

Gazette

Issue No: 31444

REGULATIONIssued by: Kadir Has University**KADIR HAS UNIVERSITY REGULATION
GOVERNING POST GRADUATE
EDUCATION AND TRAINING****SECTION ONE****Purpose, Scope, Basis and Definitions****Purpose and Scope**

ARTICLE 1 – (1) The purpose of this Regulation is to outline the procedures and principles governing post graduate education and training programs offered at the Kadir Has University Institute of Post Graduate Education.

(2) This Regulation covers the principles governing the post graduate education and training programs including master's degree with thesis, non-thesis master's degree, and PhD programs as well as the proficiency in arts programs in the Faculty of Arts.

Basis

ARTICLE 2 – (1) This Regulation has been prepared on the grounds of Articles 14 and 44 of the Law on Higher Education Nr. 2547 dated 4.11.1981.

Definitions

ARTICLE 3 – (1) The following terms used in this Regulation shall have the meanings expressly specified below:

- a) ECTS: European Credit Transfer System,
- b) ALES: Academic Personnel and Postgraduate Education Entrance Exam,
- c) Department/Art Major: The Department/Art Major referred within the definition of Institute in Article 5 of the Regulation Governing the Organization and Functioning of Institutes of Post Graduate Education published in the Official Gazette dated 3/3/1983, Issue No: 17976 and offers an education and training program within the Institute,
- ç) Head of Department/Major: Head of the Department/Art Major, referred within the definition of Institute in Article 5 of the Regulation Governing the Organization and Functioning of Institutes of Post Graduate Education and offers an education and training program within the Institute,
- d) Dissertation: Dissertations required in non-thesis Master's Degree programs,
- e) Advisor: The faculty member appointed by the Board of Directors of the Institute in order to guide the student registered in the Institute during the post graduate education and thesis studies,
- f) Institute: Kadir Has University Institute of Post Graduate Education,
- g) Thesis/Dissertation Acceptance Jury: A jury composed of the relevant faculty members appointed by the program coordinator and responsible for conducting the assessment and evaluation processes of the applications to the post graduate programs,
- ğ) Plagiarism: To express others' ideas, methods, data or works as their own work, in whole or in part, without giving reference in compliance with the established scientific rules,
- h) **(Amended: RG-20/10/2024-32698) Repealed**
- ı) Board of Trustees: Kadir Has University Board of Trustees,
- i) Student: Students who are registered to the Institute for post graduate education,
- j) Program: Programs designated for the purpose of obtaining Master's and PhD degrees, which include a specific number of compulsory and elective courses offering sophisticated

curricula; a PhD qualifying exam as well as a thesis and relevant practices,

k) (**Amended: RG-20/10/2024-32698**) Program Coordinator: This refers to the academic staff member recommended by the Dean of the Faculty to which the graduate program is affiliated, appointed by the Institute's Board of Trustees, and responsible for the implementation of the program.

l) Rector: Rector of the Kadir Has University,

m) Senate: The Senate of the Kadir Has University,

n) Thesis: Thesis/work of art for proficiency in art for a Master's or PhD program,

o) University (KHAS): Kadir Has University,

ö) YDS: Foreign Language Proficiency Exam,

p) YÖK: Council of Higher Education.

SECTION TWO

Common Provisions Governing Post Graduate Education and Training

Medium of Instruction

ARTICLE 4 – (1) The medium of instruction in the University is English. However; programs within the appropriate education-training units may be partially or completely instructed in Turkish, upon the resolution of the Senate and the approval of the Council of Higher Education. The medium of instruction is announced in the University Bulletins.

Application and Evaluation

ARTICLE 5 – (1) (Amended: RG-20/10/2024-32698) Minimum application and admission requirements for graduate programs are set by the Senate during the first week of the fall and spring semesters upon recommendation of the Institute's Board of Trustees. Candidates submit their applications to the Institute in accordance with the principles set forth in the relevant University regulations.

(2) Applications are forwarded to the relevant post graduate program by the Institute for further evaluation. The evaluation of the applications is performed by the acceptance jury comprising the relevant faculty members assigned by the program coordinator. Candidates deemed suitable may be invited for an interview and/or exam. The list of students who meet the pre-determined acceptance criteria as a result of the evaluation, and the appropriate scholarship proposals are submitted to the Institute by the acceptance jury.

(3) In order to be qualified to apply for a master's degree and PhD program with thesis, candidates should have attained the score stipulated by the Senate in the ALES exam, provided that this score is not below the minimum score stipulated for the type of program in the Regulation Governing Postgraduate Education and Training published in the Official Gazette dated 20/4/2016, issue 29690.

(4) The ALES score requirement is not compulsory for the students applying for a non-thesis master's program. In programs where the ALES score is a prerequisite, the minimum ALES score and the equivalence of other exams will be determined by the recommendation of the Board of Directors of the Institute and upon the resolution of the Senate.

(5) (**Amended: RG-20/10/2024-32698**) Applicants to graduate programs are required to submit a test score of English proficiency at the time of application. Students graduating from an undergraduate or graduate program at KHAS whose medium of instruction is English are not required to separately document their English proficiency. Minimum English proficiency requirements for enrollment in graduate programs and information on other recognized examinations are defined in accordance with relevant legislation.

(6) Principles and procedures governing the matriculation of foreign national candidates as well as Turkish citizen candidates who have received their bachelor's degree abroad to post graduate programs are stipulated by the Senate.

Scientific Preparatory Program

ARTICLE 6 – (1) (*Amended: RG-20/10/2024-32698*) For graduate programs, a scientific preparatory program, consisting of courses determined by the recommendation of the program coordinator and the decision of the Institute's Board of Trustees, may be offered to candidates who have obtained their bachelor's or master's degree in fields other than the master's or doctoral program for which they are applying, to remedy their incompetence.

Special Students

ARTICLE 7 – (1) (*Amended: RG-20/10/2024-32698*) Students wishing to improve their skills in a particular subject, and therefore, enrolled in a master's, doctoral, or art degree program at an institution of higher education may be admitted to graduate courses as special students upon the recommendation of the program coordinator and the approval of the Institute's Board of Trustees. Those enrolled as special students are not entitled to student privileges. Special students must pay a fee per course/credit as determined by the Board of Trustees. Other policies regarding the status of special students are subject to the provisions of relevant legislation.

Internal Transfer

ARTICLE 8 – (1) Students who have completed at least one semester in any postgraduate program at KHAS or another higher education institution may be admitted to other post graduate programs through internal transfer, on condition that the student meets the current application criteria for the target program. Other principles regarding the equivalence of the courses completed by these students in their previous program are governed by the provisions of the relevant directive of the University.

(2) (*Amended: RG-20/10/2024-32698*) *Repealed*

Tuitions and Scholarships

ARTICLE 9 – (1) KHAS offers paid post graduate programs. Tuition fees and payment principles are determined and announced by the Board of Trustees every year in accordance with the relevant legislation.

(2) Enrollment of a student who fails to pay the tuition on time or has unpaid tuitions due from previous semesters is suspended and these students are dismissed from the University at the end of the period determined by the relevant legislation.

(3) Issues regarding the scholarships and grants to be provided to graduate students are governed by the provisions of the relevant directive of the University.

(4) The tuition paid by a student who has been expelled due to a disciplinary cause, or tuitions exceeding the specified maximum periods is not reimbursed.

(5) Tuition fees of the internal transfer students are determined and announced by the Board of Trustees.

Registration Procedures to Post Graduate Programs

ARTICLE 10 – (1) Students who are entitled to enroll in postgraduate programs may complete their registration procedures either personally or through a proxy designated by a notarized power of attorney by applying to the Institute with the required documents on the dates announced by the University. Candidates who fail to complete their registration procedures within the specified dates are deemed to have renounced their right to register.

(2) Students who fail to pay their tuition within the deadlines stipulated by the Rector's Office are not registered.

(3) Other principles regarding registration procedures are governed by the provisions of the relevant directive of the University.

(4) In the event that the documents and information submitted by the registering student are found to be incorrect or falsified, the enrollment of the student is annulled as of the registration date regardless of the completed semesters, and legal action is initiated. In the event that the student in question has graduated, all documents issued in the name of the student, including the diploma, are annulled and legal action is taken against the student. Tuition fees of these students are not reimbursed.

(5) A student cannot be enrolled in and participate in more than one post graduate program

simultaneously, except for the non-thesis master's programs.

Renewal Proceedings

ARTICLE 11 – (1) Students have to renew their registrations by enrolling to at least one course within the deadline stipulated in the academic calendar at the beginning of each semester, provided that they have fulfilled their retrospective financial obligations.

(2) Students who are at the thesis or dissertation period in any master's or PhD program should register for a thesis or dissertation course at the beginning of each semester.

(3) Those who fail to re-register within the deadlines cannot attend the courses or exams of that semester and cannot enjoy any rights granted to paying students.

(4) The semester in which the student does not renew their registration is included in the maximum period of study.

(5) Other principles regarding the registration renewal proceedings are governed by the provisions of the relevant directive of the University.

Freezing Registration

ARTICLE 12 – (1) Students who have a valid excuse to suspend their academic education can apply to the Institute to freeze their registration within the deadline stipulated in the academic calendar. The applications are assessed and finalized by the Institute Executive Board after consulting the view of the student's advisor and the program coordinator.

(2) Students who want to freeze their registration due to health problems are required to submit a medical report and the period during which they will freeze their registrations is reviewed and finalized by the Institute Executive Board.

(3) The registration cannot be frozen for longer than one semester at a time, except for health reasons documented by a medical report. The total time that a student is allowed to freeze their registration is one semester in a non-thesis master's program and a maximum of two semesters in the master's or PhD programs with thesis.

(4) Other principles regarding the freezing of registrations are governed by the provisions of the relevant directive of the University.

Exmatriculation

ARTICLE 13 – (1) The student can formally apply to the relevant Institute to request their exmatriculation. In order for the student to be exmatriculated from the University, the procedures determined by the University regarding the exmatriculation procedure should be completed.

Discipline

ARTICLE 14 – (1) (*Amended: RG-20/10/2024-32698*) The provisions set forth in Article 54, Law No. 2547 apply to the disciplinary procedures of graduate students.

(2) (*Amended: RG-20/10/2024-32698*) In cases of suspected ethical violations in theses/dissertations and graduation projects, the issue is reviewed by a committee appointed by the Institute's Principal, and reported to the Board of Trustees for a final ruling.

National and international student exchange

ARTICLE 15 – (1) Student exchange programs may be organized within the framework of bilateral agreements reached between the University and other universities in Turkey or abroad and according to the principles stipulated by the Higher Education Council (YÖK). The student's enrollment to the University shall continue during the exchange program and this duration shall be included in the period of study.

(2) (*Amended: RG-20/10/2024-32698*) The courses to be attended by the student during the exchange program are prescribed by the program coordinator in accordance with the student's personal course of study, and by the approval of the Board of Trustees.

(3) Credits and grades of the courses that are recognized and equalized shall be considered as transfer credits and recorded accordingly in the transcript.

(4) Procedures for the visiting students, who come to the University from abroad in line with bilateral agreements or international relations, shall be governed as per the resolutions of

the Institute Executive Board pursuant to provisions of the bilateral agreement and relevant legislation. Students shall be given a transcript showing their courses and respective academic status.

Courses

ARTICLE 16 – (1) (*Amended: RG-20/10/2024-32698*) Graduate courses are recommended by the program coordinator, and the approval of the Board of Trustees for each semester.

(2) In order to be qualified as successful in a course in the post graduate program, the student should have scored at least CC at the end of the semester. The seminar course and the thesis project in a master's program with thesis, and the dissertation in a non-thesis master's program are non-credit courses, therefore they are evaluated either as pass, fail or in progress and no letter grade is entered for these students.

(3) (*Amended: RG-20/10/2024-32698*) The hours and number of compulsory and/or elective courses required of students in graduate programs are prescribed by the program coordinator on the recommendation of the department head, within the framework of the principles set forth in these regulations, and approved and promulgated by the Board of Trustees.

(4) (*Amended: RG-20/10/2024-32698*) The National Graduate Course Credit Value is the sum of the weekly theoretical course hours and half the weekly practical or lab hours of a semester-long course.

(5) It is compulsory to take at least one course including scientific research techniques, and research and publication ethics during the postgraduate education except for non-thesis master's programs.

(6) (*Amended: RG-20/10/2024-32698*) Students successfully complete the required number of courses and credits are not required to take another course in place of the failed elective.

(7) Students are obliged to attend the courses and laboratory practices and applications and to participate in all the exams and any such other activities, which are deemed necessary by the instructors during the semester. Conditions regarding class attendance are determined by the relevant faculty member and implemented as specified in the course schedule.

(8) Attendance is compulsory regarding the repeated courses and practices where the attendance requirement is fulfilled.

(9) Students can add and/or drop courses for each semester upon the approval of their advisor within the deadline specified in the academic calendar.

(10) Students can withdraw from courses for each semester upon the approval of their advisor within the deadline specified in the academic calendar. In such a case, the withdrawn course is considered not enrolled in and indicated with a “Ç” (Withdrawn) in the transcript.

(11) Students cannot withdraw from all the courses they are registered in during a semester.

Exams

ARTICLE 17 – (1) (*Amended: RG-20/10/2024-32698*) Exams consist of midterm, final, and make-up exams.

(2) Exams can be held in written and/or oral form as well as a homework and seminar work or workshop, provided that they are documented.

(3) (*Amended: RG-20/10/2024-32698*) Exams are given according to the schedule prepared and announced by the program coordinator. Student identification is required to take an exam.

(4) Exams cannot be held at any place outside the University's buildings. However; those exams which are held within the framework of distance education through information and communication technologies, as well as courses and practice exams held on-site upon the resolution of the Institute Executive Board may be held outside of the University's buildings.

(5) (**Amended: RG-20/10/2024-32698**) At the discretion of the program coordinator, exams may be given after working hours or on Saturdays and Sundays, except for national, and legal holidays.

(6) All kinds of paperwork and other documents, which constitute the basis of the exam grades, are retained for two years pursuant to the rules determined by the Institute Executive Board, and shall be duly disposed off with an official report at the end of this period.

(7) A make-up exam is an exam held in place of midterm and final exams.

(8) (**Amended: RG-20/10/2024-32698**) Students unable to take midterm and final exams due to medical or other legitimate and valid excuses may take make-up exams, provided that they submit their excuse for the day of the exam no later than five working days after the day of the exam, and that the excuse is accepted by the Board of Trustees.

(9) Students who are assigned to represent the University and therefore are unable to take any mid-term or final exams can take the make-up exam upon the resolution of the University Executive Board.

(10) Students cannot take any exams held during the periods in which they are on sick leave or appointed to a duty; any grade obtained during these periods shall not be taken into consideration for assessment purposes.

(11) Students who fail to take the make-up exam held on the declared date are not entitled to take another make-up exam.

Exam Scores

ARTICLE 18 – (1) The students are evaluated according to the following grades by the faculty member or the instructor for each course in the post graduate program:

a) Letter Grade	Equivalent Credit
A	4.00
A	
BA	3.50
BB	3.00
CB	2.50
CC	2.00
FF	0.00

(2) (**Amended: RG-20/10/2024-32698**) In order for a student to pass a course in a postgraduate program, a final grade of at least CC in a semester is required. Students may also repeat the courses they have already passed in order to obtain a higher grade, and the last grade received is accepted for the courses repeated in this manner.

(3) A student who has a letter grade of FF for a course is considered to have failed.

(4) The seminar course and the thesis project in a Master's degree program with thesis and the dissertation in a non-thesis master's program are non-credit courses, therefore they are evaluated either as pass, fail or in progress; and no letter grade is entered for these students.

(5) The other letter grades and symbols are as follows:

a) (**Amended: RG-20/10/2024-32698**) The grade of E (Incomplete) is for the students who – because of an illness or other compelling reasons – are unable to complete the required study for thesis/dissertation, term project, and similar practical courses that do not involve a final exam. Students are required to complete the course for which they got E within fifteen days from the date the grades are announced, as specified in the Academic Calendar, and get a grade. Otherwise, the grade E automatically changes to FF. Upon the recommendation of the Program Coordinator and the decision of the Institute's Board of Trustees, the deadlines mentioned in this paragraph may be extended.

b) Grade G (pass) is designated to the students who pass the non-credit courses or courses who are evaluated solely as pass/fail. Grade G is not taken into consideration in calculating the GPA.

c) Grade S (In Progress) is designated for the first semester reports of those students, whose performance is successful in a credit/non-credit course that shall proceed for more than

one semester. The final letter grade shall be evaluated at the end of the course. Grade S is not taken into consideration in calculating the GPA.

c) Grade Ç (Withdrawn) is designated for any courses from which the student has withdrawn. Grade Ç is not taken into consideration in calculating the GPA either.

d) Grade T (Repeated) is used to show that a course is repeated by the student. In case a substitute course is selected instead of an elective course with the approval of the advisor, such a course should be designated with a Grade T.

e) Grade H (Excluded) is used to indicate that the course is excluded from the calculation of the GPA.

f) (**Amended: RG-20/10/2024-32698**) TR (Transfer) refers to transfer courses taken by students who are transferring within the university, participating in an exchange program, or taking courses from another university with the approval of the Institute's Board of Trustees, and for which the equivalency is recognized by the unit's Board upon the recommendation of the program coordinator.

g) Symbol M (Exempted) indicates the courses from which the student is exempt.

ğ) NGR symbol is marked automatically for the courses whose grades are not entered within the periods specified in the academic calendar.

h) Symbol BH (Scientific Preparatory) indicates that the course was elected during the scientific preparatory period. These grades are not included in the calculation of the GPA for the post graduate program.

i) Symbol SGR (not attended the exam) is designated for students who have not taken the PhD qualification exam before the required deadline.

j) Symbol MD is designated for the courses taken by the student but not included into the calculation of the GPA.

k) (**Amended: RG-20/10/2024-32698**) K (Failed) is the grade given to students who fail non-credit courses or courses that are graded pass/fail only. The K is not counted toward a student's GPA.

(6) Types of the semester activities and the contribution of such activities to the GPA together with the final grade obtained at the end of semester, bell curves for the semester activities and final exams, threshold grade and similar evaluation criteria for passing the course as well as the objectives of the course are determined by the instructor, and announced in the course syllabus to the students at the beginning of each semester.

(7) In assessing the progress at a course, all midterms, quizzes, on-site and workplace activities, applications, homework, projects, workshop, seminars, attendance, laboratory and similar midterm exercises constitute at least 20% or at most 80% of the GPA for that course; while the final examination grade constitutes at least 20% or at most 80% of the GPA.

(8) All semester activity evaluation and final grades of the courses are announced.

(9) Semester Grade Point Average (AYNO) is calculated based on the sum of the results obtained by multiplying the letter grade coefficients of the courses elected by the student in each semester with the ECTS credit hours of these courses and dividing this sum by the total number of credit hours. The Cumulative Grade Point Average obtained via these calculations is expressed by rounding to the second digit after the decimal point.

(10) Cumulative Grade Point Average (AGNO) is calculated based on the sum based on the sum of the results obtained by multiplying the letter grade coefficients of all courses elected by the student throughout the program with the ECTS credit hours of these courses and dividing this sum by the total number of credit hours. The Cumulative Grade Point Average obtained via these calculations is expressed by rounding to the second digit after the decimal point.

(11) Withdrawn courses are not included in the cumulative grade point average as of the end of the semester in which they are registered.

(12) Regarding the repeated courses, the grades received in the latter semester are taken into consideration while calculating the Semester Grade Point Average and Cumulative Grade Point Average. When a letter grade is given for a repeated course, the previous letter grade is

not included in the grade point average.

(13) Students who wish to improve their cumulative grade point average can repeat particular courses upon the resolution of the Institute Executive Board. These students' GPA is calculated based on their last grade.

(14) Students can apply to the related departments in writing within three working days after the announcement of the exam grades and raise an objection to the exam grade on the grounds of errors of fact. The relevant Institute asks the faculty member to re-evaluate the objection of the student by reviewing the exam paper again; resolves the issue within two weeks in the Institute Executive board and notifies the student accordingly. Exam papers cannot be reviewed or re-assessed after the results are declared, except for the errors of fact.

SECTION THREE

The Purpose and Scope of the Non-Thesis Master's Degree Program

ARTICLE 19 – (1) The aim of the non-thesis master's degree programs is to provide the student with professional knowledge and to show how to use the existing knowledge in practice.

(2) The non-thesis master's degree program consists of at least ten courses with a credit value of not less than 60 ECTS and a dissertation.

(3) (*Amended: RG-20/10/2024-32698*) Students may choose up to three courses from the undergraduate courses at the fourth year level that they did not take during their undergraduate education. ECTS credits and grade conversions related to the approved courses are determined by the recommendation of the program coordinator and the decision of the Board of Trustees.

(4) (*Amended: RG-20/10/2024-32698*) *Repealed*

Appointment of a non-thesis Master's Program Advisor

ARTICLE 20 – (1) (*Amended: RG-20/10/2024-32698*) For non-thesis master's programs, a faculty member is assigned on the recommendation of the program coordinator to advise each student on course selection and the completion of the thesis project, or a qualified faculty member with a PhD is assigned by the Senate no later than the end of the first semester.

(2) (*Amended: RG-20/10/2024-32698*) If necessary, the advisor may be changed by taking into consideration the opinion of the current advisor, the reasoned recommendation of the program coordinator, and the decision of the Board of Trustees.

The Duration of the Non-Thesis Master's Degree Program

ARTICLE 21 – (1) The duration of the non-thesis Master's program is at least two and maximum three semesters except for the period spent in scientific preparation, starting from the semester when the courses of the student's program are offered, regardless of whether or not the student re-registers each semester. The student who is evaluated as unsuccessful and is not qualified as satisfactory to complete the program at the end of this period is dismissed from the university.

Diploma in a Non-Thesis Master's Degree Program

ARTICLE 22 – (1) Any student, who has successfully completed the credit courses and the dissertation, and has a cumulative grade point average of 2.00/4.00 and above, is entitled to receive a diploma of a non-thesis master's degree.

(2) The Institute checks whether the dissertation complies with the thesis writing guidelines formally approved by the Senate. Any student who submits an approved copy to the Institute as a result of this control within the dates specified in the academic calendar and fulfills other criteria determined by the Senate is entitled to receive a diploma of a non-thesis master's degree with a diploma supplement. A temporary graduation certificate may be given until the original of the diploma is prepared, but in this case, no diploma supplement is given.

(3) The name of the program approved by the Higher Education Council, in which the

student is enrolled, is printed on the diploma of a non-thesis master's degree.

(4) Those who attend non-thesis Master's Degree Programs may apply to be transferred to a master's degree program with thesis, provided that they meet the minimum requirements specified for the master's degree program with thesis. In this case, the previously completed courses during the non-thesis Master's Program can be recognized to substitute the courses in the master's degree program with thesis.

The Purpose and Scope of the Master's Degree Program with Thesis

ARTICLE 23 – (1) The aim of the Master's Degree Program with Thesis is to give the student the ability to access, compile, interpret and evaluate the information using scientific research methods. This program consists of at least 120 ECTS credits including a minimum of seven courses, a seminar course and a thesis study, provided that the ECTS of one of the academic Year is not below 60.

- (2) **(Amended: RG-20/10/2024-32698)** Students may choose up to two courses from the fourth year undergraduate courses, provided they were not taken during their undergraduate education. ECTS credits and grade conversions related to approved courses are determined by the recommendation of the program coordinator and the decision of the Board of Trustees.
- (3) **(Amended: RG-20/10/2024-32698)** With the recommendation of the Program Coordinator and the approval of the Institute's Board of Trustees, a maximum of two courses may be selected from courses offered by other institutions of higher education. Students wishing to take courses from other institutions must submit a written request to the Institute by the dates specified in the academic calendar.
- (4) **(Amended: RG-20/10/2024-32698)** Students enrolled in a master's program with thesis, and eligible for a 100% tuition scholarship are required to take the non-credit course SGS 550 - Academic Skills.
- (5) **(Amended: RG-20/10/2024-32698)** For Master's programs with a thesis, students must demonstrate that at least one scholarly article is under review in a peer-reviewed journal or a conference paper has been accepted for publication prior to defending their thesis.

Appointing an Advisor in the Master's Degree Program with Thesis

ARTICLE 24 – (1) **(Amended: RG-20/10/2024-32698)** The master's thesis coordinator recommends to the Graduate School a thesis advisor for each student no later than the end of the first semester, and the thesis topic chosen by the student with the thesis advisor no later than the end of the second semester. The thesis advisor and thesis topic are finalized with the approval of the Board of Trustees.

- (2) **(Amended: RG-20/10/2024-32698)** Faculty members with the qualifications established by the Senate may be appointed to be thesis advisors. If there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institute may be appointed to be the thesis advisor by the Institute's Board of Trustees, within the framework of the principles established by the Senate. In cases where the nature of the thesis requires more than one thesis advisor, a second –intramural or extramural– thesis advisor with at least a PhD degree may be appointed upon the recommendation of the Program Coordinator and the approval of the Board of Trustees. Researchers with at least a PhD degree working part-time under additional article 46 of Law No. 2547 may also be appointed to be thesis advisors.
- (3) **(Amended: RG-20/10/2024-32698)** When necessary, advisors may be changed in accordance with the above policies upon the recommendation of the program coordinator and the decision of the Board of Trustees.
- (4) **(Amended: RG-20/10/2024-32698)** Upon the recommendation of the Program Coordinator and the approval of the Board of Trustees, the Master's thesis advising of faculty members who have retired or otherwise left the University may be continued without compensation until the end of the statutory period if the written statements of the student and the advisor are submitted to the

Institute within ten working days.

The Duration of the Master's Degree Program with Thesis

ARTICLE 25 – (1) The duration of the Master's Degree program with thesis is four semesters except for the period spent in scientific preparation, starting from the semester in which the courses related to the program that the student is enrolled for is offered, regardless of whether or not the student re-registers each semester; hence, the program is required to be completed in a maximum duration of six semesters. Students who successfully complete the courses and thesis work foreseen in their programs are eligible for graduation.

(2) Any student who fails to complete the courses in the curriculum at the end of four semesters, cannot complete their thesis study within the maximum period of time, does not take the thesis defense exam, and fails to fulfill the minimum success requirements stipulated by the University is dismissed.

Finalizing the Master's Thesis

ARTICLE 26 – (1) A student participating in the master's degree program with thesis is required to submit the master's thesis in compliance with the thesis writing guidelines formally approved by the Senate and to defend the thesis orally before the jury.

(2) The student completes the thesis and presents it to the advisor before the thesis defense. In case the student is required to revise the master's thesis, s/he presents it to the advisor after completing the required revisions. The advisor submits the thesis to the Institute upon adding their opinion that the thesis is defensible. The Institute receives the plagiarism software program report and submits it to the advisor and jury members. In the event that a concrete plagiarism is detected regarding the data in the thesis, it is forwarded to the Institute Executive Board together with the justification.

(3) (*Amended: RG-20/10/2024-32698*) The master's thesis committee is appointed on the recommendation of the thesis advisor's program coordinator and with the approval of the Board of Trustees. The committee consists of three or five faculty members, one of whom is the student's thesis advisor and at least one of whom is from another university. If the committee consists of three members, the second thesis advisor may not be a member of the committee.

(4)(*Amended: RG-20/10/2024-32698*) Upon completion of the thesis, the student submits 3 copies of the thesis to the thesis advisor. The advisor submits the copies of the thesis to the Institute with his/her written opinion on the conformity of the thesis with the spelling rules. The date and place of the thesis defense is set by the Institute on the recommendation of the thesis advisor, and is communicated in writing to the committee members, and the student. The Institute sends the thesis, and the plagiarism report to the committee members. If plagiarism is found in the report, the thesis will be submitted to the Board of Trustees for a ruling, stating the reasons for the decision.

(5) The jury members meet at the latest within one month from the date of submission of the thesis and invite the student to the thesis defense. The thesis defense consists of the presentation of the thesis followed by a question and answer session. The thesis defense is held in an environment open to the participation of lecturers, graduate students and field experts. However, only the jury members may ask questions during the thesis defense.

(6)(*Amended: RG-20/10/2024-32698*) At the conclusion of the defense, the committee votes by absolute majority, in private, to accept, reject, or revise the thesis. This decision is communicated to the Institute within three days after the defense.

(7) The student whose thesis is found inadequate and rejected is dismissed from the University.

(8) The student, whose thesis is found in need of revision, shall defend the revised thesis within three months at the latest before the same jury. The student whose thesis is found unsuccessful and rejected a second time at the end of this defense is dismissed from the

university.

(9) In case the student, whose thesis is rejected, makes a request to the directorate of the Institute, s/he is granted a non-thesis Master's Degree diploma within five working days following the thesis defense exam provided that s/he fulfills the course credit requirement, dissertation and similar requirements of the non-thesis master's degree program. If there is a course and project assignment to be completed in the non-thesis master's degree program, an additional period of 1 semester can be granted to these students upon request.

Diploma

ARTICLE 27 – (1) (Amended: RG-20/10/2024-32698) A student who successfully meets the course and the other requirements, has a cumulative GPA above 2.50/4.00, successfully defends the thesis before the thesis committee, and submits it to the Institute within one month is awarded the Master's degree with thesis, and receives a Diploma Supplement. Upon request, the Board of Trustees may extend the deadline for submitting the thesis to the Institute by up to one month. The student entitled to the degree certificate may be issued a provisional certificate in lieu of the degree certificate until the original degree certificate is issued, but in this case the diploma supplement is not issued.

(2) Students who fail to fulfill the conditions stipulated in the first paragraph cannot receive a diploma or benefit from the student rights until the requirements are met, and shall be dismissed at the end of their maximum study period.

(3) The name of the program approved by the Higher Education Council, in which the student is enrolled, is printed on the diploma in a Master's Degree Program with thesis. The date of graduation is the date on which the copy of the thesis, signed by the members of the Thesis Defense Jury, has been submitted to the Institute.

(4) A copy of the Master's Thesis is sent electronically by the Institute to the Council of Higher Education within three months as of its submission to the Institute.

Purpose and Scope of the PhD Program

ARTICLE 28 – (1) The aim of the PhD program is to provide the student with the necessary skills to conduct independent research; to interpret and analyze scientific problems from a broader and deeper perspective and gain the necessary skills to achieve new syntheses.

(2) The PhD program offered to students with a Master's Degree with thesis consists of a minimum total of 240 ECTS credits, including at least seven courses, seminar, qualification exam, thesis proposals and thesis work, provided that the ECTS in one academic semester is not less than 60.

(3) The PhD program regarding students with a Bachelor's Degree consists of a minimum total of 300 ECTS credits, including at least 14 courses, seminars, qualification exam, thesis proposals and thesis work.

(4) **(Amended: RG-20/10/2024-32698)** Upon the recommendation of the Program Coordinator and by the decision of the Board of Trustees, students admitted with a Master's degree may select up to two courses from courses offered by other institutions of higher education, and students admitted with a Bachelor's degree may select up to four courses. Students wishing to take courses from other institutions must submit a written request to the Institute by the dates specified in the academic calendar.

(5) **(Amended: RG-20/10/2024-32698)** Students enrolled in a PhD program, and eligible for a 100% tuition scholarship are required to take the non-credit course SGS 550 - Academic Skills.

(6) In order to successfully complete the PhD program, the student is required to publish a minimum of one scientific article in journals indexed by SCI, SCI-EXP, SSCI, SSCI- AHCI, SCOPUS or ULAKBİM and classified in the Quartile 1 category in the field of research before taking the thesis defense exam. For the law programs, any article published in any journal scanned by the specified indexes is accepted. It is sufficient to submit the letter confirming that

the publication has been accepted.

Appointing an Advisor in PhD Program

- ARTICLE 29** – (1) (*Amended: RG-20/10/2024-32698*) The Program Coordinator recommends an advisor, dissertation title, and topic for each student to the Institute no later than the end of the second semester. The advisor and dissertation topic are finalized by the Board of Trustees.
- (2) (*Amended: RG-20/10/2024-32698*) Faculty members with the qualifications established by the Senate may be appointed to be dissertation advisors. If there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institute may be appointed to be the dissertation advisor by the Board of Trustees, within the framework of the principles established by the Senate. Researchers with at least a PhD degree working part-time under additional article 46 of Law No. 2547 may also be appointed to be dissertation advisors.
- (3) In order for faculty members to supervise a PhD thesis, they should already have supervised at least one successfully completed master's thesis.
- (4) (*Amended: RG-20/10/2024-32698*) In cases where the nature of the dissertation requires more than one dissertation advisor, a second dissertation advisor –either from this or another university– with at least a PhD degree may be appointed upon the recommendation of the Program Coordinator, and the approval of the Board of Trustees.
- (5) (*Amended: RG-20/10/2024-32698*) When necessary, advisors may be changed in accordance with the above policies upon the recommendation of the program coordinator and the decision of the Board of Trustees.
- (6) (*Amended: RG-20/10/2024-32698*) Upon the recommendation of the Program Coordinator and the approval of the Board of Trustees, the dissertation advising of faculty members who have retired or otherwise left the University may be continued without compensation until the end of the statutory period if the written statements of the student and the advisor are submitted to the Institute within ten working days.

Duration of the PhD Program

ARTICLE 30 – (1) The duration of the PhD Program is eight semesters except for the period spent in scientific preparation for the students accepted with a Master's Degree with Thesis, starting from the semester in which the courses related to the program that the student is enrolled for is offered, regardless of whether or not the student re-registers each semester, and the program is required to be completed in a maximum of twelve semesters. This duration is ten semesters except for the period spent in scientific preparation for the students with a Bachelor's Degree and the maximum completion deadline is fourteen semesters.

(2) The maximum period stipulated for the successful completion of the credit courses required for the PhD program is four semesters for the students with a master's degree and six semesters for the students with a bachelor's degree. Students who fail to successfully complete their credit courses or achieve a minimum GPA of 3.00/4.00 at the end of this period shall be dismissed from the University.

(3) In case any student, who has successfully completed the courses in the curriculum, succeeded in the qualification exam, and whose thesis proposal is accepted fails to complete the thesis within the maximum duration stipulated in the first paragraph, s/he is dismissed from the University.

(4) The periods specified in the first paragraph are the minimum and maximum periods for the completion of the PhD program and the tuition fee is determined in accordance with the principles stipulated in the relevant legislation.

(5) (*Amended: RG-20/10/2024-32698*) Students admitted to a doctoral program with a bachelor's degree, and successfully completed at least seven courses may transfer to a master's

program, provided they meet the application requirements. Students transferring to thesis-based master's programs must meet the compulsory and elective course requirements for the program to which they are admitted prior to proceeding to the thesis phase. Students transferring to a non-thesis master's program must meet the program's required and elective course requirements, as well as the project course.

Qualification Exam

ARTICLE 31 – (1) The Qualification Exam aims to assess whether the student who has completed the courses and seminars has gained a depth of scientific research related to the basic subjects and concepts as well as the PhD study.

(2) A student may take the qualification exam no more than twice a year. The qualification exams are held on the dates specified in the academic calendar.

(3) Students who have completed the courses in their curriculum and have scored a GPA of at least 3.00 can apply to take the qualification exam. The student who begins the PhD program with a master's degree should take the qualification exam by the end of the fifth semester at the latest, and the student who begins the PhD program with a bachelor's degree should take the qualification exam by the end of the seventh semester at the latest. Those who do not take the proficiency exam within the specified period of time are considered to have failed and are dismissed.

(4) (*Amended: RG-20/10/2024-32698*) Qualifying exams are planned and administered by a five-member Doctoral Degree Qualifying Committee proposed by the department head and approved by the Board of Trustees. The committee appoints the Board of Examiners to prepare, administer, and review the examinations in the various fields. The Board of Examiners consists of five regular faculty members including the advisor, at least two extramural members, and two alternate faculty members, one of whom is an extramural member. The student's co-advisor may not be a member of the board.

(5) The members of the jury determined by the committee are appointed by the Institute Executive Board.

(6) (*Amended: RG-20/10/2024-32698*) The Doctoral Degree Qualifying Exam consists of two parts: written and oral. Students who score at least 70 out of 100 on the written exam are deemed passed, and admitted to the oral exam. The board of examiners grades the written and oral exams and decides by absolute majority whether the student has passed or failed the qualifying exam. This decision is communicated to the Institute within three days after the qualifying exam.

(7) The student who fails the qualification exam is entitled to re-take the relevant unsuccessful session of the exam the following semester. Students who fail this exam are dismissed from the PhD program.

(8) The PhD qualification exam jury may require a student, who has passed the qualification exam, to take extra course(s) even if they have completed the course load, provided that these courses do not exceed one third of the total ECTS credit. The student is obliged to pass the courses to be determined by the Institute Executive Board.

Thesis Assessment Committee

ARTICLE 32 – (1) (*Amended: RG-20/10/2024-32698*) For students passed the qualifying examination, a dissertation supervisory committee is formed within one month upon the recommendation of the program coordinator and the approval of the Board of Trustees.

(2) (*Amended: RG-20/10/2024-32698*) The Dissertation Supervisory Committee consists of three faculty members. In addition to the thesis advisor, the committee includes one member from the relevant department and one extramural member. If appointed, the second advisor may attend committee meetings without voting privileges.

(3) (*Amended: RG-20/10/2024-32698*) Upon the recommendation of the Program Coordinator and the approval of the Board of Trustees, changes may be made in the membership of the Dissertation Supervisory Committee.

Defense of the Thesis proposal

ARTICLE 33 – (1) Upon passing the PhD qualification exam, the student orally defends the thesis proposal, which includes the purpose, method and work plan of the research, before the Thesis Assessment Committee within six months at the latest. The student submits the committee members a written report on the thesis proposal at least fifteen days before the oral defense.

(2) (*Amended: RG-20/10/2024-32698*) The Dissertation Supervisory Committee decides by absolute majority whether to accept, revise, or reject the dissertation proposal submitted by the student. The student is given one month to revise the dissertation. At the end of this period, the decision of acceptance or rejection by absolute majority is communicated by the Program Coordinator to the Institute within three days after the end of the procedure.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and/or change the thesis subject. In this case, a new Thesis Assessment Committee may be appointed. Students who wish to proceed with the same advisor are re-invited for the defense of their thesis proposal within three months; students who wish to replace their advisor or change their thesis subject are re-invited for the defense of their thesis proposal within six months. The student whose thesis proposal is rejected once again in this defense is dismissed from the University.

(4) The thesis Assessment Committee meets at least twice a year, once between January-June and once again between July-December, in terms of the student whose thesis proposal is approved. The student submits a written report to the committee members at least one month before the meeting date. In this report, a summary of the studies carried out to date and the work plan for the following period are indicated. The thesis work of the student is evaluated as either successful or unsuccessful by the committee. Students who are evaluated as unsuccessful in two successive trials or three times at intervals are dismissed from the University.

(5) The student who does not take the thesis defense exam without a valid excuse within the period specified in the first paragraph shall be deemed unsuccessful and the thesis proposal shall be rejected.

Finalizing the PhD Thesis

ARTICLE 34 – (1) Students participating in the PhD Program should write their thesis in accordance with the thesis writing guidelines formally approved by the Senate and defend their thesis orally before the jury.

(2) The student completes the thesis and presents it to the advisor before the PhD Thesis defense. In case the student is required to revise the PhD Thesis, s/he presents it to the advisor after completing the required revisions. The advisor submits the thesis to the Institute upon adding their opinion that the thesis is defensible. The Institute receives the plagiarism software program report and submits it to the advisor and jury members. In the event that a concrete plagiarism is detected regarding the data in the thesis, it is forwarded to the Institute Executive Board together with the justification.

(3) At least three Thesis Assessment Committee reports should be submitted in order to finalize the thesis.

(4) (*Amended: RG-20/10/2024-32698*) The dissertation committee is appointed upon the recommendation of the advisor and the program coordinator and the approval of the Board of Trustees. The committee consists of five faculty members, including the advisor, three of whom are members of the student's Dissertation Supervisory Committee, and at least two of whom are extramural members. The Board of Trustees decides whether the advisor has voting rights. If the advisor does not have voting privileges, the committee consists of six faculty members. In addition, the second advisor may serve on the committee without voting privileges. The date and place of the dissertation defense are set by the Institute on the recommendation of the dissertation advisor, the committee members, and the student are notified in writing. The Institute submits the dissertation and the plagiarism report to the committee members. If plagiarism is found in the report, the dissertation is submitted to the Board of Trustees of the Institute for a decision,

stating the reasons for the decision.

(5) The jury members meet within one month from the date of submission of the thesis at the latest and invite the student to the thesis defense exam. The thesis defense exam consists of the presentation of the thesis followed by a question and answer session. The thesis defense meetings are held in an environment open for the participation of an audience which consists of lecturers, post graduate students and field experts. However only jury members may ask questions during the thesis defense.

(6) (**Amended: RG-20/10/2024-32698**) At the conclusion of the dissertation defense, the committee, in private, votes by absolute majority to accept, reject, or revise the dissertation. Students whose dissertations are accepted succeed. This decision is communicated to the Institute within three days of the defense. Students whose dissertation is rejected are dismissed from the university. Students required by the committee to revise their dissertation are given six months to revise and defend the dissertation again before the same committee. Students who fail the second defense are dismissed from the University.

(7) Students who have applied to the PhD program with a Bachelor's degree, however failed to complete their courses and/or thesis within the stipulated duration; or whose PhD thesis is found unsuccessful, are entitled to get a diploma in a non-thesis master's program, provided that they have fulfilled the required credit load, dissertation and other requirements for the non-thesis Master's program. If there is a course and project assignment to be completed in the non-thesis master's program, an additional period of 1 semester can be granted upon request.

PhD Degree

ARTICLE 35 – (1) (Amended: RG-20/10/2024-32698**)** After successfully completing the program and other requirements with a cumulative GPA of 3.00/4.00 or higher, defending the dissertation before the committee, and submitting it to the Institute within one month, students are awarded the PhD degree and given a Diploma Supplement. Upon request, the Institute's Board of Trustees may extend the deadline for submitting the dissertation to the Institute by up to one month.

(2) Students who fail to fulfill these conditions cannot receive a diploma/degree, cannot benefit from the student rights until the requirements are met, and shall be dismissed at the end of their maximum study period.

(3) The graduating student is given a diploma along with its supplements. A temporary graduation certificate may be given until the original of the diploma is prepared, but in this case, no diploma supplement is given.

(4) The name of the program approved by the Higher Education Council is printed on the PhD diploma. The date of graduation is the date on which the copy of the thesis signed by the members of the Thesis Defense Jury has been delivered to the Institute.

(5) A copy of the PhD Thesis is sent electronically by the Institute to the Council of Higher Education within three months as of the submission of the thesis to the Institute.

SECTION FOUR

Miscellaneous and Final Provisions

Other Provisions

ARTICLE 36 – (1) The university cannot conduct the post graduate programs permitted by the Council of Higher Education (YÖK) outside the province where the Rector's Office is located.

(2) Medicine and Dentistry Specialization Certification Programs are equivalent of a PhD, and these specialization certifications are performed in accordance with the Regulation on Specialization Certification Program in Medicine and Dentistry published in the Official Gazette dated 26/4/2014 and numbered 28983.

(3) Post graduate students writing their thesis may be granted an additional semester by the University upon request in case of disasters and epidemics; and this additional period may be extended to a maximum of two semesters according to the severity of the disaster or

epidemic; these additional terms are not included in the maximum period of education.

No provisions

ARTICLE 37 – (1) The Regulation Governing Post Graduate Education and Training, provisions of other relevant legislation as well as the decisions by the Higher Education Council, Senate and Institute Executive Board shall apply in cases where there are no provisions in this Regulation.

Revoked regulation

ARTICLE 38 – (1) Kadir Has University Regulation Governing the Post Graduate Education and Training published in Official Gazette No. 29840 dated 27/9/2016 is hereby revoked.

Provisional Article

PROVISIONAL ARTICLE 1 – (1) Students who are enrolled in non-thesis Master's programs before 6/2/2013 and graduate students may apply to PhD programs.

Enforcement

ARTICLE 39 – (1) This Regulation comes into force on the date of its publication to be implemented as of the beginning of the fall semester in the 2020-2021 academic year.

Execution

ARTICLE 40 – (1) The provisions of this Regulation shall be executed by the Rector of Kadir Has University.

Official Journal on which these Regulations are Published	
Date	
Number	
04/04/2021	31444
Official Journal on which the Regulations amending these Regulations are	
Date	
Number	
20/10/2024	32698