

KASTAMONU UNIVERSITY GRADUATE EDUCATION AND TEACHING REGULATIONS

FIRST CHAPTER

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to organize the graduate education and teaching conducted at Kastamonu University.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions related to the graduate education and teaching, including thesis-based master's, non-thesis master's, distance education non-thesis master's, doctoral, and art proficiency programs, as well as scientific research and application activities conducted at Kastamonu University.

Legal Basis

ARTICLE 3 – (1) This Regulation is prepared based on Articles 14 and 44 of the Higher Education Law No. 2547, dated 4/11/1981.

Definitions

ARTICLE 4 – (1) The following terms in this Regulation refer to:

a) **ALES**: The Academic Personnel and Graduate Education Entrance Exam,

b) **Academic Calendar**: The academic period determined by the Senate,

c) **DUS**: The Dental Specialization Entrance Exam,

ç) **EABD**: Institute's main academic department,

d) **EASD**: Institute's main art department,

e) **Institute**: The institute conducting graduate education at Kastamonu University,

f) **Institute Council (EK)**: The council chaired by the Institute Director, consisting of the assistant directors of the institute and the heads of the main academic/art departments offering educational programs or conducting joint educational programs,

g) **Plagiarism**: Presenting others' ideas, methods, data, or works in part or whole as one's own without proper citation according to scientific standards,

ğ) **Rector:** The Rector of Kastamonu University,

h) **Senate:** The Senate of Kastamonu University,

ı) **TÖMER:** Turkish and foreign language education application and research centers,

i) **TUS:** The Medical Specialization Entrance Exam,

j) **Distance Education and Distance Education Course:** A form of education where students and teaching staff are in different geographical locations, utilizing technology for material delivery and interaction; also, the organization of content delivery for a course using distance education technologies,

k) **University:** Kastamonu University,

l) **Foreign Language Exam:** Exams conducted by higher education institutions or the Student Selection and Placement Center (ÖSYM), and equivalent exams accepted by YÖK,

m) **YÖK:** The Council of Higher Education.

SECOND CHAPTER

General Principles Regarding Graduate Education and Teaching

Language of Instruction and Foreign Language Preparatory Program ARTICLE 5

- (1) A foreign language preparatory class may be established with the proposal of the Institute Council, the decision of the Senate, the recommendation of the Rector, and the approval of YÖK. The procedures and principles to be applied in the preparatory class education will be determined by the Senate. This preparatory program is not included in the duration of the graduate programs.
- (2) The language of instruction is the language of the graduate program. If necessary, with the proposal of the Institute Council and the decision of the Senate, courses can be taught in a foreign language.
- (3) For a course, practice, or exam to be conducted in a foreign language, the relevant faculty member must meet the conditions specified in the Regulation on Foreign Language Teaching and Instruction in Foreign Languages in Higher Education Institutions, published in the Official Gazette No. 29662 on 23/3/2016.

Opening Programs and/or New Courses, Course Assignments

ARTICLE 6

- (1) Graduate programs within the Institute can be opened in accordance with the graduate program opening criteria determined by YÖK, upon the proposal of the EABD/EASD Council, the approval of the Institute Council, and the acceptance of the Senate, with the final approval of YÖK. Graduate distance education programs, where teaching activities are planned and conducted based on information and communication technologies, can be opened without the requirement for faculty members and students to be in the same location. The fields where distance education programs can be opened, the courses and credit amounts to be offered via distance education, the preparation of course materials, the method of conducting exams, and other related matters will be regulated according to the relevant legislation of YÖK through protocols made between higher education institutions.
- (2) New courses to be offered will be proposed by the relevant EABD/EASD Council. The proposal will be finalized with the approval of the Institute Council and the Senate.
- (3) The courses to be offered in a semester and which faculty members will teach these courses will be proposed by the relevant EABD/EASD Council. This proposal will be finalized with the approval of the Institute Management Board.
- (4) Changes to the course plan of a graduate program, including course cancellations, credit changes, course codes, and similar modifications, along with the principles for students' adaptation to these changes, will be prepared by the EABD/EASD Presidency and proposed to the Institute with the approval of the relevant EABD/EASD Council. The changes will be finalized with the approval of the Institute Council and the Senate.
- (5) If deemed appropriate by the Senate, some courses may be offered only via distance education or through both distance and face-to-face teaching. The procedures and principles regarding this will be determined by the Senate.
- (6) Courses with the same name and/or content cannot be offered in both undergraduate and graduate programs.

THIRD CHAPTER

Graduate Program Quotas, Application Announcements, and Student Admission

Graduate Program Quotas

ARTICLE 7

- (1) Graduate program quotas are determined by considering the number of faculty members who can participate in the graduate programs as specified by the Higher Education Council

(YÖK) and the number of students per faculty member. For thesis master's and doctoral programs, the maximum number of students per faculty member for thesis supervision is 14, and for non-thesis master's programs, excluding thesis master's and doctoral programs, it is a maximum of 16 students. However, for graduate programs conducted within the framework of protocols with YÖK and in cooperation with industry, this quota may be increased by up to 50%.

(2) The quotas and application requirements for graduate programs are determined and announced with the proposal of the EABD/EASD presidency, the approval of the Executive Board, and the Senate's decision.

(3) The application process, required conditions for applicants, scientific evaluation and/or interview exams, and the principles for evaluating applications are determined by the Senate.

Master's Program Application

ARTICLE 8 – (1) To apply for a master's program, candidates must hold a bachelor's degree and have a minimum ALES score of 55 in the score type specified by the Senate for the program they are applying to. However, for:

- a) Conservatory programs and programs in the Faculty of Fine Arts that only accept students through a special talent exam,
- b) Master's applicants who have graduated in fields such as doctoral qualifications, medical specialization, dental specialization, veterinary specialization, and pharmacy specialization, the ALES requirement is waived.

(2) For non-thesis master's programs, the ALES score may not be required. If it is requested, the minimum score is determined by the Senate.

(3) The criteria for candidates who are graduates or will be graduates and how the ALES score will be weighted in the evaluation (not less than 50%) and other matters related to graduate student admission are determined by the Senate.

(4) Students can be admitted to master's programs either based only on their ALES score or, in addition to the ALES score, the undergraduate GPA, written scientific evaluation, and/or interview results may also be considered.

(5) For candidates within the scope of paragraph (b) of the first paragraph:

- a) A score between 55 and 75, regardless of the score type or specialization area of their previous graduate program, will be determined by the Senate and announced in the program's

requirements.

b) These candidates can apply in a field different from their previous score type or doctoral/qualification/specialization area.

c) The announced score will be included in the calculation as the ALES score, regardless of the score type.

Doctoral Program Application

ARTICLE 9

(1) To apply for a doctoral program, candidates must:

a) Hold a thesis master's degree and have an ALES score in the score type specified by the Senate for the program they are applying to, with a minimum score of 55. However, for candidates who have graduated with a doctorate/qualification/specialization in art/medicine/dentistry/veterinary/pharmacy, the ALES requirement is waived. For these candidates, the evaluation process is as follows:

1. The Senate will determine a score between 55 and 75, regardless of the score type or specialization area of their previous graduate program, and this score will be announced in the program's requirements.
2. These candidates may apply in a field different from their previous score type or doctoral/qualification/specialization area.
3. The announced score will be included in the ALES score calculation, regardless of the score type.

b) Candidates from medical, dental, veterinary, and pharmacy faculties, excluding preparatory programs, and those holding an undergraduate degree with at least ten semesters or a specialization in a laboratory field recognized by the Ministry of Health, must have an ALES score of at least 55 in the relevant score type, as determined by the Senate.

c) Candidates applying for a doctoral program with a bachelor's degree must have a minimum graduation GPA of 3.50 or an equivalent score on a 4-point scale, and must have an ALES score of at least 80 in the relevant program's scoring type, as determined by the Senate.

ç) In addition to the ALES score, the acceptance of candidates applying for the doctoral program may also involve a written scientific evaluation exam and/or an interview. For those applying with a master's degree, their master's GPA may also be taken into consideration. The details of this evaluation, as well as the application conditions and other requirements for student acceptance, will be determined by the regulation set by the Senate.

- (2) Except for preparatory classes, those who have completed a bachelor's degree program of ten semesters are considered to hold a master's degree.

(3) The weight given to the ALES score in the evaluation process, provided that it is at least 50%, will be determined by the Senate. Students may also be admitted based solely on their ALES score. Equivalent scores to ALES, as announced and accepted, may be increased by decisions of the Senate.

(4) For conservatory programs and the main arts and sciences departments of the faculties of fine arts, where students are admitted solely through a special aptitude exam, the ALES score is not required for admission. However, the Senate may decide to require the ALES score. If the ALES score is required, the minimum score will be determined by the Senate.

(5) For admission to doctoral programs, candidates must have at least 55 points in central foreign language exams accepted by the Council of Higher Education or equivalent international foreign language exams. If necessary, the Senate may decide to raise these minimum points based on the specific characteristics of the program being entered.

(6) To apply for doctoral programs in basic medical sciences, graduates of medical faculties must hold a bachelor's degree and have a minimum score in the Medical Specialization Entrance Exam (TUS) or a minimum ALES score of 55 in the quantitative type, as determined by the Senate. Non-medical faculty graduates must have a master's degree (or a bachelor's degree in dentistry or veterinary sciences) and a minimum ALES score of 55 in the quantitative type, as determined by the Senate. The basic medical score is calculated by multiplying the standard score from the Basic Medical Sciences Test-1 section of the Medical Specialization Entrance Exam by 0.7 and adding it to the standard score from the clinical medical sciences test multiplied by 0.3. In the admission to doctoral programs, in addition to the basic medical score or ALES score, the undergraduate and/or graduate GPA, scientific evaluation, and/or interview results may also be considered. The details of this evaluation, as well as the other documents candidates need to submit for the application (recommendation letters, a composition explaining why they wish to pursue a doctorate, international standardized exams, etc.), will be determined by the regulation set by the Senate. However, for doctoral programs in basic medical sciences, candidates must have a minimum of 55 points in foreign language exams accepted by the Council of Higher Education or equivalent international exams. The Senate may decide to raise these minimum points according to the characteristics of the program being entered. The weight given to the basic medical score or ALES score in the evaluation process, provided it is at least 50%, will be determined by the Senate. Higher education institutions may also admit students based solely on the basic medical score or ALES score.

Application for Proficiency in Art

ARTICLE 10 – (1) To apply for proficiency in art, candidates must hold a bachelor's or master's degree. Candidates applying with a master's degree must have an ALES verbal score of at least 55, and candidates applying with a bachelor's degree must have an ALES verbal score of at least 80, provided that they have the ALES score determined by the Senate. This requirement does not apply to graduates of faculties of fine arts, conservatories, or equivalent programs of other faculties.

(2) For candidates applying to the proficiency in art program with a bachelor's degree, their undergraduate GPA must be at least 3.0 on a 4.0 scale or an equivalent score. The evaluation of candidates applying for proficiency in art may include ALES scores, master's GPA, and the results of an interview/aptitude test/portfolio review. The details of this evaluation process, including reference letters, a composition explaining why the candidate wants to pursue proficiency in art, international standard exams, and other required documents, will be determined by the Senate.

(3) For admission to the proficiency in art program, candidates must have at least 55 points in the central foreign language exams accepted by the Council of Higher Education or equivalent international foreign language exams. If necessary, the Senate may decide to raise these minimum points based on the characteristics of the program being entered.

(4) The weight given to the ALES score in the evaluation process, provided that it is at least 50%, will be determined by the Senate. Students may also be admitted based solely on their ALES score. Equivalent ALES scores accepted by the Council of Higher Education and announced by the Senate may be increased by the Senate decision. However, for departments and programs in faculties of fine arts and conservatories, the provisions of paragraph (1) will apply.

Determination of Examination and Interview Committees

ARTICLE 11 – (1) Examination committees will be determined by the Senate (EYK) for each program, based on the proposal of the relevant department (EABD/EASD) chair, with at least three primary members and two alternate members from the faculty.

Admission to the Scientific Preparation Program

ARTICLE 12 – (1) For students admitted to master's and doctoral programs, those who have obtained their bachelor's or master's degree in fields different from the field they have been admitted to, or from higher education institutions other than the one to which they have been admitted, may be required to complete a scientific preparation program to address deficiencies and facilitate their adaptation to the field.

(2) The mandatory courses in the scientific preparation program cannot replace the courses required to complete the relevant graduate program. The courses taken will be listed on the graduation certificate but will not be included in the graduate program's cumulative grade point average.

(3) In addition to the scientific preparation courses, students in the scientific preparation program may take courses for the graduate program with the proposal of the relevant department (EABD/EASD) chair and the approval of the Senate (EYK).

(4) The duration of the scientific preparation program will be a maximum of two semesters. Summer school is not included in this duration. This period cannot be extended beyond the designated semester limits, and students who fail to succeed by the end of the program will have their affiliation

with the University terminated. The time spent in the scientific preparation program will not be included in the duration of the master's or doctoral programs. However, if graduate courses are taken during the scientific preparation program, the graduate program will officially begin. (5) The conditions related to course registration, attendance, exams, conditions for being considered successful in courses, and course repetitions for students in the scientific preparation program are governed by the requirements set for the graduate program they are enrolled in.

Special Student Admission

ARTICLE 13 – (1) Students enrolled in a master's, doctoral, or art proficiency program may be accepted as special students to graduate courses at other higher education institutions with the approval of the department (EABD/EASD) chair. The exemption procedures for courses taken and passed as a special student will be carried out by the chair of the department (EABD/EASD) where the student is enrolled. The conditions for special student admission and other related provisions are determined by the Senate.

(2) The quotas for special students and the principles for their acceptance are determined by the Senate.

Student Admission through Horizontal Transfer

ARTICLE 14 – (1) Turkish citizens or foreign students who are registered in graduate programs at a higher education institution, either within the country or abroad, and have completed at least one semester may be accepted through horizontal transfer. The conditions for admission through horizontal transfer are determined by the Senate.

Admission of Foreign Students

ARTICLE 15 – (1) The admission of foreign students is governed by the provisions of the directive approved by the Senate.

Contribution Fee and Tuition Fee

ARTICLE 16 – (1) Students enrolled in graduate programs who are required to pay a contribution fee and/or tuition fee must pay their fee by the dates specified in the academic calendar at the beginning of the fall and spring semesters, according to the relevant regulations. Students who do not pay their contribution fee or tuition fee within the specified time and whose excuses are not accepted by the Senate cannot register for that semester and will not be entitled to student rights.

(2) Second-cycle non-thesis master's programs may be offered for a fee, and first-cycle non-thesis master's programs may be offered either with or without a fee. The tuition fee for students enrolled in the paid program will be determined by YÖK (Higher Education Council) upon the proposal of the University Board of Directors.

Registration and Courses

ARTICLE 17 – (1) The registration renewal procedures for candidates who have obtained the right to enroll in graduate programs and for continuing students, the situation where the courses they have enrolled in do not open, credit transfer and course exemptions, and the conditions for taking courses from different universities/institutes will be carried out according to the principles determined by the Senate within the period specified in the academic calendar.

Seminars and Project Work

ARTICLE 18 – (1) The issues related to seminar/project writing and duplication will be prepared according to the seminar/project writing guide prepared by the Institute and approved by the Executive Board.

Evaluation

ARTICLE 19 – (1) The end-of-term grade for students is evaluated by the instructor using one of the following letter grades for each course. The conditions related to attendance, passing the exam, course repetition, grade appeal, and the correction of the exam results by the instructor for graduate programs will be carried out according to the principles determined by the Senate.

a) Grade and Corresponding Points

Grade Grade Point Numeric Range

AA	4.00	90-100
BA	3.50	85-89
BB	3.00	80-84
CB	2.50	75-79
CC	2.00	65-74
DC	1.50	58-64
DD	1.00	50-57
FF	0.00	49 and below
MU	--	--
GR	0.00	0.00
D	0.00	0.00

b) Other Letter Grades:

1. A student who fails to meet the attendance requirements or the conditions for course applications and cannot sit for the exam will be given a D (absent) grade. The D grade will be considered as an FF grade in the calculation of the grade point average (GPA).
2. A student who passes the proficiency exam will receive a B (successful) grade, while a student who fails will receive a K (unsuccessful) grade. If no jury is formed in the

semester when the proficiency course is selected, an S (ongoing work) grade will be given.

3. A student who successfully presents their thesis proposal will receive a B (successful) grade, while a student who fails will receive a K (unsuccessful) grade. If no thesis proposal is made in the semester when the proposal is selected, an S (ongoing work) grade will be given.
4. A student who is successfully continuing their thesis work will receive a B (successful) grade each semester. If the student fails, a K (unsuccessful) grade will be given.
5. A student who is successfully continuing their specialized field course will receive a B (successful) grade each semester. If the student fails, a K (unsuccessful) grade will be given.
6. The seminar course is graded as either B (successful) or K (unsuccessful).
7. Students who do not attend the exam will be marked as GR (did not attend the exam) on their grade reports.
8. If a student is exempt from a course, the grade MU (exempt) is used.
9. In order for a student to be considered successful in a course, a minimum grade of CC is required for master's students and CB for doctoral students.

Weighted Grade Point Average and Grade Improvement

ARTICLE 20

- (1) The weighted grade point average (GPA) is calculated by multiplying the grade coefficient obtained for each course by the ECTS credits of the respective course and dividing the result by the total ECTS credits. The weighted GPA is rounded to two decimal places.
- (2) For the purpose of improving the weighted GPA, the final grade obtained in a repeated course will be valid.
- (3) Success grades in specialization area courses, seminars, term projects, and thesis work are not included in the GPA calculation and do not contribute to the GPA.

Cancellation of Registration

ARTICLE 21 – (1) The principles regarding the cancellation of registration are as follows:

- a) The student must submit a written declaration of their desire to cancel their registration.
- b) The student must have been dismissed from the higher education institution according to the relevant legal provisions.
- c) The student must have separated from the program via horizontal transfer.
- ç) The student fails to complete the relevant program within the time specified in this Regulation and/or does not meet the required conditions.

(2) The contribution fees and/or tuition fees paid by students whose registrations have been canceled will not be refunded.

(3) The situation of the student whose registration has been canceled will be reported to the relevant units and institutions.

Suspension of Registration and Leave

ARTICLE 22

- (1) Graduate students may be granted the right to suspend their registration for up to one semester for non-thesis master's programs, two semesters for thesis master's programs, and four semesters for doctoral programs, if they have valid and justifiable excuses that they can document, if opportunities outside the University such as scholarships, internships, research, and similar activities that contribute to their education arise, and for other reasons accepted by the Institute's Administrative Board. After the suspension period ends, the student will renew their registration at the beginning of the following semester and continue their studies from where they left off.
- (2) Students may be granted leave for activities such as military service or participation in scientific, social, cultural, or sporting events or competitions on behalf of Turkey or the University, for a duration of up to one year, not exceeding the duration of the activity.
- (3) During the suspension or leave period, the student cannot continue their studies, attend exams, or participate in academic activities. The suspension/leave period is not counted as part of the study period.
- (4) Requests for suspension or leave, except in cases of force majeure, must be made no later than the start of the courses. Requests for suspension/leave will be decided by the Institute's Administrative Board.
- (5) In the case of disasters and epidemics, the University may grant thesis stage graduate students an additional semester, or two semesters depending on the stage of the disaster or epidemic, upon request. These additional periods will not be counted toward the maximum duration of the program.

Disciplinary Actions

ARTICLE 23 – (1) Graduate students are subject to the provisions of the "Regulation on Student Discipline in Higher Education Institutions" published in the Official Gazette No. 28388 on 18/08/2012, for disciplinary matters and actions.

FOURTH SECTION

Thesis Master's Program

Purpose

ARTICLE 24 – (1) The aim of the thesis master's program is to equip the student with the ability to conduct scientific research, as well as the competence to access, evaluate, interpret, critique, and propose solutions to information.

(2) Thesis master's programs can be conducted through regular and evening education methods.

Course	and	ECTS	Load
ARTICLE 25 – (1) The thesis master's program consists of at least eight courses, including mandatory and/or elective seminar courses determined by the Department Chair, specialization courses, and thesis work, with a total of no less than 21 credits and 120 ECTS.			

(2) The seminar course is evaluated as either successful or unsuccessful. The seminar course is not offered in the first semester, except for students who will complete their courses in that semester.

(3) (Amended: RG-14/7/2022-31893) Students, whose weighted GPA is 2.50 or higher, can take up to 45 ECTS credits in a semester, including courses from both the current and previous semesters.

(4) A maximum of two courses may be selected from undergraduate courses, provided that they were not taken during the undergraduate program, subject to the approval of the advisor and the decision of the Graduate Education Board (EYK). Additionally, with the recommendation of the Department Chair and the approval of the EYK, up to two courses from other higher education institutions can be selected.

Success Monitoring

ARTICLE 26 – (1) A student in a thesis master's program must have a weighted GPA of at least 2.50 to proceed to the thesis stage and graduate. If the GPA requirement is not met, the student is required to retake or enroll in new courses until the required GPA is achieved.

Duration

Article 27

(1) The duration of the thesis master's program is four semesters, starting from the semester in which the courses related to the program are offered, excluding the time spent on scientific preparation, regardless of whether the student registers each semester. The program must be completed within a maximum of six semesters.

(2) At the end of four semesters, students who fail to successfully complete the credit courses and seminar course in the curriculum, or who do not achieve a minimum GPA of 2.50 during this period, or who fail the thesis work or do not defend their thesis within the maximum time frame, will be dismissed from the institute.

(3) The thesis master's program can be completed in a minimum of three semesters, with at least two semesters dedicated to thesis work.

Thesis Advisor Appointment and Advisor Change

ARTICLE 28

(1) The department chair (EABD/EASD) proposes a faculty member from the university staff as the thesis advisor for each student, no later than the end of the first semester. The thesis advisor is finalized with the decision of the Graduate Education Board (EYK).

(2) The thesis advisor is selected from among faculty members who meet the qualifications determined by the Senate. If there is no faculty member at the university with the required qualifications, a faculty member from another higher education institution may be selected as the advisor, following the principles set by the Senate and the Graduate Education Board's decision. In cases where the nature of the thesis requires more than one thesis advisor, a second advisor may be appointed from outside the university staff, provided they hold at least a doctorate degree.

(3) An advisor change occurs through the student's or the advisor's written application to the department head, the recommendation of the department chair (EABD), and the decision of the Graduate Education Board (EYK). If the advisor is assigned to a long-term duty abroad, their role as the thesis advisor ends after six months. Advisor changes may also be made before six months upon the request of the student or the advisor.

(4) If a faculty member resigns, is assigned to a full-time position at another institution for more than six months, or transfers to a public institution outside the university, their role as the advisor automatically ends. However, for postgraduate students at the thesis stage, if both the student and the advisor request it, the advisory role may continue with the reasoned opinion of the relevant department chair (EABD/EASD) and the decision of the Graduate Education Board (EYK).

(5) For faculty members who transfer between higher education institutions, are appointed to higher education institution councils, or scientific research institutions, or retire, their advisory role will continue until the process is completed, provided that a request is made.

Determination and Change of the Master's Thesis Topic

ARTICLE 29 – (1) After successfully completing the credit-bearing and seminar courses, the student determines their thesis topic and submits the thesis proposal form, which includes the advisor's approval, to the department chair (EABD/EASD) within the dates specified in the academic calendar. The thesis proposal submitted to the institution by the department chair (EABD/EASD) is finalized with the decision of the Graduate Education Board (EYK).

(2) Within the time specified in the academic calendar, the thesis topic change form, bearing the advisor's approval, is submitted to the department chair (EABD/EASD). The thesis topic change submitted to the institution by the department chair (EABD/EASD) is finalized with the decision of the Graduate Education Board (EYK).

(3) A student whose thesis topic is changed by the decision of the Graduate Education Board (EYK) cannot defend their thesis for at least six months following the date of the EYK decision within the duration of their studies.

Completion of the Master's Thesis

ARTICLE 30 – (1) A student enrolled in a thesis-based master's program writes their thesis according to the guidelines for writing graduate theses approved by the Senate and defends it orally in front of a jury.

(2) Before defending the thesis, or in the case of theses requiring corrections, the student completes the thesis with the necessary amendments and submits it to their advisor. The student submits the thesis to the institution after receiving the advisor's opinion that the thesis is defensible. The institution then obtains the plagiarism software report for the thesis and sends it to the advisor and jury members. If a real instance of plagiarism is detected in the report, the thesis is sent to the institution's management board for a decision, along with the justification.

(3) The thesis jury is appointed with the recommendation of the thesis advisor and the department chair (EABD/EASD) and the approval of the Graduate Education Board (EYK). The jury consists of three or five faculty members, one of whom is the student's thesis advisor, and at least one of whom must be from outside the university. If the jury consists of three members, the second thesis advisor cannot be a member of the jury.

(4) The Graduate Education Board (EYK) forms the defense jury from the proposed faculty members, regardless of their ranking. The expertise of the proposed jury members should align with the student's thesis topic.

(5) After completing the thesis, the student submits the required number of copies to the thesis advisor. The advisor sends the thesis copies to the institution via the department chair (EABD/EASD) after providing written feedback on the compliance of the thesis with the writing guidelines.

(6) The jury members convene within a month from the date the thesis is submitted to them and conduct the thesis exam. The thesis exam consists of the presentation of the thesis and the subsequent question-and-answer session. The thesis exam is held in an open environment to faculty members, graduate students, and specialists in the field. Non-jury participants are not allowed to ask the student questions.

(7) After completing the thesis exam, the jury decides by a simple majority whether to accept, reject, or request revisions to the thesis. This decision is communicated to the institution within three days of the thesis exam by the department chair (EABD/EASD) via an official report.

(8) If a student's thesis is found to be unsuccessful and is rejected, their affiliation with the university is terminated.

(9) A student whose thesis requires revisions must defend the corrected thesis within three months in front of the same jury. If the student is found unsuccessful again and their thesis is not accepted, their affiliation with the university is terminated.

(10) If a student's thesis is rejected, and upon request, the student may receive a non-thesis master's degree, provided they have completed the credit requirements, project writing, and other necessary components of the non-thesis program, and the program is available at the institution. Students transitioning to the non-thesis master's program will be granted one additional semester to complete the program.

Master's Thesis Diploma

ARTICLE 31 – (1) A student whose thesis is accepted must submit five printed copies and two electronic copies (on a portable memory device) of the thesis to the institution, along with other required documents requested by YÖK, within one month of the thesis defense exam date. This submission must be made within one month from the date of the thesis exam. If the jury consists of five members, seven copies must be submitted. The thesis will be examined for compliance with formatting requirements, and if deemed appropriate, the student will be awarded a thesis-based master's diploma. Upon request, the Graduate Education Board (EYK) may extend the submission deadline by a maximum of one additional month. A student who does not meet these requirements cannot receive their diploma and cannot benefit from student rights until the conditions are fulfilled. If the maximum allowed period has elapsed, the student's affiliation with the university will be terminated.

(2) The thesis-based master's diploma will include the officially approved name of the program the student is registered in by YÖK. The graduation date will be the date the signed copy of the thesis is submitted to the institution by the thesis defense jury.

(3) Within three months of the thesis submission, one copy of the master's thesis will be uploaded by the institution to the YÖK National Thesis Center in electronic format for the purpose of scientific research and activities.

(4) The diploma will include the graduation date, diploma number, and the student's Turkish Republic identification number. Along with the diploma, the transcript of the courses taken during the program will also be provided.

FIFTH CHAPTER Non-thesis Master's Program

Objective

ARTICLE 32 – (1) The aim of the non-thesis master's program is to provide the student with professional knowledge and to show how existing knowledge can be applied in practice. Non-thesis master's programs can be conducted through formal education, both regular and evening programs, or through distance education methods.

(2) For non-thesis master's programs conducted via distance education, academic, administrative, and financial processes are managed by the institution; courses, exams, and related regulations are carried out in accordance with the principles set by YÖK, under the coordination of the Kastamonu University Distance Education Application and Research Center.

Course and ECTS Load

ARTICLE 33 – (1) The non-thesis master's program consists of at least ten courses and a semester project course, totaling no less than 30 credits and 60 ECTS (as amended by the Official Gazette 14/7/2022-31893). The student must submit a written project and/or report at the end of the semester in which they are registered for the semester project course. The semester project course is evaluated as either pass or fail.

(2) Up to three of the courses to be taken by the student may be selected from undergraduate courses, provided they were not taken during the undergraduate studies. However, courses in which the student succeeded during their undergraduate education do not count toward the course load or credits of the non-thesis master's program.

(3) (Amended: Official Gazette 14/7/2022-31893) Students may take a maximum of 45 ECTS credits worth of courses in one semester if their cumulative grade point average is 2.00 or higher, based on the current and previous semesters.

(4) In the case of failure in a course in both formal and distance education non-thesis master's programs, the student must pay the course fee again for each course repeated in the relevant semester.

Success Evaluation

ARTICLE 34 – (1) A non-thesis master's diploma is awarded to the student who successfully completes their credited courses and semester project.

Duration

ARTICLE 35 – (1) The duration to complete the non-thesis master's program, excluding the time spent on scientific preparation, starts from the semester when the courses related to the program are offered, regardless of whether the student registers for each semester, and lasts a minimum of two semesters and a maximum of three semesters. At the end of this period, if the student is unsuccessful or unable to complete the program, their affiliation with the University will be terminated.

Advisor Assignment

ARTICLE 36 – (1) In the non-thesis master's program, the department chair (EABD/EASD) assigns a faculty member or a lecturer with a doctoral degree, who meets the qualifications determined by the Senate, to provide academic advising for each student regarding course selection and the execution of the semester project. This assignment must be made no later than the end of the first semester.

Project Topic Determination, Modification, and Completion

ARTICLE 37 – (1) The project topics approved by the advisor for the students registered for the semester project in the non-thesis master's program are reported to the institute through the department (EABD/EASD).

(2) The student may request a change of project topic and/or advisor at the beginning of the semester in which they will repeat the project course, provided they re-register for the project course.

(3) The project is evaluated by the advisor as either successful or unsuccessful. This decision is reported to the institute through the department (EABD/EASD) via a protocol.

Non-Thesis Master's Degree

ARTICLE 38 – (1) A student who successfully completes their credited courses and semester project initiates the graduation process by submitting one electronic copy of the project (on a portable storage device) and related documents to the institute. The graduation date is the date when the signed copy of the document indicating the project's success is delivered to the institute by the advisor.

(2) The non-thesis master's diploma includes the officially approved name of the student's enrolled program (EABD/EASD) by YÖK. The diploma also lists the graduation date, diploma number, and the student's T.C. identification number. Additionally, a transcript of the courses taken during the program is provided.

(3) Students continuing in the non-thesis master's program may transition to the thesis master's program if they meet the minimum requirements set for the thesis program. In such cases, the courses taken in the non-thesis master's program may, by the decision of the EYK, be counted as equivalent to the courses in the thesis master's program.

Sixth Chapter Doctoral Program

Objective

ARTICLE 39 – (1) A student enrolled in the doctoral program writes their thesis in accordance with the writing rules set by the Senate and defends it orally in front of a jury.

(2) The aim of the doctoral program is to equip the student with the ability to conduct independent research, to analyze scientific events with a broad and deep perspective, to interpret these events, and to identify the necessary steps to reach new syntheses. The thesis prepared at the end of the doctoral work must meet one of the following criteria: introduce innovation to science, develop a new scientific method, or apply an existing method to a new field.

Course and ECTS Load

ARTICLE 40 – (1) The doctoral program consists of at least eight mandatory and elective courses, including a seminar course determined by the department (EABD/EASD), a qualifying exam, thesis proposal, specialization area course, and thesis studies, with a minimum of 21 credits and 240 ECTS for students admitted with a master's degree.

(2) (Amended: RG-14/7/2022-31893) Students with a cumulative grade point average of 2.75 or higher may take a maximum of 45 ECTS credits per semester, including both their current and previous semesters.

(3) For students admitted with a bachelor's degree, the doctoral program consists of at least 15 courses, including a seminar course, qualifying exam, thesis proposal, specialization area course, and thesis studies, totaling at least 300 ECTS.

(4) In doctoral programs, students may take courses from other higher education institutions, subject to the approval of their advisor, the department chair (EABD/EASD), and the EYK, with a limit of two courses if admitted with a master's degree and four courses if admitted with a bachelor's degree.

(5) Courses taken during the bachelor's and master's programs are not counted toward the doctoral program's course load or credit requirements.

(6) Doctoral programs cannot be offered as evening or part-time programs.

Success Monitoring

ARTICLE 41 – (1) To be eligible for the qualifying exam, the student must have a minimum weighted grade point average of 3.00. A student admitted with a master's degree must pass at least 60 ECTS credits of courses, including the seminar course. A student admitted with a bachelor's degree must pass at least 120 ECTS credits of courses, including the seminar course.

Duration

ARTICLE 42

(1) The doctoral program duration, excluding the time spent on scientific preparation, is as follows:

- For students admitted with a master's degree (without taking additional courses), the duration is eight semesters, with a maximum completion time of twelve semesters.
- For students admitted with a bachelor's degree (without taking additional courses), the duration is ten semesters, with a maximum completion time of fourteen semesters.

(2) The maximum time to successfully complete the required credited courses in the doctoral program is four semesters for students admitted with a master's degree and six semesters for students admitted with a bachelor's degree. If a student fails to complete the credited courses within this period, their relationship with the University will be terminated.

(3) A student who has successfully completed the credited courses, passed the qualifying exam, and had their thesis proposal accepted, but fails to complete their thesis by the end of the twelve or fourteen semesters specified in paragraph (1), will have their relationship with the University terminated.

(4) Students admitted to the doctoral program with a bachelor's degree who fail to complete their credited courses and/or thesis within the maximum time or who fail to be successful in their doctoral thesis, may be granted a non-thesis master's diploma upon request, provided they have met the necessary requirements for a non-thesis master's program (such as the credit load, project, and other conditions) and if such a program is available within the relevant department of the Institute. A student transferring to the non-thesis master's program will be given an additional semester to complete the program.

ARTICLE 43

(1) The department chair (EABD/EASD) will recommend a faculty member from the University's staff as a thesis advisor for each student by the end of the first semester at the latest. The thesis advisor is confirmed by the decision of the University Senate (EYK).

(2) The thesis advisor is selected from among faculty members who meet the qualifications determined by the Senate. If a faculty member with the required qualifications is not available at the University, another faculty member from a different higher education institution may be selected as the thesis advisor by the EYK, based on the principles set by the Senate.

(3) In doctoral programs, excluding the main departments of dental medicine, pharmacy, medicine, and veterinary faculties, faculty members must have supervised at least one master's thesis successfully to be eligible to supervise a thesis. In cases where the nature of the thesis requires multiple advisors, the second advisor can be selected from outside the University, provided they hold at least a doctoral degree.

(4) A change of advisor occurs upon a justified application from the student and/or the advisor to the department chair (EABD), a recommendation from the department chair, and an EYK decision. If the thesis advisor is assigned to a long-term assignment abroad, the advisor's role will terminate after six months. A change of advisor can occur before six months if requested by the student or the advisor.

(5) If a faculty member resigns, is assigned full-time to another institution for more than six months, or moves to another public institution outside the University, their role as advisor will automatically terminate. However, for doctoral students at the thesis stage, the advisor's role may continue, upon the joint request of the student and the advisor, with a reasoned opinion from the relevant EABD/EASD chair and the decision of the EYK.

(6) For faculty members who transfer between higher education institutions, are assigned to higher education institution councils or scientific research institutions, or retire, the thesis supervision they have started may continue until completion, upon their request.

ARTICLE 44

(1) The qualification exam measures whether the student has a deep understanding of the fundamental concepts and topics in their field and has the necessary scientific research depth related to their doctoral work, after completing their courses and seminar. A student can take the qualification exam at most twice in one year.

(2) A student who wishes to take the qualification exam must submit their application through the department chair (EABD/EASD) to the institute for the fall and spring semesters. A student admitted with a master's degree must take the qualification exam by the end of their fifth semester at the latest, and a student admitted with a bachelor's degree must take it by the end of their seventh semester. If a student does not take the qualification exam within these periods, their relationship with the University will be terminated.

(3) The qualification exams are organized and conducted by a five-member doctoral qualification exam jury, with the opinion of the advisor, the proposal of the department chair (EABD/EASD), and the approval of the Graduate Education Committee (EYK). The jury

consists of five faculty members, including the advisor, at least two of whom must be from outside the University. The EYK decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six faculty members. The jury members' areas of expertise must align with the student's field. Qualification exam meetings are open to faculty members, graduate students, and field experts as listeners.

(4) The qualification exam consists of two parts: written and oral. A student who succeeds in the written exam is eligible to take the oral exam. To be considered successful, the student must obtain at least 75 points out of 100 in both exams.

(5) The exam jury evaluates the student's performance in both the written and oral exams and decides whether the student is successful or unsuccessful by a simple majority. This decision is reported in writing to the institute by the department chair (EABD/EASD) within three days after the qualification exam.

(6) A student who fails the qualification exam will be re-examined in the following semester. If the student fails again or does not attend the exam, their relationship with the doctoral program will be terminated.

(7) The qualification exam jury may require a student who passes the qualification exam to take additional courses, provided that the total credit amount does not exceed one-third of the required credits, even if the student has completed the course load. The student must successfully complete the courses specified by the EYK.

(8) A student admitted to the doctoral program with a bachelor's degree who has successfully completed at least seven courses may transfer to a master's program. Such a student may register for the master's program with the advisor's opinion, the department chair's (EABD/EASD) proposal, and the approval of the EYK.

ARTICLE 45 – Thesis Monitoring Committee (TMC)

(1) For a student who has passed the qualification exam, a thesis monitoring committee (TMC) is established within one month with the advisor's opinion, the proposal of the relevant department chair (EABD/EASD), and the approval of the Graduate Education Committee (EYK).

(2) The TMC consists of three faculty members: the student's thesis advisor, one member from within the EABD/EASD, and one from outside the department. If a co-advisor is appointed, they may attend committee meetings but do not have voting rights.

(3) The thesis proposal defense and thesis monitoring exams are conducted by this committee.

(4) After the formation of the TMC, changes in membership can be made based on a justified proposal by the EABD/EASD chair and an EYK decision.

ARTICLE 46 – Thesis Proposal Defense Exam

(1) A student who successfully completes the doctoral qualification exam must defend their thesis proposal, which includes the research objective, methodology, and work plan, orally before the TMC within six months. The student must distribute a written report about the

proposal to the committee members at least fifteen days before the oral defense. The date and time of the thesis proposal defense must be notified to the institute in writing by the advisor through the EABD/EASD at least 20 days before the exam.

(2) The TMC decides by a simple majority whether the student's thesis proposal is accepted, revised, or rejected. A one-month period is granted for revisions. The final decision, whether acceptance or rejection, must be reported to the institute by the EABD/EASD chair within three days following the completion of the process using the relevant form and attachments. If the proposal is accepted, the thesis topic is approved by the EYK.

(3) A student whose thesis proposal is rejected has the right to choose a new advisor and/or a new thesis topic. A new TMC may be appointed in such cases. A student who wishes to continue with the same advisor must defend a new thesis proposal within three months; a student who changes both the advisor and the thesis topic must defend within six months. A student whose thesis proposal is rejected at this defense will have their relationship with the University terminated.

(4) A student who does not submit a report to the committee within the required timeframe or does not attend the exam without an EYK-approved valid excuse will be considered to have had their thesis proposal rejected.

(5) Doctoral thesis proposal defense exams are conducted openly, allowing the participation of faculty members, graduate students, and experts in the field as audience members.

Thesis Monitoring Examinations

ARTICLE 47

(1) For a student whose thesis proposal has been accepted, the thesis monitoring committee meets twice a year, once between January-June and once between July-December. If the committee meeting does not take place within these designated periods, the student is evaluated as unsuccessful.

(2) A student whose thesis proposal is accepted between January-June takes the first thesis monitoring examination between July-December, while a student whose thesis proposal is accepted between July-December takes the first thesis monitoring examination between January-June.

(3) The student submits a written report to the thesis monitoring committee members at least one month before the date of the thesis monitoring examination. This report includes a summary of the work conducted so far and a plan for the work to be done in the next period.

(4) The thesis monitoring examination date, time, and location are announced and notified in writing to the institute by the advisor through the EABD/EASD department head at least ten days before the examination.

(5) Following the thesis monitoring examination, the thesis monitoring committee evaluates the student's thesis work as successful or unsuccessful, and the relevant form and attachments are forwarded to the institute through the EABD/EASD department head.

(6) If a student fails to attend the examination at the announced date and time without a justification accepted by the EYK or does not submit the form and attachments approved by the thesis monitoring committee to the institute within three days, the student is considered unsuccessful in the thesis monitoring examination.

(7) A student who fails consecutively in two thesis monitoring examinations or fails non-consecutively in three examinations, either by attending or not attending without an excuse, will be dismissed from the institute.

(8) Following the acceptance of the thesis topic in the thesis proposal defense, changes to the thesis title, while adhering to the original topic, can be made with the approval of the thesis monitoring committee and the decision of the EYK.

(9) In cases where the change of thesis topic is accepted by the EYK, the thesis proposal must be resubmitted within six months at the latest. In this case, the thesis proposal process is repeated.

(10) A student whose advisor is changed due to failure or whose thesis topic is changed by the thesis monitoring committee must submit a new thesis proposal and attend and pass at least three thesis monitoring examinations.

Completion of the Doctoral Thesis

ARTICLE 48

(1) The student submits their thesis to the advisor after writing it in accordance with the graduate thesis writing guide approved by the Senate.

(2) Before the defense of the doctoral thesis, and in the case of a thesis that requires corrections, the student completes the thesis and presents it to the advisor with the necessary revisions. The student submits the thesis to the institute along with the pre-defense review form filled out by the advisor, indicating that the thesis is ready for defense. The institute generates a report using plagiarism detection software and sends it to the advisor and jury members. If genuine plagiarism is detected in the report, the thesis is referred to the institute board for a decision, along with the rationale.

(3) For the student's thesis to be concluded, the student must have submitted at least three successful TIK (Thesis Monitoring Committee) reports.

(4) The student must meet the doctoral publication and/or project requirements set by the Senate.

(5) The student defends their thesis orally in front of the jury.

Thesis Defense Jury

ARTICLE 49

(1) The jury is appointed based on the advisor's recommendation, the proposal of the relevant EABD/EASD chair, and the approval of the EYK. The jury consists of five faculty members, including the advisor, three of whom are members of the student's thesis monitoring committee and at least two from outside the University. The EYK decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six faculty members. Additionally, the second thesis advisor may participate in the jury without voting rights.

(2) The EYK forms the defense jury from the proposed faculty members, irrespective of their ranking. The fields of expertise of the proposed jury members must align with the student's thesis topic.

Thesis Defense Examination

ARTICLE 50

(1) The jury convenes to hold the thesis defense exam within no sooner than fifteen days and no later than thirty days from the date the thesis is delivered to them.

(2) If the advisor and jury members detect genuine plagiarism in the report, they refer the thesis to the EYK for a decision, providing justification.

(3) The thesis defense exam is conducted at the date and time determined by the EYK and is open to the participation of faculty members, graduate students, and field experts as an audience.

(4) The thesis defense exam consists of a presentation of the thesis work followed by a question-and-answer session. During the exam, only jury members may ask questions to the student.

(5) Following the completion of the thesis defense exam, the jury deliberates privately and evaluates the thesis by majority vote, making a decision of acceptance, rejection, or revision. The jury's evaluation reports and the thesis defense minutes are submitted to the institute through the relevant EABD/EASD within three days of the exam.

(6) If the thesis is rejected as unsuccessful, the student's affiliation with the University is terminated.

(7) If a revision is required, the student is given up to six months to make corrections. The revised thesis is defended before the same jury on the exam date set by the advisor's recommendation, the EABD/EASD chair's proposal, and the EYK's decision.

(8) If the student fails to attend the thesis defense within the specified time after the revision decision or if the thesis is rejected at the end of the defense, the student's affiliation with the University is terminated.

Doctoral Diploma

ARTICLE 51

(1) The student who completes their thesis submits the required number of copies to their advisor. The advisor forwards the copies to the institute through the relevant EABD/EASD, accompanied by a written statement confirming adherence to thesis formatting guidelines. The institute conducts the final plagiarism checks, and the responsibility for non-compliance, including the similarity rate and revisions of similar sections, lies with the student and the thesis advisor.

(2) Provided the student passes the thesis defense and meets other conditions, they submit at least two bound copies of the doctoral thesis and two electronic copies (on portable storage devices), along with any documents required by YÖK, to the institute. The EYK decision grants the student eligibility for the doctoral degree.

(3) The EYK may extend the thesis submission deadline by up to one month upon request. Students who do not fulfill these requirements cannot receive their diploma, access student rights, and may have their enrollment terminated if the maximum period elapses.

(4) The doctoral diploma bears the approved name of the EABD/EASD program completed by the student.

(5) The graduation date is the date when the signed copy of the thesis by the examination jury members is submitted to the institute.

(6) Along with the diploma, a transcript of the courses taken during the program is provided to the student.

(7) Within three months of submission, the institute uploads an electronic copy of the doctoral thesis to the YÖK National Thesis Center for the service of scientific research and activities.

CHAPTER SEVEN
Proficiency in Art Work
Proficiency in Art Work

ARTICLE 52

(1) Proficiency in Art Work is a higher education program equivalent to a doctorate, aiming at producing an original art piece, or demonstrating exceptional performance and creativity in music and performing arts. The goal of the program is to enable the student to conduct independent research, outline necessary steps to achieve new syntheses in the field of art/design, and ensure proficiency in core topics within their discipline. The thesis and accompanying practical work (exhibition, performance, recital, concert, etc.) at the end of the program must fulfill at least one of the following: introduce an innovation in the art/design field, develop a new artistic method, or apply an existing artistic method to a new domain.

(2) For students admitted with a master's degree, the proficiency in art program consists of at least 21 credits, not less than 60 ECTS per academic term, and includes at least seven courses, practices, and a thesis, exhibition, project, recital, concert, or performance, totaling at least 240 ECTS credits. For students admitted with an undergraduate degree, the program includes at least 15 courses and similar practices, totaling at least 300 ECTS credits.

(3) Graduate courses may include up to two courses for students admitted with a master's degree and up to four for those admitted with an undergraduate degree from other higher education institutions, as proposed by the relevant EABD/EASD chair and approved by the EYK.

(4) For matters not addressed in this section regarding the proficiency in art program, the provisions related to doctoral programs in this Regulation apply.

Advisor Appointment

ARTICLE 53

(1) The EABD/EASD chair proposes an advisor from the university faculty for each student who will guide the selection of courses and practical applications, as well as the execution of the thesis, exhibition, project, recital, concert, or performance. Additionally, the advisor, along with the student, proposes the subject and title of these works to the institute, and this proposal is finalized by the decision of the Graduate School Administrative Board (EYK).

(2) The Senate determines when the advisor should be appointed during the student's program. However, the appointment of an advisor must occur no later than the end of the second semester.

(3) If the nature of the proficiency in arts study requires more than one thesis advisor, a second advisor can be appointed. To supervise a thesis, exhibition, project, recital, concert, or performance in a proficiency in arts program, the advisor must have successfully managed at least one completed master's thesis. The second thesis advisor can be someone outside the university faculty with a doctorate/proficiency in arts degree.

(4) The advisor is selected from faculty members who meet the qualifications set by the Senate or from instructors with a doctorate/proficiency in arts degree.

Duration

ARTICLE 54

(1) The duration to complete the proficiency in arts program, excluding the period spent in scientific preparation, is eight semesters for those admitted with a master's degree, starting from the semester in which they enrolled in the program, regardless of registration status for each semester. The maximum duration to complete the program is twelve semesters. For those admitted with an undergraduate degree, the duration is ten semesters, with a maximum completion period of fourteen semesters.

(2) The maximum duration to successfully complete the required credit courses for the proficiency in arts program is four semesters for students admitted with a thesis-based master's degree and six semesters for those admitted with an undergraduate degree. Students who fail to complete their credit courses within this period or fail to meet the university's minimum GPA requirement will be dismissed from the university.

(3) Students who complete their credit courses and practical applications but do not complete their thesis, exhibition, project, recital, concert, or performance by the end of the maximum period of twelve or fourteen semesters mentioned in the first paragraph will be dismissed from the university.

(4) Students who enrolled in the proficiency in arts program with an undergraduate degree and meet the necessary credit requirements, project, and other conditions but fail the proficiency thesis may be awarded a non-thesis master's diploma upon request.

Completion of Proficiency in Arts Thesis

ARTICLE 55

(1) The student preparing the thesis writes a text that explains and documents the results of their work, such as thesis, exhibition, project, recital, concert, or performance, following the writing guidelines accepted by the Senate. The student then defends their work orally in front of a jury. To be eligible for the defense exam, the student must meet the proficiency in arts publication requirements set by the Senate.

(2) Before defending the proficiency in arts work and in cases where corrections are made, the student must submit the corrected thesis or work to the advisor. The advisor, with their opinion that the thesis is defensible, submits it to the institute. The institute obtains the plagiarism software report for the thesis and sends it to the advisor and jury members. If real plagiarism is detected in the report, the thesis will be forwarded to the institute's management board with a justification for a decision.

(3) The student who completes their proficiency in arts work submits the required number of copies of the thesis to the advisor. The advisor provides written feedback on whether the thesis complies with the writing rules and sends the thesis to the institute through the EABD/EASD presidency.

(4) The proficiency in arts jury is appointed based on the advisor's and the EABD/EASD presidency's recommendations and the approval of the EYK. The jury consists of five members, including the advisor, at least two of whom must be faculty members from outside the university. The management board decides whether the advisor has voting rights. If the advisor does not have voting rights, the jury consists of six members. The second thesis advisor may also be part of the jury without voting rights.

(5) Jury members convene no earlier than 15 days and no later than one month after receiving the thesis or text. The exam consists of the presentation of the proficiency in arts work followed by a question-and-answer session. The exam is open to participation by faculty members, graduate students, and experts in the field.

(6) After the completion of the exam, the jury decides in a closed session, by a simple majority, whether to accept, reject, or request corrections for the thesis or proficiency in arts work. Students whose thesis and work are accepted are considered successful. This decision is communicated to the institute by the EABD/EASD presidency within three days following the exam. Students whose thesis and work are rejected are dismissed from the university. Students who are given a correction decision must make the necessary changes within six months and defend their thesis, exhibition, project, recital, concert, or performance again in front of the same jury. If the student is again found unsuccessful in the defense, their relationship with the university is terminated. Students who were admitted to the proficiency in arts program with an undergraduate degree and have met the required credit load, project, and other conditions but fail the thesis, exhibition, project, recital, concert, or performance may, upon request, be awarded a non-thesis master's degree.

Proficiency in Arts Diploma

ARTICLE 56

(1) A student who successfully completes their proficiency in arts work and meets the other requirements will be awarded a diploma indicating their field of study, based on the nature of the artistic discipline approved by YÖK. The graduation date is the date the signed copy of the thesis is submitted to the institute by the thesis examination jury committee.

(2) A student who successfully defends their thesis, meets the other conditions, and submits at least two bound copies of the thesis to the institute within one month from the thesis examination date, provided that the thesis meets the required formatting standards, will be eligible to receive the proficiency in arts diploma. The institute's management board may extend the submission deadline by up to one additional month upon request. Students who do not meet these conditions will not be awarded the diploma until all conditions are fulfilled, will not be entitled to student rights, and if the maximum duration expires, their relationship with the university will be terminated.

(3) Within three months of the thesis submission, the relevant institute will upload one electronic copy of the thesis to the YÖK National Thesis Center for use in scientific research and activities.

EIGHTH CHAPTER Miscellaneous and Final Provisions

Postgraduate Program Enrollment

ARTICLE 57

(1) The necessary conditions for the finalization of enrollment for students admitted to postgraduate programs will be determined by the Senate.

Programs, Exams, and Evaluation

ARTICLE 58

(1) The postgraduate teaching plans of the Department of Arts and Sciences (EABD/EASD) include the required/elective courses, thesis, seminar, and other activities, as well as the total credits needed to graduate from the program. These teaching plans will be discussed and approved in the institute council, subject to compliance with the minimum content determined by the Senate.

(2) At least one course covering scientific research techniques and research and publication ethics must be included in the postgraduate education.

(3) From the courses approved by the Senate, the student and their advisor will decide which courses to take. The advisory role will be performed by the department chair or program coordinator/head until the thesis advisor is appointed.

(4) Postgraduate programs authorized by the Higher Education Council cannot be conducted outside the province where the Rectorate is located.

(5) Except for non-thesis master's programs, a student cannot be simultaneously enrolled in more than one postgraduate program or continue in multiple programs.

(6) Specialization in medicine and dentistry is considered equivalent to doctoral studies, and these specialization trainings are carried out in accordance with the Regulation on Specialization Training in Medicine and Dentistry published in the Official Gazette, No. 28983, on April 26, 2014.

Notification

ARTICLE 59

(1) Announcements made by the institute regarding education, exams, and similar matters are considered to be made directly to the student. Other individual procedures concerning the student will be notified by sending them to the postal and email addresses provided by the student in writing at the time of the initial registration or later updated with a written notification.

(2) Records m

ade in the University Graduate Student Information System are considered equivalent to notification to the student.

Situations Not Covered by Provisions

ARTICLE 60

(1) In cases not covered by this Regulation, the provisions of relevant legislation, as well as the decisions of the Higher Education Council (YÖK) and the Senate, shall apply.

Revoked Regulation

ARTICLE 61

(1) The Kastamonu University Graduate Education and Training Regulation, published in the Official Gazette No. 30139 on July 30, 2017, is hereby repealed.

Transitional Provisions

TEMPORARY ARTICLE 1

(1) The fifth paragraph of Article 58 shall not apply to students who were registered in multiple graduate programs before April 20, 2016.

(2) Students who were registered in or graduated from non-thesis master's programs before February 6, 2013, may apply

Effectiveness ARTICLE 62

(1) This Regulation shall enter into force on the date of its publication.

Execution ARTICLE 63

(1) The provisions of this Regulation shall be executed by the Rector of Kastamonu University.

	Official Gazette in which the Regulation was Published	
	Date	Number
	14/1/2021	31364
	Amendments to the Regulation Published in the Official Gazette:	
	Date	Number
	1.	14/7/2022
2.		