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Regulations

From the Izmir Institute of Technology:

Izmir Institute of Technology

Graduate Education Regulations

Section One

Purpose, Scope, Basis and Definitions

Purpose and scope

Article 1 – (1) The purpose of these regulations is to regulate the principles and procedures of graduate education in the Izmir Institute of Technology. (2) These regulations include provisions for master and doctorate programs carried out at the Izmir Institute of Technology.

Basis

Article 2 - (1) These Regulations were prepared based on the 14th and 44th articles of Higher Education Law no. 2547, dated 4 Nov. 1981.

Definitions

Article 3 - (1) In this regulation, the terms below are defined as follows:

- (a) ECTS: European Credit Transfer System
- (b) ALES: Academic Personnel and Graduate Studies Exam (ALES)
- (c) Maximum program durations: two semesters for scientific preparatory programs, six semesters for thesis master programs, three semesters for non-thesis master programs, twelve semesters for PhD programs, fourteen semesters for doctoral programs following undergraduate studies
- (d) EABD: Institute Department
- (e) EADBD: Board of Institute Department
- (f) Institute (IzTech): Izmir Institute of Technology
- (g) Institute Board: Izmir Institute of Technology Board of Graduate School of Engineering and Science Board
- (h) Institute Board of Directors: Izmir Institute of Technology Board of Graduate School of Engineering and Science Board of Directors
- (i) IzTech Board of Directors: Izmir Institute of Technology Board of Directors
- (j) GSES: Izmir Institute of Technology Graduate School of Science and Engineering

- (k) Instructor: faculty member, lecturer, instructor or teaching assistant
- (l) Faculty member: instructors with status of assistant professor or higher
- (m) SAO: Izmir Institute of Technology Student Affairs Office
- (n) Program: Master and doctoral programs
- (o) Rector: Izmir Institute of Technology Rector
- (p) Senate: Izmir Institute of Technology Senate
- (q) Distance education: Educational activities in higher education institutions that are conducted through information and communication technologies and involve interaction between instructors and students without the need for students and teachers to be physically present in the same place
- (r) IB: Interuniversity board
- (s) YDS: English Proficiency Exam
- (t) SFL: Izmir Institute of Technology School of Foreign Languages
- (u) CoHE: Council of Higher Education

Section Two

Regulations on Medium of Instruction, Academic Year and Education Types

Medium of Instruction

Article 4 – (1) The medium of instruction for graduate programs in English. However, courses which must be taught in Turkish or another language are determined by the senate.

Academic Year

Article 5 – (1) The academic year for graduate programs is determined by the Senate.

(2) One academic year consists of two semesters lasting at least sixteen weeks, including final exam periods.

(3) Summer school can be offered as part of the academic year. Summer school education is carried out in accordance with the Izmir Institute of Technology Summer School Regulations in Official Gazette number 28376, dated 06 August 2012.

Education Types

Article 6 – (1) Graduate education includes thesis and non-thesis master's programs and doctoral programs following master's or undergraduate education

(2) Thesis and non-thesis master's programs are conducted through formal, secondary and distance learning. Doctoral education is conducted through formal education.

Section Three

Regulations on Student Admission

Student Admission

Article 7 – (1) The Senate determines minimum ALES score required to apply to doctoral and thesis master's programs

(2) The Senate determines whether or not ALES scores are required to apply for non-thesis master's programs and, if required, minimum scores

(3) Candidates may apply with scores of other international exams determined equivalent to ALES by the ÜAK, with minimum scores determined by the Senate

(4) Candidates must submit minimum scores as determined by the Senate for YDS or other English language exams deemed equivalent by the ÜAK

(5) Candidates who apply to doctoral programs with a bachelor's degree must have a minimum GPA of 3.0 or equivalent and a minimum ALES score of 80, or a higher score as determined by the Senate

(6) Applications to graduate programs must be submitted to the GSES. Candidates must submit required applications by the specified deadlines.

(7) Students are accepted to graduate programs based on evaluation of their ALES score, success in undergraduate or graduate school, science examination and/or interview, reference letters requested by departments, statement of purpose, and similar information and documents. 50% of this evaluation is based on ALES scores. The other 50% is determined by each department. Department evaluations are sent to the GSES. Students are admitted with the approval of the Institute Board of Directors. Admission results are announced by the GSES.

(8) To register for master's programs, students must have an undergraduate degree. To register for doctoral programs, students must have an undergraduate or thesis master's degree.

(9) In order for candidates admitted to graduate programs to directly register to the programs, they must fulfill one of the conditions specified in the Izmir Institute of Technology School of Foreign Languages Regulations of Official Gazette number 28309, dated 31 May 2012.

Transfer Admissions

Article 8 – (1) A successful student who has completed at least one semester in a graduate program in IzTech or another higher education institution may be admitted by transfer to a graduate program in IzTech through the recommendation of the departmental board and the Institute Board of Directors, provided that he or she applies with the required documents on time. This decision also specifies from which courses the student is exempt and which courses will be counted toward the degree. Credit equivalence for students from universities other than IzTech is recommended by the departmental board and determined by the Institute Board of Directors. Courses whose medium of instruction is not English will not be counted. The semester in which the student will continue their education is determined by the recommendation of the departmental board and the decision of the Institute Board of Directors.

(2) ALES scores are not required for admission of transfer students, except from non-thesis master's programs to thesis master's programs.

(3) Students who apply for transfer from universities other than IzTech must meet one of the exemption conditions in the Izmir Institute of Technology School of Foreign Languages Preparatory School Regulations.

(4) In order for students to transfer from thesis master's programs to doctoral programs, they must have at least two semesters and satisfy the success criteria set for the program. These criteria, determined by the departmental board, include taking three courses with sufficient credit each semester and minimum undergraduate and graduate GPAs of 3.0.

English Preparatory Program Admissions

Article 8 – (1) Students whose scientific achievement is deemed sufficient for acceptance but who are required to take the English Placement Exam because they do not meet one of the conditions of the IzTech School of Foreign Languages English Preparatory School Regulations and either fail or do not take the exam are subject to the provisions of the IzTech School of Foreign Languages English Preparatory School.

Science Preparatory Program Admissions

Article 10 – (1) The science preparatory program is a program applied to ensure that accepted students are prepared for their departmental studies. Students to be enrolled in this program are determined by departmental boards by evaluating candidates' undergraduate and/or graduate achievement levels and the structure of their prospective undergraduate or graduate programs.

(2) The maximum period of the science preparatory program is two semesters. Summer school is not included in this period. The time spent in this program is not included as part of the duration of the master's or doctoral program as specified in these Regulations. Students who fail to successfully complete the program within the allocated period are dismissed from the program.

(3) The science preparatory program of a master's student consists of undergraduate classes, and the program of a doctoral student consists of undergraduate or master's classes. Courses taken as part of the science preparatory program cannot take the place of required courses in the relevant graduate program. Students in the science preparatory program can take related courses alongside the preparatory courses with the recommendation of the relevant department and approval of the Institute Board of Directors.

(4) To pass the science preparatory program, students accepted to master's programs must receive at least a DD from all courses and a minimum GPA of 2.0 in the preparatory program. Students accepted to doctoral programs must receive at least a DC from all courses and a minimum GPA of 2.5 in the preparatory program.

Special Case Student Admissions

Article 11 – (1) Candidates with a certified excuse or those residing abroad can be admitted through virtual means using remote access technologies or based solely on application documents.

Special Student Admissions

Article 12 – (1) Students who have graduated from an undergraduate program and wish to increase their knowledge of a certain subject may be accepted as special students to graduate courses upon approval of the relevant department's board and the Institute Board of Directors.

(2) Candidates wishing to register as special students must apply to the GSES with a petition and bachelor's or master's diploma in the application period before the beginning of the semester in which they intend to study.

(3) The duration of special student study shall not exceed two semesters. Special students cannot benefit from student rights.

(4) In order for special students to register of courses, they must pay the specified tuition fees, per credit hour for credit courses and per hour for non-credit courses, at the beginning of each semester.

(5) Special students who withdraw from courses to which they have registered will not be refunded.

(6) Special students shall be subject to the provisions of these Regulations and other relevant legislation regarding attendance, examination and evaluation, discipline and other matters.

Section Four

Courses, Examinations and Assessments

Attendance

Article 13 – (1) Students must attend courses, exercises and exams. Student attendance is monitored by the relevant instructor. The attendance requirement is 70% in theoretical courses and 80% in design, laboratory, workshop and application courses.

Credit values of graduate courses

Article 14 – (1) The credit value of a graduate course is the sum of theoretical and exercise course hours. Credit values of graduate courses which courses will be non-thesis are determined according to departmental board recommendations, the decisions of the Institute Board, and Senate approval.

Course exams, evaluation and achievement

Article 15 – (1) Students are evaluated based on a midterm exam or other assignment and a final exam or project. Students determine administration and details of make-up exams given to students who cannot pass the course.

(2) Semester final and make-up exams and will take place in the places and times determined and announced by departmental boards.

(3) The instructor will determine final semester grades by evaluating quizzes, homework, and projects throughout the term, the final exam or project, and attendance. The make-up exam grade of students who take the make-up exam will take the place of their final exam grade.

(4) Students who miss any exam with an excuse considered valid by the departmental board are given a make-up exam whose place and time are announced at least three business days in advance. Students who miss any exam without a valid excuse are not given make-up exams.

(5) No final exams will be given for thesis, field of study, seminar, design, laboratory and workshop courses. Final grades will be determined by work completed throughout the term. Departmental boards and the Institute Board determine the courses to be evaluated in this manner.

(6) In order to pass credit courses, master's students must earn at least CC and PhD students must earn at least CB.

(7) Seminar, thesis, and non-thesis term project and field of study courses are non-credit and are assessed with the grades of satisfactory (S), unsatisfactory (U), or in progress (P) indicated in Article 16 of these regulations. Students who earn a grade of U two terms in a row or three times in all are dismissed from the program.

Course grades

Article 16 – (1) For each course a student takes, one of the grades below is assigned by the instructor as the semester grade

<u>Score</u>	<u>Semester Grade</u>	<u>Grade Point Value</u>
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	0.0

(2) In addition, grades of I (Incomplete), P (In Progress), S (Satisfactory), U (Unsatisfactory), EX (Exempt) and NI (Not Included in GPA) are not included in the GPA. The details of these grades are provided below.

- a) A grade of I is assigned by instructors to students who cannot complete courses due to a valid excuse such as illness. A student who earns a grade of I must submit missing tasks and receive their grade within three business days. If they do not, their grade of I will become FF. This period may be extended for prolonged illnesses and similar situations up to three business days before the beginning of the next semester

- b) A grade of P is given to students who are successfully carrying out their thesis studies. If the student passes their thesis defense, the grade of P will be replaced with a grade of S by the Student Affairs Office.
 - c) A grade of S signifies a passing grade for thesis defense and non-credit courses.
 - d) A grade of U is given to students who cannot successfully complete their thesis on time. A grade of U is also given to students who fail non-credit courses.
 - e) A grade of EX is given for courses taken outside of IzTech by transfer students before they were admitted and accepted as counting toward their total course load for exemption by the relevant departmental board.
 - f) A grade of NI means that it will not be counted toward the student's GPA. This grade is shown alongside the student's letter grade on the student's transcript. Such courses cannot count toward the student's program requirements.
- (3) A grade of NA signifies that the student did not fulfill attendance or other conditions and therefore did not pass the course. A grade of NA counts as an FF in the GPA.

Grading Errors

Article 17 – (1) If any error is made regarding end-of-term grades, students may apply to the departmental board for a correction. The student's correction request is considered by the departmental board and Institute Board. Any errors related to grades assigned after final exams must be updated at least five working days prior to the beginning of the next semester's registration period.

Article 18 (1) The success level of students is determined by calculating grade point averages at the end of each semester. Total credits received by a student from a course is based on the credit value of the course multiplied by the student's grade value.

(2) A student's grade point average for any given semester is calculated by dividing the credits received by a student by the credit value of the courses. The obtained mean is written with two digits after the decimal place.

(3) The grade point average is calculated by taking into account all classes determined by the departmental board and accepted by the GSES that the student has taken since acceptance to the program. For repeated classes, the most recent grade will be counted, unless it is NI.

Course accreditation or taking courses from other higher education institutes

Article 19 – (1) At most two courses taken under special student status in the last three years, taught in English and completed successfully according to Article 15 of these Regulations, may be counted toward the student's education with the approval of the departmental board and Institute Board of Advisors.

(2) At most two courses completed within the past three years in another unfinished or completed program, taught in English and completed successfully according to Article 15 of these Regulations, may be counted toward graduate education without being calculated as part of the GPA.

(3) Apart from courses taken within the framework of bilateral agreements and student exchange programs, courses taken in national or international higher education institutes may be counted

toward the program course load with the approval of the departmental board and the Institute Board of Directors. A maximum of two such courses can be counted toward master's programs or PhD with master's programs, and four such courses can be counted toward PhD with bachelor's programs. In order to be counted, the medium of instruction for such courses must be English.

(4) The total amount of courses of the type specified in paragraphs one, two and three of this article cannot exceed 50% of the total number of courses required to complete the program.

Repeating courses

Article 20 – (1) Students must repeat courses they have failed in the first semester that the course is offered. For failed elective courses, they may take another elective course deemed equivalent by the departmental board. Students may also repeat a course they passed in order to increase their GPA. However, the departmental board must inform the Student Affairs Office of repeated courses or equivalent courses to be taken.

Section Five

Master's Program

Master's Program

Article 21 – (1) Master's programs may be thesis or non-thesis. The Senate determines in which department and how these programs will be run.

(2) Students can transfer between thesis and non-thesis master's programs if they meet the minimum admission requirements of the program they wish to enter, and if their application is approved by the departmental board and Institute Board of Directors.

Goal of thesis master's programs

Article 22 – (1) The goal of thesis master's programs is to enable students to gain the ability to access, evaluate and interpret information through scientific research.

Duration, course load and assessment of thesis master's programs

Article 23 – (1) Thesis master's programs consist of at least 21 credits, including at least seven credit courses, one seminar course and thesis study. The minimum student workload required to complete the program is 120 ECTS.

(2) Courses of thesis master's programs must be successfully completed with a GPA of 3.0.

(3) The normal duration for completion of thesis master's programs is four semesters, and the maximum duration is six semesters. Students who fulfill all requirements in these regulations may complete the program in a shorter time period.

(4) Students who do not successfully complete all required courses with a minimum GPA of 3.0 or do not complete the required number of credits within four semesters and students who do not

pass the thesis study in the maximum allowed time or do not take the thesis defense exam will be dismissed from the program.

(5) Students may choose to take at most two master's courses that they did not take as part of their undergraduate education. These courses are counted toward the student's graduate course load and credits.

Appointment of thesis advisor in thesis master's programs

Article 24 - (1) The thesis advisor shall be appointed to students through the recommendation of the departmental board and the decision of the Institute Board of Directors by the end of the first semester, at the latest. The thesis advisor must be a faculty member who

- a) works as a staff of IzTech,
- b) has taught in undergraduate or doctoral programs for at least two semesters
- c) has his or her doctorate or specialty in the same field of the master's program or works in the department of the master's program.

(2) Course selection and registration procedures are handled by thesis advisors, and, until a thesis advisor is appointed, by the relevant departmental chair.

(3) Students are required to enroll in the thesis study and, if offered, the course of their thesis advisor each semester following assignment of a thesis advisor.

(4) The thesis topic decided upon by the student with his or her advisor must be determined through the proposal of the departmental board and the approval of the Institute Board of Advisors by the second semester.

Master's thesis evaluation

Article 25 – (1) Students who complete the required credits and courses for their program, are successful in all courses and seminar courses, and earn a GPA of at least 3.0 are eligible to take the thesis defense examination.

(2) Students must write their dissertations in accordance with rules determined by the Senate and to defend them orally before the jury.

(3) The thesis jury is recommended to the GSES by the relevant departmental board and approved by the decision of the Institute Board of Directors. When the thesis jury is chosen, an electronic copy of the thesis and copies of the thesis for all official and backup jury members and a written testament that the thesis complies with Senate rules and can be defended must be submitted by the advisor through the departmental board to the GSES. The thesis jury consists of the thesis advisor, three to five official jury members, one of which must come from outside of IzTech, and two backup jury members, one of which must come from outside of IzTech. Only faculty members in higher education institutions may be jury members. The majority of the jury must not be the student's advisors. If there is a second thesis advisor, the jury must consist of five faculty members.

- (4) Copies of the thesis shall be submitted to jury members by the GSES along with the plagiarism software report for that thesis. If plagiarism is detected in the data of the report, the thesis is sent to the Institute Board of Directors by the jury member who detects the plagiarism.
- (5) Jury members will conduct the thesis defense examination within one month of receiving the thesis and plagiarism report from the GSES. The thesis exam consists of the thesis presentation and a follow-up question and answer session. The thesis examination is open to an outside audience. The decision regarding the evaluation of the exam is reported to students privately.
- (6) After the end of the thesis examination, the jury decides by majority whether to accept, reject or correct the thesis. This decision shall be reported by the departmental chair to the GSES and the Student Affairs Office within three days of the thesis examination.
- (7) If the jury decides that the thesis should be corrected, students must correct and present their thesis before the same jury within three months. For this thesis examination, the submission of the thesis to the GSES and jury members is subject to the third paragraph of this article.
- (8) Students are considered unsuccessful and are dismissed from the program if:
- a) they do not take the thesis exam by the end of the latest allowed period.
 - b) they do not correct and defend their thesis within three months of the decision for correction of thesis.
 - c) the thesis is rejected by the jury.
- (9) Students whose thesis is rejected in the defense examination may receive a non-thesis master's diploma from the non-thesis master's program approved by YÖK with the proposal of the departmental board and approval of the Institute Board of Directors if they fulfill the required conditions such as course load and project writing.

Thesis master's diploma

- Article 26** – (1) Upon successful completion of the thesis examination and fulfillment of other conditions, students of thesis master's programs are awarded their master's degree within a month of the thesis exam. This period may be extended another month pending the recommendation of the departmental board and decision of the Institute Board of Directors. Students who do not fulfill these conditions and who have exceeded the maximum allowed period of study are not awarded a diploma and are dismissed from the program. Students who have not exceeded the maximum allowed period but have not fulfilled the required conditions cannot receive a diploma or benefit from their students' rights until they do so. When said students exceed the maximum allowed period, they will be dismissed.
- (2) The name of the student's departmental program will be printed on the thesis master's diploma.
- (3) The graduation date is the date of the successful thesis defense of the student.

Article 27 – (1) The goal of the non-thesis master’s program is to provide students with professional knowledge and show them how this knowledge will be used in practice.

Duration, course load and evaluation of non-thesis master’s programs

Article 28 – (1) The non-thesis master’s program consists of at least 30 credits, with at least 10 credit courses and a term project. The non-credit term project is evaluated as pass/fail. Students must register for the term project in the semester in which they take the term project course and submit a report at the end of that term. A proficiency exam may be required at the end of the non-thesis master’s program, according to provisions specified by the Senate. Students must complete a minimum of 90 ECTS credits to complete the non-thesis master’s program.

(2) Non-thesis master’s program courses must be completed successfully with a minimum GPA of 3.0.

(3) The minimum duration of the non-thesis master’s program is two semesters, and the maximum duration is three semesters.

(4) Students who do not complete the non-thesis master’s program within the maximum allowed period are dismissed from the program.

(5) A maximum of three undergraduate courses may be counted toward the program, as long as the student did not take these courses as an undergraduate.

Advisor assignment for non-thesis master’s programs

Article 29 – (1) The departmental board must assign an advisor for course selection and term project for each student by the end of the first semester. Advisors must be faculty members or academicians with doctoral degrees qualified according to Senate regulations.

(2) Student course selection and registration procedures shall be carried out by the advisor or, until the advisor has been assigned, by the departmental board.

Non-thesis master’s diploma

Article 30 – (1) Non-thesis master’s degree students who successfully complete their credit courses and the term project with a minimum GPA of 3.0 are awarded with non-thesis master’s diplomas.

(2) The name of the student’s departmental program will be printed on the non-thesis master’s diploma.

Section Six PhD Program

Aim and scope of the PhD Program

Article 31 – (1) The aim of the doctoral program is to provide students with the ability to conduct independent research, discuss scientific matters from a broad and deep perspective, and determine the necessary steps to synthesize new contributions.

(2) The thesis to be prepared at the end of the doctoral study must accomplish one of the following: a) Introduce an innovation to the scientific community; b) develop a new scientific method; or c) apply a known method to a new application.

(3) Doctoral programs can be integrated with other domestic or international doctoral programs. The principles of operation of integration with these programs are determined by YÖK upon the proposal of IzTech.

Duration, course load and evaluation of PhD programs

Article 32 – (1) The PhD program for students admitted with a master's degree consists of a minimum of 21 credits, with at least seven courses, one seminar course, a qualifying exam, a thesis proposal and thesis study. For students admitted with a bachelor's degree, the program consists of a minimum of 42 credits, with at least fourteen courses, one seminar course, a qualifying exam, a thesis proposal and thesis study. The total student course load required for completion of the doctoral program is at least 240 ECTS for students admitted with a master's and 300 ECTS for students admitted with a bachelor's degree.

(2) PhD program courses must be completed with a minimum GPA of 3.0.

(3) The normal duration of the doctoral program is eight semesters for students who are accepted with a master's degree and ten semesters for students who are accepted with a bachelor's degree. The maximum duration is twelve semesters for students accepted with a master's degree and fourteen semesters for students accepted with a bachelor's degree.

(4) The maximum allowed period for successful completion of required credit courses is four semesters for students admitted with master's degree and six semesters for students admitted with bachelor's degree.

(5) Students who fail to complete total credits and courses required for their respective programs within the maximum allowed duration, students who fail required credit courses, and students whose GPA is below 3.0 are considered unsuccessful and are dismissed from their programs.

(6) Students who cannot complete the thesis study and take and pass the thesis exam within the maximum allowed duration are dismissed from their programs.

(7) Undergraduate courses do not count toward the course load or credits of doctoral programs.

(8) The grades of non-credit courses are not counted toward students' GPA, and are assigned a grade of NI on transcripts.

Advisor assignments

Article 33 – (1) The thesis name and topic are assigned to the doctoral student by the thesis advisor and student advisor with the proposal of the departmental board and approval of the Institute Board of Directors by the end of the second semester. PhD thesis advisors must:

- a) be staff employed at IzTech,
- b) have taught at least four semesters of undergraduate courses or two semesters of graduate courses,
- c) have a PhD degree or work in the same field as the student, or have earned a degree in a department related to the student's field,
- d) have successfully advised at least one master's thesis.

If the nature of the PhD thesis requires more than one advisor, a second thesis advisor may be appointed. The second thesis advisor must have a PhD thesis and, if employed by a higher education institution, must be a faculty member. For interdisciplinary programs, two thesis advisors, one of which is the main thesis advisor, are assigned. These advisors must work in different fields and fulfill condition c above. The institute board may determine other conditions related to the assignment and change of main and secondary thesis advisors.

(2) Planning and registration of student courses is carried out by the thesis advisor or, until the thesis advisor is assigned, by the departmental chair.

(3) Students must register to thesis study and to the course their thesis advisor is teaching each semester from the time the thesis advisor is assigned.

PhD Qualifying Examinations

Article 34 – (1) The purpose of the qualifying exam is to test whether students have sufficient depth of knowledge on the topic of their doctoral studies.

(2) The PhD qualifying exam is held twice a year on the dates announced on the academic calendar.

(3) The PhD qualifying exam consists of a written and oral exam to determine students' ability in the scientific field and competence in research. The PhD qualifying exam is conducted in English.

(4) Students who plan to take the PhD qualifying exam apply to the departmental board with a petition. PhD students accepted with a master's degree must take the exam by their fifth semester, and PhD students accepted with a bachelor's degree must take the exam by their

seventh semester. Students who fail to take the exam within these time periods will be dismissed from the program.

(5) Qualifying exams are organized and conducted by a PhD Qualifying Committee consisting of five faculty members who have worked for three years and approved by the Institute Board of Directors. A unique exam jury consisting of five faculty members including the thesis advisor prepares, conducts and evaluates exams in various fields. If the advisor cannot join the exam evaluation, the jury consists of six members. At least two members of the jury must be faculty members from higher education institutions other than IzTech.

(6) The PhD Proficiency exam is conducted in two parts, written and oral. Students who pass the written exam are accepted to the oral exam. Students who fail the written exam are also considered unsuccessful in the oral exam. The oral exam is open to an outside audience. The exam jury evaluates the written and oral exams and decides by majority to fail or pass the student. The decision of pass or fail must be reported in writing by the departmental chair to the GSES and the Student Affairs Office within three days.

(7) Students who practice their right to enter the PhD proficiency exam a first time and then fail may take the proficiency exam the following semester for a second time. Even if students passed the written exam the first time, they must repeat the written part in the second exam.

(8) Students who do not use their right for a second exam or who take the second exam but fail are dismissed from the program.

(9) The PhD exam jury can ask students who pass the PhD exam to take up to two more classes, even if they have already completed their course loads. These classes may be taken as NI with the proposal of the departmental chair and approval of the Institute Board of Directors. In order to take the qualifying exam, students must pass these classes.

(10) Students admitted to the program with a bachelor's degree who fail the PhD exam may pass to the master's program if they have passed at least seven courses, with the proposal of the departmental chair and approval of the Institute Board of Directors.

PhD thesis monitoring committee

Article 35 – (1) For students who pass the proficiency exam, a thesis monitoring committee is formed within one month with the proposal of the relevant departmental chair and the approval of the Institute Board of Directors.

(2) The thesis monitoring committee consists of three faculty members. In addition to the thesis advisor, other members from and outside the relevant department are assigned as members. For students in interdisciplinary doctoral programs, at most two faculty members may be from the department of the student's thesis advisor.

(3) If the student has a second thesis advisor, the second thesis advisor can join the committee meetings if he or she wishes, but cannot be a member of the thesis monitoring committee.

(4) In the terms following the Members of the thesis monitoring committee can be changed after this committee is established with the recommendation of the department chair and the authorization of the Institute Board of Directors.

Thesis proposal defense

Article 36 – (1) Students who pass the PhD qualifying exams orally defend their future research goal, methods and study plan. Students submit a written report of the thesis proposal to the committee at least fifteen days before the presentation.

(2) The thesis monitoring committee decides on the acceptance, revision or rejection of the thesis proposal defense by simple majority. This decision is reported by the departmental chair to the GSES and Student Affairs Office within three days of the thesis proposal. One month is given for revision. At the end of this period, the thesis proposal will be resubmitted and accepted or rejected by the monitoring committee by simple majority. This decision is reported by the department chair to the GSES and Student Affairs Office within three days.

(3) Assignment of a new thesis topic and/or advisor can be recommended by the departmental chair for students whose thesis proposal is rejected. In the case of a change of advisor, a new thesis monitoring committee is assigned to the student with the recommendation of the departmental chair and approval of the Institute Board of Directors. Students who failed the thesis proposal who want to continue with the same advisor must repeat the thesis proposal defense within three months. Students who change their thesis topic and thesis advisor repeat the thesis proposal defense within six months.

(4) Students who do not present their thesis proposal within the maximum allowed periods defined in the first and third paragraphs above without a valid excuse are considered unsuccessful by the thesis monitoring committee.

(5) Students who fail the thesis proposal twice are dismissed from the program.

(6) For students whose thesis proposal is accepted, the thesis monitoring committee meets twice a year between January and June and between July and December. Students must turn in a written report to committee members at least one month before the date of the meeting. This report should include a summary of work completed to date and the working plan for the next semester. The student's thesis committee evaluates the student as passing or failing.

(7) Students who do not complete the report for the committee on time are considered unsuccessful, and this decision is reported by the departmental chair to the GSES and Student Affairs Office within three days.

(8) Students who do not conduct thesis monitoring meetings twice in a row or three times in total are dismissed from the program.

(9) Thesis proposal defense and thesis monitoring meetings may be conducted face-to-face or with support of remote access technologies.

Finalizing the PhD thesis

Article 37 – (1) Students who complete the total credits and courses required for the program to which they are registered, pass all their courses, have a minimum GPA of 3.0, and pass the thesis proposal exam and at least three thesis monitoring evaluation meetings earn the right to take the thesis exam.

(2) Students who complete their thesis study must compose a thesis in accordance with the thesis composition regulations defined by the Senate and present it before a jury.

(3) When the thesis is approved by the advisor, the student applies to the departmental chair to take the thesis exam. The PhD thesis jury is recommended by the relevant departmental chair to the GSES and assigned by the Institute Board of Directors. When the thesis jury is chosen, copies of the thesis for all official and backup jury members, an electronic copy on CD, and a written statement from the advisor that the thesis can be defended must be submitted by the advisor through the departmental chair to the GSES. In addition, there must be two backup jury members, one of which must be from a different higher education institution. Two jury members must be from outside IzTech.

(4) Copies of the thesis shall be submitted to the jury members by the GSES together with a plagiarism software report. If plagiarism is detected in the data of the report, the thesis is sent to the Institute Board of Directors by the jury member who detects the plagiarism.

(5) Jury members will conduct the thesis defense examination within one month of receiving the thesis and plagiarism report from the GSES. The thesis exam consists of the thesis presentation and a follow-up question and answer session and is open to an outside audience.

(6) After the end of the thesis examination, the jury decides by majority in private whether to accept, reject or request revision of the thesis. This decision shall be reported by the departmental chair to the GSES and the Student Affairs Office within three days of the thesis examination.

(7) If the jury decides that the thesis should be corrected, students must correct and present their thesis before the same jury within six months. For this thesis examination, the submission of the thesis to the GSES and jury members is subject to the third paragraph of this article.

(8) Students who do not enter the second thesis defense after requested revision within the maximum allowed period, students who do not pass the thesis defense exam, and students who do not successfully defend their thesis within the maximum allowed period are dismissed from their programs.

(9) PhD students accepted with bachelor's degree whose fail their thesis defense exams can receive a non-thesis master's diploma in the related program with the recommendation of the departmental chair and the approval of the Institute Board of Directors if they have completed the credits, projects and other requirements of a YÖK approved non-thesis master's program.

PhD Diploma

Article 38 – (1) Upon successful completion of the thesis defense exam and fulfillment of other conditions, bound and electric copies of the thesis along with a statement from the advisor that the thesis adheres to the thesis composition rules determined by the senate are turned in to the GSES, and students whose theses are found acceptable earn the right to receive a PhD diploma. This period is considered separate from the maximum period of study and can be extended by one month with the recommendation of the departmental board and the approval of the Institute Board of Directors. Students who do not fulfill these conditions:

- a) Cannot receive their diploma or exercise their student rights until they have fulfilled these conditions, if the maximum allowed time period has not ended, and are dismissed from the program once the maximum allowed period is over.
- b) Cannot receive their diploma and are dismissed from the program if the maximum allowed period is over.

(2) The certified name of the departmental chair of the program in which the student studied is written on the PhD diploma.

(3) The date of graduation is the date that the student took and passed the thesis defense exam.

Section Seven

Miscellaneous and final provisions

Other provisions

Article 39 – (1) Faculty members who are jury or committee members cannot have familial relationships with the students who they are evaluating. In addition, jury or committee members who are the students' advisors cannot make up the simple majority.

Conditions without provisions in the regulations

Article 40 – (1) Conditions which are not addressed in the provisions of these regulations are subject to the Izmir Institute of Technology Student Registration-Acceptance Regulations in Official Gazette number 23443, dated 24 August 1998, as other related legal provisions and Senate decisions.

Repealed regulations

Article 41 – (1) The Izmir Institute of Technology Graduate Student Education Regulations in the Official Gazette number 28918, dated 19 February 2014, have been repealed.

Temporary provisions

Temporary Article 1 – (1) The implementation of provisions introduced by these regulations begins when these regulations go into effect, from the 2016-2017 Fall semester.

Temporary Article 2 – (1) The failures in thesis courses, PhD qualifying exams, thesis proposal presentations or thesis monitoring of graduate students who are registered on or before the date of publication of these regulations are not taking into account for evaluation.

Validity

Article 42 – (1) These regulations shall go into effect on the date of their publication.

Implementation

Article 43 – (1) The provisions of these regulations are carried out by the Rector of the Izmir Institute of Technology.