

# ÇANKAYA UNIVERSITY RULES and REGULATIONS GOVERNING GRADUATE STUDIES

## PART 1

### Aim, Scope, Basis and Definition of Terms

#### Aim

**ARTICLE 1** – (1) The aim of this document is to regulate the procedures and principles regarding the post graduate programs offered by the graduate schools of Çankaya University.

#### Scope

**ARTICLE 2** – (1) This document comprises the regulations concerning admissions and registration to the graduate programs offered by Çankaya University and those governing the manner of graduate education and conditions.

#### Basis

**ARTICLE 3** – (1) This document has been drawn up based on article 14 and 44 of Higher Education Act 2547 dated November 4, 1981.

#### Definition of Terms

**ARTICLE 4** – (1) Wherever the following terms appear in this document, they shall be taken to refer to:

- a) ALES: Academic Personnel and Graduate Education Exam,
- b) ECTS: European Credit Transfer System
- c) Maximum duration: Two academic semesters for academic deficiency programs, three academic semesters for Master's programs without a thesis, six academic semesters for Master's programs with a thesis, twelve academic semesters for Doctoral programs, fourteen academic semesters for a Ph.D. on Bachelor's degree programs,
- ç) DI: Departments of Institutes
- d) CDI: Chair of the Departments of Institutes
- e) GMAT: The international Graduate Management Admission Test,
- f) GRE: The international Graduate Record Examinations,
- g) Concerned GSB: Graduate school boards of Çankaya University,
- ğ) Concerned GSAB: The graduate school administrative boards of Çankaya University,
- h) The RO: Çankaya University Registrar's Office
- i) SSPC: Student Selection and Placement Center
- i) Program duration: Two academic semesters for academic deficiency programs, two academic semesters for non-thesis Master's programs, four academic semesters for Master's programs with a thesis, eight academic semesters for Doctoral, ten academic semesters for a Ph.D. on Bachelor's degree programs,

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## PART 2

### Provisions Concerning the Conduct of Graduate Education

#### Medium of Instruction

**ARTICLE 5** – (1) The medium of instruction in the University’s graduate programs is English. Courses that are to be conducted in Turkish or any other language are determined by the Senate.

(2) (RG: 05/04/2019,30736) In order to apply to graduate programs (Master and Ph.D programs), candidates have to document their proficiency in English. Foreign language condition can be assessed through CDI’s proposal, the Senate approval, and the concerned GSB decision for the graduate programs with a Turkish thesis. Scores obtained from international language exams whose equivalences have been determined by the Senate may also be used to this end. In this respect, the score comparison table of the presidency of the council of higher education (YÖK) is taken into consideration. In case the level of proficiency in English for graduate programs is not documented by the student, the English proficiency level is assessed by an English Proficiency Exam conducted by the University.

(3) For student admissions to PhD programs, holding a document certifying that the student scored at least 60 points from a national language test or an international language test whose equivalence is recognized by the presidency of the council of higher education (YÖK) or by the SSPC is obligatory. The minimum score may be determined to be higher upon the recommendation of the concerned department.

(4) Graduates from an institution of higher education that offers courses in English in an English speaking country are not obligated to document their level of Proficiency in English.

(5) The validity period of international English exams scores and scores obtained from exams deemed equivalent by the Senate (except for graduate programs in Turkish language) is five years. This period of validity should not have been exceeded on the date of application to a graduate program. A document which is valid on the date of application will remain valid on the date of registration.

(6) The status of students who fail to take a sufficient score from the English proficiency exam after a year of education at the English Preparatory School is terminated.

#### Duration of Education

**ARTICLE 6** – (1) The normal and maximum periods of study for graduate programs are effective as described in the related articles of this regulation.

(2) All the semesters during which the students have been registered since they first enrolled in a graduate program or which have been spent unregistered due to failure to re-register are included in the normal and maximum durations of study.

(3) Semesters for which students have been granted a leave of absence by the concerned graduate school administrative boards (concerned GSAB) as well as the period of study which is spent for scientific preparation courses at the English Preparatory School are not included in the normal, maximum and additional periods of study.

(4) Semesters which have been spent in institutions of higher education within the country or abroad as part of student exchange programs and international joint programs are included in the normal, maximum and additional periods of study.

(5) The period of study which is spent at the institution or the program students have transferred from is also included in the normal and maximum durations of study. All the semesters corresponding to the period of study of courses transferred from the student's former program are included in the normal and maximum durations of study.

### **Academic Year**

**ARTICLE 7** – (1) One academic year comprises two semesters each of which is minimum sixteen weeks, including the period for final exams.

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

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

(4) The weekly course schedules within a semester and during Summer School are prepared and announced by the concerned CDI under the coordination of the RO.

(5) The courses to be offered during a semester and Summer School and the sections, capacities and criteria of these courses are specified by CDI and determined by the concerned GSAB.

### **Graduate Education**

**ARTICLE 8** – (1) Graduate education encompasses a Masters with or without a thesis, Doctoral, and Ph.D. on Bachelor's degree programs.

(2) A graduate program is drawn up by CDI and submitted for approval by the recommendation of the concerned GSB, the Senate and the issuance of consent by the Higher Education Council.

(3) The curriculum of a graduate program comprises studies such as course work, laboratory and applied work, workshops, studios, practicum, seminars and thesis work and the distribution of these throughout the academic semesters.

(4) The amendments to the curriculum of a graduate program and the guidelines for the adjustment of students to these are arranged by CDI and examined by the concerned GSB and finalized by the Senate.

(5) Except for graduate programs without thesis, it is not acceptable to register to and continue to do more than one graduate program at the same time.

### **International Graduate Joint-Degree Programs**

**ARTICLE 9** – (1) International graduate joint-degree programs may be offered with institutions of higher education abroad. Education in International joint-graduate degree programs are determined within the framework of related provisions.

## **Exchange Students**

**ARTICLE 10** – (1) Exchange programs may be offered between Çankaya University campuses and institutions of higher education within the country or abroad within the framework of mutual agreements. The regulations governing these programs are determined by the Senate.

## **Special Students**

**ARTICLE 11** – (1) Special students are students who are not registered to any program at Çankaya University, but who are expected to fulfill the requirements of the limited number of courses they are registered to. Special students do not have the right to register to seminar courses, term projects and thesis work. Enrolling in one of the academic programs for special students is only possible when they fulfill all the application requirements. When admitted to a graduate program, a record of grade point average is not required for special students, and an admission test will not be applied to them.

(2) Students or graduates from an institution of higher education-who wish to enhance their existing knowledge on a specific subject can be admitted to graduate courses under the status of special student after the approval of CDI. A special student is not entitled to a master degree for the concerned / related program. The period of study cannot exceed two semesters for special students, excluding the period spent in summer school. Those who take courses under the status of a special student cannot enjoy or exercise the rights granted to regular (registered) students. Furthermore, these students cannot receive student grants and aids.

(3) (RG: 05/04/2019, 30736) On the condition that special students are registered to a graduate program within the past four semesters as of the date of their special student application, the substitution of the courses taken by students during their earlier special student education can be made by the concerned graduate school administrative board by the recommendation of the CDI. The letter grades for the courses having been taken in the special student status must be AA, BA or BB, and no less than a score of 80 for the Faculty of Law. The number of the exempted courses after course substitution cannot exceed 50% of the course load of the concerned graduate program.

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

**ARTICLE 12** – (1) Student applications and admissions to graduate programs are carried out in accordance with the principles set by the Senate. Applicants to the master's program must have a bachelor's degree, master's degree candidates in order to apply to doctoral programs, must have a master's degree and they must have not less than 55 standard points for a master's degree and 60 standard points for PhD from the ALES standard score which is applied centrally by ÖSYM. Regarding non-thesis Master's program admissions, an ALES score is not required to have a rating. The evaluation of the success of the result of ALES, which is based on the rank of the weight, shall not be less than about 50 percent. Applicants to the Ph. D. program with a bachelor's degree with a grade point average of at least 3 out of 4 in their bachelor's or equivalent is required. At the same time, the candidate that refers to an ALES score, must have an ALES score not less than 80 points.

(2) In the admission of candidates applying to master's programs with thesis, in addition to

ALES, a written scientific assessment test and a GPA with verbal score results will be evaluated.  
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(3) For admission to a Ph.d program, the weight of the ALES as well as written and oral scientific assessment tests are evaluated. Applicants with a graduate's degree are assessed with their master's GPA results.

(4) Excluding preparatory classes, ten semesters of undergraduate education in areas deemed to have a master's degree.

(5) The names of the students who will be accepted to graduate programs, admission requirements, application deadlines, documents required and other issues, will be announced by the Rector's Office before the date of application is determined in the academic calendar.

(6) (RG: 05/04/2019, 30736) For admission to a graduate program, CDI offers the application requirements which are not stated in the Higher Education Council's Regulation to the related Institute. The offer is resolved by the Senate and the decision is then announced on the related institute and/or on the official website of CDI.

(7) The application to graduate programs is made to the Student Affairs' Office within the period specified in the academic calendar.

(8) Only the original of the documents required for registration or notarized copy of the original sample to be approved by the university will be accepted. With reference to the military status and criminal record of the candidate, these situations are dealt with solely on the basis of the statements of the candidate. False or misleading statements and documents regarding the case to determine who won the right to enroll in the university are not registered and the records enrolled with will be canceled regardless of the semester. If documents or diplomas were given which in this case were deemed to have been used to acquire student status, all the documents, including diplomas will be void.

(9) If a graduate program candidate re-applies to a graduate program after a half-year break he/she doesn't need to provide a new valid ALES document; if they have an ALES score which is specified by the CDI.

(10) Instead of an ALES score, candidates may submit a score obtained on an international exam (such as GRE or GMAT) whose equivalence has been announced by the concerned CDI. If conditions regarding the ALES score have not been announced by the concerned CDI, a score obtained on an international exam equivalent to the base ALES score as announced by the HEC may be submitted for application. The equivalent ALES score cannot be less than the ALES score accepted by the Institute.

(11) ( RG: 05/04/2019, 30736) The validity period of ALES scores or scores obtained on equivalent international exams in the period designated by HEC and is effective as of the date the candidate took the exam. The validity should not have expired on the date of application to a graduate program. A document which is valid on the date of application will remain valid on the date of registration.

(12) For admission to a graduate program, along with the fulfillment of the general provisions, the candidate should be deemed satisfactory in the scientific evaluation carried out by the concerned CDI. Scientific evaluation may be carried out through such methods as a written and/or oral examination. According to the results of these tests, candidates who are not eligible for the master's program with thesis are given the option to be evaluated for the master's program without thesis.

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(13) The admission of students is determined by the concerned GSAB following the recommendation of the CDI.

(14) Applicants to the graduate programs' entrance and achievement scores, ALES or equivalent score, and undergraduate GPA, are calculated by using a written exam and an oral exam's notes. For the applicants to Non-thesis Master's programs; the entrance point for a successful graduation grade point average is taken into consideration. The doctoral program's achievement score is calculated by considering the undergraduate GPA, ALES score or equivalent score, a written and an oral exam. The condition of being successful is determined by the Senate.

### **Special Case Student Admissions**

**ARTICLE 13** – (1) The principles governing graduate program applications and the admissions of candidates with a foreign nationality and Turkish nationals who have completed their undergraduate education abroad are determined by the university Senate.

### **Student Transfers Between Graduate Programs and Course Substitution**

**ARTICLE 14** – (1)( Repealed article RG: 05/04/2019; 30736)

(2)(Revised RG: 05/04/2019, 30736) A student's transfer of a course substitution of a previous graduate program as well as a student's exemption of one or more courses is determined by the concerned GSB with the recommendation of CDI in accordance with the first paragraph of article 17 and the first paragraph of article 24.

(3) The transition between thesis and non-thesis graduate programs can be done by the application of the student, through the recommendation of CDI and the decision of the concerned GSAB at least one month before the date foreseen for the start of postgraduate courses in the academic calendar at the beginning of each semester. The student cannot apply to more than one program between master's programs with thesis or without thesis. However, students who go from a non-thesis program and move to a thesis program can return to a non-thesis program with the recommendation of CDI and the decision of the concerned GSAB. Students whose transfer application is approved are obliged to complete the requirements of the new program.

a) The student's transfer from a master's program with a thesis to a non-thesis program while the candidate's application is actualized by CDI's offer and the decision of the concerned GSAB.

b) A non-thesis master's program student can switch to a thesis master program on the condition that, the student provides the minimum conditions of the thesis master program. Also, if the student is currently enrolled and has successfully completed the courses required for the master's program and has a grade point average of at least 3.00/4.00, the candidate becomes eligible upon the application, CDI recommendation, and the decision of concerned GSAB.

### **Scientific Preparatory Program / The Academic Deficiency Program**

**ARTICLE 15** – (1) The academic deficiency program is a program aimed at correcting the academic deficiencies of students and enabling them to adjust to the program they have applied

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- a) The applicant whose bachelor's degree is in a different field than the field of their master's degree program.
- b) The applicant whose undergraduate and/or graduate degrees are in a different field than the field of a doctoral program.
- c) The applicant whose bachelor's degree is received from other higher education institutions.
- d) The applicants to doctoral programs whose graduate or undergraduate programs are received from other higher education institutions.

(2) The academic deficiency program which is comprised of pre-requisite courses and specified by DI is applied to the academic deficiency program students by concerned GSAB.

(3) An academic deficiency program lasts for a maximum of two semesters. Summer school is not included in this period. This time period cannot be extended beyond the end of time allowed and the student will be dismissed if not successful. This period shall not be included in the master's or doctoral programs specified in this regulation. The credits of the preparatory program may not exceed a total of sixteen credits.

(4) The scientific preparation program must be done during the period of the student's admission. The provisions regarding the academic deficiency program are stated below as:

a) An academic deficiency program for Master's studies consists of undergraduate level courses. These courses cannot replace the courses required to complete the graduate program.

b) An academic deficiency program for doctoral studies consists of undergraduate and/or MA/MS level courses. These courses cannot be replaced in the course load of the concerned doctoral program.

c) Students in academic deficiency programs can take both deficiency program courses and graduate program courses with the recommendation of CDI and the decision of GSAB. The total number of remedial courses in the graduate program can only be a maximum 4 for each half-year / semester. This number can be increased by the recommendation of CDI and articulated decision of the concerned GSAB.

### **Initial Enrollment to a Program**

**ARTICLE 16** – (1) The registration of students admitted to graduate programs are conducted by the RO within the period specified in the academic calendar.

(2) The requirements listed below should be fulfilled for the completion of the enrollment of graduate program admissions:

a) The students who are admitted to a Master's program with or without a thesis are required to have a bachelor's diploma and for those who are admitted to Ph.D. programs are required to have a Bachelor's diploma and a Master's diploma with thesis.

b) Fulfilling the provisions regarding tuition and education fees.

c) Fulfilling other requirements announced by the University.

(3) Originals of documents required for registration or their copies approved by the University upon presentation of the originals are accepted.

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(4) Students who have completed the registration procedures are provided with a student ID card. The ID cards contain personal information about students.

(5) Those who have not completed their registration within the announced period are deemed to have waived their student rights and thereafter cannot claim any of those rights.

### **Courses and Course Credits**

**ARTICLE 17** – (1) Courses within graduate programs are of two types: compulsory and elective. Compulsory courses are those that are defined in the curriculum and thus must be taken. Elective courses are those whose numbers, types and groups are defined in the curriculum and are selected by students. The students are obliged to take half of the courses from the enrolled program.

(2) Prerequisite and co-requisite courses may be specified so that a specific course might be taken. A course which must be taken and successfully completed before a specific course might be taken is called a prerequisite course, whereas a course which must be taken simultaneously with another course during the same semester is called the co-requisite course.

(3) Course titles, codes, contents, credits, categories, prerequisites, co-requisites, midterm exams, final exams and other similar features and amendments to be made to these features are determined by the recommendation of the CDI and the decision of the concerned GSB.

(4) The credit value of a course consists of all of its weekly theoretical course hours plus half the weekly hours of laboratory, workshop, studio, practicum and other similar work related to that course.

(5) ECTS course credits are to be calculated within the principles determined by the senate, in which the clearly determined theoretical and applied course hours and the study hours for other activities predetermined for the students is taken into account.

(6) (Revised RG: 05/04/2019, 30736) Weekly theoretical and practical course hours of non-credit courses including seminars, term-projects, thesis works etc are specified; however, a credit value is not allocated for such courses.

(7) The students admitted to a Master's program or to scientific preparation are to register in at least two courses in the first semester. Those who fail to fulfill this may not claim any rights.

### **Extra-Curricular Courses**

**ARTICLE 18** – (1) (Revised RG: 05/04/2019, 30736) Extra-curricular courses are credit courses which the student additionally takes. These courses which are taken by the recommendation of the CDI and by the decision of the concerned GSAB are not included in the GPA, but are indicated in the transcript.

### **Semester Registrations**

**ARTICLE 19-** Each semester, students must re-register on the online registration dates indicated in the academic calendar by paying their tuition. However, students who enroll in a graduate program for the first time may also register in the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed **unregistered and may not enjoy the rights of registered students. Those students are not allowed to receive a student certificate, an internship document, and a military service certificate.** Those

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who have the right of military deployment cannot receive the related document and benefit from the students' rights.

(2) Semester registration procedures consist of the following phases:

a) The student pays the tuition or education fee and fulfills any other financial obligation (dormitory fee, library fee, etc.) pertaining to previous years, if any.

b) The student registers for the new semester.

c) The student meets her/his advisor to obtain approval for the online semester registration.

(3) Students who have completed their semester registration during the online registration period may add or drop courses or change course sections during the add/drop period indicated in the academic calendar. Advisor approval is required in order for the changes to be valid.

(4) Students may withdraw from courses they are enrolled in according to the following rules:

a) Course withdrawal is processed after the add/drop week has ended or within the seventh week of the concerned semester.

b) Course withdrawals are processed by the recommendation of the advisor and with the approval of CDI and concerned GSAB.

c) Students are given one right for withdrawal for every semester they are registered, and it is indicated as a "W" grade in the transcript.

d) The elective courses which are withdrawn from are not obligatory to be repeated.

e) Course withdrawal is not possible for non-credit courses.

(5) Among students who fall into the unregistered status for two successive semesters or intermittently three semesters or more can re-register and change their thesis subject and the thesis advisor upon the recommendation of CDI and the approval of the concerned GSAB.

### **Admission of Undergraduate Transfer Students**

**ARTICLE 20-**(1) Students who completed at least one semester successfully at a graduate program in the university or in any other higher education institution, are accepted to the graduate programs on the condition that the candidates apply with all the required documents within the application dates upon the recommendation of CDI and the decision of the concerned GSAB. How many semesters the students have completed, and which courses they are to be exempt from are also presented in this decision. For applications to be accepted, transfer quotas are necessary in the related graduate program. Students are to have fulfilled the requirements of DI graduate programs while they were accepted to the previous university, or during the transfer application.

(2) Applicants from outside the university are required to document their English proficiency, or to pass the English proficiency exam of Çankaya University. The proficiency grade belonging to the previous university is evaluated by the university. Law programs accept only students from other Law programs.

(3) Student transfer applications are to be made at the beginning of the year before the determined time for the beginning of the courses in the academic calendar.

(4) A transferred student is to take at least half of the courses in the related program. Projects, seminars, the proficiency exam and the thesis courses are not valid for the transfer.

(5) The grades taken by the students from different universities and the grades included into the course load are converted into a hundred numerical system and finally is indicated in the transcript written within the framework of Article 22.

(6) The regulations of Article 24 are valid for the undergraduate transfer adjustment procedures.

## **PART THREE**

### **Examinations and Assessment**

#### **Attendance and Examinations**

**ARTICLE 21-** (1)( Revised RG: 05/04/2019, 30736) Students are to attend the courses, practical work, examinations and other academic studies as required by the instructors. The attendance records of students regarding courses, practical work and similar studies are monitored by the instructor. The contribution of student attendance, if applicable, to their eligibility to take mid-term and final examinations and their letter grade for the semester, the contribution of mid-term examinations, homework assignments, practical work and other similar studies for which the students are responsible to their letter grade for the semester, and if applicable, provisions for being eligible to take the final exam are determined by the instructor offering the course and all of these are announced to the students at the beginning of the semester.

(2) The assessment criteria is determined by the instructors and announced to the students in the course schedule at the beginning of the semester. Students are informed of their success in each course within a semester by the instructor of that course.

(3) At least one interim assessment such as a written examination, a project submission, a homework submission, an oral presentation is carried out for each course. The dates of such assessments are announced by the concerned instructor within the first month of the semester via the internet website.

(4) In each course, at least one end-of-the-term assessment is done.

(5) A make-up opportunity is given to students who have not participated in the required assessment of any course such as taking a written examination, submitting a project or homework or making an oral presentation provided that their excuse is deemed valid by the concerned instructor.

(6) If deemed necessary, courses and exams may be held after weekly working hours and/or on Saturdays and Sundays.

(7) All examinations including proficiency, placement, or regular tests can be given paper-based to all students at the same time, as well as electronically on condition that they are organized with a classification of topic and difficulty in a safe environment, and every individual is given a different question at a different time.

#### **Assessment and Grades**

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**ARTICLE 22-**(1) Students are assigned a letter grade for each course at the end of the semester they are registered. This letter grade is at the discretion of the instructor offering the course. In determining the letter grade, the students' mid-term and final examination grades, their success in their studies within the semester and their attendance during course and practical work are taken into consideration.

(2) The success of the students is determined according to the principals below:

a) In order for a student to be considered successful in an academic term, a Master's program student must get at least CC, a doctorate student must get CB.

b) Exams are assessed out of a score of 100 in the undergraduate programs administered by the Faculty of Law. Passing grades for master's programs is 70, doctorate programs is 80.

(3) Students must repeat the lessons that they fail in the probable maximum limitation of time or take any lesson considered equal by the CDI.

(4) (Revised RG: 05/04/2019,30736) In order to increase GPA, classes that have been successfully passed can be taken again or they can be substituted with any lesson considered equivalent by the CDI. No matter what score had been taken before, the last score taken is considered as the final score.

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

<b>LETTER GRADE</b>	<b>COEFFICIENT</b>	<b>SCORE INTERVALS</b>
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	80-84
CB	2.50	70-79
CC	2.00	60-69
DC	1.50	50-59
DD	1.00	45-49
FD	0.50	35-44
FF	0.00	0-34

(6) Grades which are not included in the Grade Point Average are indicated below:

a) (Revised RG: 05/04/2019, 30736) The grade I (incomplete) is assigned to students who are not able to complete the course requirements by the end of the semester for a reason found valid or due to an illness. The grade "I" must be converted to a letter grade within fifteen days before the last day of grade submissions for the semester. Otherwise, the grade (I) becomes (FF) for credit courses and (U) for non-credit courses and the student automatically fails. However, in special cases like an extended period of time because of a medical exigency, the procedures for converting this grade into letter grades must be completed by the recommendation of CDI and concerned GSAB before the beginning of registrations for the following semester.

b) The grade S (satisfactory) is assigned to students who are successful in non-credit courses and/or thesis work.

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c) The grade U (unsatisfactory) is assigned to students who are not successful in non-credit courses and/or thesis work. It is also assigned to special students who have completed and become unsuccessful in other universities.

d) (Revised RG: 05/04/2019, 30736) The grade NA (not attended) is assigned by the instructor to students who have not fulfilled the specified attendance requirements and is processed as FF for credit courses and U (unsatisfactory) for non-credit courses.

e) The grade P (progressing) is assigned to students who are successfully carrying on their non-credit courses and/or thesis work.

f) The grade EX is assigned to students who have been successful at the English Proficiency exam or to those who transfer to the university and have been exempted from the English Proficiency exam. The grade EX is not processed in the calculation of the Grade Point Average but mentioned.

g) The grade W is assigned to students who withdraw from a lesson.

### **The Submission and Announcement of Grades and Grade Corrections**

**ARTICLE 23** (1) Midterm and final grades for the semester are announced by the concerned CDI between the dates stated in the academic calendar. The student can apply to CDI in order to object the grade for the reason of any error in calculation within the following fifteen days of announcement. The objection request is processed by some other faculty member determined by CDI than the course instructor and concluded by the related institute and CDI.

(2) In case of any errors in grading are detected by the faculty member in charge of the lesson, the faculty member can make a written correction request to CDI within the fifteen days after the announcement of the grades. The request is conducted in the same way.

### **Success in a Course and Course Repeats**

**ARTICLE 24-**(1) Provisions regarding success in a course and repeating a course are as follows:

- a) In order to be deemed successful in a credit course, students are required to earn a grade of AA,BA,BB, and S.
- b) (Revised RG: 05/04/2019, 30736) in order to pass conditionally in a master's course, students are required to receive a minimum of grade CB and CC, while for a doctoral program they are required to get a minimum grade of CB. Conditionally passing is not applied for graduate programs conducted by the departments in the faculty of law.
- c) In Master's programs, the grades DC, DD, FD, FF, NA and U, and in doctoral programs the grades CC, DC, DD, FD, FF, NA and U are failing grades.
- d) In the adjustment procedures for graduate programs, a "conditionally passing" grade is considered as "unsuccessful" and the courses are required to be repeated.
- e) Students who have failed in a course or have not enrolled /could not enroll in a course indicated in the curriculum must take it the first semester it is offered. Courses within the framework of the curriculum and found appropriate by the advisor may replace elective courses that are to be repeated.

**ARTICLE 25-**(1) Students' semester Grade Point Averages and their Cumulative Grade Point Averages are calculated at the end of each semester and their standing related to success is determined.

(2) The Semester Grade Point Average is calculated by multiplying the course credit with the coefficient of the letter grade and this total score is divided by the total credit points obtained from all the courses the student has taken in the concerned semester by the total credit values of those courses.

(3) The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time, the semester concerned inclusive, by the total credit values of those courses. While calculating;

a) The last score obtained from repeated courses are taken into consideration.

b) Grades taken from non-credit courses which are mentioned in the regulations are not included in the calculation of GPA.

(4) Students who have taken all the required courses successfully and passed but didn't get the required GPA to graduate are given a make-up exam within the following fifteen days of the final exam upon the decision of the institute. The make-up exam is given for the grades CC and CB for the master's program, and CB for the doctorate program without a limitation in course numbers. Exam fees for a make-up exams are decided by the board of directors every year.

(5) The required GPA to graduate from a master's program is 2.70, the doctorate program is at least 3.00. The required GPA to graduate from a master's program in the Faculty of Law is 70, the doctorate program is 80.

(6) The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the decimal point. In rounding the numbers off, the second digit after the decimal point does not change if the third digit is smaller than 5, but it increases by 0.01 if the third digit is 5 or greater.

## **Graduation Requirements and Dates**

**ARTICLE 26-**(1) The following requirements must be fulfilled in order to be eligible for graduation from a graduate program:

(2) The date of graduation from graduate programs is determined as follows:

a) (Revised RG: 23/07/2017, 30132) In Master's programs with a thesis, the graduation date is the date on which a signed copy of the thesis is submitted to the concerned graduate school by the examining committee.

b) In non-thesis Master's programs, the graduation date is the announcement date of the letter grades for the concerned semester or Summer School as indicated in the academic calendar. For those who graduate as a result of the correction of an erroneous grade and/or the conversion of the grade "I" to a letter grade, the graduation date is the date on which the letter grade is finalized.

c) (Revised RG: 23/07/2017, 30132) In doctoral programs, the graduation date is the date on which a signed copy of the thesis is submitted to the concerned graduate school by the examining committee.

### **Make-up Examinations**

**ARTICLE 27-**(1) Make-up examinations are not applied in graduate programs.

### **Plagiarism**

**ARTICLE 28-**(1) The principles regarding the prevention of plagiarism in master's and Ph.D thesis writing are regulated by the Senate.

## **PART 4**

### **Provisions Regarding Master's Programs**

#### **Aim and Scope**

**ARTICLE 29-**(1) Master's programs are conducted in two modes, namely, Master's programs with a thesis and non- thesis Master's programs. Programs to be opened and how they will be conducted is determined upon the recommendation of the concerned GSB and is processed and finalized by the Senate and the board of directors and is announced by the approval of HEC.

(2) The aim of the Master's programs with a thesis is to have students access knowledge through scientific research, evaluate and interpret this knowledge and convert this acquisition into an academic product in the form of a thesis.

(3) The aim of non-thesis Master's programs is to have students gain expert-level knowledge in the related field and the ability to use their existing knowledge in professional applications.

## **PART 5**

### **MASTER'S PROGRAM WITH A THESIS**

#### **Duration and Course Load for Master's Program with a Thesis:**

**ARTICLE 30-**(1) Master's degree program with a thesis covers 30 ECTS in an academic semester, 60 ECTS credits in one academic year corresponding to a minimum total of 120 ECTS credits and at least seven courses consisting of a seminar course and thesis work. Non-credit seminar courses and thesis work are evaluated as successful (S) or unsuccessful (U). The student prepares a seminar paper on the scope of the seminar course and presents this seminar at the end of the term.

(2) In Master's programs with a thesis, the student is allowed to take two courses from the undergraduate program provided that they were not taken during undergraduate education upon the recommendation of CDI and the decision of the concerned GSAB. However, only two of these courses may be counted in the course load of the program. These courses are taken into consideration while calculating course number and credits.

(3) Students can take a maximum of two graduate courses offered in other institutions of higher education, by the recommendation of the CDI and with the approval of the concerned GSAB.

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(4) Students can take courses offered by other graduate programs of the same university by the recommendation of CDI and with the approval of GSAB.

(5) The duration of the master's program with a thesis starts with the registration of the courses and is completed during at most six semesters, except for the preparation of scientific studies.

(6) Students who cannot successfully complete the courses (credit courses and seminar course) in a maximum of two academic years (four semesters), and/or students who are unsuccessful in thesis work within the specified times, and/or students who do not attend a thesis jury defense are dismissed from their graduate program.

(7) The minimum period in the graduate programs with thesis is three semesters.

### **The Advisor of the Master's Degree Program:**

**ARTICLE 31** – (1) During the normal duration of a Master's Degree Program with a thesis, CDI proposes a thesis advisor for each student to the Institute by the end of the first semester; and the topic of the thesis approved by the thesis advisor is also sent to the institute until the end of the second semester. The thesis advisor and the thesis topic are finalized by the concerned GSAB. The thesis proposal must be typed on computer covering the literature review.

(2) The thesis advisor is chosen among faculty members according to the qualities determined by the Senate. If there is no such a person qualified enough to be chosen, other members from other universities can be assigned as a consultant by the concerned GSAB.

(3)( Revised RG: 23/07/2017, 30132) If the thesis study requires more than one advisor, then a co-advisor can be appointed by the CDI's suggestion and the concerned GSAB. The co-advisor must be from a different university and hold at least a PhD degree.

(4) (Repealed article RG: 05/04/2019, 30736)

### **The Preparation and Finalization of a Master's Thesis and Getting a Degree**

**ARTICLE 32** – (1) The student must register to thesis and thesis related classes at the beginning of each semester and he\she must finalize his\her thesis according to the thesis writing guidelines determined by the Senate and defend it orally to the jury.

(2) The student submits his\her thesis to his\her advisor before the defense. If the student is required to make corrections, he\she submits the thesis along with all the necessary corrections. The advisor submits the thesis to the Institute via CDI along with his\her approval letter about the readiness of the thesis for defense. The Institute must provide a report with the relevant thesis work regarding the Plagiarism Manual. If any kind of Plagiarism is detected in the thesis work, it is reported to the concerned GSAB by giving the reasons.

(3) (Revised RG: 05/04/2019, 30736) The thesis examining committee is appointed by the recommendation of the CDI and the decision of the concerned GSAB. The examining committee is composed of three or five members. If the jury consists of three committee members, at least one of them and if the jury consists of five members, two of them have to be faculty members from other universities. When the jury consists of three members, the co-advisor cannot be a jury member.

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(4) The student who has completed his\her thesis submits the required number of copies of the unbound thesis to the thesis advisor. Then the advisor sends these copies to the concerned

institute via CDI with his\her final report about the thesis work confirming its readiness for defense according to the thesis writing guidelines.

(5) The examining committee members convene within one month as of the day they receive the thesis to have the student defend the thesis. The thesis defense is open to an audience consisting of faculty members, master's students and experts in the field, and comprises the presentation of the thesis work and the consecutive question and answer session.

(6) After the thesis defense is completed, the examining committee decides in absolute majority, whether the result is approval, revision, or refusal. The concerned Institute is notified of the decision of the examining committee at latest within three days with an official exam report by the CDI.

(7) The student found successful in his thesis defense must submit, to the concerned institute, at least three bound copies of the thesis found appropriate as per format by the concerned institute, and signed by the examining committee and CDI, within one month from the date of the defense. Upon request, the concerned GSAB can expand the duration of the thesis submission up to a maximum of another month.

(8) The students who are asked to review their thesis after the defense may be given an extension of a maximum of three months by the examining committee. The student makes the required revisions and defends the thesis once again before the same examining committee. Students who fail to stand before the jury for a defense before this period expires, or whose thesis is not approved after this defense are dismissed from their program.

(9) The students whose thesis are found unsuccessful and refused become subject to dismissal.

(10) A student who is found unsuccessful in his first defense or the defense after revision may be granted a non-thesis Master's Degree upon his\her request. If the student completes certain requirements of the non-thesis program such as the necessary credit load and program requirements, his\her can get the non-thesis Master's Degree.

(11) A student whose official thesis report has been submitted to the RO after being signed by the concerned institute's director is entitled to a Master's Degree and the student is given his\her Master's Degree with Thesis. The student who cannot fulfil these conditions is not allowed to obtain his\her degree and he\she cannot benefit from student rights. He\She will be dismissed in case of exceeding the maximum allowed duration.

(12) (Revised RG: 23/07/2017, 30132) On the diploma for the master's degree with thesis, the name of the DI graduate program that the student is enrolled in must be written by the approval of the Council of the Higher Education. The graduation date is the day on which the signed copy of thesis is submitted by the examining committee.

(13) Within the ensuing three months, after the thesis work is completed, one copy of the thesis work is sent to the Council of Higher Education to be published on search engines so as to make it accessible for public search.

## **PART 6**

### **MASTER'S DEGREE WITHOUT THESIS**

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The Duration and Course Loads of Master's Programs without a Thesis

**ARTICLE 33** – (1) (Revised RG: 23/07/2017, 30132) The master’s program without a thesis, providing that it has at least thirty credits and 60 ECTS credits, consists of at least ten courses and a term project course. Students are expected to enroll in a term project course during the semester when the term project is taken and submit a written project report at the end of the semester. The report is evaluated by the student’s project advisor. The term project course is a non-credit course and the students are evaluated as successful or unsuccessful.

(2) A master’s degree without a thesis’s program period, excluding time spent on scientific preparation, starting with the period in which the courses for the program to be registered, regardless of enrollment for each period is at least two semesters and a maximum of three semesters. At the end of this period, a student who fails or cannot fulfil the program is dismissed.

(3) (Revised RG: 05/04/2019, 30736) In the master's program without a thesis, CDI assigns a lecturer to provide guidance to students about the courses they are to take and to conduct the term project or an instructor having taught or teaching master’s level courses with a Ph.D degree at the latest by the end of the first semester.

(4) In the master's program without a thesis, the students, with the approval of CDI and the decision of concerned GSAB, providing that they have not taken the courses during their undergraduate education, are entitled to take a maximum of 3 undergraduate courses. These courses are taken into consideration with the number of courses and the credits of the program.

(5) The student, with the suggestion of the CDI and the decision of the concerned GSAB, may take graduate level courses from the graduate programs from other universities to be counted in the course load. These courses cannot exceed the limit of three.

(6) The students, with the suggestion of the CDI and the decision of concerned GSAB, may take graduate level courses from the graduate programs within the university to be counted in the course load.

(7) In accordance with the principles determined by the senate of the university, the students may have a proficiency exam at the end of the master's program without a thesis.

### **Success and Master’s Degree without A Thesis Diploma**

**ARTICLE 34** – (1) The students who complete all the credit courses and the term project in the registered program with success have the right to get a diploma of master's program without a thesis.

(2) On the diploma of master's program without a thesis, the name of the DI program the student is registered in and approved by the Higher Education Council is written.

## **PART 7**

### **Provisions Regarding Doctoral Programs**

#### **Aim and scope**

**ARTICLE 35** – (1) The aim of Ph.D. programs is to equip students with the skills of doing independent research, interpreting scientific phenomena with broad and in-depth analysis and determining the necessary steps that will lead to new syntheses. The authentic thesis to be prepared following doctoral work must bear at least one of the qualities below:

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- a) Introducing innovation to science,
- b) Developing a new method of scientific research,
- c) Developing an unrealized application of a well-known method and applying this.

(2) The departments in which these programs will be opened and how they will be conducted are discussed in the Senate and by the Board of Trustees upon the proposal of the relevant institute's board, and are decided upon and announced with the approval of YÖK.

### **The Duration and Course Load of a Ph.D. Program**

**ARTICLE 36** – (1) A Ph.D. program for students who hold a Master's degree provided that the students completed a minimum twenty-one credits and an academic term with at least 30 ECTS credits, consists of at least 240 ECTS credits with the phases of at least seven credit courses, one seminar course, the doctoral comprehensive examination, the thesis proposal and thesis work. For the students who are admitted with undergraduate degree, the phases consist of at least fourteen credit courses with a cumulative total of forty-two credits, one seminar course, the doctoral comprehensive examination, the thesis proposal and thesis work, by consisting of at least 300 ECTS.

(2) The normal duration of a Ph.D. program for students who hold a Master's degree, regardless of the duration in the scientific preparation, starting from the term they register to the relevant program to have courses, and without taking into account the registry for each period is eight semesters, and a maximum of twelve semesters, whereas for students who are admitted to the program with an undergraduate degree, it is ten semesters and in maximum fourteen semesters.

(3) The maximum duration of a Ph.D. program for students who hold a Master's degree is four academic semesters, whereas for students who are admitted to the program with an undergraduate degree, it is six semesters. In cases when students who are not able to complete their credits courses in the given time or whose Cumulative Grade Point Averages are below the provision of the University are deemed unsuccessful and they are dismissed.

(4) The students who are able to complete this program by completing their credit courses successfully and by being successful in the doctoral comprehensive examination, and also whose thesis proposal are approved; however, not being able to complete his/her thesis work in twelve or fourteen semesters as mentioned in the first article, are dismissed.

(5) From the students who are admitted to the program with an undergraduate degree and cannot complete their credit courses and/or thesis in its maximum duration and also cannot succeed in the Ph.D thesis, on condition that they have already provided the necessary credit load, project and similar required provisions, in case of their demand, the Master's degree without a thesis diploma is given.

(6) (Repealed article RG: 05/04/2019, 30736)

(7) (Revised RG: 05/04/2019, 30736) The students who are admitted to the Ph.D program, with the proposal of CDI and the decision of the concerned GSAB, provided that they were not taken during their education may take courses from the undergraduate and graduate programs. Undergraduate courses are not counted in their course load and Ph.D credits.

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(8) In Ph.D programs, with the proposal of CDI and the approval of the concerned GSAB, the students who are approved as holding Master's Degree from other universities providing Doctoral courses, can take a maximum of two courses, whereas the students who are approved as holding an undergraduate degree can take a maximum of four courses.

### **The Assignment of a Ph.D. Thesis Advisor**

**ARTICLE 37** – (1) CDI proposes an academic thesis advisor in University and also the thesis subject that advisor and the student determine together with the thesis title for each student. The thesis advisor and thesis proposal are determined by the decision of the concerned GSAB. The thesis advisor is to be assigned at the latest the end of second semester.

(2) (Revised RG: 23/07/2017, 30132) The thesis advisor is selected considering the qualifications determined by the Senate. In case there is not any instructor having the qualifications, any instructor from other universities can be selected within the scope of the principles the Senate determined by the decision of the concerned GSAB. In the doctoral programs, in order to advise on a thesis, the instructors must have at least one Master's thesis that was completed in a success. In cases where the nature of the thesis work calls for more than one advisor, a second advisor from other universities having a Ph. D degree may be assigned as a co-advisor.

### **The Doctoral Comprehensive Examination**

**ARTICLE 38** – (1) The purpose of the doctoral comprehensive examination is to evaluate whether the student, who has completed his/her courses and seminar course, has successfully achieved the core competencies and, therefore, has had the scientific research background related to his doctorate study. A student in an academic year can only take two doctoral comprehensive exams.

(2) The doctoral comprehensive examination (DCE) is administered twice a year, in May and November. The names of applicants for the DCE are submitted by the CDI to the concerned institute before the examination.

(3) Students in Ph.D programs are expected to take their first exam in the first semester following the semester they successfully complete the courses in doctoral programs and the seminar course. Whereas the students accepted by Master's Degree are to take the doctoral comprehensive exam before the end of fifth semester, the students with graduate degrees are to take the exam before the end of seventh semester.

(4) Comprehensive examinations are arranged and administered by a Doctoral Comprehensive Board of five faculty members from the concerned department with the suggestion of the CDI and with the approval of the concerned GSAB. This board forms examining committees to prepare exams in varied fields, and administer and evaluate these exams. This board forms examining committees which comprise five members including the student's thesis advisor, at least two of whom are from the other universities. Whether the advisor has the right to vote or not is determined by the concerned GSAB. In case the advisor does not have the right to vote, the examining committee consists of six instructors. The meetings for the doctoral comprehensive examination are open to the instructors, graduate students and the experts on related fields.

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(5) The DCE is conducted in two parts; written and oral. Students who are successful in the written exam are admitted to the oral exam. To calculate the rates of the exams and the grades, the relevant legislation provisions are taken into account. The examining committee decides in absolute majority, whether the result is “successful”, or “unsuccessful”. This decision is notified by CDI to the Institute at latest within three days with an official exam report.

(6) Students who fail their first exam can exercise their right to take a second exam of the related program/s in the ensuing semester. Students who fail the second exam of the DCE are dismissed from the doctoral program.

(7) Students who fail to sit any phase of the DCE are considered to have exercised their right to take that exam and are deemed unsuccessful in that phase.

(8) The Doctoral Comprehensive Board may require a student to take a course / courses providing that it does not pass the limit of one-third of all credits, additional to those taken even if the course load requirements have been fulfilled. The student must successfully take the courses determined by the concerned GSAB.

(9) A student who has been admitted to the doctoral program with a bachelor’s degree and has successfully completed at least seven courses can pass to the Master’s program. The provisions for the transfer to a Master’s program are determined by the Senate.

### **The Thesis Advisory Committee (TAC)**

**ARTICLE 39** – (1) A TAC is assigned, within one month, to a student who is successful in the DCE by the recommendation of CDI and the approval of the concerned GSAB so as to approve the student’s doctoral thesis proposal and to monitor the course of the thesis work.

(2) The TAC is composed of three members, one being the thesis advisor of the student and one being within DI and a third one from outside the university. In case that the second thesis advisor is available, the co-advisor may participate in the TAC meetings but is not a member.

(3) The first TAC meeting is held within six months after the date of their assignment.

(4) The TAC convenes twice a year, once between January and June and once between July and December.

(5) The student submits a written report to the TAC members at least thirty days prior to their meeting date. In this report, a summary of the work covered thus far and the work plan for the next semester are given.

(6) The TAC members may be replaced in the following semesters by the recommendation of CDI and the approval of the concerned GSAB.

### **Thesis Proposal Defense**

**ARTICLE 40** – (1) The student found successful in the doctoral comprehensive examination defends his/her thesis proposal which comprises the purpose of the thesis work, the method and the future work plan orally in front of the thesis monitoring committee at the latest within six months. The thesis proposal comprising the title, content, purpose and the expected outcomes of the thesis, prepared as a computer-prepared printed form is sent to the concerned institute via CDI. The defense of the thesis proposal is open to the audience. The student presents a

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written report on the thesis proposal to the members of the thesis monitoring committee at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides in absolute majority, whether the result is “approval”, “revision” or “rejection” of the thesis proposal submitted by the student. Students who are asked to review their theses are given a month. At the end of this time period, the thesis monitoring committee decides, with an absolute majority, to “approve” or “reject” the presented thesis proposal. The Institute is notified of this decision by the CDI at the latest within three days following the end of the process in an official report.

(3) The student whose thesis proposal is rejected has the right to ask for a new advisor and/or to choose a new thesis topic. In this case, a new thesis monitoring committee can be appointed. The student who would like to continue with the same supervisor is again admitted to the thesis proposal defense in three months, and the student who changes the supervisor and thesis topic is again admitted to the thesis proposal defense within six months. The student whose thesis proposal is rejected in this defense is dismissed from the University.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee gathers twice a year; in January- June and July-December periods. The student presents a written report to the committee members at least one month before the meeting date. In this report, a summary of the studies conducted so far and the plan of the studies that will be carried out in the next semester are indicated. The student’s thesis study is assessed as successful(P) or unsuccessful (U) by the thesis monitoring committee. A student found unsuccessful twice successively or three times intermittently by the thesis monitoring committee is dismissed from the University.

(5) A student who does not attend the defense of the thesis proposal without a valid excuse in the specified time mentioned in the first paragraph of Article 40 is deemed unsuccessful and his/her thesis proposal is rejected.

### **Preparation and Finalization of a Doctoral Thesis**

**ARTICLE 41** – (1) The Doctoral thesis comprises the stages of thesis study and its oral defense before an examining committee members.

(2) The student who is successful in the thesis proposal starts the research studies related to the thesis topic under the supervision of the thesis supervisor and, if any, the second thesis supervisor.

(3) For the student, in order to take the thesis defense, at least three successful dissertation committee reports must be submitted and at least one publication regarding his/her thesis study must be accepted to be published in a national or an internationally referenced journal.

(4) The student must write their findings in English for programs in English in accordance with the principles indicated in the University’s Thesis Manual and the thesis defense of these students must be conducted in English, as well. For programs in Turkish, students must write their findings in Turkish in accordance with the principles indicated in the University’s Thesis Manual and the thesis defense of these students must be conducted in Turkish. The regulations regarding thesis defense are as follows:

a) Before the defense of the doctoral thesis and in the revised thesis with the required corrections, the student completes the thesis and submits it to his/her supervisor. The advisor

submits the thesis with the approval of its defensibility to the concerned Institute. The institute sends the plagiarism program report of the relevant thesis to the jury members and the supervisor. In case of detection of true plagiarism in the data of the report, the thesis is sent to the concerned GSAB with its reason to be definite.

b) The Doctoral Thesis Jury is appointed with the recommendation of the supervisor and the CDI and with the approval of the concerned GSAB. The Jury is composed of five faculty members, three of whom are faculty members in the thesis monitoring committee and at least two of them are from another university. Whether the thesis supervisor has the right to vote or not is specified by the concerned GSAB. If the thesis supervisor does not have the right to vote, the jury consists of six faculty members. In addition, the second thesis supervisor may take part in the jury without having the right to vote.

c) The jury members conduct a dissertation examination at the latest within one month following the submission of the dissertation to them. The dissertation examination consists of the presentation of the dissertation and the following question-answer section. The thesis defense meetings are held open to the participation of the audience consisting of lecturers, graduate students and experts in the field.

(5) After the dissertation examination is completed, the Jury decides in the absence of the audience and in an absolute majority, whether the result is “approval”, “revision” or “rejection”. Students whose theses are approved are deemed successful. The concerned CDI is notified of the decision of the Jury at latest within three days with an official exam report. Students whose thesis are found unsuccessful and rejected are dismissed from the University. Students who are asked to review their thesis defend it again in front of the same jury by making the necessary corrections within six months at the latest. Students who fail to defend their thesis are deemed unsuccessful and dismissed from the University. Those who have been accepted to the doctoral program with a bachelor’s degree are given a non-thesis master’s diploma upon fulfilling the requirements- the necessary course credit load for a master’s, project writing and other conditions- for the students who have not succeeded in the thesis.

(6) The student found successful in thesis defense must submit at least three copies of the thesis approved by the concerned institute thesis expert in terms of format, content and plagiarism and signed by the Jury members and CDI to the related institute within one month from the date of the defense. Upon the request of the student, the related Institute’s Administrative Board can extend the submission date by up to a month at most. A student who doesn’t fulfill these conditions cannot get his/her diploma and cannot benefit from student rights until she/he fulfills the conditions and is dismissed if the maximum period expires.

(7) (Revised RG:23/07/2017, 30132) On Doctoral diploma, the name of the DI program approved by the Higher Education Council is written. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

(8) Within three months of the submission of the thesis, a copy of the doctoral thesis is sent to HEC (the Institute of Higher Education) to be submitted to the service of scientific research and activities in the electronic environment by the related Institute.

## **PART 8**

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## **DIPLOMAS AND DOCUMENTS, ACADEMIC SUPERVISOR, DISCIPLINARY PROCEDURE, SCHOLARSHIP, HEALTH SERVICES, TUITION AND OTHER FEES, LEAVES OF ABSENCE, CANCELLATION OF REGISTRATION AND NOTIFICATION**

### **Diplomas and Certificates**

**ARTICLE (42)-** (1) The diploma and documents issued to students and graduates and the conditions for issuing these documents are as follows:

- a) A master's degree with thesis is awarded to students who meet the graduation requirements from master's programs with thesis.
- b) The non-thesis master's degree is awarded to students who meet the graduation requirements from non-thesis master's programs.
- c) The doctoral degree is awarded to students who meet the graduation requirements of the doctoral program.
- d) A provisional certificate of graduation is issued only once as a substitute for a diploma to students who are deemed eligible for graduation, and it is valid until the date of the commencement ceremony of the related academic year.
- e) The Diploma supplement is a document which is a supplement to diplomas that helps to recognize academic and professional competences at an international level.
- f) A transcript is a document that shows the courses that students have taken in each semester, the credit status of the courses, the grades taken from these courses, the grade point averages for the related semester, the cumulative grade point averages and their success level starting from the first semester the students enrolled in the university.
- g) A student certificate is a document which shows the student's registration status to the University.

(2) The diploma and documents are signed by the authorities mentioned below:

- a) Diplomas; the Rector and the Director of the concerned Institute.
- b) Temporary graduation certificate; the Director of the concerned Institute.
- c) Diploma supplement, transcript and student certificate are submitted by Registrar's Office and Certificate of military service is the Director of the concerned Institute.

(3) In the diploma and documents, the institute where the student is affiliated, DI and/or the program if any are indicated.

(4) The format, size of the diplomas and the information to be written on them are determined by the Senate.

(5) In case of the loss of a diploma, a new one is prepared once only. The replacement copy bears the annotation "second copy".

(6) If the name and/ or surname of the graduate changes after the graduation date, the information on the diplomas is not be changed or new ones are not issued.  
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## **Academic Advisor**

**ARTICLE 43** – (1) CDIs appoint an academic advisor among faculty members or lecturers to each student enrolled in the graduate program. From the semester following the thesis advisor appointment, the supervisor of the student supervises the student’s thesis as an academic advisor.

(2) The duties of the academic advisor are stated below:

- a) Informs and directs the student in the selection of courses to be taken in each semester.
- b) After evaluating the courses to be enrolled according to the academic success of the student, s/he gives the approval of the semester registration.
- c) Informs and directs the students about adaptation to university life, professional development and career issues.

## **Disciplinary Procedures**

**ARTICLE 44** – (1) The disciplinary procedures of the students are carried out in accordance with the provisions of the Student Disciplinary Regulation for Higher Education Institutions published in the Official Gazette No. 28388 dated 18/8/2012.

(2) The Director of the Institution is authorized to initiate a disciplinary investigation for disciplinary offences committed by students or institute officers due to the procedures related to the activities of the institute. In this respect, the provisions of the relevant legislation shall apply.

## **Scholarship**

**ARTICLE 45** – (1) The provisions regarding the content and distribution of the scholarships to be given to the students are determined by the Board of Trustees.

## **Health Services**

**ARTICLE 46** – (1) The provisions regarding the health services to be provided to the students shall be regulated by the Senate.

## **Contribution Fee, Tuition Fee and Other Fees**

**ARTICLE 47** – (1) Tuition fees for graduate programs are determined by the Board of Trustees before the beginning of the school year. Tuition fees for each semester are paid before the beginning of the semester or before registration is renewed.

(2) Students who do not pay the tuition fee shall not be registered or renewed.

## **Leave of Absence**

**ARTICLE 48** – (1) With the decision of the concerned GSAB, students may be granted a leave of absence from the University for a maximum of two semesters with the condition of justifying their reasons for illness, military service, education abroad and/or personal-family difficulties, and so on. A leave of absence less than one semester is not allowed. Permission periods are not considered as education periods.

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(2) Students who are arrested, convicted or reported to the relevant authorities are not granted a leave of absence. Students whose detention has been terminated are considered to be on leave for the period spent in detention if they prove that they have been acquitted. Approved leave periods are not considered as education periods.

(3) The students who are granted a leave of absence have to pay a registration freeze fee that is determined by the Board of Trustees for the periods of their leave.

(4) The right of a leave of absence for students who have not paid their tuition during their leave of absence is reserved by the decision of the concerned GSAB. The time spent in this case is included in the maximum education period.

(5) The request for permission shall be made to the concerned institute together with a justified petition and the necessary documents.

(6) It is essential that permission requests are made at the beginning of the semester and before the beginning of the course add / drop period. Except for the emergence of sudden illness or unexpected situations, applications to be made after these deadlines are not processed.

(7) When students who have taken permission to study abroad for a certain period of time apply to return to their programs, the learning and the courses which have been taken during this period are examined and evaluated by CDI and this evaluation is finalized by the decision of concerned GSAB.

(8) Students who have permission for reasons other than sick leave continue their education by renewing their registrations at the end of their leave.

### **Registration Cancellation**

**ARTICLE 49** – (1) Students can cancel their registration by applying with a petition to the concerned institute if they wish.

(2) Students who have canceled their registration or have been dismissed from the University due to disciplinary punishment are required to complete the procedures for registration cancellation specified by the university and to fulfill their financial obligations in order to obtain their diplomas or other personal documents in their files.

(3) Students who have canceled their registration and want to return to their education shall re-apply to the related program. This application is re-evaluated by CDI within the framework of application and admission requirements for graduate programs.

### **Notification**

**ARTICLE 50** – (1) All kinds of notifications are sent to the students' postal address in the official records or the e-mail address provided to them by the University. On condition that the postal address of the students given during registration has changed and the concerned institute is not informed about this new postal address or misinformed about it, the students are considered to be notified when the notification is sent to the address of the student in the related institute.

(2) The student is responsible for following the messages sent to the e-mail address provided by the University.

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## PART 9

### MISCELLANEOUS AND FINAL PROVISIONS

#### Distance Education Graduate Programs

**ARTICLE 51** – (1) Graduate distance education programs where students and instructors do not have to be in the same physical setting and education facilities are planned and conducted based on information and communication technologies can be offered.

(2) The senate determines the fields of the distance education programs, courses to be offered by the distance education programs, credits and ECTS credits, preparation of the course materials, the way the exams are done, the protocols to be conducted with other higher education institutes and the other issues related to distance education.

(3) The implementation of a non-thesis master’s program in distance education follows the same rules and regulations as the non-thesis master’s program.

(4) Students studying at a thesis/non-thesis master’s degree program can take courses from distance education programs with the suggestion of CDI or with the decision of the concerned GSAB.

#### Repealed Regulation

**ARTICLE 52** – (1) The regulation entitled Çankaya University’s Graduate Education Regulation published in the Official Gazette numbered.29282 and dated 1/3/2015 has been repealed.

#### Transitional Provisions

**PROVISIONAL ARTICLE 1**– (1) The sixth paragraph of the Article does not apply to students who are enrolled in more than one graduate program at the same time before the date of publication of this Regulation.

(2) Students who have registered to a master’s degree program without a thesis or have graduated from them before 6/2/2013 can apply to doctoral programs.

(3) The maximum program periods in this Regulation commence for students enrolled in graduate programs before 20/4/2016 from the 2016-2017 academic year.

#### Force

**ARTICLE 53** – (1) This regulation comes into force on the date of its publication.

#### Executive

**ARTICLE 54** – (1) The provisions of this Regulation are executed by the Rector of Çankaya University.

Official Gazette Y.T. / No: 08.09.2016/29825

Official Gazette Y.T. / No: 23.07.2017/30132

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Official Gazette Y.T. / No: 05.04.2019/30736

Date of Update

05 April 2019

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