

From Firat University:

**FIRAT UNIVERSITY
GRADUATE EDUCATION-TRAINING AND EXAM
REGULATIONS**

PART 1

Aim, Scope, Basis and Definition of Terms

Aim

ARTICLE 1 – (1) The aim of this document is to regulate the principles regarding the programs offered by the graduate schools of Firat University and the conduct of graduate education and examinations.

Scope

ARTICLE 2 – (1) This document comprises the regulations concerning graduate education and scientific research and application offered by Firat University.

Basis

ARTICLE 3 – (1) This document has been drawn up based on article 14 and 44 of the Higher Education Act 2547 dated November 4, 1981.

Definition of Terms

ARTICLE 4 – (1) Wherever the following terms appear in this document, they shall be taken to refer to:

- a) ECTS: *European Credit Transfer System*
- b) ALES: Academic Personnel and Graduate Education Exam,
- c) Department: The departments specified for the institutes in the regulation on the organization and operation of graduate education and training institutes published in the Official Gazette dated 3/3/1983 and numbered 17976,
- d) Head of Department: The head of department of the relevant institute.
- e) Board of departments: The board consisting of all faculty members from the departments in the institutes,
- f) Maximum duration: Six semesters in master's education with thesis, three semesters without thesis, twelve semesters for those who are accepted with a master's degree in doctoral education, and fourteen semesters for those who are accepted with a bachelor's degree,
- g) Advisor: The faculty member appointed by the Graduate School Administrative Board to guide the student registered in the institute during the course, seminar and thesis
- h) Doctoral qualification committee: The committee that organizes and conducts the doctoral proficiency exam,
- i) Institute: Institutes of Graduate Education affiliated to Firat University Rectorate,
- j) Institute Board: A board under the chairmanship of the institute director, consisting of vice directors and head of the institute,
- k) Institute Administrative Board: A board under the chairmanship of the institute director, consisting of vice directors and three faculty members elected by the institute board for three years,
- l) Plagiarism: Showing others' ideas, methods, data or works as their own work, in whole or in part, without making reference according to scientific rules.
- m) Graduate program: Master's Programs (with a thesis or without a thesis), Doctoral programs and Proficiency in Art programs
- n) Graduate evening education program: The curriculum conducted out of working hours,
- o) Program coordinator: Head of programs who conducts graduate education under the department,
- p) Program executive board: A board consisting of all faculty members in the relevant program under the department,

- q) Senate: Senate of Firat University
- r) TUS: Medical Specialty Education entrance exam
- s) Distance education program: Graduate education program supported by information Technologies
- t) YÖKDİL Council of Higher Education Language Exam
- u) University: Firat University,
- v) YDS: Foreign Language Exam

PART II

Opening Graduate Programs

General principles

ARTICLE 5 – (1) Graduate programs consist of master's with and without thesis and doctoral programs.

Opening Graduate Programs

ARTICLE 6 – (1) Institutes organize and carry out graduate education programs in the branches determined by the Council of Higher Education. These programs are implemented after being discussed and accepted by the institute board and the Senate and approved by the Council of Higher Education. Institutes can decide to cooperate with other higher education research institutions and organizations in Turkey and abroad, and to carry out a joint program with the approval of the Rectorate.

(2) With the recommendation of the institute board, the approval of the Senate and the decision of the Council of Higher Education, an interdisciplinary department of institute with a different name from a faculty, department or department can be established to provide graduate education. The head of this institute department is appointed for three years by the institute board members.

(3) If there are two departments with the same name in two different faculties, these two departments are represented at the institute as a single department and graduate programs are conducted in this department. All faculty members in these two departments form the related department board of the institute.

(4) The graduate program has the same name as the department. However, with the recommendation of the Senate and the decision of the Council of Higher Education, graduate programs with different names from that department can be opened in an institute department. All faculty members in the graduate program form the program executive board. The decisions of the program executive board are submitted to the institute for approval. Other principles regarding the execution of the program are determined by the senate.

(5) Graduate distance education programs can be opened with the decision of the Council of Higher Education. The distance education programs to be opened, the courses to be given through distance education and the amount of credits and ECTS credits, the preparation of course materials, the way of taking the exams, the protocols to be made between higher education institutions for this purpose and other issues related to distance education are determined by the Council of Higher Education.

(6) Graduate programs that are permitted to be opened by the Council of Higher Education cannot be continued outside the province where the rectorate is located.

PART III

Graduate Programs

Graduate Program with Thesis

ARTICLE 7 – (1) Graduate program with thesis enables the student to gain the ability to access, compile, interpret and evaluate information using scientific research methods.

(2) Graduate program with thesis consists of at least seven courses, a seminar course and a thesis study, not less than twenty-one national credits, and a total of at least 120 ECTS credits, not less than 60 ECTS credits per academic semester.

(3) In the master's program with thesis, courses can be selected from undergraduate courses and courses offered in other higher education institutions, provided that they have not been taken during undergraduate education.

(4) Master's program with thesis can be carried out as a second graduate education program.

(5) Transfer is possible between master's programs with and without thesis.

(6) Execution of the program and other provisions relating to the transition between programs is determined by the Senate.

Application and admission

ARTICLE 8 - (1) In order to apply to the graduate program, candidates must have an undergraduate diploma and ALES score in the grade score of the program applied. However, issues regarding student acceptance such as the type of score required for application, scientific evaluation and/or interview results are determined by the Senate.

(2) The issues regarding the acceptance of students to the departments and departments of the Faculties of Fine Arts and Conservatory in institutes are determined by the Senate.

Study Period

ARTICLE 9 - (1) The study period of the master's program with thesis is four semesters (without factoring in whether the student enrolled for each term) starting from the term the lessons of the enrolled program start, with the exception of time spent in scientific preparation, and the program is completed in six semesters at most.

(2) Those who cannot successfully complete the credit courses and seminar courses in the curriculum at the end of four semesters or fail to fulfill the success criteria/criteria stipulated by the Senate within this period; Students who fail in their thesis work or fail to enter their thesis defense within the maximum periods of time are dismissed from the program.

Thesis advisor assignment and dissertation topic

ARTICLE 10 - (1) In the master's program with thesis, a thesis advisor is appointed for each student from the faculty members of the University with the recommendation of the institute department/department board and the approval of the institute board of directors.

(2) The qualifications sought in the advisor, the appointment process and the process of determining the thesis topic are determined by the Senate.

Finalization of the master's thesis/ The conclusion of the Master's thesis

ARTICLE 11 - (1) A student studying in a master's program with thesis writes the results obtained accordingly and defends his/her thesis verbally in front of the jury.

(2) The Senate determines the formation of the master's thesis jury, the preparation, presentation, examination and other principles to be followed regarding the thesis.

Failing the thesis

ARTICLE 12 - (1) The student whose thesis is considered unsuccessful is exmatriculated from the University.

(2) If the student with a rejected thesis demands, he/she is awarded a master's degree without thesis, provided that he/she fulfills the necessary conditions.

Diploma

ARTICLE 13 - (1) A master's diploma with thesis is awarded to a graduate student who is successful in the thesis exam and meets the other conditions determined by the Senate.

(2) A student who does not fulfill the required conditions cannot obtain his / her diploma until he/she fulfills the conditions, cannot benefit from student rights and is exmatriculated from the program if the maximum period expires.

(3) On the master's diploma with thesis is the name of the program in the institute department/department which is approved by the Council of Higher Education. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

Master's program without thesis

ARTICLE 14 - (1) Master's program without thesis shows the student how to use the present knowledge in practice by providing information on professional issues.

(2) Master's program without thesis can be carried out in the second graduate education.

(3) Admission requirements and principles of application to master's programs without thesis are determined by the Senate.

Study Period

ARTICLE 15 - (1) The duration of completion master's program without thesis is two terms at least and three terms at most. Students who fail or fail to complete the program at the end of this period are exmatriculated from the program.

Appointment of Advisor

ARTICLE 16 - (1) In the master's program without thesis, the head of the institute department/department determines a faculty member whose qualifications are suitable for each student.

(2) The qualifications sought in the advisor and the principles regarding his/her appointment are determined by the Senate.

Diploma

ARTICLE 17 - (1) Students who successfully complete their credit courses and term project are awarded a master's degree without thesis.

(2) Those who continue to the master's program without thesis can transfer to the master's program with thesis, provided that they meet the necessary conditions determined by the Senate.

PART FOUR Doctorate Program

General principles

ARTICLE 18 - (1) The aim of doctorate program is to enable the student to gain the ability to conduct free research, to interpret scientific cases by analysing with a deep and comprehensive perspective and reach a new synthesis.

(2) Doctorate program consists of at least seven courses, seminar, qualification exam, thesis proposal and thesis work of at least 240 ECTS credit, with no less than total twenty-one national credits for students who are accepted with a master's degree with thesis and no less than 60 ECTS per academic semester. For students admitted with a bachelor's degree, it consists of at least forty-two national credits, 14 courses, seminars, a proficiency exam, thesis proposal and thesis study, in total at least 300 ECTS credits.

(3) In doctoral programs, courses can be selected from courses offered in other higher education institutions with the recommendation of the institute department/department board and the approval of the institute board of directors.

(4) Undergraduate courses are not counted towards course load and doctoral credits.

(5) Doctorate programs cannot be opened as evening education.

Application and admission

ARTICLE 19 - (1) In order to apply to the doctorate program, candidates;

a) They must have a master's degree with thesis, must have no less than 55 on ALES in the grade score of the program applied and no less than 55 points from central foreign language exams. The Senate decides to increase these minimum scores, if necessary, according to the characteristics of the programs to be applied.

b) Except for medicine, dentistry, veterinary, pharmaceuticals and preparatory classes, they must have a bachelor's degree of at least ten terms, or with a license of specialty granted on a lab branch in accordance with the procedures regulated by the Ministry of Health, and no less than 55 on ALES in the grade score of the program applied. TUS score can be used instead of ALES score in applications of medical faculty graduates to doctoral programs in basic medical sciences.

c) The undergraduate graduation GPA of the applicants applying for a Doctorate Program with a bachelor's degree must be at least 3 out of 4 or an equivalent score, and they must have at least 80 points from ALES in the score type of the program they apply for.

(2) In admission to doctorate programs, undergraduate and/or graduate GPA, scientific evaluation and/or interview results, as well as a basic medical score or ALES score may be requested if needs be. Other issues and documents required from the candidates for application are determined by the Senate.

(3) The conditions to be sought in the acceptance of students to the departments and art majors of the Faculties of Fine Arts and the Conservatory in the institutes and other matters regarding the evaluation are determined by the Senate.

Duration

ARTICLE 20 – (1) The doctorate program is eight semesters for those who are accepted with a master's degree with thesis, regardless of whether they register each semester, and the maximum completion period is twelve semesters; for those accepted with a bachelor's degree, it is ten semesters and the maximum completion period is fourteen semesters.

(2) The maximum period for successfully completing the credit courses required for the doctorate program is four semesters for those who are accepted with a master's degree with thesis and six semesters for those who are accepted with a bachelor's degree. Students who fail to complete their credit courses successfully within this period are dismissed from the program.

(3) A student, who successfully completes his credit courses, is successful in the qualifying exam and the thesis proposal of whom is accepted, but cannot complete his/her thesis until the end of the maximum period, is dismissed from the program.

(4) Among the students who have applied to the doctorate program with a bachelor's degree, those who cannot complete their credit courses and/or their thesis within the maximum duration and who fail in their doctoral thesis are granted a non-thesis master's degree diploma upon their request, provided that they have fulfilled the requirements for a non-thesis master's degree.

Appointment of a thesis advisor

ARTICLE 21 – (1) The institute department/art major committee/program coordinator recommends a thesis advisor to the institute for each student. The thesis advisor is finalized by the decision of the institute board of directors.

(2) The thesis advisor is selected from the faculty members who have the qualifications determined by the Senate. If the university does not have a faculty member with the specified qualifications, a faculty member from another higher education institution can be selected as a advisor.

(3) In cases where the nature of the thesis work requires more than one thesis supervisor, the second thesis supervisor to be appointed may also be one outside of the University staff who has at least a doctorate degree.

(4) The qualifications sought in the advisor and other principles regarding his/her appointment are determined by the Senate.

Qualifying Examination

ARTICLE 22 – (1) The qualifying exam is the measurement of whether the student, who has completed his courses and seminars, has the scientific research depth related to the basic subjects and concepts in his field and his doctoral study. A student can take a proficiency exam at most twice a year.

(2) The student who is accepted with a master's degree must take the qualifying exam by the end of the fifth semester at the latest, and the student accepted with a bachelor's degree at the end of the seventh semester at the latest.

(3) Qualifying exams are organized and conducted by a five-person doctoral proficiency committee recommended by the institute department/art major committee and approved by the institute board of directors.

(4) The qualifying exam jury is determined by the proficiency committee and is finalized with the approval of the institute.

(5) Procedures regarding the formation of the exam jury, the conduct and evaluation of the proficiency exam are made in accordance with the Senate principles.

(6) The student who fails the qualifying exam twice is dismissed from the doctorate program.

(7) The qualifying exam jury can ask the student having passed the qualifying exam to take an extra course(s), even if he/she has completed his/her course load, provided that it does not exceed one-third of the total credit amount. The student has to succeed in these courses determined by the decision of the relevant institute.

(8) A student who has been accepted to the doctorate program with a bachelor's degree and has successfully completed at least seven courses can transfer to a master's program. Transition requirements are determined by the Senate.

Thesis Monitoring Committee

ARTICLE 23 – (1) A thesis monitoring committee is formed with the recommendation of the relevant institute department/art major board and the approval of the institute board of directors for the student who has succeeded in the qualifying exam.

(2) Thesis monitoring committee consists of three faculty members. The committee includes the thesis advisor and one member from within and outside the institute department/art major.

(3) The members of the thesis monitoring committee can be changed by the same method.

Thesis proposal defense

ARTICLE 24 – (1) The student who successfully completes the doctoral qualifying exam verbally defends his/her thesis proposal, which includes the purpose, method and study plan of the research, in the presence of the thesis monitoring committee within six months at the latest.

(2) The thesis monitoring committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, corrected or rejected.

(3) The student whose thesis proposal is rejected has the right to choose a new supervisor and/or thesis topic. The student whose thesis proposal is rejected for the second time is dismissed from the program.

(4) At least three thesis monitoring committee reports must be submitted during the thesis study in order for the thesis of the student whose thesis proposal has been accepted to be finalized.

(5) The thesis monitoring committee convenes at least twice a year to discuss the written report submitted by the student on the thesis and evaluates it as successful or unsuccessful. A student who is taken as unsuccessful twice successively or three times intermittently by the committee is dismissed from the program.

Finalization of the doctoral thesis

ARTICLE 25 – (1) A student in the doctorate program writes the results he/she has found appropriately and defends his/her thesis verbally before a jury.

(2) The preparation and presentation of the doctoral thesis, the formation of the thesis jury and the thesis examination are carried out according to the principles determined by the Senate.

(3) Students whose dissertations are accepted are considered successful. The student whose thesis is rejected is dismissed from the program.

(4) The student who has been given correction about his/her thesis defends the thesis again before the same jury by making the necessary corrections within six months at the latest. The student who fails in this defense is dismissed from the program.

(5) Students who fail in the thesis are given a non-thesis graduate diploma upon request, provided that they fulfill the requirements set by the Senate.

Doctoral Diploma

ARTICLE 26 – (1)

The student whose thesis is submitted to the institute is entitled to receive a doctoral diploma, provided that he/she is successful in the thesis defense and meets the other conditions determined by the Senate. The student who does not fulfill the conditions cannot receive his / her diploma until he/she fulfills the conditions, cannot benefit from the student rights and is dismissed from the program in case the maximum period expires.

(2) On the doctorate diploma, the name of the program in the institute department/art major department which is approved by the Council of Higher Education is written. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

FIFTH SECTION

Proficiency in Arts Program

General principles

ARTICLE 27 - (1) Proficiency study in art is a doctoral-equivalent program that aims to produce an original work of art, and a superior application and creativity in music and performing arts.

(2) Proficiency program in art consists of some studies such as applications, thesis, exhibition, project, recital, concert, representation, and a total of twenty-one national credits for students who have been accepted with a master's degree provided that not less than 60 ECTS per academic semester. and a minimum of 240 ECTS credits, including at least seven courses, and a minimum of 300 ECTS credits, for students admitted with a bachelor's degree, fourteen courses of at least forty-two credits.

(3) In the proficiency programs in arts, courses can be selected from the courses in other higher education institutions with the recommendation of the institute department/department board and the approval of the institute board of directors.

Application and admission

ARTICLE 28 - (1) In accepting students to proficiency programs in arts; ALES score, foreign language score, undergraduate graduation grade averages, graduate grade point average and an interview /aptitude test /portfolio review result with a reference letter, an essay, international standard exams and other similar admission requirements are determined by the Senate.

Period

ARTICLE 29 - (1) The duration of completing the proficiency program in arts is eight semesters for those who are accepted with a master's degree, regardless of whether they enroll each semester, and the maximum completion period is twelve semesters, for those admitted with a bachelor's degree is ten semesters, and the maximum completion period is fourteen semesters. .

(2) The maximum period of successfully completing the credit courses required for the proficiency program in arts is four semesters for those who are accepted with a master's degree with thesis and six semesters for those who are accepted with a bachelor's degree. Students who fail to complete their credit courses successfully within this period or who fail to achieve the minimum GPA stipulated by the Senate are dismissed from the program.

(3) A student who successfully completes his credit courses and practices, but cannot complete his thesis, exhibition, project, recital, concert, representation, etc. until the end of maximum twelve semesters or fourteen semesters specified in the first paragraph, is dismissed from the program.

(4) Students who have applied to the proficiency program in arts with a bachelor's degree but who cannot succeed in their proficiency thesis in art are awarded a master's degree without thesis upon their request provided that they have fulfilled the required credit load, project and other similar requirements.

Advisor appointment

ARTICLE 30 - (1) The institute department/department of art/program executive

committee recommends an advisor for each student and the subject and title of the studies which are decided with the student such as thesis, exhibition, project, recital, concert, representation to the institute. This recommendation is finalized by the decision of the institute board of directors. In order to manage studies such as thesis, exhibition, project, recital, concert, representation in arts proficiency programs, the supervisor must have directed at least one master's thesis that has been successfully completed. In cases where the qualification of proficiency in arts requires more than one thesis advisor, a second thesis advisor may be appointed. The second thesis supervisor may also be from non-university staff who have a doctorate/art proficiency degree.

(2) Advisor qualification and other principles regarding consultancy are determined by the Senate.

Finalization of the proficiency study in art

ARTICLE 31 - (1) The student who prepares a thesis defends the results of his/her work orally before the jury. He/she writes the article which explains and documents his/her studies such as exhibition, project, recital, concert, representation in accordance with the spelling rules and defends it orally before the jury.

(2) The preparation and presentation of the doctoral thesis, the formation of the thesis jury and the thesis examination are carried out according to the principles determined by the Senate.

(3) Students whose dissertations are accepted are considered successful. The student whose thesis is rejected is dismissed from the program. The student whose thesis is decided to be corrected defends his thesis again in front of the same jury by making the necessary corrections within six months at the latest. The student who fails in this defense is dismissed from the program.

(4) Students who cannot succeed in proficiency in art such as thesis, exhibition, project, recital, concert, representation are given a master's degree without thesis - upon their request-according to the fourth paragraph of article 29.

Proficiency diploma in arts

ARTICLE 32 - (1) The student who is successful in the proficiency in art study is given a diploma that determines the field according to the characteristics of the branch of art approved by the Council of Higher Education, provided that the other conditions determined by the Senate are met. The student who does not fulfill the conditions cannot receive his/her diploma until he/she fulfills the conditions, cannot benefit from the student rights and is dismissed from the program in case the maximum period expires. The date of graduation is the date on which the signed copy of the thesis is delivered by the exam jury commission.

SIXTH SECTION

Miscellaneous and Final Provisions

Student quotas and application

ARTICLE 33 - (1) The quotas of graduate programs are determined by the proposal of the relevant program executive board/department board and the approval of the institute board of directors.

(2) The Senate determines which undergraduate and graduate programs can apply for master's and doctoral programs and proficiency studies in arts.

(3) The principles and procedures for the acceptance of postgraduate foreign candidates and the citizens of the Republic of Turkey who complete the entire degree abroad are determined by the Senate.

(4) Except for non-thesis graduate programs, more than one graduate program cannot be registered and continued at the same time.

Entrance exams

ARTICLE 34 - (1) Procedures regarding exam juries are determined by the institute board of directors, executed and supervised by the institute director. The procedures and principles to be followed in the formation of exam juries and scientific evaluations are determined by the

Senate.

Admission to postgraduate education

ARTICLE 35 - (1) The lists of those who will be accepted to graduate education are finalized with the decision of the institute board of directors. Candidates' registration procedures and required documents are determined by the Senate.

Programs and course registrations

ARTICLE 36- (1) Graduate education plans in the institute departments/departments are the compulsory/elective courses required to graduate from the graduate program, thesis, seminars and similar studies and loan totals. These teaching plans are discussed and approved at the institute board, with the condition to comply with the minimum content determined by the senate.

Determining the courses to be offered in graduate programs

ARTICLE 37 - (1) The determination of the courses to be offered in graduate programs and their inclusion in the concerned graduate education plan is finalized by the decision of the Senate after the recommendation of the department board/program executive board and the approval of the institute board. Whether a course to be offered through distance education is determined in the same way.

(2) The graduate courses to be offered in a semester and the faculty members to teach these courses are determined by the institute administrative board with the recommendation of the concerned institute department/department board.

(3) The advisor together with the student decides which of the courses approved by the institute administrative board will be included in the student's course schedule.

(4) At least one course that includes scientific research techniques and research and publication ethics must be given during graduate education.

(5) The additional success requirements for the student to continue the program after any semester can be determined by the Senate.

(6) Students can not enjoy student rights during the semesters when they do not re-register.

(7) In graduate programs, course registrations and other issues regarding the offering and implementing of specialized field course(s) are determined by the Senate.

Student admission to the scientific preparation program

ARTICLE 38 - (1) A scientific preparation program can be applied to the students admitted to master's and doctoral programs, and those who have received their undergraduate or graduate degrees in fields other than the master's or doctorate program in which they have been accepted.

(2) Courses to be taken on the scientific preparation program, attendance, exams, course grades, conditions for being considered successful, course repetition, withdrawal of registration and other issues are determined by the Senate.

(3) The time to be spent in the scientific preparation program is a maximum of two semesters. Students who fail at the end of this period are dismissed from the program.

(4) The time spent in this program is not included in the duration of the master's or doctoral program.

Special student admission

ARTICLE 39 - (1) Those who are graduates or students of a higher education institution and want to increase their knowledge on a particular subject may be accepted as special students for graduate courses with the decision of the institute department/department board. Being a special student is not an education aimed directly at earning a degree in the concerned program and its duration cannot exceed two semesters. Those who take courses in special student status cannot enjoy student rights.

Student admission through undergraduate transfer

ARTICLE 40 - (1) Successful students who have completed at least one semester in another institute within the university or in the graduate program of another higher education

institution can be admitted to graduate programs through undergraduate transfer. Admission requirements through undergraduate transfer are determined by the Senate.

Cases where there is no provision in the regulation

ARTICLE 41 - (1) In cases where there is no provision in this Regulation; the provisions of the concerned legislation and the decisions of the Senate and institute are applied.

Invalidated regulation

ARTICLE 42 - (1) Firat University Postgraduate Education and Examination Regulation published in the Official Gazette dated 1/4/2013 and numbered 28605 has been invalidated.

Articles Governing the Transition Period

TRANSITORY ARTICLE 1 - (1) The implementation of the provisions introduced by this Regulation and the specified periods in it shall be valid as of the date of the Postgraduate Education Regulation published in the Official Gazette dated 20/4/2016 and numbered 29690.

(2) The fourth paragraph of Article 33 is not applicable to students who are enrolled in more than one graduate program at the same time before the publication date of this Regulation.

Validity

ARTICLE 43 - (1) This Regulation is effective as of the publication date.

Implementation

ARTICLE 44 - (1) The provisions of this Regulation are implemented by the Rector of Firat University.

