
REGULATION

Form Baskent University;**BAŞKENT UNIVERSITY REGULATION ON GRADUATE EDUCATION AND EXAMS****SECTION ONE****Aim, Scope, Basis and Terms****Aim and Scope**

ARTICLE 1 – (1) The aim of this Regulation is to regulate the terms regarding the formal and non-formal graduate education and exams that are conducted at the institutes affiliated with Başkent University.

(2) This Regulation embodies the terms regarding the formal and non-formal graduate education and exams that are conducted at the institutes affiliated with Başkent University.

Basis

ARTICLE 2 – (1) This Regulation has been prepared based on the article number 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 3 – (1) The concepts and terms used in this Regulation are defined as follows:

a) Academic Calendar: The calendar that is prepared by the Rectorate for the Institutes and that is announced with the approval of the Senate,

b) Department/Division: The department/division that is defined in article number 5 of the Regulation on Organization and Function of Graduate Educational Institutes issued in Official Gazette dated 3/3/1983 and numbered 17979 and that has an education program in the Institute,

c) Department/Division Chair: Chair who is defined in article number 5 of the Regulation on Organization and Function of Graduate Education Institutes,

ç) ECTS: European Credit Transfer System,

d) ECTS Credit: The value of each course according to the European Credit Transfer System,

e) APPEEE (ALES): Academic Personnel and Graduate Education Entrance Exam,

f) Başkent Credit: Weighted value of each course that is shown in the course catalog,

g) ESD: Examination for Specialty in Dentistry,

ğ) Institute: Institutes affiliated to Başkent University, which give graduate education,

h) Institute Committee (IC): Committee that is comprised of Institute Manager, Institute Deputy Managers and Chairmen of Departments/divisions which have open education programs in Institute, and which have registered students,

i) Institute Administrative Board (IAB): Under the presidency of the institute manager, the board which is comprised of institute deputy managers and of three professors who will be selected by the Institute administrative board among six candidates nominated by the institute manager,

j) Plagiarism: Presenting and publishing partially or fully other people's ideas, methods, data, work, and publications as if they belonged to themselves without quoting scientifically, without giving a reference, or without getting proper permission,

k) Suspended Student: Student who has not paid his education fee during the specified time limit and who is not re-registered,

l) Manager: Relevant institute manager,

m) Management: Relevant institute management,

n) Board of Trustees: Başkent University Board of Trustees,

o) PSSPC: Presidency of Student Selection and Placement Center,

p) Program: Affiliated to a department/division, an education program which has been opened by the same name or by a different name within that department/division

q) President: The President of Başkent University,

r) Rectorate: Başkent University Rectorate,

s) Senate: Başkent University Senate,

t) TMC: Thesis Monitoring Committee,

u) ESM: Examination for Specialty in Medicine,

v) University: Başkent University,

w) CHE: Council of Higher Education.

SECTION TWO

Graduate Educational Principles

Education language

ARTICLE 4 – (1) Except for the programs which provide education in a foreign language compulsorily and unless the opposite is stated, education is conducted in Turkish in institutes. However, a specific level of a foreign language is sought among all students of all programs other than the programs that the relevant institute committees specify. For each program, the relevant Institute Committee decides on the level of the language and on the foreign language to be sought, provided that it is a language that is taught at the University.

(2) With the department/division chairmanship's proposal and Institute Committee's decision, all courses or some courses in particular programs may be delivered in the foreign language that is specified in the first sub-article. In the courses that are delivered in Turkish,

books that have been written in the specified foreign language may be read; homework assignments, etc., may be asked to be prepared in this foreign language. Moreover, with the proposal of the advisor, the chair of department/division's approval, and the relevant Institute Administrative Board's confirmation, projects, theses, reports, and seminar presentations may be prepared in this foreign language.

Academic year

ARTICLE 5 – (1) Education is provided in semesters. Each academic year consists of two semesters as fall and spring, and each semester consists of at least fourteen weeks except for final exams.

(2) In addition to the fall and spring semesters, the summer term may be opened. The duration and method of it are determined by the Senate by taking Institute Committee's proposals into consideration.

(3) The end of a semester is the beginning of the following semester.

Opening new educational programs

ARTICLE 6 – (1) The procedures about opening graduate programs in an institute are carried out according to the Regulation on Organization and Function of Graduate Educational Institutes and the relevant legislation provisions and according to the Council of Higher Education's decisions.

Determining the courses to be opened and their instructors

ARTICLE 7 – (1) In the programs that carry out institutes' educational activities, upon the proposal of the relevant department/division chairmanship, the Institute Committee decides on which courses to be opened and which instructors are to give these courses each year, and the relevant Institute Administrative Board decides on the least number of students the courses may be opened with.

(2) Graduate courses are delivered by professors. However, in compulsory cases, with the reasoned proposal of the department/division chairmanship and the relevant Institute Committee's decision, instructors or artist instructors may also deliver courses solely in Master's degree programs. When it is deemed necessary, with the proposal of the relevant department/division chairmanship, the Manager's opinion in favor, and the Rectorate's approval, instructors out of the University may also be assigned.

(3) It is compulsory to take at least one course that involves the topics of scientific research methods and ethics in research and publication in the graduate educational programs other than the non-thesis Master's degree programs.

Overseas Education

ARTICLE 8 – (1) As long as the fees are paid by students, students may be given the opportunities to have a short- or long-term education and application abroad. These opportunities may be provided by higher educational institutes that the Institute carries out mutual educational programs through special agreements along with higher educational institutes that a student finds as a result of her/his own initiatives. For these to be evaluated as a part of the student's

educational program in the Institute, the proposal of the student's advisor, the approval of the relevant department/division chairmanship, and the decision of the relevant Institute Administrative Board are necessary before the student goes abroad. The time to be spent abroad is considered as the educational time spent that is specified in this Regulation, and the required conditions of success at the relevant Institute are sought in the education that is given abroad as well. The equivalence of the courses' grades, credits, and ECTS credits are concluded by the relevant Institute Administrative Board based on the documents that will come from the relevant higher educational Institute. However, the sum of the credits of these courses cannot surpass 50 % of Başkent Credits' sum of the courses to be taken in the program.

Quotas

ARTICLE 9 – (1) In each academic semester, to which programs of the institutes' new students will be admitted, and their quotas are determined by the relevant Institute Administrative Board by also considering the proposal of the relevant department/division chairmanship.

Number of students

ARTICLE 10 – (1) In the event that there is not an adequate number of applications to a newly opened program or that the number of successful candidates among the applicants is not enough, or that there are not any registered students left in an open program, students may not be admitted to the said program for that year or semester with the decision of the relevant Institute Administrative Board. In this case, if there are any candidates who have been registered, their registrations may be canceled, and the fees taken from them are refunded. The relevant Institute Administrative Board determines the number of students to be deemed enough for a program.

SECTION THREE

Application for Graduate Programs, Student Admission and Registration

Application requirements for graduate programs

ARTICLE 11 – (1) The following requirements are stipulated in the candidates who will apply for the graduate programs:

a) Upon the proposal of the relevant department/division chairmanship, a candidate should hold a bachelor's degree that is deemed suitable by the Institute Committee.

b) In the applications to be made to thesis master's degree programs, one should possess a score from the Academic Personnel and Graduate Education Entrance Exam that will be determined by the relevant Institute Committee on the condition that it is not less than 55 points in the point type of the applied program. In the applications to be made to thesis master's degree programs, instead of a score from the Academic Personnel and Graduate Education Entrance Exam, of the international exams that are accepted by the Higher Education Council, exam scores whose success base points are determined by the Council of Higher Education are also accepted.

c) In the applications to be made to non-thesis Master's degree programs, a score from the Academic Personnel and Graduate Education Entrance Exam is not stipulated.

d) A score from the Academic Personnel and Graduate Education Entrance Exam is not stipulated in the applications for the art and science departments at the institutes of the programs, which only accept students via a special aptitude test to conservatories and fine arts programs.

e) A score from the Academic Personnel and Graduate Education Entrance Exam is not stipulated in the applications of graduates of Ph.D./Doctor of Arts/specialty in medicine/specialty in dentistry/specialty in veterinary physician/ specialty in pharmacy.

Application requirements for Ph.D./Doctor of Arts programs

ARTICLE 12 – (1) The following requirements are stipulated in the candidates who will apply for the Master's degree-based Ph.D./Doctor of Arts programs:

a) Candidates should hold a thesis master's degree that is deemed suitable by the relevant Institute Committee upon the proposal of the relevant department chairmanship, hold a non-thesis/thesis master's degree for the program of doctor of arts, hold a bachelor's degree of at least ten semesters except for faculties of medicine, dentistry, veterinary, pharmacy, and preparatory classes or hold a specialty power that is gained in a laboratory branch according to the principles determined by the Ministry of Health.

b) Candidates applying for doctoral programs should have a score from the Academic Personnel and Graduate Education Entrance Exam determined by the relevant Institute Committee, provided that the score type of the program they have applied for is not less than 55 points. In applications for doctoral programs, instead of a score from the Academic Personnel and Graduate Education Entrance Exam, from international exams that are recognized by the Council of Higher Education, exam results whose success base points are determined by the Council of Higher Education are also accepted. A score from the Academic Personnel and Graduate Education Entrance Exam is not stipulated in the applications for the art and science departments at the institutes of the programs which only accept students via a special aptitude test to conservatories and fine arts programs and in the applications of graduates of Ph.D./Doctor of Arts/specialty in medicine/specialty in dentistry/specialty in veterinary physician/ specialty in pharmacy.

c) In order to apply for doctorate programs in basic medical sciences, the graduates of medical faculty must have undergraduate diplomas and the basic medical score obtained from the Examination for Specialty in Medicine, which will be determined by the relevant Institute Committee decision provided that it is not less than 50 points or a score from the Academic Personnel and Graduate Education Entrance Exam to be determined by the relevant Institute Committee decision provided that it is not less than 55 points in the said exam's quantitative score type. Those who are not graduates of medical faculties must have a master's degree (graduates of dentistry and veterinary faculties to have a bachelor's degree) and a score from the Academic Personnel and Graduate Education Entrance Exam to be determined by the relevant Institute Committee decision provided that it is not less than 55 points in the said exam's quantitative score type. Basic medical score is obtained in the following way: the standard point, which is obtained from the basic medical sciences Test-1 section in the Examination for Specialty in Medicine, is multiplied by 0.7; the standard point, which is obtained from the sciences of clinical medicine test is multiplied by 0,3; then the two numbers are added. In admission to a doctorate program in basic medical sciences, candidates must have received a score equivalent to no less than 55 points, which will be determined by the relevant Institute Committee decision, from the central foreign language exams accepted by the Council of Higher Education except for their mother tongues, and from the international foreign language exams whose equivalence is accepted by the Student Selection and Placement Center.

(2) The following requirements are stipulated in the candidates who will apply for the Master's degree-based Ph.D./Doctor of Arts programs:

a) One must hold a bachelor's degree that will be deemed suitable by the Institute Committee upon the proposal of the relevant department chairmanship.

b) One must have a score from the Academic Personnel and Graduate Education Entrance Exam to be determined by the Institute Committee provided that it is not less than 80 points in the applied program's score type of the said exam. In the applications made, instead of a score from the Academic Personnel and Graduate Education Entrance Exam, among the international exams recognized by the Council of Higher Education, exam results whose success base points are determined by the Council of Higher Education are accepted as well. A score from the Academic Personnel and Graduate Education Entrance Exam is not stipulated in the applications for the art and science departments at the institutes of the programs which only accept students via a special aptitude test to conservatories and fine arts programs and in the applications of graduates of Ph.D./Doctor of Arts/specialty in medicine/specialty in dentistry/specialty in veterinary physician/ specialty in pharmacy.

c) Grade point average of a bachelor's degree graduate student must be at least 3,00 over 4,00 or the equivalent.

(3) In order to apply for Ph.D./Doctor of Arts programs which are based on both bachelor's degree and Master's degree, candidates must have received a score equivalent to no less than 55 points, which will be determined by the relevant Institute Committee decision, from the central foreign language exams accepted by the Council of Higher Education except for their mother tongues, and from the international foreign language exams whose equivalence is accepted by the Student Selection and Placement Center.

Student Admission

ARTICLE 13 – (1) Student admission to Master's degree and Ph.D./Doctor of Arts programs are carried out according to the results of the interview and general success assessment.

2) The interview jury is composed of at least three main, two substitute professors who are recommended by the relevant department chairmanship and who are appointed with the decision of the relevant Institute Administrative Board.

(3) The success of candidates who have applied for the thesis master's degree programs and who have been interviewed are determined with the general success grade. General success grade is calculated as follows: 50 % of the score of the Academic Personnel and Graduate Education Entrance Exam, 20 % of the bachelor's degree grade point average, and 30 % of the interview score are taken. General success grades of candidates who have applied for the institutional departments of the non-thesis Master's degree programs, Conservatory programs and programs of Fine Arts Faculties which admit students via only a special aptitude test are calculated by taking 40 % of the bachelor's degree grade point average and 60 % of the interview score. The assessments of graduates of Ph.D./Doctor of Arts/specialty in medicine/specialty in dentistry/specialty in veterinary physician/specialty in pharmacy are carried out as follows:

a) The point type used in entering the Master's degree program that one has graduated from or one's specialty field is not considered by the Senate, and a point which is not less than 55 and not more than 75 is determined, and it is announced in terms of the relevant program.

b) Applicants can apply in a different field from the type of score they have previously received or from the field of Ph.D./Master of Arts/specialty.

c) The score announced is included in the calculations as the score of the Academic Personnel and Graduate Education Entrance Exam, regardless of the type of score.

(4) In the admission of students to the Ph.D. program, general success grade of candidates are calculated as follows: 50 % of basic medical point of the Academic Personnel and Graduate Education Entrance Exam or Examination for Specialty in Medicine, Examination for Specialty in Dentistry, Specialty in Pharmacy or Specialty in Veterinary Medicine is taken; 20 % Master's degree grade point average is taken for Master's degree graduates; 20 % of bachelor's degree grade point average is taken for candidates applying for a Ph.D. based on a bachelor's degree; 20 % of bachelor's degree grade point average is taken for those who have a bachelor's degree of at least ten semesters except for medical, dentistry, veterinary, pharmacy faculties and preparatory classes or for those who have the specialty authority that is gained in the laboratory field according to the principles determined by the Ministry of Health; 30 % of the interview score is taken. The assessments of graduates of Ph.D./Doctor of Arts/specialty in medicine/specialty in dentistry/specialty in veterinary physician/specialty in pharmacy are carried out as follows:

a) The point type used in entering the Master's degree program that one has graduated from or one's specialty field is not considered by the Senate, and a point which is not less than 55 and not more than 75 is determined, and it is announced in terms of the relevant program.

b) Applicants can apply in a different field from the type of score they have previously received or from the field of Ph.D./Master of Arts/specialty.

c) The score announced is included in the calculations as the score of the Academic Personnel and Graduate Education Entrance Exam, regardless of the type of score.

(5) General success score of graduates of the Faculty of Fine Arts and Conservatory and candidates who have applied for Master of Arts programs by being graduated from the equivalent programs of other faculties are calculated by taking 40 % of Master's degree grade point average for Master's degree graduates, 40 % of bachelor's degree grade point average for those who have applied for Master of Arts program based on the bachelor's degree, and 60 % of interview score. For the candidates who apply for the Master of Arts program, if it is deemed necessary by the chairmanship of the relevant department, a special aptitude test/portfolio investigation can also be carried out, and the results of this examination or investigation are assessed within the framework of the interview score.

(6) For candidates who have not attended the interview or whose interview scores are under 60 over 100, general success grade is not calculated, and the candidate is deemed unsuccessful.

(7) Ranking of the candidates in the program they applied for is made by the interview jury according to their general success grade. The interview jury decides on which of the ranked candidates will be considered successful by also considering the characteristics of the program the candidate applied for. The interview jury notifies this decision to the chairmanship of the department with an official report. The final acceptance of these students to the programs they have applied for is made with the decision of the relevant Institute Administrative Board.

(8) According to Article 14, candidates, who are eligible for admission to graduate programs on the condition that they are firstly included in the scientific preparation program, are stated in the official reports to be prepared by the interview juries, and their student status becomes definite after the procedures to be done according to the same article.

(9) According to Article 4, for them to be admitted to the programs, candidates who have applied for Master's degree programs and who have been decided to stipulate a level of foreign language, must have received a score equivalent to no less than 55 points, which will be determined by the relevant Institute Committee decision, from the central foreign language exams accepted by the Council of Higher Education except for their mother tongues, and from the international foreign language exams whose equivalence is accepted by the Student Selection and Placement Center.

(10) Candidates, who do not have the required score in one of the exams specified in sub-article 9, are given a foreign language proficiency exam to be held by the unit to be assigned by the Rectorate. The score lists showing the results of the proficiency exam are sent to the relevant institutes by the unit conducting the exam. Institutes announce candidates who are successful or unsuccessful in the foreign language proficiency exam by taking into account the minimum scores determined by the institute boards.

(11) Candidates whose field of science is a foreign language take the foreign language exams from another foreign language.

(12) Among candidates who have applied for a graduate program and have been successful in the interview but have failed the foreign language proficiency exam, those who are willing are enabled to enroll as a student in the English Preparatory Program to be opened by Başkent University School of Foreign Languages provided that the foreign language determined in accordance with Article 4 in the program they applied for is English. Candidates who successfully complete this program continue to the graduate program they were admitted to. Students in the English preparatory period cannot take any other courses other than this program.

(13) In addition to the requirements stated above, foreign candidates must also meet the other conditions determined by the University.

(14) Candidates, who gain the right to enroll in the University, register within the periods specified in the academic calendar. Required documents for registration are announced by the University. The originals of the documents required for application and enrollment or their copies certified by the Institute after seeing the originals are accepted. Regarding the criminal record, action is taken based on the candidate's statement. Documents submitted during the application will not be requested again from candidates who are entitled to final registration.

Student admission to the scientific preparatory program

ARTICLE 14 – (1) Among candidates who have received their bachelor's degree or Master's degree in a field other than the Master's degree or Ph.D./Master of Arts program they applied for or in higher education institutions other than the University, those who have met the other required conditions to be admitted to being a student may be asked first to complete a scientific preparatory program that will be deemed suitable for them.

(2) Scientific preparatory program consists of graduate courses opened in undergraduate or other programs, or works such as exhibitions, projects, recitals, concerts, performances for the programs carried out in the faculty of fine arts and conservatory. During the enrollment stage, these courses are determined by both the recommendation of the chairmanship of the relevant department and the decision of the relevant Institute Administrative Board and notified to the student. The student is obliged to pass all the courses with a grade of at least C within the scientific preparatory program scope envisaged for her. The courses taken within the scientific preparatory program scope are not taken into account during the calculation of the student's grade

point average, and they cannot replace the courses required to complete the relevant graduate program. In addition to the scientific preparatory courses, the student can also take courses for the graduate program with the recommendation of the chairmanship of the relevant institutional department and the approval of the relevant Institute Administrative Board. The student can also take scientific preparatory courses within the scope of summer school if opened. The student is obliged to attend the courses s/he attends and comply with these courses' assessment and evaluation rules and conditions.

(3) Time to be spent in the scientific preparatory program is two semesters at most. The time spent in this program is not included in the duration of the Master's degree or Ph.D. program. This period cannot be extended except for the semester leave, and the student who fails at the end of the period is dismissed. Summer education is also not included in this period.

Admission of special students

ARTICLE 15 – (1) Those who are graduate students of a higher education institution and who want to increase their knowledge on a particular subject can enroll in a total of 4 courses as a special student, for a maximum of two semesters and a maximum of two courses in each semester. The administrative boards of the Institute may seek conditions such as Academic Personnel and Graduate Education Entrance Exam and foreign languages on the basis of the program for special student admission. Applications made as special students are not considered as an application to enroll in the department/department that opens the course (s) to be taken, but as an application to take certain courses. Applications made for special students are not considered as applications made to enroll in the department program that opens the course(s) to be taken, but as applications made to take certain courses.

(2) Applications made for being a special student, the number of applications made to programs are evaluated by the chairmanship of the department that has opened the course(s) the candidate has applied to take, considering the characteristics and capacity of the course to be taken. The assessment results of the applications made for special students are discussed at the relevant Institute Administrative Board, and a decision is made.

(3) Special students must comply with the necessary academic conditions regarding courses stipulated for the students enrolled in the graduate program. Special students cannot benefit from other student rights.

(4) The special student status of special students, who watch their registered courses once and get their success grades, ends. Those who wish to retake a course or take a new course must reapply to be a private student for that course and be accepted and enrolled. Special students are given a document showing the courses they have taken and their achievement grades, clearly stating their special student status. Grade point average is not calculated for special students.

Course exemptions and transfers

ARTICLE 16 – (1) No exemption or transfer is granted to another graduate program for courses taken in a graduate program that students graduated from, even if the name of the program is the same.

(2) Those related to their own field of science/art among the graduate courses that a student took and succeeded as a registered student to the program or private student from any higher education institution before or while enrolled in the Institute, considering the content compatibility with Başkent Credit or ECTS Credit, the exemption may be granted or transferred

by substituting the courses in the registered program with the recommendation of the advisor and the relevant department chairmanship and the approval of the relevant Institution Administrative Board. The number of courses to be exempted or transferred in this way cannot exceed the numbers specified in the first and second sub-articles of Article 23. For the courses taken in the same department of the same Institute, the restrictions specified in the first and second sub-articles of Article 23 are not applied.

(3) Course exemptions for courses taken from other higher education institutions are included in transcripts with the exempted course name, course code, Başkent Credit, ECTS Credit, and equivalent letter grade at our University. However, if the course taken from other higher education institutions and for which exemption is requested does not have an equivalent in the catalog of the graduate program in which the student is enrolled, it can be transferred with the recommendation of the advisor and the chairmanship of the relevant department and the approval of the Institute Administrative Board. The original course name and course code of the transferred course and the equivalent ECTS and letter grade equivalents at the University are included in the transcript.

Student admission through transfer

ARTICLE 17 – (1) For undergraduate transfers to a graduate program of the University from within or outside the University, the student who applies must first meet the student admission requirements of the program s/he applied for. Other principles regarding undergraduate transfer applications are as follows:

a) The acceptance or rejection of the transfer applications, which of the previous courses taken by a student whose application has been accepted are considered valid and which will be exempted or which will be transferred, is decided by the relevant Institute Administrative Board by obtaining the opinion of the chairmanship of the relevant department. In acceptance through transfer, the total credits of the courses to be exempted from or transferred cannot exceed 50 % of the total Başkent Credits of the courses that the student must take in the graduate program to be enrolled in. This restriction is not applied for transfers between thesis and non-thesis Master's programs of the same department.

b) Transfer applications between equivalent-level programs can be made. For this, the student must have successfully completed at least one semester in the program in which s/he is enrolled, and her grade point average (GPA) must be at least 2,50 out of 4 for a Master's degree and 2,70 out of 4 for Ph.D./Master of Arts. The time spent in the program where the student is enrolled, considered to have been spent in the program s/he transferred to.

c) The student's transfer application between the Master's degree programs with and without a thesis of the same department is made when s/he successfully completes the second semester and at least four courses in the program s/he enrolled. The student who will apply for transfer from the non-thesis program to the thesis program must have the required Academic Personnel and Graduate Education Entrance Exam score for the thesis program, and her/his non-thesis Master's degree grade point average must be at least 3,00 out of 4,00. The time spent in the program in which the student is enrolled considered to have been spent in the program s/he transferred to. In transfers between thesis and non-thesis Master's degree programs, the courses taken in the program the student is enrolled in, which are deemed valid in the new program, are shown and processed in the transcript, just like the courses taken in the new program.

Tuition fee

ARTICLE 18 – (1) Tuition fees are determined by the Board of Trustees before the start of each academic year and paid at the beginning of each semester, at the registration or registration renewal phase. Registrations of students who do not pay their tuition fees, except for scholarship students, are suspended until the end of their maximum education period, and they cannot benefit from student rights until re-enrollment. These students can register and benefit from student rights in order to continue their education, provided that they pay the tuition fee valid in the academic year they enroll, and that they are adapted to the current program by the relevant Institute Administrative Board.

ARTICLE 19 – (1) New registrations to institutes are made between the announced dates. Special student registrations can be made until the end of the add-drop period.

(2) The registration of those whose documents have been falsified and those who cannot correct the deficiencies in their documents within the time limit are not registered and their registrations are canceled if conducted.

Registration renewal

ARTICLE 20 – (1) Registrations are renewed at the beginning of each semester between the dates specified in the academic calendar. In the renewal of the registration, the courses, thesis, projects, seminars, and similar studies that the student will take are determined. Students can add or drop courses they have taken in that semester within the periods specified in the academic calendar. Only the registrations of students whose excuses are accepted by the Rectorate can be renewed at the latest until the end of the add-drop period. Registrations of students who do not renew their registration are suspended until the end of their maximum education period, and they cannot benefit from their student rights until they re-register. These students can register and benefit from student rights to pay the tuition fee valid in the academic year they enroll and continue their education, provided that they are adapted to the current program by the relevant Institute Administrative Board.

(2) Students who have completed their maximum education period are dismissed from the University.

Disenrollment

ARTICLE 21 – (1) Students who want to disenroll apply to the Registrar's Office of the University.

(2) 90 % of the tuition fee will be refunded to the student who completes the disenrollment process until the end of the course registration days specified in the academic calendar, 75 % to the student who does until the end of the first week of the beginning of the courses, and 50 % to the student who does until the end of the second week. No refunds will be made for disenrollments after the second week.

SECTION FOUR

Education, Course Registrations, Exams, and Assessment

Advisors

ARTICLE 22 – (1) In a master's degree program with a thesis, the chairmanship of the institutional department recommends a thesis advisor for each student among the University staff until the end of the first semester at the latest. The thesis advisor is finalized with the approval of the relevant Institute Administrative Board. The thesis advisor is appointed from among the faculty members. If the University does not have a faculty member in the relevant field, an academician from another higher education institution may be appointed as an advisor by the relevant Institute Administrative Board upon the recommendation of the chairmanship of the related department. In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may also be from people with at least a doctorate/Ph.D. degree from outside the University staff. Master's degree advisors must have taught in an undergraduate program for at least two semesters.

(2) In a non-thesis master's degree program, the chairmanship of the institute department determines a professor or an instructor with a Ph.D. degree to advise each student in course selection and execution of term project until the end of the first semester and notifies the Institute.

(3) In a Ph.D. program, the chairmanship of the institutional department recommends a thesis advisor for each student among the University staff until the end of the second semester at the latest. The thesis advisor is finalized with the approval of the relevant Institute Administrative Board. The thesis advisor is chosen among the faculty professors. If the University does not have a faculty member in the relevant field, an academician from another higher education institution may be appointed as an advisor by the relevant Institute Administrative Board upon the recommendation of the chairmanship of the relevant department. In Ph.D. programs, faculty professors must have directed at least one successfully completed Master's degree thesis in order to manage a Ph.D. dissertation. In cases where the nature of the thesis study requires more than one thesis advisor, the second thesis advisor to be appointed may also be from people with at least a doctorate/Ph.D. degree from outside the University staff. Ph.D. advisors must have taught at least four semesters in an undergraduate program or two semesters in a master's degree program with a thesis.

(4) In Master of Arts programs, the chairmanship of the department recommends to the Institute for each student an advisor who will provide consultancy, who is a staff of the University to carry out studies such as course and practice selection, and thesis, exhibition, project, recital, concert, performance. It also proposes to the Institute the subject and title of the works such as thesis, exhibition, projects, recital, concert, and performance that the advisor and the student will specify together. This recommendation is finalized with the decision of the relevant Institute Administrative Board. An advisor is selected among faculty members and instructors with a Ph.D./Master of Arts degree. If the University does not have a lecturer in the relevant field, a faculty member from another higher education institution may be appointed as an advisor by the relevant Institute Administrative Board upon the recommendation of the chairmanship of the relevant department. The advisor must be appointed by the end of the second semester at the latest. In cases where the qualification of Master of Arts requires more than one

dissertation supervisor, a second dissertation advisor may be appointed. In order to manage studies such as dissertation, exhibition, project, recital, concert, performance in Master of Arts programs, it is necessary to have directed at least one Master's degree thesis that has been successfully completed. The second dissertation advisor may also be from non-university staff who hold a Ph.D./Master of Arts degree.

(5) Until an advisor is appointed, this task is carried out by the chairman of the relevant department.

Registration for courses

ARTICLE 23 – (1) The advisor determines the courses that the student will take among the open courses together with the student, and the student registers for these courses. The courses whose number of registered students is below the number predetermined by the relevant Institute Administrative Board may not be opened with the decision of the relevant Institute Administrative Board, and these courses are dropped from registered students. If the advisor approves, the student can choose the courses to be taken from the courses offered in other programs of the relevant Institute. Besides, with the recommendation of the advisor and the chairmanship of the relevant department and the approval of the relevant Institute Administrative Board (IAB), a maximum of two graduate courses offered at other institutes of the University or other higher education institutions for students with Master's degree with thesis and for Ph.D./Master of Arts students who have been accepted with Master's degree, and a maximum of four courses for Ph.D./Master of Arts students who have been accepted with a bachelor's degree. These courses are either exempted or transferred to the graduate program the student is enrolled in pursuant to Article 16.

(2) The maximum number of courses to be taken by a student in a master's degree program with thesis and three in the non-thesis Master's degree program can be selected from the undergraduate level courses, provided that they have not been taken during undergraduate education, and with the recommendation of the chairmanship of the relevant department and the approval of the relevant Institute Administrative Board.

(3) Students can add or drop the courses they took in that semester with the approval of their advisors within the periods specified in the academic calendar. However, if, as a result of the course deletion process, the number of students enrolled in that course falls below the number determined in accordance with Article 7, deletion will not be made for that course.

Course attendance

ARTICLE 24 – (1) It is compulsory to attend courses, laboratory and practice studies, and other studies deemed appropriate by lecturers. The principles regarding the attendance status of the students are determined by the relevant Institute Administrative Board.

Exams

ARTICLE 25 – (1) At least one midterm exam is given for each course in a semester. The lecturer can evaluate homework, projects, laboratories, and similar studies as midterm exams. At the end of each semester, a final exam is held. All exam results and semester studies, attendance, and attendance to classes are taken into account in the assignment of the course grade. The relevant lecturer decides on the shape, weight, and grades of exams. Including oral presentations to juries, activities such as performances, exhibitions, recitals, concerts, plays, shows in the fields of art can be evaluated as oral exams or presentations.

(2) Course success grades are given to the relevant institute management by the relevant department, and they are finalized after they are announced.

Course grades

ARTICLE 26 – (1) At the end of a semester, one of the following letter grades for each course is given to students by lecturers. A lecturer does not have to depend on the specified intervals over 100 points while using her discretion to give grades to students. The letter grades, their coefficients and their intervals over 100 points are as follows:

Grade	Coefficient	Points
A	4,0	95-100
A-	3,7	90-94
B+	3,3	85-89
B	3,0	80-84
B-	2,7	75-79
C+	2,3	70-74
C	2,0	65-69
Y	0,0	-
P	0,0	-
Z	0,0	-
F1	0,0	0-64
F2	0,0	-

(2) Other principles regarding grades are as follows:

a) In order for a student to be considered successful in a course, s/he must get a minimum (C) in a master's degree program and a minimum (C +) in a PhD/Master of Arts program.

b) A student must repeat the courses s/he failed or take the courses accepted as equivalent to them by the relevant Institute Administrative Board.

c) (E) grade; It is a temporary grade given to students who cannot complete the required studies for a course or cannot take the final exam due to the reasons stated in Article 28.

d) (Y) grade; It is given to students who are successful in thesis, term project, seminar, doctoral qualification and other courses without Başkent Credit.

e) (Z) grade; It is given to students who fail in thesis, term project, seminar, doctoral qualification and other courses without Başkent Credit.

f) (P) grade; It is given to students who successfully continue their Master's Degree Thesis II and PhD Dissertation IV studies.

g) (F1) grade is given to students who are unsuccessful in a course even though they have attended the course; (F2) grade is given to students who are deemed unsuccessful in that course due to absenteeism.

h) (Y), (Z) and (P) grades are not included in the semester and cumulative grade point average calculations.

Objection to exam results and error correction

ARTICLE 27 – (1) A student who objects to an announced exam result or success grade makes this objection in writing to the chairmanship of the relevant department within the periods specified in the academic calendar. The decision to be made by the lecturer as a result of the objection's examination is final. The success grade corrections made are notified to the relevant institution management in writing by the chairmanship of the relevant department.

(2) If a lecturer detects an assessment error s/he has made on her/his own, s/he informs her/his student by making the necessary correction. If this correction requires a change in the announced success grade, this situation and the change that needs to be made are notified to the relevant management in writing by the lecturer through the chairmanship of the relevant department. The change made is announced to the student in writing by the management. Success grades become final at the end of seven working days following the grade announcement, and they cannot be changed.

Makeup exams

ARTICLE 28 – (1) The student, who has received a medical report in accordance with the principles and procedures determined by the University, submits the report issued or approved by Başkent University Department of Health, Culture and Sports to the chairmanship of the relevant department within three working days from the end of the report period. The student is considered excused within these periods and cannot take the exams but can take the makeup exams after the end of the report. Students who have a report for five weeks or more in a semester are considered on leave for that semester.

(2) The student may be given the right to take the makeup exam with the approval of the relevant lecturer and the approval of the chairmanship of the department, if there is a justified and valid reason and upon her request. The principles regarding the makeup exams are determined by the relevant Institute Administrative Board.

(3) A student who receives an (E) grade due to an excuse or in order to complete a practical work that the lecturer finds incomplete must take the makeup exam or complete the necessary studies within fifteen days following the announcement of the grades. If the excuse of the student continues, the relevant IAB may decide to extend this period until the beginning of the following semester at most. "E" grades, which are not extended or given another grade within fifteen days by the decision of the departmental board of directors, automatically turn into an "F1" or "Z" grade.

Calculation of grade point average

ARTICLE 29 - (1) The earned ECTS Credit from a course is the value found by multiplying the ECTS Credit of that course and the coefficient of the student's grade.

(2) Semester GPA is calculated by dividing ECTS Credits earned from the courses in that semester by the total ECTS Credits of the registered courses in that semester.

(3) Grade point average is obtained by dividing the total ECTS Credits earned from all registered courses since the beginning of the program by the total ECTS Credits of all registered courses.

(4) Regardless of the previous grade, including summer school, the final grade is earned from the lessons that are repeated or taken to increase the grade.

(5) The overall score is executed by two digits after the comma.

SECTION FIVE

Non-thesis Master's Degree Program

The purpose and scope of non-thesis Master's degree program

ARTICLE 30 - (1) The non-thesis Master's program aims to provide comprehensive knowledge to specialize the students in their profession and to show how to use the existing knowledge in practice.

(2) Master's program without thesis, with the condition of not being less than 30 Başkent Credits and 90 ECTS Credits, consists of at least 10 courses and a term project course. The term project course does not have Başkent Credit, but it is evaluated by grades Y or Z.

Duration

ARTICLE 31 - (1) The period of completion of the non-thesis Master's program, excluding the time spent in scientific preparation, starting from the semester in which the courses related to the program student enrolled, is at least two semesters, at most three semesters regardless of registration for semesters. At the end of this period, students who fail to complete the courses and term projects successfully and whose GPA is below 2.50 are dismissed.

Term project

ARTICLE 32 - (1) The student can enroll in the term project course at the beginning of the second or third semester, regarding the advisor's judgment. The term project course coordinator is the student's advisor appointed in following Article 22. The subject of the term project, taking students' preferences, is determined and reported to the Institute by the relevant department/division chairmanship. At the end of the semester, the student must present her/his project verbally to the jury and a written report on the dates announced by the department/division chairmanship. The term project evaluation is held by the undergraduate jury members of the term project exam who listen to the presentation and read the written reports.

(2) The jury for the non-thesis graduate term project consists of three faculty members and a substitute member, one of whom is the student's term project course coordinator, by the

relevant department/division chairmanship. In the absence of a faculty member, an instructor qualified to teach in that program is included.

(3) Term project report is prepared and written according to the term project manual of the relevant Institute. The submission dates of the term projects and report submission dates are announced together with the exam dates.

SECTION SIX

Master's Degree Program with Thesis

The purpose and scope of Master's degree program with thesis

ARTICLE 33 - (1) The Master's program with thesis aims at students to gain the ability to have access, evaluate and interpret information through scientific research and gain comprehensive profession-related specialization knowledge and application skills.

(2) Master's program with thesis consists of 21 Başkent Credits and 60 ECTS for one academic year, at least 7 courses, a seminar course, and a thesis study, with no less than a total of 120 ECTS Credits. Seminar course and thesis work do not have Başkent Credit and are assessed with grades Y or Z.

(3) In the seminar, the student's depth of knowledge on topics related to thesis work and preliminary research, preparation, and planning, is expected to be explained in a fifty minutes presentation on the date specified within the examination period at the end of the semester. The seminar is open to the audience. The advisor decides the grade of the student.

Duration

ARTICLE 34 - (1) The duration of the Master's program with thesis, excluding the period in scientific preparation starting from the semester in which the courses related to the program student enrolled, is at least four semesters, at most six semesters regardless of registration for semesters.

(2) At the end of four semesters, students who fail to complete the Başkent Credit courses and the seminar course or fail to complete theses within the maximum period or fail to enter the thesis defense and with a GPA below 2.50, are dismissed from the University.

Thesis proposal

ARTICLE 35 - (1) The thesis topic of the student and the title of the thesis, regarding the student's preferences, are determined by the advisor. After being evaluated by the relevant department/division chairmanship, the student's thesis proposal under the supervision of the advisor is reported to the Institute until the end of the second semester at the latest from the date of its commencement. It becomes final with the approval of the relevant Institute Administrative Board. Regarding the advisor's recommendations, the approval of the chairmanship, and the decision of the Institute Administrative Board, required changes are met by the student.

Thesis jury

ARTICLE 36 - (1) Before the Master's thesis defense, the student completes the thesis and submits it to the advisor. The advisor, together with the opinion that the thesis is defensible, requests to arrange a thesis defense to the department/division chairmanship. The jury members are appointed, with the recommendation of the department/division chairmanship and decisions of the Institute Administrative Board. The jury consists of three permanent members, one of

which is the student's advisor and at least one member from outside the University or five permanent members and two substitute members, at least one of which is from outside the University. The co-advisor cannot be a jury member.

Thesis exam

ARTICLE 37 - (1) Students are obliged to write the thesis following the thesis manual and have to defend it to the jury verbally. The thesis, in its unbound form, should be duplicated by the number of jury members. Plagiarism Report, within the framework of the procedures and principles determined by the University, should be delivered to the jury members.

(2) With the department/division chairmanship call, jury members hold a thesis examination to the student within one month at the latest from the date the thesis is submitted. The thesis exam consists of the presentation of the study and a question-answer section. The exam with a pre-announced date is executed openly, and it lasts ninety minutes at most. If there is a permanent member (s) who could not attend this meeting due to an excuse, substitute member (s) is invited by the department/division chairmanship.

(3) After the defense, the jury is closed to the audience. The absolute majority provides the decision of acceptance, rejection, or demand a correction. The jury gives the decision with a report and notifies the relevant department by the Directorate within three workdays at the latest.

(4) The student who is at the end of her/his maximum period and whose thesis is corrected, makes corrections and defends the thesis again in front of the same jury within three months at most. This correction period is not included in the maximum duration. At the end of this defense, the student who is deemed unsuccessful and whose thesis is not accepted is dismissed from the University. The thesis of the student who does not take the thesis exam again in three months is deemed to be rejected by the University.

(5) The student whose thesis is rejected, is dismissed from the University.

(6) If the student whose thesis is rejected, meeting the necessary ECTS credit load required by the Institute Administrative Board, project, and other requirements, upon request, the student can be transferred to a master's program without a thesis, if available.

SECTION SEVEN

Ph.D./Doctoral Program

The purpose and scope of the doctoral program

ARTICLE 38 - (1) The purpose of the doctoral program is to gain students the ability to research independently, interpreting scientific events with a deep perspective, and reach a new synthesis. The student must demonstrate this ability by completing an authentic and innovative scientific thesis. The thesis must include at least one feature of the following: bring innovation to science, develop a new scientific method, or apply a recognized method to a new field.

(2) For students who have a master's degree with a thesis, the doctoral program consists of at least 240 ECTS credits, including at least 7 courses with a minimum of 69 ECTS for one academic year, seminars, qualifying exam, thesis proposal, and the thesis. For students who have a bachelor's degree, the doctoral program consists of at least 300 ECTS credits including, at least

14 courses with a minimum of 42 Başkent credits, seminars, qualifying exams, thesis proposals, and the thesis.

(3) In the seminar, the student is required to demonstrate the depth of knowledge on topics related to thesis work and preliminary research, preparation, and planning, with a fifty minutes presentation on the date specified within the examination period at the end of the semester. The seminar is open to the audience. The advisor decides the grade of the student.

Duration

ARTICLE 39 - (1) The duration of the doctoral program for students with a master's degree with thesis, excluding the period in scientific preparation starting from the semester in which the courses related to the program student enrolled, is at least eight semesters, at most twelve semesters regardless of registration for semesters. For students with a bachelor's degree, the duration of the program is a minimum of ten maximum of fourteen semesters.

(2) The maximum time to complete the required Başkent credit courses for the doctoral program is four semesters for students with a master's degree and six semesters for students with a bachelor's degree. Students with a GPA below 2.70 out of 4.00 are dismissed from the University.

(3) Students who complete the courses successfully, whose thesis proposal is accepted but who fail to attend the thesis defense, are dismissed from the University due to not completing the program at the end of the twelve or fourteen semesters, which is stated in the first paragraph.

(4) Students with a master's degree, who fail to complete the Başkent Credit courses in maximum duration and/or could not complete a thesis on time or failed in thesis, upon their request, are transferred to a master's program without thesis by meeting the necessary ECTS Credit load, project, and other similar conditions following the relevant Institute Administrative Board.

Doctoral qualifying exam

ARTICLE 40 - (1) The qualifying exam is the measurement of whether the student's doctoral study has the relevant scientific research depth to comply with basic subjects and concepts in her/his field. A student can take the exam a maximum of two times a year.

(2) Students must take the first doctoral qualifying exam when they complete their lectures and seminars successfully. Students with a master's degree must take the exam in the fifth semester at the latest. Students with a bachelor's degree must take the exam in the seventh semester at the latest. The student who does not take the exam is deemed unsuccessful. The dates of the doctoral qualifying exam and the evaluation criteria are determined by the directorates upon the recommendation of the department/division chairmanship.

(3) Doctoral qualifying exam is organized and executed by five permanent doctoral members who are recommended by the department/division chairmanship and approved by the relevant Institute Administrative Board. Committee members can be changed with a reasoned recommendation of the chairman and the decision of the Institute Administrative Board. The committee establishes proficiency exam juries to prepare, apply and evaluate exams. The proficiency exam jury is constituted with the recommendation of the qualification committee and

accepted by the relevant IAB, consists of five faculty members, at least two from outside the University, including the advisor. Whether the adviser has the right to vote or not has been decided by the relevant board of directors. If the advisor does not have the right to vote, the jury includes six faculty members. Proficiency exam meetings are held open to the audience, including faculty members, graduate students, and experts in the field.

(4) The proficiency exam is held in two parts, written and verbal. Students who succeed in the written exam, are entitled to take the verbal exam. Qualification committee/jury; by evaluating the student's success in written and verbal exams, decides by absolute majority whether the student is successful or not. This reasoned and written decision is reported to the Directorate by the department/division chairmanship within three working days following the proficiency exam.

(5) The student who fails the proficiency exam will take the exam in the following semester from the department/departments s/he failed. The student who fails in this exam as well is dismissed from the doctoral program.

(6) If the proficiency committee/jury states as necessary, may demand the student to take an extra course on condition that it does not exceed 1/3 of the total course credit even if the student passed the proficiency exam and completed the required credits. The student has to pass these courses to be determined by the relevant Institute Administrative Board decision. Completing extra lessons to initiate the thesis process is not expected.

(7) With request, a student enrolled in the doctoral program with a bachelor's degree and completed at least seven courses, can transfer to a master's program by providing the requirements like ECTS credit load, project, and other similar conditions following the adaptation by the Board of Institute.

Dissertation monitoring committee

ARTICLE 41 - (1) If the student succeeds in the doctoral qualifying exam, the thesis monitoring committee is established within one month, recommended by the department/division chairmanship, and accepted by the relevant Institute Administrative Board.

(2) The thesis monitoring committee consists of three faculty members. The committee includes, other than the advisor, one member from within and one from outside of the department. The co-advisor can attend the committee meetings without the right to vote.

(3) Following the forming of the thesis monitoring committee, the committee members can be replaced with the justified proposal of the department/division chairmanship and the approval of the relevant Institute Administrative Board.

Dissertation proposal defense

ARTICLE 42 -(1) The student who is successful in the doctoral qualifying exam must defend the thesis proposal verbally in front of the jury, including the purpose, method, and work plan of the research to be conducted within the six-month maximum. The student must submit a written report about the thesis proposal at least fifteen days before the oral defense and distribute it to committee members.

(2) The thesis monitoring committee examines the thesis proposal and takes the candidate for a defense examination. The thesis monitoring committee decides on accepting, correcting, or rejecting the thesis proposal with the absolute majority. One month is given to the student for thesis proposal correction. At the end of this period, the absolute majority's decision of acceptance or rejection is reported to the Institute within three days following the end of the procedure.

(3) Required changes are provided by the recommendation of the supervisor, thesis monitoring committee, and with the approval of the department/division chairmanship and the decision of the relevant Institute Administrative Board.

(4) The student whose thesis proposal is rejected may request to change the supervisor and/or the thesis subject within seven working days from the date of the thesis monitoring committee meeting. In this case, a new thesis monitoring committee can be formed. The student who wishes to continue the program with the same advisor takes the defense examination within three months. Students who change their thesis proposals take to the defense examination within six months. The student whose thesis proposal is rejected is dismissed at the end of this period.

(5) The student who does not attend the thesis proposal defense within the period specified in the first paragraph without a valid justification, is deemed unsuccessful and rejected.

Dissertation

ARTICLE 43 - (1) Students who complete their courses successfully, pass the qualifying exam, and whose thesis proposal is accepted, prepare the thesis under the supervision of the thesis monitoring committee by following the qualifications specified in Article 38.

(2) The thesis monitoring committee meets once a year, between January-June and July-December. Two times in a year in total. The student provides a written report to the committee members at least fifteen days before the meeting date. In this report, a summary of the thesis so far and the parts in the next period are specified. The student defends these works verbally in front of the committee. The student's thesis is evaluated as successful or unsuccessful by the members of the committee. This justified and written decision by the department/division chairmanship is notified to the institute directorship with a report within three working days following the meeting date. This decision compromises the base for thesis grade.

(3) A student who fails twice in a row or three times intermittently is dismissed by the committee.

Doctoral dissertation jury

ARTICLE 44 - (1) Before thesis defense, the student completes the thesis and submits it to her/his advisor. The advisor, together with her/his opinion that the thesis is defensible, makes a request to the department/division chairmanship to form a doctorate thesis jury. The doctoral thesis jury is appointed with the proposal of the advisor and department/division chairmanship and the approval of the relevant Board of Institute. The thesis jury consists of five permanent members, at least two from outside the University, and two substitute members, at least one from outside the University. The relevant board of directors decides whether the advisor has the right to vote or not. In case the advisor has no right to vote, the jury consists of six faculty members. The co-advisor can not give a vote but can take part in the jury.

(2) The jury cannot be changed except in compulsory cases.

Dissertation Exam

ARTICLE 45 - (1) The student has to write the thesis following the institute thesis writing manual and defend it verbally in front of the jury. In order to take the thesis exam, the student must be accepted to publish about the topic related to the thesis, alone or with other researchers, in at least one of the journals specified in the appendix, and the student's work must be found successful in the last thesis monitoring committee meeting.

(2) The student must have submitted at least three thesis monitoring committee reports in order to be able to take the thesis exam.

(3) The thesis, in its unbound form, copied with the number of jury members, is submitted to the jury together with the Plagiarism Report within the framework of the procedures and principles determined by the University.

(4) The doctoral thesis jury is gathered within one month at the latest from the date the thesis is submitted to them and takes the student to the thesis exam. The thesis exam consists of the presentation of the thesis and the question and answer section. The pre-announced exam is open to the audience and lasts for a maximum of two hours. The department/division chairmanship invites substitute member (s) instead of the permanent member (s) who cannot attend due to a valid excuse. Jury meetings are not held with an absent member. For the jury meeting that could not be held on the announced day, the statement is written down with a report, and a second meeting date is set within fifteen days at the latest by taking the opinion of the relevant Directorate. The relevant Board of Institute decides on the action to be taken for juries who cannot be convened for the second time.

(5) After the thesis exam is completed, the jury is closed to the audience, and the majority gives the decision of acceptance, correction, or rejection. Students whose thesis is accepted are considered successful. With a report, the jury decision is notified to the Directorate by the department/division chairmanship at the latest within three workdays.

(6) The student with a rejected dissertation is dismissed.

(7) The student who is at the end of her/his maximum period and is given a correction regarding the thesis, by making the necessary corrections within six months at the latest, defends the thesis again before the jury. This correction period is not added to the maximum period. At the end of this defense, the student who is unsuccessful and whose thesis is not accepted is dismissed from the University. A student who does not take the defense examination until the end of her/his period is deemed to be rejected.

(8) Upon request, undergraduate degree-based students, who fail to be successful in the thesis defense, are transferred to the non-thesis Master's program, if any, by meeting ECTS Credit load, project, and other similar conditions required by the relevant Institute Administrative Board.

SECTION EIGHT

Doctoral Proficiency in Arts Program

Purpose and scope of the doctoral proficiency in the arts program

ARTICLE 46 - (1) Doctoral proficiency in an arts program is a higher education program equivalent to a doctoral program, which requires original artwork and aims at a superior application and uniqueness in music and performing arts.

(2) For students who have a master's degree with a thesis, the art program consists of at least 240 ECTS credits including, at least 7 courses with 21 Başkent credit and a minimum of 60 ECTS for one academic year, including thesis, exhibition, project, recital, concert, representation. For students with a bachelor's degree, the arts program consists of at least 300 ECTS credits, including at least 14 courses with a minimum of 42 Başkent credits, and studies like thesis, exhibition, project, recital, concert, etc.

Duration

ARTICLE 47 - (1) The duration of the arts program for students holding a master's degree with thesis, excluding the period in scientific preparation starting from the semester in which the courses related to the program student enrolled, is at least eight semesters, at most twelve semesters regardless of registration for semesters. For students with bachelor's degree, the duration of the program is a minimum of ten, a maximum of fourteen semesters.

(2) The maximum time to complete the required Başkent credit courses for the arts program is four semesters for students with a master's degree and six semesters for students with a bachelor's degree. Students with a GPA below 2.70 out of 4.00 are dismissed from the University.

(3) Students who complete the courses successfully, whose thesis proposal is accepted but who fail to attend the thesis defense, will be dismissed from the university stated in the first paragraph due to not completing the program at the end of the twelve fourteen semesters.

(4) Students with a master's degree, who fail to complete the Başkent Credit courses in maximum duration and/or could not complete a thesis on time or failed in thesis, upon their request, are transferred to a master's program without thesis by meeting the necessary ECTS Credit load, project, and other similar conditions following the relevant Institute Administrative Board.

Thesis, exhibition or project

ARTICLE 48 - (1) For proficiency, the student has to conduct a thesis, exhibition, project, recital, concert or representation. The student has to present the results of an exhibition, project, recital, concert, or representation with written documents in accordance with the related institute thesis writing manual. For the products like thesis, exhibition, project, recital, concert, representation, the student has to defend the product verbally in front of the jury.

Proficiency in artwork jury

ARTICLE 49 - (1) Before the defense of proficiency in artwork, the student completes her/his thesis and presents it to the advisor. With the opinion that the artwork is defensible, the advisor notifies the request of forming the jury for proficiency in art, to the relevant department/division chairmanship. With the recommendation of the consultant and department/division chairmanship, an artwork proficiency jury is appointed with the approval of

the relevant Institute Administrative Board. Proficiency in arts jury is appointed with five permanent members of the faculty, one of them which is the advisor of the student, and at least two of them are from outside the University, and two substitute members, one of whom is from outside the University. The board of directors decides whether the advisor has the right to vote or not. If the advisor does not have the right to vote, the jury consists of six members. If there is a co-consultant, this consultant can take part in the jury without the right to vote.

(2) The jury cannot be changed except in obligatory cases.

Proficiency in arts examination

ARTICLE 50 - (1) The student must submit the thesis or written document specified in Article 48, unbound, with the copies for each member, together with the plagiarism report taken within the framework of the procedures and principles determined by the University, to the jury.

(2) The jury gathers and subjects the student to the exam within one month at the latest from the date the artwork is submitted to them. The exam consists of a presentation of the artwork and the following questions and answers parts. The pre-announced exam is open to the audience and lasts for a maximum of two hours. If a permanent member (s) cannot attend the meeting due to an excuse, substitute member (s) is invited by the department/division chairmanship. Jury meetings are not held with a missing member. If a jury meeting could not be held on the announced day, the official report is written and taking the opinion of the relevant Directorate, a second meeting is held within fifteen days at the latest. The relevant Institute Administrative Board decides on the action to be taken for the juries who cannot convene for the second time.

(3) After the examination, the jury is closed to the audience and makes the decision of acceptance, correction, or rejection by the absolute majority about the proficiency artwork such as representation, thesis, exhibition, project, recital, or concert. Students whose artwork or thesis has been accepted, evaluated as successful. This decision is notified to the relevant Institute with a written report in the following three days by the department/division chairmanship.

(4) Students whose artwork is rejected are dismissed from the University.

(5) The student who is at the end of her/his maximum period and who is given a correction regarding the artwork, by making the necessary corrections within six months at the latest, defends artwork such as thesis, exhibition, project, recital, concert, representation again before the jury. This correction period is not included in the maximum period. At the end of this defense, students who are unsuccessful and whose artwork is not accepted are dismissed from the University. A student who does not take the defense examination until the end of her/his proficiency in artwork is deemed to be rejected.

(6) Upon request, undergraduate degree-based students, who fail to be successful in the proficiency in artwork, are transferred to the non-thesis Master's program, if any, by meeting ECTS Credit load, project, and other similar conditions required by the relevant Institute Administrative Board.

SECTION NINE

Permissions, Graduation and Diplomas

Leave of Absence

ARTICLE 51 - (1) A student who has to take a leave of absence from her/his education for a just and valid reason, or who is faced with an opportunity to contribute to her/his education, such as a scholarship or a research environment, can be given the permission for up to one year at most, with advisor's recommendation, the approval of the department/division chairmanship and the decision of the relevant Institute Administrative Board. Except for emergencies, leave of absence starts from the semester following the decision date. Fifteen days after the beginning of the semester, a leave of absence can be started in that same semester. At the end of the leave period, the student has to renew her/his registration. Registration of those who do not return at the end of the leave period or who do not renew their registration is suspended until the end of their study period, and these students cannot benefit from their student rights until they re-enroll. These students must pay the tuition fee for the academic year they enroll and continue their education, provided that the Institute Administrative Board provides adaptation and they can benefit their rights as a student. Students on leave can return by cutting their leave short. Leave of absence periods are not counted from the maximum education period.

(2) Students with their military service have been granted on leave of absence.

Students who cannot be considered on leave

ARTICLE 52 - (1) A final conviction in accordance with the general provisions or according to the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Newspaper no. 28388 dated 18/8/2012, students who receive temporary suspension or expulsion from the higher education institution are not considered on leave.

Payment during the time on leave or with a report

ARTICLE 53 - (1) Students continue to have their obligations as students during their leave of absence, and these students pay a fee for six Başkent Credits at the beginning of each semester. Registration of students who do not pay this fee is suspended until the end of the maximum education period, and until re-enrollment, they cannot benefit from student rights. These students pay the tuition fee of the academic year they enroll and continue their education, provided that the relevant Institute Administrative Board provides the adaptation, and they can benefit from student rights.

Graduation and diplomas

ARTICLE 54 - (1) Master's without thesis students who complete the Başkent Credit courses and term project with success are awarded a non-thesis graduate diploma. On the non-thesis graduate diploma, the name of the program which is approved by the Higher Education Council, is written on the diploma.

(2) Providing the success in thesis/artwork defense and other conditions required for graduation, students who successfully complete the Master's, doctoral, or proficiency in arts program with thesis can graduate in accordance with the approval of the relevant Institute Administrative Board. To be able to give graduation approval, the thesis or study, prepared, printed, and bound in accordance with the Institute's thesis writing guide, the following documents, together with their number of copies, within one month at the latest from the date of entrance to the thesis exam, must be submitted to the Institute in full:

- a) Sufficient number of CDs in which the thesis or study has been recorded,
- b) Thesis data entry form requested by the university library and the Council of Higher Education, filled in for the thesis or study and permit document,
- c) Plagiarism Report taken within the framework of the procedures and principles determined by the University.

(3) The relevant IAB may extend the delivery period for a maximum of one more month upon application. Students who do not meet these conditions cannot receive their diplomas, benefit from student rights and in case of expiration of enrollment are dismissed from the University.

(4) The name of the program which is approved by the Council of Higher Education, is written on the Master's diploma. Graduation is the date the applied exam is held after the exam for arts programs; for students enrolled in other programs, the graduation date is the date of the thesis exam.

(5) The name of the program which is approved by the Council of Higher Education, is written on the doctoral diploma. The graduation date is the date of the thesis defense in which the thesis is accepted.

(6) The student who is successful in artwork proficiency is awarded a diploma determining the field according to the characteristics of the art program, which is approved by the Council of Higher Education. The graduation date is the successfully applied exam date which is after the thesis exam.

(7) A softcopy of Master's, doctoral, and proficiency in arts theses within three months from the submission of the thesis is sent to the Presidency of the Council of Higher Education for scientific research and activities.

SECTION TEN

Miscellaneous and Final Provisions

Discipline

ARTICLE 55 - (1) Disciplinary actions and procedures of students is carried out according to the provisions of the Regulation of Higher Education Institutions Student Discipline.

Other provisions

ARTICLE 56 - (1) Graduate programs that are allowed by the Council of Higher Education cannot be continued outside the province where the Rectorate is located.

(2) Except for non-thesis graduate programs, one cannot enroll in more than one graduate program at the same time.

(3) Foreign student candidates' application, admission, and registration to the graduate program are regulated with the directive.

Cases with no provision

ARTICLE 57 - (1) In cases where there is no provision applied; official dated 20/4/2016 and numbered 29690 Postgraduate Education and Training Regulation, relevant legislation

provisions published in the Official Gazette, the Council of Higher Education, the decisions of the Board of Interuniversity, Senate and the relevant board of directors are implemented.

The abolished Regulation

ARTICLE 58 - (1) Başkent University published in the Official Gazette dated 20/1/2017 and numbered 29954 Postgraduate Education and Examination Regulation, has been abolished.

Enrolled students' status

PROVISIONAL ARTICLE 1 - (1) Those enrolled in non-thesis graduate programs before 6/2/2013, or graduated students can apply for doctoral programs.

(2) For the students enrolled in more than one graduate program at the same time before the publication date of this Regulation published in the Official Gazette dated 20/4/2016 and numbered 29690 the sixth paragraph of article 35, the Regulation is not applied.

Credit definitions

PROVISIONAL ARTICLE 2 - (1) With the validation of this Regulation, the specified Credits are defined as Capital Credits and ECTS credits are defined as ECTS Credits in the course catalogs.

Validity

ARTICLE 59 - (1) This Regulation becomes valid as of the fall semester of the 2020-2021 academic year.

Implementation

ARTICLE 60 - (1) The provisions of this Regulation are executed by the President of Başkent University.