
INSTRUCTIONS

By Kastamonu University ::

**KASTAMONU UNIVERSITY POST-GRADUATE
EDUCATION AND TRAINING INSTRUCTIONS**

FIRST SECTION

Object, Content, Resource and Definitions

Object

ITEM 1 – (1) The object of this regulation is to arrange the essentials related to the post-graduate education and training programs carried out by the institutions subjected to Kastamonu University.

Content

ITEM 2 – (1) This regulation contains the conditions related with scientific research application activities and post-graduate education-training formed by proficiency in art/doctorate, online education non-thesis master's degree, masters with thesis carried out by the institutions subjected to Kastamonu University.

Resource

ITEM 3 – (1) This regulation is held on to the 44. Item of 2547 numbered and 4/11/1981 dated of the Law of Higher Education.

Definitions

ITEM 4 – (1) Within this regulation points out ;

a) Academic Calendar: The calendar defines courses and proficiency exam dates, summer term, academic session term (fall or spring term)in each post-graduate education-training term,

b) ALES: Academic Personnel and Postgraduate Education Entrance Exam and post-graduate entrance exams that are accepted by YÖK,

c) European Credit Transfer System (AKTS) : The system determined for seventh and eight level in frame of Higher Education Proficiency and based on student workload related to the gain of knowledge, skills and competence projected in the program,

ç) Institution: Post-graduate education-training institutions subjected to Kastamonu University,

d) EABD/EASD: Institution department/institution art major,

e) Board of Institution (EK): Institution board formed of institution assistant managers under the management of institution manager and the department/artmajor heads who have education programs in the institution and carry out common education programs,

f) Institution Management Board (EYK): The board under the management of institution manager formed of three lecturers who will be chosen from six candidates that institution assistant managers and institution manager would present ,

g) Advisor: Academic member from EABD/EASD that student is preferably registered, appointed by Higher Education Council due to guide the registered student in course and thesis terms,

ğ) Second Thesis Advisor: The academic member advisor proficient in the student's thesis or application in masters with thesis, doctorate and art and ,out of the council and appointed by EYK upon EABD/EASD offer,

h) Project Coordinator: Academic Member from EABD/EASD that student is preferably registered, in order to guide the registered student's project within the institution and appointed by Institution Management Board,

1) Term Project: 15 AKTS Project work that will be prepared by non-thesis master's program,

i) Post-graduate evening education: The education program formed considering council decisions of YÖK,

j) Post-graduate online education program: Post-graduate education program carried out by internet supported by information Technologies,

k) Program: Compulsory courses with specific number and content according to the post-graduate, proficiency in doctorate/art degrees and elective courses with 7,5 AKTS and doctorate/art proficiency thesis and applications,

l) Scientific Preparation Program: Program to be carried out to satisfy the insufficiencies of the students approved by EYK and offered by EABD/EASD doctorate and post-graduate programs,

m) Thesis: Work with at least 24 AKTS and post-graduate, doctorate thesis work and proficiency in art,

n) Thesis Monitoring Committee (TİK): The committee determined by EYK and offered by EABD/EASD monitoring the doctorate thesis in specific periods,

o) TÖMER: Turkish and Foreign language research and application center,

ö) Specialized Field Topic: 6 AKTS course for post-graduate students held from each academic lecturer for consulted students,

p) Seminar: 7,5 AKTS written work that contains a scientific subject research prepared by post-graduate students in course term and evaluated with oral presentation,

r) YDS: Foreign Language Exam and language exams approved by YÖK,

s) Post-graduate Course: Thesis, non-thesis master's courses in institution EABD/EASD and proficiency in art/doctorate courses,

ş) Rectorship: Kastamonu University Rectorship,

t) KÜ: Kastamonu University,

u) Senate: Kastamonu University Senate,

ü) University: Kastamonu University,

v) YÖK: Higher Education Council

SECOND SECTION

General Principles related to Education-Training

Education Language and foreign language preparation program

ITEM 5 – (1) Courses may be held in different languages with the offer of EK and senate decision if needed.

(2) Institutions; would open foreign language preparation classes with the proposal of Institution Council, with the offer of Rectorship, with the decision of Senate and with the approve of YÖK. The preparation classes education-training principles are determined by Senate.

Program and/or different course, course assignments

ITEM 6 – (1) Post-graduate program within the body of institution would be opened by the

approval of YÖK, acceptance of Senate, proposal of EABD/EASD administration within the frame of related council decisions and Post-Graduate Education-training Institutions Organization and Operation Provisions of Regulations published in Official Gazette dated 3/3/1983 and numbered 17976 under the condition of post-graduate program foundation measurements of YÖK.

(2) Course(s) in EABD/EASD in one term is actualised with the decision of EABD/EASD, suitability of EK and approval of Senate.

(3) Assignment changes of academic lecturer who would carry out the course(s) in EABD/EASD is actualised concerning with the related decisions of YÖK and related decision of EABD/EASD.

(4) If approved by Senate, course(s) would be carried out in just online education or both online and formal training. The implementations would be performed according to the 2547 numbered law and 44th item regulations.

(5) The courses can not be held on with the same name in institutions, graduate, post-graduate and doctorate programs.

Quota of Post-graduate programs, application announcement and admission of students

ITEM 7 – (1) The quota and application conditions for any kind of program is determined with EK decision and related EABD/EASD administration proposal. New student quotas for each term is determined considering the consultant work loads of academic lecturers in EABD/EASD.

(2) The determined principles of Senate is carried out in required conditions and success evaluations for the acceptance of post-graduate program students.

(3) The related conditions of student acceptance is announced by rectorship via national and local gazettes. Also; the programs that will accept students, quotas, application conditions, required documents and application, acceptance exam and registration dates would be announced in web site of institution via institution administration.

(4) ALES score is not required for the application of non-thesis post-graduate program. The student should have required conditions and graduate certificate in the related field with the offer of EABD/EASD for the application.

Determination of Science, Vocation Juries

ITEM 8 – (1) The exam juries are formed of at least 5 people that are offered by EABD/EASD administration related to each program as 3 permanent, 2 substitute member determined by EYK.

Student Admission for Scientific Preparation Program

ITEM 9 – (1) Scientific Preparation Program would be implemented to satisfy the insufficiencies of candidates who have graduate or post-graduate degrees from other programs out of the applied EABD/EASD programs.

(2) Scientific preparation program is carried out according to the determined principles of Senate.

Admission of Particular Students

ITEM 10 – (1) One graduated from higher education who wants to get knowledge in a specific field may be accepted to the post-graduate courses with the approval of EYK and EABD/EASD administration decision. Related regulations and determined principles of Senate are implemented for particular student admission.

Admission requirements for transfer students

MADDE 11 – (1) Related regulations and determined principles of Senate is implemented for the admission of transfer of registered Turkish or foreign national students in domestic or foreign higher education foundations in post-graduate programs.

(2) Particular students are subjected to the principles in this regulation.

Admission of Foreign National Students

ITEM 12 – (1) Related regulations and determined principles of Senate is implemented for the admission of foreign national students.

Admission of Particular Conditioned Students

ITEM 13 – (1) The determined principles of Senate is implemented for the admission of disabled and first degree martyr's relatives..

Contribution Margin and Education Charge

ITEM 14 – (1) The registered students and the students gained registration right for post-graduate programs are supposed to pay contribution margin and education charge at the beginning of fall and spring terms in determined dates in academic calendar. The students who do not pay contribution margin and education charge in time and the students who are not admitted about the excuse by EYK can not register and can not benefit from the students rights for the related term.

(2) Evening Education non-thesis post-graduate programs are in charge, formal education non-thesis post-graduate programs are in charge or free may be performed. The payment of the students registered in paid programs and the course of the academic lecturers are presented for University Council via the proposal of EYK.

Registration, Re-registration, opening course, change of course, credit transfer and course liberty, take course from different university, institution

ITEM 15 – (1) The re-registration of the students who continue the education and the candidates who got registration right for post-graduate programs, the dormant course(s) that the students registered, credit transfer and course liberty, taking courses from different university/institution regulations are carried out in academic calendar in a specific period according to the determined principles of Senate.

Consultant, Determining Project Consultant, Appointment of Second Consultant, Consultant, Change of Project

ITEM 16 – (1) The points about consultant, determining project consultant, appointment of second consultant, consultant, change of project consultant are held on according to the related YÖK decisions and determined principles of Senate.

Thesis, Seminar, Project Work, Written Language

ITEM 17 – (1) The points about thesis/Project write and replication are determined in thesis-seminar/Project written guide that is approved by EK and prepared by institutions. Thesis are written in Turkish or English. The thesis would be written in another language if required, with the proposal of EABD/EASD and the approval of EK and Senate.

Evaluation

ITEM 18 – (1) The half term final scores of the students are evaluated by the academic lecturer for each course according to the letter scores below. The points in post-graduate programs about attendancy, success conditions in the exams, repetition of the course, challenge the exam score and the correction of the

exam score by academic lecturer are carried out according to the determined principles of Senate .

<u>Letter Score</u>	<u>Co-efficient Equivalent</u>	<u>Score Equivalent</u>
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 under 49
MU	--	--
GR	0,00	0.00
D	0,00	0.00

(2) The students who do not have the right to enter the exam because of the lack of course attendancy obligations and conditions about course implementations have D score (absentee). (D) score is processed as FF score in grade point average calculation. The students performing the thesis work with successfully have S (continue), if successful and completed B (successful), if unsuccessful and failed K (failed) score. (This evaluation is done up to monitoring thesis committee reports doctorate education, up to thesis consultant evaluation in post-graduate education.) Also, lecture on specialized field and seminars are evaluated as B (successful) or if the student is unsuccessful, it is evaluated as K (failed). The students who do not take the exam are determined as GR (did not enter the exam). (D) and (B) scores about lecture on specialized field and seminars are taken into consideration in general grade point average and these letter scores are written as NA (not applicable) and SA (satisfactory) into the score documents in foreign language. In case of liability of a course, MU (exempted) is written.

(3) If the European Credit Transfer System will be used (AKTS), the grading is done according to chart determined by Institution Council.

(4) Measurement (exam result lists) documents are stored by institution management. The evaluation documents (exam documents) are stored by EABD/EASD administrations for two years and destroyed with a protocol by EABD/EASD administrations after two years.

General Weighted Average and Increasing Grades

ITEM 19 – (1) General Weighted Average is derived by the multiply of AKTS of final grade co-efficient of each course and dividing the result into AKTS.

(2) In General weighted Average calculation, three stage operation is maintained after comma and the notation is done according to two stage. In rounding off operation, rounding is down if the third stage is 0-4 after comma, rounding is up if it is 5-9.

(3) The last final score is valid in the repetition of courses in order to increase the general weight average.

(4) Lecture on specialized field/term Project and thesis work are not evaluated with pass mark and are not involved in general weighted average.

Disenrollment

ITEM 20 – (1) The student's registration is disenrolled with EYK decision and the paid contribution margin and education cost are not paid back in the situations below:

- a) Written declaration of the disenrollment with own decision,
- b) Dismissed from higher education foundation according to the Higher Education Student Discipline Regulations published in 18/8/1985 and numbered 28388 in Official Gazette.

(2) The disenrolled student situation is reported to the related bodies and foundations.

ITEM 21 – (1) Post-graduate students are subjected to Higher Education Foundations Student Discipline Regulations in discipline works and processes.

THIRD SECTION

Masters with Thesis

Object

ITEM 22 – (1) The object of masters with thesis is to gain the student to have knowledge access, evaluation, comprehension, criticize and solution proposals proficiency along making scientific research proficiency.

Course and European Credit Transfer System Load

ITEM 23 – (1) Masters with thesis program is formed of compulsory and elective courses and seminar and thesis work that EABD/EASD Management estimated by providing that not less than 90 AKTS.

(2) Seminar course is evaluated as successful or unsuccessful and not given in 1. Term.

(3) A student may register at most 45 AKTS course in each term. AKTS and evaluations are carried out according to the determined principles of Senate.

(4) The successful courses of the student in undergraduate study are not substitutionary for course credit in post-graduate education.

Success Inspection

ITEM 24 – (1) General weight average of masters with thesis student grade should not be less than 2,50 to proceed for thesis work. The student is obligated to have a new or new course by the time to get the average condition. General weight average can not be less than 2,50 for graduation.

ITEM 25 – (1) The maximum period is six terms to complete masters with thesis program. But the student may be graduated in three terms if completes the AKTS load in first two terms and at least one term with thesis study.

(2) The student regulation continues without utilisation of student rights conditionally paying the contribution margin and education expenses related with the term if the student is unsuccessful from lecture specialised field and thesis defense exam and not completed AKTS load at the end of the maximum period.

Determining and Changing Post-graduate Thesis Subject

ITEM 26 – (1) Determining Thesis subject: The student commits the thesis proposal form that is approved by the thesis consultant after completing 60 AKTS within the determined dates in academic calendar to the EABD/EASD Management. Thesis proposal declared with the decision of EABD/EASD Council to the related institution is finalised by EYK decision.

(2) Thesis Subject Amendment: The student commits the thesis proposal form that is approved by the thesis consultant to the EABD/EASD Management in the determined period in academic calendar. Thesis subject amendment declared with the decision of EABD/EASD Council to the related institution is finalised

by EYK decision.

(3) The thesis subject amendment that is changed by EYK decision, the student can not commit the thesis in at least six months after EYK decision date in education term.

Finalising the post-graduate Thesis Yüksek lisans tezinin sonuçlanması

ITEM 27 – (1) The student should perform the conditions below to finalised the post-graduate thesis ;

- a) To write according to the thesis written guide and present plagiarisation report,
- b) Commit the thesis in education-training terms and defense the thesis orally in front of the jury,

Thesis Defense Jury and Thesis Defense Exam

Item 28 – (1) Guidelines concerning the formation of thesis defense jury are as follows:

- a) The jury is assigned with the suggestion of the related institute's head of Department/Art Major (EABD/EASD) and with the confirmation of Institute Executive Committee (EYK). Postgraduate thesis defense jury consists of at least 3 (three) or 5 (five) instructors, by considering related resolutions of Higher Education Council (YÖK).
- b) In case the jury consists of three people, institute's head of Department/ Art Major (EADB/EASD) recommends totally five instructor names, three of whom from in-house and two of whom from out excluding the supervisor, with the thesis submission form. In jury consisting of three people, second advisor cannot take office in the jury.
- c) In jury consisting of five people, the second advisor can take part. For determining the jury, along with the thesis submission form, related institute's head of Department/Art Major (EABD/EASD) recommends totally seven instructors' name, four of whom from in-house and three of whom from out, excluding the supervisor and the second advisor.
- d) Institute Executive Committee (EYK) establishes the defense jury among recommended instructors, regardless of the sorting.

(2) Guidelines concerning the thesis defense are as follows:

- a) Jury members accept the student to the thesis defense by gathering within 7 (seven) days at the earliest, 30 (thirty) days at the latest dating from the respective thesis is submitted to them.
- b) Members who cannot attend in the jury with force majeure notify the institute directorate about their justification of not being able to attend in written in seven days at the least dating from the thesis is submitted to them. The jury member instructors who do not attend the thesis defense without a justification or whose excuses aren't approve by the institute council are not given supervision or graduate courses for one year period with the proposal of the Institute's head of Department/ Art Major (EABD/EASD) and the decision of Institute Executive Committee (EYK).
- c) The thesis defense date is determined by the supervisor and for being announced reported to the institute in written seven days before the defense examination. The examination is held in the room and on the date determined by the institute accessibly to the audience.

- d) The thesis defense examination consists of presenting the thesis study and following this question and answer sections. In due course of the examination, only the jury members can ask questions to the student.
- e) After the completion of the examination, jury members evaluate the dissertation study with a pass mark. They make the final decision of successful/unsuccessful or correction with absolute majority. This decision is reported to the institute by the supervisor instructor via related institute's head of Department/Art Major (EABD/EASD) within three days following thesis defense examination.
- f) At the end of thesis defense examination, the student, who has been found successful and has fulfilled the graduation GPA condition, needs to submit 4 (four) copies of bound dissertation whose format conditions are implemented, with electronically stored four copies of dissertation CDs to the institute by adding the documents required by the related institute and the Higher Education Council (YÖK) within two months following the thesis defense examination date. Otherwise, the graduation procedures are not performed.
- g) In case of correction decision, for the correction of the dissertation the student is allowed for maximum three months. For the thesis defense examination the student will re-enter, s/he submits the dissertation to the jury who gave the correction decision at the latest seven days in advance and defend the dissertation again before the same jury.
- h) After the correction decision, for the student who doesn't attend the thesis defense examination within the time specified or who is declared unsuccessful at the end of the defense examination, on Institute Department/ Art Major (EABD/EASD) (EADB/EASD) resolution, a new supervisor suggestion is asked from the related institute's head of Department/ Art Major (EABD/EASD) with the decision of Institute Executive Committee (EYK). The student to whom a new supervisor is assigned with the decision of Institute Executive Committee (EYK) specifies a new thesis subject with the new supervisor instructor.
- i) About the student who doesn't attend the thesis defense examination or who is declared unsuccessful at the end of the defense examination, a new supervisor suggestion is asked along with the institute's related Department/ Art Major's (EABD/EASD) suggestion and the decision of the Institute Executive Committee (EYK). The student to whom a new supervisor is assigned with the decision of the Institute Executive Committee (EYK) specifies a new thesis subject with the new supervisor instructor.

Master's with thesis diploma

ITEM 29 – (1) The student whose dissertation is affirmed submits his four piece of bound dissertation copy with electronically stored four copies, final plagiarism report and other documents asked by the Higher Education Council (YÖK) to the institute and the dissertation of the student who fulfils the conditions of the dissertation admission is discussed in Institute Executive Committee (EYK). With the decision of the Institute Executive Committee (EYK), the student becomes entitled to receive master's degree.

(2) On the postgraduate diploma, it appears the accredited name of the program in which the student has followed in the Institute Department/ Art Major (EABD/EASD) branch.

(3) Date of graduation, diploma number and Tr identity number is written on the diploma and transcript of the courses which the student has taken throughout the program is given along with the diploma.

FOURTH SECTION

Non-Thesis Master's Program

Aim

ITEM 30 – (1) The aim of the non-thesis master's program is to provide the students with information on professional matters and to show how to use the available information on implementation. Non-thesis master's programs are conducted according to the principles the Senate designates as evening education and distance education.

Course and ECTS

ITEM 31 – (1) Non-thesis master's program consists of compulsory/optional courses and project work, providing no less than 90 ECTS, the head of Institute Department/ Art Major prescribes.

(2) Each student can take courses with totally at most 45 ECTS in one term. ECTS and the evaluation is conducted according to the principles the Senate designates.

(3) The courses the student has succeeded in undergraduate education aren't identified as the course load and credit in non-thesis master's program.

Success Control

ITEM 32 – (1) To be able to graduate, cumulative grade point average of the student taking non-thesis master's degree needs to be 2.50 at the least. Students whose cumulative grade point average are less than 2.50 cannot take the proficiency exam even if they succeeds in the project course. Until they fulfil the conditions, they are supposed to take the same or a new course.

Period

ITEM 33 – (1) The utmost time for completing the non-thesis master's program is six years. However, the student can graduate at the end of third semester at the earliest providing that s/he fulfils the ECTS load at the end of the third semester, succeeds in project and proficiency examinations.

(2) A student not being able to fulfil the ECTS load, succeed in project and proficiency examination at the end of the utmost time, without not availing of their studentship rights, is given course and project preparation right and his studentship status continues, providing that s/he pays contribution margin and tuition for the related semester.

Designation and changing the subject of the project study

ITEM 34 – (1) Non-thesis master's program student informs the institute via the Institute Department/

Art Major (EABD/EASD) about his project subject the supervisor has confirmed within fifteen days from the date the semester s/he has registered to the semester project starts.

(2) The student can make a project subject amendment request on condition that s/he reenrolls the project course at the beginning of the term in which s/he will reenroll the project course.

Eventuating of the project proficiency examination

ITEM 35 – (1) Non-thesis master's program students are accepted to the project defense examination at the 3rd (third) semester at the earliest. The results gained in project study should be written in accordance with the project writing guide.

(2) The student is liable to submit his three pieces hardcover copy of project to the related institute and defend orally in front of the jury within the particular dates in academic calendar in the academic year.

(3) The student attends the project proficiency examination in front of the jury on condition that s/he fulfills the ECTS load. The proficiency examination is carried on orally.

Project defense examination

ITEM 36 – (1) Project defense examination is conducted according to the principles below;

- a) The project defense examination is carried on the particular project defense examination date in front of the jury of three, one of whom is the project supervisor of the student, formed by the Institute Executive Committee (EYK) upon the proposal of the head of Institute Department (EABD).
- b) After the completion of the project defense examination, the jury members, with absolute majority, evaluate the project as successful or unsuccessful. This evaluation is reported with an official report to the related institute via the Institute Department/ Art Major (EABD/EASD) within three days following the project defense examination.
- c) For the student whose project is declared unsuccessful, a new project supervisor suggestion is asked from the Institute's related Department/ Art Major's (EABD/EASD) with the decision of the Institute Executive Committee (EYK). The student to whom a new supervisor is assigned with the decision of the Institute Executive Committee (EYK) specifies a new project subject with the new supervisor instructor.
- d) The students, whose the utmost time is over, are given project preparation right and their studentship status continues without not availing of their studentship rights.

Non-thesis master's diploma

ARTICLE 37 – (1) The student, found successful in project defense and proficiency examination, submits electronically saved one piece of project CD and related documents to the institute within two months following the project defense examination date. Otherwise, the graduation procedures are not performed. The student gains right to take master's degree with the decision of the Institute Executive Committee (EYK).

(2) On the non-thesis master's diploma, it appears the accredited name of the program in which the student has followed in the Institute Department/ Art Major (EABD/EASD) branch.

(3) Date of graduation, diploma number and Tr identity number is written on the diploma and transcript of the courses which the student has taken throughout the program is given along with the diploma.

FIFTH SECTION

Doctoral Program

Aim

ITEM 38 – (1) The aim of the doctoral program is to provide the students with the capability of independent research, making interpretation by examining scientific events with broad and deep perspective and designating the necessary steps to the new synthesis. The dissertation which is going to be prepared at the end of the doctoral study needs to fulfil one of the qualifications of bringing innovation to science, developing a new scientific method, implementing a known method into a new field.

Course and ECTS

ITEM 39 – (1) Doctoral program consists of compulsory/optional courses, lecture on specialized field which is going to be taken during the seminar and thesis process, doctorate qualifying, thesis proposal and the dissertation study, providing no less than 90 ECTS, the head of Institute Department prescribes.

(2) Each student can take courses with totally at most 45 ECTS in one term. ECTS and the evaluation is conducted according to the principles the Senate designates.

(3) The courses the student has succeeded in undergraduate and master education aren't identified as the course load and credit in higher education.

(4) The student can choose courses also among the graduate courses given at other Institute Departments (ESBD) and other higher education institutes upon supervisor remark, the proposal of the head of the Institute Department (EABD) and the confirmation of the institute council.

Success Control

ITEM 40 – (1) To be able to attend the qualifying examination, cumulative grade point average of the student taking doctoral degree needs to be 3.00 at the least. Students not being able to fulfil the average condition cannot take the qualifying exam, they are supposed to take the same or a new course. For graduation, cumulative grade point average cannot be less than 3.00.

Period

ITEM 41 – (1) Minimum and maximum periods to fulfil the doctoral program is determined according to Graduate Training and Education Regulations published in Official Journal with number 22683 dated 1/7/1996.

Qualifying Examination

ITEM 42 – (1) The aim of the qualifying exam is to determine whether the student has enough knowledge on basic subjects and subjects related to the doctoral study. The time of the qualifying examination of the students completing the courses with success is assigned by the institutes.

(2) The student willing to take the qualifying examination makes the qualifying examination application to the related institute within dates identified by the institutes.

(3) Qualifying Examinations are conducted by instructors of five (qualifying examination jury) recommended considering the related decision of the Higher Education Council (YÖK) by the head of Institute Department (EABD) and affirmed by the Institute Executive Committee (EYK).

(4) The doctoral qualifying examination is conducted in two parts as written and oral. To be able to deem successful in the examinations, 75 (seventy five) points out of 100 (hundred) need to be taken at the least in both of the examinations.

(5) The student being unsuccessful in any of these examinations is deemed unsuccessful and both written and oral examinations are repeated in front of the same jury in the following qualifying examination period.

(6) The doctoral qualifying jury, with absolute majority, decide that the student is successful or unsuccessful. This decision is reported with an official report to the related institute via the Institute Department (EABD) within three days following the qualifying examination.

(7) The student failed in the qualifying examination for the second time must take at least 18 ECTS valued more courses the supervisor would affirm, by starting from the courses s/he hasn't taken, in the following semester. After the student also completes these courses with success, s/he makes a written application to re-enter the examinations in qualifying examinations period.

(8) Members who cannot attend in the jury with force majeure notify the institute directorate about their justification of not being able to attend in written before the qualifying examination. The jury member instructors who do not attend the thesis defense without a justification or whose excuses aren't approved by the institute council are not given right to supervise or to lecture graduate courses for one year period with the proposal of the Institute's head of Department (EABD) and the decision of Institute Executive Committee (EYK).

Thesis Supervising Committee

ITEM 43 – (1) For the student found successful in qualifying examination, a thesis supervising committee (TİK) is formed with the demand of the institute, the proposal of the related Institute Department's (EABD) Directorate and the confirmation of the Institute Executive Committee (EYK) within the following one month.

(2) Thesis Supervising Committee is formed, regardless of the sorting, by 3 (three) instructors, aside from the advisor one of whom is from the related Institute Department (EABD) and one of whom is

from another department which is from in or out of the university, chosen among six instructors advised by the head of the Institute Department (EABD) by the Institute Executive Committee (EYK).

(3) Thesis proposal defense examination and the following thesis supervising examinations are convened by this committee. In case of the student has the second advisor, the second advisor can attend the thesis supervising committee (TİK) meetings if s/he wishes.

(4) In time after the thesis supervising committee (TİK) is formed, the members can be changed with the justified offer of the related Institute's Department (EABD) directorate and the decision of the Institute Executive Committee (EYK).

Thesis proposal defense examination

ITEM 44 – (1) The student succeeded in doctoral qualifying examination defends his thesis proposal, covering the aim of the research s/he will make and the study plan, in front of the thesis supervising committee (TİK) orally within six month at the latest dating from the examination date.

(2) The student hands a written report about the thesis proposal out to the thesis supervising committee (TİK) members at least fifteen days before the oral defense.

(3) The thesis proposal defense examination, by announcing the place and time of it, is reported to the institute by the advisor via Institute Department (EABD) seven days before the examination date.

(4) The thesis proposal of the student not submitting the report to the committee without a justification approved by the Institute Executive Committee (EYK) in specified time or not attending the examination on the day and the time announced is deemed rejected.

(5) The student failed in the thesis proposal defense examination can take the thesis proposal defense examination again in three months at the latest and the student whose advisor is changes can take the examination again in six months at the latest.

(6) The thesis supervising committee (TİK) decides the acceptance or the rejection of the thesis proposal the student presents, with absolute majority. This decision, together with official report and thesis proposal report, is reported to the related institute by the supervisor instructor via related institute's head of Department (EABD) within three days following the examination.

(7) In the event of the thesis proposal is accepted, the thesis subject is confirmed by the decision of the Institute Executive Committee (EYK).

(8) For the student whose thesis proposal is rejected for the second time, a new advisor and/or thesis supervising committee (TİK) is assigned with the suggestion of the Institute Department (EABD) directorate and the decision of the Institute Executive Committee (EYK).

Thesis supervising examinations

ITEM 45 – (1) For the student whose thesis proposal is accepted, the thesis supervising committee (TİK) gathers two times in a year, six months intervals each.

(2) The student submits a written report to the institute to be given to the thesis supervising committee (TİK) members at least fifteen days before the thesis supervising examination. In this report, the abstract of the study done until that day and the study plan to be done in the follow up period is stated.

(3) The thesis supervising examination date, by announcing the place and the time of it, is reported to the institute in written by the advisor via Institute Department (EABD) seven days before the examination date.

(4) At the end of the thesis supervising examination, the dissertation study of the student is evaluated as successful or unsuccessful by the thesis supervising committee (TİK) and the supervising report is approved.

(5) The thesis supervising examination of the student not attending the examination on the day and time specified without a justification approved by the Institute Executive Committee (EYK) or not submitting the report approved by the thesis supervising committee (TİK) to the institute in seven days is deemed unsuccessful.

(6) For the student being found unsuccessful twice, one after another, or three times, with intervals, by attending the thesis supervising examination or not attending the thesis supervising examination without a justification, a new advisor and/or thesis supervising committee (TİK) is assigned with the suggestion of the Institute Department (EABD) directorate and the decision of the Institute Executive Committee (EYK).

(7) In the event of the thesis subject is accepted; however, in consequence of the following thesis supervision examinations, thesis subject change is discussed, thesis supervising committee (TİK) prepares a report concerning to the matter and submits it to the institute via the Institute Department (EABD). The report signed by the thesis supervising committee (TİK) members is examined by the Institute Executive Committee (EYK) and if the thesis subject change is deemed suitable with the decision of Institute Executive Committee (EYK), the student enters the thesis proposal defense examination within six months at the latest dating from the Institute Executive Committee decision date.

(8) The student whose advisor and/or thesis supervising committee (TİK) is changed because of the failure or whose thesis subject is changed by the thesis supervising committee (TİK) must attend and succeed in a new thesis proposal and at least three thesis supervising examinations.

Eventuating of the doctoral thesis

ITEM 46 – (1) To eventuate the doctoral thesis, the student;

- a) must write his dissertation suitable to the specified thesis writing guide and submit plagiarism report,
- b) defend his thesis in front of the jury orally, by submitting his thesis to the institute after four semester is completed following qualifying examination,
- c) provide the doctorate publication conditions determined by the Senate.

Thesis defense jury and thesis defense examination

ITEM 47 – (1) Guidelines concerning the formation of thesis defense jury are as follows:

- a) The jury is assigned with the suggestion of the related institute's head of Department (EABD) and with the confirmation of Institute Executive Committee (EYK). The jury is composed of five people, among which there are instructors in thesis supervising committee (TİK) of the student and at least two instructors from another higher education institute, in the event of the second advisor takes part, seven people. In the formation of the jury, the related resolutions of the Higher Education Council (YÖK) are also taken into consideration.
- b) In the event of the jury consists of five people, the related Institute's head of Department (EABD) offers totally nine instructor names, stationary 3 (three) of whom is the thesis supervising committee (TİK) of the student, 3 (three) from the university, from a different higher education institute 3 (three)to the institute.
- c) In the jury consisting of seven people, the second advisor can take part. To determine the jury, head of the related Institute Department / Art Major (EABD/ EASD) offers totally 10 (ten) instructor names, 3 (three) from the university, 3 (three) of whom is the thesis supervising committee (TİK) of the student and the second advisor instructor is stationary, from a different higher education institute 3 (three) to the institute.
- d) The Institute Executive Committee constitutes the defense jury from among the instructors regardless of the sorting. The professions of the offered instructors and the thesis subject of the student needs to be compatible.
- e) The defense juries of the dissertations not written in accordance with the thesis writing guide and not having a plagiarism report isn't constituted by the Institute Executive Committee (EYK).

(2) Guidelines concerning the thesis defense examination are as follows:

- a) Jury members accept the student to the thesis defense examination by gathering within 15 (fifteen) days at the earliest, 30 (thirty) days at the latest dating from the respective thesis is submitted to them.
- b) Members who cannot attend in the jury with force majeure notify the institute directorate about their justification of not being able to attend in written in seven days at the least dating from the thesis is submitted to them. The jury member instructors who do not attend the thesis defense without a justification or whose excuses aren't approve by the institute council are not given supervision or graduate courses for one year period with the proposal of the Institute's head of Department/ Art Major (EABD/EASD) and the decision of Institute Executive Committee (EYK).

c)Thesis defense examination is arranged by the supervisor and notified in writing to the institute seven days prior to the examination date to be announced by the relevant department. The examination is conducted at the specified venue and date and is open to audience.

(ç) Thesis defense examination consists of the presentation of the thesis and the following question-answer section. During the course of the examination, only the jury members can address questions to the student.

(d) After completion of the thesis defense examination, jury members evaluate the thesis with a

grade. The jury decides, in absolute majority, whether the thesis is to be deemed successful or unsuccessful or requires correction. Within three days following the defense exam, jury evaluation report prepared by jury members and thesis defense report are submitted to the institute through the relevant department by the thesis supervisor.

(e) If corrections are required, a maximum of six months is given to the student to complete the corrections. Students are required to submit their thesis 15 (fifteen) days at the latest prior to examination date to the jury that asked for correction and defend the thesis before the same jury again.

(f) For the students who did not attend thesis defense examination or those who did not take thesis defense examination within the specified period after the decision of “correction” is made or those who failed the exam, a new supervisor may be proposed upon the decision of department about Institute Administrative Board decision.

(g) A thesis supervisory committee is initiated for the student whose new supervisor was appointed by the Institute Administrative Board within one month after this appointment. The student takes the thesis proposal defense examination in six months at the latest after the thesis supervisory committee is initiated.

Doctoral Diploma

ITEM 48 - (1) The student whose thesis is approved submits 7 (seven) bound copies of the thesis and 7 (seven) copies recorded on the electronic medium, the final plagiarism report and the other documents required by the institute and Council of Higher Education within 1 (one) month after the date of thesis defense examination.

(2) The name of the department where the student is registered, date of graduation, diploma number and citizenship number will appear on the doctoral diploma. The student is given a transcript together with the diploma.

PART SIX Proficiency in Art Program

Aim

ITEM 49 – (1) The aim of proficiency in art program is to equip students with the ability to do research independently and to determine the steps necessary to reach new synthesis in the field of art/design and to provide students with proficiency in the basic subjects of their field. The thesis to be written at the end of proficiency in art program, and accompanying applied works such as exhibitions, individual performances, concerts, recitals, shows or other performances are expected to fulfill one of the characteristics of bringing innovation to the field of art/design and/or developing a new artistic method and/or applying an already known artistic method to a new field.

Course and Credit Load

ITEM 50 – (1) Proficiency in art program consists of the compulsory and elective courses, not being less than 90 (ninety) ECTS in total, determined by the department administration and specialized field course taken each semester, qualification and thesis, and/or works such as exhibition, project, recital, concert performance.

(2) A student can register for a maximum of 45 (forty-five) ECTS in one semester. Regulations for ECTS and assessment are determined by the Senate.

(3) Undergraduate and graduate courses which were completed successfully by the student are not taken into account in credit count.

Measuring Success

ITEM 51 – (1) A student of proficiency in art program must have a minimum 3.00 GPA in order to take the qualifying examination. Those who do not fulfill basic requirements cannot take the qualifying examination and have to retake courses or take new ones. Overall GPA for graduation cannot be less than 3.00.

Period of Study

ITEM 52 – (1) Minimum and maximum period to complete the proficiency in art program is determined in accordance with the current regulations for the graduate studies by the Higher Education Council and relevant decisions given by the Council.

Qualifying Examination

ITEM 53 – (1) The aim of the qualifying examination is to determine whether the student has sufficient information on the issues related to basic field subjects and proficiency in arts study. Upon student's successful completion of the course, a date for the qualifying examination is determined by the institute.

(2) Students who want to take the qualifying exam must apply to the relevant institute on the dates specified by the institute.

(3) The qualifying examinations are administered by a five-member committee whose members are recommended by the department administration considering relevant decisions of the Higher Education Council and approved by the Institute Administrative Board.

4) Qualifying examination is conducted in three sections including written, oral and practical depending on the properties of the type of art. Students are required to take at least 75 points out of a hundred from all the three tests in order to be successful.

(5) Students who fail one of these exams shall be deemed to have failed the qualifying examination in art and retake the written, oral and practical examinations before the same jury in the following exam period.

(6) The jury decides, in absolute majority, whether the student is to be deemed successful or unsuccessful by considering the examination jury members' recommendations and the student's success in written, oral and practical exams. This decision is notified in writing to the institute within three days following the qualifying examination by the chairperson of the qualifying committee.

(7) Students who fail the qualifying examination in art for the second time must take at least 18 ECTS courses approved by their supervisors, starting from the courses they have not taken before, in the following semester. Upon completing these courses successfully, students submit a written application to take the qualifying examination again in exam periods.

(8) Jury members who are unable to participate due to force majeure must notify their reasons in writing to the institute administration before the qualifying examination. Jury member who is absent without a reason or whose reason is found unjustifiable by the Institute Administrative Board will not be assigned graduate courses or a new supervisory position for one year upon the recommendation of the department and the decision of the Institute Administrative Board.

Thesis Supervisory Committee

ITEM 54 – (1) A thesis supervisory committee is appointed on the request of the institute, the recommendation of the relevant department and approval of the Institute Administrative Board within one month for the student who has passed the qualifying examinations.

(2) The thesis supervisory committee consists of three members, one being the thesis supervisor of the student, one from the relevant department and one from another department. The committee members are selected by the Institute Administrative Board out of six faculty members recommended by the department administration regardless of the order.

(3) The thesis proposal defense examination and the following supervisory examinations are conducted by this committee. In the event that the student has a co-supervisor, the co-supervisor may attend the committee meetings.

(4) Following the appointment of the thesis supervisory committee, members may be changed upon

the reasoned recommendation of the department administration and the decision of the Institute Administrative Board.

Thesis Proposal Defense

ITEM 55 - (1) Students who successfully complete the qualifying examination orally defend their thesis proposals comprising the purpose, method and work plan of the research before the thesis supervisory committee within 6 months at the latest after the examination.

(2) Students are required to submit a written report concerning the proposal 15 (fifteen) days at the latest prior to the oral defense to the committee members.

(3) The thesis supervisor notifies the venue and time for the thesis proposal defense examination to be announced in writing to the institute through the department seven days prior to the examination date.

(4) Thesis proposal of the student who did not submit the report within the specified period to the committee or did not take the examination on the specified date without a reason found justifiable by Institute Administrative Board is rejected.

(5) The student who fails the thesis proposal defense examination can retake the examination in three months at the latest. The student whose thesis supervisor has been changed can retake the thesis proposal defense examination within six months at the latest.

(6) The thesis supervisory committee decides, in absolute majority, whether the thesis is to be accepted or rejected. Within three days following the defense examination, the institute is notified of this decision by the thesis supervisor through the relevant department and is submitted the thesis defense report.

(7) Thesis subject is confirmed by the decision of the Institute Administrative Board if the thesis proposal is accepted.

(8) For the student whose thesis proposal is rejected for the second time, a new supervisor and/or a new thesis supervisory committee is appointed upon the recommendation of the department and decision of the Institute Administrative Board.

Thesis Supervisory Examinations

ITEM 56 - (1) The thesis supervisory committee meet twice a year, at six-month intervals, for students whose thesis proposal is accepted.

(2) Fifteen days at the latest prior to the date of the thesis supervisory examination, the student submits a written report to the institute which is to be given to the members of the thesis supervisory committee. In this report, there is a summary of the work done by that day and the work plan for the next semester.

(3) The thesis supervisor notifies the venue and time for the thesis supervisory examination to be announced in writing to the institute through the department seven days prior to the examination date.

(4) By evaluating the results of the thesis supervisory examination, the thesis is to be deemed successful or unsuccessful by the thesis supervisory committee.

(5) The student who did not submit the report within the specified period to the institute or did not take the examination on the specified date without a reason found justifiable by the Institute Administrative Board is deemed unsuccessful from the thesis supervisory examination.

(6) For the students who failed the thesis supervisory examination twice successively or for those who failed twice successively or three times intermittently due to not attending the the thesis supervisory examination without a reason, a new thesis supervisor and/or a new thesis supervisory committee is appointed upon the student's written request, recommendation of the department and decision of the Institute Administrative Board.

(7) For the student whose thesis subject was accepted after the thesis proposal defense examination but decided to change the topic in the following thesis supervisory examinations, the thesis supervisory committee writes a report and submits it to the institute through the department. The report signed by the members of the thesis supervisory committee is examined by the Institute Administrative Board and if Institute Administrative Board considers this change appropriate, the student takes the thesis proposal examination within six months at the latest as of the decision date.

(8) The student whose thesis supervisor and/or thesis supervisory committee has been changed due to failure or whose thesis subject has been changed by the thesis supervisory committee must take at least three thesis supervisory examinations with a new proposal and be successful.

Finalization of the Thesis for Proficiency in Art

ITEM 57 - (1) For finalizing the thesis for Proficiency in Art Program, the student must

- a) write the thesis in accordance with the guidelines specified and provide a plagiarism report.
- b) submit the thesis to the institute and orally defend it before the jury within four semesters at the earliest following the thesis qualifying examination.
- c) fulfill publication requirements set by the Senate.

Thesis Defense Examination and the Jury

ITEM 58 - (1) Regulations for thesis defense jury are as follows:

a) The jury is appointed upon the recommendation of the relevant department and the decision of the Institute Administrative Board. The jury consists of at least five people, three being the members of the student's thesis supervisory committee and at least two from a different institution of higher education. In the event that the student has a co-supervisor, the jury consists of seven faculty members.

b) In the event that the thesis defense jury consists of five people, the relevant department administration recommends a total of six faculty members - three being from the student's thesis supervisory committee - three within the University and three from a different higher education institution.

c) The co-supervisor may take place in a jury with seven members. For the thesis defense jury, the relevant department administration recommends a total of seven faculty members to the institute - three being from the student's thesis supervisory committee and the co-supervisor - three within the University and four from a different higher education institution.

ç) The Institute Administrative Board appoints the members of the jury from the recommended faculty members without considering the order. The jury members' fields of expertise must be related to the student's thesis topic.

d) The Institute Administrative Board does not initiate a jury for the theses which were not written according to the thesis writing guidelines and lack plagiarism report.

(2) Thesis defense examination is conducted considering the following regulations:

a) The members of the jury conduct a thesis defense examination within 15 (fifteen) days at the earliest or 30 (thirty) days at the latest as of the date the thesis was submitted to them.

b) Jury members who are unable to participate due to force majeure must notify their reasons in writing to the institute administration within seven days as of the date the thesis was submitted to them. Jury member who did not participate in the thesis defense examination without a reason or whose reason is found unjustifiable by the Institute Administrative Board will not be assigned graduate courses or a new supervisory position for one year upon the recommendation of the department and the decision of the Institute Administrative Board.

(c) Thesis defense examination is arranged by the supervisor and notified in writing to the institute seven days prior to the examination date to be announced by the relevant department. The examination is conducted at the specified venue and date and is open to audience.

(ç) Thesis defense examination consists of the presentation of the thesis and the following question-answer section. During the course of the examination, only the jury members can address questions to the student.

(d) After completion of the thesis defense examination, jury members evaluate the thesis with a grade. The jury decides, in absolute majority, whether the thesis is to be deemed successful or unsuccessful or requires correction. Within three days following the defense exam, jury evaluation report prepared by jury members and thesis defense report are submitted to the institute through the relevant department by the thesis supervisor.

(e) If corrections are required, a maximum of six months is given to the student to complete the corrections. Students are required to submit their thesis 15 (fifteen) days at the latest prior to examination date to the jury that asked for correction and defend the thesis before the same jury again.

(f) For the students who did not take thesis defense examination within the specified period after the decision of “correction” is made or those who failed the exam, the department may be asked to appoint a new supervisor upon the decision of the board of department.

(g) For the students who did not attend thesis defense examination or those who did not take thesis defense examination within the specified period after the decision of “correction” is made or those who failed the exam, a new supervisor may be proposed upon the decision of department about Institute Administrative Board decision.

(ğ) A thesis supervisory committee is initiated for the student whose new supervisor was appointed by the Institute Administrative Board within one month after this appointment. The student takes the thesis proposal defense examination in six months at the latest after the thesis supervisory committee is initiated.

Proficiency in Art Diploma

ITEM 59 - (1) The student whose thesis is approved submits 7 (seven) bound copies of the thesis and 7 (seven) copies recorded on the electronic medium, the final plagiarism report and the other documents required by the institute and Council of Higher Education within 2 (two) months after the date of thesis defense examination.

(2) The name of the department where the student is registered, date of graduation, diploma number and citizenship number will appear on the proficiency in art diploma. The student is given a transcript together with the diploma.

PART SEVEN

Various and Final Provisions

Notification

ITEM 60 - (1) Announcements about education, examinations and etc. made by the relevant institute are deemed to be made to the student in person. The student is notified of other personal operations through the mail and e-mail addresses declared in writing by the student at registration or modified later by notification in writing.

Publication Ban

ITEM 61 - (1) The studies and activities carried out at the institute cannot be published in part or whole, without the prior written consent of the institute administration.

(2) In the articles, papers and similar publications to be produced from the studies and activities done at the institute, it is stated that it was produced through relevant studies and activities.

Royalty

ITEM 62 - (1) The institute has royalty-free permission to publish all or portions of the studies and activities done within the institute.

Students with Disabilities

ITEM 63 - (1) If a student whose disability and its level are proven through a medical report has difficulty in doing the assignments of a course taken due to their disability, any changes/arrangements necessary for the elimination of the related difficulties are made upon the recommendation of their supervisor and the instructor of the course and approval of the department to enable the student to take the course. Otherwise, the student takes another course equivalent to the previous one.

Conditions with No Provisions

ITEM 64 – (1) On conditions with no provisions in this regulation, other relevant legislation provisions and decisions of the Higher Education Council and University Senate are applied.

Repealed Regulations

ITEM 65 – (1) Regulations on Kastamonu University Graduate Education and Examination published in the Official Newspaper dated 28th November 1994 numbered 28126 are invalidated.

Enforcement

ITEM 66 – (1) These regulations come into force on the date of publication.

Execution

ITEM 67 – (1) These regulations are executed by the President of Kasta

