

**ISTANBUL MEDENİYET UNIVERSITY**  
**EDUCATION REGULATIONS FOR INSTITUTE OF GRADUATE STUDIES**

**SECTION I**  
**Purpose, Scope, Legal Basis and Terms**

**Purpose and Scope**

**Article 1-** (1) The purpose of these regulations is to establish the principles regarding graduate education conducted at Istanbul Medeniyet University Graduate School.

(2) These regulations cover the provisions regarding the admission and enrollment of graduate students, and their education and examinations in graduate programs.

**Legal Basis**

**Article 2-** (1) These regulations have been prepared on the basis of the 14<sup>th</sup>, 44<sup>th</sup> and 46<sup>th</sup> articles of Act No. 2547: The Higher Education Law, enacted on 4 November 1981.

**Terms**

**Article 3-** (1) The following terms refer to:

a) Cumulative Grade Point Average (CGPA): Grade points obtained from each course is multiplied by credit hours for each course which are then summed across all courses. This sum is divided by the total number of credit hours. The quotient is rounded to 2 decimal places.

b) ECTS: European Credit Transfer System

c) ALES: Academic Personnel and Graduate Education Admission Exam

d) Advisor: Faculty members (Ph.D.) appointed by EYK to mentor the student enrolled in the relevant graduate program during his/her coursework and thesis/term project periods

e) Term project: Project to be prepared by non-thesis M.A. students

f) Institute: Istanbul Medeniyet University Graduate School

g) EABD/EASD: Graduate Department (including Department of Arts)

h) EABDB / EASDB: Chair of the Graduate Department (including Department of Arts)

i) EK: Graduate School Board

- j) EYK: Executive Board of the Graduate School
- k) İMÜDS: Language Exam administered by Istanbul Medeniyet University
- l) Plagiarism: Using others' ideas, methods, data or works as their own work, partially or completely, without citing them appropriately
- m) Credit: the credit value of a graduate course for a semester is equivalent to the total of the weekly theoretical course hours of the course and half of the weekly practice, workshop or laboratory hours
- n) Evening graduate education program: Curriculum held in non-business hours
- o) Distance graduate education program: Graduate education program carried out via the internet and supported by information technologies
- p) Director: director of the Graduate School
- q) ÖSYM: Center for Measurement, Selection and Placement
- r) Rector: rector of Istanbul Medeniyet University
- s) Senate: senate of Istanbul Medeniyet University
- t) University: Istanbul Medeniyet University
- u) ÜYK: Board of Directors
- v) YÖK: Higher Education Council

## **SECTION II**

### **Quotas, Application Requirements, Exams and Enrollment**

#### **Announcement of Quotas and Application**

**Article 4-** (1) The quota and application requirements for each academic program are determined by the proposal of the relevant EABDB/EASDB, the resolution of EK, and the approval of the Senate. The quotas to be declared are depended upon the mentorship loads of faculty members in the relevant EABD/EASD.

(2) Academic programs, quotas, application requirements, required documents and the dates of application, admission, written and/or oral exam and enrollment window are announced by the rectorate upon the approval of the senate. They are also announced by the Graduate School on its website. The aforementioned announcement can be made at the beginning of each semester to admit graduate students.

## Application Requirements

**Article 5-** (1) To apply for graduate programs, candidates should meet the following requirements:

- a) They should have a bachelor's degree from Turkish universities proposed by EABD/EASD and approved by EYK, or from an international university whose equivalence is accepted by YÖK.
- b) For masters' programs with thesis, they should have received at least 55 points from ALES, or from other equivalent exams. The threshold score for the equivalent exams will be determined by the senate upon the proposal of EABD/EASD and the approval of EK. In non-thesis master's programs, the senate determines whether the ALES score requirement will be sought, upon the proposal of EABD/EASD and the approval of EK.
- c) They should meet the other conditions proposed by EABD/EASD and approved by EK and determined by the senate.

(2) The candidates applying to doctorate programs with a bachelor's degree should meet the following requirements:

- a) They should have a minimum GPA score of 3.25/4.00, 85/100, or an equivalent score from an undergraduate program in Turkish universities proposed by EABD/EASD and approved by EYK, or in an international university whose equivalence is accepted by YÖK.
- b) They should have at least 80 points from ALES, or equivalent scores from exams whose equivalence is accepted by YÖK.

(3) The candidates applying to doctorate programs with a masters' degree should meet the following requirements:

- a) They should have a masters' degree from Turkish universities proposed by EABD/EASD and approved by EYK, or from an international university whose equivalence is accepted by YÖK.
- b) They should have at least 60 points from ALES, or equivalent scores (to be determined by the senate) from exams whose equivalence is accepted by YÖK.

(4) The ALES score is not required for those candidates who will apply to graduate programs in Fine Arts.

(5) The ALES score, B.A./M.A. GPA, and results of oral and/or written exam are taken into account in the evaluation of the applications of the students who have applied to M.A. and Ph.D. programs. If the written exam and the oral exam are held together, candidates who do not take the written exam are deemed unsuccessful and cannot qualify for the oral exam. The candidates with an exam grade below 60 are considered unsuccessful. If the written and oral exams are held

together, the average of the grades received from the two exams constitutes the exam grade. The weighting of the scores is as follows:

- a) 50% of the ALES score
- b) 20% of B.A./M.A. GPA
- c) 30% of the exam (oral and/or written exam) score

After their scores have been weighted, those students who get a score of at least 65 and above will be placed in the relevant academic programs by EYK, depending upon the quotas announced.

(6) In graduate programs where the ALES score is not required, 50% of B.A./M.A. GPA and 50% of the oral and/or written exam results are summed. Those students who get a score of at least 65 and above will be placed in the relevant academic programs by EYK, depending upon the quotas announced. The placement of candidates in distance education programs is conducted by EYK according to their B.A. GPA.

(7) The principles regarding foreign language requirements are as follows:

- a) The foreign language score, required for application to M.A. programs whose medium of instruction is Turkish and to graduate programs whose medium of instruction is partially or completely a foreign language, is determined by the senate upon the recommendation of EK.
- b) In the admission of students to graduate programs, the foreign language score required from the candidates is based on national standardized language exams accepted by YÖK or on international language exams whose equivalence is accepted by ÖSYM. IMUDS can be applied if deemed necessary for master's programs. The candidates applying to doctorate programs are required to obtain a score of at least 55 or an equivalent score from national standardized language exams accepted by YÖK or from international language exams whose equivalence is accepted. Upon the proposal of EK, the senate decides whether this minimum score will be increased according to the application requirements of academic programs.

(8) Upon the opinion of the relevant EABDB/EASDB and the proposal of EK, the senate determines the admission requirements of Turkish or international candidates residing abroad to graduate programs.

### **Student Admission to Pre-Master's or Pre-Ph.D. program**

**Article 6-** (1) Among the graduate students admitted to master's and doctoral programs, a Pre-Master's or Pre-P.D. program can be applied to the following ones:

- a) Those who have received their undergraduate or master's degrees in academic fields other than the master's or doctoral program to which they have been admitted

- b) Those who have received their undergraduate or master's degrees from universities other than the university where they have been admitted

(2) Within the scope of Pre-Master's or Pre-P.D. programs, the courses to be taken by the student are reported to the Graduate School by the director of EABD / EASD and, with the resolution of EK, they are assigned to the student in the IMU Student Information System.

(3) The compulsory courses to be taken in the Pre-Master's or Pre-P.D. program cannot count toward the courses required to complete the relevant graduate program. However, a student in the Pre-Master's or Pre-P.D. program can also take courses from the graduate program, with the proposal of the relevant EABDB/EASDB and the approval of EYK.

(4) For the courses taken in the Pre-Master's or Pre-P.D. program, the principles regarding attendance, exams, passing grade, course repeat, withdrawal and other matters are the same as those applied to the courses taken in the undergraduate/graduate program in which the course is being offered.

(5) The length of the Pre-Master's or Pre-P.D. program is two semesters at most. The summer session is not included in this period. This period cannot be extended except for semester leaves and the student who fails at the end of this period is dismissed from the graduate program. The time spent in this program is not counted toward the duration of the master's or doctoral program specified in the provisions of these regulations.

### **Special Student Admission**

**Article 7-** (1) Those who are university graduates or students and want to increase their knowledge on a particular subject can be accepted as special students for graduate courses with the approval of EABDB/EASDB and the resolution of EYK. In graduate programs, the quotas for those students who want to take courses as special students are determined by EYK upon the recommendation of the relevant EABD/EASD chairs.

(2) A special student does not earn a degree in the relevant graduate program and the length of auditing courses cannot exceed two semesters. Those who take courses as special students cannot benefit from student rights.

(3) Within the period specified in the academic calendar, students who want to take courses as special students should apply to the Graduate School with a petition, their B.A./M.A. transcripts, and a copy of their diploma. The students who have been admitted as special students by EYK are required to pay the tuition fee for the course(s) they will take. This fee is determined by ÜYK.

(4) For the courses taken as special students, the principles regarding attendance, examination, passing grade, discipline and similar matters are the same as those applied to students pursuing a graduate degree in the program. The provisions of these regulations and other relevant legislation are applied in these matters.

(5) These students receive a document stating the credits and the grades of the courses they have taken and passed as special students.

(6) If admitted to the relevant graduate program, these students may request exemption for the courses that they have taken and passed as special students. However, the courses that are counted toward the course requirements cannot exceed 50% of the course load in the relevant graduate program.

### **Student Admission through Lateral Transfer**

**Article 8-** (1) The students, who have successfully completed at least one semester in graduate programs at another EABD/EASD within the Graduate School or another university, can be admitted to graduate programs through lateral transfer. The quotas for lateral transfer are determined by EYK with the recommendation of the relevant EABD/EASD chairs.

(2) For the lateral transfer, the student should meet the admission requirements of the relevant graduate program and should have passed all of the courses in the graduate program s/he has attended. The admission and adjustment of the student to the graduate program is determined by EYK upon the recommendation of EABD/EASD. The course credits that the student can transfer cannot exceed 50% of the total course credits required.

(3) The students, who have been appointed as research assistants at the Graduate School (the clause “d” of the first paragraph of Article 50 in Act No. 2547) and at the university (Article 33 in Act No. 2547) and who are graduate students in another university, can transfer to the Graduate School without any conditions.

(4) The lateral transfer from a master’s program with thesis to a non-thesis master's program or from a non-thesis program to a master's program with thesis can be done with the student's application, the approval of EABD/EASD and the decision of EYK. It is essential to meet the conditions stipulated for the relevant graduate program in these lateral transitions.

(5) Other matters related to lateral transfers are regulated according to the principles determined by the senate.

### **Determination of Admission Committees**

**Article 9-** (1) Each admission committee consists of three principal and two substitute members proposed by the relevant EABD/EASD chair and determined by EYK.

### **Enrollment in Graduate Programs**

**Article 10-** (1) The admitted students should apply to the Department of Student Affairs (DSA) with the required documents within the period specified in the academic calendar and complete their final enrollment. The admitted students who do not enroll in due time lose their right. Instead of these students, the students on the waiting list can enroll. In the enrollment process, the original documents or their copies certified by the notary public or the Graduate School are requested.

(2) Except for non-thesis graduate programs, students cannot enroll more than one graduate program.

## **Registration**

**Article 11-** (1) Within the period specified in the academic calendar, graduate students should choose their courses (offered at EABD/EASD in that semester) on the Student Information System and renew their registration with the approval of their advisor. The newly enrolled students only select courses.

(2) Graduate students who do not pay their tuition fee and whose excuses are not accepted by EYK cannot renew their registration according to the provisions of the relevant legislation. Within the period that the tuition fee is not paid, graduate students cannot obtain an enrollment certification and their military service cannot be postponed.

## **SECTION III**

### **Curricula, Syllabi and Course Schedules, Exams and Evaluation**

#### **Curricula**

**Article 12-** (1) A graduate program within an EABD/EASD can be launched with the proposal of the relevant EABDB/EASDB, the approval of EK, the acceptance of the senate and the approval of YÖK, provided that it meets the criteria determined by YÖK.

(2) Graduate programs can also be conducted as domestic and international joint graduate programs. The principles regarding the implementation of these programs are prepared by the senate and submitted to the approval of YÖK.

(3) With the approval of the senate and YÖK, non-thesis master's programs can also be conducted through distance education.

#### **Syllabi and Course Schedules**

**Article 13-** (1) Syllabi are approved by EK, provided that they comply with the minimum content determined by the senate.

(2) Upon the recommendation of the relevant EABDB/EASDB, EYK decides which courses will be offered in a semester and which faculty members will teach these courses.

(3) In order for a course to be offered in a semester, at least two graduate students in doctoral programs and at least three graduate students in thesis/non-thesis master's programs must be registered. In cases where this requirement is not met, that course can be offered for a smaller number of graduate students upon the request of EABD/EASD chair and the decision of EYK.

(4) The credit system is based on the national credit system and ECTS. This system works as follows:

- a) The credit value of a graduate course for a semester is the sum of the whole weekly theoretical course hours and half of the weekly practice, workshop or laboratory hours.
- b) ECTS course credits are calculated within the framework of the principles determined by the senate, taking into account the learning outcomes that express the contribution of that course to the knowledge, skills and competencies of the graduate student; the clearly defined theoretical or practical course hours; and the study hours required for other activities foreseen for students.

(5) In order to add a new course to the existing graduate program in an EABD/EASD, the lecturer who will offer this course can submit his/her application, including the content, rationale and resources for this course, to EABDB/EASDB. The new course is added to the curriculum of the graduate program, upon the recommendation of EABDB/EASDB to the Graduate School and the decision of EK.

(6) In principle, graduate level courses are offered by faculty members. If needed, graduate level courses can be offered by lecturers and visiting artists + lecturers with a Ph.D., upon the reasoned recommendation of EABDB/EASDB and the approval of EYK. Also, appointments from other universities can be made with the resolution of ÜYK.

## **Courses**

**Articles 14-** (1) The compulsory/elective courses required for graduation are included in the curriculum under the name of seminar, thesis/dissertation and specialization courses. These are:

- a) **Required Courses:** These are the courses in the curriculum that the student must take and pass. It is compulsory that at least one course, which covers academic research techniques and research and publication ethics, should be offered during the graduate program (either at master's level or doctoral level).
- b) **Elective Course:** These are the courses/course groups which are included in the curriculum and offered for certain periods.
- c) **Seminar:** It is a work consisting of an academic paper, written by graduate students during the course period, which analyzes an academic subject. The work is evaluated after its presentation.
- d) **Thesis/Dissertation:** It is an academic study that is required to earn graduate degrees.
- e) **Specialization Course:** It is a course that will enable graduate students to acquire the knowledge, manners and experiences of the academic field in which s/he works; that will help graduate students obtain academic and work ethics, and follow and review current



academic publications; and that will allow graduate students to form an academic basis for their thesis/dissertation work.

## Evaluation

**Article 15-** (1) For each course that students take, they receive one of the following letter grades for the final course grade. The letter grades can also be given by the lecturer/faculty member using the bell curve system.

<u>Letter Grade</u>	<u>Coefficient</u>	<u>Score Interval</u>
AA	4,00	90-100
BA	3,50	85-89
BB	3,00	80-84
CB	2,50	75-79
CC	2,00	65-74
FF	0,00	00-64

(2) In order to be considered successful in a course, a minimum of CB grade is required for a master's program and a minimum of BB grade for a doctorate program.

(3) CB is a conditional passing grade for doctoral programs if the student's CGPA is at least 3.00.

(4) CC is a conditional passing grade for master's programs if the student's CGPA is at least 2.50.

(5) The following letters denote MU (Exempt), GR (Absent from Final Exam), DZ (Absentee), YT (Satisfactory), YZ (Insufficient), FF (Unacceptable), and P (Progressing).

(6) The final grade is valid for the courses repeated in order to increase the CGPA.

(7) The specialization course, term project course and seminar course are evaluated with YT/YZ grades and is not included in the GPA.

## Requirement to Pass a Course

**Article 16-** (1) The syllabus covers course content, themes, bibliography, teaching methods and techniques, assigned readings, exams (midterm, assignments, presentation, project, etc.) and the grading information. The weighting of the final exam cannot be less than 30%.

(2) If students succeed in their exam by repeating the same course they have failed or taking another course instead, the initial failing grade is not included in their transcript.

(3) In case of failure in an elective course, students take another elective course instead.

## Attendance

**Article 17-** (1) Students are required to attend at least 70% of the total course hours. The attendance is monitored by the relevant faculty member.

### **Retake Exam**

**Article 18-** (1) Students, who have the right to take the final exam in the courses they have taken in the relevant semester, are entitled to retake exams to replace the final grade at the end of each semester for the courses that they have not taken the final exam, have failed even though they have taken the final exam, have passed the final exam conditionally or just want to raise their grade.

### **Make-Up Exams**

**Article 19-** (1) Students, who cannot take the exams held during the semester and whose excuses are accepted by EYK, can take the make-up exam. Those students, who want to take a make-up exam, must submit a petition and the document reporting their excuse to EABDB/EASDB within 5 business days following the date of the exam. Students can take a make-up exam depending on the following conditions:

- a) A medical report documenting health issues
- b) A medical report received from private health institutions in medical emergencies
- c) A death certificate documenting that one of the relatives of the student (mother, father, sibling, spouse, child, etc.) passed away on a date that prevented him/her from taking the exam
- d) A document received from official authorities in case of a traffic accident, fire, flood, earthquake, collapse, demolition and similar unexpected situations
- e) A document obtained from official authorities in case of detention and/or arrest
- f) Other excuses accepted by EABDB/EASDB

(2) Graduate students, who cannot attend exams or participate in other studies due to an excuse, inform the instructor of the course and the chair of the graduate program. For those students whose excuses are regarded valid, the right to take a make-up exam is regulated by the chair of the graduate program.

### **Objection to Grades**

**Article 20-** (1) The student can object to his/her grade within one week (7 days) from the announcement of the exam result. S/he appeals to the Graduate School with a petition. The relevant faculty member examines the student's exam again and reports his/her judgement to the Graduate School within one week at the latest. Appeals not submitted within the specified time will not be processed.

### **Credit Transfer**

**Article 21-** (1) Those graduate students (special students, lateral transfer, exchange students, etc.), who wish to have their previous credits transferred to their current graduate program and thereby reduce their course loads, should submit their application by the end of their first enrollment period

in the graduate program. The credit transfer is processed upon the evaluation of the relevant EABD/EASD and the decision of EYK. However, after the end of their first enrollment period in the graduate program, students' request for credit transfer is rejected.

(2) Senior students with a CGPA of 3.25 and above can take a maximum of three courses from the master's program. The credits of courses taken by senior students can be transferred upon the recommendation of EABDB/EASDB and the decision of EYK, if they are admitted to the relevant program.

### **Enrollment Freeze**

**Article 22-** (1) The student can freeze his/her enrollment for two semesters at most, provided that the student has the following reasons:

- a) Sick leave: obtaining a medical report covering the period in which attending classes is not possible
- b) Military service leave: cases in which the student is enlisted because the postponement of the military service cannot be processed due to compulsory reasons, or the student is enlisted either voluntarily or compulsorily because he has completed the maximum period of study
- c) Leave for financial and family reasons: Unexpected death, natural disaster or similar situations that affect their livelihood
- d) Except for exchange programs, those students who are permitted to study abroad
- e) Those students who have been detained and/or arrested
- f) The emergence of other excuses accepted by EYK

### **Withdrawal/Dismissal**

**Article 23-** (1) A student is unenrolled from the university with the decision of EYK and the tuition fee and education expenses paid are not refunded in the following cases:

- a) Those who declare that they want to withdraw from the university at their own will
- b) Those who have received a penalty of expulsion from the university according to the provisions of Regulations on Students' Disciplinary Affairs at Universities (numbered 28388) issued in the *Official Gazette*, dated 18/8/2012

(2) The status/standing of the unenrolled student is notified to the relevant offices and institutions.

### **Medium of Instruction**

**Article 24-** (1) Graduate education can be conducted in a foreign language, partially or completely, in addition to Turkish. In graduate programs that are partially conducted in a foreign language, students must take at least 30% of the total credits required for graduation from the courses offered in the relevant foreign language.

(2) In graduate program where the medium of instruction is Turkish, the thesis/dissertation is written in Turkish. In graduate programs where the medium of instruction is partially a foreign language, it can be written in Turkish or in the relevant foreign language. In graduate programs where the medium of instruction is entirely a foreign language, thesis/dissertation is written in the relevant foreign language.

(3) In order for a graduate program to be offered in a foreign language, relevant faculty members must meet the requirements specified in the provisions of YÖK's Regulations on Foreign Language Teaching and on Teaching in a Foreign Language at Universities (numbered 29662), published in the *Official Gazette* dated 23/3/2016.

### **Thesis/Dissertation**

**Article 25-** (1) The principles related to the writing and reproduction of the thesis/dissertation are detailed in the thesis writing guidebook prepared by the Graduate School and approved by the senate.

### **Disciplinary affairs**

**Article 26-** (1) The disciplinary actions and procedures against graduate students is conducted according to the provisions of Regulations on Students' Disciplinary Affairs at Universities.

### **Advisor**

**Article 27-** (1) EABDB/EASDB recommends a faculty member as a thesis advisor to the Graduate School by the end of the first semester at the latest, taking into account the student's previous studies and the field s/he wants to work in and the consideration of advisor. The thesis advisor is assigned with the decision of EYK. The chair of EABD/EASD carries out the mentoring task until an advisor is appointed.

(2) The advisor provides mentoring in the selection and approval of the courses to be taken by the student and in the matters related to the thesis work.

(3) The proposals for advisor and/or thesis subject change are decided by EYK with the approval of the advisor and EABDB/EASDB.

(4) The advisor is selected from faculty members who have certain qualifications determined by the senate. If there are no faculty members with these specified qualifications, a faculty member from another university can be appointed as an advisor by EYK within the framework of the principles set by the senate. In cases where the completion of a thesis/dissertation requires more than one advisor, the second advisor may be appointed from people outside faculty members, who have at least a doctorate degree.

(5) Except for the Faculties of Dentistry, Pharmacy, Medicine and Veterinary, faculty members in doctoral programs must have directed at least one master's thesis, successfully completed, in order to supervise a dissertation.

## **SECTION IV MASTER'S PROGRAMS With THESIS**

### **The nature and scope of master's programs with thesis**

**Article 28-** (1) A master's program with thesis enables a student to gain the ability to access, compile, interpret and analyze information using academic research methods.

(2) A master's program with thesis consists of at least 120 ECTS credits including 9 courses and a thesis and cannot be less than 24 national credits and 60 ECTS credits. The thesis work has no credit value and thereby it is evaluated as sufficient or insufficient. In arts-related programs, performance is also evaluated. A student has to register for the thesis course each semester, starting from the semester following the approval of his/her prospectus by EYK.

(3) At most two of the courses to be taken by a student can be selected from undergraduate courses provided that these courses have not been taken during his/her undergraduate education. With the approval of his/her advisor, a student can choose a maximum of two courses from other graduate programs. These courses can also be taken from graduate programs offered under Evening Education as long as their tuition fee determined by the senate is paid. A maximum of two courses can be selected from the courses offered at other universities with the recommendation of EABDB/EASDB and the approval of EYK. The grades received for these courses are evaluated according to the evaluation criteria specified in Article 15 and are finalized with the decision of EYK. The courses that a student can take from outside the graduate program in which s/he is enrolled cannot exceed 50% of the total credits required to complete the program. The courses taken from master's and doctoral programs within the same EABD/EASD are not regarded as extracurricular courses, provided that they do not exceed 50% of the total credits of the main program and have not been taken before.

(4) A master's program with thesis can be carried out as an evening education program.

### **Length of Study**

**Article 29-** (1) The length of study in master's programs with thesis is four semesters, no matter whether students are registered for courses or not. It starts from the semester in which students are initially enrolled in the graduate program and is completed in six semesters at most, excluding the time spent in Pre-master's program.

(2) For graduation, the student's CGPA must be at least 2.50 and must successfully complete his/her courses, seminar and thesis defense. The student is obliged to repeat the failed courses or take a new course until s/he meets the CGPA requirement. Students, who have successfully completed their courses, seminar and thesis defense and have a CGPA of at least 2.50, can graduate earlier than expected.

(3) Those who cannot successfully complete their courses and seminar in the curriculum by the end of four semesters or fail to meet the criteria/requirements stipulated by the university within

this period and those whose theses are regarded as insufficient or who do not defend their theses within the maximum period of study, are dismissed from the university.

### **Thesis Subject**

**Article 30-** (1) In master's programs with thesis, the thesis subject is determined along with the advisor and approved by the head of EABD/EASD. Then, it is recommended to the Graduate School by the end of the second semester at the latest and it is finalized with the approval of EYK.

### **Thesis Defense**

**Article 31-** (1) A student studying in a master's program with thesis writes his/her thesis in accordance with the format determined by the senate and defends his/her thesis before the thesis committee.

(2) Before the defense of his/her master's thesis, a student submits his/her thesis to his/her advisor. If a revision is needed, the student submits his/her revised thesis to his/her advisor. The student submits the thesis to the Graduate School, along with the advisor's approval for the defense and the report received from plagiarism software program. The similarity score in the report cannot be higher than 20%. The Graduate School sends this report to the advisor and other committee members.

(3) The defense committee is assigned with the recommendation of the advisor and the relevant EABDB/EASDB and the approval of EYK. The committee consists of three to five faculty members, one of whom is the student's advisor and at least one of whom should be from outside the university. If the committee consists of three members, the second advisor cannot be a committee member.

(4) The student who completes his/her thesis sends the copies of the thesis to the Graduate School via EABDB/EASDB, with the approval of the advisor that the thesis meets the formatting requirements.

(5) The defense committee meets within one month at the latest from the date that the thesis is submitted to them, and the thesis defense takes place. The thesis defense consists of the presentation of the thesis and the following question and answer section. One of the committee members is selected as the chair. The thesis defense takes 45-90 minutes. The thesis defense is open to the participation of the audience consisting of faculty members, graduate students and experts in the field.

(6) At the end of the thesis defense, the committee members make a decision about the approval, rejection or revision of the thesis. This decision is reported to the Graduate School within three days following the thesis defense via the relevant EABDB/EASDB.

(7) The student whose thesis is rejected is dismissed from the university.

(8) The student whose thesis needs revision defends his/her thesis again before the same thesis committee after having made revisions within three months at the latest. At the end of this second defense, the student whose thesis is not approved is dismissed from the university.

(9) If the student whose thesis has been rejected requests a non-thesis master's degree from a graduate program within the same EABD/EASD, s/he will be awarded a non-thesis master's degree, provided that the student has fulfilled course requirements, etc. of the graduate program.

## **Diploma**

**Article 32-** (1) Those, who have successfully defended their thesis and have met the other requirements for graduation determined by the senate, receive a master's diploma, provided that they submit one bound and two digital (cd, flash memory, etc.) copies of their thesis to the Graduate School within one month following their defense date and that their thesis has no formatting issues. EYK decides whether the student can graduate or not. If requested, EYK can extend the deadline of thesis submission up to one month. The student who does not fulfill these requirements cannot receive his/her diploma until s/he does so, and as a result she cannot benefit from student rights and is dismissed from the university if the maximum period of study expires.

(2) On the master's diploma, the name of the graduate program in which the student has been enrolled is noted. For students enrolled in art programs, the defense date is when the final applied exam, held after the thesis defense, takes place while for students enrolled in other programs, it is the date when the thesis is approved.

(3) Within three months from the submission of the thesis, a copy of the master's thesis is sent electronically by the Graduate School to YÖK for academic purposes.

## **SECTION V Non-Thesis Master Programs**

### **The nature and scope of non-thesis master's programs**

**Article 33-** (1) Non-thesis master's programs aim to provide students with knowledge on professional matters and teach students how to use the existing knowledge in practice.

(2) Non-master's programs consist of a total of 30 national credits and 90 ECTS credits to be completed within the maximum period of study of the relevant graduate program. They comprise at least ten compulsory and elective courses, and a project course stipulated by the chair of EABD/EASD. The project course is not included in the calculation of GPA.

(3) Non-thesis master's programs can be carried out as a daytime education, evening education or distance education program. The principles regarding non-thesis master's programs carried out through distance education are determined by the senate.

### **Length of Study**

**Article 34-** (1) The length of study in non-thesis master's programs is at least two semesters and three semesters at most, no matter whether students are registered for courses or not. It starts from the semester in which students are initially enrolled in the graduate program, excluding the time spent in Pre-master's program. The student who fails to complete the graduate program within the maximum period of study is dismissed from the university.

(2) For graduation, the student must fulfill the course requirements, have a CGPA of at least 2.50, and successfully complete the term project course. The student is obliged to repeat the failed courses or take a new course until the CGPA requirement is met.

## **Diploma**

**Article 35-** (1) A non-thesis master's degree is awarded to students who have met the course requirements and have fulfilled other requirements.

(2) On the diploma, the name of the graduate program in which the student is enrolled is noted. The conferral date is the date on which EYK makes a decision about the student's graduation.

(3) Students can transfer to master's programs with thesis, provided that there is a master's program with thesis in the same EABD/EASD and that they meet the minimum requirements set for that graduate program. In these cases, the courses taken in the non-thesis master's program can be counted toward the course requirements in the thesis master's program with the recommendation of EABD/EASD and the decision of EYK.

## **SECTION VI Ph.D. Programs**

### **General Principles**

**Article 36-** (1) The doctorate program provides the student with the necessary skills to conduct independent research, interpret, analyze and reach new syntheses by examining academic problems and data with a broad and deep perspective.

(2) For those students who have been admitted to the Ph.D. program with a thesis master's program, the doctorate program requires at least eight courses, seminar, comprehensive exams, prospectus and dissertation and includes at least 240 ECTS credits. It cannot be less than 24 national credits and 60 ECTS credits. For those students admitted with a bachelor's degree, the doctorate program consists of a minimum of 48 national credits (16 courses: the relevant M.A. courses should be taken first), a seminar, comprehensive exams, prospectus and dissertation, totaling at least 300 ECTS credits.

(3) In Ph.D. programs, students can take at most two courses from master's programs in the Graduate School where they are enrolled, with the recommendation of EABDB/EASDB and approval of EYK. From the graduate courses offered in other universities, students admitted with a master's degree can take a maximum of two courses while students admitted with a bachelor's



degree can take a maximum of four courses. The grades received for these courses are evaluated according to the evaluation criteria specified in Article 15 and are finalized with the decision of EYK. The courses that a student can take outside the graduate program in which s/he is enrolled cannot exceed 50% of the total credits required to complete the program. The courses taken from master's and doctoral programs within the same EABD/EASD are not regarded as extracurricular courses, provided that they do not exceed 50% of the total credits of the main program and have not been taken before.

(4) Undergraduate courses are not counted toward the course requirements of Ph.D. programs.

(5) The dissertation to be written at the end of the Ph.D. program must fulfill at least one of these features: bringing innovation to academia, developing a new academic method, and applying a known method to a new field.

### **Length of Study**

**Article 37-** (1) For those students admitted with a master's degree (thesis), the length of study in Ph.D. programs is eight semesters, no matter whether students are registered for courses or not. It starts from the semester in which students are initially enrolled in the graduate program and is completed in twelve semesters at most, excluding the time spent in the Pre-Ph.D. program. For those students admitted with a B.A. degree, the length of study in Ph.D. programs is ten semesters and is completed in fourteen semesters at most.

(2) The students admitted with a M.A. degree (thesis) are required to complete the course requirements within four semesters while the students admitted with a B.A. degree are obliged to fulfill the course requirements within six semesters. Students, who fail to complete their course requirements within these periods or who fail to achieve a minimum GPA of 3.00 as stipulated by the university, are dismissed from the university.

(3) A student, who completes all the requirements of a Ph.D. program but cannot defend his/her dissertation within twelve or fourteen semesters as stated above, is dismissed from the university.

(4) Those students, who have been admitted with a B.A. degree and who cannot complete the degree requirements within the maximum period of study, can be awarded a master's diploma (non-thesis) upon request, provided that there is a master's program (non-thesis) and that they have fulfilled the course requirements and other similar requirements for that program.

### **Comprehensive exams**

**Article 38-** (1) Comprehensive exams aim to measure whether the student, who has completed his/her course requirements, has gained the ability for academic research and has acquired the basic subjects and concepts in his/her academic field.

(2) Students can take comprehensive exams at most twice, once in a semester. The students admitted with a master's degree must take comprehensive exams by the end of their fifth semester while the students admitted with a bachelor's degree must do so by the end of their seventh

semester. The student submits a petition stating that s/he wants to take comprehensive exams to EABDB/EASDB within the period specified in the academic calendar, along with the approval of his/her advisor. EABDB/EASDB reports this request to the Graduate School.

(3) Comprehensive exams are organized and conducted by a committee of five faculty members recommended by EABDB/EASDB and approved by EYK. The committee sets up exam juries to prepare, apply and evaluate exams in different fields. An exam jury consists of five faculty members, including the advisor. At least two of the jury members are from another the university. The relevant executive board makes a decision whether the advisor has the right to vote or not. If the advisor has no voting rights, an exam jury consists of six faculty members. Comprehensive exams are held in an environment open to an audience consisting of faculty members, graduate students and experts in the field.

(4) Comprehensive exams are held in two parts, written and oral. A student, who scores at least 75 out of 100 in the written exam, is considered successful and takes the oral exam. A student must get at least 75 points to be considered successful in the oral exam. The questions asked in the written and oral exams and their assessment are recorded. Exam juries evaluate students' performance in written and oral exams and make a decision about them based on absolute majority. This decision is reported to the Graduate School by EABDB/EASDB within three days following comprehensive exams.

(5) A student, who fails in the written or oral part of comprehensive exams, re-takes the field exam(s) that s/he has failed. The student, who also fails in this exam, is dismissed from the Ph.D. program.

(6) Committee members may request a student, who has passed his/her comprehensive exams and has even completed his/her course requirements, to take extra course(s), provided that the extra course credit(s) does not exceed one-third of the total credit amount. The student has to pass the courses to be determined by the relevant EYK decision.

(7) A student who has been admitted to a Ph.D. program with a bachelor's degree and has successfully completed at least eight courses can transfer to a master's program.

### **Dissertation Monitoring Committee**

**Article 39-** (1) For the student who has passed comprehensive exams, a dissertation monitoring committee is formed within one month, with the recommendation of the relevant EABDB/EASDB and the approval of EYK.

(2) The dissertation monitoring committee consists of three faculty members. In addition to the advisor, the committee includes one member from the relevant EABD/EASD and one member outside the relevant EABD/EASD. If a second dissertation advisor is appointed, s/he can attend the committee meetings if s/he wishes.

(3) In the periods after the formation of the dissertation monitoring committee, committee members can be changed with the recommendation of EABDB/EASDB and the approval of EYK.

## **Prospectus Defense**

**Article 40-** (1) The student, who passes comprehensive exams, presents his/her prospectus covering the purpose, method and timeline of his/her research before the dissertation monitoring committee within six months at the latest. The student hands in a report on his/her prospectus to committee members at least fifteen days before the prospectus defense.

(2) The dissertation monitoring committee decides with absolute majority whether the prospectus submitted by the student is approved, it needs to be revised, or it is rejected. If necessary, the committee can give the student a month for revisions. At the end of this period, the decision of approval or rejection is given with absolute majority. The decision is reported to the Graduate School within three days following the decision notification by EABDB/EASDB.

(3) The student whose prospectus is not approved has the right to choose a new supervisor and/or dissertation topic. In this case, a new dissertation monitoring committee can be assigned. The student who wants to continue the program with the same advisor needs to defend his/her prospectus within three months while the student who changes the advisor and dissertation subject is required to do so within six months. The student whose prospectus is rejected in this defense is dismissed from the university.

(4) For the student whose prospectus is approved, the dissertation monitoring committee meets at least twice a year: once between January and June, and between July and December. The student submits a report to committee members at least one month before the meeting date. In this report, students state the work done so far and the work plan to be followed in the upcoming period. The student's dissertation work is evaluated as successful or unsuccessful by the committee. A student, who fails two consecutive times or three times in total in these interim meetings, is dismissed from the university.

(5) The student, who does not attend the prospectus defense within the period specified in the first paragraph without presenting a valid excuse, is considered unsuccessful and the prospectus is rejected.

## **Dissertation Defense**

**Article 41-** (1) A student in a Ph.D. program writes his/her dissertation in accordance with the format accepted by EYK and defends his/her dissertation in front of a dissertation committee.

(2) Before the dissertation defense, the student submits the dissertation to the advisor and if revisions are needed, the student completes the revisions and submits the revised dissertation to the advisor. The advisor submits the dissertation to the Graduate School, along with his/her recommendation that the dissertation can be defended and the report received from plagiarism software program. The Graduate School sends the dissertation and the plagiarism report to committee members. If the software program detects plagiarism, the dissertation and the detailed plagiarism report are sent to EYK. Then, EYK makes a decision about the dissertation.

(3) In order for the student to take the dissertation defense, the student is required to submit his/her dissertation along with at least one article. The article should be either published or accepted for publication in a national or international refereed journal. EABDB/EASDB can decide under which index the national or international refereed journal will be covered.

(4) In order for the student's dissertation to be defended, at least three dissertation monitoring committee reports must be submitted.

(5) The dissertation committee is appointed with the recommendation of the advisor and EABDB/EASDB and the approval of EYK. The committee consists of five faculty members, three of whom are on the student's dissertation monitoring committee and at least two of whom are from outside the university. It also includes the advisor. The relevant executive board decides whether the advisor has the right to vote or not. If the advisor does not have the right to vote, the dissertation committee consists of six faculty members. In addition, the second advisor can take part in the dissertation committee without having the right to vote.

(6) The dissertation committee prepares reports about the dissertation and meets within a month at the latest following the submission of the dissertation in order to have the student defend his/her dissertation. The dissertation defense takes 60-120 minutes, and consists of the presentation of the dissertation and the following question-answer section. The defense meeting is open to the participation of faculty members, graduate students and experts in the field.

(7) After the completion of the dissertation defense, the dissertation committee makes a decision about the approval, rejection or revision of the dissertation by absolute majority in the presence of no audience. Students whose dissertation is approved are considered successful. This decision is reported to the Graduate School by EABDB/EASDB within three days following the dissertation defense. The student whose dissertation is rejected is dismissed from the university. The student whose dissertation needs revisions defends his/her dissertation again before the same dissertation committee after making the necessary revisions within six months at the latest. This period is not counted toward the maximum period of study. The student who fails in his/her second defense is dismissed from the university.

(8) Those students admitted with a bachelor's degree can receive a non-thesis master's diploma upon their request, provided that there is a non-thesis master's program in the same EABD/EASD and that they fulfill the course requirements and other requirements of that program.

### **Ph.D. Diploma**

**Article 42-** (1) Students, who submit one bound and two digital copies (cd or flash memory) of the dissertation to the Graduate School within one month following the dissertation defense, receive a Ph.D. diploma, provided that they have met all the requirements for the degree and their dissertation meets the formatting requirements specified by the university. EYK decides whether the student can graduate or not. Upon request, EYK can extend the deadline for the submission of the dissertation for a maximum of one more month. A student who does not fulfill these requirements cannot receive his/her diploma until s/he does so; s/he cannot benefit from student rights; and s/he is dismissed from the university if the maximum period of study ends.

(2) On the diploma, the name of the graduate program in which the student is enrolled is noted. The conferral date is the date on which the dissertation defense is approved by the committee.

(3) Within three months following the submission of the dissertation, the Graduate School sends a digital copy of the dissertation to YÖK for academic purposes.

## **SECTION VII**

### **Proficiency in Art, Ph.D. Degree**

#### **General Principles**

**Article 43-** (1) Proficiency in Art is a Ph.D. program that aims to produce an original work of art and generate a superior practice and creativity in music and performing arts.

(2) For those students admitted with an M.A. degree, the Proficiency in Arts program consists of at least eight courses, practices, dissertation, exhibition, project, recital, concert and acting, totaling at least 240 ECTS credits. The program cannot be less than a total of 24 national credits and 60 ECTS credits. For students admitted with a bachelor's degree, it consists of 16 courses (at least 48 national credits), practices, dissertation, exhibition, project, recital, concert, and acting, totaling at least 300 ECTS credits.

(3) In Proficiency in Arts programs, at most two courses can be taken from the other graduate programs within the Graduate School where students are enrolled, with the recommendation of EASDB and approval of EYK. From the graduate courses offered in other universities, students admitted with an M.A. degree can take a maximum of two courses while students admitted with a B.A. degree can sign up for a maximum of four courses. The courses that the student can take outside the graduate program in which s/he is enrolled cannot exceed 50% of the total course credits required to complete the program. The grades received for those courses taken from other universities are evaluated according to the evaluation criteria specified in Article 15 and are finalized with the decision of EYK.

#### **Application and Admission**

**Article 44-** (1) In order to apply for Proficiency in Art, candidates (except for those who have graduated from the faculties of fine arts and conservatory and the equivalent programs of other faculties) should have a master's degree and a minimum score of 55 in ALES (verbal section). The candidates applying with a B.A. degree should have a minimum score of 80 in ALES (verbal section). The senate may change the minimum score requirements for ALES.

(2) Those, who apply to the Proficiency in Arts program with a bachelor's degree, should have a minimum 3.25 out of 4.00 or an equivalent GPA.

(3) In the admission of students to the Proficiency in Arts program, it is required to get a score of at least 55 or an equivalent score from national standardized language exams accepted by YÖK or on international language exams whose equivalence is accepted by ÖSYM. If necessary, the senate

decides to increase the minimum score according to the application requirements of graduate programs.

(4) The evaluation of applicants is based on this formula: 50% of ALES score, 20% of B.A./M.A. GPA score, and 30% of the interview/aptitude exam/ portfolio examination score. The applicants who receive at least 65 and above are admitted to the graduate program. Their placement is carried out according to the quota by EYK.

(5) In the graduate programs that do not require ALES scores, the evaluation of applicants is based on this formula: 50% of B.A./M.A. GPA score and 50% of the interview/aptitude exam score. The applicants who receive at least 65 and above are admitted to the graduate program. Their placement is carried out according to the quota by EYK.

(6) The provisions of the first clause about ALES above are applied in the admission of students to the graduate programs in the faculties of fine arts and conservatories in the Graduate School.

### **Length of Study**

**Article 45-** (1) For those students admitted with a master's degree (thesis), the length of study in the Proficiency in Arts program is eight semesters, no matter whether students are registered for courses or not. It starts from the semester in which students are initially enrolled in the graduate program and is completed in twelve semesters at most, excluding the time spent in the Pre-Ph.D. program. For those students admitted with a B.A. degree, the length of study in the Proficiency in Arts program is ten semesters and the program is completed in fourteen semesters at most.

(2) In the Proficiency in Arts program, the students admitted with an M.A. degree (thesis) are required to complete the course requirements within four semesters while the students admitted with a B.A. degree are obliged to fulfill the course requirements within six semesters. Students, who fail to complete their course requirements within these periods or who fail to achieve a minimum GPA of 3.00 as stipulated by the university, are dismissed from the university.

(3) Students, who successfully complete their credit courses and practices but cannot fulfill other requirements such as dissertation, exhibition, project, recital, concert, acting, etc. by the end of twelve semesters or fourteen semesters (see the first paragraph above), are dismissed from the university.

(4) For those students admitted to the Proficiency in Arts program with a bachelor's degree, they can be awarded a non-thesis master's degree if they fail in their dissertation defense. In order to receive this degree, students should have fulfilled the courses, project and other similar requirements and there should be a non-thesis master's program available in the same EABDB/EASDB.

### **Comprehensive Exams, Dissertation Monitoring Committee, Prospectus Defense**

**Article 46-** (1) In the Proficiency in Arts program, the procedures and principles stated in the 38<sup>th</sup>, 39<sup>th</sup> and 40<sup>th</sup> articles are applied for the processes related to comprehensive exams, the dissertation monitoring committee and the prospectus defense.

### **Dissertation Defense**

**Article 47-** (1) The student who prepares a dissertation defends his/her work such as dissertation, exhibition, project, recital, concert and acting before the dissertation committee. The work should be written/prepared in accordance with the format accepted by the senate.

(2) Before the dissertation defense, the student submits the dissertation to the advisor and if revisions are needed, the student completes the revisions and submits the revised dissertation to the advisor. The advisor submits the dissertation to the Graduate School, along with his/her recommendation that the dissertation can be defended and the report received from plagiarism software program. The Graduate School sends the dissertation and the plagiarism report to committee members. If the software program detects plagiarism, the dissertation and the detailed plagiarism report are sent to EYK. Then, EYK makes a decision about the dissertation.

(3) The student who completes his/her dissertation work submits the requested number of copies of the work to his/her advisor. The advisor reports his/her opinion regarding the compliance of the dissertation work with the format accepted by the university and sends the work to the Graduate School via EASDB.

(4) In order for the student to defend the dissertation, the student is required to submit at least one article to the Graduate School, along with his/her dissertation. The article should be either published or accepted for publication in a national or international refereed journal.

(5) The dissertation committee is appointed with the recommendation of the advisor and EASDB and the approval of EYK. The committee consists of five faculty members, at least two of whom are from another university. It includes the advisor. The relevant executive board decides whether the advisor has the right to vote or not. If the advisor does not have the right to vote, the dissertation committee consists of six faculty members. In addition, the second advisor can take part in the dissertation committee without having the right to vote.

(6) The dissertation committee prepares reports about the dissertation and meets within a month at the latest following the submission of the dissertation in order to have the student defend his/her dissertation. The dissertation defense takes 60-120 minutes, and consists of the presentation of the dissertation and the following question-answer section. The defense meeting is open to the participation of faculty members, graduate students and experts in the field.

(7) After the completion of the dissertation defense, the dissertation committee makes a decision about the approval, rejection or revision of the dissertation (dissertation, exhibition, project, recital, concert, acting) by absolute majority in the presence of no audience. Students whose dissertation is approved are considered successful. This decision is reported to the Graduate School by EASDB within three days following the dissertation defense. The student whose dissertation is rejected is dismissed from the university. The student whose dissertation needs revisions defends his/her

dissertation again before the same dissertation committee after making the necessary revisions within six months at the latest. The student who fails in his/her second defense is dismissed from the university.

(8) If those students admitted with a bachelor's degree fail in their dissertation defense and request a non-thesis master's degree from a graduate program within the same EASD, they will be awarded a non-thesis master's degree, provided that they have fulfilled course requirements, etc. of that graduate program.

### **Ph.D. Diploma in Proficiency in Art**

**Article 48-** (1) Provided that all the requirements are met, the student who is successful in the Proficiency in Arts program is awarded a diploma that specifies the field of study based on the characteristics of the graduate program approved by YÖK. On the diploma, the name of the graduate program in which the student is enrolled is noted. The conferral date is the date on which the student passes the practice exam, to be held after the dissertation defense.

(2) Students, who submit one bound and two digital copies (cd or flash memory) of the dissertation to the Graduate School within one month following the dissertation defense, receive a Ph.D. diploma, provided that they have met all the requirements for the degree and their dissertation meets the formatting requirements specified by the university. EYK decides whether the student can graduate or not. Upon request, EYK can extend the deadline for the submission of the dissertation for a maximum of one more month. A student who does not fulfill these requirements cannot receive his/her diploma until s/he does so; s/he cannot benefit from student rights; and s/he is dismissed from the university if the maximum period of study ends.

(3) Within three months following the submission of the dissertation, the Graduate School sends a digital copy of the dissertation to YÖK for academic purposes.

## **SECTION VIII Miscellaneous and Final Provisions**

### **Cases where there is no provision in these regulations**

**Article 49-** (1) In cases where there is no provision in these regulations, other relevant legislation provisions and resolutions of ÜAK, YÖK, the Senate, EK and EYK are applied.

### **The Repealed Regulations**

**Article 50-** (1) The Regulations for Istanbul Medeniyet University Graduate Programs, issued in the *Official Gazette* (No. 30091) on 9 June 2017, have been repealed.

### **Enforcement Date**

**Article 16-** (1) These regulations take effect on the date of its publication.



## **Execution**

**Article 17-** (1) The provisions of these regulations are executed by the rector of Istanbul Medeniyet University.