

FINAL INTERNATIONAL UNIVERSITY
REGULATION FOR GRADUATE STUDIES

(Regulation under Article 38.2 of the By-Law On the Establishment, Operation and Working Principles of Final International University)

This regulation has been made in accordance with article 38.2 of the ‘**By-Law On the Establishment, Operation and Working Principles of Final International University**’.

I. GENERAL PROVISIONS

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| Brief Name | 1. This regulation is named as “ Final International University (FIU) Regulation For Graduate Studies ”. |
| Definitions | 2. The terms stated in this regulation “Department, Head of Department, Dean, Institute, Faculty, Preparatory School, Director of Preparatory School, Rector, Rectorate, Senate, University, Board of Trustees, Director of School / Vocational School, / Vocational School, School board, Institute Director, Institute Board” refer to the meaning provisions specified in the regulation on which this Regulation is based. ‘The board of Directors of the Institute’, refers to the Board of Directors of the FIU Graduate Institute of Education and Teaching, " ALES " refers to the Entrance Exam for Academic Personnel and Graduate Education, "ECTS" refers to the European Credit Transfer System, "Plagiarism" refers to the ideas, methods, data or works of others as their own work partially or completely without reference to scientific rules, and "OSYM" refers to the Head of the Centre for Measurement, Selection and Placement. In cases where the departments are not formed, the duties of the Department Board are carried out by the Faculty Board, or the Board of the School / Vocational School, and the duties of the Head of the Department are carried out by the Dean, or the Directors of the School / Vocational School. |
| Scope | 3. This Regulation regulates the student admission requirements, courses to be taken, dissertations and project studies to be done, exam and success conditions and diplomas to be given in FIU Graduate programs. |

II. PROVISIONS RELATED TO THE MASTER'S DEGREE

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| Purpose | 4. A master’s program may be delivered in two formats, namely with and without thesis (non-thesis). The aim of the master's program is to enable the student to gain the ability to conduct scientific research and/or to develop their professional knowledge and skills. |
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**Application
and
Acceptance**

5. (1) In order to start a master's degree program, candidates must have a bachelor's degree.
- (2) Student candidates of Turkish nationality who have not completed their entire undergraduate education abroad must have the equivalent score of ALES or international exams (GRE, GMAT, etc.) not less than 55 points in the type of score they apply for in order to be able to start a master's program with a thesis.) However, ALES score is not required for student admission to non-thesis master's degree programs and Conservatory programs and Fine Arts Faculties that accept students only with a special aptitude test.
- (3) ALES score is not required for the admission of Turkish students who have completed their undergraduate education abroad.
- (4) When accepting students to the relevant master's programs, faculties and colleges / vocational schools, Faculty / College / Vocational School board proposals and undergraduate GPA, foreign language score, written scientific assessment and/or interview results, etc. determined by the Senate, etc. are also accepted as evaluators.
- (5) Candidates can submit their applications to the Graduate Education Department in person, by mail or online. Candidates are required to attach the documents requested to the application form.
- (6) Exemptions from the English Preparatory program for non-native English language candidates who will be accepted to English medium graduate programs are determined in accordance with the provisions of the Regulation on Education and Examination of the School of Foreign Languages.
- (7) Candidates who cannot document their proficiency in English, must take the language exam conducted by the School of Foreign Languages and achieve the base score determined by the Regulation of the School of Foreign Languages. Candidates who do not get the sufficient score continue to the English Preparatory program offered by the School of Foreign Languages.
- (8) Exemptions from the Turkish Preparatory program for non-native Turkish language candidates who will be accepted to Turkish medium graduate programs are determined in accordance with the provisions of the Regulation on Education and Examination of the School of Foreign Languages.
- (9) Candidates who cannot document their proficiency in Turkish, must take the language exam conducted by the School of Foreign Languages and achieve the base score determined by the Regulation of the School of Foreign Languages. Candidates who do not get the sufficient score continue to the Turkish Preparatory program offered by the School of Foreign Languages.
- (10) Candidates can apply to more than one program and specify the order of preference in their applications. Candidates may not be accepted according to their priority preferences. In this case, the candidate is notified by the Institute whether they have been accepted to their subsequent preferences.

Duration

6. (1) Master's programs with thesis:
- a) A master's program with thesis is based on a minimum of 21 credit hours of at least 7 courses to be completed, a seminar course and the preparation

of a master's thesis. The seminar course and thesis are non-credit courses and the student is graded as either Successful or Unsuccessful. The master's program with thesis consists of at least 120 ECTS credits. Starting from the second semester, the student must register for the thesis every semester

- b) Of the courses to be taken by the student, maximum two courses which has not been taken before can be chosen from the undergraduate curriculum. In addition, with the consent of the Department/Program Chair and the approval of the Director of the Institute, a maximum of 2 graduate courses may be taken at another university.
- c) Starting from the semester of the commencement of the courses of the registered program and excluding the semesters spent in Scientific Preparation, the duration of master's program study with thesis, is a maximum of eight semesters. Regarding the study period of Turkish Republic nationality students who have not completed their undergraduate education abroad, these students are subject to the provisions of the Regulation on Graduate Education of the Council of Higher Education.
- d) Students who have failed to successfully complete their credit courses and seminar course stated in the instructional plan, who have failed to meet the success conditions /criteria, who have failed their thesis study or who have not entered the thesis defence at the end of the specified period of time will be dismissed from FIU.

(2) Non-thesis master's programs:

- a) A non-thesis master's program consists of a minimum of 10 courses amounting to minimum 30 credits and a graduation project. The student can enrol to the Graduation Project during the second semester in which he/she is enrolled in the courses. The Graduation Project course is non-credit and is evaluated as successful or unsuccessful.
- b) Starting from the semester of the commencement of the courses of the registered program and excluding the time spent in Scientific Preparation, the duration of studies at non-thesis master's programs is a minimum of two and a maximum of five semesters. Turkish Republic national students who have not received their entire undergraduate education abroad, for the duration of education, are subject to the provisions of the Graduate Education Regulation of the Council of Higher Education.
- c) Out of the program courses to be taken by the student, three courses can be selected from undergraduate courses at most, on the condition that it has not been taken during the concerned student's undergraduate studies.

**Courses,
Assessment
and Success**

7.

- (1) Master's courses to be opened in any semester are determined by the proposal of the relevant department and the approval of the board of directors of the institute. It is mandatory to give at least one course that includes scientific research methods and publication and research ethics subjects.

(2) The semester grade for each course taken by the students is as given in Table 1. In order for students to be considered successful in a course, they must have received at least a "C" grade.

(3) A student who obtains a grade lower than "C" from a program course will have to repeat the compulsory course in the first semester the course becomes available. For elective courses from which the student fails, the same course or a new course subject to the approval of the academic advisor or thesis supervisor may be taken.

(4) Students who fail a credit course with the same code twice or who fail a total of 3 courses taken any time during the graduate studies, (even if a certain course was passed during the second time) are dismissed from FIU.

(5) In order to successfully complete the Master's courses with thesis, the student's GPA (GPA/CGPA) must be at least 3.00. Students who have completed their courses, but fail to attain a CGPA of 3.00, can take four more courses at most to improve their CGPA. These extra courses may be chosen from previously taken courses or may be new courses. Students who still remain below a CGPA of 3.00 after having completed extra courses are dismissed from FIU.

(6) In order to successfully complete the Master's courses with thesis, the student's GPA (GPA/CGPA) must be at least 2.50. Students who have completed their courses, but fail to attain a CGPA of 2.50, can take four more courses at most to improve their CGPA. These extra courses may be chosen from previously taken courses or may be new courses. Students who still remain below a CGPA of 2.50 after having completed extra courses are dismissed from FIU.

(7) Non-thesis master's students with a GPA of 3.00 and above can transfer to a master's program with thesis, provided that they meet other admission requirements.

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

8. (1) In master's programs with thesis, the relevant department chair appoints a thesis advisor for each student no later than the student's completion of the first semester course load stipulated by the relevant program by the end of the semester; Following the appointment of the advisor, the thesis topic determined by the student together with his/her advisor is also proposed to the Director of the Institute no later than the end of the semester.

(Amendment: Senate: Date: 17/03/21 Number: ST-20-21/13.

(2) Academic advisory duties are carried out by the thesis advisor from the period following the appointment of the advisor.

(Amendment: Senate: Date: 17/03/21 Number: ST-20-21/13)

(3) At the end of each semester, work regarding thesis study is evaluated as Satisfactory (TP) or Unsatisfactory (TU) by the supervisor with the approval of the chair of department/program, as specified in Table I. If a student receives two consecutive (TU) grades from the thesis study, regardless of the fact that s/he was on leave, or if s/he becomes unsuccessful from the thesis study three times intermittently, s/he will be dismissed from FIU.

(4) Thesis supervisor and/or the thesis topic of a graduate student may be changed subject to the approval of the department/program chair and the graduate studies committee.

**Formation of
the Thesis
Jury and
Conclusion of
the Master's
Thesis**

(5) In a non-thesis master's program, the related department appoints a "graduation project manager" to the student at the beginning of the semester when the project will be done.

9. (1) A student studying at a master's program with thesis puts the research findings into writing in accordance with the graduate thesis writing guidelines set by the Institute Directorate and orally defends his/her thesis before a jury. In order for the student to enter the thesis defence, the GPA (GPA / CGPA) must be at least 3.00.

(2) Prior to the thesis defence, the student completes his/her thesis and submits it to the thesis supervisor. The thesis supervisor submits the thesis, together with his/her approval report for thesis defence, and the plagiarism software report pertaining to the thesis in question to the Institute. If a total of 20% or more than 2% similarity is found in each citation in the report, it is sent to the Institute's Directorate for decision.

(3) Following the submission of a thesis to the Institute Directorate, a thesis jury is appointed in line with the recommendation of the concerned department/program and the supervisor and the approval of the Director. The thesis jury consists of minimum 3 and maximum 5 members, including the thesis supervisor and at least one external (non FIU) member. In the event of the jury consisting of three members, the co-supervisor (if available) cannot become a jury member.

(4) The jury members, no later than one month after the date of submission of the thesis in question, gather and take the student to the defence of the thesis. The thesis defence is open for audience participation. After the student submits the thesis, the audience is given the right to ask questions. Subsequently, the audience is taken outside and the jury questions the student. After the questions are completed, the student is also taken out and the jury determines their decision about the student's success with the thesis. After the student is invited back to the hall, the jury informs the student of the decision, the thesis defence is then finalized.

(5) Having evaluated the written thesis and the thesis defence presentation of the candidate, the jury reaches one of the decisions by simple majority: "Thesis Defence Satisfactory" (TS), "Thesis Defence Satisfactory Subject to Modifications" (TI), "Thesis Defence to be Renewed" (TR), or "Thesis Defence Rejected" (TJ). The decision of the jury is notified to the Institute Directorate within three working days following the thesis jury. A student whose thesis has been rejected is dismissed from FIU.

(6) A candidate, who was evaluated as "Thesis Defence to be Renewed" may repeat the defence in the following semester. The student, conducting the necessary corrections, will be able to submit the thesis to the advisor. The advisor obtains the plagiarism report again and submits the thesis to the Institute. The thesis jury of the candidate who enters the thesis defence for the second time may consist of other members and is established in accordance with the principles in this regulation. If the candidate fails for the second time, they are dismissed from the FIU.

(7) Necessary corrections to the thesis, evaluated as "Thesis Defence Satisfactory Subject to Modifications" have to be completed within one

month, the latest and submitted to the jury, accordingly. The thesis will be considered as “Satisfactory” following the written confirmation that the required corrections have been carried out to the satisfaction of the majority or all jury members. The jury report will be relayed to the Institute Directorate by the relevant department chair.

(8) Upon the request of the student whose thesis has been rejected, he/she can transfer to a non-thesis master's program.

**Evaluation of
the
Graduation
Project**

10.

(1) A student enrolled in a non-thesis master's program can also take a graduation project during the summer school period.

(2) At the end of the semester, the student submits the report he/she has prepared about his/her project to the graduation project manager.

(3) The Project Manager evaluates the project and the presentation of the student as Graduation Project Satisfactory (PS), Graduation Project Subject to Modifications, or Graduation Project Unsatisfactory (PU).

(4) The required corrections should be finished within 2 weeks and submitted to the Project Manager. A written report from the Project Manager confirming the satisfactory completion of the required corrections to the department chair will mean the ‘Satisfactory’ (PS) completion of the term project.

(5) Those who attend the non-thesis master's program, may transfer to the master's program with a thesis, provided that they meet the minimum requirements established for the master's program with a thesis. In this case, the courses taken in the non-thesis master's program can be considered as a substitute for the courses in the master's program with a thesis.

Diplomas

11.

(1) Students who have successfully defended their thesis, provided that they have also met other conditions necessary for graduation established by the Senate, and who have submitted at least three bound copies of their thesis to the Institute within one month from the date of entry into the thesis defence, are awarded a master's diploma with a thesis. The graduation date is the date of delivery of the signed copy of the thesis by the thesis jury.

(2) The Board of Directors of the Institute may extend the submission period for a maximum of one month upon request. A student who does not fulfil these conditions will not be able to get their diploma and benefit from their student rights until they fulfil the conditions.

(3) A non-thesis master's degree is awarded to non-thesis master's students who have successfully completed their credit courses and graduation project.

(4) The master's degree with/without thesis bears the name of the master's program in which the student is registered, approved by the Council of Higher Education / Higher Education Council.

(5) Diplomas have the signatures of the Director of the Institute and the Rector, as well as the seal and cold stamp of the university.

(6) Graduate students are obliged to pay the diploma fees determined by the Rectorate.

III. PROVISIONS RELATED TO THE DOCTORAL PROGRAM

Aim

12. (1) The purpose of the PhD program is to provide the student with the required competences to carry out independent research, to interpret the scientific incidents by investigating them with a wide and deep point of view and reaching new synthesis.

(2) The thesis to be prepared at the end of the doctoral study must fulfil at least one of the qualities of introducing innovations to science, developing a new scientific method, applying a known method to a new field.

Application and Acceptance

13. (1) In order to start a doctoral program, candidates must have a master's degree. Candidates who have graduated from a non-thesis master's program without a dissertation are required to have a GPA of at least 3.00 (GPA/CGPA). In order to apply for integrated doctoral programs, candidates must have at least a bachelor's degree and a GPA (GPA/CGPA) of at least 3.00.

(2) Prospective Turkish (T.C) national students in order to apply for a doctoral program, must have an ALES score of at least 55 points in the type of score they apply for. TC candidate students who apply to the doctoral program with a bachelor's degree and do not receive all of their undergraduate education abroad must have a GPA of at least 3.00 or equivalent out of 4.00 and have at least 80 points in the type of points of the program they apply for from ALES.

(3) The evaluation criteria for the admission of students to the relevant master's programs can also be determined by the proposal of the faculty/school board and the decision of the Senate on the undergraduate GPA, foreign language score, written scientific evaluation and/or interview results, etc.

(4) Except for preparatory classes, those who have completed a bachelor's degree for 10 semesters are considered to have a master's degree and can apply to doctoral programs.

(5) For the admission of students to the doctoral program, it is mandatory to take at least 55 points from the central foreign language exams accepted by the Council of Higher Education except their native language or an equivalent score from international foreign language exams accepted as equivalent by OSYM, and the Senate may decide to raise these minimum points, if necessary, according to the features of the programs to be entered.

(6) For candidates who are not native speakers of English and will be accepted to graduate programs whose language of instruction is English, The English Preparatory program exemption status is determined according to the Regulations of the School of Foreign Languages Education and Examination.

(7) Candidates who cannot submit any documents must obtain a base score from the language exam to be conducted by the School of Foreign Languages stated in the Regulation of the School of Foreign Languages. Candidates who are not at the adequate level, continue to the English Preparatory program offered by the School of Foreign Languages.

(8) For non-native Turkish candidates who will be accepted to graduate programs where the language of instruction is Turkish, the Turkish

Preparatory program exemption status is determined in accordance with the provisions of the School of Foreign Languages.

(9) Candidates who cannot submit any documents must obtain a base score from the language exam to be conducted by the School of Foreign Languages stated in the Regulation of the School of Foreign Languages. Candidates who are not at the adequate level, continue to the Turkish Preparatory program offered by the School of Foreign Languages.

**Education
and Duration**

14. (1) For students who have been admitted with master's degrees, PhD program is composed of a minimum of 21 credit hours, 60 ECTS of at least 7 courses to be completed, seminar, the "Qualifying Examination", thesis proposal and the thesis study, with a total of at least 240 ECTS credits.

For students who have been admitted with an undergraduate degree, PhD program is composed of a minimum 42 credit hours of at least 14 courses to be completed, seminar, the "Qualifying Examination", thesis proposal and the thesis study, with a total of at least 300 ECTS.

(2) In doctoral programs, with the suggestion of the relevant department head and the approval of the Institute's Board of Directors, students who have been accepted with a master's degree from courses offered at other higher education institutions can take no more than two courses, students who have been accepted with a bachelor's degree can take no more than four courses.

(3) Undergraduate courses are not included in the course load and doctoral credits.

(4) Starting from the semester of the commencement of the courses of the registered program and excluding the time spent in Scientific Preparation, the standard duration of studies for students who have been admitted with a master's degree is 10 semesters, regardless if they have registered or not for each semester, and could be extended to 12 semesters at most. The duration of the program is twelve semesters for those who are accepted to the integrated doctoral program with a bachelor's degree. These periods can be extended for up to four semesters if the proposal of the relevant academic unit and the Board of Directors of the Institute deems it appropriate.

(5) Students who have been accepted to the program with a master's degree must have completed their course load by the end of the sixth semester at most; students who have been accepted to the integrated doctoral program with a bachelor's degree must have completed their course load by the end of the eighth semester at most.

(6) students who applied to the doctorate program with a bachelor's degree, those who could not complete their credit courses and / or thesis work within the maximum period and / or those who could not succeed in defending their doctoral thesis may be awarded a non-thesis master's degree if they request, provided that they have fulfilled the credit load, project and other similar conditions required for the relevant non-thesis master's program.

**Courses,
Evaluation
and Success**

15. (1) Doctoral courses, consist of courses opened on the recommendation of the relevant academic unit board and with the approval of the Senate. It is required that at least one course be given that includes advanced scientific research methods and publication and research ethics topics.

(2) The semester grade for each course taken by the students is as given in Table 1. In order for a student to be considered successful in a course, they must have received at least a "B" grade.

(3) A student who obtains a grade below "B" from a program course will have to repeat the compulsory courses in the first semester they become available. For elective courses from which the student fails, the same course or a new course may be taken.

(4) Students who fail a credit program course with the same code twice or who fail a course taken as a replacement for a previously failed course, or who fail a total of 3 courses taken any time during the doctoral studies (even if a certain course was passed during the second time) are dismissed from FIU.

(5) In order to successfully complete the doctoral courses, the student's GPA (GPA/CGPA) must be at least 3.00. A student who has completed their courses but has a GPA (CGPA) below 3.00 may take up to four additional courses to improve their GPA (CGPA). These courses, can be selected from the courses that the student has or has not taken before. In this case, if the students GNO's (CGPA) are still below 3.00, they will be dismissed from FIU.

(6) A student who has been accepted to the integrated doctoral program with a bachelor's degree or who has a master's degree in a field other than the doctoral program and has successfully completed at least seven courses may transfer to the master's program. A student who wants to transfer to a master's program must meet the application and admission requirements of the relevant master's program.

**Appointment
of
the Thesis
Supervisor** **16.**

(1) A thesis advisor with a doctoral degree who is from the FIU staff of the relevant academic unit, is assigned to each student, and the thesis topic together with the thesis proposal that the advisor and the student will determine together is submitted to the Institute. The thesis advisor and the thesis proposal are finalized by the decision of the Board of Directors of the Institute. The thesis advisor is appointed no later than the end of the first semester.

(2) If there is no suitable faculty member at FIU, a thesis advisor may be selected from another higher education institution by the Board of Directors of the Institute in accordance with the principles established by the Senate, at the suggestion of the relevant academic unit. In order for faculty members to supervise a thesis in doctoral programs, they must have supervised or completed at least one successfully completed master's thesis

**Qualifying
Exam** **17.**

(1) The Qualification exam, which is the measurement of whether the student who has completed his/her courses and seminars has a scientific research qualification related to the basic topics and concepts in his/her field and doctoral studies. A student can take a qualifying exam no more than three times.

(2) Students accepted with a master's degree, provided that they have completed their courses, can take the qualifying exam in the third semester and must take the qualifying exam no later than the end of the seventh

semester. Students accepted with a bachelor's degree, provided that they have completed their courses, can take the qualifying exam in the fifth semester and must take the qualifying exam no later than the end of the ninth semester.

(3) The qualification exams are prepared, applied and evaluated by the examination jury recommended by the relevant unit and approved by the Institute's Board of Directors. The exam jury consists of five faculty members, including the thesis advisor, and if necessary, jury members from outside the FIU can also be invited.

(4) The qualification exam is conducted in two parts, written and oral. The student who has succeeded by obtaining at least 75 points out of 100 in the written exam takes the oral exam. The exam jury evaluates the student's success status in the oral exam and decides by absolute majority whether the student is successful or unsuccessful. This decision is notified to the Institute in a written report by the relevant department within three days after the qualification exam.

(5) The student who has failed the qualification exam retakes the exam in the next semester. A student who fails the qualifying exam three times is dismissed from the doctoral program.

**Thesis
Monitoring
Committee**

18.

(1) A thesis monitoring committee is formed within one month following the date of the qualifying exam with the recommendation of the relevant unit and the approval of the Institute's Board of Directors.

(2) Thesis monitoring committee is made up of three faculty members including the thesis supervisor of the student, one member from the respective department/program, and one external member outside the department/program. In the event of a co-supervisor being present, s/he may also attend the committee meetings without the right to vote.

(3) Upon the recommendation of the relevant department and the approval of the Institute Directorate, members of the thesis monitoring committee can be changed after the semester of its formation.

**Thesis
Proposal
Defence**

19.

(1) The student, who passes the PhD qualifying exam, prepares his/her thesis proposal which includes the purpose of the research, methodology, and study plans, within six months, and defends the thesis proposal orally to the thesis monitoring committee. The student distributes a written report on the thesis proposal to the committee members at least one month before the oral defence.

(2) The thesis monitoring committee decides to accept, correct or reject the thesis proposal presented by the student with absolute majority vote. One month is given for correction. At the end of this period, the decision made by absolute majority in the direction of acceptance or rejection is notified to the Institute by the relevant department in a written statement within three days.

(3) A student whose thesis proposal has been rejected has the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee may be formed. A student who wants to continue the program with the same advisor will be accepted to the thesis proposal defence within three months, and a student who changes the thesis supervisor and thesis

topic will be accepted again within six months. The student whose thesis proposal is rejected in this defence is dismissed.

(4) For the student whose thesis proposal has been accepted, the thesis monitoring committee meets at least twice a year, preferably once between January - June and once between July-December. The student submits a written report to the committee members at least one month prior to the meeting date, explaining the progress of the thesis work, and work planned for the following semester. Following the submission of the report, the committee evaluates the work of the student as "Successful" or "Unsuccessful". A student who fails twice consecutively or three times intermittently is dismissed by the committee.

(5) A student who does not enter the thesis proposal defence within the specified time without a valid excuse is considered unsuccessful and the thesis proposal is rejected.

**Finalization
of the
Doctoral
Dissertation** 20.

(1) A student in a doctoral program writes his/her results in accordance with the writing rules adopted by the Senate and defends his/her thesis orally in front of a jury.

(2) The supervisor receives the plagiarism software program report on the thesis in question together with his/her opinion that the thesis is defensible and submits the thesis to the Institute. If a total of 20% or more than 2% similarity is found in each citation of the report, it is sent to the Board of Directors of the Institute for decision-making.

(3) At least three thesis monitoring committee reports must be submitted in order for the student's thesis to be completed.

(4) A student who has completed his/her thesis and submitted it to the Institute must have published a publication in a journal scanned by SCI-E (Science Citation Index Expanded), SSCI (Social Science Citation Index) or AHCI (Arts and Humanities Citation Index) in the field related to his/her doctoral thesis in order to be able to enter the doctoral thesis defence. The waiting period for publication is not included in the doctoral period and is no more than three years.

(5) The doctoral thesis jury is appointed with the recommendation of the advisor and the related unit and the approval of the Board of Directors of the Institute. The jury consists of five faculty members; three faculty members, preferably from the student's thesis monitoring committee, the supervisor and at least two faculty members from other higher education institutions. In addition, the co-supervisor can take part in the jury without the right to vote.

(6) The jury members convene no later than one month after the date of submission of the thesis in question to them and the student is admitted to the thesis defence. The thesis defence is open for audience participation. After the student presents their thesis work, the audience is given the right to ask questions. Then the audience is taken outside and the jury asks the student their questions. After the question answer session is completed, the student is also taken out and the jury reaches its decision about the student's success with the thesis. After the student is invited back and the jury informs the candidate about the decision, the thesis defence is then completed.

(7) The thesis jury, having evaluated the written thesis and the oral defence of the candidate can reach one of the following decisions by a simple majority: "Thesis Defence Satisfactory" (DP), "Thesis Defence Rejected" (DF), "Thesis Defence Satisfactory Subject to Modifications" (DI), or "Thesis Defence to be Renewed" (DR). Students whose thesis is accepted are evaluated as successful. Those students whose thesis was found to be unsuccessful are dismissed. Following the decision to repeat the thesis defence, the student makes the necessary corrections and re-defends his/her thesis within the next semester. The student who fails this defence is dismissed. The student who has been given the decision to correct their thesis makes the necessary corrections and submits their thesis to the jury members no later than one month. For the corrected theses, the plagiarism software program report is received again. Students who do not succeed in the thesis, upon request, in line with the sixth paragraph of Article 14, a non-thesis master's degree is awarded.

Doctoral Degree

21. (1) The student who has completed his/her thesis work submits their thesis to their supervisor. PhD students who submit at least three bound copies of their thesis to the Institute within one month from the date of entry into the thesis defence, provided that they succeed in the thesis defence and meet other conditions necessary for graduation determined by the Senate, are eligible for a doctoral diploma. Upon application, the Institute may extend the delivery period for a maximum of one more month. A student who does not fulfil these conditions cannot obtain a diploma until he/she meets the conditions, does not benefit from student rights, and is dismissed if the maximum period has expired.
- (2) Issued diplomas bear the titles of the Institute and the program approved by the Turkish Republic Higher Education Board and the signatures of the Director of the Institute and the Rector, the University stamp and an embossed stamp. The graduation date, is the date when the thesis jury delivers the signed copy of the decision sheet on the approval of the student's success to the Institute.
- (3) Graduate students are obliged to pay the diploma fees determined by the rectorate.

IV. OTHER PROVISIONS

Admission of Students to the Scientific Preparatory Program

22. (1) A scientific preparation program may be applied for the candidates who have received their bachelor's or master's degrees from master's or doctoral programs in different fields and those who have received their bachelor's or master's degrees from higher education institutions other than the higher education institution where they were accepted, in order to eliminate their deficiencies.
- (2) Compulsory courses taken as part of the Scientific Preparation Program cannot replace or substitute for courses required for the completion of the relevant graduate program. In addition to the Scientific Preparation Program courses, a student in Scientific Preparation Program may take courses related

to the graduate program with the recommendation of the respective program/department and approval of the Institute Directorate.

(3) The number of courses and courses to be taken in the scientific preparation program are determined by the proposal of the relevant academic unit and the approval of the Board of Directors of the Institute specifically for the candidate. Scientific preparatory courses are taken without credit and the course success grade must be at least C. Grades taken from these courses are not included in the graduate grade point average calculation.

(4) The maximum period of time in the scientific preparation program is three semesters. Summer instruction is not included in this period. This period cannot be extended except for the semester breaks and students, who fail to complete the Scientific Preparation Program successfully within this period, are dismissed from the program. Time spent in this program cannot be included in the duration of master's or PhD programs.

**Horizontal
Transition**

23.

(1) Students who are enrolled in FIU graduate programs or enrolled in another university's graduate programs can apply for a horizontal transfer to one of the FIU graduate programs. The equivalence of the applicant candidate's application program and the program he/she is currently enrolled in is determined by the relevant academic unit and approved by the Board of Directors of the Institute.

(2) The candidate applying for horizontal transfer must have successfully completed at least one semester in the program he is currently enrolled in and must meet the admission requirements of the program he is applying for.

(3) Students admitted to FIU graduate programs by making a horizontal transition may be exempt from courses that are deemed appropriate with the recommendation of the relevant unit and the approval of the Institute's Board of Directors. The student's proposed courses of exemption are notified to the Institute Directorate by the relevant department. The exemption application must be made face-to-face or on a digital medium within the period specified in the academic calendar and the first semester in which the student is enrolled. Exemption applications are not accepted after the courses to be exempted have been determined. The student completes at least one third of the courses he/she should take in the program at FIU. Doctoral students enrolled in FIU by making a horizontal transition are required to take one-third of the courses at FIU and take the proficiency exam again and succeed, even if they have completed the doctoral qualification exam in the previous program they have enrolled in and/or are at the thesis stage.

**Miscellaneous
Provisions**

24.

(1) Graduate students may be allowed to freeze their registration for up to three and doctoral students for up to four semesters during their study periods if there are important reasons with valid proof. Applications for freezing registration are submitted by petition to the Institute no later than the end of the course extension period of the relevant semester. By the decision of the Board of Directors of the Institute, the student's registration is frozen and the student's study period is extended accordingly.

(2) Prospective Turkish Republic citizen students who have not received their entire undergraduate education abroad and, students who are registered

in FIU graduate programs and have not received all of their undergraduate education abroad are eligible to apply to FIU graduate programs. These students are subject to the provisions specified in the Regulation on Postgraduate Education of the Council of Higher Education.

(3) In cases where a master's or doctoral thesis study requires research with human and animal subjects, it is necessary to obtain the approval of the ethics committee and submit it to the Institute along with the thesis proposal.

(4) Students who are enrolled in a master's or doctoral program cannot enrol in another graduate or doctoral program.

(5) If the advisor deems it appropriate, students may withdraw from courses with credit within the announced period of time. The student cannot withdraw from the courses that he/she has previously withdrawn from or has taken as a substitute for the course he/she has to repeat. A student can withdraw from a maximum of 2 courses in a semester.

(6) If there is a conflict between the provisions of this Regulation and the regulations of YODAK related to the subject, the provisions of YODAK shall be applied to students who have registered from the date of the amendment.

(7) In this Regulation, the provisions of the "FIU Regulation on Education, Examination and Success" apply in matters not explicitly stated.

(8) The Board of Directors of the Institute and the Institute Committee are authorized to take decisions on issues that are not mentioned anywhere.

**Executive
Power and
Entry into
Force**

- 25. This Regulation is executed by the Rector of FIU.
- 26. This Regulation shall enter into force on the date approved by the Board of Trustees of the Final International University following the decision of the Senate.

Table 1. Grades Used in Graduate Programs

Letter Grade	Coefficient	Percentage Grade (%)
A	4.00	90-100
A-	3.70	85-89
B+	3.30	80-84
B	3.00	75-79
B-	2.70	70-74
C+	2.30	65-69
C	2.00	60-64
C-	1.70	57-59
D+	1.30	54-56
D	1.00	50-53
D-	0.70	45-49
F	0.00	0-44
NG	0.00	-

Letter Grade	Definition
I	Incomplete
W	Course withdrawn
S	Satisfactory
U	Unsatisfactory
NG	Fail due to absenteeism
For Master's Programs	
PS	Project work satisfactory
PU	Project work unsatisfactory
TS	End-of-semester thesis study is satisfactory
TU	End-of-semester thesis study is unsatisfactory
TP	Thesis defence satisfactory
TI	Thesis defence satisfactory subject to modifications
TR	Thesis defence to be renewed
TF	Thesis defence rejected
For Doctoral Programs	
QS	Successful in qualifying exam
QU	Unsuccessful in qualifying exam
DS	End of semester thesis study satisfactory