

ÇANKAYA UNIVERSITY RULES AND REGULATIONS GOVERNING GRADUATE STUDIES

PART I

AIM, SCOPE, BASIS AND DEFINITIONS OF TERMS

Aim

ARTICLE 1 – (1) The aim of this document is to regulate the procedures and principles for student admissions and registration to the graduate and the postgraduate programs offered at Çankaya University, and the conduct of graduate education, examinations and assessment.

Scope

ARTICLE 2 – (1) This document comprises the provisions concerning student admission and registration to the graduate programs offered at Çankaya University, and the manner of graduate education, examinations and assessment.

Basis

ARTICLE 3 – (1) This document has been drawn up based on Articles 14 and 44 of Higher Education Act 2547 dated 4 November 1981.

Definitions of Terms

ARTICLE 4 – (1) Wherever the following terms appear in this document, they shall be taken to refer to:

- a) APPEEA: Academic Personnel and Postgraduate Education Entrance Exam
- b) ECTS: European Credit Transfer System
- c) The Maximum Duration is one year (two semesters) for scientific preparation courses, three semesters for graduate programs without thesis, six semesters for graduate programs with thesis, twelve semesters for students who registered to PhD programs with a master's degree and fourteen semesters for students who registered to PhD programs with an undergraduate degree
- d) DI: Departments of Institutes
- e) HD: Heads of the Departments
- f) GMAT: Graduate Management Admission Test
- g) GRE: Graduate Record Examinations
- h) The University Board: Çankaya University's Board
- i) The University Administrative Board: Çankaya University's Administrative Board
- j) The RO: Çankaya University Registrar's Office
- k) SSPC: Student Selection and Placement Center
- l) The Duration of a Program: is one year (two semesters) for scientific preparation courses, two semesters for graduate programs without thesis, four semesters for graduate programs with thesis, eight semesters for students who registered to PhD programs with a master's degree and ten semesters for students who registered to PhD programs with an undergraduate degree

PART II

THE PRINCIPLES CONCERNING EDUCATION

Medium of Instruction

ARTICLE 5 – (1) The medium of instruction in Çankaya University's graduate programs is English. Yet, courses that are to be conducted in Turkish or any other language are determined by the Senate.

(2) Students are registered to the graduate programs after their proficiency in English is documented. International language tests with equivalent scores determined by the Senate may also be used for this purpose. In this respect, the score comparison table of the presidency of the council of higher education (YÖK) is taken into consideration. In case the level of proficiency in English for graduate programs is not documented by the student, the English proficiency level is assessed by an English Proficiency Exam conducted by the University.

(3) For student admissions to PhD programs, holding a document certifying that the student scored at least 60 points from a national language test or an international language test whose equivalence is recognized by the presidency of the council of higher education (YÖK) or by the SSPC is obligatory. The minimum score may be determined to be higher upon the recommendation of the concerned department.

(4) Graduates from an institution of higher education that offers courses in English in an English speaking country are not obligated to document their level of Proficiency in English.

(5) The period of validity for international language exams, whose equivalence is determined by the Senate, (except for graduate programs in Turkish language) is five years after the test date. The score's validity period must not be expired on the date of application to a graduate program. The score which is valid on the application date is also accepted as valid on the registration date.

(6) The status of students who fail to take a sufficient score from the English proficiency exam after a year of education at the English Preparatory School is terminated.

Duration of Education

ARTICLE 6 – (1) The duration of a graduate program is as described in the relevant Articles of this regulation.

(2) All the semesters during which the students have been registered since they first enrolled in a graduate program or which have been spent unregistered due to failure to re-register are included in the normal and maximum durations of study.

(3) The period of study which is spent for scientific preparation courses at the English Preparatory School is not included in the normal and maximum durations of study.

(4) The semesters which have been spent in institutions of higher education in the country or abroad as part of student exchange programs are included in the normal and maximum durations of study.

(5) The period of study which is spent at the institution or the program students have transferred from is also included in the normal and maximum durations of study. All the semesters corresponding to the period of study of courses transferred from the student's former program are included in the normal and maximum durations of study.

Academic year

ARTICLE 7 – (1) One academic year consists of two 16-week semesters including the final examination periods.

(2) Summer School may be offered within an academic year. The principles regarding the conduct of education in Summer School are determined by the Senate.

(3) The duration and dates of the registration, courses, examinations and other similar activities within an academic year are arranged through the academic calendar.

(4) The weekly course schedules within a semester and summer school are prepared and announced by the concerned department chairs in coordination with the RO.

(5) The courses to be offered in a semester and Summer School are determined by the concerned department chairs and approved by the concerned administrative boards. The course sections, capacities and criteria are determined by the concerned department chairs.

A Graduate Program

ARTICLE 8 – (1) Graduate education comprises of a Masters with a Thesis or without a thesis, and Ph.D. programs.

(2) A graduate program is drawn up by the concerned department(s), and offered by the recommendation of the concerned faculty board, the decision of the Senate and approval by the Higher Education Council.

(3) The curriculum of a graduate program comprises of the distribution among semesters of studies such as course work, laboratory work, practical work, workshop(s), studio work, and practical training.

(4) The amendments to the curriculum of a graduate program and the guidelines for the adaptation of students to these are prepared by the concerned department and resolved by the concerned faculty board.

(5) Except for graduate programs without thesis, it is not acceptable to register to and continue to do more than one graduate program at the same time.

An international joint-degree program

ARTICLE 9 – (1) International joint-graduate degree programs may be offered in collaboration with institutions of higher education abroad. Education in International joint-graduate degree programs are determined within the framework of related provisions.

Exchange programs

ARTICLE 10 – (1) Within the framework of mutual agreements, exchange programs may be arranged between Çankaya University and institutions of higher education within the country or abroad. The principles governing such programs are determined by the Senate.

Special students

ARTICLE 11 – (1) Special students are students who are not registered to any program at Çankaya University, but who are expected to fulfill the requirements of the limited number of courses they are registered to. Special students do not have the right to register to seminar courses, term projects and thesis work. Enrolling in one of the academic programs for special students is only possible when they fulfill all the application requirements. When admitted to a graduate program, a record of grade point average is not required for special students, and an admission test will not be applied to them.

(2) Students or graduates from an institution of higher education-who wish to enhance their existing knowledge on a specific subject can be admitted to graduate courses under the status of special student after the approval of the concerned administrative board. A special student is not entitled to a master degree for the concerned / related program. The period of study cannot exceed two semesters for special students, excluding the period spent in summer school. Those who take courses under the status of a special student cannot enjoy or exercise the rights granted to regular (registered) students. Furthermore, these students cannot receive student grants and aids.

(3) On the condition that special students are registered to a graduate program within the past four semesters as of the date of their special student application, the substitution of the courses taken by students during their earlier special student education can be made by the concerned graduate school administrative board by the recommendation of the concerned HD. The letter grades for the courses having been taken in the special student status must be AA,

BA or BB, and no less than a score of 80 for the Faculty of Law. The number of the exempted courses after course substitution cannot exceed 50% of the course load of the concerned graduate program.

Application and admission to graduate programs

ARTICLE 12 (1) Student applications and admissions to graduate programs are carried out in accordance with the principles set by the Senate. Applicants to the master's program must have a bachelor's degree, master's degree candidates in order to apply to doctoral programs, must have a master's degree. At the same time points by the OSYMALES centralized national program that refer to the type of candidates for a master's in 55, which shall not be less than 60 for a PhD must have a standard score in ALES. Regarding non-thesis Master's program admissions, an ALES score is not required to have a rating. The evaluation of the success of the result of ALES, which is based on the rank of the weight, shall not be less than about 50 percent. Applicants to the Ph. D. program with a bachelor's degree with a grade point average of at least 3 out of 4 in their bachelor's or equivalent are required to have a score. At the same time, the candidate that refers to an ALES score, must have the ALES score not less than 80 points.

(2) In the acceptance of candidates applying to graduate programs, in addition to ALES, a written scientific assessment test and a GPA with verbal score results will be evaluated.

(3) In the adoption program, applicants to the doctoral programs and or ALES, must be made by writing the scientific assessment exam and only applicants with a master's degree with a high oral result with a high GPA will be considered.

(4) Excluding preparatory classes, ten semesters of undergraduate education in areas deemed to have a master's degree.

(5) The names of the students who will be accepted to graduate programs, admission requirements, application deadlines, documents required and other issues, will be announced by the Rector's Office before the date of application is determined in the academic calendar.

(6) The EABDB evaluates and proposes upon the recommendation of the Senate the application requirements outside the terms of reference for the candidates of graduate programs to the related institution. The decision is then announced on the related institute and/or on the official website of EABDB.

(7) The application to graduate programs is made to the Student Affairs Office within the period specified in the academic calendar.

(8) Only the original of the documents required for registration or notarized copy of the original sample to be approved by the university will be accepted. With reference to the military status and criminal record of the candidate, these situations are dealt with solely on the basis of the statements of the candidate. False or misleading statements and documents regarding the case to determine who won the right to enroll in the university are not registered and the records enrolled with will be canceled regardless of the semester. If documents or diplomas were given which in this case were deemed to have been used to acquire student status, all the documents, including diplomas will be void.

9) If a graduated program candidate who re-applies to a graduate program after a half-year break he/she doesn't need to provide new a new valid ALES document; if they have an ALES score which is specified by the EABDB.

(10) Instead of the ALES score the candidates with GRE, GMAT and other similar equivalent international exam scores can apply. If the amount of the international points score necessary by the institute is not shown, an ALES exam score equivalent can apply. The equivalent ALES score cannot be less than the ALES score accepted by the Institute.

(11) The validity of ALES and equivalent international test scores is three years from the date of the exam. The graduate program, if due to be unfinished at the date of the expiry of the exam's validity period must be referenced. On application, the candidate's ALES and equivalent international test score will be deemed valid for the date of registration to a valid certificate program.

(12) The candidate to be accepted into a master's or doctoral program for the scientific evaluation conducted by the Institute (EABDB) in addition to the requirements of general application. Scientific assessment is a written examination. In addition, the oral examination also applies. The results of these tests, according to the master's program are not eligible for the graduate program, but you are given the option to be a candidate for evaluation.

(13) The admission of students to EABDB is on the recommendation of the Institute and shall be decided by the Executive Board.

(14) Applicants to the graduate programs' entrance and achievement scores, ALES or equivalent score, and undergraduate GPA, is calculated by using a written exam and an oral exam's notes. Non-thesis Master's programs applicants to the entrance point for a successful graduation grade point average is taken into consideration. Introduction to the doctoral program's achievement scores, undergraduate GPA, ALES score or equivalent higher, a written exam and an oral exam is calculated by using notes. To be successful, the conditions are determined by the Senate.

Students accepted in special cases

ARTICLE 13 - (1) In the case of foreign candidates and citizens of the Republic of Turkey who have completed their entire degree abroad their graduate program application and acceptance is determined by the Senate.

Transition from graduate programs and course substitution

ARTICLE 14 - (1) The graduate program at the same or at different transitions between the university programs will be made in the framework of principles established by the institute's boards.

(2) A student's transfer of a previous course substitution of a graduate program of one or more courses from the requirements to be exempt EABDB'S on a proposal is determined by the board of the institute concerned.

(3) The transition between thesis and non-thesis graduate programs concerning EABDB (HD) can be done by the institute board's decision by the suggestion of the student at least one month before the date foreseen for the start of postgraduate courses in the academic calendar at the beginning of each semester. However, students who go from the thesis proposal EABDB program and move to a non-thesis program must do it with the decision of the institute's board. Students whose transfer application is approved are obliged to complete the requirements of the new program.

a) Regarding the students from the master's program, the transition to a non-thesis program is done by the contact of the candidates to the institute board's EABDB with a proposal and by their decision.

b) **If a non-thesis Master's program student is switching to the graduate program, the student's thesis is required to provide the conditions for minimum application. Also, if the student is currently enrolled and has successfully completed the courses required for the master's program and has a grade point average of at least 3.00/4.00 can under these conditions, the candidate becomes eligible upon the application, with the recommendation of the Graduate School administrative board and if the decision of EABDB occurs.**

Scientific preparatory program / The Academic deficiency program

ARTICLE 15 - (1) academic preparation programs, graduate programs to provide input conditions, the both successful and scientifically lacking candidates with the qualifications specified must take upgrade courses in order to ensure their compliance with the program that they applied under the following situations.

a) If the applicant's bachelor's degree and master's degree program are in a different field than which the candidates are admitted to.

b) Undergraduate and/or graduate degree candidates who have applied to doctoral programs have taken degrees in different areas,

c) The University received the bachelor's degree candidates in the graduate program from other higher education institutions.

d) Undergraduate and/or graduate degrees from other higher education institutions the University received doctoral degree applicants.

(2) A preparatory program consisting of academic preparation and pre-requisite courses determined by the EABD are applied by the institute board's decision.

(3) The duration of the scientific preparation program is a maximum of two semesters. Summer school is not included in this period. This time period cannot be extended beyond the end of time allowed and the student will be dismissed if not successful. This period shall not be included in the master's or doctoral programs in the time specified in this regulation. Credits may not exceed a total of sixteen courses of the academic preparatory program.

(4) Scientific preparation program students' academic preparation must be made during the admission. Regarding the scientific preparation course, the principles are stated below:

a) If the Program of a graduate student consists of undergraduate courses/classes, these courses cannot replace the courses required to complete the graduate program.

b) The courses of doctoral students, who are admitted to academic preparation programs, consist of undergraduate and / or graduate courses. These courses cannot replace the courses required to complete the doctoral program.

c) Students in academic preparation programs have preparatory courses as well as graduate program courses with the institute board's decision. The total number of remedial courses in the graduate program can only be a maximum 4 for each half-year / semester. This

number can be increased only by a student's proposal and EABDB (HD)'S articulated decision of the institute's board.

Initial Enrolment to a Program

ARTICLE 16 – (1) The registration of students placed in or admitted to undergraduate programs is carried out by the RO on the dates indicated in the academic calendar.

(2) The below-mentioned requirements are sought for the finalization of student enrollment to the university:

a) For students admitted into the Master's degree with or without thesis, holding a Bachelor's degree, for students admitted into the Doctoral program holding a Bachelor's or Master's degree with thesis.

b) Fulfilling the provisions related to tuition and education fees.

c) Fulfilling other requirements as announced by the University.

(3) Only the originals of the documents required for registration, or their approved copies upon presentation of the originals to the University are accepted.

(4) Students who have completed their registration procedures are provided with a student ID card. The ID cards contain the students' personal information.

(5) Those who fail to complete their registration within the declared period are deemed to have waived their student rights and thereafter may not claim any rights.

Courses and Course Credits

ARTICLE 17 – (1) The courses within graduate programs are of two types: compulsory and elective. Compulsory courses are those that are specified in the curriculum and must be taken. Elective courses are courses whose numbers and types are specified in the curriculum and are selected by students.

(2) A course to be taken prior to another course and to be passed is called the pre-requisite of that course; a course which must be taken together with another course in the same semester is called the co-requisite of that course.

(3) The course titles, codes, contents, credits, categories, prerequisites, co-requisites, midterm exams, final exams and other similar features and amendments to be made to these features are determined by recommendation of the DI and the decision of the concerned administrative board.

(4) The credit value of a course consists of all of its weekly theoretical course hours plus half of the weekly hours of laboratory, practical applications, studio, practical training and other similar work related to that course.

(5) ECTS course credits are to be calculated within the principles determined by the senate, in which the clearly determined theoretical and applied course hours and the study hours for other activities predetermined for the students is taken into account.

(6) Weekly theoretical and practical course hours of non-credit courses are specified; however, a credit value is not allocated for such courses.

(7) The students admitted to a Master's program or to scientific preparation are to register in at least two courses in the first semester. Those who fail to fulfill this may not claim any rights.

Extra-Curricular courses

ARTICLE 18 – (1) Extra-curricular courses are credit courses that do not exist in the curriculum of the graduate, but which the student additionally takes. These courses which are taken by the recommendation of the DI and by the decision of the University Board are not included in the GPA, but are indicated in the transcript.

Semester registrations

ARTICLE 19 – (1) Students are responsible to re-register each semester on the online registration dates indicated in the academic calendar. However, in their initial enrollment to a graduate program, students may also register in the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed unregistered and may not enjoy the rights of registered students.

(2) Semester registration procedures consist of the following phases:

a) Payment of the tuition or education fee and fulfillment of any other financial obligation pertaining to previous years.

b) On-line registration for courses.

c) Obtaining approval for the online semester registration following a one-on-one meeting with the advisor.

(3) Students who have completed their semester registration during the online registration period may add or drop courses or change course sections during the add/drop period stated in the academic calendar. Advisor approval is required in order for the changes to be valid.

(4) Students may withdraw from courses they are enrolled in according to the following rules:

a) Course withdrawal is processed after the add/drop week has ended or within the seventh week of the concerned semester.

b) Course withdrawals are processed by the recommendation of the advisor and with the approval of Heads of the Departments and The University Administrative Boards.

c) Students are given one right for withdrawal for every semester they are registered, and it is indicated as a “W” grade in the transcript.

d) The elective courses which are withdrawn from are not obligatory to be repeated.

e) Course withdrawal is not possible for non-credit courses.

(5) The thesis subject or the thesis advisor can be changed of the students who fail to register for two following semesters, three or more distant semesters at any level of the Master’s program when they are re-registered, with the decision of the concerned faculty executive board and approval of the Council of Higher Education.

Student transfers between graduate programs

ARTICLE 20 – (1) Students who completed at least one semester successfully at a graduate program in the university or in any other higher education institution, are accepted to the graduate programs on the condition that applications are made with all the required documents within the application dates. How many semesters the students have completed, and which courses they are to be exempt from are also presented in this decision. For applications to be accepted, transfer quotas are necessary in the related graduate program, students are to have fulfilled the requirements of the graduate program while they were accepted to the previous university, or during the transfer application.

(2) Applicants from outside the university are required to document their English proficiency, or to pass the English proficiency exam of Çankaya University. The proficiency grade belonging to the previous university is also taken into consideration. Law programs accept only students from other Law programs.

(3) Students’ transfer applications are to be made at the beginning of the year, before the determined time for the beginning of the courses in the academic calendar.

(4) A transferred student is to take at least half of the courses in the related program. Projects, seminars, proficiency exam and the thesis courses are not considered for the transfer.

- (5) The grades the students from different universities earned are turned into the number system and indicated in the transcript in accordance with the framework of Article 22.
- (6) The regulations of Article 24 are valid for the adjustment procedures.

PART III
EXAMINATIONS, ASSESSMENT AND GRADUATION

Attendance and Examinations

ARTICLE 21 – (1) Students must attend the theoretical and practical class hours, examinations and other academic studies as required by the instructors. The attendance records of students are kept by the instructors.

(2) The assessment criteria is determined by the instructors and announced to the students in the course schedule at the beginning of the semester. Students are informed of their success in each course within a semester by the instructor of that course.

(3) At least one mid-term evaluation in the form of examination, homework assignment, project, or presentation is given for each course. The examination dates of the courses for which mid-term examinations are given are determined by the instructors offering the course. Mid-term dates are announced within the first four weeks of a semester.

(4) At least one end of semester evaluation is given for each course.

(5) The principles regarding the procedures to be applied for students who have failed to sit an examination or to meet homework assignments, practical applications and other similar studies for which the students are responsible are determined by the instructor offering the course, and if necessary a make-up opportunity is to be given.

(6) If deemed necessary, courses and exams may be held after weekly working hours and/or on Saturdays and Sundays.

(7) All examinations can be given on paper to all students at the same time, as well as electronically on condition that they are organized with a classification of topic and difficulty in a safe environment, and every individual is given a different question at a different time.

Assessment and grades

ARTICLE 22 (1) In assigning the letter grade, the students’ mid-term and final examination grades, their success in their studies within the semester and their attendance during course and practical work are taken into consideration.

(2) Success of the students is defined according to the principals below:

a) In order for a student to be considered successful in an academic term, an undergraduate student must get CC, a doctorate student must get CB, at least

b) Exams are assessed out of the score 100 in the undergraduate programs administered by the Faculty of Law. Passing grades for graduate programs is 70, doctorate programs is 80.

(3) Students must repeat the lessons that they fail in the probable maximum limitation of time or take any lesson considered equal by the DI.

(4) In order to increase GPA, classes that have been successfully passed can be taken again or they can be substituted with any lesson considered equal by the DI. However, the faculty in interest must be informed about the class that will be repeated, by the DI. No matter what score had been gotten before, the last score taken is considered as the final score.

(5) The coefficients of the letter grades and the score intervals used in the calculation of Grade Point Average are indicated below:

<u>Letter Grade</u>	<u>Coefficient</u>	<u>Score Intervals</u>
AA	4.00	90-100
BA	3.50	85-89

BB	3.00	80-84
CB	2.50	70-79
CC	2.00	60-69
DC	1.50	50-59
DD	1.00	45-49
FD	0.50	35-44
FF	0.00	0-34

(6) Grades which are not included in the Grade Point Average are indicated below:

a) The grade I (incomplete) is assigned to students who cannot complete the course requirements by the end of the semester for a reason found valid or because of an illness. The grade “I” must be converted to a letter grade fifteen days before the last day of grade submissions for the semester. Otherwise, the grade (I) becomes (FF) and the student automatically fails. However, in special cases like an extended period of time because of a medical exigency, the procedures for converting this grade into letter grades must be completed until the beginning of registrations for the following semester.

b) The grade S: is assigned to students who are successful in non-credit courses and/or thesis work. It is also assigned to students who have completed non-credit courses, proficiency exams, thesis studies and thesis exams and became successful.

c) The grade U is assigned to students who are not successful in non-credit courses and/or thesis work. It is also assigned to students who have completed non-credit courses, proficiency exams, thesis studies and thesis exams and failed.

d) The grade NA (not attended) is assigned to students who have not fulfilled the specified attendance requirements. The grade NA is processed as FF in the calculation of Grade Point Average.

e) The grade P is assigned to students who are successfully carrying on thesis work.

f) The grade EX is assigned to students who have been successful at the English Proficiency exam or to those who transfer to the university and have been exempted from the English Proficiency exam. The grade EX is not processed in the calculation of the Grade Point Average but mentioned.

g) The grade W is assigned to students who withdraw a lesson.

Submitting and announcing grades and correcting errors in grading

ARTICLE 23 – (1) Midterm and final grades for the semester are announced by the DI between the dates stated in the academic calendar. Grades can be subjected to objection for the reason of any error in calculation within the following fifteen days of announcement. The objection request is processed by some other faculty member than the course instructor and concluded by the related institute.

(2) In case of any errors in grading are detected by the faculty member in charge of the lesson, the faculty member can request a correction within the fifteen days after the announcement of the grades. The request is conducted in the same way.

Course success and course repeats

ARTICLE 24 – (1) Provisions regarding success in a course and repeating a course are as follows

a) Students must receive a passing grade in a course to be considered successful. Grades AA, BA, BB and S are passing grades.

b) In Master’s programs, CB and CC are “conditionally passing” grades. In doctoral programs, CB is “conditionally passing”.

c) In Master’s programs, the grades DC, DD, FD, FF, NA and U, and in doctoral programs the grades CC, DC, DD, FD, FF, NA and U are failing grades.

d) In the adjustment procedures for graduate programs, a “conditionally passing” grade is considered as “failing” and the lesson must be repeated.

e) Students who have failed in a course or have/could not enroll in a course indicated in the curriculum must take it the first semester it is offered. Courses within the framework of the curriculum and found appropriate by the advisor may replace elective courses that are to be repeated.

Grade Point Averages

ARTICLE 25 – (1) Students’ semester Grade Point Averages and their Cumulative Grade Point Averages are calculated at the end of each semester and their success statuses are determined.

(2) The Semester Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken in the concerned semester by the total credit values of those courses.

(3) The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time, the semester concerned inclusive, by the total credit values of those courses. While calculating;

a) The last score obtained from repeated lessons are considered.

b) Grades of the lessons which are mentioned in regulations but don’t have credit are not considered when calculating GPA.

(4) Students who have taken all the required lessons and passed but didn’t get the enough GPA to graduate take a make-up exam within the following fifteen days of final exam. The make-up exam is taken only once and it is for the grades CC and CB for master’s program, CB for the doctorate program. Exam fees for a make-up exam are decided by the Senate every year.

(5) The required GPA to graduate from a master’s program is 2.70, the doctorate program is at least 3.00. The required GPA to graduate from a master’s program in the Faculty of Law is 70, the doctorate program is 80.

(6) The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the comma. In rounding the numbers off, the second digit after comma does not change if the third digit is smaller than 5, but it increases by 0.01 if the third digit is 5 or greater.

Graduation requirements and dates

ARTICLE 26 – (1) The following requirements must be fulfilled in order to be eligible for graduation from a graduate program:

(2) The date of graduation from graduate programs is determined as follows:

a) In Master’s programs with a thesis, the graduation date is the date on which the thesis examining committee convenes and the student defends the thesis and is successful.

b) In non-thesis Master’s programs, the graduation date is the date on which the letter grades for the concerned semester or summer school are announced in accordance with the academic calendar. For those who graduate as a result of the correction of an erroneous grade, the conversion of the grade “I” to a letter grade, the graduation date is the date on which the letter grade is finalized.

c) In doctoral programs, the graduation date is the date on which the thesis examining committee convenes and the student defends the thesis and is successful.

Make-up examinations

ARTICLE 27 – (1) Make-up examinations are not applied in graduate programs.

Plagiarism

ARTICLE 28 – (1) The principles regarding the prevention of plagiarism are regulated by the Senate.

PART IV PROVISIONS REGARDING MASTER'S PROGRAMS

Aim and scope

ARTICLE 29– (1) Master's programs are conducted in two modes, namely, Master's programs with a thesis and non- thesis Master's programs. Programs to be opened and how they will be conducted is determined by Senate and announced.

(2) The aim of Master's programs with a thesis is to have students access knowledge through scientific research, evaluate and interpret this knowledge and convert this acquisition into an academic product in the form of a thesis.

(3) The aim of non-thesis Master's programs is to have students gain expert-level knowledge in the related field and the ability to use their existing knowledge in professional applications.

PART V MASTER'S PROGRAM WITH A THESIS

Duration and Course Load for Master's Program with a Thesis:

ARTICLE 30 –(1) Master's degree program covers 30 ECTS in an academic semester, 60 ECTS credits in one academic year, a total of 120 ECTS credit and at least seven course consisting of a seminar course and thesis work. Non-credit seminar course and thesis work is evaluated as successful (S) or failed (U). The student prepares a seminar paper on the scope of the seminar course and presents this seminar at the end of the term.

(2) The student is allowed to take at least two courses which haven't been completed during the undergraduate programs according to the decision of the Graduate School Administrative Board. These lessons will be taken into account in the course of the program number and credit account.

(3) The student, with the relevant recommendation of the EABDB and the related decision of the Graduate School Administrative Board, is allowed to take at least two courses from other programs at a different university.

(4) The student, according to the relevant recommendation of the EABDB and the related decision of the Graduate School Administrative Board, is allowed to take extra courses from other graduate programs.

(5) The duration of the master's program starts with the registration of the courses and completed during at most six semesters, except for the preparation of scientific studies.

(6) The student who cannot complete the credit courses and fulfill the requirements of the seminar course successfully during the four semesters will be dismissed.

(7) The minimum period in graduate programs with thesis is three semesters with thesis.

The Advisor of Master's Degree Program:

ARTICLE 31 – (1) During the normal duration of a Master's Degree Program with a thesis, GSAB offers a thesis advisor for each student to the Institute by the end of the first semester; and the topic of the thesis approved by the thesis advisor is also sent to the Board until the end of the second semester. Thesis proposal must be typed on computer covering the literature review.

(2) The Thesis advisor is chosen according to the qualities determined by of the Senate faculty members. If there is no such a person qualified enough to be chosen, other members from other universities can be assigned as a consultant by Board.

(3) If the Thesis study requires more than one advisor, then a co-advisor can be appointed by the Graduate School Administrative Board. The second advisor must hold at least a PhD degree.

(4) The student is obliged to take the specialty course given by the thesis advisor and the regulations of the course are decided by The Graduate School Board.

The Preparation and Finalization of a Master's Thesis and Getting a Degree

ARTICLE 32 – (1) The student must register to class at the beginning of each semester and he must finalize his thesis according to the thesis writing guidelines and defend it orally to the jury on an assigned day.

(2) The student must complete the thesis work within the maximum duration and submit it to the thesis advisor. The thesis advisor must approve the thesis work and send it to the Institute with his approval letter. The Institute must provide the certain report with the relevant thesis work regarding the Plagiarism Manual. If any kind of Plagiarism is detected in the thesis work, it is reported to the GSAB.

(3) The thesis examining committee is appointed by the recommendation of the GSD chair and the decision of the concerned GSAB. The examining committee is composed of three or five members, one being the thesis advisor of the student and one being from another GSD within the University or from outside the university.

(4) The student who has completed his thesis sends a certain copy of the unbound thesis to the thesis advisor. Then the advisor sends these copies to the Institute with his final report about the thesis work.

(5) The examining committee members convene within one month as of the day they receive the thesis to have the student defend the thesis. The thesis defense, which must be conducted in English, is open to an audience and comprises the presentation of the thesis work and the consecutive question and answer session.

(6) After the thesis defense is completed, the examining committee decides in the absence of the audience and in absolute majority, whether the result is approval, revision, or refusal. The concerned GS is notified of the decision of the examining committee latest within three days with an official exam report.

(7) The student found successful in his thesis defense must submit, to the concerned GS directorate, at least three bound copies of the thesis found appropriate as per format by the concerned GS, and signed by the examining committee and the GSD chair, within one month from the date of the defense.

(8) The students who are asked to review their thesis after the defense may be given an extension of maximum three months by the examining committee. The student makes the required revisions and defends the thesis once again before the same examining committee. At the end of this period, students who fail to stand before the committee for a defense or whose thesis is not approved after the defense are deemed unsuccessful and become subject to the provisions.

(9) The students found unsuccessful and become subject to the provisions.

(10) Students found unsuccessful after the defense has a chance to continue a non-thesis program. If the student completes the certain requirements of the non-thesis program, he can get the non-thesis Master's Degree

(11) A student whose official thesis report has been submitted to the RO after being signed by the concerned GS director is entitled to a Master's Degree.

(12) On the thesis work the name of the graduate program that the student has enrolled must be written by the approval of the council of the higher education.

(13) After the thesis work is completed one copy of the thesis work is sent to the council of higher education to be published on search engines so as to make it accessible for public search.

PART VI MASTER'S DEGREE WITHOUT THESIS

The duration and course loads of Master's programs without a thesis

ARTICLE 33 – (1) The master's program without a thesis, providing that it has at least thirty credits and 90 ECTS credits, consists of at least ten courses and a term project course. Students are expected to enroll in a term project course during the semester when the term project is taken and submit a written project report at the end of the semester. The report is evaluated by the student's project advisor. The term project course is a non-credit course and the students are evaluated as successful or unsuccessful.

(2) Master degree without a thesis program period, excluding time spent on scientific preparation, starting with the period in which the courses for the program to be registered, regardless of enrollment for each period is at least two semesters and a maximum of three semesters. At the end of this period, a student who fails or cannot fulfil the program is dismissed.

(3) In the master's program without a thesis, the institute (HD) assigns a lecturer to provide guidance to students about the courses they are to take and to conduct the term project or an instructor having qualifications determined by the senate and having Ph.D degree at the latest by the end of the first semester.

(4) In the master's program without a thesis, the students, with the approval of HD and the decision of administrative board of relevant institute, providing that they have not taken the courses during their undergraduate education, are entitled to take maximum 3 undergraduate courses. These courses are taken into consideration with the number of courses and the credits of the program.

(5) The students, with the approval of HD and the decision of administrative board of relevant institute, to be counted in the course load the student has, may take the courses offered by undergraduate programs in other universities. These courses cannot exceed the limit of three.

(6) The students, with the approval of HD and the decision of administrative board of relevant institute, may take courses from the graduate programs in the university.

(7) In accordance with the principles determined by the senate of the university, the students may have a proficiency exam at the end of the master's program without a thesis.

Success and Master's Degree without A Thesis Diplomas

ARTICLE 34 – (1) The students who complete all the credit courses and the term project in the registered program with success have a right to get a diploma of master's program without a thesis.

(2) On the diploma of master's program without a thesis, the name of the DI program, the student is registered, approved by the Higher Education Council is written.

PART VII PROVISIONS REGARDING DOCTORAL PROGRAMS

Aim and scope

ARTICLE 35 – (1) The aim of Ph.D. programs is to equip students with the skills of doing independent research, interpreting scientific phenomena with broad and in-depth analysis and determining the necessary steps that will lead to new syntheses. The authentic thesis to be prepared following doctoral work must bear at least one of the qualities below:

- a) Introducing innovation to science by generating new knowledge.
- b) Developing a new method of scientific research and applying this.
- c) Developing an unrealized application of a well-known method and applying this.

(2) In which departments these programs are going to be held and how they are going to be handled are negotiated and determined by the Senate of the University and the Board of Trustees considering the recommendations of the relevant institute.

The duration and course load of a Ph.D. program

ARTICLE 36 – (1) A Ph.D. program for students who hold a Master's degree provided that the students completed a minimum twenty one credits and an academic term with at least 30 ECTS credits, consists of at least 240 ECTS credits with the phases of at least seven credit courses, one seminar course, the doctoral comprehensive examination, the thesis proposal and thesis work. For the students who hold on Bachelor's degree programs, the phases consist of at least fourteen credit courses with a cumulative total of forty-two credits, one seminar course, the doctoral comprehensive examination, the thesis proposal and thesis work.

(2) The normal duration of a Ph.D. program for students who hold a Master's degree, regardless of the duration in the scientific preparation, starting from the term they register to the relevant program to have courses, and without taking into account the registry for each period, is four academic years (eight semesters), and in maximum six academic years (twelve semesters), whereas for students who are admitted to the program with an undergraduate degree, it is five academic years (ten semesters) and in maximum seven academic years (fourteen semesters).

(3) The maximum duration of a Ph.D. program for students who hold a Master's degree is four academic semesters, whereas for students who are admitted to the program with an undergraduate degree, it is six semesters. In cases when students who are not able to complete their credits courses in the given time or whose Cumulative Grade Point Averages are below than the provision of the University are deemed unsuccessful and they are dismissed.

(4) Even though the students who are able to complete this program by completing their credit courses successfully and by being successful in the doctoral comprehensive examination, and also whose thesis proposal are approved are dismissed from the university if they couldn't complete his/her thesis work in twelve or fourteen semesters as stated in the first and second articles

(5) From the students who are admitted to the program with an undergraduate degree and cannot complete their credit courses and/or thesis in its maximum duration and also cannot succeed in the Ph.D thesis, on condition that they have already provided the necessary credit load, project and similar required provisions, in case of their demand, the Master's degree without a thesis diploma is given.

(6) The advisor, starting from the beginning of the semester when the thesis proposal is approved, can open a course called lecture on specialized field for each semester. Each student is to take that course. The principles related to lecture on specialized field are determined by the relevant institution and conducted by the administrative board of the relevant institute.

(7) The students who are admitted to the Ph.D program, with the proposal of HD and the decision of administrative board of relevant institute, provided that they were not taken

during their education may take maximum two courses from Master and Doctoral programs. Undergraduate courses are not counted in their course load and Ph.D credits.

(8) In Ph.D programs, , with the proposal of HD and the approval of administrative board of relevant institute, the students who are approved as holding Master's Degree from the another universities providing Doctoral courses, can take maximum two courses, whereas the students who are approved as holding undergraduate degree can take maximum four courses.

The assignment of a Ph.D. thesis advisor

ARTICLE 37 – (1) HD proposes an academic thesis advisor in University and also the thesis subject that advisor and the student determine together with the thesis title for each student. Thesis advisor and thesis proposal are determined by the decision of administrative board of relevant institute. Thesis advisor is to be assigned at the latest the end of second semester.

(2) The thesis advisor is selected considering the qualifications determined by the Senate. In case there is not any instructor having the certain qualifications, any instructor from other universities can be selected within the scope of the principles the Senate determined by the decision of administrative board of relevant institute. In the doctoral programs, in order to advise on a thesis, the instructors must have at least one Master's thesis that was completed in success. In cases where the nature of the thesis work calls for more than one advisor, a second advisor from other universities having a Ph. D degree may be assigned as co-advisor

The doctoral comprehensive examination

ARTICLE 38 – (1) The purpose of the doctoral comprehensive examination is to evaluate whether the student, who has completed his/her courses and the seminar course, has successfully achieved the core competencies and, therefore, has had the scientific research background related to his/her doctorate study. A student in an academic year can only take two doctoral comprehensive exams.

(2) The doctoral comprehensive examination (DCE) is administered twice a year, in May and November. The names of applicants for the DCE are submitted by the chair of the department to the concerned chair of the department.

(3) Students in Ph.D programs are expected to take their first exam in the first semester following the semester they successfully complete the courses in doctoral programs and the seminar course. Whereas the students accepted by Master's Degree are to take the doctoral comprehensive exam till the end of fifth semester, the students with graduate degree are to take the exam till the end of seventh semester.

(4) Comprehensive examinations are arranged and administered by a Doctoral Comprehensive Board of five faculty members from the concerned department with the proposal of HD. This board forms examining committees to prepare exams in varied fields, and administer and evaluate these exams. This board forms examining committees which comprise five members including the student's thesis advisor, at least two of whom are from the other universities. Whether the advisor has the right to vote or not is determined by the administrative board of relevant institute. In case the advisor does not have the right to vote, the examining committee consists of six instructors. The meetings for the doctoral comprehensive examination are open to the instructors, graduate students and the experts on related fields.

(5) The DCE consists of written and oral examinations. Students who succeed in their first exam can have the right to take a second exam. To calculate the rates of the exams and the grades, the relevant legislation provisions are taken into account. The examining committee decides in absolute majority, whether the result is "successful", or "unsuccessful".

The concerned chair of department is notified of the decision of the examining committee latest within three days with an official exam report.

(6) Students who fail their first exam exercise their right to take a second exam of the related program/s in the ensuing semester. Students who fail the second exam of the DCE are dismissed from the doctoral program.

(7) Students who fail to sit any phase of the DCE are considered to have exercised their right to take that exam and are deemed unsuccessful in that phase.

(8) The Doctoral Comprehensive Board may require a student to take a course / courses providing that it is not to pass the limit of one-third of all credits, additional to those taken even if the course load requirements have been fulfilled. The student must successfully take the courses determined by the administrative board of relevant institute.

(9) A student approved with a graduate degree to one of the doctoral programs and successfully completed at least seven courses can have the right to transfer to the Master's program. The provisions for the transfer to Master's program are determined by the Senate.

The thesis advisory committee (TAC)

ARTICLE 39 – (1) A TAC is assigned, within one month, to a student who is successful in the DCE by recommendation of the chair of the administrative board of institute and approval of the concerned chair of department so as to approve the student's doctoral thesis proposal and to monitor the course of the thesis work.

(2) The TAC is composed of three members, one being the thesis advisor of the student and one being from another chair of department within the University and third one from outside the university. In case the second thesis advisor is available, the co-advisor may participate in the TAC meetings but is not a member.

(3) The first TAC meeting is held within six months after date of their assignment.

(4) The TAC convenes twice a year, once between January and June and once between July and December.

(5) The student submits a written report to the TAC members at least fifteen days prior to their meeting date. In this report, a summary of the work covered thus far and the work plan for the next semester are given.

(6) The TAC members may be replaced in the following semesters by recommendation of the chair of the administrative board of institute and approval of the concerned chair of department.

Thesis Proposal Defense

ARTICLE 40 – (1) The student found successful in the doctoral comprehensive examination defends his/her thesis proposal which comprises the purpose of the thesis work, the method and the future work plan orally in front of the thesis monitoring committee the latest within the six months. The thesis proposal comprising the title, content, purpose and the outcomes of the thesis, prepared as a paper on the computer is sent to the Institute by the HD. Thesis proposal defense is open to audience. The student presents a written report about the proposal to the committee members at least fifteen days before the defense.

(2) The thesis monitoring committee decides in absolute majority, whether the result is "approval", "revision" or "rejection". Students who are asked to review their theses are given an extension of maximum one month. At the end of this time period, the thesis monitoring committee decides, with absolute majority, to "approve" or "reject" the presented thesis proposal. The concerned Institute is notified of this decision by the HD latest within three days after the thesis proposal in an official report.

(3) The student whose thesis proposal is refused has the right to ask for a new advisor and/or to choose a new thesis topic. In this case, a new thesis monitoring committee can be

assigned. The student who would like to continue with the same advisor defends his thesis again in three months whereas the student whose advisor and/or thesis topic change defends his thesis in six months again. The student whose thesis proposal is refused once again is dismissed from the university.

(4) The thesis monitoring committee gathers twice a year; one in January- June and one in July-December for a student whose thesis proposal is accepted. The student presents a written report at least one month before the meeting. The summary of the studies conducted until that moment and the studies that will be done in the next semester are stated in this report. The student's thesis study is assessed as successful(S) or unsuccessful (U). A student found unsuccessful two times successively or three times intermittently by the thesis monitoring committee is dismissed from the university.

(5) A student who fails to stand for the defense of his/her thesis proposal, without a valid excuse, in the maximum duration mentioned in the first paragraph of Article 40 is deemed unsuccessful and his/her thesis proposal is rejected.

Preparation and finalization of a Doctoral thesis

ARTICLE 41 – (1) The Doctoral thesis comprises the phases of thesis work, and following this, its defense before of an examining committee.

(2) The student whose thesis proposal has been accepted starts research on her/his thesis topic under the supervision of the thesis advisor and, if applicable, the thesis co-advisor.

(3) In order to take the thesis defense examination, a student must successfully submit thesis monitoring report at least three times and s/he must get at least one of his/her publication regarding his/her thesis study accepted in a national or an international refereed journals since they are sought as prerequisites for the thesis defense.

(4) Students must put their findings in English- for programs in English- on paper in accordance with the principles indicated in the University Thesis Manual and the thesis defense of these students must be conducted in English, as well. For programs in Turkish, students must put their findings in Turkish on paper in accordance with the principles indicated in the University Thesis Manual and the thesis defense of these students must be conducted in Turkish. The regulations regarding thesis defense are as follows:

a) Before the doctoral thesis defense, students must complete and submit their theses to their advisors. Students who are asked to review their theses make the required corrections and then re-submit their theses to their advisors. The advisor submits the thesis with the approval of its defensibility to the concerned Institute. The plagiarism program report of relevant thesis is submitted to the Jury members and the advisor by the concerned Institute. Upon detecting a case of plagiarism on the report, the thesis is sent to the concerned Institute Administrative Board with the reason for this suspicion of plagiarism and a decision will be then made after the case is reviewed.

b) The Doctoral Thesis Jury is appointed on the recommendation of the advisor and the HD and with the approval of concerned Institute Administrative Board. The Jury is composed of five members, one being the thesis advisor of the student, three instructors being the members of thesis monitoring committee and at least two instructors being from another University. Whether the thesis advisor has the right to vote or not is specified by the concerned Institute Administrative Board. If thesis advisor does not have the right to vote, the jury consists of six faculty members. The co-advisor may be in the jury without having the right to vote.

c) The jury members conduct a dissertation examination within one month after the dissertation has been submitted. The dissertation examination consists of the presentation of the dissertation and the following question-answer session. The thesis defense meetings can

be open to audience consisting of academicians, faculty members, field experts and master's students.

(5) After the thesis defense is completed, the Jury decides in the absence of the audience and in absolute majority, whether the result is "approval", "revision" or "rejection". Students whose theses are approved after the defense are deemed successful. The concerned HD is notified of the decision of the Jury latest within three days with an official exam report. Students whose theses are found unsuccessful and rejected are dismissed from the University. Students who are asked to review their theses after the defense are given an extension of maximum six months. After the required revisions, the students defend the thesis once again before the same examining committee. Students who fail to defend their thesis are deemed unsuccessful and dismissed from the University. Those who are accepted and registered to a doctoral program with a BA degree but fail to stand before the committee for a defense can be given non-thesis master's diploma on demand provided that the requirements- necessary course credit load on master's, project writing and other conditions- are fulfilled.

(6) The student found successful in her/his thesis defense must submit three bound copies of the thesis signed by the Jury members and found appropriate as per format, content and plagiarism by concerned HD thesis consultant, to the concerned HD directorate within one month as of the date of the defense. Upon the request of the student, concerned Institute Administrative Board can extend the submission date up to a month most. A student not fulfilling these conditions cannot get his/her diploma and cannot benefit the rights given to students until s/he fulfills the conditions. Students exceeding their maximum time period are dismissed from the program.

(7) On Doctoral diploma, the name of the DI program approved by the Higher Education Council is written. The date on which the thesis defense examination is conducted and the thesis is approved is regarded as the graduation date.

(8) A copy of the doctoral thesis is sent to YÖK (the Institute of Higher Education) to be served for scientific researches and studies in electronic media by the concerned Institute within one month following the submission of the thesis.

PART VIII

DIPLOMAS AND DOCUMENTS, ACADEMIC ADVISORS, DISCIPLINARY PROCEDURES, STUDENT GRANTS, HEALTH SERVICES, TUITIONS AND OTHER FEES, LEAVES OF ABSENCE, WITHDRAWAL OF REGISTRATION AND STUDENT NOTIFICATIONS

Diplomas and Certificates

ARTICLE (42)- (1) Diplomas, certificates awarded and other documents issued to students, and the provisions regarding the issuance of these are as follows:

a) Graduate Diploma with a thesis: This diploma is awarded to students who meet the graduation requirements of a graduate program with a thesis.

b) Graduate Diploma without a thesis: This diploma is awarded to students who meet the graduation requirements of a graduate program without thesis.

c) Ph.D Diploma: This diploma is awarded to students who meet the graduation requirements of a Ph. D. program.

d)Provisional Certificate of Graduation: This document is issued only once as a substitute for a diploma to students who are deemed eligible for graduation, and it is valid until the date of the commencement ceremony of the concerned academic year.

e) Diploma Supplement: This is a document accompanying diplomas which aims at the international recognition of the academic and professional competences of its holder.

f) Transcript: This document is a complete official record of the courses taken each semester, their credit values and the grades earned, the grade point averages for the concerned semesters, the cumulative grade point averages and the standing of a student starting from the student's admission to the university.

g) Student Certificate: This is a document which shows the University registration status of a student.

(2) Diplomas, certificates and other such documents are signed by the below-mentioned authorities:

a) Diplomas are signed by the Rector and the concerned director of Institute.

b) Provisional certificate of graduation is signed by the concerned director of Institute.

c) Diploma supplements, transcripts and student certificates are signed by authorized RO staff and Certificate of exemption from military service is signed by the head of the concerned Institute.

(3) The institute, DI or/and programs of students are indicated on the diplomas and other documents.

(4) The format, size and information to be written on diplomas are specified by the Senate.

(5) In the event of the loss of a diploma, a replacement copy is issued once only. The replacement copy bears the annotation "second copy".

(6) In the event of a change in the name and/or surname of the graduate after the graduation date, replacement copies of diplomas and/or certificates are not issued, nor is the information on them changed.

Advisorship

ARTICLE 43 – (1) Department chairs assign an academic advisor from among full time faculty to each student registered in an undergraduate program.

(2) The duties/responsibilities of the academic advisors are stated below:

a) They inform the students about the courses they are to take each semester and provide guidance in choosing them.

b) They approve semester registrations after evaluating the courses to be taken with the student according to her/his academic standing.

c) They provide information and guidance to the student in adapting to university life, professional development and career choices.

Disciplinary Procedures

ARTICLE 44 – (1) The disciplinary procedures regarding students are carried out in accordance with the provisions of the Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education published in the Official Gazette No. 28388 dated 18/8/2012.

(2) Heads of Departments are authorized to initiate a disciplinary investigation for disciplinary offences committed by students or institute workers. Related disciplinary procedures are followed.

Student grants and aids

ARTICLE 45 – (1) The provisions governing the distribution of student grants and aids obtained from various sources are determined by the Board of Trustees.

Health service

ARTICLE 46 – (1) The provisions governing the health services offered to students are determined by the Senate.

Tuitions and other fees

ARTICLE 47 – (1) Tuitions, education fees other fees are determined by the University Administrative Board within the framework of the Council of Ministers decree.

(2) Students who have not paid their tuition fees cannot register to any program.

Leaves of absence

ARTICLE 48 – (1) Students may be granted leaves of absence from the University for a maximum period four semesters, and without exceeding two consecutive semesters each time, with the decision of the concerned administrative board based on obligations related to health, military service, education in an institution of higher education in Turkey or abroad, or financial and familial obligations. Leaves of absence cannot be less than one semester. Permission periods are not considered as education periods.

(2) Students who have been found guilty or arrested of a criminal offence or fugitives are not granted leaves of absence.

(3) The students who are granted leaves of absence have to pay their education fee that is determined by the University Administrative Board.

(4) The right for leaves of absence for students who have not paid their tuition during their leaves of absence can be reserved by the decision of the board of directors of the related institute. Permission periods are considered as education periods.

(5) Students who wish to be granted a leave of absence must apply to the chair of the concerned department with a petition stating valid grounds for the request and the necessary documents.

(6) Students who wish to be granted a leave of absence must apply to the chair of the concerned department by the end of the add-drop week of the related semester. However, no time restrictions exist for application in the event that the grounds for permission arise after the end of the add-drop week.

(7) When students who got permission to study in institutions of higher education abroad apply to return to their programs, the Heads of Departments examine and evaluate the transfer of the credits and grades of courses a student has taken and passed and this evaluation can be finalized by the decision of the board of directors of the related institute.

(8) Except for health problems, at the end of their leave, students renew their registration and resume their studies.

Registration Cancellation

ARTICLE 49 – (1) Students who wish so may cancel their registration by applying to the related institute.

(2) Students who cancel their registration or are dismissed on any grounds must follow the procedures for registration cancellation specified by the university and fulfill their financial obligations in order that they may receive their diploma or other personal documents in their files.

(3) Students who have dropped out of their program but wish to resume their education apply to the same program again. Their application is reevaluated by the Heads of Departments according to the rules and regulations regarding the acceptance of students to graduate programs.

Notifications

ARTICLE 50 – (1) All types of notification are sent to the students' postal address in the official records or to the e-mail addresses provided to them by the University. If the postal address the students gave during registration has changed and the institute is not informed about this new postal address or misinformed about it, the students are

(2) Students are obliged to follow the messages sent to the e-mail address provided by the University.

PART IX MISCELLANEOUS AND FINAL PROVISIONS

Distance Education Graduate Programs

ARTICLE 51 – (1) Distance education programs where students and instructors do not have to be in the same physical setting and education facilities are planned and conducted based on information and communication technologies can be offered.

(2) The senate determines the fields of the distance education programs, courses to be offered by distance education programs, credits and ECTS credits, preparation of the course materials, examinations and assessment, the protocols to be conducted with other higher education institutes and the other considerations related to distance education.

(3) The conduction of online master's degree without a thesis follows the same rules and regulations as the master's degree without a thesis.

(4) Students studying at a master's degree program with or without a thesis can take courses from distance education program with the suggestion from their departments of institutes or with the decision of the university administrative board.

Invalidated Regulation

ARTICLE 52 – (1) The regulation entitled Çankaya University Graduate Education regulation published in the Official Gazette no.29282 dated 1/3/2015 has been invalidated.

Provisions Governing the Transition Period

TEMPORARY ARTICLE 1– (1) Provisions of the Rules and Regulations rendered defunct by Article 8 (6) do not apply to the students who registered to one or more graduate programs at the same time before the publication of this regulation.

(2) Students who have registered to master's degree programs without a thesis or have graduated from them before 6/2/2013 can apply to doctoral degree programs.

(3) In determining the maximum program duration mentioned for students who earned the right to register to undergraduate programs before 20/4/2016, the 2016-2017 academic years is considered the starting point.

Validity

ARTICLE 53 – (1) This regulation is effective as of the date of its publication.

Implementation

ARTICLE 54 – (1) The provisions of this regulation are implemented by the President of Çankaya University.

The above rules and regulations are translated from the Turkish version. In case of conflict Turkish text is applicable.

Official Gazette Y.T. / No: 08.09.2016/29825

Date of Update
09 September 2016