



**NEAR EAST UNIVERSITY  
GRADUATE SCHOOL OF APPLIED SCIENCES  
DEPARTMENT OF MECHANICAL ENGINEERING**

**ACADEMIC REGULATIONS FOR POSTGRADUATE STUDIES**

**AIM AND SCOPE**

**Article 1** – The purpose of these regulations is to govern graduate studies at Near East University.

**Definitions**

**Article 2** - The terms and abbreviations used in these regulations are as follows:

- a) Graduate School: Graduate School of Educational Sciences, Graduate School of Social Sciences, Graduate School of Natural Sciences, and Graduate School of Health Sciences at Near East University.
- b) Graduate School Board: The board chaired by the Graduate School Director and comprised of the Graduate School Assistant Director and Department Chairpersons.
- c) Graduate School Administrative Board: The board chaired by the Graduate School Director and comprised of the Graduate School Assistant Director and three members of the faculty elected by the Graduate School Board for a three years term.
- ç) Department: The academic units having graduate programs affiliated with the Graduate School.
- d) Department Chairperson: The head of the academic unit mentioned in the Clause (d).
- e) Department Academic Board: The board comprised of the tenured full or associate professors, assistant professors and instructors in the graduate program of the Department.
- f) Supervisor: The member of the faculty appointed by the Graduate Administrative Board in order to act as a guide to students enrolled in the Graduate School.
- g) Co-supervisor: The member of the faculty at Near East University or other institutions of higher education appointed by the Graduate Administrative Board in order to co-

supervise a student of Graduate School whose thesis subject requires more than one supervisor; an instructor in a graduate program or an expert practitioner prominent in his/her area.

ğ) Semester: A period of study lasting at least 70 (seventy) working days (except Sundays, official holidays and exam days), the start and end of which is determined each academic year by the Graduate School Board. Refers to fall and spring semesters.

h) Student: Holders of bachelor's or master's degree enrolled in the Graduate School.

ı) Graduate Study: Master's program with thesis, master's program without thesis and doctoral study.

ı) Thesis: A scientific study required to obtain master's or doctoral degree.

ı) Term Project: A report containing the results of a research/study on a specific topic prepared by a candidate for master's degree without thesis.

k) Seminar: A written work on a specific topic prepared and orally presented by graduate students and assessed by the course instructor.

l) Academic Calendar: A schedule of events and deadlines for each academic year.

m) Credit System: The National credit system in which one hour of theoretical course or two hours of practicum is equal to one credit or the system of awarding credits for courses, practicums and other educational activities according to the European Credit Transfer System (ECTS) scale. Credit system is regulated by directive.

n) Qualifying Examination: The examination that assesses doctoral students' competency in scientific reasoning, scientific methods, and independent research.

o) Thesis Monitoring Committee: The Committee comprised of at least three faculty members, including the thesis supervisor, in charge of guiding and supervising doctoral student's thesis study.

## **Admission of Students**

Article 3 - Admission to graduate programs is based on applicants' academic success in the undergraduate and/or master's program and their Academic Personnel and Graduate Study Entrance Examination (ALES) score. Also, all applicants, with the exception of applicants for master's programs without thesis, must provide proof of foreign language proficiency.

The required ALES scores and score categories are decided by the Graduate School Administrative Board upon the recommendation of the Department Academic Board.

Bachelor's and master's degrees required to be eligible for admission to master's and doctoral programs are decided by the Senate upon the recommendation of the Graduate School Administrative Board.

a) Applicants to the master's programs with or without thesis must meet the following requirements:

Degree and cumulative grade point average: Applicants must have a bachelor's degree with a cumulative grade point average above the limit set by the Department.

ALES score: Applicants must have a minimum ALES score of 55 (fifty five) in the category determined by the department. ALES score may not be required of applicants from countries other than Turkey, including the Turkish Republic of Northern Cyprus or other countries.

Foreign Language Proficiency Examination: Applicants must earn a minimum score of 60 (sixty) out of 100 (one hundred) on the language proficiency examination for graduate students conducted by the Department of English Language Teaching at NEU. Foreign Language Proficiency Examination is not required for admission to master's programs without thesis unless decided otherwise by the Graduate School Administrative Board or Graduate School Board upon the recommendation of the Department Academic Board.

In case it is required, candidates may be exempt from the foreign language (English) proficiency examination according to the Clause (b) of the Article 7.

Assessment: The assessment of applications for master's programs is based on the ALES score, the undergraduate cumulative grade point average, and the written examination and interview conducted by the Department.

The breakdown of percentages will be as follows: 40% for the ALES score, 10 % for the undergraduate cumulative grade point average, and 50% for the written examination and interview. Applicants who obtain a minimum score of 55 will be ranked in order by the decision of the Graduate School Administrative Board upon the recommendation of the Department Chairperson.

Interview consists of an oral evaluation, taking into consideration the letter of recommendation and the letter of intent submitted by the applicant.

b) Applicants to the doctoral programs must meet the following requirements:

Degree and cumulative grade point average: Applicants must have a bachelor's or master's degree. Graduates of master's programs with thesis must have a minimum cumulative grade point average of 80 (eighty) over 100 (one hundred) or 3.00 over 4.00.

Foreign Language Proficiency Examination: Applicants to doctoral programs must earn a minimum score of 70 (seventy) out of 100 (one hundred) on the language proficiency examination for graduate students conducted by the Department of English Language Teaching at NEU. Applicants may be exempt from the foreign language proficiency examination according to the Clause (b) of the Article 7.

Assessment: The assessment of applications for doctoral programs is based on the ALES score, the undergraduate and/or graduate cumulative grade point average, and the interview result. Interview consists of an oral evaluation, taking into consideration the letter of recommendation and the letter of intent submitted by the applicant.

c) Graduates of master's programs without thesis are eligible to apply for doctoral programs on condition that they have obtained a minimum graduate cumulative grade

point average of 85 (eighty five) over 100 (one hundred) and have met the requirements for admission to master's program with thesis. They will first be admitted to a master's program with thesis and will be required to have completed their thesis study.

d) The President's Office at Near East University will announce through newspaper advertisements the names of the graduate programs accepting applications, the documents required for application, the deadline, etc. The announcement calling for applications will be made at the beginning of each semester.

#### Admission to the Academic Preparation Program

Article 4 - a) The Academic Preparation Program may be applied to compensate for the deficiencies of the following categories of applicants to the master's and doctoral programs:

- i. Applicants who hold a bachelor's degree from a field other than that of the master's or doctoral program applied to,
- ii. Applicants for a master's program who hold a bachelor's degree from an institution of higher education other than Near East University,
- iii. Applicants for a doctoral program who hold a bachelor's or master's degree from an institution of higher education other than Near East University,
- iv. Applicants for a doctoral program who hold a bachelor's or master's degree from a field other than that of the doctoral program applied to.

b) Students are admitted to the Academic Preparation Program in accordance with the conditions stipulated in the Clauses (a) and (b) of the Article 3.

c) Compulsory courses in the Academic Preparation Program cannot be substituted for the courses necessary for completion of the concerned graduate program. However, students attending the Academic Preparation Program can take graduate courses besides academic preparation courses upon the recommendation of the Department Chairperson and approval of the Administrative Committee of the Graduate School.

ç) Students attending the Academic Preparation Program are subject to the regulations of the program where they take courses in terms of attendance, examinations, grades, requirements for passing courses, repeating courses, withdrawal, etc. Students enrolled in Academic Preparation Program must have earned a cumulative grade point average which is foreseen by the related department

#### **Admission of Special Students**

Article 5 - Graduates or students of an institution of higher education who want to develop their knowledge of a particular subject may be allowed to take graduate courses as special students upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board. Special students cannot enjoy the rights and privileges granted to regular students. No minimum cumulative grade point average or

entrance examination is required for admission of special students. Special students must fulfil their obligations to the University and meet all the requirements of the courses they take just like regular students.

Should a special student be admitted into a graduate program, a maximum of one-fourth of the total credits earned from the courses taken in the last four semesters and related to the Department or field of study may count toward the program, depending upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

### **Admission through Transfer**

**Article 6** - Students who have successfully completed at least one semester in a graduate program at the University or at any other institution of higher education may apply for transfer to another graduate program. The decision about applications for transfer meeting the admission requirements set by the Senate is made by the Graduate School Administrative Board upon the positive and reasoned recommendation of the Department. A maximum of 2/3 of the courses taken at the previous institution can be transferred. Students who are at the stage of writing their master's thesis or who have already passed the doctoral qualifying examination cannot apply for transfer.

### **Application to Graduate Programs**

**Article 7** - Candidates will apply to the Graduate School director within the application deadline, specifying the program applied to and submitting the ALES score, foreign language certificate and other documents required by the Graduate School. Besides the application form, applicants to master's programs must attach their bachelor's diploma and applicants to doctoral programs their master's and bachelor's diplomas and their transcripts. Master's degree transcripts should state whether the program is with or without thesis. A certificate of equivalence issued by the YÖK or YÖDAK may be required for degrees earned in foreign countries.

Applicants to graduate programs may also be required to attach to the application form other documents and notices such as letters of recommendation and letter of intent.

### **Exemptions**

Article 8 - a) ALES score: Applicants who have a minimum score of 950 total points on the quantitative and verbal sections, and a minimum score of 3.5 on the analytical writing section, of "Graduate Record Examination" (GRE) or who have a minimum score of 450 points on "Graduate Management Admission Test" (GMAT) may be exempt from the

ALES. The ALES equivalent of above-mentioned scores will be determined by the Senate upon the recommendation of the Graduate School.

b) Foreign Language: Applicants who fulfil one of the following conditions will be exempt from the foreign language (English) proficiency examination required by the Graduate School for applications:

1. Applicants who have obtained a minimum score of 60 (sixty) on the language (English) proficiency examination for graduate students conducted by the Department of English Language Teaching at NEU within the last two years,

2- Applicants who have a minimum score of 50 (fifty) on the Inter-university Board Foreign Language Examination (ÜDS) or on the Foreign Language Proficiency Examination for State Employees (KPDS) or an equivalent score on any other English Proficiency Examination recognized internationally.

3. In the case of the departments where the language of instruction is Turkish, applicants who are able to prove their proficiency in an internationally recognized foreign language.

### **Assessment of Applications**

**Article 9** - The Graduate School Administrative Board sets up an examining committee with a minimum of three members from among the faculty members recommended by the Department Chairperson in order to assess the applications for graduate programs and to interview the candidates. The examining committee will rank the candidates in order according to the criteria specified in the Clauses (a), (b), and (c) of the Article 3, and will submit the list of candidates selected for admission to the Graduate School in accordance with the quota. Admission will be finalized by the Graduate School Administrative Board. The result of the assessment will be announced by the Graduate School Director.

### **Final Registration**

**Article 10** - Final registration: Applicants who are admitted to graduate programs must complete their registration process by submitting the following documents within the time period announced by the Graduate School. All the documents should be original or attested copies. When it has been determined that applicant has submitted forged or altered documents or cheated on the entrance examinations, his/her registration will be cancelled.

a) A certificate of equivalence issued by the YÖK or YÖDAK for degrees earned in foreign countries,

b) A copy of the ALES score or its equivalent,

c) A certified copy of the student's educational record including the cumulative grade point average (transcript),

- ç) A copy of the score on the foreign language (English) proficiency examination for graduate students conducted by NEU or of its equivalent,
- d) A certified copy of the identity card,
- e) Residence permit,
- f) 6 recently taken, passport sized photographs (no colour glasses, headscarves or beards allowed),
- g) A certificate of status for research assistants at NEU or other universities.

### **Registration Renewal**

**Article 11** - Graduate students must renew their registrations with the Graduate School at the beginning of fall and spring semesters within the time periods announced in the academic calendar.

Students who have not paid tuition fees cannot renew their registrations nor can they obtain such documents as transcript, certificate of status, internship letter and military service record.

Students who fail to renew their registrations for a particular semester without an excuse reasonable and valid according to the rules set by the Senate will be deemed to have failed all the courses of that semester. If they are at the thesis stage, they will be considered to have failed that semester by the supervisor/Thesis Monitoring Committee. The semester for which such a student is not registered is included in the calculation of maximum period of study. Students who have not renewed their registrations will be subject to the Clause (k) of the Article 16.

### **Examinations and Assessment**

**Article 12** - The credit value of a graduate course is the sum of the weekly theoretical course hours plus half of the weekly laboratory and practicum hours.

Policies regarding the use of such credit systems as the European Credit Transfer System (ECTS) in the assessment of graduate courses, practicums and other educational activities are made by the Graduate School Administrative Board.

To be able to take examinations, students must have successfully attended 70% of the theoretical courses and 80% of the practicums and/or other educational activities. A satisfactory score on midterm examinations may also be required by the decision of the Graduate School Administrative Board.

### **Academic Assessment and Grades**

**Article 13** – Mid-term examinations and other semester works for graduate courses and their percentage towards the final grade will be determined by the Department Academic

Board. They will be announced to the students at the beginning of each semester; and the scores earned will be included in the final grade.

Final examinations of graduate courses will be assessed over 100 (one hundred) full points by the faculty member(s) carrying out the exam. In order to pass the final exam, master's students must earn a minimum score of 70 (seventy), and doctoral students a minimum score of 80 (eighty) out of 100 (one hundred) points.

Cumulative grade point average must be 80 (eighty) over 100 (one hundred) or 3.00 (three) over 4.00 (four) to earn a master's or doctoral degree.

Re-sit examination will not be offered for a failed graduate course. Students may repeat a failed course or replace it with another course equal in credit value within the maximum period allowed for taking courses. They may also be allowed to repeat a passed course in order to increase their cumulative grade point average by the decision of the Graduate School Administrative Board.

The letter grades, coefficients and percentage equivalents are given below.

Percentage	Course Grade	Coefficient
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
65-69	DC	1.5
60-64	DD	1.0
50-59	FD	0.5
49 and below	FF	0

The table drawn by the Graduate School Administrative Board will be used in grading according to the European Credit Transfer System (ECTS) scale.

The grade DZ (Not Attended) is issued by the instructor when students fail to satisfy the requirements of attendance and course practices. The grade (DZ) is computed as equivalent to (FF) in calculating the grade point average.

The grade Satisfactory (BŞ) is given to students who successfully continue their thesis study; and the grade Unsatisfactory (BŞZ) is given to students who fail to continue their thesis study. The assessment of students' progress will be based on the report of the Thesis Monitoring Committee in doctoral programs; and on the opinion of the thesis supervisor in master's programs. Also, the special study courses are graded Satisfactory (BŞ) or Unsatisfactory (BŞZ).



The letter grades DZ and BŞ are not included in the cumulative grade point average. In the transcripts prepared in English, they will be coded as DZ (Not Attended) and S (Satisfactory) respectively.

### **Grade Point Average**

**Article 14** - A student's academic standing is determined by calculating the general grade point average at the end of each semester. The total credit point for a course is obtained by multiplying the course's credit hours by the final grade's coefficient. The grade point average of any semester is obtained by dividing the semester's total credit points by the number of credit hours taken by the student for that semester. The obtained average is calculated to two decimal points. The cumulative grade point average is based on all courses taken since admission to the graduate program to meet the minimum course load stipulated by the regulations. The most recent grade earned in a repeated course is used in computing the cumulative grade point average. All grades are shown on the student's transcript. Students whose cumulative grade point average is higher than 3.50 are listed as high honour students.

### **Course Substitution**

**Article 15** - Policies regarding the substitution of courses and the transfer of credits obtained in the Summer School, special student program or a previous graduate program are determined by the Graduate School Board.

### **Dismissal**

**Article 16** - Graduate students are dismissed from their programs for the following reasons:

- a) If a student's cumulative grade point average is less than 2.00 at the end of the second or any of the following semesters,
- b) If the minimum required course load specified by the Department is not completed within 4 (four) semesters by students in a master's program with thesis, within 6 (six) semesters by students in a master's program without thesis, and 4 (four) semesters by or doctoral students
- c) If a doctoral student does not succeed in the KPDS, ÜDS, or any other relevant foreign language proficiency exam and/or is not able to meet the publication condition within the period stipulated by these regulations,
- ç) If a doctoral student fails the doctoral qualifying examination twice,
- d) If a doctoral student's thesis proposal is rejected three times,

- e) If a student receives the letter grade "BŞZ" (unsatisfactory) for master's or doctoral thesis in two consecutive semesters or three non-consecutive semesters.
- f) If a student's thesis is rejected by the examining committee,
- g) If a student's corrected thesis is rejected by the examining committee,
- h) If a student fails to complete the program in the specified time period,
- 1) If a student is graded "BŞZ" (unsatisfactory) by the Thesis Monitoring Committee in two consecutive semesters or three non-consecutive semesters,
- i) If a student fail to register for semesters twice without an excuse reasonable and valid according to the rules set by the Senate,
- j) If a doctoral student who is admitted to the program with a master's degree and who has completed other requirements does not take the qualifying examination by the end of the eighth semester.

## **MASTER'S PROGRAMS**

**Article 17** - a) Master's program may be held in two ways: those requiring a thesis, and those not requiring a thesis. The Departments in which these programs will be offered are determined upon the recommendation of the Department Chairperson, the decision of the Graduate School Administrative Board, and the approval of the Senate.

b) Transfers between master's program with thesis and master's program without thesis are allowed by the Graduate School Board upon the recommendation of the Department. Transfer from a master's program with thesis to the one without thesis requires the completion of additional credits, whereas the reverse requires the proof of foreign language proficiency. In both cases, students are granted an extension of a maximum of 2 (two) semesters to complete the requirements of the program they transferred to. A threshold grade point average for transfer may be required upon the approval of the Graduate School Administrative Board. Students must apply for transfer before the end of their fourth semester, and can transfer only once.

### **I. MASTER'S PROGRAM WITH THESIS**

#### **Aim and Scope**

**Article 18** - The aim of the master's program with thesis is to enable students to acquire the ability to conduct scientific research leading to the acquisition, evaluation and interpretation of knowledge. A master's program with thesis is comprised of a minimum of seven courses, not being less than 21 credits, one seminar course, other educational activities and thesis study. The seminar course and thesis study are compulsory.

Students may take a maximum of two undergraduate courses on the condition that the courses have not been taken during the undergraduate program. Students may also take courses from other institutions of higher education upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

The Graduate School Board may decide to offer compulsory or optional integrated courses of an interdisciplinary nature.

### **Period of Study**

**Article 19** - The master's program with thesis must be completed within a minimum of three and a maximum of six semesters. However, students who have started thesis work at the third semester, may complete the master with thesis program in a shorter period of time.

Students who have completed the credit courses and the seminar course in three semesters but have not submitted their thesis and hence, have been unable to apply for their thesis defence by the end of their sixth semester may be granted an extension of a maximum of two semesters for the thesis defence upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

### **Appointment of Thesis Supervisor**

**Article 20** - The department proposes a thesis topic and supervisor to the Graduate School for each student of a master's program with thesis no later than the end of the student's second semester, taking into consideration his/her previous academic studies, area of interest and preferred supervisor. Thesis supervisor is proposed from among the members of the Department, other Departments or other institutions of higher education. The appointment of the thesis supervisor requires the approval of the Graduate School Administrative Board. If the student's thesis subject requires more than one supervisor, a co-supervisor may also be appointed.

The number of graduate students per supervisor is determined by the Graduate School Board, taking into account the nature of the Department.

In addition to all other academic and administrative tasks and workload, the thesis supervisor may offer a "Special Study Course" every semester following the one in which the thesis project is approved by the Graduate School Administrative Board. All Students must register for the Special Study course. Policies regarding the course are made by the Graduate School Board and applied by the Graduate School Administrative Board.

### **Completing the Master's Thesis**

**Article 21** - A student enrolled in a master's program with thesis must submit his/her thesis in the format specified by the Graduate School Board and to defend it orally before an examining committee.

The thesis examining committee is appointed upon the recommendations of the Department Chairperson and approval of the Graduate School Administrative Committee. The examining committee consists of either three or five members, including the thesis supervisor and at least one member from a different department or from a different institution of higher education. In case it consists of three members, the co-supervisor cannot be a member of the committee.

Having prepared their individual reports, the committee members conduct the thesis examination within one month after the thesis has been submitted. The thesis examination consists of a presentation of the thesis study, followed by a question and answer period. It takes 45 to 90 minutes and is open to the public.

Following the thesis defence, the examining committee decides by absolute majority to accept, reject, or require a revision of the thesis. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the thesis examination. If the committee rejects the thesis, the student will be dismissed from the program. If the committee requires the student to revise the thesis, the student, after having made the necessary corrections, will defend the thesis again before the same committee within a maximum of three months. If the committee rejects the thesis after the second defence, the student will be dismissed from the program.

### **Master's Degree Diploma**

**Article 22** - A student who has passed the thesis examination, completed all other requirements, and submitted at least four bound copies of the thesis to the Graduate School within one month after taking the thesis examination will be conferred the Master's Degree Diploma on condition that the thesis meets the format requirements.

The Master's Degree Diploma will bear the official name of the program completed and the title awarded (if applicable).

## **II. MASTER'S PROGRAM WITHOUT THESIS**

### **Aim and Scope**

**Article 23** - The aim of the master's program without thesis is to provide students with in-depth knowledge in a professional field and to show them how to use in practice the existing knowledge. The program consists of a minimum of ten courses, not being less

than 30 credits in total, and a non-credit term project. The scope and conditions of the term project is determined by the Graduate School Board. The term project will be graded on a satisfactory/unsatisfactory basis. Students must register for the semester in which they take the term project and must submit a written report at end of that semester. Students enrolled in master's programs without thesis may be required to take a qualifying examination by the decision of the Graduate School Administrative Board upon the recommendation of the Department.

Students may take a maximum of three undergraduate courses on the condition that the courses have not been taken during the undergraduate program.

For admission to the master's program without thesis, special conditions may be required upon the recommendation of the Department and the decision of the Graduate School Administrative Board.

### **Period of Study**

**Article 24** - The maximum period to complete the master's program without thesis is eight semesters. Students whose performance is considered to be unsatisfactory as determined by the regulations can be dismissed prior to the completion of this period.

### **Appointment of Supervisor**

**Article 25** - The department proposes a supervisor for each student to assist in the selection of courses and to supervise the term project no later than the end of the student's first semester. The appointment of supervisor is finalized with the approval of the Administrative Board of the Graduate School.

The number of graduate students per supervisor is determined by the Graduate School Board, taking into account the nature of the Department.

### **Master's Degree (without Thesis) Diploma**

**Article 26** - A student who has completed all credit courses and the term project satisfactorily will be awarded the Master's Degree (without Thesis) Diploma.

The Master's Degree (without Thesis) Diploma will bear the official name of the program completed and the title awarded (if applicable).

## **DOCTORAL PROGRAM**

### **Aim and Scope**

**Article 27** - The aim of the doctoral program is to enable students to acquire the ability to conduct independent research, to examine and interpret phenomena from a wide and in-depth perspective, and to determine the necessary steps to reach new syntheses.

The dissertation to be prepared at the end of the doctoral program must meet one of the following criteria:

- a) Introducing an innovation in a scientific field,
- b) Developing a new scientific method,
- c) Applying an already-known method to a new area.

A doctoral program, for students who hold a master's Degree, consists of a minimum of seven courses, not being less than 21 credits in total, a doctoral qualifying examination, a thesis proposal and a thesis.

Graduate courses may also be chosen from those offered at other institutions of higher education upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board. The Graduate School Board may decide to offer compulsory or optional integrated courses of an interdisciplinary nature. Courses may be added, dropped or withdrawn within the first two weeks of the semester.

Undergraduate courses do not count toward the doctoral course load or credits.

The University may offer joint doctoral programs in cooperation with other universities home and abroad. The rules and procedures of these programs will be determined by the University Senate.

### **Period of Study**

**Article 28 - a)** Doctoral program must be completed within 8 semesters.

b) The maximum period to complete credit courses required for a doctoral program is four semesters. Students who have not passed all credit courses by the end of the fourth semester or whose cumulative grade point average is below the minimum requirement specified in these regulations will be dismissed from the Graduate School.

c) If a student who has completed the required course work, passed the doctoral qualifying examination and whose thesis proposal has been accepted is unable to complete the thesis work and take the thesis examination by the end of the eighth semester, he/she may be given an extension of a maximum of four semesters for the thesis defence upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

### **Appointment of Thesis Supervisor**

**Article 29** - The department Chairperson proposes a thesis supervisor to the Graduate School for each student, taking into consideration his/her previous academic studies, area of interest and preferred supervisor. The appointment of a thesis supervisor requires the approval of the Graduate School Administrative Board and is made no later than the end of the student's third semester. If the student's thesis subject requires more than one supervisor, a co-supervisor may also be appointed.

The number of graduate students per supervisor is determined by the Graduate School Board, taking into account the nature of the Department.

Thesis Supervisors will be selected from among the faculty members teaching in graduate programs at Near East University unless exceptional conditions exist.

### **Qualifying Examination**

**Article 30** - The aim of the qualifying examination is to determine whether the student has an in-depth knowledge of fundamental concepts and of concepts related to his doctoral study. This examination is held twice a year during the periods specified in the academic calendar. The date and time of the exam scheduled by the Department is announced by the Graduate School Director.

Students, who have completed credit courses and seminar course(s) and have met the requirements for foreign language proficiency and for publication or presentation of papers in scientific meetings as well as other requirements set by the Graduate School Board, may take the qualifying examination. Students admitted to a doctoral program must take the examination no later than the end of their eighth semester.

The qualifying examinations will be organized and administered by a five-member Doctoral Qualifying Committee recommended by the Department Chairperson and approved by the Graduate School Administrative Board. The Committee serves one year. It may establish examining committees that will prepare, administer and evaluate examinations in various academic fields.

In order to take the qualifying examination, students must have a minimum score of 60 (sixty) over 100 (one hundred) on the Inter-university Board Foreign Language Examination (ÜDS) or on the Foreign Language Proficiency Examination for State Employees (KPDS). The equivalent scores on the TOEFL; (computer-based test: 170 and/or paper-based test: 527), and the IELTS ( 6 ) will also be accepted.

Doctoral students who fail to pass the aforementioned foreign language proficiency examinations will be allowed a maximum of one calendar year. Those students who are unable to pass the examination by the end of this period will be dismissed from the doctoral program.

The doctoral qualifying examination consists of two parts: written and oral. The Doctoral Qualifying Committee decides by absolute majority whether a student has passed or failed

the examination, taking into account the report of the examining committee and the student's performance on the written and oral sections of the examination. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the qualifying examination. The Graduate School Board may determine the rules and procedures of the qualifying examination.

Students who fail the qualifying examination will retake it the following semester. Students failing the examination twice will be dismissed from the doctoral program.

### **Thesis Monitoring Committee**

**Article 31** - A Thesis Monitoring Committee will be appointed upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board within two months after the student passes the qualifying examination.

The Thesis Monitoring Committee will be comprised of three faculty members. In addition to the thesis supervisor, one member will be from within and one from outside the department. Special attention will be paid to include the faculty members of related disciplines especially in the case of a thesis study of an interdisciplinary nature. The co-supervisor, if there is one, may also attend the Committee meetings.

In subsequent semesters, changes in the membership of the Thesis Monitoring Committee may be made upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

### **Doctoral Thesis Study**

**Article 32** - A student who has passed the doctoral qualifying examination will have a maximum of six months to orally defend before the thesis monitoring committee his/her thesis proposal comprising the aim, method, and plan of research. The student should hand out a written report concerning the thesis proposal to the committee members at least fifteen days before the oral defence.

Thesis proposal defence is open to the public; and the audience may contribute to the thesis proposal.

The thesis monitoring committee decides by absolute majority to accept or reject the thesis proposal. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the thesis proposal defence.

A student whose thesis proposal is rejected will have the right to select a new thesis supervisor and a new thesis subject. In such cases, a new thesis monitoring committee may also be appointed. Students who want to continue with the same supervisor will be required to defend their thesis proposal within three months and students whose supervisor and thesis subject have been changed within six months.



The thesis monitoring committee, for the students whose thesis proposal has been accepted, will meet at least twice a year; once between January and June and once between July and December. The student will submit a written report to the Committee members at least one month before the meeting. The report will include a summary of the work so far completed and a study plan for the next semester. The committee will decide whether the work completed is satisfactory or unsatisfactory.

A doctoral student who has published, or submitted a written confirmation of publication for, a scientific article in a journal covered by SCI (Science Citation Index), SSCI (Social Sciences Citation Index) or AHCI (Arts and Humanities Citation Index) will be entitled to take the thesis examination. In place of this requirement, students of the doctoral programs in which the language of instruction is Turkish, are required to have published a minimum of two articles on their thesis field in journals specified by the Inter-University Board of Academic Coordination with consideration of similar policies adopted in Turkey.

### **Completing the Doctoral Thesis**

**Article 33** - A student enrolled in a doctoral program must submit his/her thesis in the format specified by the Graduate School and defend it orally before an examining committee.

The thesis examining committee will be appointed upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board. It will consist of five members, including the three members of the thesis monitoring committee and two faculty members from other institutions of higher education.

Within one month after the thesis has been submitted to them, the committee members will send their individual reports to the Graduate School Director; and the committee, summoned by the Graduate School Director, will conduct the thesis examination. The thesis examination consists of an oral presentation of the thesis study, followed by a question and answer period. It takes 60 to 120 minutes and is open to the public.

The committee members must be attired in academic regalia during the thesis examination.

Following the thesis defence, the examining committee meets in private to decide by absolute majority to “accept”, “reject”, or “require a revision” of the thesis. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the thesis examination. If the committee rejects the thesis, the student will be dismissed from the program. If the committee requires the student to revise the thesis, the student, after having made the necessary corrections, will defend the thesis again before the same committee (if possible) within a maximum of one year. If the committee rejects the thesis after the second defence, the student will be dismissed from the program.

A student who has passed the thesis examination will be dressed by the committee chair in academic regalia of the department.

## **Doctoral Degree Diploma**

**Article 34** - A student who has passed the thesis examination, completed all other requirements, and submitted at least four bound copies of the doctoral thesis to the Graduate School within one month after taking the thesis examination will be conferred the Doctoral Degree Diploma on condition that the thesis meets the format requirements. The Doctoral Degree Diploma will bear the official name of the program completed.

## **DOCTORAL (PROFICIENCY) PROGRAM IN ART**

**Article 35** - Proficiency in Art is a graduate program equivalent to doctoral study, consisting of a minimum of six semesters for students with a bachelor's degree and a minimum of four semesters for students with a master's degree. It aims at the creation of an original work of art, or, in the case of music and the performing arts, a superior creative production or performance.

### Admission to the Doctoral (Proficiency) Program in Art

**Article 36** - For admission to the doctoral (proficiency) program in art, applicants must hold a master's or bachelor's degree. Students are admitted to the doctoral (proficiency) program in art through interview/aptitude test/portfolio assessment and within the framework of rules specified in the Article 3.

### **Aim and Scope**

**Article 37** - a) The doctoral (proficiency) program in art is a graduate program that aims at the creation of an original work of art, or, in the case of music and the performing arts, a superior creative production or performance.

b) For students with a master's degree, the doctoral (proficiency) program in art consists of a minimum of seven courses, not being less than 21 credits in total, a seminar course, practicums, and a thesis study or an exhibition, project, recital, concert, or stage performance work. For students with a bachelor's degree, it consists of a minimum of fourteen courses, not being less than 42 credits in total, a seminar course, practicums, and a thesis study or an exhibition, project, recital, concert, or stage performance work. Graduate courses may also be chosen from those offered at other institutions of higher education upon the recommendation of the Department Chairperson and approval of the Graduate School Administrative Board.

### **Period of Study**

**Article 38** - a) The maximum period to complete the doctoral (proficiency) program in art is eight semesters for students who are admitted to the program with a master's degree and ten semesters for students who are admitted to the program with a bachelor's degree. However, students with a master's degree can take the proficiency in art examination at the end of their sixth semester at the earliest and students with a bachelor's degree at the end of their eighth semester at the earliest. (The examination covers the defence of thesis study or of exhibition, project, recital, concert, or stage performance work.) Students who

fail to complete the requirements stipulated by the regulations may be dismissed from the Graduate School before the end of this period by a decision of the Graduate School Administrative Board.

b) The maximum period to complete the credit courses and seminar course required by the doctoral (proficiency) program in art is four semesters for students who are admitted to the program with a master's degree and six semesters for students who are admitted to the program with a bachelor's degree. Students who fail to complete all of their credit courses within this time period or whose cumulative grade point average is below 3.0 will be dismissed from the Graduate School. The required minimum cumulative grade point average may be revised by the University Senate.

c) If students who have successfully completed all of their credit courses and whose thesis project, exhibition, or project work has been accepted are unable to present their thesis, exhibition, or project by the end of their eighth semester (for students with a bachelor's degree, by the end of their tenth semester) as stipulated by the Clause (a) of this Article, they may be granted an extension of a maximum of four semesters for the defence of their thesis, exhibition or project work upon the recommendation of the Department and approval of the Graduate School Administrative Board.

### **Appointment of Supervisor**

**Article 39** - A supervisor for each student of the doctoral (proficiency) program in art will be appointed upon the recommendation of the Department and approval of the Graduate School Administrative Board, taking into consideration the preferences of both the student and the nominated faculty member.

The qualifications required for supervising faculty members are determined by the Senate.

### **Completing the Doctoral (Proficiency) Program**

**Article 40** - In order to take the proficiency in art examination, students must have a minimum score of 60 (sixty) over 100 (one hundred) on the Foreign Language Proficiency Examination for State Employees (KPDS) or on the Inter-University Board Foreign Language Examination (ÜDS) or an equivalent score on the foreign language proficiency examinations recognized by the Higher Education Council or the Inter-University Board. Students must satisfy this requirement prior to the proficiency in art examination. Students who fail will be granted an extension of one calendar year which will not be counted as part of the study period. Students who fail to meet the foreign language requirement will be dismissed from the program. The required foreign languages are English, French, German or other languages determined by the Senate.

Foreign National Students whose mother tongue is the same with the required second language will take the exam in a language other than their mother tongue. This examination will be administered by an examining committee (with a minimum of one member from a related discipline) appointed by the University Administrative Board.

Students must submit their thesis, or a written text documenting and explaining their exhibition or project work in the format specified by the Senate, and must defend it orally before an examining committee.

The examining committee is appointed upon the recommendation of the Department and approval of the Graduate School Administrative Committee; and it is comprised of five members, including the supervisor and at least two members from other institutions of higher education.

The committee members will meet and conduct the examination within a maximum of one month after the thesis or text has been submitted to them. The exam consists of the presentation of the thesis study or work, followed by a question and answer period.

Following the examination, the examining committee will meet in private to decide by absolute majority to “accept”, “reject”, or “require a revision” of the thesis study or of exhibition, project, recital, concert, or stage performance work. The decision is submitted in written form by the Department Chairperson to the Graduate School within three days after the examination. If the committee rejects the thesis or work, the student will be dismissed from the program. If the committee requires the student to revise it, the student, after having made the necessary corrections, will defend the thesis or exhibition or project work again before the same committee within a maximum of three months. If the committee rejects the thesis or work after the second defence, the student will be dismissed from the Graduate School.

### **Doctoral (Proficiency) Degree in Art**

**Article 41** - Students who have successfully completed their doctoral (proficiency) thesis or work and satisfied all other requirements are granted the “Doctoral (Proficiency) Degree in Art” that will bear the name of the program depending upon the area of the arts in concern.

**Provisional Article 1** - Students who have started their doctoral study before the 2007-2008 academic year but not yet taken the qualifying examination are subject to the provisions of these Regulations. The provisions of the Article 8 are not applicable to these students. Doctoral students who have passed the qualifying examination during the 2006-2007 academic year will be adapted to the new regulations by the decision of the Graduate School Administrative Board upon the recommendation of the Department Chairperson.

## **VALIDITY**

**Article 42** - These Regulations will be effective from the 2007-2008 academic year onward.

## **IMPLEMENTATION OF THE REGULATIONS**

**Article 43** - These regulations are implemented by the President of Near East University.