

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 conduct of graduate education and the requirements for graduation.

Basis

ARTICLE 3 – (1) This document has been prepared on the basis of Articles 14 and 44 of the Higher Education Act, numbered 2547 and dated November 4, 1981.

Definition of Terms

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

- a) ALES: Academic Personnel and Graduate Education Exam,
- b) CDGS: Chair of the Division of the Graduate School
- c) DGS: Division(s) of Graduate School(s)
- d) Directorate of Registrar's Office: Directorate of Registrar's Office of Çankaya University.
- e) ECTS: European Credit Transfer System
- f) GMAT: Graduate Management Admission Test
- g) Graduate School Board: Graduate School Boards of Çankaya University,
- h) Graduate School Executive Board: Graduate School Executive Boards of Çankaya University
- i) GRE: Graduate Record Examinations
- k) Maximum duration: One year (two academic semesters) for Scientific Preparation Programs; three academic semesters for non-thesis Master's programs; six academic semesters for thesis-based Master's programs; twelve academic semesters for regular Doctoral programs designed for thesis-based Master's graduates; and fourteen academic semesters for Integrated Doctoral programs.

l) ÖSYM: Measurement, Selection and Placement Center

m) Program duration: One year (two academic semesters) for Scientific Preparation Programs; two academic semesters for non- thesis Master's programs; four academic semesters for thesis-based Master's programs; eight academic semesters for regular Doctoral programs designed for thesis-based MA/MSc graduates; and ten academic semesters for Integrated Doctoral programs.

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. However, Turkish-medium graduate programs may also be offered upon the decision of the Senate. In English-medium programs, those compulsory courses to be offered in Turkish or in any other language are specified by the Senate.

(2) (Amendment OG: 05/04/2019,30736) In order to apply to graduate programs (Master's and PhD programs), candidates have to document their proficiency level in the English language. In Turkish-medium thesis-based Master's programs, documentation of foreign language proficiency level may be required on the basis of the related CDGS's proposal, GSB decision, and the Senate decision. Scores obtained from international language exams whose equivalences have been approved by the Senate may also be used to this end. In this case, the scores of the students are considered on the basis of the equivalence tables for foreign language exams recognized by the Council of Higher Education (CoHE). 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 Council of Higher Education (CoHE) or by the ÖSYM is obligatory. The minimum scores may differ according to the proposals of the related divisions.

(4) English proficiency documentation is not required from the nationals of countries whose official language is English or from those who have graduated from an English-medium institute of higher education in these countries.

(5) To the exception of Turkish-medium graduate programs, the validity period of English scores obtained from the international exams approved by the Senate is five years after the date of exam. 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 student status of those 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 regular 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 the semesters which have been spent unregistered due to non-renewal are considered within the regular and maximum durations of study.

(3) Semesters for which students have been granted a leave of absence by the related graduate school executive boards as well as the period of study which are spent either at the Scientific Preparation Program or at the English Preparatory School are not considered within the regular duration of education.

(4) Semesters which have been spent in institutions of higher education within the country or abroad as part of student exchange programs or international joint degree programs are not considered within the regular duration of education.

(5) The period of study which is spent at the institution or the program students have laterally transferred from is also considered within the regular duration of education. All the semesters corresponding to the period of study of courses transferred from the student's former program are considered within the regular duration of education.

Academic Year

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

(2) Summer School may be offered within an academic year. The start date and the duration of the summer education 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 related CDGS under the coordination of the Directorate of Registrar's Office.

(5) The courses to be offered during a semester and Summer School and their sections, capacities and criteria are proposed by the related CDGS and determined by the related Executive Boards.

Graduate Education

ARTICLE 8 – (1) Graduate education encompasses a non-thesis or thesis-based Master's programs and Doctoral programs.

(2) A graduate program is designed by the related CDGS, and after the proposal of the related Graduate School Board, it can be offered upon the decisions of the Senate, Board of Trustees and the final approval of Council of Higher Education.

(3) The curriculum of a graduate program comprises studies such as coursework, laboratory work, other applied studies, workshops, practicum, seminars, projects, thesis and other similar academic studies, together with 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 amendments are prepared by CDGS and examined by the related Graduate School Board before they are approved by the Senate.

(5) Except for non-thesis Master's programs, it is not acceptable to register for and attend more than one graduate program at the same time.

International Joint-Degree Graduate Programs

ARTICLE 9 – (1) International joint-degree graduate programs may be offered in cooperation with the institutions of higher education abroad. Education in international joint-degree graduate programs is carried out within the framework of related provisions.

Exchange Students

ARTICLE 10 – (1) Within the framework of mutual agreements signed with the higher education institutions in the country or abroad, exchange programs may be offered. The regulations governing these programs are determined by the Senate.

Special Students

ARTICLE 11 – (1) (Amendment OG: 30/01/2020, 31024) The students registered in a Master's or a Doctoral program at other higher education institutions can be admitted as special students with the permission of the CDGS they have been registered in and the permission of the CDGS of the graduate program at the university applied.

(2) (Amendment OG: 30/01/2020, 31024) Admission to a graduate program as a special student does not require an entrance test, a record of grade point average and language proficiency. Special students do not have the right to register for seminar courses, term projects and thesis study. The students taking courses as a special student cannot benefit from the student rights, scholarships or any reduction of tuition fees.

(3) (Repeal OG: 30/01/2020, 31024)

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 programs must hold a Bachelor's degree; MA/MSc program graduates applying for the Doctoral programs must have a thesis-based Master's diploma and they must collect not less than 55 standard ALES scores for a thesis-based Master's program and 60 standard ALES scores for the PhD program from the score category specified by the program applied. ALES exam is centrally conducted by ÖSYM. Regarding non-thesis Master's program admissions, an ALES score is not required. The weight of ALES result cannot be less than 50 percent in the evaluation which is the basis of success ranking. Applicants to the PhD program with a bachelor's degree must have a grade point average of at least 3 out of 4 or equivalent. At the same time, the candidate must have an ALES score not less than 80 from the score category specified by the program applied.

(2) (Amendment OG: 30/01/2020, 31024) In the admission of the candidates applying to the thesis-based Master's programs besides the required ALES scores and record of grade point average, the results of a written scientific assessment test and/or oral assessment can be taken into account upon the proposal of the DGS, the decision of the Graduate School Board and the approval of the Senate. The overall admission scores of the candidates who applied for the thesis-based Master's programs are calculated based on these criteria. The admission scores of the candidates who applied for the non-thesis Master's programs are calculated based on their

Bachelor's degree records of grade point average. The success criteria are determined by the Senate.

(3) (Amendment OG: 30/01/2020, 31024) In the admission of the candidates applying to the doctoral programs with a Master's degree, in addition to the ALES score, a record of grade point average of the Master's degree program; in the admission of the candidates applying to the doctoral programs with a Bachelor's degree, a record of grade point average of the Bachelor's degree program as well as the results of a written scientific assessment test and/or oral assessment can be taken into account upon the proposal of the DGS, the decision of the Graduate School Board and the approval of the Senate. The overall admission scores of the candidates who applied for the Doctoral programs are calculated based on these criteria. The success criteria are determined by the Senate.

(4) Except for the preparatory classes, those who have had an undergraduate education designed for ten semesters are considered to have a Master's degree.

(5) The names of the graduate programs which are going to accept students, their application requirements, application deadlines, required documents and other issues are indicated in the academic calendar and announced by the Rector's Office before the date of application.

(6) (Amendment OG: 05/04/2019, 30736) For further application requirements not mentioned in the proposal presented to and accepted by the Council of Higher Education, thus are not specified within the framework of this regulation, CDGSs should propose to the Graduate School they are affiliated with. The proposal of the relevant Graduate School Board is evaluated by the Senate and decided upon. The decision is announced on the official website of the related Graduate School and / or CDGS.

(7) The application to graduate programs is made to the Directorate of Registrar's Office within the period specified in the academic calendar.

(8) Only the originals of the documents requested for registration or the copy of the original to be approved by the University are accepted. Regarding the military status and the criminal records, the candidate's statement is regarded as valid. In case those who have enrolled in the University with false or misleading declarations and documents are identified, they are not registered. If they have already been registered, their registrations are cancelled regardless of the semester they are in and all the rights and documents, including the diploma given to them, are deemed invalid. Such people are considered not to have gained a student status at all.

(9) If a graduate program candidate re-applies to a graduate program at most after a year's break, s/he does not need to provide a new valid ALES document on condition that s/he already has a satisfactory ALES score announced by the CDGS.

(10) Instead of an ALES score, candidates may also submit a score obtained from an international exam such as GRE or GMAT, whose equivalences have been announced by the related CDGS. If such ALES score equivalences have not been announced by the related CDGS, a score obtained from an international exam equivalent to the base ALES score announced by the Council of Higher Education may be submitted for application. The equivalent scores cannot be less than the ALES score accepted by the Graduate School.

(11) (Amendment OG: 05/04/2019, 30736) The validity period of ALES scores or scores obtained from equivalent international exams is the validity the period designated by the

Council of Higher Education. 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) (Repeal OG: 30/01/2020, 31024)

(13) The admissions of students are finalized upon the proposal of the related CDGS, followed by the decision of the related Graduate School Executive Board.

(14) (Repeal OG: 30/01/2020, 31024)

Student Admission in Special Cases

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

Student Transfers Between Graduate Programs and Course Substitution

ARTICLE 14 – (1) (Repeal OG: 05/04/2019; 30736)

(2) (Amendment OG: 05/04/2019, 30736) A student's course substitution for a course taken during a previous incomplete graduate program as well as the student's exemption from one or more courses are determined by the related Graduate School Board upon the proposal of the related CDGS in accordance with the first clause of Article 17 and the first clause of Article 24.

(3) The transitions between thesis-based and non-thesis graduate programs can be done by the application of the student, after the proposal of the related CDGS and the decision of the Graduate School Executive Board at least one month before the date specified for the start of the postgraduate courses in the academic calendar at the beginning of each semester. The student cannot apply for more than one transition between thesis-based and non-thesis Master's programs. However, students who have transferred to a thesis-based program from a non-thesis program can return to a non-thesis program upon the proposal of the related CDGS and the decision of the related Graduate School Executive Board. Students whose transfer applications are approved are obliged to complete the requirements of the new program.

a) A student's transition from a thesis-based Master's program to a non-thesis program is realized upon the proposal of the related CDGS and the decision the related Graduate School Executive Board

b) Transfer from a non-thesis program to a thesis-based Master's program is possible on condition that the student meets the minimum requirements of the thesis-based Master's program, has completed the courses to be taken prior to the thesis-based Master's program, and has collected a grade point average of at least 3.00/4.00 in the program currently enrolled. After the application of the student, the process is finalized upon the proposal of the related CDGS and the decision of the related Graduate School Executive Board.

Scientific Preparation Program

ARTICLE 15 – (1) A scientific preparation program may be offered to the applicants who meet the entry requirements of the graduate programs, became successful and have the qualifications listed below in order to help them overcome their scientific deficiencies and to ensure their compliance with the program they have applied for.

- a) The applicants who took their Bachelor's degrees in a field different from the field of the Master's degree program applied.
- b) The applicants who took their Bachelor's and/or MA or MSc degrees in a field different from the field of the Doctoral degree program applied.
- c) The applicants who took their Bachelor's degrees from other higher education institutions.
- d) The applicants who took their Bachelor's and/or MA or MSc degrees from other higher education institutions.

(2) The scientific preparation program, which is designed by the related CDGS and consists of prerequisite courses, is offered to the students upon the decision of the related Graduate School Executive Board.

(3) The maximum period of study in the scientific preparation program is at most two semesters. Summer school education is not included in this period. This period cannot be extended except for the semester leaves and students who fail at the end of the term are dismissed. This period shall not be counted as part of the Master's or Doctoral program periods specified in this regulation. The courses of the scientific preparation program cannot exceed sixteen credits in total.

(4) The scientific preparation program courses must be specified during the student's admission. The principles regarding scientific preparation courses are as follows:

a) The courses to be taken by the MA/MSc students accepted to the scientific preparation program consist of undergraduate courses. These courses cannot replace the courses required to complete the MA/MSc program.

b) A scientific preparation program for doctoral studies consists of undergraduate and/or MA/MSc level courses. These courses cannot replace the courses required to complete the Doctoral program.

c) Students in scientific preparation programs can take some graduate program courses as they pursue their scientific preparation education upon the proposal of the related CDGS and the decision of the Graduate School Executive Board. The total number of scientific preparation courses and graduate program courses that can be taken by these candidates cannot exceed four for each semester. This number can be increased by the reasoned of the related CDGS and the decision of the Graduate School Executive Board.

Initial Enrollment to a Program

ARTICLE 16 – (1) The registration of students admitted to graduate programs are conducted by the Directorate of Registrar's Office within the period specified in the academic calendar.

(2) The requirements listed below should be fulfilled for the completion of the enrollment of students to graduate programs:

a) Having a Bachelor's degree for those admitted to non-thesis or thesis-based Master's programs, and a Bachelor's or thesis-based Master's degree for those who are accepted to doctoral programs,

b) Fulfilling the student contribution or tuition fee obligations.

c) Fulfilling other requirements announced by the University.

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

(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 divided into two types as compulsory courses and elective courses. 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 at least half of the courses from the enrolled program.

(2) 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 upon the proposal of the related CDGS and the decision of the Graduate School Board.

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

(5) ECTS course credits are calculated within the framework of the principles determined by the Senate, taking into account the learning achievements that explain the contribution of the course to the knowledge, skills and competencies to be gained by the student who completes the relevant diploma program, and the working hours required for other activities foreseen for the students.

(6) (Amendment OG: 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 or a scientific preparation program are to register in at least two courses in the first semester. Those who fail to fulfill this may not claim any student rights.

Courses Taken in Addition to the Course Load

ARTICLE 18 – (1) (Amendment OG: 05/04/2019, 30736) Additional courses are credit courses which the student additionally takes. These courses are taken upon the proposal of the related CDGS and the decision of the Graduate School Executive Board; however, they are not included in the GPA, but are indicated in the transcript.

Semester Registrations

ARTICLE 19- Students are required to pay their tuition fee for each semester and renew their registration on the interactive online system during the registration dates announced in the academic calendar. However, students who enroll in a graduate program for the first time may also register during the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed unregistered and may not benefit from the rights of registered students. Those students are not allowed to receive a student certificate, an internship document, and a military service postponement document. The validity of the military service postponement documents of such students is cancelled and they cannot benefit from the student rights.

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

- a) The student pays the student contribution fee or education fee and fulfills any other financial obligation (dormitory fee, library fee, etc.) pertaining to previous years, if there is any.
- b) The student registers for the new semester.
- c) The student meets her/his advisor to obtain approval for the 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 first seven weeks of the concerned semester.
- b) Withdrawal from a course requires the proposal of the advisor, approval of the related CDGS and the decision of the Graduate School Executive Board.
- c) Students are given only one right for withdrawal for every semester they are registered, and it is indicated as a “W” grade in the transcript.
- d) Repeating the withdrawn elective course is not obligatory.
- e) Course withdrawal is not possible for non-credit courses.

(5) The thesis subject and / or thesis advisor of those students who do not enroll at any stage of the graduate programs within the maximum period, for two consecutive semesters or three semesters or more intermittently may change upon the proposal of the related CDGS and the decision of the Graduate School Executive Board.

Admission of Students through Lateral Transfer

ARTICLE 20-(1) Students who have successfully completed at least one semester in a postgraduate program at the University or in another higher education institution can be admitted to the postgraduate programs carried out at the University upon the proposal of the related CDGS and the decision of the Graduate School Executive Board, provided that they apply with the necessary documents within the term. How many semesters the students have

completed, and which courses they are to be exempt from are also indicated in this decision. In order for the applications to be accepted, the relevant DGS Master's and Doctorate student quotas must be available and the student must have met the student admission requirements during the admission to the university where s/he came from or during the lateral 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 received from the previous university may also be considered by the University. Programs of Faculty of Law accept students only from the programs of other faculties of law.

(3) Transfer applications are made at the beginning of each semester and before the date specified for the start 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. Transferring students must get at least half of the total credits required by the program they have been affiliated with. Term project, seminar, proficiency exam and thesis courses cannot be counted in lateral transfer.

(5) The grades of the previously taken courses which have been counted towards the course load of the students who transferred from other universities outside the University are converted into the grades according to the score intervals based on 100 and recorded in the student's transcript using the Table in Article 22.

(6) The provisions of Article 24 are taken into account in the transfer procedures.

PART THREE

Examinations and Assessment

Attendance and Examinations

ARTICLE 21- (1) (Amendment OG: 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 are monitored by the instructor. The contribution of students' attendance to the midterm and final exams, the student's eligibility to take these exams and the contribution of attendance to the final grade are determined by the instructor who teaches the course and announced to the students at the beginning of the semester.

(2) The evaluation criteria of a course are announced to the students at the beginning of the semester by the instructor. Students are informed about their semester achievement.

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

(4) At least one final evaluation is made in each course.

(5) Students who do not participate in assessments such as written exams, project submissions, assignments, and oral presentations required by any course are given the opportunity to compensate the missed ones if excuses are deemed valid by the instructor.

(6) If deemed necessary, courses and exams may be held on Saturdays and Sundays.

(7) While all exams including proficiency, placement or course achievement exams can be given as paper-based to all students at a particular time, they can also be given online, provided that different electronically selected questions which have previously been sorted according to their subjects and levels of difficulty are directed to each student at changing times from a safely stored question bank.

Evaluation and Grades

ARTICLE 22-(1) The final course grade to be given to the student is at the discretion of the instructor considering the attendance, term studies, midterm exams, final exam, seminar assignment / project work.

(2) The success of the students is determined according to the principles 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 at least CB.

b) Exams are assessed out of a score of 100 in the graduate programs administered by the divisions of Faculty of Law. Passing grades for Master's programs is at least 70, for Doctorate programs is at least 80.

(3) Students must repeat the courses they have failed within the maximum period of education or take those courses accepted as equivalent to elective courses by the related CDGS.

(4) (Amendment OG: 05/04/2019,30736) In order to increase the GPA, classes that have been successfully passed can be taken again or they can be substituted with any other course which has been considered equivalent to that course by the CDGS. Regardless of the previous grade in the repeated course, the student's last grade is considered as valid.

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

LETTER GRADE	COEFFICIENT	SCORE INTERVALS
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	80-84
CB	2.50	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) (Amendment RG: 05/04/2019, 30736) Grade (I): It is given to students who have been successful during the semester but have failed to complete the course requirements due to illness or other valid reasons. In any semester, if a student receives an (I) grade from any course, s/he has to take a grade by completing his/her deficiencies within fifteen days from the end of the final exam announced for the semester. Otherwise, the grade (I) automatically becomes (FF) for credit courses and (U) for non-credit courses. However, in case of prolonged illness or the like, this period can be extended until the beginning of the next registration period upon the application of the student, followed by the proposal of the related CDGS and the decision of the Graduate School Executive Board.

b) (S) Grade: It is given to students who have successfully completed their courses, proficiency exam, thesis studies and thesis exam in the scientific preparation program and who have been successful in non-credit courses.

c) (U) Grade: It is given to the students who have not been successful in the courses of the scientific preparation program, proficiency exam, thesis studies and thesis exam, and to those who have failed in non-credit courses. (U) grade is also given for those special students who took and failed the courses taken outside the University.

d) (Amendment OG: 05/04/2019, 30736). (NA) Grade: It is given to students who have not attended classes. In credit courses, it is equal to (FF) grade, in non-credit courses to (U) grade.

e) (P) Grade: It is given to students who successfully continue their thesis studies.

f) (EX) Grade: It is given to the student who has been considered successful at the English proficiency exam administered by the University or who has been accepted through lateral transfer and exempted from English proficiency. (EX) grade does not add to the GPA, but is shown in the grade document.

g) (W) grade: It is given to students who have withdrawn from a course.

Entering and Announcing the Grades and their Material Error Corrections

ARTICLE 23 (1) Midterm and final grades for the semester are announced by the related CDGS within the dates stated in the academic calendar. The student can apply to the CDGS for the objection to the announced course notes within fifteen days following the announcement date only on the grounds that there is a material error. The appeal will be evaluated by a faculty member other than the lecturer of the course who will be assigned by the CDGS, and the decision is made by the CDGS and the related Graduate School.

(2) If any material error related to the grades is detected by the instructor himself/herself, the instructor may apply to the CDGS in writing within fifteen days from the date of the announcement. The application is evaluated and a decision is made in the same way.

Course Success and Course Repetition

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

- a) To be successful in a course, a passing grade must be taken from that course. AA, BA, BB and S are passing grades.
- b) (Amendment OG: 05/04/2019, 30736) CB and CC in Master's programs and CB in Doctoral programs are conditional pass grades. Conditional pass grade principle is not used in the graduate programs carried out by the divisions within 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) When a graduate course equivalency is determined, conditional pass grades are considered as failing grades, thus such courses must be repeated.
- e) Students who have failed in a course or cannot take this course in the semester specified in the curriculum must take this course in the very first semester it is offered. Instead of repeating elective courses, courses approved by the academic advisor can be taken within the framework of the curriculum.

Grade Point Averages

ARTICLE 25-(1) Students' semester-based Grade Averages and their Grade Point Averages are calculated at the end of each semester and their success level is measured.

(2) The semester grade average is obtained by multiplying the local credits of the courses considered for grade averages by the coefficient of the letter grade to reach a total grade which is then divided by the total credit points obtained from all the courses the student has taken in the concerned semester.

(3) The grade point average is calculated by dividing the total points the student has earned from all the courses he has taken up to that time, including the relevant semester, by the sum of the corporate credit values of these courses. While performing the calculation;

- a) The last grade obtained from repeated courses are taken into consideration.
- b) The grades mentioned in the Regulation and not included in the average are not taken into account.

(4) Students who have been successful in all the required courses yet failed to meet the cumulative grade point average required for graduation are granted only one right of additional exam to be taken within fifteen days following the end of their final exams for the courses they received CC in the Master's and CB in the Doctoral programs without any limitation in the number of courses upon the decision of the related Graduate School Board. The fee to be paid by the students who have been granted the right of exam is determined by the Board of Trustees every year.

(5) The minimum GPA required to graduate from a Master's program is 2.70, from the Doctorate program is 3.00. The minimum GPA required to graduate from a Master's program in the Faculty of Law is 70, from the Doctorate program is 80.

(6) The averages obtained in the calculations are expressed by rounding them into two digits after the comma. In the rounding process, if the third digit is less than 5, the second digit does not change; If it is 5 or greater than 5, the value of the second digit is increased by one.

Graduation Requirements and Dates

ARTICLE 26-(1) In order to graduate from graduate programs, the conditions of success mentioned in the relevant provisions of this Regulation must be met.

(2) The date of graduation from graduate programs is determined according to the following:

a) (Amendment OG: 23/07/2017, 30132) In the thesis-based Master's programs, the graduation date is the date on which a signed copy of the thesis is submitted to the concerned graduate school by the thesis defense exam jury.

b) In non-thesis graduate programs, the graduation date is the date on which the letter grades specified in the academic calendar for the relevant semester or summer education are announced. For those who are to graduate as a result of the material error correction and/or the conversion of the grade "I" to a passing letter grade, the graduation date is the date on which the letter grade is finalized.

c) (Amendment OG: 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 dissertation defense exam jury.

Resit Examinations

ARTICLE 27-(1) There is no resit exam in graduate programs.

Ethical Considerations

ARTICLE 28-(1) The ethical principles regarding the MA/MSc theses and Doctoral dissertations are regulated by the Senate.

PART 4

Provisions Regarding Master's Programs

Aim and Scope

ARTICLE 29- (1) Master's programs can be carried out as non-thesis or thesis-based. Upon the proposals of the related Graduate School Boards, the principles concerning which divisions can offer these programs and how these programs will be conducted are discussed and determined by the Senate and the Board of Trustees and announced after the approval of Council of Higher Education.

(2) The aim of the thesis-based Master's program is to enable the student to gain the ability to access information, evaluate and interpret the knowledge by making scientific research and turn this acquisition into an academic product as a Master's thesis.

(3) The aim of the non-thesis Master's program is to provide the student with knowledge at the level of expertise in the relevant subject and to enable them to use the existing knowledge in professional practices.

PART 5

Thesis-based Master's programs

Duration and Course Load of Thesis-based Master's Programs

ARTICLE 30-(1) The thesis-based Master's program consists of 30 ECTS credits in an academic semester and 60 ECTS credits in one academic year on condition that the number of offered courses is at least seven and their total credits are 21 local credits and 120 ECTS credits, in addition to a seminar course and a thesis study. Seminar course and thesis work are non-credit and evaluated as successful (S) or unsuccessful (U). The student prepares a seminar assignment within the scope of the seminar course and submits this assignment at the end of the semester in which the seminar course is taken.

(2) Upon the proposal of related CDGS and the decision of the Graduate School Executive Board, the student can take up to two undergraduate courses in the thesis-based Master's program on the condition that they were not taken during the undergraduate education. These courses are taken into account in the program's number of courses and credits.

(3) Upon the proposal of related CDGS and the decision of the Graduate School Executive Board, the student can take courses from other graduate programs outside the University to be counted towards the course load. The number of these courses cannot exceed two.

(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. Upon the proposal of related CDGS and the decision of the Graduate School Executive Board, the student can take courses from other graduate programs within the University to be counted towards the course load.

(5) To the exception of the time spent in the scientific preparation program, the duration of the thesis-based Master's program, regardless of whether the student has enrolled for each semester or not, is at most four semesters, which start from the semester in which the student enrolls for the courses related to the program.

(6) At the end of these four semesters, the student who has not successfully completed the credit courses and the seminar course defined in the program, or has failed to fulfill the conditions of success stipulated by the University, or has not attended the thesis defense exam or has failed in the thesis study within the maximum period given, is dismissed from the University.

(7) The minimum duration of the thesis-based Master's program is three semesters.

Master's Degree Program Thesis Supervisor

ARTICLE 31 – (1) In the thesis-based Master's program, CDGS assigns a thesis supervisor for each student by the end of the first semester; and proposes the subject of the thesis determined by the student and the supervisor to the Graduate School by the end of the second semester at the latest. The decision concerning the thesis supervisor and the subject of the thesis is finalized upon the approval of the relevant Graduate School Executive Board. The thesis proposal is written electronically on the University's printed form, also covering the literature review.

(2) The thesis supervisor is assigned from among the faculty members holding the qualifications determined by the Senate. In the absence of a faculty member with the qualifications determined, a faculty member from another higher education institution can be assigned as a supervisor by the relevant Graduate School Executive Board within the framework of the principles determined by the Senate.

(3) (Amendment OG: 23/07/2017, 30132) In cases where the quality of the thesis subject requires more than one thesis supervisor, a second thesis supervisor can be appointed upon the

proposal of related CDGS and the decision of the Graduate School Executive Board. The second thesis supervisor to be appointed from outside the University may be one of those who hold at least a PhD degree.

(4) (Repeal OG: 05/04/2019, 30736)

Preparation, Finalization and Diploma of the Master's Thesis

ARTICLE 32 – (1) (Amendment OG: 30/01/2020, 31024) The student has to register for the thesis-related courses and the thesis every semester starting from the beginning of the semester following the determination of the thesis subject. The student is obliged to write the thesis in English in the English-medium programs in accordance with the thesis writing guidelines determined by the Senate and to defend it in English before the jury. In Turkish-medium programs, the student writes the thesis in Turkish, again in accordance with the thesis writing guidelines determined by the Senate, and defends it in Turkish.

(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. Before the defense of the finalized Master's thesis or after the recommended corrections in the thesis have been made, the student, along with all the corrections, presents it to the supervisor. The supervisor submits the thesis to the related Graduate School via the CDGS with the opinion that the thesis is defensible. The Graduate School gets a plagiarism detection software program report for the thesis and sends it to the supervisor and the jury members. In case any evidence of plagiarism is detected in the report, the thesis is sent back to the relevant Graduate School Executive Board for its final decision supported by reasons.

(3) (Amendment OG: 05/04/2019, 30736) The thesis jury is appointed upon the proposal of related CDGS and the decision of the Graduate School Executive Board. The jury consists of three or five people, one of whom is the student's thesis supervisor. If the jury consists of three members, at least one of jury members, and if the jury consists of five members, two of them have to be faculty members from other universities. If the jury consists of three members, the second supervisor cannot be a member of the jury.

(4) After completing the thesis, the student delivers the desired number of copies of the thesis to the thesis supervisor. The supervisor sends the copies of the thesis to the relevant Graduate School via the related CDGS together with the opinion that the thesis has been written in accordance with the thesis writing guidelines.

(5) The jury members convene within one month after the submission of the thesis at the latest and have the student defend it. Thesis defense consists of the presentation of the thesis and the question-answer session that follows. The thesis defense exam is held open to the attendance of an audience including faculty members, other graduate students or experts in the field.

(6) After the thesis defense exam is completed, the jury decides in absolute majority whether the result is approval, revision, or refusal. The concerned Graduate School is notified of the jury decision by the CDGS at the latest within three days together with the exam minutes.

(7) The student found successful in his thesis defense must submit, to the related Graduate School, at least three bound copies of the thesis found appropriate as per format by the Graduate School, and signed by the jury members and CDGS, within one month from the date of the

defense. Upon request, the related Graduate School Executive Board may extend the delivery period of the thesis by a maximum of one month.

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

(9) The students whose theses are found unsuccessful and rejected become subject to dismissal.

(10) The student whose thesis has been rejected in the first defense or after the correction period can transfer to a non-thesis Master's program. Students who fulfill the course credit load, project writing and similar requirements of the non-thesis Master's program are given a non-thesis Master's degree diploma.

(11) A student whose official thesis report has been submitted to the Registrar's Office after being signed by the Director of the related Graduate School is entitled to a Master's Degree and the student is awarded a thesis-based Master's Degree diploma. Students who do not meet these conditions cannot obtain their diploma until they fulfill the conditions, cannot benefit from their student rights and are dismissed if their maximum period expires.

(12) (Amendment OG: 23/07/2017, 30132) On the thesis-based Master's degree diploma the name of the DGS graduate program that the student is enrolled in is written as approved by the Council of the Higher Education. The graduation date is the day on which the signed copy of thesis is delivered by the jury.

(13) Within three months after the submission of the thesis, one copy of it is sent to the Council of Higher Education by the related Graduate School so as to be submitted to the service of scientific research and activities electronically.

PART 6

Non-thesis Master's Program

Duration and Course Load of Non-Thesis Master's Programs

ARTICLE 33 – (1) (Amendment OG: 23/07/2017, 30132) The non-thesis Master's program, 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) Excluding the time spent on scientific preparation, the duration of education in a non-thesis Master's degree program, regardless of whether the student has registered for each semester or not, is at least two and a maximum of three semesters. A student who fails at the end of this period or fails to complete the program is dismissed from the University.

(3) (Amendment OG: 05/04/2019, 30736) In the non-thesis Master's program, CDGS assigns a faculty member or a lecturer with a PhD degree who has given or has been giving MA/MSc

courses to provide guidance to students about the courses they are to take and to conduct the term project at the latest by the end of the first semester.

(4) In non-thesis Master's programs, the student can take up to three undergraduate courses with the proposal of CDGS and the decision of the relevant Graduate School Executive Board, provided that they have not been taken during the undergraduate education. These courses are taken into account in the program's number of courses and credits.

(5) The student can take graduate courses from the graduate programs outside the University to be counted towards the course load upon the proposal of the CDGS and the decision of the relevant Graduate School Executive Board. The number of these courses cannot exceed three.

(6) The student can take graduate courses from the graduate programs within the University to be counted towards the course load upon the proposal of the CDGS and the decision of the relevant Graduate School Executive Board.

(7) In accordance with the principles determined by the Senate, the students may be given a proficiency exam at the end of the non-thesis Master's program.

Success and Diploma in Non-Thesis Programs

ARTICLE 34 – (1) Students who successfully complete their credit courses and the term project are awarded a non-thesis Master's degree diploma.

(2) On the non- thesis Master's degree diploma, the name of the DGS graduate program that the student is enrolled in is written as approved by the Council of the Higher Education.

PART 7

Provisions Regarding Doctoral Programs

Aim and scope

ARTICLE 35 – (1). The aim of the doctorate program is to provide the student with the ability to conduct independent research, to examine the events, concepts and processes that science is interested in with a broad and deep perspective, and to determine the necessary steps to reach new syntheses. The dissertation to be prepared following the doctoral work must bear at least one of the qualities below:

- a) Introducing innovation to science,
- b) Developing a new method of scientific research,
- c) Applying an already known method to a new area.

(2) Upon the proposals of the related Graduate School Boards, the principles concerning which divisions can offer these programs and how these programs will be conducted are discussed and determined by the Senate and the Board of Trustees and announced after the approval of Council of Higher Education.

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

ARTICLE 36 – (1) For those who hold a thesis-based Master's degree, the Ph.D. program consists of twenty one credits and a minimum of 240 ECTS credits, which cover a minimum of

seven courses, a seminar course, a proficiency exam, a thesis proposal and a thesis study, the credit load not being less than 30 ECTS in an academic semester. For the students who are admitted with a Bachelor's degree, the PhD program consists of a minimum of 42 credits and 300 ECTS credits, which cover a seminar course, a proficiency exam, a thesis proposal and a thesis study.

(2) To the exception of the time spent in the scientific preparation program and regardless of whether the student has enrolled for each semester or not, for those who hold a thesis-based Master's degree, the regular duration of the PhD program is at most 8, the maximum period is 12 semesters, which start from the semester in which the student enrolls for the courses related to the program. For those who are admitted with a Bachelor's degree, the regular period of education is 10, the maximum period is 14 semesters.

(3) The maximum duration of successfully completing the credit courses required for the Ph.D. program is 4 semesters for those who are admitted with a thesis-based Master's degree, and 6 semesters for those who are admitted with a Bachelor's degree. Students who fail to successfully complete their credit courses during this period or who cannot achieve the minimum grade average required by the University are dismissed from the University.

(4) A student who has successfully completed the credit courses, who has been successful in the proficiency exam and whose thesis proposal has been accepted, but who has not completed the thesis study until the end of the 12th or 14th semesters as specified in the first clause, is dismissed from the University.

(5) Among the students who are admitted to the PhD program with a Bachelor's degree, those who have not completed their credit courses and / or thesis study within the maximum period, and those who have not been successful in the doctoral thesis, are granted a non-thesis Master's degree upon their application, provided that they have fulfilled the necessary credit load, project work and other similar requirements.

(6) (Repeal OG: 05/04/2019, 30736)

(7) (Amendment OG: 05/04/2019, 30736) Students in the doctorate program can take undergraduate and Master's program courses upon the proposal of the CDGS and the decision of the relevant Graduate School Executive Board, provided that these courses have not been taken before. Undergraduate courses are not counted towards the course load and doctorate credits.

(8) Upon the proposal of the CDGS and the decision of the relevant Graduate School Executive Board, students who have been accepted to the Doctoral programs with a Master's degree can take a maximum of 2, those who have been accepted with a Bachelor's degree a maximum of 4 courses offered at the Doctorate programs in other universities.

PhD Degree Dissertation Supervisor

ARTICLE 37 – (1). CDGS proposes a PhD dissertation supervisor among the University staff for each student, together with the title and the subject of dissertation, which are determined by the student and the supervisor. PhD dissertation supervisor and the dissertation proposal are finalized upon the decision of the related Graduate School Executive Board. It is obligatory to appoint the dissertation supervisor by the end of the second semester at the latest.

(2) (Amendment OG: 23/07/2017, 30132) The PhD dissertation supervisor is selected from among the faculty members holding the qualifications determined by the Senate. In the absence of a faculty member with the qualifications specified by the University, a faculty member from other universities may be assigned by the related Graduate School Executive Board within the framework of the principles set by the Senate. In order for the faculty members to supervise PhD dissertations, they must have supervised at least one successfully completed Master's thesis. In cases where the quality of the dissertation subject requires more than one supervisor, the second supervisor can be among the academic staff holding a doctorate degree in other universities.

Doctorate Proficiency Exam

ARTICLE 38 – (1) The aim of the doctorate proficiency exam is to measure whether the student who has completed the PhD courses and the seminar has gained satisfactory knowledge on the fundamental concepts and subjects and whether he has gained a depth of scientific research understanding related to the doctorate study. A student can take the proficiency exam no more than twice a year.

(2) The Doctorate proficiency exam is held twice a year, in May and November. The names of the students who apply to take the PhD proficiency exam are reported to the related Graduate School by CDGS before the exam.

(3) Doctoral program students are required to use their first exam rights in the first semester following the semester they have successfully completed their doctoral program courses and the seminar. However, the student who is admitted with a Master's degree must take the doctoral proficiency exam by the end of the fifth semester, and the student who is admitted with a Bachelor's degree by the end of the seventh semester at the latest.

(4) Doctorate proficiency exams are organized and conducted by the PhD Proficiency Committee consisting of five people, whose names are proposed by the CDGS and approved by the related Graduate School Executive Board. The Committee determines the proficiency exam juries to prepare, conduct and evaluate the exams in different fields. The exam jury consists of five faculty members, including the supervisor, at least two of whom are from outside the University. The related Graduate School Executive Board decides whether the supervisor has the right to vote. If the supervisor does not have the right to vote, the jury consists of six faculty members. Proficiency exam meetings are held open to the attendance of an audience including faculty members, other graduate students or experts in the field.

(5) The Doctorate proficiency exam is conducted in two parts; written and oral. Students who are successful in the written exam are admitted to the oral exam. In calculating the weights and grades of the exams, the relevant legislation provisions are taken into account. Exam juries, by evaluating the student's success in written and oral exams, decide with absolute majority whether the student is successful or not. This decision is notified by the CDGS to the Graduate School at latest within three days with an official exam report.

(6) Students who fail in the Ph.D. proficiency exam are re-tested in the ensuing semester from the part/s they have failed. The students who again fail in this exam are dismissed from the doctoral program.

(7) Students who do not take the exam at any stage of the PhD proficiency exam are deemed to have exercised this right and failed.

(8) The proficiency exam jury may require that a student who has been successful in the proficiency exam should take extra courses, even if the student has completed the course load, provided that these courses do not exceed one third of the total credit load. The student has to succeed in the courses determined by the decision of the related Graduate School Executive Board.

(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 continue with the Master's program. The provisions for the transfer to a Master's program are determined by the Senate.

Dissertation Monitoring Committee

ARTICLE 39 – (1) To monitor the doctoral dissertation study process at certain intervals, a dissertation monitoring committee is formed within a month for the student who has been successful in the doctoral proficiency exam upon the proposal of the CDGS and the decision of the relevant Graduate School Executive Board.

(2) The dissertation monitoring committee consists of three faculty members. Apart from the thesis supervisor, there are 2 members, one from within and one from outside the related DGS. If there is a second dissertation supervisor assigned, s/he can attend the committee meetings, but cannot be considered as a member of the formal committee.

(3) The first meeting of the dissertation monitoring committee takes place no later than six months after the appointment of the committee members.

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

(5) The student submits a written report to the dissertation monitoring committee members at least thirty days prior to their meeting date. In this report, a summary of the studies covered until then and the study plan to be carried out for the following semester are indicated.

(6) In the semesters after the formation of the thesis monitoring committee, members can be changed upon the proposal of the CDGS and the decision of the relevant Graduate School Executive Board.

Dissertation Proposal Defense

ARTICLE 40 – (1) The student who has succeeded in the Ph.D. proficiency exam, makes an oral defense of his/her dissertation proposal which comprises the purpose and the methodology of the study as well as the studies covered until then and the study timetable before the thesis monitoring committee within six months at the latest. The dissertation proposal comprising the title, content, purpose and the expected outcomes of the study, which is presented on a computer-based printed form, is sent to the related Graduate School via the CDGS. The defense of the thesis proposal is open to the attendance of the audience. The student presents a written report on the dissertation proposal to the members of the dissertation monitoring committee at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected. One month is given for corrections. At the end of this period, the decision made by absolute majority regarding the acceptance or rejection is officially reported to the Graduate School by the CDGS within three days following the end of the process.

(3) The student whose dissertation proposal is rejected has the right to choose a new supervisor and / or a dissertation topic. In this case, a new dissertation monitoring committee may be appointed. The student who wants to continue the program with the same supervisor is admitted to the proposal defense within three months, and the student who changes the subject or the supervisor of the dissertation is called for defense again within six months. The student whose dissertation proposal is rejected in this defense again is dismissed from the University.

(4) For the student whose dissertation proposal is accepted, the dissertation monitoring committee gathers twice a year; in the January- June and the 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 until then and the plan of the studies to be carried out in the following semester are indicated. The student's dissertation study is assessed as successful (P) or unsuccessful (U) by the dissertation 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 dissertation proposal without a valid excuse within the specified time mentioned in the first clause of Article 40 is deemed to be unsuccessful and his/her dissertation proposal is rejected.

Preparation and Completion of the Doctoral Dissertation

ARTICLE 41 – (1) The doctoral dissertation study includes the completed dissertation work and then its oral defense before the jury members.

(2) The student who has been successful in the dissertation proposal defense starts the research studies under the supervision of the dissertation supervisor and, if any, the second dissertation supervisor.

(3) In order for the student to enter the dissertation defense exam, s/he must have received, at least three times, a successful dissertation monitoring committee report and his/her at least one original article related to the dissertation subject must have been accepted to be published by a national or international refereed journal.

(4) Students must write their research findings in English for the English-medium programs and in Turkish for the Turkish-medium programs in accordance with the University's dissertation writing guidelines and defend them before the jury. Provisions regarding the dissertation defense are as follows:

a) Before the defense of the finalized PhD dissertation or after the recommended corrections in the dissertation have been made, the student, along with all the corrections, presents it to the supervisor. The supervisor submits the dissertation to the related Graduate School via the CDGS with the opinion that the dissertation is defensible. The Graduate School gets a plagiarism detection software program report for the dissertation and sends it to the supervisor and the jury

members. In case any evidence of plagiarism is detected in the report, the thesis is sent back to the relevant Graduate School Executive Board for its final decision supported by reasons.

b) The doctoral dissertation jury is appointed upon the proposal of the supervisor and the related CDGS and the decision of the Graduate School Executive Board. The jury consists of five faculty members, three of whom, including the supervisor, are from the student's dissertation monitoring committee, and at least two of whom are from outside the University. The related Graduate School Executive Board decides whether the supervisor has the right to vote. If the supervisor does not have the right to vote, the jury consists of six faculty members. In addition, the second supervisor can take part in the jury without any voting right.

c) The jury members convene within one month after the submission of the dissertation at the latest and have the student defend it. Dissertation defense consists of the presentation of the dissertation and the question-answer session that follows. The dissertation defense exam is held open to the attendance of an audience including faculty members, other graduate students or experts in the field.

(5) After the dissertation defense exam is finalized, the jury, in the absence of the audience, decides whether the result is “approval”, “revision” or “rejection” with an absolute majority. Students whose dissertations are accepted are evaluated as successful. This decision is reported to the related Graduate School by the CDGS within three days following the defense exam. The student whose dissertation is unsuccessful and rejected is dismissed from the University. The student who has been asked to make corrections in the dissertation defends his/her dissertation before the same jury by making the necessary corrections within six months at the latest. The student who again fails in this defense is dismissed from the University. Among the students who have been admitted to the Ph.D. program with a Bachelor’s degree, those who have not been successful in the dissertation defense exam, a non-thesis Master’s diploma is given, provided that they have fulfilled the credit load, project and other similar conditions required for the non-thesis Master's degree.

(6) The student who is successful in dissertation defense exam must deliver at least three copies of the dissertation to the related Graduate School within one month following the date of dissertation defense and after the dissertation has been checked and approved by the related Graduate School specialist in terms of format, content and plagiarism. The related Graduate School Executive Board may extend the delivery period by a maximum of one month upon application. Students who do not meet these conditions cannot obtain their diplomas until they fulfill the conditions, cannot benefit from their student rights and are dismissed if their maximum period expires.

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

(8) Within three months after the submission of the dissertation, one copy of it is sent to the Council of Higher Education by the related Graduate School so as to be submitted to the service of scientific research and activities electronically.

PART 8

Diplomas and Documents, Academic Supervisor, Disciplinary Procedures, Scholarships, Health Services, Contribution Fees, Tuition Fees 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 thesis-based Master's degree is awarded to students who meet the graduation requirements of the thesis-based Master's programs.
- b) The non-thesis Master's degree is awarded to students who meet the graduation requirements of the 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 graduation ceremony of the related academic year.
- e) A diploma supplement is a document that helps international recognition of academic and professional qualifications and is given in addition to diplomas.
- 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 related Graduate School.
- b) Temporary graduation certificate; the Director of the related Graduate School. .
- c) Diploma supplements, transcripts and student certificates are signed by the Registrar's Office, and the military service postponement document is signed by the Director of the related Graduate School.

(3) On the diploma and documents, the Graduate School the student is affiliated with, the student's DGS and/or the program, if any, are indicated.

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

(5) In case the diploma gets lost, 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.

Academic Advisor

ARTICLE 43 – (1) CDGSs appoint an academic advisor among faculty members or lecturers to each student enrolled in the graduate program. Starting from the semester following the appointment of the thesis/ dissertation supervisor, the student's supervisor acts also 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 achievement of the student, s/he gives the registration approval for the semester.
- c) Informs and guides the student for his/ her 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, numbered 28388 dated 18/8/2012.

(2) The Director of the Graduate School is authorized to initiate a disciplinary investigation for the disciplinary offences committed by students or by the Graduate School staff against the procedures related to the activities of the Graduate School. 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 regulated by the Board of Trustees.

Health Services

ARTICLE 46 – (1) The provisions regarding the health services to be provided for the students are 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 academic year begins. Tuition fees for each semester are paid at the beginning of the semester or before registration is renewed.

(2) Students who do not pay the tuition fee are not registered or their registration is not renewed.

Leave of Absence

ARTICLE 48 – (1) With the decision of the related Graduate School Executive Board, students may be granted a leave of absence from the University for a maximum of two semesters on condition that they present documents 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 within the education periods.

(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 periods of leave are not considered within the 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) For students who have not paid their tuition fee during their leave of absence, the right of leave of absence is reserved by the decision of the related Graduate School Executive Board. The time spent in this case is counted within the maximum education period.

(5) The request for permission is made to the related Graduate School 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) The related CDGS examines and evaluates the education and courses of the students who have been granted permission to study abroad for a certain period of time as they apply to return. This evaluation is finalized by the decision of the related Graduate School Executive Board.

(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 Graduate School, if they wish.

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

Notification

ARTICLE 50 – (1) All kinds of notifications are sent to the student's postal address taking place in the official records or to the e-mail address provided to them by the University. If the postal address of the students given during registration has changed and the related Graduate School has not been informed about this new postal address or has been misinformed about it, the students are considered to have been notified when the notification is sent to the address of the student in the records of the related Graduate School.

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

PART 9

MISCELLANEOUS AND FINAL PROVISIONS

Distance Education Graduate Programs

ARTICLE 51 – (1) Distance education graduate 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 signed 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-based /non-thesis Master’s degree program can take courses from distance education programs with the proposal of the related CDGS and with the decision of the related Graduate School Executive Board.

Repealed Regulation

ARTICLE 52 – (1) The regulation titled “Çankaya University 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 clause of Article 8 does not apply to students who are registered in more than one graduate program at the same time before the date of publication of this Regulation.

(2) Students who were registered to a non-thesis Master’s degree program or graduated from these non-thesis programs before 6/2/2013 can apply to doctoral programs.

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

(4) (Addition OG: 30/01/2020, 31024) In case the students who were accepted as special students to graduate programs before 2020-2021 academic year become registered students within eight semesters, the courses they passed with AA, BA or BB grades in special student status (with 80 and above grades for Faculty of Law) can be counted towards maximum 50% of the courses to be taken in the graduate programs upon the proposal of the related CDGS and the decision of the related Graduate School Executive Board.

Force

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

Execution

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

Official Gazette Date/No: 08.09.2016/29825

Official Gazette Date/No: 23.07.2017/30132

Official Gazette Date/No: 05.04.2019/30736

Official Gazette Date/No: 30.01.2020/31024

Date of Update

30 January 2020