

KASTAMONU UNIVERSITY
GRADUATE SCHOOL OF SOCIAL SCIENCES
GRADUATE EDUCATION AND TRAINING DIRECTIVE

CHAPTER ONE

Purpose, Scope, Basis, Definitions, and Abbreviations

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to determine the general and specific principles for the implementation of graduate education and training programs conducted by the Graduate School of Social Sciences at Kastamonu University (KU).

Scope

ARTICLE 2 - (1) This Directive covers the procedures and principles prepared in relation to the graduate education and training activities that include thesis master's, non-thesis master's, non-thesis distance education master's, doctoral, and proficiency in art programs, which are carried out based on the principles specified in the Higher Education Council's Graduate Education and Training Regulation and KU's Graduate Education and Training Regulation.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on the provisions of Law No. 2547 on Higher Education, the Higher Education Council's Graduate Education and Training Regulation, and KU's Graduate Education and Training Regulation.

Definitions

and

Abbreviations

ARTICLE 4 – (1) In this Directive, the following terms refer to:

- a) **ECTS (European Credit Transfer System)**: A system based on student workload aimed at achieving the knowledge, skills, and competencies specified for the seventh and eighth levels within the framework of higher education qualifications and program-specific requirements,
- b) **ALES**: The Academic Personnel and Graduate Education Entrance Examination,
- c) **Preparatory Program**: A program conducted in master's and doctoral/proficiency in art programs to address students' deficiencies in subject knowledge, as proposed by the Department of Graduate Studies (EABD/EASD) and approved by the Graduate School Board (EYK),
- ç) **Advisor**: A faculty member assigned by the Graduate School Administrative Board to guide

students enrolled at the institute during their coursework and thesis periods, preferably from the department (EABD/EASD) where the student is registered,

d) **Term Project:** A project study to be prepared by students in non-thesis master's programs,

e) **EABD/EASD:** Department of Graduate Studies/Department of Graduate Arts,

f) **EK (Graduate School Board):** The board chaired by the institute director, consisting of the assistant directors and heads of departments/art departments with teaching programs and/or joint teaching programs at the institute,

g) **EYK (Graduate School Administrative Board):** The board chaired by the institute director, consisting of the assistant directors and three faculty members elected for three years by the Graduate School Board from six nominees proposed by the director,

ğ) **Institute:** Kastamonu University Graduate School of Social Sciences.

h) **Second Thesis Advisor:** A faculty member from within or outside the institution assigned by the Graduate School Administrative Board (EYK), upon the recommendation of the advisor and the Department of Graduate Studies (EABD/EASD), when necessary due to the specific nature of the thesis or application topic of a student in a thesis master's, doctoral, or proficiency in art program,

i) **Credit:** The total of the weekly theoretical lecture hours and half of the weekly practice, workshop, or laboratory hours of a course that continues for one semester,

1) **KU:** Kastamonu University,

j) **LEÖY:** Graduate Education and Training Regulation,

k) **Graduate Course:** Courses offered within the thesis and non-thesis master's, doctoral, and proficiency in art programs under the Graduate School's EABD/EASD,

l) **Second Education Graduate Program:** An education program conducted in accordance with the relevant decisions of the Council of Higher Education (YÖK),

m) **Graduate Distance Education Program:** A graduate education program carried out via the internet, supported by information technologies,

n) **Program:** A set of mandatory and/or elective courses, as well as doctoral/proficiency in art, thesis, and applications aimed at obtaining master's, doctoral, or proficiency in art degrees,

o) **Rectorate:** The Rectorate of Kastamonu University,

ö) **Seminar:** A study conducted under the supervision of an advisor during the coursework period of graduate students, consisting of a written document based on the examination and discussion of a scientific topic.

- p) **Senate:** The Senate of Kastamonu University (KU),
- r) **TİK (Thesis Monitoring Committee):** A committee proposed by the Department of Graduate Studies (EABD/EASD) and appointed by the Graduate School Administrative Board (EYK) to periodically monitor the content of doctoral theses,
- s) **Thesis:** Includes at least the master's thesis, doctoral dissertation, and proficiency in art work,
- ş) **TÖMER:** Turkish and Foreign Language Teaching Practice and Research Centers,
- t) **Distance Education and Distance Education Course:** A type of education where students and instructors are in different locations, with the transfer of course materials and interaction occurring through the use of technology, and the organization of a course's content delivered via distance education technologies,
- u) **Specialization Course:** A course provided by each faculty member to their graduate student under their supervision,
- ü) **Foreign Language Exam:** Exams conducted by higher education institutions or by the Assessment, Selection, and Placement Center (ÖSYM), recognized as equivalent by the Council of Higher Education (YÖK),
- v) **YÖK:** The Council of Higher Education.

CHAPTER TWO

Admission of Students to Graduate Programs

General Principles

ARTICLE 5 – (1) The quotas and conditions for students to be admitted to graduate programs are determined by the proposal of the Department of Graduate Studies (EABD/EASD) and the approval of the Graduate School Board (EK), and finalized with the approval of the Senate.

(2) The announcement for graduate student admissions, including application dates, requirements, and quotas, is published on the Institute's website before the start of the academic year.

(3) No changes can be made to the published announcement text.

(4) Applications for graduate programs are received and processed according to the conditions and deadlines specified in the announcement.

(5) Candidates can only enroll in one program. However, they may enroll in two programs, provided that one is a thesis-based program and the other is non-thesis, and the types of education (formal, second, or distance education) are different.

(6) Students who do not attend the scientific evaluation and/or interview examination cannot gain the right to enroll. No make-up exam is held for the scientific evaluation and/or interview examinations.

(7) Admission results for graduate programs are finalized with the result report of the juries and announced on the Institute's website.

(8) In the case of equal success/evaluation scores for candidates applying to PhD/Proficiency in Arts and thesis-based master's programs, ranking is determined by considering, in order: ALES score, graduation grade, written and/or oral exam score (in the case of Proficiency in Arts, art exam score). (9) In cases of equal scores for non-thesis master's ranking, priority is given to the younger candidate. (10) In the evaluation for student admission, the graduation grade averages of candidates are assessed based on the hundred-point system according to YÖKSİS data. For graduates with averages given in the four-point system, the conversion table from their university or the conversion table of YÖK is used, provided it is declared by the student.

(11) Candidates who do not complete their final registration within the specified period lose their rights, regardless of their excuse.

(12) If it is determined that a candidate has applied or gained admission through false or misleading statements or documents, their registration will not be processed. If preliminary or final registration has been completed, it will be canceled regardless of the semester, and all documents issued, including the diploma, will be considered invalid, and legal action will be initiated against them.

(13) The number of students to be admitted for written and/or oral exams will be three times the announced quota. The number of students to be invited for the exam may be changed with the proposal of the relevant EABD/EASD and approval by the EYK. If multiple candidates have the same score for the last position in the ranking, priority is given to the younger candidate. Other applications will not be considered.

Student Admission Juries

ARTICLE 6

(1) Student admission juries are selected by the EYK from among the faculty members proposed by the EABD/EASD presidency.

(2) For student admissions to thesis-based master's and doctoral programs, 3 (three) main and 2 (two) reserve members, or 5 (five) main and 2 (two) reserve members, totaling 5 (five) or 7 (seven) faculty members, are designated as the jury to conduct written and/or oral exams.

(3) For student admissions to Proficiency in Arts programs, 5 (five) main and 2 (two) reserve members, totaling 7 (seven) faculty members, are designated as the jury to conduct the art exam.

Application Requirements

ARTICLE 7

(1) To apply for thesis-based / non-thesis master's programs:

- a) To meet the specific requirements stated in the announcement of the program applied for,
- b) To have a bachelor's degree accepted by the relevant EABD/EASD and Conservatories, and approved by the EYK,
- c) To have at least a 2.5 weighted general grade point average (GPA) on a 4.0 scale (not required for non-thesis master's programs).

(2) To apply for doctoral / Proficiency in Arts programs:

- a) To meet the specific requirements stated in the announcement of the program applied for,
- b) To have a thesis-based master's degree accepted by the relevant EABD/EASD and approved by the EYK,
- c) To have at least a 2.75 weighted general grade point average (GPA) on a 4.0 scale in the master's degree.

Required Documents for Application and Registration

ARTICLE 8

(1) The general documents required for postgraduate student admission are as follows:

- a) A completed application form, either physically or via the website, as stated in the announcement,
- b) ALES result document or a computer printout with a control code (not required for Proficiency in Arts and non-thesis master's programs),
- c) A notarized copy of the national ID or a population registration document obtained from the

e-government system,

ç) 2 (two) passport-sized photos,

d) Curriculum vitae,

e) Military status document for male candidates,

f) Criminal record certificate.

(2) The following documents are also required for thesis-based / non-thesis master's programs:

a) If applicable, a foreign language exam result document or a computer printout with a control code,

b) Bachelor's degree certificate (diploma) or a notarized copy of it, or an official graduation document obtained from the e-government system,

c) For graduates of foreign bachelor's programs, an equivalence certificate approved by YÖK,

ç) Transcript or a notarized copy of it.

(3) The following documents are also required for doctoral / Proficiency in Arts programs:

a) Foreign language exam result document or a computer printout with a control code,

b) Master's and bachelor's degree certificates or notarized copies of these documents, or official graduation documents obtained from the e-government system.

c) For graduates of master's or bachelor's programs from abroad, an equivalence certificate approved by YÖK.

ç) Bachelor's and master's degree transcripts (or certified copies of these documents).

Evaluation of Applications for Master's Programs with Thesis

ARTICLE 9- (1) Applications for master's programs with thesis are evaluated based on the following criteria: ALES score (50%), undergraduate graduation grade (30%), written and/or

oral exam score (20%). If both written and oral exams are conducted, the written exam score accounts for 10%, and the oral exam score accounts for 10%.

(2) If written and/or oral exams are not conducted as per the decision of the relevant EABD/EASD, the evaluation will be based on the ALES score (60%) and the undergraduate graduation grade (40%).

(3) For master's programs with thesis requiring a foreign language proficiency, the evaluation will reduce the undergraduate graduation grade's weight to 15%, and the other 15% will be allocated to the foreign language exam score.

(4) In the case of master's programs with thesis offered by EASD, the ALES exam is not required, and the results of this exam are not considered in the evaluation. Instead, the student will take an art exam. The evaluation score is determined by 50% of the undergraduate graduation grade and 50% of the art exam score (30% from written and/or practical exams, 20% from portfolio evaluation and/or oral exam).

(5) Candidates who do not participate in either the written or oral exam, or who score below 50 out of 100 in any of these exams, will not have a success evaluation score determined. These candidates will be considered unsuccessful and will not be included in the ranking.

(6) In the art exam conducted by the relevant EASD chair, candidates who score below 50 (fifty) out of 100 in the written exam/practical exam/oral exam/portfolio evaluation will not have a success evaluation score determined and will be considered unsuccessful, thus excluded from the ranking.

(7) For a student to be considered successful, the sum of the percentage values for each scoring category must be at least 50 (fifty).

(8) Candidates applying for the master's program with thesis will be ranked according to the success evaluation score specified in Article 9. The number of candidates matching the announced quota will be publicly listed on the Institute's website for final registration. If any candidates on the main list do not complete their registration, substitutes will be called based on the success ranking, on the day and hour announced, until the quota is filled.

Evaluation of Applications for Master's Programs without Thesis ARTICLE 10- (1) In the admission process for master's programs without thesis, the success evaluation score is determined based on the undergraduate graduation grade.

(2) Candidates will be ranked in terms of main and reserve lists. The number of candidates matching the announced quota will be publicly listed on the Institute's website for final registration. If any candidates on the main list do not complete their registration, substitutes will be called based on the success ranking, on the day and hour announced, until the quota is filled.

Evaluation of Doctoral Applications

ARTICLE 11- (1) The evaluation of applications for the doctoral program is based on the following criteria:

- 50% of the ALES score
- 20% of the master's degree graduation grade
- 10% of the foreign language score
- 20% of the written and/or oral exam score (If both written and oral exams are conducted, 10% of the written exam score and 10% of the oral exam score are taken into account).

(2) Candidates who do not participate in either the written or oral exam, or who score below 50 (fifty) out of 100 in either or both exams, will not have a success evaluation score determined. These candidates will be considered unsuccessful and will not be included in the ranking.

(3) For a student to be considered successful, the total of the percentage values for each scoring category must be at least 60 (sixty).

(4) Candidates applying for the doctoral program will be ranked according to the success evaluation score specified in Article 11. The number of candidates matching the announced quota will be publicly listed on the Institute's website for final registration. If any candidates on the main list do not complete their registration, substitutes will be called based on the success ranking, on the day and hour announced, until the quota is filled.

Evaluation of Art Proficiency (Sanatta Yeterlik) Applications

ARTICLE 12- (1) Since the ALES score is not required for students applying to the Art Proficiency program, the result of this exam is not considered in the evaluation for admission to the Art Proficiency program.

(2) The success evaluation score for the admission of students to the Art Proficiency program is determined by taking 40% of the master's degree graduation grade and 60% of the art exam score. The 60% of the art exam score is calculated by taking 40% of the written and/or practical (talent) exam score and 20% of the oral and/or portfolio evaluation score.

(3) The art exam consists of written and/or practical (talent) exams and oral and/or portfolio evaluation exams. Candidates must participate in the art exam. Candidates who do not take the art exam will be considered unsuccessful.

(4) Candidates who score less than 3 (three) out of 4 or 75 (seventy-five) out of 100 in the written and/or practical (talent) exam and oral and/or portfolio evaluation exam will not have a success evaluation score determined. These candidates will be considered unsuccessful and will not be included in the ranking.

(5) Candidates applying to the Art Proficiency program will be ranked based on the success evaluation score mentioned above. The number of candidates matching the announced quota will be publicly listed on the Institute's website for final registration. If any candidates on the main list do not complete their registration, substitutes will be called based on the success ranking, on the day and hour announced, until the quota is filled.

Admission to the Scientific Preparation Program

ARTICLE 13

(1) In order to prepare candidates scientifically for the program they have applied for, a scientific preparation program may be established with the proposal of the relevant Department/Field Board (EABD/EASD) and the decision of the Graduate School of Social Sciences (EYK). However, students who have graduated from undergraduate or graduate programs specified as non-related fields in the student admission announcement are required to undergo the scientific preparation program.

(2) The mandatory scientific preparation program must consist of at least 8 national credits. The courses are suggested by the relevant Department/Field Board (EABD/EASD) and approved by the Graduate School of Social Sciences (EYK).

(3) The compulsory courses to be taken within the scientific preparation program for master's programs are taken from undergraduate programs, and for doctoral programs, they are taken from undergraduate and/or graduate programs. Doctoral students cannot retake courses they previously took in their master's program as part of the scientific preparation program, nor can they be exempt from these courses.

(4) If a student wishes to take courses in addition to the scientific preparation courses, they can take a maximum of two courses related to their enrolled graduate program.

(5) During the scientific preparation period, a student can take up to two courses that are not offered by the relevant Department/Field Board (EABD/EASD), with the recommendation of the EABD/EASD and the approval of the Graduate School of Social Sciences (EYK), from another Department/Field Board (EABD/EASD) within the Institute.

(6) The duration of the scientific preparation program is a maximum of two semesters. Summer term is not included in this period. If the student fails to succeed by the end of this period, their enrollment will be terminated.

(7) The time spent in the scientific preparation program will not count towards the program duration unless the student is also taking graduate courses at the same time.

(8) The scientific preparation course cannot be taken from another university.

(9) The rules of the relevant graduate program applied to attendance, course exams, course grades, conditions for being considered successful in courses, and course repetition will be applied to the scientific preparation program as well.

Special Student Admission

ARTICLE 14

(1) Applications for special students are made to the relevant Department/Field Board (EABD/EASD) of the Institute.

(2) Students who wish to take courses from diploma programs of the same level within the Social Sciences Institute at Karadeniz Technical University (KÜ) from another higher education institution, must apply within the date range specified in the academic/administrative calendar, submitting the following documents along with the "Special Student Application Form":

a) The approval decision from the authorized boards of the higher education institution where the student is enrolled,

b) A document showing the student's discipline status,

c) An application letter.

(3) Students enrolled in the Social Sciences Institute at KÜ who wish to take courses from diploma programs of the same level at another higher education institution must submit the following documents within the specified dates:

a) A letter from the student's advisor,

b) A letter from the advisor to the department,

c) The opinion of the head of the main science branch, which must be delivered to the Institute,

ç) The approval decision from the Graduate School (EYK),

and any other documents required by the higher education institution where the student wishes to take courses. At the end of the term, the student's transcript must be sent to the Social Sciences Institute at KÜ.

(4) Seminars and specialization courses cannot be taken as a special student. Only the courses opened for graduate students within the existing program and available in that semester can be selected by special students.

(5) For special student status, attendance, exams, course grades, conditions for being considered successful in courses, course repetition, course withdrawal, and other related matters are governed by the regulations of the relevant Department/Field Board (EABD/EASD) of the course the student is enrolled in.

(6) Students taking courses under the special student status, who are enrolled in a master's program with a thesis or a doctoral program, can take a maximum of 2 (two) courses from other higher education institutions. Students enrolled in a doctoral program with a bachelor's degree can take a maximum of 3 (three) courses from other institutions.

(7) The language of instruction of the course taken by the student must be the same as the language of instruction of the course that will be counted towards the student's diploma program.

(8) The semesters in which the student takes courses as a special student are counted towards the student's total study duration.

(9) No diploma or degree is awarded to a special student; however, the Institute provides a transcript showing the courses and grades obtained from the relevant Department/Field Board (EABD/EASD).

Foreign National Student Admission

Article 15

(1) In the admission of foreign national students, the principles of the *Kastamonu University*

Foreign National Student Candidate Application and Admission Directive approved by the Senate shall be applied.

(2) Foreign national student candidates wishing to pursue graduate education must submit their applications within the timeline announced by the Institute of Social Sciences, and deliver the documents specified in the relevant directive either in person, through a notarized proxy, or by uploading them online via the Institute's website.

Horizontal Transfer Admissions

Article 16

(1) Applications for horizontal transfer must be submitted within the period specified in the academic calendar and in accordance with the opinion of the relevant Department/Program Chair. Applications are made by completing the *Horizontal Transfer Application Form* and submitting it to the Institute within the available quota.

(2) The following documents are required for horizontal transfer applications:

a) If available, foreign language exam result document or computer output with a verification code,

b) Horizontal transfer application form,

c) Diploma or graduation certificate,

ç) Student certificate,

d) Transcript,

e) ALES (Academic Personnel and Graduate Education Entrance Exam) result document or computer output with a verification code.

(3) Doctoral students are required to obtain at least 55 (fifty-five) points or the equivalent from central foreign language exams accepted by YÖK/ÖSYM, or from internationally recognized foreign language exams with equivalent recognition by YÖK/ÖSYM.

(4) Students can be admitted through horizontal transfer from formal education programs to distance education programs, but horizontal transfer from distance education programs to formal education programs is not allowed.

(5) Students continuing in non-thesis master's programs can transfer to thesis master's programs, provided they meet the minimum requirements for the thesis program they are applying to. Courses taken in the non-thesis master's program may be recognized as equivalent to courses in the thesis master's program upon approval by the relevant Department/Program Chair and the Institute Administrative Board.

(6) Horizontal transfers between non-thesis graduate programs may be made with the approval of the relevant Department/Program Chair and the Institute Administrative Board.

(7) Students can be admitted through horizontal transfer to distance education programs from both thesis and non-thesis graduate programs, with the approval of the relevant Department/Program Chair and the Institute Administrative Board.

(8) Horizontal transfer requests between different thesis graduate programs within KÜ are carried out with the opinion of the relevant Department/Program Chair and the decision of the Institute Administrative Board (EYK).

(9) Candidates applying for horizontal transfer are listed based on their “transcript” (weighted grade point average) from their current program and are admitted according to their order of success.

(10) The following conditions must be met to apply for horizontal transfer from a higher education institution within Turkey:

a) The applicant must be a graduate student in the same Department/Program or in a program accepted by the relevant Department/Program,

b) The applicant must not have any failed courses (including those due to absence),

c) The applicant must have a grade point average of at least 75 (seventy-five) in a thesis or non-thesis master's program, or at least 80 (eighty) in a doctoral or proficiency in art program,

ç) The applicant must not have received a disciplinary penalty,

d) The applicant must have completed at least 1 (one) semester of study in their program, excluding the scientific preparation period, or together with the scientific preparation period.

(11) Candidates applying for horizontal transfer to doctoral programs will be accepted as students only after passing the qualification exam again, even if they have previously passed the qualification exam.

(12) Horizontal transfer applications from students who are in the thesis stage/phase of a doctoral program will not be accepted.

(13) Horizontal transfer applications from students who are in the thesis stage/phase of a master's program will be accepted only if they submit a new thesis proposal with the opinion of the relevant Department/Program Chair and the decision of the Institute Administrative Board.

(14) A student whose horizontal transfer application is accepted must submit a request for course exemption, if applicable, to the relevant Department/Program Chair. Course exemption procedures are carried out with the recommendation of the Department/Program Chair and the decision of the Institute Administrative Board (EYK).

(15) Research assistants who are appointed to the research assistant position at KÜ but are studying at another university, or who are studying in another program because their assigned program is not open, are eligible for horizontal transfer without any further conditions, provided that they apply when their assigned graduate program is opened. This is granted with the decision of the Institute Administrative Board (EYK).

(4) Candidates who have completed their undergraduate education at higher education institutions in Turkey must meet the ALES requirement for the program they are applying to. For a master's program, they must have at least 55 (fifty-five) points in the announced score type, and for a doctoral program, they must have at least 65 (sixty-five) points, or they must have obtained an equivalent score from exams recognized by the Interuniversity Council.

(5) Candidates who have completed either or both their undergraduate and master's programs at higher education institutions in Turkey or the Turkish Republic of Northern Cyprus (T.C. or K.K.T.C.) and are applying for a horizontal transfer to doctoral programs, and who are Turkish citizens, must have obtained at least 55 (fifty-five) points or an equivalent score from central foreign language exams accepted by YÖK/ÖSYM or from international foreign language exams recognized as equivalent by YÖK/ÖSYM, in one of the following languages: English, French, German, or Arabic, in addition to their native language.

THIRD CHAPTER

Opening of Courses, Registration, Exemption, Attendance, and Evaluation

General Principles

ARTICLE 18

(1) In graduate programs, the number of courses that faculty members can offer per semester, excluding seminar and specialization area courses, is as follows:

- In all institute Turkish-language thesis-based graduate programs: a maximum of 3 (three) courses,
- In foreign language programs: a maximum of 3 (three) courses,
- In all institute non-thesis graduate programs: a maximum of 3 (three) courses.

(2) In thesis-based master's and doctoral programs, the ECTS value of compulsory and elective courses cannot be less than 7.5 (seven and a half).

(3) In thesis-based master's and doctoral programs, the seminar course has 0 (zero) credits but an ECTS value of 7.5 (seven and a half).

(4) In thesis-based master's programs, the ECTS value of the thesis work is 20 (twenty) for the thesis and 10 (ten) for the specialization area course, with a total of 30 (thirty) per semester, and 60 (sixty) in total.

(5) In non-thesis master's programs, the ECTS value of compulsory and elective courses is 6 (six), and the ECTS value of the term project is 15 (fifteen).

(6) In doctoral/qualification in art programs, the ECTS value of the thesis proposal is 10 (ten), and the ECTS value of the qualification exam is 20 (twenty).

(7) In doctoral/qualification in art programs, the ECTS value of the thesis work is 10 (ten) for the specialization area course and 20 (twenty) for the thesis, making a total of 30 (thirty) per semester, and 150 (one hundred fifty) in total.

(8) In thesis-based master's and doctoral programs, except for those who can complete their courses within a semester due to reasons such as horizontal transfer or course exemption, the seminar course cannot be offered in the first semester and thesis periods.

(9) The seminar course can be offered separately in the fall and spring semesters for all thesis-based master's and doctoral/qualification in art programs.

(10) The specialization area course is a theoretical course aimed at transferring the knowledge, experience, and expertise of the advisor faculty member in the scientific field, equipping students with scientific ethics and work discipline, developing the ability to follow and evaluate current literature, and laying the scientific foundations for thesis work. It is opened for students who have passed to the thesis stage with the decision of the EABD/EASD board and the approval of the EYK.

(11) For a course to be offered in a semester, there must be at least 1 (one) student registered in thesis-based programs, and at least 20 (twenty) students registered in non-thesis programs. The minimum number of students required for non-thesis programs can be reduced by the decision of the EYK in necessary cases.

(12) Course programs are created with the approval of the relevant scientific field's opinion, the proposal of the EABD/EASD, and the approval of the Institute Directorate. For course programs (except for evening classes), it is mandatory that the courses be scheduled within the regular teaching hours.

(13) In the creation of course programs, teaching staff who cannot find a place within the regular teaching hours in the weekly schedule, in case of necessity, may conduct their courses outside of regular teaching hours, provided that they obtain the opinion of the EABD/EASD and the approval of the Institute Directorate, and agree to receive additional course fees without any raise.

(14) It is the responsibility of the EABD/EASD presidency to monitor whether the courses opened in the relevant semester are conducted regularly according to the postgraduate weekly course schedules.

ARTICLE 19

New Enrollment

(1) The registration of candidates who are eligible to become students will be made on the dates announced and specified in the application calendar.

(2) Candidates complete their final registration by submitting the required documents to the Institute within the specified period.

(3) Students who complete their final registration must enroll in courses between the registration renewal dates specified in the academic calendar.

ARTICLE 20

Registration Renewal

(1) Students are required to renew their registration and register for courses on the dates specified in the academic calendar every semester. If students exceed the normal duration of their program, they are required to pay the contribution fee and/or tuition fee.

(2) In case of repeating a failed course(s) in a non-thesis master's program, the contribution fee and/or tuition fee for the relevant semester must be paid by the student again.

(3) Students can take a maximum of 2 (two) courses from other departments outside their own department. However, students registered in interdisciplinary departments can take up to 4 (four) courses from other departments.

(4) Students who are unable to renew their registration can submit a justification request within the time specified in the academic calendar. Students who document special circumstances due to health issues, natural disasters, detention, imprisonment, and other reasons that may be accepted by the EYK will have their excuses evaluated by the EYK. Applications submitted outside the deadline will not be considered.

(5) Students who do not renew their registration cannot benefit from student rights during the semester they fail to renew. However, the semester in which the registration was not renewed will still count towards their study duration.

(6) In cases where the advisor is unavailable (such as for overseas assignments, illness, or administrative leave), course registration or course change approvals can be made by the relevant EABD/EASD presidency.

ARTICLE 21

Credit Transfer and Course Exemption

(1) The AKTS or credits earned from institutes outside of KÜ cannot exceed 50% of the required AKTS or credits for the enrolled program. Graduate-level courses taken from institutes outside of KÜ may be recognized as AKTS or credits with the approval of the EABD/EASD presidency and the decision of the EYK. This provision does not apply to courses taken during the transfer process for students accepted through horizontal transfer.

(2) The minimum success grade for master's programs must be "CC" and for doctoral programs, it must be "CB". This provision does not apply to students accepted through horizontal transfer.

ARTICLE 22 - Taking Courses from a Different Institute

(1) A student may take a maximum of 2 (two) courses from a graduate program offered by a different institute than the one they are enrolled in, excluding seminar and specialization area courses.

(2) The process of taking courses from a different institute requires the completion of the "Course Taking Form from a Different Institute," which includes the approval of the student's advisor and the approval of the Department/ Program (EABD/EASD) Chairmanship, followed by a decision from the Board of Directors (EYK).

ARTICLE 23 - Attendance

(1) Students are required to attend at least 70% of the course they are enrolled in. The attendance status of students is monitored and evaluated by the instructor.

(2) In distance learning programs, the course responsible instructor is required to establish an online connection with the students for at least the duration of the class each week. Students will communicate with their advisors and the course responsible instructors either synchronously or asynchronously through online platforms.

ARTICLE 24 - Measurement and Evaluation

(1) In graduate programs, at least one midterm exam and one final exam are held each semester. Exams may be in the form of assignments, projects, written tests, oral presentations, written practical exams, or oral-practical exams.

(2) There are no make-up exams for final exams and resit exams. In midterm exams, students who cannot attend are granted the right to a make-up exam based on legitimate reasons specified in the KÜ Legitimate and Valid Reasons Directive. Students who cannot attend the midterm exam must document their excuse and submit it in writing to the department (EABD/EASD). The student's excuse will be evaluated by the EABD/EASD council and, if deemed appropriate, a list will be sent to the Institute for publication prior to the exam. The make-up exam will be conducted by the course instructor.

(3) Students who fail the final exam or cannot attend due to valid reasons may take the resit exam. In the evaluation of success, the resit exam replaces the final exam.

(4) The methods for measuring course success and their contribution to the final grade are determined by the course instructor and published in the course information package.

(5) Students who do not meet the attendance requirement cannot take the final and resit exams.

(6) The grades for graduate courses offered in the relevant semester are entered by the course instructor within the dates specified in the academic calendar and announced to the students. If the grades are not entered within the specified dates, the course instructor must apply to the EABD/EASD, and the grades will be entered by the council decision of the EABD/EASD.

(7) The success status of courses taken from different universities with EYK approval is evaluated according to the grading system used in the institutes and finalized with the EYK decision.

(8) There is no "single course" exam application in graduate programs.

(9) There are no resit exams for specialization and seminar courses.

(10) In distance education programs, midterm and final exams are held face-to-face in classrooms, laboratories, or workshop environments deemed appropriate by the relevant department. The course instructor must announce the start and end dates of the midterm exams at least 10 (ten) days before the exam begins via the internet.

ARTICLE 25

Retaking a Course and Objections to Exam Results

(1) A student must retake a compulsory course in which they have failed. For an elective course that the student has failed, they may take the same course again or, with the recommendation of their advisor and the decision of the department's administrative board (EABD/EASD), take another course. For courses retaken due to failure, the attendance requirement does not apply. If a different course is taken instead of a failed elective course, the attendance requirement applies.

(2) A student may object to the result of a course exam in writing to the EABD/EASD within 7 (seven) days from the date the result is announced. The course instructor must review and evaluate the exam documents within 7 (seven) days of receiving the objection and notify the result in writing to the EABD/EASD. If a material error is found in the instructor's review, the grade change becomes final with the decision of the EABD/EASD board. After the EABD/EASD's decision on the objection is announced, the student may submit a second objection in writing to the Institute within 7 (seven) days. During this process, the exam documents will be re-examined by a 3 (three)-person commission formed from the relevant or nearest faculty members, in line with the proposal of the EABD/EASD and the decision of the academic board (EYK). The commission's final decision will be reported to the Institute. The final decision will be implemented following the EYK's resolution.

ARTICLE 26

Excuse Exams and Suspension of Enrollment

(1) A student may, if desired, take an excuse exam or suspend their enrollment based on the conditions outlined in the "KÜ and Valid Reasons Regulation" by applying according to the application requirements and deadlines, and with the decision of the academic board (EYK).

(2) In cases where the suspension of enrollment is due to health reasons, students who present a health report from a fully equipped hospital, covering a minimum of 4 (four) weeks during the academic term, will have their enrollment suspended for up to 1 (one) semester. In cases where a longer report is provided, the suspension can be for up to 2 (two) semesters.

(3) If the reason for suspension of enrollment no longer applies and the student notifies in writing, the suspension will be canceled with the decision of the EYK, and the student will be granted the right to renew their enrollment starting from the first semester that follows.

ARTICLE 27

Leave of Absence

(1) Students participating in exchange programs, with approval from the Rectorate, will have their status reviewed based on the adaptation program prepared by the EABD/EASD, and a decision will be made by the EYK. According to the EYK decision, the student benefiting from the exchange program will be considered on leave during their study period, provided they meet their financial obligations related to enrollment. During this period, the student will be exempted from courses in their area of specialization.

FOURTH CHAPTER

Provisions Regarding the Duty of the Advisor

Assignment of Advisor

ARTICLE 28

Assignment of Advisors

(1) In master's programs with a thesis and doctoral/artistic proficiency programs, the student must select 3 (three) preferences from the relevant faculty members of the department (EABD/EASD) specified for their field of expertise, and fill out the "Advisor Preference Form" during the first course registration period. The department (EABD/EASD) will assign an advisor to the student by considering the order of preferences made by the student, as well as the faculty member's active advising load. If necessary, the department may assign an advisor

outside of the faculty members listed on the student's preference form. The assigned advisor is finalized with the decision of the Academic Board (EYK) and will remain until the student's graduation decision.

(2) In non-thesis master's programs, the department (EABD/EASD) will assign an advisor to the student considering the faculty member's workload for the semester project. The assigned project advisor is finalized with the decision of the Academic Board (EYK).

(3) For an advisor to be assigned in both thesis and non-thesis master's programs, the faculty member must have taught courses at the master's level for at least two semesters or at the undergraduate level for at least four semesters.

(4) For an advisor to be assigned in doctoral and artistic proficiency programs, the faculty member must have served as an advisor (excluding co-advisor) for at least one completed master's thesis. If no faculty member meets this requirement, the department may assign an advisor based on a reasoned request from the department, provided the faculty member has taught courses at the master's level for at least two semesters.

ARTICLE 29

Assignment of Second Advisor

(1) In graduate programs during the thesis phase, if a second advisor is assigned depending on the nature of the student's thesis work, no advisory fee is paid to the second advisor.

(2) When determining the advisor quota, 2 (two) second advisors are considered equivalent to 1 (one) advisor.

(3) The second advisor cannot be assigned a specialization course.

(4) The second advisor assignment can be terminated by the decision of the Academic Board (EYK) upon a request from one of the advisors to the Institute.

ARTICLE 30

Advisor Change

(1) Upon the request of the student and/or advisor, the "Advisor Change Request Form" is filled out and submitted to the department (EABD/EASD) for a request to change the advisor. The request for advisor change is finalized with the decision of the department (EABD/EASD) and the approval of the Academic Board (EYK), if deemed appropriate.

(2) Except in mandatory cases, a master's student whose thesis advisor is changed by the decision of the Academic Board (EYK) cannot submit their thesis before completing at least 2 (two) semesters after the decision date, regardless of whether the thesis topic is changed. A doctoral student whose thesis advisor is changed by the decision of the Academic Board (EYK) cannot submit their thesis before completing at least 3 (three) successful TİK (Thesis Improvement Courses), excluding the thesis proposal.

ARTICLE 31

Advisory Duties and Payments Related to the Role

(1) The faculty member appointed as an advisor approves the courses chosen by the student within the given time frame. If necessary, the advisor may change the courses chosen by the student.

(2) The dates for the qualification exam, thesis proposal, thesis monitoring, and thesis defense exams are suggested to the Institute by the advisor's proposal and the approval of the department chair (EABD/EASD). These exams must be held on the dates proposed to the Institute and announced by the Institute within the framework of the LEÖY (Graduate Education Regulations). In cases such as overseas assignments, illness, withdrawal of jury members, or other mandatory situations deemed appropriate by the Academic Board (EYK), exams that could not be held on time will be rescheduled within a period determined by the EYK.

(3) In graduate programs, the number of thesis advising tasks assigned to each faculty member is within the limits set by YÖK (Higher Education Council). New advisorships will not be assigned until the number of current advising tasks falls below this limit.

(4) The advisory course consists of 1 (one) hour of practice per week, and the specialization course consists of 4 (four) hours of theoretical lessons per week.

(5) The advisory course fee is paid for up to 10 (ten) students who enroll in the relevant semester for which the faculty member serves as an advisor.

(6) The weekly course schedule for the specialization course, the course load, and the applicable hourly fee schedule are shown. At most 2 (two) specialization courses per semester can be listed in the weekly course program and will be paid for $2 \times 4 = 8$ hours. The exam load for the specialization course is not included.

(7) The seminar course does not appear in the weekly course schedule, course load, or hourly fee schedule. The seminar course can be opened separately for both fall and spring semesters for each thesis-based master's and doctoral/arts proficiency program.

(8) If a student fails the specialization course twice in a row or three times intermittently, the advisor may be changed upon the recommendation of the department chair (EABD/EASD) and the decision of the Academic Board (EYK).

(9) The specialization course continues from the fall semester until the beginning of the spring semester, and from the spring semester until the beginning of the fall semester, covering both the semester and summer periods. Payment for these courses cannot be made during periods when faculty members are on leave.

(10) Faculty members who leave KÜ (University of Kastamonu) or are assigned full-time to another institution for more than six months, while continuing their advisory duties, will only be paid the advisory fee.

FIFTH CHAPTER

OPERATIONS RELATED TO ETHICAL COMMITTEE PERMISSION, PUBLICATION OR PROJECT REQUIREMENT, THESIS DEFENSE AND SUBMISSION:

Ethical Committee Permission

ARTICLE 32

For thesis topics that require ethical committee approval, the student must obtain the ethical committee approval under the guidance of their advisor. It is the student's responsibility to notify the ethical committee of any changes made during the thesis work.

Publication Requirement for Master's Thesis Program

ARTICLE 33

(1) In order to provide graduate students with the opportunity to promote and discuss their publications at national and international levels, improve quality, and encourage publication, students registered in the thesis-based master's programs must fulfill the thesis publication requirement before the thesis defense exam in order to graduate.

(2) The thesis publication requirement is fulfilled when the student, in collaboration with their advisor or as a sole author, prepares a publication affiliated with KÜ, which meets at least one of the following conditions related to their field of study:

- (a) At least one paper has been presented at a scientific conference, or
- (b) At least one scientific article has been published or accepted for publication in a peer-reviewed journal (with a DOI number).

(3) For students who have projectized their master's thesis proposal and have been granted the right to receive support from public institutions or organizations, the thesis publication requirement for thesis-based master's programs is not required.

PhD/Competency in Art Program Publication or Project Requirement

ARTICLE 34

(1) To provide opportunities for the promotion and discussion of publications in national and international fields, enhance quality, and encourage publication, students enrolled in PhD/Competency in Art programs must fulfill the PhD/Competency in Art publication requirement or project requirement before their thesis defense exam in order to graduate.

(2) The PhD/Competency in Art publication requirement is fulfilled if the student, either alone or with their advisor, has prepared the following related to their field of study during their PhD education, and it is KTU-addressed:

(a) At least 1 (one) scientific article published or accepted for publication (with DOI) in journals indexed in SCI, SCI Expanded, SSCI, AHCI, or in journals accepted by the Interuniversity Council for associate professorship exams, or

(b) At least 2 (two) scientific articles published or accepted for publication (with DOI) in other international peer-reviewed journals, journals listed in DERGİPARK, or journals published by KTU academic units.

(3) The PhD/Competency in Art project requirement is fulfilled if the student has:

(a) Been a researcher or scholarship holder in any accepted TUBITAK ARDEP project (national or international) or other externally funded projects under the supervision of their advisor, or

(b) Been the principal investigator of a TUBITAK 1002-a or 1002-b project.

Thesis Defense and Submission Procedures

ARTICLE 35

(1) A defense jury will be formed for theses written in accordance with the thesis writing guide, provided that the similarity rate in the plagiarism report is 20% or below.

(2) When obtaining the plagiarism report, the thesis approval, declaration, acknowledgments, table of contents, indices (figures and images, tables, symbols, and abbreviations), preface, references, appendices, and curriculum vitae pages are excluded. The document uploaded to

the plagiarism detection program is filtered using the option to exclude text sections with less than five overlapping words.

(3) Before the doctoral/artistic proficiency thesis defense exam, the student is required to submit to the Institute a document approved by the advisor showing that the publication requirement has been fulfilled, along with photocopies of the first pages of the related publications and the details of the indexed databases where they were scanned.

(4) The student whose thesis has been accepted must submit five bound and printed copies of the thesis for a jury of three members, or seven copies for a jury of five members, along with two electronic copies saved on a portable storage device, along with any other documents and forms requested by YÖK, to the Institute within one month from the date of the thesis defense exam.

(5) Thesis defense, qualification exams, and thesis monitoring committees in graduate programs, which include external jury members, can be conducted online and with remote participation, provided that they are legally auditable. For the online defense exam application, the advisor and the faculty members within the university, as well as the student, must be present at the exam location, and the advisor's request is a condition for proceeding with the online format.

SIXTH CHAPTER

Enforcement

Article 36

(1) This Directive shall enter into force on the date it is approved by the Senate, in accordance with the KTU Graduate Education and Training Regulations.

(2) The provisions of Article 33 (graduate thesis publication requirement) are not applicable to students enrolled in master's programs in 2023 and prior years.

Article 37

(1) In cases not covered by this Directive, decisions will be made according to the EYK's decision.

Article 38

(1) The Rector of KTU shall enforce the provisions of this Directive.