

# **Yeditepe University Rules and Regulations Governing Graduate Studies**

## **PART I**

### **Aim, Scope, Basis and Definitions of Terms**

#### **Aim**

**ARTICLE 1** – (1) The aim of this document is to regulate the procedures and principles for student admissions and registration to the graduate programs offered at Yeditepe University.

#### **Scope**

**ARTICLE 2** – (1) This document comprises the regulations concerning student admissions and registration to the graduate programs offered at Yeditepe University, and the conduct of undergraduate education, examinations and assessment.

#### **Basis**

**ARTICLE 3** – (1) This document has been drawn up based on article 14, 44 and 46 of the Higher Education Act 2547 dated November 4, 1981

#### **Definition of Terms**

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

- a) ALES: Academic Personnel and Graduate Education Exam,
- b) Department: : 03/03/1983 dated and numbered 17976 of the Official Gazette  
Graduate Education Institute of Organization and Functioning of the department specified in the Regulations for the institute ,
- c) Head of Department: Department of Graduate Education Institute president defined in the Article 5 of Regulation of the Organization and Functioning,
- d) Board of Institution: The institutes depending on Yeditepe University,
- e) Institutional Board of Management: The Board consisting of the institute director heads of the departments, and the deputy directors of the institute,
- f) The board of the Institute : The institute director, the deputy director of the institute and three faculty members to be elected out of the six candidates nominated by the institute 's board of directors.
- g) Basic Medical Score: The score obtained by multiplying the standard score derived from Medical Specialization Examination ( TUS) Basic Medical Sciences Test -1 by 0,7 and summing it with the score obtained by multiplying the standard score derived from Clinical Medical Sciences test by 0,3.
- h) GMAT: The international *Graduate Management Admission Test*,
- i) GRE: The international *Graduate Record Examinations*,
- j) IELTS: International English Language Testing System foreign language test,
- k) KPDS: Foreign language proficiency examination for state employees
- l) Graduate programs: Master's with Thesis and Master's without Thesis, Doctoral programs and Proficiency in Art Programs
- m) Senate: Yeditepe University Senate
- n) TOEFL: International Test of English as a Foreign Language,
- l) ÜDS ICFLT: Interuniversity Council Foreign Language Test
- m) University: Yeditepe University

- n) YDS FLT : Foreign Language Test
- o) YÖK HEC: Higher Education Council

## **PART 2**

### Provisions for Admission and Registration

#### **Provisions for Admission**

#### **ARTICLE 5 -**

(1) In the application to the master programs;

- a) Candidates should have an undergraduate degree,
- b) In case of having completed undergraduate studies abroad, document of equivalence issued by the Council of Higher Education is needed,
- c) In the application of the master's program with thesis, at least 55 points from ALES taken in the last three years, or sufficient points to be determined by the Senate for GMAT, or the GRE and other examinations recognized by HEC are needed
- d) In applications for graduate programs in the field of Fine Arts or non-thesis programs an ALES score is not needed.

e) In the application for both the master's programs with thesis and non-thesis master's programs, applicants must have sufficient scores from the foreign language proficiency examination made by the university, or UDS, KPDS, YDS or an examination accepted by the Interuniversity Council.

f) In case of not being able to pass any foreign language exam, applicants must start the Yeditepe University School of Foreign Languages Preparatory Program according to the Education and Examination Regulations published in the Official Gazette No. 28776 dated 09.25.2013.

g) Foreign language proficiency is not required for Yeditepe University graduates.

(2) In the application to the doctorate programs;

a) A master's degree with thesis, a degree for at least ten semesters except preparatory classes in Medicine, Dentistry and Veterinary and an undergraduate or graduate degree in Pharmacy and Science or a specialization certificate in a department of laboratory according to the regulated basis by the Ministry of Health are required,

b) Applicants with a graduate degree, must have a minimum of 55 points from ALES taken in the last three years, or sufficient points to be determined by the Senate from GMAT, or GRE and other examinations recognized by HEC. Applicants with an undergraduate degree must have a minimum of 80 points from ALES taken in the last three years, or sufficient points to be determined by the Senate from GMAT, or GRE and other examinations recognized by HEC

c) At least 3.00 out of 4.00 or equivalent GPA is required for those admitted to the doctoral program with an undergraduate degree.

(3) In the application of Proficiency in Art,

a) Candidates should have an undergraduate degree, or graduate degree and a minimum of 55 verbal part score from ALES, applicants with an undergraduate degree must have a minimum of 80 score except Fine Arts and Conservatory.

b) Candidates applying with an undergraduate degree should have minimum 3.00 out of 4.00 GPA or equivalent.

(4) ALES score is not required in the student admission to the Conservatory and the Faculty of Fine Arts

(5) In the application for a doctoral program in Basic Medical Science;

a) Medicine school graduate candidates should have an undergraduate degree, a minimum of 50 Medical Science Score or a minimum of 50 Quantitative Reasoning score from ALES.

b) Candidates who are not graduates of medicine school should have a graduate degree (undergraduate degree for Dentistry and Veterinary).

(6) In addition to the aforementioned admissions to masters, doctorate and proficiency in Art programs, on the decision of institute board recommended by the department, all conditions adopted by the Senate, like GPA, reference letter, letter of intent, examination, interview / portfolio review should be provided.

(7) In the admission of Master's with thesis, proficiency in Art and Basic Medicine Doctorate programs, the weight of the ALES score is determined to be at least 50%.

(8) In the admission of doctorate, proficiency in Art and Basic Medicine Doctorate programs taking at least 55 from UDS, KPDS, YDS or equivalent score from an examination accepted by Interuniversity Council is mandatory.

### **Registration procedures**

**ARTICLE 6 - (1)** The candidates accepted for registration should contact the University Student Affairs Office.

(2) The originals or University certified copies of the documents required for the enrolment are accepted. The military status is accepted based on the declaration of the candidate.

### **Student transfers between graduate programs**

**ARTICLE 7** - (1) The principles and rules for the transitions regarding Intra-institutional and inter-institutional graduate programs are determined by the Senate.

### **Special Students**

#### **ARTICLE 8 –**

(1) Higher education graduates or students who wish to expand their knowledge on a particular issue can be accepted to the graduate classes as a special student upon the approval of the head of the department. These students cannot benefit from the student rights.

## **PART THREE Guidelines Related to Education**

### **The purposes of the graduate programs**

**ARTICLE 9** – (1) The purpose of the non-thesis program is to make students gain knowledge in their field and to show how to use their knowledge in practice.

(2) The purpose of the master's program is to provide students with the ability to access information, to evaluate and interpret knowledge through scientific research.

(3) The aim of the doctorate program is to make students conduct independent research, to interpret phenomena from a broad and deep perspective and to gain the ability to determine the steps necessary to reach new synthesis.

(4) Proficiency in Art is a program which aims to introduce performing the unique work of art, and a superior application and creativity in music and arts.

(5) The teacher training for secondary school program aims to train teachers of the respective areas.

(6) The purpose of the distance education programs is to plan and conduct training activities without the obligation of teaching staff and the student being in the same place based on information and communication technology.

### **Periods of Education**

**ARTICLE 10** - (1) Starting with the semester when the enrolled program starts, regardless of the renewal of the enrolment for each semester,

a) The maximum period of completion of thesis and non-thesis master's program is three years. In the doctoral program, for those who are accepted with graduation of the master's degree with thesis it is a maximum of six years, and the maximum period for successfully completing the courses is two years. For those who are accepted with graduation of Bachelor's degree, it is a maximum of nine years, and the maximum period for successfully completing the courses is three years.

b) Students who have passed all their credit-bearing courses and The Qualifying Examination and whose dissertation proposal has been accepted but could not complete their dissertation and passed the exit test within the maximum period specified may be given extended periods of at least six months at a time for them to defend their dissertation before a jury upon the proposal of the department at the institute and the approval of the Board of Directors of the Institute.

(2) In Proficiency in Art Program;

a) For those who are accepted with a master's degree with thesis maximum period of completion is six years, and the maximum period for successfully completing the courses is two years. For those who are accepted with graduation of Bachelor's degree, it is a maximum of nine years, and the maximum period for successfully completing the courses is three years. The Senate decides for the students who are going to graduate earlier.

b) Students who have passed all their credit-bearing courses and their practices but could not complete their thesis, project or exhibition study and pass the exit test within the maximum period specified may be given extended periods of at least six months at a time for them to defend their thesis, project or exhibition study before a jury upon the proposal of the department at the institute and the approval of the Board of Directors of the Institute.

(3) Legislative provisions are applied to non-graduates within the specified maximum time.

(4) The period of time a student gets a penalty of suspension from the university is considered within the maximum education period.

**Medium of Instruction**

**ARTICLE 11** – (1) The medium of instruction at the university is English. Yet, graduate programs in any other language can be opened. In addition, some courses, theses and texts can be in other languages with the recommendation of the institute and the approval of the Senate.

**Taking courses and registration renewal**

**ARTICLE 12** – (1) At the beginning of each semester, after paying tuition fees within the period specified in the academic calendar, students select courses from the online registration system with the supervision and the approval of an academic advisor.

(2) The students who are unable to register during these periods because of their excuses apply to the board of directors. If their excuses are accepted, registration can be done. However, this can be done within the add-drop period. After the end of this period, registration cannot be done. If their excuses continue after the end of this period, the student will have taken temporarily leave for the related semester.

(3) Graduate courses can be selected among those offered in other tertiary institutions with the proposal of the concerned department and approval of the Administrative Board of the Institute.

(4) At the beginning of the term, the academic advisor ensures that the student has selected the courses (if any) with a letter grade of F or W, prerequisites, and those not taken in precedent terms considering the load mentioned in Article 14, and approves the selected courses considering the absenteeism limits mentioned in Article 15.

(5) Non-credit courses such as seminar, fieldwork, and project or thesis consultation are required to be registered in the academic term they are taken.

### **Credit values of the courses**

**ARTICLE 13** – (1) The credit value of a course is composed of at least half of the sum of the weekly theory sessions, lab sessions, applications, workshops, and internship hours.

(2) The theory and application hours of courses such as seminar, fieldwork, project, and thesis are determined; however, these courses do not have credit values.

(3) The students can take courses not included in their program framework as “non-credit” (NC) courses. However, the grades they have obtained from these courses are shown in their transcripts.

(4) The students can also take credit or non-credit courses that would not affect their eligibility to hold their degree from the University with the approval of the related board of management. These courses are not calculated in GPA.

### **Course load**

**ARTICLE 14** – (1) The non-thesis Masters program consists of at least 10 courses and a final project with a total of at least 30 credits. A qualifying exam might be given at the end of the term upon the decision of the faculty. Maximum three of the courses the student takes can be selected among Undergraduate courses provided that the student has not taken them before.

(2) The Master’s program with a thesis consists of a minimum of 7 courses at least 21 credits and a seminar course as well as the thesis. The student is required to register to the thesis work at every term starting no later than the third term.. Maximum two of the courses the student takes can be selected among Undergraduate courses provided that the student has not taken them before.

(3) For students who hold a Master’s degree with a thesis, the Ph.D. program consists of minimum 7 courses not less than a total of 21 credits, the comprehensive exam, thesis proposal, and thesis work. For students who were accepted to the program, the PhD. program consists of at least 14 courses with minimum credit of 42, the comprehensive exam, thesis proposal, and thesis work. Undergraduate courses are not counted into course load or credits for doctoral work.

(4) The Arts program consists of a minimum of 7 courses with at least 21 credits, applications, thesis or exhibitions, concerts or displays.

### **Attendance**

**ARTICLE 15** – (1) Students are to attend the courses, practical work, examinations and other academic studies as required by the instructors.

(2) The students are expected to attend all the sessions. However, a valid excuse for not attending the sessions (not over 20%) might be accepted. The students’ attendance to courses, practical work, examinations and other academic studies is tracked by the concerned instructor. FA is the letter grade that a student who has failed due to absenteeism deserves.

### **Preparatory courses**

**ARTICLE 16** – (1) In Masters and PhD programs, a supplementary preparatory course might be offered to students with qualifications listed below.

a) Candidates holding an Undergraduate or Graduate degree in a field different than the one they apply for their further studies.

b) Candidates who have obtained their Undergraduate or Graduate degrees from another institution.

(2) Preparatory courses are for those who have been accepted to Master's or PhD program only.

(3) The compulsory courses in the preparatory program may not substitute for the courses to be taken to complete the intended Graduate program.

(4) The courses which the students have to take or are exempt from in the preparatory course are decided upon recommendation of the chair of the department and approval of the concerned Institute Administrative Board.

(5) A student at the preparatory course may take Graduate courses along with the preparatory courses by recommendation of the chair of the department and approval of the concerned Institute Administrative Board.

(6) The courses in the preparatory program are designed and executed in line with the relevant regulations.

(7) The time period of the preparatory course is one-calendar-year, maximum. This period cannot be extended excluding the cases of temporal leave. The time period spent at the preparatory program may not be included into the durations of Master's and PhD programs stated in the Regulations.

## **PART FOUR**

### **Advising, Examining and Thesis Supervising Committees**

#### **Academic Advisor**

**ARTICLE 17** – (1) By the end of the first academic term, the department assigns an academic advisor or a qualified instructor offered by the Senate to each student to provide guidance in course/practice selection and term project.

(2) A Thesis/exhibition/project councillor is proposed for each student by the concerned head of department to the institute for Master's-with thesis, Ph.D., and arts program to guide the students in their dissertation topics no later than the end of the second semester. The proposal is validated with the approval of the relevant Institute Administrative Board. If need be, a second advisor is proposed for the thesis/exhibition/project.

(3) The thesis supervisor in Masters and Arts programs is selected from faculty that has the qualifications determined by the Senate. In PhD programs, the supervisor is a full-time faculty member, and the co-supervisor should hold a Doctoral degree.

#### **PhD Thesis Advisory Committee**

**ARTICLE 18** – (1) A Thesis Advisory Committee is assigned, within one month, to a student who is successful in the comprehensive exam by recommendation of the chair of the department and approval of the concerned Institute Administrative Board.

(2) The Thesis Advisory Committee consists of three members, one being the thesis supervisor of the student and at least one being from another faculty member within the University or from outside the University. The co-supervisor might attend committee meetings.

(3) The Thesis Advisory Committee can make changes in its members by recommendation of the chair of the department and approval of the concerned Institute Administrative Board.

(4) The Thesis Advisory Committee convenes twice a year, once between January and June and once between July and December.

(5) The student submits a written report to the TAC members at least a month prior to their meeting date. In this report, a summary of the work covered thus far and the work plan for the next semester are given. The thesis of the student is accepted "satisfactory" or "unsatisfactory" by the committee.

### **Appointment of the thesis committee**

**ARTICLE 19** – (1) The thesis examining committee is appointed by recommendation of the GSD chair and the decision of the concerned Institute Administrative Board.

(2) The thesis committee in a Master's and PhD program is appointed by recommendation of the GSD chair and the decision of the concerned Institute Administrative Board.

(3) The thesis committee consists of at least three or five members, one being the thesis supervisor of the student. At least one member must be from a different institution of higher education and one from the same department. The co-supervisor may not be a member of the examining committee if the committee consists of three members. The jury in PhD consists of five members, three of whom are members of the student's thesis examining committee. For Arts, the jury consists of five members, one being the supervisor of the students and two from other higher institutions.

## **PART FIVE Assessment and Evaluation**

### **Assessment**

**ARTICLE 20** – (1) The final examinations are given on the dates indicated in the academic calendar.

(2) Students missing the midterm evaluation exams or assignments with a valid excuse are to write a petition to the concerned department heads within the following seven days of their excusable period.

(3) Students whose excuses are found valid by the departmental board, use their right to take the midterm exam on a date determined by the concerned instructor of the course.

(4) Exams taken during the period of a health-report are considered invalid.

(5) There is no acceptable excuse to miss a final exam.

### **Objection to Results**

**ARTICLE 21** – (1) The students can object to their midterm exam, final exam, or evaluation results by applying to the institute administration within three days following the announcement of the results.

(2) Petitions regarding the objections are directed to the concerned instructor.

(3) Any changes in the announced grades are made upon confirmation by administrative board.

### **Course success and course repeats**

**ARTICLE 22** – (1) The instructor of each course makes a written announcement to the students at the beginning of the term about the mid-term and final evaluation and other projects regarding the course. The total weight of the mid-term work cannot be less than 30% and should not exceed 70%.

(2) The minimum passing grade is CC for Master's programs, and CB for PhD. courses. The failing grades require re-taking of the course.

(3) Students who received a failing grade or W (withdrawal) in a course are obliged to repeat the related courses in the following term. Courses within the framework of the curriculum and found appropriate by the advisor may replace elective courses that are to be repeated if the failed courses are no longer in the framework.

(4) A course that had previously been failed or withdrawn cannot be dropped.

(5) Students may repeat the course /courses in the program in which they were successful in order to increase their Cumulative Grade Point Averages.

## Grades

**ARTICLE 23** – At the discretion of the instructor offering the course, students are given a letter grade for each course at the end of the semester they are registered. In determining the letter grade, the students' mid-term and final examination grades, their success in their studies within the semester and their attendance during course and practical work are taken into consideration. The coefficients of the letter grades and the score intervals used in the calculation of Grade Point Average are indicated below:

Letter Grade	Coefficient	Score intervals
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
FF	0,00	0-49 Fail ( <i>those who failed in the final exam</i> )
FA	0,00	Fail due to absenteeism. (These students are not eligible to take the final exam).

- (2) The following abbreviations are used depending on the student's case
- a) AU- Audit: Given to students who want to audit a course
  - b) I – Incomplete: Given to students who are not able to complete course requirements for valid reasons. These students must complete their missing course requirements and receive a letter grade until the end of semester grades submitted. If students do not complete their course requirements, the grade "I" will be automatically converted to the grade "FF".
  - c) L – On Leave: Given to students who are on leave in accordance with regulations
  - d) NC – No Credit: Used for no credit courses
  - e) ND – Not included in diploma: Given to credit or no-credit courses not to be included in the GPA and the diploma.
  - f) S – Satisfactory: Given to students for achievements in no-credit courses.
  - g) U – Unsatisfactory: Given to students who fail no-credit courses.
  - h) R – Repeat: Given when students retake a course
  - i) RR – Required Repeat: Given to courses which have been repeated to increase grades.
  - j) T – Transfer: Given to students who are transferred from other higher education or in-house programs and counted as equivalent upon the suggestion of the relevant head of department and approval of the executive board. In-house transfer courses are included in the GPA while transfers from other higher education programs are not.
  - k) W – Withdrawal: Given to students who withdraw from a course following the add/drop period within the time set by the academic calendar. Advisor approval is needed.
  - l) X – Temporary delay for Project or Thesis: Given to students who continue their studies such as projects or theses.

### Grand Point Averages

**ARTICLE 24** – (1) Students' semester Grade Point Averages and their Cumulative Grade Point Averages are calculated at the end of each semester and their standing related to success is determined.

(2) The total credit points obtained from a course are calculated by multiplying the credit value of the course and the coefficient corresponding to the letter grade earned from the course at the end of the semester.

(3) The Semester Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken in the concerned semester by the total credit values of those courses.

(4) The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time, the semester concerned inclusive, by the total credit values of those courses.

(5) The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the decimal point. In rounding the numbers off, the second digit after decimal point does not change if the third digit is smaller than 5, but it increases by 0.01 if the third digit is 5 or greater.

(6) The latest grade received from a repeated course is added to the Grade Point Average

### **The Doctoral Comprehensive Examination (DCE)**

**ARTICLE 25** – (1) The purpose of the doctoral comprehensive examination (DCE) is to assess students' competence in the related field and their disposition towards research. The DCE is administered twice a year, in May and November.

(2) Students who have been admitted with a graduate degree have to take the DCE latest at the end of the fifth semester (students with an undergraduate degree have to take it latest at the end of the seventh semester)

(3) Comprehensive examinations are arranged and administered by a Doctoral Comprehensive Board who are assigned by recommendation of the chair of the graduate school department and approval of the concerned graduate school administrative board.

(4) The DCE consists of two parts: a written and an oral examination. The Doctoral Comprehensive Board decides, in absolute majority, whether a student is to be deemed "successful" or "unsuccessful" by evaluating the results of the written component in conjunction with the results of the oral component. The concerned graduate school is notified of this decision latest within three days in an official report.

(5) Students who are unsuccessful in the DCE will repeat the exam the following semester.

(6) Provided that 1/3 of total credits are not exceeded, the Doctoral Comprehensive Board may require a student who is successful in the DCE to take a course / courses additional to those taken even if the course load requirements have been fulfilled.

#### **Defense of the thesis proposal**

**ARTICLE 26** – (1) A student who is successful in the DCE defends her/his thesis proposal which comprises the purpose of the thesis work, the research method and the future work plan at a thesis advisory committee meeting latest in six month. The student gives a written report about the thesis proposal to members of the advisory committee 15 days the latest prior to the defense meeting.

(2) As a result of the doctoral study, the thesis should bear at least one of the qualities below

- a) Introducing innovation to science by generating new knowledge.
- b) Developing a new method of scientific research and applying this.
- c) Developing a new application of a well-known method and applying this.

(3) The Thesis Advisory Committee decides, with absolute majority, to "approve" or "reject" the presented thesis proposal. The concerned graduate school is notified of this decision by the chair of the graduate school department latest within three days after the thesis proposal in an official report.

(4) In case of rejection of the thesis proposal, the student has the right to change his/her advisor and thesis topic. In such a case a new thesis advisory committee is appointed.

#### **Finalization of a Master's and Doctoral thesis and a dissertation of Proficiency in Art**

**ARTICLE 27** – (1) A student at the Master's or PhD program must put his/her findings on paper in accordance with the principles indicated in the graduate school senate's thesis manual and defend his or her dissertation orally before a jury.

(2) The jury members convene within one month as of the date they receive the thesis or piece of writing so as to have the student take the thesis defense examination. The thesis

defense shall comprise of the presentation of the thesis work or proficiency in art dissertation and a consecutive question and answer session.

(3) After the thesis defense is completed, the jury decides in absolute majority, whether the result is “approval”, “revision” or “rejection”. The concerned graduate school is notified of the decision of the jury with an official thesis report latest within three days of the defense by the chair of the graduate school department.

(4) The master’s or PhD student or Proficiency in Art student found successful in her/his thesis defense must submit, to the concerned graduate school directorate maximum three bound copies of the thesis or proficiency in art dissertation within one month as of the date of the defense.

(5) Master’s degree and proficiency in art students who are asked to review their theses after the defense may be given an extension of maximum three months by the jury. The student makes the required revisions and defends the thesis once again before the same jury.

(6) PhD students who are asked to review their theses after the defense may be given an extension of maximum six months by the jury. The student makes the required revisions and defends the thesis once again before the same jury.

(7) Master’s degree, PhD and Proficiency in Art students who are unsuccessful and whose theses are rejected are given a new thesis or proficiency in arts topic

(8) In addition, if requested by the master’s degree student and if the requirements of the non-thesis program are met, the student is given a non-thesis diploma and graduated from the program.

## **PART SIX**

### **Secondary Education Field Teacher Training and Distance Education Programs**

#### **Programs aimed at training secondary education field teachers**

**ARTICLE 28** – (1) Joined Undergraduate and Non-thesis Master’s Degree programs can be organized in cooperation with the concerned faculties and education faculties together with concerned departments. Students at these programs take their courses from the concerned faculty for the first seven semesters. In the last semester, students who successfully complete these courses take their field related courses and teaching practices from the Faculty of Education. Students who successfully complete all courses and practices receive an undergraduate diploma indicating their relevant major program and their minor program related to their field at the Faculty of Education. Students who have completed their undergraduate studies can directly transfer to the concerned graduate school’s non-thesis master’s degree program. Students who fulfill all requirements for graduation in the time period equal to the graduate program’s two semesters receive a master’s degree diploma indicating the relevant field teaching.

(2) For the purpose of training graduates to become secondary education teachers in their own fields, a non-thesis master’s degree program equal to a time period of three semesters is organized for students who received a diploma from a program approved by the Council of Higher Education. Student selection and placement to these kind of master’s programs is done according to the rules and regulations of the Council of Higher Education.

(3) The rules and regulations concerning the conditions for entrance and graduation and the running of non-thesis master’s degree programs and Joined Undergraduate and Non-thesis Master’s Degree programs organized for the purpose of training secondary education field teachers are determined by the Council of Higher Education with the approval of the Inter-University Council.

#### **Distance Education Programs**

**ARTICLE 29** – (1) Fields to be opened for distance education, courses and their credits given via distance education, the preparation of course material, the execution of exams, protocols between higher education institutions, and other matters concerning distance education are determined by the Council of Higher Education.

## **PART SEVEN**

### **Guidelines about Graduation, Diploma, Registration Cancellation and Leaves of Absence**

#### **Diploma**

**ARTICLE 30** – (1) Students who meet the graduation requirements of their program are awarded a diploma. Diplomas indicate the approved name of the graduate school and grade, and in the Master's degree programs whether it is a thesis or non-thesis master's degree. Diplomas are signed by the graduate school director and the rector.

(2) A student who is successful in a Proficiency in Art program and meets all other requirements is given a diploma which indicates the related art branch.

(3) Students who graduated from the Teacher Training non-thesis Master's Degree Program are also given a branch teaching non-thesis Master's Degree Diploma.

#### **Registration Cancellation**

**ARTICLE 31** – (1) The registration of students who are dismissed in accordance with the provisions of the Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education published in the Official Gazette No. 28388 dated 18 August 2012 are cancelled by decision from the concerned administrative board.

(2) A student may wish to leave the university at his/her own request. The student must personally apply in written to the concerned directorate. This wish is granted after the concerned administrative board's inspection.

(3) Students whose registration are cancelled in either way receive upon request a document showing their status of education.

#### **Temporary Leave**

**ARTICLE 32** – (1) Upon request by a student, he/she is given temporary leave for one or two semesters by the decision of the concerned administrative board. A student might apply for a temporary leave request more than once. However, the period of the temporary leave cannot be more than four semesters in total.

(2) A temporary leave is not included in a normal or maximum period of study. Students who have been given temporary leave still have to pay tuitions.

#### **Procedures of Academic Dismissal**

**ARTICLE 33** – (1) Students who leave the university upon graduation or registration cancellation must personally apply to the concerned units of the university to get a certificate of academic dismissal.

## **PART EIGHT Various and Final Provisions**

#### **Repealed Regulations**

**ARTICLE 34** – (1) Yeditepe University Postgraduate Education and Examination Regulation published in the Official Gazette No. 26407 dated 18/01/2007 has been repealed

#### **Adaptation**

**PROVISIONAL CLAUSE 1** – (1) Matters concerning the adaptation of students who have started any of the postgraduate programs before Spring 2013-2014 are decided by the concerned school boards.

#### **Enforcement**

**ARTICLE 35** – (1) This regulation is in effect as of the date of publication.

#### **Execution**

**ARTICLE 36** – (1) The provisions of this regulation are executed by the Rector of Yeditepe University.