

NEAR EAST UNIVERSITY
REGULATIONS FOR GRADUATE EDUCATION

PART ONE

Aim, Scope and Definitions

Aim and Scope

ARTICLE 1

The purpose of this regulation is to set out the general rules and principles regarding student admission to the graduate programs offered by the Institute of Graduate Studies affiliated to the Near East University and the general procedures and rules concerning graduate education and exams. The scope of this regulation covers the terms and provisions set forth to regulate graduate education and exams, as well as the student admission and registration to the graduate programs carried out at the Near East University.

Definitions

ARTICLE 2

In this regulation, the followings define;

- a) AHCI:** Arts and Humanities Citation Index
- b) ECTS:** European Credit Transfer System
- c) ALES:** Academic Personnel and Postgraduate Education Entrance Examination
- d) Department /Arts Major:** The department with a program in the body of the Institute and is responsible to the Grade School for the implementation of the program
- e) DOI:** Digital Object Identifier, the system that enables the identification of documents and similar contents in the digital environment
- f) Graduate School:** Institute of Graduate Studies
- g) Plagiarism:** Using the ideas, methods, data or works of others as partially or completely as their own work without attributing to scientific rules
- h) ÖSYM:** Measurement, Selection and Placement Center
- i) SCI:** Science Citation Index
- j) SCI-Expanded:** Science Citation Index Expanded
- k) YÖDAK:** Higher Education Planning, Evaluation, Accreditation and Coordination Board
- l) YÖK:** Council of Higher Education
- m) YÖKDİL:** Foreign Language Exam for Higher Education Institutions

SECOND PART

General Principles

Student Admission

ARTICLE 3

Applications for admission to graduate programs are accepted according to the results achieved in the Academic Personnel and Postgraduate Education Entrance Exam (ALES) and the success achieved at the undergraduate and/or graduate level. Excluding non-thesis programs, prospective students are required to have adequate knowledge of the foreign language. Upon the proposal of the Board of the Institute, the University Senate decides what master's degree and doctoral degree programs can be applied by the graduates of undergraduate or graduate education programs.

a) APPLICATION FOR MASTER'S DEGREE PROGRAMS WITH THESIS AND NON-THESIS

The prospective students need to have the following requirements in order to apply to master's degree programs with and without a thesis:

Diploma and Graduation Cumulative Grade Point Average: A prospective student must have a bachelor's degree diploma and his/her undergraduate cumulative grade point average is required to be higher than the cumulative grade point average specified by the Department/Arts Major.

ALES score: In the line with points required by the program applied, prospective students are required to achieve at least 55 (fifty-five) standard points in ALES in order to be eligible to apply for the master's degree programs with thesis. ALES is not required for student admission to non-thesis master's degree programs, and graduate programs offered by Fine Arts, Performing Arts, and Major Arts departments. Besides, excluding students from Turkey, students from other countries and TRNC are not required to take ALES.

Foreign Language Exam: Prospective students, who apply for admission to master's degree programs where the medium of instruction is the Turkish language, are required to achieve at least a score corresponding to "D" in the NEU Foreign Language Proficiency Test (NPT) held by the NEU Rectorate. Prospective students, who apply for master's degree programs where the medium of instruction is the English language, are required to achieve at least a score corresponding to "C" in the same exam. Foreign language exam is not compulsory for master's programs without thesis; however, in the acceptance of students to the non-thesis graduate programs, foreign language exam conditions may be sought with the decision of the Academic Board of the relevant Department / Arts Major. In cases where foreign language exam is required, prospective students may be exempted from the foreign language (English) exam within the framework of the paragraph (b) of Article 8 of this Regulation.

Evaluation: The result of the written exam prepared by the respective Department/Arts Major, the result of the interview, ALES score and undergraduate grade point average are evaluated for student admission to the master's degree programs. 50% of the written exam and interview results, 40% of ALES score, and 10% of the undergraduate grade point average are taken into consideration, and those, who achieve at least 55 (fifty-five) points in total, are ranked upon the decision of the Chair of the respective Department/Arts Major. As a result of this ranking, the reserve prospective students are determined according to the scoring order within the available quota. By taking into account the letter of reference submitted by the student with his/her

application form, and the composition indicating why he/she wants to receive master's degree education as well as his/her goals, an oral evaluation is realized through an interview.

b) APPLICATION FOR DOCTORAL DEGREE PROGRAMS

Prospective students are required to meet the following conditions when applying to doctoral degree programs:

Diplomas and Graduation Grade Point Average: Prospective students are required to have a bachelor's degree or master's degree diploma to have admission eligibility for doctoral degree programs. Prospective students, who want to admit doctoral degree programs with thesis, are required to have at least 80 (eighty) out of 100 (hundred), or 3.00 out of 4.00 (GPA) grade point average in their master's degree program.

ALES score: In the line with points required by the program applied, prospective students are required to achieve at least 55 (fifty-five) standard points in ALES in order to be eligible for admission to doctoral degree programs. ALES is not required for student admission to programs offered by the departments of Fine Arts, Performing Arts, and Major Arts. Besides, excluding students from Turkey, students from other countries and TRNC are not required to take ALES.

Evaluation: The result of the interview, ALES score and undergraduate and/or master's degree grade point average are evaluated for student admission to the doctoral degree programs. By taking into account the letter of reference submitted by the student with his/her application form, and the composition indicating why he/she wants to receive doctoral degree education as well as his/her goals, an oral evaluation is realized through an interview. Graduates from non-thesis master's degree programs can apply for admission to the doctoral degree programs, provided that they meet the requirements to admit a graduate program with thesis by achieving at least 80 (eighty) grade point average out of 100 (hundred) points in the non-thesis program. Before applying for eligibility for admission to the doctoral degree programs, they are required first to enroll in a master's degree program with thesis and prepare a thesis. However, those who enrolled or graduated from non-thesis master's programs before February 6, 2013, can apply for admission to doctoral programs.

c) ANNOUNCEMENTS FOR MASTER'S AND DOCTORAL DEGREE PROGRAMS

The names of the master's and doctoral degree programs offered by the Institute, documents required for application, application deadline, and other respective issues are announced by the Rectorate of Near East University. The aforementioned announcement is made at the beginning of each semester to accommodate the demands of the prospective students willing to receive graduate education.

Student Admission to the Scientific Preparation Program

ARTICLE 4

- (a)** In order to make up the shortcomings, a scientific preparation program consisting of maximum four courses is implemented for students, who have received their undergraduate or graduate degrees in fields other than the master's or doctoral degree programs applied for admission, or for those who have received their undergraduate or graduate degrees from higher education institutions other than the higher education institution applied for admission. However, for discrete academic reasons, graduate programs might not implement scientific preparation program upon the decision of the Academic Board of the respective Department/Arts Major.
- (b)** The courses, which are mandatory to be taken in the scientific preparation, cannot replace the courses required to complete the related graduate program. However, upon the proposal of the Chair of the respective Department/Arts Major and with the approval of the Academic Board of the respective Department/Arts Major, a student in the scientific preparation program can also take courses for the graduate program in addition to courses implemented through the scientific preparation program.
- (c)** Attendance, rules regarding course-exams and evaluations and course grades and success status, course repetition, withdrawal and cancellation of registration for the scientific preparation program are specified in the Regulation approved by the Senate.
- (d)** The maximum amount of time that should be spent in the scientific preparation program is at most two semesters. This period cannot be extended, except semester leaves, and students who are not successful at the end of this period are dismissed. The time spent in this program is not included in the period of Master and Doctoral programs.

Special Student Admission

ARTICLE 5

Those, who are students or graduates of higher education institutions and want to enhance their knowledge on a particular subject, may be permitted to attend the graduate courses under special student status upon the proposal of the Chair of the relevant Department/Arts Major and with the approval of the Academic Board of the relevant Department/Arts Major. Grade level and/or entrance exam are not required while accepting special students. Special students are subject to the rules applied to other students of the University and they have to comply with all the requirements of the courses they attend. However, special students are not regarded as the students of the University and they cannot benefit from the rights of the students.

If a special student become a regular student of the University within a period not exceeding 4 (four) semesters, conditional on not exceeding 50% of the total credits of the courses of the program they enroll in, the successfully taken courses as a special student can account for courses implemented in the program with the proposal of the advisor and approval of the Academic Board of the Department/Arts Major.

Student Admission through Lateral Transfer

ARTICLE 6

Successful students, who complete at least one semester in another Department/Arts Major within the relevant higher education institution or in the graduate program of another higher education institution, can be accepted to graduate programs through lateral transfer. The application for lateral transfer is concluded by the Academic Board of the relevant Department /Arts Major after examining its compliance with the student admission conditions determined by the Senate. For students admitted through lateral transfer, the courses taken in the previous educational institution can be accepted at the rate of 2/3 at most. Those, who have completed their course load at a Institute affiliated with another university or higher education institution, are not permitted to admit to the graduate programs through lateral transfer just for writing a thesis and/or dissertation. In lateral transfers to a doctorate program, the proficiency exam taken at another university or higher education institution is not accepted and the prospective students are required to fulfill the foreign language requirements stipulated in Article 3, Paragraph (a) of this Regulation.

Application to Graduate Programs

ARTICLE 7

Prospective students are required to apply to the Chair of the relevant Department / Arts Major within the application period announced, and specify the programs they want to enroll, and submit the ALES result document, foreign language document, and other documents determined by the Institute. Prospective students applying for master's degree programs need to attach their bachelor's degree diplomas; those applying for doctorate programs need to attach on their petitions the required documents such as their master's degree diplomas, and equivalent undergraduate diplomas and the transcript that the diploma grounds on it. Master's degree transcripts need to indicate perspicuously whether the program is with or without thesis. A certificate of equivalence might be required from YÖDAK or YÖK for diplomas granted by higher education institutes located in foreign countries. Prospective students applying for graduate programs might be asked to attach explanatory documents and declaratives such as a reference letter, and a composition about why they want to receive postgraduate education.

Exemptions:

ARTICLE 8

(a) ALES Score:

Prospective students, who have achieved a total of minimum 950 points in the verbal section and quantitative section of the internationally valid Graduate Record Examination (GRE), or those, who have achieved a total of minimum 3.5 grade in the analytical writing section of GRE, and those, who have achieved minimum 400 points in the Graduate Management Admission Test (GMAT) can be exempted from ALES.

(b) Foreign Language Exam

Prospective students applying for admission to the master's or doctoral degree programs offered by the Institute affiliated with Near East University are exempted from the Foreign Language

Proficiency Exam provided that they meet one of the following requirements specified in subparagraphs 1, 2, 3, 4 given below;

- 1) Completing at least the last three years of the secondary education in educational institutions attended by the citizens of that country where English is spoken as the native language (not as an official language).
- 2) Achieving at least "D" for admission to master's degree programs where the medium of instruction is Turkish, achieving at least "C" for admission to doctorate programs where the medium of instruction is English, in NEU Foreign Language Proficiency Test (NPT) held by NEU Rectorate. Or achieving at least 50 (fifty) points for admission to master's degree programs, and achieving a minimum of 55 (fifty-five) points for admission to doctorate programs in English Proficiency Test for Teaching (EPTT) held by NEU Rectorate.
- 3) For admission to the master's programs, achieving at least 55 (fifty-five) points, for admission to doctorate programs, achieving at least 60 (sixty) points in foreign language examinations such as YÖKDİL, YDS, e-YDS, KPDS, and ÜDS that held by the Student Selection and Placement Center. Prospective students, who meet at least one of these foreign language requirements, need to have their documents approved by the Education Unit of our university.
- 4) For admission to master's programs, achieving at least 66 (sixty-six) points in TOEFL IBT, at least 514 points in TOEFL PBT, at least 184 points in TOEFL CBT and at least 5.5 in IELTS. For admission to doctorate programs, achieving at least 72 points in TOEFL IBT, at least 530 points in TOEFL PBT, at least 190 points in TOEFL CBT and at least 6.0 in IELTS, all of which are internationally recognized English language exams.
- 5) In the Departments/Arts Majors where the medium of instruction is Turkish, a certificate of proficiency in one of the internationally recognized foreign languages is required.

Evaluation of the Applications

ARTICLE 9

The evaluation of applications for admission to master's and doctorate programs and an interview are carried out by juries of at least three people formed from among the faculty members recommended by the Academic Board of the Department/Arts Major of the Graduate School. By taking into account the criteria defined in paragraphs (a), (b), and (c) of Article 4 of this Regulation, the jury ranks the prospective students and makes a shortlist from which a final choice is made. The jury submits the shortlist to the Chair of the respective Department/Arts Major by indicating what graduate program each prospective student to be placed in accordance with the quota. Upon the approval of the Academic Board of the Department/Arts Major, student admission is finalized and announced.

Final Registration

ARTICLE 10

Each prospective student, who is entitled to be a graduate student at Near East University, is required to submit the following documents for his/her final registration. All documents need to be submitted within the dates announced by the Chair of the Department/Arts Major. Only original or certified copies of the documents submitted are valid for final registration. The registration procedures of those, who submit false or falsified documents, or who cheat or counterfeit in entrance exams, are canceled.

- a) Certificate of equivalence from YÖK or YÖDAK for diplomas granted by higher education institutions in foreign countries
- b) ALES exam-result certificate or an equivalent exam-result certificate
- c) Transcript indicating the cumulative grade point average of graduation
- d) NEU Foreign Language (English) Proficiency Test certificate or an equivalent exam result certificate
- e) Certified copy of the ID Card,
- f) Residence document bearing a recent date
- g) 4.5 x 6 cm size 6 photos taken recently, (without dark or colored eyeglasses, without a hat or head covering, without a beard (for men)
- h) Document regarding those who are research assistants at Near East University or other universities.
- i) Printed application form

Registration Renewal

ARTICLE 11

At the beginning of each fall and spring semester and within the period announced in the academic calendar, each student enrolled in master's degree or doctorate programs is obliged to fulfill the registration renewal procedures required by the Directorate of the Graduate School. For a renewal of registration, each student is required to pay the tuition fee, otherwise, his/her registration can't be renewed; he/she can't receive documents such as a transcript, a student certificate, an internship letter, and a paper indicating his deferral right for military service. The registration of those students who do not renew the registration for a semester without having a reasonable and valid justification specified by the Senate will be suspended, and they are considered unsuccessful for the courses they have to take that semester. If they are in the thesis writing or defending process, the thesis is considered unsuccessful by being excluded from the evaluation for that semester by the advisor/thesis monitoring committee. The period, in which the student does not renew the registration, is taken into account while calculating the maximum period of study specified for the program in the respective Regulation. The students, who do not renew their registrations twice, are subject to the provisions stipulated in paragraph (i) of Article 16 of this Regulation.

Graduate Exam and Evaluation

ARTICLE 12

The credit value of a graduate course is the sum of all the weekly theoretical hours and the credit equivalent of the weekly practical hours or laboratory hours. For the evaluation of the graduate courses, practices, and other activities, credit systems such as ECTS are put into practice. Students are required to attend 70% of the theoretical courses and 80% of the practices and/or other learning activities in order to take the exams. Upon the decision of the Board of the Directors of the Graduate School, graduate programs, weekly or termly course hours can be arranged on the basis of the total course hours obliged for each academic semester in accordance with the course content and method. The midterm exam success condition can also be sought upon the decision of the Academic Board of the Department / Arts Major. Internship periods and conditions are determined by the decision of the Academic Board of the Department / Arts Major.

Evaluation of Success in Courses

ARTICLE 13

The studies to be carried out and midterm exams to be held within the semesters and their contributions to the final exam are organized by the Academic Board of the Department/Arts Major and announced to the students at the beginning of each semester. The results of the mid-term exams and works done for each semester are taken into account and added to the final exam grade of the student. Final exams are evaluated over 100 (hundred) full points by the instructor or instructors of the course. The result of the exam is indicated with a letter grade by taking into consideration the score intervals given below. In order to be considered successful, master's degree students need to achieve at least 70 (seventy) points out of 100 (one hundred) points; while doctoral degree students need to achieve at least 80 (eighty) points out of 100 (one hundred) points. In order to graduate in master's and doctoral programs, the students' cumulative grade point average must be at least 80 (eighty) out of 100 (one hundred) or 3.00 (three) out of 4.00 (four). No make-up exams are held for graduate courses. If a student fails in a course, he/she can take it again within the maximum education period of study, or can take another course with an equivalent credit value, provided that it is not a mandatory course. Students can also repeat the courses they have already passed in order to increase their cumulative grade point average with the decision of the Academic Board of the Department/Arts Major.

A letter grade is appraised for the scores by taking the following score intervals and coefficients into account in the line with the grading system.

Score intervals	Grade	Coefficient
90-100	AA	4
85-89	BA	3.5
80-84	BB	3
75-79	CB	2.5
70-74	CC	2
60-69	DC	1.5
50-59	DD	1
49 and below	FF	0

If the European Credit Transfer System (ECTS) will be used; grading is done in the line with the grading table to be determined by the Academic Board of the respective Department/Arts Major. Attendance is compulsory. Students, who fail to fulfill the requirements of the course attendance and course practices are graded with NA (Non-attended) and lose the right of taking the exam/exams of the respective course/courses. While calculating the grade point average, grade NA is appraised as grade FF. Students, who sustain their thesis studies successfully are granted the grade S (satisfactory), those, who fail to sustain their thesis studies successfully, are granted the grade U (unsatisfactory); for doctorate education, this evaluation is carried out on the basis of the reports submitted by the Thesis Monitoring Committee, for master's education, this evaluation is grounded on the assessment of the thesis advisor. Courses in the fields of specialization are evaluated as S (satisfactory) or U (unsatisfactory) as well. Grade NA and grade S are not included in the cumulative grade point average. Grade (I) is appraised for a student, who fails to meet all the requirements of a course during the period reserved for that course. The student may be granted additional time and asked to fulfill the requirements of the course. In such cases, the student's end of semester grade of the relevant course remains as (I) in the student's transcript. The student is required to complete his/her missing course requirements and to receive a letter grade latest by the beginning of the next semester, otherwise, grade (I) is considered as (FF) or (U) accordingly to the type of the course. In transcripts prepared in foreign (English) language, the letters NA, S, U and I respectively correspond to the expressions "not attended", "satisfactory", "unsatisfactory" and incomplete.

Grade Point Averages

ARTICLE 14

Students' success at the end of the semester is determined by calculating their grade point averages at the end of each semester. The total credit point that a student obtains from a course is calculated by multiplying the credit value of the course with the coefficient of the course at the end of the semester. A student's semester grade point average is calculated through the division of the total credit points obtained from all the courses the student has taken in the concerned semester by the total credit values of those courses. The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the decimal point. Semester grade point average is calculated by taking into account all course credits taken by the student since his/her admission to the program to complete the minimum credit load specified by regulation. The most recent grade granted for any repeated course is the grade to be taken into account while calculating the semester grade point average. Students, whose cumulative grade point average, which is the average of all the semesters, is over 3.50, are considered high honor students.

Evaluation of the Courses other than the Program Courses

ARTICLE 15

The Academic Board of the Department/Arts Major determines the terms and rules concerning the equivalence and acceptance of the courses received by a student in the Summer Term, as a special student, or in previous graduate programs. The deduction of the credits of

these courses from the credit load required by the graduate program is subject to the terms and rules determined by the Academic Board of the Department/Arts Major.

Student Dismissal

ARTICLE 16

Students, who fit any of the following descriptions, are dismissed from the programs they are enrolled in:

- a) Students whose cumulative grade point average (CGPA) is less than 2.00 at the end of the second and any subsequent semesters,
- b) Students who fail to complete the minimum course load determined by the Chairs of Departments/Arts Majors in four semesters in a master's program with thesis, six semesters in a non-thesis master's program, and four semesters in a doctoral program,
- c) Doctoral students, who fail to fulfill the requirements for publication and fail to achieve success in YÖKDİL, YDS, e-YDS, KPDS, or ÜDS, or in the relevant foreign language exam,
- d) Doctoral students, who fail in the doctorate qualifying exam for the second time,
- e) Doctoral students whose thesis proposals are rejected three times,
- f) Students who have consecutively received an unsatisfactory (U) grade twice, or three times intermittently from the course related to the master's or doctoral thesis study or the field of specialty,
- g) Students whose theses are rejected by the jury,
- h) Students whose revised theses are not accepted by the jury,
- i) Students who fail to complete the program within the maximum period of study specified for the program,
- j) Students who have consecutively received an unsatisfactory (U) grade from the Thesis Monitoring Committee twice or three times intermittently,
- k) Students who do not renew their registration in the same program twice without having a justified and valid reason within the scope of the principles determined by the Senate,
- l) Doctoral students, who have applied for the doctorate program with a master's degree diploma and who have fulfilled the requirements but have not taken the qualifying exam until the end of the 8th semesters,

Graduation Requirements, Date, and Provisional Graduation Certificate

ARTICLE 17

- 1) Students are required to fulfill the success requirements stipulated in the respective provisions of this Regulation in order to be considered eligible for graduation from the graduate programs they enrolled in.
- 2) In order to be eligible for graduation, doctoral students, who enrolled in programs after 15 October 2019, are required to spend a specific time at the University throughout their doctorate education process. This specific time has been determined as at least 200 (two

hundred) days for programs on Social Sciences, at least 300 (three hundred) days for programs on Engineering, Basic Sciences, Physical Education and Sports Sciences, and programs on other sciences, and at least 400 days for programs on Health Sciences. Doctoral students enrolled in the programs before the date mentioned above are exempted from this requirement.

- 3) In Master's and Doctorate programs with thesis, the date of graduation is the date of the thesis defense exam, provided that the following requirements are met:
 - a) In Master's programs with a thesis, the signed copy of the thesis is submitted to the respective Department/Arts Major.
 - b) In doctoral programs, the signed copy of the thesis is submitted to the respective Department/Arts Major by the jury.
- 4) In non-thesis Master's programs, the graduation date is the date of the approval the student's homework mark and the announcement of the letter grades for the concerned semester or Summer School as indicated in the academic calendar. For those, who graduate after the correction of an erroneous grade and/or the conversion of the grade "I" to a letter grade, the graduation date is the date on which the letter grade is finalized.
- 5) Upon request, a provisional certificate of graduation is issued as a substitute diploma for the students who are deemed eligible for graduation. A provisional graduation certificate is valid until the date on which the graduation diploma will be conferred.

THIRD PART

MASTER'S DEGREE PROGRAMS

ARTICLE 18

- a) Master's programs are carried out in two modes, namely with or without a thesis. In which Department/Arts Major and how these programs are going to be carried on are determined upon the proposal of the respective Department/Arts Major and the decision of the Board of Directors of the Institute and approval of the Senate.
- b) Transfer between thesis and non-thesis master's programs is subject to the permission given by the Academic Boards of the respective Departments/Arts Majors. Students are required to complete additional credits in order to be eligible for transfer from the master's program with thesis to the program without thesis. Those, who want to be transferred from a non-thesis master's program to a master's program with thesis, are required to fulfill the foreign language requirements specified in this Regulation. In both cases, conditional not exceeding the maximum study period, the student is given an additional 2 (two) semesters to complete the procedures of the programs he / she is transferred and to fulfill the other required conditions. In order to transfer from one of these programs to the other one, the Academic Board of the respective Department/Arts Major may set a grade point average threshold. Applications regarding the transfer between thesis and non-thesis master's programs should be made latest by the end of the fourth semester. Transfer between thesis and non-thesis master's programs can only be realized for solely once.

MASTER'S PROGRAM WITH THESIS

Aim and Scope

ARTICLE 19

The aim of a thesis Master program is to provide students with the ability to access, collect, interpret and evaluate information by conducting scientific research. A thesis Master's program is comprised of at least seven courses conditional on not being less than twenty-one credits in total, one seminar course and a thesis study. Seminar course and thesis study do not have credit and they are evaluated either satisfactory (S) or unsatisfactory (U). The thesis Master program for one education-teaching period is conditional on not being less than 60 ECTS credits, comprised of at least eight courses including the seminar course, and at least 120 ECTS credits including the thesis study. At most two of the courses that the student will take can be selected from undergraduate courses conditional on not having been taken during the undergraduate education. Moreover, upon the decision of the Academic Board of the Department / Arts Major of the Graduate School, these courses can be selected amongst the courses given by other higher education institutions as well. The Academic Board of the respective Department/Arts Major may decide to open interdisciplinary compulsory or elective integrated courses.

Duration

Article 20

The duration of the Master's program with thesis is at least three semesters, starting from the period in which the courses for the registered program are given, and it should be completed in at most six semesters. Students, who start their thesis studies in the third semester, can complete the master's program with thesis before the maximum study period. Upon the approval of the Academic Board of the Department/Arts Major of the Graduate School, the student, who completed his/her credit courses and seminar course in the first three semesters but not able to defend the thesis as he/she couldn't complete his/her thesis study at the end of six semesters, may be granted at most two additional semesters to defend his/her thesis at the presence of the jury.

Appointing and Changing a Thesis Advisor

ARTICLE 21

In the master's program with thesis, the Chair of the Department/Arts Major of the Institute determines the thesis advisor for each student until the end of the first semester at the latest. The thesis advisor is recommended from among the faculty members of the Department/Arts Major or the faculty members from other Departments/Art Majors or other higher education institutions. The proposal regarding the appointment of the thesis advisor is finalized after the approval of the Academic Board of the respective Department/Arts Major. In case of a qualifying study requiring more than one thesis advisor, a co-advisor may be appointed. In the appointment

of the advisor, the number of graduate students for per advisor is determined by taking into account the specifications of the Department/Arts Major of the Graduate School. In addition to all other academic and administrative burdens and duties, the advisor can open a non-credit course called "Course for the Field of Specialization" for his/her students each semester starting from the beginning of the semester that follows the acceptance of the thesis project by the Academic Board of the Department/Arts Major. Every student is obliged to take the "course for the field of specialization" that opened. The principles regarding the course in the field of specialization are determined and implemented by the Academic Board of the Department/Arts Major. The conditions for changing the thesis advisor and co-advisor are determined by the respective Academic Board of the Department/Arts Major.

Finalization of the Master Thesis

ARTICLE 22

A student in Master's program with thesis is required to write down his/her thesis in compliance with the writing rules determined by the Board of the Graduate School, and defend the thesis orally before the thesis jury. The Thesis Study Similarity and Plagiarism Report is required to be included in the copies of all master's theses that delivered to the jury members prior to the thesis defense exam, and in the printed and electronic copies submitted to the Chair of the Department/Arts Major during the graduation process. The plagiarism report should be acquired through TURNITIN plagiarism detection program. For this purpose, only the cover page, introduction, main sections, and conclusion sections of the thesis should be uploaded to the TURNITIN program as a single file, and before scanning, filtering options should be set to "exclude bibliography", "exclude/include citations" and "limit match size to 5 words". In order not to consider the thesis as plagiarism, the similarity rate in the plagiarism report acquired through TURITIN is required not to exceed 15% when citations excluded, and 30% when citations included. The theses with a similarity index exceeding these rates can't be defended in the presence of a jury. The student, whose thesis deemed defensible, is required to submit the report, which he/she received from the relevant ethics committee before commencing his/her research study, to the jury members, and present this report in the annex section of his/her thesis. However, thesis studies, which are approved by the advisor and do not require an ethics committee report, are not subject to this rule. Master thesis jury members are appointed with the approval of the Academic Board of the Department/Arts Major. The jury consists of at least 3 (three) at most 5 (five) members, including the student's thesis advisor, at least one faculty member from another Department within the University or from another higher education institution. If a master's thesis jury is comprised of three members, the co-advisor, if any, cannot be a jury member. Jury members prepare their personal reports and convene at most in one month, following the submission date of the thesis, and call the student to appear before the jury for thesis defense. The thesis defense is comprised of the presentation of the thesis which is followed by a question and answer session. It takes 45-90 minutes and is open to the audience. After the completion of the thesis defense, jury members decide on, in absence of audience and on the basis of absolute majority, whether the result is "acceptance", "rejection" or "revision" of the thesis. This decision is reported by the Chair of the Jury within three days following the thesis examination to the Chair of the Department / Arts Major. Students, whose theses are rejected, are dismissed from the program. Students who get a revision decision on their thesis must defend the revised thesis once again before the same jury at

most within three months. Students whose theses are rejected in this defense are also dismissed from the program by the Institute upon the notification of the Chair of the Department/Arts Major. Upon the requisition of a student whose thesis is rejected, conditional on fulfilling the credit load of the non-thesis Master program, project writing, and similar requirements, a non-thesis Master degree diploma is awarded to the student.

Master's Degree Diploma

ARTICLE 23

Conditional on being successful in the thesis defense and satisfying the other conditions, a student is required to submit a bound copy, a CD, or a similar digital copy of the master thesis, of which format has been deemed appropriate by the Chair of the Department/Arts Major. Following the approval of the Graduate School, the master thesis is opened for the signature of the Director of the Graduate School. The student, who submits the approved and signed copy of the master thesis to NEU Grand Library and brings the document of receipt to the Institute within one month from the date of the thesis defense exam, is entitled to a Master Degree Diploma. The approved name of the program followed by the student at the Department/Arts Major of the Institute and the professional title, if any, are stated in the Doctoral Degree Diploma.

MASTER'S PROGRAM WITHOUT THESIS

Aim and Scope

ARTICLE 24

The aim of the non-thesis master's programs is to provide the students with comprehensive information on professional subjects and teach them how to use the available information in practice. Non-thesis Master programs are comprised of thirty credits and at least ten courses with a term project course, conditional on not being less than 90 (ninety) ECTS credits. The scope and conditions of the term project are determined by the Academic Board of the relevant Department/Arts Major. The term project does not have any credit and is evaluated as either "satisfactory" or "unsatisfactory". Students must register in the semester, in which the term project course is taken, and submit a written report at the end of the semester. A qualification exam can also be held with the decision of the Academic Board of the respective Department/Arts Major. At most three of the courses that the student takes may be selected amongst the undergraduate courses, conditional on not being taken during the undergraduate education. Special conditions may be set for admission to the non-thesis master's program by the decision of the Academic Board of the relevant Department / Arts Major.

Duration

ARTICLE 25

The duration to complete the non-thesis master's program is at least three semesters and at most eight semesters. Conditional on not to be earlier than minimum study period, the students, who fail to be successful, can be dismissed from the Institute before this period in the line with the provisions set by this Regulation.

Appointment of the advisor

ARTICLE 26

In the non-thesis Master programs, for each student, the Chair of the Department/Arts Major of the Institute determines, latest at the end of the first semester, a faculty member to provide the student with counseling during the course selection and the execution of the semester project. Appointment of the advisor is finalized with the approval of the Academic Board of the relevant Department/Arts Major. In the appointment of the advisor, the number of graduate students for per advisor is determined by taking into account the specifications of the Department/Arts Major of the Graduate School.

Non-thesis Master Diploma

ARTICLE 27

The non-thesis Master diploma is awarded to students who complete the credited courses and the term project successfully. The approved name of the program followed by the student at the Department/Arts Major of the Institute and the professional title, if any, are stated in the Non-thesis Master Diploma.

PART FOUR

DOCTORAL PROGRAMS

Aim and Scope

ARTICLE 28

The aim of the doctoral program is to provide students with the ability to determine the required steps to conduct research independently, to interpret and analyze scientific events with a broad and deep perspective, and the required qualifications in order to achieve new syntheses. The thesis

to be prepared at the end of doctoral study is expected to meet at least one of the following qualifications:

- a) Bringing innovation to science.
- b) Developing a new scientific method.
- c) Applying a known method to a new field.

Conditional on not being less than at least 60 ECTS credits per semester, doctoral programs for students, who are accepted with a Master's degree, comprise at least 400 ECTS credits in total including at least seven courses totaling to 21 local credits, a seminar course, a qualification exam, a thesis proposal and a thesis study. Upon the decision of the Institute Academic Board of the respective Department/Arts Major, doctoral program courses can be selected among courses given in other higher education institutions as well. The Academic Board of the Department/Arts Major may decide to open interdisciplinary compulsory or elective integrated courses. Course changes and course additions can be made within the first two weeks of each semester. Undergraduate courses are not accounted for course load and the doctoral credits. Doctoral programs can also be organized as domestic and international integrated doctoral programs. The application procedures and principles of these programs are determined by the decision of the Near East University Senate.

Duration

ARTICLE 29

- a) The duration of completing a Doctoral program, excluding the time spent on scientific preparation and regardless of which semester the student has registered for, is at least eight semesters and at most twelve semesters starting from the period in which courses related to the registered program are given. For TRNC and International students, the duration to complete the doctoral program is at least six semesters.
- b) The maximum time allowed to successfully complete the credit courses required by the doctoral program is four semesters. Students who could not complete the credited courses successfully within this period or could not reach the minimum cumulative grade point average stipulated by this Regulation are dismissed from the Graduate School.
- c) The student, who completes the credited courses successfully and passes the qualifying exam but not able to defend the thesis as he/she couldn't complete his/her thesis study at the end of eight semesters as defined in paragraph (a) of this article, may be given at most four additional semesters to defend his/her thesis at the presence of the jury upon the decision of the respective thesis advisor and/or the Institute Academic Board of the Department/Arts Major.

Appointing and Changing the Thesis Advisor

ARTICLE 30

By taking into account the student's scientific activities, the field he/she wants to work in, and his/her choice regarding the thesis advisor, the Chair of the Department/Arts Major determines a thesis advisor for each student. The proposal regarding the appointment of the thesis advisor is

finalized by the approval of the Academic Board of the Department/Arts Major. However, it is mandatory to appoint the thesis advisor latest by the end of the first semester. In case of a qualifying study requiring more than one thesis advisor, a co-advisor may be appointed. In the appointment of the thesis advisor, the number of graduate students for per advisor is determined by the Academic Board of the Department/Arts Major by taking into account the specifications of the Department/Arts Major of the Graduate School.

Except for very special cases, thesis advisors are selected from among the lecturers who teach in the Departments/Arts Majors of the Graduate Education School at our University. The conditions for changing the thesis advisor and co-advisor are determined by the Boards of Directors of the Graduate School.

Qualifying Exam

ARTICLE 31

The aim of the qualifying exam is to measure whether a student has the ability to conduct profound scientific research on basic subjects, and concepts concerning his/her doctoral thesis study. A student may take at most two qualifying exams per year between the dates specified in the academic calendar. The date and time of the qualifying exam are announced by the Chair of the respective Department/Arts Major. Students, who successfully complete their credits and seminar(s), fulfill the foreign language condition, the condition of publication, or presenting a paper in scientific meetings, and the other conditions to be determined by the Board of Directors of the Graduate School, can take the qualifying exam. Every student, who is accepted to a doctoral degree program, must take the qualifying exam by the end of the eighth semester at the latest. Qualifying exams are arranged and carried out by the Doctoral Qualifying Committee consisting of five members who are determined by the Chair of the Department/Arts Major and approved by the Academic Board of the respective Department/Arts Major. The Doctoral Qualifying Committee consists of five faculty members, including the thesis advisor, and at least two members from a higher education institution other than the one they are affiliated with. Besides, on conditional that one of them is from a higher education institution other than the University, two substitute members are determined. The term of office of the Committee is one year. In order to take the doctoral qualifying exam, it is obligatory to fulfill one of the foreign language conditions indicated in the Paragraph (b) of Article 8 that specifies the exemption. Doctoral students, who fail to meet the foreign language exam requirements specified in Paragraph (b) Article 8, are provided with a maximum period of one calendar year. Doctoral students, who fail to be successful in the specified exam at the end of this period, are dismissed from the Doctoral degree program. The qualifying exam has two parts, written and oral. The Doctoral Qualifying Committee evaluates the recommendations of the exam jury and the success of the student in written and oral parts of the exam, and decides on the basis of absolute majority whether the student is "successful" or "unsuccessful". This decision is reported to the Chair of the respective Department/Arts Major within three days following the qualifying exam. The Board of Directors of the Institute can determine the way the qualifying exams are conducted and the conditions for exam evaluation. The student, who fails in the qualifying exam, can take the exam again in the next qualifying exam period. The student, who fails in this exam again, is dismissed from the doctoral program.

Doctoral Thesis Monitoring Committee

ARTICLE 32

For students, who are deemed “successful” in doctoral qualifying exam, a Doctoral Thesis Monitoring Committee is formed within two months upon the recommendation of the Chair of the Department/Arts Major and with the approval of the Academic Board of the Department/Arts Major. The Thesis Monitoring Committee is comprised of three faculty members. In Addition to the thesis advisor, the committee includes one member from inside and one from outside of the relevant Department/Arts Major. While determining the members of the Committee, especially for interdisciplinary thesis studies, special attention is attached to assigning faculty members involved in the relevant discipline. If any, the co-advisor may also attend the Committee meetings. Committee members may be replaced upon the recommendation of the Chair of the respective Department/Arts Major and approval of the Academic Board of the Department/Arts Major.

Doctoral Thesis Study

ARTICLE 33

Within at least six months, the student, who achieves success in the doctoral qualifying exam, orally defends his/her thesis proposal, which consists of the objective, the method, and the work plan of the thesis, before the thesis monitoring committee. The student is required to deliver a written report regarding the thesis proposal to the committee members at least 15 (fifteen) days before the thesis proposal defense. The Thesis Monitoring Committee decides, based on absolute majority, whether the thesis proposal is accepted or rejected. This decision is reported to the Academic Board of the relevant Department/Arts Major by the Chair of the Department/Arts Major of the Institute within three days following the defense of the thesis proposal. The student, whose thesis proposal is rejected, has the right to ask for a new thesis advisor and/or a new thesis topic. In this case, a new thesis monitoring committee may be appointed. The student, who wants to continue the program with the same advisor, is required to defend his/her thesis proposal within three months, and the student whose thesis advisor and thesis subject has been changed is required to defend his/her thesis proposal within six months. For the students whose thesis proposals are accepted, the Thesis Monitoring Committee meets at least twice a year; at least once between January and June, and once between July and December. The student submits a written report to the committee members at least one month before the meeting. The report consists of a summary of the work that has been carried out so far and the work plan for the next semester. The committee evaluates the thesis study as “satisfactory” or “unsatisfactory”. The doctoral degree student, who produces an original article from his/her thesis project and achieves to have it published in a journal scanned by the citation indexes such as SCI (Science Citation Index), SCI-Expanded (Science Citation Index Expanded), SSCI (Social Sciences Citation Index), or AHCI (Arts and Humanities Citation Index), or presents the document either indicating that the article will be published, or showing that the DOI (Digital Object Identifier) number has been received, is entitled to enter the thesis defense. However, the Law program, where the medium of instruction is Turkish, is not subjected to this condition. Instead, the doctoral student is required

to have at least two articles concerning his/her thesis published in journals determined by the Inter-University Academic Coordination Council by considering similar applications in Turkey.

Finalization of the Doctoral Thesis

ARTICLE 34

A student in the Doctoral degree program is required to write down his/her thesis in compliance with the writing rules determined by the Board of Directors of the Graduate School, and defend the thesis orally before the thesis jury. For all graduate theses conducted in the Departments/Arts Major of the Graduate School, the Thesis Study Similarity and Plagiarism Report is required to be included not only in the copies of the theses delivered to the jury members prior to the thesis defense exam but also in printed and electronic copies submitted to the Institute at the stage of graduation. The plagiarism report should be acquired through TURNITIN plagiarism detection program. For this purpose, only the cover page, introduction, main sections, and conclusion sections of the thesis should be uploaded to the TURNITIN program as a single file, and before scanning, filtering options should be set to "exclude bibliography", "exclude/include citations" and "limit match size to 5 words".

In order not to consider the thesis as plagiarism, the similarity rate in the plagiarism report acquired through TURNITIN is required not to exceed at most 15% when citations excluded, and at most 30% when citations included. The theses with a similarity index exceeding these rates can't be defended before a jury. Before commencing his/her research study, the student, whose thesis deemed defensible, is required to submit the report, which he/she received from the relevant ethics committee, to the jury members, and present this report in the annex section of his/her thesis. However, thesis studies, which are approved by the thesis advisor and do not require an ethics committee report, are not subject to this rule. Doctoral thesis jury members are appointed with the recommendation of the Chair of the respective Department/Arts Major of the Graduate School, and with the approval of the Academic Board of the Department/Arts Major. The doctoral thesis jury is appointed with the recommendation of the Chair of the relevant Department/Arts Major and the approval of the Academic Board of the Department /Arts Major. The jury consists of five members, three of whom are faculty members of the student's thesis monitoring committee, and the other two are faculty members from different higher education institutions. The jury members prepare their personal reports and send them to the Chair of the Department/Arts Major within one month at the latest from the date the thesis is submitted to them, and upon the invitation of the Chair of the Department/Arts Major, the jury convenes and takes the student to the thesis exam. The thesis defense is comprised of the presentation of the thesis which is followed by a question and answer session. It takes 60-120 minutes and is open to the audience. Jury members must wear gown in the thesis exam. After the completion of the thesis defense, jury members decide on, in absence of audience and on the basis of absolute majority, whether the result is "acceptance", "rejection" or "revision" of the thesis. This decision is reported formally to the Chair of the Department/Arts Major by the Head of the jury in three days following the thesis defense. The student, whose thesis is rejected, is dismissed from the program by the Institute upon the notification of the Chair of the Department/Arts Major. The student who gets a revision decision on his/her thesis must defend the revised thesis once again before the same jury at most within three months. The student whose thesis is rejected in this defense is also dismissed from

the program by the Institute upon the notification of the Chair of the Department/Arts Major. The student who is successful in the thesis exam is dressed in the gown of the respective Department/Arts Major by the head of the jury.

Doctoral Degree Diploma

ARTICLE 35

Conditional on being successful in the thesis defense and on satisfying the other conditions, a student is required to submit a bound copy, a CD, or a similar digital copy of the doctoral thesis, of which format has been deemed appropriate by the Chair of the Department/Arts Major, Following the approval of the Graduate School, the doctoral thesis is opened for the signature of the Director of the Graduate School. The student, who submits the approved and signed copy of the doctoral thesis to NEU Grand Library and brings the document of receipt to the Institute within one month from the date of the thesis defense exam, is entitled to a Doctoral Degree Diploma. The approved name of the program followed by the student at the Department/Arts Major of the Institute and the professional title, if any, are stated in the Doctoral Degree Diploma.

PART FIVE

QUALIFYING PROGRAM IN ARTS

ARTICLE 36

Qualifying Program in Arts: It is the equivalent of a doctoral study covering at least six semester-undergraduate-based programs, and at least four semester-graduate programs and aims for the production of an original work of art and an outstanding application and creativity in music and performing arts.

Student Admission to the Qualifying Program in Arts

ARTICLE 37

To be able to apply for a qualifying program in arts, prospective students are required to have either a Bachelor's degree or a Master's degree diploma. For the admission of students who applied for the qualifying program in arts, the principles specified in Article 3 of this Regulation, and the results of an interview/talent exam/portfolio analysis are evaluated.

Aim and Scope

ARTICLE 38

- a) Qualifying program in arts is a higher education program that aims to produce an original work of art and to reflect a superior application and creativity in music and performing arts.
- b) For students with a Master's degree, a qualifying program in arts is comprised of at least seven courses conditional on not being less than twenty-one credits in total, along with a seminar course, practices and the thesis, or exhibitions, projects, recitals, concerts, and stage plays. For students with a Bachelor's degree, it comprises fourteen courses adding up

to at least forty-two credits, along with a seminar course, practices and the thesis, exhibitions, projects, recitals, concerts, and stage plays. With the recommendation of the Chair of the relevant Arts Major and with the approval of Academic Board of the Arts Major, graduate program courses can be selected among courses implemented in other higher education institutions as well.

Duration

ARTICLE 39

- a) The duration of the qualifying program in arts is eight semesters for students admitted to the program with a Master's degree, and twelve semesters for students accepted to the program with a Bachelor's degree. However, taking a qualifying exam and receiving a qualifying title in arts by satisfying the requirements of the program is earliest at the end of the sixth semester for students admitted with a Master's degree, for students admitted with a Bachelor's degree is earliest at the end of the eighth semester. Thesis or works such as exhibition, project, and recital, concert, and stage plays are defended in this exam. A student, who fails to satisfy the requirements stipulated in the respective regulations, may be dismissed from the Institute before this period with the decision of the Board of Directors of the Graduate School.
- b) The maximum time allowed completing the credited courses and seminar course required for the qualifying program in arts successfully is four semesters for the students who are accepted with a Master's degree and six semesters for the students who are accepted with a Bachelor's degree. Students, who could not complete the credited courses successfully or could not reach the minimum 3.0-grade point average within the allowed time, are dismissed from the Graduate School. These limits regarding the academic grade point average can be changed by the University Senate.
- c) A student, who completes the credit courses and practices successfully, whose thesis proposal or exhibition or project study is accepted, but cannot complete his/her thesis or works such as exhibition, recital, concert, and stage play until the end of the twelfth semester or the fourteenth semester as indicated in Paragraph (a) of this Article, may be given at most four additional semesters to defend his/her thesis, exhibition or project study before the jury upon the proposal of the Chair of the respective Arts Major and with the approval of the Academic Board of the Arts Major.

Appointment of the Advisor

ARTICLE 40

Upon the proposal of the Chair of the respective Arts Major of the Institute and with the approval of the Academic Board of the Arts Major, for each student in the qualifying program in arts, a faculty member is appointed as an advisor latest at the beginning of the third semester. While determining the advisor, the opinions of the student and the prospective advisor are also taken. The qualifications sought in faculty members, who will be appointed as advisors for qualifying study in arts, are determined by the Senate.

Finalization of the Qualifying study in Arts

ARTICLE 41

In order to be eligible to take the qualifying in arts exam, it is obligatory to fulfill one of the foreign language conditions indicated in the Paragraph (b) of Article 8 that specifies the exemption. Students are required to fulfill one of the foreign language requirements specified in Article 8 of this Regulation before the date of the qualifying exam. Students, who fail to meet this requirement, are provided with an additional calendar year. This additional period is not included in the study period allocated for the program. Students, who fail to meet the foreign language requirement at the end of this period, are dismissed from the qualifying program in arts. A student, who prepares a thesis or an exhibition or project study is obliged to write a text which explains the results and documents his/her work on exhibition or project study compatible to the writing guidelines approved by the Senate, and defend his/her thesis, exhibition or project study before the jury orally. The qualifying in arts jury is appointed on the recommendation of the Chair of the relevant Arts Major and with the approval of the Academic Board of the Arts Major. The jury consists of five faculty members, including the student's advisor and at least two members from a higher education institution other than the one they are affiliated with. Besides, on conditional that one of them is from a higher education institution other than the University, two substitute members are determined. Jury members convene at most in one month, following the submission date of the thesis or text and call the student to appear before the jury for defense. The thesis or text defense is comprised of the presentation of the thesis and qualifying in arts study which is followed by a question and answer session. After the completion of the exam, jury members decide on, in absence of audience and on the basis of absolute majority, whether the result is "acceptance", "rejection" or "revision" of the thesis or exhibition, project study, recital, concert, and stage play. This decision is reported formally to the Chair of the respective Art Major. The student, whose thesis or exhibition or project study is rejected, is dismissed from the Graduate School. The student, who gets a revision decision on his/her qualifying study in arts, must defend the revised thesis or work or project study once again before the same jury at most within three months. The student, whose revised thesis or work or project study is rejected in this exam, is also dismissed from the Graduate School.

Diploma in Qualifying in Arts

ARTICLE 42

Conditional on being successful in qualifying in arts exam and satisfying other required conditions, the student is awarded a "Qualifying in Arts Diploma" bearing the name of the program accordingly with the art branch.

PART SIX

TUITION FEES

ARTICLE 43

- a) Graduate education-teaching is comprised of paid education programs. In order to continue the programs, a tuition fee per course is paid.
- b) In order to start the thesis writing study, a research support fee (bench fee) is paid.
- c) Students, who want to deregister, apply to Student Affairs with a petition. Tuition fees of students, who request deregistration, are not refundable.
- d) If the thesis completion period is exceeded, a course fee is paid for each semester elapsed.
- e) In case of failure in the doctoral qualifying exam, a course fee is paid for each semester elapsed until being successful.

FINAL DECISION APPROVALS

ARTICLE 44

All decisions taken by the Academic Board of the Department / Arts Major are finalized with the final approval of the Board of Directors of the Institute of Graduate Studies before the graduation of the student.

EFFECTIVE DATE OF REGULATION

ARTICLE 45

This Regulation comes into force as of 22 February 2021.

ENFORCEMENT

ARTICLE 46

The provisions of this Regulation are enforced by the Rector of Near East University.

PROVISIONAL ARTICLE 1- The students who started any of their doctoral programs before the 2007-2008 academic year and haven't taken the qualifying exam yet, are subject to this Regulation. These students are not subject to the provisions specified in Article 8 of this Regulation. The adaptation of the students, who have passed the doctoral qualifying exam in the 2006-2007 academic year, to this regulation is decided by the Academic Board upon the recommendation of the Chair of the Department/Arts Major.

