

TED UNIVERSITY
Regulation on Graduate Studies

PART ONE
Aim, Scope, Basis and Definitions

Aim

ARTICLE 1 – (1) The aim of this regulation is to regulate the rules and procedures governing graduate studies carried out at TED University.

Scope

ARTICLE 2 – (1) This regulation comprises the rules and regulations governing the graduate studies offered by TED University

Basis

ARTICLE 3 – (1) This regulation is based on Articles 14 and 44 of the *Law on Higher Education, No. 2547, dated 4/11/1981*.

Definitions

ARTICLE 4 – (1) Definitions of the terms used in this document are as below;

- a) ECTS: European Credit Transfer System,
- b) ALES: Academic Personnel and Postgraduate Education Entrance Exam,
- c) GSPA: Graduate School Program Area,
- ç) GSPAD: Graduate School Program Area Directorate,
- d) EPE: TED University, English Language School, English Proficiency Exam,
- e) GMAT: International Graduate Management Admission Test,
- f) GRE: International Graduate Record Examination,
- g) Graduate School (GS): The school where graduate programs are implemented,
- ğ) TEDU PEC: Undergraduate and graduate programs and education committee, members of which are determined by the Senate and appointed by the Rector,
- h) Rector: The Rector of TED University,
- ı) Senate: The Senate of TED University,
- i) University: TED University,

- j) YDS/EYDS: Foreign Language Exam/Electronic Foreign Language Exam,
- k) CoHE: Council of Higher Education,
- l) YÖKDİL: Foreign Language Exam for Higher Education Institutions
- m) YÖKSİS: Higher Education Information System

PART TWO

Principles Governing the Educational Activities

Medium of Instruction

ARTICLE 5 – (1) Medium of instruction is English in the graduate programs of the University. However, Turkish programs can also be offered by a relevant decree of the Senate.

(2) Applicants are required to certify their English proficiencies to be admitted to the graduate programs taking the EPE or other national/international proficiency exams recognized as equivalent by the Senate.

(3) Foreign students are required to certify their Turkish proficiencies at B2 level via the exam held by TÖMER (Turkish and Foreign Languages Application and Research Center) to be admitted to the programs with Turkish medium of instruction offered by the decree of the Senate.

(4) Period of validity of the international exams recognized by the Senate is the period of validity designated by the institution conducting the related exam. The mentioned date is stated as day/month/year following the date of the exam, or the date of its announcement, provided that it is specified separately in the certificate. Valid documents at the time of application are also considered as valid during the registration.

Principles Governing the Period of Study

ARTICLE 6 – (1) Time spent in the Scientific Preparation Program is not counted towards the maximum period of study.

(2) Suspended semesters by the relevant administrative board are not counted towards the period of the program and the maximum period of study.

(3) Semesters spent in other domestic and foreign higher education institutions through exchange programs are counted towards the maximum period of study.

(4) All registered semesters as of the date of first registration to the graduate program as well as non-registered semesters due to failing to renew registration are counted towards the maximum period of study.

(5) Students can graduate before the end of the program period provided that they have fulfilled the graduation requirements of the program.

Academic Year

ARTICLE 7 – (1) One academic year consists of two semesters, each with sixteen weeks minimum including the final exam periods.

(2) Summer school can be opened within an academic year. Education principles of the summer school are to be determined by the Senate.

(3) Dates and periods of registration window, courses, exams and similar activities during an academic year are to be determined by the Senate via academic calendar.

(4) Weekly schedule of courses during semesters and the summer school are organized and announced by the related GSPAD in coordination with the authorized administrative unit.

(5) Courses to be offered during semesters and the summer school are determined by the related GSPAD and resolved by the Executive Board of the Graduate School and the University Executive Board. Regulations on the grouping, capacity and criteria of these courses are to be implemented by the related GSPAD.

Joint Graduate Programs with Domestic and Foreign Higher Education Institutions

ARTICLE 8 – (1) Joint graduate programs can be established in cooperation with other higher institutions domestic or abroad.

(2) These programs are to be implemented within the framework of related regulations by the Council of Higher Education.

Exchange Students

ARTICLE 9 – (1) Exchange programs between domestic and foreign higher education institutions can be launched within the framework of mutual agreements. Principles governing these programs are to be determined by the Senate.

Special Students

ARTICLE 10 – (1) The students enrolled in a graduate, doctoral or doctor of arts program can be accepted to graduate program courses as special students by the approval of the department they are registered at and the GSPAD. These students are not granted a diploma or a certificate however a document showing the courses they have attended and the grades they have received can be issued.

(2) No scholarship or tuition discount will be available for special students.

(3) The students who attend the courses in special student status cannot benefit from the student rights.

(4) Special students cannot be enrolled in the seminars, term projects and thesis courses.

(5) Grades BB and above received by the students for the courses taken under special student status in a graduate program at the university can be counted towards the course load and credit calculations by the approval of the GS Executive Board upon proposal by the GSPAD. Courses within this context cannot exceed 50% of the related program curriculum.

Foreign National Students

ARTICLE 11 – (1) Foreign national students who have been graduated from or in their final year in an undergraduate program of the University can apply to graduate programs.

(2) Applicants must fulfill the specific requirements for foreign national students of the program they have applied. Also, they need to be found eligible through the scientific evaluation carried out by the GSPAD. Scientific evaluation can be performed via written and/or oral examination and/or product portfolio, etc.

(3) Candidates who wants to apply to a graduate or doctoral program with thesis, but missing one of ALES, GMAT or GRE (OLD, REVISED) certificate, which is among the requirements of the program, can be admitted *conditionally* by the decision of GS Administrative Board, upon proposal by the GSPAD. These candidates can take up to two courses from the graduate programs by paying the related tuition fee; however number of courses can be increased by the related administrative board decision. Candidates must provide one of ALES, GMAT or GRE (OLD, REVISED) certificate by the end of the semester they have been admitted *conditionally* or must receive BB or higher grade in the courses they have taken from the program.

(4) Additional regulations governing the admission to the graduate programs of foreign national students and the Turkish citizens who have completed their entire undergraduate studies abroad are to be determined by the Senate.

Admission through Transfer and Course Substitution

ARTICLE 12 – (1) Students cannot be admitted via transfer. Candidates can apply to the program they wish to attend according to its specific requirements as a new student.

(2) Substitution for the courses taken previously in another program is decided by the GS Executive Board upon proposal by the GSPAD. Course substitution cannot exceed one third of the course credits of the related program.

(3) In order to apply for a course substitution, the related course must have been taken and passed in the past five years.

(4) Medium of instruction of the course to substitute must match with that of the course in the related program.

Registration as a New Student

ARTICLE 13 – (1) The initial registration of students who are admitted to graduate programs is carried out by the Registrar’s Office on the dates indicated in the academic calendar. Those who fail to complete their enrollment during the registration window forfeit their registration rights.

(2) Following requirements are sought for the finalization of student registration to the graduate program:

a) Holding an undergraduate diploma or a graduation certificate — those who are admitted to the graduate programs with/without thesis. Holding a graduate school certificate for a program with thesis and official graduation certificate — those who are admitted to doctoral programs.

b) Meeting tuition fee liabilities

c) Fulfilling other requirements as announced by the university

ç) Not having a student visa problem (international students)

(3) For those programs with credit-based tuition fee, students are liable to pay the minimum sum of 6 credits during initial registration. The amount due for the first 6 credits that the student is going to take during the program is to be deducted from the initial minimum amount paid during registration.

(4) Only the original copies of the documents or the duplicates as approved by the university upon showing the originals are accepted for registration. Concerning the military service, the declaration of the candidate is considered valid. In case students who have earned

the right for registration with fraudulent or misleading declarations or documents are detected, all documents issued to them, including diplomas will be declared null and void regardless of the semester they are in and legal action will be taken against them. Those in this position are deemed not to have earned a student status and cannot enjoy any rights granted to students in the future.

(5) Students who have completed the enrollment procedures are provided with a student ID card. The ID cards contain introductory information about the student.

Semester/Course Registration

ARTICLE 14 – (1) Students are liable to complete their re-registration procedures within the given window as announced in the academic calendar for each semester. Students who have been given an additional period during any stage of their graduate studies must re-register within these additional periods.

(2) Semester/course registration involves tuition fee payment, course registration and obtaining advisor's approval. Students who have failed to complete these procedures until the end of add/drop period for the related semester fall into unregistered status.

(3) Students who have completed their semester registration may add/drop courses or change course sections during the add/drop period indicated in the academic calendar.

Postgraduate Education

ARTICLE 15 – (1) Postgraduate studies consist of graduate and doctoral programs. Graduate programs can be with or without thesis.

(2) A postgraduate program is prepared by the related GSPAD and presented to PEC by the GS Administrative Board; PEC proposes the program to the Senate. Consequently, a postgraduate program proposed by PEC is to be opened by the decree of the Board of Trustees, following the decree of the Senate and by the approval of the Council of Higher Education.

(3) Curriculum of a postgraduate program may include courses, laboratories, practices, workshops, studios, internship, seminars, projects, thesis studies, etc. and distribution of these studies to the semesters.

(4) Proposal for a change of title of a postgraduate program is to be prepared by the related GSPAD and submitted to the GS Administrative Board. The Board approves the change and submits the proposal to the PEC. The PEC advises the Senate for the change. Consequently, a change of program title has to be approved by the Decree of the Board of

Trustees, following the decree of the Senate, following the Decree of the GS Administrative Board and by the approval of the Council of Higher Education.

(5) Proposal for changes in the curriculum of a graduate program and the principles related to its adaptation is to be prepared by the GSPAD and submitted to the GS Administrative Board. The Board approves and submits the proposal to the PEC. The PEC advises the Senate about the proposal. Changes are to be made by the approval of the Senate, upon proposal by the PEC.

(6) Candidates cannot register for or attend more than one postgraduate program at the same time except for the graduate programs without thesis.

Application and Admission to the Graduate Programs

ARTICLE 16 – (1) Graduate programs available for admission, requirements and deadline for their application, requested documents and other aspects are to be announced on the official website of the University prior to the application date indicated in the academic calendar.

(2) Applications to graduate programs are to be made within the dates indicated in the academic calendar.

(3) Applicants must fulfill all the requirements of the program as determined and announced by the GSPAD. Also, they need to be found eligible through the scientific evaluation carried out by the GSPAD. Scientific evaluation can be performed via written and/or oral examination and/or product portfolio, etc.

(4) Candidates who have been graduated from or in their final semester in an undergraduate program of the University can apply to graduate programs with or without thesis. Candidates with undergraduate degree or graduate degree without thesis are not admitted to doctoral programs.

(5) The applicants must have the minimum ALES score as determined by the Senate, not less than 55, in the score type required for the graduate program with thesis and doctoral programs. ALES score may not be required for the programs without thesis. When ALES is a requirement, the base score is determined by the decision of the Senate with the approval of the GS Administrative Board upon proposal by the GSPAD.

(6) Applicants may show a GRE, GMAT or a similar equivalent international score instead of ALES, as determined by the relevant GSPAD and declared by the GS. In cases where an equivalent international score has not been determined by the relevant GSPAD,

ALES equivalent international exam scores are considered as determined by the Council of Higher Education.

(7) A recent ALES score is not sought for the applicants who have quit or graduated from a graduate program with thesis of the University after a pause not longer than one semester, provided that they have fulfilled the required ALES score.

(8) The period of validity for ALES and the equivalent scores is as declared by the institution conducting the relevant exam. The expiration date of a score is calculated as day/month/year following the date of the exam or the date of its announcement provided that it has been stated on the certificate. Documents considered valid during application are also considered valid on the date of registration.

(9) ALES score is not required for the applicants with doctoral degree / proficiency in art / specialty in medicine / dentistry / veterinary and pharmacy. ALES score for all those holding the mentioned degrees who did not take the exam are considered as 70.

(10) Admissions are decided by the GS Executive Board upon proposal by the GSPAD and the results are announced by the Graduate School.

Scientific Preparation Program

ARTICLE 17 – (1) A Scientific preparation program may be offered for compensation to the students who have received their graduate/undergraduate degrees in a different field than the graduate program they were admitted as well as those who have received their graduate/undergraduate degrees from another higher education institution.

(2) A scientific preparation form is to be drafted for these students by the relevant GSPAD which indicates all the courses that the student is required to take. Total number of courses cannot exceed six and the total credits cannot exceed eighteen.

(3) In order to achieve a graduate scientific preparation program, student must receive minimum grade of CC for each course and the GPA must be at least 2.50/4.00. Courses and credits taken during the scientific preparation program are not counted towards the graduate program and the grades received are not considered in the graduate program GPA.

(4) In order to achieve a doctoral scientific preparation program, student must receive minimum grade of CC for each undergraduate course and CB for each graduate course and the GPA must be at least 2.50/4.00. Courses and credits taken during the scientific preparation program are not counted towards the doctoral program and the grades received are not considered in the doctoral program GPA.

(5) Maximum period of study for the scientific preparation program is two semesters. Student can take courses in the Summer School, however it is not considered as a separate semester. This period cannot be extended except for suspension and the student is dismissed from the program in case of failure at the end of the given period.

(6) Students can take graduate courses under NC (Non-Credit) status in addition to the courses taken during the scientific preparation program with the recommendation of advisors and by the decision of GS Executive Board.

(7) The graduate curriculum courses taken by the student by the decision of the GS Executive Board during the scientific preparation program are counted towards the graduate program provided that the student has succeeded the program. Grades received from these courses are included in the GPA, but excluded from the semester average. Total number of credits of these courses cannot exceed the half of the total credits of the relevant graduate program.

PART THREE

Graduate Programs

Aim and Scope

ARTICLE 18 - (1) Graduate program can be carried out in two different ways, e.g. graduate programs with thesis and without thesis.

(2) The aim of the graduate program with thesis is to train the student in order to make them acquire the ability to access information through scientific research, to evaluate and interpret this information, and to transform it into an academic product as a graduate degree thesis.

(3) The aim of the graduate program without thesis is to provide the student with knowledge at the level of expertise and the ability to use the existing knowledge in professional practice.

Duration of the Graduate Program without Thesis

ARTICLE 19 - (1) The duration of the graduate program without thesis is two semesters, excluding the time spent in scientific preparation. The maximum period of study is three semesters.

Course Load and Success in the Graduate Program without Thesis

ARTICLE 20 - (1) The graduate program without thesis consists of a total of 30 credits and a term project with at least 10 courses, not less than 90 ECTS. The student must register for the term project course in the semester in which the term project course is taken.

(2) Up to three of the courses to be taken by the student can be selected from undergraduate courses provided that they have not been taken during undergraduate study. Up to two courses can be taken from postgraduate courses offered in other higher education institutions with the recommendation of the GSPAD and the decision of the GS Executive Board. It is essential that these courses are given in the medium of instruction of the program in which the student is registered.

(3) The subject of the term project is proposed by the student and the advisor at the end of the second semester at the latest, and it is finalized with the decision of the GS Executive Board by the approval of the GSPAD.

(4) The student who completes the term project has to submit a written project and / or report at the end of the relevant semester. Plagiarism report is obtained by using the plagiarism software program related to the project evaluated and approved by the advisor. According to this plagiarism report from the advisor, the similarity ratio in the term project should be below the maximum similarity index determined by the GS Administrative Board. The term project is presented by the student at the end of the relevant semester in line with the decision of the relevant GSPAD. Written and electronic copies of the term project must be submitted to the GSPAD and forwarded to the GS by the GSPAD.

(5) Term project course is non-credit and evaluated as *successful* or *unsuccessful* by the advisor.

(6) Those who cannot successfully complete the course load (credit courses and term project course) determined by the GSPA at the end of three semesters with a grade of at least CC from each course, and those who cannot successfully complete the term project and / or have a GPA below 3.00 / 4.00 are dismissed from the program.

Appointment and Change of Advisors in Graduate Programs without Thesis

ARTICLE 21 - (1) In the graduate program without thesis, the GSPAD appoints a faculty member or a lecturer with a doctoral degree who will advise each student in the course selection and carrying out of the term project until the end of the first semester at the latest. The appointment of the advisor is finalized with the decision of the GS Executive Board.

(2) Student's request to change their advisor or advisor's request to withdraw from the advisor role of a student are to be resolved by the GS Executive Board upon the justified proposal of the GSPAD.

Diploma

ARTICLE 22 - (1) Students who successfully complete their credit courses in the graduate program without thesis with a grade of at least CC and a GPA of 3.00 / 4.00 and the term project in a maximum of three semesters are awarded a graduate degree without thesis.

(2) The Turkish and English titles of the program, as approved by the Council of Higher Education, of the GSPA where the student is registered are to be printed on the diploma of the graduate program without thesis.

(3) A student who is entitled to receive a diploma must be withdrawn from all relevant units of the University in order to receive his/her diploma.

Duration of the Graduate Program with Thesis

ARTICLE 23 - (1) The duration of the graduate program with thesis is four semesters, excluding the time spent in scientific preparation, and the program is to be completed in maximum six semesters.

(2) The maximum period for the completion of credit courses and seminars in graduate programs with thesis is four semesters.

The following update has been accepted at the Senate Session No. 23.05.2022 /10:

Course Load and Success in the Graduate Program with Thesis

ARTICLE 24 - (1) Graduate program with thesis consists of at least seven courses, a seminar course and a thesis study, with a total of not less than 21 credits. Seminar course and thesis work are non-credit and evaluated as *successful* or *unsuccessful*. Graduate program with thesis consists of a total of at least 120 ECTS credits, provided that it is not less than 60 ECTS credits for one academic semester.

(2) In order to start the thesis study, student must have taken the seminar course and successfully completed it.

(3) Up to two of the courses to be taken by the student can be selected from undergraduate courses provided that they have not been taken during undergraduate study. In addition, with the recommendation of the GSPAD and the approval of the GS Executive

Board up to two courses can be selected from the courses offered in other higher education institutions. It is essential that these courses are given in the medium of instruction of the program in which the student is registered.

(4) The student who cannot successfully complete the credit courses determined by the GSPA at the end of four semesters with a grade of CC or higher and/or whose GPA is below 3.00/4.00 and/or who did not take or failed the seminar course is dismissed.

Appointment and change of advisors in graduate programs with thesis

ARTICLE 25 - (1) In the graduate program with thesis, The GSPAD appoints a faculty member from the University staff to advise each student on course selection and conduct of the thesis study until the end of the first semester at the latest. Appointment of the advisor is finalized with the decision of the GS Executive Board.

(2) Students registered in graduate programs with thesis must obtain an Open Researcher and Contributor ID (Tekit/ORCID) number. The GSPAD submits the ORCID number of each student to the GS in writing, together with the advisor's recommendation, until the end of the first semester at the latest.

(3) Student's request to change their advisor or advisor's request to withdraw from the advisor role of a student is to be resolved by the GS Executive Board upon the justified proposal of the GSPAD.

(4) The thesis subject is proposed by the student and the advisor at the end of the second semester at the latest, and it is finalized with the approval of the GSPAD and the decision of the GS Executive Board. After the thesis subject is finalized, a written copy of the thesis proposal is submitted to the GS.

(5) In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed with the recommendation of the GSPAD and the decision of the GS Executive Board. If the second thesis advisor is to be appointed from outside the University staff, he/she must hold a doctoral degree or higher.

(6) In order to conduct the thesis study or to attend the thesis defense session in thesis programs, it is required to have enrolled for the thesis course in the relevant semester. The student has to enroll for the thesis preparation or the thesis course for each semester starting from the semester following the appointment of an advisor at the latest.

Preparation and Finalization of the Graduate Degree Thesis

ARTICLE 26 - (1) Graduate degree thesis study consists of two stages; conduct of the thesis study and the defense of the thesis study before the thesis committee members.

(2) Students must successfully complete their thesis study within the maximum period of study. The student who fails to attend the thesis defense session at the end of the maximum study period is dismissed from the program.

(3) Students who receive an F grade two or three times in a row for the thesis and/or thesis related courses within the maximum study period are considered *unsuccessful* and dismissed from the program.

(4) The thesis must be written in the medium of instruction of the program in which the student is registered.

(5) The regulations regarding the thesis defense are as follows:

a) The student who completes their thesis study submits an electronic copy to their advisor. The advisor checks the thesis in terms of plagiarism using the specific software and prepares a plagiarism report. Plagiarism report and thesis committee appointment forms are submitted to the GSPAD. In order for the graduate degree thesis to be defended before the committee members for the first time or at the end of the additional period given by the committee, the similarity index score of the thesis, as indicated in the plagiarism report, must be under the maximum index score determined by the GS Administrative Board.

b) The submitted plagiarism report and the form are reviewed by the GSPAD and, if necessary, changes are made in the committee and submitted to the Graduate School.

c) The deadline for attending thesis defense sessions is indicated in the academic calendar.

ç) The graduate degree thesis committee is appointed with the proposal of the thesis advisor and the relevant GSPAD and by the approval of the GS Executive Board. The committee is composed of 3 or 5 faculty members, one of them being the student's thesis advisor and at least one member from outside of the University, and 2 substitute members. One of the substitute members must be from outside of the University. Only substitute members appointed from outside of the University can replace the full member from outside of the University. If the committee is composed of 3 members, the second thesis advisor cannot be a member.

d) The student ensures that a copy of the thesis as well as its attachments, if any, are delivered to the members of the committee by hand against signature or via certified mail.

e) Committee members must gather for a thesis defense session attended by the student within one month at the latest following the date the thesis is submitted to them. Thesis

defense is to be held in the medium of instruction of the program in which the student is registered. The meeting consists of thesis presentation and question/answer sections and is open to the audience. The audience is to be taken outside the venue during the decision session of the committee.

f) The date and venue of the thesis defense sessions are announced on the official website of the relevant GSPAD.

(6) After the thesis defense is completed, the committee discusses about the thesis closed to audience and reaches a decision of acceptance, revision or rejection with absolute majority and notifies the student verbally thereof. The minutes of the committee decision are submitted to the GS by the GSPAD within three days at the latest.

(7) The committee can give up to three months to the student for the revisions. During this time, the student completes the requested revisions and defends his/her thesis again before the same committee. At the end of this period, the student who failed to attend thesis defense session or whose thesis has been rejected is dismissed from the program.

(8) The student who is successful in the thesis defense must submit at least two bound copies of his/her graduate degree thesis approved by the GS to the GS within one month following the date of the thesis exam along with the plagiarism report of the final version of the approved thesis. The thesis delivery period can be extended for up to one additional month upon request of the student, and the proposal of the relevant GSPAD and by the approval of the GS Executive Board. A student cannot receive his/her diploma until the conditions are fulfilled and cannot benefit from student rights, and is dismissed from the program if the maximum study period is reached.

Diploma

ARTICLE 27 - (1) The student whose thesis exam report form and the decision of the GS Executive Board on graduation are forwarded electronically to the Registrar's Office after his/her thesis is signed by the Director of the Graduate School, is entitled to receive a diploma for graduate degree with thesis.

(2) The Turkish and English titles of the program, as approved by the Council of Higher Education, of the GSPA where the student is registered are to be printed on the diploma of the graduate program with thesis.

(3) A student who is entitled to receive a diploma must be withdrawn from all relevant units of the University in order to receive his/her diploma.

(4) The student, whose thesis was rejected, can be given an additional semester to fulfill the course credit load, project writing and similar requirements provided that the program with thesis he/she was registered in has a non-thesis version upon the student's request. At the end of the given period, the student who fulfills all the requirements of the program, such as course credit load, project writing, and so on, is awarded a graduate degree without thesis. The student who fails at the end of this period is dismissed.

(5) Theses are to be submitted to the Council of Higher Education by the GS.

PART FOUR

Doctoral Program

Aim and Scope

ARTICLE 28 - (1) The aim of the doctoral program is to provide the student with the ability to conduct independent research, to interpret scientific events by examining them with a broad and deep perspective, and to determine the necessary steps to reach new syntheses. The original thesis to be prepared at the end of the doctoral study must have at least one of the following qualifications:

- a) To bring an innovation to science by producing new knowledge.
- b) Developing and applying a new scientific research method.
- c) Developing and applying a previously unrealized application of a known method.

Duration of the Doctoral Program

ARTICLE 29 - (1) The duration of the doctoral program is eight semesters, excluding the time spent in scientific preparation. The maximum period of study is twelve semesters.

(2) The maximum period for completion of credit courses and seminar courses in doctoral programs is four semesters.

(3) In doctoral programs, students whose thesis defense is found to be insufficient by the committee may be given additional time up to six months to complete their thesis study, if deemed appropriate by the committee.

Course Load and Success in the Doctoral Program

ARTICLE 30 - (1) The doctoral program consists of a total of twenty-one credits and a minimum of 240 ECTS credits, being not less than 60 ECTS in one academic year, including at least seven courses, seminar, qualification exam, thesis proposal and thesis study.

(2) The seminar course and thesis study are non-credit and evaluated as *successful* or *unsuccessful*.

(3) In doctoral programs, up to two courses can be selected from the courses offered in other higher education institutions with the recommendation of the GSPAD and the approval of the GS Executive Board. It is essential that these courses are given in the medium of instruction of the program in which the student is registered.

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

(5) Each student must take the seminar course and successfully complete it in order to start the thesis study.

(6) Students, who cannot successfully complete the course load (credit courses and seminar course) determined by the GPA at the end of four semesters in the doctoral program with a minimum CB grade and / or have a GPA below 3.00 / 4.00 and / or do not take the seminar course, cannot take the Doctoral Qualifying Exam and are dismissed from the program they are registered in.

Appointment and Change of Advisor in the Doctoral Program

ARTICLE 31 - (1) In the doctoral program, GSPAD appoints a faculty member from the University staff to advise each student in the course selection and conduct of the thesis study, until the end of the first semester at the latest. The appointment of the advisor is finalized with the decision of the GS Executive Board.

(2) In order to advise a doctoral thesis, at least one graduate degree thesis must have been advised and successfully completed.

(3) Students registered in doctoral programs are required to obtain an Open Researcher and Contributor ID (Tekit/ORCID) number. GSPAD submits the ORCID number of each student to GS in written form, together with the advisor's recommendation, until the end of the first semester at the latest.

(4) Student's request to change their advisor or advisor's request to withdraw from the advisor role of a student is to be resolved by the GS Executive Board upon the justified proposal of the GSPAD.

(5) The thesis subject is proposed by the student and the advisor at the end of the second semester at the latest, and it is finalized with the approval of the GSPAD and the decision of the GS Executive Board.

(6) In cases where the nature of the thesis study requires more than one thesis advisor, a second thesis advisor may be appointed with the recommendation of GSPAD and the decision of the GS Executive Board. If the second thesis advisor is to be appointed from outside the University staff, he/she must hold a doctoral degree or higher.

(7) In order to conduct a thesis study or to attend the thesis defense session, it is required to have been enrolled for the thesis in the relevant semester. In the semester following the appointment of the advisor, the student has to enroll for the appropriate thesis course every semester after having successfully completed other courses.

Doctoral Qualifying Exam

ARTICLE 32 - (1) The doctoral qualifying exam is the assessment of whether the student possesses the scientific research depth related to the basic subjects and concepts in his/her field and the doctoral study he/she conducts.

(2) In order to take the doctoral qualifying exam, the student must successfully have completed the lectures and the seminar course and have a GPA of at least 3.00 / 4.00.

(3) The student will have maximum two attempts at passing the doctoral qualifying exam.

(4) Doctoral qualifying exam is held twice a year, in May and November. The names of the students who apply to take the qualifying exam are submitted to GS by the GSPAD one month prior to the exam.

(5) Doctoral program students must take the doctoral qualifying exam by the end of the fifth semester at the latest.

(6) The doctoral qualifying exam is set and conducted by a five-person doctoral qualification committee, which is recommended by the GSPAD and approved by the GS Executive Board and appointed for three years. The committee sets up exam committees to prepare, conduct and evaluate exams in different fields. The exam committees consist of five faculty members, at least two of which from outside of the University, including the advisor. The advisor has the right to vote.

(7) The doctoral qualifying exam consists of two parts, written and oral, in order to assess the student's ability in the relevant discipline and their aptitude to research. The doctoral qualifying exam is conducted in the medium of instruction of the registered program.

Students who are successful in the written exam will take the oral exam. The oral exam is held open to the participation of the audience consisting of academic staff, graduate students and experts in the field. During the decision phase, the audience is to be taken out of the exam venue. The decision of the committee is announced by calling the student to the exam hall again.

(8) The format, weights, success criteria and grade calculation criteria of the exams are determined by the doctoral qualification committee. Exam committees evaluate the success of the student in written and oral exams and decide whether the student is *successful* or *unsuccessful* by absolute majority. This decision is forwarded to the GS with a report within three days following the qualifying exam by the GSPAD, with the approval of the doctoral qualification committee.

(9) The doctoral qualifying exam committee may request a student who passes the doctoral qualifying exam to take up to two courses, provided that these have not been taken during the undergraduate and graduate programs even if they have completed the course load. These courses, which are approved by the doctoral qualification committee, are forwarded to the GS through the relevant the GSPA. The student must receive BB grade or higher from the specified courses. These courses are taken in NC status and are not included in the GPA. Students who cannot successfully complete these courses at the end of the maximum period cannot attend the thesis defense before the committee and are dismissed from the program.

(10) Students who fail in the doctoral qualifying exam take an exam in the next semester for the section(s) they have failed. Students who fail again in this exam are dismissed from the program.

(11) Students who fail to attend the doctoral qualifying exam at any stage are considered to have forfeited their exam right and failed at that stage.

Doctoral Thesis Monitoring Committee

ARTICLE 33 - (1) A doctoral thesis monitoring committee is established within a month to approve the doctoral thesis proposal of the student and monitor the doctoral thesis study process in the following periods, with the recommendation of the relevant GSPAD and the approval of the Executive Board, for the student who is successful in the doctoral qualifying exam.

(2) The doctoral thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, the committee is composed of one member from the GSPA and

another member from outside of it. The second thesis advisor, if appointed, may attend the committee meetings if they wish so.

(3) After the establishment of the doctoral thesis monitoring committee, members can be changed with the proposal of GSPAD and approval of the GS Executive Board.

Thesis Proposal Defense and Thesis Monitoring Process

ARTICLE 34 - (1) The student who successfully completes the doctoral qualifying exam orally defends their thesis proposal, including the purpose, method and study plan of the thesis, in the medium of instruction of the program in which he/she is registered, before the thesis monitoring committee within six months at the latest. The student must deliver a written report on the thesis proposal to the committee members at least fifteen days prior to the oral defense.

(2) The doctoral thesis monitoring committee decides by absolute majority whether the thesis proposal submitted by the student will be accepted, revised or rejected. The student will be given one month for the revisions. At the end of this period, the decision of acceptance or rejection by absolute majority will be reported to the GS by the GSPAD within three days following the defense of the thesis proposal.

(3) The student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis subject. In this case, a new doctoral thesis monitoring committee can be appointed. The student who wants to continue the program with the same advisor must attend the thesis proposal defense within three months, and the student who changes the advisor and thesis subject within six months. The student whose thesis proposal is rejected in this defense session is dismissed from the program.

(4) For the student whose thesis proposal has been accepted, the doctoral thesis monitoring committee meets at least twice a year, once between January-June and July-December. The student submits a written report to the committee members at least one month prior to the meeting date. A summary of the study completed so far and the study planned to be performed in the next semester are stated in this report, The student's thesis work is evaluated as *passed* (P) or *failed* (F) by the committee. A student, who fails twice in a row or three times intermittently according to the committee's decision, is to be dismissed from the program.

(5) Students who do not attend the thesis proposal defense within the period specified in this regulation without a valid excuse are considered *unsuccessful* and their thesis proposal is rejected.

(6) In order for the student's thesis to be finalized, at least three doctoral thesis monitoring committee reports must be submitted.

Preparation and Finalization of the Doctoral Thesis

ARTICLE 35 - (1) The doctoral thesis is comprised of the stages of thesis study and then the defense of the thesis before the committee members.

(2) Students must successfully complete their thesis study within the maximum period of study. The student, who does not participate in the thesis defense at the end of the maximum study period, is dismissed from the program.

(3) Students who receive an F grade two or three times in a row from the thesis and/or thesis related courses within the maximum study period are considered *unsuccessful* and dismissed from the program.

(4) The thesis must be written in the medium of instruction of the program in which the student is registered.

(5) The regulations regarding the thesis defense are as follows:

a) The student who completes his thesis study submits an electronic copy to his advisor. The advisor checks the thesis in terms of plagiarism using the specific software and prepares a plagiarism report. Plagiarism report and thesis committee appointment forms are submitted to the GSPAD. In order for the graduate degree thesis to be defended before the committee members for the first time or at the end of the additional period given by the committee, the similarity index score of the thesis, as indicated in the plagiarism report, must be under the maximum index score determined by the GS Administrative Board.

b) The submitted plagiarism report and the form are reviewed by the GSPAD and, if necessary, changes are made in the committee and submitted to the Graduate School.

c) The deadline for attending thesis defense sessions is indicated in the academic calendar.

ç) The doctoral degree thesis committee is appointed with the proposal of the thesis advisor and the relevant GSPAD and by the approval of the GS Executive Board. The committee is composed of five faculty members including the advisor, three of which are also members of the thesis monitoring committee, and at least two members from outside of the University, and two substitute members. One of the substitute members must be from outside of the University. Only substitute members appointed from outside of the University can replace the full member from outside of the University. The advisor has the right to vote. If there is a second thesis advisor, he/she can also participate in the committee without right to vote in addition to the existing five members.

d) The student ensures that a copy of the thesis as well as its attachments, if any, are delivered to the members of the committee by hand against signature or via certified mail.

e) Committee members must gather for a thesis defense session attended by the student within one month at the latest following the date the thesis is submitted to them. Thesis defense is to be held in the medium of instruction of the program in which the student is registered. The meeting consists of thesis presentation and question/answer sections and is open to the audience. The audience is to be taken outside the venue during the decision session of the committee.

f) The date and venue of the thesis defense sessions are announced on the official website of the relevant GSPAD.

(6) After the thesis defense is completed, the committee discusses about the thesis closed to audience and reaches a decision of acceptance, revision or rejection with absolute majority and notifies the student verbally thereof. The minutes of the committee decision are submitted to the GS by the GSPAD within three days at the latest.

(7) The committee can give up to six months to the student for the revisions. During this time, the student completes the requested revisions and defends his/her thesis again before the same committee. At the end of this period, the student who failed to attend thesis defense session or whose thesis has been rejected is dismissed from the program.

(8) The student who is successful in the thesis defense must submit at least two bound copies of the doctoral thesis approved by the GS to the GS within one month following the date of the thesis exam along with the plagiarism report of the final version of the approved thesis. The thesis delivery period can be extended for up to one additional month upon request of the student, and the proposal of the relevant GSPAD and by the approval of the GS Executive Board. A student cannot receive his/her diploma until the conditions are fulfilled and cannot benefit from student rights, and is dismissed from the program if the maximum study period is reached.

Diploma

ARTICLE 36 - (1) The student whose thesis exam report form and the decision of the GS Executive Board on graduation are forwarded electronically to the Registrar's Office after his/her thesis is signed by the Director of the Graduate School, is entitled to receive a doctoral diploma.

(2) The Turkish and English titles of the program, as approved by the Council of Higher Education, of the GSPA where the student is registered are to be printed on the doctoral diploma.

(3) A student who is entitled to receive a diploma must be withdrawn from all relevant units of the University in order to receive his/her diploma.

(4) Theses are submitted to the Council of Higher Education by the GS.

PART FIVE

Exams, Assessment and Graduation

Attendance and Exams

ARTICLE 37 - (1) Students are obliged to attend the courses they are enrolled in, and to attend all kinds of exams and other studies deemed appropriate by the instructor of the course during the semester.

(2) The contribution of the students' attendance, their midterm and final exams, if any, to the semester letter grade, the midterm exams, homework, practices and similar works they are responsible for, and their contribution to the semester letter grade and the conditions for participating in the final exam, if any, are announced to the students with the syllabus given at the beginning of the semester.

(3) At least two midterm assessments such as written exam, project submission, homework submission, oral presentation are to be made in each course. The dates of midterm assessments are stated in the course schedule to be arranged at the beginning of the semester by the relevant instructor. Dates are announced by the end of the second week of the semester at the latest.

(4) Students are informed about their semester success in each course by the relevant instructor. In this process, the principle of confidentiality of the private information is to be observed.

(5) In each course, a written exam, project delivery, assignment, oral presentation and a similar end-of-term assessments are made. Regulations regarding the final exams are as follows:

a) In the courses with the final exam, the dates, days and hours of the final exams to be held are arranged and announced by the responsible administrative unit asking the opinion of the relevant GSPAD.

b) The announced exam dates can be changed by the Registrar's Office upon justified recommendation of the relevant GSPAD, provided that they are within the final exam

window. This has to be done before the end-of-term exam period, specified in the academic calendar.

(6) The principles regarding the acceptance of excuses of students who cannot attend the written exam, project submission, assignment delivery, oral presentation as required for any course due to illness or other reasons are decided and announced by the Senate. In order for the student to request an excuse, he/she must apply to the relevant instructor with a petition and the related document in accordance with these previously issued principles. Those whose excuses are deemed valid by the relevant instructor are given the opportunity to make up.

(7) If necessary, classes and exams can also be held after the end of working hours on weekdays and/or at the weekends.

(8) The relevant instructors and proctors are responsible for the conduct of exams in accordance with the rules.

(9) The instructor submits all kinds of documents (syllabus, exam papers, assignments, reports regarding the presentations, if any) regarding the student's attendance and evaluation of the course to the GS within two weeks at the latest after the letter grades are announced. Submitted documents are stored by the GS for two years.

Assessment and Grades

ARTICLE 38 - (1) Students' success in the courses is determined by the relevant instructors according to the mid-term exams and studies and the final exam results. One of the following letter grades is given to students for each course they take.

| <u>Letter Grade</u> | <u>Factor</u> | <u>Score</u> |
|----------------------------|----------------------|---------------------------|
| AA | 4,00 | 90-100 |
| BA | 3,50 | 85-89 |
| BB | 3,00 | 80-84 |
| CB | 2,50 | 75-79 |
| CC | 2,00 | 70-74 |
| DC | 1,50 | 60-69 |
| DD | 1,00 | 50-59 |
| F | 0,00 | 0-49 / Fail |
| FX | 0,00 | Failed due to absenteeism |

P

-

Pass (given in non-credit courses)

(2) Semester grades are finalized on the deadline date for entering the semester final grades specified in the academic calendar.

(3) FX grade is given to students who do not attend classes or do not participate in basic evaluation, midterm, final exam, semester project and similar activities of the course.

(4) Students who receive a grade below CC in graduate programs and below CB in doctoral programs, provided that these courses are compulsory, must repeat these courses when they are first reopened. Elective courses are retaken in the appropriate semester or the students take another elective course instead. If the course taken but failed in the fall or spring semester is opened in the summer school, it is not obligatory to retake it in the summer school.

(5) Students may retake the courses they previously received CB and below grades with the approval of the instructor in order to increase their GPA. Regardless of the previous grade in the retaken course, the latest grade obtained is considered valid.

(6) A student who does not fulfill the required attendance of a course for any reason, including due to disciplinary suspension, is deemed *unsuccessful* and receives an FX grade. However, if there are health problems documented by a medical certificate in accordance with the University's directive on student health certificates, the student's condition is evaluated by the instructor.

Signs Used Other than Grades

ARTICLE 39 - (1) Signs used other than letter grades are listed below.

a) NC - Non-Credit, shows the courses taken as a curriculum excess and not included in the grade calculation of the registered program. Except for the courses taken during the scientific preparation program, the course taken in NC status cannot be changed to the credit course status after the add/drop period of the semester it is taken has expired.

b) I- Incomplete is given to students whose excuses are deemed appropriate among the students who could not fulfill the conditions such as exams, homework, and projects specified by the instructor at the beginning of the semester. Incompleteness is corrected within a maximum of two weeks. This period can be extended until the date announced in the academic calendar with the decision of the relevant executive board. If it is not converted to a letter grade at the end of these periods, the grade I will turn into an F grade.

c) TI- Incomplete (Thesis Incomplete) is given to students who could not fulfill the requirements announced by the instructor at the beginning of the semester to be considered successful in thesis/term project due to an excuse. The incompleteness is corrected in up to one week before the registration date of the next semester, and the TI grade that is not compensated within this period turns into F.

d) TP-Thesis in Progress grade is given to students who are successfully continuing their thesis studies within the scope of the thesis course registered to attend their thesis defense.

d) P Pass is awarded to students who are successful in non-credit courses and who have completed their thesis study and successfully completed their thesis defense.

e) W Withdrawn, indicates that the student has withdrawn from the course within the period specified in the academic calendar. Students can withdraw from the courses up to three times during their study period.

Giving and Announcing Grades and Correcting Typos

ARTICLE 40 - (1) Semester final letter grades are given by the instructors on the dates specified in the academic calendar.

(2) Letter grades are made available to students by the Registrar's Office on the date specified in the academic calendar on the student portal.

The following update has been accepted at the Senate Session No. 20.01.2022 /02:

(3) Any typo correction regarding letter grades is made by the decision of the relevant Faculty/GS Executive Board, upon the application of the instructor to the Faculty/Graduate School to which the course is affiliated. Typos must be corrected before the beginning of the registration period of the following semester at the latest. Dates for correction of typing errors are specified in the academic calendar.

Appeal against Exam Results

ARTICLE 41 - (1) The student may apply to the instructor of the course within one week at the latest after the announcement of the exam results and request a re-evaluation of the exam paper. If the appeal is rejected, the student can apply to the Dean's Office or the Graduate School to which the course is affiliated. If the relevant executive board deems this objection as appropriate, it establishes a committee of three members which is to evaluate and resolve these exam results.

(2) If a decision is reached to change the exam result and this change also requires a change in the final grade of the student for the course in question, the final grade is corrected by the decision of the relevant Faculty/GS Executive Board. The Office of the Rector and the University Executive Board evaluates the situation for courses not offered by one of the Faculties or the Graduate School.

(3) Student is informed about the result of the evaluation with a written notification by the relevant Dean's Office/Graduate School Directorate.

Grade Point Average

ARTICLE 42 - (1) Students' success status is determined at the end of each semester by calculating the semester average and cumulative grade point averages.

(2) The total credit received by a student from a course is calculated by multiplying the credit hour value of that course by the weight of the final letter grade given to the student.

(3) Semester grade point average (GPA) is calculated by dividing the total credits the student obtained from the courses taken that semester by the total credit hours of the courses taken.

(4) Cumulative grade point average (CGPA) is calculated by taking into account the final letter grades of the courses the student has taken since entering the program he/she is registered in.

(5) Semester and cumulative grade point averages are calculated in two digits after the dot. While rounding, if the third digit of the fractional part of the number is less than 5, the second digit does not change, if the third digit is 5 or over, the value of the second digit is incremented by one.

Date of Graduation

ARTICLE 43 - (1) In order to graduate from graduate programs, the conditions of success indicated in the relevant provisions of this Regulation must be met.

(2) Graduation date for graduate programs:

a) For graduate programs with thesis and doctoral programs, it is the date the thesis was defended and succeeded.

b) For graduate programs without thesis, it is the date on which the letter grades are announced as specified in the academic calendar for the relevant semester or summer school. For graduates after their letter grades are announced, and correction of typos completed

and/or TI or I grade is converted, graduation date is the date on which the last letter grade is finalized.

Diplomas, Certificates and Documents

ARTICLE 44 - (1) Diplomas, certificates and various documents awarded to students and graduates and the conditions for their issuance are as follows:

a) Graduate degree diploma: Awarded to those who meet the graduation requirements from a graduate program.

b) Doctoral diploma: Awarded to those who meet the graduation requirements from a doctoral program.

c) Temporary graduation certificate: The graduation information of those who are entitled to receive a diploma is transferred to YÖKSİS, the graduation certificates obtained from YÖKSİS can be used as a substitute for diploma until it is prepared.

ç) Diploma supplement: It is a document accompanying the graduate and doctoral diplomas, helping the recognition of academic and professional competencies at the international level.

d) Transcript: It is a document that shows the courses taken by the students during their study, the credits of the courses, letter grades, semester grade point averages, cumulative grade point average and their success status.

e) Student certificate: It is the document showing the registration status of the student at the University.

(2) The authorized signatories of diplomas, certificates and documents are as follows:

a) Graduate and doctoral diplomas; Rector, Director of the Graduate School.

b) Diploma supplement, transcript and student certificate; Director of Registrar's Office.

(3) Graduate School and the program attended by the student are specified in the diplomas and documents.

(4) The shape, size and content of diplomas and documents are determined by the Senate.

(5) In case of loss of the original diploma, a replacement diploma is prepared only for once provided that a request is submitted. The statement "This diploma is reissued" will appear on the replacement diploma.

(6) Diplomas and Diploma supplements are prepared for the name and surname valid on the date of graduation. If the name and/or surname have been changed after the graduation

date, the information on the diploma and/or diploma supplement cannot be changed, or a new copy cannot be prepared. In this case an annotation is to be printed on the backside of the existing diploma and/or diploma supplement.

PART SIX

Miscellaneous and Final Provisions

Format of the Theses

ARTICLE 45 - (1) Theses and term projects in graduate programs are to be prepared in accordance with the TED University Thesis/Term Project Writing Guide.

Cheating and plagiarism

ARTICLE 46 - (1) For theses and term projects where plagiarism is detected, legal action is to be taken against the student within the scope of the Higher Education Institutions Student Disciplinary Regulation and the relevant legislation provisions published in the Official Gazette dated 18/8/2012 and numbered 28388.

(2) If a student cheats or attempts to cheat in an exam or plagiarizes partially or completely without citing the source in his/her assignment or it is found out that he/she has not prepared his/her assignment on his/her own, the GS is to be notified with a written report by the relevant instructor. In these cases, the student is deemed *unsuccessful* for that exam or assignment and legal action is to be taken in accordance with the Higher Education Institutions Student Disciplinary Regulation and the relevant legislation.

Discipline

ARTICLE 47 - (1) Disciplinary procedures of graduate students are implemented within the framework of the *Higher Education Institutions Student Disciplinary Regulation*.

Scholarships and Fees

Article 48 - (1) Issues regarding scholarships are determined within the scope of the relevant directive of the University.

(2) Education is paid at the university. Tuition fees are determined by the Board of Trustees, taking into account the recommendation of the University Executive Board.

(3) Students who do not pay their tuition fees on the announced dates are not enrolled, renewed or suspended. These students cannot benefit from student rights.

(4) Except for scholarship students, students are obliged to pay the tuition fee corresponding to the total credits of the courses they want to enroll.

(5) Students are obliged to pay the total credit fee of the courses they have taken each semester.

(6) Students are required to pay for the courses they have to retake, according to the credit of the course they have taken.

(7) Partial scholarship students pay the first registration or semester / course registration fee, taking into account their scholarship rates.

(8) Students with full scholarship can register for the program (first registration) or semester / course registrations with the required documents for registration.

(9) Courses taken in the scientific preparation program are charged over the credit fee of the program the student is enrolled in.

(10) Students who take courses in special student status are obliged to pay the tuition fee that corresponds to the total credit of the courses they take and is announced each year.

Late Registration and Unregistered Student Status

ARTICLE 49 - (1) Students who cannot register within the period of time specified in the academic calendar may register with a delay during the add/drop period. Students cannot register after that period. However, if the student has a valid excuse, late registration may be granted to the student with the decision of the GS Executive Board within two weeks from the end of the add/drop period. Students who will renew their registration with a delay must fulfill the additional obligations determined by the Senate for the relevant academic year.

(2) Students who do not renew their registrations become unregistered students and cannot benefit from the student rights during unregistered period, and the periods spent as unregistered student are counted towards the period of study. Students who want to re-register must pay the tuition fee for the semester they want to renew registration and cannot benefit from the scholarships they have been awarded previously.

Health issues

ARTICLE 50 - (1) The principles regarding the medical certificates submitted by the students are to be determined by the Senate.

Suspension of Study

ARTICLE 51 - (1) Students may apply for suspending their studies for health, military service, education at domestic or foreign higher education institutions, financial, familial and similar reasons.

(2) Students who want to be considered on leave are required to apply to the GS with a petition along with the documents indicating their excuse until the last working day of the fourth week following the start of the relevant semester's classes at the latest, but if the reason for the suspension of study has emerged after this date (sudden illness, accident, etc.) there is no time limit for application.

(3) The applications of students who want to suspend their studies are evaluated and decided by the GS Executive Board together with the opinion of their advisor and the relevant GSPAD.

(4) Suspension of study is made for one semester at a time for a maximum of four semesters and can be extended with the same procedure. The recommendation of the GS Executive Board and the related decision of the University Executive Board are sought for suspension requests exceeding four semesters.

(5) For the students on scholarship; each semester spent in suspension is included in the scholarship period.

(6) Students who suspend their studies cannot register for courses. If there are courses taken at other institutions during this period, these courses cannot be counted towards the programs at the University.

(7) Students who suspend their studies must pay the tuition fee corresponding to three credits for each semester in suspension, depending on their scholarship status. In addition, the student should not be indebted to the University.

Deregistration

ARTICLE 52 - (1) Students who want to leave the university can complete their disenrollment by applying to the Registrar's Office.

(2) Students must complete the related disenrollment procedures and must have fulfilled their financial obligations (tuition fee, dormitory debt, library debt, etc.) in order to receive their own documents in their files.

(3) Students who apply to leave the University before the start of classes are not required to pay the fees for the coming semester. For applications made until the last working day of the fourth week following the start of classes, and until the last working day of the second week for students enrolled in summer school, half of the semester tuition fee they are required to pay is refunded. After this date, no refunds are made to the students who apply for disenrollment, except for the students who are accepted to transfer to another higher education institution.

Notification

ARTICLE 53 - (1) All kinds of notifications are made to the student's mailing address indicated in the official records and/or to the student's email address provided by the University.

(2) The student is obliged to follow the emails sent to the email address provided by the University.

Thesis study in case of Disasters and Epidemics

ARTICLE 54 - (1) In case of disasters and epidemics, graduate students at the dissertation stage may be given an additional period of one semester upon their request, or one more semester if they apply again depending on the stage of the disaster or epidemic, and these additional periods are not counted towards the maximum period of study.

Cases with no Provision

ARTICLE 55 - (1) In cases where there are no provisions in this Regulation, the relevant legislation and the decisions of the Senate are applied.

Enforcement

ARTICLE 56 - (1) This Regulation entered into force on the date of its issuance, to be effective as of the beginning of the 2020/2021 Academic Year.

Execution

ARTICLE 57 - (1) The provisions of this regulation are to be executed by the TED University Rector.

SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

| DATE | DECREE NO. | EXPLANATION |
|------------|----------------|--|
| 12.11.2020 | 2020-28 Senate | Approval No. 73 by the Board of Trustees on 13.11.2020 Official Gazette No: 31319 issued on Sunday, November 29 th , 2020 https://www.resmigazete.gov.tr/eskiler/2020/11/20201129-4.htm |

The following update has been accepted at the Senate Session No. 20.01.2022 /02:

Decree No.03

The typo (error of fact) mentioned in the 3rd paragraph of the Article 40 of the *TED University Regulation on Graduate Studies* is to be resolved by the relevant administrative board provided that it is in favor of the student; otherwise it is to be resolved by the relevant administrative board and the University Administrative Board.

The following update has been accepted at the Senate Session No. 23.05.2022 /10:

Article 24 (4) - Students who have failed to complete scheduled credited courses in four semesters with at least CC grade and who did not take or failed the seminar course and/or with a GPA under 3.00/4.00 and who have also failed to fulfill other conditions/success criteria required by the program during this period are to be dismissed from the enrolled program.