

From Bursa Uludağ University:

**BURSA ULUDAĞ UNIVERSITY  
GRADUATE EDUCATION AND TRAINING REGULATIONS**

**PART ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** – (1) The purpose of this Regulation is to regulate the procedures and principles regarding the graduate education and training activities carried out by the institutes of Bursa Uludağ University.

**ARTICLE 2** – (1) This Regulation covers provisions related to graduate education-training and examinations comprising master's programs with and without thesis, doctoral programs and proficiency in art in the fields of art carried out by the institutes of Bursa Uludağ University as well as distance education programs at the graduate level in fall, spring and summer terms.

**Basis**

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

**Definitions**

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

a) Academic calendar: The education period in graduate education determined by the Senate and announced by the institutes, including the semester, summer term, proficiency and some other dates,

b) ECTS: The credit used in the European Credit Transfer System, which enables the transfer of the course credits and grades that students have taken and succeeded in the country and abroad, from one higher education Institution to another,

c) ALES: The Academic Personnel and Postgraduate Education Entrance Examination or other exams whose equivalence has been accepted by the Interuniversity Board,

ç) Branch of science/art: The sub-unit that carries out education and training, research and practice within the departments of the institute,

d) Integrated doctorate/proficiency in arts program: A doctorate/proficiency in arts program based on a bachelor's degree,

e) Term project: The report of a scientific subject researched and/or examined during the non-thesis master's program education and presented in accordance with the thesis writing rules of the relevant institute,

f) DUS: Dentistry Specialization Education Entrance Examination,

g) Institute: Bursa Uludağ University- affiliated institutes carrying out graduate education and training

ğ) The institute department: The Institute department, which has a program in the Institute, consists of faculty members whose staff/ title and/or contribution to the Institute department is approved by the Council of Higher Education (henceforth referred to as YÖK) and is responsible for the Institute for the execution of the program,

h) The board of Institute department: The board of the Institute department, which consists of faculty members who have a program in the institute, whose staff/title and/or contribution to the institute department is approved by YÖK, and is responsible for the institute for the execution of the program,

ı) The institute board: Under the chairmanship of the director of the Institute, the board consists of deputy directors and the heads of the departments,

i) The institute administrative board: Under the chairmanship of the director, the board consists of deputy directors and three faculty members elected by the Institute board for three years,

j) GANO: Grade Point Average,

k) Graduate evening education program: The education program held out of working hours,

l) Graduate distance education program: The graduate education program carried out through the internet, supported by information technologies,

m) Program: Education in master's programs (with/without thesis), proficiency in doctorate/arts programs carried out in the institute departments,

n) Rector: Rector of Bursa Uludağ University,

o) Senate: Senate of Bursa Uludağ University,

ö) Senate principles: Principles determined by Bursa Uludağ University Senate,

p) Thesis study: A scientific study prepared for the purpose of master's, doctoral thesis and proficiency in arts program,

r) TUS: Medical Specialization Education Entrance Examination,

s) Specialization field course: A non-credit theoretical course given to master's and doctoral students by the

supervisors to enable students to acquire scientific ethics and discipline, the ability to monitor and evaluate the current literature, and to establish and conduct the scientific foundations of the thesis,

- s) University: Bursa Uludağ University,
- t) YDS: Foreign Language Knowledge Level Determination Examination,
- u) YÖK: Council of Higher Education,
- ü) YÖKDİL: Council of Higher Education Foreign Language Examination.

## **PART TWO**

### **Principles Regarding Graduate Education**

#### **Opening graduate programs and courses**

**ARTICLE 5** – (1) A new graduate program is opened with the proposal of the board of institute department, the approval of the Institute board, the decision of the Senate and the approval of YÖK.

(2) The change proposals of the board of Institute department regarding the existing programs are decided by the Senate after the Institute board approves it.

(3) Opening joint programs in cooperation with other domestic/foreign higher education/research institutions and organizations can be proposed to the Senate upon the request of the board of Institute department and the decision of the Institute board. Joint programs are put into practice with the decision of the Senate and the approval of YÖK. Joint programs are carried out in accordance with the provisions of the Regulation on Joint Education Programs of Higher Education Institutions with Foreign Higher Education Institutions published in the Official Gazette dated 6/10/2016 and numbered 29849.

(4) Interdisciplinary programs can be opened within the framework of the principles determined by the Council of Higher Education and the Senate, with the proposal of the board of institute department, the opinion of the appropriateness of the institute board, the decision of the Senate and the approval of YÖK.

(5) Graduate programs in a foreign language can be opened within the framework of the principles determined by YÖK, with the proposal of the board of Institute department, the opinion of the appropriateness of the Institute board, the decision of the Senate and the approval of YÖK.

(6) The syllabuses of the graduate programs, which courses will be opened, and which lecturers will teach these courses, are put into practice with the proposal of the board of Institute department, the opinion of the appropriateness of the Institute board and the approval of the Senate.

(7) Courses cannot be opened with the same name and content in undergraduate, master's and doctoral programs.

(8) For a new course that is planned to be opened in the Institute department, the lecturer who will teach the course makes the application to the head of the Institute department, in accordance with the Senate principles. Until the end of May, at the latest, the courses offered are opened with the opinion of appropriateness of the Institute board and the approval of the Senate after the proposal of the head of the Institute department, and the decision of the board of Institute department.

(9) Courses approved by the Senate can only be conducted through distance education or both distance education and formal education.

#### **Medium of Instruction**

**ARTICLE 6** – (1) The medium of instruction in the Institutes is Turkish. However, programs in a foreign language can be opened with the proposal of the board of Institute department, the opinion of the appropriateness of the Institute board, the decision of the Senate and the approval of YÖK. The language of the thesis/artwork is the language of the program. However, with the decision of the Senate, a thesis/artwork can be done in a different language.

(2) For the courses, practices and exams to be held in a foreign language, the relevant faculty members must meet the conditions specified in the Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be Followed in Teaching in a Foreign Language, published in the Official Gazette dated 23/3/2016 and numbered 29662.

#### **Admission of special students**

**ARTICLE 7** – (1) Students who are enrolled in a master's, doctorate or proficiency in arts program can be admitted to graduate courses in other higher education institutions as special students with the approval of the head of the institute department they are enrolled in. The exemption procedures for the courses that the students take as special students and are successful in are carried out by the head of the Institute department.

(2) Senate principles are applied in other matters related to special student admission.

#### **Admission of students through lateral transfer**

**ARTICLE 8** – (1) The provisions of the relevant legislation and Senate principles are applied regarding the admission of students enrolled in graduate programs in a higher education institution in the country or abroad through lateral transfer.

#### **Transfer between graduate programs**

**ARTICLE 9** – (1) The provisions of the relevant legislation and Senate principles are applied regarding the transition from the non-thesis master's program to the master's program with a thesis.

#### **Admission of students to scientific preparation program**

**ARTICLE 10** – (1) The provisions of the relevant legislation and Senate principles are applied in the admission of students to scientific preparatory programs.

#### **Admission of international students to graduate programs**

**ARTICLE 11** – (1) The provisions of the relevant legislation and Senate principles are applied in the admission of international students.

#### **Admission of top-ranking students to master's programs**

**ARTICLE 12** – (1) Senate principles are applied in the admission of the top-ranking students.

#### **Admission of business-experienced students to master's programs**

**ARTICLE 13** – (1) Senate principles are applied in the admission of business-experienced students.

#### **Discipline**

**ARTICLE 14** – (1) The provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388 are applied in the disciplinary actions and transactions of graduate students.

### **PART THREE**

#### **Quotas, Application to Graduate Programs, Evaluation and Registrations**

##### **Quotas and application**

**ARTICLE 15** – (1) The quota and application conditions for each graduate program are determined by the proposal of the board of the institute department, the decision of the institute board and the approval of the Senate.

(2) Master's, doctorate and proficiency in arts programs to be accepted by the institutes, quotas, documents required for application and registration, exam and registration dates and other issues are announced on the University's website. Senate principles are applied in matters related to application, evaluation, announcement and registration to graduate programs.

(3) Applications are made only to the relevant institute electronically. In the final registration, the original of the documents or a copy approved by the institute are accepted.

##### **Determination of science, art and interview exam juries**

**ARTICLE 16** – (1) Senate principles are applied in the determination of science, art and/or interview exam juries.

##### **Registration renewal**

**ARTICLE 17** – (1) The registration renewal processes, the status of opening the course or courses registered by the students, changing courses, transferring credits and course exemptions, taking courses from a different university/institute of the candidates who have the right to enrol in graduate programs and the students who continue their education are done within the period determined in the academic calendar and the Senate principles are applied. All the students, including those in the term project/thesis stage, must renew their registration at the beginning of each semester within the periods determined by the Senate in the academic calendar. Those who do not renew their registration cannot attend classes, cannot take exams and cannot benefit from other student rights.

(2) The semester of the student who does not register for the course on time without an excuse accepted by the institute administrative board is counted as part of the education period.

(3) Students who are liable for contribution/tuition payment at the date of registration renewal must pay the contribution/tuition fee within the registration renewal period.

### **PART FOUR**

#### **Courses, Examinations and Assessment**

##### **Courses**

**ARTICLE 18** – (1) Graduate course program consists of compulsory and elective courses offered in the institute departments. The ratio of compulsory and elective courses to be included in the syllabuses, their planning and determination of their place in the program are finalized with the proposal of the board of Institute department, the decision of the institute board and the approval of the Senate.

(2) The principles determined by the Senate are applied in the matters related to taking courses, taking courses in and out of the department, specialization field course and course/thesis supervisory.

##### **Attendance**

**ARTICLE 19** – (1) Attendance to theoretical and practical courses is compulsory. It is required to attend 70% in theoretical courses and 80% in applied courses. Students who do not meet this requirement cannot take the exam and the student is given a grade of "Absent" (D).

(2) In cases where force majeure conditions, such as a general or regional natural disaster or epidemic occur, the attendance requirement can be completely or partially removed by the decision of the institute administrative board.

##### **Examinations**

**ARTICLE 20** – (1) There are two types of compulsory exams, the final exam and the make-up exam for students

who fail the final exam. However, if the relevant faculty member wishes, he/she can give a midterm exam or have students do quizzes, projects or homework.

(2) The final exam of a course is done at the end of the semester in which the course is completed. The exam format (written, written-oral or practical) is determined by the responsible lecturer. The effect rate of the final exam should be at least 60%. The effect ratio of make-up and final exams should be equal.

#### **Success grade**

**ARTICLE 21** – (1) Success in a course is determined by the course success grade. The course success grade is determined by the final exam. For the student to be considered successful in a course, he/she must get at least 70 (CC) in the master's program and at least 75 (CB) in the doctorate. The letter grade and coefficient equivalents of the scores out of 100 are given in the table below:

<u>Letter Grade (Explanation)</u>	<u>Coefficient</u>	<u>Point</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
FF	0	0-69
G	0	
K	0	
D	0	

(2) In the evaluation of the scores obtained out of 100 within the framework of the first paragraph with letter grades; the students who get AA, BA, BB, CB and CC grades in master's programs and scientific preparation programs and the students who get AA, BA, BB and CB grades in the doctoral program are considered to be successful in that course.

(3) The definitions for letter grades are:

a) FF (Unsuccessful) grade is given to a student who does not take the exam or fails the exam after fulfilling the obligation to attend the course.

b) G (Pass) grade is given to the students who successfully complete non-credit courses, specialization field course, thesis supervisory, thesis study and term project. It is not included in the average.

c) K (Fail) grade is given to the students who fail in non-credit courses, specialization field course, thesis supervisory, thesis study and term project.

ç) (Unattended) grade is given to the students who do not fulfill the obligation to attend the course or the conditions regarding course applications. Grade D is included in the grade point average calculation as FF.

(4) In graduate programs, if a student fails the final exam of any course takes the make-up exam. The grade of the make-up exam replaces the final exam grade. A student who does not take the final exam due to absenteeism cannot also take the make-up exam.

(5) The students who fail the exams of compulsory and elective courses, fail in absenteeism or do not fulfill the prerequisites of the relevant course, take the relevant course/courses in the first semester when they are opened. In the case of being unsuccessful in the elective course, the student can choose a new course instead.

(6) The exam results of the courses in the graduate programs are entered in automation system by the faculty member on the date specified in the academic calendar. The papers, questions and answers of the final and make-up exams, together with the exam minutes, are sent to the institute within five working days by the head of the institute department.

(7) Students are not entitled to make-up exams for the final and make-up exams.

#### **Freezing registration**

**ARTICLE 22** – (1) If the student has just and valid reasons according to the Senate principles, the institute administrative board may decide to freeze the student's registration for a maximum of two semesters at a time.

#### **Objection to exam results**

**ARTICLE 23** – (1) The student can apply in writing to the institute within three working days following the announcement of the exam result to correct the material error in the numerical grades of the exams. This application is forwarded to the relevant faculty member for evaluation by the head of the institute department. The result of the evaluation is notified to the institute by the head of the institute department and the result of the objection is finalized with the decision of the institute administrative board.

#### **Dismissal**

**ARTICLE 24** – (1) In the following cases, the student is dismissed from the institute with the decision of the institute administrative board:

a) Being expelled from higher education in accordance with the provisions of the Higher Education Institutions

Student Disciplinary Regulation.

b) Requesting dismissal by applying to the institute in person and in writing.

c) Leaving through lateral transfer.

(2) In the following cases, the student is dismissed from the institute:

a) Being in a state of dismissal in accordance with the provisions of the Graduate Education and Training Regulation published in the Official Gazette dated 20/4/2016 and numbered 29690.

b) Being unsuccessful at the end of the scientific preparation program period.

c) Not completing the course load determined by the institute department in four semesters in the master's programs with a thesis and doctorate programs, in three semesters in the non-thesis master's program, and in six semesters in the integrated doctorate program.

ç) Being unsuccessful in a master's/doctorate thesis supervisory course/specialization field course twice in a row or three times intermittently.

d) Failing the qualifying doctoral exam twice.

e) Being rejected for a doctoral thesis proposal twice.

f) Being rejected by the jury without being given time to revise the thesis.

g) Being a student whose revised thesis has been rejected.

ğ) Not submitting the thesis to the relevant institute at the end of the additional period given by the relevant administrative board (maximum three months for master's degree, maximum six months for doctorate) after having received a thesis revision in the thesis defence.

h) Being deemed unsuccessful twice consecutively or three times intermittently by the thesis supervisory committee at the doctoral thesis stage (the status of the student who does not submit a thesis monitoring report is detected by the thesis supervisory committee report. If the thesis monitoring report is not submitted to the institute on time or at all, the student is considered unsuccessful in thesis supervisory in the relevant semester.)

ı) Not completing the program within the maximum time limit.

## **PART FIVE**

### **Master's Program with a Thesis**

#### **Aim and scope**

**ARTICLE 25** – (1) The aim of the master's program with a thesis is to provide the student with the ability to access new information, evaluate and interpret information, and the ability to produce original scientific knowledge by doing scientific research.

(2) The master's program with a thesis consists of at least eight compulsory and elective courses foreseen by the head of the institute department and a seminar course, a specialization field course to be taken each semester, and a thesis study, provided that it is not less than 120 ECTS credits. Seminar course, specialization field course and thesis study are considered as pass or fail. Related courses and studies are not included in the average. In addition, additional publication or scientific/artistic activity may be stipulated by the decision of the Senate.

(3) At most, two of the courses that the student will take in the master's program with a thesis can be selected from the courses in the undergraduate program, provided that they were not taken during the undergraduate education. Upon the request of the student, the recommendation of his/her supervisor and the decision of the board of Institute department, and the approval of the institute administrative board, he/she can take at most two elective courses per semester from other departments of the institute or from other institutes or graduate courses taught in other higher education institutions. During their master's education with a thesis, students can take a maximum of four courses from different higher education institutions, different institutes of the same higher education institution or different departments of the same institute.

(4) Master's students cannot take courses from the doctoral program.

(5) The master's program with a thesis can also be carried out as an evening education program.

#### **Duration**

**ARTICLE 26** – (1) The duration of the master's program with a thesis, excluding the time spent in scientific preparation, is a maximum of four semesters starting from the semester in which the courses related to the program he/she is enrolled in regardless of whether the student is registered or not for each semester, and the program is completed in a maximum of six semesters. The student has to spend at least one semester at the thesis stage.

(2) The student who cannot successfully complete the credit courses and seminar course in the curriculum at the end of four semesters or fails to fulfill the success conditions/criteria stipulated by the University within this period, and the student who fails in the thesis study or do not enter the thesis defence within the maximum period is dismissed from the institute.

#### **Supervisor assignment**

**ARTICLE 27** – (1) For each student, in the course selection process at the beginning of the first semester at the latest; the supervisor is proposed to by the head of the institute department in the Institute of Social Sciences and the

Institute of Educational Sciences and is proposed as the decision of the Institute department board in the Institute of Natural Sciences and the Institute of Health Sciences. The determination of the student's supervisor is finalized with the decision of the institute administrative board.

(2) In the master's program with a thesis, the supervisor is selected from among the faculty members with the qualifications determined by the Senate. To become an supervisor, it is necessary for a faculty member to have the taught in an undergraduate program for at least two semesters. In addition, for a faculty member to be assigned as an supervisor, his/her doctorate or associate professorship must be in the relevant field. If there is no faculty member with the qualifications determined at the university, a faculty member from another higher education institution may be selected as an supervisor by the institute administrative board within the framework of the principles determined by the Senate. In cases where the nature of the thesis study requires more than one supervisor, the second thesis supervisor to be assigned may be from the personnel outside the university who have at least a doctorate degree.

(3) Given the number of faculty members who can take part in graduate programs and the number of students per current faculty member, the number of thesis supervisory per faculty member for master's programs with a thesis and doctorate programs is a maximum of fourteen, and it is determined to be no more than sixteen students for non-thesis master's programs, excluding master's programs with a thesis and doctoral programs. However, this quota can be increased up to 50% for graduate programs conducted within the framework of the protocol signed with the university and within the framework of university-industry cooperation.

(4) Senate principles are applied for the assignment and change of supervisors.

#### **Thesis study**

**ARTICLE 28** – (1) The thesis topic proposal to be determined by the student together with his/her supervisor is proposed by the head of the institute department in the Institute of Social Sciences and the Institute of Educational Sciences and is proposed as the decision of the board of institute department in the Institute of Natural Sciences and in the Institute of Health Sciences until the end of the second semester at the latest. The thesis topic proposal is finalized with the decision of the institute administrative board.

(2) If there is a change in the topic and/or name during the thesis phase, the new thesis topic and/or name determined under the supervision of the supervisor are submitted to by filling in the relevant form by the head of the institute department in the Institute of Social Sciences and The Institute of Educational Sciences, and as for the Institute of Natural Sciences and the Institute of Health Sciences the changes are submitted to the institute upon the proposal of the board of institute department and decided by the institute administrative board.

(3) Senate principles are applied in the assignment of the supervisor and determining the quality of the thesis study.

#### **Finalization of the master's thesis**

**ARTICLE 29** – (1) A student in the master's program writes the results in accordance with the thesis writing rules accepted by the institute administrative board and defends his/her thesis orally in front of the jury. The student completes the thesis and presents it to his/her supervisor before the defence of the master's thesis and after the revision process in cases where the thesis needs to be revised. The supervisor submits the thesis to the institute with his/her opinion that the thesis is defensible. The institute receives the plagiarism report of the thesis and sends it to the supervisor and jury members. If a real plagiarism is detected in the data in the report, the thesis is sent to the institute administrative board to be decided together with its justification.

(2) A student enrolled in a master's program with a thesis defends her thesis orally in front of a jury.

(3) The master's thesis jury is appointed with the proposal of the supervisor and the head of the institute department and the decision of the institute administrative board. The jury consists of three or five faculty members, one of whom is the student's supervisor and at least one of whom is from outside the higher education institution. If the jury consists of three people, the second supervisor cannot be a member of the jury.

(4) The institute sends the assignment letters to the permanent and substitute jury members, and the decision of the institute administrative board to the head of the institute department. The student is informed in writing. Theses are delivered to the jury members without delay by the students, and to those assigned from outside by post or e-mail, according to the preference of the relevant faculty member.

(5) The jury members convene within one month as of the date they receive the thesis to have the student defend it. The thesis defence consists of the presentation of the thesis study and the consecutive question-answer section. In the Faculty of Fine Arts and the State Conservatory, the thesis is evaluated based on the written text and artistic performance. The student whose thesis study is found unsuccessful and rejected is dismissed from the institute.

(6) The thesis defence is open to an audience of lecturers, graduate students and experts in the field. However, the audience cannot ask questions. After the thesis defence is completed, the jury decides whether the result is approval, refusal or revision in the absence of the audience and in absolute majority. This decision, the personal reports of the jury members, the joint report of the jury and other examination documents, if any, are submitted to the institute by the head of the institute department within three working days following the thesis defence.

(7) If there is a proposal to change the name of the thesis with the decision of the jury during the thesis defence,

the thesis name change proposal form is filled out by the jury and submitted to the institute along with other documents.

(8) The student whose thesis is found unsuccessful and rejected is dismissed from the institute.

(9) The student whose thesis resulted in revision decision defends the revised thesis in front of the same jury within three months at the latest. At the end of this period, the student who fails to stand in front of the jury for thesis defence until the end of this period or whose thesis is not approved after thesis defence again is dismissed from the institute.

(10) If the student whose thesis is rejected demands, he/she is awarded a non-thesis master's degree provided that he/she fulfils course credit load, project writing and similar requirements of an available non-thesis master's program in the same institute department.

## **PART SIX**

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

#### **Aim and Scope**

**ARTICLE 30** – (1) The aim of the non-thesis master's program is to provide the student with deep knowledge of the profession and to show how to use the existing knowledge in practice.

(2) The non-thesis master's program consists of at least ten courses with a total of not less than 90 ECTS and a term project course. The student has to register for the term project course in the semester in which the term project course is taken and submit a written project and/or report at the end of the semester. The term project course is non-credit and is evaluated as successful or unsuccessful.

(3) A maximum of three of the courses to be taken by the student can be selected from the undergraduate courses, provided that they were not taken during the undergraduate education.

#### **Supervisor assignment**

**ARTICLE 31** – (1) For each student, the supervisor is proposed in the course selection process at the beginning of the first semester at the latest; By the Institute of Social Sciences and the Institute of Educational Sciences, by the head of the department of the institute; and in the Institute of Science and Health Sciences, the supervisor is proposed to the institute as a decision of the institute department. The student's supervisor becomes final with the decision of the institute administrative board.

(2) In the non-thesis master's program, the supervisor is proposed by the Institute of Social Sciences and the Institute of Educational Sciences, by the institute department / department; In the Institute of Science and Health Sciences, it is proposed to the institute as a decision of the institute department. In the non-thesis master's program, a faculty member who will advise each student in the course selection and running the term project or a faculty member with a doctorate degree with the qualifications determined by the Senate is determined at the beginning of the first semester.

(3) Senate principles apply to the assignment and change of supervisors.

**ARTICLE 32** – (1) The duration of completing the non-thesis master's program is at least two semesters and at most three semesters, regardless of whether the student is registered for each semester, starting from the semester in which the courses related to the program he/she is registered are given, excluding the time spent in academic deficiency program. At the end of this period, the student who fails or cannot complete the program is dismissed from the institute. With the decision of the institute administrative board, students who have failed at most three courses in the spring semester of the course phase, excluding the time spent in academic deficiency program, may be given the right to take additional exams until the end of the third semester.

## **PART SEVEN**

### **Doctoral Program**

#### **Aim**

**ARTICLE 33** – (1) The aim of the doctoral program is to provide the student with the ability to conduct independent research in the relevant field, to interpret scientific events with a broad and deep perspective and to reach new syntheses; and at the end of the program, to enable the new thesis to be prepared to bring innovation to science, to develop a new scientific method or to apply a known method to a new field.

#### **Scope**

**ARTICLE 34** – (1) The principles regarding the scope of the doctoral program are as follows:

a) Students who have been accepted to the doctoral program with a master's degree with a thesis must be successful in at least 240 ECTS to graduate. This credit load should consist of at least eight courses and seminars, provided that it is not less than 60 ECTS for an academic year; the rest of the load must be obtained from the seminar, proficiency exam and thesis work after the course phase.

b) For students in the integrated doctorate program, the graduation requirement consists of at least 300 ECTS credits, of which at least fourteen courses, seminars, the qualifying exam and thesis work.

c) To graduate, the student must also fulfil the publication or scientific activity condition determined by the Senate decision.

c) In the selection of doctoral courses, students who have been accepted with a master's degree from the doctoral courses offered in other institutes of the University or other higher education institutions with the proposal of the institute department chair and the decision of the institute board of directors, can take maximum two courses per semester, maximum four courses for integrated doctorate students. These courses are counted from the credit load.

d) At most two of the courses to be taken by the student can be selected from the master's courses, provided that they were not taken during the master's education. In case of request, the student can take two elective courses at most from outside the field with the proposal of his/her supervisor and the decision of the institute department board. The total number of courses taken from different higher education institutions, from outside the field and/or from master's degree cannot exceed four.

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

f) Doctoral programs cannot be opened as evening education.

#### **Duration**

**ARTICLE 35** – (1) The duration of the doctoral program, whether the student is enrolled or not for each semester, is eight semesters and the maximum completion period is twelve semesters for those who are accepted with a master's degree with a thesis, excluding the time spent in academic deficiency program, starting from the semester when the courses related to the program they are enrolled in; and it is ten semesters for an integrated doctorate and the maximum completion period is fourteen semesters.

(2) The maximum time to successfully complete credit courses is four semesters for those who are accepted with a master's degree with a thesis, and six semesters for an integrated doctorate. A student who cannot successfully complete the credit courses and seminar course within these periods, or who cannot meet the minimum 2.25 GPA requirement stipulated by the University, is dismissed from the institute.

(3) A student who successfully completes the credit courses for the doctorate program, is successful in the doctoral qualifying exam, and whose thesis proposal is accepted, but cannot complete the thesis work by the end of the twelve or fourteen semesters specified in the first paragraph, is dismissed from the institute.

(4) Among the students who have applied to the integrated doctorate program, those who cannot complete the credit courses and/or thesis work within the maximum period or cannot be successful in the doctoral thesis must have fulfilled the credit load, project and other similar requirements for the non-thesis master's program, and that they have met the non-thesis master's program in the relevant department, a non-thesis master's degree can be awarded upon request, provided that it is required.

#### **Supervisor assignment**

**ARTICLE 36** – (1) For each student, the supervisor is proposed in the course selection process at the beginning of the first semester at the latest; By the Institute of Social Sciences and the Institute of Educational Sciences, by the head of the department of the institute; and in the Institute of Science and Health Sciences, the supervisor is proposed to the institute as a decision of the institute department. The student's supervisor becomes final with the decision of the institute administrative board.

(2) In the doctoral program, the supervisor is selected from among the faculty members with the qualifications determined by the Senate. To become an supervisor, the faculty member must have taught at least four semesters in an undergraduate program or two semesters in a master's program with a thesis. In addition, for a faculty member to be assigned as an supervisor, his/her doctorate or associate professorship must be in the relevant field. If there is no faculty member with the qualifications determined at the university, a faculty member from another higher education institution may be selected as an supervisor by the institute board of directors within the framework of the principles determined by the Senate. In cases where the nature of the thesis work requires more than one thesis supervisor, the second thesis supervisor to be assigned may be from people outside the University who have at least a doctorate degree.

(3) With the exception of faculties of medicine, veterinary and dentistry, faculty members must have directed at least one successfully completed master's thesis to manage a thesis in doctoral programs.

(4) Considering the number of faculty members who can take part in graduate programs and the number of students per current faculty member, the number of supervisors per faculty member for thesis master's and doctorate programs is a maximum fourteen. For non-thesis master's and doctoral programs, it is determined that there will be a maximum of sixteen students excluding the programs. However, this quota can be increased up to 50% for postgraduate programs conducted within the framework of the protocol signed with the University and within the framework of university-industry cooperation.

(5) Senate principles are applied in other matters related to the assignment and change of supervisors.

#### **Doctoral qualifying examination**

**ARTICLE 37** – (1) In the doctoral qualifying exam, it is evaluated whether the student has in-depth knowledge of scientific thinking skills, the level of assimilation of scientific methods, the basic subjects and concepts for conducting independent research, and the subjects related to the department of the institute for which he/she has done his/her doctorate.

(2) After successfully completing the courses and seminar, the student can take the qualifying doctoral exam until



the end of the following semester. However, the student admitted with a master's degree must take the qualifying doctoral exam by the end of the fifth semester at the latest. The student admitted with a bachelor's degree must take the qualifying doctoral exam by the end of the seventh semester at the latest.

(3) If the student admitted with a master's degree does not take the qualifying doctoral exam by the end of the fifth semester at the latest. The student admitted with a bachelor's degree by the end of the seventh semester at the latest, it is considered to have failed the first doctoral qualifying exam. A student admitted with a master's degree is dismissed from the doctoral program if he fails to pass the qualifying doctoral exam by the end of the sixth semester at the latest. The student admitted with a bachelor's degree is dismissed from the doctoral program if he fails to pass the qualifying doctoral exam by the end of the eighth semester at the latest.

(4) The qualifying doctoral exam is held within one month at the latest, starting from the day following the notification of the institute's board of directors' decision to the institute's department.

(5) The doctoral qualifying exams are organized and conducted by five principal and three substitute jury members proposed by the institute department and approved by the institute board of directors. At least two principal and two substitute members of the examination jury are from another higher education institution. The department heads of the institute must notify the institute of the qualifying doctoral exam jury proposals one month before the exam. Qualifying doctoral exam meetings are open to the participation of lecturers, graduate students and experts in the field. However, the audience cannot ask questions.

(6) The qualifying doctoral exam is a whole and is made in two parts, written and oral. The student who is successful in the written exam is taken to the oral exam. Students who fail the written exam are not allowed to take the oral exam. For the student to be considered successful, it is necessary to get at least 75 (seventy-five) points out of 100 (one hundred) full points separately from both the written and oral exams. In the oral and written exams, the questions and answers directed to the candidate are recorded in the minutes.

(7) After the completion of the examination, the jury decides by absolute majority, in private, whether the candidate is successful or unsuccessful. The qualifying doctoral exam result report and exam documents containing this decision are sent to the institute by the institute department within three working days following the doctoral qualifying exam.

(8) Students who fail the qualifying doctoral exam are taken to the exam again in the next semester from the department/departments they failed. The student who also fails this exam is dismissed from the doctoral program.

(9) The student can take the qualifying doctoral exam at most twice in a calendar year.

(10) The jury may suggest to the institute that a student who has passed the qualifying doctoral exam should take the course/courses related to the subject that is deemed lacking, provided that it does not exceed 1/3 of the total credit amount and that the course content is stated, even if he/she has completed the course load.

(11) A student who has been accepted to a doctoral program with a bachelor's degree and has successfully completed at least seven courses, but fails the doctoral qualifying exam, can transfer to the master's program.

#### **Establishment of the thesis monitoring committee**

**ARTICLE 38** – (1) For the student who is successful in the doctoral qualifying exam, a thesis monitoring committee is formed within one month at the latest after the exam date, upon the request of the supervisor, the proposal of the institute department chair and the decision of the institute board of directors. If there is a difference between the supervisor's thesis monitoring committee member proposal and the proposal of the institute department head, the thesis monitoring committee is formed with the proposal of the department board and the decision of the institute administrative board.

(2) The thesis monitoring committee consists of three faculty members. One of the two members other than the supervisor is selected from the same institute department, and the other member is selected from the faculty members outside the institute department. A member from outside the department of the institute can also be selected from the department of a different institute, provided that they have studies related to the thesis topic. If the second thesis supervisor is assigned, he/she can attend the committee meetings. However, he cannot be a member of the thesis monitoring committee.

(3) In the periods after the establishment of the thesis monitoring committee, changes can be made in the members of the thesis monitoring committee upon the recommendation of the supervisor, the proposal of the institute department chair and the decision of the institute administrative board. A new member is assigned within one month at the latest.

#### **Defence of the thesis proposal**

**ARTICLE 39** - (1) The student who successfully completes the doctoral qualifying/pre-qualifying exam in arts verbally defends his thesis proposal, which includes the purpose, method and study plan of the research he will do, in front of the thesis monitoring committee, within six months at the latest. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defence. The date, place and time of the oral defence are determined by the thesis monitoring committee. The defence of the thesis proposal can also be made electronically with the recommendation of the department of the department and the decision of the institute board of

directors. The student who does not enter the thesis/art proficiency study proposal defence without a valid excuse within the specified time is deemed unsuccessful and the thesis proposal is deemed to be rejected. This situation is conveyed to the institute by the department of the institute with the report of the doctoral thesis monitoring committee.

(2) The thesis monitoring committee convenes with the participation of all members and decides with an absolute majority to accept or reject the thesis/art proficiency study proposal. When the thesis monitoring committee deems it necessary, it can give one month for correction. At the end of this period, the decision to accept or reject by absolute majority is sent to the institute by the institute department/major arts branch presidency with the form regarding the defence and amendment of the doctorate thesis/proficiency in art proposal within three working days following the end of the process, and it is decided by the institute administrative board. The student who does not bring the thesis/art proficiency study correction without a valid excuse within the specified time is considered unsuccessful and the thesis proposal is deemed to be rejected. This situation is conveyed to the institute by the institute department/article department with the doctorate thesis monitoring committee report.

(3) For the student whose thesis/proficiency in arts proposal is accepted, the thesis monitoring committee convenes at least twice a year, once between May-June and November-December during the duration of the thesis period. The student submits a written report to the committee members at least fifteen days before the meeting date. In this report, a summary of the work done so far and the work plan to be made in the next period is stated. The thesis/art proficiency study of the student is determined as successful or unsuccessful by the committee. The result is conveyed to the institute by the department head of the institute with the report of the doctoral thesis monitoring committee. If the student does not submit a report and/or does not attend the thesis monitoring committee meeting, the student is deemed unsuccessful, and this situation is conveyed to the institute by the institute department/article department with the doctoral thesis monitoring committee report. A student who is found unsuccessful two times in a row or three times intermittently by the committee is dismissed from the institute.

(4) The student whose proposal for thesis/proficiency in arts is rejected has the right to choose a new supervisor and/or thesis/art proficiency study topic. In such a case, a new thesis/art proficiency study monitoring committee is formed. The student who wants to continue the program with the same supervisor is taken to the defence of the thesis/art proficiency study proposal again within three months, and the student who changes the subject of the supervisor and thesis/proficiency in the artwork is taken to the defence of the thesis/art proficiency study proposal again within six months. The student whose thesis/art proficiency study proposal is rejected in this defence or who does not take this defence exam within the specified time is dismissed from the institute.

(5) If there is a change in the subject and/or name during the thesis/art proficiency study, the new thesis topic and/or name is submitted to the institute with the proposal of the institute department/art branch presidency by filling the relevant form with the proposal of the thesis monitoring committee and a decision is made by the institute administrative board.

(6) Thesis proposals of doctoral scholars and priority field research assistants are evaluated according to the relevant regulations and principles.

#### **Finalization of the doctoral thesis**

**ARTICLE 40** – (1) A student in the doctoral program writes the results in accordance with the thesis writing rules accepted by the institute administrative board and defends his thesis orally in front of the jury. Before the defence of the doctoral thesis/proficiency in artwork and after the corrections are made in the corrected theses, the student completes the thesis and presents it to his/her supervisor. The supervisor submits his/her opinion that the thesis is defensible and the thesis to the institute. Before the defence of the doctoral thesis, in theses for which correction is given, after the correction process, the student completes the thesis and presents it to his/her supervisor. The supervisor submits the thesis to the institute with his/her opinion that the thesis is defensible. The Institute receives the plagiarism report of the thesis and sends it to the supervisor and jury members. If real plagiarism is detected in the data in the report, the thesis is sent to the institute board of directors to be decided together with the reason.

(2) For the thesis/proficiency in arts study to be concluded, the student must have successfully passed at least three thesis monitoring committee report periods. During the doctoral thesis period, thesis monitoring reports are submitted to the institute with the cover letter of the head of the department.

(3) The doctoral thesis/art proficiency jury is formed upon the proposal of the supervisor and the institute department head and the approval of the institute administrative board. The jury consists of five faculty members, including three faculty members from the student's thesis monitoring committee and at least two of them from outside their higher education institution, including the supervisor. In addition to the main jury, three substitute jury members, one from their own institute's department and the others from outside their higher education institution, are determined. The relevant board of directors decides whether the consultant has the right to vote. If the supervisor does not have the right to vote, the jury may consist of six faculty members. In addition, the second thesis supervisor can take part in the jury without voting rights.

(4) The institute sends the assignment letters and plagiarism reports to the original and substitute jury members, and the institute administrative board sends the decision to the head of the institute's department. The student is informed

in written form. Theses/proficiency in arts studies are forwarded to the jury members without delay by the students and sent to the outsiders by mail.

(5) The jury members meet within one month at the latest from the date on which the thesis/proficiency in art is delivered to them and take the student to the thesis/proficiency in art exam. The thesis/art proficiency study consists of the defence exam, the presentation of the thesis/art proficiency study, and the following question-answer section. The thesis/art proficiency study is held in an environment open to the participation of the defence exam, lecturers, graduate students, and experts in the field. However, the audience cannot ask questions. After the completion of the exam, the jury decides to accept, reject, or correct the thesis by absolute majority, in the absence of the audience. This decision, the personal reports of the jury members, the joint report of the jury, other examination documents, if any, are sent by the institute's department head to the institute within three working days following the thesis/art proficiency study defence examination.

(6) The signatures of the jury members are found on the approval page of the thesis/proficiency in arts study of the text of the accepted theses/proficiency in art studies. Those who cast negative votes sign the approval page stating that they have a negative opinion.

(7) If there is a proposal to change the name of the thesis/art proficiency work with the joint decision of the jury during the exam, the jury fills in the form regarding the proposal for the thesis/art proficiency work name change and is submitted to the institute together with the other documents.

(8) A student whose thesis/proficiency in arts is rejected as unsuccessful is dismissed from the institute.

(9) The student, whose thesis/proficiency in artwork has been decided to be corrected, defends his/her thesis/proficiency in artwork again in front of the same jury within six months at the latest. A student who does not correct and defend his thesis until the end of this period or whose thesis/proficiency in art is not accepted at the end of this defence, is dismissed from the institute.

(10) Senate principles are applied in the conditions of publication and scientific activity required for the reporting of similarity rates in the theses and for the candidate to take the defence exam.

(11) For those who have not been successful in thesis/art proficiency study among those who have been accepted to a doctorate with a bachelor's degree, a master's degree without thesis can be awarded upon request, provided that there is a non-thesis master's program in the relevant department according to the fourth paragraph of Article 35.

## **PART EIGHT**

### **Proficiency in Art Program**

#### **Aim and scope**

**ARTICLE 41** – (1) Proficiency in Art program; It is a doctoral-equivalent higher education program that aims to produce an original work of art, acquire superior application and creativity skills in music and performing arts, conduct independent research and reach new syntheses.

(2) Proficiency in Art program consists of at least 240 ECTS credits, including works, such as at least eight courses, concerts and performances, seminars, pre-qualification exams, thesis proposal, thesis work, exhibition, project, recital, provided that a total of 60 ECTS credits is not less than a total of 60 ECTS credits for students who have been accepted to a proficiency in art program with a master's degree with a thesis. In addition, the conditions for broadcasting and artistic activity determined by the Senate must be met.

(3) It consists of at least 300 ECTS credits, including at least fourteen courses, seminars, proficiency exams, thesis proposal, thesis work, exhibitions, projects, recitals, concerts, and representations for students admitted to the proficiency in arts program with a bachelor's degree. In addition, it is obligatory to meet the publication and scientific/artistic activity conditions determined by the Senate.

(4) Postgraduate courses, with the proposal of the head of the institute's department and with the approval of the institute administrative board, a maximum of two courses can be selected for students who have been accepted with a master's degree, and a maximum of four courses can be selected for students who have been accepted with a bachelor's degree. However, the number of courses taken from different higher education institutions cannot exceed two. These courses are counted from the credit load.

#### **Duration**

**ARTICLE 42** – (1) For Proficiency in art program whether the student is enrolled in or not for each semester, is eight semesters and the maximum completion period is twelve semesters, excluding the time spent in the academic deficiency program, starting from the semester when the courses related to the program they are enrolled in. It is ten semesters for those admitted with a bachelor's degree and the maximum completion period is fourteen semesters.

(2) The maximum period for successfully completing the credit courses for the proficiency in arts program is four semesters for those who are accepted with a master's degree with a thesis, and six semesters for those who are accepted with a bachelor's degree. Students who cannot successfully complete their credit courses within this period are dismissed from the institute.

(3) A student who has successfully completed his credit courses and practices, but cannot complete his studies, such as thesis, exhibition, project, recital, concert, performance until the end of the maximum twelve or fourteen

semesters specified in the first paragraph, is dismissed from the institute.

(4) Students who have applied to a proficiency in arts program with a bachelor's degree, those who cannot complete their credit courses and/or the thesis/art proficiency study within the maximum period, those who have not been successful in their thesis/art proficiency study, must have fulfilled the credit load, project and other similar conditions required for non-thesis master's degree. Upon request, a non-thesis master's diploma is awarded.

#### **Supervisor assignment**

**ARTICLE 43** - (1) The Presidency of the Institute's Department of Art proposes a faculty member working at the University to act as an supervisor for each student, and the Institute Administrative Board assigns the supervisor. The supervisor must be assigned at the beginning of the first semester. In cases where the nature of proficiency in art study requires more than one thesis supervisor, a second thesis supervisor may be assigned. To manage works, such as thesis, exhibition, project, recital, concert and performance in art proficiency programs, at least one successfully completed master's thesis must be managed. When the second thesis supervisor is outside the University staff, it can be assigned from people who have a doctorate/art proficiency degree.

(2) The supervisor is selected from among the faculty members whose qualifications are determined by the Senate.

#### **Pre-proficiency exam in art**

**ARTICLE 44** – (1) The purpose of the pre-proficiency exam is to evaluate whether the student has proficiency in subjects related to the major art branch and proficiency in art.

(2) After successfully completing the courses and seminar, the student can take the pre-proficiency exam until the end of the following semester at the latest. However, if the student accepted with a master's degree does not take the pre-proficiency exam by the end of the fifth semester at the latest. The student accepted with a bachelor's degree by the end of the seventh semester at the latest, it is considered to have failed the first pre-proficiency exam. The supervisor notifies the institute in writing through the institute's main art branch.

(3) The pre-proficiency examination jury is proposed with the form prepared by the institute department head and approved by the institute administrative board. The jury consists of five full and two substitute members. At least two of the examination jury members are from another higher education institution. The pre-proficiency jury proposals must be notified to the institute at the latest one month before the exam. The pre-proficiency exam is open to the participation of the audience. However, the audience has no right to ask questions. After the completion of the examination, the jury decides by absolute majority whether the candidate is successful or unsuccessful in the absence of the audience. The pre-qualification exam result report and exam documents containing this decision are sent to the institute by the head of the department within three working days following the pre-proficiency exam.

(4) The pre-proficiency exam is a whole and is made in two parts, oral and written. To be considered successful in the oral and written exam, the student must get at least 75 (seventy-five) points out of 100 (one hundred) full points. A student who fails the oral exam is not taken to the written exam and is considered unsuccessful. The artistic performance and questions asked in the oral exam are recorded and/or written in the minutes.

(5) The provisions of Article 37 are applied in other matters related to the pre-proficiency exam in art.

#### **Art proficiency study monitoring committee**

**ARTICLE 45** – (1) For the student who is successful in the pre-qualification exam in art, a thesis/proficiency in art monitoring committee is formed within one month upon the request of the supervisor, the proposal of the head of the department and the decision of the institute administrative board.

(2) The monitoring committee for proficiency in art consists of three faculty members, one of whom is from a different art/art or department. The supervisor is a natural member of the committee. If one of the committee members leaves for any reason, a new member is assigned. The second thesis supervisor, if any, may attend committee meetings but cannot be a committee member.

(3) In the periods after the establishment of the proficiency in artwork monitoring committee, changes can be made in the members of the proficiency in artwork monitoring committee upon the request of the supervisor, the proposal of the head of the department and the decision of the institute administrative board.

(4) The provisions of Article 38 shall be applied in other matters related to the monitoring committee for proficiency in art.

#### **Defence of the proficiency in arts study proposal**

**ARTICLE 46** – (1) The student who successfully completes the pre-qualification exam in art verbally argues the proficiency in art study proposal, which includes the purpose, method and study plan of the studies, such as research, exhibition, project, concert, recital, and representation, before the art proficiency study monitoring committee, within six months at the latest. The student distributes a written report on the proposal for proficiency in art to the committee members at least fifteen days before the oral defence.

(2) The provisions of Article 39 are applied in other matters related to the defence of a proficiency in artwork proposal.

#### **Conclusion of the proficiency in art study**

**ARTICLE 47** – (1) The student preparing the thesis writes the text explaining and documenting the results of his/her work, such as exhibition, project, recital, representation in accordance with the spelling rules accepted by the Senate, and verbally argues his/her studies, such as thesis, exhibition, project, recital, concert, representation before the jury.

(2) Provisions of Article 40 shall apply to the conclusion of the proficiency in artwork.

## **PART NINE**

### **Miscellaneous and Final Provisions**

#### **Diploma**

**ARTICLE 48** – (1) A diploma is given to the student who is found suitable, provided that he/she is successful in the thesis/art proficiency study exam and meets the other conditions required for graduation determined by the Senate, a bound copy of the thesis is submitted to the institute within one month from the date of the thesis defence examination and the thesis/art proficiency study is in the form, The delivery period can be extended by a maximum of one month, upon request, by the Institute administrative board. A student who does not fulfil these conditions cannot receive his/her diploma, cannot benefit from student rights until he/she fulfils the conditions. If the maximum period expires, the student is dismissed from the institute.

(2) Students whose graduation is decided are entitled to receive a diploma if they submit one electronic copy of the thesis in PDF format and the accompanying documents to the institute, as well as the thesis work bound as the number of jury members to the institute department/article presidency and complete other graduation procedures.

(3) In the non-thesis master's programs, the graduate of the student who successfully completes the credit courses and the term project is decided by the institute administrative board and then the graduation procedures are carried out. The date on which the diploma is awarded is the date on which the institute administrative board decides to graduate.

(4) In master's and doctorate programs with a thesis, the graduation date is the date when the signed copy of the thesis is submitted to the institute and approved by the administrative board.

(5) Graduation date in proficiency in arts programs, and successful applied exam date for students enrolled in major arts programs after the thesis examination; in master's and doctorate programs with a thesis, the graduation date is the date of the thesis examination when proficiency in art is accepted.

(6) In all graduate diplomas, the name of the program in the department of the Institute to which the student is registered is approved by YÖK.

(7) A copy of the master's/doctorate theses and the proficiency in artwork is sent by the Institute to YÖK to be put into service of scientific research and activities within three months at the latest from the delivery of the thesis.

#### **Opening of distance education graduate programs**

**ARTICLE 49** – (1) Graduate distance education programs, in which teaching activities are planned and carried out based on information and communication technologies, can be opened without the obligation of faculty members and students to be in the same place.

(2) The areas where distance education programs can be opened, the courses to be offered through distance education and the number of credits, the preparation of course materials, the way the exams are held and other issues related to distance education are determined by the Senate.

#### **Senate principles**

**ARTICLE 50** – (1) The principles regarding the implementation of this Regulation are determined by the Senate.

#### **Cases where there is no provision**

**ARTICLE 51** – (1) In cases where there is no provision in this Regulation, the provisions of the relevant legislation and the decisions of YÖK, Interuniversity Board, Senate, Institute Board and Institute Administrative Board are applied.

#### **Invalidated regulation**

**ARTICLE 52-** (1) The regulation entitled Uludağ University Postgraduate Education Regulation published in the Official Gazette dated 7/1/2017 and numbered 29941 has been invalidated.

#### **Validity**

**ARTICLE 53** – (1) This Regulation is effective at the beginning of the 2020-2021 academic year.

#### **Implementation**

**ARTICLE 54** – (1) The provisions of this Regulation are implemented by the President of Bursa Uludağ University.