

## **SCOPE AND DURATION**

The Master's program with thesis consists of a total of at least 120 ECTS credits, including a seminar, a course on scientific research techniques and research and publication ethics (ARTICLE 17 /4), and at least eight courses consisting of compulsory and elective courses and thesis study, provided that one academic year is not less than 60 ECTS credits. (ARTICLE 24/1)

The duration of the Master's programme with thesis is four semesters, starting from the semester in which the courses related to the programme that the student enrolled in are given, regardless of whether or not the student registers for each semester, except for the semesters deemed to be permitted by the relevant Institute executive board and the periods spent in scientific preparation and English preparation, and the programme is completed in a maximum of six semesters. (ARTICLE 24/5)

## **MASTER'S DEGREE ANNOUNCEMENT**

The quotas proposed by the Directorate of the Institute Department and the requirements for Master's student admission are decided by the Institute Executive Board and announced on the Instit web page. Candidates must have a bachelor's degree and at least a score of 55 from Academic Personnel and Postgraduate Education Entrance Exam (ALES) and meet the requirements specified in the announcement in order to apply for a Master's programme. (ARTICLE 5/1)

Proficiency exam success grade for admission to Master's programmes conducted in a foreign language is determined by the Senate, provided that it is not less than 60 points out of 100 in Foreign Language Exam (YDS) or English Proficiency Exam (IYS). (ARTICLE 5/4)

## **EVALUATION**

In the evaluation stage, the weight of the ALES score is to be taken into consideration, providing that it is not less than 50%, and the contribution of the scientific evaluation exam and/or interview result and the undergraduate grade point average to the evaluation score are determined by the Senate. Proficiency exam success grade for admission to Master's programmes conducted in a foreign language is determined by the Senate, provided that it is not less than 60 points out of 100 in YDS or IYS. (ARTICLE 5/1)

## **FINAL REGISTRATION**

Candidates who are entitled to enroll in the Master's programme must hand over the documents required for final registration to the Institute on the dates specified in the academic calendar. Those who do not register in due time are considered as giving up their right to be a student of the University and cannot claim any rights. (ARTICLE 5/6)

## **TUITION FEES AND SCHOLARSHIPS**

Regulations regarding tuition fees and scholarships for students enrolled in graduate programmes are determined by the Board of Trustees upon the proposal of the University Executive Board. (ARTICLE 13/1)

The principles regarding the amount and distribution of scholarships to be given to students are determined by the Senate and the Board of Trustees. (ARTICLE 44/1)

### **APPOINTMENT OF AN ADVISOR**

In the Master's programme with thesis, the Directorate of the Institute Department recommends a thesis advisor being a university staff to the Institute for each student until the end of the first semester at the latest, and it is confirmed by the proposal of the relevant Institute Department and the approval of the relevant Institute Executive Board. (ARTICLE 24/2)

While the determination of the courses taken by the student and registration procedures are carried out by the thesis advisor, until the thesis advisor is appointed, it is carried out by the relevant Institute Department. (ARTICLE 24/3)

### **EVALUATION OF COURSES**

In addition to the mid-term exam and/or mid-term studies, students are also assessed by the final exam and/or project work at the end of the semester. (ARTICLE 17/7)

Master's students must have a grade of at least (CC), and Ph.D. students must have a grade of (CB) to be considered successful in a course. (ARTICLE 18/11) The grade evaluation system is given in ARTICLE 18/1.

Students are obliged to repeat the courses they failed or take elective courses accepted as equivalent by the relevant Institute Department. Students may repeat the courses they have been successful to increase their grade point average or take courses accepted as equivalent by the relevant Institute Department. (ARTICLE 22/1)

Seminar and thesis studies are non-credit and are evaluated as successful or unsuccessful. (ARTICLE 24/1)

### **COMPULSORY ATTENDANCE**

Students are obliged to attend classes, practices, and exams. The attendance of students is followed by the relevant instructor. Students are obliged to attend 70% of theory courses and 80% of laboratory and applied courses. (ARTICLE 15/1)

### **EVALUATION OF THE SEMINAR**

The work prepared by graduate students during the course period, consisting of a written text based on examination and analysis within the scope of the thesis topic, which is assessed by oral presentation, is evaluated by the advisor, and the student's seminar grade is delivered to the Institute. (ARTICLE 17/1)

### **THESIS PROPOSAL**

The thesis topic determined by the student and the advisor is proposed to the Institute until the end of the second semester at the latest and finalized with the proposal of the relevant Institute Department and the approval of the relevant Institute Executive Board. (ARTICLE 24/2)

The thesis proposal is written in print and electronic format and covers the literature review. (ARTICLE 42/1)

### **WRITING THESIS**

The student who completes the Master's thesis work within the period specified in Article 24 is required to write the results obtained in accordance with the thesis writing guide of the University and to defend the thesis orally in front of the jury. The thesis must be written in the medium language in which the programme is conducted. However, a thesis can also be written in a foreign language in programmes where the medium of instruction is Turkish with the approval of the relevant Institute Department and the approval of the relevant Institute Executive Board. (ARTICLE 25/1) (THESIS WRITING GUIDE, THESIS TEMPLATE)

### **THESIS CHECK AND PLAGIARISM REPORT**

After the student completes the Master's thesis work within the period specified in Article 24, s/he writes the results obtained in accordance with the thesis writing guide of the University; the thesis is pre-checked by the Institute according to the Thesis Writing Guide. (ARTICLE 25/2)

The relevant Institute receives the plagiarism report of the thesis and sends it to the advisor and jury members. If actual plagiarism is detected in the report, along with the justification, the thesis is delivered to the Institute Executive Board for a decision. (ARTICLE 25/2) PLAGIARISM REPORT

### **JURY MEMBER APPOINTMENT**

The Master's thesis jury is appointed by the proposal of the relevant Institute Department and the decision of the relevant Institute Executive Board. The jury consists of three or five faculty members, one of whom is the student's thesis advisor and at least one of whom is from another higher education institution. If the jury consists of three people, the second thesis advisor cannot be a jury member. In addition, two substitute members are determined for the jury, one of whom must be from outside the University. (ARTICLE 25/3)

After the jury members are appointed, the student delivers her/his thesis to the jury members within fifteen days.

### **THESIS DEFENSE ANNOUNCEMENT**

The place and date of the thesis defense examination are announced at least seven days in advance by the relevant Department of the Institute. The thesis defense consists of the presentation and defense of the thesis work, followed by a question-and-answer session. It is open to the audience, including instructors, graduate students, and experts in the field. (ARTICLE 25/4)

## **THESIS DEFENSE EXAMINATION**

The student who completes the Master's thesis work within the period specified in Article 24 is required to write the results obtained in accordance with the thesis writing guide of the University and to defend the thesis orally in front of the jury. (ARTICLE 25/1)

A student whose thesis is accepted by her/his thesis advisor and who fulfills the minimum requirement of the thesis jury appointment application (if any) approved by the Institute Directorate of the relevant Institute applies to the relevant Department to take the thesis defense. The Department of the relevant Institute, together with the thesis jury proposal, sends an unbound copy of the thesis, which has been checked by the supervisor in terms of content, to the relevant Institute, together with the plagiarism report. If actual plagiarism is detected in the data in the report, the thesis and its justification are sent to the Institute Administrative Board for a decision. The Master's thesis jury is appointed by the proposal of the relevant Institute Department and the decision of the relevant Institute Executive Board. (ARTICLE 25/2)

The jury members meet within one month from the date the thesis is sent to them and take the student to the thesis defense. The thesis defense consists of the presentation of the thesis work followed by a question-and-answer session and is open to the audience. (ARTICLE 25/4)

## **CONCLUSION OF THE THESIS AND DELIVERY TO THE INSTITUTE**

At the end of the thesis defense, the jury, without the audience, decides on the acceptance, rejection, or correction of the thesis by at least absolute majority. The decision of the jury is written by the relevant Institute Department to the relevant Institute within three days at the latest. The student whose thesis is deemed a failure is dismissed from the University. The student whose thesis is given a decision of correction completes her/his corrections and defends her/his thesis again in front of the same jury within three months at the latest. The student whose thesis is not accepted at the end of this defense is also dismissed from the University. In case the student whose thesis is rejected makes a request, s/he is awarded a non-thesis master's degree diploma provided that the student has fulfilled the requirements of the non-thesis Master's programme, such as course credit load, project writing, and similar requirements. Upon completion of the thesis, the student hands over the required number of copies of the thesis to the thesis advisor. The advisor sends the thesis copies to the relevant Institute through the head of the department/art/science/art branch/programme with a written opinion on the compliance of the thesis with the spelling rules. (ARTICLE 25/5-6)

## **DISCLAIMER AND GRADUATION**

In order for a master's degree diploma to be awarded to a master's degree student, it is required that the student submits three bound copies of the Master's thesis and three electronic CD copies prepared in PDF format to the relevant Institute Directorate within one month from the date of entry to the thesis exam, that the thesis is found appropriate in terms of form, that the student fulfills all of her/his obligations to the University and that s/he does not owe any fees, including tuition fees, provided that s/he also fulfills the other conditions. Students who fail to fulfill these conditions cannot receive their diploma until they meet the requirements, cannot benefit from students' rights and are dismissed at the end of the maximum study period. (ARTICLE 26/1)