



**Decision No: 2021/09**

**Decision Date: 30.11.2021**

## **CYPRUS AYDIN UNIVERSITY GRADUATE EDUCATION AND EXAMINATION REGULATION**

### **CHAPTER ONE**

#### **Purpose, Scope, Legal Basis, and Definitions**

##### **Purpose**

**ARTICLE 1** – (1) The purpose of this Regulation is to regulate the procedures and principles regarding education and training, examinations, and diplomas in graduate programs conducted by the institutes affiliated with Cyprus Aydın University.

##### **Scope**

**ARTICLE 2** – (1) This Regulation covers provisions regarding the establishment of graduate programs, admission and registration of students to graduate programs, as well as education, teaching, and assessment-evaluation processes.

##### **Legal Basis**

**ARTICLE 3** – This Regulation has been prepared based on Article 14 of the Higher Education Law No. 2547 dated 4/11/1981 and Articles 7, 15, 17, and 53 of the Charter of Establishment and Operation of Cyprus Aydın University.

##### **Definitions**

**ARTICLE 4** – In this Regulation, the following terms are defined as follows:

a) Academic Advisor: The faculty member assigned by the Department/Division to guide the student registered at the institute.

b) ECTS (European Credit Transfer System): The European Credit Transfer System.

c) Department/Division: The Department/Division with a graduate program, as defined in Article 5 of the Regulation on the Organization and Operation of **Graduate** Education Institutes published in the Official Gazette No. 17976 dated 3/3/1983.

d) Academic Board of the Institute Department/Division: The board consisting of faculty members holding the titles of professor, associate professor, and assistant professor, as well as lecturers, who serve in the graduate programs of the Department/Division.

e) Head of Department/Division: The head of the Department/Division as defined in Article 5 of the Regulation on the Organization and Operation of Graduate Education Institutes.

f) Institute: Institutes affiliated with Cyprus Aydın University.



- g) Director of Institute: The directors of institutes affiliated with Cyprus Aydın University.
- h) Institute Board: The board chaired by the Institute Director, consisting of deputy directors and the Heads of Departments/Divisions with educational programs in the institute.
- i) Institute Administrative Board: The board chaired by the Institute Director, consisting of deputy directors and three faculty members selected from six candidates proposed by the Institute Director.
- j) Board of Trustees: The Board of Trustees of Cyprus Aydın University.
- k) Rector: The Rector of Cyprus Aydın University.
- l) Senate: The Senate of Cyprus Aydın University.
- m) University Administrative Board: The Administrative Board of Cyprus Aydın University.
- n) University: Cyprus Aydın University.
- o) Student: A student registered in the institute for graduate programs.
- p) Thesis/Term Project Advisor: The faculty member assigned by the Institute Administrative Board to guide the student registered at the institute on thesis, project, and related matters.
- r) ÖSYM: The Student Selection and Placement Center.
- s) ALES: The Academic Personnel and Graduate Education Entrance Exam.
- u) YDS: The Foreign Language Proficiency Exam.
- v) YÖK: The Council of Higher Education.
- z) YÖDAK: The Higher Education Planning, Evaluation, Accreditation, and Coordination Board of the TRNC.

## **CHAPTER TWO**

### **Scope and Establishment of Graduate Programs, Determination and Announcement of Quotas, Student Admission, and Examination Jury**

#### **Scope and Establishment of Graduate Programs**

**ARTICLE 5 – (1)** Graduate programs conducted within the institutes consist of master's programs with thesis, master's programs without thesis, doctoral programs, and proficiency in arts programs.

(2) Proposals for the establishment of graduate programs are submitted in accordance with the principles determined by YÖK (Council of Higher Education of Türkiye) and YÖDAK (TRNC Higher Education Planning, Evaluation, Accreditation, and Coordination Board).

(3) Thesis and non-thesis master's programs must be established under the same department/division within an institute.

(4) The establishment of graduate programs under an institute's department/division or proposals to change the name of an existing program shall be realized upon the recommendation of the department/division board, the positive opinion of the institute board, the decision of the University Senate, and the approval of YÖK or YÖDAK.

(5) Requests for the establishment of programs must indicate the language of instruction.



### **Determination and Announcement of Graduate Program Quotas**

**ARTICLE 6 – (1)** Decisions regarding whether students will be admitted to graduate programs, the number of students to be admitted, and the required qualifications are determined by the Institute Administrative Board based on the recommendations of the department/division board.

(2) All information regarding candidate applications and registrations shall be announced by the University. Applications for graduate programs shall be submitted directly to the Institute Directorate, and candidates are required to submit all documents specified in the announcement within the designated period.

### **Examination Jury**

**ARTICLE 7 – (1)** The Head of the Department/Division in the institute shall form an examination jury consisting of at least three principal members and two substitute members from the faculty to evaluate applications to graduate programs and to conduct scientific assessments and examinations, which may be written and/or oral.

(2) The composition of the jury is finalized with the approval of the Institute Administrative Board.

(3) Separate juries may be established for each field of science/art, or a single jury may be established for the entire department/division.

(4) If a principal member cannot attend the scientific evaluation or examination due to valid reasons, substitute member(s) shall be invited by the Head of the Department/Division. Jury meetings cannot be held with absent members.

### **Student Admission**

**ARTICLE 8 – (1)** The number of students to be admitted to graduate programs is determined based on the recommendation of the Head of Department/Division, the decision of the Institute Board, and the approval of the University Senate. Candidates applying to graduate programs are admitted according to the following principles:

(a) (Amendment: Senate Decision No. 07 dated 26.07.2024)

To be admitted to a master's program, a candidate must hold a bachelor's degree.

To be admitted to a doctoral or proficiency in arts program, a candidate must hold a thesis master's degree with a minimum GPA of 2.80 on a 4.0 scale or 70 on a 100-point scale. Candidates applying to doctoral programs with a non-thesis master's degree shall comply with provisions 8(a)1-j of this Regulation.

Candidates applying to doctoral programs with only a bachelor's degree must have a minimum GPA of 3.0 on a 4.0 scale or an equivalent score.

(b) To be admitted to master's programs with thesis, candidates must hold a bachelor's degree and achieve at least 55 points in the relevant score type of the ALES (Academic Personnel and Graduate Education Entrance Exam) conducted centrally by ÖSYM. In addition to the ALES score, the undergraduate GPA is also considered in admissions. The weight of the ALES score in the overall evaluation, which cannot be less than 50%, is determined by the University Senate. By Senate decision, admission may also be granted solely based on the ALES score. For



programs where the language of instruction differs from the candidate's native language, language proficiency requirements are determined according to Article 12. However, for non-thesis master's programs, as well as faculties of fine arts and conservatories, taking the ALES is not required. Eligibility for proficiency in arts programs based on undergraduate and/or master's degrees is determined by the Inter-university Board, and candidates graduating from programs designated by the Senate may also be admitted.

(c) To be admitted to doctoral or proficiency in arts programs, candidates must hold an undergraduate and/or master's degree and meet the minimum ALES score determined by the Senate, which is 55 for the relevant score type (and 80 for candidates applying with only an undergraduate degree). Candidates applying to doctoral programs with only a bachelor's degree must have a minimum GPA of 3.00 on a 4.00 scale or an equivalent score. In doctoral admissions, in addition to the ALES score, undergraduate and/or master's GPA and interview results may also be evaluated. The specific evaluation criteria, as well as required documents for application, are determined by the Senate. The weight of the ALES score, not less than 50%, in the overall evaluation is set by the University Senate. Candidates who completed a non-thesis master's program before 06/02/2013 and obtained their degree are also eligible to apply.

(d) In doctoral or proficiency in arts program admissions, candidates must achieve at least 55 points in a central foreign language examination in one of the following languages: English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, or Persian, or an equivalent score in an international foreign language exam recognized by the Inter-university Board. The Senate may increase these minimum scores depending on the program.

(e) For doctoral programs taught in Turkish, candidates must obtain at least 55 points in the YDS (Foreign Language Proficiency Exam) or an equivalent exam. For programs taught in English, candidates must obtain at least 80 points in YDS or an equivalent internationally recognized exam approved by ÖSYM. The Senate may increase these minimum scores based on the specific requirements of the program.

(f) The English proficiency level of candidates applying to graduate programs is determined based on YDS or an equivalent exam; for programs approved by YÖDAK, the Cyprus Aydın University Graduate English Proficiency Exam is used. The minimum passing scores for these exams are determined by the Senate.

(g) Candidates' undergraduate and master's performance, ALES score, and English proficiency, together with other criteria deemed appropriate by the department/division board, are evaluated to determine eligibility. The results of applications are announced by the Institute Directorate.

(h) For candidates who are not Turkish citizens, including TRNC and third-country nationals, the ALES and YDS requirements do not apply. Admission for these candidates is based on undergraduate and/or master's degree performance. For applications to YÖDAK-approved programs, ALES and YDS requirements are not applied. Additional procedures and principles for these candidates are determined by the University Senate upon recommendation of the department/division board. Third-country nationals may also be admitted to doctoral programs with a non-thesis master's degree in YÖDAK-approved programs.



(i) The final evaluation score of candidates is calculated by the evaluation jury based on the weighted contribution of the ALES score (at least 50%), undergraduate and/or master's GPA, foreign language score (if required), and oral examination score, according to the ratios determined each semester by the department/division board and approved by the Senate. Successful candidates are admitted to graduate programs according to their ranking and available quotas.

(j) **(Amendment: Senate Decision No. 12 dated 11/12/2024)** Candidates who have completed a non-thesis master's program may apply to doctoral programs only if they have completed the non-thesis master's with a minimum average of 80/100 or 3.00/4.00, met the thesis master's program requirements, been admitted to a thesis master's program, and completed a master's thesis. Candidates who enrolled or graduated from non-thesis master's programs before 06/02/2013 may also apply directly to doctoral programs.

### **Admission to the Scientific Preparatory Program**

**Article 9** – (1) Graduate students whose bachelor's or master's degrees are in fields different from the programs to which they are admitted, or whose degrees are obtained from institutions outside Cyprus Aydın University, may be enrolled in a scientific preparatory program to address deficiencies, upon the recommendation of the department/division head and the approval of the Institute Administrative Board.

(2) The scientific preparatory program is designed to help students adapt to the graduate program they have applied for. The program cannot exceed 30 ECTS in a single semester. Candidates are selected by the department/division board based on their undergraduate and/or graduate academic performance and the structure of their previous programs.

(3) For a master's student, courses in the scientific preparatory program are at the undergraduate level; for a doctoral student, courses are at the master's level. These courses do not replace the required courses of the master's or doctoral program.

(4) Students in the scientific preparatory program may also take graduate-level courses related to their program, with the recommendation of the department/division head and approval of the Institute Administrative Board.

(5) The duration of the scientific preparatory program cannot exceed two semesters. Summer school is not included in this period. This period cannot be extended, except for semester leaves, and students who fail to complete the program successfully are dismissed. Time spent in this program does not count toward the total duration of the graduate program.

(6) Students admitted to the scientific preparatory program must complete all preparatory courses with a minimum GPA of 2.00 before starting their graduate program.

(7) To graduate from a master's or doctoral program, students must achieve a minimum GPA of 80/100 or 3.00/4.00.

(8) Courses taken and time spent in the scientific preparatory program are recorded separately on the transcript and are not included in the graduate GPA.

(9) Students with special student status cannot be admitted to the scientific preparatory program.



### **Admission of Special Students**

**Article 10** – (1) Graduates or students of a higher education institution seeking to improve knowledge in a specific field may be admitted as special students in graduate courses, upon recommendation of the department/division head and approval of the Institute Administrative Board. Special student status is not aimed at obtaining a degree and cannot exceed two semesters. Special students do not enjoy full student rights, but are provided a document showing enrolled courses and grades. Their academic, exam, and disciplinary matters are governed by relevant regulations. Special students cannot be admitted to the scientific preparatory program.

(2) Special students who later gain admission to a graduate program may, upon request, be exempted from up to 50% of required courses (excluding seminars), with the recommendation of the department/division head and approval of the Institute Administrative Board.

(3) Rules and procedures for special student admission are determined by the University Senate.

### **Admission via Horizontal Transfer**

**Article 11** – (1) A student who has completed at least one semester successfully in a graduate program at Cyprus Science University or another higher education institution may be admitted to a graduate program at Cyprus Aydın University via horizontal transfer, upon the recommendation of the department/division head and approval of the Institute Administrative Board, according to the criteria determined by the University Senate. The decision specifies which course obligations the student is exempted from. To transfer to programs taught in English, the student must pass the Cyprus Aydın University Graduate English Proficiency Exam. Horizontal transfer may be used only once.

### **Admission to Foreign Language Preparatory Program**

**Article 12** – (1) Candidates admitted to programs taught in a language other than Turkish, whose academic performance is sufficient for admission, must take the relevant foreign language proficiency exam administered by the University School of Foreign Languages. Candidates who fail or do not take the exam are allowed up to two semesters to achieve proficiency in English. During this period, they must pass the Cyprus Aydın University English Proficiency Exam or an equivalent exam.

(2) Candidates who fail the English proficiency exam and are deemed eligible by the Rectorate may be enrolled in the English Preparatory Program offered by the School of Foreign Languages. Students must meet the minimum scores of the announced exams or their equivalent international language exams within two semesters. Additional exams may be administered to assess foreign language and academic readiness.

### **Admission of Foreign Students**

**Article 13** – (1) Foreign candidates from Turkey or other countries who receive scholarships or self-funded applicants may be admitted to graduate programs without an additional exam, based on their undergraduate grades and approval by the Institute.



(2) Third-country students applying to graduate programs taught in a foreign language may be exempted from the language requirement if they graduate from an institution where the program language is used, possess an acceptable exemption certificate, or score at least 55 on an equivalent exam.

(3) Third-country students admitted to programs taught in Turkish without sufficient language proficiency must take Turkish preparatory courses at the Cyprus Aydın University Turkish Teaching Application and Research Center and obtain a minimum score of 55 to be eligible for master's programs.

(4) These students must pay the annual tuition fee determined by the Board of Trustees to enroll in graduate programs.

### **Registration in Graduate Programs**

**Article 14** – (1) Students admitted to graduate programs, as well as those accepted as special students, must complete their final registration within the deadlines announced in the academic calendar by submitting the required documents to the Institute. The University announces the necessary registration documents. Students who cannot register in person for a valid reason may authorize a proxy to complete the registration on their behalf. Students who fail to register within the designated period or cannot provide the required documents are considered to have forfeited their registration rights. Registrations are canceled if documents are incomplete, falsified, or if the student has been expelled from any higher education institution for disciplinary reasons.

(2) Students wishing to pursue graduate studies in a language different from the language of instruction of their undergraduate degree must, if admitted to a master's program, meet the minimum English proficiency requirement of 80 on exams administered by the University's School of Foreign Languages (for T.C. and TRNC citizens), or provide an equivalent score recognized by the Inter-university Board in the program's language.

### **Course Registration Renewal**

**Article 15** – (1) Students must renew their registration each semester by paying tuition fees, selecting courses, and obtaining approval from their academic advisor within the dates announced in the academic calendar. Students may perform registration themselves or through a designated proxy.

(2) Students who fail to complete registration during the fall and/or spring semester may still register during the add/drop period. Registration cannot be completed after the add/drop period ends.

(3) Students who do not register for a semester and remain unregistered for at most one semester may, once during their entire study period, renew their registration at the start of the following semester with the approval of the Institute Administrative Board, provided their excuse is accepted.

### **Language of Instruction**

**Article 16** – (1) The language of instruction for graduate programs is the language approved by YÖK or YÖDAK at the time the program is established.



### **Temporary Suspension of Registration**

**Article 17** – (1) Graduate students may have their registration suspended with the recommendation of the department/division head and approval of the Institute Administrative Board. If necessary, this period may be extended by one additional year with the same approvals. To be eligible, students must have registered for at least one semester.

Registration may be suspended for reasons including:

- a) Temporarily going abroad or to another domestic institution for professional or graduate studies purposes,
- b) Military service,
- c) Illness, natural disaster, financial difficulties preventing continuation, or lack of a caretaker in case of serious illness or death of a close relative (parent, spouse, child, sibling), as certified by an authorized body,
- d) A student whose thesis work is delayed due to reasons beyond their control, such as equipment or material supply issues, despite completing the required course load successfully.

Suspension is granted only with the approval of the Institute Administrative Board.

### **Tuition Fees**

**Article 18** – (1) Graduate education is fee-based. Tuition fees are determined per program by the Board of Trustees and announced. Students must pay the tuition fees and any other University-determined fees within the deadlines at the start of each semester.

(2) Students who cannot graduate within the standard duration of their program and wish to use their period extension rights must pay the additional tuition fees determined by the University Administrative Board.

### **Attendance Requirement**

**Article 19** – (1) Students are required to attend courses, practicals, and exams. Attendance rules are regulated according to the Cyprus Aydın University Associate and Undergraduate Education and Exam Regulations. Instructors monitor student attendance.

(2) (Addition: 04.10.2024, Senate Decision No. 10) In cases of extraordinary events accepted as force majeure (e.g., earthquakes, pandemics, wars, mobilizations, terrorism), and during periods affected by such events, the Senate has the authority to modify educational rules and deadlines or make new decisions to ensure continuity of education and protect students.

### **Graduate Program Courses**

**Article 20** – Graduate courses for master's, doctoral, and proficiency-in-art programs are established based on the recommendations of the relevant academic units and the approval of the Senate.

### **Credit Values of Graduate Courses**

**Article 21** – Credit values and identification of non-credit courses are determined based on recommendations from the institute department/division heads and Senate decisions. Seminars, thesis work, and term projects are considered non-credit courses.



### **Course Examinations and Assessment**

**Article 22** – (1) Students are assessed through midterms, in-term assignments, final exams, and/or final project evaluations. Final exams are conducted at times and locations announced by the University. Final grades are assigned by instructors considering midterms, final exams, final project evaluations, in-term performance, and attendance.

Students who cannot attend an exam for a valid reason approved by the department/division head may take a make-up exam, except for final exams. Students who fail the final exam, or who are eligible but cannot attend, may take a resit exam at the end of the term. The resit exam grade replaces the original final exam grade.

(2) To be eligible for the final exam:

- a) Students must attend at least 70% of theoretical courses,
- b) Attend at least 80% of practical or laboratory sessions, if applicable,
- c) Be successful in practical or laboratory components, if applicable.

(3) The raw success grade is calculated as 40% from in-term assessments and 60% from final exams.

### **Course Grades – Summary**

**ARTICLE 23** – (1) Letter Grades: For each course, the instructor assigns a letter grade. The grade points and equivalents on a 100-point scale are:

<u>Score</u>	<u>Letter Grade</u>	<u>Grade Point</u>
90–100	AA	4.00
85–89	BA	3.50
80–84	BB	3.00
75–79	CB	2.50
70–74	CC	2.00
60–69	DC	1.50
50–59	DD	1.00
40–49	FD	0.50
0–39	FF	0.00

b) Conversion of grades from other universities to Cyprus Aydın University ECTS credits is regulated separately.

(2) Other letter grades and their meanings:

a) I (Incomplete): Given to students who were successful in the semester but could not complete certain course requirements due to valid reasons. If the missing requirements are not completed within 15 days, the grade converts to FF. For long-term valid excuses, the Institute Board may extend the I grade up to the next registration period.

b) P (Pass): Given to students who successfully complete local non-credit courses.

c) F (Fail): Given to students who fail local non-credit courses.

d) P (Pass) / F (Fail): Used for non-credit local courses or for thesis, project, internship, proficiency, and thesis monitoring reports; does not affect GPA.



e) NA (Absent): Given to students who fail to meet attendance or practical requirements. Students with NA cannot take the final exam and it is treated as FF in GPA calculations.

f) M (Exempt): Given for courses from which a student is exempted via a waiver exam; does not affect GPA.

g) W (Withdrawal): Given when a student withdraws from a course within the first seven weeks of the semester, with the approval of the instructor and within the course add-drop period.

### **Grade Point Averages**

**ARTICLE 24** – (1) Students' academic performance is evaluated at the end of each semester, and grade point averages are calculated by the Student Affairs Office using the automation system.

(2) The grade point average for any semester is calculated by dividing the sum of the products of the ECTS value of each course taken and the coefficient of the semester grade obtained in that course by the total ECTS credits of the semester. The resulting average is displayed with two decimal places.

(3) The Cumulative Grade Point Average (CGPA) is calculated based on all courses taken by the student since admission to the graduate program that are valid within that program. Semester and cumulative grade point averages are based on letter grades from AA to FF. Only the most recent grade is counted for repeated courses.

### **Course Credit Recognition**

**ARTICLE 25** – Conditions for recognizing courses, granting exemptions based on special student status, horizontal transfer, or previous graduate program coursework, and any related reduction in program duration are determined by the Senate.

### **Course Repetition**

**ARTICLE 26** – (1) To pass a course, a master's student must receive at least a CC, and a doctoral student must receive at least a BB. Master's and doctoral students must retake any course in which they receive a W, FF, FD, DD, DC, or U grade. If a student fails an elective course, they must complete that course or another equivalent course as defined. If the course they failed is not offered, they may take another elective recommended by the department chair and approved by the Institute Board as equivalent.

(2) To improve their GPA, master's students may retake courses in which they received a CC, and doctoral students may retake courses with a CB grade. Only the most recent grade counts.

### **Appeals and Material Errors in Exam Results**

**ARTICLE 27** – (1) A student may appeal the result of any midterm or end-of-semester exam by submitting a petition within three (3) days after grades are announced. Appeals submitted after this period are not considered. Appeals are evaluated by the course instructor and reported to the Institute Directorate. Appeals must be resolved within fifteen (15) days. Grade changes, however, are finalized by the decision of the Institute Board.



(2) If an instructor discovers a material error in exam grading after grades are finalized, they must submit the relevant exam and documents to the Institute Directorate for correction by the beginning of the next semester. Corrections are finalized by the Institute Board.

### **Termination of Enrollment**

**ARTICLE 28** – A student’s enrollment in a graduate program shall be terminated under the following circumstances:

- (1) Students who have failed the same course twice in the Scientific Preparation Program.
- (2) Students who receive a failing grade or a (U) grade in courses related to a master’s, doctoral, or proficiency-in-arts thesis two consecutive times or three times non-consecutively.
- (3) Students who fail to complete the minimum course load determined by the department chair 4 semesters in thesis master’s and doctoral programs, 6 semesters in non-thesis master’s programs or whose cumulative GPA is below 3.00 at the end of the program’s course-taking period.
- (4) Students whose thesis is rejected by the jury.
- (5) Students whose revised thesis is not accepted by the jury.
- (6) Doctoral students who fail the Cyprus Aydın University English Proficiency Exam or other equivalent English proficiency exams recognized by the University Senate within the period specified in this regulation.
- (7) Students who fail a YDS or an equivalent foreign language exam by the end of the fifth semester, the maximum allowed period to take the doctoral qualifying exam.
- (8) Doctoral students who fail the doctoral qualifying exam for the second time.
- (9) Doctoral students whose thesis proposal is rejected for the second time.
- (10) Graduate students who fail to complete their program within the designated time.
- (11) Students in thesis programs who, despite successfully defending their thesis, fail to submit bound copies of the thesis to the Institute within the specified period.

In all such cases, the student’s enrollment in the program shall be terminated.

## **CHAPTER THREE**

### **Master’s Programs**

#### **Types of Master’s Programs**

**ARTICLE 29** – (1) Master’s programs can be conducted in two forms: thesis-based and non-thesis. The manner in which these programs are conducted in the departments of the institute is determined by the University Senate.

(2) Transfers between thesis-based and non-thesis master’s programs can be made at the beginning of each semester upon the student’s application, the recommendation of the institute department chair, and the approval of the Institute Administrative Board. A student cannot make multiple transfers between thesis-based



and non-thesis programs. Students whose transfer application is approved are obliged to fulfill the requirements of the new program.

### **Thesis-Based Master's Program**

#### **Purpose and Scope**

**ARTICLE 30** – (1) The purpose of the thesis-based master's program is to enable students to gain the ability to access, evaluate, and interpret knowledge through scientific/artistic research, as well as to create and apply artistic work. The thesis to be prepared at the end of the thesis-based master's program must fulfill one of the following criteria:

- a) Conduct research/application/development using a scientific method,
- b) Apply a known method to a new or related field.

(2) This program consists of at least 24 local credits, including a minimum of eight courses, one seminar course, and a thesis. One of the eight courses must be "Research Methods and Scientific Ethics." The number of courses and total credits may be increased upon the recommendation of the department chair and the decision of the Institute Administrative Board.

(3) After the student's admission procedures are completed, an academic advisor is assigned by the relevant institute department within fifteen business days. The academic advisor is responsible for monitoring the student's academic progress. Until an academic advisor is appointed, the department chair serves in this role.

(4) A thesis supervisor is assigned to the student in the thesis-based master's program no later than the end of the second semester, upon the recommendation of the relevant institute department and the decision of the Institute Administrative Board. Thesis supervisors are selected from faculty members holding a doctoral degree. In cases where the nature of the master's thesis requires more than one advisor, a second thesis supervisor may be appointed. The conditions for appointment and replacement of the thesis supervisor and the second thesis supervisor are determined by the Institute Administrative Board.

(5) Seminar and thesis courses are non-credit. The seminar course is graded as Successful (S) or Unsuccessful (U); the thesis course is graded as In Progress (P) during its duration and Successful (S) or Unsuccessful (U) after completion. Courses, seminars, or thesis work that are incomplete are graded as Incomplete (I). Students must register for the thesis course each semester starting no earlier than the beginning of the third semester.

(6) The determination of courses to be taken and registration procedures is carried out by the thesis supervisor, or by the relevant institute department until a thesis supervisor is appointed.



(7) The workload for each semester of the thesis-based master's program is 30 ECTS, totaling 120 ECTS. Of the 120 ECTS workload, 60 ECTS is allocated to courses and 60 ECTS to the thesis.

(8) Students pursuing a master's in an artistic field, after completing courses, seminars, and practical studies, are required to prepare either a thesis or, in place of a thesis, an artistic work and an accompanying artistic work report.

(9) The standard duration for completing the thesis-based master's program is 4 semesters. Students who fulfill all obligations specified in this regulation may complete the program in a shorter period. A student who successfully completes the credited courses and the seminar course but cannot complete the thesis by the end of the 4th semester and thus cannot take the thesis defense is granted a maximum of two additional semesters to defend the thesis before the jury.

(10) A student enrolled in a master's program may, for valid reasons, suspend registration for a maximum of 2 semesters. Registration suspension periods are not counted toward the normal duration of study.

(11) Upon the recommendation of the relevant institute department and the decision of the Institute Administrative Board, a student may take graduate-level courses from universities outside Cyprus Aydın University, to be counted toward the program's course load.

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

**ARTICLE 31** –(1) A student who completes the master's thesis within the period specified in this regulation must write the thesis in the language of the program of study in accordance with the thesis writing guidelines of the Cyprus Aydın University Graduate Education and Research Institute, and must defend the thesis orally before a jury in the same language.

(2) Before the defense of the master's thesis and in the case of theses requiring revisions, together with the revisions the student completes the thesis and submits it to the advisor. The advisor submits the thesis to the Institute together with a written statement indicating that the thesis is suitable for defense and the plagiarism detection software report. The Institute sends the plagiarism detection report to the advisor and the jury members. If actual plagiarism is detected in the report, the thesis is submitted to the Institute Administrative Board for a decision together with the justification. The similarity rate may not exceed 20%. Students whose theses are approved by their advisors apply in writing to the Institute Directorate to take the thesis defense examination, submitting five white cardboard-bound copies of the thesis prepared in accordance with the thesis writing guidelines.

(3) A student who completes the thesis submits the required number of copies to the thesis advisor. The advisor forwards the thesis copies to the Institute through the department/program chair, together with a written opinion regarding the thesis's compliance with the thesis writing rules.



(4) The master's thesis jury is appointed upon the recommendation of the thesis advisor and the relevant department chair and with the approval of the Institute Administrative Board. The jury consists of three principal and two substitute faculty members, one of whom is the student's thesis advisor and at least one of whom must be from outside the University. All appointed juries elect a chair among themselves at a meeting held prior to the examination. Whether the advisory duties of thesis advisors who leave the University continue depends on the relevant legislation and the decision of the Institute Administrative Board.

(5) Jury members convene and conduct the thesis defense examination no earlier than one week and no later than one month from the date the thesis is delivered to them. The thesis defense examination is conducted in an environment open to an audience consisting of faculty members, graduate students, and experts in the field. The examination takes place on the date, time, and location determined by the relevant department chair and with the participation of all jury members. If the defense examination cannot be held on the announced date, the situation is documented in an official report and submitted to the Institute Directorate, and a second meeting date is scheduled within fifteen days at the latest. The master's thesis defense examination consists of the presentation of the thesis and a question-and-answer session and is open to the audience.

(6) After the completion of the thesis defense examination, the jury decides by absolute majority whether the thesis is accepted, rejected, or requires revision. This decision is reported to the Institute by the department chair within three days following the defense examination.

(7) A student whose thesis is returned for revision must complete the required revisions within a maximum of three months and defend the thesis again before the same jury. If the thesis is rejected after the revision defense, the student's enrollment with the University is terminated.

(8) A student who successfully defends the thesis prepares it in accordance with the principles specified in the thesis writing guidelines and submits it to the Institute within one month at the latest from the date of the defense, after obtaining the approval of the jury members on at least three copies. A master's diploma is awarded to the student whose thesis is found to comply with the required conditions.

(9) Upon the request of a student whose thesis has been rejected, and provided that the relevant program also offers a non-thesis master's program, the student may be awarded a non-thesis master's degree, provided that the course credit requirements, project writing, and similar obligations of the non-thesis program have been fulfilled.

### **Graduation and Diploma**

**ARTICLE 32** –(1) For a student enrolled in a thesis-based master's program to graduate, the following documents and information must be submitted to the Institute in full:



For master's programs approved by the Council of Higher Education (YÖK):

a) A computer CD containing the thesis data entry form completed for the thesis report as required by YÖK, together with the summary information.

b) A computer CD containing the abstracts of the thesis or project report requested by the Institute, written in Turkish and in a foreign language.

c) The minutes of the proficiency in arts defense examination and the report related to the examination.

(2) After all relevant documents and information are submitted to the Institute, the student's file is reviewed by the Institute Administrative Board. If the student has fulfilled all the requirements for graduation, the Board decides on the student's graduation.

(3) Provided that the student is successful in the thesis defense examination and fulfills the other requirements, a thesis-based master's diploma is awarded to the student who submits at least three copies of the master's thesis to the Institute within one month from the date of the thesis defense examination and whose thesis is found to comply with the formal requirements. Upon request, the Institute Administrative Board may extend the submission period by a maximum of one additional month. A student who does not fulfill these conditions cannot receive the diploma, cannot benefit from student rights, and if the maximum period of study expires, the student's enrollment is terminated.

(4) The diploma includes the approved name of the program of the department or major art branch in which the student studied. The diploma bears the signatures of the Institute Director and the Rector.

(5) A student who successfully completes the credited courses, seminar, and thesis work is awarded a "Thesis-Based Master's Diploma." The diploma indicates the name of the program approved by YÖK/YÖDAK in the department or major art branch of the institute in which the student is enrolled. The date of the graduation decision taken by the Institute Administrative Board is considered the student's official graduation date. The diploma bears the signatures of the Institute Director and the Rector.

### **Non-Thesis Master's Program**

#### **Purpose and Scope**

**ARTICLE 33** –(1) The purpose of the non-thesis master's program is to provide students with advanced professional knowledge and to demonstrate how existing knowledge can be applied in practice.

#### **Duration and Course Load of the Non-Thesis Master's Program**

**ARTICLE 34** –(1) The non-thesis master's program aims to provide students



with professional knowledge and to demonstrate how existing knowledge can be applied in practice.

(2) The non-thesis master's program consists of at least ten courses and a term project course, provided that the total is not less than 30 local credits and 90 ECTS credits. The number of courses, local credits, and total ECTS credits may be increased by up to 50% by the decision of the Institute Board.

(3) The workload for each semester of the non-thesis master's program is 30 ECTS, and the total workload is 90 ECTS. For irregular students, the maximum number of ECTS credits that may be taken in a semester is determined by a decision of the Senate.

(4) The term project course is non-credit and is evaluated as Pass (P), Fail (F), or Incomplete (I). The student must register for the term project course in the semester in which it is taken and must submit a written project and/or report at the end of the semester.

(5) A student who successfully completes the course load and the 90 ECTS workload, and whose term project is approved as successful by the advisor, becomes eligible for graduation.

(6) A proficiency examination may be administered at the end of the non-thesis master's program in accordance with the principles determined by the Senate.

(7) Up to three of the courses taken by the student may be selected from undergraduate courses, provided that these courses were not taken during the student's undergraduate studies.

### **Appointment of Academic Advisor and Project Advisor**

**ARTICLE 35** –(1) After the student's admission procedures are completed, an academic advisor is appointed by the relevant department chair within fifteen working days. The academic advisor is responsible for monitoring the student's academic processes. If the department chair fails to appoint an academic advisor, the department chair shall assume the role of academic advisor.

(2) In the non-thesis master's program, the program department chair appoints, no later than the end of the first semester, a faculty member or an instructor holding a doctoral degree who possesses the qualifications determined by the Senate to advise each student in course selection and in conducting the project course. The project advisor is selected from among the faculty members of the department or major art branch. In compulsory cases, upon the justified recommendation of the relevant department or major art branch chair and the approval of the Institute Administrative Board, an advisor may also be appointed from among instructors holding a doctoral degree or proficiency in arts, as well as faculty members working at other universities. The appointment of the advisor becomes final upon the recommendation of the



relevant department or major art branch chair and the approval of the Institute Administrative Board.

(3) A change of project advisor may be made upon the written request of the student and the recommendation of the project advisor and the relevant Department/Major Art Branch Chair, subject to the approval of the Institute Administrative Board.

### **Duration**

**ARTICLE 36** –(1) The period for completing the non-thesis master’s program, excluding the time spent in the scientific preparation program, begins from the semester in which the courses of the registered program are offered and is at least two semesters and at most three semesters, regardless of whether the student registers each semester. A student who fails or cannot complete the program within this period shall have their enrollment terminated by the higher education institution.

### **Appointment of Advisor**

**ARTICLE 37** –(1) In the non-thesis master’s program, the institute department/major art branch chair determines, no later than the end of the first semester, a faculty member or an instructor holding a doctoral degree with the qualifications determined by the relevant Senate to advise each student in course selection and the execution of the term project.

### **Non-Thesis Master’s Diploma**

**ARTICLE 38** –(1) A student who successfully completes the credited courses and the term project is awarded a “Non-Thesis Master’s Diploma.”

(2) The diploma includes the approved name of the program in the institute department or major art branch followed by the student. If the student completes the non-thesis master’s program in the same field as their undergraduate degree, the professional title, if applicable, is also indicated on the diploma. The diploma bears the signatures of the Institute Director and the Rector.

## **CHAPTER FOUR Doctoral Program**

### **Purpose and Scope**

**ARTICLE 39** –(1) The purpose of the doctoral program is to enable students to conduct independent research, to analyze and interpret scientific phenomena from a broad and in-depth perspective, and to determine the necessary steps to reach new



syntheses. The thesis to be prepared at the end of the doctoral studies must fulfill at least one of the following qualifications:

- a) introducing innovation to science,
- b) developing a new scientific method,
- c) applying a known method to a new field.

(2) The scope of the doctoral program is as follows:

a) For students holding a thesis-based master's degree, the program consists of at least seven courses—including one course on Scientific Research Methods—a seminar, a qualifying examination, a thesis proposal, and a thesis study, provided that the total is not less than 21 local credits and 60 ECTS for one academic year.

b) For students admitted with a bachelor's degree, the program consists of at least fifteen courses—including one course on Scientific Research Methods—a seminar course, a qualifying examination, a thesis proposal, and a thesis study, provided that the total is not less than 45 local credits and 120 ECTS for the course period.

c) The number of courses and the total local credits may be increased by up to 50% upon the recommendation of the relevant department chair and the decision of the Institute Board. The seminar course is non-credit and is evaluated as Successful (S), Unsuccessful (U), or Incomplete (I). The thesis study is evaluated as Successful or Unsuccessful.

d) The workload of each semester of the doctoral program is 30 ECTS. The total workload is 240 ECTS for students admitted after a master's degree. For doctoral programs admitting students with a bachelor's degree, the total workload is 300 ECTS, with each semester carrying 30 ECTS. For irregular students, the maximum number of ECTS credits that may be taken in one semester is determined by a Senate decision upon the proposal of the Institute Directorate.

(3) In doctoral programs, with the recommendation of the institute department/major art branch chair and the approval of the Institute Administrative Board, students admitted with a master's degree may take up to two courses, and students admitted with a bachelor's degree may take up to four courses, from courses offered at other higher education institutions.

(4) Doctoral students may take master's-level courses upon the recommendation of their academic and/or thesis advisor. However, master's-level courses are not counted toward the course load or doctoral credit requirements.

### **Student Admission**

**ARTICLE 40** –(1) The number of students to be admitted to each program shall be finalized upon the proposal of the relevant Department/Division Chair, the



decision of the Institute Administrative Board, and the approval of the University Administrative Board.

The student quotas, the documents required for application, application procedures, and any additional conditions shall be announced by the Rectorate. Students shall be admitted in accordance with the principles stated in Article 5.

### **Duration**

**ARTICLE 41**–(1) The duration for completing the doctoral program, excluding the time spent in scientific preparation, is four academic years (eight academic semesters) for students admitted with a master’s degree, starting from the semester in which the courses of the program are offered, regardless of whether the student registers each semester. The maximum completion period is six academic years (twelve academic semesters). Regulations regarding the implementation shall be determined by the Senate.

(2) For students admitted with a bachelor’s degree, the duration for completing the doctoral program, excluding the time spent in scientific preparation, is five academic years (ten academic semesters) starting from the semester in which the courses of the program are offered, regardless of whether the student registers each semester. The maximum completion period is seven academic years (fourteen academic semesters). Regulations regarding the implementation shall be determined by the Senate.

(3) Students admitted to the doctoral program with a master’s degree may complete the program in eight semesters, provided that they spend at least one semester for the proficiency examination and at least four semesters for the dissertation.

Students admitted with a bachelor’s degree may complete the doctoral program in ten semesters, provided that they spend at least one semester for the proficiency examination and at least four semesters for the dissertation.

The time limits for completing the coursework in the doctoral program are as follows:

a) The maximum period for successfully completing the required coursework is two academic years (four academic semesters) for students admitted with a master’s degree, and three academic years (six academic semesters) for students admitted with a bachelor’s degree. Students who fail to complete their credit courses successfully or who cannot achieve the required minimum GPA within this period shall be dismissed from the program.

b) Students who have successfully completed their coursework, passed the doctoral proficiency examination, and whose dissertation proposal has been accepted, but fail to complete their dissertation within six academic years (for those admitted with a master’s degree) or within seven academic years (for those admitted with a bachelor’s degree) shall be dismissed from the program.



### **Appointment of Academic Advisor and Thesis Supervisor**

**ARTICLE 42**–(1) After the completion of the student’s admission procedures, an academic advisor shall be assigned to the student by the relevant department of the institute within fifteen working days. The academic advisor is responsible for monitoring the student’s academic and administrative processes. Until an academic advisor is appointed, this duty shall be carried out by the Head of the Department of the Institute.

(2) The Department of the Institute shall propose a thesis supervisor for each student from among the academic staff of the university no later than the end of the second semester. The appointment of the thesis supervisor becomes final with the decision of the Institute Administrative Board.

(3) The Department of the Institute shall submit the thesis topic and title, determined jointly by the thesis supervisor and the student, to the Institute. The thesis topic becomes final upon the decision of the Institute Administrative Board.

(4) If the nature of the thesis requires more than one supervisor, a second thesis supervisor may be appointed from within or outside the university, provided that the person holds at least a doctoral degree.

(5) In doctoral programs, faculty members must have supervised at least one successfully completed master’s thesis in order to be eligible to supervise a doctoral dissertation.

(6) A change of the doctoral thesis supervisor may be made upon the student’s written request, the recommendation of the thesis supervisor and the relevant Department Chair, and the approval of the Institute Administrative Board.

(7) The Institute Administrative Board determines the number of theses that may be supervised by each faculty member in master’s and doctoral programs. Term project supervision in non-thesis master’s programs is excluded from this calculation.

### **Proficiency Examination**

**ARTICLE 43** –(1) The purpose of the proficiency examination is to assess whether the student possesses sufficient knowledge of the fundamental subjects and concepts in the doctoral program and the scientific research depth required for doctoral studies. A student may take the proficiency examination no more than twice a year.

(2) Students who have completed their coursework and seminar course must register for the doctoral proficiency examination during the registration period of the following semester. Students who are required to take the doctoral proficiency examination but fail to attend it shall be considered unsuccessful.



(3) Doctoral proficiency examinations are held twice a year, at the end of each semester. Students admitted with a master's degree must take the proficiency examination no later than the end of the fifth semester, while students admitted with a bachelor's degree must take it no later than the end of the seventh semester. To take the proficiency examination, students must submit a petition indicating their intention to take the exam to the Institute Directorate, in accordance with the schedule announced prior to the examination periods. Students who fail to attend the examination on the announced date shall be considered unsuccessful.

(4) The doctoral proficiency examination is organized and administered by a doctoral proficiency committee consisting of five faculty members, proposed by the Department Chair of the program and approved by the Institute Administrative Board. The doctoral proficiency committee may establish one or more doctoral proficiency examination juries to prepare, administer, and evaluate examinations in different subject areas. The doctoral proficiency examination jury shall consist of five faculty members, including the thesis supervisor, preferably at least two of whom are from outside the university.

(5) In doctoral proficiency examinations, each jury member must ask at least one question. In both the written and oral examinations, each jury member evaluates the student out of 100 points, and the equally weighted average score of the five jury members is calculated.

(6) The doctoral proficiency examination consists of two parts: a written examination and an oral examination, conducted in the language of the program. Students who receive at least 80 points out of 100 (80/100) in the written examination are eligible to take the oral examination.

A student is considered successful if the total score—calculated as 60% of the written exam score and 40% of the oral exam score—is at least 80 out of 100 (80/100). Written and oral examinations are documented through official records. The questions asked in the oral examination and the answers given by the student are recorded by the rapporteur of the doctoral proficiency examination jury.

(7) If a student fails the doctoral proficiency examination, the jury may require the student to take or repeat certain courses, upon the recommendation of the thesis supervisor, even if the student has completed the required coursework, provided that the total credit of these courses does not exceed one-third of the total required credits. This decision must be reported to the Institute in writing within three days following the proficiency examination.

(8) A student who fails the doctoral proficiency examination must register for the doctoral proficiency course again and retake the examination in the section(s) previously failed during the next examination period. Students who fail the examination for the second time shall be dismissed from the doctoral program.

(9) A student who fails the doctoral proficiency examination shall also be considered unsuccessful in the doctoral proficiency course.



(10) Students admitted to doctoral programs with a bachelor's degree must successfully complete at least seven courses in order to transfer to a master's program. The recognition of the courses successfully completed in the doctoral program as part of a master's program shall be determined based on local credits, ECTS credits, and course content, upon the proposal of the relevant Department Chair and the decision of the Institute Administrative Board.

### **Thesis Monitoring Committee**

**ARTICLE 44** –(1) For a student who successfully passes the doctoral proficiency examination, a Thesis Monitoring Committee shall be established within one month, under the responsibility of the thesis supervisor, upon the proposal of the relevant Department Chair and the approval of the Institute Administrative Board.

(2) The Thesis Monitoring Committee consists of three faculty members. In addition to the thesis supervisor, the committee includes one member from within the department and one member from outside the department. If there is a second thesis supervisor, the second supervisor may attend the meetings if they wish.

(3) After the establishment of the Thesis Monitoring Committee, changes in committee membership may be made in subsequent semesters upon the proposal of the relevant Department Chair and the approval of the Institute Administrative Board.

### **Thesis Proposal Defense**

**ARTICLE 45** –(1) A student who has successfully completed the doctoral proficiency examination must, within six months at the latest, orally defend their thesis proposal before the Thesis Monitoring Committee. The thesis proposal must include the purpose, methodology, and work plan of the proposed research.

The request for the thesis proposal defense shall be submitted to the Institute Directorate with the student's written application and the approval of the thesis supervisor and the Department Chair. The date of the oral defense shall be announced by the Institute Directorate.

(2) The student must submit a written report on the thesis proposal to the members of the Thesis Monitoring Committee at least fifteen days before the oral defense.

(3) After the completion of the thesis proposal defense, the Thesis Monitoring Committee shall decide by absolute majority whether the proposal is accepted, revised, or rejected, and shall prepare an official report. This report shall be submitted to the Institute by the relevant Department Chair within three days.

(4) For students whose thesis proposal is accepted, the Thesis Monitoring Committee meets twice a year, once between January–June and once between July–December.

The student must submit a written progress report to the committee members at least one month before the meeting date. This report must include a summary of the work completed so far and the work plan for the following period.

The student's thesis progress is evaluated by the Thesis Monitoring Committee as successful or unsuccessful, and the result is reported to the Institute Directorate through the Department Chair. A student who is evaluated as unsuccessful twice consecutively or three times in total (even if not consecutive) by the committee shall be dismissed from the program.



(5) A student whose thesis proposal receives a revision decision must make the required revisions and defend the proposal again within one month at the latest. The decision regarding the acceptance or rejection of the revised thesis proposal shall be reported to the Institute by official record within three days following the completion of the procedure.

(6) A student whose thesis proposal is rejected has the right to select a new thesis supervisor and/or a new thesis topic. In such cases, a new Thesis Monitoring Committee may be appointed upon the proposal of the relevant Department Chair and the decision of the Institute Administrative Board.

A student who wishes to continue with the same thesis supervisor must defend the thesis proposal again within three months at the latest, whereas a student who changes the thesis supervisor or thesis topic must defend the proposal again within six months at the latest.

If the thesis proposal is rejected again in this defense, the student shall be dismissed from the doctoral program.

(7) A student who fails to attend the thesis proposal defense within the period specified in paragraph (1) without a valid excuse shall be considered unsuccessful, and the thesis proposal shall be deemed rejected.

#### **Finalization of the Doctoral Dissertation**

**ARTICLE 46** –(1) A student enrolled in a doctoral program is required to prepare the results of their research in accordance with the principles specified in the thesis writing guidelines determined by the Senate, submit the dissertation to the Institute together with a submission letter from the thesis supervisor, and defend it orally before a jury. After the doctoral dissertation is processed through plagiarism detection software, the dissertation is accepted for defense. The similarity rate reported by the plagiarism detection software must not exceed 20%.

(2) Prior to the doctoral dissertation defense, and in cases where revisions are required, the student completes the dissertation and submits it to the thesis supervisor. The thesis supervisor submits the dissertation to the Institute together with a statement indicating that the dissertation is suitable for defense and the plagiarism report. The Institute reviews the plagiarism report generated by the software and sends it to the thesis supervisor and the jury members. If an actual case of plagiarism is detected in the report, the dissertation is submitted to the Institute Administrative Board for a decision with the relevant justification.

(3) In order for a doctoral dissertation to be finalized, at least three thesis monitoring committee reports must be submitted.

(4) For the formation of the doctoral dissertation defense jury, the doctoral student must have published at least one article derived from the dissertation in a journal indexed by SCI-Expanded (Science Citation Index Expanded), SSCI (Social Sciences Citation Index), or AHCI (Arts and Humanities Citation Index).

However, for the Law Program conducted in Turkish, the student must have published at least two articles related to the doctoral dissertation in journals determined by the Inter-university Academic Coordination Council, taking into account similar practices in Türkiye.

(5) The doctoral dissertation jury is determined and appointed by the Institute Administrative Board upon the proposal of the relevant Department Chair. The jury



consists of five faculty members, including the thesis supervisor, three of whom must be members of the student's thesis monitoring committee, and at least two members must be faculty members from other higher education institutions. The Institute Administrative Board decides whether the thesis supervisor has voting rights in the jury. The second thesis supervisor may participate in the jury without voting rights. Jury members who cannot attend due to compelling circumstances must submit their written justification to the Institute Directorate within ten days at the latest.

(6) The Institute announces that the dissertation will be open for examination for fifteen days, and this announcement is communicated to the Rectorate, faculties, and other institutes. If any written opinions regarding the dissertation are received during this examination period, the Institute Directorate informs the jury members separately in writing. Jury members examine the doctoral dissertation in terms of both scientific and formal aspects and prepare a detailed individual report. These reports must be submitted to the Institute Directorate within twenty days from the date the dissertation is delivered to them and before the dissertation defense examination.

(7) The jury must convene within one month at the latest from the date the dissertation is delivered to them and conduct the doctoral dissertation defense examination. The date and location of the defense are determined by the Institute Directorate and communicated to the jury members and the student in writing. The dissertation defense consists of the presentation of the dissertation and a question-and-answer session that follows. Dissertation defense meetings are open to faculty members, graduate students, and experts in the field, but only jury members may ask questions to the candidate.

(8) After the completion of the defense examination, the jury deliberates in a closed session without the audience and decides by absolute majority whether the dissertation is accepted, rejected, or requires revision, and prepares an official report. This report is submitted to the Institute within three days following the defense examination through the relevant Department Chair. Students whose dissertations are accepted are considered successful. Students whose dissertations are rejected are dismissed from the program.

A student whose dissertation receives a revision decision must complete the required revisions and defend the dissertation again before the same jury within six months at the latest. Students who fail this second defense are dismissed from the university. Students admitted to the doctoral program with a bachelor's degree who fail to complete their credit courses and/or dissertation within the maximum period, or who fail the doctoral dissertation, may be awarded a non-thesis master's degree upon request, provided that they have fulfilled the required credit load, project requirements, and other conditions for the non-thesis master's program.

### **Doctoral Diploma**

**ARTICLE 47** –(1) A student who successfully passes the doctoral dissertation defense examination and fulfills the other requirements must submit six hardbound copies of the doctoral dissertation with black cloth binding, prepared in accordance with the thesis writing guidelines, to the Institute within one month from the date of the dissertation defense examination, together with a letter of approval from the thesis supervisor. A student who cannot submit the dissertation within one month may apply to the Institute Directorate with a petition stating a valid excuse and request an



additional period of up to one month. A student who fails to meet these requirements cannot receive the diploma until the requirements are fulfilled, cannot benefit from student rights, and will be dismissed from the program if the maximum period expires.

(2) In order to qualify for the diploma, students enrolled in all doctoral programs conducted under the institutes of the University must have at least one scientific article affiliated with Cyprus Aydın University published or accepted for publication, in accordance with the criteria determined by the Senate, depending on the field of their doctoral studies.

(3) The doctoral diploma includes the name of the program approved by the Council of Higher Education (YÖK) in the department/major in which the student is enrolled. The graduation date is the date on which the signed copy of the dissertation approved by the examination jury is submitted. The diploma bears the signatures of the Institute Director and the Rector.

## **CHAPTER FIVE**

### **Proficiency in Art Program**

**ARTICLE 48** – (1) The proficiency in art program is established with the objective of producing an original work of art, demonstrating superior performance and creativity in music and performing arts, reaching new syntheses, and attaining competence in fundamental subjects within one's discipline. Proficiency in art programs are opened in branches determined by YÖK/YÖDAK. The proficiency in art program is a higher education program equivalent to a doctorate (PhD).

(2) A student pursuing proficiency in art shall prepare a proficiency thesis or a proficiency work and a corresponding proficiency study report. At the conclusion of the proficiency in art program, the prepared thesis or applied studies must fulfill at least one of the following criteria:

- a) Creating an original work of art,
- b) Developing an original project,
- c) Performing/conducting a concert or recital, or performing/directing a stage work that requires superior application and creativity.

(3) For students admitted with a master's degree with thesis, the proficiency in art program consists of at least seven courses, provided they are not less than 21 local credits and 60 ECTS per academic year, and at least 240 ECTS in total, including applications and works such as a thesis, exhibition, project, recital, concert, and performance. For students admitted with a bachelor's degree, the program consists of at least fifteen courses, provided they are not less than 45 local credits and 120 ECTS per academic semester, and at least 300 ECTS in total, including applications and works such as a thesis, exhibition, project, recital, concert, and performance. The proficiency in art study is non-credit and is evaluated as either successful or unsuccessful. With a workload of 30 ECTS per semester, the total workload is 300 ECTS for those admitted with a bachelor's degree and 240 ECTS for those admitted with a master's degree.



(4) The determination of credits and the number of courses exceeding the minimum requirements shall be decided by the Institute Administrative Board upon the proposal of the Head of the Department.

(5) Upon the recommendation of the relevant department head and the approval of the Institute Administrative Board, a maximum of two courses for students admitted with a master's degree and a maximum of four courses for students admitted with a bachelor's degree may be selected from graduate courses offered at other higher education institutions.

(6) Proficiency in art students may take undergraduate courses upon the recommendation of their advisor. Undergraduate courses shall not be counted towards the course load or proficiency in art credits.

**ARTICLE 49** – (1) Whether students will be admitted to proficiency in art programs at the University, and the determination of the student quotas to be admitted, shall be finalized upon the proposal of the relevant department/major art department of the Institutes, the decision of the Institute Administrative Board, and the approval of the Senate. The admitted student quotas, required application documents, application and examination dates, and other conditions, if any, shall be announced by the Rectorate, and student admission shall be conducted according to the principles specified in Article 8.

(2) Graduates of bachelor's and/or master's programs determined by the decision of the Inter-university Board (ÜAK) may apply for proficiency in art programs. Additionally, students who have graduated from bachelor's and/or master's programs designated by the Senate may also be admitted to these programs.

(3) To apply for a proficiency in art study, candidates must hold a bachelor's or master's degree. Candidates applying with a master's degree—excluding graduates of faculties of fine arts, conservatories, and equivalent programs of other faculties—must have an ALES (Academic Personnel and Postgraduate Education Entrance Exam) verbal score of at least 55. Candidates applying with a bachelor's degree must have an ALES verbal score of at least 80, or a score determined by the Senate provided it is not below these thresholds.

(4) Those applying for a proficiency in art program with a bachelor's degree must have a cumulative undergraduate grade point average (GPA) of at least 3.00 out of 4.00 or an equivalent score. In the admission of candidates to the proficiency in art program, the ALES score, master's GPA, and the results of an interview/talent exam/portfolio review may also be evaluated. Matters regarding this evaluation, as well as requirements such as letters of reference, a statement of purpose (composition) indicating the reason for pursuing proficiency in art, international standardized exams, and other similar documents, shall be determined by the Senate.

(5) In student admission to the proficiency in art program, it is mandatory to obtain a score of at least 55 from central foreign language exams accepted by YÖK (Council of Higher Education) or an equivalent score from international foreign language exams whose equivalence is recognized by ÖSYM (Assessment, Selection and Placement Center) in a language other than their mother tongue. The Senate may decide to increase these minimum scores if necessary, based on the specific characteristics of the programs.



(6) The weight of the ALES score in the evaluation, which shall not be less than 50%, is determined by the Senate. The University may also admit students based solely on the ALES score. The equivalent scores accepted as ALES equivalents and announced by YÖK may be increased by a decision of the Senate. However, the provisions of the third paragraph shall apply to student admissions to the departments/major art departments related to the faculties of fine arts and conservatories within the institutes.

**ARTICLE 50** – (1) The completion period for the proficiency in art program—excluding the duration spent in scientific preparation—is eight academic semesters for those admitted with a master’s degree, with a maximum completion period of twelve academic semesters. For those admitted with a bachelor’s degree, the period is ten academic semesters, with a maximum completion period of fourteen academic semesters. These durations apply regardless of whether the student has registered for each consecutive semester, starting from the period in which the courses related to the registered program are offered.

(2) The maximum duration for the successful completion of the required credit courses for the proficiency in art program is four academic semesters for those admitted with a master’s degree with thesis, and six academic semesters for those admitted with a bachelor’s degree. Students who fail to successfully complete their credit courses within this period or who cannot achieve the general grade point average (GPA) prescribed by the University shall be dismissed.

(3) Students who successfully complete their credit courses and applications but fail to complete their work such as a thesis, exhibition, project, recital, concert, or performance within the maximum period of six academic years for those admitted with a master’s degree, and seven academic years for those admitted with a bachelor’s degree (as specified in the first paragraph), shall be dismissed.

(4) Students who applied to the proficiency in art program with a bachelor’s degree and have fulfilled the required credit load, project, and similar conditions but are unsuccessful in their proficiency in art thesis may, upon request, be awarded a non-thesis master’s diploma.

#### **Appointment of Academic Advisor and Thesis Advisor**

**ARTICLE 51** – (1) Following the completion of the student’s admission procedures, an academic advisor shall be appointed by the relevant department head within fifteen business days. The academic advisor is responsible for monitoring the student's educational and administrative procedures. In the event that the relevant department head does not appoint an academic advisor, the head of the department shall carry out the academic advisement of the student.

(2) For each student, the Institute department head shall propose to the Institute a thesis advisor from the University staff to supervise works such as a thesis, exhibition, project, recital, concert, or performance, along with the subject and title of said works as determined jointly by the advisor and the student. This proposal shall be finalized by the decision of the Institute Administrative Board. The thesis advisor must be appointed no later than the end of the second semester. In cases where the nature of the proficiency in art study requires more than one advisor, a second thesis advisor may be appointed. To supervise works such as a thesis, exhibition, project,



recital, concert, or performance in proficiency in art programs, an advisor must have successfully supervised at least one completed master's thesis. The second thesis advisor may be selected from individuals outside the University staff who hold a doctorate or proficiency in art degree.

(3) The upper limit for thesis supervisions per faculty member in master's and doctoral programs is 12. An increase of this limit by up to 50% is determined by the Institute Board. Term project supervisions for non-thesis master's programs are excluded from this count.

(4) The advisor shall be selected from among faculty members (professors, associate professors, assistant professors) or lecturers holding a doctorate/proficiency in art degree whose qualifications are determined by the Senate.

### **Defense of the Proficiency in Art Study Proposal**

**ARTICLE 52** – (1) A student who has successfully completed their credit courses and applications shall, within six months at the latest, orally defend their thesis/exhibition/project proposal encompassing the objective, methodology, and work plan of the study before the thesis monitoring committee. The student shall distribute a written report regarding the proposal to the committee members at least fifteen days prior to the oral defense.

(2) The monitoring committee shall decide by a simple majority to either accept or reject the proposal presented by the student. This decision shall be reported by the relevant department head to the Institute Directorate within three days following the proposal defense.

(3) A student whose proposal is rejected is entitled to choose a new advisor and a new subject for their thesis, exhibition, or project within the framework of the principles determined by the Institute Administrative Board. In such a case, a new monitoring committee may be appointed. A student wishing to continue the program with the same advisor shall be called for a proposal defense again within three months; a student who changes both advisor and subject shall be called within six months. If the proposal is rejected a second time in this defense, the student shall be dismissed.

(4) For students whose proposals are accepted, the monitoring committee shall convene twice a year, once between January–June and once between July–December. The student shall submit a written report to the committee members at least one month before the meeting date. This report shall include a summary of the work completed to date and the work plan for the following year. The student's proficiency in art study is evaluated as "successful" or "unsuccessful" by the committee. A student who is found unsuccessful twice consecutively or three times intermittently by the monitoring committee shall be dismissed.

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

**ARTICLE 53** – (1) For a student who has successfully completed their credit courses and applications, a thesis/exhibition/project monitoring committee shall be established within one month upon the recommendation of the relevant department head and the approval of the Institute Administrative Board.

(2) The monitoring committee consists of three faculty members. In addition to the advisor, the committee includes one member from within or outside the relevant



department and one member from outside the institution. In the presence of a second advisor, they may attend the committee meetings if they so wish.

(3) In the periods following the establishment of the committee, changes to the members may be made upon the recommendation of the relevant department head and the approval of the Institute Administrative Board.

### **Conclusion of the Proficiency in Art Study**

**ARTICLE 54** – (1) A student preparing a thesis must write the results obtained in a proficiency in art study report which explains and documents works such as exhibitions, projects, recitals, concerts, or performances in accordance with the formatting guidelines. Furthermore, the student is required to orally defend their thesis, exhibition, project, recital, concert, or performance before a jury. The proficiency in art thesis or related works are accepted for defense only after being processed through similarity detection software. The similarity rate cannot exceed 15%.

(2) Prior to the defense of the proficiency in art study, and in cases where revision is required, the student completes the thesis/work and submits it to the thesis advisor. The thesis advisor submits the thesis to the Institute along with their formal opinion stating that the thesis is defensible and the corresponding plagiarism report. The Institute verifies the plagiarism software report and sends it to the thesis advisor and jury members. If actual plagiarism is detected in the report data, the thesis is referred to the Institute Administrative Board for a final decision along with the justification.

(3) The proficiency in art jury is appointed upon the proposal of the advisor and the Department Head, and with the approval of the Institute Administrative Board. The jury consists of five faculty members, including the student's advisor and at least two members from other higher education institutions. A second thesis advisor may participate in the jury without the right to vote.

(4) Jury members shall convene and examine the student within one month at the latest from the date the thesis or text is delivered to them. The examination consists of the presentation of the proficiency in art study, followed by a question-and-answer session. The examination is open to an audience consisting of academic staff, graduate students, and experts in the field.

(5) After the completion of the examination, the jury decides by simple majority in a session closed to the audience on the acceptance, rejection, or revision of the proficiency in art study (thesis, exhibition, project, recital, concert, performance, etc.). Students whose thesis and study are accepted are deemed successful. This decision is reported by the department head to the Institute via a formal minute within three days following the exam. A student for whom a revision decision is made must perform the necessary requirements and re-defend their work before the same jury within six months at the latest. A student whose thesis and study are rejected as unsuccessful, or rejected following the post-revision defense, shall be dismissed. Those admitted with a bachelor's degree who fail the proficiency in art study may, upon request, be awarded a non-thesis master's diploma.



### **Proficiency in Art Diploma**

**ARTICLE 55** – (1) A student who is successful in the proficiency in art study shall be awarded a diploma specifying the field according to the characteristics of the art branch approved by YÖK/YÖDAK, provided that they fulfill all other requirements. For all students, the graduation date is the date of approval by the Institute Administrative Board.

(2) Provided that they are successful in the thesis defense and meet other conditions, a student who submits at least three bound copies of the proficiency in art thesis to the Institute within one month of the defense date, and whose thesis is found formally compliant, is entitled to receive a doctoral-equivalent diploma. Upon the student's application, the Institute Administrative Board may extend the submission period by a maximum of one additional month. A student who fails to meet these conditions cannot receive their diploma or benefit from student rights until the requirements are met, and shall be dismissed if their maximum duration expires.

(3) In order to graduate, the student must fulfill the publication requirement specified in Article 44.

(4) The proficiency in art diploma shall bear the approved name of the program in the major art department followed by the student. This diploma is signed by the Director of the Institute and the Rector.

## **CHAPTER SIX**

### **Miscellaneous and Final Provisions**

#### **Student Exchange and Joint Education Programs**

**ARTICLE 56** – (1) ECTS credits for courses or applications taken by students registered at the University from another higher education institution of the same level—within the scope of national or international student exchange programs may be counted toward the requirements of the diploma program in which they are registered, upon the recommendation of the relevant department head and the decision of the Institute Administrative Board.

(2) The registration of these students at the University continues during the period they spend at higher education institutions abroad, and this period is counted toward their total duration of education.

(3) During the exchange period, students may take courses that are equivalent to the courses they are required to take in their own programs. Students who go to other higher education institutions during the thesis stage and fail to complete the 30 ECTS workload at the end of the semester shall be deemed unsuccessful for that semester.

(4) Before attending a program at another university, the student, under the supervision of their advisor, shall select the 30 ECTS courses to be taken during the exchange period. The selected courses are finalized upon the recommendation of the relevant department/major art department head and the approval of the Institute Administrative Board. The grades received from these courses shall be converted according to the grading system specified in Article 20, recorded in the student's transcript, and included in the academic grade point average.

(5) If there are courses in which the student fails, they shall take equivalent courses selected from among the courses not yet taken in their own program—as



deemed appropriate by their advisor and approved by the Institute Administrative Board upon the recommendation of the department head.

#### **Discipline**

**ARTICLE 57** – (1) Disciplinary procedures and actions regarding students shall be conducted in accordance with the provisions of the "Student Disciplinary Regulation of Higher Education Institutions" published in the Official Gazette dated 18/8/2012 and numbered 28388.

#### **Entry into Force**

**ARTICLE 58** – This Regulation shall enter into force upon its adoption by the Senate of Cyprus Aydın University and its approval by the Board of Trustees.

#### **Repeal of Provisions**

**ARTICLE 59** – Other regulations on the same subject that were in force on the date of adoption of this Regulation are hereby repealed.

#### **Cases with No Provisions**

**ARTICLE 60** – In cases where there are no provisions in this Regulation, the decisions of the Senate and the Administrative Board, as well as the legislation of YÖK and YÖDAK, shall apply.

#### **Execution**

**ARTICLE 61** – The provisions of this Regulation shall be executed by the Rector of Cyprus Aydın University

**PROVISIONAL ARTICLE 1** – The principles specified in Articles 23 and 24 of this Regulation shall not be required for graduate students who registered at the University before the 2018-2019 academic year.