

# ONDOKUZ MAYIS UNIVERSITY

## REGULATION OF POSTGRADUATE EDUCATION AND TRAINING

### SECTION 1

#### Purpose, Scope, Basis and Definition

##### Purpose

**ARTICLE 1 – (1)** The aim of the present Regulation is to regulate the principles regarding the postgraduate education-training and exams organized by the graduate schools affiliated to Ondokuz Mayis University.

##### Scope

**ARTICLE 2 - (1)** The present Regulation includes the provisions on the Ondokuz Mayis University postgraduate education-training programs.

##### Basis

**ARTICLE 3 – (1)** The present Regulation was drawn up on the basis of the articles 14, 19, and 44 of the Law on Higher Education dated November 4, 1981 and no. 2457.

##### Definitions

**ARTICLE 4 – (1)** The concepts and terms used in the present regulation are defined as follows;

- a) ECTS: European Credit Transfer System
- b) ALES: Academic Personnel and Postgraduate Education Entrance Exam,
- c) Department/Art Department: Relevant departments/art departments of the graduate schools providing education-training affiliated to Ondokuz Mayis University,
- ç) Academic council of department/art department: The council consisting of all academicians in the relevant department/art department
- d) Council of department/art department: The council consisting of the head of the relevant department and the heads of relevant disciplines
- e) Supervisor: Academician or instructor having a doctorate degree suggested by the presidency of the department/art department and appointed by the administrative board of the graduate school so as to guide the students enrolled in the graduate schools
- f) Doctorate degree proficiency committee: The committee consisting of 5 academicians suggested by the presidency of the department upon the opinion of the council of the relevant department and approved by the administrative board of the graduate school
- g) Semester: each of the half-year terms of academic year,
- ğ) Graduate school: The graduate schools affiliated to Ondokuz Mayis University,
- h) Council of the Graduate school: the council consisting of the director, deputy directors and heads of departments/art departments

i) Administrative Board of the Graduate school: The board consisting of three academicians elected for a three-year period by deputy principals and the council of the graduate school under the presidency of the principal of the relevant graduate school

i) Second supervisor: In cases required by the thesis/dissertation/proficiency in art study of the graduate program student, a faculty member from another higher education institution recommended by the first advisor and appointed by the institute board of directors, a faculty member with a doctorate staff member or PhD researcher working outside the University,

j) Plagiarism: Citing the ideas, methods, data or works of others as one's own work in whole or part without giving proper reference per the scientific rules,

k) Law: The Law on Higher Education no. 2547,

l) Postgraduate course: The courses listed in the curriculum of master's program with thesis, master's program without thesis, doctoral program or the program of proficiency in art,

m) Director: The Director of the graduate school affiliated to Ondokuz Mayıs University,

n) ÖSYM: Centre for assessment, selection and placement

o) Rector: The Rector of Ondokuz Mayıs University,

ö) Senate: The Senate of Ondokuz Mayıs University,

p) Thesis Monitoring Committee: The committee consisting of at least three academicians, one being the dissertation supervisor, so as to guide the doctorate student in their dissertation studies,

r) TUS: Medical Specialization Exam,

s) University: Ondokuz Mayıs University,

ş) Proficiency Exam: The exam focusing on the knowledge of doctorate student in basic courses and the subjects related to the studies regarding his/her thesis,

t) Administrative Board: The Administrative Board of Ondokuz Mayıs University

## **SECTION 2**

### **General Principles on Postgraduate Education – Training**

#### **Opening of postraguate educational program**

**ARTICLE 5** – (1) Postgraduate programs are opened in accordance with the principles stated in the articles 4, 5 and 7 of the Regulation on the Organization and Functioning of Postgraduate Education-Training Graduate schools published in the Official Gazette no. 17976 dated March 3, 1983.

(2) Master's with thesis programs can be conducted as a evening master's program.

(3) Doctoral programs cannot be opened as evening education.

(4) Domestic and international mutual postgraduate programs can be opened for postgraduate education and training within the scope of the Graduate schools upon the suggestion of the Rector and the decision of the Council of Higher Education. Domestic mutual programs are carried out pursuant to to the provisions of the Regulation on the Opening of Mutual Postgraduate Education and

Training Programs among Domestic Higher Education Institutions published in the Official Gazette no. 26442 dated February 22, 2007.

#### **Assignment of the courses and the instructors**

**ARTICLE 6 – (1)** Postgraduate courses are determined upon the opinion of the academic council of the relevant department/art department, the proposal of the directorate of the department/art department, decision of the board of the graduate school and the approval of the Senate.

(2) The postgraduate courses to be given, and the instructors/academicians to teach such courses are decided by the administrative board of the graduate school upon the recommendations of the heads of the the departments/art departments after taking the opinion of the academic council of the relevant department/art department.

(3) A course on specialized field can be opened as of the beginning of the semester subsequent to the date when a supervisor has been appointed for the students in the master's program with thesis and doctorate/proficiency in art. The course on specialized field is a theoretical course opened so as to focus on the subjects related to the theses of the students or to meet the needs of the students in the relevant department/art department. The course on specialized field continues to be given for each semester and summer holidays. All students have to take the course on specialized field opened by their supervisors. The course on specialized field is a non-credit course; therefore, it is evaluated as successful or unsuccessful.

(4) Postgraduate courses are given by academicians. A course can be given by one or more academicians sequentially.

#### **Duties of the Head of department/art department**

**ARTICLE 7 – (1)** The head of department/art department is responsible for the effective and productive conduct of the postgraduate education-training and research in accordance with the provisions of the relevant legislation.

#### **Language of Instruction**

**ARTICLE 8 – (1)** The education in the graduate school can be given in Turkish, both in Turkish and foreign language or in a foreign language. The choice of program language in the department/art department is made upon the proposal of the head of the department/art department, the suggestion of the council of the graduate school, and the decision of the Senate after taking the opinion of the academic council of the department/art department.

#### **Determination and announcement of the quota**

**ARTICLE 9 – (1)** The number of the students to be admitted to the master's programs with or without thesis, and doctoral programs is offered by the head of the departments/art departments after taking the opinion of the academic council of the department/art department.

(2) Postgraduate program quotas are determined by taking into account the number of faculty members who can take part in postgraduate programs determined by the Council of Higher Education and the number of students per faculty member; so that there is a maximum of 14 thesis supervisions per faculty member for master's with thesis and doctoral programs, and a maximum of 16 students for non-thesis master's programs, excluding master's with thesis and doctoral programs. However, this quota can be increased up to 50% for postgraduate programs carried out within the protocol with the Higher Education Council and within the framework of University-industry

cooperation. The names of the programs, terms of application, deadline for application, required documents and other matters are declared through an announcement to be published.

### SECTION 3

#### Application to Postgraduate Programs, Admission of Students and Registration Principles

##### Terms of Application

**ARTICLE 10** – (1) The applications for postgraduate programs are made to the directorate of the relevant graduate school by submitting the required documents within the dates indicated in the announcement. Applications that do not comply with the application conditions or with missing documents are not accepted. The originals of the documents or the copies certified by the relevant graduate school are accepted for the application.

(2) In order to apply for a master's program, candidates must have a bachelor's degree or a temporary graduation certificate. If the undergraduate diploma is obtained from abroad, it is required to be accepted as equivalent by the Council of Higher Education.

(3) In order to apply for doctorate degree programs, the candidates should have a diploma for bachelor's degree or for master's degree with thesis, or specialization authorization from a laboratory branch according to the principles regulated by the Ministry of Health.

(4) Graduates of programs that provide undergraduate education of at least ten semesters, excluding preparatory classes are considered to have a master's degree.

(5) In order to apply for the proficiency program in art, the candidates should have a diploma for bachelor's degree or master's degree.

(6) Applicants for graduate programs should meet the following qualifications.

a) A minimum ALES score of 55 to apply to a master's with thesis programs,

b) A minimum ALES score of 60 for candidates having a master's degree or a bachelor degree of at least 10-semester faculty programs excluding the preparatory classes to apply at doctoral programs; a minimum ALES score of 80 and 80 or equal cumulative grade point in bachelor's degree for candidates having a master's degree or a bachelor degree of less than 10-semester faculty programs excluding the preparatory classes to apply at doctoral programs,

c) A minimum ALES score of 70 and 80 or equal cumulative grade point in bachelor's degree for candidates having a master's degree without thesis and applying to an integrated PhD program,

ç) ALES score is not required in the admission of students to the conservatory programs or graduate school art department and departments of the relevant programs of fine arts faculties that accept students only by a special talent exam. A minimum ALES score of 55 for graduates of programs other than the ones listed above.

d) A minimum 3 CGPA out of 4 or 80 cumulative grade point out of 100 for candidates with a bachelor's degree applying to the proficiency in art program.

(7) In order to apply for doctoral programs in medical sciences, the graduates of the faculties of medicine should have at least 55 basic medical score or a minimum ALES score of 70 in the numerical field; the graduates of other faculties or schools should have 75 cumulative grade point in master's degree, a minimum ALES score of 70 in the numerical field. The results of the exams which are

approved to be equivalent to ALES by the Interuniversity Council are accepted if the scores obtained in this exam are equivalent to at least 70 scores in ALES. Basic medical score is calculated through the multiplication of the standard score obtained from the 1<sup>st</sup> section of the basic medical sciences in TUS with 0.7, the multiplication of the standard score obtained from the 2<sup>nd</sup> section of the basic medical sciences in TUS with 0.3, and then the addition of the scores acquired by the multiplications.

(8) ALES is not required for doctorate/proficiency in art/specialty in medicine/specialty in dentistry/specialty in veterinary medicine/specialty in pharmacy graduates to apply to master's or doctorate programs, and for the evaluation procedures of these candidates, the Senate determines an ALES score of not less than 55 and not more than 75, regardless of the type of score or field of specialization at the entrance to the graduate program they graduated from, and it is announced in the conditions of the relevant program. The announced score is included in the calculations as ALES score regardless of the score type. The type of score previously obtained by these candidates or their applications in a field different from their doctorate/proficiency in art/specialization field may be accepted.

(9) For the postgraduate programs whose language of education is a foreign language, the candidates should have at least 65 in the language that they will receive education in YDS or an equivalent score in an international exam the equivalence of which is accepted by ÖSYM. This condition is not required for the candidates who have completed their undergraduate studies or master's degree studies in the language in which they will receive education.

(10) In the admission of students to doctorate/proficiency in art programs;

a) apart from their native language, it is compulsory to get at least 55 points from the central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM.

b) Candidates whose field of science is related to a foreign language must get at least 80 points from the central foreign language exams accepted by the Higher Education Council and international foreign language exams accepted as equivalent or 55 points from a foreign language other than this or an equivalent score from international foreign language exams accepted as equivalent by ÖSYM.

A foreign language score is not required for the following candidates as they are deemed to have met the foreign language base score requirement:

c) Applications to programs in the art departments and departments of graduate schools with Turkish as the medium of instruction of conservatory programs and the programs of the faculties of fine arts that accept students only by special talent exam, provided that it is documented with a health report taken from a state hospital or a state university hospital;

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

2) disabled candidates with intellectual disability with a disability level of 50% or more,

3) disabled candidates with a disability level of 40% and above diagnosed with pervasive developmental disorder (Autism spectrum disorder/childhood autism/atypical autism, Rett Syndrome, Asperger Syndrome),

(11) The ALES score type to be sought in the admission of students to graduate programs is determined by the graduate school board with the recommendation of the relevant department/art department.

(12) The fields from which applicants can apply to graduate programs are determined by the proposal of the academic board of the relevant department/art department, the proposal of the head of the department/ art department, the proposal of the graduate school board and the decision of the Senate.

(13) The procedures and principles regarding the admission of international candidates and Turkish citizens who have completed their undergraduate education abroad to postgraduate programs are determined by the Senate.

### **Student Admission**

**ARTICLE 11 – (1) (Amended: RG-12/5/2022-31833)** The applications are evaluated by the administrative board of the graduate school according to following principles, and successful candidates are determined by taking the announced quotas into account.

a) In the evaluation to be performed for the admission of students in postgraduate programs, the grade point averages of the candidates are evaluated according to 100 point system. Certified transcript documents to be obtained from the institution of higher education which the candidate has graduated from are used as basis for the calculation of conversion of the graduation point averages. The conversion scale of the Council of Higher Education is used for the candidates who do not have such document.

b) Success grade in student admission to master's programs with thesis is calculated taking 50% of ALES score, 30% of the undergraduate grade point average and 20% of the entrance exam. The total score must be at least 60. Candidates who score below 50 points in the entrance exam are considered unsuccessful. In case of score equality, the candidate with a higher ALES score is preferred.

c) In master's programs with thesis, the success grade is calculated by taking 50% of the undergraduate grade point average and 50% of the talent exam result in the admission of students to the conservatory programs and the graduate school departments and art departments of the faculties of fine arts that accept students only by special talent exam. The total score must be at least 60. Candidates who score below 50 points in the talent exam are considered unsuccessful.

ç) Success grade in the evaluation of student admission to doctoral programs is calculated by taking 50% of the ALES score, 25% of the undergraduate grade point average and 25% of the oral and/or written entrance exam result. The total score must be at least 65. The candidates whose scores are higher than the base score are enumerated according their scores and admitted to the relevant programs in accordance with the quotas announced. Candidates who score below 50 points in the entrance exam are considered unsuccessful. In case of score equality, the candidate with a higher ALES score is preferred.

d) The success grade of candidates who will apply to the proficiency in art program with a bachelor's or master's degree is calculated by taking 30% of the undergraduate grade point average, 20% of the foreign language score and 50% of the aptitude exam result. This total must be at least 65. Candidates who score below 50 points in the aptitude exam are considered unsuccessful.

e) The ranking of applicants for non-thesis master's programs is based on their undergraduate graduation grade point averages. In case of score equality, the younger candidate is accepted.

(2) For the oral and/or written entrance exam juries for master's degree with thesis and doctorate/proficiency in art, the board of directors of the graduate school determines three main and two substitute members among five faculty members to be recommended by the relevant department/art department board.

(3) The Juries gather in the location indicated in the announcement at the hour and on the date indicated. They complete the evaluation and selection process on the same day except for extraordinary circumstances. The list signed by the members of the jury, the proceedings and the application documents of the candidates are submitted to the directorate of the graduate school by the directorate of the relevant department/art department. Considering the principles and quotas determined by the graduate school, the candidates ranked in a list are announced as 3 times the quota starting from the highest score.

(4) In case the research assistants who will be assigned to the University to do postgraduate education on behalf of another university meet the University's postgraduate education application requirements, they are enrolled in the postgraduate program without an entrance exam with the decision of the graduate school board of directors.

(5) Research assistants who have been appointed as research assistants in academic units affiliated to the university and are doing their postgraduate education in another university are enrolled in a postgraduate program without an entrance exam with the decision of the graduate school board of directors to complete the remaining part of their education in the open program in the relevant graduate school.

#### **Acceptance of Students to Scientific Preparation Program**

**Article 12** - (1) Students accepted to master's and doctoral programs may be subject to a scientific preparation program in order to eliminate deficiencies for those who have completed their undergraduate degree in a different field from the postgraduate program they have been accepted to, or for those who have completed their undergraduate degree in the same field as the postgraduate program they have been accepted to, but at a different university.

(2) The scientific preparation program consists of at least twelve and at most twenty-four credit courses.

(3) Compulsory courses in the scientific preparation program cannot replace the courses required to complete the relevant postgraduate program. However, a student in the scientific preparation program may also take postgraduate program courses with the recommendation of the relevant institute department head and the approval of the institute board.

(4) The duration of the scientific preparation program cannot exceed two semesters, not including the summer term. This period cannot be extended except for semester breaks, and if a student is not successful by the end of this period, their affiliation with the program will be terminated. The duration of the scientific preparation program is not included in the duration of the master's or doctoral program.

(5) The regulations regarding the courses taken by students in the undergraduate program who are accepted to the scientific preparation program are determined by the OnDokuz Mayıs University

Associate Degree and Undergraduate Education-Teaching Regulations published in the Official Gazette dated 11/10/2017 and numbered 30207.

(6) The principles of the scientific preparation program are prepared by the relevant department in accordance with the provisions of this regulation, and put into practice with the decision of the institute management board.

#### **Private students' admission**

**Article 13** - (1) Students who are registered in a master's, doctoral or proficiency in arts program can be accepted as special students with the appropriate opinion of the relevant department/program of the higher education institution they are registered in and the approval of the institute board.

(2) Articles 18 and 23 are applied in the evaluation of the academic performance of special students. Individuals with special student status can count the courses they take as credit courses in later semesters. Special students are required to pay a contribution fee per credit/hour determined by the institute board and approved by the University board.

(3) Special students, like regular students, are obliged to fulfill their responsibilities towards the University and comply with all the conditions of the courses they take.

#### **Admission of Students via Horizontal Transfer**

**ARTICLE 14** – (1) The conditions for admission to graduate programs via horizontal transfer are as follows:

a) Having completed at least one semester and taken and passed at least three courses in a department or field of study in another institute within the relevant university or high technology institute, or in a graduate program of another higher education institution.

b) Meeting the admission requirements for graduate programs of the university.

c) Having a grade point average of at least 70 for thesis and non-thesis master's programs, and at least 80 for doctoral and proficiency in art programs.

d) Submitting the horizontal transfer application by the end of the third semester for thesis master's programs and by the end of the fifth semester for doctoral/proficiency in art programs.

(2) Horizontal transfers are made between graduate programs that provide equivalent education within Turkey and those recognized by the Higher Education Council abroad. The department or field of study reports to the institute management the number of horizontal transfer student quotas they can admit in the following semester at the end of each semester. The quotas are discussed in the institute board and submitted to the Senate.

(3) Applicants submit their horizontal transfer applications to the institute management within the application period specified in the announcement and with the required documents.

(4) In the evaluation of student admission to graduate programs via horizontal transfer, 50% of the ALES score and 50% of the undergraduate grade point average are added up. Applicants are ranked from the highest score and placed in the relevant programs according to the announced quotas. In case of a tie, the applicant with the higher ALES score is preferred. In the evaluation of student admission to non-thesis master's programs via horizontal transfer, ranking is based on the undergraduate grade point average. In case of a tie, the applicant with a higher grade point average in the courses taken in their registered program is preferred.



(5) The courses to be taken and exempted from by the student during the adaptation process are determined by the department or field of study chair's proposal and the institute management board's decision.

(6) The total credits of the courses for which the graduate student will transfer credits cannot exceed half of the minimum credits they must complete in the program they are enrolled in.

(7) The requirement in paragraph 6 is not applicable to those who have successfully completed their credit courses and seminar in the master's program or passed the proficiency exam in the doctoral/proficiency in art program.

(8) If the program to be transferred horizontally and the registered program have different names, two-thirds of the total credits of the courses in the curriculum of the programs must have equivalent content.

### **Postgraduate Program Registration**

**ARTICLE 15** - (1) The list of students accepted to postgraduate programs is finalized by the institute board of directors' decision and announced by the institute management. The institute board of directors selects reserve candidates up to twice the announced quota for thesis programs.

(2) Registration procedures for reserve candidates can be carried out during the periods determined in the academic calendar. Incomplete documents will not be accepted for final registration. The original documents or certified copies approved by the institute will be accepted for the required documents during registration. Regarding military service status and criminal records, the process is based on the candidate's declaration.

## **SECTION FOUR**

### **Registration Renewal, Student Contribution Fee and Tuition Fee, Courses, Exams and Evaluation Principles**

#### **Registration renewal, student contribution fee and tuition fee**

**ARTICLE 16** - (1) Graduate students are required to renew their registration within the period specified in the academic calendar at the beginning of each semester. Foreign students who register for graduate education with their own financial means, as well as those who have completed the normal education period specified in this Regulation, must pay the contribution fee/tuition fee to renew their registration in non-thesis master's degree programs in formal education, non-thesis master's degree programs in distance education, and as special students. Students who fail to register for courses or renew their registration within the specified period in the academic calendar lose their right to continue for that semester. The lost semester is counted as part of the education period. The registration of students who fail to renew their registration within the specified period may be renewed if their attendance limit is not exceeded and their excuses are deemed just and valid by the institute management board.

(2) The contribution fee/tuition fee is collected in accordance with the principles determined by the President's decision. Regardless of the reason, the contribution fee/tuition fee cannot be refunded except in cases where non-thesis graduate programs cannot be opened.

(3) In case of failing a course in non-thesis graduate programs conducted through formal and distance education, the contribution fee and tuition fee for the relevant semester must be paid again if the course is repeated.

## **Assignment of Academic Supervisor**

**Article 17** - (1) Supervisor for thesis/non-thesis master's, doctoral/arts proficiency studies is appointed with the proposal of the relevant department chair and the decision of the Institute Board, taking into account the opinion of the department of the student and among the faculty members who have the qualifications determined by the Senate. In non-thesis master's programs, lecturers with a doctoral degree may also be appointed as supervisors in the execution of term projects.

(2) If there is no faculty member with the qualifications determined by the Senate in the university staff, a faculty member may be appointed as an supervisor from another higher education institution by the Institute Board.

(3) In order for faculty members to supervise a doctoral program, except for the departments of dentistry, pharmacy, medicine, and veterinary faculties, they must have successfully supervised at least one master's thesis. The Senate may determine additional criteria in this regard.

(4) In cases where the nature of the thesis work requires more than one thesis supervisor, a second thesis supervisor may be appointed with the reasoned report of the first supervisor, the proposal of the department/program head, and the decision of the Institute Board. When a second thesis supervisor is required, it may also be from individuals outside the University staff with at least a doctoral/arts proficiency degree.

(5) In necessary cases, a change of thesis supervisor may be made with the application of the student and/or the recommendation of the thesis supervisor, the proposal of the department/program head, and the decision of the Institute Board.

(6) The appointment of the thesis supervisor is made by the end of the first semester for master's students and by the end of the second semester for doctoral and arts proficiency students, taking into account the student's opinion.

(7) The supervisory duty is carried out by the department/program coordinator or head of the Institute until the thesis supervisor is appointed.

(8) If the supervisor faculty member is assigned abroad for more than 6 months, a new thesis supervisor is appointed.

## **Course Enrollment and Withdrawal**

**Article 18** - (1) Graduate students must enroll in courses at the beginning of each semester within the dates specified in the academic calendar.

(2) At the beginning of each semester, students who have enrolled in courses according to the supervisor's opinion may make changes in courses such as changing, adding, or withdrawing courses, within the course enrollment and withdrawal dates specified in the academic calendar, according to the opinion of their supervisor.

(3) Graduate students can take a maximum of 50% of the total course credits they are obligated to take during their education from the same faculty member. This rate can be reduced by the relevant institute board decision, taking into account the number of faculty members.

## **Course Substitution**

**ARTICLE 19** - (1) Graduate courses taken by a student under special student status, including postgraduate courses taken from domestic/foreign higher education institutions within the last five

years, can be transferred to the program the student is registered in with the opinion of the advisor, the recommendation of the main discipline/fine arts field, and the decision of the institute management board.

(2) Courses taken from domestic and foreign universities within the framework of reciprocal exchange programs are recorded on the student's transcript with their own code, name, and credits if there are equivalent courses in the education program, or if not, as electives.

(3) Credit courses used to complete any program, except for lateral transfers, cannot be transferred to the master's/doctorate/art proficiency program.

(4) Undergraduate courses are not counted towards the workload and credits of doctoral programs.

(5) The total credit of the courses for which the graduate student will transfer credits cannot exceed half of the minimum credit they are required to complete in the program.

(6) The condition stated in the fifth paragraph is not required for students who come under the faculty member training program or lateral transfer and are in the thesis stage in the master's program or successful in the qualification exam in the doctoral program. In necessary cases, with the recommendation of the relevant main discipline/fine arts field committee and the decision of the institute management board, extra courses can be taken from the student in this situation, provided that the total credit amount does not exceed one-third.

#### **Attendance requirement**

**ARTICLE 20** - (1) Attendance is mandatory for theoretical and applied courses in formal graduate education. Students who do not attend more than 20% of theoretical and applied courses are not allowed to take the final exams of that course or courses and are given an FD grade.

#### **Course repetition**

**ARTICLE 21** - (1) Graduate students are required to repeat and pass the courses they have failed. It is essential to attend repeat courses if the attendance requirement is not met. Students who are not required to attend must also participate in midterm evaluations. If the nature of the education program requires it, when the main discipline/fine arts fields want students who have fulfilled the attendance requirement but failed the course to continue attending, this practice is carried out by the institute board's decision, (2) With the recommendation of the advisor and the appropriate opinion of the relevant main discipline/fine arts department, another graduate course can be taken instead of the failed course if it is not opened in the following semester or has been removed from the program, except for mandatory courses.

#### **Midterm evaluation and end-of-semester exams**

**Article 22** - (1) Midterm evaluation and end-of-semester exams are as follows:

a) **(Amended: RG-5/12/2022-32034)** Midterm evaluation: An evaluation made by using one or several methods such as exam, application, laboratory, project, assignment, fieldwork, student product file, determined by the responsible faculty member according to the nature of the course. The method of midterm evaluation in distance education non-thesis graduate programs is determined by the Senate.

b) End-of-semester exam: An end-of-semester exam of a course is held at the end of the semester when the course is completed. The student who fulfills the attendance requirement must take the end-of-semester exam of the course on the designated day and time.

c) Make-up exam: An exam taken by students who have the right to take the end-of-semester/year exams but did not take them due to an excuse, or who took the exam but failed. Whether a make-up exam is held or not is determined by the relevant institute board's decision and Senate approval.

d) Single course exam: An exam given to non-thesis graduate students who have succeeded in their courses and semester projects but failed in a single course.

### Course evaluation principles

**Article 23** - (1) The grade point represents the equivalent of the raw grade point average calculated according to the weights of the grades that students receive from midterm/final evaluations and from exams other than single-course and exemption exams, within a 4-point grading system.

(2) The success status in a course is determined by the course grade point. The course grade point is obtained by evaluating the success of the student in the midterms, practical work, assignments and the final exam together. The student's success point is calculated by adding 40% of the midterm evaluation and 60% of the final exam grade. The contribution rates of midterm and final exam to the success point can be changed by the proposal of the department/program, the decision of the institute board and the approval of the Senate. In order to be considered successful in a course, the midterm/final or makeup exam grade must be at least 60. In units where there is no makeup exam and the midterm evaluation has a greater impact on the student's success, there is no minimum grade requirement for being considered successful in the course based on the final/midterm exam.

(3) **(Amended: RG-5/12/2022-32034)** The success point of distance education students is the sum of 15% of the midterm evaluation and 85% of the final/makeup exam grade.

(4) In order to be successful in a course, the course grade point must be at least CB in graduate school and at least BB in doctoral programs. The passing grade for scientific preparation is CC. The following table is used as the basis for evaluating the grades:

#### Absolute Grading

| <u>4.00 Scale</u> | <u>Letter Grade</u> | <u>Percentage</u> |
|-------------------|---------------------|-------------------|
| 4,00              | AA                  | 90-100            |
| 3,50              | BA                  | 80-89             |
| 3,00              | BB                  | 70-79             |
| 2,50              | CB                  | 65-69             |
| 2,00              | CC                  | 60-64             |
| 1,00              | FF                  | 00-59             |
| 0,00              | FD                  |                   |
| 0,00              | FG                  |                   |

(5) The meanings of other letter grades are given below:

a) M (Exempt): Given to students who are exempt from a course due to credits taken from another higher education institution.

b) G (Pass): Given for successful completion of non-credit courses.

c) K (Fail): Given for unsuccessful completion of non-credit courses.

d) FF: Given to unsuccessful students.

e) FD: Given to students who are absent from the relevant course.

f) FG: Given to students who do not take the exam of the relevant course.

(6) In calculating the grade point average, courses in which the student receives G or M grades are not taken into account.

### **Appeals to Exam Results**

**Article 24** - (1) Material objections to midterm, final, makeup, and other exam results must be made in writing to the relevant department chairmanship within five working days following the announcement of the exam results on the student information system. Objections not made within the designated period will not be taken into account. If an error is found in the evaluation, a request for the necessary correction of the grade is submitted to the institute directorate.

## **SECTION FIVE**

### **General Principles of Master's Degree Program**

#### **Master's Degree Program**

**Article 25** - (1) Thesis-based master's degree programs are carried out as first or second cycle programs. Non-thesis master's degree programs can be carried out with the methods of first cycle, second cycle or distance education.

#### **Purpose**

**Article 26** - (1) The master's degree program aims to enable students, based on their undergraduate qualifications, to;

a) Develop their knowledge in the same or different field at an expert level,

b) Be able to use theoretical and applied knowledge at an expert level that they have acquired,

c) Integrate the knowledge in their field with knowledge from different disciplines to create new knowledge,

d) Develop the ability to independently design, develop a solution method, solve and evaluate problems requiring expertise using scientific research methods and to be able to apply them when necessary, and to teach and supervise social, scientific, and ethical values at the stages of collecting, interpreting, and announcing the data related to their field and its relevance to society,

e) Enable the application of assimilated knowledge and problem-solving skills in interdisciplinary studies, within a postgraduate program that includes education and training, scientific research, application activities, and thesis/term project work.

## SECTION SIX

### Provisions on Non-Thesis Master's Programs

#### Scope

**ARTICLE 27** - (1) Non-thesis master's program provides the student with knowledge in professional subjects and shows how existing knowledge can be applied in practice.

(2) The provisions of Article 20 shall apply to attendance in formal non-thesis master's programs.

(3) The academic, administrative, and financial procedures of non-thesis master's programs conducted by distance education are carried out by the institute, while the courses and exams are conducted by the Ondokuz Mayıs University Distance Education Application and Research Center.

(4) The non-thesis master's program consists of at least ten courses and a semester project, provided that it is not less than thirty credits and 60 ECTS.

(5) Up to three of the courses that the student will take can also be selected from undergraduate courses, provided that they have not been taken during the undergraduate program.

(6) Those who attend non-thesis master's programs may switch to thesis master's programs with the quota to be determined by the institute board, based on the recommendation of the relevant academic council/department and the decision of the institute board, provided that they obtain at least 70 points from ALES and have a grade point average of at least 80 in the relevant program by the end of the second semester. The ranking of applicants is based on the score obtained by adding 50% of the ALES score and 50% of the undergraduate grade point average. In this case, the courses taken in the non-thesis master's program can be counted towards the courses in the thesis master's program, as determined by the institute board.

#### Duration

**Article 28** - (1) The duration of the completion of the non-thesis master's program is at least two semesters and a maximum of three semesters, starting from the semester in which the courses related to the program are given, regardless of whether the student registers for each semester, except for the time spent in scientific preparation. If the student fails or cannot complete the program at the end of this period, their relationship with the program is terminated.

#### Semester Project

**Article 29** - (1) The semester project aims to effectively use the knowledge gained in the graduate course program.

(2) The supervisor presents the semester project topic to the department head by the end of the first semester. The project topic is finalized by the decision of the department council.

(3) The semester project course is non-credit and is evaluated as successful or unsuccessful. The student must register for the semester project in the semester it is taken and submit a written project and/or report at the end of the semester.

(4) The semester project can be carried out together with courses.

(5) The student who completes the semester project prepares the project in accordance with the institute's thesis writing rules. The semester project is evaluated as successful or unsuccessful by the supervisor after obtaining an anti-plagiarism software report. The semester project approved by the

department council is submitted to the institute electronically through the relevant department, along with the anti-plagiarism software report.

## **SECTION SEVEN**

### **Regulations for Thesis-Based Master's Programs**

#### **Scope**

**ARTICLE 30** - (1) The thesis-based master's program is 24 national and 120 ECTS credits. The program consists of at least seven courses, a seminar, and a thesis. The duration of a thesis-based master's program cannot be less than 60 ECTS credits per academic year, excluding scientific preparation.

(2) Of the courses taken by a thesis-based master's student, a maximum of two can be selected from undergraduate courses, provided they were not taken during their undergraduate education.

#### **Duration**

**ARTICLE 31** - (1) The duration of a thesis-based master's program, excluding scientific preparation, starts from the semester in which the courses related to the program are given. Regardless of whether the student registers for each semester, the program must be completed within four semesters, with a maximum of six semesters.

(2) If a student cannot successfully complete the credit courses and seminar courses specified in the curriculum after four semesters or fails to meet the success criteria/measures within this period, or fails in their thesis within the maximum period, or does not participate in their thesis defense, their relationship with the program is terminated.

#### **Determining the thesis topic**

**ARTICLE 32** - (1) A master's thesis proposal is prepared by the student under the supervision of the supervisor, evaluated by the department/program committee, and submitted to the institute by the department/program chairmanship at the latest by the end of the second semester. The thesis topic is finalized with the approval of the institute management board.

(2) Any subsequent changes to the thesis topic and proposal are made using the same procedure.

(3) If the thesis topic requires ethics committee approval, it is submitted to the institute management board after obtaining the necessary approval from the relevant ethics committee.

#### **Completion of Master's thesis**

**ARTICLE 33** - (1) A student in a thesis-based Master's program writes their findings in accordance with the rules of thesis writing. If the student successfully completes all the obligations in their curriculum and fulfills other conditions determined by the Senate, they defend their thesis orally before a jury.

(2) In the case of theses that require corrections before the defense of the Master's thesis, the student submits their thesis to their supervisor after making the necessary corrections. The institute sends a plagiarism detection software report to the jury members along with the thesis. If an actual plagiarism is detected in the report, it is sent to the thesis institute board for a decision with an explanation.

(3) The student who completes their thesis work submits their thesis to their supervisor. The supervisor sends the thesis and the recommendation for the examination jury to the institute through the department head in accordance with the rules of writing the thesis. The institute administration sends the theses to the jury members.

(4) The Master's thesis jury is appointed with the recommendation of the thesis supervisor and the relevant department head of the institute, and the approval of the institute board. The jury consists of three or five principal and two alternate faculty members, including the student's thesis supervisor and one external member. One of the alternate members is selected from the relevant department, and the other from another higher education institution.

(5) The exam is held on the day, time, and location announced by the relevant department head at least three days in advance.

### **Master's thesis defense exam**

**Article 34** - (1) The jury members gather within thirty days at the latest after the date on which the thesis is delivered to them and invite the student to the thesis defense exam.

(2) The thesis defense exam consists of the presentation of the thesis work and a question-and-answer section that follows. Unless otherwise decided by the relevant institute management board with a justified decision, the exam is open to the participation of faculty members, graduate students, and experts in the field and lasts at least 45 and at most 120 minutes.

(3) Substitute member(s) are invited by the relevant department chair in case the main jury members are unable to attend the defense exam due to a valid excuse. The defense exam cannot be conducted with an insufficient number of jury members. If the exam cannot be held on the announced day, the situation is recorded in a report by the department and reported to the institute. A new exam date is determined and a second exam is held within thirty days. The institute management board decides on the procedure to be followed in case the jury cannot convene for the second time.

(4) After the completion of the thesis exam, the jury decides on acceptance, rejection, or revision of the thesis with a simple majority. This decision, along with the individual thesis evaluation reports of the jury members, is reported to the institute within three business days following the thesis exam.

(5) If the student is deemed unsuccessful and the thesis is rejected, the student's enrollment in the program is terminated. Alternatively, if the student requests, provided that they have fulfilled the requirements such as course credits, semester projects, and others, they may be granted a non-thesis master's degree.

(6) The student who has been given a revision decision about the thesis must make corrections and defend their thesis in front of the same jury within three months after the exam date. If they are deemed unsuccessful after this defense, their enrollment in the relevant program is terminated.

(7) If the student fails to attend the thesis defense exam without a valid excuse on the determined date, their situation is evaluated as unsuccessful. If the student presents a valid excuse and it is accepted by the institute management board within five business days following the exam, they are invited to defend their thesis again within thirty days following the end of the excuse period. If the student does not submit their excuse to the relevant institute or if their excuse is not accepted as valid by the institute management board, their enrollment in the program is terminated.

## **SECTION EIGHT**

### **Regulations for Doctoral Programs**

#### **Purpose and scope**

**Article 35** - (1) The purpose of the doctoral program is to enable students to reach original results by using knowledge that requires expertise in analyzing, synthesizing, and evaluating new and complex



ideas and approaching new information systematically in their fields, to acquire advanced skills in research methods related to their areas of expertise, to develop a new scientific method that brings innovation to science or to apply a known method to a new field, and to contribute to science by presenting an original work that can be published.

(2) The doctoral program consists of courses, seminars, qualification exam, thesis proposal, thesis work, and thesis defense exam.

(3) A doctoral program that requires at least 60 ECTS credits per academic year;

a) For students admitted with a thesis-based master's degree; a program that requires 24 national credits and 240 ECTS credits, consisting of at least seven courses, seminars, qualification exam, thesis proposal, and thesis work,

b) For students admitted with a four-year undergraduate degree; a program that requires 42 national credits and 300 ECTS credits, consisting of at least fourteen courses, seminars, qualification exam, thesis proposal, and thesis work.

(4) Students admitted to the doctoral program with a master's degree can also select up to two courses from the master's program courses, provided that they have not previously taken them and there is a master's student enrolled in these courses.

(5) In doctoral programs, up to two courses from other domestic/foreign higher education institutions that are offered can be selected for students admitted with a master's degree, with the recommendation of the department head of the institute and approval of the institute management board. Up to four courses can be selected for students admitted with an undergraduate degree.

(6) Students admitted to the doctoral program with an undergraduate degree can select undergraduate courses, subject to the opinion of the supervisor, recommendation of the relevant department, and approval of the institute management board, provided that they have not taken them in their undergraduate program. However, these undergraduate courses taken will not be counted towards the doctoral course load and credits.

(7) Students admitted to the doctoral program with an undergraduate degree can select up to seven courses from the courses offered in the master's program, among the minimum of fourteen courses they are required to take.

(8) Doctoral programs can also be organized as joint/integrated or joint doctoral programs with domestic/foreign institutions. The application methods and principles of these programs are determined by the Higher Education Council upon the recommendation of the university.

### **Duration**

**ARTICLE 36** - (1) For those who are accepted into the doctoral program with a thesis-based master's degree, except for the time spent on scientific preparation, the program lasts for eight semesters starting from the semester in which courses related to the program are given, regardless of whether they register for each semester or not, and the maximum completion time is twelve semesters. For those who are accepted with a bachelor's degree, the program lasts for ten semesters, and the maximum completion time is fourteen semesters.

(2) The maximum period for successfully completing the required credit courses for the doctoral program is four semesters for those who are accepted with a thesis-based master's degree and six semesters for those who are accepted with a bachelor's degree. If a student cannot successfully

complete their credit courses within this period, their relationship with the program will be terminated.

(3) If a student successfully completes their credit courses, passes the qualifying exam, and has their thesis proposal accepted but cannot complete their thesis work by the end of the twelve or fourteen semesters mentioned in the first paragraph, their relationship with the program will be terminated.

(4) For students who have applied to the doctoral program with a bachelor's degree, if they cannot complete their credit courses and/or their thesis work within the maximum period or if they are unsuccessful in their doctoral thesis, they can receive a non-thesis master's degree if they have completed the necessary credit load, semester project, and other requirements for the relevant program upon request.

### **DOCTORAL QUALIFYING COMMITTEE AND QUALIFYING EXAMINATION**

**ARTICLE 37** - (1) The qualifying examination measures whether the student who has completed their courses and seminars has a deep understanding of the fundamental concepts and topics in their field, as well as the scientific research related to their doctoral thesis.

(2) Students who have successfully completed their credited courses and seminars are eligible to take the doctoral qualifying exam.

(3) Students accepted with a master's degree must take the qualifying exam no later than the end of the fifth semester, while students accepted with a bachelor's degree must take the exam no later than the end of the seventh semester. A student may take the qualifying exam a maximum of two times. The situation of a student who does not take the qualifying exam in the designated exam period is evaluated as unsuccessful.

(4) The qualifying exam is organized and conducted by the doctoral qualifying committee. The committee consists of five faculty members, including the department head, and is proposed to the institute by the department head based on the opinion of the department's academic board. The committee is appointed for a period of three years by the institute's board of directors. The committee establishes exam juries to prepare, administer, and evaluate exams in different fields. The exam jury consists of five faculty members, including the supervisor, and at least two members from outside the institution. The institute's board of directors decides whether the supervisor has voting rights. If the supervisor does not have voting rights, the jury consists of six faculty members. Qualifying exam meetings are open to the participation of faculty members, graduate students, and experts in the field.

(5) The qualifying exam is conducted in written and oral form. Students who pass the written exam are eligible to take the oral exam. The doctoral qualifying exam jury considers students who receive a score of at least 75 from each exam as successful. The result is reported to the institute by the relevant department head within three working days after the qualifying exam.

(6) A student who fails the qualifying exam is allowed to retake the failed section(s) in the following semester, unless there are compelling reasons not to, and is re-examined by the same jury. If the student fails again, their relationship with the doctoral program is terminated.

(7) The qualifying exam jury may require a student who has passed the qualifying exam, even if they have completed their course load, to take additional courses, provided that the total credit amount does not exceed one-third.

(8) A student accepted into the doctoral program with a bachelor's degree and who has successfully completed at least seven courses may transfer to the master's program.

## **Identification and Monitoring of the Thesis Topic**

**Article 38** - (1) Within one month of passing the qualifying exam, the student and their supervisor determine the thesis topic, which is proposed to the institute with the approval of the department council and is finalized with the approval of the institute board of directors.

b) The thesis monitoring committee is formed with the supervisor's opinion, the recommendation of the department head, and the approval of the institute board of directors.

(2) The thesis monitoring committee consists of three faculty members, including the thesis supervisor, one member from the department and one member from another department or institution with expertise related to the thesis topic. If a second thesis supervisor is appointed, they may attend committee meetings if desired. Attention is paid to ensuring that the expertise of the thesis monitoring committee members is compatible with the thesis topic, especially in interdisciplinary thesis studies, where faculty members from relevant disciplines are involved.

(3) If a faculty member serving on the thesis monitoring committee is assigned abroad for more than six months, their membership on the committee ends.

(4) Changes to the committee members can be made with the recommendation of the department head and the approval of the institute board of directors in the following semesters after the thesis monitoring committee is formed.

## **Thesis Proposal Defense**

**Article 39** - (1) Within six months of passing the doctoral qualifying exam, the student orally defends their thesis proposal, which includes the purpose, method, and work plan of the research, before the thesis monitoring committee. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defense, along with any necessary ethics committee approval.

(2) The thesis monitoring committee decides by a simple majority whether to accept, revise, or reject the student's thesis proposal. One month is given for revisions. After this period, the decision, whether to accept or reject the proposal, is communicated to the institute with a report within three days of the completion of the process.

(3) If the thesis proposal is rejected, the student may be assigned a new supervisor and/or a new thesis topic may be determined. If the student continues with the same supervisor and thesis monitoring committee, they must defend their thesis proposal again within three months. If the student's supervisor, thesis topic, or thesis monitoring committee changes, they must defend their thesis proposal again within six months. If the thesis proposal is rejected again during this defense, the student's association with the program is terminated.

(4) The thesis monitoring committee, whose thesis proposal has been accepted for a student, meets twice a year, once between January and June, and once between July and December. The period between two meetings cannot be less than three months. The student submits a written report to the committee members at least thirty days before the meeting date. This report includes a summary of the work done so far and the work plan for the next period. The student's thesis work is determined as successful or unsuccessful by the committee. The committee report is sent to the Institute Directorate by the department head within three working days following the meeting date.

(5) The situation of the student who does not participate in the thesis proposal defense or does not submit the thesis work report within the specified period is evaluated as unsuccessful. The relationship of the student who is determined as unsuccessful by the committee two times in a row or three times intermittently is terminated with the program.

### **Doctoral dissertation jury and completion of the doctoral thesis**

**ARTICLE 40** - (1) A student in the doctoral program writes the results obtained in accordance with the institute's thesis writing rules. If the student fulfills the obligations in the education plan and meets the other conditions determined by the Senate, they defend their thesis orally in front of the jury.

(2) In the theses where a correction decision is made before the defense of the doctoral thesis, the student completes their thesis with the correction and submits it to their supervisor. The thesis is sent to the institute with the supervisor's opinion that the thesis is defensible. The institute sends the plagiarism software report to the jury members together with the thesis. If an actual plagiarism is detected in the data in the report, it is sent to the institute board with a justification for a decision.

(3) At least three thesis monitoring committee reports, excluding the thesis proposal defense, must be submitted for the completion of the student's thesis.

(4) The doctoral dissertation examination jury is appointed with the recommendation of the supervisor and the department head and the approval of the institute board. The jury consists of five principal and two alternate faculty members, including three members from the student's thesis monitoring committee and at least two from outside the institution, including the supervisor. One of the alternate members is selected from the relevant department/field of study, and the other is selected from another higher education institution. The second thesis supervisor may participate in the jury without the right to vote.

### **Examination of doctoral dissertation**

**Article 41** - (1) The members of the jury evaluate the doctoral thesis presented by the candidate in terms of scientific and formal aspects and submit their personal thesis evaluation reports to the relevant department head to be sent to the institute management on the day of the exam.

(2) The thesis jury convenes within a maximum of thirty days from the date the thesis is submitted to them and invites the student to the thesis defense exam. The exam is held on a day, time and place determined by the relevant department head and announced at least three days in advance. The exam lasts at least 60 and at most 150 minutes. In case the main member(s) cannot attend the exam due to a valid excuse, alternate member(s) are invited by the relevant department head. Jury meetings are not held with incomplete membership. If the jury meeting cannot be held on the announced day, the situation is recorded in a report and a second meeting day is determined within thirty days at the latest. The institute management board decides on the jury that cannot convene for the second time.

(3) The defense exam aims to evaluate the candidate's knowledge, interpretation, and synthesis skills related to the study. Unless there is a reasoned decision by the institute management board to the contrary, the defense exam is open to the participation of listeners consisting of faculty members, graduate students, and experts in the field.

(4) After the completion of the thesis exam, the jury makes a decision of acceptance, rejection, or correction regarding the thesis in a closed session.

(5) Students whose theses are accepted are evaluated as successful. This decision is reported to the institute by a report within three working days after the thesis exam by the relevant department head.

(6) The students whose theses are found unsuccessful and rejected are dismissed from the program.

(7) The student whose thesis has been corrected makes the necessary corrections within six months at the latest and defends their thesis in front of the same jury. If the student is unsuccessful in this defense, they are dismissed from the program.

(8) The student who fails to attend the thesis defense exam without a valid excuse on the designated date is evaluated as unsuccessful. If the student documents their excuse and it is accepted by the institute management board within five working days following the exam date, they are given another chance to defend their thesis within thirty days after the end of the excuse period. The relationship of the student whose excuse is not documented to the program is terminated, or the excuse is not deemed valid and reasonable by the institute management board.

(9) Students who are admitted to the doctorate program with a bachelor's degree but are unsuccessful in their thesis can transition to the non-thesis master's program within the institute and receive a non-thesis master's degree if they request it.

## **SECTION NINE**

### **Regulations on Doctor of Arts**

#### **Purpose and Scope**

**ARTICLE 42** - (1) Competency work in art is a doctoral level higher education program that aims to achieve superior application and creativity in music and performing arts or to produce an original art work that requires an original contribution to science and art through theoretical work.

(2) The art competency program consists of courses, competency exam, thesis/research proposal, thesis/research, and thesis/research defense exam.

(3) An art competency program with a minimum of 60 ECTS credits for one academic year consists of:

a) (Amended: RG-12/5/2022-31833) For students accepted with a thesis-based master's degree, a program requiring 24 national credits and 240 ECTS credits, consisting of at least seven courses, practices, competency exams, thesis, exhibition, project, recital, concert, performance, etc.

b) For students accepted with a four-year undergraduate degree, a program requiring 42 national credits and 300 ECTS credits, consisting of at least fourteen courses, practices, competency exams, thesis, exhibition, project, recital, concert, performance, etc.

(4) Students accepted into the art competency program with a master's degree may choose a maximum of two courses from the master's program courses, provided they have not taken these courses before and there is a master's student enrolled in these courses.

(5) Students accepted into the art competency program with an undergraduate degree may choose a maximum of seven courses from the courses offered in the master's program, among the minimum of fourteen courses they must take.

(6) Students accepted into the art competency program with an undergraduate degree may choose courses from their undergraduate program with the recommendation of their supervisor, the suggestion of the relevant main art branch, and the approval of the institute management board, provided that they have not taken these courses in their undergraduate program. However, these undergraduate courses taken will not be counted towards the art competency course load and credit.

## **Duration**

**Article 43** - (1) The completion period for the proficiency program in arts is eight semesters, starting from the semester in which the courses related to the program they registered for are given, except for the period spent in scientific preparation, regardless of whether they register for each semester or not, with a maximum completion period of twelve semesters for those accepted with a master's degree and ten semesters for those accepted with a bachelor's degree.

(2) The maximum period for successfully completing the credit courses required for the proficiency program in arts is four semesters for those accepted with a thesis master's degree and six semesters for those accepted with a bachelor's degree. If the student fails to successfully complete their credit courses within this period, their connection with the program is terminated.

(3) The connection of students who successfully complete their credit courses and applications but cannot complete their works such as thesis, exhibition, project, recital, concert, and performance by the maximum period of twelve or fourteen semesters specified in the first paragraph is terminated.

(4) Students who have applied to the proficiency program in arts with a bachelor's degree and have fulfilled the required credit load, semester project, and other conditions are granted a non-thesis master's diploma if they are unsuccessful in their proficiency thesis upon their request.

## **Proficiency Exam in Doctor of Arts**

**MADDE 44** - (1) The student accepted with a master's degree must take the proficiency exam by the end of the fifth semester, and the student accepted with a bachelor's degree must take the proficiency exam by the end of the seventh semester at the latest. A student can take the proficiency exam at most twice. The situation of a student who does not take the proficiency exam in the designated exam period is evaluated as unsuccessful.

(2) The proficiency exam is organized and conducted by the committee of the art proficiency program. The committee consists of five academic staff members, including the head of the main art branch, and is proposed to the institute by the head of the main art branch, taking into account the opinion of the academic council of the main art branch. The committee is appointed for a period of three years by a decision of the institute management board. The committee establishes exam juries to prepare, implement, and evaluate exams in different areas. The exam jury consists of five academic staff members, including at least two from outside the institution, including the supervisor. Proficiency exam meetings are open to participation by listeners consisting of academic staff, graduate students, and experts in the field.

(3) The proficiency exam is conducted in written and oral/applied formats. The student who is successful in the written exam is admitted to the oral/applied exam. The proficiency exam jury considers the students who score at least 75 from each exam they have conducted, written and oral/applied, as successful. The result is reported to the institute by the relevant main art branch within three working days after the proficiency exam.

(4) The student who fails the proficiency exam is re-examined by the same jury in the following semester, except in compulsory cases. If the student fails in this exam as well, their relationship with the art proficiency program is terminated.

## **Determining and monitoring a subject/work for Doctor of Arts**

**ARTICLE 45** - (1) Within one month after the successful completion of the proficiency exam, the following steps will be taken:

a) The subject of the thesis/work will be determined by the student and the supervisor, recommended to the institute by the main art branch committee, and finalized by the institute management board decision.

b) The thesis monitoring committee will be established based on the supervisor's opinion, the main art branch committee's recommendation, and the institute management board decision.

(2) The thesis monitoring committee for the art proficiency work will consist of three faculty members. In addition to the thesis supervisor, one member will be from the main art branch, and one from another department or art branch at the institution of higher education. The committee members' expertise should be in line with the subject of the thesis, with particular attention paid to the involvement of teaching staff from relevant disciplines in interdisciplinary thesis studies. The second thesis supervisor may attend committee meetings but cannot vote.

(3) After the establishment of the thesis monitoring committee for the art proficiency work, changes can be made in the committee membership based on the supervisor's opinion, the main art branch committee's reasoned recommendation, and the institute management board's approval.

### **Defense of the proposal for the subject of doctor of arts**

**ARTICLE 46** - (1) The student who successfully completes the proficiency exam defends the thesis proposal, which includes the purpose, method, and work plan of the research they will conduct, orally before the thesis monitoring committee within six months at the latest. The student distributes a written report on the thesis proposal, including the necessary ethical approval, to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by a simple majority whether to accept, correct, or reject the thesis proposal presented by the student. One month is given for correction. The decision, which is given by a simple majority for acceptance or rejection at the end of this period, is communicated to the institute with a record within three days following the end of the procedure by the head of the institute's main art branch.

(3) The student who fails the defense exam of the proficiency thesis/work proposal is taken to the exam again in the next semester. If the student fails this exam as well, their relationship with the proficiency program is terminated.

(4) The thesis/work monitoring committee of the student whose proficiency thesis/work proposal is accepted meets twice a year between January-June and July-December until the student completes their proficiency thesis/work. The time between two meetings cannot be less than three months. The student presents a written report to the committee members at least thirty days before the meeting date and defends this report orally during the committee meeting. The summary of the work done in this report and the work plan for the next period are stated. The student's work is determined to be successful or unsuccessful by the committee members. The committee report is sent to the institute management within three working days following the meeting by the head of the main art branch.

(5) The situation of the student who fails to submit the proficiency thesis/work proposal or the proficiency thesis/work report within the specified period is evaluated as unsuccessful. The relationship of the student who is determined to be unsuccessful by the committee twice consecutively or three times intermittently is terminated with the program.

## **Completion of Thesis/Project in Doctor of Arts**

**ARTICLE 47** – (1) In case of correction given for the thesis and before the defense of the proficiency project in fine arts, the student completes the thesis/project along with the correction and submits it to the supervisor. The institute sends the plagiarism software report related to the thesis to the jury members along with the thesis. If a real plagiarism is detected in the data in the report, it is sent to the institute board of directors for decision with its justification.

(2) The student submits the proficiency thesis/project to the institute through the head of the department of the main art branch for delivery to the institute, along with the supervisor's opinion on the conformity of the thesis to the writing rules.

(3) The examination jury for the proficiency thesis/project is determined with the opinion of the supervisor, the recommendation of the relevant department of the main art branch and the approval of the institute board of directors. The jury consists of five primary and two alternate members, including at least two members from outside the institution and one alternate member from another higher education institution. The second thesis supervisor may be a member of the jury without voting rights.

(4) The jury members meet within a maximum of thirty days after the date the thesis/project was submitted to them and take the student to the exam. The thesis/project defense exam consists of the presentation of the thesis/project and a question and answer session that follows it. The defense exam announced by the relevant department of the main art branch with its date, time, and place is open to the public unless the institute board of directors has a reasoned decision to the contrary, and it lasts between 60 and 150 minutes. In case a primary member/member is unable to attend the exam due to an excuse, alternate member/members are invited by the relevant department of the main art branch. Jury meetings are not held with incomplete membership. If the jury meeting cannot be held on the announced date, the situation is recorded in a report, and a second meeting day is determined within a maximum of thirty days. The institute board of directors makes a decision regarding a jury that cannot meet for the second time.

(5) After the completion of the exam, the jury gives a decision of acceptance, rejection, or correction/repetition with a simple majority about the thesis/exhibition/concert/recital/project/representation, which is closed to the public. This decision is communicated to the institute with personal jury reports, together with a minutes by the relevant department of the main art branch within three working days after the exam. The program of the student whose proficiency thesis/project is found to be unsuccessful and rejected is terminated.

(6) The status of a student who fails to participate in the thesis defense exam without a valid excuse on the designated exam date will be evaluated as unsuccessful. If the student documents their excuse and it is accepted by the Institute Board within five business days following the exam date, the student will be given another chance to defend their thesis within thirty days of the end of the excuse period. If the student does not submit proof of their excuse to the Institute or if their excuse is not deemed valid and reasonable by the Institute Board, their enrollment in the program will be terminated.

(7) An additional period of up to six months is granted to the student who has been given a correction decision regarding their thesis/exhibition/concert/recital/project/performance to complete their art proficiency work. Within this period, the student makes necessary corrections and defends their art proficiency thesis/work in front of the same jury, which is communicated to the Institute by the head of the main art department.



(8) The enrollment of the student whose art proficiency thesis/work has been rejected or rejected after correction in defense will be terminated.

(9) Students who have been admitted to the art proficiency program with a bachelor's degree but have not been successful in the thesis defense exam, provided that they have fulfilled the necessary credit load, semester project, and other requirements, may be awarded a non-thesis master's degree upon request.

## **SECTION TEN**

### **Regulations on Graduation and Diplomas**

#### **Graduation and Diploma**

**Article 48** - (1) The student who successfully defends their thesis and fulfills other conditions, and submits their thesis to the institute within one month from the date of the exam, and whose thesis is found to be appropriate in terms of form, is entitled to receive a master's/doctoral/art proficiency diploma. The Institute Board of Directors can extend the submission period for up to one more month upon the supervisor's request. The student who fails to meet these conditions cannot receive their diploma or benefit from student rights until they fulfill the conditions, and if their maximum duration expires, their relationship with the program is terminated.

(2) The name of the program in the main science/arts branch of the institute approved by the Higher Education Council is included on the diploma.

(3) The graduation date is the date on which the signed copy of the thesis is submitted to the thesis examination jury committee for master's, doctoral, and art proficiency students.

(4) Within three months of the thesis submission, a copy of the thesis is sent in electronic form to the Higher Education Council Presidency for use in scientific research and activities.

(5) Upon graduation, students are given a diploma supplement along with their diploma as a complementary document, upon request. The diploma supplement includes information on the level, content, and fields of use of the degree obtained, as well as information on the national education system and the university's education and evaluation system. The language of the diploma supplement is English.

## **SECTION ELEVEN**

### **Regulations Regarding Excuses and Leaves**

#### **Excuses and Leaves**

**Article 49** – (1) A student who submits their thesis to the relevant institute within one month after the date of the exam, provided that they are successful in the thesis defense and fulfill other conditions, and whose thesis is deemed appropriate in terms of form, is entitled to receive a master's/doctorate/art proficiency diploma. The institute management board may extend the submission deadline for up to one more month upon the application of the supervisor. Students who do not fulfill these conditions cannot receive their diplomas, cannot benefit from their student rights, and their relationship with the program will be terminated when their maximum period expires.

(2) **(Amended: Official Gazette-12/5/2022-31833)** Leave requests are made to the relevant department of the main science/art branch. With the approval of the supervisor and the head of the main science/art branch, the institute management board may grant a maximum of two semesters of leave. This period cannot be less than one semester.

(3) During the leave period, students cannot attend classes or take exams.

(4) Students whose leave period has ended continue their education from where they left off by registering for the following semester. If students who do not renew their registration subsequently register for classes, the time elapsed will be counted towards their study period. Students who have deferred their registration for two consecutive semesters can continue their education from where they left off by registering for classes in the following semester, provided that they apply to the institute in writing once their excuse is resolved.

### **Reasons for Excuse and Leave**

**Article 50** – (1) The application procedures regarding health reasons are as follows:

- a) The program that the student is registered in is not taken into consideration for applications made due to health reasons.
- b) Students who take the thesis exam and receive corrections can be granted leave for the duration of the report.
- c) To be considered on leave, the student must provide an excuse form and a health report obtained from a medical institution.

(2) The application procedures regarding military service reasons are as follows:

- a) Requests for leave due to military service are not taken into account the program that the student is enrolled in.
- b) Students who take the thesis exam and require corrections are not granted leave due to military service.
- c) Applications made due to military service will be evaluated if they are submitted to the institute within thirty days following the date of conscription determined by the Ministry of National Defense.
- d) Applications made due to military service are evaluated by the institute management board.

(3) The principles related to practices regarding financial or family reasons are as stated below:

- a) Students in master's, doctorate, or proficiency in art programs may be granted leave due to financial or family reasons, including the first semester.
- b) Students who take the thesis/proficiency in art work exam and require corrections are not granted leave due to financial or family reasons.
- c) Applications for leave due to financial or family reasons must be made by the end of the course registration week at the latest.

(4) The principles related to practices regarding education abroad are as stated below:

- a) In permits granted for education abroad purposes, it is required that the education program is related to the program the student is accepted to and contributes to the student's development in that program or completion of the program.

b) Students who take the thesis/proficiency in art work exam and require corrections are not granted leave due to education abroad reasons.

c) The necessary documents for the student to be considered on leave are as follows:

Student leave form.

Written information about how education abroad will contribute to the student's development or completion of the program they are enrolled in.

Acceptance letter from the institution where the student will study abroad, including the duration of the program.

(5) In case of disasters and pandemics, thesis-stage students can be given a maximum of two additional semesters, one semester if requested, and one more semester if they apply again, depending on the stage of the disaster or pandemic. These additional periods are not counted as the maximum period allowed.

### **Cancellation of Registration**

**Article 51** – (1) Those who have received a dismissal penalty from a higher education institution according to the Higher Education Institutions Student Discipline Regulation published in the Official Gazette No. 28388 dated August 18, 2012 and other legislation, those who are determined to be unable to continue their education due to health problems with a report, those who do not fulfill the provisions determined by this Regulation, and those who cancel their registration at their own request will have their relationship with the institute terminated.

## **SECTION TWELVE**

### **Various and Final Provisions**

#### **Use of Distance Education Technologies**

**ARTICLE 52** - (1) In graduate programs, seminar presentations, thesis monitoring committee meetings, proficiency exams, and thesis/qualification exams can be conducted using distance education technologies that allow real-time visual and audio communication, provided that they are held face-to-face or recorded.

#### **Cases with no provisions**

**ARTICLE 53** - (1) In matters not covered by this Regulation, relevant legislation, the Ondokuz Mayıs University Associate and Undergraduate Education and Training Regulation, Senate decisions, Higher Education Council decisions, and decisions to be taken by the Interuniversity Council shall apply.

#### **Regulation repealed**

**ARTICLE 54** - (1) Ondokuz Mayıs University Graduate Education and Training Regulation, published in the Official Gazette No. 30027 dated 3/4/2017, is repealed.

#### **Transitional provision**

**TRANSITIONAL ARTICLE 1** - (1) Students who were registered or graduated from non-thesis master's programs before 6/2/2013 can apply for doctoral programs.

**Validity**

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

**Execution**

**ARTICLE 56** - (1) The provisions of this Regulation shall be executed by the Rector of Ondokuz Mayıs University.

| <b>Official Gazette the Regulation published</b>                          |               |
|---|---------------|
| <b>Date</b>   | <b>Number</b> |
| 14/6/2021   | 31511         |
| <b>Official Gazettes Published by Regulations Amending the Regulation</b> |               |
| <b>Date</b>   | <b>Number</b> |
| 25/10/2021  | 31639         |
| 12/5/2022   | 31833         |
| 5/12/2022   | 32034         |