

Cag University:

ÇAĞ UNIVERSITY
GRADUATE EDUCATION AND EXAMINATION REGULATION

PART I

Purpose, Scope and Definitions

ARTICLE 1 – (1) The purpose of the regulation is to determine procedures and principles of the graduate program carried out by -Institute of Social Sciences at Cag University.

(2) This regulation is prepared on the basis of “Graduate Education Regulation” published in the Official Gazette dated 20/4/2016 with issue number 29696 by Council of Higher Education.

Scope

ARTICLE 2 – (1) This regulation applies to graduate programs that are comprised of masters programs with or without thesis following undergraduate program, doctoral studies following master’s degree and/or proficiency in art. Regarding the issues that are not covered in this Regulation, framework regulation recognized by Inter-University Council shall be followed.

(2) Management development certificate and/or training programs carried out for varying periods by the institutes are conducted in line with the relevant directive.

Definitions

ARTICLE 3 – (1) The terms that appear in this document shall have the following meanings:

- a) University : Cag University,
- b) Board of Trustees : Cag University Board of Trustees,
- c) Chairman : Chairman of Cag University Board of Trustees
- d) Senate : Cag University Senate,
- e) Institute : Institutes of Cag University (Institute of Social Sciences),
- f) Director : Director of the relevant institute,
- g) ALES : Academic Personnel and Graduate Education Exam,
- h) ECTS : European Credit Transfer System,
- i) Plagiarism : The practice of taking and using someone else’s work, ideas, methods or data without crediting/referring the source orderly, and presenting them as one’s own in part or in whole,
- j) ÖSYM : Assessment, Selection and Placement Center,
- k) Institute Committee : The committee comprising of the Director of the Institute, Assistant Directors of the Institute as well as the heads of the departments carrying out education programs under the relevant institute. Deans of relevant faculties and heads of vocational schools can attend to this committee without having voting right.
- l) Institute Administrative Board : The board comprising of three lecturers including the Director of the Institute and Assistant Directors of the Institute to be elected by the institute committee,

- m) Head of (Art) Department : Departments carrying out education programs under the institute that is defined within the Department of Graduate Education Institutes in the Article 5 of Regulation of the Organization and Functioning,
- n) Head of Department : The president defined in the Department of Graduate Education Institute,
- o) Advisor : The lecturer assigned by the Institute Administrative Board to guide the student of the institute in the period of coursework and thesis studies,
- p) Student : The student who enrolled in the institute for graduate education,
- r) Credit : The amount of credit for a specific course which comprises of one-hour of theoretical, 1-3 hours of seminar, 2-3 hours of practice, laboratory and problem-solving studies, and 3-6 hours of field and workshop work.
- s) Thesis : Master's thesis/work of art, dissertation/work of proficiency in art.

PART II

General Provisions

Tuition Fee

ARTICLE 4 – (1) All thesis or non-thesis graduate programs under the institutes of Cag University are charged. The amount and the payment method of the fee is determined and announced by the Board of Trustees. The student who has not paid the fee cannot register or re-register in the program and cannot benefit student rights.

Medium of Instruction

ARTICLE 5 – (1) The medium of instruction in the institutes is English and Turkish. With the proposal by the Board of Institute and Senate approval, in certain programs, some or all of the courses can be provided in foreign language. In master's or doctoral studies with thesis, the thesis is written in Turkish except for the program of English Language Education. However, it can also be decided for a thesis to be written in foreign language with the advisor's proposal and the approval of administrative board. For the graduate programs that are carried out entirely in foreign language, all the terms are completed (both course period and thesis studies) in that language.

Foreign (English) Language Exam Score

ARTICLE 6 – (1) For the admissions to doctorate programs, candidates must have minimum score of 55 in Interuniversity Foreign Language Examination (UDS) or Foreign Language Proficiency Examination for State Employees or an equivalent score in a similar international foreign language examination recognized by the Council of Higher Education. (Amendment: Official Gazette 17/03/2011, No.:27877 and Official Gazette 20/04/2016, No.: 29690).

Academic Year

ARTICLE 7 – (1) Academic year is determined by Cag University. Academic year is announced with academic calendar annually.

Full-Time Students

ARTICLE 8 – (1) In order for students to be in the status of full-time student and to benefit from the rights of being a student at a university and exercise the relevant privileges, it is required to pass entrance examination by having minimum score of 55 in ALES exam, pay fees and attend classes after enrollment. Students in thesis period shall be able to benefit from the rights of being full-time students.

Special Students

ARTICLE 9 - (1) The status of special student is only given to the students who do not pursue a diploma, but only desire to attend some classes. Institute Committee decides whether a candidate shall have the status of special student or not. For each semester, such students must attend 70% of the classes for each course.

Provided that such students pay the fees, they attend the courses they take. Fee for a course is calculated by dividing total fee for a semester by the number of courses in that semester.

Special students are obliged to fulfill the conditions required for the courses.

A document, which shows the courses taken and academic standing and declares the holder is a special student, is given to special students.

In case students with special status fulfill the conditions of being part-time students and get enrolled in a program, their letter grades are directly transferred.

Foreign Students

ARTICLE 10 - (1) The decision on admission conditions of foreign students for graduate programs are made by the institute committee (after receiving the opinion of the head of the relevant department).

On Opening Education Programs

ARTICLE 11 – (1) The Institute runs education programs in the fields and levels determined and approved by the Council of Higher Education. New programs can be opened within the body of the Institute with the proposal of the institute committee and approval of University's proposal to the Council of Higher Education by the senate.

The basic content of the graduate programs to be run by the institute is prepared by the Institute Committee and finalized by the senate.

In addition to this, with the collaboration of other higher education institutes, the Institute Committee may make decisions on running common programs with the approval of the senate. Academic year is designated on the basis of semesters. In addition to spring and fall semesters, internship and summer courses or summer school can be opened. The forms and duration of these are finalized by the senate.

On the condition that students, in master's programs with thesis, have not taken the courses in the undergraduate program, maximum two of the courses can be taken from the undergraduate program. Furthermore, maximum two of the courses can be taken from other

higher education institutions with the proposition of the head of the program and the institute committee (Official Gazette 20/04/2016, No.:29690).

Determining Timetables

ARTICLE 12 - (1) For each semester, timetables to be followed by students are determined with the decision of the institute committee. Supervisor identifies the courses which student takes among the ones determined by the institute committee and reports to the institute through the head of the relevant program.

The decision on the equivalence of the courses taken from other higher education institutions is made by the institute committee.

Institute Committee makes decision on implementing scientific preparation program.

Study and Practice Abroad

ARTICLE 13 – (1) For students enrolled in the programs of the institute, study/practice abroad opportunities, particularly in the USA, can be provided for long- and/or short-term education. Students may make their selection of study/practice abroad with the guidance of the Institute, on the condition that they cover their own expenses. How such study/practice abroad program to be evaluated is carried out in accordance with the principles set out in Institute Regulation by solely the supervisor of the student and Institute administration based on the reports and assessments provided by the relevant foreign institution.

Transfers

ARTICLE 14 – (1) Applications for transferring are evaluated by the Institute Committee.

PART III

Application Requirements

Graduate Study (Master's Program)

ARTICLE 15 – (1) The Institute offers thesis and non-thesis master's programs. The decisions on the issues of under which departments of the institute such programs will be provided and permission to transfer between thesis and non-thesis master's programs under the authority of the higher education institutions will be made by the senates (Official Gazette. 20/04/2016, No.:29690).

In order to apply for master's program, a minimum score of 55 in ALES examination is required.

Provided that the required ALES score for application is not weighted less than 50%, weighting ALES exam score for application is executed by the Senate. (Amendment: Official Gazette. 17/03/2011, No.: 27877)

Distance education programs, which do not enforce the requirement of existing in the same place for lecturers and students in the higher education institutions and are regarded as education activities planned and executed based on information technologies, can be opened within the conditions set out in the Regulation of the Council of Higher Education. The decisions on the issues of the fields of study that can be offered within the scope of distance education programs, the courses to be opened and their ECTS grading, preparation of course

materials, the means of conducting examinations, and the protocols to be made with other higher education institutions and etc. will be made by the Council of Higher Education (Official Gazette 20/04/2016, No.:29690).

The principles on the applications of (prospective) graduates of Bachelor Degree programs, Weighting of ALES examination scores, and other issues related to the admission of students are determined by the senate.

Only ALES examination score may be required for admissions, or in addition to ALES examination score, GPA of undergraduate education, written scientific exam score and/or interview score may be taken into consideration for admissions. Higher education institutions may not stipulate ALES examination score as an admission condition for non-thesis master's programs. Minimum scores of ALES examination are determined by senates (Official Gazette 20/04/2016, No.:29690).

Admission Exams

ARTICLE 16 – (1) The topics to be covered in the exams and date of the exams are decided by the institute committee.

Minimum score of 55 in English Language examination (UDS/KPDS) or in an equivalent examination is required (Amendment: Official Gazette: 17/03/2011, No.: 27877). UDS and KPDS examinations have been combined, and right now YDS (Foreign Language Examination) is being carried out.

The ones who successfully pass scientific/practical art exam gain right to attend the interview (oral examination). In case the number of the people who gained right to be enrolled in master's program after admission examinations, the Institute may decide not to open that specific program for the relevant academic year and/or semester. The decision on the issues of transferring conditions and requirements between thesis and non-thesis programs are made by the senates (Official Gazette 20/04/2016, No.:29690).

Final Enrollment and Re-Enrollment

ARTICLE 17 – (1) After the result of admission examination is announced by the Directorate of the Institute, final enrollment process takes place. Student's Affairs Office of the Institute finalizes the enrollment process by receiving the required documents from students, within the specified period for enrollment. The original copies or copies certified by University may be submitted for enrollment. Regarding the issues of military service status and criminal records, declarations made by the candidates are used as basis for the enrollment. (Amendment: Official Gazette 17/03/2011, No.: 27877). The certificate of declaration of residence granted by registry offices is submitted by students.

(2) Students complete re-enrollment process in ever semester within the periods specified in academic calendar. To complete re-enrollment process, bank receipt that shows tuition fee is paid, and course enrollment forms and other relevant documents are required.

Attendance

ARTICLE 18 – (1) For each semester, students must attend 70% of the classes for each course.

Registration Freeze

ARTICLE 19 – (1) Provided that students take courses at least one semester and pay half of the tuition fee, students who complete final enrollment process and gain right to receive education under full-time student status may apply for registration freeze due to the reasons related to studying abroad, state of health or other reasons that may be considered acceptable. Such applications are evaluated by the institute committee, and decisions are made accordingly.

Examinations

ARTICLE 20 – (1) Exams (mid-term/final), tasks, practical works that students are to take, how these will be conducted and their weighting on final grade are determined in accordance with the rules stipulated by the institute. For the calculation related to letter grades; 30% of mid-term examination, 60% of final examination and 10% of tasks is included into calculation.

Final Grade for Semester

ARTICLE 21 – (1) The assessment is made on the basis of letter grades. Detailed information on letter grades is below:

Score Intervals	Letter Grade	Coefficient	Notes :
90-100	AA	4.00	I-Incomplete
85-89	BA	3.50	S-Satisfactory
80-84	BB	3.00	U-Unsatisfactory
75-79	CB	2.50	MU-Exempt
70-74	CC	2.00	NA-Not Attended
60-69	DC	1.50	DVM-Progressing
50-59	DD	1	TKR-Repeat
49-40	FD	0.50	
39-00	FF	0.00	

NOTE: According to the 2a(1) article of the Decision of the Senate numbered 2012/04 and dated 28/03/2012 of Cag University, for master's programs, minimum letter grade to successfully pass a course is DC (60-69), and minimum letter grade to graduate is CC (70-74; or 2.00/4.00).

Students who wish to increase their GPA to CC or a higher letter grade even if their GPA is sufficient to graduate may take one or more courses opened in the relevant semester. In this case, the recent letter grade is in effect.

(I) letter grade indicates that a student does not fulfill the required conditions due to an acceptable reason such as sickness, yet s/he is successful in the relevant semester. In case (I) grade is given to a student for any course, s/he is to get a letter grade by making up her/his deficiency within 15 days after the last final exam. Otherwise, (I) letter grade automatically turns to (FF). However, in case of prolonged illness or similar conditions, with the proposition of the head of the relevant department and the Directorate of the Institute, the Institute may postpone the duration of (I) letter grade until the beginning of the enrollment period of the

next semester. In such cases, resit exams are taken into consideration.

(S) indicates students who successfully complete their theses. This letter grade is also given to transferred students for the courses that are acknowledged as equivalent. For non-credit courses, (S) letter grade is given.

(S) indicates students who fail to complete their theses. After the submission to Students Affairs Office, grade letters are finalized and announced.

(NA) indicates unsuccessful students due to not attending.

Mistake of Fact

ARTICLE 22 – (1) In case a mistake of fact is present related to the end-of-semester grades announced by the Students Affairs Office of the Institute, after an approval is taken by the relevant lecturer, a correction process takes place under the coordination of the Institute, and then decision is finalized by the head of department. Mistakes of fact related to the grades given after end-of-semester exams must be corrected within the period of enrollment for next semester at the latest.

GPA

ARTICLE 23 – (2) Academic standing of students is determined by calculating GPA at the end of each semester. In order to calculate the amount of credit for a course, the credit value of the relevant course is multiplied by the coefficient of the course grade. Total credits for semester is the sum of credits for every course taken. In order to calculate GPA, the total credit value of the taken courses is divided by the total amount of credits. Two decimal places are used to indicate GPA. GPA is calculated based on the all courses taken by students during their graduate education. In case a course is repeated, the latter grade is included into calculation. For special students, the letter grades of AA, BA, BB and CC can be included into the calculation of GPA. All grades are shown in the transcript. Courses taken within the scope of completion program are not included into GPA.

PART IV

Thesis Master's Program

Scope

ARTICLE 24 – (1) The aim of thesis master's programs are to enable students to gain skills of evaluation and interpreting of the information by conducting scientific researches.

Course and Credits

ARTICLE 25 - (1) Thesis master's programs are comprised of at least seven courses (minimum 21 credits), one seminar course and thesis. Seminar course and thesis do not have credits, and are graded as 'successful' or 'unsuccessful'. Students must enroll for thesis period after the period following the supervisor appointment at the latest. On the condition that minimum 60 ECTS credits are taken during an academic semester, thesis master's program is comprised of minimum eight courses, including seminar courses, and thesis (minimum 120 ECTS credit in total). (Official Gazette 20/04/2016, No.: 29690).

Study Period and Disenrollment

ARTICLE 26 – (1) Except from the period related to scientific preparation and starting from the semester the courses taken in enrolled program, normal period to complete program is four semesters, and this can be extended to six semesters at most. At the end of four semesters, students who fail to pass courses with credit and seminar or fulfill required success conditions stipulated by the higher education institution, and students who fail to complete thesis or get admitted for thesis defense are discharged. Regulations on early graduation are defined by the senate (Official Gazette 20/04/2016, No.:29690).

(2) For students who fail to get admitted for thesis defense at the end of four semesters, with the proposition of the head of the relevant department and the approval of the Institute Committee, maximum two semesters of extra time may be granted.

Thesis Topic and Supervisor

ARTICLE 27 – (1) A thesis supervisor is determined at the end of first semester at the latest, and thesis topic is determined together with the relevant supervisor at the end of second semester and submitted to the institute. Thesis topic and supervisor is finalized with the approval of the institute committee. Thesis supervisor is chosen among the academicians who bear the qualification specified by the senate. In case of a lack of academic staff with the specified qualifications in the relevant higher education institution, an academic member from another higher education institution can be selected as the thesis supervisor. In case of a need for more than one supervisor due to the quality of the thesis, the second thesis supervisor to be appointed can be selected among academic members from outside the regular academic staff of the university provided that they have at least a doctoral degree. (Official Gazette 20/04/2016, Re.: 29690).

Thesis Study

ARTICLE 28 – (1) Students write their theses within the supervision of their supervisor in the third and fourth semester. If considered necessary by the Institute, an additional course to be taken may be demanded by the Institute in the fourth semester.

Thesis Quality and Writing

ARTICLE 29 – (1) Thesis is written in accordance with the writing format specified by the senate and thesis is defended before the relevant thesis jury (Official Gazette 20/04/2016, No.: 29690).

Thesis Jury

ARTICLE 30 - (1) Thesis jury is appointed with the proposition of the thesis supervisor and head of the department and approval of the institute committee. Jury is comprised of three academic members, including the supervisor of the student and one academic of the institute and an academic from another higher education institution. In addition to this, two additional members of jury are determined. If the jury is comprised of three members, the second thesis supervisor cannot be a member of the jury (Official Gazette 20/04/2016, No. 29690).

Thesis Defense

ARTICLE 31 – (1) Before thesis defense, the student completes the thesis and submits to her/his supervisor. The supervisor submits the thesis to the institute with his opinion letter stating that the thesis is acceptable. Plagiarism report is issued by the institute and submitted to the supervisor and jury members. In case true plagiarism is detected, thesis is submitted to the institute committee (Official Gazette 20/04/2016, No.: 29690).

Oral examination takes place after one month, at the latest, from the date thesis is submitted to the jury members. Individual evaluation reports on the relevant thesis prepared by the jury members are submitted to the institute. Thesis is firstly submitted to the supervisor. Then, the supervisor submits the thesis to the institute with her/his opinion on the thesis. In case true plagiarism is detected, the thesis is submitted to the institute committee. Thesis examination is comprised of the presentation of the thesis and question-answer sections. The duration of this examination cannot be shorter than one hour.

After thesis examination is completed, jury makes the decision of “acceptance”, “rejection” or “correction”. The decision of the jury on the thesis is submitted to the institute within three days with an official report. Six months of additional period is granted for correction. Thesis completed is copied in the number demanded by the institute. The supervisor reviews the thesis and submits the thesis, with her/his opinion letter, to the institute. Oral examination takes place after one month, at the latest, from the date thesis is submitted to the jury members. The students whose thesis is rejected are dismissed from the higher education institution. In case thesis correction decision is made, the student takes the oral examination (thesis defense) again before the same jury. The students whose thesis is rejected for the second time are dismissed from the higher education institution. Non-thesis master’s degree diploma is granted to the students who fail to complete the thesis successfully, provided that s/he meets the requirements set out by the institute (Official Gazette 20/04/2016, No.: 29690). Thesis master’s degree diploma is granted to the students who successfully completed thesis and fulfills the required conditions set out by the institute. The delivery period for thesis submission to the institute may be prolonged for one month, at the most. Unless these conditions are fulfilled by the student, thesis master’s degree diploma is not granted to the student, and s/he cannot benefit from student’s rights. When the due date is over, the student is dismissed.

On the diploma granted, the recognized title of the program completed is stated. The date of the graduation is the date thesis is accepted. The delivery period for thesis submission to the institute may be prolonged for one month, at the most. Students cannot receive their diplomas until such conditions are fulfilled. They cannot use their rights to be a student, and when the due date to complete such procedure is exceeded, they are dismissed from the institute. Within three months after thesis is delivered, a copy of the thesis is submitted to the Directorate of the Higher Education Council by the institute (Official Gazette 20/04/2016, No.: 29690).

PART V

Non-Thesis Master's Program

Study Period

ARTICLE 32 – (1) The maximum period of time to complete non-thesis master's program is six semesters.

(2) Non-thesis master's program can be carried out as evening education (Official Gazette 20/04/2016, No.: 29690).

Project Course

ARTICLE 33 – (1) The principles concerning the project course is defined in the directives issued by the institute. The minimum and maximum periods of time to complete the program are two and three semesters, respectively. Students who fail to complete the program within the given periods of time are dismissed (Official Gazette 20/04/2016, No.: 29690).

Supervisor Appointment

ARTICLE 34 - (1) For each student enrolled in the program, a supervisor is appointed. The supervisor is determined at the end of the first year, and the institute is informed at the beginning of the second semester (Official Gazette 20/04/2016, No.:29690).

Diploma

ARTICLE 35 - (1) Students who successfully pass the courses with credit and term project gain right to be awarded with Master's Program Diploma.

(2) On the diploma granted, the recognized title of the program completed is stated. With the decision of the institute committee, the courses taken during the education period may be considered the courses of thesis master's program (Official Gazette 20/04/2016, No.: 29690).

PART VI

Doctorate (PhD) Program

Purpose and Scope

ARTICLE 36 – (1) The purpose of the doctorate program is to provide the students with the skills to determine the necessary steps in conducting independent research, investigating and interpreting the scientific phenomena in a broad and in-depth perspective, and reaching new syntheses.

The thesis to be written in the scope of the doctorate study should qualify to do at least one of the following:

Bringing innovation to science,

Developing a new scientific method,

Applying an existing method to a new field.

For the students admitted with their thesis master's degree, the doctorate program requires at least 240 ECTS credits, minimum 60 ECTS for each education term, twenty-one credits in total, with at least seven courses, seminar, proficiency examination, thesis proposal and thesis study. For the students admitted with their bachelor's degree, the program requires at least

300 ECTS in total with a minimum of forty-two-credit work which is comprised of fourteen courses, seminar, proficiency examination, thesis proposal and thesis study (Official Gazette 20/04/2016, Number: 29690).

In doctorate program, with the proposal of the Head of the Department and the approval of Institute Administrative Board, the students admitted with their master's degree from another higher education institution can select two courses maximum, and those admitted with their bachelor's degree can select a maximum of four courses (Official Gazette 20/04/2016, Number: 29690).

Courses from bachelor's degree do not count as course load or doctorate credits.

Doctorate programs are not offered as evening education.

To apply for the doctorate program, the candidates must meet the following requirements:

To have a master's degree and to get the score to be determined by the senate (minimum 55 points) in ALES examination, from the score type that addresses the department they apply for.

For the candidates applying with their bachelor's degree, to have a GPA of at least 3.00/4.00 or its equivalent and to get the score to be determined by the senate (minimum 80 points) in ALES examination, from the score type that addresses the department they apply for. In admission of the candidates for the doctorate program, in addition to their ALES scores, a written scientific evaluation exam and/or an interview score (also GPA from master's degree for the candidates with a master's degree) can also be used in evaluation. Requirements of application, issues related to admission of candidates and the other issues concerning the evaluation are determined by the regulation prepared by the relevant senate.

The students who received an undergraduate education for a period of ten terms, except for the language preparatory classes, are considered to have a master's degree.

The weighted percentage of the ALES score for the evaluation (provided that it is not less than 50%) is determined by the senate. The scores that are accepted as equivalent to ALES score and announced by the Higher Education Council can be increased by the decision of each university senate.

In admission of the candidates for the doctorate program, for their non-native languages, it is obligatory to get a minimum of 55-point score from international foreign language exams that are deemed equivalent to the central language exam recognized by the Higher Education Council or to get an equivalent score from the international language exams that are accepted as equivalent by OSYM; these minimum scores can be increased by university senate considering the qualities of the relevant program.

In admission of the candidates for the doctorate program, in addition to their ALES scores, GPA from bachelor's or master's program, a scientific evaluation exam and/or an interview score can also be used in evaluation if deemed necessary. The issues relevant to the evaluation and the documents required from the candidates for the application such as reference letter, cover letter, international standard exam results, etc. are determined by the regulation prepared by the relevant senate.

Period of Study & Thesis Supervisor

ARTICLE 37 – (1) The doctorate program, for the students with thesis master's degree, is comprised of eight terms starting from the term that offers the relevant courses for the

program and excluding the period of scientific preparation regardless of their registration status for each term and the maximum period for the completion of the program is twelve terms. For the students with bachelor's degree, the program is comprised of ten terms and the maximum completion period is fourteen terms.

For the doctorate program, the maximum period for successfully completing the courses with the required credit load is four terms for the students with master's degree and six terms for the students with bachelor's degree. The students who fail to complete the credit load or to reach the minimum GPA determined by the higher education institution will be dismissed from the institution.

The students who successfully complete the credit load, become successful with the proficiency examination and the thesis proposal period, yet failed to complete their thesis by the end of twelve or fourteen terms as specified in the first paragraph will be dismissed.

Concerning the students who applied for the doctorate program with a bachelor's degree, those who fail to complete the credit load and/or their thesis within the specified period of time, or fail in their dissertation will be granted non-thesis master's degree diploma provided that they meet the requirements for non-thesis master's program such as credit load, project and so on.

The head of the department of the relevant institute proposes a thesis supervisor among the regular staff of the university for each student as well as a thesis subject and thesis topic determined in collaboration by the student and the supervisor to the institute. The thesis supervisor and the thesis proposal are approved by the decision of institute administrative board. The time for the thesis supervisor to be appointed within the student program is specified in the regulation accepted by the senate. However, it is obligatory for the thesis supervisor to be appointed by the end of the second term the latest.

The thesis supervisor is selected among the academic staff who has the qualifications specified by the senate. In case of a lack of academic staff with the specified qualifications in the relevant higher education institution, an academic member from another higher education institution can be selected as the thesis supervisor by the institute administrative board in line with the principles drawn by the senate. For an academic member to be eligible for thesis supervision in doctorate programs, it is obligated for them to have supervised at least one master's thesis which has been successfully completed. In case of a need for more than one supervisor due to the quality of the thesis, the second thesis supervisor to be appointed can be selected among academic members from outside the regular academic staff of the university provided that they have at least a doctoral degree (Official Gazette 20/04/2016, Number: 29690).

Prerequisites for Admittance for Entrance Exam

ARTICLE 38 – (1) To have a master's degree diploma received in the department relevant to the doctorate application (Certificate of equivalence granted by the Higher Education Council is required if the master's degree is received abroad).

(2) To be able to take the proficiency test, the minimum letter grade is CC (70-74), minimum GPA for graduation is BB (80-84); which equals to 3.00/4.00. The students who need to increase their GPA to BB or to increase their scores can select one or more courses that are offered. In such case, the most recent score applies.

Application

ARTICLE 39 – (1) The candidate students apply to the relevant institute within the specified period of time in the announcement with the required documents. The required documents are accepted as original or copies attested by the institute. Procedure is carried out based on the statements of the candidate regarding their military service status, residence document and criminal record. (Amendment: Official Gazette. 17/03/2011, No.: 27877)

Entrance Exam

ARTICLE 40 – (1) a) It is comprised of a doctorate entrance exam, language proficiency exam, written scientific exam and interview.

Language proficiency exam is provided in the foreign language determined by the institute in line with the content of the program.

Other rules regarding the entrance exam are specified in the relevant institute regulation.

Midterm Exam

ARTICLE 41 – (1) The number, the way of conduct and the weighted percentage on the final grade of the midterm and final exams, projects, applications and other studies are determined by the lecturer of the relevant course in line with the regulation prepared by the institute.

Grades

ARTICLE 42 – (1) Principles of assessment concerning the midterm and final exams as well as projects are the same as the ones specified for the Graduate program.

Doctoral Proficiency Committee

ARTICLE 43 – (1) Doctoral Proficiency Exam Committee is comprised of five permanent member and two substitute member selected by the Institute Administrative Board among those who are proposed by the head of the relevant department and who have been in service for at least two years. Committee can form an exam jury with the purpose of preparing, conducting and evaluating in examination period for different fields.

Doctoral Proficiency Exam

ARTICLE 44 – (1) Proficiency exam is the assessment carried out to investigate whether the students who completed their courses and seminar are competent in basic subjects and terms in the relevant field and have the skills for scientific research related to their doctoral study. A student can take the proficiency exam two times maximum in one year.

The date when the student is to take the proficiency exam is determined by the regulation accepted by the senate. However, it is obligated to take the proficiency exam by the end of the fifth term at the latest for the students admitted with their master's degree, and by the end of the seventh term at the latest for the students admitted with their bachelor's degree.

Proficiency exams are prepared and carried out by the doctoral proficiency committee comprising of five academic members who are proposed by the institute head of the department and approved by the institute administrative board. Committee forms exam jury with the purpose of preparing, conducting and evaluating in examination period for different fields. Exam committee consists of five academic members including the thesis supervisor along with at least two members outside the regular staff of the relevant higher education institution. It is decided by the administrative board whether or not the supervisor is allowed to vote. In case that the supervisor is not allowed to vote, the jury consists of six academic members. Proficiency exam is conducted in an open platform involving audience comprised of academic members, students of master's program and experts in relevant field.

Proficiency exam is divided into two parts: written and oral. The students who pass the written exam are accepted for the interview. Weighted scores and the calculation are conducted in accordance with the regulation of the higher education institution. Exam jury evaluates the written exam and interview score and the decision whether the student passes or fails is made with absolute majority vote. The institute is informed about the decision with an official report by the head of the department within three days following the proficiency exam.

The students who fail in proficiency exam are to take the exam again in the next term in the department(s) in which they failed. In case that the student fails the exam again, s/he will be dismissed from the doctorate program.

Proficiency exam jury can ask for a student who has passed the exam to take extra course(s) provided that they do not exceed one-third of the total credit load even if the student has completed the required credit load. Students must successfully complete the courses specified by the relevant institute.

Students who have been admitted to the doctorate program with bachelor's degree and have completed at least seven courses successfully can transfer to master's program. The requirements for transfer to master's program are determined in the regulation prepared by the Institute Administrative Board (Official Gazette 20/04/2016, Number: 29690).

Writing and Submitting the Thesis

ARTICLE 45 – (1) The process is carried out in line with the principles specified in the relevant regulation by Thesis Institute.

Thesis Monitoring Committee

ARTICLE 46 – (1) For the students who passed the proficiency exam, a thesis monitoring committee is formed with the proposal of the institute head of the department and the approval of Institute Administrative Board (Official Gazette 20/04/2016, Number: 29690).

Thesis monitoring committee consists of at least three academic members. The committee includes one member from the department and one outside the department other than the thesis supervisor. In the case that another supervisor is appointed, this second supervisor can also attend the committee meetings if s/he wishes.

Upon the formation of the thesis monitoring committee, changes can be made regarding the committee members with the proposal of the head of the department and the approval of the Institute Administrative Board (Official Gazette 20/04/2016, Number: 29690).

Thesis Proposal Defense

ARTICLE 47 – (1) The student who has passed the proficiency exam defends his/her thesis proposal comprising of the purpose of the research, method and the work plan in the thesis monitoring committee meeting within six months maximum. The student submits a written report on his/her thesis proposal to the committee members at least fifteen days before the defense meeting.

The decision whether the thesis proposal is to be admitted, corrected or rejected with absolute majority vote of the thesis monitoring committee. A period of one month is granted for correction. At the end of this period, the decision, whether on acceptance or rejection, made with absolute majority is submitted to the institute with an official report, following three days after the process is completed.

The student whose thesis proposal is rejected has the right to choose a new supervisor and/or a new thesis topic. In such case, a new thesis monitoring committee can be appointed. Thesis proposal defense takes place in three months maximum for the students who choose to continue their studies with the same supervisor, and six months maximum for the ones who decide to change their supervisors or thesis topics. The students whose thesis proposal is rejected for the second time are dismissed from the higher education institution.

Students who do not attend thesis proposal defense without any excuse within the period given are considered unsuccessful and their thesis proposals are rejected (Official Gazette 20/04/2016, No.: 29690).

Thesis Jury

ARTICLE 48 – (1) The student defends her/his thesis before jury member, after preparing it in accordance with the rules specified. Before thesis defense, the student completes the thesis and submits to her/his supervisor. The supervisor submits the thesis to the institute with his opinion letter stating that the thesis is acceptable. Plagiarism report is issued by the institute and submitted to the supervisor and jury members. In case true plagiarism is detected, thesis is submitted to the institute committee. In order to finalize the thesis, at least three reports of thesis monitoring committee must be submitted. Thesis jury is appointed with the proposition of the thesis supervisor and head of the department and approval of the institute committee. It is decided by the administrative board whether or not the supervisor is allowed to vote. In case that the supervisor is not allowed to vote, the jury consists of six academic members (Official Gazette 20/04/2016, No.: 29690).

Thesis Examination

ARTICLE 49 – (1) Thesis examination takes place after one month, at the latest, from the date thesis is submitted to the jury members. Thesis examination is comprised of the presentation of the thesis and question-answer sections. Thesis defense exam is conducted in an open platform involving audience comprised of academic members, students of master's program and experts in relevant field. The decision of acceptance, rejection or revision is made with absolute majority after thesis examination is completed. Students whose theses are accepted are regarded successful. The institute is informed about the decision with an official report by the head of the department within three days following the thesis exam. The students whose thesis is rejected are dismissed from the higher education institution. In case

thesis correction decision is made, by making corrections needed, the student takes the oral examination (thesis defense) again before the same jury, within six months at the latest. In case that the student fails the exam again, s/he will be dismissed from the doctorate program. For the students who are admitted to the program with their bachelor's degree and fail to pass thesis examination may receive non-thesis master's program diploma (Official Gazette 20/04/2016, No.: 29690).

Doctorate Diploma

ARTICLE 50 – (1) The required number of thesis copy is submitted to the supervisor. Thesis master's degree diploma is granted to the students who successfully completed thesis and fulfills the required conditions set out by the institute. The delivery period for thesis submission to the institute may be prolonged for one month, at the most. Unless these conditions are fulfilled by the student, thesis master's degree diploma is not granted to the student, and s/he cannot benefit from student's rights. When the due date is over, the student is dismissed.

On the diploma granted, the recognized title of the program completed is stated. The date of the graduation is the date thesis is accepted.

Within three months after thesis is delivered, a copy of the thesis is submitted to the Directorate of the Higher Education Council by the institute (Official Gazette 20/04/2016, No.: 29690).

PART VII

Miscellaneous and Final Provisions

Admission to Scientific Preparation Program

ARTICLE 51 – (1) Scientific Preparation Program may be carried out for out-of-field students.

Compulsory courses which are to be taken within the scope of scientific preparation program are not substitutes for the courses of the graduate programs. The issues of attendance, examinations, grades, course repetition, disenrollment and other relevant principles are determined by the directive acknowledged by the senate. Students must attend 70% of the classes for each course.

The period of time spent within the scope of this program is not added to the period of graduate programs. (Official Gazette 20/04/2016, No.: 29690).

Admission of Special Students

ARTICLE 52 – (1) A graduate or a student of an undergraduate program who wishes to improve enrich her/his knowledge on a specific subject may be accepted as special students.

Transferring Students

ARTICLE 53 – (1) Students who successfully completed at least one semester in any master's programs of our university or other universities may apply for transferring to master's programs (Official Gazette 20/04/2016, No.: 29690).

Enrollment, Examinations and Assessment

ARTICLE 54 – (1) The conditions required for finalizing the enrollment of the students admitted to the graduate programs are determined by the regulation acknowledged by the senate.

The principles regarding the preparation of the exam questions, creation and encryption of question banks, storing the exam questions on paper or electronic environment, and providing exam security are set out by the Higher Education Council (Official Gazette 20/04/2016, No: 29690).

Cheating in Exams

ARTICLE 55 – The exam taken by a candidate who has been detected cheating is ruled invalid. Students who have been detected copying in their graduate program exams, assignments, projects, exhibitions and thesis are graded “0”. These students are also subject to disciplinary proceedings upon the detection, denouncement or complaint about actions considered as crime according to the Law on Intellectual and Artistic Works.

Other Provisions

ARTICLE 56 – (1) The decision regarding which graduate students from which undergraduate and graduate programs can apply for master’s or doctorate programs is made by the senate of each higher education institution; however, if deemed necessary, it can also be determined by the Higher Education Council decision made by conferring with the Inter-university Council.

Procedures and principles of acceptance for the graduate program regarding the candidates of foreign nationality and candidates who are citizens of Turkish Republic and received their bachelor’s degree abroad are determined by the senate of higher education institutions.

Higher education institutions announce the names of the graduate programs for which they are to accept candidates along with the application requirements, application deadline, documents required and other issues. The relevant announcement can be made at the beginning of each term for student acceptance.

Higher education institutions cannot carry out the graduate programs allowed by the Higher Education Council in a city other than where the rectorate building is located.

Procedures and principles regarding the acceptance, evaluation and diploma to be granted for the graduate programs in the fields of teacher education as well as the principles regarding the minimum joint courses and applications of the programs are set out by the Higher Education Council made by conferring with the Ministry of National Education in case of necessity. (Official Gazette 20/04/2016, No.: 29690).

Disciplinary Actions

ARTICLE 57 – (1) Higher Education Institutions Student Discipline Regulation provisions are executed.

Transfer Provisions

PROVISIONAL ARTICLE 1 – (1) Execution of the provisions brought by This Regulation and the specified time periods start as of the date when This Regulation becomes effective. For the students who are still registered for the graduate programs the maximum period of time shall start with the Regulation coming into effect, and the students who finish the maximum period of time that was initiated on the date of issue will be dismissed.

For the students who had been registered for more than one graduate programs at the same time before the issue data of This Regulation, the sixth paragraph of Article 56 is not executed.

The students who had been registered to or graduated from non-thesis master's degree programs before the date of 06/02/2013 can apply for a doctorate program.

Effective

ARTICLE 58 – (1) Cag University Graduate Education and Training Regulation issued on the Official Gazette dated 28/09/1998 and numbered 23475 has been updated in line with the principles of “Graduate Education and Training Regulation” issued on the Official Gazette dated 20/04/2016 and numbered 29690 and has been put into effect as of the date of 01/05/2016.

Execution

ARTICLE 59 – (1) The provisions of this Directive shall be exercised by the Rector of Cag University.