



**REPUBLIC OF TÜRKİYE**  
**YAŞAR UNIVERSITY PRINCIPLES OF IMPLEMENTATION**  
**FOR POSTGRADUATE PROGRAMS**

**SECTION ONE**  
**Objective and Scope**

**Objective and Scope**

**ARTICLE 1–** (1) These Principles of Implementation have been prepared to clarify the principles to be followed when conducting the postgraduate programs offered by the Institutes of Yaşar University in line with the Regulation Governing Postgraduate Education and Training no. 29690 of 20.04.2016 and Yaşar University's Regulation Governing Postgraduate Education and Training, and to put the implementation in order.

**SECTION TWO**  
**Master's Degree Programs with Thesis**

**Purpose and Structure of the Program**

**ARTICLE 2–** (1) The Master's program with thesis enables the student to access the information by using scientific research methods, to compile the information, to gain the ability to interpret and assess.

(2) The Master's program with thesis consists of at least 7 courses with a credit value of not less than 21 credits, a seminar course and a thesis study. The seminar course and thesis study have no local credits and are graded as Pass or Fail. It is compulsory to take at least one course including scientific research techniques and research and publication ethics during postgraduate education. The Master's program with thesis consists of at least 120 ECTS credits including a minimum of eight courses together with the seminar course and thesis study, provided that the ECTS of an academic year is not below 60. The student has to enroll for the thesis period each semester no later than the period following the appointment of the advisor.

(3) A maximum of two of the courses to be elected by the student can be selected from the undergraduate courses provided that they have not been taken during undergraduate education. Additionally, a maximum of two courses can be elected from the courses offered in other higher education institutions upon the proposal of the Head of Department and the approval of the Institute Administrative Board.

**Application and Admission**

**ARTICLE 3–** (1) In order to apply for the Master's program with thesis, the candidates must have an undergraduate degree as well as an Academic Personnel and Postgraduate Education Entrance Exam (ALES) score to be determined by the Senate so as to be applicable as of the next academic period, but in no case lower than 55 points, in the score type as applicable.

However,

a) ALES is not required for admitting students to the departments of the conservatory programs as well as the programs of the Faculty of Fine Arts which admit students only with a special talent exam, and

b) Applications for the Master's programs made by the graduates of PhD/Proficiency in Arts, Specialty in Medicine, Specialty in Dentistry, Specialty in Veterinary and Specialty in Pharmacy.

- 2) For the evaluation of the candidates covered by the letter (b) of the first paragraph,
- a) An ALES score to be no lower than 55 and no higher than 75 is determined by the Senate as a condition to be met by the candidates beforehand or during application, without regarding the candidates' score type for entering in the postgraduate program completed or their specialty, and it is announced in the conditions of the relevant program.
  - b) These candidates may apply for a field different than their previous score type or a field of PhD/Proficiency in Arts/Specialty.
  - c) The announced score is included in the calculations as ALES score without regarding score type.
- (3) Students may be admitted to the Master's program with thesis without an ALES score; however, it is possible to assess the undergraduate GPA, the result of the written scientific evaluation and/or interview, portfolio, project and other studies in addition to the ALES score. How the ALES score is to be weighted in the evaluation, in no case lower than 50%, and other matters relating the student admission are determined and announced by the Senate before each application period.
- (4) A student cannot be registered in and cannot participate in any additional postgraduate program at the same time, except for the Master's programs without a thesis. The rights of the students who had been enrolled in more than one postgraduate programs at the same time before the Regulation Governing Postgraduate Education and Training no. 29690 of 20.04.2016 was issued are reserved.

#### **Period**

**ARTICLE 4** – (1) The duration of the Master's program with thesis is four semesters, starting from the semester in which the courses related to the program that the student is enrolled for, regardless of whether or not the student re-registers each semester, except for the period spent in scientific preparation; hence the program is completed in a maximum duration of six semesters.

(2) Students who cannot complete the credit courses and seminar courses in the curriculum at the end of the four semesters, or who cannot fulfill the conditions/criteria foreseen by the Higher Education Institution within this period, and who fail the thesis study or do not achieve thesis defense within the maximum period are dismissed from the Higher Education Institution.

(3) The students enrolled in the Master's program with thesis may take the thesis defense exam at the end of the third semester upon the advisor's proposal and the Head of Department's opinion provided that the students complete their course and seminar studies within two semester with a minimum GPA of 3.20 and are enrolled in the thesis course at least twice. The students who succeed in the defense exam can be graduated within three semesters.

#### **Appointment of Thesis Advisor**

**ARTICLE 5** – (1) In a Master's program with thesis, the Head of Department assigns each student a thesis advisor among their University staff at the end of the first semester at the latest. The student proposes the thesis subject that he/she determines together with the advisor to the Institute by the end of the second semester at the latest. The thesis advisor and the thesis subject are finalized upon the approval of the Institute Administrative Board. If the department does not appoint the advisor until the course enrollment week of the first semester, the course approvals and other guidance related to the first semester are provided by the Head of Department.

(2) The thesis advisor is appointed among the faculty members who have the specified qualifications ~~to be~~ which are determined by the Senate. In the absence of a faculty member from the Higher Education Institution with the qualifications specified, a faculty member from another higher education institution may be appointed as a thesis advisor by the Institute Administrative Board within the framework of the principles determined by the University Senate. In cases where the quality of the thesis study requires more than one thesis advisor, a co-advisor may be appointed from persons with at least a PhD degree from outside the University.

(3) Upon the request of the student, the headline or subject of the thesis may be changed subject to the thesis advisor's approval, the Head of Department's opinion and the Institute Administrative Board's decision. Upon the request of the student or thesis advisor, the thesis advisor may be replaced subject to the Head of Department's opinion and the Institute Administrative Board's decision.

(4) The student must be enrolled in the thesis course to start his/her thesis study. Thesis study continues under the advisor's guidance and supervision. The advisor assigns the grade of "thesis process successful" (P) if the student is successful, or the grade of "thesis process failed" (NP) if he/she fails, at the end of the semester.

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

**ARTICLE 6** – (1) A student participating in the Master's program with thesis writes his/her results in accordance with the writing rules determined by the Senate and defends his/her thesis orally before the jury. A student who fails his/her courses is not entitled to a thesis defense.

(2) The student completes the thesis and presents it to the advisor before the Master's thesis defense following the revisions for the thesis that have been required to be improved. The advisor submits the thesis to the Institute upon adding his/her opinion that the thesis is defensible. The Institute receives the plagiarism software program report and submits it to the advisor and jury members. In the event that a real plagiarism is detected regarding the data in the report, the thesis is sent to the Institute Administrative Board together with the justification.

(3) The Master's thesis jury is appointed with the recommendation of the thesis advisor and the relevant Head of Department and upon the approval of the Institute Administrative Board. The jury consists of 3 or 5 faculty members one of whom is the student's thesis advisor and at least one of whom is from outside the University. If the jury consists of 3 persons, the co-advisor of the thesis cannot participate in the jury.

(4) The student submits the copies of the thesis to the thesis advisor upon completion of the thesis; the number of copies must be one more than the number of the jury members. The supervisor submits the copies of the thesis to the relevant Institute through the Head of Department/Major/Program by adding his/her written opinion upon assessing the thesis in terms of compliance with the writing rules.

(5) The jury members meet at the latest within one month from the date of submission of the thesis and invite the student to the thesis exam. The thesis exam consists of the presentation of the thesis followed by a question-and-answer session. The thesis exam is held in an environment open for the participation of lecturers, graduate students and field experts.

(6) Following the completion of the thesis exam, the jury resolves with an absolute majority on either acceptance (S: Successful), rejection (U: Unsuccessful) or improvement (I) of the thesis in an environment closed to the audience. If a student is absent in thesis defense without a valid excuse accepted by the Institute Administrative Board, his/her thesis is rejected. The jury's resolution is notified to the relevant Institute within three days following the thesis exam by the Head of Department.

(7) The student whose thesis is assessed as unsuccessful and rejected is dismissed from the program upon the Administrative Board's decision.

(8) The student, whose thesis is required to be improved, defends the improved thesis within three months at the latest before the same jury. The student whose thesis is assessed as unsuccessful and rejected again during that defense is dismissed from the enrolled program upon the Administrative Board's decision without prejudice to the provisions of paragraph 9.

(9) The student whose thesis is rejected is granted a Master's degree without thesis provided that he/she fulfills the course credit load, project writing and similar requirements of the Master's program without a thesis, in case he/she makes a request. If a student moves from a Master's program with a thesis to a Master's program without a thesis, he/she is given an extension of 1 semester to complete the Master's program without a thesis.

### **Diploma**

**ARTICLE 7** – (1) The graduate student, who submits at least 3 copies of the Master's thesis to

the relevant Institute within one month from the date of the thesis exam and whose thesis is formally approved, is granted a Master's degree with thesis, provided that he/she is assessed as successful in the thesis exam and meets the other conditions for graduation determined by the Senate. The Administrative Board of the Institute may extend the deadline for submission for an additional one month upon request. A student who does not fulfill these conditions cannot get his/her diploma/degree, cannot benefit from the student rights until the requirements are met and he/she will be dismissed if his/her maximum term expires.

(2) The name of the program of the Department in which the student is registered, which is approved by the Higher Education Council, is printed on the thesis-based Master's diploma. The date of graduation is the date on which the signed copy of the thesis is submitted by the exam jury commission.

(3) An electronic copy of the Master's degree thesis is sent to the Higher Education Council by the institute within three months of the submission in order to be presented for scientific research and activities.

### **SECTION THREE**

#### **Master's Degree Programs without a Thesis**

##### **Purpose and Structure of the Program**

**ARTICLE 8– (1)** The Master's program without a thesis provides the student with professional knowledge and shows how to use existing knowledge in practice.

(2) The Master's program without a thesis consists of at least ten courses with a credit value of not less than 30 credits and 60 ECTS, and a term project. It is compulsory to take at least one course including scientific research techniques and research and publication ethics during postgraduate education. The student must be enrolled in the term project course in the semester when such term project course is taken and submit the written project and/or report at the end of the semester. Term project course is non-credit and is graded as Pass or Fail.

(3) A maximum of three of the courses to be elected by the student can be selected from the undergraduate courses provided that they have not been taken during undergraduate education.

(4) A proficiency exam may be held at the end of the Master's program without thesis upon the recommendation of the department offering the program and the decision of the Institute Administrative Board.

(5) If a proficiency exam is held, such exam is prepared in a way which measures the knowledge acquired by the student from the compulsory and optional courses taken and his/her ability to use such knowledge in practice. The exam is held jointly for all students enrolled in the same program by a jury consisting of at least three faculty members/academics with a PhD degree upon the recommendation of the Head of Department and the decision of the Institute Administrative Board. The students who fail the exam are not entitled to be graduated even if they fulfill their course and term project obligations successfully. The proficiency exam for the Master's degree without thesis is held at the end of the period when the students complete their courses and the term project. The student who fails in the proficiency exam after the one-year education period must take and succeed in the course(s) (at least one course) as determined by the exam jury in the following semester. Such course(s) is/are selected among the courses not taken before. The student is entitled to be graduated when he/she is successful in all courses taken. In case of being unsuccessful in any course, the student is dismissed. The students who cannot complete the program courses and term project at the end of one year but complete them at the end of the maximum period take the proficiency exam held at the end of the maximum period. If such students fail in the exam, they take a second proficiency exam to be held no sooner than one week considering the academic calendar, as well. Even if they successfully fulfill their course and term project obligations, the students who also fail the second exam are dismissed from the enrolled program upon Administrative Board's decision.

##### **Application**

**ARTICLE 9** – (1) When admitting students to the Master's programs without thesis, Academic Personnel and Postgraduate Education Entrance Exam score may not be necessary. If Academic Personnel and Postgraduate Education Entrance Exam score is required, the base score is determined and announced by the Senate before each application period.

(2) For the evaluation of the applications, how the undergraduate GPA, the result of the written scientific evaluation and/or interview, portfolio, project and other studies are to be weighted in the evaluation and other matters relating the student admission are determined and announced by the Senate before each application period.

#### **Period**

**ARTICLE 10** – (1) The duration of the Master's program without thesis is at least two and maximum three semesters, starting from the semester in which the courses related to the program that the student is enrolled for, regardless of whether or not the student re-registers each semester, except for the period spent in scientific preparation. The students who fail at the end of that period or who are unable to complete the program are dismissed from the enrolled program upon Administrative Board's decision.

#### **Appointing an Advisor**

**ARTICLE 11** – (1) In the Master's program without thesis, the Head of Department appoints a faculty member or an academic with a PhD degree as advisor for each student in order to advise in the election of courses and the execution of the term project not later than the end of the first semester.

(2) For the assignment of the academics with a PhD as project advisors, it is necessary that their PhD thesis are directly relevant with the project subject or they have a minimum of two-year occupational experience in the field concerning the program. If the department does not appoint the advisor until the course enrollment week of the first semester, the course approvals and other guidance related to the first semester are provided by the Head of Department.

(3) Upon the request of the student, the headline or subject of the project may be changed subject to the project advisor's approval, the Head of Department's opinion and Institute Administrative Board's decision. Upon the request of the student or project advisor, the project advisor may be replaced subject to the Head of Department's opinion and Institute Administrative Board's decision.

#### **Term Project**

**ARTICLE 12** – (1) Project study continues under advisor's guidance and supervision. The student must submit the written project and/or report to the project advisor at the end of the term when he/she is enrolled to the term project. The advisor shows the academic standing of the term project course with a letter grade either approval (S), rejection (U) or improvement (I). If the student receives the grade (U), he/she is enrolled in the term project course in the following term unless its maximum period has ended. If the student is given the grade (I) for his/her project, he/she delivers the project as improved no later than one month. The advisor either accepts or rejects the improved project and notifies the result to the Directorate of the Institute. A student whose project is rejected because of being unsuccessful is dismissed from the enrolled program upon Administrative Board's decision if its maximum period has ended.

(2) The department may establish a project evaluation committee consisting of three faculty members or academics one of whom is the project advisor.

(3) If a project evaluation committee is established, the student submits the copies of his/her written project and/or report to the project advisor; the number of copies must be one more than the number of the jury members. The advisor delivers the copies of the project to the department by adding his/her written opinion upon assessing the project in terms of compliance with the project writing rules determined by the department. The student makes his/her written, oral or visual presentation, performance, etc. to the committee according to the method and date determined by the department. The committee notifies the resolution taken with an absolute majority on either approval (S), rejection (U) or improvement (I) via the Head of Department to the Institute within three days following the project evaluation exam. When implementing

the committee resolutions, the process of implementing the advisor resolutions is followed.

### **Diploma**

**ARTICLE 13** – (1) A student who completes his/her credit courses, term project and, if any, proficiency exam successfully is granted a Master's degree without thesis.

(2) The name of the program of the Department in which the student is registered, which is approved by the Higher Education Council, is printed on the non-thesis Master's diploma.

## **SECTION FOUR**

### **PhD Program**

#### **Purpose and Structure of the Program**

**ARTICLE 14**– (1) The PhD program provides the student with the necessary skills to conduct independent research, to interpret and analyze scientific problems and data from a broader and deeper perspective and gain the necessary skills to achieve new syntheses.

(2) The thesis to be prepared at the end of the PhD study needs to fulfill one specific criterion including making an innovation in science, developing a new scientific method or applying a known method to a new field.

(3) For students with a Master's degree with thesis, the PhD program consists of a minimum of 240 ECTS including at least seven courses, a seminar, proficiency exam, thesis proposal and thesis study, provided that the total credits amount to 21 and the ECTS in one academic semester are not less than 60. It is compulsory to take at least one course including scientific research techniques and research and publication ethics during postgraduate education.

(4) In PhD programs, students with a Master's degree may elect a maximum of two courses offered in other higher education institutions upon the proposal of the Head of Department and the approval of the Institute Administrative Board.

(5) The undergraduate courses are not counted in the course load and PhD credits.

(6) PhD programs may not be offered in evening education.

#### **Application and Admission**

**ARTICLE 15** – (1) In order to apply for the PhD program, the candidates must have a Master's degree with thesis as well as an ALES score to be determined by the Senate, but in no case lower than 55 points, in the score type applicable for the relevant program. Students who are enrolled in Master's programs without thesis before 06.02.2013 and graduated students may apply to PhD programs.

However, ALES is not required for the applications for PhD programs made by the graduates of PhD/Proficiency in Arts, Specialty in Medicine, Specialty in Dentistry, Specialty in Veterinary and Specialty in Pharmacy. For the evaluation of such candidates,

(a) an ALES score to be no lower than 55 and no higher than 75 is determined by the Senate as a condition to be met by the candidates beforehand or during application, without regarding candidates' score type for entering in the postgraduate program completed or their specialty, and it is announced in the conditions of the relevant program.

(b) These candidates may apply for a field different than their previous score type or field of PhD/Proficiency in Arts/Specialty.

(c) The announced score is included in the calculations as ALES score without regarding score type.

(2) How ALES score is to be weighted in the evaluation, in no case lower than 50%, as well as by which percentage the result of the written scientific evaluation and/or interview and the Master's and/or undergraduate GPA are included in the application evaluation are determined for each application period by the Senate upon the proposal of the Institute Board, and these are announced before application period begins. The scores to be given by reviewing portfolio and similar studies, reference letter, an essay explaining why he/she intends to study for PhD, international standard exams and similar documents may also be included in the evaluation by certain percentages.

(3) For the applications, those who studied an undergraduate program lasting for ten semesters excluding the prep class are considered to have a Master's degree.

(4) the University might admit the students only with ALES score, too. The equivalent scores which are considered to be equal to ALES and announced by the Higher Education Council are determined for each application period by the Senate upon the proposal of the relevant Institute Board.

(5) the ALES score is not required for admitting students to the departments of the conservatory programs as well as the programs of the Faculty of Fine Arts which admit students only with the special talent exam. However, the ALES score may be required with the Senate decision upon the proposal of the relevant Institute Board. If an ALES score is required, the base score is determined by the Senate.

(6) In admissions to PhD programs, prospective students must achieve at least 55 points in a language other than their native language either in a central foreign language exam recognized by the Higher Education Council of Turkey or in an international foreign language exam deemed equivalent by the Higher Education Council of Turkey, or must achieve an equivalent score in an international foreign language exam deemed equivalent by the Student Selection and Placement Center. If necessary, the Senate may decide to increase such minimum scores depending on the requirements of the respective program.

(7) A student cannot be registered in and cannot participate in one postgraduate program at the same time, except for the Master's programs without a thesis. The rights of the students who had been enrolled in more than one postgraduate programs at the same time before the Regulation Governing Postgraduate Education and Training no. 29690 of 20.04.2016 was issued are reserved.

#### **Period**

**ARTICLE 16** – (1) The duration of the PhD program is at eight semesters regarding students with a thesis-based Master's degree and the maximum completion period is twelve semesters, starting from the semester in which the courses related to the program that the student is enrolled for, regardless of whether or not the student re-registers each semester, except for the period spent in scientific preparation.

(2) The maximum period for successfully completing the credit courses required for the PhD program is four semesters regarding students with a Master's degree with thesis. Students who fail to successfully complete their credit courses or achieve the minimum GPA foreseen by the University at the end of this period are dismissed.

(3) Students who successfully complete their credit courses, who are assessed as successful in the proficiency exam and whose thesis proposal is accepted but who fail to complete the thesis study until the end of twelve semesters as specified in the first paragraph are dismissed.

#### **Appointment of Thesis Advisor**

**ARTICLE 17** – (1) The Head of Department proposes a thesis advisor among its Faculty members for each student, and submits to the relevant Institute the topic and title of the thesis which is determined by the student and the advisor. The thesis advisor and the thesis subject are finalized upon the approval of the Institute Administrative Board. The thesis advisor is appointed by the end of the first semester at the latest. If the department does not appoint the advisor until the course enrollment week of the first semester, the course approvals and other guidance related to the first semester are provided by the Head of Department.

(2) The thesis advisor is selected among the faculty members who have lectured for at least four semesters in an undergraduate program or for at least two semesters in a Master's program with thesis as well as supervised at least one Master's thesis concluded successfully, provided that their PhD or Assoc. Prof. subject is directly relevant with the thesis subject. In cases where the quality of the thesis study requires more than one thesis advisor, a co-advisor may be appointed from persons with at least a PhD degree from outside the University.

#### **Proficiency Exam**

**ARTICLE 18** – (1) The proficiency exam aims to determine whether the student who has

completed the courses and seminars has a depth of scientific research related to the basic subjects and concepts in his/her field as well as the PhD study. A student may take the proficiency exam at a maximum of two times a year.

(2) A student who is admitted with a Master's degree must take the proficiency exam no later than the end of the fifth semester.

(3) The proficiency exams are organized and executed by a PhD Proficiency Exam Committee consisting of five people who are offered by the Head of Department of the Institute and approved by the Administrative Board of the Institute. The Committee establishes exam juries in order to prepare, implement and assess examinations in different fields. The exam jury consists of five faculty members, including the advisor, and at least two faculty members from outside the University. The administrative board decides whether the advisor has the right to vote. In the event the advisor does not have the right to vote, the jury consists of only faculty members. The proficiency exam meetings are held in an environment open for the participation of an audience, which consists of lecturers, graduate students and field experts.

(4) The proficiency exam consists of two sessions written and oral. Upon being successful in the written exam, the student takes the oral exam. For the students to be deemed successful in the PhD proficiency exam, they have to attain a minimum score of 60 out of 100 (60/100) both in the written exam and in the oral exam. The total final score of the proficiency exam is calculated by averaging the written and oral exams at equal weights (50%). The department may hold the written exam in more than one session. For the student to be deemed successful in the proficiency exam, he/she has to attain a minimum score of 70 out of 100 (70/100) as an average of the written and oral exams. The exam jury assesses the success of the student in written and oral exams and resolves with an absolute majority on whether the student is successful or unsuccessful. This resolution is notified to the relevant Institute three days following the proficiency exam by the Head of Department.

(5) The student who fails the proficiency exam is entitled to re-take the relevant session of the exam in which he/she has failed in the following semester. Students who fail this exam are dismissed from the PhD program.

(6) The proficiency exam jury may require a student who has passed the proficiency exam to take extra course(s) even if they have completed the course load, provided that these courses do not exceed one third of the total credits. The student has to pass the courses to be determined by the relevant Institute.

### **Thesis Assessment Committee**

**ARTICLE 19–** (1) A Thesis Assessment Committee is established for the student who is assessed as successful in the proficiency exam within one month upon the proposal of the Head of Department of the relevant Institute and approval of the Institute Administrative Board.

(2) the Thesis Assessment Committee consists of three faculty members. The committee contains one faculty member from the department and one from outside that department in addition to the thesis advisor. The second thesis advisor, if appointed, may attend committee meetings if he/she wishes.

(3) Members may be replaced with the recommendation of the Head of Department and upon the approval of the Institute Administrative Board following the establishment of the Thesis Assessment Committee.

### **Defense of the Thesis proposal**

**ARTICLE 20 –** (1) Upon passing the PhD proficiency exam, the student orally defends the thesis proposal, which includes the purpose, method and work plan of the research, before the Thesis Assessment Committee within six months at the latest. The student submits to the committee members a written report on the thesis proposal at least fifteen days before the oral defense.

(2) The Thesis Assessment Committee resolves with an absolute majority on whether the thesis proposal submitted by the student is approved, requested improvement or rejected. Duration of one month is granted for improvement. At the end of this period, the resolution taken with an



absolute majority on either approval or rejection is notified with a report via the Head of Department to the Institute within three days following the end of the process.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and / or thesis topic. In this case, a new Thesis Assessment Committee may be appointed. Students who wish to proceed the program with the same advisor are re-invited for the defense of his/her thesis proposal within three months, Students who wishes to replace his/her advisor or change his/her thesis subject of the thesis are re-invited for the defense of his/her thesis proposal within six months. The student whose thesis proposal is rejected once again in this defense is dismissed from the program upon Administrative Board's decision.

(4) Thesis Assessment Committee meets at least twice a year, once between January-June and July-December each, for the student whose thesis proposal is approved. The student submits a written report to the committee members at least one month before the meeting date. In this report, a summary of the studies carried out to date and the work plan for the following period are indicated. The thesis study of the student is assessed as either successful or unsuccessful by the committee. Students who are assessed as unsuccessful in successive two trials or three times at intervals are dismissed from the program upon the Administrative Board's decision.

(5) The student who does not enter the defense of the thesis proposal without a valid excuse accepted by the Institute Administrative Board within the period specified in the first paragraph is deemed unsuccessful and the thesis proposal is rejected.

#### **Finalization of the PhD Thesis**

**ARTICLE 21** – (1) A student participating in the PhD program should write his/her results in accordance with the writing rules accepted by the Senate and defend his/her thesis orally before the jury.

(2) The student completes the thesis and presents it to the advisor before the PhD thesis defense and following the improvement for the thesis that have been required to be improved. The advisor submits the thesis to the Institute upon adding his/her opinion that the thesis is defensible. The Institute receives the plagiarism software program report and submits it to the advisor and jury members. In the event that a real plagiarism is detected regarding the data in the report, the thesis is sent to the Institute Administrative Board together with the justification.

(3) At least three Thesis Assessment Committee reports should be submitted.

(4) The PhD thesis jury is appointed with the recommendation of the thesis advisor together with the Head of Department and upon the approval of the Institute Administrative Board. The jury consists of five faculty members three of whom are from the thesis evaluation committee of the student, including the advisor, and at least two from outside the University. The Institute Administrative Board decides whether the advisor has the right to vote. In the event the advisor does not have the right to vote, the jury consists of faculty members. The second thesis advisor may also take part in the jury without the right to vote.

(5) The jury members meet at the latest within one month from the date of submission of the thesis and invite the student to the thesis defense. The thesis defense exam consists of the presentation of the thesis followed by a question-and-answer session. The thesis defense meetings are held in an environment open for the participation of an audience, which consists of lecturers graduate students and field experts.

(6) Following the completion of the thesis exam, the jury resolves with an absolute majority on either acceptance, rejection or improvement of the thesis in an environment closed to the audience. Students whose thesis is approved are assessed as successful. This resolution is notified to the relevant Institute within three days following the thesis exam by the Head of Department. The student whose thesis is assessed as unsuccessful, hence rejected is dismissed from the program upon Administrative Board's decision.

The student, whose thesis is assessed to be revised, shall defend the revised thesis within six months at the latest before the same jury. Students who are assessed as unsuccessful following this defense are dismissed from the program upon Administrative Board's decision. The students, who fails to be successful in their theses, are granted a Master's degree without thesis

upon their request, provided that they fulfill the credit load, project and similar requirements of the Master's program without thesis.

### **PhD Degree**

**ARTICLE 22**– (1) The student submits the requested number of copies of the thesis to his/her advisor upon completion of the thesis. The supervisor submits the copies of the thesis to the relevant Institute through the Head of Department by adding his/her written opinion upon assessing the thesis in terms of compliance with the writing rules.

(2) The student, who submits at least three copies of the PhD thesis to the relevant Institute within one month from the date of the thesis exam and whose thesis is formally approved, is entitled to receive a PhD degree, provided that he/she is assessed as successful in defending the thesis and the other conditions are met. The Administrative Board of the Institute may extend the deadline for submission for an additional one month upon request. A student who does not fulfill these conditions cannot get his/her diploma/degree, cannot benefit from the student rights until the requirements are met and he/she will be dismissed if his/her maximum term expires.

(3) The name of the program of the Institute which is approved by the Higher Education Council is printed on the PhD degree. The date of graduation is the date on which the signed copy of the thesis is submitted by the exam jury commission.

(4) An electronic copy of the PhD Degree thesis is sent to the Higher Education Council by the Institute within three months of the submission in order to be presented to the scientific research and activities.

## **SECTION FIVE**

### **General Principles for Proficiency in Arts Program**

#### **Purpose and Structure of the Program**

**ARTICLE 23** – (1) Proficiency in Arts Program is a higher education equivalent of a PhD degree aiming to create an original work of art and superior practice and creativity in music and performing arts.

(2) For students with a Master's degree with a thesis, the Proficiency in Arts program consists of a minimum of 240 ECTS including at least seven courses, practices as well as the studies such as theses, exhibitions, projects, recitals, concerts and performances, provided that the total credits amount to 21 and the ECTS in one academic semester are not less than 60. It is compulsory to take at least one course including scientific research techniques and research and publication ethics during postgraduate education.

(3) Students with a Master's degree may elect a maximum of two courses offered in other higher education institutions upon the proposal of the Head of the Department and the approval of the Administrative Board of the Institute.

#### **Application and Admission**

**ARTICLE 24**– (1) In order to apply for the Proficiency in Arts studies, candidates must have a Master's degree, and except for those who are graduated from faculties of fine arts, conservatories or the equivalent programs of other faculties, the candidates who applied with the Master's degree must have a verbal score, which is to be determined upon the relevant Senate's decision but not to be lower than 55 in any case, from the Academic Personnel and Postgraduate Education Entrance Exam.

In order to apply for the Proficiency in Arts studies, candidates must have a Master's degree as well as a verbal score from the Academic Personnel and Postgraduate Education Entrance Exam, which is to be determined by the Senate's decision, but in no cases lower than 55.

However, a verbal score from the Academic Personnel and Postgraduate Education Entrance Exam is not required for the applications for the Proficiency in Arts studies made by graduates from Faculties of Fine Arts, Conservatories or equivalent programs of other faculties.

(2) For the admission of those who applied for the Proficiency in Arts programs, the Academic Personnel and Postgraduate Education Entrance Exam score, Master's GPA as well as interview/talent exam/portfolio evaluation result might be assessed, as well. The matters regarding this evaluation as well as the reference letter, an essay explaining why he/she intends to study in Proficiency in Arts, international standard exams and other similar documents, which will be provided by the candidates for making their application, are determined by the Senate.

(3) In admissions to Proficiency in Arts programs, prospective students must achieve at least 55 points in a language other than their native language either in a central foreign language exam recognized by the Higher Education Council of Turkey or in an international foreign language exam deemed equivalent by the Higher Education Council of Turkey, or must achieve an equivalent score in an international foreign language exam deemed equivalent by the Student Selection and Placement Center. If necessary, the University Senates decide to increase such minimum scores depending on the requirements of the respective program.

(4) How the Academic Personnel and Postgraduate Education Entrance Exam score is to be weighted in the evaluation, in no case lower than 50%, is determined by the Senate. The University might admit the students only with the Academic Personnel and Postgraduate Education Entrance Exam score, too. The equivalent scores which are considered to be equal to the Academic Personnel and Postgraduate Education Entrance Exam and announced by the Higher Education Council might be increased upon Senate's decision. However, for admitting students to the departments of the faculties of fine arts or of conservatories, the provisions of the first paragraph apply.

(5) A student cannot be registered in and cannot participate in one postgraduate program at the same time, except for the Master's programs without a thesis. The rights of the students who had been enrolled in more than one postgraduate programs at the same time before the Regulation Governing Postgraduate Education and Training no. 29690 of 20.04.2016 was issued are reserved.

### **Period**

**ARTICLE 25** – (1) The duration of the Proficiency in Arts Program is eight semesters regarding students with a Master's degree and the maximum completion period is twelve semesters, starting from the semester in which the courses related to the program that the student is enrolled for, regardless of whether or not the student re-registers each semester, except for the period spent in scientific preparation.

(2) The maximum period for successfully completing the credit courses required for the Proficiency in Arts program is four semesters regarding students with a Master's degree with thesis. Students who fail to successfully complete their credit courses or achieve the minimum GPA foreseen by the University at the end of this period are dismissed from the program.

(3) Students who successfully complete their courses and practices in the curriculum however cannot complete their studies such as thesis, exhibition, project, recital, concert and performance until the end of maximum twelve or fourteen semesters specified in the first paragraph are dismissed.

### **Appointing an Advisor**

**ARTICLE 26** – (1) The Head of Department proposes to the Institute an advisor among its Faculty members for each student for fulfilling course and practice selections and conducting the studies such as theses, exhibitions, projects, recitals, concerts and performances as well as the subject and headline of the studies such as theses, exhibitions, projects, recitals, concerts and performances to be determined jointly by the advisor and the student, and such proposal is finalized by Institute Administrative Board's decision. The advisor is appointed at the end of the first semester at the latest. In cases where the quality of the Proficiency in Arts work requires more than one thesis advisor, a co-advisor may be appointed. In order for the advisor to execute a thesis, exhibition, project, recital, concerts and rehearsal in proficiency in arts programs, he/she should have successfully completed at least one Master's degree thesis. The co-advisor

may be appointed from persons with at least a PhD/Proficiency in Arts degree from outside the University.

(2) The advisor is selected among the faculty members who have lectured for at least four semesters in an undergraduate program or for at least two semesters in a Master's program with thesis as well as supervised at least one Master's thesis concluded successfully, or among the academics with PhD/Proficiency in Arts degree, provided that their PhD/Proficiency in Arts or Assoc. Prof. subject is directly relevant with the Proficiency in Arts study to be conducted by the student.

### **Finalizing the Proficiency in Arts Work**

**ARTICLE 27** – (1) The student who prepares the thesis written in accordance with the spelling rules accepted by the relevant Senate explaining and documenting his/her exhibitions, projects, recitals, concerts and performances, verbally defends his/her results before the jury.

(2) The student completes the Proficiency in Arts study and presents it to the advisor before the defense and following the improvement of the studies that have been required to be improved. The advisor submits the thesis to the Institute upon adding his/her opinion that the thesis is defensible. The Institute receives the plagiarism software program report and submits it to the advisor and jury members. In the event that a real plagiarism is detected regarding the data in the report, the thesis is sent to the Institute Administrative Board together with the justification.

(3) The student submits the requested number of copies of the thesis to the thesis advisor upon completion of the Proficiency in Arts study. The advisor submits the copies of the thesis to the relevant Institute through the Head of Department by adding his/her written opinion upon assessing the thesis in terms of compliance with the writing rules.

(4) The Proficiency in Arts jury is appointed with the recommendation of the thesis advisor together with the Head of Department and upon the approval of the Institute Administrative Board. The jury consists of five faculty members, including at least two from outside the University. The administrative board decides whether the advisor has the right to vote. In the event the advisor does not have the right to vote, the jury consists of six people. The second thesis advisor may also take part in the jury without the right to vote.

(5) The jury members meet at the latest within one month from the date of submission of the thesis/article and invite the student to the exam. The exam consists of the presentation of the Proficiency in Arts study followed by a question-and-answer session. The exam is held in an environment open for the participation of an audience, which consists of lecturers, graduate students and field experts.

(6) The Jury decrees in absolute majority in an environment closed to the audience to either approve, reject or request improvement regarding the student's Proficiency in arts study such as thesis, exhibition, project, recital, concert and performance upon the completion of the exam. Students whose thesis and Proficiency in Arts work is approved are assessed as successful. This resolution is notified to the relevant Institute ~~by a minute~~ within three days following the exam by the Head of Department. The student whose thesis and Proficiency in Arts study is assessed as unsuccessful, hence rejected is dismissed from the program upon Administrative Board's decision. The student, who has been requested to improve his/her Proficiency in Arts study, makes the necessary improvements within six months at the latest and defends the Proficiency in Arts study such as thesis, exhibition, project, recital, concert and performance before the same jury. The student whose Proficiency in Arts work is assessed as unsuccessful once again and is hence not accepted at the end of this defense is dismissed from the higher education institution. The students, who fails to be successful in their Proficiency in Arts study such as thesis, exhibition, project, recital, concert and performance, are granted a Master's degree without thesis upon their request, provided that they fulfill the credit load and similar requirements of the Master's program without thesis such as thesis, exhibition, project, recital, concert and performance.

### **Proficiency in Arts Degree**

**ARTICLE 28**– (1) The student who succeeded in his/her Proficiency in Arts study is granted

a diploma designating the field according to the arts major approved by the Higher Education Council provided that he/she fulfills the other conditions. The date of graduation is the date on which the signed copy of the thesis is submitted by the exam jury commission.

(2) The student, who submits at least three copies of the Proficiency in Arts thesis to the relevant Institute within one month from the date of the thesis exam and whose thesis is formally approved, is entitled to receive a Proficiency in Arts Degree, provided that he/she is assessed as successful in defending the Proficiency in Arts thesis and the other conditions are met. The Institute Administrative Board may extend the deadline for submission for an additional one month upon request. A student who does not fulfill these conditions cannot get his/her diploma/degree, cannot benefit from the student rights until the requirements are met and he/she will be dismissed if his/her maximum term expires.

(3) An electronic copy of the Proficiency in Arts study is sent to the Higher Education Council by the institute within three months of the submission in order to be presented to the scientific research and activities.

## SECTION SIX

### Miscellaneous and Final Provisions

#### Exemption from Courses and Exclusions

**ARTICLE 29** – (1) The student who is eligible to be enrolled in the Master's program with thesis might be exempted from maximum 5 courses of the program because of the courses taken and passed previously in external postgraduate programs. The number of maximum admissible course exemptions is 6 for the Master's programs without thesis, and 4 for PhD and Proficiency in Arts programs.

(2) There is no limitation for the number of the course exemptions as specified in paragraph (1) above for the students enrolled in the joint programs organized by Yaşar University and other domestic or foreign institutions according to the legislation specified by the YÖK.

(3) The courses to be deemed exempted are recorded in student's transcript with the code, name and the ECTS credit determined by the Institution where the student took and passed that course.

(4) The final grades taken by the student for the exempted courses in his/her previous Institution are transferred to Yaşar University's grade system as letter grades based on the following conversion table. The relevant legislation applies for other grade conversions.

Double Letter Grade in the Previous Institution	The Grade in Yaşar University
AA	A
BA	A-
BB	B
CB	B-
CC	C
DC	C-
DD	D

ECTS Grade in the Previous Institution	The Grade in Yaşar University
A	A
B	B
C	C+
D	C-
E	D
FX	I
F	F
P	GG

#### Special Student

**ARTICLE 30** – (1) A student who is enrolled in a Master's, PhD or Proficiency in Arts program might be admitted as a special student upon the approval of the Head of Department of the Institute where he/she is enrolled in the postgraduate courses of the other Higher Education Institution. The exemption procedures related to the courses taken and passed by the student

admitted to the postgraduate courses are carried out by the Head of Department where he/she is enrolled. The conditions for special student admission as well as other relevant provisions are determined by the Senates of the Higher Education Institutions.

(2) For the students admitted as special students to the postgraduate programs before the academic year 2020-2021, the provisions of Article 15 of Yaşar University's Regulation Governing Postgraduate Education and Training apply.

### **Quotas**

**ARTICLE 31-** (1) Considering the number of the faculty members who can be assigned in the postgraduate programs determined by the Higher Education Council as well as the number of the students per existing faculty members, the postgraduate program quotas are determined in such a way that the maximum number of the students to be advised by each faculty member is 14 for the thesis-based Master's and PhD programs, and 16 for the non-thesis Master's programs excluding the thesis-based Master's and PhD programs. However, such quotas may be increased up to 50% for the postgraduate programs conducted with university-industry collaboration under the protocol signed with the Higher Education Council.

(2) The provisions set out in paragraph 1 of this article are applicable as of the academic year 2020-2021.

(3) Among the students studying in each diploma program at thesis-based Master's or PhD degree, at least 15% of them who obtained the highest central placement scores in the relevant program study without tuition fee throughout that program. No fee is requested from such students for their academic processes. The highest central placement score ranking is taken into account in thesis-based Master's and PhD programs as well as the programs admitting students with the special talent exam. The procedures and principles for implementing this paragraph are determined by the Higher Education Council.

### **Disasters and Epidemics**

**ARTICLE 32-** (1) In the case of disasters and epidemics, the postgraduate students being in the thesis phase might be given maximum two extension terms, including one extension upon their first request, and if such condition continues, another extension upon their second request, and such extensions are not counted in the maximum period.

### **Validity**

**ARTICLE 33-** (1) These Principles of Implementation take effect on the date it is approved by the Senate of Yaşar University.

### **Execution**

**ARTICLE 34-** (1) The provisions of these Principles of Implementation are executed by Yaşar University's Rector.

Approved by the Senate on: 15.09.2020