, a non-thesis postgraduate diploma shall be awarded to such students, upon demand, provided that they have fulfilled the credit load, project and other similar requirements for the non-thesis master's degree.

## **PART SIX**

### **Miscellaneous and Final Provisions**

#### **Diploma and certificates**

**ARTICLE 49** – (1) The diplomas and certificates issued to students and graduates and the conditions for issuance are as follows:

a) Master's diploma with thesis: It is issued to those who meet the graduation requirements for postgraduate programs with thesis. The master's diploma with thesis contains the YOK-approved name of the program in the Institute's Department enrolled by the student.

b) Non-thesis master's diploma: It is issued to those who meet the graduation requirements for non-thesis postgraduate programs. The non-thesis master's diploma contains the YOK-approved name of the program in the Institute's Department enrolled by the student.

c) Doctorate diploma: It is issued to those who meet the graduation requirements for doctorate or postgraduate doctorate programs. The doctorate diploma contains the YOK-approved name of the program in the Institute's Department enrolled by the student.

ç) Temporary graduation certificate: It is a certificate that is issued only once to those who are entitled to receive a diploma, is valid until the date of the diploma ceremony of the relevant academic year and replaces a diploma.

d) Diploma supplement: It is a document that enables the international recognition of academic and professional qualifications and is given in addition to diplomas.

e) Transcript of records: It is a certificate that shows the courses taken by the students in each semester, the credit status of the courses, the grades received from these courses, the grade point average and the GPA of the relevant semester and their success status since the first semester they enrolled in the University.

f) Student certificate: It is a certificate showing the student's enrollment in the University.

(2) The graduation of the student who successfully completes the postgraduate and doctorate programs with the thesis shall be decided by the relevant Institute's Administrative Committee, provided that he/she is successful in the thesis defense examination and meets the other conditions required for graduation. To take the decision on graduation, the thesis or thesis work must be prepared, printed and bound in accordance with the institute's thesis writing guide. The following documents, together with a sufficient number of copies of thesis work, must be submitted to the relevant Institute no later than one month from the date of taking the thesis exam:

a) Sufficient number of CDs containing the thesis or thesis work,

- b) Thesis data entry form and certificate of authorization completed as required by the University Library and YOK for the thesis or thesis work,
  - c) Plagiarism Report in accordance with procedures and principles set by the University.
- (3) The relevant Institute's Administrative Committee may extend the delivery period for a maximum of one more month upon application. Students who fail to fulfill these conditions shall not be entitled to receive a diploma, benefit from student rights, and shall be dismissed if the maximum period expires.
- (4) Within three months from the delivery of the thesis, a copy of the master's and doctoral theses shall be submitted to the Presidency of YOK in electronic environment to make available for scientific research and activities.
- (5) Diplomas and certificates are signed by the following authorities:
- a) Diplomas: Rector, relevant Institute Manager and Institute's Department Head,
  - b) Temporary graduation certificate; relevant Institute Manager, Institute's Department Head and ÖİK officer,
  - c) Diploma supplement, transcript of records and student certificate: ÖİK officer.
- (6) Diplomas and certificates indicate the student's Institute, Institute Department and/or program, if any.
- (7) The shape and size of the diploma and the information on it shall be determined by the Senate.
- (8) If a diploma is lost, a new one shall be issued for once. The words "second copy" shall be placed on the new copy.
- (9) In case the name and/or surname of the graduate changes after the graduation date, the details on the diploma shall not be modified or a new diploma shall not be issued.

#### **Academic advisor**

**ARTICLE 50** – (1) The Institute Department Head shall appoint an academic advisor from among the faculty members or staff of the University to each student enrolled in the postgraduate program.

- (2) The followings are the functions of the academic advisor:
- a) Informs and guides the student in the selection of the courses to be taken each semester.
  - b) Approves the enrollment in semester after evaluating the courses to be taken together with the students based on the academic success of the student,
  - c) Informs and guides the student about adjustment to university life, professional development and career.

#### **Discipline**

**ARTICLE 51** – (1) The Student Discipline Regulations of Higher Education Institutions published in the Official Gazette No. 28388 on 18.08.2012 shall apply to discipline actions.

## **Scholarship**

**ARTICLE 52** – (1) The principles regarding the distribution of scholarships and grants provided to students from various sources shall be determined by the Board of Overseers.

## **Health services**

**ARTICLE 53** – (1) Principles for health services provided to students shall be set by the Senate.

## **Contribution, tuition fees and other fees**

**ARTICLE 54** – (1) Contributions, tuition fees and other fees shall be set by the Board of Overseers.

## **Leaves**

**ARTICLE 55** – (1) Students may be deemed on leave from the University for maximum two semesters, with the decision of the relevant administrative committee due to health, military service, education in domestic or foreign higher education institutions, and financial reasons. In obligatory cases, this period may be extended by the relevant administrative committee who grants the permission.

(2) Students who wish to be deemed on leave shall apply to the relevant Institute's Department Head, with their petition and documents stating their excuse, until the end of the add-drop period of the relevant semester at the latest. The Institute's Department Head submits the request for permission to the relevant administrative committee, together with the views of the student's academic/thesis advisor and of the Institute's Department Head. Except for unexpected situations, applications made after the add-drop period expires shall not be processed.

(3) The relevant administrative committee decision is submitted to the ÖİK and processed by the ÖİK and the student and the relevant academic and administrative units are informed.

(4) The academic status of students whose leave period has expired is assessed by the ÖİK under the relevant articles of this Regulation. Students who meet the enrollment requirements may enroll for the semester on the dates declared in the academic calendar.

(5) Students who wish to return to school before the end of the leave period shall apply with a petition to the relevant Institute's Department Head prior to start date of enrollment. The application is evaluated by the student's academic/thesis advisor, the Institute's Department Head, and the relevant institute manager, and forwarded to the ÖİK. The status of the student is evaluated under the relevant articles of this Regulation. Students who meet the enrollment requirements may enroll for the semester on the dates declared in the academic calendar.

## **Disenrollment**

**ARTICLE 56** – (1) The students may apply to ÖİK for disenrollment at any time.

(2) Students who are disenrolled or dismissed from the University due to disciplinary action are required to complete the disenrollment procedures required by the University and fulfill their financial obligations in order to receive the diploma or certificate issued to them.

(3) If the student is disenrolled but wishes to return to school, they shall re-apply to the desired program. This application shall be evaluated by the relevant Institute's Department Head for the application for postgraduate programs and admission conditions.

### **Notifications**

**ARTICLE 57** – (1) Any notification to the student is made by sending the notification to the postal address of the student in the official records or to the e-mail address provided to the student by the University. The student has to notify the ÖİK of the change of notification address no later than one month. Otherwise, the address in the University records shall be considered valid.

(2) The student shall be obliged to monitor the communications sent to the e-mail address provided by the University.

### **Situations for which there are no provisions in this Regulation**

**ARTICLE 58** – (1) Where there are no provisions in this Regulation, the applicable legislation and the resolutions of administrative committees of YOK, UAK, Senate and relevant institutes.

### **Enforcement**

**ARTICLE 59** – (1) This Regulation shall enter into force on the date of its publication.

### **Execution**

**ARTICLE 60** – (1) The provisions of the Regulation shall be executed by the Rector of Lokman Hekim University.

	<b>Official Gazette publishing this Regulation</b>	
	<b>Date</b>	<b>Number</b>
	2/12/2018	30613
	<b>Official Gazettes publishing the Regulations amending this Regulation</b>	
	<b>Date</b>	<b>Number</b>
1.	22/12/2019	30986
2.	21/5/2020	31133