

**ISTANBUL TECHNICAL UNIVERSITY**  
**REGULATION OF GRADUATE EDUCATION AND TRAINING**

**CHAPTER ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 – (1)** The purpose of this Regulation is to set out principles related to graduate education, training and examinations carried out by the Graduate Schools of Istanbul Technical University.

**Scope**

**ARTICLE 2 – (1)** This Regulation covers provisions related to education and training of graduate programmes as well as the programmes required for their education, scientific research and application activities that are carried out by the Institutes of Istanbul Technical University which are the Master's programmes with or without thesis, doctorate programmes and proficiency in arts. as well as the programmes required for their education, scientific research and application activities.

**Basis**

**ARTICLE 3 – (1)** This Regulation has been issued on the basis of Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4 – (1)** For the purposes of this regulation, the below written terms shall have the following meanings:

- a) Academic semester: An academic calendar semester accepted by the Senate,
- b) ECTS: European Credit Transfer System,
- c) ALES: Academic Personnel and Graduate Level Entrance Exam,
- ç) Maximum duration: Six semesters for the master's education; twelve semesters for the doctorate education for those who are admitted to with a master's degree, and fourteen semesters for those who are admitted with a bachelor's degree,
- d) Advisor: Faculty members and lecturers with a doctorate degree or proficiency in arts, assigned by the institute executive board to supervise graduate students during their studies such as coursework and master' thesis, doctorate thesis, proficiency in arts thesis and its practice,
- e) Doctorate qualifying/preliminary proficiency in arts committee: The committee formed with proposal of the programme executive committee and the approval of the department chairs at the institute and approval of the executive board at the Graduate School, to serve for three years, which consists of five members selected from among the faculty members of the University, who are responsible for organizing and conducting qualifying/preliminary proficiency exams,
- f) The Graduate School: The relevant graduate school or institute carrying out graduate education and training activities at Istanbul Technical University,
- g) The department: The relevant department with an educational programme and/or arts major at the Graduate School,
- ğ) Department academic committee: The relevant committee consisting of full-time faculty members teaching at graduate level and/or managing thesis at the departments and lecturers with a doctorate degree or proficiency in art,
- h) Department Chair: The head of a Department with a graduate programme at the Graduate School,
- ı) Graduate School Board: Under chairmanship of the Graduate School director, deputy directors at the Graduate School and department chairs that have curriculums and/or carry out common curriculum at the Graduate School,

- i) Graduate School executive board: Under the chairmanship of the Graduate School director, the board consisting of deputy directors and three faculty members to be selected for three years by the Graduate School board among six candidates to be nominated by the director,
- j) Co-advisor: A second advisor assigned when required by the nature of the thesis study,
- k) Plagiarism: Presenting ideas, methods, data or works of others as their own work, partially or completely, without duly making academic reference,
- l) Credit: Credit value of a credit graduate course in a semester; total of the weekly theoretical course hours of a course that lasts one semester and half of the weekly practice, workshop, or laboratory hours,
- m) Admissions commission: A commission consisting of at least three full and two substitute faculty members and/or lecturers with a doctorate degree or proficiency in arts, selected among the University faculty members being nominated by programme executive committee and department chair before each academic semester and approved by the Graduate School executive board,
- n) ÖSYM: Measuring, Selection and Placement Centre,
- o) Programme: Compulsory and elective courses in a certain number and content for master's, doctorate or proficiency in arts degrees, and elective courses, doctorate qualifying or preliminary proficiency in arts exams, theses, and practices hereof,
- ö) Programme academic committee: A committee formed for each programme in cases where there is more than one programme of a department at the Graduate School,
- p) Programme coordinator: The faculty member chairing the academic and executive committees of the programme,
- r) Programme executive committee: The committee consisting of three or five people being responsible for the execution of the relevant graduate programme and formed to serve for three years,
- s) Rector: Rector of Istanbul Technical University,
- ş) Senate: Senate of Istanbul Technical University,
- t) Thesis: Master's thesis, doctorate thesis or proficiency in arts thesis and practice,
- u) Thesis supervisory committee: The committee monitoring the thesis of a student enrolled in doctorate or proficiency in arts programmes,
- ü) Thesis Defence Jury: The jury that decides on the success of the thesis of a student in master's programmes with thesis, doctorate, and proficiency in arts programmes,
- v) University: Istanbul Technical University,
- y) Qualifying exam: The exam that determines whether students in doctorate or proficiency in arts programmes have sufficient knowledge on basic subjects and thesis related subjects in programmes they enrolled.

## **CHAPTER TWO**

### **Master's Programmes**

#### **General principles**

**ARTICLE 5 – (1)** The master's programme may be carried out in two ways: With or without thesis. The Senate determines how and in which institute departments these programmes will be executed.

(2) The Senate determines the requirements for transferring between master's programmes with and without thesis.

(3) It is possible to open graduate distance learning education programmes where educational activities are planned and carried out based on information and communication technologies, without the obligation of the students and the lecturers being in the same physical location.

(4) Only master's education without thesis programmes may be carried out in evening education programmes. Doctorate and master's education with thesis shall not be done in these programmes.

#### **Master's programme with thesis**

**ARTICLE 6** – (1) Purpose of the master’s programme with thesis is to provide the student with the ability to access, evaluate, interpret, use, and produce information by conducting scientific research. This programme consists of at least twenty-four credit courses, not to be less than eight courses, non-credit courses, a seminar course, and a thesis study. Practice studies are also required in arts related programmes.

#### **Duration**

**ARTICLE 7** – (1) The duration of the master’s programme with thesis is four semesters, excluding the time spent in scientific preparation, starting from the semester of the courses in which students enrolled, notwithstanding whether they have enrolled for each semester, and the programme shall be completed in maximum six semesters.

(2) The student, who cannot successfully complete the required coursework and seminar courses included in the curriculum at the end of four semesters, or who fails to fulfill the requirements stipulated by the programme within this period; who fails in the thesis study or who does not attend the thesis defence within the maximum periods, shall be dismissed from the University.

#### **Assignment of thesis advisor**

**ARTICLE 8** – (1) Research fields of the faculty members who will be supervisors in the master’s programme with thesis are announced by the relevant programmes.

(2) The faculty member, who will be thesis supervisors, shall be determined by the end of the first semester at the latest.

(3) The Senate issues how the advisor shall be assigned for the enrolled students.

(4) The second advisor may be assigned as a co-advisor when required by the nature of the thesis study.

(5) Advisor shall be selected from the faculty members working in the relevant department at the University.

(6) Change of advisor shall be made upon written application of the student and/or the advisor to the programme executive committee, the agreement of the advisor and the department chair and the decision of the Graduate School executive board. Approval of a new advisor shall also be required in this case.

(7) Determination of the courses to be taken by the student and registration process shall be carried out by the programme executive committee until the advisor is assigned and by the advisor after the assignment of the advisor.

#### **Completion of the master’s thesis**

**ARTICLE 9** – (1) The student shall orally defend the thesis, which is written in accordance with the thesis manual issued by the Senate and approved by the advisor, before the thesis defence jury.

(2) The student shall orally defend the thesis before the thesis defence jury, after it is approved by the advisor that it is written in accordance with the preparation guidelines issued by the Senate. The student completes and submits the thesis to the advisor before the defence of the master’s thesis together with the required revisions if any. The advisor takes the plagiarism detection report regarding the thesis and submits it together with the thesis to the Graduate School. In case of a plagiarism case, the thesis, along with necessary justification is sent to the Graduate School executive board for a decision.

(3) Programme executive committee proposes the master’s thesis defence jury to the Graduate School with the agreement of the department chair within one week from the submission of the thesis to the institute and assigned by the decision of the institute board. The thesis defence jury consists of three members, one of whom is the advisor of the student and at least one of whom is from another higher education institution. In the case of a co-advisor, the defence jury consists of five members, at least two of whom are from another department within the University or from another higher education institution. Maximum one thesis defence jury member may be selected from specialists with doctorate

degree or proficiency in arts in the relevant subject that are working in institutions and organizations other than higher education institutions.

(4) Jury members shall convene for the thesis exam within a month from the submission of the thesis at the latest. The exam consists of the presentation of the thesis study followed by a question and answer session.

(5) After completion of the thesis defence exam, the jury decides by majority vote or consensus to accept, reject, or request revisions. The department shall convey this decision together with minutes of evidence to the Graduate School within three days following the thesis exam.

(6) The student, who has been asked to revise her/his thesis, shall make necessary revisions within maximum three months, and defends the thesis again in front of the same jury.

(7) The student whose thesis study has been found to be unsuccessful, shall be awarded master's degree without thesis diploma upon her/his request, provided that s/he has fulfilled the course credit load and term project requirements. Senate shall issue how this change will be made.

(8) Graduation requirements for master's education shall be issued by the Senate.

### **Master's programme with thesis**

**ARTICLE 10** – (1) The student, who is successful in the thesis defence exam and who meets other requirements, shall complete the necessary revisions and then deliver a copy of master's thesis written and bound in accordance with thesis manual issued by the Senate and two electronic copies accompanied by the acceptance letter of the thesis advisor to the institute within one month following the thesis exam. The Graduate School executive board may extend by one month the delivery deadline at the latest upon request. Student who fails to meet these requirements will not receive her/his diploma until s/he fulfills them, may not exercise student rights, and shall be dismissed from the University if the maximum allowed period expires.

(2) (**Amended: RG-30/06/2017-30110, last sentence**). The student, whose graduation is decided by the Graduate School board, shall be awarded master's degree with thesis diploma approved by the Senate. The approved name of the programme in the department that the student has completed will appear on the diploma. The graduation date is the date on which the signed copy of thesis is delivered by the commission of examination jury.

### **Master's programme without thesis**

**ARTICLE 11** – (1) The purpose of the master's programme without thesis is to provide the student with professional knowledge and to show how to use existing knowledge in practice.

(2) The master's programme without thesis consists of minimum ten and maximum thirteen courses as well as a term project course, not less than thirty credits and not more than forty credits. Term project is graded as pass or fail. The student is obliged to enroll to the term project in the semester when the term project is received and submit a written report at the end of the semester.

(3) Master's education without thesis may be carried out in evening education programmes.

### **Duration and course loads of master's programme without thesis in daytime education**

**ARTICLE 12** – (1) The duration of the master's programme without thesis is minimum two semesters and maximum three semesters, excluding the time spent in scientific preparation, starting from the semester in which the courses of the programme the students enrolled are given, notwithstanding whether they have enrolled for each semester. The student who is deemed unsuccessful at the end of this period or fails to complete the programme shall be dismissed from the University.

(2) Course loads, duration and other requirements related to graduation in the master's programme without thesis shall be issued by the Senate.

### **Duration and course loads of master's programme without thesis in evening education**

**ARTICLE 13** – (1) Only master's programme without thesis may be conducted in evening education format.

(2) The duration of the master's programme without thesis is minimum two semesters and maximum three semesters, excluding the time spent in scientific preparation, starting from the semester in which the courses of the programme the students enrolled are given, notwithstanding whether they have enrolled for each semester. The student who fails at the end of this period or fails to complete the programme shall be dismissed from the University.

(3) Duration and other requirements related to graduation shall be issued by the Senate.

#### **Assignment of advisor**

**ARTICLE 14** – (1) In the master's programme without thesis, the department chair at the Graduate School issues a faculty member who will help the student to select the courses and carry out the term project or a lecturer with the qualifications issued by the Senate by the end of the first semester at the latest.

#### **Diploma of master's degree without thesis**

**ARTICLE 15** – (1) The Graduate School board decides on the graduation of the student who has completed the courses and term project successfully, and it awards the diploma of master's degree without thesis to the student.

(2) The approved name of the programme in the department that the student has completed shall appear on the diploma.

(3) Those who attend the master's programme without thesis may be transferred to the master's programme with thesis, provided that they fulfill the minimum requirements issued for the master's programme with thesis by the higher education institution they have applied. In this case, the courses taken in the master's programme without thesis may be regarded as equivalent to the courses in the master's programme with thesis upon the decision of the Graduate School executive board.

### **CHAPTER THREE**

#### **Doctorate Programmes**

##### **General principles**

**ARTICLE 16** – (1) The purpose of the doctorate programme is to provide the student the ability to conduct independent research, examine and interpret scientific phenomena from a broad perspective and in detail, and determine the necessary steps to reach new syntheses. The thesis to be prepared at the end of the doctorate studies should fulfil one of the following qualifications of;

- a) Bringing innovation to the science,
- b) Developing a new scientific method,
- c) Applying an already known method to a new field.

(2) Doctorate programme consists of minimum seven courses, not less than forty two credits in total, seminar, qualifying exam, thesis proposal and thesis study for students with the master's degree with thesis; and as for students admitted with a bachelor's degree minimum fourteen courses, not less than twenty one credits in total, seminar, qualifying exam, thesis proposal and thesis study.

(3) Doctorate programmes may also be organized as domestic and international integrated doctorate programmes.

(4) The student who has been admitted to the doctorate programme with a bachelor's degree and who has successfully completed minimum twenty-four credits course may be transferred to the master's programme. The transfer to the master's programme shall be issued by the Senate.

##### **Duration**

**ARTICLE 17 (Amended: RG-30/06/2017-30110)** –

(1) Regular period for doctorate programme is eight semesters and the completion period is maximum twelve semesters for those who have been admitted with a degree from a master's programme with thesis; and ten semesters and the completion period is maximum fourteen semesters for those who

have been admitted with a bachelor's degree, excluding the time spent in scientific preparation, starting from the period in which the courses of the programme they enrolled are offered, notwithstanding whether students have enrolled for each semester.

(2) Maximum period of successful completion of coursework required for doctorate programme is four semesters for those who are admitted with a master's degree and six semesters for those who are admitted with a bachelor's degree. Students, who do not complete the required coursework within the maximum period, shall be dismissed from the University. Students, who fail to successfully complete the coursework within this period or who cannot achieve the minimum grade point average required by the University, shall be dismissed from the University.

(3) The student, who successfully completes the coursework, who is successful in the qualifying exam and whose thesis proposal is accepted, but who fails to complete the thesis study until the end of the twelve or fourteen semesters specified in the first clause, shall be dismissed from the University.

(4) Among students who have applied to the doctorate programme with a bachelor's degree yet could not complete the required coursework and/or thesis study within the maximum period, and was not successful in the doctorate thesis are awarded the master's without thesis diploma upon their request, provided that they have fulfilled the required credit load, project and other similar requirements for the master's without thesis programme.

### **Assignment of thesis advisor**

#### **ARTICLE 18 (Amended: RG-30/06/2017-30110) –**

(1) The relevant programmes announce the faculty members who will provide advising in the doctorate programme and their research fields in accordance with the principles issued by the Senate.

(2) Faculty members must have supervised at least one completed master's thesis successfully in order to supervise a thesis in doctorate programmes.

(3) Doctorate student applies to the programme executive committee with a petition stating the thesis subject and advisor with whom s/he wants to study. The programme executive committee obtains approval of the advisor and submits it to the institute executive board with the agreement of the chair of the department at the institute. Assignment of an advisor is finalized by the decision of the institute executive board.

(4) In cases where the nature of the thesis study requires more than one thesis advisor, co-advisor is assigned by the decision of the Graduate School executive board with the proposal of the advisor, the agreement of the programme executive committee and the chair of the department at the Graduate School. The second thesis advisor to be assigned may be from outside the University given that they have at least a doctorate degree.

(5) Change of the advisor is made by the decision of the Graduate School executive board with the agreement of the advising faculty members, the programme executive committee and the department chair at the Graduate School upon the written petition of the student and/or the advisor.

### **Qualifying Exam**

**ARTICLE 19 –** (1) Purpose of qualifying exam is to test whether students have sufficient knowledge on basic subjects in programme they attend and on subjects related with thesis topic.

(2) **(Amended: RG-30/06/2017-30110, first sentence).** Qualifying exam is held twice a year, at the end of the fall and spring semesters. Students admitted with a master's degree who have completed their credits and whose [cumulative grade point average](#) is at least 3.00 should take the proficiency exam by the end of the fifth semester at the latest, and those admitted with a bachelor's degree should take the proficiency exam by the end of the seventh semester at the latest. Those who do not take the exam shall be considered unsuccessful.

(3) The student who applies yet does not enter the qualifying exam shall be considered unsuccessful.

(4) The student who fails the qualifying exam takes the exam again in the following semester. The student who fails twice in the qualifying exam shall be dismissed from the University.

(5) Qualifying exams are organized and executed by the doctorate qualifying examination committee according to the principles set by the Senate.

### **Thesis supervisory committee**

**ARTICLE 20** – (1) For the student who has become successful in the qualifying exam, a thesis supervisory committee is formed within one month at the latest upon proposal of the advisor, the agreement of the programme executive committee and the department chair at the Graduate School and the decision of the Graduate School executive board.

(2) In the semesters following the formation of the thesis supervisory committee, the members may be changed upon proposal of the chair of the department at the Graduate School and the decision of the Graduate School executive board.

(3) The principles regarding the formation of the thesis supervisory committee shall be issued by the Senate.

### **Defence of the thesis proposal**

**ARTICLE 21** – (1) The student who has succeeded in the doctorate qualifying exam submits within six months at the latest her/his thesis proposal including the aim, the method and the study plan of the research to the Graduate School and thesis supervisory committee and defends it orally before thesis supervisory committee.

(2) The thesis supervisory committee that evaluates the defence of the thesis proposal and decides by the majority vote or by consensus to accept, reject or revise the thesis proposal and the Graduate School is notified about this decision with a written report within three days. One month is provided for revisions. At the end of this period, the decision given to accept, reject or revision by absolute majority is reported to the Graduate School in a written report by the department chair within three days following the end of the process.

(3) The student who does not submit his/her thesis proposal in writing within the specified period, will not make a defence or whose thesis proposal is rejected has the right to choose a new advisor and a thesis topic. In such a case, a new thesis supervisory committee may be selected with proposal of the programme executive committee, approval of the department chair at the Graduate School and the decision of the Graduate School executive board. The student, who wants to continue the programme with the same advisor but with a new thesis topic, is admitted to the thesis proposal defence within three months. The student, who changed her/his advisor and thesis topic, is admitted to the thesis proposal defence within six months.

(4) If the thesis proposal is not submitted in due time for two consecutive semesters or found unsuccessful by the thesis supervisory committee twice consecutively, the student shall be dismissed from the University.

### **Supervision of doctorate thesis**

**ARTICLE 22** – (1) The student whose thesis proposal is accepted submits a written report on the progress of the thesis study twice a year, once in the periods between January-June and July-December, and defends it before the thesis supervisory committee within twenty-one days following this report. In this report, s/he presents her/his completed studies on the subject of the thesis and study plan for her/his future research. The student's thesis study is evaluated as satisfactory or unsatisfactory by the committee and is reported to the Graduate School directorate via the programme executive committee with a written report. The student, who is found to be unsuccessful by the thesis supervisory committee for two consecutive times or three times at intervals, shall be dismissed from the University.

### **Completion of the doctorate thesis**

**ARTICLE 23** – (1) The student submits her/his thesis prepared in line with the principles of the thesis manual issued by the Senate, to the Graduate School with the approval of her/his advisor.

- (2) The student should orally defend the thesis whose accordance with the writing guidelines issued by the Senate is approved by her/his advisor, before the jury. The student completes and submits the thesis to the advisor before the defence of the doctorate thesis and with the revision if required. The advisor takes the plagiarism detection report of the thesis and submits it together with the thesis to the Graduate School. In case of determination of a genuine plagiarism, the thesis is sent, along with its justification to the Graduate School executive board for a decision.
- (3) The composition of the doctorate thesis defence jury shall be determined with the proposal of the programme executive committee and the agreement of the department chair and the decision of the Graduate School board. The thesis defence jury consists of five members, at least two of whom are faculty members from another higher education institution including the thesis supervisory committee. Maximum one jury member may be selected from specialists having the title of PhD working in institutions and organizations other than higher education institutions. The Graduate School executive board also selects two substitute members, one from the University and the other from the faculty members of another higher education institution.
- (4) If the thesis study is conducted with a co-advisor, the thesis defence jury consists of seven members, at least three of whom are from outside the University.
- (5) Members, who cannot attend the jury due to their justified and valid excuses, shall inform the reasons for not attending with a written notice to the Graduate School directorate at the latest within one week from the date of taking delivery of the thesis.
- (6) The Graduate School examines the thesis for two weeks and passes it to the Rectorate, faculties, and other institutes for announcement. During this period, written opinions from other academicians regarding the thesis are notified to the jury members by the Graduate School directorate in written notice.
- (7) The jury members examine the doctorate thesis submitted by the candidate in a scientific and formal way and submit the personal reports they prepare about the thesis to the Graduate School directorate within twenty days at the latest after the thesis is delivered to them. Substitute jury members are assigned to replace the thesis defence jury members who do not submit their report in the meantime. The faculty member who does not submit her/his report within the specified period should inform the Graduate School directorate about her/his excuse with a written notice.
- (8) Thesis defence jury members gather and take the student to the thesis exam within a month from the submission of the thesis at the latest. The date and place of the doctorate thesis exam shall be determined by the Graduate School upon the proposal of the advisor and notified in written notice to the jury members.
- (9) After the thesis exam, the thesis defence jury gathers in a closed session, decides by the majority vote or consensus if the thesis is accepted, rejected, or needs to be revised and records this decision formally in the defense minutes/written report. It also prepares a joint report that evaluates the doctorate thesis and exam. In the event that the thesis is accepted by the majority vote, the opinions of the jury members who voted for the rejection and the responses given to these opinions by other jury members are also included in this report.
- (10) The joint report and minutes sent to the programme executive committee shall be sent to the Graduate School by the jury within three days following the thesis exam with the approval of the programme coordinator and the department chair. The student whose thesis is rejected shall be dismissed from the University. The student, who has been asked for revision of her/his thesis, makes the necessary revisions within maximum six months and defends the revised thesis s/he submitted to the Graduate School with the approval of his/her advisor before the same jury again. The student, who does not submit the revised thesis at the end of the revision period or whose thesis is not accepted at the end of the defence exam after submitting the revised thesis shall be dismissed from the University.
- (11) Among students who have been admitted to the doctorate programme with a bachelor's degree, those who have not been successful in the thesis, a master's without thesis diploma is awarded upon



their request, provided that they fulfill the course credit load, project writing and similar requirements of the master's without thesis programme.

(12) Graduation requirements for doctorate education shall be issued by the Senate.

### **Doctorate diploma**

**ARTICLE 24** – (1) The student, who is successful in the thesis exam and who meets other requirements, shall complete the necessary revisions and then deliver a copy of doctorate thesis written and bound in accordance with thesis manual issued by the Senate and two electronic copies accompanied by the acceptance letter of the thesis advisor to the Graduate School within one month following the thesis exam. The Graduate School executive board may extend the delivery time for maximum one month upon request. Student who fails to meet these requirements may not receive her/his diploma until s/he fulfills the requirements, may not exercise student rights, and shall be dismissed from the University if the maximum period expires.

(2) (**Amended: OG-30/06/2017-30110, last sentence**). The student, who has been found successful by the Graduate School executive board in line with the jury reports and whose thesis is suitable in terms of form, should meet the graduation requirement issued by the Senate in order to be entitled to receive the title of doctor. The graduation date is the date on which the signed copy of thesis is delivered by the commission of examination jury.

(3) The approved name of the programme in the department at the Graduate School that the student has completed shall appear on the diploma.

## **CHAPTER FOUR**

### **Programme of Proficiency in Arts**

#### **General principles**

**ARTICLE 25** – (1) The purpose of the programme of proficiency in arts is to provide the student with the ability to conduct independent research and determine the necessary steps to achieve new syntheses in arts and to have proficiency in basic subjects within her/his own discipline. The thesis to be prepared at the end of the programme of proficiency in arts and applied exhibition, individual performance, show, presentation should fulfil one of the following qualifications of;

- a) Bringing innovation to the field of art,
- b) Developing a new artistic method,
- c) Applying an already known artistic method to a new field.

(2) Programme of proficiency in arts consists of at least seven courses, not less than twenty one credits in total, proficiency exam, thesis proposal and thesis study for students with master's degree, and as for students admitted with a bachelor's degree at least fourteen courses, not less than forty two credits in total, project, exhibition, recital, concert, show, performance and similar practices together with preliminary proficiency exam, thesis proposal and thesis and application studies.

(3) Programme of proficiency in arts may also be organized as domestic and foreign integrated programmes of proficiency in arts.

(4) A student who has been admitted to the programme of proficiency in arts with a bachelor's degree and who has successfully completed at least twenty-one credits course may be transferred to the master's programme. The principles of transferring to the master's programme shall be issued by the Senate.

#### **Duration**

**ARTICLE 26 (Amended: RG-30/06/2017-30110) –**

(1) Regular period for programme of proficiency in arts is eight semesters and the completion period is maximum twelve semesters for those who have been admitted with a degree from a master's programme with thesis; and ten semesters and the completion period is maximum fourteen semesters for those who have been admitted with the bachelor's degree, excluding the time spent in scientific

preparation, starting from the period in which the courses of the programme they enrolled are offered, notwithstanding whether students have enrolled for each semester.

(2) The maximum period of successful completion of coursework required for proficiency in arts programme is four semesters for those who are admitted with a master's degree and six semesters for those who are admitted with a bachelor's degree. Students, who do not complete the required coursework within the maximum period, shall be dismissed from the University. Student, who fails to successfully complete the coursework within this period or who cannot achieve the minimum grade point average required by the University, shall be dismissed from the University.

(3) The student, who successfully completes the coursework and practices, but who fails to complete the studies such as thesis, exhibition, project, recital, concert, stage play until the end of the maximum twelve semesters or fourteen semesters specified in the first clause, shall be dismissed from the University.

(4) Among students who have applied to the programme of proficiency in arts with the bachelor's degree, those who have not been successful in the proficiency in arts thesis are awarded the master's without thesis diploma upon their request, provided that they have fulfilled the required credit load, project and other similar requirements.

### **Assignment of thesis advisor**

**ARTICLE 27** – (1) The faculty members who will provide advising in the programme of proficiency in arts and their research areas will be announced by the relevant programmes. The assignment of advisor shall be made by the end of the second semester at the latest.

(2) Proficiency in arts student applies to the programme executive committee with a petition stating the thesis subject and the advisor with whom s/he wants to work. The programme executive committee obtains the approval of the advisor and submits it to the Graduate School executive board with the agreement of the chair of the department at the institute. Assignment of an advisor is finalized by the decision of the Graduate School executive board.

(3) **(Added:RG-30/06/2017-30110, last sentence)** In cases where the nature of the thesis study requires more than one thesis advisor, co-advisor is assigned by the decision of the Graduate School executive board with the advisor's proposal, the agreement of the programme executive committee and the chair of the department at the Graduate School. The second thesis advisor to be assigned may be from outside the University given that they have at least a doctorate or proficiency in art degree.

(4) Change of the advisor is made by the decision of the Graduate School executive board with the agreement of the advisor faculty members, the programme executive committee and the department chair at the Graduate School upon the written application of the student and/or the advisor.

### **Completion of proficiency in art study**

**ARTICLE 28** – (1) The student preparing a thesis writes a text that explains and documents her/his results and studies such as exhibition, project, recital, concert, performance in accordance with the writing guidelines accepted by the Senate, and verbally defends his/her studies such as thesis, exhibition, project, recital, concert, performance before the jury.

(2) Before the defence of the proficiency in arts study and for the theses where revisions were demanded, the student completes and submits the thesis and presents it to the advisor. The advisor submits the thesis to the Graduate School with the opinion that the thesis is defensible. The Graduate School takes the plagiarism detection report of the thesis and submits it to the advisor and jury members. In case of a determination of a plagiarism, the thesis is sent back, along with its justification, to the the Graduate School executive board for a decision.

(3) After completing the proficiency in arts study, the student delivers the required number of copies of the thesis to the advisor. The advisor expresses her/his opinion in writing about the degree of compliance with the writing guidelines and sends the thesis to the Graduate School through the department chair.

(4) The proficiency in arts jury is appointed by the proposal of the advisor and the department chair and the approval of the Graduate School executive board. The jury consists of five people, at least two faculty members from another higher education institution. The Graduate School executive board decides whether the advisor has the right to vote. If the advisor does not have the right to vote, the jury consists of six people. Moreover, the second thesis advisor may take part in the jury without the right to vote.

(5) Jury members convene for the thesis exam within a month from the submission of the thesis at the latest. The exam consists of the presentation of the proficiency in arts study, and the question and answer session. The exam may be open to the participation of lecturers, graduate students and other audience consisting of experts of the field.

(6) After the completion of the exam, the jury gathers in a closed session to the audience, and decides to accept, reject or revise the student's studies such as thesis, exhibition, project, recital, concert and performance by majority vote or consensus. Students whose thesis and proficiency in arts study are accepted are considered as successful. This decision is reported to the Graduate School by the department chair at the Graduate School within three days following the exam. The student whose thesis and proficiency in art study are found unsuccessful shall be dismissed from the University. If the jury decides that the student's work for proficiency in art needs revision, s/he makes the necessary revisions within six months at the latest and defends his/her studies such as thesis, exhibition, project, recital, concert and performance before the same jury again. If the student's work for proficiency in art is considered unsuccessful and rejected at the end of this defence, s/he shall be dismissed from the University. If the students who have been admitted to the proficiency in art programme with a bachelor's degree fail in studies such as thesis, exhibition, project, recital, concert and performance, they are awarded a master's without thesis diploma upon their request in accordance with Clause 4 of Article 26.

### **Completion of proficiency in art thesis**

**ARTICLE 29** – (1) The student submits his/her thesis prepared in accordance with the thesis writing guidelines issued by the Senate to the Graduate School with the agreement of her/his advisor.

(2) The student should orally defend before the jury her/his thesis, written in accordance with the writing guidelines issued by the Senate and approved by the advisor. The student submits her/his thesis together with revisions if requested, to the advisor before the defence of the proficiency in arts thesis. The advisor submits the thesis to the Graduate School with the opinion that the thesis is defensible. The Graduate School takes the plagiarism detection report regarding the thesis and submits it to the advisor and jury members. In case of a plagiarism instance, the thesis is sent back, along with its justification to the Graduate School executive board for a decision.

(3) The composition of the proficiency in arts thesis jury shall be determined with the proposal of the programme executive committee and the agreement of the department chair and the Graduate School executive board. The jury consists of five members, at least two which from another higher education institution. The advisor has the right to vote in the exam for proficiency in art. Maximum one jury member may be selected from among specialists having a title of doctor and working in institutions and organizations other than higher education institutions. The Graduate School executive board also selects two substitute members, one from the University and the other from the faculty members of another higher education institution.

(4) If the thesis study is conducted with a co-advisor, the jury consists of seven members, of which at least three are from outside the University.

(5) Members, who cannot attend the jury due to their reasonable and valid excuses, shall notify the justification of failure to attend in writing to the institute directorate at the latest within one week from the date of taking delivery of the thesis.

(6) The relevant institute examines the thesis for two weeks passes it to the Rectorate, faculties, and other institutes for announcement. Written opinions from other academicians regarding the thesis are notified to the jury members by the Graduate School directorate in written report during this period.

(7) The jury members examine the scientific content and format of proficiency in arts thesis submitted by the candidate and submit the personal reports they prepare about the thesis to the Graduate School directorate within twenty-one days at the latest after the thesis is delivered. At the end of this period, substitute jury members are assigned in place of the jury members who do not submit their reports. The faculty member who does not submit her/his report within the specified period should notify in written his/her justification to the Graduate School directorate.

(8) Jury members convene for the thesis exam within a month from the submission of the thesis at the latest. The date and place of the exam for proficiency in arts thesis shall be decided by the Graduate School upon the proposal of the advisor and notified in written to the jury members.

(9) After the thesis exam, the jury gathers in a closed session to the audience, decides by the majority vote or consensus to accept, reject, or revise the thesis and records this decision formally in the written minutes. It also prepares a joint report that evaluates the proficiency in arts thesis and exam. In the event that the thesis is accepted by the majority vote, the opinions of the jury members who voted for the rejection and the responses given to these opinions by the other jury members are also included in this report.

(10) The joint report and minutes sent to the programme executive committee are notified to the Graduate School by the jury within three days following the thesis exam with the approval of the programme coordinator and the department chair. The student whose thesis is rejected shall be dismissed from the University. The student, whose thesis has been requested to be revised makes the necessary revisions within six months at the latest and defends the revised thesis s/he submitted to the Graduate School with the approval of his/her advisor before the same jury again. The student, whose thesis is rejected at the end of this defence, shall be dismissed from the University.

(11) If the students who have been admitted to the proficiency in arts with a bachelor's degree fail in the thesis defence, they are awarded a master's without thesis diploma upon their request, provided that they fulfill the course credit load, project writing and similar requirements of the master's without thesis programme.

(12) Graduation requirements for proficiency in arts education shall be issued by the Senate.

### **Diploma of proficiency in arts**

**ARTICLE 30** – (1) The student, who is successful in the thesis exam and who meets other requirements, delivers a copy of proficiency in arts thesis written and bound in accordance with thesis manual issued by the Senate and two electronic copies accompanied by the acceptance letter of the thesis advisor to the institute within one month following the thesis exam. In order to decide on the graduation of the student, the proficiency in art thesis should be submitted as specified in this paragraph.

(2) (**Amended: OG-30/06/2017-30110, last sentence**). If the Graduate School executive board admits the student in line with the jury reports and finds her/his thesis suitable in terms of format, the student is awarded a diploma of proficiency in the arts that determines the field of arts pursuant to its characteristics and that includes the approved name of the programme in the arts major of the Graduate School that the student has completed, provided that s/he meets the graduation requirement issued by the Senate. The graduation date is the date on which the signed copy of thesis is delivered by the commission of examination jury.

## **CHAPTER FIVE**

### **Scientific Preparatory Programme, Credit System and Admission of students with special status Admission of students to scientific preparatory programme**

**ARTICLE 31** – (1) In order to complete their lack of knowledge in master’s and doctorate programmes;

- a) Candidates whose bachelor’s degree is in different fields from the master’s programme to which they apply,
- b) Candidates for master’s programmes whose bachelor’s degree is from higher education institutions other than the University,
- c) Candidates for doctorate programmes whose bachelor’s or master’s degree is from higher education institutions other than University,
- ç) Candidates whose bachelor’s or master’s degree is in a different field from the doctorate programme to which they apply,

may be provided with scientific preparatory programme in accordance with the principles issued by the Senate.

#### **Admission of students with special status**

**ARTICLE 32** – (1) Those who have graduated from a higher education institution or are still students, and wish to improve their knowledge in certain disciplines may be admitted as a student with special status to graduate courses upon approval of the department chair at the Graduate School. Education of student with special status is not an education aimed at obtaining a direct degree in the related programme and its duration cannot exceed two semesters. Those who take courses as a student with special status shall not exercise student rights.

#### **Requirements for application to the graduate programmes, quotas, admission, and registration**

**ARTICLE 33** – (1) The requirements for application to the graduate programme, quotas, pre-registration, admission, and final registration processes are regulated by the Senate in accordance with the provisions of the relevant legislation.

(2) The graduate programmes that shall admit student, quotas, requirements for application and qualifications required for candidates for admission to graduate programmes shall be issued by the Senate, depending on the type of programme.

#### **Admission of students by lateral transfer**

**ARTICLE 34** – (1) A student, who has completed at least one semester at any graduate programme at the University or any other higher education institution, may be admitted to graduate programmes of the University via lateral transfer within the principles issued by the Senate.

#### **Admission of international candidates**

**ARTICLE 35** – (1) The requirements for admission of foreign national candidates to graduate education programmes shall be issued by the Senate upon the opinion of the programme executive committee and the department chair and proposal of the Graduate School executive board.

#### **Registration for graduate programmes, re-registration, duration, and tuition**

**ARTICLE 36** – (1) Candidates, who have the right to study in the graduate programme they apply at the university, enroll in accordance with the principles issued by the Senate within the period specified in the academic calendar. The original or certified copy of the documents requested for registration is accepted. Transactions related to the status of military service and criminal record are performed based on the candidate’s self declaration.

(2) Graduate students renew registration at the beginning of each semester according to Senate decisions.

(3) At the end of the first year of the scientific preparatory education, the student who fails to complete the scientific preparatory courses shall be dismissed from the University.

(4) The principles of re-registration in graduate education shall be issued by the Senate.

(5) Student tuition and/or registration fees issued in accordance with the provisions of the relevant legislation are paid on the dates specified in the academic calendar at the beginning of the semester. Those who do not pay the tuition and/or registration fees within the period cannot register/ re-register and exercise student rights for that period, except those whose excuses are accepted by the Graduate School executive board.

(6) The student tuition and/or registration fees are not reimbursed to those who dropped out or graduated, dismissed, or removed from the University during the semester for which the tuition and/or registrations fees are paid.

(7) The method of payment for the tuition and/or registration fees of students participating in student exchange programmes, common programmes and similar programmes shall be issued by the protocol between Universities.

### **Opening courses and course responsibilities**

**ARTICLE 37** – (1) Specialization field courses opened by students' advisors for thesis study are non-credit. The course load of the specialization field courses shall be issued by the Senate. The student must enroll in the thesis study and specialization field courses opened by the advisor every semester from the beginning of the semester s/he is enrolled in the thesis study. Specialization field courses continue during the thesis. In cases where the thesis study is managed by two advisors, specialization field courses are opened by the first advisor.

### **Assessment and evaluation**

**ARTICLE 38** – (1) The purpose of assessment and evaluation of graduate programmes is to determine the attainment levels of the objectives determined for the programmes and to provide feedback to the system and to contribute to the improvement of the quality.

(2) Graduate level courses are given by faculty members in principle. In the absence of a faculty member to give the relevant course in the programme academic committee, graduate level courses may be given by faculty members with a doctorate degree or proficiency in arts, experts with the PhD title, though employed in the institutions and organizations other than the University, and artist faculty members with a justified proposal of the programme executive committee and the department chair and approval of the Graduate School executive board.

(3) The assessment and evaluation of the programmes are carried out in accordance with the principles issued by the Senate for each programme.

### **Credit system**

**ARTICLE 39** – (1) The credit system is regulated according to the national credit system and ECTS.

(2) The semester national credit value of a graduate course is the sum of the total hours of weekly theoretical course in a semester and half of the hours of a weekly applied course or laboratory hours.

(3) ECTS credit of a graduate course represents the weekly student workload based on the acquisition of knowledge, skills and competencies provided by the programme and determined for the seventh and eighth levels within the Higher Education Qualifications Framework.

(4) The basic principles regarding the use of ECTS shall be issued by the Senate upon proposal of the Graduate School executive board.

### **Leave**

**ARTICLE 40** – (1) The issues related to the leave of absences that may be given in graduate education shall be issued by the Senate.

### **Course exams and evaluation**

**ARTICLE 41** – (1) Attendance, course exams, lecture notes, requirements to be considered successful from courses, course repetition, course types that students should take, and other issues shall be issued by the Senate.

### **Teaching language**

**ARTICLE 42** – (1) - Graduate education is given in Turkish, Turkish-English, or English languages. In the programmes conducted in Turkish-English, students should take at least 30% of the total credits required for graduation from the courses given in English. Within the framework of exchange programmes, courses accepted as equivalent but taken in a different foreign language are accepted as an English course.

### **Execution of graduate programmes**

**ARTICLE 43** – (1) Graduate programmes are executed by the programme executive committee under the department chairmanship. The principles regarding this issue shall be determined by the Senate.

## **CHAPTER SIX**

### **Miscellaneous and Final Provisions**

#### **The situations for which there are no provisions in the Regulation**

**ARTICLE 44** – (1) In case of the situations for which there are no provisions in the Regulation, the provisions of other relevant legislations shall be applied.

#### **Repealed Regulation**

**ARTICLE 45** – (1) Istanbul Technical University Graduate Education and Training Regulation published in the Official Gazette dated 16/1/2014 and numbered 28884 is repealed.

#### **Validity**

**ARTICLE 46** – (1) This Regulation shall be in effect on the publication date of this Regulation.

#### **Execution**

**ARTICLE 47** – (1) The provisions of this Regulation are executed by the Rector of Istanbul Technical University.