

REGULATION

From Istinye University :

**ISTINYE UNIVERSITY REGULATION
ON GRADUATE EDUCATION****SECTION ONE****Purpose, Scope, Legal Basis and Definitions****Purpose**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the principles of the graduate education to be provided at the institutes of Istinye University.

Scope

ARTICLE 2 - (1) This Regulation covers the principles of the graduate education to be provided at the institutes of Istinye University.

Basis

ARTICLE 3 - (1) This Regulation was prepared based on Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) CGPA: refers to the cumulative grade point average,
- b) ECTS: refers to the European Credit Transfer and Accumulation System,
- c) ALES: refers to the Entrance Exam for Academic Personnel and Graduate Education,
- d) Department/art department: refers to the departments/art departments with educational programs at the institutes of the University,
- e) Head of department/head of the art department: refers to the heads of undergraduate departments with educational programs at the institutes,
- f) Advisor: refers to the faculty member or the academic staff member with a PhD degree who is appointed by the board of directors of the institute to guide a student who is registered in the institute during his/her course and thesis studies,
- g) Institute: refers to the institutes of Istinye University which provide graduate education,
- h) Institute board: refers to the board which is chaired by the manager and consists of the deputy managers and the heads of the institute departments and the institute art majors with educational programs at institutes and/or conduct joint educational programs at institutes,
- i) Board of directors of the Institute: refers to the board which is chaired by the institute manager and consists of deputy managers and three faculty members to be selected by the institute board from among six candidates nominated by the Manager,
- j) Plagiarism: refers to fully or partially passing off the ideas, methods, data or works of others as one's own without the use of proper, scientific referrals,
- k) Graduate education: refers to the master's and PhD programs and programs for studies in art proficiency at art departments,
- l) Manager: refers to the managers of the institutes of Istinye University,
- m) Board of Trustees: refers to the Board of Trustees of Istinye University,
- n) OSYM: refers to the Directorate of Assessment, Selection and Placement Center,
- o) Program: refers to a specific number of compulsory and elective courses with specific content for master's and PhD programs, and the PhD proficiency exam, theses and applications,
- p) Project: refers to the term project which is prepared to be able to graduate from a non-thesis master's program,
- q) Rector: refers to the rector of Istinye University,
- r) Senate: refers to the Istinye University Senate,
- s) Basic medical score: refers to the score obtained by the sum of 0.7 of the standard score received from the 1st section of the basic medical sciences test and 0.3 of the standard score received from the clinical medical sciences test of the Entrance Exam for Training in a Medical Specialty,
- t) University: refers to Istinye University,
- u) YOK: refers to the Directorate of the Council of Higher Education,
- v) YOKDİL: refers to the Foreign Languages Exam for Higher Education Institutions.

SECTION TWO**Principles of Education****Education**

ARTICLE 5 - (1) Institutes carry out the graduate studies that they designed with a model of formal education and/or distance education, through master's programs with thesis/art work report, master's programs without thesis/art work report, PhD/art proficiency study programs, combined undergraduate and master's program without thesis as well as master's program without thesis for the field training of secondary school teachers, and integrated medical sciences PhD programs.

Initiation of education programs

ARTICLE 6 - (1) Institutes can initiate new programs at various levels in the fields of science/art, which are approved by YOK, upon the proposal of the institute board and the decision of the Senate.

(2) The integrity of the department/art department is essential in the initiation and execution of graduate programs. However, students are allowed to specialize in various fields by encouraging them to enroll in some courses that are included in the curriculums of other departments.

(3) Programs and amendments that are proposed by the departments/art majors are put into effect by the approval of the institute board and the decision of the Senate.

(4) Joint programs can be initiated in cooperation with other institutes upon the decision of the institute board and the approval of the Senate.

Tuition fee

ARTICLE 7 - (1) Graduate education is subject to a fee.

(2) Issues in relation to tuition fees are identified based on the Istinye University Administrative and Financial Procedures and Principles to be Applied for Graduate Students.

Registration freeze

ARTICLE 8 - (1) Students may apply to freeze their registration due to health problems, military service, financial circumstances, unexpected events that make it necessary for the registration to be frozen, and other similar reasons.

(2) Students who wish to freeze their registration shall apply to the Institute Directorate where they are registered with, and submit a reasoned petition and documents that support their reasons. Applications are reviewed and resolved by the board of directors of the relevant institute. Students may be allowed to freeze their registration for a maximum of two semesters for once and a maximum of four semesters in total. In cases where required, these periods may be extended by the decision of the Board of Directors of the University. The periods of registration freeze are not considered as a part of the maximum period of study.

(3) The student whose application is approved must not have any debts to the University for his/her registration freeze process to be completed. Other issues are identified based on the Istinye University Administrative and Financial Procedures and Principles to be Applied for Graduate Students.

(4) A student who is arrested or has been serving his/her sentence that involves a punishment restricting freedom at a penitentiary institution shall be provided with a permission upon his/her request and by the approval of the Board of Directors of the University. If the student who is arrested or sentenced to a punishment restricting freedom fails to apply for permission to freeze his/her registration, his/her failure to receive permission from the penitentiary institution or the relevant individuals or authorities for entering exams or fulfilling other student obligations shall not entitle him/her to any claims against the University on these issues.

(5) Students continue their education by renewing their term registrations at the end of their registration freeze period. Students who received permission for more than one semester and would like to continue their studies at the University before the permission period ends, must apply to the relevant institute directorate in writing before the course registrations of the semester during which s/he would like to continue his/her studies.

Leaving the University

ARTICLE 9 - (1) Students may apply to the Student Registration Office at any time and request to leave the University. These students are dismissed from the University as of the date of their application for leaving the University.

(2) Principles for disenrollment are identified based on the Istinye University Administrative and Financial Procedures and Principles to be Applied for Graduate Students.

(3) Issues related to the summer term are determined based on the Istinye University Educational Procedures and Principles for the Summer Term.

(4) The student who leaves the University or is dismissed from the University for any reason must have no liabilities to the University, and have returned the goods and equipment s/he was provided with by the University as undamaged for him/her to be refunded for any advance payments s/he made.

(5) Where the student leaves the University during the add-drop periods, the courses in which s/he is enrolled in the relevant semester are dropped from his/her enrollment. For students who leave the University after the end of this period, withdrawal procedures are carried out for their courses for which they don't have an end of term grade. Courses that are graded for the end of the term are recorded with the current grades of the student.

Scholarships

ARTICLE 10 - (1) Issues related to the scholarships are determined based on the Istinye University Directive on Graduate Scholarships and Discounts.

Quotas

ARTICLE 11 - (1) The quotas of the master and PhD programs are determined by the institute boards and notified to the Rectorship for submission to the Senate.

(2) The Rectorship announces the names of the graduate and PhD programs for which the institutes shall admit students, the number of the students to be admitted for such programs, any special application requirements, the deadlines for the applications, exam dates and other information that is deemed necessary.

Application conditions

ARTICLE 12 - (1) Additional conditions other than the conditions specified in this Regulation may be required for candidates who shall apply to graduate programs. These additional conditions are determined by the proposal of the head of the department/art department, the opinion of the institute board and the decision of the Senate. All the conditions and the application date are announced by the Rectorship.

Application to graduate programs

ARTICLE 13 - (1) The following conditions are required for candidates who shall apply to graduate programs:

- a) To have a bachelor's degree.
- b) To have an ALES score determined by the Senate, which shall not be less than 55 standard points for the point type of the program that the candidate is applying to.
- c) To have received the base score identified by the Senate in the foreign language exam of the institute or the YOKDİL exam or another equivalent and valid foreign language exam.
- d) To have the undergraduate GPA determined by the Senate.
- e) To be successful in the interview/talent assessment.
- f) To have positive references.

(2) The board of directors of the institute may decide not to interview the applicants for admission to online master's programs without thesis or art work report.

(3) The applicant may be asked to write a composition that explains his/her reasons to receive a graduate degree, by the decision of the institute board to assess the applicant's Turkish language skills.

(4) The principles of assessment to be applied for the admission of a candidate to a master's program are determined by the proposal of the institute boards and the approval of the Senate. The weight of the ALES score in this assessment cannot be less than 50%.

(5) The procedures and principles regarding the admission of foreign candidates and Turkish citizens residing abroad to the graduate program are determined by the Senate.

Application to PhD programs

ARTICLE 14 - (1) The conditions that are required for applying to the PhD program are as follows:

a) To have a master's degree with thesis and to have an ALES score to be determined by the Senate decision, provided that it is not less than 55 points for the point type of the program that is applied to.

b) To have a bachelor's degree with a period of at least ten semesters, except the duration of study at medicine, dentistry, veterinary, pharmacy faculties and foundation programs or a specialty that is earned in a laboratory branch in accordance with the principles specified in the relevant legislation, and to have an ALES score to be determined by the Senate, provided that it is not less than 55 points for the point type of the program that is applied to.

c) To have a GPA of at least 3.00 out of 4.00 or its equivalent for candidates applying to a PhD program with a bachelor's degree, and to have an ALES score to be determined by the Senate, provided that it is not less than 80 points for the point type of the program that is applied to.

d) For those applying to a PhD program, the result of the written scientific evaluation exam and/or the interview, and the master's GPA of those who apply to the program with a master's degree can be considered for the admission of the candidates into the program, in addition to the ALES score. The issues related to this assessment, and other issues related to the application conditions and the student admissions are determined by the Senate.

(2) Those who receive a bachelor's degree with a period of ten semesters, except the preparatory class are considered to have a master's degree.

(3) The weight of the ALES score is determined by the Senate, provided that it is not less than 50%. Students can be admitted based only on the ALES score with the decision of the Senate. Scores that are considered to be equivalent to the ALES score and scores that are announced as ALES equivalents by YOK may be raised by the Senate decision.

(4) The ALES score is not required for the admission of students to the departments and the art majors of the faculty of fine arts and the conservatory at the institutes. However, the ALES score can be required with the decision of the Senate. If the ALES score is required, the base score shall be determined by the Senate.

(5) It is compulsory to receive at least 55 points from central foreign language exams accepted by YOK and international foreign language exams whose equivalency is accepted or a point that is the equivalent of 55 points from international foreign language exams whose equivalency is accepted by OSYM, in languages other than the candidate's native language for admission to PhD programs, and the Senate shall decide to raise these minimum scores, if required, based on the features of the program that is applied for.

(6) In order to apply to PhD programs in basic medical sciences, candidates are required to have a bachelor's degree from a faculty of medicine and a basic medical score to be determined by the Senate decision, provided that it is not less than 50 points, or an ALES score to be determined by the Senate decision, provided that it is not less than 55 points for the ALES numeric type of score, and those who are not graduates of a faculty of medicine must have a master's degree, dentistry and veterinary faculty graduates must have a bachelor's degree and an ALES score to be determined by the Senate decision, provided that it is not less than 55 points for the ALES numeric type of score. For admissions to PhD programs, undergraduate and/or graduate GPA, and the result of the scientific evaluation and/or interview may be evaluated in addition to the basic medical score or the ALES score. The issues related to this evaluation and the other documents that the candidates are required to provide for the application are determined by the Senate. However, it is compulsory to receive at least 55 points from central foreign language exams accepted by YOK and international foreign language exams whose equivalency is accepted or a point that is the equivalent of 55 points from international foreign language exams whose equivalency is accepted by OSYM, in languages other than the candidate's native language for admission to PhD programs in basic medical sciences, and the Senate shall decide to raise these minimum scores, if required, based on the features of the program that is applied for. The weight of the ALES score or the basic medical score is determined by the Senate, provided that it is not less than 50%. Students can be admitted based only on the ALES score or the basic medical score with the decision of the Senate.

(7) The procedures and principles regarding the admission of foreign candidates and Turkish citizens residing abroad to the PhD program are determined by the Senate.

Scientific/artistic foundation program

ARTICLE 15 - (1) In master's and PhD programs/programs for studies in art proficiency, candidates whose qualifications are stated below shall be admitted to a scientific foundation program with a maximum period of two semesters to enhance their knowledge in areas that they fall short in, upon the proposal of the interview/talent evaluation committee and the positive opinion of the head of the relevant department/art department, by the decision of the board of directors of the institute:

a) Candidates who received their bachelor's degrees in areas that are different than that of the master or PhD program,

b) Graduate program candidates who received their bachelor's degree from another higher education institution,

c) Candidates for PhD programs/programs for studies in art proficiency who received their bachelor's or master's degree(s) from another higher education institution,

d) Candidates who received their bachelor's or master's degrees in areas that are different than that of the PhD program/program for studies in art proficiency for which they applied.

(2) The principles stated in Articles 13 and 14 are taken into consideration for the admission of students to the scientific/artistic foundation programs.

(3) The compulsory courses in the scientific/artistic foundation programs cannot replace the courses required to complete the relevant graduate programs. However, a student studying in the scientific foundation program may take some courses of the graduate program in addition to the scientific foundation courses, with the proposal of the office of the head of the department and the approval of the board of directors of the institute.

(4) Students who are enrolled in the scientific/artistic foundation programs are required to attend the classes and succeed by achieving a GPA of at least 2.00. Unsuccessful students are dismissed from the institute.

(5) The scientific/artistic foundation program lasts for a maximum of one calendar year and cannot be extended in any way other than taking a leave of absence. Such a period is not considered as a part of the regular education period.

Final enrollment

ARTICLE 16 - (1) Candidates who are admitted to graduate programs shall be enrolled in the programs on the days specified in the academic calendar of the institute. Candidates who are admitted to the programs shall refer to the Student Registration Office in person and have their final enrollment done. However, an applicant with a documentable excuse may enroll in the program through his/her legal representative or his/her chosen proxy.

(2) Candidates who did not pay their tuition fees within the specified period or who did not get their final enrollment done within the specified period without any excuses cannot claim any rights.

Transfer

ARTICLE 17 - (1) For those who would like to transfer to a program of an institute of the University from a program of an institute of another university, which is similar to the relevant program of the University and whose equivalency to the relevant University program is approved by the institute board, to be admitted to the institute, they must have studied for at least one semester at the institute that they were first admitted to, succeeded in each of the courses they have taken, and fulfill the student admission requirements of the graduate program that they would like to transfer to.

(2) The same conditions are required for transfers between the institutes and departments of the University and the transfers between master's programs with and without thesis/art work report. Applications for these transfers can only be made during the process of taking courses. The student must meet the student admission requirements of the program to which s/he applied for a transfer; must have studied for at least one semester in the program s/he is enrolled in; must be a registered student of the University at the time; and meet any other requirements determined by the relevant institute for his/her internal transfer application to be accepted.

(3) The conditions of assessments for the exemption of internal and external transfer students from courses they took from equivalent programs, which they succeeded in, are identified by the decision of the board of directors of the relevant institute, upon the proposal of the relevant office of the head of the department/program.

(4) If candidates from other educational institutions, who applied to transfer to master/PhD programs apply to the directorate of the institute, the rate of their exemption from the courses they took and succeeded in during the master/PhD program of the previous educational institution shall be determined by the Board of Directors.

Admission of special students

ARTICLE 18 - (1) Special students are graduates or students of a higher education institution, who would like to improve their knowledge and skills through a program, and are therefore allowed to attend some courses included in the syllabus of such program externally, with the approval of the relevant board.

(2) Special students are provided with a document showing their level of attendance and success in the course(s) they took. This document also specifies the credits/hours of such courses.

(3) Special students are not provided with a diploma of the University. These students cannot be entitled to student rights in relation to status.

(4) The total number of the courses that the special students shall take or be exempt from cannot exceed 50% of the courses in the graduate program.

(5) A special student who took the program courses can fulfill the student admission requirements of the program and gain the status of a graduate student. In this case, the credits of the courses they succeeded in as special students are considered to be valid and such courses are recorded in their transcripts.

Semester system and academic calendar

ARTICLE 19 - (1) The academic calendar is determined by the Senate, taking into consideration the characteristics of the institutes. This calendar is announced one month before the commencement date of the new academic year.

(2) The academic periods consist of the fall and spring semesters.

(3) A summer education program can be initiated with the decision of the institute board and the approval of the Senate. The summer education program is carried out in accordance with the provisions of the relevant legislation and the principles determined by the Senate.

(4) The courses/internships determined by the decision of the Senate may be performed outside the working hours or on Saturdays and/or Sundays, except national holidays and public holidays, if required, by the decision of the institute boards. These courses can also be taught through open education or distance learning based on information and communication technologies.

Language of instruction

ARTICLE 20 - (1) The language of instruction at the institutes is either Turkish or English. However, all or some of the courses may be taught in a foreign language in certain programs, with the recommendation of the institute board and the decision of the Senate.

(2) Theses/art works/studies in art proficiency can be written in a foreign language with the suggestion of the department/art department and the approval of the board of directors of the institute.

Lesson plans and the credit system

ARTICLE 21 - (1) The courses to be provided in a program are prepared by the department/art department/program directorate and determined by the opinion of the institute board and the approval of the Senate.

(2) The ECTS is applied in the education and training of institute programs.

Courses and course coordinators

ARTICLE 22 - (1) Courses are divided into two groups as compulsory and elective courses. The compulsory and elective courses to be initiated and the academic staff who shall teach these courses are determined by the department/art department and are decided and announced by the institute board.

(2) Graduate courses are taught primarily by faculty members. Lecturers/artist academic staff can also be course coordinators, where required, with the reasoned proposal of the office of the head of the department and the approval of the board of directors of the institute. Where deemed necessary, external instructors can also be appointed by decision of the Board of Directors of the University.

Re-registration

ARTICLE 23 - (1) The students of graduate programs have to re-register while enrolling in courses at the beginning of each semester and on dates indicated in the academic calendar.

(2) Students who did not pay the tuition fees at the specified time or on the date specified for them cannot re-register.

(3) The student has to re-register personally. Students who fail to re-register due to a valid excuse can re-register during the add-drop period. Students who fail to re-register within this period as well are dismissed from the institute.

Enrolling in and dropping a course

ARTICLE 24 - (1) Students determine the courses they shall take with their advisors at the beginning of each semester and on the dates specified in the academic calendar and enroll in those courses.

(2) Students should enroll in pre-conditional courses considering the order in the lesson plans.

(3) If students apply to drop a course that they determined and enrolled in for fair and justified reasons, they can drop such course within two weeks of the date of enrollment with the approval of their supervisors.

(4) Students can drop a non-compulsory course that they failed and enroll in another non-compulsory course with the recommendation of the advisor and the office of the head of the department/art department, and the decision of the board of directors of the institute. In programs with a pool of compulsory courses, if the failed course is in the pool of compulsory courses, the student can enroll in another course from the pool of compulsory courses with the approval of the board of directors of the institute.

Compulsory attendance

ARTICLE 25 - (1) Students are obliged to attend the courses, applications, laboratories and projects they are enrolled in and the exams and other academic studies required by them. The effect of the attendance status of students on the assessment of the course achievement is stated by the academic staff of the related course at the beginning of the semester and the attendance status of students is monitored by the instructors of the related course.

Level of success in the course

ARTICLE 26 - (1) The students' level of success in the course is determined based on the principles announced by the relevant instructor at the beginning of the semester and within the periods specified in the academic calendar, by giving an end of term grade.

(2) The grade must be at least CB in master's programs, and BB in PhD and art proficiency programs.

(3) In order to be considered as successful in a course, a grade of CB must at least be received in graduate programs and the CC grade is a conditional pass. In order to be considered as successful in a course in PhD and art proficiency programs, students must obtain a grade of at least BB and the CB grade is a conditional pass. While graduating from a master's program, if the student's CGPA is 2.50 or more, s/he is successful, if the CGPA is below 2.50, the student needs to re-take the courses that s/he has a letter grade of CC and below, and raise such grades. While graduating from a PhD program, if the student's CGPA is 3.00 or more, s/he is successful, if the CGPA is below 3.00, the student needs to re-take the courses that s/he has a letter grade of CB and below, and raise such grades.

(4) The letter system is used to determine the success level of the students. Letter grades and their corresponding coefficients are as follows:

a)

<u>Letter Grade</u>	<u>Coefficient</u>
AA	4.00
BA	3.50
BB	3.00
CB	2.50
CC	2.00
F and DZ	00

b) The meanings of the other letter grades are as follows:

- 1) B; successful for non-credit courses
- 2) K; unsuccessful for non-credit courses
- 3) F; failed course in spite of continued course attendance.

Exams

ARTICLE 27 - (1) The exams and other semester studies such as projects, assignments and applications for which the students are responsible, and their weights in the grade are determined by the instructor of the course and announced to the students at the beginning of the semester.

(2) The dates of the midterm and other similar studies are determined by the instructor of the relevant course and announced to the students.

(3) The principles regarding the final exams are determined by the Senate. These exams are held during the exam period specified in the academic calendar and the dates of the exams are announced to the students before the beginning of the exam period.

(4) Students are obliged to attend all exams and in-term studies and they are considered as unsuccessful for the exams that they do not take and the studies that they do not attend.

(5) An excuse is granted for the midterm exams that could not be taken or studies that could not be attended by students who received a health report due to health problems in accordance with the principles determined by the University, and by students who were allowed to participate in national or international sporting, cultural, scientific and artistic events to represent the University, during the time they were absent due their health report, and the time they were attending these events, respectively, upon the request of the students on a date and under conditions that are deemed appropriate by the instructor.

(6) Examination papers and other documents on which the course grades are based are stored at the institute directorate for five years from the date of their delivery and destroyed at the end of the fifth year.

Objection to grades

ARTICLE 28 - (1) Students who would like to object to their end of term course grade or to the grades of all the exams and/or studies that determine this grade must apply to the institute directorate with which they are registered, with a petition within five working days at the latest after the announcement of the relevant grade and request their exam papers and/or studies to be re-reviewed.

(2) Upon the objection, the relevant institute manager appoints the instructor of the course or a commission consisting of three instructors for review. The review shall be concluded no later than five working days after the establishment of the relevant commission. The changes to be made in the grades are determined by the decision of the board of directors of the relevant institute.

(3) If the change in the grade requires a change in the end of term course grade, the correction in the end of term grade is made in accordance with the provisions of Article 29.

Corrections in end of term course grades

ARTICLE 29 - (1) The correction of the announced end of term grade of a course is made with the approval of the institute manager upon the notification of the relevant instructor.

(2) The corrections in the grades must be made on the dates specified for the submission of the missing grades specified in the academic calendar. Corrections after this date shall be made by the decision of the board of directors of the institute, provided that they are made until the end of the tenth week following the end of the final exams of the semester in which the relevant grade is given.

Grade averages

ARTICLE 30 - (1) The success levels of the students is monitored by the grade point average (GPA) at the end of each semester and the cumulative grade point average (CGPA).

(2) The total score of a student for a course is obtained by multiplying the ECTS credit of that course and the coefficient of the end of term grade.

(3) GPA is calculated by dividing the total score of the courses that the student is enrolled in for that period to the total ECTS credit of the taken courses. CGPA is calculated using the same method, taking into account all the courses that the student is enrolled in. In the CGPA calculation, the last ECTS credit and the grade received from the repeated courses are applicable.

(4) The numbers following the integer are rounded to two digits in the demonstration of the GPA and CGPA.

SECTION THREE

Master's Program with Thesis/Art Work Report

Purpose and scope

ARTICLE 31 - (1) The purpose of a master's program with thesis/art work report is to enable the students to access information through scientific/artistic research, make use of such information, and gain the ability to interpret it. This program consists of at least seven courses, a seminar course and a thesis study, provided that they are not less than 21 credits in total. The seminar course and the thesis/art work report study are non-credit and evaluated as either successful or unsuccessful.

(2) A master's program with thesis consists of a minimum of 120 ECTS credits in total with at least eight courses including a seminar course and a thesis study, provided that a semester is not less than 60 ECTS credits.

(3) The student must register for the thesis/art work report study at the beginning of the third semester at the latest, and re-register in the following semesters as well.

(4) The student can choose a maximum of two undergraduate courses from courses that are approved by his/her advisor, provided that s/he did not take them during his/her undergraduate degree. These courses can also be selected from undergraduate courses offered by other higher education institutions with the recommendation of the department/art department and the approval of the board of directors of the institute.

Education period

ARTICLE 32 - (1) The period of completion of the master's program with thesis, except for the foreign language preparatory class and the scientific preparation period is a maximum of six semesters. However, the student can graduate at the end of three semesters, provided that s/he completes his/her credit load in the first two semesters and spends at least one semester working on his/her thesis. Students who successfully complete the credit and non-credit courses and the thesis required by their programs earn the right to graduate.

(2) Those who fail to successfully complete and graduate from a master's program with thesis in a maximum of three years as of the semester in which the courses included in the program s/he is enrolled in are taught, regardless of whether they registered or not for each semester, shall be dismissed from the institute.

Appointment of a thesis advisor

ARTICLE 33 - (1) The office of the head of the department recommends a faculty member or an academic staff member with a PhD degree from the University as a thesis advisor for each student by the end of the second semester at the latest. The choice for the thesis advisor is finalized with the approval of the board of directors of the institute. In cases where the nature of the thesis study requires more than one thesis advisor, the co-advisor for the thesis may be appointed externally from another university. Where required, the thesis advisor can be changed with the decision of the board of directors of the institute by taking the opinion of the current advisor.

(2) For each student in a master's program with thesis, the thesis topic is determined by the decision of the board of directors of the relevant institute upon the proposal of the thesis advisor by the end of the second semester at the latest, and changes are made by the same procedure.

(3) The student has to enroll in the thesis course in each semester during the thesis study starting from the semester following the appointment of the thesis advisor and the thesis topic. The student's grade for his/her thesis work are recorded as "DE" until s/he attends the thesis defense meeting.

(4) The student has to complete his/her studies on his/her thesis within the maximum period of study, write the results s/he obtained in accordance with the spelling rules agreed by the Senate, orally defend his/her thesis before a committee and succeed in his/her defense.

(5) The student must apply to the institute directorate with a copy of his/her master's thesis which is approved by his/her thesis advisor to be able to attend a thesis defense meeting. The board of directors of the relevant institute shall determine the Master's Thesis Committee who shall evaluate the student's thesis as soon as possible following the application of the student.

(6) The thesis committee consists of three or five people, one of whom is the student's thesis advisor and at least one of whom is a faculty member from another department or another higher education institution. If the thesis committee consists of three people, the second thesis advisor (co-advisor) cannot be a committee member.

(7) The thesis defense is done within one month at the latest from the date the thesis is submitted to the committee members. Thesis defense consists of the presentation of the thesis study followed by a Q&A section and it is open to other interested parties.

(8) At the end of the thesis defense, the committee shall decide by an absolute majority of the votes without the presence of the audience that the thesis shall either be accepted, rejected or revised by the student. Committee members cannot abstain from a vote. The decision shall be notified to the relevant institute by a report within three days of the meeting date.

(9) The student who is asked to revise his/her thesis must re-defend his/her thesis before the same committee within three months at the latest by making the necessary revisions. The student has to re-register in the period when s/he shall re-defend his/her thesis. A decision of acceptance or rejection is given regarding the thesis of a student who attends a thesis defense meeting for a second time under these conditions.

(10) One of the following provisions is applied for a student whose thesis is rejected in the first meeting or the second defense following the revision, by the decision of the board of directors of the relevant institute:

a) The student's thesis topic is changed. In addition, the student's thesis advisor can be changed and the student may be asked to take new courses.

b) The student can transfer to a non-thesis master's program upon his/her request.

(11) The studentship status of a student whose thesis topic is changed is maintained without granting the student the other rights granted to students, other than the fulfillment of the conditions for the thesis and participation in the exams.

(12) The thesis of the student shall be graded as "DE" as long as s/he continues to work on his/her thesis. If the thesis study is accepted by the Master's Thesis Committee, the thesis is graded as "Successful", and if it's rejected, it's graded as "Failed".

Diploma for a master's program with thesis

ARTICLE 34 - (1) A student who succeeds in fulfilling the conditions stated in Article 36 and has an average of at least 3.00 shall earn the right to receive a diploma for a master's program with thesis, by the resolution of the board of directors of the Institute. The approved name of the institute department program and the date of graduation is written on the graduate diploma.

(2) The date of graduation is the date on which the signed copy of the thesis is submitted by the thesis examination committee.

Master's thesis/art work proposal

ARTICLE 35 - (1) A student who completes his/her courses in the program and obtains the necessary credits is obliged to prepare a thesis/art work proposal and submit his/her proposal to the department.

(2) The title and scope of the thesis/art work report is identified by the student and his/her supervisor, taking into account the projects that are being carried out and planned by the department/art department.

(3) The thesis/art work proposal is finalized by the positive opinion of the head of the relevant department/ art department and the decision of the board of directors of the institute.

Finalization of the master's thesis/art work report

ARTICLE 36 - (1) A student in a master's program with thesis/art work report shall submit his/her thesis/art work report which is written in accordance with the thesis writing guidelines accepted by the Senate and is controlled by the advisor to the institute directorate in six copies with a report of the plagiarism software.

(2) The student has to orally defend the submitted thesis/art work report before the committee.

(3) The committee for the evaluation of the thesis/art work report is appointed by the proposal of the department/art department and the approval of the board of directors of the institute. The committee consists of at least three members, one of whom must be the student's thesis/project advisor and at least one of whom must be a faculty member from another university in a related department/art department.

(4) In committees including three people, if more than one thesis/project advisor is assigned for the thesis/art work report to be evaluated by the committee, only one of these advisors can take part in the committee.

(5) The committee members shall convene within one month of the date of submission of the thesis/art work report and ask the student to defend his/her thesis/art work. This defense consists of the presentation of the thesis/report and the Q&A section in relation to the thesis/report. The defense of the thesis/art work report is open to other interested parties.

(6) After the completion of the thesis/art work report defense, the committee shall decide by an absolute majority of the votes that the thesis/art work report shall either be accepted, rejected or revised by the student. The decision shall be notified to the institute directorate by the committee with a report within three days of the defense.

(7) The student whose thesis/art work report is found to be unsuccessful and rejected is dismissed from the institute.

(8) The student who is asked to revise his/her thesis/art work report shall re-defend his/her thesis/art work report before the same committee within three months at the latest by making the necessary revisions. The student whose thesis/art work report is still not accepted at the end of this defense is dismissed from the institute.

(9) The student whose thesis is rejected shall be awarded with a diploma for a non-thesis master's program upon his/her request, provided that s/he fulfilled the course credit load, project writing and other similar requirements of the non-thesis master's program.

SECTION FOUR

Master's Program without Thesis/Art Work Report

Purpose and scope

ARTICLE 37 - (1) The purpose of a master's program without thesis/art work report is to enable the students to gain professional knowledge and to show them how to use their existing knowledge in practice. This program consists of a total of 30 credits and at least ten courses and a term project course which cannot be less than 90 ECTS. The term project course is non-credit and is evaluated as successful or unsuccessful.

(2) The student is required to register for the related project course in the semester in which s/he is required to start working on the graduation project and to submit a project report in accordance with the thesis writing rules of the institute at the end of the semester.

(3) The student can choose a maximum of three undergraduate courses from courses that are approved by his/her advisor, provided that s/he did not take them during his/her undergraduate degree.

Education period

ARTICLE 38 - (1) The period of completion of the non-thesis master's program, except for the foreign language preparatory class and the scientific preparation period is a maximum of three semesters. However, students can graduate at the end of the second semester provided that they complete the credit load and succeed in the term project course in the third semester. Students who successfully complete the credit and non-credit courses and the term project course required by their programs earn the right to graduate.

(2) Those who fail to successfully complete and graduate from a non-thesis master's program in a maximum of three academic years as of the semester in which the courses included in the program they are enrolled in are taught, regardless of whether they registered or not for each semester, can register to continue their education, provided that they pay the tuition fee determined by the Board of Trustees. In such a case, the studentship status of the individuals is maintained without the use of other rights granted to students, except for participation in courses and examinations and preparing a thesis.

(3) The student who takes a term project course has to get his/her advisor to approve the term project that s/he is obliged to prepare. A term project which is not approved by the advisor shall be considered as unsuccessful and the term project course shall be taken again.

Diploma for a non-thesis master's program

ARTICLE 39 - (1) Students who have a minimum GPA of 3.00 and who were successful in the term project course shall be entitled to receive a diploma for a non-thesis master's program with the approval of the board of directors of the institute. The approved name of the institute department program and the date of graduation is written on the graduate diploma.

(2) Those who attend a non-thesis master's program may transfer to a master's program with thesis, provided that the minimum requirements specified for the master's program with thesis via this Regulation are fulfilled. In such a case, the courses taken in the non-thesis master's program shall be considered to have been taken in the master's program with thesis by the decision of the board of directors of the institute.

(3) At least half of the total credits of the courses which are assessed by letter grades, except for the project required in the non-thesis master's programs, must be completed at the University.

Assignment of an advisor

ARTICLE 40 - (1) The department/art department shall notify the course and term project advisor for each student to the institute by the end of the first semester. The assignment of the advisors is finalized by the decision of the board of directors of the institute.

(2) The advisors shall be selected from among faculty members, or lecturers with PhD degrees whose qualifications shall be determined by the board of directors of the institute.

Education period

ARTICLE 41 - (1) The period of completion for the non-thesis master's program is a minimum of two semesters and a maximum of three semesters excluding the period spent in scientific preparation, starting from the semester in which the courses of the program that the student is enrolled in, regardless of whether the student registered or not for each semester. A student who fails or fails to complete the program at the end of this period is dismissed from the University.

(2) Students who still have failed courses in this period or whose CGPA is below 2.50/4.00 despite being successful in all courses are dismissed from the institute.

SECTION FIVE

PhD Program

Purpose and scope

ARTICLE 42 - (1) The purpose of the PhD program is to enable the students to gain the ability to conduct independent research, to analyze and interpret scientific events with an extensive, in-depth and rational point of view, and to identify the necessary steps to reach new syntheses.

(2) The thesis to be prepared at the end of the PhD study shall fulfill at least one of the following conditions:

- a) Bringing innovation to science,
- b) Developing a new scientific method,
- c) Applying a known method to a new field.

(3) The PhD program consists of a total of twenty-one credits for students who are admitted to the program with a master's degree with thesis, and a minimum of 240 ECTS including at least seven courses, a seminar, a proficiency exam, a thesis proposal and a thesis study, provided that a semester is not less than 60 ECTS. It consists of a total of at least 300 ECTS credits including 14 courses, a seminar, a proficiency exam, a thesis proposal and a thesis study with a total of at least forty-two credits for students who are admitted to the program with an undergraduate degree.

(4) PhD courses can also be selected from courses offered by other higher education institutions with the recommendation of the institute's office of the head of the department and the approval of the board of directors of the institute. The total credits of the courses taken at other higher education institutions cannot exceed one third of the total credits required by the program.

(5) In PhD programs, students who are admitted to the programs with master's degrees and undergraduate degrees can select a maximum of two courses and four courses, respectively, from courses that are offered at other higher education institutions, with the recommendation of the office of the head of the department/art department and the approval of the board of directors of the institute.

(6) The courses in which the student is successful in undergraduate and graduate education are not considered to have an effect on the course load and the credits in PhD education.

(7) PhD programs can also be organized as nationally and internationally integrated programs. The application procedures and principles of such programs are determined by YOK.

Education period

ARTICLE 43 - (1) The period of completion for a PhD program is a maximum of twelve semesters for those admitted to the program with a master's degree and a maximum of fourteen semesters for those admitted to the program with an undergraduate degree. The PhD program can be completed in less than eight semesters, provided that the student is registered in the thesis for at least three semesters and fulfills all the requirements.

(2) The maximum period for the completion of the courses for a PhD program is four semesters for those admitted to the program with a master's degree and six semesters for those admitted to the program with an undergraduate degree.

(3) The student who successfully completed his/her credit courses, was successful in the proficiency exam and whose thesis proposal was accepted but who could not take the thesis exam since s/he could not complete his/her thesis study within the specified time periods, shall be granted an extension of at least six months at a time for defending his/her thesis before a committee, with the proposal of the office of the head of the institute department, and the approval of the board of directors of the institute.

(4) Students who fail to complete the credit load at the end of the maximum period, and fail the proficiency exam, thesis monitoring exams and defense exam may register to continue their education, provided that they pay the tuition fees for the relevant semester. In such a case, the studentship status of the individuals is maintained without the use of other rights granted to students, except for participation in courses and thesis examinations and preparing a thesis.

(5) Students who were admitted to the PhD program with an undergraduate degree and who failed in their PhD thesis shall be awarded a diploma for a non-thesis master's program upon their request, provided that they fulfilled the necessary credit load, project and other similar conditions of the program.

Appointment of a thesis advisor

ARTICLE 44 - (1) The office of the head of the department recommends a faculty member of the University as a thesis advisor for each student based on the semester in which the student is studying. The choice for the thesis advisor is finalized with the approval of the board of directors of the institute. Where required, the thesis advisor can be changed with the decision of the board of directors of the institute by taking the opinion of the current advisor.

(2) The thesis advisor who shall be selected from the faculty members of the University shall be appointed until the beginning of the third semester at the latest. The co-advisor for a thesis may also be a faculty member of another university.

(3) A faculty member must have managed at least one successfully completed master's thesis to be able to manage a thesis in a PhD program of any department other than the departments of dentistry, pharmacy, medicine and veterinary. In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may also be a person with at least a PhD degree, who is not a member of the University staff.

Proficiency committee and examination

ARTICLE 45 - (1) The purpose of the proficiency exam is to test the student to see whether s/he has in-depth and comprehensive knowledge of the courses and his/her thesis study. The proficiency exam is held twice a year on the dates specified in the academic calendar. Students who would like to take the proficiency exam apply to the institute on these dates.

(2) Students with a minimum CGPA of 3.00/4.00, who completed their credit and non-credit courses can apply to take the proficiency exam. Students who begin the PhD program with a master's degree and students who begin the PhD program with an undergraduate degree must take the proficiency exam by the end of the fifth semester and the seventh semester, respectively. Those who do not take the proficiency exam within the specified periods are considered to have failed the exam. A period of a maximum of two semesters is granted for those who did not take the proficiency exam within the specified periods, regardless of the application requirement.

(3) Proficiency exams are organized and conducted by the PhD proficiency committee which is recommended by the office of the head of the relevant institute departments and approved by the board of directors of the relevant institute. The PhD proficiency committee consists of five principal and two substitute faculty members. The Committee may establish PhD proficiency committees consisting of five principal and two substitute faculty members, including the advisor, provided that at least two members are from outside the University, so that such committees can prepare, apply and evaluate examinations in different fields. The PhD proficiency committee for each student is approved by the decision of the board of directors of the institute.

(4) The PhD proficiency exam is conducted in two parts; written and oral. The duration of the written exam is a minimum of 90, and a maximum 180 minutes, while the duration of the oral exam is a minimum of 60, and a maximum of 90 minutes. The PhD proficiency committee shall evaluate the examination committee's suggestions and the student's level of success in the written and oral exams and shall decide if the student is successful or not by an absolute majority of the votes. This decision is notified to the institute by the office of the head of the department within three days of the proficiency exam.

(5) A student who fails the proficiency exam shall retake the exam in the following semester before the same committee.

(6) A student who fails the proficiency exam for a third time shall pay half of the fee for one semester for each proficiency exam s/he shall take from then on. This fee is re-determined by the Board of Trustees every academic year.

(7) The PhD proficiency committee may require a student who failed the proficiency exam to take extra courses, even if s/he completed the course load, provided that the credit amount of such courses do not exceed one third of the total credit amount.

Thesis monitoring committee

ARTICLE 46 - (1) A thesis monitoring committee shall be established within one month for a student who was found to be successful in the proficiency exam upon the proposal of the office of the head of the institute department and the approval of the board of directors of the institute.

(2) The thesis monitoring committee consists of three faculty members. The committee includes one member from the institute department and one member from outside the institute department, in addition to the thesis advisor. Where there is a co-advisor for the thesis, the co-advisor for the thesis may attend the committee meetings if s/he likes to.

(3) In the semesters following the establishment of the thesis monitoring committee, the members can be changed with the proposal of the office of the head of the institute department and the approval of the board of directors of the institute.

Thesis proposal defense

ARTICLE 47 - (1) A student who successfully completes the PhD proficiency exam shall orally defend his/her thesis proposal including the purpose, method and work plan of the research s/he shall conduct, before the thesis monitoring committee within six months of the completion of the exam. The student shall personally submit a written report of the thesis proposal to the committee members at least fifteen days before the oral defense. The thesis proposal of a student who does not submit a report to the committee in due time without an excuse accepted by the board of directors of the institute or does not take the exam at the announced day and time shall be deemed to have been rejected.

(2) The thesis monitoring committee shall decide by an absolute majority of the votes to either accept or reject the thesis proposal submitted by the student. This decision shall be notified to the institute by the office of the head of the institute department within three days of the thesis proposal. If the thesis proposal is accepted, the thesis topic shall be approved by the decision of the board of directors of the institute.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and thesis topic. In such a case, a new thesis monitoring committee may be appointed. The student who wishes to continue the program with the same advisor shall submit a thesis proposal within three months, and a student who wishes to change their advisor and/or thesis topic shall resubmit the thesis proposal within six months. The aforementioned period begins as of the date on which the thesis proposal is rejected.

(4) The thesis monitoring committee meets twice a year for the student whose thesis proposal is accepted; once between January and June and once between July and December. At least four months must have passed between the two monitoring exams. The student submits a written report to the committee members at least one month before the meeting date through the institute. This report shall include a summary of the studies conducted up to that date and the work plan for the following semester. The student's thesis is evaluated as successful or unsuccessful by the committee.

(5) The thesis monitoring exam of a student who does not submit the report to the thesis monitoring committee in due time without an excuse accepted by the board of directors of the institute or does not take the exam at the announced day and time shall be deemed to have been rejected.

(6) A new advisor and/or thesis monitoring committee shall be appointed upon the recommendation of the office of the head of the institute department and the decision of the board of directors of the institute for a student who takes and fails the thesis monitoring exam twice in a row or who does not attend the thesis monitoring exam without offering an excuse.

(7) Where the thesis topic is accepted, but it is decided to be changed as a result of the following thesis monitoring exams, the committee shall prepare a report on the issue and submit it to the institute. The report bearing the signatures of the committee members is reviewed by the board of directors of the institute and if the change in the thesis topic is considered to be appropriate via a decision of the board of directors of the institute, the student takes the thesis proposal defense exam within six months.

(8) A student whose advisor and/or thesis monitoring committee changes due to failure or whose thesis topic is changed by the thesis monitoring committee must take the new thesis proposal exam and at least three thesis monitoring exams and be successful.

Finalizing the PhD thesis

ARTICLE 48 - (1) A student studying in a PhD program is required to write the results s/he obtained during the thesis study in accordance with the thesis writing guide, to submit the plagiarism software report to his/her advisor and orally defend his/her thesis before a committee. The student must publish an article or submit an acceptance document indicating that an article shall be published in one of the national or international peer-reviewed journals identified by the decision of the institute board or fulfill the condition of presentation at a national or international event in the related field or publish an article in any publication of the University including those in the digital environment to be able to defend his/her thesis.

(2) The PhD thesis committee is appointed with the recommendation of the advisor and the office of the head of the institute department/art department and the approval of the board of directors of the institute. The committee consists of five faculty members, three of whom are on the student's thesis monitoring committee and at least two of whom are advisors from outside the University. The board of directors of the institute shall decide whether the advisor has the right to vote. If the advisor does not have the right to vote, the committee consists of six faculty members. In addition, the second thesis advisor may take part in the committee without the right to vote.

(3) At least 3 thesis monitoring committee reports with a period of at least 6 months between each of them must be presented for the thesis of the student to be finalized.

(4) The student shall submit a copy of his/her PhD dissertation along with the approval letter of the faculty member advisor to the institute through the office of the head of the department. The date and place of the thesis exam are determined by the institute upon the proposal of the thesis advisor and are notified to the committee members and the student in writing. After the determination of the committee members, the student shall submit the same thesis s/he submitted to the institute to the committee members in exchange for a delivery report and notify the result to the institute.

(5) The committee members shall convene within one month of the date of submission of the thesis and conducts a thesis exam for the student. The exam is open to other interested parties. The thesis exam consists of the presentation of the thesis, followed by a Q&A section. The duration of the thesis exam is a minimum of 90 minutes and a maximum of 120 minutes. It is the responsibility of the office of the head of the department to take the necessary measures for the thesis exam to be announced at least one week in advance.

(6) After the completion of the thesis exam, the committee shall decide by an absolute majority of the votes that the thesis shall either be accepted, rejected or revised by the student. This decision shall be notified to the institute by the office of the head of the institute department within three days of the thesis exam. If it is decided that the thesis should be revised, the student is granted a period of a maximum of six months for the revision. The student defends his/her thesis again before the same committee.

(7) A new advisor is appointed for a student who does not attend or fails the thesis defense exam on the specified date following the revision decision, with the recommendation of the office of the head of the institute department and the decision of the board of directors of the institute.

(8) The student whose thesis is rejected or rejected during the defense after the revision is dismissed from the institute. If the student is admitted to the PhD program with an undergraduate degree, s/he is awarded a diploma for a non-thesis master's program upon his/her request, provided that s/he fulfilled the course credit load, project writing and other similar requirements of the non-thesis master's program, and the student is dismissed from the PhD program.

(9) Students who completed the maximum period are granted the right to prepare a thesis without being allowed to benefit from other student rights and their studentship status is maintained.

PhD diploma

ARTICLE 49 - (1) A student with a CGPA of at least 3.00/4.00, who completed both credit and non-credit courses is entitled to receive a PhD diploma, provided that s/he was successful in the proficiency and thesis exams. The student shall submit four bound copies of the thesis, the academic writing of which was found to be in line with the thesis guidelines approved by the Senate; four electronic copies of the thesis including its summaries in Turkish and in a foreign language; and the documents required by YOK to the relevant institute within one month of the date of the thesis exam and shall be entitled to receive a PhD diploma by the decision of the board of directors of the institute. The PhD diploma is not issued until these documents are submitted to the institute. The PhD diploma includes the student's name, surname, the approved name of the PhD program, the title of the PhD thesis and the date of the PhD examination.

(2) The date of graduation is the date on which the signed copy of the thesis is submitted to the relevant institute by the thesis examination committee.

SECTION SIX

Miscellaneous and Final Provisions

Programs, exams and assessment

ARTICLE 50 - (1) Graduate education plans in the institute departments/art majors consist of compulsory/elective courses, theses, seminars and similar studies and the credit totals that need to be received for graduating from the graduate program. These education plans are discussed and approved by the institute board on the condition that such plans meet the minimum content requirements determined by the Senate.

(2) The graduate courses to be offered in a semester and the faculty members who shall be teaching these courses are determined by the board of directors of the institute upon the suggestions of the heads of the relevant institute departments/art majors.

(3) The following factors are taken into consideration while creating the graduate programs based on the ECTS credit determined by the Senate, considering the credit or credit range of the program determined by YOK based on the Turkish Higher Education Qualifications Framework for the diploma level and field of the program, and the working hours of the students:

a) The credit value of a graduate course for a semester is the sum of the total weekly lecture hours of the course in a semester and the half of the weekly practice or laboratory hours.

b) The ECTS course credits are calculated in line with the principles determined by the Senate by taking into consideration the learning outcomes that indicate the contribution of that course to the knowledge, skills and competencies to be gained by students who complete the relevant diploma program, as well as clearly defined theoretical or applied course hours and the working hours required for other activities that are planned for the students.

(4) Attendance conditions, course exams, course grades, conditions to be considered successful in courses, repetition of courses and other principles related to graduate programs are determined by the Senate.

(5) At least one course including scientific research techniques and research and publication ethics must be taught during graduate studies.

(6) The student and his/her advisor decide which courses that are approved by the institute board shall be included in the course schedule of the student. The advisory duty is carried out by the head of the institute department/art department or the program coordinator/director until the thesis supervisor is appointed.

(7) Additional conditions of success that are required for the student to able to continue to study in the program after any semester can be determined by the Senate.

(8) All exams that measure the proficiency, placement or course success can either be conducted on paper and simultaneously for all candidates, or electronically and/or orally by selecting the questions from a securely stored question bank which is classified based on fields and levels of difficulty, allowing different questions to be asked to each candidate at different times.

English proficiency

ARTICLE 51 - (1) For the admission of students to programs for which English language proficiency is required with the decision of the relevant institute board and the approval of the Senate, the candidates must have received the score determined by the decision of the relevant institute board and the approval of the Senate from one of the national and/or international English language exams accepted by the Senate.

(2) Candidates who graduated from the programs of the university, in which the language of instruction is English or from the programs of higher education institutions in countries where the official language is English, and the program's language of instruction is English are exempt from the English proficiency requirement. These issues are handled according to the Istinje University Directive on the English Preparatory Class.

(3) Candidates who do not meet the English proficiency requirements shall take the English Proficiency Exam held by the University. Those who do not receive the required score from this exam can be included in the English Preparatory Program by the decision of the board of directors of the relevant institute.

(4) The exams that are held to determine the level of the English proficiency; the conditions for exemption from these exams; and the principles regarding the education in the English Preparatory Program are regulated by the Istinye University Directive on the English Preparatory Class.

Special provisions

ARTICLE 52 - (1) The principles and procedures for the admission of foreign candidates and citizens of the Republic of Turkey who completed their undergraduate studies abroad, to graduate programs are determined by the Senate.

(2) A student cannot enroll in and study at more than one graduate program at the same time, except for non-thesis master's programs.

(3) Specialization in medicine and dentistry is equivalent to a PhD degree and these specialization trainings are carried out in accordance with the Regulation on Specialty Training in Medicine and Dentistry which is published in the Official Gazette No. 28983 dated 26/4/2014.

Disciplinary affairs

ARTICLE 53 - (1) The provisions of the Student Disciplinary Regulation for Higher Education Institutions which is published in the Official Gazette No. 28388 dated 18/8/2012 shall apply for the disciplinary affairs of graduate students.

National and international student exchange

ARTICLE 54 - (1) Inter-university student exchange programs may be implemented as per the agreements executed between the university and other universities in Turkey or abroad. In cases where there are no provisions in this Regulation related to the national and international exchange of students, the provisions of the relevant legislation shall apply.

Notification

ARTICLE 55 - (1) The announcements made by the institute on education, examinations and other similar subjects shall be deemed to have been made to the student in person. Other individual transactions about the student are notified to the student via the mail and e-mail address which is declared in writing by the student at the first registration or changed afterwards by written notification.

(2) In the event that the personal information of the student which s/he provided during his/her registration to the University, such as his/her address (including e-mail address), phone number, etc. changes, the student shall be responsible for updating this information in the automation system of the University and shall not be entitled to claim that they were not notified in case a notification was sent to their previous address.

Cases which are not regulated

ARTICLE 56 - (1) In cases where there are no relevant provisions in this Regulation; the provisions of the relevant legislation and the decisions of YOK and the Senate shall apply.

Repealed regulation

ARTICLE 57 - (1) The Istinye University Regulation on Graduate Education which was published in the Official Gazette No. 30246 dated 20/11/2017 is repealed.

Effective Date

ARTICLE 58 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 59- (1) The provisions of this Regulation shall be executed by the Rector of Istinye University.