

# GAZI UNIVERSITY RULES AND REGULATIONS

## GOVERNING GRADUATE STUDIES

### PART 1

#### Aim, Scope, Basis and Definition of Terms

##### Aim and Scope

**ARTICLE 1 – (1)** The aim of this document is to regulate the procedures and principles regarding the conduct of graduate education and examinations carried out by the graduate schools affiliated to Gazi University.

(2) This document comprises the regulations concerning the conduct of graduate education and examinations involving formal or distance graduate programs with and without thesis offered by the graduate schools affiliated to Gazi University.

##### Basis

**ARTICLE 2 – (1)** This document has been drawn up based on article 14 and 44 of the Higher Education Act 2547 dated November 4, 1981.

##### Definition of Terms

**ARTICLE 3 – (1)** Wherever the following terms appear in this document, they shall be taken to refer to:

- a) Academic Calendar: Academic year comprising semesters, summer period and relevant dates for graduate programs determined by the Senate,
- b) Academic Committee: The committee chaired by the head of the department/program comprising faculty and/or academic staff with Ph.D. degree who offer courses in graduate programs of the department/program,
- c) Academic Deficiency Program: A maximum of two semester completion program aiming at the adjustment of students whose Bachelor's/Master's degree is different from the graduate program they have applied for,
- d) AGNO: Cumulative General Point Average,
- e) ALES: Academic Personnel and Graduate Education Exam,
- f) Chair of Department/Program: Chair of the graduate school program that conducts education, research and application in the graduate school,

- g) Course Description Form: The form of the course planned to be offered by the university that is prepared according to the format of the legislation provisions of the Senate consisting of the code, name, catalog definition (content), sources, credit, prerequisites, type, medium of instruction, aim and objective, outcomes, form of lecture, assessment criteria, course load, contributions of course outcomes to program outcomes, name and contact information of the lecturer,
- h) Credit: According to European Credit Transfer System, it defines the contribution of the course to knowledge, skills and proficiencies of the student who have completed the relevant diploma program in the framework of graduate education competencies formed by Higher Education Board for degree level and field of study that the program is in and it is the value calculated by considering required study hours for clearly defined course hours and study hours required for projected activities for students,
- i) Department: Academic units holding graduate programs in graduate schools defined on article 5 of the Organizational and Operational Regulations of Graduate Schools published in the Official Gazette No: 2547; Date March 3, 1983,
- j) Distance education: The simultaneous/asynchronous education offering educational activities on the basis of communication technologies and the mutual interaction between the student and instructor and among students,
- k) Doctoral Comprehensive Examination Committee: The committee comprising five faculty members assigned by the recommendation of the department of graduate school and the decision of graduate school administrative board for two years to organize and conduct comprehensive exams,
- l) Graduate Program: An academic sub-unit offering education, research, and application in the graduate school,
- m) Graduate School Administrative Board: Chaired by the graduate school chair, the board comprises three faculty members nominated among six candidates by vice chairs and the chair and elected by graduate school board for three years,
- n) Graduate School Board: The board comprising vice chairs and heads of departments chaired by the graduate school chair,
- o) Graduate School: Academic unit offering graduate programs at the university,
- p) Integrated Ph.D. Program: Ph.D. program based on the Bachelor's degree,
- q) Maximum duration: The maximum duration of academic semesters to complete a graduate program,
- r) Plagiarism: The practice of taking and using someone else's ideas, methods or data without crediting the source, and presenting them as one's own,

- s) Program: The unit carrying out education, research and application within the department,
- t) Rectorate: Gazi University Rectorate,
- u) Semester project course: The presentation of a scientific topic researched and/or examined during non-thesis Master's education in the form of a scientific research report,
- v) Seminar: The study carried out in the course period by graduate students based on the investigation in the context of thesis topic which consist of a written text assessed on the basis of oral presentation,
- w) Senate: Gazi University Senate,
- x) Special student: The student with a Bachelor's degree who aims to experience a different graduate education setting, culture and achievement and follow the offered courses and who can take a course on any subject and level at the University,
- y) Supervisor: Faculty member and/or a member of academic staff holding Ph.D. degree who is assigned by the graduate school board to guide graduate students in course and thesis periods,
- z) Thesis Advisory Committee: The committee consisting of three faculty members, one being the supervisor, to examine, assess and guide the thesis study,
- aa) Thesis preparation course: The course offered by the first supervisor to determine the supervised students' thesis subject and guide the student during the specialization on the thesis topic,
- bb) Thesis work: The process of the preparation of a scientific work in line with the aim of Master's degree with thesis and Ph.D.,
- cc) University: Gazi University,
- dd) Foreign language examination: Central foreign language exams accepted by Higher Education Board and international foreign language exams whose equivalences have been accepted,
- ee) Semester: Duration of education consisting of fall and spring semesters, comprising minimum of fourteen weeks of study excluding final exam days, for which start and end dates are determined and approved by the Senate for each academic year,
- ff) Comprehensive Examination: The exam assessing whether the student has the required knowledge on the basic subjects of the program and field of study.

## **PART 2**

### **General Principles**

#### **Academic Calendar**

**ARTICLE 4** – (1) Academic calendar to be followed by graduate programs are determined by the recommendation of academic units and the decision of the Senate.

#### **Quota and Application**

**ARTICLE 5** – (1) Application requirements, necessary documents, quota information and admission procedures and principles are determined by the concerned graduate school board in accordance with the legislation provisions, other aspects regarding admission are determined by the Senate and announced on the website of the concerned graduate school.

#### **Assessment and Announcement of Results**

**ARTICLE 6** – (1) A juri consisting of a minimum of three and a maximum of five full members and two associate members is set up by the graduate school administrative board among faculty members offered by the assize of the chair of department/program to assess the applications to graduate programs. Separate juries can be formed for different graduate programs in the department/program.

(2) Eligible candidates are ranked according to the calculated score in the framework of the procedures and principles accepted by the Senate considering ALES score, foreign language examination score, Bachelor's/Master's degree AGNO, and the score of written and/or oral scientific assessment, if conducted. Candidates with 60 and higher rank score are considered for the assessment within the qoata. ALES score may not be stipulated for non-thesis programs.

#### **Registration Procedures**

**ARTICLE 7** – (1) Final registration procedures are carried out by the concerned graduate school within the period and according to the procedures announced on the website,

(2) Candidates who fail to complete their registration within the announced period are deemed to have lost their registration right. Candidates on the waiting list are accepted by announcing according to the rank order to fill vacancies. Candidates bare the responsibility to follow announcements and updates regarding announcements.

(3) Registration and maintenance to more than one graduate program is not allowed, except for non-thesis Master's programs.

## **Semester Registration, Course Enrollment, Add-Drop and Grade Increase**

**ARTICLE 8** – (1) Each student re-registers for the concerned semester by completing course enrollment within the period announced in the academic calendar. Those who fail to complete their re-registration within the announced period cannot take courses and examinations in that semester.

(2) Students must re-register for each semester unless they have an excuse based on the just and valid causes accepted by the Senate. Those who do not re-register in the announced period due to their excuses can re-register in the additional period announced in the academic calendar if their excuses are accepted by the graduate school administrative board.

(3) The semester for which the student has not re-registered is included in the period of study.

(4) Semester registration is valid only after the approval of the student and the supervisor. Those who exceed the duration of the program pay the tuition or education fee based on the provisions of article 46 of the Higher Education Act 2547.

(5) Students who have completed their semester registration may add or drop courses with their supervisors and obtain course enrollment approval during the online registration period announced in the academic calendar, those to whom a supervisor has not been assigned may add or drop courses with the head of department/program and obtain course enrollment approval.

(6) Students who wish to increase their AGNO may repeat the course. The final letter grade obtained in the semester in which the course is repeated is valid.

## **Courses and Course Credits**

**ARTICLE 9** – (1) Courses and course credits are determined in the framework of the legislation provisions accepted by the Senate considering the credit range of the courses and workload of the students determined in the framework of graduate education competencies formed by Higher Education Board for the degree level and field of study that concerned department/program is in.

(2) Course description forms prepared by the instructors of the courses in the department/program are determined by the recommendation of the academic committee of the department/program, the decision of the graduate school board, and the approval of the Senate and announced by the concerned graduate school.

(3) Courses within department/program are of two types: compulsory and elective. A maximum of four compulsory courses for Master's with thesis and doctoral programs, except seminar, thesis preparation and thesis work; and a maximum of eight compulsory courses for integrated Ph.D. are determined with the decision of the

academic committee of department/program and confirmed by the decision of the concerned graduate school board and the Senate.

(4) At least one graduate course on the subjects of scientific research techniques and research and publication ethics must be taken during a graduate program.

(5) The minimum total credit points for graduate programs is 90 for non-thesis Master's programs, 120 for Master's programs with thesis, 240 for Ph.D. programs, and 300 credits for integrated Ph.D. programs.

(6) Non-thesis Master's students can take maximum of 1/3 of the total course credit and students of Master's with thesis can take maximum of 1/4 of the total course credit among undergraduate courses they have not taken during their undergraduate education.

(7) In Master's with thesis and Ph.D. programs, students can take graduate courses offered in other higher education institutions by the recommendation of the chair of graduate school department and with the approval of graduate school administrative board. Students who have registered to Master's programs or been accepted for Ph.D. programs with Master's or Bachelor's degree can take maximum of 1/4 of the total course credit from other higher education institutions.

### **Credit Transfer and Adjustment**

**ARTICLE 10** – (1) Credit transfer and adjustment procedure is carried out in the framework of legislation provisions accepted by the Senate.

### **Exams and Grades**

**ARTICLE 11** – (1) Students are assessed through final exams and/or semester projects in addition to mid-term exams and/or in-semester studies. Examination dates are announced on the website of the concerned chair of department/program.

(2) Student's success is assessed upon the method of assessment stated in the course description form and success criteria of the concerned course announced at the beginning of the term.

(3) Students must succeed in compulsory courses. Students can repeat a course that they have failed in or take a different course.

(4) Mid-terms and/or in-semester studies, final exams and/or semester projects are assessed out of a raw score of 100. A letter grade out of a raw score of 100 is assigned for seminar, thesis work, semester project courses and comprehensive exam. For students to be deemed successful in the concerned course, they must earn at least the letter grade CC in the Master's programs; and at least the letter grade CB in Ph.D. and integrated Ph.D. programs.

(5) Student whose raw success grade is below 25,00 directly receives the letter grade FF and fails the course. The grade of students whose raw success grade is 25,00 and above is determined with the coefficients below and corresponding letter grade by taking into consideration the overall success of the class, arithmetic mean and statistical distribution. After this assessment, it is possible to obtain corresponding letter grade FF for raw scores that are 25,00 and above.

(6) The coefficients and the letter grades are assessed as indicated below:

a) 

<u>Coefficient</u>	<u>Letter Grade</u>
<b>4,00</b>	<b>AA</b>
<b>3,50</b>	<b>BA</b>
<b>3,00</b>	<b>BB</b>
<b>2,50</b>	<b>CB</b>
<b>2,00</b>	<b>CC</b>
<b>1,50</b>	<b>DC</b>
<b>1,00</b>	<b>DD</b>
<b>0,50</b>	<b>FD</b>
<b>0,00</b>	<b>FF</b>

b) Grades which are not included in article (a) are as follows:

1) D: Absentee,

2) G: Not present,

3) E: Incomplete, (In case of failure to convert the grade “E” to a letter grade within the three week period following the confirmation of the letter grades of final exam/academic year, the grade “E” will be converted to the grade “FF”)

(7) AGNO is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time by the total credit values of those courses. Obtained AGNO is expressed by rounding them off to the second digit after the decimal point.

(8) In the calculations of both cumulative semester point average and AGNO, grades from AA to FF are processed. Letter grades G and D are processed as FF.

(9) All grades are indicated in the student’s transcript.

(10) In Master’s programs with and without thesis, AGNO must be at least 2,50/4,00; in Ph.D. programs enrolled with bachelor’s/ master’s degree, AGNO must be at least

3,00/4,00 in order to be eligible for graduation. Students who have not met graduation requirements, despite having completed the total credit, can meet this requirement by taking a new course(s).

(11) Students who have failed to earn the right to take the final exam because of not meeting the requirements regarding attendance or course practices are considered as absentee (D).

### **Objection to grade**

**ARTICLE 12** – (1) Objections to admission, scores of mid-term and final exams, and other assessment scores cannot be made apart from errors of fact, with the grant of leave for judicial review. Written objections to errors of fact are made to the chair of the concerned graduate school latest in five work days following the announcement of grades on student information system or on the website of the concerned graduate school. Objections not made within the stated period are not accepted. If an error of fact is identified on exam papers or transcript of records by the graduate school administrative board, by receiving the course instructor's opinion when necessary, the board concludes.

### **Student transfers between graduate programs**

**ARTICLE 13** – (1) Students enrolled in non-thesis Master's programs can transfer to Master's programs with thesis with the recommendation of the chair of the concerned department/program and the decision of the graduate school administrative board on the condition that they meet minimum requirements determined for the concerned program on the procedures and provisions approved by the Senate.

(2) If a student whose thesis is not approved while in the Master's program with thesis makes a request, by allowing an additional one semester period, the student is given the right to transfer to a non-thesis Master's program on the condition that course credit load, project writing and relevant requirements are met.

(3) Students enrolled in integrated Ph.D. programs can transfer to Master's programs with or without thesis if they have successfully completed courses with a total of 60 credit.

(4) Transfer between programs can be made only for once. Files of the transferred students is transmitted to the new program and they are dismissed from the old program. Recognition of the previously earned proficiencies and adjustment procedure of transferred students are regulated according to procedures and provisions determined by the Senate with the decision of graduate school administrative board.

(5) A research assistant who have completed at least one semester in a graduate program of the current graduate school or of another higher education institution and have been successful in all the courses taken within the condition of taking at least



two courses at the beginning of semester can be transferred to a graduate program of the same department/program in the graduate school with the recommendation of the chair of department/program and the decision of the concerned graduate school administrative board, upon request. Transfer applicants must meet minimum application requirements stated in Article 5 of this rules and regulations.

### **Admission of international students**

**ARTICLE 14** – (1) Admission of international students to the University is carried out according to procedures and provisions determined by the Senate.

### **Admission of Special Students**

**ARTICLE 15** – (1) Admission of special students is carried out according to procedures and provisions determined by the Senate.

(2) Those who are graduates of a higher education institution and wish to improve their knowledge on a specific field are admitted as special student with the approval of the chair of department/program. Special studentship does not directly provide a degree in a department/program and cannot exceed two semesters. Those who take courses as a special student cannot enjoy the rights of registered students. Course credits of successfully completed courses as a special student cannot exceed 1/2 of the total course credit when admitted to a graduate program.

### **Dual degree, protocol and exchange programs**

**ARTICLE 16** – (1) The regulations governing dual degree, protocol and exchange programs are carried out according to legislation provisions determined by the Senate.

(2) In case the University signs an education/cooperation protocol with institutions/organizations with the aim of developing expert staff, requirements defined in education and academic cooperation protocols are valid in the admission of candidates who work for the concerned institutions/organizations and hold Bachelor's degree.

(3) Students who are government scholars with foreign nationality and contracted within protocol, bilateral agreement, European Union Alignment Program, European Union Projects, student exchange programs and suchlike agreements signed with the State of Turkish Republic are admitted regardless of the provisions stated in Article 5 and Article 6 of this rules and regulations.

### **Leave of Absence**

**ARTICLE 17** – (1) Procedures regarding excuses, leaves of absence and attendance status of students are carried out according to legislation provisions approved by the Senate.

## **PART 3**

### **Master's Program with Thesis**

#### **Scope**

**ARTICLE 18** – (1) The aim of Master's programs with thesis is to have students access knowledge through scientific research, evaluate and interpret this knowledge and develop new ideas/solutions.

(2) Master's programs with thesis consist of at least eight courses with a total minimum of 60 credits including one course comprising scientific research techniques and research and publication ethics, one seminar course; and courses of thesis preparation and thesis work, corresponding to a minimum total of 120 credits.

#### **Duration**

**ARTICLE 19** – (1) The duration of a Master's program with thesis is four semesters, excluding the period spent in the Academic Deficiency Program, starting from the semester of the course period of the registered program regardless of whether registration has been done for each semester. The maximum duration of the program is six semesters. Regulations regarding students who are able to graduate before the minimum duration are determined by the legislation provisions accepted by the Senate.

#### **Master's thesis supervisor assignment and thesis topic determination**

**ARTICLE 20** – (1) A fulltime faculty member is assigned as thesis supervisor for each student latest by the end of the first semester by graduate school administrative board with student's request and the approval of academic committee of department/program. In cases where there is no faculty member meeting concerned qualifications determined by the higher education institute, a faculty member of another higher education institution may be assigned as supervisor in accordance with the principles determined by the Senate. In cases where the nature of the thesis work calls for more than one supervisor, a second supervisor with at least Ph.D. degree may be assigned as co-supervisor from inside the University, another higher education institution in Turkey or abroad or outside a higher education institution. Students recommend their thesis topic determined with their supervisors to the graduate school with the approval of the chair of department/program latest by the end of second semester. The thesis supervisor and the thesis topic are finalized after the approval of the graduate school administrative board.

(2) Provisions concerning the assignment and replacement of a supervisor or a co-supervisor are carried out according to procedures and principles determined by the Senate.

## **Preparation and finalization of a Master's thesis**

**ARTICLE 21** – (1) Provisions concerning the preparation and finalization of a Master's thesis are determined by the procedures and principles approved by the Senate.

(2) The student in Master's program with thesis must put her/his findings on paper in accordance with the principles indicated in Thesis Manual. In order for the thesis jury to be appointed, the student must document that he/she has met one of requirements of having at least one poster or orally presented paper in a national or international conference, congress or symposium or a scientific article prepared with her/his supervisor related to her/his thesis topic and accepted for publication or published in a national or international refereed journal; or patent or utility model preparation and must obtain the approval of her/his supervisor and apply to the graduate school through the chair of department/program.

(3) Concerned graduate school obtains plagiarism report of the thesis and sends to the supervisor and jury members. In case of detection of plagiarism in a thesis, the thesis is sent to graduate school administrative board with its justification to be decided on.

(4) The thesis jury is appointed by the recommendation of the thesis supervisor and concerned chair of department/program considering the jury members's areas of specialization and the decision of graduate school administrative board. The jury is composed of three or five members, one being the thesis supervisor of the student, and at least one being a faculty member from another university. If the jury is composed of three members, the co-supervisor cannot be a member of the jury.

(5) Procedures regarding thesis defense are carried out according to procedures and principles determined by the Senate. Students who are asked to review their theses after the defense make the required revisions latest in three months and defend the thesis once again before the same jury.

(6) Provided that the student has been found successful in her/his thesis defense and has met other requirements, he/she submits the thesis and other documents requested by the graduate school to the the graduate school and is entitled to a Master's degree.

(7) The date of graduation is the date when the copy of the thesis signed by the thesis jury after the successfully completed thesis defense is submitted to the graduate school.

(8) Following the submission of the thesis, concerned graduate school sends a copy of the thesis electronically to Council of Higher Education to be put into the service of scientific research and practices.

## **Student Dismissal**

**ARTICLE 22** – (1) Students who fit any of the following descriptions are dismissed from the programs they are registered in:

- a) Students who are punished with dismissal according to provisions of Higher Education Institutions Student Discipline Regulations published in the Official Gazette No: 28388; Date August 18, 2012.
- b) Students who fail to successfully complete compulsory and elective courses specified in the curriculum at the end of four semesters or fail to meet success requirement/criteria determined by the recommendation of graduate school administrative board and the approval of the Senate.
- c) Students who fail in thesis work within the maximum duration or fail to attend the thesis defense.
- ç) Students whose theses or revised theses have been rejected.
- d) Students who have been deemed successful in thesis defense but have failed to submit a copy of their theses to the concerned graduate school within the maximum duration.

## **PART 4**

### **Non-thesis Master's Program**

#### **Scope**

**ARTICLE 23** – (1) The aim of non-thesis Master's programs is to have students gain knowledge in the related field and the ability to use their existing knowledge in professional applications.

(2) A non-thesis Master's program consists of at least ten courses with a minimum total of 60 credits, and a semester project course, corresponding to 90 credits.

#### **Duration**

**ARTICLE 24** – (1) The duration of a non-thesis Master's program is a maximum of three semesters starting from the semester of the course period of the registered program regardless of whether registration has been done for each semester.

#### **Advisor assignment**

**ARTICLE 25** – (1) In a non-thesis Master's program, the graduate school assigns either a faculty member or a member of the academic staff holding at least doctoral degree and the concerned qualifications determined by the Senate as advisor for that student for the purpose of course selection and advisor approval in the first semester

where the student is registered to the program, and for supervising the project work in the semester where the student is registered for semester project.

### **Semester project and comprehensive exam**

**ARTICLE 26** – (1) The student must prepare a written report regarding her/his project at the end of the semester in which semester project course has been taken and present it in a meeting to which the advisor attends.

(2) A comprehensive exam may be administered at the end of the non-thesis Master's program according to legislation provisions approved by the Senate.

### **Student Dismissal**

**ARTICLE 27** – (1) Students who fit any of the following descriptions are dismissed from the graduate school with the decision of graduate school administrative board:

a) Students who are punished with dismissal according to provisions of Higher Education Institutions Student Discipline Regulations published in the Official Gazette No: 28388; Date August 18, 2012,

b) Students who fail to complete the program within the maximum duration.

## **PART 5**

### **Doctoral Programs**

#### **Scope**

**ARTICLE 28** – (1) The aim of a Ph.D. program is to equip students with the skills of doing independent research, interpreting scientific phenomena and data with broad and in-depth analysis and determining the necessary steps that will lead to new syntheses.

(2) A Ph.D. program for students admitted with Master's degree consists of eight courses with a minimum total of 60 credits including one course comprising scientific research techniques and research and publication ethics and one seminar course; and comprehensive exam, thesis preparation and thesis work, corresponding to a minimum total of 240 credits. A Ph.D. program for students admitted with Bachelor's degree consists of at least 15 courses, comprehensive exam, thesis preparation and thesis work, corresponding to a minimum total of 300 credits.

#### **Duration**

**ARTICLE 29** – (1) The duration of a Ph.D. program for students admitted with Master's degree is eight academic semesters, excluding the period spent in the Academic Deficiency Program, starting from the semester of the course period of the

registered program regardless of whether registration has been done for each semester. The maximum duration of the Ph.D. program is twelve academic semesters. In Ph.D. programs, the maximum duration for the completion of compulsory and elective courses and the seminar course is four academic semesters for students admitted with Master's degree, and six academic semesters for students admitted with Bachelor's degree.

### **Ph.D. thesis supervisor assignment and thesis topic determination**

**ARTICLE 30** – (1) A fulltime faculty member who has supervised and successfully completed at least one Master's thesis is assigned, excluding departments of the faculties of dentistry, pharmacy, medicine and veterinary, as thesis supervisor for each student latest by the end of the second semester by graduate school administrative board with student's request and the approval of academic committee of department/program. In cases where there is no faculty member meeting relevant qualifications determined by the higher education institute, a faculty member of another higher education institution may be assigned as supervisor in accordance with the principles determined by the Senate, excluding departments of the faculties of dentistry, pharmacy, medicine and veterinary. In cases where the nature of the thesis work calls for more than one supervisor, a second supervisor with at least Ph.D. degree may be assigned as co-supervisor from inside the University, or another higher education institution in Turkey or abroad, or outside a higher education institution. Students recommend their thesis topic determined with their supervisors to the graduate school with the approval of the chair of department/program latest by the end of second semester. The thesis supervisor and the thesis topic are finalized after the approval of the graduate school administrative board.

(2) Provisions concerning the assignment and replacement of a supervisor or a co-supervisor are carried out according to procedures and principles determined by the Senate.

### **The Doctoral Comprehensive Examination**

**ARTICLE 31** – (1) In order to be eligible to take the Doctoral Comprehensive Examination, students should successfully complete the courses and the seminar course, and their AGNO must be at least 3.00/4.00. Students whose AGNO is below 3.00/4.00, take the courses deemed suitable by the supervisor until they meet this requirement. The time spent while taking these courses are included in the maximum duration.

(2) Doctoral comprehensive examination is administered twice a year on the dates indicated in academic calendar.

(3) Students in Ph.D. programs must take the doctoral comprehensive examination latest by the end of the fifth semester, and students in Ph.D. on Bachelor's degree programs must take it latest by the end of the seventh semester.

(4) Doctoral comprehensive examinations are arranged and administered by the doctoral comprehensive examination committee of five faculty members who are assigned by the recommendation of the chair of the concerned department/program and the approval of the concerned graduate school administrative board for each academic semester. The committee sets up examination juries in order to prepare exams in varied fields, and administer and evaluate these exams. An examination jury comprises five members, at least two of whom are from outside the University and one of whom is the student's thesis supervisor. Whether the supervisor has a right to vote is determined by the concerned graduate school administrative board. If the supervisor does not have the right to vote, jury comprises six faculty members.

(5) Doctoral comprehensive examinations consist of written and oral examinations. Students who succeed in the written examination take an oral examination. The exam format and weight, success criteria and the calculation of the exam grades are determined by the doctoral comprehensive examination committee. The jury decides, by absolute majority, whether a student is to be deemed "successful" or "unsuccessful" by evaluating the results of the written and oral components of the exam. The concerned graduate school is notified of this decision latest within three days in an official report by the chair of department/program. The doctoral comprehensive examination jury may require a student who is successful in the doctoral comprehensive examination to take a course / courses not exceeding 1/3 of total course credit, even if the course load requirements have been met. Upon approval by the doctoral comprehensive examination committee, the concerned graduate school is notified of these courses through the chair of department/program. The student must be successful in these courses. The grades of these courses are not counted in AGNO.

(7) Students who fail their first exam re-sit the exam in the ensuing semester.

(8) Students who fail to sit any phase of the doctoral comprehensive examination are considered to have exercised their right to take that exam and are deemed unsuccessful in that phase.

### **Doctoral thesis advisory committee**

**ARTICLE 32** – (1) A doctoral thesis advisory committee is assigned, within one month, to a student who is successful in the doctoral comprehensive examination with the recommendation of the chair of the concerned department/program and the decision of the graduate school administrative board by receiving supervisor's opinion.

(2) A doctoral thesis advisory committee is composed of three faculty members, one being the thesis supervisor. The doctoral thesis advisory committee is assigned by the decision of the graduate school administrative committee among three faculty members recommended by the supervisor, one being herself/himself, and two from another department/program or from another higher education institution, and three faculty members recommended by the concerned chair from inside the department/program or from another department/program or higher education institution. One of two remaining members is chosen from inside the concerned department/program, and the other preferably from another higher education institution or from another department/program inside the University.

(3) Thesis advisory committee members' areas of specialization should comply with the determined thesis topic, and members should be chosen from different disciplines in multidisciplinary thesis works. In cases where a co-supervisor has been appointed, the co-supervisor may attend the meetings as an observer.

(4) In ensuing semesters, thesis advisory committee members may be replaced by the recommendation of the chair of department/program and the decision of the concerned graduate school administrative board by receiving the supervisor's reasoned opinion.

### **Defense of the thesis proposal and monitoring the course of the thesis work**

**ARTICLE 33** – (1) Latest within six months after the doctoral comprehensive examination, the student who is deemed successful defends orally her/his thesis proposal which comprises the purpose of the thesis work, the research method and the future work plan before the thesis advisory committee. The student submits a written report to the thesis advisory committee members at least fifteen days prior to oral defense.

(2) Thesis advisory committee decides, with absolute majority, to “approve”, "return for revision" or “reject” the presented thesis proposal. One month is allotted for revision. The chair of department/program notifies, in an official report, the graduate school of the decision of the thesis advisory committee by latest within three days after the defense of the thesis proposal.

(3) Thesis proposals of the students who fail to defend their thesis proposal in six months are deemed rejected.

(4) Students whose thesis proposals are rejected have a right to choose another thesis topic and/or thesis supervisor, in which case a new thesis advisory committee may be assigned. Students who choose to continue the program with the same thesis supervisor defend their proposal once again within the ensuing three months, and those who choose a different thesis topic and/or thesis supervisor do so within the ensuing six months and admitted to a defense of the thesis proposal again.



(5) For the student whose thesis proposal has been approved, the thesis advisory committee convenes twice a year, once between January and June and once between July and December. Thesis work presented to the thesis advisory committee members are assessed by the members and the concerned department notifies the graduate school of the decision of the committee within the ensuing three days.

### **Preparation and finalization of a Doctoral thesis**

**ARTICLE 34** – (1) Provisions concerning the preparation and finalization of a doctoral thesis are determined by the procedures and principles approved by the Senate.

(2) The student in doctoral program must put her/his findings on paper in accordance with the principles indicated in Thesis Manual. In order for the thesis jury to be appointed, the student must document that he/she has met one of requirements of having at least one scientific article prepared with her/his supervisor related to her/his thesis topic and accepted for publication or published in a national or international refereed journal; or a patent or utility model preparation, and must obtain the approval of her/his supervisor and apply to the graduate school through the chair of department/program.

(3) Concerned graduate school obtains plagiarism report of the thesis and sends to the supervisor and jury members. In case of detection of plagiarism in a thesis, the thesis is sent to graduate school administrative board with its justification to be decided on.

(4) The doctoral thesis jury is composed of five members of faculty including those in the thesis advisory committee and at least two members from different higher education institutions.

(5) For doctoral theses with a co-supervisor, the jury consists of seven faculty members including the co-supervisor as a member. Other criteria regarding the set up of the doctoral thesis jury is carried out according to procedures and principles approved by the Senate.

(6) The jury members convene within one month as of the date they receive the thesis so as to have the student defend the thesis. The thesis defense shall comprise the presentation of the thesis work and a consecutive question and answer session. Thesis defense is open to an audience of instructors, graduate students and experts in the field.

(7) After the thesis defense is completed, the jury decides in the absence of the audience and in absolute majority, whether the result is “approval”, “revision” or “rejection”. The decision of the jury is sent to the concerned graduate school by the chair of the department/program with the official jury report latest within three days

of the defense. Justification notes of the jury members who have made the decision of rejection are attached to the report.

(8) Students who are asked to review their theses after the defense may be given an extension of a maximum of six months by the jury. The student makes the required revisions and defends the thesis once again before the same jury.

(9) For the finalization of the thesis, at least three successfully completed thesis advisory committee reports must be submitted to the graduate school.

(10) Procedures regarding thesis defense are carried out according to the procedures and principles determined by the Senate.

(11) Students who are found successful in their thesis defense and who have submitted their theses prepared according to thesis manual with required documents to the graduate school are entitled to a doctoral degree with the decision of graduate school administrative board.

(12) The date of graduation is the date when the copy of the thesis signed by the thesis jury after the successfully completed thesis defense is submitted to the graduate school.

(13) Following the submission of the thesis, concerned graduate school sends a copy of the thesis electronically to Council of Higher Education.

### **Student Dismissal**

**ARTICLE 35** – (1) Students who fit any of the following descriptions are dismissed from the graduate school:

- a) Students who are punished with dismissal according to provisions of Higher Education Institutions Student Discipline Regulations published in the Official Gazette No: 28388; Date August 18, 2012,
- b) Students who fail to successfully complete compulsory and elective courses or who fail to meet minimum AGNO specified in sub-article 10 of Article 11 of the Rules and Regulations.
- c) Students who are found unsuccessful twice consecutively or three times intermittently by the thesis advisory committee.
- ç) Students who fail the doctoral comprehensive exam or thesis proposal twice.
- d) Students who have successfully completed compulsory and elective courses, become successful in doctoral comprehensive exam and whose thesis proposal have been approved, but have failed to complete thesis work within the maximum duration.

- e) Students whose theses or revised theses have been rejected.
- f) Students who have been deemed successful in thesis defense but have failed to submit a copy of their theses to the concerned graduate school within the maximum duration.

## **PART 6**

### **Graduation, Diploma, Diploma Supplement, Tuitions and Education Fees, Disciplinary Procedures, and Principles Regarding Notifications**

#### **Graduation, Diploma, Diploma Supplement**

**ARTICLE 36** – (1) Procedures concerning graduation, diploma and diploma supplement are carried out by the concerned legislation provisions approved by the Senate.

#### **Tuitions and Education Fees**

**ARTICLE 37** – (1) Tuitions, education fees and other fees are determined by the University Administrative Board within the framework of article 46 of the Act 2547 and concerned legislation provisions.

(2) After the academic year has started, tuitions or education fees paid for that semester by the students who leave the University, are dismissed or disenrolled from the University, or graduated from the University are not refunded.

#### **Disciplinary procedures**

**ARTICLE 38** – (1) The disciplinary procedures of students are carried out in accordance with the provisions of Higher Education Institutions Student Discipline Regulations published in the Official Gazette No: 28388; Date August 18, 2012.

#### **Notifications and Address**

**ARTICLE 39** – (1) Notification address of the student is the address stated in the registration and the one on Address-Based Population Registration System.

(2) To prevent aggrievements resulting from change of address, students are obliged to notify concerned public institutes of the change of address. Students who do not notify of the address or changes cannot claim that they have not been notified.

(3) Students are obliged to follow the messages sent to their e-mail addresses registered on student affairs information system or stated in the registration process.

## **PART 7**

### **Miscellaneous and Final Provisions**

#### **The academic deficiency program**

**ARTICLE 40** – (1) An academic deficiency program may be applied with the purpose of filling the deficiencies of students whose Bachelor's/Master's degree is different from the graduate program they have been admitted to.

(2) Procedures concerning the academic deficiency program are carried out by legislation provisions approved by the Senate.

#### **Administration of exams on online platforms**

#### **Elektronik ortam kullanılarak sınavların yapılması**

**ARTICLE 41**– (1) In cases when some jury member(s) are out of town or abroad, on condition that absolute majority is actually present in the exam, comprehension exam, thesis advisory/defense exams in graduate programs may be administered using audiovisual communication technologies.

#### **Situations for which there are no provisions**

**ARTICLE 42** – (1) For situations for which there are no provisions stated in this rules and regulations, concerned legislation provisions and the decisions of the Senate are applied.

#### **Invalidated Regulation**

**ARTICLE 43** – (1) The regulation entitled Gazi University Rules and Regulations Governing Graduate Studies published in the Official Gazette No: 29961 dated January 27, 2017 has been invalidated.

#### **Transition Period ve Adjustment**

**TRANSITORY ARTICLE 1**– (1) For students who registered to more than one graduate programs before the publication of the regulation entitled Rules and Regulations Governing Graduate Studies published in the Official Gazette No: 29690 dated April 20, 2016, sub-article 3 of the article 7 is not applied.

(2) Students who were registered to or graduated from non-thesis Master's programs before February 6, 2013 may apply for doctoral programs.

(3) For students who registered before 2013-2014 academic year, sub-article 10 of article 11, sub-article 2 of article 21, sub-article 1 of article 31, and sub-article 2 of article 34; for students who registered before 2015-2016 academic year, sub-article 2

of article 18 and sub-article 2 of article 28; for students who registered before 2016-2017 academic year, sub-article 5 of article 9 are not applied.

### **Validity**

**ARTICLE 44** – (1) This regulation is effective as of the date of its publication.

### **Implementation**

**ARTICLE 45** – (1) The provisions of this regulation are implemented by the Rector of Gazi University.