

Kastamonu University

Postgraduate Education Procedures and Principles

PART ONE

Aim, Scope, Basis and Definitions

Aim

Article 1- (1) The aim of these procedures and principles is to define the code of practise belonging to special and general terms related with the application, acceptance and registration for the postgraduate programs run by the institutions of Kastamonu University.

Scope

Article 2- (1) These procedures and principles involve ones based on the regulations of Postgraduate Education of High Education Board and the regulations of Postgraduate Education of Kastamonu University.

Basis

Article 3 (1) These procedures and principles have been prepared in accordance with the regulations of Postgraduate Education of High Education Board.

Definitions and Abbreviations

Article 4 – (1) These are the definitions and abbreviations mentioned in these procedures and principles with their meanings.

a) ALES : Academic Personnel and Postgraduate Education Entrance Exam or any postgraduate education entrance exam accepted by Council of Higher Education.

b) (AKTS) European Credit Transfer System : The system of the student’s workload based on anticipated knowledge , ability and competence for the program and defined for the seventh and eighth level in Postgraduate Qualifications Framework.

c) Institution: The institutions of Kastamonu University providing postgraduate education .

ç) EABD / EASD : Department of the Institution / Art major of the Institution

d) Institution Council (EK) : The council consisting of the head of the institution and vice principal and the heads the departments which have programs in the institution.

e) Management of the Institution (EYK) : The council consisting of under the presidency of the head of the institution and vice principal and the three academic member elected by the council of the institution among the six academic members nominated by the head of the institution.

f) Advisor: The academic member appointed by the Council of the Institution so as to guide the student in his/her course and thesis terms, preferably he/she is one the academic member of the EABD/ EASD.

g) Secondary Thesis Advisor : The academic staff not working in the same university and appointed by the EYK upon the request of EABD/EASD and the advisor for the thesis or the application of the student who studies graduate program with thesis, doctorate and proficiency in art.

ğ) Project Coordinator: The academic member appointed by the Council Of the Institution so as to guide the student in his/her projects, preferably he/she is one the academic member of the EABD/ EASD.

- h) Term Project: The study of project which is 15 AKTS, prepared by the students of non-thesis master program.
- i) Postgraduate Evening Education: The education programs run taking account of the Council of Higher Education.
- i) Postgraduate Distance Education Program: The postgraduate education program run with the help of internet supported by information technologies.
- j) Program: For the degrees of master, doctorate/ proficiency in art, a number of compulsory and optional courses and doctorate, thesis and applications.
- k) Scientific Preparation: In the master and doctorate programs, it is the program for the students proposed by EABD/EASD AND approved by EYK to compensate their deficiencies.
- l) Thesis : The work of proficiency in art at least with masters with thesis and doctorate thesis.
- m) Thesis Review Committee (TİK) : The committee ,proposed by EABD/ EASD and approved by EYK, taking on a task of reviewing the doctorate thesis regularly.
- n) TÖMER : Turkish and foreign language application and research Centre.
- o) Lecture on specialised field: The course which every academic member gives a lecture to the student whom he/she gives consultation.
- ö) Seminar: The written work of the postgraduate based on an academic subject and presented orally and evaluated in their course period.
- p) YDS: Foreign Language Exam and exams accepted by Council of Higher Education
- r) Postgraduate Course: The courses of masters with thesis and masters without thesis , doctorate , proficiency in art.
- s) LEÖY : Postgraduate Education Regulations.
- ş) Presidency: Kastamonu University Presidency
- t) KÜ: Kastamonu University
- u) Senate: Kastamonu University Senate
- ü) University : Kastamonu University
- v: YÖK : Council of Higher Education

PART TWO

Application and Evaluation

Article 5- (1) The quota of the students and requirements for postgraduate students are announced including the application dates, requirements and quotas before the education terms start after the EABD/ EASD's proposal, EK's decision and EYK's approval.

(a) The documents required for masters with thesis

-Application form (It is taken from the institution)

- Certificate (Diploma, graduation certificate) or the certified copy of the document
- Transcript
- The result paper of Academic Personnel and Postgraduate Education Entrance Exam or printout
- If it is available, the result paper of Foreign Language Exam or printout.
- The certified copy of the identity card
- Two pieces passport photo
- Curriculum Vitae
- For male candidates, the document of military service (The written statements of the candidates are accepted)
- Criminal Record Document

(b) The documents required for doctorate program

- The certificate of bachelor's degree or postgraduate
- Transcript
- The result paper of Academic Personnel and Postgraduate Education Entrance Exam or printout
- The result paper of Foreign Language Exam or printout.
- The certified copy of the identity card
- Two pieces passport photo
- Curriculum Vitae
- For male candidates, the document of military service (The written statements of the candidates are accepted)
- Criminal Record Document

Application and Evaluation of Postgraduate Program

(2) In order to apply for the masters with thesis program, the requirement below have to be fulfilled.

(a) The candidates have to possess a bachelor's degree considered appropriate by the related EABD/ EASD and conservatory and accepted by EYK.

(b) The candidates have to have 55 score for the related score type of Academic Personnel and Postgraduate Education Entrance Exam.

(c) The evaluation score is determined by the %50 of ALES, %30 of the graduation score of bachelor's degree, %20 of the written exam or interview (if both the written exam and interview are hold, %10 of the written exam and %10 of the interview are taken into account) . The candidates having less than the score of 50 from the written exam or interview are not given any evaluation score and these students are regarded as failure and not put among the list. Moreover, in order for the candidate to be successful, his/her ALES , the total score of the bachelor degree and , the score of the written exam and interview have to be at least the score of 50.

(ç) 3 times more candidates than the announced quota are accepted to the written exam or interview. Other applications are not taken into evaluation.

(d) The exam or interview jury is designated among the 7 academic members proposed by EABD, 3 or 5 permanent and 2 substitutes, totally 7 by EYK. The written or interview exam is conducted by EABD. The candidates not taking the written or interview exam are regarded failure.

(e) The ranking for the masters with thesis is made in accordance with the evaluation above. The candidates announced as much as the quota are announced on the website of the institution for registration. For the ones who have not registered and are in the main list, the ones from the substitute list are registered in accordance with their success rating.

(f) To have ALES score is not stipulated for the students to be enrolled to the masters with thesis program in EASD. And the result of that exam result is not taken into evaluation.

(g) In the acceptance of the students of masters with thesis program EASD, the evaluation score is defined as %50 of bachelor degree score and %50 of art exam.

(h) In conservatoire, the candidate who has less than 50 scores from the total of 100 scores from the written exam/ art exam/portfolio assessment conducted by EASD is regarded as failure. The ranking for the applicants of masters with thesis EASD is made in accordance with the evaluation above. The candidates announced as much as the quota are announced on the website of the institution for registration. For the ones who have not registered and are in the main list, the ones from the substitute list are registered in accordance with their success rating.

Application and Evaluation of Non-thesis Master's Degree

(3) The candidates have to possess a bachelor's degree considered appropriate by the related EABD/ EASD and accepted by EYK in order for them to apply to the non-thesis master's degree.

(a) In the non-thesis master's degree program, the evaluation score is defined taking account of the score of bachelor's degree. The candidates announced as much as the quota are announced on the website of the institution for registration. For the ones who have not registered and are in the main list, the ones from the substitute list are registered in accordance with their success rating.

Application and Evaluation of Doctoral Program

(4) In order to apply for doctoral program, the requirement below have to be fulfilled.

(a) The candidates have to possess a certificate of masters with thesis program considered appropriate by the related EABD/ EASD and accepted by EYK.

(b) The candidates have to have 65 score for the related score type of Academic Personnel and Postgraduate Education Entrance Exam.

(c) The candidates have to have 55 score from the Foreign Language Exam or any equivalent score from the exams approved by Interuniversity Committee .

(d) The evaluation score is determined by the %50 of ALES, %20 of the graduation score of postgraduate education, %10 of YDS and %20 of the written exam or interview (if both the written exam and interview are hold, %10 of the written exam and %10 of the interview are taken into account) . The candidates having less than the score of 50 from the written exam or interview are not given any evaluation score and these students are regarded as failure and not put to the list. Moreover, in order for the candidate to be successful, the total score from his/her ALES, the score of postgraduate degree and YDS the score of the written exam and interview have to be at least the score of 50.

- (e) The exam or interview jury is designated among the 7 academic members proposed by EABD, 3 or 5 permanent and 2 substitutes, totally 7 by EYK. The written or interview exam is conducted by EABD. The candidates not taking the written or interview exam are regarded failure.
- (f) The candidate not taking one of the scholastic assessment tests (written, oral) is regarded as failure.
- (g) The candidates announced as much as the quota are announced on the website of the institution for registration. For the ones who have not registered and are in the main list, the ones from the substitute list are registered in accordance with their success rating.
- (5) In order to apply for proficiency in art program, the requirement below have to be fulfilled.
- (a) The candidates have to possess a postgraduate diploma considered appropriate by the related EABD/ EASD and accepted by EYK.
- (b) The candidates have to have 55 score from the Foreign Language Exam or any equivalent score from the exams approved by Interuniversity Committee.
- (c) To have ALES score is not stipulated for the students to be enrolled to proficiency in art program in EASD. And the result of that exam result is not taken into evaluation.
- (d) In the acceptance of the students of proficiency in art program EASD, the evaluation score is defined as %40 of postgraduate graduation grade and %60 of art exam.
- (e) The exam or interview jury is designated among the 7 academic members proposed by EABD, 5 permanent and 2 substitutes, totally 7 by EYK. On condition that there are not sufficient academic member in the related EABD/EASD, there may be academic members from the nearest department in the jury.
- (f) The art exam consists of portfolio assessment and written/ oral exam. The candidates have to take the written/oral exams or portfolio assessment to be conducted by the related EASD. The candidates not taking the written/oral exam and portfolio assessment are regarded as failure from the art exam. With the requirement of taking at least 3 for the total score of 4 or 75 score for the total score of 100 in the written and oral exams run by EASD, it is calculated like that %30 of the written exam and %30 of the oral exam are taken.
- (g) The candidates announced as much as the quota are announced on the website of the institution for registration. For the ones who have not registered and are in the main list, the ones from the substitute list are registered in accordance with their success rating.
- (6) If the evaluation score is the among any candidates applying to postgraduate programs, respectively it is taken into consideration, ALES score, graduation score, and scholastic assessment test.

PART THREE

Student Acceptance for Scientific Preparation Program

Article 6- (1) So as to prepare the candidates to the program, a scientific preparation program can be opened by EABD/EASD.

- (a) The courses taking place in the scientific preparation program and the total credit are defined by the related EABD/EASD.
- (b) The compulsory courses that have to be taken for the scientific preparation program are taken from the undergraduate program for the master program and from the postgraduate program for the doctorate program. The students of doctorate program cannot take the master program courses in the normal course period in the scientific preparation program, and are not exempted from these courses.

(c) The courses taken in the scientific preparation class cannot take the related postgraduate program courses place.

(d) The courses taken in the scientific preparation program take place in transcript. However, they are not added to the cumulative grade point average.

(e) The student registered to the institutions can also take courses (at most two courses)from postgraduate program with the consent of EABD/EASD and the approval of the EYK beside the scientific preparation program. For the student registered to the scientific preparation program and taking postgraduate courses, the postgraduate period starts. The student not having achieved the scientific preparation program successfully cannot attend to thesis studies in postgraduate program and to proficiency level in doctorate program.

(f) For the scientific preparation program, attendances, grades, the requirements of being successful in the course, failing the course, the rules of the related program are applied.

(g) The student during the scientific preparation program in KÜ, can take courses from other EABD/EASD programs on condition that the related EABD/EASD's courses are not available. (at most two course)

(ğ) The total credit and the courses to be taken in the scientific preparation program are proposed by the related EABD/ EASD and approved by EYK.

(h) The duration for the scientific preparation program is at most one calendar year. The duration exceeding this time period is added to the maximum study period.

PART FOUR

The Acceptance of Special Students

Article 7 – (1) The application of special students is conducted in the defined period of time in the calendar of applications with “ the application form of the student”.

(a) The applications for quota of special student are made with the application form of special student, diploma or graduation certificate and transcript.

(b) So as to be accepted to a postgraduate program as a special student, it is a requirement to have a diploma of bachelor's degree appropriate for the related EABD/EASD and accepted by EYK.

(c) So as to be accepted as a special student to the doctorate program, it is a requirement to have a diploma of postgraduate program appropriate for the related EABD/EASD and accepted by EYK.

(2) The period of time of special student cannot exceed more than half term. The students like that (special students) cannot benefit from the rights of students such as student identity card and military service privileges. On condition that special students pay the education fee (the amount EYK has defined), they register for courses. These students can take at most 25 AKTS in a term. For special students, attendances, grades, the requirements of being successful in the course, failing the course, the rules of the related program are applied.

(3) Special students can take only the courses opened in the institution.

(4) During the special student period, if the student demands a document showing the courses he/she has taken, this document is given to him/her.

(5) On condition that they are exactly registered to the institution, special students can substitute postgraduate courses they have taken for the last 4 years as long as EABD/EASD approves and EYK accepts. The pass mark of the course that is wanted to be transferred has to be at least “CC” for postgraduate program, “CB” for doctorate program.

PART FIVE

Conditionally Admissions

Article 8 – (1) Conditionally admission for special students is available only for masters with thesis programs and only one student is accepted in a term. The application of conditionally admission for special students is conducted in the defined period of time in the calendar of applications with “the application form of the student”.

(a) The applications for quota of conditionally admissions for special student are made with diploma or certified copy , graduation certificate and transcript or certified copy, ALES exam result paper or certified copy, health certificate (for handicapped candidates), the document showing that the person is the first degree relative of martyr(this is required for the relatives of martyr)

(b) The evaluation of the handicapped candidates or the relatives of martyr is conducted in accordance with the graduation grade.

(c) The handicapped student candidates are required to submit that they are devoid of at least %40 of their strength in accordance with the regulations (3. article) of handicapped, terror-stricken and former convicted employment with health certificate.

(d) The first degree relatives of martyr are required to submit their special condition.

(e) The athletes ranking the highest(among the top three) in European Championship, World Championship, Olympic Games can apply for the conditionally admission for special student on condition that they submit it.

PART SIX

The Admission for Foreign Students

Article 9 - (1) Postgraduate Program Application Conditions

(a) The foreign student candidates graduating from bachelor’s degree programs in universities and willing to study postgraduate programs, the ones being foreign at birth and then later becoming dual citizen(T.C.) , the ones being the citizen of Turkey and completing their bachelor’s degree except Turkish Republic of Northern Cyprus, the ones dwelling in Turkish Republic of Northern Cyprus and completing their bachelor’s degree there, can apply personally after completing the institution application form(an example of this is available on the website) or they can apply via posting the documents on condition that the documents will be in the institution in the defined time.

(b) The diploma of a bachelor’s degree taken from a university(a foreign country university) which Council of Higher Education shows equivalency , or a copy of the diploma or the Turkish sample of it certified by Turkish Embassy .

(c) The original of transcript and its certified Turkish copy by Turkish Embassy

(d) The foreign students accepted to postgraduate program are required to certificate that they have at least 60 score from the total 100 score in Turkish Exam run by Turkish and Foreign Language Application and Research Centre or any other Turkish and Foreign Language Application and Research Centre in any universities in Turkey in two years of time. Among the students applying postgraduate programs and completing their bachelor’s degree in a university giving Turkish education and submitting their special condition are exempt from Turkish proficiency.

(e) Foreign students are not required to submit ALES or any equivalent exam.

(f) Foreign students applying postgraduate program are not required to submit any foreign language score.

(g) The foreign scholarship students(through their own means or by Turkish Republic) registered to postgraduate programs are taken to “Turkish Prep Classes” with the opinions of EABD/EASD and the decision of EYK on condition that they do not have Turkish Proficiency Document. The ones who are successful in Turkish Prep Classes can start taking courses from postgraduate programs.

(2) Doctoral Program Application Conditions

(a)

-The foreign student candidates graduating postgraduate programs and willing to study doctorate program

-the ones being foreigner at birth and later becoming dual citizen and being Turkish Citizen

- the ones being the citizen of Turkey and completing their bachelor’s degree except Turkish Republic of Northern Cyprus

- the ones dwelling in Turkish Republic of Northern Cyprus and completing their bachelor’s degree there

can apply personally after completing the institution application form(an example of this is available on the website) or they can apply via posting the documents on condition that the documents will be in the institution in the defined time.

(b) The diploma of a bachelor’s degree and postgraduate program taken from a university(a foreign country university) which Council of Higher Education shows equivalency , or a copy of the diploma or the Turkish sample of them certified by Turkish Embassy .

(c) The original transcript and its Turkish sample certified by Turkish Embassy

(d) The foreign students accepted to doctoral program are required to certificate that they have at least 60 score from the total 100 score in Turkish Exam run by Turkish and Foreign Language Application and Research Centre or any other Turkish and Foreign Language Application and Research Centre in any universities in Turkey in two years of time. Among the students applying doctoral program and completing their bachelor’s degree or postgraduate program in a university giving Turkish education and submitting their special condition are exempt from Turkish proficiency.

(e) Foreign students are not required to submit ALES or any equivalent exam.

(f) Foreign students applying doctoral program are not required to submit any foreign language score.

(g) The foreign scholarship students(through their own means or by Turkish Republic) registered to postgraduate programs are taken to “Turkish Prep Classes” with the opinions of EABD/EASD and the decision of EYK on condition that they do not have Turkish Proficiency Document. The ones who are successful in Turkish Prep Classes can start taking courses from postgraduate programs.

(3) The Evaluation of the Applications, Announcements of the Results and Registration

(a) For the postgraduate applications, %70 of the diploma grade point average and %30 of Turkish language grade are evaluated

(b)) In the admission of the students to PhD programs, 40% of undergraduate PGA, 40% of master’s PGA, 20% of Turkish language certificate score are taken into consideration.

(c) Equivalency table of Higher Education Council (HEC) is used when the points are converted to 100 grading system.

(d) The ranking are sorted according to the scores. The acceptance of candidates who are stated as successful by a Department under a Graduate School (GSD) are legalised by the decision of Institute Administrative Board

(IAB).

(4) Announcement and Exact Registration

(a) The results of application are announced on the website of related Institute.

(b) The registrations are made by Institute Registrar's Office on the dates announced on the website.

(c) The documents below are expected from the students who have a right to exact registration:

- The original of diploma or graduation certificate or 1 certified copy,

- The recognizability document approved by HEC,

- The transcript document

- The Application Form for Exact Registration,

- The student visa which is received from Turkish Embassy or Consulate,

- The original and 1 copy of passport,

- The declaration of residence,

- 6 portraits,

- The bank receipt of tuition fee (The student are supposed to pay Foreign National Tuition Fee determined by Council of Ministers. The students who certify the scholarship from The Government of Republic of Turkey are not supposed to pay tuition fee.

(5) General Health Insurance: Registration for general health insurance within the context of item no.7 in article no.60 of Law no.5510 are made by the University. The students are supposed to inform Institute Registrar's Office about their identification numbers after they enroll in Institute by getting foreign identification numbers from Kastamonu Police Headquarters Foreigners' Department. (General health insurance premium will be paid by the students.)

(6) The precepts of the Rules and Regulations Governing Graduate Students of related Institute are applied for Foreign National students who are accepted for Kastamonu University Graduate Programs.

PART SEVEN

Admission For Transfer Students

Article 10 – (1) The lateral transfer applications are accepted by Lateral Transfer Application Form in the determined time in academic calendar.

(a) The lateral transfer applications are made with Lateral Transfer Application Form, Diploma or graduation certificate (these documents are expected to Turkish certified translation for the foreign national students or the students coming from abroad), Academic Personnel and Postgraduate Education Entrance Exam (ALES) document or certified copy of it (except foreign national students), for Doctorate students foreign language

document or certified copy (except foreign national students), Student Certificate and Transcript (these documents are expected to Turkish certified translation for the foreign national students or the students coming from abroad), Passport or Passport Sample with Educational Visa (for foreign national students) and Turkish proficiency document (for foreign national students).

(2) The conditions below must be fulfilled for lateral transfer from a higher education institution in Turkey:

(a) The candidate must be registered to a graduate program in another higher education institution provided the same or related program (GSD decides).

(b) No failure in lessons (including absenteeism).

(c) The candidate must have minimum one semester education.

(3) The student who wants to transfer in dissertation stage propose the dissertation again with GSD opinions and IAB decision.

(4) The conditions below must be fulfilled for lateral transfer from an overseas higher education institution:

(a) Foreign language proficiency and ALES are not required from the foreign national students who apply to master and doctorate programs.

(b) Foreign language proficiency and ALES or equivalent exam scores are not required from the Turkish citizen master students who complete their undergraduate education entirely in another country except Turkey and Turkish Republic of Northern Cyprus (KKTC) and from the Turkish citizen doctorate students who complete their undergraduate and master education entirely in another country except Turkey and Turkish Republic of Northern Cyprus (KKTC). But these Turkish citizen candidates must have a diploma equivalence which they get the latest one.

(c) The candidates who complete their undergraduate education in Turkey must have minimum 55 ALES score for master and minimum 65 ALES score for doctorate programs (related score sort announced by program) or must have a similar score from a equivalent exams accepted by Higher Education Council.

(d) Turkish citizen candidates who complete either undergraduate or master education in higher education institutions in Turkey or KKTC and apply for doctorate programs for lateral transfer must have minimum 55 Foreign Language Exam (YDS) score in English-French-Arabic (for Faculty of Theology GSD) or must have a similar score from a equivalent exams accepted by Higher Education Council.

(e) The candidate must have minimum one semester education.

(f) On the condition that the application must be made in time with the essential documents and with GSD opinions and IAB decision and in this decision it must be determined which lessons the student is exempt from, the students who are registered to a postgraduate program in a higher education institution and complete minimum one semester can be accepted to postgraduate programs conducted in University through lateral transfer.

(5) There is no lateral transfer from Evening Education Non-Thesis Master Programs to Daytime Education Non-Thesis Master Programs and Master with Thesis Programs.

(6) Lateral Transfer Application is made with diploma or graduation certificate, ALES document or certified copy, Foreign language document or certified copy, Student Certificate and Transcript.

(7) The quota for lateral transfer which is determined by heads of GSD is limited according to active advisory responsibility of academic members from Institute Departments for master and doctorate programs.

(8) The students who continue their non-thesis master program except Kastamonu University (KU) or the students from an overseas higher education institution are accepted to non-thesis/master with thesis and doctorate programs conducted in KU with GSD opinions and IAB decision.

(9) The success rating is determined by Transcript. Besides the study period and the lessons are determined by heads of GSD and are finalized by IAB.

(10) The research assistants who receive education in another university and who receive education in another program because there is no related scientific field in our institute have right to lateral transfer without seeking for any conditions with IAB decision considering that his/her scientific field is put into service and the application is made by research assistant.

(11) The student whose lateral transfer application is accepted, even he/she completes course credits, considering that the advisor proposes, he/she gets maximum 30 AKTS (ECTS) from Institute.

(12) The students have right to lateral transfer among non-thesis master programs with GSD opinions and IAB decision.

(13) The students are accepted to distance education programs from master/non-thesis master programs with GSD opinions and IAB decision.

(14) The lateral transfer among different master programs are accepted according to GSD opinions and IAB decision.

PART EIGHT

Registration, Re-Registration, Opening Courses, Specialized Field Topic, Switching Courses, Transferring Credits and Course Exemption, Courses from Different University/Institute

Registration

Article 11- (1) The entrance results for graduate programs finalize by IAB decision and are announced on Institute website.

(2) The registrations of the candidates who have a right to become student are made in the dates determined in the application calendar.

(3) The candidates make their exact registrations by giving the essential documents to institute in due of time.

(4) The candidates who does not make their registrations in due of time, lose their rights no matter what their excuses are. In case of space-available quota, alternate students registrations are made in the dates indicated in Application Calendar. In the first alternate student registration, the students who are in the main list cannot registered and in the second alternate student registration, the students who are in the main list and the first alternate student list cannot registered.

(5) The documents for the exact registration are announced on the Institute website with the “Application Calendar”.

(6) The students who make exact registration must make the course registration between the re-registration dates indicated in the academic calendar.

Re-Registration

Article 12- (1) In Master Programs the duration is four semesters, in doctorate programs the duration is eight semesters and in non-thesis master programs the duration is four semesters. Beginning from the date which the student register to the graduate program, all the semesters which the student are registered or are not registered because he/she does not make re-registration are accepted as study duration. In master and non-thesis master programs, the minimum study duration cannot be three semesters and seven semesters for the doctorate programs. Besides in doctorate programs in order to defense the thesis, the students must participate minimum three Thesis Advisory Committee (TAC) (except thesis proposal) and be successful.

(2) The students must pay the contribution and/or tuition in dates indicated in the academic calendar considering that they exceed the study duration of program which they are registered. All the students who will re-register must pick one of them-course/specialized field topic/thesis/project.

(3) The students who are registered to Master with Thesis must have minimum 52,5 ECTS from compulsory or/and elective courses and complete totally 60 ECTS on the condition being successful.

(4) In order to enter the comprehensive examination for the doctorate students, they must have minimum 52,5 ECTS from compulsory or/and elective courses and complete totally 60 ECTS on the condition being successful.

(5) The students who are registered to any departments in institutes pick courses (maximum three) from other departments.

(6) The advisor confirms the course which is selected by the student in a given time. If appropriate, the advisor can switch the courses.

(7) Considering that the advisor cannot confirm the courses which is selected by the student in a given time, the courses become definite automatically.

(8) Considering that the student has joint advisor, he/she takes specialized field topic from main advisor.

(9) The excuse applications for the students who does not make re-registration are accepted with "Graduate Excused Registration Form" between the dates indicated in the academic calendar. The students' excuses which are evidenced by students such as health, natural disaster, imprisonment, conviction and the other reasons accepted by IAB are evaluated by IAB. The applications which are out of date are ignored.

(10) The students who does not make re-registration cannot enjoy any rights to students in the semester and the semester which he/she does not re-register is accepted as study duration.

(11) The doctorate students in thesis stage cannot enter the thesis proposal and advisory examinations and are not accepted as unsuccessful in the semesters when they do not make re-registration. Nevertheless, the students who does not propose a thesis and enter the advisory examinations are accepted as unsuccessful.

Opening Courses

Article 13- (1) In order to open a course in a semester, minimum 1 student for master programs, minimum 25 students for master with thesis programs must be registered to this course.

(2) The demand of head of GSD determines the how many students can register to the course in the master with thesis programs conducted by institutes.

(3) In order to open the specialized field topic, minimum one student must be registered and the student must be in the thesis stage.

Specialized Field Topic

Article 14- (1) Specialized field topic is a theoretical course which is applied by the advisor in order to transfer his/her own information and experiences in scientific field, bring the students scientific ethics and work discipline and also evaluation skills for actual literature, create the scientific basis of thesis and conduct it.

(2) The responsibility of advisor begins when the IAB appoints him/her as an advisor and lasts when IAB decides the student can graduate.

(3) Specialized field topics, which are proposed by advisor through the head of GSD and are opened by IAB confirmation, are available for the students who are in thesis stage.

(4) In the graduate programs providing education in foreign language, specialized field topic, which is proposed by GSD and opened by IAB, is opened per semester in one of the languages used by the program for the academic members who work as advisors.

(5) Specialized field topic is applied for a program four hours a week. ECTS of the course is accepted as 6.

(6) The related academic member fills the “Graduate Specialized Field Topic Implementation Form” for the students who are in the thesis stage. This form includes some information about the scientific activities such as assignment, presentation, manifesto, article and the information about his/her thesis and justification about thesis which is accepted as successful or not.

(7) For Specialized Field Topic, the advisor of student who is unsuccessful twice consecutively or three times intermittently can change with GSD opinions and IAB decision.

(8) It continues for the students who register in Fall semester until the beginning of Spring semester and the students who registers in Spring semester until the beginning of Fall semester including the summer period. The payment cannot be made when the academic member is on leave.

(9) Specialized field topic schedule is shown in course load and basis of schedule. Specialized field topic can be paid maximum $2 \times 4 = 8$ hours. Specialized field topic is included examination load. In the graduate programs providing education in foreign language, the payment of specialized field topic which is opened additionally is not made.

(10) The advisory payment is made according to the academic member advisory load (maximum 10).

Switching Courses

Article 15- (1) In the registration period, the courses which are opened/not opened are announced on the websites of related institutes.

(2) According to the announced lists, the students who have courses which is not opened, are registered to the courses with “Course Registration Form instead of Non-Opening Course” and advisor confirmation.

(3) The change about the courses are not made. The students who are not made registered to a course instead of non-opening course have no right for excuse.

(4) Switching courses can be made in the obligatory cases for advisor (foreign mission, illness, administrative leave) with the confirmation of related GSD.

Transferring Credits and Course Exemption

Article 16- (1) For the credits to transfer,

(a) The ECTS acquired from other institutes except KU cannot exceed 50 % the ECTS of registered program. This article is not applied to the special students who receive education from KU institutes.

(b) The request of ECTS (maximum 25 in the last four semesters) can be made for the courses continuing at the same time.

(c) The final grade of ECTS which is acquired from KU must be minimum “CC” for master, “CB” for doctorate programs.

(d) The final grade of ECTS which is acquired except KU must be minimum “BB” for master, “BA” for doctorate programs.

Courses from Different University/Institute

Article 17- (1) The student can register to the maximum 3 courses which is opened in a different institute which he/she is registered.

(2) The student fills the “Course from Different Institute” including the advisor’s and GSD confirmation, the process of course from different institute finalizes with the IAB decision.

Courses from Lower-Upper Programs

Article 18- (1) The courses which are received in the undergraduate and scientific preparation programs are not ignored in the credit system.

PART NINE

Class Attendance and Credits, Assessment and Evaluation, Repetition of Courses and Exception to Examination Mark, Correction of Examination Mark

Class Attendance, Credits and Schedule

Article 19- (1) The students must attend minimum %75 of the course which they are registered. The class attendance of the students are followed and evaluated by the academic members.

(2) All the programs both master with thesis and non-thesis master programs must include minimum 30 ECTS in schedule per semester.

(3) GSD is responsible for courses whether it is taught regularly according to the schedule or not.

(4) The view of the related department about schedule is created with GSD proposal and confirmation of institute manager.

(a) While the lesson programme is done, the credit hours are prepared according to the formal education procedure.

(b) For applications to the doctoral programs %40 of cumulative grade point average of bachelor’s degree, %40 of cumulative grade point average of master’s degree and %20 of Turkish proficiency score will be taken into assessment.

(c) While converting scores into 100 point grading system, the grade conversion table of The Higher Education Council (YÖK) will be used.

(d) Ranking will be done according to calculated scores. Admissions of students that have been evaluated as successful by the GSD (Graduate School Department) and are ensured by the GS administrative board and students will be placed in the concerned program.

(4) Announcement of Results and Final Registration

(a) Application results will be announced online on the website of the concerned Graduate School.

(b) Registrations will be carried on the dates specified on the website by Students Affairs of the concerned Graduate School.

(c) The below-mentioned requirements are sought for the finalization of the enrollment of students to the university:

- Original or certified copy of diploma or graduation certificate
- A certificate of equivalence issued by the YÖK (The Higher Education Council)
- Transcript
- Final Registration Application Form
- Student Visa issued by Embassies of Consulates of Republic of Turkey.
- Original and copy of the Passport,
- Statement of Legal Residence for Educational Purpose,
- 6 pieces of recently taken photographs (taken in the last 6 months),

- The document proving the payment of the tuition fee. (Students must pay Foreign Students Tuition Fee determined by Decree of the Council Of Ministers every year. Those students proving that they hold scholarship from The Government of Republic of Turkey will not pay tuition fee)

(5) General Health Insurance: General Health Insurance registration will be done by The University according to Law no.5510 Article no. 60 Item no.7. Students must submit their Foreign Id numbers issued by Kastamonu Police Office Foreigners Unit to the Graduate School's Students Affairs after final registration to the Graduate School. (General Health Insurance Premium is paid by students)

(6) (a) Foreign Students admitted to the graduate programs of Kastamonu University are subject to regulations and rules of the concerned Graduate School

(b) Not to have any failed courses (including absent failures)

(c) To have completed minimum 1 semester.

(3) Students who are at the thesis writing stage submit their thesis propose again with recommendation and additional decision of GSD/GSAD

(4) The below-mentioned requirements are sought for application from a higher education institution in foreign countries:

(a) Foreign Students applying to Master and Doctoral programs are exempt from foreign language proficiency and ALES score requirements.

(b) For Turkish citizens to apply master degree who have completed their entire bachelor's degree, and to apply doctoral degree who have completed their entire bachelors and master degree outside Turkey or the Turkish Republic of Northern Cyprus are also exempt from foreign language and ALES or its equivalent exam score requirements. However, these Turkish citizens are to hold the equivalency of their last diploma.

(c) Applicants who have completed their bachelor degree in Turkey must have a minimum ALES score of 55 (fifty five) for master degree and 65 (sixty five) in the category determined by the department or equivalencies of these scores accepted by Inter-university Council of Turkey.

(d) Turkish Applicants to apply for a transfer to doctoral programs who have completed their bachelor or master degrees in Turkey or Turkish Republic of Northern Cyprus must have a minimum YDS (Foreign Language Proficiency Examination) score of 55 (fifty five) for any of English- French-German- Arabic (for Faculty of Theology GSD) languages except from their native languages or equivalencies of these scores accepted by Inter-university Council of Turkey.

(e) Applicants must have completed minimum 1 semester.

(f) Students who are registered in a graduate program of a higher education and have completed minimum 1 semester may be admitted through transfer to any stage of graduate programs of The University so long as applying with required documents in due of time with recommendation of GSD/GSAD Chairs and decision of GS administrative board in which course exemptions are stated.

(5) Transfer from Non-thesis Evening Education Master Program to Non-thesis Master Program and Master Programs with Thesis is not allowed.

(6) Transfer application is done with diploma or graduate certification, ALES score or its certified copy, foreign language proficiency document or its certified copy, student certificate and Transcript.

(7) The quota of transfers is limited to recommendation of GSD/GSAD Chair which is determined in accordance with active advisory load of lecturers in departments of the graduate school.

(8) Students from a higher education institution except from KU, non-thesis master program or a higher education institution outside Turkey are admitted to graduate programs on the recommendation of GSD/GSAD chair and GS Administrative Board's decision.

(9) Ranking is done according to Transcript of Records (cumulative grade point average) of the student's current program. Also, the duration of the study, courses to be offered are determined by GSD/GSAD and decreed by GS Administrative Board.

(10) Research assistants who appointed to the research assistant position in KU and study in another university or study in another university because concerned graduate program is not offered in KU are entitled to transfer by GS Administrative Board's decision without any other requirement in case the concerned graduate program is offered.

(11) Students admitted to transfer may take 30 (thirty) credits ECTS from the concerned program on the recommendation of their advisor even if they have completed their credits.

(12) Transfer between Non thesis master programs is admitted through GSD/GSAD chair's recommendation and GS Administrative Board's decision.

(13) Transfer from non-thesis master program and thesis master program to distant education programs is admitted GSD/GSAD chair's recommendation and GS Administrative Board's decision.

(14) Transfer between different thesis master programs is admitted by GSD/GSAD chair's recommendation and

GS Administrative Board's decision.

The Change of Lesson

Article 15– (1) the opened or non-opened lessons are announced on the university web-page after the registration for lessons which are done according to the academic calendar.

(2) The students who have non opened lessons according to the announced lists can be registered to the opened lessons due to approval of his supervisor after filling a form “A registration form non opened lesson” according to the academic calendar.

(3) There can't be made any change on opened lessons. Students are not given the right of excuse for non-opened lessons who doesn't to do his/her registration in the course of time.

(4) In the obligatory condition like there are no supervisor (assignment abroad, illness, and administrative permissions) the one can change lesson with the approval of EABD/EASD presidency.

Credit Transfer and Class Exemption

Article 16– (1) for transferring credit,

(a) The received ECTS from other institute programs shall not exceed 50%. This Article does not apply to courses taken as a special student of KU institute.

(b) ECTS transfer can be requested for the lessons taken in the graduate program at the same time (taken within the last four semesters) up to 25 (twenty-five can be made).

(c) The high degree of acquired ECTS grade must be at least "CC" for a Master program and at least "CB" for a PhD program.

(d) The acquired ECTS for success of graduate grade outside of KU at least "BB" for a master program and it must be at least "BA" for a PhD program.

Taking Course From a Different Institute/University

Article 17– (1) The post graduate courses (maximum 3) can be taken from another institute apart from Registered institute.

(2) Taking course from a different institution process can be done by the student's supervisor approval and EABD / EASD President. “The Form of Taking Lessons from a Different Institute” is filled and the taking course is done by the approval of EYK decision.

Taking Lessons from Under Graduate and Graduate Program

Article 18. (1) Courses taken from an undergraduate or a graduate programs in scientific preparatory program are not considered in the credit account.

PART NINE

Attendance and Course Credit Value, Evaluation and Assessment, Course Repeats and Objection to Course Grade, Correcting Errors in Grading

Attendance, Credit Value and Syllabus

Article 19– (1) Students must attend at least 75% of the enrolled courses. Student's attendance is monitored and

evaluated by faculty members.

(2) At least 30 (thirty) ECTS is mandatory for thesis and non-thesis graduate programs for each semester.

(3) The responsibility of controlling of the opened courses of semester weekly belongs to EABD / EASD presidency.

(4) Opinion about the curriculum of science program is created by the EABD/ EASD proposal and approval of the institute directors.

(a) It is considered to be within the scope of the teaching hours of formal lessons in the creation of courses.

(b) If a lecturer can't find any place in formal educating hours in creation of weekly course program, the one can have his/her lessons out of working hours with the approval of EABD/EASD and institute director. In cases other than the courses should be had in teaching hours.

(c) If a lecturer want to have his/her lesson out of working hours although he can find a place in weekly formal course hours and if he doesn't have any official duty he is considered to be accepted to be paid according to the non raised additional course fee. The course program is done according to the institute and the other institution ranks.

(d) Consulting and expertise courses are required to be in formal teaching hours.

(e) If a lecturer opens Three (3) or more than 3 area or specialization courses, he creates the course program with superposing the specialized area courses.

(f) The course program is created according to this rank who has official responsibilities (rectors and vice-rectors, deans and vice deans, institute directors and deputy directors, school principals, vocational school principals and department heads) and if it is obligatory they can also have their courses out of working formal education hours with the approval of EABD/EASD.

Assessment and grades

Article 20– (1) A mid-term and final exam are done for each semester for post graduate programs. If a student who has excuses and failed or unable to attend the final exam can enter makeup exams. Course success is determined by the measurement methods and published at Student Information System (SIS). Final and supplementary examinations are made on the dates specified in the academic calendar. Students are not allowed to enter to the final and makeup examinations who could not get the requirement of the continue for lessons.

(2) In grade evaluation the makeup exam grade replaces the final exam grade.

(3) The final grade of the student from a lesson is evaluated by the teachers of the course by taking into account the student's success during the term and the the grades he received from final and makeup exam.

(4) Final success list of drop-graduate course for the relevant semester is be delivered to the EABD / EASD presidency within the seven days after the latest makeup exam date. The department head send the final list of achievements to the institute within two days.

(5) The principles of the programs are applied to successful course of education programs.

(6) The courses which are taken from different universities by the approval of EYK decision are evaluated according to the grading system applied in the course of the success of the institute and confirmed by the decision taken by EYK.

(7). The Courses have no "single course exam".

(8) There is no make-up exams for Specialization Courses.

The Repetition of Courses and Objection to Exam Notes.

Article 21– (1) Students must be repeated the failed a compulsory subject(s). He/she can take the same lesson or another lesson with the approval of supervisor instead of a failed elective lesson or lessons.

Students apply to the EABD/EASD with a petition of approval of a his/her consultant for his/her successful courses substitution of the failed and this is discussed and resolved in EYK. If they do not do this process their failure grade is added to success average grade.

(2) A student can object to the any of the exam results with a written petition to the EABD/EASD within 7 days after the announcement of the exam results. The related lecturer examine exam the documents again and notify the result to the EABD/EASD in a written way within no later than 7 (seven) days. If there is a change in exam result, grade is finalized with EABD/EASD decision. The repetition of student's objection to results of exam is done after the announcement of the decision of EABD/EASD within 7 days.

In this process, faculty members created a three-person commission to examine the re-examination of their documents with the decision of EABD / EASD suggestions and the decision of EYK. The related commission delivered the finalized decision to EABD/EASD.

PART 10

Consultant / Project Consultant Selection, Assignment Consultant Partner, Consultant / Project Advisor Change

Consultant / Project Consultant Selection

Article 22– (1) The students fill the “Consultant Preference Form” in order to make a selection between EABD/EASD lecturers in the first semester of master and PhD programs.

The EABD/EASD is determined the consultant for related student by taking into account the order of preference of the student and active consultancy burden of related advisors.

If necessary EABD / EASD can appoint a consultant both outside the faculty and related consultant preference form of student. The determined consultant is presented to EYK and EYK finalized the decision. The consultant appointment is announced on institute web-page.

(2) In non-Thesis Master Program, the student fill the “Consultancy Preference Form” at first registration semester and choose one lecture to determine the Project consultant among the members of relevant departments. The consultant for relevant student is determined by EABD/EASD, taking into account the preference of the student and the active consultancy burden of the lecturer. If it is necessary the EABD/EASD can appoint a consultant apart from the names noted on Consultancy Preference Form. The determined consultant is presented to EYK and finalized by the decision of EYK. The consultant appointment is announced on institute web-page.

(3) In order to be appointed as a doctoral consultant, a lecturer should has a consultancy at least in a completed Master's Thesis (excluding joint consultancy). In case of obligation the appointment of consultant is performed with the EYK decision taking into account EABD/EASD's reasoned counselor.

(4) The consultation process of lecturer will continue until the thesis process who are displaced in Higher Education Institution or retired. In case of obligation (permanent illness, such as death) the appointment of consultant is determined by EABD/EASD.

The Appointment of Joint Consultant.

Article 23– (1) In Master with Thesis programs, if a student's thesis requires more than one consultant, one from faculty members of the same university and the other from outside another university staff can be appointed as consultants. The process of second consultant appointment is finalized with the proposal of EABD/EASD and the decision of the relevant institute of the second consultant. Joint consultant appointment can be done only if a student is on dissertation stage.

(2) The second consultation is terminated in case one of the consultant apply to relevant EABD/EASD or institute with the decision of EYK.

Consultant/Project Advisor Change.

Article 24– (1) In Master with Thesis Programs, the student deliver his/her “Consultant Change Form” to Institute with the approval of EABD/EASD. Faculty members who want to leave a consultant gives a reasoned petition to EABD. EABD presidency suggests a new faculty member with the decision of the board to institute. The Decision of EYK is finalized the change.

(2) In mandatory cases (student's adviser assigned abroad with longer than (six) months, illness, military service, external assignment or student of a reasoned request from the institute) with the proposal of EABD/EASD, the consultant change can be done without consultant approval. The consultant change is done with the decision of EYK. The burden of consultancy of lecturer is taken into account in consultant change.

(3) Apart from compulsory situation, if a consultant of a student is changed by the decision of EYK due to his/her failure from thesis monitoring exam, he/she cannot deliver his/her master thesis within a (1) term and his/her PhD thesis within four (4) terms.

(4) In Non-Thesis Master Programs, the change of project advisor is created with the delivery of the Project Advisor Change Form both by old and new advisor to the institute with the approval of EABD/EASD presidency approval and it is finalized with EYK decision. The lecturer who wants to leave his project consultancy give his reasoned petition to the institute. EASD/EABD presidency send it to the institute by appointing a new advisor with the decision of science board.

PART 11

Course and Exam Excuses, Proficiency, Thesis Proposal, Thesis Monitoring Exam and Dissertation Defense Exam Excuses

Lesson and Exam Excuses, Proficiency, Thesis Proposal, Thesis Monitoring and Thesis Defence Exam and Thesis Defence Exam Excuses.

Article 25– (1) Students unable to attend the midterm exam, notify it to EABD/EASD with a petition by documenting the excuse. The excuse of student is evaluated by EABD/EASD and if it is find necessary, the excuse exam is done by the responsible lecturer of the lesson.

(2) Thesis defence, thesis proposal and thesis monitoring exam date is suggested by consultant/EABD/EASD. The related exams must be done according to the frame of LEÖY and announced the date suggested to the institute. The exams which cannot be done on its appropriate date In case of compulsory situation and the other excuses approved by EYK like the abroad appointment, the disease, the withdrawal of jurors are done on specified date range.

(3) There is no excuse exams for final and makeup exams.

PART 12

Freeze Registration, Leave of Absence, Student Exchange Program Due To Leave of Absence

Freeze Registration

Article 26– (1) Freeze Registration due to Health Problem,

(a) The student's registration is frozen up to one (1) and if it is longer than this time it is frozen up to 2 (two) semesters with the decision of EYK who takes at least 4 (four) weekly health report from a general hospital.

(b) Students have to notify their situations to the institution with an explanatory petition within the latest 15 (fifteen) days of the report start date. The application is not accepted after this time.

(c) The student whose registration is frozen because of health problem is cancelled with the decision of EYK due to the notification of the disappearance of his/her health problem with a written petition and he is given a right to

renew his registration for the following term.

(d) The students can't enter the thesis and lesson exam (thesis proposal, thesis monitoring, and thesis defence) during their health reporting period with the decision of EYK. Lessons and courses entered during this time are void.

(2) Freeze registration because of excuses,

(a) In the case of training abroad, accompanying, natural disasters, imprisonment after being a student, the one's registration is frozen for once up to two semesters with the decision of EYK. Students displaced within the country and abroad for business reasons can't benefit of this right.

(b) Unforeseen circumstances outside of freezing registration application, must be made within the period specified in the academic calendar.

(c) If the student, whose registration is frozen due to excuses, notify his/her disappearance of excuses in a written way, the registration freezing process is cancelled with the decision of EYK and he is given renewing his/her registration upcoming semester.

(d) Students who interrupted their education because of excuses and with the decision of EYK, can't enter the lessons exams or thesis exams (thesis, dissertation monitoring, and thesis defense) during their excused period.

(e) The students, who are research assistant within the scope of OYP, assigned to foreign language education in other universities can freeze registration two semesters at most.

(f) The entered lessons and exams during the frozen registration period are invalid.

(3) Freezing registration because of military service.

(a) Documenting the process is done to make the military duty and military service in that period of time corresponding to the student in writing that states the institute, registration is frozen with EYKI decision.

If a student document his process of military service situation in a written way to the relevant institute, the corresponding period is frozen with the decision of EYK.

Leave of Absence due to Student Exchange Program

Article 27– (1) The status of students who benefit from student exchange program with the approval of rector, is adjudicated by EYK after preparing an adjustment program. The student who benefit from student exchange program are leave on absence provided that fulfill financial obligations related to the registration. The student is exempt from the Specialized Scope Lesson during this time.

PART 13

The Condition of PhD and Proficiency in Art

Article 28– The Condition of PhD and Proficiency in Art (1): To publicize the national and international publications, to discuss, to increase the number of publications of the university, in order to promote raising the quality and broadcast of the graduate candidate student,

(a) In order to submit his/her Doctoral Dissertation to Institute, the student has to get the score at least 100 points from the scoring chart of A1-A7 articles (can take score only once from the article 5) specified at Upgrading and Appointment Degree of faculty membership, in case of being a research assistant, the student has to take at least 150 points. The name of KU must be mentioned on the citation of the related publications.

(2) The student can't submit his/her dissertation who can not provide publication requirement.

(3) In the process of submitting the thesis, the student is obliged to certify the document showing that consultants provide scores competence and to submit the photocopies of the first page of this publication to the Institute.

PART 14

Operation

Operation

Article 29– (1) These Principles and Procedures, depending on the Graduate Education Regulations of KÜ in force on the date of acceptance of the Senate.

Madde 30– (1) These principles and procedures depending on Graduate Education and Training Regulation, The approval regulation for foreign student candidates of KU is abrogated on the date of acceptance at Senate.

Madde 31– (1) These regulation is operated by Rector.