REGULATIONS

From Kadir Has University:

KADIR HAS UNIVERSITY REGULATIONS
FOR GRADUATE EDUCATION

PART ONE
Aims, Content, Legality and Definitions

Aims
ARTICLE 1 – (1) These regulations stipulate the guidelines concerning graduate education and related exams administered by Institutes at Kadir Has University.

Content
ARTICLE 2 – (1) These regulations contain the guidelines for graduate education programs including thesis track Master’s programs, non-thesis Master’s programs, PhD programs, and Proficiency in Arts programs.

Legality
ARTICLE 3 – (1) These regulations adhere to the tenets as stipulated in Articles 14, 44 and 46 of Higher Education Law 2547, dated 4/11/1981.

Definitions
ARTICLE 4 – (1) The definitions of the following terms in this regulation are as follows:

a) ECTS: European Credit Transfer System,
b) ALES: The Entrance Examination for Academic Personnel and Graduate Studies,
c) The Discipline Area: The discipline area which is defined for the Institute in Article 5 of the Regulations for the Organization and Administration of Graduate Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976 and which has an education program at the Institute,
c) Head of the Discipline Area: The head of the discipline area at an institute as defined in Article 5 of the Regulations for the Organization and Administration of Graduate Education Institutes,
d) Advisor: A faculty member who has been appointed by the Administrative Board of an Institute to advise graduate students during coursework and the writing of theses,
e) Institute: Kadir Has University’s Graduate School of Science and Engineering, and the Graduate School of Social Sciences,
f) Institute Administrative Board: The board under the chairmanship of the dean of an Institute which is composed of the Institute’s vice directors and three faculty members selected by the Institute Board from six candidates who have been recommended by the dean and who serve terms of three years,
g) KPDS: The Foreign Language Examination for State Employees,
h) Board of Trustees: The Board of Trustees of Kadir Has University,
i) Student: An individual who is registered at the Institute for graduate education,
j) ÖSYS: The System of Testing, Selecting and Placing,
k) Program: For a Master’s or a PhD degree, a specified number of compulsory and elective courses containing specified content as well as comprehensive exams of PhD programs, theses and applied projects,
l) Program coordinator: A faculty member who is recommended by the Head of the Discipline Area and appointed by the Institute Administrative Board and who coordinates the program,
m) Rector: The Rector of Kadir Has University.

l) Senate: The Senate of Kadir Has University.
PART TWO
Common Principles Concerning Graduate Studies
Quotas and specification of special conditions
ARTICLE 5 – (1) At the end of every semester, each discipline area, in the light of decisions of the Inter-university Committee, proposes to their Institutes the Master’s, PhD and Proficiency in Arts programs to be opened in the following semester. These proposals include student quotas for these programs as well as special application and admittance criteria (if applicable) for each, including foreign language requirements. Proposals are then evaluated and concluded by the relevant Institute Administrative Board and become finalized upon the approval of the Senate.
(2) The titles, student quotas, special application criteria (if applicable), deadlines, exam dates and other information about Master’s, PhD and Proficiency in Arts programs to which Institutes will admit students are announced simultaneously by the Rectorate.

Application criteria
ARTICLE 6 – (Change: OG-13/5/2013-28646)
(1) To be eligible to apply for Master’s programs, candidates must hold an undergraduate degree. Candidates for thesis track Master’s programs must have a minimum standard score of 55 from the ALES exam for the appropriate score type for their discipline or be in possession of a score from an exam the equivalence of which has been accepted by the Council of Higher Education. The Senate has the authority to increase minimum score requirements. For candidates applying for non-thesis programs, the ALES exam requirement and the minimum score requirement are specified by the Senate.
(2) In the acceptance of students for Master’s programs, for programs taught in English, candidates must have a minimum score of 50 from the Foreign Language Level Exam (YDS) or the ÜDS or be in possession of a score from an exam the equivalence of which has been accepted by the Inter-university Committee. The Senate has the authority to increase score requirements. Concerning the evaluation of candidates for graduate studies; in addition to ALES and foreign language exam scores, the Senate stipulates other criteria or conditions such as undergraduate GPA, interviews, letters of reference, letters of intent. In cases where more than one criteria apply, the ALES score’s weight in the decision shall be a minimum of 50%.
(3) To be eligible to apply for PhD programs, candidates must hold either a thesis track Master’s degree or an undergraduate degree. Candidates holding a Master’s degree must have a minimum score of 55 from the ALES exam in the required score type for their discipline. Candidates only having an undergraduate degree, must have a minimum score of 80 from the ALES exam in the standard score type. An equivalent score from an exam which has been approved by the Council of Higher Education is also valid. Candidates for PhD programs only having an undergraduate degree must have a minimum 3 out of 4 or the equivalent undergraduate GPA. The Senate has the authority to increase score requirements.
(4) Candidates for PhD programs must have a minimum score of 55 from the YDS or the ÜDS exam in the required score type for their discipline or be in possession of a score from an exam the equivalence of which has been accepted by the Inter-university Committee. Foreign students need to have a minimum score of 55 from the ÜDS or be in possession of a score from an exam the equivalence of which has been accepted by the Inter-university Committee in a language other than their native language; this language may be English, French or German. The Senate has the authority to increase score requirements.
(5) Candidates of PhD programs whose applications have been approved are invited for the interview. Details such as interview dates and faculty tasked with carrying out the interview are specified by the Senate following the recommendation of the relevant Institute. When deciding on acceptance of students, the ALES score, foreign language exam score, interview and the student’s Undergraduate and/or Master’s GPA are taken into consideration. In the decision of acceptance, the
ALES score’s weight is minimum 50%. The Senate stipulates other criteria concerning the evaluation of candidates, as well as other required documents for application and all these are declared in the announcement which is made in accordance with the 5th article of the Regulations.

(6) In order to be eligible to apply for Proficiency in Arts Programs, candidates must hold either a Master’s degree or an undergraduate degree in the fields specified for each program. If they are not graduates of fine arts faculties or conservatories, candidates holding a Master’s degree must have a minimum score of 55 while candidates only having an undergraduate degree must have a minimum score of 80 in the verbal score type of ALES to be eligible for candidacy. Candidates for Proficiency in Arts Programs only holding an undergraduate degree must have a minimum 3 out of 4 or the equivalent undergraduate GPA. The Senate has the authority to increase score requirements.

(7) Candidates for Proficiency in Arts Programs must have a minimum score of 55 from the YDS or the ÜDS in the required score type for their discipline or be in possession of a score from an exam the equivalence of which has been accepted by the Inter-university Committee. Foreign students need to have a minimum score of 55 from the ÜDS or be in possession of a score from an exam the equivalence of which has been accepted by the Inter-university Committee in a language other than their native language; this language may be English, French or German. The Senate has the authority to increase score requirements.

(8) Candidates of Proficiency in Arts Programs whose applications have been approved are invited to the aptitude exam. Details such as interview dates and faculty tasked with carrying out the aptitude exam are specified by the Senate in accordance with the recommendation of the relevant Institute. When deciding on acceptance of students, the ALES score, foreign language score, interview and the student’s undergraduate and/or Master’s GPA are taken into consideration. In the decision of acceptance, the ALES score’s weight is minimum 50%. The Senate stipulates other criteria concerning the evaluation of candidates, as well as other required documents for application and all these are declared in the announcement which is made in accordance with the 5th article of the Regulations.

(9) Candidates who cannot provide documentation of their language proficiency as discussed in the above articles must take the University’s English Proficiency Exam and receive an equivalent score. Students who are also unsuccessful in this exam may attend Kadir Has University Preparatory School foreign language preparatory program in accordance with the principles specified by the Senate, and by paying the tuition fee. The duration of this program is one calendar year, and students who do not successfully pass the program’s final exams may re-register for a maximum of two additional semesters given that they pay the tuition fee. Semesters spent in the preparatory program do not count towards the time period for the graduate program of study.

(10) The acceptance criteria for foreign applicants and applicants who are Turkish nationals residing abroad are determined with the decision of the Senate based on the recommendation of the relevant institute’s administrative board and in consultation with the relevant discipline area directorate.

Application procedure

ARTICLE 7 – (1) During the application period, candidates must apply to the Institute Directorate with documents indicating the program they want to register for, together with other documents required by the Institute Administrative Board.

(2) If the diploma is obtained from a program of higher education outside of Turkey, the original equivalence document approved by YÖK or, a copy of the equivalence document approved by the University; or, the original document stating that an equivalency application has been made to YÖK or, a copy of this document approved by the university must be submitted. The original certificate of equivalency must be submitted by the end of the first semester of studies.

(3) Application documents must be originals or copies which have been approved by the Institute.

(4) Procedures regarding documentation of military service and/or criminal records are carried out based on the statement of the candidate.
Evaluation of applications

ARTICLE 8 – (1) A Student Acceptance Committee is assembled for the purpose of evaluating applications for graduate programs in accordance with the recommendation of the Head of the Discipline Area and consists of at least three faculty members who are approved by the Institute Administrative Board. This committee, upon completion of evaluations within the framework of the guidelines determined by the Senate, makes recommendations about the acceptance of applicants. Final acceptance is made following the Institute Administrative Board’s approval of the recommendations made by the Student Acceptance Committee, whereupon applicants are notified. The candidate is then informed of his/her acceptance to non-thesis and thesis track Master’s programs, the program the candidate is accepted by and whether it is thesis or non-thesis track category.

(2) Foreign applicants and applicants who are Turkish nationals residing abroad are subject to the same guidelines for acceptance save for the exemptions stipulated by the Senate.

(3) Applicants who do not submit all of the required documents or who submit tampered documents are not allowed to register at the University and if such students have registered, their registration is cancelled.

Tuition fees

ARTICLE 9 – (1) The guidelines for graduate program tuition fees are as follows:

a) All graduate programs at the University are subject to tuition fees. The amount of fees is determined by the Board of Trustees every year. The tuition fee covers four semesters for Master’s programs and eight semesters for PhD programs. Students who have received an extension for Master’s programs (up to two semesters) and PhD programs (up to four semesters) are required to pay additional tuition fees, the amount of which is determined by the Board of Trustees. If a student completes a graduate program in a shorter time than stipulated, he/she is not entitled to a reimbursement of tuition.

b) Tuition fees for students who are unable to complete their graduate studies within the allotted time period of studies as stipulated in Article 44 article of Law 2547 are determined by the Board of Trustees in accordance with the terms of Article 46 of Law 2547.

c) Students who register for a program or re-register at the beginning of an academic year but then withdraw from the program prior to the beginning of the semester must pay one fourth of the annual tuition fee. If a student withdraws after the semester has begun, she/he is not entitled to a reimbursement of tuition for that semester. Students who have not paid their tuition fees by the deadline stipulated by the Rectorate may not register or renew their registration. These students may not benefit from student privileges.

d) Tuition fees for academic preparation programs are determined by the Board of Trustees every year.

Acceptance of students for the academic preparation program

ARTICLE 10 – (1) Candidates for Master’s and PhD programs who have deficiencies in their academic background as described below may be required to register for a preparation program to make up for this:

a) Candidates may be required to register for an academic preparation program if they hold an undergraduate degree from an unrelated disciplinary area to the Master’s or PhD program to which they have applied (students holding only an undergraduate degree who apply to a PhD program are subject to the same requirement), and candidates are required to register for an academic preparation program if they hold a Master’s degree from a program other than the PhD program or Proficiency in Arts Program to which they have applied.

b) Students are accepted into an academic preparation program in accordance with the terms of Article 6 of these Regulations. Based on an evaluation within the framework of the Senate principles, Graduate Programs Student Acceptance Committees decide on recommendations regarding which applicants will be accepted to the academic preparation program. The final decision is made with the Institute Administrative Board’s approval of the Committee’s recommendations, whereupon
candidates are notified.
c) Tuition fees to be paid for academic preparation programs are determined by the Board of Trustees each year.
c) Compulsory courses required by the Academic Preparation Program may not count in place of courses required by a given graduate program. However, students may take courses from the graduate program in addition to courses in the academic preparation program in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.
d) Attendance, course exams, course grades, requirements for passing courses, repeating courses, cancellation of registration, and other issues are administered within the framework of Kadir Has University’s Regulation for Associate, Undergraduate and Master’s Degrees as published in the Official Gazette on 04.01.2012, numbered 28163.
e) The academic preparation program cannot last longer than one academic year. This period may not be extended beyond semester holidays. Time spent in the academic preparation program is not counted towards the period of time mandated for Master’s and PhD programs.
f) Courses in the academic preparation program to be taken by Master’s students and PhD students who were accepted without a Master’s degree may predominantly be courses from the third and fourth years of an undergraduate program of study. To successfully complete the academic preparation program, students must achieve a minimum grade of CC (2.00/4.00) for each course as well as an overall GPA of 2.50/4.00.
g) Courses in the academic preparation program to be taken by PhD students holding a Master’s degree are made up of Master’s level courses. To successfully complete the academic preparation program, students must achieve a minimum grade of CB (2.50/4.00) for each Master’s-level course as well as an overall GPA of 3.00/4.00.

**Acceptance of visiting students**

**ARTICLE 11** – (1) Graduates or students from programs of higher education or individuals who would like to develop their knowledge on a specific subject may register for graduate courses as special students, in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board. Individuals who take courses as visiting students are not granted student privileges. Visiting students are issued a document indicating the courses they have taken as well as the grades they received for those courses. This document does not confer the same bearing as a diploma or a degree. Tuition fees for visiting students are specified by the Board of Trustees. Institutes may set quotas for visiting students.

**Acceptance of transfer students**

**ARTICLE 12** – (1) Students who have successfully completed at least one semester of studies of a discipline area at one of the University’s institutes or at a graduate program at another institution of higher education may transfer into a program of graduate studies. The terms of such transfers must be stipulated by the Senate. Transfer students must have completed a minimum of 6 credit hours of course work at the graduate program from which they seek to transfer and have achieved a minimum GPA of 2.50/4.00. The courses taken by the student to be applied towards the relevant graduate program are specified in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.
(2) Tuition fees for transfer students are calculated in accordance with the current semester-based tuition fee.

**Registration for graduate programs**

**ARTICLE 13** – (1) Students who are eligible for registration must complete their registration in person at the registration offices organized by the Student Affairs Office. If a student has a valid excuse, then that student’s registration may be completed by a legal or designated representative.
(2) Registration cannot be made with incomplete documents or by mail. Students who have not completed their registration by the designated deadline forfeit all rights.
(3) Students who have not paid the tuition fees before the deadline stipulated by the Rectorate are not allowed to register.
(4) The registration of applicants who submit any tampered documents, or who were found to have cheated on the university entrance exam, will be cancelled as of the date of registration, and legal action will be taken against those individuals. If such a student has left the University, all documents issued to him/her, including the diploma, are cancelled. Tuition fees paid by such students are not returned.

Student identity cards
ARTICLE 14 – (1) A University identity card indicating that the individual is a student of Kadir Has University is issued to students who have successfully completed registration. If this card is lost, an announcement concerning its loss must be posted in a local or national newspaper; this announcement must then be attached to the request for a new card, which must be submitted to the Student Affairs Office. A new card is then issued to the student for a fee determined by the Rectorate.
(2) Students who have left, who have been expelled, whose registration has been cancelled, or who have graduated from the University must return their ID cards which will then be kept in their files.

Renewal of registration
ARTICLE 15 – (1) Students must renew their registration every semester during the period specified in the academic calendar. Students who are at the thesis stage in Master’s and PhD programs must register for their thesis and project work every semester.
(2) Students must have paid all of the tuition fees for the previous semester as well as the current semester to renew their registration. Students who do not fulfill this requirement are not permitted to renew their registration. These students do not hold privileges as students of the University.
(3) Students who have paid their tuition fees must complete their course registrations with the approval of their advisors for the course program they created from courses stipulated for the semester. Students are responsible for the entire operation of registration renewal and selecting courses and, are fully responsible for completing their course registrations. Students who complete the process of taking courses are deemed to have renewed their registration.
(4) Students who do not renew their registration within the time period specified are not eligible to register for courses and exams and do not hold student privileges.
(5) Semesters where the student has not renewed his/her registration are counted towards the period of education as specified in Law 2547. Students may renew their registration for the following semester as long as they pay one quarter of the tuition fee for the semester in which they did not register.
(6) If a student who has not registered for two consecutive semesters does not renew his/her registration in the semester following these semesters within the time frame stipulated in the academic calendar his/her student status is suspended. Depending on whether or not they have completed the maximum duration of their education, such students may renew their registration in accordance with the terms of Articles 44 and 46 of Law 2547 and on the condition that they pay the tuition fee stipulated by the Board of Trustees for the academic year in which they renew their registration.

Academic calendar
ARTICLE 16 – (1) The University’s academic calendar is stipulated based on the recommendations of Institutes and the decision of the Senate.
(2) The dates for the start and end of education, mid-term and final exams, payment of tuition, renewal of registration, suspension of studies, and other issues related with graduate programs are stipulated in the academic calendar.

Academic semesters
ARTICLE 17– (1) Education in the graduate programs is based on a semester system.
(2) In the semester system education consists of fall and spring semesters.
A semester consists of at least seventy days excluding dates for mid-term exams, Saturdays, Sundays, national holidays, public holidays, and final exam dates do not count in the calculation of that period of time.

**Education programs and courses**

**ARTICLE 18** – (1) The number and hour of compulsory and/or elective courses in every program are specified with the decision of the Institute Administrative Board and the approval of the Senate following the recommendation of the relevant Institute’s discipline area directorate.

(2) The semester ECTS value of a graduate course is equal to the weekly course load per student. The total ECTS value of a semester may not exceed 30.

**Course registration and Add/Drop procedures**

**ARTICLE 19** – (1) Students must have attended 70% of classes and 80% of applied studies such as laboratories and workshops to be eligible to take exams. Course attendance is tracked and controlled by the instructor of the course. At the end of the semester each course instructor is required to provide the relevant Institute’s discipline area directorate with the names of the students who fail to meet the attendance criterion.

(2) Students are required to meet the attendance criterion for all repeated courses which have an attendance policy.

(3) Students may add and/or drop courses, until the deadline announced in the academic calendar for each semester, with the approval of their advisors.

(4) Students may withdraw from courses in their work plan, up to the deadline announced in the academic calendar for each semester, with the approval of their advisor. A course from which a student has withdrawn from is indicated as a Ç (Withdrawal) in his/her transcript.

**Course exams and evaluation**

**ARTICLE 20** – (1) The credit value of a graduate course must be the sum total of the weekly theoretical portion of course hours and half of the weekly hours dedicated to applied or laboratory coursework.

(2) (Change: OG-13/5/2013-28646) Students are given one of the grades indicated below by the instructor or professor for each course taken in the graduate program.

**LETTER GRADE and VALUE**

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(3) (Change: OG-13/5/2013-28646) Course grades are as follows:

a) A student who receives a grade of AA, BA, BB, CB, CC or G passes the course.

b) A student who receives an FF fails the course.

c) A student who receives a VF fails the course for insufficient attendance.

(4) (Change: OG-13/5/2013-28646) Other grade symbols are as follows:

a) An “E” grade (Incomplete) is given to students who, due to a health problem or another compelling reason, could not complete the required assignments for graduation projects and for similar applied courses which do not have a final exam. Students who receive an E must submit the incomplete assignments and receive a grade within 15 days after the announcement of grades as indicated on the academic calendar. If they do not fulfill these requirements, then the grade will automatically become an FF. The deadlines indicated above can be extended in accordance with the recommendation of the department chair and the approval of the relevant Institute’s administrative board.
b) A “G” grade (pass) is given to students who pass a non-credit course or a course that is given on a pass/fail basis. This grade is not used in the calculation of the GPA.

c) An “S” grade (continuing) is given to students for credit and non-credit courses which last longer than one semester and for which the student has demonstrated satisfactory performance in semesters prior to the semester in which the letter grade will be given. This grade is not used in the calculation of the GPA.

c) A “C” grade (withdrawal) is given for courses from which a student withdraws. This grade is not used in the calculation of the GPA.

d) A “T” (repeat) grade indicates that a course has been repeated. When an elective course is replaced by another elective with the approval of the advisor, it is also indicated with a T.

e) An “H” (excluded) grade indicates that a course is not included in calculations of the GPA.

f) A “TRS” (transfer) grade is used for transfer courses, taken by students who transferred between programs within the University or who participated in an exchange program or who took a course at another university in accordance with the decision of the relevant administrative board, which are accepted as being equivalent by the administrative board of the unit upon the recommendation of the department directorate.

g) An “M” grade indicates courses from which the student is exempt.

h) A “BÜT” grade is given to students who could not take the final exam despite having met the criteria specified in these Regulations and also to students who have been unsuccessful in the final exam.

(5) In graduate studies, a student must have a minimum final semester grade of CC to pass a course. A CC grade is a conditional pass grade; to improve this grade, students may retake the course during their studies. A student who receives a final semester grade of FF fails that course. The thesis work seminar courses of the thesis track Master’s programs and the graduation projects of the non-thesis Master’s programs are graded either as Pass, Fail or In Progress; letter-grades are not awarded for these.

(6) Mid-term exams, quizzes, field work, practical work, practice, assignments, projects, workshops, seminars, attendance, laboratory work and similar semester work constitutes a minimum of 40% and a maximum of 60% of the final course grade; the final exam or the retake exam grade constitutes a minimum of 40% and a maximum of 60% of the final course grade.

(7) All exams testing proficiency, level or course success can be paper-based and administered simultaneously, or can be carried out electronically using a question database which is classified in terms of area and levels of difficulty; when administered in this manner each examinee receives a different question at a different time from the question data-base. The Senate determines the guidelines for preparing exam questions, creating and encrypting the question database, maintaining copies of exam questions in hard or soft copy, as well as exam security, in accordance with the principles specified by the Council of Higher Education.

**Semester GPA and Cumulative GPA**

**ARTICLE 21** – (1) The Semester Grade Point Average (AYNO) and Cumulative Grade Point Average (AGNO) are calculated as follows:

a) The Semester Grade Point Average is calculated by multiplying the coefficient of the grade obtained for the course that semester with the number of credit hours of the course and then dividing this number by the total credit hours. The final result is rounded to two decimal points.

b) The Cumulative Grade Point Average is calculated by multiplying the coefficients of grades of all courses taken in all semesters of study with the number of credit hours of each course and then adding up the results obtained and then, dividing this by the total number of credit hours. The final result is rounded to two decimal points.

(2) In calculating the Cumulative Grade Point Average at the end of the current semester, courses the student was unable to take in previous semesters and courses from which the student has withdrawn are not included in the Cumulative Grade Point Average.

(3) In calculating the Semester Grade Point Average and Cumulative GPA, for courses that have been repeated the grade received for the most recently taken course is valid. The previous grades for a repeated course are not included in the Cumulative GPA.
Raising the Cumulative GPA
ARTICLE 22 – (1) Students who would like to raise their cumulative GPA may repeat courses in addition to taking compulsory courses for a given semester.

Exams
ARTICLE 23 – (1) Exams include mid-term exams, final exams, retake exams and make-up exams for mid-term exams.
(2) Exams may be written, or if documented, they may be oral exams, assignments or seminar studies, or can be done in application.
(3) Exams are carried out in line with the program prepared and announced by the related discipline area. Students must present their student identity cards when they take exams.
(4) Exams cannot be given in places other than the University’s buildings. Only exams given within the framework of distance learning programs in the fields of information and communication technologies may be carried out off-campus and, exams for field work stipulated by the relevant Institute Administrative Board may also be carried out off-campus.
(5) If necessary, exams may be given at times other than normal working hours or on Saturdays and Sundays which are not national or public holidays, in accordance with the approval of the committee of the related discipline area.
(6) In accordance with the rules determined by the administration of the Institute, documents which form the basis of exam grades and all other related documents must be kept for two years and at the end of this time period they must be appropriately destroyed and documented.

Mid-term exams
ARTICLE 24 – (1) A mid-term exam is an exam given during the semester of a course which is part of a program of study offered by the related discipline area.
(2) Every course must have at least one mid-term exam per semester.
(3) If a student does not take a mid-term exam of a course, including for a repeated course, without a valid excuse, then he/she receives zero (0) for the mid-term exam and the course grade is calculated accordingly.
(4) A student who did not take the mid-term exam for a given course may still take the final exam.

Final exams
ARTICLE 25 – (1) A final exam is the exam given at the end of the semester in which the course was taught.
(2) Final exams of all courses are given at the end of the semester in which the course was taught. To be eligible to take the final exam of a course, a student must:
a) Have attended at least 70% of classes for theoretical courses.
b) Have attended at least 80% of classes for applied courses and have been successful.
(3) Students who do not meet these criteria are deemed to have received a grade of VF from that course.

Retake exams
ARTICLE 26 – (1) A retake exam is an exam given at the end of the semester in which the course was given for students who meet the criteria for taking the final exam as stated in these Regulations and who have not taken the final exam or who have taken but failed it.
(2) A student who does not take or fails the retake exam receives a grade of FF.

Make-up exam
ARTICLE 27 – (1) A make-up exam is an exam given in place of a mid-term exam.
(2) A student who misses a mid-term exam due to health or other justified and valid excuses may take a make-up exam if her/his excuse is accepted by the Institute Administrative Board.
(3) The Senate determines the rules and regulations concerning whether or not a health report and/or other valid excuse grants a student the right to take a mid-term exam.
(4) Students who are unable to take an exam because they have been tasked with representing the
University may take a make-up exam with the approval of the University Administrative Board.
(5) Students may not take exams administered during periods in which they are on sick leave or on
an official leave of absence; exam grades received during these periods are not valid.
(6) A student who misses a make-up exam given on the announced date is not given the right to
take another make-up exam.

Objecting to exam results
ARTICLE 28 – (1) Students may raise objections to the appropriate unit in writing to challenge
their exam results on the basis of material error within three days of the announcement of exam
scores. The related Institute ensures the related course lecturer re-assesses the exam in light of the
student’s objections and the Administrative Board makes a decision regarding the student’s
objections and the lecturer’s evaluation and informs the student within two weeks. No assessment
or re-evaluation other than for material errors is carried out for exams whose scores have been
announced.

Suspension of studies
ARTICLE 29 – (1) Students’ studies may be suspended with the approval of the University
Administrative Board in accordance with the terms below:
   a) For health reasons, as demonstrated by a valid health report.
   b) When education is suspended in accordance with the decision of the Council of Higher
      Education due to events which may disrupt education, as indicated in Paragraph 3 of Sub-clause 2
      of Clause D of Subsection 1 of Article 7 of Law 2547.
   c) When a student must suspend studies because of a natural disaster. This must be verified in a
document issued by the highest local authority where the disaster occurred.
   ç) When a student provides documentation that she/he will travel abroad for foreign language
      studies.
   d) When a student is subject to a ruling which, in accordance with the Council of Higher Education
      Discipline Regulations published in the Official Gazette #18634 dated 13/1/1985, does not require
      expulsion from an institution of higher education.
   e) When a student, for any reason, loses the right to a suspension of mandatory military service and
      is required to complete his military service.
   f) If a student is arrested.
   g) If other situations arise which are deemed legitimate and valid by the University Administrative
      Board.
   (2) Students may suspend studies for a maximum of two semesters for one valid reason and a
maximum of four semesters during their total studies at the University.
   (3) For sub-clauses (a), (b), (c), (ç), (d), (e) and (f) of Clause 1 of this article, students must apply
   for suspension of studies within fifteen days from the date when the declared reason arose and for
Clause (g) within one month upon the completion of the registration process.
   (4) Students may apply to the Student Affairs Office to have their studies suspended by filling in the
   suspension of studies request form and handing in appropriate documentation outlining their
   legitimate and valid reasons for requesting their suspension of studies. The University
   Administrative Board makes the decisions regarding applications for suspension of studies.
   (5) Upon activation of the suspension of studies, students do not receive back the documents which
   they submitted when they first registered to the University. The period of time granted for a
   suspension of studies is not counted towards the maximum period of studies indicated in Article 44
   of Law 2547. During the period of suspension of studies, students are not given the right to repeat
   laboratory hours, applied work, or final exams; no final exams are offered to them. Upon expiration
   of the suspension of studies, students continue their studies from the point at which they took leave.
   (6) If a student who did not attend the University for more than four semesters for psychological
reasons documented by a health report would like to continue her/his studies, she/he is asked to
provide a new health report. Based on an analysis of this report the University Administrative Board
makes a decision about whether or not the student will be able to continue studying. A student who
is deemed to not be able to continue his/her studies will have his relationship with the faculty,
school, or vocational school cancelled. (7) For the suspension of studies request to be processed the student must pay one fourth of the tuition. If this payment is not made, suspension of studies requests will not be processed. In cases where the suspension of studies request is denied, the fee paid by the student is paid back to him/her. (8) Students are not eligible for University scholarships during suspension of studies.

**Dissolution of relationship with the University and leaving**

**ARTICLE 30** – (1) Students’ relationship with the University will be dissolved under the following conditions:

- a) When a student requests to have her/his registration cancelled.
- b) When a health report indicates that a student is not psychologically fit to continue studying.
- c) When a student, for any reason, transfers to another institute of higher education.

(2) If a student whose relationship with the University is dissolved requires a document showing his/her registration status this can be obtained by applying in writing to the Student Affairs Office.

(3) When a student’s relationship with the University is dissolved, the terms stipulated by the Senate regarding tuition fees are applied.

**Master’s programs**

**ARTICLE 31** – (1) A Master’s program may be thesis track or non-thesis track. The Senate decides in which Institute discipline areas these programs will run and how these programs will be conducted. Decisions regarding transfers between thesis track and non-thesis track programs are made in accordance with the principles stipulated by the Senate and implemented with the approval of the related discipline area and the approval of the Institute Administrative Board.

(2) The University may offer distance learning education programs for graduate degrees; the courses for these programs are planned and implemented with communications technologies which do not require that the lecturer and students be in the same physical space.

**PART THREE**

**Thesis track Master's program**

**Aim and content**

**ARTICLE 32** – (1) The aim of the thesis track Master’s program is to enable students to gain, through carrying out scientific research, the skills necessary to acquire, evaluate, and interpret information. This program is made up of a minimum of 7 courses carrying a total of not less than 21 credits, and at least one seminar course, and work on a thesis. The seminar course and the thesis work are non-credit, and they are evaluated either as pass or fail. The GPA for graduate studies is calculated based on all courses the student has taken. Students must register for thesis work every semester starting from the beginning of their third semester at the latest.

(2) A maximum of two courses may be selected from the fourth year courses of an undergraduate program providing that the student did not previously take these courses during her/his undergraduate studies or, did not use their credit towards a degree. Courses which are not offered at the university can be taken at other institutions of higher education in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.

(3) Credits required for completion of a graduate program may be transferred from previous graduate programs provided that they were not counted towards a diploma and in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.

(4) For students registered in a graduate program, undergraduate courses taken for an undergraduate degree may, if they were not applied towards a degree, be applied towards the course requirements for a graduate program in accordance with the recommendation of the coordinator of the program and the approval of the Institute Administrative Board.
Period of study
ARTICLE 33 – (1) The period of study for the thesis track Master’s program is a maximum of six semesters excluding foreign language preparation and academic preparation programs. Students who have completed their coursework, including the seminar course and the thesis work as stipulated in their program have the right to graduate. (2) A student who has not completed the thesis track Master’s program before the maximum allowed three years of studies including the first semester when the courses of the program starts, regardless of whether or not he/she was registered for each semester, may register to continue studies on the condition that the tuition fee is paid as stipulated by the Board of Trustees within the framework of Article 46 of Law 2547. In such cases, the student maintains his/her student status but has no rights other than to take courses and exams, and to prepare their thesis.

Appointment of thesis advisors
ARTICLE 34 – (1) In a thesis track graduate program, the Institute’s discipline area directorate makes a recommendation to the relevant Institute regarding the thesis topic and suggests a thesis advisor for each student by the end of the second semester of studies at the latest. The thesis advisor recommendation is finalized with the approval of the Institute Administrative Board. (2) The thesis advisor is selected from among faculty members and lecturers of the University who have the necessary attributes as determined by the Senate. A co-advisor may be appointed with the consent of the discipline area directorate and the approval of the Institute Administrative Board. (3) When necessary, an advisor may be replaced in accordance with the views of the program coordinator and with the decision of the Institute Administrative Board.

Completion of graduate theses
ARTICLE 35 – (1) A student in a thesis track program must present in writing the findings he/she obtained in accordance with the formatting requirements stipulated in the thesis writing guide approved by the Senate and, with the approval of the advisor he/she must submit this to the related Institute and must give an oral defense of the thesis in front of the thesis jury. (2) A Master’s thesis jury is appointed in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board. The jury must be comprised of three members, one of whom must be the student’s advisor and at least one of whom must be from another discipline area Institute within the Higher Education Institution or from another higher education institution. A substitute jury member must also be selected. A co-advisor may not be a member of the jury of his/her advisee’s thesis defense. After the selection of jury members, the student must deliver, to each jury member duplicates of the thesis which was submitted to the Institute together with a report of submission. The date and location of the thesis defense is specified by the Institute with the recommendation of the program director, and jury members and the student are notified in writing. (3) The members of the jury must gather together and hold the student’s thesis examination within one month of receiving the thesis at the latest. The thesis examination must include a presentation of the thesis and a subsequent question-answer session. The defense must last a minimum of 60 minutes and a maximum of 90 minutes. The thesis examination must be open to everyone, and the Institute is responsible for taking all necessary steps to announce the defense at least three days prior to the selected date. During the defense, only jury members are permitted to ask questions. (4) (Change:OG-13/5/2013-28646) After completion of the thesis examination, the jury holds a closed meeting in which a decision for pass, fail, or revision must be reached through a majority vote. This decision must be officially reported to the related Institute by the discipline area directorate within three days. If revisions have been requested, the student must complete these within three months and defend the thesis once again in front of the same jury. If a student’s thesis is rejected outright, or rejected following revision and defense, either a new thesis topic is given to the student or if the student requests it he/she may be granted a non-thesis Master’s diploma providing that all the requirements such as course credits and projects have been completed and his/her registration with the program is dissolved. The student who is given a new topic may register to continue studies on the condition that the tuition fee is paid as stipulated by the Board of
Trustees. In this case, the student maintains student status but has no other privileges except for fulfilling the conditions regarding the thesis and taking exams.

**Masters diploma for thesis track Master’s program**

**ARTICLE 36** – (1) Students have the right to be granted a Thesis Track Master’s Diploma on the condition that they have completed the required credit courses, non-credit seminar course, and thesis course, have a minimum GPA of 2.50/4.00, and pass the thesis examination. A Master’s student whose thesis is, in terms of format, deemed to meet the criteria of the writing guide approved by the Senate and who submits, within one month of taking the thesis examination, a bound copy of the thesis as well as three soft (electronic) copies which include the entire thesis and its abstracts in Turkish and English to the related Institute is given a Master’s diploma and the diploma supplement. A temporary graduation diploma, without the diploma supplement, may be provided until the diploma itself is prepared.

(2) The Master’s diploma indicates the approved name of the program within the Institute’s discipline area in which the student completed her/his studies, as well as a title if applicable.

**PART FOUR**

**Non-thesis Master’s program**

**Aim and content**

**ARTICLE 37** – (1) The aim of the non-thesis Master’s program is to enable students to obtain in-depth knowledge of a vocational area and the ability to apply this knowledge. The program consists of at least 10 courses with a minimum of 30 credits, and a term project. The term project is non-credit and is evaluated either as a pass or fail. In accordance with the terms stipulated by the Senate, students must present their term projects at the end of the program. Students must register for the term project in the semester when they took the project and at the end of that semester they must submit a term project, the format of which must meet the criteria of the writing guide approved by the Senate. The GPA of a student for graduate studies is calculated based on all courses he/she has taken.

(2) A maximum of three courses can be selected from the fourth year courses of an undergraduate program providing that the student did not previously take these courses during her/his undergraduate studies or, if he/she did not use their credit towards a degree. Courses which are not offered at the University can be taken at other institutions of higher education in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.

(3) Credits required for completion of a graduate program may be transferred from previous graduate programs provided that they were not counted towards a diploma and in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.

**Appointment of thesis advisors in non-thesis Master’s programs**

**ARTICLE 38** – (1) In a non-thesis Master’s program, by the end of the second semester of studies at the latest, the relevant Institute’s discipline area directorate appoints, for each student, a faculty member or a lecturer of the University who will advise him/her about his/her term project.

(2) When necessary, an advisor may be replaced, following the opinions of the current advisor with the reasoned recommendation of the relevant Institute’s discipline area and in accordance with the decision of the Institute Administrative Board.

**Length of study for non-thesis Master’s programs**

**ARTICLE 39** – (1) The period of study for the non-thesis Master’s programs is a maximum of six semesters, excluding foreign language preparation and academic preparation programs. Students who have completed their coursework, including the project course as stipulated in their program of study are qualified to graduate.

(2) A student who has not completed the non-thesis Master’s program before the maximum allowed three years of studies including the first semester when the courses of the program starts, regardless
of whether or not he/she was registered for each semester, may register to continue studies on the condition that the tuition fee is paid as stipulated by the Board of Trustees within the framework of Article 46 of Law 2547. In this case, the student maintains student status but has no student rights beyond the rights to take courses and exams, and prepare the thesis.

(3) The student must submit a copy of the completed term project to the Institute through the related discipline area directorate along with his/her advisor’s letter of approval.

Diploma for non-thesis Master’s program

ARTICLE 40 – (1) Students have the right to be granted a non-thesis Master’s Diploma on the condition that they have completed the required credit courses and the non-credit project course and have a minimum 2.50/4.00 GPA, and their project work is successful. A Master’s student whose project is, in terms of format, deemed to meet the criteria of the writing guide approved by the Senate and who submits to the related Institute, within one month of taking the project examination, a bound copy of the project as well as three soft (electronic) copies which include the entire thesis and the abstract in Turkish and English is given a Master’s diploma and the diploma supplement. A temporary graduation diploma, without the diploma supplement, may be provided until the diploma itself is prepared.

(2) The Master’s diploma indicates the approved name of the program within the Institute’s discipline area in which the student completed her/his studies, as well as a title if applicable.

(3) (Supplement:OG-13/5/2013-28646) A student of a non-thesis Master’s program may transfer to a thesis track Master’s program provided that he/she meets the minimum requirements specified by the Council of Higher Education for the thesis track program. In this case, courses taken in the non-thesis Master’s program are counted towards the thesis track program following the approval of the Institute’s Administrative Board.

PART FIVE

PhD Programs

Aim and content

ARTICLE 41 – (1) The aim of the PhD program is to ensure that students acquire the skills necessary for conducting independent research, interpreting scientific phenomena through scrutiny based on a wide perspective, and identifying the steps necessary for the creation of new syntheses of knowledge.

(2) The thesis to be prepared for completion of a PhD program must introduce an innovation to the related branch of science or scholarship, develop a new scientific or scholarly method, or utilize a known methodology in a new field.

(3) The PhD program for students holding a Master’s degree must be comprised of at least 7 courses with a minimum total of 21 credits, a seminar course, a comprehensive exam, a thesis proposal, and a thesis. Students holding an undergraduate degree who have been accepted into the PhD program must complete at least 12 courses with a minimum total of 42 credits, a seminar course, a comprehensive exam, a thesis proposal, and a thesis. The GPA of a student is calculated based on all the courses he/she has taken.

(4) Graduate courses may be taken at other institutes of higher education in accordance with the recommendation of the relevant Institute’s discipline area directorate and the approval of the Institute Administrative Board. The number of course credits taken at other institutions of higher education may not exceed one third of the total of credits required for completion of the program.

(5) Undergraduate courses may not be counted towards the credits required for the PhD program.

Period of study

ARTICLE 42 – (1) The period of study for PhD students holding a Master’s degree is a maximum of twelve semesters (six years). The period of study for PhD students holding an undergraduate degree is a maximum of eighteen semesters (nine years). Provided that a student registers for at least two semesters of thesis work and fulfills all of the required criteria, she/he may complete the PhD degree in less than 8 semesters.

(2) The maximum amount of time in which compulsory courses must be completed is 4 semesters.
for students with a Master’s degree and 6 semesters for students without.

(3) (Change: OG-13/5/2013-28646) Students who have successfully completed their credit coursework, passed their comprehensive examinations, and whose thesis proposal is approved but who cannot take the thesis examination because they did not complete the thesis within the stipulated period of time stated above may be given an extension, to defend their thesis in front of the jury, of a minimum of six months for each instance, with the recommendation of the relevant Institute’s discipline area directorate and the approval of the Institute Administrative Board.

(4) A student who has not completed his/her credit courses and thesis work within the time period stipulated in this article including the first semester when the courses of the program starts, regardless of whether or not he/she was registered for each semester, may register to continue studies on the condition that the tuition fee is paid as stipulated by the Board of Trustees within the framework of Article 46 of Law 2547. In this case, the student maintains student status but has no other student rights beyond the rights to take courses and exams, and prepare the project.

(5) (Supplement:OG-13/5/2013-28646) If a student who has been accepted into a PhD program with an undergraduate degree cannot complete his/her thesis he/she may be granted a non-thesis Master’s degree, provided that he/she has completed all the requirements such as course credits and projects.

Appointment of thesis advisors
ARTICLE 43 – (1) The Institute’s discipline area directorate makes a recommendation to the relevant Institute regarding the thesis topic and the thesis advisor for each student. This recommendation must then be ratified by the Institute Administrative Board. The thesis advisor must be appointed by the end of the third semester of studies at the latest.

(2) Thesis advisors are selected from faculty members employed at Kadir Has University. A co-advisor may also be appointed with the consent of the relevant Institute’s discipline area directorate and the approval of the Institute Administrative Board. A co-advisor does not have to be a faculty member but must hold a PhD degree.

Doctorate Comprehensive Exam
ARTICLE 44 – (1) (Change:OG-13/5/2013-28646) The aim of the comprehensive exam is to determine whether or not candidates have sufficient knowledge of general subjects and subjects pertaining to their PhD studies. The comprehensive exams are held twice per year, on the dates announced in the academic calendar.

(2) Students may apply to take the comprehensive exam if they have completed their credit coursework and seminar course and if they have a minimum GPA of 3.00. Students who start their PhD studies with a Master’s degree must take the comprehensive exam by their fifth semester and students who have start their PhD studies with an undergraduate degree must take the comprehensive exam by their seventh semester at the latest. Students who have not taken this exam within these periods of time are deemed to be unsuccessful in the program.

(3) (Change:OG-13/5/2013-28646) The comprehensive exam is prepared and administered by a Comprehensive Exam Committee which consists of five permanent faculty members who are recommended by the Institute’s discipline area directorate and approved by the Institute Administrative Board; the Committee is appointed for two years. The committee proposes to the relevant Institute’s Administrative Board the exam jury consisting of five faculty members and two alternate members to prepare, carry out, and evaluate exams. The thesis advisor has to be in the exam jury and at least one of the primary and alternate members of the jury must be from another university. Members of exam juries must be appointed by the the related Institute’s Administrative Board.

(4) The comprehensive exam is held in two sections: written and oral. The Comprehensive Exam Committee appraising the exam jury’s recommendations and the student’s performance on the written and oral sections of the exam, determine through a majority decision whether a student has passed or failed. This decision must be officially reported by the Institute’s discipline area directorate to the related Institute within three days of the exam date.

(5) Students who do not pass the comprehensive exam are given the exam again in the following
semester.
(6) The Comprehensive Exam Committee may stipulate that a student who has passed the comprehensive exam, must take additional courses, even if she/he has completed the coursework, provided that this does not add up to more than one third of the total credit amount.
(7) A student who has been accepted into a PhD program with an undergraduate degree and has successfully completed a minimum of seven courses may transfer to a Master’s program. If a student who started the PhD program with an undergraduate degree wishes to leave the program, she/he may obtain a Master’s degree on the condition that she/he has completes 21 credits and takes the thesis course and fulfills this courses and the other requirements of the thesis track Master’s program; or if the student requests it he/she may be granted a non-thesis Master’s diploma providing he/she completes 30 credits of coursework and prepares a graduation project.

**Thesis Monitoring Committee**

**ARTICLE 45** – (1) Within a month after a student passes the comprehensive exam, a Thesis Monitoring Committee must be created in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.
(2) The Thesis Monitoring Committee must be comprised of three faculty members. One member, in addition to the thesis advisor, must be from the relevant Institute’s discipline area and one must be from outside. If there is a co-advisor, she/he can also attend committee meetings.
(3) In the semesters following the creation of the Thesis Monitoring Committee, its members may be replaced in accordance with the recommendation of the relevant Institute’s discipline area directorate and the approval of the Institute Administrative Board.

**Defense of Thesis Proposal**

**ARTICLE 46** – (1) Within six months of passing the comprehensive exam, students must give, to the thesis committee, an oral defense of their thesis proposal, which includes the thesis’s aims, methodology and plan of study. Students must submit a written report about the thesis proposal to the Institute for distribution to committee members at least fifteen days prior to the defense.
(2) The Thesis Monitoring Committee must decide through a majority vote whether or not a student’s thesis proposal should pass. This decision must be officially reported by the Institute’s discipline area directorate to the relevant Institute within three days of the defense.
(3) Students who do not pass the defense of their thesis proposal have the right to select a new thesis advisor and a new thesis topic. In this case, a new Thesis Monitoring Committee may be appointed. Students who change their advisor or thesis topic must submit a new thesis proposal within six months.
(4) The Thesis Monitoring Committee appointed for students who have passed the defense must meet twice per year, once from January to June and once from July to December. Students must submit a report to committee members through their Institute at least one month in advance of the meeting. This report must provide a summary of the work that has been completed as well as a plan for work that will be completed in the following semester. The thesis work plan stated in the report is evaluated as being either successful or unsuccessful. The Thesis Monitoring Committees for students who are unsuccessful continue to meet.

**Completion of PhD Thesis**

**ARTICLE 47** –(1) A student in a PhD program must write the results he/she obtained in accordance with the formatting requirements stipulated in the thesis writing guide approved by the Senate and, and must give an oral defense of the thesis in front of the thesis jury.
(2) A PhD thesis jury is appointed in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board. The jury must be comprised of five members, three of whom must be faculty members in the student’s Thesis Monitoring Committee and at least one of whom must be from another higher education institution. Additionally, two replacement (substitute) jury members, one of whom must be a faculty member of the University and one of whom must be a faculty member of another higher education institution must be selected.
(3) The student must submit a copy of the completed thesis to the Institute through the related discipline area directorate along with his/her advisor’s letter of approval. The date and location of the thesis examination must be specified by the Institute in accordance with the recommendation of the program director; and jury members and the student receive written notification of the time and location of the examination. After the selection of jury members, the student must deliver, to each jury member duplicates of the thesis which was submitted to the Institute together with a report of submission and inform the Institute about the outcome.

(4) The members of the jury must hold the student’s examination within one month of receiving the thesis. The thesis examination must include a presentation of the thesis and a subsequent question-answer session. The examination must last a minimum of 90 minutes and a maximum of 120 minutes. The thesis examination is open to everyone, and the Institute is responsible for taking all necessary steps to announce it at least three days prior to the selected date. During the examination, only jury members are permitted to ask questions.

(5) After completion of the thesis examination, the jury holds a closed meeting in which a decision for pass, fail, or revision must be reached through a majority vote. This decision must be officially reported to the related Institute by the discipline area directorate within three days. If revisions have been requested, the student must complete these within six months and defend the thesis once again in front of the same jury. If a student’s thesis is rejected outright, or rejected following revision and defense, either a new thesis topic is given to the student or if the student requests it he/she may be granted a non-thesis Master’s diploma providing that all the requirements such as course credits and projects have been completed and, following this his/her registration with the program is dissolved.

Phd diploma
ARTICLE 48 – (1) Students have the right to be granted a PhD Diploma on the condition that they have completed the required credit courses, non-credit seminar course, and thesis course, have a minimum GPA of 3.00/4.00, and pass the thesis examination. A PhD student whose thesis is, in terms of format, deemed to meet the criteria of the writing guide approved by the Senate and who submits, within one month of taking the thesis examination, a bound copy of the thesis as well as three soft (electronic) copies which include the entire thesis and Turkish and English abstracts to the related Institute is given a PhD diploma and the diploma supplement. A temporary graduation diploma (but not the diploma supplement) can be provided while the diploma itself is being prepared.

(2) The PhD diploma indicates the approved name of the program within the Institute’s discipline area in which the student completed her/his studies.

PART FIVE
Proficiency in Arts Program

Aim and content
ARTICLE 49 – (1) the Proficiency in Arts Program is a program of higher education that focuses on the production of original works of design and art as well as novel approaches to creativity in music and theater. The Council of Higher Education determines, upon the recommendation of the Inter-university Committee, in which areas Proficiency in Arts Programs can be offered.

(2) The Proficiency in Arts Program must be comprised of at least 7 courses with a minimum total of 21 credits as well as a thesis and implementations or a work such as an exhibition, a project, a recital, a concert, or a performance. The GPA of a student is calculated based on all courses he/she has taken.

(3) Graduate courses may be taken at other institutes of higher education in accordance with the recommendation of the relevant Institute’s discipline area directorate and the approval of the Institute Administrative Board.

Period of study
ARTICLE 50 – (1) The period of study in the Proficiency in Arts Program is twelve semesters (six years) for students holding a Master’s degree. The period of study for students holding an
undergraduate degree is eighteen semesters (nine years). Provided that a student registers for at least two semesters of thesis work and fulfills all of the required criteria, she/he may complete the PhD degree in less than 8 semesters.

(2) The maximum period of time to successfully complete the required courses is four semesters for students holding a Master’s degree and six semesters for students holding an undergraduate degree.

(3) (Change:OG-13/5/2013-28646) Students who have successfully completed their credit coursework and implementations, but who cannot take the thesis examination because they did not complete their thesis or exhibition/project within the time period stipulated above may be given an extension of a minimum of six months for each instance to defend his/her thesis, exhibition or project work in front of the jury in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board.

(4) A student who has not completed his/her credit courses and thesis, exhibition or project work within the time period stipulated in this article including the first semester when the courses of the program starts, regardless of whether or not he/she was registered for each semester, may register to continue studies on the condition that the tuition fee is paid as stipulated by the Board of Trustees within the framework of Article 46 of Law 2547. In this case, the student maintains student status but has no other student rights except to take courses and exams, and prepare their thesis.

(5) (Supplement:OG-13/5/2013-28646) If a student who has been accepted into a Proficiency in Arts Program with an undergraduate degree cannot complete his/her Proficiency in Arts thesis he/she may be granted a non-thesis Master’s degree, provided that he/she has completed all the requirements such as course credits and projects.

Appointment of an advisor
ARTICLE 51 – (1) For each student, Institute’s discipline area directorate makes a recommendation to the relevant Institute about the selection of courses and implementations and, about the faculty member who will advise the student for his/her thesis or exhibition or project. This recommendation must then be ratified by the Institute Administrative Board. A thesis advisor may be appointed from the student’s first semester of study on the basis of the student’s decisions regarding the implementation and the thesis, the exhibition or the project he/she wants to work on as well as with a consideration of the research interests of faculty members. The advisor must be appointed by no later than the fourth semester.

(2) A thesis advisor is selected from among faculty members of the University and lecturers in accordance with the qualities determined by the Senate.

Completion of the Proficiency in Arts Program
ARTICLE 52 – (1) In order to complete the Proficiency in Arts program, a student writing a thesis must report the findings he/she obtained, and students preparing an exhibition or project must prepare a document which explains and documents the project in accordance with the formatting requirements stipulated in the thesis writing guide approved by the Senate and, must give an oral defense of the thesis, exhibition or project in front of the jury.

(2) A Proficiency in Arts jury is appointed in accordance with the recommendation of the relevant Institute’s discipline area directorate and with the approval of the Institute Administrative Board. The jury must be comprised of five members, one of whom must be the student’s advisor and at least two of whom must be faculty members of other higher education institutions.

(3) The student must submit a copy of the completed Proficiency in Arts thesis, exhibition or project to the Institute through the related discipline area directorate along with his/her advisor’s letter of approval. The date and location of the thesis examination must be specified by the Institute in accordance with the recommendation of the program director and, jury members and the student receive written notification of the time and location of the examination. After the selection of jury members, the student must deliver, to each jury member duplicates of the thesis or the text which explains and documents the project submitted to the Institute and informs the Institute about this.

(4) The members of the jury must gather and hold the student’s thesis examination within one month of receiving the thesis or the document. The thesis examination must include a presentation of the thesis or the document and a subsequent question-answer session. The examination must last
a minimum of 90 minutes and a maximum of 120 minutes. The thesis examination is open to everyone, and the Institute is responsible for taking all necessary steps to announce it at least three days prior to the selected date. During the examination, only jury members are permitted to ask questions.

(5) (Change:OG-13/5/2013-28646) After completion of the examination, the jury holds a closed meeting in which a decision for pass, fail, or revision of the thesis or the project, the recital, the concert or the performance must be reached through a majority vote. This decision must be officially reported to the related Institute by the discipline area directorate within three days. If revisions for the Proficiency in Arts work have been requested, the student must complete these within six months and defend the thesis, the exhibition or the project once again in front of the same jury. If a student’s Proficiency in Arts project is rejected outright, or rejected following revision and defense, a new thesis topic is given to the student. If students who have been accepted into the Proficiency in Arts program with an undergraduate degree and who could not pass the thesis stage make a request, they are granted a non-thesis Master’s diploma in accordance with the fourth clause of the 35th article of this Regulations document.

Proficiency in Arts diploma

ARTICLE 53 – (1) Students have the right to be granted a Proficiency in Arts Diploma on the condition that they have completed the credit courses, the non-credit seminar course, and the thesis course, have a minimum GPA of 3.00/4.00, and pass the thesis, exhibition or project examination. A PhD student whose thesis, exhibition or project is, in terms of format, deemed to meet the criteria of the writing guide approved by the Senate and who submits, within one month of taking the examination, a bound copy of the Proficiency in Arts work as well as three soft (electronic) copies which include the entire thesis, or the exhibition or project document and the abstract in Turkish and English to the related Institute is given a PhD diploma and the diploma supplement. A temporary diploma (but not the diploma supplement) may be provided until the diploma itself is prepared.

(2) The PhD diploma indicates the approved name of the program within the Institute’s discipline area in which the student completed her/his studies.

PART SEVEN
Other Regulations

Disciplinary issues

ARTICLE 54 – (1) Students registered in graduate programs of study are subject to the Institutions of Higher Education Student Disciplinary Regulations.

Domestic and international student exchange

ARTICLE 55 – (1) Student exchange programs may be carried out in accordance with the agreements made with universities in Turkey and abroad. During the exchange program, the student’s registration at the home university remains in force, and time spent in the exchange programs is counted towards the duration of studies. Exchange programs must be carried out in accordance with the terms of dual agreements as well as the regulations stipulated by the Council of Higher Education.

(2) Courses, practical work, internships, and other activities to be undertaken during an exchange program and their equivalence with courses, practical work, internships, and other activities at the home institution are determined in advance with the decision of the Institute Administrative Board, based on the proposal of the advisor and the recommendations of the relevant Institute’s discipline area directorate.

(3) The process of acceptance and conversion of the courses taken at universities in Turkey and abroad within the context of an exchange program is carried out in accordance with the decision of the related Institute’s Administrative Board and with consideration of the recommendation of the student’s advisor.

(4) The credits and grades of courses whose equivalency is accepted and for which conversion is made are counted as transfer credits and applied to the student’s transcript.
(5) The procedures for foreign students who study at the University under the auspices of a dual agreement or an international program are carried out with the decisions of the related Institutes’ Administrative Boards in accordance with the articles of the dual agreement and the related regulations. Students are provided with transcripts which indicate the courses they have taken as well as their performance in these courses.

Exemptions for Activities
ARTICLE 56 – (1) The periods in which students have been tasked with representing the University in sporting events, culture and arts activities and competitions, as well as the preparation periods for these activities when these students cannot attend their classes are not taken into account in the calculation of attendance. Such students may take the exams which they missed due to the above activities at a time specified by the Administrative Board of the related unit.

Notifications
ARTICLE 57 – (1) All official notifications must be communicated via e-mail to students’ University e-mail accounts created in accordance with the articles of the related Regulations. If this is not possible, then notifications are deemed to have been made when they are delivered by registered mail to the address provided during students’ registrations, and when they are announced by the related unit.
(2) If the address the student declared to the University during his/her registration changes but is not reported to the Student Affairs Office within a reasonable period of time or if the changes are reported incorrectly or incompletely then the student cannot claim that he/she has not been informed in cases where notifications were sent to their recorded address.

Cases with no provisions
ARTICLE 58 – (1) If cases should arise for which there are no provisions in these regulations, then recourse must be made to other related regulations as well as to the decisions of the Council of Higher Education, the Senate, and the related Institute’s Administrative Board.

Annulled regulation
ARTICLE 59 – (1) The Kadir Has University Regulations for Graduate Education published in the Official Gazette dated 1/10/2009 and numbered 27363 is hereby annulled.

Exemption
PROVISIONAL CLAUSE 1 - (Supplement:OG-13/5/2013-28646) Clause 3 of Article 6 of this regulation does not apply to students registered in a non-thesis Master’s program before 6/2/2013.

Implementation
ARTICLE 60 – (1) This regulation is valid as of the date of its publication.

Execution
ARTICLE 61 – (1) The legal provisions of these Regulations are executed by the Rector of Kadir Has University.

| The Official Gazette in which the Regulations were published |
|-----------------|----------------|
| Date            | Number         |
| 28/7/2012       | 28367          |

| The Official Gazettes in which the Regulations which made changes to the Regulations were published |
|-----------------|----------------|
| Date            | Number         |
| 26/12/2012      | 28509          |
| 13/5/2013       | 28646          |
| 14/4/2015       | 29326          |
“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”