

**REGULATION**

**IZMIR INSTITUTE OF TECHNOLOGY FOR POSTGRADUATE EDUCATION**

**REGULATION ON EDUCATION**

**SECTION ONE**

**Objective, Scope, Basis and Definitions**

**Objective and Scope**

**ARTICLE 1 – (1)** The objective of this Regulation is to regulate the procedures and principles concerning postgraduate education applied in İzmir Institute of Technology.

(2) This Regulation consists of provisions concerning master's and PhD programmes applied İzmir Institute of Technology.

**Basis**

**ARTICLE 2 – (1)** This Regulation has been prepared on the basis of articles 14 and 44 of the Higher Education Law dated 4/11/1981 and 2547.

**Definitions**

**ARTICLE 3 – (1)** The following terms taking place in this Regulation shall have the meanings assigned to them below:

- a) **AKTS:** European Credit Transfer System,
- b) **ALES:** Academic Personnel and Postgraduate Education Entrance Exam,
- c) **Maximum Time Period:** One year (two semesters) for scientific preparatory programmes, three years (six semesters) for master's programmes, six years (twelve semesters) for PhD programmes, nine years (eighteen semesters) for PhD programmes after the undergraduate degree
- ç) **EABDB:** Department of the Institute,
- d) **EABDB:** Chairmanship of Department of the Institute ,

- e) **Institute (IzTech):** İzmir Institute of Technology,
- f) **Institute Board:** The Graduate School Board of Engineering and Sciences within the structure of İzmir Institute of Technology,
- g) **Board of Directors of the Institute:** Board of Directors of the Graduate School of Engineering and Sciences within the structure of İzmir Institute of Technology,
- ğ) **Board of Directors of IzTech:** Board of Directors of İzmir Institute of Technology,
- h) **MFBE:** The Graduate School of Engineering and Sciences within the Structure of the İzmir Institute of Technology,
- ı) **Faculty member:** Academics, lecturers, instructors and assistant academicians,
- i) **Academic:** Faculty members with a degree of assistant professor as well as those with higher degrees,
- j) **ÖİDB:** Head of Department of Student Affairs of İzmir Institute of Technology,
- k) **Programme:** Master's and PhD programmes,
- l) **Chancellor:** The Chancellor of İzmir Institute of Technology,
- m) **Senate:** Senate of İzmir Institute of Technology,
- n) **ÜAK:** Interuniversity Board,
- o) **YDS:** Foreign Language Exam,
- ö) **YFYO:** The School of Foreign Languages of İzmir Institute of Technology,
- p) **YÖK:** Higher Education Council.

## SECOND SECTION

## **Principles on Medium of Instruction, Year of Study and Education Methods**

### **Medium of Instruction**

**ARTICLE 4** – (1) Medium of instruction in postgraduate programmes of IzTech is English. However, courses, which should be given in Turkish or in another language, shall be designated by the Senate.

### **Year of Study**

**ARTICLE 5** – (1) Year of study for the postgraduate programme shall be designated by the Senate.

(2) One year of study is made up of two semesters, each of which is at least sixteen weeks including exam periods at semester ends of a year of study.

(3) Summer school may be opened within the scope of a year of study. Summer school education shall be given in accordance with provisions of the Regulation of Summer School of İzmir Institute of Technology, published in the Official Gazette dated 0678/2012 and numbered 28376.

### **Types of Education**

**ARTICLE 6** – (1) Postgraduate education is divided into master's degree with thesis and without thesis; PhD; and PhD programmes after undergraduate study.

(2) Postgraduate education is divided into formal, evening and distance education.

## **SECTION THREE**

### **Principle on Student Admission**

#### **Student Admission**

**ARTICLE 7** – (1) The mandatory ALES based scores to have for applicants in order to apply to the PhD and masters with thesis programmes shall be designated by the Senate.

(2) Whether ALES score requirement shall be required for the applicants applying to master's without thesis programmes or not, if required, the mandatory ALES base score to have shall be designated by the Senate.

(3) The applicants may apply with a degree, obtained from one of the international exams, which are deemed equivalent by ÜAK, instead of obtaining a degree from ALES, the said degree being designated by the Senate.

(4) In order to apply to the PhD programmes, the applicants have to get a degree from YDS or an English language exam deemed equivalent by ÜAK, the said degree being designated by the Senate.

(5) The grade point average of the applicants, who will apply to PhD programmes with a undergraduate degree, shall not be less than 3.00.

(6) Applications for entry to postgraduate education shall be made to MFBE. Applicants are required to present the required documents for application completely within the time specified. The original one or copy certified by the Institute shall be accepted. It is carried out regarding to military status according to the statement of applicant

(7) Student to postgraduate programmes is admitted with an ALES degree designated by the Senate and undergraduate and/or postgraduate success level, an interview and a reference letter required by EABDB, an essay giving the reasons for application to a postgraduate education and similar information and documents. ALES weight in the assessment shall be 50 %. Allocation of the other 50% shall be determined by each EABDB itself. EABDB shall submit the assessment results to MFBE. Student admission shall be made to programmes with approval of the Board of Directors of the Institute. The results shall be announced by MFBE.

(8) For enrollment in master's programmes, an undergraduate degree shall be mandatory; on the other hand, an undergraduate and/or a master's ( with thesis) degree shall be required for enrollment in PhD programmes.

(9) In order for the applicants admitted to the postgraduate programmes to enroll in the programme directly, they have to meet one of the criteria of exemption from preparatory class taking place in the provisions of the Regulation of Preparatory Class of Basic English Department of the School of Foreign Languages of İzmir Institute of Technology, published in the Official Gazette dated 31/5/2012 and numbered 28309.

### **Student Admission by way of Lateral Transfer**

**ARTICLE 8 – (1)** A successful student, who has completed at least one semester in a postgraduate programme in IzTech or another higher education institution, may be admitted to

postgraduate programmes applied in IzTech with recommendation of EABDB and the decision of the Board of Directors of the Institute on condition that they apply with required documents in due time. Which course requirements applied in the admitted programmes shall be excluded and which courses shall be taken into account shall be the other matters given place in this decision. Credit equivalence for students from other universities shall be recommended by EABDB and shall be designated by the Board of Directors of the Institute. Courses received from programmes, which are not based on English education by 100 %, shall not be within this scope. Students shall go on with their education starting from the semester following the semester completed in the previous institution.

(2) ALES degree shall not be looked for in student admission by way of lateral transfer.

(3) In order for students, applying to lateral transfer from universities other than IzTech, to enroll in the programme, they have to meet one of the criteria of exemption from preparatory class taking place in the provisions of the Regulation of Preparatory Class of Basic English Department of the School of Foreign Languages of the Institute of Technology.

(4) In order for thesis postgraduate programme students to be admitted to a doctorate programme by way of lateral transfer, they have to complete at least the second semester and have to meet the success criteria designated for the programme. The said criteria shall be designated by EABDB, including fulfillment of three courses' requirements with average credits for every semester and undergraduate and postgraduate grade point average being at least equal to 3.00.

### **Student admission to English preparatory programme**

**ARTICLE 9** – (1) The provisions of the Regulation of Preparatory Class of Basic English Department of the School of Foreign Languages of İzmir Institute of Technology shall apply for students, whose science success levels have been found sufficient for admission to postgraduate programmes; however who had to take English placement test for not meeting one of the exemption conditions given place in the Regulation of the Preparatory Class of Basic English Department of İzmir Institute of Technology and who did not achieve success in this exam or who did not take this exam.

### **Student admission to science preparatory programme**

**ARTICLE 10** – (1) Science preparatory programme aims at providing a basis for the applied programme for students. Students to be admitted to this programme shall be designated by assessment of undergraduate and/or postgraduate success levels of applicants and the content of undergraduate and/or postgraduate programmes they follow by EABDB.

(2) The maximum time period to be spent in the science preparation programme is one calendar year. The time period spent in the programme shall not be included in the postgraduate or doctorate programme time periods given place in the provisions of this Regulation. A student, who cannot complete a science preparatory programme with success by the end of the maximum time period, shall be expelled from the programme.

(3) The schedule of a postgraduate student admitted to a science preparatory programme, shall include undergraduate and/or post graduate level courses. Courses taken in the science preparatory programme shall not replace the courses required for completion of the postgraduate programme in question. Science preparatory programme students may take courses preparing them for a postgraduate programme in addition to science preparatory courses with recommendation of EABDB in charge and approval of the Board of Directors of the Institute.

(4) For achieving success in science preparatory programme; students admitted to a postgraduate programme have to complete the science preparatory programme courses with at least DD grade and the programme with a grade point average of at least 2.00; on the other hand, students, admitted to a doctorate programme, have to complete all science preparatory programme courses with at least DC grade and the programme with a grade point average of at least 2.50.

#### **Student admission in exceptional cases**

**ARTICLE 11** – (1) Admissions of applicants, who have documented their excuses or residing abroad, to postgraduate programmes shall be on virtual platform by way of remote access technologies or only on the basis of application documents.

#### **Special student admission**

**ARTICLE 12** – (1) Students with a bachelor’s degree aiming at heightening their knowledge in a specific field may be admitted to postgraduate courses as special students with decision of the Board of Directors of the Institute if considered appropriate by EABDB.

(2) Applicants, who will enroll as special students, shall apply to MFBE with a petition, a undergraduate or postgraduate diploma and certificate indicating that they have met one of the criteria of exemption from preparatory class taking place in taking place in the provisions of the Regulation of Preparatory Class of Basic English Department of the School of Foreign Languages of Izmir Institute of Technology before the beginning of the semester when the courses selected by them will take a start.

(3) Students taking courses as special students may not enjoy studentship rights.

(4) In order for special students to enroll in courses, a fee has to be paid, which will be on a credit basis for credited courses; on the other hand, on the basis of hours of courses for uncredited courses.

(5) If special students do not want to go on with the enrolled courses anymore, the fee paid by them for these courses shall not be returned.

(6) Provisions of this Regulation and other legislations shall be applied for class attendance, exam and assessment, discipline and other issues for special students.

## **SECTION FOUR**

### **Courses, Exams and Assessments**

#### **Class attendance policy**

**ARTICLE 13** – (1) Students have to take part in courses, applications and exams. Class attendance of students shall be followed by the instructor in charge. Class attendance requirement is 70 % in theoretical courses; whereas 80 % in design, laboratory, workshop and applications.

#### **Credit rates of postgraduate courses**

**ARTICLE 14** – (1) Credit rate of a postgraduate course is the sum of the total weekly theoretical course hours and half of the weekly application hours. Credit rates of postgraduate

courses and which courses shall be uncredited shall be designated with the decision of the Institute Board and the approval of the Senate.

### **Course exams, assessment and success**

**ARTICLE 15** – (1) Students shall be assessed with an exam and/or a project study at the end of the semester other than a midterm exam and/or studies applied during the semester. Students, who have failed, shall be granted the right of a make-up examination to be assessed as a semester-end exam on condition that they have fulfilled the condition of class attendance.

(2) Semester-end exams and make-up exams shall be done at locations and times designated and announced by EABDB.

(3) Semester-end grade shall be designated by the instructor by assessment of mid-term exams, semester assignments and project studies, semester-end exam and/or project study together with his/her class attendance level. In calculation of final grades of students taking the make-up exam, make-up exam grades shall be assessed as semester-end exam grades.

(4) An excuse exam right shall be granted to a student, who has not taken an exam on a seemingly righteous and valid reason, by EABDB.

(5) No semester-end exam shall be held for seminar, design, laboratory and workshop courses to be held by EABDB's; the midyear grade shall make up the final grade. Which courses shall be subject to such an assessment shall be designated by the Institute Board with the recommendation of EABDB.

(6) For passing a credited course, a postgraduate student has to get at least CC as the semester grade for the course concerned; this grade is CB for a doctorate student.

(7) Seminar, thesis study and specialty area courses are uncredited and shall be assessed with the grades successful (S), failed (U) or improving (P) given place in article 16 of this Regulation.

### **Course grades**

**ARTICLE 16** – (1) One of the grades in letters given below shall be assigned to students by the instructor for each course taken as the semester-end course grade.



Points	Semester Course Grade	Coefficient
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
65-69	DC	1.5
60-64	DD	1.0
50-59	FD	0.5
49 and below	FF	0.0

(2) Besides, I (Has to Improve), P (Improving), S (Sufficient), U (Insufficient), EX (Exempt), NA (Failed because of Non-Attendance), NI (Not Included in the Grade Point Average) grades are not included in the average; the principles in this area have been stated below:

a) Grade I shall be given to students, who have not been able to fulfill the conditions required for the course because of a disease or another valid reason despite being successful during the semester, by the instructor. If a student gets grade I from any course, he has to complete what he lacks and get a grade within three work days after the last day of entry of the grades in the student information system. Otherwise, grade I shall automatically be accepted as grade FF. This time period for student application may extend to three work days before the beginning of the next enrollment semester based on the recommendation of EABDB and the decision of the Board of Directors of the Institute in case of a lengthening disease or similar cases.

b) Grade P shall be given to students, who continue their thesis studies with success. If the student completes his thesis studies with success and a graduation decision is taken by the Board of Directors of the Institute grade P shall be replaced by grade S by ÖİDP.

c) Grade point shall be given to students, who complete their thesis with success and in case of success in uncredited courses.

ç) Grade U shall be given to students, who cannot go on with their thesis studies with success and cannot complete the said studies on time. In addition, Grade U shall be given in case of failure in uncredited courses.

d) Grade EX shall be given for courses, taken by lateral transfer students from universities other than IzTech before, which are deemed equivalent and accepted as the least course load and for courses from which EABDB is exempted.

e) Grade NA shall be given to students, who do not attend classes regularly or who have failed for non-fulfillment of conditions concerning course applications, by the instructor. Grade NA shall be subject to the same transactions as grade FF in grade point averages calculation.

f) Grade NI shall be given to define the grades taken on condition that it is not included in the grade point average of the student. This grade shall be indicated on the transcript of the student together with a letter grade of the student from as far as his specialty course is concerned. This type of courses shall not be a matter of course calculation transactions in the programme or programmes in which the student is enrolled.

### **Error of Fact in Grades**

**ARTICLE 17** – (1) In case of any error of fact related to semester-end grades announced, the student shall apply to EABDB. Correction demand of the student shall be resolved by the Board of Directors of the Institute with recommendation of EABDB. Errors of fact concerning grades given after semester-end exams shall be concluded within at least five work days before the beginning of the next enrollment time period.

### **Average grade**

**ARTICLE 18** – (1) Success level of students shall be determined by calculation of grade point averages at the end of each semester. Total credits earned by a student from a course shall be calculated by multiplying the credit rate of this course by the coefficient of the semester-end grade.

(2) To find the average grade of any semester, the total credits earned by the student in that semester from all courses shall be divided by the total credit rate of the courses taken. The obtained average shall be indicated up to two digits after the comma.

(3) Grade point average shall be calculated by taking into account all the courses, taken by the student starting from his admission to the postgraduate programme, designated by EABDB and approved by MFBE. The last grade taken from repeating courses shall be included in the grade point average. All grades shall be recorded in the transcript of the student.

### **Course transfer or taking courses from another higher education institution**

**ARTICLE 19** – (1) Two courses at maximum from the courses taken as special students, in which success condition given place in paragraph six of article 15 of this Regulation is fulfilled, may be transferred to the postgraduate education with assent of EABDB and approval of the Board of Directors of the Institute on condition that they are taken within the last three academic years and the education language in the programme where the course is taken is English by one hundred percent.

(2) Two courses at maximum from the programmes participated before but quit on account of any reason or the courses taken in the programmes finished before without being included in the grade point average, in which success condition given place in paragraph six of article 15 is fulfilled, may be transferred to postgraduate education with assent of EABDB and approval of the Board of Directors of the Institute on condition that they are taken within the last three academic years and the education language in the programme where the course is taken is English by one hundred percent.

(3) Courses may be taken from national/foreign educational institutions with recommendation of EABDB and decision of the Board of Directors of the Institute out of courses taken within the framework of mutual protocols and student exchange programmes for being included in the course load. The total number of the courses to be taken shall be two at maximum for students, carrying on with postgraduate programme or doctorate programme with a postgraduate degree; on the other hand, four at maximum for students carrying on with a doctorate programme with a undergraduate degree. In order for a course/courses targeted to be taken from another national educational institution to be included in the total course load and credit, the programme that offers the course/courses shall be in English by one hundred percent.

(4) The total number of courses taken on account of the grounds told in the first, second and third paragraphs of this article shall not exceed 50 % of the total number of courses required to be taken for completion of the programme.

### **Course retake**

**ARTICLE 20** – (1) Students have to retake the courses in which they failed in the first semester. Instead of elective courses to be made over, other elective courses, deemed equivalent by EABDB, may be taken. Students may retake the courses they have passed to increase their grade point average. However, information has to be given to ÖIDB by EABDB on courses to be retaken or to be deemed equivalent.

## **SECTION FIVE**

### Master's Programme

#### **Master's programme**

**ARTICLE 21** – (1) Master's programme may be applied in two forms: master's programme with a thesis and master's programme without a thesis. EABDB where these programmes will be applied and the method of application shall be designated by the Senate.

(2) Student application for a transfer between master's with a thesis and master's without a thesis programmes may be accepted with recommendation of EABDB and approval of the Board of Directors of the Institute on condition that the minimum admission conditions of the applied programme are met.

(3) Postgraduate distance education programmes and/or courses, in which educational activities are planned and conducted on the basis of information and communication technologies, may be initiated by way of which the need for coexistence of instructors and students at the institute will be eliminated.

#### **Objective of the master's programme with a thesis**

**ARTICLE 22** – (1) Objective of the master's programme with a thesis is to ensure that the student gains information access, assessment and interpretation capabilities by doing scientific research.

### **Time period, course load and success in master's programme with a thesis**

**ARTICLE 23** – (1) Master's programme with a thesis is made up of at least seven credited courses, one seminar course and thesis study provided that they at least amount to 21 credits. The total student work load needed for completion of the programme is 120 AKTS.

(2) Courses of master's programme with a thesis have to be completed with success with a grade point average of at least 3.00.

(3) The time period for completion of master's programme with a thesis is two years under ordinary circumstances; this time period may be three years at maximum. Students, fulfilling all liabilities taking place in the provisions of this regulation, may complete the programme before.

(4) Students, who cannot complete the master's programme with a thesis with success in the given maximum time period, may enroll for carrying on with their education on condition that they pay student tuition fees of the semester concerned in accordance with the terms mentioned in article 46 of Law no. 2547. In such a case, their studentship status shall remain valid without being granted the opportunity to enjoy other rights granted to students with exclusion of taking courses and exams and thesis preparation.

(5) Students, who cannot reach the total credit and the number of courses required for completion of the programme within the given maximum time period, who cannot achieve success in credited courses and seminar course or whose grade point average is under 3.00 shall be deemed unsuccessful. Maximum time period shall start to reapply for such students. Courses and seminar course in which they failed shall be retaken or equivalent courses, recommended by EABDB, shall be taken. Students, who have to increase their grade point average, may take new courses besides they may choose to retake courses; on the other hand, students, who have to complete missing credits or course numbers, take new courses. In case of course retake or equivalent course selection, information shall be given to ÖİDB by EABDB in accordance with provisions of article 20 of this regulation. With recommendation of EABDB and decision of the Board of Directors of the Institute, these students shall be assigned a new thesis subject matter and a new thesis advisor if any need arises.

(6) Students may elect maximum two of the courses to be taken from courses of the undergraduate programme on condition that they were not taken during undergraduate education. These courses shall be considered Masters course loads and credits.

### **Assignment of a thesis advisor in master's programme with a thesis**

**ARTICLE 24** – (1) Thesis advisor for students shall be assigned by the end of the second semester with recommendation of EABDB in charge and decision of the Board of Directors of the Institute. The thesis advisor shall be elected among academics and lecturers with a PhD degree. If the master's thesis has a structure requiring more than one thesis advisors, an assistant thesis advisor may be assigned. The assistant thesis advisor has to have a master's degree in minimum and if he works in a higher education institution, he has to be an academic or lecturer. On the other hand, in interdisciplinary programmes, condition of minimum two thesis advisors –one of them being the primary advisor- shall be looked for. These advisors have to work in different fields and have to meet the conditions of being the primary and assistant thesis advisors.

(2) Designation of the courses to be taken by students and enrollment transactions shall be conducted by thesis advisors; however, the said transactions shall be assumed by EABD chairman in charge until assignment of thesis advisors.

(3) Students have to enroll in each semester thesis study and specialty field/courses of their thesis advisor if available starting from the period of assignment of an advisor.

### **The Process of master's thesis**

**ARTICLE 25** – (1) Students, who have completed the total credit and course number required for the enrolled programme, who have achieved success in all the taken courses and the seminar course and whose grade point average is 3.00 in minimum shall be entitled to take the thesis defense exam.

(2) Students shall prepare their master thesis by taking into the spelling rules determined by the Senate and shall defend them orally in front of the jury.

(3) Master's thesis jury shall be recommended by EABDB in charge to MFBE and shall be approved with the decision of the Board of Directors of the Institute. In recommending a thesis jury to MFBE, the thesis in question shall be submitted by being reproduced in a number equivalent to full and associate jury member number. The thesis defense jury shall be made up of three or five full members of whom one is the thesis advisor of the student and one in minimum is from another EABD in or out of IzTech and two associate members of whom one in minimum is from another EABD in or out of IzTech. Jury members shall have a

Master's degree in minimum. The jury members, working in higher education institutions, have to be academics or lecturers. Members out of student advisors make up the absolute majority in the jury. If an assistant thesis advisor is a member of the jury member, the jury shall be made up of five people.

(4) Jury members shall convene within one month after submittal of the thesis and shall apply a thesis exam. The thesis exam shall include steps including submittal of the thesis study and the question-answer part following it. The thesis study is open to audience.

(5) After completion of the thesis exam, the jury by simple majority shall take decisions of acceptance, rejection or correction. The said decision shall be announced to MFBE by EABDB with a minute within three days following the thesis exam.

(6) Students, for whom a decision of correction is taken,- shall take necessary action within three months at maximum and shall re-defend their theses in front of the same jury.

(7) A new thesis subject matter and a new thesis advisor if needed shall be assigned for the student with recommendation of EABDB and the decision of the Board of Directors of the Institute in the cases below:

a) He/she does not take the thesis exam at the end of the maximum time period,

b) He/she does not take the thesis exam within the correction time despite the correction decision taken in the thesis exam taken within the maximum time period,

c) The jury rejects the thesis in the thesis exam at the end of the maximum time period.

(8) It may be required that students for whom a new thesis subject matter has been designated in accordance with provisions of paragraph seven of this article to take new courses and/or retake the courses taken with recommendation of EABDB and the decision of the Board of Directors of the Institute. The grades of the said courses shall not be included in the grade point average; however it shall be indicated as NI in the transcript of records. In order for students to take the thesis exam, they have to pass the said courses.

(9) Students, whose thesis have been rejected in the defence exam, may transfer to the master's programme approved by YÖK with recommendation of EABDB and approval of the Board of Directors of the Institute if such a demand is made and may obtain Masters without a

thesis diploma on condition that they have fulfilled conditions of course credit load, project preparation etc. of this programme.

(10) A new thesis subject matter and a new thesis advisor, if needed, shall be designated for students, who despite taking the thesis defence exam before the maximum time period, cannot pass this exam, with recommendation of EABDB and the decision of the Board of Directors of Institute. Students for whom a new thesis subject matter is assigned shall complete their theses in the time remaining after the maximum time period and shall defend it in front of a jury to be designated again.

### **Masters with thesis diploma**

**ARTICLE 26** – (1) Masters students, passing the thesis exam, submitting the bound and soft copies of the master's thesis to MFBE within one month after the exam date by fulfillment of other requirements and having appropriate thesis forms shall be awarded a masters with a thesis diploma.

(2) On the masters with a thesis diploma, the approved name of EABD programme followed by the student shall take place.

### **Objective of master's programme without a thesis**

**ARTICLE 27** – (1) The objective of the master's programme without a thesis is to give occupational information to students and to teach how to put this information into practice.

### **Time period, course load and success in master's programme without a thesis**

**ARTICLE 28** – (1) Master's programme without a thesis shall be made up of ten credited courses not less than 30 credits in total and a semester project course. The semester project course is uncredited and shall be assessed as successful or failed. The student shall enroll in the semester project course during the semester when this course is taken and shall give a written report at the end of the semester. A proficiency exam may be applied at the end of the master's programme without a thesis according to the principles designated by the Senate. The total student work load required for completion of the master's programme without a thesis is 90 AKTS.

(2) Master's programme without a thesis courses have to be passed with a grade point average of 3.00 in minimum.



(3) The maximum time period granted for completion of the master's programme without a thesis is three years.

(4) Students, who cannot complete the master's programme without a thesis within the maximum time period, may enroll for carrying on with their education on condition that they pay tuition fees of the semester concerned in accordance with the terms in article 46 of Law no. 2547. In such a case, their studentship status shall remain valid without being granted the opportunity to enjoy other rights granted to students with exclusion of taking courses and exams.

(5) Three of the courses to be taken by the student at maximum may be selected among undergraduate programme on condition that they were not taken during undergraduate education.

(6) Students, who cannot complete the total credit and course number required for the enrolled programme, who cannot pass the credited courses or the project course or whose grade point average is under 3.00, shall be deemed to have failed. Maximum time periods of these students shall be initiated again. Courses in which they failed or equivalent courses recommended by EABDB shall be taken. Students, who have to increase their grade point average, may take new courses besides they may choose course retake; on the other hand, students, who have to complete the credit and course number they lack, take new courses. In case of course retake or equivalent course selection, information shall be given to ÖİDB by EABDB in accordance with provisions of article 20.

#### **Assignment of an advisor in master's programme without a thesis**

**ARTICLE 29** – (1) In master's programme without a thesis, EABDB shall designate an academic or a lecturer with a PhD degree with the qualifications designated by the Senate, who will act as an advisor in course selection and conducting the semester project by the end of the first semester.

(2) Designation of the courses to be taken by students and enrollment transactions shall be conducted by thesis advisors; however, the said transactions shall be assumed by EABDB chairman in charge until assignment of thesis advisors.

## **Master's (without thesis) diploma**

**ARTICLE 30** – (1) Master's students, passing credited courses and the semester project and whose grade point average is 3.00 in minimum, shall be awarded a master's (without a thesis )diploma.

(2) On the master's (without a thesis) diploma, the approved name of EABD programme followed by the student shall take place.

## **SECTION SIX**

### **PhD programme**

#### **Objective and scope of the PhD programme**

**ARTICLE 31** – (1) The objective of the PhD programme is to give students capabilities like doing independent research, examining and interpreting scientific instances with an in-depth point of view and designation of necessary steps for obtaining new syntheses.

(2) The thesis to be prepared at the end of the PhD study

shall meet one of the conditions below:

- a) Introducing scientific innovations,
- b) Development of a new scientific method,
- c) Applying a well-known method on a new field.

(3) PhD programmes may be arranged as national and international integrated PhD programmes. Application procedures and principles of these programmes shall be designated by YÖK upon proposal of IzTech, Academic and Researcher Training Committee opinions.

#### **Time period, course load and success in PhD programme**

**ARTICLE 32** – (1) PhD programme shall be made up of seven courses in minimum not being less than 21 credits, a proficiency exam, a thesis proposal and a thesis study for students with a master's degree with a thesis. On the other hand, for students admitted with an undergraduate degree, it shall require fourteen courses in minimum not being less than 42

credits, a proficiency exam, a thesis proposal and a thesis study. The total student work load required for completion of PhD programme is 240 for students admitted with a master's degree; whereas 300 AKTS for students admitted with an undergraduate degree.

(2) PhD programme courses have to be completed with a grade point average of 3.00 in minimum.

(3) The typical completion time of PhD programme is four years for students admitted with a master's degree, five years for students admitted with an undergraduate degree; on the other hand, the maximum time period is six years for students admitted with a master's degree and nine years for students admitted with an undergraduate degree.

(4) The maximum time period for completing the credited courses in PhD programme is two years for students admitted master's degree with a thesis and three years for students admitted with an undergraduate degree.

(5) Students, who cannot complete the total credit and course number required for the enrolled programme within the maximum time period, who cannot pass the credited courses or whose grade point average is less than 3.00, shall be deemed to have failed. Courses in which they failed or equivalent courses recommended by EABDB shall be taken. Students, who have to increase their grade point average, may take new courses besides they may choose course retake; on the other hand, students, who have to complete the credit and course number they lack, take new courses. In case of course retake or equivalent course selection, information shall be given to ÖIDB by EABDB in accordance with provisions of article 20.

(6) Students, passing credited courses and the proficiency exam, having their thesis proposals admitted however not being able to take the thesis exam for not completion of the thesis study by the end of the term of six years by students admitted with a master's degree and by the end of nine years by students admitted with an undergraduate degree, shall be granted two additional terms at maximum each of which amounts to six months for thesis defense in front of the jury with recommendation of EABDB and approval of the Board of Directors of the Institute.

(7) Students, who cannot pass credited courses within the said time and the thesis study within the maximum time period, may enroll for carrying on with their education on condition that they pay tuition fees of the semester concerned in accordance with the terms in article 46 of Law no. 2547. In such a case, their studentship status shall remain valid without being granted

the opportunity to enjoy other rights granted to students with exclusion of taking courses and exams and thesis preparation.

(8) Undergraduate programme courses shall not be included in the course load and PhD credit.

(9) Grades of the student not taken into consideration as PhD credit shall not be included in grade point average; however it shall be indicated in the transcript of records as NI.

### **Assignment of an advisor in PhD programme**

**ARTICLE 33** – (1) Thesis advisor for students in PhD programme shall be assigned by the end of the second semester at maximum with recommendation of EABDB in charge and decision of the Board of Directors of the Institute. PhD thesis advisors shall be elected among academics a PhD degree. If the nature of PhD thesis has a structure requiring more than one thesis advisor, a second thesis advisor (co-advisor) may be assigned. The co- advisor has to have a PhD degree and if he works in a higher education institution, he has to be an academic or lecturer. On the other hand, in interdisciplinary programmes, two thesis advisors shall be assigned, one of them being the primary advisor. These advisors have to work in different fields. The Institute Board may designate additional conditions for assignment and change of the thesis advisor and the assistant thesis advisor.

(2) Planning of the courses to be taken and enrollment transactions shall be conducted by the chairman of EABD until assignment of a thesis advisory.

(3) The student has to enroll in each semester thesis study and specialty field/courses of their thesis advisor if available starting from the period of assignment of an advisor.

### **PhD programme proficiency exam**

**ARTICLE 34** – (1) The objective of the proficiency exam is to examine whether the student has in-depth knowledge on basic matters and matters regarding PhD study.

(2) PhD proficiency exams shall be done on the dates announced on the academic year on a biannual basis.

(3) PhD proficiency exam involves written and oral exams as a result of which the capability of the student on the science field and his/her tendency for research will be determined. PhD proficiency exam shall be done in English totally.

(4) MFBE shall be informed of the names of the students, making an application to take the proficiency exam, by the hand of EABDB. PhD students, admitted with a master's degree, shall be taken to a proficiency exam by the end of the fifth semester; on the other hand, PhD students, admitted with an undergraduate degree, by the end of the seventh semester.

(5) Proficiency exams shall be issued and conducted by a PhD Proficiency Committee consisting of five people, recommended by EABDB and approved by the Board of Directors of the Institute and taking office for three years. The committee may establish exam juries consisting of three or five people, one of whom shall be the thesis advisor of the student, for the purpose of preparation and assessment of exams in different fields. The jury members have to have a PhD degree.

(6) PhD proficiency exam shall consists of two parts: a written exam and an oral exam. PhD Proficiency Committee shall decide on achievement of a student based on the absolute majority by assessment of exam jury proposals and success levels of the student in written and oral exams. MFBE shall be informed of the said decision by EABDB within three days at maximum with a minute.

(7) Students, exercising their first right in PhD proficiency exam and having failed, shall exercise their second right of exam to be done within the next semester.

(8) Conditions for being deemed to have failed in the PhD proficiency exam are as below:

a) Not to take the exam within the maximum time period determined for PhD proficiency exam,

b) To fail according to the assessment of the PhD proficiency committee,

c) To fail as a result of the first right of taking the PhD proficiency exam and not to use the second proficiency exam right in the next semester or to fail according to the assessment made.

(9) It may be required that students, who have failed two times in the PhD proficiency exam, to take new courses and/or retake the courses taken with recommendation of EABDB and the decision of the Board of Directors of the Institute. The grades of the said courses shall not be included in the grade point average; however it shall be indicated as NI in the transcript of records if the said students have taken all credited courses and passed them. In order for students to retake the PhD proficiency exam, they have to pass the said courses.

(10) PhD Proficiency Committee may require that students, passing the proficiency exam, take two courses at maximum in addition to the courses taken even if they have completed the course load. The said courses shall be taken under the title NI. In order for students to take the thesis exam, they have to pass the said courses.

(11) If students, who do not pass the PhD proficiency exam and are admitted to the programme with a undergraduate degree, aim at transferring to a master's programme, they shall be adjusted to a master's programme with the proposal of a EABDB and the decision of the Board of Directors of the Institute on condition that they have passed seven courses.

### **PhD and thesis follow-up committee**

**ARTICLE 35** – (1) A thesis follow-up committee shall be established for the students, who have passed the proficiency exam, within one month with proposal of EABDB and approval of the Board of Directors of the Institute.

(2) Thesis follow-up committee shall consist of three academics. In the committee, one member from the department of the institute concerned and one member to be selected from outside shall be present other than the thesis advisor. In case of presence of an assistant thesis advisor, he/she may participate in committee meetings if he/she wishes to do so however he/she may not be a member of the thesis follow-up committee.

(3) In the periods following establishment of the thesis follow-up committee, changes may be made in members with proposal of the Board of Directors of the Institute and approval of the Board of Directors of the Institute.

### **PhD thesis defence**

**ARTICLE 36** – (1) Students, passing the PhD proficiency exam, shall defend the thesis proposal involving the objective, the method and the working plan of the research to be done in front of the thesis follow-up committee orally within six months at maximum. Students shall distribute a written report related to the thesis proposal to committee members at least fifteen days before the oral defence.

(2) The thesis follow-up committee shall decide on acceptance or rejection of the thesis proposal presented by students by absolute majority. MFBE shall be informed of this decision with a minute within three days following the thesis proposal.

(3) Assignment of a new thesis matter and advisor for students, whose thesis proposal is rejected, may be recommended by EABDB. In case of advisor change, the student may be assigned a new thesis follow-up committee with recommendation of EABDB and approval of the Board of Directors of the Institute. Students, whose thesis proposal is rejected, shall re-define their thesis proposal within six months at maximum.

(4) Students, who do not submit their thesis proposals at the end of the maximum time periods given place in paragraphs one and three of this article, shall be deemed to have failed by the thesis follow-up committee.

(5) It may be required that students, who have failed two times in thesis proposal, to take new courses and/or retake the courses taken with recommendation of EABDB and the decision of the Board of Directors of the Institute. The grades of the said courses shall not be included in the grade point average; however it shall be indicated as NI in the transcript of records if the said students have taken all credited courses and passed them. In order for students to take the thesis exam, they have to pass the said courses. A new thesis matter and a new thesis advisor, if needed, shall be assigned for the said students with recommendation of EABDB and the decision of the Board of Directors of the Institute.

(6) For a student, whose thesis proposal is accepted, the thesis follow-up committee shall convene bi-annually on the time period of January-June and July-December. The student shall submit a written report to members of the committee at least one month before of the date of the meeting. A brief summary of the works done up to that time and the plan involving the works to be done in the next semester shall be items taking place in this report. The thesis study of the student shall be assessed by the committee; if found successful, grade S shall be given and grade U if found unsuccessful.

(7) Students have to perform thesis follow-up on time. For unperformed thesis follow-up, the student shall be deemed to have failed by the thesis follow-up committee; MFBE shall be informed of this result within three days and shall be given grade U for the thesis course by his/her thesis advisor in the semester concerned.

(8) It may be required that students, who do not hold follow-up meetings two times successively or three times intermittently, take new courses and/or retake the courses taken with recommendation of EABDB and the decision of the Board of Directors of the Institute. The grades of the said courses shall not be included in the grade point average; however it

shall be indicated as NI in the transcript of records if the said students have taken all the credited courses and passed them.

(9) Thesis proposal defence and thesis follow-up meetings shall be held face-to-face or on virtual platform with the support of remote access technologies.

### **Process of PhD thesis**

**ARTICLE 37** – (1) Students, completing the total credit and course number required for the enrolled programme, succeeded in all courses, having a grade point average of 3.00 in minimum, gaining success in PhD proficiency, thesis proposal exam and thesis follow-up assessment at least for two times, shall be entitled to take the thesis exam.

(2) Student, completing his/her PhD thesis study, shall write it in accordance with the writing rules determined by Senate and defend the results that he/she achieved in front of the jury.

(3) Student, whose thesis is accepted by his/her thesis advisor, shall apply to EABDB to take the thesis exam. PhD thesis jury shall be recommended by EABDB in charge to MFBE and shall be assigned with the decision of the Board of Directors of the Institute. In recommending a thesis jury to MFBE, the thesis in question shall be submitted by being reproduced in a number equivalent to full and associate jury member number. The jury shall consist of five people, three of whom are academics of the Thesis Follow-up Committee of the Student and one of whom is at least an academic of another higher education institution. Besides, two associate members, one of whom is an academic in another higher education institution, shall be present.

(4) Jury members shall convene within one month after submittal of the thesis and shall apply a thesis exam. The thesis exam shall include steps including submittal of the thesis study and the question-answer part following it. The thesis study is open to audience.

(5) After completion of the thesis exam, the jury shall take decisions of acceptance, rejection or correction by absolute majority. The said decision shall be announced to MFBE by EABDB with a minute within three days following the thesis exam.

(6) Students for whom a decision of correction is taken shall take necessary action within six months at maximum and shall re-defend their theses in front of the same jury.



(7) A new thesis subject matter and a new thesis advisor if needed shall be assigned for the student with recommendation of EABDB and the decision of the Board of Directors of the Institute in the cases below:

a) He/she does not take the thesis exam at the end of the maximum time period or failed in this exam,

b) He/she utilizes time extension at the end of the maximum time period and does not take the thesis exam at the end of the said period or failed in this exam,

c) He/she does not take the thesis exam at the end of the correction time despite a correction decision taken in the thesis exam or failed in this exam.

(8) Maximum time period shall be initiated again for students having failed on account of the grounds given place in the seventh paragraph of this article. It may be required at this stage that the students take new courses and/or retake the courses taken with recommendation of EABDB and the decision of the Board of Directors of the Institute. The grades of the said courses shall not be included in the grade point average; however it shall be indicated as NI in the transcript of records. In order for students to take the thesis exam, they have to pass the said courses. A new subject matter and a new thesis advisor, if needed, shall be designated for the said students with recommendation of EABDB and the decision of the Board of Directors of Institute in order for the students to take the thesis exam.

(9) A new thesis subject matter and a new thesis advisor, if needed, shall be designated for students, who despite taking the thesis defence exam before the maximum time period, cannot pass this exam, with recommendation of EABDB and the decision of the Board of Directors of Institute. Students for whom a new thesis subject matter is assigned shall complete their theses in the time remaining after the maximum time period and shall defend it in front of a jury to be designated again.

(10) Students, who were admitted to PhD programme with an undergraduate degree and whose thesis have been rejected in the defence exam, may transfer to a master's programme with a thesis approved by YÖK with recommendation of EABDB and approval of the Board of Directors of the Institute if such a demand is made; may transfer to master's programme without a thesis and may obtain a masters without a thesis diploma on condition that they have fulfilled conditions of course credit load, project preparation etc. of this programme.

## **PhD diploma**

**ARTICLE 38** – (1) The student, passing the thesis defense exam, submitting the bound and soft copies of the PhD thesis to MFBE within one month after the exam date by fulfillment of other requirements and having an appropriate thesis form shall be entitled to obtain a PhD diploma.

(2) On the PhD diploma, the approved name of EABD programme followed by the student shall take place.

## **SECTION SEVEN**

### **Miscellaneous and Final Provisions**

#### **Cases with no provisions in the regulation**

**ARTICLE 39** – (1) In cases for which no provision has been issued in this regulation, provisions of the Regulation of Student Admission Affairs of İzmir Institute of Technology, published in Official Gazette dated 24/8/1998 and numbered 23443, other legislation provisions and Senate decisions shall be applied.

#### **Abolished regulation**

**ARTICLE 40** – (1) Postgraduate Education Regulation of İzmir Institute of Technology (IzTech), published in the Official Gazette dated 22/1/2004 and numbered 25354, has been abolished.

#### **Enforcement**

**ARTICLE 41** – (1) This Regulation shall be put into force on the date of its publication.

#### **Execution**

**ARTICLE 42** – (1) The Chancellor of İzmir Institute of Technology shall execute the provisions of this regulation.