

IBN HALDUN UNIVERSITY
REGULATION ON GRADUATE EDUCATION

CHAPTER ONE
Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this regulation is to state the principles of the graduate education at the graduate schools in Ibn Haldun University.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions on student admission, education, examinations, degrees and the graduations that take place in all of the programs carried out at the graduate schools of Ibn Haldun University.

Basis

ARTICLE 3 - (1) This regulation has been prepared on the basis of Article 14 of Law of Higher Education No. 2547, dated 4/11/1981 and Annex-165 of the Law No. 2809.

Definitions

ARTICLE 4 - (1) The terms used in this regulation shall bear the following meanings:

- a) Academic Advisor: The faculty member assigned by the Graduate School Board of Directors to advise the student registered at the graduate schools of Ibn Haldun University during their courses and/or thesis studies,
- b) ECTS: European Credit Transfer System,
- c) ALES: Academic Personnel and Postgraduate Education Entrance Exam,
- d) Department: A department which has an educational program at one of the graduate schools of Ibn Haldun University,
- e) Ph.D. Qualifying Committee: The committee, established with the proposal of the department head and the approval of the graduate school board of directors, which consists of three or five members among the faculty of the university and determines the doctoral qualification examinations,
- f) Graduate School: Related Graduate School of Ibn Haldun University,
- g) Graduate School Board (EK): Related Graduate School Board of Ibn Haldun University,
- h) Graduate School Board of Directors (EYK): Related Graduate School Board of Directors of Ibn Haldun University,
- i) Second Thesis Advisor: The second thesis advisor assigned when the nature of the thesis work is required,
- j) Plagiarism: Representation of others' ideas, methods, data or works as a work of their own, in whole or in part, without reference to scientific rules,
- k) GPA: Grade Point Average,
- l) Graduate: Master's and PhD,
- m) MERNIS: Central Civil Registration System,

- n) Project Advisor: The faculty member assigned by the Graduate School Board of Directors to advise the student registered at the Ibn Haldun University graduate schools during the graduation project,
- o) President/Presidency: President/Presidency of Ibn Haldun University,
- p) Thesis: Master's and PhD thesis,
- q) Thesis Advisor: The instructor who is assigned by the Graduate School Board of Directors to direct the thesis studies of the student registered at the graduate school,
- r) University: Ibn Haldun University,
- s) School of Foreign Languages: Ibn Haldun University's School of Foreign Languages,
- t) SPA: Semester Grade Point Average,
- u) YÖK: Council of Higher Education.

CHAPTER TWO

Principles on Announcement, Application, Student Admission, Registration and Other Procedures of Graduate Programs

Announcement of Graduate Programs

ARTICLE 5 – (1) The issues related to the quotas, application and admission requirements of the graduate programs proposed by the departments for the next semester are decided by the Graduate School Board and submitted to the approval of the Senate. The approved graduate programs are announced on the University website.

Application and Admission to Graduate Programs

ARTICLE 6 – (1) Applications for admission to a graduate programs of the University are made online within the time period specified in the academic calendar, to the Graduate School. The application of the candidate who has not completed the requested documents within the specified period shall be deemed invalid.

(2) In order to evaluate the applications made to a graduate program, the to the Graduate School Board convenes an evaluation jury of at least three related faculty members. The jury ranks the applicants and determines those who are eligible for admission to the to the Graduate School Board of Directors.

(3) While evaluating the applicants, the following criteria is taken into consideration:

- a) Undergraduate degree graduation GPA, for admission to master's degree programs,
- b) Undergraduate degree graduation GPA, for admission to PhD programs that accept students with an undergraduate degree,
- c) Master's degree graduation GPA, for admission to PhD programs that accept students with a master's degree,
- d) An exam result that proves the level of proficiency in the foreign language required by the related program,
- e) Score of ALES or for international candidates an equivalent international examination accepted by YÖK,
- f) Reference letters,
- g) Statement of purpose,

- h) Results of the written scientific proficiency evaluation and/or interviews carried out by the evaluation jury when required.
- (4) Applicants are required to have achieved the minimum score of ALES in the related score type, specified by the Senate, on condition that this score is not less than the base point score announced by YÖK.
- (5) The requirements to be accepted to a Master's degree program are as follows:
- a) To have successfully completed his/her undergraduate studies with the GPA determined by the Senate (Students in the last semester of their undergraduate studies may be granted conditional pre-admissions),
 - b) To have sufficient proficiency in English for the programs in which the medium of instruction is English,
 - c) Applicants holding foreign citizenships who are applying to a program in which the medium of instruction is Turkish either must have sufficient proficiency in Turkish.
- (6) In order for the applicants to be accepted to the doctoral programs; those applying to the doctoral program with a degree of bachelor's or a master's with thesis, must have a GPA of at least 3.00 out of 4.00 or 76.66 out of 100.
- (7) The applicants have to be considered successful following a written and/or oral scientific proficiency evaluation carried out by the evaluation jury, when required.
- (8) The Senate determines which exam score, as an equivalent to ALES exam, will be required for foreign student admissions to graduate programs at the University.
- (9) According to proposals made by the evaluation jury, the decision on student admissions is finalized by the Graduate School Board of Directors.

Admission of Transfer Students

- ARTICLE 7** – (1) A successful student who completes at least one semester in a graduate program at the university or other higher education institution may be admitted by transfer to the University's graduate programs within the framework of the principles set by the Senate.
- (2) For internal transfer admissions, an affirmative decision is required from the evaluation jury, as well as the approval of the Graduate School Board of Directors. The Graduate School Board of Directors decides on how much of time the student spent in the previous program can substitute for the length of the new graduate program in which the student is transferred.
- (3) The evaluation jury prepares an adjustment report which specifies the path to be followed by a student who is transferred from another university, in order to complete the program and the courses to which the credits will be transferred. The students are given the equivalent grade in the courses that they have taken before and their equivalents are accepted by the Graduate School Board of Directors and the credits are transferred. The student who transfers to a PhD program from another higher education institution is required to take the University's qualifying exam at the University. After completing the qualifying exam in the University's own doctoral program, whether a student who is transferred from another program will re-enter the qualifying exam is determined upon the proposal of head of the department and by the decision of the Graduate School Board of Directors.
- (4) The student who fulfills the requirements specified in the Article 6 can, with the approval of the Graduate School Board of Directors, transfer between the programs of the same master's, with thesis and without thesis.

English Proficiency and Exam

ARTICLE 8 – (1) The student admitted to a graduate program where the medium of instruction is English can enroll in the related program upon proving his or her proficiency in English by presentation of a certificate from one of the exams recognized by the Senate.

(2) The principles regarding the admission of candidates who do not have English proficiency to the English Preparatory Program are determined by the Senate.

Scientific Preparation Program

ARTICLE 9 – (1) The applicant who applies to a graduate program in a field other than his/her undergraduate degree can be admitted to the graduate program on condition that s/he completes a scientific preparation program of a maximum of one academic year. This program cannot exceed two semesters, excluding semester leaves, and does not include the summer school. The duration of the scientific preparation program is not included in the duration of the graduate programs specified in this regulation.

(2) The courses to be taken in the scientific preparation program are determined by the evaluation jury. The students who complete these courses with the grade (C) or above are given the (S) grade and considered as successful. If the scientific preparation program is not completed at the end of two semesters, the student is dismissed from the graduate program.

(3) The courses in the scientific preparation program are taken of preliminary, required and non-credit, and recorded in the transcript.

(4) In addition to the courses of the scientific preparation program, certain graduate courses may be taken upon the recommendation of the academic advisor and the approval of the Graduate School Board of Directors. The grades taken from these graduate courses are included in the GPA in the graduate program.

Exchange Students and Students with Special Status

ARTICLE 10 – (1) Exchange students are students of higher education institutions in foreign countries who have the right to study at the University for one semester or more within the framework of international exchange programs. The selection, admission, course registration, course substitution, and credit procedures of these students are realized in accordance with the provisions of the applicable legislation.

(2) The students with special status, who have been given permission to take some courses according to certain special conditions determined by the Graduate Schools, but who are not registered for a diploma/degree program of the University, are admitted by the decision of the Graduate School Board of Directors. The principles regarding special students are as follows:

a) Students with special status are not granted a document, diploma or a degree; however, they are granted a transcript showing the courses they have taken and the grades they have received in the programs they have taken. Students who take courses as student with special status cannot benefit from student rights.

b) The duration of special status student's education cannot exceed two semesters.

c) For the applications of students with special status to be processed, the applicant must:

1) Possess an undergraduate degree or be registered in the final year of his/her undergraduate studies,

- 2) To bring the required foreign language proficiency certificate for the program.
- 3) To register for courses, students with special status must have fulfilled their financial obligations.
- (3) Grades and credits taken as a student with special status are accepted as valid in graduate programs of the University by the decision of Graduate School Board of Directors. Courses, taken with the title of student with special status, which are subject to exemption shall not exceed 50% of the courses in the relevant graduate curriculum.

Principles of Final Enrollment

ARTICLE 11– (1) The registration procedures of the students admitted to the graduate programs are carried out on the dates specified in the academic calendar, and in accordance with the principles established by the Senate. It is required to apply Department of Student Affairs personally for final enrollment. The original documents or the samples approved by the University is acceptable. For criminal records; procedures are carried out based on the applicant's statement.

(2) Students who submit an excuse within the registration period will have their petition application examined by the Graduate School Board of Directors. If the excuse is found to be valid, the student may be allowed to register late, until the end of the add-drop period, and accepted as on leave within the relevant period in which the student could not attend the classes. In case that the excuse is not removed until the end of add-drop period of the relevant semester stated on the academic calendar, registration is postponed until the following semester.

(3) For students who are admitted to the graduate programs, the requirements for final registration are as follows:

- a) To be in possession of an undergraduate or a master's degree diploma,
- b) To fulfill the financial liabilities specified by the University within the registration period.

(4) Students who are found to have submitted forged or false documents and information will be dismissed from the University. If these students have already left the University, the diploma and other documents granted to them will be rendered invalid and legal action will be taken against them.

Registration Renewal Procedures

ARTICLE 12 - (1) Students have to register for courses and renew their registrations at the beginning of each semester. Those who fail to register in the specified time cannot attend classes and examinations and cannot benefit from student rights.

(2) Add and drop of the courses is done within the first two weeks of the semester. During this time, students may leave some of the courses previously taken or add new ones. Those who have not made a registration renewal before, can renew their registrations during this time.

(3) The students who missed the registration renewal dates and those want to make changes in the course registrations after the add-drop period due to a valid excuse, can do so until the last working day of the fourth week following the beginning of the courses, only if their excuses are accepted by the Graduate School Board of Directors. Late applicants pay the late registration penalty, in addition to their tuition fee, in accordance with the provisions of the relevant regulations regarding tuition fees.

(4) In relation to the students who fail to register for one semester without a valid permission or excuse, the semester that the student failed to register is evaluated within the maximum period specified in Article 44 of the Higher Education Law no 2547.

Academic Year, Assessment and Evaluation

ARTICLE 13– (1) One academic year is composed of two semesters and the summer school. The provisions on the courses to be offered in the summer school are determined by the Senate.

(2) The duration, dates, and procedures of events such as registrations, course registrations and examinations within the academic year are determined on the academic calendar which is announced after the approval of the Senate.

(3) The faculty member cannot change the date and time of the final exam without the approval of the Graduate School Board of Directors.

(4) Students are required to attend courses, practice sessions, seminars, midterm and final exams as well as other in-class studies. Course attendance is followed by the applicable faculty member. Students who do not attend 30% of the courses and semester studies without a valid excuse receive an (IA) grade and fail the course.

(5) Assessment and evaluation in the program are continuous. A faculty member may include homework, projects, laboratory and in-class studies, field work, presentations, reports and similar studies in the assessment and evaluation process. When calculating semester grades, the weight of an assessment and evaluation criteria cannot be more than 60%.

(6) Transparency is essential in the announcement of all assessment and evaluation results. The results must be announced within two weeks. A faculty member is obliged to give feedback on evaluation results and methods upon the request of the student.

(7) At the end of the semester, the faculty member will enter the grades in the student information system within five working days after the last day of the final exams. Grades that are not entered during this period are temporarily converted to “I” by the system.

(8) The educational programs to be followed during graduate studies and graduation requirements are finalized upon the decision of the Graduate School Board and the approval of the Senate.

(9) The principles for the execution of the programs are established by the Graduate School Board of Directors.

Course Offerings and the Instructors

ARTICLE 14 - (1) The courses to be given in every semester and the instructors to be assigned to give these courses are decided by Graduate School Board of Directors upon the proposal of the head of the departments and are reported to the Student Affairs Office.

Grades and Notifications

ARTICLE 15 - (1) Grades expressed in letters, their weight coefficients and the meanings are shown below:

<u>Final Grade</u>	<u>Coefficient</u>	<u>Description</u>
A+	4,0	Successful
A	4,0	Successful
A-	3,7	Successful
B+	3,3	Successful
B	3,0	Successful
B-	2,7	Conditionally successful
C+	2,3	Conditionally successful
C	2,0	Conditionally successful
F	0,0	Unsuccessful
IA	0,0	Unsuccessful due to Incomplete Attendance

(2) The A + grade is an honorary grade that can only be given to students with superior success. It is included in the transcript of the student but does not affect the average more than an A, in anyway.

(3) Also other letters and their meanings are:

a) CW: Complete Withdrawal. This notification shows that the student deleted their registration within the semester.

b) E: Exempted. This notification shows the courses were passed via an exemption exam.

c) I: Incomplete. This notification is given to students who were unable to fulfill some requirements of the course on time, due to an illness or another valid excuse. If the student who receives this grade finishes the incomplete coursework within two weeks from the end of the final exam period, the grade (I) is converted to a letter grade. If the student is unable to finish the incomplete coursework during this time, the (I) grade is converted to an (F) grade for credit courses and to a (U) grade for non-credit courses.

d) IA: Incomplete Attendance. It is given to students who do not fulfill their attendance obligations related to courses and practices. This grade is equal to F grade in the account.

e) LA: Leave of Absence. This notification shows that the student has been on semester leave.

f) NP: Not Present in the final exam. Indicates that the student did not take the final exam. Those made-up within two weeks of the end of the final exam will be considered with success grades, if not, grade is converted to an (F) grade for credit courses and to a (U) grade for non-credit courses.

g) QP: Qualification in Progress. Indicates that the doctoral qualifying process is continuing.

h) R: Repeated. Used to show the repeated course.

i) S: Satisfactory. This notification shows that the student is successful in a course, not included in the grade point average.

j) SP: Scientific Preparation. This shows scientific preparation program (prerequisite) courses.

k) TP: Thesis in Progress. This notification shows that the thesis study or graduation project is in progress successfully. It is not to be included in the grade point average.

l) TN: Thesis Neglected. Indicates that the thesis study is not continued.

m) U: Unsatisfactory. It shows that the student is unsuccessful in a course, not included in the grade point average.

n) W: Withdrawal. This notification shows that the student withdrew from the course by approval of the advisor. It is not included in the grade point average.

Calculation of Grade Point Averages

ARTICLE 16 - (1) The academic standing of students is reviewed at the end of each semester by taking into account the SPA and GPA.

(2) In courses which are retaken to increase the grade or repeated due to failure, the last grade received is applicable for the course. The previous grades of the repeated courses are not included in the grade point average; however, they are shown on the transcript.

Correction of Errors of Fact

ARTICLE 17 - (1) If the student believes that there is a factual error in the exam results or the letter grade, s/he may apply to the instructor of the course within three working days following the announcement of the exam results. The objection is finalized by the related faculty member within three working days.

(2) If the student wants to object the decision of the faculty member, s/he may appeal within the following five working days to the related Graduate School Directorate with a letter of objection. The appeal is finalized within seven working days, under supervision of the Graduate School Directorate and the related persons are given written notification of the result.

(3) Any change regarding the announced grades is subject to the approval of the related Graduate School Board of Directors.

Retaking the Course, Substitution and Exemption

ARTICLE 18 - (1) The Graduate School may hold an exemption exam by the decision of the Graduate School Board of Directors for students who wish to be exempted from a compulsory course. Those who succeed in this exam are exempted from the course. Students cannot take exemption exam in the same academic year for a course they are registered.

(2) For courses in which the students have received an (IA), (F) or (U) grade, the students must repeat the required and elective courses, or take another elective course among the same elective group, to replace the failed elective courses. The grade received from the new course replaces the (IA), (F) or (U) grade, and only the new grade is included in the grade point average. However, the previous (IA), (F) or (U) grade is shown in the academic records.

(3) The courses with B, C +, C-, C grades can also be repeated.

(4) A course completed with an unsatisfactory or low grade cannot be substituted with another course taken within the same semester. As regards the repetition of an elective course which was taken during previous semesters, the course that is substituted for an elective course shall be specified during course registration.

Withdrawal from Courses

ARTICLE 19 - (1) Students may withdraw from one or more courses in which they are registered within the course withdrawal period specified on the academic calendar, following the approval of their academic advisor. A student can withdraw a maximum of three courses during the program he / she is registered in.

Non-participation in Exams

ARTICLE 20 - (1) Students who are unable to attend one or more of the final exams due to an illness or another excuse are required to appeal to the related Graduate School Directorate, with their medical reports or related documents, within five working days following the exams. Petitions of excuse for the final exams are evaluated by the Graduate School Board of Directors. (2) The procedures to be applied for students who do not attend midterms and similar studies are determined by the faculty member, on the condition that it is communicated to the students at the beginning of the semester.

Single Course Exams

ARTICLE 21 - (1) Students who will be able to meet the requirements for graduation, at the end of four semesters in thesis programs, at the end of three semesters in non-thesis programs, and have the required grade point average for graduation after taking a single course exam, can take it upon the decision of the relevant Board of Directors, within fifteen days following the end of the final exams for the courses they attended and completed in semester studies or those they did not take before. (2) Students who can take the single course exam must apply to the relevant Graduate School Directorate at least five working days before the date of the single course exams determined in the academic calendar. (3) There is no single course exam for the courses such as graduation project, seminar and thesis.

Semester Leave

ARTICLE 22 - (1) Requests for leave have to be submitted until the last working day of the fourth week following the beginning of the courses. Aside from exceptional cases, the requests for leave submitted after the add-drop period are not accepted. (2) Students who want to get a leave due to a valid excuse apply to the relevant graduate school directorate with a petition containing their justifications and documents, within a period of fifteen working days after the date of emergence of the excuse. In case of the instances given below, the student is allowed to give a leave for one or two semesters by the decision of the relevant board of directors, and in case of necessity, the Graduate School Board of Directors may extend this period up to three semesters:

- a) The student has health problems documented by a report from a full-fledged health institution,
- b) Documenting the natural disasters of the area of permanent residence by a document to be given by the highest civilian authority of the region,
- c) To certify that his / her spouse or first-degree relatives have no other persons to look after them in the event of an emergency disease,
- d) To lose the right of deferment of military service or recruitment because of deferment removal decision,
- e) Arrest or detention of the student,
- f) To have a conviction that does not require the student to be sentenced from higher education institution according to the provisions of Regulation for Student Discipline at Higher Education Institutions,

- g) Maternity leave request of the student,
 - h) Other reasons that the relevant board of directors will consider as valid and rightful.
- (3) Students who are detained or arrested, whose arrest and detention resulted in inaction or the students who were acquitted for the crime, can apply for leave for the time spent in detention and arrest, only after these conditions are over.
- (4) According to the first paragraph of this article, 5% of the program fee is collected for each semester. In the case of the reasons in the second and third paragraphs, the student who is considered to be on leave is not charged a fee.
- (5) The transfer of the courses taken by the students who have been allowed to study abroad for a certain period of time is decided by Graduate School Board of Directors, upon the opinion of the academic advisor.
- (6) Students who will continue their education, can do so by renewing the registration within the normal registration period, at the end of the leave. If the student who is on leave for more than one semester wants to return to the University before the end of the leave period, he / she must apply to Graduate School Board of Directors with a petition.

Disenrollment

ARTICLE 23 – (1) A student who wishes to cancel his/her registration at the University applies to the Graduate School Directorate with a letter of application stating his/her reason for leaving request. The student's registration is cancelled upon the decision of the Graduate School Board of Directors.

(2) The student's registration is cancelled when he/she is expelled from the higher education institution. This is in accordance with the Regulation for Student Discipline at Higher Education Institutions, published in the Official Gazette dated August 18, 2012 and numbered 28388.

(3) In the case of a student's disenrollment from the University, the following principles are applied:

- a) If a student submits his/her application to leave the University before the end of the add-drop period, student is not charged a fee.
- b) Students who submit their application to leave the University after the end of the add-drop period must pay the full amount of the tuition fee that he/she is liable to pay for that semester. If the student has already made payment of the subsequent periods, the payment is refunded.
- c) In cases specified in the subparagraphs above, a refund can only be made if the student has no debts to the University and has returned, without damage, all materials and equipment provided to the student by the University.

CHAPTER THREE

Principles on Thesis and Non-Thesis Master's Degree Programs

Master's Degree Programs

ARTICLE 24 – (1) The master's degree program is executed in two ways; that is, with and without thesis. The principles regarding the student admission and execution are determined upon the proposal of the Graduate School Board and the approval of the Senate.

The Purpose and Course Load of Thesis Master's Degree Programs

ARTICLE 25 – (1) The thesis master's degree program aims to enable students to acquire the skills required for conducting scientific research, as well as analyzing and interpreting the knowledge obtained.

(2) The thesis graduate program consists of a minimum of seven courses, on condition that the total credit is not less than 21, one seminar course, and a thesis. One of the courses has to include the subjects on scientific research methods and the ethics of research and publication. The seminar course and the thesis are evaluated on the basis of pass and fail. The thesis master's program consists of a minimum of 120 ECTS in total, on condition that the total ECTS credit is not less than 60 for one academic year. The program comprises of a minimum of eight courses including the seminar, and a thesis work.

(3) Until the thesis advisor is assigned, head of the department or the program coordinator/chair is in charge of providing academic advice to the student. The academic advisor's duty is to monitor the academic improvement of the student and guide him/her in the procedures of registration and course add-drop. The academic advisor determines the courses which can be taken by the student in each semester, in accordance with this Regulation and curriculum of the related master's degree program to which the student has been admitted.

(4) Following the proposal of the advisor and the approval of the Graduate School Board of Directors, a master's degree student can;

a) Select maximum two of the credit courses from advanced level undergraduate courses that were not taken during undergraduate studies.

b) Take a maximum of two courses from the graduate programs of other higher education institutions. In order to take these courses, they should not be offered at the university's educational programs.

c) Substitute the courses taken previously at the University or at a graduate program of another higher education institution, on condition that the courses were succeed in last five years.

(5) The course substitution requests of the master's degree students are finalized in accordance with the following provisions:

a) Students may request to substitute their courses which they took in the graduate programs of other universities, during their master's degree education. The substitution of the transferred students' courses and the courses taken during the exchange programs at home and abroad are not subject to this provision.

b) The Graduate School prepares an adjustment report for the courses which a newly registered student has previously taken. The amount of credit to be substituted as a result of this report cannot exceed 65% of the total credit load required by the master's degree program.

c) Students are required to submit their course substitution requests to the Graduate School by the end of the first semester at the latest.

(6) The courses taken outside the University and accepted as substitutes by the Graduate School Board of Directors, are registered in the student's records with the equivalent grade at the University.

Duration of Studies in Thesis Master's Degree Programs

ARTICLE 26 – (1) Duration of studies in thesis master's degree programs is four semesters starting from the one in which the courses, of the program the student is registered, are offered,

regardless of whether or not the student renews his/her registration for each semester. The program must be completed within a maximum of six semesters.

(2) The student is dismissed from the University if he/she cannot successfully complete the credit courses and the seminar course specified in the curriculum of the program at the end of four semesters or cannot fulfill the success requirements within this period; cannot successfully complete the thesis work or is unable to defend the thesis successfully within the maximum duration of study.

Master's Degree Thesis

ARTICLE 27 – (1) For each student on the thesis master's degree program, the Graduate School department chair recommends the Graduate School a thesis advisor chosen among the University faculty by the end of the first semester at the latest. The proposal for a thesis subject of which the student has determined, together with his/her thesis advisor, is then submitted to the Graduate School by the end of the second semester at the latest. The thesis advisor and the thesis subject are finalized with the approval of the Graduate School Board of Directors. The student has to register for the thesis course every semester, starting with the third semester at the latest.

(2) The thesis advisor is chosen among the faculty members who have the qualifications specified by the Senate. If the University does not have a faculty member that has these qualifications, the Graduate School Board of Directors may choose a faculty member from another higher education institution as the advisor, in accordance with the principles determined by the Senate. If the thesis work requires more than one thesis advisor, a second advisor may be assigned from outside the University staff, on condition that he/she has at least a PhD degree.

(3) One faculty member can serve as a thesis advisor for up to 12 graduate students at the same time.

(4) The change of the advisor or thesis subject is made with the official application of the student to the graduate school directorate and the decision of the Graduate School Board of Directors.

(5) The master's degree thesis jury is assigned upon the recommendations of the thesis advisor and the Graduate School department chair, as well as with the approval of the Graduate School Board of Directors. The jury consists of three or five faculty members, one of them being the thesis advisor and at least one of them being a faculty member from a higher education institution other than the University. When the jury consists of three people, the second advisor cannot be a jury member.

(6) During the thesis studies, the student is required to make a presentation about his/her graduate studies at the Graduate Studies in Social, Human and Administrative Sciences Conference, organized by the University or at a scientific meeting held inside or outside the University. The student has to prove that to the Graduate School Directorate with a document.

(7) Student completed the thesis, submits the required number of copies to his/her advisor with a proofreading document taken from a professional language editor. Advisor submits the written opinion on the thesis that it is defensible and prepared in accordance with the thesis writing guide, and the copies of the thesis to the Graduate School, by taking the plagiarism software program report for the thesis, a copy to be stored in the Graduate School and others to be shared with the jury members, through the department / program chair. The thesis, which is

found to contain a true plagiarism in the data in the report, is sent to Graduate School Board of Directors with the justification for the decision.

(8) Jury members meet one month after the submission of the thesis at the latest and administer the thesis exam to the student. The thesis exam consists of the presentation of the thesis work and a subsequent question and answer session. The thesis exam is held in the presence of the faculty members, graduate students and other participants who are experts in the field.

(9) After the completion of the thesis exam, the jury makes their decision. This decision is made in a closed session, and requires absolute majority on acceptance, rejection or correction. Jury members cannot abstain from a vote. The Graduate School department chair submits the decision with an official report to Graduate School within a maximum of three days after the thesis examination.

(10) In order to obtain a master's degree, the student who passes the exam must submit three copies of printed and bound thesis and one electronic copy to the related Graduate School together with the text of the advisor stating that the thesis format is in accordance with the thesis/dissertation writing guide, within one month following the thesis exam. Upon a request, the Graduate School Board of Directors may extend the submission period for maximum one month. The student cannot receive his/her diploma and benefit from studentship rights until he/she fulfills these requirements, and if the maximum period of study comes to an end, the students is dismissed from the University.

(11) The student whose thesis is rejected by being considered unsuccessful is dismissed from the University.

(12) If the jury decides the thesis needs correction, the student makes the necessary corrections within maximum three months and defends his/her thesis before the same jury for a second time. If the student is unsuccessful again at the end of this defense, the student is dismissed from the University.

(13) Upon the request of the student whose thesis work is rejected, a non-thesis master's degree diploma is given to the student, on condition that the student has fulfilled the course credit load, project writing, and other similar requirements. The student is given one additional semester to provide the necessary conditions.

Graduation from the Thesis Master's Degree Program

ARTICLE 28 – (1) Master's program students with thesis who meet the following requirements are eligible for graduation with the decision of Graduate School Board of Directors:

- a) Succeeding master's courses with at least a GPA of 3.00 within the scope of the registered program,
- b) Successful completion of the thesis and fulfillment of other graduation requirements determined by the Graduate School within thirty days.

(2) The date of graduation is the date on which the student submits the copy of the thesis signed by the examination jury commission to the Graduate School.

(3) The graduate school shall send an electronic copy of the thesis within three months from the delivery of the thesis to the Council of Higher Education for submission of scientific research and activities.

Purpose and Course Load on a Non-Thesis Master's Degree Program

ARTICLE 29 – (1) The non-thesis master's degree program aims to enable students to acquire professional knowledge and to show them how to turn this knowledge into practice.

(2) Non-thesis master's program consists of a minimum of ten courses one of which includes the subjects on scientific research techniques and research and publication ethics, with a minimum of thirty credits and no less than sixty ECTS credits, and a term project course. The students are required to register for the semester in which they take the term project course and submit a written project and/or report at the end of the semester. The term project course is non-credit and evaluated as being successful or unsuccessful.

(3) For each student of the non-thesis master's degree program, the Graduate School department chair assigns a faculty member or a lecturer with a PhD degree who has the qualifications specified by the Senate. This is done in order to advise the student in course selection and to manage the term project by the end of the first semester at the latest. Until the project advisor is assigned, the advisory duty is carried out by the Graduate School department chair or the program coordinator/chair.

(4) The change of the advisor is made by the student's official application to the Graduate School Directorate and by the Graduate School Board of Directors decision.

(5) Master's student without thesis, with the recommendation of his / her academic advisor and with the approval of Graduate School Board of Directors can;

a) Choose up to three of the credit courses from advanced level undergraduate courses that are not taken during undergraduate education.

b) Take maximum three courses from other higher education institutions. In order for these courses to be taken, they should not be offered at the university's educational programs.

c) The courses taken previously from the graduate programs of the University or any other university may be considered valid if have been achieved within the last five years. In this case, the total credit that the student can transfer from the program which he / she has previously registered cannot exceed 65% of the graduation credit that he / she has to complete.

(6) The grades of the courses taken outside the University and accepted as being valid by the Graduate School Board of Directors are registered in the student's records with the equivalent grade at the University.

The Duration of Studies on a Non-thesis Master's Degree Program

ARTICLE 30 (1) The duration of studies on a non-thesis master's degree program is a minimum of two and a maximum of three semesters. This period starts when the related courses of the program in which the student is registered begin to be offered, regardless of whether or not the student renews his/her registration for each semester.

(2) The student is dismissed from the University if he/she cannot successfully complete the program within the maximum duration of studies.

Dissertation of the Non-thesis Master's Degree Program

ARTICLE 31 – (1) Student completing the dissertation, submits the required number of copies to his / her advisor with a proofreading document taken from a professional language editor. Advisor submits the written opinion to the Graduate School that the dissertation is in accordance with the thesis/dissertation writing guide, by taking the plagiarism software program report for

the dissertation. The dissertation, which is found to contain a true plagiarism in the data in the report, is sent to Graduate School Board of Directors with the justification for the decision.

Graduation From Non-Thesis Master's Degree Program

ARTICLE 32 – (1) Non-Thesis master's degree program students who meet the following requirements are eligible for graduation by the decision of Graduate School Board of Directors:

- a) Succeeding master's courses with at least a GPA of 2.50 within the scope of the registered program,
- b) Successful completion of the dissertation and fulfillment of other graduation requirements determined by the Graduate School,
- c) Submission of copies of the dissertation to the Graduate School, approved by the advisor and found appropriate in terms of format.

Master's Degree Diploma

ARTICLE 33 - (1) The master's degree diploma is granted to the students who have successfully completed the program and do not have any tuition debt.

(2) The approved name of the student's program and the signatures of the Graduate School Director and the President appear on the master's degree diploma. For the personal identifying information documented on the diplomas, MERNIS records at the time of graduation of the student are taken as the basis.

(3) Graduated students are given a diploma supplement which is a complementary document together with the diploma. The diploma supplement contains information on the degree; level, content and fields of usage, the national education system and the university's education and evaluation system. The language of the diploma supplement is English.

CHAPTER FOUR

Principles of the PhD Program

The Purpose and Course Load of the Program

ARTICLE 34 – (1) The purpose of the PhD program is to endow the students with the skills to conduct independent research, to analyze and interpret scientific issues from a deep and broad perspective, and to determine the steps required to reach new syntheses.

(2) The thesis completed at the end of the PhD studies must achieve at least one of the following:

- a) To bring innovation to science,
- b) To develop a new scientific method,
- c) To apply an already known method to a new field.

(3) For the students with a thesis master's degree, the PhD program consists of seven courses at least, of which the total credit load is not below 21. The program also consists of a seminar, qualifying exam, thesis proposal, and thesis work and the credit load is at least 60 ECTS per academic year, with a minimum of 240 ECTS in total. For students admitted with an undergraduate degree, the program consists of fourteen courses of at least 42 credits, seminar, qualifying exam, thesis proposal, and thesis work, with a minimum of 300 ECTS in total. One of the courses must include the subjects of scientific research methods and publication ethics.

(4) Undergraduate courses are not included in course load and credits of doctorate programs.

(5) Up to two courses for students admitted with a master's degree, and a maximum of four courses for students admitted with a bachelor's degree, may be selected from the courses offered at other higher educational institutions. This requires the approval of the related department chair and that of the Graduate School Board of Directors. The courses to be taken from the other universities must not be offered at the university's educational programs.

(6) A student who has been admitted to the doctorate program with a bachelor's degree and has successfully completed at least 21 credit courses can transfer to the master's program in the same department. The principles regarding the transition to the master's program are determined by the Senate.

Duration

ARTICLE 35 – (1) The duration of studies of the PhD program is 8 semesters for students admitted by a thesis master's degree, and 10 semesters for students admitted by undergraduate degree, as of the period when the related courses of the program in which the student is registered begin to be offered, regardless of whether or not the student renews his/her registration for each semester. The exception to this is the scientific preparation program. The maximum duration to complete the program is 12 semesters for students admitted by a thesis master's degree, and 14 semesters for students admitted by undergraduate degree.

(2) The maximum duration to successfully complete the required credit courses is 4 and 6 semesters respectively for students admitted by a thesis master's degree and an undergraduate degree. During this period, students who fail to successfully complete their credit courses or who are unable to provide the minimum GPA determined by the University are dismissed.

(3) The student is dismissed from the University if he/she successfully completes the credit courses and the proficiency exam, and his/her thesis proposal is accepted, but is unable to complete the thesis work within the period specified in the first paragraph of this article.

(4) The student who has been admitted to the PhD program via an undergraduate degree but cannot successfully complete the credit courses and/or the thesis work within the maximum duration of studies or cannot successfully defend the thesis, is granted a non-thesis master's degree upon his/her demand, on condition that he/she has completed the required credit load, semester project and other requirements. The student is given one additional semester to fulfill the graduation requirements.

Thesis Advisor, Title, and the Thesis Subject

ARTICLE 36 – (1) The Graduate School department chair recommends a thesis advisor among the staff of the University and also the subject and title of the thesis determined by the student together with his / her advisor to the Graduate School for each student. The thesis advisor and the thesis subject are finalized with the approval of the Graduate School Board of Directors. The thesis advisor and the thesis subject have to be assigned by the end of the second semester at the latest. The student has to register for the thesis course each semester as of the beginning of the semester following the accomplishment of the qualifying exam.

(2) The thesis advisor is chosen among the faculty members who have the qualifications specified by the Senate, and who have already monitored at least one successful master's degree thesis. If the University does not have a faculty member that has these qualifications, the Graduate School Board of Directors may choose a faculty member from another higher

education institution as the advisor, in accordance with the principles determined by the Senate. If the thesis work requires more than one thesis advisor, a second advisor in or outside the University may be assigned, on condition that he/she has at least a PhD degree.

(3) The change of the advisor or thesis subject is made with the official application of the student to the Graduate School Directorate and the decision of Graduate School Board of Directors.

PhD Qualifying Exam

ARTICLE 37 – (1) The purpose of the Qualifying exam is to test whether or not the student has a profound understanding of the fundamental issues and the issues related to his/ her PhD study. Qualifying exams are held on the dates specified by the Graduate School.

(2) The student with a GPA of at least 3.00 has to take the proficiency exam by the end of the 5th semester at the latest if he/she is admitted by master's degree, or by the end of the 7th semester at the latest if he/she is admitted by undergraduate degree.

(3) Qualifying exams are organized and managed by a PhD qualifying committee of five full-time faculty members which is approved by the Graduate School Board of Directors. The committee may establish exam juries in order to prepare, apply and evaluate exams in different fields. The exam jury consists of five faculty members including the thesis advisor, and at least two of them being outside the University staff. The Qualifying exam meetings are open to faculty members, graduate students, and participants who are experts in the field.

(4) The qualifying exam is held in a written and in an oral session. Those who succeed in the written exam are entitled to take the oral exam. Based on suggestions of the exam jury and the standing of the student in written and oral exams, the PhD qualifying committee decides on, with absolute majority, whether the student is successful or unsuccessful. The Graduate School department chair submits the decision with an official report to the Graduate School within a maximum of three days following the qualifying exam.

(5) A student who is unsuccessful in the qualifying exam takes the exam again in the following semester in the section(s) which he/she failed. If the student is unsuccessful again, he/she is dismissed from the PhD program.

(6) If found necessary, the PhD qualifying committee may ask the student who has completed the course credit load and passed the qualifying exam to take extra course(s), provided that 1/3 of the total credit load is not exceeded.

Thesis Monitoring Committee

ARTICLE 38 – (1) Upon the approval of the Graduate School Board of Directors, a thesis monitoring committee is established within a month, for a student who has passed the qualifying exam.

(2) The thesis monitoring committee consists of three faculty members; one is the thesis advisor, one of them is from the program while the other one is from outside of the program. If assigned, the second thesis advisor may also attend the meetings.

(3) The members of the thesis monitoring committee may change in the subsequent terms, upon the approval of the Graduate School Board of Directors.

Thesis Proposal Defense

ARTICLE 39 – (1) A student who successfully passes the qualifying exam, verbally defends the thesis proposal which covers the purpose, method and work plan within a maximum of six months after the exam, before the thesis monitoring committee. The student submits a written report on the thesis proposal to the committee members, at least fifteen days before the oral defense.

(2) The committee decides on, with absolute majority, the acceptance, correction or rejection of the thesis proposal. The student has one month for the correction. At the end of this period, an official report regarding the decision on acceptance or rejection, made with an absolute majority, is submitted to the Graduate School by the Graduate School department chair within three working days following the end of the procedure.

(3) A student whose thesis proposal is rejected has the right to choose a new advisor and/or a new thesis subject. In this case, a new thesis monitoring committee may be assigned. The student who wants to continue the program with the same advisor defends the thesis proposal again within three months; the student who changes thesis advisor and/or thesis subject defends the thesis proposal again within six months. If the thesis proposal is rejected again, the student is dismissed from the University.

(4) For a student whose thesis proposal is accepted, the thesis monitoring committee convenes at least twice a year, once between January-June and once between July-December. The student submits a written report including a summary of all the studies he/she has carried out up until that point and a working plan for the next semester to the committee members, minimum one month before the meeting date. The thesis work of the student is evaluated as successful or unsuccessful by the committee. A student who is unsuccessful for twice successively or three times intermittently is dismissed from the University.

(5) If the student does not participate in the thesis proposal defense within the period specified in the first paragraph without a valid excuse, he/she is considered unsuccessful and the thesis proposal is rejected.

(6) During the thesis studies, the student is required to make a presentation about his/her graduate studies at the Graduate Studies in Social, Human and Administrative Sciences Conference, organized by the University or at a scientific meeting held inside or outside the University. The student has to prove that to the Graduate School Directorate with a document.

The Finalization of PhD Thesis

ARTICLE 40 – (1) Student who completed the thesis or the required corrections in the previous defense, submits the required number of copies to his/her advisor with a proofreading document taken from a professional language editor. Advisor submits the written opinion on the thesis that it is defensible and prepared in accordance with the thesis writing guide, and the copies of the thesis to the Graduate School, by taking the plagiarism software program report for the thesis, a copy to be stored in the Graduate School and others to be shared with the jury members, through the department / program chair. The thesis, which is found to contain a true plagiarism in the data in the report, is sent to Graduate School Board of Directors with the justification for the decision.

(2) The student has to defend the thesis verbally before the jury. Minimum of three thesis monitoring committee reports needed to be submitted in order to finalize the thesis.

(3) The thesis jury is assigned with the recommendations of the thesis advisor and the Graduate School department chair, as well as the approval of the Graduate School Board of Directors. The jury consists of five faculty members including the thesis advisor, three of which are the members of thesis monitoring committee and at least two of them being a faculty member from a higher education institution other than the University. The second advisor may be included in the jury without having the right to vote.

(4) Jury members invite the student to thesis defense sessions within one month at the latest as of the date that the thesis was submitted to them. The defense exam consists of the presentation of the thesis work and a subsequent question and answer session. The thesis defense meeting is held in presence of the faculty members, graduate students and participants who are experts in the field.

(5) After the completion of the thesis exam, the jury decides in a closed session, upon an absolute majority, whether the thesis should be accepted, rejected or corrected. The Graduate School department chair submits the decision in an official report to the Graduate School within a maximum of three days following the thesis examination. Students whose thesis are accepted, are evaluated as being successful. The student whose thesis work is considered unsuccessful and rejected is dismissed from the University. If the jury decides the thesis needs correction, the student makes the necessary corrections within a maximum of six months and must defend his/her thesis before the same jury for a second time. If the student is unsuccessful again at the end of this defense, the student is dismissed from the University. Upon the request of the student whose thesis work has been rejected, a non-thesis master's degree diploma is given to the student, according to the fourth paragraph of Article 35.

(6) Before the thesis defense, the student who completed his doctoral thesis must submit at least one article, which has been produced alone or with other researchers from his/her thesis, using the name of the University, published, accepted, revised or resubmitted in journals scanned by Web of Science, or which has been published or accepted in a journal scanned by international field indices accepted by the Graduate School Board of Directors.

Graduation from a PhD Program

ARTICLE 41 – (1) Within the stipulations of the registered program, a student is entitled to graduation when he/she completes each required PhD course in the program with at least a GPA of 3.00 and successfully passes the qualifying exam, thesis proposal defense, and thesis exam.

PhD Diploma

ARTICLE 42 – (1) The student who passes the thesis exam and fulfills the other requirements must submit three copies of printed and bound thesis and one electronic copy to the related Graduate School. All copies must be approved by the thesis jury in terms of format and content and submitted within one month following the thesis exam in order to acquire the right to get the PhD degree, following the approval of the Graduate School Board of Directors. Upon a request, the Graduate School Board of Directors may extend the submission period for a maximum of one month. The student cannot receive his/her diploma and benefit from studentship rights until he/she fulfills these requirements, and if the maximum period of study expires, the student is dismissed from the University.

(2) The graduation date is the date on which the signed copies of the thesis are submitted to the Graduate School.

(3) Within three months of the thesis submission, the Graduate School submits an electronic copy of the thesis to YÖK Presidency for scientific research and activities.

PhD Diploma

ARTICLE 43 – (1) The PhD diploma is granted to the students who have successfully completed the program and do not have any tuition debt.

(2) The approved name of the student's program and the signatures of the Graduate School Director and the President appear on the PhD degree diploma. For the personal identifying information documented on the diplomas, MERNIS records at the time of graduation of the student are taken as the basis.

(3) Graduated students are given a diploma supplement which is a complementary document together with the diploma. The diploma supplement contains information on the degree; level, content and fields of usage, the national education system and the university's education and evaluation system. The language of the diploma supplement is English.

CHAPTER FIVE

Miscellaneous and Final Provisions

Disciplinary Actions

ARTICLE 44 – (1) Procedures on disciplinary activities of the students are implemented based on the Regulation for Student Discipline at Higher Education Institutions and in accordance with the rules defined by the Senate.

(2) The suspension period of students who have been suspended from the University due to a disciplinary penalty is included in the maximum duration of studies.

Tuition Fee and Scholarships

ARTICLE 45 – (1) Graduate programs are subject to tuition fee. The students may be granted tuition fee discounts and scholarships in accordance with the principles determined by the Board of Trustees.

(2) The semester fee is determined for each student by dividing the tuition fee, they need to pay after discounts - if any, by the regular number of semesters.

(3) The registration of a student who has not paid the semester fee is neither accepted nor renewed. Normal student rights do not apply to such students.

(4) If the student does not pay the total amount of the program fee, he/she cannot graduate even if he/she fulfills the requirements of the program before the regular duration of studies.

Cases not Regulated by This Regulation

ARTICLE 46 – (1) In cases not regulated by this regulation, the following provisions are applicable: those of the Regulation on Graduate Education, published in Official Gazette No. 29690, and dated April 20, 2016, as well as the Regulation on the Organization and Operation of Graduate Education Schools, published by YÖK in the Official Gazette No. 17976, dated

March 3, 1983, and the decisions of YÖK, Interuniversity Board, the Senate and Graduate School Board.

Annuled Regulation

ARTICLE 47 – (1)) The Ibn Haldun University Regulation on Graduate Education, which was published in the Official Gazette No. 30186 and dated September 20, 2017, has been annuled.

Enforcement

ARTICLE 48 – (1) This Regulation shall enter into force upon the publication.

Execution

ARTICLE 49 – (1) The provisions of the regulation contained herein are executed by the President of Ibn Haldun University.

“This text is a translation of the original Turkish Regulation, and is solely intended to provide information concerning that Regulation. The terms, conditions and stipulations in the original Turkish-language Regulation shall be legally binding if any disputes of meaning should arise.”