

From Koç University:

KOÇ UNIVERSITY'S REGULATION FOR GRADUATE TEACHING AND LEARNING

SECTION ONE

Aim, Scope, Legal Basis, and Definitions

Aim and Scope

ARTICLE 1 — (1) The aim of this Regulation is to organize admission and registration procedures for graduate degree programs offered at Koç University, and to organize the procedures and principles concerning all teaching and learning activities and examinations conducted in these programs.

Legal basis

ARTICLE 2 — (1) This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law number 2547 dated November 4th, 1981 and the relevant provisions of the Regulation for Graduate Teaching and Learning as published in Official Gazette number 29690 dated April 20th, 2016.

Definition of terms

ARTICLE 3 — (1) The terms that appear in this Regulation shall refer to the following;

- a) AB: Koç University's Academic Board,
- b) Academic advisor: The faculty member appointed in order to support the students in their selection of courses, thesis/project advisor, and thesis/project topic,
- c) ECTS: European Credit Transfer and Accumulation System,
- ç) ALES (Akademik Personel ve Lisansüstü Giriş Sınavı): The Academic Personnel and Graduate Education Entrance Examination,
- d) Scientific Research Methods and Research and Publication Ethics course: The course which features topics in scientific research methodology, and in ethics of research and publication,
- e) Integrated doctoral program: Registration to the doctoral program with a graduate degree,
- f) Advisor: The faculty member appointed to help the student with the selection of course, thesis or project advisor, and thesis or project topic,
- g) Doctoral program: The graduate-level learning and teaching program, which makes it possible for students to conduct independent research, to comment on scientific phenomena using a wide and deep point of view, which provides students with skills to determine the steps necessary to develop new syntheses, and which also aims for students to develop expertise in their scientific field and to produce results of the research conducted,
- ğ) GSB: the graduate school board of the relevant graduate school of Koç University,
- h) ENGL 500: The mandatory non-credit English Academic Writing Skills course that must be successfully completed during one semester for thesis/non-thesis master's programs and doctoral programs conducted in English,
- ı) Graduate School: The graduate schools connected to Koç University, offering graduate education and learning,
- i) GSEB: the executive board of Koç University's relevant graduate school,
- j) Registrar's Office: Koç University Registrar's Office,

- k) KOLT 500: the non-credit KOLT Teaching Assistant Training Program course that must be successfully completed during one semester for master's program with thesis and doctoral programs,
- l) Graduate program: thesis and non-thesis master's, and doctoral programs offered by Koç University,
- m) Board of Trustees: Koç University Board of Trustees,
- n) ÖSYM (Ölçme, Seçme and Yerleştirme Merkezi): Measurement, Selection, and Placement Center,
- o) Program Coordinator: The program coordinator of graduate instruction under the department, appointed upon the suggestion of the department head, and upon the decision of graduate school executive board,
- ö) Project course: Non-credit, one-semester, project work, which is part of non-thesis master's programs which involves students presenting a written report of their achievements at the end of the semester,
- p) President: The President of Koç University,
- r) Seminar course: The non-credit course made up of a series of academic seminars which students attend as listeners during the semester or in which they also present,
- s) Thesis/project advisor: The faculty member appointed to oversee the student in the preparation of the thesis/project,
- ş) Thesis course: The non-credit thesis work that is part of the master's programs with thesis and doctoral programs,
- t) TEAC 500: The non-credit teaching assistance course for master's programs with thesis and doctoral programs that must be taken every semester,
- u) TMC: The Thesis Monitoring Committee for doctoral programs,
- ü) University: Koç University,
- v) VPRD: Koç University Office for the Vice President for Research and Development,
- y) Foreign language examination: The International foreign language examination for which ÖSYM has approved equivalence,
- z) YÖK (Yüksek Öğretim Kurulu): The Council of Higher Education.
- aa) Master's program: Graduate-level instruction that aims to give students knowledge in the relevant field of science and the skills to produce the results of the research conducted.

SECTION TWO

Graduate Programs, Application and Admission, Language of Instruction and Language Competence, Scientific Preparation, Special Student Status, Transfers, Tuition Fees, Registration, Suspending Registration, Leaves of absence, Vacations, Discipline issues.

Graduate programs

ARTICLE 4 — (1) Koç University Graduate Programs are conducted as master's programs with and without thesis, and as doctoral programs.

(2) Non-thesis master's programs are made up of at least 10 credit courses with no less than 30 total credits, the Scientific Research Methods and Research and Publication Ethics course, and one project course. Upon the approval of the advisor, a maximum of three (3) credit courses in the program can be selected from undergraduate courses that have not been taken before.

(3) Master's programs with thesis are made up of at least 7 credit courses with no less than 21 total credits, the Scientific Research Methods and Research and Publication Ethics course, one seminar course, the non-credit ENGL 500 and KOLT 500 courses that must be successfully completed at least once, the thesis course which the student must take every semester following the appointment of the advisor, and the non-credit TEAC 500 courses in which the student must enroll every semester during their education. Upon approval of the advisor, a maximum of two (2) credit courses in the program can be selected from undergraduate courses that have not been taken before.

(4) Doctoral programs feature credit and non-credit courses, the doctoral competence examination, the defense of thesis proposal, TMC evaluation meetings, and the defense of the thesis. Doctoral programs are made up of a minimum of 7 credit courses with no less than 21 total credits, the Scientific Research Methods and Research and Publication Ethics course, one seminar course, the non-credit ENGL 500 and KOLT 500 courses that must be successfully completed at least once, the thesis course which the student must take every semester following the appointment of the advisor, and the non-credit TEAC 500 courses in which the student must enroll every semester during their education.

(5) Integrated doctoral programs are made up of a minimum of 14 credit courses with no less than 42 total credits, the Scientific Research Methods and Research and Publication Ethics course, one seminar course, the non-credit ENGL 500 and KOLT 500 courses that must be successfully completed at least once, the thesis course which the student must take every semester following the appointment of the advisor, and the non-credit TEAC 500 courses in which the student must enroll every semester during their education.

(6) Undergraduate courses do not count towards the doctoral program load and are not included in the grade point average.

Application and Admission

ARTICLE 5 — (1) The minimum admission requirements, curricula, and graduation requirements for graduate programs are determined through the decision of by AB upon the proposal of GSB. Courses determined by AB as part of all graduate programs are added to the program.

(2) In order to apply to the master's program with thesis, candidates must hold an undergraduate diploma and an ALES score determined by AB no less than 55 in the score type relevant to the program applied for.

(3) In order to apply to the doctoral program, candidates must hold an ALES score determined by AB no less than 55 in the score type relevant to the program applied for.

(4) In order to apply to the integrated doctoral program, candidates must hold an ALES score determined by AB no less than 80 in the score type relevant to the program applied for and their undergraduate grade point average at graduation should be a minimum 3.00 over 4.00 or equivalent.

(5) Instead of an ALES score, other examination scores with equivalencies established by YÖK such as Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), Graduate Assessment Test (GAT) or scores from similar examinations may be accepted. The AB shall determine which examination shall be accepted with which score.

(6) Application requirements for students who are foreign nationals, and for citizens of the Republic of Turkey who have completed the entirety of their undergraduate education abroad are determined by the AB. In cases it deems appropriate, the AB may waive the requirement of foreign students to submit examinations scores with equivalencies approved by YÖK.

(7) Candidates who apply to a master's program following their undergraduate studies, if admitted, shall be required to have completed their undergraduate programs at the

registration stage; and candidates who apply to doctoral program their master's studies, if admitted shall be required to have completed their master's studies at the registration stage.

(8) For student admissions to non-thesis master's programs, an ALES score may not be required. If an ALES score is required, the ALES base score and equivalencies of the other examinations shall be established by the AB.

Evaluation of applications

ARTICLE 6 — (1) Applications shall be forwarded to the relevant graduate programs for evaluation. Faculty members appointed by the program coordinator shall conduct the evaluation process of the applications. Candidates chosen among the applications may be called in for an interview and/or an examination. Following the evaluation, the programs shall communicate to the graduate school a list of students who meet admission criteria and make suggestions for scholarship. Candidates who shall be admitted to the graduate programs shall be studied by GSEB and presented to the VPRD office for approval.

Language of Instruction and Language Competence

ARTICLE 7 — (1) The language of instruction of Koç University is English. However, upon the decision of the AB and with the approval of YÖK, certain teaching and learning units and programs can conduct part of, or all their teaching and learning activities in Turkish. The instruction language of the programs shall be indicated in the announcements of the University.

(2) At the time of application to graduate programs, candidates shall be required to bring an examination result documenting their English language competence level. The AB shall determine the minimum English language requirements for registration to graduate programs, and the examinations that are honored on a program-by-program basis. At the stage of admission, for a language other than their native tongue, students shall be required to submit a minimum score of 80 in centralized foreign language examinations accepted by YÖK and in international foreign language examinations for which equivalencies have been established or an equivalent score for international foreign language examinations with equivalencies established by ÖSYM, and if necessary the AB may decide to increase these minimum scores according to the features of the targeted program.

(3) Students who complete a graduate program at Koç University and who immediately register to another graduate program (except for students holding examination results for a language which does not meet the requirements established by ÖSYM) shall not be required to document their English language competence.

(4) For certain programs, the AB may establish competence requirements in more than one foreign language.

(5) For programs providing instruction in Turkish, upon the suggestion of the program coordinator and the approval of GSEB, the ENGL 500 course may be provided as an elective.

Scientific preparatory program

ARTICLE 8 — (1) At the stage of student admission, a candidate whose previous undergraduate or master's degree is in a field different than the master's program or doctoral program they were admitted into or is from another university and whose academic level is deemed insufficient for the graduate program they are admitted to may be required to register onto a scientific preparatory program. Scientific preparatory program shall last one or two semesters. At the stage of admission, the duration of the scientific preparatory program, which courses it shall be made up of, and the credit loads for these are established separately for each student by GSEB decision. For master's programs, courses that shall be taken as part of the scientific preparatory program can be chosen from the undergraduate curriculum, while for

doctoral programs, these courses can be chosen from the undergraduate or the master's curriculum.

(2) In order to complete the scientific preparatory program successfully, all scientific preparatory courses must be completed with at least a C and the grade point average of these courses must be at least 3.00. Courses in the scientific preparatory program cannot be repeated. Students who receive a score of C– or below in at least one of the scientific preparatory program courses, and students whose grade point average for the scientific preparatory courses is below 3.00 at the end of the established period, shall be dismissed from the University.

(3) Courses taken as part of the scientific preparatory program cannot count towards courses or credits required for graduate programs, and their grades cannot be included in the graduate grade point average.

(4) Students in the scientific preparatory program, in addition to scientific preparatory program courses, upon the suggestion of the relevant program coordinator and upon GSEB decision, may also take courses from the graduate curriculum program. The grades and the grade point average of these courses shall be evaluated separately from scientific preparatory program courses. For enrollment to courses from the graduate curriculum, GSEB approval must be secured until the end of course add-drop period for the semester in which the course will be taken. For students who complete the scientific preparatory program successfully, the graduate curriculum courses which they took during this program shall count as part of the graduate program; grades for these courses shall be included into the grade point average of the graduate program, however they shall not be included in the semester grade point average. The total credit of curriculum courses taken during the scientific preparatory program and counted towards graduate program courses cannot exceed one fourth of the total credit of the graduate program curriculum in question.

(5) During the scientific preparatory program, no courses can be taken other than the scientific preparatory program courses or the graduate curriculum course taken with the approval of GSEB.

English language preparatory program

ARTICLE 9 — (1) In cases where candidates to register to graduate programs do not meet the minimum English language criteria established by AB, upon the suggestion of the program coordinator and upon GSEB decision, the student may be given the right to register to the English language preparatory program.

The duration of the education in the English language program of students admitted on such condition is established on the website of the Koç University English Language Center. For graduate students, the maximum duration of English language preparatory program is two semesters; students who do not satisfy English language requirements until the end of this periods shall be dismissed from the university.

(2) Students cannot take scientific preparation program courses, graduate program courses, or conduct any thesis-related work before satisfying minimum requirements for English language.

Special status students

ARTICLE 10 — (1) Individuals holding an undergraduate degree and not registered to any educational programs at Koç University can apply to attend graduate courses under the status of special student. During their application, the student must document that they satisfactorily meet English language competence requirements. Applications for special student status are made directly to the Graduate School. Applications that are evaluated and approved by the program coordinator and by GSEB are sent to the Registrar's Office along

with information concerning tuition fees. Special status students shall pay the course fees determined by the University Executive Board.

(2) The special student status shall last a maximum of one academic calendar year. At the end of the academic calendar year, these students are dismissed from the university.

(3) Individuals who take courses under the special student status cannot benefit from student rights. However, special students must comply with attendance, examination, discipline, and similar requirements. Special status students are not given diplomas or titles; however, they shall be provided with a table displaying the courses they took and the grades they have received.

(4) In the event that the student later registers into the graduate program, among courses taken in the last two years under the status of special student and completed with a minimum grade of B, those deemed suitable may be transferred along with their semester grades to count towards the requirements of the graduate program in question upon the decision of GSEB and at the stage of registration or afterwards. However, the number of credit courses transferred cannot exceed 50% of the number of credit courses in the program curriculum.

Transfers

ARTICLE 11 — (1) Students registered to a graduate program in another university who are wishing to transfer to a graduate program at Koç University, are subject to the ordinary process for graduate program applications; no additional transfer application shall be made. Students whose applications have been approved shall be required to permanently leave their former programs before registration to Koç University. If students want to make courses and examinations (doctoral competence examination, thesis proposal, thesis direction) taken during the previous graduate education count toward the current program, following the approval of the advisor and the program coordinator, these are presented for approval to GSEB, and in situations deemed necessary to the University Executive Board.

Transfer between University's graduate programs

ARTICLE 12 — (1) Students currently registered in a graduate program in the University who wish to transfer to another graduate program shall apply to the Graduate School with a petition. The Graduate School shall send the petition to be evaluated by coordinators of the current and target program, and if program coordinators approve, the petition shall be finalized through GSEB approval.

(2) To transfer between programs, the student must satisfy the minimum admission requirements of the target program established by AB, must have a minimum grade point average of 3.00, and must have successfully completed a minimum of one semester in the graduate program where they are registered. The applicant may be required to provide a valid ALES score, to pass the entrance administered by the program, and to pass the oral examination successfully.

(3) A student who wishes to transfer from the integrated doctoral program to the master's with thesis program in the same department, may apply to transfer to the relevant master's program with thesis, provided that there is enough time to allow the completion of the target program also considering the time spent in the doctoral program.

(4) In cases where there is enough time to complete the targeted program, the student can apply for transfer between thesis and non-thesis master's programs within the same department.

(5) For transfers between programs in the same department, time spent in the previous program counts towards the duration in the new program. Following the suggestion of the program coordinator and upon approval of GSEB, all courses taken in the former program and

completed with a minimum grade of B or equivalent shall be transferred to the new program along with their grades.

(6) Students who are attending the non-thesis master's program cannot apply to the master's through the thesis transfer quota.

Tuition Fees and Scholarships

ARTICLE 13 — (1) Instruction at Koç instruction is fee-based. Annual tuition fees shall be determined by the Board of Trustees. Tuition fees shall be paid in two installments, before the payment deadlines announced on the academic calendar for each semester. Students who do not pay their tuition fees on time or who have unpaid tuition debts from the previous semesters shall have their registrations suspended and these students shall be dismissed from the University at the end of the legally allowed period.

(2) All conditions, amounts, and durations concerning the scholarships provided to graduate students shall be determined by the Graduate School.

(3) In accordance with the provisions of Koç University Scholarship Regulation for Master's with Thesis and Doctoral Programs, the increase, the decrease of the scholarships provided to graduate program students at any stage of the program, or the discontinuation of these for discipline or academic reasons shall be made upon the suggestion of the program coordinator and be decided on by GSEB.

(4) Students who have been dismissed from the University because of discipline issues or because they have exceeded the maximum allowed duration for education shall not get refunds on tuition fees.

Registration to graduate programs

ARTICLE 14 — (1) Individuals who qualify to register to the graduate program shall be registered during the dates announced by the Registrar's Office and with the required documents. Individuals who have been expelled from an institution of higher learning shall not be registered; and if the registration has been made it shall be cancelled. Candidates who qualify to register shall do so in person within the dates announced. However, candidates who do not apply in person having valid excuses and justification can register within the dates announced through agents they have designated. Candidates who do not register during the dates announced are considered to have relinquished their right to register.

(2) With the exception of non-thesis master's programs, students cannot concurrently register to more than one graduate program.

(3) Candidate students who have been admitted under certain conditions, who are expected to bring in their missing documents at a later stage, are required to bring in their missing documents until the date indicated in their offer letters. If missing documents are not provided within the period established, in accordance to the relevant article of Koç University Scholarship Regulation for Master's Programs with Thesis and Doctoral Programs, the scholarship of the student shall be cancelled and at the end of the designated period, the student shall be dismissed. Under normal circumstances, registration cannot be done with missing documents.

(4) In situations where it has been established that students who have registered have provided incorrect information and documents, or that falsified documents have been submitted, the student's registration in the graduate school shall be cancelled through GSEB decision no matter what semester they are in. In case the student graduates, all documents including diplomas that have been provided to the student shall be cancelled and legal action against them shall be initiated.

(5) Students whose contact information changes are responsible for updating their information within 15 days by notifying the Registrar's Office in writing.

Semester enrollment

ARTICLE 15 — (1) At the beginning of each semester, students must enroll into at least one course during the enrollment dates established in the academic calendar. To be able to enroll for the semester, paying students must have paid the tuition fees for the semester in question. Students who do not enroll until the end of the add period, who do not pay the tuition fees, and whose excuses are not accepted by the relevant GSEB shall lose their student rights for the semester in question. The semester that is lost in this manner shall count towards the duration of education, and it shall not be possible to benefit from student rights without enrollment.

Suspending registration

ARTICLE 16 — (1) Students with legitimate excuses who wish to take a break from their education shall apply to the graduate school they are registered for a suspension of their registration. Such applications shall be evaluated and decided on by GSEB in consultation with the advisor of the student and the relevant program coordinator.

(2) With the exception of health reasons attested by medical reports, students cannot suspend registration for more than one semester at a time. The total allowed duration for suspending registration is one semester for non-thesis master's programs, two semesters for master's programs with thesis, and four semesters for doctoral programs.

(3) Students who have suspended their registration cannot enroll into any courses during the semester in question, cannot conduct any thesis work, cannot benefit from student rights. Students of the English language preparatory program or scientific preparatory program can apply to GSEB to suspend their registration.

(4) Students who wish to suspend their registration for health-related reasons shall be asked to provide a medical report and the duration of the suspended registration shall be considered and decided on by the GSEB.

Academic leaves

ARTICLE 17 — (1) The student may apply to the relevant graduate school and request an academic leave of limited duration. These requests shall be processed with the approval of the advisor/program coordinator and shall be subject to the decision of GSEB. Leave periods shall count towards the student's total education duration.

Vacations

ARTICLE 18 — (1) With the exception of official holidays during which the University is also on holiday, graduate students are expected to be on campus and to continue their work and are also expected to successfully complete their TEAC 500 responsibilities which is part of their education, and which will prepare them for their academic and research positions following graduation. Graduate students can apply with a petition, and upon securing the approval of their advisors, they can be on vacation for a maximum of two weeks during those semesters where they do not have TEAC 500 responsibilities. Vacation requests that fall outside of these semesters are decided on by GSEB.

Leaving the University

ARTICLE 19 — (1) Students can apply to the relevant Graduate School on their own will and can request to leave the graduate program. In order to leave the University, students must have completed the procedures established by the University.

Discipline

ARTICLE 20 – For discipline-related procedures concerning graduate students, the provisions of the Higher Education Institutions Student Discipline Regulation published in Official Gazette number 28388 dated August 18th, 2012 shall apply.

Program durations

ARTICLE 21 — (1) The normal duration of non-thesis master's programs is two semesters, while their maximum duration is three semesters. The normal duration of master's programs with thesis is four semesters, while their maximum duration is six semesters. The normal duration of doctoral programs is eight semesters, while their maximum duration is twelve semesters. The normal duration of integrated doctoral programs is ten semesters, while their maximum duration is fourteen semesters. With the exception of suspension of registration cases; semesters of academic leave of absence, semesters taken as vacation, or semesters in which no course registrations were made shall count towards the total duration.

(2) Time spent in the English language preparatory program, and in the scientific preparatory program does not count towards the graduate program duration.

(3) Students who do not graduate at the end of the maximum duration determined for each program shall be dismissed from the University.

SECTION THREE

Appointment of Thesis /Project Advisor, Courses, Thesis

Appointment of the Advisor

ARTICLE 22 — (1) An academic advisor and a thesis/project advisor shall be appointed for graduate students by GSEB decision.

(2) For master's programs with thesis, the thesis advisor must be appointed latest by the end of the first semester following the registration date, while for doctoral programs the thesis advisor must be appointed latest by the end of the second semester.

(3) The thesis advisor shall be selected among faculty members who are part of the University staff. For doctoral programs, faculty members to be appointed as thesis advisors shall have previously directed at least one master's thesis that was completed successfully.

(4) In situations where the nature of the thesis work requires the appointment of a second thesis advisor, the second advisor appointed by GSEB can be a person with at least a doctoral degree from the University staff or from outside the University.

(5) A faculty member or a staff member holding a doctoral degree must be appointed latest by the end of the first semester to advise the semester project of a non-thesis master's student.

Courses

ARTICLE 23 — (1) Every semester, graduate courses to be opened shall be determined by the relevant dean through the suggestion of the relevant course program coordinator and approved by the director of the Graduate School.

Getting courses taken in the graduate program of another university counted

ARTICLE 24 — (1) Students who register to graduate programs, can apply so that the graduate courses, which they took as graduate students in another university and which they successfully completed with a minimum grade of B or equivalent, and which have not been counted towards the requirements of another degree, can be counted towards the credit requirements of the program they are registered. Applications for transferring these courses

shall be approved by the program coordinator and decided upon by the GSEB on condition that they do not exceed a maximum of 4 courses (12 credits) for master's and doctoral programs, and 8 courses (24 credits) for the integrated doctoral program. Courses that have been approved are transferred with the grade T. The grades of the courses are not included in the calculation of graduate grade point averages. For students who have completed their graduate courses in another university, these courses shall be transferred with a grade T and they shall need to take at least one course from the program where they are registered and get at least a B from this course.

(2) Master's and doctoral students who register to the University can choose maximum two courses from courses offered in other institutions of higher learning, while integrated doctoral program students can choose maximum four courses. They can apply to have those they have completed with a minimum grade of B or equivalent counted towards their course requirements. Their course transfer application shall be approved by the program coordinator and decided on by the GSEB. Courses that are decided to be valid for transfer shall be transferred with the grade T, and the grades of the courses shall not be included in the graduate grade point average.

(3) Students can take courses in addition to the curriculum of the program in which they are registered.

Assessment and grades

ARTICLE 25 — (1) Issues related to the graduate courses, the assessment of students and grades are organized in accordance to the relevant provisions of Koç University's Regulation for Undergraduate and Associate Degree Teaching and Learning published in the Official Gazette dated March 27th, 2017 and numbered 30020.

(2) Students whose grade point average for curriculum courses is 3.00 or higher are considered successful. Students whose grade point average is below 3.00 cannot graduate.

Repeating courses

ARTICLE 26 — (1) Students must repeat required courses which they have failed. Except for courses in Graduate School of Business programs, a grade of C- and below is considered a fail for graduate programs. However, in situations where the required course cannot be repeated within two semesters, upon the suggestions of the coordinator of the relevant program and decision of GSEB, another course equivalent in content and level to the failed must course can be taken to replace the failed course.

(2) In case of failure in an elective course, the student can take the same course again or take another course and remove the grade of the failed course from the curriculum and replace it with the elective course with a higher grade.

(3) Upon the suggestion of their academic advisor and with the approval of the relevant program coordinator, graduate students who wish to do so can repeat the courses in the same program which they have successfully completed. In this case, the course with the higher grade shall be included in the grade point average.

Maximum duration for course completion

ARTICLE 27 — (1) For non-thesis master's programs, the maximum allowed duration is three semesters. For master's with thesis and doctoral programs, the maximum allowed duration for successful completion of credit courses and the seminar course is four semesters. For the integrated doctoral programs, the maximum allowed duration is six semesters.

(2) With the exception of suspension of registration, semesters of academic leave or semesters in which course enrollment was not done count towards the maximum allowed

duration for completion. Students who have not completed all credit curriculum courses and the seminar course successfully at the end of the maximum allowed duration or whose grade point average for curriculum courses is below 3.00 shall be dismissed from the University.

Thesis topic, thesis course, project course

ARTICLE 28 — (1) Students registered in graduate programs with thesis shall communicate their thesis topics to the graduate school before the end of their second semester after their registration date.

(2) In graduate programs with thesis, the grades of the thesis courses to which students are registered are awarded by the thesis advisor. Students who fail the thesis course two semesters in a row are subject to the relevant articles of Koç University's Scholarship Regulation for Master's Programs with Thesis and Doctoral Programs.

(3) During the semester in which they conduct a semester project, students of non-thesis master's programs must register to the project course, and they must submit a written project report at the end of the semester. Students who fail the project course shall register to the project course again in the next semester, on condition that they do not exceed the maximum allowed duration. Students who are deemed to be unsuccessful in the project and who exceed the maximum allowed duration shall be dismissed from the University.

(4) For the doctoral program, the thesis topic is communicated to the graduate school within 6 months after the doctoral competence is established.

SECTION FOUR
Program Processes, Conditions for Completion, Graduation
Requirements and Diplomas

Master's programs without thesis

ARTICLE 29 — (1) Students who have completed their program requirements successfully, whose grade point average is 3.00 or above, and who do not owe tuition fees or other outstanding debts to the University shall be awarded a non-thesis master's diploma.

Master's programs with thesis

ARTICLE 30 — (1) Students who have completed their program requirements successfully and who have completed work on their thesis shall present the thesis to their advisor. The thesis advisor shall decide that the thesis is ready to be defended and submits this to the graduate school. The graduate school shall produce a plagiarism detection software report for the thesis in question and shall send the thesis to the thesis advisor and to the members of the jury. If the data in the report indicates the detection of an actual case of plagiarism, along with the justification the thesis is sent to the executive board of the graduate school for a decision.

(2) The master's thesis jury is appointed upon the suggestion of the thesis advisor and program coordinator with the approval of GSEB. The thesis jury shall be made up of three or five faculty members, one being the thesis advisor of the student, and at least one being from outside the University. If the jury is made up of three people, the second thesis advisor cannot be a jury member.

(3) The oral defense of the thesis shall take place earliest within one week and latest within one month after the jury is appointed. The defense of the thesis shall consist of the presentation of the thesis by the student and shall be followed by a question-and-answer session; and shall be open to relevant audiences.

(4) Following the defense of the thesis, by majority vote the jury shall decide to accept or to reject the thesis or to require revisions. The decision of the jury shall be communicated in writing to the relevant graduate school within three days after the thesis examination.

(5) The student with the thesis to be revised shall complete the required revisions within three months and shall defend the thesis once again in front of the same jury, on condition that the maximum duration is not exceeded. After the defense of the revised thesis, by majority vote the jury shall decide to accept or reject the thesis.

(6) Students whose thesis has been rejected shall be dismissed from the University. Students whose thesis has been rejected, if they make a request to this effect, on condition that they have satisfied all requirements of an ongoing non-thesis master's program and subject to the GSEB decision, may be provided with a non-thesis master's diploma.

(7) Within one month, students whose thesis has been accepted shall submit to the graduate school bound and electronic copies of their thesis which conform to rules in terms of format. When necessary and on condition of not exceeding the maximum duration, the GSEB can extend this duration for a maximum of one month. Students who do not satisfy these requirements shall not get their diplomas and cannot benefit from student rights, until they satisfy the requirements, and shall be dismissed if they exceed the maximum duration.

(8) Students who submit their thesis to the graduate school, who have completed their program requirements in full, whose grade point average is 3.00 or higher, and who do not have any outstanding debts to the University shall be awarded a master's with thesis diploma. The graduation date of the student shall be the date on which the defense of the accepted thesis was made.

(9) Within three months after the submission of the thesis, the relevant graduate school shall send a copy of the master's thesis to YÖK on an electronic medium, to serve in scientific research and activities.

Doctoral competence examination

ARTICLE 31 — (1) The program coordinator shall determine when the student is to take the doctoral competence examination. However, students admitted with master's degrees must take the examination latest by the end of the fifth semester, while students admitted with undergraduate degrees must take the examination latest by the end of the seventh semester.

(2) Competence examinations are organized and executed by the five strong Doctoral Competence Committee suggested by the relevant program coordinator and approved by the GSEB. The Committee shall establish examination juries tasked with the preparation, the administration, and the evaluation of examinations in various fields. The examination jury shall be made up of five faculty members including the advisor with at least two members from an outside institution. The GSEB shall decide on whether the advisor can vote or not. In cases where the advisor does not have a voting right, the jury shall be made up of six faculty members. Competence examination meetings shall be open to audiences made up of faculty members, graduate students, and experts in the field.

(3) Competence examinations are administered in two parts; written and oral.

(4) Examination juries shall evaluate the success of the student's written and oral examinations and shall decide by absolute majority whether the student passes or not. This decision shall be communicated through official report to the graduate school by the graduate school program coordinator within three days after the administration of the competence examination.

(5) Students who fail the competence examination shall re-take the failed section/sections of the examination in the next semester. Students who fail this examination once again shall be dismissed from the doctoral program. Students admitted to the doctoral program with an undergraduate or a master's degree and who have successfully completed at

least seven courses, on condition that they have not exceeded the maximum allowed time, can transfer to the master's program if they make a request to this effect.

(6) The competence examination jury may require a student who has passed the competence examination successfully, to take an extra course or extra courses not to exceed one third of the total credits, even if the student has completed course load requirements. The student shall be required to successfully complete the courses determined by decision of the relevant graduate school.

Doctoral thesis monitoring committee

ARTICLE 32 — (1) For students who are successful in the competence examination, upon the suggestion of the relevant program coordinator and subject to GSEB decision, at most within one month a Thesis Monitoring Committee made up of three faculty members shall be formed.

(2) The committee shall be composed of the thesis advisor of the student, a faculty member from the same department, and a faculty member from outside the department. The second thesis advisor can attend TMC meetings on a non-voting basis.

(3) In the periods following the establishment of the TMC, upon suggestion of the relevant program coordinator and subject to GSEB approval, the members of the TMC can be changed.

Defense of the doctoral thesis proposal

ARTICLE 33 — (1) Within six months after successful completion of their doctoral competence examination, students shall orally defend in front of the TMC their thesis proposal consisting of the purpose, the method, and the work plan of the research they will conduct. At least fifteen days before the date of the oral defense, the student shall distribute to committee members a written report concerning the thesis proposal.

(2) The TMC shall decide by majority vote whether the student's thesis proposal shall be accepted, be sent for revision, or be refused. A period of one month shall be granted for revisions. At the end of this period, a decision by majority vote to accept or to refuse the proposal shall be communicated to the graduate school in the form of a written report within three days after the end of the meeting.

(3) A student whose thesis proposal has been rejected shall have the right to select a new advisor and/or a new thesis topic. In this case, a new TMC may be appointed. A student who wishes to continue the program with the same advisor shall defend their thesis proposal within three months, whereas a student who changes their advisor and thesis topic shall defend their thesis proposal within six months. A student whose thesis proposal is rejected at this stage is dismissed from the University.

(4) Students who do not defend their thesis proposal in time without a valid excuse accepted by GSEB shall be considered unsuccessful and their thesis proposal shall be rejected.

(5) Students who have successfully completed their thesis proposal defense shall be required to defend their thesis proposals once again if their thesis topics change.

Doctoral thesis monitoring meetings

ARTICLE 34 — (1) At least twice a year, once between January–June and once between July–December, TMC meetings shall be organized for students whose thesis proposals have been accepted, and the thesis related work shall be monitored.

(2) At least one month before the date of the meeting, the student shall present to committee members a written report. This report shall contain a summary of the work that has been completed up to that point, as well as a work plan covering what will be completed in the next semester.

(3) The student's thesis work shall be designated by the committee as successful or unsuccessful. A written report to this effect shall be communicated to the graduate school within three days following the date of the meeting.

(4) Students who are deemed by TMC as unsuccessful two times in a row, or three times intermittently shall be dismissed from the University.

(5) For students whose thesis proposals have been accepted, before the defense of the doctoral thesis, at least three TMC meetings ending successfully should have been held.

Doctoral thesis defense

ARTICLE 35 — (1) A student who has successfully completed the course load of the program shall complete their thesis and present it to their advisor.

(2) The advisor shall submit the thesis to the graduate school, alongside their view that the thesis is ready to be defended.

(3) The graduate school shall produce a plagiarism detection software report for the thesis in question and shall send the thesis to the thesis advisor and to the members of the jury at most 10 days before the defense date. If the data in the report indicates the detection of an actual case of plagiarism, along with the justification the thesis is sent to the executive board of the graduate school for a decision.

(4) The doctoral thesis jury shall be appointed upon the suggestion of the advisor and program coordinator and upon the approval of the graduate school executive board. The jury shall be made up of five faculty members including the advisor, three being the faculty members making up the TMC, and a minimum two being from outside the establishment. The relevant Graduate School Executive board shall decide on whether the advisor can vote or not. In case the advisor does not have a voting right, the jury can be made up of six faculty members. In addition, the second thesis advisor can take part in the jury without having a voting right.

(5) The members of the jury shall meet within one month after the thesis in question was submitted to them, and they shall ask the student to defend the thesis. The thesis defense examination consists of the presentation of the thesis followed by a question-and-answer session. Thesis defense meetings are open to audiences made up of faculty members, graduate students, and experts in the field.

(6) After the completion of the thesis defense, the jury shall hold a closed session and decide by majority vote to accept or to reject the thesis, or to request revisions. Students whose theses are accepted are considered successful. Within three days after the date of the thesis examination, this decision shall be communicated in writing to the relevant graduate school by the program coordinator. Students whose thesis is considered unsuccessful and rejected shall be dismissed from the University. A student whose thesis is to be revised must complete the required revisions within six months at most and must defend their thesis again in front of the same jury. A student who is deemed unsuccessful in this jury as well shall be dismissed from the University. If they make a request to the effect and subject to GSEB approval, students who have been unsuccessful in their thesis may be given a non-thesis master's program diploma if they meet the competence requirements non-thesis master's program.

Doctoral diploma

ARTICLE 36 — (1) Students who complete their thesis work shall submit to their advisor a required number of copies of their thesis. The advisor shall send copies of the thesis to the graduate school, along with a written notification expressing their opinion that the thesis is in conformity with writing rules.

(2) On condition of successfully defending their thesis and having satisfied the other requirements, students who submit at least three bound copies of their doctoral thesis to the relevant graduate school within one month following the thesis examination date, and whose

thesis is found to conform to format requirements shall earn their doctoral diploma. Upon application, the graduate school executive board may extend the submission date of the thesis by an additional month at most. Students who do not satisfy these requirements shall not get their diplomas and cannot benefit from student rights, until they satisfy the requirements, and shall be dismissed if they exceed the maximum duration.

(3) Students who submit their thesis to the graduate school, who complete their program requirements is full, whose grade point average in 3.00 or higher, and who do not have any outstanding debts to the University are awarded a doctoral diploma. The doctoral diploma features the program name of the graduate school department approved by YÖK. The graduation date is the thesis examination date on which the thesis has been accepted.

(4) Within three months after the submission of the thesis, the relevant graduate school shall send a copy of the doctoral thesis to YÖK on an electronic medium, to serve in scientific research and activities.

SECTION FIVE

Various and Final Provisions

Adjustment

ARTICLE 37 — (1) Maximum education durations established in this Regulation shall be calculated by considering the Fall Semester of the 2016-2017 Academic Year as the first semester.

Situations for which there are no provisions

ARTICLE 38 — (1) For situations that fall outside of the coverage of the provisions of this Regulation, Law number 2547, Regulation for Graduate Teaching and Learning, Koç University Regulation for Undergraduate and Associate Degree Teaching and Learning, Organizational and Operational Regulation for Graduate Schools published in Official Gazette number 17976 dated March 3rd, 1983, Koç University Scholarship Regulation for Master's Programs with Thesis and Doctoral Programs, Koç University Regulation for Graduate Accommodation, YÖK, AK, GSB, and GSEB decisions shall be in effect.

Regulations no longer in effect

ARTICLE 39 — (1) Koç University Graduate School of Business Regulation for Teaching and Learning published in Official Gazette number 22244 dated March 31st, 1995; Koç University Graduate School of Science Regulation for Graduate Teaching and Learning published in Official Gazette number 24501 dated August 22nd, 2001; and Koç University Graduate School of Health Sciences Regulation for Graduate Teaching, Learning and Examination published in Official Gazette number 27882 dated March 22nd, 2011 are no longer in effect.

Transition provisions

PROVISIONAL ARTICLE 1 — (1) Students who have completed a non-thesis master's program before February 6th, 2013 or students who have later completed a non-thesis master's program to which they were registered on this date can apply to the integrated doctoral programs.

Effective date

ARTICLE 40 — (1) This regulation shall be in effect on the date of its publication.

Execution

ARTICLE 41 — (1) The president of Koç University shall be responsible for executing the provisions of this regulation.