



### **Purpose and Scope**

**ARTICLE 1** - (1) This Code of Practice has been prepared in order to clarify the issues requiring detailed regulation and to ensure unity in practice in line with the principles specified in the Higher Education Council Postgraduate Education and Training Regulation published in the Official Gazette dated 20.04.2016 and numbered 29690 and the Dokuz Eylül University Postgraduate Education and Training Regulation published and enacted in the Official Gazette dated 15.08.2016 and numbered 29802.

### **Basis**

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

### **Definitions**

**ARTICLE 3** - (1) Within the scope of these Code of Practice:

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Ales: Academic Personnel and Postgraduate Education Entrance Exam held by ÖSYM,
- c) Department: The department defined for the institutes in Article 5 of the Regulation on the Organization and Operation of Graduate Education Institutes published in the Official Gazette dated 3/3/1983 and numbered 17976 and having an education program at Dokuz Eylül University Institute of Social Sciences,
  - ç) Head of the Department: The head of the Graduate Education Institutes defined for the department in Article 5 of the Organization and Operation Regulation,
  - d) Supervisor: The faculty member appointed by the Institute Administrative Board to guide the students enrolled in Dokuz Eylül University Institute of Social Sciences during the course and thesis periods,
  - e) Institute: The Institute of Social Sciences affiliated to Dokuz Eylül University,
  - f) Institute Board: Dokuz Eylül University Institute of Social Sciences Board,
  - g) Institute Board of Directors: Dokuz Eylül University Institute of Social Sciences Board of Directors,
  - ğ) Director: Director of Dokuz Eylül University Institute of Social Sciences,
  - h) Student: A student enrolled in Dokuz Eylül University Institute of Social Sciences for postgraduate education,
    - ı) Student workload: In addition to course hours, all time spent in educational activities such as workshops, clinical work, homework, presentations, exam preparation, exams, workplace training,
    - i) OSYM: Student Assessment, Selection and Placement Center,
    - j) Senate: Dokuz Eylül University Senate,
    - k) Thesis: Master's thesis or doctoral thesis,
    - l) Specialization course: The course opened in the field of thesis studies by faculty members who have had a thesis study,
    - m) University: Dokuz Eylül University,
    - n) ÜAK : Interuniversity Board,
    - o) Yds: Foreign Language Knowledge Placement Exam,
    - ö) YÖK: Council of Higher Education,



## **Student Admission**

### **ARTICLE 4-**

#### **(1) Quotas**

Before pre-registration announcements in each academic year, the Institute requests postgraduate program quotas and student resource information from the Department. The Department notifies the Institute Directorate of the requested information, taking into account the academic load, consultancy load, the number of faculty members, physical facilities and other academic supports.

#### **(2) Application**

a) Graduate program applications start once a year on the date determined by the Institute Directorate. Programs, quotas, application and admission conditions and related dates are announced by the Institute Directorate. If deemed necessary, applications can be received in the interim period with the decision of the Institute Board.

b) A student can apply for a maximum of one thesis and/or a non-thesis master's program or a maximum of one doctoral program in the same semester. In non-thesis master's programs, if there is an empty quota after final registration, it will be re-announced. Candidates who could not get in any program can re-apply to vacant quotas. The placement process is repeated for these candidates.

#### **(3) Conditions to Look for in Candidates**

Candidates must meet the application conditions specified in the University Graduate Education Regulation when applying to the programs.

#### **(4) Evaluation of Applications**

a) Candidates applying to graduate programs are evaluated by the exam jury of the relevant program. The jury examines the candidate's application documents, evaluates the student by taking the exam and enters the Dokuz Eylül University Information System (DEBIS) by determining the candidate's success score in the Evaluation Form.

b) For Master's and Doctoral Programs with Thesis;

- With the suggestions of the Departments and the decision of the Institute Board of Directors, candidates are taken to the "written" or "written and oral" entrance exam. In written and oral exams, sealed exam papers and minutes of the Institute are used.

- In the master's thesis entrance exam, the grade threshold is 65 points out of 100 and 75 points out of 100 in the doctoral entrance exam. The overall success grade of the candidates who receive a grade below this score is not calculated and they are not included in the success evaluation.

c) For Non-Thesis Master's (Secondary Education) and Distance Education Programs;



- Foreign language and Ales conditions are not required in Non-Thesis Master's and Distance Education Programs whose teaching language is Turkish, and Ales conditions are not required in programs whose teaching language is not Turkish.

- The Application Form and its annexes (Letter of Intent, CV, reference letters, certificates and other documents) are examined and graded over 100 (one hundred) and the Evaluation Note is determined. The evaluation grade threshold for Non-Thesis Master's (Secondary Education) and distant education Programs is 65 points. The overall success grade of the candidates who receive a grade below this score is not calculated and they are not included in the success evaluation. In the candidate's overall success grade calculation, the undergraduate grade point average 50% of the Bachelor's Degree Grade and 50% of the evaluation grade are taken into account.

### **(5) Admission of Foreign Students and Turkish Citizen Candidates Who Have Completed All of Their Undergraduate Education Abroad**

Admission of foreign candidates who want to study with their own means and candidates who are citizens of the Republic of Turkey and who have completed all of their undergraduate education abroad to the quota-granting graduate programs is decided by the Institute Board of Directors in line with the opinion of the Department.

The following documents are required in the admission procedures of foreign students:

- a) A letter of intent explaining the purposes of applying to the program,
- b) For students who have completed their education abroad, an equivalence certificate approved by the Council of Higher Education (those who do not have an equivalence certificate, a document showing the diploma, transcript and description of the grading system before applying to graduate programs, and the content of the courses taken and the acceptance letter of the Department by applying to the Institute) or an official document showing that they have applied to equivalence,
- c) The original transcript showing all courses and grades taken from the higher education institution of graduation,
- ç) Official certified photocopy of any of the Ales, GRE, GMAT exam result documents for the last three years,
- d) Central foreign language exam result documents accepted by the Council of Higher Education,
- e) Resume with photo,
- f) Approved copies of passports and residence permits, if any,
- g) Other documents specified by the Institute in the application announcement.



### **Final Enrollment in Graduate Programs**

ARTICLE 5 - (1) The final registration of the candidates who are entitled to enrol in the programs is made by the Institute Student Affairs with the decision of the Institute Administrative Board. If the candidate does not complete his/her final registration within the announced period, he/she loses the right to enrol in the graduate program. Those who couldn't get a place in the quota among the candidates who meet the necessary registration conditions and rank in the postgraduate programs are accepted as substitute candidates for the exam held that year. Those who enter the reserve candidate list are entitled to enrol in the vacant quotas during the registration period, taking into account the success score ranking.

### **Scientific Preparation Program Courses**

ARTICLE 6 - (1) Among the students admitted to master's and doctoral programs, a scientific preparation program can be applied in order to cover up the deficiencies for those who have received their bachelor's or master's degree in different fields from the master's or doctoral program they are accepted and for those who have received their bachelor's or master's degree from higher education institutions other than the University.

(2) Scientific preparatory programs are opened with the approval of the Institute Board and the Senate upon the proposal of the Department.

(3) The compulsory courses in the scientific preparation program cannot replace the courses deemed necessary to complete the related graduate program. However, in addition to the scientific preparation courses, a student in the scientific preparation program can also take courses for the graduate program with the recommendation of the head of the major/art major department of the relevant institute and the approval of the institute's administrative board.

(4) Scientific preparatory program students are required to take the undergraduate courses they have taken from the undergraduate level in accordance with the Dokuz Eylül University Associate Degree and Undergraduate Education and Examination Regulation published in the Official Gazette dated 12/8/2011 and numbered 28023, and to take the master's courses in accordance with the provisions of this Regulation, and to take all the undergraduate and master's courses they have taken in accordance with the provisions of this Regulation.

(5) The maximum period of time to be spent in the scientific preparation program is two semesters. Summer education is not included in this period. This period cannot be extended except for the semester holidays, and the student who is not successful at the end of the period is dismissed. Throughout the duration of this program, compliance with the duration of the master's or doctoral program is ensured.

(6) The courses to be taken by those who are accepted as students of the Scientific Preparation Program for Master's/Doctoral Programs and the students whose Scientific Preparation courses/courses will be taken are sent to the Institute together with the student lists accepted to the programs by the Departments and no changes can be made afterwards.

(7) Scientific preparatory programs are conducted independently or in parallel with their graduate programs. In cases where more than two scientific preparation courses are required in a semester, an independent scientific preparation program is applied. The time spent in the independent scientific preparation program is not counted as student time.



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**Special Student**

**ARTICLE 7-** (1) The number of special students that each Department Presidency can accept in an academic year can be up to 20% of the master's or doctoral quota announced in that academic year.

(2) The special student is admitted to postgraduate courses with the approval of the Department Presidency and the Institute Administrative Board, but cannot do a thesis study.

(3) Being a special student does not entitle students to enrol in graduate programs.

(4) Students enrolled in graduate programs can request exemption according to the DEU Graduate Education and Training Regulation for graduate courses they have previously taken as special students. All program courses can be taken as special students, but the number of courses to be exempted cannot be more than 50% of the program courses.

**Transfer**

**ARTICLE 8-** (1) Students who want to enrol in graduate programs by lateral transfer apply to the Institute Directorate with a petition at the beginning of each semester with the documents requested for the quotas announced on the Institute's website. The student registrations of the candidates who meet the undergraduate transfer conditions are approved by the decision of the Institute Administrative Board. Applications of those who do not meet the conditions or have incomplete documents are not taken into account.

(2) General Conditions

a) Being enrolled in master's or doctoral programs with the thesis of another institute or another higher education institution within Dokuz Eylül University and having completed at least the first semester,

b) The grade point average in the other program he/she is enrolled in at the time of application for undergraduate transfer is at least 3.00 out of 4 for master's degree and at least 3.20 out of 4 for doctorate,

c) Those who are enrolled in master's programs and want to transfer in the second semester and those who are enrolled in doctoral programs and want to transfer in the second or third semesters do not have failed courses from previous semesters,

There is an undergraduate transfer quota for the program to be transferred,

ç) The name of the program to which the transfer is desired to be made and the name of the program to which it is enrolled are the same or two-thirds of the courses in the curriculum of the programs with different names are equivalent in terms of course content,

d) Undergraduate transfer cannot be made in the last year of normal education in master's programs with a thesis and in the last two years of normal education in doctoral programs.

e) The student whose lateral transfer request is accepted and enrolled as a student must



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determine a new advisor and re-enter the thesis proposal if he/she comes at the doctoral thesis stage.

f) Students enrolled in the graduate programs of the Institute through undergraduate transfer at the thesis stage may take courses or courses if deemed necessary by the relevant Department.

g) Students who come under the Lecturer Training Program (OYP) or who have the duty of representing public institutions and organizations in the first degree (except for associations, Mayor, Deputy Mayor, Governor, Deputy Governor, Military Erkan, Judge, Prosecutor, National Athlete, etc.) are exempt from the term condition in subparagraph (f) of this article if they meet the registration conditions.

ğ) The conversion of master's and doctoral grades to be taken as a basis for the evaluation of the candidate's undergraduate transfer application is made by taking into account the grade conversion table approved by the DEU Senate.

h) Students are not accepted through lateral transfer from non-thesis master's programs to master's programs with a thesis.

ı) The courses to complete the ECTS credit load that the undergraduate transfer student must complete in the undergraduate transfer program are determined by the opinion of the Department and the decision of the Institute Administrative Board.

(3) Required documentation:

a) Courses, contents and transcript document taken in the other program he/she was enrolled in during the undergraduate transfer application,

b) Diplomas and diploma supplements of undergraduate and graduate programs of graduate students and doctoral students (transcript documents if there is no diploma attachment),

c) Document showing the disciplinary status from the higher education institution where it is registered,

ç) Exam result document showing that the program to be transferred meets the ALES, GRE and GMAT score requirements,

d) At least two reference letters, one of which was given by the faculty member,

e) Foreign language certificate showing that it provides the language scores specified in the DEU Graduate Education and Training Regulation.

f) Other documents specified by the Institute in the application announcement.

**Renewal of Registration in Graduate Programs**



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**ARTICLE 9-** (1) Students must renew their registration within the period specified in the academic calendar each semester. Registration renewal is carried out by depositing the tuition fee and registering through the Dokuz Eylül University Information System (DEBIS).

(2) The course selection process is carried out by the student and his/her advisor through the Dokuz Eylül University Information System (DEBIS). Students at the thesis stage are also required to enrol in the speciality course and thesis study course through the Dokuz Eylül University Information System (DEBIS) on the registration renewal dates.

(3) Students who do not complete the registration renewal process cannot take the proficiency exam, they are deemed to have used their proficiency exam right for that semester and failed, and cannot submit their thesis.

(4) The excuses of the students who cannot renew their registration within the specified period due to their excuses are examined by the Institute Board of Directors, provided that they are able to meet the course attendance condition as of the application date, and their registration can be renewed if deemed appropriate. Students who cannot renew their registration without an excuse are assumed to use that semester's education period. Students in this situation are not entitled to student rights for that period.

#### **Getting Started with Teaching**

**ARTICLE 10 -** (1) At least three students must register in order to open master's and doctoral programs and program courses with a thesis. With the decision of the Institute Administrative Board, a doctoral program course can be opened with at least one student. The minimum and maximum number of students required to enrol in the non-thesis Master's program is determined by the Institute Board of Directors.

#### **Determination of the Faculty Members Who Will Conduct the Courses**

**ARTICLE 11 -** (1) The following rules are taken into consideration in determining the faculty members who will carry out the courses:

a) Faculty members who will teach in the doctoral program must have taught in a bachelor's degree program for at least four semesters or in a master's degree program with a thesis for two semesters.

b) Faculty members who will teach in the master's program must have taught in an undergraduate program for at least two semesters.

c) Faculty members who will work in foreign language programs and faculty members who will teach foreign language courses must meet one of the conditions in the relevant articles of the Regulation on the Principles to be Followed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions.

(2) For courses carried out in graduate programs, first of all, assignments can be made from the faculty members of the department where the program is located, from other departments, from other faculties or institutes of Dokuz Eylül University or from other universities in Izmir, respectively, in cases where the number of faculty members is not sufficient or the field of expertise of the course is different, with the recommendation of the Department Presidency, the decision of the Institute Administrative Board and the approval of the Rectorate. No faculty member can be assigned from outside the province to carry out the courses.

(3) In compulsory cases, with the decision of the Institute Administrative Board, lecturers can be assigned to lecture and consultancy duties in non-thesis master's programs.



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(4) For a faculty member, it may be recommended to open more than one compulsory elective course in the same program and in the same semester. The student can take a maximum of one compulsory, one elective or two elective courses from the courses given by a faculty member in the same semester. In interdisciplinary programs affiliated with the Institute, the student can take a maximum of one course of a faculty member in the same semester.

### **Conducting Lessons and Repetition of Lessons**

**ARTICLE 12-** (1) Each semester is updated in the information package according to the academic calendar determined by the Rectorate by the faculty member who gives the course content, textbook and related bibliography, exam and application dates, if any, for the whole semester based on the week and how the midterm exam, intra-semester studies and end-of-semester exams will be reflected in the success grade of that course and are also announced to the students by the faculty member at the beginning of the semester.

(2) If the elective course to be repeated is not opened, another course may be taken from the program in which the advisor is registered with a reasoned proposal, provided that the local credit and ECTS credits are not less than the course to be repeated, without seeking the semester condition.

### **Exemption from Courses**

**ARTICLE 13 -** (1) Exemption principles,

a) Re-enrolling in Institute graduate programs while previously a student or graduate in other graduate programs,  
b) Registered in the graduate programs of the Institute and taking courses in the status of special students from another graduate program,  
c) It covers the procedures related to the exemptions and adaptations of the students studying in another graduate program with exchange programs from the courses they have taken and succeeded before.

(2) Among the students who successfully enrolled in the postgraduate entrance exams, those who applied to the Institute Directorate with a petition can be exempted from the courses, they took during their studies in other postgraduate programs with the opinion of the Department and the approval of the Institute Administrative Board. However, the total credit of the exempted courses cannot be more than half of the credit required to complete the relevant program for private students and more than one-third for other students.

(3) Students must apply to the Institute Directorate with a petition in order to be exempt from the courses. In the petition, it is stated which courses it is desired to be exempted from in return for the courses previously taken. In the annex of the petition, there must be a transcript document (sealed, signed and stamped) approved by the institution where the previous education was received and the contents of the successful courses (sealed, signed and stamped).

(4) Applications are made at the beginning of each semester during the registration period. The maximum validity period of the courses taken in graduate programs is five years. Exemption procedures for courses exceeding these periods are not performed. If it is not counted in the diploma degree, the postgraduate course that was previously taken from another institution/program and wanted to be counted in the course load must also have been achieved within the last five years.

(5) Until the Institute Administrative Board decides the request for course exemption, the student must continue the courses for which he/she requests exemption. Regardless of whether the course for which exemption is requested is compulsory or elective, the suitability of the course content is determined by the Department Presidency and decided by the Institute Administrative Board, if the ECTS and local credits of the previously taken course are not lower than those of the



course to be exempted are.

### **GRADE INCREASE**

**ARTICLE 14 - (1)** Students may repeat the courses they have succeeded in in order to increase their grade point averages with the decision of the Institute Board of Directors.

(2) The grade increase request is made at the beginning of the relevant semester during the course registration period.

(3) The grade point average is calculated based on the most recent grade. The student must complete the grade point average and may request course repetition in the first four semesters. In case of failure in the course taken to increase the grade, the course is repeated.

### **Seminar Lesson**

**ARTICLE 15 - (1)** The seminar course is a non-credit course taken by master's and doctoral students with a thesis, where students research and present on current developments related to the fields of study in the program they are enrolled in.

(2) The aim of the course is to help students develop their ability to explain, discuss and communicate in public by preparing a study that will contribute to the current and educational process related to thesis subjects in accordance with scientific research methods.

(3) Seminar topics and seminar presentation dates are notified to the Institute Directorate by the Heads of Departments at the latest one month after the beginning of the semester and announced on the Institute's website.

(4) When the Seminar Course is completed, the consultant faculty member enters the result into the grade entry system as Successful/Failure/Absent. Along with the printout of the transcript, the written report submitted by the student regarding his/her presentation is submitted to the Institute Student Affairs as an exam document.

### **Master Course and Thesis Study**

#### **ARTICLE 16 – 1**

(1) In the field of master course and thesis study, the advisor faculty member conveys his knowledge, manners and experiences to the students of the master's and doctoral programs in the scientific field in which he works, and in addition to the formation and execution of the scientific foundations of the thesis studies, he teaches his students scientific ethics, work discipline and discipline in his field. These are non-credit courses that provide students with the ability to monitor and evaluate current literature. The course of specialization and thesis work continues until the Institute Administrative Board approves the graduation of the student. The success status of the students related to these courses is locked at the end of each semester by entering them into the faculty member grade entry system as Developing/Inadequate/Absent. The printout is taken and delivered to the Institute of Student Affairs at the end of each semester.

(2) The student who succeeds in the thesis defense exam is deemed to have succeeded in the speciality course and thesis study of that semester.

### **Exams and Assessment**

**ARTICLE 17 - (1)** Course evaluation criteria are specified in the Information Package. Mid-term study and final exams can be in the form of homework submission, written exam, field research, survey study, field study, application, project, presentation, article writing, report, short exam, etc.

(2) If the midterm and final exams are held in the form of a written exam, the printed exam



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document issued by the Institute is used.

(3) The exams are held on the dates specified in the academic calendar and the result is delivered to the Institute within ten working days at the latest together with the evaluation documents and signature minutes.

(4) The weight of the final exam grade shall not be less than 40%.

(5) The effect of unsupervised assessment and evaluation activities in distance education programs or courses given through distance education on overall success cannot be more than 20%.

(6) The student can object to the success grade of the course within five working days from the announcement of the results. The objection is made in writing to the Institute Directorate. Student's success situation is examined only in terms of material error. The result is decided by the Institute Administrative Board and notified to the student in writing.

(7) No changes can be made in the midterm and final exam programs without the approval of the Institute Board of Directors. The faculty member shall notify the Institute Directorate of the request for changes in the announced exam dates by petition within five working days after the announcement date of the exam calendar at the latest.

(8) The student who cannot take the midterm exams must submit the documents proving the existence of his/her excuse to the Institute Directorate within five working days from the end of his/her excuse. If the excuse is accepted by the Institute Administrative Board, a midterm exam is held by the faculty member of the course on a new date determined within the same semester.

(9) The excuse of the student who does not take the exam of the course whose make-up exam date is determined and reports an excuse again is not evaluated by the Institute Administrative Board.

(10) Students who do not meet the 70% attendance requirement for the courses are not taken to the final exam.

(11) Evaluation documents are kept by the Institute for two years from the semester in which they were last processed.

### Appointment of a Consultant

**ARTICLE 18 -** (1) The student in the master's program with thesis is appointed until the end of the first semester with the recommendation of the relevant Department and the decision of the Institute Administrative Board by taking the opinions of the thesis advisor and the student who is the subject of the thesis and the faculty member who is recommended to undertake the consultancy.

(2) The project advisor for the student in the non-thesis master's program is appointed by the Institute Administrative Board at the latest by the end of the first semester upon the recommendation of the Institute Department.

(3) The doctoral thesis advisor is appointed from among the faculty members working in the department where the student is registered, with the recommendation of the relevant Department Presidency and the decision of the Institute Administrative Board, by the end of the second semester at the latest, by taking the opinions of the faculty member recommended to undertake the consultancy.

(4) Faculty members who will serve as advisors in graduate programs must meet the conditions for teaching specified in Article 10.

(5) In order for faculty members to manage the thesis in doctoral programs, they must have successfully completed at least one master's thesis.

(6) If necessary, the Department can make a second thesis advisor recommendation. The second thesis advisor may be from people outside the university staff who have at least a doctoral degree.



### Tasks for the Consultant

- ARTICLE 19** - (1) To guide the planning of the courses to be taken by the student at the beginning of the semester and to carry out the course registration approval procedures,
- (2) To inform the student about the regulations and guidelines to which he/she is subject,
  - (3) To monitor the general condition of the student; to make attempts to benefit from existing scholarships and similar opportunities by taking into account the student's request,
  - (4) To help the student determine the topic of the thesis/semester project,
  - (5) To periodically supervise the studies related to the thesis/term project,
  - (6) To conduct the seminar course,
  - (7) Carrying out the master course,
  - (8) To help the student's doctoral qualification exam to take place,
  - (9) To ensure that the student's doctoral thesis proposal exam takes place,
  - (10) To hold the student's doctoral thesis monitoring committee meetings,
  - (11) Following the thesis/semester project of the student and reporting the thesis exam/proficiency exam jury proposal to the Department Presidency,
  - (12) Notifying the Institute of the date of the thesis exam/proficiency exam of the student,
  - (13) To fulfil other duties assigned in accordance with the relevant legislation and administrative decisions within the framework of its responsibility and competence.

### Terms of Consultant Change

**ARTICLE 20** - (1) **Amended:** SD-25.10.2017-478/13) In accordance with the following issues, the change of advisor, the opinion of the student and the advisor, the opinion of the Department the Consultant Change Form containing the justified proposal is filled in and carried out by the decision of the Institute Board of Directors:

- a) Failure of the advisor and the student to agree (the advisor and the student are in a scientific or personal conflict that cannot be eliminated),
  - b) When a change in the thesis is required, the proposed thesis subject is not suitable for the consultant's field of expertise,
  - c) Failure of the consultant to perform his/her duty due to an excuse such as illness or long-term out-of-town or overseas duty,
- (2) **(SK-25.10.2017-478/13)** In accordance with the following issues, the new thesis advisor proposal is made by the decision of the Institute Administrative Board upon the **Advisor Change Form** from the Department **by taking the opinion of the student**.
- a) Transfer of the consultant to a different university.
  - b) If the faculty member retires,

### Determination and Change of Thesis Subject/Thesis Title

**ARTICLE 21** - (1) The subject of the thesis is a subject/field that determines the orientation in the field of expertise in which the thesis will be made. The thesis title is the exact name determined in accordance with the subject and content of the thesis.

(2) The subject of the master's thesis is determined by the decision of the Institute Administrative Board at the end of the first semester and the title of the thesis is determined by the opinion of the advisor faculty member and the appropriate proposal of the Department Presidency until the end of the second semester at the latest.

(3) The subject of the doctoral thesis is determined by the decision of the Institute Administrative Board by taking the opinion of the advisor faculty member and the appropriate



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recommendation of the Department at the end of the second semester. After the successful completion of the thesis proposal exam, the thesis title is determined by the decision of the Institute Administrative Board with the approval of the advisor faculty member, the Thesis Monitoring Committee and the Department Presidency.

(4) If the subject/title of the master's thesis is deemed necessary during the research and writing phase, the proposal of the advisor, the approval of the Department Presidency and the decision of the Institute Administrative Board, and the thesis subject/title of the doctoral students can be changed by the decision of the Institute Administrative Board upon the justified recommendation of the Thesis Monitoring Committee and the approval of the Department Presidency after the Thesis Monitoring Committee is established.

(5) The student may request a change of thesis subject until the 4th semester at the latest for the master's thesis and until the 8th semester at the latest for doctoral theses. The doctoral student whose thesis subject has changed has to re-enter the thesis proposal defense, and before the thesis delivery, the student must attend the thesis monitoring meeting at least three times and be successful.

**Non-Thesis Master's Semester Project and Proficiency Exam**

**ARTICLE 22 -** (1) Term project can be in the form of a comprehensive review, a critical report, a practical project, an experimental study, etc. Term project writing procedures are published by the Institute on its website.

(2) The student is obliged to enrol in the semester project course in the semester in which the semester project is included in the curriculum and to submit a written report about the semester project at the end of the semester.

The consultant signs the end-of-semester evaluation form for the semester project course and submits it to the Institute together with the semester project. At the end of the semester, the student who does not submit his/her project is deemed "Failed" and dismissed.

(3) The student who successfully completes the semester project and courses is subjected to a proficiency exam by the jury on the subjects related to the semester project and the education he/she has received. The exam jury consists of three people, one of whom is the student's advisor and one of whom is from another department or another higher education institution within the University/Institute.

(4) The student is obliged to submit the semester project to the Institute to be sent to the jury. The student is subjected to the exam within one month at the latest with the recommendation of the department head and the approval of the Institute Administrative Board.

(5) The proficiency exam is held verbally, practically or verbally and in writing for a minimum of forty-five and a maximum of ninety minutes. The decision of the jury is taken by the majority. The result of the exam is notified to the institute with a report.

**Transition from the Non-Thesis Master's Program to the Master's Program with Thesis**

**ARTICLE 23 –**

(1) At the beginning of each semester, Opinions about the admission of students to the Master's Program with a Thesis from the Non-Thesis Master's Program and the quota suggestions they will allocate for that semester are received (the quota department can be up to 20% of the program quota). Proposed quotas are announced by the decision of the Institute's Board of Directors. In order for students who apply to the announced quotas to pass;

a) The program to which it is registered and the program to which it will switch have the same name (if the program has a different name although it is the same department program, it is required to be equivalent in terms of content).



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- b) Having an academic grade point average of at least 3.00 out of 4.00,  
c) Having an Ales certificate obtained in the last three years in the type and score specified in the application conditions of the program,  
ç) Must have the central foreign language exam documents accepted by the Council of Higher Education.
- (2) The application documents of the students who meet the above conditions and apply within the period are discussed in the Institute Board of Directors and those whose applications are deemed appropriate are enrolled in the Master's Program with Thesis within the quota starting from the student with the highest master's grade point average.
- (3) Students who transfer to the Master's Program with Thesis are appointed as advisors and enrolled in the thesis study with the students' field of expertise and seminar courses.
- (4) The periods spent in the Non-Thesis Master's Program are counted towards the maximum periods.

**Transition from Master's Program with Thesis to Master's Program without Thesis**

**ARTICLE 24 -** (1) With the opinion of the relevant Department Presidency and the decision of the Institute Administrative Board, students can switch from the thesis program to the non-thesis program, provided that the program they are enrolled in and the program they will transfer to have the same name (if the program has a different name although it is the same department program, it is required to be equivalent in terms of content), and that they fulfil their missing courses and financial obligations.

**Doctoral Qualification Committee and Position**

**ARTICLE 25 -** (1) The committee consists of five faculty members determined for three years. The Doctoral Qualifications Committee is decided by the Institute's Board of Directors with the recommendation of the Department Presidency. Expired faculty members can be reappointed. Doctoral Qualification Exams are organized and conducted by the Doctoral Qualification Committee with the cooperation of the student's thesis advisor.

**Doctoral Qualification**

**Exam ARTICLE 26-**

**(1) Application and Examination Process**

The student who will take the doctoral proficiency exam applies to the Institute. The Institute sends the relevant form to the members of the Doctoral Competence Committee through the Department in order for the student to form the proficiency exam jury. The Proficiency Exam Jury determined by the Doctoral Qualification Committee consists of a total of five people, at least two of whom are from outside the University staff, including the student's advisor and at least one of the members of the Doctoral Qualification Committee. Doctoral Qualification Examination Jury Suggestion Form is prepared and forwarded to the Institute Directorate through the Department. The jury is finalized with the decision of the Institute Board of Directors.

**(2) Performing and Evaluating the Doctoral Qualification Exam**

The doctoral qualifying exam consists of two stages. The first stage of the exam is held in writing and the second stage is held verbally in the exam halls of the Institute on the announced date and time.

Students who score 75 or more out of 100 in the written exam are taken to the oral exam. Oral exams are open to listeners. The exam jury evaluates the success of the student in written and oral exams and decides by an absolute majority whether the student is successful or unsuccessful.



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Jury members submit the exam result to the Head of the Department to be forwarded to the Institute Directorate together with the report form and exam documents. The decision is notified to the Institute with a report within three days following the proficiency exam by the Department.

**Doctoral Thesis Proposal Report**

**ARTICLE 27 - (1)** The doctoral thesis proposal report is prepared in accordance with the form and content specified on the Institute's website and the thesis proposal is submitted to the members of the thesis monitoring committee no later than fifteen days before the exam date.

**Doctoral Thesis Monitoring Committee and Duties**

**ARTICLE 28 - (1)** The purpose of the thesis monitoring meetings is to monitor, control, and direct the student's work on the thesis and to approve all the work done in that period and the study plan for the next semester.

(2) Thesis monitoring meetings should be held once between January-June and July-December at the place determined by the advisor faculty member in the relevant Departments twice a year. The student submits the report prepared in accordance with the form and content specified on the Institute's website to the members of the thesis monitoring committee at least one month in advance.

(3) At the end of the meeting, the committee evaluates the Thesis Progress Report and presentation prepared by the student and fills out the Thesis Follow-up Meeting Follow-up Form. The Thesis Follow-up Meeting Follow-up Form and the thesis progress report are submitted to the Institute Directorate within three days.

(4) The student who does not enter the thesis monitoring meeting without a valid excuse is considered unsuccessful. The result of the evaluation is notified to the institute in writing by the committee within three days. A student who is found unsuccessful by the committee twice in a row or three times intermittently will be dismissed from the University.

**Finalization of Postgraduate Theses/Term Projects**

**ARTICLE 29 - (1)** After the student prepares his/her thesis/term project in accordance with the principles in the Thesis/Term Project Writing Guide on the Institute's website, he/she submits it in accordance with the Thesis/Project Delivery Process on the Institute's website.

(2) When receiving the plagiarism report, the procedures and principles on the Institute's website are taken into account conviction.

(3) At least the doctoral students are included as the first name of the student related to the thesis subject one scientific article (published in national/international peer-reviewed journals in accordance with the conditions accepted for the application for associate professorship in the field or, in case of final acceptance for publication, together with the editorial including the number information) must have been published and must have made at least one oral, written or visual presentation at national/international peer-reviewed scientific events about his/her work on his/her thesis.

**Formation of Committees and Examination Juries**

**ARTICLE 30 - (1)** The following principles are taken into consideration when forming doctoral qualification, thesis monitoring, thesis exam (doctoral master's degree) committees/juries:

a) There is no bond of interest between the jury members and between the jury members and



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the student up to the third degree (including this degree) that is incompatible with blood or marital kinship and ethical principles,

b) The faculty member to be recommended from outside the University staff for doctoral qualification, thesis monitoring and doctoral thesis examination jury is a Professor or Associate Professor,

c) In the event of a change of advisor, the previous advisor shall not take part in any jury to be formed for the student in question,

ç) The faculty member from outside the University staff within the doctoral thesis monitoring committee cannot meet the requirement for the external faculty member required for the doctoral thesis exam jury,

d) The jury member proposed from another university or other department is working in the field of the thesis and/or the method used in the thesis,

e) Failure to appoint jury members from outside the province in doctoral thesis monitoring committees except for compulsory cases.

(2) The faculty member with the highest academic title is the chairman of the jury in all juries created during the postgraduate education process. In case of having the same academic title, the chairperson is determined by the jury within the framework of academic seniority and consensus principles.

**Situations Not Counted from the Education Period of Graduate Students ARTICLE 31 -**

- (1) The periods spent in the scientific preparation program, times Right frozen by the decision of the Board of Directors due to justified and valid excuses
- (2) Time spent in Foreign Language Preparatory Class.

**Permission to Pause Education (Freezing Student Rights)**

**ARTICLE 32 -** (1) Requests for permission to take a break from education are evaluated and decided by the Institute Board of Directors in accordance with the provisions of the Dokuz Eylül University Education and Examination Regulation. The student may request a freeze of rights in the following cases:

a) Having won an overseas scholarship related to the program he/she is enrolled in (YÖK, TÜBİTAK, Fullbright, DAAD, etc.).

b) Having a long-term valid report that cannot meet the attendance requirement for courses due to health problems,

c) Being in places where there are situations such as natural disasters, emergencies, etc.,

ç) Other situations deemed appropriate by the Board of Directors.

**De-registration**

**ARTICLE 33 -** (1) Students who fail to successfully complete the credit courses and seminar course included in the curriculum at the end of four semesters in the Master's Program with Thesis or who fail to fulfil the success conditions/criteria stipulated by the University within this period; and students who fail in the thesis study or do not enter the thesis defense within the maximum periods are dismissed from the University.

(2) The student whose thesis is rejected as unsuccessful will be dismissed from the University.



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(3) The student, whose thesis is decided to be corrected, defends the corrected thesis again in front of the same jury within three months at the latest. At the end of this defense, the student who is found unsuccessful and whose thesis is not accepted is dismissed from the University.

(4) Those who are successful in the thesis exam, meet the other conditions specified in the University Graduate Education and Training Regulation and must submit at least three bound copies of the master's thesis to the relevant institute within one month from the date of entrance to the thesis exam. The institute board of directors may extend the delivery period for a maximum of one more month upon request. A student who does not meet these conditions cannot receive his diploma, cannot benefit from student rights, and is dismissed if his maximum period expires until he fulfils the conditions.

(5) The duration of completing the non-thesis master's program is at least two semesters and at most three semesters, regardless of whether they are enrolled for each semester, starting from the semester in which the courses related to the program they are enrolled, except for the time spent in scientific preparation and/or foreign language preparation. At the end of this period, the student who fails or cannot complete the program will be dismissed from the University.

(6) The maximum duration of successfully completing the credit courses required for the doctoral program is four semesters. During this period, the student who cannot successfully complete his/her credit courses is dismissed from the University.

(7) The student who successfully completes the credit courses, is successful in the proficiency exam and whose thesis proposal is accepted, but cannot complete the thesis study until the end of the twelfth semester is dismissed.

(8) The student who fails the proficiency exam is taken to the exam again in the next semester from the section/sections he/she failed. The student who fails in this exam is dismissed.

(9) The student whose thesis proposal is rejected has the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee can be appointed. The student who wants to continue the program with the same advisor is taken to the thesis proposal defense again within three months, and the student who changes the advisor and the thesis subject within six months. The student whose thesis proposal is rejected in this defense is also dismissed.

(10) The student who does not enter the thesis monitoring meeting without a valid excuse is considered unsuccessful. The student who is found unsuccessful by the committee twice in a row or three times intermittently is dismissed.

(11) The student, whose thesis is decided to be corrected, defends his/her thesis again in front of the same jury by making the necessary corrections within six months at the latest. The student who is unsuccessful in this defense is dismissed.

(12) The maximum period of time to be spent in the scientific preparation program is two semesters. This period cannot be extended except for the semester holidays, and the student who is



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not successful at the end of the period is dismissed.

**Cases without Provisions**

**ARTICLE 34 - (1)** In cases where there is no provision in this Regulation, the Postgraduate Education and Training Regulation published in the Official Gazette dated 20/4/2016 and numbered 29690, Dokuz Eylül University Postgraduate Education and Training Regulation published in the Official Gazette dated 15/08/2016 and numbered 29802, Dokuz Eylül University Associate Degree and Undergraduate Education and Examination Regulation and other legislation provisions shall apply.

**Repealed Application**

**ARTICLE 35 - (1)** Dokuz Eylül University Institute of Social Sciences Graduate Education and Examination Implementation Principles accepted by the decision of Dokuz Eylül University Senate dated 25/05/2010 and numbered 368 have been repealed.

**Transitional provisions**

**Provisional Article 1 - (1)** The implementation of the new provisions introduced in these Code of Practice and the new periods determined shall start from the fall semester of the 2016-2017 academic year.

**Enforcement**

**ARTICLE 36 - (1)** These principles of application enter into force from the date of approval by the Senate of Dokuz Eylül University.

**Enforcement**

**ARTICLE 37 - (1)** These Principles of Practice are carried out by the Director of the Institute of Social Sciences.