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**KADIR HAS UNIVERSITY REGULATIONS
FOR GRADUATE EDUCATION**

PART ONE

Aims, Content, Legality and Definitions

Aims

Article 1 – (1) This regulation stipulates the guidelines concerning graduate education and related exams administered by institutes at Kadir Has University.

Content

Article 2 – (1) This regulation contains the guidelines for graduate education programs including thesis-track master's programs, non-thesis master's programs, doctorate programs, and graduate fine arts proficiency programs.

Legality

Article 3 – (1) This regulation adheres to the tenets as stipulated in Articles 14, 44 and 46 of Higher Education Law 2547, dated 4/11/1981.

Definitions

Article 4 – (1) The definitions of the following terms in this regulation are as follows:

- a) Advisor: A faculty member who has been appointed by the administrative board of an institute to advise graduate students during coursework and the writing of theses and dissertations.
- b) AKTS: European Credit Transfer System.
- c) ALES: The Entrance Examination for Academic Personnel and Graduate Studies.
- d) Board of Trustees: The Board of Trustees of the university.
- e) Department: An entity which implements a program of education at an institute as indicated in Article 5 of the Regulation for the Administration of Graduate Studies dated 3/3/1983 and numbered 17976, as published in the Official Gazette.
- f) Department Head: The head of a department of study at an institute as defined in Article 5 of the

Regulation for the Administration of Graduate Studies at Institutions.

g) Institute: The Graduate School of Science and Engineering, and Graduate School of Social Sciences.

h) Institute Administrative Board: The board under the chairmanship of the director of an institute which is composed of the institute's vice directors and three faculty members selected by the Institute Administrative Board from six candidates who have been recommended by the director and who shall serve terms of three years.

i) KPDS: The Foreign Language Examination for State Employees.

j) Program: For the purposes of achieving a master's or doctorate degree, a given number of courses containing specified content for requisite and elective courses as well as theses, dissertations, the comprehensive exams of doctorate programs, and applied projects.

k) Rector: The rector of Kadir Has University.

l) Senate: The university senate.

m) Student: An individual who is enrolled in an institute for graduate education.

n) Thesis/dissertation: A master's thesis or artistic work, a doctoral dissertation, or a thesis written to demonstrate proficiency in the fine arts program.

o) UDS: The Interuniversity Foreign Language Examination.

p) University: Kadir Has University.

PART TWO

General Principles Concerning Graduate Studies

Quotas and specification of special conditions

ARTICLE 5 – (1) At the end of each semester, each institute shall, under the guidance of the Inter-university Committee, propose Master's, PhD and Proficiency in Arts programs for the following semester. These proposals shall include student quotas for these programs as well as special application and admittance criteria (if applicable) for each, including foreign language requirements. Proposals shall then be evaluated by the related administrative board and approved by the Senate.

(2) The rectorate shall announce the names, quotas, special application criteria (if applicable), deadlines, exam dates and other information about Master's, PhD and Proficiency in Arts programs to which institutes will admit students.

Application criteria

ARTICLE 6 – (*Change: OG-13/5/2013-28646*)

(1) To be eligible to apply for master's programs, candidates must hold a bachelor's degree.

Candidates for thesis track master's programs must have a minimum score of 55 from the ALES exam

(*Akademik Personel ve Lisansüstü Eğitime Geçiş Sınavı* administered by the central university placement system) for the relevant score type or be in possession of a score from an exam the equivalence of which has been accepted by the Council of Higher Education. The Senate has the authority to increase minimum score requirements. For candidates applying for non-thesis track programs, the ALES exam requirement and the minimum score requirement shall be specified by the Senate.

(2) Candidates must have a minimum score of 50 from the UDS exam or an equivalent score from an exam the equivalence of which has been approved by the Interuniversity Committee. The Senate has the authority to increase score requirements. The Senate shall stipulate other criteria, in addition to ALES and foreign language exam score, concerning the evaluation of candidates for graduate studies such as bachelor degree GPA, interviews, letters of reference, and letters of intent. In the case that there is more than one criterion, the weight of the ALES score in the decision shall be a minimum of 50%.

(3) To be eligible to apply for doctorate programs, candidates must hold a master's degree or an undergraduate degree. Candidates must have the required score type from ALES, the minimum of which cannot be less than 55 for applicants holding a master's degree and 80 for applicants holding an undergraduate degree, or they must be in possession of documentation the equivalence of which has been accepted by the Council of Higher Education. Candidates for doctorate programs without a Master's degree must have a minimum GPA of 3.00 out of 4.00 or an equivalent GPA for the bachelor's degree. The senate has the authority to increase score requirements.

(4) Candidates of doctorate programs must have a minimum score of 55 from the UDS exam or an equivalent score from an exam the equivalence of which has been approved by the Interuniversity Committee. Foreign students need to have a minimum score of 55 from the UDS exam or an equivalent score from an exam the equivalence of which has been approved by the Interuniversity Committee in a language other than their native language; this language can be English, French or German. The senate has the authority to increase score requirements.

(5) Candidates of doctorate programs whose applications have been approved must attend an interview. The date and location of the interview shall be specified by the Senate upon the recommendation of the related institute. For acceptance, the ALES score, foreign language exam score, interview and bachelors and/or Master's GPA shall be taken into consideration. For the decision of acceptance, the ALES score's weight shall be a minimum of 50%. The senate shall stipulate other criteria concerning the evaluation of candidates, as well as other required documents for application, and these are stipulated in Article 5 of this regulation.

(6) For applications for proficiency program for fine arts programs, candidates must hold a Master's degree or an undergraduate degree in a related field specific for that program; if applicants are not graduates of fine arts programs, they must have a minimum verbal score of 55 for applicants holding a master's degree and 80 for applicants holding an undergraduate degree. Candidates for fine arts programs

applying without a Master's degree must have a minimum GPA of 3.00/4.00 or equivalent undergraduate GPA. The senate maintains the authority to increase score requirements.

(7) Candidates of proficiency program for fine arts programs must have a minimum score of 55 from the UDS exam or an equivalent score from an exam the equivalence of which has been approved by the Interuniversity Committee. Foreign students must have a minimum score of 55 from the UDS exam or an equivalent score from an exam the equivalence of which has been approved by the Interuniversity Committee in a language other than their native language; this language can be English, French or German. The senate maintains the authority to increase score requirements.

(8) Candidates of the proficiency program for fine arts whose applications have been approved shall attend a skill exam. The date and location of the talent exam shall be specified by the senate upon the recommendation of the related institute. For acceptance, the ALES score, foreign language exam score, interview and bachelors and/or Master's GPA shall be taken into consideration. In the decision for acceptance, the weight of the ALES score shall be a minimum of 50%. The senate shall stipulate other criteria concerning the evaluation of candidates, as well as other required documents for application, and these are stipulated in Article 5 of this regulation.

(9) Candidates who cannot provide documentation of the language proficiency discussed in the above articles must take the university's English proficiency exam and receive an equivalent score. Students who do not do not achieve the minimum score may attend the university's English preparatory program, according to the principles specified by the Senate, for which they must pay the tuition fee. This program lasts one calendar year, and students who do not successfully pass the program's final exams may re-enroll for two additional semesters given that they pay the tuition fee. Semesters spent in the preparatory program shall not count towards the time period for the graduate program of study.

(10) The acceptance criteria for foreign applicants and applicants who are Turkish nationals residing abroad shall be determined by suggestions made by the chair of the related program, the recommendation of the related administrative board, and the final decision of the senate.

Application procedure

ARTICLE 7 – (1) During the application period, candidates shall apply to the directorate of the program and submit the required documents and any other documentation required by the administrative board.

(2) If the applicant has graduated from a program of higher education outside of Turkey, s/he must submit: an equivalence document which has been approved by YÖK; or, a copy of an equivalence document which has approved by the university; or, the original document along with documentation that an equivalency application has been made to YÖK or to the university. The original certificate of equivalency must be submitted by the end of the first semester of studies.

(3) Application documents must be originals or copies which have been approved by the institute.

(4) Procedures regarding documentation of military service and/or criminal records shall be carried out per the request of the candidate.

Evaluation of applications

ARTICLE 8 – (1) A program acceptance committee shall be assembled for the purpose of evaluating applications for graduate programs upon the recommendation of the department followed by the approval of the relevant institute's administrative board, and this committee shall consist of at least three faculty members. Within the framework of the guidelines determined by the university senate, this committee shall, upon completion of evaluations, make recommendations about the acceptance of applicants. Final decisions concerning acceptance shall be made with the administrative board's approval of these recommendations, whereupon applicants shall be notified. For programs which have thesis-track and non-thesis graduate programs, at this stage of the acceptance process a decision shall be made whether or not applicants have been accepted into a thesis-track or non-thesis track program.

(2) Foreign applicants and applicants who are Turkish nationals residing abroad shall be subject to the same guidelines for acceptance; the university senate, however, retains the right to make exceptions on this matter.

(3) Applicants who do not submit all of the required documents or who submit falsified documents shall not be allowed to register at the university and if such students have enrolled, their enrollment shall be annulled.

Tuition fees

ARTICLE 9 – (1) The guidelines for graduate program tuition fees are as follows:

- a) All graduate programs at the university are subject to tuition fees. The amount of fees shall be determined by the Board of Trustees every year. Tuition covers four semesters for master's programs and eight semesters for doctorate programs. Students who have received an extension for master's programs (up to two semesters) and PhD programs (up to four semesters) shall be required to pay additional tuition fees, the amount of which shall be determined by the Board of Trustees. If a student completes a graduate program in a shorter time than stipulated, s/he is not entitled to a reimbursement of tuition.
- b) Tuition fees for students who are unable to complete their graduate studies within the allotted time period of studies as stipulated in Article 44 article of Law 2547 shall be determined by the Board of Trustees per the terms of Article 46 of Law 2547.
- c) Students who register for a program or re-enroll at the beginning of an academic year but then withdraw from the program prior to the beginning of the semester must pay one fourth of the annual tuition fee. If a student withdraws after the semester has begun, the student is not entitled to a reimbursement of tuition for that semester. Students who have not paid their tuition fees by the deadline stipulated by the rectorate may

not enroll or renew their enrollment and thus do not hold the rights of university students.

d) Tuition fees for academic preparation programs shall be determined by the Board of Trustees every year.

Acceptance of students for the academic preparation program

ARTICLE 10 – (1) Candidates for master's and doctorate programs may be required to enroll in a preparation program to make up for deficiencies in their academic background, as indicated below:

a) Candidates shall be required to enroll in an academic preparation program if they hold an undergraduate degree from a program which differs from the master's or doctorate program to which they have applied (students holding an undergraduate degree who apply to a doctorate program shall be subject to the same requirement), and candidates shall be required to enroll in an academic preparation program if they hold an master's degree from a program which differs from the doctorate program or fine arts proficiency program to which they have applied.

b) Students shall be accepted into an academic preparation program per the terms of Article 6 of this regulation. Committees deciding on applicants' acceptance into graduate programs shall, based on an evaluation per the conditions stipulated by the university senate, indicate which applicants have been accepted. The institute's administrative board must then approve the committee's recommendations, whereupon candidates shall be notified.

c) Tuition fees for academic preparation programs shall be determined by the Board of Trustees each year.

d) Courses which are required in the academic preparation program may not be substituted for requisite courses in a given graduate program. However, pending approval of the institute's administrative board, students may take courses in the academic preparation program in addition to courses from the graduate program.

e) Attendance, course exams, course grades, requirements for passing courses, repeating courses, dropping out of programs, and other related issues shall be administered within the framework of Kadir Has University's Regulation for Associate, Bachelor's and Master's Degrees as published in the Official Gazette on 04.01.2012, numbered 28163.

f) The academic preparation program shall last no longer than one calendar year. This period, taking into account semester breaks, may not be extended. Time spent in the academic preparation program shall not be counted towards the period of time mandated for master's and doctorate programs.

g) Courses in the academic preparation program for master's students as well as doctorate students who applied with an undergraduate but not a graduate degree should primarily be from the third and fourth years of an undergraduate program of study. To successfully complete the academic preparation program, students must achieve a minimum grade of CC (2.00/4.00) for each course as well as an overall GPA of 2.50/4.00.

h) Courses in the academic preparation program for doctorate students holding a master's degree must be from a master's program of study. To successfully complete the academic preparation program, students must achieve a minimum grade of CB (2.50/4.00) for each master's-level course as well as an overall GPA of 3.00/4.00.

Acceptance of visiting students

ARTICLE 11 – (1) Graduates or students from programs of higher education or individuals who would like to develop their knowledge on a specific subject may enroll in graduate courses as special students pending the recommendation of the head of the department and the approval of the administrative board. However, individuals who take courses as visiting students are not granted the same rights as regularly enrolled students. Visiting students shall be issued a document indicating the courses they have taken as well as the grades they received for those courses, but this document does not confer the same bearing as a diploma or a degree. Tuition fees for visiting students shall be specified by the Board of Trustees. Institutes may set quotas for visiting students.

Acceptance of transfer students

ARTICLE 12 – (1) Students who have successfully completed at least one semester of studies at the university or at a graduate program at another university may be accepted into a program of graduate studies at the university via transfer. The terms of such transfers shall be stipulated by the university senate. Transfer students must have completed a minimum of six credits of course work at the graduate program from which they seek to transfer and have achieved a minimum GPA of 2.50/4.00. The head of the department shall make a recommendation concerning the courses that may transfer into the new program of study, and this recommendation must be approved by the institute's administrative board.

(2) Tuition fees for transfer students are calculated according to the current semester-based tuition fee.

Registration for graduate programs

ARTICLE 13 – (1) Students who are eligible for registration must complete their registration in person at the Student Affairs Office. If a student has a valid excuse, then that student's registration can be completed by an authorized representative.

(2) Students who have not submitted all of the required documents shall not be allowed to register, and students are not permitted to register by mail. Students who have not completed their registration by the deadline forfeit all rights to register.

(3) Students who have not paid the tuition fees before the deadline stipulated by the rectorate shall not be allowed to register.

(4) The registration of applicants who submit any falsified documents, or who were found to have cheated on the university entrance exam, shall be annulled, and legal action shall be taken against those individuals. If such a student withdraws from the university, all documents issued to him/her, including the diploma, shall be annulled, and tuition fees paid by that student shall not be returned.

Student identity cards

ARTICLE 14 – (1) A university identity card indicating that the student is enrolled at Kadir Has University shall be issued to students who have successfully completed registration. If this card is lost, an announcement concerning its loss must be posted in a local or national newspaper; this announcement must then be attached to the request for a new card, which shall then be submitted to the Student Affairs Office. A new card shall then be issued to the student for a fee which shall be determined by the rectorate.

(2) Students who withdraw from the university, have been expelled from the university, or have had their registration cancelled must return their ID cards which will then be kept in the student's file.

Renewal of registration

ARTICLE 15 – (1) Students must renew their registration every semester during the period specified in the academic calendar. Students who are at the thesis/dissertation stage in master's and PhD programs must register accordingly.

(2) Students must have paid all of the tuition fees for the previous semester as well as the current semester to renew their registration. Students who do not fulfill this requirement shall not be permitted to renew their registration and thus shall not hold rights as students of the university.

(3) Students who have paid their tuition fees must obtain the approval of their advisor for their course schedules for each semester. Students are responsible for every step in the process of registration renewal and registering for courses. Students who have completed registration for courses shall be deemed as having renewed their registration.

(4) Students who do not renew their registration within the time period specified shall not be eligible to enroll in courses and shall not hold the rights of students enrolled in the university.

(5) Even if students do not renew their registration for a semester, that semester shall be counted towards the period of education as specified in Law 2547. Students may renew their registration for the following semester pending that they pay one quarter of the tuition fee for the semester in which they did not enroll.

(6) If students do not register for two consecutive semesters, their registration shall be suspended. If they have completed the minimum duration of education, such students may renew their registration per the terms of Articles 44 and 46 of Law 2547 on the condition that they pay the tuition fee stipulated for that academic year by the Board of Trustees when they renew their registration.

(7) Students do not have the rights of enrolled students during periods in which their student status has been suspended.

(8) Renewal of registration for exchange students can be done on dates other than those stipulated in the academic calendar, pending the approval of the related unit's administrative board.

Academic calendar

ARTICLE 16 – (1) The university's academic calendar is based on the recommendations of departments and decision of the senate.

(2) The academic calendar indicates the dates for the start and end of semesters, mid-term and final exams, payment of tuition, renewal of registration, suspension of registration, and other related issues.

Academic Semesters

ARTICLE 17– (1) Graduate education is based on a semester system.

(2) There are fall and spring semesters for graduate education.

(3) Including dates for mid-term exams, a semester shall consist of at least seventy days. Saturdays, Sundays, national holidays, public holidays, and final exam dates do not count in the calculation of that period of time.

Education programs and courses

ARTICLE 18 – (1) The credit value for each compulsory/elective course in graduate programs of study shall be specified via the recommendation of the head of the department followed by the acceptance of this recommendation by the institute's administrative board and the subsequent approval of the Senate.

(2) The AKTS (ECTS) value of a graduate course is equal to the weekly course load. The total AKTS (ECTS) value of a semester may not exceed 30.

Course registration and Add/Drop procedures

ARTICLE 19 – (1) Students must attend 70% of classes and 80% of applied studies such as laboratories and workshops. Students who do not attend the minimum number of classes shall not be permitted to take final exams. Course instructors are responsible for taking attendance, and they shall provide the head of the department at the end of each semester with the names of the students who fail to meet this criterion.

(2) Students are required to meet the attendance criterion for all repeated courses which have an attendance policy.

(3) Students may add or drop courses; add/drops must be approved by the student advisor and completed by the deadline announced in the academic calendar.

(4) Students may withdraw from courses; withdrawals must be approved by the student advisor and

completed by the deadline announced in the academic calendar. Courses from which students withdraw shall be indicated as a Ç (Withdrawal) in the student's transcript.

Course exams and evaluation

ARTICLE 20 – (1) The credit value of a graduate course shall be the sum total of the weekly theoretical portion of course hours and half of the weekly hours dedicated to applied or laboratory coursework.

(2) (*Change: OG-13/5/2013-28646*) Students shall be given one of the grades indicated below for each course taken.

LETTER GRADE and VALUE

AA 4.0

BA 3.5

BB 3.0

CB 2.5

CC 2.0

DC 1.5

DD 1.0

FF 0.0

VF 0.0

(3) (*Change: OG-13/5/2013-28646*) Course grades are as follows:

- a) A student who receives a grade of AA, BA, BB, CB, CC or G shall pass the course.
- b) A student who receives an FF shall fail the course.
- c) A student who receives a VF shall fail the course for insufficient attendance.

(4) (*Change: OG-13/5/2013-28646*) Other grade symbols are as follows:

- a) Students shall receive a grade of E (Incomplete) if they do not complete the required assignments in courses such as a graduation project or other applied courses which do not have a final exam. Students who receive an E must submit the incomplete assignments and receive a grade within 15 days after the announcement of grades as indicated on the academic calendar. If they do not fulfill these requirements, then the grade will automatically become an FF. The deadlines indicated above can be extended if the department chair requests an extension and the administrative board approves the extension.
- b) A G grade shall be given to students who pass a non-credit course or a course that is given on a pass/fail basis. This grade shall not count towards the student's GPA.
- c) An S (continuing) shall be given for courses which last longer than one semester and for which the student has demonstrated satisfactory performance. This grade shall not be calculated into the GPA.

d) A Ç (withdrawal) is given for courses from which a student withdraws, and this is not calculated into the GPA.

e) A T (repeat) indicates that a course has been repeated. When an elective course is replaced by another elective upon the approval of the advisor, this shall be indicated with a T.

f) An H (excluded) indicates that a course shall not be included in calculations of the GPA.

g) A TRS (transfer) indicates a course that a student took at a previous institution and which has been accepted as equivalent by the administrative board of the department upon the proposal of the department chair.

h) An M indicates courses from which the student is exempt.

i) A BÜT indicates that the student did not take the final exam despite having the right to take the exam (as stipulated in this regulation) or indicates that the student did not pass the final exam.

(5) In graduate studies, a student must have a minimum final semester grade of CC to pass a course. A grade of CC is a conditional pass grade; with the aim of improving this grade, students may re-take the course. A student who receives a final semester grade of FF shall fail that course. The thesis of the thesis track master's program and the graduation project of the non-thesis master's program shall be graded either as Pass or Fail, as these are non-credit courses and letter-grades are not awarded.

(6) Mid-term exams, quizzes, field work, applied projects, assignments, workshops, seminars, attendance, laboratory work and other related coursework shall constitute a minimum of 40% and a maximum of 60% of the final course grade; the final exam grade shall constitute a minimum of 40% and a maximum of 60% of the final course grade.

(7) All exams testing proficiency, level or course success can be paper-based and administered simultaneously, or can be made electronically via a question database which is classified in terms of area and levels of difficulty; if administered in this manner, each examinee shall receive a different question at a different time. The senate shall determine the guidelines for preparing exam questions, creating and encrypting the question database, maintain copies of exam questions via hard or soft copies, as well as exam security, according to the principles specified by the Higher Education Council.

Semester GPA and Cumulative GPA

ARTICLE 21 – (1) The Semester Grade Point Average (AYNO) and Cumulative Grade Point Average (AGNO) are calculated as follows:

a) The Semester Grade Point Average is calculated by multiplying the numerical value of grades of all courses taken in a semester with the number of credit hours and then dividing this with the total number of courses. The final result is rounded to two decimal points.

b) The Cumulative Grade Point Average is calculated by multiplying all of the numerical values of grades of courses taken in all semesters of study with the number of credit hours and dividing this with the

number of courses. The final result is then rounded to two decimal points.

(2) The Cumulative Grade Point Average is calculated at the end of each semester, and does not include courses which were not be completed in previous semesters and courses which were dropped.

(3) For repeated courses, the Semester Grade Point Average and Cumulative GPA are calculated using the grade received for the most recently taken course. The earlier grade for a repeated course is not included in the Cumulative GPA.

Raising the Cumulative GPA

ARTICLE 22 – (1) Students who would like to raise their cumulative GPA may repeat courses in addition to taking compulsory courses for a given semester.

Exams

ARTICLE 23 – (1) Exams shall include mid-term exams, final exams, retake exams and make-up exams for mid-term exams.

(2) Exams may be written, or if documented, they may be oral exams or based on assignments, seminar studies, or applied projects.

(3) Exams shall be announced and prepared in line with the program of study offered by the related department. Students must present their student identity cards when they take exams.

(4) Exams must be given in university buildings. Only exams given with the framework of distance learning programs in the fields of information and communication technologies may be taken off-campus, and exams for field courses stipulated by the administrative board may also be taken off-campus.

(5) If necessary, exams may be given at times other than normal working hours or on Saturdays and Sundays which are not national or public holidays, pending approval of the faculty or unit's administrative board.

(6) Per the rules determined by the administrative board of each faculty or unit, written exam papers and other related documents shall be kept for two years, and at the end of that time period they shall be destroyed and their destruction shall be documented.

Mid-term exams

ARTICLE 24 – (1) A mid-term exam is an exam given during the semester of a course which is part of a program of study offered by a department at the university.

(2) Every course shall have at least one mid-term exam.

(3) For repeated courses, if a student does not take a mid-term exam and does not have a valid excuse for failing to take the exam, then that student shall receive a grade of "0" and that grade shall be reflected in the student's GPA.

(4) A student who does not take the mid-term exam for a given course may still take the final exam.

Final exams

ARTICLE 25 – (1) A final exam is an exam given at the end of the semester of a course which is part of a program of study offered by a department at the university.

(2) The final exams of all courses shall be given at the end of the semester. To be eligible to take the final exams of a course, a student must:

- a) Have attended at least 70% of classes for theoretical courses.
- b) Have attended at least 80% of classes for applied courses.

(3) Students who do not attend the minimum required amount of classes shall receive a grade of VF.

Retake exams

ARTICLE 26 – (1) A retake exam is an exam given at the end of the semester for students who meet the criteria for taking the final exam as stated in this regulation and have not taken the final exam or have failed the final exam.

(2) A student who does not take or fails the retake exam shall receive a grade of FF.

Make-up exam

ARTICLE 27 – (1) A make-up exam is an exam given in place of a mid-term exam.

(2) A student who misses a mid-term or final exam due to valid health issues and has an official report may take a make-up exam pending the approval of the administrative board.

(3) The university senate shall determine the rules and regulations concerning whether or not a health report and/or other valid excuse shall grant a student the right to take a mid-term exam.

(4) Students who are unable to take an exam because they are serving in the official capacity as representatives of the university may take make-up exams per the approval of the university administrative board.

(5) Students may not take exams that are administered during periods in which they are on sick leave or official leave of absence; any exam grades received during these periods shall not be valid.

(6) A student who misses a make-up exam shall not have the right to re-take that make-up exam at any other time.

Objecting to exam results

ARTICLE 28 – (1) A student can submit a written objection to an exam score on the basis of an error of fact in the exam; objections must be filed within three days of the announcement of exam scores. The

course lecturer shall re-assess the exam in light of the student's objection and within two weeks, the administrative board shall make a decision regarding the objection and thereupon inform the student. Re-assessments of exams for which the scores have been announced shall only include the error of fact indicated in the objection.

Leave of absence from studies

ARTICLE 29 – (1) As stipulated by the university administrative board, students may be granted a leave of absence from their studies per the terms below:

- a) For health reasons, as demonstrated by a valid health report.
- b) When education is suspended per the decision of the Higher Education Committee due to events which may disrupt education, as indicated in Paragraph 3 of Sub-clause 2 of Clause D of Subsection 1 of Article 7 of Law 2547.
- c) When a student must suspend studies because of a natural disaster. This must be verified in a document issued by the highest local authority where the disaster occurred.
- d) When a student provides documentation that she/he will travel abroad for foreign language studies.
- e) When a student is subject to a ruling which, according to the Higher Education Committee Discipline Regulations published in the Official Gazette #18634 dated 13/1/1985, does not require expulsion from an institution of higher education.
- f) When a student, for any reason, loses the right to a suspension of mandatory military service and is required to complete his military service.
- g) If a student is arrested.
- h) If there are other extenuating, legitimate, and valid situations requiring the student to take a leave of studies.

(2) Students are allowed to take a leave of absence for a maximum of 4 semesters during the total course of studies at the university.

(3) For sub-clauses (a), (b), (c), (d), (e), (f) and (g) of Clause 1 of this article, students must apply for a leave of absence within fifteen days and for Clause (g) one month upon completion of registration.

(4) Students must submit the required documents and leave of absence application form to the Student Affairs office. The university administrative board shall make all decisions regarding applications for leave of absence.

(5) Upon activation of a leave of absence, documents submitted for the application shall not be returned to the applicant. The period of time granted for a suspension of studies shall not be counted towards the maximum period of studies indicated in Article 44 of Law 2547. During the leave of absence, students may not repeat applied courses or take final exams. Upon expiration of the leave of absence, students shall continue their studies from the point at which they took leave.

(6) If a student who did not attend the university for more than four semesters for psychological reasons documented by a health report would like to continue her/his studies, she/he must provide a new health report. Based on an evaluation of the report, the university administrative board will make a decision about whether or not the student should be allowed to continue studying. A student who is not eligible to continue his/her studies shall be dismissed from the faculty, school, or vocational school.

(7) Students who are granted leave of absence must pay one-fourth of tuition. If this payment is not made, the leave of absence will not be processed. If the application for leave of absence is rejected, this tuition fee shall be reimbursed to the student.

(8) Students are not eligible for university scholarships during leave of absence.

Dismissal from the university and dropping out

Article 30 – (1) Students shall be dismissed from the university for the following reasons:

- a) When a student requests to have her/his registration annulled.
- b) When a health report indicates that a student is not psychologically fit to continue studying.
- c) When a student begins a program of study at another institute of higher education.

(2) A student who has been dismissed from the university can obtain documentation of this status by submitting a letter of request to the Student Affairs Office.

(3) When a student is dismissed from the university, the terms stipulated by the senate regarding tuition shall be applied.

Master's programs

ARTICLE 31 – (1) A master's program can either be thesis-track or non-thesis. The university senate shall decide which institute's departments shall offer graduate programs and how these programs will be administered. Decisions regarding transfers between thesis-track and non-thesis programs shall be made by the university senate and implemented through the agreement of the department and the approval of the institute's administrative board.

(2) The university may offer distance learning education programs for graduate degrees; the courses for these programs shall be planned and implemented via communications technologies which do not require that the lecturer and students be in the same physical space.

PART THREE

Thesis-track Master's program

Aim and content

ARTICLE 32 – (1) The aim of the thesis-track master's program is to enable students to acquire the skills

necessary to acquire, evaluate, and interpret information. This program consists of a minimum of twenty-one credits derived from at least seven courses, a seminar course, and a thesis. The seminar course and the thesis are non-credit, and they shall be evaluated either as pass or fail. The GPA for graduate studies is calculated according to the sum total of coursework. Students must register for thesis work every semester starting at the latest by the third semester.

(2) A maximum of two courses can be selected from a bachelor's program on the condition that the student did not take those courses during her/his undergraduate studies or, if taken, those courses were not applied to a program from which the student received a degree. Courses which are not offered at the university can be taken at other institutions of higher education pending the recommendation of the head of the department and the approval of the institute's administrative board.

(3) Credits required for completion of a graduate program may be transferred from courses taken and passed in other graduate programs given that they were not applied towards a degree, pending the recommendation of the advisor and the approval of the institute's administrative board.

(4) For students enrolled in a graduate program, undergraduate courses taken for a bachelor's degree may, if they were not applied towards a degree, be applied towards the course requirements for a graduate program upon the recommendation of the head of the program and the approval of the institute's administrative board.

Period of study

Article 33 – (1) The period of study for the thesis-track master's program is a maximum of six semesters excluding foreign language preparation and academic preparation programs. Students who have completed their coursework and the seminar course as well as the thesis work as stipulated in their program shall have the right to graduate.

(2) A student who has not completed the thesis-track MA program before the maximum of three years, starting from the first semester of studies regardless of whether or not the student was registered for each semester, may register to continue studies on the condition that the tuition fee is paid as stipulated by the Board of Trustees within the framework of Article 46 of Law 2547. In this case, the student shall maintain student status but have no other rights except for taking courses and exams, and doing the thesis.

Appointment of thesis advisors

Article 34 – (1) In a thesis-track graduate program, the head of every department shall make a recommendation to the institute regarding the thesis topic and thesis advisor for every student by the end of the second semester of studies at the latest, and this recommendation must then be ratified by the administrative board.

(2) A thesis advisor shall be selected from among faculty members of the university as well as

lecturers whose qualifications have been ratified by the senate, and a thesis advisor shall be appointed upon the consent of the head of the department and the approval of the institute's administrative board.

(3) When necessary, an advisor may be replaced as the result of a decision made by the administrative board and consultation with the director of the program.

Completion of graduate thesis

ARTICLE 35 – (1) Students' theses must be written per the formatting requirements stipulated in the writing guide approved by the university senate and, with the approval of the advisor, theses must then be submitted to the institute. Additionally, students must give an oral defense of their thesis.

(2) A graduate thesis jury shall be appointed by the recommendation of the head of the department and the approval of the administrative board. The jury shall be comprised of three members, one of whom must be the student's advisor and at least one of whom must be from another program of study recognized by the Council of Higher Education or be from another institute of higher education. A replacement (substitute) jury member shall also be selected for juries. A co-advisor may not be a member of the jury of his/her advisee's thesis defense. After the selection of jury members, candidates shall deliver to each jury member duplicates of the thesis which was submitted to the institute. The date and location of the thesis defense shall be specified by the institute upon the recommendation of the program director and the student, and jury members shall receive written notification of the time and location of the defense.

(3) The members of the jury must hold the student's examination within one month of receiving the student's thesis. The thesis defense shall include a presentation of the thesis and a subsequent question-answer session. The defense shall last a minimum of 60 minutes and a maximum of 90 minutes. The thesis defense must be open to attendees, and the institute is responsible for taking all necessary steps to announce the defense at least three days prior to the selected date. During the defense, only jury members are permitted to ask questions.

(4) (*Change:OG-13/5/2013-28646*) After completion of the thesis defense, the jury shall hold a closed meeting in which a decision for pass, fail, or recommendation for revisions must be reached through a majority vote. This decision shall be officially reported to the institute by the head of the department within three days. If revisions have been requested, the student must complete these within three months and defend the thesis once again in front of the same jury. If a student's thesis is not passed, or if the corrections for the thesis are not deemed to be passable, either a new topic for the thesis shall be selected or upon the student's request he/she shall be granted a non-thesis track Master's diploma given that all the requirements such as course credits and projects have been completed. In this case, the student shall maintain student status but have no other rights except for taking courses and exams, and doing the thesis.

Masters diploma for thesis track Master's program

Article 36 – (1) Students shall have the right to be granted a thesis track master's diploma on the condition

that they have completed the required credit courses, non-credit seminar course, and thesis course, have a minimum GPA of 2.50/4.00, and pass the thesis defense. To receive a diploma and any diploma supplements, within one month of the thesis defense students must submit to the institute three bound copies of the thesis, the format of which must meet the criteria of the writing guide approved by the university senate, as well as three soft (electronic) copies which include the entire thesis and Turkish and English abstracts. A document certifying graduation (but not any diploma supplements) shall be submitted to a graduating student, to be replaced by the diploma when it has been issued.

(2) The master's diploma shall indicate the name of the program in which the student completed her/his studies, as well as a title if applicable.

PART FOUR

Non-thesis Master's program

Aim and content

Article 37 – (1) The aim of the non-thesis master's program is to enable students to obtain in-depth knowledge of her/his area of professional interest and the ability to apply this knowledge. The non-thesis master's program may be offered as an evening program of study. The program consists of a minimum of 10 courses and a minimum of 30 credits, together with a term project. The term project is non-credit and shall be evaluated either as pass or fail. Per the terms stipulated by the senate, students shall present their term projects at the end of the program. Students must register for the term project in the stipulated semester and at the end of that semester they must submit a term project, the format of which must meet the criteria of the writing guide approved by the university senate. The GPA for graduate studies shall be calculated as the sum total of all courses taken.

(2) A maximum of three courses can be selected from the senior year of a bachelor's program on the condition that the student did not take those courses during her/his undergraduate studies or, if taken, those courses were not applied to a degree program. Courses which are not offered at the university can be taken at other institutions of higher education pending the recommendation of the head of the department and the approval of the institute's administrative board.

(3) The credits required for completion of a graduate program may be transferred from another graduate program, pending the recommendation of the head of the department and the approval of the institute's administrative board on the condition that these credits were not applied towards a degree.

Appointment of advisors in non-thesis track master's programs

ARTICLE 38 – (1) In a non-thesis master's program, the director of the program shall, by no later than the end of the first semester, recommend an advisor from among the faculty members or lecturers of the

university who shall advise the student on the term project.

(2) If necessary, an advisor may be replaced upon a justifiable recommendation made by the department, the approval of the administrative board, and with the consultation of the current advisor.

Period of study of the non-thesis-track Master's program

ARTICLE 39 – (1) The period of study for the non-thesis-track master's program is a maximum of six semesters, excluding foreign language preparation and academic preparation programs. Students who have completed their coursework, including the project course as stipulated in their program of study, shall receive their degree.

(2) A student who has not completed the thesis-track MA program within the maximum of three years, regardless of whether or not the student registered for each semester, may register to continue studies on the condition that the tuition fee, stipulated by the Board of Trustees within the framework of Article 46 article of Law 2547, has been paid. In this case, the student shall maintain student status but have no other rights except for taking courses and exams, and doing the thesis.

(3) The student shall submit a copy of the completed term project to the head of the department along with his/her advisor's letter of approval, and these shall then be relayed to the institute.

Diploma for non-thesis track Master's program

ARTICLE 40 – (1) Students shall have the right to receive a non-thesis track master's diploma on the condition that they have completed the required credit courses, non-credit project course, and thesis course, have a minimum 2.50/4.00 GPA, and passed the final project. The master's diploma and any diploma supplements shall be submitted to the student if the project conforms to the criteria in the writing guide approved by the university senate. To graduate, within one month of the project exam students must also submit a bound copy of the project as well as three soft (electronic) copies which include the entire text and Turkish and English abstracts to the institute. A document certifying graduation (but not any diploma supplements) shall be submitted to a graduating student, to be replaced by the diploma when it has been issued.

(2) The master's diploma shall indicate the name of the program in which the student completed her/his studies, as well as a title if applicable.

(3) (*Supplement:OG-13/5/2013-28646*) A student of a non-thesis track Master's program may transfer to a thesis track Master's program provided that he/she meets the minimum requirements for the thesis track program. In this case, courses taken in the non-thesis track program shall count towards the thesis track program upon the decision of the institute's administrative board.

PART FIVE

Doctorate Program

Aim and content

ARTICLE 41 – (1) The aim of the doctorate program is to ensure that students acquire the skills necessary for conducting independent research, interpreting scholarly materials through comprehensive and critical analysis, and identifying the steps necessary for the creation of new syntheses of knowledge.

(2) The dissertation to be prepared for completion of a doctorate program must introduce an innovation to the relevant branch of science or scholarship, develop a new scientific or scholarly method, or utilize a known methodology in a new field.

(3) The doctorate program for students holding a master's degree shall be comprised of no less than 21 course credits and this must include at least 7 courses, seminar courses, a comprehensive exam, a dissertation proposal, and a dissertation. Students holding a bachelor's degree who have been accepted into the doctorate program must complete no less than 42 course credits, 14 courses, seminar courses, a comprehensive exam, a dissertation proposal, and a dissertation. Grades received in all courses will be calculated into the student's GPA.

(4) Graduate courses may be taken at other institutes of higher education upon the recommendation of the relevant institute's chair and the approval of the institute's administrative board. The number of course credits taken at other institutions of higher learning may not exceed one-third of the total required for completion of the program.

(5) Undergraduate courses may not be counted towards the credits required for the doctoral program.

Period of study

ARTICLE 42 – (1) The period of study for students who hold a master's degree and have been accepted into a doctoral program is a maximum of twelve semesters (six years). The duration of study for students who hold an undergraduate degree and have been accepted into a doctoral program is a maximum of eighteen semesters (nine years). Provided that a student registers for at least two semesters of dissertation work and fulfills all of the criteria necessary for completion of the program, s/he may complete the doctorate degree in less than 8 semesters.

(2) The maximum amount of time in which requisite courses must be completed shall be 4 semesters for students holding a master's degree, and 6 semesters for students who have been accepted into the program with an undergraduate degree.

(3) (*Change:OG-13/5/2013-28646*) Students who have successfully completed their coursework, passed their comprehensive examinations, and submitted an approved dissertation proposal but cannot do their dissertation defense because they did not complete the dissertation within the period of time stated

above may be given extensions of a minimum of six months upon the recommendation of the head of the department and the approval of the administrative board.

(4) A student who has not completed the credit courses and the thesis work within the required period of time, regardless of whether or not the student was registered for each semester, may continue in the program of study on the condition that the student pays the tuition fee stipulated by the Board of Trustees within the framework of Article 46 of Law 2547. In this case, the student shall maintain student status but have no other rights except for taking courses and exams, and doing the thesis.

(5) (*Supplement:OG-13/5/2013-28646*) If a student who has been accepted into a doctorate program with a bachelor's degree cannot complete his/her dissertation he/she shall be granted a non-thesis track Master's degree, given that he/she has completed all the requirements such as course credits and projects.

Appointment of Dissertation Advisor

ARTICLE 43 – (1) The head of every department shall recommend a dissertation advisor for every student as well as approve of a dissertation topic, which must then be ratified by the administrative board. An advisor shall be selected on the basis of the topic the student wishes to pursue and the research areas of faculty members. A dissertation advisor must, however, be appointed at the latest by the third semester.

(2) Dissertation advisors shall be selected from faculty members employed at Kadir Has University. A co-advisor, who must hold a doctoral degree, may also be appointed with the consent of the head of the department and the approval of the administrative board.

Comprehensive Exam

ARTICLE 44 – (1) (*Change:OG-13/5/2013-28646*) The aim of the comprehensive exam is to determine whether or not candidates have sufficient knowledge of general subjects and subjects pertaining to her/his doctoral studies. The comprehensive exam shall be offered twice per year, on the dates announced in the academic calendar.

(2) Students may apply to take the comprehensive exam if they have completed their coursework and seminar courses and if they have a minimum GPA of 3.00. Students who have started their doctoral studies with a master's degree must take the comprehensive exam by their fifth semester and students who have started their doctoral studies with an undergraduate degree must take the comprehensive exam by their seventh semester. Students who have not taken this exam within these periods of time shall not pass the program.

(3) (*Change:OG-13/5/2013-28646*) The comprehensive exam shall be administered by a comprehensive exam committee consisting of five permanent faculty members who have been recommended by the head of the department and approved by the administrative board; members shall

hold this position for two years. The committee shall organize exam juries consisting of five professors and two alternate members for the purposes of preparing, administering, and evaluating exams. The thesis advisor must be present at the exam and at least one of the primary and alternate members of the jury must from the university. Members of exam juries must be appointed by the related institute's administrative board.

(4) The comprehensive exam shall contain two sections, written and oral. The doctoral comprehensive exam committee shall appraise the jury's recommendations and the student's performance on the written and oral sections of the exam, and determine through a majority decision whether a student has passed or failed. This decision shall be officially reported by the head of the department to the relevant institute within three days of the exam date.

(5) Students who do not pass the comprehensive exam may re-take it the following semester.

(6) The doctoral comprehensive committee may stipulate that students who have passed the comprehensive exam, even if they have completed their coursework, must take additional courses given that this is not more than the 1/3 of the total credit amount.

(7) Students who applied from undergraduate programs and have not successfully completed a minimum of seven courses may transfer to a master's program. If a student who started the PhD program with an undergraduate degree wishes to drop out from the program, on the condition that they have completed 21 credits they may register for the thesis and transfer to a thesis-track master's program and be awarded a master's degree, or by taking a minimum of 30 credits of coursework and writing a graduation project, be awarded a non-thesis track master's degree.

Dissertation Monitoring Committee

ARTICLE 45 – (1) Within a month after a student passes the comprehensive exam, a dissertation monitoring committee shall be created upon the recommendation of the head of the department and the approval of the administrative board.

(2) The dissertation monitoring committee shall be comprised of three faculty members. One member, in addition to the dissertation advisor, must be from the same department and one must be from outside of the department. If there is a co-advisor, she/he can also attend committee meetings.

(3) In subsequent semesters, members of the dissertation monitoring committee may be replaced upon the recommendation of the head of the department and the approval of the administrative board.

Defense of Dissertation Proposal

ARTICLE 46 – (1) Within six months of passing the comprehensive exam, students must give an oral defense of their dissertation proposal, which shall include the dissertation's aims and methodology as well as a plan of study, to the dissertation committee. Fifteen days prior to the defense, students must submit a

written report concerning the dissertation proposal to the institute for distribution to committee members.

(2) The dissertation monitoring committee shall decide through a majority vote whether or not a student's dissertation proposal has passed. This decision shall be officially reported by the head of the department to the relevant institute within three days of the defense.

(3) Students who do not pass the defense of their dissertation proposal have the right to select a new dissertation advisor and a new dissertation topic. In this case, a new dissertation monitoring committee may be appointed. Students who change their advisor or dissertation topic shall defend their proposal within six months.

(4) The dissertation monitoring committee appointed for students who have passed the defense shall meet twice per year, once from January to June and once from July to December. Students must submit a report to committee members through the institute at least one month in advance of the meeting. This report shall provide a summary of the work that has been completed and provide a plan for work that will be completed in the following semester. The dissertation monitoring committee of students who have not passed shall continue to meet.

Completion of Doctoral Dissertation

ARTICLE 47 – (1) Student dissertations must be written per the formatting requirements stipulated in the writing guide approved by the university senate, and students must give an oral defense of their dissertation.

(2) A doctoral dissertation committee shall be appointed upon the recommendation of the head of the department and the approval of the administrative board. The doctoral dissertation committee shall be comprised of five faculty members, three of whom are from the dissertation monitoring committee and at least one from another institute of higher education. In addition, two substitute members shall be selected, one of whom must be a faculty member of the university and the other a faculty member of another institute of higher education.

(3) The student shall submit a copy of the completed dissertation along with a letter of approval from her/his advisor to the department head, who will then relay it to the institute. The date and location of the dissertation defense shall be specified by the institute upon the recommendation of the program director and the student, and jury members shall also receive written notification of the time and location. After selection of the jury members, the candidate shall officially submit duplicates of the dissertation which was submitted to the institute to each jury member, and the results shall then be reported to the institute.

(4) The members of the jury must hold the student's defense within one month of receiving the student's dissertation. The dissertation defense shall include a presentation of the dissertation and a subsequent question-answer session. The defense shall last a minimum of 90 minutes and a maximum of

120 minutes. The dissertation defense must be open to attendees, and the head of the department shall be responsible for taking all necessary steps to announce the defense at least one week prior to the selected date. During the defense, only jury members shall be permitted to ask questions.

(5) (*Change:OG-13/5/2013-28646*) After completion of the dissertation defense, the jury shall hold a closed meeting in which a decision for pass, fail, or recommendation for revisions must be reached through a majority vote. This decision shall be officially reported to the institute by the head of the program of the institute within three days. If revisions have been requested, the student must complete these within three months and defend the dissertation once again in front of the same jury. If a student's dissertation is not passed, or if the corrections for the dissertation are not deemed to be passable, either a new topic for the dissertation shall be selected or upon the student's request he/she shall be granted a non-thesis track Master's diploma upon the condition that all requirements for that program such as course credits and projects have been fulfilled.

Doctoral Diploma

ARTICLE 48 – (1) Students shall have the right to be awarded a doctoral diploma on the condition that they have completed the required credit courses, non-credit seminar course, and thesis course, have a minimum GPA of 2.50/4.00, and have passed the dissertation defense. To receive a diploma and any diploma supplements, within one month of the thesis defense students must submit to the institute three bound copies of the dissertation, the format of which must meet the criteria of the writing guide approved by the university senate, as well as three soft (electronic) copies which include the entire thesis and Turkish and English abstracts. A document certifying graduation (but not any diploma supplements) shall be submitted to a graduating student, to be replaced by the diploma when it has been issued.

(2) The doctorate diploma shall indicate the name of the program in which the student completed her/his studies.

PART SIX

Proficiency Program for Fine Arts

Aim and content

ARTICLE 49 – (1) The proficiency program for fine arts is a program of higher education that focuses on the production of original works of design and art as well as novel approaches to interpreting music and theater. The Higher Education Institute shall determine, upon the recommendation of the Inter-university Committee, the proficiency programs for fine arts that can be offered.

(2) The proficiency program for fine arts shall include a total of no less than 21 credits of coursework completed through a minimum of seven courses and applied projects, as well as either a thesis

or project, such as an exhibition, recital, concert, or performance. The GPA of students shall be calculated from the total of all courses taken.

(3) Graduate courses may be taken at another institute of education pending the recommendation of the head of the department and the approval of the institute's administrative board.

Period of study

ARTICLE 50 – (1) The duration for the proficiency program for fine arts shall be twelve semesters (six years) for students who have been accepted upon completion of a master's program and eighteen semesters (nine years) for students who have been accepted upon completion of an undergraduate program. Provided that a student registers for at least two semesters of thesis-track work and fulfills all of the criteria necessary for completion of the program, s/he may complete the proficiency in fine arts degree in less than 8 semesters.

(2) The maximum period of time to successfully complete the required courses is four semesters for students who were accepted into the program upon completion of a master's degree and six semesters for students who were accepted into the program upon completion of an undergraduate degree.

(3) (*Change:OG-13/5/2013-28646*) Students who have successfully completed their coursework and applied projects but cannot take the juried exam because they have not completed their thesis or exhibition/project within the period of time as stipulated above may be given six month extensions upon the recommendation of the head of the institute and the approval of the institute's administrative board.

(4) A student who has not completed the credit courses and the thesis or exhibition/project work within the required period of time, regardless of whether or not the student was registered for each semester, may re-register in the program on the condition that the tuition fee, as stipulated by the Board of Trustees within the framework of Article 46 of Law 2547, has been paid. In this case, the student shall maintain student status but have no other rights except for taking courses and exams, and doing the thesis or final project.

(5) (*Supplement:OG-13/5/2013-28646*) If a student who has been accepted into a proficiency program for fine arts with a bachelor's degree cannot complete the thesis, then he/she shall be granted a non-thesis track Master's degree provided that he/she has completed all the requirements such as course credits and projects.

Appointment of student advisors

ARTICLE 51 – (1) The head of the department shall recommend to the institute a faculty member who will serve as an advisor for students for the selection of courses and applied projects, as well as guidance for thesis work or exhibitions. This recommendation must be approved by the institute's administrative board. The advisor shall be appointed on the basis of her/his research interests in consideration of the

student's desired field of study and thesis, and/or exhibition/project goals. The advisor may be appointed as early as the student's first semester of study but must be appointed no later than the fourth semester.

(2) The advisor shall be selected from among faculty members or instructors, as determined by the university senate.

Completion of the proficiency program for fine arts

ARTICLE 52 – (1) In order to complete the proficiency program for fine arts, a student writing a thesis must prepare a document demonstrating the work that has been done, and a student preparing an exhibition or project must prepare a document which explains the project. These must be written following the requirements stipulated in the writing guide approved by the university senate, and students must give an oral defense of their thesis or exhibition/project.

(2) A jury for the fine arts committee shall be appointed by the recommendation of the head of the department and the approval of the administrative board of the institute. The doctoral dissertation committee shall be comprised of five faculty members, one of whom is the thesis advisor and at least two of whom are faculty members of other institutes of higher education.

(3) The student shall submit to the head of the department a copy of the completed thesis or exhibition/project along with a letter of approval from her/his advisor, and the department head shall then relay these to the institute. The date and location of the exam shall be determined by the institute upon the recommendation of the program director and the student, and jury members shall be provided written notification of the time and location of the exam. After the selection of jury members, the candidate shall officially submit duplicates of the thesis or documentation of the project to the jury members, and the institute shall be notified of the results.

(4) The members of the jury must hold the student's examination within one month of receiving the student's thesis or text. The exam shall include a presentation of the dissertation or text and a subsequent question-answer session. The defense shall last a minimum of 90 minutes and a maximum of 120 minutes. The dissertation defense must be open to attendees, and the head of the department is responsible for taking all necessary steps to announce the defense at least one week prior to the selected date. During the defense, only jury members shall be permitted to ask questions.

(5) (*Change:OG-13/5/2013-28646*) After completion of the exam, the jury shall hold a closed meeting in which a decision for pass, fail, or recommendation for revisions about the thesis or exhibition, project, recital, concert, or play must be reached through a majority vote. This decision shall be officially reported to the institute by the head of the program of the institute within three days. If revisions have been requested, the student must complete these within three months and defend his/her project again in front of the same jury. If a student's project is not passed, or if the corrections for it are not deemed to be passable,

either a new topic for the dissertation shall be selected or the student shall be granted a non-thesis track Master's diploma upon her/his request, per the terms of Clause 4 of Article 35 of this Regulation.

Fine arts proficiency diploma

ARTICLE 53 – (1) Students shall have the right to receive a proficiency in arts diploma on the condition that they have completed the credit courses, non-credit seminar course, and thesis/final project, have a minimum 3.00/4.00 GPA, and have passed the thesis, exhibition or project defense. The diploma and any diploma supplements shall be submitted to the student on the condition that the thesis, exhibition, or project work meets the criteria in the writing guide approved by the university senate. Students must submit a bound copy of the thesis/documentation text, as well as three soft (electronic) copies which include the entirety of the text and Turkish and foreign language abstracts. These must be submitted to the institute within one month of the exam date. A document certifying graduation (but not any diploma supplements) shall be submitted to a graduating student, to be replaced by the diploma when it has been issued.

(2) The proficiency in art diploma shall indicate the name of the program in which the student completed her/his studies.

PART SEVEN

Other Regulations

Disciplinary issues

ARTICLE 54 – (1) Students enrolled in graduate programs of study shall be subject to the Disciplinary Regulations for Higher Education.

Domestic and international student exchange

ARTICLE 55 – (1) Student exchange programs may be carried out per the agreements made with universities in Turkey and institutes of higher education abroad. During the exchange program, the student's registration at the home university shall remain in force, and time spent in the exchange program shall count towards the duration of studies. Exchange programs shall be carried out per the terms of dual agreements as well as the regulation stipulated by the Council of Higher Education.

(2) Courses, applied coursework, internships, and other activities undertaken during an exchange program and their equivalence with the courses, applied coursework, internships, and other activities at the home institution shall be determined in advance upon the decision of the administrative board based on proposals made by the student's advisor and the department's recommendation.

(3) Decisions regarding the equivalency of courses taken at universities in Turkey and abroad

within the context of an exchange program shall be made via the recommendation of the student's advisor and the approval of the faculty or administrative board.

(4) Courses which have been deemed to be equivalent shall be indicated on the student's transcript, including the grade received and credit value of courses.

(5) The registration and coursework procedures of foreign students who study at Kadir Has University under the auspices of a dual agreement or international program shall be carried out per the decisions of the institute's administrative committees according to the dual agreement and related regulation's articles. Documentation which indicates exchange students' performance in coursework at the university shall be provided.

Exemptions for Activities

ARTICLE 56 – (1) Students who are involved with carrying out and preparing for sporting events, competitions, and culture and arts activities shall be exempt from the requirement of attending courses which occur at the same time as those events and preparation for those events. If exams are given during those times, such students shall be allowed to take make-up exams at a time specified by the faculty or unit's administrative board.

Notifications

ARTICLE 57 – (1) All official notifications shall be communicated via e-mail to students' university e-mail accounts. If this is not possible, then communications shall be delivered by registered mail to the address indicated in students' applications, and also announced by the faculty or unit.

(2) Students are responsible for informing the Student Affairs Office of changes in their address. Students who do not report a change of address or incorrectly submit a change of address shall have no right to contest notifications which were not delivered.

Cases with no provisions

ARTICLE 58 – (1) If cases should arise for which there are no provisions in this regulation, then recourse shall be made to other related regulations as well as the decisions of the Council of Higher Education, the senate, the institute's administrative board, and the faculty's administrative board.

Annulled regulation

ARTICLE 59 – (1) Kadir Has University regulation no. 27363, "The Regulation for Undergraduate and Associate Degree Education," published in the Official Gazette on 1/10/2009, is hereby annulled.

Exemption

PROVISIONAL CLAUSE 1 - (Supplement:OG-13/5/2013-28646) Clause 3 of Article 6 of this regulation shall not be valid for students registered in a non-thesis track Master's program before 6/2/2013.

Implementation

ARTICLE 60 – (1) This regulation is valid as of the date of its publication.

Execution

ARTICLE 61 – (1) The legal provisions of this regulation shall be executed by the rector of Kadir Has University.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”