

REGULATION

**From Istanbul Gelisim University:
ISTANBUL GELISIM UNIVERSITY GRADUATE PROGRAMS EDUCATION
AND EXAMINATIONS REGULATION
CHAPTER ONE**

Purpose, Scope, Basis and Definitions**Purpose and scope**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the principles of graduate training, education and examinations carried out in the institutes of Istanbul Gelisim University.

(2) This Regulation covers the education and scientific research and application activities for the graduate and post-graduate programs, namely master's (with and without thesis), proficiency in art and doctorate programs in Istanbul Gelisim University.

Basis

ARTICLE 2 - (1) This Regulation has been prepared on the basis of the articles 14 and 44 of Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 3- (1) This terms in this Regulation will have the following meanings:

- a) ECTS: European credit transfer system,
- b) ALES: Academic Personnel and Graduate Education Entrance Exam,
- c) Advisor: The faculty member appointed by the institute board of directors to advise the student enrolled in the Institute,
- ç) Term Project: The study presented in the form of a scientific research report of a scientific subject which is investigated and / or examined during the non-thesis graduate education,
- d) Institute: The institutes that offer graduate education at Istanbul Gelisim University,
- e) Institute Department/ Art Department Chair (EABDB/EASDB): The head of department defined in the Article 5 of the Regulation on the Organization and Operation of the Graduate Education and Training Institutes published in the Official Gazette No. 17976 dated 3/3/1983,
- f) Institute Board: The board consisting of the director of the institute, the deputy director of the institute and the department heads of the programs in the institute,
- g) Institute Executive Board: The board consisting of three faculty members to be elected among the six nominees to be nominated by the Institute Director,
- ğ) GANO: General Cumulative Points Average,
- h) Plagiarism: Indicating others' ideas, methods, data or works in a way that is partly or completely as his / her own without citing according to the scientific rules,
- i) Director: Director of related institute,
- ı) Board of Trustees: Board of Trustees of Istanbul Gelisim University,
- j) Student: Any student enrolled at the institute for graduate training or certificate programs,
- k) ÖSYM: Assessment, Selection and Placement Center,
- l) Rectorate: Rector's Office at Istanbul Gelisim University,
- m) Art work report: The work and written report to be prepared by master students enrolled at art department instead of a thesis,
- n) Seminar: A course where one or several subjects are examined in-depth by graduate students and the research results are verbally presented by the student,
- o) Senate: Istanbul Gelisim University Senate,
- ö) Thesis: Master's, doctorate/ proficiency of art thesis and application,
- p) TÖMER: Turkish and Foreign Languages Application and Research Center,
- r) University: Istanbul Gelisim University
- s) YDS: Foreign Language Competency Level Examination, ş) YÖK: Higher Education Council,

CHAPTER TWO**Master Programs****General****Principles**

ARTICLE 4 - (1) The purpose of master degree programs is to enable the student to gain the ability of accessing, evaluating and interpreting the information by carrying out scientific research and artistic creation and application.

(2) The master's program can be carried out in two ways: thesis and non-thesis.

(3) With the approval of YÖK, postgraduate distance education programs can be established in which instructional activities are planned and conducted based on information and communication technologies without the necessity of having teaching staff and students in the same place.

(4) Courses, seminars and thesis defense examinations in the programs where complete graduate training is carried out by a foreign language will be conducted in the same language.

(5) Master's thesis / project will be written in the language of education and according to the rules of thesis writing.

Application and admission

ARTICLE 5 - (1) Candidates who are able to graduate from an undergraduate program may apply to graduate programs. In order to apply for a master's program, candidates must have a Bachelor's degree and an ALES score (minimum 55) to be determined by the Senate. The scores of the examinations equivalent to ALES announced by YÖK are also accepted.

(2) ALES score is not required for admission to the departments of fine arts faculties and conservatory. These candidates may be subjected to a talent examination according to the programs they apply.

(3) Regarding the admissions of students to non-thesis master's programs; a ranking will be made within the scope of criteria determined by institute executive board upon the condition that 50 % of the total will be ALES score or the talent examination result in the departments and art programs of fine arts faculties and conservatories at institutes.

(4) Regarding the master's programs with thesis in Turkish, Senate may decide for a foreign language examination admission upon the proposal of institute board.

(5) The foreign language qualification requirements for master's programs in foreign language should be minimum 70 in the language of instruction.

(6) ALES scores are not required for admission to non-thesis master's programs; however, Senate may request for an ALES result upon the proposal of institute board.

Master's Program with Thesis

ARTICLE 6 - (1) Master's program with thesis consists of minimum seven courses, one seminar course and a thesis study, and the total should not be less than twenty-one credits. The seminar course and thesis study are non-credit and evaluated as successful or unsuccessful. Master's program with thesis consists of minimum 120 ECTS credits, including minimum eight courses and thesis study and seminar course, and this should be no less than 60 ECTS credits in an academic term.

(2) The student must register for the thesis period latest by each semester following the appointment of the advisor.

(3) A maximum of two of the courses to be taken by the student may be selected from the undergraduate courses provided that they have not been taken during their undergraduate education. In addition, with the recommendation of the head of the institute department and with the approval of the institute board, no more than two courses can be selected from the courses offered in other higher education institutions.

(4) After completing the course, seminar and application studies, students who have carry out a master's degree in art should prepare a thesis study or a work of art and report for work of art.

Term

ARTICLE 7 - (1) The duration of the Master's program with thesis is four semesters starting from the term when the courses begin for the registered period and regardless of the fact whether the student registers for each semester or not and with the exception of the period in scientific preparation. Master's program will be completed in six semesters maximum.

(2) At the end of four semesters, the students who cannot successfully complete the credit courses and seminar courses included in the teaching plan or fail to fulfill the conditions / criteria of the University. who fail in the thesis study or do not attend the thesis defense within the maximum terms permitted will be dismissed from the University.

(3) Students whose thesis proposal is accepted until the end of the "course-add-drop period" stated in the second semester academic calendar and whose CGPA is minimum 3.00/4.00 at the end of first semester may complete his/her master's thesis study at the end of third semester.

Appointment of a thesis advisor

ARTICLE 8 - (1) In the master's program with thesis, the head of the department / art program of the institute is obliged to inform the directorate of institute about the advisor for each student latest by the end of the first semester. The the head of the department / art program will propose the thesis subject determined by student and his/her advisor to the institute latest by the end of second semester. Thesis advisor and thesis subject are finalized with the approval of the institute board.

(2) In cases when there is no academic personnel at the University with the required qualifications and in cases of obligation; an academic personnel from another higher education institution may be elected by the executive board of institute.

(3) In cases where thesis requires a second advisor, the second advisor may be appointed by the decision of the related institute board. The second thesis advisor may also be a person who has a doctorate / proficiency in art degree and who is not employed at any University.

(4) The advisor can be changed as a result of the decision of the institute board with the request of the advisor for any reason or with the request of the student and the approval of the advisor. Any advisor change does not change the student's maximum study period.

(5) If the advisor is appointed to another higher education institution, or in cases where the advisor is replaced or retired, that person can continue to be the advisor of the student until the completion of the process with the decision of the institute board. Any advisor change does not change the student's maximum study period.

The conclusion of the master's thesis

ARTICLE 9 - (1) A student who is enrolled in a master's program with thesis will write his/her thesis in accordance with thesis writing rules of the related institute and defend the thesis before a jury.

(2) After completing the thesis, the student submits the approval form obtained from the advisor to the institute for the thesis defense examination.

(3) The institute will obtain the plagiarism software program report and send it to the advisor. Based on the approval form and plagiarism report, the thesis jury will be appointed with the recommendation of the related department and the approval of the board of directors of the institute.

(4) Master thesis defense jury will be appointed by the approval of the board of directors of the institute upon the proposal of thesis advisor and the department/ art program chair. The jury consists of three or five faculty members, one of whom is the student's thesis advisor and at least one member should be from outside the University. If the jury consists of three persons, the second thesis advisor cannot be a jury member.

(5) The institute will submit the plagiarism report about the thesis to the jury members. In case of detecting a plagiarism in the data of the report, the thesis and the justification will be sent to the board of the institute for a decision.

(6) The student for whom a thesis jury is appointed will submit his/her thesis in the number of jury members and a CD where he/she recorded the thesis to the institute directorate.

(7) The jury members shall meet latest within one month from the date of the submission of the thesis for the defense. The member(s) who cannot participate in the jury due to valid excuses shall inform the institute director in writing latest within a week after the receipt of thesis.

(8) Thesis defense can be conducted minimum 10 days after the delivery date of thesis to jury members. The date and time of the thesis defense will be determined by the coordination of the thesis advisor and notified to the institute one week in advance. The institute will declare the information about the thesis defense.

(9) The jury members will convene at the date announced in the coordination of thesis advisor and student will defend his/her thesis. Thesis defense is carried out in an open environment for the participation of the lecturers, graduate students and experts of the field. The examination consists of the defense of the thesis study and the following questions and answers. The duration of thesis defense is at least 45 minutes.

(10) After the completion of the thesis defense, the jury makes a decision by a simple majority about the acceptance, rejection or correction of the thesis. This decision will be notified to the related institute in three days following the thesis defense by the head of the department/ art program.

(11) The student whose thesis is rejected and failed will be dismissed from the University.

(12) The student for whose thesis a decision of correction will defend the corrected thesis within three months and before the same jury. Students who do not attend the defense of the thesis without a valid excuse or those students who fail in their thesis as a result of defense will be dismissed from the University.

(13) In case the student whose thesis has been rejected has demanded and if a similar non-thesis master's program, which will be deemed appropriate by the board of directors, is carried out within the institute; the student will receive a non-thesis masters diploma provided that he/she has fulfilled the requirements of non-thesis master's program.

Diploma

ARTICLE 10 - (1) Upon the condition of being successful in thesis defense and meeting the requirements for graduation as determined by the Senate; the student who has submitted at least three copies of the master's thesis as bind book, three copies of the thesis dissemination authorization form and one electronic copy in CD (in Word and PDF formats, recorded with the thesis reference number and title as stated in authorization form) within a month following the date of entry to thesis defense will receive a master's program with thesis diploma. Executive Board of the Institute may extend the submission deadline for a maximum of one month upon request.

(2) The student who does not fulfill these conditions cannot get his / her diploma until he / she meets the conditions and cannot benefit from the student rights and will be dismissed if the maximum period expires.

(3) Students enrolled in a master's program with a thesis may be asked to complete a scientific / artistic study (project / product / work, etc.) in their respective fields until they have completed their studies.

(4) On the master's degree with thesis, the name of the program in which the student is registered is the name approved by YÖK. The date of graduation is the date on which the thesis is signed by the jury commission.

(5) Within three months of the submission of the thesis, a copy of the Master's thesis will be sent to the Council of Higher Education by the institute in order to be submitted to the service of scientific research and activities in electronic environment.

Non-Thesis Master's Program

ARTICLE 11 - (1) Non-thesis master's program consists of a total of thirty credits and a term project course with a minimum of ten courses and 60 ECTS. The maximum number of courses for non-regular students is determined by the approval of the department head/art program head in institute and the institute board of directors.

(2) The student is required to register for the term project course in the semester in which the term project is received and to submit a written project and / or report at the end of the semester. The term project course is non-credit and it is evaluated as successful or unsuccessful.

(3) A maximum of three of the courses that the student will take can be selected from undergraduate courses, provided that they have not been taken during their undergraduate studies.

(4) At the end of the non-thesis master's program, a qualification exam / application may be required with the proposal of the head of the related department and the decision of institute board.

Term

ARTICLE 12 - (1) The period of completion of a non-thesis master's program is at least two semesters and a maximum of three semesters regardless of whether or not it has been registered for each semester starting from the period in which the courses related to the program are registered except for the time spent in the scientific preparation. Students who fail or cannot complete the program at the end of this period will be dismissed from the University.

Appointment of advisor

ARTICLE 13 - (1) In a non-thesis master's program, the department head/ art program head in the institute will determine a lecturer with a Ph.D. in order to act as advisor for the selection of courses and to carry out the term project latest until the end of first semester.

(2) The advisor will be selected from among the faculty members in the related department / art program and in cases where there are no or insufficient lecturers in this field, any lecturers from a closer field of study or other lecturers with a Ph.D. in the same department/ art program.

(3) Advisors may be changed upon the request of advisor for any reason, approval of department/ art program and the decision of institute executive board. Any advisor change does not change the student's maximum study period.

(4) If the advisor is appointed to another higher education institution, or in cases where the advisor is replaced or retired, that person can continue to be the advisor of the student until the completion of the process with the decision of the institute board. Any advisor change does not change the student's maximum study period.

Diploma

ARTICLE 14 - (1) Students who successfully complete the credit courses and the term project will be awarded with a non-thesis master's diploma.

(2) The student who completes the term project will submit one semester project and / or report and one copy of the CD to the Institute (Pdf and Word format) together with the approval form obtained from the advisor.

(3) Non-thesis master's diploma contains the name of the program in the department of the institute / master in which the student is registered as approved by YÖK.

Terms of transfer between master programs

ARTICLE 15 - (1) Approval of the head of the relevant department and the decision of the institute board of directors is needed in order to transfer between the master program with thesis and non-thesis master program of the same institute.

(2) The term spent by the transferring student in the first program is counted as the duration for the program.

(3) In the transfer between master's programs, the courses taken in the previous program may be considered as the replacement of the courses in the new program with the approval of the head of the related department and the decision of the institute board of directors.

(4) Regarding the transfers between thesis programs, the ranking will be made according to the criteria set by the related institute board of directors.

CHAPTER THREE

Doctoral Program

General Principles

ARTICLE 16 - (1) Doctoral programs are opened by the proposal of the head of the department, the proposal of the institute board, the decision of the Senate and the permission of YÖK. These programs can also be organized in the form of national and international combined and joint graduate programs.

(2) The doctoral program provides the student with the necessary skills to conduct independent research, to analyze scientific problems, to analyze the data with a broad and in-depth perspective and to analyze and reach new synthesis.

(3) In institutes, education is provided in the languages permitted by YÖK.

(4) Doctoral program consists of a total of twenty-one credits for students who are accepted with a master's degree with a thesis and a minimum of 240 ECTS including a minimum of seven courses, a seminar, a qualification exam, a thesis proposal and a thesis. The program consists of a minimum of forty-two credits, 14 courses, a seminar, a qualification exam, a thesis proposal and a thesis for the students accepted with an undergraduate degree.

(5) The courses, seminars, qualification exams and thesis defense examinations are carried out through using same foreign language in the programs where the graduate education is done in a foreign language.

(6) The PhD thesis will be written in the language of instruction and in accordance with the thesis writing rules.

(7) With the recommendation of the head of department/ art program and the approval of the institute board of directors, a maximum of two courses can be chosen from the courses given in other higher education institutions for the students who are accepted with the master's degree and up to four courses for the students admitted with a bachelor's degree.

(8) PhD students may take undergraduate and / or graduate courses upon the recommendation of the advisor. These courses are not considered as the doctoral course load and credit.

(9) Doctoral programs cannot have evening education.

(10) The thesis to be prepared at the end of the doctoral study should be innovative for science, develop a new scientific method, and apply at least one of the qualities of applying a known method to a new field.

Application and admission

ARTICLE 17- (1) In order to apply for a doctoral program;

a) Candidates must have a bachelor's degree, a non-thesis or thesis master's degree diploma registered or graduated before 62/2013, an undergraduate diploma with minimum ten semesters except for dentistry, veterinary, pharmacy faculties and preparatory classes, an authorization of expertise obtained in a laboratory branch according to the fundamentals arranged by the Ministry of Health and the ALES score to be determined by Senate upon the condition of a minimum of 55 points in the score type of program applied in ALES or any other equivalent scores accepted and announced by YÖK.

b) Those who apply to the doctorate program with a bachelor's degree must have a minimum of 3 over 4 regarding their undergraduate graduation averages, and they must have at least 80 points in the score type of the program applied to ALES or equivalent scores from one of the equivalent examinations announced by YÖK.

c) In the admissions to the PhD program, it is compulsory to score at least 55 points from any language except for their native ones in international foreign language examinations which are accepted as equivalent by the OSYM and by the central foreign language examinations accepted by the YÖK, or an equivalent score from the international foreign language examinations which are accepted as equivalent by the ÖSYM. These scores can be increased by the institute board proposal and decision of Senate.

ç) In Turkish doctoral programs, students with their native language as English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese or Persian may not be required to submit a foreign language score.

d) Regarding admissions to doctoral programs; the ranking will be made in accordance with the criteria set by Institute Board upon the condition that at least 50 % of ALES score or the talent examination in cases of art programs is calculated.

(2) Graduates with ten semesters of undergraduate education, except for preparatory classes, are considered to have a master's degree.

(3) ALES score is not required for admission to the departments of fine arts faculties and conservatory. However, ALES score may be requested by the proposal of the institute board and the decision of the Senate. Base points are determined by the institute board if ALES score is required.

(4) In doctoral programs carried out through a foreign language, a foreign language qualification requirement of not less than 75 points is required.

Term

ARTICLE 18 - (1) The Doctorate program is eight semesters for those who are admitted with a master's degree and the maximum completion period is twelve semesters; and ten semesters for those who are admitted with an undergraduate degree and the maximum completion period is fourteen semesters, except for the scientific preparation term and by starting in the academic term when the courses for registered program begin and without considering the fact whether the student had registered or not for each academic term.

(2) The maximum period for successfully completing the required credit courses for the doctoral program is four semesters for those who are accepted with a master's degree with thesis and six semesters for those who are accepted with a bachelor's degree. During this period, students who fail to successfully complete their credit courses and fail to achieve a general grade point average will be dismissed from the institute.

(3) Students who have successfully completed their credit courses, who are successful in the qualifying examination and whose thesis proposal is accepted, but cannot complete the thesis within twelve or fourteen semesters specified in the first paragraph, will be dismissed.

(4) Students who have applied to the doctoral program with a bachelor's degree and who do not complete their thesis and / or their credit courses within the maximum period and who have not succeeded in the thesis but have fulfilled the requirements such as credit load, project and similar conditions, then they will obtain a non-thesis master's diploma upon request.

Appointment of a thesis advisor

ARTICLE 19 - (1) The department head/ art program chair at the Institute will propose a thesis advisor among the academic staff within the university for each student along with the title and subject of thesis to be determined by advisor and student. Thesis advisor and thesis proposal will be finalized with the decision of the institute board.

(2) Except for the fields of dentistry, pharmacy, medicine and veterinary faculties' departments, thesis advisor will be selected among those academic staff who had advised minimum a master's thesis with success. The faculty member from another higher education institution who has the same qualifications can be selected as a advisor in the absence of a faculty member having such qualifications. The thesis advisor must be appointed latest by the end of the second semester.

(3) The second thesis supervisor to be appointed in cases where the quality of the thesis requires more than one thesis advisor, may be from people who have a degree of doctorate / qualification in arts outside the university staff.

(4) The advisor change can be made with the approval of the thesis supervisor for any reason, the approval of the head of the department and the decision of the institute board. Any advisor change does not change the student's maximum study period.

(5) If the advisor is appointed to another higher education institution, or in cases where the advisor is replaced or retired, that person can continue to be the advisor of the student until the completion of the process with the decision of the institute board. Any advisor change does not change the student's maximum study period.

Doctoral Qualifying committee and jury

ARTICLE 20 - (1) Qualification examinations are arranged and conducted by a doctoral qualification committee consisting of five individuals, recommended by the department head/ art program chair in the institute and approved by the board of directors of the institute.

(2) The Committee will form examination juries in order to prepare, implement and evaluate examinations in different fields. The examination jury consists of five faculty members, at least two of whom are from outside the university. The board will decide whether the advisor has a right to vote or not. In cases where the advisor has no voting right, the jury consists of six faculty members.

Qualification Examination

ARTICLE 21 - (1) The qualification exam is to measure whether the student who has completed his / her courses and seminar has a depth of scientific research related to the basic subjects and concepts in the field and doctoral study.

(2) Students who successfully complete their courses and seminar courses are eligible to take the qualifying examination at the end of the next semester. The student who is accepted with a master's degree must take the qualification examination latest until the end of the seventh semester.

(3) Qualification examinations are carried out in an open environment for the participation of the lecturers, graduate students and experts of the field.

(4) Qualification examinations are held twice a year in December-June for each department / art program. A student will be able to take the qualification examination at most twice a year.

(5) The qualification exam is carried out in two parts, written and verbal. Verbal and written examinations cannot be less than 60 minutes.

(6) Students who pass the written examination will take an oral examination within three days following the written examination.

(7) In order for the student to pass the qualification examination, he / she should receive a minimum 75 out of 100 from the written stage of the examination and he / she should be successful in the oral examination.

(8) As a result of the qualification exam, the department head/ art program chair will inform the institute within three days following the qualification examination.

(9) Students who fail in the qualification examination will be able to take the examination for the section(s) they fail at in the next semester. Students who fail this examination will be dismissed from the doctoral program.

(10) The qualification examination jury may request a student who succeeds in the qualification examination to take extra course(s), provided that they do not exceed one third of the total credit amount, even if they have completed the course load. The student has to succeed in the courses to be determined by the decision of the related institute board.

(11) A student who has been admitted to the Doctoral program with a bachelor's degree and has successfully completed at least seven courses can be admitted to the master's program with or without thesis. In this case, the courses taken will be considered as the replacement of the courses in the graduate program with the decision of the institute board. The student has to fulfill the requirements related to the thesis / non-thesis master programs specified in this Regulation.

Thesis Monitoring Committee

ARTICLE 22 - (1) For the student who is successful in the qualification examination, a thesis monitoring committee will be formed within a month with the recommendation of the head of the related department and the approval of the institute board.

(2) The thesis monitoring committee consists of three faculty members. In the committee, there is the thesis advisor, and also one member from institute department / art program. In case a second thesis advisor is appointed, the second thesis advisor may attend the committee meetings.

(3) After the formation of the thesis monitoring committee, the members can be changed with the proposal of the head of the department / art program and the approval of the institute board.

Thesis proposal defense

ARTICLE 23 - (1) The student who successfully completes the Doctoral qualification examination will defend his / her thesis proposal in a verbal examination covering the purpose, method and study plan of the research to be carried out within 6 months before the thesis monitoring committee. The student will submit a written report about the thesis proposal to the members of the thesis monitoring committee at least fifteen days before the verbal defense.

(2) The thesis monitoring committee will decide with the simple majority the acceptance, correction or rejection of the thesis proposal submitted by the student. One month will be given for the correction. At the end of this period, the decision made by simple majority in the direction of acceptance or rejection shall be notified to the institute within three days following the end of the process by department head/ art program chair.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and / or thesis topic. In this case, a new thesis monitoring committee may be appointed. The student who wants to continue with the same advisor will redo the thesis proposal defense within three months, and the student who changes the advisor and the thesis subject will redo the thesis proposal defense within six months. Students whose thesis proposal is rejected again will be dismissed from the University.

Thesis Monitoring Committee report

ARTICLE 24 - (1) Minimum three thesis monitoring committee reports should be submitted for the conclusion of student's thesis.

(2) Regarding the student whose thesis proposal is accepted, the thesis monitoring committee will meet minimum two times a year, one between January-June and one between July-December.

The student will submit a written report to the committee members at least one month before the meeting date. This report will outline the work conducted so far and the work plan to be made in the next period.

(3) The student's thesis study will be evaluated as successful or unsuccessful by the committee. The decision of the Committee shall be notified to the Institute within three days following the end of the process by the advisor.

(4) Students who fail two times consecutively or three times in total will be dismissed from the University.

(5) Any student who does not attend the thesis defense within the time period mentioned in first paragraph without any valid reason will be considered as unsuccessful and his/her thesis proposal will be rejected.

Conclusion of doctoral thesis

ARTICLE 25 - (1) A student who is enrolled in a doctoral program will write his/her thesis in accordance with thesis writing rules of the related institute and defend the thesis before a jury.

(2) Doctoral thesis defense jury will be appointed by the approval of the board of the institute upon the proposal of thesis advisor and the department/ art program chair. The Jury consists of five academic personnel with three of them faculty members in the thesis monitoring committee and at least two of them are from outside the university. The board will decide whether the advisor has a right to vote or not. In cases where the advisor has no voting right, the jury consists of six faculty members. Also, second thesis advisor may attend the jury without any right to vote.

(3) Before the defense of doctoral thesis or in cases of correction, student will prepare his/her thesis and submit to the advisor. Advisor will submit the thesis to the institute with his/her opinion about it as being compatible for defense. The institute will submit the plagiarism report about the thesis to the jury members. In case of detecting a plagiarism in the data of the report, the thesis and the justification will be sent to the board of the institute for a decision.

(4) The student for whom a thesis jury is appointed will submit his/her thesis in the number of jury members and a CD where he/she recorded the thesis to the institute directorate.

(5) The jury members shall meet latest within one month from the date of the submission of the thesis for the defense. Any member(s) who cannot attend the jury meeting due to right and valid reasons will notify the institute within a week following the receipt of thesis with an application stating their reason.

(6) Thesis defense can be conducted minimum 10 days after the delivery date of thesis to jury members. The date and time of the thesis defense will be determined by the coordination of the thesis advisor and notified to the institute one week in advance. The institute will declare the information about the thesis defense.

(7) The jury members will convene at the date announced in the coordination of thesis advisor and student will defend his/her thesis. Thesis defense is carried out in an open environment for the participation of the lecturers, graduate students and experts of the field. The examination consists of the defense of the thesis study and the following questions and answers. The duration of thesis defense is at least 60 minutes.

(8) After the completion of the thesis defense, the jury makes a decision by a simple majority about the acceptance, rejection or correction of the thesis. This decision will be notified to the related institute in three days following the thesis defense by the head of the department/ art program.

(9) The student for whose thesis a decision of correction will defend the corrected thesis within six months and before the same jury. Students who do not attend the defense of the thesis without a valid excuse or those students who fail in their thesis as a result of defense will be dismissed from the University.

(10) Students who have applied to the doctoral program with a bachelor's degree and who do not complete their thesis and / or their credit courses within the maximum period and who have not succeeded in the thesis but have fulfilled the requirements such as credit load, project and similar conditions, then they will obtain a non-thesis master's diploma upon request.

Publication condition for graduation

ARTICLE 26 - (1) In order for the students in the doctoral programs to graduate, at least one of the following conditions until the thesis defense application date may be required from the student upon the decision of the institute board:

a) To have at least one published or edited article with the affiliation of Istanbul Gelisim University in national / international refereed journals either by his/her name alone or with the advisor.

b) To have at least one paper with full text or abstract, which has been presented in refereed national / international scientific meetings,

c) Participation in Istanbul Gelisim University at national / international projects (project / product / works etc.).

Diploma

ARTICLE 27 - (1) Following the success in thesis defense, the student will submit at least three copies of the master's thesis as bind book, three copies of the thesis dissemination authorization form and one electronic copy in CD (in Word and PDF formats, recorded with the thesis reference number and title as stated in authorization form) within a month following the date of entry to thesis defense to the institute. Board of the Institute may extend the submission deadline for a maximum of one month upon request.

(2) A doctoral diploma will be submitted to the student who fulfills the other required conditions and formal requirements specified in this Regulation. The student who does not fulfill these conditions cannot get his / her diploma until he / she meets the conditions and cannot benefit from the student rights and will be dismissed if the maximum period expires.

(3) Diploma contains the name of the program in the department of the institute / master in which the student is registered as approved by YÖK. The date of graduation is the date on which the thesis is signed by the jury commission is delivered.

(4) Within three months of the submission of the thesis, a copy of the doctoral thesis will be sent to the Council of Higher Education by the institute in order to be submitted to the service of scientific research and activities in electronic environment.

CHAPTER FOUR

Proficiency in Art Program

General Principles

ARTICLE 28 - (1) Proficiency in art programs are opened by the proposal of the head of the department, the proposal of the institute board, the decision of the Senate and the permission of YÖK. These programs can also be organized in the form of national and international combined and joint graduate programs.

(2) Proficiency in art is equivalent with doctoral study, and it aims a unique work of art and a superior practice and creativity in music and performing arts.

(3) In institutes, education is provided in the languages permitted by YÖK.

(4) Proficiency in art program consists of a total of twenty-one credits for students who are accepted with a master's degree with a thesis and a minimum of 240 ECTS including a minimum of seven courses, practices, exhibition, project, recital, concert and representation with a term minimum of 60 ECTS. The program consists of 300 ECTS credits with a minimum of forty-two credits, 14 courses, thesis, recital, concert and representations.

(5) With the recommendation of the head of department/ art program and the approval of the institute board, a maximum of two courses can be chosen from the courses given in other higher education institutions for the students who are accepted with the master's degree and up to four courses for the students admitted with a bachelor's degree.

(6) Proficiency in art students may take undergraduate and / or graduate courses upon the recommendation of the advisor. These courses are not considered as the proficiency in art course load and credit.

(7) The courses, seminars, qualification examinations and thesis defense examinations are carried out through using same foreign language in the programs where the graduate education is done in a foreign language.

(8) Proficiency in art thesis will be written in the language of instruction and in accordance with the thesis writing rules. **Application and admission**

ARTICLE 29- (1) In order to apply for a proficiency in art program;

a) Candidates must have a bachelor's degree, a non-thesis or thesis master's degree diploma registered or graduated before 62/2013, an undergraduate diploma with minimum ten semesters except for dentistry, veterinary, pharmacy faculties and preparatory classes, an authorization of expertise obtained in a laboratory branch according to the fundamentals arranged by the Ministry of Health and the ALES score to be determined by Senate upon the condition of a minimum of 55 points in the score type of program applied in ALES or any other equivalent scores accepted and announced by YÖK.

b) Those who apply to the proficiency in art program with a bachelor's degree must have a minimum of 3 over 4 regarding their undergraduate graduation averages, and they must have at least 80 points in the score type of the program applied to ALES or equivalent scores from one of the equivalent examinations announced by YÖK.

c) In the admissions to the proficiency in art program, it is compulsory to score at least 55 points from any language except for their native ones in international foreign language examinations which are accepted as equivalent by the OSYM and by the central foreign language examinations accepted by the YÖK, or an equivalent score from the international foreign language examinations which are accepted as equivalent by the ÖSYM. These scores can be increased by the institute board proposal and decision of Senate.

ç) In Turkish proficiency in art programs, students with their native language as English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese or Persian may not be required to submit a foreign language score.

d) Regarding the admission of students into proficiency in art programs; the ranking will be made in accordance with the criteria set by Institute Board upon the condition that at least 50 % of ALES score or the talent examination in cases of art programs is calculated.

(2) Graduates with ten semesters of undergraduate education, except for preparatory classes, are considered to have a master's degree.

(3) In proficiency in art programs carried out through a foreign language, a foreign language qualification requirement of not less than 75 points is required.

Term

ARTICLE 30 - (1) The Proficiency in art program is eight semesters for those who are admitted with a master's degree and the maximum completion period is twelve semesters; and ten semesters for those who are admitted with an undergraduate degree and the maximum completion period is fourteen semesters, except for the scientific preparation term and by starting in the academic term when the courses for registered program begin and without considering the fact whether the student had registered or not for each academic term.

(2) The maximum period for successfully completing the required credit courses for the proficiency in art program is four semesters for those who are accepted with a master's degree with thesis and six semesters for those who are accepted with a bachelor's degree. During this period, students who fail to successfully complete their credit courses and fail to achieve a general grade point average as set by the University will be dismissed from the institute.

(3) Those students who complete the credit courses and applications but cannot complete their studies such as thesis, exhibition, project, recital, concert and representations until the end of twelve or fourteen semesters will be dismissed.

(4) Regarding the students who have applied to proficiency in art program with a bachelor's degree and who could not achieve the proficiency in art program will receive a non-thesis master's diploma upon the condition of fulfilling the requirements such as credit load, project and similar conditions.

Appointment of advisor

ARTICLE 31 - (1) The department head/ art program chair at the Institute will propose a thesis advisor among the academic staff within the university for each student along with the title and subject of thesis, exhibition, project, recital, concert or representation to be determined by student and advisor to the Institute. Thesis advisor and thesis proposal will be finalized with the decision of the institute board.

(2) Advisor will be selected among the academic staff who had successfully advised minimum a master's thesis before. The faculty member from another higher education institution who has the same qualifications can be selected as a advisor in the absence of a faculty member having such qualifications. The thesis advisor must be appointed latest by the end of the second semester.

(3) In cases where the quality of proficiency in art work requires more than one advisor, a second thesis advisor may be appointed. In order to administer works such as thesis, exhibition, project, recital, concert and representations in proficiency in art programs, at least one successful master's thesis must have been advised before. The second thesis advisor may also be a person who has a doctorate / proficiency in art degree and who is not employed at any University.

(4) Advisors may be changed upon the request of advisor for any reason, approval of department/ art program and the decision of institute executive board. Any advisor change does not change the student's maximum study period.

(5) If the advisor is appointed to another higher education institution, or in cases where the advisor is replaced or retired, that person can continue to be the advisor of the student until the completion of the process with the decision of the institute board. Any advisor change does not change the student's maximum study period.

Proficiency in art committee and jury

ARTICLE 32 - (1) Qualification examinations are arranged and conducted by a proficiency in art committee consisting of five individuals, recommended by the department head/ art program chair in the institute and approved by the board of directors of the institute.

(2) The Committee will form examination juries in order to prepare, implement and evaluate examinations in different fields. The examination jury consists of five faculty members, at least two of whom are from outside the university. Institute board will decide whether the advisor has a right to vote or not. In cases where the advisor has no voting right, the jury consists of six faculty members.

Qualification Examination

ARTICLE 33 - (1) The qualification exam is to measure whether the student who has completed his / her courses and seminar has a depth of scientific research related to the basic subjects and concepts in the field and proficiency in art study.

(2) Students who successfully complete their courses and seminar courses are eligible to take the qualifying examination at the end of the next semester. The student who is accepted with a master's degree must take the qualification examination latest until the end of the seventh semester, whereas a student accepted with a bachelor's degree should to the same latest until the end of fifth semester.

(3) Qualification examinations are carried out in an open environment for the participation of the lecturers, graduate students and experts of the field.

(4) Qualification examinations are held twice a year in December-June for each department / art program. A student will be able to take the qualification examination at most twice a year.

(5) The qualification exam is carried out in two parts, written and verbal. Verbal and written examinations cannot be less than 60 minutes.

(6) Students who pass the written examination will take an oral examination within three days following the written examination.

(7)

In order to be considered as successful in a qualification examination, student must receive 75 out of 100 in the written stage and majority of jury members should consider the student successful in verbal stage.

(8) As a result of the qualification exam, the department head/ art program chair will inform the institute within three days following the qualification examination.

(9) Students who fail in the qualification examination will be able to take the examination for the section(s) they fail at in the next semester. Students who fail this examination will be dismissed from the proficiency in art program.

(10) The qualification examination jury may request a student who succeeds in the qualification examination to take extra course(s), provided that they do not exceed one third of the total credit amount, even if they have completed the course load. The student has to succeed in the courses to be determined by the decision of the related institute board.

(11) A student who has been admitted to the proficiency in art program with a bachelor's degree and has successfully completed at least seven courses can be admitted to the master's program with or without thesis. In this case, the courses taken will be considered as the replacement of the courses in the graduate program with the decision of the institute board. The student has to fulfill the requirements related to the thesis / non-thesis master programs specified in this Regulation.

Proficiency in art study monitoring committee

ARTICLE 34 - (1) For the student who is successful in the qualification examination, a thesis monitoring committee will be formed within a month with the recommendation of the head of the related department and the approval of the institute board.

(2) The thesis monitoring committee consists of three faculty members. In the committee, there is the thesis advisor, and also one member from institute department / art program. In case a second thesis advisor is appointed, the second thesis advisor may attend the committee meetings.

(3) After the formation of the thesis monitoring committee, the members can be changed with the proposal of the head of the department / art program and the approval of the institute board.

Conclusion of proficiency in art study

ARTICLE 35- The student for whom the thesis monitoring committee has decided to defend the thesis will write the text which describes and documents the results he/she obtained with the exhibition, project, recital, concert or representation in accordance with the writing rules accepted by the relevant Institute and defend his/her work such as exhibition, project, recital, concert or representation before the jury.

(2) Before the defense of proficiency in art work or in cases of correction, student will prepare his/her work and submit to the advisor.

(3) The institute will submit the plagiarism report about the thesis to the advisor and to jury members. In case of detecting a plagiarism in the data of the report, the thesis and the justification will be sent to the board of the institute for a decision.

(4) The student who completes his/her proficiency in art study will deliver the requested number of copies of the work to the advisor. Advisor will send his/her written opinion stating the compatibility of thesis with the writing rules to the related institute via the department head/ art program chair.

(5) Proficiency in art jury will be appointed by the approval of the board of the institute upon the proposal of thesis advisor and the department/ art program chair. Jury consists of five faculty members, at least two of whom are from outside the university. The board will decide whether the advisor has a right to vote or not. In cases where the advisor has no voting right, the jury consists of six faculty members. Also, second thesis advisor may attend the jury without any right to vote.

(6) The jury members shall meet earliest within 15 days and latest within one month from the date of the submission of the thesis for the defense. Thesis defense consists of the presentation of the thesis study and the following questions and answers. Examination period is between 60 and 120 minutes. Thesis defense meetings are carried out in an open environment for the participation of the lecturers, graduate students and experts of the field.

(7) Following the completion of examination, jury will make a closed meeting about the proficiency in art study such as exhibition, project, recital, concert or representation and will decide for acceptance, rejection or correction. Those students whose thesis and proficiency in art study are accepted will be considered as successful. This decision will be notified to the related institute in three days following the thesis defense by the head of the department/ art program.

(8) The student whose thesis and proficiency in art study are rejected and failed will be dismissed from the University.

(9) Those students for whose proficiency in art study a correction decision is given will make the necessary corrections and defend their proficiency in art work such as exhibition, project, recital, concert or representation before the same jury latest within six months. Students who do not attend the defense of the thesis with a valid excuse or those students who fail in their proficiency in art as a result of defense will be dismissed from the University.

(10) Regarding those students with a bachelors degree who were admitted in a proficiency in art program and who failed in their proficiency in art work such as exhibition, project, recital, concert or representation will receive a non-thesis master's diploma if they request and upon the completion of requirements for a non-thesis master's in Regulation.

Publication condition for graduation

ARTICLE 36 - (1) In order for the students in the proficiency in art programs to graduate, at least one of the following conditions until the thesis defense application date may be required from the student upon the decision of the institute board:

a) To have at least one published or edited article with the affiliation of Istanbul Gelisim University in national / international refereed journals either by his/her name alone or with the advisor.

b) To have at least one paper with full text or abstract, which has been presented in refereed national / international scientific meetings,

c) Participation in Istanbul Gelisim University at national / international projects (project / product / works etc.). **Proficiency in Art Diploma**

ARTICLE 37 - (1) Upon the condition of being successful in thesis defense and meeting the requirements for graduation as determined by the Senate; the student who has submitted at least three copies of the master's thesis as bind book, three copies of the thesis dissemination authorization form and one electronic copy in CD (in Word and PDF formats, recorded with the thesis reference number and title as stated in authorization form) within a month following the date of entry to thesis defense will receive a proficiency in art diploma.

(2) Board of the Institute may extend the submission deadline for a maximum of one month upon request. The student who does not fulfill these conditions cannot get his / her diploma until he / she meets the conditions and cannot benefit from the student rights and will be dismissed if the maximum period expires.

(3) Diploma contains the name of the program in the department of the institute / master in which the student is registered as approved by YÖK. The date of graduation is the date on which the thesis is signed by the jury commission is delivered.

(4) Within three months of the submission of the thesis, a copy of the proficiency in art thesis will be sent to the Council of Higher Education by the institute in order to be submitted to the service of scientific research and activities in electronic environment.

CHAPTER FIVE

General Principles for Graduate Education

Opening the Programs

ARTICLE 38 - (1) The Institute carries out graduate programs at the branches and levels determined by YÖK. Combined with national and international higher education institutions, joint graduate programs can also be organized.

ARTICLE 28 - (1) Formal or distance learning programs are opened by the proposal of the head of the department, the proposal of the institute board, the decision of the Senate and the permission of YÖK.

Education and Training plans

ARTICLE 39 - (1) Education and training plans are accepted with the proposal of the related institute board and with the approval of the Senate.

(2) Courses with at least 30 ECTS credits will be opened in each semester. Students can receive a maximum of 45 ECTS credits in a semester.

(3) The total of the credits of the elective courses in the daytime education programs cannot be less than 25% of the minimum required credit according to the program levels.

(4) Common compulsory courses can be assigned between institutes or within the institute. Common compulsory courses between institutions are accepted through the boards of relevant institutes.

(5) A course on scientific research techniques and publication ethics is required in the graduate program. A student who is enrolled in the Doctoral / Proficiency in Art program is obliged to take this course if he / she has not taken this course before.

Language of Instruction

ARTICLE 40 - (1) The language of instruction in the Institutes is Turkish.

(2) Programs in foreign language can be opened with the proposal of the institute board, the decision of the Senate and the permission of YÖK. The courses, seminars, qualification examinations and thesis defense examinations are carried out through using same foreign language in the programs where the graduate education is done in a foreign language.

Determination and announcement of student quotas

ARTICLE 41 - (1) The decision about whether any students will be admitted to the master's, doctorate and proficiency in art programs at the institutes and the number of students to be admitted shall be determined by the institute board taking into consideration the suggestions of the relevant department head / art program chair.

(2) The names, quotas, and other required information of the programs of the graduate, doctorate and proficiency in art programs which are accepted by the institutes shall be notified to the Rectorate. They will be announced collectively with the application deadline and examination dates included in the academic calendar determined by the Senate.

Admission of students to scientific preparation program

ARTICLE 42 - (1) For the students admitted to the masters and doctoral / proficiency in art programs in the different fields who have received their bachelor's or master's degree from other masters degrees than they are admitted in and those who have received their master's degree from another higher education institution than the one they are accepted, a scientific preparation program might be applied in order to overcome their incompetencies.

(2) The students to be enrolled in this program are determined by evaluating the structure of the undergraduate and / or graduate programs that the candidates have graduated by the department.

(3) For the continuation of the courses related to the scientific preparation program, examinations, course success grades (CC for undergraduate, CB for master's degree), repetition of course, registration deletion and other aspects are regulated by the provisions of related program. Scientific preparation programs can be conducted independently of the undergraduate / graduate programs.

(4) The courses that must be taken in the scientific preparation program cannot replace the courses required to complete the relevant graduate program. A student in a scientific preparation program can also take graduate courses.

(5) The period to be spent in the scientific preparation program is maximum two semesters. Summer school is not included in this period. This period cannot be extended except for the permitted terms and the student who is not successful at the end of the term will be dismissed. The time spent in this program is not included in the master's or doctoral program periods.

(6) The courses taken in the scientific preparation program are not included in the CGPA but are included in the transcript.

Acceptance of special students

ARTICLE 43 - (1) Those who are graduates or students of a higher education institution and who want to extend their knowledge on a certain subject can be accepted as special students. Special students may be admitted to graduate courses with the approval of the head of the related department. Special student status is not a training type aimed directly at obtaining a degree in the relevant program but the duration cannot exceed two semesters.

(2) The conditions to become a special student for a higher education student are;

a) To have completed master's degree or to be in master's thesis stage for applications to PhD / art proficiency programs,

b) In order for the candidates who continue their undergraduate education to become special students, they should be in the final semester of the education period and they should not have any courses failed from the previous years.

(3) The subjects related to education, examination and discipline are accepted according to the provisions of the relevant legislation.

(4) Those who take courses under private student status cannot benefit from student rights. However, they will receive a document indicating the courses they are enrolled at and the grades they receive from these courses.

(5) A maximum of 50% of the courses taught in the relevant program may be exempted for those who have received courses under special student status and then registered in graduate programs with the proposal of the head of the related department and with the approval of the board of directors of the institute.

Admission of students via lateral transfer

ARTICLE 44 - (1) Students who have completed at least one semester in the graduate program in the university or in other higher education institutions, except for scientific preparation, may be admitted to the graduate programs of the University through a lateral transfer.

(2) Students who are not enrolled in the graduate programs at the stage of the course or the thesis defense will be asked for the transcript and the approved course content. The courses from which these students will be considered as exempt and the courses they will be enrolled at will be finalized with the proposal of department head/ art program chair and decision of institute board.

(3) The student who has completed at least one semester in his / her doctoral / proficiency in art program and who has not passed the proficiency exam can transfer to the University programs via lateral transfer.

(4) Students who apply for lateral transfer to doctorate / proficiency in art programs during the course stage are asked for the transcript and approved course content. The courses from which these students will be considered as exempt and the courses they will be enrolled at will be finalized with the proposal of department head/ art program chair and decision of institute board.

(5) The duration of the education of the student in the other graduate program is included in the permitted period for the education in the graduate programs in the University.

Students participating in exchange programs

ARTICLE 45 - (1) In accordance with the agreement between the University and another university within our outside the country, students may be sent to another university within our outside the country for one or two semesters within the framework of the student exchange program.

(2) Students who wish to benefit from the exchange program must complete one semester in the relevant graduate program. The period spent in the exchange program is counted for the duration of the program of the graduate program in which the student is registered.

(3) Students who are accepted within the scope of exchange programs are subject to the provisions of this Regulation within the period they study at the University and they will receive a transcript for the courses they are enrolled at.

Disabled students

ARTICLE 46 - (1) The necessary arrangements for the disabled students to continue their education and training are determined by the decision of board of related institute.

Registration to graduate programs

ARTICLE 47 - (1) The admission procedures of the students to be accepted to the graduate education shall be carried out by the Institute within the time period specified in the academic calendar.

(2) The student who has the right to enroll in the institute may make the final registration by himself or by power of attorney approved by notary public.

(3) The documents required for registration should be original or an approved copy by the University. The registration of those who have been subject to disciplinary action from any higher education institution and those who have registered with a false declaration and / or a fake or falsified document shall be canceled as of the date of registration. All certificates of graduates, including their diploma, will be canceled. Their tuition fees will not be refunded.

(4) Students who do not pay the tuition fee within the time period cannot register for the specific period. The period in between will be counted as education period.

(5) With the exception of non-thesis master's programs, no one can enroll in more than one graduate program at the same time.

Admissions of foreign students

ARTICLE 48- (a) Foreign nationals and nationals residing abroad the Republic of Turkey will be admitted in accordance with the conditions established for the general quota.

(2) Foreign students are not required to submit a certificate of equivalence for their admission to the graduate program they are applying to; however, written approval will be obtained from the related unit of the Council of Higher Education (YÖK) for the recognition and qualification of the institutions graduated with bachelors or master's degree.

(3) Regarding the Doctoral / Proficiency in Arts programs and in master's programs with thesis, candidates must have ALES standard score to be determined by the Senate but not less than 55 standard points. The scores of examinations accepted as equivalent and declared by YÖK are accepted. However, ALES score is not required for admission to fine arts faculties and conservatories.

(4) In order to be able to start the graduate programs in Turkish, foreign students must be successful at the language centers of the universities or Turkish examinations conducted by TÖMER at C1 level.

(5) If foreign students who apply to graduate programs in Turkish have completed any kind of secondary education, bachelor's degree or graduate degree in Turkish, Turkish language certificate requirement is not required.

(6) In applications for a graduate program in a foreign language, a foreign language proficiency certificate is not required for candidates who have completed undergraduate and / or postgraduate studies in a country where the native language is the language of instruction in the program.

Course registrations, course add-drop and appointment of advisors

ARTICLE 49- (1) At the beginning of each semester and within the period announced in the academic calendar, students must choose the courses and renew their semester registrations.

(2) Students may make changes to elective courses that they register during the course add-drop period specified in the academic calendar.

(3) Course registration cannot be made after the add-drop period has expired. Students who do not exceed the permitted duration of absenteeism and who are not able to register in these dates due to their excuses shall be given the right to register in case of acceptance of excuses by the related board of directors.

(4) Students in the thesis or semester project are required to register for thesis or term project courses every semester. Regardless of whether the student is enrolled or not, each semester that he / she is not enrolled is considered as part of the maximum period of study allowed.

(5) The highest number of thesis advisory for faculty members is 12 in master and doctoral programs. However, institute board will decide about decreasing this limit or increasing by 50 % due to those who were assigned in accordance with article 35 of Law No. 2547, due to foreign national students, and those students who are still registered in the program but who did not renew their registrations and those who returned to programs upon exemption. If more than one advisors are appointed for a student / thesis, the instructor with two co-advisors is considered to have one consultancy.

Internship

ARTICLE 50 - (1) Institute board will decide for any internships in graduate programs.

(2) The internship must be completed within the maximum period of education specified by law. Students who have not completed their internship cannot graduate until they complete their internship even if they fulfill their course and application obligations.

Tuition Fees

ARTICLE 51- (1) Graduate training is subject to fees. Tuition fees are set by the Board of Trustees at the beginning of each academic year. Fees set by the Board of Trustees cover three semesters for non-thesis master's programs, four semesters for master's programs with thesis, eight semesters for doctorate / proficiency in art programs, and ten semesters for integrated doctoral programs excluding the scientific preparation programs.

(2) Tuition fees are paid within the period specified in the academic calendar. Except for those accepted by the board of relevant institute, students who do not pay the tuition fee on the announced dates cannot register for the semester and cannot benefit from the student rights.

(3) Students who are admitted as special students and who take scientific preparation pay the tuition fee determined by the Board of Trustees each year.

(4) Students who are not able to complete their graduate education within the allowed education period are charged an additional fee determined by the Board of Trustees.

(5) If the student repeats the course in order to increase the grade, an additional fee determined by the Board of Trustees will be taken.

(6) Within the framework of student exchange programs, fees for students who visit any other universities within our outside the country or accepted to the University within the same exchange program are determined in accordance with bilateral agreements.

(7) Students who leave the University, who have been removed, whose records are deleted or graduate after the semester begins will not be refunded.

CHAPTER SIX

Courses and Assessment of Success

Opening the courses

ARTICLE 52 - (1) The courses to be opened in every semester and the lecturers to teach them will be decided by the board of the institute and announced by the institute.

(2) With the justified proposal of the head of the department/ art program chair and the approval of the board of the institute, lecturers who are not academic staff at the University with a doctoral/ proficiency in art degree, who have a minimum of five years experience in their field, and those artists who are either State Artists or who have proven themselves may also teach master's courses.

Attendance to courses and practices

ARTICLE 53 - (1) Students must attend the courses, examinations, practices, laboratory and other academic activities required.

(2) The rate of attendance of students in postgraduate programs is 70 % in theoretical hours and 80 % in practical hours. Students who fail to reach any of these rates in a course will be considered unsuccessful due to absenteeism.

(3) Distance education courses and distance education courses offered in formal education are subject to relevant University regulations.

(4) Students who fail due to absenteeism will be announced in student information system. These students cannot take the examinations.

(5) A student who fails to fulfill the attendance obligation of a course for any reason, including a medical report or suspension from the University due to disciplinary penalty, shall be deemed unsuccessful.

(6) Students who have permission upon the approval of Rectorate to attend in activities such as meetings, sports, artistic and similar nature to represent University and/or Turkey will not be considered as absent throughout that period.

Credit value of courses, ECTS credit, examinations and assessment

ARTICLE 54 - (1) The credits / hours and the ECTS credits of the graduate courses are determined by the institute board upon the proposal of the related department head/ art program chair. For the credits of courses and other activities in ECTS, an ECTS credit is calculated as the equivalent of approximately 25.5 hours of student work.

(2) At least one midterm and one final exam are scheduled at the semester. One or two of these can be performed as an examination, homework, project, laboratory report or similar application upon the discretion of the lecturer.

(3) The grade of a course is determined with the average of mid-terms and final grade. The rate of final examinations is 60 % for the calculation of success grades.

(4) In postgraduate programs carried out as distance education, the success grade is calculated by taking 20 % of the midterm exam average and 80 % of the final exam or make-up exam.

(5) For each course they take, one of the letter grades shown in the table below is given as a final grade to the students.

| Final Mark | Factor | Pass Mark |
|------------|--------|-----------|
| AA | 4.00 | 90-100 |
| BA | 3.50 | 85-89 |
| BB | 3.00 | 75-84 |
| CB | 2.50 | 65-74 |
| CC | 2.00 | 60-64 |
| DC | 1.50 | 50-59 |
| DD | 1.00 | 45-49 |
| FD | 0.50 | 40-44 |
| FF | 0.00 | 0-39 |

(6) In order to be successful in a course, students are required to receive a minimum of 50/100 from the end of the semester (final and make-up) examinations in the master program, and at least 65/100 in the doctorate/ proficiency in art program. In case of selecting courses from undergraduate programs or taking courses from undergraduate programs as part of the scientific preparation program, they must take at least 40/100 points from the final examination (final and make-up).

(7) In order to be successful in a course in the master's program, the lowest success grade is CB, whereas it is BB for doctorate /proficiency in art programs.

(8) The letter grades not included in the averages are explained below;

a) B (Successful): This grade is given to students who are successful in non-credit courses in curriculum.

b) BZ (Not successful): This grade is given to students who are not successful in non-credit courses in curriculum.

c) B and BZ letter grades are also used for qualification, thesis monitoring committee report and internship.

ç) D (Not Attended): This grade is given to students who fail because they can not fulfill their obligations regarding attendance or course practice. D grade is processed as FF grade in average calculation.

d) KL (Acceptance): It is used for students whose thesis proposal and thesis are accepted.

e) R (Rejection): It is used for students whose thesis proposal and thesis are rejected.

f) DZ (Correction): It is used for students whose thesis proposal and thesis needs to be corrected.

(9) Mid-term and final examinations are held at the place and time announced in the student information system.

(10) If the students who do not take the mid-term examinations due to their excuses apply within 7 (seven) days, may have the right for a make-up exam instead of the exams which they cannot enter with the decision of the institute board.

(11) No excuse examinations are accepted for final examination. Students who fail in their final exams and who do not take the final exam although they have the right to take the final exam will have the right to take the make-up exam.

(12) For the students who cannot take the examinations such as the proficiency examination and thesis defense before the jury, a new examination date is determined if the excuses are accepted by the related institute board within 7 (seven) days.

Course repetition

ARTICLE 55- (1) Students will retake the compulsory courses in which they failed. However, if a compulsory course that student failed is not opened or removed from the curriculum the student may take another course which is considered equivalent to this course upon the approval of advisor.

(2) Students who are not successful in the elective courses may take the same courses again with the approval of the advisor or they may take other elective courses which are accepted as equivalent to these courses.

(3) Courses may be retaken upon the approval of advisor to have higher GPAs. In this case, the last grade of the student for the course will be valid.

(4) If a student repeats a course which he/she attended in full before, the attendance condition is not required. In this case, the last grade of the student for the course will be valid.

Objection to examination results

ARTICLE 56 - (1) The student may object via an application letter within 7 (seven) days of the announcement of a mid-term or final grade of any course. Objections not made within the requested period shall not be taken into consideration. The objection is examined by the relevant instructor and finalized by the board of the institute.

Attending to courses in different fields and institutions

ARTICLE 57- (1) Daytime education student should take courses from daytime programs; whereas evening education student should take courses from evening programs and distance learning program students should take courses from distance learning programs.

(2) Students may take one-third of the total minimum credit required by the curriculum from other graduate programs within and outside the University with the approval of the advisor and the decision of the related institute's board.

(3) In order for the student to take courses from other graduate programs of the University or other higher education institutions, the course should not be opened in the relevant semester or should not be in the related graduate course catalog.

(4) The adaptation form of the department is prepared according to the course equivalence and orientation principles of the university. Adaptation form will be submitted for the approval of institute board.

Suspending the study

ARTICLE 58 - (1) Graduate students may be given a right to suspend their registration for a maximum of two semesters in master's degree programs and a maximum of four semesters in the doctoral programs with the approval of the institute board.

(2) Students' registrations can be frozen in the presence of at least one of the following reasons:

a) Student should have an excuse as documented with medical board reports,

b) The student was forced to suspend his / her education due to natural disasters, provided that this has been documented by the highest administrative authority in the district,

c) The student proving that he / she will go abroad in order to learn a foreign language by submitting the documents (country entrance and exit documents, passport etc.) indicating the education at the end of the period,

ç) If the student is under arrest or imprisoned,

d) Student's imprisonment which does not require expel from higher education institution according to the provisions of the relevant legislation,

e) Student serving military due to abolishment of deferment,

f) Student going abroad for the purpose of education or to be assigned to a domestic organization for the same purpose periodically,

g) Student documenting that he/she is the only one to take care of an immediate relative during his/her disease and treatment,

ğ) A student who successfully completes the course load should be disqualified for reasons other than his / her own will, such as the thesis work, the difficulties in obtaining equipment or materials.

(3) In the event that the registration is frozen for the reasons stated in the first paragraph, the student must apply to the relevant Institute Directorate within twenty days after the occurrence of the incident and prove the event with the necessary documents.

(4) Any student who suspends his/her registration cannot attend the courses or take the examinations. The period considered as permitted under registration freezing will not be counted for the duration of education.

(5) The tuition fee set by Board of Trustees for the relevant semester must be paid.

(6) The student whose registration freezing period is over may request the registration to be re-opened as long as he/she pays the tuition fees. This request of the student will be decided by the board of the institute.

Deleting the registration and discharge

ARTICLE 59 - (1) In the following cases, the registration of the students registered to the graduate programs will be deleted upon the decision of relevant board:

a) Failure to fulfill the obligations specified in this Regulation,

b) Transferring to another higher education institution for any reason,

c) Determining that the final registration is not done properly, ç) Other cases mentioned in the Law No. 2547.

(2) Upon the request of the students who are dismissed from the Institute, the originals of the documents given during the registration will be returned to them after copying.

(3) A discharge certificate is issued showing the summary of all training activities and disciplinary penalties, if any, of the student who has been dismissed from the Institute. On request, a copy of the discharge document and a document showing the courses and grades taken by the institution will be provided to the student.

(4) Registration fee is refunded to the students who have registered for the postgraduate program until the end of the course selection period. Any student who deletes his/her registration at any other time will not be refunded for any tuition fees.

(5) Registration cannot be deleted via post. In order to be able to cancel the registration, the student himself / herself must make written application or through a power of attorney approved by notary public.

(6) The fees of students whose records are deleted are not refunded as they have not fulfilled their obligation to graduate.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Disciplinary Action

ARTICLE 60- (1) The disciplinary work and procedures of the students who do not comply with the examination rules are carried out according to the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

Notification

ARTICLE 61 - (1) All kinds of notifications to be made officially to the students shall be made to him / her personally or to the student's last address stated during the registration or the student's e-mail address.

(2) In the event that they have changed their address declared to the related institute directorate during their registration, the students who have given this incorrect or incomplete address to the related institute will be deemed to be notified.

Cases not covered in regulation

ARTICLE 62 - (1) In cases not covered by this Regulation; The Law No. 2547, the Regulation on Graduate Education published in the Official Gazette dated 20/4/2016 and numbered 29690, and other relevant legislation provisions shall apply.

Abrogated Regulation

ARTICLE 63 - (1) The Regulation on Graduate Education and Examination of Istanbul Gelisim University published in the Official Gazette dated 21/7/2015 and numbered 29421 has been abrogated.

Transition provisions

PROVISIONAL ARTICLE 1 - (1) The fifth paragraph of Article 47 shall not apply to students who are enrolled in more than one graduate program at the same time before the date of publication of this Regulation.

2) Students who are enrolled in non-thesis master's programs or who have graduated before 6/2/2013 can apply to doctorate programs.

Enforcement

ARTICLE 64 - (1) This Regulation shall enter into force on the date of publication in the beginning of the academic year 2016-2017.

Execution

ARTICLE 65 - (1) The provisions of this Regulation are executed by the Rector of Istanbul Gelisim University.