

YEDITEPE UNIVERSITY
RULES AND REGULATIONS GOVERNING GRADUATE STUDIES

1. Basis

This directive has been prepared by the Presidency of the Council of Higher Education and has been issued in accordance with the provisions of the Rules and Regulations Governing Graduate Studies published in the Official Gazette dated 20 April 2016 and numbered 29690.

The provisions of the relevant regulation shall apply to the matters not included in this regulation.

2. Provisions for Admission and Registration to Graduate Programs

When applying for a Master's Degree Program;

- a) The candidate should have an undergraduate degree,
- b) In case of having completed undergraduate studies abroad, a document of equivalence issued by the Council of Higher Education is needed,
- c) Foreign language proficiency is not required for Yeditepe University graduates.

3. Scientific Preparation Program

In order for a student who has been admitted to the Scientific Preparation Program to be successful from the courses and to be able to start his / her studies in the Master's program, it is necessary to obtain at least CC from the courses he / she has taken from the undergraduate and graduate programs within the scope of scientific preparation.

4. Conditional Student Status

Students who want to do academic studies but do not have an ALES and a foreign language proficiency document to register for a postgraduate program are admitted on a conditional student status. The education period of these students cannot exceed two semesters. Students who meet the conditions for enrollment within the two semesters will be transferred to the relevant graduate program and the conditional student status will be terminated. The student can take only 50% of the courses in the program during the conditional student status and is exempted from the courses that he/she was successful after the program is finalized. If students in the conditional status cannot meet the necessary conditions within the given period, they are dismissed from the program and cannot apply to the graduate programs again in conditional student status.

5. Plagiarism Software Program Report in Finalizing Graduate Dissertation

The student will submit the dissertation to the relevant graduate school after the advisor's approval of the dissertation. A report on the plagiarism rate from a plagiarism software program is taken in line with the similarity rate accepted by the relevant graduate school board. In cases where the similarity rates are exceeded in the reports sent to the counselor and jury members, the dissertation is sent to the Graduate School's Board of Directors with an explanation for a final decision.

6. Integrated PhD Program

Not including the English preparatory period, students who have completed at least 10 semesters of undergraduate study (in Medicine, Dentistry, Pharmacy and Veterinary fields), may apply to PhD programs at the Institute of Health Sciences after completing the eighth semester of their undergraduate studies. These students must score at least 80 points in numerical scores from the ALES exam, and at least 55 points from an international foreign language exam which is equivalent to the central foreign language exams accepted by the Higher Education Council (YÖK) or must obtain a score equal to this score from international foreign language exams which are considered equivalent by the Student Assessment and Placement Center (ÖSYM) in a language other than their mother-tongue. In addition, the academic average point of these students must be at least 3.00 out of 4.00 at the end of the eighth semester. The Integrated PhD Program consists of at least 300 ECTS credits including at least 14 courses consisting of 42 credits, seminar, comprehensive exam, dissertation proposal and the dissertation study.

7. Dissertations

On condition of being successful in the dissertation examination and providing other requirements for graduation determined by the senate, diplomas are given to the students who have submitted at least three hardcover copies of the dissertation (dark blue covers for Master's degree dissertations and black covers for PhD dissertations) in the required formats to the relevant graduate school within one month from the date of entrance to the dissertation examination.

8. Temporary Leave of Absence

Students who have a valid excuse may take a leave of absence provided they document their excuse. The leave of absence period can be one semester in the scientific preparatory program and the non-thesis master's program, maximum two semesters in the Master's program with thesis, and maximum three semesters for doctoral students. In cases where it is necessary (a medical excuse documented by health board reports, a conviction that does not need to be excluded from the higher education institution, a documented exposure to a disaster), the extension of this period will be evaluated by the relevant graduate school's board of directors. The periods spent during the temporary leave are excluded from the maximum period of study.

9. Dismissal

- a) If students enrolled in the graduate programs do not fulfill the obligations stated in the Regulation and Rules of Graduate Education by the Presidency of the Council of Higher Education, they will be dismissed from the graduate school.
- b) A copy of the relevant regulation from the dismissed students study period and documents of the student's lessons and other obligations of the program from the period of enrollment are saved.

10. Legal Notices

Any kind of notices that must be made officially to the students can be given to the student personally or to the latest declared address or e-mail. The Student Information System can also be used for this purpose.

11. Programs, Exams and Evaluations

It is mandatory that at least one course covering scientific research techniques and research and publishing ethics are taken during undergraduate education. The decision of whether this course is taught in the non-thesis master's program is taken by the graduate school's board of directors.

12. Transfer between Thesis and Non-thesis Programs

Transfers between thesis and non-thesis master's degree programs shall be made by the decision of the graduate school board of directors with the approval of the head of the department, on condition that the entrance requirements of the related program are provided by the end of two semesters at the latest.

13. The Language and Format of the Dissertation

The Master's and doctoral programs dissertations are written in the language of instruction. Requests for dissertations outside the teaching language are decided by the Senate.

14. Attendance

- a) Students are required to attend each course, practice and laboratory work, examinations and academic work in the program they are enrolled in.
- b) The student is expected to attend all lessons. However, absenteeism which is based on a valid reason and does not exceed 20% of the courses might be accepted.
- c) Students who fail to fulfill the attendance requirement are not allowed to take the semester examination and are given an FA grade.

15. Exam Principles

- a) Final exams are held between the dates specified in the academic calendar.
- b) Students who cannot enter the mid-term exams due to valid reasons are obliged to notify the relevant graduate school administration in writing of their excuses within seven working days after the completion of their excuses.
- c) Students whose excuses are found valid by the board of the relevant graduate school will take the midterm exam on a date determined by the teaching staff.
- d) Exams taken during a period of an official excuse report are considered invalid.
- e) No excuses are accepted for the final exams.

16. Objection to Exam Results

- a) Students can object to their midterm exam, final exam, or jury evaluation results by applying to the relevant graduate school administration within three days following the announcement of the results.
- b) Petitions regarding the objections are directed to the concerned instructor and are finalized within three working days.
- c) Any changes in the announced grades are made upon confirmation by the relevant administrative board.

17. Good Academic Standing and Course Repeats

- a) The minimum passing grade at for Master's program is CC, and at the Ph.D. program CB.
- b) The average grade for graduation at the Master's Program is 2.50, and for the Ph.D. Program 3.00. The failing grades require re-taking of the course. (The average GPA for graduation in the Master's and Doctoral Programs is 3.00 in the Graduate School of Natural and Applied Sciences and Institute of Educational Sciences.)
- c) Students taking a lower grade than CC at the Master's Program and a CB at the Ph.D. Program or a W at the end of each semester are required to retake them in the first semester in which they are opened. However, if these courses are elective or are later taken from the program, students will take other relevant courses that are deemed appropriate by the adviser.
- d) Courses repeated because of lower grades than CC at the Master's Program, or CB at the PhD program or a W cannot be withdrawn.
- e) Students may repeat the course /courses in the program in which they were successful in order to increase their Cumulative Grade Point Averages.

18. Grades

- 1) 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
FF	(Fail)	0-69
FA	Fail due to absenteeism.	

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 the following semester's add/drop dates at the latest. 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 the regulations
- d) **NC** – No Credit: Used for no credit courses
- e) **ND** – Non-diploma oriented: Given to credit or no-credit courses not to be included in the GPA and not oriented to 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) **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. Transfer courses are included in the GPA.

j) **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.

k) **X** – Temporary delay for Project or Dissertation: Given to students who continue their studies such as projects or dissertations.

l) **P** – Pass: Given to passing students for courses not included in the GPA

m) **FA** – Given to students who fail due to absenteeism and are not eligible to take the final exam.

3. The last grade taken from the course being repeated is included to the GPA