

# BEZMIALEM VAKIF UNIVERSITY GRADUATE EDUCATION AND TRAINING APPLICATION PRINCIPLES

## PART ONE

### Purpose, Scope, Basis and Definitions

#### Aim

**ARTICLE 1** - These Application Principles; defines the general and special conditions related to application, acceptance and registration to graduate education programs conducted by Bezmialem Vakıf University Institutes, within the framework of the principles specified in the Council of Higher Education Graduate Education and Training Regulation and Bezmialem Vakıf University Graduate Education and Training Regulation.

#### Scope

**ARTICLE 2** – (1) These Application Principles cover the provisions regarding student admission, registration, education and teaching, as well as research, practice, and examinations conducted in graduate programs administered by the Institutes affiliated with Bezmialem Vakıf University.

#### Basis

**ARTICLE 3** – (1) These Application Principles have been prepared based on Articles 19 and 44 of the Higher Education Law numbered 2547, dated 4/11/1981, and the Bezmialem Vakıf University Graduate Education and Training Regulation.

#### Definitions

**ARTICLE 4** – (1) The terms mentioned in this Application Principles mean;

- a) **ALES:** Academic Personnel and Graduate Education Entrance Exam held centrally by the Measurement, Selection and Placement Center (ÖSYM),
- b) **Department:** Department defined in Article 5 of the Regulation on Organization and Operation of Graduate Education Institutions published in the Official Gazette dated 3/3/1983 and numbered 17976,
- c) **European Credit Transfer System (ECTS):** A credit system based on the workload of the student and the value of the theoretical course, application, seminar, individual study, exams, assignments and similar activities that the student must complete in order to successfully complete a course,
- d) **Scientific preparation:** The education must be taken not exceeding one calendar year for those who have graduated from a different field than the master's or doctoral program to which they were accepted, or from a different higher education institution to compensate for their deficiencies,
- e) **Supervisor:** A faculty member appointed by the Board of Directors of the Institute to guide the student registered at the Institute during the course selection and thesis/artwork/proficiency in art studies,
- f) **Institute:** Institutes providing graduate education affiliated with Bezmialem Vakıf University,
- g) **Institute Board:** Under the chairmanship of the institute director, the board consisting of vice-directors of the institute and heads of the departments,
- h) **Institute Board of Directors:** Under the chairmanship of the institute director, the board consisting of vice directors of the institute and three faculty members to be selected by the Institute Board among the six candidates nominated by the director.
- i) **GPA:** Grade Points Average,

- j) **Credit hour:** The total of the weekly theoretical course hours, half of the weekly practice or laboratory hours and 1/4 of the weekly field or workshop hours,
- k) **Director:** The director of the related institute,
- l) **Board of Trustees:** Board of Trustees of Bezmialem Vakif University,
- m) **ÖSYM:** Measurement, Selection and Placement Center,
- n) **Special student:** Students registered in a master's, doctoral, or proficiency in art program and accepted into graduate courses at other higher education institutions with the approval of the institute department,
- o) **Program:** An educational program opened by a department,
- p) **Rector:** The Rector of Bezmialem Vakif University,
- q) **Senate:** The Senate of Bezmialem Vakif University,
- r) **Basic Medical Score:** The score obtained from the TUS Basic Medical Sciences Test-Part 1 is multiplied by 0.7, and the score obtained from the TUS Clinical Medical Sciences Test is multiplied by 0.3, and the two results are added together to obtain the score,
- s) **Thesis :** Master's, doctoral or proficiency in art thesis,
- t) **TÖMER:** Turkish and Foreign Language Application and Research Center,
- u) **TUS:** Medical Specialization Training Entrance Exam,
- v) **University:** Bezmialem Vakif University,
- w) **YabDS:** Foreign language proficiency level determination exams that are accepted as equivalent by the authorized committees of the Council of Higher Education,
- x) **Semester:** Education and training periods of the fall and spring semesters in which the start and end dates are determined by the Senate before the start of each academic year, covering at least fourteen weeks excluding the examination period,
- y) **YÖK:** Higher Education Council.

## **PART TWO**

### **Announcement and Application, Interview and Evaluation**

#### **Announcement and Application**

**ARTICLE 5 - (1)** Student quotas to be admitted to graduate programs (determined separately as regular students, foreign students, and horizontal transfer students); application conditions and the quorum to start education are determined by the Institute Board of Directors, upon the proposal of the department. Before the start of each semester, the names of the programs to which the Institute will accept students, application conditions and required documents, as well as the exam calendar including the application deadline, preliminary evaluation date, exam date and the days when the results will be declared are announced on the Institute's website. The application deadline cannot be less than 20 days from the date of announcement.

(2) Applications of candidates can be made in person, by mail or, if specified in the announcement, only via internet. Unless YÖK has determined a different period, the validity period of the exam scores in the submitted documents is the validity period determined by the institution conducting the relevant exam, starting from the date the candidate took the exam. A document whose validity has not expired on the date of application is also considered valid on the date of registration. Applications not made within the periods specified in the announcement will not be taken into consideration.

#### **Determination of the evaluation jury for the oral/written/practical exam**

**ARTICLE 6 – (1)** Evaluation jury consists of three main and two substitute members to be elected by the head of the department from the academic board of the department.

(2) The jury appoints one of its members as rapporteur.

### **Preliminary assessment**

**ARTICLE 7** - (1) In applications, the evaluation jury determines the candidates up to ten times the announced quota among the applicants, taking into account 60% of the ALES/TUS-Basic Medicine Score and 40% of the undergraduate or graduate grade point average and notifies the relevant institute. According to this ranking, if there is more than one candidate with the same score in the last place, all of these people are called for the exam. If the number of applications is less than ten times the announced position, all of the candidates are taken to the entrance exam. Candidates are announced on the Institute's website together with their scores taken into account in the preliminary evaluation.

(2) There is no preliminary evaluation for candidates applying for foreign quotas.

### **Oral, written and/or practice exams**

**ARTICLE 8** - (1) Oral/written/practice exams are held by the exam jury; It is conducted as a practical exam to measure the written and/or skills of the students in order to measure their oral and/or knowledge level in a way to measure their professional expression and knowledge skills and expression skills. The way of the examination is decided by the Department. Oral and/or written and/or application exams are calculated by taking the arithmetic average of the exams.

(2) The exam jury ensures that oral/written/practice exams are objective, measurable and auditable. The member designated as rapporteur shall record the questions and answers of the oral exam.

(3) Applicants who do not bring the original copy of the documents required for registration or notarized or institute-approved sample until the date of the oral/written/practice exams are not admitted to oral/written/practice exams.

(4) All applicants who apply for foreign quotas are taken into written and/or oral and/or practical exams.

### **Assessment**

**ARTICLE 9** - (1) Success grade for entry to the thesis/non-thesis master's program; is calculated by taking into account 60% of the ALES exam score, 20% of the undergraduate graduation grade and 20% of the scientific evaluation exam grade made by the relevant department.

Candidates whose success score is below 60 out of 100 points are considered unsuccessful. The exam jury determines the number of candidates according to the announced number of quotas in order of success and reports them to the relevant institute.

(2) Success grade for entry to the doctoral program; is determined by taking into account 60% of the ALES exam score, 20% of the master's graduation grade for master's degree graduates/undergraduate graduation grade for undergraduate graduates, and 20% of the scientific evaluation exam score made by the relevant department.

Candidates whose success score is below 70 out of 100 points are considered unsuccessful. The exam jury determines the number of main candidates as many as the announced quota and substitute candidates twice as many as the number of quotas in order of success, and notifies the relevant institute.

(3) Candidates applying for foreign national quotas, the success grade for entry to the thesis/non-thesis master's program is calculated by taking into account 40% of the undergraduate grade point average and 60% of the scientific evaluation exam score made by the relevant department.

The exam jury determines the number of main candidates as many as the announced quota and substitute candidates twice as many as the number of quotas in order of success, and notifies the relevant institute.

(4) Success grade for candidates applying for foreign national quotas to enter the doctoral program; is calculated by taking into account 40% of the master's graduation grade for master's degree graduates/undergraduate graduation grade for undergraduate graduates and 60% of the scientific

evaluation exam score made by the relevant department. Candidates whose success score is below 60 out of 100 points for the thesis/non-thesis master's program, and candidates whose success score is below 70 out of 100 points for the doctoral program are considered unsuccessful. The exam jury declares the main candidates as many as the announced quota and other candidates who meet the success requirement as reserve candidates in order of success. If the main candidates do not apply within the specified period, substitutes are called one by one.

#### **Other terms**

**ARTICLE 10** – (1) During the pre-evaluation and evaluation;

- a) For candidates who will apply to doctoral programs, the GPA of the undergraduate diploma is taken into account for direct applications with an undergraduate diploma, and the GPA of the graduate diploma is taken into account for applications made with a master's degree.
- b) For candidates applying to master's programs, undergraduate GPA is taken into account.
- c) For candidates who are graduates of the Faculty of Medicine and will apply to a doctoral program only in Basic Medical Sciences, TUS Basic Medicine Score may be taken as basis instead of ALES score.
- d) ALES requirement is not required for applications to master's and doctoral programs by graduates of doctoral/art proficiency/medical specialization/dentistry specialization/veterinary specialization/pharmacy specialization, and the score determined by the University Senate is taken as basis for the evaluation of the candidates.

#### **Announcement of students who are eligible for final registration**

**ARTICLE 11** – (1) Candidates who are successful in the exams are announced based on their success scores. A maximum of reserve candidates can be announced as many as the announced quota.

(2) Instead of candidates who lose their rights by not registering on the days specified in the academic calendar of the relevant academic year, although they have the right to enroll in the program, substitute candidates are accepted based on their success scores.

#### **Registration to the institute**

**ARTICLE 12** - (1) Successful candidates complete their final registration by submitting the documents required by the relevant institute within the deadline. Original documents or notarized or institute approved copies of the documents required for registration are accepted. Candidates who do not complete their registration within the deadline lose their registration rights.

(2) Those whose documents are falsified and those who cannot correct the deficiencies in their documents within the time period are not registered.

#### **Insufficient number of students**

**ARTICLE 13** - (1) If the minimum number of students is stated in the announcement for student admission in the relevant period, if there are not enough applications for the program or if the number of successful applicants is not sufficient, students may not be admitted to the program for that semester.

#### **Application requirements and acceptance for foreign students and Turkish students who have completed their education abroad**

**ARTICLE 14** - (1) Foreign candidates applying to a graduate program where the language of instruction is Turkish must have a TÖMER certificate. (Foreign candidates who have completed their undergraduate and/or master's degree at a university teaching in Turkish are not required to have a TÖMER certificate.)

- (2) Their undergraduate and/or master's grade point average in the quadruple or fifth grade system must be converted into the equivalence table published by YÖK and they must have at least 60 equivalent points in this table,
- (3) They must meet the conditions of the advertisement for which they applied,
- (4) When applying to graduate programs that provide education 100% in foreign languages, candidates must have received at least 70 points from the central foreign language exam accepted by YÖK in the language which they will study, or an equivalent score from an international foreign language exam whose equivalence is accepted,
- (5) Foreign candidates applying to other doctoral programs must have received at least 55 points from the central foreign language exam accepted by YÖK or an equivalent score from an international foreign language exam whose equivalence is accepted,
- (6) Foreign candidates whose native language is English are exempt from Article 5.
- (7) Foreign candidates must submit their residence permit to the relevant institute within one month at the latest from the final registration date.
- (8) For the applications to graduate programs of foreign candidates and Turkish candidates who have completed their entire undergraduate and/or graduate education abroad; the candidates must have a certificate of equivalence for undergraduate and/or graduate education received from YÖK, foreign candidates who have completed their education in areas other than their specialization in Medicine, Dentistry and Pharmacy are required to have a School Recognition letter issued by YÖK.

### **Special students**

**ARTICLE 15** - (1) Students enrolled in a master's, doctorate or proficiency in art program may enroll as special students in graduate courses at other higher education institutions with the approval of the department in which they are registered.

(2) The principles regarding special students are as follows;

- a) Diplomas or degrees are not given to special students. However, a document showing the courses and grades taken in the programs they follow is given.
- b) In order for special students to register for the courses, they must obtain approval from the departments that open the related courses and fulfill their financial obligations.
- c) Students who take special student status cannot benefit from their student rights, but students are required to fulfill the requirements such as attendance, examinations, discipline and similar obligations.
- d) The special student is not an education aiming at obtaining a direct degree in the relevant program and cannot exceed two semesters.
- e) The credits of the courses taken in the status of special students in universities can be counted as the credits of the courses of the program entitled to students.
- f) In the exemption procedures for the courses taken by students accepted to graduate programs as special students and successfully passed, the exempted courses cannot exceed 50% of the courses given in the relevant graduate education. Exemption status is determined by the decision of the relevant Institute Board of Directors, after taking the opinion of the department.

### **Admission through external and internal lateral transfer**

**ARTICLE 16** - (1) Students who have completed at least one semester, excluding the scientific preparation, in graduate programs of another institute/department within the university or another higher education institution, have not yet completed half of the maximum duration of their program, have not received any disciplinary penalties, have successfully completed all courses up to the semester they will transfer to in the program they will leave within the normal duration, have not yet had their doctoral thesis proposal accepted, and meet the minimum application requirements of the institute, can

be accepted through lateral transfer within the intra-institutional and inter-institutional quotas determined for graduate programs.

(2) The number of students to be admitted through lateral transfer is determined by the relevant Institute Board of Directors by taking the opinions of the relevant departments and is published on the institute website on the application dates specified in the academic calendar, after the approval of the Rectorate.

(3) In order for internal and external lateral transfer applications to be accepted, the student must apply to the relevant institute directorates within the periods specified in the academic calendar, along with the application petition and the documents specified in the first paragraph of Article 16.

(4) The transcript and course contents of the student applying for lateral transfer are evaluated by the relevant department, and the transfer process of the candidates deemed appropriate by the department is finalized by the decision of the Institute Board of Directors. If deemed necessary by the department, the relevant student may be recommended to take additional courses for the program to which he/she has applied.

(5) Among the students who apply, the candidates whose courses are deemed suitable by the department for lateral transfer are listed by the department as main and substitute according to GPA and are announced on the website of the relevant institute after the decision of the Institute Board of Directors.

(6) By meeting the conditions in the first paragraph of Article 16, the courses taken in the non-thesis master's program by the student who wishes to transfer from the non-thesis master's program to the thesis master's program may be counted in place of the courses in the thesis master's program, upon the recommendation of the relevant department and the decision of the Institute Board of Directors.

(7) Students enrolled in a master's or doctoral program at the university can transfer to another master's or doctoral program of the university if there is an in-house quota, by meeting the conditions in the first paragraph of Article 16.

### **PART 3**

#### **General Principles of Graduate Education and Training**

##### **Language of education and training**

**ARTICLE 17** - (1) Apart from the programs in which foreign language education and training is carried out, the language of education and training is Turkish.

(2) In programs where the language of instruction is Turkish, some courses can be given in a foreign language with the proposal of the relevant department, the decision of the Institute Board and the approval of the Senate.

(3) With the proposal of the advisor, the approval of the department and the decision of the Institute Board of Directors, thesis studies may be requested to be prepared in a foreign language. The language in which the thesis proposal will be written should be specified in the proposal form. Thesis monitoring committee interim reports and thesis defense exam must also be made in the specified language.

##### **Academic year**

**ARTICLE 18** - (1) Education and training shall be carried out on a semester basis. Each academic year consists of two semesters, fall and spring, and each semester consists of at least fourteen weeks excluding final and make-up exams.

##### **Training levels and durations**

**ARTICLE 19** - (1) Graduate education consists of master's with and without thesis, and doctoral programs.

(2) Except for the scientific preparation program, the student who cannot complete the graduate education within the maximum period specified in this Application Principles will be dismissed from the university.

#### **Responsibility of the department heads**

**ARTICLE 20** - (1) The heads of the department are responsible to the institute for the implementation and execution of graduate education related to their departments.

#### **Opening of new teaching programs**

**ARTICLE 21** - (1) New graduate programs may be opened with the proposal of the institute board, the decision of the senate and the approval of the Higher Education of Council (YÖK).

#### **Assignment of faculty members**

**ARTICLE 22** - (1) For the execution of graduate courses, faculty members are appointed by the Institute Board among professors, associate professors, and assistant professors serving in the relevant department or in departments offering education at the same level within the university, or if necessary, among individuals with at least a doctoral degree who are experts in the field.

#### **Specialization field course**

**ARTICLE 23** – (1) The specialization field course is a theoretical course that will be applied to transfer the knowledge, manners and experiences of the thesis supervisor in the scientific field in which he/she works, to provide students with scientific ethics and study discipline, the ability to monitor and evaluate current literature, and to establish and carry out the scientific foundations of the thesis studies.

(2) Specialization fields courses are opened with a code sequence of 5000 for master's programs with thesis and 6000 for doctoral programs. Regardless of the number of students, the graduate thesis supervisor can open a maximum of two separate specialization courses in a semester, namely "Master's Degree Specialization Field Course" and "Doctoral Specialization Field Course".

(3) Every student who progresses to the thesis stage is obliged to take the specialization field course offered in the relevant semester.

(4) If the student has a co-supervisor, he/she takes the Specialization Field Course from his/her first supervisor.

(5) The evaluation of the specialization field course is made as pass/fail by evaluating the student's scientific activities such as homework, presentations, papers, articles and/or the status of his/her thesis-related work.

The student who fails the Specialization Field Course twice in a row or three times intermittently will be dismissed from the higher education institution.

#### **Opening courses and determining course instructors**

**ARTICLE 24** - (1) Graduate course plans in the institute's departments include the compulsory/elective courses, thesis, seminars and similar studies that must be taken in order to graduate from the graduate program, as well as the total of credits and ECTS. These teaching plans are evaluated within the framework of existing provisions and approved by the institute board. Entry and graduation requirements for the programs are determined by the decision of the Institute Board and the approval of the Senate upon the proposal of the department.

(2) The determination of which faculty members will teach the courses offered in a semester is decided by the Institute Board upon the proposal of the department.

#### **Foreign language preparatory education**

**ARTICLE 25** - (1) An optional foreign language preparatory class can be opened for students who enroll in a master's program at institutes. Procedures regarding registration, education, examination and success status of foreign language preparatory class students are carried out in accordance with the provisions of the relevant legislation.

### **Scientific preparation program**

**ARTICLE 26** - (1) For students who are accepted to master's and doctoral programs, those who have received their bachelor's or master's degrees in different fields than the master's or doctoral program to which they have been accepted, and master's or doctoral program candidates who have received their bachelor's or master's degrees from higher education institutions other than the higher education institution to which they were accepted, in order to compensate for their deficiencies, scientific preparation program can be applied.

(2) Compulsory courses to be taken in the scientific preparation program cannot replace the courses deemed necessary to complete the relevant graduate program.

(3) Compulsory courses to be taken in the scientific preparation program are taken from undergraduate programs for master's programs, and from undergraduate and/or master's programs for doctoral programs.

(4) The provisions applicable to graduate students regarding attendance, course exams, course grades, conditions for being successful in courses, course repetition, deregistration and other principles regarding the scientific preparation program are valid.

(5) The courses that the student must take in scientific preparation and the courses that the student must be successful in order to continue the graduate program are determined by the proposal of the department and the decision of the Institute Board of Directors. In addition to scientific preparation courses, a student in the scientific preparation program can also take courses from the graduate program to which he/she has been accepted, upon the proposal of the department and the decision of the Institute Board of Directors. The courses taken within the scope of this paragraph are counted as graduate program courses to which the student has been accepted after completing the scientific preparation program and the student is adjusted. The total ECTS credits of the courses that can be taken, including scientific preparation courses in the scientific preparation program, can be a maximum of 30 for each semester.

(6) The maximum period to be spent in the scientific preparation program is two semesters. Summer education is not included in this period. This period cannot be extended except for semester leaves, and the student who is not successful at the end of the period will be dismissed. The time spent in this program is not included in the duration of the master's or doctoral program.

(7) Grades of courses taken within the scope of the scientific preparation program are not included in the graduation grade; shown on the student's transcript.

### **Study abroad**

**ARTICLE 27** - (1) Students may be provided with short/long-term education, research and/or internship opportunities abroad within the scope of ERASMUS etc. programs, national/international projects (TÜBİTAK, TÜSEB, HORIZON etc.) and/or BİDEB programs.

(2) Prior to education, research and/or internship activities to be carried out abroad during the relevant academic period, the appropriate opinion of the relevant department and the approval of the Institute Board of Directors are required.

(3) Approval of the institute ERASMUS coordinator is required for short/long-term education, research and/or internship activities to be carried out during the summer period within the scope of ERASMUS. Activities to be carried out during the academic period within the scope of ERASMUS require the approval of the department and the institute ERASMUS coordinator, and the decision of



the Institute Board of Directors.

(4) The time spent abroad during the relevant education period is counted among the education periods specified in this Application Principles, and the success conditions sought in the relevant institute are required for education, research and/or internship activities abroad. The grades, credits and ECTS equivalence of education abroad are decided by the Institute Board of Directors, according to the documents to be sent from the relevant higher education institution, by taking the opinion of the institute ERASMUS coordinator and the department as specified in the second paragraph of Article 30.

### **Distance learning**

**ARTICLE 28** - (1) Upon the decision of the Higher Education of Council, graduate distance learning programs can be opened in higher education institutions in which the teaching activities based on information and communication technologies are planned and organized without the obligation of the instructor and the students to be in the same place. The issues related to distance learning are carried out in accordance with the provisions of the relevant legislation.

### **Supervisors**

**ARTICLE 29** - (1) The supervisory role is carried out by the head of the institute department until the thesis supervisor is appointed. Supervisors decide together with the student on field selection and course preferences in a way that will contribute to the student's academic success, personal and social development, and inform and guide them about the legislative changes that will arise regarding exchange programs and education. The duties of graduate student supervisors end with the appointment of the thesis supervisors.

### **Exemption and adjustment**

**ARTICLE 30** - (1) Exemption and adaptation procedures for the program which the student registers are carried out for the graduate courses that a student has taken and successfully completed at any national/international higher education institution before enrolling in the institute upon the proposal of the relevant department and the approval of the Institute Board of Directors.

(2) The total ECTS credits of the adapted courses cannot exceed 50% of the total course ECTS credits given in the relevant graduate program.

(3) The second paragraph does not apply to students accepted through lateral transfer.

(4) The passing grade of the course(s) to be adapted must be at least a CC letter grade or its equivalent for master's degrees, and at least a CB letter grade or its equivalent for a doctorate, among the letter grades determined in the third paragraph of Article 64. In graduate programs, the course(s) that are evaluated as successful/unsuccessful are subject to at least a CC/CB letter grade, or the adaptation of these course(s) is made for those who are successful, without requiring the equivalent.

(5) The transcript of the course(s) to be adapted is prepared using the credit, ECTS, course type, etc. information specified in the course plan.

(6) ECTS credits taken in a master's program and considered valid for this program are not transferred to the doctoral program.

### **Tuition fee**

**ARTICLE 31** - (1) During their graduate education, students are responsible for fulfilling the financial obligations determined by the University's Board of Trustees.

(2) Except for students whose scholarship rights continue, students who do not pay the tuition fee will not be registered or renewed.

### **Registration renewal**

**ARTICLE 32** - (1) At the beginning of each semester, courses can be selected, including specialization field courses, projects and thesis studies, and registration is renewed, provided that the tuition fee is paid on the dates specified in the academic calendar.

(2) Students who continue to receive scholarships are obliged to renew their registration at the beginning of each semester without paying tuition fees.

(3) Students who do not fulfill their tuition fee obligations within the deadline are deemed to have given up their right to continue for that semester and cannot benefit from their student rights. The semester in which no registration is made is also counted as part of the study period.

### **Registration deletion**

**ARTICLE 31** - (1) The students' records are deleted in the following cases;

a) In case the student has received a penalty of expulsion from the Higher Education Institution, in accordance with the provisions of the relevant legislation.

b) If the student wants to unregister.

c) If the student cannot complete his/her obligations within the specified periods.

(2) Upon the request of a student who does not have any debt for the semester he/she is studying, his/her registration is deleted by the Institute Board of Directors.

(4) In case of termination of relationship with the university, regarding the fee;

(a) If the termination request is made before the start of the courses specified in the academic calendar for the academic year, the paid fee for that semester, if any, will be refunded.

(b) If the dismissal request is made until the last business day of the fourth week following the start of classes, the student must pay 25% of the tuition fee he/she is obliged to pay.

(c) If the dismissal request is made after the last business day of the fourth week following the start of classes, the entire tuition fee must be paid by the student.

In evaluating dismissal requests, the date on which the petitions are entered into the official records of our university is taken as basis.

## **PART FOUR Master's Programs**

### **Application and Admission Requirements**

**ARTICLE 34-** (1) For applications to master's programs;

a) The candidate must have a bachelor's degree.

b) For master's programs with thesis; it is necessary to have received at least 55 points from ALES in the score type of the program applied for or an equivalent score taken from national or international exams accepted by YÖK as equivalent to ALES. ALES score is not required for candidates who will apply to non-thesis master's programs.

c) For master's programs requiring a foreign language requirement; the score to be obtained from the central foreign language exam accepted by YÖK or an exam accepted as equivalent is determined by the Institute Board upon the proposal of the relevant department and approved by the Senate.

d) The undergraduate grade point average in the quadruple or fifth grade system must be at least 60 equivalent points after being converted using the equivalence table published by YÖK.

e) The candidate must meet the announced requirements for the program he/she is applying for.

(2) By the decision of the University Senate, a score above the ALES threshold determined in these Application Principles may be determined as the minimum score.

(3) Lower limits and equivalents for Foreign Language scores may be determined differently for each program upon the recommendation of the departments and the decision of the Institute Board and are

approved by the Senate.

(4) The equivalence of the grading systems to be used in calculating the undergraduate graduation grade during the pre-evaluation and evaluation stages with the 100-point grading system is determined according to the decisions published by YÖK.

(5) If there is no separate score determined by the Senate, standard score requirement is required for applications.

(6) Foreign applicants are required to meet the requirements for application and admission of foreign students specified in Article 14.

## **Thesis Master's Program**

### **General Principles**

**ARTICLE 35** - (1) The thesis master's program enables the student to gain the ability to access, compile, interpret and evaluate information using scientific research methods.

(2) The thesis master's program consists of at least seven courses, one seminar course and thesis work, with a total of not less than twenty-one credits. Seminar course and thesis work are non-credit and are evaluated as successful or unsuccessful. The thesis master's program consists of a total of at least 120 ECTS credits, including at least eight courses, including the seminar course, and thesis work, provided that one academic year is not less than 60 ECTS credits.

At most two of the courses to be taken by a thesis master's student can be chosen from undergraduate courses, provided that they were not taken during undergraduate education.

(3) The student may choose a maximum of two courses from other graduate programs with the proposal of the relevant department and the approval of the Institute Board of Directors. Courses to be taken from other higher education institutions must not be offered in the University's curriculum.

(4) Students studying in thesis master's programs must register for thesis work every semester during the thesis period.

(5) Thesis master's programs can be carried out as the evening education.

(6) Students registered to the institute are required to use the name of the university and the institute in scientific activities and works (publications, printed and visual materials, etc.) related to their thesis and individual studies during their graduate education.

### **Duration**

**ARTICLE 36** - (1) The duration of thesis master's program is four semesters, starting from the semester in which the courses related to the registered program are given, excluding the time spent in scientific preparation, regardless of whether the student is registered for each semester, and the program is completed in a maximum of six semesters.

(2) Those who cannot successfully complete the credit courses and seminar courses included in the education plan at the end of four semesters or who cannot fulfill the success conditions/criteria stipulated by the higher education institution within this period; the student who fails his/her thesis work or does not defend his/her thesis within the maximum period will be dismissed from the higher education institution.

### **Thesis supervisor**

**ARTICLE 37** - (1) In the thesis master's program, the department of the institute offers a thesis supervisor from its own university to the institute for each student within two weeks after the final registration end date specified in the academic calendar at the beginning of the first semester. The thesis supervisor is finalized with the approval of the Institute Board of Directors.

(2) The thesis supervisor is selected among the faculty members in the academic board of the relevant

program. In cases where the nature of the thesis requires more than one thesis supervisor, the second thesis supervisor to be appointed may also be a person outside the University provided that they have at least a doctorate/medical specialization degree, working or retired from public institutions, private universities or the private sector. If the second thesis supervisor is from the same department, the reason for the second thesis supervisor is stated in the appointment form and the second thesis supervisor is appointed after the approval of the Institute Board of Directors.

(3) In interdisciplinary programs, the supervisor may preferably be appointed from among the permanent faculty members of the University, provided that they are directly related to that field.

(4) Supervision at the thesis stage of faculty members who have moved within the institution, moved to a different institution, or retired may continue until the process is completed with the decision of the Institute Board of Directors.

(5) The thesis supervisor can be changed by the decision of the Institute Board of Directors, upon the reasoned request of the student and/or supervisor, and by taking the opinion of the department.

### **Seminar**

**ARTICLE 38** - (1) The thesis supervisor is responsible for conducting the seminar course. The seminar is given in the second semester. The results of the seminar evaluation are notified to the institute by the department within three days.

(2) Seminar presentations are made open to the participation of the audience consisting of faculty members, graduate students, and experts in the field.

### **Thesis topic**

**ARTICLE 39** - (1) The thesis topic and thesis title, which will be prepared under the supervision of the supervisor, are evaluated by the academic board of the relevant department and after the approval of the ethics committee for studies requiring ethics committee approval, they are notified to the institute by the department by the end of the second semester at the latest. The thesis topic and thesis title are finalized by the decision of the Institute Board of Directors.

(2) A student whose thesis topic and thesis title are not approved by the end of the second semester is deemed to have failed his/her specialization course and thesis work. Provided that he/she is registered, the student can only give the thesis topic and thesis title during the semester. For the following semesters, the student is deemed to have failed his/her specialization course and thesis work until the thesis topic and thesis title are approved.

(3) More than one thesis study and specialization course cannot be taken in the same period.

### **Master's Thesis Jury**

**ARTICLE 40** - (1) The master's thesis jury is determined by the proposal of the department and the decision of the Institute Board of Directors. Master's thesis juries consist of three or five faculty members, including the supervisor, at least one of whom is from outside the institution. If the jury consists of three people, the second thesis supervisor cannot be a jury member.

### **Finalization of the Master's Thesis**

**ARTICLE 41** - (1) Before the defense of the master's thesis, and for theses that should be corrected, the student completes the thesis with the correction and presents it to the supervisor. The supervisor, along with his/her opinion that the thesis is defensible and in accordance with the writing rules, sends copies of the thesis, student portfolio, the date and place of the thesis defense exam to the institute through the department.

(2) In order to apply for the master's thesis exam in the programs within the Institute of Health Sciences, it is required to have at least one article published or accepted for publication in national/international

peer-reviewed journals or an oral/poster presentation presented at national/international events.

(3) The portfolio containing the CV prepared in YÖK format, the required article or oral/poster presentation for graduation, if any, and documents related to certificate programs, courses, etc., attended during the master's education must be submitted to the department.

(4) The Institute receives the similarity ratio software program report regarding the thesis and sends it to the supervisor and jury members along with the thesis. In case of detection of plagiarism, the thesis is sent to the Institute Board of Directors for a decision, together with its justification.

(5) The acceptable similarity rate is 20% at most.

(6) The jury members meet within one month at the latest from the date the thesis is delivered to them and take the student to the thesis exam. The thesis exam consists of the presentation of the thesis work and the following question-answer section.

(7) After the thesis examination is completed, the jury decides to accept, reject or correct the thesis by absolute majority. This decision is notified to the institute by the department within three days following the thesis exam.

(8) The student whose thesis is rejected as unsuccessful will be dismissed from the higher education institution.

(9) The student for whom a correction decision is made regarding the thesis must defend the corrected thesis in front of the same jury within three months at the latest. If the student is found unsuccessful in this defense as well, and the thesis is not accepted, he/she will be dismissed from the higher education institution.

(10) If requested by the student whose thesis has been rejected, provided that he/she has fulfilled the course credit load, project writing, and similar requirements of the non-thesis master's program, he/she will be awarded a non-thesis master's diploma.

### **Thesis master's diploma**

**ARTICLE 42** - (1) Upon successfully completing the courses, achieving a GPA of 2.50 or above, and passing the thesis defense, provided that the thesis is submitted to the institute within one month from the date of the thesis defense, along with the required printed and electronic documents in accordance with the institute's thesis writing rules, and if the thesis is found to be appropriate in terms of format, a thesis master's diploma with a diploma supplement will be awarded to the student. The Institute Board may extend the submission period by up to one month upon request. A student who does not meet these conditions cannot receive his/her diploma until the conditions are fulfilled, cannot benefit from student rights, and if the maximum period is exceeded, he/she will be dismissed from the higher education institution.

A temporary graduation certificate that replaces the diploma may be issued until the original diploma is prepared, but a diploma supplement will not be issued.

(2) The thesis master's diploma includes the name of the program in the department of the institute where the student is registered, which has been approved by YÖK. Graduation date is the date on which the copy signed by the thesis defense jury commission is delivered.

(3) Within three months from the delivery of the thesis, a copy of the master's thesis is sent electronically by the institute to the Council of Higher Education.

## **Non-thesis Master's Program**

### **General Principles**

**ARTICLE 43** - (1) The non-thesis master's program provides the student with knowledge on professional subjects and shows how to use existing knowledge in practice.

(2) The non-thesis master's program consists of at least ten courses and a term project course, with a

total of thirty credits and not less than 90 ECTS. The student must enroll in the term project course in the semester in which the term project course is taken and submit a written project and/or report at the end of the semester. The term project course is non-credit and is evaluated as successful or unsuccessful.

(3) At most three of the courses the student will take can be chosen from undergraduate courses, provided that they were not taken during undergraduate education.

(4) Non-thesis master's program can also be carried out as the evening education.

### **Duration**

**ARTICLE 44** - (1) The duration of completion of the non-thesis master's program is at least two semesters and at most three semesters, regardless of whether the student is registered for each semester, starting from the semester in which the courses related to the registered program are given, excluding the time spent in scientific preparation. At the end of this period, the student who fails or cannot complete the program will be dismissed from the higher education institution.

### **Supervisors**

**ARTICLE 45** - (1) In the non-thesis master's program, the department appoints a faculty member or a faculty member with a doctoral degree who is on the academic board of the relevant program to advise each student in course selection and execution of the term project, at the beginning of the first semester, within two weeks after the final registration end date specified in the academic calendar.

### **Term project and its finalization**

**ARTICLE 46** - (1) Term project course is evaluated as successful or unsuccessful. The student must register for this course in the semester in which the term project is given.

(2) The student must register for the term project in the semester in which he/she will graduate and submit the project report prepared in accordance with the thesis writing guide to his/her supervisor at the end of the semester. The student whose project is rejected may change his/her supervisor with the approval of the department and the decision of the Institute Board of Directors.

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

**ARTICLE 47** - (1) Students who successfully complete their credited courses and term project are awarded a non-thesis master's diploma.

(2) The non-thesis master's diploma includes the name of the program approved by YÖK in the department in which the student is registered.

(3) Those who attend a non-thesis master's program can transfer to a thesis master's program, provided that they meet the minimum requirements for the thesis master's program by the higher education institution they apply to. In this case, the courses taken in the non-thesis master's program may be counted instead of the courses in the thesis master's program by the decision of the Institute Board of Directors.

## **PART FIVE Doctoral Program**

### **Application and Admission Requirements**

**ARTICLE 48** - (1) *For applications to Doctoral Programs;*

a) It is necessary to have a bachelor's degree with at least ten semesters of education, including preparatory classes, or,

- A diploma from the Faculty of Medicine, Dentistry, Veterinary Medicine and Pharmacy, or,

- Master's degree with thesis or,
- A specialization authorization gained in a laboratory branch according to the principles regulated by the Ministry of Health. Those who receive a ten-semester undergraduate education, excluding preparatory classes, are considered to have a master's degree.
- b) To have a minimum score of 55 in the score type of the program applied for from ALES or an equivalent score from national or international exams accepted by YÖK as equivalent to ALES,
- c) To have at least 55 points from a central foreign language exam accepted by YÖK or an equivalent score from an international foreign language exam accepted as equivalent,
- d) To have at least 60 equivalent points in this table by converting the master's grade point average in the quadratic or quintic system in the equivalence table published by YÖK,
- e) To meet the announcement requirements for the program to which they apply,
- f) Foreign applicants must meet the foreign student application and admission requirements specified in Article 14.

**(2) For applications to doctoral programs with a bachelor's degree;**

- a) To have a score of at least 80 in the score type of the program applied for from ALES or an equivalent score from national or international exams accepted by YÖK as equivalent to ALES,
- b) To have at least 55 points from a central foreign language exam accepted by YÖK or an equivalent score from an exam accepted as equivalent,
- c) To have at least 75 equivalent points by converting the undergraduate grade point average in the four- or five-point system according to the equivalency table published by YÖK,
- d) It is necessary to meet the announcement requirements for the program they are applying for.

**(3) For applications to doctoral programs in Basic Medical Sciences;**

- a) To be graduated from the Faculty of Medicine, Dentistry, Veterinary Medicine or Master's Program,
- b) Candidates must have at least 50 points in TUS Basic Medicine Score type or at least 55 points in numerical score type from ALES. Only TUS Basic Medicine Score of medical school graduates is accepted.
- c) To have at least 55 points from a central foreign language exam accepted by YÖK or an equivalent score from an exam accepted as equivalent,
- d) To have at least 60 equivalent points by converting the undergraduate grade point average in the four- or five-point system according to the equivalency table published by YÖK,
- e) Applicants must meet the announcement requirements for the program they are applying for.
- f) The Basic Medicine Score is obtained by multiplying the standard score obtained from the TUS Basic Medical Sciences Test-1 section by 0.7 and the standard score obtained from the Clinical Medical Sciences test by 0.3.

**General Terms**

**ARTICLE 49** - (1) The doctoral program provides the student with the necessary skills to conduct independent research, to interpret scientific problems and data by examining them from a broad and deep perspective, to analyze them and to reach new syntheses.

(2) The doctoral program consists of a total of twenty-one credits for students admitted with a thesis master's degree and at least 240 ECTS credits, including at least seven courses, seminar, qualifying exam, thesis proposal, thesis study, etc., provided that one academic year is not less than 60 ECTS. For students admitted with a bachelor's degree, it consists of a total of at least 300 ECTS credits, including 14 courses of at least forty-two credits, seminar, proficiency exam, thesis proposal, thesis study, etc. studies.

(3) In doctoral programs, with the recommendation of the department and the approval of the Institute Board of Directors, a maximum of two courses for students admitted with a master's degree and a maximum of four courses for students admitted with a bachelor's degree can be selected from the

courses offered in other higher education institutions.

(4) Undergraduate courses do not count towards course load and doctoral credits.

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

(6) The thesis to be prepared at the end of the doctoral study must fulfill at least one of the qualifications of bringing innovation to science, developing a new scientific method, applying a known method to a new field.

(7) Students enrolled in the Institute are required to use the name of the University and the Institute in all kinds of scientific activities (publications, printed and visual materials, etc.) related to their thesis and individual studies during their doctoral education.

### **Duration**

**ARTICLE 50** - (1) The doctoral program is eight semesters for those accepted with a thesis master's degree, excluding the time spent in scientific preparation, starting from the semester in which the courses related to the program in which they are registered are given, regardless of whether they are registered for each semester, and the maximum completion period is twelve semesters; For those accepted with a bachelor's degree, the duration is ten semesters and the maximum completion period is fourteen semesters.

(2) The maximum period for successfully completing the required credit courses for the doctoral program is four semesters for those accepted with a master's degree with thesis and six semesters for those accepted with a bachelor's degree. A student who cannot successfully complete credit courses within this period or who does not have a GPA of at least 3.00 will be dismissed from the higher education institution.

(3) The student who successfully completes his/her credit courses, is successful in the qualification exam and whose thesis proposal is accepted but cannot complete his/her thesis work by the end of the twelve or fourteen semesters specified in the first paragraph, will be dismissed.

(4) Among the students who applied to the doctoral program with a bachelor's degree, those who cannot complete their credit courses and/or thesis within the maximum period, and those who are not successful in their doctoral thesis are given a non-thesis master's degree upon their request, provided that they have fulfilled the credit load, project and other similar conditions required for a non-thesis master's degree.

### **Thesis supervisor**

**ARTICLE 51** - (1) The department of the institute recommends a thesis supervisor from the university staff for each student. The thesis topic and thesis title determined together by the supervisor and the student is also recommended by the department to the relevant institute. The thesis supervisor and thesis proposal are finalized by the decision of the Institute Board of Directors. The thesis supervisor must be appointed by the end of the first semester.

(2) The supervisory role is carried out by the head of the department until the thesis supervisor is appointed.

(3) The thesis supervisor is selected among the faculty members in the academic board of the relevant program. If there is no faculty member with the specified qualifications at the university, a faculty member from another higher education institution who has specialized in the relevant field may be selected as a supervisor by the Institute Board of Directors. In order for faculty members to supervise a thesis in doctoral programs, except for the departments of dentistry, pharmacy, medicine and veterinary faculties, they must have supervised at least one successfully completed master's/specialization thesis. In cases where the nature of the thesis requires more than one thesis supervisor, the second thesis supervisor to be appointed may also be from outside the University staff that is working or retired from public institutions, foundation universities or the private sector, provided



that he/she has at least a doctoral/medical specialization degree. If the second thesis supervisor is from the same department, the reason is stated in the second thesis supervisor appointment form and submitted to the Institute Board of Directors.

(4) In interdisciplinary programs, the supervisor is preferably appointed among the faculty members of the University directly related to that field.

(5) Supervision at the thesis stage of faculty members who have moved within the institution, moved to a different institution or retired may continue until the process is completed with the decision of the Institute Board of Directors.

(6) The thesis supervisor can be changed by the decision of the Institute Board of Directors, based on the decision of the academic board of the department, upon the reasoned request of the student and/or supervisor.

(7) Supervisors decide together with the student on field selection and course preferences in a way that will contribute to the student's academic success, personal and social development, and inform and guide them about the legislative changes that will arise regarding exchange programs and education.

### **Seminars**

**ARTICLE 52** - (1) The thesis supervisor is responsible for conducting the seminars. The seminar is given in the second or third semester. If there is more than one seminar, it is also given in the following semesters. The semester in which the seminar will be given is stated in the course plan. The results of the seminar evaluation are notified to the Institute by the department within three days.

(2) Seminars are open to the participation of lecturers, graduate students and experts in the field.

### **Qualification exam**

**ARTICLE 53** – (1) The qualification exam is the measurement of whether the student who has completed his/her courses and seminar has the basic subjects and concepts in his/her field and the depth of scientific research related to the doctoral study. A student takes the qualification exam at most twice a year.

(2) Students admitted with a master's degree must take the qualification exam by the end of the fifth semester at the latest, and students admitted with a bachelor's degree must take the qualification exam by the end of the seventh semester at the latest.

(3) Students in the doctoral program must have passed all their courses in order to take the qualification exam.

(4) Qualification exams are organized and carried out by a five-person doctoral qualification committee proposed by the department and approved by the Institute Board of Directors. One of the members of the doctoral qualification committee is elected as the committee chairman. The chairman is responsible for the regular work of the committee and the timeliness of the exams. The committee establishes exam juries to prepare, implement and evaluate exams in different fields. The exam jury consists of five faculty members, including the supervisor, at least two of whom are from outside the higher education institution. The jury appoints one of its members as rapporteur. The Institute Board of Directors decides whether the supervisor has the right to vote. If the supervisor does not have the right to vote, the jury consists of six faculty members.

(5) The qualification exam is open to the participation of lecturers, graduate students and experts in the field.

(6) The qualification exam is held in two parts, written and oral. The student who is successful in the written exam is taken to the oral exam. In order to be considered successful in the exams, it is necessary to get at least 75 points out of 100 from the oral and written exam. Exam juries evaluate the student's success in written and oral exams and decide by absolute majority whether the student is successful or unsuccessful. Written and oral exam information and the decision regarding the student's success are

notified to the Institute in a report by the department within three days following the qualification exam.

(7) The student who fails the qualification exam will take the exam again in the next semester from the part/parts in which he/she failed. The student who fails this exam will be dismissed from the doctoral program.

(8) The qualification exam jury may require a student who has passed the qualification exam to take extra course(s), provided that they do not exceed one-third of the total credit amount, even if the student has completed the course load. The student must pass the courses determined by the decision of the Institute Board of Directors.

(9) A student who has been admitted to a doctoral program with a bachelor's degree and has successfully completed at least seven courses can transfer to a master's program.

### **Thesis subject**

**ARTICLE 54** – (1) The thesis topic and thesis title to be prepared under the supervision of the supervisor are evaluated by the academic board of the department and notified to the institute by the department at the latest by the end of the second semester. The thesis topic and thesis title are finalized by the decision of the Institute Board of Directors.

(2) For studies requiring ethics committee approval, ethics committee approval is notified to the institute through the department within two months at the latest from the date of the doctoral qualification exam.

(3) Students whose thesis topic and thesis title have not been approved by the end of the second semester can submit only the thesis topic and thesis title within the semester, provided that they register in the following semester. The same procedure is applied for the following semesters.

(4) More than one thesis study and specialization course cannot be taken in the same semester.

### **Thesis monitoring committee**

**ARTICLE 55** - (1) For the student who is successful in the qualification exam, a thesis monitoring committee is established within one month upon the proposal of the relevant department and approval of the Institute Board of Directors.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis supervisor, the committee includes one member from within and outside the institute department. If a second thesis supervisor is appointed, he/she can attend committee meetings if he/she wishes.

(3) In the periods after the establishment of the thesis monitoring committee, changes in the members may be made with the proposal of the institute department and the approval of the Institute Board of Directors.

(4) Students who are permitted to do their thesis study in other universities/institutions abroad or at home receive an evaluation report from the institutions where they work and submit it to the department. The department is responsible for sending this submitted report to the committee. The thesis monitoring committee evaluates the submitted report and adds it to its own report.

### **Thesis proposal defense**

**ARTICLE 56** - (1) Upon successful completion of the doctoral qualification exam, the student defends his/her thesis proposal, including the purpose, method and work plan of the research to be conducted, orally in front of the thesis monitoring committee within six months at the latest. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defense.

(2) The thesis monitoring committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected. One month is given for correction. At

the end of this period, the decision made by absolute majority to accept or reject is notified to the institute in a report by the department within three days following the end of the process.

(3) The student whose thesis proposal is rejected has the right to choose a new supervisor and/or thesis topic. In this case, a new thesis monitoring committee may be appointed. The student who wants to continue the program with the same supervisor defends the thesis proposal again within three months, and the student who changes the supervisor and thesis topic defends the thesis proposal again within six months. The student whose thesis proposal is rejected in this defense is dismissed from the higher education institution.

(4) For the student whose thesis proposal is accepted, the thesis monitoring committee meets at least twice a year, once between January-June and July-December. In order for the student's thesis to be finalized, at least three thesis monitoring committee reports must be submitted. The student submits a written report to the committee members at least one month before the meeting date. This report includes a summary of the work done so far and the work plan to be carried out in the next period. The student's thesis work is determined as successful or unsuccessful by the committee. The student who is found unsuccessful by the committee twice in a row or three times intermittently is dismissed from the higher education institution. Thesis monitoring committee reports that are not submitted on time are considered unsuccessful.

(5) A student who does not attend the thesis proposal defense within the time specified in the first paragraph without a valid excuse will be deemed unsuccessful and the thesis proposal will be rejected.

### **Doctoral thesis jury**

**ARTICLE 57-** (1) The doctoral thesis jury is appointed with the proposal of the supervisor and the the department, and with the approval of the Institute Board of Directors. The jury consists of five faculty members, three of whom are faculty members on the student's thesis monitoring committee and at least two of whom are from outside the higher education institution, including the supervisor. The Institute Board of Directors decides whether the supervisor has voting rights. If the supervisor does not have the right to vote, the jury consists of six faculty members. In addition, the second thesis supervisor can take part in the jury without the right to vote.

(2) In programs at the Institute of Health Sciences, the thesis jury consists of six original and two substitute members, three of whom are the student's thesis monitoring committee and at least two of whom are faculty members from outside the university, upon the recommendation of the department and the decision of the Institute Board of Directors. The supervisor cannot vote, cannot be in the hall during the voting and cannot be the jury president. The second thesis supervisor cannot be a jury member. The jury president is determined by the jury members at the beginning of the exam.

### **Finalization the doctoral thesis and graduation**

**ARTICLE 58 -** (1) A student in the doctoral program writes the results obtained in accordance with the thesis writing rules determined by the Institute Board and defends his/her thesis orally in front of the jury.

(2) In order to apply for the doctoral thesis exam in the programs at the Institute of Health Sciences the following criteria must be met:

- a) One research article, in which the candidate is the first author, produced from thesis studies, published or accepted for publication in journals within the scope of SCIE (Science Citation Index Expanded), SSCI (Social Sciences Citation Index) or AHCI (Arts and Humanities Citation Index),
- b) One research article published or accepted for publication in refereed journals on topics related to the thesis or in the field,
- c) One research article submitted for publication in refereed journals on topics related to the thesis or in the field,

- d) Must have made at least one oral or poster presentation at national/international events about his/her thesis studies.
- e) A student portfolio must be submitted, including a CV prepared in YÖK format, 3 (three) research articles submitted for the graduation requirement, an oral or poster presentation made at national/international events about the thesis-related studies, and documents related to the certificate programs, courses, etc. attended during the doctoral education, if any.
- f) There is no first name article requirement for those who have received a patent from national/international patent organizations regarding their thesis work.
- g) If the research article produced from the thesis work in which the candidate is the first name is in the Q1 category, the requirement of three articles is not valid.
- (3) Before the defense of the doctoral thesis, and in the theses that are corrected, the student completes the thesis and presents it to the supervisor. The supervisor sends copies of the thesis, the date and place of the thesis defense exam to the institute, together with his/her opinion that the thesis is defensible and in accordance with the writing rules, through the department.
- (4) The institute receives the similarity ratio software program report regarding the thesis and sends it to the supervisor and jury members along with the thesis. If it is determined that the acceptable similarity rate is exceeded, the jury members send their reasoned decisions to the institute.
- (5) The acceptable similarity rate is 20% at most.
- (6) The jury members meet within one month at the latest from the date the thesis is delivered to them and take the student to the thesis defense. The thesis defense exam consists of the presentation of the thesis work and the following question-answer section.
- (7) After the thesis examination is completed, the jury decides to accept, reject or correct the thesis by absolute majority, closed to the audience. Students whose thesis is accepted are evaluated as successful. This decision is notified to the institute by the department within three days following the thesis exam.
- (8) The student whose thesis is rejected as unsuccessful will be dismissed from the higher education institution.
- (9) The student whose thesis is corrected must re-defend the corrected thesis in front of the same jury within six months at the latest. The student whose thesis is deemed unsuccessful at the end of this defense and whose thesis is not accepted is dismissed from the higher education institution.
- (10) If the student whose thesis is rejected makes a request, those who have been accepted to the doctorate with a bachelor's degree and who are not successful in the thesis will be given a non-thesis master's degree, upon request, in accordance with the fourth paragraph of Article 50.

### **Doctoral diploma**

**ARTICLE 59** - (1) The student is given a diploma supplement along with his/her doctoral diploma provided that he/she successfully completes his/her courses, has a GPA of 3.00 or above and is successful in the thesis exam, and submits two bound copies of the thesis along with the relevant printed and electronic documents requested by the institute within one month from the date of the thesis exam, and whose thesis is found to be suitable in terms of form. Upon application, the Institute Board of Directors may extend the delivery period for a maximum of one more month. A temporary graduation certificate that replaces the diploma may be issued until the original diploma is prepared, but a diploma supplement will not be issued. A student who does not meet these conditions cannot receive his/her diploma, cannot benefit from student rights, and is dismissed if his/her maximum period expires until he/she fulfills the conditions.

(2) The doctorate diploma includes the name of the program approved by YÖK. Graduation date is the date on which the copy signed by the thesis defense jury commission is delivered.

(3) Within three months from the delivery of the thesis by the relevant institute, a copy of the doctoral thesis is sent electronically to the Presidency of YÖK to be made available for scientific research and activities.

## **PART SIX**

### **Education, Course Registrations, Exams and Evaluation**

#### **Programs**

**ARTICLE 60** - (1) Graduate education plans in the departments of the institute are the compulsory/elective courses, thesis, seminars and similar studies that must be taken in order to graduate from the graduate program, as well as the total of credits and ECTS. These teaching plans are discussed in the Institute Board and approved by the Senate.

(2) The graduate courses to be offered in a semester and faculty members to be teaching these courses are determined by the Institute Board of Directors upon the recommendations of the departments.

(3) The student and the student's supervisor decide which of the courses approved by the Institute Board of Directors will be included in the students' curriculum.

(4) At least one course covering scientific research techniques and research and publication ethics must be given during graduate education.

(5) The semester credit value of a graduate course is the sum of all weekly theoretical lecture hours and half of the weekly practice or laboratory hours of a course that continues for one semester.

#### **Course selection, registration and repetition**

**ARTICLE 61** - (1) Compulsory and elective courses in graduate programs and prerequisite courses, if any, their credits, semesters and responsible faculty members are decided by the Institute Board upon the proposal of the relevant department and are applied after the approval of the Senate.

(2) Students can add or delete courses with the approval of their supervisors within the periods specified in the academic calendar.

(3) With the approval of the supervisor and the decision of the relevant department, the student can choose two elective courses from different departments.

(4) In cases of necessity when a supervisor is not available (assignment abroad, illness, administrative leave), courses can be changed, added or removed within the prescribed period with the approval of the head of the relevant department.

(5) Students must repeat the courses they fail in the first semester they are offered. If these courses are not offered within the following two semesters at the latest, other course or courses can be taken as suggested by the supervisor and the relevant department and approved by the Institute Board of Directors.

(6) The provisions of Article 61, Paragraph 5 of this directive do not apply to students who have completed their courses but failed only one course.

(7) Students who take more courses than the required credits for graduation must be successful in the courses they take. If they fail, they are obliged to take courses that will replace the credits of the courses in question, even if they have completed their credits.

#### **Attending classes**

**ARTICLE 62** - (1) Attendance at theoretical and practical courses is mandatory. A student who does not attend more than 20% of the practical course hours and 30% of the theoretical course hours, separately for each course, with or without an excuse, cannot take all exams and exam substitute evaluations of the relevant course or courses from the moment the absence occurs and the student FD grade is given.

(2) Attendance obligation is monitored by the faculty member teaching the course and inspected by the relevant department and the Institute Directorate.

### Exams

**ARTICLE 63** - (1) Exams may be written, oral or both written, oral and/or practical.

(2) Exams consist of midterm exams, final exams, excuse exams and make-up exams.

a) Midterm exam: At least one midterm exam is held for each course. However, projects, homework, laboratories and similar studies that faculty members have their students do during the semester can also be counted as midterm exams.

b) Final exam: The final exam of a course is held at the end of the semester in which that course is completed. Studies such as projects and homework can also be counted in place of the final exam. A student who does not take the final exam will be given an FG grade.

c) Excuse exam: The student who certifies his/her excuse with a health report obtained from health institutions and a document obtained from the local administrative authority due to natural disasters or accidents, is given the right to take an excuse exam by the Institute Board of Directors for the midterm exams he could not take. Other excuses are decided by the Institute Board of Directors.

d) Make-up exam: Students who have earned the right to take the final exam but have not taken the exam, or who have taken the exam but failed, can take the exam. The make-up exam must be the same as the final exam (written, project, homework, etc.). A student who does not take the make-up exam is given an FG grade. A student who does not take the make-up exam is not given the right to take an excuse exam.

(3) In the calculation of the success grade of these courses, the midterm exams of the semester they are excused are taken as basis. Students who fail to take a make-up exam are not given the right a new make-up exam.

(4) Minutes of the exams, exam papers, attendance sheets, answer keys, optical exam forms, homework and application documents are delivered to the institute in a sealed envelope within ten business days following the announcement of the exam results.

(5) The principles regarding the preservation of documents related to all exams measuring qualification, level determination or course success and ensuring exam security are applied according to the principles determined by YÖK.

### Course success grade

**ARTICLE 64** - (1) Success in a course is determined by the course success grade. The course success grade is obtained by evaluating the student's success in studies such as midterm exams, practical studies, and assignments during the semester and the semester exam together. The student's success grade is calculated by taking 40% of the midterm exam or assignments counted instead of this exam and 60% of the final exam score. In calculating these ratios, fractions are kept as they are, but in calculating the success score, fractional numbers are rounded to the nearest whole number.

(2) The course passing grade is at least 65 for a master's programs and at least 75 for a doctoral program.

(3) The scores, grades, coefficients and meanings that express course success are stated below.

Master's Programs Course Success Table			
Success Grade	Letter Grade	Success Coefficient	Success Evaluation
90 – 100	AA	4,0	Excellent
80 – 89	BA	3,5	Good - Excellent

Doctoral Programs Course Success Table			
Success Grade	Letter Grade	Success Coefficient	Success Evaluation
90 – 100	AA	4,0	Excellent
85 – 89	BA	3,5	Good - Excellent

75 – 79	BB	3,0	Good
70 – 74	CB	2,5	Medium – Good
65 – 69	CC	2,0	Medium
0 - 64	F	0	Unsuccessful

80 – 84	BB	3,0	Good
75 – 79	CB	2,5	Medium – Good
0 - 74	F	0	Unsuccessful

(4) Other grades participating in the average;

- a) FD: Absent, no right to take final/end-of-year and make-up exams, failed.
- b) FG: Did not take the final/end of year or make-up exam, failed.

(5) Other grades that are not included in the average are defined as follows;

- a) G: Successful in thesis, seminars and specialization non-credit courses,
- b) K: Failed for thesis, seminar and non-credit courses in specialization,
- c) M: Exempt,
- d) T: Transfer is given to the courses taken by students who have previously studied at another higher education institution at that higher education institution and whose equivalence is accepted by the Institute Board of Directors, and to the courses taken as a special student.
- e) TD: Thesis continues,
- f) TDZ: Thesis discontinuation,
- g) DYM: Did not take the doctoral qualification exam,
- h) DYG: Doctoral qualification exam is successful,
- i) DYK: Doctoral qualification exam failed,
- j) BH: It is the mark used to indicate the courses given in the scientific preparation class.

### **Objection to exam results and error correction**

**ARTICLE 65** - (1) Faculty members enter the exam results of the courses in graduate programs into the Student Information System (OBS) within five business days following the completion of the exams. Exam grades and success status are announced on OBS by the relevant faculty member.

(2) Students may apply to the Institute Directorate with a petition within five business days after the announcement of the exam results and request that their exam documents and/or success grade be reviewed. The institute management may have the relevant faculty member re-examine this exam document and/or passing grade for any material errors. If a material error is detected in the exam document and/or passing grade by the relevant faculty member, the grade change will be notified to the Institute Directorate by the faculty member in charge of the course within five business days at the latest. The student's grade change in the relevant exam is corrected by the decision of the Institute Board of Directors and the decision is notified to the student within fifteen days from the application date.

### **Average course success**

**ARTICLE 66** - (1) All grades received by the student are recorded in the transcript.

(2) The success status of the student is calculated as GANO according to hundred and/or quadrature systems. GANO is calculated by dividing the sum of the product of the credits multiplied by the credits of the grades of all the courses taken, including the semester the student has completed, from the moment the student starts studying in the graduate program by the sum of the credits of the courses taken from the first semester. The result is written as two digits after the comma.

### **Registration suspending**

**ARTICLE 67** - (1) With the decision of the Institute Board of Directors and justified and valid reasons determined by YÖK, the student may be given the right to suspend registration for a maximum of two semesters. The student's request to suspend registration cannot be less than one semester. In this case, the reasons for the application to suspended registration must be explained and documented. A student whose registration is suspended cannot continue his education and cannot take the exams for the semester in which he suspended his/her registration.

(2) The student whose registration suspension request is deemed appropriate must pay 25% of the tuition fee. If the student has paid more than the tuition fee he/she is obliged to pay, the excess portion is refunded to the student, and the remaining portion is requested from the student. The student must pay the full tuition fee if the application is made after the last business day of the fourth week following the start of classes. Otherwise, the registration suspension request will not be processed. The tuition fee paid for the registration suspension period is deducted from the tuition fee for the year in which the education begins. Students cannot benefit from scholarships provided by the University during the period they suspend their registration.

(3) If the student whose registration is suspended terminates the relationship for any reason, the fee paid will not be refunded.

## **Permits**

### **ARTICLE 68**

#### **(1) Being Permitted Due to Health Reasons**

(a) Students must submit their petitions and documents explaining their situation to the Institute Directorate within seven days at the latest from the start date of the report. Applications not declared within this period will not be accepted.

(b) Students who take a break from education by the decision of the Institute Board of Directors due to health conditions cannot take courses or course exams, doctoral qualification or thesis exams (thesis proposal, thesis monitoring, thesis defense) during the period they are on sick leave.

#### **(2) Being Permitted Due to Excuse**

(a) In unforeseen situations (natural disaster; death of mother, father, spouse, sibling and child, etc.); if an application is made to the Institute Directorate with a petition and documents proving the excuse within 15 days at the latest from the date of the incident, the Institute Board of Directors decides how long the student will be considered excused or on leave.

(b) If a student who is considered to be on leave due to an excuse declares that his/her excuse has disappeared, his/her leave will be canceled by the decision of the Institute Board of Directors.

(c) Students who interrupt their education due to an excuse by the decision of the Institute Board of Directors cannot take courses or course exams, doctoral qualification or thesis exams (thesis proposal, thesis monitoring, thesis defense) during the period they are excused. If the student is considered to be on leave, he/she must take these exams within a maximum of one month after the end of the exam dates specified in the academic calendar. A student who does not take the exam within this period is deemed to have failed the relevant exam or evaluation.

(e) The excuse status and duration of the student, determined by the decision of the Institute Board of Directors, are notified in writing to the faculty member responsible for the courses chosen during the semester by the department.

#### **3) Being Permitted Due to Abroad Education**

(a) With the approval of the Rectorate, the status of the students who will benefit from the student exchange program is decided by the Institute Board of Directors by examining the adaptation program prepared by the Institute ERASMUS Coordinator and the head department. By the decision of the



Institute Board of Directors, the student who benefits from the student exchange program is considered to be on leave during the education period, provided that he/she fulfills the financial obligations regarding registration. The student is exempt from the Specialization Field Course during this period.

#### **Students who cannot be considered as permitted**

**ARTICLE 69** - Students who are absent due to a prison sentence are not considered as permitted.

#### **Payment of wages during the period of leave or report**

**ARTICLE 70** – (1) The financial obligations of students who are deemed to be on leave or report for justified and valid reasons specified in the relevant articles of this Application Principles continue during the period of leave and report.

#### **Notification**

**ARTICLE 71** – Announcements made on the university's website on education, exams and similar issues have the effect of notifications made to the student himself/herself.

### **PART SEVEN**

#### **Miscellaneous and Final Provisions**

#### **Circumstances where there is no provision**

**ARTICLE 72** - (1) In cases where there is no provision in this Application Principles, other relevant legislation provisions, decisions of YÖK, Senate and University Administrative Board are applied.

#### **Legislation in Force and Repealed**

**ARTICLE 73** – (1) These Application Principles have been adopted and entered into force at the meeting of the Bezmialem Vakif University Senate dated 21.06.2023 and numbered 16, depending on the Bezmialem Vakif University Graduate Education and Training Regulation.

(2) With the entry into force of these Application Principles, Bezmialem Vakif University Graduate Education and Training Application Principles, which were accepted at the meeting of Bezmialem Vakif University Senate dated 16/09/2020 and numbered 20, were abolished.

#### **Transition Provisions**

**ARTICLE 74** - (1) The second paragraph of Article 39, the second paragraph of Article 41, the first and third paragraphs of Article 54 and the second paragraph of Article 58 do not apply to students who enrolled in graduate programs before the Spring Semester of the 2018-2019 Academic Year.

(2) Students who enrolled before the entry into force of these Application Principles continue their education according to the provisions of the Application Principles (published on 27.12.2017) instead of the provisions of the first paragraph of Article 51 and the second paragraph of Article 57 of these Application Principles.

(3) In terms of students who enrolled before the entry into force of these Application Principles, instead of the provisions in the second and third paragraphs of Article 64 of these Application Principles, they continue their education according to the provisions published in the Graduate Education and Training Regulations in force in the relevant semester in which they enrolled.

#### **Execution**

**ARTICLE 75** - (1) The provisions of this Application Principles are executed by the Rector of Bezmialem Vakif University.