

**FINAL INTERNATIONAL UNIVERSITY
GRADUATE EDUCATION AND TEACHING REGULATION
(Pursuant to Article 38.2 of the Regulation on the Establishment and Operation of the Final International University)**

The Rectorate of the Final International University, pursuant to Article 38.2 of the Regulation on the Establishment and Operation of the Final International University, makes the following regulation with the approval of the Final International University Senate.

I. GENERAL PROVISIONS

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| Brief Title | 1. This regulation is termed as “Final International University (FIU) Graduate Education and Teaching Regulation”. |
| Definitions | 2. In this regulation, unless the text otherwise requires, Department, Department Head, Dean, Graduate Institute, Faculty, Preparatory School, Preparatory School Director, Rector, Rectorate, Senate, University, Board of Trustees, School Director, School Board are used as referring terms. 'ALES' refers to Academic Personnel and Postgraduate Education Entrance Exam, 'ECTS' to the European Credit Transfer System, 'Plagiarism' to the use of others' ideas, methods, data or work partially or fully contrary to academic citation conventions, and, 'ÖSYM' to the Student Selection and Placement Center. Where the departments are not established, the duties of the Department Board shall be carried out by the Faculty Board or the School Board, and the duties of the Department Head shall be carried out by the Faculty Dean or the School Director. |
| Scope | 3. This regulation encompasses the courses to be taken in FIU Graduate Programs, thesis and graduation project studies, exams, conditions for success and diplomas. |

II. PROVISIONS RELATED TO MASTER’S DEGREE

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| Application and Admission | 4. <ol style="list-style-type: none">(1) In order to apply for a master’s program, candidates must have a bachelor's degree.(2) In order to apply for a Master's program with thesis, candidates who are Turkish nationals must have an ALES score of not less than 55 points in the discipline for which they are applying. However, ALES score is not required for admission to a Master's degree program without thesis and the Faculty of Architecture and Fine Arts.(3) For admission to Master’s programs, upon Faculty/School Board proposal and in accordance with the Graduate Institute’s decision, Faculties and Schools may also consider the results of applicants’ written scientific evaluation and/or interview, their undergraduate cumulative grade point average, and foreign language score.(4) Candidates who will be admitted to the English-medium graduate programs must obtain a minimum score from TOEFL or an equivalent English language exam/certificate as approved by the Graduate Institute.(5) Candidates who cannot submit any certificate are required to obtain a minimum score, determined by the Graduate Institute Board, from the English language examination to be conducted by the Preparatory School.(6) Those applicants to Turkish-medium graduate programs whose first language is not Turkish must obtain a minimum score from TOMER examination or an equivalent Turkish language examination approved by the Graduate Institute Board. |
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Education and
Duration

5. For Master's program with Thesis:
- a) Master's program consists of at least seven courses, one seminar course and thesis work, with no less than twenty-one credits. The seminar and thesis guidance courses are non-credit and evaluated as successful or unsuccessful. Master's program with thesis comprises 120 ECTS credits, at least eight courses including seminar course and thesis guidance course, with no less than 60 ECTS credits per academic year. Students must register for the thesis every semester following the appointment of the supervisor at the latest.
 - b) A maximum of two courses to be taken by students may be selected from the undergraduate courses provided that these courses have not been taken during their undergraduate studies. In addition, upon the recommendation of the relevant Department Head and with the approval of the Graduate Institute Directorate, maximum two courses can be selected from the courses offered in other higher education institutions.
 - c) Irrespective of the period of any foundation program, the duration of the Master's program with thesis is not more than six semesters, regardless of registration renewals starting from the first semester of registration to the graduate courses.
 - d) Students who fail to successfully complete credit and seminar courses within the specified time, fail to fulfill the conditions for success, the thesis guidance course or thesis defence are dismissed from FIU.

For Master's program without Thesis:

- a) Master's program consists of at least ten courses and a graduation project and a total of thirty credits and a graduation project course with no less than 90 ECTS. Students are required to register for the graduation project course in the semester in which the graduation project course is taken and to submit a written graduation project and / or report at the end of the semester. The graduation project course is non-credit and is evaluated as successful or unsuccessful.
- b) A maximum of three of the courses to be taken by students may be selected from the undergraduate courses provided that these courses have not been taken during their undergraduate education.
- c) The duration of the foundation program is excluded from the duration of the master's degree.

Courses, Exams
and Success

6. (1) Graduate courses are offered upon the recommendation of the relevant Department Head and with the approval of the the Faculty/School Board the Graduate Institute Directorate is informed accordingly.
- (2) A maximum of two courses to be taken by the student may be selected from the undergraduate courses provided that they have not been taken during their undergraduate studies. In addition, upon the recommendation of the relevant academic advisor or thesis supervisor, with the approval of the Department Board and the Graduate Institute Directorate, maximum two master's courses can be selected from the courses offered in other higher education institutions in the same instructional language. The grade equivalence is determined by the Department Board and the Graduate Institute.

- (3) The semester grade for each course taken by students is as given in Table I. In order for a course to be considered successful, the student must obtain at least a "C" grade.
- (4) If the student fails with a grade lower than "C", he / she will take the compulsory courses in the next semester in which they are opened, with the approval of the academic advisor or the thesis supervisor. In the case of failure in an elective course, the student may take the same course or a new course.
- (5) In the event that students fail the same course twice or a total of three courses taken at any time (regardless of a pass in a retaken course), they will be dismissed from FIU.
- (6) In order to have successfully completed the master's courses, the student must have CGPA of at least 3.00. Students who have completed their courses but have a CGPA of less than 3.00 can upgrade a CGPA by taking a maximum of four additional courses. These courses can be selected from the courses they have taken or substituted with other courses which they have not taken before. Students whose CGPAs remain below 3.00 will be dismissed from FIU.

**Academic
Advisorship,
Thesis
Supervision, and
Graduation
Project
Supervision**

7. (1) In the Master's program with thesis, the Department Head shall appoint a thesis supervisor for each student by the end of the first semester at the latest; the thesis topic, to be determined by the student with the supervisor, shall be sent to the Graduate Institute Directorate by the end of the second semester latest. Students whose thesis topics are approved are registered to thesis guidance every semester.
- (2) Academic advisory duties are carried out by the thesis supervisor.
- (3) At the end of each semester, thesis work is evaluated by the thesis supervisor as satisfactory (TP) or unsatisfactory (TU) according to Table I, with the approval of the Department Head. In case of failure (TU) from the thesis work, regardless of any leave of absence period, the student will be dismissed from FIU if he/she again gets a (TU) grade from the thesis guidance course.
- (4) The thesis supervisor or thesis topic of a graduate student can be changed with the approval of the Department Head and the Graduate Institute Director shall be notified accordingly.
- (5) In the Master's program without thesis, the Department Head appoints a graduation project supervisor to the student at the beginning of the semester. Students can register for one course at most together with the graduation project.

**Formation of
Thesis Jury and
Completion of
Master Thesis**

8. (1) A student, who is enrolled in the Master's program with thesis, shall prepare a thesis according to the Manual of rules required by the Graduate Institute Directorate and defend it orally before a jury.
- (2) Before the defense of the Master's thesis or the revised thesis, the student revises and completes the thesis and submits it to the thesis supervisor. The supervisor submits the thesis to the Graduate Institute together with an originality report using plagiarism detection software and with an evaluation of the data. If plagiarism is detected in the reported data, the thesis is sent, together with details, to the Graduate Institute Directorate for their consideration.
- (3) The thesis jury shall be appointed by the Graduate Institute Directorate on the recommendation of the thesis supervisor. The jury consists of three

members, one of whom is the student's thesis supervisor and at least one is from outside FIU.

- (4) The student is admitted to a thesis defence by the jury members at the latest one month after the thesis submission. The thesis defence consists of a thesis presentation with a follow-up discussion in public together with academic staff, graduate students and experts in the field.
- (5) After completion of the thesis defense, the jury takes, by majority vote, one of the following decisions 'accept', 'reject', 'repeat the thesis defense' or 'revise'. The Graduate Institute should be notified regarding this decision, together with the defense minutes, by the relevant department head within three days following the thesis defence.
- (6) The candidate whose thesis defense is to be repeated may enter the thesis defense again within three months at the latest. The thesis jury of the candidate who entered the thesis defense for the second time may consist of other members and is appointed in accordance with the provisions of this regulation. If the candidate fails for the second time, he / she will be dismissed from FIU.
- (7) Students whose theses have been adjudged to be unsatisfactory and have been rejected are dismissed from FIU.
- (8) The student who has been required to "revise" shall make the necessary changes within a month and resubmit the thesis to the jury members. If the thesis is accepted by the jury members, they shall inform the Graduate Institute Directorate through the Department Head, in writing, that the required corrections have been made and the thesis accepted.
- (9) If the student's thesis is rejected, he/she can apply for a transfer to the Master's program without thesis.

Evaluation of the
Graduation Project

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- (1) Students enrolled in the Master's program without thesis can take the graduation project during the summer school period, provided that they have successfully completed all courses.
- (2) At the end of the semester, the student prepares a report on the graduation project and defends it before a jury consisting of three faculty members. The jury includes the graduation project supervisor and two other faculty members to be appointed by the Department Chair.
- (3) The jury of the graduation project convenes at a date to be approved by the Department Head and elects one member as the Head of the jury. The Graduation Project jury evaluates the written report and the defense of the student by majority vote as satisfactory (PS), corrections required, or unsatisfactory (PU).
- (4) A student who is required to revise a graduation project, submits the revised project to the jury members within two weeks at the most. The jury members inform the Department Head, in writing, that the required changes have been made and approved and the graduation project is satisfactory (PS).

Diploma

10.

- (1) Upon successful completion of the thesis defence and provided the other graduation requirements, approved by the Senate, are satisfied, the graduate student who submits at least three bound copies of his/her Master's thesis in accordance with requirements to the Graduate Institute within one month following the thesis defence is eligible for the award of his / her Master's diploma.
- (2) Upon request, the Graduate Institute Directorate may extend the submission period by a maximum of one month. The student who does not

fulfill these requirements will not be awarded a diploma until the requirements are met, and cannot benefit from student rights.

- (3) Students who successfully complete the credit courses and the graduation project are awarded a Master's degree (without thesis).
- (4) Those attending a Master's program without thesis may transfer to the Master's program with thesis, provided that they meet the minimum requirements for this Master's program. In this case, the courses completed in the Master's program without thesis may be accepted for exemptions from the courses in the Master's program with thesis.
- (5) The diplomas carry the University stamp and embossed seal with the signatures of the Graduate Institute Director and the Rector.
- (6) Graduate students are obliged to pay the diploma fee specified by the Rectorate.

III. PROVISIONS RELATED TO PhD DEGREE

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| Provisions related to the PhD Degree | 11. The provisions related to the PhD degree are specified by the Senate and then added to this regulation. |
| Admissions to the Foundation Program | 12. <ol style="list-style-type: none">(1) Students who have received their bachelor's or master's degree in different fields from the master's or PhD programs to which they are admitted and those who have received a bachelor's or master's degree from other higher education institutions can take required compensatory courses from the foundation program.(2) The compulsory courses in the foundation program cannot replace the courses required for completion of the relevant graduate program. However, a student enrolled in the foundation program may take required foundation courses and graduate courses on the recommendation of the relevant Department Head and with the approval of the Graduate Institute Board.(3) Course attendance in the foundation program, course exams, lecture notes, number of courses required for success, repetition of courses, cancellation of registration and other matters are determined by regulations as approved by the Senate.(4) The duration of the foundation program is maximum two semesters, not including summer school. This duration cannot be extended other than through an official leave of absence period, and a student who is not successful at the end of the program is dismissed. The duration of the foundation program is not part of the duration of the master's or PhD program. |
| Açık Olmayan Konular
Issues uncovered in the Regulation | 13. <ol style="list-style-type: none">(1) In this Regulation, the provisions of the "FIU Education, Examination and Success Regulation" shall apply to any issues not explicitly covered.(2) In the case of any issues still not explicitly covered, the Graduate Institute Board is authorized to act. |
| Executive Power | 14. This regulation is executed by the FIU Rectorate. |
| Coming into Force | 15. This regulation is effective from the date of approval by the Board of Trustees of Final International University. |

Table 1. Letter Grades Used in Graduate Programs

Grade	Grade Point
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
NG	0.00
I	Incomplete
W	Withdrawal
S	Satisfactory
U	Unsatisfactory
NG	Nil Grade due to absenteeism
PS	Graduation Project Work Satisfactory
PU	Graduation Project Work Unsatisfactory
TP	End-of-semester Thesis work Satisfactory
TU	End-of-semester Thesis work Unsatisfactory
TS	Thesis defense accepted
TI	Thesis defense accepted with corrections
TR	Repetition of thesis defense
TJ	Thesis defense rejection
QS	Successful in the PhD qualifying exam
QU	Unsuccessful in the PhD qualifying exam