

PROTOCOL

From the Council of Higher Education:

Graduate Education and Teaching Protocol:

PART ONE

Aim, Scope, Basis and Definitions

Aim and Scope

Article 1 – (1) This protocol regulates graduate education and teaching, which is comprised of qualification programs in master, doctoral and art studies.

Basis

Article 2 – (1) This protocol is based on subsection (c) of article 44 in Higher Education Law 2547 dated 4/11/1981.

Definitions

Article 3 – (1) In this Protocol, the following defines:

- a) **ALES**: Academic Personnel and Graduate Education Entrance Exam
- b) **AKTS**: European Credit Transfer System (ECTS)
- c) **Plagiarism**: Using others' ideas, methods, data or work without referencing appropriately
- ç) **ÖSYM**: Measurement, Selection and Placement Center.

PART TWO

Master Programs

General Terms:

Article 4 – (1) There are two types of a master program: with thesis or without thesis. In which department and how these programs are going to be carried on and the terms allowing the transition between thesis and non-thesis master programs, which are under the authority of the Universities, are regulated by the protocol issued by Academic Councils.

(2) Based on the decision of Council of Higher Education, without the obligation of having the faculty members and students at the same location, graduate distance learning programs in which teaching activities are planned and executed based on information and communication technologies can be opened in universities. The fields that can be opened in distance learning programs, the courses that will be given via distance learning education and credit with **AKTS** credit amounts, the preparation of course materials, how the examinations will take place are specified among Universities with protocols and with other terms by Council of Higher Education regarding distance learning.

Application and admission

Article 5 – (1) To be able to apply for master programs, candidates should hold a Bachelor degree and have an ALES score, compatible with the applied point type (quantitative, verbal or equally weighted), specified by the Academic Council conditional on not being less than 55. However, ALES is not required for the admission of students to science and art departments in conservatory institutes and faculties of fine arts.

(2) – For the admission of students to non-thesis Master programs, Universities may not require an ALES score. In case of requirement, the minimum point required is specified by the Academic Councils.

(3) – The terms regarding the applications of candidates who have graduated / may graduate, how much weight will be given to the ALES score, conditional on not being less than 50%, and other terms regarding student admission to graduate education and teaching are specified by the **Academic Council**.

(4) Universities can admit students to master programs solely by taking into account the ALES score, as well as grade point average (GPA) in undergraduate studies, written scientific assessment and/or interview results in addition to the ALES score.

Thesis Master programs

Article 6 – (1) A thesis Master program provides students the ability to access, collect, interpret and evaluate information by using scientific research methods.

(2) A thesis Master program is comprised of at least seven courses conditional on not being less than twenty one credits in total, one seminar course and a thesis study. Seminar course and thesis study do not have credit and they are evaluated either “satisfactory” or “unsatisfactory”. The thesis Master program for one education-teaching period is conditional on not being less than 60 AKTS credit, comprised of at least eight courses including the seminar course, and at least 120 AKTS credit including the thesis study. The student has to get registered every semester for the thesis period following the period in which a thesis advisor is assigned.

(3) At most two of the courses that the student will take can be selected from undergraduate courses conditional on not having been taken during the undergraduate education. Moreover, with the recommendation of the **department board and with the approval of the Executive Council** at most two courses can be selected amongst the courses given by other Universities.

(4) The thesis Master program can be carried on as a secondary graduate education program.

Period of Study

Article 7 – (1) The duration of the Master program, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is four semesters, starting from the period in which the courses for the registered program are given and it should be completed in at most six semesters.

(2) The students who could not complete the credit courses and the seminar course detailed in the teaching plan or could not deliver the conditions / measurements required for completion by the University during this period; and the students who have failed in their thesis studies or who didn't defend their theses in the maximum time period allowed will be dismissed from the University.

(3) The regulations regarding students who may graduate before the regular Master program duration are specified by a protocol issued by the Academic Council.

Appointment of the thesis advisor

Article (8) – (1) In thesis Master programs, for each student, the department board recommends a thesis advisor, who is a member of the university staff, until latest at the end of the first semester, and proposes the subject of the thesis specified by the student and the thesis advisor until latest the end of the second semester to the **institute**. The thesis advisor and the thesis subject are finalized with the approval of the **Executive Council**.

(2) The thesis advisor is selected from the faculty staff according to the qualifications specified by the **Academic Council**. In case **the university** does not have a staff member with the required qualifications, a faculty member from another University can be selected as the thesis advisor by the Executive

Council within the framework of principles specified by the **Academic Council of the University**. In case of a thesis study requiring more than one thesis advisor, the co-advisor that will be chosen among individuals outside of the university staff must hold at least a doctoral degree.

Completing the Master thesis

Article 9 – (1) A student in a thesis Master program writes down the results of the research in accordance with the writing rules laid down by the Academic Council and defends the thesis orally before the thesis jury.

(2) A student presents the thesis (or the revised version of the thesis if a revision is asked) to the thesis advisor before the Master thesis defense. The advisor submits the thesis to the institute if he/she thinks that the thesis is defensible. **The Institute** gets the plagiarism software program report for the thesis and sends it to the advisor and the jury members. In the circumstance that the data in the report indicates the detection of actual plagiarism, the thesis is sent to the Executive Council for a detailed ruling.

(3) Master thesis jury members are assigned with the recommendation of the thesis advisor and the relevant department board with the approval of the Executive Council. Jury members are comprised of three or five faculty members, one of them being the thesis advisor, and at least one jury member from a university other than the one they are affiliated with. If a jury committee is comprised of three members, the co-advisor cannot be a jury member.

(4) The students who have completed their thesis studies submit the desired number of copies to their thesis advisor. The advisor sends the copies of the thesis with his/her written opinion on the thesis's compatibility with the writing guidelines to the relevant institute via the department board.

(5) Jury members gather at most in one month, following the submission date of the thesis, and take the student to the thesis defense. The thesis defense is comprised of the presentation of the thesis which is followed by a question and answer session. The thesis defense takes place in an environment where faculty members, graduate students and field experts are able to participate.

(6) After the completion of the thesis defense, jury members decide on, on the basis of absolute majority, the acceptance, rejection or the revision of the thesis. This decision is reported formally to the relevant **institute** by the **department board** in three days following the thesis defense.

(7) Students whose theses get rejected as unsatisfactory are dismissed from the University.

(8) Students who get a revision decision on their thesis must defend the revised thesis once again before the same jury at most within three months. Students whose theses are rejected as unsatisfactory in this defense are also dismissed from the University.

(9) Upon the requisition of a student whose thesis is rejected, conditional on fulfilling the credit load of the non-thesis Master program, writing of a project and similar requirements, a non-thesis Master degree diploma can be awarded to the student.

Diploma

Article 10 – (1) Conditional on being successful on the thesis defense and fulfilling the other requirements for graduation specified by the **Academic Council**, the thesis Master diploma is awarded to the students who submit at least three bound copies of the Master thesis to the relevant institute within one month of the thesis examination and whose theses are found appropriate in terms of formatting. **Executive Council** can extend the submission date for at most one more month in case of a requisition. Students who do not fulfill these conditions cannot be awarded with a diploma until the requirements are satisfied, cannot benefit from the relevant student rights and will be dismissed in case the allowed period of time expires.

(2) The name of the program in the department to which the student is registered, which is approved by the Council of Higher Education, is written in the thesis Master diploma. The graduation date for students who are registered to arts programs is the date the student succeeds the applied examination, which takes place after the thesis defense. For students who are registered to other programs, the graduation date is the date of the thesis defense in which the thesis is accepted.

(3) Following the submission of the thesis, a copy of the Master thesis should be sent to the Council of Higher Education Committee electronically within three months to be made available for scientific research and activities.

Non-thesis Master programs

Article 11 – (1) Non-thesis Master programs teach students how to use the available knowledge in practice by providing information on professional subjects.

(2) Non-thesis Master programs are comprised of thirty credits and at least ten courses with a term project course, conditional on not being less than 90 AKTS. Students should be registered to the term project in the semester in which the term project course is taken and should submit a written project and/or a report at the end of the semester. The term project does not have any credit and is evaluated as either “satisfactory” or “unsatisfactory”.

(3) At most three of the courses that the student takes may be selected amongst the undergraduate courses, conditional on the student not having taken the courses during the undergraduate education.

(4) According to the terms specified by the **Academic Council**, there can be a qualification examination at the end of the non-thesis Master program.

(5) The non-thesis Master program can also be carried on as a secondary graduate education program.

Period of Study

Article 12 – (1) The duration of the non-thesis Master program, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is at least two and at most three semesters, starting from the period in which courses related to the registered program are given. Students who fail at the end of this period or could not complete the program in time will be dismissed from the University.

Appointment of the advisor

Article 13 – (1) In the non-thesis Master programs, for each student, the department board determines, latest at the end of the first semester, a faculty member or a member of the teaching staff who has the required qualifications specified by the Academic Council and holds a doctoral degree, to supervise the student during the course selection and the execution of the term project.

Diploma

Article 14 – (1) The non-thesis Master diploma is awarded to students who complete the credited courses and the term project successfully.

(2) The name of the program in the department to which the student is registered, which is approved by the Council of Higher Education, is written on the non-thesis Master diploma.

(3) Students who continue the non-thesis Master program can transfer to the thesis Master program, conditional on satisfying the minimum requirements for a thesis Master program specified by the applied **University**. In this situation, courses taken in the non-thesis Master program can be counted for the courses in the thesis Master program, upon the decision of the **Executive Council**.

PART THREE

The **Doctoral Program**

General Terms

Article 15 – (1) The doctoral program provides students with the ability to conduct research independently, to interpret and analyze results by investigating scientific problems and data with a broad and deep perspective, and the required qualifications in order to achieve new syntheses.

(2) – For students who are accepted with a thesis Master degree, the doctoral program comprises of at least 240 AKTS credits including seven courses, the seminar course, a qualification exam, a thesis proposal and a thesis study and is a total of twenty one credits, conditional on not being less than 60 AKTS per semester. For students who are accepted with a Bachelor degree, doctoral program comprises of at least 300 AKTS credits in total including at least 14 courses totaling to forty two credits, the seminar course, a qualification exam, a thesis proposal and a thesis study.

(3) In doctoral programs, with the recommendation of the **department board** and with the approval of the **executive council**, at most two courses for students who are accepted with a Master degree and at most four courses for the students who are accepted with a Bachelor degree can be selected among courses given in other **Universities**.

(4) Undergraduate courses do not account for the course load and the doctoral credit.

(5) Doctoral programs cannot be given as a secondary education.

(6) The thesis which will be prepared at the end of the doctoral study should satisfy at least one of the following qualifications: bringing innovation to science, developing a new scientific method, applying a known method to a new field.

Application and admission

Article 16 – (1) To be able to apply for a doctoral program, candidates should satisfy the following criteria:

a) Holding a thesis Master diploma and having an ALES score specified by the Academic Council., compatible with the relevant point type for the program the student has applied to (quantitative, verbal or equally weighted) and not being lower than 55.

b) To apply to faculties of medicine, dentistry, veterinary and pharmacy and the preparatory classes therein, students should hold a Bachelor diploma of at least ten semesters, or have the laboratory expert qualification according to the terms regulated by the Ministry of Health, and have an ALES score specified by the Academic Council., compatible with the relevant point type for the program the student has applied to (quantitative, verbal or equally weighted) and not being lower than 55.

c) Having a Bachelor GPA of at least 3 out of 4, or an equivalent score, and having an ALES score specified by the Academic Council., compatible with the relevant point type for the program the student has applied to (quantitative, verbal or equally weighted) and not being lower 80 for students who applied with a Bachelor degree. For students who have applied to the doctoral programs, in addition to the ALES score, written scientific assessment exams and/or interview results, and GPA in Master studies for students with a Master degree may be used in evaluation. The terms related to this evaluation as well as application conditions and other terms regarding student admission are specified by protocols issued on by the **Academic Council**.

(2) Except preparation classes, the students who have a Bachelor education consisting of a period of ten semesters are counted as holding a Master degree.

(3) The weight that will be given to the ALES score with regards to the evaluation is specified by the Academic Council, conditional on not being less than 50%. **Universities** may also accept students solely by looking at their ALES scores. Scores which are accepted as equivalent to ALES, and equivalent scores announced by the University, may be increased by decisions of the **Academic Council** of each university.

(4) ALES scores are not required for the admission of students **departments in conservatory institutes and faculties of fine arts**. ALES scores may only be required with a decision of the **Academic Council** of the University. In case of requirement, the minimum point required is decided upon by the **Academic Council**.

(5) To be accepted for doctoral programs, it is mandatory to obtain at least 55 points from the **central foreign language exams** accepted by the Council of Higher Education or an equivalent score from an international foreign language exam accepted as equivalent by the ÖSYM, except the native language of the applicant. The Academic Council of the university may decide to raise in these minimum scores if necessary, according to the specifics of the doctoral programs.

(6) To be able to apply for doctoral programs in medical sciences, medical school graduates must have a Master diploma and a **basic medical score**, conditional on not being less than 50, from the Medical Specialization Entrance Exam, which is specified by **the Academic Council** decision or having a quantitative ALES score, specified by the **Academic Council**, conditional on not being less than 55; students not graduated from a medical school should have a Master diploma (a Bachelor degree is sufficient for dentistry and veterinary faculty graduates) and have a quantitative ALES score, specified by the **Academic Council**, conditional on not being less than 55. A **basic medical score** is obtained by adding the multiplication of the standard score gained from **basic medical sciences** Test -1 part of the Medical Specialization Entrance Exam by 0.7, and the multiplication of the standard score gained from clinical medical sciences test by 0.3. For the admission of students to doctoral programs, in addition to the **basic medical score** or ALES score, Bachelor and/or Master GPA, **scientific assessment test result** and/or interview results can be evaluated. The terms related to this evaluation and the documents which should be provided by the candidates for the application (such as the reference letters, statement of purpose on why the student wants to apply for a doctoral program, international standardized exam results) are specified according to the protocol issued by the relevant **Academic Council**. However, for the acceptance of **doctoral** students to the basic medical science departments, it is mandatory to obtain at least 55 points from the **central foreign language exams** accepted by the Council of Higher Education or an equivalent score from an international foreign language exam

accepted as equivalent by the ÖSYM, except the native language of the applicant. The Academic Council of the university may decide to raise in these minimum scores if necessary, according to the specifics of the doctoral programs.) The weight that will be given to the basic medical score or ALES score with regards to the evaluation is specified by the Academic Council, conditional on not being less than 50%. A university can also accept students solely by their basic medical or ALES scores.

Period of study

Article 17 – (1) The duration of the doctoral program, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is at least eight and at most twelve semesters for students accepted with a Master degree, and is at least ten and at most fourteen semesters for students accepted with a Bachelor degree, starting from the period in which courses related to the registered program are given.

(2) The maximum time allowed to successfully complete the credit courses required by the doctoral program is four semesters for the students who are accepted with a thesis Master degree and six semesters for the students who are accepted with a Bachelor degree. Students who could not complete the credited courses successfully or could not reach the minimum GPA required by the University during this period are dismissed from the University.

(3) Students who complete the credited courses successfully, who pass the qualifying exam and whose thesis proposals are accepted, however who cannot complete their thesis studies until the end of twelve or fourteen semesters as indicated in the first subsection are dismissed from the University.

(4) Upon requisition, a non-thesis Master diploma may be awarded to students who have applied for the doctoral program with a Bachelor degree and who could not complete their credited courses and/or their thesis studies within the maximum period of time allowed or who fail in their doctoral theses, conditional on satisfying the credit load, project requirements or similar conditions required by the non-thesis Master program.

Appointment of the thesis advisor

Article 18 – (1) For each student the department board recommends a thesis advisor, who is a member of the university staff, and proposes the subject of the thesis specified by the student and the thesis advisor to the institute. The thesis advisor and the thesis subject are finalized with the approval of the Executive Council. The timing of the appointment of the thesis advisor in the student's program is specified according to the protocol issued by the Academic Council. However, it is mandatory to appoint a thesis advisor latest until the end of the second semester.

(2) The thesis advisor is selected among the faculty staff according to the qualifications specified by the Academic Council. In case there is no staff member with the required qualifications within the university, a faculty member from another higher education institution may be selected as a thesis advisor by the Executive Council within the framework of principles specified by the Academic Council of the University. In doctoral programs, to be able to manage a thesis process, faculty members must have managed at least one graduate thesis which has been completed successfully. In case of a thesis study requiring more than one thesis advisor, the co-advisor that will be chosen among individuals outside of the university staff must hold at least a doctoral degree.

Qualifying Exam

Article 19 – (1) A qualifying exam measures whether a student, who has completed the course work and the seminar, has the ability to conduct profound scientific research on basic subjects and concepts in his/her field and about his/her dissertation. A student may take at most two qualifying exams per year.

(2) The date of the qualifying exam is specified according to the protocol issued by the Academic Council. However, students who are accepted with a Master degree must take the qualifying exam until the end of the fifth semester, and students who are accepted with a Bachelor degree must take the qualifying exam until the end of the seventh semester the latest.

(3) Qualifying exams are arranged and carried out by a thesis committee consisting of five members who are recommended by the department board and approved by the Executive Council. This committee forms examination juries in order to prepare, implement and evaluate the exams in different fields. The exam jury consists of five faculty members, including the thesis advisor, and at least two members from a university other than the one they are affiliated with. Whether the thesis advisor has the right to vote or not is specified by the relevant Executive Council. If the thesis advisor does not have the right to vote, the jury consists of six faculty members. The qualifying exam takes place in an environment where faculty members, graduate students and field experts are able to participate.

(4) The qualifying exam has two parts, written and oral. Students who are successful in the written section attend the oral section. The weighting of the exams and the calculation of the scores are done according to the protocols of the University. The exam juries evaluate the score of the student in

written and oral parts and decide, on the basis of absolute majority, whether the student has succeeded or failed. This decision is reported to **the institute** in three days, following the qualifying exam, by the **department board**.

(5) Students who fail in the qualifying exam are given another exam on the part/parts in which they failed in the next semester. Students who fail in this exam as well are dismissed from the doctoral program.

(6) The qualifying exam jury might require a student who has been successful in the qualifying exam to take extra courses, even if the student has already completed the necessary course load, conditional on not amounting to more than the third of the overall credit load. The student must be successful in the courses which will be specified by the relevant **institute's** decision.

(7) Students who are admitted to the doctoral program with a Bachelor degree and have completed at least seven courses successfully may transfer to the Master program. The conditions regarding the transfer to a Master program are specified in the protocol issued by the **Academic Council**.

Doctoral Thesis Monitoring Committee

Article 20 – (1) A Doctoral Thesis Monitoring Committee is appointed on the recommendation of the **department board** and approval of the **Executive Council** within one month after the student passes the doctoral qualifying examination.

(2) The Thesis Monitoring Committee is comprised of three faculty members. The committee includes one member from inside the **program** and one member from outside the **program**, in addition to the thesis advisor. In case of the appointment of a co-advisor, the co-advisor may attend the Committee meetings.

(3) There may be changes in the members of the Thesis Monitoring Committee, based on the recommendation of the **department board** and approval of the **executive council**.

Doctoral thesis proposal defense

Article 21 – (1) Students who have passed the qualifying exam successfully have to defend their thesis proposal within at most 6 months, consisting of the objective, the method and the work plan of the thesis, before the thesis monitoring committee. Students have to hand out a written report regarding the thesis proposal to the committee members 15 days before the defense.

(2) The Thesis Monitoring Committee decides, based on absolute majority, whether the thesis proposal is accepted, rejected or should be revised. One month is given in case of a revision. At the end of this time, a decision, resulting in either acceptance or rejection and based on absolute majority, is reported to **the institute** by the **department board** within three days following the end of the process.

(3) A student whose thesis proposal is rejected has the right to choose a new thesis advisor and/or a new thesis topic. In this case, a new thesis monitoring committee may be appointed. A student who wants to continue the program with the same advisor is required to defend his/her thesis proposal within three months, and a student whose advisor and thesis subject have been changed is required to defend his/her thesis proposal within six months. Students whose thesis proposals are rejected a second time are dismissed from **the University**.

(4) For the students whose thesis proposals are accepted, the Thesis Monitoring Committee meets at least twice a year; at least once between January-June and once between July-December. The student submits a written report to the committee members at least one month before the meeting. The report consists of a summary of the work that has been done until that time and the work plan for the next semester. The committee evaluates the written report as “satisfactory” or “unsatisfactory”. Students whose written reports are evaluated as unsatisfactory by the committee on two consecutive times, or a total of three times during the thesis work, are dismissed from the **University**.

(5) The student who does not defend his/her thesis proposal without a valid excuse within the time frame specified in the first subsection is deemed to be unsuccessful and his/her thesis proposal is rejected.

Completing the doctoral thesis

Article 22 – (1) Doctoral Students have to write their results according to the **Academic Council's** writing rules and present their theses orally before the jury.

(2) Before the doctoral thesis defense, the student presents the thesis, or the revised version of the thesis if a revision was asked, to the thesis advisor. The advisor submits the thesis to the **institute** if he/she thinks that the thesis is defendable. The **institute** gets the plagiarism software program report

for the thesis and sends it to the advisor and the jury members. In the circumstance that the data in the report indicates the detection of actual plagiarism, the thesis is sent to the **Executive Council** for a detailed ruling.

(3) At least three thesis monitoring committee reports should be submitted in order for a student to be able to complete a thesis.

(4) The doctoral Thesis Jury is appointed on the recommendation of the **department board** and with the approval of the **Executive Council**. The jury consists of five members, including the student's advisor, three of them from the thesis monitoring committee and at least two members from a university other than the one they are affiliated with. Whether the thesis advisor has the right to vote or not is specified by the relevant **Executive Council**. If thesis advisor does not have the right to vote, the jury consists of six faculty members. The co-advisor may be in the jury without having the right to vote.

(5) The jury members conduct a dissertation examination within one month after the dissertation has been submitted. The dissertation examination consists of the presentation of the dissertation and a question and answer session with the jury members. The dissertation examination takes place in an environment where faculty members, graduate students and field experts are able to participate.

(6) At the end of the examination, the jury gives the decision of "acceptance", "rejection" or "revision", without having an audience in the room. The students whose theses are accepted are deemed successful. The department board informs the Institute of the decision of the jury in writing, within three days. The students whose theses are rejected and found unsatisfactory are dismissed from the University. The students who get a revision must defend the revised thesis one more time before the same jury, at most within six months. The students whose theses are found as unsatisfactory and rejected for a second time will be dismissed from the University. Upon requisition, the students who are accepted to the doctoral program with a bachelor's degree and who are not successful in their theses are awarded with a non-thesis Master diploma, in accordance to the fourth subsection of article 17.

Doctoral Diploma

Article 23 – (1) A student who has successfully completed the thesis submits the desired number of copies of the thesis to his/her advisor. The advisor sends the copies of the thesis with his/her written opinion on the thesis's compatibility with the writing guidelines to the relevant **institute** via the **department board**.

(2) Conditional on being successful in the thesis defense and on satisfying the other conditions, a student who submits at least three bound copies of the thesis to the **Institute** within one month of defense and whose thesis follows the format required by the Institute is entitled to a doctoral diploma. **Executive Council** can extend the submission date at most one month upon requisition. Students who do not fulfill these conditions cannot be awarded with a diploma until the requirements are satisfied, cannot benefit from the relevant student rights and will be dismissed in case the allowed period of time expires.

(3) The name of the program in the department to which the student is registered, which is approved by the Council of Higher Education, is written on the doctoral diploma.

(4) Following the submission of the thesis, a copy of the doctoral thesis should be sent to the Council of Higher Education Committee electronically within three months to be made available for scientific research and activities.

PART FOUR

Qualifying Program in Arts

General terms

Article 24 – (1) Qualifying Program in Arts is a program that aims for the production of an original work of art, and in the case of music and performing arts, a superior application and creativity, that is the equivalent of a doctoral study.

(2) A qualifying program in arts is comprised of at least 240 AKTS credits including seven courses along with practice and the thesis, exhibitions, projects, recitals, concerts and stage plays and is a total of twenty one credits, conditional on not being less than 60 AKTS per semester for students with a thesis Master's degree. For students with a Bachelor degree, it comprises of at least fourteen courses adding up to forty-two credits, along with practice and the thesis, exhibitions, projects, recitals, concerts and stage plays.

(3) With the recommendation of the **department board** and with the approval of the **executive council** at most two courses for the students who are admitted with a Master degree and at most four courses for the students who are accepted with a Bachelor Degree can be selected among courses given in other universities.

Application and admission

Article 25 – (1) To be able to apply for a **qualifying program in arts**, candidates must hold either a Bachelor or a Master diploma and should have an ALES score, specified by the Academic Council, except for the graduates of fine art faculties and conservatories, conditional on not being less than at least a verbal ALES score of 55 for students who apply with a Master degree, and at least a verbal ALES score of 80 for students who apply with a Bachelor degree.

(2) Students who apply with a Bachelor degree to the **qualifying program in arts** should have an undergraduate GPA of at least 3 out of 4 or an equivalent score. For the admission of students who applied for the qualifying program in arts, the ALES score, Master GPA and results of an interview/talent examination/portfolio analysis can also be used in evaluation. The terms related to this evaluation and the documents which should be provided by the candidates for the application (such as the reference letters, statement of purpose on why the student wants to apply for a qualifying program in arts, international standardized exam results) are specified according to the protocol issued by the relevant **Academic Council**.

(3) To be accepted for qualifying program in arts, it is mandatory to obtain at least 55 points from the central foreign language exams accepted by the Council of Higher Education or an equivalent score from an international foreign language exam accepted as equivalent by the ÖSYM, except the native language of the applicant. The Academic Council of the university may decide to raise in these minimum scores if necessary, according to the specifics of the programs.

(4) **The weight** that will be given to the ALES score with regards to the evaluation is specified by the Academic Council, conditional on not being less than 50%. **Universities** may also accept students solely by looking at their ALES scores. Scores which are accepted as equivalent to ALES, and equivalent scores announced by the University, may be increased by decisions of the **Academic Council** of each university. However, in the admission of students to the programs related to faculties of fine arts and conservatories, the terms in the first subsection are implemented.

Period of Study

Article 26 – (1) The duration of the qualifying program in arts, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is at least eight and at most twelve semesters for students accepted with a Master degree, and is at least ten and at most fourteen semesters for students accepted with a Bachelor degree, starting from the period in which courses related to the registered program are given.

(2) The maximum time allowed to complete the credited courses required for the qualifying program in arts successfully is four semesters for the students who are accepted with a Master degree (with thesis) and six semesters for the students who are accepted with a Bachelor degree. Students who could not complete the credited courses successfully or could not reach the minimum GPA required by the University within allowed time are dismissed from the University.

(3) Students who complete the credit courses and **practices** successfully, but cannot complete their studies such as the thesis, exhibitions, recitals, concerts and stage plays until the end of twelve or fourteen semesters as indicated in the first subsection are dismissed from the University.

(4) Upon requisition, a non-thesis Master diploma may be awarded to students who have applied for the qualifying program in arts with a Bachelor degree and who failed in their qualifying program in arts theses, conditional on satisfying the credit load, project requirements or similar conditions required by the non-thesis Master program.

Appointment of the advisor

Article 27 – (1) For each student the department board recommends a thesis advisor, who is a member of the university staff and who will supervise the selection of the **practice** and the student's studies such as, thesis, exhibition, project, recital and stage play and the subject of the thesis specified by the student and the thesis advisor to the **institute**. This recommendation is finalized with the decision of the **Executive Council**. The timing of the appointment of the thesis advisor in student's program is specified according to the protocol issued by the **Academic Council**. However, it is mandatory to appoint a thesis advisor until latest the end of the second semester. In case of a qualifying study in arts requiring more than one thesis advisor, a co-advisor may be appointed. In qualifying programs in arts, in order for a person to be able to supervise studies such as thesis, exhibition, project, recital and stage play, he/she should have supervised at least one Master's thesis which has been completed successfully. The co-advisor may be selected among individuals holding a degree in doctoral/arts programs from outside of the own faculty staff.

(2) The thesis advisor is selected amongst the faculty staff who hold a degree in doctoral/arts programs according to the qualifications specified by the Academic Council.

Completing the qualifying program in arts

Article 28 – (1) Students who have prepared the thesis have to write a text which explains the results and documents their work on exhibition, project, recital and stage play, according to the Academic Council's writing guidelines and defends their studies such as the thesis, exhibition, project, recital and stage play before the jury orally.

(2) Before the qualifying study in arts defense, the student completes and presents the thesis/study to the thesis advisor, with the revision if a revision was asked. The advisor submits the thesis to the institute if he/she thinks that the thesis is defendable. The Institute gets the plagiarism software program report for the thesis and sends it to the advisor and the jury members. In the circumstance that the data in the report indicates the detection of actual plagiarism, the thesis is sent to the Executive Council for a detailed ruling.

(3) A student who completes the qualifying study in arts submits desired number of copies of the thesis to his advisor. The advisor sends the copies of the thesis with his written opinion on the thesis's compatibility with the writing guidelines to the relevant institute via the department board.

(4) The qualifying in arts jury is appointed on the recommendation of the department board and with the approval of the Executive Council. The jury consists of 5 members, including the student's advisor, at least two of them from a university other than the one they are affiliated with. Whether the thesis advisor has the right to vote or not is specified by the relevant Executive Council. If thesis advisor does not have the right to vote, the jury consists of six faculty members. The co-advisor may be in the jury without having the right to vote.

(5) The jury members conduct a dissertation examination within one month after the thesis or the text has been submitted. The dissertation examination consists of the presentation of the qualifying study in arts and a following question and answer session. The exam takes place in an environment where faculty members, graduate students and field experts are able to participate.

(6) At the end of the examination, the jury gives the decision of "acceptance", "rejection" or "revision", based on absolute majority, without having the audience in the room, regarding the qualifying study in arts such as thesis, exhibition, project, recital and stage play. The students whose thesis and qualifying studies in arts are accepted are deemed to be successful. The department board informs the relevant Institute of the decision of the jury, in writing, within three days. The students whose theses are rejected and found unsatisfactory are dismissed from the University. The students who get a revision must defend the revised thesis, exhibition, project, recital and stage play one more time before the same jury, at most within six months. The students whose thesis was found as unsatisfactory and hence rejected for a second time will be dismissed from the University. Upon requisition, students who were accepted to the qualifying program in arts with a Bachelor degree and who were not successful in their studies such as the thesis, exhibition, project, recital and stage play may be awarded with a non-thesis Master diploma, in accordance with subsection 4 of article 26.

Diploma in Qualifying Study in Arts

Article 29 – (1) A diploma that is compatible with the art branch that was approved by the Council of Higher Education is awarded to the students who were successful in the qualifying study in arts and have satisfied the other conditions. The graduation date is the date of the applied examination which is found satisfactory, after the thesis examination.

(2) Conditional on being successful in the thesis defense and satisfying other conditions, the students who submit at least three bound copies of the qualifying study in arts to the Institute within one month of the defense and whose thesis follows the format required by the Institute is entitled to a doctoral diploma. The Executive Council can extend the submission date for at most one additional month upon requisition. Students who do not fulfill these conditions cannot be awarded with a diploma until the requirements are satisfied, cannot benefit from the relevant student rights and will be dismissed in case the allowed period of time expires.

(3) Following the submission of the thesis, a copy of the doctoral thesis should be sent to the Council of Higher Education Committee electronically within three months to be made available for scientific research and activities.

PART FIVE

Various and final terms

Student admission to the scientific preparation program

Article 30 – (1) A scientific preparation program may be implemented in order to make up for a gap in knowledge for students who are admitted to the Master and Doctoral programs and who have obtained their Bachelor's or Master's degree in a different field from the Master or Doctoral program of the **University** to which they are admitted and candidates who are admitted to the Master and Doctoral programs and who have obtained their Bachelor's or Master's degree from another University from the one to which they are admitted.

(2) Mandatory courses taken during the scientific preparation program cannot be considered as courses required for completing the relevant graduate program. However, a student in the scientific preparation program can take courses from graduate program, with the recommendation of the **department board** and the approval of the **Executive Council**.

(3) The terms related to the scientific preparation program, such as attendance, course exams, course grades, conditions for passing a course, course repetition, deregistration and others, are specified in the protocol issued by the **Academic Council**.

(4) The maximum amount of time which should be spent in the scientific preparation program is at most two semesters. The summer period is not included in this time. This period cannot be extended, except semester leaves, and students who are not successful at the end of this period are dismissed. The time spent in this program is not included in the period of Master and Doctoral programs.

Admission of a special student

Article 31 – (1) If graduates or students of a university want to increase their knowledge in a subject, they can be admitted as a special student to graduate courses with the approval of the department board. The special student education does not aim to grant an academic degree and cannot be longer than two semesters. Individuals who are taking courses under the title of special student cannot benefit from any student rights. Conditions on admission to special student education and other terms related to this subject are specified in the protocol issued by the **Academic Council**. In the exemption process of the successfully taken courses by special students who have been admitted to graduate programs, the courses which are exempted cannot account for more than 50% of the courses given during the graduate education.

Admission of students via lateral transfer

Article 32 – (1) A student who has successfully completed at least one semester in a different program of the **University** or a graduate program of another **university** can be transferred to graduate programs via lateral transfer. Conditions on admission via lateral transfer are specified in the protocol issued by the **Academic Council**.

Registration to the graduate programs

Article 33 – (1) Conditions on the finalization of the registration of students accepted to graduate programs are specified in the protocol issued by the **Academic Council**.

Programs, exams and evaluation

Article 34 – (1) Graduate teaching programs in departments are comprised of core/elective courses required for the graduation, thesis, seminar and studies alike, and their total credit amount. These teaching plans are deliberated and approved by the relevant **Executive Council**, conditional on satisfying the minimum content requirement, specified by the Academic Councils.

(2) Which graduate courses will be opened and which faculty members will give these courses in a semester are specified by the **Executive Council** upon the recommendations of the **presidents of departments**.

(3) The following terms are taken into account for the creation graduate programs in accordance to credit, credit ranges that are determined in accordance with the National Qualifications Framework for Higher Education in Turkey according to the diploma level and field of the relevant programs, and the AKTS credit decided upon by the University according to the students' working hour:

a) A graduate course's one semester credit value is the sum of the total hour of the weekly theory courses that last one semester and the half of the hour of a weekly **implementation** or laboratory.

b) AKTS credits are calculated within the frame of the terms specified by the Universities' academic councils, in accordance with the acquisition of knowledge which corresponds to the help of the course in the information, skill and abilities which will be gained by the student through completing

the relevant diploma program and clearly defined course hours for theory and **implementation** courses and required working hours for other activities for students.

(4) Terms related to graduate programs such as attendance, course exams, course grades, conditions on being successful on a course, course repetition and other such terms are specified by the protocol issued by the **Academic Council**.

(5) At least one course about scientific research methods and research and publication ethics must be given during the graduate education.

(6) The courses that will be included in the syllabus, among the ones approved by the **Executive Council**, are decided by the student and the student's advisor. Until an advisor is appointed, the **president of the department board** or the program coordinator supervises the student.

(7) **Universities** may specify additional accomplishment criteria for students to be able to continue the program after any specific semester.

(8) Qualifying, level determination and all exams measuring success in courses can be implemented on paper simultaneously for every candidate as well as electronically, allowing for asking different questions to each candidate in different time frames from a test bank which is stored in a secure location and arranged according to the field and level of difficulty. The terms on preparation of the exam questions, creation and the coding the of test bank, preserving the exam questions on paper or electronically and ensuring the security of the exam are specified by the **Higher Education Board**.

Other terms

Article 35 – (1) Which graduates are eligible to apply, from which bachelor and master programs, to which master and doctoral programs and qualifying study in arts, are specified by the **Academic Councils of the Universities** and if deemed necessary, it can be specified by the decision of the **Council of Higher Education** based on the opinion of **Interuniversity board**.

(2) Terms and conditions about the admission of foreign candidates and Turkish citizens who completed their undergraduate studies abroad to the graduate programs are specified by the **Academic Councils of the Universities**.

(3) Universities announce the name of the graduate programs to which they will accept students, application requirements and deadlines, required documents and the other terms. This announcement can be made on the beginning of each semester, in order to accept students.

(4) Universities cannot provide education for the graduate programs allowed by the Council of Higher Education in other cities than the city that the rectorate is located in.

(5) If necessary, terms and conditions on admission, evaluation and diplomas to be awarded to graduate programs on **teacher education** fields along with the terms on the minimum joint courses and implementations of these programs are specified by the **Council of Higher Education** based on the opinion of the Ministry of Education.

(6) Except non-thesis Master programs, it is not possible to register to and to continue more than one graduate program.

(7) Specialization on medicine and dentistry is equivalent to having a doctoral degree, and education in these specializations are provided according to the protocol on Education in Medicine and Dentistry Specialization published in the Official Gazette numbered 28983 and dated 26/4/2014

Regulation no longer in use

Article 36 – (1) The Graduate Education and Teaching Regulation published in the Official Gazette numbered 22683 and dated 1/7/1996 is no longer in use.

Transition terms

Temporary article 1 – The implementation of the terms in this protocol and specified durations starts when the protocol is put in use.

(2) Subsection 6 of the Article 35 does not apply to the students who were registered to more than one graduate program before the publication of this protocol.

(3) Students who were registered to or who graduated from non-thesis Master programs before 6/2/2013 can apply to doctoral programs.

Effective Date of Code

Article 37 – (1) This protocol is effective when it is published.

Law Enforcement

Article 38 – (1) The terms of this protocol is enforced by the **President of Council of Higher Education**.