

These principles were accepted
and became effective at the
University Senate's meeting dated
05.01.2017 and numbered 645.

**ISTANBUL TECHNICAL UNIVERSITY
GRADUATE EDUCATION AND TRAINING REGULATION SENATE PRINCIPLES**

CHAPTER ONE

Aim, Scope, Basis and Definition of Terms

Aim

ARTICLE 1- Principles of the Senate describe codes of practice of general and special requirements for application, admission and registration to the graduate programs managed by the graduate schools of Istanbul Technical University in accordance with the principles set forth in Graduate Education and Training Regulation of the Higher Education Institution and the Graduate Education and Training Regulation of Istanbul Technical University.

Definitions

ARTICLE 2- Definitions referred to in these Principles shall have the following meanings:

- a) ALES: Academic Personnel and Graduate Education Entrance Exam,
- b) AKTS: European Credit Transfer System,
- c) ÖSYM: Student Selection and Placement Centre
- d) University: Istanbul Technical University,
- e) Senate: Senate of Istanbul Technical University,
- f) Institute: The graduate school offering graduate education and training at Istanbul Technical University,
- g) Institute Board: Institute deputy directors and chairs of the departments that have study programs and/or carry out common curriculum in the graduate school under the chairmanship of the graduate school director,
- ğ) Institute Executive Board: The relevant board consisting of deputy directors and three faculty members to be selected for three years by the Institute Board among six candidates to be nominated by the director under the chairmanship of the director,
- h) Department: The relevant department with a study programs at the graduate school,
- i) Chair of department: Chair of the department that has a study programs at the graduate school,

- i) Department Academic Committee: The relevant committee consisting of full-time faculty members lecturing and/or managing theses at the department or art major at graduate level and the lecturers with a doctorate degree or proficiency in art,
- j) Training: All education and training activities referred to in the regulation,
- k) Academic Semester: One academic calendar semester accepted by the Senate,
- l) Program: A certain number of compulsory and elective courses with a certain content for master's, doctorate or proficiency in art titles, and doctoral proficiency / pre-qualification exam in arts, thesis and applications,
- m) Plagiarism: Presenting the ideas, methods, data or works of others as one's own work, in whole or in part, without attribution in accordance with scientific rules,
- n) Graduate Program in Evening Education Format: The curriculum being administered out of working hours whose tuition is determined by the university,
- o) Thesis: Master's thesis, Doctorate or proficiency in art thesis and practice,
- ö) Credit: Semester credit value of a credit graduate course; total of the full weekly theoretical course hours of a course that lasts for one semester and half of the weekly practice, workshop or laboratory hours,
- p) Program Academic Committee: A committee formed for each program in cases where there is more than one program at the same department,
- r) Program Executive Committee: The relevant committee consisting of three or five people being responsible for execution of the relevant graduate program and formed to serve for three years,
- s) Program coordinator: The faculty member chairing the program academic committee and the executive committee,
- ş) Advisor: Faculty members and lecturers with a doctorate degree or proficiency in art, assigned by the Graduate School Executive Board to guide the student enrolled in the institute for studies such as coursework and master' thesis, doctorate thesis, proficiency in art thesis and its practice,
- t) Co-advisor: A second advisor assigned when required by nature of the thesis study,
- u) Student Admission Commission: A commission consisting of at least three full and two substitute faculty members and/or lecturers with a doctorate degree or proficiency in art, selected among the University faculty members being nominated by Program Executive Committee and chair of the department before each academic semester and approved by the Institute Executive Board,
- ü) Doctorate Qualifying or Preliminary Proficiency in Art Committee: A committee formed with proposal of the Program Executive Committee, agreement of the chair of the department at the institute and approval of the institute Executive Board, serving for three years, consisting

of five members selected among the faculty members of Istanbul Technical University, and organizing and conducting the proficiency/preliminary proficiency exams.

CHAPTER TWO

Master's Programs

General Principles

Master's Programs with Thesis

Duration

ARTICLE 3- In master's programs with thesis:

- a) Cumulative grade point average must be at least 3.00, the seminar course and the thesis study must be completed successfully in order to obtain the master's degree.
- b) A student who successfully completes the seminar course and the thesis study and whose cumulative grade point average is at least 3.00 can graduate in a shorter period.
- c) Procedures for dismissal of a student from the University due to being unsuccessful or failing to graduate within the maximum period shall be applied in accordance with provisions of the "Graduate Education and Training Regulation" published by the Council of Higher Education in the Official Gazette dated 20.04.2016 and numbered 29690 and accordingly with provisions of the regulation issued by our University.

Assignment of the thesis advisor

ARTICLE 4- The following provisions shall be taken into consideration for assignment of the thesis advisor:

- a) Every student shall submit a petition to the Program Executing Committee specifying his/her field of study in the second week of the first semester. The Program Executive Committee shall assign one advisor per student and inform the chair of department for him/her to present them to the relevant institute before the end of the third week of the first semester. Assignment of an advisor shall be finalized with approval of the relevant Institute Executive Board at the end of the fourth week of the first semester. Advisors shall be assigned by the Program Executive Committee for the student who cannot choose an advisor within the given time.
- b) **(Amended: University Senate 31/10/2019 - 713)** Those who work within the University with a doctorate degree or proficiency in art, the faculty members who work in other universities and the specialists with a doctorate degree or proficiency in art in the relevant subject that are working in institutions and organizations other than the higher education institutions can also be assigned as co-advisors with proposal of the Advisor and approval of the Program Executive Committee and chair of the department and the decision of the relevant Graduate School Executive Board. Justification is required during request of a co-advisor.

- c) Advisors cannot be changed in the semester when the master's thesis will be submitted.
- d) The students whose advisor has not been determined cannot register for courses starting from the second semester.
- e) The advisor is selected from among the faculty members working at the University. In cases deemed necessary according to the nature of the thesis work, faculty members working in another higher education institution may be selected as consultants upon the proposal of the Graduate School Executive Board and the approval of the University Executive Board.

Course Load

ARTICLE 5- The following provisions shall be taken into consideration in the master's programs with thesis:

- a) From the beginning of the third semester, the student can register for the thesis study every semester. Students who successfully complete the required course credits can also register for the thesis before.
- b) The seminar and thesis study are non-credit courses, and they are evaluated as pass or fail.
- c) The student can choose courses among other graduate programs within the university with approval of his/her advisor. Also, he/she can enroll in maximum two elective courses related to his/her program among the graduate courses offered at other higher education institutions with the proposal of the advisor and the Program Executive Committee, approval of chair of the department at the Graduate School and the decision of the Graduate School Executive Board. The courses to be taken from other higher education institutions should not be offered in curriculums of the University.

Completion of the Master's Thesis

ARTICLE 6- The following provisions shall be taken into consideration in completion of the graduate thesis:

- a) **(Amended: University Senate 31/10/2019 - 713)** The student is required to get an acceptance from a national or international conference for a paper presentation or an article produced from his/her thesis so he/she can submit his/her Master's thesis. The Graduate School Executive Board shall decide on whether the theses of which similarity percentage is only 10% from a single source and 20% in total and more than 20% (excluding publications produced from this thesis and bibliography of the thesis) on the basis of the plagiarism detection report will be delivered, considering justifications of the advisor and the student regarding the high percentage. Jury members convene for the thesis exam within a month from the submission of the thesis at the latest. If exam is not given within one month, attendance of the substitute jury members is ensured with approval of the Graduate School and the thesis exam is given within two weeks following the first month. The plagiarism detection report shall be resubmitted with the blue cover copy of the thesis.
- b) The thesis exam is between 60-120 minutes and it consists of presentation of the thesis study and a following question-answer section. The thesis exam is open to everyone and the audience can also ask questions to the student following questions of the jury members if the head of the

jury deems appropriate. The audience should be outside during decision-making process. The student whose thesis is rejected by the jury at the end of the defense exam shall be dismissed from the University.

c) The student who is asked to revise his/her thesis shall be given maximum three months of extension. At the end of the three-month period, the student who fails to make the necessary revisions in his/her thesis may be given an additional maximum period of two months if his/her excuse is accepted by the Graduate School Executive Board. At the end of this period, the student shall re-defend his/her revised thesis delivered to the Graduate School and Institute with approval of his/her advisor before the same jury. The student whose thesis is rejected or the student who could not deliver his/her revised thesis to the Graduate School at the end of the revision period shall be dismissed from the university.

d) In the defense exam, the committee members and the student follow the 'Ethical Issues to be Followed in Interviews and Oral Exams' determined by the University.

e) If they deem necessary, departments can determine additional requirements for graduation other than requirements for graduation specified in the Education and Training Regulation and Principles of the Senate provided that they are announced prior to dates of the graduate application.

(Amended: University Senate 31/10/2019 - 713) In cases where a letter of request bearing signatures of both student and his/her advisor stating that the thesis study is unsuccessful is submitted to the Graduate School, the student shall be awarded with non-thesis master's degree, with the approval of the Graduate School Executive Board provided that he/she has fulfilled the minimum course credit load and term project requirements. This application can be made at the end of the third semester at the earliest.

Non-thesis Master's Program

ARTICLE 7- The following provisions shall be taken into consideration for the non-thesis Master's degree programs:

a) The non-thesis Master's program consists of minimum ten and maximum thirteen courses as well as a non-thesis term project provided (that) it is not less than thirty credits and not more than forty credits in total.

b) The relevant Program Executive Committee shall issue whether ALES score will be requested from the candidates who will apply to the non-thesis programs.

c) Non-thesis Master's program can be realized in the daytime and evening education formats.

Duration and course load of daytime education non-thesis Master's program

ARTICLE 8- The following provisions shall be taken into consideration for the daytime education non-thesis Master's degree programs:

a) Students who satisfactorily complete their courses and term projects and whose cumulative grade point average is at least 3.00 can graduate earlier than the regular period.

b) The term project is non-credit and it is evaluated as pass or fail according to the criteria determined by the Program Executive Committee. The student should register for the term project in the semester when the term project is taken and deliver the project report at the end of the semester. The student whose project is rejected shall be dismissed from the university.

c) The student can choose courses among other graduate programs within the body of the university with approval of his/her advisor. Also, they can enroll in maximum three elective courses related to his/her program among the graduate courses offered which are given at other higher education institutions with the proposal of the advisor and the Program Executive Committee, approval of chair of the department at the Graduate School and the decision of the Graduate School Executive Board. The courses to be taken from other higher education institutions should not be offered in curriculums of the university.

d) Cumulative grade point average should be at least 3.00 and the term project course should be satisfactorily completed for graduation

e) Procedures for dismissal of a student from the university due to being unsuccessful or failing to graduate within the maximum period shall be applied in accordance with provisions of the “Graduate Education and Training Regulation” published by the Council of Higher Education in the Official Gazette dated 20.04.2016 and numbered 29690 and accordingly with provisions of the regulation issued by our university.

Duration and course load of non-thesis Master’s program in evening education format

ARTICLE 9- The following provisions shall be taken into consideration for the non-thesis master’s degree programs in evening education format:

a) Students whose cumulative grade point average is at least 3.00 and who satisfactorily complete their term project courses can graduate earlier than the regular period.

b) Cumulative grade point average should be at least 3.00 and the term project course should be satisfactorily completed for graduation.

c) The Program Executive Committee can arrange the program so as to fit three terms into one calendar year. In this case, the term of a semester may be shorter than the regular academic semester. However, total credit hours of a course in one semester shall be issued to be equivalent to total credit hours of a course in the regular academic semester.

d) The term project is non-credit and it is evaluated as pass or fail according to the criteria determined by the Program Executive Committee. Students should register for project in the period when the project is taken and deliver the project report at the end of the term. The student whose project is rejected shall be dismissed from the university.

e) Procedures for dismissal of a student from the university due to being unsuccessful or failing to graduate within the maximum period shall be applied in accordance with provisions of the “Graduate Education and Training Regulation” published by the Council of Higher Education in the Official Gazette dated 20.04.2016 and numbered 29690 and accordingly with provisions of the regulation issued by our university.

Transferring from the non-thesis Master’s program to the Master’s program with thesis

ARTICLE 10- Those who continue the non-thesis master's program can transfer to the master's program with thesis provided (that) they fulfil minimum requirements determined for the master's program with thesis. This transfer shall be actualized upon the petition of the student, the proposal of the Program Executive Committee, approval of chair of the department and the decision of the Graduate School Executive Board. In this case, the courses taken in the non-thesis master's program shall be counted towards the coursework in the master's program with thesis upon the decision taken by the Graduate School Executive Board. This application can be made at the end of the second semester at the earliest and with minimum twelve credits earned.

CHAPTER THREE

Doctorate Program

General Principles

Duration and course loads

ARTICLE 11- The following provisions shall be taken into consideration in terms of the period and course loads for the doctorate program:

a) Courses can be selected from other graduate programs within the university. Also, they can take maximum two courses among the graduate courses which are given at other higher education institutions with the proposal of his/her advisors and of the Program Executive Committee, approval of chair of the department and the decision of the Graduate School Executive Board. The courses to be taken from other higher education institutions should not be offered in curriculums of the university.

b) Undergraduate courses can also be taken with proposal of the advisor without credit.

c) **(Added: University Senate 29.11.2018-689)** The courses previously taken and successfully completed during their master's education shall be deemed as non-credit, in case students retake them during doctorate education.

d) A student who has been admitted to the doctorate program with bachelor's degree and has successfully completed at least twenty-four credits shall apply to the Graduate School with a petition to be transferred to the master's program with thesis. The transfer of the student to the master's programs is done with the decision of the Graduate School Executive Board.

e) Procedures for dismissal of a student from the university due to being unsuccessful or failing to graduate within the maximum period shall be applied in accordance with provisions of the "Graduate Education and Training Regulation" published by the Council of Higher Education in the Official Gazette dated 20.04.2016 and numbered 29690 and accordingly with provisions of the regulation issued by our University.

Assignment of the thesis advisor

ARTICLE 12- (Amended: University Senate 22/10/2020 - 751) The following provisions shall be taken into consideration to assign the advisor:

a) The advisor assignment procedures should be completed until the first day of the course registration period.

b) **(Amended: University Senate 31/10/2019 - 713)** The advisor or advisors shall be elected among the faculty members who work at the university with proposal of the Program Executive Committee and approval of the relevant Graduate School Executive Board. Also, those who work within the University with a doctorate degree or proficiency in art, the faculty members who work in other universities and the specialists with a doctorate degree who are working in institutions and organizations other than the higher education institutions can also be assigned as co-advisors with the proposal the advisor, approval of the Program Executive Committee and the chair of the department at the Graduate School and the decision of the relevant Graduate School Executive Board. The request to assign a co-advisor needs to be justified.

c) Advisors cannot be changed within the semester when the doctorate thesis will be delivered.

d) The student whose advisor has not been determined cannot register for courses starting from the second semester.

e) The advisor is selected from among the faculty members working at the University. In cases deemed necessary according to the nature of the thesis work, faculty members working in another higher education institution may be selected as consultants upon the proposal of the Graduate School Executive Board and the approval of the University Executive Board.

Doctorate qualifying committee and jury

ARTICLE 13- The doctorate qualifying committee shall take the following provisions into consideration:

a) The doctorate qualifying exam shall be administered in order to determine whether students have sufficient basic knowledge in their fields and doctorate thesis related subjects in the programs they are enrolled. These exams are arranged and administered by the doctorate qualifying committee. The doctorate qualifying committee program is formed with the proposal of the Program Executive Committee, agreement of the chair of the department at the Graduate School and the approval of the relevant Graduate School Executive Board, serving for three years, consisting of five members selected among the faculty members of the University.

b) The chair of the relevant department of the Graduate School will serve as the chairman of the doctorate qualifying committee, if he is within the committee. If chair of the department of the Graduate School is not within the committee, the committee shall elect a chairman from among them.

c) The Committee may establish exam juries consisting of five members, at least one of them should be from the doctorate qualifying committee, to prepare, administer and evaluate exams in different fields. The exam jury consists of five faculty members including the advisor, at least two of whom should be outside of their higher education institution. The advisor has a right to vote. The qualifying exam meetings shall be held open to attendance of the lecturers, graduate students and specialists.

Doctorate qualifying exam

ARTICLE 14- The following provisions shall be taken into consideration to administer the doctorate qualifying exam:

a) The doctorate-qualifying exam consists of two sections, written and oral. These exams shall be given on the day and hour announced by the Committee within the calendar year as issued by the Graduate School Executive Board.

b) **(Amended: University Senate 31/10/2019 - 713)** Scope of the written exam shall be issued by the Doctorate Qualifying Committee, approved by the chair of the Graduate School and announced by the Graduate School. The written exam consists of two parts; each of them lasts for at least three hours on two separate days.

c) **(Amended: University Senate 31/10/2019 - 713)** The written exam consists of two separate exams. The student will be entitled to take oral exam even if he/she could not get adequate points. The oral exam shall be given within five business days following second part of the written exam. The exam period shall be 45 minutes as minimum. If the student has a co-advisor, only the first advisor shall take place in the jury.

d) The student should get at least 50 out of 100 (50/100) points from first and second written exams and oral exam individually in order that he/she can be deemed successful in the qualification exam. Weight of the first and second exams are equal. Weight of the written exams among all exams is 65% and weight of the oral exam among all exams is 35%. Average of the written and verbal exams should be 65.

e) **(Amended: University Senate 31/10/2019 - 713)** Number of the questions to be asked in written exam should be more than number of the questions to be answered, and the student should be given the right to choose.

f) The juries shall deliver results of the exams to the doctorate qualifying committee along with suggestions one day after the exams at the latest. The committee shall examine minutes of the written and oral exams sent by the exam jury and decide on whether the student is successful or not according to the assessment criteria specified in clause (d), Article 14. This decision shall be notified to the Graduate School by department of the Graduate School within three days following the exam along with minutes.

g) If the student fails, he/she can be tested for only the part he/she has failed when he/she takes the qualification exam in the following semester. However, if the student wishes, he/she can retake the parts of the exam he/she passed in order to increase his/her grade that he/she has taken in the previous exam. In this case, his/her latest grade shall be valid. The student who does not take the qualification exam in the following period shall lose this right and be accountable for the whole exam.

h) **(Amended: University Senate 31/10/2019 - 713)** The qualification exam jury may ask the student who has completed the qualification exam successfully to take extra course/courses, no more than one third of his/her total credit amount and with the approval of the relevant Graduate School Executive Board, even if he/she has completed his/her required course load. The student should complete these courses successfully in order to defend his/her thesis.

Doctorate Thesis Supervisory Committee

ARTICLE 15- (Amended: University Senate 06/08/2020 - 744) Thesis supervisory committee shall function according to the following provisions:

a) The thesis monitoring committee consists of three faculty members, one from the student's thesis advisor, one from within the University and one from another higher education institution. With the recommendation of the advisor, the approval of the program executive board and the chair of the department, at most one expert with the title of doctor working in institutions and organizations other than higher education institutions can be included in the thesis monitoring committee.

b) In case of assignment of a co-advisor, the co-advisor may attend the committee meetings if he/she wishes.

a) If the thesis study is performed with a single advisor; the thesis supervisory committee will consist of three faculty members, one will be thesis advisor of the student, the other will be from the University and the last one will be from another higher education Institution. Maximum one specialist with a doctorate degree who is working in institutions and organizations other than the higher education institutions can take part in the thesis supervisory committee with the proposal of the advisor, approval of the Program Executive Committee and the chair of the department at the Graduate School and the decision of the relevant Graduate School Executive Board.

b) If the thesis study is carried out with a co-advisor; the thesis supervisory committee will consist of five faculty members including advisor and co-advisor of the student, three from the university, and two from another higher education institution. Maximum one specialist with a doctorate degree who is working in institutions and organizations other than the higher education institutions can take part in the thesis supervisory committee with the proposal of the advisor, approval of the Program Executive Committee and the chair of the department at the Graduate School and the decision of the relevant Graduate School Executive Board.

c) An informative essay of at least half a page specifying content of the thesis shall be presented to the program executive committee during proposal of the doctorate thesis supervisory committee. This thesis content shall be submitted to the Graduate School along with the proposal hereof. This content should be taken into consideration for election of members of the thesis supervisory committee.

Defense of the Doctorate thesis proposal

ARTICLE 16- The following provisions shall be taken into consideration at the time of preparing and defending the thesis proposal:

a) The student presents his/her Doctorate thesis proposal including purpose, method and of study plan of research to the thesis supervisory committee in written.

b) Study plan should be thorough and contain at least one-year schedule until completion of the thesis.

c) The thesis proposal should be designed in a form of a research project proposal.

d) Time planning should be provided as monthly periods for planned total duration.

e) Potential alternative plan should also be included in the study plan.

f) The student who does not deliver his/her thesis proposal twice for two consecutive academic semesters or the student who is deemed unsuccessful by the supervisory committee for two consecutive times shall be dismissed from the university.

Supervision of Doctorate thesis

ARTICLE 17- The following provisions shall be taken into consideration at the stage of the thesis supervision:

a) The student should report in detail for 6-month period whether he/she has complied with the detailed time planning that he/she has provided in the thesis proposal during the thesis study reports.

b) The thesis supervisory committee should check whether the student has complied with the detailed research and time planning which have been provided in the thesis proposal.

c) The thesis progress reports identified to be partly or fully inconsistent with the research and time frame provided in the thesis proposal shall be specified in the exam minutes in detail.

d) In case the student is considered as successful with majority of the votes at the end of the exam, any thesis supervisory committee member who delivers negative opinion shall state the reason in a separate attachment to the exam minutes.

e) The student who does not deliver the thesis progress reports on time or who is deemed by the thesis supervisory committee as unsuccessful for two consecutive or a total of three times shall be dismissed from the University.

f) In order for the doctoral thesis to be submitted, at least three reports, including the thesis proposal report, shall be submitted successfully.

Completion of Doctorate thesis

ARTICLE 18- The following provisions shall be taken into consideration to complete the thesis:

a) **(Amended: University Senate 31/10/2019 - 713) (Amended: University Senate 06/08/2020 - 744) - (Amended: University Senate 19/11/2020 - 754)** In order for the student to submit his/her doctoral thesis; One international scientific article produced from the thesis and written with the address of ITU among the institutions and organizations to which the student is affiliated, has been published or has been accepted for publication in the international indexed and peer-reviewed journals given in the A1 category in the ITU Academic Promotion and Appointment Criteria for the relevant department, and shall be present paper from the thesis at an international conference. For the departments affiliated to the Social Sciences Institute, the condition of being published or accepted for publication in international indexed and peer-reviewed journals defined in the ITU Academic Promotion and Appointment Criteria is required. The status of the article is issued on the basis of the date of submission. The decision is made by the Graduate School Executive Board, considering the reasons of the advisor and the student, whether the theses can be submitted or not, according to the plagiarism software

program report, the similarity rate is issued with only 10% from a single source and 20% or more in total (excluding the publications produced from this thesis and the bibliography of the thesis). The plagiarism report is presented again with the black binding.

b) Each department can issue publication criteria above the minimum publication criteria as a requirement of graduation. Minutes of the department academic committee including the justification for amendment shall be presented to the Graduate School in order to be actualized. The relevant decision shall go in effect upon approval of the Graduate School Executive Board and the university senate.

c) The student whose thesis is rejected at the end of the defense exam shall be dismissed from the university. The student who is asked to revise his/her thesis shall be granted maximum six months for revision. In cases where the Graduate School Executive Board accepts the excuse of a student who could not make necessary revisions in his/her thesis at the end of the six-month period, he/she is granted an additional of two months at maximum. At the end of this period, the student shall re-defend his/her revised thesis delivered to the Graduate School with approval of his/her advisor before the same jury.

d) The student whose thesis is rejected at these defense exams or the student who could not deliver his/her revised thesis to the Graduate School at the end of the revision period shall be dismissed from the university.

e) The thesis exam duration is between 60-120 minutes and it consists of presentation of the thesis study and a following question-answer section. The thesis exam is open to everyone, and the audience can also ask questions to the student following questions of the jury members if the jury president deems appropriate. The audience should be outside during the decision-making process.

f) In cases where a letter of request bearing signatures of both student who is admitted to the doctorate program with his/her bachelor's degree and his/her advisor stating that the thesis study is unsuccessful is submitted to the Graduate School, the student shall be awarded with non-thesis master's degree with the approval of the Graduate School Executive Board, provided that he/she has fulfilled the minimum course credit load and term project requirements. This application can be made at the thesis stage and at the end of the seventh semester at the earliest.

CHAPTER FOUR

Proficiency in art program

General Principles

Duration

ARTICLE 19- The following provisions shall be taken into consideration in terms of the period and course loads for the proficiency in art program:

a) Courses can be selected from other graduate programs within the university. Also, they can take maximum two courses among the graduate courses offered at other higher education institutions with the proposal of the Advisor and the Program Executive Committee and approval of the chair of the department at the Graduate School and the decision of the relevant

Graduate School Executive Board. The courses to be taken from other higher education institution should not be offered in curriculums of the university.

b) Non-credit undergraduate courses can also be taken with the proposal of the advisor.

c) A student who has been admitted to the proficiency in art program with bachelor's degree and has successfully completed at least twenty-four credits shall apply to the Graduate School with a petition to be transferred to the master's program with thesis. The transfer of the student to the master's programs is done with the decision of the Graduate School Executive Board.

d) Procedures for dismissal of a student from the university due to being unsuccessful or failing to graduate within the maximum period shall be applied in accordance with provisions of the "Graduate Education and Training Regulation" published by the Council of Higher Education in the Official Gazette dated 20.04.2016 and numbered 29690 and accordingly with provisions of the regulation issued by our University.

Assignment of the thesis advisor

ARTICLE 20- The following provisions shall be taken into consideration for assignment of the advisor:

a) The advisor assignment procedures should be completed until the first day of the course registration period.

b) The advisor or advisors shall be elected among the faculty members who work at the relevant department. The faculty members who work in other universities and the specialists with a doctorate degree who are working in institutions and organizations other than the higher education institutions can also be assigned as co-advisors with the proposal of the advisor, approval of the Program Executive Committee and the chair of the department at the Graduate School and the decision of the relevant Graduate School Executive Board. The request to assign a co-advisor needs to be justified.

c) Advisors cannot be changed within the semester when the proficiency in art thesis will be delivered.

d) The students whose advisor has not been determined cannot register for courses starting from the third semester.

Completion of the proficiency in art study

ARTICLE 21- The following provisions shall be taken into consideration to complete the proficiency in art study:

a) For proficiency in art learning; it is required for student to give at least two national and/or international concerts in his/her field to graduate from the proficiency in art. The concert should be organized by national and international official bodies.

b) Each art major can determine publication criteria above the minimum publication criteria as a requirement of graduation. Minutes of the art major academic committee including the justification for amendment shall be presented to the Graduate School in order to be actualized.

The relevant decision shall go in effect upon approval of the Graduate School Executive Board and the university senate.

Completion of the proficiency in art thesis

ARTICLE 22- The following provisions shall be taken into consideration to complete the proficiency in art study:

a) Necessary publication/activity being issued by the relevant art major for his/her thesis shall be sought for the student to deliver his/her proficiency in art thesis.

b) The student whose thesis is rejected at the end of the defense exam shall be dismissed from the university. The student who is asked to revise his/her thesis shall be granted maximum six months for revision. In cases where the Graduate School Executive Board accepts the excuse of a student who could not make necessary revisions in his/her thesis at the end of the six-month period, he/she is granted an additional of two months at maximum. At the end of this period, the student shall re-defend his/her revised thesis delivered to the Graduate School with approval of his/her advisor before the same jury.

c) The student whose thesis is rejected at these defense exams or the student who could not deliver his/her revised thesis to the Graduate School at the end of the revision period shall be dismissed from the university.

d) The thesis exam is between 60-120 minutes and it consists of presentation of the thesis study and the following question-answer section. The thesis exam is open to everyone, and that the audience can also ask questions to the student following questions of the jury members if the jury president deems appropriate. The audience should be outside during the decision-making process.

e) In cases where a letter of request bearing signatures of both student who is admitted to the doctorate program with his/her bachelor's degree and his/her advisor stating that the thesis study is unsuccessful is submitted to the Graduate School, the student shall be awarded with non-thesis master's degree with the approval of the Graduate School Executive Board, provided that he/she has fulfilled the minimum course credit load and term project requirements. This application can be made at the thesis stage and at the end of the seventh semester at the earliest.

CHAPTER FIVE

Miscellaneous and Final Provisions

Admission of students to Scientific Preparatory Program

ARTICLE 23- (Amended: University Senate 31/10/2019 - 713) Candidates whose qualifications are specified in the relevant article of "ITU Graduate Education and Training Regulation" may be provided with graduate scientific preparatory program by taking the courses accepted by proposal of the relevant Program Executive Committee, approval of the chair of the department and the decision of the Graduate School Executive Board. The following requirements are applied in the scientific preparatory program.

a) The compulsory courses in the scientific preparatory program cannot substitute for the coursework required to complete the relevant graduate program. A student studying at the preparatory program may be entitled to take graduate level courses besides the preparatory courses upon proposal of the Program Executive Committee.

b) Scientific preparatory courses shall be taken without credit and the provisions of "ITU Undergraduate Education and Training Regulation" shall be applied for these courses. However, the final grade of each course should be at least CC. "Conditional pass" grades (DD and DC) in the undergraduate education is considered to be unsuccessful in the graduate scientific preparatory program.

c) **(Amended: University Senate 31/10/2019 - 713)** Maximum duration for a scientific preparatory program is one calendar year (fall and spring academic semesters). This duration cannot be added to the duration of master's, doctorate or proficiency in art program and cannot be extended except for leave of absence. A student who cannot complete the scientific preparatory program within this period shall be dismissed from the university.

d) **(Added: University Senate 31/10/2019 - 713)** Student may take another course to be offered by the Program Executive Committee in the following semester instead of the course that he/she has failed in the first semester.

Admission of students with special status

ARTICLE 24- (Amended: University Senate 06/08/2020 - 744)

a) Students with special status are admitted to graduate courses upon proposal of the Program Executive Committee and approval of the lecturer who teaches the course, the chair of the department and the Graduate School Executive Board.

b) Student who wants to enroll in the courses taught in English should have one of the documents showing the English proficiency specified in Article 32. Students with special status cannot conduct a thesis study.

c) Students candidate of special status must have completed at least one semester in the program in the higher education institution he/she is enrolled in, and his/her overall grade point average must be at least 3.00 out of 4 or in other grading systems, according to the ITU Exemption and Adjustment Transactions Grade Conversion Table, it must be equivalent to an average of 3.00 out of 4.

d) Being a special student does not give the right to enroll in any graduate program of Istanbul Technical University. Students with special status cannot exercise normal student rights, but can benefit from academic facilities.

e) Students with special status comply with ITU Graduate Education and Training Regulations and Senate Principles. These students are given a document showing their success at the end of the semester.

f) Studentship with special status is not an education aimed at obtaining a degree directly in the relevant program, and its duration cannot exceed two semesters.

g) In the exemption procedures for the courses that the students admitted to the graduate program take as special students and have been successful at, the exempted courses cannot exceed 50% of the total course credits required to be taken in the related graduate program.

Application to Graduate Program, Quotas, Admission and Registration

Application requirements

ARTICLE 25- Students who have or expect to have a bachelor's degree at the end of the application semester may apply to the master's programs; students who have or expect to have a master's degree at the end of the application semester as well as those who have a bachelor's degree and meet the requirements specified in this senate principles may apply to doctorate or proficiency in art programs.

ARTICLE 26- Graduate applications shall be made twice a year (in the fall and spring semesters). Programs to be opened, quotas, application and admission requirements, relevant dates shall be announced on the official website of the university.

ARTICLE 27- A student may apply to maximum three different programs, in the order of preference during the same semester.

Requirements for Candidates

ARTICLE 28- (Amended: University Senate 06/08/2020 - 744) Program Executive Board sets the requirements for candidates in consideration of the following minimum requirements and notifies the chair of the department.

- a) Candidate should get minimum score of 55 in ALES for master's program applications.
- b) Cumulative grade point average of students, who will enroll in doctorate or proficiency in art program with a bachelor's degree, should be minimum 3.00 out of 4.00 or an equivalent score. A higher score may be issued for the admission of student by proposal of the Program Executive Committee, approval of the chair of the relevant department and the decision of the Graduate School Executive Board.
- c) In the admission of those who will apply to the doctorate programs with a master's degree, ALES score as well as undergraduate and/or master's program grade point average and interview results are evaluated. ALES score is not required for admission to the Conservatory. Whether the candidates who will apply to non-thesis master's programs are required to meet ALES requirement or not, shall be issued by the relevant Program Executive Committee.
- d) The lower limits and equivalents for ALES scores may be issued varyingly for each program with proposal of the Graduate School and approval of the Senate.
- e) Internationally accepted GRE and GMAT scores may be used as ALES equivalent.
- f) ALES scores shall not be less than 55 for those who apply to graduate programs; not be less than 80 in the related of the score type, for those who apply to doctorate or proficiency in art programs with a bachelor's degree.

g) The finalized requirements shall be submitted to the relevant Graduate School with the opinion of the chair of the department; they shall be approved by the University Board of Directors after the decision of the Graduate School Executive Board.

h) Candidate is required to have a bachelor's degree or a master's with thesis diploma in order to apply to the doctorate program.

i) ALES condition is not required for Conservatory programs and fine arts faculties programs that accept students only with a special talent exam, in the application of students to the main arts and departments in the institutes.

i) ALES condition is not required in the applications of graduates for doctorate / proficiency in art / specialization in medicine / specialization in dentistry / specialization in veterinary medicine / specialization in pharmacy. In the applications to be made to the graduate programs of the candidates in this situation, the valid ALES scores they used while registering to the doctoral / proficiency in arts / specialization programs they have graduated from before, regardless of the field, are accepted at the time of application, provided that they are at least 55 and at most 75, and the scores in the said documents are considered during the evaluations and included in the assessment. If the candidates in this situation have an ALES document that meets the ALES requirement announced for the relevant semester, they can also apply with this document.

ARTICLE 29- The chair of the department Graduate School issues the programs to be opened, quotas and assessment criteria related to the admission of the students by taking the opinion of the relevant Program Executive Committee before each academic semester and submits them to the Graduate School. Evaluation criteria shall be approved by the Senate after the decision of the Graduate School Executive Board.

ARTICLE 30- Quota and evaluation criteria approved by the Senate shall be announced on the official website of the university. Candidates make their applications electronically first. Applications shall be made within the date range specified in the academic calendar with;

a) Bachelor's degree transcripts for master's program application, bachelor's degree and master's program transcripts for doctorate or proficiency in art application,

b) ALES, GRE or GMAT exam score report,

c) An exam score report showing that the foreign language requirement defined in Article 32 is met.

d) Candidates submit to the admission commission of each program they apply, a letter of intent stating the reasons why they want to receive master's or doctorate or proficiency in art education, in addition to two reference letters and for doctorate application, a letter from the faculty member they want to work with in the relevant program.

Evaluation of applications

ARTICLE 31- Applications shall be evaluated by the Program Executive Committee.

English proficiency

ARTICLE 32- Those who certify that they have achieved the level issued by the Senate in national and international exams accepted as equivalent by the Senate and those who have passed one of the English proficiency exams held by the university until the registration date start their graduate education.

ARTICLE 33- Student rights and privileges of those who were accepted to an MA program yet have not fulfilled their English proficiency requirement stated in article 32 until the registration deadline, are extended for one calendar year. This year is not counted towards the regular period of an MA program. Students who fail to prove their English proficiency at the end of this period shall be dismissed from the university.

Admission and registration

ARTICLE 34- Admission and registration procedures of the students who will begin graduate education and training shall be carried out according to the academic calendar issued by the Senate. Admission procedures shall be carried out as follows:

a) Candidates who apply for graduate education shall be evaluated by the program student admission commission according to the criteria issued by the Program Executive Board and approved by the Graduate School Executive Board. The commission examines the student's application information and such issues as whether he/she has enough background knowledge for the program or not, and then proceeds to the student interview.

b) All academic committee members of program may participate in the student evaluation interview as viewers, provided that they do not ask questions. Only the student admission commission is authorized to ask questions and give an interview grade to the candidate. The audience who are not members of the student admission commission should leave during decision-making process.

c) The student admission commission lists the candidates by taking into account undergraduate and/or graduate cumulative grade point averages, interview results and the additional evaluation criteria issued by the Program Executive Board when necessary, provided that the weight of ALES score is not less than 50%. Evaluation percentages shall be issued by the programs and reported to the Graduate School in advance.

d) The student admission commission prepares the list of the accepted and waitlisted candidates by observing the quota and submits it to the Graduate School. After the decision of the Graduate School Executive Board, candidates shall be placed in the programs by the registrar's office in the order of their preference and the results shall be announced.

e) If the graduation grade point average is a prerequisite for the application, the current graduation grade point average on the day of the interview is taken as the graduation point average for the final year students who have not yet graduated. Relevant grade point average should be documented to the student admission commission during the interview.

f) Students enroll within the periods specified in the academic calendar. Additional enrolment cannot be made even if the number of accepted and waitlisted students enrolled is below the program quota at the end of the period.

g) In the fall semester during which applications to graduate programs take place, graduates of Istanbul Technical University who have completed their bachelor's program among the highest three at the end of the previous spring semester shall be admitted as out of quota to the graduate programs considered as the continuation of their bachelor's program, provided that they meet the minimum requirements for acceptance.

h) Commission members and candidates comply with "Ethical Issues to be Followed in Interviews and Oral Exams" issued by ITU.

i) Candidates who are citizens of a country whose native language is English and who have a high school, bachelor's or master's degree in a country where the official language is English, are not required to have foreign language certificates.

j) ALES score reports submitted during master's program application by those who completed their master's education and did not take a leave of absence for more than one semester shall be valid regardless of the expiration date if the student continues on to doctorate or proficiency in art education and the ALES score meets the requirements for admission to doctorate or proficiency in art program.

Admission of students by lateral transfer

ARTICLE 35- Lateral transfer applications shall be made on the same dates as graduate applications. Information about the requirements and quotas for students in the programs that will admit students by lateral transfer shall be reported to the Graduate School by the chair of the department. The information approved by the Graduate School Executive Board and University Board of Directors shall be announced on the official website of the university. Applications shall be taken by the Graduate School.

Lateral transfer in Master's program

ARTICLE 36- The student who fulfills the following requirements may apply for the transfer to another master's program;

a) Students who have completed at least one semester in their master's program and whose cumulative grade point average is minimum 3.00 can be transferred to another ITU Master's program.

b) Only students who are at the coursework stage in master's education and training programs can apply for transfer. Students who have applied and have been admitted at the thesis stage should take the compulsory courses of the transferred program and the courses demanded by the Program Executive Committee. The decision to exempt the students, who document that they have taken the compulsory courses of the transferred program while they were attending the previous master's program with an official transcript, from these courses shall be finalized by proposal of Program Executive Committee, the opinion of the department and the decision of the Graduate School Executive Board.

c) Lateral transfer applications shall be evaluated on the basis of the grade point averages of the students and higher education institutions from which they apply. The application shall be concluded with the decision of the Graduate School Executive Board as a result of the

evaluation made by Program Executive Committee and the chair of department, in accordance with the program application requirements.

d) The credits of the courses that are considered equivalent and passed with minimum BB grade in a master's program within or outside of ITU may be counted towards a degree by the approval of the Program Executive Committee and the chair of the department.

e) The courses that have been taken and passed as a student in the graduate programs of any higher education institution in the last six semesters before the student enrolled in the Graduate School via lateral transfer, may be counted within the coursework of the transferred program with full credit and passing grade or used for exemption by proposal of the Program Executive Committee/chair of the department and the decision of the Graduate School Executive Board, provided that the student fulfils the course success criteria of the Graduate School.

Lateral transfer in Doctorate or Proficiency in Art programs

ARTICLE 37– Student who fulfils the following requirements, may apply for a transfer to another doctorate or proficiency in arts program;

a) Students who have completed at least one semester in their doctorate or proficiency in arts program and whose cumulative grade point average is minimum 3.25 can be transferred to ITU doctorate or proficiency in arts programs.

b) Lateral transfer applications shall be evaluated on the basis of the grade point averages of the students and higher education institutions from which they apply. The application shall be concluded with the agreement of Program Executive Committee and the chair of department at the Graduate School and the decision of the Graduate School Executive Board.

c) The sum of the time to be given to the student for doctorate or proficiency in art education in ITU and the time spent by the student for the doctorate or proficiency in art education in different institutions shall not exceed the maximum legal period given to doctorate or proficiency in art students in ITU regulations.

d) The Program Executive Committee decides from which stage the student will begin doctorate or proficiency in art education and whether he/she will take the qualifying exam in ITU again if he/she has already taken and succeeded.

e) The grades of the courses taken in the other institution, which are passed with minimum BB and whose equivalence is accepted by the Program Executive Committee and approved by the Graduate School Executive Board shall be included in the student's transcript with the letter "M" (EXEMPT).

f) A successful student who has completed at least one semester in the graduate program of a higher education institution abroad, whose equivalence is recognized by the Council of Higher Education may apply for lateral transfer to ITU graduate programs. The above rules shall be also applied for these candidates.

Transfer from Master's Program with Thesis, Doctorate or proficiency in art programs to non-thesis master's program

ARTICLE 38- Student whose Master's or Doctorate or proficiency in art thesis has been found to be unsuccessful by the jury members may continue education in non-thesis master's program upon request, with the decision of the Graduate School Executive Board in accordance with the following requirements:

- a) The doctorate or proficiency in art student who will apply for the transfer to a non-thesis master's program should have been admitted to the program with a bachelor's degree diploma.
- b) Departments may demand additional requirements for the student to be considered successful in the non-thesis program to which he/she transferred.
- c) For the student who will continue education in this manner, the articles related to "Non-Thesis Master's Degree Program" of Education and Training Regulation and Senate Principles shall be applied.
- d) Student in this situation should fulfil the requirements of the non-thesis master's program.
- e) For the student who has been admitted to the non-thesis program, the time spent in the previous program shall be counted towards the maximum time allowed in the program to which he/she is transferred.
- f) Student who has not successfully completed the term project work and the amount of credit accepted by the non-thesis master's program for graduation shall be dismissed from the university.

Transfers between Master's degree and Doctorate or Proficiency in Art

ARTICLE 39- The following provisions shall be applied in the transfers between Master's degree and Doctorate or proficiency in art:

- a) Student who has completed all necessary credits in the master's program with thesis and whose cumulative grade point average is minimum 3.75 shall be admitted out of quota to doctorate or proficiency in art programs with the approval of the advisor if he/she has one international article related to his/her thesis published or accepted for publication in an internationally indexed and peer-reviewed journals defined as A1 category of ITU Academic Appointment and Promotion Criteria. These students shall be offered the doctorate qualification exam provided that they take minimum twelve credits or four courses in the doctorate program.
- b) Admission and orientation of the student shall be made regardless of the quota by the proposal of the Program Executive Committee, upon the agreement of the chair of the department at the Graduate School and the decision of the Graduate School Executive Board.
- c) Student who has started doctorate or proficiency in art education in this manner may return to the master's program again with the approval of the Program Executive Committee and the advisor. Student should submit the master's thesis that he/she has prepared in maximum two semesters in order to obtain a master's diploma. The student who cannot complete the thesis at the end of this period shall be dismissed from the university.

ARTICLE 40- Student who has been admitted to the doctorate or proficiency in art program with a bachelor's degree and has successfully completed at least twenty-four credits and whose

cumulative grade point average is minimum 3.00 may transfer to Master's program in the same department at the Graduate School if he/she requests. This student should have fulfilled all the requirements of the master's program to which he/she wants to be transferred in order to obtain a master's diploma.

Admission of international candidates

ARTICLE 41- (Amended: University Senate 31/10/2019 - 713) The following provisions shall be taken into account for the admission of international candidates or the citizens of the Republic of Turkey candidates who have completed all of bachelor's degree education abroad.

a) **(Amended: University Senate 31/10/2019 - 713)** Application requirements specified in the relevant articles of these principles shall be applied for the admission to the graduate programs, of international candidates or the citizens of the Republic of Turkey candidates who have completed all their undergraduate education abroad.

b) **(Amended: University Senate 03/06/2021 - 772)** The student admission commission examines the student's application information for foreign candidates, and whether they have the necessary information background for the program they are applying for, and interviews the student online or face-to-face.

c) Tuitions and fees of international students shall be issued by the Senate before the registration begins.

d) If the information and documents declared in the application process do not reflect the truth, the application of the candidate shall be cancelled.

e) International students should certify that they have achieved the level issued by the Senate in national and international exams whose equivalence is accepted by the Senate, or they should be successful in one of the English proficiency exams held by the university in order to apply for a doctorate or proficiency in art program.

f) Turkish citizen candidates who live abroad and apply to graduate programs may use the scores from international exams (GRE, GMAT) that are accepted by YÖK as the equivalent of ALES, with the declared corresponding minimum score.

Final registration and Registration Renewal

ARTICLE 42- The final registration of the candidate admitted through the graduate application and lateral transfer shall be done with the delivery of all documents. If the candidate does not register within the announced period, he/she will lose his/her graduate student status. Students without assigned advisors are registered to the first semester courses by the program coordinator.

ARTICLE 43- Students shall be required to renew their registrations for each academic semester/term during thesis and coursework stage within the period issued in the academic calendar. Those who exceed 4 semesters in master's, 8 semesters in Doctorate, 10 semesters in Doctorate accepted with only bachelor's degree, pay the tuition and fees issued by legal regulations in every academic year. Registration renewal in graduate education shall be made

by enrolment to course(s) during the coursework stage, to qualification in the qualifying stage, to thesis and the individual study course in the thesis stage.

ARTICLE 44- Student can change the course and withdraw from courses within the periods specified in the academic calendar with the approval of his/her advisor.

ARTICLE 45- If the number of students enrolled in a course is less than three at the end of the registration period, the course shall be closed for that semester. In such situations, however, the course may remain open with the justified proposal of the Executive Board of the program, agreement of the chair of the department at the Graduate School and the decision of the Graduate School Executive Board. Students who have enrolled in closed courses can choose a new course.

Assessment and Evaluation

ARTICLE -46 The following provisions shall be pursued in the assessment and evaluation of graduate programs:

- a) The purpose of assessment and evaluation of graduate programs is to provide feedback to the system by determining the fulfilment levels of the objectives set by the programs, and to support the improvement of quality.
- b) Graduate program outcomes issued by the Higher Education Institution shall be taken into consideration in the evaluation of the programs.
- c) For each program, indirect assessment shall be done through student, graduate and employer questionnaires and direct assessment shall be done through the evaluation of courses and/or theses by the faculty members.
- d) The frequency of assessments shall be issued by proposal of the related Program Executive Committee and the approval of the chair of the department and the decision of the Graduate School Executive Board.
- e) Depending on the level of fulfilment of the objectives demonstrated by the assessments, proposals for the continuous improvement of the program shall be made by the academic committee of the program to the chair of department.
- f) The Program Executive Committee is responsible to the chair of the department and the Graduate School for the implementation of the program improvement proposals, and the continuous improvement and supervision of the quality of the program.

National credit system

ARTICLE 47- The following provisions shall be taken into consideration in the implementation of the national credit system:

- a) The semester national credit value of a graduate course is the sum of weekly hours of theoretical course during a semester and half the weekly hours of applications or laboratory practices.

b) The national credits of the courses shall be finalized by proposal of the relevant Program Executive Board, approval of the chair of the department and the decision of the Graduate School Executive Board.

European credit transfer system (AKTS)

ARTICLE 48- AKTS credit system is valid as a supplement to the diploma. The following provisions shall be taken into account for AKTS credits:

a) AKTS credits of the courses shall be finalized by the decision of the chair of the department and the Graduate School Executive Board.

b) Minimum 120 AKTS credits shall be required for master's program with thesis studies.

c) Minimum 90 AKTS credits shall be required for non-thesis master's program studies.

d) Minimum 240 AKTS credits shall be required for those who start doctorate studies with a master's degree.

e) Minimum 300 AKTS credits shall be required for those who start doctorate studies with only a bachelor's degree.

Reservation of Leaves of Absence and Rights

ARTICLE 49- Students with justified and valid reasons issued by Council of Higher Education can be granted a leave of absence for maximum two semesters by the decision of Graduate School Executive Board. In this case, it is obligatory to explain and document the reasons of the application for leave of absence within one month after the completion of the registration processes. Students who are on leave cannot continue their education and cannot take exams during the concerned semester.

ARTICLE 50- Leave of absence may be granted within the semester for unforeseen reasons such as diseases, natural disasters, detention, conviction and the call for military service. In the event that the aforementioned reasons emerge during the exam period, the leave of absence procedure shall be carried out in the same semester. In the case of granting a leave of absence in the middle of the semester, student is considered to be on leave from the beginning of the concerned semester. For these reasons, if leave of absence is requested, student should apply to the Graduate School and prove the incident with necessary documentation within maximum fifteen days after its occurrence.

ARTICLE 51- At the end of a leave of absence, student continues his/her education starting from the education stage that he/she has left. Leave of absence granted on the basis of the justified and valid reasons specified by the Graduate School Executive Board and Council of Higher Education is not counted towards the period of education provided that they are articulated in the leave of absence decision. The duration of the leaves of absence granted for a reason other than those stated in the article 50 of these principles, to the graduate students in Research Associate position in accordance with the article 50/d of Higher Education Law No 2547, shall be counted towards their education period.

Courses

ARTICLE 52- During the master's education period, student should take;

- a) Minimum 50% of total course credits from the compulsory courses.
- b) Minimum 30% of total course credits from courses offered in English.
- c) Graduate students enrolled in engineering programs should take at least one Mathematics course.

ARTICLE 53- During the Doctorate or proficiency in art study period, student should take;

- a) **(Amended: University Senate 25/03/2021 - 765)** Minimum 50% of total course credits from the graduate courses of the program to which the student has enrolled.
- b) Minimum 30% of total course credits from courses offered in English.
- c) Students admitted to Doctorate or proficiency in art program only with bachelor's degree should choose minimum 25% of total compulsory course credits from the compulsory courses of the related master's program.

(Amended: University Senate 31/10/2019 - 713) Scientific Research, Ethics and Seminar course

ARTICLE 54- (Amended: University Senate 31/10/2019 - 713) Seminars in the Scientific Research, Ethics and Seminar course shall be given by lecturers, invited speakers and enrolled students. A course coordinator appointed by the chair of the department shall be responsible for conducting the seminar course held once a week for one semester.

- a) This course is non-credit and offered two hours a week (2 + 0) in the fall and/or spring semesters.
- b) **(Amended: University Senate 31/10/2019 - 713)** Course content covers scientific research, article writing techniques and ethical principles related to these subjects and presentations of students attending the course on thesis topics or their own fields. Course coordinators shall be responsible for providing information on the specified topics, invitation of guest speakers when needed and the organization and follow up of the presentations of students.
- c) **(Amended: University Senate 31/10/2019 - 713)** Each student must be enrolled in Scientific Research Ethics and Seminar course and make minimum one presentation. Course coordinator evaluates students in terms of attendance.
- d) **(Amended: University Senate 31/10/2019 - 713)** Students can be enrolled in Scientific Research Ethics and Seminar course in the second semester of their education at the earliest.

Individual Study Courses

ARTICLE 55- Individual study courses are non-credit courses offered for master's and doctorate or proficiency in art students at the thesis stage by their advisors. The advisor offers two separate individual study courses, one in the field of master's and the other in doctorate or proficiency in art, respectively for master's and doctorate or proficiency in art students. The

advisor cannot offer more than one graduate and one doctorate or proficiency in art major area courses in each semester, even if he/she is advising in different Graduate Schools.

a) The student who is enrolled in the thesis should enroll in these courses offered by his/her advisor. These courses continue throughout the year and until the graduation of students enrolled in thesis regardless of academic semesters.

b) Individual study courses shall be organized as (3 + 0) in master's programs, as (4 + 0) in doctorate or proficiency in art programs.

Evaluating student success

ARTICLE 56- Before the enrolment for the courses begins, the faculty member who offers the course informs the Program Executive Committee about the types, number and contribution percentage to the final grade of the studies within the semester, as well as requirements for a right to take semester final exam. These requirements shall be finalized by approval of the Program Executive Committee and approval of the chair of the department, who declares them to the student and informs the Graduate School.

ARTICLE 57- Student can appeal the final grade of a course within one week from the announcement of the grades. Appeals shall be made to the Graduate School in writing. The relevant faculty member re-evaluates the student's success status and reports the result to the Graduate School within one week at the latest. Appeals not made within the specified time shall not be processed by the Graduate School.

ARTICLE 58- Courses in graduate programs shall be evaluated according to the following grading system.

Grade Description	Grade	Scale
Excellent	AA	4.00
Very Good	BA	3.50
Good	BB	3.00
Fair-Good	CB	2.50
Sufficient	CC	2.00
Fail	FF	0.00

ARTICLE 59- Student who wants to increase their cumulative grade point average can retake the courses he/she has taken during the course taking period. The last grade shall be valid for repeated courses.

Execution of graduate programs

ARTICLE 60- The following provisions shall be pursued in the execution of graduate programs:

a) (**Amended: University Senate 31/10/2019 - 713**) Graduate programs shall be executed by the Program Executive Committee. Program Academic Committee decides the number of Program Executive Committee members and prepares a candidate list twice of this number from among its members and submits it to the chair of the department at the Graduate School and Institute. The chair of department elects a coordinator and establishes the Program Executive Committee consisting of at least two members from among these candidates and submits it to the Graduate School and Institute for approval together with the academic committee minutes. Program Executive Committee term is three years. A change can be done in the committee before this period expires, with the approval of the chair of the department and the decision of the Graduate School Executive Board. Program coordinator working for a maximum 6 years in the programs of the departments with 6 and more faculty members, cannot be elected as a coordinator in the following period, except for in Non-Thesis and Interdisciplinary Programs.

b) The program coordinator chairs the Program Executive Committee. The decisions of the Program Executive Committee become effective after agreement of the chair of the department and approval of the Graduate School Executive Board. Decisions taken by the board shall be conveyed to the chair of the department by the Graduate School.

c) Committee of doctorate qualification or preliminary proficiency in art is the committee that organizes and conducts qualification exams, consists of five members selected from among the faculty members of the Istanbul Technical University and is formed to serve for three years with the proposal of the Program Executive Committee, the agreement of the chair of the department and approval of the Graduate School Executive Board. Changes can be made in the committee before the term of office expires with the opinion of the chair of the department and the decision of the Graduate School Executive Board.

Course assignment of faculty member

ARTICLE 61- Assignments of the faculty members who will offer courses in the programs shall be made with proposal of the Program Executive Committee, agreement of the chair of the department and the administrative unit with which the faculty member is affiliated and the approval of the Institute Executive Board.

Opening of a new program and course change in the program

ARTICLE 62- A faculty member, program academic committee, the chair of the department, faculty board, Graduate School Executive Board can propose opening of a new program or the course changes to be made in the program. In interdisciplinary programs, opinions of the chair of the relevant departments with which the relevant disciplines shall be affiliated, and related faculty boards shall be taken. Proposal shall be made with the approval of the Graduate School board and the Senate.

Duties and responsibilities of the Program Executive Committee

ARTICLE 63- Program Executive Committees:

a) Makes necessary arrangements to execute the programs. Prepares the curriculum and assigns the faculty members who will offer courses and submits them to the chair of the department to be delivered to the Graduate School.

b) Guides the student in the selection of the courses in the first semester of the graduate education, submits proposal of the list of thesis advisors that takes into account the students' applications and ensures a balanced distribution in the program, to the chair of the department in order to be delivered to the Graduate School.

c) Evaluates the success of the program at the end of each academic year and submits it to the chair of the department to be delivered with a report to the Graduate School.

Duties and responsibilities of the advisor faculty member

ARTICLE 64- Duties and responsibilities of the advisor faculty member:

a) Thesis advisor guides the student towards the contributing to his/her academic success, personal and social development.

b) He/she assists the student in selecting a subject for study, taking into account the student's interests and the current research topics of his/her talent.

c) He/she coaches the development of the student's ability to access, produce and evaluate information.

d) He/she directs the student to make a thesis study plan.

e) He/she follows scientific developments related to the subject, conveys them to the student and encourages the student be up to date.

f) He/she meets with the student periodically and evaluates the progress of the study and the results obtained.

g) He/she determines whether the research has reached its goals and controls the writing of the thesis regularly.

ğ) He/she helps the student prepare the progress reports on time in doctorate programs, makes revisions and organizes thesis supervisory committee meetings.

Article 65- These principles were accepted and became effective at the University Senate's meeting dated 05.01.2017 and numbered 645.

Temporary Article -1) (**Added: University Senate 31/10/2019 - 713**) Condition that "The student is required to get an acceptance from a national or international conference for a paper presentation or an article produced from his/her thesis in order that he/she can submit his/her master's thesis." added to the Clause A of Article 6 of these principles shall be applied to students who have started their studies in the spring semester of 2019-2020 academic year and afterwards.

Temporary Article -2) (**Added: University Senate 31/10/2019 - 713**) Clause H of Article 14 of these principles shall be applied to students who have started their studies in the spring semester of 2019-2020 academic year and afterwards.

Temporary Article -3) (**Added: University Senate 31/10/2019 - 713**) Clause A of Article 18 of these principles shall be applied to students who have started their studies in the spring semester of 2019-2020 academic year and afterwards.

Temporary Article -4) (**Added: University Senate 31/10/2019 - 713**) Clause A of Article 18 of these principles shall be applied as follows: "In order for the student who has started their studies before the spring semester of 2019-2020 academic year to deliver his/her doctorate thesis, he/she should have one international scientific article produced from his/her thesis either be published or definitely be approved for publication in Q1, Q2 and Q3 category journals listed in Scopus or in journals listed in SCI, SCI-EXP, SSCI and AHCI indexes

And among various departments of the Graduate School

- For the Conservatory;

Q1, Q2, Q3, Q4, SSCI, SCI, AHCI, ULAKBİM,

- For Business-Economy;

Q1, Q2 and Q3 category journals or SCI, SCI-EXP, SSCI and AHCI,

- For science, technology and art history, law, political science and international relations;

Q1, Q2, Q3, Q4, SSCI, SCI, AHCI, ULAKBİM"

Temporary Article -5) (**Added: University Senate 02/01/2020 - 719**) (1) The minimum publication requirements in order to be able to submit doctorate theses for students who have started their curriculum before the fall semester of 2018-2019 academic year should be in accordance with "ITU Graduate Education and Training Regulation" and "ITU Graduate Education and Training Regulation Senate Principles" valid as of the semester they start the studies.

(2) The minimum publication requirements that students who have returned to their studies by legal pardon in order to be able to submit doctorate theses should be in accordance with the provisions of "ITU Graduate Education and Training Regulation" and "ITU Graduate Education and Training Regulation Senate Principles" valid as of the first semester in which the registration has been made according to the related law.

Temporary Article -6) (Additional: University Senate 06/08/2020 - 744) With the amendment made in Article 24 of the Senate Principles, the phrase "to be a graduate of a higher education institution" has been removed from special student applications, and this rule is applied to candidates who will apply as special students in the 2020-2021 Academic Year Fall Semester and afterwards.

Temporary article-7) (Additional: University Senate 06/08/2020 - 744) Clause "i" of Article 28 of the Senate Principles is applied for students who start their education in the spring semester of the 2020-2021 Academic Year and afterwards.

Temporary article-8) (Additional: University Senate 06/08/2020 - 744) Amendments made in paragraphs "a" and "b" of Article 15 of the Senate Principles are applied as of the beginning of the 2020-2021 Academic Year Fall Semester.