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ISTANBUL AYDIN UNIVERSITY

GRADUATE PROGRAM ACADEMIC RULES AND REGULATIONS

**SECTION ONE**

**The Purpose, the Scope, the Basis and the Definitions**

**The Purpose**

**ARTICLE 1 - (1)** The purpose of this regulation is to define the principles and rules applied to academic studies and assessment at institutions in Istanbul Aydın University Graduate Programs.

**The Scope**

**ARTICLE 2 – (1)** This regulation, includes provisions relating to thesis and non-thesis masters, doctorate and fine arts proficiency programs, graduate education, scientific research and applications carried out by the Science and Social Studies institutions in Istanbul Aydın University.

**The Basis**

**ARTICLE 3 - (1)** This regulation has been based on the Higher Education Law dated 04.11.1981 numbered 2547 and Supplemental Article 73 of the Law on the Organization of Higher Education Institutions dated 28.03.2011 and numbered 2809.

**Definitions**

**ARTICLE 4 - (1)** The following terms in the Regulation will have the meanings ascribed to them herein:

- a) Department / Art Department (EABD / EASD): Department/Art Branch that have educational curriculum in the Institution and defined in article 5 of Graduate Education Institutions Organization and Operation Regulation published in Official Gazette Numbered 17976 and dated 3.3.1983.
- b) Academic Department Board/Art Department Academic Board: Board consisted of staff titled as professor, associate professor and assistant professor involved in postgraduate training programs in Academic Department and Art Discipline.
- c) Head of the Department / Art Department (EABDB / EASDB): Branch president defined in article 5 of Graduate Education Institutions Organization and Operation Regulation.
- d) Academic Advisor: Faculty members who are appointed by the institute board of directors to assist registered students.
- e) The Board of the Institute: The board under the Institute principal and also consist of deputy directors and heads of the departments/art departments.
- f) Institute Director: Directors of the institutes in Istanbul Aydın University.
- g) Board of the Institute Directors: The board under the Institute principal, deputy directors and consists of three faculty members chosen among six candidates
- h) The Board of Trustees: Istanbul Aydın University Board of Trustees,
- i) Student: Graduate students enrolled in the institute for training or certification programs.
- j) Rector: The rector of Istanbul Aydın University.
- k) Senate: Istanbul Aydın University Senate.
- l) University: Istanbul Aydın University

- m) Board of Trustees: Istanbul Aydın University Board of Trustees.

## **SECTION TWO**

### **Student Admission, Enrollments, Payment of Tuition Fees, Education Language and Permission**

#### **Student Admission**

**ARTICLE 5 – (1)** The number of students for graduate programs is determined by the Rector's and institute's recommendation and by the approval of the Board of Trustees.

- a) For admission into a graduate study program, applicants must hold a Bachelor's degree and for admission to doctoral/proficiency in art programs applicants must hold a Bachelor's or Master's degree.
- b) The coordination is provided by the institute directors in cases which require more than one institute's Department/Art Department graduate education and publication activities.
- c) To evaluate the applications, an exam jury is established that consists of at least three or five faculty members by the related institute.
- d) For admission into a graduate study program, applicants must hold a Bachelor's degree and must have taken and received a proficient score 55 in the Higher Education Programs Entrance Examination (LES) prepared by the National Student Selection and Placement Committee. In student admission to the graduate program; Bachelor's degree success level, interview score can be taken into consideration aside from the student's ALES score. The quota of the graduate programs as well as the minimum requirements of applicant and evaluation criteria, required documents, and the foreign language proficiency level are determined by the Senate. The percentage of the ALES score (not less than 50%) in the assessment is determined by the Senate. Only ALES scores shall be taken into consideration in the assessment with the decision of the Senate. For admission to the Fine Arts faculties and conservatoire, students are not required to enter ALES. Bachelor's and Master's Degree program graduates to be accepted for application to Proficiency in the Arts program are determined with the decision of inter-university board. The Senate shall also determine the undergraduate programs/or graduate programs graduates. Students who are already registered to a graduate program should have a score of at least 55% in ALES and should comply with the other requirements to be taken into consideration.
- e) In order to apply to a Doctoral program, ALES score must be at least 70% in the score type required by the program applied for the candidates with a Bachelor's degree. ALES point must also be above 70% in the score type required by the program applied for the candidates with a Masters degree. For admission to Doctoral programs, necessary license and/or graduate grade point average and interview result as well as the ALES score can also be considered. The evaluation criteria and required documents are determined by the Senate. For admissions to PhD programs, a score of at least 55% in UDS or an equivalent exam score is required to be accepted by the Inter-University Board. Foreign students should score at least 55% in English/French/German language in UDS or from an equivalent exam that is accepted by the Inter-University Board. Minimum required scores shall be raised according to the graduate program by the Senate. Not being less than 50%, to what ratio the ALES score will be taken into consideration will be determined by the Senate. Only the

ALES score shall be taken into consideration in the assessment with the decision of the Senate. ALES scores, ALES equivalent scores, and the minimum required scores that have been determined by the Higher Education Council for student admission to graduate programs shall be raised at the will of the Senate. In admission to the Fine Arts faculties and conservatoire, students shall not be required to enter ALES.

- f) To apply for proficiency in the Arts programs, candidates must have a bachelor's or master's degree. The ALES verbal part of the 55%, 70% ALES standard score, applicants must have the undergraduate diploma. At least a 55% ALES verbal score is required, for candidates with a bachelor's degree, the ALES verbal score is 70% with the exception of the Fine Arts faculties and conservatoires. For admission to proficiency in the Art programs, if necessary license and/or graduate grade point average and interview/ aptitude test/ Portfolio review results as well as ALES score can also be considered. Assessment principles and other documents to be satisfied by candidates for admission are determined by the Senate. For admissions to proficiency in art programs, a score of at least 55 % in UDS or an equivalent exam score is required to be accepted by the Inter-University Board. Foreign students should score at least 55 in English/French/German language in UDS or from an equivalent exam that is accepted by the Inter-University Board. Minimum required scores shall be raised according to the graduate program by the Senate. Not being less than 50%, to what ratio the ALES score will be taken into consideration will be determined by the Senate. Only ALES score shall be taken into consideration in the assessment with the decision of the Senate. ALES scores, ALES equivalent scores, and the minimum required scores that have been determined by Higher Education Council for student admission to graduate programs shall be raised at the will of the Senate. In admission to fine arts faculties and conservatoire, students shall not be required to be entered into ALES.
- g) The rates about the success in the undergraduate program, score in foreign language test, interview score and referances and these are determined by the Senate upon the recommendation of the related Institute. These scores and at least 50 percent of ALES score in the related part are accounted by the Exam committee. Successful candidates are accepted into graduate program according to thier success ranks. If necessary, depending on the department; decisions about restricting the number of graduate programs, the quota of the programs, raising the foreign languages score are taken by the Senate with the recommendation of the related institute. The students admitted to graduate programs within the declared quota list are announced by the institute director.
- h) All the information related to applications: the name of the graduate programs, necessary documents, application dates and other criterias are announced by the rectorship. It is announced at the beginning of each semester.
- i) Students or Research assistants who have been appointed by newly-established or developing universities or higher institutes of technology with the aim of studying for a graduate degree may, upon the proposal of the university or higher institute concerned, and the recommendation of the Board for the Training of Academic Staff and Researchers, be assigned by the Council of Higher Education to carry out their studies in the graduate program of a different university or higher institute of technology without being required to take an additional examination. The thesis projects of such research assistants will be supported by the Research Funds of their own university or higher institute of technology, on a priority basis.

## **Student Admission to Academic Preparatory Program**

**ARTICLE 6-** (1) Academic Preparatory Program is conducted for ensuring the adaptation of successful students to the applied programs. Academic Preparatory Program does not exceed 18 credits. Students who are to be accepted in this program are identified by Head of EABD/EASD, considering their undergraduate and graduate success levels and the framework of the followed undergraduate and/or graduate programs.

(2) The course schedule of a graduate level student, who is enrolled in the Academic Preparatory Program, consists of undergraduate courses. These courses do not take the place of required courses for completing the graduate education program.

(3) Required courses, for a PhD. student who is enrolled in the Academic Preparatory Program, do not take the place of required courses for completing the related doctoral program.

(4) Students enrolled in Academic Preparatory Program, can attend graduate courses besides the academic preparatory courses, with the proposal of the EABD and the approval of the Institute Administrative Board.

(5) The period spent on the Academic Preparatory Program can be at most one calendar year. This period cannot be extended with the exclusion of semester breaks. This period cannot be included in the Master and Ph.D. program periods indicated in this regulation.

(6) In order to get started to the applied graduate program, a student enrolled in the Academic Preparatory Program should complete the program with at least a DD grade in any course taken and should attain at least 2.00 CGPA; and in order to begin the applied doctoral program, a student enrolled in the Academic Preparatory Program should complete the program with at least a CC grade in any course taken.

## **Special Student Admission**

**ARTICLE 7-** (1) Graduates or the students of a higher education institute who want to increase their knowledge about a specific subject may be accepted as a special student to the graduate courses with the proposal of the related Institute Head of Department and the approval of the Institute Administrative Board. Education, examination and disciplinary legislation and relevant provisions are applied to those accepted as special students. Special students are not eligible for student rights. However, a document is given them stating the registered courses and grades. Those who register to a graduate program later on shall be exempt from the equivalent courses up to 12 credits upon the recommendation of the relevant department and the institute with the approval of the board of directors.

## **ADMISSION THROUGH TRANSFER**

**ARTICLE 8 –** (1) Students who are currently enrolled in a graduate program of higher education at Istanbul Aydın University or another institution and has successfully completed at least one semester, upon submitting all required documents before the deadline, may transfer to a graduate program upon with the approval of the senate.

## **ADMISSION TO ENGLISH PREPARATORY PROGRAM**

**Article 9 – (1)** Applicants whose level of academic success is found sufficient to be accepted into an English masters program must take an English Proficiency Exam that is held by the Foreign Language Department. Results are announced according to the success rank. Valid minimum scores about the proficiency exam, equivalent scores from KPDS, UDS or from international examinations such as TOEFL and IELTS are determined by the Senate.

### **Foreign Students Admission**

**ARTICLE 10-** (1) Foreign national candidates who have scholarships from the Turkish Republic Government or from their own government or who apply to graduate programs by means of bilateral agreements or of their own account shall be accepted to graduate programs according to their grade point average without being required to take an additional examination with the decision of the institute board. Students who want to study in English are considered to be exempt from the English proficiency exam if they certify that they have graduated from an English medium school or a TOEFL or equivalent exam result document that shows their English level with the decision of the institute board. If deemed necessary, a test can be conducted to determine students' levels of foreign language and academic knowledge. Deficiencies as a result of this examination will be set out in a special program. Registered students in a graduate program must pay tuition fees determined by the Board of Trustees each year.

### **Registration**

**ARTICLE 11-** (1) Candidates admitted to a graduate program or to special student status must submit all the documents specified in the announcement within the specified time limit in the academic calendar to the student affairs department. Students who do not come to the first record with a valid reason shall appoint someone else. Students who fail to register or submit the required documents within the specified time shall be deemed renounced. Registrations shall be cancelled even if it is issued for those students who have deficiency in the required documents or those who falsify documents or any records or who is dismissed from a higher education institute with disciplinary action.

(2) Turkish and foreign students who have won the right for the registration must submit the announced documents by the institute in due time. The documents are as following:

a) Turkish Nationals;

(1) Applicants accepted to the Masters program or the doctoral/ proficiency in arts program after at least eight semesters (four years). For undergraduate study, the undergraduate diploma or the certified copies must be submitted by the University. Applicants accepted to the doctoral/ proficiency in arts program after having completed the masters degree must submit the graduate diploma or the certified copies by the University. Applicants who are entitled as Expert by the Ministry of Health and who are directly accepted to the doctoral program must submit the undergraduate diploma or the certified copies by the University and Expert license or the certified copy.

(2) ALES or equivalent test result original document or print out,

(3) A foreign language or an equivalent test result original document or a print out,

- 4) Graduate transcript showing GPA (transcript) original or certified copy by the University,
- 5) Submitting T.C. Identification Number,
- 6) Male candidates must submit a written statement about military service,
- 7) 6 passport size photo (4.5x6 cm.),
- 8) Receipt showing the payment of the tuition fee determined by the Board of Trustees,

b ) Foreign students;

1) Applicants who complete their undergraduate or graduate education in Turkey must submit diplomas and documents specified in the sub-paragraph (a) of paragraph (1) Diplomas taken from a foreign country, a certified copy and equivalent certificate of the diplomas, or a certified copy (From Turkish Ministry of Education-Board of Education and Discipline) should be submitted.

2) Graduate transcript showing GPA (transcript) original or certified copy by the University, or the notarized translation,

3) Turkish Language level test result original document or a print out,

4) Academic knowledge exam result or a print out,

5) Education visa and passport and the notarized copies of translations,

6) Original or certified copy of scholarship document for scholarship candidates,

7) Bank receipt showing that the tuition fee decided by the Board of Trustees has been paid should be submitted.

## **Semester Registrations**

### **ARTICLE 12**

(1) Students have to renew their registrations at the beginning of each semester and within the period announced in the academic calendar by making the necessary payments and choosing their courses, and having them approved by their advisors. Students must complete registrations in person. The seven-week summer teaching term is optional and only students who will take courses need to register.

(2) Students who fail to register in fall, spring and summer terms shall register during the course adding and dropping period. Students may not register after the course adding and dropping period ends. During the first two-week period after the course adding and dropping period have ended, a student can register for the courses opened only if they have a valid excuse and if their excuses are approved by the institute board and Rector.

(3) Students who fail to register in any term and whose excuse is acceptable by the Rector can register late within the specified period. However, this period will be counted as non attendance. If a student does not renew his/her registration in this period (s)he can renew his/her registration at the beginning of the following term. This permission is granted only

once and the approval of the Board of Directors of the related department is required. Otherwise, the student will lose all his rights of education. The period the student loses for the time (s)he does not register will be considered a part of his period of education.

(4) Students who are dismissed from University in any term shall not renew registration.

### **Teaching Medium**

**ARTICLE 13** (1) Teaching medium in Graduate programs is determined at the opening of the program by the Senate.

### **Leave of Absence**

**ARTICLE 14** (1) Students in the graduate programs can be permitted to be on leave at most for two semesters with the recommendation of the head of the department and with the decision of the institute board. This period can be extended to one academic year with the recommendation the department/advisor and with the decision of the institute board if it is deemed necessary. A leave is granted to students in graduate programs with the decision of the institute board under the following circumstances.

a) Students who go to abroad or who are appointed to an institution in Turkey for a certain time in relation to graduate studies or to their profession for educational purposes.

b) Military obligations

c) Health problems, natural disasters, economic reasons, family problems, or being compulsory to work because of similiar reasons, death or sickness of a family member.

d) Students who succeed in all graduate courses but whose thesis work cannot be conducted due to the lack of material or device.

### **Tuition Fees**

**ARTICLE 15-** (1) Graduate education is bound to fee. Tuition fees are determined and announced by the Board of Trustees each academic year. Students who do not make their tuition or other expenditure payments at the beginning of each semester and within the prescribed period lose their student status and their registration will not be maintained.

## **PART THREE**

Courses, Examinations, Evaluation and the Scope of the Graduate Programs

### **Course Adding and Dropping**

**Article 16-** (1) Students shall change the registred courses during the first two-week period after classes have begun. Students should make their registration in person during the course adding and dropping period with the approval of their advisors. After the course adding and dropping period ends a student can register to the courses opened only if they have a valid excuse and if their excuses are approved by the institute board. In the end of the first week of the seven week summer teaching period, course adding and dropping period finishes.

## **Courses and the Responsibilities**

**ARTICLE 17-** (1) Courses to be opened in each term is announced upon the recommendation of the Department and the decision of the institute board. Faculty members who are to handle the courses are appointed by the Institute Administrative Board on the proposal of the related Institute Head of Department.

(2) If it is required Official artists or teaching staff in doctoral/in proficiency in arts programs who has proven themselves in their fields shall be appointed upon the proposal of the related Institute Head of Department and the approval of the Institute Administrative Board.

## **Graduate Course Credits**

**ARTICLE 18 –** (1) The credits assigned per semester to a given course are equal to the weekly lecture hours plus one-half of the weekly laboratory or practicum hours. The course credit value is as shown in the chart below:

<b>Academic Study</b>	<b>Weekly Hour</b>	<b>Credit</b>
Theoretical Course	1	1
Practical Session	2	1
Laboratory, conferences, projects, workshops and similar activities	1-4	2
“ “ “	4-8	3
“ “ “	9-12	4

(2) Credit/hour values of Graduate courses, which would be non-credit graduate courses, the department or the board of the institute based on the opinions of the Department's presidency is decided, and programs mentioned. The credit values of graduate courses and non-credit courses are determined in accordance with the proposal of the Institute Head of Department and by the approval of the Institute Administrative Board and declaration in the program.

## **Course Examinations and Assessment**

**ARTICLE 19 –** (1) Students are evaluated based on their mid-term exam and final exams. At least one mid-term and/or evaluation is conducted in each semester. Final examination dates and places are to be determined by the Institute Head of Department and announced Institute Board. The student can be given a make up examination if the Institute Head of Department decides that a valid excuse is presented for non-participation in any exam.

(2) To be eligible to enter the final exam:

- a) At least 70% participation to theoretical courses,
- b) At least 80% participation to practical session or laboratories,
- c) Being successful in practical session or laboratories are required.

(3) The student's final semester grade is given by their instructors based on mid-term and final examination results, coursework within the semester and/or end-of-semester studies. Project, studio and related courses which does not require a final exam is notified to the Student

Affairs Department with the proposal of the Institute Head of Department and by the approval of the Institute Administrative Board. In this case the final course grade is given according to the coursework within the semester.

(4) Contribution of the coursework evaluation within the semester to the final grade cannot be more than 50% and less than 30%. Final assessment is given by the course instructors regarding the success level of all the students who are registered to the course based on one of the letter grades mentioned in Article 20 of this regulation.

### Success notes

**ARTICLE 20** - (1) For each course taken, one of the following letter grades is given to students by the instructor as a final course grade.

a) The letter grade equivalent over 100 points and coefficients are shown below:

point	Semester success note	coefficient
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
60-69	DC	1.5
50-59	DD	1.0
40-49	FD	0.5
00-39	FF	0.0

b) In addition, the letter grades;

- 1) (I) Incomplete; is given by the instructor for students who is successful in a semester/year, but couldn't fulfill some of course conditions because of valid reasons, such as illness. A student who has taken an 'I' note must complete his/her deficiencies and receive a passing note in fifteen days after receipt of the notes in the Student Affairs Office. Grade of a student who cannot complete his/her deficiencies changes into 'FF'. A student with an acceptable excuse and who has an 'I' note accepted for lasting too long by his/her faculty/college board of directors, shall have an extension up to a maximum of one quarter of the next record. An 'I' note will be treated as an 'FF' grade, as long as it remains on records.
- 2) (NA) Not Attending grade; is given to students who do not fulfill the conditions related to the application or attendance. This note will be processed as FF grade in the calculation of semester GPA and overall academic achievement.
- 3) (P) Pass grade; is given to students who are successful in non-credit courses.
- 4) (F) Failure note; is given to students who fail in non-credit courses.
- 5) (M) Exempt note; is given as a result of the exemption exam for the courses that shall be exempted.
- 6) (T) Transfer note; is given to students who are exempt from the lessons through transfer.

(W) Withdrawal note; is given after the expiry of the normal course add and drop, courses in the student's program of courses, within the first nine weeks of semester/year, with the student's own request to give up the course and with the approval of the instructor in charge of the course. Students can withdraw from 1/3 of normal course load at most from the courses that he/she had to repeat, the previously attended courses with GPA of Ws and the most normal course load. A student may be allowed to withdraw from at most one lesson at a time, including up to two courses for all graduate education with the proposal of consultant and with the permission of the instructor.

8) (E) Evaluation grade; the note is entered for the courses that hasn't had an evaluation process. It is indicated during the student's application to the class and remains until a faculty member evaluates the lesson. An 'E' note will be converted into one of the other notes at the end of final exams by the instructor. This note is not included in the average.

(2) For students in the graduate programs to be successful in a course, notes of AA, BA, BB, CB and CC in that course as a semester grade must be taken. However, a student studying the doctors / proficiency in arts programs must take at least CB note from a course to be successful.

(3) Final course grades are finalized and announced as soon as they are given to the Student Affairs Office.

### **Material error in notes**

**ARTICLE 21** - (1) Student Affairs Office by the end of the semester course described in the notes made of any material error in the case of request for correction, faculty member or student, upon application by the head of the Department or the department is decided. After final exams, grading concerning the errors must be corrected before the next coming semester course registrations.

### **Course repetition**

**ARTICLE 22** - (1) Graduate students FF, FD, DD, DC, and their courses and doctoral students in grades K FF, FD, DD, DC, CC and C repeat the courses they take note. If lessons to be repeated are elective courses, students, instead of the elective courses of the department, can take other courses deemed appropriate by the head of the Department. Such students can not be held responsible by taking elective courses or courses they failed before.

### **Grade Point Averages**

**ARTICLE 23** - (1) Achievement status of students is determined by calculating grade point averages at the end of each semester by the Student Affairs Office.

(2) The grade point average in any semester is the sum of coefficient multiplications that the student receives each semester. Students receive course credits in that course with a final course grade by dividing the sum of credit. The average obtained is shown as two digits after the comma.

(3) The GPA is calculated taking into account all the courses a student takes from the introduction of the graduate program to the end. Both the final, cumulative grade point average, and grades AA and FF is based on the notes.

### **Completion of Course load**

**ARTICLE 24** - (1) For Graduate students enrolled in the program to be considered to have completed the course load, students must complete enrollment in compulsory and elective courses in the graduate programs.

### **The scope of graduate programs**

**ARTICLE 25** - (1) University graduate programs include thesis and non-thesis master's, doctorate and proficiency in arts programs. Of these, graduate programs, including/excluding thesis are carried out in two ways. The Main Branch of department or degree programs without thesis, which the institute will open branches of the Department with the recommendation of the department, is determined by the board of the institute offers, with the consent of the Senate resolution and the Higher Education Council. Transition between thesis and non-thesis master's programs are made with the approval of the board of directors, upon application of the Department or the recommendation of the department and institute.

## **CHAPTER FOUR**

### **MS Thesis**

#### **Purpose and Scope**

**ARTICLE 26** - (1) The purpose of such programs is to gain the ability of student's scientific/artistic research by obtaining information, its evaluation and interpretation of artistic creation and implementation. This program is provided a total of not less than 21 credits, at least seven courses, at least one seminar course and thesis work. The total number of courses and credit can be increased by 50% with the decision of the institute concerned. Non-credit seminar course and thesis work is evaluated as successful or unsuccessful. Students must register for the thesis at the beginning of each semester, at the latest third semester.

(2) Students can take two courses a total of 6 credit hours, without exceeding the maximum number of 2, provided it is taken during undergraduate education, and are graduate level courses. In addition, if the consultant deems it appropriate, courses up to 9 credits can be chosen from other institutions of higher education, with the approval of the department or institute of the Department and the recommendation of the board of directors.

(3) Students who graduate in the field of art courses, seminars and work practice, after completing a thesis or dissertation, must prepare a report instead of a work of art and works of art.

#### **Period**

**ARTICLE 27** - (1) In a thesis program, the normal time to complete is four semesters. However, students are obliged to take the credits successfully completed, and found successful and managed to complete the thesis seminar course, students can graduate in less than four semesters time. Master's degree credit courses are completed within two consecutive semesters. Students who successfully complete these courses during this period can be given an additional period of two semesters at the department or branch of the main art institute upon the recommendation of presidency and board of directors.

(2) At the end of four semesters, students who cannot successfully complete the course credit of courses and seminars will be dismissed from the institute.

(3) Students who successfully complete the seminar course and credit courses, but could not complete the thesis for the thesis exam that has been mentioned in the first paragraph of this article by the end of the four semesters is granted an extension for a maximum of two

semesters upon the recommendation of the head of the department or branch of the main for the art institute board of directors with the thesis defense reasons.

### **Appointment of Thesis Advisor**

**ARTICLE 28** - (1) Within a thesis program, students should notify the department and the chairman of the Department about his preference list of main branches of science and advisor candidates from the end of the first semester until the end of the second semester. Department, head of the Department or the Board of Directors recommends that the institute at least two of these faculty members and graduate school student's advisor is determined by the decision of the board of directors. Yet by the end of the second semester, the thesis subject and thesis proposal report by the student, must be prepared under the supervision of department supervisor or director of the Department transmitted via the institute. The thesis proposal for amendments are made on the report, then the approval of the board of directors shall be taken. In the nature of the cases where more than one supervisor is needed, and/or the thesis supervisor justifies and sustains a legitimate reason, counseling cases, a second thesis advisor may be appointed with the approval of the board of directors with the recommendation of the department and institute of the Department. This task is carried out by the head of the Department until a second supervisor is appointed to the institute.

(2) The thesis advisor is selected among program faculty members. If required, a consultant shall be selected from staff members and other members with doctorate degree in art education of qualified faculty or other universities with the approval of the board of directors and head of the department with the reasoned proposal of the Department and the institute.

### **Conclusion of the Master's Thesis**

**ARTICLE 29** - (1) A student with a thesis program, must defend the thesis writing and thesis writing style orally in accordance with the results obtained by the Senate. Thesis students who have an eligible consultant thesis may apply in writing to enter the director of the institute dissertations and the thesis writing guide should be prepared bounding together all six components, the thesis defense exam.

(2) The Master's degree thesis jury of the Department is appointed upon the recommendation of the department and institute with the approval of the board of directors. The jury consists of three or five faculty members, one of the student's thesis supervisor, and at least one individual from another major science/art branch or department of another institution of higher education/art branch. In cases of a jury of three persons, the second thesis advisor cannot be a member of the jury. All juries, will elect a chairman from amongst themselves during the pre-examination meeting.

(3) Members of the jury take the student into a thesis defense examination at the latest within one month from the date the thesis is submitted to them. The examination is held by the head of the Department on designated days, place and time with the participation of all members of the jury. If the jury meeting cannot be held in the determined day of record, the exam will be taken no later than fifteen days after the second day of a meeting. The MS thesis defense exam is open to the audience and consists of an oral presentation and subsequent question-and-answer sections.

(4) After completion of the thesis defense, the committee as the audience, offers the defense of a thesis about the absolute majority or unanimous acceptance, and decides on rejection or correction. This decision is given by the head of the department within three days after the thesis examination will be submitted to the institute. Student whose dissertation is rejected will be dismissed from the institute. The student's thesis needs to be re-defended in front of the jury regarding the correct decision at the latest within three months. If this defense is not accepted, the student will be dismissed from the institute.

(5) A student who has successfully defended his/her thesis and dissertation writing style in accordance with the type bound, shall submit six copies to members of the jury at the latest within one month from the date of entry into approved examination to the institute and graduate students in the appropriate thesis in terms of shape, is given the Master's Degree .

### **Graduation and diplomas**

**ARTICLE 30** - (1) For students who have successfully completed all the requirements of a student's graduation thesis for the graduate program, the following information and documents that have been delivered to the institute must be submitted and complete:

- a) Six copies of the thesis or project study report, copied and bound,
- b) Request made by the Council of Higher Education, thesis, dissertation completed data entry form and summary report containing the information to a computer disk,
- c) Computer disk containing summaries written in Turkish and foreign languages, on the thesis or project work requested by the Institute's report
- d) The term project work or proficiency in arts and the examination report on the minutes of the defense exam.

(2) After receipt of all relevant documents and information institute, the student's file is reviewed by the institute board of directors. Completing all requirements for graduation, the student's graduation will be decided to be fulfilled. Upon graduation, students are given a master's degree diploma, according to the department, under the official name of the Department and the property registered.

(3) On the diploma, the department of education or approved program name the student studies and the title of the Department is stated. The institute's director and the President's signature is also written.

## **CHAPTER FIVE**

### **MA Program**

#### **Purpose and Scope**

**ARTICLE 31** - (1) The purpose of the non-thesis program to give students deeper knowledge about professional practice and existing knowledge in order to show how to use them. The Non-thesis program consists of a total of not less than 30 credits with a minimum of a ten-semester project course lecture. The total number of courses and credits may be increased by 50% with the decision of the institute concerned. Term Project is a non-credit course, considered as successful or unsuccessful. The student must give a written report at the end of the semester on the term project to register for this course during the semester. Students may not exceed more than 9 credit hours provided that at most three of them, provided that the graduate level courses are taken during undergraduate education.

(2) After completing the courses and the semester project, a proficiency exam is taken by the student upon the recommendation of the board of directors with the approval of the by the

three-or five-person jury. In this exam, students are asked questions about the courses and term projects. As a result, the jury decides that the student succeeds or fails in this oral examination, success in evaluating the status of the majority. The Department will then be notified of the exam results, and a written report is completed to the institute within three days following the qualifying examination by the head of the Department. Students who fail the proficiency exam can take the exam again no later than three months. Students who fail the exam will be dismissed from the institution. Distance education degree programs without a thesis can be done live over the internet as a web-based conference based on the qualifying examination with the decision of the Senate.

### **Assignment of the supervisor**

**ARTICLE 32** - (1) Within a non-thesis program, the head of the main science determines and assigns a faculty member or a teaching staff qualified by the senate in the first semester as a consultant until the end of the program as a consultant for each student to the lecture course selection and execution of the project to advise. A supervisor is elected from among the members of the faculty of the Department or the department. In required cases, stated by the head of the department or the reasoned proposal of the Department, the consultant may be appointed from among the faculty members and a PhD degree in the arts of qualified teaching staff and at other universities or the institute established, with the approval of the board of directors. The Advisor assignment, head of the department or the recommendation of the Department and the institute are finalized with the approval of the board of directors.

### **Period**

**ARTICLE 33** - (1) The normal time to complete non-thesis program is four semesters. However, graduate students whose project work is found successful can graduate in less time from the courses they are obliged to take the credits and successfully complete. Master's degree credit courses are completed within two consecutive semesters. Students who cannot successfully complete these courses during this period can be given an additional period of two semesters by the department or branch of the main art institute board of directors upon the recommendation of presidency.

(2) Students will be dismissed from the institute if (s)he cannot successfully complete the four-credit courses at the end of the semester.

(3) Students who successfully complete the seminar course and credit courses, but could not complete his/her thesis for the thesis exam that has been mentioned in the first paragraph of this article by the end of the four semesters, is granted an extension for a maximum of two semesters upon the recommendation of head of the department or branch of the main for the art institute board of directors with thesis defense reasons.

### **Graduation and diplomas**

**ARTICLE 34** - (1) Students who fulfill all the requirements of the graduate program and have been decided ready for graduation are given non-thesis master's degrees of this regulation in accordance with Article 30 and the institute of the board of directors.

## **CHAPTER SIX**

### **Doctoral degree Program**

#### **Purpose and Scope**

**ARTICLE 35** - (1) The purpose of the Doctoral degree program is for students do independent research, scientific events with a view to examining a wide and deep to make comments and give the ability to determine the steps necessary to achieve the new synthesis. Doctoral degree thesis prepared at the end of work;

a) To bring innovation to science,

b) The scientific method is a new development,

c) The application of a known method, a new field one of the attributes must be accomplished.

(2) Doctoral degree program graduate students admitted to the degree of not less than 21 credits in total for at least seven courses, qualifying examination, thesis proposal and thesis work. With an undergraduate degree for students who have been accepted, at least 42 credits courses, a qualifying exam consists of a thesis proposal and thesis. Non-credit thesis is evaluated as successful or unsuccessful.

(3) Graduate courses may be chosen from courses from other institutions of higher education upon the recommendation of the department and the institute with the approval of the board of directors.

(4) Doctoral degree students may take undergraduate courses for consulting proposal. Undergraduate credit courses are not counted toward the doctoral course.

(5) Doctoral degree programs may be organized in the form of an integrated domestic and international PhD programs. These programs are handled according to procedure of the Council of Higher Education.

### **Student acceptance**

**ARTICLE 36** - (1) For university doctoral programs, after obtaining approval for the opening of YÖK, the program and how many students there will be institutes of the department offers are finalized with the decision of the board of directors and the Senate with the approval of the institute. The quotas adopt the necessary documents for the application, the application, exam dates and any other circumstances are announced by the President's Office.

(2) To apply for the PhD program, candidates should have a bachelor's or master's degree and Academic Personnel and Graduate Education Entrance Examination (ALES), referenced by type of program points, 55 of those with postgraduate diploma, graduate diploma applicants must be a standard score of at least 70. Application for Doctoral degree programs; ALES verbal and quantitative sections, and analytical writing sections of a total of at least 950 sites are also accepted at least 3.50.

(3) Candidates' levels of success are evaluated according to the type of curriculum appropriate ALES score of 50% of the undergraduate and/or graduate transcripts and reference letters slopes, the introductory note rates are calculated. Successful candidates are evaluated in order of success in the PhD program.

(4) The application qualities for doctoral programs are determined by the University Council. These programs are also determined by the Senate license and/or graduate programs and graduate students may also be accepted.

(5) For college students who do graduate, at least 70 points in the field of ALES in their fields, transportation and other conditions apply to the case of a written acceptance and doctoral programs are adjustments.

### **Period**

**ARTICLE 37** - (1) The time given to complete the PhD program is eight-semester for those who are accepted with a Master's degree, ten semesters for those who are accepted with a bachelor's degree. For those who are accepted to the PhD program with a Master's degree, the thesis period is at least two semesters, including a doctoral program in five semesters, and for those who are accepted with a bachelor's degree, the thesis period is at least a two-semester period, including seven semi-annually complete a doctorate program. Students who cannot complete these periods successfully in credit courses with a GPA of between 4.00 and 2.50 will be dismissed from the institution.

(2) In the PhD programs, the maximum period for successfully completing credit courses is four semesters for those accepted with a master's degree with a bachelor's degree, it is six semesters. Students who cannot complete these periods successfully in credit courses with a GPA of between 4.00 and 2.50 will be dismissed from the institution.

(3) A student who has successfully completed credit courses, passed the competency exam and the thesis proposal has been accepted, but according to the first paragraph of this thesis, the students admitted with a master's degree in eight semesters, with a bachelor's degree by the end of the semester for students admitted on , to a student who could not enter thesis examination, with the approval of the proposal of the program chairman of the department and institute board of directors, is given an additional period up to four semesters to defend his thesis in front of the jury.

(4) Students who fail the proficiency exam will take the examination by making a thesis registration for the course again next semester. Students will be dismissed from the doctorate program if (s)he also fails the exam.

### **Supervisor Assigned**

**ARTICLE 38** - (1) In each branch of an academic department, members of the doctoral program gives a list of his publications, papers, projects, and if you have carried out or participated in other academic studies, each no more than one month before the start of the academic year, doctoral thesis related to those topics and available at the last five years, to the program department head in writing. This information is sent to the directorate and the institute director will be announced by the institute. PhD students who want to work with their thesis topic and supervisor with a letter stating the program department chairman. These applications are evaluated by the department program, doctoral program, a faculty member for every student of the late director of the institute identifies and recommends to the beginning of the third semester. Determination of the thesis advisor appointment is finalized with the approval of the board of directors of the institute.

(2) The thesis supervisor is appointed by the institute board of directors if required by the nature of the multiple cases, the primary thesis advisor and/or program supervisor of the department and the second proposal. The second supervisor may be from the University with the condition to have at least a doctoral degree.

(3) If there is a change of supervisor, a faculty member and program takes place with the student's written application and the recommendation of the department supervisor, with the approval of the institute board of directors.

### **Qualifying examination**

**ARTICLE 39** – (1) The purpose of this examination is to determine whether the doctoral student in the program has enough information on basic issues.

(2) Doctoral qualifying examinations are held twice a year on the dates specified by the Senate. Students must take the proficiency exam accepted to graduate studies with the degree of the fifth semester, and students accepted with a bachelor's degree at the latest by the end of the seventh semester. Students taking the proficiency exam give a petition stating that (s)he wants to take this examination before the announcement of qualifying exam periods according to the calendar to the director of the institute. Not declared on the date, students fail the qualifying examination.

(3) Qualifying examinations are administered by the committee consisting of five faculty members serving as full-time doctoral qualification in the program proposed approved by the board of directors and by the head of the department and institute. The Committee may set up examination supervisor jury for the purpose to prepare, implement and evaluate the exams in different fields.

(4) The PhD qualifying exam, written and spoken, is in two sections. Doctoral Qualifying Committee will decide on the success or failure status of student achievement with the majority to evaluate recommendations and the student's written and oral exams test. This decision will be submitted to the institute by the department institute within three days following the qualifying examination.

(5) Students who fail the proficiency exam will take the exam again next semester. Students will be dismissed from the doctorate program if (s)he fails to receive a passing grade.

(6) A minimum of seven students with a bachelor's degree successfully completed the course in a graduate program may be accepted to the Ph.D. program. Conditions of passing a masters program are determined by the Senate.

(7) Foreign nationals will take the examination in a foreign language in their mother tongue other than Turkish. Foreign students are accepted according to the principles of foreign language tests set by the University Council.

(8) Students who fail exams of the specified foreign language PhD, according to the principles set forth by the Senate, can be enrolled in foreign language preparatory program. The English language training period will be at most one academic year (calendar year) and at the end of

this period foreign language students who fail the exams will be dismissed from the institution. The duration of foreign language preparation program, is not included in the PhD program.

### **Thesis Monitoring Committee**

**ARTICLE 40** - (1) For students passing the proficiency exam, a thesis monitoring committee is formed within a month on recommendation of the Department and approval of the Institute Council.

(2) The thesis monitoring committee is comprised of three members. In the committee, other than for the thesis advisor, there is one member from inside the program and one member from outside the program. If there is a co-advisor, co-advisor may attend the Committee meetings.

(3) During the periods after the establishment of the thesis monitoring committee, members are subject to change on recommendation of the program and approval of the Institute Council.

### **Thesis Proposal Defense**

**ARTICLE 41** - (1) Students completing PhD qualifying exams successfully defends verbally the objective, method and the work plan of the thesis work within one hour in front of the thesis monitoring committee, within six months at most. Defense requests must be notified to the Institute Council with the student's written application and with the approval of the advisor, and oral defense will be announced by the Institute Council.

(2) Students should hand out a written report concerning the thesis proposal to the committee members at least fifteen days before the defense. After the completion of the thesis proposal defense, the thesis committee gives the decision about the proposal by majority vote and lays out a written report. This report will be notified to the Institute within three days by the Department.

(3) Students whose thesis proposal is rejected have the right to ask for a new thesis advisor and a new thesis topic. In such case, a new thesis monitoring committee may be assigned on recommendation of the Department and with the decision of the Institute Council. Students who want to continue with the same advisor are required to defend the thesis proposal within three months and students whose advisor and thesis subjects have been changed are required to defend the thesis proposal within six months. Students whose thesis proposals are rejected a second time will be dismissed from the Institute.

(4) For students whose thesis proposals are accepted, a thesis monitoring committee meets twice a year at once between the months of January to June and July to December. Students submit a written report on the progress of the research study to the committee members at least one month prior to the meeting date. In this report, there is a summary of the work that has been done by that day and the plan for the next semester. The Committee evaluates the written report 'satisfactory' or 'unsatisfactory' and notifies to the Institute Council with a written report through the Department. Students who fail twice consecutively or three times non-consecutively are dismissed from the Institute.

### **Completing the Doctoral Dissertation**

**ARTICLE 42** - (1) Doctoral students have to prepare the results obtained in accordance with the principles in thesis writing guide set by the Senate, deliver them to the institute together with the presentation script of the advisor, and have to defend verbally in front of a jury.

(2) A Doctoral thesis jury is determined and assigned on recommendation of the program by the Institute Council. The jury consists of five faculty members, three faculty members from the student's thesis monitoring committee and at least one faculty member from another higher education institution. If there are two advisors, both take part in the jury. The Institute Council also selects the two alternate members, one from within the university and the other among the faculty members from another higher education institution. The members who cannot attend the jury due to the exact requirements notify their justified reasons in writing within ten days at most.

(3) Thesis examination is kept open for a period of fifteen days by the Institute and this is announced to the Rector's Office, the faculties and other institutions. If there are written comments about the thesis, it shall be notified separately in writing to the jury members by the Institute Council within the period the thesis is kept open to examine. Jury members shall prepare a detailed personal report examining the scientific and formal aspects of PhD thesis offered by the candidate. The reports prepared by members of the jury shall be submitted to the Institute Council within twenty days at most from the date of thesis delivery and before the student's thesis exam. The members of the jury take the student to thesis exam within one month at most from the date the thesis has been submitted to them. Date and place of PhD thesis exam are determined by the Institute Council and are notified in writing to the jury members and students. Thesis exam includes an oral presentation and subsequent question-answer session. The thesis examination is open to all, and only jury members can ask questions to the student.

(4) After the completion of the examination, the jury gives the decision of "acceptance", "rejection" or "correction" by majority vote as the audience off and prepares a report. This report is notified to the Institute within three days following the exam by the Department. The student whose thesis is rejected will be dismissed from the Institute. The student whose thesis is given decision of "correction" re-defends his thesis in front of the jury within six months at most. The student whose thesis is not accepted at the end of this defense will be dismissed from the Institute.

## **Graduate Diplomas**

**ARTICLE 43** - (1) Students who have successfully defended their thesis and who have fulfilled all the necessary requirements of the university submit six bound copies of PhD thesis prepared according to the thesis writing guide to the institute with the acceptance letter of thesis advisor within one month from the date of thesis examination. The student who cannot submit his thesis within a month may request an additional period of one month at most by applying to the Institute Council with a petition stating a valid excuse. The student who does not submit the thesis at the end of this period will be dismissed from the institute. The date earned a degree is the one accepted in the Institute Council.

(2) On doctoral diploma the student's department and the official name of the program are written. This certificate is signed by the director of the Institute and the President.

## **CHAPTER SEVEN**

### **Proficiency in Art Program**

#### **Purpose and Scope**

**ARTICLE 44** - (1) Proficiency in Art program is opened with the aim to reach new synthesis and competence on key issues within their own discipline as well as to put forward an original work of art and an outstanding practice and creativity in music and performing arts.

Proficiency in Art program is opened in fields set by YÖK.

(2) A student engaged in the field of competency in the arts prepares a Proficiency in Art thesis or a work of art proficiency and Proficiency in Art studies. The thesis or practical works

prepared at the end of the Proficiency in Art program must accomplish at least one of the following qualifications:

- a) Create an original work of art,
- b) Develop an original project
- c) Perform/manage a concert or recital requiring superior application and creativity; apply or display/manage a stage work

(3) Proficiency in Art program is comprised of at least seven courses and practices, not being less than 21 credits, and the studies like thesis or exhibition, project, recital, concert for students admitted with a Master's degree; at least fourteen courses and practices, not being less than 42 credits, and the studies like thesis or exhibition, project, recital, concert for students admitted with a bachelor's degree. Proficiency in Art work is non-credit and is evaluated as 'satisfactory' or 'unsatisfactory'.

(4) Postgraduate courses can be chosen from courses in other higher education institutions on recommendation of the Department of the institute and approval of the Institute Council.

(5) Proficiency in Art students may take undergraduate courses with the recommendation of advisor. Undergraduate courses are not counted on course load and credit of Proficiency in Art.

### **Student Acceptance**

**ARTICLE 45** - (1) The principles of student acceptance for Proficiency in Art programs are:

a) After confirmation of the Council of Higher Education for the opening of Proficiency in Art program in university; whether to schedule student and determining the number of students to be admitted to the program are finalized with the offer of the department of Science and Social Sciences, the decision of the Institute Council and approval of the Senate. The quotas adopted for the necessary documents for the application, the application, exam dates and any other conditions are announced by the President.

b) To apply for the Proficiency in Art program, candidates should have a bachelor's or master's degree and those with a master's degree must have received 55 standard score and those with a bachelor's degree must have received a score of 70 referenced by the program type in ALES. In the application of Proficiency in Art programs, a total of at least 950 in verbal and quantitative sections and at least 3.50 in analytical writing sections are also accepted instead of ALES result.

c) Achievement levels of candidates, 50% of ALES score according to the type of program, undergraduate and / or graduate transcripts and reference letters are evaluated according to the proportions at the beginning of each semester by the head of the department; and introductory note for Proficiency in Art program is calculated.

d) Which undergraduates/graduates can apply for Proficiency in Art program is determined by the University Council. Undergraduates/graduates determined by the Senate may also be accepted to these programs.

e) Students doing graduate work in the university and getting at least 55 score in ALES in his/her field are accepted to Proficiency in Art programs in case they have the other conditions and apply in writing.

### **Period of Study**

**ARTICLE 46** - (1) Duration to complete the Proficiency in Art program is eight semesters for those admitted with a master's degree, and ten semesters for those admitted with a bachelor's degree. Those admitted with a master's degree can complete the Proficiency in Art program in five semesters, at least two semesters for the work of Proficiency in Art, and it's seven semesters for those admitted with a bachelor's degree, at least two semesters for the

work of Proficiency in Art. Students who cannot complete credit courses successfully in this period or whose GPA is less than 2.50 out of 4.50 will be dismissed from the Institution.

(2) The maximum period of completing the required credit courses successfully for the Proficiency in Art program is four semesters for those admitted with a master's degree, and six semesters for those admitted with a bachelor's degree. Students who cannot complete credit courses successfully in this period or whose GPA is less than 2.50 out of 4.50 will be dismissed from the Institution.

(3) A student completing credit courses and applications successfully, but cannot enter the examination because (s)he cannot complete his/her thesis or exhibition or project work within eight semesters for those with a Master's degree and in ten semesters for those admitted with a bachelor's degree can be given an additional period of up to four semesters for the defense of the thesis, exhibition or project work on recommendation of the Department of the institute and approval of the Institute Council.

(4) A student who fails the Proficiency in Art exam will take the examination again the next semester registering for the course. The student who fails this exam will be dismissed from Proficiency in Art program.

### **The Appointment of an Advisor**

**ARTICLE 47** - (1) Every faculty member working in the field of Arts department of the institute in Proficiency in Art program gives the list of Proficiency in Art subjects available, his publications and artistic activities on these issues within the last five years to the Department one month before at most from the beginning of each semester. This information is sent to the Institute Council. List of faculty members and Proficiency in Art subjects that (s)he can manage will be declared by the Institute Council. Proficiency in Art students notify the proficiency work subject and the advisor that (s)he wants to work with the Department with a petition. These applications are evaluated by the head of the Department. At the end of this evaluation, a faculty member is determined and assigned as an advisor for each student in the Proficiency in Art program to advise on course and application selection, and the conduct of the thesis or exhibition at least until the end of the fourth semester on recommendation of the Department of the institute and approval of the Institute Council.

(2) An advisor is elected from among the members of the Department of the faculty. If the Department does not have a sufficient number of faculty members, faculty members with at least three years working after receiving the title of doctor, or Proficiency in Art may be appointed as an advisor.

### **Proficiency in Artwork Proposal Defense**

**ARTICLE 48** - (1) Upon successful completion of credit courses, the student defends verbally the objective, method and the work plan of his thesis work in front of the monitoring committee specified in Article 49 of this Regulation within six months at most. Student submits a written report concerning thesis / exhibition / project proposal to the committee members at least fifteen days before the oral defense.

(2) The Monitoring committee gives the decision of "acceptance" or "rejection" of the thesis/exhibition/project proposal by majority vote. This decision is notified to the Institute Council within three days following the proposal by the Department.

(3) Students whose thesis/exhibition/project proposal is rejected have the right to choose a new advisor and thesis/exhibition/project topic within the framework identified by the Institute Council. In such a case, a new thesis/exhibition/project monitoring committee may be appointed. Students who wish to continue with the same consultant to the program are taken to thesis/exhibition/project proposal defense within three months, for students changing

the advisor and the subject, the time period must be within six months. Students whose proposals are rejected again will be dismissed from the Institute.

(4) For students whose thesis/exhibition/project proposal have been accepted, a monitoring committee meets twice a year at once between the months of January to June and July to December. The student provides a written report to the committee members at least one month before the date of the meeting. In this report, summary of the studies so far and work plan to be completed in a year are indicated. Student's thesis/exhibition/project work is evaluated as successful and unsuccessful by the committee. Students who fail twice consecutively or non-consecutively three times will be dismissed from the institute.

### **Proficiency in Art Monitoring Committee**

**ARTICLE 49** - (1) For students who complete the credit courses and practices successfully, thesis/exhibition/project monitoring committee is created within a month on recommendation of the Department of the institute and approval of the Institute Council.

(2) A thesis/exhibition/project monitoring committee is comprised of three faculty members. In committee, except for the thesis advisor, there is one member from inside the program and one member from outside the program. If there is a co-advisor, co-advisor may attend the Committee meetings

(3) In the following periods of the thesis/exhibition/project monitoring committee establishment, members are subject to change on recommendation of the Department of the institute and approval of the Institute Council.

### **Conclusion of Proficiency in Artwork**

**ARTICLE 50** - (1) A student preparing the thesis must write a text describing and documenting the results obtained in an appropriate writing style; a student preparing an exhibition or project must write a text describing and documenting his works; they also must defend verbally the thesis/exhibition/project in front of the jury.

(2) The jury is assigned on recommendation of the Department of the institute and approval of the Institute Council. The jury consists of five faculty members, one the student's advisor and at least one individual from other higher education institutions.

(3) Jury members meet within one month at most from the date the thesis or the text is submitted to them and take the student to exam. The examination consists of the presentation of Proficiency in Art work and the following question-answer session.

(4) After the completion of the examination jury, as the audience off, gives the decision of "acceptance", "rejection" or "correction" about thesis / exhibition / project / recital / concert / performance by majority vote. The Department must inform the Institute Council in writing within three days of the decision of the jury. Students whose Proficiency in Art work is rejected will be dismissed from the Institute. Students whose Proficiency in Art work is decided need for correction re-defends his thesis / exhibition / project in front of the same jury within three months at most. Students whose Proficiency in Art work is not accepted at the end of this defense will be dismissed from the Institute.

### **Proficiency in Art Degree**

**ARTICLE 51** - (1) Providing that the student is successful in the thesis/exhibition/project exam, students who deliver the six bound copies of the thesis or text, stated in Article 50 of this Regulation, according to the Proficiency in Art writing style set by the Senate to the institute within one month from the date of Proficiency in Art exam, and whose work is accepted appropriate in terms of shape receives the Proficiency in Art degree determining the title depending on the nature of the art.

(2) On the Proficiency in Art certificate, the approved name of the program followed by the student is written. This diploma is signed by the director of the institute and the President.

## **CHAPTER EIGHT**

### **Miscellaneous and Final Provisions**

#### **Discipline**

**ARTICLE 52** - (1) Students' disciplinary work and procedures are carried out according to the Student Disciplinary Regulations of Higher Education Institutions published in the Official Gazette No. 18634 dated 01.13.1985.

#### **Effect**

**ARTICLE 53** - (1) This Regulation shall enter into force on the date of publication.

#### **Executive**

**ARTICLE 54** - (1) The provisions of this Ordinance shall be enforced by the Rector of Istanbul Aydın University.