

**İstanbul Bilgi University**  
**Graduate Education and Training Regulations**

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**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose and Scope**

**Article 1 –** (1) The purpose of this Regulation is to govern the principles related to graduate education and training activities carried out by the institutes of İstanbul Bilgi University.

(2) This Regulation covers provisions related to education and training activities comprising graduate and doctoral programs with and without thesis including distance education programs at the graduate level, as well as certificate programs offered within the scope of graduate education and training activities.<sup>1</sup>

**Basis**

**Article 2 -** (1) This Regulation has been issued on the basis of Articles 14 and 44 of the Higher Education Law dated 4 November 1981 and numbered 2547.<sup>2</sup>

**Definitions**

**Article 3 -** (1) For the purposes of this Regulation,

- a) Academic advisor: shall mean thesis or project advisor and the faculty member appointed for assisting the student for selecting the subject of thesis and project;<sup>3</sup>
- b) Academic Committee: shall mean the Academic Committee of İstanbul Bilgi University;
- c) AKTS credit: shall mean the credit determined by the Academic Committee on program basis in consideration of the student work load, which shall be minimum twenty five and maximum thirty hours in a semester;
- ç) Doctorate degree: shall mean the graduate degree program aiming to ensure that the student acquires the skill to perform independent researches, analyze and interpret scientific events with a comprehensive and detailed approach and determine necessary actions for developing new syntheses and to allow the student to specialize in the relevant field of science and present the results of his/her researches to be made;
- d) Institute: shall mean the institutes carrying out graduate education and training activities at İstanbul Bilgi University;
- e) Institute Committee: shall mean the institute committee of the relevant institute of İstanbul Bilgi University;
- f) Institute Director: shall mean the director of the relevant of İstanbul Bilgi University;
- g) Institute Board of Directors: shall mean the board of directors of the relevant institute of İstanbul Bilgi University;
- ğ) GPA: shall mean Grade Point Average;
- h) Rector: shall mean the Rector of İstanbul Bilgi University;
- ı) Graduate education and training: shall mean the graduate education and training, as well as doctorate education and training activities;

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<sup>1</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>2</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>3</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

- i) Board of Trustees: shall mean the Board of Trustees of İstanbul Bilgi University;
- j) Student: shall mean the students registered with a graduate program or a certificate program;
- k) Program: shall mean graduate programs;
- l) Program Director: shall mean the instructor appointed by the head of the relevant department in order to ensure the management or coordination of a program;<sup>4</sup>
- m) [...]<sup>5</sup>
- n) Project advisor: shall mean the instructor or faculty member appointed in graduate programs without thesis in order to supervise the student during the preparation of his/her project;
- o) Certificate program: shall mean an education and training program consisting of various courses offered within the scope of a graduate program, which aims to ensure that the student increases his/her knowledge in the respective area or field and which does not give the right of entitlement to any academic title;
- ö) [...]<sup>6</sup>
- p) Thesis advisor: shall mean the instructor appointed for supervising the student during the preparation of his/her thesis;<sup>7</sup>
- r) [...]<sup>8</sup>
- s) University: shall mean İstanbul Bilgi University;
- ş) SGPA: shall mean Semester Grade Point Average,
- t) Graduate program: shall mean the graduate program aiming to ensure that the student acquires knowledge in the relevant field of science and presents the results of a research he/she will make.

## **SECTION TWO**

### **General Principles**

#### **Medium of Instruction**

**Article 4** - (1) The medium of instruction of graduate programs shall be determined by the Academic Committee upon suggestion by the program directorate and decision of the institute committee. A program may be opened to be conducted in foreign language only, Turkish only or with a mix of Turkish and foreign languages.

(2) Upon suggestion of the program directorate and decision of the institute committee, it may be decided that certain foreign languages be thought with compulsory courses upon the approval of the Academic Committee.

(3) The medium of instruction of programs shall be shown in the University announcements.

#### **Academic Calendar**

**Article 5** - (1) Issues related to graduate education and training activities as part of the academic calendar shall be decided by the Academic Committee for each academic year and be published on the website of the University.<sup>9</sup> (2) The students are obliged to comply with the dates and terms determined by the academic calendar and the dates and terms determined by the bodies of the university or the bodies of the institute within the scope of the academic calendar.

(3) In case a new program is opened or the institute or the relevant program will fail to comply with the dates and terms determined in the academic calendar because of other justified grounds, the situation shall be submitted for the decision of the Academic Committee.

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<sup>4</sup> Amended subparagraph: Official Gazette dated 19 September 2019/30893.

<sup>5</sup> Abolished subparagraph: Official Gazette dated 19 September 2019/30893.

<sup>6</sup> Abolished subparagraph: Official Gazette dated 4 December 2017/30260.

<sup>7</sup> Amended subparagraph: Official Gazette dated 4 December 2017/30260

<sup>8</sup> Abolished subparagraph: Official Gazette dated 4 December 2017/30260

<sup>9</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

(4) Graduate education activities are carried out on a semester basis and an academic year consists of fall and spring semesters. However, education and training activities may be conducted on a term basis upon decision of the Academic Committee, provided that there will be no more than three terms in a year, and in such cases, a term shall be deemed to be equivalent of a semester with respect to periods of study. In case of programs conducted on a semester or term basis, a term of study shall consist of at least fourteen weeks excluding the exam period.

(5) Courses in graduate programs shall be conducted between Monday and Saturday including English Language Preparatory Program. Upon suggestion by the institute board of directors and approval of the Rector, Academic Committee may decide that courses be given also on Sundays in certain programs. Mid-term exams and final exams can also be carried out on Sundays.

#### **Tuition Fee**

**Article 6 - (1)** Graduate education is paid. Tuition fees, additional service fees, exemptions, discounts, payment dates, and tuition fees to be paid by students whose relationship is ended at their own request or pursuant to the applicable legislation when they become entitled to continue their student status shall be determined in line with the principles and procedures set forth in the Main Regulation of İstanbul Bilgi University published in the Official Gazette dated 28 November 2006 and numbered 26360.

(2) If payments related to education and training activities are not made on the dates announced, action shall be taken pursuant to Article 46 of the Law No. 2547.

#### **Students Receiving Education under an Agreement**

**Article 7 – (1)** Students enrolling in graduate programs within the scope of agreements or inter-university protocols concluded about student exchanges are subject to the provisions hereof without prejudice to the special provisions of said agreements and protocols.

### **SECTION THREE General Principles Governing Admission of Students**

#### **Conditions sought for admission of students for graduate programs**

**Article 8 - (1)** Candidates who file an application for graduate programs are obliged to comply with the conditions set forth herein.

(2) Rules regarding the score of Academic Personnel and Graduate Education Entrance Exam (ALES) are as follows:<sup>10</sup>

a) If a higher ALES score is not sought by the Academic Committee, the ALES standard score in the score type of the program for which the candidate filed an application should not be less than the standard score specified in the Graduate Education and Training Regulations issued by the Higher Education Board (YÖK) and published in the Official Gazette dated 20 April 2016 and numbered 29690.

b) The Academic Committee may decide that a higher ALES score be sought for applications either jointly for all programs or separately for each program.

c) Instead of ALES score, scores obtained from Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT) or similar examinations whose equivalency is accepted by YÖK may also be accepted. The Academic Committee shall decide on which exam will be accepted with which score. If the minimum score provided in the Graduate Education and Training Regulations and the minimum score determined by the Academic Committee are different, the higher one shall be applied.

ç) ALES score shall not be sought for admission of students to graduate programs without thesis. However, upon suggestion by the relevant program director, decision of the institute

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<sup>10</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

committee and approval of the Academic Committee, ALES score may be sought for the relevant program.

(3) The principles governing language proficiency are set forth below:<sup>11</sup>

a) Candidates who apply for graduate programs conducted in a foreign language in part of in full shall be obliged to deliver a certificate of proficiency for the relevant foreign language obtained from central foreign language exams acceptable to YÖK and international foreign language exams whose equivalency is accepted by YÖK, or to pass the foreign language exam to be held by the University.

b) The Academic Committee may introduce a requirement for candidates who apply for graduate programs conducted in Turkish to submit a foreign language proficiency certificate or pass the foreign language exam to be held by the University.

c) Candidates who apply for graduate programs conducted in Turkish shall be obliged to have obtained the foreign language score determined by the Academic Committee, provided that it shall not be less than the minimum score defined in the Graduate Education and Training Regulations for central exams for foreign language other than their native language accepted by YÖK and international foreign language exams whose equivalency is accepted.

ç) The Academic Committee may introduce the requirement for proficiency in more than one foreign language for certain programs.

d) The language proficiency certificates to be accepted and their level shall be determined by the Academic Committee taking into consideration the provisions of the Graduate Education and Training Regulations and the Regulation on the Principles to be Followed for Foreign Language Education and Education in Foreign Language in Higher Education Institutions published in the Official Gazette dated 23 March 2016 and numbered 29662.

e) If candidates who meet the other conditions sought for admission to graduate programs but fail to meet the proficiency requirement for programs where proficiency in English language is sought file an application, they shall be admitted to the University's Language Preparatory Program.

f) In cases where an English language score above the one provided in the Graduate Education and Training Regulations is required for application with doctoral programs, the Academic Committee shall also decide whether the students who meet the score condition sought in said regulation but fail to meet the score condition sought for admission to the program will be admitted to the English Language Preparatory Program.

g) Students who continue English language preparatory program shall be subject to the Regulation on the Principles to be Followed for Foreign Language Education and Education in Foreign Language in Higher Education Institutions.

(4) Diploma requirement:

a) In order to apply for graduate programs, candidates shall be obliged to hold an undergraduate diploma, while they shall be obliged to hold an undergraduate diploma and a diploma for graduate degree with thesis in order to file an application for a doctoral program. The candidates who file an application for a doctoral program with an undergraduate degree diploma shall be obliged to meet the minimum graduation average requirement sought in the Graduate Education and Training Regulations of the Inter-University Council with respect to their undergraduate graduation average. The Academic Committee may decide that students be admitted to certain doctoral programs with only a diploma in graduate program with thesis or that a higher education average be sought for applications.

b) [...]<sup>12</sup>

(5) The other conditions sought for admission of students to graduate programs are as follows:<sup>13</sup>

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<sup>11</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>12</sup> Abolished subparagraph: Official Gazette dated 19 September 2019/30893.

<sup>13</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

a) At the time of application, candidates may be requested to provide their grade point average during their undergraduate studies, a reference letter, a letter describing why they wish to perform graduate or doctoral studies, the results of international standard exams in certain areas or other documents that may be used for assessment of success as attached to the application form.

b) A written exam and/or interview may be required for admission to graduate programs. Exam and interview may be conducted either in Turkish or English or the language for which proficiency is sought as a condition for admission to the program. However, the undergraduate grade point average of those who file an application for doctoral programs with an undergraduate degree and the graduate grade point average in addition to the undergraduate grade point average of those who file an application with a graduate degree shall also be taken into consideration for the assessment.

c) The weight of ALES exam score, undergraduate and/or graduate grade point average (if it is to be considered), written entrance examination (if provided) and the interview in the admission assessment shall be decided by the Academic Committee with the weight of undergraduate and/or graduate grade point average and the result of interview for those who file an application for doctoral programs with a graduate degree to be determined separately. The weight of ALES score may not be less than the one provided in the Graduate Education and Training Regulations. Unless provided otherwise by the Academic Committee, the weight for undergraduate grade point average, graduate grade point average, written entrance examination and interview shall be applied as 10%.

ç) The Academic Committee shall decide on which of the conditions provided in this subparagraph will be sought for admission of students either jointly for all graduate and/or doctoral programs or separately for each program.

d) Other than graduate programs without thesis, students may not enroll in or attend more than one graduate program at the same time.

(6) In the event that the candidate's undergraduate degree was obtained in a field different than the graduate program for which the candidate applied, one of the undergraduate or graduate degrees was obtained in a field other than the doctoral program the candidate applied for, the candidate received his/her undergraduate or graduate degree from another higher education institution other than the University or the graduate or doctoral program has an interdisciplinary nature, the board of directors of the institute may introduce the requirement for attending the scientific preparatory program. Students to be admitted to the scientific preparatory programs should meet the conditions of admission for the graduate program they applied for. Scientific preparatory programs are conducted in accordance with the following principles:

a) Scientific preparatory programs may consist of undergraduate and graduate program courses for graduate programs, and of undergraduate, graduate or doctoral level courses for doctoral programs.

b) Courses and credits taken within the scope of scientific preparatory programs shall not replace the courses and credits required for completion of the relevant graduate program. However, a student in the scientific preparatory program may take courses also for graduate program in addition to scientific preparatory courses upon the suggestion by the head of the department of the relevant institute and the approval of the institute board of directors.

c) Except for courses and credits taken in order to be counted for the course and credit load of the graduate program upon approval of the institute board of directors, pass grades received in the scientific preparatory program do not affect the grade point average. However, provided that student passes successfully the scientific preparatory program, courses, credits, pass grades and the grade point average of scientific preparatory program are shown separately in the transcript.

ç) For scientific preparatory programs related to graduate programs, the attendance, examination and success conditions sought for graduate programs shall apply, while the attendance, examination and success conditions sought for doctoral programs shall apply to scientific preparatory programs related to doctoral programs.

d) Scientific preparatory program should be completed within two academic semesters at the latest. Those who fail to complete the scientific preparatory program within such term shall be automatically disenrolled.

e) The time spent in scientific preparatory program shall not count for the term of the graduate program.

f) Scientific preparatory programs are opened upon suggestion by the institute board of directors and decision of the Academic Committee, and the compulsory courses and elective courses to be given, as well as the course and credit load shall be determined by the Academic Committee upon suggestion by the institute board of directors.

g) Being both a scientific preparatory program student and a special student in the same program is not allowed. However, English language preparatory program students may be allowed by the institute board of directors to continue scientific preparatory program in line with the principles and procedures determined by the University Board of Directors.

#### **Announcement of Programs<sup>14</sup>**

**Article 9 - (1)** Graduate programs opened at the institute, admission conditions related to these programs, application and registration dates, issues related to the exam if a written exam is to be held, examination and interview dates and similar issues shall be published on the website of the University.

#### **Admission of students to graduate programs**

**Article 10 - (1)** Students shall be admitted to graduate programs in accordance with the following principles and procedures:

a) Candidates shall file application for admission to the institute or the relevant program directors (if provided in the announcement) on the dates announced. The institute shall be entitled not to assess the applications communicated to authorities or persons other than those provided and the applications filed after the due time is over.

b) For application, the originals of the required documents should be submitted and certified copies thereof in the requested number should be delivered. If necessary, copies may be certified by the authority or person to accept the application. Application documents shall not be returned to the candidate and be retained by the institute or the authority to be identified by the institute.

c) The Institute Director may either assign the relevant program director for assessing the applications and (if stipulated) holding interviews and/or written exams, or may assign an Assessment Committee comprising at least two faculty members one of whom shall be the program director towards that end.<sup>15</sup>

ç) A decision shall be made about the applications in consideration of the application files, exam and interview results (if any), undergraduate and/or graduate grades, scientific studies (if any) and ALES, GMAT, GRE score or other assessment scores of the applicants, and the results shall be notified to the institute directorate together with all documents.<sup>16</sup>

d) The results shall be declared by the head of the department or program director to the candidates by sending an e-mail to the e-mail address they specified during their application.<sup>17</sup>

#### **Special student status**

**Article 11 - (1)** Those who graduated from a higher education institution and who wish to increase their knowledge may be admitted to the institute as a special student in order to attend graduate courses.

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<sup>14</sup> Amended article: Official Gazette dated 19 September 2019/30893.

<sup>15</sup> Amended subparagraph: Official Gazette dated 4 December 2017/30260.

<sup>16</sup> Amended subparagraph: Official Gazette dated 4 December 2017/30260.

<sup>17</sup> Amended subparagraph: Official Gazette dated 19 September 2019/30893.

2) While the decision is made about admission as special student, it shall be determined for how many semesters the student is admitted. If this period is not extended with the decision of the board of directors, the status of special student shall be terminated automatically. However, the term for being a special student may not exceed two semesters in all cases.<sup>18</sup>

(3) Special students are not entitled to exercise student rights. Conditions for being a special student, the costs and fees to be collected from special students and to what extent and under which terms and conditions special students will be allowed to benefit from the University's sites and facilities and similar issues shall be determined by the Board of Trustees.

(4) Special students do not become entitled to any title or diploma. Special students shall only be granted a letter showing the courses they are enrolled in and their pass grades.

(5) If the students who attend graduate courses meet the conditions for admission of one of the graduate programs they attend and become a graduate student, the credits related to graduate courses they successfully passed while they were a special student which are related to the program they enrolled in may be deemed valid for the graduate program they continue upon suggestion by the program director and approval of the institute board of directors, provided that the pass grade required to be achieved by graduate students has been achieved and that it does not exceed 50% of the number of credits required for the course stage of the respective graduate program. Courses taken after the second semester following the admission as special student and the courses taken when the status of special status ended shall not be recognized.<sup>19</sup>

#### **SECTION FOUR General Principles for Education and Training**

##### **Academic consultancy**

**Article 12** - (1) An academic advisor is appointed by the program director for each student enrolling in graduate programs. Until academic advisor is appointed, either the program director or a faculty member to be appointed by the program director shall act as academic advisor.<sup>20</sup>

(2) Academic advisor shall provide the student with assistance about creating the course schedule and selecting the subject of the thesis or project and the advisor.

(3) The individual course schedule consisting of the courses to be attended by the student in each semester and changes that may be made to the individual course schedule shall be finalized upon approval of the advisor in consideration of the academic standing, preconditions and the provisions of this Regulation. Cases where the individual course schedule cannot be finalized despite the application of said criteria shall be resolved by the institute board of directors.

##### **Credit value of courses**

**Article 13** - (1) Standard credits and AKTS credits of courses shall be determined by the Academic Committee upon suggestion by the director.

##### **Course schedules**

**Article 14** - (1) Course schedules consists of compulsory and elective courses that should be taken and the thesis, project, seminar and similar studies that should be completed for graduation from the graduate program. The minimum content of course schedules shall be determined by the Academic Committee and at least one course involving the subjects of scientific research techniques and research and publication ethics should be included in the course schedule. Decision shall be made on course schedules by the Academic Committee upon suggestion by the institute committee.<sup>21</sup> (2) Students shall be obliged to take all compulsory courses required for the program and elective courses in the required number.

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<sup>18</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>19</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>20</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

<sup>21</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

(3) While registering or renewing their registration, students shall have their individual course schedules consisting of their compulsory and elective courses approved by their academic advisor.

(4) Students have to renew registration each semester regardless of their stage during their graduate program. The provisions of the applicable legislation regarding course registrations and add & drop procedures that apply to undergraduate and two-year program students shall apply in respect of registration, renewal of registration, course enrollment and add and drop procedures. Except for registration freezing, the semesters in which the student has not registered with the program shall be counted while the term of study is calculated.<sup>22</sup>

(5) Except for thesis and project, the maximum credit load of students for a semester shall be 45 AKTS credits.<sup>23</sup>

(6) In which semester the courses included in the course schedule will be opened and the faculty members to teach these courses shall be determined by the institute board of directors upon suggestion of the relevant program director.<sup>24</sup>

### **Attendance and Examinations**

**Article 15** - (1) Students are obliged to attend all kinds of courses, practices, laboratory studies of their programs and the examinations and other academic studies required for the same or by the relevant faculty member. Attendance obligation of students shall be determined, followed-up and assessed by the faculty member teaching the course. The faculty member teaching the course shall be entitled not to accept the students who fail to fulfill their attendance obligation for exams, or not to assess the exams, assignments, practices and other studies of these students.

(2) The number of mid-term exams, assignments, practices and other studies for which the students are responsible for every course, whether end-of-semester exams will be held or not, and if they will be held, conditions for acceptance to the end-of-semester exams and contribution of all kinds of examinations, assignments and works to the end-of-semester pass grade shall be determined by the relevant faculty member and be announced to students.

(3) End-of-semester examinations are carried out during the examination period and on the dates specified in the Academic Calendar.

### **Grades**

**Article 16** - (1) The following principles shall apply to all graduate programs:

a) For each course they take, students are given a grade between 0 (zero) and 100 (one hundred) by the faculty member in charge of the particular course at the end of the necessary examinations and similar assessments, and this is referred to as "raw grade".

b) Which raw grade interval corresponds to which letter shall be determined by the relevant faculty member.

(2) The following principles shall apply to all graduate programs:

a) While calculating the semester and overall grade point averages of graduate programs, the following numerical values of the letters shall be taken as the basis:

<u>Letter</u>	<u>Numerical value</u>	<u>Description</u>
A	4.00	Very good
A-	3.70	Very good
B+	3.30	Good
B	3.00	Good
B-	2.70	Average
C+	2.30	Conditional pass
F	0	Fail

<sup>22</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>23</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>24</sup> Supplementary paragraph: Official Gazette dated 4 December 2017/30260.

b) For courses not included in average calculations but whose credits are added to the completed credit and the courses without credit which are not included in average calculations, "P" shall stand for "pass" and "F" shall stand for "fail". c) "C+" shall refer to cases where the course has been completed "conditionally".

c) Courses that have been passed conditionally shall not result in any liability provided that the student achieves the minimum overall grade point average sought pursuant to this Regulation; however, these courses may be repeated if the minimum overall grade point average is not achieved.

ç) "F" grade shall be given to the students whose success cannot reach "C+" or "P" levels.

ç) "The following principles shall apply to all doctoral programs:

a) While calculating the semester and overall grade point averages of doctoral programs, the following numerical values of the letters shall be taken as the basis:

<u>Letter</u>	<u>Numerical value</u>	<u>Description</u>
A	4.00	Very good
A-	3.70	Very good
B+	3.30	Good
B	3.00	Average
B-	2.70	Conditional pass
F	0	Fail

b) For courses not included in average calculations but whose credits are added to the completed credit and the courses without credit which are not included in average calculations, "P" shall stand for "pass" and "F" shall stand for "fail".

c) "B-" shall refer to cases where the course has been completed "conditionally". Courses that have been passed conditionally shall not result in any liability provided that the student achieves the minimum overall grade point average sought pursuant to this Regulation; however, these courses may be repeated if the minimum overall grade point average is not achieved.

ç) "F" grade shall be given to the students whose success cannot reach "B-" or "P" levels.

#### **Status of Students in Courses**

**Article 17 - (1)** Status of students is shown with one of the following expressions: "I", "M", "NP" and "NA" are used by the faculty members, while the others are used by the Registrar's Office:

a) DP (Thesis without grade or project course): It is used for students at the stage of thesis or project.

b) EC (Exempted course): It is used for courses exempted in return for recognized courses. While giving exemption decisions, it shall also be decided whether elective courses will be taken as equivalent to the credit of the course exempted.

c) EE (Course exempted with exam): It is used for the courses exempted as a result of the exam performed for the courses determined by the Institute Board of Directors upon suggestion by the relevant program committee. The institute board of directors decides about whether elective courses equivalent to the credit of the exempted course will be taken or not.

ç) I (Incomplete): It is used for students who have failed to complete their studies necessary for the course within due time in projects, thesis, capstone assignments and similar studies due to excuses that are acceptable for the relevant faculty member. These students have to complete their deficiencies within maximum two weeks after the expiry of the relevant exam period. Grade "I" is turned to "F" for students who fail to complete their deficiencies. However, the institute board of directors may grant the student an extended term of two weeks at most, provided that an application is filed by the faculty member who used the expression before the end of the period.

d) L (Frozen registration or on leave): It is used for students whose registration has been frozen pursuant to Article 45 hereof.

e) M (To take resit exam): It is used for cases where end-of-semester exam is made and the student is given the right to take resit exam for the courses he/she has failed pursuant to the higher

education legislation. The grade taken in the resit exam shall replace the final exam grade while the final grade is calculated.

f) NA (Not fulfilled the conditions for acceptance to end-of-semester exam): It is used for students who have failed to fulfill the conditions for acceptance to end-of-semester exam. This grade is turned to grade "F" upon announcement of the results of the resit exam.

g) NC (Non-credit): It is given for courses taken without credit either pursuant to the program or upon approval of the advisor. Students are obliged to fulfill all requirements of this course. The credit of these courses is not included in the credit calculation, and the grades of these courses are not included in average calculations.

ğ) NGR (No Grade Reported): It is used for the courses for which end-of-semester grades were not reported by the instructor.

h) NP (Not taken end-of-semester exam): It is used for students who have not taken end-of-semester exams. Article 44 hereof shall apply to students in this position. Student is given "F" grade if he/she does not take the rescheduled exam before the start of the following semester's period of registration. Cases of long-term excused and registration freezing which are in compliance with this Regulation shall be reserved.

i) R (Repetition): shows that the course is repeated due to any reason.

i) RE (Thesis or project exam to be repeated): indicates that the thesis or project exam will be taken again.

j) S (Course taken as special student): It is used for the courses taken by a student who became entitled to enroll in a graduate program while he/she was a special student and whose credit and grades are counted for pursuant to the subparagraph (d) of Article 11 hereof, and these grades of these courses are taken into consideration while calculating average.

k) TE (Course taken and recognized within the scope of exchange programs): It is used for the courses that have been taken from other higher education institutions while being a student at İstanbul Bilgi University within the scope of exchange programs and that have been recognized. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown separately in transcripts; however the board of directors of the institute shall decide about whether these credits and grades will be included in average calculations upon suggestion of the relevant program directorate.

l) TI (Course taken and recognized in İstanbul Bilgi University): It is used for the recognized courses taken while being a student at İstanbul Bilgi University by students whose student status has terminated later due to any reason whatsoever including graduation and who later enrolled in another program of the University. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown separately in transcripts; however the board of directors of the institute shall decide about whether these credits and grades will be included in average calculations upon suggestion of the relevant program directorate.

m) TO (Course taken in another higher education institution and recognized): Excluding the courses transferred in adjustments of the students having been admitted to any graduate program of İstanbul Bilgi University from any other higher education institution through lateral transfer and the courses taken within the scope of exchange programs, it is used for courses taken from other higher education institutions while being a student of İstanbul Bilgi University and recognized upon decision of the board of directors of the Institute. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown separately in transcripts; however the board of directors of the institute shall decide about whether these credits and grades will be included in average calculations upon suggestion of the relevant program directorate.

n) TT (Course taken in another higher education institution from which lateral transfer was performed and recognized): It is used for courses recognized during the adjustment of students admitted to a graduate program of İstanbul Bilgi University via lateral transfer from another higher education institution and for which exemption is given. Credits and grades of recognized courses are

shown separately in transcripts; however the board of directors of the institute shall decide about whether these credits and grades will be included in average calculations upon suggestion of the relevant program directorate.

o) W (Withdrawn from course): It is used for students who have completed the necessary procedures and withdrawn from a registered course before the end of the period for withdrawal specified in the academic calendar. Students may not withdraw from courses which they repeat since they received "F" from such courses. Applications may be filed for withdrawal from courses no later than four weeks before the end of the courses.

### **Announcement of Grades and Objections against Material Errors**

**Article 18 - (1)** The provisions related to announcement of grades and objections against material errors of the İstanbul Bilgi University Undergraduate and Two-Year Program Education and Examination Regulation shall apply with respect to announcement of grades and objections against material errors. However, the works assigned to the dean's offices pursuant to said regulation shall be performed by the institute director, while the works assigned to the faculty board of directors shall be performed by the institute board of directors.

### **Repetition of Courses Due to Unsatisfactory Results**

**Article 19 - (1)** A student who has received (F) from a compulsory course shall be obliged to repeat this course once this course is opened again. However, if the course is not opened also in the second semester following the semester in which "F" was received, the institute board of directors may allow taking another course or several courses meeting the credit of the compulsory course upon approval of the student's advisor.

(2) A student who has received (F) from an elective course shall either repeat this course once this course is opened again or take another course instead. In cases where another course is taken, the course status of the student shall be shown as "R" (repetition).

(3) The course pass grade received from the repeated course or the new course shall replace "F", but "F" grade shall be shown in the academic records and transcript.

### **Grade point averages**

**Article 20 - (1)** Academic standing of students is followed with "Semester Grade Point Average" ("SGPA") for the courses they took in the completed semester and "Overall Grade Point Average" ("OGPA") calculated for all courses they took. AKTS credits are used for calculation of semester grade point averages and overall grade point averages.

(2) These averages are calculated with the following method excluding the credits of the courses not included in the average and in the results if the third digit after the comma is smaller than 5, the result is rounded to zero, and if it is equal to or bigger than 5, it is rounded in a manner to increase the second digit by 1 and the two digits after the comma are taken as the basis:

a) "contribution of course to average" (equals to) "numerical value of course pass grade" (multiplied by) "course credit";

b) "average" (equals to) "total contribution of all courses to average" (divided by) "total of all credits".

### **Components that should be available in diplomas**

**Article 21 - (1)** Students who complete a graduate program at İstanbul Bilgi University in accordance with the relevant provisions of this Regulation shall be granted a graduate or doctorate diploma in the department of the institute where they received education, depending on the nature of the program they completed. The diploma shall include the name of the University, name and last name of the student, the approved name of the program in the department of the institute where the student attended. Other components that should be available on the diplomas and the form of diplomas shall be determined by the Board of Trustees upon suggestion by the Academic Committee.

**SECTION FIVE**  
**Graduate Program with Thesis**

**Purpose and scope of graduate program with thesis**

**Article 22** - (1) The purpose of graduate program with thesis is to ensure that the student acquires the skills necessary for performing scientific researches and for assessing and interpreting information.

(2) Graduate program with thesis consists of courses, thesis studies and thesis defense.

**Course and credit load in graduate program with thesis**

**Article 23** - (1) The course part of graduate program with thesis consists of at least seven courses whose total AKTS credits are at least 42 and one seminar course whose AKTS credit is at least 1. AKTS credit of the thesis shall be defined as 30 at least. However, the total AKTS credits of the courses and thesis parts may not be below 120. Higher course and/or credit load may be required when the program is opened or the course schedules are determined.<sup>25</sup>

(2) With seminar course, the thesis is assessed either as "F" or as successful "P", and this grade shall not be added to the average.

(3) Students enrolled in graduate program with thesis may select maximum three (3) courses whose AKTS credits do not exceed twenty four (24) from among the undergraduate courses or the other graduate programs of the University, provided that they have not been taken during the undergraduate education. However, the number of undergraduate courses taken may not exceed two (2), and their AKTS credits may not exceed sixteen (16).

(4) If necessary, institute board of directors may require a certain student to take courses from the undergraduate programs *sua sponte* or upon application by the relevant program director or the student's advisor.

(5) If necessary, the institute committee may require students of certain qualifications or the students of a particular program to take courses from undergraduate programs outside the scope of the course schedule determined by the Academic Committee upon obtaining the opinion of the relevant program director.

(6) In cases it is mandatory to take courses from the undergraduate program, the number of courses to be taken from the undergraduate programs may not exceed two (2), and their AKTS credits may not exceed sixteen (16).

(7) The number of credits of the courses taken from undergraduate programs shall apply also to graduate program; however, the provisions hereof shall apply to attendance, examination and academic standing in terms of these courses.

(8) Upon justified application of the student and approval of the thesis advisor, if appointed, or if not, the program director, the institute board of directors may decide that courses be taken from the graduate programs of the other higher education institutions, provided that the number of these courses will not exceed two, and that these courses and their credits be included in the total courses and total credits.<sup>26</sup>

**Academic Standing in graduate program with thesis**

**Article 24** - (1) Students whose GPA at the end of any semester during their program is below 2.80 shall be deemed probational for the following semester. The probational status of students shall be shown on the registration page. Probational students may not start the thesis part of the program.

(2) Probational students may repeat the courses from which they received a "C+" in the following semester(s) in order to increase their grade averages in addition to the courses from which they received an "F". The final pass grade received in the repeated courses shall apply.

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<sup>25</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>26</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

(3) In cases where the student may not repeat courses since the courses that may be taken for increasing grade averages are not opened, the Institute Board of Directors may decide for repetition of courses be performed with other courses upon approval of the program director.

**Course and thesis study process in graduate program with thesis<sup>27</sup>**

**Article 25 –** (1) Normal study term of graduate program with thesis shall be four semesters starting from the first semester in which program-related courses can be taken, and maximum term of study shall be six semesters, excluding the term spent in scientific preparatory program.

(2) Students who fail to complete the courses with credits included in the course schedule and the seminar course by the end of four semesters or whose GPA does not reach 2.80 shall be discharged from the University.

(3) Students who fail to submit their thesis within the maximum term of study, or who fail in terms of their thesis or who do not defend their thesis shall be discharged from the University.

(4) Students who meet all graduation conditions may graduate before the end of the normal study term.

(5) Qualifications to be sought for instructors to be proposed as thesis advisor shall be determined by the Academic Committee upon suggestion by the institute board of directors. The relevant program director shall propose one of the permanent instructors of the University as student's thesis advisor to the institute board of directors by the end of the first semester at the latest during the student's term of study. If there is no instructor meeting the qualifications defined by the Academic Committee among the University's permanent instructors, instructors of other higher education institutions may be proposed as advisor. Thesis advisor shall be appointed upon decision by the Institute Board of Directors. If the nature of the thesis requires more than one thesis advisor, a second thesis advisor may be appointed with the same procedure. The second thesis advisor should hold doctorate degree as a minimum, and may be appointed from outside the University. In case of justified grounds, thesis advisor may be changed with the same procedure upon application of the program director, the student or thesis advisor.

(6) At the end of the second semester of the student's study period, the relevant program director shall propose to the institute board of directors the subject of thesis determined by the student together with the thesis advisor. In case of justified grounds, thesis subject may be changed with the same procedure upon application of the student or thesis advisor.

(7) Student may enroll for thesis starting from the beginning of the third semester of his/her term of study.

(8) Enrollment for thesis, appointment of a thesis advisor or determination of thesis subject shall not be interpreted as the end of the course part and shall not entitle the student to submit thesis before he/she completes the course part of his/her studies.

(9) Thesis studies are continued on the subject approved by the institute and under the guidance and supervision of the thesis advisor.

(10) Student shall be obliged to renew his/her registration every semester also after starting the thesis part of the program together with the requested documents.

(11) Students who successfully complete the courses with credit included in the course schedule, whose GPA is 2.80 at least and who have completed their thesis in accordance with the provisions of Article 47 shall be entitled to take thesis exam in accordance with the principles and procedures set forth in Article 47.

**Delivery of the graduate thesis and appointment of thesis jury<sup>28</sup>**

**Article 26 -** (1) Students shall deliver their theses to the institute until the date determined in the academic calendar for the relevant semester together with a letter to be obtained from the thesis advisor stating that the thesis is defensible. In the letter stating that the thesis is defensible,

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<sup>27</sup> Amended article: Official Gazette dated 4 December 2017/30260.

<sup>28</sup> Amended article: Official Gazette dated 4 December 2017/30260.

the thesis advisor shall also state his/her suggestion about the thesis jury. If the letter obtained from the thesis advisor stating that the thesis is defensible and the thesis are not delivered to the institute, thesis jury may not be appointed in any manner whatsoever. Thesis shall be delivered in the number of printed copies determined by the institute board of directors, which shall not be less than one, and in the form of an electronic copy as determined by the institute board of directors.

(2) The institute shall notify the relevant program director that the thesis has been delivered, and request the program director to make a proposal about the thesis jury. Graduate program thesis jury shall be appointed upon suggestion of the thesis advisor and the relevant program director and the approval of the institute board of directors. The jury consists of three or five instructors one of whom should be thesis advisor and at least one of whom should be from a different higher education institution. If the jury consists of three people, the second thesis advisor may not be a jury member.

(3) The appointment decision of the institute board of directors shall be notified to the jury members, student and the relevant program director. A copy of the thesis and the plagiarism software application report related to the thesis shall also be delivered to the jury members together with the appointment decision.

(4) If the thesis advisor or thesis jury finds out about an actual plagiarism case, the thesis shall be sent to the institute board of directors together with the grounds of such findings, in order for a decision to be made thereon.

#### **Graduate program thesis exam**

**Article 27 -** (1) Thesis jury shall convene for the thesis exam within at least one month starting from their receipt of the thesis.

(2) Thesis advisor, and where the thesis advisor is not a permanent instructor or faculty member of the University, the program director shall determine the date, hour and place of the exam by contacting the jury members, and notify this to the institute at least ten days in advance before the determined date. All kinds of changes to be made in the exam hour, date and place shall be submitted for the approval of the institute director without delay.

(3) In cases where the thesis exam date was not determined or the jury did not convene on the date determined, the institute director may determine the exam date, hour and place *sua sponte* or may request the institute board of directors to appoint a new jury.

(4) Exam date, hour and place shall be notified by the institute to the jury members, student and the program director. In cases where this announcement was not made, the jury may not convene.

(5) Thesis exams are carried out at the University's buildings. However, in case of justified grounds, the institute director may allow performance of exams outside the University buildings.

(6) Thesis exams shall be announced by the institute with the name and last name of the student, thesis subject and exam date, hour and place being specified, and be performed in a manner to allow participation of faculty members, graduate students and the audience comprising experts on the field.<sup>29</sup>

(7) If the student is not present during his/her thesis exam, justified excuse (if any) shall be taken into consideration, and the exam date, hour and place shall be determined again with the procedure set forth in the subparagraphs above. The student who fails to be present during the exam to be carried out for the second time without justified excuse shall be deemed to have failed. Article 44 hereof shall apply with respect to excuses.

(8) Thesis exam consists of the presentation by the student of his/her thesis and the questions and answers session and the critique part that follow.

(9) At the end of the thesis exam, student and the audience (if any) are taken out of the exam place. Each jury member shall evaluate the thesis, presentation, answers given to the questions asked, and declare his/her vote which may be acceptance, rejection or correction. Thesis jury makes a decision for acceptance, rejection or correction with absolute majority, and notifies the student of

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<sup>29</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

its decision verbally. The decision shall be determined with a report signed by the jury members, and the report shall be communicated by the thesis advisor to the institute within three days following the thesis examination. The report shall state whether the decision was made unanimously or with majority of the votes.<sup>30</sup>

(10) Jury members who cast their votes as "rejection" or "correction" shall submit their evaluations of the thesis within the following three days after the exam date at the latest.

(11) Student for whose thesis "correction" decision was made shall be notified of the result by the Institute separately. Thesis status of the student shall be shown with the expression "RE" in the records. The student shall be obliged to make the required corrections and submit his/her thesis in the manner set forth in Article 26 hereof within three months at the latest starting from the thesis exam. The thesis of the student who has failed to submit his/her corrected thesis shall be deemed to have been "rejected". The second thesis exam shall be made in accordance with the principles and procedures set forth in this article; however in this case the jury may only decide for "acceptance" or "rejection".

(12) If the thesis jury decides for rejection, it shall also decide about whether the thesis may be accepted as "project". Student whose thesis was rejected but whose studies were decided to be acceptable as a project shall be granted a diploma for graduate program without thesis upon written application, provided that the credit load and similar requirements for graduate program without thesis and similar requirements have been met. Students whose thesis was rejected and was decided that it also cannot be accepted as a project or students who failed to fulfill the requirements of graduate program without thesis such as course and credit load shall be discharged from the University.<sup>31</sup>

#### **Procedures required for diploma<sup>32</sup>**

**Article 28 -** (1) Student who meets all conditions and who passes the thesis exam shall deliver the copies in the number defined by the institute board of directors, which shall not be less than 3, of his/her thesis in accordance with the required form requirements, an electronic copy thereof in the form specified by the institute board of directors and the other documents requested to the institute within one month following the thesis exam. If requested, the institute board of directors may extend the delivery term for another one month at most. Student who fails to meet these conditions may not receive his/her diploma and may not exercise student rights until he/she fulfills the conditions, and shall be discharged from the University if the maximum term expires. Documents to be requested for the preparation of diploma shall be determined with the decision by the institute board of directors upon obtaining the opinion of the Registrar's Office.

(2) The diploma of the student who delivers the thesis copies and the other required documents shall be prepared by the Registrar's Office upon graduation approval decision of the institute board of directors.<sup>33</sup>

(3) The electronic copy of the graduate thesis shall be loaded by the institute to YÖK National Thesis Center within three months following the delivery of the thesis in order to be made available for scientific researches and activities.<sup>34</sup>

(4) Graduation date shall be the date the exam jury commission delivers the signed copy of the thesis.

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<sup>30</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>31</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>32</sup> Amended article: Official Gazette dated 4 December 2017/30260.

<sup>33</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

<sup>34</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

**SECTION SIX**  
**Graduate Program without Thesis**

**Purpose and scope of the graduate program without thesis**

**Article 29** - (1) The purpose of graduate program without thesis is to ensure that the student acquires knowledge in occupational issues and show them how the existing knowledge can be used in practice.

(2) Graduate program without thesis consists of the courses and the term project course during which the capstone project will be prepared. The Academic Committee may require a written and/or verbal qualifying exam for the completion of a particular program or all programs.

**Course and credit load in graduate program without thesis**

**Article 30** - (1) The course part of graduate program without thesis consists of at least ten courses whose total AKTS credits are at least 60. AKTS credit of the term project shall be defined as minimum 15 credits. However, the total AKTS credits of the courses and project parts may not be below 90. Higher course and/or credit load may be required when the program is opened or the course schedules are determined.<sup>35</sup>

(2) With project course, the thesis is assessed either as "F" or as successful "P", and this grade shall not be added to the average.

(3) Students enrolled in graduate program without thesis may select maximum three (3) courses whose AKTS credits do not exceed twenty four (24) from among the undergraduate courses or the other graduate programs of the University, provided that they have not been taken during the undergraduate education.

(4) If necessary, institute board of directors may require a certain student to take courses from the undergraduate programs upon application by the relevant program director or the student's advisor.

(5) If necessary, the institute committee may require students of certain qualifications or the students of a particular program to take courses from undergraduate programs outside the scope of the course schedule determined by the Academic Committee upon obtaining the opinion of the relevant program director.

(6) In cases it is mandatory to take courses from the undergraduate program, the number of courses to be taken from the undergraduate programs may not exceed three (3), and their AKTS credits may not exceed twenty four (24).

(7) The number of credits of the courses taken from undergraduate programs shall apply also to graduate program; however, the provisions hereof shall apply to attendance, examination and academic standing in terms of these courses.

(8) Upon justified application of the student and approval of the project advisor, if appointed, or if not, the program director, the institute board of directors may decide that courses be taken from the graduate programs of the other higher education institutions, and that these courses and their credits be included in the total courses and total credits.

**Academic Standing in graduate program without thesis**

**Article 31** - (1) Students whose GPA at the end of any semester during their program is below 2.80 shall be deemed probational student for the following semester. The probational status of students shall be shown on the registration page. Probational students have to increase their GPA to 2.80 in the following semester.<sup>36</sup>

(2) Students whose GPA is below 2.80 may repeat the courses from which they received a "C+" in the following semester(s) in order to increase their grade averages in addition to the courses from which they received an "F". The final pass grade received in the repeated courses shall apply.

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<sup>35</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>36</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

(3) In cases where the student may not repeat courses since the courses that may be taken for increasing grade averages are not opened, the institute board of directors may decide for repetition of courses to be performed with other courses upon approval of the program director.

**Course and project study process in graduate program without thesis**<sup>37</sup>

**Article 32 - (1)** Maximum study term of graduate program without thesis shall be three semesters starting from the first semester in which program-related courses can be taken, excluding the term spent in scientific preparatory program. Students who fail to complete the program within such term shall be discharged from the University.

(2) The students shall first be obliged to complete the course part of the program; however if allowed by the maximum credit load, they may also enroll in the term project in addition to the courses.

(3) In order for the course part of the program to be completed, the student shall be obliged to successful pass all the courses they have taken and their overall grade point average should be at least 2.80.

(4) At the end of the first semester at the latest during the student's term of study, the relevant program director shall propose to the institute an instructor or a faculty member holding doctorate degree as the student's project advisor. The proposal shall be finalized upon decision of the institute board of directors. If the project study requires more than one project advisor, a second project advisor shall be appointed with the same procedure. The second project advisor may be an instructor or a faculty member holding graduate or doctorate degree. In case of justified grounds, project advisor may be changed with the same procedure upon application of the student or project advisor.

(5) Appointment of a project advisor or student's enrollment in the project course shall not be interpreted as the end of the course part.

(6) The relevant program director shall propose to the institute the project subject approved by the student's project advisor in the third semester at the latest of the student's term of study, and the proposal shall be finalized upon decision by the institute board of directors. In case of justified grounds, project subject may be changed with the same procedure upon application of the student or project advisor. Project studies are continued on the subject approved by the institute and under the guidance and supervision of the project advisor.<sup>38</sup>

(7) The student shall be obliged to meet registration renewal conditions and renew his/her registration each semester.

(8) Enrollment in the project course may be performed upon approval by the academic advisor.

(9) The student shall be obliged to deliver his/her project at the end of the semester in which he/she enrolls in the project course. The status of the project who fails to fulfill his/her obligation to deliver a project shall be shown as fail (F).

(10) The student who fails to deliver his/her project, who fails to fulfill his/her obligation to submit a project or whose project was rejected shall be obliged to repeat the project course if his/her maximum term of study is not over, provided, however, that the project subject may be changed upon decision of the institute board of directors.

**Delivery and assessment of the Project**<sup>39</sup>

**Article 33 - (1)** The student shall deliver his project or the final project report to the project advisor until the date determined in the academic calendar.

(2) The project or the final project report shall be evaluated by the project advisor, however upon application of the relevant program director or the project advisor, the institute board of

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<sup>37</sup> Amended article: Official Gazette dated 4 December 2017/30260.

<sup>38</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

<sup>39</sup> Amended article: Official Gazette dated 4 December 2017/30260.

directors may appoint an assessment committee. The assessment committee shall consist of the project advisor and at least one member who can serve as project advisor, and in case of applications for the appointment of an assessment committee, member(s) shall also be proposed other than the project advisor.

(3) The project advisor or assessment committee shall assess the project either as successful "P" or fail "F", and submit his/her report to the program director. Grades shall be entered by the program director according to this assessment.<sup>40</sup>

(4) In case of assessment committees comprising two people, if no decision is reached about whether the student passes or fails because of failure by the members to reach a consensus, the institute board of directors shall appoint as arbitrator a third instructor who holds the same or a higher title with the assessment committee members and meets the required conditions for taking part in the assessment committee, in its first meeting to be held. The arbitrator shall assess the project, the final project report (if any) and the assessment report and submit to the institute his/her opinion in writing and together with the grounds of such opinion. The assessment committee decision shall be in the same direction with that of the arbitrator.

(5) The program curriculum may require presentation of the project that is compulsory for project assessment, and it may also be required by the institute board of directors upon suggestion by the program director or may be requested by the assessment committee from the student. In such cases, if the project presentation is not made on the determined date, the project shall be deemed to have been failed.

#### **Procedures required for diploma**

**Article 34** - (1) Student who meets all conditions shall deliver the copies in the number defined by the institute board of directors, which shall not be less than one, of his/her project or the final project report in accordance with the required form requirements, an electronic copy thereof in the form specified by the institute board of directors and the other documents requested to the institute within one month following the project assessment or the proficiency exam (if made). Documents to be requested for the preparation of diploma shall be determined with the decision by the institute board of directors upon obtaining the opinion of the Registrar's Office.

(2) The diploma of the student who delivers the copies of the project or the final project report as well as the other required documents shall be prepared by the Registrar's Office upon graduation approval decision of the institute board of directors and be delivered to the student.<sup>41</sup>

(3) [...]<sup>42</sup>

### **SECTION SEVEN Doctoral Program**

#### **Purpose and scope of the doctoral program**

**Article 35** - (1) The purpose of the doctoral program is to ensure that the student acquires the skill to perform independent researches, analyze and interpret scientific events with a comprehensive and detailed approach and determine necessary actions for developing new syntheses.

(2) Doctoral program consists of course, seminar, doctoral qualifying examination, thesis proposal, thesis study and thesis defense parts.<sup>43</sup>

(3) The thesis to be prepared as a result of the doctoral study should meet at least one of the following conditions:

- a) introduce innovations into science;
- b) develop a new scientific method;
- c) apply a known method to a new field.

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<sup>40</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

<sup>41</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>42</sup> Abolished paragraph: Official Gazette dated 19 September 2019/30893.

<sup>43</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

**Course and credit load in doctorate program**

**Article 36 - (1)** The course and credit load of the doctorate program are as follows: <sup>44</sup>

a) It is at least 240 AKTS credits for students admitted with a graduate degree with thesis, and this program consists of courses whose total AKTS credits are at least 60 and whose number is at least seven, as well as the seminar, qualifying examination, thesis proposal and thesis study. An academic year is arranged as at least 60 AKTS credits.

b) It is at least 300 AKTS credits for students admitted with a graduate degree, and this program consists of courses whose total AKTS credits are at least 120 and whose number is at least fourteen, as well as the seminar, qualifying examination, thesis proposal and thesis study. An academic year is arranged as at least 60 AKTS credits.

(2) The AKTS credits of the qualifying exam are thirty (30). AKTS credit of the thesis shall be defined as 90 at least.

(3) Higher number of courses and/or credit load may be required when the program is opened or the course schedules are determined.<sup>45</sup>

(4) With qualifying examination, the thesis is assessed either as "F" or as successful "P", and this grade shall not be added to the average.

(5) Undergraduate courses and courses considered for the credits of the undergraduate or graduate credits shall not be counted for doctoral course load and credit.<sup>46</sup>

(6) Students enrolled in doctorate program may select maximum three (3) courses whose AKTS credits do not exceed thirty (30) from among the graduate courses or the other doctoral programs of the institute, provided that they have not been taken during the undergraduate or graduate education. However, the number of graduate courses taken may not exceed two (2), and their AKTS credits may not exceed twenty (20).

(7) If necessary, institute board of directors may require a certain student to take courses from the undergraduate or graduate programs *sua sponte* or upon application by the relevant program director or the student's advisor, provided, however, that even in cases where the courses taken have to be successfully passed, the undergraduate courses taken shall not be counted for the course load and credits and shall not be considered while the grade averages are calculated.

(8) If necessary, the institute committee may require students of certain qualifications or the students of a particular program to take courses from undergraduate or graduate programs outside the scope of the course schedule determined by the Academic Committee upon obtaining the opinion of the relevant program director, provided, however, that even in cases where the courses taken have to be successfully passed, the undergraduate courses taken shall not be counted for the course load and credits and shall not be considered while the grade averages are calculated.

(9) In cases it is mandatory to take courses from the undergraduate or graduate program, the number of courses to be taken may not exceed two (2), and their AKTS credits may not exceed twenty (20).

(10) The number of credits of the courses taken from undergraduate or graduate programs shall apply also to graduate program; however, the provisions hereof shall apply to attendance, examination and academic standing in terms of these courses.

(11) Upon justified application of the student and approval of the thesis advisor, if appointed, or if not, the program director, the institute board of directors may decide that courses be taken from the graduate programs of the other higher education institutions, and that these courses and their credits be included in the total courses and total credits. The number of these courses shall be maximum two for students admitted with a graduate degree and maximum four for students admitted with an undergraduate degree.<sup>47</sup>

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<sup>44</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>45</sup> Amended paragraph: Official Gazette dated 19 September 2019/30893.

<sup>46</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>47</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

(12) [...] <sup>48</sup>

**Academic standing in doctoral program**

**Article 37 - (1)** A student whose grade point average at the end of any semester during his/her study period is below 3.20 shall be deemed probational student for the following semester. The probational status of students shall be shown on the registration page. Probational students shall not be entitled to take qualifying exam, to make thesis proposal and to start the thesis part.<sup>49</sup>

(2) Probational students may repeat the courses from which they received a "B-" in the following semester(s) in order to increase their grade averages in addition to the courses from which they received an "F". The final pass grade received in the repeated courses shall apply.

(3) In cases where the student may not repeat courses since the courses that may be taken for increasing grade averages are not opened, the Institute Board of Directors may decide for repetition of courses to be performed with other courses upon approval of the program director.

**Doctoral process and terms<sup>50</sup>**

**Article 38 - (1)** Doctoral process consists of courses, qualifying exam and thesis study.

(2) In order for the course part of the program to be completed, the student shall be obliged to successfully pass all the courses taken and his/her overall grade point average should be at least 3.20. Maximum period for completion of the course section shall be four semesters for the students admitted with a graduate degree with thesis, and six semesters for the students admitted with an undergraduate degree. Students who fail to complete the course part or who cannot achieve a grade point average of 3.20 within such term shall be discharged from the University.

(3) A student who successfully completes the course part of the program shall be entitled to take doctoral qualifying examination.

(4) The relevant program director shall propose one of the permanent instructors of the University as student's thesis advisor to the institute board of directors by the end of the second semester at the latest during the student's term of study. Thesis advisor shall be appointed upon decision by the Institute Board of Directors. Qualifications to be sought for instructors who may be assigned as thesis advisor shall be determined by the Academic Committee upon suggestion by the institute board of directors, however in all cases, the condition of having managed at least one successfully completed graduate thesis shall be sought. If there is no instructor meeting the qualifications defined by the Academic Committee among the University's permanent instructors, faculty members of other higher education institutions may also be assigned as thesis advisor. If the nature of the thesis requires more than one thesis advisor, the instructors of the University or other higher education institutions may also be assigned as a second thesis advisor. In case of justified grounds, thesis advisor may be changed with the same procedure upon application of the program director, the student or thesis advisor.

(5) The maximum term for completion of doctoral program shall be maximum twelve semesters for those admitted with a graduate degree and maximum eighteen semesters for those admitted with an undergraduate degree, regardless of whether they have made registrations for the periods. Students who fail to complete their thesis studies within such term shall be discharged from the University.

(6) Out of the students who fail to complete the course art or thesis study within the maximum term, those who started doctoral program with an undergraduate degree shall be granted a graduate diploma without thesis, provided that they have fulfilled the necessary credit load, project and other similar requirements of graduate programs without thesis.

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<sup>48</sup> Abolished paragraph: Official Gazette dated 4 December 2017/30260.

<sup>49</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

<sup>50</sup> Amended article: Official Gazette dated 4 December 2017/30260.

**Doctoral qualifying examination<sup>51</sup>**

**Article 39 -** (1) The doctoral qualifying examination, consisting of two parts that are written and verbal, aims to determine whether the student has an in-depth knowledge about the main subjects and the subject of his/her doctoral study.

(2) In order to take the doctoral qualifying examination, the course part of the program should be completed in accordance with the conditions set forth herein, and the foreign language conditions sought by this article should have been met.

(3) Out of the students who have met the conditions for admission to doctoral qualifying examination, those who have been admitted with a graduate degree and those who have been admitted with an undergraduate degree shall be obliged to take the qualifying examination in the fifth and seventh semester at the latest, respectively. The students who fail to meet the conditions for acceptance to doctoral qualifying examination shall be discharged from the University.

(4) Except for students who have to take doctoral qualifying examination, students who wish to take the qualifying examination shall be obliged to file an application with the institute on the application dates announced by the institute. If not submitted before, the original copy of the foreign language proficiency certificate or a copy thereof certified by the institute director shall be attached to the application. The institute director shall examine the student's documents, and determine whether the student is entitled to take the qualifying examination. Students who have to take the doctoral qualifying examination and the students whose application has been accepted shall be announced at the institute one week before the examination date at the latest and be notified to the relevant program directors. Those not accepted to doctoral qualifying examination shall be notified of the situation in writing.

(5) Doctoral qualifying examinations shall be made between the dates that are determined by the institute board of directors and are announced at the beginning of each semester. The date, hour and place of the qualifying examinations for the programs shall be determined by the institute board of directors, and be notified by announcement at the institute one week before the examination date at the latest. Only one qualifying examination may be taken within a year.

(6) Student who was accepted to the doctoral qualifying examination but who did not take or who failed the examination shall take the qualifying examination again in the following semester, provided that he/she has completed registration. Students who do not take also this examination or who fail this examination shall be discharged from the doctoral program.

(7) Qualifying examinations shall be organized by a doctoral qualifying committee comprising five people, which works on a permanent basis and which is created separately for each program. Members of the doctoral qualifying committee shall be proposed by the relevant program director from among the instructors working at the University and be appointed by the institute board of directors. Doctoral qualifying committee may create examination juries in order to prepare, apply and assess examinations in various fields, and where no examination jury is created, doctoral qualifying committee shall act as examination jury. Examination juries consist of five instructors including the advisor, at least two of whom should be from a different higher education institution. Upon the suggestion by the relevant program director, the institute board of directors may decide that the advisor does not have a right to vote, and in this case the examination jury shall be created with six instructors.

(8) Written qualifying examination shall be made on the date and hour and at the place determined. Doctoral qualifying committee members or, if created, examination jury members shall be entitled to ask questions individually or jointly. Each member shall individually give a score over 100. Students who fail to take the exam shall be deemed to have failed.

(9) Students who pass the written examination shall be subjected to a verbal examination, and the verbal qualifying examination shall be made on the date and hour and at the place determined. Doctoral qualifying committee members or, if created, examination jury members shall

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<sup>51</sup> Amended article: Official Gazette dated 4 December 2017/30260.

be entitled to ask the student questions individually or jointly. Each member shall individually give a score of fail or pass. Students who fail to take the exam shall be deemed to have failed. Verbal qualifying exams shall be made in a manner to allow participation of faculty members, graduate students and the audience comprising experts on the field.

(10) Examination results shall be assessed in accordance with the following principles:

a) The examination jury shall assess the results of the written and verbal examinations, decide on whether the relevant student has passed or not with absolute majority, and communicate the written report on the examination result and the examination documents to the relevant program director within three days following the qualifying exam in order to be communicated to the institute.

b) Even though a student who has passed the qualifying examination has completed the course part under the conditions set forth herein, the examination jury may request such student to take course(s) in excess provided that this does not exceed one third of the total credits. The courses to be taken and the number of credits shall be determined by the institute board of directors in consideration of the suggestion made by the examination jury. In order to take the doctoral thesis exam, these courses should also be passed and the overall grade point average should be at least 3.20.

(11) Other principles related to the performance of the qualifying exam shall be determined by the institute committee, and be submitted to the Academic Committee for information.

#### **Doctoral thesis proposal and thesis study<sup>52</sup>**

**Article 40 - (1)** For the student who passed the qualifying examination, a thesis supervision committee shall be created within one month upon suggestion by the relevant program director and the approval of the institute board of directors. Thesis supervision committee shall consist of three instructors comprising the thesis advisor and one instructor from the relevant institute department and one from outside. If appointed, the second thesis advisor may also attend the committee meetings. After the thesis supervision committee is created, members may be changed upon suggestion of the relevant program director and the approval of the institute board of directors.

(2) The principles governing thesis subject and title and thesis proposal are as follows:

a) Thesis subject and title to be determined by the thesis advisor and the student within three months at the latest starting from the date of appointment of the thesis advisor shall be proposed by the relevant program director to the institute and be finalized upon decision of the institute board of directors. Thesis subject and title may be changed with the same procedure.

b) Students who successfully pass the doctoral qualifying examination shall defend their thesis proposals including the purpose and method of the research they will perform and their working schedule verbally before the thesis supervision committee within six months at the latest. Defense date shall be determined by the thesis advisor upon application of the student. Student shall distribute a written report on the thesis proposal to the members of the thesis supervision committee at least fifteen days before the verbal defense.

c) Thesis supervision committee shall decide on the acceptance, correction or rejection of the thesis proposal made by the student. If a correction decision is made, the student shall be given time for correction for one month starting from the date of this decision. At the end of such term, the thesis supervision committee shall convene as specified above and decide on acceptance or rejection. This decision shall be reported by the relevant program director to the institute within three days following the defense of thesis proposal.

ç) A student whose thesis proposal was rejected shall be entitled to select a new advisor and/or thesis subject. In cases where the advisor or thesis subject was changed, a new thesis supervision committee may be appointed. Student who wishes to continue the program with the same advisor and student who changed his/her advisor and thesis subject shall be accepted for thesis

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<sup>52</sup> Amended article: Official Gazette dated 4 December 2017/30260.

proposal defense again within three months and six months, respectively. Student whose thesis proposal was rejected also in this defense shall be discharged from the doctoral program.

d) Student who fails to perform his/her thesis proposal defense within the terms set forth in this paragraph without a justified excuse shall be deemed to have failed, and his/her thesis proposal shall be rejected.

e) Thesis supervision committee shall make its decisions with absolute majority.

(3) For a student whose thesis proposal was accepted, the thesis supervision committee shall convene at least twice a year including once between January and June and once between July and December. The student shall submit a written report to the members of the thesis supervision committee at least one month before the date of meeting. This report shall specify the summary of the studies performed until then and the working schedule for the future. The thesis study performed by the student until the date of meeting shall be assessed by the committee as successful or fail or be entered into a written report. A student who is found by the thesis supervision committee to have failed for two times consecutively or three times intermittently shall be discharged from the University. In cases the report is not delivered within due time, the student shall directly be deemed to have failed.

(4) Student shall be obliged to renew his/her registration every semester also after starting the thesis part of the program together with the requested documents. Failure to renew registration shall not affect maximum term of study.

#### **Delivery of the doctoral thesis and appointment of thesis jury<sup>53</sup>**

**Article 41 -** (1) Students shall deliver their theses to the institute until the date determined by the institute board of directors for the relevant semester together with a letter to be obtained from the thesis advisor stating that the thesis is defendable. In order for a letter to be issued specifying that the thesis is defendable, the thesis study should be assessed at least three times by the thesis supervision committee. Thesis shall be delivered in the number of printed copies determined by the institute board of directors, which shall not be less than one, and in the form of an electronic copy as determined by the institute board of directors. The thesis shall be distributed by the institute to the thesis jury members. If the letter obtained from the thesis advisor stating that the thesis is defendable and the thesis are not delivered to the institute, thesis jury may not be appointed in any manner whatsoever.

(2) Doctoral thesis jury consists of five instructors including the advisor, whose three are the instructors on the student's thesis supervision committee and at least two of whom should be from a different higher education institution. The institute director shall notify the relevant program director that the thesis has been delivered, and ask the director to make his/her proposal about the members of the thesis jury other than the thesis supervision committee members. Thesis jury shall be appointed by the institute board of directors in consideration of the proposal made by the relevant program director. Upon the suggestion by the relevant program director, the institute board of directors may decide that the advisor does not have a right to vote, and in this case the examination jury shall be created with six instructors. If appointed, the second thesis advisor may take part in the jury without a right to vote.

(3) The appointment decision of the institute board of directors shall be notified to the jury members, student and the relevant program director. A copy of the thesis and the plagiarism software application report related to the thesis shall also be delivered to the jury members together with the appointment decision.

(4) If the thesis advisor or thesis jury finds out about an actual plagiarism case, the thesis shall be sent to the institute board of directors together with the grounds of such findings, in order for a decision to be made thereon.

(5) If the thesis advisor believes that the study is not defendable as a thesis but may be assessed as a project, the thesis advisor shall inform the student and the relevant program director

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<sup>53</sup> Amended article: Official Gazette dated 4 December 2017/30260.

of such situation. Provided that the student has fulfilled the credit load and similar requirements for graduate program without thesis, the study of the student who has requested the institute in writing to assess his/her study as a project within one month following such notification and who has delivered his/her study to his/her advisor shall be processed in order to be assessed as a project, and the rules governing graduate program without thesis shall apply. The student who fails to file such application within due time shall be allowed to use the remaining thesis study time (if any), and if no time is left, said student shall be discharged from the University.

**Doctoral thesis exam<sup>54</sup>**

**Article 42 -** (1) Thesis jury shall convene for the thesis exam within at least one month starting from their receipt of the thesis.

(2) Thesis advisor, and where the thesis advisor is not a permanent instructor of the University, the program director shall determine the date, hour and place of the exam by contacting the jury members, and notify this to the institute at least ten days in advance before the determined date. All kinds of changes to be made in the exam hour, date and place shall be submitted for the approval of the institute director without delay.

(3) In cases where the thesis exam date was not determined or the jury did not convene on the date determined, the institute director may determine the exam date, hour and place *sua sponte* or may request the institute board of directors to appoint a new jury.

(4) Exam date, hour and place shall be notified by the institute to the jury members, student and the program director. In cases where this announcement was not made, the jury may not convene.

(5) Thesis exams are carried out at the University's buildings. However, in case of justified grounds, the institute director may allow performance of exams outside the University buildings.

(6) Thesis exams shall be announced by the institute with the name and last name of the student, thesis subject and exam date, hour and place being specified, and be performed in a manner to allow participation of faculty members, graduate students and the audience comprising experts on the field.

(7) A student who fails to take the thesis exam without a justified excuse shall be deemed to have failed. Article 44 shall apply with respect to excuses. The justified excuse of the student (if any) shall be taken into consideration, and the examination date, hour and place shall be determined again with the procedure set forth in this article.

(8) Thesis exam consists of the presentation by the student of his/her thesis and the questions and answers session and the critique part that follow.

(9) At the end of the thesis exam, student and the audience (if any) are taken out of the exam place, and each jury member shall assess the thesis, presentation, answers given to the questions asked, and declare his/her vote which may be either acceptance, rejection or correction. Thesis jury shall make its decisions with absolute majority. A decision for rejection shall be made for thesis found to have failed, a decision for acceptance shall be made for thesis found successful, and a decision for correction shall be made for the thesis found to be in need of corrections, and the decision shall be notified to the student verbally. The decision shall be determined with a report signed by the jury members, and the report shall be communicated by the thesis advisor to the institute within three days following the thesis examination. The report shall state whether the decision was made unanimously or with majority of the votes.

(10) Jury members who cast their votes as "rejection" or "correction" shall submit their evaluations of the thesis within the following three days after the exam date at the latest.

(11) If the thesis jury decides for rejection, it shall also decide about whether the thesis may be accepted as "project". Student whose thesis was rejected but whose studies were decided to be acceptable as a project shall be granted a diploma for graduate program without thesis upon written application, provided that the credit load and similar requirements for graduate program without

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<sup>54</sup> Amended article: Official Gazette dated 4 December 2017/30260.

thesis and similar requirements have been met. Students who fail to fulfill course and credit load and similar requirements of the graduate program without thesis shall be discharged from the University.

(12) If the thesis jury decides for correction, it shall also decide about whether the thesis may be accepted as "project". Student for whose thesis "correction" decision was made shall be notified of the result by the institute separately. If it is decided that the study may be accepted as a project, the following principles shall apply:

a) Student who requests the institute in writing within one month following the date of notification that his/her study be assessed as a project shall be granted a diploma for graduate program without thesis upon written application, provided that the credit load and similar requirements for graduate program without thesis and similar requirements have been met.

b) A student who fails to request the institute in writing that his/her study be assessed as a project shall be obliged to make the necessary corrections within six months following the date of thesis exam and deliver his/her thesis in accordance with the provisions of Article 41. Students who fail to fulfill such obligation shall be discharged from the University. The second thesis exam shall also be made in accordance with the principles and procedures set forth in this article; however in this case the jury may only decide for "acceptance" or "rejection". In case of rejection decision, the provisions of the eleventh paragraph shall apply.

#### **Procedures required for diploma<sup>55</sup>**

**Article 43** - (1) Student who meets all conditions set forth herein and who passes the thesis exam shall deliver the bound copies in the number defined by the institute board of directors, which shall not be less than 3, of his/her thesis in accordance with the required form requirements, an electronic copy thereof in the form specified by the institute board of directors and the other documents requested to the institute within one month following the thesis exam. Documents to be requested for the grant of a temporary graduation certificate and preparation of diploma shall be determined with the decision by the institute board of directors upon obtaining the opinion of the Registrar's Office.

(2) The graduation of the student who has delivered the thesis copies and the other necessary documents shall be approved upon decision of the institute board of directors. The student whose graduation decision has been approved shall be given by the Registrar's Office a temporary graduation certificate, and his/her diploma shall be prepared. While the diploma is received, the temporary graduation certificate should be returned.

(3) Upon application by the student, the institute board of directors may extend the delivery term for the thesis copies and the other necessary documents for one month at most. The graduation of the student who fails to deliver the thesis copies and the other necessary documents may not be approved and such student may not exercise student rights, and shall be discharged from the University if the maximum study term expires.

(4) Graduation date shall be date the thesis copy signed by the examination jury committee is delivered.

### **SECTION EIGHT Excuses, Registration Freezing and Disenrollment**

#### **Absence and Failure to Take Exams Due to Excuses**

**Article 44** - (1) Applications for excuses shall be decided by the institute board of directors. The provisions of İstanbul Bilgi University Credit System Undergraduate and Two-Year Program Education and Examination Regulation published in the Official Gazette dated 11 November 2002 and numbered 24933 and the other applicable legislation shall apply with respect to absence and failure to take exams due to excuses.<sup>56</sup>

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<sup>55</sup> Amended article: Official Gazette dated 4 December 2017/30260.

<sup>56</sup> Amended paragraph: Official Gazette dated 4 December 2017/30260.

(2) Qualifying exams and thesis exams and project presentation shall be deemed to be covered by the courses for which excuses may be declared.

**Registration freezing**

**Article 45 - (1)** The provisions of the applicable legislation that apply to undergraduate and two-year program students with respect to registration freezing shall also apply to graduate students. However the duties and powers granted to the faculties shall be exercised by the institute, those given to the faculty committee by the institute committee, those granted to the faculty board of directors by the institute board of directors and those granted to the faculty deans by the institute director.

(2) English Language Preparatory Program shall be covered by the term applicable with respect to registration freezing.

**Disenrollment**

**Article 46 - (1)** A student wishing to disenroll shall file an application with the institute upon approval of the Financial Affairs Department and together with the "Disenrollment Form" and the necessary documents. If accepted by the institute board of directors, the decision and the relevant documents shall be notified to the Registrar's Office for the performance of necessary actions.

(2) Except for the exception set forth in the third paragraph, student who has disenrolled shall not be entitled to return to his/her program.

(3) Student who has disenrolled may file an application for withdrawing his/her disenrollment application within sixty days following the date of disenrollment application, provided that he/she has not enrolled in another higher education institution. The University Board of Directors shall decide on whether withdrawal application will be accepted or not.

(4) In case of disenrollment, principles and procedures governing tuition fee shall be determined by the Board of Trustees. The Board of Trustees may require those who will enroll in a graduate program to declare with a signed document that they agree with these principles and procedures.

**SECTION NINE  
Miscellaneous and Final Provisions**

**Form-related rules governing theses**

**Article 47 - (1)** As a rule, theses shall be prepared in the medium of instruction of the relevant graduate program. However, in case of justified excuses, the institute board of directors may allow a particular student to prepare his/her theses in Turkish in programs where the medium of instruction is English or in English where the medium of instruction is Turkish. Application on the issue shall be filed by the thesis advisor upon request by the student, and be resolved upon obtaining the written opinion of the program director.

(2) The thesis shall include a table of contents showing the headings and page numbers, and a reference showing the resources used. In addition, a Turkish and English abstract shall be added which addresses the thesis subject, main issues addressed, the research methodology (if necessary), the conclusions reached and the opinion of the thesis owner.

(3) The thesis should comply with the generally accepted reference and style standards and meet the scientific form requirement.

(4) Other form-related rules governing theses are as follows: These rules shall be determined by the Academic Committee

- a) for a particular program upon suggestion by the relevant program director;
- b) for all programs conducted at that department or faculty upon suggestion by the relevant department or faculty; or
- c) for all programs upon suggestion by the Institute committee, and be communicated to all relevant faculty members and students.

(5) The thesis advisor shall inspect whether the thesis complies with the form requirements set forth in this article or the other form requirements determined by the Academic Committee.

(6) On the cover of the theses found successful and delivered to the institute for preparation of diploma, the University's and institute's name, thesis title, student's name and last name and student number, the name of the graduate program, advisor and the year of graduation should be shown. If not determined by the Academic Committee, this type of conditions applicable to the outer appearance of the thesis shall be determined by the institute committee.

(7) Form-related requirements set forth in this article shall apply also to projects, excluding the requirement for an English abstract.

### **Discipline**

**Article 48** - (1) The provisions of the Disciplinary Regulations for Students of Higher Education Institutions published in the Official Gazette dated 18 August 2012 and numbered 28388 shall apply to graduate program students including certificate programs.

### **Cheating and Plagiarism**

**Article 49** - (1) Cheating in exams and plagiarism in assignments: If a student cheats or attempts to cheat in an exam or plagiarizes in his/her assignment partially or completely without citing references or if it is found that the student has not done his/her assignment himself/herself, the situation shall be immediately notified to the institute directorate with a report to be issued by the relevant faculty member. In such case, the student shall be given "fail" grade for the relevant exam or assignment, and in addition, action shall be taken about the student in accordance with the relevant provisions of the Disciplinary Regulations for Students of Higher Education Institutions.

(2) A faculty member who believes that the student has plagiarized a project or thesis in full or in part without citing references shall report the situation to the institute directorate together with a report. A copy of the plagiarized work or the relevant part shall be added to the report.

(3) In case of diploma cancellation, all rights and powers granted by the diploma shall end as of the date the student became entitled to receive the diploma. Cancellation of diploma shall be announced as a penalty of dismissal from the higher education institution.

(4) Investigations shall be carried out about the graduates in accordance with the provisions of the Disciplinary Regulations for Students of Higher Education Institutions. However, in such cases, investigation shall be carried out by an investigation committee consisting of at least three instructors or faculty members meeting the qualifications required for acting as project or thesis advisor.

(5) If it is determined that the project or thesis involves plagiarism, diploma, if granted, shall be cancelled upon decision of the institute board of directors.

### **Graduate programs performing distance education activities**

**Article 50** - (1) Graduate programs performing distance education activities shall be conducted in accordance with the principles and procedures to be defined by the Academic Committee in accordance with the provisions hereof.

### **Transfer among graduate programs<sup>57</sup>**

**Article 51** - (1) Transfers among the university's graduate programs and from the other higher education institutions' graduate programs to the University's graduate programs may be made upon decision by the relevant institute board of directors. In case of all transfers to be made among graduate programs, the student should meet the following conditions:

a) having attended the existing graduate program by taking courses for at least one semester;

b) not having been discharged from the program for any reason whatsoever.

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<sup>57</sup> Amended article and subheading: Official Gazette dated 4 December 2017/30260.

c) having met the conditions for admission to the program to be transferred;  
ç) having been accepted by the director of the program with whom a transfer application will be filed.

(2) If doctoral program students have fulfilled the following conditions, they can be transferred to the University's doctoral programs:

a) having completed at least seven courses whose total AKTS credits are forty two at least in accordance with the success conditions sought for the doctoral program to be transferred;

b) if they have been admitted to their existing doctoral program with an undergraduate degree, having completed maximum fifth semester of their term of study, and if they have been admitted to their existing doctoral program with a graduate degree, having completed maximum third semester of their term of study;

c) not having taken the qualifying examination in their existing doctoral program, or if they have, having passed said examination.

(3) If doctoral program students have fulfilled the following conditions, they can be transferred to the University's graduate programs with thesis:

a) having completed at least seven courses whose total AKTS credits are forty two at least in accordance with the success conditions sought for the graduate program to be transferred;

b) having completed maximum third semester of their term of study in their existing doctoral program;

c) not having taken the qualifying examination in their existing doctoral program, or if they have, having passed said examination.

(4) If the students of graduate program with thesis have fulfilled the following conditions, they can be transferred to the University's graduate programs with thesis:

a) having completed at least four courses whose total AKTS credits are twenty four at least in accordance with the success conditions sought for the graduate program with thesis to be transferred;

b) having completed maximum third semester of their term of study in their existing graduate program with thesis;

c) not having delivered their thesis yet.

(5) If the students of graduate program with thesis have fulfilled the following conditions, they can be transferred to the University's graduate programs without thesis:

a) having completed at least five courses whose total AKTS credits are thirty at least in accordance with the success conditions sought for the graduate program without thesis to be transferred;

b) having completed maximum second semester of their term of study in their existing graduate program with thesis;

c) being able to complete deficient courses and credits and the project within the remaining term of study to be calculated by subtracting their term of study in the graduate program with thesis from the maximum term of study of the graduate program without thesis in accordance with the maximum credit load limits;

ç) not having delivered their thesis yet.

(6) If the students of graduate program without thesis have fulfilled the following conditions, they can be transferred to the University's graduate programs without thesis:

a) having completed at least five courses whose total AKTS credits are thirty at least in accordance with the success conditions sought for the graduate program without thesis to be transferred;

b) having completed maximum second semester of their term of study in their existing graduate program without thesis;

c) being able to complete deficient courses and credits and the project within the remaining term of study to be calculated by subtracting their term of study in their existing graduate program without thesis from the maximum term of study of the graduate program without thesis to be transferred in accordance with the maximum credit load limits;

ç) not having delivered their capstone project.

(7) If the students of graduate program without thesis have fulfilled the following conditions, they can be transferred to the University's graduate programs with thesis:

a) having completed at least four courses whose total AKTS credits are twenty at least in accordance with the success conditions sought for the graduate program with thesis to be transferred;

b) having completed maximum second semester of their term of study in their existing graduate program without thesis;

c) being able to complete deficient courses and credits and the thesis within the remaining term of study to be calculated by subtracting their term of study in their existing graduate program without thesis from the maximum term of study of the graduate program with thesis in accordance with the maximum credit load limits.<sup>58</sup>

(8) The term spent during the scientific preparatory program shall not be taken into consideration for the calculation of the terms set forth in this article.

(9) The courses the student successfully passed in their existing program may be recognized with the decision of the institute board of directors upon suggestion by the relevant program director, and an exemption may be given for said courses. Principles governing course recognition and exemption shall be determined by the Academic Committee upon suggestion by the institute board of directors.

(10) Other principles governing transfers among graduate programs shall be determined by the Academic Committee.

### **Summer school**

**Article 52 -** (1) The provision of Supplementary Article 1 related to summer school of İstanbul Bilgi University Credit System Undergraduate and Two-Year Program Education and Examination Regulation published in the Official Gazette dated 11 November 2002 and numbered 24933 shall apply also with respect to graduate programs.

### **Right to take additional exam**<sup>59</sup>

**Supplementary Article 1 –** (1) Except for project course, the students shall be given the right to take an additional exam, provided that they meet the following conditions:

a) Students who have taken all courses of the program and who have a GPA of at least 2.80 for graduate programs and 3.20 for doctoral programs and who have failed maximum one course shall be given the right to take an additional exam.

b) Students who have taken all courses of the program and whose GPA is below 2.80 for graduate programs and below 3.20 for doctoral programs and who have failed maximum one course shall be given the right to take an additional exam, provided that they can increase their grade point average to 2.80 and above for graduate programs and to 3.20 and above for doctoral programs if they successfully pass this course;

c) Students who have taken and successfully passed all courses of the program but whose GPA is below 2.80 for graduate programs and below 3.20 for doctoral programs shall be granted the right to take an additional exam from a course they will select, provided that they can increase their grade point average to 2.80 and above for graduate programs and to 3.20 and above for doctoral programs.

(2) In additional examinations to be made pursuant to this article, no restriction shall be imposed in terms of the highest grade, and the grade received as a result of the exam shall replace the former grade. If the students who fail the additional exam or who fail to increase their grade point average to 2.80 or above for graduate programs and to 3.20 or above for doctoral programs have not completed their maximum term of study, provisions governing course repetition shall apply.

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<sup>58</sup> Amended subparagraph: Official Gazette dated 19 September 2019/30893.

<sup>59</sup> Supplementary article: Official Gazette dated 4 December 2017/30260.

(3) Excuses shall not be accepted for additional exams to be made pursuant to this article.

**Repealed regulation**

**Article 53 - (1)** The Graduate Education and Training Regulations of İstanbul Bilgi University published in the Official Gazette dated 13 May 2003 and numbered 25107 has been repealed.

**Admission of those who graduated from graduate program without thesis to doctoral program**

**Provisional article 1 - (1) 6** The students who have been registered with graduate programs without thesis before 6 February 2013 and who have graduated from the programs they have been registered with may be accepted for doctoral programs, provided that they meet the conditions set forth in this Regulation.

**Orientation<sup>60</sup>**

**Provisional article 2 - (1)** The terms of study specified in this Regulation shall be calculated starting from the semester following 20 April 2016.

**Effective Date**

**Article 54 - (1)** This Regulation shall take effect upon being published.

**Enforcement**

**Article 55 - (1)** The provisions of this Regulation shall be implemented by the Rector of İstanbul Bilgi University.

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<sup>60</sup> Amended article: Official Gazette dated 4 December 2017/30260.